

# AGENDA

Ordinary Meeting of Council

Tuesday, 23 May 2023

12.00pm

Council Chambers, Civic Centre,  
Stuart Highway, Katherine

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

**ELECTED MEMBERS**

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

**OFFICERS**

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

**VISION:**

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

**MISSION:**

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

**VALUES:**

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

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## **1 ACKNOWLEDGEMENT OF COUNTRY**

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

## **2 OPENING PRAYER**

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

## **3 MEETING DECLARED OPEN**

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

<b>4.1 APOLOGIES</b>
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<b>4.2 LEAVE OF ABSENCE</b>
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Nil

## **5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

Members Disclosure Conflict of Interest

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

## **6 PRESENTATIONS FROM EXTERNAL AGENCIES**

## **7 CONFIRMATION OF PREVIOUS MINUTES**

7.1 Minutes of the Ordinary Council Meeting held On 26 April 2023



# **MINUTES**

## **Ordinary Meeting of Council**

**Wednesday, 26 April 2023**

Council Chambers,  
Civic Centre, Stuart Highway, Katherine

## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN

Mayor Elisabeth Clark declared the meeting open at 12.00pm.

## 4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### ELECTED MEMBERS

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

### OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Avtar Singh – Director of Corporate Services
- Amanda Haigh – Governance and Executive Officer (minute taker)
- 6 staff

### PUBLIC

- 11

### 4.1 APOLOGIES

NIL

### 4.2 LEAVE OF ABSENCE

Nil

## 5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

NIL

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

Nil

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 Minutes of the Ordinary Council Meeting held On 28 March 2023

**COUNCIL RESOLUTION****OCM-028-2023****Moved:** Deputy Mayor Coburn**Seconded:** Councillor Trembath

That the minutes of Ordinary Meeting of Council on 28 March 2023 be confirmed as true and accurate.

**CARRIED 5/0**

## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

**8.1 ACTION UPDATE****COUNCIL RESOLUTION****OCM-029-2023****Moved:** Councillor Kingdon**Seconded:** Councillor Trembath

That Council receive and note the update for business arising from previous Council meetings as at 14 April 2023.

**CARRIED 5/0**

Katherine Youth Sculpture – sitting with NTG

Centenary of Katherine 2026 Advisory Committee – appointed members have been advised, other members are being sourced. Once appointed the first meeting will be scheduled with a Terms of Reference tabled.

## 9 MAYORAL BUSINESS

**9.1 MAYORAL ACTIVITIES****COUNCIL RESOLUTION****OCM-030-2023****Moved:** Councillor Bower**Seconded:** Deputy Mayor Coburn

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

**CARRIED 5/0**



## 10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

### 10.1 CORRESPONDENCE AND DOCUMENTS

#### COUNCIL RESOLUTION

OCM-031-2023

**Moved:** Councillor Bower

**Seconded:** Councillor Trembath

1. That Council receive and note the Correspondence and Documents:
  - (a) Letter – Minister for Local Government - Local Government Immediate Priority Grant 2022-23 - \$160 220 Katherine sports precinct fencing renewal phase 1 – 20 March 2023,
  - (b) Letter – Lendlease - Tindal Try'a Trade Invitation – 30 March 2023, and
  - (c) Letter – Heritage Council - Historic Aircraft Wrecks – 6 April 2023.

**CARRIED 5/0**

The Tindal Try'a Trade will be held on Thursday, 24 August 2023.

## 11 PETITIONS

NIL

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

Question	Response
Request to explain the voluntary Night Owl Program	Voluntary patrol between the hours of 1 to 5 am, volunteers will patrol and note/report criminal behaviour. Currently seeking volunteers.
Request to explain the Rapid Response vehicle	A golf buggy funded by NTG to engage in the CBD similar to Darwin. Delayed due to traffic management plan permit.
Request to explain the Lindsay Street Complex flooding rectification request to DIPL	Water pools in the Lindsay Street Complex entrance near levy wall after the erection of the levy wall prohibiting council to maintain the area. Requests to DIPL to rectify.
What are the future plans for the old Foodladder/ Youth Centre site?	Not an agenda item
Thankyou to Councillor Kingdon for raising questions to council.	Acknowledged

## 13 NOTICE OF MOTION

Nil

## 14 REPORTS OF OFFICERS

### 14.1 CHIEF EXECUTIVE OFFICER REPORT

#### COUNCIL RESOLUTION

OCM-032-2023

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

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

**CARRIED 5/0**

Council raised that with current issues of the flood levy wall creating pooling of water concern raised for stage 2.

Highway trivia signage proposed to increase driver alertness and road safety, similar to across the rest of country on the main highways. Suggestion for changing text option.

CEO congratulated on initiative for succession planning of staff through management mentoring.

### 14.2 ELECTED MEMBER CONFLICT OF INTEREST POLICY

#### COUNCIL RESOLUTION

OCM-033-2023

**Moved:** Councillor Kingdon

**Seconded:** Deputy Mayor Coburn

1. That Council approve the Elected Members Conflict of Interest Policy Version 1.

**CARRIED 5/0**

Reiterated that managing any conflicts is the most important aspect.

### 14.3 FINANCIAL MANAGEMENT POLICIES

#### COUNCIL RESOLUTION

OCM-034-2023

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

1. That Council:
  - (a) Notes that an Accounting and Policy Manual is no longer required under Northern Territory local government legislation,

- (b) Approves the Rating Strategy and Policy version 6,
- (c) Approves the Borrowing Policy version 2,
- (d) Approves the Investment Policy version 3,
- (e) Approves the Reserves Policy version 1,
- (f) Approves the Leasing Policy version 2, and
- (g) Approves the Financial Sustainability Policy version 1.

**CARRIED 5/0**

#### **14.4 KATHERINE MEMORIAL CEMETERY POLICY**

**COUNCIL RESOLUTION**

**OCM-035-2023**

**Moved:** Councillor Trembath

**Seconded:** Councillor Kingdon

1. That Council approves the Katherine Memorial Cemetery Policy - V3.

**CARRIED 5/0**

Suggestion for future pet cemetery be considered.

#### **14.5 DRAFT GUIDELINE FOR THE MANAGEMENT OF HUMAN REMAINS**

**COUNCIL RESOLUTION**

**OCM-036-2023**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

That Council receive and note the Draft Guideline for the Management of Human Remains report.

**CARRIED 5/0**

#### **14.6 AFFIX COMMON SEAL - CMC FUNDING AGREEMENT - SAFER TERRITORY PLACES GRANT**

**COUNCIL RESOLUTION**

**OCM-037-2023**

**Moved:** Councillor Trembath

**Seconded:** Councillor Kingdon

1. That Council authorises the Mayor and Chief Executive Officer to execute the Department of the Chief Minister and Cabinet Safer Territory Places Grant agreement of \$230 000 and affix the Common Seal to fund:

- (a) 40 Additional Solar Lights - \$170,000,

- (b) Skate Park Lighting Upgrade - \$20,000,
- (c) Additional Laneway Closure - \$30,000, and
- (d) Community Night Owl Patrol Project - \$10,000.

**CARRIED 5/0**

Solar lighting location will be identified in conjunction with other stakeholder groups. Raised that the street lighting outside BP have not been working for months.

Laneway closure is additional to the current ones council are progressing. Delays due to procurement processes and supply of materials. Police will provide input into the identified laneway. Raised that closing laneways requires users to use other pathways that need repairs and upgrades such as widening for wheelchairs and stabilisation that will be considered after the outcome of the trial laneway closures outcomes considered.

## **14.7 SECOND BUDGET REVIEW 2022-2023**

### **COUNCIL RESOLUTION**

**OCM-038-2023**

**Moved:** Councillor Kingdon

**Seconded:** Deputy Mayor Coburn

1. That Council:
  - (a) Adopt the 2022-2023 amended budget as presented in this second budget review and included on the attached Revised Statement of Income & Expenditure, Statement of Financial Position, Statement of Cash Flows (Financial Statements) and Long-Term Financial Plan.
  - (b) Authorise management to upload 2022-2023 amended budget as presented in the attached Financial Statements and the Long-Term Financial Plan on Council's website.

**CARRIED 5/0**

## **14.8 FINANCE REPORT FOR THE MONTH OF MARCH 2023**

### **COUNCIL RESOLUTION**

**OCM-039-2023**

**Moved:** Deputy Mayor Coburn

**Seconded:** Councillor Bower

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

**CARRIED 5/0**

**14.9 MONTHLY REPORT OF CORPORATE SERVICES FOR THE MONTH OF MARCH 2023****COUNCIL RESOLUTION****OCM-040-2023****Moved:** Councillor Trembath**Seconded:** Councillor Bower

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

**CARRIED 5/0****14.10 REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR THE MONTH OF MARCH 2023****COUNCIL RESOLUTION****OCM-041-2023****Moved:** Councillor Trembath**Seconded:** Deputy Mayor Coburn

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

**CARRIED 5/0**

At 12:56 pm, Councillor Jeremy Trembath left the meeting.

At 12:58 pm, Councillor Jeremy Trembath returned to the meeting.

**145 REPORTS FROM REPRESENTATIVES ON COMMITTEES**

Nil

**156 ELECTED MEMBERS ACTIVITIES****16.1 ELECTED MEMBER ACTIVITIES****COUNCIL RESOLUTION****OCM-042-2023****Moved:** Councillor Bower**Seconded:** Councillor Trembath

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

**CARRIED 5/0**

## 167 LATE AGENDA

Nil

## 18 GENERAL BUSINESS

Katherine Cristian Convention will be held at the showgrounds on 30 April 2023.

Katherine and Big Rivers Sports Pavilion awaiting Building Certifier permit once contractors make good the final requirements before being opened for use.

Sportground lighting on oval 1 and 2 outage from lightning strike will be claimed through insurance.

Sportground user groups may request waiver or decrease of fees to CEO due to not being able to use the sports Pavilion.

River walk circuit crossing over river northern section pathway was completely washed away. Budget proposal to address the erosion and stormwater damage.

Festival of the Dry pamphlet out now with many events planned over the dry season.

Ex Mayor Faye Millar state funeral will be held on 26 March 2023. Council have been requesting for guest invitations. Suggestion for livestreaming at Town Square would need to be considered by Protocol NT.

CEO thanked Evans Insight Consultancy, Maria Evans, for the work she has done on reviewing and developing policies for Council.

## 19 CLOSURE MEETING TO PUBLIC

Members, Council has resolved to use *Section 99(2) of the Local Government Act 2019* to discuss and resolve confidential items which come before it.

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

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

Your Worship, I wish to second that the meeting be closed to public to discuss items relating to matters as stipulated in *Section 99(2) of the Local Government Act 2019 and regulations 51 of the Local Government (General) Regulations 2021*.

The meeting was closed at 1.13pm.

## 17 CONFIDENTIAL ITEMS

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### COUNCIL RESOLUTION

OCM-043-2023

**Moved:** Mayor Clark

**Seconded:** Deputy Mayor Coburn

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with *Section 99(2) of the Local Government Act 2019*:

**20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES**

This matter is considered to be confidential under *Section 99(2) - b of the Local Government Act 2019*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the personal circumstances of a resident or ratepayer;.

**20.2 ECONOMIC DEVELOPMENT UPDATE**

This matter is considered to be confidential under *Section 99(2) - ci of the Local Government Act 2019*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

**20.3 VISITOR INFORMATION SERVICES PARTNERSHIP AGREEMENT 2023-2025**

This matter is considered to be confidential under *Section 99(2) - a of the Local Government Act 2019*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

**20.4 BY-ELECTION SERVICE AGREEMENT**

This matter is considered to be confidential under *Section 99(2) - civ of the Local Government Act 2019*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

**CARRIED 5/0**

**18 RESUMPTION OF OPEN MEETING**

Open meeting was resumed at 2.20pm.

**19 NEXT ORDINARY MEETING OF COUNCIL**

That the next meeting of the Ordinary Meeting of Council will be held on 23 May 2023.

**20 CLOSURE OF MEETING**

The meeting was closed at 2.20pm.



## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

### 8.1 ACTION UPDATE

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178813

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

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

**ATTACHMENT/S** : 1. OUSTANDING ACTION REPORT - 12 MAY 2023.DOCX  

#### OFFICER RECOMMENDATION

1. That Council receive and note the update for business arising from previous Council meetings as at 12 May 2023.

#### PURPOSE

To provide council with an update of business arising from previous council meetings for actions outstanding.

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
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## ACTIONS REPORT

Printed: 12 May 2023 9:11 AM

Meeting	Date	Officer	Title	Target
Council 24/01/2023	24/01/2023	Pearce, Brendan	Acquittal of Special Purpose Grant for Stage 1 Consultancy - Big Rivers Materials Recovery Facility	7/02/2023

**Notes****12 May 2023 8:21am Haigh, Amanda**

Interim acquittal and variation request submitted. Awaiting written confirmation of variation approval from the department.

## 9 MAYORAL BUSINESS

### 9.1 MAYORAL ACTIVITIES

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178858

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

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

**ATTACHMENT/S** : NIL

#### OFFICER RECOMMENDATION

1. That Council receive and note the Mayoral activities for April 2023.

#### PURPOSE OF REPORT

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

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Strengthen our councillor profiles to increase community awareness of who they are
Priority One	Strong Leadership	Strong Leadership	Learn what the community wants to know through community engagement strategies.
Priority One	Strong Leadership	Partner in progress	Act as a connector on key issues affecting the community as a member in key reference groups
Priority Two	Community and Families	Prioritise Recreation	Promote an active community with family events, festivals, live music and sports
Priority Three	Sports and Civic Events	Sports and Civic Events	Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days
Priority Five	Arts, Culture and Heritage	Support Culture	Celebrate culturally important days
Priority Six	Big Rivers Inter-	Inter-Government	Advocate for the interests of our community

	Government Collaboration	Collaboration and Advocacy	
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<b>Mayor Elisabeth Clark</b>	
<b>Date</b>	<b>Activity attended</b>
<b>1<sup>st</sup> April</b>	Katherine Multicultural Festival – Joy of Many Colours
<b>4<sup>th</sup> April</b>	Minister for Disabilities - Ngaree Ah Kit
<b>4<sup>th</sup> April</b>	Big Rivers Destination Management Plan Project Implementation Team Meeting
<b>4<sup>th</sup> April</b>	Minister for Tourism - Nicole Manison
<b>5<sup>th</sup> April</b>	Chief Minister Natasha Fyles
<b>5<sup>th</sup> April</b>	Development Consent Authority Katherine Meeting
<b>5<sup>th</sup> April</b>	LGANT – Cybersecurity and New Legislation Information Session
<b>6<sup>th</sup> April</b>	NT News
<b>13<sup>th</sup> April</b>	Head Honcho Radio
<b>13<sup>th</sup> April</b>	Katherine High School meeting regarding Justice Reinvestment
<b>14<sup>th</sup> April</b>	Elected Member Information Session (EMIS) – at old Foodladder site
<b>14<sup>th</sup> April</b>	Katherine Times
<b>17<sup>th</sup> April</b>	Local Radio with Sue
<b>17<sup>th</sup> April</b>	Meeting with CEO and Chair of GYRACC
<b>17<sup>th</sup> April</b>	Meeting with Department of the Chief Minister and Cabinet Big Rivers Region
<b>18<sup>th</sup> -22<sup>nd</sup> April</b>	LGANT Conference and Meetings
<b>24<sup>th</sup> April</b>	EMIS
<b>24<sup>th</sup> April</b>	Katherine High School – Anzac Service
<b>24<sup>th</sup> April</b>	Meet and Greet new SADFO - RAAF
<b>25<sup>th</sup> April</b>	ANZAC DAY Dawn Service and March
<b>26<sup>th</sup> April</b>	Channel 9 Interview
<b>26<sup>th</sup> April</b>	Ordinary Meeting of Council
<b>26<sup>th</sup> April</b>	LGANT Rates Information Session
<b>26<sup>th</sup> April</b>	LGANT Australia Post Information Session
<b>27<sup>th</sup> April</b>	Minister for Police, Fire and Emergency Services - Kate Worden

<b>27<sup>th</sup> April</b>	Katherine Times
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## 10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

### 10.1 CORRESPONDENCE AND DOCUMENTS

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178722

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

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

**ATTACHMENT/S** : 1. LETTER - MEMBER FOR ARNHEM - THANK YOU\_LIZ CLARK - 3 MAY 2023.PDF [↓](#) 

#### OFFICER RECOMMENDATION

1. That Council receive and note the Correspondence and Documents:
  - (a) Letter – Member for Arnhem – Thankyou – 3 May 2023

#### PURPOSE OF REPORT

To provide the Official Correspondence and Documents.

#### INCOMING

#	Type	Date	From	Title	MagiQ Id
1	Letter	3 May 2023	Member for Arnhem	Thankyou	178659
2					

#### OUTGOING

#	Type	Date	To	Title	MagiQ Id
1					



Liz Clark  
Mayor  
Katherine Town Council  
Po Box 1071  
Katherine NT 0851  
[records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

3 May 2023

**Thank you for the use of the Chambers room for Deadly Threads**

Dear Liz,

Thank you to the Katherine Town Council for the use of the Chambers for the first Deadly Threads fundraiser on 22nd April.

The Deadly Threads fundraiser was a collaboration with the Arnhem Electorate Office and Maddy Bower, a long-term Katherine resident and Katherine Town Council Councillor, in support of the Big Rivers Region Women's Safe Houses.

Six Women's Safe Houses in Big Rivers are located at Borrooloola, Ngukurr, Wugularr, Lajamanu, Kalkarindji and Yarralin. Borrooloola Women's Safe House is operated by Mabunji Aboriginal Corporation; Territory Families, Housing and Communities operate the other 5 Women's Safe Houses. In addition, Territory Families, Housing and Communities funds the Katherine Women's Crisis Centre. Overall, the Deadly Threads raised over \$900 to go towards the Safe Houses and generous clothing donations from across the region.

Please feel free to contact my Electorate Officer, Melina Davidson on (08) 8973 8780 or [electorate.arnhem@nt.gov.au](mailto:electorate.arnhem@nt.gov.au) with any further information.

Yours sincerely,



**Selena Uibo MLA**  
**Member for Arnhem**

**11 PETITIONS**

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

**13 NOTICE OF MOTION**

Nil


## 14 REPORTS OF OFFICERS

### 14.1 WHISTLEBLOWER POLICY

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178774

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

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

**ATTACHMENT/S** : 1. POLICY - WHISTLEBLOWER - V1 - DRAFT.DOCX 

#### OFFICER RECOMMENDATION

1. That Council approves the Whistleblower Policy Version 1.

#### PURPOSE OF REPORT

To seek Council approval of the Whistleblower Policy Version 1.

#### STRATEGIC PLAN

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

#### KEY MESSAGES

Council promotes a culture where compliance and awareness of legislation, policies and procedures are expected, encouraged and supported, with no tolerance for improper conduct or fraudulent activity.

All elected members and employees have a legislated obligation to report suspected improper conduct including fraud and corruption. Elected members and employees are encouraged to be constantly vigilant and report, without fear of reprisal, any matter they regard as suspicious.

All suspected instances of fraud or improper conduct should be reported to the Chief Executive Officer and ICAC. If the matter involves the Chief Executive Officer, reports must be made to the Mayor and ICAC.

Wherever possible, all instances reported will be treated in the strictest confidence. It is Council's intention that any person reporting a concern or incident will, as far as is practical, have their identity kept confidential unless the whistleblower consents to their identity being disclosed or disclosure is otherwise required so that the matter may be properly investigated.



Council will make every effort to support whistleblowers through workplace support, encouraging access to the Employee Assistance Service provider and applying Council's Mental Health and Wellbeing Policy.

Council will afford natural justice to any individual who is the subject of any protected disclosure report to ICAC. Any investigations conducted will be done so fairly and at the direction of ICAC. Where improper conduct is alleged against an employee, the employee may be the subject of disciplinary action, including the termination of employment.

### **BACKGROUND**

As part of recent reviews of Council's governance policies, it was noted there was a gap in relation to supporting individuals who may report a suspicion of improper conduct at Council. These people are often known as 'whistleblowers'.

Council has no tolerance for improper conduct or fraudulent activity. This means that individuals must not only take responsibility for personal behaviour but also support for others to embrace ethical practices and take appropriate actions to prevent and minimise fraud and corruption risks and to report any incidents of improper conduct to the Chief Executive Officer and the Office of the Northern Territory Independent Commissioner Against Corruption (ICAC) should it arise and be identified.

The purpose of this policy is to encourage and facilitate disclosures of improper conduct occurring in Katherine Town Council to provide assurance to the community that Council is committed to good governance and ethical behaviour, and outline Council's approach to protecting and supporting employees in reporting improper conduct.

### **DISCUSSION**

Whistleblowing processes – or systems for encouraging and protecting staff who speak up about wrongdoing – are vital to achieving integrity, good governance and freedom from corruption in institutions across the world.

Increasingly the importance of good whistleblowing processes is being recognised not only in new laws and rules, but stronger organisational systems and programs, informed by a new vision of the benefits and responsibilities that accompany the raising of wrongdoing concerns.

In the Northern Territory, the Office of the Independent Commissioner Against Corruption (ICAC) was established in 2018 to prevent corruption and guide the conduct of public officers. ICAC investigates the most serious, sensitive and systemic corrupt conduct of public officers and public agencies. This includes Members of the Legislative Assembly, courts, tribunals, independent officers, organisations and bodies that receive government resources through contracts and grants.

All public officers and public bodies must report reasonable suspicions of improper conduct. This includes elected members and employees of Council.

Processes for encouraging and protecting whistleblowers are vital to integrity and good governance. The new policy outlines:

- The obligations of Elected Members and Council employees to report suspicion of fraud or improper conduct to ICAC
- A commitment to protecting the identity of whistleblowers
- How whistleblowers will be protected from retaliation and supported by Council for making a report to ICAC, and

- How to manage employees who may be the subject of a protected disclosure to ICAC.

**CONSULTATION PROCESS**

N/A

**POLICY IMPLICATIONS**

The policy is required as per the Part 6 of the *Independent Commissioner Against Corruption Act 2017* and Section 6(1)(d)(i) of the Local Government (General) Regulations 2021

**BUDGET AND RESOURCE IMPLICATIONS**

NIL

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Katherine Town Council is classified as a public body in Section 16(1) of the *Independent Commissioner Against Corruption Act 2017* (the ICAC Act). Council has an obligation to protect and support whistleblowers.

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



KATHERINE  
TOWN COUNCIL

## COUNCIL POLICY

### Version 1

## WHISTLEBLOWER POLICY

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Human Resources Manager		
Approval Date:		Next Review:	30 April 2027
Records Number:	178773	Council/CEO Decision:	Council
Legislation Reference:	Part 6 of the <i>Independent Commissioner Against Corruption Act 2017</i> Section 6(1)(d)(i) of the Local Government (General) Regulations 2021		

### 1 PURPOSE

Katherine Town Council is committed to promoting a culture of trust, integrity and honesty in the services it provides to the Katherine community, and in the administration of those services.

The Northern Territory Independent Commissioner Against Corruption (ICAC) receives and investigates reports of improper conduct from public officers and public bodies, and members of the community. These people are often known as ‘whistleblowers’.

The purpose of this policy is to encourage and facilitate disclosures of improper conduct occurring in the Katherine Town Council to provide assurance to the community that Council is committed to good governance and ethical behaviour, and outline Council’s approach to protecting and supporting individuals in reporting improper conduct.

### 2 SCOPE

This policy applies to all Council employees, regardless of their employment status, role or position.

### 3 DEFINITIONS

**ICAC Act** means the *Independent Commissioner Against Corruption Act 2017*.

**Protected communication** means a voluntary reporting of information that a person believes on reasonable grounds:

- (a) would tend to show that improper conduct has occurred, is occurring or is at risk of occurring; or
- (b) would assist the ICAC to perform the ICAC’s functions; or
- (c) would otherwise assist in the administration, or achieving the objects, of the ICAC Act.

**Retaliation** means the same as section 95 of the ICAC Act and refers to action that causes, or threatens to cause, harm to discourage an individual from making a protected communication or not supporting an individual that has made a protected communication.

**Whistleblower** means any person who identifies that they wish to access the protection of the ICAC Act to disclose information in the public interest concerning improper conduct at Katherine Town Council.

## 4 DETAILS

Council promotes a culture where compliance and awareness are expected, encouraged and supported, with no tolerance for improper conduct or fraudulent activity.

The *Local Government Act 2019* and associated Regulations require the Chief Executive Officer to establish and maintain a Fraud and Corruption Protection Plan which includes internal controls. All employees have responsibilities in relation to the prevention and reporting of fraud and corruption.

This requires not only responsibility for personal behaviour but also support for others to embrace ethical practices and take appropriate actions to prevent and minimise fraud and corruption risks and to report any incidents to the Chief Executive Officer and the Office of the Northern Territory Independent Commissioner Against Corruption (ICAC) should it arise and be identified.

Katherine Town Council is classified as a public body in Section 16(1) of the *Independent Commissioner Against Corruption Act 2017* (the ICAC Act). Council has an obligation to protect and support whistleblowers.

In line with Council's Fraud and Corruption Control Policy Protection Plan, Council is committed to investigating all information about potential improper conduct in a confidential manner and taking appropriate action. Council is committed to ensuring that mandatory reporting of improper conduct to ICAC takes place.

Processes for encouraging and protecting staff who speak up about improper conduct are vital to integrity and good governance.

### MANDATORY REPORTING

Mandatory reporting of suspected improper conduct applies to all public bodies and associated public officers as defined in Section 16(2) of the ICAC Act.

Whistleblowing protections are applicable to any person reporting suspected improper conduct and seeks protection under the ICAC Act.

All elected members and employees have a legislated obligation to report suspected improper conduct which includes fraud and corruption. Elected members and staff are encouraged to be constantly vigilant and report, without fear of reprisal, any matter that they regard as suspicious. All suspected instances of fraud or improper conduct should be reported to the Chief Executive Officer and/or ICAC. If the matter involves the Chief Executive Officer, reports must be made to the Mayor and ICAC.

The ICAC has significant statutory powers to investigate serious fraud and corruption within Council. Where there is a reasonable suspicion that a matter may involve improper conduct as defined by the ICAC Act, a Public Officer is bound by section 22 to report the matter to the ICAC. All elected members, employees and Council committee members are Public Officers for the purpose of the ICAC Act.

As the Nominated Recipient, the Chief Executive Officer is responsible for arranging investigations and ensuring relevant matters have been referred to bodies such as the ICAC, the Ombudsman or the Northern Territory Police. All allegations and suspicions of fraud and corruption will be investigated, and all substantiated cases will be dealt with appropriately either by criminal, disciplinary or administrative mechanisms suitable to the particular case.

Schedule 2 of the ICAC Act provides detailed information regarding protected communications.

## WHISTLEBLOWER PROTECTION

Wherever possible, all instances reported will be treated in the strictest confidence. It is Council's intention that any person reporting a concern or incident will, as far as is practical, have their identity kept confidential unless the whistleblower consents to their identity being disclosed or disclosure is otherwise required so that the matter may be properly investigated. It should be understood however, that it is not always possible to guarantee anonymity, especially where disciplinary action or prosecution arises.

No employee will be penalised for making an allegation that is subsequently proved to be unfounded, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

Protected persons are at higher risk of retaliation by virtue of the fact that they have disclosed information that may implicate their colleagues or employer in serious wrongdoing. Retaliation against a person who discloses alleged improper conduct will not be tolerated and action will be taken in accordance with the ICAC Act and Council's Code of Conduct against persons who engages in retaliatory activity.

Where the Chief Executive Officer becomes aware of a protected communication by an employee, Council will conduct a reprisal risk assessment after giving consideration to the circumstances of the person reporting improper conduct and other impacted people, in accordance with the "Frameworks and practices for minimising risks of retaliation" published by the NT ICAC.

This will be conducted by the Human Resources Manager, unless there is an actual or perceived conflict of interest between the individuals. In that situation, the risk assessment will be conducted by the Executive and Governance Officer. Whistleblowers who are at risk of reprisal should be notified as soon as practical.

Becoming a whistleblower can be stressful and can put a great amount of pressure on the individual, their colleagues, friends and family members. Council will make every effort to support whistleblowers through:

- appointing a mentor, peer support officer or confidante to support them
- referring them to Council's Employee Assistance Service provider for professional support
- facilitating conciliation of personality or workplace issues, and
- encouraging the individual to draw on their personal support networks.

Employees and supervisors should refer to Council's Mental Health and Wellbeing Policy to support whistleblowers.

## EMPLOYEES WHO ARE THE SUBJECT OF PROTECTED DISCLOSURE

Council will afford natural justice to any individual who is the subject of any protected disclosure report to ICAC. Any investigations conducted will be done so fairly and at the direction of ICAC. Where improper conduct is alleged against an employee, the employee may be the subject of disciplinary action, including the termination of employment. Refer to Council's Discipline Policy.

Where investigations do not substantiate a report, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the report will remain confidential.

Council will give its full support to an individual who is the subject of a report to ICAC where the allegations contained in the report are able to be established as clearly wrong or unsubstantiated.

If the matter has been reported to ICAC and been the subject of an investigation that proves the allegations to be false, the Chief Executive Officer will consider any request by that individual to issue them with a statement of support setting out that the allegations were false.

Employees and supervisors should refer to Council's Mental Health and Wellbeing Policy to support employees who are the subject of a protected disclosure.

## 5 ASSOCIATED POLICIES/DOCUMENTS

Fraud and Corruption Control Policy Protection Plan  
Code of Conduct for Employees  
Conflict of Interest Policy (Elected Members and Employees/CEO)  
Privacy Policy  
Mental Health and Wellbeing Policy  
Discipline Policy

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*  
Local Government (General) Regulations 2021  
*Information Act 2002*  
*Independent Commissioner Against Corruption Act 2017*  
Whistleblower Protection Guidelines and Directions (Office of the Northern Territory Independent Commissioner Against Corruption)  
Guidelines and practice directions regarding voluntary protected communications issues (Office of the Northern Territory Independent Commissioner Against Corruption)  
Frameworks and practices for minimising risks of retaliation (Office of the Northern Territory Independent Commissioner Against Corruption)

### Revision History

Version	Approval date	Details of change	Responsible officer
1	2010	Created	



2	26/04/2023	Revised and new template	Human Resources Manager
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## 14.2 SALE AND DISPOSAL OF LAND POLICY

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023/178801

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

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

**ATTACHMENT/S** : 1. SALE AND DISPOSAL OF LAND POLICY\_V2.DOCX  

### OFFICER RECOMMENDATION

1. That Council approves the Sale and Disposal of Land Policy – V2.

### PURPOSE OF THE REPORT

To seek Council approval of the Sale and Disposal of Land Policy – V2.

### STRATEGIC PLAN

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

### BACKGROUND

The *Local Government Act 2019* requires that local councils have a policy in place for the sale and disposal of land. This policy outlines the procedures that must be followed when a council decides to sell or dispose of any land that it owns.

The policy must cover a range of issues, including the criteria that will be used to determine whether a particular piece of land is suitable for sale or disposal, the process for assessing the value of the land, and the requirements for notifying the public and seeking input from stakeholders.

Additionally, the policy must ensure that any sale or disposal of land is conducted in a transparent and accountable manner, with proper consideration given to the potential impacts on the local community and environment. The policy must also outline the steps that will be taken to manage any revenue generated from the sale of land, and to ensure that the proceeds are used in accordance with relevant legislation and community expectations.



Overall, the sale and disposal of land policy is an important tool for local councils to ensure that any decisions regarding the sale or disposal of public land are made in a fair, transparent, and accountable manner, and that the interests of the community and the environment are properly considered.

### **CONSULTATION PROCESS**

Katherine Town Council staff have engaged with Northern Territory Government Agencies in the development of this policy.

### **POLICY IMPLICATIONS**

This Policy must be read in association with other Council Policies, including but not limited to:

- Asset Management policy
- Katherine Town Council annual Municipal Plan
- Procurement Policy
- Asset Capitalisation and Depreciation Procedure
- Asset Disposal Procedure
- Asset Revaluation Procedure
- Register of major assets
- Code of Conduct for Employees

### **BUDGET AND RESOURCE IMPLICATIONS**

NIL

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

*Local Government Act 2019*

Local Government (General) Regulations 2021

*Guideline 4: Assets (made under section 342 of the Local Government Act 2019)*

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

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

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



KATHERINE  
TOWN COUNCIL

COUNCIL POLICY

Draft v2

SALE AND DISPOSAL OF LAND POLICY

Type:	Council Policy		
Owner:	CEO		
Responsible Officer:	Director, Infrastructure and Environment		
Approval Date:	XXXXX	Next Review:	1/11/2026
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Section 267 of the <i>Local Government Act 2019</i> .		

1 PURPOSE

Katherine Town Council is responsible for the acquisition, operation, maintenance, renewal and disposal of an extensive range of physical assets. These assets include land, buildings and structures, parks and recreation areas, roads and car parks, footpaths/kerbs and walking tracks, drainage systems, and associated operating assets that provide service essential to our community's quality of life.

Land is a key asset required to be managed by the Council who owns many land titles for a variety of purposes including for health, recreation and open space, operational (offices and depots), waste management facilities, the cemetery, and roads and footways.

The purpose of this policy is to outline Council's process for the sale and disposal of land in a fair and transparent manner and defines those circumstances with reasons for sale and disposal methods other than by public tender.

2 SCOPE

This policy applies to all identified land assets of Katherine Town Council, for use by the community, elected members, staff and visitors.

3 DEFINITIONS

**Dispose/Disposal** means to sell, donate, exchange or otherwise transfer land to ownership other than the Council.

**Land** means the definition in section 7 of the *Local Government Act 2019*. It does not cover easements or rights of way.

## 4 DETAILS

Council will consider the disposal of land where it has been determined that the land is no longer required for the Council or the community. Council will dispose of land in a considered and responsible way in accordance with the Act and the principles, considerations and procedures set out within this Policy.

The sale and disposal of land owned by Council will be in accordance with the Local Government (General) Regulations 2021 and *Guideline 4: Assets* (made under section 342 of the *Local Government Act 2019*).

The sale or disposal of land assets will:

- be consistent with Council's economic, social and environmental objectives
- be undertaken in compliance with legislative and other obligations
- occur only after consultation with all affected stakeholders and relevant sections of the community taking into account all relevant comments and representations
- be undertaken with the intention of securing maximum financial and other benefits for the community
- be through a fair and open process following independent valuation
- be in accordance with integrity principles and the Code of Conduct for Employees, and
- be open to public scrutiny while maintaining appropriate levels of commercial confidentiality.

### CONSIDERATIONS BEFORE SALE OR DISPOSAL OF LAND

Before commencing with the disposal of land process, Council will obtain an independent valuation, no more than twelve (12) months prior to the proposed disposal.

When choosing a method of sale or disposal, the council will consider the following matters:

- the current and possible preferred use of the asset
- the total estimated value of the asset
- the potential for the council to obtain the best price for the asset
- the number of known potential purchasers for the asset
- the existence of local purchasers for the asset
- the opportunity to promote local economic growth and development
- appropriate delegation limits to achieve accountability, responsibility, operational efficiency and considering the urgency of the sale, and
- compliance with legislative requirements and other council obligations.

### LAND VALUED AT LESS THAN \$100,000

For the sale or disposal of land valued at less than \$100,000, Council will consider one of the following two methods:

- undertake direct sale by advertising the land for sale through a public notice or in a local newspaper, or
- selected tenders to a group of persons, companies or organisations (including community organisations).

Council will negotiate directly with the proposed purchaser to ensure the sale/disposal brings the best return for Council and the community.

## LAND VALUED AT OR ABOVE \$100,000

For the sale or disposal of land valued at or above \$100 000, Council will sell the land through one of the following two methods:

- public auction by appointment of a suitably qualified auctioneer with an established reserve price, or
- public tender openly seeking, through advertisement, tenders, or buyers for land.

Council will seek to dispose of land at or above current market valuation by whichever method is likely to provide Council with a maximum return, unless there are reasons for Council to accept a lesser return which is consistent with the Council's overall strategic direction. These reasons must be documented in writing.

## SPECIAL CIRCUMSTANCES

In some circumstances Council may consider a sale or disposal other than through the open market based on individual case merits. These circumstances may include but are not necessarily limited to the following:

- land that because of its small size, dimensions or irregular shape would not readily support a self-contained development outcome
- land that has no legal access
- land to be developed by another level of government
- preferred future use of the land as identified by the Council
- land of nominal value
- land for inclusion with an adjacent holding
- land that will complement a proposed development on an adjoining site, the sale of which is consistent with Council's objectives.

## ETHICAL BEHAVIOUR AND FAIR DEALING

Council employees involved in the sale or disposal of land are required to:

- behave with impartiality, fairness, independence, openness, integrity, and professionalism in all discussions and negotiations
- provide all prospective purchasers with equal opportunity to make an offer
- use straight forward and user-friendly documentation
- adopt clear and easy to understand evaluation criteria and methodology
- maintain consistent processes and feedback on decisions
- offer access to a timely and effective complaints procedure; and
- ensure effective communication and provision of information to all prospective purchasers.
- confidentiality of all commercial information, and
- adherence to all legislation, policies, procedures and codes.

Council will not dispose of land to any Councillor, employee of the Council or persons related to a Councillor or employee who has been involved in any process of establishing a reserve price, or if they are in a position to have knowledge of the reserve price prior to the auction.

Council will not dispose of land to any Councillor, Council employee or person related to a Councillor or employee unless the sale is by public auction and an interest has been declared by the Councillor or employee prior to the setting of a reserve price.

## 5 ASSOCIATED POLICIES/DOCUMENTS

Asset Management policy  
 Katherine Town Council annual Municipal Plan  
 Procurement Policy  
 Asset Capitalisation and Depreciation Procedure  
 Asset Disposal Procedure  
 Asset Revaluation Procedure  
 Register of major assets  
 Register of portable and attractive assets  
 Code of Conduct for Employees

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*  
 Local Government (General) Regulations 2021  
*Guideline 4: Assets (made under section 342 of the Local Government Act 2019)*

### Revision History


Version	Approval date	Details of change	Responsible officer
1	2017	Created	CEO
2	XXXXX	Revised policy, new template	Director, Infrastructure and Environment

**14.3 POLICY - GIFTS AND BENEFITS CEO AND STAFF**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY\178864

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

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

**ATTACHMENT/S** : 1. POLICY - GIFTS AND BENEFITS - CEO AND STAFF - EFFECTIVE JUNE 2022.DOCX 

**OFFICER RECOMMENDATION**

1. That Council approve the Gift and Benefits – CEO and Staff Policy Version 1.

**PURPOSE OF REPORT**

To seek council approval of the Gift and Benefits – CEO and Staff Policy Version 1.

**COMMUNITY PLAN/STRATEGIC PLAN**

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

**BACKGROUND**

Under the *Local Government (General) Regulations 2021* Reg 6(1)(g) a policy is to be adopted by resolution of council, in relation to gifts or benefits (including entertainment and hospitality) received by the CEO.

The Gifts and Benefits – CEO and Staff Policy has been developed to fulfil this requirement.

**DISCUSSION**

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and council staff members receiving gifts or benefits and disclosing relevant gifts or benefits.

The CEO and staff must not accept gifts and benefits that may be perceived as representing a conflict of interest or which might reasonably be seen to compromise an individual's integrity in the performance of official duties, responsibilities and obligations.

Gifts and benefits mean any item or service accepted from clients or customers (including potential clients or customers) or other associates, in the course of official duties.

There are occasions when a gift or benefit can be accepted. These are referred to as 'relevant gifts and benefits'. Relevant gift or benefit means gifts or benefits exceeding \$50 from the same donor or an associate of the donor in a financial year.

If a gift or benefit is accepted by the CEO or staff member, they must complete a Declaration of Receipt of Gift and forward to Council's Records Officer who is responsible for maintaining the register. Depending on the nature of the gift or benefit, it may become the property of Council, given to a charitable organisation or retained by the individual.

The CEO must also inform the Mayor as soon as practicable after accepting any gift or benefit.

### **CONSULTATION PROCESS**

NIL

### **POLICY IMPLICATIONS**

A register of Gifts and Benefits is kept for disclosure.

### **BUDGET AND RESOURCE IMPLICATIONS**

NIL

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

Under the *Local Government (General) Regulations 2021* Reg 6(1)(g) a policy is to be adopted by resolution in relation to gifts or benefits (including entertainment and hospitality) received by the CEO.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

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

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



CORPORATE POLICY

GIFTS AND BENEFITS POLICY – CEO AND STAFF

Type:	Corporate Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Officer		
Approval Date:		Next Review:	April 2025
Records Number:	178863	Council/CEO Decision:	CEO
Legislation Reference:	Section 6(1)(g) and (h) of the Local Government (General) Regulations 2021		

1 PURPOSE

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and council staff members receiving gifts or benefits and disclosing relevant gifts or benefits.

The CEO and employees should not solicit, demand or request gifts or any other personal benefit by virtue of their position. Any offer of gifts must be assessed as to whether its nature is that of a normal business courtesy as distinct from an inducement.

2 SCOPE

This policy applies to the CEO and all staff of Katherine Town Council, regardless of the capacity in which they are employed.

3 DEFINITIONS

**Gifts and benefits** mean any item or service accepted from clients or customers (including potential clients or customers) or other associates, in the course of official duties and may include, but are not limited to:

- offers of cash or shares including lottery tickets
- gift cards and gift baskets
- bottles of alcohol, manufacturer’s samples or personal items
- promotional materials, including clothes, books, USBs or DVDs
- sponsored travel
- free or discounted travel or accommodation
- free or discounted places at training courses, conferences or seminars (excluding early-bird)
- airline competition prizes or upgrades
- accommodation and hire car discounts
- plants or flowers
- entertainment, such as meals, seats at sporting or theatre events
- discounts or other preferential treatment
- meals or other hospitality
- lucky door prizes or other prizes offered by, for example, conference sponsors.

**Relevant gift or benefit** means gifts or benefits exceeding \$50 from the same donor or an associate of the donor in a financial year.



## 4 DETAILS

The CEO and staff must, at all times, discharge official duties, responsibilities and obligations impartially and with integrity in relation to receiving, accepting and disclosing gifts or benefits.

The CEO and staff **must not** accept gifts and benefits that may be perceived as representing a conflict of interest or which might reasonably be seen to compromise an individual's integrity in the performance of official duties, responsibilities and obligations.

### RECEIVING OR REJECTING GIFTS AND BENEFITS

The first consideration must always be whether a gift or benefit is appropriate to accept. There are two major considerations – why was the offer made and the public perception of acceptance.

There are occasions when a gift or benefit can be accepted. These are referred to as 'relevant gifts and benefits'. If you are offered a gift or benefit, and you are in doubt as to whether it can be accepted, discuss the matter with your manager (or the Mayor for the CEO).

Any offer of cash, or any items which are readily converted into cash (e.g. lottery ticket, 'scratchie', shares), must be refused. Accepting money in any form may breach several Council policies and legislative requirements, as offers of cash may be seen as an attempt at bribery. If you are not in a position to refuse the acceptance of such a gift, you should immediately pass it on to your supervisor, manager.

If the gift or benefit is rejected, CEO or staff member must return it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

### DISCLOSING GIFTS AND BENEFITS THAT HAVE BEEN ACCEPTED

If a gift or benefit is accepted by the CEO or staff member, they must complete a Declaration of Receipt of Gift and forward to Council's Records Officer who is responsible for maintaining the register. Depending on the nature of the gift or benefit, it may become the property of Council, given to a charitable organisation or retained by the individual.

The declaration includes information such as the name of the recipient, the nature of the gift or benefit, its estimated value, and the date it was accepted.

The CEO must also inform the Mayor as soon as practicable after accepting any gift or benefit.

### EXEMPTIONS FROM DISCLOSURE

There are circumstances in which gifts and benefits are accepted, but they would not be 'relevant gifts and benefits' that require disclosure. These include:

- a gift or benefit less than \$50 that would reasonably be seen **NOT** to compromise an individual's integrity in the performance of official duties, responsibilities and obligations
- a protocol gift given to the CEO or staff member for the Council
- a gift or benefit given to the Council in relation to its status as a body corporate where no individual staff member or the CEO are considered to have accepted the gift or benefit
- food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the Council or that are required in accordance with performance of the CEO or staff member's official duties, and
- a private and personal gift (such as a birthday or wedding present from a colleague, or flowers for the funeral of a colleague's family member).

## 5 ASSOCIATED POLICIES/DOCUMENTS

Code of Conduct for CEO

Code of Conduct for Employees

Declaration of Receipt of Gift (form)

Register of declared gifts and benefits

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*

Local Government (General) Regulations 2021

### Revision History


Version	Approval date	Details of change	Responsible officer
1	April 2022	Created	CEO

**14.4 GAZETTE NOTICE - KATHERINE TOWN COUNCIL AMENDMENT BY-LAWS 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY\178852

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

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

**ATTACHMENT/S** : 1. GAZETTE NOTICE - KATHERINE TOWN COUNCIL AMENDMENT BY-LAWS - S27-28-APRIL-2023.PDF [↓](#) 

**OFFICER RECOMMENDATION**

1. That Council receive and note the Government Gazette No. S27 dated 27 April 2023 for the *Katherine Town Council Amendment By-laws 2023* by the Minister for Local Government.

**PURPOSE OF REPORT**

To advise council that the *Katherine Town Council Amendment By-laws 2023* have now been notified in the Gazette by the Minister for Local Government.

**COMMUNITY PLAN/STRATEGIC PLAN**

Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws
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**BACKGROUND**

In 2017, a major project to update the Katherine Town Council By-Laws 1998 commenced.

The by-laws had not been amended since 2011 and they needed to be updated to reflect policy decisions by Council and recent changes to local government legislation.

The amendments include modernising terminology used in the by-laws, such as changing the words ‘clerk’ and ‘registrar’ to Chief Executive Officer (CEO).

There are several changes which deal with council operational matters including new by-laws to manage dangerous dogs and regulate on-street parking.

The amendments also update offences and infringements and bring these into line with the current way of managing infringements through penalty units, rather than fixed penalty amounts.

In December 2022, Katherine Town Council undertook a public consultation process to amend the Katherine Town Council By-Laws 1998.

Council approved the making of the *Katherine Town Council Amendment By-laws 2023* at the Ordinary Meeting of Council on 28 March 2023 Resolution OCM-013-2023.

**DISCUSSION**

The *Katherine Town Council Amendment By-laws 2023* notice of Gazette No. S27 dated 27 April 2023 by the Minister for Local Government is provided to Council.

The *Katherine Town Council Amendment By-laws 2023* are on the Northern Territory Legislation website. The consolidated By-laws will be on the website after the By-laws have commenced on 1 July 2023.

**CONSULTATION PROCESS**

As required under section 278 of the *Local Government Act 2019*, public consultation on the proposed amendment by-laws was undertaken between 2 December 2022 and 2 January 2023. One submission was received. This submission was considered at the 24 January 2023 Council meeting.

**POLICY IMPLICATIONS**

Council have commenced reviewing policies and procedures where changes are required because of the amended By-Laws to be ready for the 1 July 2023 commencement.

**BUDGET AND RESOURCE IMPLICATIONS**

NIL

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

The amendments have been drafted by OPC to be consistent with the *Local Government Act 2019* and the *Interpretation Act 1978*.

They have been certified by the Chief Executive Officer of the Department of the Chief Minister and Cabinet, in accordance with section 278(1)(d) of the *Local Government Act 2019*.

The Katherine Town Council CEO signed the *Katherine Town Council Amendment By-laws 2023*.

The By-laws will commence on the 1 July 2023.

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



Northern Territory of Australia

## Government Gazette

ISSN-0157-833X

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No. S27

28 April 2023

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Northern Territory of Australia

*Interpretation Act 1978*

### **Notification of Making of By-Laws under *Local Government Act 2019***

I, Chanston James Paech, Minister for Local Government, under section 63A(2)(a)(ii) of the *Interpretation Act 1978*, give notice that the Katherine Town Council has made the following by-laws under section 275(1) of the *Local Government Act 2019*:

Subordinate Legislation No. 7 of 2023:

*Katherine Town Council*

*Amendment By-laws 2023*

Copies of the by-laws may be obtained from the Northern Territory Legislation website at: <http://legislation.nt.gov.au/>.

C. J. Paech  
Minister for Local Government

Dated 27 April 2023

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## 14.5 FINANCE REPORT FOR THE MONTH OF APRIL 2023

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178922

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

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

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

### OFFICER RECOMMENDATION

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

### PURPOSE OF REPORT

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

### COMMUNITY PLAN/STRATEGIC PLAN

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

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

### DISCUSSION

- Total YTD income is 2.08% below budget mainly due to the timing of Operating Grants and Subsidies receipts.
- Total YTD operating expenditure is 7.53% below budget.

- Employee Costs are below budget by 13.13% as some positions remained vacant throughout the year.
- Materials/Services are below budget by 7.11% due to timing of the spending.
- Monthly creditor payments have been made to all known suppliers with payments made weekly.
- 94.70% of our Infringements are outstanding longer than 90 days with 92.2% of these being outstanding longer than 1 year to less than 3 years.
- 13% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 41.62% 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.

### **CONSULTATION PROCESS**

CEO, Directors, and Departmental Managers

### **POLICY IMPLICATIONS**

NIL

### **BUDGET AND RESOURCE IMPLICATIONS**

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

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

NIL

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

NIL

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



**Table 1.1 Monthly Income and Expenditure Statement**

<b>INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING APRIL 2023</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Annual Budget \$</b>
<b>OPERATING INCOME</b>				
Rates	9,855,453	9,704,076	151,377	9,704,076
Charges	54,117	47,788	6,328	57,346
Fees and Charges	1,592,196	1,795,104	- 202,907	2,154,125
Operating Grants and Subsidies	1,569,838	1,851,250	- 281,412	2,221,500
Interest / Investment Income	450,870	441,667	9,203	530,000
Commercial and Other Income	98,339	70,833	27,506	85,000
<b>TOTAL OPERATING INCOME</b>	<b>13,620,813</b>	<b>13,910,718</b>	<b>(289,905)</b>	<b>14,752,047</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	4,180,526	4,812,438	- 631,912	5,774,926
Materials and Contracts	5,271,307	5,674,503	- 403,197	6,809,404
Elected Member Allowances	177,655	179,740	- 2,085	215,688
Elected Member Expenses	16,395	44,984	- 28,590	53,981
Council Committee & Allowances				
Council Committee & Expenses				
Depreciation, Amortisation and Impairment	2,897,935	2,853,569	44,366	3,424,283
Interest Expenses	-	-	-	-
Other Expenses	-	-	-	-
<b>TOTAL OPERATING EXPENDITURE</b>	<b>12,543,818</b>	<b>13,565,235</b>	<b>(1,021,417)</b>	<b>16,278,282</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>1,076,995</b>	<b>345,483</b>	<b>731,512</b>	<b>(1,526,235)</b>

**Table 1.2 Monthly Operating Position**

<b>INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING APRIL 2023</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Annual Budget \$</b>
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	\$ 1,076,995	\$ 345,483	\$ 731,512	-\$ 1,526,235
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income			0	
Add Back Non-Cash Expenses	2,897,935	2,853,569	44,366	3,424,283
<b>TOTAL NON-CASH ITEMS</b>	<b>2,897,935</b>	<b>2,853,569</b>	<b>44,366</b>	<b>3,424,283</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure (KTC funded)	428,395	1,163,313	- 734,917	1,395,975
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves			-	
Other Outflows (Grant Funded Capex)	657,279	0	657,279	0
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(1,085,674)</b>	<b>(1,163,313)</b>	<b>77,638</b>	<b>(1,395,975)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	1,359,333	625,000	734,333	750,000
Prior Year Carry Forward Tied Funding			-	
Other Inflow of Funds	6,375		6,375	
Transfers from Reserves			-	
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,365,708</b>	<b>625,000</b>	<b>740,708</b>	<b>750,000</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>4,254,964</b>	<b>2,660,740</b>	<b>1,594,224</b>	<b>1,252,073</b>

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

<b>CAPITAL EXPENDITURE **</b>	<b>YTD Actuals \$</b>	<b>YTD Budget * \$</b>	<b>YTD Variance \$</b>	<b>Current Financial Year (Annual) Budget * \$</b>
Buildings & Other Structures	638,062	273,229	364,833	327,875
Footpaths & Cycleways	83,000	0	83,000	0
Furniture, Fittings & Equipment	0	144,083	(144,083)	172,900
Improvements	129,813	502,250	(372,437)	602,700
Plant & Equipment	88,925	243,750	(154,825)	292,500
Roads	68,102	0	68,102	0
Street Lighting	77,772	0	77,772	0
			0	
<b>TOTAL CAPITAL EXPENDITURE*</b>	<b>1,085,674</b>	<b>1,163,313</b>	<b>(77,638)</b>	<b>1,395,975</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY: **</b>				
Katherine Town Council	428,395	1,163,313	(734,917)	1,395,975
Capital Grants	657,279	0	657,279	0
Transfer from Cash Reserve	0	0	0	0
Borrowings	0	0	0	0
Sale of Assets (Including Trade-In)	0	0	0	0
Other Funding	0	0	0	0
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>1,085,674</b>	<b>1,163,313</b>	<b>(77,638)</b>	<b>1,395,975</b>

**Table 3. Monthly Balance Sheet Report**

BALANCE SHEET AS AT APRIL 2023	YTD Actuals \$	Note Reference
<b>ASSETS</b>		
Cash at Bank		(1)
Restricted Funds	15,151,799.70	
Unrestricted Funds	4,783,848.76	
Accounts Receivable		
Trade Debtors	203,161.80	(2)
Rates & Charges Debtors	1,297,496.25	
Other Current Assets	137,690.05	
<b>TOTAL CURRENT ASSETS</b>	<b>21,573,996.56</b>	
Non-Current Financial Assets	9,608,153.58	
Property, Plant and Equipment	87,022,546.93	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>96,630,700.51</b>	
<b>TOTAL ASSETS</b>	<b>118,204,697.07</b>	
<b>LIABILITIES</b>		
Accounts Payable	121,419.17	(3)
ATO & Payroll Liabilities	44,636.00	(4)
Current Provisions	652,070.50	
Accruals		
Other Current Liabilities	289,682.16	
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,107,807.83</b>	
Non-Current Provisions	63,066.04	
Other Non-Current Liabilities	7,186,655.00	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>7,249,721.04</b>	
<b>TOTAL LIABILITIES</b>	<b>8,357,528.87</b>	
<b>NET ASSETS</b>	<b>109,847,168.20</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	75,549,402.03	
Reserves	6,688,161.06	
Accumulated Surplus	27,609,605.11	
<b>TOTAL EQUITY</b>	<b>109,847,168.20</b>	

**Note 1. Details of Cash and Investments Held**
**CASH AND INVESTMENTS as at 30 APRIL 2023**

<b>GENERAL FUND</b>		<b>\$</b>
Commonwealth Bank		
Balance as per bank statement, 30 April 2023		2,189,118
Credit card balances		6,472
Balance of Imprest and Petty Cash		1,351
Plus net outstanding deposits/(withdrawals)		-
Adjusted cash at bank balance, 30 April 2023		<b>2,196,940</b>

<b>INVESTMENTS</b>					
<b>FINANCIAL INSTITUTION</b>	<b>\$</b>	<b>RATE</b>	<b>DATE</b>	<b>DATE</b>	<b>INSTITUTION</b>
AMP (oncall)	501,865.43		on call	on call	
AMP	1,000,000.00	4.75%	6-Apr-23	2-Nov-23	
AMP	1,000,000.00	4.70%	4-Apr-23	4-Oct-23	
AMP	500,000.00	4.70%	31-Mar-23	28-Sep-23	
AMP	500,000.00	4.80%	13-Apr-23	13-Nov-23	3,501,865
NAB	1,500,000.00	4.60%	10-Mar-23	11-Dec-23	
NAB	1,500,000.00	4.65%	10-Mar-23	11-Jan-24	
NAB	3,500,000.00	4.70%	10-Mar-23	12-Feb-24	6,500,000
Commonwealth Bank	1,000,000.00	4.26%	24-Jan-23	24-Jul-23	
Commonwealth Bank	500,000.00	4.24%	16-Mar-23	14-Jun-23	
Commonwealth Bank	500,000.00	4.27%	20-Mar-23	19-Jun-23	
Commonwealth Bank	2,400,000.00	4.57%	1-Mar-23	31-Jul-23	
Commonwealth Bank (oncall)	2,400,000.00	4.69%	1-Mar-23	28-Aug-23	
Commonwealth Bank	936,843.08		on call	on call	7,736,843
<b>Total Investments</b>					<b>17,738,709</b>
<b>Total Funds</b>					<b>19,935,648</b>

<b>Internally Restricted Funds</b>		<b>\$</b>
WMF Make-Good Provision		7,186,655
Capital Renewal Reserve		4,987,646
Contingency reserve		1,000,000
Council Election Reserve		100,000
Council motion reserve		600,515
Provision for Employees		715,137
<b>RESTRICTED FUNDS</b>		<b>14,589,953</b>
Unrestricted funds		4,783,849
Unexpended Capital grants- Restricted Funds		560,497
Imprest and Floats - Restricted Funds		1,351
<b>Total Funds</b>		<b>\$ 19,935,648</b>

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

Council can select timing of age of debtor →	1 – 30 Days	31 – 60 Days	>60 Days	TOTAL
Rates Debtors	757,446.09	\$	\$ 540,050	\$ 1,297,496
Sundry Debtors	46,692.91	\$ 8,071	\$ 25,352	\$ 80,116
Weighbridge Debtors	111,694.76	\$ 4,654	\$ 6,697	\$ 123,046
Infringement - Animal	672.00	\$ -	\$ 7,000	\$ 7,672
Infringement - Parking	-	\$ -	\$ 4,739	\$ 4,739
Infringement - Litter/Camping	-	\$ -	\$ 338.00	\$ 338
<b>TOTAL</b>	<b>916,505.76</b>	<b>\$ 12,725</b>	<b>\$ 584,176</b>	<b>\$ 1,513,407</b>

Arrears continue to be followed especially in the area of rates. Infringement notices unpaid from previous month have been forwarded to Fines Recovery Unit (FRU) for follow up. Sundry and Weighbridge debtors continue to be followed up on greater than 60 days. 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	121,419.17	0	0
Other Creditors	\$	\$	\$

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

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

KTC is due to pay this amount to ATO	44,636
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**Note 5. Current Ratio**

<b>Current Ratio</b>	<b>19.47</b>
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**Table 2.2. Quarterly Report on Planned Major Capital Works**

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$ (A)	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget \$ (D)	Total Yet to Spend \$ (E = D - C)	Expected Project Completion Date
Buildings & Other Structures			638,062	638,062	327,875	(310,187)	
Furniture, Fittings & Equipment			0	0	172,900	172,900	
Improvements			129,813	129,813	602,700	472,887	
Plant & Equipment			88,925	88,925	292,500	203,575	
						0	
<b>TOTAL</b>		<b>0</b>	<b>856,800</b>	<b>856,800</b>	<b>1,395,975</b>	<b>539,175</b>	

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

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

Example:

Cardholder Name:

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
28-Apr-23	500	WOOLWORTHS 5636 KATHERINE AUS	Staff Wellness Strategy - Trivia prize
26-Apr-23	22.02	S24 ALICE SPRINGS ALICE SPRINGNT	Rental Car fuel
26-Apr-23	409.29	AVIS AUSTRALIA MASCOT AUS	Rental
24-Apr-23	1255.35	DoubleTree Alice Sprin Alice SpringAUS	Mayor Accommodation LGANT conference
18-Apr-23	99	DARWIN AIRPORT EATON NT	Car parking
13-Apr-23	316.87	TRAVELMANAGERS AUSTRAL SYDNEY NSW	Deputy Mayor accommodation for GTNT Award ceremony
11-Apr-23	489.63	AVIS AUSTRALIA MASCOT AUS	Rental
6-Apr-23	86	DARWIN AIRPORT EATON NT	Car parking
6-Apr-23	32.19	OTR HARBOURTOWN DT 723 WEST BEACH SA	Rental Car fuel
5-Apr-23	54.45	EG GROUP 5502 PORT AUGUSTAAUS	Rental Car fuel
<b>Total</b>	<b>3,264.80</b>		



**14.6 MONTHLY REPORT OF CORPORATE SERVICES FOR THE MONTH OF APRIL 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178925

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

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

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

**STRATEGIC PLAN**

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

**BACKGROUND**

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

**DISCUSSION**

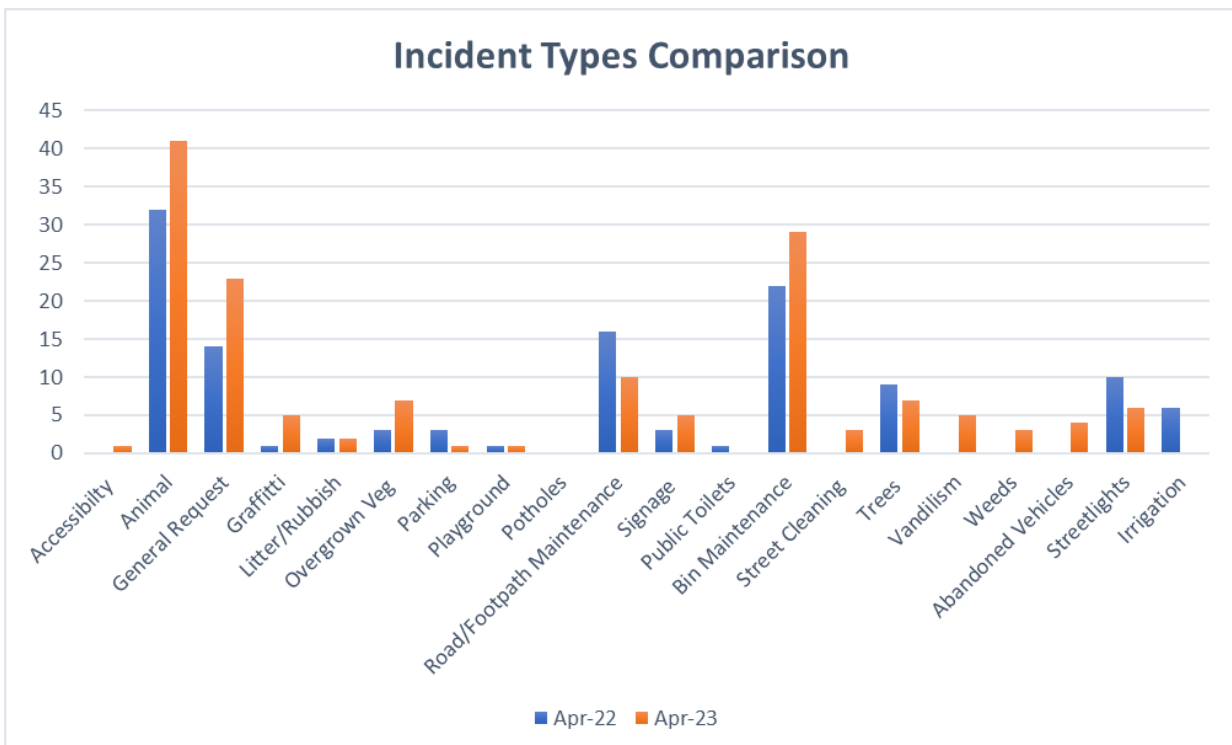
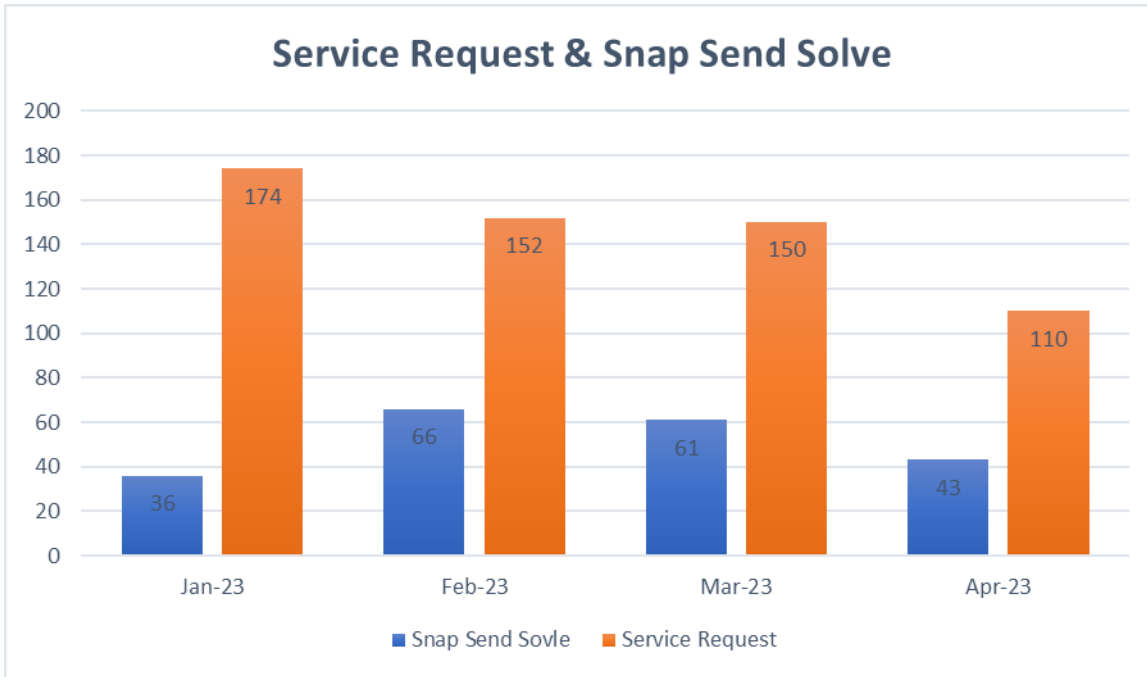
**Administration Services**

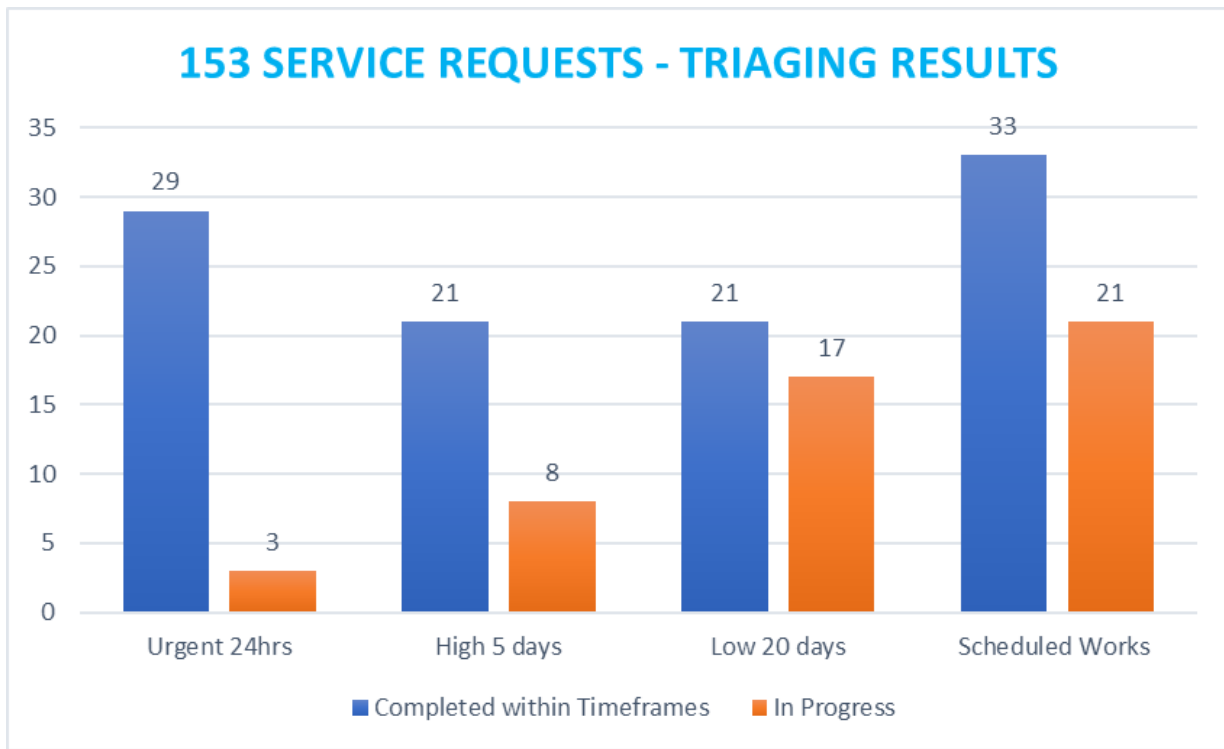
Following are some of the key highlights for April:

**Customer Service Requests** – In the month of April Council received 153 service requests, 104 service request were completed on time and 49 service requests are in progress and outstanding. 43 snap

send solves (SSS) were submitted for the month of April. The leading incident types was recorded for animals, bin maintenance and general requests. Reporting by the new Customer Service Categories, we also identify that 1/3<sup>rd</sup> of service requests was related to scheduled/planned works. This demonstrates that 1/3<sup>rd</sup> of the works is not based on being reactive to the community, but this validates that the scheduled works are align with our service deliverables.

The below graphs show service requests & snap send solve comparison between April 2022 and April 2023:





#### Financial Services

Finance team is finalising the preparation of Draft 2023/2024 Budget, Long-term Financial Plan, and the Municipal Plan.

#### CONSULTATION PROCESS

Corporate Services team members

#### COUNCIL OFFICER CONFLICT OF INTEREST

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

**14.7 REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR THE MONTH OF APRIL 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178896

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

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

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

**COMMUNITY PLAN/STRATEGIC PLAN**

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

Priority Three	Sports and Civic Events	Activation and Revitalisation	Explore expanding our public library to be a community hub that delivers community events and activities.
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws
Priority Five	Arts, Culture and Heritage	Support Culture	Include multicultural activities in our event planning
Priority Five	Arts, Culture and Heritage	Our Rich Heritage	Increase participation at cultural facilities and help facilitate events
Priority Seven	Environmental Sustainability	Waste Management	Raise awareness to keep our town litter-free

### **BACKGROUND**

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

### **DISCUSSION**

#### *LIBRARY SERVICES*

Activity		Totals
Patron Count		2218
Public Computer Use (Hours)		255
Conference Room (hours)		31
Circulations		1787
New Memberships		15
Programs	Number of Programs	Attendance
Toddler Rhyme Time	3	39
Storytime	4	83
Wriggle and Rhyme	4	90
Miscellaneous	2	23

#### *VISITOR SERVICES*

The visitor information service continues to provide information and booking services to customers with Wet Season operating hours concluding at the end of April (reduced hours over weekends). We continue to see a steady increase of visitors to town, in anticipation of the Dry Season whether. Council is fortunate to have a number of returning seasonal staff with a complete staffing contingent anticipated by May 2023.

## COMMUNITY EVENTS AND ENGAGEMENT

### Events:

*1<sup>st</sup> April – The Joy of Many Colours (partnership event in support of Red Cross)*

Council provided staffing support to the Red Cross Connected with the delivery of a multicultural fashion parade.

*2<sup>nd</sup> April – The Taste of Many Colours (Partnership with Red Cross – Connected Women’s)*

The Council hosted event saw over 400 people attend to taste in excess of 100 dishes from over 29 different countries. Council would particularly like to thank the Red Cross Connect Women’s groups for there strong support and collaboration with delivering this event.

*13<sup>th</sup> April – Easter Egg Hunt at Hot Springs*

Approx 50 people attended. Supported by Department of Chief Minister and Cabinet, as part of the School Holiday Program.

*14<sup>th</sup> April – Youth Week Pool Party*

Approx 500 youth in attendance. Well received with strong stakeholder engagement – The Y, Kalano Community Association, Wurli Wurlijang, Team Health, Headspace, STAR’s foundation, Katherine Aquatic Centre, KWILS, Deadly Cutz and The Smith Family.

*17<sup>th</sup> April – ID Care Workshops (facilitators)*

*25<sup>th</sup> April – Anzac Day – Dawn Service and Parade*

Well received and attended event. Approx. 800 people in attendance at Dawn Service and 2000+ attendance/participation at the Parade.

Council would like to extend a huge thank you to our events partners: RAAF Tindal, Katherine RSL Sub Branch, NT Police and DIPL for ensuring the professional delivery of the commemorative activities.

**Note:** *Due to lack of performance interest, Council cancelled the scheduled Youth Concert. It is hoped there will be renewed interest for the event in 2024.*

### Engagement:

- Meetings – Youth Interagency
- Meetings – Anzac Day Planning – Stakeholders

## REGULATORY SERVICES

### **Regulatory Animal Summary**

Council Rangers received 42 animal related service requests for the month of April. 27 of these requests were resolved and 15 requests require further follow-up to complete.

Katherine community members reported 23 dogs at large. Concurrently the rangers undertook 95 hours of animal patrols for the month.

A total of 3 infringements were issued to dog owners. 18 Notice to Complies (NTC) were issues for unregistered dogs.

For the month of April, a total of 9 dogs were impounded. 5 of these dogs were returned to their owners.

***Regulatory Parking Summary***

Rangers undertook 54 hours of parking patrols for the month of April. There was a total of 20 abandoned vehicles processed for the month of March. 1 vehicle was impounded, 4 vehicles were moved by the owner, and a further 3 vehicles were issued with an NTC, instructing the owners to remove their vehicle or Council would engage a contractor to undertake the works.

***Regulatory Unkempt Land Summary***

Council continues to see an increase in overgrown allotments with Council undertaking 6 overgrown lot inspections resulting in the issuing of 2 unkempt land notices.

**CONSULTATION PROCESS**

Community Services Team Members

**COUNCIL OFFICER CONFLICT OF INTEREST**

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

**14.8 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF APRIL 2023**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178882

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

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

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

Strategic Plan

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

**BACKGROUND**

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

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



### 2022/23 Reseal Program

Reseals have been completed to sections of the following Roads and Streets:

Pearce Street, First Street including indented carpark areas, Second Street, Third Street, Novis Quarry Road, Binjari Access Road, Binjari Internal Road and Riverbank Drive.

### First Street Overflow Parking

Some improvements have been made to the overflow parking area on the corner of First Street and Chambers Drive in preparation for the increase in visitors number for the 2023 dry season.

### Katherine and Big Rivers Community Sports and Recreation Venue

Submission of all required documentation to confirm compliance with Development Permit conditions including sign-off from all referral agencies to the satisfaction of the Development Consent Authority.

Final sign off and issue of Occupancy Permit from the Building Certifier.

### Additional Chilled Water Drinking Fountains in the CBD

Council staff are working with Lend Lease who have kindly agreed to install at their cost, three additional chilled water drinking stations within the CBD area. The units have been purchased and will be delivered and installed over coming months.

### Kerb-side Recycling Trial

Council is about to commence a 6-month recycling trial of approximately 200 residences in Katherine East.

The trial will involve the collection of a second 240 litre recycling bin (yellow topped lid) at each residence on a fortnightly basis. Items that may be recycled include:

aluminium and steel tins and cans

empty aerosol cans

aluminium foil – scrunch into a tennis size ball before it goes in

glass bottles and jars – leave lids and labels on

plastic bottles: soft-drink, water, juice, milk – leave lids and labels on

plastic food containers: tubs, biscuit and meat trays (no polystyrene trays), fruit punnets

plastic containers for cleaning products: laundry detergent, dishwashing liquid, shampoo, conditioner, hand and body wash, disinfectant – these need to be empty

newspapers, magazines and advertising materials – remove plastic wrapping

letters and envelopes – even those with clear plastic windows

cardboard boxes including egg cartons and empty and oily pizza boxes

The recycling bins will be collected by MT Bins and compliments a similar service that they will be providing for Defence houses at Tindal. Further information and advice will be provided to residents located within the trial area in coming weeks.

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

Work is about to commence on an NTG funded program to upgrade the area to the North of the Lindsay Street Markets where the current Caravan Dump Point is located. This project involves the provision of upgraded car parking facilities that include upgrades to the supply of potable water, improved parking for car and caravan combinations and improved signage.

The upgraded car parking facilities will enhance the overall parking experience for users, reduce congestion and provide a more efficient and safe parking system.

#### EV Charging Station

As part of the Federal Government's Driving The Nation Fund, the Federal government is partnering with the NRMA to deliver a 'backbone' National EV charging network. There will be 117 electric vehicle charging stations on key highway routes across Australia at an average interval of 150kms, connecting all capital cities.

The project will raise current and future EV driver confidence by establishing a nation-wide network of chargers. The fast chargers will be compatible with all EVs and accessible by all motorists. The minimum charging rate for each site will be at least 75kW even when 4 cars are charging simultaneously.

Katherine has been chosen for a new site and this will complement existing and planned EV charging infrastructure. This new funding program has enabled a re-purposing of previously committed NTG funding to be directed to the Lindsay Street Car Park Upgrade above.

The preferred site remains in the same location - Lindsay Street Markets carpark. Council staff will work with representatives from NRMA to progress project agreements and design detail.

#### **CONSULTATION PROCESS**

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

#### **POLICY IMPLICATIONS**

Nil

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

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

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Nil

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Nil

**COUNCIL OFFICER CONFLICT OF INTEREST**

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


## 15 REPORTS FROM REPRESENTATIVES ON COMMITTEES


### 15.1 SPORTS GROUND ADVISORY COMMITTEE MEETING MINUTES

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023/178812

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

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

**ATTACHMENT/S** : 1. 230208 - MINUTES SPORTSGROUNDS ADVISORY COMMITTEE - TBC.PDF  [↓](#)

2. 230418 - MINUTES SPORTSGROUNDS ADVISORY COMMITTEE - TBC - COPY.DOCX  [↓](#)

#### OFFICER RECOMMENDATION

1. That Council receive and note the minutes from the Sports Ground Advisory Committee held on 8 February 2023.
2. That Council receive and note the minutes from the Sports Ground Advisory Committee held on 18 April 2023.

#### PURPOSE OF REPORT

To inform Council of the minutes and recommendations from the Sports Ground Advisory committee meetings held in recent months.

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Learn what the community wants to know through community engagement strategies.
Priority Three	Sports and Civic Events	Sports and Civic Events	Improve participation in user advisory groups and improve coordination of these groups on Council land

#### BACKGROUND

The Sports Ground Advisory Committee is made up of representatives from Clubs and groups that use the facility for the purpose of receiving views and opinions on matters relevant to the Committee.

The committee meets a minimum of four (4) times per annum.

**CONSULTATION PROCESS**

Nil

**POLICY IMPLICATIONS**

This process is in accordance with Council's adopted Terms of Reference – Showgrounds and Multi-purpose Advisory Committee.

**BUDGET AND RESOURCE IMPLICATIONS**

Nil

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Nil

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Nil

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
WEDNESDAY 8 February 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**1. WELCOME**

Meeting opened at 5.34pm

Councilor Coburn welcomed everyone to the meeting.

In Attendance:

Councilor Coburn	KTC Elected Member - Chair
Nicole Simmonds	Katherine Athletics Club
Karin Spain	Katherine Tennis Club
Lauren Chapman	Katherine Netball Association
Jill Kelly	Member of the Public
Shayla Rice	Katherine Rugby League Club Inc
Brendan Pearce	KTC Director Infrastructure & Environment (DI&E)
Virginya Boon	KTC Manager Operations

**2. APOLOGIES**

Ian Gudgeon                      Katherine Athletics

**3. CONFIRMATION OF PREVIOUS MINUTES**

That the minutes of the Katherine Sports Ground Advisory Committee held on 9 November 2022 be confirmed as a true and accurate record of that meeting.

N Simmonds / J Kelly  
Carried 5/0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

4.1 Lights – Oval 1:

- Still have two towers to go
- Will need to get access via the gate near the softball oval

4.2 Tennis Club Pest Control:

- Building repairs are complete
- Pest Control treatment for termites is complete

**5. GENERAL BUSINESS**

5.1 Hire Agreements for new Pavilion

- Cr Coburn asked if Clubs were happy with their agreement
- Athletics asked if the building fees were too expensive, is there an option to stay where they are
  - Clubs were advised that the fees and charges were revised by Council at the beginning of the current financial year
- Athletics asked about having an office
  - Clubs were advised that a notice would go out asking interested parties to submit an Expression of Interest for the office space



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
WEDNESDAY 8 February 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

- This space would be offered at a commercial rate
- If a not for profit club was interested in this space then they would have an opportunity to ask Council for a reduced rate/discount
- Tennis have read through most of their agreement but a lot of it doesn't apply to them
- Clubs were advised that the next option if the agreement didn't fit, would be a lease

**5.2 Sports Ground Building/Pavilion:**

- Cr Coburn as if clubs were happy to move into the new pavilion
- Athletics asked if the sheds were vermin proof
  - Clubs were advised that they were as vermin proof as a normal building can be
  - Athletics asked if the storage areas were going to be made vermin proof
  - Netball advised that they use plastic tubs to store all of the equipment that they are worried about being eaten by rats
- Athletics asked if the building was going to be alarmed before any clubs moved in
  - Clubs were advised that Council were looking into this
- Athletics asked if there was a date for the opening and use of the building
  - Clubs were advised that Council is waiting on practical completion from the builder and a Certificate of Occupancy
- Jill asked if there was going to be another session to show each club what the pavilion has in it – suggested maybe a BBQ and presentation
- All clubs agreed that there needs to be a presentation on the building and how each areas are charged

**5.3 Fencing:**

- Clubs were advised that Council has applied for funding to have the fence line along the Stuart Highway side of the Sports Ground from the Swimming Pool to Chambers Dve fenced with Garrison style fencing (the same that has been used at the High School)
- Athletics asked what was happening about the fence along the side of the oval where the long jump pit ends
  - Clubs were advised Council was looking into a solution for

**5.4 New Toilets @ Adventure Playground and Softball**

- Clubs were advised that work will be commencing on this project next week
- The old toilets will still be functional during the build of the new ones

**6. OTHER BUSINESS**

**6.1 Tennis Club:**

- Questions - Asking for any suggestions to help with water washing down from the mound at the Cricket oval into the Tennis area

**6.2 Rugby League Club:**

- Question – Asking if toilets at the playground would be available for training nights



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
WEDNESDAY 8 February 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

for oval 1 and the BMX toilets for Oval 2

- Question - Asking if trees on oval 2 could be trimmed back as they were overhanging into the playing surface area and blocking the light
- Question - Asking if Council can give the club the GPS coordinates for the linemarking of the ovals

**6.3 Club Representation on Advisory Committee:**

- Clubs were advised that:
  - Nomination forms were emailed out to contacts
  - Only two clubs have returned the forms
  - Nominations will go to the next Council Meeting (to be held in February)
  - Clubs need to get names in before the end of next week. 17/2/2023
  - Council have now updated the Show Grounds and Multi-Purpose Centre (Sports Grounds) Advisory Committee policy and terms of reference in line with the changes to the Local Government Act

**7. DATE OF NEXT MEETING**

April 2023.

**8. MEETING CLOSED**

6:28pm





**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
WEDNESDAY 11 AUGUST 2021 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**ACTION ITEMS TABLE**

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
17/06/20	2020/08 Advise outcome of oval maintenance schedule	KTC	Deferred - Contractor to supply Oval 2 Maintenance program to KTC once project is complete Linked to Oval 2 re-surfacing and recommended maintenance program
17/06/20	2020/10 Provide user group contact details to advisory members	KTC	TBA - due to privacy concerns contact details for all users will not be emailed out; user groups can email KTC requesting the specific group/s they would like to make contact with and KTC will pass on
14/10/20	2020/11 BMX Lighting - Straights 2 & 3	KTC	KTC to engage a contractor to investigate/quote possible drone imagery (night) of straights 2 & 3 to send to lighting designer 10.02.21 - waiting on quote
02/12/20	2020/12 BMX Compound - Weeds	KTC	KTC staff to conduct weed spraying 10.02.21 - commenced
02/12/20	2020/13 Oval 1 - Ginger Ants	KTC	KTC to organise pest control contractor 10.02.21 - works schedule for Friday 5 Feb pending weather conditions
02/12/20	2020/14 Potholes along rear internal road	KTC	KTC is currently awaiting quotes from contractor 10.02.21 - KTC staff filling as needed - engagement of contractor to be revisited after Projects completed

KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
WEDNESDAY 11 AUGUST 2021 AT 5.30PM, CIVIC CENTRE

## MINUTES

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
02/12/20	2020/15 Oval 1 - Lights	KTC	KTC to engage a contractor to investigate <a href="#">10.02.21 - waiting on response from contractor</a>

**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
TUESDAY 18 APRIL 2023 AT 5.30PM, CIVIC CENTRE****MINUTES****1. WELCOME**

Meeting opened at 5.36pm

Councilor Coburn welcomed everyone to the meeting.

In Attendance:

Deputy Mayor Coburn	KTC Elected Member - Chair (DM)
Karin Spain	Katherine Tennis Club
Allen story	Katherine Swimming Club
Kallum Peckham-McKenzie	Katherine Rugby league
Brendan Pearce	KTC Director Infrastructure & Environment (DI&E)
Virginya Boon	KTC Manager Operations

**2. APOLOGIES**

Lauren Chapman	Katherine Netball Association
Shayla Rice	Katherine Rugby League Club Inc

**3. CONFIRMATION OF PREVIOUS MINUTES**

That the minutes of the Katherine Sports Ground Advisory Committee held on 8 February 2023 be confirmed as a true and accurate record of that meeting.

K Spain / D Coburn

Carried 5/0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES****4.1 Fencing:**

- DM Coburn advised he was not aware of the fencing that is and will be taking place at the Sports Grounds
- Clubs were advised that the fencing alongside the pavilion was going to be chain mesh and only approx. one metre high as is with other sporting fields
- Clubs were advised that there is going to be garrison style fencing along the Stuart Highway frontage of the Sports Grounds and that this has been funded by NT Government
- Allen Story asked if the pool was also going to be included in the fencing
  - DI&E advised that because of the upgrade it wouldn't be feasible to do any works in that area as it would probably be included in the upgrade

**5. GENERAL BUSINESS****5.1 Oval 1 Lighting:**

- Waiting on Pedro to get crane hire so he can finish off the work which is on one tower

**5.2 Oval 2 Lighting and Temporary light Hire:**

- KTC has lodged an insurance claim after the lightning strike on Oval 2 lights
- Waiting on a final quote before we get an answer from the insurer
- Insurer has agreed to help cover the cost of temporary lighting



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
TUESDAY 18 APRIL 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

- Need to clarify if the costs for temporary lighting cover training nights as well as Friday game nights

5.3 Pavilion Update:

- Certifier coming tomorrow to inspect building and hopefully Certificate of Occupancy will be issued within two weeks after that
- Looking at doing a BBQ for User Groups to show them how everything works in the building
- DI&E briefly explained how the hire arrangements work for clubs
- DI&E explained there were two office spaces to hire out and KTC would ask for expressions of interest for anyone who was interested
- There are tokens for light and air conditioning operations
- DI& E explained that the key system would be electronic
  - Kallum asked if there was a physical key in case this system failed
  - Clubs were advised that the system has been in place at other sites and is tried and tested and does work
- Kallum asked if there was a PA system installed
  - Clubs were advised that there was no PA System but there was infrastructure in place to potentially have this type of system installed
- Clubs were advised that there was also no scoreboard but there was potential to have one of these as well

5.4 Fencing Sports Pavilion:

- Clubs were advised that Law Rural is currently fencing the ovals along the sides of the Pavilion. He has started on oval 1 then will be going straight onto Oval 2
- DM Coburn asked if the fence between Oval 1 and the Playground was going to stay
  - Clubs were advised that the Playground needed to be fenced and locked up to prevent damage being done at night

5.5 Toilet Block – Adventure Playground & Softball

- Clubs were advised that the playground side of the toilets was currently open for use
- Clubs were advised that the Softball side of the toilets was not in use yet and that Council was working on how the area was going to be set up for fencing and parking
- There was a suggestion to keep the bollards out from around the softball field and allow people attending the softball field to drive all the way around the field

5.6 Hire Agreements

- Clubs were advised to come in and speak with Casey as soon as possible regarding their hire agreements for the season including the use of the pavilion

5.7 Aquatic Centre Upgrade

- Swimming Club asked if there were any updates on the upgrade to the aquatic centre
  - Clubs were advised that Council had received a commitment of \$10m in funding for the upgrade project
  - Prior to the \$10m commitment, Council had an offer of \$300k and this funding can be used to do a feasibility study and scope of works for the project



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
TUESDAY 18 APRIL 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**6. OTHER BUSINESS**

6.1 Tennis Club:

- Asked how the repairs were going
  - The club was advised that the repairs were being undertaken this week
- Asked how they could get another key for their building
  - The club was advised to come in and speak with Casey

6.2 Softball:

- Kallum advised he would make contact with someone from Netball to ask if they could get a representative on the advisory committee

6.3 Car Parking – Netball:

- Request to put car parking for netball on the agenda for the next meeting

6.4 Actions List:

- All clubs were asked if they were happy for the current items on the action list to be removed as they had been dealt with and were quite old now
  - Clubs present agreed

**7. DATE OF NEXT MEETING**

14 June 2023.

**8. MEETING CLOSED**

6:41pm



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
TUESDAY 18 APRIL 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**ACTION ITEMS TABLE**

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
18/4/23	6.3 Car parking att Netball to be added to agenda for the next advisory meeting	KTC	

KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING  
TUESDAY 18 APRIL 2023 AT 5.30PM, CIVIC CENTRE

## MINUTES

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
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UNCONFIRMED

**15.2 KATHERINE SHOW GROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE MEETING MINUTES**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178860

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

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

**ATTACHMENT/S** : 1. 8 MARCH 2023 SHOWSGROUND AND MULTI-PURPOSE ADVISORY COMMITTEE MEETING MINUTES.DOCX    
2. 2 MAY 2023 SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE MEETING MINUTES.DOCX  

**OFFICER RECOMMENDATION**

1. That Council receive and note the minutes from the Katherine Showgrounds and Multi-purpose Advisory Committee held on 8 March 2023.
2. That Council receive and note the minutes, and consider the recommendations from the Katherine Showgrounds and Multi-purpose Advisory Committee held on 2 May 2023.

**PURPOSE OF REPORT**

To inform Council of the minutes and recommendations from the Sports Ground Advisory committee meetings held in recent months.

**STRATEGIC PLAN**

Priority One	Strong Leadership	Strong Leadership	Learn what the community wants to know through community engagement strategies.
Priority Three	Sports and Civic Events	Sports and Civic Events	Improve participation in user advisory groups and improve coordination of these groups on Council land

**BACKGROUND**

The Katherine Showgrounds and Multi-purpose Advisory Committee is made up of representatives from the Katherine and District Show Society, Clubs and groups that use the Showgrounds facilities for the purpose of receiving views and opinions on matters relevant to the Committee.

The committee meets a minimum of four (4) times per annum.



**CONSULTATION PROCESS**

Nil

**POLICY IMPLICATIONS**

This process is in accordance with Council's adopted Terms of Reference – Showgrounds and Multi-purpose Advisory Committee.

**BUDGET AND RESOURCE IMPLICATIONS**

Nil

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Nil

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Nil

**COUNCIL OFFICER CONFLICT OF INTEREST**

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



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
WEDNESDAY 08 MARCH 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**1. WELCOME**

Meeting opened at 5.31 pm.

Welcome from Mayor to all the members and their clubs present.

In Attendance:

Mayor Clark	KTC Elected Member Chair
Virginya Boon	KTC Infrastructure and Environment Operations Manager
Anuksha Shrestha	KTC Administration Officer (Minute Taker)
Mark Robertson	Katherine Dirt Kart Club
Anna Kerwin	Katherine District Show Society
David Flood	Blue Eagle Muay Thai
Kylie Leonhardt	Australian Stockhorse Society
Tia Solloway	Turf Club

**2. APOLOGIES**

Amanda Kingdon	KTC Elected Member
Brendan Pearce	KTC Director Infrastructure & Environment
Melinda Wheelan	Katherine Rope and Barrel Club
Matthew Harris	Katherine Turf Club
Tim Delany	Katherine Camels
Lee Henderson	Katherine Scouts Group
Anthony Barlett	NT Appaloosa & Western Performance Club
Clinton Firth	AFL NT

**3. CONFIRMATION OF PREVIOUS MINUTES**

Moved: Anna Kerwin / Mark Robertson

That the minutes from the Katherine Showgrounds and Multi-Purpose Advisory Special Committee meeting held on 6 December 2022 be confirmed as a true and accurate record.

Carried: 5 / 0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

Updates:

- Damaged sign at Buntine Pavilion has been replaced.
- Fletcher's Plumbing has completed the job. The flows and pressure have been confirmed.
- In regards to control traffic at Murray St gate, 3 speed humps have been installed. 1 at the front gate 2 at the back gate.

**5. GENERAL BUSINESS**

Toilet block next to Blue Muay Thai

Blue Muay Thai has brought to attention that the locks at the Norforce toilet block are open sometimes.

Power outage at the showgrounds happens every year.

KTC to confirm with Pedro what led to the power outage.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
WEDNESDAY 08 MARCH 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**New Billings**

Katherine Dirt Cart Club has request for information regarding emails sent with regards to new billings formulating based on the usage.

Virginya to check the forms sent to the user groups.

**Events**

Australian Stockhorse Society is slashing for the first event in May 25<sup>th</sup> or 26<sup>th</sup>. Also slashing inside of the racecourse around 10<sup>th</sup>.

**5.1 General Discussions:**

**Caretaker for Showgrounds**

KTC has not progressed further regarding looking for a caretaker for showgrounds which has a lot to do with insurance implications and safety. It is also restricted in terms of how much the person is allowed to interact.

Committee members suggested if inviting Police/ Security Patrols to drive around showgrounds occasionally would reduce vandalisms at the showgrounds.

The police officers are sent to the communities and are occupied dealing with all the spiking number of vandalisms happening in town so would not be available to do night patrols.

**Break-ins at the sheds**

Blue Eagle Muay Thai Fitness shed has been broken into for the first time in 10 years. There were two break-ins. No visible damages on the shed and the equipment's are all there and nothing is missing.

Turf Club had 5 break-ins since last Year – September.

**6. ACTION LIST**

Refer to table for updates, completions, and new items.

**7. OTHER BUSINESS**

**7.1 Katherine District Show Society**

Katherine District Show Society is looking forward to the biggest show in Katherine which falls on the 21<sup>st</sup> of July this year.

**7.2 Australian Stockhorse Society**

There are events on end of May and middle of June. Also awaiting on the clinic dates to be confirmed.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
WEDNESDAY 08 MARCH 2023 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**7.3 Katherine Turf Club**

Awaiting on the quotes for glass door that was smashed from the break-in in September.

**7.4 Katherine Dirt Kart Club**

Waiting for weather to clear up to do the remaining fence. Planning to run events this year.

**7.5 Blue Eagle Muay Thai**

Blue Eagle Muay Thai had 54 kids' participants over 2 days. It was a full on. Currently targeting age groups which is 9–12-year-olds.

**8. DATE OF NEXT MEETING**

Tuesday 2 May 2023 at the Civic Centre commencing at 5:30pm

**9. MEETING CLOSE**

The meeting was closed at 6:14 pm

TO BE CONFIRMED

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
WEDNESDAY 19 OCTOBER 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS

*I&E = KTC Infrastructure & Environment Services*

*C&S = KTC Community Services*

TO BE CONFIRMED



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 06 DECEMBER 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**1. WELCOME**

Meeting opened at 5.30 pm.

Welcome from Mayor to all the members and their clubs present.

In Attendance:

Amanda Kingdon	KTC Elected Member Chair and minute taker
Brendan Pearce	KTC Director Infrastructure & Environment
Mark Robertson	Katherine Dirt Kart Club
Kylie Leonhardt	Australian Stockhorse Society
Anna Kerwin	Katherine District Show Society
Tia Solloway	Turf Club
Rodney Hoffman	Turf Club
Shannon Jackson	AFLNT

**2. APOLOGIES**

Virginya Boon	KTC Infrastructure and Environment Operations Manager
Melinda Wheelan	Katherine Rope and Barrel Club
Tim Delany	Katherine Camels
David Flood	Blue Eagle Mau Thai

**3. CONFIRMATION OF PREVIOUS MINUTES**

Moved: Kylie Leonhardt/ Tia Solloway

That the minutes from the Katherine Showgrounds and Multi-Purpose Advisory Special Committee meeting held on 8 March 2023 be confirmed as a true and accurate record.

Carried: 5 / 0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**Follow ups:**

- Blue Eagle Muay Thai power outage query
- KTC advised Pedro is still doing electrical checks
- Katherine Dirt Kart Club asked about usage contribution.  
All user groups have submitted and will be processed to issue invoices according to days of usage by each group. Payment will be based on Council's adopted Fees and Charges and individual clubs' anticipated usage.

**5. GENERAL BUSINESS**

**Report from user groups**

**Katherine Dirt Kart Club**

Fire breaks have been delayed due to rain. It has been hard to get a tractor/ slasher. Mark has done some ride on mowing work. There are a lot of weedy overgrowth and suggested spraying needs to be done.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 06 DECEMBER 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**Katherine District Show Society**

The Campdraft Arena Lighting Project is running about two weeks behind schedule. The new lighting tower poles (20m high) have not arrived therefore the project has been delayed. They are being manufactured and delivered from Perth, WA.

As there is a major camp-draft event on at the end of this month they will need to ensure the site remains safe by the placement of barricades, etc.

Community Benefit Fund requires acquittal by 30 June 2023. They will be submitting a proof of delay to request an extension to the acquittal date.

**Australian Stockhorse Society**

Major event is on at the end of May. Two events with youth clinic sessions in June have been postponed due to the delay with the lighting upgrade project.

**Turf Club**

No recent break-ins. Glass doors have been ordered and have not arrived yet. Will be boarded up. They have organized and tidied up around inside of track. They have requested that the inside of the Buntine Pavilion is cleaned following the recent vandalism.

A liquor license has been approved. The new sand on the race track is looking good. The sand was hauled and placed last year.

KTC advised that the new fire-hydrant upgrades have been completed. The new system meets the required standards for flow rates and pressure. The contractor has to correct some tags on water valves to get final signoff. This will need to occur before being able to use Pavilion for any event requiring a liquor license.

**AFLNT**

Shannon Jackson was welcomed to the Committee. He has just arrived in Katherine and is looking forward to the role. He has observed that there are lights on the AFL Arena that need replacement.

Action item agreed: Shannon to submit a list of light poles that need bulb replacements to Infrastructure & Environment.

Started competition last weekend which was a little difficult with Christian Convention event. There was one complaint of intoxication of AFL member of public.

Shannon has a security background and will be able to respond to safety and security issues in the right way.

A temporary scoreboard is being obtained which will be in a trailer and run by a generator. The current scoreboard has not been working well for over a year.

A robotic line marker has been hired that is very efficient and effective, saving a lot of manpower.

This weekend will have 6 teams playing Friday night and all-day Saturday. Shannon advised that after finals behavior last year, that an E point system should be in place to give incentive to encourage good behavior. Police have also been informed of the event.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 06 DECEMBER 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**5.1 General Discussions:**

Anna requested a fence replacement due to ongoing damage creating holes in wire fencing from Showgrounds entry gate around to Golf side.

**Recommendation for Council**

That the chain mesh fence from behind rodeo laneway entrance gates around to the 4-strand barb wire fence, between the Showgrounds and the Golf Club be considered for replaced/renewal in the 2023/24 Council budget. The pedestrian gate in the fence line to the Golf club side is to remain.

Moved by: Anna Kerwin

Seconded by: Kylie Leonhardt

Carried.

**6. ACTION LIST**

Refer to table for updates, completions, and new items.

**7. OTHER BUSINESS**

A crane is required for electrical light repairs.

Hot water is an issue when large events go on and Anna receives many complaints. Users need to time their showers. The cost will be high to increase hot water infrastructure.

- Members are concerned about the Flood levee plan for the South side.

KTC advised it is planned to run alongside the Victoria Highway to Murphy Street entrance and will limit access to car parking on the road corridor adjacent to the showground. The project will be delivered by NTG's DIPL with the plan to commence this dry season.

**8. DATE OF NEXT MEETING**

4 July 2023

**9. MEETING CLOSE**

The meeting was closed at 6:30 pm



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
WEDNESDAY 19 OCTOBER 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
2/05/23	Fence on Golfy border to be replaced	I&E	
2/05/23	Tree maintenance needed especially with the Gum trees	I&E	
2/05/23	Replace oval light bulbs not working	I&E	<a href="#">2.05.23 Awaiting list from Shannon</a>

*I&E = KTC Infrastructure & Environment Services*

*C&S = KTC Community Services*

## 16 ELECTED MEMBERS ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - MAY/178859

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

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

**ATTACHMENT/S** : NIL

#### OFFICER RECOMMENDATION

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

#### PURPOSE OF REPORT

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

#### STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Strengthen our councillor profiles to increase community awareness of who they are
Priority One	Strong Leadership	Strong Leadership	Learn what the community wants to know through community engagement strategies.
Priority Three	Sports and Civic Events	Sports and Civic Events	Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days

Deputy Mayor Denis Coburn	
Date	Activity attended
5 April	Development Consent Authority Katherine meeting
14 April	Elected Member Information Session (EMIS) at ex Foodladder site
15 April	Kentish early learning centre opening
18 April	Sportsground Advisory Committee meeting
24 April	EMIS
24 April	Katherine High School Anzac Day Ceremony

25 April	Anzac Day march
26 April	Ordinary Meeting of Council

Councillor Madeleine Bower	
Date	Activity attended
14 April	Elected Member Information Session (EMIS) at ex Foodladder site
24 April	EMIS
25 April	Anzac Day Dawn Service and march
26 April	Ordinary Meeting of Council

Councillor Amanda Kingdon	
Date	Activity attended
1-12 April	Leave of absence
14 April	Elected Member Information Session (EMIS) at ex Foodladder site
24 April	EMIS – presentation from DIPL on proposed Tennant Creek to Darwin Infrastructure Corridor project
24 April	Katherine High School Anzac Day Ceremony
25 April	Anzac Day Dawn Service
26 April	Ordinary Meeting of Council

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

**17 LATE AGENDA**

Nil

**18 GENERAL BUSINESS**

**19 CLOSURE MEETING TO PUBLIC**

## 20 CONFIDENTIAL ITEMS

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### RECOMMENDATION

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

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

This matter is considered to be confidential under Section 99(2) - a, ci and civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person and information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

#### **20.2 CONFIDENTIAL ACTION UPDATE**

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

#### **20.3 PREVIOUS MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE**

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

**21 RESUMPTION OF OPEN MEETING**

**22 NEXT ORDINARY MEETING OF COUNCIL**

That the next meeting of the Ordinary Meeting of Council will be held on Tuesday 27 June 2023.

**23 CLOSURE OF MEETING**