



KATHERINE
TOWN COUNCIL



AGENDA

Ordinary Meeting of Council Agenda

Tuesday 22 March 2022

Ordinary Meeting: 6.00pm

Council Chambers

Civic Centre, Stuart Highway, Katherine

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



-
- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn
- Councillor Jeremy Trembath
- Councillor Madeleine Bower
- OFFICERS** : - Mrs Ingrid Stonhill – Chief Executive Officer
- Mr Kerry Whiting – Director Corporate Services / Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment

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ORDER OF BUSINESS

1. ACKNOWLEDGEMENT OF COUNTRY

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

2. OPENING PRAYER

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

3. MEETING DECLARED OPEN

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

4.2 Leave of Absence

- Councillor Jeremy Trembath

5. CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

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

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the [Ordinary Meeting of Council](#) held on 22 February 2022 1-16

6.2 Minutes of Special Meeting of Council held on 4 March 2022 17-21

7. BUSINESS ARISING FROM PREVIOUS MINUTES



8. MAYORAL BUSINESS

8.1 Mayoral Official Engagements

9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10. PETITIONS

Nil.

11. PUBLIC QUESTION TIME

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

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

12. NOTICE OF MOTION

Nil.

13. REPORTS OF OFFICERS

13.1	Monthly Report of the Chief Executive Officer for the Month of February 2022	<u>22-25</u>
13.2	Monthly report of the Infrastructure and Environment Department for February 2022	<u>26-31</u>
13.3	February 2022 – Project Update	<u>32-42</u>
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13.5	Closure of NTEPA Authorised Officer Direction in relation to The Showgrounds Tyre-Fire	<u>47-56</u>
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14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil.

15. ELECTED MEMBERS ACTIVITIES



16. LATE AGENDA

16.1 Mid-Year Budget Review

17. GENERAL BUSINESS

18. CLOSURE OF MEETING TO PUBLIC

19. CONFIDENTIAL ITEMS

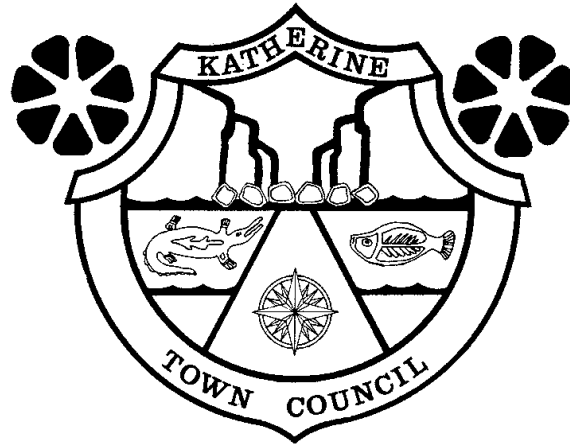
Nil.

20. RESUMPTION OF OPEN MEETING

21. NEXT ORDINARY MEETING OF COUNCIL

That the Ordinary Meeting of Council will be held on Tuesday 26 April 2022.

22. CLOSURE OF MEETING



MINUTES

Ordinary Meeting of Council

Tuesday, 22 February 2022
At 6.00 PM

*Council Chambers, Civic Centre,
Stuart Highway, Katherine*

**MINUTES OF THE ORDINARY MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON TUESDAY, 22 FEBRUARY 2022 AT 6:00PM**

- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn
- Councillor Jeremy Trembath
- Councillor Madeleine Bower
- OFFICERS** : - Mrs Ingrid Stonhill, Chief Executive Officer
- Mr Kerry Whiting, Director Corporate and Community Services
- Mr Brendan Pearce, Director Infrastructure and Environment
- Mrs Persis Bhandara, Governance and Executive Officer (Minute Taker)
- VISITORS** : - 3 x Community Members

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Unconfirmed

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 6.02 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies
Nil

4.2 Leave of Absence
Nil

5 CONFLICT OF INTEREST

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 25 January 2022

Moved : Councillor Trembath

Seconded : Councillor Kingdon

Minute No. 22.02.2022-OM1

That the minutes of the Ordinary Meeting of Council on 25 January 2022 be confirmed as true and accurate, subject to the following amendment:

- 1. Report 13.4, Councillor Bowden should read Councillor Bower.**

CARRIED 7 / 0

7 BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of January 2022

No	PERIOD	13 December 2021 – 25 January 2022
		<ol style="list-style-type: none"> 1. Australia Day – held at Godinymayin Centre. 2. Interview N.T. News. 3. Interview Katherine Times x 2. 4. Special Council Meeting. 5. Dept Chief Minister x 2 - Update on Projects KTC – Meet with CEO. 6. Elected Member lunch x 2. 7. Strategic Plan meeting – Strategic Statement. 8. Radio with Jo Laverty. 9. LGANT Placeholder – Smart Councils. 10. Interview with Student from NTU – Thesis on Local Govt. 11. CEO Recruitment. 12. Meeting with Deputy Mayor x 3 13. Meeting with CEO x 3. 14. Welcome Morning Tea and thank you to Director and staff. 15. EMIS. 16. CEO Planning meeting. 17. Tour of Council facilities with new CEO. 18. Meeting with Deloitte Strategic Plan. 19. Meeting with EA x 2. 20. Radio with Sue Moran. 21. Midday meeting with Councillors. 22. Meet with Community Member. 23. Meet and greet with Chamber of Commerce CEO. 24. The Work Right Hub – Organised by Red Cross. 25. Disability Awards held at Godinymayin. 26. RAAF 80th Anniversary. 27. Katherine Multicultural Festival – Knotts Crossing. 28. Bombing of Darwin held at Adelaide River Cemetery. 29. Council Meeting. 30. Presentation from John Perry Mead Group. 31. Citizenship.

9 CORRESPONDENCE AND DOCUMENTS TABLED

Nil.

10 PETITIONS

Nil.

11 PUBLIC QUESTION TIME

No questions were raised.

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JANUARY 2022

- Purpose : To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of January 2022.
- Moved : Deputy Mayor Henderson
- Seconded : Councillor Coburn

Minute No. 22.02.2022-OM2

That Council note the Report of the Chief Executive Officer for the Month of January 2022 is not available due to the Chief Executive Officer, Ian Bodill's resignation and the new Chief Executive Officer, Ingrid Stonhill commencing on Monday, 7 February 2022.

CARRIED 7/0

13.2 AIRPORT SUBLEASE RENEWALS

- Purpose : To seek Council's approval for the Mayor and Chief Executive Officer (CEO) to affix the Common Seal and sign the various Sub-Leases and Renewals for the Katherine Civil Airport.
- Recommendation : That it be recommended to Council to authorise the Mayor and the CEO to affix the Common Seal to sub-leases and renewals at the Katherine Civil Airport, as they become due and available.
- Moved : Councillor Bower
- Seconded : Councillor Kingdon

Minute No. 22.02.2022-OM3

That the recommendation listed above be adopted.

CARRIED 7 / 0

13.3 JANUARY 2022 – PROJECT UPDATE

- Purpose : To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of January 2022.
- Recommendation : That Council receive and note the project update for the Month of January 2022.
- Moved : Councillor Herdon
- Seconded : Councillor Bower

Minute No. 22.02.2022-OM4

That the recommendation listed above be adopted.

CARRIED 7 / 0

13.4 MYKATHERINE

- Purpose : To seek Council's approval to transfer \$45,000 from restricted assets (reserves) to fund a continuation of the myKatherine discount program.
- Recommendation : That Council approve a transfer of funding from restricted assets (reserves) of \$45,000 to fund the continuation of the current round of the myKatherine discount program.
- Moved : Councillor Herdon
- Seconded : Councillor Bower

Minute No. 22.02.2022-OM5

That the recommendation listed above be adopted..

CARRIED 6 / 1

13.5 MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR JANUARY 2022

- Purpose : To present the report for the Corporate and Community Services Department for the month of January 2022.
- Recommendation : Council to receive and note the Corporate and Community Services report for the month of January 2022
- Moved : Deputy Mayor Henderson
- Seconded : Councillor Kingdon

Minute No. 22.02.2022-OM6

That the recommendation listed above be adopted.

CARRIED 7 / 0

13.6 MONTHLY FINANCIAL REPORT – JANUARY 2022

- Purpose : The purpose of this report is to present to Council the Financial Report for January 2022.
- Recommendation : Council to endorse the Financial Report for the month of January 2022.
- Moved : Councillor Trembath
- Seconded : Councillor Herdon'

Minute No. 22.02.2022-OM7

That the recommendation listed above be adopted.

CARRIED 7 / 0

13.7 INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF JANUARY 2022

Purpose : To inform elected members of tasks, activities and projects undertaken by the Infrastructure and Environmental Department during the month of January 2022.

Recommendation : Council receive and note the report of the Infrastructure and Environment Department for the month of January 2022.

Moved : Councillor Kingdon

Seconded : Deputy Mayor Henderson

Minute No. 22.02.2022-OM8

That the recommendation listed above be adopted.

CARRIED 7 / 0

14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

Nil

15. ELECTED MEMBERS ACTIVITIES

Councillor Bower	
28 January	Special Council Meeting-
1 February	Elected Members lunch with the Mayor
16 February	Elected members lunch with the Mayor-
18 February	Meet and greet CEO
18 February	Meeting with Mayor
Councillor Coburn	
28 January	DCA training
28 January	Council Special meeting
1 February	Strategic planning meeting
1 February	Mayor lunch
7 February	EMIS
10 February	Council special meeting
13 February	Mens shed AGM
16 February	Mayor lunch
16 February	Meeting with CEO
17 February	Disability awards
Councillor Herdon	
25 January	Ordinary Meeting of Council
26 January	Australia Day event
31 January	Special Meeting of Council
01 February	EM Lunch
01 February	Strategic Plan Meeting
04 February	Community Focus Group
07 February	EMIS
08 February	Project Control Group Community Strategic Plan
10 February	Councillor Discussion
11 February	CEO 1:1
16 February	EM Lunch
19 February	Discussions with Store Owners (MyKatherine)
21 February	EMIS
Councillor Kingdon	
25 January	Ordinary Meeting of Council
26 January	Australia Day event
28 January	Special Council Meeting-
1 February	Elected Members lunch with the Mayor
16 February	Elected members lunch with the Mayor-

14 February	Meet and greet CEO		
01 February	EM Lunch		
07 February	EMIS		
	Four Clans Art Exhibition		
Kym Henderson			
PERIOD	13th December – 25th January 2022		
Elected Members' Name	Date	Activity	Brief information
Deputy Mayor Kym Henderson	25 th January	CEO Recruitment	Panel Meeting
	25 th January	OMC	Ordinary Meeting of Council
	26 th January	Australia Day Ceremony	MC for Event
	28 th January	Mayor & Deputy Catch Up	Weekly Catch Up
	28 th January	Special Council Meeting	Confidential Meeting
	1 st February	Elected Members Lunch	Regular Catch Up
	1 st February	Elected Members Strategic Planning Workshop	Vision/Mission/Values Workshop
	4 th February	CEO Planning Meeting	Mayor & HR
	7 th February	Elected Members Information Session	Regular Fortnightly Meeting
	8 th February	Strategic Plan Project Control Group Meeting	Regular Monthly Meeting
	10 th February	Elected Members Meeting	
	11 th February	Mayor & Deputy Catch Up	Weekly Catch Up
	11 th February	CEO & Deputy Mayor	Meet & Greet
	12 th February	Radio Interview	Local Katherine Radio Show – Danny
	14 th February	LGANT Strategic Planning Workshop	In Darwin
	14 th February	LGANT Executive Meeting	In Darwin
	15 th February	Meeting with Deloitte	Face to Face catch up with consultant
	15 th February	Meeting with Damien Ryan	Federal Election Candidate
	15 th February	Meeting with Community Member	Housing Discussion
	17 th February	International Day of People with a Disability	MC for Event
	18 th February	Mayor & Deputy Catch Up	Weekly Catch Up
	18 th February	CEO, Mayor and Deputy Mayor Meeting	LGANT Debrief
	21 st February	Elected Members Information Session	Regular Fortnightly Meeting
22 nd February	Big Rivers Region Youth Futures Group	Initial Meeting of this Group.	
22 nd February	OMC	Ordinary Meeting of Council	

Jeremy Trembath

- monthly meeting
- EMIS x2
- Australia Day ceremony
- lunch with the Mayor and Councillors

16. LATE AGENDA ITEM

16.1 INSTRUMENT OF DELEGATION – COUNCIL TO CHIEF EXECUTIVE OFFICER

- Purpose : For Council to consider and approve delegation of powers and functions to the Chief Executive Officer.
- Recommendation : Instrument of Delegation – Council to Chief Executive Officer be adopted by Council.
- Moved : Deputy Mayor Henderson
- Seconded : Councillor Herdon

Minute No. 22.02.2022-OM9

That Council adopt the Instrument of Delegation – Council to Chief Executive Officer, subject to the following amendment:

1. on page 16, Performance Management add in extra line-item **Human Resources | Performance Management | Management of unsatisfactory CEO performance in conjunction with Human Resources | authority level, Mayor.**

CARRIED 7 / 0

16.2 ELECTED MEMBERS CODE OF CONDUCT

- Purpose : For Council to consider and approve delegation of powers and functions to the Chief Executive Officer.
- Recommendation : That the Elected Members Code of Conduct Policy as of 22 February 2022 be adopted by Council.
- Moved : Deputy Mayor Henderson
- Seconded : Councillor Herdon

Minute No. 22.02.2022-OM9

That the recommendation listed above be adopted.

CARRIED 7 / 0

17. GENERAL BUSINESS

Mayor Clark

- Welcome to our new CEO, Ingrid Stonhill and EA, Persis Bhandara, they have had a tough first 2 weeks and worked extremely hard, thank you to both of you and we are excited for the future ahead at Council.
- Reminder, Festivals of the Dry - we are accepting EOIs for the months between May and September and you have until 22 February to register.

- Reminder, Come and Try Sports Expo on Saturday 12 March 2022 to be held at the YMCA. This is a popular event and encourage all to apply. Please look on Council's website for further information and to register.
- Reminder, Clean-up Australia Day on Sunday 6 March 2022. This is a volunteer event, we have a stall at Ryan Park from 7.30am to 11.30am. All volunteers will receive a voucher and ice-cream scoop and we hope attendance will be up from last year.
- Reminder, Performers wanted aged between 10-25 for Youth Concert for the School Holiday Program on 11 April 2022.
- On behalf of Council, I send our condolences to the Streten Family on the death of Ron Streten, a long term resident of Katherine.

Deputy Mayor Henderson

- Questioned a couple of things relating to the Instrument of Delegation – Council to CEO:
 - Please clarify page 12 Finance Investments /Term Deposits, why can Council approve one but not the other? It was clarified that term deposits have already been approved and to renew them not going outside budget. If investing something new or not existing in the Bank, needs to go through Council.
 - Page 16, Performance Management – item for management of unsatisfactory staff performance but not one for CEO and Mayor to sign off? CEO mentioned this is in her contract, however is happy to add into the Council to CEO delegations.

Councillor Bower

- Welcome to Ingrid and Persis and thank you. We are now in month six and we have a long way to go for transparency.

Councillor Coburn

- Welcome to Ingrid and Persis, you are terrific and have a big job ahead of you.
- Can we use Oval 2 field without the facility being open? Brendan responded Oval 2 is almost ready, commenced fertilisation program today which will take approximately 3 weeks. We can open the field without the facility as we did last year, however the clubs will need to speak with each other and find an alternative facility to use.
- Queried when Sportsground will be ready to be used? Brendan responded due to COVID-19 isolations the updated program of works to be finalised is approximately April to May 2022. The car park works should commence this week.
- Can we use the Snap, Send and Solve App for dog issues? Kerry responded saying yes if not urgent, if urgent to contact the after hours service.

Councillor Herdon

- Agreed with Councillor Coburn's message of welcome to Ingrid and Persis.
- Asked if Kerry has any information on the amount of usage the Snap, Send and Solve App has had to date and also to share and promote the product? Kerry responded our new Communications employee will be commencing next week and will be able to promote the Snap, Send and Solve App and instructions on how to use. Kerry to provide a report for next Council meeting.

Councillor Kingdon:

- Questioned what the rectification was for the Town Square sign. Brendan Pearce responded the sign had an additional word, it says Katherine Visitor Town Centre and should read Katherine Town Centre. They have ordered a patch to cover the word 'visitor'.
- Raised if there are bike racks in the new Town Square. The Mayor said there are on Railway Terrace side.
- Welcome to the new CEO, Ingrid Stonhill who is dynamic and I am excited for the future. We are on track to be compliant for policies and thank you for guiding and supporting us.
- Asked about Councillor events, the Showground Advisory Committee, when are the meetings going to resume? Brendan Pearce responded to say they were paused due to COVID-19 lockdowns. As of tonight, the public have been invited so we should be able to send through the invitations and be ready for a meeting in March.
- Raised the issue regarding MyKatherine - does Council have time to promote the scheme and organise for more businesses to register. Community members had raised with her a glitch in the system and can Council fix this? Mayor responded saying to encourage business to come forward to Council with their problems so that they can be fixed. Our new Communications employee commences next week and will make a big difference in spreading the word.
- Raised the issue of plants being damaged and the irrigation system at the Hot Springs and asked if it could be re-landscaped like the Children's playground. Brendan responded we are aware and crews face this challenge weekly. We have tried chain fence which doesn't work, will look at adding more bark chip.
- Asked Kerry, do we record emails for Service Requests as well as Snap, Send and Solve? Kerry responded there is a double-up on figures in the report as we are using both systems at the moment and trying to harmonise for more usage of Snap, Send and Solve app.
- Queried the Energy Report – Mall Street lighting is at an all time high in January – what is the reason? Brendan responded it is high for this time as we have been pushing the Snap, Send and Solve App and staff have been conducting night time inspections, suspect it is a bit of both.
- Raised issue with Pathway on Kurrajong East Side, broken glass and fighting. Brendan responded he had a request to close a laneway. Mentioned we do not have a policy in place and will brief Council next month with guidelines of how to resolve.
- Question page 17, under of Instrument of Delegation – Council to CEO, item Contracts | Tenders | Authority to invite formal tenders for supply of goods and services, subject to procurement policy. Only CEO has authority level, for transparency, can Councillors please be notified of any tenders prior to being advertised? CEO said yes, and will notify Elected Members of any tenders prior to being advertised.
- Question page 19 of Instrument of Delegation – Council to CEO, item Communications | Public Statements | Authorised to release written and verbal public or media statements, Authority level is only the Mayor for Council? CEO confirmed this is correct for all official business for Council.
- Congratulated CEO on a very important document brought to Council – Instrument of Delegation – Council to CEO.

Councillor Trembath

- Raised the issue of the known use of Glyphosate (herbicide) on gamba grass, is this practice necessary. Brendan responded it is necessary as it helps ensure the slashing program is more efficient which will start today.

18 CLOSURE OF MEETING TO PUBLIC

Meeting was closed to public at 7.01pm.

The following officers left the meeting at 7.01pm due to a potential conflict of interest

- Mr Kerry Whiting, Director Corporate and Community Services
- Mr Brendan Pearce, Director Infrastructure and Environment

“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.

Moved Mayor Clark
Second Deputy Mayor Henderson

CARRIED 7/0

19 CONFIDENTIAL ITEMS

19.1 MINUTES OF THE SPECIAL CONFIDENTIAL MEETING OF COUNCIL HELD ON 28 JANUARY 2022

**Moved : Councillor Herdon
Seconded : Councillor Kingdon**

Minute No. 22.02.2022-OM10

That the minutes of the Special Confidential Meeting of Council on 28 January 2022 be confirmed as true and accurate.

CARRIED 7 / 0

19.2 BUSINESS ARISING FROM THE SPECIAL CONFIDENTIAL MEETING OF COUNCIL HELD ON 28 JANUARY 2022

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

Minute No. 22.02.2022-OM11

Declaration

Council omitted to move the Confidential Resolutions of the Appointment of Ingrid Stonhill to Chief Executive Officer and the appointment of Brendan Pearce as temporary Chief Executive Officer from 28 January 2022 to 7

February 2022.

Council published a media release at 4pm on Friday, 28 January 2022 to advise of the Confidential Resolutions.

CARRIED 7 / 0

20 RESUMPTION OF OPEN MEETING

Open meeting was resumed at 7.11pm

A motion was raised to open the meeting to the public

Moved Mayor Clark

Seconded Deputy Mayor Henderson

CARRIED 7/0

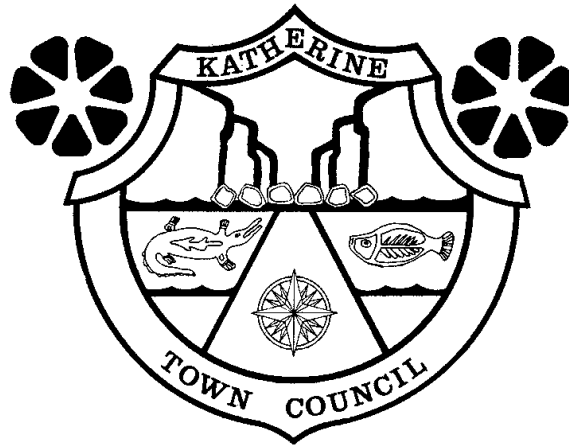
21 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday, 22 March 2022.

22 CLOSURE OF MEETING

That meeting was closed at 7:12pm

Elisabeth Clark
MAYOR OF KATHERINE



MINUTES
Special Meeting of Council

Friday, 4 March 2022
At 08.30 AM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

**MINUTES OF THE SPECIAL MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON FRIDAY, 4 MARCH 2022 AT 8:30AM**

- ELECTED MEMBERS** :
- Mayor Elisabeth Clark
 - Deputy Mayor Kym Henderson
 - Councillor Amanda Kingdon
 - Councillor Benjamin Herdon
 - Councillor Denis Coburn
 - Councillor Jeremy Trembath
 - Councillor Madeleine Bower
- OFFICERS** :
- Mrs Ingrid Stonhill, Chief Executive Officer (CEO)
 - Mr Kerry Whiting, Director Corporate and Community Services (DCCS)
 - Mr Brendan Pearce, Director Infrastructure, and environment
 - Mrs Persis Bhandara – Governance and Executive Officer (Minute Taker)

Order of Business

MINUTES.....	1
Special Meeting of Council.....	1
1 ACKNOWLEDGMENT OF COUNTRY.....	4
2 OPENING PRAYER.....	4
3 MEETING DECLARED OPEN AT 8.34 AM.....	4
4 APOLOGIES AND LEAVE OF ABSENCE.....	4
4.1 Apologies.....	4
4.2 Leave of Absence.....	4
5 CONFLICT OF INTEREST.....	4
6 REPORTS OF OFFICER.....	4
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8 CLOSURE OF MEETING.....	5

Unconfirmed

1 ACKNOWLEDGMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 8.34 AM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

- Councillor Benjamin Herdon.

4.2 Leave of Absence

- Nil.

5 CONFLICT OF INTEREST

Nil.

6 REPORTS OF OFFICER

6.1 Rates Recovery – Discharge of Overriding Statutory Charge

Purpose:

1. To seek Council's approval on the discharge of an Overriding Statutory Charge held over Assessment 280 for arrears totalling \$13,915.87 as the property is being sold; and
2. To approve all future Overriding Statutory Charge processes to be delegated to the Chief Executive Officer for action under Division 4 of the Local Government Act.

Recommendation:

1. Approve the removal of the statutory charge on Assessment 280 through the completion of the relevant land titles form signed under seal by the Mayor and Chief Executive Officer; and
2. Delegate to the Chief Executive Officer all future Overriding Statutory Charge processes required under Division 4 of the Local Government Act.

Moved: Councillor Bower

Seconded: Councillor Kingdon

Minute No. 04.03.2022-SMC1

That the recommendation listed above be adopted.

Notes:

- Councillor Kingdon queried how do they know if there is a conflict of interest as no information except the Assessment No. has been provided.

DCCS responded in his opinion the report had been purposely written so that no confidential information is in the report and therefore no conflict will apply.

- Councillor Coburn asked for clarification. DCCS responded: Discussion is 2-fold (1) rate recovery process, legislation and register of charge over property, property being sold and to remove a charge on land sold. (2) streamline the process, delegate to the CEO for future process.
- Councillor Kingdon queried the total of \$1.2m being outstanding since 2015. DCCS confirmed the debt amount.
- Deputy Mayor Henderson wanted to confirm the May 2015 date on the report. DCCS stated unfortunately, yes, we have dropped the ball on rate arrears, we do have a process, and this has started again.
- Deputy Mayor Henderson asked if we have a standard procedure to follow? DCCS stated a 12-step process will be followed. The CEO stated that the Council had been mindful of COVID and the implications and considerations regarding the last 2 years and the hardship on some.
- The Mayor mentioned Council have a process for rate payers facing financial difficulties. DCCS confirmed we do have a policy for charging late fees. The Mayor mentioned this may be a deterrent for rate payers to pay their rates on time and to let them know we cannot do what we need to do if rates are not paid.
- Deputy Mayor queried recommendation 2. delegate to CEO. CEO responded a six-monthly review will come to Council.

CARRIED 6/0

8 CLOSURE OF MEETING

Meeting was closed at 08:48 am.

Elisabeth Clark
MAYOR OF KATHERINE

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.1
MEETING	:	ORDINARY COUNCIL MEETING – 22 MARCH 2022
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF FEBRUARY 2022
AUTHOR	:	INGRID STONHILL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. SERVICES REQUESTS AND COMPLETED REQUESTS – FEBRUARY 2022 2. OUTSTANDING COUNCIL'S RESOLUTIONS AND RESOLUTIONS FROM PREVIOUS COUNCIL MEETINGS

PURPOSE OF REPORT

To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of February 2022.

COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 7 February to 28 February 2022:

Date	Meeting
Monday, 7 February 2022	Elected Member Information Session (EMIS)
Wednesday, 9 February 2022	Monthly WHS Meetings - Health and Safety Committee
Thursday, 10 February 2022	BRR LGAct2019 Implementation Working Group (meeting with Chief Ministers Office – compliance for new legislation)
	One on One meeting – Councillor Trembath
Friday, 11 February 2022	Colin Abbott, Chamber of Commerce Katherine Mayor to introduce new CEO
	One on One meeting – Councillor Herdon
	One on One meeting – Deputy Mayor Henderson
Monday, 14 February 2022	Managers Meeting
	One on One meeting Councillor Kingdon
Tuesday, 15 February 2022	Big Rivers RCC Meeting
Wednesday, 16 February 2022	Big Rivers Regional Reconstruction Committee Meeting
	One on One meeting – Councillor Coburn
	Luncheon meeting with staff to discuss Vision, Mission and Values (2 sessions)

Date	Meeting
Thursday, 17 February 2022	Colin Abbott, Chamber of Commerce Katherine
	International Day of People with Disability Awards event at Godinymayin Yijard Rivers Arts & Culture Centre
	Airport viewing with Director Infrastructure and Environment
	Meeting Jane Mack, National Recovery and Resilience Agency
Friday, 18 February 2022	RAAF Tindal 80th Commemorative Service at RAAF Tindal HQ
	One on One meeting – Councillor Bower
Monday, 21 February 2022	Meeting Jo Hersey MLA and Steve Edington MLA, Member for Barkly
	Elected Member Information Session
	Meeting with Mayor – probationary review discussion
Tuesday, 22 February 2022	Big Rivers Waste Management Working Group
	Leonie Cooper, NT Government – Circular Economy Strategy and Materials Recycling Facility
	Meeting with Minister Nicole Manison
	Meeting with Jake Quinlivan, Chief Ministers Office
	Ordinary meeting of Council
Wednesday, 23 February 2022	Meeting with Seniors
Thursday, 24 February 2022	KTC and Dept. of Chief Minister and Cabinet regular monthly meeting
	Department of Industry, Tourism and Trade’s Board of Management – Industry Dinner held at Contours Hotel, Katherine
Friday, 25 February 2022	Meeting with Mayor – weekly catch-up
	Chris Slattery, Consultant – meeting to discuss staff strategic planning
Monday, 28 February 2022	Managers Meeting

CEO UPDATE

My initial month at Katherine Town Council has been spent becoming familiar with council processes and procedures in each individual service delivery area.

Investigating council’s policy, asset management, finances and risk management framework to ensure compliance with the new Local Government legislation.

Meeting council employees and gaining understanding of workloads, workflows and barriers to successful completion of projects and tasks.

Of particular focus is the development of the KTC Strategic Plan, in consultation with the Project Control Group and Deloitte. The engagement of facilitation and planning for employee participation and engagement with the long-term goals.

Meeting high priority external stakeholders and attending community events.

Attending EMIS meetings and my first council meeting.

At the conclusion of my first month, I have prepared a detailed confidential report to the Mayor and Deputy Mayor on what I identify to be priority issues. These will be addressed as a matter of importance with weekly report to the mayor.

Staff are currently working towards and seeking guidance and clarity around service statements and service budget, in preparation for presentation to Council in March, prior to Council's consideration of the annual budget and rates.

My appointment to council has given opportunity for both current Directors to take annual leave in February and March.

As required through the service delivery and budget process I will be analyzing service delivery efficiencies and FTE/PTE positions within the organizational structure.

I have commenced a new process for dealing with elected member requests. This enables me to understand the type of information required and any knowledge gaps I may assist with. I have also been working with elected members and a Darwin contracted facilitator, to develop some Katherine Town Council specific elected member training to take place in April.

OTHER UPDATES

Other attachments include:

- Service requests that were received and completed in the month of February 2022
- Outstanding Council's Resolutions for the period of May 2020 and resolutions from previous meeting in February 2022 (to be tabled at meeting)

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the Chief Executive Officer Report for the Month of February 2022.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.2
MEETING	:	ORDINARY COUNCIL MEETING – 22 nd March 2022
REPORT TITLE	:	INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF FEBRUARY 2022
AUTHOR	:	BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE & ENVIRONMENT
ATTACHMENT/S	:	1. NIL

PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of February 2022.

BACKGROUND**Parks and Open Areas**

- Staff continue to carry out ground's maintenance throughout the Municipality, respond to *Snap Send Solve* requests, and carry out other general works and services including:
 - Hot Springs - daily vandalism inspections, fixing of vandalism and wilful damage to the irrigation systems and plants with 30 replacement trees planted and hedge along fence line
 - Repaired various damages to fence, park gate, roundabout planting and irrigation
 - Changed over event banner flags
- Consultants completed a safety compliance audit of play and fitness equipment in 17 locations throughout Katherine



New hedge planting – Hot Springs Park fence

- Tree management:
 - Staff attended to fallen tree on Kirkpatrick Street, and trimmed trees on Maluka, Callistemon, First and Shepard streets, including removing 3 dead trees

- Staff carried weight reduction and removal of dangerous limbs and trees in Grevillia Park, Glencoe Park and De Julia Park
- Contractor inspected and treated trees in Grevillia Park for termites
- **Vegetation management**
 - Scheduled works undertaken for slashing and seasonal weed treatment programs and in response to Snap Send Solve reports
 - Staff slashed and mowed walking trail on Riverbank Drive
 - Contractors engaged to undertake spraying of caltrop and woody weeds along River Loop walking trail and in Katherine South

Katherine Memorial Cemetery

- 5 burials were conducted, and staff installed headstone on behalf of member of the public
- Staff continue to undertake routine maintenance of the gravesites, grounds, and lawns

Buildings and Facilities

Katherine Sportsgrounds

- Staff carried out general maintenance of the complex and ovals, including fertilising, irrigation and mowing
- Staff cleaned Adventure Play Park, skate park and shaded seating area with high pressure washer
- Contractors installed water bubbler in at the skate park
- Council staff are continuing to fertilize and treat Oval Two following guidelines from the contractor
This consists of 625 kg of granular fertiliser and 1600 litres of liquid fertiliser over this month

Fertilising Oval Two

Drinking fountain installed in Skate Park



- The Aquatic Centre commenced Learn to Swim and other programs and saw a significant increase in patronage



Katherine Showgrounds

- Staff carried out repairs and general maintenance on the main oval, arenas, irrigation and other areas and facilities to prepare for upcoming hires



Showgrounds works to improve arena surfaces

Infrastructure

Road Network and associated Infrastructure

- Staff and contractors cleaned up boat ramp, Knotts Crossing parking area and Low Level bridge after wet weather closures
- Staff and contractors commenced scheduled footpath renewal program
- Contractors commenced scheduled edge repair program
- Staff and contractors continued scheduled open drain maintenance program



Boat ramp access and parking area - before and after erosion repair works



Low Level Bridge and Upper Carpark



Before and after - Footpath renewal works on Fourth Street



Clearing stormwater pipes
maintenance
Road

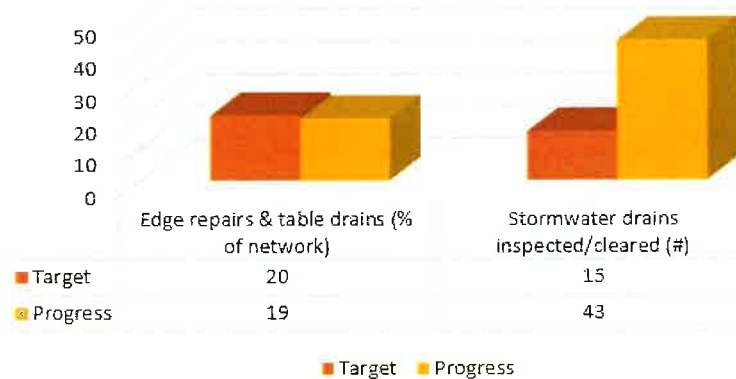
Drainage
edge



Outdoor Lighting

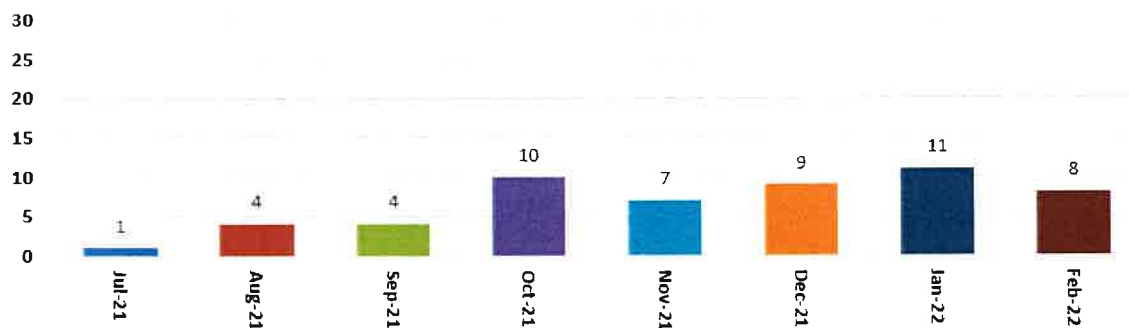
- Eight streetlight faults were reported to Council

Infrastructure Maintenance



from members of the public during the month of January. Contractors carried out scheduled maintenance and repairs

Monthly Streetlight Reported Faults (#)



Environment







Waste Management Facility

- Staff continued with daily operational tasks including weed eradication, erosion control, water quality monitoring, and works to maintain active tip face and access to landfill

- Staff are engaging with other stakeholders and participating in ongoing discussions regarding future waste management plans for Katherine and the Big Rivers Region

Monthly Energy Production - Civic Centre

- Average energy produced by Civic Centre roof solar panels is 150kWh of electricity per day.

Katherine Civic Centre						
Month 2021-2022	Energy Produced (KWH) 	Energy Consumed (KWH) 	Exported to Grid (KWH) 	Imported from Grid (KWH) 	Carbon Offset Tonnes 	Equivalent to Number of Trees 
July	4641	9020	1563	5941	3.2	82
August	5136	9513	1906	6282	3.5	91
September	5360	11862	1155	7657	3.6	93
October	3632	14778	376	11521	2.5	64
November	3796	11690	485	7895	2.6	67
December	3522	11252	452	8183	2.5	64
January	5122	8601	1306	4786	3.6	93
February	5194	10079	8075	4900	3.6	94
21-22 TOTAL	36404	86795	15318	57166	25	648

Planning Applications

Council considered the following planning applications during the month of February 2022:

- 2 x Development Application
- 1 x Permit Amendment

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That the report of the Infrastructure & Environment Department for the month of February 2022 be received and noted.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : 13.3
MEETING : ORDINARY COUNCIL MEETING – 22nd March 2022
REPORT TITLE : FEBRUARY 2022 – PROJECT UPDATE
AUTHOR : NIRODHA – ADMINISTRATION OFFICER
ATTACHMENT/S : 1. PROJECT UPDATE – FEBRUARY 2022

PURPOSE OF REPORT

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of February 2022.

BACKGROUND

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

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

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

OFFICER RECOMMENDATION

That it be recommended to Council to:

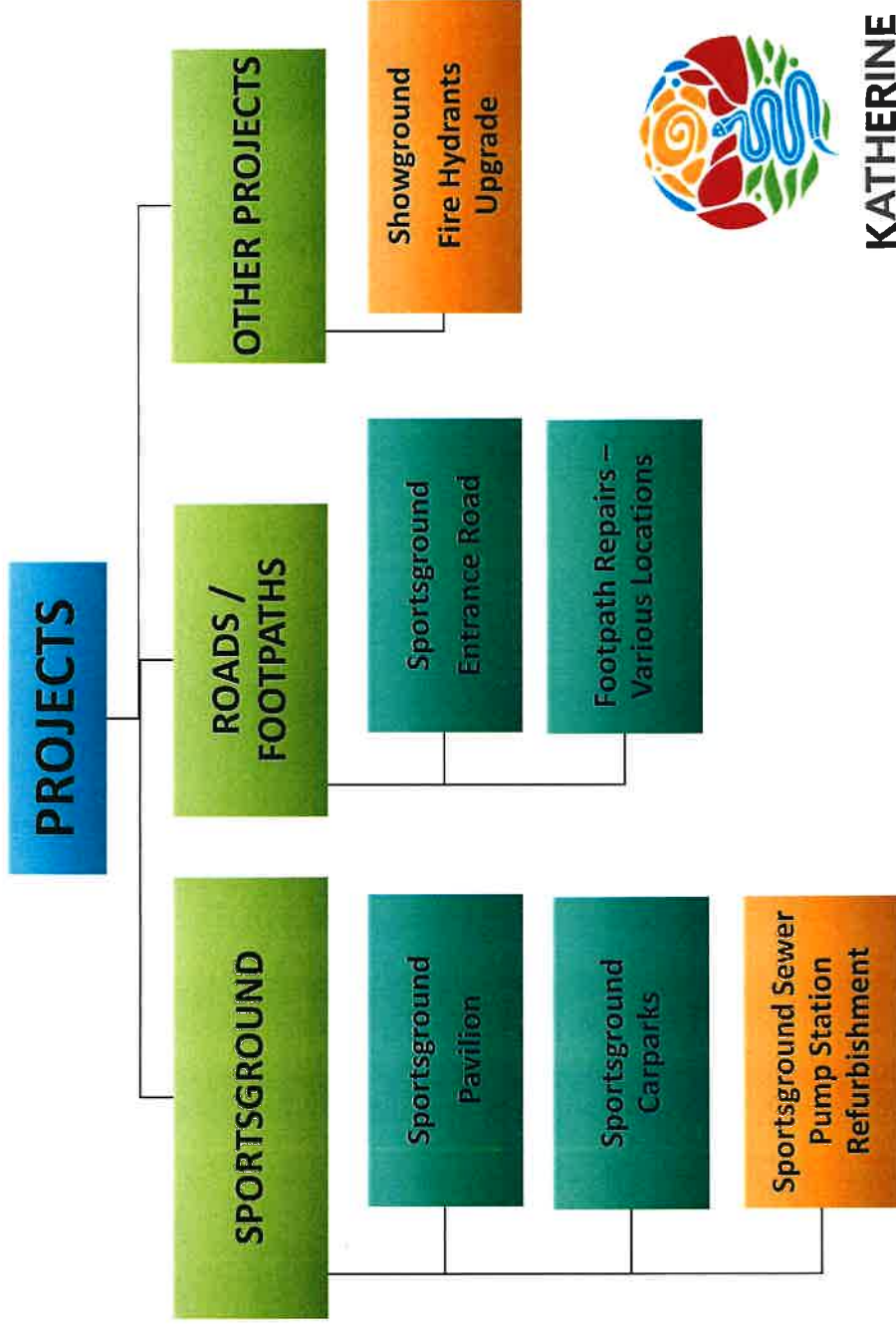
1. Receive and note the project update for the month of February 2022.

A handwritten signature in black ink, appearing to read 'Ingrid Stonhill', written in a cursive style.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

Project Update Date 15 March 2022	
Summary	
Total Projects	6
Completed Projects	0
Construction Phase	4
Design Phase	2
Discontinued	0
Released for Tender	0
Ready for Tender	0
Legend	
Completed	
Construction Phase	
Design Phase	
Discontinued	
Ready for Tender	
Released for Tender	



KATHERINE
TOWN COUNCIL

KATHERINE SPORTSGROUND – PAVILION



KATHERINE TOWN COUNCIL

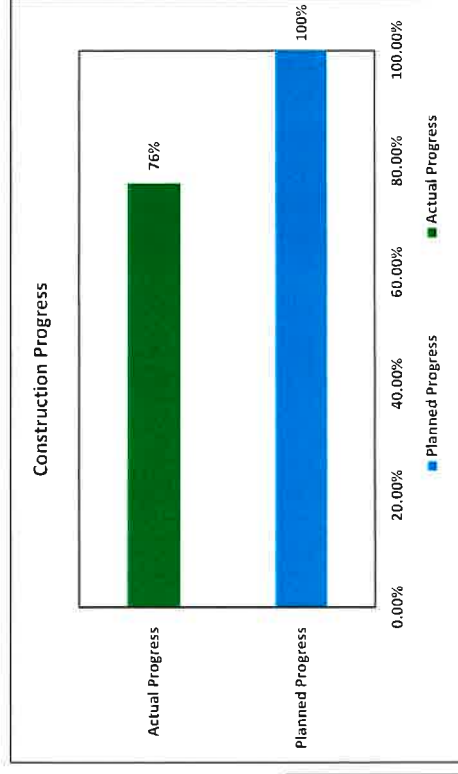
CONTRACTOR: NORBUILT PTY LTD

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

The scope of works included

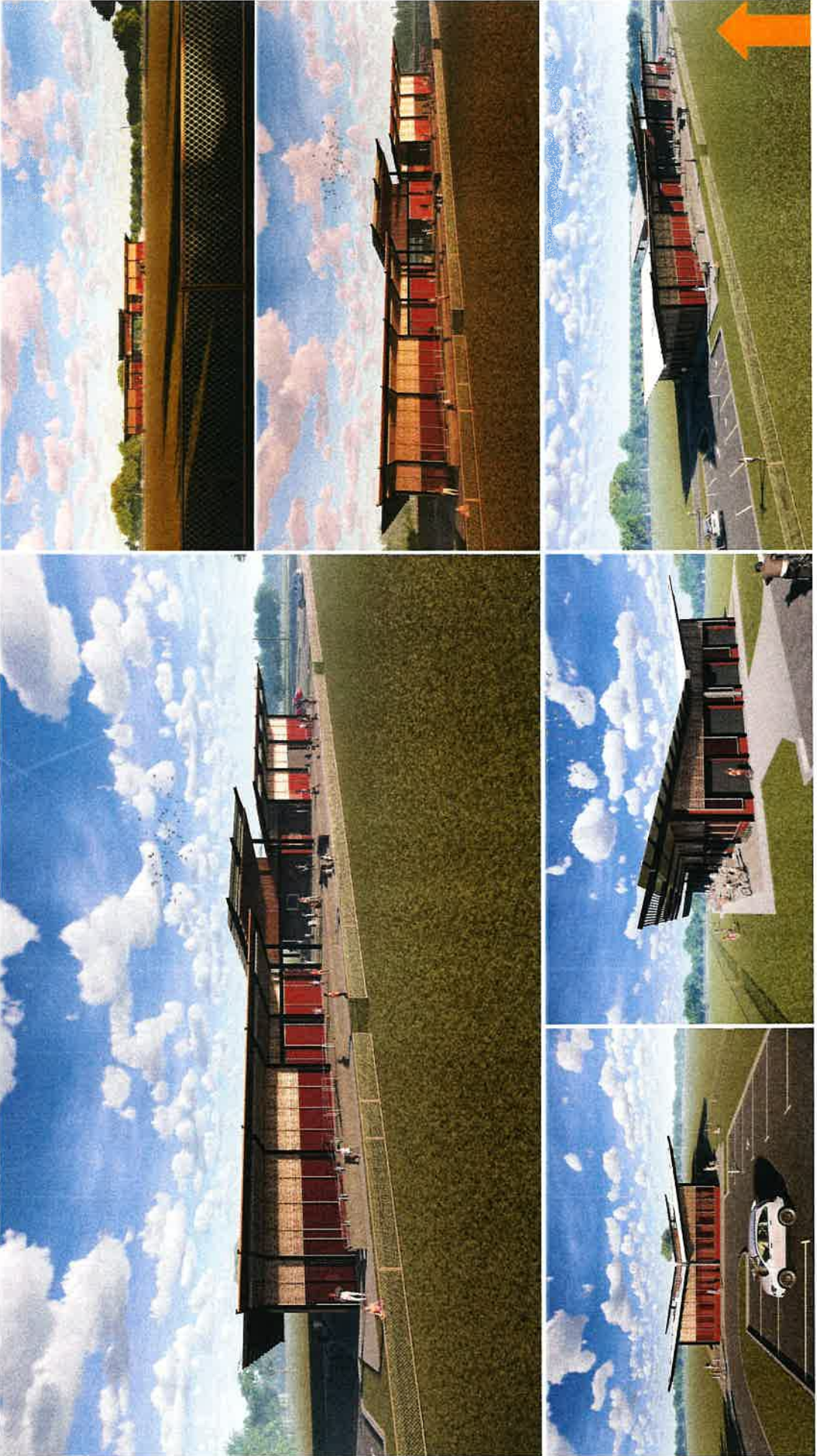
- Demolition of existing building
- Main Building works, including hardscape to its perimeter, shading awning and landscaping works
- Main building includes 4 x Change rooms, Male & Female Toilets, Outdoor Function Space, Kitchen, Offices, Store rooms, First Aid Room, Comms Room and Cleaners Room
- Upgradation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



KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	09 October 2020
Tender Closing Date	06 November 2020
Contract Award Date	Mid December
Construction Work Start	25 January 2021
Duration of Works	12 Months (Plus Covid Delays)
Completion Date	19 May 2022







KATHERINE SPORTSGROUND – CAR PARKS



KATHERINE TOWN COUNCIL

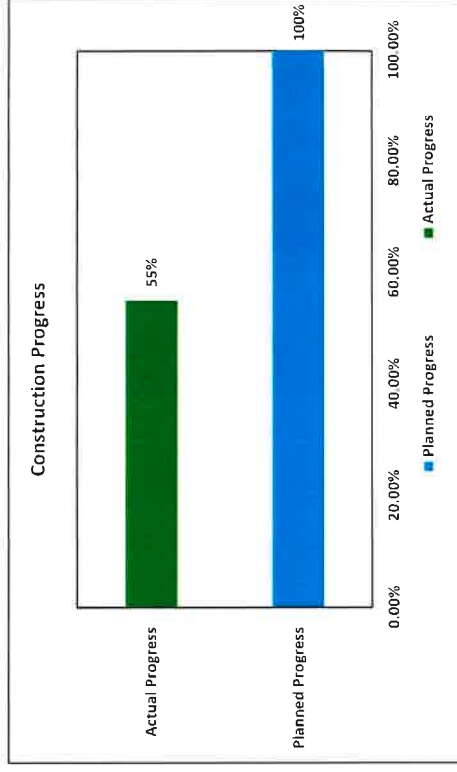
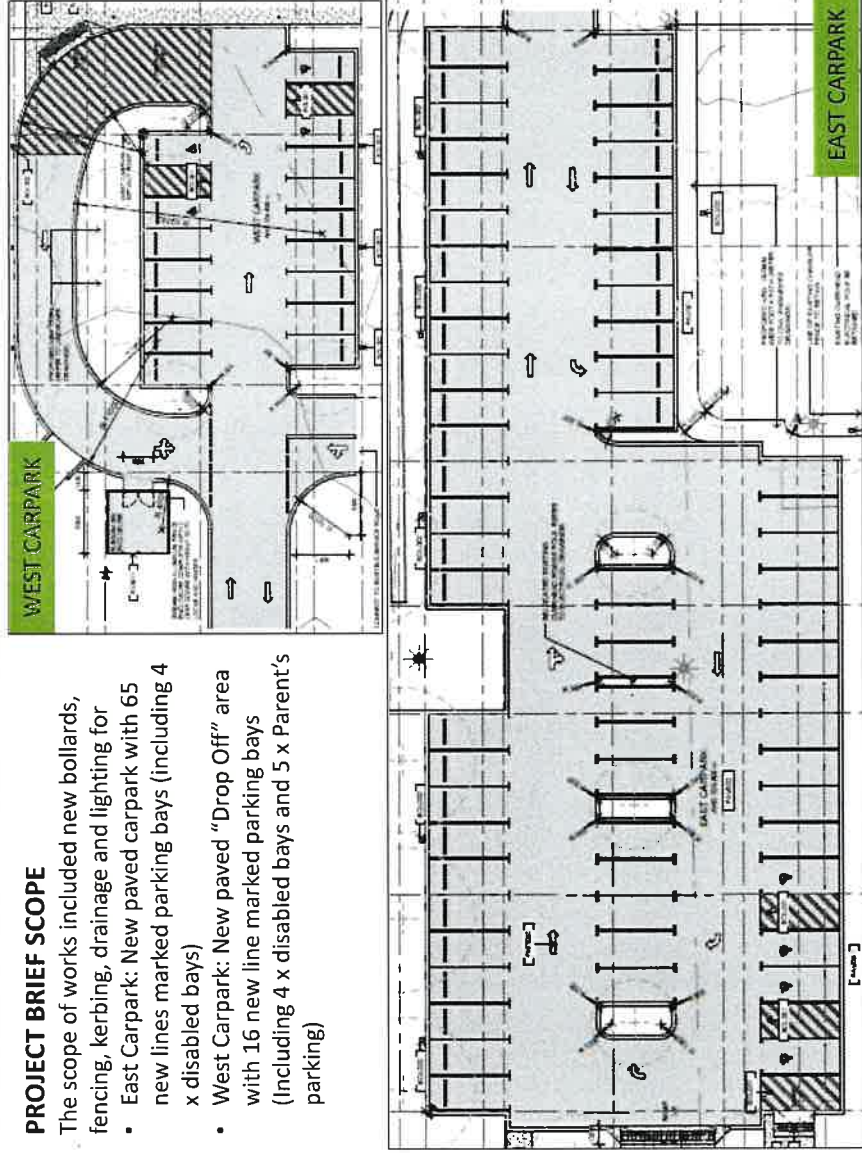
CONTRACTOR: NORBUILT PTY LTD

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

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

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



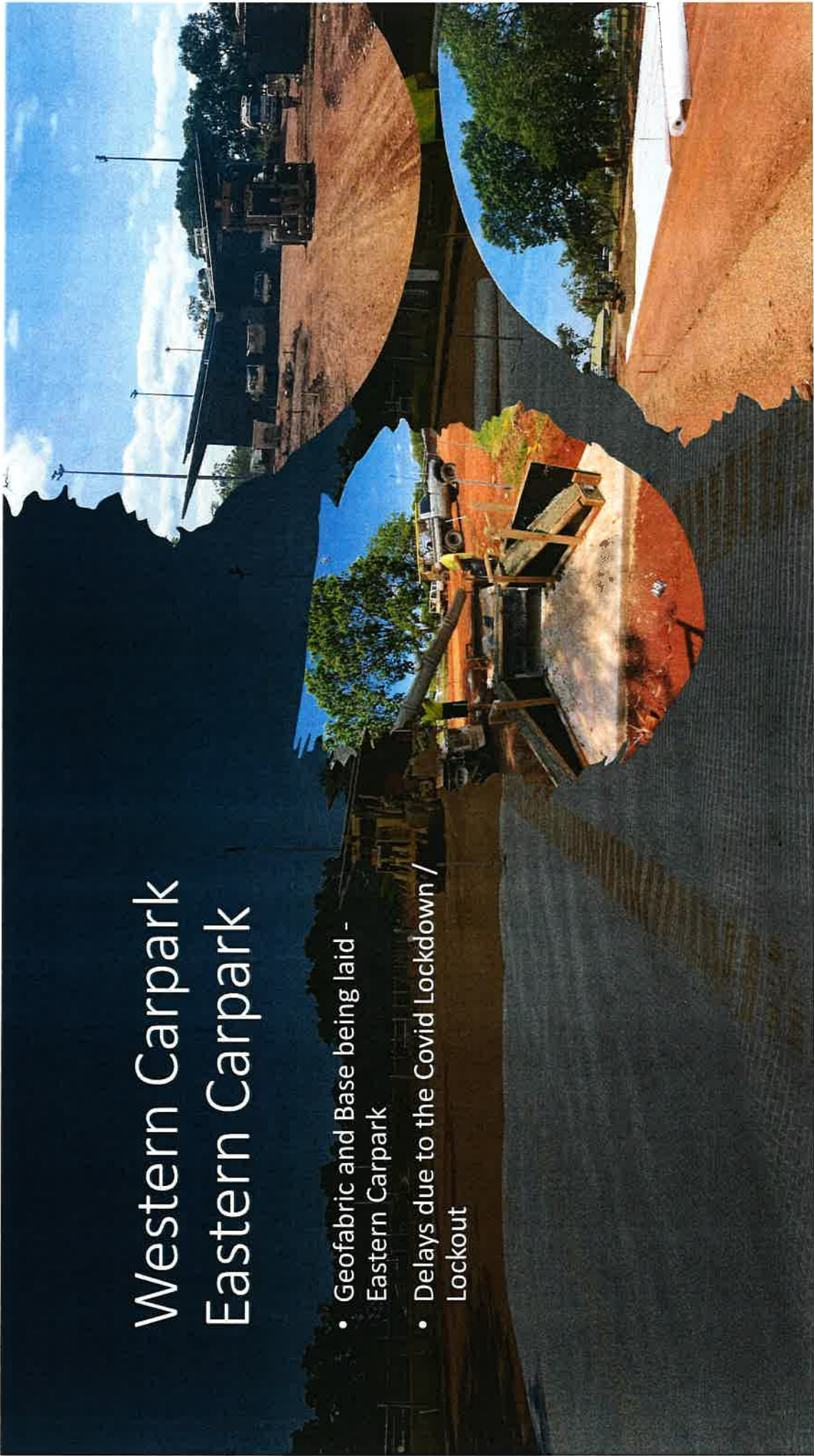
KEY DATES

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Contract Award Date	Mid December
Construction Work Start	25 January 2021
Duration of Works	10 Months (Plus Covid Delays)
Completion Date	19 May 2022



Western Carpark Eastern Carpark

- Geofabric and Base being laid - Eastern Carpark
- Delays due to the Covid Lockdown / Lockout



KATHERINE SPORTSGROUND – ENTRANCE ROAD



KATHERINE TOWN COUNCIL

CONTRACTOR: DOWNES GRADERWAYS

CONSULTANT: HAMES SHARLEY

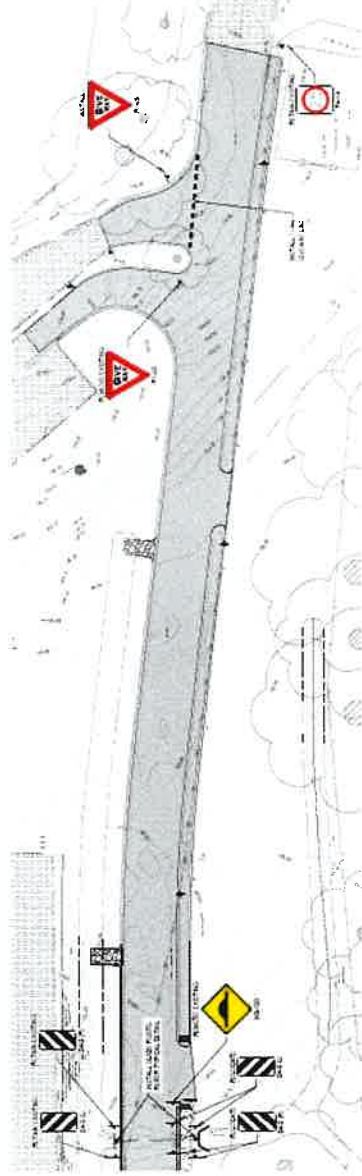
PROJECT BRIEF SCOPE

The principal objectives of the project are to:

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

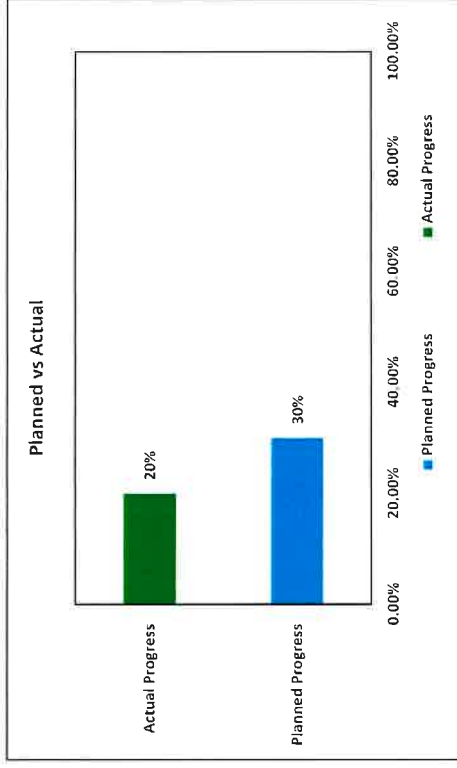
PROJECT UPDATE

- Commenced preparation work
- Continuing survey of levels and alignments



LEGEND

- PROPOSED FACILITY AND SERVICES
- EXISTING FACILITY AND SERVICES
- PROPOSED CONCRETE PAVEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED GRASS
- PROPOSED GULLY
- PROPOSED CURB
- PROPOSED KERB
- PROPOSED FENCE
- PROPOSED LIGHTING
- PROPOSED SIGNAGE
- PROPOSED TREE
- PROPOSED PLANTING
- PROPOSED LANDSCAPING
- PROPOSED FURNITURE
- PROPOSED UTILITIES
- PROPOSED DRAINAGE
- PROPOSED EROSION CONTROL
- PROPOSED SECURITY
- PROPOSED ACCESS
- PROPOSED BOUNDARY
- PROPOSED SETBACK
- PROPOSED CLEARANCE
- PROPOSED HEIGHT
- PROPOSED WIDTH
- PROPOSED DEPTH
- PROPOSED VOLUME
- PROPOSED WEIGHT
- PROPOSED DENSITY
- PROPOSED TEMPERATURE
- PROPOSED PRESSURE
- PROPOSED FORCE
- PROPOSED ENERGY
- PROPOSED POWER
- PROPOSED CURRENT
- PROPOSED VOLTAGE
- PROPOSED RESISTANCE
- PROPOSED CAPACITANCE
- PROPOSED INDUCTANCE
- PROPOSED FREQUENCY
- PROPOSED WAVELENGTH
- PROPOSED PERIOD
- PROPOSED VELOCITY
- PROPOSED ACCELERATION
- PROPOSED DECELERATION
- PROPOSED FORCE PER UNIT AREA
- PROPOSED FORCE PER UNIT VOLUME
- PROPOSED FORCE PER UNIT LENGTH
- PROPOSED FORCE PER UNIT MASS
- PROPOSED FORCE PER UNIT TEMPERATURE
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- PROPOSED FORCE PER UNIT FORCE PER UNIT DECELERATION



KEY DATES

Drawings and Design Complete	29.11.2021
KTC Release for Tender	03.12.2021
Tender Closing Date	10.12.2021
Contract Award Date	15.12.2021
Construction Work Start	End April (After the Eastern Carpark is Completed)
Duration of Works	6 Weeks
Completion Date	Mid June 2022



FOOTPATH REPAIRS – VARIOUS LOCATIONS



KATHERINE
TOWN COUNCIL

CONTRACTOR: KATHERINE PLASTERING AND TILING

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

- Repair existing damaged concrete footpath at various locations in Katherine

PROJECT UPDATE

- Ongoing

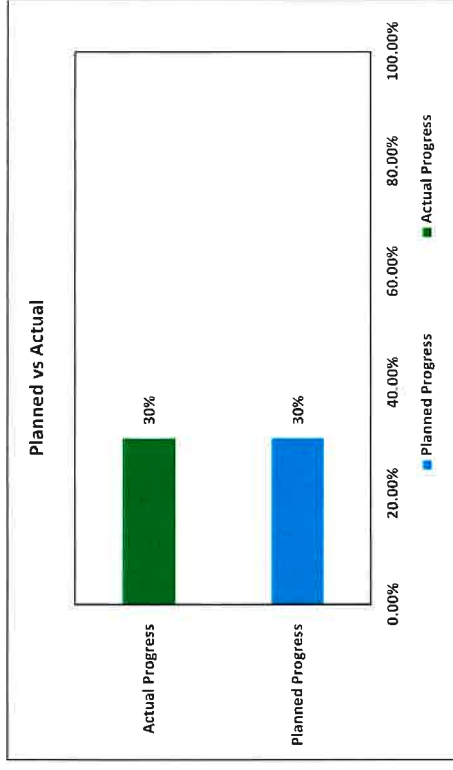


Before



After

Fourth St



KEY DATES

Drawings and Design Complete	N/A
KTC Release for Quotation	11 November 2021
Quotation Closing Date	18 November 2021
Contract Award Date	11 January 2022
Construction Work Start	14 February 2022
Duration of Works	2 months
Delivery Date	End of April 2022



KATHERINE SPORTSGROUNDS- SEWER PUMP STATION REFURBISHMENT



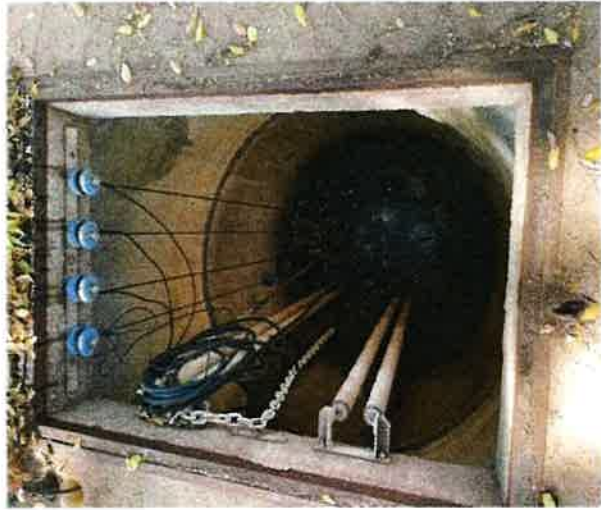
KATHERINE
TOWN COUNCIL

CONTRACTOR: FLETCHERS PLUMBING AND GAS FITTING

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

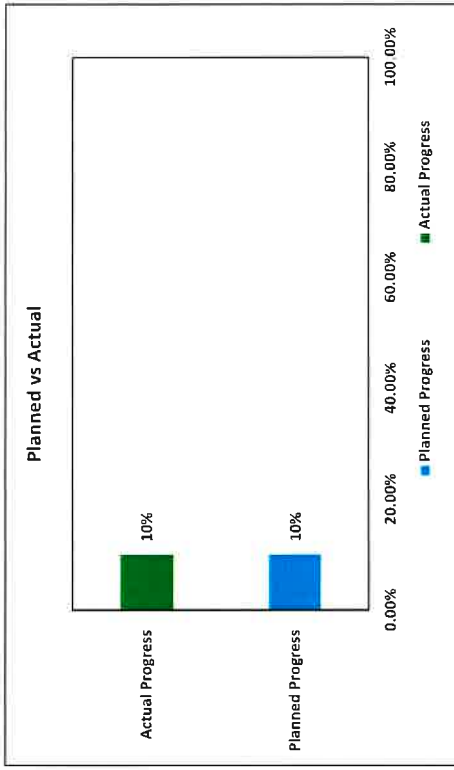
- Refurbish the sewer pump station at the Katherine Sportsground. This also includes the supply and installation of 2 new pumps.



Existing Sewer Pump Station

PROJECT UPDATE

- Ongoing



KEY DATES

Drawings and Design Complete	28 January 2022
KTC Release for Quotation	4 February 2022 BUS270
Quotation Closing Date	8 February 2022
Contract Award Date	9 February 2022
Construction Work Start	28 March 2022
Duration of Works	2-3 Days
Delivery Date	30 April 2022



KATHERINE SHOWGROUNDS- FIRE HYDRANT UPGRADE



KATHERINE TOWN COUNCIL

CONTRACTOR: FLETCHERS PLUMBING AND GAS FITTING

PROJECT BRIEF SCOPE

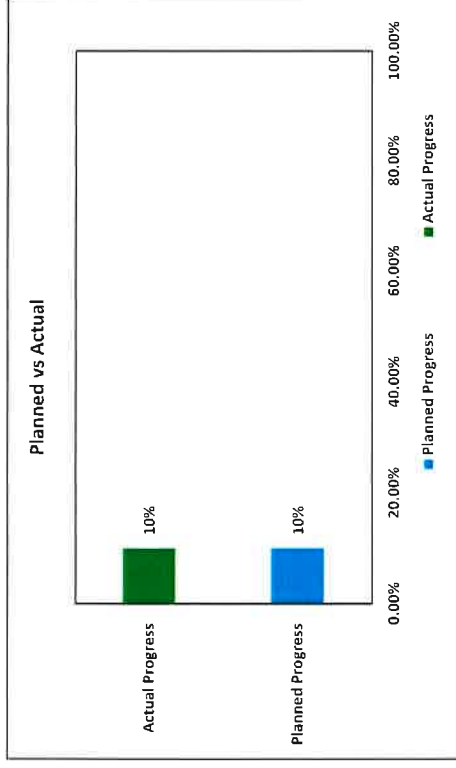
- The principal objectives of the project is to:
- Design and installation of internal fire hydrant service upgrade to meet NTPFRS compliance

PROJECT UPDATE

- Ongoing



Upgrade Plan



KEY DATES

Drawings and Design Complete	4 March 2022
KTC Release for Quotation	21 January 2022
Quotation Closing Date	4 February, 2022
Contract Award Date	1 February 2022
Construction Work Start	24 March 2022
Duration of Works	2 Weeks
Delivery Date	7 April 2022



KATHERINE TOWN COUNCIL



REPORT

NO	:	13.4
MEETING	:	ORDINARY COUNCIL MEETING – 22 nd March 2022
REPORT TITLE	:	KATHERINE CBD ROAD REMEDIATION WORKS – ENGAGEMENT OF CONTRACTOR
AUTHOR	:	BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT
ATTACHMENT/S	:	1. SUBMISSION – DOWNER EDI PTY LTD 2. LOCAL BUY CONTRACT BUS270 FOR ROAD, WATER, SEWERAGE & CIVIL WORKS

PURPOSE OF REPORT

To request from Elected Members authorisation for procurement of bitumen resealing services to deliver the Katherine CBD Road Remediation works.

BACKGROUND

Katherine Town Council manages and maintains some 147 kilometres of sealed road pavements. In 2021, an external engineering consultancy was engaged by Council to undertake a road condition audit. This audit assessed the condition of the sealed road surface taking into account factors such as cracking, flushing and stripping. The condition audit has formed the basis for the development of priority work programmed maintenance packages over coming years.

Council's adopted annual budget has allocated funds available to complete these periodic bitumen resealing and remediation works. The following package of works was offered for procurement through the NT Local Government approved *Local Buy* procurement process under *Local Buy Contract BUS270 for Road, Water, Sewerage & Civil Works*.

Katherine CBD Road Remediation scope of works includes:

- Site establishment, civil works documentation, mobilisation, demobilisation, quality testing and documentation, traffic management expenses, surface preparation, and reinstatement of linemarking.
- Profile out 50mm and replace with A15E 14mm aggregate asphalt for three (3) roundabouts
 - First and Warburton Streets
 - First and Giles Streets
 - Giles and Second Streets
- Single coat S10E reseal of CBD streets
 - Mannion Street - from First St to Second St
 - Warburton Street - from Katherine Tce to Second St
 - Second Street - from Giles St to O'Shea Tce
 - Third Street - from Giles St to end of Third St
 - Fourth Street - from Lindsay St to O'Shea Tce
 - Giles Street - from Katherine Tce to Third St
 - Lindsay Street - from Katherine Tce to Chambers Dve
 - First Street - from Giles St to O'Shea Tce

Downer EDI Works Pty Ltd have submitted a contract price of \$622,357.88 including GST to undertake these works as shown above and in accordance with *Local Buy Contract BUS270 for Road, Water, Sewerage & Civil Works*.

This supplier has a local branch depot in Katherine, has successfully delivered similar previous roadworks for Council and has indicated that they have the capacity complete these works in prior to 30 June 2022.

As the submitted contract price is above the Financial Delegation of the Council to the CEO (\$500,000), Council is requested to approve this procurement.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Approve the engagement of Downer EDI Works Pty Ltd under Local Buy Contract *BUS270 for Road, Water, Sewerage & Civil Works* to deliver the Katherine CBD Road Remediation works program for the amount of Six hundred and twenty-two thousand, three hundred and fifty-seven dollars and eighty-eight cents (\$622,357.88) including GST.
2. That Council authorise the CEO under Part 40 of the *Local Government Act 2019* to sign and execute the contract.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL
SCHEDULE OF RATES



KATHERINE
TOWN COUNCIL

Q22-07 - Katherine CBD Road Remediation

Note: this Request for Written Quote shall be read and used in conjunction with:

Item	Description	Unit	Quantity	Unit Rate	Total Cost	Remarks
1	PRELIMINARIES					
1.1	Miscellaneous Provisions					
	All associated items for site establishment, civil works documentation, mobilisation and demobilisation	Item	1	\$ 41,707.30	\$ 41,707.30	
	Site preparation - trim tree branches along kerbs to enable safe access for machinery during the works if ordered. (Provisional Item)	Item	1	\$ -	\$ -	Downer would charge cost plus 10% for this item.
	Quality testing and documentation	Item	1	\$ 9,212.56	\$ 9,212.56	
1.2	Provision for Traffic					
	Preparation of compliant Traffic Management Plan (TMP)	Item	1	\$ 1,720.00	\$ 1,720.00	Include full detours to allow ease of access for the works, and submit for Council's approval, including the communication plan that will be used to consult with businesses to minimise the impact on their operations, and to inform residents and general public prior to, and during, the works.
	Implementation of TMP and TGS	Item	1	\$ 86,449.00	\$ 86,449.00	
				Total for PRELIMINARIES (Sub Total 1)	\$ 139,088.86	

Item	Description	Unit	Quantity	Unit Rate	Total Cost	Remarks
2	ASPHALT CBD ROUNDABOUTS (SPECIFIED LOCATIONS)					
2.1	Profile out 50mm existing and replace with A15E 14mm aggregate asphalt flush to kerb, include entry and exit curves.	m ²	2,000	\$ 96.05	\$ 192,106.63	
				Total for SCHEDULE 2 (Sub Total 2)	\$ 192,106.63	

Item	Description	Unit	Quantity	Unit Rate	Total Cost	Remarks
3	S10E SINGLE COAT RESEAL OF CBD STREETS (SPECIFIED LOCATIONS)					
3.1	Surface preparation including minor patching as needed	Item	1	\$ 3,700.00	\$ 3,700.00	
3.2	Supply and Application of Prime Seal @ 1L/m ² (Provisional Quantity)	Litres	37,000	\$ 1.93	\$ 71,496.45	
3.3	Precoat applied to Aggregate @ 10L/m ³ (Provisional Quantity)	Litres	2,000	\$ 4.19	\$ 8,381.54	
3.4	Supply, Spread and Roll 7mm Aggregate @ 150m ² /m ³ (Provisional Quantity)	m ²	20,500	\$ 3.68	\$ 75,417.31	
3.5	Supply, Spread and Roll 10mm Aggregate @ 110m ² /m ³ (Provisional Quantity)	m ²	16,500	\$ 4.58	\$ 75,589.10	
3.6	Reinstate linemarking for streets and roundabouts. Include temporary stop bars, stick and stomps	Item	1	\$ 37,836.70	\$ 37,836.70	
Total for SCHEDULE 3 (Sub Total 3)					\$ 234,584.40	
Signed: Greg Farmilo						
For: Downer EDI Works Pty Ltd						
Date: 22 / 02 / 22						
				T22-07 - PROJECT TOTAL	\$	565,779.89
				Excluding GST	\$	56,577.99
				GST	\$	
				T22-07 - SUBMISSION	\$	622,357.88
				Including GST	\$	

KATHERINE TOWN COUNCIL



REPORT

NO	: 13.5
MEETING	: ORDINARY COUNCIL MEETING – 22nd March 2022
REPORT TITLE	: CLOSURE OF NTEPA AUTHORISED OFFICER DIRECTION IN RELATION TO THE SHOWGROUNDS TYRE-FIRE
AUTHOR	: PETER A SCHUBERT - STRATEGIC PLANNER
ATTACHMENT(S)	: 1. ENDORSEMENT REPORT BY ENVIRONMENTAL AUDITOR 2. LETTER TO NTEPA ADVISING OF FINAL COMPLIANCE WITH AUTHORISED OFFICER DIRECTION

PURPOSE OF REPORT

To advise Council that the final rehabilitation and clean-up of the Tyre Fire site has been concluded and validated by industry experts and endorsed by a qualified Environmental Auditor.

To gain Council endorsement to formally advise the NTEPA of the rehabilitated status of the site.

BACKGROUND

In July 2019, a grass fire jumped a firebreak and set alight baled tyres that formed a wall along the boundary of the showgrounds. The fire caused considerable smoke pollution and resultant soil contamination. It has taken several years to complete rehabilitation of the site.

Agon Environmental oversaw the extinguishment of the fire, and organised removal of the tyre residue and the less contaminated soil to Shoal Bay Waste Management Facility.

During 2020-2021, several options were explored to deal with the more contaminated soil remaining on site, including both the design of a specialised containment cell at the Katherine Waste Management Facility (Pritchard Francis) and in-situ bio-treatment of the soil (Veolia).

Neither option proved to be economically viable. In March 2021, further testing of the soil (Douglas Partners) found that contamination levels were low enough to dispose all the remaining soil at Shoal Bay Waste Management Facility (Cleanaway).

The rehabilitation of the site has been validated by industry experts and approved by an Environmental Auditor (see attached report). It has been landscaped, fenced and returned to its original purpose as a perimeter boundary road and firebreak.

Following the conclusion of investigations of the fire incident by NTEPA, Council entered into a formal Performance Agreement with the Territory Government that resulted in the development of Council's Waste Management Strategy 2021-2026 and the establishment of an Air Quality Monitoring Station in the town.

A letter to the NTEPA advising them of the final rehabilitation of the site is attached.

Rehabilitated Site



OFFICER RECOMMENDATION

That Council:

1. Note that the site of the tyre fire that occurred on 1 July 2019 at a perimeter fence of the Katherine Showgrounds is now remediated and returned to general recreation use.
2. Receive and note the attached Environmental Auditor's Report.
3. Endorse sending the attached Letter to the NTEPA


Ingrid STONHILL
CHIEF EXECUTIVE OFFICER

ESHER

ENVIRONMENTAL SERVICES

28 February 2022

Our ref 2020023/L8

Katherine Town Council
24 Stuart Highway
Katherine NT 0851

Your ref

Attention: Brendan Pearce
Exec Manager Infrastructure and Environment

Email: records@ktc.nt.gov.au

Dear Sir

REMEDIATION AND VALIDATION OF TYRE FIRE SITE AT KATHERINE SHOWGROUNDS, NORTHERN TERRITORY – AUDITOR REVIEW AND VERIFICATION

1. INTRODUCTION

PREAMBLE

Section 68 of the Northern Territory *Waste Management and Pollution Control Act 1998* (WMPC Act), Register of qualified persons, specifies that:

- (1) *The NT EPA must cause to be established and maintained a register of:*
- (a) *persons qualified to perform environmental Audits for the purposes of an environmental Audit program...*

It is understood that in early 2011 persons accredited under the Victorian Environmental Auditor Scheme were approved as a class of person suitable to undertake environmental Audits in the Northern Territory.

Adrian Hall, an Environmental Auditor (Contaminated Land) appointed by the Victorian Environment Protection Authority (EPA) under the Victorian *Environment Protection Act 2017*, was engaged by

Katherine Town Council (KTC) in June 2020 to provide environmental auditing services in relation to the environmental remediation of a tyre fire at Katherine Showgrounds, Northern Territory.

The Audit is being undertaken in accordance with Section 47d of the WMPC Act which states that:

An environmental audit is an evaluation of any of the following:

(d) the likelihood of waste management problems or pollution resulting in environmental harm occurring and the adequacy of safeguards in place to prevent their occurrence or limit their impact on the environment;

(f) the types, amount, distribution or mobility of contaminants or waste present in the environment.

It should be noted that this review letter does not constitute an environmental audit report, certificate or statement, and should be regarded as a letter of review and verification only.

BACKGROUND

Environmental auditing services were requested in relation to the remediation of an area of public land (forming part of the Katherine Showgrounds) which had been contaminated by a fire of baled tyres. This work was the subject of an EPA Authorised Officer Direction under Section 72(k) of the *Waste Management and Pollution Control Act 1998*, dated 15 July 2019.

On 1 July 2019 a row of tyres that was being used as a boundary fence was set on fire. The tyre residue and some underlying soils were disposed of off-site to a licensed facility; however, approx. 220 tonnes of potentially contaminated soil remained on site.

KTC indicated that the tyre fire was extinguished by scraping soil from the surrounding area and placing it on top of the tyres to smother the fire. The fire reportedly continued to smoulder until at least mid-July 2019. KTC stated that fire-fighting foams were not used to extinguish the fire.

A waste classification assessment was completed by Douglas Partners (DP 2021b). Following removal of the stockpiled materials from the site, Douglas Partners was commissioned by Katherine Town Council to prepare a Sampling, Analysis and Quality Plan (SAQP) for the validation of the stockpile footprint area and the area in the immediate vicinity.

Following Auditor review and approval of the DP (2021a) SAQP, Douglas Partners carried out the validation assessment, and documented their findings in a Validation Assessment report (DP 2022).

DOCUMENTS REVIEWED

This letter presents an Auditor review and verification of the following documents:

- Douglas Partners (DP 2021a), Sampling, Analysis and Quality Plan, Validation following Removal of a Stockpile, Katherine Showground, 11 Murphy Street, Katherine South, NT, for Katherine Town Council, Ref202757.01.R.001.Rev1.Final, dated 2 August 2021
- Douglas Partners (DP 2022), Validation Assessment following Removal of a Stockpile, part of Katherine Showground, 11 Murphy Street, Katherine, NT, for Katherine Town Council, Ref 202757.02.R.001.Rev2, dated 4 February 2022.

Appendix E of the Douglas Partners (2022) Validation Assessment report includes two waste classification reports, as follows:

- Douglas Partners (DP 2021b), Stockpile Waste Classification, Stockpile of Suspected Contaminated Soils, Katherine Showground, 11 Murphy Street, Katherine South, NT, letter report to Katherine Town Council, Ref 202757.00.R.001.Rev1, dated 2 August 2021
- Douglas Partners (DP 2021c), Stockpile Waste Classification Assessment, Additional Validation Sampling and Testing, Part of Katherine Showground, 11 Murphy Street, Katherine, NT, letter report to Katherine Town Council, Ref 202757.02.R.002.Rev0, dated 20 October 2021.

Draft versions of the above reports were reviewed by the Auditor, and comments were provided. Douglas Partners provided responses to those comments, and revised the documents accordingly.

The Auditor is satisfied that in the final versions listed above, the Auditor's earlier comments were satisfactorily addressed.

2. SUMMARY OF DP (2022) VALIDATION REPORT

OBJECTIVES AND SCOPE

DP (2022) stated that the objectives of the validation assessment were to:

- Provide data on the contamination status of the stockpile footprint area (as shown in Drawing 2 of the report), the soil in the immediate vicinity of the stockpile, and the soil in the drainage pathway to the south-west of the stockpile footprint
- Evaluate its suitability for ongoing recreational land use
- If required, provide recommendations for further investigation, management and / or remediation to render the site suitable for ongoing recreational land use.

DP (2022) stated that the scope of work included the following:

- Drilling 12 bores to depths of between 0.3 m and 1.0 m using DP's utility-mounted auger rig
- Screening of all soil samples for possible indicators of contamination using a PID
- Analysis of 16 soil samples for a combination of:
 - Metals (arsenic, cadmium, chromium, copper, lead, manganese, mercury, nickel and zinc)
 - Total recoverable hydrocarbons (TRH)
 - Polycyclic aromatic hydrocarbons (PAH)
 - pH and cation exchange capacity (CEC)
- Collection and analysis of the following samples for QA/QC purposes:
 - One (1) intra-laboratory and one (1) inter-laboratory field duplicate soil sample for metals and TRH
 - One (1) trip blank for TPH and BTEX
 - One (1) trip spike for TPH / BTEX

- Following review of the laboratory results, completion of silica gel clean-up analysis on three (3) samples from Bore 5 in which TRH concentrations exceeded the ecological screening level (ESL), to assess whether the TRH concentration was sourced from a natural or petroleum source
- Following review of silica gel clean-up results, supervision of excavation of additional soil to further remediate the soils from the vicinity of Bore 5; preparation of a separate waste classification report (DP 2021c)
- Collection of 11 soil samples and two (2) duplicate samples from the pit and analysis for TRH
- Preparation of the validation assessment report.

RESULTS

Field Work Results

Bores

Borehole logs were included in Appendix C of DP (2022). The subsurface conditions comprised:

- Silty Sand: Pale brown, yellow brown, pale grey and pale red brown silty sand was encountered between 0.1 m and 0.3 m in BH1 to BH3 and BH6 and BH7 and depths of between 0.8 m and 1.0 m in BH5
- Sandy Silt: Red brown and yellow brown sandy silt to depths of between 0.1 m and 0.5 m in BH3 and BH4 between the surface and 0.8 m in BH5
- Silty Clay: Brown silty clay to depths of between 0.3 m and 1.0 m in BH8, BH9, BH11 and BH12
- Clayey Silt: Pale yellow brown clayey silt was encountered to a depth of 0.3 m in BH10.

DP (2022) stated that there were no other apparent records of visual or olfactory evidence (such as staining or odours) to suggest the presence of contamination within the soils observed in the bores. The PID testing indicated that volatile organic compounds were not present in the sub-surface soils, with all recorded values of less than 1 ppm. No free groundwater was observed during drilling of boreholes.

Validation Pit

The validation pit was excavated to a depth of 1.5 m with dimensions of 5 m by 5 m. The test log for Pit Bore 5 Val was also included in Appendix C. The subsurface conditions comprised:

- Silty Sand: Pale brown and yellow brown silty sand to a depth of 0.25 m
- Clay: Yellow brown clay to a depth of 1.0 m, overlying
- Clayey Gravel: Red brown and off-white clayey gravel to the target depth of 1.5 m.

DP (2022) stated that there were no other apparent records of visual or olfactory evidence (such as staining or odours) to suggest the presence of contamination within the soils observed in the test pit. The PID testing indicated that volatile organic compounds were not present in the sub-surface soils, with all recorded values of less than 1 ppm. No free groundwater was observed during drilling of pit.

Laboratory Analytical Results

The results of laboratory analysis were summarised in Table D in Appendix D of the DP (2022) report, together with the laboratory certificates of analysis, chain of custody and sample receipt information.

Bores

DP (2022) stated that the analytical results for all contaminants tested in all samples were below the relevant Site Assessment Criteria with the exception of TRH in the following samples from Bore 5, which exceeded the ESL of 120 mg/kg for F2 TRH (C10-C16 less naphthalene) and ESL of 300 mg/kg for TRH F3 (C16-C34):

- 5/0-0.3 m:
 - TRH F2 concentration of 440 mg/kg
 - TRH F3 concentration of 1300 mg/kg
- 5/0.3-0.6 m:
 - TRH F2 concentration of 170 mg/kg
 - TRH F3 concentration of 430 mg/kg
- 5/0.8-1.0 m:
 - TRH F2 concentration of 700 mg/kg
 - TRH F3 concentration of 1900 mg/kg.

Silica gel clean-up results for the above three samples indicated that the TRH concentrations were likely due to the presence of petroleum products, rather than natural sources.

Validation Pit

DP (2022) stated that the analytical results for TRH in all samples were below the relevant Site Assessment Criteria.

Data Quality Assurance and Quality Control

The data quality assurance and quality control (QA/QC) results were included in Appendix D of the DP (2022) report. Based on the results of the field QA and field and laboratory QC, and evaluation against the data quality indicators (DQI), DP concluded that the field and laboratory test data obtained were reliable and useable for the validation assessment.

WASTE TRACKING DATA

KTC provided waste tracking information, which was included in Appendix E of the DP (2022) report. DP (2022) stated that the following series of events occurred in relation to disposal of waste:

- 17 December 2019: Approx. 67 tonnes of residual tyre material was disposed of at Cell 5 Putrescible (assumed as General Solid Waste (GSW, (non-putrescible) at Shoal Bay Waste Management Facility (SBWMF).
- 19 to 20 December 2019: Approx. 450 tonnes of soil used to smother the tyre fire was disposed of at Cell 5 Putrescible as GSW at SBWMF.

- April / May 2021: Approx. 300 tonnes of soil stockpiled on site was disposed of as GSW by Cleanaway in accordance with DP's (2021b) waste classification report (DP, 2021a). The Cleanaway receival certificate indicates that 304.76 tonnes of soil were disposed of to SBWMF. DP (2022) noted that this receival certificate also included 99.18 tonnes of un-shredded tyres. KTC indicated that the tyres were sourced from another part of the Katherine Showground site, and were not connected with the tyre fire.
- 4 October 2021: Approx. 60 tonnes of soil excavated from the validation pit was disposed of at Cell 6 Putrescible as GSW at SBWMF. DP (2022) noted that the receipts totalled 71.37 tonnes. KTC indicated that approx. 60 tonnes were sourced from the tyre site and approx. 11 tonnes were sourced from another part of the Katherine Showgrounds site (i.e. the oil spill site).

DP (2022) concluded that overall, the waste tracking data appeared consistent with the works completed as part of this validation assessment.

CONCLUSIONS

DP (2022) provided the following conclusions:

Following removal of the soils in the validation pit, the results of this validation assessment indicate that the site is suitable ongoing recreational land use. It is considered that no further investigation, management and / or remediation is required.

3. AUDITOR REVIEWS AND VERIFICATION

The Auditor has undertaken detailed reviews of the Douglas Partners (2021a, 2021b, 2021c and 2022) reports, as listed above, and has provided comments.

Douglas Partners provided responses to those comments, and revised the documents accordingly.

The Auditor is satisfied that the final versions of the documents are reliable, and form the basis upon which an opinion can be provided.

In particular, having reviewed the Douglas Partners (2022) Validation Assessment report, the Auditor provides verification that the remediation and validation of the tyre fire site has been completed successfully, and that no further remediation of this site is required for ongoing recreational land use.

4. CLOSURE

Esher trusts that the above advice satisfies your requirements at this stage. However, if you have any queries, please do not hesitate to contact Adrian Hall on 0457 516 329.

Sincerely,

A handwritten signature in blue ink that reads "A.M.D. Hall". The signature is written in a cursive, slightly slanted style.

Adrian Hall

Director, EPA Victoria appointed Environmental Auditor



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

Ref:

9 March 2022

Peter VASEL

Director, Environmental Operations
Northern Territory Environment Protection Authority
Arnhemica House, Level 1,
16 Parap Road, PARAP NT 0820

Dear Peter,

AUTHORISED OFFICER DIRECTION

On 15 July 2019, KTC received a formal Authorised Officer Direction to clean up a site at the Katherine Showgrounds that had been contaminated with a listed waste, the remains of burnt tyres. This site has now been rehabilitated and is once again fit for continued general recreational use.

Please find attached a copy of:

- Report to Council, detailing the clean up;
- Waste Material Disposal Report, showing the contaminated materials were sent to a licensed Waste Management Facility;
- Validation Report, confirming the final environmental rehabilitation of the site; and
- Environmental Audit, by a professional qualified in accordance with S67 of the WMPC Act, 2016.

The several reports that were produced by contractors undertaking the work make up a substantial amount of material, all of which were made available to the NTEPA when first produced. These have not been included with this letter, but are listed in the Report to Council and are available if required.

Council's own investigation into how the contamination occurred, in response to the NTEPA's Show-cause letter of 28 November 2019, has already been reported to your office.

In addition to cleaning up the site, Council entered into a Performance Agreement with NTEPA that resulted in a well researched and professionally upgraded Waste Management Strategy for the municipality, and the establishment of an Air Quality Monitoring Station in the town.

I would like to thank you and the NTEPA for the professional and supportive role you adopted and hope this correspondence assures you of Council's satisfactory and completed compliance with the Authorised Officer Direction.

Yours sincerely

Elizabeth CLARK
Mayor

Ingrid STONHILL
Chief Executive Officer

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.6

MEETING : **ORDINARY COUNCIL MEETING – (22/03/2022)**

REPORT TITLE : **CLOSURE OF NTEPA AUTHORISED OFFICER DIRECTION IN RELATION TO CONTAMINATION OF SOIL WITH OIL**

AUTHOR : **PETER A SCHUBERT - STRATEGIC PLANNER**

ATTACHMENT(S) : **1. ENDORSEMENT REPORT BY ENVIRONMENTAL AUDITOR**
2. LETTER TO NTEPA ADVISING OF FINAL COMPLIANCE WITH AUTHORISED OFFICER DIRECTION

PURPOSE OF REPORT

To advise Council that a site at the Katherine Showgrounds that had been contaminated with waste oil has been rehabilitated and the clean-up has been validated by industry experts and endorsed by a qualified Environmental Auditor.

To gain endorsement to formally advise the NTEPA of the rehabilitated status of the site.

BACKGROUND

In June 2021, a routine inspection by the NTEPA found that waste oil, stored in two large 1,000 litre shuttles near the rubbish bin enclosure, had leaked into the soil.

NTEPA issued an Authorised Officer Direction to clean up the site. Douglas Partners and Cleanaway were engaged to remove the contaminated soil to Shoal Bay Waste Management Facility.

An Environmental Auditor (qualified in accordance with S67 of the NT WMPC Act, 2016) has endorsed the clean-up activities, and the site has been returned back to its original condition.

A letter to the NTEPA advising them of the final rehabilitation of the site is attached.

OFFICER RECOMMENDATION

That Council:

1. Note that the site has now been remediated and returned to general recreational use.
2. Note the attached Environmental Auditor's Report.
3. Endorse the attached Letter to NTEPA

A handwritten signature in black ink, appearing to read 'Ingrid Stonhill', written over a circular stamp or seal.

Ingrid STONHILL
CHIEF EXECUTIVE OFFICER

ESHER

ENVIRONMENTAL SERVICES

9 March 2022

Our ref 2021023/L3

Katherine Town Council
24 Stuart Highway
Katherine NT 0851

Your ref

Attention: Brendan Pearce
Exec Manager Infrastructure and Environment

Email: records@ktc.nt.gov.au

Dear Sir

REMEDICATION AND VALIDATION OF WASTE MOTOR OIL SITE AT KATHERINE SHOWGROUNDS, NORTHERN TERRITORY – AUDITOR REVIEW AND VERIFICATION

1. INTRODUCTION

PREAMBLE

Section 68 of the Northern Territory *Waste Management and Pollution Control Act 1998* (WMPC Act), Register of qualified persons, specifies that:

(1) The NT EPA must cause to be established and maintained a register of:

(a) persons qualified to perform environmental Audits for the purposes of an environmental Audit program...

It is understood that in early 2011 persons accredited under the Victorian Environmental Auditor Scheme were approved as a class of person suitable to undertake environmental Audits in the Northern Territory.

Adrian Hall, an Environmental Auditor (Contaminated Land) appointed by the Victorian Environment Protection Authority (EPA) under the Victorian *Environment Protection Act 2017*, was engaged by

Katherine Town Council (KTC) in July 2021 to provide environmental auditing services in relation to the environmental remediation of a waste motor oil spill site at Katherine Showgrounds, Northern Territory.

The Audit is being undertaken in accordance with Section 47d of the WMPC Act which states that:

An environmental audit is an evaluation of any of the following:

(d) the likelihood of waste management problems or pollution resulting in environmental harm occurring and the adequacy of safeguards in place to prevent their occurrence or limit their impact on the environment;

(f) the types, amount, distribution or mobility of contaminants or waste present in the environment.

It should be noted that this review letter does not constitute an environmental audit report, certificate or statement, and should be regarded as a letter of review and verification only.

BACKGROUND

Part of the Katherine Showgrounds site had been used to store waste motor oil for a prolonged period of time, and NT EPA issued a clean-up notice for the affected area. Katherine Town Council (KTC) indicated that in the waste motor oil storage area (approx. 10 m by 10 m), previously stored items comprised:

- Two x 1,000 L intermediate bulk containers (IBCs) filled with approximately 1,600 L of waste oil
- 15 x 200 L drums assumed to contain waste oil, oily water, sludge and oily rags and general refuse.

KTC also indicated that, prior to investigations being undertaken, all waste oil had been removed.

Douglas and Partners (DP) subsequently prepared a Sampling, Analysis and Quality Plan (DP 2021a) for the validation of the investigation area and the soils in the immediate vicinity, and a Validation Assessment Report (DP 2022) on completion of the work.

This work was the subject of an EPA Authorised Officer Direction under Section 72(1)(k) of the *Waste Management and Pollution Control Act 1998*, dated 12 July 2021.

DOCUMENTS REVIEWED

This letter presents an Auditor review and verification of the following documents:

- Douglas and Partners (DP 2021a), Sampling, Analysis and Quality Plan, Validation Following Removal of Waste Motor Oil, Katherine Showground, 11 Murphy Street, Katherine South, NT, for Katherine Town Council, Ref 206902.00, R.001.Rev0, 30 July 2021
- Douglas and Partners (DP 2021b), Stockpile Waste Classification Assessment, Additional Validation Sampling and Testing, Part of Katherine Showground, 11 Murphy Street, Katherine, NT, letter report to Katherine Town Council, Ref 206902.01, R.002.Rev0, 20 October 2021
- Douglas and Partners (DP 2021c), Stockpile Waste Classification Assessment, Additional Validation Sampling and Testing, Round 2, Part of Katherine Showground, 11 Murphy Street, Katherine, NT, letter report to Katherine Town Council, Ref 206902.01, R.003.Rev0, 19 November 2021

- Douglas and Partners (DP 2022), Report on Validation Assessment, Following Removal of Waste Motor Oil, Part of Katherine Showground, 11 Murphy Street, Katherine, NT, for Katherine Town Council, Ref 206902.01, R.001.Rev1, 27 January 2022.

Draft versions of the above reports were reviewed by the Auditor, and comments were provided. Douglas Partners provided responses to those comments, and revised the documents accordingly.

The Auditor is satisfied that in the final versions listed above, the Auditor's earlier comments were satisfactorily addressed.

2. SUMMARY OF DP (2022) VALIDATION REPORT

OBJECTIVES AND SCOPE

DP (2022) stated that the objectives of the validation assessment were to:

- Provide data to confirm that the contamination previously identified had been appropriately removed and that the area was suitable for the ongoing use (recreational land use)
- If required, provide recommendations for further investigation, management and/or remediation.

DP (2022) stated that the scope of work included the following:

- Nine (9) test bores were drilled to depths of between 0.5 m and 0.9 m using DP's utility-mounted auger rig to assess the soils in the area following removal of the waste motor oil.
- All samples were tested in the field for possible indicators of contamination, using a Photoionisation Detector (PID).
- Nine (9) soil samples (one from each bore) were analysed for a combination of the following:
 - Metals (arsenic, cadmium, chromium, copper, lead, manganese, mercury, nickel and zinc)
 - Total recoverable hydrocarbons (TRH) and benzene, toluene, ethylbenzene and xylenes (BTEX)
 - Polycyclic aromatic hydrocarbons (PAH)
 - Cyanide
 - pH and cation exchange capacity (CEC)
- The following QC samples were collected and analysed:
 - One each of intra-laboratory and inter-laboratory field replicate soil samples for metals and TRH
 - One trip blank for TPH / BTEX per day of sampling
 - One trip spike for TPH / BTEX per day of sampling
- Following review of the laboratory results from the soil bores, soil was excavated to remediate the area (Round 1). The pit had dimensions of 5 m by 5 m and was approx. 1.5 m deep. Soil samples were collected from the walls and the base of the Round 1 remediation pit. A waste classification

report was completed to document the disposal of soil (DP 2021b). Nine (9) soil samples and two (2) intra-laboratory replicate samples were analysed for TRH.

- Following review of laboratory results for Round 1, additional soil was excavated to further remediate the soils (Round 2). Three pit walls were extended a further 2 m over a depth of 1.8 m. Eight (8) soil samples and one (1) intra-laboratory replicate sample were collected from the walls of the Round 2 remediation pit and analysed for TRH. A waste classification report for the excavated soil was completed (DP 2021c).

RESULTS

Fieldwork Results

Bores

Borehole logs were included in Appendix B of DP (2022), and indicated the following:

- The subsurface conditions at all nine (9) bores comprised pale grey brown, pale red brown, red brown and pale yellow brown sandy silt to depths of between 0.5 m and 0.9 m.
- There were no apparent staining or odours to suggest the presence of contamination within the soils observed in the investigation.
- The PID field testing indicated that the subsurface conditions were generally free of VOC contamination, with all recorded PID values less than 1 ppm.

Remediation Pit, Round 1

Due to elevated concentrations of TRH in BH6, the excavation of soil was required in the area of BH6.

The subsurface conditions encountered in the Round 1 remediation Pit comprised 0.3 m of pale brown silty sand, then yellow brown and red brown clay to 1.4 m, overlying red brown clayey gravel to the target depth of 1.5 m.

There were no apparent signs of staining or odours to suggest the presence of contamination within the soils observed in the pit. PID testing indicated that the sub-surface conditions were generally free of VOC contamination, with all recorded PID readings less than 1 ppm.

Remediation Pit, Round 2

Round 1 results indicated TRH exceedances in the samples collected from three walls of the remediation pit. Round 2 validation work comprised extending the remediation pit excavation from the three walls where exceedances were detected.

The subsurface conditions encountered in the Round 2 remediation pit comprised between 0.2 m and 0.3 m of grey brown silty sand, then yellow brown sandy clay to a depth of 0.7 m, then red brown clay to a depth of 1.4 m, overlying red brown gravelly clay a depth of 1.7 m and white weathered limestone to the final depth of 1.8 m.

There were no apparent signs of staining or odours to suggest the presence of contamination within the soils observed in the pit. Field testing of the soil with a PID indicated that the subsurface conditions were generally free of VOC contamination, with all recorded PID readings less than 1 ppm.

Laboratory Analytical Results

The results of laboratory analysis were summarised in Table D in Appendix D of the DP (2022) report, together with the laboratory certificates of analysis, chain of custody and sample receipt information.

DP (2022) commented that overall, Round 1 results demonstrated that the remediation was not complete, which resulted in the Round 2 excavation. Results from the validation of the Round 2 excavation demonstrated that the target contamination had been removed.

Data Quality Assurance and Quality Control

The data quality assurance and quality control (QA/QC) results were included in Appendix D of the DP (2022) report. Based on the results of the field QA and field and laboratory QC, and evaluation against the data quality indicators (DQI), DP concluded that the field and laboratory test data obtained were reliable and useable for the validation assessment.

WASTE TRACKING DATA

KTC provided waste tracking information, which was included in Appendix E of the DP (2022) report. DP stated that the following series of events occurred in relation to disposal of waste:

- 2 July 2021: Approx. 1,600 L of waste oil, 22,500 kg of soil stained with oil, 13 sound 44 gallon drums, one (1) damaged 44 gallon drum and one (1) 44 gallon drum without a lid were disposed of by Cleanaway at Shoal Bay Waste Management Facility (SBWMF).
- 4 October 2021: Approx. 71.32 tonnes of soil (commercial waste / soil) was disposed of to Cell 6 (putrescible) at SBWMF.
- 1 November 2021: Approx. 31.16 tonnes of soil (commercial waste / soil) was disposed of to Cell 6 (putrescible) at SBWMF.

DP (2022) concluded that overall, the waste tracking data appeared consistent with the works completed as part of the validation assessment.

IMPORTED FILL

KTC indicated that the remediation pit was backfilled with natural soil sourced from another site nearby, which KTC indicated would meet the requirements for classification as virgin excavated natural material (VENM). However, a VENM report was not provided for the backfill material, and DP (2022) commented that they did not inspect or test the backfill materials.

During the review process, the Auditor indicated some concerns about the imported fill, stating that without testing there was no certainty that the materials used to backfill the pit would meet VENM requirements. The Auditor therefore requested further information regarding the source and nature of the material.

In email correspondence dated 7 February 2022, KTC indicated that there was no assessment made of the soil used to backfill the excavation, and the backfilling work was completed without optimal control by KTC staff. A KTC strategic planner stated:

I can hazard a guess that the soil used came from an area about 100+m away, that was levelled some months ago, to extend an area for overflow caravan use. The resulting soil was stockpiled for use elsewhere, according to need... and filling in this hole was probably the first time it was needed. It was just surface soil, probably to a depth of less than 10 cm and pretty much in line with the profile of the topography of the area, which Douglas Partners identified in their various boreholes listed in Appendix B [of DP 2022]. [The soil] was nowhere near to the oil spill, so wouldn't have been contaminated by that, and there is no other history of any other contamination on site, except the Tyre-fire site about 500+m away. It was just local, clean soil...

Given the above response, the Auditor is of the opinion that the soils used for backfilling the excavation were untested local surface soils sourced from an area of the Katherine Showgrounds site about 100 m away from the oil-impacted area, and unlikely to be contaminated, given the historical and current land uses in that area.

CONCLUSIONS

DP (2022) provided the following conclusions:

The results of this validation assessment indicate that, following removal of the soils in the remediation pit, contaminated soil has been removed and the investigation area is considered suitable for ongoing recreational land use. It is considered that no further investigation, management and/or remediation is required.

3. AUDITOR REVIEWS AND VERIFICATION

The Auditor has undertaken detailed reviews of the Douglas Partners (2021a, 2021b, 2021c and 2022) reports, as listed above, and has provided comments. Douglas Partners provided responses to those comments, and revised the documents accordingly. The Auditor is satisfied that the final versions of the documents are reliable, and form the basis upon which an opinion can be provided.

In particular, having reviewed the Douglas Partners (2022) Validation Assessment report, the Auditor provides verification that the remediation and validation of the waste motor oil spill site has been completed successfully, and that no further investigation, management and/or remediation of this site is required arising from the former waste oil storage.

The Auditor concludes that the soils used for backfilling the excavation were untested local surface soils sourced from an area of the Katherine Showgrounds site about 100 m away from the oil-impacted area, and unlikely to be contaminated, given the historical and current land uses in that area.

4. CLOSURE

Esher trusts that the above advice satisfies your requirements at this stage. However, if you have any queries, please do not hesitate to contact Adrian Hall on 0457 516 329.

Sincerely,

A handwritten signature in blue ink that reads "A.M.D. Hall". The signature is written in a cursive, slightly slanted style.

Adrian Hall

Director, EPA Victoria appointed Environmental Auditor



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

Ref:

9 March 2022

Sally-Anne ORCHARD
Senior Environmental Officer
Northern Territory Environment Protection Authority
Arnhemica House, Level 1,
16 Parap Road, PARAP NT 0820

Dear Sally-Anne,

AUTHORISED OFFICER DIRECTION

On 12 July, KTC received the formal Authorised Officer Direction to clean up a site at the Katherine Showgrounds that had been contaminated with the listed waste, used motor oil. This site has now been rehabilitated and is once again fit for continued general recreational use.

Please find attached a copy of:

- Report to Council, detailing the clean up;
- Waste Material Disposal Report, showing the contaminated materials were sent to a licensed Waste Management Facility;
- Validation Report, confirming the final environmental rehabilitation of the site; and
- Environmental Audit, by a professional qualified in accordance with S67 of the WMPC Act, 2016.

The several reports that were produced by contractors undertaking the work make up a substantial amount of material, all of which were made available to the NTEPA when first produced. These have not been included with this letter, but are listed in the Report to Council and are available if required.

Council's own investigation into how the contamination occurred were not conclusive, however the Katherine Racing Society, Show Society, and other tenants and users of the Showgrounds have been made aware of the need to observe appropriate environmental regulations, and to liaise with Council in setting safeguards to protect the environment in the future.

I would like to thank you and the NTEPA for the professional and supportive role you adopted and hope this correspondence assures you of Council's satisfactory and completed compliance with the Authorised Officer Direction.

Yours sincerely

Elizabeth CLARK
Mayor

Ingrid STONHILL
Chief Executive Officer

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.7

MEETING : **ORDINARY COUNCIL MEETING – 22nd March 2022**

REPORT TITLE : **MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR FEBRUARY 2022**

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

ATTACHMENT/S : **Nil**

PURPOSE OF REPORT

To present the report for the Corporate and Community Services department for the month of February 2022.

This report is not available due to the Director of Corporate and Community Services being away on annual leave and no report provided.

KATHERINE TOWN COUNCIL



REPORT

NO : 13.8

MEETING : **ORDINARY COUNCIL MEETING – 22nd March 2022**

REPORT TITLE : **SNAP, SEND, SOLVE & ELECTRONIC DOCUMENT RECORD MANAGEMENT SYSTEM**

AUTHOR : **KERRY WHITING, DIRECTOR CORPORATE AND COMMUNITY SERVICES**

ATTACHMENT/S : **NIL**

PURPOSE OF REPORT

To provide Council with an update on the Snap, Send, Solve application and the plan to integrate this application into Council's Electronic Document Record Management System (EDRMS).

BACKGROUND

Council has been utilising the Snap, Send, Solve application for many years now, however only recently signed up to the Enterprise edition which enables Council to integrate the requests received through Snap, Send Solve into Council's primary EDRMS system, which is currently Magiq.

Since Council's signup to the Snap Send Solve (SSS) application Enterprise edition in September 2021 the following request data has been received;

	Sept 21	Oct 21	Nov 21	Dec 21	Jan 22
Total requests in Council CRM	134	212	162	104	225
SSS Requests solved	46	57	27	16	31
SSS Customer Requests	47	58	28	23	51
% requests in SSS	35%	27%	17%	22%	23%
Top 5 Incidents	Graffiti – 17% Pavement – 13% General – 11% Litter – 6% Facility – 6%	Pavement – 18% Stormwater – 9% Litter – 9% Streetlight – 7% Facility – 5%	Dumped Rubbish - 18% Parks – 18% Graffiti – 11% Stormwater – 7% Streetlight – 7%	Pavement – 22% Litter – 13% Trees – 13% Aban. Vehicle – 9% Fallen Tree – 9%	Overgrown Veg. – 27% General – 14% Litter – 8% Pavement – 8%

Given the minor number of requests coming through this channel, increased marketing and promotion is certainly required. Customers need to be able to access the application easily and making this easy can be a part of the Council's marketing campaign. Signage such as the ones displayed below could enhance the education and understanding for community residents, visitors and alike.



JCDecaux

See a problem, solve a problem

Use the **Snap Send Solve** app to report any issues or problems to Council.



 **Randwick City Council**
A council of NSW

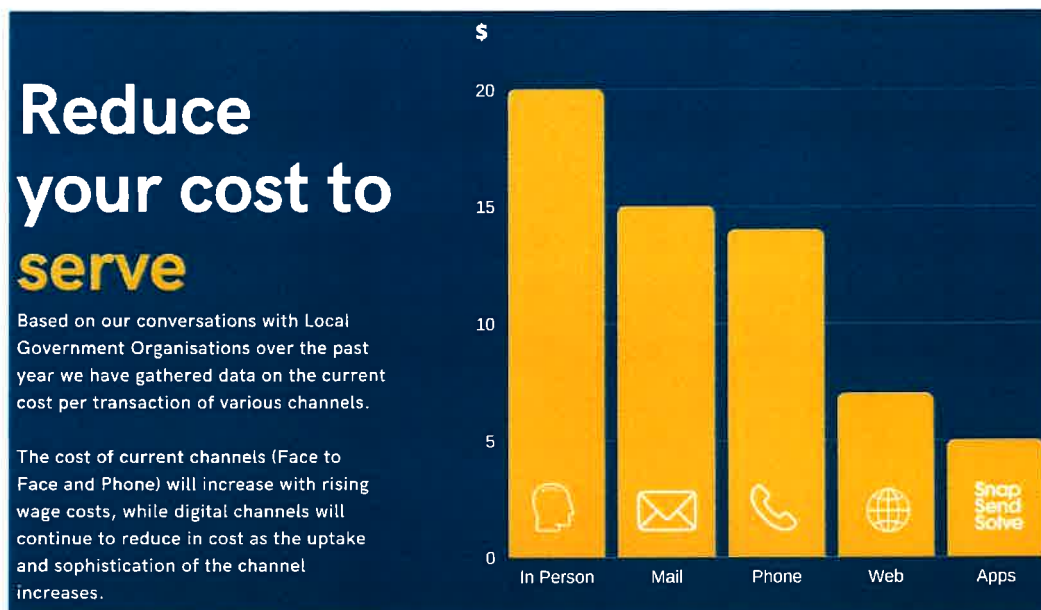
1300 722 542
randwick.nsw.gov.au



The above concept has been discussed on all Council buildings, particularly where the buildings are hired out for external purposes to encourage users to identify any service requirements.

These ideas will be discussed with the marketing and communications service manager to develop a marketing campaign that is suitable for Council.

The benefits of the application just in terms of cost are marketed as follows by Snap, Send Solve and Council may enjoy benefits in costs savings in time. The more immediate benefit to Council is that everyone in the community can potentially become an inspectorate service with many eyes looking out for matters that require Council's attention.



For the customer, there is the obvious benefit of being able to advise Council of an issue 24 hours a day / 7 days a week from a smart phone and being able to get the matter responded to with a more timely outcome depending on the issue. However, not every customer would have this technology so Council will have to provide other channels of service for the foreseeable future.

One of the challenges for Council is to increase the usage of the Snap, Send, Solve system so all the above benefits can be achieved for the community.

Council currently has all of the above channels being utilised and these are managed quite differently in-house depending on the channel. This does cause a degree of inconsistency and re-work in-house for Council and the plan is to harmonise the process for both the customer and Council's in-house services. This plan is currently underway, however will take some time to finalise.

The API functionality from Snap, Send, Solve to Magiq has not commenced as there are preliminary steps to be completed before commencement;

- ICT cloud plan requires completion
- Record library re-construction to be completed
- Compliance to Information Act requirements
- Compliance to records disposal schedule

In the meantime a manual process submits the Snap, Send, Solve request into Council's primary EDRMS for record keeping.

In addition to the above, all customer request information needs to be collected into the primary EDRMS for all Council services. An investigation into one Council service highlighted the fact that 30% of service actions are currently being collected in the primary EDRMS. This would seem very low for the particular service and suggests 70% of the actions are officer instigated. These statistics were verbally correlated with the officers in the service and this correlation was certainly not confirmed,

thus suggesting gaps in business process are in existence. This would need to be identified and fixed to ensure Council has 100% confidence in the data being presented.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the report.

A handwritten signature in black ink, appearing to read 'Ingrid Stonhill', written in a cursive style.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL**REPORT**

NO	:	13.9
MEETING	:	ORDINARY COUNCIL MEETING – 22ND MARCH 2022
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – FEBRUARY 2022
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. CERTIFICATION BY CHIEF EXECUTIVE OFFICER 2. INCOME AND EXPENSE STATEMENT 3. MONTHLY BALANCE SHEET 4. CASH FLOW STATEMENT

PURPOSE OF REPORT

The purpose of this report is to present to Council the Financial Report for February 2022.

BACKGROUND

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the financial position of the council at the end of February 2022. Report includes payment and reporting obligations for Insurance, Councillor Expenses, Taxation reporting and Chief Executive Officer (CEO) Certification.

KEY MESSAGES

- Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.
- Year-to-Date income is 3% below budget and will continue to be monitored.
- Elected Members Allowances are below planned expenses due to monthly allowances being paid in arrears the following month.
- Employee Costs are below budget by 15% due to some current vacancies and Materials/Services are below budget at 91%.
- Monthly creditor payments have been made to all known supplies with payments made weekly.
- 86% of our Infringements are outstanding longer than 90 days with 84% of these being outstanding longer than 1 year to less than 3 years.
- 7% of our Debtors (excluding rates) are outstanding for longer than 90 days.
- We expect to receive \$9.246m in rates this financial year, with 84% of rates paid for 2021/2022 year to 28 February

- 31% of our outstanding rate balance reflects rates outstanding in prior financial years (2020/2021 FY and prior)
- The Council has met its payments and reporting obligations for the GST, fringe benefit tax, PAYG withholding tax, superannuation, and insurance for the month of February 2022
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Endorse the Financial Report for the month of February 2022.

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

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 Council are appropriate; and
- The Council's Finance Report for February 2022 best reflects the financial affairs of the Council.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Table 1. Income and Expense Statement – Actual v Budget

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING FEBRUARY 2022	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
OPERATING INCOME				
Rates	9,295,249	9,246,609	48,640	9,246,609
Statutory Charges	41,295	48,895	(7,600)	73,343
User Fees and Charges	1,128,795	1,085,695	43,100	1,628,542
Operating Grants and Subsidies	1,160,335	1,501,048	(340,713)	2,251,572
Interest / Investment Income	19,832	22,166	(2,334)	
Other Income	315,944	408,175	(92,231)	579,013
TOTAL INCOME	11,961,450	12,312,588	(351,138)	13,779,079
OPERATING EXPENSES				
Employee Expenses	3,142,934	3,691,635	(548,701)	5,537,452
Materials and Contracts	7,603,788	4,073,633	3,530,155	6,110,450
Elected Member Allowances	130,253	189,907	(59,654)	284,860
Elected Member Expenses			0	
Depreciation, Amortisation and Impairment	2,105,086	2,105,086	0	3,157,629
Other Expenses			0	
TOTAL EXPENSES	12,982,061	10,060,261	2,921,800	15,090,391
OPERATING SURPLUS / DEFICIT	(1,020,611)	2,252,327	(3,272,938)	(1,311,312)
Capital Grants Income	3,948,232	4,090,835	(142,603)	4,090,835
SURPLUS / DEFICIT	2,927,621	6,343,162	(3,415,541)	2,779,523
Capital Expenses	3,324,459	5,116,467	(1,792,008)	6,459,284
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	0
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses	2,105,086	2,105,086	0	3,157,629
NET SURPLUS / DEFICIT	(2,501,924)	(878,391)	(1,623,533)	(6,837,390)
Prior Year Carry Forward Tied Funding			0	
Other Inflow of Funds			0	
Transfers from Reserves			0	
TOTAL ADDITIONAL INFLOWS	0	0	0	0
NET OPERATING POSITION	(2,501,924)	(878,391)	(1,623,533)	(6,837,390)

Note : Materials and Contracts includes capital expenditure for the year to date figure. Actual Materials and Contracts only are \$3,724,154 (91% of budget)

Table 2. Monthly Balance Sheet Report

BALANCE SHEET AS AT February 2022	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Tied Funds	15,666,439	
Untied Funds	5,338,791	
Accounts Receivable		
Trade Debtors	324,332	(2)
Rates & Charges Debtors	2,127,752	
Other Current Assets	15,220	
TOTAL CURRENT ASSETS	23,472,534	
Non-Current Financial Assets		
Property, Plant and Equipment	93,932,643	
TOTAL NON-CURRENT ASSETS	93,932,643	
TOTAL ASSETS	117,405,177	
LIABILITIES		
Accounts Payable	375,210	(3)
ATO & Payroll Liabilities		(4)
Current Provisions	632,081	
Accruals		
Other Current Liabilities		
TOTAL CURRENT LIABILITIES	1,007,292	
Non-Current Provisions	89,265	
Other Non-Current Liabilities		
TOTAL NON-CURRENT LIABILITIES	89,265	
TOTAL LIABILITIES	1,096,557	
NET ASSETS	116,308,620	
EQUITY		
Asset Revaluation Reserve	75,549,402	
Reserves	13,850,710	
Accumulated Surplus	26,908,508	
TOTAL EQUITY	116,308,620	

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 28 February 2022	
GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement, 28 February 2022	5,209,034
Balance of Imprest and Petty Cash	1,400
Plus net outstanding deposits/(withdrawals)	- 170,846
Adjusted cash at bank balance, 31 January	5,039,588

INVESTMENTS					
FINANCIAL INSTITUTION	\$	RATE	DATE	DATE	INSTITUTION
AMP	2,142,319	0.50	on call	on call	
AMP	2,142,050	0.85	11-Nov-21	12-Apr-22	
AMP	3,553,766	0.85	11-Nov-21	12-Apr-22	
AMP	1,081,447	0.85	11-Nov-21	12-Apr-22	8,919,582
Commonwealth Bank	578,002	0.20	on call	on call	
Commonwealth Bank	338,593	0.20	on call	on call	

Commonwealth Bank	2,490,042	0.50	18-Feb-22	17-Aug-22	
Commonwealth Bank	2,581,312	0.50	18-Feb-22	17-Aug-22	5,987,949
Westpac Bank	900,029	0.10	9-Oct-21	9-Mar-22	900,029
Total Investments					15,807,560
Total Funds					20,847,148

Internally Restricted Funds		\$	
	WMF Renewal Reserve	6,462,862	
	Capital Renewal Reserve	4,987,647	
	Contingency reserve	1,000,000	
	Emungulan Bridge	700,000	
	Council Election Reserve	100,000	
	Council motion reserve	600,515	
	Provision for Employees	650,581	
			14,501,605
Unrestricted funds			5,732,011
Unexpended capital grants			612,132
Imprest and Floats			1,400
Total Funds			\$ 20,847,148

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	\$	\$	\$ 2,127,752	\$ 2,127,752
Sundry Debtors	\$ 113,951	\$ 2,523	\$ 12,795	\$ 129,269
Weighbridge Debtors	\$ 82,085	\$ 122	\$ 12,094	\$ 94,301
Infringement - Animal	\$ -	\$ 740	\$ 9,216	\$ 9,956
Infringement - Parking	\$ -	\$ 170	\$ 2,515	\$ 2,685
Infringement - Litter/Camping	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 196,036	\$ 3,555	\$ 2,164,372	\$ 2,363,963

Arrears continue to be followed up with legal notices being issued on outstanding rates which has resulted in rate reduction of \$200k during February. Sundry Debtors has increased due to invoice bring raised for VIC Tourism Grant which as been paid in March. All others hae remained constant.

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	375210	\$	\$
Other Creditors	\$	\$	\$

Table 5. Cash Flow

BALANCE SHEET AS AT February 2022	YTD Actuals \$	Note Reference
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts		
Rates - general and other	8,298,708	
Fees and Other Charges	1,317,014	
Investment receipts	41,428	
Grants utilised for operating purposes	1,160,335	
Other revenues	315,944	
Employee Costs	(3,327,707)	
Material, contracts and other expenses	(8,697,644)	
Other operating payments	0	
Net Cash provided by (or used in) Operating Activities	(891,922)	
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts		
Amounts specifically for new or upgraded assests	1,090,076	
Sale of replaced assets	17,560	
Expenditure on renewal/replacement of assests	0	
Net Cash provided by (or used in) Investing activities	1,107,636	
Net Cash provided by (or used in) Financing Activities	0	
Net Increase (Decrease) in cash held	215,714	
Cash & Equivalent at beginning of period	20,789,516	
Cash & Equivalent at end of period	21,005,230	

KATHERINE TOWN COUNCIL



REPORT

NO : 13.10
MEETING : ORDINARY COUNCIL MEETING – 22nd March 2022
REPORT TITLE : ELECTED MEMBER ALLOWANCES
AUTHOR : DONNA COLLINS, FINANCE MANAGER
ATTACHMENT/S : NIL

PURPOSE OF REPORT

To seek a council resolution for the percentage value of the maximum allowances to be paid to Katherine Town Council Members for the 2022-23 financial year.

BACKGROUND

Section 71(1) of the Local Government Act provides that, “a member of council is entitled to be paid an allowance by the council.” Section 71(2) qualifies this by providing that, “The allowance is to be paid at a rate fixed by council (subject to guidelines issued by the Minister) for the relevant financial year.”

The amounts listed in the table below are the maximum payable to council members depending on the resolution of council pursuant to section 71(3) of the Local Government Act. Councils may resolve an amount lesser than the maximum. (Note - Section 128(2) of the Local Government Act provides that once allowances for the members of the council for a particular financial year have been set, they cannot be changed by amendment.

Elected Member allowances in 2022-23 are set as full amounts according to the Ministerial Guidelines as outlined in the table below.

The professional development allowances include costs for travel, accommodation, meals and course or conference fees.

MINISTERIAL GUIDLEINES FOR THE MAXIMUM KATHERINE TOWN COUNCIL MEMBER ALLOWANCES				
Allowance Type	Mayor	Acting Mayor	Deputy Mayor	Alderman
\$	\$	\$	\$	\$
MINISTERIAL GUIDLEINES FOR THE MAXIMUM COUNCIL MEMBER ALLOWANCES				
Annual Base Allowance	75,116.61	N/A	27,776.12	13,509.96
Annual Electoral Allowance	19,771.29	N/A	4,943.73	4,943.73
Annual Professional Development Allowance	3,753.17	N/A	3,753.17	3,753.17
Extra Meeting Allowance	N/A	N/A	N/A	9,006.64
Total Maximum Claimable Allowances	98,641.07	Daily rate of \$261.34 per day to a maximum of \$23,520.60 per year (90 days)	36,473.02	31,213.50

In 2020/2021, Katherine Town Council Elected Members opted for 85.78% pay range of the maximum amount. In 2021/2022 the exiting Councillors opted for the maximum pay rate for the incoming new Elected Members so they could then decide upon this after commencement in their positions after the August Elections. This was not reviewed by the current council and remained at the maximum allowance for the 2021/2022 year.

KATHERINE TOWN COUNCIL MEMBER ALLOWANCES @ 85.78% OF THE MAXIMUM MEMBER ALLOWANCES AS SET BY MINISTERIAL GUIDELINES				
Allowance Type	Mayor	Acting Mayor	Deputy Mayor	Alderman
\$	\$	\$	\$	\$
Annual Base Allowance	64,436.47	N/A	23,826.89	11,589.10
Annual Electoral Allowance	16,960.19	N/A	4,240.83	4,240.83
Extra Meeting Allowance	N/A	N/A	N/A	N/A
Annual Professional Development Allowance	3,219.47	N/A	3,219.47	3,219.47
Total Maximum Claimable Allowances	84,616.13	Daily rate of \$224.18 per day to a maximum of \$20,176.42 per year (90 days)	31,287.18	19,049.40

OFFICER RECOMMENDATION

That it be recommended to Council to:

Provide a council resolution for the percentage value of the maximum allowances to be paid to Katherine Town Council Members for the 2022-23 financial year.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.11
MEETING	:	ORDINARY COUNCIL MEETING – 22nd March 2022
REPORT TITLE	:	KATHERINE LIBRARY SERVICES
AUTHOR	:	COLLEEN MCTAGGART – LIBRARY SERVICES MANAGER
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To present the report for the Katherine Public Library for the month of February 2022

REPORT

February saw the start of our regular programs and an increase in patronage in the library. We were enthused to being our weekly regular events and set about advertising to reach out to the whole community. The year has started well, and we are looking forward to expanding on what we can offer the Katherine community in 2022.

In staffing news Charlotte Brennan resigned and will be relocating to another state, we thank Charlotte for the positive work ethic she has maintained during her time with us and wish her well.

Programs

- Toddler Rhyme Time, Storytime & Wriggle & Rhyme have begun, and we are pleased to see a majority of new faces to our sessions. Many new families that have recently located to Katherine are engaging in the library and using the sessions to meet other families.
- Ken has begun D&D for the year, and we have seen some regular students as well as a couple of new faces.
- Kellie has begun advertising for the 2022 Book Warrior's program with advertising going out on social media and into all primary school newsletters. There has been keen interest from students with over 20 signed up already. The cut-off date for sign up is early March in time for the program to begin.
- Planning for the April school holidays is well underway with Kellie applying for the grant and engaging with facilitators for an exciting first-time event - Resin jewellery making. The possibility of also hosting CDU with a science-based stall at this same event to be held in the Town Square is also in the planning stages.

Community Engagement

- Library Lovers Day - to celebrate Library Lovers Day (Feb 14th) we held a competition in conjunction with the Travelling Film festival being held at Katherine Cinema 3. Patrons were asked to make a video of themselves recommending a book, of which we uploaded onto our Facebook page. The response was positive, and the library team were also able to highlight for all patrons some of the fantastic books we have on offer to the community.
- Seniors Storytime & Wordle – This month we invited the Senior Citizens group back to Storytime to engage with the children, play Big Jenga and learn about Wordle. We were pleased to have 10 ladies join our session and sing, dance and listen to a story with our young children.
- Kellie also introduced the ladies to the online literacy game Wordle, of which some were engaged and enthusiastic to try it on their devices at home. The Seniors finished their morning with the children and parents of Storytime having morning tea.

Library Developments

Professional Development is a key to expanding the skills of staff and finding the right training to meet their needs of library staff can be difficult. This year and for the future I will be utilizing the ALIA (Australian Library & Information Association) platform to engage library staff in adhoc professional development in areas of their library interest. Currently staff are enrolled to participate in online sessions in the areas of - Website accessibility & Copyright 101. Kellie will also be attending the ALIA National conference in May with the theme for this year being Diversity.

	Totals	Notes		
Patron Count	1914			
Public Computer Use	hours - 250	bookings - 236		
Conference Room	Hrs. of use – 45 Pax - 33	D&D Adult Group/KROW/NAAFLS General public online interviews /CWA		
Circulations	2044	Includes items checked in & out - soft loans and renewals		
New Memberships	53			
Programs	Number of Programs	Attendance Child/Youth	Attendance Adult	Notes
Toddler Rhyme Time	4	45	37	
Storytime	4	28	20	
Wriggle & Rhyme	3	12	12	
Dungeons & Dragons	3	11		For ages 12+

Seniors Storytime



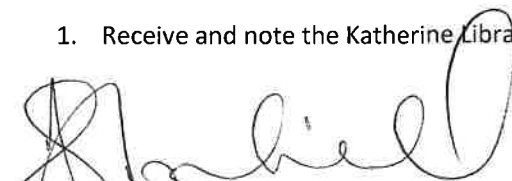
Toddler Rhyme Time/Storytime/Wriggle & Rhyme



OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the Katherine Library Services report for the month of February 2022.


Ingrid Stonhill
CHIEF EXECUTIVE OFFICER