

AGENDA

Ordinary Meeting of Council

Tuesday 24 November 2020
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 59 of the Local Government Act

- ELECTED MEMBERS** :
- Mayor Fay Miller
 - Deputy Mayor Peter Gazey
 - Alderman Elisabeth Clark
 - Alderman Toni Tapp-Coutts
 - Alderman John Zelle
 - Alderman Jon Raynor
 - Alderman Matthew Hurley

- OFFICERS** :
- Mr Ian Bodill – Chief Executive Officer (CEO)
 - Mrs Claire Johansson –Chief Operations Officer (COO)
 - Ms Rosemary Jennings – Executive Manager Community Services (XCS)
 - Mr Brendan Pearce – Executive Manager Infrastructure and Environment (XIE)
 - Mr Jherry Matahelumual – Executive Assistant (Minutes Taker)

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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.

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ORDER OF BUSINESS**1. ACKNOWLEDGEMENT OF COUNTRY**

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

2. OPENING PRAYER

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

3. MEETING DECLARED OPEN**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 27 October r 2020 _____ 1-17

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held on 30 October 2020 at 12.30 PM _____ 18-22

7. BUSINESS ARISING FROM PREVIOUS MINUTES**8. MAYORAL BUSINESS****9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED****10. PETITIONS**

11. PUBLIC QUESTION TIME**12. NOTICE OF MOTION**

Nil

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14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

- 14.1 Unconfirmed Minutes of Audit and Risk Management
Committee Meeting held on 13 November 2020 87-91

15. ELECTED MEMBERS ACTIVITIES**16. LATE AGENDA****17. GENERAL BUSINESS****18. CLOSURE OF MEETING TO PUBLIC**

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda

19. CONFIDENTIAL ITEMS

19.1 Minutes of Confidential Special Council Meeting held on 10 November 2020

19.2 Minutes of Confidential Special Council Meeting held on 13 November 2020

19.3 Strategic Direction for Katherine Civil Airport

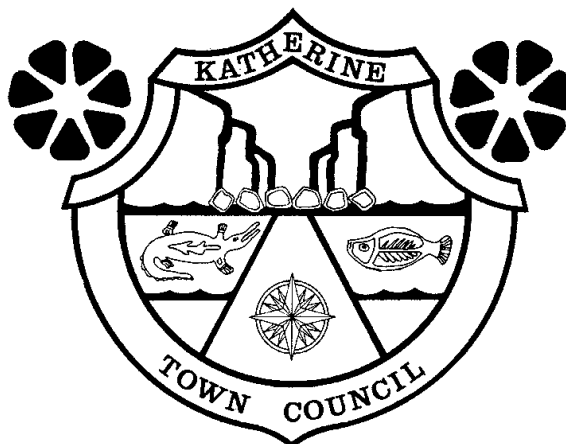
19.4 Tender 20-09 – Katherine Sportsground Oval 2 Resurfacing Update November 2020

20. RESUMPTION OF OPEN MEETING

21. NEXT ORDINARY MEETING OF COUNCIL

That the Ordinary Meeting of Council will be held on Tuesday 8 December 2020.

22. CLOSURE OF MEETING



MINUTES

Ordinary Meeting of Council

Tuesday 27 October 2020
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, 27 OCTOBER 2020 AT 6:00PM**

PRESENT

- ELECTED MEMBERS** : - Deputy Mayor Peter Gazey
- Alderman Elisabeth Clark
- Alderman Matthew Hurley
- Alderman Jon Raynor
- Alderman John Zelley (Via Zoom)
- Alderman Toni Tapp Coutts
- OFFICERS** : - Mr Ian Bodill, Chief Executive Officer
- Ms Claire Johansson, Chief Operations Officer
- Ms Rosemary Jennings, Executive Manager
Community Services
- Mr Brendan Pearce, Executive Manager
Infrastructure and Environment
- Mr Arsalan Malik, Project Manager
- Ms Taylor Revitt, Communications Officer
- Mr Jherry Matahelumual – Executive Assistant
(Minutes Taker)
- VISITORS** : - Mrs Jo Hersey MLA, Member for Katherine
- Tom Robinson, Katherine Times
- 4 x community members

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1 ACKNOWLEDGMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 6.01 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies
Nil

4.2 Leave of Absence
- Mayor Fay Miller

5 CONFLICT OF INTEREST

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held
on 22 September 2020

Ald. Zelle left the meeting due to audio issues

File : Local Governance / Council Meetings / Confirmation of Previous Minutes

Moved : Alderman Tapp Coutts

Seconded : Alderman Clark

Corrections:

- Delete the word 'the' in the sentence 'the Ben Herdon' in point 7 of the general business.

That the Minutes of the Ordinary Meeting of Council on 22 September 2020 be confirmed as true and accurate.

CARRIED 5 / 0

6.2 Minutes of the Special Meeting of Council held on 6 October 2020 at 6.30 PM

File	: Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Hurley
That the Minutes of the Ordinary Meeting of Council on 6 July 2020 at 6.30 PM be confirmed as true and accurate.	
CARRIED 5 / 0	

6.3 Minutes of the Special Meeting of Council held on 6 October 2020 at 6.40PM

File	: Local Governance / Council Meetings / Confirmation of Previous Minutes
Moved	: Alderman Hurley
Seconded	: Alderman Clark
That the Minutes of the Ordinary Meeting of Council on 6 July 2020 at 6.40 PM be confirmed as true and accurate.	
CARRIED 5 / 0	

7 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8 MAYORAL BUSINESS TO BE CONSIDERED

Nil

9 CORRESPONDENCE AND DOCUMENTS TABLED

Correspondences from Community	Questions	Katherine Town Council's Responses
Monique Marzocchi, received on 23/09/2020	<p>It was released some weeks ago that the Katherine Town Council and the EPA has come to an arrangement in regard to the 'tyre incident' on Territory Day 2019.</p> <p>I was expecting such important information to be released at the council meeting last night (22/09/2020).</p> <p>Will the council be disclosing the agreement, including the monetary sum spent and to</p>	This matter has been responded by Deputy Mayor Peter Gazey

	be spent by council using both rate payer funds and savings?	
Debra Young, received on 10/10/2020	When is the Katherine PFAS Community Consulting Group meeting group having a meeting? Can anyone attend as I am a resident in the Red Zone who has received a letter from Defence to say that water will no longer be delivered after 2021. I would like this discussed by this group and would like to be present. Residents who have received these letters are very unhappy. Thanking you	KTC has provided contact details of the secretariat officer of Katherine PFAS Community Consultation Group.
Matt Morton, received on 19/10/2020	What was the total cost of fighting the fire, cleaning up the site and the removal costs of any toxic materials?	The cost of the clean-up of the tyre fire last year was approximately \$250,000. There is still further residual material to be disposed of in a purpose-built waste containment cell at the Katherine Waste Management facility. The cell will need to be lined and signed off by a qualified environmental auditor to the satisfaction of the NT EPA. The current cost estimate to complete the remaining remediation work is \$250,000.
	If the tryers had been correctly disposed of the council would have received \$234,000 (\$780 per ton x 300 tones). Was the Council paid for there disposal?	These tyres were disposed of at the Katherine Waste Management facility in prior years at a time when Council did not charge for the disposal of tyres. Council did not receive any fee for their disposal.
	Where did these tryer come from?	The tyres were 'end of life' tyres disposed of at the Katherine Waste Management facility. The tyres had been compressed into bales and were relocated and used at the Showgrounds as a barrier fence to the south eastern perimeter.
Peter McDougall, received on 25/10/2020	This is a question for the CBD REVITALISATION project. In the agenda the progress chart it says Actual Progress is at 66% when the Planned Progress is at 88%. So what is causing the 22% delay and is the project still in budget?	The project was initially delayed by about 3 weeks due to a potential class between the concrete footings for the main awning and an optic fibre cable beneath the Katherine Terrace footpath. This required the footings to be redesigned to avoid the cable and amended shop drawings to be produced for the steel work. The project's contractor has been able to maintain progress since this initial delay. Current project costs are within the contract budget. The final project costs, with approved variations, is forecast to be slightly above the initial contract budget.

10 PETITIONS

NIL

11 PUBLIC QUESTION TIME

Mr Peter McDougall queried why there are many late agenda items for this meeting? CEO Bodill explained that currently we have 2 late agenda items and 2 late confidential items. Due to several factors including time it took to finalise the documents these reports are listed in late agenda section.

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF SEPTEMBER 2020

Purpose	:	To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of September 2020.
File	:	Local Governance / Council Meetings / Reports to Council/Chief Executive Officer
Moved	:	Alderman Clark
Seconded	:	Alderman Tapp Coutts
New recommendation that Council:		
1. Formally receive and note the Chief Executive Officer Report for the Month of September 2020.		
		CARRIED 5 / 0

13.2 KATHERINE TOWN COUNCIL FILLING CASUAL VACANCIES POLICY

Purpose	:	To receive a copy of the Katherine Town Council's Filling Casual Vacancies Policy to Elected Members for the information and adoption.
File	:	Local Governance / Council Meetings / Reports to Council/Chief Executive Officer
Moved	:	Alderman Raynor
Seconded	:	Alderman Tapp Coutts
- Elected Members advised that they like to seek further clarification in relation to the matrix and the implication of the wording that is used in draft policy to ensure it is in line with the <i>Local Government Act 2019</i> .		

New recommendation that:

2. This matter lay on table with administration seeking further clarification.

CARRIED 5 / 0

13.3 MONTHLY FINANCIAL REPORT – SEPTEMBER 2020

Purpose : To receive and note the monthly financial report prepared by the Corporate Services Team
 File : Local Governance/Council Meetings/Reports to Council/Finance Manager
 Moved : Alderman Clark
 Seconded : Alderman Tapp Coutts

That it be recommended to Council to:

1. Endorse the Financial Report for the month of September 2020

CARRIED 5 / 0

13.4 MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT - SEPTEMBER 2020

Purpose : To present the report for the Community Services department for the month of September 2020
 File : Local Governance / Council Meeting / Reports to Council / Community Services
 Moved : Alderman Clark
 Seconded : Alderman Tapp Coutts

That it be recommended to Council to:

1. Receive and note the Community Services report for the month of September 2020

CARRIED 5 / 0

13.5 NT LIQUOR ACT – DELEGATE THE CHIEF EXECUTIVE OFFICER (CEO) TO APPROVE PERMIT TO CONSUME LIQUOR AND GAZETTING OF THOSE NOTICES

Purpose : To seek Council's endorsement to authorise the Chief Executive Officer (CEO) to approve liquor permit applications and the gazetting of those notices in the Northern Territory Government Gazette under section 200 of the *Liquor Act 2019* (No. 29 of 2019), section 11(f) and 32 of the *Local Government Act 2008*
 : Local Governance / Council Meeting / Reports to Council / Community Services
 Moved : Alderman Tapp Coutts
 Seconded : Alderman Raynor

That it be recommended to Council to:

1. Authorise the Chief Executive Officer to approve liquor permit applications and the gazetting of those notices in the Northern Territory Government Gazette under section 200 of the *Liquor Act 2019* (No. 29 of 2019) as per Section 11(f) and Section 32 of the Local Government Act 2008.
2. Authorise the Chief Executive Officer, only to approve applications in the below permitted areas to consume liquor in a public place:
 - a) Katherine Showgrounds Lot 3177
 - b) Katherine Sportsgrounds Lot 3217
 - c) Katherine Lindsay Street Complex Lot 3216
 - d) Katherine Museum Lot 2922
3. Any applications that are not within these permitted areas, will be required to be made through a Council Meeting for approval and gazettal of those notices.

CARRIED 5 / 0

13.6 INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF SEPTEMBER 2020

Purpose	: To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Services, during the month of September 2020.
File	: Local Governance / Council Meeting / Reports to Council/Infrastructure & Environment
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Clark
That it be recommended to Council to:	
<ol style="list-style-type: none"> 1. Receive and note the report of the infrastructure & Environment Services for the month of September 2020 	

CARRIED 5 / 0

13.7 SEPTEMBER 2020 – PROJECT UPDATE

Purpose	: To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of September 2020
File	: Local Governance / Council Meeting / Report to Council /Infrastructure & Environment
Moved	: Alderman Clark
Seconded	: Alderman Raynor
Notes:	
- CEO Bodill informed that the background of the report needs to be updated that this report is to update September's project and not being the final report of the financial year as stated.	
That it be recommended to Council to:	
<ol style="list-style-type: none"> 1. Received and note the project update for the month of September 	

CARRIED 5 / 0

13.8 2019/2020 ANNUAL REPORT INCORPORATING THE AUDITED ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2020

Purpose	: To receive, note and endorse the 2019/2020 Annual Report incorporating the Audited Annual Financial Statements for the year ending 30 June 2020.
File	: Local Governance / Council Meeting / Report to Council /Chief Executive Officer
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Clark
That it be recommended to Council	
<ol style="list-style-type: none"> 1. Receive, note and endorse the Annual Report for 2019/20 incorporating the Audited Financial Statements for the year ending 30 June 2020 2. Publish the Annual Report on Council's website and a notice in a newspaper as soon as practicable after the report has been delivered to the Minister as per Section 199(4) of the <i>Local Government Act</i> 	
CARRIED 5 / 0	

14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

14.1 SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MINUTES

Purpose	: To present the minutes of the Showgrounds Advisory Committee
File	: Local Governance / Ordinary Council Meeting / Reports to Council /Infrastructure and Environment
Moved	: Alderman Clark
Seconded	: Alderman Hurley
That it be recommended to Council to:	
<ol style="list-style-type: none"> 1. Receive and note the minutes of the Showgrounds and Multi-Purpose Centre Advisory Committee meeting 2. Approve the Katherine District Show Society to carry out works on the stable yards to enlarge them by removing every second panel and installing a fence in front of the stable area to provide improved separation from the warmup arena. Works to be funded by the Katherine District Show Society 3. Approve that Katherine Dirt Karl Club utilise the underutilised toilets located in the overflow area. Pending further site investigations on connection to services. 	
CARRIED 5 / 0	

15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Peter Gazey

File	: Local Government / Council Meetings / Elected Members Activities
Activities	: Deputy Mayor Peter Gazey had engaged in activities from 23 September to 27 October 2020 including:

- Ordinary Meeting of Council
- EMIS x 2
- Meeting with Work Experience Student from Essington International College Darwin
- National Police Remembrance Day
- Meeting with CEO to sign and affix common seal
- Elected Members meetings x2
- Meeting with Food Bank and CEO at Council Chambers
- ABC Radio interview for Grassroots program
- Monthly Meeting with Katherine Police Commander
- Courtesy Meeting with Minister Paech MLA
- Industry Day Meeting with Katherine Construction
- Official opening of BMX NT Titles
- Desktop exercise as observer for Emergency Control Situation
- Visitor Information Centre presentation with Minister Fyles MLA
- Special Meeting of Council x 2
- Meeting out of session for DCA
- Great Northern Clean Up at Ryan Park
- Meeting with Veolia re waste opportunities
- St Joseph Catholic College Secondary Thanksgiving Liturgy and prize giving evening
- Katherine Chamber of Commerce Business at Sunset
- Discussion with Oz Airports
- Strategic and Business planning day with Katherine Historical Society
- October Business Month Dinner

15.2 Alderman Elisabeth Clark's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Elisabeth Clark Had engaged in activities of the month of September

- Ordinary Meeting of Council
- EMIS x 2
- Briefing on Proposed new Civic Centre Building
- NT Farmers Opening Night
- Seniors Personal Safety Workshop
- Elected Members Meeting
- Showgrounds Meeting on site
- Trees Planting at Hot Springs
- Tourism Update
- KTC and KDSS Meeting
- Meet and Greet with Foodbank and Foodladder

15.3 Alderman Jon Raynor's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Jon Raynor had engaged in activities from 23 September to 27 October 2020 including:

- 2x EMIS
- Business at sunset
- Katherine Christmas meeting with Chamber of Commerce
- 2 x Special meeting of council
- Meeting with CEO
- Industry day
- Ordinary Meeting of Council

15.4 Alderman Toni Tapp-Coutts' Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Toni Tapp-Coutts had engaged in activities from 23 September to 27 October 2020 including:

- 1 x Ordinary Council Meeting
- 2 x Elected Member Information Session
- Meeting with CEO
- GYRACC Board Meeting
- Elected Members Meeting
- 5 x October Business Month (OBM) Sessions
- Business at Sunset
- Tourism Update

15.5 Alderman John Zelle's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman John Zelle had engaged in activities from 23 September to 27 October 2020 including:

- 2 x EMIS
- Ordinary Meeting of Council
- Special meeting for elected members

15.6 Alderman Matthew Hurley's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Hurley had engaged in activities from 23 September to 27 October 2020 including:

- Ordinary Meeting of Council
- Tourism NT presentation
- Elected members information Session
- Industry day hosted by Katherine Constructions
- Elected Members Information Session

- Katherine meeting with Natasha Fyles
- Special meeting of Council
- Sportsground Advisory Meeting
- Elected Members Meeting
- Business at Sunset
- Elected Members information Session

Motion

A motion was raised to accept late agenda items as listed below:

1. Katherine Town Square Leasing Project – Expression of Interest Process
2. MyKatherine Discount Voucher Program – Grant Agreement

Moved : Alderman Tapp Coutts

Seconded: Alderman Clark

CARRIED 5 / 0

16. LATE AGENDA ITEMS

16.1 KATHERINE TOWN SQUARE LEASING PROJECT – EXPRESSION OF INTEREST PROCESS

Purpose	:	To receive the Elected Members endorsement to commence the Expression of Interest (EOI) process for the Katherine Town Square Leasing Opportunity – Café/Kiosk
File	:	Local Governance /Ordinary Meeting of Council/Reports to Council/Community Services/Town Square Project
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Hurley

That it be recommended to Council to:

1. Authorise the Chief Executive Officer to commence the public Expression of Interest process for the Katherine Town Square Café/Kiosk leasing opportunity

CARRIED 5 / 0

16.2 MYKATHERINE DISCOUNT VOUCHER PROGRAM GRANT AGREEMENT

Purpose	:	To approve the acceptance of the MyKatherine Discount Voucher Program Grant Agreement provided by the Department of Chief Minister for the purpose of funding two (2) rounds of the MyKatherine economic stimulus program and to transfer the applicable contribution for the program reserves
File	:	Local Governance /Ordinary Meeting of Council/Reports to Council/Community Services
Moved	:	Alderman Clark
Seconded	:	Alderman Raynor

That it be recommended to Council to:

1. Accept the grant funding offer of \$70,000 (GST exclusive) from the Department of the Chief Minister for the purpose of funding the MyKatherine Discount Voucher Program.
2. Authorise the Mayor and CEO to affix the common seal and sign the Funding Agreement
3. Authorise the CEO to affix the common seal and sign the Intellectual Property Sub-Licence Deed
4. Authorise the transfer from reserves of \$25,000

CARRIED 5 / 0

17 GENERAL BUSINESS

- Alderman Hurley requested that a letter from Peter McDougall is to be received by the Council.
- Deputy Mayor Gazey mentioned that as Chair he may have not followed the general requirements during the meeting by allowing the correspondence from the public that are present in relation to the item that was discussed and tabled. Deputy Mayor Peter Gazey advised that he take that on note and will work for a better outcome in the future.
- XCS Jennings advised that KTC has the early bird draw for the eligible rates payers. Elected Members are not eligible to participate in this draw.
- Deputy Mayor Gazey announced the winner of the early bird draw is T G & G K Byrnes. The winner will receive \$700 refund of the rates.

18 CLOSURE OF MEETING TO PUBLIC

Motion

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

Moved : Deputy Mayor Gazey
 Seconded : Alderman Hurley

CARRIED 5 / 0

Meeting was closed for public at 7.37 p.m

19 CONFIDENTIAL ITEMS

Motion

A motion was raised to move the below resolution from the confidential item into the public section of the meeting minutes:

1. Tender 20-11 – Katherine Showgrounds – Cattle Laneway – Tender Award

Moved : Alderman Raynor
 Seconded : Alderman Tapp Coutts

CARRIED 5 / 0

19.1 TENDER 20-11 – KATHERINE SHOWGROUNDS – CATTLE LANEWAY – TENDER AWARD

Purpose	: To seek endorsement from Council to award Tender T20-11 Katherine Showgrounds – Cattle Laneway
File	: Local Governance /Ordinary Meeting of Council/Reports to Council/Infrastructure and Environment
Moved	: Alderman Clark
Seconded	: Alderman Tapp Coutts
That it be recommended to Council to:	
1. Award Luke Andrew Weavers T/A Law Rural , Tender 20-11 – Katherine Showground Cattle Laneway project for \$108,911 GST Exclusive, One Hundred Eight Thousand, Nine Hundred Eleven Dollars	
CARRIED 5 / 0	

20 RESUMPTION OF OPEN MEETING

The meeting was resumed for public at 8.03 p.m

21 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday, 24 November 2020

22 CLOSURE OF MEETING

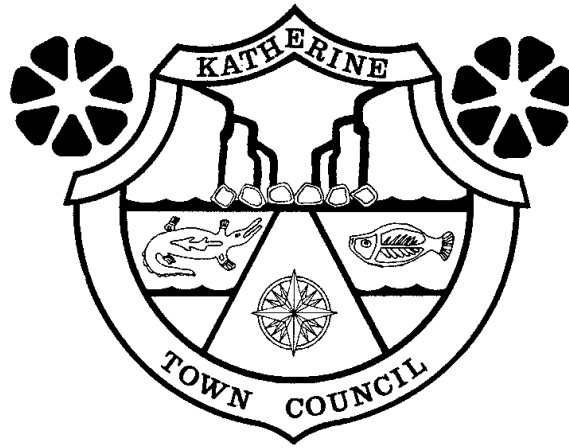
That meeting was closed at 8.04 p.m

Peter Gazey
ACTING MAYOR OF KATHERINE

OFFICER TITLE ABBREVIATIONS

CEO	:	Chief Executive Officer
A/CEO	:	Acting Chief Executive Officer
COO	:	Chief Operating Officer
XCS	:	Executive Manager Community Services
XIE	:	Executive Manager Infrastructure and Environment
MCERS	:	Manager Compliance Environment & Regulatory Services
MIE	:	Manager Infrastructure & Environment
PM	:	Project Manager
MCFAS	:	Manager Customer Finance Administration Services
MVIC	:	Manager Visitor Information Centre
CO	:	Communications Officer
EA	:	Executive Assistant
CLO	:	Community Liaison Officer
SO	:	Sustainability Officer
GO	:	Governance Officer

Unconfirmed



MINUTES
Special Meeting of Council

Friday, 30 October 2020
At 12.30 PM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

**MINUTES OF THE SPECIAL MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON FRIDAY, 30 OCTOBER 2020 AT 12:30PM**

PRESENT

- ELECTED MEMBERS** : - Deputy Mayor Peter Gazey
- Alderman Elisabeth Clark
- Alderman Toni Tapp-Coutts
- Alderman Matthew Hurley
- Alderman Jon Raynor
- OFFICERS** : - Mr Ian Bodill – Chief Executive Officer (CEO)
- Mrs Claire Johansson –Chief Operations Officer (COO)
- Ms Rosemary Jennings – Executive Manager Community Services (XCS)
- Mr Brendan Pearce – Executive Manager Infrastructure and Environment
- Mr Jherry Matahelumual – Executive Assistant (EA) (Minutes Taker)
- APOLOGY** : - Mayor Fay Miller
- Alderman John Zellely

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Unconfirmed

1 ACKNOWLEDGMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 12.31 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

- Mayor Fay Miller
- Alderman John Zelley

4.2 Leave of Absence

Nil

5 CONFLICT OF INTEREST

Nil

6 CORRESPONDENCE AND DOCUMENTS TABLED

7 REPORTS OF OFFICERS

7.1 Katherine Town Council Filling Casual Vacancies Policy

Purpose	:	At the Ordinary Council Meeting held on Tuesday 27 October 2020, council resolved that this report lay on the table so that administration could seek further clarification. Council is now requested to deliberate and provide a resolution on the Casual Vacancies Policy
File	:	Local Governance/Special Council Meeting/Reports to Council/Chief Executive Officer
Moved	:	Alderman Raynor
Seconded	:	Alderman Clark
Notes:		
CEO Bodill explained further amendments from the draft Katherine Town Council Filling Casual Vacancies are		

- Under point 2 titled Casual Vacancies – Ordinary Member, if date vacancies occur 18 months or more before the next general election, Council will hold a by-election to fill the vacancy.
- Under the summary of the Casual Vacancies actions, Council will hold a by-election to fill the vacancy for Ordinary Member if the time to next general election is 18 months or more.
- An additional information under point 5 which states Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands

That new recommendation to Council to:

1. Receive and accept the policy entitled “Filling Casual Vacancies” with new amendments
2. Adopt the policy entitled “Filling Casual Vacancies” including new amendments with immediate effect

CARRIED 5/0

8 CLOSURE OF MEETING

Meeting was closed at 12.36 PM

Peter Gazey

ACTING MAYOR OF KATHERINE

OFFICER TITLE ABBREVIATIONS

CEO	:	Chief Executive Officer
A/CEO	:	Acting Chief Executive Officer
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SO	:	Sustainability Officer
GO	:	Governance Officer

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.1
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER
MEETING	:	ORDINARY COUNCIL MEETING – (24/11/2020)
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF OCTOBER 2020
AUTHOR	:	JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO
ATTACHMENT/S	:	<ol style="list-style-type: none"> 1. STAFF STATISTICS FOR THE MONTH OF OCTOBER 2020 2. ELECTED MEMEBERS REQUESTS' UPDATE 3. SERVICES REQUESTS AND COMPLETED REQUESTS – OCTOBER 2020 4. OUTSTANDING COUNCIL'S RESOLUTIONS

PURPOSE OF REPORT

To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of October 2020.

COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 20 October until 13 November 2020:

NT Food Ladder and Katherine Town Council Meeting on 22 October 2020

CEO Ian Bodill and XCS Jennings met with Scott McDonald, NT Manager Food Ladder to discuss the renewal of the Food Ladder lease with the Katherine Town Council. The lease is due to expire at the end of this year.

NT CEO's Monthly Meeting on 23 October 2020

This was a regular catchup with the CEO'S of the NT. Matters revolved specifically around codes of conduct and salary levels for certain staff.

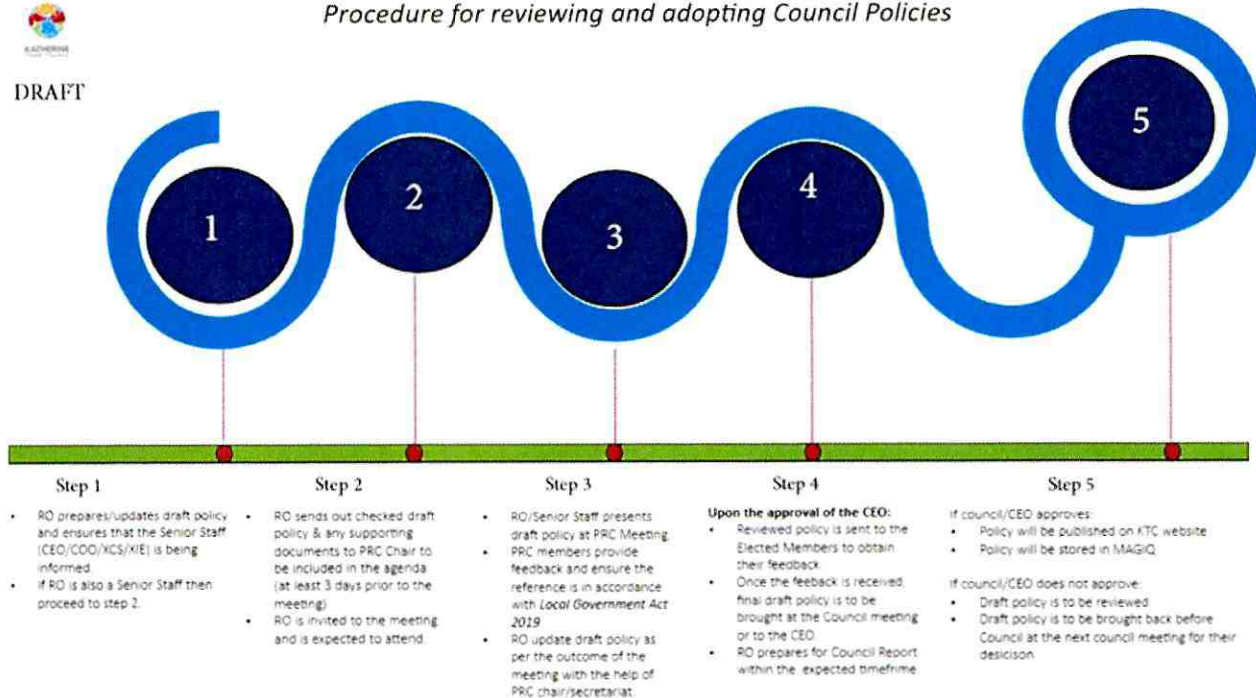
Fortnightly Policy Review Committee Meeting on 27 October 2020

Policy Review Committee meets every fortnight to review and update and draft existing or new policies. The PRC discussed effective procedures of reviewing and adopting policies. PRC has been able to draft the procedure and circulated the information to responsible officers.



Procedure for reviewing and adopting Council Policies

DRAFT



Abbreviations

CEO: Chief Executive Officer
 COO: Chief Operations Officer
 XCS: Executive Manager Community Services
 XIE: Executive Manager Infrastructure & Environment
 RO : Responsible Officer
 PRC: Policy Review Committee

Meeting to progress the relocation of train project on 28 October 2020

KTC staff met with Katrina Lucas, Director of National Trust Katherine Branch, Chad Dehne Slingshot Haulage Pty Ltd and Kerry AM Cranes at Ryan Tree Park. The meeting discussed preparation for relocating the train back to its original spot which is the Old Train Station at the Railway Terrace. Further to this meeting, stakeholders proposed the relocating date is on Sunday, 29 November 2020. The movements will be as follows:

- relocate metal chassis/carriage from Lot 3182 to a storage at the Waste Management Facility.
- relocate second wagon of the train to the Katherine Museum
- relocate the train and first wagon to its original spot which is the Old Railway Terrace in Lot 3182.

KTC and National Trust Katherine Branch met with representatives from Swan to arrange a Traffic Management Plan. It is estimated that the project will take up to 7 hours. KTC will ensure that all relevant parties including the Department of Infrastructure, Planning, Logistics and Infrastructure (DIPL) are being updated on the progress of the project.

Local Government Act 2019 Implementation Working Group on 29 October 2020

This monthly working group provides opportunities for council and regional councils to review, update and share information on policies leading up to the implementation of the Local Government Act 2019. The series of these meetings are facilitated by the Office of Local Government and Community Development, Department of the Chief Minister and Cabinet (DCMC). The group discussed the following:

- Information session on town planning for CEOs and Elected Members. It is expected that this session will provide details on zoning, planning scheme, legislation overview, building and permits.
- Guideline on breaches of the code of conduct and consequences if a breach occurs

- further support from the department for providing more sample of policies which will be available in November 2020.

LGANT General Meeting and Annual General Meeting, 4 – 6 November 2020 in Alice Springs

A combined conference with CEO's, Mayors, presidents and general elected member representatives met in Alice Springs. The conference included discussions on various matters already shared with elected members at the last EMIS, as well as the AGM. Congratulations to Deputy Mayor Gazey who was elected as a member of the LGANT Executive Committee.

OTHER UPDATES

Other attachments include:

- Staff Statistics for the Month of September 2020
- Follow up action from Elected Members' requests from each General Business of the Ordinary Meeting of Council
- Service requests that were received and completed in the month of September 2020
- Outstanding Council's Resolutions for the period of January 2020 to September 2020.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the Chief Executive Officer Report for the Month of October 2020.



Ian Bodill
CHIEF EXECUTIVE OFFICER

Staff Statistics – October (2020-2021 Financial Year.)

2020	Number of Permanent Employee	Total Hours Used	Total Days Lost	Total days lost per person
Corporate Services	9	51.8	6.81	0.75
Community Services – Civic Centre	7	21.8	2.86	0.40
Community Services – Visitor Information Centre	6	26.4	3.47	0.57
Community Services – Library	5	0	0	0
Infrastructure & Environment – Civic Centre	2	0	0	0
Infrastructure & Environment – Depot	13	8	1.05	0.08
Major Capital Projects	2	22.8	3	1.5
Big Rivers Waste Coordinator	1	0	0	0
Regulatory Services	6	12.6	1.65	0.27
TOTAL	51	143.4	18.86	3.60

Outstanding Queries from Mayor and Elected Members
 The purpose of this section is to provide updates to the Council in relation to important matters that have been raised during the Ordinary meeting of Council. Attached is the list of
 REQUESTS FROM ELECTED MEMBERS
 AT THE ORDINARY/SPECIAL MEETINGS OF COUNCIL
 (MARCH – OCTOBER 2020)

Requestor/Initiator	Items	Responsible Officer	Action	Status	Date of Meeting
	Follow up on the process of renaming Dog Park in Lockheed Reserve in honour of Andrew Wilson (deceased KTC long term staff member)	CEO	<input type="checkbox"/> Manager Grounds & Maintenance is preparing for the survey <input type="checkbox"/> EA to prepare for all relevant documents for application.	In progress	28-Apr-20
	Follow up on planting Cottonwood in the Dog Park in Lockheed Reserve ASAP	CEO	Relevant Officer is working on this. This is an ongoing project	The tree is being watered and nurtured by Allison Jacks until ready to be planted in the park.	28-Apr
Alderman Tapp Coultts	To follow up and progress relocation of Katherine Locomotive Project	EA	KTC has been in closed communication with DJPL, National Trust NT & Katherine and Friends of North Railway Association. A meeting was conducted on the 14 of May to organise the new timeline of the project.	In progress A further on-site meeting was held on 18/08. The FNRA will attempt to track down the funds for the project and report back. Tim Dixon updated that FNARA is ready to progress the project. Preparations have been made by National Trust Katherine and KTC. Proposed the relocating date is on Sunday, 29 November 2020. The movements will be as follows: -relocate metal chassis/carriage from Lot 3182 to a storage at the Waste Management Facility. -relocate second wagon of the train to the Katherine Museum -relocate the train and first wagon to its original spot which is the Old Railway Terrace in Lot 3182.	28-Apr-20
	To progress Single Use of Plastic Policy	XCS	Community Consultation guidelines has been drafted.	In progress	28-Apr-20
	To upgrade the microphone in Chamber	AM		In progress. It is understood that new batteries will be purchased and that the existing speakers are still in good condition. The batteries of the microphone have been replaced	28-Apr-20

Service Requests Received

Council received service 95 requests for the month of October 2020.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	15	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	1	Equipment Hire – Collars, Cages etc	
Other Bins	3	Civic Centre		Carparks		Animal – Other	2	Streetlight Maintenance (Streetlights)	8
Domestic Rubbish Collection	10	Public Toilets	2	Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	25	Burial Records	
Litter		Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty		Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	2	Animals – Lost and Found	3	General Requests – Complaints	1
Mowing of Verges-Nature Strips-Ovals		Airport	1	Street – Road Cleaning		Animal Attack & Menace	3	Miscellaneous Requests	
Streetlight Maintenance (Other Lighting)		Visitor Information Centre		Permit to Work Within NT Government Road Reserve Driveways				Plaques and Headstones	
Sprinklers and Watering	2	Parks & Cenotaph		Road Maintenance	2	Dwelling and Vacant Lots Inspection		Ombudsman Complaints	
General		BMX		Footpaths	1	Parking Control	1	Community – Festival or Events	
Weeds		Lindsey Street Complex		Line Marking/Pavement Management		Unauthorised Camping		Alcohol Permit	
Trees & Vegetation	2	Sportsground		Traffic Management		Overgrown/ Unkempt Land	2	Planning and Development	
Bores and Water Readings		General		Planning and Development		Dog Licence		Vandalism	
Waste Management Facilities		Swimming Pool		Laneways / Alleyways		After Hours Callout		Signs Requests	
Illegal Dumping	1	Playgrounds and Equipment		Road Access		Public Health Risk Activities		Finance – Direct Debit requests and Cancellations	2
Waste Charges – New Services and Removal	2	Skate Park		Drains	1	Dangerous Animals	1	Cemetery Maintenance	1
		Hot Springs	1					Festival or Events	
		Scout Hall						Request for Letter of Support	
Total	35	Total	5	Total	5	Total	36	Total	12

Service Requests Completed

Council completed 72 requests for the month of October 2020 and 23 are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheeler Bins	15	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	1	Equipment Hire – Collars, Cages Etc	
Other Bins	3	Civic Centre		Carparks		Animal – Other	1	Streetlight Maintenance (Streetlights)	6
Domestic Rubbish Collection	1	Public Toilets	2	Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	23	Burial Records	
Litter		Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty		Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	2	Animals – Lost and Found	3	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport	1	Street – Road Cleaning		Animal Attack & Menace	2	Request for Letter of Support	
Streetlight Maintenance (Other Lighting)		Visitor Information Centre		Permit to Work Within NT Government Road Reserve Driveways				Plaques and Headstones	
Sprinklers and Watering	1	Parks & Cenotaph						Ombudsman Complaints	
General		BMX		Road Maintenance	2	Dwelling and Vacant Lots Inspection		Community – Festival or Events	
Weeds		Lindsey Street Complex		Footpaths	1	Parking Control	1	Alcohol Permit	
Trees & Vegetation	1	Sportsground		Line Marking/Pavement Management		Unauthorised Camping		Festival or Events	
Bores and Water Readings		General		Traffic Management		Overgrown/ Unkempt Land	1	Planning and Development	
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	
Illegal Dumping	1	Playgrounds and Equipment		Laneways / Alleyways		After Hours Callout		Miscellaneous Requests	
Waste Charges – New Services and Removal	2	Skate Park		Road Access		Public Health Risk Activities		Vandalism	
		Hot Springs		Drains		Dangerous Animals		Finance – Direct Debit Request and Cancellations	1
		Scout Hall						Cemetery Maintenance	
Total	24	Total	4	Total	5	Total	32	Total	7

Ordinary Meeting of Council – 24 November 2020
Outstanding Council Resolutions
(January – September 2020)
and
Resolutions of the Council Meeting in October 2020

MINUTE NUMBER/ FOLDER	MEETING DATE	TITLE	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
RESOLUTIONS						
1.	25/02/2020	Adoption of the NT Government Subdivision Guidelines	<p>THAT Council adopts the NT Subdivision Development Guidelines, with the following qualification:</p> <p>a) An Exception Study be undertaken, to inform what additions need to be made to Schedule 14 – Schedule of Variations, to reflect KTC's unique design intent, needs and circumstances.</p> <p>b) This Exception Study be presented to Council within four weeks for approval</p>	Peter Schubert	Infrastructure and Environment Services	IN PROGRESS
2.	28/04/2020	Naming of the Dog Park in Lockheed Reserve	THAT Council provides delegation to the CEO to commence implementation of the procedural requirements to ensure that the dog park on Lockheed Reserve is named after deceased staff member Andrew Wilson and that the planting of the cottonwood tree be completed as soon as possible.	Ian Bodill	Office of CEO	IN PROGRESS This is an ongoing process for up to 1 year
3.	26/05/2020	Overdue Debtors Report – April 2020	<p>THAT Council reviews overall outstanding debtors with the view to forward >90 days to Debt Collection Agency.</p> <p>THAT Council reviews infringement notices for >90 days to clear long standing debts.</p> <p>THAT Elected Members request that the Ban of Single Use Plastics Policy be implemented on the 1st of January 2021 and the Council commence a community education program to ensure full consultation with users of the Council facilities leading to this date</p>	Donna Jones	Finance	IN PROGRESS Letters sent to long term debtors early in November 2020 with note regarding legal action if not paid by due date.
4.	23/06/2020	Notice of Motion: Band of Single Use Plastics on Council Facilities		Rosemary Jennings	Community Services	IN PROGRESS Self-audits in progress. One-on-one meetings organised with users to further implementation.

5.	23/06/2020	Notice of Motion: Conduct a Signs Audit and Replacement Program	THAT Council conducts a signs audit and replacement program as a priority and a budget be established for replacement and renewal of town signs as soon as possible	Brendan Pearce	Infrastructure and Environment	<p>IN PROGRESS Community Support Officer is currently working on the Depot and Airport Sign.</p> <p>A staff of MIE has commenced a signs audit. Initial focus was on parking signs in First Street.</p> <p>Staff have been allocated streets on their daily duties to review and they are still collecting data to be able to conduct a works program suitable to the budget</p> <p>Facility signs have been put on hold until a Style Guide has been developed</p>	33
6.	23/06/2020	Notice of Motion: Wayfinding Signage	THAT Council considers it a priority to install the Wayfinding Signage urgently and acquit the budget/grant to finalise this project	Brendan Pearce	Infrastructure and Environment	<p>IN PROGRESS Meeting with Elected Members to finalise design on 28 July 2020. Final structural drawings and sign mapping in progress.</p>	
7.	28/07/2020	Knotts Crossing Cemetery	THAT Katherine Town Council as the landowners of Knotts Crossing Cemetery commence the process to have the Knotts Crossing Cemetery identified properly and an application submitted to the NT Heritage Council for listing as a Heritage Site.	Brendan Pearce	Infrastructure & Environment	<p>IN PROGRESS Have identified the site and currently installing the fence. Once the fence is erected the GPS coordinates will be captured as they are needed for the heritage site application</p> <p>30/10/2020 Council have been talking to NT Heritage, they are currently in the process of forming a new Council. Application will not be looked at until approx. March 2021.</p>	

							Still compiling all information to ensure that the correct is submitted. Application has not been submitted.
8.	28/07/2020	T20-05-Morris Road Drainage Upgrade	THAT Council Discontinues T20-05 – Morris Road Drainage Upgrade project at this time and that alternative design solutions to address drainage and pavement issues are further investigated.	Arsalan Malik	Infrastructure & Environment		IN PROGRESS
9.	Special Council Meeting 6 October 2020	Katherine Town Council Co-Contribution to Disaster Recovery Funding Arrangements	THAT Council receives and endorse the changes for the responsibility to fund disaster recovery related expenditure to share the costs between the Commonwealth Government, Northern Territory Government and Local Government. THAT Council endorses the Model A option, as Katherine Town Council's preferred method, to contribute towards Disaster Recovery Funding Arrangements, and request consideration of a modified version of this model that recognises each municipal council's revenue and adjust the capped amount accordingly.	Jherry Matahelumual	Office of the CEO		IN PROGRESS Office of Local Government and Community Development, Department of Chief Minister and Cabinet has been advised the Council's decision.
10.	27/10/2020	Monthly Report of the Chief Executive Officer for the Month of September 2020	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of September 2020.	Jherry Matahelumual	Office of the CEO		COMPLETED Received and noted by the Council
11.	27/10/2020	Katherine Town Council Filling Casual Vacancies Policy	THAT Council receives and accepts the policy entitled "Filling Casual Vacancies." THAT Council adopts the policy entitled "Filling Casual Vacancies" with immediate effect.	Ian Bodill	Office of the CEO		COMPLETED Council decided to lay this matter on table and to be discussed at a Special Council Meeting Special Council Meeting was organised on 30 October 2020 to discuss on this matter
12.	27/10/2020	Monthly Financial Report – September 2020	THAT Council endorses the Financial Report for the month of September 2020.	Donna Jones	Finance		COMPLETED Endorsed by Council

13.	27/10/2020	Monthly Report of the Community Services Department – September 2020	THAT Council receives and notes the Community Services report for the month of September 2020.	Rosemary Jennings	Community Services	COMPLETED Received and noted by the Council	34
14.	27/10/2020	NT Liquor Act – Delegate the Chief Executive Officer (CEO) to approve permit to consume Liquor and Gazetting of those policies	<p>THAT Council authorises the Chief Executive Officer to approve liquor permit applications and the gazetting of those notices in the Northern Territory Government Gazette under section 200 of the <i>Liquor Act 2019</i> (No. 29 of 2019) as per Section 11(f) and Section 32 of the Local Government Act 2008.</p> <p>THAT Council authorises the Chief Executive Officer, only to approve applications in the below permitted areas to consume liquor in a public place:</p> <ul style="list-style-type: none"> a) Katherine Showgrounds Lot 3177 b) Katherine Sportsgrounds Lot 3217 c) Katherine Lindsay Street Complex Lot 3216 d) Katherine Museum Lot 2922 <p>THAT any applications that are not within these permitted areas, will be required to be put forth through a Council Meeting for approval and gazettal of those notices.</p>	Casey Anderson	Community Services	COMPLETED Delegations manual updated.	
15.	27/10/2020	Infrastructure & Environment Services Report for the Month of September 2020	THAT Council receives and notes the report of the Infrastructure & Environment Services for the month of September 2020.	Brendan Pearce	Infrastructure and Environment	COMPLETED Received and noted by the Council	
16.	27/10/2020	September 2020 – Project Update	THAT Council receives and notes the project update for the month of September 2020	Arsalan Malik	Infrastructure and Environment	COMPLETED Received and noted by the Council	
17.	27/10/2020	2019/2020 Annual Report Incorporating the Audited Annual Financial Statements	THAT Council receives, notes and endorses the Annual Report for 2019/20 incorporating the Audited Financial statements for the year ending 30 June 2020.	Jherry Matahelumal	Office of the CEO	COMPLETED 2019/2020 Annual Report Incorporating the Audited Annual	

			<p>THAT Council publishes the Annual Report on Council's Website and a notice in a newspaper as soon as practicable after the report has been delivered to the Minister as per Section 199(4) of the Local Government Act.</p>			<p>Financial Statements were forwarded to the Hon Chansey Paech MLA, Minister for Local Government NT Government on 4/11/2020.</p> <p>The reports have been published on KTC website and a notice in a newspaper informing the public that reports can be downloaded from the website has been published.</p>
18.	27/10/2020	Showgrounds and Multi-Purpose Centre Advisory Committee Minutes	<p>THAT Council receives and notes the minutes of the Showgrounds and Multi-Purpose Centre Advisory Committee meeting.</p> <p>THAT Council approves the Katherine District Show Society to carry out works on the stable yards to enlarge them by removing every second panel and installing a fence in front of the stable area to provide improved separation from the warmup arena. Works to be funded by the Katherine District Show Society</p> <p>THAT Council approves that Katherine Dirt Karl Club utilise the underutilised toilets located in the overflow area. Pending further site investigations on connection to services.</p>	Holly Mutton	Infrastructure and Environment	<p>IN PROGRESS</p> <p>9/11/2020 Works will be completed by 18th December 2020.</p> <p>23/10/2020 Received email response from Power and Water stating that <i>It is preferable that you Service the proposed toilet block from the existing PWC Water Meter already servicing the Lot, Installation of a second meter from Bicentennial Road would also not be possible as there are separate Lots between the road reserve and the boundary of Lot 3177. Council looking into other options.</i></p>
19.	Late Agenda Item 27/10/2020	Katherine Town Square Leasing Project – Expression of Interest Process	<p>THAT Council authorises the Chief Executive Officer to commence the public Expression of Interest process for the Katherine Town Square Café/Kiosk leasing opportunity.</p>	Rosemary Jennings	Community Services	<p>COMPLETED</p> <p>EOI process commenced Monday 2 November 2020.</p> <p>Close: 2pm, Monday 20 November 2020</p>
20.	Late Agenda Item	MyKatherine Discount Voucher Program – Grant Agreement	<p>THAT Council accept the grant funding offer of \$70,000 (GST exclusive) from the Department of</p>	Rosemary Jennings	Community Services	<p>IN PROGRESS</p> <p>Grant and sub-licence agreements have been signed.</p>

	27/10/2020		<p>the Chief Minister for the purpose of funding the MyKatherine Discount Voucher Program.</p> <p>THAT Council authorises the Mayor and CEO to affix the common seal and sign the Funding Agreement.</p> <p>THAT Council authorises the CEO to affix the common seal and sign the Intellectual Property Sub-Licence Deed.</p> <p>THAT Council authorises the transfer from reserves of \$25,000.</p>			<p>Web development in process of being finalised. Business registration to commence early November.</p>
21.	27/10/2020	Tender 20-11 – Katherine Showgrounds – Cattle Laneway – Tender Award	THAT Council awards Luke Andrew Weavers T/A Law Rural, Tender 20-11 – Katherine Showground Cattle Laneway project for \$108,911 GST Exclusive, One Hundred Eight Thousand, Nine Hundred Eleven Dollars	Arsalan Malik	Infrastructure and Environment	<p>COMPLETED</p> <p>Purchase Order and interim order given to Luke Andrew Weavers T/A Law Rural. The start date of the construction works is 16 November 2020 provided all the required documents are submitted.</p>
22.	Special Council Meeting 30/10/2020	Katherine Town Council Filling Casual Vacancies Policy	<p>THAT receives and accepts policy entitled “Filling Casual Vacancies”.</p> <p>THAT Council adopts the policy entitled “Filling Casual Vacancies” with immediate effect.</p>	Ian Bodill	Office of the CEO	<p>COMPLETED</p>

KATHERINE TOWN COUNCIL



REPORT

NO : 13.2

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING
/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER

MEETING : ORDINARY COUNCIL MEETING – (24/11/2020)

REPORT TITLE : CALL FOR NOMINATIONS TO REPRESENT LGANT ON THE NT
HERITAGE COUNCIL

AUTHOR : JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE
CEO

ATTACHMENT/S : 1. ALDERMAN TAPP COUTTS' NOMINATION FORM ON NT
HERITAGE COUNCIL

PURPOSE OF REPORT

The purpose of this report is to seek retrospective council approval for Alderman Tapp Coutts' nomination to represent Local Government Association of Northern Territory (LGANT) on the NT Heritage Council.

BACKGROUND

Katherine Town Council received a call for nominations to represent LGANT NT on the NT Heritage Council on 23 September 2020. This position is by ministerial appointment and is open to Elected Members. Alderman Tapp Coutts is the only member that has nominated on this occasion.

As outlined in the procedures for LGANT Representatives on Committees, they are required to provide the Association with regular reports and an annual report for its Annual General Meeting in November of each year. Representatives are required to supply the Association with contact details such as mobile phone number, email address, postal address and the council they are a member of.

If a LGANT representative resigns from a committee, he/she is requested to inform the Association in writing, by letter or email, so that an alternative representative can be nominated to the committee.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Endorse any of its members that wish to nominate to be eligible to be representative of LGANT on the NT Heritage Council.
2. Retrospectively approve the nomination from Alderman Tapp Coutts and advise LGANT accordingly.

Ian Bodill
CHIEF EXECUTIVE OFFICE

SCANNED

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN
TERRITORY

NOMINATION FORM

NT HERITAGE COUNCIL



COUNCIL NAME:

Katherine Town Council

1. Agreement to be nominated

I, Toni Tapp Coutts agree to be nominated as a
(name in full)

member of the **NT HERITAGE COUNCIL**.

Signature: Tapp Coutts Date: 30/10/2020

2. Council Confirmation of Nomination

I, _____ the Chief Executive Officer

hereby confirm that Toni Tapp Coutts

was approved by resolution of Council to be nominated as a member of the
NT HERITAGE COUNCIL at a meeting held
on / /2020

Signature: _____ Date: _____

3. Nominee's Contact Details

Email address: toni.coutts@bigpond.com

Phone No: 0419 839 033

4. Nominee Information

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? Alderman

4.2 How long have you held your current council position? 5+ years

4.3 Please list your educational qualifications:

Author of 3 books also self published with
Kath Museum. Born in Alva Springs
grew up in Vic Daly region - lived in
Berroloola Region for 14 years.
Left school in Yr 11.

4.4 What experience do you have that is relevant to this committee?

Life Member Katherine Museum
Member National Trust Katherine
Extensive knowledge of the Katherine Region
and NT History.
Current LGANT Rep on the Heritage Council
Currently researching "Knotts Crossing
Cemetery" for Heritage listing

4.6 Apart from your current position what other experience have you had in local government?

Have been on + off Council over 16 years -
Sat on innumerable boards + committees
current Chair of Kath Arts + Culture Centre

5. You agree to supply the Executive with a report on the committee meetings you attend?

I agree I Disagree

6. Have you read and agree to the Outside Committee procedures

Yes

KATHERINE TOWN COUNCIL



REPORT

NO : 13.3

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER

MEETING : ORDINARY COUNCIL MEETING – (24/11/2020)

REPORT TITLE : KATHERINE TOWN COUNCIL ATTENDANCE AT MEETING VIA AUDIO AND AUDIOVISUAL CONFERENCING SYSTEM

AUTHOR : IAN BODILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. KATHERINE TOWN COUNCIL ATTENDANCE AT MEETING VIA AUDIO AND AUDIOVISUAL CONFERENCING SYSTEM

PURPOSE OF REPORT

To provide a copy of the Katherine Town Council's Attendance at Meeting via Audio and Audiovisual Conferencing System Policy to Elected Members for their information and adoption.

BACKGROUND

The *Local Government Act 2019* was scheduled for implementation on 1 July 2020. It was agreed earlier this year that due to reasons relating mainly to COVID-19 that the implementation date would change to 1 July 2021.

Office of Local Government and Community Development, Department of the Chief Minister and Cabinet (DCMC) has been providing councils and regional councils with a schedule of over 40 draft policies which have to be endorsed prior to or on or after 1 July 2021.

The draft policy in question is appropriate at this stage of proceedings and it will assist council in identifying a way forward when such matters are considered.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and accept the Attendance at the Meeting via Audio and Audiovisual Conferencing System Policy.
2. Adopt the policy entitled "Attendance at the Meeting via Audio and Audiovisual Conferencing System" commences on 25 November 2020.

Ian Bodill
CHIEF EXECUTIVE OFFICER

ATTENDANCE AT MEETINGS VIA AUDIO OR AUDIOVISUAL CONFERENCING SYSTEM POLICY

Council Decision (Reference)	
Date to Take Effect	25/11/2020
Responsible Officer	CHIEF EXECUTIVE OFFICER
Review Date	25/11/2020

1. Purpose

This policy authorises a member's attendance at a meeting by an audio or audiovisual conferencing system and describes the duties and obligations of a member who attends by audio or audiovisual means, in accordance with sections 95(3)(a) and 98(3)(a) of the *Local Government Act 2019*.

2. Definitions

CEO	Chief Executive Officer
meeting	includes any meeting of council, Audit and Risk Management committee or council committee.
member	means a member of council, Audit and Risk Management committee or council committee

3. Principle

Where possible, Council is committed to facilitate access and participation in meetings by permitting members to be present and participate remotely by means of audio or audiovisual conferencing systems.

4. Application of policy

4.1 Attendance

A member may attend any meeting via an audio or audiovisual conferencing system.

It is desirable, but not mandatory, that members give at least 1 days' notice to the CEO that they intend to attend the meeting via the conferencing system.

4.2 CEO responsibilities

The CEO must ensure the provision of the necessary equipment, and setup of that equipment, to provide an adequate conferencing system that enables remote attendance of members.

The CEO must ensure that the audio or audiovisual conferencing system is switched on and tested for the meeting and the relevant members have the correct information to enable their attendance (e.g. phone number, video link or other login details to enable a member to attend remotely).

4.3 General responsibilities

- The Chair of a meeting must ensure that any member attending a meeting remotely is offered the same or substantially the same opportunity to participate in debate, and to register an

opinion, on questions arising for decision, as if the member were physically present at the meeting.

- All members in attendance are to abide by the Code of Conduct and, if attending via audiovisual conferencing, are to consider the appropriateness of their personal presentation and surrounding environment to the extent that they would if the member were attending the meeting in person.
- The Chair is to confirm which participants are present at the commencement of the meeting.
- The minutes of a meeting must identify whether each member attended in person or by audio or audiovisual means.
- A member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting. A member must also advise the Chair immediately if they re-join the meeting. These details are to be recorded in the minutes with a reference to the member's time of departure and time of return (if applicable).
- If technical issues arise that prevent a member from being heard or to hear during the meeting, the chair can declare that the member has left the meeting. If the chair experiences technical issues and has left the meeting, then council/committee must by resolution appoint a member as the presiding member being the Deputy Mayor/Deputy Chair in the first instance or another member if the deputy is unable to preside.

4.4 Conflicts of interests

- It is the responsibility of individual members attending a meeting remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.
- The member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time (i.e. prior to discussion of the particular agenda item).
- Where a member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the member as soon as the agenda item has concluded and request that they re-join the meeting.

4.5 Confidentiality

Members attending meetings remotely must:

- (a) ensure that people who are not members cannot see, overhear or listen to the member or the meeting (unless the Council is aware and accepts the circumstances);
- (b) not record the meeting unless all members in attendance at the meeting agree to the member recording the meeting; and
- (c) ensure that confidential papers are not accessible by any person who is not a member.

Note: People who are not members are able to attend meetings in a manner allowed by the Council.

4.6 Voting

All members present at a meeting must exercise their vote on a question arising for decision. Before each agenda item and resolution, to ensure the participation of any members attending remotely, the Chair is to confirm that members attending remotely are able to hear the discussion and vote. Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands. In the case of secret ballots, the member will provide their vote to the CEO in confidence, who will then place it into the ballot box.

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.4

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER

MEETING : ORDINARY COUNCIL MEETING – (24/11/2020)

REPORT TITLE : KATHERINE TOWN COUNCIL BREACH OF CODE OF CONDUCT POLICY

AUTHOR : IAN BODILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. KATHERINE TOWN COUNCIL BREACH OF CODE OF CONDUCT POLICY

PURPOSE OF REPORT

To provide a copy of the Katherine Town Council's Breach of Code of Conduct Policy to Elected Members for their information and adoption.

BACKGROUND

The *Local Government Act 2019* was scheduled for implementation on 1 July 2020. It was agreed earlier this year that due to reasons relating mainly to COVID-19 that the implementation date would change to 1 July 2021.

Office of Local Government and Community Development, Department of the Chief Minister and Cabinet (DCMC) has been providing councils and regional councils with a schedule of over 40 draft policies which have to be endorsed prior to or on or after 1 July 2021.

The draft policy in question is appropriate at this stage of proceedings and it will assist council in identifying a way forward when such matters are considered.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and accept Breach of Code of Conduct Policy.
2. Adopt the policy entitled "Breach Code of Conduct" commences on 25 November 2020.

Ian Bodill
CHIEF EXECUTIVE OFFICER



BREACH OF CODE OF CONDUCT POLICY

Council Decision (Reference)	
Date to Take Effect	25/11/2020
Responsible Officer	CHIEF EXECUTIVE OFFICER
Review Date	25/11/2021

1. Purpose

This policy is made under section 121 of the *Local Government Act 2019* (the Act) and sets out how the Council will manage a complaint that a council member has contravened the Code of Conduct.

2. Definitions

For the purposes of this policy:

CEO	Chief Executive Officer
Code of Conduct	means the Code of Conduct set out in Schedule 1 of the Act.
Complainant	means the person who lodges a Code of Conduct complaint against a council member (this person can be a council member or a member of the public).
Respondent	means the council member who is alleged to have contravened the Code of Conduct.

3. Guiding principles

In managing complaints and contraventions of the Code of Conduct, Council's guiding principles are to:

- (a) promote behaviour among all council members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;
- (b) emphasise a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and
- (c) recognise the leadership role of the Mayor and the responsibility of all members to work together collaboratively pursuant to their corporate responsibilities; and
- (d) use the council-led complaints process as the formal method of resolving complaints that cannot be otherwise resolved.

4. Conflict resolution

The Act provides that the Mayor is to promote behaviour amongst all council members that meets the standards set out in the Code of Conduct. Any council member who is aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the Mayor to seek a resolution. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.

In response to a potential Code of Conduct complaint matter, the Mayor (or Deputy Mayor) will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter so that it does not escalate into a formal complaint. The Mayor or Deputy Mayor may take advice with regard to dealing with the matter and, subject to Council's budget, make use of internal or external resources. For example, the Mayor or deputy may take expert advice or involve a person to assist in discussions with the parties.

5. Confidentiality

Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the CEO regarding the status of a complaint.

Complaints will only be formally discussed by the Council or council panel during confidential sessions. Minutes kept by the Council or a council panel are confidential information in accordance with regulation 49(f) of the *Local Government (General) Regulations 2021* and Council's policy in relation to confidential information.

In accordance with the legislation, the CEO will provide a report on the progress of any undecided complaint in the confidential session of each ordinary council meeting.

6. Complaint requirements

A complaint alleging a contravention of a Code of Conduct must:

- (a) be in the approved form (which includes a statutory declaration and is available on the Council's website); and
- (b) be made within three (3) months of the alleged contravention of the Code of Conduct.

A Code of Conduct complaint must be lodged with the CEO, who will assess whether or not the complaint complies with the above requirements. If it appears that a complaint does not comply with the above requirements, the CEO must notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to re-lodge a revised complaint.

A Code of Conduct complaint that is lodged in writing to the CEO, whether or not it complies with the above requirements for a Code of Conduct complaint, must be referred to the Council by the CEO.

7. Notifications to parties

When a complaint is received, the CEO will provide notifications to the complainant and the respondent, in accordance with the requirements of the Act and *Local Government (General) Regulations 2021*.

The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of the Council or council panel.

8. Referral to LGANT

The CEO will refer the matter to LGANT if a complainant council member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

Note: A complainant who is not a council member does not have the option to request referral to LGANT.

9. Initial consideration by Council

The CEO will refer the complaint to the Council for consideration in confidential session in the next council meeting, unless the complaint has been referred to LGANT in accordance with clause 8 above.

Before the council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter.

The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft term of reference for Council's consideration.

The complainant, respondent and any council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.

When considering a Code of Conduct complaint, Council has the following three options:

- (a) refer the complaint to a third party for advice – with Council to decide the complaint (see clause 9.1); or
- (b) refer the complaint to a council panel – for the panel to decide the complaint (see clause 9.2); or
- (c) decide the matter as the Council (see clause 10).

9.1 Referral to third party

Council may decide to refer the complaint to an independent third party for advice and recommendations by taking into the consideration the following:

- (a) whether the complainant or respondent requested the involvement of a third party;
- (b) the costs, if any, of referring the matter to a third party;
- (c) whether the advice of a third party is reasonably expected to assist in achieving constructive outcomes for the parties involved;
- (d) whether advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the 90-day period.

Council will not refer the matter to a third party unless satisfied of (c) and (d).

Examples of a third party are: an alternative dispute practitioner; a mediator; a person experienced in local government matters; and a person experienced in conflict resolution.

Where the matter is referred to a third party, the terms of reference will include that the third party is to do the following:

- (a) consider the complaint and discuss with each of the parties;
- (b) explore and follow up avenues for resolution between the parties;
- (c) if resolution is not achievable, then the third party is to:
 - (i) ensure natural justice is provided to both parties;
 - (ii) interview any witnesses if necessary, to form a view;
 - (iii) provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;
 - (iv) provide a draft decision notice that may be used if council decide to adopt the recommendation.

Upon receiving the advice and any recommendations from the third party, provided the Council is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint. The Council is not bound by any advice or recommendations received from the third party.

Once the written report and draft decision notice is provided to the third party, the Council must decide the complaint (see clause 10.2).

9.2 Referral to council panel

Council may decide to refer the complaint to a council panel for decision.

In order to fulfil the secretariat role in managing the Code of Conduct complaints process, the CEO will be in attendance at all council panel meetings.

If the Council decides to refer the complaint to a council panel, the Council will establish a council panel for the complaint.

The composition of the council panel will be the following:

- (a) the Mayor (as chair of the council panel) – unless the Mayor is the complainant, respondent or has a conflict of interest;
- (b) if the Mayor is the complainant, respondent or has a conflict of interest – the Deputy Mayor will be the chair of the council panel.
- (c) if neither the Mayor or Deputy Mayor meet the requirements – the Council will choose a council member who is not the complainant or respondent and does not have a conflict of interest to chair the council panel;
- (d) two other council members – who are not the complainant or respondent and do not have a conflict of interest.

10. Council or council panel process

The Council or the council panel will consider the complainant's written complaint and, if received, the respondent's written response to the complaint. In keeping with natural justice principles, the CEO will ensure that each party has a fair opportunity to provide comment on submissions from the other party.

10.1 Requests for information

If the Council or council panel requires further information to determine whether or not a contravention of the Code of Conduct occurred, the Council or council panel may request information from the complainant, respondent, or any relevant witnesses. The request for information will specify:

- (a) the information that is being sought;
- (b) that the information is to be provided as a written statement (including a statutory declaration);
and
- (c) a reasonable timeframe to receive the statement (between 3 and 14 days).

10.2 Decision

The Council or council panel will decide the complaint after the following steps have been completed:

- (a) the members have considered the written complaint;
- (b) the members have considered all written submissions and statements; and
- (c) the members have read and considered the report from the third party (if applicable).

The Council can make the following decisions:

- (a) to take no action (and not make a decision about whether the respondent contravened the Code of Conduct);

- (b) that the respondent did not contravene the Code of Conduct; or
- (c) that the respondent contravened the Code of Conduct.

If the complainant is found by the Council or council panel to have contravened the Code of Conduct, the Council or council panel may decide to:

- (a) take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
- (b) either or both of the following:
 - (i) issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
 - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

In choosing from the above options, preference will be given to the option that the Council or council panel considers most likely to result in a constructive outcome.

If training, mediation or counselling is recommended to a council member, the council member may use their professional development allowance, if available, towards the cost of the training, mediation or counselling.

10.3 Decision notice

After the Council or council panel decides the complaint, the CEO is to, as soon as practicable, draft a written decision notice that sets out the following matters:

- (a) the Council or council panel's decision and the reasons for it; and
- (b) any right the person to whom the notice is to be given has, under the *Local Government Act 2019* or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.

The draft decision notice is to be electronically provided to the council member who chaired the meeting in which the Council decided the complaint, or if a council panel decided the complaint, to all members of the council panel. The decision notice is to be authorised by the chair or the council panel and may be authorised remotely, if this is more practicable in the circumstances.

Within 90 days of receipt of the complaint was initially received by the CEO, and as soon as practicable after a decision has been authorised by the chair or council panel, the CEO will provide the authorised decision notice to the complainant and the respondent.

The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

10.4 Summary of decision

After the expiry of the 28-day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.

If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council or council panel in the confidential session of the next meeting of the Council or council panel.

The summary of the decision is to set out the following information:

- (a) the names of the complainant and respondent;



- (b) the date of the decision;
- (c) a concise description of the conduct alleged to have been a contravention of the Code of Conduct;
- (d) if a Code of Conduct was found to be contravened – the item(s) of the Code of Conduct that the respondent contravened; or
- (e) if a Code of Conduct was not found to be contravened – that no contravention of the Code of Conduct was established by the Council or council panel; and
- (f) any actions or recommendations made by the Council or council panel.

The Council or council panel will consider the summary of the decision and, subject to the Council's or council panel's approval of the information that is to be included, finalise the summary.

The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

KATHERINE TOWN COUNCIL



REPORT

NO : 13.5

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER

MEETING : ORDINARY COUNCIL MEETING – (24/11/2020)

REPORT TITLE : KATHERINE TOWN COUNCIL CARETAKER POLICY

AUTHOR : IAN BODILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. KATHERINE TOWN COUNCIL CARETAKER POLICY

PURPOSE OF REPORT

To provide a copy of the Katherine Town Council's Caretaker Policy to Elected Members for their information and adoption.

BACKGROUND

The *Local Government Act 2019* was scheduled for implementation on 1 July 2020. It was agreed earlier this year that due to reasons relating mainly to COVID-19 that the implementation date would change to 1 July 2021.

Office of Local Government and Community Development, Department of the Chief Minister and Cabinet (DCMC) has been providing councils and regional councils with a schedule of over 40 draft policies which have to be endorsed prior to or on or after 1 July 2021.

The draft policy in question is appropriate at this stage of proceedings and it will assist council in identifying a way forward when such matters are considered.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and accept Caretaker Policy.
2. Adopt the policy entitled "Caretaker" commences on 25 November 2020.

Ian Bodill

CHIEF EXECUTIVE OFFICER



CARETAKER POLICY

Council Decision (Reference)	
Date to Take Effect	25/11/2020
Responsible Officer	CHIEF EXECUTIVE OFFICER
Review Date	25/11/2021

1. Purpose

This policy sets out how council members and staff are to conduct their activities and actions during the local government general elections caretaker period in accordance with section 161(1) of the *Local Government Act 2019*.

2. Definitions

For the purposes of this policy:

CEO	Chief Executive Officer
Caretaker period	means the period that commences on the nomination day for a council general election and ends when the results of the general election are declared in accordance with the <i>Local Government (Electoral) Regulations 2021</i> .
Nomination Day	means the day that nominations close for a local government general election.
Major decisions	are those decisions that have a significant impact on council operations and activities and a reasonable person would not consider the decision to be part of the normal council operations.

3. Principle

Council is committed to act in an economically efficient and transparent manner, to be socially and environmentally responsible and to provide a high standard of service delivery through its term. During a general election caretaker period, the normal operations and programs of the Council are to continue.

4. Application of policy

4.1 Role of the CEO

The CEO will notify all council members and staff in writing at least 60 days prior to the commencement of the caretaker period of the commencement date of the caretaker period and that the caretaker principles in this policy will apply.

The CEO will continue to prepare reports and provide information and briefs for council members to carry out their roles.

4.2 Major decisions

The Council will not make any major decisions during the caretaker period.

Major decisions include:

- (a) entering into any high value contract or lease agreement exceeding \$100,000.00 (Inclusive GST);
- (b) entering into a new or substantially changed funding agreement, unless there is real risk the eligibility for funding will be lost;
- (c) committing council funds for new large-scale projects;
- (d) amending the Council's caretaker policy;
- (e) amending the Council's delegations; and
- (f) making a decision relating to the employment or remuneration of the CEO or Acting CEO.

However, major decisions do not include:

- (a) a decision that relates to the carrying out of works in response to an emergency or disaster; or
- (b) an urgent matter that cannot wait until a newly elected council makes a decision on that matter; or
- (c) a matter that has the possibility of legal or significant financial repercussions if a decision on the matter is deferred until the new council has been elected; or
- (d) an expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Northern Territory Government or otherwise for the Council to be eligible for funding from the Commonwealth or Northern Territory Government; or
- (e) the signing of an agreement, where the majority of the negotiations were undertaken or resolved by Council prior to the caretaker period commencing.

4.3 Council resources

Council resources are not to be used for the campaigning purposes of a candidate.

Council resources may be used to help with running the general election or to encourage voter participation.

4.4 Community engagement

4.4.1 Communications

Council communication methods – including media, websites, social media and newsletters – will not be used in any way that favours, promotes or criticises any particular council member or candidate.

Council will continue to communicate normal council business relevant to the community.

4.4.2 Public consultation

Council will defer any public consultation until after the caretaker period, unless:

- (a) it is mandatory public consultation required under legislation; or
- (b) it cannot reasonably be deferred.

4.4.3 Events and functions

Council members will not use council events and functions held during the caretaker period for campaigning purposes.

4.4.4 Electoral information

Council will only publish electoral information that is educational or promotional material relating to the election process and voter engagement.

DRAFT

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.6
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 24 th November 2020
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – October 2020
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. FINANCIAL REPORT EXECUTIVE SUMMARY 2. STATEMENT OF BUDGET COMPARISON 3. CASH AND INVESTMENT REPORT

PURPOSE OF REPORT

To receive and note the monthly financial report prepared by the Corporate Services Team.

BACKGROUND

The Local Government (Accounting) Regulations 18 states:

- (1) *The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:*
 - (a) *the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month;*
- (2) *The report must include:*
 - (a) *details of all cash and investments held by the council (including money held in trust);*
 - (b) *a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and*
 - (c) *other information required by the council.*
- (3) *If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.*

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Endorse the Financial Report for the month of October 2020.

Ian Boddill

CHIEF EXECUTIVE OFFICER

Budget Variance

Katherine Town Council For the month ended 31 October 2020

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Income								
Operating grants	5,107	41,285	(36,179)	-87.6%	841,180	2,143,159	(1,301,979)	-60.8%
Other Revenue	15,309	2,965	12,344	416.3%	112,829	72,215	40,614	56.2%
Rates	3,126	-	3,126	0.0%	8,761,504	8,806,535	(45,031)	-0.5%
Statutory charges	2,356	2,100	256	12.2%	27,244	37,106	(9,862)	-26.6%
User Charges	177,056	73,300	103,756	141.5%	481,490	293,989	187,501	63.8%
Total Income	202,953	119,650	83,303	69.6%	10,224,247	11,353,004	(1,128,757)	-9.9%
Gross Profit	202,953	119,650	83,303	70.0%	10,224,247	11,353,004	(1,128,757)	-10.0%
Plus Other Income								
Grant - Jerry the Junk Man - Special Purpose NT - Dept Environ Natural Resources	-	-	-	0.0%	-	45,144	(45,144)	-100.0%
Grant - RCR - Australia Day Grant - Special Purpose Grant	1,000	-	1,000	0.0%	1,000	-	1,000	0.0%
Operating Grants and Subsidies	-	70,000	(70,000)	-100.0%	40,000	70,000	(30,000)	-42.9%
Total Other Income	1,000	70,000	(69,000)	-98.6%	41,000	115,144	(74,144)	-64.4%
Less Operating Expenses								
Elected Members	17,096	20,677	(3,581)	-17.3%	68,411	82,708	(14,297)	-17.3%
Employee Costs	363,073	393,692	(30,619)	-7.8%	1,381,032	2,142,970	(761,938)	-35.6%
Materials and Services	587,606	511,883	75,723	14.8%	1,676,663	2,666,023	(989,360)	-37.1%
Other Expenses	-	71,650	(71,650)	-100.0%	-	286,600	(286,600)	-100.0%
Total Operating Expenses	967,776	997,902	(30,126)	-3.0%	3,126,106	5,178,301	(2,052,195)	-39.6%

Budget Variance

	Actual (763,822)	Budget (808,252)	Var AUD 44,430	Var % 5.0%	YTD Actual 7,139,140	YTD Budget 6,289,847	Var AUD 849,293	Var % 14.0%
Operating Profit								
Non-operating Income								
C CBD Transfer from restricted capital reserves to grant capital budget	-	-	-	0.0%	2,871,928	2,796,365	75,563	2.7%
C Grant for oval - Dept Tourism, Sport and Culture	-	-	-	0.0%	133,668	133,668	-	0.0%
C Showgrounds Transfer from restricted capital reserves to capital grant budget	-	-	-	0.0%	1,200,266	1,200,265	1	0.0%
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget	-	-	-	0.0%	4,258,491	4,258,491	-	0.0%
Grants Commonwealth Capital - Other	-	-	-	0.0%	2,089,101	-	2,089,101	0.0%
Grants Commonwealth Capital - Roads to Recovery	-	-	-	0.0%	261,794	261,794	-	0.0%
O SCALE GRANT	-	-	-	0.0%	609,834	609,834	-	0.0%
Total Non-operating Income				0.0%	11,425,083	9,260,417	2,164,666	23.4%
Non-operating Expenses								
O SCALE funding	39,917	-	39,917	0.0%	464,983	609,834	(144,851)	-23.8%
O Tyre fire remediation works at the showgrounds	2,169	-	2,169	0.0%	3,994	250,000	(246,006)	-98.4%
O Waste facility site investigations	5,804	-	5,804	0.0%	5,804	250,000	(244,196)	-97.7%
Capital Works								
C Airport Master Plan	-	-	-	0.0%	-	50,000	(50,000)	-100.0%
C Bins for Waste Management Facility	-	-	-	0.0%	24,550	24,550	-	0.0%
C Building Upgrades	-	-	-	0.0%	-	100,000	(100,000)	-100.0%
C CBD WIP Grant Capital	1,033,509	-	1,033,509	0.0%	2,490,426	2,796,365	(305,939)	-10.9%
C Christmas Decorations	-	20,000	(20,000)	-100.0%	-	20,000	(20,000)	-100.0%
C Emungalan Bridge	-	-	-	0.0%	-	3,693,085	(3,693,085)	-100.0%
C Footpaths Capital WIP	-	-	-	0.0%	-	80,270	(80,270)	-100.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
C Furniture, Equipment and Computers	-	-	-	0.0%	-	37,932	(37,932)	-100.0%
C Hot Springs WIP Grant	53,749	265,680	(211,931)	-79.8%	(404,931)	265,680	(670,611)	-252.4%
C Jeremy the Junk Man	-	-	-	0.0%	-	45,144	(45,144)	-100.0%
C Knotts Crossing Cemetery Fence	-	-	-	0.0%	3,650	20,000	(16,350)	-81.8%
C Netball Courts Upgrade	-	-	-	0.0%	-	30,000	(30,000)	-100.0%
C Nursery	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Oval WIP Grant and Reserves	-	185,970	(185,970)	-100.0%	35,493	586,658	(551,165)	-93.9%
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Management Agreement	200	-	200	0.0%	90,381	195,727	(105,346)	-53.8%
C PE Water quality and monitoring equipment - sampling and testing at the Waste Management Facility	-	50	(50)	-100.0%	-	200	(200)	-100.0%
C Play park shade structure WIP	175,631	-	175,631	0.0%	273,417	261,009	12,408	4.8%
C Pool cleaner for aquatic centre	-	-	-	0.0%	12,653	-	12,653	0.0%
C Pool shade structure and upgrades WIP Capital	-	-	-	0.0%	5,959	-	5,959	0.0%
C Road - Gory Rd & Patterson Court	-	-	-	0.0%	1,052	-	1,052	0.0%
C Road reseal works	-	-	-	0.0%	2,150	-	2,150	0.0%
C Roads	-	-	-	0.0%	480	968,828	(968,348)	-100.0%
C Roads WIP Capital	4,500	-	4,500	0.0%	4,500	-	4,500	0.0%
C Showgrounds Fencing Upgrade / Replacement	-	-	-	0.0%	-	23,072	(23,072)	-100.0%
C Showgrounds Gates	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Showgrounds WIP Capital	1,174	-	1,174	0.0%	697,407	1,200,266	(502,859)	-41.9%
C Signage - Airport and Township	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Sportsgrounds Pavillon WIP Grant Capital	16,477	-	16,477	0.0%	70,970	4,258,491	(4,187,521)	-98.3%
C Street Lighting Upgrades / New	-	-	-	0.0%	-	100,000	(100,000)	-100.0%
C Turtle shade structure	-	-	-	0.0%	29,500	2,000	27,500	1375.0%

Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
C Turtle WIP Grant	-	-	-	0.0%	89,465	94,105	(4,640)	-4.9%
C Wayfinder Signage	-	-	-	0.0%	-	75,563	(75,563)	-100.0%
C WWII Historical Walk Signage	-	-	-	0.0%	-	10,000	(10,000)	-100.0%
Grant Expenses	-	-	-	0.0%	4,727	-	4,727	0.0%
NT Financial Assistance Grant Roads - Other	-	-	-	0.0%	-	(390,689)	390,689	100.0%
RMC - Air Quality Monitoring	-	3,700	(3,700)	-100.0%	7,773	14,800	(7,027)	-47.5%
Total Capital Works	1,285,240	475,400	809,840	170.3%	3,439,622	14,623,056	(11,183,434)	-76.5%
Total Non-operating Expenses	1,333,130	475,400	857,730	180.4%	3,914,403	15,732,890	(11,818,487)	-75.1%
Net Profit	(2,096,952)	(1,283,652)	(813,300)	-63.0%	14,649,821	(182,626)	14,832,447	8122.0%

CASH AND INVESTMENTS

31 October 2020

GENERAL FUND

Commonwealth Bank

Balance as per bank statement, 31 October

Plus net outstanding deposits/(withdrawals)

Adjusted cash at bank balance, 31 October 2020

\$	
	2,435,502
	168,618
	<u>2,266,883</u>

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST		EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	FINANCIAL INSTITUTION %
		RATE %					
AMP	1,033,221	0.40		on call	on call		
AMP	2,113,434	1.65		18-May-20	16-Nov-20		
AMP	1,100,881	0.40		on call	on call		
AMP	3,506,605	1.65		20-May-20	18-Nov-20	7,754,140	32.08%
Commonwealth Bank	576,200	0.40		on call	on call		
Commonwealth Bank	1,520,354	0.40		on call	on call		
Commonwealth Bank	3,512,167	0.40		on call	on call	5,608,721	23.21%
National Bank	1,074,101	0.60		7-Sep-20	7-Jan-21		
National Bank	3,792,163	0.85		17-Jun-20	17-Nov-20		
National Bank	2,476,873	0.60		21-Sep-20	19-Jan-21	7,343,136	30.38%
Westpac Bank	897,620	0.80		9-Sep-20	7-Jan-21		
Westpac Bank	2,565,713	0.80		9-Aug-20	14-Dec-20	3,463,333	14.33%
Total Investments						<u>24,169,331</u>	100.00%
Total Funds						<u>26,436,214</u>	

Internally Restricted Funds

\$

WMF Renewal Reserve	6,462,862
Capital & WMF Renewal Reserve	4,987,647
Contingency reserve	1,000,000
Municipal election reserve	100,000
Emungalan Road Bridge	700,000
Council motion reserve	600,515
Provision for Employees	650,581
My Katherine discounts	25,000
Hotsprings Revitalisation	265,680
	<hr/>
	14,792,285
	<hr/>
	3,372,876
	<hr/>
	8,271,053
	<hr/>
	\$ 26,436,214

Unrestricted funds
Capital Works in Progress

Financial Report Executive Summary

The following is a summary of the key issues and developments year to date.



On track




Monitoring



Items to note

Summary

-  The overall operating result to date has remained constant. Budget to forecast will continue to be monitored.
-  Cash Position- continues to be monitored weekly with investments maturing in November. CBD project is on track for final payments made by 30 December 2020
-  Department of Defence and Housing Commission paid 2020/2021 rates this month.
-  Forecast Income for the financial year is in line with the Financial Year Budget

The table below shows the amount of debtors outstanding for the current and previous month.

Debtors Analysis

The table below shows the amount of debtors outstanding for the current and previous month. Debtors have shown an overall decrease with many residents paying rates in October. Sundry Debtors have increased with all others staying steady.

	Sep-20	Oct-20
Rates debtors	7,029,617	4,996,635
Sundry debtors	140,710	254,175
Weighbridge debtors	104,660	95,103
Infringement - Animal	30,026	30,766
Infringement - Parking	12,303	12,353
Infringement - Litter/Camping	1,367	1,367
Total outstanding	7,318,684	5,390,399

Rates Debtors Analysis

The first installment of rates were due the 30th September with a couple of larger rates installments (Territory Housing and Defence) paying balances in October, which has assisted in the reduction of outstanding balances.

Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of October 2020.

	Sep-20	Oct-20
Current	17,009	94,295
Over 30 days	2,836	38,465
Over 60 days	684	430
Over 90 days	120,181	120,985
Total	140,710	254,175

Large invoices rased towards the end of the month, which had not been paid by month end. Four of these invoices (<30 days) totalling \$95k will or have been paid in November. Our two >90 day invoices are continuing to be followed up.

Weighbridge Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of October 2020.

	Sep-20	Oct-20
Current	64,823	31,102
Over 30 days	15,109	35,949
Over 60 days	718	3,567
Over 90 days	24,010	24,485
Total	104,660	95,103

Weighbridge Debtors balance has remained constant this month . Outstanding invoices greater than 90 days will continue to be followed up this month.

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.7
FOLDER	:	LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 24/11/2020
REPORT TITLE	:	MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT OCTOBER 2020
AUTHOR	:	ROSEMARY JENNINGS, EXECUTIVE MANAGER COMMUNITY SERVICES
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To present the Report for the Community Services department for the month of October 2020.

REPORT

The monthly report of the Community Services department has been revised to report directly against the Katherine Town Council 2020/21 Municipal Plan and identified Key Performance Indicators (KPI's) The report will track directly against targets on a Year To Date (YTD) basis, allowing Council officers, Elected Members and the Community to gauge progress on a monthly basis, allowing for adjustments to service delivery as required.

The Community Services Department includes Administration Services, Community Engagement, Marketing & Communications, Visitor Information Services, Library Services, Community Events and Regulatory Services (including Mosquito Monitoring and Airfield Reporting)

ADMINISTRATION SERVICES		
Provide timely and quality service to both the community and stakeholders whilst maintaining Council information Technology and Electronic Record Management System services.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> • Provide Customer service and reception • Provide services for the processing of Council payments • Provide services for the use of Council facilities, equipment, resources and related regulatory permits • Continue compliance with Katherine Town Council's Customer Service Charter 	Process payment, applications and provide response to customer enquiries in accordance with Katherine Town Council's Customer Service Charter	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT
Service request actioned within 10 business days	90%	64.35% (YTD) 89.36% (Oct)

Community Engagement		
Develop Council's facilitation role in the community whilst ensuring participation from the community and stakeholders in Council's decision-making process, planning and service delivery.		
Responsibility	Major Activities	Key Performance Indicators Target Completed
<ul style="list-style-type: none"> Further implement and develop Council's Community Engagement Strategic Plan Manage and Implement Katherine Town Council's Community Grant Program Plan for undertake community engagement activities Facilitate and support community groups 	<ul style="list-style-type: none"> Oversee the promotion and administration of Council's Annual grant program including associated acquittal requirements. Develop and implement a range of engagement activities and initiatives, allowing for increased community involvement and understanding around Council activities Actively participate in various community led initiatives, providing support as appropriate 	<ul style="list-style-type: none"> Strategic Plan in progress – currently under draft review. Community Grant Program Annual awarding completed – August 2020. Acquittal administration to be completed April 2021. Engagement activities in progress – Two (2) Elected Member engagement activities (year to date) Continued collaboration with various community groups including YITCG and School Holiday Program Committee.
KEY PERFORMANCE INDICATOR	TARGET	CURRENT
Increase number of community engagement activities undertaken annually	# 12	4
Increase community grant program interest (applications)	# 17	20
Increase number of community groups engaged with Council	# 39	6

Marketing & Communications		
Manage Council's communication program, including media management and marketing.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> Manage marketing and promotion of Council's brand including sponsorship/support arrangements Develop and manage Councils social media platforms and website Develop and implement effective media management strategies, public relations and marketing techniques Continually review the Communications Plan 	<ul style="list-style-type: none"> Production of monthly Council newsletter Timely dissemination of Council news/media releases Cross promotion of community events/activities/initiatives Update Council website as required Monitor and update Council Social media channels daily 	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase number of followers on Facebook per annum	10%	5.12%
Increase number of website visits per annum	20%	-7.20%
Number of media release with positive news coverage	# 30	9

Community Events		
Manage Council's recreational and cultural community program, including Council's major events programs for the benefit and satisfaction of the community.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> • Delivery Katherine Town Council's major community events program • Support, partner and delivery community events and programs in collaboration with community groups, with particular focus on young people. 	<ul style="list-style-type: none"> • Development, planning and implementation of all council and partnered events; namely Territory Day, Military Commemorative services, Carols By Candlelight, Australia Day, Come & Try sports Expo and Clean Up Australia Day. • Actively participate and collaborate with community groups in order to value add to a wide variety of community led events and initiatives. 	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase participation at community events	10%	-76.53%
Increase Council's event program through community collaboration	# 13	2

**Please note that attendance number at community events has been greatly affected by the cancellation of the 2020 Territory Day celebrations.*

Katherine Public Library		
Manage the Katherine Public Library to provide for the social, recreational and cultural needs of the community ensuring accessibility and promotion life-long learning.		
Responsibility	Major Activities	Key Performance Indicators Target Completed
<ul style="list-style-type: none"> • Manage the Katherine Public Library • Provide educational and recreational programs for all ages • Manage and maintain the library collection • Provide access to information, including through digital formats • Provide a safe and welcoming environment 	<ul style="list-style-type: none"> • Continued implementation and review of community programs (Children, Youth, Seniors etc) • Undertake collection management in accordance with current policy and best practice • Provide customer service in accordance with Katherine Town Councils Customer Service Charter 	<ul style="list-style-type: none"> • Year to date total patron numbers are 19.04% lower than comparative period 2019/20. • Year to date total program numbers are 40.39% higher than comparative period 2019/20. • Year to date total circulations are 59.15% higher than comparative period 2019/20. <p>TOTALS YTD: <i>Patrons: 9,051</i> <i>Program Engagements: 716</i> <i>Circulations: 7.830</i></p>
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase patron engagement	1%	40.39%
Increase number of members	1%	*

**Figure unavailable at time of compiling report.*

Visitor Information Services			
Manage the Visitor Information Centre services and secure a future for the region through the encouragement of new investments and employment growth and maximising the potential of economic development to help enhance our visitor economy.			
Responsibility	Major Activities		
<ul style="list-style-type: none"> • Increase branding and marketing • Improve customer experience and be China Ready • Increase visitor spend • Improve industry collaboration and stakeholder relationships 	<ul style="list-style-type: none"> • Implement marketing campaigns on behalf of the visitor centre and Katherine Region (Dreaming, Planning, Booking, Experiencing, Sharing) • Provide customer service inline with Council Customer Service Charter • Continued staff development and product knowledge through various means including updates and famils • Active participation and collaboration with relevant industry bodies to promote the Katherine region and visitor service. 		
KEY PERFORMANCE INDICATOR		TARGET	CURRENT
Increase total sales		1%	39.22%
Increase KVIC visit numbers		1%	-49.72%
Increase sales value per booking		1%	176.90%

Total sales for October 2020 were **\$94,555.45**, an increase of **41.81%** on October 2019 and a new record sales month for October.

Online bookings were \$11,529.70, \$69,179.15 total was recorded at the VIC front counter and an additional \$13,486.60 were spent on Tourism Vouchers.

Visitor number totals for October 2020, recorded on both door counters and online, were 5,599, a decrease of 3.65% on September 2019. 63 of the 5,599 visitors booked online and 5,536 visitors walked in the VIC.

An average sale per visitor for October 2020 was \$16.89, compared to last year's September average of \$11.47 per visitor. A 47.25% increase per visitor.

Total sales for the period July to October 2020 were \$1,043,651.69, compared to the corresponding period in 2019 of \$749,628.35. Year to date this is an increase of 39.22%.

Regulatory Services			
Provide effective management of public order and safety within the municipality compatible with a congenial living environment			
Responsibility	Major Activities	Key Performance Indicators Target Completed	
Pound management	Ensure health and safety of animals within the pound including cleaning, feeding and vet checks for animals	Seven days per week daily feeding and cleaning duties undertaken	
Partnership and Interagency collaboration	Support and partner with other agencies to support public order and safety	Rangers have continued their collaborations with NT Police and Department of Housing.	
	Dog Rehoming	Rangers have continued their support and collaboration with external agencies such as Top End Rehoming Group (TERG) and PAWS.	

Animal management and control	Dog registration audit	As on 1 July 2020 dog registrations became due. The audit of dog registrations is in progress with Rangers conducting a rolling audit of the township.
	By Law Review	A review of the By-Laws and procedures to manage dangerous dogs is still in progress.
	Respond to dog attacks and enforce By-Laws	There were no reported dog attacks during October 2020.
Traffic control	Controlled parking	Rangers are continuing to monitor compliance with parking restrictions with particular focus on Disabled carparking throughout the CBD.
Community Education	Carry out doggy day education activities	Rangers held Doggy Day at the Binjari Community on Tuesday 29 September 2020. Rangers are currently in discussion with relevant community groups/organisation in regard to expanding animal ownership education and health programs.

Animal Statistic in the month of October 2020

Dogs		Cats	
Return to Owner	0	Re-homed	2
Euthanised	0	Euthanised	0
Re-Homed - private	2		
Rehomed – rehoming group	0		
Still in the Pound	2		
Trial failed and returned	0		
Total	4	Total	2

Jobs attended in the month of October 2020

Animal		Parking		Inspection	
At large	12	Controlled	4	Bore reading	0
Barking	1	Illegal	0	Camping	0
Attack	0	Abandoned	10	Goods stored	0
Nuisance	3	Timed	0	Illegal dumping - domestic	1
Pound Cleaning	4	Impound / Release	6	Vacant lot / over hanging	2
Impound/Release	0			Dwellings	0
Rehoming activities	2			Token box	1
Other animals	4				
Total	26	Total	20	Total	4

Mosquito Monitoring

Service Program Description:	Manage and undertake mosquito monitoring within the Katherine township through trapping and collection of data for the Department of Health's Medical Entomology Unit.	
Responsibility	Major Activities	Key Performance Indicators Target Completed
Carry out routine mosquito	Supply fortnightly samples	100% completed

trapping activities in accordance with the Department of Health direction		
	Data collection and reporting	100% completed*

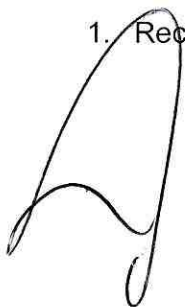
Trap Location	<i>Ad. (Ady) catasticta</i>		<i>Ae. (Mac) tremulus</i>		<i>An. (Cel) annulipes s.l.</i>		<i>Cx. (Cux) annulirostris</i>		<i>Cx. (Cux) quinquefasciatus</i>		TOTALS	
	F	M	F	M	F	M	F	M	F	M	F	M
Meatworks	0	0	5	11	0	0	0	0	1	0	6	11
Katherine Sewerage Ponds	4	0	0	0	0	0	2	0	0	0	6	0
O'Keefe Residence	4	0	0	0	6	0	5	0	33	0	48	0
Railway Crossing	0	0	0	0	0	0	1	0	0	0	1	0
TOTALS	8	0	5	11	6	0	8	0	34	0	61	11

Airfield Monitoring		
Service Program Description:	Provide effective monitoring of public order and safety of the airfield.	
Responsibility	Major Activities	Key Performance Indicators Target Completed
Monitor airfield for FOD	Daily airfield reporting and monitoring	100% completed

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the Community Services report for the month of October 2020.



Ian Bodill
CHIEF EXECUTIVE OFFICER



REPORT

NO	:	13.8
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING MEETING/REPORTS TO COUNCIL/INFRASTRUCTURE & ENVIRONMENT
MEETING	:	ORDINARY COUNCIL MEETING – 24 November 2020
REPORT TITLE	:	INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF OCTOBER 2020
AUTHOR	:	BRENDAN PEARCE – EXECUTIVE MANAGER INFRASTRUCTURE AND ENVIRONMENT
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Services, during the month of October 2020.

BACKGROUND

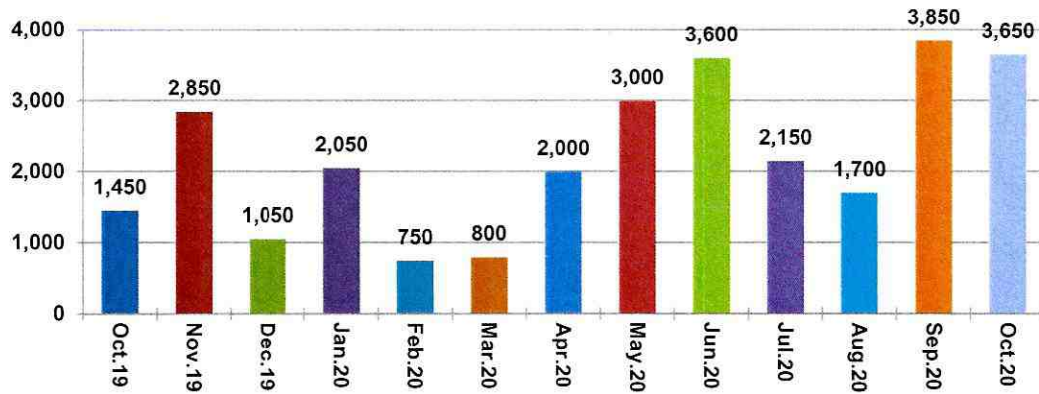
Facilities

Parks & Open Areas

- Council staff continued with irrigation and landscaping upgrades to the Hot Springs which includes daily maintenance and repairs due to vandalism including the Turtle. The extent of the vandalism though has reduced.
- Council staff carried out repairs to the Hot Springs toilets including fitting a new cistern.
- Council staff removed rubbish from the library and helped rearrange furniture.
- Council staff continued to mow, blow and clean all parks and streets in and around the municipal.
- Council staff cleaned out drain exits in the CBD area and Municipality so the Contractor could jet them out easily. The drain outlet from Gillard Crescent had to be dug out three times as it was found to be blocked solid. A total of 60.06 tonne of silt was removed during these works.
- Council staff pruned trees outside the Hot Springs development and carted away five truckloads of tree branches.
- Council staff cleaned up streets after a wide load carrying transportable houses did some damage on route to its location. The cost of these works will be reimbursed by the house relocation company at the completion of all planned house moves.
- Council staff carried out a clean-up on Novis Quarry Road mostly from illegal dumping.
- Council staff started pruning and poisoning in its parks and streets.
- Council staff removed and replaced a bore pump at Grevillia Park after the new motor had fused due to power fluctuations.
- Council staff retrieved bins from Giles Street which had been dragged away by vandals and thrown into the river.
- Council staff dismantled and cleaned all bubblers along Giles Street fitness parks.
- Council staff have again started poisoning of street verges for caltrop in Katherine East.
- Council staff completed a complete rebuild of a stormwater drain in Ronan Court.
- Council staff carried out an extra clean of the walking path behind Sportsgrounds as motorbikes had sprayed dirt gravel and glass all over the tracks.

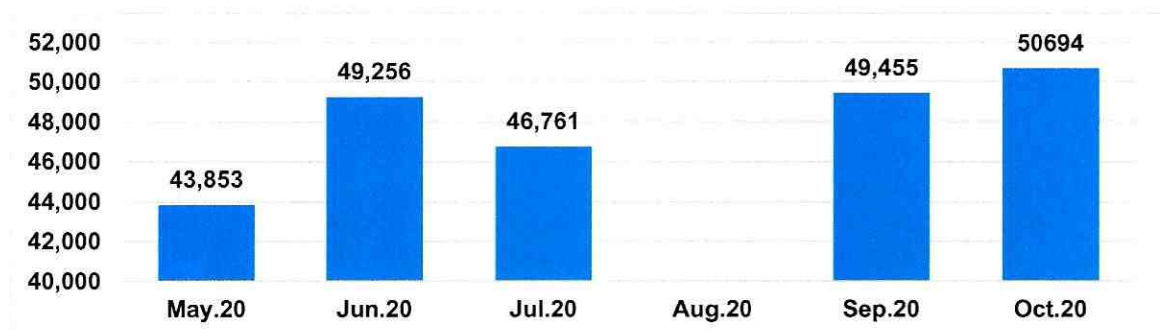
- Contractors removed two dangerous trees one on Riverbank Drive and one on Palmer Street.
- Council staff replaced 18 vandalised sprinklers at the Hot Springs.
- Council staff replaced 55 sprinklers about 10 of these are wear and tear and the rest are vandalism.

Monthly Sprinkler Replacement (\$)



Monthly Water Usage (Kilolitres)

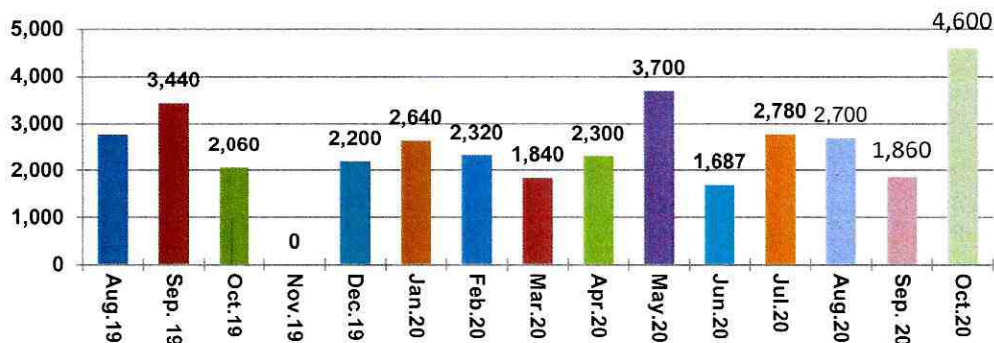
No data collected for August



Urban Litter

The Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area. Katherine Terrace is not included in these statistics.

Monthly Urban Litter Collection (kg)



Katherine Sportsgrounds

- Council staff carried out repairs to lines and irrigation feeding to the new bore.
- Council staff continued to mow, blow and clean all ovals, skate and fun park.
- Council staff carried out minor repairs to netball shed, digging out some pavers and cementing in the area.
- Council staff fixed sprinkler and minor irrigation leaks around the grounds.
- Council staff carried out an extra clean at the netball courts as it was stained again from vandals at night with food and drink
- Council staff fixed vandalism to Sportsground umpires' box and put it back in position.
- Council staff started maintaining the BMX track now that the facility has irrigation.
- Contractor completed the improvement to the ablutions to be compliant with COVID-19 requirements.

Katherine Showgrounds

- Council staff cleaned the large mess left behind by a facility hire.
- Pruning of several trees that were considered potentially hazardous.
- Council staff filled in sunken holes at the Showgrounds and fixed holes cause by animals digging.
- Council staff continued to mow, blow and poison around the Showgrounds in preparation for facility hires.
- Council staff removed graffiti off grandstand walls and around the area.
- Council staff repaired irrigation to football oval and surrounds.
- Contractor completed the improvement to the ablutions to be compliant with COVID-19 requirements.

CBD and Facilities

- Council staff continue to carry out duties such as rubbish and graffiti removal, tree pruning and mowing in the CBD, parks and facilities.
- Council staff assisted in the removal of large branch which had fallen behind 50 Cent Park.
- Council staff maintained lawns and gardens at the airport.
- Council staff assisted to removal old books, rubbish and old furniture from the library.
- Council staff carried out a major clean at the back of the Depot. Preparing plant for auction.
- Two new bunded chemical storage containers were installed at the Council Depot.
- Council staff removed all excess chemicals from shed putting them in the new storage containers.
- Council staff fixed irrigation leaks around the VIC and Lindsay Street Complex.
- Contractor completed the improvement to the ablutions to be compliant with COVID-19 requirements.
- Completed the garden beds at the Aquatic Centre.
- Contractor was engaged to carry out concreting works on the verge in front of Southgate Shopping Centre.



KTC Staff clearing of the drain -
BEFORE



AFTER clearing of the drain



Completed garden beds at
the Aquatic Centre

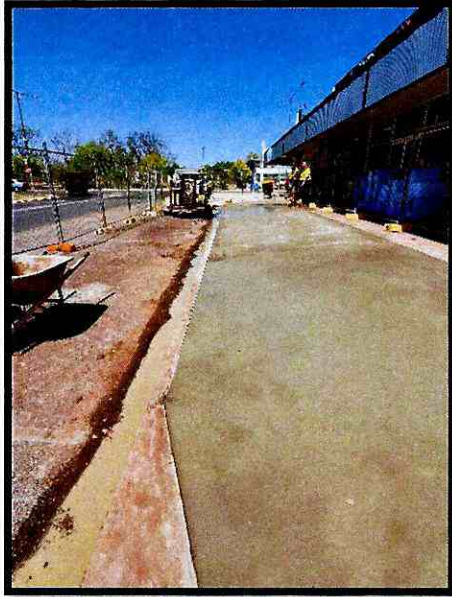
Katherine Memorial Cemetery

- There were nine (9) burials during the month of October 2020.
- Council staff continue to undertake general maintenance of the cemetery grounds.
- Council staff repaired some major irrigation leaks at old end of the cemetery.
- Council staff carried out repairs to irrigation at the front of cemetery to make sure all trees are getting adequate water.
- Council staff levelled, topsoiled and seeded eight (8) recent interment sites at the cemetery.
- Council staff removed dangerous branches throughout the cemetery.
- Council staff cleaned the internment of ashes area.

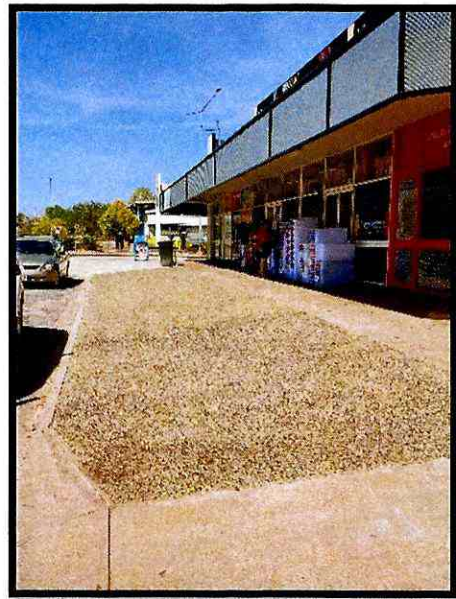
Road Reserves

Road Pavements

- Council Contractor carried out scheduled sweeping and kerbside spraying.
- Council staff fixed a leak under footpath on Railway Terrace.
- Council staff carried out pothole repairs at several locations within the township.
- Council staff repaired damaged street sign on Smythe Court also replaced chevron signs at end of Florina Road.
- Council staff carried out high pressure cleaning of footpaths around the CBD.
- Council staff continued on with the white line marking around the CBD car parks and handicap parking.



DURING cementing of the verge on Lindsay Street



AFTER concreting of the verge

Personnel & Services

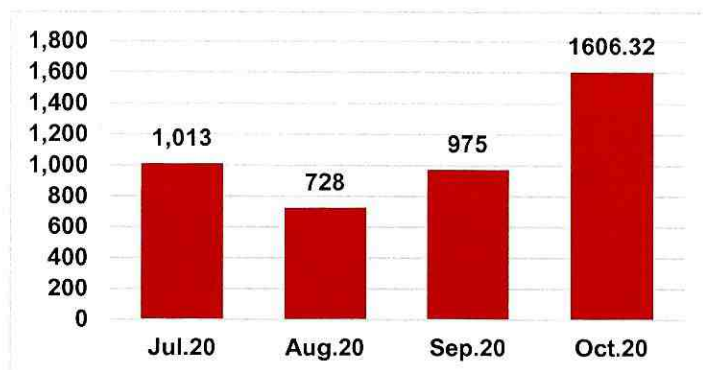
Building Activities within the Municipality

- Council considered the following number of planning applications during the month of October 2020:
 - One (1) Development Application.

Waste Transfer Station

- There was a large increase of waste delivered to the WMF during the month of October due to the scheduled works of cleaning of drains around the Municipal and construction works not associated with Council.
- Council depot staff provided relieving staff at the Waste Management Facility.
- As scheduled maintenance of the Waste Transfer Station - the below works have taken place:
 - Removal of 3 cages of E-Waste





Monthly Accepted Waste (Tonne)



Monthly Energy Production – Civic Centre

Monthly Energy Production Civic Centre (MWh)

The weekly and monthly data from the bank of solar panels on the Civic Centre Roof indicates that the combined panels are producing in excess of 150 kWh's of electricity per day.

Katherine Civic Centre								
Month 20-21	Kilowatt-hours Produced 	Kilowatt-hours Consumed 	Kilowatt-hours Net Energy Imported 	Produced Wh	Consumed Wh	Net Energy	Carbon Offset Tons	Equivalent to Number of Trees 
July	3281.84	7349.14	3804.63	63589	110550	-46961	2.27	58
August	4977.24	10160.59	6710.73	163662	151770	11892	3.56	92
September	5122.33	12633.61	6893.91	110805	166309	-55504	3.53	91
October	4620.97	12744.40	7184.23	99939	162781	-62842	3.19	82
20-21 TOTAL	18002.38	42887.74	24593.50	437995	591410	-153415	12.55	323

OFFICER RECOMMENDATION

That it be recommended to Council to:

- Receive and note the report of the Infrastructure & Environment Services for the month of October 2020.

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.9
FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ INFRASTRUCTURE & ENVIRONMENT
MEETING : ORDINARY COUNCIL MEETING – (24/11/2020)
REPORT TITLE : OCTOBER 2020 – PROJECT UPDATE
AUTHOR : ARSALAN MALIK – PROJECT MANAGER
ATTACHMENT/S : 1. PROJECT UPDATE – OCTOBER 2020

PURPOSE OF REPORT

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of October 2020.

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 October 2020.

Ian Bodill
CHIEF EXECUTIVE OFFICER



MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

Project Update Date
13 November 2020

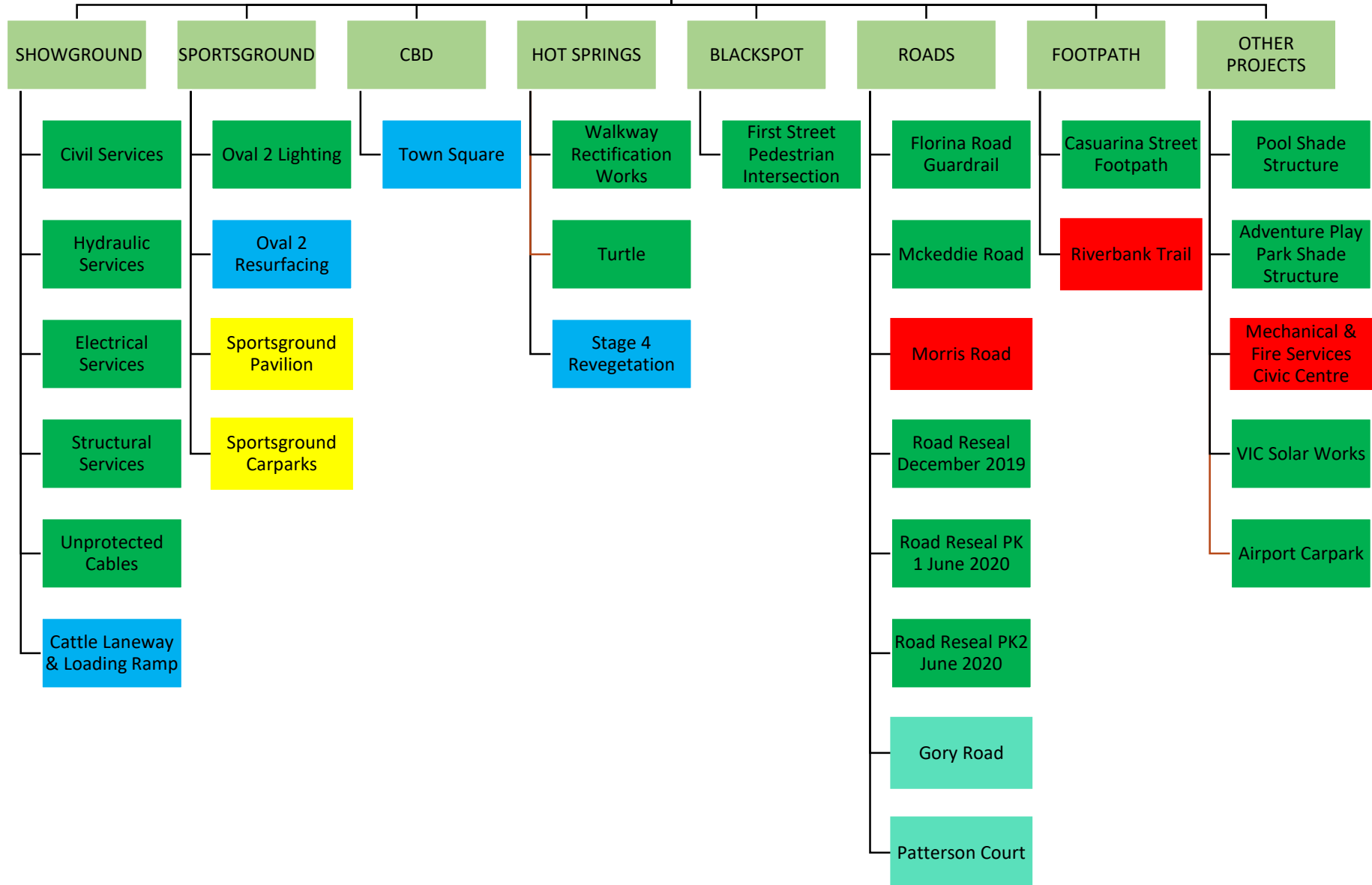
PROJECTS

Summary

Total Projects	30
Completed Projects	19
Construction Phase	4
Design Phase	0
Discontinued	3
Released for Tender	2
Ready for Tender	2

Legend

Completed	
Construction Phase	
Design Phase	
Discontinued	
Ready for Tender	
Released for Tender	



KATHERINE SHOWGROUND – CATTLE LANEWAY & LOADING RAMP



KATHERINE
TOWN COUNCIL

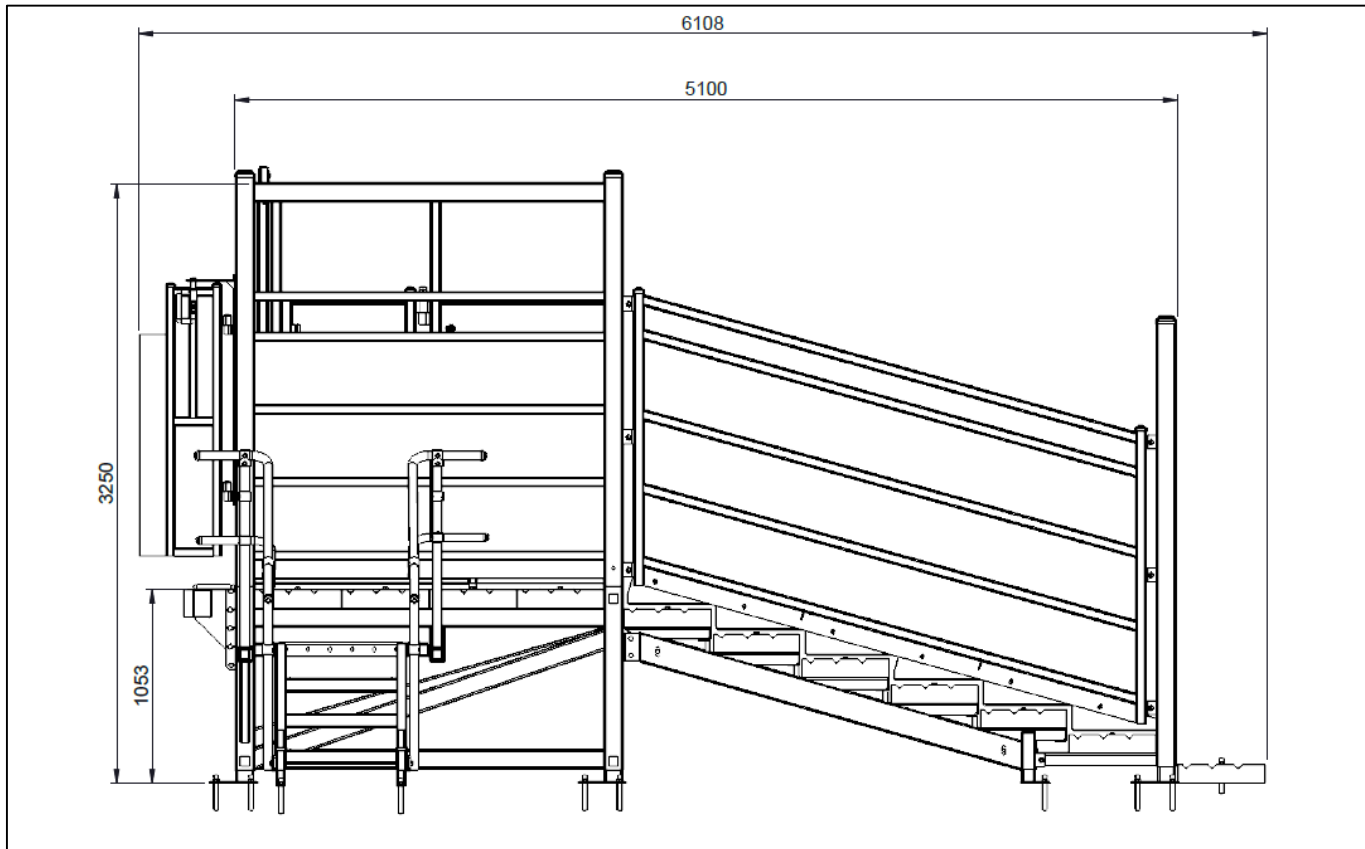
CONTRACTOR: TBD

CONSULTANT: CAT CONTRACTORS P/L

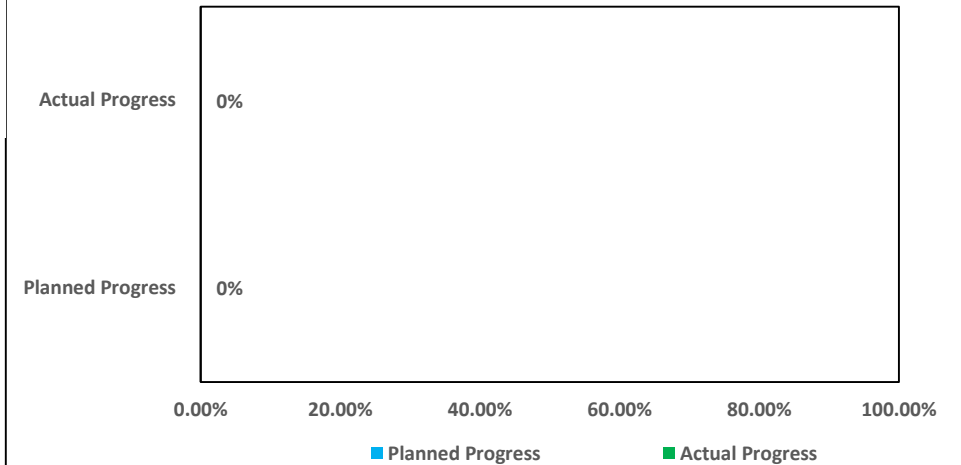
PROJECT BRIEF SCOPE

The scope of work includes

- Designing of proposed Cattle laneway from new loading ramp (near Loop Road) to existing cattle holding yard at Rodeo arena
- Designing of proposed single deck Loading ramp at the loop road



Planned vs Actual



KEY DATES

Drawings and Design Complete	10 July 2020
KTC Release for Tender	13 October 2020
Tender Closing Date	26 October 2020
Contract Award Date	04 November 2020
Construction Work Start	16 November 2020
Duration of Works	4 Weeks
Completion Date	Late December 2020



KATHERINE SPORTSGROUND – PAVILION



KATHERINE
TOWN COUNCIL

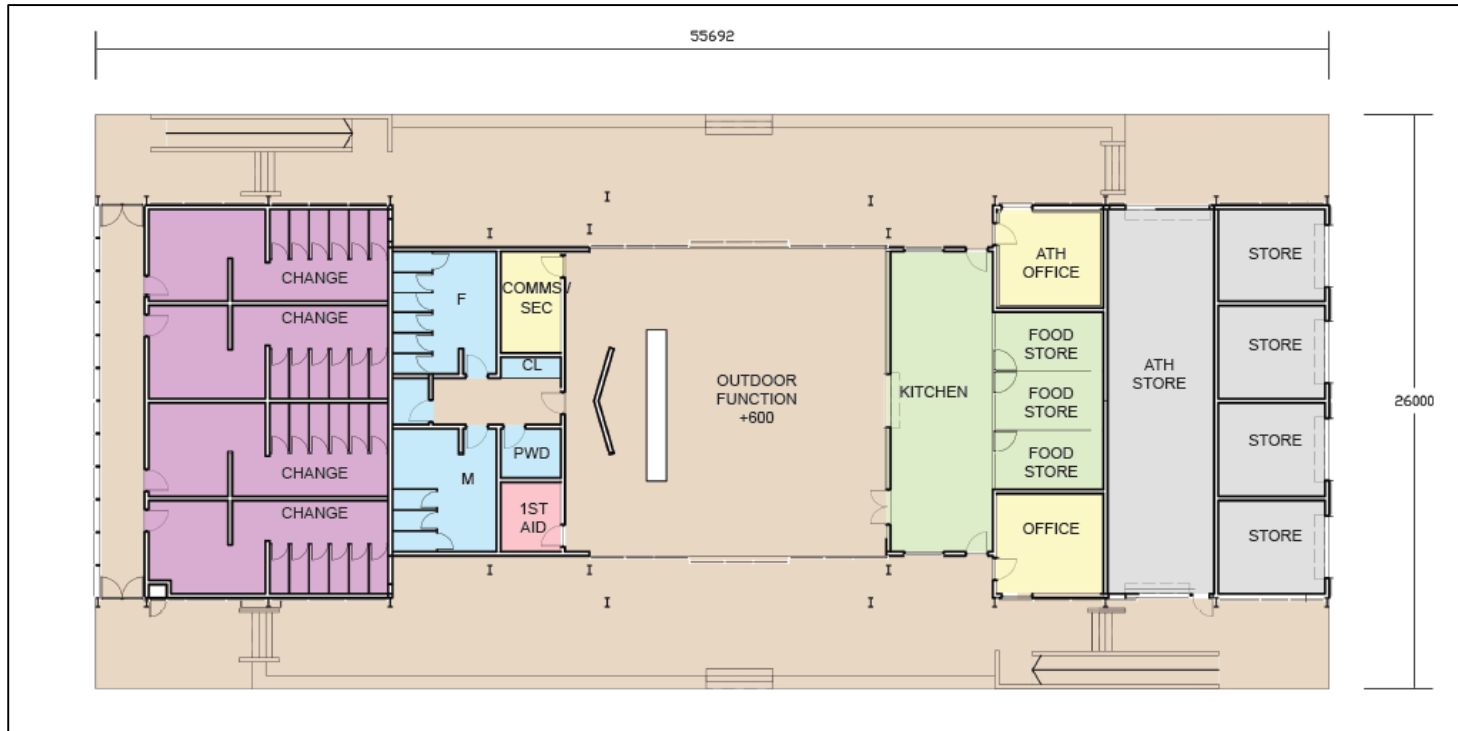
DESIGN PHASE

CONSULTANT: HAMES SHARLEY

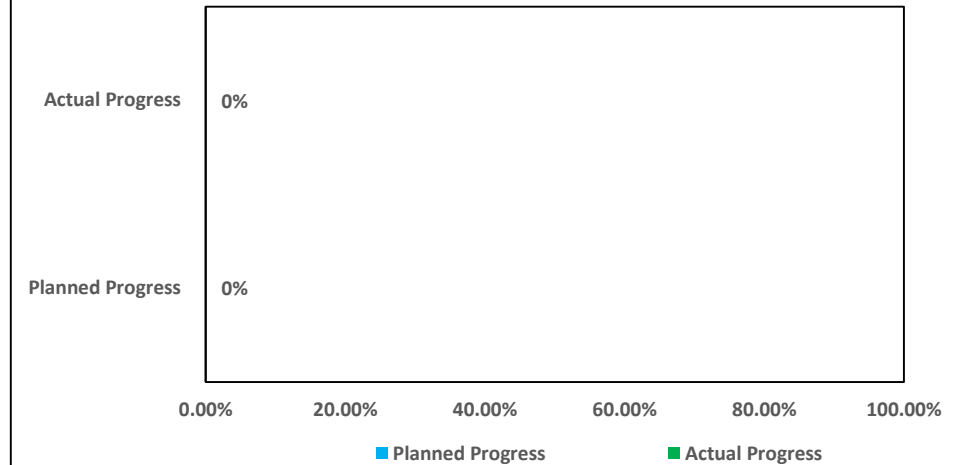
PROJECT BRIEF SCOPE

The scope of works included

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



Construction Progress



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	Late November
Construction Work Start	Within 14 days of Contract Award
Duration of Works	10 Months
Completion Date	Late October 2021





KATHERINE SPORTSGROUND – CAR PARKS



KATHERINE
TOWN COUNCIL

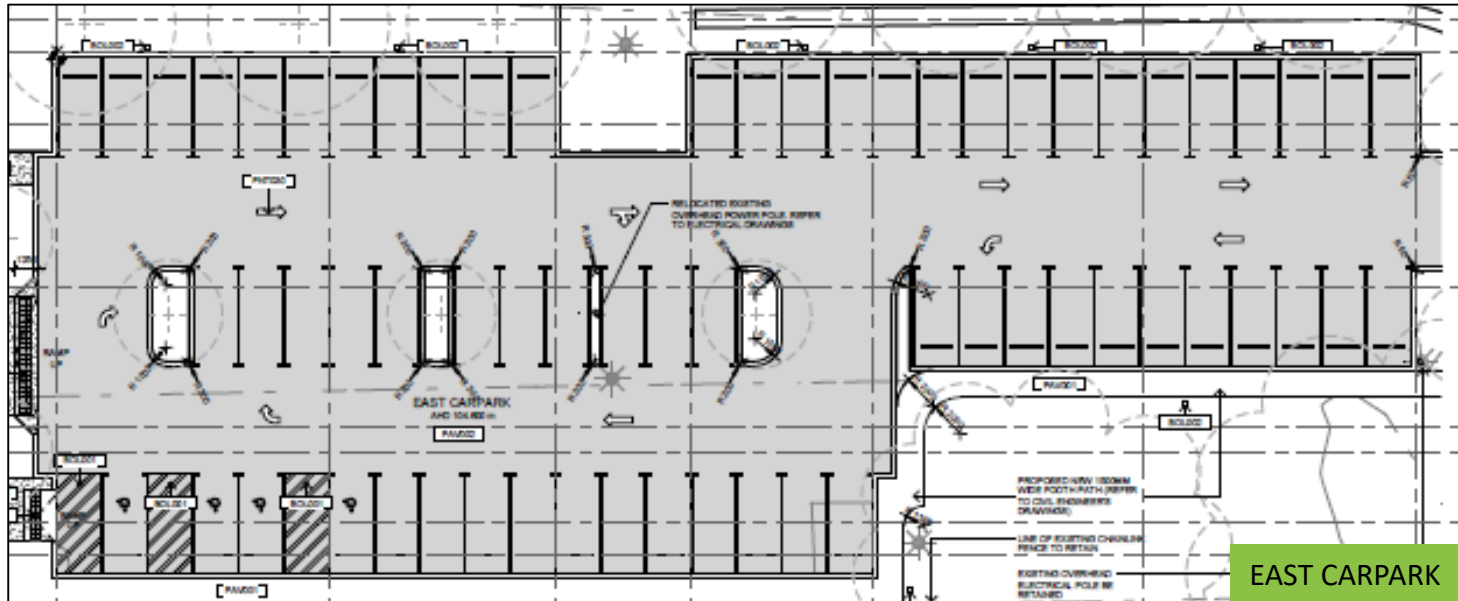
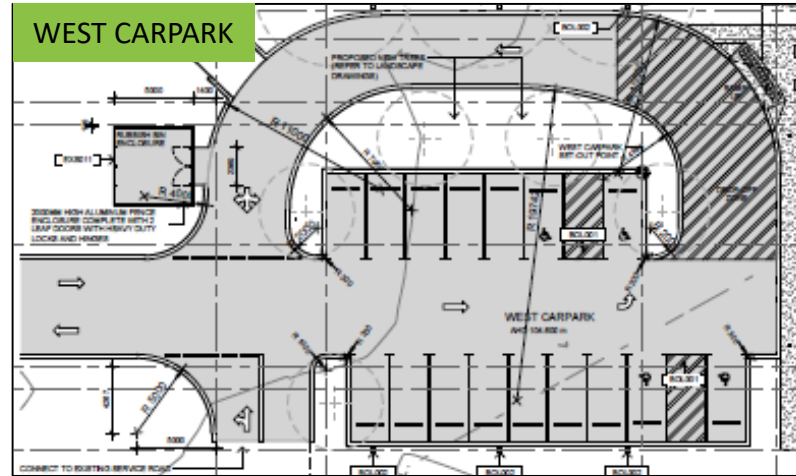
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

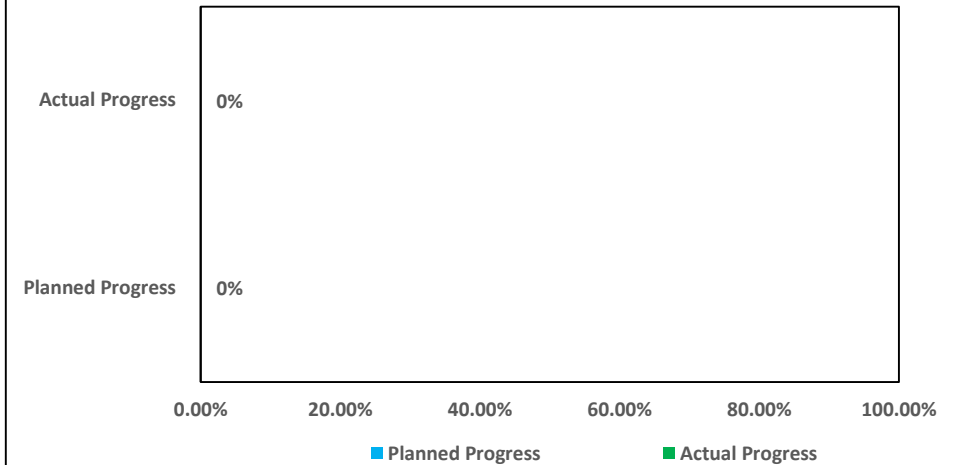
PROJECT BRIEF SCOPE

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

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



Construction Progress



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	Late November
Construction Work Start	Within 14 days of Contract Award
Duration of Works	10 Months
Completion Date	Late October 2021



KATHERINE SPORTSGROUND – OVAL 2 RESURFACING



KATHERINE
TOWN COUNCIL

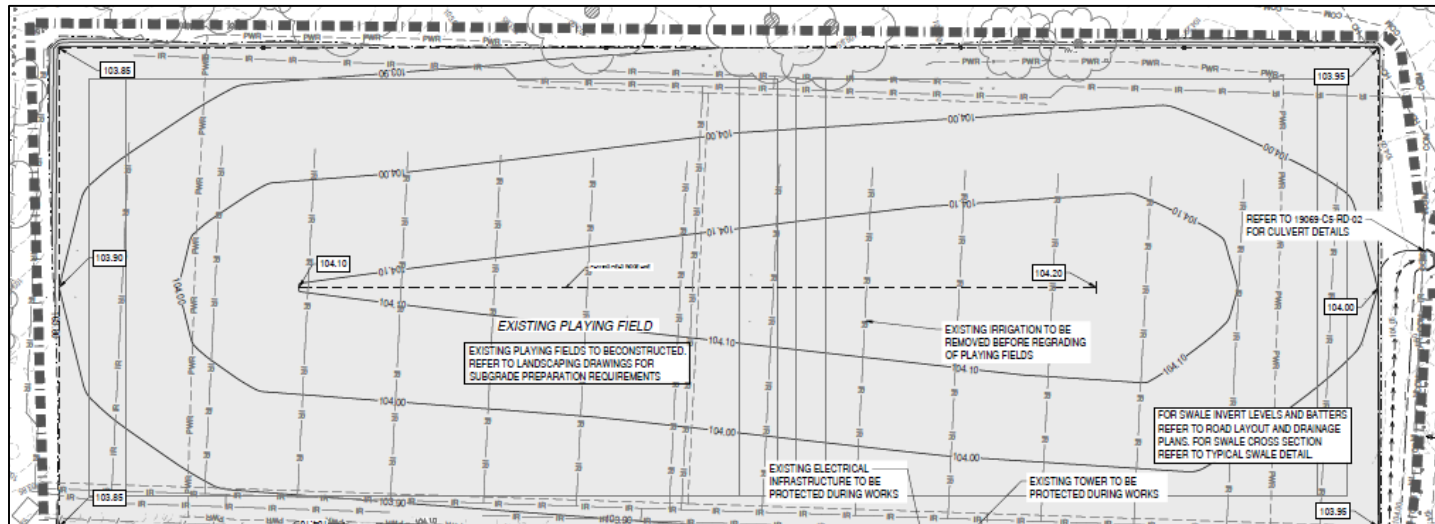
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

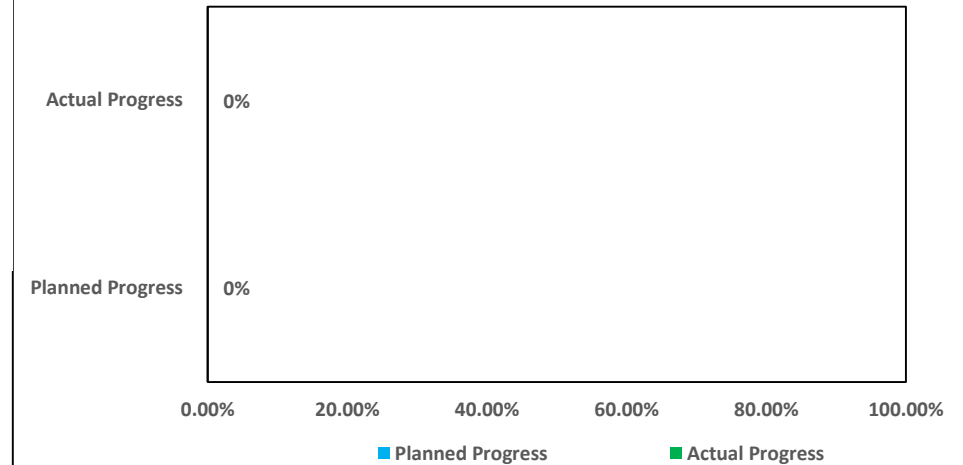
PROJECT BRIEF SCOPE

The scope of works includes

- Strip down existing grass & topsoil, ripping subgrade minimum 75mm (including the removal of the existing below grade irrigation lines) to reshape according to design - note that Oval 2 is approximately 17,300m²
- Final trim of subgrade and incorporate gypsum
- Installation of irrigation system to be connected to the existing irrigation point
- Line markings to the playing field as per plans
- Re-installation of the existing goal posts to suit new line markings



Planned Vs Actual Progress



KEY DATES

Drawings and Design Complete	July 2020
KTC Release for Tender	11 August 2020
Tender Closing Date	31 August 2020
Contract Award Date	TBD
Construction Work Start	TBD
Duration of Works	TBD
Completion Date	TBD



82 KATHERINE CBD REVITALISATION – TOWN SQUARE



KATHERINE
TOWN COUNCIL

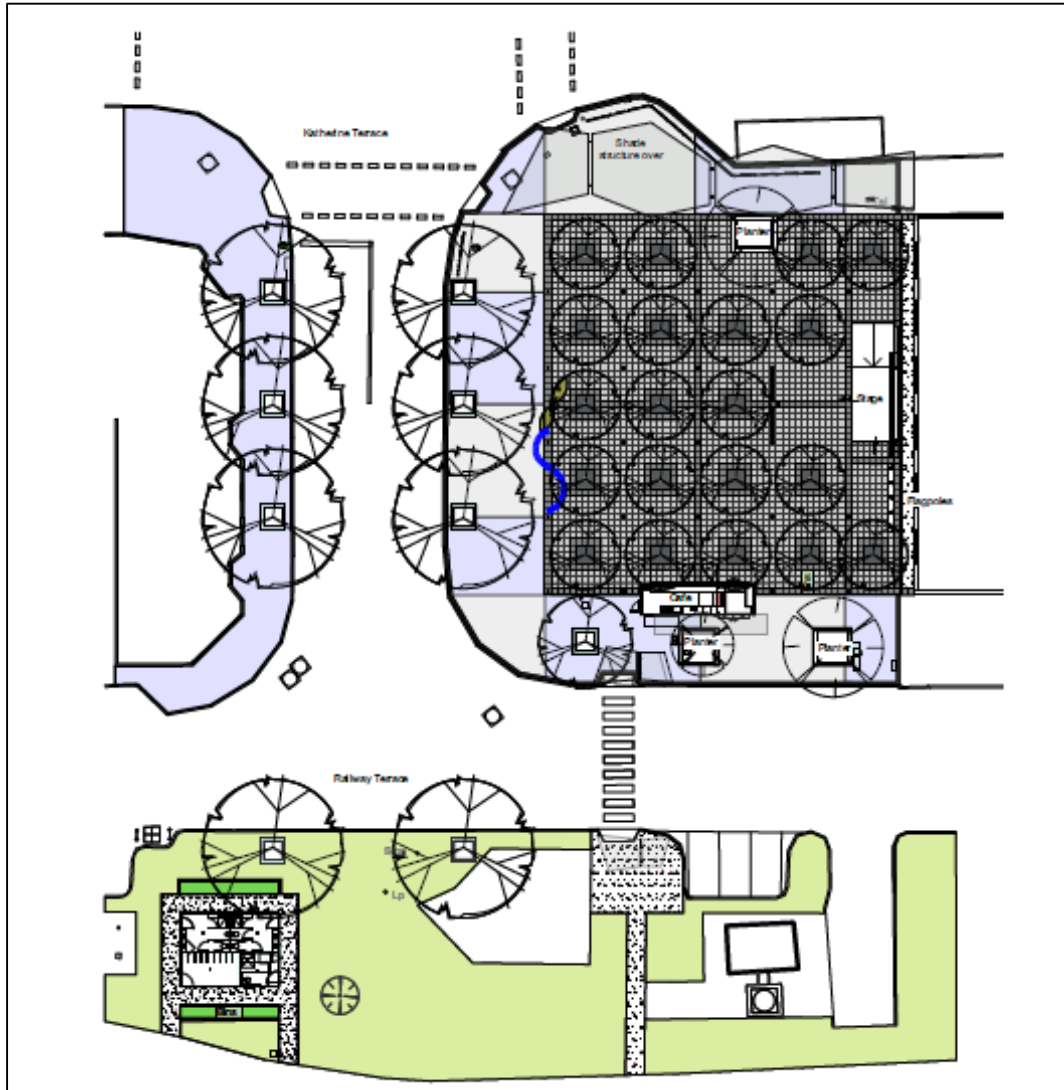
CONTRACTOR: KATHERINE CONSTRUCTIONS

CONSULTANT: ASHFORD ARCHITECTS

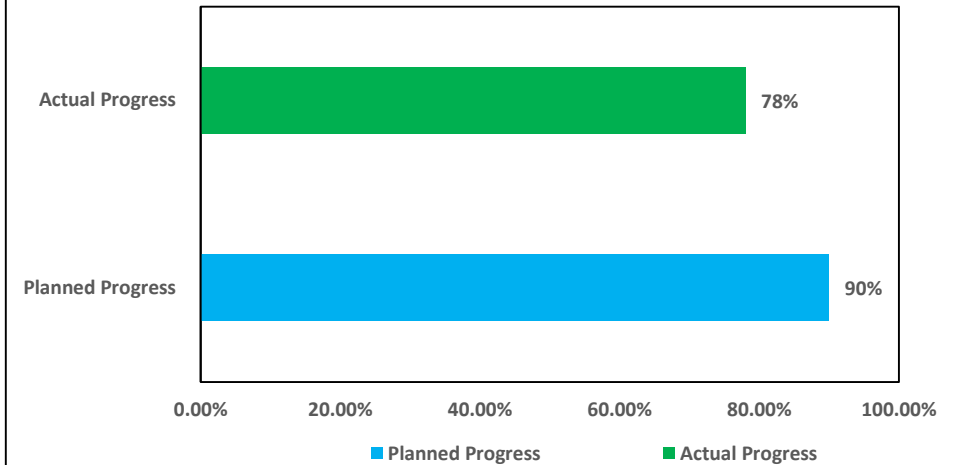
PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- Revitalise the Katherine CBD so as to provide it with a beautiful, inviting and functional street presence for locals and visitors
- Establish Katherine as one of the best township CBDs in Australia
- Encompass the elements of social/ cultural embodiment, economic prosperity and environmental viability



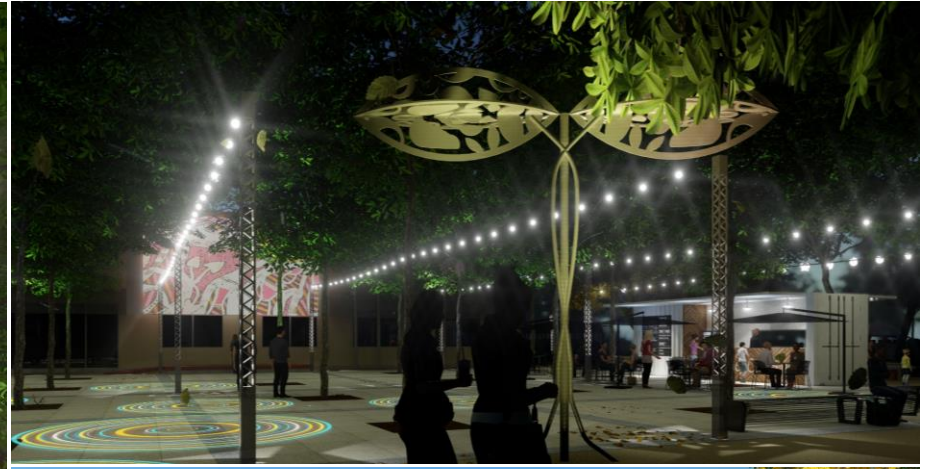
Planned Vs Actual Progress



KEY DATES

Drawings and Design Complete	17 May 2020
KTC Release for Tender	18 May 2020
Tender Closing Date	22 June 2020
Contract Award Date	02 July 2020
Construction Work Start	Mid July 2020
Duration of Works	16 Weeks
Completion Date	Early December 2020







85 KATHERINE HOT SPRINGS – STAGE 4 REVEGETATION



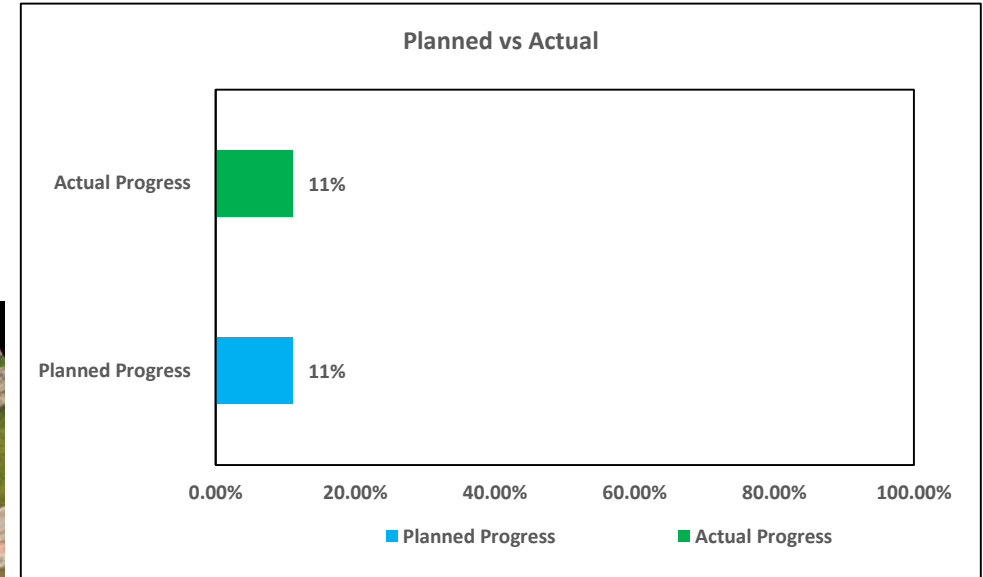
CONTRACTOR: TBD

CONSULTANT: URBAN PLACE DESIGN

PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- Demolition of any existing work that contributes to soil erosion
- Landscaping, rehabilitation and erosion control measures
- Upgrades to storm water drainage
- New concrete path for maintenance vehicle, new footpath and paved areas along with new boundary walls, retaining wall, fencing and gates



KEY DATES

Drawings and Design Complete	20 July 2020
KTC Release for Tender	18 August 2020
Tender Closing Date	07 September 2020
Contract Award Date	25 September 2020
Construction Work Start	8 October 2020
Duration of Works	4 Weeks
Completion Date	Early November





KATHERINE TOWN COUNCIL**REPORT**

NO : 14.1

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CORPORATE SERVICES

MEETING : ORDINARY COUNCIL MEETING – (24/11/2020)

REPORT TITLE : MINUTES OF MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE

AUTHOR : JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT

ATTACHMENT/S : 1. UNCONFIRMED MINUTES OF MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE, 13 NOVEMBER 2020

PURPOSE OF REPORT

To present unconfirmed minutes of meeting of the Audit & Risk Management Committee.

BACKGROUND

The Audit & Risk Management Committee Meeting was held on the 13 November 2020 at the Chambers Civic Centre and via zoom video conferencing system.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the attached unconfirmed minutes of the Audit & Risk Management Committee meeting, held on 13 November 2020

A handwritten signature in black ink, appearing to be 'Ian Bodill'.

Ian Bodill
CHIEF EXECUTIVE OFFICER



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
13 November 2020
at 9.00 AM**

MINUTES

1 PRESENT

- CHAIRPERSON : Mr Ian Swan (via Zoom)
- MEMBERS : Alderman Jon Raynor
: Mr Lokesh Anand (Via Zoom)
- OFFICERS : Mr Ian Bodill (Chief Executive Officer)
: Ms Claire Johansson (Chief Operations Officer)
: Mr Brendan Pearce (Executive Manager for Infrastructure and Environment)
: Ms Donna Jones (Finance Manager)
: Mr Ireneo Lalim (Financial Accountant)
: Ms Sharna Ross (Human Resources)
: Mr Jherry Matahelumual (Executive Assistant/Minutes Taker)

2 OPENED

The meeting was opened at 09.10am

3 APOLOGIES

- Mayor Fay Miller
- Alderman John Zelle

4 CONFIRMATION OF PREVIOUS MINUTES

- MOVED : Alderman Jon Raynor**
SECONDED : Mr Anand

Notes

- Alderman Raynor informed that a motion to close the confidential item should be available. Mr Swan mentioned it was Alderman Raynor who moved the motion and seconded by Mr Lokesh. This information should be added in the minutes.

That the minutes with new amendments of Audit and Risk Management Committee Meeting held on Monday, 7 September 2020 be confirmed as a true and accurate record.

CARRIED 3/0

5 BUSINESS ARISING

- Alderman Raynor requested an explanation regarding the location of data being stored whether it is in Australia or offshore. In response, it is informed that Currently Councils data is stored in the Secure Data Centre in McMinn Street, Darwin. There are also several other Data Centre in Darwin at present, one with NTG (only for NTG), one with another commercial operator and one at the CDU. At present all KTC data is saved in Darwin, with offsite backups being held in Perth. Regarding the ownership of data, at all-times KTC is owner of all information on the server infrastructure and has the absolute right of control over this data.



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
13 November 2020
at 9.00 AM**

MINUTES

- Ms Ross queried if the recommendation from emerge IT has been forwarded to Administration Manager? In response, minutes of the meeting held on 7 September 2020 had been forward to the Administration Manager.

6 ITEMS FOR DISCUSSION

6.1 1. Review timing of major financial reviews, LTFP, Annual Business Plan, Budget, quarterly results, Asset Management Plan, etc.

- COO Johansson informed that there are two significant points that need to be considered which are the Closure of Waste Management Facility in the next 3 to 7 years. KTC is thinking of providing expertise to consolidate the figures. In the meantime, we are making amendments to our Long-Term Financial Plan. XIE Pearce added in relation to the Waste Management Facility, that True North is undertaking a 4-week community consultation.
- Another significant point which is the funds to do this work. We did not raise rates this financial year therefore we are down in terms of projected income. Some graphs are included in the LTPL 2020/2029 which provide you with KTC projection for the next a few years and the implementation will depend on the strategy.
- The concern is that in the 2024 Statement of Financial Position, KTC will have \$81,173 in unrestricted funds. In short, we need to review our rates. KTC needs to find options for the source of income. At this point we are looking to consider a waste levy for a 2-year period, so we do not drop below \$81,000. This is a conversation that we need to have with the Elected Members and community members. If we must implement a waste levy t, we will have to do it next year.
- CEO Bodill also suggested that KTC needs to seek grants from the Australian and NT Governments towards the Waste Management Facility. KTC needs to prepare a visit to relevant agencies of the NT Government to discuss potential grants and support.
- CEO Bodill suggested that it is important to start talking with the Elected Members and Community in relation to the ten-year financial plan and budget in early 2021.

6.2 2. Review quarterly budgets and financial reports

- COO Johansson mentioned that the format of financial report has not changed. We will follow the format as recommended by the new Local Government Act and Regulations. Finance Manager is working to adapt the format to comply with the recommendation.
- Ms Jones informed that KTC still follows up on the debtors. We have been trying to contact two companies on multiple occasions. We need to provide them with a warning and send them to the NT Debt Collection. This process is very time consuming.



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
13 November 2020
at 9.00 AM**

MINUTES

- COO Johansson and team are reviewing the rates policy and procedures. We are looking to provide further details on payers who have deferment of the rates.
- Ms Jones advised that it is important that we can clear the debt and in doing so KTC will use its debt management policy.
- Mr Anand mentioned that the income looks much less than the budget and suggested that the Year To Date (YTD) should add additional information as full year budget.

6.3 Review WHS/Risk Management policies and systems to ensure they adequate and Effective

- Ms Ross presented Katherine Town Council Workplace Health and Safety and informed that this Policy is still under review and will be adopted in early 2021. Ms Ross is also reviewing many HR related policies including HR booklet.

6.4 Review Council's policies from a WHS/Risk Management perspective

- Ms Ross presented Katherine Town Council Workplace Health and Safety and informed that this Policy is still under review and will be adopted in early 2021. Ms Ross is also reviewing many HR related policies including HR booklet.
- Ms Ross informed that Advanced Safety System Australia (ASA) is a platform that provides us with guidelines and standards of the policy. This platform has been used to ensure that Workplace Health and Safety policy and other relevant policies are drafted properly.
- CEO Bodill suggested that KTC should adopt a Climate Change Policy. All Policies should refer to Climate Change. XIE Pearce mentioned that the sustainability officer is drafting a Climate Change Policy.
- Alderman Raynor queried whether everyone will be provided with the copy of the policy to sign and acknowledge after the adoption of the policy? Ms Ross responded yes.

6.5 Ensure Business Continuity Plan is adequate and effective

- Ms Ross presented Business Continuity plan informed that this document has been available since March 2020 to address the COVID-19 Safety Plans. It provides information on procedures on how to reduce the spread of COVID-19 Outbreak. It outlines each stage preparation based on the NT Government restrictions. It provides information on what facilities should remain open or are closed.
- Ms Ross informed that the plan provides priorities, preparedness and prevention strategies which need to be implemented by responsible officers which is compliant with the NT Government COVID-19 Safety plan.
- Alderman Raynor queried how adaptable the plan is with other emergency plans? HR responded that it is specific to a pandemic. COO Johansson added that following the desktop



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
13 November 2020
at 9.00 AM**

MINUTES

exercise with NT Police it was considered that COVID-19 pandemic was one of the emergencies.

- CEO Bodill requested Ms Ross contact JLT who may be able to assist with preparing a Business Continuity Plan for KTC.

General Business

- CEO Bodill informed that we were advised by the Office of Local Government, Department of Chief Minister and Cabinet that we left a percentage figure on our rates declaration which rendered the information as being incorrect. It is basically an error in formatting because the percentage was not applied. We have been advised that it will be a gazette notice which will be provide by the department.

A motion was raised that Audit and Risk Management Committee receive, note and review the following reports inclusive:

- 6.1 Major financial reviews, LTFP, Annual Business Plan, Budget, quarterly results, Asset Management Plan, etc.
- 6.2 Quarterly budgets and financial reports
- 6.3 WHS/Risk Management policies and systems to ensure they adequate and effective
- 6.4 Council's policies from a WHS/Risk Management perspective
- 6.5 Business Continuity Plan is adequate and effective

Moved: Alderman Raynor

Seconded: Mr Anand

CARRIED 3/0

9 NEXT MEETING

First week in April 2021 (date to be confirmed)

10 CLOSURE OF MEETING

The Meeting was closed at 09.45 AM

Mr Ian Swan
CHAIR