



AGENDA

Ordinary Council Meeting Agenda Tuesday, 23 August 2022

Ordinary Meeting: 6:00 pm

Council Chambers,

Civic Center, Stuart Highway, Katherine

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

ELECTED MEMBERS

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

OFFICERS

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

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES

Nil

4.2 LEAVE OF ABSENCE

Nil

4.3 APPLICATIONS FOR LEAVE OF ABSENCE
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5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Members Disclosure Conflict of Interest

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

6 PRESENTATIONS FROM EXTERNAL AGENCIES

7 CONFIRMATION OF PREVIOUS MINUTES

8 BUSINESS ARISING FROM PREVIOUS MINUTES

9 MAYORAL BUSINESS

9.1 MAYORAL BUSINESS FOR THE MONTH OF JULY 2022

ATTACHMENT/S : NIL

Mayor Elisabeth Mayor Period 28th June 2022 – 26th July 2022	
Date	Activity attended
	DIPL MEETING
	Ordinary Meeting of Council
	EMIS X 2
	Meeting with CEO x 4
	Opening of Activate at Cinema Car Park (Food Van Collective)
	Meeting with Deputy Mayor x 4
	Meeting with Executive Assistant x 3
	Katherine Defence Mayoral Ball Meeting x 2
	Katherine Police Meeting – New Commander Kylie Anderson
	Place Activation Insights run by LGANT
	DCA meeting at Godinymayin
	Meeting with Elected Members x 3
	Meeting with CEO Kalano
	Seniors Morning Tea at Museum
	Meeting with CEO and Deputy Mayor
	Katherine Times article x 2
	Big Rivers Regional Growth Plan Launch at Godinymayin
	Launch of Jawoyn Dictionary at Town Square
	Opening of Alice Mitchell Gallery at Nitmiluk
	Meeting with Tourism NT
	Meeting with Dept of Chief Minister x 3
	Learning on Country held at Nitmiluk
	Meeting with Community Members x 4

	Defence and Mayoral Ball held at Museum
	Stories and Games of Yesteryear at the Museum
	Meeting with Local Member
	Meeting with Terry Mills from Foodbank
	Meeting with Foodladder
	Meeting with Katherine Markets – introducing new committee
	Meeting new CEO Neighbourhood Watch
	Meeting with Northrup Grumman about housing for RAAF project
	Try a Trade with Lendlease – Trades for Secondary Schools
	LGANT – CEO Performance Review training
	Meeting with Foodbank NT – Looking at setting up a Katherine hub
	Australian Institute of Architects – Having awards in Katherine next year
	Draft Network PAWA
	Katherine Rural College Open Day
	Katherine FM radio with Sue Moran
	Aboriginal Justice Agreement – Presentation – Leanne Liddle

10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

Nil

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Nil

13 NOTICE OF MOTION

Nil

14 REPORTS OF OFFICERS

14.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167336

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. CEO REPORT ATTACHMENT - JULY 2022 SERVICE REQUESTS RECEIVED.PDF

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

PURPOSE OF REPORT

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

BACKGROUND

COMMENTS

July and August have been busy months for Katherine Town Council, particularly in events. It has seen the July Citizenship Ceremony, The Katherine Show, Doggy Day, Binjari Doggy Day, Mayoral Ball, Seniors Month, School Holiday program, Activate Katherine Food van collective.

The Katherine Town Council has processed dog registrations and has released ratepayers 22/23 rates notices. The disability permits have been completed. Council facility bookings remain steady. The council is still suffering significant staff shortages due to illness and scheduled personal leave, with no staff reserves or temporary staff available.

FINANCIAL REVIEW

The finance team have been diligently working through the end of financial year accounts in preparation of the 2022 general purpose annual financial statements, being prepared by BDO. The audited financial statements are being prepared by KPMG.

The replacement of the general ledger (effective 1 July) has placed some additional workload onto the finance team. There have been some Xero bugs to be addressed and these have been resolved. There is

still significant data to transfer from the old system onto the new to allow close off for end of month resulting process.

The new Director of Corporate Services has been establishing his knowledge of council functions and was absent for pre-approved personal leave for two weeks. The Finance Officer has left council on maternity leave and recruitment is underway for new staff.

POLICY, PROCEDURES AND BY LAWS

A review of Council policies, procedures and by-laws identified a significant number of policies requiring review to align with the new Local Government Act. Following the previous June update the below policies have been completed:

- Updated risk management policy and framework (included for council August OCM)
- Computer and Internet and Telephone use
- WHS Policy
- Mental Health and Wellbeing

Currently a focus is on updating corporate HR policies. The Council By-Laws are currently under review. There have been several law and legislative changes that have happened in the non-action period by council (2018-2022) that are being addressed.

WORK HEALTH AND SAFETY

Staff continue to hold monthly work, health, and safety meetings. Weekly operations meetings require any incidents or WH&S issues to be discussed in detail. No serious incidents have occurred in the last month.

Sky Trust is continuing to be updated. The WH&S Action Plan addressed and updated monthly.

New staff has been inducted through the KTC WH&S processes and procedures. Ongoing training is being provided to all staff through Safety Hub. Depot staff have been assisted to attend the civic office for training.

KATHERINE DEFENCE AND MAYORAL BALL

The Katherine Defence and Mayoral Ball was successfully held at the Museum venue. There are a number of learnings for the next planned annual event. The Katherine community were exceedingly generous and the goal for the companion dog costs for the Katherine Hospital was reached.

STRATEGIC PLAN

The Katherine Town Council Strategic Plan is currently being rewritten and designed in house. We had hoped to have this completed by mid-August, however due to staff shortages due to illness this has been delayed. It will be available as soon as possible for release to staff and elected members prior to being signed off by the council.

OTHER UPDATES

Communications Officer Report

KPI	Feb	March	April	May	June	July
Increase number of followers on Facebook per annum		3344	3372	3408	3461	3564
Increase Mailchimp newsletter subscribers	508	529	509	530	551	585
Increase Mailchimp newsletter opens		321	410	444	450	453

Other attachments include:

- Service requests that were received and completed in the month of July 2022



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Service Requests Received (R) and Completed (C) in July 2022 - A total of 165 service requests were received, with 142 being completed.

Environment			Buildings/Facilities			Roads/Traffic/Parking			Inspectorate			Other Requests		
	R	C		R	C		R	C		R	C		R	C
Wheelie Bins	32	31	Waste Management Transfer Station			Licence/Permits – Road Events			Abandoned Vehicle	2	2	Equipment Hire – Collars, Cages etc	1	1
Other Bins			Civic Centre			Carparks	1	0	Animal – Other	14	13	Streetlight Maintenance (Streetlights)	4	4
Domestic Rubbish Collection	2	2	Public Toilets	1	1	Road Opening/Closing (Telstra, Aurora etc)			Animal at Large & Nuisance	28	27	Burial Records	1	1
Litter	2	2	Showgrounds			Road Opening/Closing – Footpath/Driveways			Animal Cruelty	1	1	Risk Management – Accidents – General		
Hazardous Waste Disposal			Katherine East Community Centre			Street Signs	4	4	Animals – Lost and Found	10	10	General Requests – Complaints		
Mowing of Verges-Nature Strips-Ovals	2	2	Airport			Street – Road Cleaning	1	1	Animal Attack & Menace	1	1	Miscellaneous Requests		
Streetlight Maintenance (Other Lighting)			Visitor Information Centre	5	5	Permit to Work Within NT Government Road Reserve			Public Health Risk Activities	2	0	Plaques and Headstones		
Sprinklers and Watering systems	1	1	Parks & Cenotaph			Driveways	1	1	Dangerous Animals			Ombudsman Complaints		
General			BMX			Road Maintenance & repairs	5	4	Dwelling and Vacant Lots Inspection	4	4	Community – Festival or Events		
Weeds			Lindsey Street Complex			Footpaths & Bike path	4	4	Parking Control			Alcohol Permit		
Trees Weeds & Vegetation	4	4	Sportsground	2	0	Line Marking/Pavement Management			Unauthorised Camping	2	2	Planning and Development		
Bores and Water Readings	1	1	General			Traffic Management			Overgrown/Unkempt Land	2	1	Vandalism		
Waste Management Facilities			Swimming Pool			Planning and Development			Dog Licence			Signs Requests		
Illegal Dumping	1	1	Playgrounds and Equipment	2	2	Laneways / Alleyways			After Hours Callout			Finance – Direct Debit requests and Cancellations	1	0
Waste Charges – New Services and Removal			Skate Park	1	1	Road Access						Cemetery Maintenance & General Enquiries		
			Hot Springs	2	2	Drains & Gutters	2	2				Festival or Events		
			Scout Hall			Illegal Parking and Obstructions	1	1				Request for Letter of Support		
			Town Square & Kiosk			Miscellaneous and Advertising Signs	1	1				Rates Search Request	14	0
Total	45	43	Total	13	11	Total	20	18	Total	66	61	Total	21	6

14.2 MONTHLY REPORT OF THE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167408

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

That it be recommended to Council:

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

PURPOSE OF REPORT

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

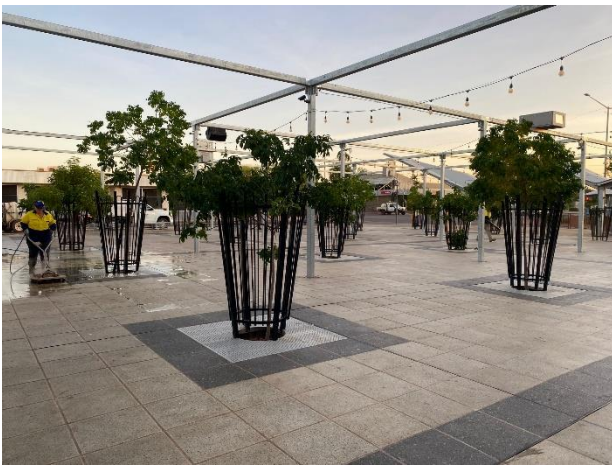
BACKGROUND**Recreation Facilities, Parks and Open Areas**

- Staff and contractors carried out works to
 - maintain facilities, public areas and parks throughout Katherine and completed other works and services in response to Customer requests and *Snap Send Solve* notifications;
 - repair and maintain irrigation systems in sporting, recreation and public areas;
 - manage and maintain trees and vegetation in open spaces;
 - clean public areas, remove litter and repair vandalism damages;

- prepare Sportsground, Showground and other public facilities for events and sporting competitions.



Reinstating AFL goal posts and oval after Katherine Annual Show



Pressure cleaning Town Square

Katherine Memorial Cemetery

- Eight (8) burials and two (2) Ashes internments were conducted.
- Staff continued routine maintenance of gravesites, grounds, and lawns and pressure cleaned the Rotunda.

Infrastructure

Road Network and associated Infrastructure

- Railway Terrace open drain was cleared out

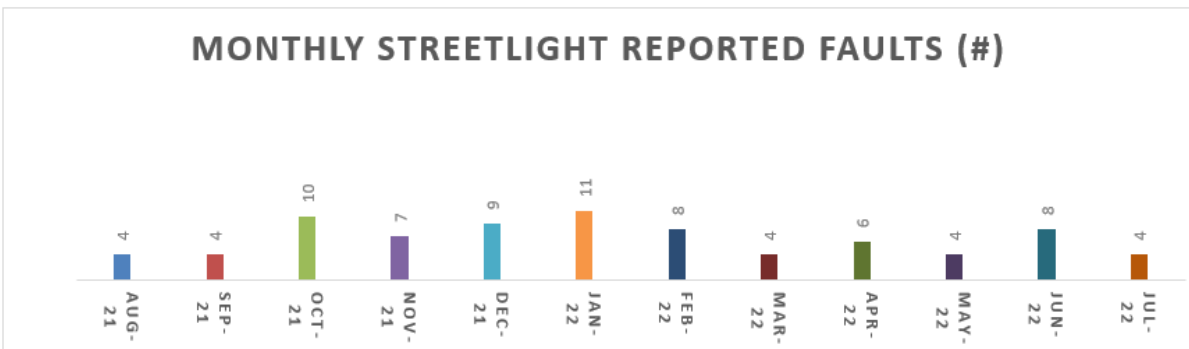
- Renewal of the Sportsground’s ring road commenced



*Railway Terrace open stormwater drain
Staff working on Sportsground Road renewal project*

Outdoor Lighting

- Four (4) streetlight faults were reported to Council from members of the public during July.



Environment

Monthly Energy Production - Civic Centre

- Last financial year the average energy produced by Civic Centre roof solar panels was 154kWh of electricity per day with an environmental benefit equivalent to planting 1,008 trees.

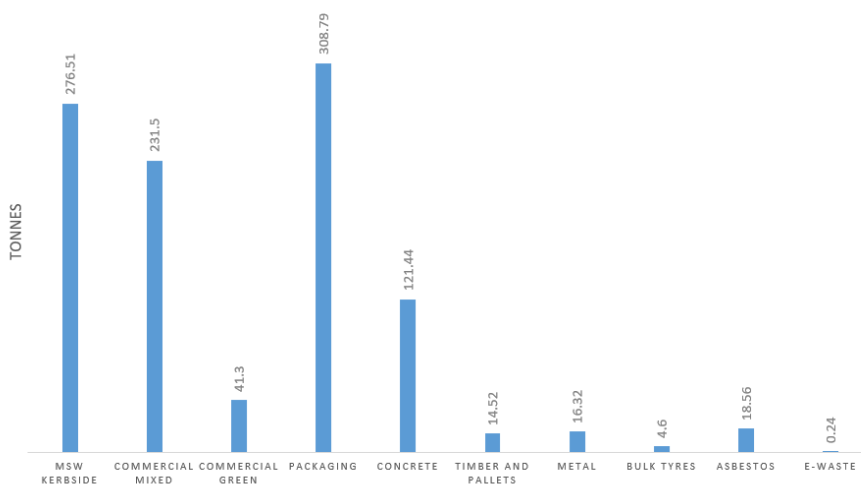
- The energy produced for July 2022 averaged 156kWh of electricity per day.

Katherine Civic Centre						
Month 2022-2023	Energy Produced (MWh)	Energy Consumed (MWh)	Exported to Grid (MWh)	Imported from Grid (MWh)	Carbon Offset Tonnes	Equivalent to Number of Trees
July	4.8	5.8	2.5	3.4	3.4	88
YTD TOTAL	4.8	5.8	2.5	3.4	3.4	88

Waste Management Facility

- Staff worked with specialist consultants to prepare documentation and submit to the NT Environmental Protection Agency, the annual environmental management reports, and the Environmental Protection Licence renewal application for the Katherine Management Facility.
- Brendan Pearce
- DIRECTOR INFRASTRUCTURE AND ENVIRONMENT**
- Staff have committed to a recycling initiative in the workplace and are putting procedures in place to reduce and/or recycle office waste.

WASTE RECEIVED AT WMF - JULY 2022



Domestic Waste	Number of trips
Mixed	1173
Green	300

Others	Number of items
Tyres	32
Animals	3
White Goods	38
Gas Bottles	3



Recycling	Tonnage
Batteries	1.72

Summary of waste received for July 2022

Planning Applications

Council considered four (4) planning applications during the month of July 2022.



Brendan Pearce

DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

14.3 MONTHLY REPORT OF THE DIRECTOR CORPORATE SERVICES FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167409

AUTHOR : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the Corporate Services report for the month of July 2022.

PURPOSE OF REPORT

To present the report for Corporate Services department for the month of July 2022.

BACKGROUND

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

Administration Services

Administration team has been undertaking various initiatives and aiming continuous improvements to provide timely and quality service to both community and stakeholders, along with maintaining Council Information Technology and Electronic Record Management System services. Following is some of the key highlights for July:

- **Service Requests** – In the month of July, Council received 178 service requests, 29 service request were submitted by snap send solve. Out of the 178 service requests, 115 service requests were completed in accordance with the customer service charter. Council had a 64.6% responsiveness rate for the month of July. In comparison to July 2021, Council has increased the service request responsiveness by 17.16%. The largest amount of service requests was regarding animal control particularly dogs being at large or causing a nuisance.
- **Electronic Noticing** – Council now has 142 active ratepayers that have registered for EZYbill, Council encourages ratepayers to register for EZYBill to receive their rates notice electronically. This coming year, Council will also be utilising EZYBill for other Council noticing such as rates reminders, dog registrations and renewals.
- **InfoCouncil** – InfoCouncil is a fully automated workflow for local government meeting processes and is the leading agenda management solutions for local government. The software enables Councils to electronically assemble reports, agenda compilations, quick publishing, minute compilations and minute taking. InfoCouncil has been successfully integrated into KTC's electronic

records management system and the implementation has been finalised. InfoCouncil will also enable the Council to actively track and monitor action items, supporting good governance and system integrity.

Financial Services

Finance team is currently working on finalising EOFY 30 June 2022, preparing reconciliations, schedules and reports for the Auditors with the Audit scheduled to commence in October 2022. The team is also working with the external consultants to finalise the accounting system migration to a new and improved data file for improving the Council's financial reporting process.



Ingrid Stonhill

CHIEF EXECUTIVE OFFICER

14.4 MONTHLY FINANCIAL REPORT FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167411

AUTHOR : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. ATTACHMENTS - MONTHLY FINANCIAL REPORT JULY 2022 - INCOMES AND EXPENSE.PDF

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

PURPOSE OF REPORT

The purpose of this report is to present to Council the Financial Report for July 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 July 2022 with the 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 0.64% above budget due to extra rates related charges.
- Elected Members Allowances is not showing any balance due to the timing of the payments, made in the month of August.
- Employee Costs are below budget by 20.98% due to some current vacancies and Materials/Services are below budget by 56.82% due to timing of spending.
- Monthly creditor payments have been made to all known suppliers with payments made weekly.
- 77.25% of our Infringements are outstanding longer than 90 days with 95.31% of these being outstanding longer than 1 year to less than 3 years.
- 9.49% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- We expect to receive \$9.7M in rates payment this financial year.

- 9.6% of our outstanding rate balance reflects rates outstanding for prior financial years (2021/2022 FY and prior)
- 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.
- This July report does not include monthly balance sheet and cash flow as the finalisation of our EOFY and accounting system migration to a new data file (including 01 July 2022 opening balances) is currently underway.

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 July 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 JULY 2022	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
OPERATING INCOME				
Rates	9,987,819	9,704,076	283,743	9,704,076
Statutory Charges	16,248	4,779	11,469	57,346
User Fees and Charges	142,768	179,510	- 36,743	2,154,125
Operating Grants and Subsidies	-	185,125	- 185,125	2,221,500
Interest / Investment Income	778	2,333	- 1,555	28,000
Other Income	88	7,083	- 6,995	85,000
TOTAL INCOME	10,147,702	10,082,907	64,795	14,250,047
OPERATING EXPENSES				
Employee Expenses	380,280	481,244	- 100,964	5,774,926
Materials and Contracts	226,885	525,460	- 298,574	6,305,516
Elected Member Allowances	- 0	22,472	- 22,473	269,669
Elected Member Expenses			-	
Depreciation, Amortisation and Impairment	285,357	285,357	-	3,424,283
Other Expenses -Insurance	-	503,888	- 503,888	503,888
TOTAL EXPENSES	892,521	1,818,421	- 925,899	16,278,282
OPERATING SURPLUS / DEFICIT	9,255,180	8,264,486	990,694	- 2,028,235
Capital Grants Income	-	-	-	-
SURPLUS / DEFICIT	9,255,180	8,264,486	990,694	- 2,028,235
Capital Expenses	-	116,331	- 116,331	1,395,975
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses Depn	- 285,357	- 285,357	-	- 3,424,283
NET SURPLUS / DEFICIT	9,540,537	8,433,512	1,107,025	73
Prior Year Carry Forward Tied Funding			-	
Other Inflow of Funds	-	-	-	-
Transfers from Reserves	-	-	-	-
TOTAL ADDITIONAL INFLOWS	-	-	-	-
NET OPERATING POSITION	9,540,537	8,433,512	1,107,025	73

Note 1. Details of Cash and Investments Held
CASH AND INVESTMENTS as at 31 July 2022

GENERAL FUND		\$
Commonwealth Bank		
Balance as per bank statement, 31 July 2022		1,692,609
Balance of Imprest and Petty Cash		1,351
Plus net outstanding deposits/(withdrawals)		38,401
Adjusted cash at bank balance, 31 July		1,732,360

INVESTMENTS					
FINANCIAL INSTITUTION	\$	RATE	DATE	DATE	INSTITUTION
AMP	2,142,319	0.50	on call	on call	
AMP	2,149,633	1.15	12-Apr-22	12-Sep-22	
AMP	3,566,346	1.15	12-Apr-22	12-Sep-22	
AMP	1,085,276	1.15	12-Apr-22	12-Sep-22	8,943,573
Commonwealth Bank	578,640	0.20	on call	on call	
Commonwealth Bank	338,593	0.20	on call	on call	
Commonwealth Bank	2,581,312	0.50	18-Feb-22	17-Aug-22	
Commonwealth Bank	2,490,042	0.50	18-Feb-22	17-Aug-22	5,988,586
Westpac Bank	900,402	0.32	9-Mar-22	9-Oct-22	900,402
Total Investments					15,832,561
Total Funds					17,564,921

Internally Restricted Funds		\$
WMF Renewal Reserve		6,462,862
Capital Renewal Reserve		4,987,647
Contingency reserve		1,000,000
Council Election Reserve		100,000
Council motion reserve		600,515
Provision for Employees		650,581
RESTRICTED FUNDS		13,801,605
Unrestricted funds		2,400,959
Unexpended Capital grants- Restricted Funds		1,361,007
Imprest and Floats - Restricted Funds		1,351
Total Funds		\$ 17,564,921

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

Council can select timing of age of debtor →	1 – 30 Days	31 – 60 Days	>60 Days	TOTAL
Rates Debtors	\$ 9,619,884	\$	\$ 1,021,998	\$ 10,641,882
Sundry Debtors	\$ 122,277	\$ 4,843	\$ 10,124	\$ 137,244
Weighbridge Debtors	\$ 107,007	\$ 4,301	\$ 1,148	\$ 112,456
Infringement - Animal	\$ 780	\$ 851	\$ 7,505	\$ 9,136
Infringement - Parking	\$ 727	\$ 171	\$ 4,263	\$ 5,161
Infringement - Litter/Camping			\$ 338.00	\$ 338
TOTAL	\$ 9,850,675	\$ 10,166	\$ 1,045,376	\$ 10,906,216

Arrears continue to be followed especially in the area of rates. Infringement notices unpaid from previous month have been forwarded to Fines Recovery Unit (FRU) for follow up. Sundry and Weighbridge debtors continue to be followed up on greater than 60 days. The significant increase is due to newly levied rates for 2022-2023

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	\$ 759,324.31	0	0
Other Creditors	\$	\$	\$

14.5 MONTHLY MAJOR PROJECT UPDATE FOR JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167413

AUTHOR : JANETTE CROWHURST, PROJECT COORDINATOR

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. PROJECT UPDATE AUGUST 2022.PDF

OFFICER RECOMMENDATION

1. That it be recommended to Council to:
 - (a) Receive and note the project update for the month of July 2022.

PURPOSE OF REPORT

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



Ingrid Stonhill

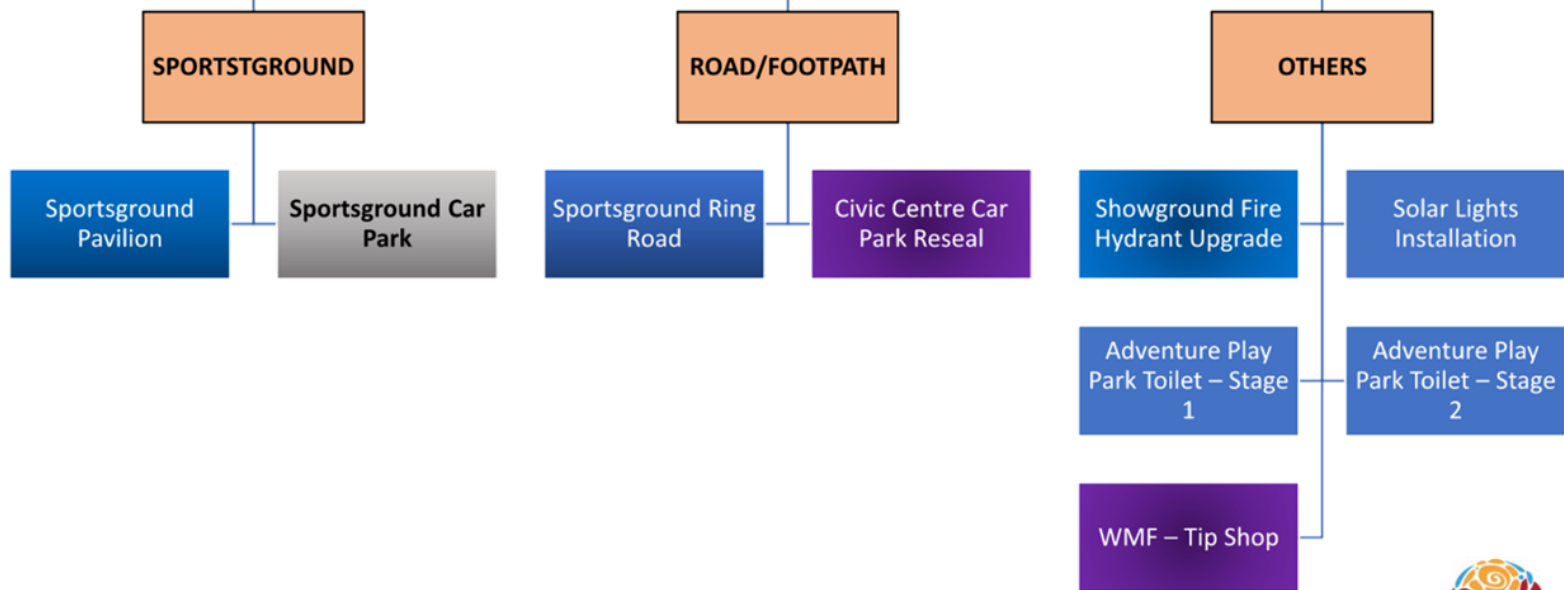
CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

PROJECTS

Project Update Date
15 August 2022

Summary	
Total Projects	9
Completed Projects	1
Construction Phase	6
Procurement Phase	2
Design Phase	0
Discontinued	0
Released for Tender	0
Ready for Tender	0



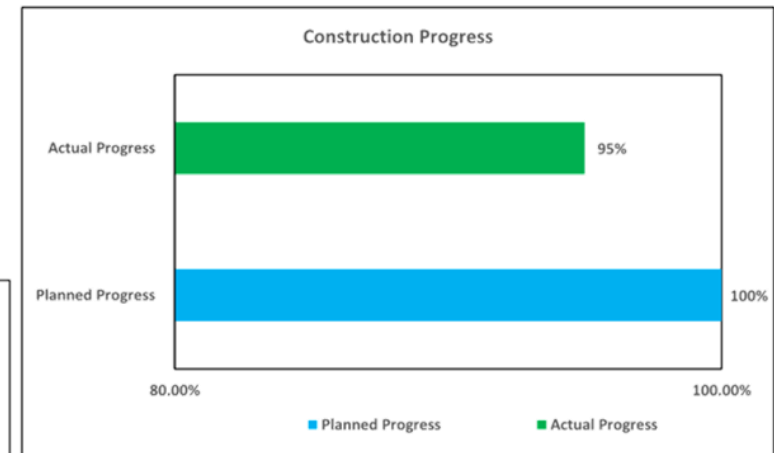
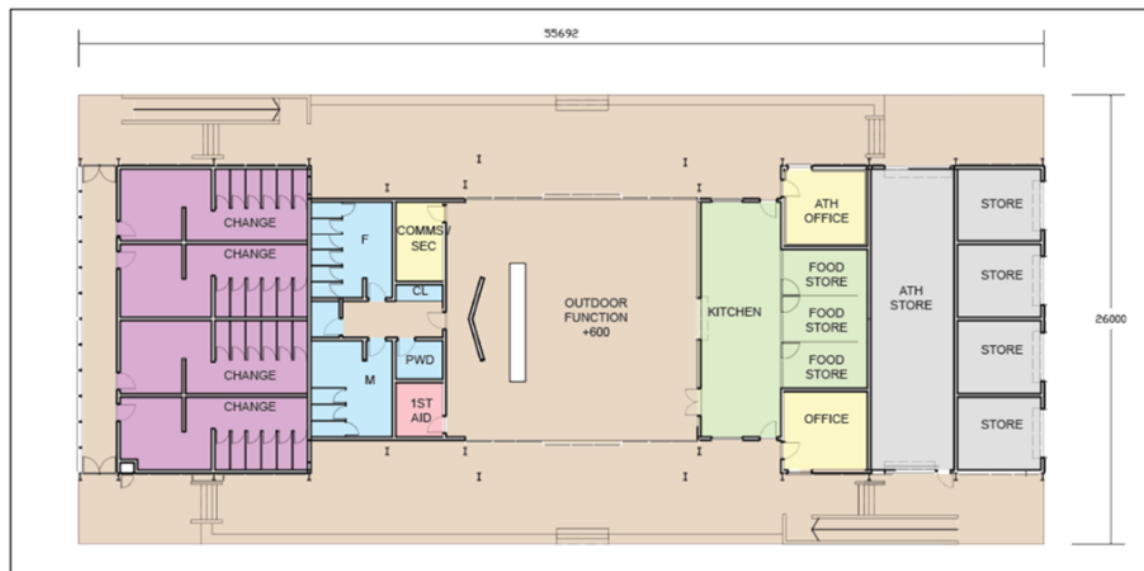
KATHERINE SPORTSGROUND – PAVILION



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 (Delayed to August 2022)





Framework and Facades in Progress





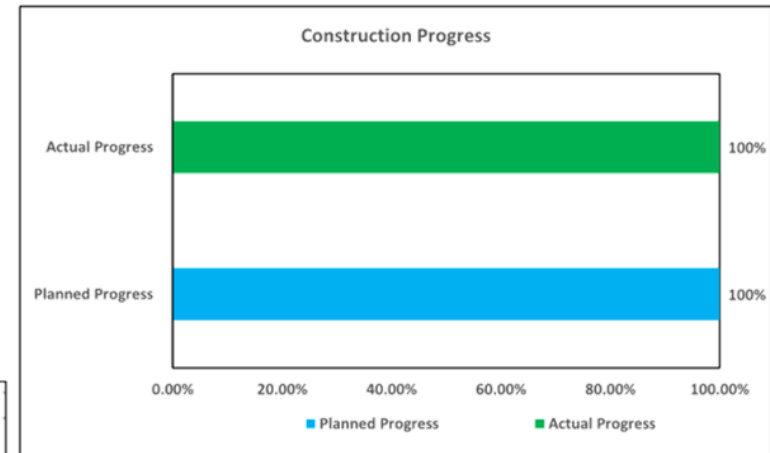
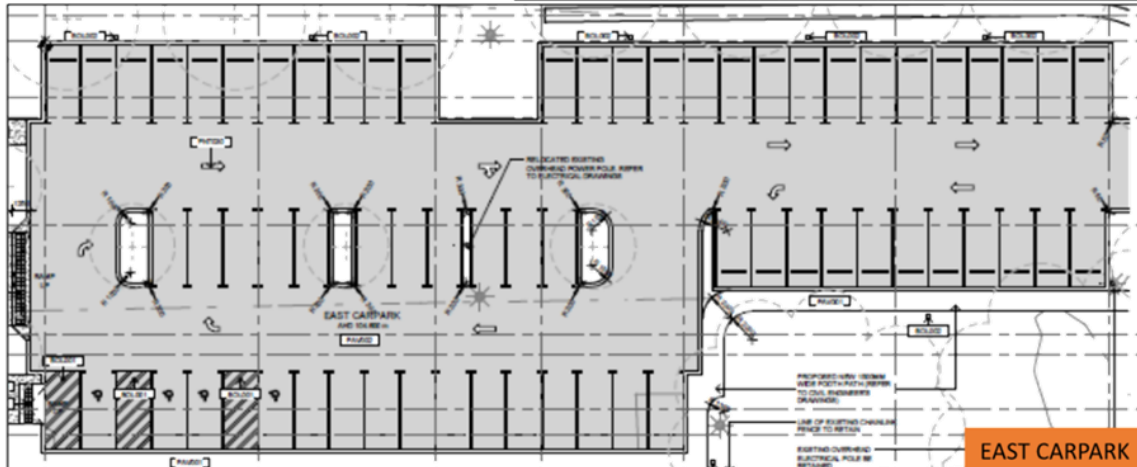
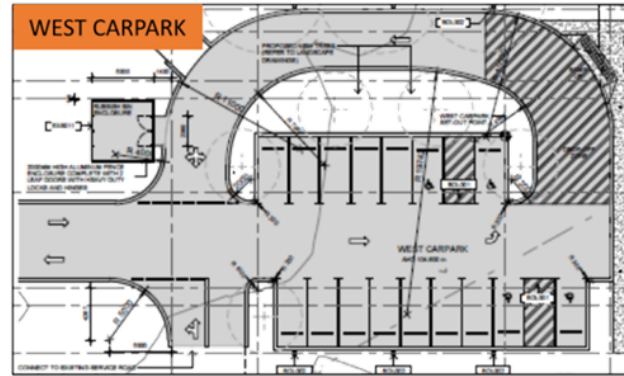
KATHERINE SPORTSGROUND – CAR PARKS



PROJECT BRIEF SCOPE

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

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



KEY DATES

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



KATHERINE SHOWGROUNDS- FIRE HYDRANT UPGRADE



PROJECT BRIEF SCOPE

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



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
PWC approvals and design works	1 May 2022
Construction Work Commencement (80% Complete) Test Complete - Awaiting advice from authorities	August 2022
Commissioning and Delivery	August 2022

SOLAR LIGHTS INSTALLATION



PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Install solar lights in the Katherine Municipality as part of the Safer Territory Grant Project.
ON HOLD – Awaiting completion of the Sportsground Ring Road



1. Grevillea Park. Katherine East – 16 X lights

KEY DATES

Drawings and Design Complete	11 March 2022
KTC Release for Quotation	11 March 2022
Quotation Closing Date	18 March 2022
Contract Award Date	18 March 2022
Parts Procurement and Delivery	6 May 2022
Installation Work Commencement	16 May 2022
Installation - Katherine Sportsground x 15	30 May 2022
Completion – Katherine Sportsground x 15	6 June 2022
Installation – Katherine East Pathway x 12	2 June 2022
Completion – Katherine East Pathway x 12	11 June 2022
Installation – Grevillea Park x 16	8 June 2022
Completion – Grevillea Park x 16	14 June 2022
Duration of Works	6 Weeks
Delivery Date	16 June 2022

SOLAR LIGHTS INSTALLATION

PROJECT BRIEF SCOPE

The principal objectives of the project is to install solar lights in the Katherine Municipality as part of the Safer Territory Grant Project.

ON HOLD – Awaiting completion of the Sportsground Ring Road



2. Katherine Sportsground – 15 X lights



3. Katherine East Pathway – 22 X lights

RESEAL OF CIVIC CENTRE CARPARK



PROJECT BRIEF SCOPE

The principal objectives of the project is to:

Remove existing seal and replace with asphalt roundabouts and spray seal on CBD streets including Mannion St, Warburton St, First St, Second St, Third St, Fourth St, Giles St and Lindsay St.



KEY DATES

Drawings and Design Complete	4 February 2022
KTC Release for Quotation	6 February 2022
Quotation Closing Date	22 February 2022
Contract Award Date	6 May 2022
Roundabout Reseal (nightworks)	8-11 May 2022
Spray Seal Works	21-25 May 2022
Line Marking	31 May 2022
Completion	15 June 2022



SPORTSGROUND RING REMEDIATION



PROJECT BRIEF SCOPE

The principal objectives of the project is to:

Remediate Sportsground Ring Road, pavement and reseal. Indicated by yellow line.



KEY DATES

KTC Release for Quotation	July 2022
Quotation Closing Date	July 2022
Contract Award Date	July 2022
Pavement Works	August 2022
Spray Seal	September 2022
Completion	September 2022



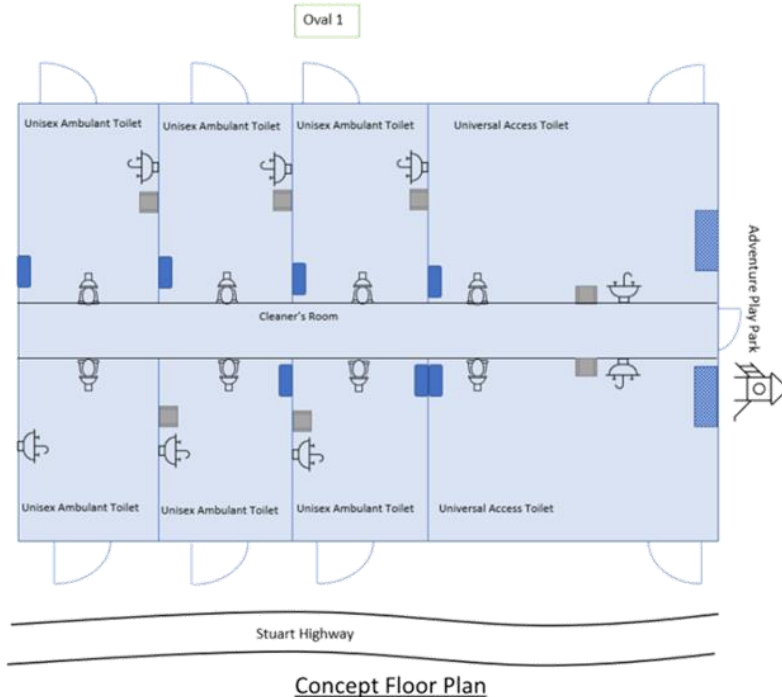
KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK



PROJECT BRIEF SCOPE

Stage 1

The principal objectives of the project is to:
Procurement and delivery of modular toilet block for Katherine Sportsground.



KEY DATES

Drawings and Design Complete	5 May 2022
KTC Release for Quotation	5 May 2022
Quotation Closing Date	9 May 2022
Contract Award Date	16 May 2022
Delivery	4-6 Months from award date

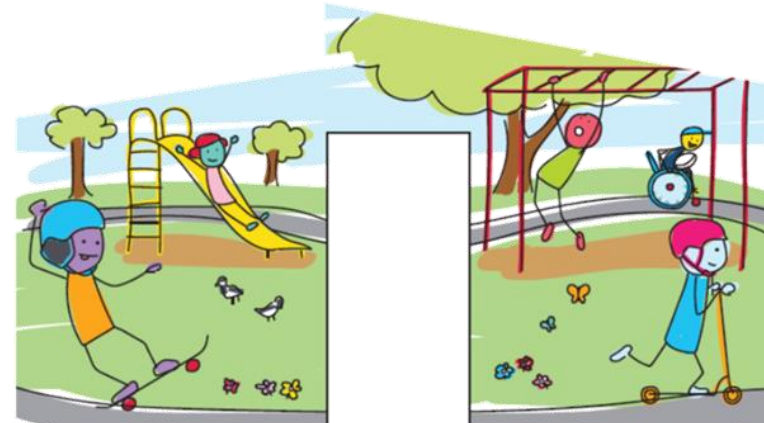
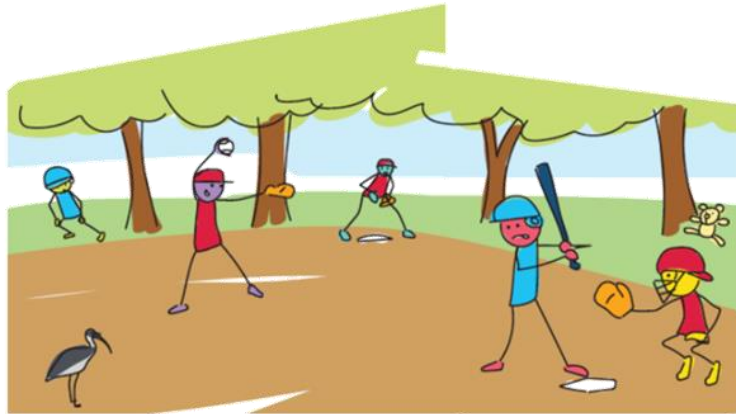
KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK



PROJECT BRIEF SCOPE

Stage 1

The principal objectives of the project is to:
Procurement and delivery of modular toilet block for Katherine Sportsground.



Artwork for Adventure Play Park Toilet Block

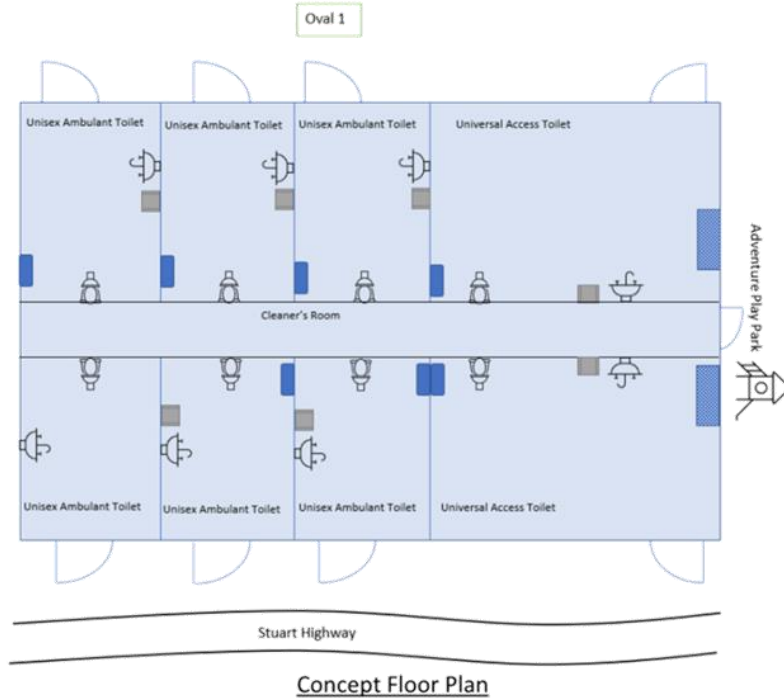
KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK



PROJECT BRIEF SCOPE

Stage 2

The principal objectives of the project is to:
Demolition of existing and installation of procured modular toilet block for Katherine Sportsground.



KEY DATES

Drawings and Design Complete	July 2022
KTC Release for Quotation	July 2022
Quotation Closing Date	August 2022
Contract Award Date	September 2022
Delivery	February 2023



WMF – TIP SHOP



PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Installation of Tip Shop at Waste Management Facility



KEY DATES

PROCUREMENT

KTC Release for Quotation	April 2022
Quotation Closing Date	April 2022
Contract Award Date	May 2022
Fabrication and Delivery	September 2022

INSTALLATION (Awaiting Delivery)

KTC Release for Quotation	TBA
Quotation Closing Date	TBA
Contract Award Date	TBA
Installation	TBA

14.6 MONTHLY REPORT OF MANAGER LIBRARY SERVICES FOR THE MONTH OF JULY

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167414

AUTHOR : COLLEEN MCTAGGART, LIBRARY SERVICES MANAGER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

PURPOSE OF REPORT

Library operations for the month of July 2022.

REPORT**Literacy & Lifelong Learning**

- We ceased our normal programs due to the events in the School Holiday Program.
- Events during July were Craft-n-Go which saw almost 120 people attend. Upon reflection this was far too many people in such a small space, highlighting the need for a purpose-built library that includes ample space to hold such large events/activities.
- We also ran a very successful NAIDOC event with children engaging in stories and activities based around the 2022 theme of "Get Up! Stand Up! Show Up!". The children went treasure hunting through the library for hidden images of which the winner received a \$200 NAIDOC themed pack.
- Board games were also on offer however due to library staff and covid it had to be postponed, unfortunately we had no participants for this event.

Informed & Connected Citizens

- NBN Session – A last minute covid infection meant Hailey Hardy our NBN facilitator could not be present in the library as planned, however the session went ahead via zoom. We had 4 attendees and since then have been actively promoting the upcoming session to the senior's community.

Digital Inclusion

- Assistance for computers – library staff continue to spend a considerable amount of the week assisting a range of patrons with Wi-Fi, computer, and online questions. Requirement for review of the public computers access policy is needed along with staff procedures and guidelines. Guidelines are needed to empower the staff with the tools to assist when appropriate and refuse when appropriate.

Personal Development & Wellbeing

- Safety Hub – all library staff are well underway with their professional development training in the Safety Hub WH&S platform. Staff have been made aware of the importance of WH&S being the responsibility of all staff and appreciate the time given to complete the online learning.

Stronger & More Creative Communities

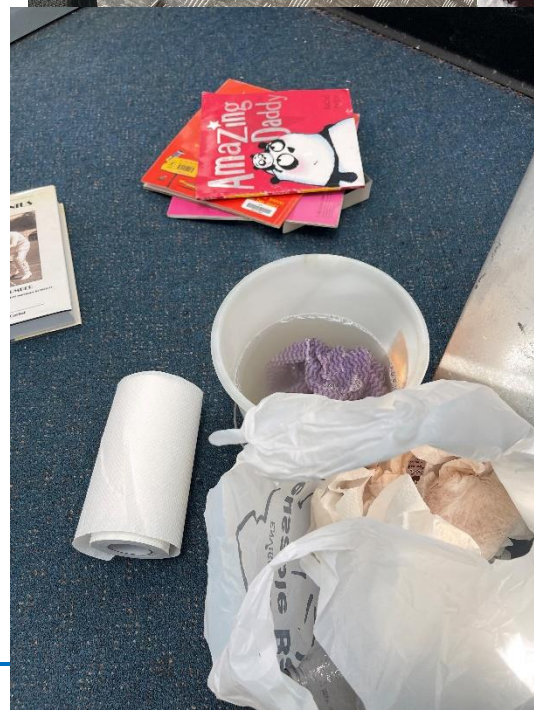
- Planning for our Seniors Month event is well underway with advertising sent out and catering being organised. The library is pleased to be employing the students at Katherine High School to cater this event. Kellie has been to the school to meet the students, talk to them about what the event entails and what type of catering would be the most appropriate. Funding for this event has been provided by the NT Government.

Economic & Workforce Development

- Collaboration with Wurli – Pathways Program
Katherine Public Library will be hosting a Pathways Program facilitated by Wurli Health Services. In its planning stage the participants will become members of the library, participate in training sessions, and access the public computers for resume writing, job seeking and other life skills.

Library Maintenance

- I recently posted onto our social media page the public library version of local vandalism. This occurs throughout the year causing a financial loss to the library collection. This type of vandalism is also difficult to pass onto patrons who have returned books via the after-hours shute as we cannot decipher whether it's through vandals walking along the footpath or occurred in a patron's possession.

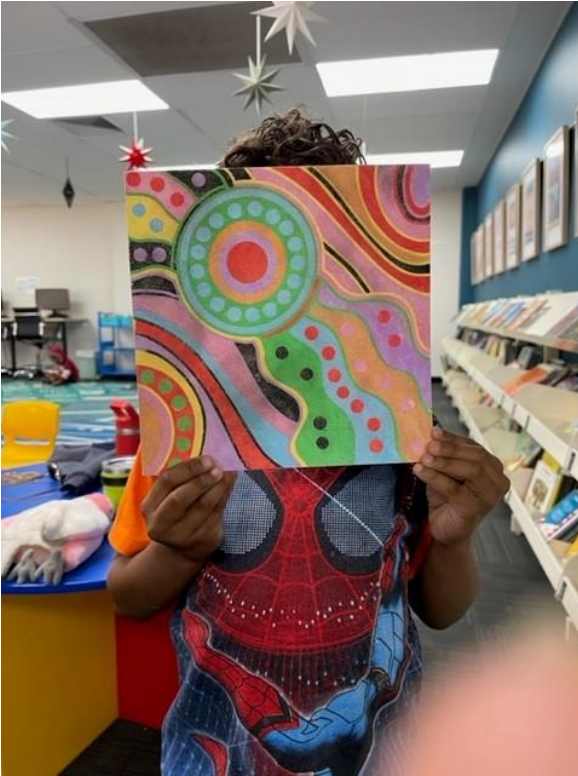


		Totals	Notes		
Patron Count		2089			
Public Computer Use		hours - 246	bookings - 231		
Conference Room		Hrs. of use - 44 Pax - 49	D&D Adult Group/KROW/D&D library group General public online interviews /formal bookings/School Holiday programs		
Circulations		2172	Includes items checked in & out - soft loans and renewals		
New Memberships		35			
Social Media			Facebook post engagements		
Programs	Number of Programs	Attendance Child/Youth	Attendance Adult	Notes	
Toddler Rhyme Time	2	16	14	Program not run during School holidays	
Storytime	2	17	9	Program not run during School holidays	
Wriggle & Rhyme	2	9	8	Program not run during School holidays	
Dungeons & Dragons	1	3		For ages 12+	

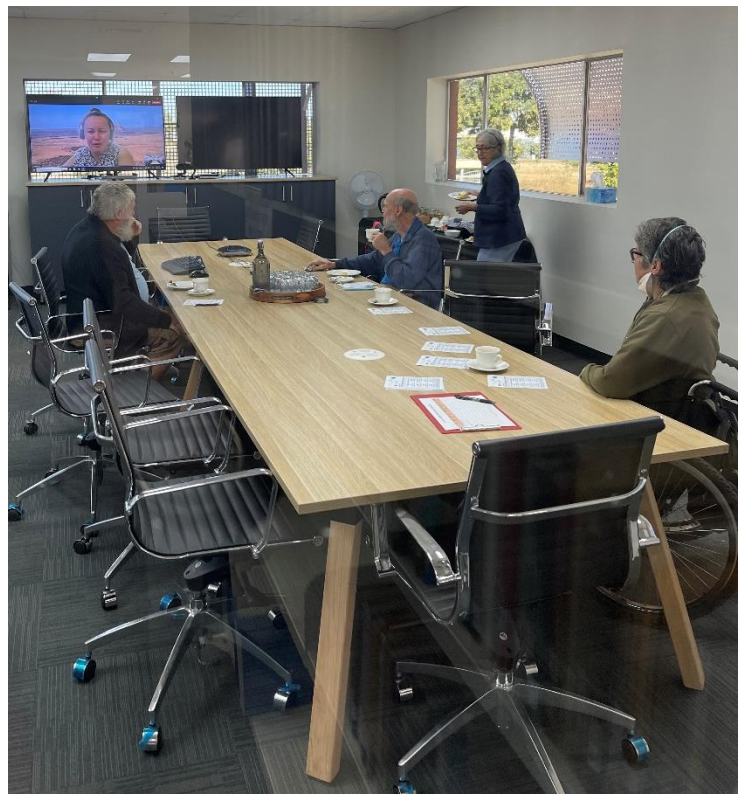
Craft-n – Go



NAIDOC Storytime



NBN Information Session



14.7 RATES CONCESSION POLICY REPORT

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167416

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. RATE CONCESSION POLICY REVISED_VERSION 3 - 23 AUGUST 2022.PDF

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

To approve the Rate Concession Policy Version 3 (attached).

PURPOSE OF REPORT

To seek Council approval of the revised Rate Concession Policy.

BACKGROUND

As part of recent reviews of Council's governance policies, the Rate Concession Policy was identified for review and updating.

The Rate Concession Policy provides options for ratepayers who may be experiencing financial difficulty in meeting their commitments to pay rates. The policy is designed to ensure a consistent, transparent approach is taken to entering special payment arrangements, waiving or deferring rates or seeking Public Benefit Concessions (PBC).

The revised policy has changed from the former policy in several important ways:

- **There is now a clear decision maker.** The Chief Executive Officer will make all decisions regarding special payment arrangements or waiving or deferring rates or applying Public Benefit Concessions. The previous policy did not have an identified pathway for decision-making.
- **Strengthened provisions regarding demonstration of financial hardship.** The policy is clearer regarding demonstrating and providing sufficient evidence of financial hardship to apply for a special payment arrangement, waiver, or deferment.
- **Removing the capacity to waive deferred rates after five years.** This is a significant change and will affect any ratepayer who has had their rates deferred previously, on the basis that after five years the debt would be waived in full. Section 251 of the *Local Government Act 2019* (the Act) states that Council's cannot grant rate concessions in financial years that do not fall entirely in the term of Council. Hence waiving any debts after rates have been deferred for five years would breach this provision. Deferred rates continue to accrue

(including interest), as a charge against the land and can be recovered when the property is sold.

The revised policy is now much clearer in terms of the process for seeking rate concessions and the types of concessions that could be applied and is compliant with the Act insofar as Council's obligations to provide rate concessions are concerned.

KTC is foregoing around \$75K per annum in rates through PBC (\$65K) and deferral (\$10K).

There are currently 31 organisations receiving a PBC. Each organisation needs to apply annually to receive the PBC. Indigenous Business Australia (IBA) do not need to apply, as they have overriding Commonwealth legislation which exempts them from paying taxation (section 188 of the *Aboriginal and Torres Strait Islander Act 2005* (Cth)). IBA currently receive a PBC of around \$25K per annum.



Ingrid Stonhill

CHIEF EXECUTIVE OFFICER



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

Version 3

RATE CONCESSION POLICY

Type:	Council Policy		
Owner:	CEO		
Responsible Officer:	Director, Corporate Services		
Approval Date:		Next Review:	
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Part 11.8 of the <i>Local Government Act 2019</i>		

1 PURPOSE

Property owners (ratepayers) in Katherine Town Council's local government area are required to pay rates based on an assessed value of their property. However, Council recognises that individuals can experience difficulty in meeting their responsibilities for the payment of rates and that it may be appropriate where financial hardship has been demonstrated to grant a concession to the payment of rates. Concessions may also be applied to meet public benefits, or to correct anomalies in the rating system.

This Policy provides a framework and guidance for applying rate concessions and outlines the criteria and circumstances for which rate concessions may be granted. There is no guarantee that a rate concession will be granted, as decisions are made on a case-by-case basis.

Katherine Town Council is committed to providing a transparent, impartial, and consistent process of application and consideration for rate concessions and/ or remission of interest accrued on overdue rates.

2 SCOPE

This policy applies to all ratepayers in the Katherine Town Council area.

3 DEFINITIONS

Deferment means the postponement of payment, in whole or in part, for recovery at a later time. Deferment can be subject to any conditions determined by Council. Deferred rates are a charge on the land and will continue to accrue interest until the account is paid in full.

Financial hardship means a ratepayer is unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Katherine Town Council.

Public Benefit Concessions mean concessions outlined in section 250 of the *Local Government Act 2019*. Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes: securing the proper development of its area; preserving buildings or places of historical interest; protecting the environment; encouraging cultural activities; promoting community health or welfare; encouraging agriculture; providing recreation or amusement for the public.

Rate concession means a waiver in whole or part of rates or a component of rates or a deferment in whole or part of an obligation to pay rates or a component of rates.

Ratepayer means the registered owner of the property. Applications by third parties, other than the ratepayer, require written approval from the property owner.

Relevant interest rate means the rate of interest fixed by Council as the relevant interest rate and outlined in Council's annual Rating Strategy.

Remission of interest means a waiver of interest in whole or part.

Waiver means removing the liability to pay and may include the whole or part of rates and/or legal charges for one financial year.

4 DETAILS

Council's Annual Rates Notices for 1 July – 30 June each year are issued every August with the option to pay in four instalments. Instalment dates are as below:

- 30 September
- 31 November
- 31 January
- 31 March

Payment reminders are advertised in local print media and residents can sign up for a free quarterly SMS reminder service.

Council strongly encourages ratepayers to meet their rate and charges payment responsibilities. However, ratepayers experiencing financial hardship may apply for a special payment arrangement or rate concession. Rate concessions include:

1. deferment in whole or part of an obligation to pay rates or a component of rates, or
2. waiver in whole or part of rates or a component of rates, or
3. Public Benefit Concession for community organisations.

Council may grant a rate concession unconditionally or on conditions determined by the Council. If the ratepayer fails to comply with a condition, the Council may withdraw the concession and require the ratepayer to pay an amount, on or before a date specified in a written notice, to neutralise any benefit to the ratepayer of the rate concession.

In accordance with section 251 of the *Local Government Act 2019*, Council must not agree to grant a rate concession for a financial year that does not fall entirely in the term of the council.

The Chief Executive Officer will make the decision about special payment arrangements and rate concessions and provide a regular report to Council on the number, type and financial implications of rate concessions being applied.

In the case that Council becomes aware of any ratepayer providing false or misleading information to gain a concession for which they would otherwise not be eligible, the agreement with Council will become null and void. Any charges which would have been waived or deferred will be restored to the full amount, including any interest not charged that would have otherwise been payable. Debt recovery proceedings may commence to recover any outstanding amounts.

FINANCIAL HARDSHIP

Financial hardship is a change of circumstance which will affect the long-term ability of a ratepayer to pay rates and charges. Council recognises that not all circumstances are alike, and that financial hardship may arise from a range of individual circumstances, including but not limited to unemployment, sickness or injury, family breakdown, or property values increasing significantly which affects the ability of a pensioner to pay their rates.

Applicants will need to demonstrate they are experiencing financial hardship by providing a range of supporting evidence including (but not limited to):

- Advice from a financial counsellor or advisor or legal representative
- Evidence of loss of employment
- Evidence of Commonwealth income support payment, if applicable
- Documents such as medical bills, notice of legal action pending in court, notice of repossession of assets such as a vehicle, goods, or mortgaged property
- Evidence of Commonwealth or Northern Territory welfare or pensioner concession allowances.

Relief from payment of rates on the grounds of financial hardship shall only apply to a natural person(s) who use the rated property as their principal place of residence.

Ratepayers seeking a rate concession should state their case in writing to the Chief Executive Officer, including whether the request is for a special payment arrangement, waiver or deferment and the relevant evidence of financial hardship. The Chief Executive Officer must be satisfied that the ratepayer will suffer increased financial hardship if a special payment arrangement or rate concession is not granted. All information will be treated as confidential.

Relief from payment of rates on the grounds of financial hardship will not apply to:

- commercial businesses
- clubs or organisations that hold a licence to sell liquor and/or operate gaming machines
- charges levied for services provided by Council, for example garbage collection.

SPECIAL PAYMENT ARRANGEMENT

Ratepayers experiencing financial hardship who are unable to pay outstanding rates and charges through the four instalments options may apply for a special payment arrangement, subject to the following conditions:

- there has been a genuine effort to meet payment obligations in the past
- acceptance by the ratepayer that interest will be levied until the account is paid in full
- the arrangement will only apply to the financial year the agreement was approved
- any default in the special payment arrangement may end the arrangement and result in the commencement of legal proceedings.

No recovery action will be taken while the arrangement is being maintained and where financial hardship conditions continue to exist. Application for special payment arrangements must be made annually before 30 September.

DEFERMENT OF RATES

Ratepayers experiencing financial hardship can apply for a deferment in whole or part of their rates. Deferment of rates will only apply to residential properties or to other properties used solely for residential purposes and is the principal place of residence of the applicant.

Application for deferment of rates because of financial hardship must be made on an annual basis and it is the ratepayer's responsibility to ensure they submit a deferral application before 30 September each year. Interest will accrue against deferred rates.

RATE CONCESSION POLICY

Council can decline or terminate a deferment application if the total outstanding balance of the rates and charges exceed 50% of the properties Unimproved Capital Value (UCV) as determined by the *Valuation of Land Act 1963*.

Rates deferred will be recovered at a future time - either when the ratepayer's circumstances change or when the property is sold. Until paid, deferred rates remain a charge against the land (see section 255 of the *Local Government Act 2019*).

WAIVER IN WHOLE OR PART

Ratepayers experiencing severe financial hardship can apply for a waiver in whole or part of their rates for the current financial year.

Council recognises that incorporated community associations on having been granted tenancy by way of a Crown Lease for a specific purpose, may experience difficulty in meeting their responsibilities for the payment of rates whilst in the process of substantially achieving the purpose of the Crown Lease. In this situation, Council will waive all rates and charges until the association concerned has substantially achieved the purpose of the relevant Crown lease and are therefore deemed to be in occupation of the parcels of land in question.

REMISSION OF INTEREST

If rate payments are not received by the due date, the account will be in arrears. Accounts in arrears will incur a penalty (the 'relevant interest rate') calculated daily on the outstanding amount, from the date on which the missed instalment was due until the date the payment is made in full. Ratepayers experiencing financial hardship may apply for remission from interest for accounts in arrears, for the current financial year.

Remission from interest granted because of financial hardship will cease if the ratepayer:

- is no longer experiencing financial hardship
- sells or no longer occupies the property as the principal place of residence, or
- there has been a breach of any conditions applied to the remission of interest.

Remission of interest may also be provided if the interest was applied because of an anomaly, error or omission, such as:

- when a ratepayer has notified Council regarding a change of address and Council has not amended the assessment record
- where Council has not been notified of a property sale or transfer
- internal financial processing of a payment where the payment has been allocated to another property, resulting in interest being charged incorrectly.

PUBLIC BENEFIT CONCESSIONS

A rate concession may be granted to a ratepayer (usually a community organisation) if the Chief Executive Officer is satisfied that the concession will advance one or more of the purposes outlined in the Act and the organisation operates substantially for the benefit of youth, arts and culture, within the Katherine community.

Any application for a Public Benefit Concession requires a written submission by the organisation explaining why the submission should be considered and how it satisfies consideration as a public benefit.

Sporting and community organisations cannot apply for a rate concession on a property that caters for gambling or that holds a licence related to gambling.

5 ASSOCIATED POLICIES/DOCUMENTS

Rating Strategy (annual)
 Declaration of Rates and Charges (annual)
 Privacy Policy
 Confidential Information Policy
 Customer Service Charter
 Accounting and Policy Manual (2019)

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019
Valuation of Land Act 1963
 Local Government (General) Regulations 2021

Revision History

Version	Approval date	Details of change	Responsible officer
1	24/5/2016	Created	CEO
2	24/2/2021	Revision for consistency with <i>Local Government Act 2019</i>	CEO
3	23/8/2022	Simplification and revision to clarify decision-maker is CEO; strengthened hardship provisions; removal of waiver of deferred rates after five years	CEO

14.8 KATHERINE TOWN COUNCIL RISK REGISTER REPORT

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167418

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. KTC RISK REGISTER_FOLLOWING COUNCIL FEEDBACK - 16 AUGUST 2022.PDF

OFFICER RECOMMENDATION

That it be recommended to Council:

To confirm the updated Risk Register (attached).

PURPOSE OF REPORT

To seek Council confirmation of the updated Risk Register and priority tasks to address key risks.

BACKGROUND

As part of recent reviews of Council's governance, a new risk management framework was developed. Councillors were asked to review the risk register that supports the framework and provide advice regarding the target risk ratings for the identified risks.

Feedback was received and it has been incorporated into the updated Risk Register (Attachment 1). The following changes were made to the Risk Register:

- Risk 2 – Likelihood changed to 'Unlikely' – no impact on risk rating; added Insurance as a current control
- Risk 4 – added breach of privacy and unauthorised access to finance systems under 'Describe consequences' and ICT policies under 'Existing controls'
- Risk 5 – changed Consequence to 'Major' – no impact on risk rating; added single person dependant roles under 'Sources of risk'
- Risk 8 – changed Consequences to 'Moderate' – no impact on risk rating
- Risks 10 and 12 joined to become single risk. Consequence is 'Major' and Likelihood is 'Unlikely'
- An extra column was added "Additional controls required to achieve target".

The following feedback was not incorporated:

- Risk 4 – request to change Consequence to 'Major' – suggest retaining at 'Moderate' which maintains the risk rating as Medium.
- Risk 6 – request to add Community Engagement Strategy as a current control, but one does not exist

- Risk 7 – request to change Likelihood from ‘Likely’ to ‘Possible’ – there have been several workplace incidents in recent weeks (not serious) hence it would be appropriate to retain ‘Likely’ at this point in time.
- Risk 11 – request to change Likelihood to ‘Possible’ but it is already at Possible.

Based on the feedback, Council seeks target risk ratings for the following risks (in priority order):

- Risk 7 – Health and Safety – current rating is Extreme; target is High
- Risk 3 – Asset Management – current rating is High; target is Medium
- Risk 11 – Legal and Governance – current rating is High; target is Medium
- Risk 9 – Environment – current rating is High; target is Medium
- Risk 6 – Reputation – current rating is Medium; target is Low.

Achieving these targets over the next 12 months will require concerted effort and resources to implement additional controls.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER


KATHERINE TOWN COUNCIL - RISK REGISTER

Date of Initial Assessment: 21 April 2022

Ref.	Date	Risk Category	Risk description	Source of risk	Describe consequences	Existing Controls April 2022	Consequence Rating	Likelihood Rating	Risk Rating	Risk Owner	Target Risk Rating	Additional controls required to achieve target	Next Review Date
1	21-Apr-22	Health and Safety	Ineffective handling of vulnerable people impacting the community and staff at public venues	Inability to manage vulnerable people accessing public facilities eg library, Visitor Info Centre, Civic Centre Angry/drunken clients Homeless people using facilities Mental health issues present Fighting amongst clients Lack of procedures and training in dealing with difficult clients	Staff feel unsafe Potential for injury to staff or clients Theft, misappropriation of cash Litigation for removing inappropriate removal/treatment of individuals	Escalation to more senior on-site manager Removal of individuals from the premises Calling police Workplace violence policy Emergency management policy (armed robbery)	Moderate	Possible	MEDIUM	Director, Community Services	MEDIUM	Training for all front line staff in how to handle difficult clients Review of existing security arrangements for all cash sites Provide cultural awareness training for frontline staff	1-Apr-23
2	21-Apr-22	Financial Sustainability	Failure to plan for and manage the Council's finances	Lack of controls, or controls inadequate for effective financial management Inadequate, or ineffective budgeting process Systems ineffective for managing tenders, grants and contractors Auditor recommendations not implemented Insufficient resourcing to apply for funding eg grants Ineffective project management skills to deliver projects on time and budget Procurement policy not being followed Over-reliance on external grant funding for revenue	Exposure to financial loss Exposure to fraud Damage to reputation and loss of public confidence Intervention by NT Government Qualified audit report	Financial management policies and procedures Annual published Fees and Charges Schedule Long Term Financial Plan Annual Municipal Plan and Annual Report External auditing of finances Two authorisations for expenditure Financial delegations Regular progress reporting and reviews (financial and project) Maximise plant and machinery utilisation Insurance	Catastrophic	Unlikely	HIGH	Director, Corporate Services	HIGH	Implement recommendations from Clare Milkins report Procurement and/or project management training Review and update all financial management policies and procedures Improve grant acquittal and budgeting processes	1-Apr-23
3	21-Apr-22	Asset Management	Failure to effectively manage assets	Poor data integrity of existing data Lack of understanding asset condition No suitable asset management recording/reporting system Failure of infrastructure assets due to lack of maintenance Conflicting funding priorities across Council Inaccurate valuations affecting depreciation Reduction in asset/facility usability levels Failure to address ageing infrastructure Asset management plans undervalue cost of replacement	Loss of, or damage to, infrastructure Public health safety implications eg waste management Uncertainty around level of asbestos in buildings Inaccurate valuation of assets Unsafe infrastructure Higher maintenance and replacement cost to future generations Assets don't meet community expectations Financial impacts on budget for maintenance, replacement and depreciation	Asset Management Policy Desktop assessment/valuation Third party assessment and documentation of road assets Insurance	Major	Possible	HIGH	Director, Infrastructure and Environment	MEDIUM	Third party assessment of all buildings and facilities Creation of an asset register Develop asset management plans for major facilities Training in using and maintaining asset register	1-Apr-23
4	21-Apr-22	Information and Technology	Failure to provide information technology systems and controls and to secure records	Cyber attack Compromise or loss of third party provider Unauthorised release of data/information IT failure impacting on critical operational systems Too many rollouts at once - lack of preparation and training Staff not re-booting hardware frequently	Inability to access data, records and systems Disruption to service provision Damage to or loss of records Inability to reduce manual transactions Breach of privacy Unauthorised access to finance system	Partnership with third party provider (12 months) Backup procedures and data security policies Basic cyber risk training for all staff Implementation of system upgrades 2 factor authentication for some systems ICT policies	Major	Possible	MEDIUM	Director, Corporate Services	MEDIUM	Improved data security policies and system access rules ICT usage policy linked to code of conduct Longer term for third party provider (Currently 12 months at a time) and test the market Develop an IT Disaster Recovery Plan Develop a planned hardware and software replacement policy	1-Apr-23
5	21-Apr-22	People and Culture	Failure to attract and retain a skilled and competent workforce	National/local labour shortage esp in regional areas Inability to access suitable and affordable housing Competitive labour market Ineffective management of employee performance Failure to ensure good communication/engagement/collaboration across the organisation Single/key person risk and single person dependant roles (i.e. single person knows role, no back-up capacity)	Inability to recruit resulting in loss of, or delay in providing services Loss of corporate knowledge due to turnover of staff Increased workloads, inefficiency and loss of productivity Increased financial cost of recruiting	Ensure vacancies advertised and filled as soon as possible Enterprise Agreement Supportive organisational values and culture Competitive remuneration Flexible working arrangements Regular performance reviews Regular structured team and all-staff meetings	Moderate	Likely	HIGH	Director, Corporate Services	HIGH	Support to access housing in Katherine Develop a recruitment strategy as employer of choice in the region Implement and enforce performance management systems Stronger commitment to training/professional development of staff Staff survey	1-Apr-23

6	21-Apr-22	Reputation	Failure to develop and maintain a positive relationship with the community	Lack of transparent governance processes Enabling/modelling poor ethical behaviour Confidentiality standards not maintained Unsatisfactory customer service standards Elected member decision making not aligned with adopted plans and strategies Councillors or Council staff engaging in misconduct or inappropriate conduct	Lack of community trust Conflict between Council and community Unrealistic community expectations Loss of community support Difficulty attracting skilled staff	Availability of Councillors and Council staff to community groups Visibility of Mayor/Councillors/CEO at community events Long Term Financial Plan Annual Municipal Plan Annual Report Council's website and social media sites Frequent provision of information to the community Fraud and corruption control policy Continual review and enhancement of internal controls	Minor	Possible	MEDIUM	CEO	LOW	Community satisfaction surveys	1-Apr-23
7	21-Apr-22	Health and Safety	Failure to maintain a safe and healthy workplace and adequate community safety standards	Inadequate or ineffective WHS management systems resulting in unsafe acts and conditions Unsafe office environment eg cords on floor, damaged carpets causing trip hazard Lack of WHS commitment by management and staff Non-compliance with policies and procedures Inappropriate discharge/use of weapons	Unsafe plant, equipment and substances Increase in preventable accidents and injuries Severe injury, illness or death Non-compliance with legislative obligations leading to prosecution Increased scrutiny from regulator (NT WorkSafe) Litigation	Documented WHS management policies and procedures Appropriate use of warning signage and safety equipment Provision of mobile phones for field staff and 2 way radios in field vehicles SWMS/Risk assessments Incident, hazard reporting process On-the-job training as required Continual improvement of WHS management system Induction program Toolbox talks at Operations Depot and Waste Management Facility Trained, licensed staff for dangerous machines/tasks Provision of Personal Protective Equipment (PPE) WHS Committee Working with CDU for local training provision Weapons secured in gun safe; staff licensed for weapons	Catastrophic	Likely	EXTREME	CEO	HIGH	Review and update of WHS policies and procedures Assessment of infrastructure eg carpets, cords, powerpoints and schedule to repair/replace Training in duty of care and WHS obligations	1-Apr-23
8	21-Apr-22	Legal and Governance	Failure to comply with legislative and other requirements	Councillors breaching the Elected Members Code of Conduct; staff breaching Code of Conduct Lack of disability access to some public buildings eg doors and Civic Centre and VIC Breach of privacy or confidentiality Council staff not complying with statutory requirements Council staff providing incorrect advice to Council Inadequate systems to capture and distribute information - no single Point of Truth Lack of compliance with audit requirements The pace of change of legislation	Unlawful and/or inappropriate decisions Reputational damage	Staff induction Councillor induction, workshops and professional development Skilled and experienced staff recruited to positions for which they are suited and provided training as needed Council Reports prepared by leadership team members and reviewed by CEO Access to outsourced legal advisors Relationship with LG compliance team	Moderate	Possible	MEDIUM	CEO	MEDIUM	Relevant staff skilled/trained in reading and interpreting legislation and developing policy	1-Apr-23
9	21-Apr-22	Environment	Failure to prepare and plan for environmental risk	Failure to develop, implement and effectively resource environmental strategies and controls Failure to effectively carry out the compliance role	Environmental harm Damage to assets Financial cost to rectify/rehabilitate Prosecution from regulator Reputational damage and loss of public confidence	In final stages of development - Integrated Environmental Management Plan Controls applied through Emergency Management Plan (for flooding only) Relationship with AAPA (for Aboriginal heritage matters)	Major	Possible	HIGH	Director, Infrastructure and Environment	MEDIUM	Develop internal audit program to monitor adherence to environmental regulations Develop a renewable energy strategy Develop/review Emergency Management Plan	1-Apr-23
10	21-Apr-22	Service Delivery	Inability to deliver essential services or effectively respond to and recover from disaster events or significant business continuity impacts	Weather event - cyclone, flood, bushfire Pandemic Lack of qualified and experienced staff Failure of a contractor / partner / provider to maintain agreed service levels resulting in an interruption to or deterioration of service delivery Weather event - cyclone, flood, bushfire Increased number and severity of weather events Terrorist attack	Reputation damage Loss of confidence by the community Health impacts on residents Exposure to financial loss Loss or damage to assets Impacts on service delivery Public health safety implications eg waste management Delay in recovery across human, social, economic, roads and transport infrastructure	Identification of service areas and relevant budgets Councillors provide information about community needs Controls applied through Emergency Management Plan (for flooding only) Engaged with local emergency management group through Police Insurance Access to Disaster Relief Funding Arrangement (through NTG and Cth)	Major	Unlikely	MEDIUM	Director, Community Services	MEDIUM	Develop and implement business continuity plan/s Clarity on who is responsible for which services Review core business obligations Establish service standards Engage with customers to understand service expectations eg survey	1-Apr-23
11	21-Apr-22	Legal and Governance	Failure to prevent fraud and corruption	Councillors breaching the Elected Members Code of Conduct; staff breaching Code of Conduct Councillors or Council staff engaging in misconduct or inappropriate conduct Procurement policy not being followed Lack of controls, or controls inadequate to address fraud and corruption	Exposure to financial loss Exposure to fraud Damage to reputation and loss of public confidence Intervention by ICAC Intervention by NT Government	Fraud and Corruption Control Policy Strong commitment from Councillors and leadership team to high standards of integrity Integrity and ethical decision-making awareness sessions for elected members and staff	Major	Possible	HIGH	CEO	MEDIUM	Address systemic issues to improve governance - especially finance governance Internal audit plan Regular code of conduct training is provided to staff Refreshed induction process for staff	1-Apr-23

12	21-Apr-22	Financial Sustainability	Failure to deliver projects	Major disasters/pandemic putting strain on resources Weather events effecting Quality, Cost and Time project measures Inadequate project management skills Poor financial management (budget overspend) Changing priorities or political change following election Procurement process not followed Lack of available skillset Excessive commitments Regulatory environment	Loss of contracts Financial loss Potential litigation Reputation loss Community backlash Create operational backlog	Project management systems and planning Project management training Dedicated resources responsible for the delivery of projects Use of existing corporate knowledge Matching expectations to available resources Regular progress reporting and reviews (financial and project) but needs improving	Catastrophic	Unlikely	HIGH	Director, Infrastructure and Environment	HIGH	Significant improvement in project financial management and reporting Better project management oversight Outstanding acquittal processes completed immediately Re-baseline progress of projects and finances	1-Apr-23
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14.9 MONTHLY REPORT OF THE MANAGER KATHERINE VISITOR INFORMATION CENTRE FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167429

AUTHOR : SUZI BOWLES, VISITOR INFORMATION MANAGER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the Katherine Information Centre Report for the Month of July 2022.

PURPOSE OF REPORT

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

BACKGROUND

Total sales for July 2022 were \$207,978.95 compared to July 2021 figures \$335,737.65 a decrease 38.05%

324 online bookings made for the month of July. Total revenue \$26,672.30

Visitor number total for July 2022, recorded on both door counters was 20,332

Refunds were processed through finance and passed to the information centre for processing from July. 41 refund transactions were processed to the value of \$8,325.80. This was due to the 3rd Katherine Gorge cancellation and Cutta Cutta caves tours cancelled when snakes were in the caves or at customer request.

Michael from Katherine Aviation spent the day here giving staff a product update and selling helicopter experiences with customers.

There were several COVID-19 cases the week of the 4 July. The office closed on the 6 July for this reason.

We had a broken window at the front door office door 7 July. A break-in to the office 21 July. We were closed for the morning whilst cleaning up and reporting the incident to police.

Noticeably there have been less numbers visiting the centre since school has returned. Numbers are down due to COVID-19 and needing to close the office several times.

Two staff Loveena and Julia had customers complete a comment form saying how helpful, knowledgeable, welcoming, informative, and passionate they were in their experience. They provided excellent information on Katherine and helped make their bookings with ease.



Ingrid Stonhill

CHIEF EXECUTIVE OFFICER

14.10 MONTHLY REPORT OF REGULATORY SERVICES FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167616

AUTHOR : KEN ORWELL, REGULATORY SERVICES MANAGER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. JULY COUNCIL REPORT ATTACHMENT-15 AUGUST 2022 (2).PDF

OFFICER RECOMMENDATION

1. That it be recommended to Council to receive and note the Regulatory Services Report for the Month of July 2022.

PURPOSE OF REPORT

Regulatory Services operations for the month of July 2022.

BACKGROUND**Dog at large patrols**

- A total of 26 dogs were impounded, (attachment on where and when).
- A total of 7 fines were issued for dogs at large or not under control.
- A total of 11 dogs were returned to their owners with 1 dog being desexed by DACS, (Desexing Assistance and Community Support Inc.), before being returned.
- A total of 2 dogs were rehomed by DACS.
- A total of 2 dogs were rehomed by Rangers.
- A total of 4 dogs were on trial to be rehomed.
- A total of 2 dogs were euthanised unable to be rehomed.
- 1 dog was found to have parvo and was euthanised.

Notice to comply

- 7 notice to comply were issued for the month of July.
- 4 notice to complies were issued for unregistered dogs in the month of July.
- 1 notice to comply for 3rd party advertising.
- 1 notice to comply for camping.
- 1 notice to comply for unregistered abandoned vehicle.

Parking Offences

- A total of 11 fines were issued for the month of July.

Cat traps

- A total of 8 cats were euthanised in July.

Abandoned Vehicles

- 1 abandoned vehicle is awaiting removal by owners

Vegetation control

- A warrant to enter an overgrown property at 29 Pearce Street was enforced in the month of July to clear the fire hazard after several notices to comply tickets were ignored and the Fire Dept. deemed it to be a Fire hazard.

PHOTO OF THE OVERGROWN BLOCK



Photos after the contractors







Impounded Dog Register

Impound Number	Date Impounded	Time Impounded	Found At	Description	Sex	Outcome
7076	01.07.22	1:35pm	Cox Crescent	Staffy Grey	M	RTO – Lockheed Road
7077	05.07.22	8:42am	Elliot Street	X Breed Brown & White	M	RTO
7078	05.07.22	3pm	Lockheed Road	Brown & White Pup	M	On Trial 08.07.22
7079	05.07.22	3pm	Lockheed Road	Brindle Pup	M	Euthanised Parvo 05.07.22
7080	05.07.22	3pm	Lockheed Road	Brown, White Socks Pup	M	On Trial 06.07.22
7081	06.07.22	2:47pm	Finnis Place	X Breed Tan	F	Euthanised 21.07.22
7082	12.07.22	9am	Drop Box	Staffy X Brindle	F	Euthanised 21.07.22
7083	14.07.22	12:10pm	Drop Box	X Breed Black & White	F	On Trial 29.07.22
7084	13.07.22	3:50pm	Giles Street	Heeler X	M	RTO Giles Street
7085	18.07.22	10:27am	Callistemon Drive	X Breed Black & White	M	On Trial 02.08.22
7086	19.07.22	11:40am	Hibiscus Court	Staffy X Brown	M	Rehomed
7087	19.07.22	2:42pm	Providence Court	X Breed Tan & Black	M	RTO 27.07.22
7088	19.07.22	2:42pm	Providence Court	X Breed Tan & Black	F	RTO 27.07.22
7089	20.07.22	8:35am	Frangipanni Court	X Breed Tan & Black 3 Legs	F	RTO 21.07.22
7090	21.07.22	8:50am	Rapide Street	X Breed White & Brown	F	RTO 25.07.22
7091	21.07.22	9:17am	Maluka Road	X Breed Tan	F	Rehomed DACS
7092	21.07.22	9:17am	Maluka Road	X Breed Tan	M	Rehomed DACS
7093	21.07.22	12:24pm	Heron Crescent	Beagle Tan & White	F	RTO 22.07.22
7094	21.07.22	12:24pm	Heron Crescent	Blue Heeler White & Grey	F	RTO 22.07.22
7095	25.07.22	8:59am	Cameron Street	Kelpy X Brown	F	RTO 26.07.22
7096	25.07.22	9:25am	Drop Box	X Breed White & Brown	F	RTO 02.08.22
7097	25.07.22	4pm	4 th Street Vets	X Breed Black & Brindle	F	Carried over
7098	26.07.22	12:20pm	Knotts Crossing	X Breed White & Brown	M	RTO 27.07.22
7099	27.07.22	11am	Woolworths	X Breed Tri Colour	M	RTO 28.07.22
7100	28.07.22	9:23am	Zimin Drive	X Breed Brown & White	F	Carried over
7101	28.07.22	10am	Jaensch Road	Blue Staffy	M	Carried over

RTO = Return to Owner

DACS = Desexing Assistance and Community Support Inc.

15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil

16 ELECTED MEMBERS ACTIVITIES

16.1 ELECTED MEMBERS ACTIVITIES FOR THE MONTH OF JULY 2022

FOLDER ID : \USER WORKSPACE\COUNCIL SERVICES\GOVERNANCE SERVICES\GOVERNANCE DEPARTMENT\INFOCOUNCIL TEST DOCUMENTS/167735

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. KYM HENDERSON - LGANT NOMINATION FORM - SIGNED - AUGUST 2022.PDF

OFFICER RECOMMENDATION

That Council make a resolution to:

1. Nominate Deputy Mayor Kym Henderson for a position to the Local Government Association of the Northern Territory Executive Board, at their Annual General Meeting on Friday 18 November 2022

Deputy Mayor Kym Henderson Period 26 th July to 23 rd August 2022	
Date	Activity attended
26 July 2022	Ordinary Meeting of Council
28 July 2022	Opening Night of Food Van Collective
29 July 2022	Weekly meeting with Mayor
29 July 2022	Meeting with Community Member
4 August 2022	World Breastfeeding Week Morning Tea
4 August 2022	Meeting with Mayor and CEO
5 August 2022	Meeting with Mayor
6 August 2022	Inaugural Mayoral Defence Ball
8 August 2022	Meeting with Community Member
8 August 2022	EMIS
10 August 2022	Meeting with Dept Chief Ministers & Cabinet
12 August 2022	Meeting with Mayor
18 August 2022	LGANT training

18 August 2022	Veterans Day Commemorative Service
19 August 2022	Meeting with Mayor
19 August 2022	Meeting with CEO
22 August 2022	Council Presentation – Aboriginal Justice Agreement – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Jeremy Trembath

Period 26th July to 23rd August 2022

Date	Activity attended
8 August 2022	EMIS
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Madeleine Bower

Period 26th July to 23rd August 2022

Date	Activity attended
18 – 29 July 2022	Annual Recreation Leave
5 August 2022	Launch of Jawoyn Dictionary
6 August 2022	Inaugural Mayoral Defence Ball
8 August 2022	EMIS
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Amanda Kingdon Period 26th July to 23rd August 2022	
Date	Activity attended
4 August 2022	Senior's Morning Tea with Mayor
6 August 2022	Inaugural Mayoral Defence Ball
8 August 2022	EMIS
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Ben Herdon Period 26th July to 23rd August 2022	
Date	Activity attended
8 August 2022	EMIS
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Denis Coburn Period 26th July to 23rd August 2022	
Date	Activity attended
3 August 2022	Katherine DCA meeting
8 August 2022	EMIS
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council



LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION OF OFFICE BEARERS

In accordance with clause 14.9 of the LGANT Constitution, I hereby call for nominations to the nine (9) positions on the LGANT Executive Board (one of which will include the appointed member nomination from City of Darwin). Election for the remaining eight (8) positions on the LGANT Executive Board will be held on Friday 18 November 2022 at the LGANT Annual General Meeting in Darwin.

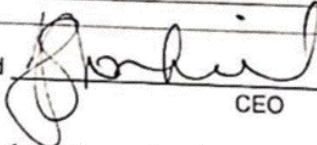
Sean G Holden
Chief Executive Officer
15 June 2022

Nominating Council:

The Council resolved at a meeting held on 23rd August 2022 to nominate the following elected member(s) to the LGANT Executive:

Name of Elected Member	Executive Member
	President
	Vice President Regional and Shire
<u>Kym Henderson</u>	<input checked="" type="checkbox"/> Vice President Municipal
<u>Kym Henderson</u>	<input checked="" type="checkbox"/> Board Member Municipal
	Board Member – Regional and Shire
	Appointed Member – City of Darwin

Signed


CEO

8 10 81 2022

Please forward completed nomination form and a short biography on each nominee by COB Monday 8th of August 2022 to:

Acaila Tucker
Executive Assistant to the CEO
Email: Acaila.tucker@lgant.asn.au

P (08) 8944 9697 A 21 Parap Rd, Parap NT 0820
E info@lgant.asn.au PO Box 2017, Parap NT 0804
W lgant.asn.au ABN 55 069 465 021

We are local. We connect.

17 LATE AGENDA

Nil

18 CLOSURE MEETING TO PUBLIC

19 CONFIDENTIAL ITEMS

Nil

20 RESUMPTION OF OPEN MEETING

21 NEXT ORDINARY MEETING OF COUNCIL

That the next meeting of the Ordinary Council Meeting will be held on Tuesday 27 September 2022.

22 CLOSURE OF MEETING