



# AGENDA

Ordinary Meeting of Council

Tuesday, 22 August 2023

12.00pm

Council Chambers, Civic Centre,  
Stuart Highway, Katherine

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

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

- OFFICERS**
- Ms Ingrid Stonhill – Chief Executive Officer
  - Ms Rosemary Jennings – Director Community Services
  - Mr Brendan Pearce – Director Infrastructure and Environment
  - Mr Avtar Singh – Director of Corporate Services
  - Amanda Haigh – Governance and Executive Officer

**VISION:**

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

**MISSION:**

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

**VALUES:**

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

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## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

## **2 OPENING PRAYER**

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

## **3 MEETING DECLARED OPEN**

## **4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

<b>4.1 APOLOGIES</b>
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<b>4.2 LEAVE OF ABSENCE</b>
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## **5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

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 PRESENTATIONS FROM EXTERNAL AGENCIES**

## **7 CONFIRMATION OF PREVIOUS MINUTES**

7.1 Minutes of the Ordinary Council Meeting held On 28 July 2023



# **MINUTES**

## **Ordinary Meeting of Council**

**Friday, 28 July 2023**

Council Chambers,  
Civic Centre, Stuart Highway, Katherine

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN

Mayor Elisabeth Clark declared the meeting open at 1.01pm

## 4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### 4.1 ATTENDANCE

#### ELECTED MEMBERS

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

#### OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Avtar Singh – Director of Corporate Services
- Amanda Haigh – Governance and Executive Officer
- 1 Staff

#### PUBLIC

9

### 4.2 APOLOGIES

NIL

### 4.3 LEAVE OF ABSENCE

Nil

## 5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Mayor reminded elected members of responsibility to declare any conflict of interest.

NIL conflicts declared.

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

NIL

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 Minutes of the Ordinary Council Meeting held On 27 June 2023

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#### **COUNCIL RESOLUTION**

**OCM-045-2023**

**Moved:** Councillor Trembath

**Seconded:** Councillor Bower

That the minutes of Ordinary Meeting of Council on 27 June 2023 be confirmed as true and accurate.

**CARRIED 5/0**

### 7.2 Minutes of the Special Council Meeting held on 29 June 2023

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#### **COUNCIL RESOLUTION**

**OCM-046-2023**

**Moved:** Councillor Trembath

**Seconded:** Deputy Mayor Coburn

That the minutes of Special Meeting of Council on 29 June 2023 be confirmed as true and accurate.

**CARRIED 5/0**

### 7.3 Minutes of the Special Council Meeting held On 3 July 2023

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#### **COUNCIL RESOLUTION**

**OCM-047-2023**

**Moved:** Councillor Trembath

**Seconded:** Councillor Bower

That the minutes of Special Meeting of Council on 3 July 2023 be confirmed as true and accurate.

**CARRIED 5/0**

## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

## 9 MAYORAL BUSINESS

<h3>9.1 MAYORAL ACTIVITIES</h3>
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#### **COUNCIL RESOLUTION**

**OCM-048-2023**



**Moved:** Councillor Trembath

**Seconded:** Deputy Mayor Coburn

1. That Council receive and note the Mayoral activities for the period to June 2023.

**CARRIED 5/0**

## 10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

### 10.1 CORRESPONDENCE AND DOCUMENTS

#### COUNCIL RESOLUTION

**OCM-049-2023**

**Moved:** Councillor Trembath

**Seconded:** Councillor Bower

1. That Council receive and note the Incoming Correspondence:
  - (a) Letter – Objection to the 200 bed workers camp at Lansdowne Road Katherine NT 0850 – 12 July 2023 – Doc ID 180084/ 180091;
  - (b) Email - Mayor of Walkerville - Activate Katherine Street Party – 14 July 2023– Doc ID 180124;
  - (c) Letter – Minister Uiibo – Response Katherine Infrastructure needs – 17 July 2023 – Doc ID 180421.

**CARRIED 5/0**

Tabled at meeting: Letter – Minister Uiibo – response Katherine Infrastructure needs – 17 July 2023 – Doc ID 180421

Mayor offered to members of the public an opportunity to speak regarding the correspondence tabled. Concerns were raised by public members relating to the Lansdowne Road workers camp.

A resident of the area, advised that they had only been made aware recently of the proposal for a temporary workers camp for 3-5 years. Residents are concerned with the process and the application has not gone through the full approval processes that any of the residents would have to follow. The Camp Project Manager requested residents to sign a letter to support that advised they had no issues with the project. There is concern for the impact on the aquifer and agriculture farms of the area, increased traffic, and noise. The process appears that big business is being able to bypass the rules that any other resident would have to follow. There is seasonal work camp in the area where the owner went through the correct process. There are concerns that the company has no long term physical and emotional investment to Katherine therefore there will be no contribution to town. Residents spoke with the Minister at the show who claimed had no knowledge until starting to receive objection letters.

Another resident reiterated concern for water and lifestyle that is the reason they bought and live in the area. Other workers camps in the Katherine area that are already operational do have issues such as a knife fight that they do not want to happen where they live. The facility will have increase in power, water and noise, including not only the workers but the staff and supplies will

be extra to the area. It was reiterated that others who want to develop a block have to follow the process and that the project does not fit the lifestyle and agriculture use of the area.

Council advised that they support the residents and are objecting to the process. There has been discussions with the Minister and DIPL. Council advised that they were informed to the proposal and had only 24 hours to provide comment. Council will continue to support the residents and the broader community.

## 11 PETITIONS

Nil

## 12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

NIL

## 13 NOTICE OF MOTION

Nil

## 14 REPORTS OF OFFICERS

### 14.1 NATIONAL GENERAL ASSEMBLY 2023 CONFERENCE

#### COUNCIL RESOLUTION

OCM-050-2023

**Moved:** Councillor Trembath

**Seconded:** Deputy Mayor Coburn

To accept the report of the Chief Executive Officer for the attendance at the 2023 National General Assembly of Local Government.

**CARRIED 5/0**

Innovative ideas from the conference were covered by a presentation from Ukraine regarding Sister City arrangements which enables sharing of information between councils.

Emergency Funding is proposed to focus on better infrastructure not just replacement like for like.

### 14.2 CEO MEMBERSHIP TO LOCAL GOVERNMENT CHIEF OFFICER'S

#### COUNCIL RESOLUTION

OCM-051-2023

**Moved:** Councillor Kingdon

**Seconded:** Deputy Mayor Coburn

1. That the Council approve the CEO's membership to the Local Government Chief Officers Group.
2. That Council approve the CEO attendance to Local Government Chief Officers Group meetings as required through the membership obligation.

**CARRIED 5/0**

### **14.3 REVIEWED POLICIES**

#### **COUNCIL RESOLUTION**

**OCM-052-2023**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

1. That Council approved the reviewed policies:
  - (a) Confidential Information Policy – Version 2; and
  - (b) Shared Services Policy – Version 2.

**CARRIED 5/0**

### **14.4 SUFFICIENT INTEREST IN THE ASSESSMENT RECORD POLICY - VERSION 2**

#### **COUNCIL RESOLUTION**

**OCM-053-2023**

**Moved:** Councillor Bower

**Seconded:** Councillor Kingdon

1. That Council:
  - (a) Approves the Sufficient Interest in the Assessment Record Policy – Version 2.

**CARRIED 5/0**

The policy had no changes during the review process.

### **14.5 KATHERINE PUBLIC LIBRARY OPERATIONAL FUNDING 2023-2028**

#### **COUNCIL RESOLUTION**

**OCM-054-2023**

**Moved:** Councillor Trembath

**Seconded:** Councillor Kingdon

1. That Council:
  - (a) approve the Public Library Funding Agreement 2023 – 2028 with Department of Territory Families, Housing and Communities for a period of five (5) years – 1 July 2023 to 30 June 2028

(b) Authorise the Mayor and Chief Executive Officer to Affix the Common Seal

**CARRIED 5/0**

There is no reduction in funding from previous arrangements.

#### **14.6 ACQUITAL OF ADVENTURE PLAY PARK AMENITIES**

##### **COUNCIL RESOLUTION**

**OCM-055-2023**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

1. That Council endorse the acquittal of grant funding IPG2100020 for the Katherine Sports Precinct - Adventure Play Park Amenities Renewal.

**CARRIED 5/0**

The amenity block is complete with landscaping to be completed through councils owned sourced revenue.

#### **14.7 FINANCE REPORT FOR THE MONTH OF JUNE 2023**

##### **COUNCIL RESOLUTION**

**OCM-056-2023**

**Moved:** Councillor Trembath

**Seconded:** Deputy Mayor Coburn

1. That Council endorse the Finance Report for the Month of June 2023

**CARRIED 5/0**

#### **14.8 REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR THE MONTH OF JUNE 2023**

##### **COUNCIL RESOLUTION**

**OCM-057-2023**

**Moved:** Councillor Bower

**Seconded:** Councillor Trembath

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

**CARRIED 5/0**

The Community Grants program will close the end of August.

Council thanked Sinead and all involved with the show stall and expressed it was good fun. There was good community feedback, especially the street party.

## 14.9 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF JUNE 2023

### COUNCIL RESOLUTION

OCM-058-2023

**Moved:** Councillor Kingdon

**Seconded:** Deputy Mayor Coburn

1. That the Operations report of the Infrastructure and Environment Department for the month of June 2023 be received and noted.

**CARRIED 5/0**

CEO extended best wishes to our Infrastructure Services Manager who has become unexpectedly unwell.

There was a lot of interest in recycling at the show. The Kerbside recycling trial is now 6 weeks into the trial. Data will be reviewed at the end of the 6 month trial, following analysis, look at options for expanding across the council area. Council will be going to tender in August for the Kerbside collection contract with inclusion of recycling proposed in the scope.

## 15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil

## 146 ELECTED MEMBERS ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES

### COUNCIL RESOLUTION

OCM-059-2023

**Moved:** Councillor Kingdon

**Seconded:** Deputy Mayor Coburn

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

**CARRIED 5/0**

## 15 LATE AGENDA

Nil

## 16 GENERAL BUSINESS

National Tree Day is on Sunday 30 July, community are encouraged to plant a tree.

The Maternity Ward renaming in recognition of Jim Scattini was a good fitting event, well done to all involved.

Raised that there is limited accessibility seating at the show with only high chairs.

Declaration of By-election will be live streamed at the CIVIC Centre 10.00am Monday 31 July.

Declaration to Office Ceremony of the By-Election will be held at the CIVIC Centre 10.00am Tuesday 1 August.

There are still many events of the Festival of the Dry to be held, check out the events coming up on the council website.

The Blue Sky Ball will be held Saturday 26 August, tickets are on sale.

Last night, Thursday 27 July was the last event for the Activate Katherine Food Collective.

## 17 CLOSURE MEETING TO PUBLIC

MAYOR

Members, Council has resolved to use Section 99(2) of the Local Government Act to discuss and resolve confidential Issues which come before it.

Section 99(2) gives power to council to close a meeting for public, which means that all members all public and press will be asked to leave the Council chambers, to discuss specific Issues in relation to matters referred to in regulations 51 of the Local Government (General) Regulations 2021.

I now move a motion that the following items (and items list follows no confidential reason) to close the meeting to public.

DEPUTY MAYOR

Your Worship, I wish to second that the meeting be closed to public to discuss issues relating to matters as stipulated in Section 99(2) of the Local Government Act and regulations 51 of the Local Government (General) Regulations 2021.

The meeting was closed at 2.02pm.

## 18 CONFIDENTIAL ITEMS

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### COUNCIL RESOLUTION

OCM-060-2023

**Moved:** Mayor Clark

**Seconded:** Deputy Mayor Coburn

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act 2008:

### **20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES**

This matter is considered to be confidential under Section 99(2) - civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance,

be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

### **20.2 Audit and Risk Management Committee Minutes 22 June 2023**

This matter is considered to be confidential under Section 99(2) - civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

### **20.3 SHOW GROUNDS ADVISORY COMMITTEE NOMINATIONS**

This matter is considered to be confidential under Section 99(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the personal circumstances of a resident or ratepayer;.

### **20.4 LGMA - Leading Local Government Executive Management Programme**

This matter is considered to be confidential under Section 99(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

**CARRIED 5/0**

## **19 RESUMPTION OF OPEN MEETING**

Open meeting was resumed at 2.36pm.

### **20.3 SHOW GROUNDS ADVISORY COMMITTEE NOMINATIONS**

#### **COUNCIL RESOLUTION**

**OCM-047-2023**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

1. That Council receive and note the report on nominations received for the Show Grounds Advisory Committee.
  - (a) That Council accept the nominations of representatives from the following Clubs and Associations to the Show Grounds Advisory Committee:
    - (i) AFLNT – Shannon Jackson
    - (ii) Australian Stock Horse Society – Kylie Leonhardt
2. That Council moves the resolution to the open minutes.

**CARRIED 5/0**

## 20.4 LGMA - LEADING LOCAL GOVERNMENT EXECUTIVE MANAGEMENT PROGRAMME

### COUNCIL RESOLUTION

OCM-048-2023

**Moved:** Councillor Trembath

**Seconded:** Deputy Mayor Coburn

- 1.
2. That Council endorse the CEO to progress discussions for establishing a Local Government Executive Management Programme in the Northern Territory.
3. That Council receive and note the update on the CEO visit to Redlands City Council on the 21 July 2023 and support the CEO engaging Redland City Council for expertise and innovation to improve Council operations.
4. That Council approve:
  - (a) moving resolutions 2 and 3 to the open meeting minutes, and
  - (b) resolution 1 remains confidential indefinitely.

**CARRIED 5/0**

## 20 NEXT ORDINARY MEETING OF COUNCIL

That the next meeting of the Ordinary Meeting of Council will be held on 22 August 2023 12.00pm.

## 21 CLOSURE OF MEETING

The meeting was closed at 2.38pm.



**8 BUSINESS ARISING FROM PREVIOUS MINUTES**

UNCONFIRMED

## 9 MAYORAL BUSINESS

### 9.1 MAYORAL ACTIVITIES

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180846

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

#### OFFICER RECOMMENDATION

1. That Council receive and note the Mayoral activities for the period to July 2023.

#### PURPOSE OF REPORT

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

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Strengthen our councillor profiles to increase community awareness of who they are
Priority One	Strong Leadership	Strong Leadership	Learn what the community wants to know through community engagement strategies.
Priority One	Strong Leadership	Partner in progress	Act as a connector on key issues affecting the community as a member in key reference groups
Priority Two	Community and Families	Prioritise Recreation	Promote an active community with family events, festivals, live music and sports
Priority Six	Big Rivers Inter-Government Collaboration	Inter-Government Collaboration and Advocacy	Advocate for the interests of our community

<b>Mayor Elisabeth Clark</b>	
<b>Date</b>	<b>Activity attended</b>
1 <sup>st</sup> July	By- Election Meet the Candidates stall – Katherine Markets
2 <sup>nd</sup> July	Naidoc opening Ceremony – Civic Centre
3 <sup>rd</sup> July	Catholic Care Morning tea and Stalls Naidoc
3 <sup>rd</sup> July	Katherine Hospital Morning tea – Roney Ward - Naidoc
3 <sup>rd</sup> July	Katherine Police meeting
3 <sup>rd</sup> July	Special Council Meeting
4 <sup>th</sup> July	LGANT – Australian Banking Assoc. branch support Closure protocol
5 <sup>th</sup> July	Development Consent Authority meeting
5 <sup>th</sup> July	Kalano Fun Day - Naidoc
5 <sup>th</sup> July	Creative Community Luncheon with Kate Fell
5 <sup>th</sup> July	Kalano Aged Care - Naidoc
6 <sup>th</sup> July	Wurli Naidoc Day
6 <sup>th</sup> July	Katherine Police – Naidoc Ceremony
6 <sup>th</sup> July	By- Election Meet the Candidates panel session – Civic Centre
7 <sup>th</sup> July	Naidoc March O’Shea to Lindsay Street Complex
9 <sup>th</sup> July	Naidoc Closing Ceremony
9 <sup>th</sup> July	Doggy Day – Lindsay street Dog Park
11 <sup>th</sup> July	Radio with Jo Laverty
11 <sup>th</sup> July	LGANT SP7WG – Aged Care
11 <sup>th</sup> July	Meeting with Local Member
11 <sup>th</sup> July	Information Session on Commonwealth Grants
12 <sup>th</sup> July	NT Grants Commission Meeting – Darwin RCG Centre
13 <sup>th</sup> July	Meeting with Department of the Chief Minister and Cabinet Big Rivers Region
13 <sup>th</sup> July	Flickerfest – Gave a speech
17 <sup>th</sup> July	LGANT SPWG4 – Emergency Management Funding review
19 <sup>th</sup> July	LGANT Board Meeting

19 <sup>th</sup> July	Country Hour with Dan Fitzgerald
19 <sup>th</sup> July	2023 Excellence of Naidoc
20 <sup>th</sup> July	Meeting with Minister Worden
20 <sup>th</sup> July	Renaming Maternity Ward Katherine Hospital
20 <sup>th</sup> July	Meeting with Chief Minister Fyles
21 <sup>st</sup> July	Katherine Show and Official Opening
24 <sup>th</sup> , 25 <sup>th</sup> , 26 <sup>th</sup> July	Develop the North Conference - Darwin
27 <sup>th</sup> July	Elected Member Information Session
28 <sup>th</sup> July	Citizenship Ceremony
28 <sup>th</sup> July	Council Meeting
28 <sup>th</sup> July	Katherine Times article
29 <sup>th</sup> July	10 <sup>th</sup> Anniversary Croc Race – Low Level
31 <sup>st</sup> July	Radio with Sue Moran
31 <sup>st</sup> July	Meeting with DIPL
31 <sup>st</sup> July	Centenary of Katherine Advisory Committee Meeting

**10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED**

Nil

**11 PETITIONS**

NIL

**12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)**

**13 NOTICE OF MOTION**

Nil

## 14 REPORTS OF OFFICERS

### 14.1 CHIEF EXECUTIVE OFFICER REPORT

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023/180968

**AUTHOR** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

#### OFFICER RECOMMENDATION

1. That the Council receive and note the Chief Executive Officer Report

#### PURPOSE OF REPORT

The Chief Executive Officer is across all aspects of Council business. The purpose of this report is to provide focus to significant areas of operation and or developments of note within or impacting on council for the period of July/August 2023.

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority Three	Sports and Civic Events	Sports and Civic Events	Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days
Priority Six	Big Rivers Inter-Government Collaboration	Collaborate with Regional Councils	Work in partnership with the Big Rivers regional councils on primary issues affecting the region

#### DISCUSSION

Firstly, it is with pleasure that I welcome both Councillor Kerrie Mott and Councillor Peter MacDougall to their first Katherine Town Council meeting in their newly elected representative capacity. It is a pleasure to have you join our governance team and we look forward to working with you and most importantly assisting you with the new journey you are embarking on, within our local government sector. There is a lot to learn, and on behalf of our team and myself, we look forward to taking that journey with you.

The by election was deemed a successful event. Whilst the trend across the Northern Territory indicates that by elections usually produce very poor voter interest and participation, we are pleased that the NTEC see our result as very successful. The electoral roll states that there are 6,530 persons enrolled to vote. The participation in the KTC by election sat at 49.5%, with a 45.5% voter turnout count. The voter turnout at the council election in 2020 was 57%.

We are also pleased that the NTEC has confirmed that KTC will not be charged for non voters. The non voter count sits at approximately 700. The first fine letters from NTEC will be distributed on 21 August 2023.

Other updates not included in council reports include, KTC has been working with Lendlease to establish chilled water bubblers within Katherine CBD. Unfortunately this project has become delayed, but we are still hoping it will be completed as promised.

Staff appraisals are underway and will be completed by end of August.

We are currently working on up grades to CCTVs and Alarm systems throughout all council facilities.

With the commencement of a new project manager we will commence the civic centre up grades process. We are also pleased to have appointed a new Employee Engagement Manager. More details will emerge. We continue to struggle with recruitment across the organisation as a whole and are seeking assistance with this.

We are excited to announce that Katherine Town Council's Katherine Visitor Information Centre is a national finalist in the Tourism Awards.

#### **COUNCIL OFFICER CONFLICT OF INTEREST**

Nil

## 14.2 LGANT CALL FOR MOTIONS

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180546

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

### OFFICER RECOMMENDATION

1. That Council submit the following motions to the LGANT General Meeting and Annual General meeting in Darwin on the 10 November 2023:

(a)

### PURPOSE OF REPORT

Council to consider motions to the next LGANT Conference and General meeting.

### COMMUNITY PLAN/STRATEGIC PLAN

Priority Six	Big Rivers Inter-Government Collaboration	Collaborate with Regional Councils	Work in partnership with the Big Rivers regional councils on primary issues affecting the region
Priority Six	Big Rivers Inter-Government Collaboration	Collaborate with Regional Councils	Ensure a sound understanding of existing policies or agreements on critical matters impacting Katherine
Priority Six	Big Rivers Inter-Government Collaboration	Inter-Government Collaboration and Advocacy	Advocate for the interests of our community

### BACKGROUND

LGANT is holding its next General Meeting and Annual General meeting in Darwin on the 10 November 2023.

### DISCUSSION

Member councils can submit motions to LGANT on issues for consideration, such as policy positions and advocacy efforts, at either the April or November General Meetings.

Policy positions are a statement or declaration of an organisation's stance on a particular topic(s). Further, LGANT seeks to influence public policy which is laws, guidelines and actions decided and



taken by governments. Motions from councils help LGANT form its policy positions and statements that in turn, assist with advocacy efforts.

Closing date for motions will be Tuesday 26 September 2023.

Council submitted the following motions to the April 2023 meeting:

1. Katherine Town Council calls on LGANT to seek all NT Councils to support the application to the NTG and Commonwealth Governments to move the second bridge/alternative route crossing of the Katherine River to an immediate priority works position within its recognised infrastructure pipeline projects.
2. That LGANT investigate a framework to support the NT Local Government executive leadership through a specific NT designed induction process.
3. That LGANT advocate for and establish a high-level service for senior executives for ongoing support, within the Local Government Sector.
4. That LGANT investigate other state Local Government models for the most appropriate framework.
5. That this motion be supported through to the Australian Local Government Association motions.

Council should consider the controversy caused by the NTEC passing on the cost of non voter cost recovery to councils. The fine of non voting was reduced to \$25, however it would appear this does not cover administrative costs. KTC believe the financial burden on non voter fines should not be placed on rate payers, it should be directed back to the voter who chooses not to participate in the proper process, therefore exposing themselves to a fine. If the fine needs to be increased to cover costs, then that should be reflected in the fine fee. This motion should be considered for LGANT to advocate on behalf of NT local government.

#### **COUNCIL OFFICER CONFLICT OF INTEREST**

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

**14.3 NOMINATIONS FOR THE NT WATER SAFETY ADVISORY COUNCIL**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180947

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

1. That Council approve the nomination of ..... to LGANT for the NT Water Safety Advisory Council.

**PURPOSE OF REPORT**

For Council to consider approving Elected Member nomination to LGANT for the NT Water Safety Advisory Council.

**STRATEGIC PLAN**

Priority One	Strong Leadership	Partner in progress	in	Act as a connector on key issues affecting the community as a member in key reference groups
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**BACKGROUND**

LGANT are seeking nomination from member Councils to the NT Water Safety Advisory Council.

The Northern Territory Water Safety Advisory Council (NTWSAC) is a Ministerially appointed body comprised of aquatic and community stakeholders with a vested interest in water safety.

The role of the NTWSAC is to provide advice to the Minister regarding water safety issues and to implement the NT Water Safety Strategy 2023-2030

**DISCUSSION**

There are TWO positions to be filled, a representative from a LGANT member council and an alternate (proxy). The nominations can only be from Principal Members and/or Elected members.

The Council meets four times a year, 9am – 10am. The meeting dates for the year ahead are as follows:

1. Tuesday September 12, 2023
2. Tuesday November 28, 2023
3. Tuesday March 5, 2024
4. Tuesday June 4, 2024

The following information will be required for the nomination:

1. Current position and relevant background.
2. Current employer and position; summary of skills, qualifications, and experience relevant to the board.
3. CV.
4. A short bio of the nominee, along with a headshot for inclusion on our webpage.

### **CONSULTATION PROCESS**

NIL

### **POLICY IMPLICATIONS**

Council Delegates and Representation on External Organisations, including Community Groups Policy applies.

### **BUDGET AND RESOURCE IMPLICATIONS**

Meetings are held via videoconferencing.

### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

NIL

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

### **COUNCIL OFFICER CONFLICT OF INTEREST**



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

**14.4 AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER VERSION 3**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180923

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. AUDIT AND RISK COMMITTEE CHARTER - V3.DOCX  

**OFFICER RECOMMENDATION**

1. That Council approve the Audit and Risk Management Committee Charter Version 3.
2. That Council appoint ..... to the Alternate Elected Member position of the Audit and Risk Management Committee to 31 January 2024.

**PURPOSE OF REPORT**

To present the revised Audit and Risk Management Committee Charter Version 3 for approval.

Pending approval of the Charter, appoint an alternate Elected Member to the Audit and Risk Management Committee.

**STRATEGIC PLAN**

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws

**BACKGROUND**

Council has established and maintains an Audit and Risk Management Committee (ARMC) to provide additional oversight of the audit process and outcomes, effectiveness of internal controls, and risk management processes. The Audit and Risk Management Committee play a central role in independently reviewing Council’s internal control processes and provides Elected Members with a level of assurance on the effectiveness of the Council’s financial and corporate governance practices as well as compliance with legislative and regulatory requirements.

The purpose of this Charter is to outline the functions and responsibilities of the Audit and Risk Management Committee (the Committee) in assisting Council to fulfil its oversight and corporate governance responsibilities.

## **DISCUSSION**

The Audit and Risk Management Committee Charter was endorsed by the committee on 22 June 2023. Recommended changes by the committee have been included.

It incorporates the previous Charter, plus the two position descriptions for independent members and has been updated to include references to the new *Local Government Act 2019*.

The ARMC suggest the membership to be kept to the current four members - an independent Chairperson, an independent representative and two Elected Members.

The ARMC also recommended includes the:

- 'review and recommend appointment of internal and external auditor to council' as part of the role of the committee;
- replace 'at least 75%' to 100% attendance required by members; and
- Propose that the alternate Elected Member be reinstated as assists with meeting quorum (the alternate member can attend informally with no voting rights, and be backup if an elected member cannot attend and have voting rights).

Council are requested to consider appointing an alternate Elected Member to the ARMC. Current members of the ARMC are Mayor Clark and Deputy Mayor Coburn. Member appointments to council committees expire on the 31 January 2024, therefore it is recommended this appointment be aligned.

## **CONSULTATION PROCESS**

The Audit and Risk Management Committee Charter was endorsed by the committee on 22 June 2023.

## **POLICY IMPLICATIONS**

The Council Advisory Committee Policy was approved on the 27 September 2022 to ensure consistency across the formation and operation of Council Advisory Committees.

## **BUDGET AND RESOURCE IMPLICATIONS**

Remuneration for independent members is at the discretion of Katherine Town Council.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Section 86 of the *Local Government Act 2019* requires Council to establish an Audit Committee to monitor and review the integrity of Council's financial management and its internal controls and to make recommendations to Council about matters within its remit that may require Council consideration.

Section 83 (4) of the *Local Government Act 2019* requires a Council committee to have a terms of reference, approved by council resolution, that sets out its functions.

Section 82 of the *Local Government Act 2019* requires person appointments by resolution of council to be members of the committee.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



KATHERINE  
TOWN COUNCIL

## COUNCIL POLICY

### AUDIT AND RISK MANAGEMENT COMMITTEE CHARTER

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director, Corporate Services		
Approval Date:		Next Review:	1 May 2027
Records Number:	179384	Council/CEO Decision:	Council
Legislation Reference:	Section 86 of the <i>Local Government Act 2019</i>		

#### 1 PURPOSE

Council has established and maintains an Audit and Risk Management Committee to provide additional oversight of the audit process and outcomes, effectiveness of internal controls, and risk management processes. The Audit and Risk Management Committee play a central role in independently reviewing Council's internal control processes and provides Elected Members with a level of assurance on the effectiveness of the Council's financial and corporate governance practices as well as compliance with legislative and regulatory requirements.

The purpose of this Charter is to outline the functions and responsibilities of the Audit and Risk Management Committee (the Committee) in assisting Council to fulfil its oversight and corporate governance responsibilities.

#### 2 SCOPE

This policy applies to all elected members, employees and members who are appointed to or involved in Council's Audit and Risk Management Committee.

#### 3 DETAILS

The Audit and Risk Management Committee's primary role is to provide independent assurance and advice to Council in the following areas:

- issues relevant to the integrity of Council's financial reporting
- financial and non-financial performance reporting
- risk management, including enterprise risk management, workplace health and safety, fraud and corruption prevention, business continuity planning and disaster recovery
- internal and external audit
- internal control framework including policies and procedures as they apply to:
  - financial reporting
  - management policies, for example entertainment expenses, use of corporate credit cards
  - administrative policies, for example information management, privacy and risk management

- compliance of Council policies and procedures with the overarching governance principles, the Act, the regulations, any Ministerial directions and other relevant legislation and regulations.

It does this through the provision of independent advice and recommendations on matters relevant to its Charter, to facilitate decision-making by Council.

### ESTABLISHMENT OF THE AUDIT AND RISK MANAGEMENT COMMITTEE

Section 86 of the *Local Government Act 2019* requires Council to establish an Audit and Risk Management Committee to monitor and review the integrity of Council's financial management and its internal controls and to make recommendations to Council about matters within its remit that may require Council consideration.

The Audit and Risk Management Committee can assist in identifying areas where changes are required to reduce the risk of Council's exposure to fraud or unauthorised transactions and may also act as a conduit between Council and its auditors to help improve financial reporting, accountability and transparency within Council.

The Audit and Risk Management Committee does not have executive powers or authority to implement actions in areas over which management has responsibility and does not have any delegated financial responsibility.

Members of the Audit and Risk Management Committee must be appointed by Council resolution.

The Audit and Risk Management Committee will play an active role in:

- developing and maintaining a culture of accountability, transparency and integrity
- facilitating the integration of good financial and corporate governance practices into day-to-day business activities and processes
- promoting a culture of cost-consciousness, self-assessment and adherence to high ethical standards, and
- fostering a culture of performance and achievement of outcomes.

### COMMITTEE ROLES AND RESPONSIBILITIES

The role of the Audit and Risk Management Committee is to:

1. Review Council's draft annual financial report and annual performance statement, focusing on:
  - the reporting requirements of accounting policies and Approved Accounting Standards
  - changes to reporting requirements due to changes in accounting policies and Approved Accounting Standards
  - the assumptions used and processes applied in making significant accounting estimates
  - significant adjustments to the financial report (if any) arising from the audit process
  - compliance with accounting standards and other reporting requirements of financial and non-financial information; and
  - significant changes to the content of reports, the operating results, financial position and performance indicators in comparison to the prior year.
2. Review and recommend appointment of internal and external auditor to council.
3. Review and recommend adoption of the Annual Financial and Performance Statements to Council and review any significant changes and the reasons for the changes that may arise subsequent to any such recommendation but before the financial report is signed.
4. Provide oversight of Council's Risk Management Framework
5. Provide oversight of activities conducted by auditors and any other assurance providers.
6. Monitor the risk exposure of Council by determining if management has appropriate risk management processes and adequate management information systems in place to report on Council's risk profile and changes to it
7. Escalate to Council when the Committee considers that management is not responding as it should on concerns about the Risk Management Framework, and



8. Monitor reported related party transactions, the implementation of recommendations arising from reports presented and review the effectiveness of Council's internal control systems
9. Review the Council's fraud and corruption reporting framework as established under the Fraud and Corruption Reporting Policy to ensure the Council has appropriate processes and systems in place to ensure material fraud risks to the Council are treated and any alleged fraud activities are investigated
10. Review the findings of any examinations by regulatory or other independent agencies, and any auditor (internal or external) observations and confirm that management have taken appropriate action as a result of the findings.

The Committee will address issues brought to its attention, including responding to requests from Council for advice.

The independent Chairperson is responsible for:

- recommending to the Elected Members and Chief Executive Officer the appointment of Audit and Risk Management Committee members
- assisting committee members to maintain a good understanding of Council's objectives, business needs, risks and priorities
- settling the agenda for each meeting with the committee secretariat
- leading discussion and encouraging the participation of other members, and focusing the committee's deliberations on the most important issues
- seeking the input of observers or other experts to maximise their contribution to the deliberations of the committee
- summarising discussion outcomes and actions, including assigning responsibility and timeframes for actions
- reporting formally and informally to the Elected Members and Chief Executive Officer
- attending formal and informal meetings with the Chief Executive Officer, Directors and external auditor as required, and
- arranging for a periodic review of the performance of the Committee against its charter.

The independent representative is responsible for:

- attending Audit and Risk Management Committee meetings
- at the request of the Chairperson, being available for discussion with the Chairperson, other members, management or the external auditor between meetings of the Committee
- whenever necessary to facilitate the effective performance of the Committee's duties, attends meetings, workshops or briefings of the Council
- engage in discussion and contribute to the debate at meetings so that all matters on the agenda are dealt with effectively and appropriately, and
- engage in regular assessments of the effectiveness of the Committee's performance.

A member of the Audit and Risk Management Committee will not:

- improperly use information acquired as a member of the Committee to gain, directly or indirectly, a financial advantage for that person or someone else
- improperly use information acquired as a member of the Committee to damage Council's reputation
- release information that the member knows or should reasonably know is information that is private or confidential to Council
- make public or media comment on behalf of Council, unless the Member is authorised in accordance with Council's Media Policy.

### Conflicts of interest

Committee members will at all times discharge their duties and responsibilities honestly and with objectivity and will not engage knowingly in acts or activities that have the potential to bring discredit to Council or be considered a conflict of interest.

All committee members have an obligation to disclose to the committee, any material personal interest which relates to the business of Council. When an issue arises at a committee meeting, relating to such an interest, the Chairperson will advise the committee member not to attend the meeting while the matter is discussed and that they may not vote on such an issue, unless the non-conflicted members pass a resolution that the member may either remain for the discussion but not vote or remain for the discussion and vote.

The non-conflicted members will only pass such a resolution when they are strongly of the view that the nature of the conflict does not inhibit the conflicted member from deciding in the best interest of Council. Members have an obligation to disclose to the committee any other interest which the member believes is appropriate to disclose in order to ensure there is no actual or perceived conflict of interest.

## COMMITTEE MEETINGS

The Audit and Risk Management Committee will convene a minimum of twice in a twelve-month period. Alternatively, a committee meeting can be convened when Council or the Chairperson so requests. In such situations, a minimum of seven days' notice must be given unless it is an emergency meeting.

The meeting agenda and previous minutes are provided to committee members no less than seven calendar days prior to a scheduled meeting.

Meetings are conducted to allow a full and frank exchange of views while at the same time ensuring that a positive committee culture is maintained. A full set of minutes is to be kept.

In order to provide an even distribution of work over each financial year, the committee will adopt a twelve-month calendar, which includes all scheduled committee meetings.

Attendance at committee meetings by members can be in person and/or via audio/audio-visual conference. Audit and Risk Management Committee members should endeavour to attend at 100% of scheduled meetings.

### Quorum

A quorum consists of no less than three voting members.

### Voting rights

Those individuals who are officially appointed to the Audit and Risk Management Committee have equal voting rights. Where a vote is taken, and the result is undecided the Chairperson has the casting vote.

Alternate Elected Member has no formal voting rights unless attending as the replacement member.

## REPORTING

As soon as practicable after each Committee Meeting, the Chief Executive Officer must give Council a written report about the matters reviewed at the meeting and the Committee's recommendations about the matters.

## SECRETARIAT SUPPORT

Council will provide secretariat support to the Audit and Risk Management Committee to ensure minutes and agendas are provided to committee members.

Council will ensure the Audit and Risk Management Committee members have access to the agenda, meeting papers and prior unapproved minutes no less than seven (7) calendar days prior to a scheduled meeting.

## COMMITTEE PERFORMANCE

The Committee will evaluate their own performance collectively against the Charter and provide a copy of the annual assessment to the Chief Executive Officer for tabling at the next Council meeting. The evaluation will include feedback from both Committee members and senior officers who have regular interactions with the Committee.

### COMMITTEE MEMBERSHIP

The Audit and Risk Management Committee will comprise a minimum of four (4) members. This includes an independent Chairperson, one independent representative and two Elected Member. Council may appoint an alternate Elected Member to the Committee.

Council's Chief Executive Officer and the Director of Corporate Services are invited to attend all meetings as permanent attendees; however they have no voting rights.

Alternate Elected Member may attend and contribute at meetings but has no voting rights unless attending as a replacement member.

Non-permanent invitees may be requested to attend Committee meetings for the purpose of providing information to the Committee.

### Selection process

New independent member appointments will be merit and skill based through an open process.

Consideration should be given to the type of skills, personal attributes and practical experience each independent representative must have before being considered. Factors to consider include:

- level of knowledge and practical exposure on governance and financial management practices
- general level of understanding of local government and Council's operations
- capacity to dedicate adequate time to the committee
- depth of knowledge of regulatory and legislative requirements, and
- ability to maintain professional relationships particularly with Elected Members, staff and other stakeholders.

### Independent Chairperson

The independent Chairperson plays a pivotal role in the effective functioning of the Committee, with particular responsibilities to set the tone and direction of the committee's deliberations and is the most important appointee. The Chairperson needs to have expertise and experience in governance and to bring personal qualities and independence to the role that will openly and effectively involve all those the Committee needs to work with.

The requirements for the independent Chairperson include:

#### Skills

- High level managerial skills to work independently, exercise initiative and meet deadlines.
- Excellent communication skills, both verbal and written.
- The ability to interpret legislative requirements and develop appropriate strategies and responses.

#### Knowledge

- Significant experience in budget, financial and program management.
- The management of multi-disciplinary teams.
- Negotiating with external agencies and customer groups and delivering results in a complex environment.
- Familiarity with workplace health, safety and welfare and equity and diversity policies and practices.

#### Experience / Qualifications

- Desirable qualification up to Bachelor Degree level in administration, finance and/or business management.
- Ability to deal with several issues/projects concurrently.

#### Independent representative

The independent representative should have the ability to provide Elected Members, the Chief Executive Officer and Council's administration with well-rounded and professional advice concerning the adequacy of Council's administrative, operational, financial and accounting systems and controls, performance reporting regimes, and risk management processes.

#### Skills

- High level managerial skills to work independently, exercise initiative and meet deadlines.
- Excellent communication skills, both verbal and written.
- The ability to interpret legislative requirements and develop appropriate strategies and responses.

#### Knowledge

- The role of local government.
- Experience in budget and financial management.
- Familiarity with workplace health, safety and welfare and equity and diversity policies and practices.

#### Term of Appointment

All Audit and Risk Management Committee members (other than Council staff) are appointed for a two-year period and can be re-appointed by Council resolution. An individual can only serve in the positions of independent Chairperson or member for a maximum of three terms (or six consecutive years).

#### Termination or resignation of Committee members

Audit and Risk Management Committee members can cease being a member of the committee if they provide, in writing, a letter of resignation to the Mayor through the Chief Executive Officer.

The Chairperson is appointed by Council for a set period and can be terminated by Council subject to the appointment agreement.

#### Remuneration

Remuneration for independent members is at the discretion of Katherine Town Council. The Council will consider, among other matters, the time, commitment, responsibility required in undertaking duties, and parity with other local government entities equivalent to Council's size and complexity.

Fees will be paid to independent members on a per meeting basis in arrears.

Bona fide expenses incurred by independent members will be paid or reimbursed in accordance with Council's Expenses Policy.

## 5 ASSOCIATED POLICIES/DOCUMENTS

Privacy policy

Confidential Information policy

Media policy

Advisory Committee Policy

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*

### Revision History



Version	Approval date	Details of change	Responsible officer
1	May 2015	Created	CEO
2	23 June 2020	Included risk management	CEO
3	7/06/2023	Revision for compliance with new <i>Local Government Act 2019</i>	Director, Corporate Services

## 14.5 KATHERINE MEMORIAL WALL

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180543

**AUTHOR** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. GUIDELINES FOR THE INSTALLATION OF PLAQUES ON KATHERINE MEMORIAL WALL.DOCX  

### OFFICER RECOMMENDATION

1. That Council approve the draft guidelines for the installation of plaques on the Katherine Memorial Wall.

### PURPOSE OF REPORT

To provide Council with draft guidelines for the installation of plaques on the Katherine Memorial Wall.

### STRATEGIC PLAN

Priority Five	Arts, Culture and Heritage	Our Rich Heritage	Support the restoration and promotion of Katherine's historical sites
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### BACKGROUND

Katherine Town Council recognises the importance of memorials in celebrating our region's history, culture, environment, people organisations and events.

In order to manage requests for a memorial mention the Mayor has suggested utilising the Katherine Memorial Wall.

Draft Guidelines have been developed for consideration of Council.

### DISCUSSION

Volunteers laid the Katherine War Memorial foundations in O'Shea Park on the 13th of March 1989. At the memorial's opening on Anzac Day just a month later, the RSL President, Sargeant Dave Cock, thanked the Katherine and Darwin-based businesses and RAAF Base Tindal staff, who contributed time, materials and money to support Katherine RSL's War Memorial project.

Sargeant Dave Cock mentioned the construction workers who built the memorial, including Steve Kidzack, Brian Flannagan, Geoff Johansson and Tommy Hall and his son. He also thanked George



Mehay, Travel North, Fitzmah Concrete, Mac's Hire, Bunnings, Flynn Petroleum, Norbrick, Katherine Rotary Club and RAAF Tindall for their support.

The memorial design featured the Olney Bell, crafted in memory of Flying Officer Leslie John Keith Olney, who died during an aerial reconnaissance mission over Goulbourn Island in WW11. Olney's flying unit commissioned the bell in 1940, and it had been housed at the old Katherine High School since 1954.

This original Katherine War Memorial was decommissioned by the Katherine RSL on 26<sup>th</sup> July 2019. Shortly after this ceremony, the Commissioning of the new Cenotaph on the corner of Railway Terrace and Victoria was conducted. This remains the location of all war memorial events.

In August 2023, the Mayor of Katherine, Lis Clark, recommissioned this old Katherine War Memorial, to become a Community Wall of Remembrance. The wall will provide a location for local families to honour and remember their loved ones that can be connected to the whole community.

The Wall is designed to improve, acknowledge, and highlight the contribution of local community members in their service to the community. A guidelines and criteria for inclusion on the Community Wall of Remembrance has been created by and will be managed by Katherine Town Council.







**CONSULTATION PROCESS**

NIL

**POLICY IMPLICATIONS**

The Guidelines will set the policy and procedure for memorial mentions.

**BUDGET AND RESOURCE IMPLICATIONS**

Maintenance of the site will fit within current service delivery budget and resources.

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Processes of prospective applicants will adhere to criteria set within the guidelines.

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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

### **Guidelines for the installation of plaques on the Katherine Memorial Wall.**

Katherine Town Council recognises the importance of memorials in celebrating our region's history, culture, environment, people organisations and events.

In order to manage requests for a memorial mention on the Katherine Memorial Wall, council assesses requests based on the significance of the person, group, or event to the community.

These guidelines are intended to provide information to assist prospective applicants to determine whether they should proceed, and how to proceed, with an application to seek approval to a plaque on the Katherine Memorial Wall.

#### **Selection Process:**

A written letter must be submitted to the Chief Executive Officer of Katherine Town Council requesting permission for the installation of a plaque, and clearly outlining the reasons why it should be considered.

Applications must clearly demonstrate, in detail, their conformance with one or more of the below criteria. The application must also contain a draft of the wording or inscription on the plaque. Each request will be assessed individually for its merit and final approval will be at the discretion of Council. No duplicate plaques will be permitted.

Applications will need to satisfy the following criteria in order to be successful:

#### **Criteria:**

Memorials which may be allowed:

- Commemorate a person or group that has made a highly significant contribution to the cultural, political, or social development of the community.
- Commemorate an important anniversary or event which is recognised by the community as being highly significant to the history or development of the community.
- Commemorate a historical or other culturally significant event recognised by the community as being significant and contributes to the cultural heritage of a particular site of area within the community.

Approval of the memorial application is dependent on the subject of the memorial demonstrating a significant contribution to the history, culture, or social development of the community.

No plaques are to be erected on the Katherine Memorial Wall without Council approval.

#### **Plaque:**

The inscription plaque shall be 225mm x 155mm and be made of marine grade stainless steel 3mm thick. Consideration for larger plaques will be at the discretion of Council. Council reserves the right to reject the wording on plaques if it is considered that such wording is inappropriate, offensive, or inaccurate.

The donor of the plaque must organise the manufacture of the plaque and meet all associated costs. Once manufactured, the plaque should be delivered to Council, who will arrange for its installation.

All care will be taken to maintain and care for the wall, but if the wall is vandalised or damaged, no responsibility will be taken for damage to plaques. The donor of the plaque will be notified of the damage. It is the donor's responsibility to repair or purchase another plaque.

Council bears no responsibility for the maintenance of the plaques, except to the extent of its general obligation in relation to maintenance of its property and improvements thereon.

If the plaques are stolen, replacement will be at the expenses of the original donor.



DRAFT

**14.6 ADVERTISING POLICY**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180935

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. POLICY - ADVERTISING - VERSION 1.DOCX  

**OFFICER RECOMMENDATION**

1. That Council approve the Advertising Policy Version 1.

**PURPOSE OF REPORT**

To seek council approval for the new Advertising Policy.

**COMMUNITY PLAN/STRATEGIC PLAN**

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority One	Strong Leadership	Community Engagement	Improve consistency of our communications and engagement in alignment with our strategy
Priority One	Strong Leadership	Community Engagement	Identify a number of tools to ensure our engagement is broad, inclusive and accessible to our diverse community
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws

**BACKGROUND**

Katherine Town Council values the role print, broadcast and digital media play in sharing news of Council events, activities and milestones for the Katherine community and stakeholders. Council seeks to enhance and protect its brand and purpose to meet Council's commitment to communicate its many and varied decisions, activities, services, major projects, and policy initiatives to the community.

Council may place paid advertisements in various media to promote, inform and educate the public about its services and programs. Council must ensure that expenditure on advertising is appropriate, sustainable and in the interest of the public.

The purpose of this policy is to provide a clear framework for paid advertising by Council in any media.

### **DISCUSSION**

Paid advertising should be used where the purposes of Council or the benefit of the Katherine community is advanced, where required by Council under legislation, or to provide information that is in the public interest. Advertising that is paid for by the Council will not be used to promote the achievements or plans of particular Councillors or groups of councillors or influence the voters in an election.

Council considers paid advertising is appropriate for the following purposes:

- to advise the public about new or existing services, programs, facilities, events or activities
- to advise the public about changes to existing services, programs, facilities, events or activities
- to increase the use of a service or facility provided by the Council on a commercial basis with a view to profit
- to increase the use of a service, program or facility provided by Council free of charge for a community benefit
- to promote a Council sponsored or organised event
- to achieve Council's plans, goals and objectives
- to advise the public of Council Meetings, outcomes, legislation and proposed policies
- to advise the public of decisions made by Council at its meetings
- to seek public feedback or comment on Council's business or proposed policies or activities of Council
- to advertise matters required by legislation to be advertised, or
- where the advertisement facilitates the administration of Council.

### **CONSULTATION PROCESS**

Relevant council staff have been consulted in the development of the Policy.

### **POLICY IMPLICATIONS**

The Advertising Policy applies to elected members, Council employees, contractors, and volunteers associated with Katherine Town Council and relates to policy and operational matters for all paid advertising in any media.

**BUDGET AND RESOURCE IMPLICATIONS**

All paid advertising must be approved in accordance with Council's Procurement Policy and related procedures and to be managed by the Communications and Engagement Officer, who will ensure the cost of the advertisement is appropriate for the number of people it is intended to inform, and it provides a commensurate benefit to Council and the public.

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

All paid advertising is to be approved by the Chief Executive Officer.

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



KATHERINE  
TOWN COUNCIL

COUNCIL POLICY

Draft v1

ADVERTISING POLICY

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Communications and Engagement Officer		
Approval Date:		Next Review:	1 June 2027
Records Number:	180931	Council/CEO Decision:	Council
Legislation Reference:	N/A		

1 PURPOSE

Katherine Town Council values the role print, broadcast and digital media play in sharing news of Council events, activities and milestones for the Katherine community and stakeholders. Council seeks to enhance and protect its brand and purpose to meet Council’s commitment to communicate its many and varied decisions, activities, services, major projects, and policy initiatives to the community.

Council may place paid advertisements in various media to promote, inform and educate the public about its services and programs. Council must ensure that expenditure on advertising is appropriate, sustainable and in the interest of the public.

The purpose of this policy is to provide a clear framework for paid advertising by Council in any media.

2 SCOPE

This policy applies to elected members, Council employees, contractors, and volunteers associated with Katherine Town Council and relates to policy and operational matters for all paid advertising in any media.

This policy **does not** apply to:

- advertising for recruitment purposes
- advertising for the acquisition or disposal of property, plant and equipment used or to be used by the Council in its business
- the advertising of statutory public notices
- advertisements for tenders or expressions of interest under Council’s Procurement Policy
- reports published in the media where no payment is made for the report, or
- free of charge publicity for the promotion of ideas, goods and services provided by Council.

This policy does not preclude elected members appearing in unpaid advertisements or other advertisements where the cost is not borne by Council so long as Council’s reputation would not be affected by such appearance.

During the election caretaker period, employees and Councillors should also refer to Council’s Caretaker policy, Media policy and Social Media policy.



### 3 DEFINITIONS

**Caretaker period** means the period that commences on the nomination day for a council general election and ends when the results of the general election are declared in accordance with the Local Government (Electoral) Regulations 2021.

**Media** means print media (such as national or local newspapers, magazines, newsletters, brochures etc.) broadcast media (including radio and television broadcasters and internet publishers) and social media.

**Public interest** means a matter in which the public at large has an interest as distinct from the interest of a particular individual or individuals in a way that builds or maintains public confidence and trust in the credibility, integrity and stability of Council.

**Social media** means the wide and evolving range of online interactions and behaviours on many different online platforms including social networking sites like Facebook, Twitter, Instagram, Snapchat, or Reddit; professional networking sites like LinkedIn; video sharing sites and apps like YouTube and TikTok; blogs; online forums and communities and comments sections on news articles.

### 4 DETAILS

Paid advertising should be used where the purposes of Council or the benefit of the Katherine community is advanced, where required by Council under legislation, or to provide information that is in the public interest. It should not be used to promote the achievements or plans of particular Councillors or groups of councillors. Advertising that is paid for by the Council should not be used to influence the voters in an election.

Council considers paid advertising is appropriate for the following purposes:

- to advise the public about new or existing services, programs, facilities, events or activities
- to advise the public about changes to existing services, programs, facilities, events or activities
- to increase the use of a service or facility provided by the Council on a commercial basis with a view to profit
- to increase the use of a service, program or facility provided by Council free of charge for a community benefit
- to promote a Council sponsored or organised event
- to achieve Council's plans, goals and objectives
- to advise the public of Council Meetings, outcomes, legislation and proposed policies
- to advise the public of decisions made by Council at its meetings
- to seek public feedback or comment on Council's business or proposed policies or activities of Council
- to advertise matters required by legislation to be advertised, or
- where the advertisement facilitates the administration of Council.

This policy operates in conjunction with Council's Media policy, Social Media policy and Katherine Town Council Style Guide.

### APPROVAL

All paid advertising must be approved in accordance with Council's Procurement Policy and related procedures and to be managed by the Communications and Engagement Officer, who will ensure the cost of the advertisement is appropriate for the number of people it is intended to inform, and it provides a commensurate benefit to Council and the public.

All paid advertising is to be approved by the Chief Executive Officer.

### ELECTION CARETAKER PERIOD

### ADVERTISING POLICY

During the election caretaker period, Council will restrict paid advertising to that required to maintain the necessary and routine operations of Council and day to day Council business such as advertising future plans which have been formally adopted by the Council or advertising the activities of the Council in the same manner and form as is customary for the Council to advertise its activities.

Care shall be taken during the caretaker period to ensure that advertising cannot be construed to be of a political nature. Council's Caretaker Policy is to be used in conjunction with this policy.

During the caretaker period, Council shall not:

- place paid advertisements which seek to influence support for particular candidates, groups of candidates or potential candidates in the election, or
- bear the cost of advertisements featuring one or more Councillors or containing quotations attributed to individual Councillors.

Individual Councillors will not be featured in any paid advertising during the caretaker period or the election advertising period.

## 5 ASSOCIATED POLICIES/DOCUMENTS

Caretaker policy

Media policy

Social media policy

Katherine Town Council style guide

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*

Local Government (Electoral) Regulations 2021

### Revision History

Version	Approval date	Details of change	Responsible officer
1	8/08/2023	Created	Communications and Engagement Officer
2			

## 14.7 SPONSORSHIP POLICY

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180940

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. POLICY - SPONSORSHIP - VERSION 1.DOCX  

### OFFICER RECOMMENDATION

1. That Council approve the Sponsorship Policy Version 1.

### PURPOSE OF REPORT

To seek council approval for the new Sponsorship Policy.

### COMMUNITY PLAN/STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority One	Strong Leadership	Community Engagement	Improve consistency of our communications and engagement in alignment with our strategy
Priority One	Strong Leadership	Community Engagement	Identify a number of tools to ensure our engagement is broad, inclusive and accessible to our diverse community
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws

### BACKGROUND

Council may enter into sponsorship arrangements with organisations to support new or existing programs, services, facilities or events which contribute to the quality of life for the Katherine community and enable Council to deliver on its strategic plan. Council must ensure that expenditure on sponsorship is appropriate, sustainable and in the interest of the public.

The purpose of this policy is to facilitate appropriate financial sponsorship arrangements by Council with organisations for the delivery of community and economic activities that support the achievement of Council's objectives.

## **DISCUSSION**

Council strives to encourage and support events that provide economic benefits and enhance community life. Its aims can be achieved, in part, by providing sponsorship for events, programs or activities that make a positive contribution to the Katherine community to conduct events and activities.

Council does not have a specific sponsorship program but will consider application requests for sponsorship from reputable organisations whose public image, products and services are consistent with the values, goals and specific policies of Council.

Sponsorship proposals should fall into one of the following categories:

- business, industry, economic or community activation
- cultural, social or the arts
- sporting, recreation or healthy lifestyle-orientated, or
- environment.

Organisations must demonstrate that their public image, products and services are consistent with the goals and values of Council, and a commitment to enhance community life in Katherine.

Sponsorship may assist in enabling local, national or international programs, events and activities to be held within Katherine. Such events may contribute to the identity of the Big Rivers region, economic growth and promote community participation by residents and visitors.

## **CONSULTATION PROCESS**

Relevant council staff have been consulted in the development of the Policy.

## **POLICY IMPLICATIONS**

The Sponsorship Policy applies to elected members, Council employees, contractors, and volunteers associated with Katherine Town Council and relates to policy and operational matters for all sponsorship arrangements.

## **BUDGET AND RESOURCE IMPLICATIONS**

All sponsorship proposals are to be managed by the Communications and Engagement Officer, who will ensure the cost and purpose of the sponsorship is appropriate, it provides a commensurate benefit to Council and Council's branding/logo are managed correctly.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

All sponsorship proposals considered appropriate are to be endorsed by the Chief Executive Officer and approved by Council resolution.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

## **COUNCIL OFFICER CONFLICT OF INTEREST**

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



KATHERINE  
TOWN COUNCIL

COUNCIL POLICY

Draft v1

SPONSORSHIP POLICY

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Communications and Engagement Officer		
Approval Date:		Next Review:	1 June 2027
Records Number:	180934	Council/CEO Decision:	Council
Legislation Reference:	N/A		

1 PURPOSE

Council may enter into sponsorship arrangements with organisations to support new or existing programs, services, facilities or events which contribute to the quality of life for the Katherine community and enable Council to deliver on its strategic plan. Council must ensure that expenditure on sponsorship is appropriate, sustainable and in the interest of the public.

The purpose of this policy is to facilitate appropriate financial sponsorship arrangements by Council with organisations for the delivery of community and economic activities that support the achievement of Council's objectives.

2 SCOPE

This policy applies to elected members, Council employees, contractors, and volunteers associated with Katherine Town Council and relates to policy and operational matters for all sponsorship arrangements.

3 DEFINITIONS

**Acquittal** means the process of evaluating and reporting on the outcomes and expenditure of funds provided to an organisation by Katherine Town Council. In addition to financial matters, the acquittal may include media reports, levels of attendance, economic and community analytics and audience/stakeholder feedback.

**In-kind assistance** means the provision of cost neutral resources, readily available within Katherine Town Council, at no cost to a community organisation.

**Sponsorship** means a commercial arrangement in which a sponsor provides a contribution in money, to support a service, event, facility or program in return for specified benefits. Sponsorship differs from grants programs, in-kind assistance and operating subsidies.

## 4 DETAILS

Council strives to encourage and support events that provide economic benefits and enhance community life. Its aims can be achieved, in part, by providing sponsorship for events, programs or activities that make a positive contribution to the Katherine community to conduct events and activities.

Council does not have a specific sponsorship program but will consider application requests for sponsorship from reputable organisations whose public image, products and services are consistent with the values, goals and specific policies of Council.

Sponsorship does not include:

- grants or funding provided in accordance with Council's Community Grants Policy
- provision of in-kind assistance to community organisations in accordance with Council's In-kind Support to Community Organisations policy, or
- subsidisation or waiver of fees by Council.

Council does not consider the following organisations are suitable for sponsorship agreements, including those:

- involved in the manufacture, distribution and wholesaling of tobacco-related products, gambling, alcohol, pornography and/or addictive substances (eg vaping)
- that discriminate, or encourage discriminatory behaviour, including discrimination on the basis of age, disability, race, religion and/or sexual orientation
- that are found guilty of illegal or improper conduct by the Independent Commissioner Against Corruption or any similar authority
- with political affiliation, or
- that have an unacceptable sponsorship record with Council or the NT Government.

Proposals from Councillors or employees are not eligible for sponsorship funding.

Council must ensure all sponsorship agreements do not compromise, be perceived to compromise or call into question the integrity and values of Council. A sponsorship agreement may be refused and/or terminated if deemed by Council as a real or perceived conflict, or where a breach of the terms of an agreement has occurred.

Council's wider discretion to make decisions regarding sponsorship agreements is not limited by this policy.

### SPONSORSHIP PROPOSALS

Sponsorship proposals should fall into one of the following categories:

- business, industry, economic or community activation
- cultural, social or the arts
- sporting, recreation or healthy lifestyle-orientated, or
- environment.

Organisations must demonstrate that their public image, products and services are consistent with the goals and values of Council, and a commitment to enhance community life in Katherine.

Sponsorship may assist in enabling local, national or international programs, events and activities to be held within Katherine. Such events may contribute to the identity of the Big Rivers region, economic growth and promote community participation by residents and visitors.

Council will not generally sponsor the following unless they are directly related to Council's strategic objectives or provide significant community benefit:

- conferences and seminars
- functions
- individuals, or
- record attempts.

For Council to enter into a sponsorship arrangement with an organisation, they must:

- be an Australian legal entity with an Australian Business Number (ABN) or be auspiced by an incorporated organisation
- be applying for a project or initiative which occurs within the Katherine municipality
- have all appropriate insurances and licences (public liability insurance up to \$10M to cover an event or project)
- be able to demonstrate financial viability and have no overdue grant or sponsorship acquittals or outstanding debts with Council, and
- be an organisation whose public image, products and services are consistent with the goals and values of Katherine Town Council, and a commitment to enhance community life in Katherine.

## GENERAL CONDITIONS OF SPONSORSHIP

Council will require that all sponsorship agreements are in writing, to protect the interests of both parties. A sponsorship agreement does not imply that Council endorses a recipient's organisation or its products or services.

Sponsorship agreements will be for a fixed term. A written acquittal report is required at the end of the agreement to detail how the funds were spent, and what the outcomes of the funded activity were.

Public recognition of the Council brand/logo upon another organisation's assets, events or programs is required. Branding of an event sponsored by the Council will be commensurate with the level of sponsorship provided by the Council for that event.

Council reserves the right to withdraw from a sponsorship agreement where the external party is considered to have not complied with the spirit of this policy and any written sponsorship agreement.

## APPROVAL

All sponsorship proposals are to be managed by the Communications and Engagement Officer, who will ensure the cost and purpose of the sponsorship is appropriate, it provides a commensurate benefit to Council and Council's branding/logo are managed correctly.

All sponsorship proposals considered appropriate are to be endorsed by the Chief Executive Officer and approved by Council resolution.

## 5 ASSOCIATED POLICIES/DOCUMENTS

In-kind Support to Community Organisations policy

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*

### Revision History

Version	Approval date	Details of change	Responsible officer
1	8/08/2023	Created	Communications and Engagement Officer
2			




## 14.8 DRIVER REVIVER PROJECT

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180545

**AUTHOR** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. DRIVER REVIVER PROJECT SUMMARY FOR COUNCIL.DOCX [↓](#)  


### OFFICER RECOMMENDATION

1. That Council approve the Driver Reviver Project.
2. That Council endorse the CEO to progress the Driver Reviver Project.

### PURPOSE OF REPORT

To seek Councils approval of the Driver Reviver Project.

### STRATEGIC PLAN

Priority Two	Community and Families	and	Safe Community	Enhance road safety
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### BACKGROUND

Driver Reviver Trivia, also known as “fatigue zone trivia”, is a method of ensuring that drivers never drive tired or distracted by providing some interest and, if there is someone else in the car, prompts a bit of discussion trying to come up with an answer.

Driver Reviver Trivia is erected in many other states, but not in the NT.

### DISCUSSION

The proposal is for Katherine town Council to trial by installing three signs north approaching Katherine.

Jawoyn have given permission for use of their land for three signs.

The attachment provides more details of the project.

### CONSULTATION PROCESS

NIL

**POLICY IMPLICATIONS**

The signs will be located on private land therefore do not require approval from DIPL.

The signs will be located outside the municipal area therefore do not need to meet the Council Signs Code.

**BUDGET AND RESOURCE IMPLICATIONS**

Council will need to identify funding for the project.

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

NIL

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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

### Driver Reviver Project

#### Summary for Council

Driver Reviver Trivia, also known as “fatigue zone trivia”, is a method of ensuring that drivers never drive tired or distracted by providing some interest and, if there is someone else in the car, prompts a bit of discussion trying to come up with an answer.

The signs are placed along selected highways across the state, and have a basic but effective premise:

There is a trivia question on a sign, and to find out the answer drivers have to keep their eyes peeled for the next sign several kilometres down the track. There will often be a hint sign between the question and the answer.

The Chase trivia expert Brydon Coverdale says fatigue zone roadside trivia should be ramped up (ABC News December 2022) “Forget about just [Queensland], I want them in every state in the country,” he said. “I think good trivia, interesting facts, that’s the sort of thing that really can capture your attention. It’s going to make people stay alert”.

Travellers have backed the call and urged the government to supercharge the program. (ABC News December 2022)



An Australian study found that trivia has the ability to increase driver alertness without distracting the driver, and to decrease crashes on rural roads and highways where the attributable cause is driver fatigue. The return on investment is largely a positive public image but should also include both

economic and societal impacts such as a reduction in crashes and severity and the associated costs, reduced delays / travel time, vehicle operational costs and decreased fuel use / costs.

Fatigue kills!

## SUPPORTING RESEARCH AND EVIDENCE

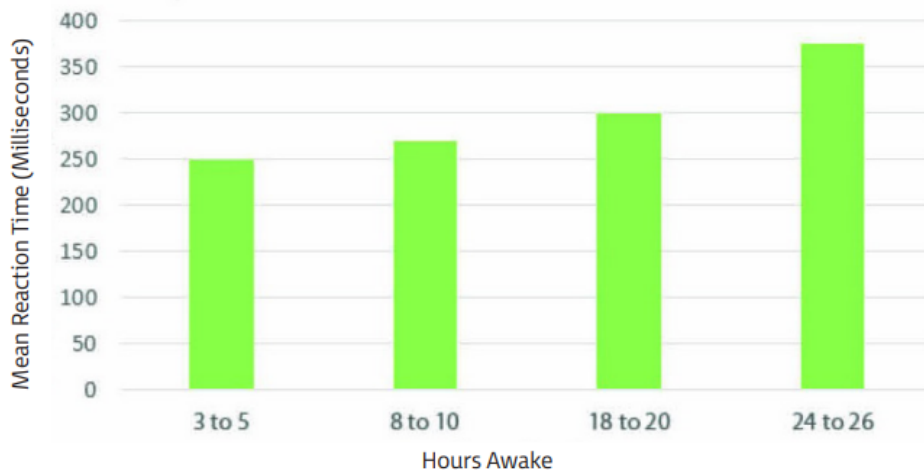
### *Effects of fatigue*

The effects of fatigue on drivers was poorly understood until studies compared fatigue to alcohol. Research has since determined:

- A driver who has been awake for 17-19 hours had the same driving ability as an individual with a blood-alcohol level of 0.05%. They are therefore twice as likely to be involved in a road incident where someone is seriously injured or killed, compared with a driver who is not tired.
- A driver who has been awake for 24 hours had the same driving ability as an individual with a blood-alcohol level of 0.1%. They are therefore seven times as likely to be involved in a road incident where someone is seriously injured or killed, than a driver who is not tired.

Source: Dawson and Reid 1997

Similarly, drivers who have slept for 4-5 hours in the past 24 hours are 4.5 times more likely to crash than drivers who have slept 7 hours or more. Drivers who have slept 4 hours in the past 24 hours are 11.5 times more likely to crash than drivers who have slept 7 hours or more (Tefft 2016). As the number of hours a person is awake increases so does their mean reaction time:



### *Causes of fatigue*

The general consensus (Hartley, Penna, Corry and Feyer, 2000; Williamson, Feyer, Friswell and Finlay-Brown, 2000) appears to be that the three main causes of fatigue are:

- Lack of restorative sleep.
- Time of day or circadian factors.
- Time spent performing a task.

Individual factors such as age, physical fitness and medical condition (for example, sleep disorders) also affect the incidence of fatigue (HORSCOCTA, 2000).


The signs should be placed approximately mid-way on long, uninteresting stretches of road between potential stopping points or potential rest areas. The signage does not need a permit if it is placed local government, private enterprise or individuals, or Aboriginal entities.

**14.9 2022-2023 ACQUITTAL - LOCAL GOVERNMENT GRANT - BINJARI SERVICES**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180816

**AUTHOR** : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. BINJARI SIGNED ACQUITTAL 2022-23.PDF 

**OFFICER RECOMMENDATION**

1. That it be recommended to Council:
  - (a) That the acquittal for the 2022-2023 Local Government Grant – Provision of Local Government services to Binjari Community be received and noted, and the acquittal be forwarded to the Department of the Chief Minister and Cabinet, NT Government.

**PURPOSE OF REPORT**

To formally acquit the 2022-2023 Local Government Grant for the provision of services to the Binjari Community for the amount of \$139,100 (GST exclusive).

**BACKGROUND**

For a number of years Katherine Town Council has received funding from Department of the Chief Minister and Cabinet, NT Government for the provision of Local Government services to the Binjari community. For the 2022-2023 Financial Year the funding was \$139,100 (GST exclusive).

**DISCUSSION**

Attached is the 2022-2023 Binjari Grant Acquittal for Council's approval.

**COUNCIL OFFICER CONFLICT OF INTEREST**

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

Ingrid Stonhill  
**CHIEF EXECUTIVE OFFICER**

## Katherine Town Council 2022-23 Acquittal of Grant

File number: LGR2015/00010

Purpose of Grant: For the provision of local government services to the Binjari community for 2022-23

Purchases were in accordance with the Northern Territory Buy Local Plan:  Yes  No  
 Contracted services were successfully managed by the Binjari Community Aboriginal Corporation:  Yes  No  
 (If no to either question above please provide a written explanation with this acquittal)

**INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2023**

Grant	\$139 100
Carry-over funds	_____
Other revenue raised including waste management services for 2022-23	\$ _____
<b>Total income</b>	<b>\$ 139,100</b>
Expenditure (Specify accounts and attach copies of ledger entries and invoices) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	\$ 141,905-01
<b>Total Expenditure</b>	<b>\$ 141,905-01</b>
<b>Surplus/(Deficit)</b>	<b>( \$ 2,805-01 )</b>

We certify, in accordance with the conditions under which this grant was accepted that:

- the expenditure in this acquittal is true and correct and has been actually incurred only for the funded purpose; and
- Council's contracted services have been successfully managed and delivered by the Binjari Community Aboriginal Corporation.

Acquittal prepared by: AVTAR SINGH Singh 14, 08, 2023

Laid before the Council at a meeting held on 22/08/2023 Copy of minutes attached.

CEO or CFO: [Signature] 14, 08, 2023

**DEPARTMENTAL USE ONLY**

Grant amount correct:  Yes  No  
 Expenditure conforms to purpose:  Yes  No  
 Contracted Services certified as successfully managed:  Yes  No  
 Procurement - Bought from Territory Enterprise:  Yes  No (If no has an explanation been provided:  Yes  No)  
 Minutes checked:  Yes  No  
 Balance of funds to be acquitted: \$ \_\_\_\_\_  
 Date next acquittal due: \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACQUITTAL ACCEPTED:**  Yes  No  
 Prepared by: \_\_\_\_\_

Comments:

Manager Grants Program \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**14.10 FINANCE REPORT FOR THE MONTH OF JULY 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180834

**AUTHOR** : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. MONTHLY REPORT - FINANCE - JULY 2023 - ATTACHMENT.PDF  

**OFFICER RECOMMENDATION**

1. That Council endorse the Finance Report for the Month of July 2023.

**PURPOSE OF REPORT**

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

**STRATEGIC PLAN**

Priority Four	Growth and Sustainability	Lead with Best Practice	Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.
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**BACKGROUND**

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the preliminary financial position of the council at the end of July 2023 with the Chief Executive Officer (CEO) Certification. We are in the process of finalising End of Financial Year (EOFY 2022-23). The preliminary numbers presented in this report and the attachments are subject to change once the 2022-23 EOFY, External Audit and closing balances are finalised.



**DISCUSSION**

- Total YTD income is 1.96% above budget.
- Total YTD operating expenditure is 39.66% below budget.
- Employee Costs are below budget by 32.03% as some positions remained vacant.
- Materials/Services & Contracts are below budget by 66.34%. As this is just the start of New Financial Year, this will come in line.
- Monthly creditor payments have been made to all known suppliers with payments made weekly.
- 7% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 11.35% of our outstanding rate balance reflects rates outstanding for prior financial years (2022/2023 FY and prior).

**CONSULTATION PROCESS**

CEO, Directors, and Departmental Managers

**POLICY IMPLICATIONS**

NIL

**BUDGET AND RESOURCE IMPLICATIONS**

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

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

NIL

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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

**CERTIFICATION BY THE CEO TO THE COUNCIL**

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

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

Ingrid Stonhill  
**CHIEF EXECUTIVE OFFICER**

**Table 1.1 Monthly Income and Expenditure Statement**

<b>INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING JULY 2023</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Annual Budget \$</b>
<b>OPERATING INCOME</b>				
Rates	10,359,339	10,195,743	163,596	10,195,743
Fees and Charges	182,763	191,470	- 8,708	2,297,644
Operating Grants and Subsidies	2,000	-	2,000	2,221,500
Interest / Investment Income	73,257	37,500	35,757	450,000
Commercial and Other Income	18,474	7,119	11,355	85,425
<b>TOTAL OPERATING INCOME</b>	<b>10,635,832</b>	<b>10,431,832</b>	<b>204,000</b>	<b>15,250,312</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	356,437	524,382	- 167,945	6,292,582
Materials and Contracts	166,614	617,485	- 409,650	7,409,822
Elected Member Allowances	16,500	19,833	- 3,333	238,000
Elected Member Expenses	8,284	5,017	3,267	60,208
Council Committee & Allowances				24,000
Council Committee & Expenses				6,000
Depreciation, Amortisation and Impairment	289,794	289,794	-	3,477,522
Finance Costs - Waste Management Facility (WMF)	-	-		140,806
Interest Expenses	-	-	-	-
Other Expenses	-	-	-	-
<b>TOTAL OPERATING EXPENDITURE</b>	<b>837,628</b>	<b>1,456,511</b>	<b>(577,661)</b>	<b>17,648,940</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>9,798,204</b>	<b>8,975,321</b>	<b>781,661</b>	<b>(2,398,628)</b>

**Table 1.2 Monthly Operating Position**

<b>INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING JULY 2023</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Annual Budget \$</b>
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	\$ 9,798,204	\$ 8,975,321	\$ 781,661	-\$ 2,398,628
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income			0	
Add Back Non-Cash Expenses	289,794	289,794	0	3,618,328
<b>TOTAL NON-CASH ITEMS</b>	<b>289,794</b>	<b>289,794</b>	<b>0</b>	<b>3,618,328</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure (KTC funded)	277,296	184,967	92,329	2,219,600
Borrowing Repayments (Principal Only)			0	
Transfer to Reserves			0	
Other Outflows (Grant Funded Capex)	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(277,296)</b>	<b>(184,967)</b>	<b>(92,329)</b>	<b>(2,219,600)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	70,063	83,333	(13,270)	1,000,000
Prior Year Carry Forward Tied Funding			-	
Other Inflow of Funds	-		-	
Transfers from Reserves			-	
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>70,063</b>	<b>83,333</b>	<b>(13,270)</b>	<b>1,000,000</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>9,880,765</b>	<b>9,163,481</b>	<b>676,062</b>	<b>100</b>

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

<b>CAPITAL EXPENDITURE</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Current Financial Year (Annual) Budget \$</b>
Buildings & Other Structures	7,000.00	25,985	(18,985)	311,825
Footpaths & Cycleways	-	-	0	-
Furniture, Fittings & Equipment	-	5,846	(5,846)	70,150
Improvements	-	7,792	(7,792)	93,500
Plant & Equipment	69,713.62	95,344	(25,630)	1,144,125
Roads	200,582.02	50,000.00	150,582	600,000.00
Street Lighting	-	-	0	-
			-	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>277,296</b>	<b>184,967</b>	<b>92,329</b>	<b>2,219,600</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Katherine Town Council	277,296	184,967	92,329	2,219,600
Capital Grants	-	-	-	-
Transfer from Cash Reserve	-	-	-	-
Borrowings	-	-	-	-
Sale of Assets (Including Trade-In)	-	-	-	-
Other Funding	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>277,296</b>	<b>184,967</b>	<b>92,329</b>	<b>2,219,600</b>

**Table 3. Monthly Balance Sheet Report**

BALANCE SHEET AS AT JULY 2023	YTD Actuals \$	Note Reference
<b>ASSETS</b>		
Cash at Bank		(1)
Restricted Funds	15,663,753.99	
Unrestricted Funds	4,129,540.34	
Accounts Receivable		
Trade Debtors	398,067.94	(2)
Rates & Charges Debtors	11,215,102.30	
Other Current Assets	302,735.56	
<b>TOTAL CURRENT ASSETS</b>	<b>31,709,200.13</b>	
Non-Current Financial Assets	209,954.85	
Property, Plant and Equipment	97,913,527.92	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>98,123,482.77</b>	
<b>TOTAL ASSETS</b>	<b>129,832,682.90</b>	
<b>LIABILITIES</b>		
Accounts Payable	301,770.41	(3)
ATO & Payroll Liabilities	-	(4)
Current Provisions	585,765.03	
Accruals		
Other Current Liabilities	377,918.82	
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,241,068.26</b>	
Non-Current Provisions	74,921.83	
Other Non-Current Liabilities	7,492,866.12	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>7,567,787.95</b>	
<b>TOTAL LIABILITIES</b>	<b>8,808,856.21</b>	
<b>NET ASSETS</b>	<b>121,023,826.69</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	75,549,402.03	
Reserves	6,688,161.06	
Accumulated Surplus	38,786,263.60	
<b>TOTAL EQUITY</b>	<b>121,023,826.69</b>	

0.00

**Note 1. Details of Cash and Investments Held**
**CASH AND INVESTMENTS as at 31 JULY 2023**

<b>GENERAL FUND</b>		\$
Commonwealth Bank		
Balance as per bank statement, 31 JULY 2023		2,540,299
Credit card balances		951
Balance of Imprest and Petty Cash		1,443
Plus net outstanding deposits/(withdrawals)		-
Adjusted cash at bank balance, 31 JULY 2023		<b>2,542,693</b>

<b>INVESTMENTS</b>						
<b>FINANCIAL INSTITUTION</b>	<b>\$</b>	<b>RATE</b>	<b>DATE</b>	<b>DATE</b>	<b>INSTITUTION</b>	<b>FINANCIAL</b>
AMP (oncall)	504,553.91		on call	on call		
AMP	1,000,000.00	4.75%	6-Apr-23	2-Nov-23		
AMP	1,000,000.00	4.70%	4-Apr-23	4-Oct-23		
AMP	500,000.00	4.70%	31-Mar-23	28-Sep-23		
AMP	1,400,000.00	5.50%	31-Jul-23	28-Jun-24		
AMP	500,000.00	4.80%	13-Apr-23	13-Nov-23	4,904,554	28.43%
NAB	1,500,000.00	4.60%	10-Mar-23	11-Dec-23		
NAB	1,500,000.00	4.65%	10-Mar-23	11-Jan-24		
NAB	3,500,000.00	4.70%	10-Mar-23	12-Feb-24	6,500,000	37.68%
Commonwealth Bank	1,000,000.00	5.55%	27-Jul-23	27-Jun-24		
Commonwealth Bank	500,000.00	5.31%	19-Jun-23	14-May-24		
Commonwealth Bank	1,000,000.00	5.20%	31-Jul-23	25-Jun-24		
Commonwealth Bank	2,400,000.00	4.69%	1-Mar-23	28-Aug-23		
Commonwealth Bank (oncall)	946,047.67		on call	on call	5,846,048	33.89%
<b>Total Investments</b>					<b>17,250,602</b>	<b>100.00%</b>
<b>Total Funds</b>					<b>19,793,294</b>	

<b>Internally Restricted Funds</b>		\$
WMF Make-Good Provision		7,492,866
Capital Renewal Reserve		4,987,646
Contingency reserve		1,000,000
Council Election Reserve		100,000
Council motion reserve		600,515
Provision for Employees		660,687
<b>RESTRICTED FUNDS</b>		<b>14,841,714</b>
Unrestricted funds		4,129,540
Unexpended Grants- Restricted Funds		820,597
Imprest and Floats - Restricted Funds		1,443
<b>Total Funds</b>		<b>\$ 19,793,294</b>

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

Council can select timing of age of debtor	1 – 30 Days	31 – 60 Days	>60 Days	TOTAL
Rates Debtors	9,942,215.77	\$	\$ 1,272,887	\$ 11,215,102
Sundry Debtors	25,793.88	\$ 6,148	\$ 18,129	\$ 50,071
Weighbridge Debtors	310,135.59	\$ 20,564	\$ 17,297	\$ 347,997
Infringement - Animal	-	\$ 272	\$ 8,616	\$ 8,888
Infringement - Parking	-	\$ -	\$ 1,332	\$ 1,332
Infringement - Litter/Camping	-	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>10,278,145.24</b>	<b>\$ 26,985</b>	<b>\$ 1,318,260</b>	<b>\$ 11,623,390</b>

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

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

Council can select timing of age of creditor	1 – 30 Days	31 – 60 Days	>60 Days
Trade Creditors	301,936.57	-	166.16
Other Creditors	\$	\$	\$

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

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

KTC is due to pay this amount to ATO	-24,386
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**Note 5. Current Ratio**

Current Ratio	24.79
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**Table 2.2. Quarterly Report on Planned Major Capital Works**

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$ (A)	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget \$ (D)	Total Yet to Spend \$ (E = D - C)	Expected Project Completion Date
Buildings & Other Structures			0	0	280,250	280,250	
Furniture, Fittings & Equipment			0	0	0	0	
Improvements			0	0		0	
Plant & Equipment			69,714	69,714	600,000	530,286	
Roads			200,582	200,582	400,000	199,418	
						0	
<b>TOTAL ***</b>		<b>0</b>	<b>270,296</b>	<b>270,296</b>	<b>1,280,250</b>	<b>1,009,954</b>	

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

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

Example:

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
3/07/2023	32	WOOLWORTHS 5636 KATHERINE AUS	Staff recognition
20/07/2023	12	NEWS LIMITED SURRY HILLS	Monthly subscription to MailChimp
18/07/2023	128.7	DARWIN AIRPORT EATON NT	To be allocated
13/07/2023	63.6	RIVER BLEU PTY LTD KATHERINE NT	Staff leaving morning tea
13/07/2023	17.45	WOOLWORTHS 5636 KATHERINE AUS	Staff leaving morning tea
12/07/2023	831.6	DROPBOX*7B3LH9SDBVDB D02FD79	Dropbox subscription 2023/24
10/07/2023	34	BOAB CARAVAN PARK KATHERINE NT	Staff lunch
10/07/2023	37.5	WOOLWORTHS 5636 KATHERINE AUS	Staff lunch
10/07/2023	17.5	RIVER BLEU PTY LTD KATHERINE NT	Staff lunch
5/07/2023	75.51	TEMU.COM DUBLIN 2 CO.	To be allocated
<b>Total</b>	<b>1,249.86</b>		

**14.11 MONTHLY REPORT OF CORPORATE SERVICES FOR THE MONTH OF JULY 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180815

**AUTHOR** : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

**STRATEGIC PLAN**

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority One	Strong Leadership	Strong Leadership	Improve transparency around issues affecting the community
Priority Four	Growth and Sustainability	Lead with Best Practice	Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

**BACKGROUND**

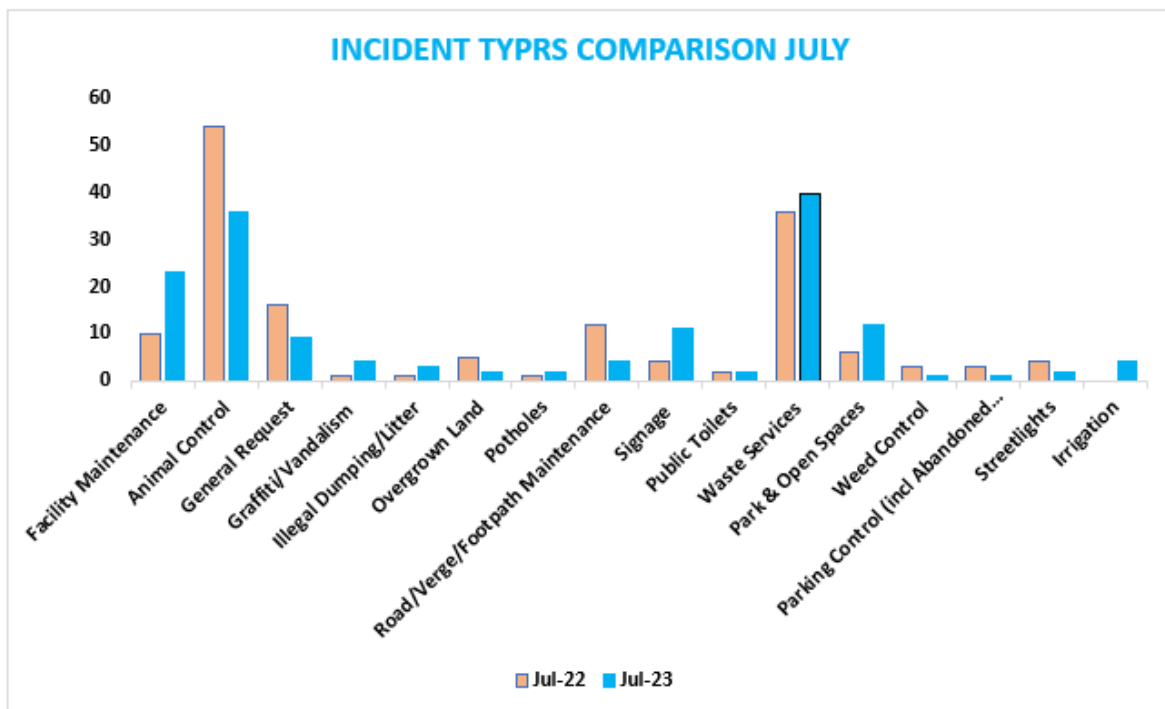
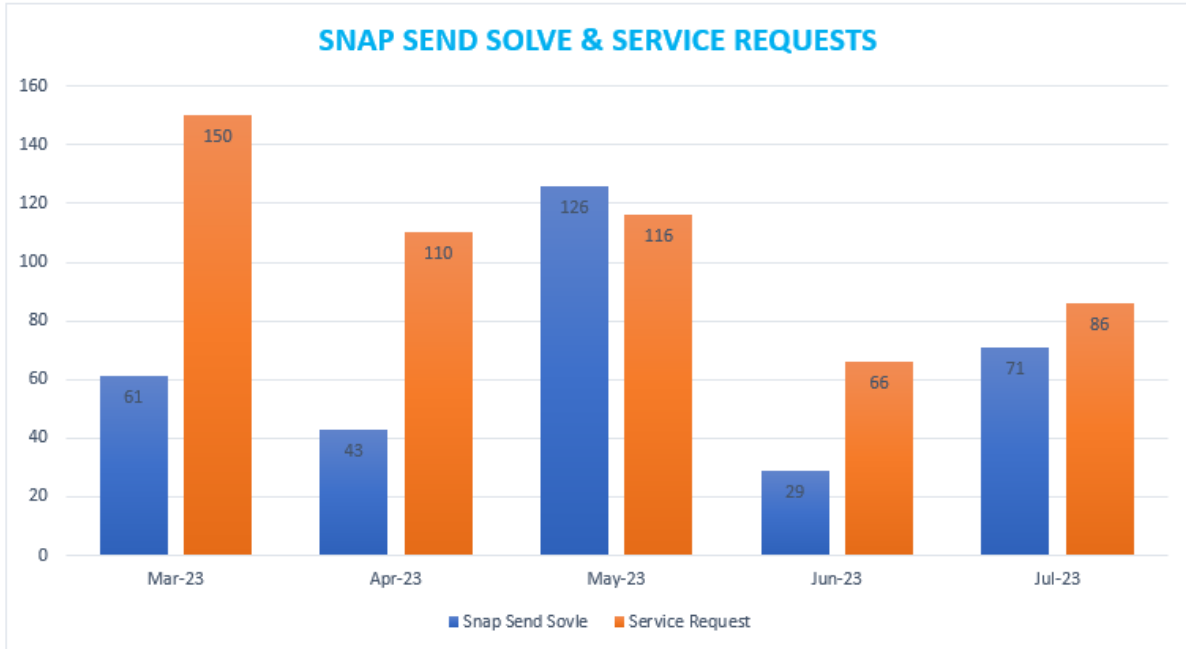
The monthly report of the Corporate Services departments highlights key developments in the Administration and Financial Services at Katherine Town Council.

**DISCUSSION**

**Administration Services**

Following are some of the key highlights for July 2023:

**Customer Service Requests** – In the month of July Council received 157 service requests, 90 service requests were completed on time, 10 service requests are still in progress, 56 remain overdue and are yet to be resolved. 71 snap send solves (SSS) were submitted for the month of July. The leading incident types was recorded for waste services, animal control and Council facility maintenance.



**Financial Services**

Finance team is currently compiling 2022-23 EOFY accounts, reconciliations, and reports in preparation for the Annual Audit beginning 28 August 2023.

**CONSULTATION PROCESS**

Corporate Services team members

**COUNCIL OFFICER CONFLICT OF INTEREST**

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

Ingrid Stonhill  
**CHIEF EXECUTIVE OFFICER**

**14.12 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF JULY 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180855

**AUTHOR** : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

That the Operations report of the Infrastructure and Environment Department for the month of July 2023 be received and noted.

**PURPOSE OF REPORT**

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure and Environment Department during the month of July 2023.

Strategic Plan

Priority One	Strong Leadership	Enhance Customer Experiences	Continually improve services and our tourism offerings
Priority Two	Community and Families	Safe Community	Provide safe and accessible public amenities throughout Katherine
Priority Three	Sports and Civic Events	Activation and Revitalisation	Provide more drinking water access
Priority Seven	Environmental Sustainability	Waste Management	Implement a Council-led recycling initiative that inspires the community

**BACKGROUND**

Katherine Town Council's Infrastructure and Environment Department continues to undertake works to maintain Council's infrastructure and environment and provide core services within the Katherine Municipality.

The following is a summary of progress of key activities and achievement for the month.

### 2022/23 Reseal Program

Reseal works were completed on a section of Novis Quarry Road that runs to the entrance of the Katherine Sewerage Ponds and the internal roads at the Waste Management Facility, including a car parking area that will serve the new Tip Shop. Other sealing works will commence on Shadforth Road, Gorge Road and Emungalan Road in August.

### Kerb-side Recycling Trial

Two hundred and fifty-five (255) new 240 litre recycling bins (yellow topped lid) were delivered to all properties within the trial area in Katherine East.

The first three collection cycles (once per fortnight) of these recycling bins have now been completed.

There was a good uptake on the first collection day with 136 bins put out for collection. This number has increased to 152 bins presented for collection in the second round and to 165 bins in the third round.

The contractor undertaking the collection, MT Bins, has reported that the compliance has got better with each collection round, although there are still instances of some contamination occurring. The trial will continue through to the end of November 2023.

### Lindsay Street Car Park Upgrade including Potable Water refilling Station

The new potable water station has now arrived in Katherine. The initial site clearing of vegetation and grass has been completed. Preparations are underway to have power and water extended to the site prior to its installation on a new concrete pad.

### Adventure Park Toilet Block

Council's Depot staff are nearing completion of alterations to fencing and parking areas and associated landscaping. The project grant funding has been acquitted.

### Laneway Closure Trial

Following community requests to close laneways and Council's adoption of a new Laneway Management Policy, works are completed on the trial closure of five (5) laneway sites in Katherine East. They being:

- Fordham Crt to Maluka Drain
- Hudspeth Pl to Maluka Drain
- Frangipanni Crt to Maluka Drain
- Acacia Dr to Maluka Drain
- Sandalwood Crescent to Maluka Drain

The cost of these works has largely been met through grant funding from the NTG.

#### Katherine Civic Centre – Disused Toilet Block demolition

The disused toilet block situated on the town side of the civic centre has now been demolished. A similar proposal to demolish the old toilet block at the Hot Springs low level disabled access road will be commencing shortly.

#### Institute of Public Works Engineering Australasia – Queensland Northern Territory (IPWEA-QNT)

Staff from the Infrastructure and Environment Directorate recently had the opportunity to attend the inaugural Northern Territory Branch Conference of IPWEAQNT in Palmerston. The conference included technical tours of Palmerston’s SWELL Aquatic Centre upgrade projects and a visit to the construction site of the Berrimah Road / Tiger Brennan Drive interchange and overpass. The conference showcased the latest industry insights, technical know-how and presentations focusing on regional projects, whilst providing the opportunity for networking with counterparts from other Councils and support industries.

#### **CONSULTATION PROCESS**

Consultation has occurred with a range of identified stakeholders in the planning and delivery of the above projects.

#### **BUDGET AND RESOURCE IMPLICATIONS**

Operational tasks and Capital Projects are completed within Council’s 2022/23 adopted budget and/or Grant Funding agreements.

#### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Nil

#### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Nil

#### **COUNCIL OFFICER CONFLICT OF INTEREST**

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



**14.13 COMMUNITY SERVICES REPORT FOR THE MONTH OF JULY 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023/180927

**AUTHOR** : ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

**COMMUNITY PLAN/STRATEGIC PLAN**

Priority One	Strong Leadership	Community Engagement	Identify a number of tools to ensure our engagement is broad, inclusive and accessible to our diverse community
Priority One	Strong Leadership	Enhance Customer Experiences	Continually improve services and our tourism offerings
Priority One	Strong Leadership	Enhance Customer Experiences	Enhance customer experiences at our Visitor Information Centre.
Priority Two	Community and Families	Safe Community	Provide safe and accessible public amenities throughout Katherine
Priority Two	Community and Families	Prioritise Recreation	Promote an active community with family events, festivals, live music and sports
Priority Two	Community and Families	Celebrate Diversity	Support diversity by ensuring our communication and engagement is inclusive and accessible to all members of the community
Priority Two	Community and Families	Support our Youth	Empower youths through youth-focused events and school-holiday activities
Priority Three	Sports and Civic Events	Sports and Civic Events	Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days
Priority Three	Sports and Civic Events	Activation and Revitalisation	Explore expanding our public library to be a community hub that delivers community events and activities.

Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws
Priority Five	Arts, Culture and Heritage	Support Culture	Include multicultural activities in our event planning
Priority Five	Arts, Culture and Heritage	Our Rich Heritage	Increase participation at cultural facilities and help facilitate events
Priority Seven	Environmental Sustainability	Waste Management	Raise awareness to keep our town litter-free

## **BACKGROUND**

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

## **DISCUSSION**

### *LIBRARY SERVICES*

Activity		Totals
Patron Count		2128
Public Computer Use (Hours)		345
Conference Room (hours)		46.5
Circulations		1311
New Memberships		13
Programs	Number of Programs	Attendance
Dungeons & Dragons	1	4
School Holiday Activity – Show Craft	1	7

The Katherine Public Library continues to run reduced children’s programming due to a vacancy within the Programs Coordinator position. This is affecting delivery of Toddler Rhyme Time, Storytime, Wriggle and Rhyme and Book Warriors. All other programs and activities are unaffected. Council is currently in the process of completing the recruitment process for this role.

### *VISITOR SERVICES*

The visitor information service continues to provide information and booking services to customers. Through early July, the Katherine Visitor Information Centre hosted tourism specialist, James Corvan. Assisted by Tourism NT, James undertook an assessment of the centre operation, focusing on:

- Operational efficiencies

- Improved customer service experience
- Recommendations towards increased sustainability across all areas of the service

A summary report and recommendations will be provided to Council for consideration and potential implementation.

#### COMMUNITY EVENTS AND ENGAGEMENT

##### Events:

*5<sup>th</sup> July – NAIDOC Kalano Family Fun Day (Stallholder)*

*KTC held an Arts & Craft stall which was well attended by kids/youth who painted a canvas.*

*13<sup>th</sup> July – Katherine Street Party*

*An extremely popular event, with over 1,500 community members in attendance. The event was supported by over 20 stallholders (food, market stalls, displays) with children and family entertainment. Over 2,500 meals were sold through the event with a large amount of positive feedback. Council looks to continue this event on at least an annual base.*

*Well attended event (300+) with 4 stall holders in attendance. The series will continue fortnightly until 27<sup>th</sup> July 2023.*

*21<sup>st</sup> – 22<sup>nd</sup> July – Katherine Show – Katherine Town Council Exhibit*

*Katherine Town Council Elected Members and Staff participated with a corporate exhibit at the Katherine Show with a focus on Council's recycling activities, particularly what current recycling opportunities are available to the community as well as information on the current kerbside recycling trial occurring in the Casuarina Street area.*

*28<sup>th</sup> July – Citizenship Ceremony*

*Overseen by Her Worship the Mayor, Elisabeth Clark with 9 conferees becoming Australian Citizens.*

##### Engagement and Planning Activities:

- Katherine Youth Interagency Meeting
- DCM&C – K-Town Street Art Festival
- Katherine Town Council Community Grants Program
- Katherine Community Projects Association – Free Movie Night
- Centenary of Katherine Committee
- Senior Month Event Planning
- Vietnam Veterans Day Planning

## *REGULATORY SERVICES*

### Regulatory Animal Summary

Council Rangers received 38 animal related service requests for the month of July. 29 of these requests were resolved and 9 requests require further follow-up to complete.

Katherine community members reported 21 dogs at large. Concurrently the rangers undertook 70 hours of animal patrols for the month. 4 Notice to Complies (NTC) were issues for unregistered dogs.

For the month of July, a total of 14 dogs were impounded. 4 of these dogs were returned to their owners and 6 were rehomed.

### Regulatory Parking Summary

Rangers undertook 20 hours of parking patrols for the month of July with 4 vehicles issued with Notice to Complies. Council continues to manage abandoned/unsafe vehicles within the municipality within the scope of current staffing capacity and storage availability.

Council has seen an increase in illegal camping activity through the dry season months. Councils staff work to involve related service providers to find alternative accommodations. This work will continue, with a particularly focus on the immediate CBD area.

## **CONSULTATION PROCESS**

Community Services Team Members

## **COUNCIL OFFICER CONFLICT OF INTEREST**

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

**15      REPORTS FROM REPRESENTATIVES ON COMMITTEES**

Nil

## 16 ELECTED MEMBERS ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - AUGUST/180838

**AUTHOR** : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

#### OFFICER RECOMMENDATION

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

#### PURPOSE OF REPORT

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

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Strengthen our councillor profiles to increase community awareness of who they are
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Deputy Mayor Denis Coburn	
Date	Activity attended

Councillor Madeleine Bower	
Date	Activity attended

Councillor Amanda Kingdon	
Date	Activity attended
2 June	Fay Millers Celebration of life in Katherine

1 July	Council meet the candidates at markets
5 July	GYRAC creative community luncheon
6 July	Wurli NAIDOC community event
6 July	NT Police NAIDOC event
21 & 22 July	Katherine Show stand – 10hrs
24 July	EMIS
28 July	Citizenship ceremony
28 July	Ordinary Meeting of Council

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

**17 LATE AGENDA**

**18 GENERAL BUSINESS**

**19 CLOSURE MEETING TO PUBLIC**



## 18 CONFIDENTIAL ITEMS

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### **RECOMMENDATION**

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act 2008:

#### **20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES**

This matter is considered to be confidential under Section 99(2) - b and civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the personal circumstances of a resident or ratepayer; and information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

#### **20.2 CORPORATE RISK REGISTER**

This matter is considered to be confidential under Section 99(2) - ciii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

#### **20.3 LGANT membership**

This matter is considered to be confidential under Section 99(2) - ciii and d of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff and information subject to an obligation of confidentiality at law, or in equity.

#### **20.4 Lease - Blue Eagle Training and Fitness - Norforce Pavillion**

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

#### **20.5 Katherine Museum - Renewal of Lease and Partnership Agreement**

This matter is considered to be confidential under Section 99(2) - ci of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**19 RESUMPTION OF OPEN MEETING**

**20 NEXT ORDINARY MEETING OF COUNCIL**

That the next meeting of the Ordinary Meeting of Council will be held on Tuesday 26 September 2023.

**21 CLOSURE OF MEETING**