

AGENDA

Ordinary Meeting of Council
To be held on Tuesday 12 December 2023
At 12:00 pm

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

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

ELECTED MEMBERS

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

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Avtar Singh – Director Corporate Services
- Amanda Haigh – Governance and Executive Officer

VISION:

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

MISSION:

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

VALUES:

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

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 OPENING OF THE MEETING

4 ATTENDANCE

4.1 PRESENT

4.2 APOLOGIES

4.3 LEAVE OF ABSENCE

5 DECLARATION OF INTEREST

Members Disclosure Conflict of Interest

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

6 PRESENTATIONS FROM EXTERNAL AGENCIES

7 CONFIRMATION OF PREVIOUS MINUTES

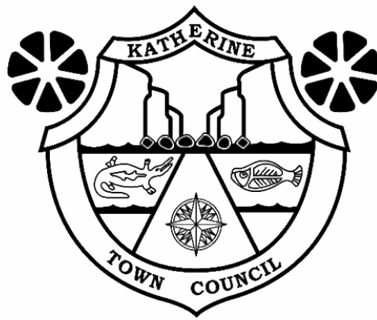
7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 28 NOVEMBER 2023

Report Type: Previous Minutes

Attachments: 1. Ordinary Meeting of Council 28 November 2023 - Minutes - Unconfirmed [7.1.1 - 12 pages]

Recommendation

That Council confirm the minutes of the Ordinary Meeting of Council held on 28 November 2023 as a true and accurate record.



MINUTES

**Ordinary Meeting of Council
Held on Tuesday 28 November 2023**

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



1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 OPENING OF THE MEETING

Mayor Clark declared the Ordinary Meeting of Council 28 November 2023 open at 12:00 pm.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

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

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Mr Avtar Singh - Director Corporate Services
- Ms Rosemary Jennings – Director Community Services
- Amanda Haigh – Governance and Executive Officer (minute taker)
- Staff x 2

PUBLIC - 10

MEDIA - 1

4.2 APOLOGIES

COUNCIL RESOLUTION OMC-2023-123

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



That Council accepts the apology of Councillor Bower.

CARRIED 6|0

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

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST

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

Nil conflicts declared.

6 PRESENTATIONS FROM EXTERNAL AGENCIES



7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 24 OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-124

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

That Council confirm the minutes of the Ordinary Meeting of Council held on 24 October 2023 as a true and accurate record.

CARRIED 6|0

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



7.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL 2 NOVEMBER 2023

COUNCIL RESOLUTION OMC-2023-125

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

That Council confirm the minutes of the Special Meeting of Council held on 2 November 2023 as a true and accurate record.

CARRIED 6|0

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

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE NOVEMBER 2023

Discussion

EV charging station will commence in 2 weeks with completion expected 25 January.

ACTION taken on notice: Early bird rates winner this year name has not been released. Advised that in past years the name has been released.



KATHERINE
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council 28 November 2023

9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-126

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

That Council receive and note the Mayoral activities for October 2023.

CARRIED 6|0

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

Discussion

4 October - Development Consent Authority meetings are confidential and cannot provide detail. Current membership ends December and the Minister requested Council to provide nominations with no response yet by the Minister

6 October - Katherine Times refers to the fortnightly column providing council activities and meeting updates

7 October - Chamber of Commerce meeting - introduction of new board and update on Chamber of Commerce

13 October - Jesus Christ and Latter-day saints are looking for land in Katherine to build a church

26 October - Billion Dollar Partnership was held by Master Builders. Defence will invest more than \$6 billion over next four years into the territory. The session informed of the investment boost planned for Katherine.

A copy of the document can be found at [Billion Dollar Partnership: The Defence Report – Master Builders Northern Territory \(NT\) \(mbnt.com.au\)](https://www.mbtnt.com.au/Billion-Dollar-Partnership-The-Defence-Report-Master-Builders-Northern-Territory-NT). Mayor noted of meeting the CEO and advised that they had not been to Katherine before.

Mayor confirmed formal invitation to the funeral of Sally King.

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE OUTGOING OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-127

Moved: Councillor Kingdon; **Seconded:** Councillor Trembath

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Letter - Ms Lambert - 50 Lansdowne Road Exceptional Development Permit - 1 November 2023 - 183535 [10.1.1 - 3 pages]
 2. Letter - Mr Whitehouse - Sitzler EDP application - 1 November 2023 - 183536 [10.1.2 - 3 pages]
 3. Letter - D Ford - Lansdowne Road Sitzler Camp - 1 November 2023 - 183537 [10.1.3 - 3 pages]
 4. Letter - C Judson - 50 Lansdowne Road Workers Camp - 1 November 2023 - 183538 [10.1.4 - 3 pages]

CARRIED 6|0

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

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Mayor welcomed Media attending - James Eaton from ABC, acknowledging that it has been a while since media have attended the meetings.

There was no Questions from the Gallery at the Ordinary Meeting of Council 28 November 2023

13 NOTICE OF MOTION

14 REPORTS OF OFFICERS

14.1 FINANCE REPORTING REQUIREMENTS

COUNCIL RESOLUTION OMC-2023-128

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

1. That Council monthly financial reporting is as per the Local Government Act 2019 approved form.
2. That the Council monthly financial reporting also includes:
 - a) Cash Investments held;
 - b) Internally restricted funds;
 - c) Statement on Debts owed to Council;
 - d) Statement on Debts owed by Council;
 - e) Statement on ATO and Payroll obligations; and
 - f) Current Ratio.

CARRIED 6|0

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

Discussion

Councillor Mott queried the statement on page 44 of the request potentially contravenes sections of the

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Act relating to Conflict of Interest, Confidential Information and Code of Conduct Cr Mott requested the specific sections referenced.

The council was advised that the matter was discussed at the Audit and Risk Management Committee meeting and the independent member provide advice that in the Act, sections 110, 111, 114, 115, 116 and 117 were relevant in terms of conflicts of interest. Section 118 deals with Confidential Information. Section 119 deals with the Code of Conduct which is set out in Schedule 1. Schedule 3 which sets out Council information that can be made public.

14.2 PERPETUAL LEADERSHIP TROPHY

COUNCIL RESOLUTION OMC-2023-129

Moved: Councillor McDougall; **Seconded:** Councillor Kingdon

That Council approve to continue the Perpetual Leadership Award provided to schools each year by supplying a take-home shield to:

- Casuarina Street Primary School
- McFarlane Primary School
- Katherine High School
- Clyde Fenton Primary School
- Katherine South Primary School
- St Joseph Catholic College – both primary and secondary
- Kintore Street School – both primary and secondary
- Katherine School of the Air - both primary and middle school

CARRIED 6|0

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

Discussion

Noted this a great initiative implemented by the Mayor.

14.3 COMMUNITY SERVICES REPORT FOR THE MONTH OF OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-130

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

1. That Council receive and note the Community Services Department report for the Month of October 2023.

CARRIED 6|0

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

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AGAINST: Nil

Discussion

Noted the library is doing a good job with programs being very interactive for the kids.
Advised that access to the Bubbles not always working although there has been some feedback that the bubbles are helping people to learn more about council. Noted the council meeting agenda and annual report are now available at the Library.
Confirmed that the 3D printing workshop, Seniors story time and Grandparents Day were all separate events.
Acknowledged the christmas calendar of events is a fantastic initiative.
International mens day golf event was a first time and great success.

14.4 FINANCE REPORT FOR THE MONTH OF OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-131

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

That Council endorses the Finance Report for the Month of October 2023.

CARRIED 5|1

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

Discussion

Noted BOQ is a new investment.
Page 57 - streetlighting has currently zero expenditure and budget. Suggestion for future funding of streetlighting be obtained as there is still a lot of dark spaces.
Footpaths and cycleways also noted as zero expenditure and budget. Improvements continue on footpaths as per the Municipal Plan, although works will be on hold over the wet season.

14.5 CORPORATE SERVICES REPORT FOR THE MONTH OF OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-132

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

That Council receives and notes the Corporate Services Report for the month of October 2023.

CARRIED 6|0

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

Discussion

Noted animal control reduced since last year with congratulations to the team on the work being done behind the scenes with responsible pet ownership education.

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Waste services requests are still high mainly due to replacing bins.
 Congratulation to the Infrastructure team on the town cemetery management with public providing positive feedback recently.
 Suggestion of painting the wall as exiting the cemetery.

14.6 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-133

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

That Council receives and notes the report of the Infrastructure and Environment Department for the month of October 2023.

CARRIED 6|0

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

Discussion

Aquatic centre upgrade update - still talking with the Commonwealth Government to finalise the funding agreement noting have not signed the agreement yet, but close. Consultation has occurred with the swimming club. Once the funding agreement is finalised then further community consultation will occur including recommendations on best time for the pool to be closed while works take place.
 Page 68 advises of 5 playgrounds that will undertake minor repairs to meet non-compliance, there will be no risk to users.

15 REPORTS FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES OCTOBER 2023

COUNCIL RESOLUTION OMC-2023-134

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

That Council receives and notes the Elected Member activities for October 2023.

CARRIED 6|0

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

Councillor Mott provided apologies for not submitting and will include October activities in November.
 Deputy Mayor Coburn also provided apologies for not submitting and will include October activities in November.

17 LATE AGENDA



18 GENERAL BUSINESS

Katherine Christian Book Shop opening on 2 December.

Katherine Christmas Markets at YMCA on 2 December.

PFAS independent review was on last Monday seeking input to current and future land use around the RAFF base. There was good discussion by the few that turned up although disappointed not more from red zone. More people could have taken the opportunity.

LGANT conference was fantastic where CEO provided a really impressive presentation on the bubbles. Katherine Tree Maintenance also did a presentation on their business moving into recycling tyres and getting into circular economy.

Chief Minister Christmas function was a great event where the Chief Minister advised that she will come and talk to council - **invitation to Chief Minister and her Cabinet to be actioned**

The new bus shelter looks magnificent unfortunately already seeing some damage. This is a significant milestone although it requires some improvements such as seating and would like to see the council work with DIPL to have these improvements actioned.

Congratulations to our council staff Rosemary Jennings and Casey Anderson and also the Mayor for recognition of service with Local Government at the LGANT conference.

Pop Rocket is now closed for the year.

Thanks to Council for golf day which was lots of fun.

Deputy Mayor advised that push bike repairs will now occur at the Men's Shed.

There were 6 Katherine Businesses that won at the Brolga awards with congratulations to winners Katherine Outback Experience, Nitmiluk Tours and Cicada Lodge, Gorge View Bush Retreat, Contour Hotel and Top Didj Cultural Experience and Art Gallery. This is a huge achievement for Katherine and our region.

Thankyou to CDU for the donation of the Purple Chair which has been installed at the old war memorial. The Purple chair initiative is to raise awareness of domestic violence.

Condolences to Robert and Sharon Buzzo and the King family for their loss.

19 CLOSURE OF MEETING TO PUBLIC

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

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

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

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



20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES

20.1.1 Minutes of the Confidential Ordinary Meeting of Council 24 October 2023

Section Under the Act	The grounds on which part of the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

20.2 CONFIDENTIAL REPORTS FROM COMMITTEES

20.2.1 Minutes of the Audit and Risk Management Committee Meeting 25 October 2023

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

21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 1:13 pm.

22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council 28 November 2023 was declared closed at 1:14 pm.

The next Ordinary Meeting of Council will be held on 12 December 2023.



8 BUSINESS ARISING FROM PREVIOUS MINUTES

9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES NOVEMBER 2023

Report Type: For noting

Recommendation

That Council receive and note the Mayoral activities for November 2023.

Purpose of Report

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

Strategic Plan

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

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

1.1.3 Improve transparency around issues affecting the community.

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

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

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

1.5.1 Collaborate with all three levels of government.

1.5.4 Develop and implement a circular economy framework in collaboration with the Northern Territory Government and Big Rivers Region.

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

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

5. ARTS, CULTURE AND HERITAGE - 5.1 Vibrant Art - Encourage the arts sector.

5.1.3 Encourage knowledge of our art history, such as the Katherine Prize being the longest-running arts prize in the NT.

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

6.3.1 Advocate for the interests of our community.

Mayor Lis Clark	
Date	Activity attended
1 st November	LGANT Single Use Plastics
2 nd November	Special Meeting of Council – Annual report
2 nd November	Coffee with a Cop – Coffee Club
2 nd November	Katherine Times
2 nd November	Katherine Prize at Godinymayin
7 th November	Meeting with Minister Paech
7 – 10 November	LGANT Conference
11 th November	Remembrance Day
11 th November	The Grinch Movie – Town Square
13 th November	Elected Member Information Session
13 th November	Katherine Police
14 th November	Speaking at Planning Symposium
17 th November	Meeting with Minister Uibo
17 th November	Coffee with a Cop – Maidens Lane
17 th November	Katherine Times
20 th November	Radio with Mix 104.9
22 nd November	Head Honcho ABC Radio
23 rd November	Purple Chair - Cenotaph
23 rd November	Rural College – 2024 plans and the year that was.
23 rd November	Meeting with Minister Bowden
24 th November	PFAS Review
25 th November	Meeting with Administrator & team at Godinymayin
25 th November	Funeral for Buzzo Family
27 th November	Meeting with Lansdowne Road Residents
27 th November	Elected Member Information Session
28 th November	Meeting with new ABC Reporter
28 th November	Ordinary Meeting of Council
30 th November	St Josephs Primary Awards night Godinymayin



10 CORRESPONDENCE AND DOCUMENTS

11 PETITIONS

Nil

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

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

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

13 NOTICE OF MOTION

Nil

14 REPORTS OF OFFICERS

14.1 DEVELOPMENT CONSENT AUTHORITY KATHERINE APPOINTMENTS

Author: Amanda Haigh, Governance and Executive Officer
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: 1. Letter - Minister Bowden - DCA appointments to 3 December 2025 - 184705 [14.1.1 - 1 page]

Officer Recommendation

That Council receive and note the approved appointments of:

- a) Deputy Mayor Denis Coburn and Councillor Madeleine Bower as community members, and
- b) Councillor Jeremy Trembath as the althernate community member,

to the Katherine Division Development Consent Authority commencing 4 December 2023 for a period of 2 years.

Purpose of Report

To advise the Council of the Minister for Infrastructure, Planning and Logistics appointments to the Katherine Division Development Consent Authority.

Strategic Plan

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

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

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

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

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

6.3.1 Advocate for the interests of our community.

6.3.4 Membership on regional committees.

Municipal Plan

1.1 Governance - Governance and Elected Members

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

1.1.8 Continue strong relationships with regional, Territory and federal governments.

1.1.9 Participate in reference groups, working on issues that affect the community

1.1.10 Advocate for the interests of the Katherine community.

Background

Katherine Town Council received a letter from Hon Eva Lawler MLA, Minister for Infrastructure, Planning

and Logistics dated 15 August 2023 advising the term of the current member appointments expire on 3rd December 2023.

Discussion

The Ordinary Meeting of Council 26 September 2023 nominations were approved as per the resolution:

COUNCIL RESOLUTION OMC-2023-93

Moved: Councillor McDougall; Seconded: Councillor Kingdon

That Council approve the nominations to the Katherine Division of the Development Consent Authority, and advise the Minister for Infrastructure, Planning and Logistics, of:

1. Councillor Peter McDougall
2. Deputy Mayor Denis Coburn
3. Councillor Jeremy Trembath
4. Councillor Maddy Bower

CARRIED 7|0

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

AGAINST: Nil

On the 27 November 2023 the Hon Joel Bowden MLA, Minister for Infrastructure, Planning and Logistics advised Mayor Clark of the approved appointments.

A member's appointment commences on 4 December 2023 for a term of two years. Meetings of the Katherine Division of the Development Consent Authority are held monthly in Katherine.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House
State Square
Darwin NT 0800
minister.bowden@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5680

Her Worship the Mayor of Katherine
Mrs Elisabeth Clark

Via email: elisabeth.clark@ktc.nt.gov.au

Dear Mayor

Pursuant to section 89(1)(a) of the *Planning Act 1999*, I am pleased to advise that I have appointed Deputy Mayor Denis Coburn and Councillor Madeleine Bower as community members, and pursuant to section 89(1)(b) of the *Planning Act 1999*, I have appointed Councillor Jeremy Trembath as the alternate community member to the Katherine Division of the Development Consent Authority in accordance with Katherine Town Council's nominations.

Their terms of appointment will commence on 4 December 2023 for a period of two years.

Please note that it is the responsibility of Council to notify its unsuccessful nominee.

Yours sincerely

JOEL BOWDEN
27 NOV 2023

cc Ms Amanda Haigh, Governance and Executive Officer, Katherine Town Council
via email: amanda.haigh@ktc.nt.gov.au



14.2 UPDATE TO THE INSTRUMENT OF DELEGATION - COUNCIL TO CEO

Author: Avtar Singh, Director Corporate Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: 1. Instrument of Delegation - Council to CEO - 22 February 2022 [14.2.1 - 19 pages]

Officer Recommendation

That Council endorse Update to the Instrument of Delegation – Council to CEO.

Purpose of Report

The purpose of this report is to present to Council to authorise Update to the Instrument of Delegation – Council to CEO (version dated - 22 February 2022).

Strategic Plan

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

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

Municipal Plan

2.1 Corporate Services - Financial Services

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

Background

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business, Katherine Town Council resolved to establish the attached delegations to the Chief Executive Officer pursuant to Section 40 and Section 183 of the Local Government Act 2019 and Local Government (General) Regulations 2021 on 22 February 2022.

Discussion

The credit card limit of \$5,000 mentioned on Page 7 of the attached Instrument of Delegation – Council to CEO, is incorrect.

The CEO's actual credit card limit has always been \$10,000. All other eligible staff members have a credit limit of \$5,000.

Management is presenting this report to the Council to authorise correction to the Instrument of Delegation – Council to CEO, and update the credit card limit amount to \$10,000.

Consultation Process

CEO, Governance Executive and Director of Corporate Services

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications



There are no budget and resource requirements.

Risk, Legal and Legislative Implications

The contents of Instrument of Delegation are incorrectly stated.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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



KATHERINE TOWN COUNCIL

INSTRUMENT OF DELEGATION COUNCIL TO CHIEF EXECUTIVE OFFICER



INSTRUMENT OF DELEGATION

22 FEBRUARY 2022

SCHEDULE 1

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1. Purpose of this Document

Council is committed to service delivery across the organisation within the parameters of a formalised delegation of authority framework.

This document is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across the organisation.

2. Protocols

The following protocols govern the use of delegated authority. It is the responsibility of the officer exercising delegated authority to be aware of any restrictions on the exercise of that authority and to comply with the restrictions.

- Any exercise of delegated authority is subject to compliance with
 - a) any relevant provisions of the Local Government Act and Regulations
 - b) any other legislative requirements
 - c) any applicable Council policy, or
 - d) the relevant provisions of any Council By-law.
- Delegated authority should not be exercised where a conflict of interest exists or where it may be perceived to exist.
- Delegation by the Council to the CEO does not prevent Council itself either from acting itself or revoking or varying the delegation at any time.
- Delegation by the CEO likewise does not preclude the CEO from acting or revoking or varying the delegation at any time.
- Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances and some decisions which may be contentious or attract high public interest, or where no clear policy guidelines exist, should be referred to the CEO or Council as appropriate.
- At all times officers exercising delegated authority are required to act reasonably and within the law.

3. Instruments of Delegation

- a. Council to CEO
- b. Financial Delegations
- c. Operational Delegations
- d. Contract and Legal Delegations
- e. Public Relations Delegations

4. Principles

- Delegations can be exercised by a person more senior than the person specified in the document, where the more senior person has a line management role which includes responsibility for the person holding the delegation.



- It is not permissible for a person to delegate any aspect of their authorisation to a person in a less senior position. However, provision can be made for people to "Act Up" into a position of greater authority than they are usually employed, for all key or specified areas of delegation.
- It is possible for a person in a less senior position to be appointed to "act" in the capacity of a more senior position e.g. During periods of absence by a staff member from the workplace, thereby assuming some or all of the delegated level of responsibility as prescribed by this document of that position.
- It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations, within their annual budget. Alternatively, written proof of above budget income e.g. extra funding, to cover the above budget expenditure should be obtained.
- In exercising delegations, staff are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures and codes of conduct.
- It is the responsibility of the person exercising the delegation to advise their senior line manager of significant developments even if made within delegation and ensure appropriate records are kept.
- The position has delegation not the person.
- Outsourced positions do not have delegation rights within the organisation.
- A delegate should not exercise their delegation so as to approve a recommendation that personally benefits them.
- Unless specifically delegated, it should be assumed that no delegation exists. This document operates as delegated authority by the Council.

5. Acronyms

Full Title	Abbreviated Title
Katherine Town Council	KTC
Mayor	M
Deputy Mayor	DM
Chief Executive Officer	CEO



6. Delegation Council to Chief Executive Officer

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business, Katherine Town Council resolved to establish the following delegations to the Chief Executive Officer pursuant to Section 40 and Section 183 of the *Local Government Act 2019* and Local Government (General) Regulations 2021 on 22 February 2022:

Section	Item Delegated	Limitations
40	Council approves that pursuant to Section 40 of the <i>Local Government Act 2019</i> , Council delegates to the Chief Executive Officer all of its powers and functions under the <i>Local Government Act 2019</i> and any other Acts under which Council has powers, duties, authorities and functions including the appointment of Authorised Persons.	<p>With the exception of the following:</p> <ul style="list-style-type: none"> I. Those matters referred to in Section 40(3) of the <i>Local Government Act 2019</i> unless otherwise delegated as per provisions in Sections 40(4) to 40(7). II. Sections 33 and 35 regarding the adoption of the Municipal, Regional or Shire Plans. III. Section 50 Casual Vacancies and section 54 Filling Casual Vacancy Generally. IV. Section 82 Council Committees. V. Section 103 calling meetings of electors. VI. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.



Section	Item Delegated	Limitations						
40 and 275(1)	Council approves that pursuant to Section 40 of the <i>Local Government Act 2019</i> , Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under all gazetted Katherine Town Council By-Laws 1998 , other than those matters that require a council resolution.							
183 and 184	<u>Powers of Authorised persons</u> Council approves that pursuant to Section 183 of the <i>Local Government Act 2019</i> , Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under: <ul style="list-style-type: none">• The <i>Local Government Act 2019</i>;• Katherine Town Council By-laws 1998;• Northern Territory <i>Traffic Act 1987</i> and associated regulations; and• Northern Territory <i>Control of Roads Act 1953</i>.							
183	<p>That effective 1 July 2021 pursuant to Section 40 of the <i>Local Government Act 2019</i>, Council hereby delegates to the Chief Executive Officer its powers and functions set out in the schedule below, subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions:</p> <table><tr><th>Section</th><th>Delegation</th></tr><tr><td>Section 183</td><td>Appointment of authorised persons</td></tr><tr><td>The powers and functions of the Council under the <i>Local Government Act 2019</i></td><td>All of the powers and functions of the Council that are able to be delegated.</td></tr></table>	Section	Delegation	Section 183	Appointment of authorised persons	The powers and functions of the Council under the <i>Local Government Act 2019</i>	All of the powers and functions of the Council that are able to be delegated.	
Section	Delegation							
Section 183	Appointment of authorised persons							
The powers and functions of the Council under the <i>Local Government Act 2019</i>	All of the powers and functions of the Council that are able to be delegated.							



Section	Item Delegated	Limitations														
40, 194, Regs 6 and 22	<p>That pursuant to section 40 of the <i>Local Government Act 2019</i>, Council hereby delegates to the Chief Executive Officer the following financial delegations subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions and budget approval:</p> <table><tr><th>Type</th><th>Amount (up to and including)</th></tr><tr><td>Credit Card</td><td>\$5,000</td></tr><tr><td>Purchase Order Approval for price</td><td>\$500,000</td></tr><tr><td>Payment Approval for price</td><td>\$500,000</td></tr><tr><td>Cheque Signatory (as one of two)</td><td>\$500,000</td></tr><tr><td>Electronic disbursement signatory (as one of two)</td><td>\$500,000</td></tr><tr><td>Investment Signatory</td><td>As per Council Policy</td></tr></table>	Type	Amount (up to and including)	Credit Card	\$5,000	Purchase Order Approval for price	\$500,000	Payment Approval for price	\$500,000	Cheque Signatory (as one of two)	\$500,000	Electronic disbursement signatory (as one of two)	\$500,000	Investment Signatory	As per Council Policy	
Type	Amount (up to and including)															
Credit Card	\$5,000															
Purchase Order Approval for price	\$500,000															
Payment Approval for price	\$500,000															
Cheque Signatory (as one of two)	\$500,000															
Electronic disbursement signatory (as one of two)	\$500,000															
Investment Signatory	As per Council Policy															



Section	Item Delegated	Limitations
40 and 66	That pursuant to Section 40 of the <i>Local Government Act 2019</i> and in light of Australian Government and Northern Territory Government requirements for the COVID 19 response, Council hereby delegates to the Chief Executive Officer its powers and functions to determine opening times of Council's offices and facilities and the opening times of the Library until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.	
40	That pursuant to Section 40 of the <i>Local Government Act 2019</i> and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer the power to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.	



7. Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level	
			Council	CEO
Governance	Municipal Plan	Approve the Municipal Plan	✓	
Finance	Budgets	Approve Draft Budget to be forwarded to Council		✓
Finance	Budgets	Approve Budget, Long Term Financial Plan and any amendments to Budget	✓	
Finance	Budgets	Authority to override all staff delegations and make expenditure decisions to ensure approved budgets can be achieved		✓
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓	
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓	
Finance	Operational Expenditure	Approve operational expenditure for services under direct control, within approved service budget and /or funding agreement and subject to any restrictions outlined in this document.		✓
Finance	Operational Expenditure	Approve staff reimbursement of expenditure on behalf of Council	M/DM for CEO	✓
Finance	Operational Expenditure	Approve In-kind support for external organisations (this includes accommodation, venue hire, vehicles, materials etc.) within approved service budget.	✓	✓



Area	Function	Activity	Authority Level	
			Council	CEO
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment included in approved capital budgeting and /or funding agreement	✓	✓
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised.		✓
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment not included in approved capital budget	✓	
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the <i>Local Government Act 2019</i>)	✓	
Finance	Capital Expenditure / Asset Control	Authorised to sell, trade in or dispose of assets on Financial Asset Register (All equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade in.)	✓	✓
Finance	Capital Expenditure / Asset Control	Approval of development of new buildings	✓	
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓	
Finance	Asset Control	Approve the transfer of any assets from Council (pursuant to 267(1)(2) of the <i>Local Government Act 2019</i>)	✓	
Finance	Salaries	Approval for payment of all payroll related transactions (For staff positions comprising salaries, PAYG tax remittal, payroll tax settlement, superannuation contribution payments, transfer of employee payroll deductions to authorised entities and payment of GST and PAYG payments)		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Finance	Invoicing	Authority to invoice for organisation		✓
Finance	Invoicing	Authority to invoice for division		✓
Finance	Invoicing	Authority to invoice for services		✓
Finance	Procurement (the use of Local Buy)	Authority to procure using LGANT's Local Buy services		
Finance	Journals	Approve and post journals created by third parties (journals cannot be created and posted by the same person)		✓
Finance	Customers / Suppliers	Add, delete or amend Customer or Supplier accounts		✓
Finance	Investment	Approve investment of funds in term deposits		✓
Finance	Investment	Approve investment of funds in other than term deposits	✓	
Finance	Investment	Approve draw down of investment funds for deposit into operational accounts		✓
Finance	Petty Cash	Authority to set up and reimburse petty cash float limits.		✓
Finance	Banking	Authority to alter and or open or close bank accounts subject to General Regulation 21 and 23(2)		✓
Finance	Banking	Approve EFT payments and sign cheques		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Finance	Banking	Approval to change and/or add cheque signatories		✓
Finance	Credit Cards	Approve the issuing and revocation of Credit Cards for the CEO and Mayor as per Credit Card policy.	✓	
Finance	Credit Cards	Approve the issuing and revocation of Credit Cards for staff		✓
Finance	Invalid Debts	Correct Administrative errors	✓	✓
Finance	Bad Debts	Approve debt recovery payment terms and approve commencement of recovery action, i.e. refer debt collection to collection agent	\$50k+	\$50k
Finance	Bad Debts	Approve write-offs of bad debts	✓	
Finance	Other Losses	Approve write offs of cash losses, theft or shortages, furniture, plant or equipment, thefts or destruction following certification from the CEO.	\$10k+	
Finance	Fees and Charges	Authority to waive or reduce fees and charges		✓
Finance	Infringement	Authority to withdraw infringements		✓
Finance	Reserves	Authority to transfer to or from council reserves and change the purpose of a council reserve	✓	
Human Resources	Salaries	Approve staff timesheets		✓
Human Resources	Organisational Chart	Approve Organisational Chart		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Human Resources	New Staff	Advertisement and appointment of staff in CEO approved Organisational Chart (for staff in area of responsibility) and advise Council when a senior staff member is appointed.		✓
Human Resources	New Staff	Appointment of temporary staff/labour hire staff for positions not included in Organisational Chart		✓
Human Resources	New Staff	Approve backfilling of leave and higher duties for direct reports	M/DM for CEO	✓
Human Resources	Conditions of Employment	Set and approve salary, package and contract for CEO	✓	
Human Resources	Conditions of Employment	Set and approve salary and package guidelines for all staff		✓
Human Resources	Conditions of Employment	Set and approve annual salary increments and any higher duties payments for all organisation		✓
Human Resources	Conditions of Employment	Approve/sign staff letters of offer and contracts		✓
Human Resources	Conditions of Employment	Approve conditions of employment for all staff		✓
Human Resources	Conditions of Employment	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council	M/DM for CEO	✓
Human Resources	Probation	Confirm successful completion or otherwise of new staff probationary periods		✓
Human Resources	Position Descriptions	Approve new or existing Position Descriptions and subsequent changes	for CEO	✓



Area	Function	Activity	Authority Level	
			Council	CEO
Human Resources	Position Descriptions	Approve changes to existing position titles		✓
Human Resources	Redundancy	Decision to make staff position redundant and the offer and acceptance of redundancy package		✓
Human Resources	Redundancy	Recommend redundancy of position or dismissal of staff member		✓
Human Resources	Dismissal	Decision to dismiss a staff member and advise Council of a senior staff member's termination or non-renewal of contract.		✓
Human Resources	Dismissal	Negotiate and sign off on Deed of Release		✓
Human Resources	Overtime	Approve staff Overtime within budget		✓
Human Resources	Leave	Approve staff Annual Leave, Leave Without Pay - personal/carers, compassionate, and Jury Service Leave for all staff	M/DM for CEO	✓
Human Resources	Leave	Approve staff Annual Leave in advance or in excess of entitlements and cashing out leave		✓
Human Resources	Leave	Approve staff Long Service Leave	M/DM for CEO	✓
Human Resources	Leave	Approve staff Leave Without Pay including LWOP for study purposes, unpaid Parental and Community Service Leave		✓
Human Resources	Leave	Approve Discretionary Leave (includes compassionate leave outside policy)		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Human Resources	Leave	Approve domestic violence leave		✓
Human Resources	Leave	Approve paid study leave		✓
Human Resources	Training	Approve fee assistance for study leave		✓
Human Resources	Training	Approve training and development plans for staff		✓
Human Resources	Training	Approval of attendance at external training courses and conferences		✓
Human Resources	Travel	Approve Interstate and/or International travel	M/DM for CEO	✓
Human Resources	Travel	Approve intrastate travel	M/DM for CEO	✓
Human Resources	Performance Management	Sign off on annual performance review for area of responsibility		✓
Human Resources	Performance Management	Management of unsatisfactory staff performance in conjunction with Human Resources		✓
Human Resources	Performance Management	Authority to purchase and consult with external advisors, on industrial matters, subject to procurement policy.		✓
Contracts	Leases	Approve the lease of new premises and sub leases of existing premises	✓	
Contracts	Leases	Approve renewal of existing leases within budget		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Contracts	Leases	Cancel existing leases		✓
Contracts	Professional Services	Authorise appointment of external professional advice and/or services within budget, subject to procurement policy.		✓
Contracts	Insurance	Approve appointment of insurers, details, of contract and payment of premiums		✓
Contracts	Commercial	Approve commercial agreements for services of Council within budget		✓
Contracts	Suppliers	Approve contracts with suppliers for goods and services for organisation, subject to financial delegation limits.		✓
Contracts	Tenders	Authority to invite formal tenders for supply of goods or services, subject to procurement policy.		✓
Contracts	Tenders	Authority to choose formal tenders for supply of goods and services, subject to the procurement policy.	✓	✓
Contracts	Tenders / Grants	Approve funding submissions or tender submission activity, in conjunction with Chief Financial Officer.		✓
Contracts	Grants	Authority to submit performance reports to funding departments/organisations, following Council approval.	✓	✓
Contracts	All	Authority to negotiate agreements (other than suppliers) and contracts		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Contracts	Signature	Authority to sign agreements (other than suppliers within project delegations), MOUs, contracts or tenders obtained		✓
Contracts	Seal	Authority to use Seal following approval by Council	✓	✓
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓
Contracts	Contract Management	To approve total variations to contracts during the progress of works in accordance with Reg 42.		✓
Corporate Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓
Corporate Governance	Disposal of records	Authority to approve the transfer of ownership of records, including to NT Archives		✓
Corporate Governance	Disposal of records	Authority to approve the destruction of records under the Local Authority Disposal Schedule		✓
Corporate Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓
Corporate Governance	Legal	Authority to purchase legal advice and/or expertise		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Corporate Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓	
Corporate Governance	Policy	Approval of Council Policy for Council Governance (matters in relation to elected members and the CEO).	✓	
Corporate Governance	Policy	Approval of Council Policy for Organisation		✓
Corporate Governance	Procedure	Approval of Council Procedure for organisation		✓
Operations	Animal Control	Approval to access and use a firearm and associated items		✓
Communications	Media	Approve the use of Councils name or logo by parties external to Council		✓
Communications	Public Statements	Authorised to release written and verbal public or media statements	M	✓
Communications	Public Statements	Approve response to contentious or negative media enquiries		✓
Communications	Operational	Authority to respond to operational letters		✓
Communications	Operational	Authority to respond to all other correspondence other than public statements or strategic issues		✓
Communications	Media / PR	Approve a communication strategy for a project		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Communications	Media / PR	Approve media activity	M	✓
Communications	Media / PR	Approve PR activities, signage, corporate style guide		✓
Communications	Website	Approve changes to website		✓
Communications	Social Media	Approve social media posts on Official KTC platforms		✓
Complaints	Management	Authority to ensure appropriate and timely resolution of a complaint in relation to council staff and contractors		✓
Complaints	Management	Authority to ensure appropriate and timely resolution of a complaint in relation to council's CEO	✓	
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓

14.3 AMENDMENT - PARTNERSHIP AGREEMENT - KATHERINE REGIONAL CULTURAL PRECINCT

Author: Casey Anderson, Administration Manager
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council endorse the revised Katherine Regional Cultural Precinct Partnership Agreement to include Katherine Town Council's contribution to the Katherine Prize.

Purpose of Report

To include Katherine Town Council's financial contribution towards the operations of the Katherine Prize.

Strategic Plan

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

2.2.1 Foster growth for a recreational precinct that connects sports, culture and recreation.

5. ARTS, CULTURE AND HERITAGE - 5.2 Support Culture - Acknowledge and promote multiculturalism

5.2.1 Include multicultural activities in our event planning.

5.2.2 Support culturally-appropriate facilities.

5.2.3 Support cultural training and Indigenous employment.

5.2.5 Celebrate culturally important days.

5. ARTS, CULTURE AND HERITAGE - 5.3 Our Rich Heritage - Reinvigorate Katherine by preserving, embracing and showcasing our rich arts and heritage.

5.3.2 Create opportunities and partnerships to develop the arts, culture, and heritage sector.

5.3.3. Increase participation at cultural facilities and help facilitate events.

5.3.4 Capture opportunities for collaborative marketing plans with other sectors.

Municipal Plan

1.3 Governance - Media and Community Engagement

1.3.2 Engage with the community and highlight positive aspects of Katherine.

3.1 Community Services - Community Events and Collaboration

3.1.2 Collaborate with community partners.

Background

During the Ordinary Meeting of Council held on October 24, 2023, the terms and conditions stipulated for the Partnership Agreement between Katherine Town Council and Katherine Regional Cultural Precinct were officially approved.

The roles and responsibilities of each party were as follows:

Responsibilities and Contributions are as follows:

Katherine Town Council will:

- Provide an annual grant of \$30,000 during the term of this agreement to assist in the day-to-day operating costs of GYRACC.

- An additional \$10,000 contribution in support of year-round to operate on Saturdays, 10am – 4pm. Katherine Regional Cultural Precinct will match the contribution by \$15,000 or greater to support the center operating on Saturdays.
- Provide prize money of \$2,500 for a Katherine Town Council award linked to the Katherine Prize.

Katherine Regional Cultural Precinct Limited will:

- Acknowledge the support of Katherine Town Council as a major sponsor and include the KTC logo on any appropriate promotional material.
- Provide Katherine Town Council with the opportunity to speak and display promotional signage in conjunction with the Katherine Prize and funded family friendly community events.
- Provide Katherine Town Council with four (4) hires per annum, at no (\$0) venue hire costs. Katherine Town Council agrees to provide or cover costs relating to essential personnel and security if needed and as mutually agreed.
- Katherine Regional Cultural Precinct will provide Katherine Town Council with sound, lighting, seating, stage equipment when available at no cost and up to the value of \$2,500 to support external events and civic functions. Katherine Town Council agrees to cover costs relating to transport and personnel required with equipment hire if needed and as mutually agreed.
- Provide post event evaluative reporting to Katherine Town Council for all funded events.
- Apply for Katherine Town Council grants, through raising an invoice addressed to the KTC, pursuant to this Partnership Agreement for the purposes stated in this clause. If any of the payments to Katherine Regional Cultural Precinct Limited have a GST implication, then the amount is GST inclusive and Katherine Regional Cultural Precinct Limited is required to provide a tax invoice before any payment is made. If GST is not applicable, Katherine Regional Cultural Precinct Limited will receive the value of the grant with no GST provisions.
- Ensure that funds received under this Partnership Agreement are clearly accounted for and distinguished from all other monies that may be received by any other source.
- Provide a copy of its annual report if requested, including the audited financial statements.
- Ensure that all events presented under this agreement are managed within legislative and risk management frameworks with appropriate Work, Health and Safety and Public Liability insurances in place.

Discussion

Regrettably, an oversight emerged during the negotiation of terms and conditions, specifically regarding a prior clause that was intended to be retained within the partnership agreement. This oversight pertains to the commitment outlined as follows:

“Provide an annual grant of \$10,000 during the term of this agreement to assist in the presentation and operating costs of the Katherine Prize.”

If the current clause is reintegrated into the partnership agreement, Katherine Town Council will augment its support to the Katherine Regional Cultural Precinct and Katherine Prize by reinstating \$10,000 through the revised partnership terms.

Formerly, the financial commitment was set at \$42,500 per annum. With the revised agreement in place, the updated total contribution will stand at \$52,500 annually. This marks an increase of \$10,000 in the annual support allocated to the Katherine Regional Cultural Precinct and the Katherine Prize.

Therefore, Katherine Town Council will:

- Provide an annual grant of \$30,000 during the term of this agreement to assist in the day-to-day operating costs of GYRACC.
- *Provide an annual grant of \$10,000 during the term of this agreement to assist in operating the Katherine Prize.*
- An additional \$10,000 contribution in support of year-round to operate on Saturdays, 10am – 4pm. Katherine Regional Cultural Precinct will match the contribution by \$15,000 or greater to support the center operating on Saturdays.
- Provide prize money of \$2,500 for a Katherine Town Council award linked to the Katherine Prize.

Consultation Process

During the consultation process for a partnership agreement, stakeholders and parties involved engaged in discussions and negotiation to finalise the terms and conditions that will govern the collaboration.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

In the fiscal year 2024/2025, Katherine Town Council will engage in a rigorous budgetary process to evaluate the feasibility of accommodating these additional contributions. This process is of paramount importance for ensuring the successful execution of our projects. It guarantees the prudent management of financial resources, ultimately enabling the achievement of the project objectives while maintaining financial sustainability.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.4 LGR2015/00010 LG PRIORITY INFRASTRUCTURE FUND ACQUITTAL

Author:	Amanda Haigh, Governance and Executive Officer
Authoriser:	Ingrid Stonhill, Chief Executive Officer
Report Type:	For decision
Attachments:	<ol style="list-style-type: none">1. LGR2015-00010 - LGPIF - Hot springs Carpark acquittal - 12 December 2023 [14.4.1 - 1 page]2. Hot Springs Carpark - overview [14.4.2 - 1 page]3. Hot Springs upgrades [14.4.3 - 1 page]4. Hot springs - amenities screening [14.4.4 - 1 page]5. Hot Springs - staircase decorative tiles [14.4.5 - 1 page]6. Hot Springs - directional signage [14.4.6 - 1 page]7. Hot Springs - bin enclosures [14.4.7 - 1 page]8. Hot Springs - rock garden [14.4.8 - 1 page]

Officer Recommendation

That Council endorse the 2020-21 Local Government Priority Infrastructure Fund LGR20015/00010 acquittal for upgrades to the Hot Springs carpark.

Purpose of Report

To provide council with the acquittal of the 2020-21 Local government Priority Infrastructure Fund LGR20015/00010 for upgrades to the Hot Springs carpark.

Strategic Plan

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

1.5.3 Pursue grants for new and upgraded infrastructure and programs.

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

2.1.1 Enhance road safety around schools.

2.1.2 Provide safe and accessible public amenities throughout Katherine.

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

2.2.4 Support Buy Local initiatives where possible.

3. SPORTS AND CIVIC EVENTS - 3.4 Activation and Revitalisation - Maximise developmental potential of Council's land assets and create an attractive town through revitalisation.

3.4.1 Provide and maintain wayfinding signage.

3.4.3 Enhance public spaces with placemaking and activation.

7. ENVIRONMENTAL SUSTAINABILITY - 7.1 Waste Management - Implement waste management actions that benefit our community and environment.

7.1.1 Implement a Council-led recycling initiative that inspires the community.

7.1.4 Provide opportunities for the community to repurpose, recycle and reuse all types of resources, reducing our landfill waste.

Municipal Plan

4.10 Infrastructure and Environment - Recreation and Leisure Facilities

4.10.1 Manage and maintain council-owned facilities.

Background

The council was successful under the 2020/21 Local Government Priority Infrastructure Fund, receiving \$221,402 for upgrades to the Hot Springs car park. The project included:

- Provision of three disabled parking bays and emergency vehicle parking,
- New Asphalt Overlay,
- Existing Asphalt pavement removed and replaced with new pavement, and
- Line marking and signs installed.

The original approved funded project was completed in June 2022 and due to costing less than funded retained a surplus of \$33,020. Council was approved a variation to utilise the remaining funds for further enhancements at the Katherine Hot Springs site, to provide information/signage at the Katherine Hot Springs, aesthetic screening of the ablutions area, additional bins and planting.

Discussion

The proposed enhancements were due to be completed by 31 December 2022. The works undertaken within the period included:

- Privacy screening of the ablutions,
- Traffic management including installation of bollards, vehicle stoppers, and signage, and
- Staircase tile replacements.

Due to delay in supply and capacity further works completed since January 2023 have included installation of the general waste and recycling bin enclosure and the rock feature garden to the value of \$13,420.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Approved variation budget \$33,020

Expenditure as at 31 December 2022 \$26,585

Surplus remaining \$6,435

Expenditure from January 2023 \$13,420

Due to delayed expenditure Council are at risk of the 2023 expenditure not being approved and therefore may have to return the surplus funds. It should be noted the remaining surplus is immaterial, being <3% of the full funding amount.

Risk, Legal and Legislative Implications

There is no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest



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

Katherine Town Council

Acquittal of Local Government Priority Infrastructure Fund 2020-21

File Number: LGR2015/00010

Purpose of Grant: to provide information/signage on the Katherine Hot Springs, aesthetic screening of the ablutions area, additional bins and planting.

Date of approval of variation to grant: 17/06/2022 - (Original 2020-21 PIF grant was to upgrade the Katherine Hot Springs car park)

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 01 JULY 2022 TO 31 DECEMBER 2022

Priority Infrastructure Fund grant -(Surplus balance as at 19 May 2022) \$33,020

Other income

Total income

\$33,020

Expenditure (Specify accounts and attach copies of invoices and ledger entries)

An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

Total Expenditure

Surplus/(Deficit)

\$26,585

\$6,435

IS THE PROJECT COMPLETE: ☐ Yes ☐ No

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: Amanda Hoagh

Laid before the Council at a meeting held on 12 / 12 / 23 Copy of minutes attached.

CEO or CFO: [Signature]

DEPARTMENTAL USE ONLY

Grant amount correct:

☐ Yes ☐ No

Expenditure conforms to purpose:

☐ Yes ☐ No

Capital Works - Bought from Territory Enterprise:

☐ Yes ☐ No

Minutes checked:

☐ Yes ☐ No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED:

☐ Yes ☐ No

Acquittal checked by: _____

Comments:

Manager Grants Program _____



ATT: 14.4.2 Hot Springs Carpark - overview





ATT: 14.4.4 Hot springs - amenities screening



ATT: 14.4.5 Hot Springs - staircase decorative tiles



ATT: 14.4.6 Hot Springs - directional signage



ATT: 14.4.7 Hot Springs - bin enclosures



ATT: 14.4.8 Hot Springs - rock garden

14.5 SPG 2019-20 WASTE MANAGEMENT COORDINATOR ACQUITTAL

Author: Amanda Haigh, Governance and Executive Officer
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: 1. Big Rivers Waste Management Working Group 2022 Acquittals [14.5.1 - 2 pages]

Officer Recommendation

That Council receive and note the funding acquittal for the Special Purpose Grant 2019-2020 Big Rivers Waste Management Working Group for the Stage 1 Consultancy for the feasibility study of the Materials Recycling Facility for 30 June 2022 and 31 December 2023.

Purpose of Report

To table the acquittal of the Special Purpose Grant Big Rivers Waste Management Working Group for the Stage 1 Consultancy for the feasibility study of the Materials Recycling Facility before Council.

Strategic Plan

6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.1 Katherine is a Services Hub - Highlight and leverage Katherine as a services hub.

6.1.1 Collaborate with the Big Rivers Regional Councils.

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

6.2.1 Work in partnership with the Big Rivers regional councils on primary issues affecting the region.

7. ENVIRONMENTAL SUSTAINABILITY - 7.1 Waste Management - Implement waste management actions that benefit our community and environment.

7.1.4 Provide opportunities for the community to repurpose, recycle and reuse all types of resources, reducing our landfill waste.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.8 Continue strong relationships with regional, Territory and federal governments.

4.8 Infrastructure and Environment - Waste Management

4.8.7 Assist where needed in the Municipal Recycling Facility feasibility study.

4.8.9 Participate in Big Rivers Regional Waste Management Group and Waste Industry Forums.

Background

Katherine Town Council received funding from the previous Minister for Local Government of \$120,000 per annum as lead council for the Big Rivers Regional Waste Management Coordinator project in 2018-19, 2019-20, and 2020-21 specifically to employ a waste management coordinator for the period.

In November 2021 all three Big Rivers Region Councils agreed, after the coordinator left, to request the variation to conduct a feasibility study and develop plans for a collaborative regional waste hub and spoke model in the Big Rivers Region.

Then the NTG announced the \$7.2 million Materials Recovery Facility to be located in Katherine. Due to

similarity of the project the Big Rivers Waste Management Group supported contributing the funding to the feasibility study of the Materials Recovery Facility.

As part of the project both Roper Gulf Regional Council and Victoria Day Regional Council contributed \$10,000 each year to the project.

Discussion

In June 2021 there was an underspend of \$75,342 of the 2019-20 funding and \$21,250 of other councils contribution amounting to a total of \$96,592 remaining.

In June 2022 a variation was approved by the Department of the Chief Minister and Cabinet for the surplus funding to contribute to Stage 1 of the feasibility study for the Materials Recovery Facility which was to involve quantification of wastes and recyclables in the region including logistics to facilitate recycling in the region. The Department also informed that this was the final extension of time to expend the grant funds. An interim acquittal as at 30 June 2023 was required and final acquittal as at 31 December 2023.

The project was also required to be completed and expended by 31 December 2022.

Late in 2022 the NTG informed the Big Rivers Waste Management Group that they did not require the contribution towards the feasibility study.

Roper Gulf Regional Council and Victoria Daly Regional Council also paid \$10,000 each on the 3 March 2022. The CEO will discuss with Roper Gulf Regional Council and Victoria Day Regional Council options of utilising their unspent contributions towards other waste initiatives that will benefit both councils and the region.

Both acquittals are tabled as per reporting requirements of the Special Purpose Grants.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Due to no more funding extensions and variations allowed Council will be required to return the remaining surplus of \$75,342.

Council hold \$41,250 of income from other Council contributions, Roper Gulf Regional Council and Victoria Day Regional Council. The CEO will discuss with Roper Gulf Regional Council and Victoria Day Regional Council options of utilising their unspent contributions towards other waste initiatives that will benefit both councils and the region.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

Katherine Town Council

Acquittal of Special Purpose Grants 2019-2020

File Number: LGR2015/00010

Purpose of Grant: For stage 1 Consultancy – which involves the quantification of wastes and recyclables in the region as well as the costs of transport and other logistics to facility recycling in the region.

Date of approval of variation to grant: 26/05/2022 – (Original 2019-20 SPG was to support the Big Rivers regional waste management coordinator position, then later variation approved 11/11/2021 to conduct a feasibility study and develop plans for a collaborative regional waste spoke and hub model in the Big Rivers region)

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 2022

Special Purpose Grant – (balance as at 30 June 2021)

\$75,342

Other income (balance of council's financial contribution as at 30 June 2021)

~~\$21,250~~

\$41,250

Total income

~~\$96,592~~

\$116,592

Expenditure (Specify accounts and attach copies of invoices and ledger entries)
An 'administration fee' is not to be apportioned to the grant for acquittal purposes.

0

Total Expenditure

0

Surplus/(Deficit)

\$116,592

IS THE PROJECT COMPLETE: ☐ Yes ☒ No

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:

A

5, 12, 23

Laid before the Council at a meeting held on 12 / 12 / 23 Copy of minutes attached.

CEO or CFO:

Herbie

5, 12, 23

DEPARTMENTAL USE ONLY

Grant amount correct:

☐ Yes ☐ No

Expenditure conforms to purpose:

☐ Yes ☐ No

Capital Works – Bought from Territory Enterprise:

☐ Yes ☐ No

Minutes checked:

☐ Yes ☐ No

Balance of funds to be acquitted: _____

Date next acquittal due: ____/____/____

ACQUITTAL ACCEPTED:

☐ Yes ☐ No

Acquittal checked by:

_____/_____/____

Comments:

Manager Grants Program

_____/_____/____

Katherine Town Council

Acquittal of Special Purpose Grants 2019-2020

File Number: LGR2015/00010

Purpose of Grant: For stage 1 Consultancy – which involves the quantification of wastes and recyclables in the region as well as the costs of transport and other logistics to facility recycling in the region.

Date of approval of variation to grant: 26/05/2022 – (Original 2019-20 SPG was to support the Big Rivers regional waste management coordinator position, then later variation approved 11/11/2021 to conduct a feasibility study and develop plans for a collaborative regional waste spoke and hub model in the Big Rivers region)

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 31 DECEMBER 2022

Special Purpose Grant –(balance as at 30 June 2022)	\$75,342
Other income (balance of council's financial contribution as at 30 June 2022)	\$41,250
Total income	\$116,592
Expenditure (Specify accounts and attach copies of invoices and ledger entries) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	0
Total Expenditure	0
Surplus/(Deficit)	\$116,592

IS THE PROJECT COMPLETE: ☐ Yes ☒ No

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: [Signature] 5/12/23

Laid before the Council at a meeting held on 12/12/23 Copy of minutes attached.

CEO or CFO: [Signature] 5/12/23

DEPARTMENTAL USE ONLY

Grant amount correct:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expenditure conforms to purpose:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Capital Works – Bought from Territory Enterprise:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minutes checked:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Balance of funds to be acquitted:	_____
Date next acquittal due:	____/____/____

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: _____

Comments:

Manager Grants Program

14.6 MOSQUITO MONITORING PROGRAM 1 DECEMBER 2023 TO 30 JUNE 2025

Author: Amanda Haigh, Governance and Executive Officer
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council approve affixing the Common Seal and signing of the funding agreement EILE2023/21729 with the Department of Health for the Mosquito Monitoring Program Katherine Region, for the period of 01 December 2023 to 30 June 2025, grant amount of \$63,334.

Purpose of Report

To seek Council approval to affix the Common Seal to the funding agreement for the Mosquito Monitoring Program Katherine Region, for the period of 01 December 2023 to 30 June 2025, grant amount of \$63,334.

Strategic Plan

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

6.3.2 Continue partnerships in programs that benefit the community such as myKatherine.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.8 Continue strong relationships with regional, Territory and federal governments.

Background

The NT Health maintains integrated mosquito control programs at major centres throughout the Territory. Katherine Town Council have previously been engaged to deliver the Mosquito Monitoring program since 2015.

NT Health have again approached Council to deliver the program from the 1 December 2023 to 30 June 2025.

Discussion

The mosquito monitoring program involves the council implementing various trapping programs throughout the year as per the Medical Entomology section of the Department of Health.

The purpose of the program is to monitor for exotic receptive breeding mosquitos in the Katherine Town and to monitor the exotic adult mosquitos to prevent the establishment of such mosquitos in the NT.

The council are required to collect mosquito samples from the various traps on a fortnightly basis.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

The Grant amount is \$63,334 GST exclusive with payments of:

- 15/12/2023 - \$23,334
- 15/07/2024 - \$40,000

Risk, Legal and Legislative Implications

There is no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.7 KATHERINE TOURISM INVESTMENT UPDATE

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

Officer Recommendation

That Council notes the provided Tourism Investment update report

Purpose of Report

To provide Council with an update on Council activities and tourism-related investment into improvements in the Katherine Tourism industry.

Strategic Plan

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

1.4.1 Continually improve services and our tourism offerings.

Municipal Plan

3.2 Community Services - Visitors Information Services

3.2.3 Promote Katherine and educate customers on local culture and experiences.

3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

Background

As a key stakeholder within the Tourism NT Destination Management Plan – Big Rivers Region, Council acknowledges the importance of the economic contribution of tourism on our community.

The Destination Management Plan – Big Rivers Region was developed in 2020 after extensive consultation across the sector with the aim to identify key strengths and assets across the region, consider visitation demands, existing plans and priorities and identify gaps and opportunities for product development to continually improve the tourism offering.

As a Council, it is our role to assist in facilitation of improved experiences, predominately through considered infrastructure improvements and ensuring we maintain a safe and welcoming environment for visitors. This is further supported by Council's operation of the Katherine Visitor Information Centre (KVIC)

Discussion

As a result of significant investment by the Northern Territory Government, the Katherine Tourism industry has been the beneficiary of a considerable number of grants over recent years through target funding opportunities.

Through the Tourism Town Assets Program, Council are eligible to seek funding that aligns with Tourism NT's strategic direction (Towards 2030 Strategy), with a particular focus on accessibility. Katherine Town Council has been successful in securing the below funding opportunities:

Round 1 - Katherine Town Council - Katherine Visitor Information Centre Upgrade - \$99,777.86

Round 2 - Katherine Town Council – Potable water dispenser and visitor parking project - \$190,000

Indirectly, since the commencement of the Visitor Experience Enhancement Program (VEEP) program in

2018/19, tourism businesses located within the Katherine Municipality have secured \$1,024,705.80 in funding towards improved visitor offerings. As a matched funding program, this equates to over \$2m of investment in tourism experience improvements over the life of the funding program.

Successful VEEP Funding Grants – Katherine:

- Blast Coffee Group: Pop Rocket Café Expansion Project, (\$10,000)
- Marksie's Stockman's Camp Tucker Night: Improve lighting and kitchen equipment, (\$7,500)
- Gecko Canoeing: Reception area renovation, (\$10,000)
- Nitmiluk Tours: Campground ablution facilities upgrade, (\$42,964)
- Katherine Outback Experience: New wireless PA system, (\$9,429)
- Katherine Coaches Pty Ltd: Modify coach trailers to be able to travel the remote regions / tracks \$12,725
- Travel North Pty Ltd: Installation of waste water treatment system \$50,000
- Katherine School of the Air Council: Upgrade facilities and displays \$9,018
- Knott's Crossing Resort: Room and pool upgrades to resort \$25,000
- BA & S Hill t/a Manbulloo Homestead Caravan Park: Purchase and install a new ablution block and upgrade the existing unisex ablution block \$25,000
- The Finch Café: Upgrade of café outdoor area \$5,000
- Knotts Crossing Resort: upgrades to rooms and common areas \$25,000
- Pine Tree Motel: pool & entertainment area upgrades \$40,000
- Katherine Motel: Motel rooms and pool upgrades \$40,000
- Katherine Outback Experience: build a multi-purpose function space inclusive of reception area, office, café and kitchen, shop and storeroom \$40,000
- Katherine River Lodge: Refurbishment of 7 motel rooms \$40,000
- Marksie's Stockman's Camp Tucker Night: synthetic grass for Tucker Night venue \$1,407.46
- Nitmiluk Mountain bike tours experience \$15,000
- Riverview Tourist Village: upgrades to plumbing for increased water pressure and upgrades to cabins \$40,000
- Palm Court Budget Motel: Accommodation room upgrades \$50,000.00
- The Katherine Museum: Agriculture and Military machinery display infrastructure construction \$36,363.32
- Beagle Hotel: Renovate two rooms to accessibility compliant standards and two family rooms. All four rooms to have new flooring, lighting, fixtures, storage, paint and bathroom upgrades \$100,000.00
- Knotts Crossing Resort: Renovate 20 executive and family rooms, with new flooring, gyprock walls and furniture. Upgrade the commercial laundry facilities \$78,017.18
- Katherine Outback Experience: Construct two new grandstands to increase capacity of the Outback Shows. Level and surface the car park for improved access \$34,410.00

In addition to continually seeking further investment, Katherine Town Council continues to work actively in advocating for improvements to the Katherine Civil Airport. With the addition of a further low-cost airline to the Northern Territory in November, Council will continue to explore opportunities to increase the airports capacity to this network, with further considerations to both for transportation of skilled staff to the area, particularly in connection with significant infrastructure investments, along with capitalising on freight opportunities. Both these mechanisms can then assist the tourism industry, increasing accessibility of the area for tourists and opening up the region to further markets.

Consultation Process

Tourism NT – Regional Planning North were consulted in providing funding data for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.8 KATHERINE TOWN COUNCIL BY-LAW REVIEW

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

Officer Recommendation

That Council notes the update on the Katherine Town Council By-Law review.

Purpose of Report

To provide the Council with an update at the Katherine Town Council By-Law review process.

Strategic Plan

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

4.2.1 Regularly update our workplace policies and procedures, and Council bylaws.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.1 Regularly update our workplace policies and procedures and council Bylaws.

Background

In 2017, a major project to update the Katherine Town Council By-Laws 1998 commenced. The by-laws had not been amended since 2011 and there are a significant number of provisions that need to be updated and new policy decisions by Council up until that time included to enable them to be enforced.

The Office of Parliamentary Council provided version 10 of the by-law amendment (Katherine Town Council Amendment By-Laws 2022). By legislative amendment standards, this represents a substantial amendment to the current by-laws, running to 55 pages of amendments.

While most amendments relate to the inclusion of new policy positions of Council from 2017, there are a substantial number that relate predominantly to modernising terminology in the by-laws. The amendments were effectively a tidy up of outdated terminology and new ways of dealing with council matters eg dangerous dogs and management of on-street parking. It also tidied up infringements to utilise a penalty unit system as opposed to the previously prescribed monetary unit system.

After undertaking the required review and consultation process, the Council approved the “Katherine Town Council Amendment By-Laws 2022” at its meeting on 28 March 2023 (OCM-013-2023) with gazettal by the Minister for Local Government on 27 April 2023. The Amendment By-Laws came into effect 1 July 2023.

Discussion

Noting the previously significant lapse in time between By-Law reviews, and the extensive body of work undertaken through 2022-2023 to modernise the By-Laws, Council officers have recommenced the review process to now further update and strengthen the By-Laws in line with the current needs of our community and, in turn, Authorised Officers.

The review is focusing on the functionality of the By-Laws to educate and enforce issues that affect our community, particularly issues that are not compatible with the enjoyment of the community of a congenial living environment.

The initial review process has been undertaken by Council officers with particular focus on:

- Administrative documents amendments – correction of number sequencing and minor obsolete referencing;
- Strengthening enforcement provisions with existing by-laws and confirming support of enforcement provisions through Council's Fees & Charges as relevant: and
- Identified inclusions to increase Council's responsiveness to current or anticipated community issues, such as consideration of domestic livestock management within the municipality.

In addition to the By-Laws, Council staff are also undertaking a review of the related Signs Code which connects to the By-Laws through sections 86(1) through (7). The Signs Code has not had a review of significance since January 2009 and given the changes in technology, standards and community expectations, an extensive review of this document is required to ensure that it is fit for purpose. It has also been identified that the documents application can be confusing to both residents and officers. This process will allow the review of the document practical implementation whilst still supporting the purpose of inception.

Once internal reviews have been finalised, the Council will engage professional reviewing services, undertake consultation with the Office of Parliamentary Counsel, before then facilitating the community consultation process. It is anticipated that this will occur early in the new year.

In line with Strategic goals, Council will look to regularly review and amend By-Laws in support of good governance.

Consultation Process

The internal review process was undertaken with the assistance of the Community Service - Regulatory Team and Authorised Officers involved in By-Law enforcement.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There is no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.9 FINANCE REPORT FOR THE MONTH OF NOVEMBER 2023

Author: Avtar Singh, Director Corporate Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: 1. Monthly Report - Finance - Nov 2023 - Attachment [14.9.1 - 8 pages]

Officer Recommendation

That Council endorses the Finance Report for the Month of November 2023.

Purpose of Report

The purpose of this report is to present to the Council the Financial Report for November 2023.

Strategic Plan

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

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

Municipal Plan

2.1 Corporate Services - Financial Services

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

Background

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the preliminary financial position of the council at the end of November 2023 with the Chief Executive Officer (CEO) Certification.

Discussion

- Total YTD operating income is 1% above budget.
- Interest revenue is above budget due to growth in the investment portfolio and higher interest rates.
- Operating grants revenue is below budget mainly due to the timing, as majority of the grants are paid in second half of the financial year.
- Total YTD operating expenditure is 6.90% below budget.
- Employee Costs are below budget by 19.21% as some positions remained vacant.
- Monthly creditor payments have been made to all known suppliers with payments made weekly.
- 24% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 18.71% of our outstanding rate balance reflects rates outstanding for prior financial years (2022/2023 FY and prior).

Consultation Process

CEO, Directors, and Departmental Managers

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

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

Risk, Legal and Legislative Implications

There is no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

CERTIFICATION BY THE CEO TO THE COUNCIL

I, Ingrid Stonhill, the Chief Executive Officer of Katherine Town Council hereby certify that, to the best of my knowledge, information, and belief:

- The internal controls implemented by the Council are appropriate; and
- The Council's Finance Report best reflects the financial affairs of the Council.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Table 1.1 Monthly Income and Expenditure Statement

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING NOVEMBER 2023	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	10,396,364	10,195,743	200,621	10,195,743
Fees and Charges	1,102,454	957,352	145,102	2,297,644
Operating Grants and Subsidies	430,052	925,625	(495,573)	2,221,500
Interest / Investment Income	408,856	187,500	221,356	450,000
Commercial and Other Income	82,860	35,594	47,266	85,425
TOTAL OPERATING INCOME	12,420,585	12,301,813	118,772	15,250,312
OPERATING EXPENDITURE				
Employee Expenses	2,118,343	2,621,909	(503,566)	6,292,582
Materials and Contracts	3,118,617	3,087,426	31,191	7,409,822
Elected Member Allowances	96,070	99,167	(3,097)	238,000
Elected Member Expenses	7,689	25,087	(17,398)	60,208
Council Committee & Allowances	880	10,000	(9,120)	24,000
Council Committee & Expenses		2,500	(2,500)	6,000
Depreciation, Amortisation and Impairment	1,448,968	1,448,968	-	3,477,522
Finance Costs - Waste Management Facility (WMF)	-	-		140,806
Interest Expenses	-	-	-	-
Other Expenses	-	-	-	-
TOTAL OPERATING EXPENDITURE	6,790,566	7,295,056	(504,490)	17,648,940
OPERATING SURPLUS / DEFICIT	5,630,019	5,006,758	623,262	(2,398,628)

Table 1.2 Monthly Operating Position

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING NOVEMBER 2023	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	\$ 5,630,019	\$ 5,006,758	\$ 623,262	-\$ 2,398,628
Remove NON-CASH ITEMS				
Less Non-Cash Income				
Add Back Non-Cash Expenses	1,448,968	1,448,968	-	3,618,328
TOTAL NON-CASH ITEMS	1,448,968	1,448,968	-	3,618,328
Less ADDITIONAL OUTFLOWS				
Capital Expenditure (KTC funded)	535,305	924,833	- 389,528	2,219,600
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves			-	
Other Outflows (Grant Funded Capex)	117,307	-	117,307	-
TOTAL ADDITIONAL OUTFLOWS	(652,611)	(924,833)	272,222	(2,219,600)
Add ADDITIONAL INFLOWS				
Capital Grants Income	840,755	416,667	424,088	1,000,000
Prior Year Carry Forward Tied Funding			-	
Other Inflow of Funds	-		-	
Transfers from Reserves			-	
TOTAL ADDITIONAL INFLOWS	840,755	416,667	424,088	1,000,000
NET BUDGETED OPERATING SURPLUS / DEFICIT	7,267,131	5,947,558	1,319,572	100

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year (Annual) Budget \$
Buildings & Other Structures	8,195	213,260	(205,065)	511,825
Furniture, Fittings & Equipment	70,657	29,229	41,427	70,150
Improvements	46,650	38,958	7,692	93,500
Plant & Equipment	174,646	476,719	(302,073)	1,144,125
Roads	352,464	166,667	185,797	400,000
			-	
TOTAL CAPITAL EXPENDITURE	652,611	924,833	(272,222)	2,219,600
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Katherine Town Council	535,305	924,833	(389,528)	2,219,600
Capital Grants	117,307	-	117,307	-
TOTAL CAPITAL EXPENDITURE FUNDING	652,611	924,833	(272,222)	2,219,600

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT NOVEMBER 2023	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Restricted Funds	15,040,463	
Unrestricted Funds	7,607,118	
Accounts Receivable		
Trade Debtors	348,042	(2)
Rates & Charges Debtors	4,631,819	
Other Current Assets	403,081	
TOTAL CURRENT ASSETS	28,030,524	
Non-Current Financial Assets	209,955	
Property, Plant and Equipment	97,910,060	
TOTAL NON-CURRENT ASSETS	98,120,015	
TOTAL ASSETS	126,150,539	
LIABILITIES		
Accounts Payable	-	(3)
ATO & Payroll Liabilities	(77,285)	(4)
Current Provisions	583,439	
Accruals		
Other Current Liabilities	335,470	
TOTAL CURRENT LIABILITIES	841,624	
Non-Current Provisions	74,922	
Other Non-Current Liabilities	7,053,377	
TOTAL NON-CURRENT LIABILITIES	7,128,299	
TOTAL LIABILITIES	7,969,923	
NET ASSETS	118,180,616	
EQUITY		
Asset Revaluation Reserve	75,549,402	
Reserves	6,688,161	
Accumulated Surplus	35,943,053	
TOTAL EQUITY	118,180,616	

0.00

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 30 NOVEMBER 2023

GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement, 30 NOVEMBER 2023	2,752,999
Credit card balances	919
Balance of Imprest and Petty Cash	1,128
Plus net outstanding deposits/(withdrawals)	458
Adjusted cash at bank balance, 30 NOVEMBER 2023	2,755,504

INVESTMENTS

FINANCIAL INSTITUTION	\$	RATE	DATE	DATE	INSTITUTION
NAB	1,500,000	4.60%	10-Mar-23	11-Dec-23	
NAB	1,500,000	4.65%	10-Mar-23	11-Jan-24	
NAB	3,500,000	4.70%	10-Mar-23	12-Feb-24	6,500,000
BOQ	500,000	5.15%	9-Oct-23	8-Oct-24	
BOQ	500,000	5.20%	3-Nov-23	4-Nov-24	
BOQ	1,000,000	5.15%	4-Oct-23	4-Sep-24	
BOQ	1,000,000	5.15%	4-Oct-23	5-Aug-24	3,000,000
AMP	1,000,000	5.30%	2-Nov-23	2-Oct-24	
AMP	500,000	5.25%	28-Sep-23	28-Aug-24	
AMP	1,400,000	5.50%	31-Jul-23	28-Jun-24	
AMP	500,000	5.35%	13-Nov-23	14-Oct-24	4,933,229
AMP	1,000,000	5.55%	27-Jul-23	27-Jun-24	
AMP (oncall)	533,229		on call	on call	
Commonwealth Bank	500,000	5.31%	19-Jun-23	14-May-24	
Commonwealth Bank	500,000	4.97%	6-Sep-23	1-Aug-24	
Commonwealth Bank	1,000,000	5.20%	31-Jul-23	25-Jun-24	
Commonwealth Bank	2,500,000	5.40%	28-Aug-23	23-Aug-24	
Commonwealth Bank (oncall)	959,307		on call	on call	5,459,307
Total Investments					19,892,536
Total Funds					22,648,040

Internally Restricted Funds	\$
WMF Make-Good Provision	7,053,377
Capital Renewal Reserve	4,987,646
Contingency reserve	1,000,000
Council Election Reserve	100,000
Council motion reserve	600,515
Provision for Employees	658,361
RESTRICTED FUNDS	14,399,899
Unrestricted funds	7,607,577
Unexpended Grants- Restricted Funds	640,564
Total Funds	\$ 22,648,040

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

Council can select timing of age of debtor	1 – 30 Days	31 – 60 Days	>60 Days	TOTAL
Rates Debtors	3,765,267	\$	866,552	4,631,819
Sundry Debtors	104,638	14,631	40,491	159,759
Weighbridge Debtors	132,564	9,357	46,362	188,283
Infringement - Animal	704	860	7,500	9,064
Infringement - Parking	-	40	171	211
Infringement - Litter/Camping	-	-	-	-
TOTAL	4,003,172	24,888	961,075	4,989,136

Arrears continue to be followed especially in the area of rates. Infringement notices unpaid from previous month have been forwarded to Fines Recovery Unit (FRU) for follow up. Sundry and Weighbridge debtors continue to be followed up on greater than 60 days.

Note 3. Statement on Debts Owed by Council (Accounts Payable)

Council can select timing of age of creditor	1 – 30 Days	31 – 60 Days	>60 Days	Total
Trade Creditors	-	-	-	-
Other Creditors	-	-	-	-
Total Accounts Payable	-	-	-	-

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

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

KTC is due for refund this amount from ATO	(77,285)
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Note 5. Current Ratio

Current Ratio	32.54
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Table 2.2. Quarterly Report on Planned Major Capital Works

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$ (A)	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget \$ (D)	Total Yet to Spend \$ (E = D - C)	Expected Project Completion Date
Buildings & Other Structures			8,195	8,195	280,250	272,055	
Plant & Equipment			174,646	174,646	600,000	425,354	
Roads			352,464	352,464	400,000	47,536	
TOTAL		0	535,305	535,305	1,280,250	744,945	

Table 4. Member and CEO Council Credit Card Transactions for the Month

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

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
1-Nov-23	95.28	Mailchimp Atlanta GA	Stakeholder survey
6-Nov-23	26	FRESHWORKS INC SAN MATEO CA	VIC Chat Subscription
8-Nov-23	798	OFFICEWORKS 0801 STUART PARK AUS	Office shairs
8-Nov-23	39.95	SMP*Cafe 21 The Mall Darwin City AUS	LGANT Bubbles Presentation
9-Nov-23	206.75	HANUMAN RESTAURANT DAR DARWIN NT	LGANT Bubbles Presentation
13-Nov-23	182.68	DoubleTree Esplanade D Darwin AUS	Staff accomodation for LGANT conference
14-Nov-23	40	RIVER BLEU PTY LTD KATHERINE AUS	EMIS catering
14-Nov-23	46.8	SQ *KATHERINE GIFTS & Katherine NT	Staff long service award frames
28-Nov-23	26.25	WOOLWORTHS 5636 KATHERINE AUS	Catering for Lansdowne public meeting
30-Nov-23	33.55	WOOLWORTHS 5636 KATHERINE AUS	Staff wellbeing strategy - crafternoon
30-Nov-23	64.4	DOLLARS AND SENSE KA KATHERINE NT	Staff wellbeing strategy - crafternoon
Total	1,559.66		

14.10 FIRST BUDGET REVIEW 2023-2024

Author: Avtar Singh, Director Corporate Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: 1. Original Annual Budget - Financial Statements & Long Term Financial Plan 2023-2024 [14.10.1 - 4 pages]

Officer Recommendation

That Council:

- Note the first budget review for 2023-2024, and
- Adopt the original endorsed 2023-2024 budget.

Purpose of Report

The purpose of this report is to present to the council the First Budget Review for 2023-2024.

Strategic Plan

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

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

Municipal Plan

2.1 Corporate Services - Financial Services

2.1.1 Adhere to internal financial procedures.

2.1.2 Comply with legislative requirements.

2.1.3 Prudent financial management for stronger returns for ratepayers.

2.1.4 Sustainable long-term finances and current risk management practices.

Background

In accordance with the Local Government Act 2019 (General) Regulations 9, Council is required to undertake two budget reviews during the financial year. Accordingly, Council's finance team have conducted first review of the 2023-2024 budget in consultation with the Executive Team. This report presents Council with the first budget review.

Discussion

At this stage, the original adopted 2023-2024 budget to remain unchanged.

That the Council Management will conduct a second budget review in April 2024 to recommend any changes for the 2023-2024 budget.

Consultation Process

CEO and the Directors

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

ANNUAL BUDGET INCOME AND EXPENDITURE (2023 - 2024)

	Annual Budget \$
OPERATING INCOME	
Rates	8,756,737
Waste Charges	1,439,006
Fees and Charges	2,297,644
Operating Grants and Subsidies	2,221,500
Interest / Investment Income	450,000
Commercial and Other Income	85,425
TOTAL OPERATING INCOME	15,250,312
OPERATING EXPENDITURE	
Employee Expenses	6,292,582
Materials and Contracts (including Asset Protection)	7,409,822
Elected Member Allowances	238,000
Elected Member Expenses	60,208
Council Committee Allowances	24,000
Council Committee Expenses	6,000
Depreciation, Amortisation and Impairment	3,477,522
Finance Costs - Landfill Rehabilitation Provision (WMF)	140,806
Interest Expenses	-
Other Expenses	-
TOTAL OPERATING EXPENDITURE	17,648,940
BUDGETED OPERATING SURPLUS / (DEFICIT)	(2,398,628)

ANNUAL BUDGET OPERATING POSITION (2023 - 2024)

	Annual Budget \$
BUDGETED OPERATING SURPLUS / (DEFICIT)	(2,398,628)
Remove NON-CASH ITEMS	
Less Non-Cash Income	
Add Back Non-Cash Expenses	3,618,328
TOTAL NON-CASH ITEMS	3,618,328
Less ADDITIONAL OUTFLOWS	
Capital Expenditure	2,219,600
Borrowing Repayments (Principal Only)	-
Transfers to Reserves	-
Other Outflows	
TOTAL ADDITIONAL OUTFLOWS	2,219,600
Add ADDITIONAL INFLOWS	
Capital Grants Income	1,000,000
Prior Year Carry Forward Tied Funding	
Other Inflow of Funds	
Transfers from Reserves	
TOTAL ADDITIONAL INFLOWS	1,000,000
NET BUDGETED OPERATING POSITION	100

STATEMENT OF FINANCIAL POSITION

	Budget 2023/2024	Estimate 2024/2025	Estimate 2025/2026	Estimate 2026/2027
ASSETS				
CURRENT ASSETS				
Cash and Cash Equivalent	17,530,844	18,206,000	18,003,172	18,130,160
Receivables	1,690,753	1,371,540	1,689,879	1,361,062
Inventories	10,588	11,012	11,452	11,910
Total Current Assets	19,232,184	19,588,552	19,704,503	19,503,132
NON-CURRENT ASSETS				
Property Plant and Equipment	88,662,560	87,103,637	85,511,633	84,424,518
Other Non-Current Assets	9,608,154	9,608,154	9,608,154	9,608,154
Total Non-Current Assets	98,270,714	96,711,791	95,119,787	94,032,672
TOTAL ASSETS	117,502,898	116,300,344	114,824,290	113,535,805
LIABILITIES				
CURRENT LIABILITIES				
Payables	2,398,732	2,499,182	2,379,430	2,505,662
Provisions	621,813	624,922	628,046	631,186
Total Current Liabilities	3,020,544	3,124,104	3,007,476	3,136,848
NON-CURRENT LIABILITIES				
Employee Entitlements (including costs)	63,381	63,698	64,017	64,337
Landfill Rehabilitation Provisions (WMF)	7,327,461	7,733,577	8,069,290	8,201,639
Total Non-Current Liabilities	7,390,842	7,797,275	8,133,306	8,265,976
TOTAL LIABILITIES	10,411,386	10,921,379	11,140,782	11,402,824
NET ASSETS	107,091,512	105,378,965	103,683,508	102,132,981
EQUITY				
Accumulated Surplus	24,853,949	22,889,311	20,961,793	19,742,630
Asset Revaluation Reserves	75,549,402	75,549,402	75,549,402	75,549,402
Other Reserves	6,688,162	6,940,253	7,172,313	6,840,950
TOTAL COUNCIL EQUITY	107,091,512	105,378,965	103,683,508	102,132,981

STATEMENT OF CASH FLOWS

	Budget 2023/2024	Estimate 2024/2025	Estimate 2025/2026	Estimate 2026/2027
CASH FLOWS FROM OPERATING ACTIVITIES				
RECEIPTS				
Rates	8,494,035	9,452,372	9,329,032	10,381,578
Waste Charges	1,510,956	1,432,674	1,659,489	1,573,512
Operating Grants, Subsidies & Contributions	2,221,500	2,232,608	2,243,771	2,254,989
Fees & Charges	2,182,761	2,492,139	2,329,201	2,659,334
Interest Earnings	463,500	454,500	459,000	436,500
Other Revenue	89,696	81,560	90,595	82,377
Sub-total	14,962,449	16,145,853	16,111,089	17,388,291
PAYMENTS				
Employee Costs	(6,607,211)	(6,336,630)	(7,423,862)	(7,119,838)
Materials & Contracts	(7,187,527)	(7,883,976)	(7,669,731)	(8,412,904)
Elected Members Allowances	(298,208)	(301,190)	(304,202)	(307,244)
Council Committee Allowances and Expenses	(30,000)	(30,300)	(30,603)	(30,909)
Sub-total	(14,122,946)	(14,552,096)	(15,428,399)	(15,870,895)
Net Cash Provided by (Used in) Operating Activities	839,503	1,593,756	682,690	1,517,396
CASH FLOWS FROM INVESTING ACTIVITIES				
RECEIPTS:				
Amounts Specifically for New or Upgraded Assets	1,000,000	1,000,000	1,000,000	1,000,000
Sale of Replaced Assets	-	-	-	-
PAYMENTS:				
Expenditure on Renewal/Replacement of Assets	(2,219,600)	(1,918,600)	(1,885,518)	(2,390,408)
Net Cash Provided by (Used in) Investing Activities	(1,219,600)	(918,600)	(885,518)	(1,390,408)
NET INCREASE (DECREASE) IN CASH HELD	(380,097)	675,156	(202,828)	126,988
Cash & Cash Equivalents at Beginning of Period	17,910,941	17,530,844	18,206,000	18,003,172
Cash & Cash Equivalents at End of Period	17,530,844	18,206,000	18,003,172	18,130,160

LONG TERM FINANCIAL PLAN

LONG TERM FINANCIAL PLAN	Annual Budget 2023/2024	Estimate 2024/2025	Estimate 2025/2026	Estimate 2026/2027
OPERATING INCOME				
Rates	8,756,737	9,177,060	9,617,559	10,079,202
Waste Charges	1,439,006	1,508,078	1,580,466	1,656,328
Fees and Charges	2,297,644	2,373,466	2,451,790	2,532,699
Operating Grants and Subsidies	2,221,500	2,232,608	2,243,771	2,254,989
Interest / Investment Income	450,000	450,000	450,000	450,000
Commercial and Other Income	85,425	85,852	86,281	86,713
TOTAL OPERATING INCOME	15,250,312	15,827,064	16,429,868	17,059,932
OPERATING EXPENDITURE				
Employee Expenses	6,292,582	6,670,137	7,070,345	7,494,566
Materials and Contracts (including Asset Protection)	7,409,822	7,654,346	7,906,939	8,167,868
Elected Member Allowances	238,000	240,380	242,784	245,212
Elected Member Expenses	60,208	60,810	61,418	62,032
Council Committee Allowances	24,000	24,240	24,482	24,727
Council Committee Expenses	6,000	6,060	6,121	6,182
Depreciation, Amortisation and Impairment	3,477,522	3,477,522	3,477,522	3,477,522
Finance Costs - (WMF)	140,806	406,116	335,713	132,349
Interest Expenses	-	-	-	-
Other Expenses	-	-	-	-
TOTAL OPERATING EXPENDITURE	17,648,940	18,539,611	19,125,325	19,610,459
BUDGETED OPERATING SURPLUS / DEFICIT	(2,398,628)	(2,712,547)	(2,695,457)	(2,550,527)

	Annual Budget 2023/2024	Estimate 2024/2025	Estimate 2025/2026	Estimate 2026/2027
BUDGETED OPERATING SURPLUS / DEFICIT	(2,398,628)	(2,712,547)	(2,695,457)	(2,550,527)
Remove NON-CASH ITEMS				
Less Non-Cash Income				
Add Back Non-Cash Expenses	3,618,328	3,883,638	3,813,235	3,609,872
TOTAL NON-CASH ITEMS	3,618,328	3,883,638	3,813,235	3,609,872
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	2,219,600	1,918,600	1,885,518	2,390,408
Borrowing Repayments (Principal Only)	-	-	-	-
Transfers to Reserves	-	252,091	232,060	-
Other Outflows				
TOTAL ADDITIONAL OUTFLOWS	2,219,600	2,170,691	2,117,578	2,390,408
Add ADDITIONAL INFLOWS				
Capital Grants Income	1,000,000	1,000,000	1,000,000	1,000,000
Prior Year Carry Forward Tied Funding				
Other Inflow of Funds				
Transfers from Reserves		-		331,363
TOTAL ADDITIONAL INFLOWS	1,000,000	1,000,000	1,000,000	1,331,363
NET BUDGETED OPERATING POSITION	100	400	200	300

14.11 CORPORATE SERVICES REPORT FOR THE MONTH OF NOVEMBER 2023

Author: Avtar Singh, Director Corporate Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receive and note the Corporate Services Report for the month of November 2023.

Purpose of Report

To present the report for Corporate Services department for the month of November 2023.

Strategic Plan

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

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

1.1.3 Improve transparency around issues affecting the community.

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

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

Municipal Plan

2.2 Corporate Services - Administration Services

2.2.1 Action service requests in line with customer service charter.

2.2.3 Deliver positive customer service.

Background

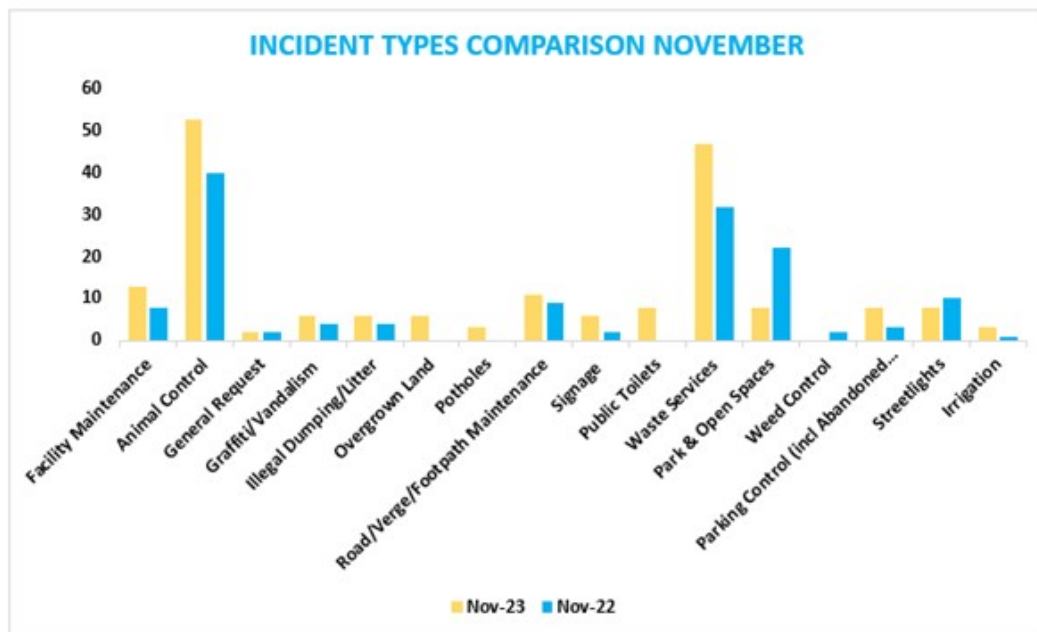
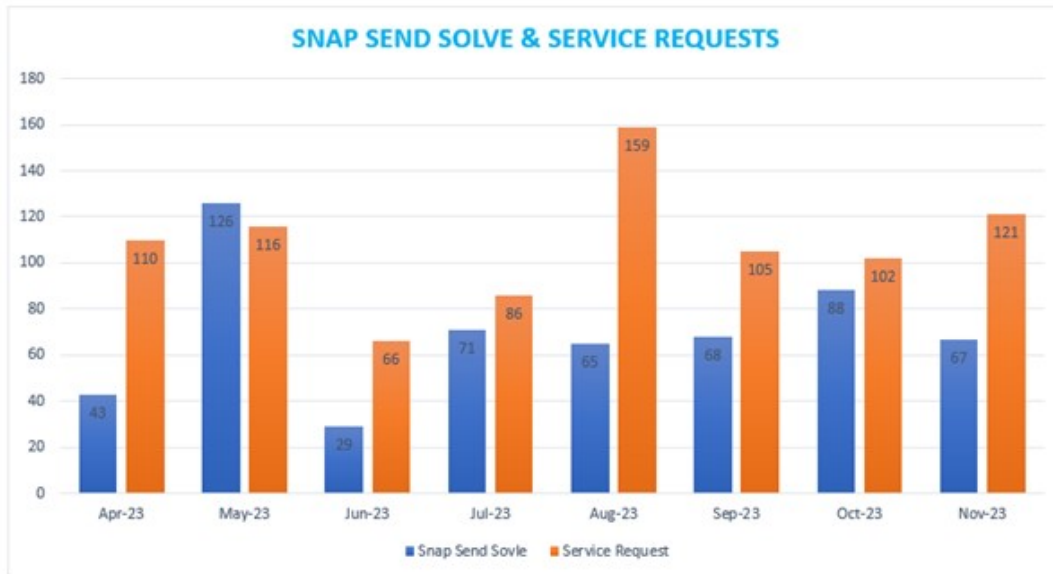
The monthly report of the Corporate Services departments highlights key developments in the Administration and Financial Services at Katherine Town Council.

Discussion

Administration Services

Following are some of the key highlights for November 2023:

Customer Service Requests – In November, the Council received a total of 188 service requests. Out of these, 98 were satisfactorily completed within the designated time frame. Presently, 34 service requests are still in progress, while 56 remain overdue and await resolution. For the month of November, a total of 67 Snap Send Solve (SSS) reports were submitted. The predominant incident types reported were related to animal control, waste services and maintenance of roads.



Financial Services

Finance Team is currently working with Opteon for the revaluation of Council's assets as of 31 December 2023. The asset valuation exercise is undertaken every 3-5 years. The last asset valuation was also completed by Opteon in 2019.

Consultation Process

Corporate Services team members

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.



Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.12 COMMUNITY SERVICES REPORT FOR THE MONTH OF NOVEMBER 2023

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

Officer Recommendation

1. That Council receive and note the Community Services Department report for the Month of November 2023.

Purpose of Report

To provide an overview of the Community Services Department for the month of November 2023

Strategic Plan

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

- 1.4.1 Continually improve services and our tourism offerings.
- 1.4.2 Develop an Activate Katherine strategy with NTG and local stakeholders.
- 1.4.3 Enhance customer experiences at our Visitor Information Centre.

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

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

2. COMMUNITY AND FAMILIES - 2.3 Celebrate Diversity - Celebrate diversity in our community and recognise their needs and interests.

- 2.3.2 Welcome and connect the Defence community with the Katherine community.

2. COMMUNITY AND FAMILIES - 2.4 Support Our Youth - Support youth engagement.

- 2.4.4 Participate in the Katherine Youth Advisory Group.

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

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

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

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

3. SPORTS AND CIVIC EVENTS - 3.4 Activation and Revitalisation - Maximise developmental potential of Council's land assets and create an attractive town through revitalisation.

- 3.4.3 Enhance public spaces with placemaking and activation.

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

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

5. ARTS, CULTURE AND HERITAGE - 5.1 Vibrant Art - Encourage the arts sector.

5.1.1 Support the street art series and art organisations.

5. ARTS, CULTURE AND HERITAGE - 5.3 Our Rich Heritage - Reinvigorate Katherine by preserving, embracing and showcasing our rich arts and heritage.

5.3.2 Create opportunities and partnerships to develop the arts, culture, and heritage sector.

5.3.3. Increase participation at cultural facilities and help facilitate events.

Municipal Plan

3.1 Community Services - Community Events and Collaboration

3.1.1 Provide vibrant calendar of events that promote diversity and accessibility.

3.1.2 Collaborate with community partners.

3.1.4 Coordinate celebrations and civic events.

3.1.8 Well-attended and frequent Activate Katherine events.

3.1.10 Increased participation and community connectedness at council activities.

3.2 Community Services - Visitors Information Services

3.2.1 Increase total sales.

3.2.2 Deliver positive customer experiences.

3.2.3 Promote Katherine and educate customers on local culture and experiences.

3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

3.3 Community Services - Library Services

3.3.1 Provide interactive library programs and initiatives to engage patrons.

3.3.2 Provide a safe space.

3.3.3 Provide an informed and community-driven library collection.

3.3.4 Improve digital community connectivity through this facility.

3.4 Community Services - Regulatory Services

3.4.1 Action service requests in accordance with the Customer Service Charter.

3.4.5 Educate public on updated KTC Bylaws.

Background

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

Discussion

LIBRARY SERVICES

ACTIVITY	TOTALS	
Patron Count	2210	
Public Computer Use (hours)	320	
Conference Room (hours)	33	
Circulation	1761	
New Memberships	4	
Programs	# Programs	# Attendance

Wriggle & Rhyme	5	46
Toddler Rhyme Time	4	45
Storytime	5	72
Misc Events (Questecon Event, School Visits	2	38

VISITOR SERVICES

November saw the changeover of all Point of Sale (POS) functions to Bookeasy Retail. This now allows staff to complete both accommodation/tour bookings through the same transaction as in-store retail through the Bookeasy system as opposed to the multi-system setup that was in place prior. The changeover now also allows for the issuing of gift certificates that can be redeemed either in-store or online for locals and visitors alike to book experiences all year-round through the Centre. November also saw the replacement and upgrade of some internal signage and display equipment.

All of these activities are in line with the Katherine Visitor Information Centre Improvement plan, aimed at increasing the centers efficiency and adding value to the customer experience.

COMMUNITY EVENTS AND ENGAGEMENT

Events:

11th November – Remembrance Day

The annual commemorative event, held in partnership with the team from RAAF Base Tindal, was well attended with approximately 100 people in attendance.

11th November – 'The Grinch' Movie Night – Katherine Town Square

A fantastic family friendly event that was well supported by the community, with approximately 65 people coming to enjoy the movie. The event was supported by the newly reopened 'Meeting Place' providing food and drink for the event as well as our partners at the Katherine Community Projects Association.

19th November – Internation Men's Day – Golf Event

For the first time, Katherine Town Council hosted an event in celebrations of International Men's Day, hosting a 9-hole Ambrose golf day. The event was extreemly well supported, with full capacity of 68 players.

Community events continue with planning for future events, including:

- Carols By Candlelight
- K-Town Express
- International Day of People with Disabilities
- Australia Day Ceremony including Citizen of the Year Awards Program
- 2024 Annual Calendar of Events

REGULATORY SERVICES

Regulatory Animal Summary

Council Rangers received 49 animal related service requests for the month of November. 37 of these requests were resolved and 22 requests require further follow-up and/or investigation to complete.

Katherine community members reported 24 dogs at large. Concurrently the rangers undertook 98 hours of animal patrols for the month. Nine (9) Notice to Complies (NTC) were issued for unregistered/at large dogs.

November saw a dramatic increase in the number of dogs managed by Council with, a total of 43 dogs impounded. 18 of these dogs were returned to their owners and 10 were rehomed. This is in line with current priorities of Council to apply stricter enforcement action, particularly to recalcitrant owners and animals. This is also supported by more targeted enforcement action within the scope of Council enforcement authority, on identified locations with long term non-compliance that poses significant safety concerns for the general community. This is an ongoing project focused on long term improvements in relation to animal ownership.

Regulatory Parking Summary

Rangers undertook 10 hours of parking patrols for the month whilst officers also received eight (8) service requests.

Unkempt Land

Council has been able to continue property inspections, particularly focused on overgrown/unkempt allotments within the municipality that pose a safety, fire and/or vermin hazard. Council Rangers are also providing support to the corporate services team through undertaking Multiple Dwelling inspections.

Council Rangers have undertaken 42 inspections for the month of November and issued two (2) notices to comply.

Multiple Dwellings Policy

Council has issued 56 notices to residents relating to suspected Multiple Dwellings, requesting follow up inspections. 26 inspections have been completed and Council awaits contact from a further 30 ratepayers to facilitate the inspection process. Ratepayers have until 13 December 2023 to contact Council to arrange an inspection otherwise rates will be automatically adjusted, and Supplementary Rates Notices will be issued as required.

Consultation Process

There is ongoing consultation with dog owners and multiple dwelling owners.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There has been a significant loss of rate revenue from multiple dwellings not being rated as per legislation. There is significant cost to council to respond, deal with and eliminate dangerous dogs.

Risk, Legal and Legislative Implications

There is risk of non compliance to by laws and policy, which could result in legal action being taken.

Environment Sustainability Implications

There are no environmental sustainability implications.



Council Officer Conflict of Interest

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

14.13 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF NOVEMBER 2023

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

Officer Recommendation

That Council receive and note the report of the Infrastructure and Environment Department for November 2023.

Purpose of Report

To provide the Elected Members an update regarding the Infrastructure and Environment Department's activities and projects for the month of November 2023.

Strategic Plan

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

1.4.1 Continually improve services and our tourism offerings.

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

2.1.1 Enhance road safety around schools.

2.1.2 Provide safe and accessible public amenities throughout Katherine.

2.1.3 Improve street lighting for safety.

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

2.2.1 Foster growth for a recreational precinct that connects sports, culture and recreation.

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

3.1.4 Develop future infrastructure such as a regional sporting precinct, updated aquatic centre and potential water recreation facility.

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

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

Municipal Plan

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

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

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

4.3 Infrastructure and Environment - Storm Water Management

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

4.7 Infrastructure and Environment - Cemetery

4.7.1 Compliance with legislative requirements.

4.7.3 Provide positive customer service.

4.9 Infrastructure and Environment - Open Spaces

4.9.4 Progressively remove playgrounds from small local parks.

4.10 Infrastructure and Environment - Recreation and Leisure Facilities

4.10.1 Manage and maintain council-owned facilities.

4.10.4 Conduct stakeholder meetings.

4.10.6 Begin public consultation on the Katherine Aquatic Centre redevelopment.

Background

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

Katherine Civil Airport – Resumption of Management

Katherine Town Council will be resuming management duties of the Katherine Civil Airport. The resumption of duties is due to commence 20 December 2023. KTC staff and contractors will oversee the day-to-day operations and the relevant training and certification has been completed.

Hot Springs – Pathway Safety

Motorcyclists frequent this reserve and have caused angst for pedestrians and other users. To ensure Council facilities are safe and enjoyable for the community, KTC will be initiating a trial to install Motorcycle Barriers at each entrance to the Top Park. The procurement process has commenced for installation.

The Purple Chair – O'Shea Park

Charles Darwin University (CDU) has gifted Katherine Town Council a purple bench seat. Purple represents domestic violence awareness, and the chair has been placed to face the memorial tribute wall. KTC will be engaging with community members to seek permission to install memorial plaques on their behalf.

Annual Cemetery Cleanup

KTC will commence the annual Cemetery cleanup coming over the next month, the community will be informed. As per KTC's Ornament and Monument Guidelines, all broken ornaments, faded flowers and disallowed items will be removed for collection.

Defibrillators Installed

Council has installed two new defibrillators located at the Katherine and Big Rivers Community, Sports and Recreation Venue and at the Katherine Civil Airport. The defibrillators are cased in antivandal cabinets. If a defibrillator is required, the respondent will need to ring St Johns Ambulance on 000 to obtain the access code. User groups have been made aware and signage is in place.

Wet Season Preparations

Side Entry Pits (SEPs) that were identified for replacement have now been completed. Various storm water drains have been serviced to remove any blockages and to minimise the event of flash flooding during heavy rains.

Council Security System Update

The council's existing security equipment encompasses diverse systems that are showing signs of aging and are gradually becoming unreliable. In response, we have formulated a scope of work aimed at upgrading the Alarm Systems and Cameras to enhance the protection of council assets. This initiative extends to safeguarding various locations, such as the Sportsgrounds, Showgrounds, Civic Centre, and other key sites. In the new year procurement will commence for this project.

Project Updates

Katherine Aquatic Centre Upgrade

Some design options have been received, that are currently being evaluated to determine what features can be included within the project's expectations. Once the scope of works has been agreed upon, the preferred design will then commence Community Consultation.

Katherine Civic Centre Upgrade

It is estimated that by January 2024 a design consultant will be engaged followed by a twelve (12) week period for designs and construction plans.

Katherine Sportsground Boundary Fence

The garrison fencing posts have been installed and the panels are expected to be installed by mid-December. The old fence will remain, securing the sportsgrounds while these works are being undertaken. The deconstruction of the old fence will occur once the new fence has been completed. Furthermore, a grant application has been submitted to acquire the funds to extend the garrison fencing along Chambers Drive, presently awaiting notice of outcome.

NTG Safer Territories - Solar Lighting

The procurement process has been completed and a contractor has been engaged to deliver and install forty (40) solar lights within the Katherine Municipality. The solar lights will be installed at O'Shea Park and the pathway from Chambers Drive to Fourth Street. Furthermore, the Katherine Adventure Playpark will receive four (4) surprise lights, these lights are equipped with sensors to detect movement and deter vandalism.

Sportsground Lighting – Repairs Completed

In February 2023, various lighting towers were damaged due to a lightning strike. The repairs have been completed and KTC will continue to work on the claim summary for the insurers.

Snapshot of Minor Projects- Ongoing

- **Outdoor Lockers:** Outdoor lockers should be ready for installation at O'Shea Park in early March 2024; these lockers are for transit community members to store their belongings temporarily and safely.
- **Laneway Closures:** Three (3) new laneway closures have been endorsed for Holtze Crescent, Martin Terrace and Kurrajong Court. The works are scheduled for early next year, pending on availability of contractor and material supplies.
- **Showgrounds Replacement Fence:** A section of the boundary fence on Victoria Highway and the Golf Course boundary will be replaced. Currently undertaking the procurement process and waiting on quotes.
- **Riverlink Upgrade:** A list of deficiencies have been recorded and the area has been assessed for repairs. The project team are undertaking a project scope and once completed funding applications will be submitted.
- **Toilet Block Demolition Hot Springs:** The custodians of the land have given council approval to

proceed with the demolition of the toilet block and use of the disabled road access for the project. Due to the length of response time regarding the required approvals, the project team are revising the quotation.

- Portable Water Station: The station has been installed. The remaining works required are the surrounding parking bays and concrete driveway which is pending quotations.
- Transformer Sculpture: This project is still on hold as the sculpture requires modification to ensure that it is structurally sound for the installation along Railway Terrace.

Snapshot of Completed Projects for 2023

2023 has been a busy year for the Projects Team. Below is a brief outline of projects that have been completed.

- Sportsground fencing – between the new pavilion and playing fields, including slide gates, to reduce the risk of children running out on the field during use.
- Perimeter fencing has been installed around the bores at the Sportsgrounds.
- Landscaping around the new pavilion at the sportsgrounds, including turf, gravel and kerbing.
- Demolition of the old ablution block outside of the Civic Centre.
- Planting of bush apples trees for Railway Terrace and Hot springs.
- Wayfinding signage has been installed at the Sportsgrounds.
- Road re-sealing on Bicentennial Rd and the Waste Management access.
- Installation of external wi-fi controlled lighting at the Civic Centre.
- Stage one of the laneway closures trials for Frangipanni Court, Acacia Drive, Fordham Court, Sandalwood Cres and Hudspeth Court.
- A new section of footpath installed on Railway Terrace, around the Historical Railway Station.
- Refresh of line marking on the roads in the CBD area.
- The Hot Springs Rock Garden – Still to be planted.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

15.2 REPORTS FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES NOVEMBER 2023

Report Type: For noting

Recommendation

That Council receive and note the Elected Member activities for November 2023.

Purpose of Report

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

Strategic Plan

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

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

1.1.3 Improve transparency around issues affecting the community.

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

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

5. ARTS, CULTURE AND HERITAGE - 5.1 Vibrant Art - Encourage the arts sector.

5.1.3 Encourage knowledge of our art history, such as the Katherine Prize being the longest-running arts prize in the NT.

Deputy Mayor Denis Coburn

Date	Activity attended
2 November	Special Meeting of Council
3 November	Katherine Prize
8 November	Christmas Tree
13 November	Elected Member Information Session
19 November	International Men's Day
21 November	Citizen judging
22 November	Disability judging
24 November	Meeting with Jake Quinlivan Department of the Chief Minister and Cabinet
28 November	Elected Member Information Session
29 November	Ordinary Meeting of Council

Councillor Madeleine Bower

Date	Activity attended

Councillor Amanda Kingdon

Date	Activity attended
2 November	Special Meeting of Council for Annual report
3 November	48th Art Katherine Prize
9 November	LGANT Conference Darwin full day
11 November	Remembrance Day
13 November	Elected Member Information Session
24 November	PFAS discussion and review
24 November	Chief Ministers Christmas Reception
27 November	Community meeting with Lansdowne road residents
27 November	Elected Member Information Session
28 November	Ordinary Meeting of Council

Councillor Peter McDougall

Date	Activity attended

2 November 2023	Special Meeting of Council
11 November 2023	Remembrance Day
13 November 2023	Elected Member Information Session
24 November 2023	Chief Minister Christmas Reception
27 November 2023	Elected Member Information Session
28 November 2023	Ordinary Meeting of Council

Councillor Kerrie Mott	
Date	Activity attended

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

17 LATE AGENDA**18 GENERAL BUSINESS****19 CLOSURE OF MEETING TO PUBLIC**

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

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

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

20 CONFIDENTIAL ITEMS**20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES****20.1.1 Confirmation of Previous Confidential Minutes 28 November 2023**

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

20.2 CONFIDENTIAL REPORTS OF OFFICERS**20.2.1 Greening Advisory Committee Membership**

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

21 RESUMPTION OF OPEN MEETING**22 CLOSURE OF THE MEETING**

The next Ordinary Meeting of Council will be held on 23 January 2023.