

# **AGENDA**

## **Ordinary Meeting of Council**

**Tuesday 14 December 2021**  
**Ordinary Meeting 6.00pm**

Council Chambers, Civic Centre,  
Stuart Highway, Katherine

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

- ELECTED MEMBERS** :
- Mayor Elisabeth Clark
  - Deputy Mayor Kym Henderson
  - Councillor Amanda Kingdon
  - Councillor Benjamin Herdon
  - Councillor Denis Coburn
  - Councillor Jeremy Trembath
  - Councillor Madeleine Bower

- OFFICERS** :
- Mr Ian Bodill – Chief Executive Officer
  - Mr Kerry Whiting – Director Corporate Services / Community Services
  - Mr Brendan Pearce – Director Infrastructure and Environment
  - Mr Jherry Matahelumual – Executive Assistant (Minute Taker)

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**ORDER OF BUSINESS**

**1. ACKNOWLEDGEMENT OF COUNTRY**

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

**2. OPENING PRAYER**

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

**3. MEETING DECLARED OPEN**

**4. APOLOGIES AND LEAVE OF ABSENCE**

4.1 Apologies

- Ian Bodill, Chief Executive Officer

4.2 Leave of Absence

**5. CONFLICT OF INTEREST**

Members Disclosure Conflict of Interest

Council declares any conflicts of interest in line with Conflict-of-Interest Policy. A copy of this policy can be downloaded from [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au) or obtained by emailing [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

**6. CONFIRMATION OF PREVIOUS MINUTES**

- 6.1 Minutes of the Ordinary Meeting of Council held on 25 November 2021 1-15

**7. BUSINESS ARISING FROM PREVIOUS MINUTES**

**8. MAYORAL BUSINESS**

- 8.1 Mayoral Official Engagements

**9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED**

**10. PETITIONS**

**11. PUBLIC QUESTION TIME**

Council would like to advise and encourage members of public to raise questions relating with the agenda.

Questions can be submitted in writing via email (records@ktc.nt.gov.au), online (www.katherine.nt.gov.au), via phone (08 8972 5500), in person at the Civic Centre OR at the Ordinary Meeting of Council.

**12. NOTICE OF MOTION**

Nil

**13. REPORTS OF OFFICERS**

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**14. REPORTS FROM REPRESENTATIVES ON COMMITTEES**

Nil

**15. ELECTED MEMBERS ACTIVITIES****16. LATE AGENDA****17. GENERAL BUSINESS****18. CLOSURE OF MEETING TO PUBLIC****19. CONFIDENTIAL ITEMS**

The following item is designated as confidential under Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021:

For section 293(1) of the Act, the following information is prescribed as confidential:

- (c) Information that would, if publicly disclosed, be likely to
  - i. cause commercial prejudice to, or confer an unfair commercial advantage on, any person;

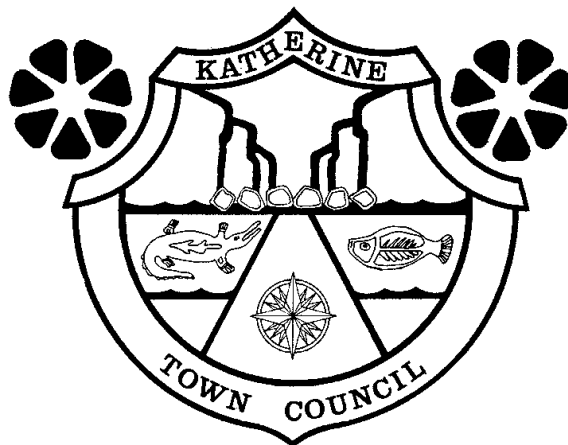
19.1 Tender 22/06 – Management Services for Katherine Civil Airport

**20. RESUMPTION OF OPEN MEETING****21. NEXT ORDINARY MEETING OF COUNCIL**

That the Ordinary Meeting of Council will be held  
on Tuesday 25 January 2022



**22. CLOSURE OF MEETING**



# **MINUTES**

## **Ordinary Meeting of Council**

**Thursday, 25 November 2021**  
**At 6.00 PM**

*held via Zoom Video Conferencing System*

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**MINUTES OF THE ORDINARY MEETING  
KATHERINE TOWN COUNCIL  
HELD VIA ZOOM VIDEOCONFERENCING SYSTEM  
ON THURSDAY, 25 NOVEMBER 2021 AT 6:00PM**

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- ELECTED MEMBERS** : - Mayor Elisabeth Clark  
- Deputy Mayor Kym Henderson  
- Councillor Amanda Kingdon  
- Councillor Benjamin Herdon  
- Councillor Denis Coburn  
- Councillor Jeremy Trembath  
- Councillor Madeleine Bower
- OFFICERS** : - Mr Ian Bodill, Chief Executive Officer  
- Mr Kerry Whiting, Director Corporate and Community Services  
- Mr Brendan Pearce, Director Infrastructure and Environment  
- Mr Jherry Matahelumual – Executive Assistant (Minute Taker)
- VISITORS** : - Ms Amanda Haigh, Project Manager (Local Government), Department of Chief Minister and Cabinet

**DISCLAIMER**

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Opinions expressed or statement made by individuals' persons during the meeting are not the opinions or statements of Katherine Town Council. Council therefore accepts no liability for any defamatory remarks that are made during the meeting.

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## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN AT 6.01 PM

## 4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies  
Nil

4.2 Leave of Absence  
Nil

## 5 CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

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## 6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 26 October 2021

File	:	Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes 2021
Moved	:	Councillor Herdon
Seconded	:	Councillor Coburn

That the amended minutes of the Ordinary Meeting of Council held on 26 October 2021 be confirmed as true and accurate.

**CARRIED 7 / 0**

## 6.2 Minutes of the Special Meeting of Council held on 29 October 2021

File : Local Governance / Council Meetings / Special Minutes  
 Moved : Councillor Kingdon  
 Seconded : Councillor Bower

That the minutes of the Special Meeting of Council held on 29 October 2021 be confirmed as true and accurate.

**CARRIED 7 / 0**

## 6.3 Minutes of the Special Meeting of Council held on 11 November 2021

File : Local Governance / Council Meetings / Special Minutes  
 Moved : Councillor Herdon  
 Seconded : Councillor Bower

That the minutes of the Special Meeting of Council held on 11 November 2021 be confirmed as true and accurate.

**CARRIED 7 / 0**

## 7 BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

## 8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of 27 October 2021 – 21 November 2021

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

No	PERIOD	27 October 2021 – 21 November 2021
1.	EMIS x 2	
2.	Council Meeting	
3.	Meeting with EA x 4	
4.	Meeting with CEO x 4.	
5.	Meeting with DM Kym and Damien Ryan – Candidate for Lingiari.	
6.	Meeting with McArthur Group – CEO recruitment.	
7.	KTC Introduction CDU Engagement.	
8.	Katherine Times Interview – Immunisations and Tourism.	
9.	St Josephs – Thanksgiving Liturgy and Prize Giving.	
10.	Meeting with Department of the Chief Minister.	
11.	Australia Top Tourism awards via Zoom – Won by NSW	
12.	Big Rivers Destination Tourism.	
13.	Confidential Meeting.	
14.	Meeting with Deputy Mayor x 4.	
15.	Community Consultation – Hot Springs.	
16.	Fijian Community 51 year Celebration of Independence & 2 yrs in Katherine.	
17.	LGANT Local Buy Presentation.	
18.	Dinner with CDU & Professor Scott Bowman.	
19.	LGANT AGM in Alice Springs.	

20. KLEC Meeting – Update on COVID x 3
21. Ngaarda Media Interview about COVID 19.
22. Audit & Risk Meeting.
23. Meeting with Councillor Trembath
24. Remembrance Day.
25. Special Council Meeting – Annual report.
26. Presented Young Territorian Author Awards – Casuarina St. Primary.
27. Katherine Times Interview – Levies in Katherine.
28. Strategic Plan Project Control group.
29. NT News
30. Interview with Katy Woolf at 360.
31. Channel 9 TV.
32. ABC National.
33. Steve Price Australia Today.

## 9 CORRESPONDENCE AND DOCUMENTS TABLED

- Correspondence from Mr Clint Firth Big Rivers Regional Manager to Councillor Denis Coburn regarding the construction of new AFL Facility dated 8 November 2021

## 10 PETITIONS

Nil

## 11 PUBLIC QUESTION TIME

Nil

## 12 NOTICES OF MOTION

Nil

## 13 REPORT OF OFFICERS

### 13.1 NOMINATION FOR LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY REPRESENTATIVE ON THE NORTHERN TERRITORY HERITAGE COUNCIL

Councillor Kingdon moved a motion to withdraw her application as a nominee for a position as the representative for Local Government Association of the Northern Territory on the Northern Territory Heritage of Council and that Council removes item 13.1 from the agenda.

Seconded: Councillor Herdon

**CARRIED 7 / 0**

### 13.2 NOMINATION AS KATHERINE TOWN COUNCIL REPRESENTATIVE ON THE GYRACC COMMITTEE BOARD

Purpose : The purpose of this report is to seek council's approval to appoint Brendan Pearce Director Infrastructure and Environment as the Katherine Town Council representative on the Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) Board of Committee.



File : Local Governance / Ordinary Meeting of Council /Reports to Council/  
Governance Department  
Moved : Deputy Mayor Henderson  
Seconded : Councillor Bower

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

1. Appoint Brendan Pearce Director Infrastructure and Environment as the Katherine Town Council Representative on the Godinymayin Yijard Rivers Arts and Culture Centre Board of Committee and advise Godinymayin Yijard Rivers Arts and Culture Centre Management on this appointment accordingly.

**CARRIED 7/0**

**13.3 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF OCTOBER 2021**

Purpose : To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of October 2021.  
File : Local Governance / Council Meeting / Reports to Council /Governance Department  
Moved : Councillor Coburn  
Seconded : Councillor Kingdon

**Amended recommendations to Council to**

1. Formally receive and note the Chief Executive Officer Report for the Month of October 2021.

**CARRIED 7 /0**

**13.4 EXPRESSIONS OF INTEREST – INDEPENDENT AUDIT AND RISK COMMITTEE MEMBERS AND EXTERNAL AUDIT SERVICE**

Purpose : To recommend to Council on the appointment of independent members to Council's Audit and Risk Committee.  
File : Local Governance / Council Meeting / Reports to Council / Corporate Services Department  
Moved : Councillor Kingdon  
Seconded : Deputy Mayor Henderson

**Officer Recommendation**

1. That Council appoints Carolyn Eagle from Pacifica Chartered Accountants as the Chairperson to the Katherine Town Council Audit and Risk Committee,
2. That Council appoints Ross Springolo and Colin Abbott as independent members to the Katherine Town Council Audit and Risk Committee.

**CARRIED 7 / 0**

### 13.5 MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR OCTOBER 2021

Purpose	: To present the report for the Corporate and Community Services department for the month of October 2021.
File	: Local Governance / Council Meeting / Reports to Council / Corporate Services Department
Moved	: Councillor Herdon
Seconded	: Councillor Bower
<b>That it be recommended to Council to</b>	
1. Receive and note the Corporate and Community Services report for the month of October 2021.	
<b>CARRIED 7 / 0</b>	

### 13.6 MONTHLY FINANCIAL REPORT – OCTOBER 2021

Purpose	: The purpose of this report is to present to Council the Financial for October 2021
File	: Local Governance / Council Meeting / Reports to Council / Corporate Services Department
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Herdon
<b>That it be recommended to Council to</b>	
1. Endorse the Financial Report for the month of October 2021	
<b>CARRIED 7 / 0</b>	

### 13.7 INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF OCTOBER 2021

Purpose	: To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of October 2021.
File	: Local Governance / Council Meeting / Reports to Council / Infrastructure and Environment Department
Moved	: Councillor Herdon
Seconded	: Councillor Coburn
<b>That it be recommended to Council to</b>	
1. Receive and note the report of the Infrastructure & Environment Department for the month of October 2021.	
<b>CARRIED 7 / 0</b>	

### 13.8 OCTOBER 2021 – PROJECT UPDATE

Purpose	: To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of October 2021.
File	: Local Governance / Council Meeting / Reports to Council /Infrastructure and Environment
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Bower
<b>That it be recommended to Council to:</b>	
1. Receive and note the project update for the month of October 2021.	
<b>CARRIED 7 / 0</b>	

## 14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

### 14.1 MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 9 NOVEMBER 2021

Purpose	: To present minutes of the Audit and Risk Management Committee Meeting held on Tuesday, 9 November 2021.
File	: Local Governance / Council Meeting / Reports to Council /Representative on Committees
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Kingdon
<b>That it be recommended to Council to:</b>	
1. Receive and note minutes of the Audit and Risk Management Committee meeting held on 9 November 2021.	
<b>CARRIED 7 / 0</b>	

## 15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Kym Henderson (Deputy Mayor)  
File : Local Governance / Council Meetings / Elected Members Activities

PERIOD	26 <sup>th</sup> October – 23 <sup>rd</sup> November 2021		
Elected Members' Name	Date	Activity	Brief information
Deputy Mayor Kym Henderson	26 <sup>th</sup> October	Ordinary Council Meeting	Monthly Council Meeting
	27 <sup>th</sup> October	Meeting with CDU	Meet & Greet with new CDU Engagement Officer
	27 <sup>th</sup> October	St Joseph's College Event	Secondary Thanksgiving Liturgy & Prize Giving Evening
	28 <sup>th</sup> October	Australia's Top Tourism Awards Event	
	29 <sup>th</sup> October	Special Confidential Council Meeting	

	29 <sup>th</sup> October	Meeting with Mayor	Regular Weekly Meeting
	29 <sup>th</sup> October	Kick-Off Meeting with Deloitte	Begin preparation for Strategic Plan Consultation
	30 <sup>th</sup> October	Community Consultation	Hot Springs Consultation Events
	3 <sup>rd</sup> November–6 <sup>th</sup> November	LGANT Conference & AGM	In Alice Springs
	8 <sup>th</sup> November	Elected Members Information Session	Fortnightly Meeting
	9 <sup>th</sup> November	Audit & Risk Management Committee	
	10 <sup>th</sup> November	Youth Voice NT Steering Committee	Regular Monthly Meeting
	10 <sup>th</sup> November	Meeting with Chamber of Commerce	
	10 <sup>th</sup> November	St Joseph's Graduation Event	Year 12 Graduation Mass and Dinner
	11 <sup>th</sup> November	Remembrance Day Service	
	11 <sup>th</sup> November	Special Council Meeting	
	12 <sup>th</sup> November	Meeting with Mayor	Regular Weekly Meeting
	15 <sup>th</sup> November	Strategic Plan PCG	Project Control Group meeting with Deloitte
	15 <sup>th</sup> November	Interview with ABC Darwin	COVID Lockdown Interview
	16 <sup>th</sup> November	Katherine Lockdown Commenced	
	18 <sup>th</sup> November	Interview with ABC News breakfast	COVID Lockdown Interview
	20 <sup>th</sup> November	Interview with ABC National	COVID Lockdown Interview
	20 <sup>th</sup> November	Chamber of Commerce Customer Service Awards	Via Zoom

## 15.2 Councillor Amanda Kingdon

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Amanda Kingdon had engaged in activities from 26 October to 23 November 2021 including: <ul style="list-style-type: none"> <li>• Council monthly Ordinary meeting 26 October</li> <li>• Tree strategic plan discussion 27 October</li> <li>• KTC CDU engagement Manager meeting 27 October</li> <li>• KTC Australia's Top Tourism Awards presentation 28 October</li> <li>• Special Confidential meeting 12.30 - 29 October</li> <li>• Community Consultation meet and greet 30 October</li> <li>• EMIS meeting 8 November</li> <li>• Remembrance Day service 11 November</li> </ul>

- Special meeting of Council 12.30 11 November
- Training in Aboriginal Cultural Awareness and Understanding workshop
- Talks with 5 members of public and businesses in community on concerns or issues

### 15.3 Councillor Benjamin Herdon

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Benjamin Herdon had engaged in activities from 26 October to 23 November 2021 including: <ul style="list-style-type: none"> <li>• 26/10 – Ordinary Meeting Council</li> <li>• 28/10 - Australia's Top Tourism Towns Awards - Zoom</li> <li>• 29/10 - Confidential Special Meeting of Council</li> <li>• 30/10 - Community Consultation</li> <li>• 30/10 - 51st Anniversary of Fijian Independence Day Celebration</li> <li>• 08/11 - EMIS</li> <li>• 11/11 - Special Meeting of Council</li> <li>• 15/11 - Project Control Group Meeting - Zoom</li> <li>• 20/11 - Katherine Region NT Business Excellence and Customer Service Awards - Zoom</li> </ul>

### 15.4 Councillor Denis Coburn

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Denis Coburn had engaged in activities from 26 October to 23 November 2021 including: <ul style="list-style-type: none"> <li>• 26/10 – Ordinary Meeting of Council</li> <li>• Sat 30th Oct Attended Council meet and greet at hot springs</li> <li>• 8/11- EMIS</li> <li>• Thurs 11th Met with Lisa Broccardo new manager at the Bendigo bank</li> <li>• Thurs 11th Attended Remembrance Day event</li> <li>• Fri 12th Met with Trent de Witt re Christmas event.</li> </ul>

### 15.5 Councillor Jeremy Trembath

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Jeremy Trembath had engaged in activities from 26 October to 23 November 2021 including: <ul style="list-style-type: none"> <li>• Special Meeting of Council</li> <li>• EMIS</li> </ul>

## 15.6 Councillor Madeleine Bower

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Madeleine Bower had engaged in activities from 26 October to 23 November 2021 including: <ul style="list-style-type: none"> <li>• 27.10.21 letter received from Leader of the Opposition Lia Finocchiaro MLA – congratulations for being elected into the KTC</li> <li>• 29.10.21 Letter received from Minister for Local Government the Hon Chansey Paech MLA – congratulations for being elected on the KTC</li> <li>• 29.10.21 – Confidential Special Meeting</li> <li>• 29.10.21 – Project Control Meeting – Online</li> <li>• 8.11. 21 - EMIS</li> <li>• 10.11.21- Communication with Mayor re: Australia Day</li> <li>• 11.11.21 – attended Remembrance Day</li> <li>• 11.11.21 – Special meeting</li> <li>• 15.11.21 – Project Control/Strategic planning meeting with Deloittes</li> </ul>

## 16. LATE AGENDA ITEM

Purpose	:	To move the late agenda item for further discussion
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Councillor Coburn
Seconded	:	Councillor Herdon
<b>That it be recommended to Council to</b>		
1. Move item 16.1 entitled Nomination for Local Government Association of the Northern Territory Representative on the Northern Territory Grants Commission in a late agenda		
<b>CARRIED 7 / 0</b>		

### 16.1 NOMINATION FOR LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY REPRESENTATIVE ON THE NORTHERN TERRITORY GRANTS COMMISSION

Purpose	:	The purpose of the report is to seek council's approval to nominate Mayor Elisabeth Clark as the representative of the Local Government Association of the Northern Territory (LGANT) on the NT Grants Commission
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Councillor Herdon
Seconded	:	Councillor Kingdon

**That it be recommended to Council to**

1. Endorse members who wish to nominate to be eligible as LGANT Representative on the Northern Territory Grants Commission
2. Approve the nomination from Mayor Elisabeth Clark and advise Local Government Association of the Northern Territory accordingly

**CARRIED 7 / 0****17. GENERAL BUSINESS**

- Councillor Coburn mentioned that he met with Manager of Bendigo Bank and would like to arrange a meeting with Council.
- Councillor Kingdon requested Director Pearce to provide more information about the weight management of the trees. Director Pearce responded that in accordance with Arborist's recommendation that the tree is deemed to be unbalanced, we have to lower the weight by cutting part of it.
- Councillor Kingdon commented that she noticed a lot of lower limbs of Mahogany Tree around showgrounds area have been cut and will create the unbalance of the trees as the top part of the tree will be heavier. Director Pearce advised that any work Council's staff do is based on the recommendation from arborist.
- Councillor Kingdon requested update on the Strategic Community Plan Project Control Group meeting. Deputy Mayor Henderson responded that it a kick-off meeting as a project control group. The meeting discussed timeline developed by Deloitte, signed engagement letter between Katherine Town Council and Deloitte to start the project. This meeting will be held monthly to update on progress or issues faced.
- Councillor Kingdon requested update on Christmas decorations for the town. Mayor Clark mentioned that she will provide that update during her general business time.
- Councillor Kingdon also mentioned that she attended a training Aboriginal Awareness Cultural and Understanding Workshop which was organised by Australia Day Council Western Australia. Through the workshop, Councillor Kingdon learnt that it was very unfair how the first nations people were treated. Councillor Kingdon also gained more awareness and hoped to raise voice against any racism comment towards the indigenous people.
- Mayor Clark announced that Council will be running the MyKatherine voucher program again. Thank you to the Northern Territory Government for the funding of \$100,000.00 and the City of Darwin for allowing us to use their platform again. It was successful the last time and well received by businesses and the community of Katherine. Council hopes to run it in two sessions again and it will be advertised beforehand.
- Mayor Clark informed that Council will have to cancel Carols by Candlelight. Council has had a few of the acts cancel and so it is not feasible to go ahead at this stage. We will still have the Christmas tree in the town square, decorations, and the Lindsay Street Christmas wonderland that the business community is setting up. Also, the Christmas light competition will still go ahead. However, the dates have changed. Registrations will now close on the 12<sup>th</sup> of December. The judging will take place between the 17<sup>th</sup> or 18<sup>th</sup> December. The winner will be announced on the 21<sup>st</sup> of December. Please go to our website if you would like to enter. 1<sup>st</sup> Prize is \$500, 2<sup>nd</sup> Prize is \$300, and 3<sup>rd</sup> Prize is \$200. There were some beautiful light displays last year so please put in your entries.
- Mayor Clark extended a huge thank you to all the frontline workers in Katherine and out in the communities. You are all doing an exceptional job under very difficult circumstances. We all appreciate the work you are all doing to keep us all safe. Also, to the community of Katherine thank you for your patience and understanding and obeying the COVID restrictions. Mayor Clark mentioned that she knows how difficult it is for everyone, but we need to keep it up a little while longer. It is looking promising so please keep it up.

- 
- Councillor Kingdon mentioned that a businessperson attending LocalBuy Meeting has concern in relation to whether or not business will have to pay to join in this program. Mayor Clark responded that there will be no cost for business to participate and encouraged businesses to ring Council if they require any further information. Director Whiting added that Katherine Town Council has signed up to the LGANT LocalBuy Program and approved by NT Government as an appropriate procurement pathway. There are certainly advantages for Council.

## **18 CLOSURE OF MEETING TO PUBLIC**

Nil

## **19 CONFIDENTIAL ITEMS**

Nil

## **20 RESUMPTION OF OPEN MEETING**

## **21 NEXT ORDINARY MEETING OF COUNCIL**

That the next ordinary meeting of Council will be held on Tuesday, 14 December 2021.

## **22 CLOSURE OF MEETING**

That meeting was closed at 7:01pm

Elisabeth Clark  
**MAYOR OF KATHERINE**



## KATHERINE TOWN COUNCIL



### REPORT

<b>NO</b>	<b>:</b>	<b>13.1</b>
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING – 14 DECEMBER 2021</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF NOVEMBER 2021</b>
<b>AUTHOR</b>	<b>:</b>	<b>IAN BODILL, CHIEF EXECUTIVE OFFICER</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>1. SERVICES REQUESTS AND COMPLETED REQUESTS IN NOVEMBER 2021</b> <b>2. OUTSTANDING COUNCIL’S RESOLUTIONS AND RESOLUTIONS FROM COUNCIL MEETINGS IN NOVEMBER 2021</b>

#### PURPOSE OF REPORT

To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of November 2021.

#### COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 16 November to 3 December 2021:

16 November to 2 December	Daily Katherine Local Emergency Meeting	These occur every day at 10 am since Katherine became active regarding Covid. Attend with mayor and Brendan.
Thursday, 25 November	Chamber of Commerce Executive Meeting	<p>Attended the last chamber meeting for the year by ZOOM. Some discussion occurred on:</p> <ul style="list-style-type: none"> <li>• Business Excellence and Customer Service Awards – This was done predominantly on line and was a success.</li> <li>• Katherine Business directory - update</li> <li>• Christmas in Katherine – organised by Trent from Rod and Rifle.</li> </ul>
	InfoCouncil specification meeting I	<p>KTC meets InfoCouncil representative weekly to set up InfoCouncil. InfoCouncil assists with managing meetings, establishing reports and minutes and provides good governance. InfoCouncil is used over 260 councils in Australia and New Zealand.</p> <p>KTC is now in phase one of the implementation base which is looking to establish a standard template meetings papers both for Council and Council’s committees.</p>

		It is hope that this program will be running in March 2022.
Thursday, 2 December	InfoCouncil specification meeting II	Meeting II with InfoCouncil to follow up Meeting I discussion and update standard template meeting papers (agendas and minutes)

Marketing & Communications		
Manage Council's communication program, including media management and marketing.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> <li>• Manage marketing and promotion of Council's brand including sponsorship/support arrangements</li> <li>• Develop and manage Councils social media platforms and website</li> <li>• Develop and implement effective media management strategies, public relations and marketing techniques</li> <li>• Continually review the Communications Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Production of monthly Council newsletter</li> <li>• Timely dissemination of Council news/media releases</li> <li>• Cross promotion of community events/activities/initiatives</li> <li>• Update Council website as required</li> <li>• Monitor and update Council Social media channels daily</li> </ul>	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase number of followers on Facebook per annum	10%	6.62%
Increase number of website visits per annum	20%	will be made available at the next meeting
Number of media release with positive news coverage	# 30	4

## **OTHER UPDATES**

COVID-19 responses

### **Initial Response – First Lockdown in November**

Council's response to the COVID19 cluster outbreak commenced during the initial lockdown on the 7<sup>th</sup> November 2021 – 9<sup>th</sup> November 2021. As this was a short lockdown, that extended over a weekend – we were able to implement our COVID19 Safety Plan over a short period. Our key response to the initial announcement included:

1. Implementing the Essential Officer's List: Executive staff developed an Essential Officer list that depicted staff movements over the course of any lockdown. This Essential Officer list was the starting point for directing staff during a lockdown. Essential Officer List requires sorting staff/positions into the following four categories:
  - Essential Worker – Remain at Work
  - Essential Worker – Working from Home
  - Non-Essential Worker – Working from Home
  - Non-Essential Worker – Stand Down

As this lockdown period occurred over a weekend, essential and non-essential staff who would usually work from home were not required in this instance due to the following:

  - Short period lockdown
  - Moving IT equipment home for 2 days work would not be sustainable (Friday and Monday)

2. Communication Internally and Externally regarding staff and services:
  - Human Resources was responsible for ongoing internal communication to staff with instructions on implementing the Essential Officer List and managing any staff Stand Downs, whilst also providing updates on the status of the COVID19 outbreak and the lockdown restrictions.
  - Chief Executive Officer was responsible for the external communication to Emergency stakeholders and the Katherine Community. The CEO and Mayor attended daily Emergency briefing with daily updates. Media Releases were released with updated on the status of our community services.
  
3. Services: As per our COVID19 Safety Plan, Council closed the following facilities to the Community:
  - Katherine Civic Centre
  - Katherine Public Library
  - Katherine Visitor Information Centre (KVIC)
  - Katherine Waste Management Facility – closed to public.
  - Katherine Aquatic Centre
  - Katherine Sportsgrounds
  - Katherine Showground
  - Katherine Hot Springs
  - Adventure Play Park

Council continued to provide customer service enquires behind closed doors and ensured the Waste Management Facility remained operational for kerbside collections.

The Katherine Visitor Information Centre provided customer service response to booking cancellations/rescheduling behind closed doors/working from home.

### **Second Response – Second Lockdown commencing 15<sup>th</sup> November 2021**

The second lockdown came in connection to the first cluster relating to the initial lockdown. Council was prepared for an immediate response due to our works in planning and reviewing following the initial lockdown. Council's response started at approximately 4pm on Monday the 14<sup>th</sup> November 2021 when Council first became aware of the potential for a lockdown. Council response included:

1. Implementing the Essential Officer list: as above. In this instance, staff who were required or able to work from home were instructed to take all IT equipment home and commence a Working From Home Arrangement. Essential Officer at the Depot, Waste Facility and Civic Centre remained in the workplace following strict COVID19 safe protocols.
2. Communication Internally and Externally: as above.
3. Services: As per our COVID19 Safety Plan, Council closed the following facilities to the Community:
  - Katherine Civic Centre
  - Katherine Public Library
  - Katherine Visitor Information Centre (KVIC)
  - Katherine Waste Management Facility – closed to public.
  - Katherine Aquatic Centre
  - Katherine Sportsgrounds
  - Katherine Showground
  - Katherine Hot Springs
  - Adventure Play Park

Council allowed special access for residents who did not receive a kerbside collections (rural residents) ensuring COVID safe protocols were being adhered to.

Council also arranged additional kerbside collection for the Katherine residents to manage the inflow of waste being accumulated whilst people were in lockdown. Contractors consulted with Council to establish a simple and effective manner for residents to get additional services, whilst complying with COVID safe protocols.

Council continued to provide customer service enquires behind closed doors at the Civic Centre and ensured the Waste Management Facility remained operational for kerbside collections.

The Katherine Visitor Information Centre provided customer service response to booking cancellations/rescheduling behind closed doors/working from home.

4. Library being exposure site: Council's facility, Katherine Public Library, was listed as an exposure site and as a result the following was undertaken:
  - Staff on during the exposure period were immediately instructed to get tested and isolate
  - All Library staff were tested as a precautionary – all came back negative
  - Library was closed to the Public: COVID19 advice received on the cleaning on the facility: none required as the facility was closed/empty for 72 hours after the infection person was in the building and the virus should have died by this time.
5. Additional Cleaning Services: Council commenced additional cleaning services for public toilets in our parks and gardens, toilets were cleaned 2x daily.
6. Security at the Airport: Council arranged Wilson's security to assist the Airport with incoming/outgoing travellers, ensuring COVID19 safe protocols were adhered to and to assist contacts being flown out of Katherine safely.

Please find attached documents in relation to the following update:

- Service requests that were received and completed in November 2021
- Outstanding Council's Resolutions for the period of January 2020 to October 2021 and resolutions from meetings in November 2021

### **OFFICER RECOMMENDATION**

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

1. Formally receive and note the Chief Executive Officer Report for the Month of November 2021.



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

**Council received service 144 requests and completed 116 requests in November 2021. 28 requests are still awaiting resolution.**

Environment			Buildings/Facilities			Roads/Traffic/Parking			Inspectorate			Other Requests		
	R	C		R	C		R	C		R	C		R	C
Wheelie Bins	8	8	Waste Management Transfer Station			Licence/Permits – Road Events			Abandoned Vehicle	1		Equipment Hire – Collars, Cages etc	1	1
Other Bins	4	4	Civic Centre			Carparks			Animal – Other	8	6	Streetlight Maintenance (Streetlights)	7	7
Domestic Rubbish Collection	4	4	Public Toilets	1	1	Road Opening/Closing (Telstra, Aurora etc)			Animal at Large & Nuisance	21	18	Burial Records	1	1
Litter			Showgrounds	1	1	Road Opening/Closing – Footpath/Driveways			Animal Cruelty	1	1	Risk Management – Accidents – General		
Hazardous Waste Disposal			Katherine East Community Centre			Street Signs	4	3	Animals – Lost and Found	12	9	General Requests – Complaints		
Mowing of Verges-Nature Strips-Ovals	4	2	Airport	1	1	Street – Road Cleaning			Animal Attack & Menace	6	1	Miscellaneous Requests	2	2
Streetlight Maintenance (Other Lighting)	1	1	Visitor Information Centre			Permit to Work Within NT Government Road Reserve			Public Health Risk Activities			Plaques and Headstones		
Sprinklers and Watering systems	6	5	Parks & Cenotaph			Driveways			Dangerous Animals			Ombudsman Complaints		
General			BMX			Road Maintenance & repairs	4	2	Dwelling and Vacant Lots Inspection			Community – Festival or Events		
Weeds			Lindsey Street Complex			Footpaths & Bike path	3	2	Parking Control			Alcohol Permit		
Trees & Vegetation	4		Sportsground	2	2	Line Marking/Pavement Management			Unauthorised Camping			Planning and Development		
Bores and Water Readings			General			Traffic Management			Overgrown/Unkempt Land	1	1	Vandalism	2	1
Waste Management Facilities			Swimming Pool	1	1	Planning and Development			Dog Licence			Signs Requests		
Illegal Dumping	5	4	Playgrounds and Equipment			Laneways / Alleyways			After Hours Callout			Finance – Direct Debit requests and Cancellations	3	3
Waste Charges – New Services and Removal			Skate Park			Road Access						Cemetery Maintenance & General Enquiries	2	1
			Hot Springs	2	2	Drains & Gutters	6	6				Festival or Events		

			Scout Hall									Request for Letter of Support	1	1
			Town Square & Kiosk									Rates	14	14
<b>Total</b>	<b>36</b>	<b>28</b>	<b>Total</b>	<b>8</b>	<b>8</b>	<b>Total</b>	<b>17</b>	<b>13</b>	<b>Total</b>	<b>50</b>	<b>36</b>	<b>Total</b>	<b>33</b>	<b>31</b>

**Ordinary Meeting of Council – 14 December 2021**

**Outstanding Council Resolutions**

**(January 2020 – October 2021)**

**and**

**Resolutions of the Council Meeting in November 2021**

MINUTE NUMBER/ FOLDER	MEETING DATE	TITLE	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
<b>RESOLUTIONS</b>						
1.	23/06/2020	Notice of Motion: Conduct a Signs Audit and Replacement Program	THAT Council conducts a signs audit and replacement program as a priority and a budget be established for replacement and renewal of town signs as soon as possible	Brendan Pearce	Infrastructure and Environment	<p>IN PROGRESS Community Support Officer is currently working on the Depot and Airport Sign.</p> <p>A staff of MIE has commenced a signs audit. Initial focus was on parking signs in First Street.</p> <p>Staff have been allocated streets on their daily duties to review and they are still collecting data to be able to conduct a works program suitable to the budget</p> <p>Facility signs have been put on hold until a Style Guide has been developed</p> <p>New Waste Management Entrance Sign have been installed.</p> <p><b>17/02/21</b> Data captured to date is paper based. This will be analysed / assessed to inform the 2021/22 budget for sign renewal.</p>



						<p>Finalising scope / layout for facility signs at KTC Depot and Civil Airport.</p> <p>17/05/21 – Sign audit will be conducted as part of overall Road Condition Audit to be undertaken by Sheppard Engineering Services in June 2021</p> <p>21/7/21 – Sheppard Engineering commencing road audit on 24 July 2021.</p> <p>22/9/21 – Road Audit complete. Sheppard are compiling their condition assessment and rating.</p> <p>17/11/21- Additional signs for the cemetery, Sportsground Precinct, Swimming Pool and Showgrounds have been ordered.</p>
2.	23/06/2020	Notice of Motion: Wayfinding Signage	THAT Council considers it a priority to install the Wayfinding Signage urgently and acquit the budget/grant to finalise this project	Brendan Pearce	Infrastructure and Environment	<p>IN PROGRESS</p> <p>Meeting with Elected Members to finalise design on 28 July 2020. Final structural drawings and sign mapping in progress.</p> <p>The designs are finalised.</p> <p>With Infrastructure team for installation.</p>

						<p>17/02/21 Quotes have been received from four suppliers. Some have offered alternative material specifications to what was requested. Seeking further information and recommendations from sign designers on the suitability of these alternatives prior to placing order.</p> <p>21/04/21 Materials should be received for the installation within 8 weeks.</p> <p>17/05/21 Wayfinding Signage expected to arrive Katherine 21 June 2021</p> <p>21/7/21 Wayfinding Signage not leaving Melbourne until next week. Underestimated fabrication time. Footing designs expected by end of week. RFQ will then be sent out.</p> <p>24/08/21 Signs have arrived and now stored at the Depot. The erection process</p>
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						<p>will commence and will take between 4 to 6 weeks.</p> <p>22/9/21 Quote awarded to Goodline to undertake installation of all signs.</p> <p>07/10/21 Service location commencing today with completion scheduled for 29 October 2021.</p> <p>17/11/21 Service location investigations continuing using Vacuum excavation methods.</p>
3.	28/07/2020	T20-05-Morris Road Drainage Upgrade	THAT Council Discontinues T20-05 – Morris Road Drainage Upgrade project at this time and that alternative design solutions to address drainage and pavement issues are further investigated.	Arsalan Malik	Infrastructure & Environment	<p>IN PROGRESS</p> <p>16/06/2021 For consideration with Local Roads and Community Infrastructure funding Phase 3</p> <p>22/9/21 Some works on the drainage has been completed in advance of this year's wet season. Investigations underway to determine if upgrades to driveway culverts can</p>

						<p>be done in house at lower cost than the tender prices received.</p> <p>17/11/21</p> <p>Drain cleaning has been completed on culverts on Morris Road removing some 4 tonnes of silt and debris.</p>
4.	22/06/2021	Lease Renewal – Lot 3216 – Amtax	<p>THAT Council authorises the Mayor and Chief Executive Officer to execute a one (1) year lease renewal for the office space within the Visitor Information Centre – Lot 3216 – Corner of Lindsay Street and Katherine Terrace and affix the Common Seal as required.</p>	Casey Anderson	Corporate Services	<p>IN PROGRESS</p> <p>1/7/2021</p> <p>Documents with tenant for signing.</p>
5.	28/09/2021	Project Closure Report – Katherine Sportsground Oval 2 Resurfacing	<p>THAT Council receives and endorses the Project Closure report for Katherine Sportsground Oval 2 Resurfacing Project: and</p> <p>THAT Council considers transfer any surplus funds from the project to the restricted capital renewals reserve at the mid-year budget review.</p>	Brendan Pearce	Infrastructure and Environment	IN PROGRESS
6.	28/09/2021	Expressions of Interest – Leasing of Council Land – Hot Springs (78 Victoria Highway and Vic Courtyard (23 Chambers Drive)	<p>THAT Council enters into direct leasing negotiations with the preferred respondent, Blast Coffee Group <b>Hot Springs (78 Victoria Highway)</b></p> <p>THAT Council enters into direct leasing negotiations with the preferred respondent, Maidens Fine Foods Pty Ltd <b>Visitors Information Courtyard (23 Chambers Drive)</b></p>	Casey Anderson	Corporate Services	<p>IN PROGRESS</p> <p>19/10/2021</p> <p>Draft leases for Pop Rocket and Black Russian are still with HWL</p>

7.	26/10/2021	Climate Change Update	<p>THAT Council notes the NTG's Climate Change Policy "Toward 2050" and "Three Year Action Plan" and its most recent "Annual Progress Report - September 2021".</p> <p>THAT Council agrees to bring the Climate Change Study forward to 2022 and combine it with the work on developing a Sustainability Strategy for Katherine Town Council.</p>	Peter Schubert	Infrastructure and Environment	IN PROGRESS
8.	Confidential Special Meeting of Council 29/10/2021	Tender 20/16 – Management Services for Katherine Aquatic Centre	<p>Public minutes</p> <p>THAT Council awards Tender 2020-16 - Management Services for Katherine Aquatic Centre to Belgravia Leisure for a period of three years commencing the execution date of signing of the agreement for the amount of \$800,437 ex GST, Eight Hundred Thousand, Four Hundred and Thirty-Seven dollars.</p>	Brendan Pearce	Infrastructure and Environment	<p>IN PROGRESS</p> <p>17/11/21 Planned handover date is set for Monday 13 December 2021.</p>
9.	25/11/2021	Nomination for Local Government Association of The Northern Territory Representative on The Northern Territory Heritage Council	THAT Council withdraws Councillor's Kingdon application as a nominee for a position as the representative for Local Government Association of the Northern Territory on the Northern Territory Heritage of Council and that Council removes item 13.1 from the agenda.	Councillor Kingdon	Elected Members	COMPLETED
10.	25/11/2021	Nomination As Katherine Town Council Representative on The GYRACC Committee Board	THAT Council appoints Brendan Pearce Director Infrastructure and Environment as the Katherine Town Council Representative on the Godinymayin Yijard Rivers Arts and Culture Centre Board of Committee and advise Godinymayin Yijard Rivers	Jherry Matahelumual	Governance	<p>COMPLETED</p> <p>KTC advised GYRACC on this nomination on 26 November 2021</p>

			Arts and Culture Centre Management on this appointment accordingly.			
11.	25/11/2021	Monthly Report of The Chief Executive Officer for The Month of October 2021	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of October 2021	Jherry Matahelumual	Governance	COMPLETED Received and noted by Council
12.	25/11/2021	Expressions Of Interest – Independent Audit and Risk Committee Members and External Audit Service	That Council appoints Carolyn Eagle from Pacifica Chartered Accountants as the Chairperson to the Katherine Town Council Audit and Risk Committee,  That Council appoints Ross Springolo and Colin Abbott as independent members to the Katherine Town Council Audit and Risk Committee.	Kerry Whiting	Corporate and Community Services	29/11/2021 New audit and risk committee members advised of appointment. Appointment letter and agreements just to be finalised.
13.	25/11/2021	Monthly Report of The Corporate and Community Services Department for October 2021	THAT Council receives and notes the Corporate and Community Services report for the month of October 2021.	Kerry Whiting	Corporate and Community Services	COMPLETED Received and noted by Council
14.	25/11/2021	Monthly Financial Report – October 2021	THAT Council endorses the Financial Report for the month of October 2021	Donna Collins	Corporate Services	COMPLETED Endorsed by Council
15.	25/11/2021	Infrastructure & Environment Department Report for The Month of October 2021	THAT Council receives and notes the report of the Infrastructure & Environment Department for the month of October 2021.	Brendan Pearce	Infrastructure and Environment	COMPLETED Received and endorsed by Council
16.	25/11/2021	October 2021 – Project Update	THAT Council receives and notes the project update for the month of October 2021.	Janette Crowhurst	Infrastructure and Environment	COMPLETED Received and noted by Council
17.	25/11/2021	Minutes Of Audit and Risk Management Committee	THAT Council receives and notes minutes of the Audit and Risk Management Committee meeting held on 9 November 2021.	Jherry Matahelumual	Governance	COMPLETED Received and noted by Council

		Meeting Held On 9 November 2021				
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## KATHERINE TOWN COUNCIL



### REPORT

<b>NO</b>	<b>:</b>	13.2
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/2021/CORPORATE SERVICES/ DIRECTOR CORPORATE AND COMMUNITY SERVICES</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING – 14/12/2021</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>BY-LAW REVIEW</b>
<b>AUTHOR</b>	<b>:</b>	<b>KERRY WHITING, DIRECTOR CORPORATE AND COMMUNITY SERVICES</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>NIL</b>

#### **PURPOSE OF REPORT**

To recommend to Council that the by-law review project be included as a priority action in the 2022/23 Municipal Plan and Budget and a series of procedural changes are made to the current by-laws during the review.

#### **BACKGROUND**

Council By-Laws are able to be made by a Council in accordance with Section 275 of the *Local Government Act*. By-Laws are local laws established by councils to deal with issues specific to the relevant council area. Council can issue penalties including notices (fines) for non-compliance of its By-Law.

Councils use local laws to respond to issues and community needs within a municipality. These local laws complement their responsibilities and powers under both state and federal laws. Where appropriate, councils may introduce local laws, or by-laws to exercise these powers. Local laws are often adopted to protect public health, safety and amenity in a municipality, though councils can also make local laws governing the conduct of the council itself.

Any local laws passed by council are designed to ensure that the actions of an individual or group do not have an adverse impact on the rest of the community, and only apply within the municipality in which they are passed, though many councils share similar laws.

A review of the current Katherine Town Council by-law involves powers in the following broad areas of responsibility, also denoted is the primary Council officer/s responsible for the program activity;

Part 1 - Division 1	General	All of the Executive, depending on by-law area
Part 1 – Division 2	Plan of Numbering	Director Infrastructure & Environment
Part 1 – Division 3	Licences, permits, authorities and registrations	All of the Executive, depending on by-law area
Part 1 – Division 4	Regulatory	Rangers
Part 2 – Division 1	Garbage Services	Director Infrastructure & Environment



Part 2 – Division 2	Litter	Rangers
Part 2 – Division 3	Fires	Rangers
Part 3	Animal Management	Rangers
Part 4 – Division 1	Roads, crossings	Director Infrastructure & Environment
Part 4 – Division 2	Trees	Rangers
Part 4 – Division 3	Signs, Hoarding & Advertising	Rangers
Part 4 – Division 4	Handbills	Rangers
Part 4 – Division 5	General	Rangers
Part 4 – Division 6	Malls and Public Places	Rangers
Part 4 – Division 7	Public Swimming Pool	Director Infrastructure & Environment
Part 4 – Division 8	Stallholders	Director Corporate Services
Part 5	Off Street Carparks	Rangers
Part 6	Libraries	Librarian
Part 7	Council Meetings and Procedures	Chief Executive Officer / Governance Officer
Part 8	Repeal and savings	All Executive

Katherine Town Council first developed by-laws in 1982 according to the NTG legislative database and it would be fair to suggest that Council's powers in the Local Government Act and associated legislation have evolved. The legal framework surrounding Council at a Northern Territory level and Federal level have also evolved. In other jurisdictions all Council by-laws must be reviewed regularly, for example in South Australia by-laws must be reviewed every 7 years else they lapse, in Victoria this period is 10 years. This process forces Councils to ensure their by-laws have currency. There is currently no legislative requirement for Council to review by-laws in the Northern Territory. The Katherine Town Council current bylaws are dated 1998 and are in force as of 1<sup>st</sup> May 2016.

The current review of the Katherine Town Council by-laws has been underway since 2017 and shows very little signs of being completed. Given the timeframes expressed in other jurisdictions it could be suggested it is near time to commence a review again. This concern has also been expressed by Council's contact within Local Government and Regional Development. They have written to the CEO recently seeking Council direction on the by-law project given it has been going on for so long. There advice is as follows;

*“Given that KTC has a newly elected Council, it is timely for Council to consider and resolve how it wishes to progress with the Amendment By-laws project. This may include continuing with the project, changing the approach (such as resolving to deal with only one subject matter) or not continuing with the project”.*

A problem for local councils is the array of legislation that governs the industry. The cost to communities of increasing governance is acknowledged and Council should be cognisant of this in developing bylaws as there is both a significant cost in development bylaws and also in the continual management thereof. Bylaw development is a science in itself, it is simply not a matter of a council officer writing some notes and then seeking a legal person to put it in the right language.

Victoria is arguably one of the most advanced local government jurisdictions in Australia in terms of bylaw review and development. They involve the community extensively in the process to ensure bylaws meet the needs of the community. This is an area for future consideration as Council goes through the steps with this project as to how much community engagement it would like. Whilst some of the current bylaws maybe fine for the community, there could be an array of topics not as yet covered which cause concern for the community. The topic of cat registration may well be an example that has been discussed before. This topic is likely to be addressed in Council's Animal Management

Plan and community engagement exercises, but it would also be appropriate to ensure the legislation can cater for any needs that arise.

Council officers have reviewed the above broad areas of powers currently provided in the Katherine Town Council bylaws against surrounding Councils, as well as their use by KTC officers and as an initial first step in this project would question the need for bylaws in the following yellow highlighted areas as other Councils do not have such by-laws and/or KTC has largely not utilised the bylaw for any regulatory requirements. The number of times the bylaw has been utilised during 2020/21 and the number of infringements issued if known is provided as commentary in the following table.

		<b>Number of times by-law utilised / commentary</b>
Part 1 - Division 1	General	Not applicable but required for other by-law sections.
Part 1 – Division 2	Plan of Numbering	Required for enforcement when necessary.
Part 1 – Division 3	Licences, permits, authorities and registrations	Not applicable but required for other by-law sections.
Part 1 – Division 4	Regulatory	Not applicable but required for other by-law sections.
Part 2 – Division 1	Garbage Services	Required for enforcement when necessary.
Part 2 – Division 2	Litter	<b>37</b> matters attended to in 2020/21 with <b>no</b> infringements issued. Include any requirements in a public spaces by-law
Part 2 – Division 3	Fires	<b>Zero</b> matters attended to in 2020/21 with <b>no</b> infringements issued. In regard to fireworks these provisions have been repealed. Include any requirements in a public spaces by-law.
Part 3	Animal Management	<b>1772</b> matters attended to in 2020/21 with <b>39</b> infringements issued.
Part 4 – Division 1	Roads, crossings	This is used intermittently and required for enforcement when necessary.
Part 4 – Division 2	Trees	<b>96</b> matters attended to in 2020/21 with <b>no</b> infringements issued. Include any requirements in a public spaces by-law
Part 4 – Division 3	Signs, Hoarding & Advertising	<b>Zero</b> matters attended to in 2020/21 with <b>no</b> infringements issued. Include any requirements in a public spaces by-law.
Part 4 – Division 4	Handbills	<b>Zero</b> matters attended to in 2020/21 with <b>no</b> infringements issued. Include any requirements in a public spaces by-law.
Part 4 – Division 5	General (Camping & Goods in Public Place)	<b>43</b> matters attended to in 2020/21 with <b>no</b> infringements issued. Include any requirements in a public spaces by-law.
Part 4 – Division 6	Malls and Public Places	Not utilised at all. Include any requirements in a public spaces by-law.
Part 4 – Division 7	Public Swimming Pool	Required for enforcement when necessary.
Part 4 – Division 8	Stallholders	Not utilised at all. Designed for where Councils play the role of the markets association.
Part 5	Off Street Carparks	<b>585</b> matters attended to in 2020/21 with <b>42</b> infringements issued.
Part 6	Libraries	Not utilised at all. Any requirements could

		be more efficiently and effectively managed through staff delegations and a local management manual.
Part 7	Council Meetings and Procedures	Not utilised at all. Could be more efficiently and effectively managed through a Council guideline or standing orders document.
Part 8	Repeal and savings	Not applicable but required for other by-law sections.

To maintain by-laws involves resources and costs and Council should be mindful as to the benefit derived from such legal instruments. That said, Council's current by-laws are very unwieldy and cut across two directorates of the organisation making review exercises more difficult than they should be. It is recommended that Council separate our by-laws into streams as this will make future reviews much easier for all parties involved. These streams would be along the following lines and managed by the identified responsible areas;

1. Regulatory / Rangers – (Public Spaces, Animal Management, Off Street Carparks)
2. Infrastructure & Environment (Plan of Numbering, Garbage Services, Roads/Crossings, Public Swimming Pools)

Council should be mindful that this is an un-planned and un-budgeted project even though it has been underway for many years. Whilst the cost to Council in terms of legal drafting is met by Parliamentary Council, any legal advice along the way is likely to be a Council expense. More of a concern is the allocation of adequately informed and knowledgeable internal resources to lead this project on behalf of the streams identified. This is primarily why this project should be included in next years Municipal Plan so adequate internal resource allocation can be provided as a priority.

Another primary reason for this project to be included in the Municipal Plan and Budget 2022/23 is to ensure Council's largest bylaw area, namely Animal Management and the Animal Management Plan are undertaken in conjunction and are synchronised with each other to ensure the outcome meets the needs of Council and the community.

### **OFFICER RECOMMENDATION**

1. That Council approves the by-law project as being an action item to be undertaken in the Municipal Plan and Budget for 2022/23.
2. That Council approves the removal of the following sections from the current by-laws
  - Part 4 Division 8 - Stallholders
  - Part 6 – Libraries
  - Part 7 – Council Meeting and Procedures
3. That Council approves the current by-laws being separated into the following streams
  - Public Spaces
  - Animal Management
  - Off Street Carparking
  - Plan of Numbering
  - Garbage Services
  - Roads / Crossings
  - Public Swimming Pools
4. That Council approves the following sections being incorporated into the public spaces by-law stream as required

- Litter
- Fires
- Trees
- Signs, Hoarding and Advertising,
- Handbills,
- General,
- Malls and Public Places



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

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

<b>NO</b>	<b>:</b>	<b>13.3</b>
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/2021/CORPORATE SERVICES/ DIRECTOR CORPORATE AND COMMUNITY SERVICES</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING – 14/12/2021</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>FINANCIAL SUSTAINABILITY DIRECTIONS / STRATEGY</b>
<b>AUTHOR</b>	<b>:</b>	<b>KERRY WHITING, DIRECTOR CORPORATE AND COMMUNITY SERVICES</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>1. SERVICE MATRIX</b>

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**PURPOSE OF REPORT**

To advise Council on the current status of Council's financial sustainability and recommended pathway towards improving the financial sustainability of Council.

**BACKGROUND**

The financial sustainability of local governments across Australia continues to be a challenge with increasing demand for community services, population growth and rising costs associated with maintenance and renewal of ageing infrastructure.

In February 2020, the Queensland Audit Office reported over half of QLD Councils spend more on delivering services to their community than they receive in revenue from rates, fees and charges and grants. In March 2020, the NSW Auditor General reported more Councils reported negative operating performance compared with the previous year. The Northern Territory is not immune to this situation.

It is important to note that a Council being classified as financially 'unsustainable' does not mean that the Council's financial viability is necessarily questioned.

The term 'unsustainable' finances in the long term refer only to the unsustainability of a Council's current policies, both revenue raising and spending. Council finances can almost always be corrected with substantial rate increases and/or expenditure cuts, albeit at a considerable cost to ratepayers and the community being served.

By contrast, the term 'financial viability' is used in the private sector in relation to whether an entity's financial performance and position does not jeopardise the interests of its creditors. In the context of the local government, there is no doubt that the local government sector is and always will be financially 'viable' in the sense that it will always be able to meet its debt service obligations as they are an instrument of the State / Territory governments.

Regulators in each State or Territory tend to look to Key Performance Indicators (KPI's) to ascertain financial sustainability. Whilst each regulatory jurisdiction utilise different KPI's there are a few common ones that are useful to judge the situation for any Council.

**Operating Surplus (Deficit) Ratio (OSR)** – *positive ratios are desired, anything greater than 10% negative is a sign of financial unsustainability*

Expressed by total operating revenue less total operating expenses divided by total revenue

**Current Ratio (CR)** – *ratios greater than one are desired*

Expressed by current assets (less restricted cash) divided by current liabilities.

**Interest Coverage Ratio (ICR)** – *ratios greater than 3 are desired*

Expressed by earnings before interest and taxation (EBIT) divided by borrowing costs. Not Applicable for Katherine Town Council as the Council has no loans. But this does raise the consideration of loan funding being utilised by Council as an effective funding strategy in the future.

**Asset Sustainability Ratio (ASR)** – *ratios greater than 1 are desired*

Expressed by capital expenditure divided by depreciation. A crude indicator of Asset Sustainability but used by many Councils as many do not have sufficient asset management data to provide better KPI information. As Katherine Town Council does not have Asset Management Plans a word of caution is expressed with relying solely on this KPI.

**Rates Coverage Ratio (RCR)** – *ratios greater than 60 % are desired*

Expressed by total rates revenue as a proportion of total expenses

## **CURRENT ASSESSMENT FOR KATHERINE TOWN COUNCIL**

Using the above indicators the following table depicts the results for Katherine Town Council. Green is satisfactory, Orange is unsatisfactory.

	2022	2021	2020	2019	2018	2017
OSR	-12.40%	-0.1%	-3.3%	1.7%	-1.5%	-0.4%
CR	2.01	3.07	1.32	2.11	7.4	13.09
ASR	0.97	4.06	2.13	0.84	0.89	1.18
RCR	60.74%	55.47%	69.73%	62.40%	53.05%	49.38%

Whilst KPI's are just indications generally speaking Council's cash situation reflected through the current ratio (CR) is good, reinforcing the commentary that Council's viability is sound.

The asset sustainability ratio (ASR) also looks sound based on the past 6 years. Though this comment is with a degree of caution as without sound asset management data, the above KPI is at best a rough estimate of asset sustainability. Given Council's ageing Infrastructure is by average in the order of 50 – 60% through its life, the level of capital renewal will increase over the next 20 years to maintain assets at the same levels of today. If renewal levels are behind schedule, the level of funding required will only increase.

Council's rate coverage ratio (RCR) generally hovers between 50% and 70%. This is a KPI to keep an eye on as too much reliance on rates can be just as hazardous as too little reliance on rates as a revenue source.

Of concern is the operating surplus (deficit) ratio (OSR), particularly the current year forecast. The 2021 result is also of concern as the PFAS and Scale funding is included in the result, inflating the operating result. Without this abnormal revenue being received, the result would have been – 16.34%. This trend would be unsustainable if continued. The quantum with this two year trend is in the order of \$1.6M to \$2.2M per annum.

An excerpt from a 2017 QAO report which rightly summarises the position for many Queensland Councils, but I would also suggest is relevant for Katherine Town Council and most regional and remote councils in Australia. It is only the degree of relevance that differs between Council's.

*Most councils plan poorly for the long term. Their long-term financial forecasts and asset management plans lack substance and rigour. Quality forecasts require investment of time and appropriately skilled resources, which some councils either cannot afford or view as unnecessary overhead. This means they are not well placed to understand the important relationship between future net operating revenues, asset spend and debt, and how these affect their sustainability. The problem is exasperated by many councils not prudently managing long-life assets which provide value for many generations. **Long-life assets require long-life thinking, but many councils do not use debt strategically to manage their infrastructure funding requirements.** This raises a question of whether those charged with governance are giving due consideration to issues of inter-generational equity. Such financial practices mean that ratepayers are not paying for the portion of service that long-life assets provided to them.*

*As a result, most councils cannot judge if their present and proposed revenue and expenditure policies are financially sustainable. Rather, most councils simply plan to spend over the short-term what they believe they can afford today, without understanding how much they need to spend now and in the future to maintain their roads, water and sewerage networks, and other infrastructure at a level acceptable to their communities. Finally, when councils' sustainability ratios indicate financial stress, or that assets are not being renewed at optimal times, councils are not responding appropriately to these signals by developing fiscal strategies and reprioritising service and asset expenditures to resolve their fiscal difficulties.*

*Some councils continue to rely heavily on government grant contributions, which are reducing as governments drive greater council independence, rather than develop alternative revenue strategies. The clear risk is that some councils are approaching a tipping point where their infrastructure assets deteriorate or fail faster than they can afford to replace them, with the potential to jeopardise the growth of their local economies and the health and well-being of their communities. It is concerning that many councils cannot reliably conclude whether they are financially sustainable. It is clear that the majority of those charged with governance are not dealing with this issue as well as they should. Different strategies are required to better understand and minimise the impacts of poor financial sustainability management.*

## **FUTURE DIRECTIONS/STRATEGIES**

Many consultants and regulatory bodies have been investigating and advising on local government financial sustainability matters since early 2000. There are some very common themes and suggestions that come through all the various publications. Katherine Town Council is well placed to take account of these measures as is a relatively young Council compared to the NSW, QLD, VIC and SA local government jurisdictions. Of particular relevance to Katherine Town Council are the following recommended directions;

### **Service Costs / Assets**

Council currently does not have adequate control and / or appropriately manage each of its service costs or the assets required in each service. This is a basic business planning and management requirement and is imperative for future financial sustainability. Council has commenced a program to rectify this in future management reporting, however the journey will take some time before acceptable information is available for better "evidence based" decision making. There are many steps in this process including the following;

- Distribution of internal overheads to each external service so the true cost of each external service is known for decision making

- Just as the Council is moving to owners of service programs for costing and revenues, the same process is required for all of Council's \$120M of assets.

### **Service Clarity**

There have been numerous examples discussed between staff and Council on differing views of a Council services. It is imperative that both staff and Council have one view. To this end, work has commenced on a service statement which will provide greater clarity for elected members, the public, staff and management on the service being provided by Council. Again, this will be an evolving process as unlike many products, services can come in any size and shape so obtaining a balance on service provision and levels will be a journey and ultimately will require a balance in comparison to other services and their nett costs / community value. The service matrix attached is the first step in this process.

### **Community Engagement**

Of critical importance in the service clarity space is the community as any changes required by financial sustainability will need to be managed with community expectations. A number of Councils have initiated different mechanisms of community engagement to ensure envisaged changes are understood and acceptable. The IAP2 model with community empowerment is more and more used by Councils, for the community to "make the decision" on any changes. Council's Communication & Engagement role will certainly help shape the required engagement and directions.

### **Asset Management**

Whilst it is legislated that Council's must have a Long Term Financial Plan (LTFP), the plan is only as good as the Asset Management Plan data that's supports the Depreciation Expense (23%) of the Operating Statement Expenditure (fy. 2021), the balance of Infrastructure, Property, Plant and Equipment (85%) of the Balance Sheet (fy.2021) and Capital Expenditure (55%) of the Cash Flow Statement Expenditure (fy. 2021). Given Council does not have an Asset Management Plan, the credibility of the LTFP is a major concern and would be difficult to rely upon for decision making. Council's Infrastructure team have commenced appropriate steps to develop Asset Management Plans for Council's major classes of Infrastructure, Property, Plant and Equipment. A dedicated staff resource who is responsible for Asset Management Planning is imperative for the organisation. In the writers opinion legislation should mandate such a role in the organisation, like many state jurisdictions have done with the Chief Financial Officer (CFO) role. The CFO distinction is only a recent development in Local Government (last 10 years) to improve the accountability with financial management and is still not in force in some jurisdictions. Asset Management will only improve across the board in Local Government if the same position is taken, otherwise the priority on this important field of endeavour will tend to be compromised. This is exactly what has occurred to Katherine Town Council as in 2015 there was some good work commenced in this field, though the "ball was dropped" at some point thereafter as resources and priorities changed.

### **Business Case Development Tools**

With any capital expenditure proposal, Council should be made aware of the potential capex costs, revenue funding, operational surplus / deficit increases / decreases. This equally applies whether the capital expenditure relates to new capital, renewal of existing capital or the upgrade of capital. Council has to be more aware of the longer term capital and operational effects on the community and one of the best ways to be across this is through the development of a business case template for all capital investments. This is a common practice in the private sector where a required rate of return is required for shareholders. Whilst the return to community is a different value set, the decision making process is quite relevant to the local government sector. Queensland Treasury Corporation have over the last 7 years developed a suite of templates and material that can assist with capital expenditure business cases, subsequent grant proposals, and/or loan funding applications. These tools would be ideal starting points for the development of projects that may come from Council's strategic planning exercise and can be integrated with either grant applications and / or loan funding submissions.



### **Service KPI's**

For Council and the community to make decisions on the value of each service, key performance Indicators reflecting efficiency, effectiveness and timeliness need to be developed. Many Council's throughout Australia have been down this path so the pathway for this exercise can be ascertained and quality benchmarking information is also usually available to assist Council as to whether service delivery is improving.

### **Service Review and Prioritisation**

Council does need to address the \$1.6M to \$2.2M operating deficit in the organisation. This is in the order of a 10 – 15% operating expenditure decrease or alternatively a 10 to 15% increase in operating revenue or more likely a combination of expenditure controls and revenue increases to assist in balancing the financial operating position. Ideas that have been generated to date include;

- position to seek increased grant funding, noting this may be mainly capital in nature which is quite likely to have an operating consequence which must be planned for,
- sponsorship revenue for community events service,
- partnerships with other parties to share risk / cost,
- efficiency dividends,
- investigate loan funding for relevant opportunities,
- review fees and charges framework for each service,
- review service levels,

It is the review of service levels that is likely to involve the most contentious discussions. As a starting point most Council's firstly try and prioritise each of the existing Council external services as it is an immense exercise to focus on all services at the same time with a sufficient level of focus across the entire organisation. This prioritisation exercise has commenced internally with the executive and service managers, a workshop exercise will be held with elected members for them to share their views and then agree on a prioritisation schedule of service review.

### **Continuous Improvement Cycle**

Like any business Council has to be mindful that society / community expectations are changing and Council has to also change with these outlooks, else risk unacceptable levels of community dissatisfaction. Council services should be reviewed regularly for currency, and to ensure we are still meeting the needs of the community. A firm review cycle should be developed so each service is reviewed at least once within each term of Council.

The journey of financial sustainability is time consuming (this journey will take many years) and the risks are high along the way. However, to do nothing is risky and not recommended. Better practice includes Council resolving these directions so they have authority amongst staff and continuity in the case of staff turnover (which is a real risk for Katherine and the greater NT). Embedding the directions / actions into future municipal plans and budgets also ensures regular monitoring through community and Council reporting.

### **OFFICER RECOMMENDATIONS**

That Council resolve the following directions to enhance the Council's financial sustainability and that these actions be included in the 2022/23 and future Municipal Plans / Budgets as required;

1. Council develops appropriate financial management reports on the nett cost of each service by 31<sup>st</sup> January 2022.
2. Council undertakes a service review prioritisation process by 31<sup>st</sup> January 2022.
3. Council identifies owners of the \$120M in infrastructure, property, plant and equipment across all services by 31<sup>st</sup> March 2022.

4. Council includes dedicated grant officer and asset management officer roles within the Organisation Chart as soon as possible, but no later than 1<sup>st</sup> July 2022.
5. Council develops Business Case Tools to ensure all Capital Expenditure is adequately assessed by 30<sup>th</sup> April 2022.
6. Council develops service statements for all external services provided to the Katherine Community by the 30<sup>th</sup> June 2022.
7. Council develops a community engagement mechanism to empower the community in decision making for Council services by 30<sup>th</sup> June 2022.
8. Council benchmarks its internal services to ensure overheads are at acceptable levels by 30<sup>th</sup> September 2022.
9. Council develops service KPI's for all services by 31<sup>st</sup> December 2022.
10. Council develops Asset Management Plans for all major classes of Assets by 30<sup>th</sup> June 2023.
11. Council develops a continuous business improvement cycle for each service by 31<sup>st</sup> December 2023.



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

## Proposed Service Delivery Matrix - 23 services

External Facing Services	<b>Community - 5 (Directorate Report)</b>	<b>Owner Role</b>
	Community Events	Community Support Officer
	Visitor Information Services	Visitor Information Centre Manager
	Library Services	Manager Library Services
	Regulatory Services	Director Community Services
	Community Development	Director Community Services
	<b>Infrastructure &amp; Environment - 9 (Directorate Report)</b>	<b>Owner Role</b>
	Roads Network	Infrastructure Operations Manager
	Stormwater Network	Infrastructure Operations Manager
	Outdoor Lighting	Infrastructure Operations Manager
	Waste Management	Infrastructure Operations Manager
	Buildings and Facilities	Infrastructure Operations Manager
	Airport	Director Infrastructure and Environment
	Cemetery	Grounds & Maintenance Manager
Trees	Grounds & Maintenance Manager	
Grounds and Open Spaces	Grounds & Maintenance Manager	
Internal Services	<b>Corporate - 2 (Directorate Report)</b>	<b>Owner Role</b>
	Finance	Finance Manager
	Administration	Administration Manager
	<b>CEO - 4 (Directorate Report)</b>	<b>Owner Role</b>
	Human Resources	Human Resources Coordinator
	Marketing & Communications	Communication and Engagement Officer
	Elected Members & Council Activities	Executive Assistant
	Governance	Executive Assistant
	<b>Infrastructure &amp; Environment - 3 (Directorate Report)</b>	<b>Owner Role</b>
	Infrastructure & Environment	Director Infrastructure and Environment
	Fleet Management	Infrastructure Operations Manager
	Capital Projects	Project Manager

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

**NO** : 13.4

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

**MEETING** : ORDINARY COUNCIL MEETING – (14/12/2021)

**REPORT TITLE** : CHANGE TO LIBRARY OPERATING HOURS

**AUTHOR** : COLLEEN MCTAGGART, LIBRARY SERVICES MANAGER

**ATTACHMENT/S** : 1. SURVEY RESULTS

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**PURPOSE OF REPORT**

To seek endorsement from council for the operating hours of the Katherine Public Library to be changed.

**BACKGROUND**

It has been noted by library staff that the current library operating hours are confusing for the public and community feedback over the previous twelve months has seen patrons asking for more uniform hours of operation. Weekend operating hours would be more convenient for the community if they were brought forward and in line with the opening hours on weekdays.

A community survey was conducted to seek feedback from the community on their preferences for operating hours, the responses from this survey as well as the operating hours of other public libraries across the Northern Territory are guiding this proposal for change to operating hours.

Current operating hours are as follows:

Monday – Closed

Tuesday – 8.30am - 5.00pm

Wednesday – Friday – 10.00am - 5.00pm

Saturday – 10.00am – 1.00pm

The survey had 43 responses with 55% of the responses agreeing to the following operating hours:

Monday – Closed

Tuesday – Friday – 9.00am - 5.00pm

Saturday – 9.00am – 12.00pm

Changes to the operating hours will require amendments to staffing roster and budget. The library Manager and Programs Coordinators hours will remain the same with library assistants needing extra allocation.

**OFFICER RECOMMENDATION**

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

1. Approve the changes to the current operating hours for the Katherine Public Library effective January 4<sup>th</sup>, 2022.
2. Approve the operating hours from January 4<sup>th</sup>, 2022, onwards to as follows:  
Monday – Closed  
Tuesday – Friday 9.00am - 5.00pm  
Saturday 9.00am – 12.00pm

A handwritten signature in black ink, appearing to read "K J Whiting". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Kerry Whiting  
**ACTING CHIEF EXECUTIVE OFFICER**

# Copy of Katherine Public Library Operating Hours

45

⊕ PAGE TITLE

## Current Katherine Public Library operating hours

1. Are you currently a member of Katherine Public Library ? 0

- Yes
- No
- No but I use the library space

2. What do you use the library for ? 0

- Reading, borrowing and returning books
- Children's Programs
- Public Computers
- To work/study with own device in quiet space
- Printing services
- Air-conditioning and free WiFi

3. Do you visit the library on Saturdays ? 0

- Yes
- No
- If not, why not?

4. Please indicate your preference for the Library operating hours ? 0

Remain the same:

Monday closed

- Tuesday 8.30am - 5.00pm  
Wednesday - Friday 10.00am - 5.00pm  
Saturday 10.00am - 1.00pm

Change to:

Monday closed

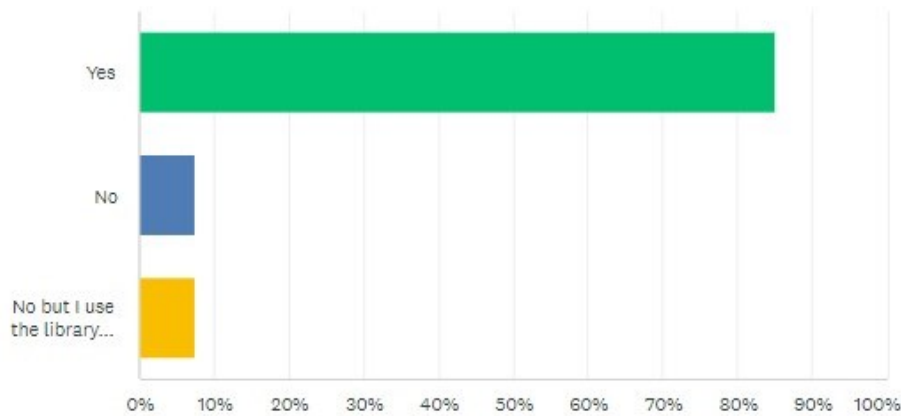
- Tuesday - Friday 9.00am - 5.00pm  
Saturday 9.00am - 12noon

- Other (please specify)

Thank You for your time ? 0

## Q1 Are you currently a member of Katherine Public Library

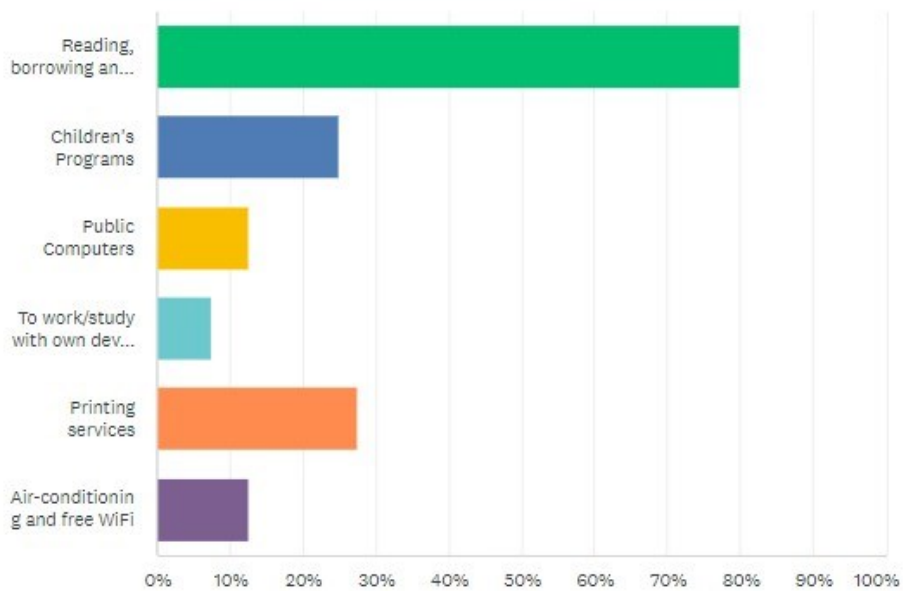
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	85.00% 34
No	7.50% 3
No but I use the library space	7.50% 3
<b>TOTAL</b>	<b>40</b>

## Q2 What do you use the library for

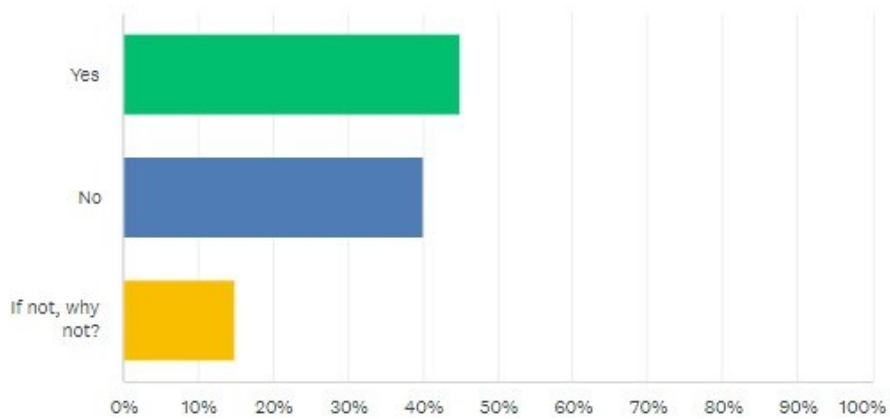
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
Reading, borrowing and returning books	80.00% 32
Children's Programs	25.00% 10
Public Computers	12.50% 5
To work/study with own device in quiet space	7.50% 3
Printing services	27.50% 11
Air-conditioning and free WiFi	12.50% 5
<b>Total Respondents: 40</b>	

### Q3 Do you visit the library on Saturdays

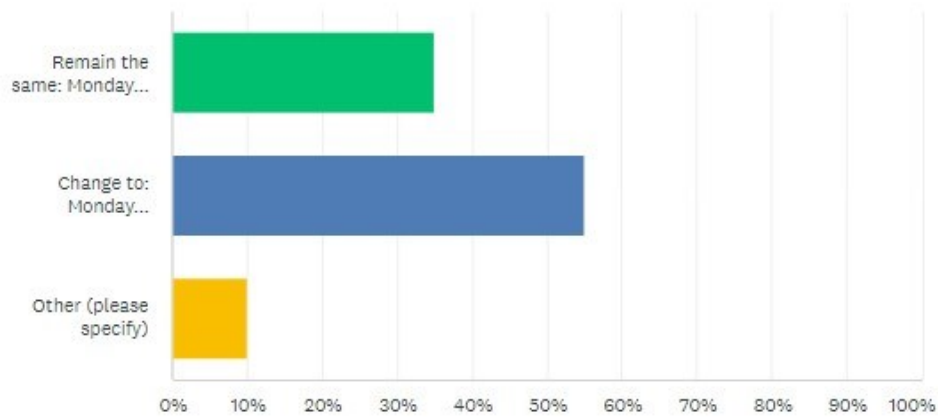
Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Yes	45.00% 18
▼ No	40.00% 16
▼ If not, why not?	Responses 15.00% 6
<b>TOTAL</b>	<b>40</b>

### Q4 Please indicate your preference for the Library operating hours

Answered: 40 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Remain the same: Monday closed Tuesday 8.30am - 5.00pm Wednesday - Friday 10.00am - 5.00pm Saturday 10.00am - 1.00pm	35.00% 14
▼ Change to: Monday closed Tuesday - Friday 9.00am - 5.00pm Saturday 9.00am - 12noon	55.00% 22
▼ Other (please specify)	Responses 10.00% 4
<b>TOTAL</b>	<b>40</b>



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

<b>NO</b>	<b>:</b>	<b>13.5</b>
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CORPORATE SERVICES</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING – 14/12/2021</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>MINOR BUDGET REVIEW</b>
<b>AUTHOR</b>	<b>:</b>	<b>IRENEO LALIM – MANAGEMENT ACCOUNTANT</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>1. STATEMENT OF COMPREHENSIVE INCOME (SOI) 2. STATEMENT OF FINANCIAL POSITION (SOFP) 3. STATEMENT OF CASH FLOWS (SOCF)</b>

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**PURPOSE OF REPORT**

The purpose of this report is to present council with a minor budget review for 2021/2022.

**BACKGROUND**

In accordance with the Local Government (General) Regulations, Council is required to undertake two budget reviews during the financial year. Council's finance team are working on the basis of conducting a minor review after the completion of the annual financial statements and a major review as at 31<sup>st</sup> December each year. This report presents Council with the minor budget review.

This minor budget review encompasses the following three recommended adjustments to Council's originally approved budget;

- Unexpended grants totalling \$3,888,761.00 are being brought forward to the current financial year. This involves a combination of operating and capital expenditure. The capital and operating expenditures were increased by \$3,432,514.00 and \$456,247.18 respectively as per requirements to spend the brought forward restricted grants.
- There is an additional \$2,242,428.00 amount of depreciation expense that has been added to the budget. As discussed previously with Council this is in line with Accounting Standards to provide for depreciation on ALL assets every year.
- New opening balances as per the final Annual Financial Statement (AFS) have been reflected in the revised budget column for the SOFP and SOCF.

**OFFICER RECOMMENDATION**

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

1. Adopt the 2021-2022 amended budget as presented in the revised Statement of Comprehensive Income, Statement of Financial Position and Statement of Cashflows.
2. Adopt the 2021-2022 revised budget amendments into the Council's Long Term Financial Plan (LTFP).
3. Advertise the amended budget as presented in the revised Financial Statements as per the requirements of Section 203 of the Local Government Act.

A handwritten signature in black ink, appearing to read 'K J Whiting', written in a cursive style.

Kerry Whiting  
**ACTING CHIEF EXECUTIVE OFFICER**

## Katherine Town Council

### STATEMENT OF COMPREHENSIVE INCOME

	Actual	Actual 30/11/21	Original Budget	Revised Budget
	2020/2021	2021/2022	2021/2022	2021/2022
<b>INCOME: REVENUES FROM ORDINARY ACTIVITIES</b>				
Rates	8,686,068	9,280,917	9,246,609	9,246,609
Operating Grants, Subsidies & Contributions	3,325,649	2,730,083	1,479,712	1,935,959
Fees & Charges	1,699,983	781,821	1,889,052	1,889,052
Interest Earnings	145,074	5,120	56,775	56,775
Other Revenue	186,562	64,357	309,005	309,005
<b>Total Revenue</b>	<b>14,043,336</b>	<b>12,862,298</b>	<b>12,981,153</b>	<b>13,437,400</b>
<b>EXPENDITURE: EXPENSES FROM ORDINARY ACTIVITIES</b>				
Employee Costs	4,764,487	1,759,408	5,402,476	5,499,015
Materials & Contracts	5,211,206	2,050,853	5,008,396	5,368,100
Utilities	523,804	190,945	582,242	582,242
Depreciation	3,175,607	-	915,201	3,157,629
Insurance	393,247	495,427	483,405	483,405
<b>Total Expenditure</b>	<b>14,068,351</b>	<b>4,496,632</b>	<b>12,391,720</b>	<b>15,090,391</b>
<b>Sub-total</b>	-	25,015	8,365,666	589,433 - 1,652,991
Non-Operating Grants, Subsidies & Contributions	9,710,835	2,194,556	1,000,000	4,432,514
Profit on Asset Disposal	17,124			
Loss on Asset Disposal				
<b>Sub-total</b>	9,727,959	2,194,556	1,000,000	4,432,514
<b>NET RESULT</b>	<b>9,702,944</b>	<b>10,560,222</b>	<b>1,589,433</b>	<b>2,779,523</b>
<b>Other Comprehensive Income</b>				
Desktop revaluation	-	-	705,665	705,665
<b>Total Comprehensive Income</b>	<b>9,702,944</b>	<b>10,560,222</b>	<b>2,295,098</b>	<b>3,485,188</b>
<b>Capital Expenditures</b>	<b>12,901,474</b>	<b>2,184,843</b>	<b>3,026,770</b>	<b>6,459,284</b>

## Katherine Town Council

### STATEMENT OF FINANCIAL POSITION

	Actual	Actual 30/11/21	Original Budget	Revised Budget
	2020/2021	2021/2022	2021/2022	2021/2022
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
Cash and Cash Equivalent	20,789,515	29,064,907	13,743,335	16,610,391
Receivables	1,624,064	1,810,491	2,364,181	2,101,208
Inventories	15,220	15,829	14,950	15,829
<b>Total Current Assets</b>	<b>22,428,799</b>	<b>30,891,227</b>	<b>16,122,465</b>	<b>18,727,427</b>
<b>NON-CURRENT ASSETS</b>				
Property Plant and Equipment	85,941,398	88,135,954	110,518,038	93,106,347
Other Non-Current Assets	10,096,331	10,096,331	10,096,331	6,938,702
<b>Total Non-Current Assets</b>	<b>96,037,729</b>	<b>98,232,285</b>	<b>120,614,369</b>	<b>100,045,049</b>
<b>TOTAL ASSETS</b>	<b>118,466,528</b>	<b>129,123,512</b>	<b>136,736,834</b>	<b>118,772,477</b>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
Payables	5,404,514	5,479,416	2,265,979	2,203,414
Provisions	639,412	658,594	678,724	658,594
<b>Total Current Liabilities</b>	<b>6,043,926</b>	<b>6,138,010</b>	<b>2,944,703</b>	<b>2,862,008</b>
<b>NON-CURRENT LIABILITIES</b>				
Provisions	89,265	91,943	-	91,943
<b>Total Non-Current Liabilities</b>	<b>89,265</b>	<b>91,943</b>	<b>-</b>	<b>91,943</b>
<b>TOTAL LIABILITIES</b>	<b>6,133,191</b>	<b>6,229,953</b>	<b>2,944,703</b>	<b>2,953,951</b>
<b>NET ASSETS</b>	<b>112,333,337</b>	<b>122,893,559</b>	<b>133,792,131</b>	<b>115,818,525</b>
<b>EQUITY</b>				
Accumulated Surplus	22,932,911	33,493,133	34,136,400	26,418,099
Asset Revaluation Reserves	75,549,402	75,549,402	88,598,521	75,549,402
Other Reserves	13,851,024	13,851,024	11,057,210	13,851,024
<b>TOTAL COUNCIL EQUITY</b>	<b>112,333,337</b>	<b>122,893,559</b>	<b>133,792,131</b>	<b>115,818,525</b>

## Katherine Town Council STATEMENT OF CASH FLOWS

	Actual	Actual 30/11/21	Original Budget	Revised Budget
	2020/2021	2021/2022	2021/2022	2021/2022
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>RECEIPTS</b>				
Rates	8,521,567	9,108,756	8,806,294	9,246,609
Operating Grants, Subsidies & Contributions	3,325,649	2,730,083	1,479,712	1,479,712
Fees & Charges	1,578,349	767,266	1,799,097	1,870,349
Interest Earnings	159,836	5,120	56,775	56,775
Other Revenue	179,627	64,037	306,203	306,203
<b>Sub-total</b>	<b>13,765,028</b>	<b>12,675,262</b>	<b>12,448,081</b>	<b>12,959,647</b>
<b>PAYMENTS</b>				
Employee Costs	(4,665,026)	(1,759,408)	(5,353,995)	(5,499,015)
Materials & Contracts	(5,654,670)	(2,640,462)	(5,616,240)	(6,180,473)
<b>Sub-total</b>	<b>(10,319,696)</b>	<b>(4,399,870)</b>	<b>(10,970,235)</b>	<b>(11,679,487)</b>
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>3,445,332</b>	<b>8,275,392</b>	<b>1,477,847</b>	<b>1,280,160</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<b>RECEIPTS:</b>				
Amounts Specifically for New or Upgraded Assets	1,868,282	2,194,556	1,000,000	1,000,000
Sale of Replaced Assets	38,597			-
<b>PAYMENTS:</b>				
Expenditure on Renewal/Replacement of Assets	(12,901,474)	(2,194,556)	(3,026,770)	(6,459,284)
<b>Net Cash Provided by (Used in) Investing Activities</b>	<b>(10,994,595)</b>	<b>-</b>	<b>(2,026,770)</b>	<b>(5,459,284)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<b>(7,549,263)</b>	<b>8,275,392</b>	<b>(548,923)</b>	<b>(4,179,124)</b>
Cash & Cash Equivalents at Beginning of Period	<b>28,338,778</b>	<b>20,789,515</b>	<b>14,292,258</b>	<b>20,789,515</b>
<b>Cash &amp; Cash Equivalents at End of Period</b>	<b>20,789,515</b>	<b>29,064,907</b>	<b>13,743,335</b>	<b>16,610,391</b>

# KATHERINE TOWN COUNCIL



## REPORT

<b>NO</b>	: 13.6
<b>FOLDER</b>	: LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
<b>MEETING</b>	: ORDINARY COUNCIL MEETING – 14/12/2021
<b>REPORT TITLE</b>	: MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR NOVEMBER 2021
<b>AUTHOR</b>	: KERRY WHITING, DIRECTOR CORPORATE & COMMUNITY SERVICES
<b>ATTACHMENT/S</b>	: NIL

### PURPOSE OF REPORT

To present the report for the Corporate and Community Services department for the month of November 2021.

### REPORT

The monthly report of the Corporate and Community Services department reports directly against the Katherine Town Council 2021/22 Municipal Plan and identified Key Performance Indicators (KPI's) The report will track directly against targets on a Year to Date (YTD) basis, allowing Council officers, Elected Members and the Community to gauge progress on a monthly basis, allowing for adjustments to service delivery as required.

The Community Services Department includes Community Development, Community Events, Library Services, Regulatory Services and Visitor Information Services. The Corporate Services Department section of the Municipal Plan includes Administration Services and Finance Services.

The Director of Corporate and Community Services has been facilitating a services review within the organisation and these defined areas have changed slightly to those presented in the 21/22 Municipal Plan, however Council will continue to provide updates for 2021/22 against the current Key Performance Indicators.

<b>Community Development</b>	
Develop Council's facilitation role in the community whilst ensuring participation from the community and stakeholders in Council's decision-making process, planning and service delivery.	
Responsibility	Major Activities
<ul style="list-style-type: none"> <li>• Further implement and develop Council's Community Engagement Strategic Plan</li> <li>• Manage and Implement Katherine Town Council's Community Grant Program</li> <li>• Plan for undertake community engagement activities</li> <li>• Facilitate and support community groups</li> <li>• Provide strategic development and governance</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the promotion and administration of Council's Annual grant program including associated acquittal requirements.</li> <li>• Develop and implement a range of engagement activities and initiatives, allowing for increased community involvement and understanding around Council activities.</li> </ul>

support to the Museum as required • Provide operational funding to Godinymayin Yijards Rivers Arts and Culture Centre (GYRACC).	• Actively participate in various community led initiatives, providing support as appropriate. • Provide safe and sustainable asset maintenance to the Museum. • Provide funding and support to the Annual Katherine Prize event.	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase number of community engagement activities undertaken annually.	>5	2
Increase community grant program interest (applications)	>5	29 applications were recd – an increase of 9 from last year.
Increase number of community groups engaged with Council	>1	5
Adherence to Katherine Museum partnership Agreement	ongoing	No non adherence matters have been raised
Completion of agreed yearly Asset Maintenance for Museum	100%	Ongoing
Adherence to GYRACC partnership Agreement	ongoing	No non adherence matters have been raised

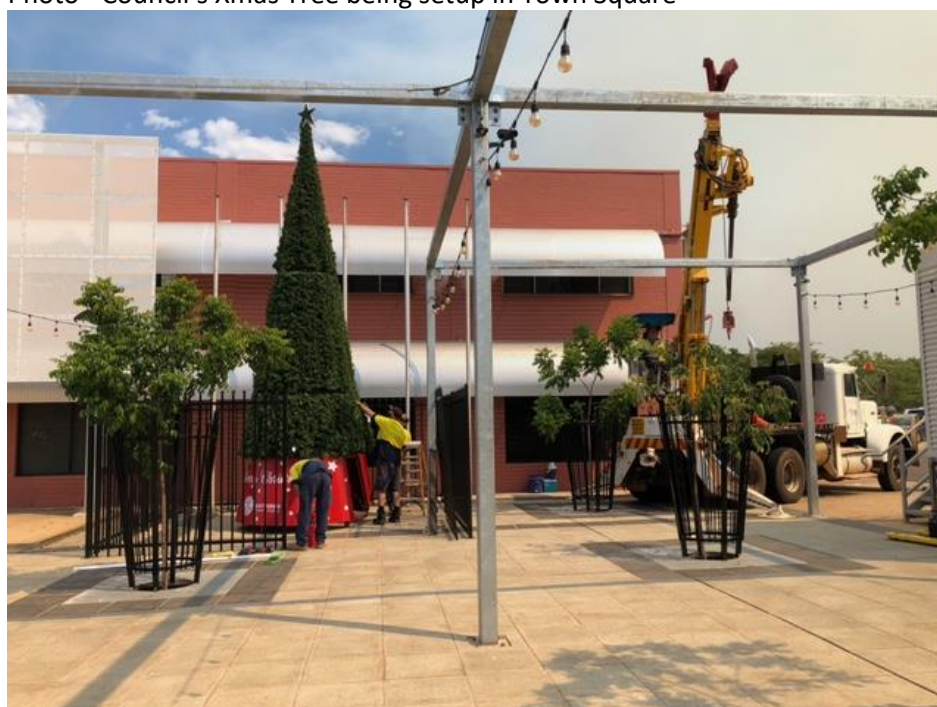
**Commentary for the month:**

All KPI's are currently on track to meet targets.

2 activities include CBD Activation program and 2597 CPL Frederick Prentice MM Dedication Service.

5 groups include YMCA, Katherine Physio and Blue Eagle Muay Thai in CBD activation Program, Activate Katherine Project control Group and 2597 CPL Frederick Prentice MM Dedication Service parties.

Photo - Council's Xmas Tree being setup in Town Square





Community Events		
Manage Council's recreational and cultural community program, including Council's major events programs for the benefit and satisfaction of the community.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> <li>• Delivery Katherine Town Council's major community events program</li> <li>• Support, partner and delivery community events and programs in collaboration with community groups, with particular focus on young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Development, planning and implementation of all council and partnered events; namely Territory Day, Military Commemorative services, Carols by Candlelight, Australia Day, Come &amp; Try sports Expo and Clean Up Australia Day.</li> <li>• Actively participate and collaborate with community groups in order to value add to a wide variety of community led events and initiatives.</li> </ul>	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase participation at community events	>10%	33.58%
Increase Council's event program through community collaboration	2	31

**Commentary for the month:**

Increased participation KPI has been provided through Doggy Day

Increased community collaboration KPI principally through CBD activation activities

This month a lot of work has been expended behind the scenes arranging the upcoming events of Remembrance Day, IDPWD, Carols, Australia Day and Citizen of the Year awards.

Photos below from Remembrance Day event







Library Services		
Manage the Katherine Public Library to provide for the social, recreational and cultural needs of the community ensuring accessibility and promotion life-long learning.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> <li>• Manage the Katherine Public Library</li> <li>• Provide educational and recreational programs for all ages</li> <li>• Manage and maintain the library collection</li> <li>• Provide access to information, including through digital formats</li> <li>• Provide a safe and welcoming environment</li> </ul>	<ul style="list-style-type: none"> <li>• Continued implementation and review of community programs (Children, Youth, Seniors etc)</li> <li>• Undertake collection management in accordance with current policy and best practice</li> <li>• Provide customer service in accordance with Katherine Town Councils Customer Service Charter</li> </ul>	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase patron engagement (programs)	1%	5.35%
Increase number of members / patrons	1%	-2.06%

**Commentary for the month:**

Patron program numbers have increased dramatically compared to last year. Ordinary library patron numbers are very similar. A strong sign that the programs are meeting the needs of library clients. Patron numbers fell a lot during the month due to the library being closed because of the Covid19 lockdown.

Katherine Library Award Winner – ALIA NT Recognition Awards

**ALIA NT**

**Katherine Public Library**

**Winner**

Regional or Remote category

Recognition Awards  
Nominations close 11 October 2021



Photos below - Even with Covid19 Lockdown / Lockout the library was still able to run a few in person programs plus some novel e-programs thru facebook



**Katherine Public Library**  
Published by Katherine Lib Staff · 25 November at 11:29 · 🌐

[Katherine Public Library lockdown Book Review!](#)



**Katherine Lib Staff**  
25 November at 11:26 · 🌐

Thank you "Book Warrior" Isla for this wonderful book review. We hope that other Katherine students will give the book a go based on your recommendations!

Don't forget we are asking everyone of all ages, to film a brief review of a book you have read so we can share it on the [Katherine Public Library Facebook page](#).

👍👎👏👤👥👍👎👏👤👥



**Katherine Public Library**  
Published by Katherine Lib Staff · 25 November at 12:05 · 🌐

It's Thursday and I know Lisa is missing her Mum's and bubs! We hope you are all keeping well and enjoy this brief snapshot of our Wriggle & Rhyme Program which usually occurs in the library every Thursday between 10:30am-11:00am. Be sure to follow the [Katherine Public Library FB page](#) to know when this and other children's programs will be resuming.

**Wriggle & Rhyme**  
@Katherine Public Library  
Thursday 10:30am-11:00am

1,131 People reached      60 Engagements      [Boost post](#)

Regulatory Services			
Provide effective management of public order and safety within the municipality compatible with a congenial living environment.			
Responsibility		Major Activities	
<ul style="list-style-type: none"> <li>• Pound management</li> <li>• Partnership and Interagency collaboration</li> <li>• Animal management and control</li> <li>• Traffic control</li> <li>• Community Education</li> <li>• Carry out routine mosquito trapping activities in accordance with the Department of Health direction</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure health and safety of animals within the pound including cleaning, feeding and vet checks for animals</li> <li>• Support and partner with other agencies to support public order and safety</li> <li>• Dog Rehoming</li> <li>• Dog registration audit</li> <li>• By Law Review</li> <li>• Respond to dog attacks and enforce By-Laws</li> <li>• Controlled parking</li> <li>• Carry out doggy day education activities</li> <li>• Mosquito monitoring data collection and reporting</li> </ul>	
KEY PERFORMANCE INDICATOR		TARGET	CURRENT (YTD)
Service requests are actioned within 10 days		90%	55.77%
Carry out doggy day education activities		1	finalised
Complete annual controlled parking audit		100%	ongoing
Undertake dog registration audits		% increase	ongoing
Prepare recommended determinations for KTC by laws		100%	ongoing
Supply fortnightly mosquito samples		100%	100%

**Commentary for the month:**

Service requests in Regulatory service affected by the same dynamics explained within Administration Services. In essence many jobs are actually completed, though our reporting system managing these requests does not reflect this due to other factors. For the month of November the completed requests for the regulatory team are at a minimum of 59% Parking audit and dog registration audit currently in progress. By Law report will be presented to the December 2021 Council meeting.

Visitor Information Services			
Manage the Visitor Information Centre services and secure a future for the region through the encouragement of new investments and employment growth and maximising the potential of economic development to help enhance our visitor economy.			
Responsibility		Major Activities	
<ul style="list-style-type: none"> <li>• Increase branding and marketing</li> <li>• Improve customer experience and be China Ready</li> <li>• Increase visitor spend</li> <li>• Improve industry collaboration and stakeholder relationships</li> </ul>		<ul style="list-style-type: none"> <li>• Implement marketing campaigns on behalf of the visitor centre and Katherine Region (Dreaming, Planning, Booking, Experiencing, Sharing)</li> <li>• Provide customer service in-line with Council Customer Service Charter</li> <li>• Continued staff development and product knowledge through various means including updates and famils</li> <li>• Active participation and collaboration with relevant industry bodies to promote the Katherine region and visitor service.</li> </ul>	
KEY PERFORMANCE INDICATOR		TARGET	CURRENT (YTD)
Increase total sales		1%	-43.95%



Increase KVIC visit numbers	1%	33.40%
Increase sales value per booking	1%	123.07%

**Commentary for the month:**

Visitor numbers have increased YTD, however this has not translated into increased sales growth compared to last year. Last year experienced record sales due to the NTG voucher schemes. The Territory Voucher scheme commenced again early in October and as a result sales and KPIs have started to increase again.

Administration Services		
Provide timely and quality service to both the community and stakeholders whilst maintaining Council Information Technology and Electronic Record Management System services.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> <li>• Provide customer service and reception</li> <li>• Provide services for the processing of Council payments</li> <li>• Provide services for the use of Council facilities, equipment, resources and related regulatory permits</li> <li>• Continue compliance with Katherine Town Council's Customer Service Charter</li> </ul>	Process payment, applications and provide response to customer enquiries in accordance with Katherine Town Councils Customer Service Charter	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Service request actioned within 10 business days	90%	66.01%

**Commentary for the month:**

Service requests KPI still subject to a degree of inaccuracy. Requests were not checked manually after the end of this month, due to the timeframe of the reporting requirements. The current tracking system in Magiq is not a perfect match to meet both KPI and staff requirements. Discussions with the SNAP, SEND, SOLVE system contacts indicate their reporting system will overcome the current challenges. In the meantime manual adjustments are being made as possible. For the month of November the KPI is at a minimum of 65.43% however also suffers from not being checked for inaccuracies this month.

Finance Services		
Provide responsible financial services to ensure informed decision making for the allocation of Council resources in the short term and to ensure Council meets all its statutory and regulatory obligations. Improve long term financial sustainability of Katherine Town Council.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> <li>• Provide customer services and reception.</li> <li>• Accounts payable and payroll.</li> <li>• Rates and accounts receivable collection.</li> <li>• Monthly financial reporting.</li> <li>• Continually develop and improve the Long Term Financial Plan.</li> <li>• Monitor and advise on improving key performance indicators.</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure day to day transactions are processed in operational systems on a timely basis.</li> <li>• Ensure reporting frameworks meet stakeholder requirements.</li> <li>• Drive development of long term financial plan with the inclusion of asset management data.</li> <li>• Drive improved practices in management and service delivery reporting.</li> </ul>	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Adherence to internal financial procedures	100%	Internal audit report being planned for an independent assessment of procedures and controls.
Legislative Compliance	100%	No non-compliance matters reported for

		21/22 financial year.
Long Term Financial Plan	Completed	Completed for 21/22. Design of 22/23 plan has commenced.
Improve financial KPI's in accordance with LTFP	Achieved	Draft 20/21 results as follows; <ul style="list-style-type: none"> <li>• Current ratio increased</li> <li>• Rates Coverage decreased</li> <li>• Rates &amp; Charges Outstanding decreased</li> </ul> All KPIs have therefore improved

**Commentary for the month:**

All KPI's are currently on track to meet targets.

**OFFICER RECOMMENDATION**

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

1. Receive and note the Corporate and Community Services report for the month of November 2021.



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

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

<b>NO</b>	<b>:</b>	<b>13.7</b>
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING – 14<sup>th</sup> DECEMBER 2021</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>MONTHLY FINANCIAL REPORT – NOVEMBER 2021</b>
<b>AUTHOR</b>	<b>:</b>	<b>DONNA COLLINS – FINANCE MANAGER</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>1. CERTIFICATION BY CHIEF EXECUTIVE OFFICER 2. FINANCIAL REPORT EXECUTIVE SUMMARY 3. STATEMENT OF BUDGET COMPARISON 4. CASH AND INVESTMENT REPORT</b>

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**PURPOSE OF REPORT**

The purpose of this Report is to present to Council the Financial Report for November 2021

**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 financial position of the council at the end of November 2021. Report includes payment and reporting obligations for Insurance, Councillor Expenses, Taxation reporting and Chief Executive Officer (CEO) Certification.

**KEY MESSAGES**

- Opening reserves are yet to be finalised after the completion of the Audited Financial Statements in mid November 2021. These are being reviewed with a new draft policy for presentation to Council. Capital Works roll over will be recognised at the 1<sup>st</sup> Budget Review.
- Year-to-Date income is 16% above budget with an increase in Operating Grants, Statutory Charges and Other Revenue (Hires) than was expected.
- Councils Expenditures are at 81% of the year-to-date budget (including Capital expenses)
- Elected Members Allowances are below planned expenses due to monthly allowances being paid in arrears the following month.

- Employee Costs and Materials/Services have this month increased resulting in being above budget in this area for the year-to-date.
- Creditors continued to be paid weekly. Monthly creditor payments have been made to all known suppliers with payments made weekly.
- Debtor Arrears have not been fully reported this month due to the Council Meeting in December being earlier than normal and the end of month process has not been finalised. The January report will include a full debtors report with December and January comparatives.
- Council expects to receive \$9.246m in rates this financial year, with 68% of rates paid for 2021/2022 year to 31<sup>st</sup> November.
- The Council has met its payments and reporting obligations for the GST, fringe benefit tax, PAYG withholding tax, superannuation, and insurance for the month of November 2021
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.
- Due to the December Ordinary Council Meeting being held early this month the financial reports will not reflect the whole financial results for November with end of month still being completed when reports were finalised. This will be rectified at the January meeting which will show a full result for December.

### **OFFICER RECOMMENDATION**

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

1. Endorse the Financial Report for the month of November 2021.

### **CERTIFICATION BY CHIEF EXECUTIVE OFFICER**

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

- The internal controls implemented by Council are appropriate; and
- The Council's Finance Report for November 2021 best reflects the financial affairs of the Council.






Kerry Whiting  
**ACTING CHIEF EXECUTIVE OFFICER**







## Financial Report Executive Summary

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

 On track
  Monitoring
  Items to note

### Summary

-  Forecast income to expenditure for the financial year is reviewed monthly. Chart of Accounts and Service changes are being completed- report to Council in December meeting
-  Cash Position- continues to be monitored weekly along with review of investments maturing
-  Work continues with Outstanding Debtors to reduce the arrears on rates and accounts. Several repayment plans are now in place to reduce these debts.
-  Outstanding Debtors - arrear debts for previous three years only reported on Regulatory Infringements going forward on this report.

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

### Debtors Analysis

Debtors Balances has reduced this month with reduction from payment of rates and Pension Rebate Scheme invoice being paid. Minimal other moment in this area. **Please note** that Infringement (Animal, Parking and Litter/Camping) debts are only reported now for previous three years

	Oct-21	Nov-21
Rates debtors	4,997,177	3,958,154
Sundry debtors	71,481	
Weighbridge debtors	135,282	
Infringement - Animal	9,065	9,065
Infringement - Parking	2,774	2,604
Infringement - Litter/Camping		-
<b>Total outstanding</b>	<b>5,215,779</b>	<b>3,969,823</b>

### Rates Debtors Analysis

Rates continue to be paid with the second installment of rates due 30th November. Letters issued for rates reminder and unpaid 1st installments. Arrears continue to be followed up.

### Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of November will be updated and reported in at January 2022 OCM.

	<b>Oct-21</b>	<b>Nov-21</b>
Current	28,126	
Over 30 days	16,208	
Over 60 days	7,127	
Over 90 days	20,020	
<b>Total</b>	<b>71,481</b>	<b>-</b>

Sundry Debtors - not reported this month due to November period being closed early for the December 2021 meeting

### Weighbridge Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of of November will be updated and reported in at January 2022 OCM.

	<b>Oct-21</b>	<b>Nov-21</b>
Current	85,188	
Over 30 days	25,596	
Over 60 days	9,594	
Over 90 days	14,904	
<b>Total</b>	<b>135,282</b>	<b>-</b>

Weighbridge arrears - not reported this month due to November period being closed early for the December 2021 meeting

**Budget V Actual  
Katherine Town Council  
For the month ended 30 November 2021**

	<b>Actual November</b>	<b>Budget November</b>	<b>YTD Actual</b>	<b>YTD Budget</b>	<b>Var %</b>	<b>Full Year Budget</b>
<b>Income</b>						
Net Gain/Loss Assets - Gross sales revenue of asset	\$13,655	\$0	\$17,560	\$0		
Operating grants	\$473,274	\$123,310	\$2,292,833	\$616,548	272%	\$ 1,479,715.00
Other Revenue	\$17,382	\$23,278	\$197,567	\$116,390	70%	\$ 279,336.00
Rates	\$2,625	\$0	\$9,283,296	\$9,246,611	0%	\$ 9,246,611.00
Statutory charges	\$2,560	\$5,565	\$29,753	\$27,823	7%	\$ 66,775.00
User Charges	\$121,413	\$159,893	\$678,458	\$799,465	-15%	\$ 1,918,717.00
<b>Total Income</b>	<b>\$630,909</b>	<b>\$312,045</b>	<b>\$12,499,467</b>	<b>\$10,806,837</b>	<b>16%</b>	
<b>Total Income</b>	<b>\$630,909</b>	<b>\$312,045</b>	<b>\$12,499,467</b>	<b>\$10,806,837</b>	<b>16%</b>	<b>\$ 12,991,154.00</b>
<b>Less Operating Expenses</b>						
C Hot Springs Car Park Capital WIP	\$0	\$0	\$169,640	\$0		\$ -
C Sportsground Entrance Road	\$15,611	\$0	\$15,611	\$0		\$ -
Elected Members	\$19,595	\$27,566	\$88,439	\$137,829	-36%	\$ 330,789.00
Employee Costs	\$544,211	\$450,206	\$2,075,301	\$2,251,032	-8%	\$ 5,402,477.00
Materials and Services	\$555,283	\$478,605	\$2,510,246	\$2,393,023	5%	\$ 5,743,254.00
Depreciation	\$0	\$0	\$43,600	\$915,201	-95%	\$ 915,201.00
<b>Total Operating Expenses</b>	<b>\$1,134,700</b>	<b>\$956,377</b>	<b>\$4,902,836</b>	<b>\$5,697,084</b>	<b>-14%</b>	<b>\$ 12,391,721.00</b>
<b>Operating Profit</b>	<b>-\$503,791</b>	<b>-\$644,331</b>	<b>\$7,596,630</b>	<b>\$5,109,753</b>	<b>49%</b>	<b>\$ 599,433.00</b>
<b>Non-operating Income</b>						
C CBD Transfer from restricted capital reserves to grant capital budget	\$0	\$0	\$74,923	\$0		
C Showgrounds Transfer from restricted capital reserves to capital grant budget	\$0	\$0	\$245,641	\$0		
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget	\$0	\$0	\$1,847,836	\$0		
Grants Commonwealth Capital - Other	\$0	\$0	\$557,986	\$0		
Grants Commonwealth Capital - Roads to Recovery	\$0	\$0	\$151,984	\$286,310	-47%	\$ 286,310.00
NT Financial Assistance Grant Roads - Other	\$0	\$0	\$3,307	\$0		
<b>Total Non-operating Income</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,881,677</b>	<b>\$286,310</b>	<b>906%</b>	<b>\$ 286,310.00</b>
<b>Non-operating Expenses</b>						

MS - Streetlights repairs	\$0	\$4,167	\$12,799	\$20,833	-39%	\$ 50,000.00
O Museum repairs	\$25,438	\$0	\$25,438	\$0		\$ -
O Tyre fire remediation works at the showgrounds	\$6,700	\$0	\$6,700	\$0		\$ -
O Waste facility site investigations	\$0	\$83,333	\$98,818	\$416,667	-76%	\$ 1,000,000.00
<b>Capital Works</b>						
C Building Upgrades	\$0	\$21,962	\$123,707	\$109,809	13%	\$ 263,542.00
C Christmas Decorations	\$0	\$0	\$17,115	\$0		
C Emungalan Bridge	\$0	\$0	\$271	\$0		
C Hot Springs Transfer from restricted capital grant reserve Capital Budget	\$0	\$4,167	-\$221,402	\$20,833	-1163%	\$ 50,000.00
C Irrigation Upgrade / New	\$0	\$0	\$1,155	\$0		
C Oval WIP Grant and Reserves	\$8,667	\$0	\$51,465	\$0		
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA P	\$0	\$0	\$6,000	\$0		
C PE Water quality and monitoring equipment - sampling and testing at the Waste Ma	\$0	\$0	\$8,034	\$0		
C Road Florina Road	\$0	\$0	\$2,270	\$0		
C Road reseal works	\$0	\$0	\$3,536	\$0		
C Roads	\$0	\$116,446	\$33,799	\$582,229	-94%	\$ 1,397,350.00
C Roads WIP Capital	\$0	\$0	\$15,759	\$0		
C Showgrounds Fencing Upgrade / Replacement	\$0	\$2,133	\$275	\$10,667	-97%	\$ 25,600.00
C Signage - Airport and Township	\$3,600	\$0	\$7,180	\$0		
C Solar panels at the VIC	\$0	\$0	\$9,100	\$0		
C Sportsgrounds Pavillon WIP Grant Capital	\$983,444	\$0	\$2,580,322	\$0		
C Wayfinder Signage	\$0	\$19,998	\$45,750	\$99,991	-54%	\$ 239,978.00
Grant Expenses	\$620	\$0	\$105,176	\$0		
<b>Total Capital Works</b>	<b>\$1,028,469</b>	<b>\$252,206</b>	<b>\$2,933,267</b>	<b>\$1,261,029</b>	<b>133%</b>	<b>\$ 3,026,470.00</b>
<b>Total Non-operating Expenses</b>	<b>\$1,060,607</b>	<b>\$339,706</b>	<b>\$3,077,022</b>	<b>\$1,698,529</b>	<b>81%</b>	<b>\$4,076,470</b>
<b>Net Profit</b>	<b>-\$1,564,399</b>	<b>-\$984,037</b>	<b>\$7,401,286</b>	<b>\$3,697,534</b>	<b>100%</b>	<b>-\$3,190,727</b>

**CASH AND INVESTMENTS****30 November 2021****GENERAL FUND****Commonwealth Bank**

Balance as per bank statement, 30 November

Plus net outstanding deposits/(withdrawals)

Adjusted cash at bank balance, 30 November

\$

5,780,653

- 1,239,338

**4,541,315****INVESTMENTS**

<b>FINANCIAL INSTITUTION</b>	<b>PRINCIPAL \$</b>	<b>INTEREST RATE %</b>	<b>EFFECTIVE DATE</b>	<b>MATURITY DATE</b>	<b>FINANCIAL INSTITUTION TOTALS \$</b>	<b>FINANCIAL INSTITUTION %</b>
AMP	2,142,319	0.50	on call	on call		
AMP	2,142,050	0.85	11-Nov-21	12-Apr-22		
AMP	3,553,766	0.85	11-Nov-21	12-Apr-21		
AMP	1,081,447	0.85	11-Nov-21	12-Apr-21	8,919,582	56.45%
Commonwealth Bank	577,520	0.20	on call	on call		
Commonwealth Bank	338,317	0.20	on call	on call		
Commonwealth Bank	2,486,363	0.36	21-Sep-21	18-Feb-21	3,402,200	21.53%
Westpac Bank	900,029	0.10	9-Oct-21	9-Mar-22		
Westpac Bank	2,578,264	0.20	14-Jul-21	14-Feb-22	3,478,293	22.01%
<b>Total Investments</b>					<b><u>15,800,074</u></b>	100.00%
<b>Total Funds</b>					<b><u>20,341,389</u></b>	

<sup>69</sup>  
**Internally Restricted Funds**

\$

WMF Renewal Reserve	6,462,862
Capital Renewal Reserve	4,987,647
Contingency reserve	1,000,000
Emungulan Bridge	700,000
Council Election Reserve	100,000
Council motion reserve	600,515
Provison for Employees	650,581

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14,501,605

Unrestricted funds

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4,863,604

Unexpended capital grants

976,180

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**\$ 20,341,389**

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# KATHERINE TOWN COUNCIL



## REPORT

<b>NO</b>	<b>:</b>	<b>13.8</b>
<b>FOLDER</b>	<b>:</b>	<b>LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING MEETING/REPORTS TO COUNCIL/INFRASTRUCTURE &amp; ENVIRONMENT DEPARTMENT</b>
<b>MEETING</b>	<b>:</b>	<b>ORDINARY COUNCIL MEETING - 14/12/2021</b>
<b>REPORT TITLE</b>	<b>:</b>	<b>INFRASTRUCTURE &amp; ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF NOVEMBER 2021</b>
<b>AUTHOR</b>	<b>:</b>	<b>BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE &amp; ENVIRONMENT</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>1. NIL</b>

### PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of November 2021.

### BACKGROUND

#### Infrastructure

##### **Parks and Open Areas**

- Council staff continue to carry out ground's maintenance throughout the Municipality, respond to *Snap Send Solve* requests, and carry out other general works and services including:
  - Hot Springs - daily vandalism inspections and cleaning out of wheelchair access into the springs
  - Visitor Information Centre – removal of rubbish and grounds maintenance
  - installed and changed event banner flags
  - Civic Centre – irrigation repairs
  - Cenotaph – prepare area for event
  - Katherine Museum – installed NT Police reflection and memorial park bench
  - erected QR check-in codes at Council facilities
- Tree management:
  - weight reduction of a trees at the following locations – Pearce Street, Katherine Cemetery, Katherine Museum, Sportsgrounds
  - removed dead trees at the Cemetery
  - removed 6 x dead trees on Florina Road
  - removed fallen tree near Hot Springs;
  - removed dangerous tree at Donkey Camp Road
  - contractor engaged to removed dangerous tree in O'Shea Park
  - removed 2 x dead trees at Acacia Street

# KATHERINE TOWN COUNCIL



## REPORT

- Weeds were treated as per seasonal weed management program and as reported via Customer Requests



*Tree removed from Acacia Drive*

### **Katherine Memorial Cemetery**

- 3 x burials were conducted during the month of November
- Council staff continue to undertake general maintenance of the gravesites, grounds, and lawns, and make new headstones

### **Buildings and Facilities**

#### **Katherine Showgrounds**

- Council staff carried out irrigation repairs and general maintenance on the main oval and complex
- Bookings and general usage suspended during COVID lockdown

#### **Katherine Sportsgrounds**

- Council staff carried out general cleaning and maintenance of the ovals, Skate Park, Adventure Park and other areas, including
  - mowing, fertilising, treating weeds on the ovals
  - irrigation repairs and alterations
  - installing cage over valves at the BMX
  - assisting Contractor with topdressing works to Oval 2
- Bookings and general usage suspended as a result of restrictions for COVID outbreak response, as were various construction projects for buildings, lighting, amenities, roads and car parks





## REPORT



*Oval 2 topdressing and fertilising works*

**Katherine Civil Airport**

- Contractor was engaged to provide additional cleaning services for increased usage of the Katherine Civil Airport resulting from implementation of the COVID response plan by Territory authorities.



*Covid response plan increased usage of Katherine Civil Airport*

# KATHERINE TOWN COUNCIL



## REPORT

### Infrastructure

#### **Roads Network**

- Various projects were suspended or postponed due to the COVID response restrictions. These included:
  - Road remediation works (crack sealing, pot holes and pavement repairs)
  - Drain clearing – various locations
  - Installation of speed humps, guide posts, bollards and signs for Binjari
  - Signage replacement in various location including Gorge Road
  - Installation of Wayfinding signage in the CBD
  - Footpath repair works
- Council staff constructed and installed side entry pit lids to replace damaged covers
- Contractors carried out scheduled monthly kerbside spraying and street sweeping



*Pit cover replacement First Street*



*Car park and street sweeping including Airport*

#### **Stormwater Network**

- Contractors commenced program of works to clear stormwater drains
  - along Gorge Road/Giles Street/ O'Shea Terrace from the intersection of Morris Road through to First Street
  - adjacent the Court House on First Street
  - along Riverbank Drive from the Hot Springs to Kintore Street
  - several locations in Katherine East including Coolibah Circuit and Miniata Court

Of note was a blocked drain on Morris Road where approximately 4 tonnes of silt and rubbish was removed. Works proceeded smoothly for most other drains.

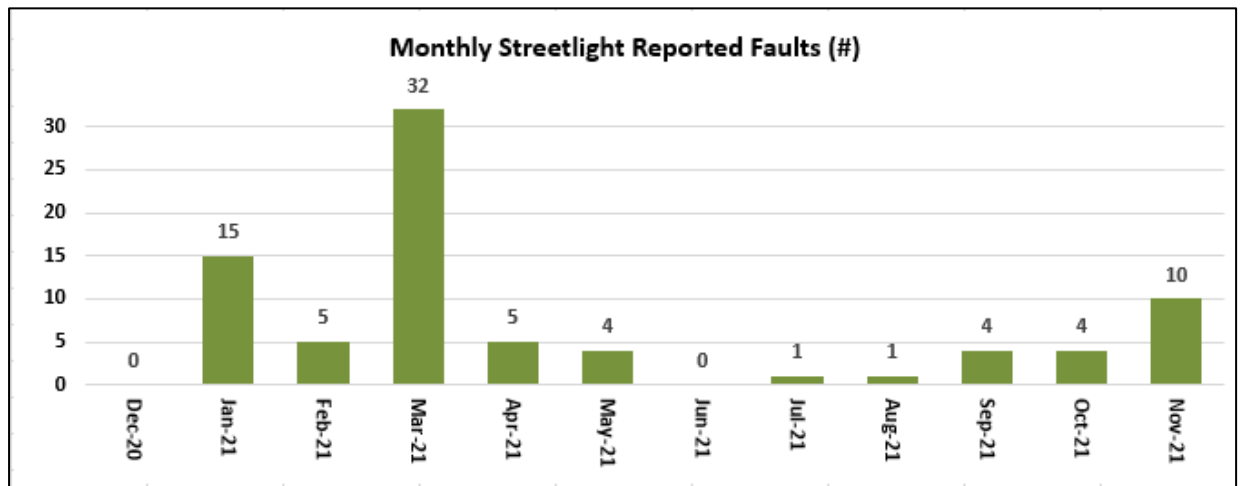
#### **Outdoor Lighting**

- Seven streetlight faults were reported to Council from members of the public during the month of November.

## KATHERINE TOWN COUNCIL









## REPORT

**Environment****Waste Management Facility**

- Scheduled site visit by Environmental consultants preparing the Integrated Environmental Management Plan for the facility was postponed due to COVID lockdown
- Perimeter fencing works, office renovations and installation of toilets have been interrupted by COVID lockdown
- The facility continues to operate under changed conditions due to the COVID response plan. This includes additional check-in compliance monitoring and restrictions on number of people accessing the bins or disposal points at any one time
- Additional kerbside bin pick-ups and residents of Katherine and Binjari was arranged during the lockdown period

**Monthly Energy Production - Civic Centre**

- Average energy produced by Civic Centre roof solar panels is 147kWh of electricity per day.
- A production issue on Branch 2 of the panels has been reported to technicians and has not yet been resolved.

Katherine Civic Centre						
Month 2021-2022	Energy Produced (KWH) 	Energy Consumed (KWH) 	Exported to Grid (KWH) 	Imported from Grid (KWH) 	Carbon Offset Tonnes 	Equivalent to Number of Trees 
July	4641	9020	1563	5941	3.2	82
August	5136	9513	1906	6282	3.5	91
September	5360	11862	1155	7657	3.6	93
October	3632	14778	376	11521	2.5	64
November	3796	11690	485	7895	2.6	67
<b>21-22 TOTAL</b>	<b>22566</b>	<b>56863</b>	<b>5485</b>	<b>39297</b>	<b>15</b>	<b>397</b>

**KATHERINE TOWN COUNCIL****REPORT****Planning Applications**

Council considered the following number of planning applications during the month of November 2021:

- 2 x Development Applications
- 1 x Subdivision Application

**OFFICER RECOMMENDATION**

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

1. Receive and note the report of the Infrastructure & Environment Department for the month of November 2021.

A handwritten signature in blue ink, appearing to be 'Ian Bodill', written over a light blue rectangular background.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

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

**NO** : 13.9

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

**MEETING** : ORDINARY COUNCIL MEETING – (14/12/2021)

**REPORT TITLE** : NOVEMBER 2021 – PROJECT UPDATE

**AUTHOR** : JANETTE CROWHURST – PROJECT COORDINATOR

**ATTACHMENT/S** : 1. PROJECT UPDATE – NOVEMBER 2021

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**PURPOSE OF REPORT**

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of November 2021.

**BACKGROUND**

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

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

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

**OFFICER RECOMMENDATION**

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

1. Receive and note the project update for the month of November 2021.

A handwritten signature in black ink, appearing to read 'Kerry Whiting'.

Kerry Whiting  
**ACTING CHIEF EXECUTIVE OFFICER**



# MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

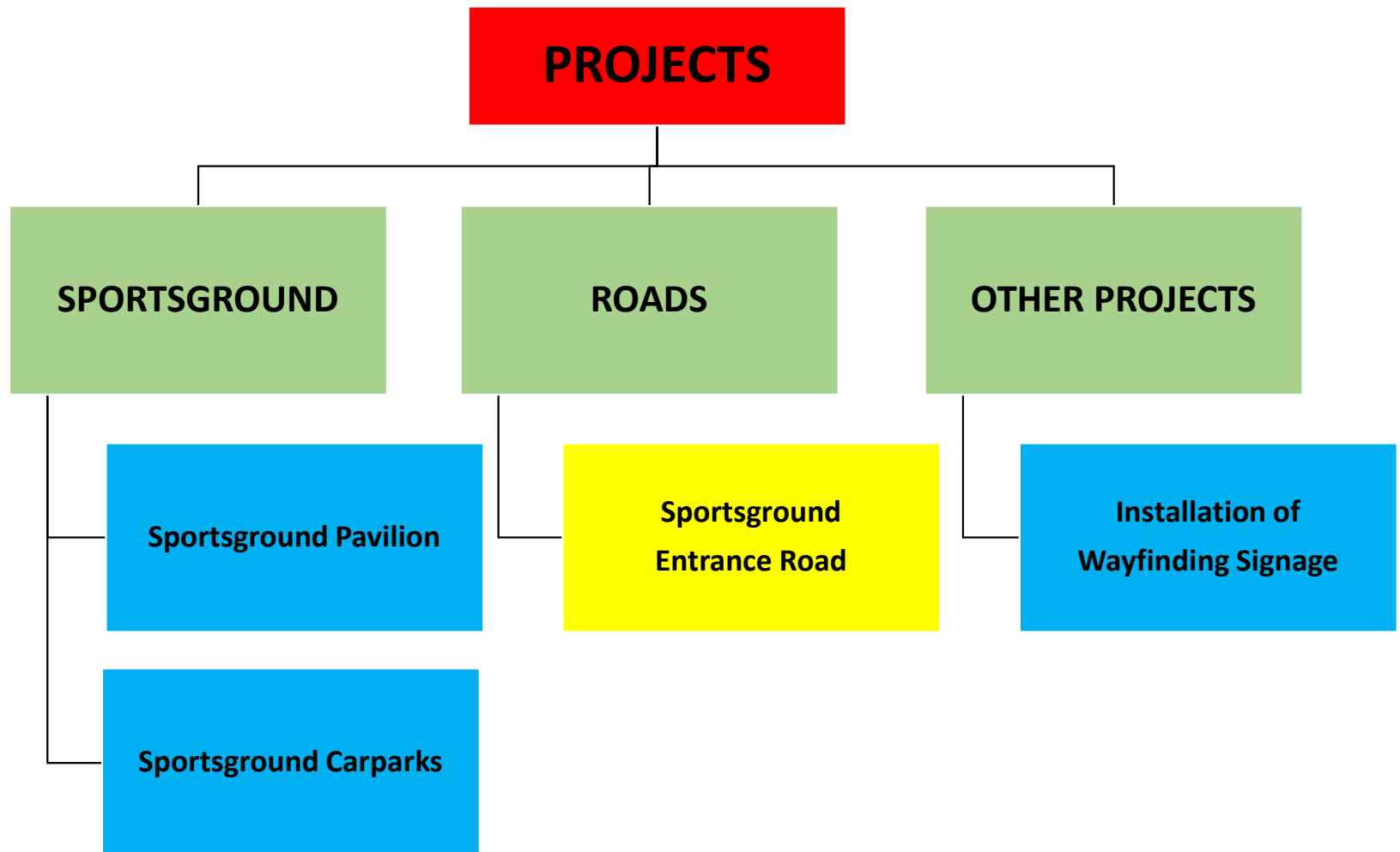
**Project Update Date**  
06 December 2021

## Summary

Total Projects	4
Completed Projects	0
Construction Phase	3
Design Phase	0
Discontinued	0
Released for Tender	1
Ready for Tender	0

## Legend

Completed	<span style="display:inline-block; width:15px; height:10px; background-color:green;"></span>
Construction Phase	<span style="display:inline-block; width:15px; height:10px; background-color:blue;"></span>
Design Phase	<span style="display:inline-block; width:15px; height:10px; background-color:orange;"></span>
Discontinued	<span style="display:inline-block; width:15px; height:10px; background-color:red;"></span>
Ready for Tender	<span style="display:inline-block; width:15px; height:10px; background-color:lightgreen;"></span>
Released for Tender	<span style="display:inline-block; width:15px; height:10px; background-color:yellow;"></span>



# KATHERINE SPORTSGROUND – PAVILION



KATHERINE  
TOWN COUNCIL

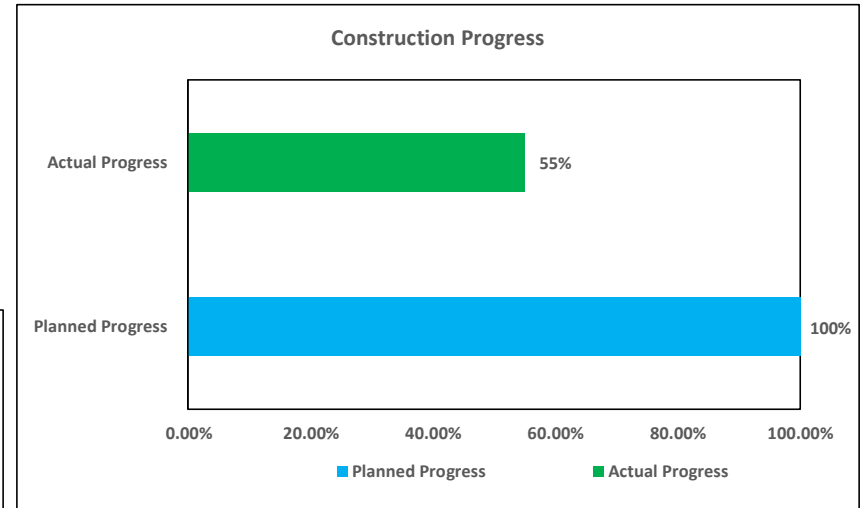
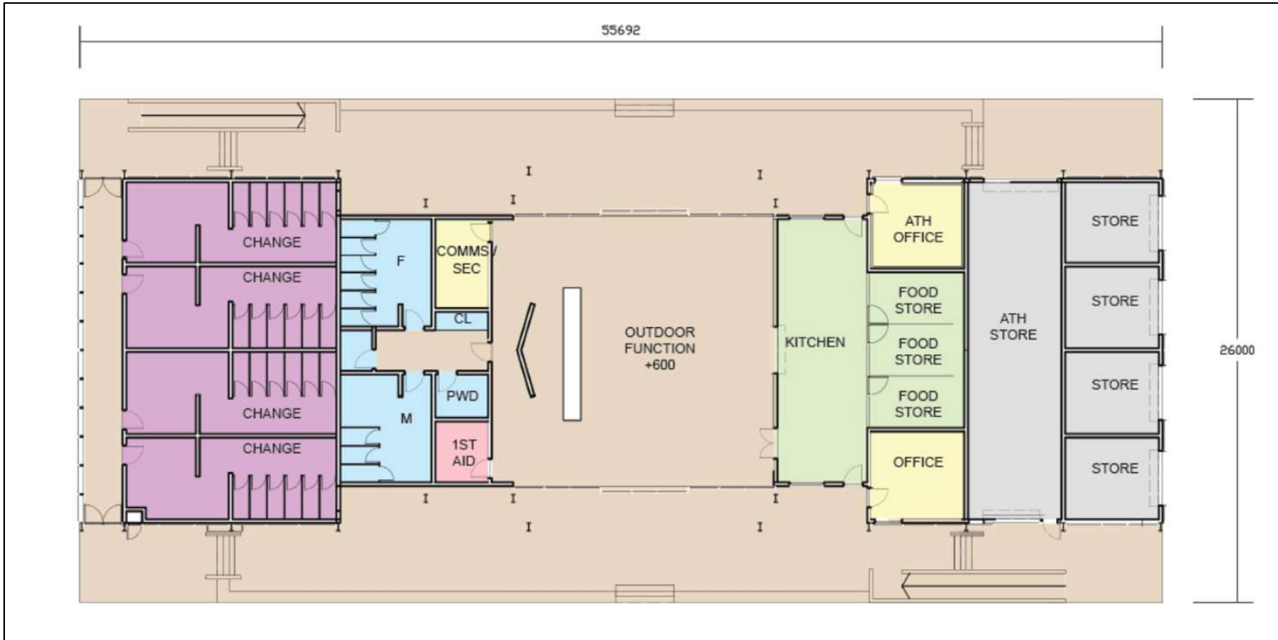
**CONTRACTOR: NORBUILT PTY LTD**

**CONSULTANT: HAMES SHARLEY**

## PROJECT BRIEF SCOPE

The scope of works included

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



## KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	09 October 2020
Tender Closing Date	06 November 2020
Contract Award Date	Mid December
Construction Work Start	25 January 2021
Duration of Works	12 Months
Completion Date	February 2022













# KATHERINE SPORTSGROUND – CAR PARKS



KATHERINE TOWN COUNCIL

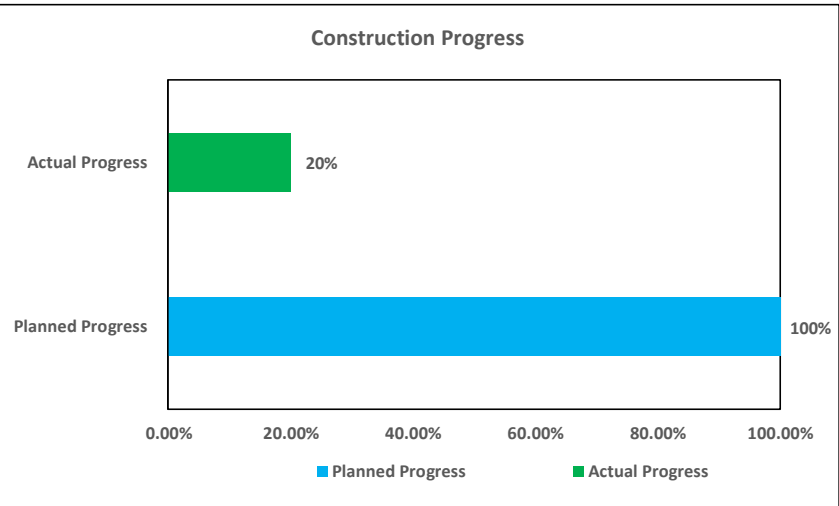
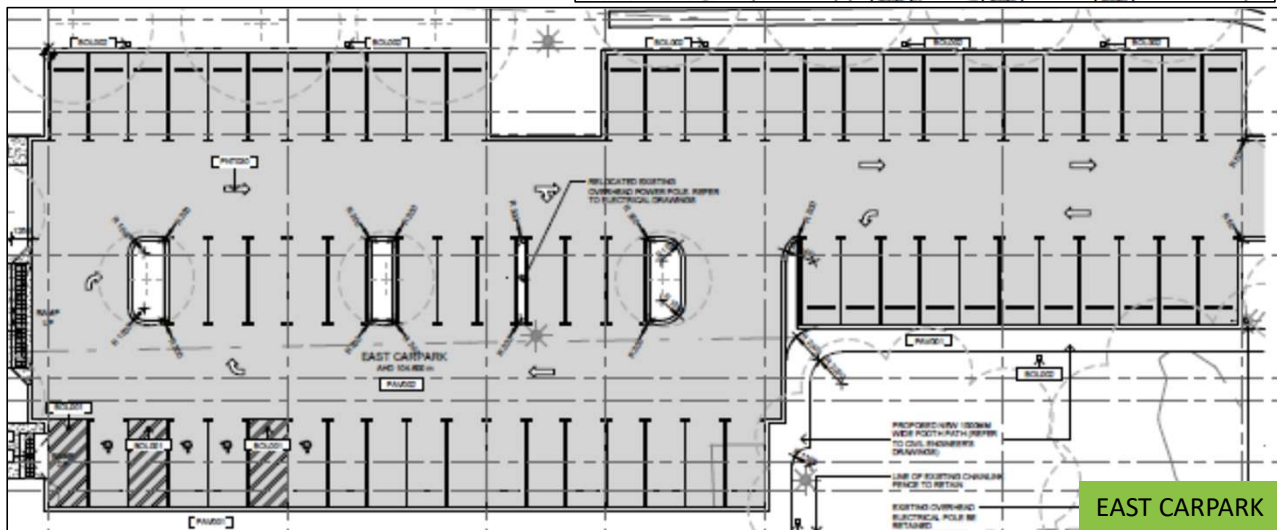
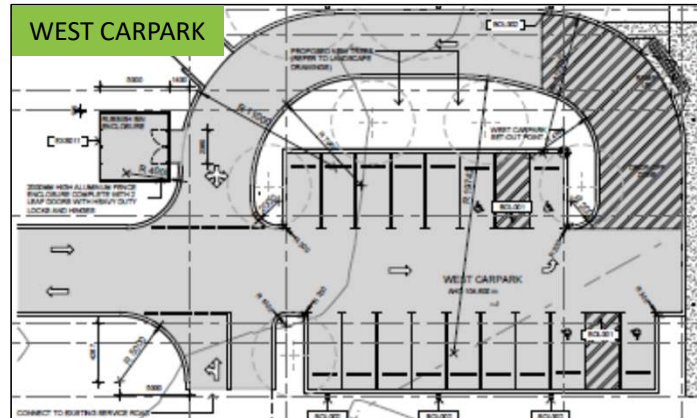
**CONTRACTOR: NORBUILT PTY LTD**

**CONSULTANT: HAMES SHARLEY**

## PROJECT BRIEF SCOPE

The scope of works included new bollards, fencing, kerbing, drainage and lighting for

- East Carpark: New paved carpark with 65 new lines marked parking bays (including 4 x disabled bays)
- West Carpark: New paved “Drop Off” area with 16 new line marked parking bays (Including 4 x disabled bays and 5 x Parent’s parking)



## KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	09 October 2020
Tender Closing Date	06 November 2020
Contract Award Date	Mid December
Construction Work Start	25 January 2021
Duration of Works	10 Months
Completion Date	End February 2022





# Western Carpark Eastern Carpark

- Works have continued on the Eastern Carpark
- Delays due to the Covid Lockdown / Lockout





# KATHERINE WAYFINDING SIGNAGE ERECTION



**CONTRACTOR: GOODLINE**

**CONSULTANT: MODE DESIGN**

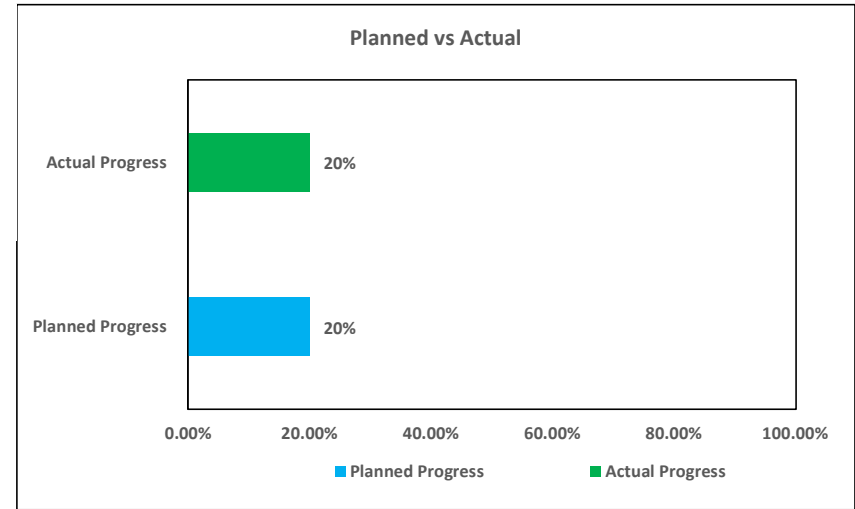
## PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- Installation of Fabricated Directional Finger Sign and Precinct Orientation Signs as per Schedule

## PROJECT UPDATE

- Power Water Corporation to book an onsite inspect with the Contractor.



## KEY DATES

Drawings and Design Complete	Late July 2021
KTC Release for Quotation	August 2021
Quotation Closing Date	08.09.2021
Contract Award Date	17.09.2021
Construction Work Start	15.11.2021 (Covid Delays – 3 weeks)
Duration of Works	3.5 Weeks
Delivery Date	December 2021



# KATHERINE SPORTSGROUND – ENTRANCE ROAD



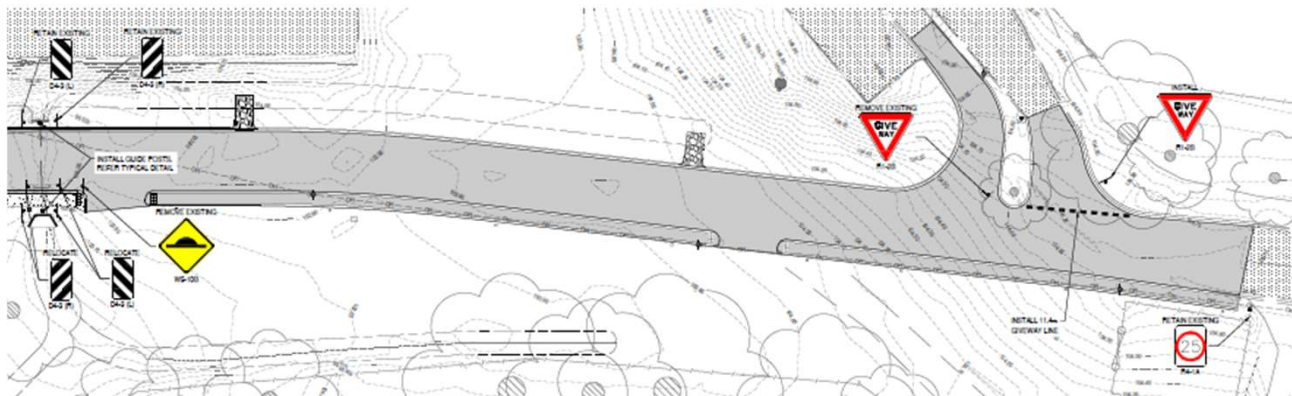
**CONTRACTOR: TBD**

**CONSULTANT: HAMES SHARLEY**

## PROJECT BRIEF SCOPE

The principal objectives of the project are to:

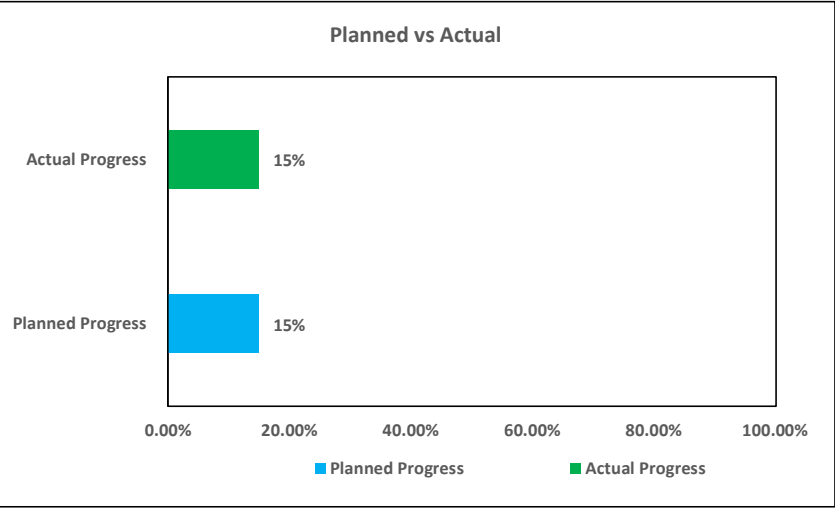
- New Pavement
- Change Traffic Conditions – Give Way from the Aquatic Centre
- Ramps Down to Existing Surface - Oval 1
- Redesigned Plans to Include Geotechnical Investigations



**LEGEND**

	PROPOSED PAVEMENT AND KERBING
	EXISTING PAVEMENT AND KERBING
	PROPOSED CONCRETE PATH
	PROPOSED KERB RAMP
	BOLLARD
	SIGN AND POST
	HOLD / GATEWAY LINE (N.T.S)
	NEW PAINTED LINE

ACCESS ROAD



## KEY DATES

Drawings and Design Complete	29.11.2021
KTC Release for Tender	03.12.2021
Tender Closing Date	10.12.2021
Contract Award Date	TBA
Construction Work Start	TBA
Duration of Works	6 Weeks
Completion Date	End February 2022

