



AGENDA

Ordinary Meeting of Council Agenda

Tuesday 24 May 2022

Ordinary Meeting: 6.00pm

Council Chambers

Civic Centre, Stuart Highway, Katherine

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



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

WEBCASTING DISCLAIMER

The Katherine Town Council is live webcasting the Open Section of Ordinary Council Meetings. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the Katherine Town Council will use its best endeavours to ensure images in this area are not webcast. However, the Katherine Town Council expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the Katherine Town Council a non-exclusive licence to copy and broadcast your image worldwide for no reward.

Every care is taken to maintain privacy and attendees are advised they may be recorded. In the case of livestreaming becomes unavailable due to technical difficulties, Council will attempt every effort to ensure the live streaming issues are rectified promptly. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. Council will take no responsibility for and will not be held liable for the unavailability of live streaming in part or full; due to technical issues beyond its control.

Webcasting of Special or Ordinary Council Meetings and any other public forums and meetings authorised by the CEO remain the property of Katherine Town Council. Access to live streams and recording of meeting is provided for personal and non-commercial use. Video, images, and audio must not be altered, reproduced or republished without the permission of the CEO. Opinions expressed or statements made by individual persons during a meeting are not the opinions or statements of Katherine Town Council. Council therefore accepts no liability for any defamatory remarks that are made during a meeting.

ORDER OF BUSINESS

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. APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

4.2 Leave of Absence

5. CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

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

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 26 April 2022 1-16

7. BUSINESS ARISING FROM PREVIOUS MINUTES

8. MAYORAL BUSINESS

8.1 Mayoral Official Engagements

9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10. PETITIONS

11. PUBLIC QUESTION TIME

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

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

12. NOTICE OF MOTION

12.1 Elected Members General Policy and Procedure _____ 17-19

13. REPORTS OF OFFICERS

13.1	Monthly Report of the Chief Executive Officer for the Month of April 2022 _____	<u>20-22</u>
13.2	Risk Management Framework _____	<u>23-37</u>
13.3	Risk Management Policy _____	<u>38-44</u>
13.4	Naming of the Sports Pavilion _____	<u>45-47</u>
13.5	Community Services – Library Report April 2022 _____	<u>48-51</u>
13.6	Community Services – Visitor Information Report April 2022 _____	<u>52</u>
13.7	Monthly Financial Report – April 2022 _____	<u>53-58</u>
13.8	Monthly report of the Infrastructure and Environment Department for April 2022 _____	<u>59-62</u>
13.9	April 2022 Project Update _____	<u>63-80</u>

14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil.

15. ELECTED MEMBERS ACTIVITIES

16. LATE AGENDA

16.1 Municipal Plan 2022-23

17. GENERAL BUSINESS

18. CLOSURE OF MEETING TO PUBLIC

19. CONFIDENTIAL ITEMS

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

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

- (c) Information that would, if publicly disclosed, be likely to
- (iv) subject to sub regulation (3) – prejudice the interests of the council or some other person;

19.1 Minutes of the Confidential Meeting held on 26 April 2022

19.2 Procurement Contractor

19.3 KTC Risk Register

19.4 Financial Overhaul Action Plan

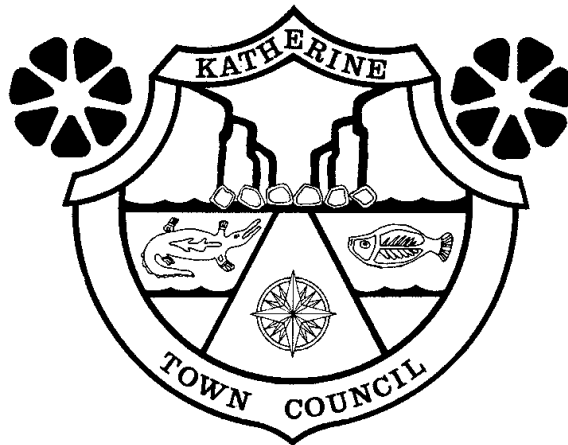
19.5 Organisational Work, Health and Safety Audit Report May 2022

20. RESUMPTION OF OPEN MEETING

21. NEXT ORDINARY MEETING OF COUNCIL

That the Ordinary Meeting of Council will be held on Tuesday 28 June 2022.

22. CLOSURE OF MEETING



MINUTES

Ordinary Meeting of Council

Tuesday, 26 April 2022
At 6.00 PM

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

**MINUTES OF THE ORDINARY MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON TUESDAY, 26 APRIL 2022 AT 6:00PM**

- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn (Via Zoom)
- Councillor Jeremy Trembath
- Councillor Madeleine Bower
- OFFICERS** : - Mrs Ingrid Stonhill, Chief Executive Officer
- Mr Kerry Whiting, Director Corporate and Community Services
- Mr Brendan Pearce, Director Infrastructure and Environment
- Ms Emily Kemp, Communication and Engagement Officer
- Mr Jherry Matahelumual - (Minute Taker)
- VISITORS** : - Mrs Jo Hersey, Member for Katherine
- 7 x Community Members

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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 cultures as 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 AT 6.01 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies
Nil

4.2 Leave of Absence
Mayor Clark informed that she will be on leave of absence from Wednesday, 27 April until 8 May 2022 (inclusive)

5 CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

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

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 22 March 2022

File : Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes
2021

Moved : Councillor Trembath

Seconded : Councillor Kingdon

Notes

- Councillor Herdon requested a name correction on item 6.2 from 'Herden' to 'Herdon'

Minutes No. 26.04.2022-OM1

That the minutes of the Ordinary Meeting of Council on 22 March 2022 be confirmed as true and accurate.

CARRIED 7 / 0

7 BUSINESS ARISING FROM PREVIOUS MINUTES

- CEO Stonhill advised that resolution from 13.10 Elected Members Allowances should be revised to the below:

That Council adopts the maximum council members allowance to be paid to Katherine Town Council Members for the 2022-23 financial year, in accordance with the Local Government Minister's Guideline 2A.

Minute No. 26.04.2022 – OM2

That Council revised the following resolution from item 13.10 Elected Members Allowances as Council adopts the maximum council members allowance to be paid to Katherine Town Council Members for the 2022-23 financial year, in accordance with the Local Government Minister's Guideline 2A.

Moved: Councillor Trembath

Seconded: Councillor Bower

CARRIED 7/0

8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of March 2022

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

Mayor Lis Clark Period 22nd March 2022 to 26th April	
	Activity attended
	1. Meeting with Senator Susan McDonald – The Senator is doing up a Master Plan of development in Communities that will be needed for Northern Australia.
	2. Meeting with Vista Gold – development of mining on Mt Todd.
	3. Meeting with Community Members x 7.
	4. Council Meeting
	5. EMIS
	6. Meeting with Tracy Hall - Marketing Absolute.
	7. Katherine Times articles x 2.
	8. Meeting with CEO x 4.
	9. Meeting with Deputy Mayor x 2.
	10. Local Radio with Sue Moran x 2.
	11. Meeting with Hunter Murray – Outback EV – Electric cars.
	12. Meeting with EA x 2.
	13. Meeting with Paul Jackson – Bowls Club – letter of support.

	14. Presentation Suncable – Where pylons are going.
	15. Meeting with Professor Scott Bowman CDU.
	16. Meeting with DIPL – Update on Projects.
	17. Dinner with CDU at Kumbidgee.
	18. Elected Members Lunch x 2.
	19. Radio with Adam Steer ABC.
	20. Meeting with Dept of Chief Minister – Information on Projects.
	21. Cicada Lodge reopening.
	22. Meeting with Elected Member x 1.
	23. Katherine Community Engagement and Support Reference Group.
	24. Meeting with Admin. Officer – Agenda for Showgrounds Advisory Committee.
	25. 101 birthday RAAF base – Latham Club.
	26. Cross Govt. Workshops – Working better with Government.
	27. LGANT Conference.
	28. Youth Concert – Town Square.
	29. Deloitte – Project Control Group – Progress on Strategic Plan.
	30. Showgrounds Advisory Meeting – Minutes in Agenda.

	31. Meeting with Dagoman/Wardaman-Information on projects happening in Katherine.
	32. Meeting with Chris Slattery and Tim in regards to our training on 22 nd April.
	33. Meeting with Jo Hersey – Information and discussion on Pool.
	34. Meeting with Kate Macfarlane & Josie from Dept of Health- Partnering for a ball.
	35. Project Implementation Team Tourism Meeting.
	36. Elected Member Training with Chris Slattery.
	37. Meeting with Minister Eva Lawler.
	38. The Bombing of the Top End – 80 th Anniversary Concert.
	39. Anzac Day – Dawn Service.
	40. Anzac Day Parade.
	41. Meeting with Jawoyn representatives – Information on projects happening in Katherine.
	42. Reception at Government House with Administrator the Honourable Vicki O’Halloran.
	43. 80 th Anniversary Concert of the Bombing of the Top End with Arafura Wind Ensemble.
	44. Meeting with RAAF to discuss partnering for a ball in Katherine.
	45. Audit and Risk Committee

9 CORRESPONDENCE AND DOCUMENTS TABLED

Nil

10 PETITIONS

NIL

11 PUBLIC QUESTION TIME

Questions	Answers
Mrs Hersey queried where is the Electric Station located and is it crucial to have one in Katherine?	Mayor Clark responded that an Electric Station is located in Beagle Motor Inn, however it does not operate by the Katherine Town Council.
CEO Stonhill read questions from Mr Francais received via email: Q1 How much revenue is the Council receiving from the commercial venture that it opened in the Town Square to compete against these businesses? Q2 What are the operational costs for the Town Square, power, water, and cleaning costs including for the toilet block over the road?	The revenue Council receives from the operator of ‘The Meeting Place’ café is considered commercial in confidence. Council’s costs for power and water are not broken down to this level to be able to give an accurate answer.

<p>Q3 What happened to Buntines Clock and the wave?</p>	<p>Typical costs for cleaning a toilet block can run between \$60 - \$100 per day depending on cleaning frequency.</p> <p>The clock and the wave that were carefully removed and are stored at Council's Depot.</p>
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12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

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

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of March 2022
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Trembath
<p>Minute No. 26.04.2022-OM3</p>	
<p>That Council formally receives and note the Chief Executive Officer report for the month of March 2022.</p>	
<p style="text-align: right;">CARRIED 7/0</p>	

13.2 CONFIDENTIAL INFORMATION POLICY

Purpose	: To provide a draft of the Katherine Town Council's Confidential Information Policy for Council's information and adoption. A draft policy in attachment 1 is established to ensure the proper treatment and review of confidential items considered at a Council Meeting.
Moved	: Councillor Kingdon
Seconded	: Councillor Trembath
<p>Minute No. 26.04.2022-OM4</p>	
<p>That Council receives, accepts and adopts the Confidential Information Policy effective immediately until 30 June 2025</p>	
<p style="text-align: right;">CARRIED 7 /0</p>	

13.3 FRAUD AND CORRUPTION CONTROL POLICY PROTECTION PLAN

Purpose	: To provide a draft of the Katherine Town Council's Fraud and Corruption Control Policy Protection Plan for the Council's information and adoption. A draft policy in attachment 1 is established to provide guidance on the action which is to be undertaken where fraud or corrupt conduct is suspected within the Council or involves Council's Elected Members, employees, or contractors, and to provide assurance
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	to the community that all suspected fraudulent or corrupt activity will be investigated.
Moved	: Councillor Bower
Seconded	: Councillor Kingdon
Minute No. 26.04.2022-OM5	
That Council receives, accepts and adopts Fraud and Corruption Control Policy Protection Plan effective immediately until 30 June 2025	
CARRIED 7 / 0	

13.4 KATHERINE YOUTH SCULPTURE

Purpose	: To seek the Council's approval for the installation of a Youth Sculpture on Lot 3182, Katherine Railway Terrace. This statue was created by Local Artist Patrick Bauer and a group of youth, coordinated by the Katherine Regional Arts
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Herdon
Minute No.26.04.2022-OM6	
That Council notes and approves the installation of a Youth Sculpture on Lot 3182, Katherine Railway Terrace as proposed in attachment 2.	
That Council authorises the Chief Executive Officer to confirm funding availability for the installation of a Youth Sculpture from the Big Rivers Department of the Chief Minister and Cabinet, Northern Territory Government and that safety concerns are addressed through the sign off by a structural engineer. Power and Water needs to be consulted before the final installation location is confirmed.	
CARRIED 7 / 0	

13.5 INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF MARCH 2022

Purpose	: To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure and Environment Department during the Month of March 2022
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Kingdon
Minutes No.26.04.2022-OM7	
That the report of the Infrastructure and Environment Department for the Month of March 2022 be received and noted.	
CARRIED 7 / 0	

13.6 MARCH 2022 - PROJECT UPDATE

Purpose	: To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of March 2022.
Moved	: Councillor Kingdon
Seconded	: Deputy Mayor Henderson

Minute No.26.04.2022-OM8

That Council receives and notes the project update for the month of March 2022

CARRIED 7 / 0

13.7 MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES
DEPARTMENT FOR MARCH 2022

Purpose : To present the report for the Corporate and Community Services department for the month of March 2022.

Moved : Councillor Kingdon

Seconded : Deputy Mayor Henderson

Minute No.26.04.2022-OM9

That Council receives and notes the Corporate and Community Services report for the Month of March 2022.

CARRIED 7 / 0

13.8 LEASE RENEWAL – LOT 3216 – AMTAX and ABC

Purpose : To execute a two (2) year lease with the option to renew for a further one (1) year to AMTAX, located at Lot 3216 – Visitor Information Centre – Corner of Lindsay Street and Katherine Terrace, Katherine.

File : Local Governance / Council Meeting / Reports to Council /Corporate Services Department

Moved : Deputy Mayor Henderson

Seconded : Councillor Bower

Minute No.27.04.2022-OM10

That Council authorises the Mayor and Chief Executive Officer to execute a two (2) year lease with the option to renew for a further one (1) year, to AMTAX and ABC for the office spaces within the Visitor Information Centre – Lot 3216 – Corner of Lindsay Street and Katherine Terrace and affix the Common Seal as required.

CARRIED 7 / 0

13.9 MONTHLY FINANCIAL REPORT – MARCH 2022

Purpose : To present to Council the financial report for March 2022

Moved : Councillor Kingdon

Seconded : Deputy Mayor Henderson

Minute No.26.04.2022-OM11

That council endorses the Financial Report for the month of March 2022

CARRIED 7 / 0

14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

Nil

15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Henderson Activities

Deputy Mayor Kym Henderson Period 22 nd March 2022 to 26 th April	
Date	Activity attended
22 nd March 2022	Ordinary Council Meeting
24 th March	Audit & Risk Management Committee Meeting
25 th March	Weekly Mayor & Deputy Mayor Catch Up
28 th March	LGANT Rebrand Presentation (Virtual)
1 st April	Weekly Mayor & Deputy Mayor Catch Up
6 th April	LGANT Forum (Darwin)
7 th April	LGANT General Meeting (Darwin)
11 th April	KTC Youth Concert
12 th April	KTC Strategic Plan Project Control Group
14 th April	Weekly Mayor & Deputy Mayor Catch Up
21 st April	Elected Members Information Session
22 nd April	Elected Members Training
23 rd April	Bombing of the Top End – 80 th Anniversary Concert
25 th April	ANZAC Day Sawn Service & March
26 th April	Ordinary Council Meeting

15.2 Councillor Kingdon Activities

Councillor Kingdon – Official activity attendance Period 22 March to 25 April 2022

Date	Activity attended
29 March	Presentation from Sun Cable overhead powerlines project
30 March	Elected Members Lunch at Giles street picnic area
31 March	Seniors Expo
31 March	Cicada Lodge Opening
2-19 April	Personal leave - answered emails, read and responded to DC application within KTC boundary and attended zoom meeting with Training facilitator
21 April	EMIS with presentation from NTG DIPL Eastside development project and Maria Evans on Integrity and Ethical decision making.
22 April	Elected Member training day 9-4pm Strength profiles, clarity of roles/responsibilities of EM and future goals planning.

15.3 Councillor Bower Activities

Councillor Maddy Bower Period 22 nd March 2022 to 26 th April	
Date	Activity attended
21 March	Draft Service Statement presented by staff EMIS
Friday 22 April	Elected members training The Katherine Museum 80th Anniversary of the Bombing of Katherine Attend with Katherine High School students and families to visit Dodger Kodjalwals plaque Citizenship Ceremony at Council Chambers
Monday 25 April	ANZAC DAY DAWN SERVICE, ANZAC PARADE
Tuesday 26 April	KTC ordinary meeting
29 March	Sun Cable AALP project- overhead powerlines
31 March	Cicada Lodge re opening
13 April	Lunch with Mayor

15.4 Councillor Coburn Activities

Councillor Denis Coburn Period 22 nd March 2022 to 26 th April	
Date	Activity attended
29/3	Sun Cable presentation
30/3	elected members lunch opening Cicada lodge
20/4	training with Chris Slattery
21/4	EMIS
22/4	elected members training

15.5 Councillor Trembath Activities

Councillor Jeremy Trembath Period 22 nd March 2022 to 26 th April	
Date	Activity attended
30/03	Elected Members Lunch x 2
20/4	Training with Chris Slattery
21/4	EMIS

15.6 Councillor Herdon Activities

Councillor Ben Herdon Period 22 March to 25 April 2022	
Date	Activity attended
22/03/2022	Ordinary Meeting of Council
24/03/2022	Audit & Risk Committee
29/03/2022	Sun Cable Presentation
30/03/2022	EM Lunch
31/03/2022	Cicada Lodge Reopening
11/04/2022	KTC Youth Event
12/04/2022	Strategic Plan Project Control Group
12/04/2022	Showgrounds & Multipurpose Advisory Committee
21/04/2022	EMIS
22/04/2022	EM Training
25/04/2022	ANZAC Day Dawn Service & Parade

16. LATE AGENDA ITEM

16.1 Draft Municipal Plan 2022-2023

Purpose	: To inform Council Draft of Municipal Plan 2022-2023
File	: Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Bower
Minute No.26.04.2022-OM12	
That Council presents the draft Municipal Plan 2022-2023 at the next Ordinary Meeting of Council held on 24 May 2022.	
CARRIED 7 / 0	

16.2 Minutes of Showgrounds and Multipurpose Advisory Committee Meeting, 12 April 2022

Purpose	: To note the minutes of Showgrounds Advisory Committee Meeting held
File	: Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	: Councillor Trembath
Seconded	: Councillor Kingdon
Minute No.26.04.2022-OM13	
That Council notes minutes of Showgrounds Advisory Committee meeting held 12 April 2022	
CARRIED 7 / 0	

16.3 Major Budget Review

Councillor Coburn disconnected from the meeting at 7.19pm

Councillor Coburn re-joined the meeting at 7.20pm via phone

Purpose	:	To present council with the major budget review 2021/2022
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Councillor Trembath
Seconded	:	Councillor Kingdon

Minute No.26.04.2022-OM14

That Council adopts the 2021-2022 amended budget as presented within the revised statement of comprehensive income, statement of financial position, statement of cashflows and cost of services statement.

Advertise the amended budget as presented in the revised financial statements as per the requirement of section 203 of the Local Government Act.

CARRIED 7 / 0

17. GENERAL BUSINESS

- Councillor Bower mentioned that she attended ANZAC Day dawn service and it was a successful event. The Stolen Generation Group of Katherine was acknowledged and recognised during the service which was great.
- Deputy Mayor Henderson mentioned that Council is organising two community forums to seek feedback and input from the community regarding the strategic plan. The forums will be held on Wednesday, 4 May 2022 and Thursday, 5 May 2022 from 6pm to 7pm at GYRACC and will be hosted by Deloitte's consultants. Deputy Mayor requested the elected members to attend and support the consultation. Katherine Town Council has also shared a survey on social media and encouraged the community members to complete the survey form even if they are attending the forums.
- Deputy Mayor also informed that the biggest morning tea will be held on Saturday, 30 April 2022 from 8am.
- She also thanked Katherine Town Council team especially Carris for organising ANZAC Day activities also to RSL Katherine Branch and RAAF Base Tindal.
- Councillor Trembath mentioned that a Community Garden is now in discussion. This program is for the community and therefore we look for ideas. Please do not hesitate to contact the Elected Members or in particularly Councillor Trembath if you have any questions or feedback.
- Councillor Coburn supported the Community Garden ideas and encouraged community members to put some input and feedback towards this initiative.
- Mayor Clark congratulated all involved in the ANZAC Day events. The dawn service was very well attended. Mayor Clark welcomed Arafura Wind Ensemble who visited Katherine and performed for the public. It was a very enjoyable evening for those who attended.
- Mayor Clark encouraged community members to participate at the Community Forum and give input and feedback for the Katherine strategic plan. If you are unable to attend, you may also complete the survey form and tell us what you expect for the next Five years.
- Mayor Clark informed that Doggy Day is on the 9th of July 2022 from 9am to 12pm. Please register if you would like to run a stall through Council's website or call us.

18 CLOSURE OF MEETING TO PUBLIC

The meeting is closed for public at 7.28pm.

19 CONFIDENTIAL ITEMS

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

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

- (c) Information that would, if publicly disclosed, be likely to
- (iv) subject to sub regulation (3) – prejudice the interests of the council or some other person;

19.1 Real Estate Engagement

19.2 Katherine Town Council Financial Management Review

19.3 CEO KPIs

20 RESUMPTION OF OPEN MEETING

Meeting resumed for public at 9.30pm

21 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday, 24 May 2022.

22 CLOSURE OF MEETING

That meeting was closed at 9.31pm

Elisabeth Clark

MAYOR OF KATHERINE

KATHERINE TOWN COUNCIL**NOTICE OF MOTION**

NO : 12.1

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/NOTICE OF MOTION

MEETING : ORDINARY COUNCIL MEETING – (24/05/2022)

MOTION TITLE : ELECTED MEMBERS GENERAL POLICY AND PROCEDURES

MOVER : COUNCILLOR BENJAMIN HERDON

ATTACHMENT/S : 1. NOTICE OF MOTION FROM COUNCILLOR BENJAMIN HERDON

BACKGROUND

Details of the Notice of Motion are attached.

MOTION

That Council updates the following Elected Members General Policy and Procedure:

- Open Forum – remove from the EMGPP
- Deputations – Deputations are to be heard at times agreed upon by the Mayor and members of the group wishing to be heard.
- Business Papers
 - Removal of 2. Opening Prayer
 - Addition of Motion Without Notice
- Notice of Business – change Alderman to Councillor
- Use of Council Resources – change Alderman to Councillor
- Allowance and Expenses – change Alderman to Councillor



KATHERINE
TOWN COUNCIL

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

NOTICE OF MOTION

Name: Councillor Ben Herdon

Hereby give notice at the next Ordinary Council Meeting on 24 May 2022 I will move the following motion in accordance with the Katherine Town Council By-Law Number 139 and the Katherine Town Council Elected Members General Policy and Procedures [EMGPP].

Motion:

To update the Elected Members General Policy and Procedures to reflect the current needs of the Council.

- Open Forum – remove from the EMGPP
- Deputations – Deputations are to be heard at times agreed upon by the Mayor and members of the group wishing to be heard.
- Business Papers
 - Removal of 2. Opening Prayer
 - Addition of Motion Without Notice
- Notice of Business – change Alderman to Councillor
- Use of Council Resources – change Alderman to Councillor
- Allowance and Expenses – change Alderman to Councillor

Background:

The EMGPP is out of date and no longer serves the current needs of Council:

- Open Forum – These are currently supposed to occur at 530pm before an Ordinary Meeting of Council. This is not happening and therefore it should be removed from the EMGPP;
- Deputations – These are currently supposed to occur at 530pm on Thursday's fortnightly. This is not happening and therefore should be removed from the EMGPP as a standing item. Instead it should be stated that Deputations are heard on an adhoc arrangement;
- Business Papers
 - Opening Prayer – There has been a separation of church and state since the 1500's and it is no longer appropriate for elected members to participate in the opening prayer. While Council and the Councillors need to accept that people of faith have a desire to pray for the Council, this should be conducted in private outside of Council meeting times. The Bible itself says prayer should be private in the Gospel of Matthew 6:6. To continue the opening prayer in our council meetings may cause ongoing offence to Councillors and members of the public who do not share that faith.



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- Motion Without Notice – Councillors should be allowed to bring a motion to the Council meeting without the need to provide 14 days' notice to the Mayor, providing thorough research and preparation has been completed in advance.
- Notice of Business/Use of Council Resources/Allowance and Expenses – this is a simple administrative update to align with Councillors no longer being known as Aldermen.

Summary:

I motion that the Elected Members General Policy and Procedure be updated to:

- Open Forum – remove from the EMGPP
- Deputations – Deputations are to be heard at times agreed upon by the Mayor and members of the group wishing to be heard.
- Business Papers
 - Removal of 2. Opening Prayer
 - Addition of Motion Without Notice
- Notice of Business – change Alderman to Councillor
- Use of Council Resources – change Alderman to Councillor
- Allowance and Expenses – change Alderman to Councillor

Councillor Ben Herdon

10/05/2022

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.1
MEETING	:	ORDINARY COUNCIL MEETING – 24 MAY 2022
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF APRIL 2022
AUTHOR	:	INGRID STONHILL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. SERVICES REQUESTS AND COMPLETED REQUESTS – APRIL 2022 2. OUTSTANDING COUNCIL’S RESOLUTIONS AND RESOLUTIONS FROM PREVIOUS COUNCIL MEETINGS

PURPOSE OF REPORT

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

COMMENTS

The following highlights the official engagements of the Chief Executive Officer, not including internal meetings for the Period of 1 April – 30 April 2022:

CEO UPDATE

My report to council is not an exhaustive outline of work undertaken, but merely highlights for transparency the many and varied requirements across this position. I meet with her worship the mayor on a weekly basis and keep her across significant issues as and when required.

I am continuing to engage specialist professional services to investigate and develop best practice models of council processes and procedures. A number of change processes are occurring within council currently.

CEO Meetings

Date	Meeting
Thursday 28 April 2022	CM&C Monthly Catchup Meeting
Wednesday 27 th April 2022	Deloitte, re strategic plan
Tuesday, 26 April 2022	Meeting – Mayor and Jawoyn CM&C Housing crisis meeting
Friday 22 April 2022	All Day Elected Member Training
Thursday, 21 April 2022	Audit and Risk Committee Meeting Elected Member EMIS Meeting
Wednesday, 20 April 2022	Meeting with Minister Eva Lawler

Tuesday, 19 April 2022	Meeting - Ken Orwell - Reg Services Manager role Meeting with Jo Hersey
Wednesday 13 April 2022	Interviews VIC Manager
Tuesday, 12 April 2022	Meeting with Jennifer McLean to discuss racism Showgrounds Advisory Committee Meeting
Monday 11 April 2022	Meeting Miranda Paterson, Economic Growth
Thursday, 7 April 2022	LGANT General Meeting
Wednesday, 6 April 2022	CEO Forum and LGNT Municipality Forum, Regional Development
Tuesday, 5 April 2022	Reception with Her Honour the Honourable Vicki O'Halloran AO
Monday, 4 April 2022	Meeting Patrick Sheenan
Friday, 1 April 2022	Attending Royal Australian Air Force 101 st Birthday Celebration

OTHER UPDATES

Communications Officer Report

April has shown us increased Facebook followers. The KTC newsletter distributed through mail chimp has seen 20 unsubscribe. However, we have seen a significant increase, 69 persons, engage in opening and reading the newsletter. A very positive outcome. We are still to investigate and develop our communications strategy which will decide other social media platforms beneficial to the council.

KPI	March	April
Increase number of followers on Facebook per annum	3344	3372
Increase Mailchimp newsletter subscribers	529	509
Increase Mailchimp newsletter opens	321	410

Other attachments include:

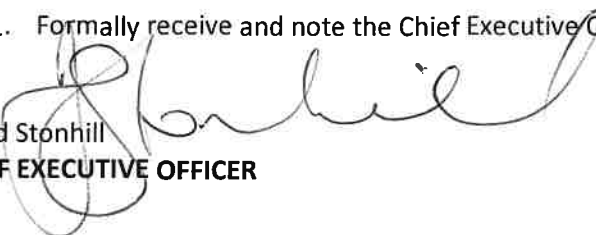
- Service requests that were received and completed in the month of April 2022
- Outstanding Council's Resolutions for the period of July 2021 and resolutions from previous meeting in April 2022 (to be provided at the next Ordinary Meeting)

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER



Service Requests Received (R) and Completed (C) in February 2022

Council received service 125 requests and completed 103 requests. 22 requests are still awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
R	C	R	C	R	C	R	C	R	C
Wheelie Bins	18	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle		Equipment Hire – Collars, Cages etc	1
Other Bins	2	Civic Centre		Carparks	1	Animal – Other	7	Streetlight Maintenance (Streetlights)	6
Domestic Rubbish Collection	1	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	12	Burial Records	10
Litter		Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	1	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	2	Animals – Lost and Found	2	General Requests – Complaints	2
Mowing of Verges-Nature Strips-Ovals	2	Airport	1	Street – Road Cleaning		Animal Attack & Menace	9	Miscellaneous Requests	1
Streetlight Maintenance (Other Lighting)	4	Visitor Information Centre		Permit to Work Within NT Government Road Reserve		Public Health Risk Activities		Plaques and Headstones	1
Sprinklers and Watering systems	6	Parks & Cenotaph		Driveways		Dangerous Animals		Ombudsman Complaints	
General		BMX		Road Maintenance & repairs	1	Dwelling and Vacant Lots Inspection	1	Community – Festival or Events	1
Weeds		Lindsey Street Complex		Footpaths & Bike path	1	Parking Control	1	Alcohol Permit	1
Trees & Vegetation	9	Sportsground	5	Line Marking/Pavement Management	13	Unauthorised Camping		Planning and Development	
Bores and Water Readings		General		Traffic Management		Overgrown/Unkempt Land	1	Vandalism	1
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	
Illegal Dumping		Playgrounds and Equipment	2	Laneways / Alleyways		After Hours Callout		Finance – Direct Debit requests and Cancellations	2
Waste Charges – New Services and Removal	3	Skate Park		Road Access				Cemetery Maintenance & General Enquiries	2
		Hot Springs	1	Drains & Gutters				Festival or Events	
		Scout Hall						Request for Letter of Support	1
		Town Square & Kiosk						Rates Search Request	4
Total	45	Total	10	Total	17	Total	34	Total	19
	39		8		16		29		11

KATHERINE TOWN COUNCIL**REPORT**

NO	:	13.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – 24 May 2022
REPORT TITLE	:	RISK MANAGEMENT FRAMEWORK
AUTHOR	:	INGRID STONHIL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. RISK MANAGEMENT FRAMEWORK

PURPOSE OF REPORT

The purpose of this report is to provide a draft of the Katherine Town Council's Risk Management Framework.

BACKGROUND

The Council does not have a best practice Risk Management Framework. This does not accurately reflect the Council's commitment to a strategic, consistent and proactive enterprise-wide approach to risk management and its commitment to embed a positive risk culture throughout the organisation.

To achieve this Council seeks an appropriate balance between managing threats and realising opportunities in order to maximise its ability to achieve its strategic vision and objectives, and to deliver quality services and projects for the community. The focus of this framework is strategic risk, but operational risks are also considered.

LEGISLATION AND RESOURCES

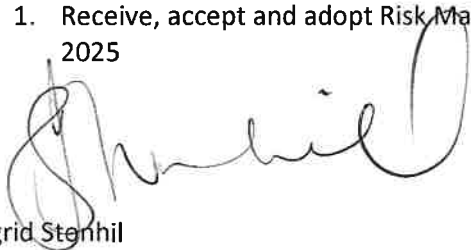
The Risk Management Framework and associated Risk Management Policy has been designed in accordance with:

- The international risk management standard – principal and guidelines (ISO31000:2018)
- The public Governance Performance and Accountability Act 2013 and
- The Commonwealth Risk Management Policy

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive, accept and adopt Risk Management Framework effective immediately until 30 June 2025

A handwritten signature in black ink, appearing to read 'Ingrid Stenhiil', is written over the text of the first list item.

Ingrid Stenhiil

CHIEF EXECUTIVE OFFICER



KATHERINE
TOWN COUNCIL



RISK MANAGEMENT FRAMEWORK DRAFT

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WHAT IS RISK?

Often people think of risk as what might go wrong in an organisation. But a more precise definition is the effect of uncertainty on an organisation's objectives. In this regard, risk includes both potential threats to achieving those objectives (negative risk), and potential opportunities for achieving those objectives (positive risk).

Threats and opportunities come and go, or evolve, as an organisation's internal dynamics change, as its relationships with stakeholders change, and as the external environment in which it operates changes. Keeping abreast of the risks that may affect your organisation must therefore be an ongoing activity.

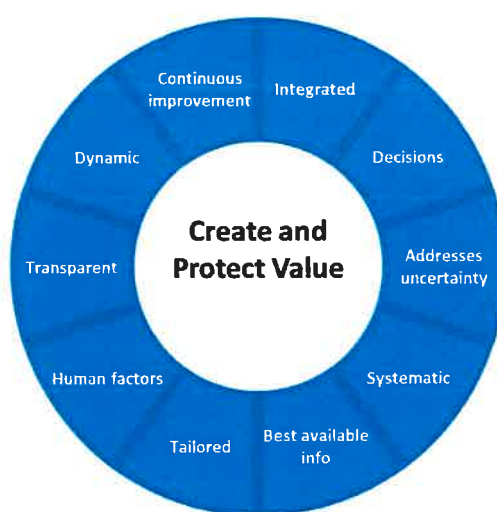
Katherine Town Council recognises that risk is inherent in carrying out all of its business strategies and operations and that without a robust system for identifying and managing risks, Council is vulnerable to uncertainties and lost opportunities and is unlikely to be resilient in the face of change or adversity.

THE PRINCIPLES OF RISK MANAGEMENT

The Australian Standard (AS ISO 31000:2018) contains eleven Principles which provide useful guidance for integrating risk management into an organisation. These Principles are that risk management:

1. creates and protects value
2. is an integral part of all organisational processes
3. is part of decision-making
4. explicitly addresses uncertainty
5. is systematic, structured and timely
6. is based on the best available information
7. is tailored to the organisation's requirements
8. takes human and cultural factors into account
9. is transparent and inclusive
10. is dynamic, iterative and responsive to change
11. facilitates continual improvement of the organisation.

RISK MANAGEMENT PRINCIPLES



COUNCIL'S RISK MANAGEMENT APPROACH

Council will ensure that risk management is a key consideration in all business practices and decision-making processes. Council's Risk Management Framework provides the foundations and organisational arrangements necessary to embed a proactive, structured and consistent approach to risk management throughout the organisation.

Council seeks to implement an effective risk management system which conveys to managers they are responsible for ensuring that risks are identified, controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those controls.

Ultimately Council seeks to achieve an environment where, with the provision of ongoing guidance, Council staff retain the skills to effectively contribute to achieving Council's objectives, whilst endeavouring to protect Council, its staff, the community, key stakeholders and assets from the adverse effects of risks.

The Risk Management Framework applies to all levels of the organisation – elected members, Council staff, management, key stakeholders, contractors, service providers and the like. It extends to all of Council's current and future strategic and operational activities, business practices, policies, strategies, plans and procedures, as well as new opportunities for the organisation and the community.

COUNCIL'S OBJECTIVES

Through the implementation of an integrated and consistent approach to risk management, Council aims to achieve the following risk management objectives:

- An organisational culture of reliable, informed, evidence-based planning and decision making
- A consistent approach to the identification, assessment and treatment of risks
- Improved operational effectiveness and efficiency
- Staff accountability for risk identification and treatment
- Improved corporate governance, controls and performance
- Improved community and stakeholder confidence and trust by providing assurance that risks are appropriately managed
- Reduced liability exposure and financial loss
- Safeguarding of Council's resources - its people, finance, property and reputation.

RISK MANAGEMENT CULTURE

Council will effectively communicate and engage with staff at all levels of the organisation to build a positive risk awareness culture that encourages all staff to proactively manage risks. Council will do this by:

- 'setting the tone at the top', ensuring elected members and Council's leadership team promote and commit to risk management in a positive and proactive manner and communicate this with all staff
- engaging with staff about the benefits of risk management
- communicating risk management roles and responsibilities
- providing risk management support and resources including easily accessible risk management tools, and
- integrating risk management into strategic and business planning processes.

KEY RISK CATEGORIES

Nine categories of risk have been established:

Category	Description
People and Culture	Risks associated with human resource management, organisational culture and change management. This includes non-workplace health and safety risks that impact on the ability of employees to attend work and perform their duties (i.e. industrial action etc).
Health and Safety	Risks associated with protecting the health, safety and wellbeing of employees, volunteers, contractors and others within Council's duty of care. This covers workplace health and safety risks that impact on the ability of employees to attend work and perform their duties (i.e. injury, illness, pandemic etc).
Financial Sustainability	Risks associated with the financial management of Council and its ability to fund Council services now and into the future. This covers risks related to revenue, expenditure, budget management, investments and debt management and accuracy of financial information.
Legal and Governance	Risks associated with Council either knowingly or unknowingly breaching legislation, regulations, policies or procedures. This covers risks related to fraud and corruption or being exposed to liability in relation to any matter.
Reputation	Risks associated with Council's perceived or actual reputation with the community, government, regulators, the media, Council employees, or other stakeholders. This covers risks of a political nature.
Service Delivery	Risks associated with the daily operational management of Council and its ability to deliver services to the community. This also covers risks related to the effectiveness of internal services, systems and processes, and business continuity.
Information and Technology	Risks associated with the provision of ICT infrastructure, services and systems for Council and the community. This covers risks related to the loss or theft of data and information, and cyber security.
Asset Management	Risks associated with the planning, design, construction and maintenance of Council infrastructure and assets. This covers risks related to fit for purpose considerations and the damage or loss of assets and property.
Environment	Risks associated with Council's operations that have potential or actual negative environmental, ecological or cultural heritage impacts, regardless of whether these are reversible or irreversible in nature. This also covers risks associated with the impact of climate change on Council's assets and operations.

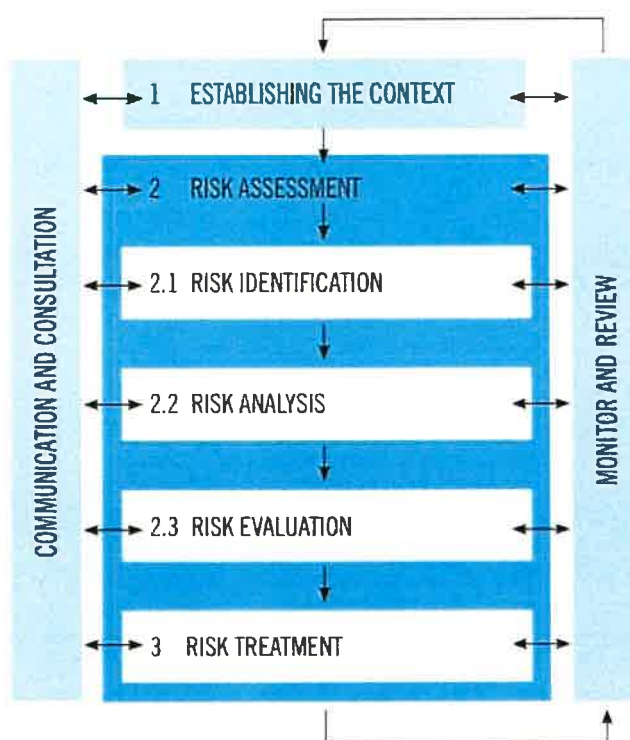
RISK APPETITE

Council has an obligation to the community to ensure that it does not accept high levels of risk that might impact on community wellbeing, amenity or the ongoing sustainability and viability of Council. Accordingly, Council generally has a low appetite for unmitigated risks across all of its operations, assets and objectives. However, given the significant growth that the Katherine region will experience in coming years, Council may need to take some calculated risks to ensure that infrastructure and services meet the needs of its current and future communities.

Council has no tolerance for risks that may compromise the safety and welfare of staff, the community, contractors and volunteers. Similarly, Council has no appetite for risks that cause significant and irreparable damage to the environment and seeks to preserve and enhance it for future generations.

THE RISK MANAGEMENT PROCESS

The risk management process consists of seven steps. Each step of the risk management process is considered in detail below.



Source: Australian Standard for Risk Management AS ISO 3100:2018

While the steps are shown separately within this process, the risk management process is a continuous loop.

Establishing the context

Stage one of the process establishes the strategic, organisational and risk management context in which the rest of the process will take place. This includes the criteria against which risk will be evaluated, the risk appetite of the organisation and corrective actions for the different ratings achieved in the assessment of the risks. In considering context, it is essential to consider the broader external environment in which the organisation operates and not just internal matters.

Risk identification

Identifying risks involves consideration of what, how, why and when events might occur that could have an impact on achieving the objectives of the activity or operation. During this process consideration is to be given to Council's nine risk categories (outlined previously).

A variety of methods can be used to identify risks, such as interviewing individuals, team brainstorming and SWOT analysis. Relevant, appropriate and up to date information is important to identify risks.

A Risk Register is developed to record and assess each risk identified. The application of the stages of the risk assessment process will ensure there is consistency in the determination and documentation of the risk severity level, taking into account the existing controls and their level of effectiveness in mitigating or addressing the risk.

Risk analysis

Risk analysis is undertaken to determine and understand the level of risk being faced. It involves a detailed consideration of uncertainties, risk sources, consequences, likelihood, control measures and their effectiveness. Risk analysis provides input to risk evaluation, decisions on whether risk needs to be treated and how, and on the most appropriate risk treatment and methods.

This stage determines the inherent risks and then calculates any residual risks taking into consideration any existing controls in place (such as existing processes and procedures). Risks are analysed in terms of consequence and likelihood in the context of those controls. The analysis will consider the range of potential risk exposure consequences and how likely those consequences are to occur. The Consequence and Likelihood are then combined to produce an estimated level of risk known as the Overall Risk Rating.

In determining the likelihood of each risk, the following ratings and definitions are applied. In making an assessment it is important to remember that while some events happen infrequently, others can happen almost every day. Judgement is required to determine the possibility and frequency that the specific risk is likely to occur. Table 1 outlines the measures of likelihood.

Table 1: Measures of Likelihood

Level	Rating	Description	Estimated Probability
5	Almost certain	The event is expected to occur in most circumstances in the current environment; frequent past event history	>90%
4	Likely	The event will probably occur in most circumstances in the current environment; some recurring past event history	61-90%
3	Possible	The event might occur at some time; some past warning signs or previous event history	21-60%
2	Unlikely	The event could occur at some time, no event history	20-20%
1	Rare	The event may occur but only in exceptional circumstances; no past event history	<2%

In determining the consequence of each risk, the following ratings and definitions are applied. Table 2 outlines the five levels used to determine consequence when considering how risks may impact Council.

Table 2: Consequence levels

Level	Consequence rating	Description
1	Insignificant	An event, where the impact can be absorbed; no injuries; low financial loss
2	Minor	An event, the consequences of which can be absorbed but management effort is required to minimise the impact; first aid treatment; low-medium financial loss
3	Moderate	A significant event, which can be managed under normal circumstances; medical treatment; medium financial loss
4	Major	A critical event, which, with proper management can be continued; extensive injuries; loss of service provision; major financial loss
5	Catastrophic	A disaster, which could lead to the collapse of the organisation; death; huge financial loss

Quantitative parameters have been developed (refer to **Attachment 1 – Measures of Consequence**) to enable Council to consistently assign consequence ratings to potential risks. These quantitative measures assign Council's risk tolerance parameters applicable to each of the five consequence levels. This approach ensures that all staff can rate the consequence of a risk occurring against Council's established parameters, instead of their own personal choice.

After the consequence and likelihood ratings have been determined they are combined in a matrix to determine the overall risk rating for each risk. The extent of the likelihood and consequences will be assessed using a scale containing Low, Medium, High and Extreme. Table 3 below illustrates how the combination of the consequence and likelihood generates the overall risk rating.

Table 3: Overall risk rating

Consequence Likelihood		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	5	MEDIUM	HIGH	HIGH	EXTREME	EXTREME
Likely	4	LOW	MEDIUM	HIGH	HIGH	EXTREME
Possible	3	LOW	MEDIUM	MEDIUM	HIGH	HIGH
Unlikely	2	LOW	LOW	MEDIUM	MEDIUM	HIGH
Rare	1	LOW	LOW	LOW	LOW	MEDIUM

As each risk is assessed, it will be assigned to an owner who will be responsible for managing it. Risk owners are usually senior managers or staff who have authority to manage risks and to allocate resources for risk treatment actions. Assigning ownership to risks is an important element in integrating risk management into Council's operations because it improves accountability for managing risks within acceptable, or valid, levels of tolerance and for escalating any risks deemed unacceptable.

Risk evaluation

The purpose of risk evaluation is to support decisions. It involves comparing the results of the risk analysis with the Council's established risk criteria to determine if the level of risk is acceptable or additional action is required to continue with the activity or operation being assessed. Options may be to do nothing; consider additional risk treatment options; undertake further analysis; maintain existing controls; reconsider objectives; or cease the activity until risks can be managed, and it should consider the wider context and the action and perceived consequences to both internal and external stakeholders.

Risk treatment

Risk treatment involves the development and implementation of additional controls, such as systems and procedures, to address the risk. Risk treatment is an iterative process of formulating and selecting risk treatment options; planning and implementing risk treatment; assessing the effectiveness of the treatment; deciding on whether the remaining risk is acceptable and if not acceptable, implementing further controls. Depending on the activity or operation that is being assessed and the priority of the risk, risk treatment strategies can involve the development and implementation of long- or short-term risk treatment action plans.

The decision to accept a risk will be determined by the agreed table indicating proposed corrective action and the risk appetite criteria established by the Council. For example, a LOW risk is accepted and only requires annual monitoring unless circumstances change. For other risks, a specific management plan may be required to be developed and implemented which may include consideration of funding. Risk treatment strategies need also to be considered to ensure that no new risks are introduced. Table 4 outlines Council's appropriate management response for each level of assessed risk.

Table 4: Management response

RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
EXTREME	Urgent attention and active management	Consider ceasing activity or accept the risk ONLY if strong controls and treatment plans are in place. Monthly monitoring and review.	CEO/Council
HIGH	Regular monitoring	Existing strong controls should be maintained, and any additional risk actions required should be defined and implemented. Monthly monitoring and reporting.	Director/CEO
MEDIUM	Periodic monitoring	Review existing controls. Periodic (quarterly) monitoring and reporting.	Manager
LOW	No major concern	Management effort should not be directed towards these risks. Annual monitoring and reporting.	Manager

Communication and consultation

Communication and consultation with relevant internal and external stakeholders are to be undertaken at all stages of the risk assessment process to bring different areas of expertise together, ensure different views are appropriately considered, provide sufficient information to facilitate risk oversight and decision-making and to build a sense of inclusiveness and ownership among those affected by the risk. It involves promoting awareness and understanding, as well as seeking feedback and information to support decisions made throughout the process.

Monitoring and review

Monitoring and review of the risk management process, its implementation and outcomes provide continued quality and effectiveness and identifies opportunities for improvement. It ensures that identified risks and controls remain relevant, controls remain effective and that any new risks are appropriately identified, recorded and managed appropriately. It should be a planned and documented part of each stage of the process and associated responsibilities should be clearly defined.

The risk management process and its outcomes are required to be documented and reported regularly to ensure continued communication in relation to risk management activities and outcomes, to provide information for decision-making, to improve risk management activities and to assist interaction with stakeholders.

The Audit and Risk Management Committee is an independent advisory body established within Council under the section 86 of the *Local Government Act 2019*.

The Audit and Risk Management Committee plays a central role in independently reviewing Council's internal control processes and provides elected members with a level of assurance on the effectiveness of the Council's financial and corporate governance practices as well as compliance with legislative and regulatory requirements. The Audit and Risk Management Committee can assist in identifying areas where changes are required to reduce the risk of Council's exposure to fraud or unauthorised transactions.

The role of the Audit and Risk Management Committee includes:

- Monitoring the effectiveness of the audit function and the implementation of audit recommendations
- Providing an independent line of reporting by the auditor to Council
- Reviewing compliance with legislative requirements, contracts, standards and best practice guidelines
- Reviewing and recommending to Council the annual financial statement

- Monitoring changes in accounting and reporting requirements
- Reviewing policies relating to codes of conduct, conflicts of interest, misconduct, fraud and revenue.

The Risk Register will be reviewed annually by the Risk Framework Owner, in consultation with elected members, managers and staff, the Audit and Risk Management Committee and other relevant stakeholders.

ROLES AND RESPONSIBILITIES

The risk management responsibilities at the various levels of the organisation are defined below:

Role	Responsibilities
All staff	<ul style="list-style-type: none"> • All employees and volunteers are required to identify and manage risks in their area of operation and responsibility. • Report risk related incidents in a timely manner.
Elected members	<ul style="list-style-type: none"> • Set the organisational risk appetite and acknowledge the need for resources to support the achievement of risk management objectives. • Consider risk in the exercise of policy setting and decision-making and advice relating to risk management contained in Council reports. • Give due consideration to recommendations from Council's Audit and Risk Management Committee. • Foster a risk aware culture.
Chief Executive Officer	<ul style="list-style-type: none"> • Foster a risk aware culture. • Provide advice to Council about risks and controls and report known potential risks, emerging risks or major incidents to Council in a timely manner. • Ensures overall accountability, authority and resources for risk management. • Establish internal controls and associated frameworks. • Develop, review and refine Council's Strategic Risk Register and Risk Management Framework.
Leadership team	<ul style="list-style-type: none"> • Provide advice to Council on the risk appetite, promote risk management across the organisation and ensure risk management is embedded in their area of operation. • Ensure the allocation of appropriate resources for the implementation and maintenance of Council's Risk Management Framework. • Assist the CEO to develop, review and refine Council's Strategic Risk Register and Risk Management Framework.
Directors and managers	<ul style="list-style-type: none"> • Manage strategic and operational risk in their respective areas of accountability and responsibility and to support employees in identifying, managing and communicating risk. • Promote effective risk management in support of an organisational risk aware culture.
Risk Framework Owner	<ul style="list-style-type: none"> • Provide leadership, organisational awareness and engagement of risk management. • Ensure the effective implementation of the risk management framework. • Monitor risk register and risk treatment plans/controls and report regularly to the CEO on risks. • Oversight Council insurance policies and claims, to ensure that Council has adequate cover. • Review and update the risk register annually.
Audit and Risk Management Committee	<ul style="list-style-type: none"> • Endorse the Risk Management Framework and ensure that risk management processes and procedures appropriately identify and manage Council's risks. • Review and monitor risks and controls and provide recommendations to Council. • Ensure Council strategic risk direction is aligned with industry best practice standards.

DEFINITIONS

Consequence means the outcome of an event; it can be certain or uncertain and can have positive or negative direct or indirect effects on objectives.

Control means any measure that maintains and/or modifies risk. Controls include, but are not limited to, any process, policy, device, practice, or other conditions and/or actions which mitigate and/or modify risk.

Level of risk (risk rating) means the magnitude of a risk or combination of risks, expressed in terms of the combination of consequence and their likelihood.

Likelihood means chance of the risk happening.

Operational risk means those risks that arise in day-to-day operations, and which may require specific and detailed response and monitoring regimes. If not treated and monitored, operational risks could potentially result in major adverse consequences for the agency.

Risk means the likelihood of something happening that will have an adverse impact upon objectives, and/or harmful consequences. Risk is measured in terms of consequences and likelihood and covers threats and opportunities.

Risk appetite means the level of risk that Council is willing to accept, at any point in time, in achieving its strategic objectives, and when delivering services and projects for the community.

Risk Framework Owner (RFO) means the Director, Corporate Services.

Risk management means the set of co-ordinated activities applied in the organisation to direct and control risk.

Risk register means the centralised reporting tool used to record risk, controls, and opportunities.

Risk treatment means the process of selecting and implementing measures or 'treatment options' to modify risks or their potential consequences.

Strategic risk means risks that may affect Council's ability to meet its strategic objectives and require oversight by Council executives. Elected members and the Audit and Risk Management Committee.

ASSOCIATED COUNCIL POLICIES/DOCUMENTS

Workplace Health and Safety Policy and Directives
 Fraud and Corruption Control Policy Protection Plan
 Audit and Risk Management Committee Charter 2020
 Investment Policy
 Procurement Policy
 Asset Management Policy

REFERENCES AND RELATED LEGISLATION

Local Government Act 2019
 Local Government (General) Regulations 2021
Work Health and Safety (National Uniform Legislation) Act 2011
 AS/NZS ISO 31000:2018 Risk management – Principles and guidelines (ISO 31000)

ATTACHMENT 1 – MEASURES OF CONSEQUENCE

Level Rating	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
People and Culture	Negligible capability impact or effect on service delivery	Minor impact to capability that could be filled internally, some impact on service delivery	Unavailability of core staff leading to reduced service delivery	Unavailability of critical staff significantly impacting service delivery	Protracted unavailability of critical skills/people preventing core activities from being undertaken
Health and Safety	No injury but hazard identified	Minor personal injury, first aid required	Injury or illness, medical treatment required	Lost time injury or illness requiring hospitalisation and numerous days off work	Fatality(ies) or permanent disability or ill-health
Financial Sustainability	Less than \$2,000	\$2,000 - \$20,000	\$20,001 - \$200,000	\$200,001 - \$500,000	More than \$500,000
Legal and Governance	Isolated non-compliance of minimal significance; minor fine; internal staff warning	Minor breach of legal obligations; improvement notice; minor fine / penalty (<\$10K)	Substantial breach of legal obligations; adverse finding; substantial fine / penalty (>\$10k)	Significant breach of legal obligations; adverse finding with long term significance; significant fine / penalty (>\$100K)	Major breach of legal obligations; adverse findings against Council and / or individuals; major fines or penalties (>\$500k); possible imprisonment; dismissal of Council
Reputation	Unsubstantiated, localised low impact on key stakeholder trust, low profile or no media item	Substantiated, localised impact on key stakeholder trust or low media item	Substantiated, public embarrassment, moderate impact on key stakeholder trust or moderate media profile	Substantiated, public embarrassment, widespread high impact on key stakeholder trust, high media profile, third party actions	Substantiated, public embarrassment, widespread loss of key stakeholder trust, high media profile, third party actions
Service Delivery	No material service interruption	Temporary interruption to an activity – backlog cleared with existing resources	Interruption to service unit/(s) deliverables – backlog cleared by additional resources	Prolonged interruption of critical core service deliverables – additional resources required; performance affected	Indeterminate prolonged interruption of critical core service deliverables – non-performance

Level Rating	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
Information and Technology	Compromise of information otherwise available in the public domain	Minor compromise of confidential information	Substantial compromise of sensitive or confidential information	Extensive compromise of sensitive or confidential information or cyber attack	Significant and ongoing compromise of confidential information or widespread cyber attack
Asset Management	Inconsequential damage	Localised damage rectified by routine internal procedures	Localised damage requiring external resources to rectify	Significant damage requiring internal and external resources to rectify	Extensive damage requiring prolonged period of restitution / complete loss of plant, equipment and building
Environment	No environmental damage	Minor instances of environmental damage that could be reversed	Isolated but significant instances of environmental damage that might be reversed with intensive efforts	Severe loss of environmental amenity and danger of continuing environmental damage	Major widespread loss of environmental amenity and progressive irrecoverable environmental damage

KATHERINE TOWN COUNCIL**REPORT**

NO	:	13.3
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – 24 May 2022
REPORT TITLE	:	RISK MANAGEMENT POLICY
AUTHOR	:	INGRID STONHIL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. RISK MANAGEMENT POLICY

PURPOSE OF REPORT

The purpose of this report is to provide a draft of the Katherine Town Council's Risk Management Policy.

BACKGROUND

The Council does not have a current Risk Management Policy. This does not accurately reflect the Council's commitment to a strategic, consistent and proactive enterprise-wide approach to risk management and its commitment to embed a positive risk culture throughout the organisation.

To achieve this Council seeks an appropriate balance between managing threats and realising opportunities in order to maximise its ability to achieve its strategic vision and objectives, and to deliver quality services and projects for the community. The focus of this policy is strategic risk, but operational risks are also considered.

LEGISLATION AND RESOURCES

The Risk Management Policy and associated Risk Management Framework has been designed in accordance with:

- The international risk management standard – principal and guidelines (ISO31000:2018)
- The public Governance Performance and Accountability Act 2013 and
- The Commonwealth Risk Management Policy

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive, accept and adopt Risk Management Policy effective immediately until 30 June 2025



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

Draft

RISK MANAGEMENT POLICY

Type:	Council Policy
Owner:	Chief Executive Officer
Responsible Officer:	Director, Corporate Services
Approval Date:	Next Review: 30 June 2025
Records Number:	Council/CEO Decision: Council
Legislation Reference:	<i>Local Government Act 2019 and Work Health and Safety (National Uniform Legislation) Act 2011</i>

1 PURPOSE

Risk is inherent in all Council's business activities, programs, services, projects, processes and decisions. Katherine Town Council is committed to the identification and management of all risks associated with the performance of Council functions and the delivery of Council services to protect its employees, the general public, assets and the environment. Risk management is an essential part of sound management practice and good corporate governance. It improves decision-making, planning and accountability to increase Council's ability to achieve its goals and objectives.

The purpose of this policy is to outline Council's commitment to a strategic, consistent and proactive enterprise-wide approach to risk management and embedding a positive risk culture throughout the organisation. In doing so, Council seeks to achieve an appropriate balance between managing threats and realising opportunities in order to maximise its ability to achieve its strategic vision and objectives, and to deliver quality services and projects for the community. The focus of this policy is strategic risk, but operational risks also need to be considered.

2 SCOPE

This Policy applies to all elected members and Council employees.

3 DEFINITIONS

Operational risk means those risks that arise in day-to-day operations, and which may require specific and detailed response and monitoring regimes. If not treated and monitored, operational risks could potentially result in major adverse consequences for the agency.

Risk means the likelihood of something happening that will have an adverse impact upon objectives, and/or harmful consequences. Risk is measured in terms of consequences and likelihood and covers threats and opportunities.

Risk appetite means the level of risk that Council is willing to accept, at any point in time, in achieving its strategic objectives, and when delivering services and projects for the community.

Risk Framework Owner (RFO) means the Director, Corporate Services.

Risk management means the set of co-ordinated activities applied in the organisation to direct and control risk.

Risk register means the centralised reporting tool used to record risk, controls, and opportunities.

Strategic risk means risks that may affect Council's ability to meet its strategic objectives and require oversight by Council executives. Elected members and the Audit and Risk Management Committee.

4 DETAILS

Risk management is an important part of Council's corporate governance and covers areas such as strategic management, internal controls, business development, project management, finance and workplace health and safety. It comprises procedures to mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, staff have a safe workplace, legislation and council policies/rulings are complied with and financial reporting is accurate and reliable. Effective risk management is critical for Council to achieve its goals and objectives.

Council is committed to:

- Adopting a best practice risk management approach consistent with the risk management principles and framework outlined in the Australian/New Zealand Standard for Risk Management - Guidelines (AS/NZS ISO 31000:2018).
- Maintaining an effective governance system and clarity of roles and responsibilities at all levels of the organisation in relation to risk.
- Incorporating risk management into strategic, operational and financial planning processes including all new services and projects to ensure alignment with Council objectives and risk appetite.
- Developing a positive risk culture and awareness through enhanced education, training, communication and reporting of risk.
- Developing and maintaining a robust risk management process that provides a consistent and systematic way of identifying, analysing, evaluating and treating risks in line with Council's risk appetite.
- Maintaining effective risk management systems and tools including detailed risk registers which enable the organisation to effectively record, monitor and manage risks including risk assessment ratings, risk controls and treatment plans.
- Prioritising its risk so that resources are devoted to managing extreme and high risks within appropriate timeframes.
- Enabling the realisation of opportunity and innovation related risk through the risk management process.
- Monitoring and improving risk management activities and their effectiveness through a program of continuous improvement.

The Chief Executive Officer must adopt a risk management approach to identify and assess risks, apply cost/benefit analysis in the development of internal controls and is responsible for ensuring Council employees conduct their duties in accordance with internal control policies, procedures and practices of Council.

Every employee within Council is recognised as having a role in risk management from the identification of risks to implementing risk treatments and shall be invited and encouraged to participate in the process.

CATEGORIES OF RISK

Nine categories of risk have been established:

Category	Description
People and Culture	Risks associated with human resource management, organisational culture and change management. This includes non-workplace health and safety risks that impact on the ability of employees to attend work and perform their duties (i.e. industrial action etc).
Health and Safety	Risks associated with protecting the health, safety and wellbeing of employees, volunteers, contractors and others within Council's duty of care. This covers workplace health and safety risks that impact on the ability of employees to attend work and perform their duties (i.e. injury, illness, pandemic etc).
Financial Sustainability	Risks associated with the financial management of Council and its ability to fund Council services now and into the future. This covers risks related to revenue, expenditure, budget management, investments and debt management and accuracy of financial information.
Legal and Governance	Risks associated with Council either knowingly or unknowingly breaching legislation, regulations, policies or procedures. This covers risks related to fraud and corruption or being exposed to liability in relation to any matter.
Reputation	Risks associated with Council's perceived or actual reputation with the community, government, regulators, the media, Council employees, or other stakeholders. This covers risks of a political nature.
Service Delivery	Risks associated with the daily operational management of Council and its ability to deliver services to the community. This also covers risks related to the effectiveness of internal services, systems and processes, and business continuity.
Information and Technology	Risks associated with the provision of ICT infrastructure, services and systems for Council and the community. This covers risks related to the loss or theft of data and information, and cyber security.
Asset Management	Risks associated with the planning, design, construction and maintenance of Council infrastructure and assets. This covers risks related to fit for purpose considerations and the damage or loss of assets and property.
Environment	Risks associated with Council's operations that have potential or actual negative environmental, ecological or cultural heritage impacts, regardless of whether these are reversible or irreversible in nature. This also covers risks associated with the impact of climate change on Council's assets and operations.

RISK APPETITE

Council has an obligation to the community to ensure that it does not accept high levels of risk that might impact on community wellbeing, amenity or the ongoing sustainability and viability of Council. Accordingly, Council generally has a low appetite for unmitigated risks across all of its operations, assets and objectives. However, given the significant growth that the Katherine region will experience in coming years, Council may need to take some calculated risks to ensure that infrastructure and services meet the needs of its current and future communities.

Council has no tolerance for risks that may compromise the safety and welfare of staff, the community, contractors and volunteers. Similarly, Council has no appetite for risks that cause significant and irreparable damage to the environment and seeks to preserve and enhance it for future generations.

RISK REGISTER

The Risk Register documents the inherent risks associated with identified activities and applies a risk rating based on the likelihood and consequences of risks occurring. It also includes an outline of the control measures being taken to mitigate risks.

The Register is to be reviewed annually or as new risks are identified and/or new control measures are introduced.

MONITORING AND REVIEW OF RISKS

The Audit and Risk Management Committee is an independent advisory body established within Council under the section 86 of the *Local Government Act 2019*.

The Audit and Risk Management Committee plays a central role in independently reviewing Council's internal control processes and provides elected members with a level of assurance on the effectiveness of the Council's financial and corporate governance practices as well as compliance with legislative and regulatory requirements. The Audit and Risk Management Committee can assist in identifying areas where changes are required to reduce the risk of Council's exposure to fraud or unauthorised transactions.

The role of the Audit and Risk Management Committee includes:

- Monitoring the effectiveness of the audit function and the implementation of audit recommendations
- Providing an independent line of reporting by the auditor to Council
- Reviewing compliance with legislative requirements, contracts, standards and best practice guidelines
- Reviewing and recommending to Council the annual financial statement
- Monitoring changes in accounting and reporting requirements
- Reviewing policies relating to codes of conduct, conflicts of interest, misconduct, fraud and revenue.

The Risk Register will be reviewed annually by the Risk Framework Owner, in consultation with elected members, managers and staff, the Audit and Risk Management Committee and other relevant stakeholders.

5 ASSOCIATED POLICIES/DOCUMENTS

Risk Management Framework

Risk Register

Workplace Health and Safety Policy and Directives

Fraud and Corruption Control Policy Protection Plan

Audit and Risk Management Committee Charter 2020

Investment Policy

Procurement Policy

Asset Management Policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Work Health and Safety (National Uniform Legislation) Act 2011

AS/NZS ISO 31000:2018 Risk management – Principles and guidelines (ISO 31000)

Revision History

Version	Approval date	Details of change	Responsible officer
1	XXXXX	Created	Director, Corporate Services

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.4

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

MEETING : ORDINARY COUNCIL MEETING – 24/05/2022

REPORT TITLE : NAMING OF NEW SPORTS PAVILION

AUTHOR : BRENDAN PEARCE – DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S :

PURPOSE OF REPORT

The purpose of this report is confirm a new name for the Sports Pavilion building nearing completion at the Katherine Sports Precinct and to confirm a date for its official opening.

BACKGROUND

The Sports Ground first came into being as a sports ground location when the original pool and several sports fields were developed pre 1960's. Since that time the Sports Ground has slowly developed with new infrastructure being constructed as funding became available and as demand increased. The **Don Dale Building** was built in 1989 and was a major milestone for the Sports Ground.

Donald Francis Dale (8 December 1944 – 13 February 1990) was an Australian politician. He was the Country Liberal Party member for Wanguri in the Northern Territory Legislative Assembly from 1983 to 1989, when he resigned due to ill health. The previous (now demolished) sports building was named in his honour.

In more recent times, the name Don Dale has become synonymous with the Don Dale Youth Detention Centre. This is a facility for juvenile detention in the Northern Territory and was the subject of a Royal Commission into the protection and detention of children in the Northern Territory.

Council has previously determined that the use of the 'Don Dale' name would be retired and that a process of community consultation would be undertaken to determine a new name for the new sports pavilion.

A suggestion barrel was placed at Council's stand at last year's Katherine and District Annual Show and the range of names entered is listed in the table below:

Name	Reason
<i>Natasha Chong (Chongy)</i>	In recognition of community work
<i>Buroinjin</i>	Indigenous ball game
<i>Wally Christie</i>	Long-time Katherine identity
<i>Tom Tunstall</i>	Long-time Katherine identity
<i>Annette Scheffe</i>	
<i>James McManus</i>	Rugby League legend
<i>Hohns Building</i>	In recognition of Hohns support
<i>Trevor Pilon</i>	Great leader at Wurli
<i>Mike and Anne Reed</i>	
<i>Kelly Centre</i>	Katherine family with many links to sport
<i>Cadel Evans</i>	Tour de France winner - Born in Katherine

There can be pitfalls in naming places or buildings after people. Attitudes to people can change over time. There is an increasing trend in avoiding naming facilities after people in order to stay away from controversy.

With that in mind a further list of suggested names is contained in the table below for Council's consideration:

<i>Katherine Sporting Hub</i>
<i>Rivers Pavilion</i>
<i>Katherine Sports Centre</i>
<i>Katheroo Social Club</i>
<i>The Katherine Roo and Social Club</i>
<i>Convergence</i>
<i>Multisport Activity Recreational Centre (MARC)</i>
<i>Multisport Activity Regional Centre (MARC)</i>
<i>Katherine Recreational Community Centre (KRCC)</i>
<i>Katherine Multisport Engagement Community Centre (KMECC)</i>
<i>Multisport Activity Recreational Facility (MARF)</i>
<i>Multisport Regional Centre (MRC)</i>
<i>Katherine Sports and Community Centre (KSACC)</i>

It should be noted that at the time of securing the overall funding for this project, Council highlighted the need in Katherine to provide a flexible community space.

This was envisaged to be a public facility located in the Katherine Sportsgrounds Precinct (managed by the Katherine Town Council) that will allow community groups and individuals to take advantage of a reasonably priced rental fee for a multi-use space for community meetings, association activities, small events, learning and informational sessions, youth and seniors related activities as well as suitable recreational activities.

In keeping with this vision, the recognition of the role of this facility as a community centre, using an appropriate name, would be highly regarded.

OPENING DATE:

With regard to an official opening function and date, sufficient time has to be allowed for dignitaries and guests to align diaries and to allow for an official plaque to be made. It is suggested that the following dates could be suitable:

- Monday 12 September 2022
- Monday 19 September 2022
- Monday 26 September 2022

with the official function commencing at 11:30am with a light lunch to follow.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Adopt (*insert name*) as the official name of the new Sports Pavilion; and
2. Invite Ministers and guests and the general public to attend an official opening function on (*insert date and time*).



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.5
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – (24/05/2022)
REPORT TITLE	:	Library Services
AUTHOR	:	Colleen McTaggart – Library Services Manager
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

Library operations snapshot for the month of April, 2022.

REPORT

Covid again affected staffing with the manager out for a week, Kellie Hoffman stepped up to oversee management of staffing and daily operations with all things going smoothly. Thanks to Kellie for keeping the library running efficiently.

Library operations continue with all programs currently running as planned and development of upcoming events and networking with organisations.

Programs

- School Holiday Program was another successful week of events in the library, held in the town square “Big Games & Sunny Science” included resin jewellery making, STEAM based activities big Chess, big Jenga, Big Connect Four and Cornhole. All ages came and participated, and we thank George from Sunny Science NT and Carla from CDU for the collaboration.
- Storytime welcomed local business, Barnyard Petting Zoo in conjunction with the easter holiday, children and parents were able to sing songs, listen to stories and hold rabbits, chickens, guinea pigs and baby wallabies. We thank Heidi from Barnyard for attending the library’s program.

Community Engagement

- The library hosted the Green Snaps photography competition, run by the CWA Katherine Association. The competition theme of *Wildflowers* saw several entries all capturing the vast array of wildflowers in the Northern Territory. The library exhibited the photos and provided the prize for the “library choice” image, won by Kirsty Bartlett. The opening included a morning tea provided by the members of the CWA.
- Katherine Public Library has facilitated the start of an adult book club, introducing participants, setting the scope for the group and assisting in future meets. The group will meet in the library once a month to discuss books.
- The library hosted Medibank for a free community information session.
- Library Manager and Programs Coordinator participated in a zoom meeting with NBN representative to plan for free information sessions assisting Seniors with a range of areas that require use of a computer or smart device and accessing NBN. NBN will do an

introductory session on the Tuesday of Show week, and this will be followed by an 8-week course facilitated by Hailey from NBN.

Library Developments

Library manager is currently working on research and report the introduction of mobile borrowing service for our senior and disability community members.

	Totals	Notes		
Patron Count	2172	2 x operating days closed public holiday		
Public Computer Use	hours - 329	bookings - 362		
Conference Room	Hrs. of use – 34 Pax - 35	D&D Adult Group/KROW/D&D library group General public online interviews /CWA/formal bookings		
Circulations	1950	Includes items checked in & out - soft loans and renewals		
New Memberships	44			
Programs	Number of Programs	Attendance Child/Youth	Attendance Adult	Notes
Toddler Rhyme Time	3	32	25	
Storytime	3	54	39	
Wriggle & Rhyme	4	30	28	
Dungeons & Dragons	3	9		For ages 12+
School Holiday Program				
D&D Demo Day	1	5	5	
Big Games & Sunny Science in the Town Square	1	78	52	

Green Snaps – community photography Competition



School Holiday Program



Story Time with Barnyard Petting





OFFICER RECOMMENDATION

That it be recommended to Council to:

Receive and note library operations snapshot for the month of April 2022

A handwritten signature in black ink, appearing to read "Ingrid Stonhill".

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.6
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 24 MAY 2022
REPORT TITLE	:	MONTHLY REPORT OF THE VISITOR INFORMATION CENTRE FOR THE MONTH OF APRIL 2022
AUTHOR	:	MORGANE AGALEE, ACTING VIC MANAGER
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

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

COMMENTS/BACKGROUND

Total sales for April 2022 were **\$67,193.10**, a decrease of **59.36 %** on April 2021. Online bookings were **\$9,073.50** and a **\$58,119.6** total was recorded at the VIC front counter. Visitor number total for April 2022, recorded on both door counters and online, was **4073**, a decrease of 36.54% on April 2021. 32 of the 4073 visitors booked online and 4041 visitors walked in the VIC. An average sale per visitor for April 2022 was **\$16.50**, compared to April's 2021's average of \$25.77 per visitor, which is a 35.97% decrease.

2018-2019	\$679,573.00	\$83,032.31	\$47,865.12	\$535,726.65	\$1,346,197.08
2019-2020	\$682,953.28	\$98,069.08	\$29,757.35	\$28,876.73	\$839,656.44
2020-2021	\$949,096.24	\$479,801.98	\$688,439.09	\$896,327.25	\$3,013,664.56
2021-2022	\$631,751.95	\$328,189.65	\$65,448.00	\$67,193.10	\$1,092,582.70

Numbers are down compared to last year's April due to Territory Voucher round 3.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the Visitor Information Centre Report for the Month of April 2022.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL**REPORT**

NO	:	13.7
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 24th MAY 2022
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – APRIL 2022
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. INCOME AND EXPENSE REPORT 2. BALANCE SHEET 3. CASH FLOW

PURPOSE OF REPORT

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

BACKGROUND

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

KEY MESSAGES

- Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.
- Mid Year Review budget has been applied to Xero, which has resulted in some changes to individual budget YTD results.
- Year-to-Date income is 9% above budget due to grant income and will continued to be monitored.
- Elected Members Allowances are below planned expenses due to monthly allowances being paid in arrears the following month.
- Employee Costs are below budget by 10% due to some current vacancies and Materials/Services are below budget at 95%.
- Monthly creditor payments have been made to all known supplies with payments made weekly.

- 85% of our Infringements are outstanding longer than 90 days with 73% of these being outstanding longer than 1 year to less than 3 years.
- 13% of our Debtors (excluding rates) are outstanding for longer than 90 days.
- We expect to receive \$9.246m in rates this financial year, with 96% of rates paid for 2021/2022 year to 31 March
- 55% of our outstanding rate balance reflects rates outstanding in prior financial years (2020/2021 FY and prior)
- The Council has met its payments and reporting obligations for the GST, fringe benefit tax, PAYG withholding tax, superannuation, and insurance for the month of April 2022
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.

OFFICER RECOMMENDATION

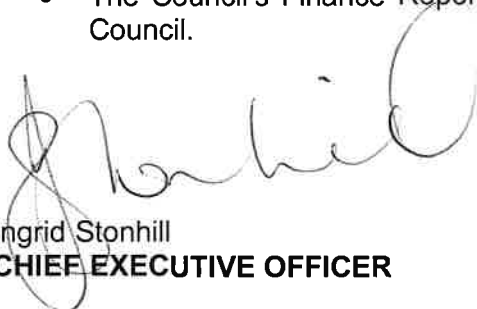
That it be recommended to Council to:

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

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

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

- The internal controls implemented by Council are appropriate; and
- The Council's Finance Report for April 2022 best reflects the financial affairs of the Council.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Table 1. Income and Expense Statement – Actual v Budget

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING APRIL 2022	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
OPERATING INCOME				
Rates	9,295,338	9,246,609	48,729	9,246,609
Statutory Charges	45,545	41,089	4,456	49,307
User Fees and Charges	1,432,814	1,596,338	(163,524)	1,915,606
Operating Grants and Subsidies	3,325,488	2,077,524	1,247,964	2,077,524
Interest / Investment Income	20,345	23,570	(3,225)	28,284
Other Income	333,198	262,196	71,002	314,635
TOTAL INCOME	14,452,728	13,247,326	1,205,402	13,631,965
OPERATING EXPENSES				
Employee Expenses	4,020,126	4,436,679	(416,553)	5,324,015
Materials and Contracts	4,652,530	4,861,141	(208,611)	5,833,369
Elected Member Allowances	186,477	237,383	(50,906)	284,860
Elected Member Expenses			0	
Depreciation, Amortisation and Impairment	2,631,358	2,631,358	1	3,157,629
Other Expenses -Insurance	497,237	402,837	94,400	483,404
TOTAL EXPENSES	11,987,728	12,569,398	(581,670)	15,083,277
OPERATING SURPLUS / DEFICIT	2,465,000	677,929	1,787,071	(1,451,312)
Capital Grants Income	4,298,232	4,090,835	207,397	4,090,835
SURPLUS / DEFICIT	6,763,232	4,768,764	1,994,468	2,639,523
Capital Expenses	4,116,850	6,459,284	(2,342,434)	6,459,284
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	0
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses Depn	2,631,358	2,631,358	0	3,157,629
NET SURPLUS / DEFICIT	15,024	(4,321,878)	4,336,902	(6,977,390)
Prior Year Carry Forward Tied Funding			0	
Other Inflow of Funds			0	
Transfers from Reserves			0	
TOTAL ADDITIONAL INFLOWS	0	0	0	0
NET OPERATING POSITION	15,024	(4,321,878)	4,336,902	(6,977,390)

Table 2. Monthly Balance Sheet Report

BALANCE SHEET AS AT APRIL 2022	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Restricted Funds	15,161,538	
Unrestricted Funds	6,308,540	
Accounts Receivable		
Trade Debtors	296,052	(2)
Rates & Charges Debtors	1,062,455	
Other Current Assets	15,220	
TOTAL CURRENT ASSETS	22,843,805	
Non-Current Financial Assets	10,096,331	
Property, Plant and Equipment	87,426,890	
TOTAL NON-CURRENT ASSETS	97,523,221	
TOTAL ASSETS	120,367,026	
LIABILITIES		
Accounts Payable	531,549	(3)
ATO & Payroll Liabilities		(4)
Current Provisions	632,081	
Accruals		
Other Current Liabilities		
TOTAL CURRENT LIABILITIES	1,163,631	
Non-Current Provisions	89,265	
Other Non-Current Liabilities		
TOTAL NON-CURRENT LIABILITIES	89,265	
TOTAL LIABILITIES	1,252,896	
NET ASSETS	119,114,130	
EQUITY		
Asset Revaluation Reserve	75,549,402	
Reserves	13,851,023	
Accumulated Surplus	29,713,705	
TOTAL EQUITY	119,114,130	

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 30 APRIL 2022

GENERAL FUND		\$
Commonwealth Bank		
Balance as per bank statement, 30 April 2022		5,664,086
Balance of Imprest and Petty Cash		1,400
Plus net outstanding deposits/(withdrawals)		- 273,270
Adjusted cash at bank balance, 30 April		5,392,216

INVESTMENTS

FINANCIAL INSTITUTION	\$	RATE	DATE	DATE	INSTITUTION
AMP	2,142,319	0.50	on call	on call	
AMP	2,149,633	1.15	12-Apr-22	12-Sep-22	
AMP	3,566,346	1.15	12-Apr-22	12-Sep-22	
AMP	1,085,276	1.15	12-Apr-22	12-Sep-22	8,943,573
Commonwealth Bank	578,158	0.20	on call	on call	
Commonwealth Bank	338,593	0.20	on call	on call	
Commonwealth Bank	2,581,312	0.50	18-Feb-22	17-Aug-22	
Commonwealth Bank	2,490,042	0.50	18-Feb-22	17-Aug-22	5,988,104
Westpac Bank	900,402	0.32	9-Mar-22	9-Oct-22	900,402
Total Investments					15,832,080
Total Funds					21,224,295

Internally Restricted Funds		\$	
	WMF Renewal Reserve	6,462,862	
	Capital Renewal Reserve	4,987,647	
	Contingency reserve	1,000,000	
	Emungulan Bridge	700,000	
	Council Election Reserve	100,000	
	Council motion reserve	600,515	
	Provison for Employees	650,581	
	RESTRICTED FUNDS		14,501,605
Unrestricted funds			3,969,926
Unexpended Capital grants- Restricted Funds			2,751,364
Imprest and Floats - Restricted Funds			1,400
Total Funds			\$ 21,224,295

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	\$	\$	\$ 1,062,455	\$ 1,062,455
Sundry Debtors	\$ 25,507	\$ 16,883	\$ 101,340	\$ 143,730
Weighbridge Debtors	\$ 46,241	\$ 15,647	\$ 15,653	\$ 77,541
Infringement - Animal	\$ -	\$ 1,485	\$ 8,186	\$ 9,671
Infringement - Parking	\$ 220	\$ 170	\$ 2,550	\$ 2,940
Infringement - Litter/Camping	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 71,968	\$ 34,185	\$ 1,190,184	\$ 1,296,337

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. Refund of Tourism Vouchers for Round 4 which is \$94k remains outstanding inflating the .60 days days balances.

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	\$ 531,549.00	\$	\$
Other Creditors	\$	\$	\$

Table 3. Cash Flow

BALANCE SHEET AS AT APRIL 2022	YTD Actuals \$	Note Reference
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts		
Rates - general and other	9,378,577	
Fees and Other Charges	1,639,082	
Investment receipts	41,941	
Grants utilised for operating purposes	3,325,488	
Other revenues	333,198	
Employee Costs	(4,074,646)	
Material, contracts and other expenses	(6,273,257)	
Other operating payments	0	
Net Cash provided by (or used in) Operating Activities	4,370,383	
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts		
Amounts specifically for new or upgraded assests	409,471	
Sale of replaced assets	17,560	
Expenditure on renewal/replacement of assests	(4,116,850)	
Net Cash provided by (or used in) Investing activities	(3,689,819)	
Net Cash provided by (or used in) Financing Activities	0	
Net Increase (Decrease) in cash held	680,564	
Cash & Equivalentents at beginning of period	20,789,516	
Cash & Equivalentents at end of period	21,470,080	

KATHERINE TOWN COUNCIL**REPORT**

NO	:	13.8
MEETING	:	ORDINARY COUNCIL MEETING – 24 MAY 2022
REPORT TITLE	:	INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF APRIL 2022
AUTHOR	:	BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE & ENVIRONMENT
ATTACHMENT/S	:	1. NIL

PURPOSE OF REPORT

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

BACKGROUND**Parks and Open Areas**

- Staff continued routine ground's maintenance throughout the Municipality and carried out other works and services in response to Customer requests and *Snap Send Solve* notifications.
- Staff prepared the Cenotaph and surrounding areas for the Anzac Day commemoration and assisted with traffic management during the event.
- Staff continued with scheduled works for vegetation, weed and tree management programs.

Katherine Memorial Cemetery

- 3 burials were conducted.
- Staff continued routine maintenance of gravesites, grounds, and lawns.
- Surveyors and staff have commenced a comprehensive cemetery mapping project to develop an enhanced site map for operational purposes and easier public access to gravesite information.

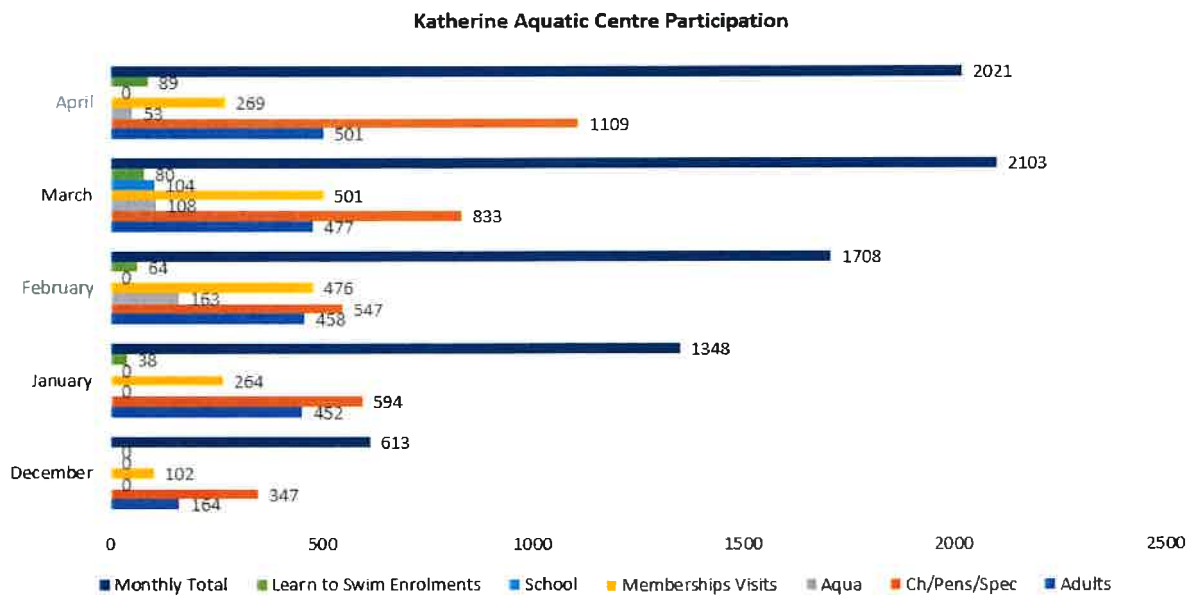
Buildings and Facilities**Building Access Improvements**

- Grant funding through the Tourism Town Asset Program has been secured for the Visitor Information Centre to improve wheelchair access and usability for persons with a disability. Works will commence in late May.
- Works are being scheduled to upgrade the main entry doors and reception at the Civic Centre to improve accessibility for persons with a disability.
- The airside entry doors at the Katherine Civil Airport will be replaced with automatic opening doors to improve access for visitors.

Katherine Sportsgrounds

- Staff carried out general grounds' maintenance and minor building repairs throughout the complex.
- Major project works continued for the new pavilion, car parking and roads.
- Grant funding has been secured for replacement of the Adventure Play Park toilet block. Building components have been ordered and a contractor will be engaged for the installation.

Katherine Aquatic Centre



- There were 2,021 Aquatic Centre visits during April.
- More Aqua classes have been added to cater to more people for this popular program.
- The 'Commando' equipment was set up for another free day with catering provided by a local company. Over 100 people enjoyed two and a half hours of fun activities.



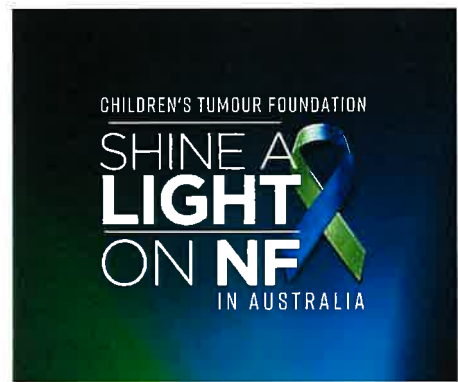
Free family fun day at the Aquatic Centre

Town Square

- Contractors installed flush mount in-ground umbrella stand holders for the comfort of patrons and visitors.
- Annual paver re-sealing works within the Square are being scheduled for late May.
- Staff have implemented a scheduling procedure and program for the ‘Community Billboard’ (media screen) in the Square. Images were screened for Anzac Day and some of the future nightly presentations will feature ‘Do it for Dolly’, Children’s Tumour Foundation, Road Safety Awareness Week. Other information about Council Services and Events are regularly displayed.



Flush mount umbrella stand holders installed in Town Square



Examples of images screening on the Town Square ‘Community Billboard’ (media screen)

Infrastructure

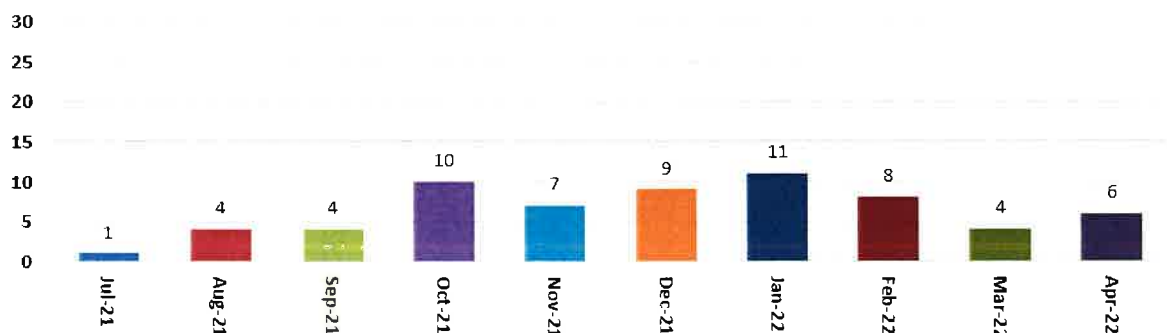
Road Network and associated Infrastructure

- Contractor engaged to undertake CBD and Gillard Crescent remediation. The project is scheduled to commence in May. Roadworks continue at the Katherine Sportsground.

Outdoor Lighting

- Four streetlight faults were reported to Council from members of the public during April.

Monthly Streetlight Reported Faults (#)









Environment

Waste Management Facility

- Staff continued with daily operational tasks including weed eradication, erosion control, water quality monitoring, and works to maintain active tip face and access to landfill.
- Planning, approvals, and procurement is underway for installation of a facility to divert items from landfill that can be re-used or re-purposed.
- Staff participated in Big Rivers Regional Waste Management Group strategic planning discussions.
- Staff are liaising with Keep Australia Beautiful NT to assist with a bin audit to collect data to inform planning and to conduct education and awareness campaigns for the Katherine community.

Monthly Energy Production - Civic Centre

- Average energy produced by Civic Centre roof solar panels is 157kWh of electricity per day.

Katherine Civic Centre						
Month 2021-2022	Energy Produced (KWH)	Energy Consumed (KWH)	Exported to Grid (KWH)	Imported from Grid (KWH)	Carbon Offset Tonnes	Equivalent to Number of Trees
						
July	4641	9020	1563	5941	3.2	82
August	5136	9513	1906	6282	3.5	91
September	5360	11862	1155	7657	3.6	93
October	3632	14778	376	11521	2.5	64
November	3796	11690	485	7895	2.6	67
December	3522	11252	452	8183	2.5	64
January	5122	8601	1306	4786	3.6	93
February	5194	10079	8075	4900	3.6	94
March	5979	12696	763	6700	4.2	108
April	5300	11500	1300	7500	3.8	96
21-22 TOTAL	47683	110991	17381	71366	33	852

Planning Applications

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

- 2 x Development Application

OFFICER RECOMMENDATION

That it be recommended to Council:

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



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.9

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

MEETING : ORDINARY COUNCIL MEETING – (24/05/2022)

REPORT TITLE : APRIL 2022 – PROJECT UPDATE

AUTHOR : NIRODHA – ADMINISTRATION OFFICER

ATTACHMENT/S : 1. PROJECT UPDATE – APRIL 2022

PURPOSE OF REPORT

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

BACKGROUND

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

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

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

OFFICER RECOMMENDATION

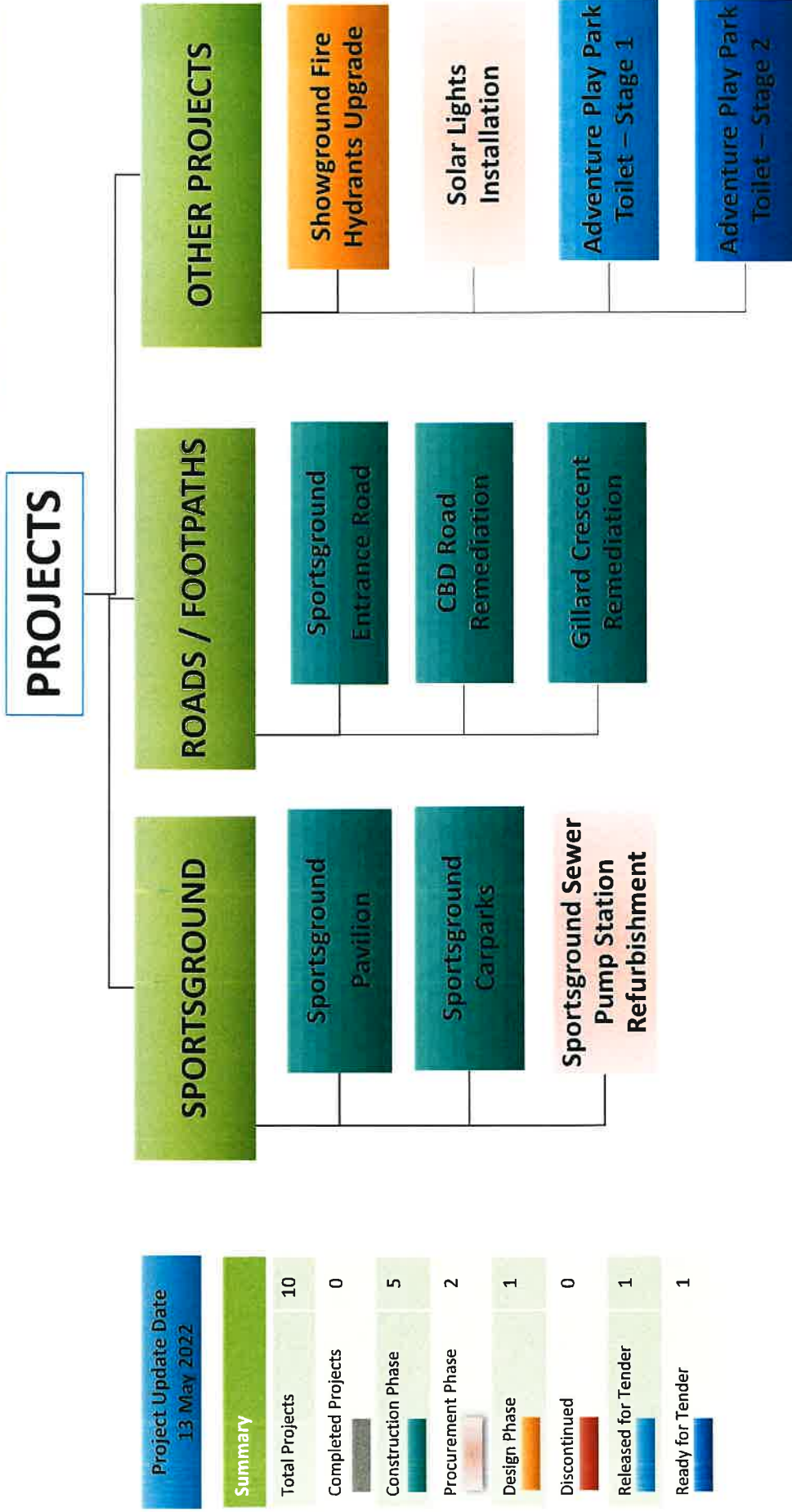
That it be recommended to Council to:

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

A handwritten signature in black ink, appearing to read 'Ingrid Stonhill'.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS



Project Update Date
13 May 2022

Summary

Total Projects	10
Completed Projects	0
Construction Phase	5
Procurement Phase	2
Design Phase	1
Discontinued	0
Released for Tender	1
Ready for Tender	1



KATHERINE
TOWN COUNCIL

KATHERINE SPORTSGROUND – PAVILION

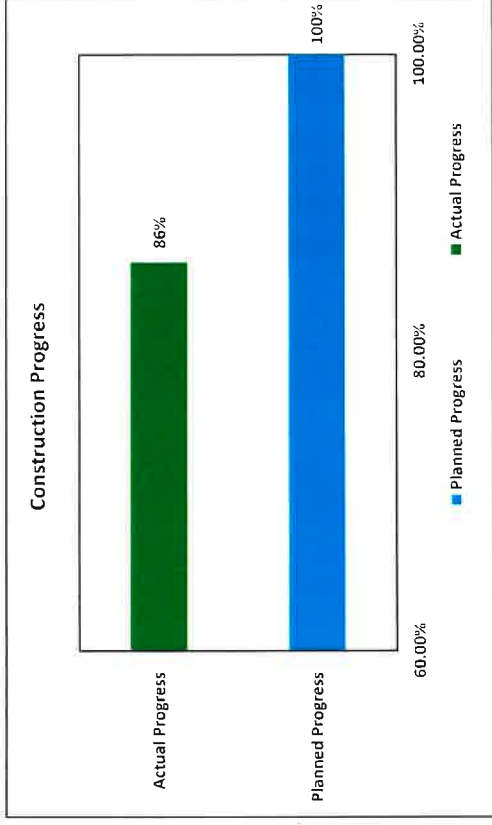
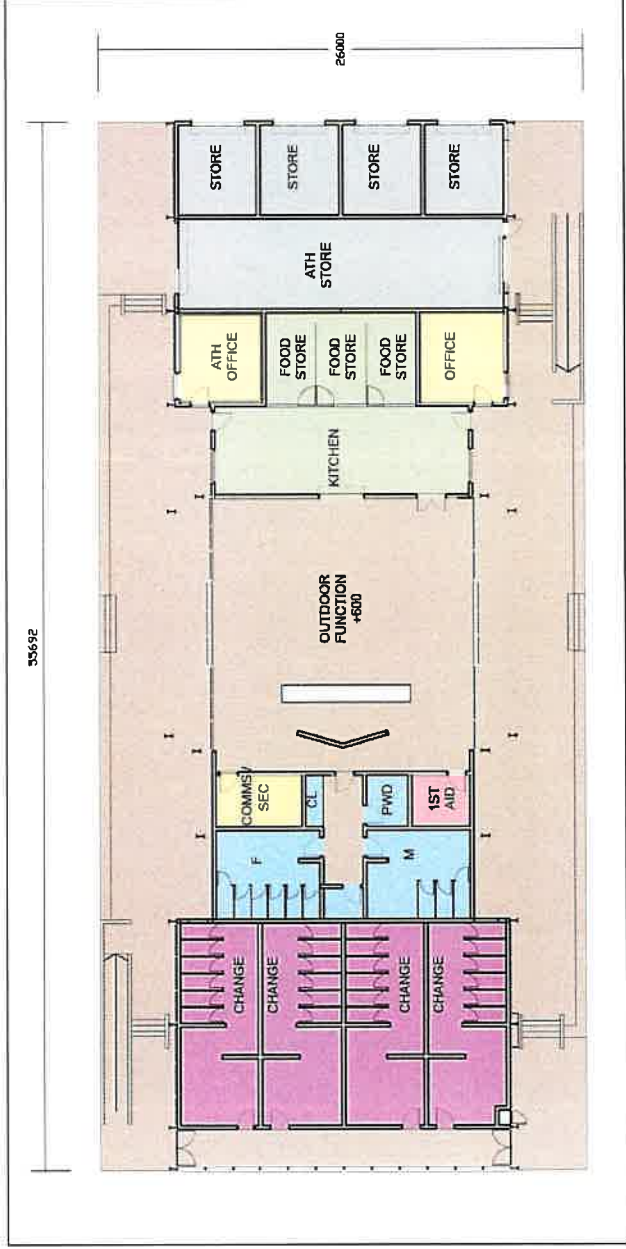


KATHERINE
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PROJECT BRIEF SCOPE

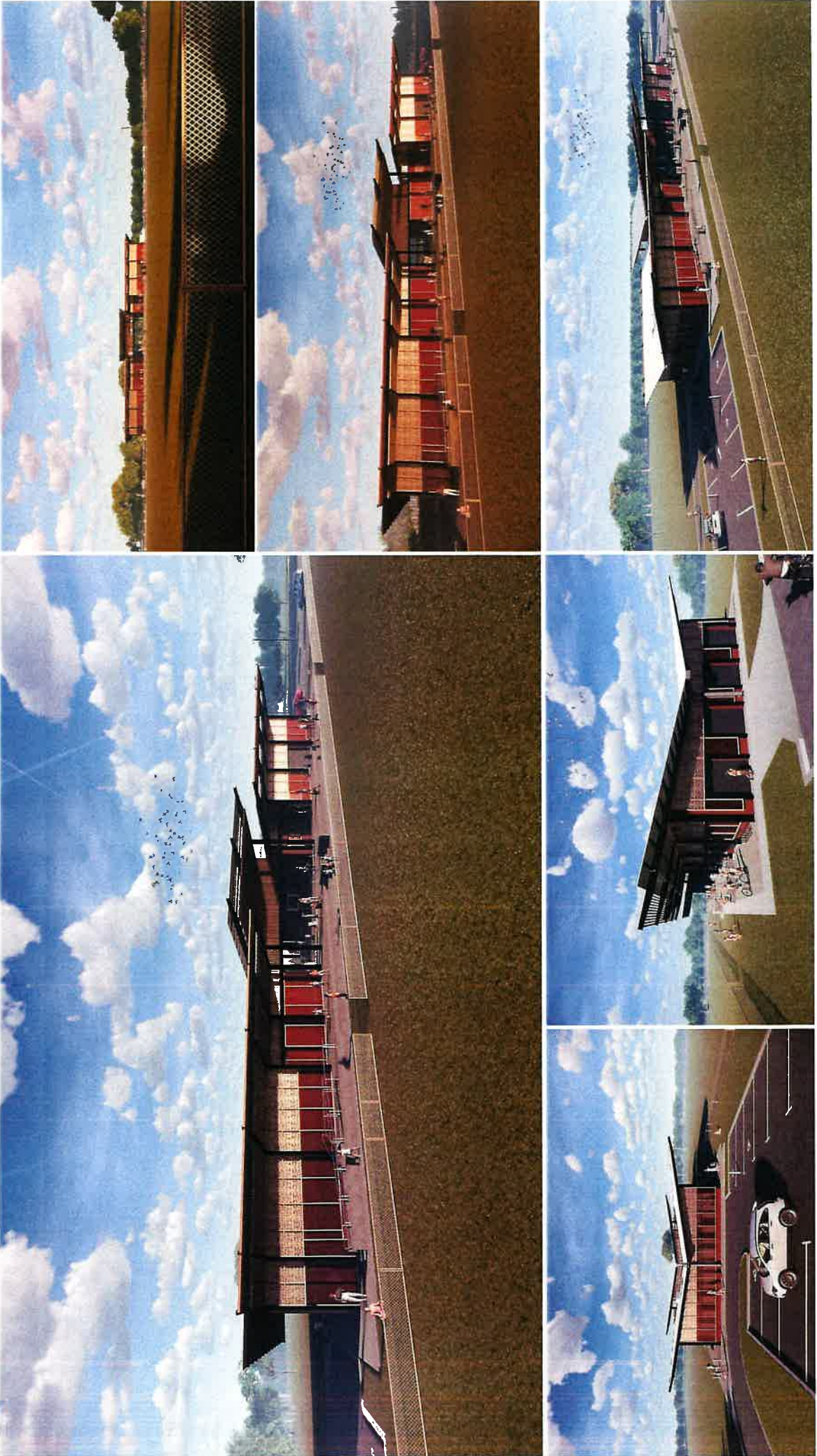
The scope of works included

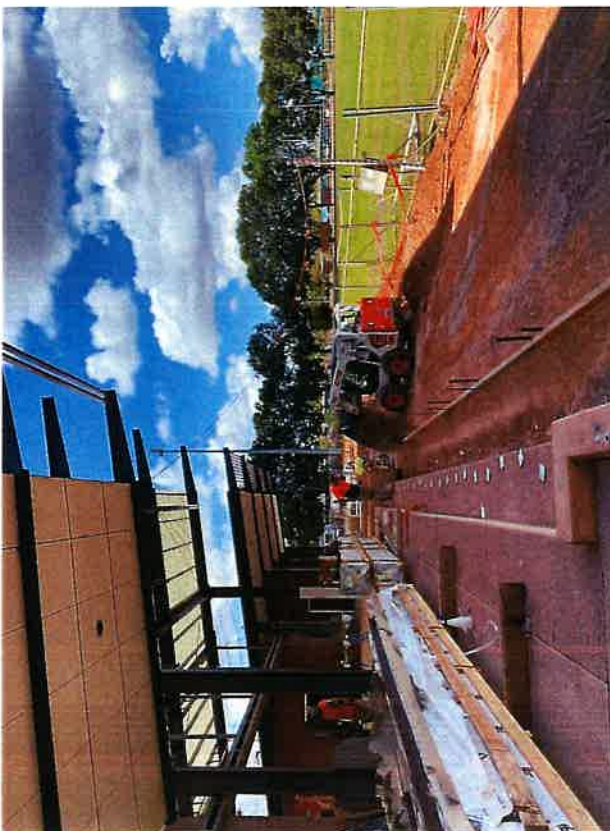
- Demolition of existing building
- Main Building works, including hardscape to its perimeter, shading awning and landscaping works
- Main building includes 4 x Change rooms, Male & Female Toilets, Outdoor Function Space, Kitchen, Offices, Store rooms, First Aid Room, Comms Room and Cleaners Room
- Upgradation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



KEY DATES

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





KATHERINE SPORTSGROUND – CAR PARKS

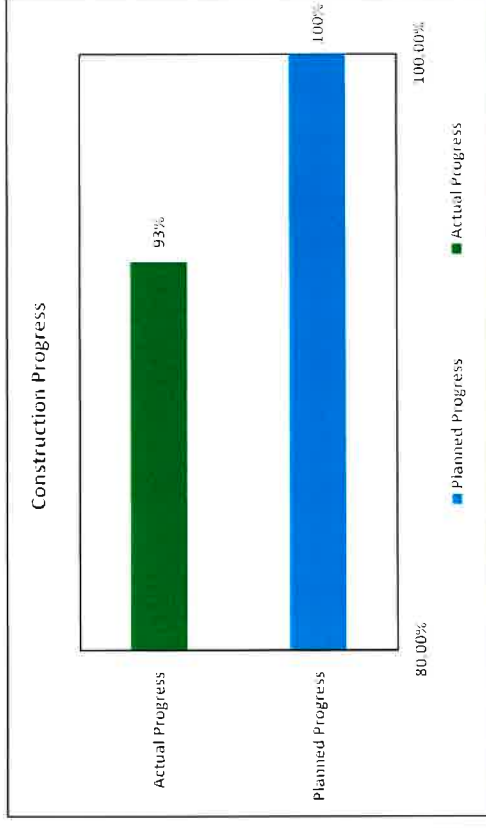
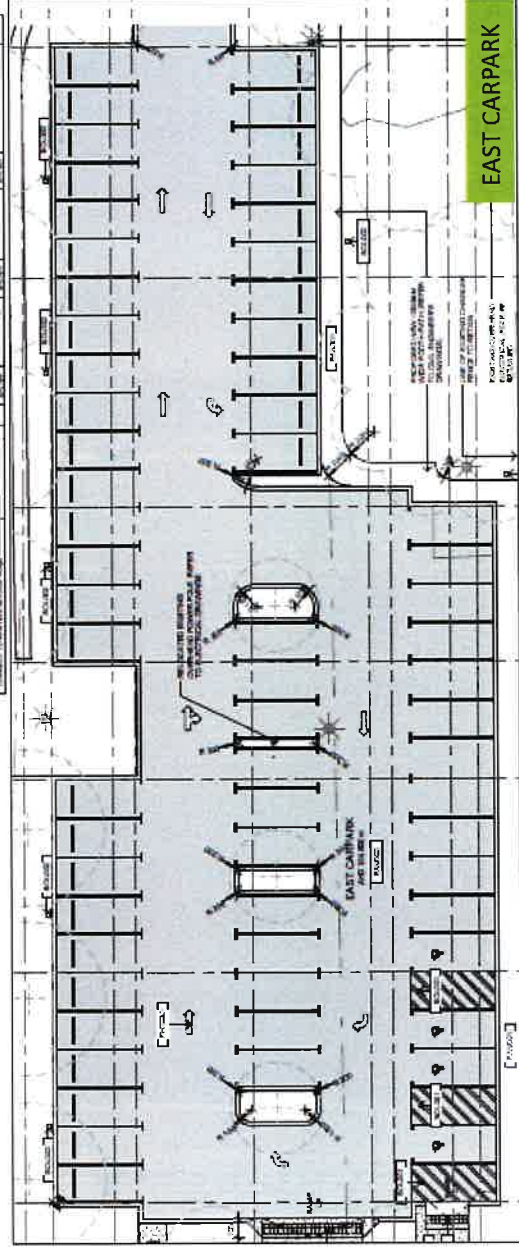
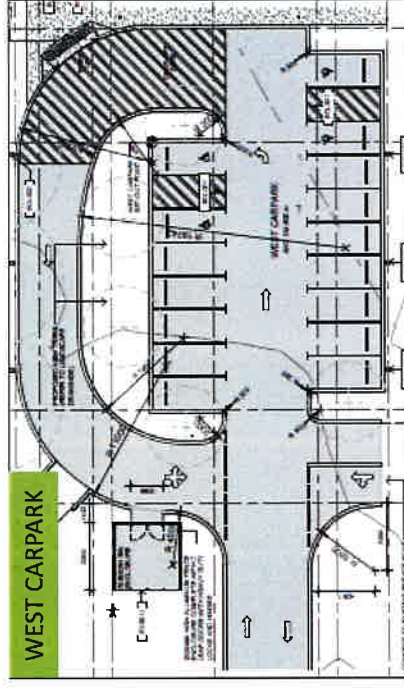


KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

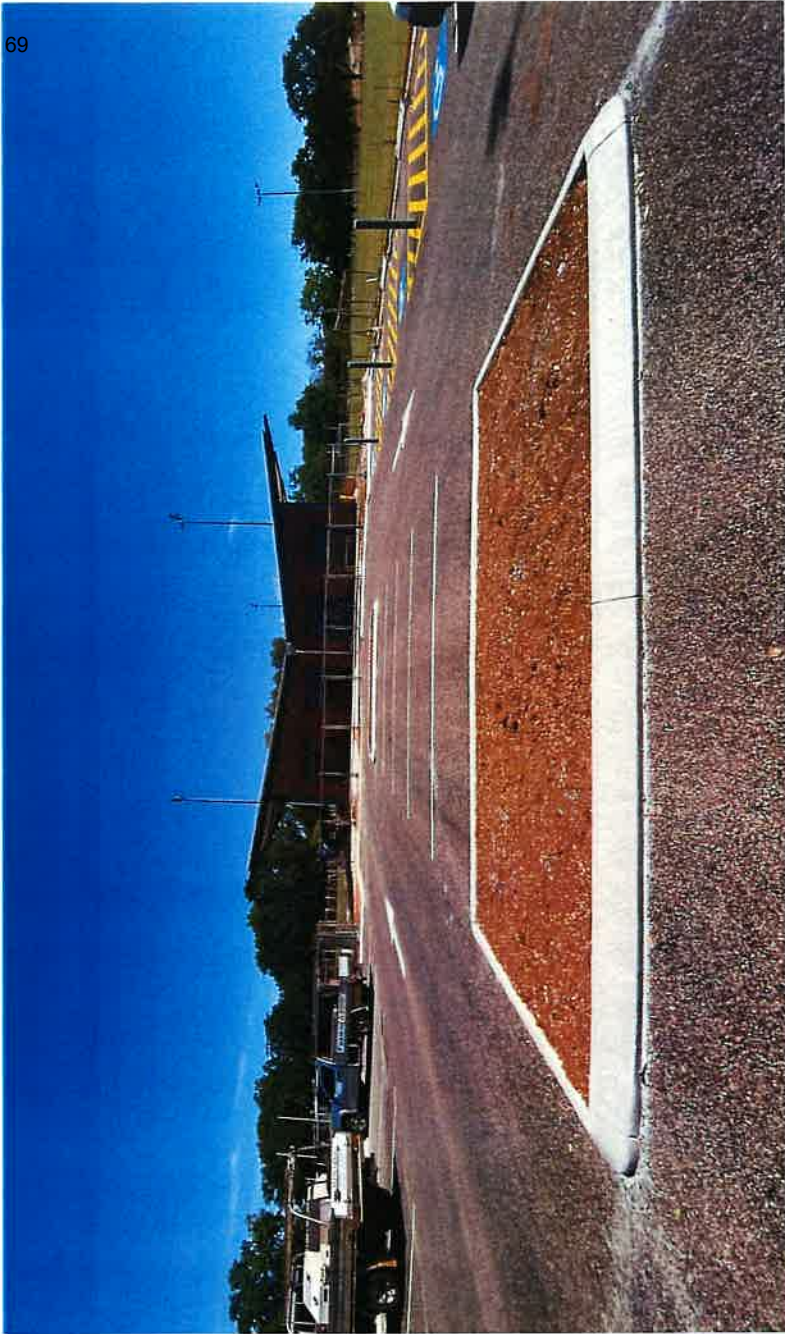
The scope of works included new bollards, fencing, kerbing, drainage and lighting for

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



KEY DATES

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



KATHERINE SPORTSGROUND – ENTRANCE ROAD



KATHERINE
TOWN COUNCIL

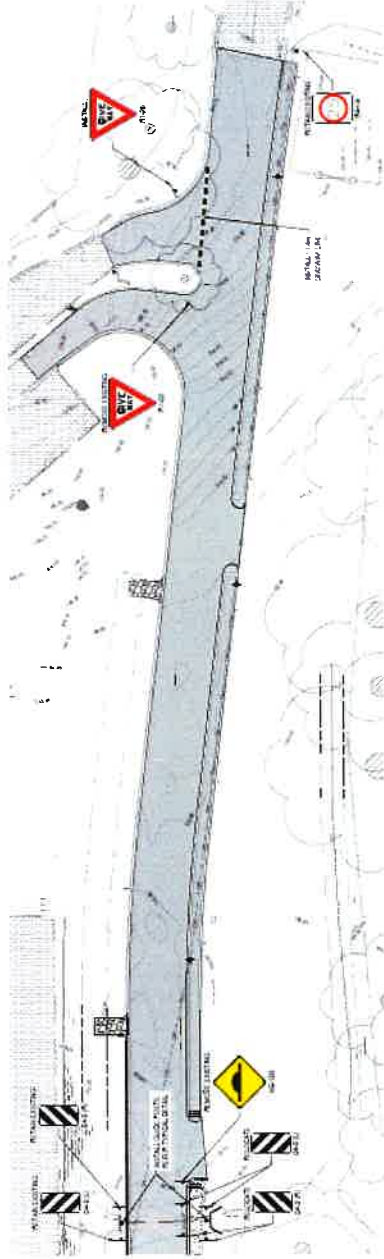
PROJECT BRIEF SCOPE

The principal objectives of the project are to:

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

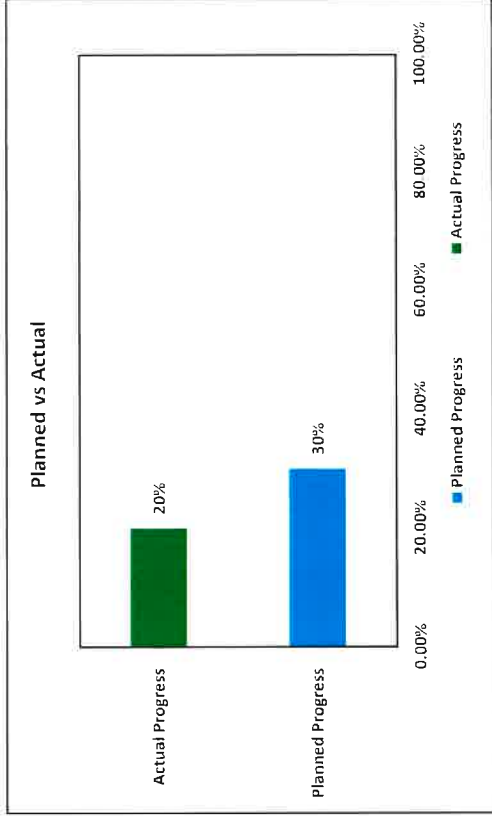
PROJECT UPDATE

- Commenced preparation work
- Mobilisation
- Continuing survey of levels and alignments
- Earthworks, Roadworks, Drainage



LEGEND

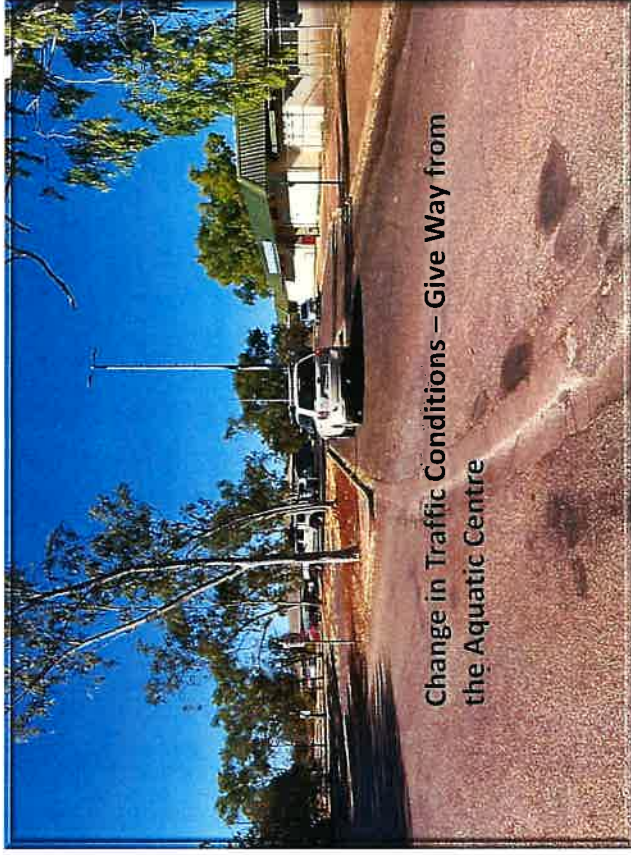
	PROPOSED PAVEMENT MARKINGS
	EXISTING PAVEMENT AND KERBS
	PROPOSED CONCRETE PATH
	PROPOSED DRAINAGE
	KERBS AND FOOT
	HOLD/OVERRUN LINE (SLOTTED)
	NEW PAINTED LINE



KEY DATES

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

Before



After



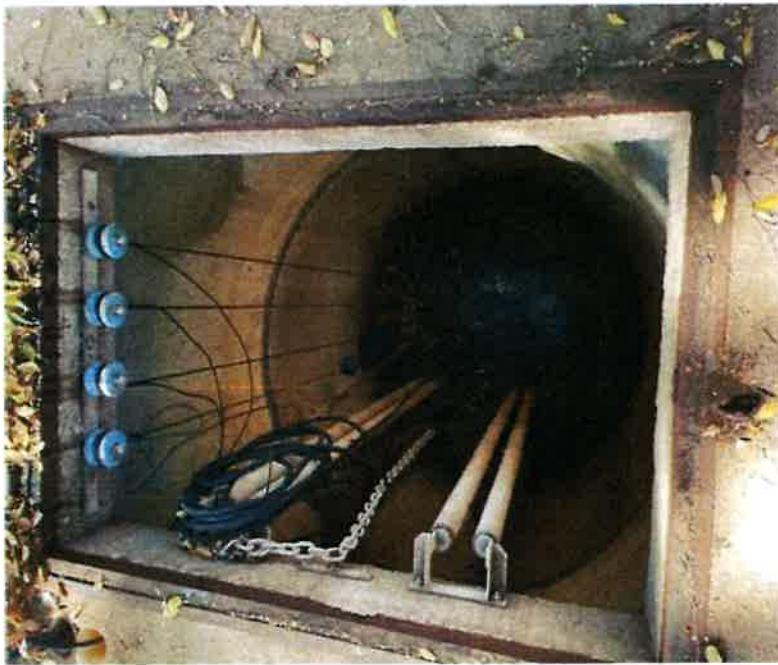
KATHERINE SPORTSGROUNDS- SEWER PUMP STATION REFURBISHMENT



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Refurbish the sewer pump station at the Katherine Sportsground. This also includes the supply and installation of 2 new pumps.



Existing Sewer Pump Station

KEY DATES

Drawings and Design Complete	28 January 2022
KTC Release for Quotation	4 February 2022 BUS2270
Quotation Closing Date	8 February 2022
Contract Award Date	9 February 2022
Parts procurement Date (delivery time – 6 weeks)	6 May 2022
Work Commencement	17 June 2022
Duration of Works	2 weeks
Commissioning and Delivery	1 July 2022

KATHERINE SHOWGROUNDS- FIRE HYDRANT UPGRADE



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

Design and installation of internal fire hydrant service upgrade to meet NTPFRS compliance.



Upgrade Plan

KEY DATES

Drawings and Design Complete	4 March 2022
KTC Release for Quotation	21 January 2022
Quotation Closing Date	4 February 2022
Contract Award Date	1 February 2022
PWC approvals and design works	1 May 2022
Construction Work Commencement	15 May 2022
Duration of Works	2 Weeks
Commissioning and Delivery	1 June 2022

SOLAR LIGHTS INSTALLATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

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



1. Grevillea Park, Katherine East – 16 X lights

KEY DATES

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

SOLAR LIGHTS INSTALLATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

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



2. Katherine Sportsground – 15 X lights



3. Katherine East Pathway – 22 X lights

CBD ROAD REMEDIATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

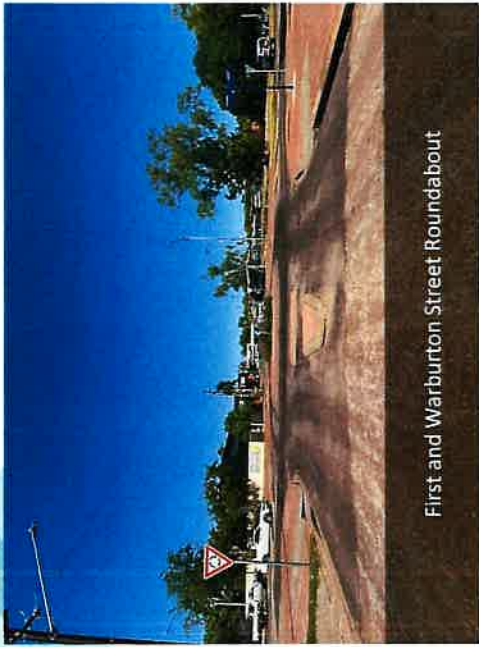
Remove existing seal and replace with asphalt roundabouts and spray seal on CBD streets including Mannion St, Warburton St, First St, Second St, Third St, Fourth St, Giles St and Lindsay St.



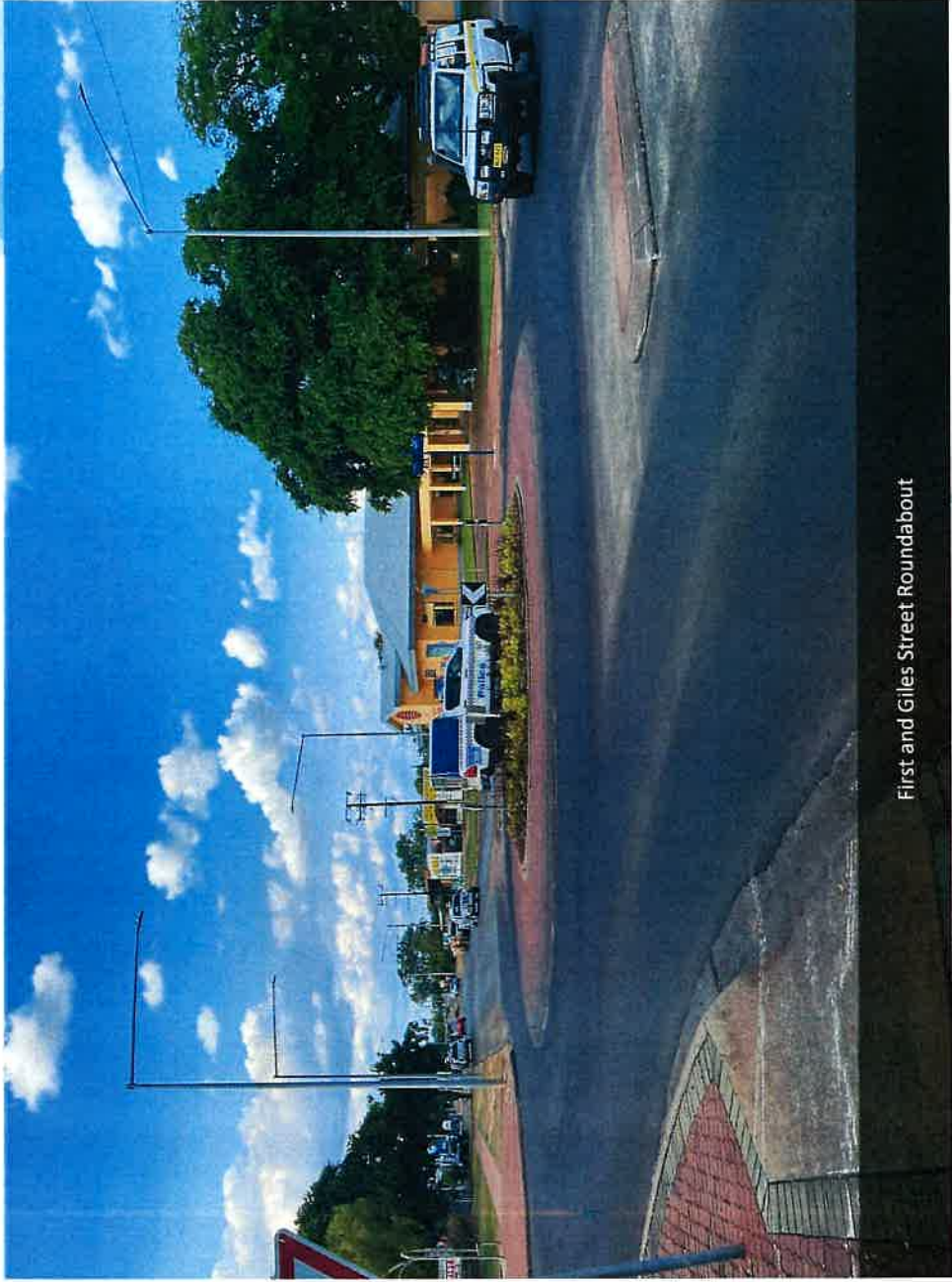
CBD Road Reseal Plan

KEY DATES

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



First and Warburton Street Roundabout



First and Giles Street Roundabout



Second and Giles Street Roundabout

GILLARD CRESCENT REMEDIATION



KATHERINE
TOWN COUNCIL

KEY DATES

Drawings and Design Complete	4 March 2022
KTC Release for Quotation	16 February 2022
Quotation Closing Date	7 March 2022
Contract Award Date	6 May 2022
Asphalt Work	11-12 May 2022
Spray Seal	25 May 2022
Line Marking	31 May 2022
Completion	15 June 2022

PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Remove existing seal and replace with asphalt on Gillard Crescent.



Gillard Crescent Reseal Plan – Dilapidation



Gillard Crescent – Asphalt Completed



KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK

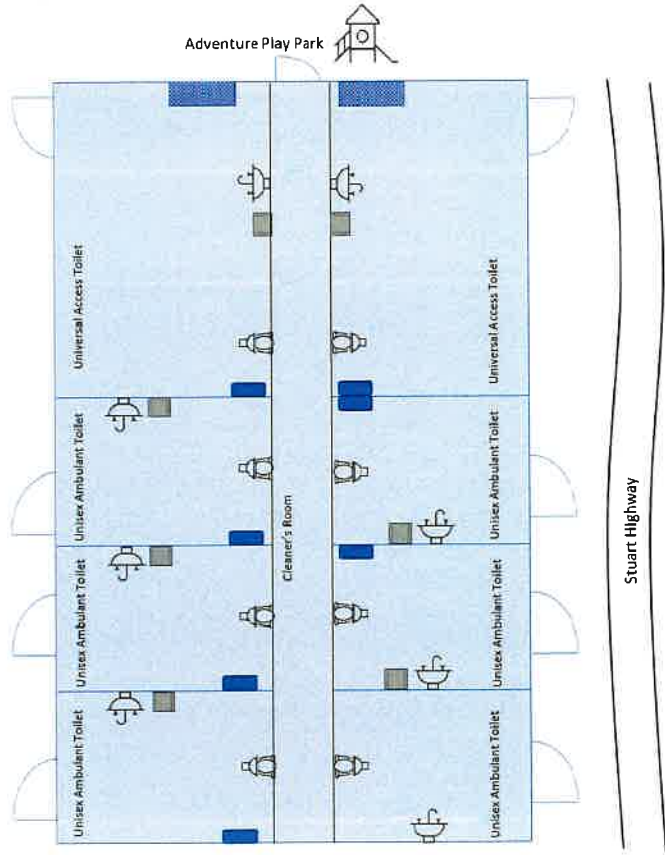


PROJECT BRIEF SCOPE

Stage 1

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

Oval 1



KEY DATES

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

KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK



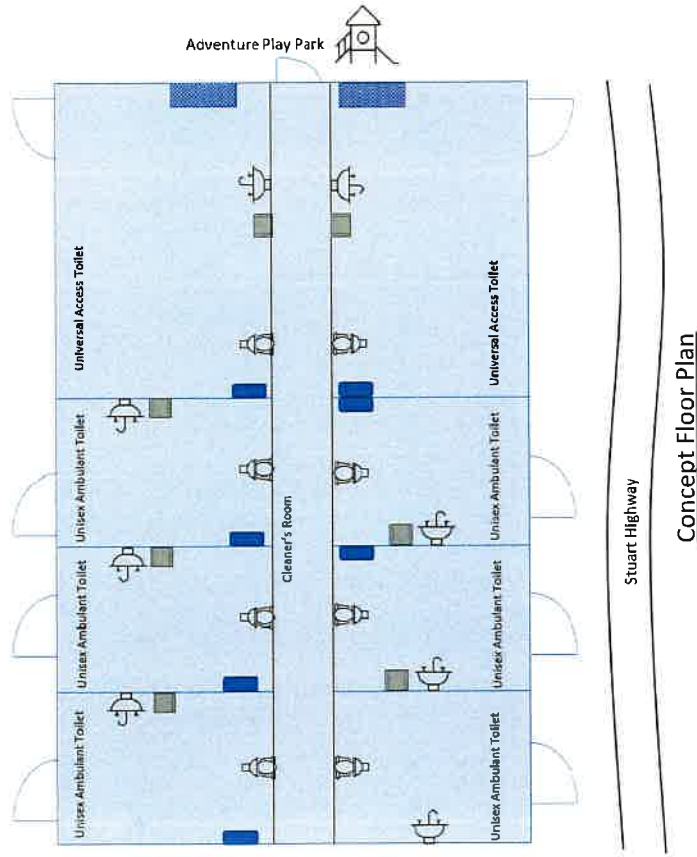
PROJECT BRIEF SCOPE

Stage 2

The principal objectives of the project is to:

Demolition of existing and installation of procured modular toilet block for Katherine Sportsground.

Oval 1



KEY DATES

Drawings and Design Complete	May 2022
KTC Release for Quotation	TBC
Quotation Closing Date	TBC
Contract Award Date	TBC
Delivery	February 2023