

AGENDA

Ordinary Meeting of Council

Tuesday 28 April 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 Jon Raynor
- Alderman Elisabeth Clark
- Alderman Toni Tapp-Coutts
- Alderman Peter Gazey
- Alderman John Zelle
- 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)
- Mr Jherry Matahelumual – Executive Assistant (Minutes Taker)

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ORDER OF BUSINESS**1. ACKNOWLEDGEMENT TO 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 or obtained by emailing records@krc.nt.gov.au

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 24 March 2020

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

11. QUESTIONS

With Notice

Without Notice

12. NOTICE OF MOTION**13. REPORTS OF OFFICERS**

- 13.1 Naming of the Dog Park in Lockheed Reserve _____ 1
- 13.2 Partnership/Support Inquiry from Menzies School of Health Research _____ 2-4
- 13.3 Monthly Finance Report – March 2020 _____ 5-19
- 13.4 2018 2019 Acquittal – Department of Tourism, Sport and Culture Grants
Katherine Town Council Library _____ 20-23
- 13.5 Infrastructure & Environment Services Report
for the Month of March 2020 _____ 24-30
- 13.6 Update – Waste Management – New Land Fill Site _____ 25-47
- 13.7 Katherine Logistics & Agribusiness Hub – Proposed Tank Site _____ 48-49
- 13.8 To Retain Obsolete Property – Major and Minor Plant & Equipment _____ 50
- 13.9 Community Services Report for the Month of March 2020 _____ 51-59
- 13.10 Katherine Town Council – Council Meeting Live Streaming Policy _____ 60-67
- 13.11 Mobile Food Vendor Policy _____ 68-83
- 13.12 School Holiday Program Grant Funding
Regional Flexible Grant Agreements _____ 84-90
- 13.13 Northern Territory Police, Fire and Emergency Services
CCTV Licence Deed _____ 91-105
- 13.14 2019/2020 Acquittal – Department of Local Government, Housing and Community
Development – Katherine Visitors Centre Solar Grant _____ 106-108
- 13.15 Proposed Settlement of the Katherine
PFAS Contamination Class Action _____ 109
- 13.16 Licence of Digital Data and Information Agreement _____ 110-115
- 13.17 Election of Deputy Mayor for the Remainder of the Current Term _____ 116-118
- 13.18 Draft of Municipal Plan 2020-2021 _____ 119-238

14. REPORTS FROM REPRESENTATIVES ON COMMITTEES**15. LATE AGENDA****16. GENERAL BUSINESS**

17. 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

18. 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: 26.1.

18.1 Unconfirmed Confidential Minutes of the Payment of Invoices to Duncan Electrical PTY LTD Held on Tuesday, 24 March 2020

18.2 Payment of Invoices to Duncan Electrical PTY LTD

18.3 Show Cause Letter – NT EPA

18.4 T20 – 04 Katherine Sportsground Oval 2 Lighting Relocation

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

19. RESUMPTION OF OPEN MEETING**20. NEXT ORDINARY MEETING OF COUNCIL**

That the Ordinary Meeting of Council for 2020 will be held on Tuesday 26 May 2020.

21. CLOSURE OF MEETING



REPORT

FOLDER: Local Governance/Council Meetings/Reports to Council/Chief Executive Officer

MEETING: ORDINARY MEETING OF COUNCIL – 28 April 2020

REPORT TITLE: Naming of The Dog Park in Lockheed Reserve

Purpose of Report

Council is requested to approve naming the newly completed dog park within the Lockheed Reserve, to commemorate the passing of staff member Andrew Wilson.

Background

Council recently completed the development of the dog park within the boundary of Lockheed Reserve, adjacent to Lockheed Road in late January this year.

A number of people committed their time and resources towards its completion but none more willingly and enthusiastically than Andrew Wilson, Council's Engineering and Environmental Officer.

After Andrew's recent passing, staff liaised with Andrews wife, who approved of the idea of naming it after him. She also requested that KTC plants a cottonwood tree in his name, in the park as well.

Report

Preliminary enquiries with DIPL and the NT Government "Place Names Committee" have revealed that there are a set of procedures that will have to occur in order for this to eventuate. Amongst them being the requirement for the person in question to have been deceased for no less than 12 months. Andrew passed away on the morning of Saturday 28th March 2020.

It is suggested that the CEO assembles the information and details required in order to commence the process and to have all completed by 28th March 2021. For this to occur, council will need to give the CEO the necessary approval to proceed.

OFFICER RECOMMENDATION

That it be recommended to Council:

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 Alan Wilson and that the planting of the cottonwood tree be completed as soon as possible.

A handwritten signature in black ink, appearing to read 'Ian Bodill', written over a large, stylized, looped signature mark.

Ian Bodill

CHIEF EXECUTIVE OFFICER



REPORT

FOLDER: Local Governance/Council Meetings

MEETING: ORDINARY MEETING OF COUNCIL - 2020

REPORT TITLE: Partnership/Support Enquiry from Menzies School of Health Research

Purpose of Report

Menzies School of Health Research is seeking Council's interest and support (or partnering) for the installation of Afterhours Dispensing Units (ADUs), or "vending machines", of sterile injection equipment to service and/or provide a facility/location, in the Katherine/Big Rivers Region.

Background

Similar ADUs are currently in operation in Darwin City, Palmerston and Alice Springs, and are highly received. They come under the Needle and Syringe Program (NSP) and operate as primary outlets. Menzies is looking to implement and evaluate these ADUs in Katherine, Tennant Creek, Nhulunbuy, and more in Darwin; in Nightcliff and Humpty Doo.

The ADUs operate 24/7 through a token system - where an initial token is collected from NTAHC to activate, and a token is included in each "fit pack" for continuous use. A "fit pack" contains the same equipment within a "fit kit", however the difference is the black container which it comes in - this container acts as a disposal unit, where used equipment can be stored and dispensed back into an ADU. These operate free of charge. This would be installed against a wall, and away from busy locations to ensure anonymity.

Report

Feedback from alderman Gazey is that he believes that the VIC would be our best location if discreetly placed on the back wall away from entrance. He believes there is a need, albeit not large and would support KTC taking this on.

The CEO has based his recommendation on the information provided above.

OFFICER RECOMMENDATION

That it be recommended to Council:

That council advises the Menzies School of Health Research that it will support the project by providing a location for an ADU and that the location be on the back wall of the Visitor Information Centre away from the front entrance.

Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation:

Nil

Attachments:

Email received from Menzies School of Health Research

From: Tessa Wallace <tessa.wallace@menzies.edu.au>

Sent: Friday, 17 April 2020 10:40 AM

To: Records (KTC) <records@krc.nt.gov.au>

Cc: James Smith <james.smith@menzies.edu.au>

Subject: Partnership/Support Enquiry

To whom it may concern,

Good Morning,

My name is Tessa and I work for Menzies School of Health Research under the AOD Team. I have been directed to contact the Katherine Town Council by Leanne Chapman (nurse) from KDH ED, to raise the possibility of partnering with, or supporting, a project which we are collaborating with the NT Aids and Hepatitis Council (NTAHC) for, if we are to be successful with the NTPHN Afterhours Innovation Grant – due **24/04/2020**. We are also working closely with David Decolongon from the Public Health Directorate, DoH NTG, and liaising with CDC Katherine on this. Our involvement is to evaluate the project and gather data around injectable drug-use per region in the NT for the first time.

The project is the installation of Afterhours Dispensing Units (ADUs), or “vending machines”, of sterile injection equipment. These ADUs are currently in operation in Darwin City, Palmerston and Alice Springs, and are highly received. They come under the Needle and Syringe Program (NSP) and operate as primary outlets. We are looking to implement and evaluate these ADUs in Katherine, Tennant Creek, Nhulunbuy, and more in Darwin; in Nightcliff and Humpty Doo.

We are aware there is an ADU in operation through Wurli Wurlijang, however this service is separate to NTAHC and is managed independently. We are aware that sterile injection equipment is also available from KDH ED, Clinic 34 and pharmacies, however this is a secondary outlet through the NSP. The ADUs provide a primary outlet, enabling 24/7 access through an anonymous service, including the safe disposal of used equipment.

The ADUs operated 24/7 through a token system - where an initial token is collected from NTAHC to activate, and a token is included in each "fit pack" for continuous use. A "fit pack" contains the same equipment within a "fit kit", however the difference is the black container which it comes in - this container acts as a disposal unit, where used equipment can be stored and dispensed back into an ADU. These operate free of charge. This would be installed against a wall, and away from busy locations to ensure anonymity.

I am writing to you to see if you would be interested in supporting this project, or partnering with to service and/or provide a facility/location, in the Katherine/Big Rivers Region? At the moment, we are in the process of securing locations for these ADUs in Nhulunbuy, Tennant Creek and Darwin, and hope to achieve this prior to application submission. Ideally, these could be located on hospital grounds (in a non-obvious area), a local NGO/Aboriginal Community Controlled Health Organisation, or an identified ideal location.

Ideally, this implementation of an ADU in Katherine would be away from the town precinct, and the existing ADU. The outskirts of town are limited to ADU access, which poses potential limitations with anonymity given its busy location. Leanne Chapman mentioned that Ryan Park may be an appropriate location given it can be a community hot spot. The KDH grounds

would also be an ideal location given its location being on the outskirts of town. The ADU in Alice Springs is located on hospital grounds, but not within the hospital/ED waiting room, and this ADU is highly received - we are currently awaiting a letter of evidence to support this. As NTAHC currently manages, restocks and funds the ADUs, and their offices are limited to Alice Springs and Darwin, their ability to manage these in Katherine, Tennant Creek and Nhulunbuy are limited.

KTC does not manage any part of the NSP program in the NT, as per information. Other jurisdiction councils however do manage parts of the program, such as removal of used sharps from public locations, such as public toilets (City of Darwin). There is the potential for KTC to be a part of this program, such as servicing the ADUs and keeping an eye on, if there is capacity. I would like to discuss this opportunity with the appropriate staff member, have a general chat about the project and answer any queries that may be had. I understand that these are chaotic times given the current climate, and I appreciate all feedback. I look forward to your response.

Hope you have a lovely weekend.

Regards,

Tessa Wallace

Health Promotion Officer | Project Officer

Wellbeing and Preventable Chronic Diseases Division

Menzies School of Health Research

t (08) 8946 8566 | m 0415 194 102 | tessa.wallace@menzies.edu.au | www.menzies.edu.au

PO Box 41096, Casuarina NT 0811, Australia

Office: John Mathews Building (Building 58), Royal Darwin Hospital Campus,
Rocklands Drive, Casuarina NT 0810



REPORT

FOLDER: Local Governance / Council Meetings / Financial Report

MEETING: ORDINARY MEETING OF COUNCIL – 28TH APRIL 2020

REPORT TITLE: MONTHLY FINANCIAL REPORT – MARCH 2020

Purpose of Report

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

General

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:

With changes to our economy with Covid 19, budget comparisons will change with reduced income from "lockdown" requirements within Australia. These regulations have seen all tourism bookings cancelled and some refunded for the next several months along with Hire's cancelled and money received being refunded to sporting and non profit groups.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council endorse the Financial Report for the month of March 2020.

 Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Finance Manager, Donna Jones

Schedule of Attachments:

Financial Report Executive Summary	Debtors Report
Statements of Budget Comparison	
Cash and Investment Report	

KATHERINE TOWN COUNCIL

STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 31 March 2020

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast
INCOME						
Rates and annual charges	9,049,505	-	9,049,505	20,887	9,131,132	9,249,505
Statutory charges	34,340	-	34,340	3,543	42,803	58,641
User charges	1,673,861	-	1,673,861	93,464	1,113,345	1,173,861
Grants, subsidies and contributions	2,260,097	-	2,260,097		930,326	1,960,097
Interest	355,102	-	12,690	35,834	279,515	355,102
Reimbursements	81,988	-	81,988	4,240	129,367	113,988
Other income	3,500	220,905	224,405	-	220,905	224,405
Total operating income	13,458,393	220,905	13,336,886	157,968	11,847,393	13,135,599
EXPENDITURE						
Employee costs	5,061,330	-	5,061,330	364,454	3,246,037	5,061,330
Materials, contracts and other expenses	5,622,998	1,434,473	7,057,471	368,540	3,841,619	7,057,471
Total Operating Expenses	10,684,328	1,434,473	12,118,801	732,994	7,087,656	12,118,801
Operating surplus/(deficit) before depreciation	2,774,065	-	1,218,085	-	4,759,737	1,016,798
Operating surplus/(deficit) before capital items	2,774,065	-	1,218,085	-	4,759,737	1,016,798
Net gain (loss) on disposal of assets	-	-	-	-	-	-
Net operating surplus/(deficit)	2,674,065	-	1,118,085	-	4,759,737	916,798

KATHERINE TOWN COUNCIL

CAPITAL INCOME & EXPENDITURE

As at 31 March 2020

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast
Sources of capital funding expended						
General revenue used for capital purposes	2,630,552	700,000	3,330,552	43,344	567,721	3,330,552
Other capital revenue sources:			-	-	-	-
Proceeds from sale of capital assets			-	-	-	-
Grants and subsidies	568,155		568,155	220,024	2,726,394	568,155
Grants and Subsidies C/F 2018/2019		2,055,179	2,055,179	-	170,540	2,055,179
Transfers from Reserves	13,725,404		13,725,404	-	1,220,369	13,725,404
Total capital funding	16,924,111	2,755,179	19,679,290	263,368	4,343,944	19,679,290
Application of capital funding						
Non current capital assets:						
Buildings and other structures	734,220	92,182	642,038	-	-	642,038
Plant and machinery	419,000	90,000	509,000	452	285,536	509,000
Infrastructure assets	3,405,196	1,358,052	4,763,248	169,952	2,168,908	4,763,248
Improvements	12,318,476	1,386,809	13,705,285	92,964	605,382	13,705,285
Furniture and equipment	47,219	12,500	59,719	-	37,460	59,719
Total	16,924,111	2,755,179	19,679,290	263,368	3,097,286	19,679,290
Brought forward amounts	-	-	-	-	1,246,658	-
Total capital expenditure	16,924,111	2,755,179	19,679,290	263,368	4,343,944	19,679,290

CASH AND INVESTMENTS 31 March 2020

GENERAL FUND

Commonwealth Bank

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

\$	
4,773,244	
426,866	
-	
<u>4,346,378</u>	

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	FINANCIAL INSTITUTION %
AMP	1,030,142	1.20	on call	on call		
AMP	2,093,600	1.90	18-Nov-19	18-May-20		
AMP	1,066,903	1.40	9-Mar-20	9-Jun-20		
AMP	1,097,622	1.20	on call	on call		
AMP	3,473,695	1.90	20-Nov-19	18-May-20	8,761,962	35.57%
Commonwealth Bank	575,019	1.20	on call	on call		
Commonwealth Bank	1,517,237	1.20	on call	on call	2,092,256	8.49%
Macquarie Group	3,776,457	1.50	17-Mar-20	17-Jun-20	3,776,457	15.33%
Macquarie Group	2,458,879	1.60	24-Feb-20	23-Jun-20	2,458,879	9.98%
NAB	4,106,597	1.53	6-Feb-20	8-May-20	4,106,597	16.67%
Westpac Bank	892,421	1.30	9-Mar-20	9-Jun-20		
Westpac Bank	2,546,287	1.53	9-Feb-20	9-Aug-20	3,438,708	13.96%
Total Investments					<u>24,634,859</u>	100.00%
Total Funds					<u>28,981,237</u>	
Allocation of funds						
Capital Budget					19,679,290	
Less YTD Capital					-	
Internally Restricted Funds						
WMF Renewal Reserve motion passed 10/20/19				1,712,862		
Capital & WMF Renewal Reserve motion passed 10/12/19				5,000,000	6,712,862	
Capital Renewal Reserve					3,052,775	
Elections					100,000	
Contingency Reserves					1,000,000	
Provision for Employee Entitlements and Other Liabilities					637,210	
					<u>28,348,218</u>	
Unrestricted funds					633,019	
					<u>\$ 28,981,237</u>	

DEBTORS REPORT
31 March 2020

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	TOTAL \$
Sundry	16,635	65,959	67,570	10,370	160,534
Weighbridge	49,149	29,550	13,166	60,765	152,630
Total		4,491			313,164
Infringements					
Animal	405	235	-	27,686	28,326
Parking	-	170	-	11,608	11,778
Litter	-	-	-	884	884
Camping	-	-	-	483	483
Total					41,471
Rates	Current \$	Arrears incl interest & legal fees			TOTAL \$
	1,582,019			493,693	2,075,712
Grand Total					2,430,347

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, compared to budget is on track to meet forecast prior to COVID 19 changes. Budget to forecast will need to be monitored over the next few



Cash Position

Cash position is strong with investment maturing to meet the timelines for the Show Grounds, Sports Ground and CBD Projects

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

Debtors Analysis

The table below shows the amount of debtors outstanding for the current and the previous month. Debtors have shown an overall decrease with rates with a duplicate invoice being reversed. Rates were due 31st March for 4th instalment. sundry Debtors have reduced with VIC operating Grant invoice being paid.

	Feb-20	Mar-20
Rates debtors	2,711,742	2,075,637
Sundry debtors	451,511	160,534
Weighbridge debtors	137,318	152,630
Infringement - Animal	27,986	28,326
Infringement - Parking	11,778	11,778
Infringement - Litter/Camping	1,367	1,367
Total outstanding	3,341,702	2,430,272

Rates Debtors Analysis

The final installment of rates is due for payment 31st March.

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 March 2019.

	Feb-20	Mar-20
Current	221,917	16,635
Over 30 days	216,440	65,959
Over 60 days	4,704	67,570
Over 90 days	8,450	10,370
Over 120 days		
Total	451,511	160,534

Sundry Debtors have decreased with VIC Operating Grant invoice being paid. Debtors have been followed up via telephone or letter advising payments are overdue. List of Aged Recievables are to follow.

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 Feb 2019.

	Feb-20	Mar-20
Current	45,711	49,149
Over 30 days	27,390	29,550
Over 60 days	7,021	13,166
Over 90 days	57,196	60,765
Over 120 days		
Total	137,318	152,630

Weighbridge debtors have over 90 days is a reimbursment from Cleanaway that has been sorted and should be repaid to KTC this month.

Expense Report

For the period 1 March 2020 to 31 March 2020

Invoice Date	Contact	Reference	Description	Invoice Total
01 Mar 2020	Clayton UTZ Lawyers	4072440	Professional services	21,726.65
01 Mar 2020	Mode Design Corp PL	101001804	Design & Development - final progress payment.	1,440.00
01 Mar 2020	Top End Rural	101484	Irrigation supplies	39.18
01 Mar 2020	Nutrien Ag Solutions Limited (Formerly Landmark)	902578357	Boonless sprayer for ATV CB13KJ	215.60
01 Mar 2020	Nutrien Ag Solutions Limited (Formerly Landmark)	902578499	Fittings for spray unit pump	77.11
01 Mar 2020	Katherine Constructions Pty Ltd	INV-1304	Supply tactile pads at Hot Springs. Pressure wash concrete, markout areas to be tiled, prime concrete substrate	1,617.00
01 Mar 2020	Vanderfield Machinery Pty Ltd	P08959	Engine for John Deere ride on, #216.	1,206.19
01 Mar 2020	Pritchard Francis Consulting	18794	Design & documentation of Morris Road Reseal and culvert upgrade	15,204.79
01 Mar 2020	Territory Solar Solutions	00000219	Supply of 31.5kw three phase grd connected zero export limited solar system at VIC	41,817.59
01 Mar 2020	TBM Installations	Inv 9834A	Supply Installation of airconditioning at Pavillion - final payment	3,035.60
01 Mar 2020	Power Water	72984582	YMCA Building Sewerage 01/10/2019 - 31/12/2019	3,582.97
01 Mar 2020	Orange County Pty Ltd - Top End Trophies	INV0002140	Fix Mayor's Ceremonial Chain	27.50
01 Mar 2020	Hohns Anything Metal	086398	Roll top fencing panels and posts x 5 with caps - H/Springs	1,715.54
01 Mar 2020	Mode Design Corp PL	101001804-A	Design & Development - final progress payment.	144.00
01 Mar 2020	Wilson Security	VW009300088	Aerodrome Reporting and Adventure Play Park. - January 2020	2,730.86
01 Mar 2020	Transpacific Cleanaway Pty Ltd	15673596	January 2020 - Garbage Collection - Hot Springs	195.00
01 Mar 2020	Hire Power	K7621	Quick cut saw on wheels hire period 18/02-19/02	110.00
01 Mar 2020	Woodworths	3881332	Kitchen and cleaning supplies	26.24
01 Mar 2020	Transpacific Cleanaway Pty Ltd	15675660	January 2020 - Garbage Collection - Town Square	87.12
01 Mar 2020	Kakadu National Park	00017860	Kakadu National Park pass for February 2020	714.40
01 Mar 2020	Nitmiluk Tours	00057537	Bookings for 01.03.2020	133.00
01 Mar 2020	WSP Australia Pty Ltd - Irwinconsult	64047120	Structural Design and Documentation	6,600.00
01 Mar 2020	Pivotel Satellite Pty Ltd	2796801	Satellite phone waste management coordinator - March 2020	15.00
01 Mar 2020	Imparia Television	99044	Tourism Campaign 03/02-27/02/20	880.00
01 Mar 2020	Currys NT	00018545	Trophy Citizen of the Year	129.95
01 Mar 2020	Currys NT	00018460	Australia Day Trophies	415.80
01 Mar 2020	Puma Energy Australia Fuels Pty Ltd	ASIP1430435	2500L Diesel - Delivery to KTC Depot	3,486.87
01 Mar 2020	Asford Group Architects	INV-0610	Progress Payment for CBD Revitalisation	35,233.00
01 Mar 2020	Katherine Times T/As Australian Community Mel	0807434456	Infrastructure Admin Officer positionadvertising	218.14
01 Mar 2020	Katherine Times T/As Australian Community Mel	0807434457	Casuarina Street Footpath commencement of work advertisement	97.05
01 Mar 2020	Katherine Times T/As Australian Community Mel	0807480717	Depot Employee -position advertisement	230.53
01 Mar 2020	Katherine Times T/As Australian Community Mel	0807457225	Public Notice - Council Meeting on 25 February	121.83
01 Mar 2020	Katherine Times T/As Australian Community Mel	0807457226	Various Positions Vacant advertisement	267.69
01 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	062780	Nomadnet (wif) - April	55.00
01 Mar 2020	Top End Rural	101721	Sprinklers gardens	222.50
01 Mar 2020	BOC Gas	5004882653	Gas cylinder hire February 2020 a	365.71
01 Mar 2020	Power Water	73238845	Victoria Highway water 16/08/2019 - 12/11/2019	359.41
01 Mar 2020	Pine Tree Motel NEW OWNERS	280	Booking 8142153 on 12/12/2019	77.87
01 Mar 2020	HWL Ebsworth	1084690	Lease Renewal - ABC Lease	1,540.00
01 Mar 2020	Wilson Security	VW00931632	January Alarm Call outs - various locations	1,660.63
01 Mar 2020	Line Marking NT	INV-0380	Line Marking, McKeddie Road	2,720.30
01 Mar 2020	EASA	00035920	Counselling session for Feb 2020	197.47
01 Mar 2020	Lucid Consulting engineers (NT) Pty Ltd	NT079279	Design & Documentation for mechanical & fire compliance upgrade	3,432.00
01 Mar 2020	Manbulloo Homestead and Caravan Park	PV 10032020	Booking Reference 8141873 on 09/01/2020	1,260.00
01 Mar 2020	Top End Rural	101736	Lawn Seed	270.96
01 Mar 2020	Top End Rural	101763	Irrigation supplies	462.30
01 Mar 2020	Top End Rural	1000000015	Hunter sprinklers	1,265.00
01 Mar 2020	Wilson Security	VW00920376-A	Alarm Response -various loatlions	27.00
01 Mar 2020	Clayton UTZ Lawyers	4068810-A	Various activities - meeting with A McGill to take instructions	80.80
01 Mar 2020	Nitmiluk Tours	00057529	Bookings for the 26/02/2020	74.81
01 Mar 2020	Westrans	INV0009254	Replacement parts for hook truck repairs	616.70

01 Mar 2020	Hames Sharley	NT001512	Sportsground Redevelopment Design Consultancy - services rendered to 31/01/2020	21,362.00
01 Mar 2020	Hames Sharley	NT001513	Oval 2 Specialist Lighting Engineering	7,150.00
01 Mar 2020	Transpacific Cleanaway Pty Ltd	February 2020 Payment	February 2020 - Garbage Collection	25,741.68
01 Mar 2020	Jacana Energy	2515704	NMI 25000120656 19/10/2019-20/11/2019	292.68
01 Mar 2020	Cooinda Lodge Kakadu - Kakadu Tourism	561592	Booking 8221835 on 14/01/2020	157.50
01 Mar 2020	Cooinda Lodge Kakadu - Kakadu Tourism	561876	Booking 8228307 on 17/01/2020	346.50
01 Mar 2020	Cooinda Lodge Kakadu - Kakadu Tourism	563123	Booking 8252299 on 25/01/2020	157.50
01 Mar 2020	Cooinda Lodge Kakadu - Kakadu Tourism	563081	Booking 8250818 on 27/01/2020	151.37
01 Mar 2020	Cooinda Lodge Kakadu - Kakadu Tourism	562924	Booking 8247547 on 23/01/2020	157.50
01 Mar 2020	HWL Ebsworth	1084564	Lease for Save the Children	2,255.00
01 Mar 2020	Celect Haulage NT PL	01020	Top soil - delivered 75 tonnes Top Park at H/Springs	3,547.50
01 Mar 2020	Canning Industries	3257	Isuzu Hook truck repairs	1,518.00
01 Mar 2020	Rowlands Quarry	00021533	Concrete for bollards at H/Springs	484.00
01 Mar 2020	Wallbridge Gilbert AZTEC RFP	INV-6091	V05 - Development Permit DP20/0046 Requirement- preparation of ESCP for Showground	3,850.00
01 Mar 2020	Lawrence & Hanson	6749428	50mm PVC electrical conduit	26.86
01 Mar 2020	Telstra Corporation Limited	K 565 912 100-3	VIC telephone and internet expenses Feb 2020	9,216.40
01 Mar 2020	Mercure Kakadu Crocodile Hotel	150338	Booking Ref 8252318 - for 25/01/2020	130.37
01 Mar 2020	Wallbridge Gilbert AZTEC RFP	INV-6103	Hot springs - geotechnical, topographic, site inspections and detailed design	14,113.00
01 Mar 2020	Masterplan	129024	Rodeo Relocation - Professional Fees	3,526.78
01 Mar 2020	Top End Rural	0000000014	Irrigation supplies for hot springs	627.45
01 Mar 2020	Boab Caravan Park (Beintom Pty Ltd)	00000220	Booking Reference 8298110 on 12/02/2020	135.63
01 Mar 2020	Security Solutions NT	00000169	Closing of Low Level gates alerted by Water Resource HydroTel	66.00
02 Mar 2020	Leon Tonkin T/As Katherine construction and M459		Fit Corrugated iron to eaves at show ground trade building	2,100.00
02 Mar 2020	Niceforo Quarry and Concrete	2020-1	Cubic Meter concrete H/Springs	748.00
02 Mar 2020	Fay Miller	Mayor Allowance 01-29	Mayoral Allowance February 2020	7,851.99
02 Mar 2020	Elisabeth Clark	Alderman Allowance 1-29	Alderman Allowance February 2020	1,319.16
02 Mar 2020	Peter Gazey	Alderman Allowance 1-29	Alderman Allowance February 2020	1,319.16
02 Mar 2020	Matt Hurley	Alderman Allowance 1-29	Alderman Allowance February 2020	1,319.16
02 Mar 2020	John Raynor	Deputy Mayor Allowance	Deputy Mayor Allowance February 2020	1,978.83
02 Mar 2020	Toni Tapps - Coutts	Alderman Allowance 1-29	Alderman Allowance February 2020	1,319.16
02 Mar 2020	Bishdun Pty Ltd trading as Nighthawk Transport	00435865	Freight of engine from Vanderfield	72.60
02 Mar 2020	Ashford Group Architects	INV-0613A	2nd Progress Payment for CBD Revitalisation	14,206.50
02 Mar 2020	John Zelle	Alderman Allowance 1-29	Alderman Allowance February 2020	1,319.16
02 Mar 2020	Maksi Morris	Refund Deposit	Refund deposit - Dog antibark collar	230.00
02 Mar 2020	Terrace Emporium Pty Ltd	20148244	Art Competition Voucher	100.00
02 Mar 2020	Westward Bound PTY LTD T/A Beagle Motor	INV-6171	Booking 8304816 on 28/02/20	113.75
02 Mar 2020	Katherine Office Supplies	308455	Stationery supplies	882.77
02 Mar 2020	Katherine Mitre 10	111334696	Garden hose fittings	41.45
02 Mar 2020	Katherine Mitre 10	111334719	Materials for repairs to cupboards	57.53
02 Mar 2020	Katherine Mitre 10	111334728	Fan - Pedestal	19.82
02 Mar 2020	Mac's Hire Service - Pash Contracting Pty Ltd	34135	10mm chain S/C - trailer safety stamped	44.61
02 Mar 2020	Power Water	73942083	Style Park Water 21/01/2020 - 19/02/2020	24.57
02 Mar 2020	Power Water	73942082	Morris Park Water 21/01/2020-19/02/2020	195.16
02 Mar 2020	Power Water	73942192	Ryan Park Toilets Water 21/01/2020 - 19/02/2020	64.10
02 Mar 2020	Power Water	73942137	Showgrounds Water 18/01/2020 - 18/02/2020	707.69
02 Mar 2020	Power Water	73942635	Hot Springs Water 18/01/20 - 18/02/2020	1,469.29
02 Mar 2020	Ashford Group Architects	INV-0613	Claim 2 CBD Revitalisation Program	5,885.00
02 Mar 2020	Mac's Hire Service - Pash Contracting Pty Ltd	34189	10mm chain S/C - trailer safety stamped	133.82
03 Mar 2020	Katherine Mitre 10	111334822	Night lock and latch	32.26
03 Mar 2020	Woolworths	3709676	Kitchen and Cleaning Supplies	90.75
03 Mar 2020	Pine Tree Motel NEW OWNERS	344	Booking 8238162 on 31/01/20	173.26
03 Mar 2020	Scotmec Pty Ltd	00017229	Whipper snipper cord	96.40
03 Mar 2020	Car Parts	349533	Battery fuel cart	187.30
03 Mar 2020	Car Parts	349532	Deck belt and Fuel filter for Iseki mower,	435.25
03 Mar 2020	Katherine Mitre 10	111334935	Garden edging	165.62
03 Mar 2020	Katherine Mitre 10	111334910	Garden supplies	75.23
03 Mar 2020	Territory Business Centre	00031912/2020	Working with Children clearance	72.00
03 Mar 2020	Astral Contracting - NT Refrigeration & Plumbing	IV00000000651	Leak repair & materials	305.29
03 Mar 2020	Astral Contracting - NT Refrigeration & Plumbing	IV00000000652	Repair leaking taps thru house, fit new shower rose in ensuite - CEO's house	414.27

03 Mar 2020	Nitmiluk Tours	00057545	Bookings for 02.03.2020	166.25
03 Mar 2020	Playground Safety Inspectors Australia	00000084	Playground Training Course - 2 Depot staff	4,400.00
03 Mar 2020	Power Water	73963666	Naturestrip Hamdorf Water 22/11/2019-20/02/2020	74.53
03 Mar 2020	Australia Post	1009380748	Postage for February 2020	1,994.19
03 Mar 2020	Puma Energy Australia Fuels Pty Ltd	ASIP1436256	Diesel at WMF	2,657.38
04 Mar 2020	Katherine Mitre 10	111335012	Rapid set cement	281.04
04 Mar 2020	Katherine Mitre 10	111335045	Screws and saddles	17.43
04 Mar 2020	Kakadu National Park	000172729	Kakadu National Park pass for January 2020	868.29
04 Mar 2020	WSP Australia Pty Ltd - Irwinconsult	64049315	Structural Design and Documentation - Aquatic Ctr	1,650.00
04 Mar 2020	Katherine Mitre 10	111335008	Gloves and ear plugs	39.49
04 Mar 2020	Quest Darwin	15237	Accommodation 03.03.20 -for Big Rivers Conference	130.78
04 Mar 2020	Nitmiluk Tours	00057549	Bookings for 04.03.2020	149.62
04 Mar 2020	Power Water	73965487	Cemetery Water 22/01/2020 - 21/02/2020	39.95
04 Mar 2020	Power Water	73965531	Museum Building Water 22/01/2020-21/02/2020	380.12
04 Mar 2020	Katherine Lock and Key	045816	Locks roller door at sportsground	59.23
04 Mar 2020	Jacana Energy	2645739	NMI 25000120656 21/01/2020-19/02/2020	177.78
04 Mar 2020	Totally Workwear Palmerston	100063549	Workcool Shirts and Trousers	123.00
04 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	385	10mm chain S/C - trailer safety stamped 1 returned and credit note	(44.61)
04 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34490	Face masks with filters x3	88.14
05 Mar 2020	E.E. Muir & Sons Pty Ltd	24-030310	Weedmaster and Kamba M	1,045.00
05 Mar 2020	Katherine Office Supplies	308581	Plastic card holders for fuel cards	20.80
05 Mar 2020	Power Water	73977566	Civic Centre Water 25/01/2020 - 25/02/2020	691.29
05 Mar 2020	Mantra Pandanas	3119454	Booking VIC - 03.08.19	483.00
05 Mar 2020	Gail Leckie	Refund	Refund of over charge for Dog re-homing	30.00
05 Mar 2020	Colemans Printing Pty Ltd	CP037013	Presentation folders x 500	1,259.50
05 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	062518	Network management service agreement March 2020	2,990.00
05 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	062516	Point to point data connection March	1,874.74
05 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	062517	Hosting services 2019/20 - March	2,369.52
05 Mar 2020	Sodmec Pty Ltd	00017253	Mower blades, Hustler 48 CD181K	220.80
05 Mar 2020	Car Parts	349604	Insulation tapjack stands trailer plugs	186.90
05 Mar 2020	Katherine Mitre 10	111335231	Lawn seeders and rapid set concrete	184.52
05 Mar 2020	Society by design	093	Digital GOOGLE February	1,771.00
05 Mar 2020	Reedy & Co Pty Ltd formerly T/A Top End Troph	INV-10802	Repair s/s strip in pool	364.90
05 Mar 2020	North Australian Helicopters Pty Ltd	INV-048503	Booking ref: 8352320 on 05.03.2020	743.75
05 Mar 2020	Nitmiluk Tours	00057551	Bookings for 05.03.2020	166.25
05 Mar 2020	Coinda Lodge Kakadu - Kakadu Tourism	569204	Booking 8345965 on 05/03/2020	259.87
05 Mar 2020	Rowlands Quarry	00021543	10 mm gravel - 13 tonnes	811.80
06 Mar 2020	Jake Wright	Travel Allowance - JW	Travel Allowance - training course in Darwin 09.03.20-13.03.20	523.40
06 Mar 2020	Terence Sherlock	Travel Allowance TS	Staff Travel Allowance - Training course in Darwin 09.03.20-13.03.20	523.40
06 Mar 2020	Australian Taxation Office	ATO BAS Jan 2019	GST Paid Jan 2019	9,859.00
06 Mar 2020	Australian Taxation Office	ATO BAS Adf Dec 2019	GST Paid under claim in Dec 2019	32.28
06 Mar 2020	Avanser Pty Ltd	2002341	Inbound Rental - February	33.00
06 Mar 2020	BookEasy Australia Pty Ltd	00017486	Booking commission fee - February 2020	385.00
06 Mar 2020	McCoy's Garden Engineering	00003250	Arboricultural works on hazardous trees as identified in RFWQ documentation	5,500.00
06 Mar 2020	Wilson Security	VW00936452	February Alarm Activations various locations	395.96
06 Mar 2020	M.D. Surveys Pty	INV-1598	Survey Waste Management Site mound for fire waste cell.	5,500.00
06 Mar 2020	Rowlands Quarry	00021549	10 mm gravel 12.85 tonnes delivered	815.10
06 Mar 2020	Humanitix Even Ticket	ES971NPX	Waste Management Summit Ticket for 1st April 2020 (since been refunded)	88.00
07 Mar 2020	Nitmiluk Tours	00057556	Bookings for 07.03.2020	166.25
08 Mar 2020	LOGIQC Pty Ltd	INV-6136	Monthly subscription commencing 03.03.20	378.40
09 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	062779	Nomodnet - April	230.00
09 Mar 2020	Katherine Refrigeration Pty Ltd	INV-4267	Aircon repair at airport.	132.00
09 Mar 2020	Puma Energy Australia Fuels Pty Ltd	ASIP1435285	Low Aromatic fuel for mowers and equip at depot	870.76
09 Mar 2020	Territory Springwater AU Pty Ltd	1603	Water library	62.00
09 Mar 2020	Katherine Aviation	00049646	Booking 8354033 for William Hodgson on 06.03.2020	507.50
09 Mar 2020	Katherine Betta Home	00004286	Urn - for Public Tea and Coffee, Kettle for staff room	178.00
09 Mar 2020	Holms Anything Metal	086792	Paint for gate at east side community center	40.59
09 Mar 2020	Power Water	73997921	VIC Water 04.02.20-04.03.20	104.52
09 Mar 2020	Microsoft Regional Sales Pty Ltd	E0700AEN3D	VPN Gateway & directory subscription	208.68

10 Mar 2020	Territory Business Centre	Annika Orcha	Orcha Card for VIC	72.00
10 Mar 2020	Colemans Printing Pty Ltd	CP038234	Business Cards Qty 500	154.00
10 Mar 2020	Nitmiluk Tours	00057564	Bookings for 10.03.2020	458.50
10 Mar 2020	AutoPro Katherine NT	340132	Drum gear/ pump/ Window Cleaner	60.75
10 Mar 2020	Katherine Mitre 10	111336228	Pad bolt x2 Hinge, Hand Cleaner	105.76
10 Mar 2020	Lake Argyle Cruises	PV 13032020	Booking Reference 8353699on 10/03/2020	157.50
10 Mar 2020	Katherine Mitre 10	111336189	Cement, paint and repairs for break in door at Don Dale	104.57
10 Mar 2020	Kinny Screens Awnings & Blinds	00004003	Replacement of window at showground society office	4,089.80
10 Mar 2020	Adamson Brothers Quarries Pty Ltd	00001401	Gravel	445.50
10 Mar 2020	M.D Surveys Pty	INV-1593	Aquatic Ctr - new sail locations. Detail survey continued.	2,505.25
10 Mar 2020	Power Water	74009460	YMCA Swimming Pool Water 05.02.20-05.03.20	539.12
10 Mar 2020	paravista motel	3359.007.446	Accommodation booked training course in Darwin 1 night - 2 staff	150.10
10 Mar 2020	Territory Business Centre	947000	Orcha Card for VIC staff	72.00
11 Mar 2020	Normist Pty Ltd T/A Katherine Tools	INK6887	Washers	21.68
11 Mar 2020	Asral Contracting - NT Refrigeration & Plumbing	IV00000000657	Investigate and repair water leak at the airport mens toilets	647.83
11 Mar 2020	Nitmiluk Tours	00057574	Bookings for 11/03/2020	166.25
11 Mar 2020	Katherine Sign Management	00005049	Signs for new tri tipper/Install logos on KTC vehicles	605.00
11 Mar 2020	Scatts Plumbing Services	SM4509	Replace butterfly valve in pool shed. Bleed pumps, re-start and set filter pressure.	452.93
11 Mar 2020	Orange County Pty Ltd - Top End Trophies	INV00002920	GEO plaque and various name badges	75.00
11 Mar 2020	Power Water	74023645	O'Shea Park Water 04.02.20-04.03.20	26.65
11 Mar 2020	Power Water	74023546	First St Car Park Water 04.02.20-04.03.20	24.57
11 Mar 2020	Power Water	74023504	Giles St Auto Toilet Water 04.02.20-04.03.20	26.65
11 Mar 2020	Everlon Bronze	00011117	Cemetery plaque	227.92
11 Mar 2020	Western Australian Local Government Association	33081459	Council Connect Website Design & Development as per proposal # 1A59	40,286.00
11 Mar 2020	H 105 Mitchell Hotel & Apartments	BB2002249098764	2 nights acc in 3 b/room apart for staff at Finance Reference Meeting	766.84
11 Mar 2020	Boar Power Cutting Tree & Garden Maintenance	55	Yard Clean - 78 Riverbank Drive	800.00
12 Mar 2020	Annika Berendes	Travel Allowance 240320	Tourism 2030 Conference 24.03.20-26.03.20 (since been refunded)	224.25
12 Mar 2020	Katherine Mitre 10	111336572	Shade cloth replacement Rotary kitchen showground.	280.50
12 Mar 2020	Nitmiluk Tours	00057575	Bookings for 12/03/2020	517.12
12 Mar 2020	Power Water	74035672	Naturesrip First Footpath Water 08.02.20-09.03.20	25.39
12 Mar 2020	Power Water	74035716	Sportsground Water 05.02.20-05.03.20	1,000.99
12 Mar 2020	Power Water	74035705	Naturesrip Lindsay Water 07.02.20-09.03.20	26.21
12 Mar 2020	Power Water	74035704	Naturesrip Second St Water 08.02.20-09.03.20	25.39
12 Mar 2020	Power Water	74035706	Naturesrip Third Water 07.02.20-09.03.20	26.21
12 Mar 2020	Power Water	74035699	Roundabout First/Lindsay Water 11.02.20-09.03.20	22.93
12 Mar 2020	Katherine Mitre 10	111336538	Pad bolts x 3	17.73
12 Mar 2020	Benash Maintenance Services	IN50242	Fire and Safety testing repairs - various locations	9,714.72
12 Mar 2020	Adobe System Software Ireland Ltd	1162895034	Adobe Creative Cloud -	871.07
12 Mar 2020	PM Eat and Drink	Meal Rose CC	Dinner for three staff Finance Reference Group meeting	115.00
12 Mar 2020	Rays Cafe and Patisserie	B/fast CC rose	Breakfast for three staff Finance Reference Group Training	63.50
13 Mar 2020	Steven Holt	Refund - overpaid rates	Refund of over payment of 19/20 Rates	589.10
13 Mar 2020	Car Parts	349935	Tow hitch for tri tipper	296.20
13 Mar 2020	R Holt & Co Katherine Pty Ltd	10139	Cover material for wet season.	10,995.60
13 Mar 2020	Macos Hire Service - Pash Contracting Pty Ltd	34325	safety glasses	69.38
13 Mar 2020	Katherine Refrigeration Pty Ltd	INV-4298	Supply and fit 3 A/C units to Eastside CC	4,686.00
13 Mar 2020	Nitmiluk Tours	00057577	Bookings for 13/03/2020	74.81
13 Mar 2020	Kleen Yards Katherine	IV00000006893	graffiti remover and paint	145.20
13 Mar 2020	Power Water	74046951	Town Square Water 11.02.20-10.03.20	583.38
13 Mar 2020	Power Water	74046337	Sportsground Water 05.02.20-05.03.20	2,233.95
13 Mar 2020	Car Parts	349919	Hand sanitizer x 5	50.20
13 Mar 2020	Little Miss Korea	qfmmnfmm	Meals for three staff at Finance Reference Group Meeting	138.00
13 Mar 2020	Coles Supermarkets Australia Pty Ltd	5220996 E89202	Fuel purchased	73.14
13 Mar 2020	H Hotel	194528	Breakfast for three staff at Finance Reference Group Meeting	47.00
13 Mar 2020	Masterplan	129123	Rodeo Relocation -progress payment	518.36
13 Mar 2020	Car Parts	349917	Mower battery	106.90
14 Mar 2020	Nitmiluk Tours	00057581	Bookings for 14.03.2020	149.62
16 Mar 2020	Puma Energy Australia Fuels Pty Ltd	ASIP1439682	Addblue	235.58
16 Mar 2020	REPCO KATHERINE	4110752306	Toilet roll and hand towel	666.16
16 Mar 2020	Nordraft	11145522	Supply planning application and drafting for DA	1,100.00

16 Mar 2020	United Card	31142020	Fuel Card February 2020	3 308.06
16 Mar 2020	Scatts Plumbing Services	SM4503	inspect and repair emergency shower/eye wash aquatic centre.	330.00
16 Mar 2020	Scatts Plumbing Services	SM4439	Storm water assessment for Gillard Crescent development	220.00
16 Mar 2020	Woolworths	3890099	EMIS Catering - 16/3/20	57.25
16 Mar 2020	Pranees Thai Kitchen	167458	Meal for 3 staff at Finance Reference Group Meeting	26.00
16 Mar 2020	Xero Australia Pty Ltd	INV-11691054	Monthly subscription 13.03.2020 - 12.04.2020	150.00
16 Mar 2020	Quest Palmerston	37351	Accommodation for two staff for 4 nights Playground Construction course Darwin	764.85
16 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34545	Disinfectant hand wipes x 4 and heavy duty towels	198.30
16 Mar 2020	Binjari Community Aboriginal Corporation	27987998	Contracted agreement April 2020	8,087.84
16 Mar 2020	Lawrence & Hanson	374655	Pump start relay	43.03
17 Mar 2020	Benash Maintenance Services	INS0335	Security Monitoring fees various sites March 2020	258.50
17 Mar 2020	Local Government Association of the Northern Territory	14170	3 staff attend Finance Reference Group Meeting at Darwin 11-12th March 2020.	165.00
17 Mar 2020	Katherine Mitre 10	111337401	Water bottle - 5 L	46.45
17 Mar 2020	Katherine Mitre 10	111337414	Adhesive silicon sand paper, hand soap	190.68
17 Mar 2020	Katherine Mitre 10	111337417	rapid set cement for signs	70.26
17 Mar 2020	Katherine Mitre 10	111337452	Mounting tape	27.12
17 Mar 2020	Woolworths	3897772	Staff amenities and cleaning items	98.75
17 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34589	Hand wash soap dispensers	355.10
17 Mar 2020	Power Water	74067222	Railway Terrace Water 11/02/2020 - 10/03/2020	23.75
18 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34614	Materials and supplies for mowers	241.21
18 Mar 2020	Puma Energy Australia Fuels Pty Ltd	ASIP1442695	ULS Diesel - WMF 1900 lt	2,277.33
18 Mar 2020	Katherine Mitre 10	111337622	Recip saw blades	28.98
18 Mar 2020	Compass Cleaning and Ground Maintenance	43	Clean and restock Lindsay St Complex - Clean Up Australia Day Event	160.00
18 Mar 2020	Jacana Energy	2661998	Multi Site Bill - Period covering 01/02/2020 - 29/02/2020	14,712.53
18 Mar 2020	Katherine Mitre 10	111337627	Rubbish bins	45.05
18 Mar 2020	Katherine Office Supplies	308980	AA batteries	179.97
18 Mar 2020	Scotmec Pty Ltd	00017362	Wipper sniper head to suit Makita brush cutter	97.00
19 Mar 2020	Department of Tourism, Sport and Culture - Tour	949004615	Repayment of unspent grant funding - Big Rivers shared Resource	120,000.00
19 Mar 2020	Power Water	74085822	Lindsay St Complex Tick Market Water 08/02/2020-09/03-2020	42.03
19 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34857	Ear Plugs, Squichers and face masks	475.47
19 Mar 2020	Permanent Pothole Solutions	INV-0000030344	bags of bitumen	4,620.00
19 Mar 2020	Rowlands Quarry	00021608	cement for bollards delivered 20.03.2020	484.00
19 Mar 2020	Nitmiluk Tours	00057599	Bookings for 19.03.2020	306.25
19 Mar 2020	Katherine Mitre 10	111337938	Masonry drill bits	40.94
19 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34858	Toilet rolls, soap dispensers and disinfectant	729.59
19 Mar 2020	Coinda Lodge Kakadu - Kakadu Tourism	PV 23032020	Booking Reference 8369000 on 19/03/2020	243.24
20 Mar 2020	Katherine Office Supplies	309053	Laminate pouches for signs in toilets and bathrooms for COVID-19	59.26
20 Mar 2020	REPCO KATHERINE	4110752617	Hand wipes	43.07
20 Mar 2020	Duncan Electrical Pty Ltd	207116	Site preparation (showgrounds and Sportsgrounds) for Territory Day 2019 including change of venue arrangements	2,354.00
20 Mar 2020	ADG Consulting Engineers	DWN02747	Review Existing Report and Site Inspection	7,499.80
20 Mar 2020	Coinda Lodge Kakadu - Kakadu Tourism	570580	Booking 8369122 on 20/03/2020	259.87
20 Mar 2020	Nitmiluk Tours	00057601	Bookings for 20.03.2020	166.25
20 Mar 2020	Katherine Mitre 10	111333856	Tek screws for bollard caps	59.46
20 Mar 2020	Rowlands Quarry	00021621	Cement for bollards	352.00
20 Mar 2020	Compass Cleaning and Ground Maintenance	48	Fit locks to Toilet dispensers	700.00
20 Mar 2020	Belinda Park	Deposit Refund	Deposit refund for cat trap	145.00
20 Mar 2020	Keneth Kinnear	Refund - Kinnear	Cancellation of Tour Bookings through VIC due to COVID-19	261.90
20 Mar 2020	Norsign (NT) Pty Ltd	430002	Various Street signs	402.92
20 Mar 2020	Territory Springwater AU Pty Ltd	1705	Water monthly supply March 2020	93.00
20 Mar 2020	Territory Springwater AU Pty Ltd	1699	Staff Water - March	93.00
20 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34694	Gloves, Nitrile	70.33
21 Mar 2020	Katherine Mitre 10	111333395	Silicon for signs in toilets	22.10
21 Mar 2020	Nitmiluk Tours	00057603	Bookings for 21.03.2020	485.62
22 Mar 2020	Arafura Site and Street Sweeping	INV-000809	Sweep airport March 2020	412.50
23 Mar 2020	Dollars and Sense	20-00358054	Spray bottles, hand wipes.	25.92
23 Mar 2020	Katherine Mitre 10	111338693	Measuring jug for disinfectant COVID-19	11.01
23 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34722	Gloves hand dispensers for various toilets at council facilities	1,269.35
23 Mar 2020	Power Water	74705257	Wallace Park Water 14/02/2020-13/03/2020	23.75
23 Mar 2020	Power Water	74705122	Short Park Water 14/02/2020-13/03/2020	23.75

23 Mar 2020	Power Water	74105124	Ronan Park Water 14/02/2020-13/03/2020	23.75
23 Mar 2020	Power Water	74105382	Glencoe Park Water 14/02/2020-13/03/2020	23.75
23 Mar 2020	Power Water	74105234	Forscutt Park Water 14/02/2020-13/03/2020	23.75
23 Mar 2020	Power Water	74105121	Casuarina Park Water 14/02/2020-13/03/2020	1,180.78
23 Mar 2020	Power Water	74104281	Showgrounds Water 19/02/2020 - 18/03/2020	1,425.33
23 Mar 2020	Power Water	74105139	KECC - Step Out Water 14/02/2020-13/03/2020	27.91
23 Mar 2020	Woolworths	3897830	Catering For EMIS 23 March 2020	59.42
23 Mar 2020	WSP Australia Pty Ltd - Irwinconsult	64057448	Structural Design and Documentation Aquatic Centre	957.00
23 Mar 2020	Nitmiluk Tours	00057607	Bookings for 23.03.2020	166.25
23 Mar 2020	Hosepower Pty Ltd	00060932	Hose repair excavator	365.82
23 Mar 2020	Hire Power	K7795	Forks for bobcat panel removal	44.00
23 Mar 2020	Suzanne McNabb	Tour Refund	Refund of tour booked with VIC due to COVID-19	606.00
23 Mar 2020	Macs Hire Service - Pash Contracting Pty Ltd	34748	Threaded rod	8.20
24 Mar 2020	Katherine Office Supplies	PO309125	Office Supplies Stationery	297.02
24 Mar 2020	Tenderlink	KTC-320303	Katherine Sportsground Oval 2 Lighting Relocation	184.80
24 Mar 2020	Katherine Mire 10	111339229	Disinfectant 25l & Pressure sprayer - Covid 19	184.15
24 Mar 2020	Power Water	74114503	Old Stuart Memorial Hall Water 20/02/2020-19/03/2020	959.93
24 Mar 2020	Amie Brumfield	Refund of Deposit	Cancellation of accom. booked via VIC due to COVID-19	350.00
24 Mar 2020	Michael White	Refund	Cancellation of accom. booked via VIC due to COVID-19	115.00
24 Mar 2020	Urban Place Design Pty Ltd	19081	Design& documentation to address erosion control 1st Claim	5,698.00
24 Mar 2020	Norsign (NT) Pty Ltd	430132	Wet Season Drop Down Closure Signs various sites	803.88
24 Mar 2020	Woolworths	3897156	Catering for OCM and Citizenship Ceremony	55.46
24 Mar 2020	Northern Building and Property Services Pty Ltd	3089	Painting Hot Springs Toilet	4,386.80
24 Mar 2020	Northern Building and Property Services Pty Ltd	3498	Closing of Hibiscus Crt Lane way.	4,890.60
24 Mar 2020	Duncan Electrical Pty Ltd	20/117	Electrical check on CEO house- repair items as required	1,691.80
24 Mar 2020	Duncan Electrical Pty Ltd	20/118	Disconnect power to old Bore 3 sportsground	134.20
24 Mar 2020	Bishdun Pty Ltd trading as Nighthawk Transport	00462681	Freight for fittings and bundle of signs from Norsign Darwin to Katherine	35.09
24 Mar 2020	Bishdun Pty Ltd trading as Nighthawk Transport	00462680	Freight for Road Signs from Norsign Darwin to Katherine	47.19
24 Mar 2020	Ord Engineering Equipment Pty Ltd T/as Kathari	KA425	Repairs to Kubota tractor Control Box Leaking	1,387.10
24 Mar 2020	Rowlands Quarry	00021652	Cement for bollards delivered 20.03.2020	484.00
24 Mar 2020	Mailchimp	4736688965	Mailchimp Subscription Upgrade March	15.74
25 Mar 2020	Compass Cleaning and Ground Maintenance	47	Cleaning of Council Public Amenities incl Emu Bob Services March - various locations	4,660.74
25 Mar 2020	Compass Cleaning and Ground Maintenance	46	Cleaning of Ryan Park Toilets - March	2,635.00
25 Mar 2020	Compass Cleaning and Ground Maintenance	44	Cleaning of Council Facilities - March Various Locations	4,585.00
25 Mar 2020	B & K Mechanical	INV-6275	Service DMax ute	124.85
25 Mar 2020	REPCO KATHERINE	4110752896	3 x Plastic tap for dispensing out of disinfectant drums	6.04
25 Mar 2020	REPCO KATHERINE	4110752894	Pine o clean 25lts for cleaning COVID 19	143.00
25 Mar 2020	eMerge IT Solutions Pty Ltd. T/As NT	063417	Telstra Tough Max 3	529.00
25 Mar 2020	Benash Maintenance Services	IN49764-A	Weighbridge upgrade install at VMF	100.00
25 Mar 2020	Katherine Mire 10	111339275	Supplies and materials	47.43
25 Mar 2020	Katherine Sign Management	00005068	Road signs	320.00
25 Mar 2020	Cassandra Silvey	Refund	Nitmiluk booking cancelled due to COVID-19 Booking Ref: 8263793	57.00
25 Mar 2020	Gemma Hurst	Refund	Cancellation of bookings due to COVID-19 Booking Refs: 8247443 & 8287916	370.00
25 Mar 2020	HIQA Pty Ltd	00194098	Water testing Waste Management	5,585.28
25 Mar 2020	B & K Mechanical	INV-6280	Welding to hook truck	143.00
25 Mar 2020	Katherine Sign Management	00005073	Facility closed sign x 10	990.00
26 Mar 2020	Joy Fabry	Refund	Cancellation of tour due to COVID-19 Booking Ref: 1056603	366.00
26 Mar 2020	Employsure	Deposit Refunds	Refund of deposit for venue hire cancellation	770.00
26 Mar 2020	Katherine Office Supplies	309233	Office Supplies Stationery	34.49
26 Mar 2020	Katherine Office Supplies	309240	Log books for vehicles for working from Home staff	16.32
26 Mar 2020	B & K Mechanical	INV-6293	Repair and replace pin in rear jockey wheel on tractor slasher.	349.47
26 Mar 2020	Aratara Site and Street Sweeping	INV-000812	Street Sweeping Contract March 2020	9,042.00
26 Mar 2020	Integrated Land Information System	LT0079000042921	Record of Administrative Interests and Information - 12 sites	340.80
26 Mar 2020	Freshworks Inc	95711	Blossom monthly plan March	26.00
26 Mar 2020	Kleen Yards Katherine	IV00000006973	Disinfectant/ sanitizer	126.50
27 Mar 2020	Dawn House Inc	Refund - INV 1497	Refund for cancelled hire due to COVID-19	703.60
27 Mar 2020	School Sports NT	Refund - INV-1137	Refund for cancelled facility hire - COVID-19	1,073.70
27 Mar 2020	Relationships Australia Northern Territory	37417	Mediation Consultancy fee	3,194.40
27 Mar 2020	Jacana Energy	2677563	NMI 25000120656 20/02/2020-19/03/2020	109.97

27 Mar 2020	Knotts Crossing Resort	362398	Booking Ref 8391035 for 25/03/2020 refund due to Covid 19	393.75
27 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	063696	Telstra Pre Paid Wifi Dongle	495.00
27 Mar 2020	Power Projects	066256K	Streetlight maintenance and service works from November 2019 to June 2020 Casurina St Sub division	9,630.38
27 Mar 2020	Power Projects	066256J	Streetlight maintenance and service works from November 2019 to June 2020 Fuller and Harod St	1,590.81
29 Mar 2020	A B Shine Cleaning Services	63D	Cleaning of VIC March 2020	2,310.00
30 Mar 2020	Oversite Solutions	202001	Waste Facility Drone mapping and photos.	1,413.10
30 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	063628	Wifi range extender - Covid 19	99.00
30 Mar 2020	The Sweetest Things - Lana Read	30032020	Flowers - staff members family	100.00
30 Mar 2020	Rodney Baxter	Refund - Baxter	Cancellation of booking through VIC due to COVID-19	90.00
30 Mar 2020	Wendy Pearce	Refund - Pearce	Cancellation of booking through VIC due to COVID-19	97.00
30 Mar 2020	Motor Vehicle Registry	CA85UQ 2020/2021	Rego Number is CA85UQ	762.10
30 Mar 2020	Motor Vehicle Registry	TL7740 2020/2021	Rego Number is TL7740	156.90
30 Mar 2020	Motor Vehicle Registry	CC42EE 2020/2021	Rego Number is CC42EE	762.10
30 Mar 2020	Motor Vehicle Registry	CC56BY 2020/2021	Rego Number is CC56BY	371.95
30 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	063716	Teslra wi-fi dongle Covid 19	99.00
30 Mar 2020	Tyrepower Katherine	108620	4 new tyres to CC83SO	872.00
30 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	063646	Meter Reads on photocopier's March	1,733.59
30 Mar 2020	Duncan Electrical Pty Ltd	20122	Install cameras at Hot Springs	440.00
30 Mar 2020	Top End Rural	10000000369	Irrigation supplies	14.02
30 Mar 2020	Astral Contracting - NT Refrigeration & Plumbing	IV00000000659	Remove Grease Trap, Store it and re-install	880.00
31 Mar 2020	CAT Contractors P/L	7830	Plans and Permit for covered fence CEO's house	1,440.00
31 Mar 2020	Hohns Anything Metal	087844	Tex screws for Breakin repairs	21.39
31 Mar 2020	Quadrant Oceania Pty Ltd (formerly Neopost Aus)	INV7878690	2 Cartridges for Franking Machine	871.20
31 Mar 2020	C Lowe	Flu Shot 2020	Influzena vaccine for staff. Approved under old EBA entitlements	25.00
31 Mar 2020	Watson Strategic	INV-0225	Internal investigation costs	3,491.17
31 Mar 2020	Hohns Anything Metal	087836	Sheeting, flat bar break in repairs	105.89
31 Mar 2020	Zippy Cleaning & Maintenance Services Pty Ltd	243734	Cleaning of Civic Centre March 2020	2,097.34
31 Mar 2020	E.E. Muir & Sons Pty Ltd	24-030562	Milita poison sterilizer	58.32
31 Mar 2020	Chris and Rachel Spokes	Refund Coolinda Lodge	Refund of Coolinda lodge booking 8295008 due to Covid 19 Spokes	45.00
31 Mar 2020	Colin and Lilian Crawford	Refund Cicada Lodge	Refund of booking 8039539 Crawford. Booking at Cicada Lodge - cancelled to Covid 19	2,716.00
31 Mar 2020	Ord Engineering Equipment Pty Ltd T/As Katherine	KA456	50 hr service Kubota zero turn	444.88
31 Mar 2020	Top End Rural	10000000399	Irrigation fittings for bore	127.85
31 Mar 2020	Wilson Security	VW00940921	Aerodrome Reporting and Adventure Play security for March	2,730.86
31 Mar 2020	Top End Rural	IV0000000394	Irrigation fittings for bore	194.49
31 Mar 2020	Katherine Mitre 10	111340535	Materials and Supplies	54.87
31 Mar 2020	Katherine Mitre 10	111340569	Water bottles x3	139.36
31 Mar 2020	Katherine Sign Management	00005088	signs for handicap swing fun park	220.00
31 Mar 2020	Ian Bodill	Reimburse Flowers	Reimbursement for flowers sent to Andrew Wilson parents on his passing	142.50
31 Mar 2020	Pritchard Francis Consulting	19114	Gory Road and Patterson Court Site Inspections	3,712.50
31 Mar 2020	Totally Workwear Palmerston	100064822	Uniforms	2,030.00
31 Mar 2020	SecurePay Pty Ltd	527544	Web payment post paid March 2020	27.50
31 Mar 2020	Wallbridge Gilbert AZTEC RFP	INV-6199	Detailed design and documentation. - 40% in total	1,815.00
31 Mar 2020	eMerge IT Solutions Pty Ltd, T/As NT	063693	External Hard Drive	125.00
Total				724,774.76

Payroll

For period 1 March to 31 March 2020

Date	Description	Amount
09 Mar 2020	Salary and Wages	\$ 3,238.00
10 Mar 2020	Salary and Wages	\$ 108,017.99
13 Mar 2020	Salary and Wages	\$ 4,502.00
19 Mar 2020	Salary and Wages	\$ 13,117.00
24 Mar 2020	Salary and Wages	\$ 107,774.86
27/03/2020	Salary and Wages	\$ 1,924.33
TOTAL		\$ 244,573.98



REPORT

FOLDER: Finance / Grant funding /Library Grants

MEETING: ORDINARY COUNCIL MEETING – 28TH APRIL 2020

REPORT TITLE: 2018 2019 ACQUITTAL – DEPARTMENT OF TOURISM, SPORT AND CULTURE GRANTS – KATHERINE TOWN COUNCIL LIBRARY

Purpose of Report

To formally acquit the 2018/2019 Department of Tourism, Sport and Culture Grant for the provision of services to Katherine Town Council Library, for the amount of \$336,242 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 2018/2019 financial year, this funding totalled \$336,242 exclusive of GST.

The grant includes the Big Rivers Library Co-ordinator funding. As this role was not filled, we have already repaid to Department of Tourism, Sport and Culture the \$120,000 in March 2020 to refund this amount.

Analysis

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$14,745 (excluding the refund of \$120,000). Total deficiency with refunded amount is \$134,745.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the acquittal for the 2018/2019 Department of Tourism, sport and Culture grant to the Katherine Town Council library be received and noted and the acquittal be forwarded to Department of Tourism, Sport and Culture.

Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Finance Manager, Donna Jones

Attachment: Acquittal form, Statement of Income and Expense June 2019.
General Ledge – Schedule of Payments for Year Ended 30 June 2019

SCHEDULE 5 - NT LIBRARY GRANTS ACQUITTAL FORM

KATHERINE TOWN COUNCIL

YEAR ENDING 30th June 2019

ACQUITTAL OF OPERATIONAL GRANT LIBRARY CORE SERVICES FUNDING

Purpose of Grant: Operational Funding of Library

INCOME AND EXPENDITURE STATEMENT

Special Purpose Grant excluding GST	\$	336,241
Less Big Rivers Library Co-ordinator Grant	\$	120,000
Total Library Grant	\$	216,241
 GST Amount	 \$	 33,624
 TOTAL	 \$	 369,866
Expenditure (Specify accounts and attach copies of invoices or ledger entries)		
 Total Expenditure	 \$	 384,611
 Surplus/(Deficit)	 -\$	 14,745

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

Statement prepared by: Donna Jones

21.1.4/2020

Laid before the Council at a meeting held on

28.1.4/2020

Authorised Person: Ian Bodill

21.1.4/2020

DEPARTMENTAL USE ONLY

SPG. Amount correct

YES/NO

Expenditure conforms to purpose

Balance of funds to be acquitted

Prepared by

Comments: _____

2018/19
Library Acquittal

	£	£
Advertising		2,618
Book, audio, video and other materials		13,629
Contractual Services		36,382
Depreciation		2,248
Electricity		20,026
Employee Expenses		
Salaries & wages	218,701	
Superannuation	24,630	
Training	5,058	
Uniforms	367	
	<hr/>	248,756
Insurance		20,978
Other expenses		971
Postage		1,548
Printing & Stationery		4,401
Telephone		5,929
SubTotal		<hr/> 357,487
 Management Costs		
Executive manager, payroll, administration & account processing		27,124
GRAND TOTAL		<hr/> 384,611 <hr/>
 Capital Expenditure		8,791

Row Labels	Sum of Actual
Katherine Library - Operating Income -	-100
Katherine Library - Operating Income - Grants	-336,241.82
Katherine Library - Operating Income - Sales &	-12,353.22
Grand Total	-348,695.04

Row Labels	Sum of Actual
Katherine Library - Operating Income -	100.00
Katherine Library - Operating Income - Grants	336,241.82
Katherine Library - Operating Income - Sales &	12,353.22
Grand Total	348,695.04

Row Labels	Sum of Actual
Katherine Library & Information Services - Operating Expenses - Advertising	2,618.30
Katherine Library & Information Services - Operating Expenses - Annual Leave - Staff	25,548.67
Katherine Library & Information Services - Operating Expenses - Book Purchases	5,441.70
Katherine Library & Information Services - Operating Expenses - Contractual Services	36,382.26
Katherine Library & Information Services - Operating Expenses - Depreciation - Furniture &	2,247.96
Katherine Library & Information Services - Operating Expenses - EDP	0
Katherine Library & Information Services - Operating Expenses - Employee Other Expenses	366.95
Katherine Library & Information Services - Operating Expenses - Essential Services -	20,026.15
Katherine Library & Information Services - Operating Expenses - Insurance	20,978.31
Katherine Library & Information Services - Operating Expenses - Long Service Leave - Staff	7,297.67
Katherine Library & Information Services - Operating Expenses - Materials	8,187.15
Katherine Library & Information Services - Operating Expenses - Postage	1,547.72
Katherine Library & Information Services - Operating Expenses - Printing & Stationery	4,401.05
Katherine Library & Information Services - Operating Expenses - Salaries - Staff	185,596.40
Katherine Library & Information Services - Operating Expenses - Subscription/Registrations	970.64
Katherine Library & Information Services - Operating Expenses - Superannuation - Employer	24,630.23
Katherine Library & Information Services - Operating Expenses - Telephone	5,929.21
Katherine Library & Information Services - Operating Expenses - Training	5,057.93
Katherine Library & Information Services - Operating Expenses - Wages - MWU	258.56
Grand Total	357,486.96

Row Labels	Sum of Actual	Offset Expenses
Katherine Library & Information Services - Operating Expenses - Advertising	2,618.30	
Katherine Library & Information Services - Operating Expenses - Annual Leave - Staff	25,548.67	
Katherine Library & Information Services - Operating Expenses - Book Purchases	5,441.70	
Katherine Library & Information Services - Operating Expenses - Contractual Services	36,382.26	
Katherine Library & Information Services - Operating Expenses - Depreciation - Furniture &	2,247.96	
Katherine Library & Information Services - Operating Expenses - EDP	-	
Katherine Library & Information Services - Operating Expenses - Employee Other Expenses	366.95	
Katherine Library & Information Services - Operating Expenses - Essential Services -	20,026.15	
Katherine Library & Information Services - Operating Expenses - Insurance	20,978.31	
Katherine Library & Information Services - Operating Expenses - Long Service Leave - Staff	7,297.67	
Katherine Library & Information Services - Operating Expenses - Materials	8,187.15	
Katherine Library & Information Services - Operating Expenses - Postage	1,547.72	
Katherine Library & Information Services - Operating Expenses - Printing & Stationery	4,401.05	
Katherine Library & Information Services - Operating Expenses - Salaries - Staff	185,596.40	
Katherine Library & Information Services - Operating Expenses - Subscription/Registrations	970.64	
Katherine Library & Information Services - Operating Expenses - Superannuation - Employer	24,630.23	
Katherine Library & Information Services - Operating Expenses - Telephone	5,929.21	
Katherine Library & Information Services - Operating Expenses - Training	5,057.93	
Katherine Library & Information Services - Operating Expenses - Wages - MWU	258.56	
Grand Total	357,486.96	



REPORT

FOLDER: Local Governance / Council Meetings / Reports to Council/
Infrastructure & Environment Reports

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE
MONTH OF MARCH 2020

Purpose of Report

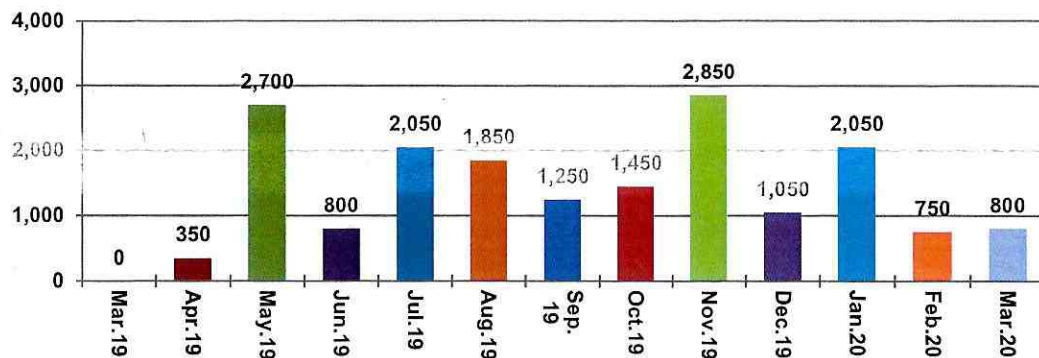
To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Services, during the month of March 2020.

Facilities

Parks & Open Areas

- Due to the COVID-19 outbreak Council staff closed down recreational areas including the VIC and installed signage.
- Council contractor Katherine Sign Management were engaged to produce facility closure signs for the COVID-19 outbreak.
- Council staff continue with irrigation and landscaping upgrades to the Hot Springs; which included the installation of bollards and safety chain along the roadway.
- Council staff extended and replaced damaged fencing at the Hots Springs walkway near the exercise station.
- Council staff removed all temporary fencing from around the Hot Springs construction site, excluding the newly seeded lawn area, in preparation for the reopening of the Pop Rocket Cafe.
- Council contractor Northern Building and Property Services repainted the Hot Springs toilets.
- Council staff installed three new bench seating at the hot springs which included laying one additional cement pad.
- Council staff continue to repair and replace temporary fencing due to vandalism.
- Council staff carried out slashing within the CBD Open Areas, Casuarina Park and Giles Street Open Areas.
- Council staff removed a hazardous tree along Pearce Street and at the Lindsay Street Carpark.
- Council staff carried out minor irrigation repairs at various parks throughout the township.
- Council staff carried out a major clean-up of the depot yard which included relocating plant and equipment for auction.
- Council staff replaced 16 broken, damaged and vandalised sprinkler components throughout the larger urban area. The total cost of these repairs and installations to date (2019/20 financial year) is \$14,100.
- Please note the monetary value for February was entered incorrectly; this has now been rectified.

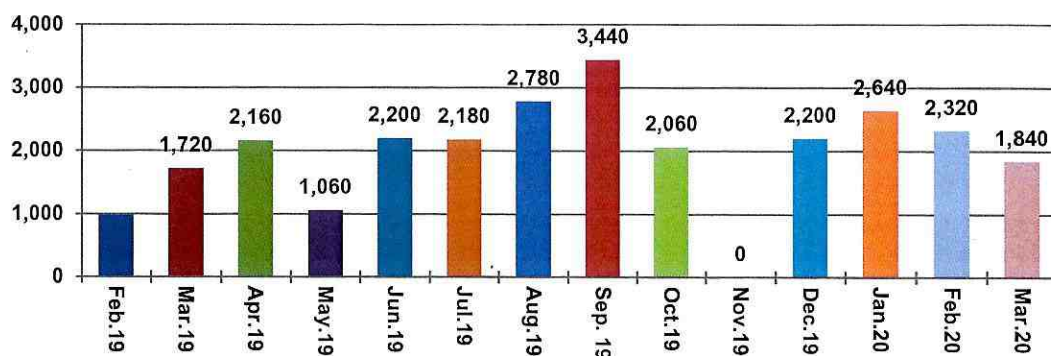
Monthly Sprinkler Replacement (\$)



The Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area. Katherine Terrace is not included in these statistics.

Please note that approximately 3.80t of waste was accepted due to the Depot yard clean-up; these figures have not been added to the monthly figure.

Monthly Urban Litter Collection (kg)



Katherine Sportsgrounds

- Council contractor Duncan Electrical disconnected power to the old Bore No. 3 at the Sportsgrounds in preparation for decommissioning of the bore.
- Council contractor Northern Water Services decommissioned the old Bore 3 at the Sportsgrounds and drilled a new (replacement) bore.
- Council staff removed shade cloth from the gazebo at the end of the pool and cleaned the play equipment.
- Council contractor Goodline installed a new shade area over the pool; council staff removed large boulder at the pool.
- Council contractor Reedy & Co repaired a stainless-steel strip in the pool.
- Council contractor Scatts Plumbing carried out repairs to the emergency shower/eye wash station at the aquatic centre; they also replaced components on the pool pump and reset the filter pressure.
- Council staff carried out major irrigation repairs throughout the area.
- Council staff attended to break-ins at the Don Dale Complex and twice at the BMX.
- Council contractor Katherine Construction and Maintenance made secure doors at the Don Dale Complex and BMX following break-ins; they also carried out repairs to the Junior Rugby League area and painted over graffiti on the building.

Katherine Showgrounds

- Council contractor Katherine Construction and Maintenance replaced the shade cloth near the Rotary kitchen; they also carried out minor repairs to various pavilions within the Showgrounds.

Buildings

- Council contractor Astral Plumbing carried out minor plumbing repairs i.e. leaking taps at the CEO's residence.
- Council contractor Boar Power Cutting Tree & Garden Maintenance carried out an extensive yard clean up at the CEO's residence in preparation of the arrival of the new CEO.
- Council contractor Astral Plumbing repaired a water leak in the men's toilet at the Katherine Civil Airport.
- Council staff removed graffiti from the Library entrance.
- Council contractor Astral Contracting attended to waste drainage and water pipe issues at the Civic Centre.
- Council contractor Benash Maintenance Services carried out repairs the auto gate at the Council Depot.

Katherine Memorial Cemetery

- There were nil burials during the month of February 2020.
- Council staff continue to undertake the general maintenance of the cemetery grounds.

Road Reserves

Road Pavements

- Council contractor Arafura Site & Street Sweeping carried out the scheduled sweeping and kerbside spraying for the month of March 2020
- Council staff repaired potholes along Emungalan Road, Zimin Drive and near the YMCA.

Wet Season Operations

- Council staff continued with the 'Slashing of Open Areas and Rural Road Reserves' program which resulted in works being undertaken along Florina Road.
- Council staff continued with noxious weeds spraying around culverts and some street furniture spraying throughout the township.
- Council staff carried out the mowing of unkept verges along Maluka Road, Callistemon Drive and Acacia Road including around street and park furniture.
- Council staff sprayed for caltrop throughout urban areas including Stuart Estate; also sprayed an outbreak of ngkurr burr reported near the Hospital.

Personnel & Services

Community Events

- Due to the COVID-19 outbreak community events/hires were cancelled during the midway through the month of March 2020.

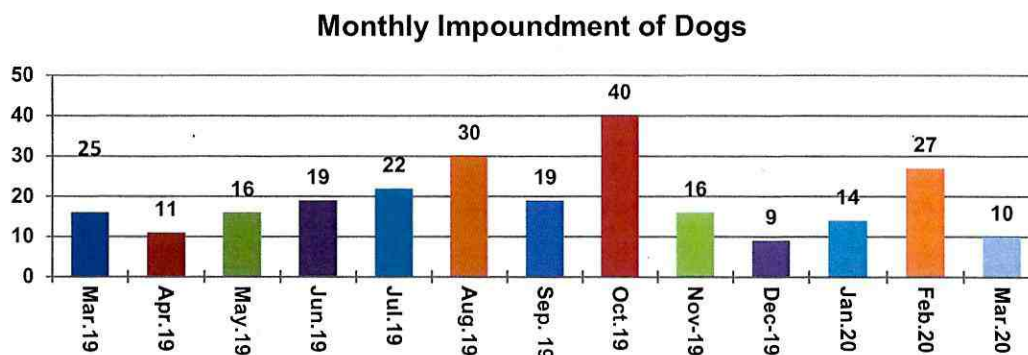
Building Activities within the Municipality

- Council considered the following number of planning applications during the month of March 2020:
 - 1 x Proposed Variation to a Development Permit
 - 2 x Proposed Development Applications
 - 1 x Proposed Planning Scheme Amendment
- Council contractor Scatt's Plumbing carried out a storm water assessment along Gillard Crescent due to a planning application request.
- Council contractor CAT Contractors were engaged to provide plans and building permit in preparedness of installing a new fence at the CEO's residence.

Inspectorate Services

Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of March 2020.

- Pound Statistics for the month of March 2020 are as follows:
 - 5 dogs were returned to their owners.
 - 5 dogs were rehomed.
 - 1 dog from Binjari was euthanised.
 - 0 dogs were carried over.
 - 0 other animals were euthanised.



OFFICER RECOMMENDATION

That it be recommended to Council:

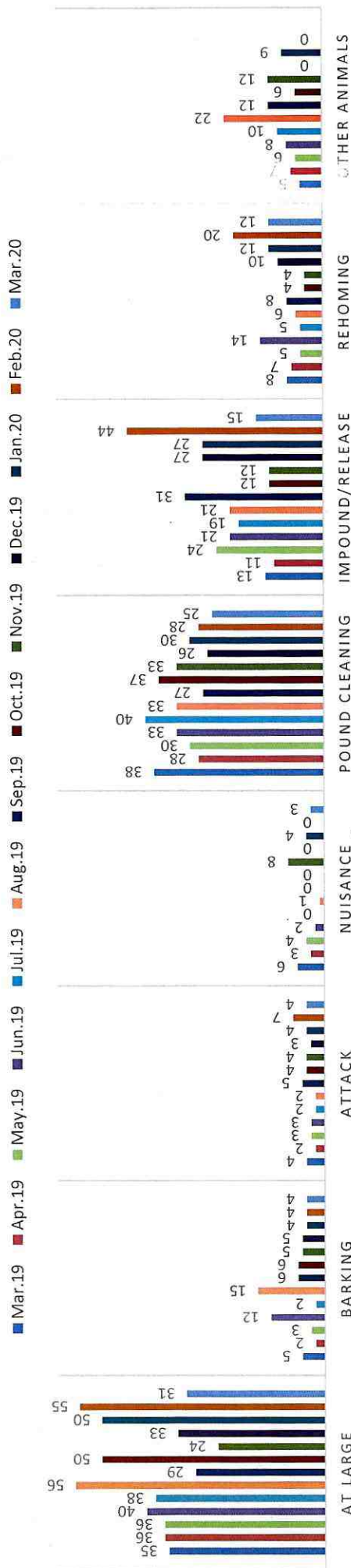
- That the report of the Infrastructure & Environment Services for the month of March 2020 be received and noted.


Ian Bodill
CHIEF EXECUTIVE OFFICER

Delegation: Manager – Grounds and Maintenance, Shawn Collins
Schedule of Attachments: Attachment A: Rangers Breakdown of Tasks – March 2020

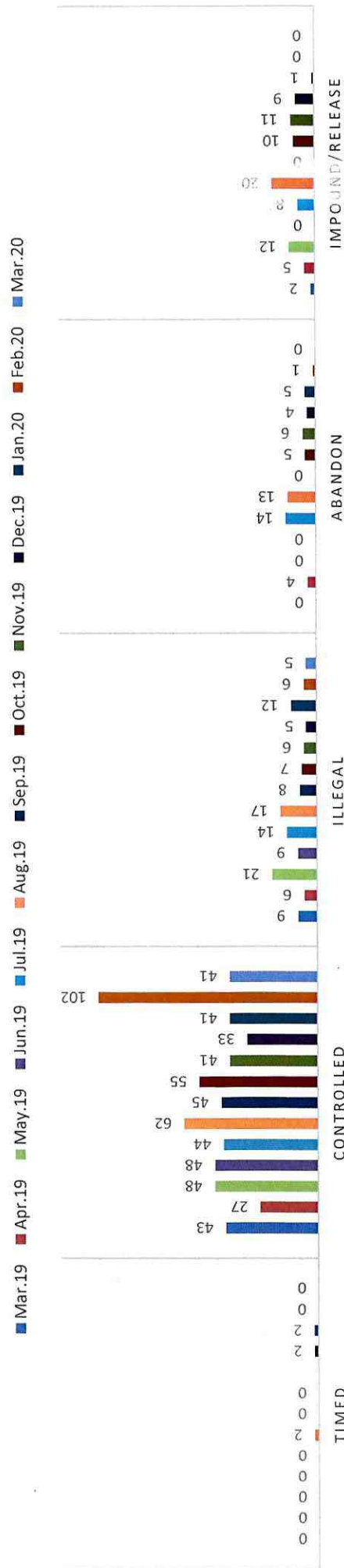
RANGERS BREAKDOWN OF TASKS – March 2020

ANIMAL



Figures represent the number of visits undertaken to investigate/resolve the reported issues.

PARKING

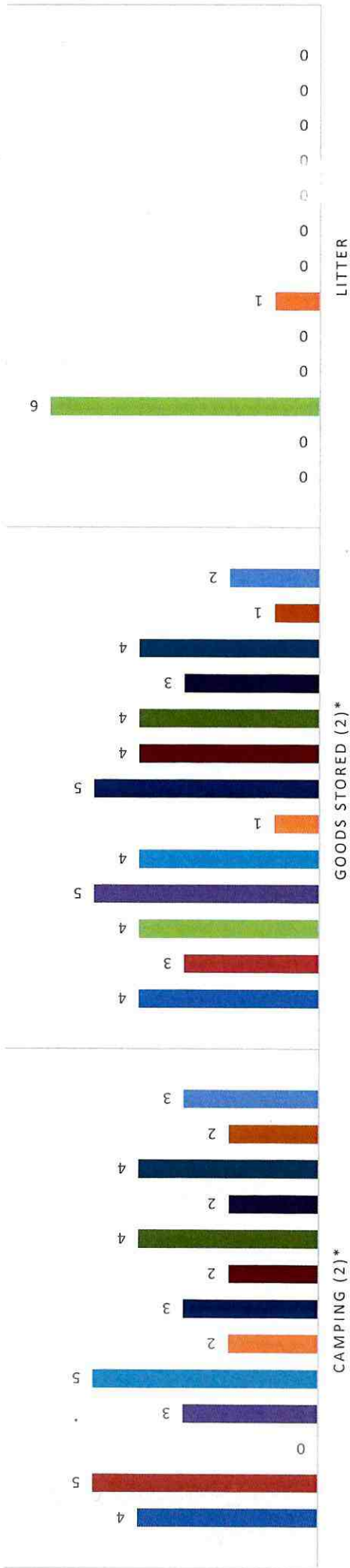


Figures represent the number of visits undertaken to investigate/resolve the reported issues.

Timed = General inspections of timed parking areas | Controlled = Parking restriction areas i.e loading zones, disabled parking, etc.
Illegal = No parking/standing zones

PUBLIC SPACES

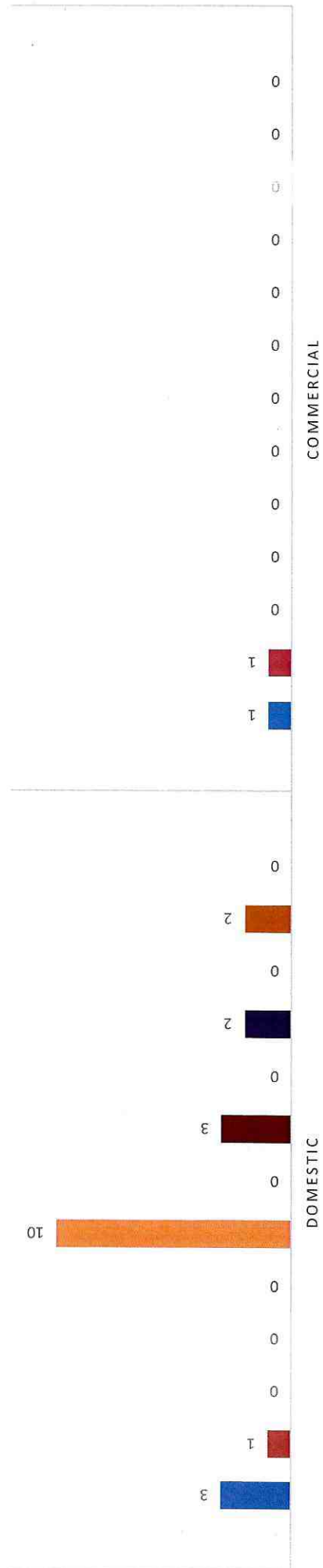
Mar.19 Apr.19 May.19 Jun.19 Jul.19 Aug.19 Sep.19 Oct.19 Nov.19 Dec.20 Jan.20 Feb.20 Mar.20



Figures represent the number of visits undertaken to investigate/resolve the reported issues.

ILLEGAL DUMPING

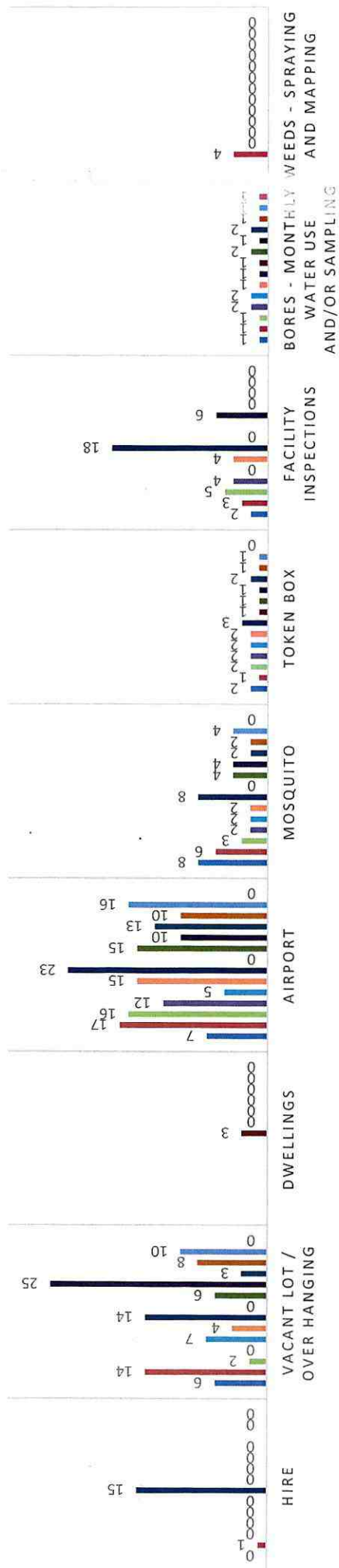
Mar.19 Apr.19 May.19 Jun.19 Jul.19 Aug.19 Sep.19 Oct.19 Nov.19 Dec.19 Jan.20 Feb.20 Mar.20



Figures represent the number of visits undertaken to investigate/resolve the reported issues.

INSPECTIONS

Feb.19 ■ Mar.19 ■ Apr.19 ■ May.19 ■ Jun.19 ■ Jul.19 ■ Aug.19 ■ Sep.19 ■ Oct.19 ■ Nov.19 ■ Dec.19 ■ Jan.20 ■ Feb.20 ■ Mar.20



Figures represent the number of visits undertaken to investigate/resolve the reported issues.



REPORT

FOLDER: Local Governance / Council Meetings / Report to Council / Works and Services

MEETING: ORDINARY MEETING OF COUNCIL -- 28 April 2020

REPORT TITLE: Update - Waste Management - New Land-Fill Site

PURPOSE OF THE REPORT

To provide an update on progress with the New Landfill Selection Process:

- Economic Assessment Report
- New Landfill Conceptual Model
- Community Consultation Proposal

To provide an update on Alternative Waste Management Options.

To update elected members on the expenditure to date on developing up the new waste management infrastructure.

REPORT

Economic Assessment of New Landfill Site

A site near to the Manbulloo station has been identified as suitable for a municipal landfill. The attached report details how this site has no economic disadvantages, that other sites would not also have, and that it has several factors that provide a distinct economic advantage. The main advantages are:

1. Site is a Pastoral Lease that will enable cheaper sub-leasing arrangements (easier approvals and minimal Native Title issues), reducing set up costs.
2. Site has suitable geo-technical properties that will remove constraints on design and construction, enabling an innovative, cheaper facility and reducing construction costs.
3. Site is far enough away from neighbouring sensitive landusers, as to require no expensive hazard or nuisance mitigation arrangements, reducing construction costs.
4. The site will require a minimal amount of infrastructure, reducing construction costs.

A Conceptual Model of the new landfill has been included.

Community Consultation of New Landfill Site

The attached report details the proposed community consultation regarding the new landfill site. In summary, this includes:

1. Level Three Consultation over a six week period, producing a Report of Feedback to Council
2. Public Notification - an initial press release article and regular notices that run throughout the process
3. Public Exhibition - posters and brochures in Council offices, areas of public access and participating businesses and agencies, runs throughout the process
4. Online Forum - providing information and soliciting feedback, linked to Council's web-site, runs throughout the process
5. Public Submissions - stakeholders are invited to make written submissions

*NB - Due to the Coronavirus Pandemic, the following activities will need to be pulled from the original consultation schedule, but they may be able to be added back in, if circumstance permit.

6. Public Meeting - information sharing and opinion gathering - starts the process
7. Stakeholder Workshop - information sharing and opinion gathering - concludes the process

REPORT



Alternative Waste Management Options

Costs of operating the current landfill.

<p>Current WMF Operations (includes transfer station and landfill)</p>	<p>WMF Op Costs: - \$1.20M Weighbridge Revenue: + \$0.86M Kerbside Collect Costs: - \$0.42M Wate Levy (Rates): + \$1.24M Loss/Profit: + \$0.48M</p>	<ul style="list-style-type: none"> • Council employment for 4-5 staff • Council control of rates/charges • Council control of service levels • Council control of waste types
	<p>New Landfill Construct: -\$4.6M</p>	<ul style="list-style-type: none"> • loose estimate based on World Bank data and subject to exchange rate variables

There are few viable alternatives to Municipal landfills. Such alternatives become even more unfeasible when taking into account Katherine's poor economy of scale and tyranny of distance.

The following table lists the options and a brief cost benefit analysis of each.

<p>1 Sending Waste to other Landfills</p>	<p>Waste produced: 11,000 t pa Waste recycled: 2,000 t pa Waste to landfill: 9,000 t pa Hazardous Waste: 2 % 180 t pw # 20t trailer loads 9 pw</p>	<ul style="list-style-type: none"> •KTC would still need to factor in the costs of collecting, storing, and handling the waste. It means KTC would still need to pay for the Kerbside Collection and Waste Management Facility, which would inflate these costs by another \$1.6M.
<p>a) Shoal Bay</p>	<p>Prep (Shredding): \$400 / t Transport (with Bins): \$150 / t Commercial Gate Rate: \$100 / t (Hazardous Gate Rate: \$500 / t) 9,000t x \$650/t = - \$5.85M</p>	<ul style="list-style-type: none"> •KTC will need to meet EPA regulations for the transport of waste (both normal and Hazardous).
<p>b) Interstate (Based on City of Gold Coast)</p>	<p>Prep (Shredding): \$400 / t Transport (with Bins): \$750 / t External Comm G/R: \$300 / t (Hazardous waste not accepted) 9,000 x \$1,450/t = - \$13.05M</p>	<ul style="list-style-type: none"> •There will be additional costs to prepare the waste for efficient transport (eg shredder or compactor). •KTC will have very little control over future pricing and servicing by the receiving landfill owners.
<p>2 Incinerating Waste Small commercial plants are more expensive to construct and operate per waste capacity than larger ones. Very small incinerators used for medical waste, etc, require considerable manual handling, and are not viable for MSW.</p>	<p>Construction costs \$12.90M Operating costs (10%)\$1.29M Dispose toxic ash at Shoal Bay 2,250 t x \$1,050/t = \$2.36M -\$16.55M</p>	<ul style="list-style-type: none"> •The need to meet stringent EPA guidelines, construction, monitoring, reporting, etc. •Could deal with hazardous wastes (eg medical, tyres, plastic, etc, but not Asbestos). •Could generate electricity but revenue would not offset costs.



REPORT

<p>(Based on the website https://wteinternational.com/cost-of-incineration-plant/ *NB, site uses USD)</p>		<ul style="list-style-type: none"> • Could provide service to entire Northern Australia, but still unlikely to source the volume needed for viable operation. • Would undermine the move to a cyclic economy. • Produce toxic waste that need to go to specialised landfill (25% volume = 2,250t pa).
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<p>3 Outsourcing waste management to commercial enterprises</p> <p>(Some data based on the website: https://www.macrotrends.net/stocks/charts/WM/waste-management/roi)</p>	<ul style="list-style-type: none"> • Several competitors showing strong interest in NT • Companies would have substantial financial backing and provide start up capital • Substantial industry experience • KTC have provided waste volume data and financial cost/revenue data for one of the company's interested to do a feasibility study (pending). • This feasibility study will indicate: <ul style="list-style-type: none"> - the cost to users and stakeholders³³ (especially 	<ul style="list-style-type: none"> • The high cost of entering the relatively small NT market greatly reduces competition (can't sustain multiple players) • Companies would require substantial/lock-in commitment from Councils, which would remove Council's capacity to take advantage of changes in circumstances (ie technology, competition, cyclic economy) • Companies will need to recover start up capital over time (estim. 6-8 yrs) • Company Investors will require regular return on investment (industry historic average ROI 18-20%) • The ROI plus the capital recover suggests Council would pay <u>between 2.5 and 4.5 times</u> the original cost of construction over the life of the contract. • Expertise brought in with little to no knowledge/skills transfer to local population (eg subsidised Indigenous traineeships) • Study still in progress and will need industry level professional scrutiny • Council may lose control over charges and may need to increase rates to cover price hikes
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REPORT

	<p>over several years time) and</p> <ul style="list-style-type: none"> - the service levels and waste types that will be handled - conditions required to make the project financially viable. <p>•Potential long-term cost to Council over life of contract = 3.5 x cost of new landfill</p>	<p>•Waste types that are not handled by the company will still need to be dealt with, the infrastructure and cost of which will fall to Council.</p>
4	<p>Reducing waste</p> <p>The industry trend is to alter both domestic and commercial waste generation behaviours:</p> <ul style="list-style-type: none"> - sustainable procurement of products to enable circular economy - greater recycling and reuse policies and practices - increased 'greening' of energy generation 	<ul style="list-style-type: none"> •Takes time and resources to implement •Can be difficult to measure success and advantages • This is something that Council needs to do anyway.

Expenditure on the New Waste Management Facility

At Council's Ordinary Meeting of August 2019, \$850K was approved for planning the new Waste Management Facilities, including investigations and designs for the new landfill, new transfer station and closure of the old landfill.

To date several projects have been completed, such as the update of the EPA licence to operate the Waste Management Facility, revision of the Environmental Management Plan for the Waste Management Facility, geo-technical assessment of potential new landfill sites, and upgrade of software and hardware at the Waste Management Facility to improve data collection and reporting. The cost of these projects so far has come in well under budget (about 70%), while delivering solid outcomes.

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

1. to endorse the economic assessment of the new landfill site.
2. to approve the community consultation proposal in regard to the new landfill site.
3. to note the report about alternative waste management options.
4. to note the update on expenditure on the new Waste Management Infrastructure.



Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Peter Schubert, Sustainability Officer
 Schedule of Attachments: Report - Economic Assessment of New Landfill Site
 Proposal - Community Consultation on the New Landfill Site
 Information Report - Design and Construction of Modern Landfills

1. Analysis Summary

The proposed location of the new landfill is on the Manbulloo Pastoral Property, at a point 16km South West of Katherine, along the Victoria Highway, between Chinaman and Chainman Creeks, as shown in Image 1. The site would not be open for public access, but operated only by WMF staff, as a single purpose landfill. On a daily basis, a staff member would:

- take waste (sorted suitable for landfill) from the Transfer Station (current facility) to the landfill site
- deposit, compact and cover the waste
- return to the Transfer Station and get ready for the next day's consignment.

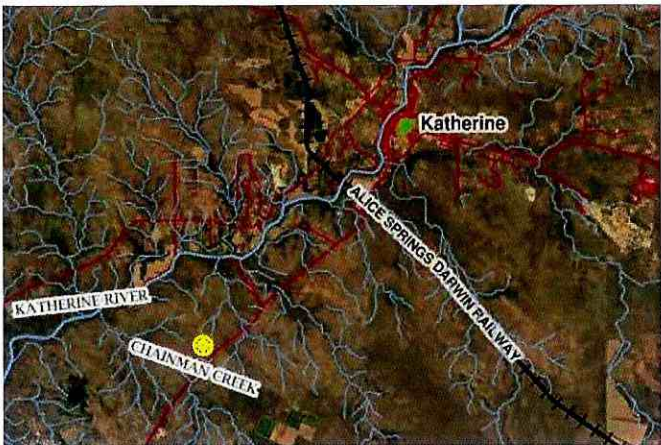


Image 1 - Proposed location of new landfill

The purpose of this economic analysis is to ascertain whether the proposed site has any financial advantages or difficulties that might impact it being used for the landfill. Analysis indicates that factors that might have some negative impact in one area, also have an advantage in other areas. Overall, these factors either balance out or the advantages exceed any disadvantage. An example of this is the distance of the site from the township. This may lead to some additional construction costs in transporting materials and crews to the worksite, as well as ongoing travel costs in taking the waste to be disposed out to the site, but the distance from Katherine township also provides a greater buffer to neighbouring land owners/users. This means there is less need for expensive arrangements to mitigate against nuisance factors such as sights, smells, noises, birds, and so on. It also allows for cheaper construction costs in regard to the level of cell lining required and the type of gas and leachate management systems that can be used. In summary, the assessment found:

- ❖ disadvantages in some areas, also provided advantages in other areas, that balanced out favourably overall.
- ❖ there are no costs or financial difficulties associated with Area2 of the Manbulloo site, that wouldn't also be associated with other potential sites.
- ❖ legal and financial advantages:

Cooperative Landowners	<ul style="list-style-type: none">• avoid high procurement costs by arranging a peppercorn-rate lease• potential to minimise Native Title issues
Unzoned	<ul style="list-style-type: none">• facilitate development approvals
Pastoral Lease	<ul style="list-style-type: none">• potential to arrange for temporary "non-Pastoral use of Pastoral land"• facilitate Environmental Impact Assessment and EPA licence

- ❖ environmental advantages:

Greenfield Site	<ul style="list-style-type: none">• less constraints on the design
Suitable Geology, Topography, Hydrology and Hydro-Geology	<ul style="list-style-type: none">• facilitate easier, cheaper construction
Outside the 1% AEP Flood Zone	<ul style="list-style-type: none">• enable all weather access
No Sensitive Environmental Issues	<ul style="list-style-type: none">• enable bio-filtration leachate management and gas capture systems

❖ social advantages:

Substantial Distances to Sensitive Landusers	• avoid expensive arrangements to mitigate against public nuisance issues (eg dust, noise, smells, vandalism, etc)
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❖ operational advantages:

Easy Access	• enable all weather operations
Existing Old Road Pavement	• provides a base for construction (laydown areas, site office facilities)
Single Purpose Function	• require minimal infrastructure (eg no weighbridge, recycle facilities, storage for multiple vehicles, administration offices, etc)

2. Landfill Conceptual Layout

Image 2 shows what a typical conceptual layout of what a landfill fitted to the site would look like. This map is based on site dimensions of 144,000 m² (360m x 400m), with six 'trench' cells, each 15,000 m² (100m x 150m). The final depth of each trench would be 4m, providing a total 'waste capacity' of about 60,000 m³, which equates to about 48,000 tonnes of waste per cell. Current waste disposed is about 12,000 tonnes per year, with around 3,000 tonnes being recycled and 9,000 going into landfill. Each cell would last 5.3 years. The life of each cell could be extended with additional recycling. Total site life would be about 32 years or more. Facilities would likely include 1 small bulldozer, 1 shed (to house the dozer) and 1 water tank, as well as 15,200m² of fire breaks, 7,000m² of internal roads, 1.7km of fences, and a biofilter leachate pond.

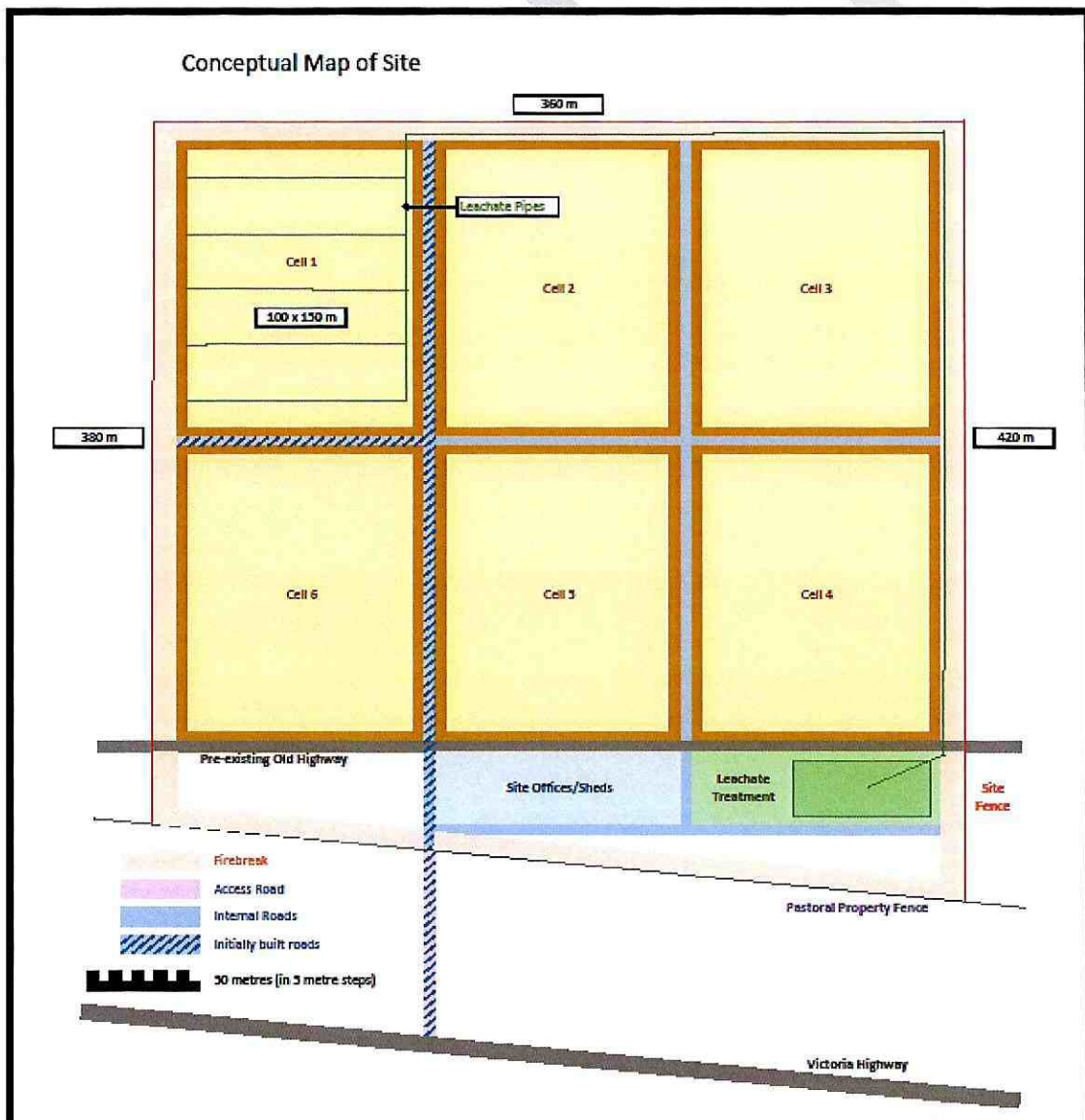


Image 2 - Proposed layout of new landfill

3. Detailed Benefit/Limitation Assessment.

Planning Costs	Benefits	Limitations	Assessment
• investigations	- easy access and cooperative landowners	- bore work resulted in broken equipment - cost borne by contractor	- consultancy was highly professional and cost effective
• design	- easy access and cooperative landowners - good documentation of existing soil, landform, water flows, etc - drone survey data	- high technological design means almost certainly to be non-local Designer engaged - located some distance out of Katherine, on top of the remoteness of Katherine - site visits/surveying will still require some travel	- no additional costs assoc with this particular site
• approvals	- area is pastoral lease - area is unzoned - area is far from town and other landusers - cooperative neighbouring landowners	- being pastoral lease will need Board approval - EPA requirements will still be high level - Pastoral Board, EPA, and other approvals could take some time	- Pastoral Board approval should have minimal cost - planning/development approvals should have minimal cost - EPA requirements (NOI, EPL, etc) are no more for this location and to be managed by designer
Development Costs	Benefits	Limitations	Assessment
• land / tenure	- area is under pastoral lease and landowners are supportive of the land temporarily being given approval for non-pastoral use, with a view to eventually return to pastoral use	- since no change of tenure, no purchase costs, but likely some lease arrangement required - still some very limited Native Title issues	- as land remains part of pastoral lease, this site will be significantly cheaper than anything that would involve buying or converting to freehold - approvals would not take longer than any other site
• cell construction	- easy access and cooperative landowners - soils and topography are conducive to construction - use of old hwy pavement for access, lay-down area, site offices, etc	- high technological materials and construction means almost certainly to be non-local Procurement and Contractors engaged - lengthy process	- slightly cheaper earthworks & construction costs due to conducive soils, topography, existing old road, etc. [NB* The scope and scale of the site would allow an additional cell to be opened up in the first year, for hazardous wastes, though this would add another \$330K to the first year costs.]
• leachate system	- soils and topography are conducive to construction - absence of neighbouring land users and available space for bio-filtration systems will enable minimum management of leachate	- compliance with EPA requirements will necessitate leachate collection/management system	- slightly cheaper earthworks & construction costs due to conducive soils, topography, existing old road, etc. - capacity for minimal or alternate leachate mngt system - potential for utilising gas as fuel

<ul style="list-style-type: none"> • machinery, plant, amenities, etc 	<ul style="list-style-type: none"> - soils and topography are conducive to construction - use of old hwy as pavement for access, buildings, etc - minimal facilities on site, as staff based at the transfer station and travel to and from site 	<ul style="list-style-type: none"> - high technological materials and construction means almost certainly to be non-local Procurement and Contractors engaged - lengthy process 	<ul style="list-style-type: none"> - slightly cheaper earthworks & construction costs due to topography, existing old road, etc. - no additional costs assoc with this particular site
Operational Costs	Benefits	Limitations	Assessment
<ul style="list-style-type: none"> • administration (facilities, services, etc) 	<ul style="list-style-type: none"> - very minimal on site requirements for admin, as the landfill is a work site only, admin will be at the Transfer Station 	<ul style="list-style-type: none"> - minor additional admin costs involved in having a second site - would not impact this site 	<ul style="list-style-type: none"> - no additional costs assoc with this particular site
<ul style="list-style-type: none"> • staffing (OHS) 	<ul style="list-style-type: none"> - weighbridge operation at transfer station site, thus landfill site requires only one person, part time operation (ie 4hrs /day) 	<ul style="list-style-type: none"> - may require minimum amenity standards - require solar power and production bore for water 	<ul style="list-style-type: none"> - no additional costs assoc with this particular site
<ul style="list-style-type: none"> • Operations 	<ul style="list-style-type: none"> - greenfield site will allow for efficient design and procedures - single purpose site will simplify operations 		<ul style="list-style-type: none"> - no additional costs assoc with this particular site
<ul style="list-style-type: none"> • Maintenance 	<ul style="list-style-type: none"> - site is only a landfill, so require minimum equip accommodation (likely only a small dozer) - use of old hwy as pavement for sheds, internal roads, etc. 	<ul style="list-style-type: none"> - site will need significant target hardening security, as no natural surveillance possible to discourage vandalism - movement of waste from transfer station may require new appropriate vehicles 	<ul style="list-style-type: none"> - no additional costs assoc with this particular site
<ul style="list-style-type: none"> • monitoring reporting 	<ul style="list-style-type: none"> - greenfield site will enable optimum siting of monitoring bores and state-of-art remote sensing 	<ul style="list-style-type: none"> - compliance with EPA requirements will necessitate substantial environmental monitoring 	<ul style="list-style-type: none"> - no additional costs assoc with this particular site
<ul style="list-style-type: none"> • hazard mitigation - flooding - fires - visual amenity - litter - noise - odour - dust - wildlife/birds/flora 	<ul style="list-style-type: none"> - outside the 1% AEP flood zone and 5.3m above peak flood level. - topography and current land use conducive to fire management and other systems - absence of neighbouring land users minimises most 'nuisance' issues 	<ul style="list-style-type: none"> - site is about 23 km out of the township 	<ul style="list-style-type: none"> - no additional costs assoc with this particular site
Closure Costs	Benefits	Limitations	Assessment
<ul style="list-style-type: none"> • design of cap 	<ul style="list-style-type: none"> - greenfield site enables design without constraint 		<ul style="list-style-type: none"> - no additional costs assoc with this particular site

• construction of cap	<ul style="list-style-type: none"> - easy access - rehabilitation of land to pastoral use enables cheaper phytocap option 	<ul style="list-style-type: none"> - compliance with EPA requirements will necessitate gas collection/management system - restoration of land may involve removal of fencing, piping, sheds, ponds, etc 	- slightly cheaper construction costs of more simple phyto-cap system
• gas system	<ul style="list-style-type: none"> - potential for gas capture/storage for use as fuel source 	-	- no additional costs assoc with this particular site
• decommissioning	<ul style="list-style-type: none"> - reverting land to pastoral use, to be incorporated into tenure arrangements 	-	- no additional costs assoc with this particular site
• aftercare monitoring	/ <ul style="list-style-type: none"> - easy access 	<ul style="list-style-type: none"> - long period of ongoing monitoring required 	- no additional costs assoc with this particular site

KTC LOGO

Katherine Town Council

Community Consultation Proposal

Waste Management Strategy - New Landfill Site Selection

2020-03

1. INTRODUCTION

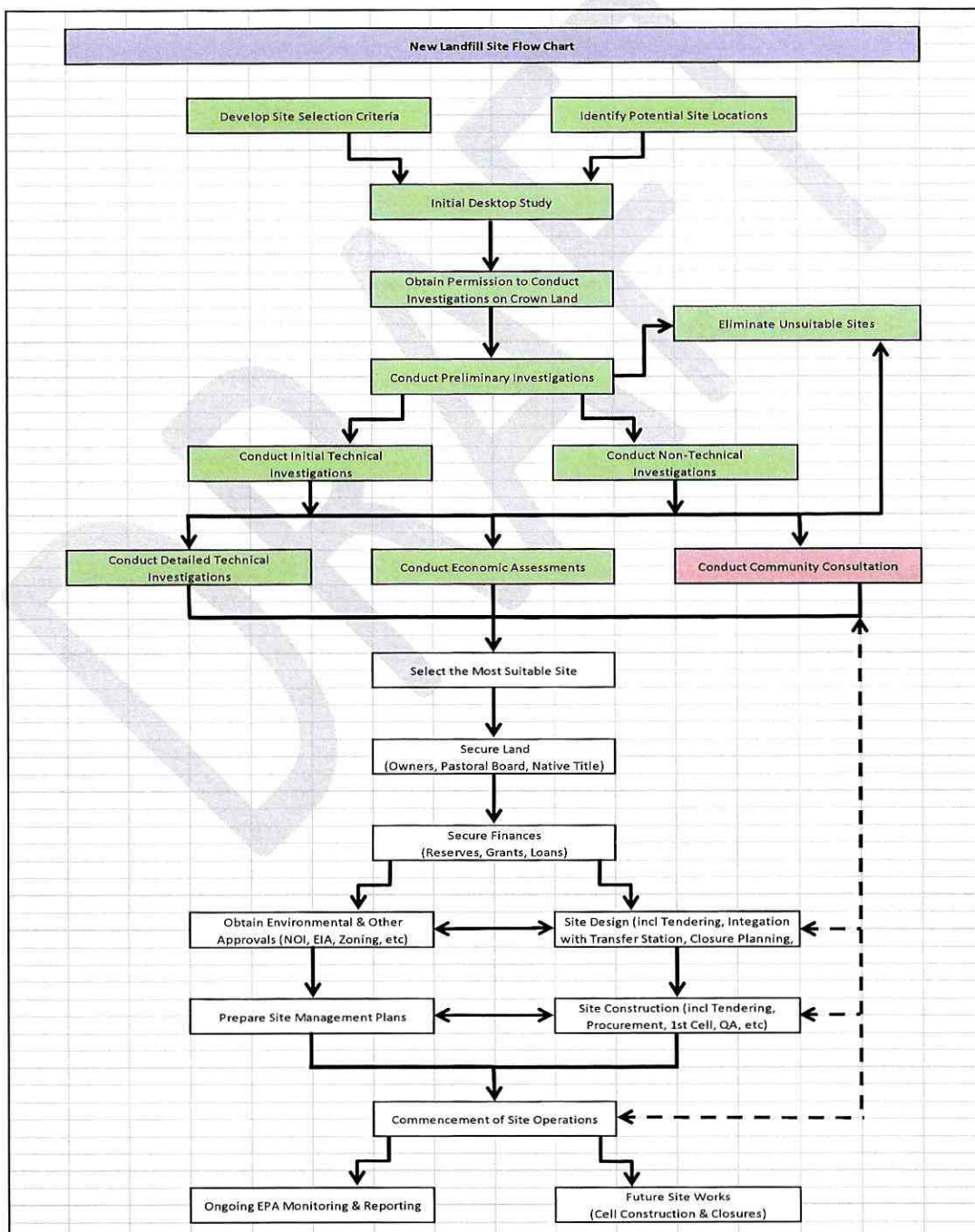
The purpose of this consultation is to:

- inform the community about the strategy to upgrade Council's waste management infrastructure
- explain progress to date
- seek stakeholder and community feedback on the recommended landfill site

2. CONTEXT

2.1 Background

During 2017/18, it was recognised that the current Waste Management Landfill was nearing the end of its life. In accordance with the "Guidelines for the Siting, Design and Management of Solid Waste Disposal Sites in the Northern Territory," site selection criteria and a process flow chart were prepared to guide the development of a new landfill. This is detailed in the flowchart below:



Identification and technical assessment of sites has led to a suitable site being found, some 16km south of Katherine, along the Victoria Highway, between Chinaman & Chainman Creeks. An economic assessment has shown that there are no prohibitive financial issues associated with this site and that the site has several legal, environmental, social and operational advantages that may result in cheaper design, construction and operational costs. According to the flow chart, the process has now entered the community consultation stage of the site selection phase. Further community consultations will occur at the design, construction and operational phases.

2.2 NTEPA Guidelines for Community Consultation in Relation to Siting of Landfills.

"Any potential new landfill site or any expansion to existing landfill facility will need to consider the concerns of the host community. The establishment of a new landfill or an expansion to an existing landfill can cause smoke, noise, odour and dust emissions which can impact the surrounding community and the local environment. For these reasons, it is important to liaise and engage the community regarding site selection prior to establishing or expanding landfill facilities. This will allow information sharing and early identification of issues that are important to the community and the local environment.

The community should be provided with adequate information and opportunity to comment. The level of detail to be provided will vary depending on the nature and scale of the landfill proposed but should include as a minimum, an assessment of the impact of the proposal on the surrounding community (e.g. employment opportunities, altered traffic volumes, noise, dust and odour, access and distance to travel). Additionally, consultation with the surrounding community may provide useful information on the community waste management needs and requirements of the facility.

All consultation undertaken with persons interested in or affected by a proposal should be formally recorded."

Extract from Guidelines for the Siting, Design and Management of Solid Waste Disposal Sites in the Northern Territory, 2013

A earlier desktop assessment indicated nuisance factors (eg, visible amenity, smoke, noise, odour, dust, weeds, pests and birds) would be minimal, due to the distance from the township and the isolation from neighbouring land-users.

Though not a statutory requirement, community consultation is regarded as an essential part of the process of selecting a landfill site. This consultation is designed to provide information to and receive feedback from stakeholders and community, in order to identify issues and explore potential impacts. All information will be made public and feedback will be recorded and compiled into a report to Council.

Given the rapidly diminishing life of the existing landfill and the prohibitive costs of alternatives, such as sending all the waste to Darwin or interstate, opening up a new land fill would seem unavoidable. However the stringent EPA requirements for designing, constructing and operating modern landfills, means that the cost of setting up a landfill will be one of the most significant expenditures of Council and the impact of this cost on the community needs to be taken into consideration.

2.3 Consultation Level Assessment

Council's Consultation Policy suggests that the selection of a new landfill site is a "major project or issue of community wide significance" and has "high community interest and public perception."

However, the proposed site of the landfill:

- is not open to the public
- is over 20km from the urban areas of Katherine
- is over 5km from the nearest indigenous community of Binjarri
- has no neighbouring land users
- has no culturally or environmentally sensitive sites within the surrounding region.

Further, an economic assessment indicated the financial cost of developing the site, while significant in itself, is not more significant for this site than any other. In fact, this site offers advantages that may result in cheaper construction and operational costs. This site will have minimal impact on the financial burden to be borne by the community.

This high significance of the (landfill) activity and the minimal impact (this site) is likely to have on the community, translates into a Level Three Consultation.

Council reserves the prerogative to establish a level of consultation reflecting the minimum statutory requirements relating to the subject (if applicable). There are no consultative legislative requirements in regard to this matter. For previous Level Three Consultations, a period of six weeks has been determined as appropriate, to ensure adequate notice is provided to the community, along with sufficient time to provide a response.

2.3 Stakeholder Identification

2.3.1 Council Officers

- Elected Members
- Infrastructure and Environment Branch - Waste Management Section
- Sustainability

2.3.2 Government Agencies

- DEWR - NT EPA
- DIPL
- DLGH&CD - Loc Govt

2.3.3 Community Bodies

- NT Friendship and Support - interest in a Recycle Shop for subsidised disability employment

2.3.4 Commercial Bodies

- Waste Collection companies - MT Bins, Clean-Away, E-Waste, DrumMuster,
- Recycle companies - Food Ladder (composting), MT Bins (metals, CDS)
- Construction and Demolition companies - high volume and frequent users
- Producers of Hazardous Wastes: Tyres - sellers, Waste Oil - garages, Asbestos - ?,

2.3.5 Other Interest Groups

- LGANT
- BRRWMG
- Neighbouring Regional Councils - Vic Daly, Roper Gulf, Coomalie, etc

2.4 Waste Management Strategy

2.4.1 Background Overview

A Communication Strategy will be developed to outline the Council's waste management strategy, as it specifically relates to landfill infrastructure.

The key points that will be mentioned are:

- 1) the life of the current landfill is coming to an end,
 - a) it cannot be expanded and prolonging it will make its closure ever more expensive
 - b) so we need a new landfill before we can retire the old one
- 2) the trend in waste management is resource recovery
 - a) historically less than 5%, last year saw 19%, but way less than the Australian average of around 60% and of some overseas countries achieving 98%
 - b) to expand resource recovery will involve a new waste management facility
 - c) it is cost effective to transform the existing facility into this modern transfer station
 - d) but we have to close the old facility to do that, which means opening up a new landfill first

- 3) the long term vision of the waste management strategy is to close the existing landfill and transform the remaining facility into a transfer station, sending recyclable materials to markets and unrecyclable waste to a new, separate, non-public access landfill
- 4) the progress made to date in identifying a new landfill site - highlighting where we are up to in the overall process
 - a) what will be involved in developing a modern landfill - requirements of the NTEPA, etc
 - b) (possibly also what is involved in the transformation of the transfer station)
 - c) (and what is involved in closing the old landfill)
- 5) the next steps in the process, once a site is selected by Council

2.4.2 Key Issues and Concerns of This Specific Consultation into the New Landfill Site.

This public consultation is to obtain feedback on the proposed new landfill site at Manbulloo. The issues to be canvassed include:

- Impact on human health - location/proximity, range of fall out, Municipal sanitary services
- Impact on lifestyle activities - recreational, home gardening,
- Impact on value of housing and land - surrounded by unzoned, pastoral lease land,
- Impact on traffic volumes and flows - closed site, only a few WMF trucks and the kerbside trucks (until the transfer station is set up to take them)
- Impact on waste management charges and practices - no public access, continuation of transfer station
- Financial cost on community - construction, consideration of alternatives to a new landfill (recycling, exporting, etc), consideration of other sites
- Opportunities and benefits to community - employment, business, recycle ventures
- Timeframe for development
- Impact on culture and environment - soil and groundwater, fauna and flora, significant Indigenous areas
- Public Nuisances

+ visual amenity (ugliness)	+ vermin
+ odours	+ birds
+ noise	+ wind-blown pollution
+ fire	+ dust

2.4.3 Steps following Consultation

- Stages as per flow chart
- Points of future consultation - Design, Construction, and Operations

3. CONSULTATION DETAILS

3.1 Consultation Team

3.1.1 Advisors

- Elected Members
- CEO & Executive
- Relevant Staff & Subject Matter Experts

~~3.1.2 Facilitators~~

*NB - Given the National and Territory Government's restrictions on gatherings and requirements for social distancing due to the Coronavirus Pandemic, some of the consultation activities will have to be cancelled. That includes the activities requiring these Facilitators.

- Role These people are utilised during the public meeting and stakeholder workshops, to facilitate small group discussions and record the feedback from the group. They don't

give their opinion, but remind the group of information that has already been provided, raise issues to stimulate the group's discussion and write down the consensus views of the group, so the members of the group can focus on the issues and to provide some uniformity to the way information is captured.

- Selection KTC staff volunteers (they will have to get some kind of remuneration or time in lieu)
- Training A brief page of notes will be provided to explain what is expected of them and a group discussion in the days prior to the meetings to clarify any issues.

3.2 Consultation Framework

*NB - Given the National and Territory Government's restrictions on gatherings and requirements for social distancing due to the Coronavirus Pandemic, some of the elements below will have to be cancelled. However it is a multi-faceted approach, so there are still many elements that will work and provide for adequate public consultation, both information sharing and receiving feedback and responses.

3.2.1 Time Frame & Event Schedule

Given the need to consult at a Municipality wide level, a period of six weeks will be required to ensure adequate notice is provided to the community, along with sufficient time to participate in the consultation activities and provide a response.

	Press Notification	Public Exhibition	Public Meeting	Stakeholder Workshop	Online Forum	Stakeholder Invitations
Pre-Period	Preparation of materials, hiring of venues, setting up of arrangements, etc					
Week One	<ul style="list-style-type: none"> • Press Release • Radio Spot 	<ul style="list-style-type: none"> • Posters sent to businesses • Exhibitions in Council Venues 		<ul style="list-style-type: none"> • Invitations to Workshop 	<ul style="list-style-type: none"> • Open 	<ul style="list-style-type: none"> • Invitations to provide submissions
Week Two	<ul style="list-style-type: none"> • Advert/Notice • Radio Spot 				<ul style="list-style-type: none"> • Open 	
Week Three	<ul style="list-style-type: none"> • Advert/Notice • Radio Spot 	<ul style="list-style-type: none"> • Exhibitions in Public Access Venues 			<ul style="list-style-type: none"> • Open 	
Week Four	<ul style="list-style-type: none"> • Advert/Notice • Radio Spot 		<ul style="list-style-type: none"> • Meeting 		<ul style="list-style-type: none"> • Open 	
Week Five	<ul style="list-style-type: none"> • Advert/Notice • Radio Spot 	<ul style="list-style-type: none"> • Exhibitions in Public Access Venues 			<ul style="list-style-type: none"> • Open 	
Week Six	<ul style="list-style-type: none"> • Advert/Notice • Radio Spot 			<ul style="list-style-type: none"> • Workshop 	<ul style="list-style-type: none"> • Open 	
Post-Period	Collation of feedback into final report, presentation to Council, public display of report					

3.3 Consultation Events

3.3.1 Public Notification

A detailed press release article will be prepared to outline the Council's waste management strategy, to advertise the consultation events planned, to explain how people can participate in the events and to invite the public to provide feedback in the form of written submissions.

The press release will be placed in the local paper at the beginning of the consultation period, and followed up each week with a series of advertisement/notifications, highlighting the key elements of the communication strategy and the invitation to participate.

Radio stations will be asked to read out the advertisement/notification occasionally during their day/evening programs.

3.3.2 Public Exhibition

Posters and brochures will be prepared to outline the Council's waste management strategy, to advertise the consultation events planned, and to invite participation and feedback.

A combination of these posters and brochures will be placed at key venues:

- Council:
 - Civic Centre
 - Library
 - Visitor Information Centre
- Areas of Public Access:
 - Oasis Shopping Centre
 - Henry Scot Building
 - NT Government Building

Posters will be sent to shops, cafes, health centres, schools, etc inviting managers to put them on public display.

A mail out of brochures to rate payers will be undertaken.

~~3.3.3 Public Meeting~~

A Power Point Presentation (PPP) will be prepared to outline the Council's waste management strategy.

A general access meeting will be conducted at the mid-point of the consultation period, to present the PPP of Council's waste management strategy to the public and canvass participant's opinions and feedback through a series of structured activities and open discussions.

Participants will be split into working groups, seated at tables, with a trained coordinator supplied to guide them through the first two activities:

- Quadruple Bottom Line Analysis Weighting Exercise. Participants within groups will discuss and collectively score the environmental, social, financial and governance issues associated with the new landfill site, in order of importance and value.
- Group Think Tank. They will be provided a few questions to discuss within their groups, while their coordinator records the consensus of their views on large sheets of paper. These records will be presented to the meeting and placed on display at the meeting.

The meeting will provide a brief period where participants can peruse the views recorded and add any additional comments.

The meeting will conclude with an Open Discussion & Question Session to provide participants an opportunity to raise additional issues about the new landfill site and what they like or dislike about Council's waste services generally.

The meeting will close with an overview of further consultation opportunities and consultation timeframes.

~~3.3.4 Stakeholder Workshop~~

At the beginning of the consultation period, key government and community stakeholders will be invited to a round table discussion, to occur toward the end of the consultation period. This scheduling will give participants and organisers time to reflect on the issues being discussed publicly and focus on any important issues that emerge.

This meeting will involve the PPP and then participants will be invited to think tank topics similar to the Public Meeting questions, as well as any of the emerging issues identified.

3.3.5 Online / Interactive Forum

Running throughout the consultation period, an online forum will be set-up, linked to Council's website and other social media, to engage the online community. This forum will outline the Council's waste management strategy, and provide an alternative method of participation for those that cannot attend other events.

The forum will post a number of topics for participants to express their views on and encourage discussion. The topics will be similar to the Public Meeting questions. As the consultation period progresses, and new issues emerge, these will be added to the forum.

3.3.6 Targetted Stakeholder Invitations

At the beginning of the consultation period, key government and community stakeholders will be identified and individual letters written to them to outline the Council's waste management strategy, invite their participation in the consultation events and encourage them to provide feedback in the form of a written submission.

3.4 Post Exhibition Engagement Activities

The consultation process and all the feedback from participants will be collated into a final report presented to Council and then placed on the Council website for public inspection.

Community engagement and consultation is an important and ongoing part of the Council's Waste Management Strategy. As the development of the new landfill progresses through the Design and Construction stages, further consultation and engagement with stakeholders and the public will continue, to ensure the community are informed and kept up to date on the issues that affect them.



REPORT

FOLDER: Local Governance / Council Meeting / Report to Council/Works and Services

MEETING: ORDINARY MEETING OF COUNCIL – April 2020

REPORT TITLE: Katherine Logistics & Agribusiness Hub - Proposed Tank Site

PURPOSE OF THE REPORT

Council to approve signing the "*Landowner/s authorisation to lodge a development application*" form, in relation to providing a site for the water tanks required for development of the Katherine Logistics & Agribusiness Hub

REPORT

In order to develop the Katherine Logistics & Agribusiness Hub, water tanks need to be placed in an appropriate location. The area most suitable is the South Eastern most corner of the current Waste Management Facility. This land is not suitable for waste management purposes. It has never been used and there is no prospect of it ever being needed by the Waste Management Facility.

The site will be developed by DIPL, at their expense, and then ownership of the land will be transferred to Power and Water, who will manage the site, at their expense. No expense will be borne by KTC and KTC will be indemnified against any incident that arises in relation to this development.

At the present time, KTC still own the land, so in order to get the development underway, KTC need to provide permission to lodge the development application.

RECOMMENDATION

That it be recommended to Council:

1. Council approve the CEO and Mayor to sign the "*Land owner/s authorisation to lodge a development application*" form.

A handwritten signature in black ink, appearing to read 'Ian Bodill', written over the recommendation list.

Ian Bodill
CHIEF EXECUTIVE OFFICER

Delegation: Peter Schubert
Schedule of Attachments: *Land owner/s authorisation to lodge a development application form*

Land owner/s authorisation to lodge a development application under the Planning Act 1999

****signatures from ALL landowners registered on the land title must be provided****

The owners and/or persons duly authorised as signatory on behalf of the landowner**, hereby authorise:		
NAME OF CONSULTANT OR ACTING AGENT ON BEHALF OF LANDOWNER (please print)	Land Development Unit Department of Infrastructure Planning and Logistics C/o Yasmin Barnes	
Contact number:	Ph: 89247205	Mob: 0428874742
to lodge a development application under the <i>Planning Act 1999</i> over the property described as:		
LOT/ NT PORTION:	Por.5043	
LOCATION/TOWN	Cossack, Katherine Locality	
STREET ADDRESS:	40 Novis Quarry Rd,	
PROPOSED DEVELOPMENT:	Subdivision to create 1 additional lot of 1.6 ha from Por. 5043	

OWNER'S SIGNATURE:		
FULL NAME: (please print)		
TITLE: (ie. company director/secretary)		
COMPANY NAME:		
Contact number:	Ph:	Mob:
DATE:		

OWNER'S SIGNATURE:		
FULL NAME: (please print)		
TITLE: (ie. company director/secretary)		
COMPANY NAME:		
Contact number:	Ph:	Mob:
DATE:		



REPORT

FOLDER: Local Governance / Council Meeting/ Report to Council /Works and Services

MEETING: ORDINARY COUNCIL MEETING – 28TH APRIL 2020

REPORT TITLE: TO RETAIN OBSOLETE PROPERTY – MAJOR AND MINOR PLANT & EQUIPMENT

Purpose of Report

To request from Elected Members permission to retain assets (major and minor plant & equipment).

Background

Council originally agreed to place these vehicles on auction, however since then advice has been given to retain them, the vehicles are still being utilised and will not be replaced therefore causing a shortfall of vehicles required.

Asset Number	Asset type/Description	Reason
CB54SN	Great Wall ute	Retain – became needed for mowing gang
CC36KR	Foton Tundland ute	Retain – became needed for spraying gang
CC32KG	Kia Sportage	Retain - Mayors vehicle
CA88GT	Toyota HiLux ute	Retain – became needed for mowing gang
CA95HJ	John Deere 72' out front mower	Retain – became needed for mowing gang

OFFICER RECOMMENDATION

That it be recommended to council that the listed plant be retained and not auctioned.

Ian Bodill

CHIEF EXECUTIVE OFFICER



REPORT

FOLDER: Local Governance / Council Meetings / Community Services

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: COMMUNITY SERVICES REPORT FOR THE MONTH OF MARCH 2020

Purpose of Report

To present the Report for Community Services for the month of March 2020.

COMMUNITY SERVICES

During the month of March, as a result of restrictions put in place by the federal government, Katherine Town Council experienced a number of major challenges and changes to services, particularly within the Community Services Department.

Restrictions have resulted in the closure to the public of the Civic Centre, Katherine Public Library and Katherine Visitor Information Centre. Additionally, sporting and recreation facilities have been closed and event planning for Council events has ceased.

All areas of the Community Services department have had to make major adjustments to how services are delivered.

All Council facilities have made the necessary adjustments and are still delivering services via modified means.

Civic Centre

The community can still access all general Council services via telephone, email and via the Council website during normal business hours, Monday to Friday, 8am – 4.30pm.

Katherine Public Library

The Katherine Public Library is still available to the public via telephone and email, Monday to Friday, 9am – 3pm. The Library is currently providing 'take-away' borrowing services as well as kids activities pack. Staff are also available to assist patrons access online resources such as *Borrow Box*.

Katherine Visitor Information Centre

The Katherine Visitor Information Centre is still available to the public via telephone, email and the Visit Katherine website, Monday to Friday, 8.30am – 5pm and Saturday and Sunday, 10am – 2pm.

The delivery of Council services will be reviewed in line with changes to federal government restrictions.

COMMUNITY ENGAGEMENT & EVENTS

Clean Up Australia Day 2020

Katherine Town Council once again hosted the 2020 Clean Up Australia Day event. The event took place at the Lindsay Street Complex with participants either registering online or on the day and undertaking to clean various areas of our community.

The was extremely well supported with 130 people participating and over 800 kilograms of rubbish collected.

The participants were treated to a free BBQ at the conclusion of the event to thank them for their assistance.

School Holiday Program Development

Katherine Town Council once again provided marketing development support in preparedness for the April School Holiday Program. Unfortunately, due to federal government restrictions on gatherings the April School holiday Program was unable to go ahead.

Council staff will look to continue this marketing support again for the mid-year school holidays, pending further restrictions.

Website Development

In March the Council Communications team undertook the task of redeveloping the Council website. This redevelopment has been in process for a number of months with focus on increased functionality and engagement for the community. The redevelopment was concluded with the new site launching on 30 March 2020. Staff will continue to review the website and make improvements/amendments as required.

Local Community Support – COVID-19

In response to current circumstances and the impact on the local community, the Community Services team are in the final stages of developing the *Everything Katherine* app. The app provides a 'one-stop-shop' for businesses in Katherine, with particular focus on cafes and restaurants to allow the community to keep up to date with major changes in services delivery across this sector. The app will be available on both Apple and Android devices.

The app also serves to collate the large amount of information being communicated to the public through a user-friendly directory. This includes access to all information related to health, business support, grants, travel and employment as a result of COVID-19.

In conjunction with the app, the Community Services team is also finalising the new *'Live Local, Love Local'* campaign. The campaign looks to encourage the community to support local business as much as possible by keeping money in the local economy. Katherine Town Council will oversee the administration and marketing of the campaign which requires participants to spend \$20 or more in one transaction at a participating local business. Each transaction entitle the participant to one entry (which can be submitted via the app, email or the website) which puts them in the weekly draw of a \$200 voucher from a participating business of their choice. The initial campaign is set to run for four (4) weeks at which time it will be reviewed.



LIBRARY

Programs & Events

Program	Date & Time
Katherine Region of Writers Monthly Meeting	7 March 2020
Toddler Rhyme Time (NEW)	Tuesday's (ceased 18 March 2020)
Story Time	Wednesday's (ceased 18 March 2020)
Wriggle & Rhyme	Thursday's (ceased 18 March 2020)

All program have temporarily ceased whilst the library is closed due to federal government restrictions.

Displays

Name	Date
New Arrivals	Ongoing Display
Seed Library	Ongoing Display
Alphabet (Children's Area)	Ongoing Display
Environmental Awareness	1 – 31 March 2020

Throughout the month, growing concerns over the coronavirus (COVID-19) have hit the town of Katherine, including the Library. Over the month, staff implemented strict cleaning measures to ensure we mitigate the risks to the public.

These measures included;

- Quarantining all returned and used items for 24 hours after cleaning
- Suspending the delivery of all programs, outreach services and events
- Hourly clean of common surface areas and touch points, rostered.
- Public health messaging around Library including entry/exit, toilets, seating areas, computers and shelving.
- Hand sanitizer placed at entry/exit and circulating desks
- Reduced computer availability to half, to enable social distancing
- Newspapers and Magazines placed behind staff counter, patrons asked to wash/sanitize hands prior to reading

As per the Federal Government directives, on the 25 March 2020, Katherine Public Library closed its doors the public.

From the date of closure, new procedures have been implemented for some services that can still be provide to the public. This includes

- Loans of Books/Audio Books on a call and collect system
- Delivery of books for isolated patrons
- Pick up for Children's Activity Packs

All staff have been and will be completing the following during closure:

- Cleaning and reorganising of all collection items including General Collection, Children's, Archived Materials and Northern Territory Collection
- Deleting irrelevant or unsafe information
- Mending items
- Advertising and assisting patrons with Borrow Box (Digital Library)
- Providing Intra-Library Loans to Libraries that still use this service
- Loaning Items to Patrons
- Customer Queries via phone and email
- Development of current children's programs including Story Time, Wriggle & Rhyme and Toddler Rhyme Time
- Working with Council and LANT (Libraries and Archives NT) to develop an efficient way to live-stream programs to assist isolated parents and children
- Developing and distributing 'Activity Packs' for all children and services that require them and assisting Network Tindal with activity packs

- Planning changes to children's area (Chalk Board)

Book Swap

At the beginning of March, Library staff implemented the Book Swap.

Library staff will place any donated or deleted books from our Library and place them on the windowsill, by the front door. Any members of the public are welcome to come in, grab a book, swap it with any old books they don't read anymore without having to loan the items. Books include a variety of fiction, non-fiction, junior and youth fiction as well as picture books.

This project offers any person, whether a member or non-member the opportunity to read books that other community members have owned. This may include books that our Library currently does not offer.

The idea behind this project came from early last year, when a number of Katherine residents and travellers asked about a "book swap" and informed staff about the how it can benefit many people. Since beginning this project, we have had around 30 books donated to the book swap with people from the public (including members who do loan books) utilising this area and taking books home to read.

19 March 2020, Staff closed this area and took away all books as it was classed as a high risk factor for COVID-19.

Children's Programs

This month, staff have been discussing ways to improve intentional-teaching skills to children that attend programs. One way was to implement more writing and sighting of letters in our Story Time program, with children aged 3-5 years.

Staff created reusable cards, with dotted words printed on them (*see pictures*) for children to trace on using texters. On the 11 March, staff delivered this program to the children and it was received well. To transition to the writing activity, staff sang the ABC's song as well as talking to the children about the letters on our children's display.

All programs are currently temporarily ceased, whilst the Library is closed due to the COVID-19 pandemic.

Staff are currently trying to develop a live-streamed program for children within the community.

Community Puzzle

This month the puzzle set out was called "Australian Animals". This ties in with our Environmental Awareness display, encouraging patrons to think about our environment and native wildlife.

This puzzle had a matte finish and was finished 3 times, before closing the puzzle area, on 12 March, due to risks associated with COVID-19.

Dungeons and Dragons (D&D)

Dungeons and Dragons continued its programs until 13 March 2020.

Sessions included 4 youth members attending weekly. Each session is providing an opportunity for cooperation, positive interaction, creativity and more.

Program temporarily ceased on 18 March 2020.

Seniors Digital Literacy

The Seniors Digital Literacy program recommenced on 3 March 2020.

Prior to ceasing all activities on 18 March 2020, Library staff undertook several sessions with participants, covering a large variety of topics from basic keyboard functions (shortcuts), through to more technical device features and software functions (Microsoft products).

The program is receiving positive feedback and has proven to be quite valuable to patrons. This program has provided our seniors with positive outcomes that include;

- Social networking
- Confidence with getting online
- Skills to benefit home and work life

All programs are currently temporarily ceased, whilst the Library is closed due to the COVID-19 pandemic.
Last session was held on 17 March 2020.

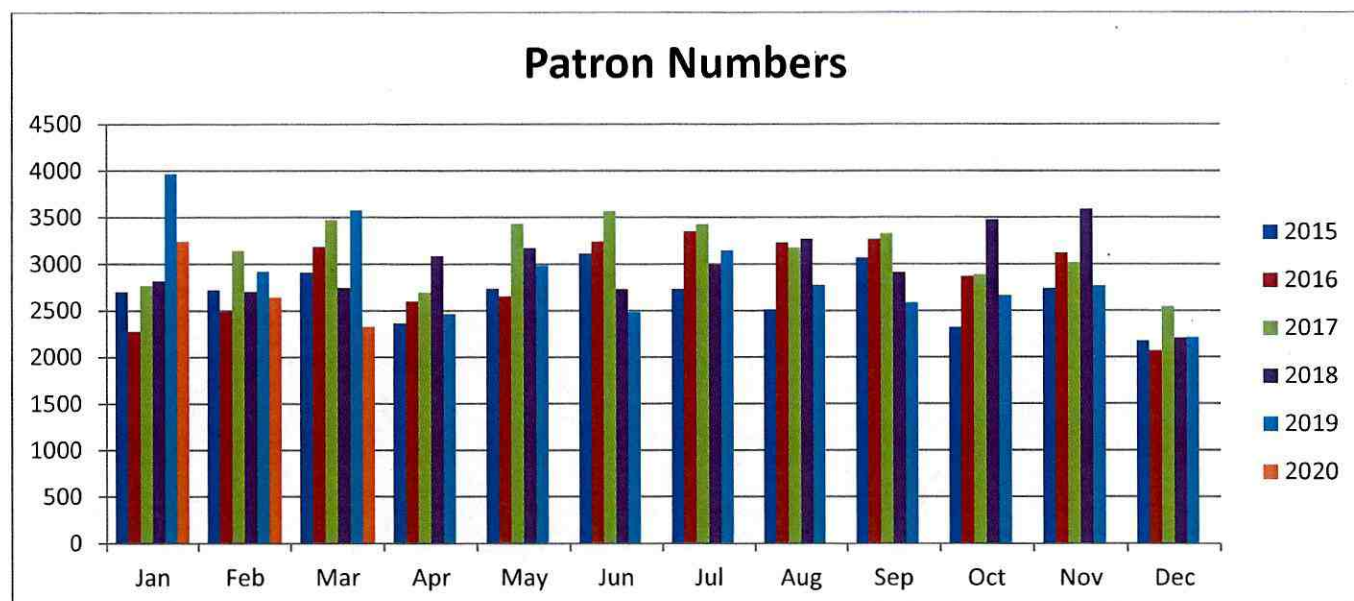
SUMMARY

The Katherine Public Library had 2,332 patron attendance across the month of March. This number is inclusive of program/activity participants.

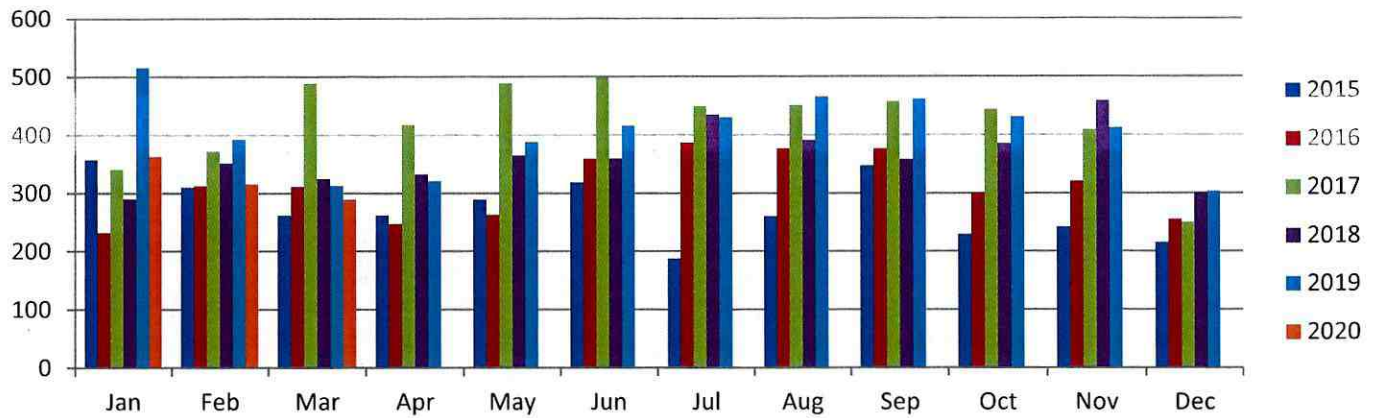
Of the patrons, 1876 patrons borrowed from the collection and 289.5 hours of computer usage was recorded.

From the closure of the library on 25 March through to 31 March 2020, library staff have distributed 21 children's activity packs to the community.

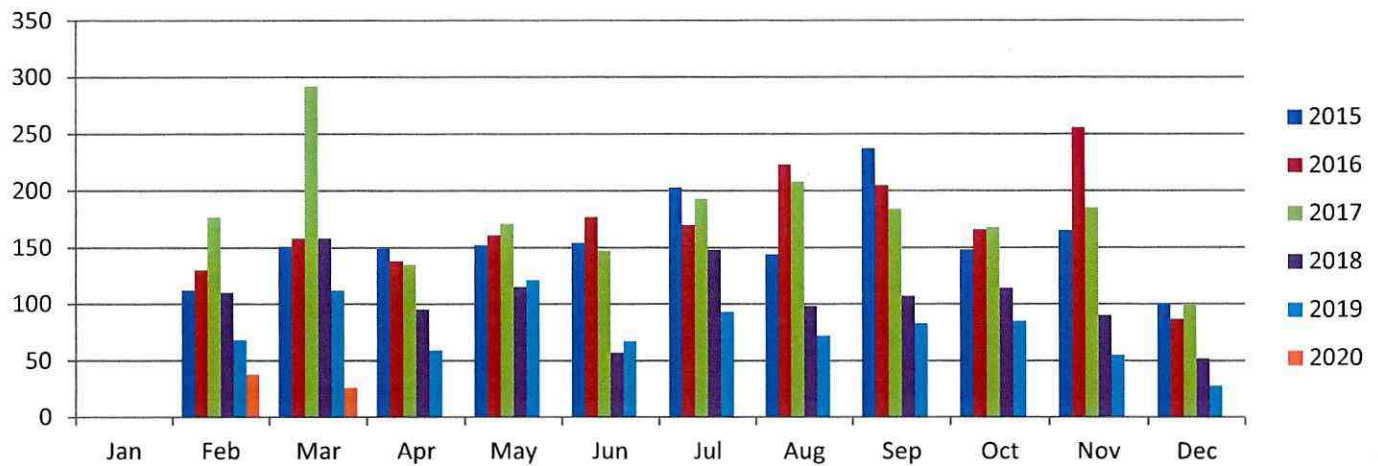
Whilst it has been an extremely uneasy time for staff, I believe they have taken on all challenges with ease and continue to show dedication to the Library and the community through their customer service.



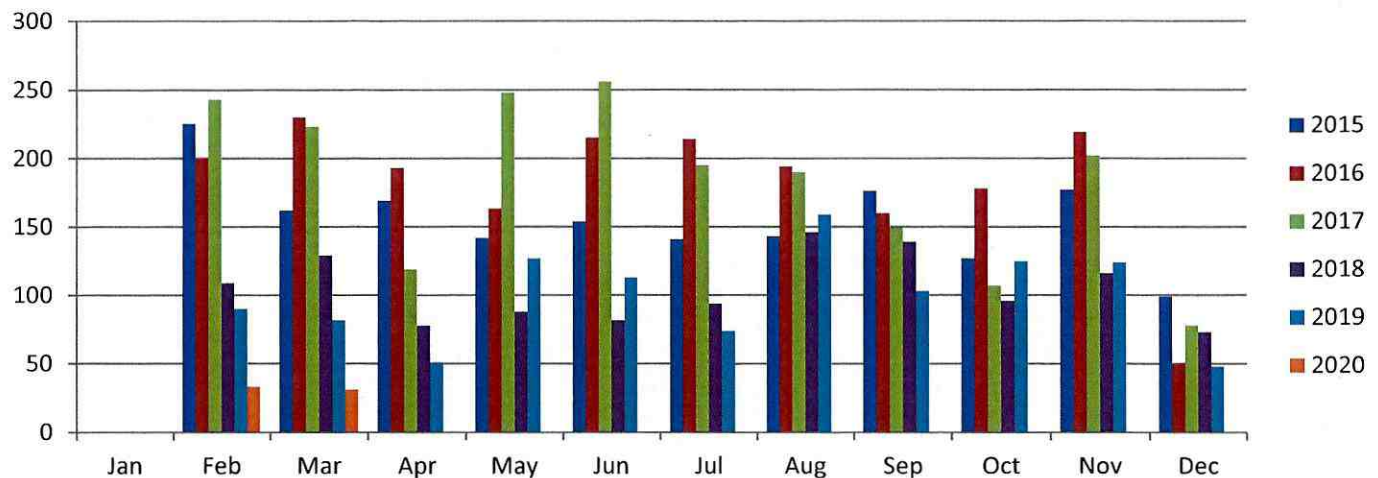
Computer Usage



Story Time



Wriggle & Rhyme



KATHERINE VISITOR INFORMATION CENTRE (KVIC)

FEEDBACK

- 10 visitors completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.

MARKETING

- We have continued to place online marketing advertising on google and social media with our new campaign "Visit Katherine. Explore. Connect. Experience."
Due to the current situation they have been put on hold.
- We supported Tourism NT's campaign #holidayherethisyear

ANALYSIS

Total sales for March 2020 were \$9,236.35, a decrease of 56.46% on March 2019.
Online bookings were \$1,864.00, and a \$7,372.35 total was recorded at the KVIC front counter.

Visitor number total for March 2020, recorded on both door counters and online, was 771, a decrease of 28.81% on March 2019. 17 of the 771 visitors booked online and 754 visitors walked in the KVIC.

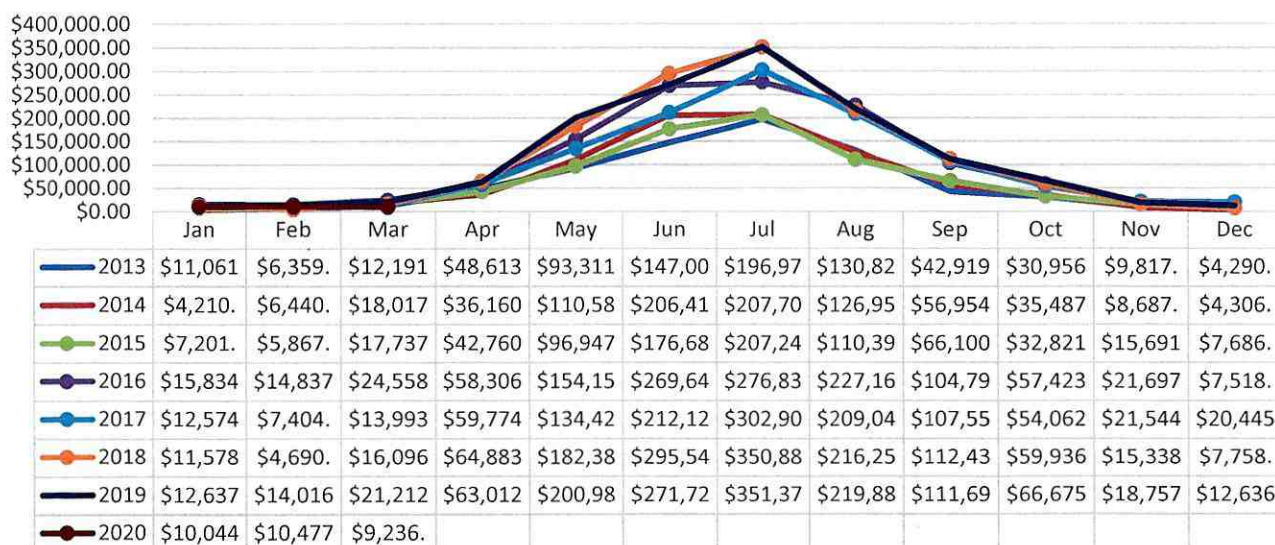
An average sale per visitor for February 2020 was \$11.98, compared to last year's average of \$19.59 per visitor. A 38.85% decrease per visitor. The average online sale per visitor is \$109.65 and the average sale per visitor at the VIC is \$9.78.

Due to the worldwide pandemic of COVID-19 with federal government decisions on non-essential travel and gathering restrictions, the Katherine Visitor Information Centre had to close to the public as of COB 25 March 2020.

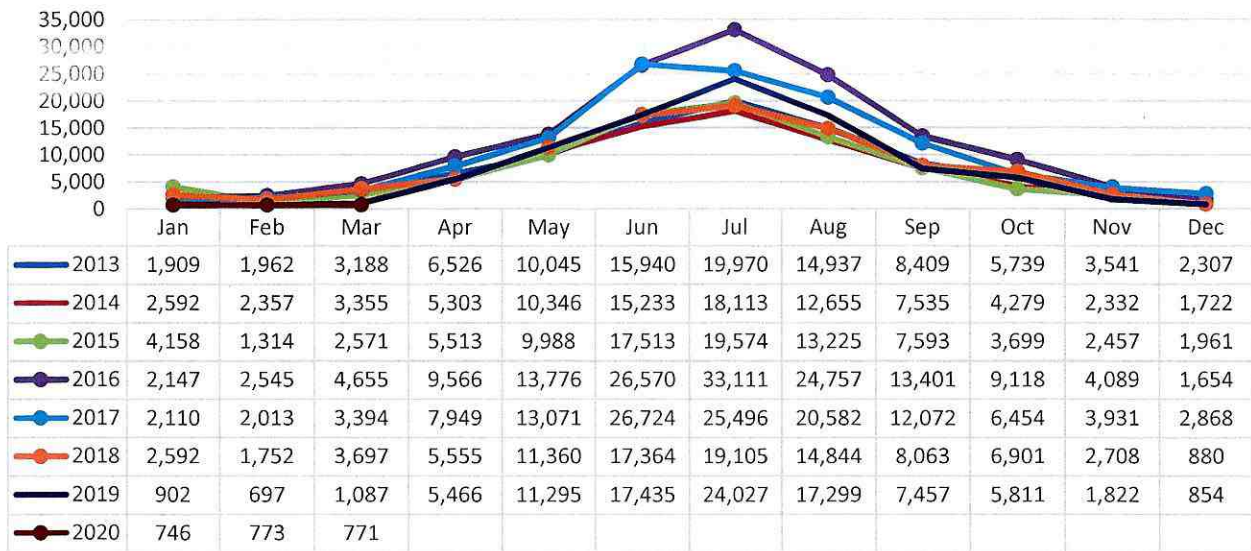
The KVIC has refunded a total of \$5,073.90 to domestic and international visitors who had planned their holidays in Katherine in the upcoming dry season.

Tourism in Australia and across the world will be impacted with a well below performance of previous years. Over 80% of total arrivals to the Top End are domestic Australian travellers and the impact of this evolving situation is expected to be felt for an extended period of time.

Value of Sales - Calendar Year



Number of Visitors - Calendar Year



Average Sales Per Visitor



OFFICER RECOMMENDATION

That it be recommended to Council:

That the Community Services report for the month of March 2020 be received and noted.



Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation:

Executive Manager – Community Services, Ms Rosemary Jennings

Schedule of Attachments:

Nil



REPORT

FOLDER: Local Governance / Council Meetings / 2020

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: KATHERINE TOWN COUNCIL - COUNCIL MEETING LIVE STREAMING POLICY

PURPOSE OF REPORT

To provide a copy of the Council Meeting Live Streaming Policy to Elected Members for their information and adoption.

BACKGROUND

Katherine Town Council has not undertaken the function of live streaming Council meetings previously and as such no previous policy exists.

In order to appropriately facilitate this activity, Council Officers have developed the Council Meeting Live Streaming Policy which provides clarity on the scope of meetings, procedures and delegation.

As outlined in the policy, the live streaming of Ordinary and Special Council Meetings aims to improve accessibility and Community participation. It is foreseen that live streaming and publishing the video recording of meetings on Council's website and Social Media platforms will provide more flexible and convenient access to a wider audience. This will allow the public to watch meetings "in real time" via the internet without having the person attend.

Live streaming will allow the Community greater access to view Council's debates and decisions, whilst eliminating geographic and time barriers which may prevent the Public from attending the meeting in person. The purpose of this is to achieve Community awareness and confidence in the integrity and accountability of decision-making processes.

OFFICER RECOMMENDATION

That it be recommended to Council to:

That the attached policy be received, noted and adopted.


Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Community Services, Ms Rosemary Jennings
Attachments: Katherine Town Council – Council Meeting Live Streaming Policy

COUNCIL MEETING LIVE STREAMING POLICY



KATHERINE
TOWN COUNCIL

**TITLE: COUNCIL MEETING LIVE STREAMING
POLICY**

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 28/04/2021

Version	Decision Number	Adoption Date	History
1			DRAFT
2			
3			
4			

1. PURPOSE

To establish Council policy and guidelines with regards to the live streaming of Council Meetings.

2. POLICY OBJECTIVES

To improve accessibility and Community participation during Ordinary and Special Council Meeting. It is foreseen that live streaming and publishing the video recording of meetings on Council's website and Social Media platforms will provide more flexible and convenient access to a wider audience. This will allow the public to watch meetings "in real time" via the internet without having the person attend.

Live streaming will allow the Community greater access to view Council's debates and decisions, whilst eliminating geographic and time barriers which may prevent the Public from attending the meeting in person. The purpose of this is to achieve Community awareness and confidence in the integrity and accountability of decision-making processes.

3. BACKGROUND

Katherine Town Council holds one (1) monthly Ordinary Meeting of Council. These meetings are held at the Katherine Town Council - Civic Centre, Katherine NT.

Pursuant to Section 65(1) of the Local Government Act 2008, Council Meetings are open to the Public. Council encourages the Community to actively participate in an effective manner and to contribute in responsible governance of the Municipality; to enable greater Community involvement in Council Meetings.

Council has installed live streaming equipment in the Council Chambers, for the purpose of live streaming the Ordinary and Special Council Meetings over the internet.

4. POLICY STATEMENT

This operational policy reflects Council's commitment to provide the Katherine Region to accessible, transparent and accountable decision making.

Live streaming of Council meetings and the publication of recordings will be uploaded to the Council's website and a link will be integrated on Council's social media platforms. This is to provide flexibility and a convenient method for the wider Community to access Council's decision-making process.

Confidential Meetings will be closed to the public, in accordance with Section 65 (2) of the Local Government Act 2008 these meetings will not be recorded.

Live streaming Council meetings aims to foster confidence, integrity and accountability in the decision-making process.

The meeting minutes once confirmed by Council, provide definite record of Council's resolution and the Council's position on a particular matter.

5. SCOPE

This policy applies to:

- a. Ordinary and Special Council Meetings, including any other public forums or meetings as authorised by the Chief Executive Officer,
- b. Elected Members and Officers of Katherine Town Council, and
- c. Public members, both guests in the public gallery and as contributors to any public meeting held in the Council Chambers.

This Policy does not encompass to any confidential meetings closed to the public in accordance with Section 65 (2) of the Local Government Act 2008.

6. NOTIFICATION OF WEBCASTING

At the commencement of each Ordinary and Special Meeting of Council, the Chief Executive Officer (CEO) or his delegate shall notify all those present, including Elected Members, Council employees and Members of the Public that the meeting will be live streamed and published on the internet.

All parties will be advised that the live streaming will cover the entire open segment of the Council Meeting, unless concluded in accordance with this policy.

The CEO or his delegate will ensure that the appropriate prior notification is delivered 24 hours before the meeting and all are notified that the meeting is to be live streamed. At the entry of the Council Chambers, there shall be a disclosure waiver for signage and notices will be displayed.

The visual recording equipment will be configured to avoid coverage of the Public Members in the live streaming, however audio captures will be covered.

7. AUTHORITY TO TERMINATE

The CEO or his delegate have the discretion and authority at any time to direct the termination or interruption of live streaming if they believe it is advisable to do so. Such direction will only be given in exceptional circumstances, if the CEO or the Meeting has reasonable assessment and can be deemed as prejudice, or if the meeting infringes the rights or safety of an individual. Including circumstances where the content of debate is considered misleading, defamatory or potentially inappropriate to be published.

There may be situations where, due to technical difficulties live stream may not be accessible. Council will ensure every effort will be made to ensure the live streaming and the Council's website are up and running.

Council takes no liability for, the live streaming of Council website being temporarily unavailable due to technical issues beyond Council's control.

Technical issues may include, but are not limited to, the availability of the internet connection, equipment failure or fault, inaccessibility of social media platforms or power outages.

8. CLOSURE OF MEETINGS TO THE PUBLIC

This may be excluded while business of confidential matters is being considered, the webcasting of the meeting shall be terminated.

9. PROCEDURE

a. Meeting to be Streamed Live and Recorded

- i. Ordinary and Special Council Meetings held in the Council Chambers will be live streamed on the internet via Councils website www.katherine.nt.gov.au
- ii. The live streaming of the Council meetings will cease when the meeting has concluded.

b. Access to Archived Recordings

- i. Ordinary and Special Council Meetings that are live streamed through the Council's website, will later be uploaded on the Council's website. These recordings will be available of viewing 48 hours (2 days) upon closure of the meeting.
- ii. Bookmarks advising of the agenda items considered during the meeting will be added to the archived version of the recorded meetings to provide ease of navigation for viewers. Confidential Meetings closed to the public are not recorded.
- iii. Public members can access the recording for free of charge via the Council's website.
- iv. Recording of the Council meetings will be accessible on the Council's website for a period of at least two (2) years. Council will retain the recordings for a total period of at least seven (7) years in accordance with the Records Disposal Schedule of Local Authorities.

c. Notice to Public Members

- i. Commencement of each meeting, the CEO or delegate shall read a statement notifying attendees that the meeting will be live streamed on the internet and that the recording will be accessible for public viewing.
- ii. Signage shall be displayed in the foyer of the Council Chamber, on Council's website and meeting agenda.

d. Risks and Mitigation Action

- i. Consideration has been given to the risks identified with implementing live streaming, recording and publishing Council Meetings.
- ii. By live streaming, records and publishing Council Meetings, the potential audience to Council Meetings could significantly increase. The probability of a legal matter arising and/ or severity of potential liability could increase, the potential risk is not considered more than the benefit associated with the increased visibility and transparency in Council's decision-making process with live streaming.
- iii. Elected Members and Council Officers are required to take caution, particularly regarding irritate Council's debates. Caution is to be taken regarding defamatory statements or remarks which could provide a leeway for a civil action legal case,

- iv. Elected Members and Council Officers are guided by the Katherine Town Council's Code of Conduct.
- v. As outlined in this Policy, the CEO or delegate have the discretion and authority at any time to direct the termination or interruption of live streaming.
- vi. Attendees are advised that they may be subjected to legal action in a result of inappropriate and/or unacceptable behaviour and/or comments.

10. IMPLEMENTATION AND DELEGATION

A delegate of the CEO will be responsible for;

- a. Relevant Public Notices Communicated to the public
- b. Public Notice in the Council Agenda
- c. Public Notice signage in the Meeting
- d. Public Notice on Council's Website
- e. Recording in Councils Electronic Record Management System and undertaking relevant archiving and destruction after the term of Council
- f. Setting up, positioning and configuration of the equipment for each Council Meeting
- g. Provide support to ensure live streaming equipment is operational for each Meeting.
- h. Servicing equipment
- i. Publishing Council Meeting live streaming recording links, to Council's website and integrating links in Council's social media platforms.

11. BREACH OF POLICY

Any breach of this policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment and Elected Members disciplinary action in accordance with the *Local Government Act*.

12. VARIATIONS

Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.

13. LEGISLATION BASE

- a. Local Government Act 2008

14. ASSOCIATED DOCUMENTS

- a. Code of Conduct – Elected Members
- b. Code of Conduct – Council Employees

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Ian Bodill

Original issue: NIL

Title: Chief Executive Officer

Policy Maintained by: Rosemary Jennings

Current version: Draft

Title: Executive Manager – Community
Development

Review date: 28/04/2021

DRAFT



REPORT

FOLDER: Local Governance / Council Meetings / 2020

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: MOBILE FOOD VENDOR POLICY

PURPOSE OF REPORT

To provide a copy of the Mobile Food Vendor Policy and associated assessment criteria to Elected Members for their information and adoption.

BACKGROUND

Council has allowed for the operation of mobile vendors, in varying capacities for an extended period of time.

In recent times the increased demand for operations of a mobile nature, particularly relating to food related operations, has required Council to review its existing policy arrangements and ensure they are still achieving the objective of Council, and amend if necessary.

On review of existing arrangements, it was noted that the policy (Street/Roadside Vendors) had not been updated since May 2002 and was obsolete. The preceding policy was also vague and relied on the Permit Application Form, which lacked detail to allow for the clear administration of the process.

The policy was reviewed and amended in light of the below objectives:

- To activate and invigorate public places, encourage social interaction and enhance the community sense of safety and wellbeing;
- To provide for novel and creative entrepreneurial activities or start-up businesses stimulating the local economy;
- To allow Mobile Van / Street Food in areas that are suited to the purpose including appropriate areas of the central business district;
- To enable operators to run mobile food enterprises in a balanced way that does not adversely affect established brick and mortar operators,
- To provide a unique outdoor dining experience;
- To ensure Mobile Van / Street Food businesses operate within the intent of the values of this policy; and
- To ensure equity of access to public spaces.

In support of the objectives, Officers saw to provide clarification around a number of elements, including:

- Eligibility;
- Approved locations; and
- Times/days/duration;

As a result of the review, Council has developed a revised policy along with detailed assessment criteria that will allow for smoother administration of the permit issuing process.

KATHERINE TOWN COUNCIL



REPORT

OFFICER RECOMMENDATION

That it be recommended to Council to:

That the attached policy and associated supporting material be received, noted and adopted.

Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Community Services, Ms Rosemary Jennings

Attachments: Mobile Food Vendor Policy
Mobile Food Vendor Assessment Criteria

MOBILE FOOD VAN / STREET FOOD POLICY



KATHERINE
TOWN COUNCIL

TITLE: MOBILE FOOD VAN / STREET FOOD POLICY

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 28/04/2021

Version	Decision Number	Adoption Date	History
1			version 1
2			version 2 - DRAFT
3			
4			

1. PURPOSE

The Katherine Town Council's Mobile Van / Street Food Policy seeks to support an active and vibrant street food culture within the municipality by encouraging new and creative casual food vending activities.

2. POLICY OBJECTIVES

This Policy allows casual Mobile Van / Street Food mobile business operations within Katherine. This Policy aims to ensure a high quality experience for customers and the community while maintaining a high standard of participation by Mobile Van / Street Food operators. The following values underpin the Katherine Town Council's Mobile Van / Street Food Policy;

- Diversity – a unique culinary experience in an innovative way that increases the diversity of Mobile Van / Street Food options;
- Innovation – a unique cultural experience through creative presentation of vehicles and menus;
- Quality – incorporates and promotes fresh and healthy ingredients into a quality food experience;
- Sustainability – incorporates and promotes ethical, environmental and sustainable practices; and
- Value – adds economic and cultural value to the town by activating open spaces and places.

The key policy objectives are;

- a. To activate and invigorate public places, encourage social interaction and enhance the community sense of safety and wellbeing;
- b. To provide for novel and creative entrepreneurial activities or start-up businesses stimulating the local economy;
- c. To allow Mobile Van / Street Food in areas that are suited to the purpose including appropriate areas of the central business district;
- d. To enable operators to run mobile food enterprises in a balanced way that does not adversely affect established brick and mortar operators,
- e. To provide a unique outdoor dining experience;
- f. To ensure Mobile Van / Street Food businesses operate within the intent of the values of this policy; and
- g. To ensure equity of access to public spaces.

3. DEFINITIONS

In this policy:

- a. **Stallholder** means roadside vendor, mobile food vendor, street food vendor, casual food vendor.
- b. **Permit** means issued under these by laws and includes the renewal of a permit.
- c. **Food business** means a business, enterprise or activity as defined by the *NT Food Act*

4. BACKGROUND

Katherine's climate, open spaces and outdoor culture is an ideal setting for the development of Mobile Van / Street Food experiences and activities.

Katherine acknowledges street food enterprises are growing in popularity. Katherine Town Council welcomes applications for the use of public places under Council's care and control for this purpose.

5. POLICY STATEMENT

Mobile Van / Street Food within the municipality of Katherine requires a permit from the Katherine Town Council. Council will issue permits for Mobile Van / Street Food operations, subject to the assessment criteria attached to this Policy.

6. LOCATIONS

Locations where Mobile Van / Street Food operations will be permitted are listed below.

- a. Lindsay Street Complex Carpark;
- b. Showgrounds Carpark (off Victoria Highway);
- c. Information Bay (North Bound), Stuart Highway;
- d. Information Bay (South Bound), Stuart Highway; and
- e. Information Bay (West Bound), Victoria Highway.

Council may change and/or amend these locations from time to time, without notice.

Area of permitted operations for each site will be clearly identified. The business must be contained within these limitations.

All locations will be accessible to more than one operator, subject to the hours of operation.

Information Bays are managed by Katherine Town Council on behalf of the Department of Infrastructure, Planning & Logistics.

7. CATEGORY AND DURATION OF OPERATION

Permit fees are determined under the following categories:

- a. Category of Operation
 - i. Not-for-profit and charitable organisations;
 - ii. One-off activities;
 - iii. Commercial operations.

- b. Duration of Operation

- i. Single Event Permit – issued for a single occasion;
- ii. Short-term or Seasonal Permit – issued for two or more repeat operations in a given period of time;
- iii. Annual Permit – issued for repeat operations over the course of twelve months which may be renewed subject to allocation provisions detailed in this Policy.

Permits will generally be restricted to outside normal business hours, weekends and public holidays. Permits in residential areas will be restricted to hours of operation that preserve neighbourhood amenity and do not cause a general disturbance.

8. FEES

Fees are required to be paid in advance, commensurate with the permit period.

9. EVALUATION AND REVIEW

The Mobile Van / Street Food Policy will be reviewed annually.

10. VARIATIONS

Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.

11. LEGISLATION BASE

- a. Local Government Act 2008
- b. NT Food Act

12. ASSOCIATED DOCUMENTS

- a. *Katherine Town Council By Laws*
- b. *Katherine Town Council Sustainable Events Policy*
- c. *Mobile Van / Street Food Assessment Criteria*
- d. *Katherine Town Council Fees and Charges*

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Ian Bodill

Original issue: Draft

Title: Chief Executive Officer

Policy Maintained by: Rosemary Jennings

Current version: Draft

Title: Executive Manager – Community
Development

Review date: 28/04/2021

MOBILE FOOD VAN / STREET FOOD ASSESSMENT CRITERIA



KATHERINE
TOWN COUNCIL

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DRAFT

Assessment Criteria – Mobile Van / Street Food Operator

The Katherine Town Council's *Mobile Van / Street Food Policy* provides a set of clear objectives for Mobile Van / Street Food operations in the municipality and identifies an appropriate operating framework and fee structure. The Policy is supported by these criteria against which all Mobile Van / Street Food permit applications (including applications for permit renewal) will be assessed.

The criteria are as follows:

1. Business

- 1.1 The business must provide for the sale of food and/or non-alcoholic drink only. Pop Up bars are not permitted.
- 1.2 The business operation must be fully self-sustaining, i.e. own power and water.
- 1.3 The applicant must have a registered business name, an ABN and be registered with the Northern Territory Department of Health.
- 1.4 The applicant must have (or provide on confirmation of Council's intention to grant a permit) public and product liability insurance for the amount of at least \$10 million.
- 1.5 The applicant must demonstrate a local community and business need for the proposed Mobile Van / Street Food operation.
- 1.6 The nature of Mobile Van / Street Food is to be based on the use of **mobile vans or vehicles**. The applicant must demonstrate that the business complies with the intent and aims of this policy.
- 1.7 If the applicant is a not-for-profit or charitable organisation, the applicant must demonstrate its bona fides.

2. Allocation of Sites

The Policy provides for a total of six (6) dedicated locations in the municipality. Each location can support more than one operator, subject to the hours of operation. Preservation of neighbourhood amenity will be a priority consideration for street food vending activities in residential areas. Additional sites may be allocated on a case by case basis.

The Katherine Town Council will seek expressions of interest for Mobile Van / Street Food vending on an annual basis (from December to February). Requests for special events and programs will be considered on a case by case basis.

Permits are issued as casual permits only for a maximum period of twelve (12) months which is reflected in the permit fees charged by Council. Where two or more applications are received for the same site, allocation of the permit will be made in accordance with the procedure detailed in this criteria.

Where a site is unoccupied, allocation will be issued on a "first come first serve basis".

Where a site is occupied and no other applications have been received, allocation will be reissued to the existing occupant for a further period, if so requested.

Where a site is occupied and additional applications have been received for the same site, allocations will be conducted by a selection panel process. The selection panel will be composed of officers from Katherine Town Council and applications will be assessed against the criteria contained in sections (1), (4), (5), (6) and (7) of this document and the following underpinning values of the policy;

- Diversity
- Innovation
- Quality
- Sustainability
- Value

3. Location

- 3.1 The proposed operating site(s) must be suitable for the purpose of Mobile Van / Street Food and not be in an excluded area. Where the proposed location is adjacent to existing food businesses, the applicant must provide evidence of consultation.
- 3.2 The proposed facility and activities **must not** compromise public safety, cause obstruction, or impede the flow and use of the area by pedestrians, road users, emergency response personnel, maintenance crews, patrons and staff of surrounding businesses, occupants of and visitors to surrounding residential properties, and other street activities.
- 3.3 Exemptions may be made to access to parking spaces for operations that support and promote the night time economy in the central business district.

4. Amenity and Appearance

- 4.1 All applications must include a detailed site plan of the proposed operation, including the vehicle or food vending facility, the proposed area(s) of operation and any power and water requirements (including the use of generators).
- 4.2 The proposed Mobile Van / Street Food operation **must not**:
 - compromise pedestrian and traffic flow or obstruct access to parking, taxis, and bus and loading zones;
 - obstruct access to public space facilities such as bike paths, drinking fountains, BBQs, toilets, park and street furniture, rubbish bins, telephones and post boxes;
 - operate on a footpath with a width less than 3.2 metres;
 - operate within 1.8 metres of a building front and within 600mm from the kerb line;
 - operate adjacent to construction zones, disabled parking spaces and bus, taxi

and loading zones;

- operate on a footpath;
- operate in a manner that causes undue distraction to vehicular traffic; and
- modify, cover, remove, or relocate trees and shrubs and other public property (such as park furniture, public art, signs, and bins).

5. Operating Days & Times

- 5.1 The proposed days and times of operation must be conducive to the enhancement of the area through the provision of food and or beverage services. The proposed days and times of operation must not compromise:
- the safety of public space users;
 - other street and public space activities and uses;
 - neighbourhood amenity;
 - acceptable noise levels; and
 - ingress and egress to surrounding sites and premises.
- 5.2 A limited number of Mobile Van / Street Food permits will be available at the locations described in the Mobile Van / Street Food Policy.
- 5.3 Permits will not be issued in instances where the Katherine Town Council determines that the granting of a permit may result in the oversupply of Mobile Van / Street Food operations within a given area and or at a given time.
- 5.4 Hours of Operation include set up and take down times. Hours are described below.

Weekdays (Monday to Friday)	6.00 am to 9.00am	5.00 pm to 9.00 pm
Weekends/Public Holidays	6.00 am – 9.00 pm	

- 5.5.1 No operator shall conduct business for more than three (3) days in any seven (7) day period.
- 5.5.2 No operator shall conduct business for longer than four (4) hours within a calendar day.
- 5.7 Special events running for longer hours or over multiple days will be exempt from the above of hours of operation, when the operator is engaged as part of the event.

6. Prior Advertising & Marketing

- 6.1 After initially assessing your application for adherence to Council's requirements, you will be notified of the need for you to commence advertising your intended business. This advertising:
- 6.1.1 Must commence within a two (2) week period of Council advising you that your application has progressed.
- 6.1.2 Must occur over a period of four (4) weeks.
- 6.1.3 Needs to include the information contained in Appendix 1 – Advertising Requirements.
- 6.1.4 Must state a period of at least one (1) week after the final advertising date, for comment to be received by Council.

- 6.1.5 Advertising should occur in locally circulated newspapers.
- 6.1.6 Applicants that have further advertised via local social media platforms, will be favourably looked upon.
- 6.1.7 Council reserves the right to review and make decisions based on the information it has received, for not greater than two (2) weeks after the close of the comment period.
- 6.1.8 Evidence of your four (4) weeks of advertising must be submitted to Council in order for your application to be further assessed.
- 6.1.9 Council reserve the right to reject your application based on comments received from members of the public/other business operators, that it believes are valid.
 - 6.1.9.1 In this event, Council will provide written notification to the applicant, outlining the reason(s) for Council's decision. However, Council will not provide details that would cause either personal or commercial prejudice or confer unfair commercial advantage or disadvantage to any person or business.

7. Onsite Advertising & Signage

- 7.1 All proposed outdoor advertising must comply as below:
 - 7.1.1.1 Permit holders will be allowed one (1) moveable sandwich board or A-frame (two faces joined at the top by hinges) no larger than 1m² or one (1) flat single or double-sided board, in a free-standing frame, no larger than 1m².
 - 7.1.1.2 Signage must be constructed of a durable material and be maintained in good condition.
 - 7.1.1.3 Signs that Council considers offensive by virtue of their design or message will not be allowed.
 - 7.1.1.4 Signs that resemble regulatory, traffic or warning signs will not be allowed.
 - 7.1.1.5 Sign placement must not obscure a vehicle driver's view or hinder pedestrian usage of a path or walkway.
 - 7.1.1.6 Illuminated signs are not permitted.
 - 7.1.1.7 Signage can only be displayed during hours of operation.
- 7.2 All applications must include detailed plans or diagrams of proposed advertising for assessment of the above.

8. Cleaning, Maintenance, Waste Management & Sustainability

- 7.1 All applications must demonstrate that all food handling activities will be compliant with the *Food Act* and the *Food Standards Code*.
- 7.2 All applications must include a waste management procedure. (Waste generated by food preparation activities is not to be disposed of in Katherine Town Council waste receptacles or drains).
- 7.3 All operations must be fully self-contained, providing their own resources for power and water.

ADVERTISING REQUIREMENTS

At a minimum, your advertising must include the following information.

INTENTION TO OPERATE A MOBILE FOOD VAN / STREET FOOD OPERATION

Location:

Business Name:

Hours of Operation:

Food/Beverage types:

Contact Number: (others may have questions about your proposal and a conversation could avoid any misunderstandings)

Your ad should also state: *"Any comments should be lodged with Katherine Town Council by (insert a date at least one (1) week after closure of 4 weeks advertising) on records@ktc.nt.gov.au , by phone 8792 5500 or in person at the Katherine Civic Centre, Stuart Highway.*



KATHERINE TOWN COUNCIL MOBILE VAN / STREET FOOD APPLICATION CHECKLIST

APPLICANT NAME: _____

ADDRESS: _____

CONTACT NUMBER: _____

DATE OF APPLICATION: _____

Applications are assessed for compliance to Katherine Town Council's Mobile Van / Street Food Vendor Policy 2019. Please refer to the policy at (website link) for details.

ITEM	*YES / NO		COMMENTS
Initial Assessment of Application Against KTC Policy			Name of Assessor
Applicant Advised of Outcome			(Date)
Applicant Advised to Advertise			(Date) Remind to provide advertising evidence
Evidence of Four Weeks Advertising			Where / when / attach copies of ads
Objection(s) Received			Who / attach copies
Objection(s) Assessed by KTC Officer			Notes and Council Officer who assessed
PERMIT APPROVED			Date
Applicant Advised of Permit Issuing			Date
Copy of DOH Food Licence received			Attach copy
Copy of Public Liability Insurance received			(Min coverage \$10,000,000) Attach copy
Payment Received			Receipt No.
PERMIT NO.			Record number
RENEWAL DATE			Record Date
Permit provided to Applicant			Emailed/collected

Additional Comments: _____

For Office Use Only)

Permit Paperwork Filed			Doc ID number
Applicant Advised of Permit Rejection			Written explanation to be drafted and approved by XCS for sending to applicant.

Application Process Completed by:

Name: _____ Dated: 83 Signed: _____



REPORT

FOLDER: Local Governance / Ordinary Meeting of Council / Agenda 2020

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: SCHOOL HOLIDAY PROGRAM GRANT FUNDING – REGIONAL FLEXIBLE GRANT AGREEMENTS

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 in the April 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. The marketing is developed for the target market (youth) with additional marketing to parents/guardians/caregivers.

Financial Implication

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

Katherine Town Council have applied for a total of \$3,752.65 (GST exclusive) for the April Holiday Program.

OFFICER RECOMMENDATION

That it be recommended to Council that:

1. Council accept the grant funding offer of \$3,752.65 (GST exclusive) from the Department of the Chief Minister for the 2020 April School Holiday Program
2. Council authorise the Mayor and CEO to affix the common seal and sign the Agreement.


Ian Bodill
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Community Services, Ms Rosemary Jennings
Schedule of Attachments: Regional Flexible Grant Agreement – April School Holidays 2020 – Marketing Support

REGIONAL FLEXIBLE GRANT AGREEMENT

DETAILS

Grant:	Regional Youth Services Program – School Holidays
Project:	April School Holidays and NT Youth Week
Funding Purpose:	To provide programs and events as per the application received through GrantsNT, for delivering during the aforementioned school holiday period.
Funding:	\$3 752.65 GST exclusive
Funding Period:	April 14 2020 to April 24 2020
Recipient:	Katherine Town Council
Recipient's Contact Details:	Contact name: Sue Crammond Street Address: 24 Stuart Highway, Katherine NT 0850 Postal Address: PO Box 1071, Katherine NT 0851 Telephone: 8972 3751 Email: sue.crammond@kta.nt.gov.au
Territory:	Northern Territory of Australia, care of its agency the Department of the Chief Minister
Territory's Contact Details:	Contact name: Thomas Manning Street Address: Level 1, Katherine Government Centre, 5 First Street, KATHERINE NT 0850 Postal Address: PO Box 1571, KATHERINE NT 0850 Telephone: 08 8973 8500 Email: Thomas.manning@nt.gov.au
Insurance: [Refer clause 11]	Public liability required: Yes
Special Conditions:	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

Full name of Chief Executive Officer

Date:

31, 3, 2020

Signature of Council member

Full name of Council member

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:

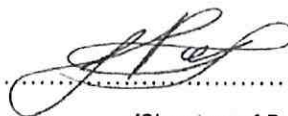
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[Signature of Delegate]

Date:

13, 03, 2020

[Signature of witness]

[Full name of witness]

Please return completed agreement (all pages) to:

Thomas Manning, Grant Manager
Regional Network Group, Department of the Chief Minister

Email: thomas.manning@nt.gov.au
Contact 08 8999 5115 if you have any queries in relation to
this agreement.



REPORT

FOLDER: Local Governance / Council Meetings / 2020

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: NORTHERN TERRITORY POLICE, FIRE AND EMERGENCY SERVICES – CCTV LICENCE DEED

PURPOSE OF REPORT

To seek Council endorsement to enter into a licence deed with the Northern Territory of Australia (as represented by the Northern Territory Police, Fire and Emergency Services) for the operation of closed-circuit television (CCTV) on Council owned land in the context of public order and safety in the community of Katherine.

BACKGROUND

The Northern Territory Police, Fire and Emergency Services (NT Police) currently operates and maintains CCTV systems in Alice Springs, Darwin, Katherine, Palmerston, Tennant Creek and Wadeye. The system is directly linked to the NT Police Fires and Emergency Service control room in the Joint Emergency Services Communications Centre (JESCC) at the Peter McAuley Centre, Berrimah.

CCTV provides an invaluable tool in protecting the community in terms of deterrent, detection and successful prosecution of offenders. These cameras are monitored by police, 24 hours a day, seven (7) days a week.

Katherine's CCTV network currently contains approximately 58 police cameras with varying capabilities (i.e. PTZ cameras, fixed cameras, audio kits etc). The camera installations vary across old standard definition, old high definition and new high definition with upgrades and replacements occurring when and where possible by NT Police.

The current 58 cameras are located in various locations with predominant focus on the Main Street and immediate CBD locations.

KATHERINE CCTV NETWORK

The CCTV Licence Deed looks to formalise the already existing cooperative arrangement with NT Police in regard to the provision of CCTV through the Katherine CBD. The licence deed is perpetual, irrevocable, fee free licence to access, occupy and use the CCTV area for the purpose of installation and maintenance of the CCTV system.

The Licence Deed does not confer any right of exclusive possession of any part of the Licensed Area; and does not in any way create any tenancy or any right in the nature of a tenancy in favour of the Licensee.



REPORT

RESPONSIBILITIES AND OBLIGATIONS

As detailed in the Licence Deed, NT Police will be responsible for the installation, maintenance and administration for the system and associated infrastructure, including all costs.

Katherine Town Council will be responsible for the supply and payment of power usage (on council owned land) of the CCTV equipment; replacement and repair of damaged infrastructure owned by Council that may impact the effective operation of the system; and necessary maintenance such as pruning of trees, removing of obstructions or impediments and repair of lighting that is under the control of Council.

FINANCIAL IMPLICATIONS

SPEAKWITH CLAIRE.

OFFICER RECOMMENDATION

That it be recommended to Council to:

That the Mayor and Chief Executive Officer be authorised to execute the CCTV Deed of Licence with the Northern Territory of Australia for the provision of closed-circuit television in the Katherine Community and affix the Common seal as required.

Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Community Services, Ms Rosemary Jennings

Attachments: CCTV Licence Deed – Northern Territory of Australia and Katherine Town Council

CCTV LICENCE DEED

BETWEEN:

**NORTHERN TERRITORY OF AUSTRALIA
AS REPRESENTED BY THE
NORTHERN TERRITORY POLICE, FIRE AND EMERGENCY SERVICES**

AND:

KATHERINE TOWN COUNCIL (ABN 47 836 889 865)

Northern Territory Police, Fire & Emergency Services

DETAILS

PARTIES

NORTHERN TERRITORY OF AUSTRALIA represented by the Northern Territory Police, Fire and Emergency Services (ABN 84 085 734 992) ("the Territory")

Address for service of notices:	Attention: Michael Maclean, CCTV System Administrator Physical address: Joint Emergency Services Communications Centre, Peter McAulay Centre, Berrimah Postal address: PO Box 39764, Winnellie NT 0821 Telephone: 08 8982 1630 Facsimile: 08 8922 3412 Email: CCTVSystemAdministrator@pfes.nt.gov.au
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AND

WEST DALY REGIONAL COUNCIL (ABN 25 966 579 574) ("Licensor")

Address for service of notices:	Attention: Ian Bodill, CEO Katherine Town Council Street address: Civic Centre, Lot 1865 Stuart Highway, Katherine, NT, 0850 Postal address: PO Box 1071, Katherine NT, 0851 Telephone: 8972 5500 Facsimile: 8971 0305 Email: records@krc.nt.gov.au
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BACKGROUND

- A. The Territory operates and maintains closed circuit television systems in Alice Springs, Darwin, Katherine, Palmerston, Tennant Creek and Wadeye.
- B. Elements of the system hardware and infrastructure, such as cameras, wireless equipment, mounting equipment and interconnecting elements, will be or are located on land or infrastructure owned, controlled or managed by the Licensor.
- C. The Licensor agrees to provide the Territory with a licence to install, operate and maintain the CCTV Infrastructure on the Licensor's land or infrastructure on the terms and conditions set out in this Deed.

AGREED TERMS

1. DEFINITIONS AND INTERPRETATION

1.1 Defined Terms

- (a) In this Deed, unless the contrary intention appears:
 - (i) "**Annexure**" means an annexure to this Deed;
 - (ii) "**Business Day**" means a day which is not a Saturday, Sunday or Public Holiday in Darwin in the Northern Territory;

- (iii) **"CCTV Area"** means the place within, adjacent to or forming part of the Land where the CCTV Infrastructure is to be installed at Annexure A and includes related areas in which any interconnecting elements and signage are or will be located;
- (iv) **"CCTV Infrastructure"** means the CCTV System hardware, such as cameras, wireless equipment, mounting equipment and interconnecting elements and includes signage;
- (v) **"CCTV System"** means the closed circuit television system, incorporating the CCTV Infrastructure, to be installed, operated and maintained by the Territory in or on the CCTV Area;
- (vi) **"Commencement Date"** means the date the last party to sign this Deed does so.
- (vii) **"Emergency Maintenance"** means unscheduled Maintenance that is, in the opinion of the Territory, urgent in nature as a matter of public safety or to maintain law and order or to ensure the continued effective operation of the CCTV System and includes the removal of obstructions or impediments to the effective operation of the CCTV System;
- (viii) **"Installation"** means the purchase, integration, connectivity, configuration, interfacing, preparation for and installation of CCTV Infrastructure on the Land;
- (ix) **"Land"** means that part of the Townsite of Katherine in the Northern Territory of Australia, including common property, buildings and associated infrastructure, owned, controlled or managed by the Licensor, on which the CCTV System will be located and includes roads, buildings, and other land or infrastructure;
- (x) **"Maintenance"** means the operation, monitoring, repair and maintenance of the CCTV System on the Land, which includes activities necessarily related to maintenance of the CCTV System, such as provision of power and the like and if the context requires, also includes maintenance of the Licensor's or third party assets performed as Emergency Maintenance; and
- (xi) **"Rights"** means rights granted to the Territory under this Deed.

1.2 Interpretation

- (a) In this Deed, unless the contrary intention appears:
 - (i) words importing the singular number include the plural number and vice versa;
 - (ii) words importing any gender include all other genders;
 - (iii) the word "person" includes a corporation;
 - (iv) a reference to a party or parties includes the officers, employees, contractors, sub-contractors and agents of that party;
 - (v) all references to statutes also refer to statutes amending or re-enacting or replacing the statutes referred to and include a reference to all proclamations, orders in council, regulations, rules by-laws, ordinances and any other instruments and directions (if any) made thereunder;

- (vi) all covenants warranties undertakings and agreements herein are, if entered into by more than one (1) person, deemed to be joint and several;
- (vii) headings and sub-headings have been included for ease of reference only and this Deed is not to be construed or interpreted by reference to such headings or sub-headings;
- (viii) any annexures to this Deed are to be read and construed as part of this Deed.

2. COMMITMENT BY THE PARTIES

The parties will have regard to the following principles in the application of this Deed:

- (a) The parties each have a common interest in public safety as well as reducing crime and anti-social behaviour in the township of Katherine; and
- (b) The parties wish to adopt a constructive, collaborative and cooperative approach in the pursuit of enhancing such public safety through the presence of the CCTV System.
- (c) Subject to the terms of this Deed, the parties will share general information regarding public safety that may assist or inform the other party to promote public safety.
- (d) The parties agree to promote the CCTV System and the relationship between the parties in respect to the CCTV System.

3. GRANT OF LICENCE

3.1 Licence

- (a) The Licensor grants to the Territory a perpetual, irrevocable, fee free licence to access, occupy and use the CCTV Area (including a licence to access those parts of the Land in order to exercise the Rights), for the purpose of the Installation and Maintenance of the CCTV System, subject to the terms of this Deed.
- (b) Subject to the Licensor's rights under this Deed and to the Territory complying with its obligations under this Deed, the Territory may use and occupy the CCTV Area and exercise the Rights without interruption by the Licensor or any person claiming through the Licensor.
- (c) This Deed:
 - (i) does not confer on the Licensee any right of exclusive possession of any part of the Licensed Area; and
 - (ii) does not in any way create any tenancy or any right in the nature of a tenancy in favour of the Licensee.

3.2 Third Parties

The Licensor must ensure that the terms of any agreement entered into with a third party in relation to the Land after the Commencement Date are not inconsistent with this Deed.

4. RESPONSIBILITIES AND OBLIGATIONS

4.1 The Territory

- (a) The Territory acknowledges that it is responsible for:

- (i) maintaining the CCTV System including ensuring power and data connectivity and replacement or repair of CCTV Infrastructure damaged by accident, acts of vandalism or acts of God;
 - (ii) costs and works associated with Installation and Maintenance;
 - (iii) signage in connection with the presence of CCTV cameras;
 - (iv) obtaining all necessary consents, approvals, permits and licences from relevant authorities in connection with Installation or Maintenance; and
 - (v) recording and investigating complaints by the public in connection with the CCTV System.
- (b) In undertaking Installation and Maintenance, the Territory will:
- (i) act diligently, effectively and in a proper and workmanlike manner;
 - (ii) ensure its personnel are suitably qualified and experienced; and
 - (iii) leave the Land clear of rubbish and refuse resulting from the carrying out of the Installation and Maintenance.
- (c) Prior to Installation of the CCTV System or part of it, the Territory will consult with the Licensor concerning the Installation.
- (d) Nothing in this Deed obliges the Territory to operate, maintain or monitor the CCTV System for the benefit of or on behalf of the Licensor or any other third party.

4.2 Licensor

- (a) The Licensor acknowledges it is responsible for:
- (i) doing all things reasonably necessary to facilitate the Territory exercising its Rights, including ensuring the availability of a power supply;
 - (ii) not unreasonably withhold any requested consents, approvals, permits or licences requested by the Territory or their representative in connection with Installation or Maintenance (at no cost to the Territory);
 - (iii) replacement or repair of damaged infrastructure and equipment owned, controlled or managed by Licensor, howsoever caused, where the damage may impact the effective operation of the CCTV System;
 - (iv) the supply and payment for power usage of the CCTV equipment;
 - (v) referring to the Territory any written complaints made to it by the public in connection with the CCTV System;
 - (vi) on written request by the Territory, taking such action as is necessary to ensure the continued effective operation of the CCTV System on the Land (at no cost to the Territory), including without limitation:
 - A. pruning trees, shrubs or vegetation or removing foliage on the Land;
 - B. removing any other obstruction or impediment owned by, or under the reasonable control of, the Licensor;

- C. consult with the Territory in relation to the planting of trees in the general proximity of the CCTV Infrastructure where planting may obstruct fields of view of the CCTV System; and
 - D. repair any lighting in the CCTV Area under the control of the Licensor.
- (b) If the Licensor fails to take action within 14 days of the Territory's written request under clause 4.2(a)(vi), the Territory may undertake such works as are necessary to ensure the continued effective operation of the CCTV System and may seek reimbursement of the cost from the Licensor.
- (c) Notwithstanding clauses 4.2(a)(vi) and 4.2(b), in the event of Emergency Maintenance the Territory may perform the activities referred to in clause 4.2(a)(vi) itself without giving the Licensor written notice and seek to recover the cost from the Licensor as a debt due and payable.
- (d) The Licensor must promptly notify the Territory:
 - (i) of any relevant matter that may affect the Territory's ability to undertake Installation or Maintenance;
 - (ii) of any planned or actual works on the Land that may or do affect the operation or performance of the CCTV System; and
 - (iii) of loss, theft, damage or unauthorised use of the CCTV Infrastructure on the Land or part thereof,
 of which the Licensor is or becomes aware.

5. RE-LOCATION AND ADDITIONAL INSTALLATION OF CCTV INFRASTRUCTURE

- (a) The Territory may replace, remove or re-locate the CCTV Infrastructure or install additional CCTV Infrastructure within the CCTV Area with the consent of the Licensor, which consent must not be unreasonably withheld, and the terms of this Deed shall apply.
- (b) The Licensor may, acting reasonably, on 30 Business Days' notice in writing, request the Territory to re-locate the CCTV Infrastructure or part of it to an alternative proposed location within a reasonable timeframe specified in the notice.
- (c) The notice under clause 5(b) must include details of the proposed alternative location sufficient for the Territory to consider whether there may be any impact on the effective continuity of the CCTV System.
- (d) In the event the proposed alternative location under clause 5(b) is, in the opinion of the Territory, unsuitable for the CCTV Infrastructure or is insufficient to maintain the effective continuity of the CCTV System, the Territory may:
 - (i) give notification of a dispute in accordance with clause 9; or
 - (ii) terminate this Deed by written notice effective immediately.
- (e) Subject to clause 5(d), the Territory will move the CCTV Infrastructure to the alternative location within the timeframe specified in the notice (or such other timeframe as is agreed) and will bear all costs associated with the re-location, provide that re-location under this clause 5 occurs no more than once during any 5 year period.

6. RISK, LIABILITY AND INSURANCE

6.1 Risk

The parties acknowledge and agree that:

- (a) the CCTV Infrastructure is owned by, and at all times remains the property of, the Territory, and is Installed and Maintained on the Land at the Territory's own risk;
- (b) the Territory is responsible for public risks, including personal injury and death and property damage, arising out of or in connection with the CCTV Infrastructure, except to the extent that the Licensor caused or contributed to the risk;
- (c) the Licensor is not responsible for any loss, damage or theft of the CCTV Infrastructure (except to the extent that the Licensor caused the loss, damage or theft); and
- (d) the Territory will comply with any security procedures or protocols applicable to the Land, which the Licensor provides to the Territory.

6.2 Liability

The Territory acknowledges that it will be liable for loss of or damage to any property, or injury or death to any person, arising from or contributed to by the Territory's negligent, unlawful or wilful act or omission in the course of Installation or Maintenance, except to the extent that the loss, damage, injury or death was caused or contributed to by the Licensor or a third party.

6.3 Insurance

The parties acknowledge that the Territory self-insures in respect of its risks under this Deed.

7. INFORMATION SHARING

7.1 Application of the Information Act

- (a) The Licensor acknowledges that the Territory is subject to, and must comply with, the requirements of the *Information Act* (NT).
- (b) Nothing in this Deed obliges the Territory to collect, use or disclose information other than in accordance with the *Information Act* (NT).

7.2 Disclosure of information

- (a) The parties acknowledge that images and footage of persons derived from the CCTV System may be "personal information" for the purpose of the *Information Act* (NT).
- (b) Subject to clause 7.2(c), on the written request of the Licensor, the Territory may, in its discretion and in accordance with any applicable policy, permit the Licensor to view, or provide the Licensor a copy of, images and footage captured by the CCTV System where such images or footage relate to a material liability that has or may be incurred by the Licensor or where a criminal act has or may have been committed against the Licensor, on the Land.
- (c) The request under clause 7.2(b) must set out all relevant information and details relevant to the images or footage, including times, dates, locations and the nature of the material liability or criminal act asserted.
- (d) In the event the Territory provides to the Licensor a copy of any images or footage, the Licensor must keep the images or footage secure and, in the absence of the Territory's consent, must not use the images or

footage for any purpose other than bringing or maintaining legal proceedings.

- (e) The Territory will waive any application fee applicable to the Licensor's request for images or footage.

7.3 Intellectual Property

The Licensor acknowledges that all intellectual property rights and title to or in relation to the images or footage from the CCTV System (including copies of the images or footage in whatever form and by whoever made for whatever purpose) are owned by the Territory.

7.4 Survival

This clause 7 survives the expiry or termination of this Deed.

8. CONFIDENTIAL INFORMATION

8.1 Interpretation

For the purposes of this clause "Confidential Information" means any information or material relating to this Deed provided by or for one party to the other party, including but not limited to:

- (a) any information that by its nature is confidential;
- (b) any information designated as confidential by the party by or for whom the information is provided; and
- (c) any information that the recipient of the information knows is confidential.

8.2 Use of Confidential Information

Each party must hold all Confidential Information of the other party in confidence and must not make any use of it, except for the purposes of performing its obligations or exercising its rights under this Deed and must not disclose or permit or cause the Confidential Information of the other party to be disclosed to any person, except:

- (a) as authorised by the other parties under this Deed or otherwise;
- (b) to its employees or contractors, to the extent needed to perform their obligations under this Deed;
- (c) which is required to be disclosed by law or the rules and requirements of a stock exchange; and
- (d) in the case of the Territory, to the Parliament, the Administrator, Cabinet, a Minister or any Parliamentary, Ministerial or Cabinet Committee of the Territory.

8.3 Survival

This clause 8 will survive the expiration or earlier termination of this Deed.

9. DISPUTES

9.1 Disputes

Each party must follow the procedures in this clause 9 before starting court proceedings (except for urgent injunctive or declaratory relief).

9.2 Notice of Dispute

If a dispute arises between the parties as to any matter concerning this Deed (“**Dispute**”), the party claiming the Dispute will give immediate notice in writing to the other party providing details of the Dispute.

9.3 Negotiation

- (a) The parties must promptly and in good faith endeavour to resolve any Dispute by negotiation.
- (b) If the Dispute is not resolved within 10 Business Days, or such further period as the parties may agree, then the Dispute must be referred to the Chief Executive Officers of the parties who will meet to seek to resolve the Dispute.

9.4 Appointment of Mediator

- (a) If the parties are unable to resolve the Dispute within 10 Business Days of the meeting of the Chief Executive Officers of the parties, then one or both parties will nominate a mediator to determine the Dispute.
- (b) If the parties fail to agree to the identity of a mediator within 5 Business Days of a party nominating a mediator, then either or both of the parties may refer the matter to the President for the time being of the Law Society of the Northern Territory who will nominate a mediator to determine the Dispute.
- (c) If the Dispute has not been resolved within 40 Business Days after the date of the notice of Dispute (or such other period as the parties may agree), either party may commence legal proceedings.

9.5 Public Comment

The parties will not make public comment in connection with or relevant to the Dispute.

10. TERMINATION

10.1 Termination for breach

A party may terminate this Deed immediately by notice in writing if the other party breaches any provision of this Deed and such breach is not remedied within 10 Business Days of receipt of a written notice by the offending party of such breach.

10.2 Termination for insolvency or bankruptcy

A party may terminate this Deed immediately by notice in writing if the other party becomes insolvent, bankrupt or goes into liquidation or a resolution is passed for the winding up of the party.

10.3 Termination for convenience

The Territory may terminate this Deed on 20 Business Days’ notice in writing (or such lesser period as may be agreed between the parties).

10.4 Make Good

If this Deed expires or is terminated, the Territory will promptly at its own cost remove the CCTV Infrastructure and, in so far as is practicable, make good any loss or damage to the CCTV Area caused by the CCTV Infrastructure.

11. NOTICES

11.1 Form and Service of Notices

All notices, approvals, consents, demands or other communications ("Notices") required or permitted to be given under this Deed must be in writing, and signed by a person duly authorised by the sender and served:

- (a) personally; or
- (b) by pre-paid certified post; or
- (c) by facsimile transmission, or
- (d) electronically by email,

at the recipient's address for the service of notices specified in the Details, as varied by any notice given by the recipient to the sender.

11.2 Receipt of Notices

Notices are deemed to be given by the sender and received by the recipient, if:

- (a) given by delivery in person, when delivered to the recipient;
- (b) sent by mail, on the second Business Day from and including the date of posting; or
- (c) sent by facsimile, on receipt of a complete and correct transmission report by the sender; or
- (d) if sent electronically by email, on the following Business Day from the date of sending, unless the sender receives an automated message that the email has not been delivered,

but if the delivery, receipt or transmission is not on a Business Day or is after 4.00pm (recipient's time) on a Business Day, the Notice is taken to be received at 9.00am on the next Business Day.

12. GENERAL

12.1 Warranty

Each party represents and warrants to the other that it has the power to enter into this Deed and to perform its responsibilities and obligations under this Deed.

12.2 Compliance with laws

The parties must comply with all applicable laws, regulations and by-laws in force in the Territory from time to time.

12.3 Severability

If a court determines that a word, phrase, sentence, paragraph or provision in this Deed is unenforceable, illegal or void then it will be severed and the other provisions of this arrangement will remain operative.

12.4 Counterparts

This Deed may be signed in any number of counterparts and all such counterparts when taken together constitute one instrument.

12.5 No merger

Notwithstanding the termination of this Deed, all provisions of this Deed which are capable of taking effect after termination shall continue to remain in full force and effect.

12.6 Entire Agreement

This Deed constitutes the entire agreement between the parties and overrules any previous agreement or understandings between the parties.

12.7 Variation

This Deed may only be varied in writing signed by the parties.

12.8 Assignment

A party must not assign or otherwise deal with this Deed or any right under this Deed other than in accordance with this Deed, without the prior written consent of the other party.

12.9 Costs

The parties will each pay their own costs of and incidental to this Deed.

12.10 Further acts

Each party will promptly do and perform all acts and execute and deliver all documents (in a form and context reasonably satisfactory to that party) required by law or reasonably requested by the other party to give effect to this Deed.

12.11 Governing law

This Deed is governed by the law for the time being in force in the Northern Territory of Australia and the parties submit to the jurisdiction of the courts of the Northern Territory in respect of all matters arising under or in connection with this Deed.

SIGNING

Executed as a deed.

SIGNED SEALED AND DELIVERED
by for and on
behalf of the **NORTHERN
TERRITORY OF AUSTRALIA**
pursuant to a delegation under the
Contracts Act in the presence of:

.....
Signature of Commissioner of Police

Date: / / 2020

.....
Witness Signature

.....
Name of Witness
(BLOCK LETTERS)

The Common Seal of the
KATHERINE TOWN COUNCIL was
hereto affixed in accordance with
section 26 of the *Local Government
Act* in the presence of:

.....
Signature of Chief Executive Officer

Date: / / 2020

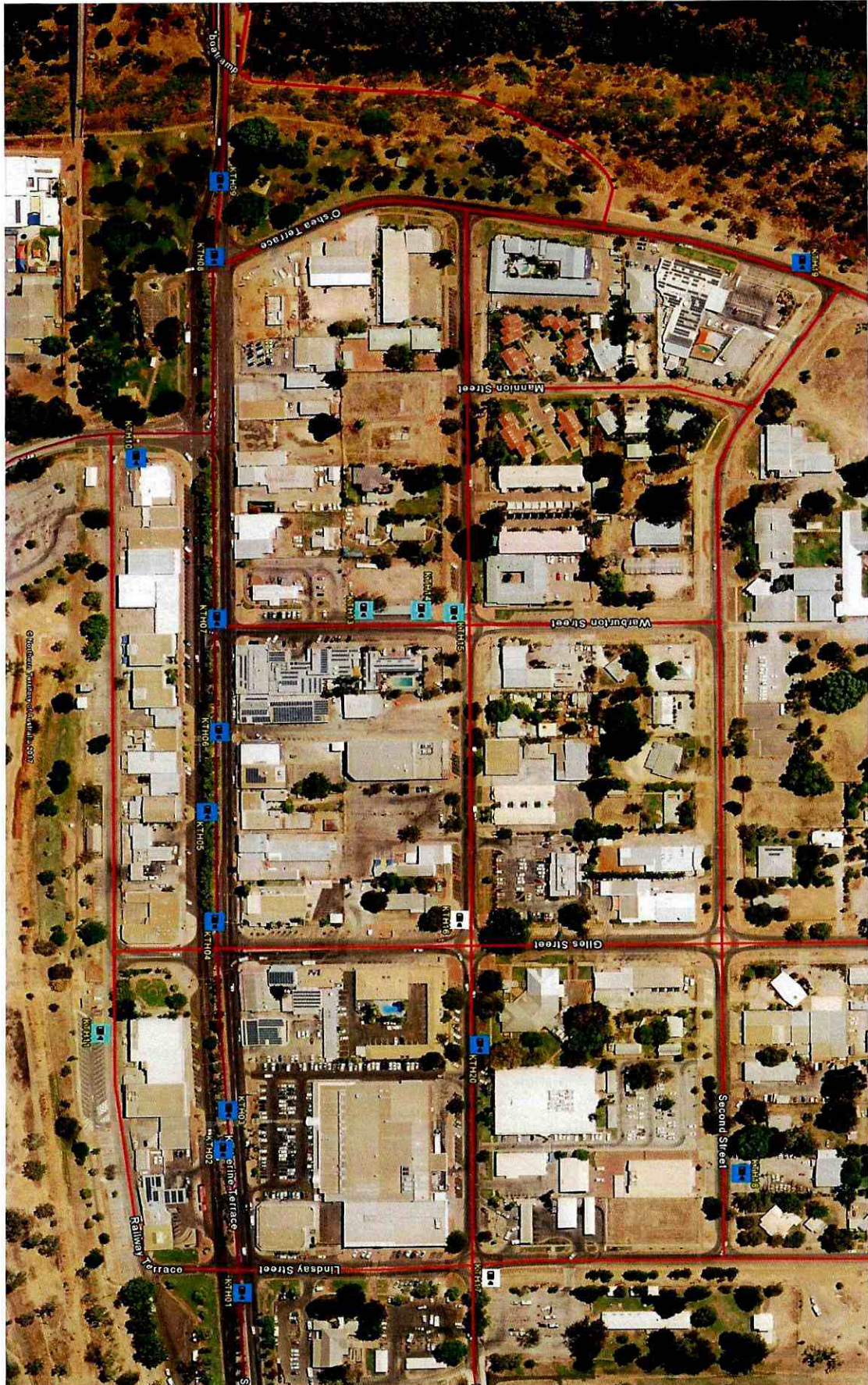
.....
Signature of Council member

Date: / / 2020

.....
Print name of Chief Executive Officer
(BLOCK LETTERS)

.....
Print name of Council member
(BLOCK LETTERS)

ANNEXURE A
CCTV AREA





REPORT

FOLDER: Finance / Grant funding /VIC Solar Grant

MEETING: ORDINARY COUNCIL MEETING – 28TH APRIL 2020

REPORT TITLE: 2019/2020 ACQUITTAL – DEPARTMENT OF LOCAL GOVERNMENT, HOUSING AND COMMUNITY DEVELOPMENT – KATHERINE VISITORS CENTRE SOLAR GRANT

Purpose of Report

To formally acquit the 2019/2020 Department of Local Government, Housing and Community Development Grant for the provision of Solar Panels at Katherine Visitors Information Centre, for the amount of \$48,566 inclusive of GST.

Background

In June 2019 the Katherine Town Council applied for a local government grant to install Solar Panels on the roof of the Visitors Information Centre. Funding was approved to the value of \$48,556.

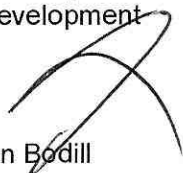
Analysis

Attached is the acquittal detailing the expenditure of the fund, demonstrating a surplus of \$4,968.41.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the acquittal for the 2019/2020 Department of Local Government, Housing and Community Development grant to the Katherine Town Council, Visitors Centre be received and noted and the acquittal be forwarded to Department of Local Government, Housing and Community Development



Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Finance Manager, Donna Jones

Attachment: Acquittal form,

General Ledger – Schedule of Payments for Year Period Ending 22 April 2020

Katherine Town Council
2018-19 ACQUITTAL OF ENERGY EFFICIENCY AND SUSTAINABILITY GRANT

Department of Local Government, Housing and Community Development

File number: LGR2015/00010

Purpose of Grant: To install 104 solar panels at the Katherine Visitor Information Centre.

Purchases were in accordance with the Northern Territory Buy Local Plan: Yes/No
(If no please provide an explanation with this acquittal)

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2020

Energy Efficiency and Sustainability Grant	\$48 566
Other income	-
Total income	\$ 48 566
Expenditure (Specify accounts and attach copies of ledger entries) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	\$ 43 597.59
Total Expenditure	
Surplus/(Deficit)	\$4 968.41

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

Acquittal prepared by: DONNA JONES 20/4/20

Laid before the Council at a meeting held on 28/4/20 Copy of minutes attached.

CEO or CFO: IAN BOYD 20/4/20

DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Capital Works – Bought from Territory Enterprise: ☐ Yes ☐ No (If no has an explanation been provided: ☐ Yes ☐ No)

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: \$ _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Prepared by: _____

Comments:

Donna Hadfield, Manager Grants Program

2019/2020
Katherine Visitors Centre Solar Panel Grant

Date	Account	Description	Business Name	Reference	Gross
01 Mar 2020	Capital WIP - Contractor	Territory Solar Solutions - Supply of 31.5kw three phase grd connected zero export limited solar system. REC 315w Npeak modules - 25 years REC professional product warranty. Fronius Symo 25kw-3 inverter Clenergy racking system, associated electrical item. Setup of Fronius online monitoring system Less STC Rebate of \$18,924.40 from quoted amount of above \$43943.18	Territory Solar	00000219	\$ 43,943.19
01 Mar 2020	Capital WIP - Contractor	Territory Solar Solutions - Installation Labour	Territory Solar	00000219	\$ 10,164.00
01 Mar 2020	Capital WIP - Contractor	Territory Solar Solutions - Power Water Connections / PV Meter fee and associated costs	Territory Solar	00000219	\$ 1,335.00
01 Mar 2020	Capital WIP - Contractor	Territory Solar Solutions - Engineering Certificates, Approvals	Territory Solar	00000219	\$ 5,299.80
01 Mar 2020	Capital WIP - Contractor	Territory Solar Solutions - Less STC Rebate	Territory Solar	00000219	-\$ 18,924.40
22 Apr 2020	Capital WIP - Consultancy	Review of quotations from Tenders	Lucid Consultancy	NT079338	\$ 1,780.00

TOTAL

\$ 43,597.59



REPORT

FOLDER: Local Governance/Council Meetings/Reports to Council/PFAS Contamination Class Action

MEETING: ORDINARY MEETING OF COUNCIL – 28 April 2020

REPORT TITLE: PROPOSED SETTLEMENT OF THE KATHERINE PFAS CONTAMINATION CLASS ACTION

Purpose of Report

Council is requested to approve registering with Shine Lawyers and Omni Bridgeway in order to be eligible for a settlement entitlement, following the successful Katherine PFAS Contamination Class Action.

Background

At 16 July 2019 Special Meeting of Council, it was endorsed that Katherine Town Council remain in the Class Action to provide for the interests and well-being of individuals and groups within the council area.

Report

Council is a class member and eligible to participate in the settlement, however, is required to register with Shine Lawyers and Omni Bridgeway to be eligible for a settlement entitlement.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council approve registering with Shine Lawyers and Omni Bridgeway in order to be eligible for a settlement entitlement, following the successful Katherine PFAS Contamination Class Action.

Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Nil
Attachments:



REPORT

FOLDER: LOCAL GOVERNANCE/COUNCIL MEETINGS/REPORTS TO COUNCIL/FINANCE

MEETING: ORDINARY MEETING OF COUNCIL – 28 April 2020

REPORT TITLE: LICENCE OF DIGITAL DATA AND INFORMATION AGREEMENT

Purpose of Report

Council is requested to approve affixing the common seal and for Mayor and Chief Executive Officer to sign off an Agreement for Licence of Digital Data and Information between the Department of Infrastructure, Planning and Logistics of the Northern Territory Government of Australia and the Katherine Town Council. The purpose of the licensee is to assist with road design for part of Gory Road, west of Katherine; by the Licensee and its contractors as they may be engaged from time to time.

Background

Katherine Town Council engaged Pritchard Frances, Civil and Structural Engineering Consultants to assess Gory Road as the current deterioration of the road has started to damage vehicles and makes the road impassable at times.

Financial Implication

The total cost for Licence of Digital Data and Information is \$265.53 (GST Inclusive). The payment structure is a once off at time of data delivery.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. Council to authorise to affix the common seal and the Mayor and Chief Executive Officer to sign the agreement for Licence of Digital Data and Information.



Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Project Administration Officer, Ms Janette Crowhurst
Attachments: Licence for Use of Digital Data and Information

NORTHERN TERRITORY OF AUSTRALIA

LICENCE FOR USE OF DIGITAL DATA AND INFORMATION

BETWEEN:

the **NORTHERN TERRITORY OF AUSTRALIA** care of the Department of Infrastructure, Planning and Logistics, GPO Box 1680 Darwin in the Northern Territory of Australia, ABN 84 085 734 992 (the "Territory")

AND:

the party described in Item 1 of Schedule A, of the address specified in Item 2 of Schedule A (the "Licensee").

BACKGROUND

- A. The Territory is the owner of the digital data described in Item 3 of Schedule A (the "Data"); and
- B. The Licensee wishes to use the Data for the purposes set out in Item 4 of Schedule A;
- C. The Territory agrees that the Licensee may use the Data, subject to the terms and conditions set out in this Licence.

THE PARTIES AGREE as follows:

1. LICENCE

The Territory grants a non-exclusive, non-transferable licence to the Licensee, to use the Data for the purposes set out in Item 4 of Schedule A.

2. TERM OF LICENCE

The licence granted pursuant to clause 1 commences upon the date specified in Item 5 of Schedule A and expires on the date specified in Item 6 of Schedule A, unless terminated sooner by the parties.

3. FEES AND PAYMENT

The Licensee must pay the fee or fees specified in Item 7 of Schedule A in accordance with the payment structure outlined in Item 8 of Schedule A.

4. LIMITATIONS ON USE

4.1 The Territory permits the Licensee to use the Data solely for the purposes and in the manner described in Item 4 of Schedule A.

4.2 The Licensee must not and must ensure that its employees, agents and any sub-licensee or third party to this Licence, do not use the Data in any way other than for the purpose and in the manner set out in Item 4 of Schedule A, without the prior written consent from the Territory.

4.3 Unless otherwise agreed by the parties, the Licensee must not distribute the Data to any person without the prior written consent of the Territory.

4.4 Unless otherwise agreed by the parties, the Licensee must not use the Data to produce materials for sale to a third party, or for general sale, without the prior written consent of the Territory.

5. INTELLECTUAL PROPERTY

5.1 This Licence does not confer on the Licensee, any rights of ownership in the Data.

5.2 All intellectual property rights in the Data, including but not limited to copyright, remain vested in the Territory and are unaffected by this Licence.

6. DISPUTE RESOLUTION

6.1 If a dispute arises between the parties as to any matter concerning this Licence ("Dispute"), the party claiming the Dispute will give immediate notice in writing to the other party providing details of the Dispute.

6.2 Within 7 days of notice of a Dispute being received by a party, one or both parties will nominate an independent expert to determine the Dispute.

6.3 If the parties fail to agree to the identity of an independent expert within 7 Days of a party nominating an independent expert, then either or both of the parties may refer the matter to the President for the time being of the Law Society of the Northern Territory who will nominate an independent expert to determine the Dispute.

6.4 The decision of the independent expert is absolute and final and will bind the parties accordingly and this Licence will be deemed to be amended to incorporate the terms of the independent expert's decision.

6.5 The independent expert is deemed to be acting in making any decision as an expert and not an arbitrator.

6.6 The parties will bear the costs of the independent expert's determination equally.

6.7 The parties will make available to the independent expert all materials by it and will furnish it with all other materials which are relevant to the determination.

7. GOODS AND SERVICES TAX

7.1 For the purposes of this clause 7, unless the context otherwise requires:-

(a) "GST" means any tax imposed on Supply by or through the New Tax System (Goods and Services Tax) Act 1999 ("the Act") and any related Tax Imposition Act; and

(b) any other term is used in this clause which is defined in the Act has the meaning it bears in the Act;

7.2 The parties acknowledge that the consideration under Licence is inclusive of GST, where GST is calculated using the GST Rate at the time of forming this Licence.

7.3 The Territory must provide the Licensee with a tax invoice and/or adjustment notes in relation to the Supply prior to an amount being paid by the Licensee under this Licence and must do all things reasonably necessary to assist the Licensee to enable it to claim and obtain any Input Tax Credit available to it in respect of a Supply.

8. CONFIDENTIALITY

8.1 The Licensee will treat the Data as private and confidential and must take all reasonable steps to keep the Data private and confidential. To this end the Licensee must:



- (a) maintain a system for the safe custody of the Data and copies of the Data;
- (b) copy the Data for its own purposes only;
- (c) disclose the Data only to those of its employees whose duties require a knowledge of, or access to, the Data and take all reasonable steps to minimise the risk of disclosure of the Data by those employees;
- (d) on becoming aware that a breach of this Licence has occurred immediately advise the Territory of the nature of the breach and what action has been taken or will be taken to protect the interests of the territory.

8.2 Except as provided in this Licence or as required by law, the Licensee must not, without the prior written consent of the Territory, disclose the Data to a third party and, if that consent is given, the Licensee must make known to the third party to whom the Data is disclosed that the Territory is the owner of the Data and the copyright therein and shall require the third party to give to the Licensee a written undertaking, in a form satisfactory to the Territory, that it must observe and perform with respect to the Data terms and conditions similar to those contained in this Licence.

8.3 The Licensee acknowledges the confidential nature of the terms and conditions of this Licence and agrees to treat the terms and conditions of this Licence as confidential.

9. PRIVACY

9.1 In this clause:

Act means the *Information Act (NT)*

Privacy Laws means:

- (a) the Act; and
- (b) the Information Privacy Principles set out in the Act or any 'code of practice' approved under the Act that applies to any of the parties to this Licence.

Personal Information means all information about a person that is "personal information" as defined in the Act which is collected and/or handled by any of the parties in connection with this Licence.

9.2 The Licensee agrees to deal with all Personal Information in a manner which is consistent with the Privacy Laws and any other relevant privacy legislation, as if the Licensee were a public sector organisation pursuant to section 5(7) of the Act.

9.3 The Licensee is to collect, use, disclose or otherwise deal with Personal Information only for the purposes of fulfilling its obligations under this Licence.

9.4 The Licensee is not to disclose Personal Information without the written authority of the Territory, and in any event disclosure is to be in accordance with the Privacy Laws.

9.5 The Licensee is to immediately notify the Territory where it becomes aware that a disclosure of personal information may be required by law.

9.6 The Licensee is to ensure that any employees, agents or other person who may have access to Personal Information held by the Licensee, are aware of and undertake to not access, use, disclose or retain Personal Information except in performing their duties of employment.

9.7 The Licensee is to take all reasonable measures to ensure that Personal Information is protected from misuse and loss and from unauthorised access, modification, disclosure or other misuse and that only personnel necessary to fulfil the obligations under this Licence have access to the Personal Information.

9.8 Each party is to immediately notify the other when a complaint is received.

9.9 The Licensee acknowledges that individuals have the right to request access to, or correction of, the Personal Information held about them.

9.10 The Licensee must not transfer Personal Information outside the Northern Territory without the prior approval of the Territory.

9.11 The Licensee, in respect to Personal Information, is to immediately notify the Territory where the Licensee becomes aware of a breach of this clause or the Privacy Laws.

9.12 The Licensee agrees to indemnify the Territory in respect of any liability, loss or expense incurred arising out of or in connection with a breach of the obligations of the Licensee under this clause.

10. WARRANTY

10.1 The Territory gives no warranty as to the condition, quality or fitness of the Data for the Licensee's requirements. The Licensee is responsible for ensuring that the Data supplied meets its individual needs.

10.2 The Territory is not liable for any loss, damage or injury suffered by the Licensee or any third party that may arise from the use of the Data.

11. INDEMNITY

The Licensee must indemnify and keep indemnified the Territory against any loss, costs, expenses, damages and liability of any kind, which the Territory may sustain or incur arising directly or indirectly from any claim relating to the Data made or permitted to be made by the Licensee, or relating to any derivative Data produced by or on behalf of the Licensee which incorporates the Data.

12. TERMINATION

12.1 Either party may terminate this Licence at any time by the giving of 30 days notice in writing to the other party.

12.2 If the Licensee is found to be in breach of the Licence, the Territory may terminate the Licence immediately by notice in writing to the Licensee.

12.3 Upon termination or expiration of this Licence the following will happen:

- (a) all rights granted by the Territory to the Licensee will cease;
- (b) the Licensee shall return to the Territory all copies of the Data in its possession and must delete or destroy all copies of the Data held by the Licensee in electronic or magnetic form, unless otherwise agreed by the parties.

13. CLAUSES TO SURVIVE TERMINATION

All of the following clauses will survive termination or expiration of this Licence:

- (a) Clause 4 (Limitations on Use);
- (b) Clause 5 (Intellectual Property);
- (c) Clause 8 (Confidentiality);
- (d) Clause 9 (Privacy);
- (e) Clause 10 (Warranty); and
- (f) Clause 11 (Indemnity).

14. NOTICES

14.1 Notices under this Licence may be delivered by prepaid postage or certified mail, by hand or by facsimile transmission.

14.2 Notices are deemed given:

- (a) five (5) days after deposit in the mail with postage prepaid or certified;
- (b) when delivered by hand;
- (c) if sent by facsimile transmission, upon completion as evidenced by a fax transmission record.

14.3 For the purposes of this clause the address for service of each party is that set out in Item 9 of Schedule A.

15. SPECIAL CONDITIONS

The provisions of this Licence will be subject to the Special Conditions, if any set out in Item 10 of Schedule A.



SCHEDULE A

ITEM 1	LICENSEE Trading as ABN	Katherine Town Council 47 836 889 865															
ITEM 2	ADDRESS OF LICENSEE	24 Stuart Highway Katherine, NT, 0850															
ITEM 3	TERRITORY'S DIGITAL DATA	<p>Cadastre, contours, topographic detail, DTM and orthoimagery over part of Gory Road, west of Katherine (area approx. 0.75km²) – as per ITEM 11 below.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Cadastre:</u> Count: 8 parcels Extracted: 15/04/2020 Format: AutoCAD (dwg)</p> <p><u>Orthoimagery:</u> Resolution: 15cm pixel Accuracy: +/- 0.3m Capture Date: June 2015 Format: ECW</p> </div> <div style="width: 45%;"> <p><u>Topography / DTM:</u> Scale: 1:2500 (1m contours / 2.5m DTM) Accuracy: +/- 0.3m (on clear ground) Reliability Date: June 2015 Format: AutoCAD (dwg)</p> </div> </div> <p style="text-align: center;">Coordinate System: GDA94, MGA94 Zone 53</p>															
ITEM 4	LICENSEE'S USE OF DATA	To assist with road design for part of Gory Road, west of Katherine; by the Licensee and its contractors as they may be engaged from time to time.															
ITEM 5	COMMENCEMENT DATE	16/04/2020															
ITEM 6	EXPIRY DATE	N/A															
ITEM 7	FEES	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Data</th><th style="text-align: center;">Rate</th><th style="text-align: center;">Cost</th></tr> </thead> <tbody> <tr> <td>Cadastre</td><td style="text-align: center;">\$0.098 per parcel</td><td style="text-align: center;">\$0.78</td></tr> <tr> <td>Contours/DTM</td><td style="text-align: center;">\$78.00 per square km</td><td style="text-align: center;">\$58.50</td></tr> <tr> <td>Topographic Detail</td><td style="text-align: center;">\$78.00 per square km</td><td style="text-align: center;">\$58.50</td></tr> <tr> <td>Orthoimagery</td><td style="text-align: center;">\$197.00 per square km</td><td style="text-align: center;">\$147.75</td></tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;">Total Cost = \$265.53</p>	Data	Rate	Cost	Cadastre	\$0.098 per parcel	\$0.78	Contours/DTM	\$78.00 per square km	\$58.50	Topographic Detail	\$78.00 per square km	\$58.50	Orthoimagery	\$197.00 per square km	\$147.75
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ITEM 8	PAYMENT STRUCTURE	Once off at time of data delivery.															
ITEM 9	ADDRESS FOR SERVICE OF NOTICE	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>Territory:</u> Director Geospatial Services Department of Infrastructure, Planning and Logistics GPO Box 1680 DARWIN NT 0801</p> </div> <div style="width: 45%;"> <p><u>Licensee:</u> Joe Tag Katherine Town Council PO Box 1071 Katherine, NT, 0851 Ph: (08) 8972 5500 Mob: 0436 385 948 Email: joe.tag@krc.nt.gov.au</p> </div> </div>															
ITEM 10	SPECIAL CONDITIONS	Nil.															



16. VARIATION

Any amendment or variation to this Licence must be made in writing and signed by both parties.

17. APPLICABLE LAW

The parties hereby agree that this Licence will be governed by and construed in accordance with the laws of the Northern Territory of Australia.

18. ENTIRE AGREEMENT

This Licence constitutes the entire Agreement between the parties relating to the subject matter hereof, and supersedes any previous Licence's or understandings.

EXECUTED by the parties as a Licence.

SIGNED by)
Name of delegate (*print*)

.....
Signature of delegate

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

.....)
Name of witness (*print*)

.....
Signature of witness

(Where the Licensee is an Individual)

SIGNED by)
Name (*print*)

.....
Signature

in the presence of:)

.....)
Name of witness (*print*)

.....
Signature of witness

OR:

(Where the Licensee is a Business)

SIGNED by)
Name (*print*)

.....
Signature

trading as)
in the presence of:)

.....)
Name of witness (*print*)

.....
Signature of witness

OR:

(Where the Licensee is a Company)

Katherine Town
The **COMMON SEAL** of Council)
(A.C.N. 47 836 889 865)

was hereunto affixed in accordance with)
its Constitution in the presence of:)

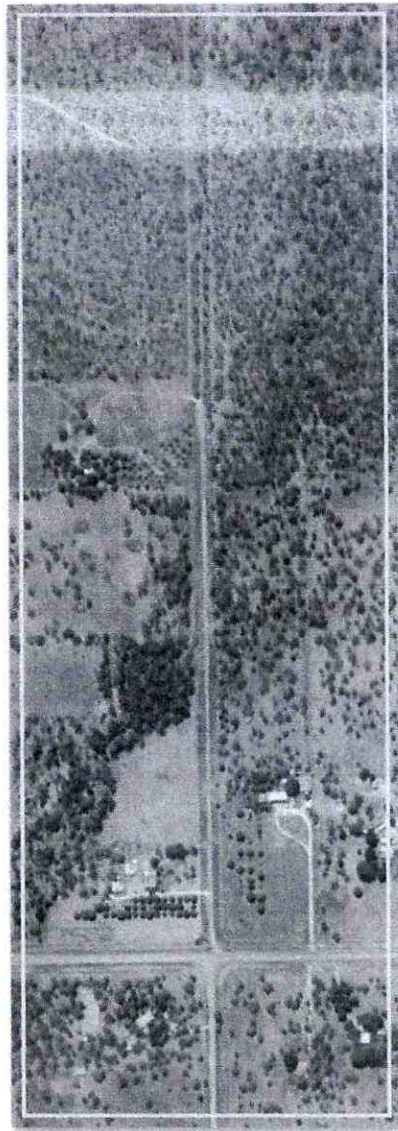
IAN BODILL)
Name of director (*print*)

.....
Signature of Chief Executive Officer

CHRISTINA FAY MILLER)
Name of director/company secretary (*print*)

.....
Signature of Mayor of Katherine



**Privacy Statement**

Personal or company information provided is essential to establish this Licence and will be recorded in a Register of Licence Agreements. This information will not be provided to third parties. Any personal or company information may subsequently be accessed by you - contact the Director Geospatial Services on (08) 8995 5317





REPORT

FOLDER: Local Governance/Council Meetings/Reports to Council/Chief Executive Officer

MEETING: ORDINARY MEETING OF COUNCIL – 28 April 2020

REPORT TITLE: Election of Deputy Mayor for the remainder of the current term.

Purpose of Report

The CEO has prepared a report in anticipation of the mayor seeking nominations for the position of Deputy Mayor for the duration of this Elected Member period. Council will be requested to revoke in part, effective 28 April 2020, its decision made in September 2017.

Background

After the Local Government elections in 2017, Katherine Town Council decided to give each alderman the opportunity to be the Deputy Mayor for a period of six months each. The following was the recommendation made in September 2017:

That it be recommended to Council:

That Alderman Gazey is appointed as Deputy Mayor in accordance with Section 46 (2) of the Local Government Act for the period 12 September 2017 to the 30 May 2018.

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

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

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

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

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

CARRIED: 6 / 0

To date, each elected member, with the exception of Aldermen Hurley and Zelley will have had the opportunity to represent KTC as the Deputy Mayor.

The mayor has expressed that now, more than ever, she will require a Deputy to relieve her of some of the pressures as mayor, and that a permanent Deputy Mayor would suit until the 2021 elections. This will mean that the six-monthly periods will come to an end.



REPORT

Report

The CEO has confirmed with the Department of Local Government and Community Development that there is a need to rescind in part, the motion made in September 2017. It was suggested by the department that the previous decision of council be reflected in this report for reference purposes.

Section 46 (2) of the Local Government Act 2008 gives Council power to appoint an elected member as the Deputy Mayor for such period as the council may specify but not exceeding the term of council.

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

The following is the suggested format for seeking to appoint a Deputy Mayor until the end of the current term of council.

- The Mayor calls for nominations for the position of Deputy Mayor commencing on 29 April 2020 till the end of the current term of council in 2021.
- Nominations are received with a seconder. (common practice)
- If more than one nomination received, a vote is conducted by secret ballot.
- If there is a tie, the Mayor, as per section 61.6 of the Local Government Act 2008, exercises a casting vote.
- Council endorses the appointment of the Deputy Mayor as per the requirements of the Local Government Act 2008, section 46 (2).

OFFICER RECOMMENDATION

That it be recommended to Council that:

- a) Council revokes in part, as of the 28th April 2020, the resolution made on 12th September 2019, namely:

That Alderman Gazey is appointed as Deputy Mayor in accordance with Section 46 (2) of the Local Government Act for the period 12 September 2017 to the 30 May 2018.

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

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

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

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

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

Mover:

Seconder:



REPORT

- b) The voting process be conducted by secret ballot.

Mover:

Seconded:

- c) The mayor calls for nominations for the position of Deputy Mayor effective on 29 April 2020 until the end of the current election period.

Mover:

Seconded:

- d) That Council appoints Aldermanas its Deputy Mayor commencing on 29 April 2020 for the remainder of the current election period, as per the requirements of the Local Government Act 2008 section 46 (2).

Mover:

Seconded:

A handwritten signature in black ink, appearing to be 'Ian Bodill'.

Ian Bodill

CHIEF EXECUTIVE OFFICER

Delegation: Nil

Attachments:



REPORT

FOLDER: Local Governance/Compliance/Municipal Plan

MEETING: ORDINARY MEETING OF COUNCIL – 28 APRIL 2020

REPORT TITLE: DRAFT MUNICIPAL PLAN 2020-2021

Purpose of Report

To seek approval for the Katherine Town Council Draft Municipal Plan 2020/2021 to be placed on public exhibition.

Background

The *Local Government Act* requires Council to prepare, on an annual basis, a Municipal Plan. The Katherine Town Council Municipal Plan includes Council's annual budget, long term financial plan, Elected Member Allowances and Fees and Charges.

The *Local Government Act* requires that the Municipal Plan be placed on public exhibition for a period of 21 days prior to adoption. During this time written submissions may be made to Council.

To facilitate the process the following timetable is proposed:

28 April 2020	Ordinary Council Meeting – Adoption of Draft Municipal Plan
1 May 2020	Advertise Public Exhibition of the Draft Municipal Plan in the NT News and on Council's website
6 May 2020	Advertise Public Exhibition of the Draft Municipal Plan in the Katherine Times
21 May 2020	Closing date for written submissions
23 June 2020	Ordinary Council Meeting Consideration of submissions with modifications as required Adoption of the Municipal Plan

Hard copies of the draft Municipal Plan will also be available at the Civic Centre, Katherine Public Library via prior arrangement. An electronic copy will be available to download from www.katherine.nt.gov.au.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council approve the Draft Municipal Plan 2020-2021 for public exhibition.


Ian Bodill
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Ms Rosemary Jennings
Schedule of Attachments: Draft Katherine Town Council Municipal Plan & associated attachments



KATHERINE
TOWN COUNCIL

2020/21 MUNICIPAL PLAN

//
Katherine Town Council

24 Stuart Highway
Katherine NT 0850
Phone: 8972 5500
Email: records@ktc.nt.gov.au
Website: www.katherine.nt.gov.au





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 - 2. Fees & Charges

MESSAGE FROM THE MAYOR

As always, it is with great pleasure that I present the Katherine Town Council Municipal Plan for the Financial Year 2020/2021. The year before us might be the most difficult for Katherine Town Council for many years, and council appreciates the need to remain strong and focused.

Council has considered the stress and difficult times faced by its ratepayers, businesses and other organisations as our nation and indeed the world, navigates through the challenges that lie before us.

“Covid-19” is indelibly etched in our daily thinking and we have attempted to plan ahead for the next 12 months with all considerations in mind.

- **First of all, there will not be an increase in rates for the year 2020/2021.**
- **Secondly, there will be no increase in fees and charges for the year 2020/2021**

Council will continue to make every attempt to deliver priority services to its ratepayers and community.

There will be decisions made during the course of the life of the virus which might well deliver additional assistance and changes where required. It is not known in what form/s this assistance or change/s will be as information has been changing on a daily basis.

Council will continue to focus on projects yet to be completed and those close to completion. It is envisaged that the year will continue to be one of consolidation and preparing a platform for what lies ahead of us when we emerge on the other side of Covid-19.

I would like to take this opportunity of thanking my fellow elected members for their services to the community during the past twelve months and for the following twelve months in question. I would also like to thank the staff who have held sway in difficult times and am hoping that we will be able to perform with a full complement in future times.

We will continue to strive towards the completion of the number of projects and take the opportunity to utilise the quiet times that are occurring due to the virus. We will also continue to ensure that we produce our best efforts and thank you for your cooperation and participation.



A handwritten signature in blue ink, appearing to read 'C. Miller', located to the right of the Mayor's portrait.

ELECTED MEMBERS

Seven (7) Elected Members govern Katherine Town Council. The Mayor and six (6) Aldermen are elected for a term of four (4) years.

DEPUTY MAYOR

At the commencement of the term, Council decided to appoint persons to the office of Deputy Mayor as required by the Local Government Act. This decision determined that all Aldermen would be appointed to Deputy Mayor on a rotational basis for a term of eight months each.



Jon Raynor
Deputy Mayor

0447 844 827
jon.raynor@ktc.nt.gov.au



Peter Gazey
Alderman

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peter.gazey@ktc.nt.gov.au



Lis Clark
Alderman

8972 2180
elisabeth.clark@ktc.nt.gov.au

COUNCIL MEETINGS

Ordinary Council Meetings are held on the 4th Tuesday of each month commencing at 6.00 pm. The Open Forum commences at 5.30pm. Changes to this scheduling may occur with all alterations being advertised prior to the meeting.



Toni Tapp Coutts

Alderman

0419 839 033

toni.tapp-coutts@ktc.nt.gov.au



Matthew Hurley

Alderman

0459 929 790

matthew.hurley@ktc.nt.gov.au



John Zelle

Alderman

0417 355 957

john.zelle@ktc.nt.gov.au

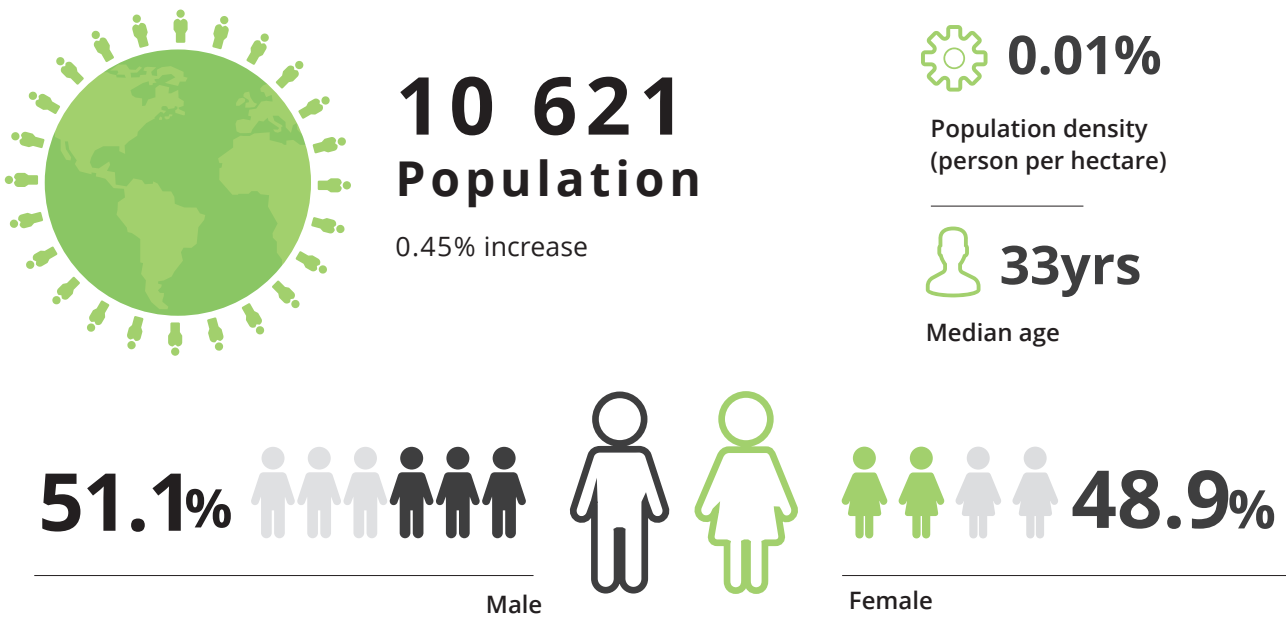
Elected Members are a vital part of the community.
The next election will be 28 August 2021.

ABOUT KATHERINE

Katherine is located just 312km south-east of Darwin on the banks of the beautiful Katherine River. Katherine is the fourth largest town in the Northern Territory



Katherine is a regional centre offering a wide range of services to communities from the Western Australian border to the Gulf of Carpentaria on the Queensland border



First Nations People



Katherine has a multi-cultural population from First Nation peoples to new Australians from all corners of the globe. The Katherine community has three key Aboriginal groups in close proximity - the Dagoman, Jawoyn and Wardaman people.

Source: Australian Bureau of Statistics, Regional Population Growth, Australia (3218.0). Compiled and presented in profile.id by .id , the population experts.

ABOUT KATHERINE TOWN COUNCIL



21 Parks

managed by Council,
including reserves.

38,000m²

of car parking area
managed by Council

31.2km

of underground
stormwater pipes

132 kms

sealed roads
managed and
maintained by Council



60

Staff currently employed by
Katherine Town Council

\$146M+

Worth of community
infrastructure including
roads, drainage,
sporting venues and
community facilities.

1 MAYOR
6 ALDERMAN

3551

Rateable Properties in the
Katherine Municipality

17 Events

7 Council Events
11 Council Supported Events

\$26 515

Community Grants Program
12 Community projects and
events funded

VISION

For Katherine to be recognised as an innovative, vibrant and inclusive community.

MISSION

To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.

VISION MISSION VALUES & GOALS



GOALS

INFRASTRUCTURE

To ensure that Council has well planned, constructed and maintained infrastructure that is managed on a sustainable basis and meets the needs of present and future communities.

ECONOMIC DEVELOPMENT

To facilitate economic development and encourage and support investment and employment opportunities.

VALUES

Service

Council will strive to achieve excellence, quality and pride of service to the community in a cost effective, common sense and courteous way.

Responsiveness

Council will be responsive to the needs of the community.

Involvement

Council will provide avenues of participation for and be accessible to the community.

Responsibility

Council will act with integrity and in a financially responsible, sustainable manner in the interests of the community.

Equity

Council will treat and provide services to the community in an equitable manner.

Accountability

Council will make decisions on behalf of the community in an open and accountable way



COMMUNITY DEVELOPMENT

To provide, in partnership with other organisations, for the social, recreational and cultural needs of residents and encourage a sense of involvement and community pride.

ENVIRONMENT

To promote and protect the quality of the Katherine environment and play a leadership role in addressing climate change.

GOVERNANCE

To ensure that Council demonstrates effective, open and responsible governance.

LOCAL GOVERNMENT ACT

This Plan is prepared in accordance with the requirements of the Northern Territory Local Government Act. Relevant sections of the Act include:

Part 3.2 Municipal or shire plans

Municipal or shire plans

Each council must have a plan for its area. The plan for a municipal council is called the municipal plan and for a shire council, the shire plan. A council's municipal or shire plan must be accessible on its website, available for inspection at the council's public office and available for purchase at a fee fixed by the council.

Contents of municipal or shire plan

A municipal or shire plan:

(a) must contain:

- (i) a service delivery plan for the period to which the municipal or shire plan relates prepared in accordance with planning requirements specific in a relevant regional management plan; and
- (ii) any long-term community or strategic plans adopted by the council or a local board and relevant to the period to which the municipal or shire plan relates; and
- (iii) the council's long-term financial plan; and
- (iv) the council's budget; and

(b) must contain the council's most recent assessment of:

- (i) the adequacy of constitutional arrangements presently in force for the council under this Act and, in particular, whether they provide the most effective possible representation for the area; and
- (ii) the opportunity and challenges for local government service delivery in the council's area; and
- (iii) possible changes to the administrative and regulatory framework for delivering local government services in the council's area over the period to which the plan relates; and
- (iv) whether possibilities exist for improving local government service delivery by cooperation with other council's, or with government agencies or other organisations;

(c) must define indicators for judging the standard of its performance.

See Appendix 3 - Constitutional Arrangements.

CONSTITUTIONAL ARRANGEMENTS

In accordance with the requirements of Section 23 of the Local Government Act, Council undertook an electoral review in late 2015, through the engagement of an external consultant, which assessed the adequacy of its existing constitutional arrangements, to provide the most effective possible representation for the Council area.

It is mandatory for the review to be undertaken at least once in the Council’s term and must be completed at least twelve months before the next general election.

The results of the 2015 review were adopted through a Council resolution and recommended to the Minister for the Department of Local Government and Community Services. The Minister has acknowledged receipt of the review report, and also commended the Council for the preparation of a discussion paper and on conducting an elector survey.

The recommendations to the Minister were:

- a) The principal member of the elected Council be the Mayor, to be elected by the community at Council-wide elections, as per the provisions of Section 44(1) of the Act.
- b) The elected members of Council (excluding the Mayor) will continue to bear the title of Alderman.
- c) The elected Council will comprise the Mayor and six (6) Aldermen (i.e. total of seven (7) elected members).
- d) The council area will not be divided into wards (i.e. the existing “no wards” structure is to be retained). In addition, Council resolved that neither its name nor its municipal boundaries be changed at this time. It is the intention of Council that the existing constitutional arrangements will remain in effect at the next scheduled Local Government election.



MAYOR

Seven (7) elected members govern Katherine Town Council. The Mayor and six (6) Aldermen are elected for a term of four years. In recent years the Deputy Mayor position has been elected for an eight month term to give all elected members an opportunity to experience the role.

Elected members represent the whole of the Municipality and it is not intended to implement the ward based system that applies in the Regional Councils. Further it is believed that seven (7) elected members is an appropriate number to represent a Municipality with a population of some 10,000 residents.

The Mayor is elected by popular vote and this arrangement has served Katherine well for many years. A change to the method of electing the Mayor is not contemplated.

ORDINARY MEETINGS OF COUNCIL AND OPEN FORUM

Ordinary Meetings of Council are open to the public, with community attendance welcome. The only exception is when Council is dealing with confidential matters. In these instances, a closed 'Confidential Session' is called. Confidential matters may be of a legal, personal, or commercial nature.

Ordinary Meetings of Council are held on the 4th Tuesday of each month commencing at 6.00 pm. Changes to this may occur with any alterations being advertised prior to the meeting. At 5.30 pm, prior to each Ordinary Meeting of Council an Open Forum is held, where members of the community are able to raise any issues they wish with their elected members.

Australian Citizenship Ceremonies are conducted at the beginning of Ordinary Meetings of Council on an as needed basis. Notification of conferees awaiting a ceremony is provided by the Federal Department of Home Affairs.

It should be noted that all decisions by elected members are made on the basis of notices of motion and reports presented in the agenda for each Council meeting. The agenda provides the order in which reports will be discussed, a section where elected members can declare any conflict of interest and a notation of any confidential matters to be dealt with in a closed session. Copies of the agenda may be obtained from the front counter at the Civic Centre on the Friday before the meeting and via the Council's website.

EXECUTIVE SUMMARY

The Municipal Plan is presents a descriptive message and presentation of Katherine Town Council’s planned direction forward.

The plan highlights our financial, social and environmental way for the future and demonstrates the integration of our associated services whilst aligning them to our strategic direction.

Katherine Town Council will continue to provide and prioritise the essential services required to keep the community safe and serviced during these unsure and unpredictable times. We will also review and evaluate when and how to re-introduce services when the occasion permits and to remain on the right side of the legal and health requirements.

We will continue to focus on the completion of projects and ensure that every opportunity is taken to do so. We will continue to focus on keeping our business in town wherever possible and we want to establish strong relationships with the business community at all costs. This means cooperation and trust from both sides.

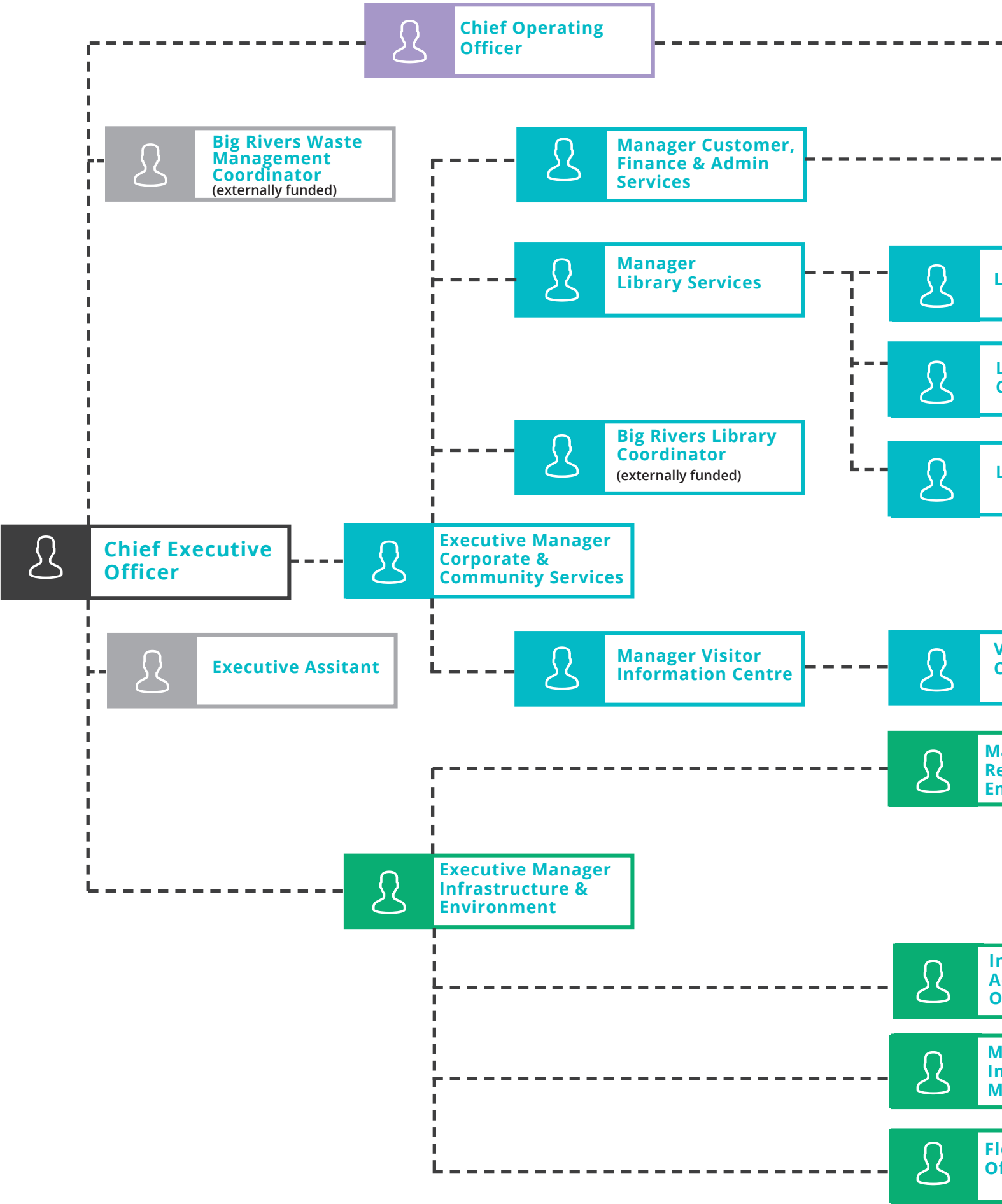
Once again council will build on the strong partnership that it has established and nurtured with the NT Government and trusts that KTC will continue to receive assistance in the way of grants and funding towards the growth and maintenance of Katherine.

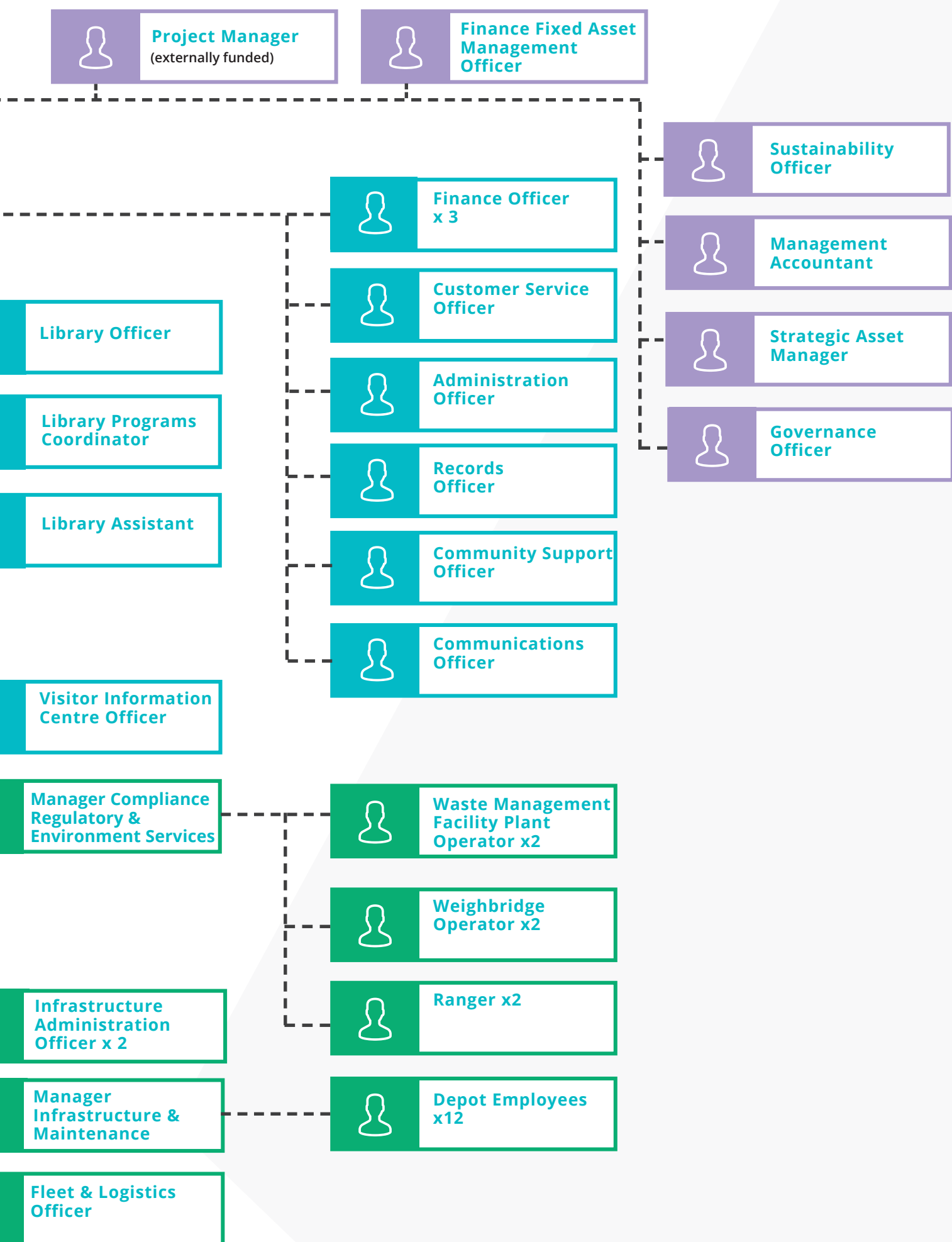
More specifically, the CBD Revitalisation Project will be in full swing during the next 12 months with plans and designs well under way. Emungalan Road has not progressed at the rate initially expected and with its completion now expecting to take place well into the next financial year. Katherine East and the Agribusiness and Logistics Hub will also remain a priority during this time.

We thank the NT Government for their continuing support of Council and our activities over the past twelve months.

There cannot be enough emphasis placed on the importance of ensuring that when we as Katherine Town Council emerge from the constraints of Covid-19, whenever that might be, that we are strongly positioned to continue business as close to normal as possible. This will require a strong sense of team work, a strict financial discipline, working closely with our community and remaining focused.

We can do this together.





ORGANISATIONAL CHART

OPPORTUNITIES & CHALLENGES

GOVERNANCE

Council continues to work on and towards the projects identified in the “Evolving Master Plan for the Big Rivers Region” and explored in greater detail in the “Katherine Great 8” documents. Our partnership with the Northern Territory Government (NT Government), Defence and community stakeholders to deliver on the ideas presented was key to the successes already achieved. Council commits to the continuation of these positive relationships and to the development of further projects that will immensely benefit our community.

A good proportion of the work on our roads, as well as our general services are supported by the Federal Roads to Recovery program and the Finance Assistance Grants scheme.

As a key manager of community assets, the accurate and practical development of the integrated plans and their application are both a challenge and an opportunity in delivering more effective services to our community. The Asset Management Plan and the integration with the Long Term Financial Plan and Municipal Plan is now well in place and continues to inform the important decisions of Council.

As required by the Local Government Act, a constitutional review will be completed in 2020 and members of the community will be given the opportunity to make comment.



In accordance with section 23(1)(c)(iii) of the Local Government Act, Katherine Town Council does not anticipate any changes to its administrative and regulatory framework for delivering local government services for 2020/2021.

COMMUNITY SERVICES

With the impact of COVID-19 affecting all areas of Community Services, Katherine Town Council will need to continually review and implement effective measures for service delivery. Whilst modified customer service is occurring across all areas of Community service (Civic Centre, Library Services and Visitor Services) Council must also prepare for return to normal services, as and when this is allowed.

Customer Service / Administration

With huge advancements in technology, connectivity and cloud-based software, Katherine Town Council has been able to identify opportunities for increased efficiencies and savings in the delivery of our core services. The initial efficiencies and savings identified saw a transition in 2018/19 to PropertyWise for all aspects of Point of Sale (POS), Rating, Animal and Regulatory Management. In 2019/20 Katherine Town Council took the next step in a migration to the Xero Accounting Solutions software. The benefits of this transition have been immense, allowing seamless connectivity across all areas and locations of the organisation and the community. These changes have also allowed Council to ensure continuity of services to the community during physical distancing measures related to COVID-19.

COVID-19 has also led Council to push back the Office 365 migration date. Now operating within the Office 365 environment and working within applications such as Teams, One Drive and SharePoint this has enabled Council to promptly share and deliver information, facilitate internal and external collaboration, sustain transparency and provide effective and efficient communication channels. Council anticipates further migration plans of Councils databases to be fully implemented through Office 365, this will result in Council decommissioning host servers resulting in cost savings of maintaining and operational fees, effective management of users and document control.

Communications and Engagement

2020/21 will provide an opportunity for continued positive progression within the Council's Communications and Engagement Team, particularly during these uncertain times when clear and effective communication is of utmost importance. 2019/2020 saw the redevelopment of the Katherine Town Council website which allows for improved functionality and engagement with the community. In 2020/21, Katherine Town Council will seek to leverage of these improvements as well as continually expand the reach of information into all areas of our community.

COMMUNITY SERVICES

This Plan is being prepared as we hear reports that the COVID-19 curve is flattening and the Federal and Territory Governments are discussing the need to ensure that we emerge, at the ready, for business as usual.

Katherine Town Council will continue to ensure that local business remain the preferred supplier where possible and that every opportunity is used to complete all outstanding, and new projects during the 20/21 financial year.

The Federal Government has brought forward the planned infrastructure upgrades at the RAAF Tindal base to provide local businesses the opportunity to participate earlier than planned, and to remain viable.

Council will continue to explore areas where it can assist and advocate for the removal of barriers for business to function with less red-tape and as per recent times, will practice the ongoing mandate to work in partnership with the Chamber of Commerce, Nitmiluk Board and other economic entities continues and we are actively working to reinvigorate our connection with Tourism Top End.

It is through these synergistic relationships that pathways to enhanced marketing opportunities and economic benefit for local tourism operators are created.

ENVIRONMENTAL DEVELOPMENT

Council will continue to focus on its goal to promote and protect the quality of the Katherine environment through:

WEED MANAGEMENT

- Maintain the program of identification, mapping, spraying, slashing and eradicating noxious and problematic weeds on Council land.

TREE MANAGEMENT

- Continuation of the dangerous trees management plan in all Council parks and public areas, utilising the expertise of a qualified arborist and local professional landscaping companies.

WASTE MANAGEMENT

- developing the infrastructure necessary for maintaining a high quality waste management service, including:
 - responsive and reliable kerbside collection
 - A new modern landfill compliant with all Environmental Protection requirements.
 - A state of the art transfer station, with Recycle Centre and Education Facility.
 - An innovative and professional capping for the existing landfill to secure the health of the environment.

RECYCLING AND RESOURCE RECOVERY

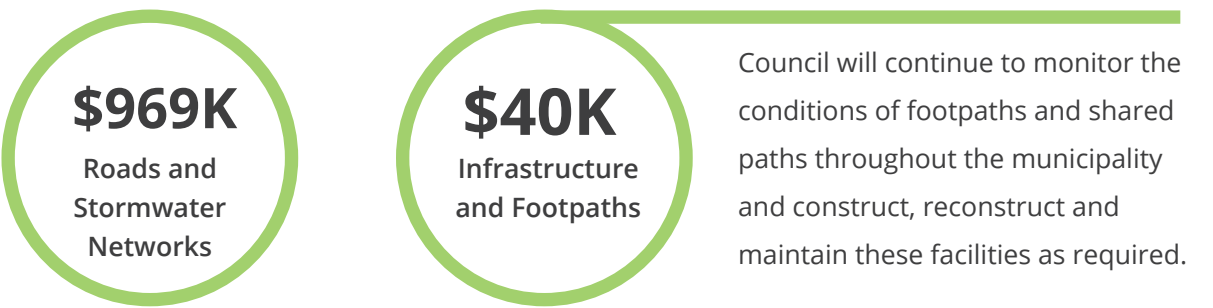
- promoting an increase in recycling practices within the Municipality through:
 - educational programs to foster waste reduction, reuse of materials and recycling
 - separation of green waste and conversion to mulch for use in park maintenance and erosion control
 - recycling of end-of-life tyres rather than putting into landfill separation of metals for recycling

2020/21 BUDGET HIGHLIGHTS

The 2020/21 Budget will reflect a zero increase in rates collected. It will also reflect a zero increase on fees and charges. Because of this, Katherine Town Council will mainly, be using this period to consolidate and complete outstanding projects.

ROAD & ASSOCIATED ASSET MANAGEMENT

In continuing with Katherine Town Council's Asset Management Plan, extensive works will be planned for 2020/2021 to ensure sustainable management of Council's roads and associated assets. A reassessment of the conditions of Council's roads and associated assets will be undertaken to determine a priority works:



STREETLIGHTING & OPEN SPACE LIGHTING

Installation of isolators to each individual streetlight has commenced and will continue to ensure that when a streetlight fails it will not result in a bank of up to 60 lights becoming inoperative.

Council also plans to carryout a condition assessment of all ancillary streetlighting infrastructure (poles, wires etc.) transferred from Power & Water Corporation (PWC), in order to develop a capital renewal program.

Due to concerns raised by the public Council aims to install additional overhead lighting at the Sabu Sing Statue; it is envisaged the additional lighting will not only provide further aesthetics to the statue but also assist with public safety in the area.

RECREATION & LEISURE FACILITIES

To enable the community to further enjoy our recreational facilities, open spaces and tropical outdoor lifestyle Council plans to undertake a review on the current conditions of its irrigation systems throughout the municipality and update these as required. Council also plans to establish its own nursery to propagate plants, whether this be from seeds or cuttings, from locally sourced flora.

Following safety concerns raised by sporting groups on the current state of the Sportsgrounds Netball Courts playing surface Council plans to carry out investigation and remedial works to the courts to improve the quality of the surface.

Council also plans to install a water bubbler at the Hot Springs Top Park exercise station.

KNOTT’S CROSSING CEMETERY

In 2019/20 Council noted strong community support for the restoration of the Old Katherine Cemetery, otherwise known as Knott’s Crossing Cemetery, which is thought to contain some 30 unmarked graves of the town’s pioneers.

Council will work with the community in identifying the names of those who are buried here and the location of the graves. Council aims to install permanent fencing around the site, similar to that which is install at the Emungalan Cemetery, and to also install a memorial plaque depicting the names and approximate date of death of those buried there.

COMMUNITY GRANT PROGRAM

Katherine Town Council provide grant funding as part of their annual Community Grants program. Eligible community groups can apply for grants up to \$2,000 and major community events can apply for funding of up to \$5,000.

SPORTSGROUNDS PAVILION UPGRADE

After further consultation and design reworks caused some minor delays, the construction of the Katherine Sportsgrounds Pavilion Upgrade is set to commence in mid-2020. This is an exciting time for our sporting fraternity as they watch the facility get a new lease on life and delivery to them a truly ‘fit for purpose’ facility.

SPORTSGROUNDS OVAL 2 UPGRADE

The upgrade of Sportsgrounds Oval 2 is scheduled to commence in mid-2020.

The project will be completed in two (2) parts with relocation of existing lighting to allow for regulation fields to commence mid-year and the complete resurfacing of the playing surface scheduled for September 2020.

The upgrade will maximise the utilisation of the facility and reduce congestion on other playing surfaces within the precinct.

COUNCIL SERVICE DELIVERY

1



GENERAL PUBLIC SERVICES

- a. Administration Services
- b. Corporates Services
- c. Community Engagement
- d. Marketing & Communications
- e. Advocacy of Key Issues, i.e. safety and youth support
- f. Elected Members

2



ECONOMIC AFFAIRS

- a. Roads, Footpaths, Nature Strips & Cycleways
- b. Stormwater Drainage
- c. Katherine Airport
- d. Visitor Information Services
- e. Streetlighting
- f. CBD
- g. Municipal Depot

5



HEALTH

- a. Mosquito monitoring
- b. Big Rivers Waste Coordinator

6



SPORT & REC SERVICES

- a. Showgrounds
- b. Sportsgrounds
- c. Aquatic Centre
- d. Parks and Reserves

9



RECREATION, CULTURE AND RELIGION

- a. Community Grants
- b. Council Events

10



PUBLIC ORDER & SAFETY

- a. Regulatory Services

3

ENVIRONMENTAL PROTECTION

- a. Noxious weeds
- b. Waste Management Facility
- c. Garbage Collection

4

HOUSING & COMMUNITY AMENITIES

- a. Cemetery
- b. Katherine East Community Centre
- c. Katherine East Child Care Centre
- d. Ryan Park Toilets
- e. Giles Street Toilets
- f. Binjari Community

7

CULTURE SERVICES

- a. Katherine Museum
- b. Library Facilities
- c. Godinmayin Yijards Rivers Arts and Culture Centre

8

COMMUNITY CENTRES & HALLS

- a. Warburton Street Complex
- b. Lindsay Street Complex



COMMUNITY SERVICES

The Community Services team oversee the Customer, Administrative and Community Engagement services for Council. The functions performed by the Community Services team play an integral part in providing direct service delivery to the community along with supporting other Council departments to achieve desired service delivery results.

2012/2021 will see a continuance of formal community engagement. The Communications Plan formalises how Council engages with the Community and ensures service delivery is targeted at the needs of the community. Furthermore, Council will continually review and, as necessary, adjust the level of communication for the community. By reviewing our current process, we ensure the Community is informed of the Council's activities and provides appropriate pathways to allow active participation in Council projects, through consultation, feedback and collaboration.

Council's new website enables the Community Services team to create on-line digitised forms, polls, surveys and other engagement and service delivery widgets that are aligned with services that Katherine Town Council are required to deliver.

Council endeavours to sustain quality and consistency of all content that is published and distributed on behalf of Council via the communication and engagement tools to ensure that information and messaging of content is uniformed and transparent.

Katherine Town Council will conduct business in compliance with our continually reviewed and adapted Communications Plan, as well as continue and refine communications in relation to specific projects, which include, but are not limited to, the CBD Revitalisation, Sportsgrounds and Showgrounds Upgrades.

The Community Services team will look to increase community collaborations through engagement with local businesses and community organisations. In addition to Katherine Town Council's Community Grant and Major Events Program. The Community Services team will aim to extend the social, cultural and recreational opportunities available in the Municipality, through strong community partnerships that benefit and encourage a sense of community involvement and pride whilst supporting the economic development of the region.

Katherine Town Council will continue the important community collaboration and financial support to essential social services such as the Katherine Museum and Godinmayin Yijard Rivers Arts & Culture Centre (GYRACC).

Council recognises the importance of Katherine Museum's contribution to the region and will continue its financial support through management of identified assets and strategic governance in line with the existing partnership agreement.

GYRACC plays a key role in arts development, tourism, education and training, indigenous land and economic development in Katherine. Katherine Town Council will continue to support GYRACC through the provision of annual operational funding as well as sponsorship of the Katherine Prize, the longest running art competition in the Northern Territory.

Council will continue to extend its involvement in youth services through positive collaboration with government departments and local service providers. Council will aim to increase events and programs which target our younger community members.

CORPORATE SERVICES

The governance team is responsible for ensuring Council delivers a high standard of administration, service delivery, asset management and financial accountability.

Governance encompasses authority, accountability, stewardship, leadership, direction and control. Good governance means Council can effectively evaluate, direct and monitor its activities.

The outcomes for the 2020/2021 are:

- Council meets legal and ethical compliance
- Decisions are made in the interests of stakeholders
- Council is a good corporate citizen.

Outcomes for key stakeholders of the Governance Framework will be:

- Council (Elected Members) – a high level of assurance that desired strategic priority outcomes are being achieved efficiently and effectively within an acceptable level of risk.
- Audit Committee – a high level of assurance that the appropriate control mechanisms are in place to ensure effective delivery of services within an acceptable level of risk.
- Chief Executive Officer – a high level of assurance that the organisation is consistently delivering council's strategic priority outcomes.
- Organisations/Employees – a broad-based understanding of governance and its link to ensuring community values.

The objective is to deliver, in consultation with the Community and elected members, an agreed position on affordable and acceptable levels of service. The roadmap to define levels of service includes understanding the external and internal issues that affect the Council's ability to provide services to meet community needs and informing and engaging with the Community on key issues such as financial sustainability challenges and risks.

ASSET MANAGEMENT

The focus is on sustainable development and management of assets and infrastructure. The Council has significantly progressed its long-term asset management plan. This is a constant improvement process that will focus on Council's asset sustainability ratio.

FINANCIAL ACCOUNTABILITY

Goals for the long-term financial plan are to support:

- Fiscal responsibility and financial sustainability.
- Transparency and accountability to the local community and other stakeholders.
- Appropriate levels of inter-generational equity.
- Delivery of reporting against financial targets and goals (financial key performance indicators including operating surplus ratio).
- Managers to effectively plan and deliver services.
- The development of Council's annual budget.

HUMAN RESOURCES / INDUSTRIAL RELATIONS

The future direction of Council Human Resources and Industrial Relations will be to review all current employment policies and procedures and ensure best practice in all areas of employee wellbeing. Council aspire to exceed the policies and procedures set out in the National Employment Standards for entitlements and workplace standards.

ENTERPRISE BARGAINING AGREEMENT

The Enterprise Bargaining Agreement (EBA) requires ongoing negotiations between the Council, it's employees and union representatives that aims to establish an agreement between the Council and its staff. Collective bargaining is continuing in good faith, with the purpose of establishing terms of the relationship between the Council and its employees, including salary levels, incremental advancements, leave entitlements and other standards that are above the Local Government Industry Award.

WORK EXPERIENCE PROGRAM

Council will continue to explore opportunities to engage Katherine's youth in work experience opportunities with the purpose to inspire, inform and educate students approaching the workforce. The focus will be on:

- Indigenous employment opportunities;
- Disadvantaged/disengaged youth.

Council will continue its relationship with the Department of Education, Katherine High School and St Joseph's College in providing work placements for work experience program participants.

NEW LOCAL GOVERNMENT ACT 2019, LOCAL GOVERNMENT REGULATIONS AND GUIDELINES

The Local Government Act 2019 was passed in Parliament in November 2019

The 2019 Act was planned to commence on 1 July 2020 however due to the impact COVID-19 the commencement date has been delayed until 1 July 2021.

Council can adopt policies right now for the 2019 Act. In the first financial year the 2008 Act rules apply for:

- Declaring rates
- Adopting regional plans and annual budgets
- Preparing annual reports

Council member allowances will continue to be set by the minister until the Remuneration Tribunal makes its first determination.

There will also be compulsory training for Elected Members.

INFRASTRUCTURE & ENVIRONMENT

The Infrastructure & Environment team are responsible for the maintenance of Council's Infrastructure assets. This includes Council's administration building, depot, Library, Visitor information Centre, cemetery, community halls, sportsgrounds, showgrounds, hot springs, LED streetlights and Council's network of urban and rural roads. In consultation with the Asset Management Plan regular maintenance activities are scheduled which ensure all our facilities are in safe, fit for purpose condition. Grant funding received from Roads to Recovery and Black Spot programs are utilised to carry out major road repairs and rectifications within the Municipality. We acknowledge the Australian Federal Government in providing these valuable ongoing support programs.

In addition to Council's infrastructure, the infrastructure & Environment team maintain Council's parklands (including the Cenotaph), sporting surfaces, mowing of roadside verges, management of weeds and monitoring of mosquitos.

In the provision of some of our maintenance programs, Council partners with Rise Ventures, who provide opportunities for under privileged persons in our community to gain training and pathways to meaningful employment.

Recreational and Cultural Activities

The Infrastructure & Environment team will be highly involved in the revitalisation of Council facilities in 2020/21. As part of the overall upgrade to the Sportsgrounds, Oval 2 will be resurfaced allowing with alterations to lighting and irrigation. The newly revamped oval will subsequently reduce wear and tear on other sporting surfaces within the precinct and allow sporting teams to develop, train and compete each week.

The Sportsgrounds Pavilion upgrade is also scheduled to be complete in 2020-21 with a new, fit-for-purpose facility for sporting and recreational users of the Sportsgrounds. The facility will see new and improved kitchen, storage, office, clubroom and ablution facilities along with a versatile community space. The facility will better service existing users as well as facilitate the use of new groups into the space.

Fire Control

Each dry season, fire has the potential to cause catastrophic damage to property and person. Council will continue to maintain firebreaks and rural verges to the Northern Territory Fire Control standards. Council will engage with the community to ensure risks of uncontrolled bushfires are managed, mitigated or eliminated.

Roads and Footpaths

During 2020/21, Council will continue the rolling reseal maintenance program on roads and identify and formalise shoulder grading and width protection programs on sealed roads. An amount of \$968,828 has been allocated to these ongoing maintenance programs for 2020/21.

BUSINESS ENGAGEMENT AND SUPPORT

The Community Services team acknowledge the important collaboration with internal and external stakeholders regarding community business assistance and support. This is where Council Officers are able to promote these services to ensure community members, rate payers and business owners are provided with the awareness of future community and business development opportunities and/or support.

COVID-19 brought a lot of uncertainty to community members, rate payers and business owners of Katherine. Katherine witnessed businesses closing whilst trying to find innovative ways to sustain and deliver services and keep employment opportunities secure.

In response to the situation the Community Services team sourced and developed the Everything Katherine application (App). The intent of the app is to ensure easy, centralised access to information relating to services and support available within Katherine, particularly in response to the COVID-19 pandemic and the resulting Federal government restrictions. The app provides information to the community on the cafes, restaurants, retail and service industries in Katherine as well as consolidating stimulus and support services provided by both the Federal and Territory governments along with travel and health information.

This is free facility for business and the community to engage with and is available as both an Android and Apple application.

Whilst the application has been developed in response to the COVID-19 situation, the app will retain its relevance for the community into the future and Council will continue to develop the app to ensure it serves the essential purpose of promoting our local business and community sector.

In conjunction with the Everything Katherine app, the Community Services team has also developed the Live Local, Love Local Campaign. The campaign aims to encourage the Katherine community to support local and shop at local businesses. In addition to the campaign, participating businesses are also provided with marketing tools to promote their businesses and are equipped with relevant resources and information on how to provide community members with the knowledge of how important it is to shop and stay local. The campaign has incentives such as redeeming of vouchers at any participating businesses, marketing tools, campaign merchandise and support from Katherine Town Council's Community Services team.

The campaign is funded by Katherine Town Council and whilst it commenced in 2019/20, it will be continually reviewed and developed in 2020/21 as the COVID-19 situation continues.

The Community Services team acknowledge how important Council's role is within the Community during these trying times.

In addition to the direct responsibilities, the Community Services team will continue to provide collaborative support to both the Infrastructure & Environment and Governance teams.

LIBRARY SERVICES

The Katherine Public Library is an essential part of the Community. It is a space where people meet, spend time, work, play, study, exhibit and hold events. With more than 39,000 visitors per year, the facility is a vibrant community hub.

Council's objective is that Katherine residents will be eager, lifelong learners who make the most of the many pathways to learning and enjoy sharing their knowledge and experiences.

The Katherine Public Library is a vibrant community hub, where people easily learn in a rich exchange of experiences and ideas, connect with each other and the world in discussion and debate and develop a healthy habit of recreation reading. A place where people relax with a book on their own, study, use technologies to informally create and distribute their material and share information. Visitors to the Library will be able to connect to their local community while engaging with the world through digital technologies. Residents also have the ability to engage from home through the digital Library, Borrow Box.

The Library provides social, cultural, recreational and educational programs and events to meet the needs of the entire community and has a large and diverse collection of books and audiobooks including a Northern Territory and Katherine Collection, holding onto a part of history for generations to come. Maintenance is vital to ensure these facilities are vibrant, attractive, welcoming, comfortable and safe.

VISITOR INFORMATION SERVICES

The Katherine Visitor Information Centre (KVIC) plays a key role in promoting the Katherine Region as a traveller’s must-see destination, as well as ensuring to create an individualised memorable experience.

Due to the global pandemic of Covid-19 in the early months of 2020, the tourism industry in Australia and across the world will be impacted with a well below performance of previous years. With federal government decisions on non-essential travel and gathering restrictions to help to spread the virus, the impact of this evolving situation is expected to be felt in the coming months. Even in uncertain times, The KVIC aims to provide exceptional customer service while informing visitors on advice during the covid-19 situation.

When the current restrictions are lifted, the KVIC is looking forward to providing information to visitors on activities and attractions in Katherine and the region. As usual, we are offering tour and accommodation booking services within Tourism Top End membership, regional and interstate brochures, information on local services, as well as a water refill station, Wi-Fi and locally made souvenirs.

With tourism and hospitality contributing a total value add of \$39.7m (National Institute of Economic and industry Research NIEIR) to the Katherine economy, the importance of strong and mutually supportive partnerships are essential in ensuring working towards the existed sustained growth of the industry. With the impact of COVID-19 travel restrictions expected to have a significant impact on this industry Council, Tourism NT and Tourism Top End will continue to work in partnership, now more than ever, with local operators to guarantee Katherine’s tourism industry.

The KVIC is funded by Katherine Town Council, with assistance from Tourism NT. In addition to supporting the KVIC under a funding agreement, Tourism NT provides advice on present tourism circumstances and trends to enable Katherine Town Council, the KVIC and local tourism operators to enhance the future visitor economy in the region.

COMMITTEES

Council has a number of internal advisory committee. These committees provide advice to Council on specific matters and membership is made up of interested parties and/or users of Council facilities. Staff provide administrative support and perform a coordination role, assisting the following internal advisory committees:

- Administrative Review Committee
- Audit Committee
- Katherine Town Council – Community Benefit Grants Committee
- Katherine Sportsgrounds Advisory Committee
- Katherine Showgrounds ADVISORY Committee
- Work Health Safety Committee

Council maintains membership on the following committees:

- Australian Local Government Women’s Association NT
- Big Rivers Economic Development Committee
- Community Helping Action Information Network
- Community Safety Committee
- Development Consent Authority
- Godinymayin Yijards Rivers Arts & Cultural Centre (GYRACC) Board of Management
- Joint Insurance SCHEME Discretionary Trust Advisory Committee
- Katherine Accommodation Action Group
- Katherine Chamber of Commerce
- Katherine Community PFAS Committee
- Katherine Emergency Committee
- The Historical Society of Katherine Committee
- Katherine Water Advisory Committee
- Local Government Association of the Northern Territory – Executive Committee
- Local Tourism Advisory Committee
- Minister’s Senior Advisory Committee
- Nitmiluk Tours Board
- Nitmiluk Park Board
- Northern Territory Population Reference Group
- Rise Ventures Board
- Savannah Way Board
- Tourism Top End – Katherine Region Group
- YMCA Board

| APPENDICES

ANNUAL BUDGET
FEES & CHARGES



KATHERINE
TOWN COUNCIL



8972 5500



records@ktc.nt.gov.au



www.katherine.com



24 Stuart Highway, Katherine
PO Box 107, 0851

General Public Services

General Public Services			
Service Program:		Administrative Services	
Responsible Officer/s:		Executive Manager—Corporate & Community Development	
Council Goal/s:		Governance	
Service Program Description:		Provide timely and quality service to both the community and stakeholders whilst maintaining Council’s Information Technology and Electronic Record Management System services.	
Roles and Duties:			
☑ Provide customer service and reception		☑ Provide services for the processing of Council payments	
☑ Provide services for the use of Council facilities, equipment, resources and related regulatory permits		☑ Continue compliance with Katherine Town Council’s Customer Services Charter	
Key Performance Indicator:		Unit	Target
Service requests are actioned within 10 business days		%	90

General Public Services	
Service Program:	Corporate Services
Responsible Officer/s:	Chief Operating Officer
Council Goal/s:	Governance
Service Program Description:	Provide responsible financial services to ensure informed decision making for the allocation of Council resources in the short term and to ensure Council meets all its statutory and regulatory obligations.
Roles and Duties:	

☑ Provide customer service and reception	☑ Rates and accounts receivable collection		
☑ Accounts payable and payroll	☑ Monthly financial reporting		
Key Performance Indicator:		Unit	Target
Adherence to internal financial procedures		%	100
Legislative Compliance		%	100

General Public Services			
Service Program:	Community Engagement		
Responsible Officer/s:	Executive Manager—Corporate & Community Development		
Council Goal/s:	Community Development		
Service Program Description:	Develop Council’s facilitation role in the community whilst ensuring participation from the community and stakeholders in Council’s decision making processes, planning and service delivery		
Roles and Duties:			
☑ Further implement and develop Council’s Community Engagement Strategic Plan		☑ Manage and implement Katherine Town Council’s Community Grant program	
☑ Plan for and undertake community engagement for Council activities		☑ Facilitate and support community groups	
Key Performance Indicator:		Unit	Target
Increase number of community engagement activities undertaken annually		#	>5
Increase Community Grant program interest (applications)		#	>5
Increase number of community groups engaged with Council		#	>5

General Public Services	
Service Program:	Marketing and Communications
Responsible Officer/s:	Executive Manager—Corporate & Community Development
Council Goal/s:	Community Development / Governance
Service Program Description:	Manage Council’s communication program, including media management and marketing
Roles and Duties:	
☐ Manage marketing and promotion of Council’s brand including sponsorship/support arrangements	☐ Develop and manage Council’s social media platforms and website

<input type="checkbox"/> Develop and implement effective media management strategies, public relations and marketing techniques		<input type="checkbox"/> Continually review the Communications Plan	
Key Performance Indicator:		Unit	Target
Increase in number of followers on Facebook per annum		%	>10
Increase in number of website visits per annum		%	>20
Number of media releases with positive media coverage		#	30
Review annual Communications Plan			Ongoing

General Public Services			
Service Program:	Long Term Financial Management		
Responsible Officer/s:	Chief Operating Officer		
Council Goal/s:	Governance		
Service Program Description:	Improve long term financial sustainability of Katherine Town Council		
Roles and Duties:			
<ul style="list-style-type: none">Continually develop and improve the Long-Term Financial Plan		<ul style="list-style-type: none">Monitor and advise on improving key financial indicators	
Key Performance Indicator:		Unit	Target
Long Term Financial Plan			Completed
Improve financial KPI's in accordance with LTFP			Achieve

General Public Services			
Service Program:	Long Term Workforce Plan		
Responsible Officer/s:	Chief Operating Officer		
Council Goal/s:	Governance		
Service Program Description:	Improve the workforce capability to deliver the strategic objective of Katherine Town Council		
Roles and Duties:			
<ul style="list-style-type: none">Continually develop and improve the Long-Term Workforce Plan		<ul style="list-style-type: none">Monitor and advise on improving the workforce capabilities to deliver the strategic services of Katherine Town Council	
Key Performance Indicator:		Unit	Target

Long Term Workforce Plan		Completed
Improve strategic workforce plan key performance indicators		Achieve

Economic Affairs

Economic Affairs			
Service Program:		Katherine Airport	
Responsible Officer/s:		Executive Manager Infrastructure & Environment	
Council Goal/s:		Infrastructure Community Development Economic Development Governance	
Service Program Description:		To provide a well maintained, safe and efficient airport service in compliance with the Local Government Act, Transport Act, Control of Roads Act, Work Health and Safety Act and the Civil Aviation Safety Authority (CASA) Safety regulations, with the vision to:- <ul style="list-style-type: none">• promote Tindal Acrodrome as a regional hub, linking key attractions across the north of Australia• expand the capacity of air services to Katherine• To develop the Katherine Airport Facility for commercial purposes	
Roles and Duties:			
<ul style="list-style-type: none">• Carry out daily Airport Serviceability Inspections in accordance with CASA Safety Regulations		<ul style="list-style-type: none">• Conduct Transport Security meetings	
<ul style="list-style-type: none">• Aircraft parking recording		<ul style="list-style-type: none">• Conduct Airport user group meetings	
<ul style="list-style-type: none">• Monitoring of all movements at Katherine Airport		<ul style="list-style-type: none">• Responsible for the Security of the Katherine Airport , associated assets and personnel	
<ul style="list-style-type: none">• Explore strategies to ensure that infrastructure is developed to meet the demand of the users of the facility		<ul style="list-style-type: none">• Carry out scheduled works and maintenance	
<ul style="list-style-type: none">• Collaborate with the Department of Defence and airport users to provide and improve air services within the region		<ul style="list-style-type: none">• Seek and encourage new Tourism and commercial business opportunities	
Key Performance Indicator:		Unit	Target
Increase the number of charter flights landing at KTCA		Trend	Increasing
Additional business leases and involvement		Trend	Increasing

Economic Affairs	
Service Program:	Long Term Asset Management Plan
Responsible Officer/s:	Executive Manager Infrastructure & Environment
Council Goal/s:	Infrastructure
Service Program Description:	Plan the long-term renewal of existing assets to maintain Katherine Town Council's asset base without imposing excessive debt on future generations.
Roles and Duties:	

<ul style="list-style-type: none">Continually develop and improve the Long Term Asset Management Plan	<ul style="list-style-type: none">Monitor and advise on improving the renewal of existing assets to deliver the strategic services of Katherine Town Council.	
Key Performance Indicator:	Unit	Target
Long Term Asset Management Plan		Completed
Improve strategic asset management key performance indicators		Achieved

Economic Affairs		
Service Program:	Roads, Footpath, Nature Strips and Cycleways	
Responsible Officer/s:	Executive Manager Infrastructure & Environment	
Council Goal/s:	Infrastructure	
Service Program Description:	To provide and maintain a network of road and pathway infrastructure to safely and efficiently move vehicles, pedestrians and goods throughout the municipality.	
Roles and Duties:		
<ul style="list-style-type: none">Maintain 132km of sealed roads, 8km of unsealed roads and 38,000m2 of car parking area.	<ul style="list-style-type: none">Road resealing	
<ul style="list-style-type: none">Street and path sweeping	<ul style="list-style-type: none">Shoulder and table drain maintenance	
<ul style="list-style-type: none">Maintaining linemarking and signage on all Council roads and carparks	<ul style="list-style-type: none">Analyse inspection and condition data to establish and carry out capital works program for road network infrastructure renewal.	
<ul style="list-style-type: none">Maintain and repair path defects	<ul style="list-style-type: none">Manage roadside vegetation and hazards	
Key Performance Indicator:	Unit	Target
Deliver capital works program for road resealing and pavement rehabilitation	%	100
Maintenance grading to rural roads to stabilise and shape shoulders and table drains	%	20
Potholes are made safe and repaired as observed by community or KTC staff within acceptable timeframe.	Days	1 to make safe and 21 to repair.
Scheduled street sweeping program completion	%	100
Tripping hazards are made safe and repaired as observed by community or KTC staff within acceptable timeframe.	Days	1 to make safe and 21 to repair.

Economic Affairs	
Service Program:	Stormwater Management
Responsible Officer/s:	Executive Manager – Infrastructure & Environment
Council Goal/s:	Infrastructure
Service Program Description:	To provide stormwater drainage to urban areas in Katherine through a network of kerbs, gutters, pits and 31km of underground pipes as well as maintaining all-weather access to sealed rural roads in flood prone

	areas and at non-permanent creek crossings through culverts and open channels.	
Roles and Duties:		
<ul style="list-style-type: none">Repairs to side entry pit lids and grates	<ul style="list-style-type: none">Vegetation control and maintenance grading of open drains.	
<ul style="list-style-type: none">Scheduled CCTV inspections and cleaning of underground stormwater pipes	<ul style="list-style-type: none">Analyse pipe condition data to establish and carry out capital works program for stormwater network renewal.	
Key Performance Indicator:	Unit	Target
Carry out condition assessment of all kerbing and develop renewal program.	Year	20/21
Carry out scheduled CCTV inspections and cleaning of underground pipe	km	2
Carry out scheduled CCTV inspections and cleaning of under road culverts	#	15
Side Entry Pit (SEP) lids and grates are made safe and repaired as observed by community or KTC staff within acceptable timeframe.	Days	1 to make safe and 21 to repair.
Scheduled capital renewals completed as per Asset Management Plan	%	100

Economic Affairs		
Service Program:	Streetlighting	
Responsible Officer/s:	Executive Manager Infrastructure & Environment	
Council Goal/s:	Infrastructure	
Service Program Description:	Provide and maintain streetlighting throughout Katherine to ensure public safety.	
Roles and Duties:		
<ul style="list-style-type: none">Maintain streetlights across the Municipality	<ul style="list-style-type: none">Manage and maintain CIMCOM Lighting Central Management System	
<ul style="list-style-type: none">Ensure that changes made to Council owned underground power cables are updated in the Dial Before You Dig database		
Key Performance Indicator:	Unit	Target
Annual Streetlighting program expenditure within approved budget	%	100
Urgent service requests actioned within 10 business days	%	90
Non-urgent service requests actioned when a minimum of 5 requests have been received	%	90

Economic Affairs	
Service Program:	Visitor Information Services
Responsible Officer/s:	Visitor Information Centre Manager
Council Goal/s:	Economic Development

Service Program Description:	Manage the Visitor Information Centre services and secure a future for the region through the encouragement of new investments and employment growth and maximising the potential of economic development to help enhance our visitor economy		
Roles and Duties:			
☑ Improving branding and marketing	☑ Improved customer experience and be China ready		
☑ Increase visitor spend	☑ Improved industry collaboration and stakeholder relationships		
Key Performance Indicator:		Unit	Target
Increase total sales		%	1
Increase KVIC visitor numbers		%	1
Increase sales value per booking		%	1

Environmental Protection

Environmental Protection		
Service Program:	Noxious Weeds	
Responsible Officer/s:	Executive Manager Infrastructure & Environment	
Council Goal/s:	Environment	
Service Program Description:	Develop and implement a Weed Management Program for the control of noxious weeds on Council owned land within the municipality, ensuring compliance with legislative requirements.	
Roles and Duties:		
<ul style="list-style-type: none">Carry out routine inspections of Council owned land for noxious weed growth	<ul style="list-style-type: none">Monitor and assess weed control methods	
<ul style="list-style-type: none">Liaise with Northern Territory Weeds Branch	<ul style="list-style-type: none">Promote community awareness	
<ul style="list-style-type: none">Carry out eradication of noxious weeds on Council owned land		
Key Performance Indicator:	Unit	Target
Completion of weed surveys in identified areas	Frequency	Quarterly
Overall weed density	Trend	Decreasing

Environmental Protection		
Service Program:	Waste Management	
Responsible Officer/s:	Sustainability Officer	
Council Goal/s:	Environment	
Service Program Description:	To provide the municipality with an efficient and affordable waste disposal service and encourage reduce, reuse and recycle practices through; <ul style="list-style-type: none"> An effective sanitation service across the Municipality 	

	<ul style="list-style-type: none">• Waste management infrastructure to meet community needs into the future• Level of recycling comparable to the Australian average	
Roles and Duties:		
<ul style="list-style-type: none">• Ensuring a safe and healthy environment within the Municipality, by providing effective waste collection and disposal services.	<ul style="list-style-type: none">• Supporting the commercial operators that contribute to waste management and resource recovery in the town.	
<ul style="list-style-type: none">• Providing efficient waste management facilities, that are affordable for users, while maintaining service levels and asset value.	<ul style="list-style-type: none">• Supporting a circular economy and striving to improve the level of resource recovery being achieved.	
<ul style="list-style-type: none">• Actively raising awareness of waste issues and promoting reduce, reuse and recycle practices.	<ul style="list-style-type: none">• Actively engage in protecting the environment and to be fully compliant with all EPA requirements.	
Key Performance Indicator:	Measures	Target
Public engagement	Establish consultancy mechanism	Regular and effective community consultation
Kerb-side Collection	Regular kerb side collection service in accordance with agreed service levels	95% of kerb side collections delivered 90% of issues actioned within 10 business days
Domestic Recycling Practices	Promote an increase in domestic recycling	Develop an awareness raising campaign
Increase Commercial Sorting of Waste	Increased ratio of sorted to unsorted waste through education and WMF charges	10% increase in sorted commercial waste
New Landfill Infrastructure	Progress the development of a new landfill	Conduct public consultation Complete site selection Progress work to design the new facility
Old Landfill Management	Progress work to close the existing landfill	Progress work to design a suitable capping arrangement
Current Waste Transfer Station	Compliance with Environmental Protection requirements Progress the upgrading of the facility	100% monitoring and reporting 100% implementation of Environmental Management Plan Conduct public consultation Progress work to design a modern transfer station
Environmental Protection	Eliminate illegal dumping through education and prosecutions	Develop an awareness raising campaign 100% follow up on reported dumping incidents
Public engagement	Establish consultancy mechanism	Regular and effective community consultation

Kerb-side Collection	Regular kerb side collection service in accordance with agreed service levels	95% of kerb side collections delivered 90% of issues actioned within 10 business days
Domestic Recycling Practices	Promote an increase in domestic recycling	Develop an awareness raising campaign

Housing & Community Amenities

Housing & Community Amenities			
Service Program:		Binjari Municipal Services	
Responsible Officer/s:		Executive Manager Infrastructure & Environment	
Council Goal/s:		Community Development	
Service Program Description:		Administer and provide Local Government Services to the Binjari Community in line with the Northern Territory Government Department of Housing and Community Development operational funding arrangements.	
Roles and Duties:			
<ul style="list-style-type: none">Provide waste management services, irrigation and streetlight repairs, animal control, road repairs and maintenance.		<ul style="list-style-type: none">Manage contractual arrangements with Binjari Community Aboriginal Corporation to provide weekly domestic garbage collection and grounds maintenance services.	
Key Performance Indicator:		Unit	Target
Operational funding expended in accordance with the relevant legislation.		%	100
Carry out Binjari Doggy Day activities		#	3

Housing & Community Amenities			
Service Program:		Cemetery	
Responsible Officer/s:		Executive Manager Infrastructure & Environment	
Council Goal/s:		Infrastructure Environment	
Service Program Description:		Manage and operate the Katherine Memorial Cemetery to meet all legislative requirements whilst providing safe and appropriate interment options satisfying the community's needs.	
Roles and Duties:			
<ul style="list-style-type: none">• Manage and carry out interments in accordance with relevant legislations.		<ul style="list-style-type: none">• Installation of plinths, headstones and memorials	
<ul style="list-style-type: none">• Manage and maintain cemetery records in accordance with relevant legislations.		<ul style="list-style-type: none">• Maintenance of grounds and open spaces including mowing and irrigation	
<ul style="list-style-type: none">• Provide clear and detailed information to customers, stakeholders and the general public relating to cemetery management, processes and records.		<ul style="list-style-type: none">• Maintenance of cemetery plant and equipment	
<ul style="list-style-type: none">• Plan effectively for Council's long-term cemetery services.			
Key Performance Indicator:		Unit	Target
Compliance with legislative requirements		%	100
Number of complaints received		<	6
Completion of annual plinth installation program		#	2

Examination of current service provision and management procedures, identification of opportunities for operational improvements and recommendations		ongoing
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Health

Health			
Service Program:		Mosquito Monitoring	
Responsible Officer/s:		Executive Manager Infrastructure & Environment	
Council Goal/s:		Environment	
Service Program Description:		Manage and undertake the monitoring mosquitos within the Katherine township through trapping and collection of data for The Department of Health’s Medical Entomology unit.	
Roles and Duties:			
<ul style="list-style-type: none">Carry out routine mosquito trapping activities as per direction from the Department of Health		<ul style="list-style-type: none">Data collection and reporting	
Key Performance Indicator:		Unit	Target
Supply fortnightly samples and data		%	100

Sport & Recreation Services

Community Amenities, Recreation and Culture		
Service Program:	Playgrounds, Parks, Gardens and Reserves	
Responsible Officer/s:	Manager Infrastructure & Environment	
Council Goal/s:	Infrastructure & Environment	
Service Program Description:	Maintain Council’s open space including playgrounds, parks, gardens and reserves.	
Roles and Duties:		
<ul style="list-style-type: none">Maintain parks, gardens and reserves		<ul style="list-style-type: none">Maintain and manage irrigation systems
<ul style="list-style-type: none">Undertake routine inspections of playgrounds		<ul style="list-style-type: none">Maintain Council's trees in verges, parks and gardens
Key Performance Indicator:	Unit	Target
Service requests actioned within 10 business days	%	85
Complete playground equipment inspections	Frequency	Monthly
Carryout playground safety audit	Frequency	Annually
Complete scheduled grounds maintenance	%	100

Community Amenities, Recreation and Culture	
Service Program:	Recreation and Leisure Facilities
Responsible Officer/s:	Executive Manager Infrastructure & Environment
Council Goal/s:	Infrastructure Environment

Service Program Description:	To manage and maintain Council owned multi-use facilities (i.e. Sportsgrounds and Showgrounds) so that a range of recreational and leisure opportunities are made available to residents and visitors.		
Roles and Duties:			
<ul style="list-style-type: none">• Manage and maintain facilities to agreed service levels in collaboration with community user groups and committees		<ul style="list-style-type: none">• Irrigate and maintain playing fields and lawn areas	
<ul style="list-style-type: none">• Undertake routine inspections of grounds and facilities		<ul style="list-style-type: none">• Carry out maintenance responsibilities and renewals as per Memorandum of Understanding (MOU) for the Aquatic Centre	
Key Performance Indicator:		Unit	Target
Service requests actioned within 10 business days		%	85
Complete scheduled mowing		%	100

Culture Services

Culture Services			
Service Program:		Katherine Museum	
Responsible Officer/s:		Executive Manager—Corporate & Community Development	
Council Goal/s:		Community Development, Infrastructure and Governance	
Service Program Description:		Support the sustainable and strategic development of the Katherine Museum	
Roles and Duties:			
☑ Provide strategic development and governance support as required.		☑ Provide safe and sustainable asset maintenance	
Key Performance Indicator:		Unit	Target
Adherence to partnership agreement			Ongoing
Completion of agreed yearly asset maintenance		%	100

Culture Services	
Service Program:	Library Services
Responsible Officer/s:	Manager—Library Services

Council Goal/s:	Community Development		
Service Program Description:	Manage the Katherine Public Library to provide for the social, recreational and cultural needs of the community, ensuring accessibility and promoting life-long learning		
Roles and Duties:			
☑ Manage the Katherine Public Library	☑ Provide educational and recreational programs for all ages		
☑ Manage and maintain the Library collection	☑ Provide access to information, including through digital formats		
Provide a safe and welcoming environment			
Key Performance Indicator:	Unit	Target	
Increased patron Engagement	%	1	
Increased Number of Members	%	1	

Recreation, Culture and Religion

General Public Services			
Service Program:		Community Events	
Responsible Officer/s:		Executive Manager—Corporate & Community Development	
Council Goal/s:		Community Development	
Service Program Description:		Manage Council’s recreational and cultural community program, including Council’s major events programs for the benefit and satisfaction of the community	
Roles and Duties:			
☑ Deliver Katherine Town Council major community events program		☑ Support, partner and deliver community events and programs in collaboration with community groups, with particular focus on young people	
Key Performance Indicator:		Unit	Target
Increase participation by community at Council events		%	>10
Increase Council’s event program through community collaborations		#	2

Public Order and Safety

Public Order and Safety	
Service Program:	Regulatory Services
Responsible Officer/s:	Executive Manager Infrastructure & Environment

Council Goal/s:	Environment Governance		
Service Program Description:	Provide effective management of public order and safety within the municipality compatible with a congenial living environment.		
Roles and Duties:			
<ul style="list-style-type: none">By Law and relevant legislation enforcement	<ul style="list-style-type: none">Animal management and control		
<ul style="list-style-type: none">Pound management	<ul style="list-style-type: none">Traffic control		
<ul style="list-style-type: none">Community education	<ul style="list-style-type: none">Environment protection		
Key Performance Indicator:		Unit	Target
Service requests are actioned within 10 business days		%	90
Carry out doggy day education activities		#	1
Complete annual controlled parking audit		%	100
Undertake dog registration audits		%	Increase
Prepare recommended determinations for KTC By Laws		%	100

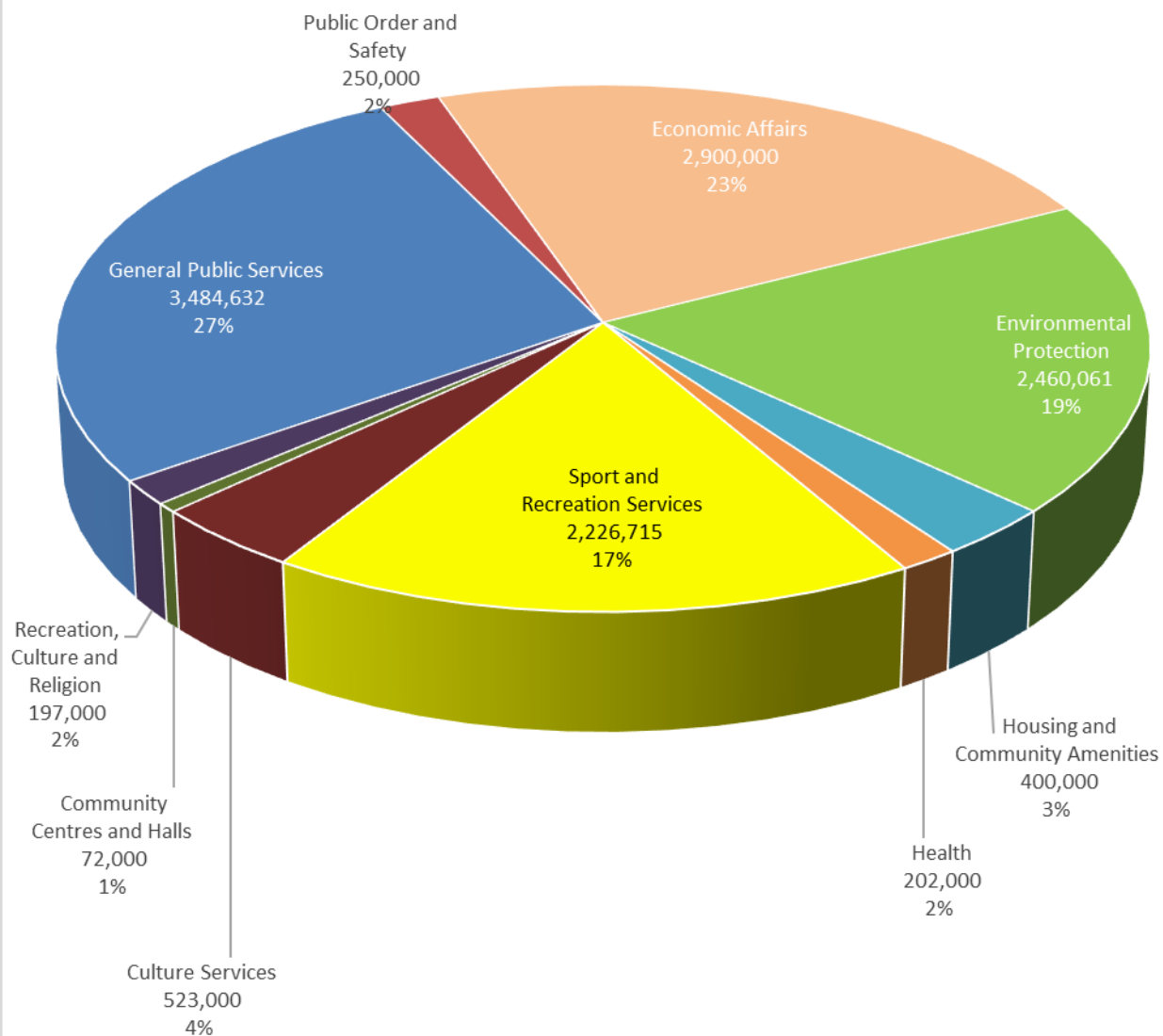
FUNDING THE MUNICIPAL PLAN

This year's budget is one that looks to support our community during these unprecedented times. The budget takes into account grant sources and the increasing costs by careful management of expenditure, income and service levels.

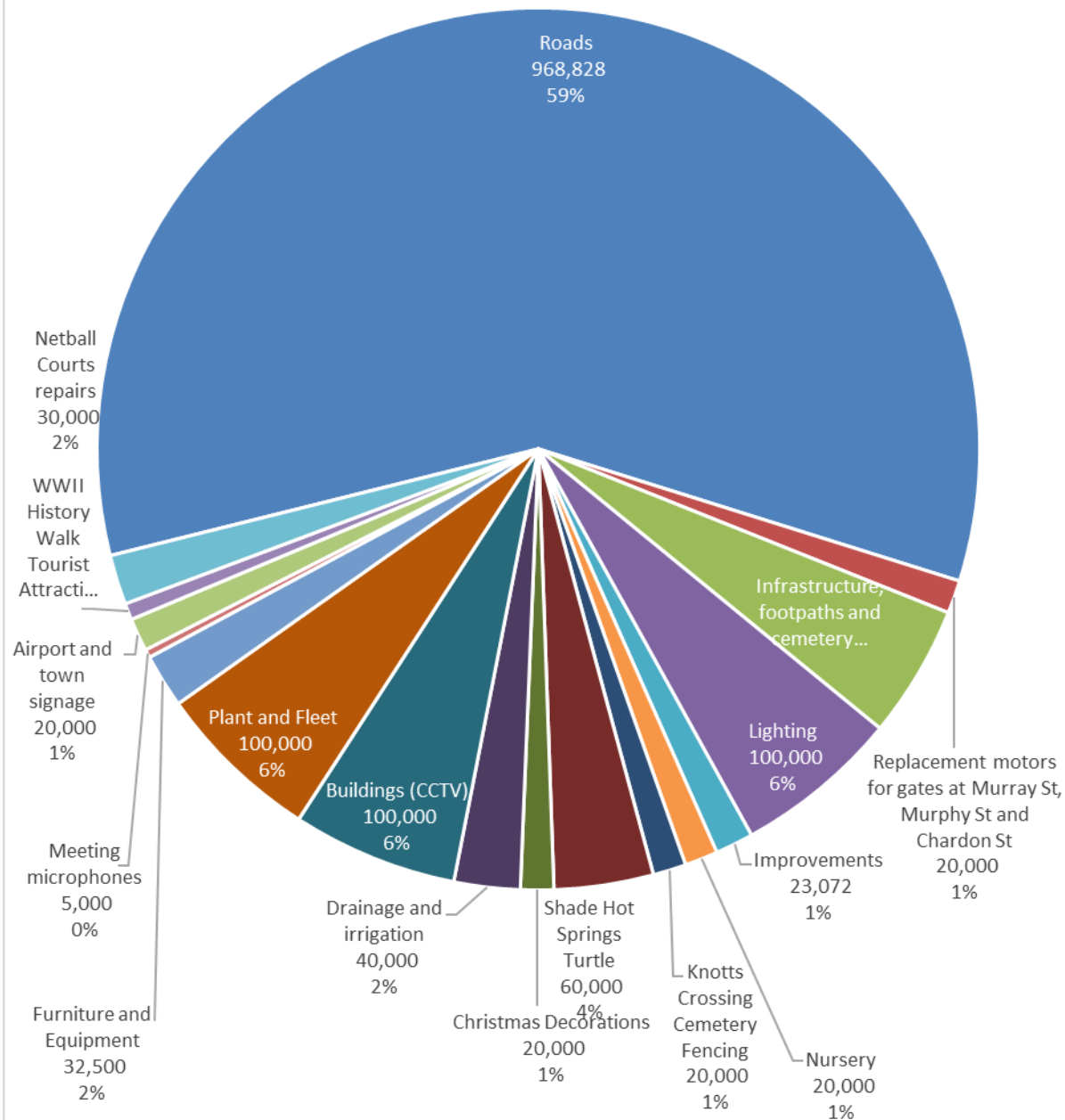
The following diagrams provide a snapshot view of the proportion of expenditure for capital and operation expenditure across a number of areas. A comprehensive annual budget for 2020/21 is provided and attached for review.

	Current Year	Long Term Plan		
OPERATING INCOME	2020/21	2021/22	2022/23	2023/24
Rates	7,831,132	8,340,156	8,880,266	9,459,613
Waste Levy	1,300,000	1,384,500	1,474,493	1,570,335
Waste Charge	900,000	900,000	900,000	900,000
Fees and Charges	664,571	1,764,571	1,822,802	1,882,955
Operating Grants and Subsidies	2,260,097	2,192,294	2,170,371	2,170,371
Interest/Investment Income	355,102	136,083	86,000	86,000
Other Income	340,579	85,488	85,488	85,488
TOTAL	13,651,481	14,803,092	15,421,419	16,154,761

Functions of Council **2020/21 Operating Expenditure Budget** **\$12,715,408**



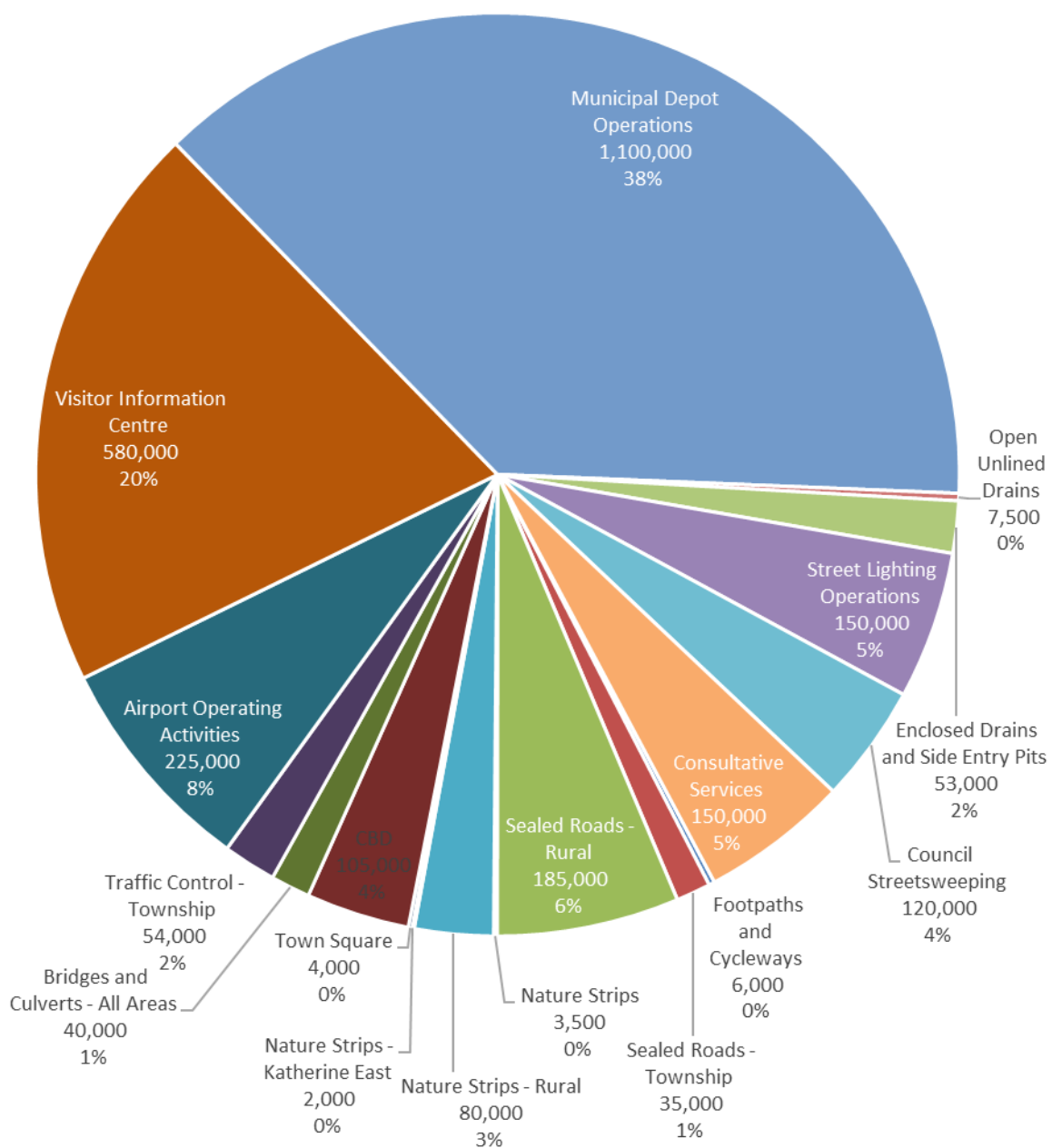
Capital 2020/21 Expenditure Budget \$1,649,670



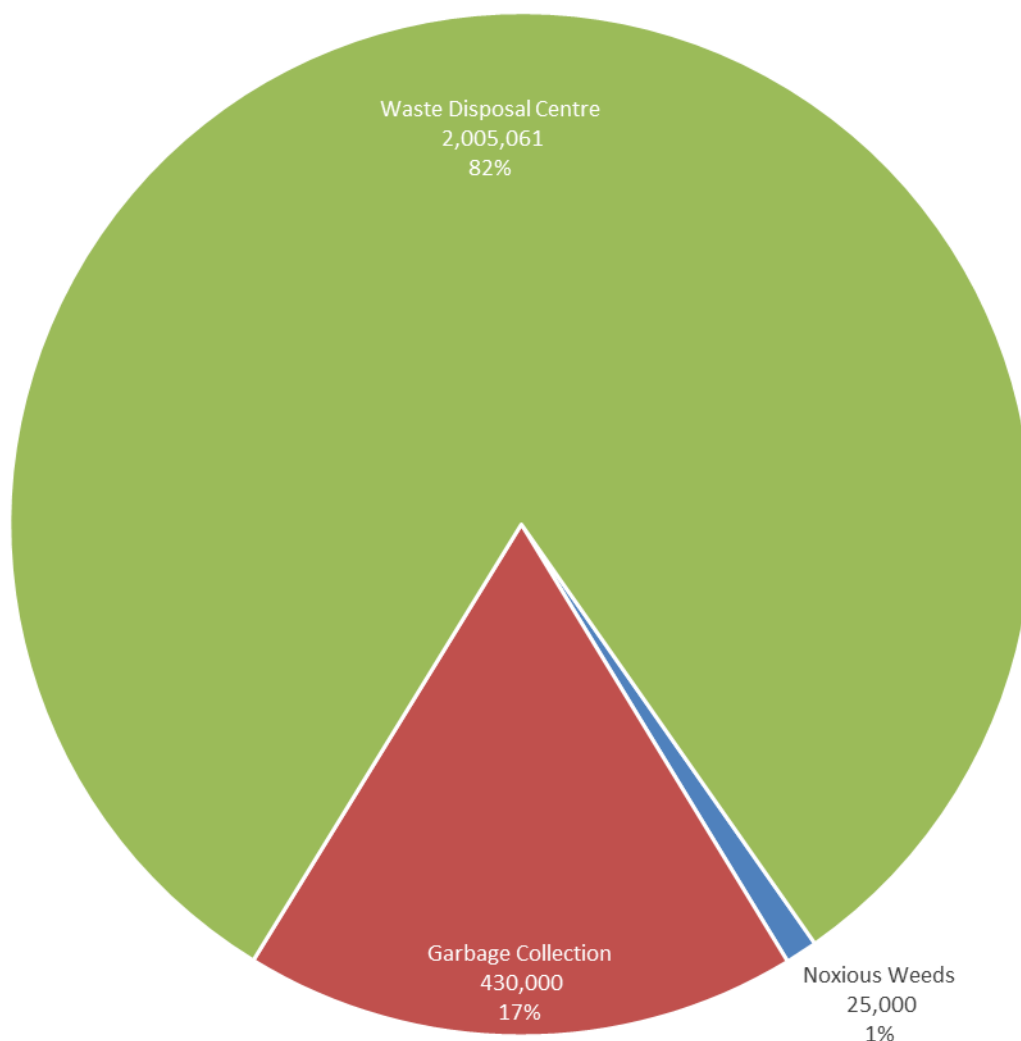
Economic Affairs

2020/21 Operating Expenditure Budget

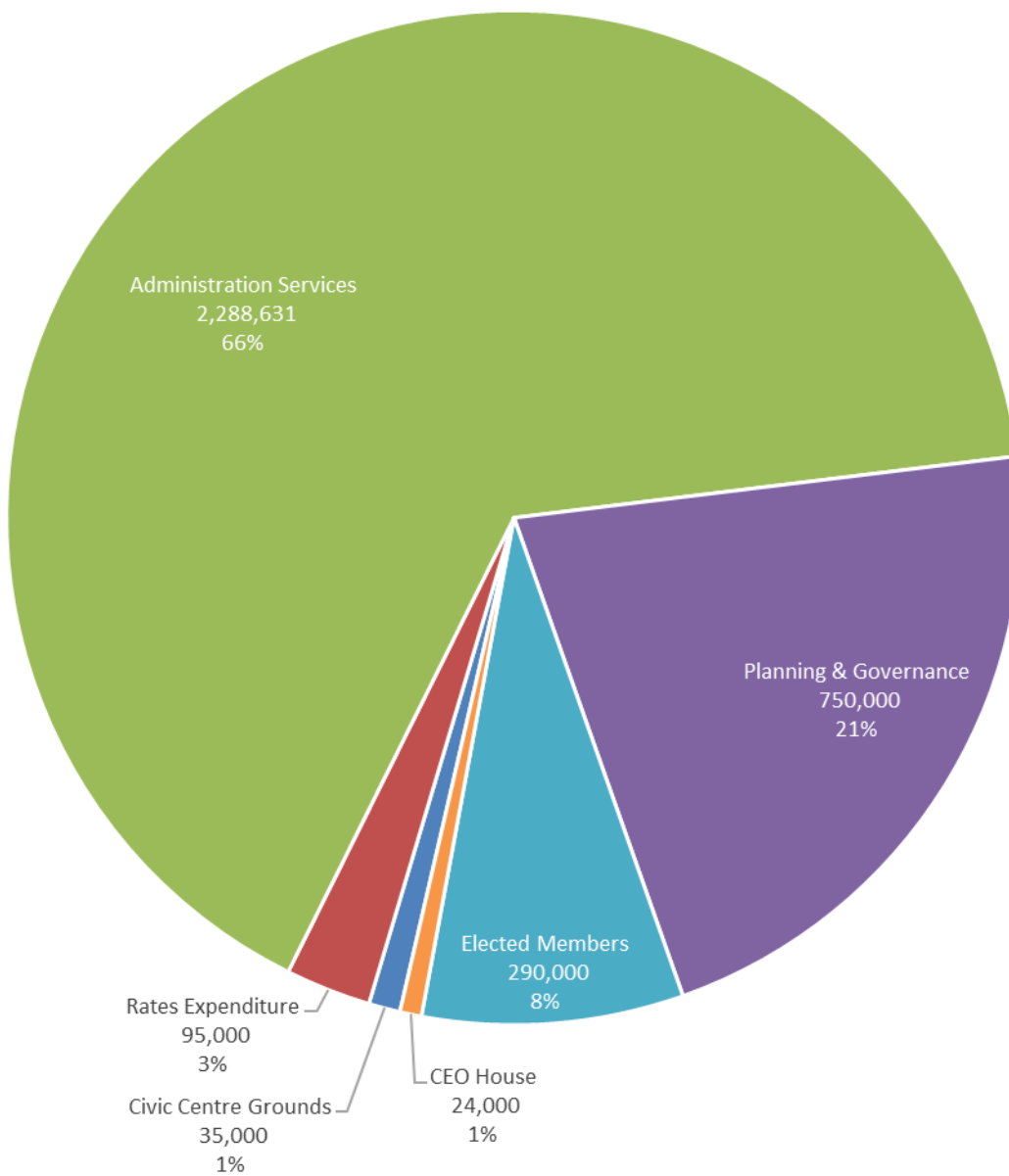
\$2,900,000



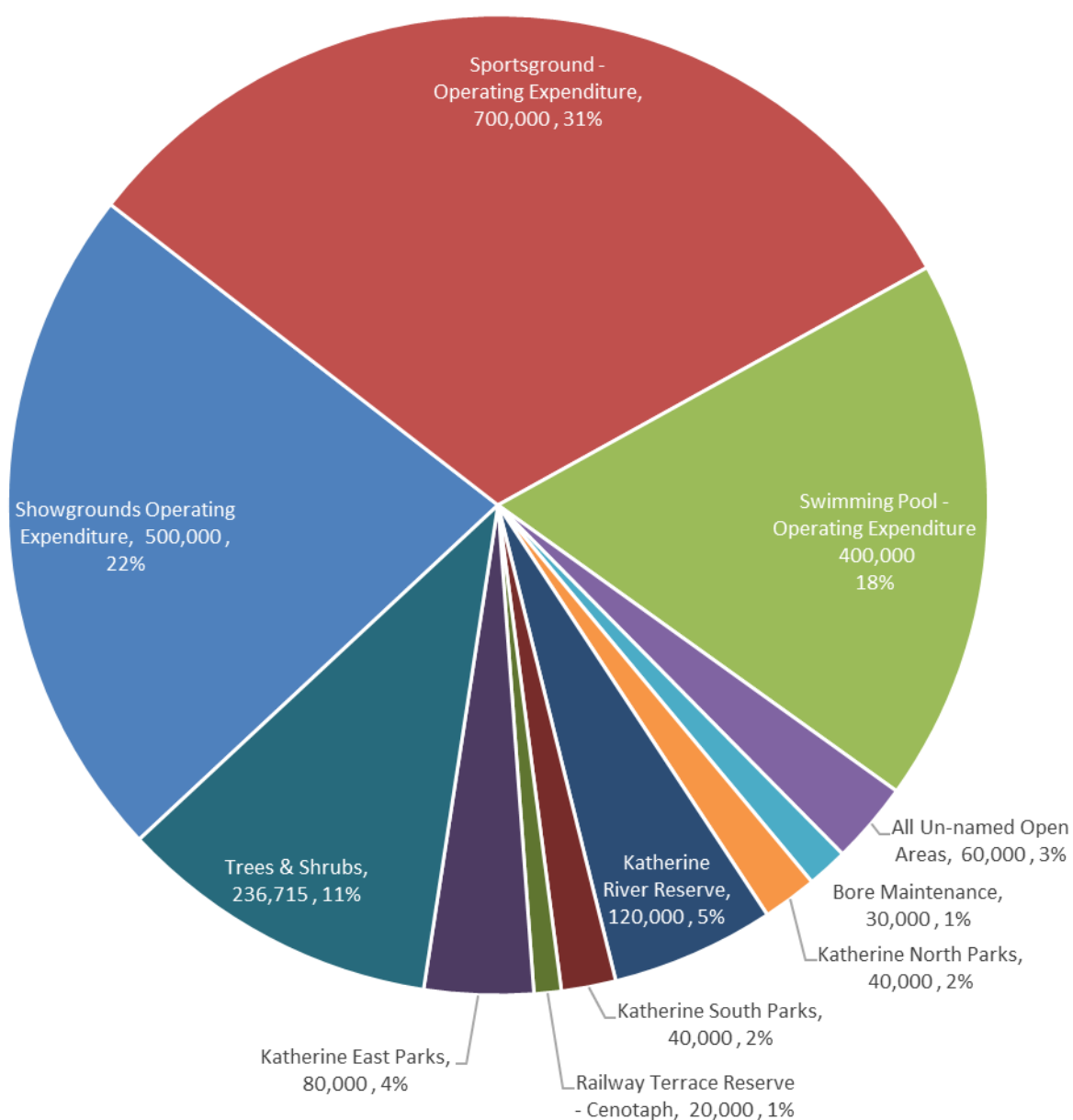
Environmental Protection 2020/21 Operating Expenditure Budget \$2,460,061



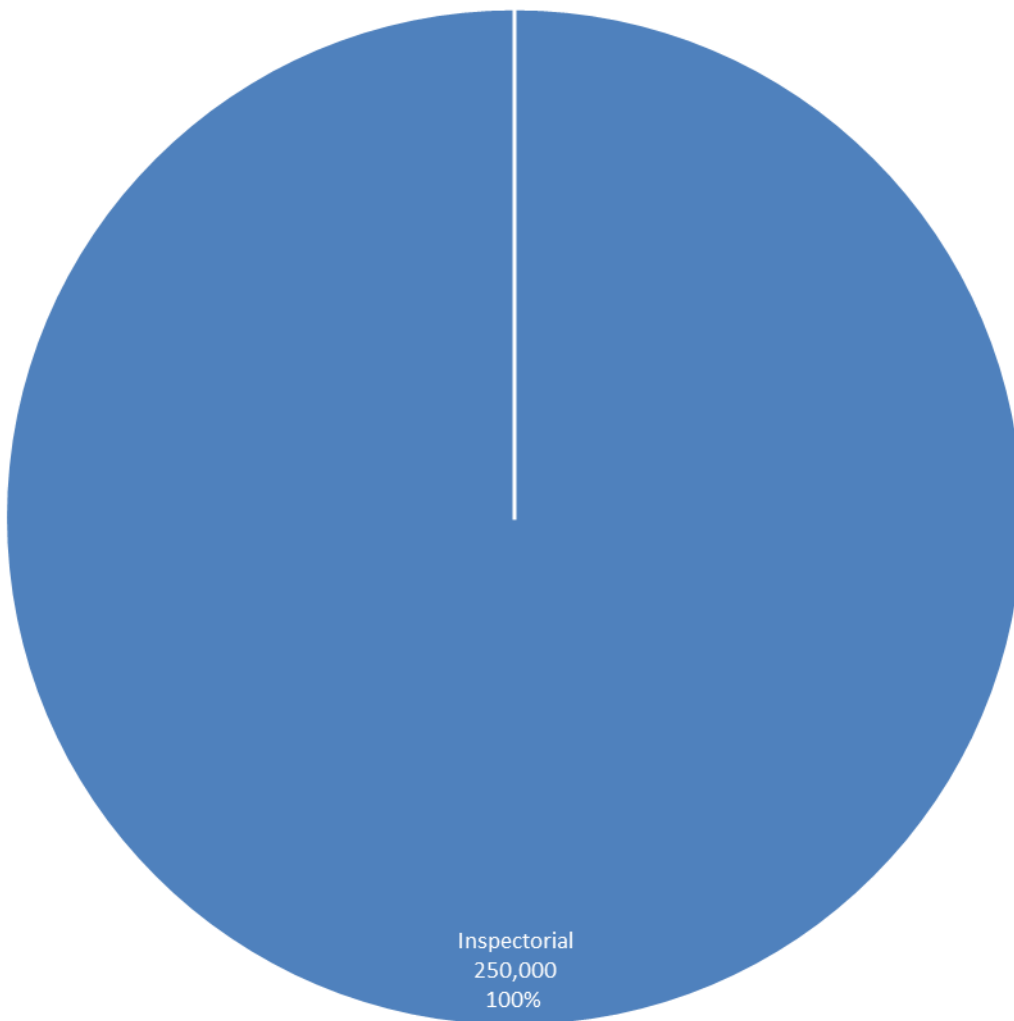
General Public Services 2020/21 Operating Expenditure Budget \$3,484,632



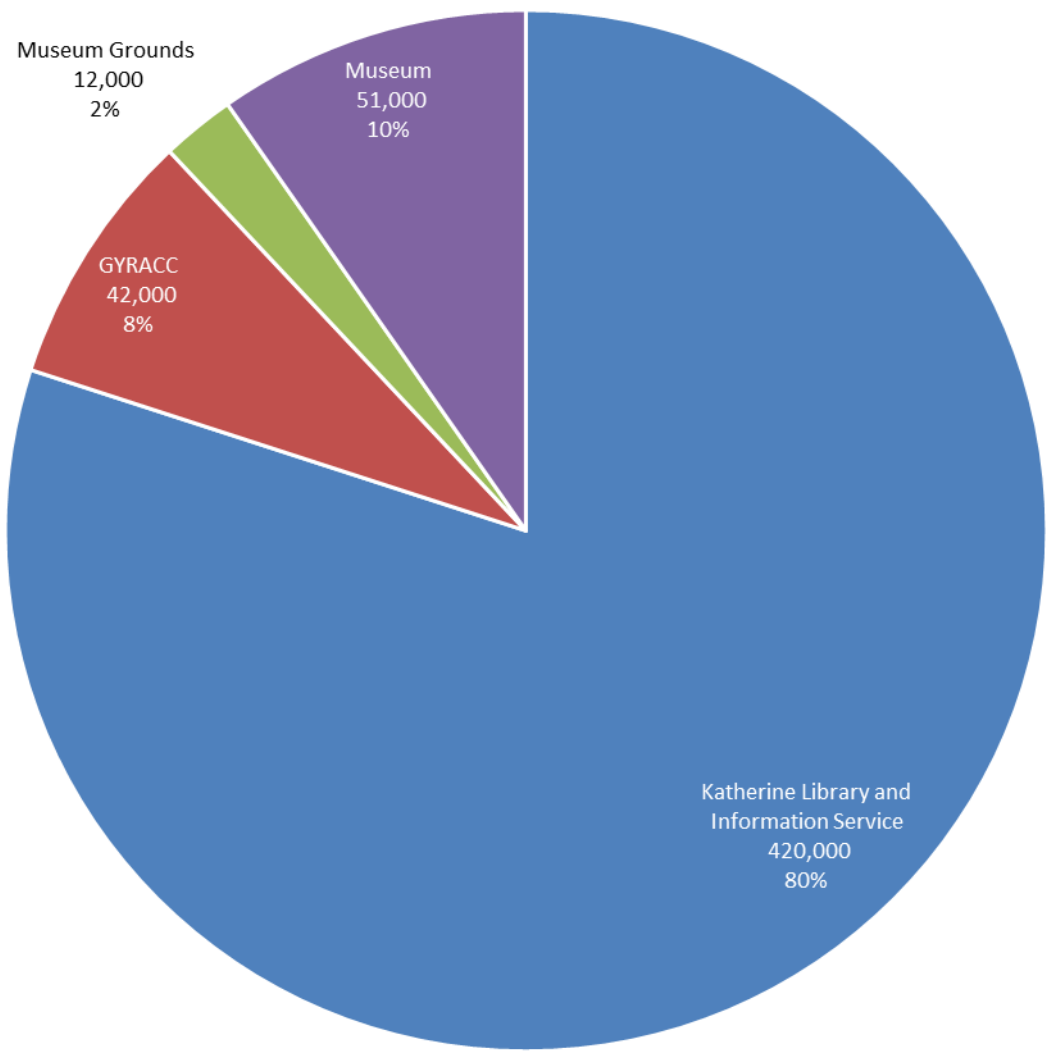
Sport and Recreation Services 2020/21 Operating Expenditure Budget \$2,226,715



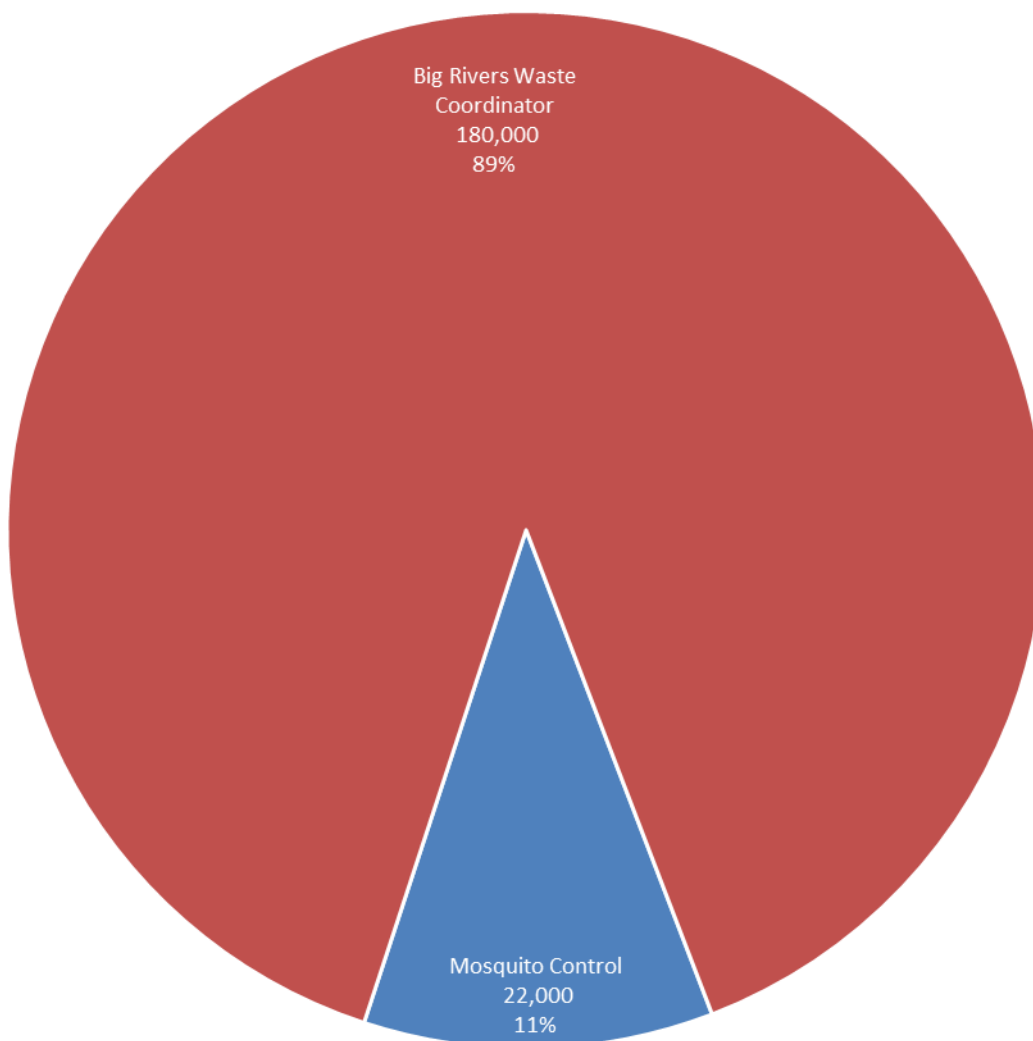
**Public Order and Safety
2020/21 Operating Expenditure
Budget \$250,000**



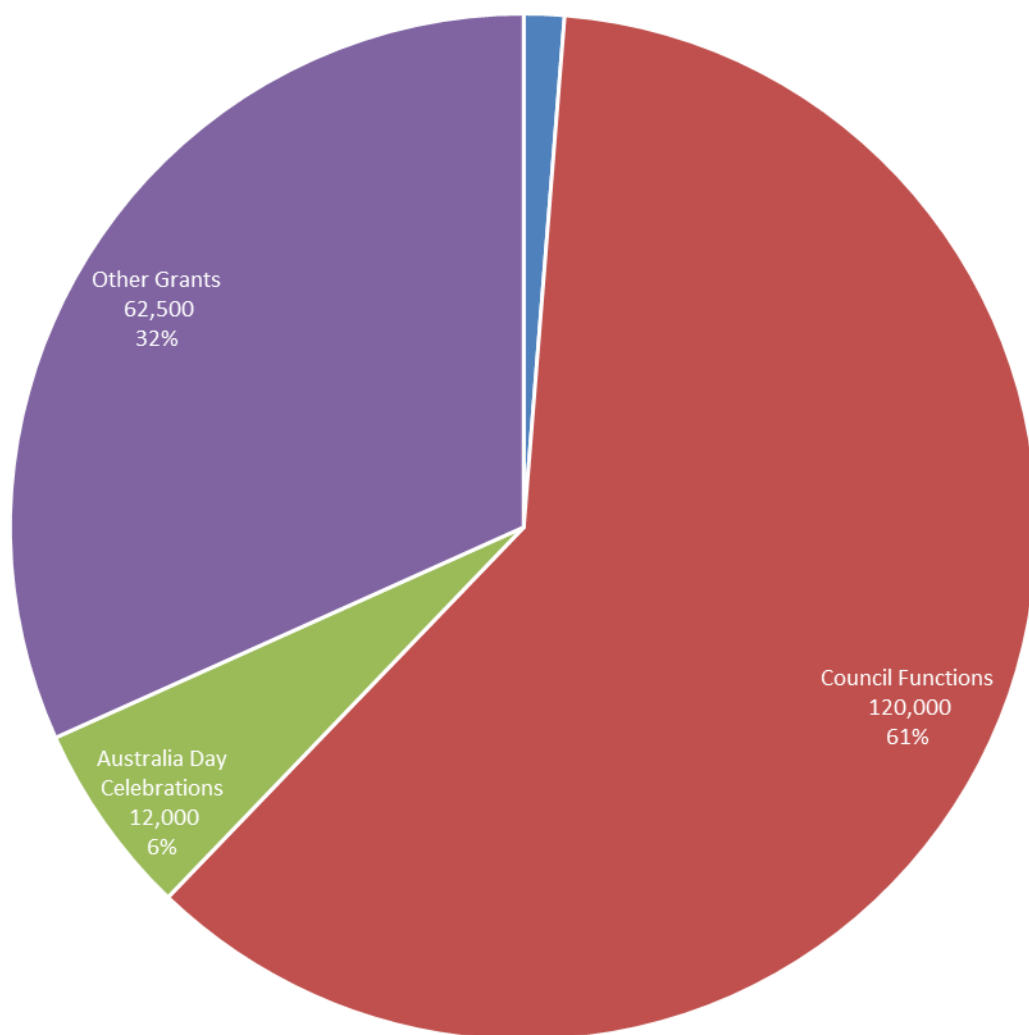
Culture Services
2020/21 Operating Expenditure Budget
\$523,000



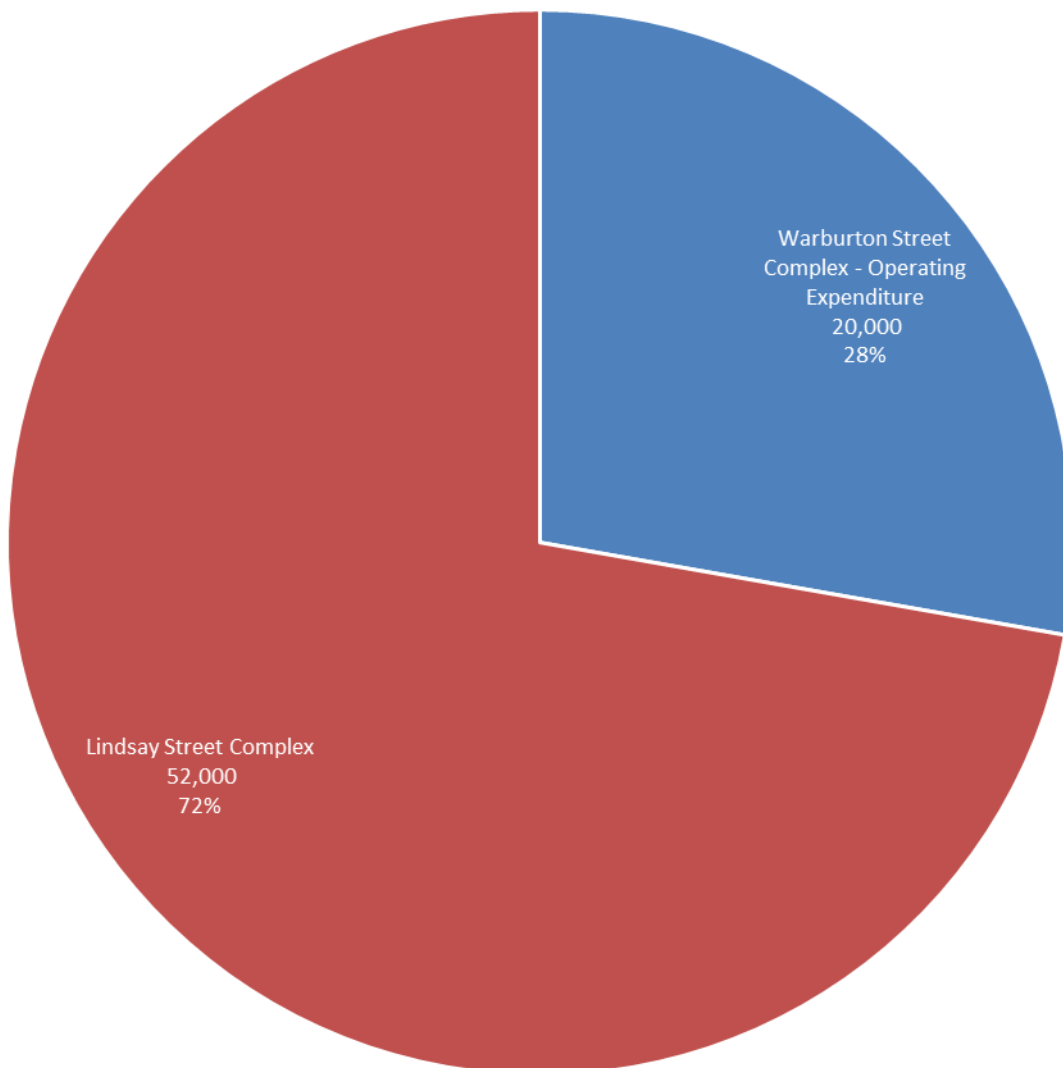
Health
2020/21 Operating Expenditure Budget
\$202,000



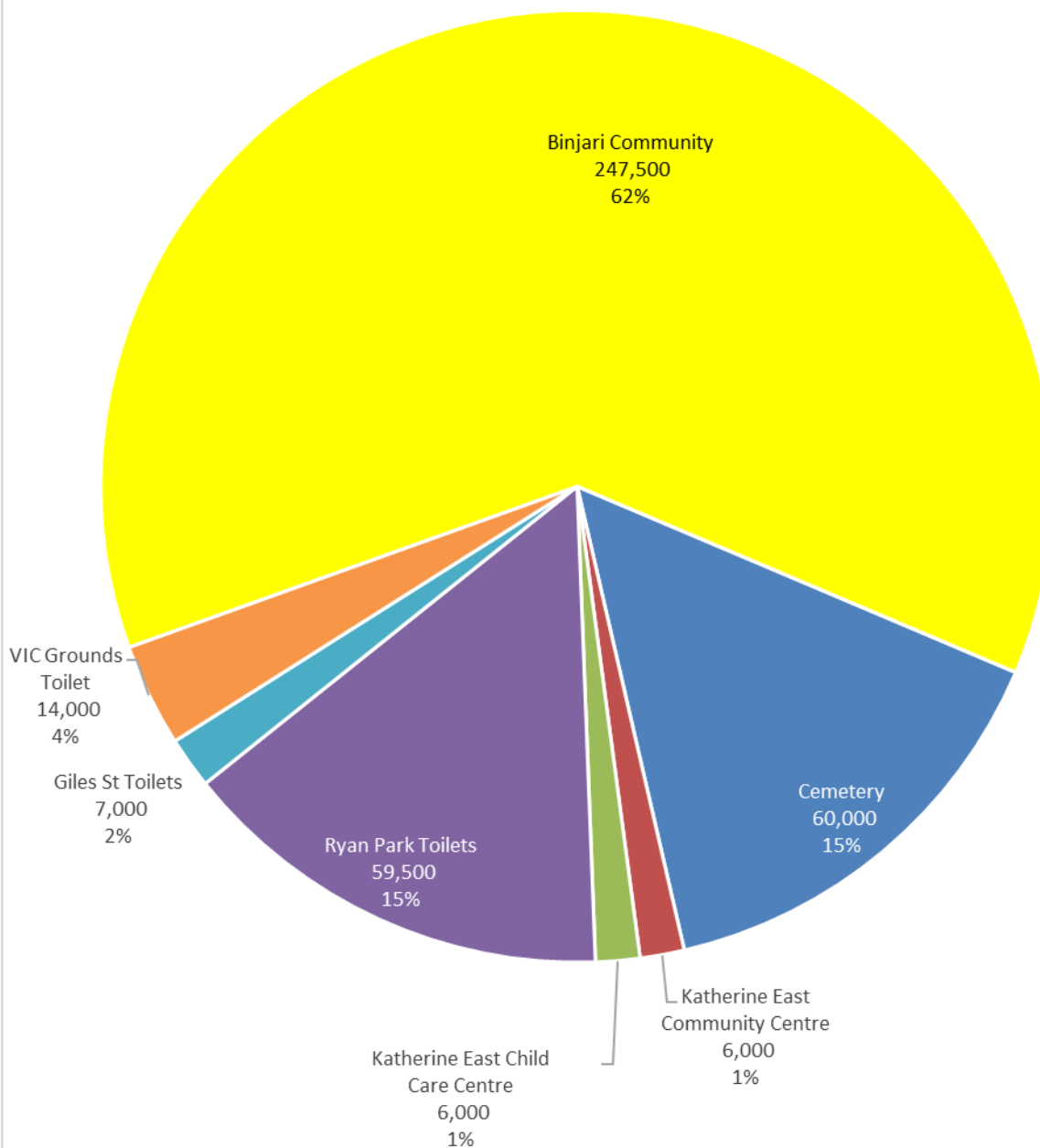
**Recreation, Culture and Religion
2020/21 Operating Expenditure
Budget
\$197,000**



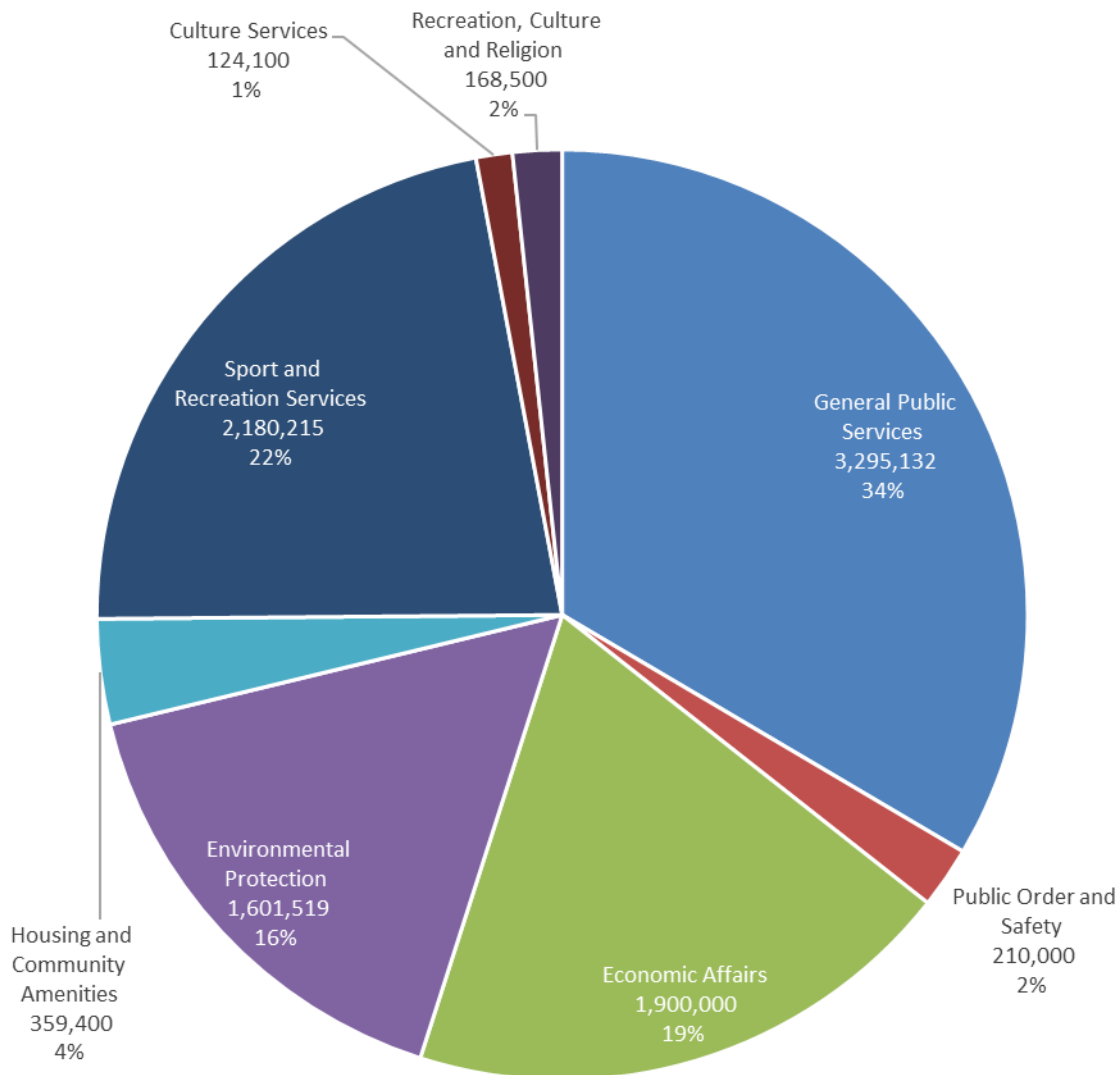
**Community Centres and Halls
2020/21 Operating Expenditure Budget
\$72,00**



Housing and Community Amenities 2020/21 Operating Expenditure Budget \$400,000



Where Rates Revenue is Spent \$9,838,866





KATHERINE TOWN COUNCIL

BUDGET 2020/2021



ANNUAL BUDGET

Council is required to prepare an annual budget in accordance with *Local Government Act (The Act)*

The Local Government act states:

- (1) A council must prepare a budget for each financial year.
- (2) The budget for a particular financial year must:
 - (a) outline:
 - (i) the council's objectives for the relevant financial year; and
 - (ii) the measures the council proposes to take, during the financial year, towards achieving those objectives; and
 - (iii) the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives; and
 - (b) contain estimates of revenue and expenditure for the financial year (differentiating between operating and capital expenditure); and
 - (c) state the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year; and
 - (d) state the amount the council proposes by way of rates, and set out the rates structure, for the financial year; and
 - (e) contain and assessment of the social and economic effects of its rating policies; and
 - (f) state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances.

Council objectives for the 2020/2021 year

Katherine Town Council's objectives for the 2020/2021 year are:

- To ensure that community infrastructure is managed in a sustainable way for the benefit of Katherine residents.
- To ensure value for money and scrutiny of all operations to avoid waste and to improve productivity
- To adopt as a priority the sustainable management of community assets held by Council.
- To provide leadership and facilitate economic and community development.
- To ensure, where appropriate and achievable, that Council activities are sustainable and based on a user pays approach
- To pre-plan initiatives in order to maximize Council's success in obtaining grant funding.

Measures Council proposes to take to achieve the above objectives

- Council has an Asset Management Plan to ensure all infrastructure assets are identified and their whole of life costs are available.
- In conjunction with other tiers of government, Council has developed an economic development strategy aimed at positioning the community to benefit from projected growth and development.
- Sustainability strategies will be based on equity principles, user pay models and sound financial principles.

Indicators Council intends to use as a means of assessing its efficiency in achieving above objectives

- Continually develop and improve the asset management plan to better align with our Long-Term Financial Plan.
- An economic development strategy that supports and informs growth within Katherine.
- Public open space in the CBD is attractive and regularly used by a wide cross-section of the community.
- Rates, fees and charges reflect greater equity across the community.

Rates

Council charges rates using the Differential Rating System. Council calculates rates by using the Unimproved Capital Value (UCV) of the property and a rate in the dollar or a minimum rate as set out in the annual rates declaration.

Each zone has its own rate in the dollar. Land that falls outside the NT Planning Scheme is treated in the Rates Declaration as Agricultural. Commercial and industrial properties are charged at a higher rate in the dollar than residential properties.

For the 2020/2021 financial year, Council will not be implementing the planned 6.5% increase in line with the Long-Term Financial Plan in order to better support the local economy during the COVID-19 pandemic.

In accordance with the requirements of the *Local Government Act*, it is proposed that for the 2020/2021 financial year Council will levy the following rates:

Town Planning Zone	Zone Code	Rate in the Dollar
Single Dwelling, Multiple Dwelling, Medium Dwelling Specific Use 1	SD, MD, MR SK1	0.014765362
Agricultural	A	0.00200881
Water Management	WM	0.001998629
Rural	R	0.003520528
Rural Living	RL	0.005807408
Community Living, Specific Use 2, Specific Use 3, Community Purpose	CL, SK2, SK3, CP	0.02298765
Central Business 1	CB1	0.026363655
Central Business 2	CB2	0.020249259
Central Business 3	CB3	0.02638768
Commercial	C	0.020133933
Service Commercial	SC	0.039159756
Future Development, Railway	FD, RW	0.011647679
Caravan Parks, Tourist Commercial	CV, TC	0.025486648
Light Industry	LI	0.014980845
General Industry	GI	0.014176444
Organised Recreation	OR	0.010263197

Minimum rate is \$1214.75

Waste Management Charges

Where the Council provides or is willing and able to provide a waste disposal service to land within the Municipal Boundary, pursuant to the *Local Government Act*, the Council will charge a fixed rate for the service as an annual charge for each parcel of land. Where multiple residential units exist on a parcel of land, the fee times the number of residential units on each parcel will be multiplied to give the annual charge.

The waste management charge and the minimum waste management levy will remain the same as 2019 which is \$358.27 and \$127.12 respectively. The waste management charge is levied for the provision of a 240 litre bin and free access to the waste management facility. The minimum waste management levy provides for free access to the waste management facility.

Council charges a tonnage charge for commercial business users to dispose of waste at the waste management facility. The tonnage charge will remain the same as 2019/20 at \$100/tonne. Businesses are not liable for the waste management charge unless they require a 240 litre bin service.

Assessment of Social and Economic Effects of the Rating Policy

Council has in many years continued to make conscious decisions to minimise the social and economic effects of its rating policy by keeping any increases in rates to a minimum. As part of its financial planning and budget processes, the rate revenue required to meet expenditure needs is calculated taking into account other sources of revenue. The structure of the rating system is then determined, considering how the rates are levied between, and within, various categories of ratepayers.

In relation to payment of rates Council has a rating policy which allows for payment of rates by instalments. Council is sympathetic to ratepayers who have difficulty in meeting their payment obligations by allowing them to enter into an arrangement with no recovery action being taken provided the arrangement is being adhered to. Council also offers deferment of rates (for recovery at a later time) in some cases.

Elected Member Allowances

In accordance with *Local Government Act*, Katherine Town Council proposes to pay the following elected member allowances in 2020/2021:

Allowance Type	Mayor	Deputy Mayor	Alderman
Annual Base Allowance	\$ 64,436.47	\$ 23,826.89	\$ 11,589.10
Annual Electoral Allowance	\$ 16,960.19	\$ 4,240.83	\$ 4,240.83
Professional Development	\$ 3,219.47	\$ 3,219.47	\$ 3,219.47
Total	\$ 84,616.13	\$ 31,287.18	\$ 19,049.40
Acting Mayor Allowance		\$20,175.97	

The total amount budgeted for the above allowances is \$231,326.

FINANCIAL SUMMARY

TOTAL OPERATING REVENUE

Operating revenue of \$13.6 million budgeted in 2018/2019 is summarised below by major category.

Rates	\$7,831,132
Waste Levy	\$1,300,000
Waste Charges	\$900,000
Fees and Charges	\$664,571
Operating Grants and Subsidies	\$2,260,097
Interest/Investment Income	\$355,102
Other Income	\$340,579
TOTAL	\$13,651,481

TOTAL OPERATING EXPENDITURE

Operating expenditure of \$10.20 million budgeted in 2018/2019 is summarised below by major category.

General Public Services	\$3,484,632
Public Order and Safety	\$250,000
Economic Affairs	\$2,900,000
Environmental Protection	\$2,460,061
Housing and Community Amenities	\$400,000
Health	\$202,000
Sport and Recreation Services	\$2,226,715
Culture Services	\$523,000
Community Centres and Halls	\$72,000
Recreation, Culture and Religion	\$197,000
TOTAL	\$12,715,408

Budget and Long-Term Financial Plan

There is a change in the presentation of the budget and long-term financial plan for this year's Municipal Plan. The reason for this is to provide rationale and notes for consideration.

The Local Government Act requires that: the long-term financial plan must relate to a period of at least four (4) financial years. Considering the uncertainty of the economy with implications from COVID-19 council has focused on this year's budget plus an additional three (3) years to meet the requirements of the Act.

Council expects there will be some effect on council's budget in 2020/21 due to Covid-19. Currently the Federal and Territory budgets have been delayed until May, so although they can't be confirmed at this stage, we have assumed government grants and subsidies will continue. Given the emerging economic stimulus initiatives and the Job Keeper program, council has only marginally adjusted the budget forecast by reducing the expected income from Visitor Information Centre commission and airport landing fees, otherwise other revenue and costs are based on ongoing operations. Adjustments to the budget will occur as it is prudent to do so as the economic landscape changes.

The revised budget for 2019/20 has been used as the reference.

INCOME AND EXPENDITURE BUDGET					
EXPLANATION	OPERATING INCOME	Current Year		Long Term Plan	
		2020/21	2021/22	2022/23	2023/24
Estimated rates to be raised	Rates	7,831,132	8,340,156	8,882,266	9,459,613
Estimated waste charges to be raised	Waste Levy	1,300,000	1,384,500	1,474,493	1,570,335
Estimated waste charges to be raised	Waste Charges	900,000	900,000	900,000	900,000
	Fees and Charges	664,571	1,764,571	1,822,802	1,882,955
	Operating Grants and subsidies	2,260,097	2,192,294	2,170,371	2,170,371
	Interest/Investment Income	355,102	136,083	86,000	86,000
	Other Income	340,579	85,488	85,488	85,488
	TOTAL INCOME	13,651,481	14,803,092	15,421,419	16,154,761
	OPERATING EXPENSES				
	Employee Costs	5,601,497	5,238,477	5,421,824	5,611,588
	Materials and Contracts	6,022,803	4,945,344	5,108,540	5,277,122
	Elected Member Allowances	208,789.98	219,229.48	230,190.96	241,700.51
	Elected Members Expenses - Professional development	22,536.28	23,663.10	24,846.25	26,088.57
	Interest Expenses				
	Other Expenditure	859,781	859,781	884,014	909,115
	TOTAL EXPENSES	12,715,407	11,286,495	11,669,415	12,065,614
BUDGETED OPERATING SURPLUS/DEFICIT		936,074	3,516,597	3,752,004	4,089,147

Notes

Income:

1. Rate income is to remain the same as 2019/20. There will be changes to individual properties due to the new UCVs. Currently there is consideration being given to rate concessions for eligible commercial properties impacted by COVID-19, the outcome of these considerations haven't been formalised and therefore haven't been factored into the budget.
2. Fees and charges have been reduced in anticipation that airport usage (landing fees) and Visitor Information Centre commission will be impacted.
3. Operating grants and subsidies are forecast as remaining constant however, this will need to be reviewed after the Federal and Territory budgets review in May.
4. Interest/Investments income is forecast as remaining on track however, this will be reviewed and may need to be adjusted for cash flow. There is an expected reduction in interest income in the coming financial years due to the completion of major projects.

Expenditure:

1. There is an increase in employee expenses due to additional contract staff to complete projects and the recruitment of executive staff vacancy that has been carried for the past year, and significantly impacted infrastructure.
2. Materials and contracts and other expenses are relatively constant with 2019/20 budget and includes works on site investigation for the new waste management facility
3. Other expenses are insurance and utilities.
4. There is an overall decrease in Elected Members allowances of \$8,697.39 due to the Mayor electing to be paid \$13,019.17 less than the Ministerial Guidelines for Elected Members allowances. All elected members will be paid 85.78% of the Ministerial Guidelines.
5. Elected Members professional development is in accordance with Ministerial Guidelines and the priority for council is to provide elected members with the training to undertake Elected Member duties and responsibilities.

		Current Year 2020/21	2021/22	Long Term Plan 2022/23 2023/24	
BUDGETED SURPLUS/DEFICIT		936,074	3,516,597	3,752,004	4,089,147
Capital Expenditure per Table 3	Buildings	100,000	106,882	108,802	110,762
	Infrastructure	1,392,170	1,381,947	1,406,792	1,432,133
	Plant and Fleet	100,000	111,165	113,164	115,202
	Furniture and Equipment	57,500	35,060	36,333	73,924
		1,649,670	1,635,054	1,665,091	1,732,021
Please see notes below on projects					
* Net Budget (Surplus/Deficit)		- 713,596	1,881,543	2,086,913	2,357,126

Notes

Currently council has the Hot Springs, Showgrounds, Sportsgrounds and CBD projects occurring from funding grants and allocated reserves. There will be a revised budget for capital allocation for projects on completion of the 2019/20 audited financial statements to bring forward unexpended capital grants and reserves for projects. There is significant progress on all projects and contracted works for 2019/20.

Council is required to spend ratepayer income to be eligible for road funding, therefore there is a capital spend on roads included in the infrastructure budget.

Council has elected to delay the replacement of vehicles where practical.

The major costs associated with furniture and equipment is in computer and communications replacements.

**TOTAL
CAPITAL
EXPENDITURE
FUNDED BY:**

Capital Grants

Transfers from cash reserves	713,596	-	-	-	2,357,126
Sale of assets					
General revenue used for capital purposes	-				
TOTAL	713,596	-	-	-	2,357,126

Notes

Currently council has the Hot Springs, Showgrounds, Sportsgrounds and CBD projects occurring from funding grants and allocated reserves. There will be a revised budget for capital allocation for projects on completion of the 2019/20 audited financial statements to bring forward unexpended capital grants and reserves for projects. There is significant progress on all projects and contracted works for 2019/20.

Council is required to spend ratepayer income to be eligible for road funding, therefore there is a capital spend on roads included in the infrastructure budget.

Council has elected to delay the replacement of vehicles where practical.

The major costs associated with furniture and equipment is in computer and communications replacements.

*** Net Budget
to be funded
by:**

Prior year tied revenue to be used for operating expenses	Prior year carry forward tied funding				
	Other inflow of funds				
	Transfers from reserves	713,596	-	-	-
Total inflows	TOTAL INFLOWS	713,596	-	-	2,357,126
Must not be a deficit	Net budgeted operating position	-	1,881,543	2,086,913	-

TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Capital Grants				
Transfers from				-
cash reserves	713,596	-	-	2,357,126
Sale of assets				
General revenue				
used for capital				
purposes	-			
TOTAL	713,596	-	-	2,357,126

BUDGETED CAPITAL EXPENDITURE BY INDIVIDUAL PROJECT/ITEM

Class of property, plant and equipment	By project/item	Current Year	Long Term Plan			
		2020/21	2021/22	2022/23	2023/24	
Buildings	Buildings (CCTV)	\$100,000	\$106,882	\$108,802	\$110,762	
Infrastructure	Roads (WMF 2023/24)	\$968,828	\$1,381,947	\$1,406,792	\$1,432,133	
	Replacement motors for gates at Murray St, Murphy St and Chardon St	\$20,000				
	Infrastructure and footpaths	\$80,270				
	Lighting	\$100,000				
	Improvements	\$23,072				
	Nursery	\$20,000				
	Knotts Crossing Cemetery Fencing	\$20,000				
	Shade Hot Springs Turtle	\$60,000				
	Drainage and irrigation	\$40,000				
	Airport and town signage	\$20000				
	WWII History Walk Tourist Attraction	\$10,000				
	Netball Courts repairs	\$30,000				
Plant and Fleet	Plant and Fleet	\$100,000	\$111,165	\$113,164	\$115,202	
Furniture and Equipment	Communications and computers	\$32,500	\$35,060	\$36,333	\$73,924	
	Meeting microphones	\$5,000				
Furniture and Equipment	Christmas Decorations	\$20,000				
		\$1,649,670	\$1,635,054	\$1,665,091	\$1,732,021	

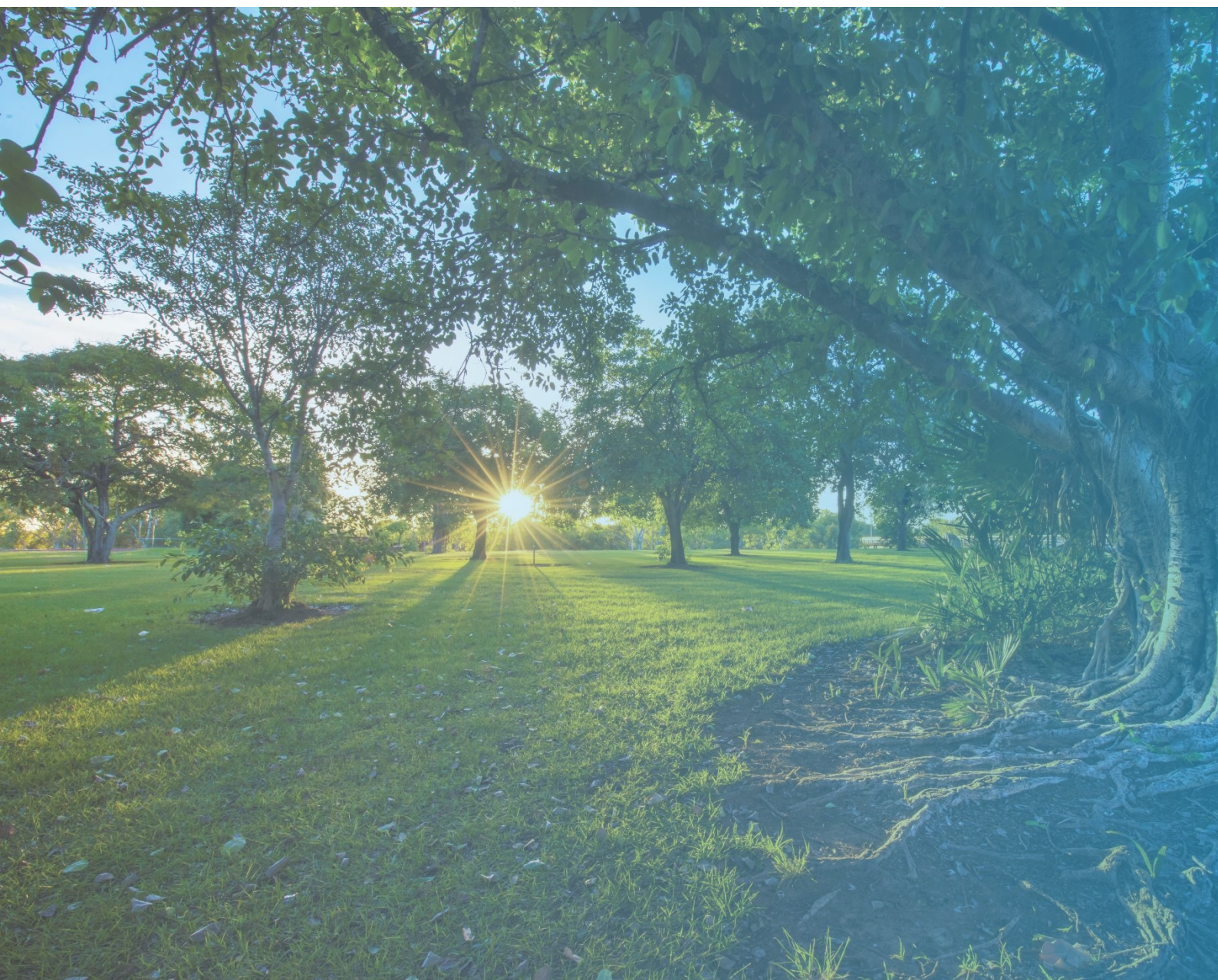
Statement of budget balance amount and the expected capital expenditure completion date for each item

The capital expenditure completion date for all items except the establishment of the new waste management facility, the closure and rehabilitation of the existing waste management facility and the transition of the existing waste management facility into a waste transfer station in expected within each financial year. As progress on the waste management projects and costs come to hand, progress updates will be via reports to council and corresponding adjustments to the long-term financial plan will be made.

Budgeted movements in reserves				
Class of property, plant and equipment	Opening Balance 1/7/2020	Increases	Decreases	Closing Balance
WMF	6,712,862			6,712,862
Capital	3,052,775			3,052,775
Elections	100,000			100,000
Provisions	637,210			637,210
Contingency	1,000,000		- 713,596	286,404
	11,502,847	-		11,502,847

Reasons for budgeted movements in reserves

Council had planned for a \$600,000 increase in income in rates and the usual income from fees and charges. Due to the current economic situation council is proposing to defer increases in rates and has also factored in a reduction in fees and charges contingency. This has had the effect of requiring council to transfer from reserves.



FEES & CHARGES

2020/2021

Effective 1st July 2020

The object of the Katherine Town Council Fees & Charges is:

To provide a fair and equitable system for allocating and charging for the use of Katherine Town Council facilities, resources and equipment;

To ensure consistency and transparency in decision making;

To encourage efficient and effective use of Katherine Town Council's resources;

To allow Katherine Town Council to proactively manage Council facilities, ensuring the long-term sustainability of Council facilities;

To enable allocations of facilities and resources appropriately; and

To promote positive user attitudes and responsibility towards Council facilities.

For the purpose of Katherine Town Councils Fees & Charges the following definitions apply:

Commercial

Prices are established in accordance with the existing market.

User Contributes

Prices are set at what Council considers to be a reasonable cost for the user to bear. The balance of necessary funds is sourced from general revenues.

Cost Recovery

Prices are set to cover the total cost of providing the goods or service.

Fixed Penalty

Prices are set by Legislation.

FACILITY HIRE

Katherine Town Council maintains and manages a variety of facilities available for hire for various purposes (please refer to attached full list of hireable facilities).

All facilities are available for hire by not-for-profit groups and private users. Selected facilities are also available to commercial users.

Facilities range from sporting venues and halls to meeting and conference facilities and can be hired on a half day, full day, short term seasonal (excluding commercial) or long-term seasonal basis (excluding commercial).

General Hire Terms

All hirers are to be advised that the Council's requirements for meetings, events etc. must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.

All items are to be returned to their original position at the completion of the hire/use.

Hirers are responsible for any damage that occurs or if the facility is left in an excessively dirty state. All rubbish is expected to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a specific time limit to remedy the situation. Otherwise, Council will organise the cleaning and the fees incurred in doing so will be taken from the Hirer's deposit.

Any additional days added to a hire will incur additional cleaning costs.

Community Group (Not-For-Profit)

Community Groups (Not-For-Profits) are groups who are not operating for the profit or gain of its individual members. This means that the group operate exclusively for charitable, civil or social purposes and does not share or allocate its funds or profits to its owners, shareholders or executives. A not-for-profit community group must be incorporated or partner with an incorporated group.

Commercial Group

A commercial organisation is any group with a particular set of skills, priorities, strategies and resources that organise to collectively achieve the specific aim of making a profit. This type of hire is only available on a half day or daily basis.

Private

Private use is an individual who wishes to hire a Council facility for a non-business (private) reason. This type of hire is only available on a half day or daily basis. The personal hire must include notification to the Northern Territory Police (Katherine branch) of any event if alcohol is to be consumed.

Daily Hire

Daily hire allocations will be made on a half or full day basis. A half day hire is defined as any 4-hour period and a full day hire is any period exceeding 4 hours and no more than 24 hours.

Daily hires are subject to fees and charges as per the Katherine Town Council's Fees & Charges.

Daily Hires are available to not-for-profit groups, private users and commercial users (selected facilities).

Short Term Hire

Short term hire allocations will be made on a 10-week basis (sporting season). If additional weeks are required a weekly hire cost can be arranged with Council. Allocation of specific grounds is made for both training and match playing purposes (maximum of three facilities per hire plus one ablution block). A short-term hire does not provide clubs and/or associations with exclusive use of the facility. Each individual short-term hire is for one organisation only. Short term hires are only available for consistent/regular users.

Short term hires are not guaranteed from year to year and will be subject to the application process.
Short term hires are subject to fees and charges as per the Katherine Town Council's Fees & Charges.
Short term hires are only available to community groups.

Long Term Hire

Long term hire allocations will be made on a yearly calendar basis. Allocation of specific grounds is made for the designated application purpose only (maximum of three facilities per hire plus one ablution block). A long-term hire does not provide clubs and/or associations with exclusive use of the facility. Each individual long-term hire is for one organisation only. Long term hires are only available for consistent/regular users. A long-term hire applies to the calendar year i.e. 1 January to the 31 December – payment required financial year basis

Long term hires are not guaranteed from year to year and will be subject to the application process.
Long term hires are subject to fees and charges as per the Katherine Town Council's Fees & Charges.
Long term hires are only available to community groups.

Key Deposits

Where indicated, key deposits are required at a cost of \$45.00 per key and \$180.00 per set of keys required to complete the hire.

Keys are available for collection on the working day prior to the event/hire – unless approved by prior arrangement.

Keys are to be returned at the completion of the hire (daily, short term, long term hire). If keys are not returned Council will invoice the hirer for the cost of replacement of locks and keys.

An additional charge of \$22.00 per key will be levied in addition to keeping the deposit for keys that are not returned at the completion of any hire

Facility Deposits

Every facility hire will require a deposit of \$520. Katherine Town Council will accept purchase orders for payment of facility hires. The deposit will be held by Council until the completion of the hire and all inspections have occurred. Once inspections are completed the deposit will be returned to the hirer.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility Council reserves the right to increase the amount of deposit. (For example: Circus could be \$1,500.00)

Power/Water Charges

Low User

A hire type that uses minimal power and water. Minimal use of power and water can be determined by the negligible use of the product that would constitute the hirer meeting the probable cost of power and water for that hire. Negligible use can be defined as to be so small as to be nearly inconsequential.

A low user will be billed \$4.40 per item hired per day.

Medium User

A hire type that uses a moderate amount of power and water. Moderate use of power and water can be determined by the reasonable use of the product that would constitute the hirer meeting the expected costs of power and water for that hire. Reasonable use can be defined as to be moderate and within the limits of reason.

A medium user will be billed \$8.90 per item hired per day.

High User

A hire type that uses an extensive amount of power and water. Extensive use of power and water can be determined by the copious use of the product that would constitute the hire meeting all costs associated with power and water for that hire. Copious use can be defined as to be in large amounts.

A high user will be billed \$24.60 per item hired per day.

Public Liability Insurance

All hirers must provide proof that they hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at the hire location. Minimum cover \$10,000,000.

COUNCIL FUNCTIONS & TRAINING ROOMS

Katherine Town Council have facilities suitable to hire for corporate functions, training and public events.

Committee Room

Location: Katherine Town Council, 24 Stuart Highway
Seating Capacity: Max 16ppl
Infrastructure Available: Teleconference facilities

Council Chambers

Location: Katherine Town Council, 24 Stuart Highway
Seating Capacity: Max 50ppl (Theatre setting)
Infrastructure Available: Teleconference facilities, computer and 2x TV screens.

Visitor Information Centre Training Room

Location: Visitor Information Centre, Cnr Lindsay Street and Stuart Highway
Seating Capacity: Max 30ppl (Theatre setting)

Library Training Room

Location: Katherine Pubic Library, Level 1, Randazzo Centre, Katherine Terrace
Seating Capacity: Max 10ppl

FEES & CHARGES – FUNCTIONS / TRAINING ROOMS

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
NOT-FOR-PROFIT				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per Day	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
	\$170	Per set		Bond
Tea and coffee	\$2.38	Per person	Y	Cost Recovery
Power/water charges	As per determined category	Per day	N	Cost Recovery
COMMERCIAL				
Half day	\$154.95	Per half day	Y	Commercial
Full day	309.90	Per day	Y	Commercial
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Tea and coffee	\$2.38	Per person	Y	Cost Recovery
Power/water charges	As per determined category	Per day	N	Cost Recovery
PRIVATE				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Tea and coffee	\$2.38	Per person	Y	Cost Recovery
Power/water charges	As per determined category	Per day	N	Cost Recovery

LINDSAY STREET COMPLEX

The Lindsay Street Complex is located on Lindsay Street near the Visitor Information Centre, it is a multi-purpose complex utilised by many organisations, groups and schools in Katherine. The complex has a storage shed, ablutions and a stage.

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
NOT-FOR-PROFIT				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per Day	Y	User Contributes
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
	\$170	Per set	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
PRIVATE				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

SHOWGROUNDS & SPORTSGROUNDS

The Showgrounds – Facilities Available:

- Showgrounds Arena/ Australian Rules Football Oval with competition grade lighting
- Grandstand
- Stuart Memorial Hall
- Jim Jackson Racecourse
- Buntine Pavilion
- Norforce Pavilion
- Horse stalls and cattle yards
- Rodeo/campdraft arena
- Polocrosse field
- Model Aeroplane landing ground
- Office space
- Changerooms
- Multiple ablution blocks
- Powered and non-powered camping areas

Terms & Conditions – Showgrounds

No parking within the grounds is permitted without prior Council approval.

Some lighting is supplied via a token system. Tokens can be purchased from Katherine Town Council for \$5.50 each. Please note that each token system within Council owned property operates differently. Council will advise on how the token system operates on request.

Hires for the Showgrounds includes free un-powered camping and stock stabling two (2) days prior to an endorsed event, during competitions and one (1) day following. Hires must advise numbers of campers during competitions.

Camping at the Showgrounds is intended for hirers of the facility only.

Department of Defence camping applications are to include buildings/facilities that they require.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

The Sportsgrounds – Facilities Available:

- Four multipurpose ovals, 2 of which are illuminated for night time use;
- Newly upgraded BMX track;
- Basketball/Netball Courts;
- Tennis Courts;
- Skate Park;
- Children's Adventure Playground;
- Don Dale Centre (including canteen facilities, storage, meeting room, change rooms etc.)
- Aquatic Centre
- Several ablutions blocks

Terms & Conditions – Sportsgrounds

No parking within the grounds is permitted without prior Council approval.

Some lighting is supplied via a token system. Tokens can be purchased from Katherine Town Council for \$5.50 each. Please note that each token system within Council owned property operates differently. Council will advise on how each token system operates on request.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

FEES & CHARGES – SPORTSGROUNDS & SHOWGROUNDS

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
NOT-FOR-PROFIT				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per day	Y	User Contributes
Short term seasonal	\$330.56	Per season	Y	User Contributes
Long term seasonal	\$552.66	Per season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
	\$170	Per set		Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
COMMERCIAL				
Half day	\$154.95	Per half day	Y	Commercial
Full day	\$309.90	Per day	Y	Commercial
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
PRIVATE				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery

Prices include up to three (3) facilities and one (1) ablution.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

PARKS & RESERVES

Parks and reserves are available to the general public at no charge. If you would like to book a park or reserve for an organised event please contact records@krc.nt.gov.au to apply.

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
NOT-FOR-PROFIT				
Half day	\$51.65	Per half day	Y	User Contributes
Full day	\$103.30	Per Day	Y	User Contributes
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery
PRIVATE				
Half day	\$68.89	Per half day	Y	Cost Recovery
Full day	\$137.39	Per day	Y	Cost Recovery
Short term seasonal	\$330.56	Per Season	Y	User Contributes
Long term seasonal	\$552.66	Per Season	Y	User Contributes
Facility deposit (fully refundable)	\$520	Per hire	N	Bond
Key deposit (fully refundable)	\$45	Per key	N	Bond
Power/water charges	As per determined category	Per day	N	Cost Recovery

Parks and reserves cannot be hired exclusively as they are public areas.

All equipment assembled within a park is to be dismantled and removed at the completion of the hire.

If in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

Please refer to Appendix 1 – Parks and Reserves for available facilities.

EXERCISE CLASSES – PUBLIC SPACE

In order to promote healthy lifestyles and activate community spaces, Council will allow use of identified parks and reserves to commercial operators for the purposes of running personal training and/or group fitness classes. Parks and reserves cannot be hired exclusively as they are public areas.

Permit fee payable on application. Application valid for period of applications i.e. annual, 6-monthly, 3 monthly.

The sites set out in the schedule below are available for the personal training and/or group fitness classes, that such site be available upon application for a permit and subject to the following conditions:

1. That the applicant has completed an application for approval to operate form, available from Council.
2. That no objections are received from or on behalf of permanent business providing similar services.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.
4. That the permit holder holds current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00

Sites, operating days and times – As approved by Chief Executive Officer.

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
ANNUAL PERMIT				
Under 3 classes per week	\$800.58	Per annum	Y	Commercial
4+ sessions per week	\$1136.30	Per annum	Y	Commercial
6 MONTH PERMIT				
Under 3 classes per week	\$413.20	Per 6 months	Y	Commercial
4+ sessions per week	\$619.80	Per 6 months	Y	Commercial
3 MONTH PERMIT				
Under 3 classes per week	\$258.25	Per 3 months	Y	Commercial
4+ sessions per week	\$361.55	Per 3 months	Y	Commercial

CAMPING

Camping is available at the Katherine Showgrounds for those travelling with livestock (year-round) as well as big rigs too large for commercial caravan parks. During peak demand periods the Katherine Showgrounds is also available as an overflow camping area ONLY when commercial caravan parks are full.

Camping arrangements are to be made with the Katherine Town Council Civic Centre 08 8972 5500 during business hours – Monday to Friday, 8am – 4pm.

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
DAILY CAMPING FEES				
Unpowered site – 2 adults (children free)	\$24.79	Per day	Y	Cost recovery
Unpowered site – additional adult	\$8.88	Per day	Y	Cost recovery
Powered site – 2 adults (children free)	\$42.35	Per day	Y	Cost recovery
Powered site – additional adult	\$8.88	Per day	Y	Cost recovery
Defence force – per head	\$8.88	Per day	Y	Cost recovery
WEEKLY CAMPING FEES				
Unpowered site – 2 adults (children free)	\$146.69	Per week	Y	Cost recovery
Unpowered site – additional adult	\$53.10	Per week	Y	Cost recovery
Powered site – 2 adults (children free)	\$255.15	Per week	Y	Cost recovery
Powered site – additional adult	\$53.10	Per week	Y	Cost recovery
Defence force – per head	\$53.10	Per week	Y	Cost recovery
STOCK FEES				
Stock – per head – daily	\$1.81	Per day	Y	Cost recovery
Stock – per head - weekly	\$10.85	Per week	Y	Cost recovery

ADMINISTRATION

The community can access administrative service at the Katherine Town Council Civic Centre, Visitor Information Centre and Public Library during business hours. For a full list of services please refer to the below price list:

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
MUNICIPAL PLAN				
Municipal plan – electronic copy	Free	Per document		N/a
Municipal plan – hard copy – (black and white only)	\$16	Per document	Y	Cost recovery
ANNUAL REPORT				
Annual report – electronic copy	Free	Per document		N/a
Annual report – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
BY-LAWS				
Katherine town council by-laws – electronic copy	Free	Per document		N/a
Katherine town council by-laws – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
THE KATHERINE TOWN COUNCIL MUNICIPAL PLAN, ANNUAL REPORT AND BY-LAWS ARE AVAILABLE FOR INSPECTION, FREE OF CHARGE AT ALL COUNCIL OFFICES AS WELL AS THE KATHERINE TOWN COUNCIL WEBSITE: WWW.KATHERINE.NT.GOV.AU				
BINDING				
Up to 50 pages (small)	\$6.40	Per document	Y	Cost recovery
Over 50 pages (large)	\$11.60	Per document	Y	Cost recovery
LAMINATING				
A4 page	\$6.40	Per page	Y	Cost recovery
A3 page	\$11.60	Per page	Y	Cost recovery
Other laminating (katherine public library only)	\$23.50	Per metre	Y	Cost recovery
PHOTOCOPYING				
Black – A4	30c	Per side	Y	Cost recovery
Black – A3	50c	Per side	Y	Cost recovery
Colour – A4	50c	Per side	Y	Cost recovery
Colour – A3	\$1.80	Per side	Y	Cost recovery
FACSIMILE				
Outgoing – entire document	\$2	Per document	Y	Cost recovery
Incoming – entire document	Free	Per document		N/a
SCANNING				
Colour – entire document	\$2	Per document	Y	Cost recovery

RATES ADMINISTRATION

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
RATE SEARCH				
Rate search application fee	\$72	Per application	Y	Commercial
DISHONOURERED TRANSACTIONS				
Dishonoured direct debit (per transaction)	\$22	Per transaction	N	Cost recovery
Dishonoured cheque (per transaction)	\$22	Per transaction	N	Cost recovery
RATES NOTICE - REPRINT				
Current year	\$22	Per reprint	N	Cost recovery
Previous year	\$22	Per reprint	N	Cost recovery
SUPPLEMENTARY RATES NOTICE (CURRENT YEAR ONLY)				
Hard copy	Free	Per reprint	N	N/a
Electronic copy	Free	Per reprint	N	N/a

FREEDOM OF INFORMATION

The *Information Act* gives people the right to access information from Northern Territory Government agencies, including councils, subject to several exemptions to protect public and private interests. This does not include information that is already available under an existing "access arrangement", such as council minutes, which are available without applying under the Act.

The Act has three main aims, which fall into the following categories:

Availability

Council is required to make available to you documents about its functions and operations. This includes information about its structure, decision-making processes, public participation through boards, councils or committees, and policy documents. You can download some of these documents, from Council's website. You can also ask to see such documents or purchase copies at the Civic Centre.

Access

The Act also gives you the right to apply for documents, including those about you, held by Council. You can examine and have copies of these documents. You also have rights of appeal if Council does not give you access to documents you want to see.

Amendment

You can apply for information about your personal affairs to be changed if you believe it is inaccurate, incomplete, out-of-date or misleading.

Some documents are exempt under the Act to protect essential public interests or the personal or business affairs of others. Sometimes part of a document may not be available if it contains information which is exempt (e.g. name and address of complainant/s). If you are refused access to a document or given partial access only, Council must give you written reasons for the decision. Council must also tell you of your rights of appeal.

Application Costs

There is no application fee to look at documents about your personal affairs. You can also ask for copies of these documents for 20c per A4 page.

However, there is an application fee of \$30.00 for requests for access to non-personal affairs documents (i.e. complaints made by another person) and other charges for processing and making photocopies.

See <http://www.oaic.gov.au/> for the fee structure under the Act.

The Act requires that your application be made in writing, please address your letter to:

Executive Manager – Corporate & Community Development
Katherine Town Council
PO Box 1071
KATHERINE NT 0850

FEES & CHARGES FREEDOM OF INFORMATION

SERVICE DESCRIPTION	<u>2020/21</u> <u>\$FEE</u>	<u>UNIT OF</u> <u>MEASURE</u>	<u>GST</u>	<u>CHARGE</u> <u>MODE</u>
<u>FREEDOM OF INFORMATION</u>				
Personal affairs – visual inspection	Free	Per inspection		N/A
Personal affairs – hard copy	20c	Per A4 page		Cost recovery
Application fee – non-personal affairs documents	\$30	Per application		Prescribed cost

Personal affairs refer to documentation, held on file by council relating directly to the enquirer i.e. Home owner etc.

KATHERINE PUBLIC LIBRARY SERVICES

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
MUNICIPAL PLAN				
Municipal plan – electronic copy	Free	Per document		
Municipal plan – hard copy – (black and white only)	\$16	Per document	Y	Cost recovery
ANNUAL REPORT				
Annual report – electronic copy	Free	Per document		
Annual report – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
BY-LAWS				
Katherine town council by-laws – electronic copy	Free	Per document		
Katherine Town Council by-laws – hard copy (black and white only)	\$16	Per document	Y	Cost recovery
The Katherine Town Council municipal plan, annual report and by-laws are available for inspection, free of charge at all council offices as well as the Katherine Town Council website: www.katherine.nt.gov.au				
LIBRARY BAGS	\$4.50	Per bag	Y	Cost recovery
TEMPORARY BORROWERS				
Deposit (limit 2 books)	\$60	Per borrower	N	
INTER LIBRARY LOANS				
Local loan	Free	Per item		
Local loan - (research only)	Free	Per item		
INTER LIBRARY LOAN – LOST/DAMAGED ITEMS				
Replacement/repair fee – inter library loans	Value of Item plus Administrative Fee	Per item	Y	
Administrative fee – inter library loan	\$45	Per item	Y	Cost recovery
LOST/DAMAGED/OVERDUE ITEMS				
Replacement/repair fee	Value of Item plus Administrative Fee	Per item	Y	
Administrative fee	\$8.00	Per item	Y	Cost recovery

COMPUTER AND INTERNET USE

Library computer – no internet	Free	Per session		N/A
Library computer – internet – member	Free	Per session		N/A
Library computer – internet – non member	\$2	Per hour	Y	User contributes
Internet access – wi-fi	Free	Per 1 hour every 24-hour period		N/A

BINDING

Up to 50 pages (small)	\$6.40	Per document	Y	Cost recovery
Over 50 pages (large)	\$11.60	Per document	Y	Cost recovery

LAMINATING

A4 page	\$6.40	Per A4 page	Y	Cost recovery
A3 page	\$11.60	Per A3 page	Y	Cost recovery
Other laminating (katherine public library only)	\$23.50	Per metre	Y	Cost recovery

PHOTOCOPYING

Black – a4	30c	Per side	Y	Cost recovery
Black – a3	50c	Per side	Y	Cost recovery
Colour – a4	50c	Per side	Y	Cost recovery
Colour – a3	\$1.80	Per side	Y	Cost recovery

FACSIMILE

Outgoing – entire document	\$2	Per document	Y	Cost recovery
Incoming – entire document	Free	Per document		N/A

SCANNING

Colour – entire document	\$2	Per document	Y	Cost recovery
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BANNERS

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
BANNER POSTS (TOWN ENTRY X 3)				
Application fee	Free	Per application		N/A
Stuart highway (north)	Free	Per banner		N/A
Stuart highway (south)	Free	Per banner		N/A
Victoria highway (west)	Free	Per banner		N/A
MAIN STREET FLAGS				
Application fee	Free	Per application		N/A
Weekly fee	\$5	Per banner	Y	Cost recovery
Erection and removal of banners	\$125	Per application	Y	Cost recovery
ELECTRONIC MESSAGE BOARDS				
Application fee	Free	Per application		N/A
Weekly fee	Free	Per application		N/A

All banner posts and message boards are reserved exclusively for not for profit community groups and community service announcements (i.e. Police, fire etc.)

Banners displayed on the Councils banner posts (town entries) are the responsibility of the hirer to erect and remove.

Due to safety and access issues main street flags must be erected and removed by suitably qualified council staff.

In the event of an emergency, all existing bookings for the electronic message boards will be null and void to allow use by relevant emergency services – not-negotiable.

As an asset of the Northern Territory Government, NTG reserve the rights at all times to change messaging on the electronic message boards.

WASTE CHARGES

It is Council's policy that a levy is charged for the dumping of rubbish at the Katherine Waste Management Facility.

COMMERCIAL

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
GENERAL COMMERCIAL DISPOSAL – MIXED	\$125	Per tonne	Y	Commercial
GENERAL COMMERCIAL DISPOSAL – SEPARATED				
Building timber	\$20	Per tonne	Y	Commercial
Concrete	\$20	Per tonne	Y	Commercial
Steel – Degas A	\$20	Per tonne	Y	Commercial
General (Packaging)	\$100	Per tonne	Y	Commercial
Greenwaste	\$50	Per tonne	Y	Commercial
TYRES				
Tyres – whole (bulk)	\$780	Per tonne	Y	Commercial
Tyres – shredded (bulk)	\$780	Per tonne	Y	Commercial
Tyres - Bicycle	\$5.50	Per tyre	Y	Cost recovery
Tyres – Quadbike	\$13	Per tyre	Y	Cost recovery
Tyres - Motorbike	\$10	Per tyre	Y	Cost recovery
Tyres – passenger	\$6.50	Per tyre	Y	Cost recovery
Tyres – 4wd/lt	\$13	Per tyre	Y	Cost recovery
Tyres – truck	\$25	Per tyre	Y	Cost recovery
Tyres - Tractor	\$30	Per tyre	Y	Cost recovery
Tyres – with Rims – Additional	\$20	Per tyre	Y	Cost recovery
DISPOSAL OF ANIMAL CARCASSES				
Large animal	\$150	Per animal	Y	Cost recovery
Small animal (initial animal)	\$99	Per animal	Y	Cost recovery
Subsequent small animals	\$10	Per animal	Y	Cost recovery
Operator/machinery hire to bury/move/destroy waste at facility	\$220	Per hour	Y	Cost recovery
FRIDGE/FREEZERS/AIRCONDITIONERS				
Degassed (proof required)	\$20	Per tonne	Y	Cost recovery
With gas or no documentation	\$60	Per item	Y	Cost recovery
<i>Proof of degassing is a certificate from a suitably qualified tradesperson</i>				
Gas bottles/fire extinguishers	\$50	Per item	Y	Cost recovery
Oil	\$500	Per tonne	Y	Cost recovery
Scrap metal	\$20	Per tonne	Y	Cost recovery
DrumMuster	Free	Per item	N	N/A
Car batteries	Free	Per item	N	N/A
E-waste	Free	Per item	N	N/A
Clean fill (per tonne)	Free	Per tonne	N	N/A
Clean fill must have proof of testing				

ASBESTOS

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
Disposal Application	Free	Per application		N/A
Asbestos Disposal	\$500	Per tonne	Y	Commercial
<u>(minimum charge of 1 tonne per applications)</u>				

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
GENERAL DOMESTIC DISPOSAL MIXED (AT WMF)	Free	Per tonne		N/A
GENERAL DOMESTIC DISPOSAL – SEPARATED				
Building timber	Free	Per tonne	Y	N/A
Concrete	Free	Per tonne	Y	N/A
Steel – Degas A	Free	Per tonne	Y	N/A
General (Packaging)	Free	Per tonne	Y	N/A
TYRES				
Tyres - Bicycle	\$5.50	Per tyre	Y	Cost recovery
Tyres – Quadbike	\$13	Per tyre	Y	Cost recovery
Tyres - Motorbike	\$10	Per tyre	Y	Cost recovery
Tyres – passenger	\$6.50	Per tyre	Y	Cost recovery
Tyres – 4wd/lt	\$13	Per tyre	Y	Cost recovery
Tyres – truck	\$25	Per tyre	Y	Cost recovery
Tyres - Tractor	\$30	Per tyre	Y	Cost recovery
Tyres - Tractor	\$30	Per tyre	Y	Cost recovery
Tyres – with Rims – Additional	\$20	Per tyre	Y	Cost recovery
DISPOSAL OF ANIMAL CARCASSES				
Large Animal	Free	Per animal	N	N/A
Small Animal (initial animal)	Free	Per animal	N	N/A
Subsequent Small Animals	Free	Per animal	N	N/A
Operator/Machinery hire to bury/move/destroy waste at facility	\$220	Per hour	Y	Cost recovery
FRIDGE/FREEZERS/AIRCONDITION ERS				
Degassed (proof required)	Free	Per tonne	Y	N/A
With Gas or no documentation	\$60	Per item	Y	N/A
<i>Proof of degassing is a certificate from a suitably qualified tradesperson</i>				
Gas Bottles/ Fire Extinguishers	\$50	Per item	Y	N/A
Oil	Free			
Drum/Muster	Free	Per container		N/A
All containers must be empty and triple rinsed. Must make appointment with WMF for disposal – 08 8971 2014				
Car Batteries	Free	Per item		N/A
E-Waste	Free	Per item		N/A
Additional 240 litre garbage bin – Weekly Kerbside Collection service	\$358.27	Per annum, per additional garbage bin	Y	Cost Recovery

KATHERINE CIVIL AIRPORT

The fee for landing an aircraft at the airport is based on the certified maximum take-off weight of the aircraft. The fee is calculated and charged by AvData. It applies to the entry to or departure from the leased area by the aircraft.

All Fees include GST, unless otherwise indicated.

All Fees are for the period of time specified, or part there of.

A day is a period of 24 hrs, starting from the time of the aircraft beginning its landing.

Additional parking fee for aircraft over 5.7 tonnes is calculated on the entire weight of the aircraft, not just that amount above 5.7 tonnes.

Sites for Vending Machines are inclusive of electricity

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
AIRCRAFT MANAGEMENT FEES				
Aircraft landing fee	\$24.79	per tonne per event	Y	Commercial
Aircraft parking fee - incidental charge (overnight to seven days)	\$10.13	per day	Y	Commercial
Aircraft parking fee - permanent (longer than seven days)	\$177.68	per month	Y	Commercial
Additional parking fee for aircraft over 5.7 ton	\$5.69	per tonne per day	Y	Commercial
Ground handling fees				
Ground service fees - monday to friday 8.00am to 4.36pm	\$237.50	per hour	Y	Commercial
Ground handling service - weekends, public holidays, out of business hours	\$282.50	per hour	Y	Commercial
Spillage clean up charge	\$500.00	per event	Y	Commercial
Luggage handling	\$250.00	per event	Y	Commercial
Passenger aid (eg assist disabled, provide transport, crowd control)	\$100.00	per event	Y	Commercial
Other (as negotiated)	\$250.00	per event	Y	Commercial
AIRPORT MAINTENANCE FEES				
Cleaning and repairs	trade invoice	per event	Y	Commercial
Administration of cleaning and repairs	\$70.00	per event	Y	Commercial
TENANCY FEES				
Warehouse space (eg long term storage)	\$10.00	per m ² per month	Y	Commercial
Terminal building - secure counter/storage space	\$200.00	per month	Y	Commercial
Terminal building - office space	\$20.00	per m ² per month	Y	Commercial
Terminal building - use of baggage handling area	\$50.00	per month	Y	Commercial

Site for private buildings (offices, hangars, fuel depots, storage)	\$1.38	per m ² per month	Y	Commercial
Site for vending machines	\$80.00	per month	Y	Commercial
Site for advertising	\$10.00	per m ² per month	Y	Commercial
Reserved car park	\$10.00	per month	Y	Commercial

EQUIPMENT HIRE

Council has a range of equipment available for hire to not-for-profit organisations, private users and commercial groups. The use of the equipment is subject to the following conditions:

- The equipment is only available for hire in the Katherine Municipality;
- The hirer must have public liability insurance not less than \$10,000,000; and
- The equipment cannot be loaned until the hire agreement, payment and public liability insurance certificate of currency have been provided to Council.

Equipment Deposits will be refunded to the hirer following an inspection and verification by Council that the equipment has been fully returned and undamaged. Council may deduct an amount from the Equipment Deposit to cover the cost of any expenses arising from the need to repair, replace or clean the equipment.

All transportation of the equipment (if necessary) is the responsibility of the hirer.

SERVICE DESCRIPTION	2020/21 \$ FEE	UNIT OF MEASURE	GST	CHARGE MODE
MOBILE COOL ROOM				
NOT-FOR-PROFIT				
Full day fee	\$ 144.62	Per day	Y	User contributes
Equipment deposit	\$1,000.00	Per hire	N	Bond
COMMERCIAL				
Full day fee	\$ 911.11	Per day	Y	Commercial
Equipment deposit	\$1,000.00	Per hire	N	Bond
PRIVATE				
Full day fee	\$ 911.11	Per day	Y	Commercial
Equipment deposit	\$1,000.00	Per hire	N	Bond
If in council's opinion there is a possibility of higher risk of damage to Council equipment, Council reserves the right to increase the amount of deposit. It is the hirer's responsibility to collect and return the cool room to the council depot in Crawford street by 8.00am on the first working day after the hire.				
LECTERN				
NOT-FOR-PROFIT				
Half day fee	\$8	Per half day	Y	User contributes
Full day fee	\$18	Per day	Y	User contributes
Equipment deposit	\$250	Per hire	N	Bond
COMMERCIAL				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial

Equipment deposit	\$250	Per hire	N	Bond
PRIVATE				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
PORTABLE PROJECTOR SCREEN				
NOT-FOR-PROFIT				
Half day fee	\$8	Per half day	Y	User contributes
Full day fee	\$18	Per day	Y	User contributes
Equipment deposit	\$250	Per hire	N	Bond
COMMERCIAL				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
PRIVATE				
Half day fee	\$18	Per half day	Y	Commercial
Full day fee	\$33	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
PORTABLE STAGE (8 PIECES–3M X 1.2M)				
NOT-FOR-PROFIT				
Half day fee	\$84	Per half day	Y	User contributes
Full day fee	\$176	Per day	Y	User contributes
Equipment deposit	\$250	Per hire	N	Bond
COMMERCIAL				
Half day fee	\$173	Per half day	Y	Commercial
Full day fee	\$345	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	Bond
PRIVATE				
Half day fee	\$167	Per half day	Y	Commercial
Full day fee	\$335	Per day	Y	Commercial
Equipment deposit	\$250	Per hire	N	bond
The hirer is responsible for arranging collection and return of portable stage from the Katherine Town Council. Hire of the stage includes steps and ramp.				
CHAMBERS / COMMITTEE ROOM EQUIPMENT				
Teleconference telephone	Free	Per hire	N	N/A
Electronic whiteboard	Free	Per hire	N	N/A
Digital televisions x 2	Free	Per hire	N	N/A
The teleconference telephone, electronic whiteboard and the digital televisions listed above are available for hire at no cost during chamber and committee room hires – however, any damage that occurs will be the responsibility of the hirer to repair and/or replace.				

ANIMAL MANAGEMENT

Pound Operating Hours

Residents are advised that the Pound operates by appointment only. Please call the Katherine Town Council Civic Centre on 08 8972 5500 to make an appointment with the Ranger.

An Afterhours drop off cage is available (for dogs only). Please contact Katherine Town Council for further details.

Dog Registration

As per Katherine Town Council By-Laws all dogs must be registered with the Council.

Katherine Town Council offers both yearly registrations (based on financial year) and lifetime registration (conditions apply). Discounts apply to yearly registrations for desexed dogs and concession card holders. Discounts apply to lifetime registrations for concession card holders.

Pro-Rata registration is available for new dogs only (applicable to yearly registrations only). In all other circumstances the owner is to pay the full amount for the yearly registration fee (i.e. Fined for unregistered dog)

Guide/Service Dogs are exempt from Councils registration requirements.

Lifetime Dog Registration

Lifetime dog registration is available for dogs that are both desexed and microchipped. Proof of desexing and microchipping (vet certificate) must be provided as evidence at time of registration (unless dog is already in Council's system). Statutory Declarations will not be accepted as a suitable form of evidence.

Lifetime dog registration is non-refundable.

Dog Registration – Refund

The following are acceptable to approve refund:

- proof of dog re-registration at a new location – i.e. outside Katherine Town Council municipality
- or formal proof of animal's status (i.e. death certificate)

Refund is to be in line with Council's pro-rata guide.

Dog Licence (more than 2 dogs)

An application, pursuant to the current By Law 47, is to be lodged.

A licence fee per annum is to be paid on receipt of application.

The written consent of the registered proprietor of the property is to be lodged with the application.

A maximum of four dogs per property can be licenced.

The residential property is to be inspected by Ranger staff to ensure adequate facilities are provided prior to an application being approved.

The licence is to be endorsed with the condition that the property may, after written notice, be inspected to confirm the conditions of the licence are being complied with.

The Council reserves the right to cancel a licence at any time and refund, on a pro-rata basis, any outstanding fees.

The applicant is to be notified in writing, pursuant to By Law 15, and the fee refunded in full within 28 days when an application for a licence is refused.

Policy on use of the Pound by Council Elected Members, Employees, Contractors, Residence

Council does not allow Elected Members, Employees, Contractors or Residence to use the Pound for the kenneling of their personal dogs and/or cats for the purpose of holidays, trips, work events, etc.

Policy on Purchasing Dogs housed in the Pound

Dogs that are housed in the Pound may be purchased at the cost of registration.

Surrender of Dogs to the Pound

A fee of **\$211.77** is levied to assist in covering costs.

A declaration form and proof of ownership must be signed by the owner(s) on the surrender of the animal.

The Council will accept only dogs of good health and wellbeing.

No dog that is apparently whelping or 'in pup' will be accepted.

No dog shall be kept for more than four working days and, at the completion of which if the dog is not rehoused, the dog shall be euthanized (By Law Section 40 - Destruction of Impounded Dogs).

Any Dog will be impounded or released only during normal Pound operating hours.

This Policy will only be applicable to the owner of the dog, who wishes to surrender the animal.

Policy on use of the Pound by approved animal welfare organisations

The Council will accept only dogs that are of good health and wellbeing.

No dog that is apparently whelping or 'in pup' will be accepted.

All costs, including veterinary care when required or euthanizing of dogs, will be borne by the organisation.

Cost of goods will be offset by organisations supplied food donations.

The Council will provide shelter and reasonable care with appropriate security levels maintained within the Pound.

Any responsibility for loss or injury to any dog will be borne by the organisation.

Any dog shall be kept for no longer than eight working days at which point the dog will be euthanized or removed by the organisations personnel from the pound.

Any dog released must be registered with the Council if housed within the Municipality.

Any dogs will be impounded or released only during normal Pound operating hours.

Any service provided outside of these hours for the organisation will be subject to the appropriate call out fees or costs incurred by the Council.

Pound / Impound Fees

Registered Dog

\$108.47 initial impound fee (first 24-hour period)

\$19.47 every subsequent 24-hour period or part thereof (excluding weekends and public holidays)

Release of an animal is conditional upon payment of impound fees, registration and any other outstanding infringements in accordance with By Law 67.

Unregistered Dog

\$182.27 initial impound fee (first 24-hour period)

\$19.47 every subsequent 24-hour period or part thereof (excluding weekends and public holidays)

Release of an animal is conditional upon payment of impound fees, registration and any other outstanding infringements in accordance with By Law 67.

Other Animal (i.e. cattle, bird, etc)

\$108.47 initial impound fee (first 24-hour period)

\$19.47 every subsequent 24-hour period or part thereof (excluding weekends and public holidays)

In addition to the initial impound fee (as above), any further expenses incurred will be passed on the animal's owner, in line with By Law 40.

Anti-Bark Collars

Anti-Bark collars are available for hire from the Katherine Town Council Civic Centre. Collars will only be hired to the owners of dogs registered with Katherine Town Council. Collars can be hired during normal operating hours for the Civic Centre.

It is the hirer's responsibility to collect and return the collars to the Civic Centre during normal operating hours.

Collars are available for a maximum of two (2) weeks only.

An additional fee will be levied when late returning of the collar occurs.

Policy on use of Dog Traps

Dog traps are available for hire from the Katherine Town Council Civic Centre.

Dogs caught in Council traps will only be collected between normal Pound operating hours.

It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.

Additional fees apply if Council staff are required to collect dogs caught in traps outside of normal Pound operating hours.

Where deemed necessary by the Chief Executive Officer, the Manager – Compliance, Environment & Regulatory Services will be authorised to set dog traps on private land after gaining permission of the owner and on public land, the cost of delivery, collection and servicing of these traps to be borne by the Council.

Traps are available for a maximum of two (2) weeks only for no fee with an equipment deposit fee of \$145.

An additional fee will be levied when late returning of the traps occurs

Policy on use of Cat Traps

Cat traps are available for hire from the Katherine Town Council Civic Centre.

Cats caught in Council traps will only be collected between normal Pound operating hours.

It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.

Additional fees apply if Council staff are required to collect cats caught in traps outside of normal Pound operating hours.

Where deemed necessary by the Chief Executive Officer, the Manager – Compliance, Environment & Regulatory Services will be authorised to set cat traps on private land after gaining permission of the owner and on public land, the cost of delivery, collection and servicing of these traps to be borne by the Council.

Traps are available for a maximum of two (2) weeks only for no fee with an equipment deposit fee of \$145.

An additional fee will be levied when late returning of the traps occurs.

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
DOG REGISTRATION				
Yearly registration – financial year				
Entire dog	\$ 59.71	Per dog	N	Cost Recovery
Desexed dog	\$ 26.65	Per dog	N	Cost Recovery
Entire dog – concession holder	\$ 29.85	Per dog	N	Cost Recovery
Desexed dog – concession holder	\$ 13.33	Per dog	N	Cost Recovery
PRO-RATA DOG REGISTRATION				
<i>Entire Dog</i>				
July	\$ 59.71	Per dog	N	Cost Recovery
August	\$ 54.75	Per dog	N	Cost Recovery
September	\$ 49.79	Per dog	N	Cost Recovery
October	\$ 44.78	Per dog	N	Cost Recovery
November	\$ 39.82	Per dog	N	Cost Recovery
December - June	\$ 34.81	Per dog	N	Cost Recovery
<i>Desexed Dog</i>				
July	\$ 26.65	Per dog	N	Cost Recovery
August	\$ 24.38	Per dog	N	Cost Recovery
September	\$ 22.21	Per dog	N	Cost Recovery
October	\$ 20.04	Per dog	N	Cost Recovery
November	\$ 17.77	Per dog	N	Cost Recovery
December - June	\$ 15.50	Per dog	N	Cost Recovery

LIFETIME REGISTRATION					
Standard	\$131.71	Per dog	N	Cost Recovery	
Concession holder	\$ 65.85	Per dog	N	Cost Recovery	
Replacement tag	\$ 4.13	Per tag	N	Cost Recovery	
DOG LICENCE (OVER 2 DOGS)					
Annual fee	\$101.23	Per year	N	Cost Recovery	
PRO RATA DOG LICENCE FEE					
July	\$101.23	Per year	N	Cost Recovery	
August	\$ 92.76	Per year or part thereof	N	Cost Recovery	
September	\$ 84.29	Per year or part thereof	N	Cost Recovery	
October	\$ 75.93	Per year or part thereof	N	Cost Recovery	
November	\$ 67.45	Per year or part thereof	N	Cost Recovery	
December -June	\$ 59.09	Per year or part thereof	N	Cost Recovery	
SURRENDER OF DOG TO POUND					
Surrender levy	\$211.77	Per dog	N	Cost Recovery	
IMPOUND FEES					
<i>Unregistered dog</i>					
Initial impound fee (first 24 hours)	\$182.27	Per impound	N	Cost Recovery	
Additional day (subsequent 24-hour period or part thereof)	\$ 19.47	Per day	N	Cost Recovery	
<i>Registered dog</i>					
Initial impound fee (first 24 hours)	\$108.47	Per impound	N	Cost Recovery	
Additional day (subsequent 24-hour period or part thereof)	\$ 19.47	Per day	N	Cost Recovery	
<i>Other animals (egg. Livestock, birds etc.)</i>					
Initial impound fee (first 24 hours)	\$108.47	Per impound	N	Cost Recovery	
Additional day (subsequent 24-hour period or part thereof)	\$ 19.47	Per day	N	Cost Recovery	

ANTI-BARK COLLARS				
Collar hire (max 2 weeks)	\$ 36.16	Per week	Y	Cost Recovery
Equipment deposit	\$230.00	Per hire	N	Bond
CAT TRAPS				
Trap hire (max 2 weeks)	Free	Per week		N/A
Equipment deposit	\$145.00	Per hire	N	Bond
OUT OF HOURS ANIMAL COLLECTION				
	\$174.58	Per collection	Y	Cost Recovery
DOG TRAPS				
Trap hire (max 2 weeks)	Free	Per week		N/A
Equipment deposit	\$230.00	Per hire	N	Bond

REGULATORY SERVICES

Infringements

Katherine Town Council's Authorised Officers are responsible for enforcing By-Laws in the Katherine Municipality. A full copy of the Council's By-Laws can be found in all Council offices as well as Council's website: www.katherine.nt.gov.au.

Vacant land

Where, in the opinion of Council, there is on land:

- a) plants, grass or weeds:
 - a. that are, or are likely to become injurious, flammable, or noxious; or
 - b. that have become unkempt; or
- b) litter (including unsightly car bodies, machinery or other chattels), the Council may cause a notice under By Law 10 to be served on:
- c) the occupier of the land; or
- d) where the Council unable to ascertain the identity of the occupier, the owner of the land, requiring the land to be cleared or tidied, litter to be place in a vermin proof receptacle of a kind specified or any other action set out in the notice to be taken.

The period within which the work will be carried out is to be specified in the notice, being a period not less than 2 days and not more than 21 days after the date of service of the notice.

NOTE:

Any area within the municipality that is deemed to require maintenance attention in line with By Law 31 – i.e. Private owned vacant land, will be charged at the cost of the necessary work plus and administration fee.

Vendors

Street/Roadside vendors

Permit fee payable upon application. Application valid for one (1) month.

The sites set out in the schedule below are available for use by 'roadside' vendors for the purpose of selling fruit and vegetables and other general merchandise, that such site be available upon application for a permit and subject to the following conditions:

1. That the applicant has completed an application for approval to operate stall form, available from Council.
2. That no objections are received from or on behalf of permanent business selling similar goods/merchandise.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.
4. That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00

Street/Roadside Vendor Sites – As approved by Chief Executive Officer.

Display goods in a public place/handbill permit

Permit fee payable on application. Application valid for a 12-month period.

The sites set out in the schedule below are available for the display of goods in a public place/handbill permit holder, that such site be available upon application for a permit and subject to the following conditions:

1. That the applicant has completed an application for approval to display goods in a public place form and/or Handbill permit, available from Council.
2. That no objections are received from or on behalf of permanent business selling similar goods/merchandise.
3. Goods do not obstruct pedestrians.
4. That the permit holder must ensure that the area surrounding the site is kept free of litter.
5. That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00

Sites – As approved by Council's CEO

Mobile Food Vendors

Permit fee payable on application. Application valid for a one (1) month period.

The sites set out in the schedule below are available for the operation of Mobile Food Vans, that such site be available upon application for a permit and subject to the following conditions:

1. Advertising of Mobile Food Van must occur prior to application approval.
2. That the applicant has completed an application for approval to operate a Mobile Food Van form, available from Council.
3. An applicable Department of Health Food Licence be sighted.
4. That no objections are received from or on behalf of permanent business selling similar goods/merchandise.
5. That the permit holder must ensure that the area surrounding the site is kept free of litter.
6. That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00

Location and timeframe of the Mobile Food Van is subject to approval by the Council's CEO.

Fixed Food Vendors

Permit fee payable on application. Application valid for a twelve-month period.

A Fixed Food Vendor can be described as a pop-up café that is situated at an approved site and on Council land.

An application to operate a Fixed Food Vendor is subject to the following conditions:

1. Advertising must occur prior to application approval.
2. That the applicant has completed an application for approval to operate a Fixed Food Vendor form, available from Council.
3. An applicable Department of Health Food Licence be sighted.

4. That no objections are received from or on behalf of permanent business selling similar goods/merchandise.
5. That the permit holder must ensure that the area surrounding the site is kept free of litter.
6. That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00

Location and timeframe of the Mobile Food Van is subject to approval by the Council's CEO.

Sidewalk Cafes

Permit fee payable on application. Application valid for a twelve-month period.

A permit to operate a Sidewalk cafe is subject to the following conditions:

1. A maximum of four (4) chairs per table.
2. That the permit holder must ensure that the area is not causing an obstruction.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.
4. That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00

Busking

Permit fee payable on application. Application is valid for one calendar month.

A permit to busk is subject to the following conditions:

1. Permits are valid only between 10am and 6pm daily or as otherwise determined by Council.
2. Permit are valid for a maximum of four (4) sessions per permit.
3. Permits are not transferable.
4. Buskers must avoid behaviours which may cause annoyance to the general public at any one place.
5. Periods of activity are not to be longer than 60 minutes at any one place.
6. Use of illegal drugs including alcohol is not permitted.
7. The use of amplification is not permitted unless specifically approved by Council.
8. If a busking act involves more than one (1) person, permits must be obtained for each person.
9. All permits are issued at the discretion of the Chief Executive Officer or their delegate.
10. Permits must be available for inspection at all times.
11. That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.00
12. Failure to comply with these conditions may cause permits to be revoked.

SERVICE DESCRIPTION	2020/21 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
INFRINGEMENTS - DOGS				
Keeping a dog which is not registered – by law 52(1)	\$ 100.00	Per offence	N	Fixed Penalty
Dog, when at large, is not under effective control – by law 56(1)				
<i>First offence</i>	\$100	Per offence	N	Fixed Penalty
<i>Second and subsequent offence</i>	\$200	Per offence	N	Fixed Penalty
Dog attacks a person or animal – by law 58(1)(a)				
<i>Attack on person</i>	\$600	Per offence	N	Fixed Penalty
<i>Attack on animal</i>	\$200	Per offence	N	Fixed Penalty
Dog menacing person or animal – by law 58(1)(b)				
<i>Menace on person</i>	\$300	Per offence	N	Fixed Penalty
<i>Menace on animal</i>	\$100	Per offence	N	Fixed Penalty
Dog is present in a restricted area and the presence of the dog is prohibited – by law 54(2)				
<i>First offence</i>	\$100	Per offence	N	Fixed Penalty
<i>Second and subsequent offence</i>	\$200	Per offence	N	Fixed Penalty
Unauthorised removal of a registration tag from a registered dog – by law 55(1)	\$100	Per offence	N	Fixed Penalty
Enticing a dog to act in a manner that may render owner liable to prosecution – by law 57	\$150	Per offence	N	Fixed Penalty
Dog chasing vehicles – by law 59	\$150	Per offence	N	Fixed Penalty
Dog that, either by itself or in concert with other dogs, is a nuisance – by law 60(1)	\$150	Per offence	N	Fixed Penalty
Abandoning a dog within the municipality – by law 61	\$150	Per offence	N	Fixed Penalty
Obstructing pound supervisor in the execution of his/her duties – by law 62(1)	\$150	Per offence	N	Fixed Penalty
Keeping more than 2 dogs unless premises are licensed – by law 53	\$100	Per offence	N	Fixed Penalty

Infringements - litter				
Depositing litter on land or allowing litter to remain on land – by law 30(1)	\$100	Per offence	N	Fixed Penalty
Infringements - parking				
Parking for longer than indicated – Australian road rule 2015 (1)	\$40	Per offence	N	Fixed Penalty
Stopping within 10m from the nearest point of an intersection – Australian road rule 170 (3)	\$50	Per offence	N	Fixed Penalty
No stopping within 1m of a fire hydrant – Australian road rule 194 (1)	\$50	Per offence	N	Fixed Penalty
No stopping in an area to which a no parking sign applies – Australian road rule 167	\$50	Per offence	N	Fixed Penalty
Stopping on a path. No stopping on a path, dividing strip or nature strip – Australian road rule 197 (1)	\$50	Per offence	N	Fixed Penalty
No stopping in an area to which a no stopping sign applies – Australian road rule 167	\$50	Per offence	N	Fixed Penalty
Stopping in a taxi zone – Australian road rule 182 (1)	\$50	Per offence	N	Fixed Penalty
Stopping in a loading zone – Australian road rule 179 (1)	\$50	Per offence	N	Fixed Penalty
No stopping on a road with a yellow edge line – Australian road rule 169	\$50	Per offence	N	Fixed Penalty
Stopping in a parking area for people with disabilities – Australian road rule 203 (1)	\$135	Per offence	N	Fixed Penalty
Park on road positioning vehicle to face direction of travel – Australian road rule 208 (2) (a)	\$40	Per offence	N	Fixed Penalty
Position the vehicle so the vehicle does not unreasonably obstruct other vehicles – Australian road rule 208 (8)	\$40	Per offence	N	Fixed Penalty
Infringements – miscellaneous				
Camping in a public place other than in a caravan park – by law 93 (1) (a) (d)	\$100	Per offence	N	Fixed Penalty

Burn or heat any material, thing or substance giving off an offensive odour – by law 32	\$100	Per offence	N	Fixed Penalty
Light or causes to be lit a fire in the open air without a permit – by law 33 (1) (2)	\$100	Per offence	N	Fixed Penalty
Break or cause to break glass in a public place – by law 35 (1)	\$100	Per offence	N	Fixed Penalty
Spit in a public place – by law 36 (4)	\$100	Per offence	N	Fixed Penalty
Throws or discharges a stone or other object into, from or in a public place – by law 37 (1) (a)	\$100	Per offence	N	Fixed Penalty
IMPOUNDED VEHICLES				
Towage fees	At cost	Per occasion	Y	Cost Recovery
Storage fees	\$ 37.19	Per week	Y	Cost Recovery
Administration fees	\$ 72.31	Per occasion	Y	Cost Recovery
Advertisement costs	\$ 111.56	Per advert	Y	Cost Recovery
Inspectors costs	\$ 185.94	Per occasion	Y	Cost Recovery
Council vehicle use	\$ 16.53	Per occasion	Y	Cost Recovery
Note: Katherine Town Council is required to adhere to the <i>uncollected goods act</i> , part 4 sections 26-30				
SALE OF VEHICLES				
Administration fee	\$ 72.31	Per occasion	Y	Cost Recovery
Advertisement costs	\$ 111.56	Per advert	Y	Cost Recovery
Inspectors costs	\$ 185.94	Per occasion	Y	Cost Recovery
Council vehicle use	\$ 16.53	Per occasion	Y	Cost Recovery
VACANT LAND				
Maintenance of land (mowing, rubbish removal etc.)	At cost plus administrative Fee	Per occasion	Y	Cost Recovery
Administrative fee	\$ 72.31	Per occasion	Y	Cost Recovery
VENDORS				
Street/roadside vendors	\$ 340.89	Per Month	Y	Commercial
Street/roadside vendors	\$4,090.68	Per Annum	Y	Commercial
Display goods in public place/handbill permit - commercial	\$ 149.79	Per Month	Y	Commercial
Display goods in public place/handbill permit – not-for-profit	\$ 15.50	Per Month	Y	User contributes
Display goods in public place/handbill permit - commercial	\$1,797.42	Per Annum	Y	Commercial
Display goods in public place/handbill permit – not-for-profit	\$ 185.94	Per Annum	Y	User contributes
Mobile food vendors	\$ 340.89	Per Month	Y	Commercial

Mobile food vendors	\$4,090.68	Per Annum	Y	Commercial
Fixed food vendors	\$ 413.20	Per Month	Y	Commercial
Fixed food vendors	\$4,958.40	Per Annum	Y	Commercial
Sidewalk cafes – per table and 4 chairs	\$ 149.79	Per Annum	Y	Commercial
Busking	\$ 29.96	Per Month	Y	Commercial
Photography/filming permit	Free	Per Month	N	N/A
SIGNS				
Cluster signs /information bays				
Annual fee	\$71.48	Per annum	Y	Commercial
Pro rata				
July	\$71.48	Per annum or part thereof	Y	Commercial
August	\$65.52	Per annum or part thereof	Y	Commercial
September	\$59.50	Per annum or part thereof	Y	Commercial
October	\$53.61	Per annum or part thereof	Y	Commercial
November	\$47.72	Per annum or part thereof	Y	Commercial
December - June	\$41.73	Per annum or part thereof	Y	Commercial
ROAD OPENING/CLOSING				
Application fee	\$108.47	Per application	Y	Commercial
Payment of fees does not guarantee approval for commencement of on-site works. Applicants are required to be fully compliant with Council's permit to work documentation.				

CEMETERY

The Katherine Cemetery is to be maintained as a high standard Lawn Cemetery. Grass length will be kept below 70mm and Glyphosate or equivalent will be applied to keep headstones and plinths free of grass and weeds. The Cemetery grounds will be irrigated during the dry season.

Toilet facilities will be provided and maintained at the Cemetery. The Rotunda will be maintained as a shady retreat for families and visitors.

A mobile shade structure will be provided and maintained by Council. Deployment of the shade structure for funerals will be the responsibility of the Funeral Director.

Graves

The digging of graves will be approved by Council. The staggering of grave sites will be undertaken as follows:

XXXX	UNUSED
UNUSED	XXXX
XXXX	UNUSED
UNUSED	XXXX
XXXX	UNUSED

Unused sites will not be allocated until a minimum of 12 months after the use of the neighbouring sites. All graves will be dug to a minimum depth of 2.1 metres to accommodate a double grave. Backfilling will be carried out using the original excavated material. When the grave begins to settle the site will be speared and topped up with soil as required. Grass seed will be sown. Double burials in graves will be pursuant to Regulation 19 of the Cemeteries Regulations 1981 and the *Northern Territory Cemeteries Act 1980*. Council will supply each grave site with a single head stone measuring at the base 600mm x 200mm and at the top 100mm x 600mm and 300mm high. Relatives of the deceased may purchase headstones of marble or similar material. However, they must be of the same dimensions.

Plaques

Council will supply each grave site with an identification plaque measuring 137mm x 102mm made of bronze. Relatives may order larger plaques at their own cost. Plaques will be attached as soon as possible after burial.

Old Katherine Cemetery

Council assumed control of the Katherine Cemetery on the first day of July 1978 and acknowledges that precise identification of some specific grave sites prior to this date has proved difficult. In these cases, Council will supply a plaque measuring 203mm x 76mm of bronze that will be mounted in the rotunda at the Cemetery.

Cremated Remains

Council will provide a specific area at the Cemetery in which cremated remains may be interred, either permanently or temporarily. A plaque, measuring 229mm x 229mm will be provided for these internments. A request to remove cremated remains must be in writing to the Chief Executive Officer and must be in the form as required by the Council.

Cemetery Fees

Cemetery fees will be reviewed annually in line with the *Cemeteries Act* and Regulations and be set on a cost recovery basis. Where relatives, at their own cost provide alternative headstones and plaques, burial fees will be adjusted accordingly.

Fencing

Fencing or the erection of private decorative gardens at gravesites in the Katherine Cemetery is prohibited in order to maintain the visual amenity of the Lawn Cemetery and enable effective maintenance.

SERVICE DESCRIPTION	2020/2021 \$FEE	UNIT OF MEASURE	GST	CHARGE MODE
BURIAL CHARGES				
Adult	\$2,517	Per burial	Y	Commercial
Child	\$1,890	Per burial	Y	Commercial
Burial of ashes	\$560	Per burial	Y	Commercial
Exclusive right of burial (reservation of site – cemetery regulations 29 (1))	\$10	Per gravesite	Y	Commercial
UNDERTAKERS FEES				
Annual licence	\$1,291	Per annum	Y	Commercial
COUNCIL RESEARCH SERVICES	Free	Per enquiry	N	N/A

APPENDIX 1

Katherine Town Council – Hireable Facilities

Civic Centre and Miscellaneous:

- Civic Centre – Committee Room
- Katherine Public Library - Training Room
- Visitor Information Centre – Training Room
- Lindsay Street Complex

Showgrounds:

- Showgrounds – Ablutions (Disabled)
- Showgrounds – Ablutions (Near Old Secretaries Office)
- Showgrounds – Ablutions (Near Poultry Pavilion)
- Showgrounds – Ablutions (Camping Area - Demountable)
- Showgrounds – Ablutions (Rodeo Arena)
- Showgrounds – Ablutions (Norforce)
- Showgrounds – Ablutions (Rotary)
- Showgrounds – Ablutions (Stables)
- Showgrounds – Agricultural Pavilion
- Showgrounds – Buntine Pavilion
- Showgrounds – Camp Grounds
- Showgrounds – Commercial Pavilion
- Showgrounds – Cooking Pavilion
- Showgrounds – Equestrian Storage Shed
- Showgrounds – Grandstand (Kiosk 1)
- Showgrounds – Grandstand (Kiosk 2)
- Showgrounds – Grandstand (Change Rooms)
- Showgrounds – Model Aero Club Field
- Showgrounds – Needlework Pavilion
- Showgrounds – Oval
- Showgrounds – Parks and Wildlife Timber Pavilion
- Showgrounds – Polocrosse Field
- Showgrounds – Poultry Pavilion
- Showgrounds – Racecourse
- Showgrounds – Rodeo Arena
- Showgrounds – Rodeo Secretaries Office
- Showgrounds – Rotary Pavilion
- Showgrounds – Dog Arena

- Showgrounds – Stables/Pens
- Showgrounds – Sturt McDowell Building (McDouall Stuart Hall)
- Showgrounds – Trading Pavilion
- Showgrounds – Transport and Works Pavilion

Sportsgrounds:

- Oval No 1
- Oval No 2
- Oval No 3 (Baseball Field)
- Oval No 4 (Cricket Oval)
- Ablutions (BMX Track) (No 3)
- Ablutions (Near Stuart Hwy) (No 1 A)
- Ablutions (Near Netball Courts) (No 2)
- Ablutions (Softball Oval) (No 1 B)
- Baseball Kiosk (Near Oval No 3)
- Baseball Shed (Near Oval No 3)
- BMX Facility
- Don Dale Ablutions (No 4)
- Don Dale Change Room (Near Oval No 1)
- Don Dale Change Room (Near Oval No 2)
- Cricket Storage Shed (Near Oval No 4)
- Don Dale Pavilion (Room A)
- Don Dale Pavilion (Room B)
- Don Dale Pavilion (Room C)
- Don Dale Pavilion (Room D)
- Don Dale Pavilion (Room E)
- Don Dale Pavilion (Room F) (Canteen) (Storage Rooms)
- Don Dale Pavilion (Room G)
- Don Dale Pavilion (Room H)
- Don Dale Pavilion (Room J)
- Multi-Sports Shed
- Netball Kiosk
- Basketball Kiosk
- Skate Park
- Sportsground – Storage Facility (Near Play Park) (No 1)
- Sportsground – Storage Facility (Near end of Oval No 1) (No 2)

Parks and Reserves:

- Dakota Park
- DeJulia Park
- Fordham Park
- Forscutt Park
- Fuller Park
- Giles Park
- Glencoe Park
- Grevillea Park
- Jukes Park
- Knott's Crossing
- Lockheed Park
- Maluka Park
- Morris Park
- O'Shea Park
- Prior Park
- Ronan Park
- Roney Park
- Rundle Park
- Ryan Park (Ablutions)
- Styles Park
- Town Square
- Wallace Park
- Walter Young Park