



KATHERINE
TOWN COUNCIL



AGENDA

Ordinary Meeting of Council Agenda

Tuesday 26 April 2022

Ordinary Meeting: 6.00pm

Council Chambers

Civic Centre, Stuart Highway, Katherine

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



**ELECTED
MEMBERS**

- : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn
- Councillor Jeremy Trembath
- Councillor Madeleine Bower

OFFICERS

- : - Mrs Ingrid Stonhill – Chief Executive Officer
- Mr Kerry Whiting – Director Corporate Services /
Community Services
- Mr Brendan Pearce – Director Infrastructure and
Environment

WEBCASTING DISCLAIMER

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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

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

2. OPENING PRAYER

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

3. MEETING DECLARED OPEN

4. APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

4.2 Leave of Absence

5. CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

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

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 22 March 2022 _____ 1-17

7. BUSINESS ARISING FROM PREVIOUS MINUTES



8. MAYORAL BUSINESS

8.1 Mayoral Official Engagements

9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10. PETITIONS

Nil.

11. PUBLIC QUESTION TIME

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

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

12. NOTICE OF MOTION

Nil.

13. REPORTS OF OFFICERS

13.1	Monthly Report of the Chief Executive Officer for the Month of March 2022	<u>18-33</u>
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13.7	Monthly Report of the Corporate and Community Services Department for March 2022	<u>69-78</u>
13.8	Lease Renewal – Lot 3216 – AMTAX and ABC	<u>79-80</u>
13.9	Monthly Financial Report – March 2022	<u>81-86</u>

14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil.

15. ELECTED MEMBERS ACTIVITIES

16. LATE AGENDA

16.1 Draft Municipal Plan 2021-2022

17. GENERAL BUSINESS

18. CLOSURE OF MEETING TO PUBLIC

19. CONFIDENTIAL ITEMS

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

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

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

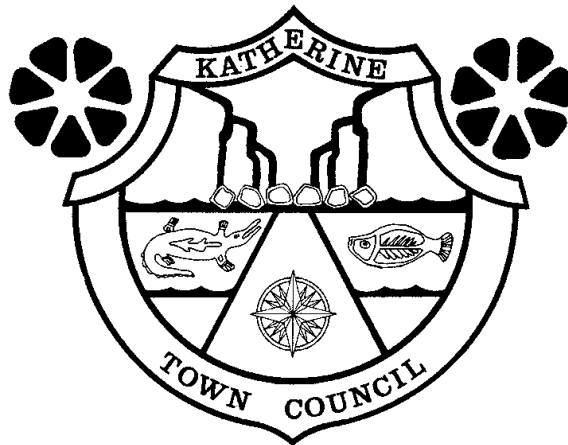
19.1 Real Estate Engagement

20. RESUMPTION OF OPEN MEETING

21. NEXT ORDINARY MEETING OF COUNCIL

That the Ordinary Meeting of Council will be held on Tuesday 24 May 2022.

22. CLOSURE OF MEETING



MINUTES

Ordinary Meeting of Council

Tuesday, 22 March 2022
At 6.00 PM

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

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

- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn
- Councillor Madeleine Bower
- Councillor Jeremy Trembath
- OFFICERS** : - Mrs Ingrid Stonhill, Chief Executive Officer
- Mr Kerry Whiting, Director Corporate and Community Services
- Ms Thea Griffin, Acting Director Infrastructure and Environment
- Mrs Persis Bhandara, Governance and Executive Officer (Minute Taker)
- VISITORS** : - 8 x Community Members

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 6.02 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

Mr Brendan Pearce, Director Infrastructure and Environment

4.2 Leave of Absence

Councillor Jeremy Trembath

5 CONFLICT OF INTEREST

Nil.

6 CONFIRMATION OF PREVIOUS MINUTES

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

Moved : Councillor Herden

Seconded : Councillor Bower

Minute No. 22.03.2022-OM1

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

CARRIED 6 / 0

6.2 Minutes of the Special Meeting of Council held on 4 March 2022

Moved : Councillor Coburn

Seconded : Councillor Kingdon

Minute No. 22.03.2022-OM2

That the minutes of the Special Meeting of Council on 4 March 2022 be confirmed as true and accurate.

CARRIED 6 / 0

7 BUSINESS ARISING FROM PREVIOUS MINUTES

Refer to Attachment 1.

Councillor Coburn asked if the \$45,000 had been transferred for MyKatherine? Director of Corporate Services / Community Services responded we have not received the Funding Agreement and waiting for this process before moving forward.

8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of February 2022.

No	PERIOD	22 February to 22 March 2022
	<ol style="list-style-type: none"> 1. Council meeting. 2. EMIS x 2. 3. Hot 100 – Alana Riley. 4. Katherine Seniors. 5. Indigenous Marathon Foundation – Cissy Johns. 6. KASBERG Meeting x 2. 7. Dept of Chief Minister – Jake Quinlivan. 8. 6 x Community Members. 9. Katherine Times x 2. 10. Meeting with Deputy Mayor x 4. 11. Meeting with CEO x 4. 12. Meeting with EA x 4 13. Community Engagement – Quintis Sandlewood 14. Meeting Elected Members x 5. 15. Flinders University – Expansion of Rural Health. 16. Flinders University Dinner. 17. Elected Member Lunch x 2. 18. Meeting with Minister Selena Uibo and Marion Scrymgour. 19. Clean up Australia – Ryan Park. 20. Meeting with BRRRC and Dept of Chief Minister Representative. 21. Meeting with ABC – Alison Ross. 22. Invitation to CLP Function at Coffee Club. 23. Meeting with Minister Eva Lawler. 24. Cotton Presentation for Elected Members. 25. International Womens Day Lunch at Kumbidgee. 26. Bombing of Katherine run through. 27. Annual March for International Womens Day across Railway Bridge. 28. PCG Meeting – Strategic Plan. 29. LGANT – Smart Councils. 30. Meeting with Venture Housing. 31. Women of Kathrynne Exhibition at Godinymayin. 32. Come & Try Sports Day – YMCA. 33. Meeting with Jo Hersey. 34. Katherine South Primary School – presenting Leadership shirts. 35. NTG Defence and Veteran Affairs meeting. 36. Service Statement by staff. 37. Bombing of Katherine at the Museum. 38. Citizenship ceremony at the Civic Centre. 	

9 CORRESPONDENCE AND DOCUMENTS TABLED

Refer to Attachment 2.

10 PETITIONS

Nil.

11 PUBLIC QUESTION TIME

Two questions were raised from community member Peter McDougall:

Question 1: The temperature in Katherine is getting higher and higher, the town square needs shading to support the usage of the square during the day and the trees that's meant to provide the shading it's growing far enough. Is the Council going to put some form of shading over the square? If yes can the public get details.

Answer: Mayor responded we have received a positive response to the town square. Optic fibre goes through the beams across and we cannot put shade up. The trees have a way to go to get to normal size.

Question 2: Is the Council going to return the open forums at the beginning of the monthly Ordinary Meetings of Council? Can we please get answer during the meeting for the public record?

Answer: Not at this stage are we going back to open forums. We will continue with groups of people at the community forum every 2 months.

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

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

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

Moved : Deputy Mayor Henderson

Seconded : Councillor Bower

Minute No. 22.03.2022-OM3

That Council formally receive and note the Chief Executive Officer Report for the Month of February 2022.

CARRIED 6 / 0

13.2 INFRASTRUCTURE AND ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF FEBRUARY 2022

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

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

Moved : Councillor Kingdon

Seconded : Councillor Coburn

Minute No. 22.03.2022-OM4

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.3 PROJECT UPDATE – FEBRUARY 2022

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

Recommendation : That Council receive and note the project update for the Month of February 2022.

Moved : Councillor Herdon

Seconded : Councillor Coburn

Minute No. 22.03.2022-OM5

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.4 KATHERINE CBD ROAD REMEDIATION WORKS – ENGAGEMENT OF CONTRACTOR

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

Recommendation : That Council:

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

Moved : Deputy Mayor Henderson

Seconded : Councillor Bower

Minute No. 22.03.2022-OM6

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.5 CLOSURE OF NTEPA AUTHORISED OFFICER DIRECTION IN RELATION TO THE SHOWGROUNDS TYRE-FIRE

Purpose : To advise Council that the final rehabilitation and clean-up of the Tyre Fire site has been concluded and validated by industry experts and endorsed by a qualified Environmental Auditor and to gain Council endorsement to formally advise the NTEPA of the rehabilitated status of the site.

Recommendation : That Council:

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

Moved : Councillor Coburn

Seconded : Councillor Kingdon

Minute No. 22.03.2022-OM7

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.6 22 MAR 2022 - CLOSURE OF NTEPA AUTHORISED OFFICER DIRECTION IN RELATION TO CONTAMINATION OF SOIL WITH OIL

Purpose : To advise Council that a site at the Katherine Showgrounds that had been contaminated with waste oil has been rehabilitated and the clean-up has been validated by industry experts and endorsed by a qualified Environmental Auditor and to gain endorsement to formally advise the NTEPA of the rehabilitated status of the site.

Recommendation : That Council:

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

Moved : Deputy Mayor Henderson

Seconded : Councillor Kingdon

Minute No. 22.03.2022-OM8

That the recommendation listed above be adopted.

CARRIED 6 / 0

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

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

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

That Council note the Report will come at the next Council Meeting.

13.8 SNAP, SEND, SOLVE & ELECTRONIC DOCUMENT RECORD MANAGEMENT SYSTEM

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

Recommendation : Council to receive and note the report.

Moved : Councillor Herdon

Seconded : Councillor Coburn

Minute No. 22.03.2022-OM9

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.9 MONTHLY FINANCIAL REPORT – FEBRUARY 2022

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

Recommendation : Council to endorse the Financial Report for the month of February 2022.

Moved : Councillor Kingdon

Seconded : Councillor Bower

Minute No. 22.03.2022-OM10

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.10 ELECTED MEMBER ALLOWANCES

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

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

Moved : Deputy Mayor Henderson

Seconded : Councillor Kingdon

Minute No. 22.03.2022-OM11

That the recommendation listed above be adopted.

CARRIED 6 / 0

13.11 KATHERINE LIBRARY SERVICES

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

Recommendation : Council to receive and note the Katherine Library Services Report for the month of February 2022.

Moved : Councillor Coburn

Seconded : Deputy Mayor Henderson

Minute No. 22.03.2022-OM12

That the recommendation listed above be adopted.

CARRIED 6 / 0

14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

Nil

15. ELECTED MEMBERS ACTIVITIES

Councillor Ben Herdon Period 22 February to 21 March 2022	
Date	Activity attended
22 February	Ordinary Meeting of Council
2 March	Elected Members Lunch
7 March	NT Farmers Presentation on Cotton Industry Development
7 March	Elected Member Information Session
8 March	International Women's Day March
9 March	Project Control Group (KTC Community Strategic Plan)
10 March	International Women's Day Exhibition Opening, GYRACC
12 March	Come and Try Sports Expo Elected Members Stall
16 March	Discussion with community members x2
17 March	Discussion with community member
18 March	Discussion with community member
21 March	Draft Service Statement Presentations by Staff
21 March	Elected Member Session

Councillor Denis Coburn Period 22 February to 20 March 2022	
Date	Activity attended
22 February	Ordinary Meeting of Council
22 February	Circular Economy with Leonie Cooper
2 March	Elected members lunch
4 March	Special meeting of Council
7 March	Elected Member Information Session
16 March	Elected members lunch
7 March	NT Farmers Presentation on Cotton Industry Development
21 March	Draft Service Statement Presentations by Staff
21 March	Elected Member Information Session

Councillor Amanda Kingdon Period 22 February to 22 March 2022	
Date	Activity attended
22 February	Ordinary Meeting of Council
22 February	Circular Economy with Leonie Cooper
2 March	Elected members lunch – Sportsground
4 March	Special meeting of council
6 March	Clean up Australia Day
7 March	NT Farmers Presentation on Cotton Industry Development
7 March	Elected Member Information Session
8 March	IWD Lunch
10 March	Women of Katherine at Godinmayin Centre
11 March	Katherine Youth Action Plan 2022-2025 public consultation workshop Dept CM&C
12 March	Come and Try Sport Expo – 9.30 to finish
21 March	Daft Service Statement Presentations by Staff
21 March	Elected Member Information Session
22 March	The Bombing of Katherine 80 th Anniversary at Museum grounds 9.30am
22 March	Citizenship Ceremony and welcome

Councillor Madeleine Bower Period 22 February to 15 March 2022	
Date	Activity attended
22 February	Ordinary Meeting of Council
22 February	Circular Economy with Leonie Cooper
4 March	Special Meeting of Council
4 March	Meet with community member
6 March	Australia Day Clean up
7 March	NT Farmers Presentation on Cotton Industry Development
8 March	Katherines International Women's Day
9 March	Katherine Town Council – Project Control Group- Strategic Community Plan 2022-2027
10 March	Katherine Anti-Social Behaviour Reference Group (KASBERG)
21 March	Daft Service Statement Presentations by Staff
21 March	Elected Member Information Session
22 March	The Bombing of Katherine 80 th Anniversary at Museum grounds 9.30am
22 March	Citizenship Ceremony and welcome

Deputy Mayor Kym Henderson Period 22nd February to 22nd March 2022	
Date	Activity attended
22 nd February	Ordinary Monthly Meeting of Council
22 nd February	Circular Economy with Leonie Cooper
25 th February	Mayor/Deputy Mayor weekly meeting
25 th March	Meeting with CEO/Mayor and Deputy Mayor
28 th February	Meeting with Local Member Jo Hersey and Federal Candidate Damien Ryan
1 st March	Meeting with Community Member
2 nd March	Elected Members Lunch
4 th March	Special Council Meeting
4 th March	Mayor/Deputy Mayor weekly meeting
5 th March	Breakfast with Minister Uiho and Federal Candidate Marion Scrymgour
7 th March	NT Farmers Presentation on Cotton Industry Development
7 th March	Elected Members Information Session

8 th March	International Women's Day Luncheon
8 th March	International Women's Day March
9 th March	Strategic Plan Project Control Group Monthly Meeting
9 th March	LGANT – Smart Council's Information Sharing Forum
10 th March	International Women's Day - Gallery Launch (GYRACC)
11 th March	NTG Youth Action Plan Consultation
11 th March	Mayor/Deputy Mayor weekly meeting
12 th March	Come Try Sports Expo
15 th March	LGANT Executive Meeting
18 th March	Mayor/Deputy Mayor weekly meeting & LGANT Executive Debrief Meeting
18 th March	Meeting with CEO
21 st March	Daft Service Statement Presentations by Staff
21 st March	Elected Members Information Session
22 nd March	The Bombing of Katherine 80 th Anniversary at Museum grounds 9.30am
22 nd March	Big Rivers Region Youth Futures Meeting
22 nd March	Citizenship Ceremony
22 nd March	Ordinary Monthly Meeting of Council

16. LATE AGENDA ITEM

16.1 MID-YEAR BUDGET REVIEW

Noted in meeting, this report is not available.

17. GENERAL BUSINESS

Mayor Clark

- Mayor Clark asked the Acting Director of Infrastructure and Environment where the upper car park was situated. Low Level Bridge is DIPL, however, contractors cleaned this up so that the low level picnic area can be accessed.
- Reminder ANZAC Day on Monday 25 April 2022, Dawn Service to commence at 6am and the parade at 9am. To gather at the steps at 8.30am.
- Reminder – KTC Youth Concert on Monday 11 April 2022. Seven people have put their name down. Go online for further information for those budding artists or singers aged 10-25.
- Attended Youth Leadership Assembly at Katherine South Primary School – met our up and coming leaders approximately 20.
- Citizenship Ceremony this afternoon, we welcomed eight new citizens.
- Attended the Bombing of Katherine 80th Anniversary, this was well attended, up to 200 people and the Administrator from Darwin especially come down for it.

Deputy Mayor Henderson

Asked the Mayor regarding item no. 21, meeting with ABC Alison Ross

Councillor Bower

Nil.

Councillor Coburn

- Big welcome to CEO and asked her initial thoughts of Katherine. CEO responded in her first 6 weeks, Katherine is an extraordinary place with amazing assets and staff and she is lucky to be here. We have some significant issues to face together.
- Provide an update on Adventure Playgroup. The Acting Director of Infrastructure and Environment responded the data reported is current and we have only just received the proposed recommendations. A report will go to Council at a later date.
- Requested an update on the Sports Ground Building. The Acting Director of Infrastructure and Environment said we are progressing and closer to the end date. Roller doors are going in today and we are working towards the completion date and the car park has made significant progress.
- Congratulate Katherine Outback Experience on winning Best Tourist Attraction in Australia – great effort.
- Met Hunter Murray of Outback EV, Tesla electric car was very good and we will do well to be engaged in this space.

Councillor Herdon

Nil

Councillor Kingdon:

- Commented the installed water bubbler in the skate park is successful and useful and would like to see more bubblers placed around town due to the heat and a few more in the park would be great.
- Raised a question – the Air Pollution Indicator is always red on website? The Acting Director of Infrastructure and Environment responded, the company that maintain this for us said there was a fault with the machine, it had been damaged by ants and birds. Air quality for last 20 months has been read good to fair.
- Queried grant received for Library to run School Holiday Program. Director Corporate and Community Services responded the Library receives regular grants for School holiday programs. The Mayor said we have a good reputation for our school holiday programs which have been successful and the government is impressed.
- Queried Councillor Herdon's Elected Member Activities that were brought up on screen which were not specific to Council. The Mayor responded that the Elected Member Activities were specific to Council and she will review the activities prior to being placed in the Minutes.
- Attended Come and Try Sports Expo, went to each stand and received really good feedback and was impressed with the membership numbers and variety of organisations.
- Would like to see a Katherine Youth Action Plan workshops. Email ideas/outcomes from workshops for both high schools to be involved to ask what they would like to see in Katherine.

-
- The electric vehicle was awesome, noted no fuel smell. Would like Council to lead the way and trial charging stations. There is only one charging station at hotel in Katherine.
 - Asked the Mayor how the Katherine Seniors Group is going? Mayor responded the CEO and I were there for 1.5 hours and we brought them up to speed on Council initiatives and achievements. They thought it was good and want us to go back again.

18 CLOSURE OF MEETING TO PUBLIC

Nil.

19 CONFIDENTIAL ITEMS

Nil.

20 RESUMPTION OF OPEN MEETING

Nil.

21 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday, 26 April 2022.

22 CLOSURE OF MEETING

That meeting was closed at 6:47pm

Elisabeth Clark
MAYOR OF KATHERINE

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.1
MEETING	:	ORDINARY COUNCIL MEETING – 26 APRIL 2022
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF MARCH 2022
AUTHOR	:	INGRID STONHILL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. SERVICES REQUESTS AND COMPLETED REQUESTS – MARCH 2022 2. OUTSTANDING COUNCIL'S RESOLUTIONS AND RESOLUTIONS FROM PREVIOUS COUNCIL MEETINGS

PURPOSE OF REPORT

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

COMMENTS

The following highlights the official engagements of the Chief Executive Officer, not including internal meetings for the Period of 1 March to 31 March 2022:

Date	Meeting
Thursday, 31 March 2022	KTC and DCMC Monthly Meeting
Wednesday, 30 March 2022	Professor Scott Bowman AO, Vice-Chancellor of Charles Darwin University
Tuesday, 29 March 2022	EMIS Presentation by Sun Cable on AAPL Project - Overhead powerline
	Uniform Committee - initial discussion
	Meeting Claire Brown, Regional Executive Director, DIPL
	Attending Big Rivers Regional Coordination Committee Meeting
	Attending Big Rivers Regional Reconstruction Committee Meeting
Monday, 28 March 2022	Attending Indicator Workshop regarding the Social, Cultural & Economic Study, SREBA KTC Liability and Cyber Liability Renewal KTC Managers Meeting
	Meeting James Sheridan NT Senior Executive and Public Sector Lead, JLT Public Sector regarding the 2022/23 Liability and Cyber Liability Renewal Questionnaires
Thursday 24 March 2022	Audit & Risk Management Sub Committee Meeting
	Chamber of Commerce NT - Katherine Executive Committee Meeting
Wednesday, 23 March 2022	Sun Cable Project Legislation - LGANT and Council briefing
	Meeting with Top End Tourism

	Meeting CEO and President Vista Gold
	Information Session - NT stakeholders on the Australian Government's Regions of Growth master planning process
Tuesday, 22 March 2022	Ordinary Meeting of Council
	Citizenship Ceremony and to welcome newest Australian Citizens
	Katherine Town Council and RAAF Base Tindal Meeting
	Attending 80th Anniversary of the Bombing of Katherine
Monday, 21 March 2022	VIC Review Meeting
	EMIS – Draft Service Statement Presentations
Friday, 18 March 2022	Meeting Patrick Sheehan from Nicholson Sheehan Consulting
	Big Rivers Waste Management Working Group
Thursday, 17 March 2022	Meeting Jake Quinlivan, Regional Executive Director CM&C
Wednesday, 16 March 2022	Nitmiluk Board Meeting
	KTC Strategic Plan workshop 4
Tuesday, 15 March 2022	KTC Staff Strategic workshops 2 and 3
Monday, 14 March 2022	Meeting Kylie of Deloitte re Community Strategic Plan
	Strategic Plan workshop 1 KTC Staff
Friday, 11 March 2022	Meeting Sally Sievers - Anti-Discrimination Commissioner
Thursday, 10 March 2022	Meeting Karen Walsh, Venture Housing
	BRR LGAct2019 Implementation Working Group
Wednesday, 9 March 2022	Smart Councils Information Sharing
	Project Control Group Meeting - Strategic Community Plan 2022-2027
	Info Council Webinar
Tuesday, 8 March 2022	Oz Airports meeting
	International Women's Day Luncheon Hosted by the Honourable Selena Uibo MLA, Attorney General and Minister For Justice
Monday, 7 March 2022	Consultant Briefing re staff strategic plan engagement
	Staff Photographs
Friday, 4 March 2022	Meeting with ED, Department of Industry, Tourism and Trade
Thursday, 3 March 2022	Meeting Deloitte re strategic planning
Tuesday, 1 March 2022	Evening event Flinders University
	Meeting with Flinders University Katherine expansion of their rural health training program

CEO UPDATE

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

My introduction to Katherine Town Council processes and procedures within the identified four departments and 22 individual service delivery areas continues.

I have participated in the first Risk and Audit Sub-Committee meeting and meet the members. My report to the Risk and Audit Sub Committee detailed my findings regarding council's policy, asset management work, health and safety processes, finances, and risk management framework to ensure compliance with the new Local Government legislation. The findings have led to several immediate remedial actions needing to be undertaken. Such as more stringent controls around the privacy policy and information sharing policy. This work will be on going.

Of particular focus is the continuing development of the KTC Strategic Plan, in consultation with the Project Control Group and Deloitte. The engagement of facilitation and planning for employee participation and engagement proved to be very successful. Deloitte have started the high priority external stakeholders' meetings and the community events will take place at the beginning of May. Social media and poster advertising will begin in mid-April.

Our first KTC newsletter in sometime was published 31 March/1 April. It is an excellent communication tool and I commend our Communications Officer for her work.

Staff are continuing to work towards and seeking guidance and clarity around service statements and service budget. Their initial presentation to Council in March, went extremely well, and the draft municipal plan is on target for Council's consideration of the annual budget and rates at the April meeting.

As required through the service delivery and budget process I will be analyzing service delivery efficiencies and FTE/PTE positions within the organizational structure. This will involve organizational structural changes to bring about greater outcomes and outputs for council service delivery, requiring change in how we currently do business.

I have finalized working with elected members and a Darwin contracted facilitator, to develop some Katherine Town Council specific elected member training to take place in April. This will also include independent training for elected members on integrity and ethical decision making, also to be delivered to council staff.

I have continued to make the acquaintance of important council stakeholders and advocate on council's behalf, professionally representing the council in and out of work hour meetings, as required.

OTHER UPDATES

Communications Officer Report

KPI	Feb	March
Increase number of followers on Facebook page per annum	2659	3344
Increase in number of website visits per annum (page views)	17327	(stat to come)
Increase Mailchimp newsletter subscribers	508	529
Increase Mailchimp newsletter opens	-	321

Other attachments include:

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

OFFICER RECOMMENDATION

That it be recommended to Council to:

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


Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

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

Council received service 205 requests and completed 189 requests. 16 requests are still awaiting resolution.

Environment			Buildings/Facilities			Roads/Traffic/Parking			Inspectorate			Other Requests		
	R	C		R	C		R	C		R	C		R	C
Wheelie Bins	25	25	Waste Management Transfer Station			Licence/Permits – Road Events			Abandoned Vehicle			Equipment Hire – Collars, Cages etc		
Other Bins	6	5	Civic Centre	1	1	Carparks			Animal – Other	6	6	Streetlight Maintenance (Streetlights)		
Domestic Rubbish Collection	1	1	Public Toilets			Road Opening/Closing (Telstra, Aurora etc)			Animal at Large & Nuisance	24	24	Burial Records	2	2
Litter			Showgrounds	1	1	Road Opening/Closing – Footpath/Driveways			Animal Cruelty			Risk Management – Accidents – General		
Hazardous Waste Disposal			Katherine East Community Centre	2	2	Street Signs	3	3	Animals – Lost and Found	3	3	General Requests – Complaints		
Mowing of Verges-Nature Strips-Ovals	16	14	Airport	1	1	Street – Road Cleaning	1		Animal Attack & Menace	2	1	Miscellaneous Requests	1	1
Streetlight Maintenance (Other Lighting)	8	8	Visitor Information Centre	1	1	Permit to Work Within NT Government Road Reserve			Public Health Risk Activities			Plaques and Headstones	1	1
Sprinklers and Watering systems	1	1	Parks & Cenotaph			Driveways			Dangerous Animals			Ombudsman Complaints		
General			BMX			Road Maintenance & repairs	6	6	Dwelling and Vacant Lots Inspection			Community – Festival or Events		
Weeds			Lindsey Street Complex			Footpaths & Bike path	6	6	Parking Control	2	2	Alcohol Permit		
Trees & Vegetation	28	21	Sportsground	1	1	Line Marking/Pavement Management	1	1	Unauthorised Camping	2	2	Planning and Development		
Bores and Water Readings			General	2	1	Traffic Management			Overgrown/Unkempt Land	10	10	Vandalism		
Waste Management Facilities			Swimming Pool			Planning and Development			Dog Licence			Signs Requests	1	1
Illegal Dumping			Playgrounds and Equipment			Laneways / Alleyways	3	3	After Hours Callout			Finance – Direct Debit requests and Cancellations	1	
Waste Charges – New Services and Removal	2	1	Skate Park			Road Access						Cemetery Maintenance & General Enquiries	3	3
			Hot Springs			Drains & Gutters	5	4				Festival or Events		
			Scout Hall	1	1							Request for Letter of Support		
			Town Square & Kiosk	2	2							Rates Search Request	23	23
Total	87	76	Total	12	11	Total	25	23	Total	49	48	Total	32	31

Ordinary Meeting of Council – 26 April 2022

Outstanding Council Resolutions

(July 2021 – March 2022)

MINUTE NUMBER / FOLDER	MEETING DATE	TITLE	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
RESOLUTIONS						
1.	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	<p>IN PROGRESS</p> <p>16/06/2021 For consideration with Local Roads and Community Infrastructure funding Phase 3</p> <p>22/9/21 Some works on the drainage has been completed in advance of this year's wet season. Investigations underway to determine if upgrades to driveway culverts can be done in house at lower cost than the tender prices received.</p> <p>17/11/21 Drain cleaning has been completed on culverts on Morris Road removing some 4 tonnes of silt and debris.</p>

					14/04/22 Procurement for Morris Road pavement repairs and reseal is underway.
2.	22/06/2021	Lease Renewal – Lot 3216 – Amtax	THAT Council authorises the Mayor and Chief Executive Officer to execute a one (1) year lease renewal for the office space within the Visitor Information Centre – Lot 3216 – Corner of Lindsay Street and Katherine Terrace and affix the Common Seal as required.	Casey Anderson	Corporate Services IN PROGRESS 17/7/2021 Documents with tenant for signing.
3.	28/09/2021	Project Closure Report – Katherine Sportsground Oval 2 Resurfacing	THAT Council receives and endorses the Project Closure report for Katherine Sportsground Oval 2 Resurfacing Project: and THAT Council considers transfer any surplus funds form the project to the restricted capital renewals reserve at the mid-year budget review.	Brendan Pearce	Infrastructure and Environment COMPLETE 14/04/22 – Recent works to further improve the playing surface (top making, top dressing, fertiliser program etc) has meant that all available funds for this project have been utilised.
4.	28/09/2021	Expressions of Interest – Leasing of Council Land – Hot Springs (78 Victoria Highway and Vic Courtyard (23 Chambers Drive)	THAT Council enters into direct leasing negotiations with the preferred respondent, Blast Coffee Group Hot Springs (78 Victoria Highway) THAT Council enters into direct leasing negotiations with the preferred respondent, Maidens Fine Foods Pty Ltd Visitors Information Courtyard (23 Chambers Drive)	Casey Anderson	Corporate Services IN PROGRESS 19/10/2021 Draft leases for Pop Rocket and Black Russian are still with HWL
5.	26/10/2021	Climate Change Update	THAT Council notes the NTG's Climate Change Policy "Toward 2050" and "Three Year Action Plan"	Peter Schubert	Infrastructure and Environment IN PROGRESS

			and its most recent "Annual Progress Report - September 2021".				
			THAT Council agrees to bring the Climate Change Study forward to 2022 and combine it with the work on developing a Sustainability Strategy for Katherine Town Council.				
6.	Confidential Special Meeting of Council 29/10/2021	Tender 20/16 – Management Services for Katherine Aquatic Centre	Public minutes THAT Council awards Tender 2020-16 - Management Services for Katherine Aquatic Centre to Belgravia Leisure for a period of three years commencing the execution date of signing of the agreement for the amount of \$800,437 ex GST, Eight Hundred Thousand, Four Hundred and Thirty-Seven dollars.	Brendan Pearce	Infrastructure and Environment	COMPLETE 17/11/21 Planned handover date is set for Monday 13 December 2021. 14/04/22 Belgravia Leisure commenced this Management Agreement on 13 December 2021.	
7.	25/11/2021	Expressions Of Interest – Independent Audit and Risk Committee Members and External Audit Service	That Council appoints Carolyn Eagle from Pacifica Chartered Accountants as the Chairperson to the Katherine Town Council Audit and Risk Committee, That Council appoints Ross Springolo and Colin Abbott as independent members to the Katherine Town Council Audit and Risk Committee.	Kerry Whiting	Corporate and Community Services	29/11/2021 New audit and risk committee members advised of appointment. Appointment letter and agreements just to be finalised.	
8.	14/12/2021	Monthly Report of The Chief Executive Officer for the Month of November 2021	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of November 2021.	Ian Bodill	Governance	COMPLETED Council received and noted	

9.	14/12/2021	By-Law Review	<p>That Council approves the by-law project as being an action item to be undertaken in the Municipal Plan and Budget for 2022/23.</p> <p>That Council approves the removal of the following sections from the current by-laws</p> <ul style="list-style-type: none"> - Part 4 Division 8 - Stallholders - Part 6 – Libraries - Part 7 – Council Meeting and Procedures <p>That Council approves the current by-laws being separated into the following streams</p> <ul style="list-style-type: none"> - Public Spaces - Animal Management - Off Street Carparking - Plan of Numbering - Garbage Services - Roads / Crossings - Public Swimming Pools <p>That Council approves the following sections being incorporated into the public spaces by-law stream as required</p> <ul style="list-style-type: none"> - Litter - Fires - Trees - Signs, Hoarding and Advertising, - Handbills, - General, - Malls and Public Places 	Kerry Whiting	Corporate Services	<p>Actions will be included in 22/23 Municipal Plan / Budget</p> <p>DLG / NTG Liaison staff have been notified for Office of Parliamentary Counsel information and planning.</p>
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10.	14/12/2021	Financial Sustainability Directions / Strategy	<p>That Council resolve the following directions to enhance the Council's financial sustainability and that these actions be included in the 2022/23 and future Municipal Plans / Budgets as required;</p> <ol style="list-style-type: none"> 1. Council develops appropriate financial management reports on the nett cost of each service by 31st January 2022. 2. Council undertakes a service review prioritisation process by 31st January 2022. 3. Council identifies owners of the \$120M in infrastructure, property, plant and equipment across all services by 31st March 2022. 4. Council includes dedicated grant officer and asset management officer roles within the Organisation Chart as soon as possible, but no later than 1st July 2022. 5. Council develops Business Case Tools to ensure all Capital Expenditure is adequately assessed by 30th April 2022. 6. Council develops service statements for all external services provided to the Katherine Community by the 30th June 2022. 7. Council develops a community engagement mechanism to empower the community in decision making for Council services by 30th June 2022. 8. Council benchmarks its internal services to ensure overheads are at acceptable levels by 30th September 2022. 9. Council develops service KPI's for all services by 31st December 2022. 	Kerry Whiting	Corporate Services	Actions to be completed over the course of the next 24 months.
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			<p>10. Council develops Asset Management Plans for all major classes of Assets by 30th June 2023.</p> <p>11. Council develops a continuous business improvement cycle for each service by 31st December 2023.</p>				
11.	14/12/2021	Change to Library Operating Hours	<p>THAT Council approves the changes to the current operating hours for the Katherine Public Library effective January 4th, 2022.</p> <p>THAT Council approves the operating hours from January 4th, 2022, onwards to as follows: Monday – Closed Tuesday – Friday 9.00am - 5.00pm Saturday 9.00am – 12.00pm</p>	Colleen McTaggart	Community Services	Complete	Advertising Complete
12.	14/12/2021	Minor Budget Review	<p>THAT Council adopts the 2021-2022 amended budget as presented in the revised Statement of Comprehensive Income, Statement of Financial Position and Statement of Cashflows.</p> <p>THAT Council adopts the 2021-2022 revised budget amendments into the Council's Long Term Financial Plan (LTFP).</p> <p>THAT Council Advertises the amended budget as presented in the revised Financial Statements as per the requirements of Section 203 of the Local Government Act.</p>	Ireneo Lalim	Corporate Service	Complete	<p>In progress</p> <p>In Progress</p>
13.	14/12/2021	Monthly Financial Report – November 2021	THAT Council endorses the Financial Report for the month of November 2021.	Donna Collins	Corporate Services	Complete	

14.	14/12/2021	Monthly Report of the Corporate and Community Services Department For November 2021	THAT Council receives and notes the Corporate and Community Services report for the month of November 2021.	Kerry Whiting	Corporate and Community Services	Complete
15.	14/12/2021	Infrastructure & Environment Department Report for the Month of November 2021	THAT Council receives and notes the report of the Infrastructure & Environment Department for the month of November 2021.	Brendan Pearce	Infrastructure and Environment	COMPLETE
16.	14/12/2021	November 2021 – Project Update	THAT Council receives and notes the project update for the month of November 2021.	Janette Crowhurst	Infrastructure and Environment	COMPLETE
17.	Confidential Item 14/12/2021	Tender 22/06 – Management Services for Katherine Civil Airport	<p><u>Public Minutes</u> THAT Subject to the approval of the Department of Defence (DoD), award Tender 2022-06 - Management Services for Katherine Civil Airport to Oz Airports for a period aligning with Council's lease with the DoD of the Civil Airport Site expiring 30 September 2027 for \$365,797.55 (ex GST), Three Hundred and Sixty-Five Thousand, Seven Hundred and Ninety-Seven dollars and Fifty-Five cents for Year One.</p> <p>THAT Council notes that the annual fee for subsequent years for the life of this Management Agreement through to it September 2027 expiry will be subject to annual Consumer Price Index (CPI) increases.</p> <p>THAT Council note that the Management Agreement has at the conclusion of the first period, the option to extend the Agreement for a further two, ten-year extensions, at Council's discretion</p>	Brendan Pearce	Infrastructure and Environment	<p>COMPLETE</p> <p>14/04/22 Oz Airports have now commenced providing management services at the Katherine Civil Airport with the agreement of all parties including Department of Defence.</p>

18.	Confidential Item 14/12/2021	Tender 22-05 – Katherine Sportsground Entry Road	Public Minutes THAT Council awards Downes Graderways Pty Ltd , Tender 22-05 – Katherine Sportsground Entry Road project for \$ 218,136.00 GST Exclusive, Two Hundred and Eighteen Thousand, One Hundred and Thirty-Six Dollars.	Brendan Pearce	Infrastructure and Environment	IN PROGRESS 14/04/22 Downes Graderways have commenced works on this project week commencing 11 April 2022.
19.	22/02/2022	Airport Sublease Renewals	That it be recommended to Council to authorise the Mayor and the CEO to affix the Common Seal to subleases and renewals at the Katherine Civil Airport, as they become due and available.			COMPLETE (ONGOING)
20.	22/02/2022	January 2022 – Project Update	That Council receive and note the project update for the Month of January 2022.	Janette Crowhurst	Infrastructure and Environment	COMPLETE
21.	22/02/2022	Mykatherine	That Council approve a transfer of funding from restricted assets (reserves) of \$45,000 to fund the continuation of the current round of the myKatherine discount program.	Kerry Whiting	Community and Corporate Services	MyKatherine application updated with the reserve funding. Restricted Assets position to be updated in future Council report.
22.	22/02/2022	Monthly Report of The Corporate And Community Services Department For January 2022	Council to receive and note the Corporate and Community Services report for the month of January 2022	Kerry Whiting	Community and Corporate Services	Complete
23.	22/02/2022	Monthly Financial Report – January 2022	Council to endorse the Financial Report for the month of January 2022.	Donna Collins	Corporate Services	Complete

24.	22/02/2022	Infrastructure And Environment Department Report for The Month of January 2022	Council receive and note the report of the Infrastructure and Environment Department for the month of January 2022.	Brendan Pearce	Infrastructure and Environment	COMPLETE
25.	Special Council Meeting 04/03/2022	Rates Recovery – Discharge of Overriding Statutory Charge	That Council approves the removal of the statutory charge on Assessment 280 through the completion of the relevant land titles form signed under seal by the Mayor and Chief Executive Officer; and That Council delegates to the Chief Executive Officer all future Overriding Statutory Charge processes required under Division 4 of the Local Government Act.			Complete
26.		Monthly Report of the Chief Executive Officer for the Month of February 2022	That Council formally receives and note the Chief Executive Officer Report for the month of February 2022	Ingrid Stonhill	Governance	Complete
27.	22/03/2022	Infrastructure and Environment Department Report for the Month of February 2022	That the report of the Infrastructure and Environment Department for the month of February 2022 be received and noted	Brendan Pearce	Infrastructure and Environment	COMPLETE
28.	22/03/2022	Project Update – February 2022	That Council received and noted the project update for the month of February 2022	Nirodha	Infrastructure and Environment	COMPLETE
29.	22/03/2022	Katherine CBD Road Remediation Works – Engagement of Contractor	That Council approves the engagement of the Downer EDI Works Pty Ltd under local buy Contract BUS270 for Road, Water, Sewerage and Civil Works to deliver the Katherine CBD Road	Brendan Pearce	Infrastructure and Environment	IN PROGRESS 14/04/22

			Remediation works program for the amount of Six Hundred and Twenty-two thousand, three hundred and fifty-seven dollars and eighty-eight cents (\$622,357.88) including GST.			Contractor expected to commence works in May 2022.
30.			That Council authorises the CEO under Part 40 of the Local Government Act 2019 to sign and execute the contract			
	22/03/2022	Closure of NTEPA Authorised Officer Direction in Relation to the Showgrounds Tyre-Fire	That Council notes that the site of the tyre fire that occurred on 1 July 2019 at a perimeter fence of the Katherine Showgrounds is now remediated and returned to general recreation use That Council received and notes the attached Environmental Auditor's Report That Council endorses sending the attached letter to NTEPA	Peter A Schubert	Infrastructure and Environment	COMPLETE
31.	22/03/2022	Closure of NTEPA Authorised Officer Direction in Relation to Contamination of Soil with Oil	That Council notes that the site has now been remediated and returned to general recreational use. That Council notes the attached Environmental Auditor's Report That Council endorses the attached letter to NTEPA	Peter A Schubert	Infrastructure and Environment	COMPLETE
32.	22/03/2022	Monthly Report of the Corporate and Community Services Department for February 2022	Nil	Nil	Nil	Nil

33.	22/03/2022	Snap, Send, Solve and Electronic Document Record Management System	That Council receives and notes the report	Kerry Whiting	Corporate and Community Services	Complete
34.	22/03/2022	Monthly Financial Report – February 2022	That Council endorses the Financial Report for the month of February 2022	Donna Collins	Corporate Services	Complete
35.	22/03/2022	Elected Members Allowance	That Council provides a Council resolution for the percentage value of the maximum allowances to be paid to Katherine Town Council Members for the 2022-23 financial year	Donna Collins	Corporate Services	Complete
36.	22/03/2022	Katherine Library Services	That Council receives and notes the Katherine Library Services report for the month of February 2022	Colleen McTaggart	Community Services	Complete

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – 26 APRIL 2022
REPORT TITLE	:	CONFIDENTIAL INFORMATION POLICY
AUTHOR	:	INGRID STONHIL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. CONFIDENTIAL INFORMATION POLICY

PURPOSE OF REPORT

The purpose of this report is to provide a draft of the Katherine Town Council's Confidential Information Policy for the Council's information and adoption. A draft policy in Attachment 1 is established to ensure the proper treatment and review of confidential items considered at a Council Meeting.

LEGISLATIVE REQUIREMENTS

The information outlined in this report complies with Section 53 (1) of Local Government (General) Regulations 2021.

Confidential information

- (1) For section 293(1) of the Act, the following information is prescribed as confidential:
 - (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;
 - (b) information about the personal circumstances of a resident or ratepayer;
 - (c) information that would, if publicly disclosed, be likely to:
 - (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - (ii) prejudice the maintenance or administration of the law; or
 - (iii) prejudice the security of the council, its members or staff; or
 - (iv) subject to sub-regulation (3) – prejudice the interests of the council or some other person;
 - (d) information subject to an obligation of confidentiality at law, or in equity;

- (e) subject to sub-regulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest;
- (f) subject to sub-regulation (2) – information in relation to a complaint of a contravention of the code of conduct.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive, accept and adopt the Confidential Information Policy effective immediately until 30 June 2025



Ingrid Stonhil
CHIEF EXECUTIVE OFFICER



CONFIDENTIAL INFORMATION

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Officer		
Approval Date:	Next Review:	30 June 2025	
Records Number:	Council/CEO Decision:	Council	
Legislation Reference:	Section 53(1) of Local Government (General) Regulations 2021		

1 PURPOSE

Katherine Town Council is committed to transparent and accountable decision making, to achieve the outcomes of its Municipal Plan. However, from time to time, Council will consider confidential and sensitive information which it must treat with care.

This policy sets out Council's process to ensure the proper treatment and review of confidential items considered at a Council Meeting. This policy applies to information that was considered during or resulted from confidential business at a council meeting, including (but not limited to) the agenda, business papers, resolutions, and minutes.

2 SCOPE

This policy applies to elected members, Council employees, contractors, volunteers and all other persons that perform work on behalf of Council and may access confidential information during the performance of their duties.

3 DEFINITIONS

Confidential information means information prescribed as confidential under section 51 of the Local Government (General) Regulations 2021.

4 DETAILS

Council holds sensitive and personal information about a range of matters relating to the residents and organisations of the Katherine and wider community and personal information of employees employed by Council. In the course of their association with Council, elected members, Council employees, contractors, consultants and volunteers may come across such confidential information. It is a condition of employment and is reflected in the Elected Member Code of Conduct, employee Code of Conduct and each individual employment contract that such information is treated in a sensitive or confidential nature and may not be disclosed to a third party.

WHAT IS MEANT BY CONFIDENTIAL INFORMATION?

Section 51 of the Regulation prescribes the following information as confidential:

- information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual
- information about the personal circumstances of a resident or ratepayer
- information that would, if publicly disclosed, be likely to:
 - cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or
 - prejudice the maintenance or administration of the law; or
 - prejudice the security of the council, its members, or staff; or
 - subject to regulation 51 (3) – prejudice the interests of the council or some other person
- information subject to an obligation of confidentiality at law, or in equity
- subject to regulation 51 (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest, and
- subject to regulation 51 (2) – information in relation to a complaint of a contravention of the code of conduct.

Any Council business that falls under these prescribed categories will be considered as confidential information for the agenda, business papers, resolutions, and minutes.

CONSIDERATION OF CONFIDENTIAL INFORMATION

All content associated with confidential information will be discussed and debated in closed session.

At the conclusion of consideration of a confidential matter during a meeting, Council will decide whether the information is:

- a) the type of confidential information that should no longer be confidential after a specified period of time, or
- b) the type of confidential information that should be confidential indefinitely, including information about the employment of a particular individual as a member of the staff or possible member of the staff of the Council, or information about the personal circumstances of a resident or ratepayer, or
- c) the type of confidential information that should be transferred as a record to the archives service under section 141 of the *Information Act 2002*.

A council resolution will be passed indicating the category of the matter.

If Council resolves that the matter falls under category (a), it will be added to the confidentiality review list.

CONFIDENTIALITY REVIEW LIST

Council will maintain a list of category (a) matters and review that list once every 12 months to determine whether any matters are no longer confidential or instead should be re-categorised under (b) or (c).

Council decisions that are no longer confidential will form part of the Open Minutes of the meeting where Council endorsed release of the decision.

5 ASSOCIATED POLICIES/DOCUMENTS

Privacy Policy

Records Management Policy

Code of Conduct for Elected Members

Code of Conduct for CEO and Employees

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Information Act 2002

Records Disposal Schedule for Local Authorities in the Northern Territory

Revision History

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

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.3

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT

MEETING : ORDINARY COUNCIL MEETING – 26 APRIL 2022

REPORT TITLE : FRAUD AND CORRUPTION CONTROL POLICY PROTECTION PLAN

AUTHOR : INGRID STONHIL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. FRAUD AND CORRUPTION CONTROL POLICY PROTECTION PLAN

PURPOSE OF REPORT

The purpose of this report is to provide a draft of the Katherine Town Council's Fraud and Corruption Control Policy Protection Plan for the Council's information and adoption. A draft policy in Attachment 1 is established to provide guidance on the action which is to be undertaken where fraud or corrupt conduct is suspected within the Council or involves Council's elected members, employees, or contractors, and to provide assurance to the community that all suspected fraudulent or corrupt activity will be investigated.

LEGISLATIVE REQUIREMENTS

The information outlined in this report complies with Section 6(1)(d)(i) of the Local Government (General) Regulations 2021

(1) A council must maintain the following information:

(d) the council's internal controls, including the following:

(i) the council's fraud and corruption control policy protection plan, made by the CEO;

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive, accept and adopt Fraud and Corruption Control Policy Protection Plan effective immediately until 30 June 2025

A handwritten signature in black ink, appearing to read 'Ingrid Stohil', written over a horizontal line.

Ingrid Stohil

CHIEF EXECUTIVE OFFICER



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

Draft

FRAUD AND CORRUPTION CONTROL POLICY PROTECTION PLAN

Type:	Council Policy
Owner:	Chief Executive Officer
Responsible Officer:	Director, Corporate Services
Approval Date:	Next Review: 30 June 2025
Records Number:	Council/CEO Decision: Council
Legislation Reference:	Section 6(1)(d)(i) of the Local Government (General) Regulations 2021

1 PURPOSE

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

The purpose of this policy is to provide guidance on action which is to be undertaken where fraud or corrupt conduct is suspected within the Council or involves Council's elected members, employees or contractors, and to provide assurance to the community that all suspected fraudulent or corrupt activity will be investigated.

This policy is based on the following principles:

- Elected members and Council employees are placed in a position of trust and are required to enhance public confidence in the integrity of Council, and to be active in protecting public money and property.
- Council will have in place effective operational controls and procedures for the prevention and detection of fraudulent and corrupt activities.
- Council will investigate and manage all reported cases of alleged fraud in accordance with relevant legislation, policies, and procedures.
- Elected members and employees are aware and acknowledge their obligations to report suspected fraud or improper conduct in accordance with the *Independent Commissioner Against Corruption Act 2017* (ICAC Act).

2 SCOPE

This Policy applies to all elected members, Council employees, contractors, consultants, committee members or any individual or group undertaking activity for and on behalf of Council.

3 DEFINITIONS

Corruption means dishonest activity in which an elected member, Council employee, contractor, consultant, committee member or any individual group undertaking activity for and on behalf of Council, acts contrary to the interests of Council and abuses their position of trust in order to achieve some personal gain or advantage for themselves or for another person or entity. An incident of corruption may include an element of fraud or deception.

Fraud means dishonest activity that causes actual or potential financial loss to any person or entity including theft of monies or other property by Council officers or persons external to the entity. It includes the deliberate falsification, concealment, destruction, or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position.

ICAC means the Independent Commissioner for Corruption for the Northern Territory.

4 DETAILS

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

The *Local Government Act 2019* and associated Regulations require the Chief Executive Officer to establish and maintain a Fraud and Corruption Protection Plan which includes internal controls (this document). While the Chief Executive Officer is responsible for the implementation of this policy, all elected members and employees have responsibilities in relation to the prevention and reporting of fraud and corruption. This requires not only responsibility for personal behaviour but also support for others to embrace ethical practices and take appropriate actions to prevent and minimise fraud and corruption risks and to report any incidents to the Chief Executive Officer and ICAC should it arise and be identified.

Council's Fraud and Corruption Control System includes an on-going system of training, regular risk assessment and reporting to ensure senior management and Council regularly review exposure to fraud and corruption risk.

WHAT ACTIVITIES MIGHT CONSTITUTE FRAUD OR CORRUPTION?

Awareness of warning signs or red flags for possible fraud or corruption is a useful method of detection. Often fraud indicators are inter-related and, in some situations, evidence of one indicator may imply a potential risk but may not constitute fraud or corruption. The more inter-related indicators identified, the higher the risk of potential fraud or corruption. Red flags may include unexplained and/or sudden sources of wealth, individuals under apparent stress without identifiable pressure or who refuse to take leave, employees with competing or undeclared external business interests, excessive secrecy and expenditure exceeding approved budget without adequate information to explain the variance.

Activities that could amount to fraud include (but are not limited to):

- Theft and asset misappropriation
- Tender, procurement, and accounts payable/received fraud
- Misuse of Council resources such as vehicles, computers, or stationery
- False medical certificates, inaccurate timesheets, false allowance claims, not entering utilised leave into the system.

Activities that could amount to corruption include (but are not limited to):

- Using your official position for personal benefit or gain, or benefit to another
- Accepting inducements for particular actions
- Serious, undeclared, and unmanaged conflicts of interest
- The use or disclosure of confidential information other than for a proper business purpose.

COUNCIL'S FRAUD AND CORRUPTION CONTROL SYSTEM

Council's Fraud and Corruption Control System consists of a range of controls, policies and procedures for the prevention, detection, management and reporting of fraud and corruption, including:

- an external auditor undertaking an annual audit of Council's financial statements
- an Enterprise Risk Framework with internal audit activities occurring according to the level of risk
- oversight by the Audit and Risk Management Committee
- procurement and asset management policies and procedures
- human resource policies and procedures
- information technology security protocols
- a Privacy Policy
- an Accounting and Policy Manual
- Codes of Conduct for Elected Members and employees, and
- an effective internal control framework.

INTERNAL CONTROLS

Council has a range of internal controls to reduce the likelihood and decrease the detection time of any potential fraud, theft or corrupt act. These controls include but are not limited to:

- appropriate financial delegations and authority
- appropriate physical security of Council's assets
- dual authorisations on financial transactions
- segregation of relevant duties
- trained and properly qualified staff in key roles
- information technology controls
- audit logs and records reviewed, and
- regular reconciliations of the bank and balance sheet accounts.

Council's external auditor will test the control environment during their preparation for the end of financial year audit. Any observations identified by the external auditor are raised in a management letter and presented to the Audit and Risk Management Committee.

AWARENESS AND ETHICAL CULTURE

Employee awareness about fraud and corruption is important for the prevention and control of both internal and external inappropriate activities. To ensure the Council's fraud awareness program is effective, initial training on fraud and corruption, including how to report improper conduct is included in the Council's induction program. Additional training will be provided on an as-needs basis.

It is the responsibility of all elected members, directors and managers to promote an ethical culture in everything Council does and to encourage and support employees to speak out against fraudulent or corrupt activity, whether committed by staff or others.

Council employees are responsible for disclosing any actual or perceived conflicts of interest that may arise in the performance of their duties. All perceived and actual conflicts are to be declared to the Chief Executive Officer and the officer concerned to remove themselves from the relevant decision-making process. Elected members are required to manage their conflicts of interest consistent with their legislative obligations under the *Local Government Act 2019*.

MANDATORY REPORTING

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

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

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

Wherever possible, all instances reported will be treated in the strictest confidence. It is the Council's intention that any person reporting a concern or incident will, as far as is practical, have their identity kept confidential. It should be understood however, that it is not always possible to guarantee anonymity, especially where disciplinary action or prosecution arises. No one will be penalised for making an allegation that is subsequently proved to be unfounded, where the allegation has been made in good faith. Council will not, however, tolerate individuals making malicious, vexatious or unfounded allegations and disciplinary action may be taken against such persons.

CONSEQUENCES

Investigation findings that substantiate the allegation of fraud or corruption, or attempted fraud or corruption, will be actioned in accordance with legislative and policy requirements, and the principles of natural justice.

Council does not condone fraudulent or corrupt conduct and will institute disciplinary procedures in respect of any employee involved in improper activities. In this instance the provisions of the Council's Code of Conduct will apply.

Consequences for committing or attempting to commit fraud and/or corruption may include, but are not limited to:

- disciplinary action
- demotion
- repayment of misappropriated funds and other costs
- written warnings, which may be appropriate in situations where there is no financial loss and damage to reputation is not likely
- termination of employment, and/or
- referral to the ICAC or criminal prosecution agencies.

In regard to elected members, the provision of the *Local Government Act 2019* in relation to disciplinary matters will apply, in addition to referral to ICAC.

5 ASSOCIATED POLICIES/DOCUMENTS

Code of Conduct for Elected Members

Code of Conduct for Employees

Conflict of Interest Policy

Gifts and Benefits policy – elected members

Gifts and Benefits policy – CEO and staff

Procurement Policy

Privacy Policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Information Act 2002

Independent Commissioner Against Corruption Act 2017

Fraud Management Toolkit, Office of the Independent Commissioner Against Corruption, November 2020

Revision History

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

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.4
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – 26 APRIL 2022
REPORT TITLE	:	KATHERINE YOUTH SCULPTURE
AUTHOR	:	INGRID STONHIL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1. STORY OF A YOUTH SCULPTURE FROM KATHERINE REGIONAL ARTS 2. PROPOSED LOCATION OF THE STATUE

PURPOSE OF REPORT

The purpose of this report is to seek the Council's approval for the installation of a Youth Sculpture on Lot 3182, Katherine Railway Terrace. This statue was created by a local artist Patrick Bauer and a group of youth, coordinated by the Katherine Regional Arts.

BACKGROUND

The Katherine Regional Arts worked with a local artist Patrick Bauer and a group of youth to create a statue in a style of a "Transformer" holding a fishing reel and a barramundi in 2020. This project was funded by the Northern Territory Government School Holidays Program.

"Transformer" holding a fishing reel and a Barramundi is the result of the creativity of the local artist and youth Katherine. Since it was made, it had been displayed at the Junk Festival both in 2020 and 2021, however, the Katherine Regional Arts has been looking for a permanent home for this artwork to be displayed and enjoyed by locals and visitors all year round.

The proposed location for the statue is on Lot 3182, Katherine Railway Terrace which was identified by the artist as being ideal, as it is not only a central area to highlight our creative youth but also it compliments other arts in the area such as the statue by Gary Manbulloo in Town Square and street art murals along the Terrace.

FINANCIAL IMPACT

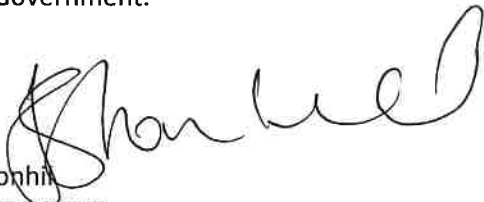
Big Rivers of The Department of the Chief Minister and Cabinet, Northern Territory Government will be supporting the installation of the plinth and the statue through a grant funding.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Note and approve the installation of a Youth Sculpture on Lot 3182, Katherine Railway Terrace as proposed in attachment 2

2. Authorise the Chief Executive Officer to confirm funding availability for the installation of a Youth Sculpture from the Big Rivers Department of The Chief Minister and Cabinet, Northern Territory Government.

A handwritten signature in black ink, appearing to read 'Ingrid Stonhill', written over a faint horizontal line.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER



12/04/2022

Youth sculpture: Background

In 2020, Katherine Regional Arts worked with a group of young people in Katherine and an artist to create a sculpture. The work was lead by the young people who wanted to participate. Over 7 weeks a 4 metre high sculpture was created in the style of a 'transformer' holding a fishing reel and a barramundi. The sculpture is made out of car parts from a 1992 Toyota Celica vehicle donated by the artist. The vehicle was brought into KRA and the young people took parts from the vehicle to build the sculpture. There are a few parts of the sculpture that are not from the vehicle, eg, a gas bottle for the head.

The idea to create the sculpture as a transformer was born from the vehicle. However, the group insisted on having a Katherine flavour to the sculpture by adding the fishing reel and the barramundi.

Participants

Youth

- Nellie Pepperill, age 17
- Tianah Law, age 17
- Xavier Matthews, age 15
- Connor Sarney-Scotney, age 16,
- Keegan Freat, age 17

Katherine Artist

Patrick Bauer

A terrific outcome from the series of workshops at KRA designing and building the transformer was the skills learnt by participants. All participants learnt to spot weld and use a drop saw. KRA has a long history – now 10 years – of using recycled materials, with the hosting of the Junk Fest each year. All participants knew it would one day be on permanent exhibition in Katherine, and a couple of them have asked me in the past couple of years if that would be happening soon.

The transformer has been on display at two Junk Festivals – 2020 and 2021. Before its installation permanently in town, it will be painted.

Height of the sculpture: approx. 4 metres.

Weight of the sculpture: unknown, the sculpture comes in sections – legs and waist, chest, head, fishing reel, barramundi. The two heavy sections – legs, chest, can be moved by 4 strong people.

KRA received funding from DCM (Katherine Youth Activities Fund - Australian Research Alliance for Children and Youth, ARACY – The Nest Framework, to conduct this project.

Pictures show the works of creating a "Transformer"





Attachment 2

Proposed Location of the Youth Sculpture



KATHERINE TOWN COUNCIL



REPORT

NO : 13.5

MEETING : ORDINARY COUNCIL MEETING – 22nd March 2022

REPORT TITLE : INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF MARCH 2022

AUTHOR : BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE & ENVIRONMENT

ATTACHMENT/S : 1. NIL

PURPOSE OF REPORT

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

BACKGROUND**Parks and Open Areas**

- Staff continued routine ground's maintenance throughout the Municipality, responded to *Snap Send Solve* requests, and carried out other works and services including
 - Hot Springs – staff conducted daily inspections and repair vandalism and wilful damage to the lawn, irrigation systems and plants and prepared for re-opening for the Dry Season
 - Katherine North – staff did general maintenance to laneways, trimmed trees and vegetation, removed weeds and repaired fences
 - Changed over event banner flags
 - Removed 16 loads of dirt dumped on Riverbank Drive
 - Assisted the museum to tidy grounds before the Bombing of Darwin ceremony



Fallen tree at the Museum

- Tree management:
 - Staff and contractors pruned trees at Hot Springs, Museum and Netball Courts
 - Staff cleaned up fallen limbs from storm on 14 March
 - Removed fallen tree at Museum

- Vegetation management
 - Scheduled works undertaken for slashing Parks and firebreaks, seasonal weed treatment programs and in response to Snap Send Solve reports
 - Staff carried out spraying of Class A weeds on Emungalan Road, Uralla Road, Florina Road and Zimin Drive. Treated weeds included hyptis, grader grass, gamba grass, Chinese apple, devil's claw and bellyache bush
 - Contractors are engaged to undertake spraying of caltrop



Hyptis Weed



Slashing Lockheed Park

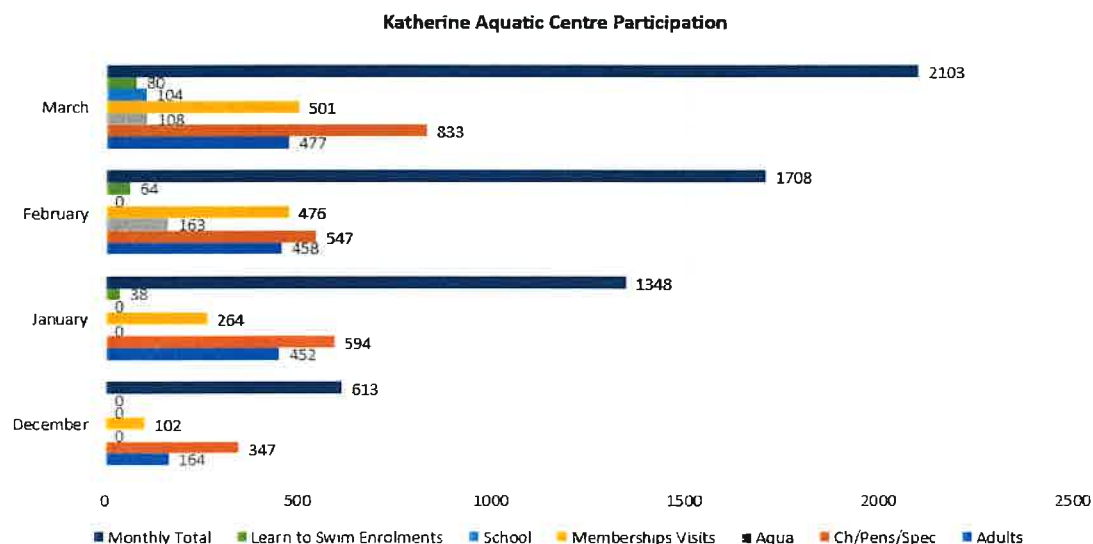
Katherine Memorial Cemetery

- 3 burials were conducted.
- Staff continued routine maintenance of gravesites, grounds, and lawns and repaired Rotunda roof.

Buildings and Facilities

Katherine Sportsgrounds

- Staff carried out general maintenance of the complex and ovals, including fertilising, controlling weeds, irrigation and mowing.
- There were 2,103 Aquatic Centre visits during March.





Katherine Aquatic Centre activities & programs



Katherine Showgrounds

- Staff completed plumbing and electrical repairs and general building and grounds maintenance to all areas and facilities



Works undertaken to prepare Cut-out Pen and Campdraft Arena for events

Infrastructure

Road Network and associated Infrastructure

- Contractors completed scheduled edge repair and minor shoulder maintenance program.
- Contractor engaged to undertake CBD road remediation program and works are scheduled to commence in May.
- Program continued for installation of Council Facility signage.
- Staff and contractors continued scheduled footpath renewal program.
- Contractors mowed various paths and verges in Katherine South and Katherine East and First Street.
- Staff commenced maintenance program for Riverlink Trail, first stage from Low Level to High Level on western side of river.



Riverlink Trail Maintenance

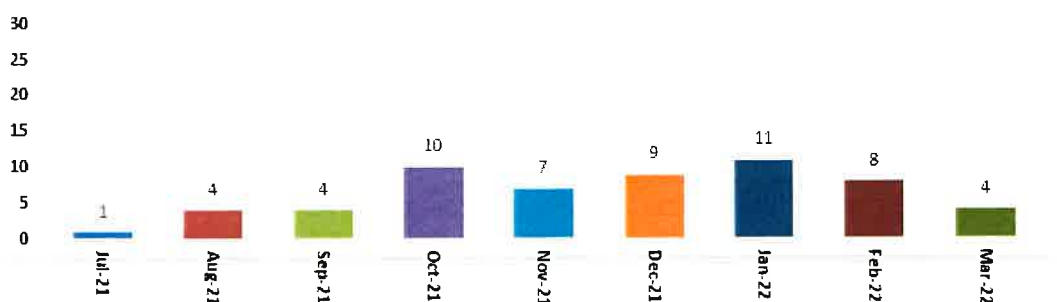


Facility Signage Installation Program

Outdoor Lighting

- The lights for the netball/basketball lighting upgrade grant project were commissioned.
- Four streetlight faults were reported to Council from members of the public during the month.

Monthly Streetlight Reported Faults (#)



Netball Lighting Project









Environment

Waste Management Facility

- Staff continued with daily operational tasks including weed eradication, erosion control, water quality monitoring, and works to maintain active tip face and access to landfill.
- Staff participated in training sessions for the waste data systems used by Council.
- Staff continue to engage with other stakeholders and participate in project meetings for the Big Rivers waste management study.
- So far this year, the Waste Management Facility has received 9,583t of waste, including 2,407t from kerbside collections.

Monthly Energy Production - Civic Centre

Katherine Civic Centre						
Month 2021-2022	Energy Produced (KWH) 	Energy Consumed (KWH) 	Exported to Grid (KWH) 	Imported from Grid (KWH) 	Carbon Offset Tonnes 	Equivalent to Number of Trees 
July	4641	9020	1563	5941	3.2	82
August	5136	9513	1906	6282	3.5	91
September	5360	11862	1155	7657	3.6	93
October	3632	14778	376	11521	2.5	64
November	3796	11690	485	7895	2.6	67
December	3522	11252	452	8183	2.5	64
January	5122	8601	1306	4786	3.6	93
February	5194	10079	8075	4900	3.6	94
March	5979	12696	763	6700	4.2	108
21-22 TOTAL	42383	99491	16081	63866	29	756

- Average energy produced by Civic Centre roof solar panels is 155kWh of electricity per day.

Planning Applications

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

- 3 x Development Application

OFFICER RECOMMENDATION

That it be recommended to Council:

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



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : 13.6

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

MEETING : ORDINARY COUNCIL MEETING – (26/04/2022)

REPORT TITLE : MARCH 2022 – PROJECT UPDATE

AUTHOR : NIRODHA – ADMINISTRATION OFFICER

ATTACHMENT/S : 1. PROJECT UPDATE – MARCH 2022

PURPOSE OF REPORT

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

BACKGROUND

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

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

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

OFFICER RECOMMENDATION

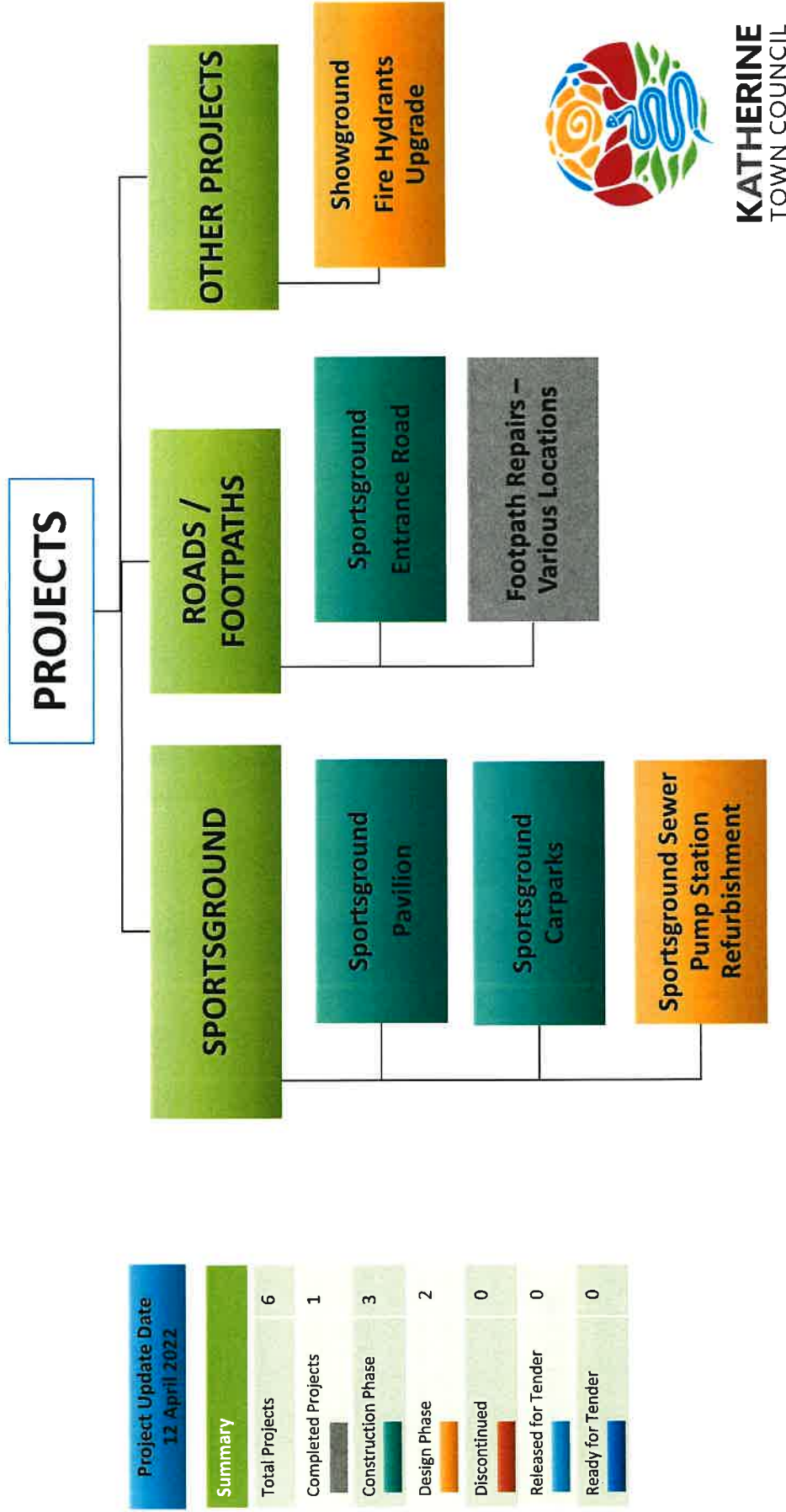
That it be recommended to Council to:

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

A handwritten signature in black ink, appearing to read 'Ingrid Stornhill', written over a faint circular stamp.

Ingrid Stornhill
CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS



KATHERINE SPORTSGROUND – PAVILION



KATHERINE
TOWN COUNCIL

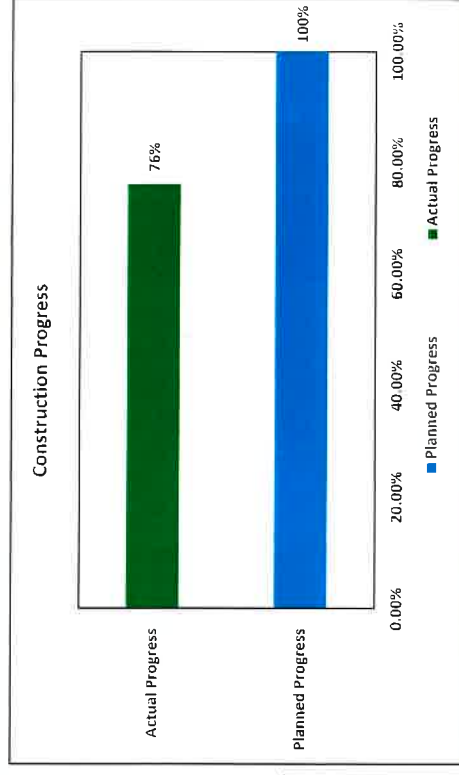
CONTRACTOR: NORBUILT PTY LTD

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

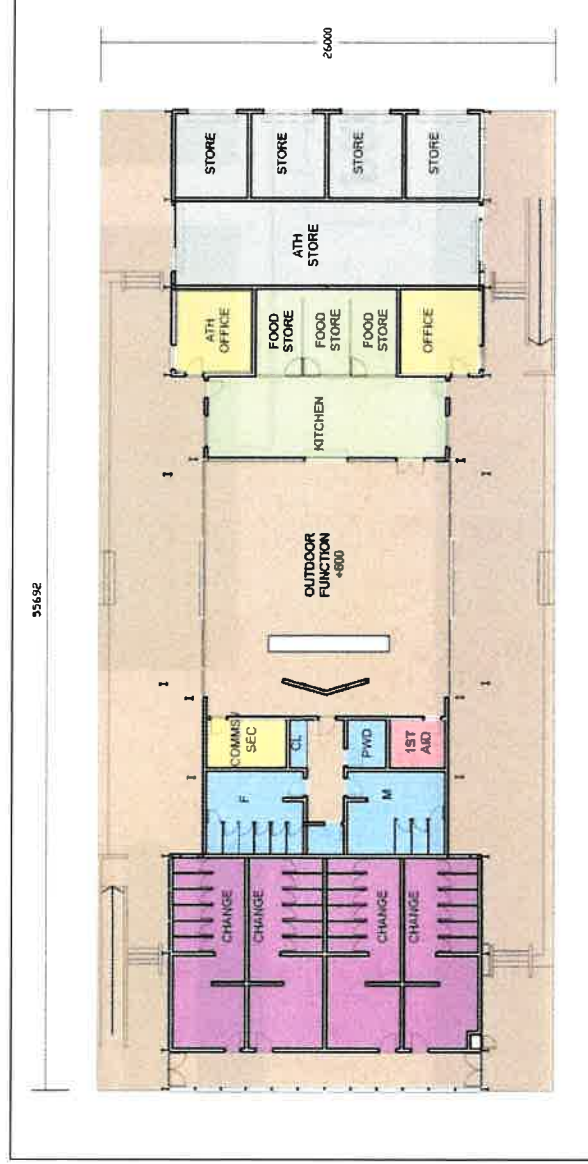
The scope of works included

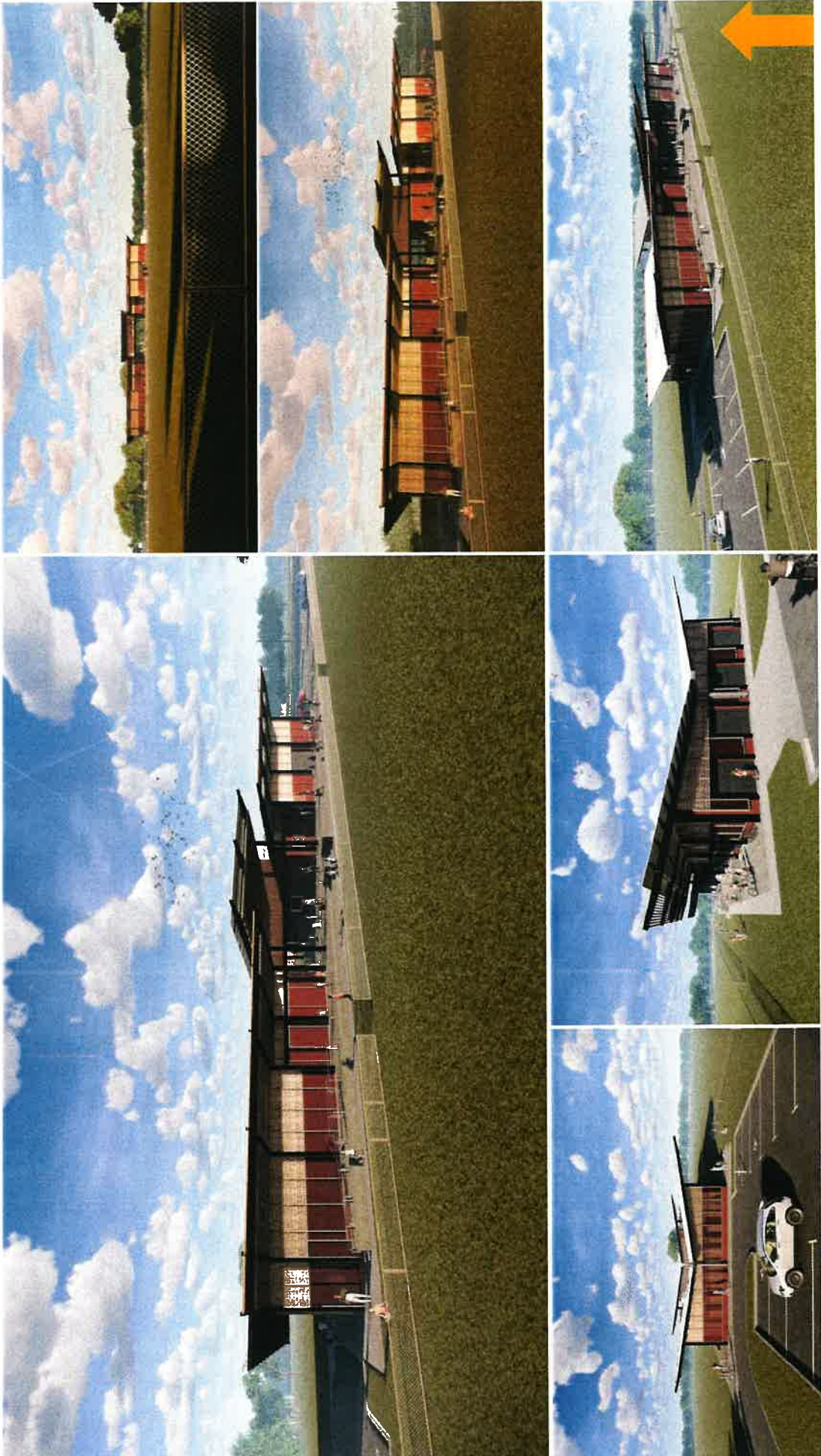
- Demolition of existing building
- Main Building works, including hardscape to its perimeter, shading awning and landscaping works
- Main building includes 4 x Change rooms, Male & Female Toilets, Outdoor Function Space, Kitchen, Offices, Store rooms, First Aid Room, Comms Room and Cleaners Room
- Upgradation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

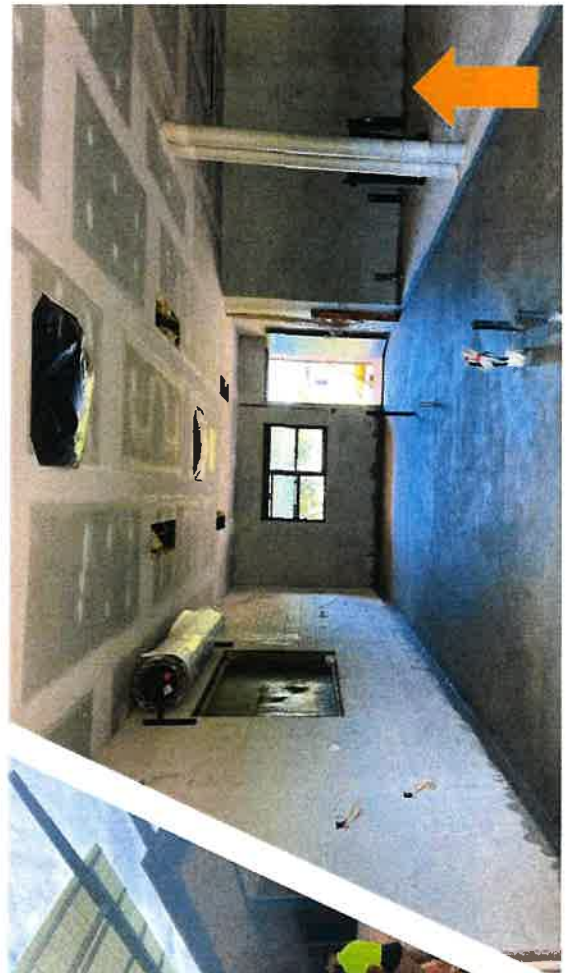


KEY DATES

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







KATHERINE SPORTSGROUND – CAR PARKS



KATHERINE
TOWN COUNCIL

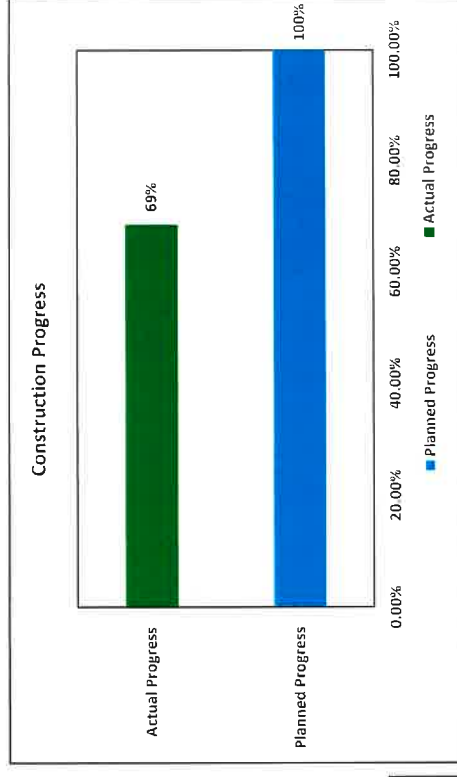
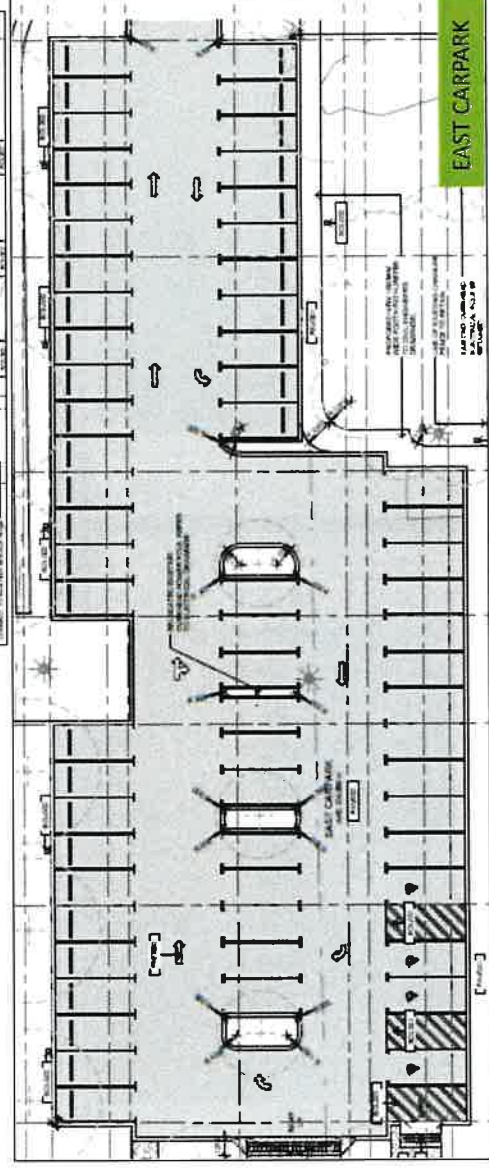
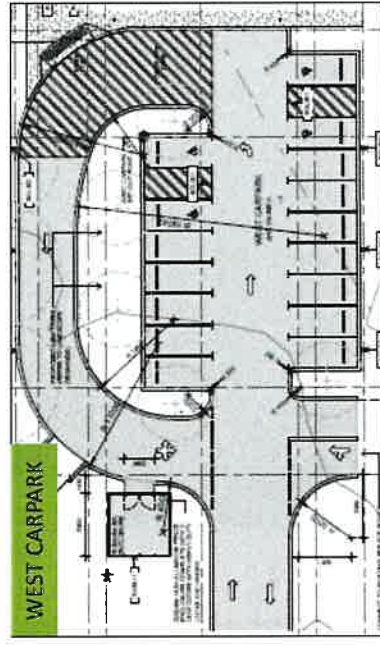
CONTRACTOR: NORBUILT PTY LTD

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

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

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



KEY DATES

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



Western Carpark

Eastern Carpark

- Both Carparks graded to finished level
- Primed and ready for seal
- Delays due to the Covid Lockdown / Lockout



Change in Traffic Conditions – Give Way from the Aquatic Centre

FOOTPATH REPAIRS – VARIOUS LOCATIONS



KATHERINE
TOWN COUNCIL

CONTRACTOR: KATHERINE PLASTERING AND TILING

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

- Repair existing damaged concrete footpath at various locations in Katherine

PROJECT UPDATE

- Phase 1 - Complete

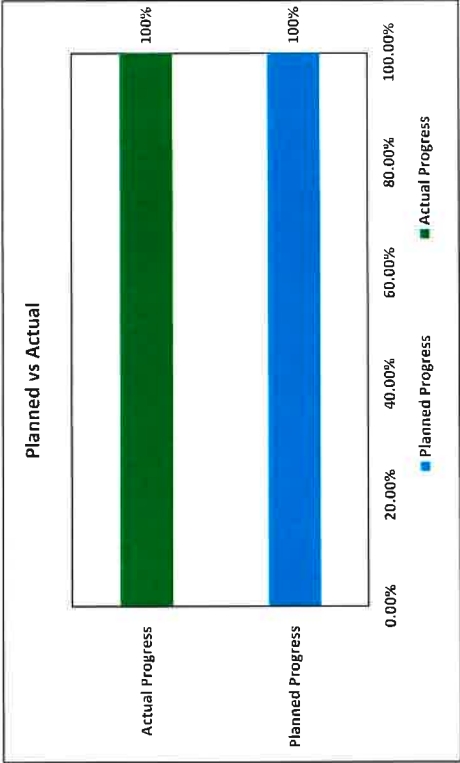


Before



After

Fourth St



KEY DATES

Drawings and Design Complete	N/A
KTC Release for Quotation	11 November 2021
Quotation Closing Date	18 November 2021
Contract Award Date	11 January 2022
Construction Work Start	14 February 2022
Duration of Works	2 months
Delivery Date	16 March 2022



KATHERINE SPORTSGROUNDS- SEWER PUMP STATION REFURBISHMENT



KATHERINE
TOWN COUNCIL

CONTRACTOR: FLETCHERS PLUMBING AND GAS FITTING

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

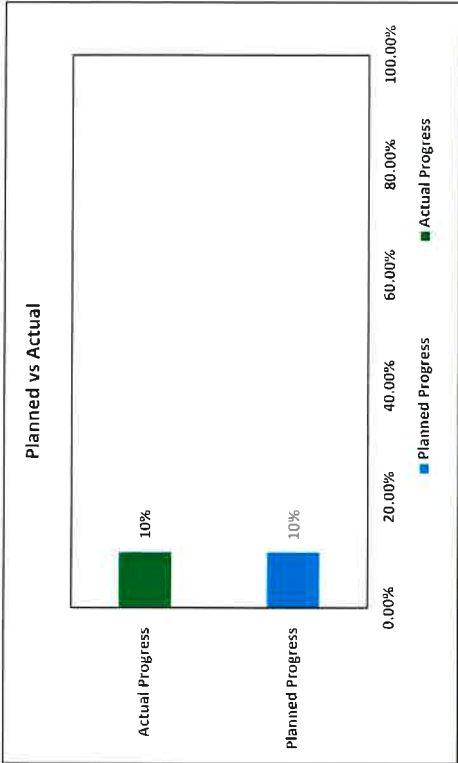
- Refurbish the sewer pump station at the Katherine Sportsground.
This also includes the supply and installation of 2 new pumps.

PROJECT UPDATE

- Ongoing



Existing Sewer Pump Station



KEY DATES

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



KATHERINE TOWN COUNCIL



REPORT

NO	:	13.7
FOLDER	:	LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 26/04/2022
REPORT TITLE	:	MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR MARCH 2022
AUTHOR	:	KERRY WHITING, DIRECTOR CORPORATE & COMMUNITY SERVICES
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

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

REPORT

The monthly report of the Corporate and Community Services department reports directly against the Katherine Town Council 2021/22 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 Community Development, Community Events, Library Services, Regulatory Services and Visitor Information Services. The Corporate Services Department section of the Municipal Plan includes Administration Services and Finance Services.

The Director of Corporate and Community Services has been facilitating a services review within the organisation and these defined areas have changed slightly to those presented in the 21/22 Municipal Plan, however Council will continue to provide updates for 2021/22 against the current Key Performance Indicators.

Community Development	
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
<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 Provide strategic development and governance support to the Museum as required 	<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

<ul style="list-style-type: none">• Provide operational funding to Godinymayin Yijards Rivers Arts and Culture Centre (GYRACC).	<ul style="list-style-type: none">initiatives, providing support as appropriate.• Provide safe and sustainable asset maintenance to the Museum.• Provide funding and support to the Annual Katherine Prize event.	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase number of community engagement activities undertaken annually.	>5	3
Increase community grant program interest (applications)	>5	29 applications were recd – an increase of 9 from last year.
Increase number of community groups engaged with Council	>1	5
Adherence to Katherine Museum partnership Agreement	ongoing	No non adherence matters have been raised
Completion of agreed yearly Asset Maintenance for Museum	100%	Ongoing
Adherence to GYRACC partnership Agreement	ongoing	No non adherence matters have been raised

Commentary for the month:

Bombing of Katherine added as a community engagement activity for the month.

80th Anniversary Bombing of Katherine – 22 March



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%	-49.44%
Increase Council's event program through community collaboration		2	39

Commentary for the month:

Participation at community events is down on target with the cancellation of Carols by Candlelight due to Covid-19. Numbers are starting to rise slowly as participation returns to normal. Council assisted with the Bombing of Katherine event this month which increased Council's numbers in community collaboration.

Come and Try Sports Expo – 12 March



Clean up Australia Day – 6th March



Citizenship Ceremony – 22nd March



Library Services		
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	
<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 	
KEY PERFORMANCE INDICATOR		CURRENT (YTD)
Increase patron engagement (programs)		-18.73%
Increase number of members / patrons		-18.32%

Commentary for the month:

Patron numbers have fallen a lot during the year due to the library being affected because of the Covid19 lockdown / lockouts and closure for multiple occasions. However, numbers are now steadily rising and programs are seeing more participation. Comparatives to March last year show an increase in engagement and patrons for the month.

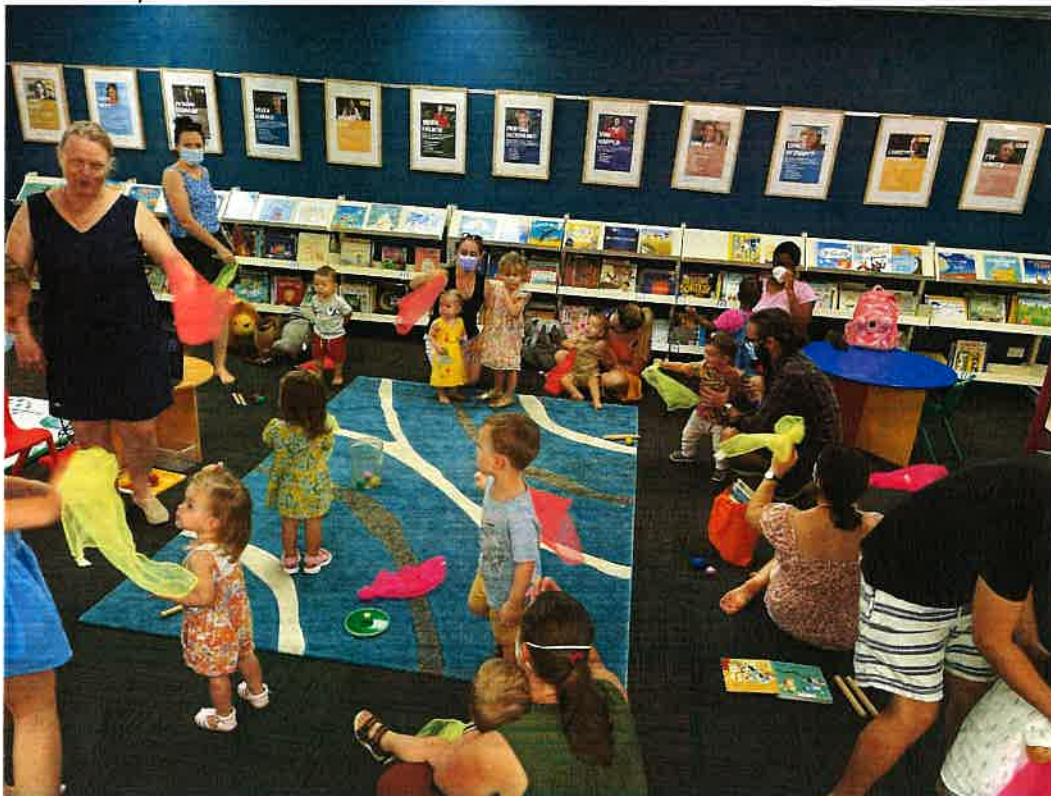
Seniors Expo



Storytime Crafters



Toddler Rhyme Time



Dungeons & Dragons



Regulatory Services		
Provide effective management of public order and safety within the municipality compatible with a congenial living environment.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> • Pound management • Partnership and Interagency collaboration • Animal management and control • Traffic control • Community Education • Carry out routine mosquito trapping activities in accordance with the Department of Health direction 	<ul style="list-style-type: none"> • Ensure health and safety of animals within the pound including cleaning, feeding and vet checks for animals • Support and partner with other agencies to support public order and safety • Dog Rehoming • Dog registration audit • By Law Review • Respond to dog attacks and enforce By-Laws • Controlled parking • Carry out doggy day education activities • Mosquito monitoring data collection and reporting 	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Service requests are actioned within 10 days	90%	69.13%
Carry out doggy day education activities	1	finalised
Complete annual controlled parking audit	100%	ongoing
Undertake dog registration audits	% increase	ongoing
Prepare recommended determinations for KTC by laws	100%	Completed initial assessment and referred to Parliamentary Council.
Supply fortnightly mosquito samples	100%	100%

Commentary for the month:

Service requests in regulatory services are affected by the same dynamics explained within administration services. In essence many jobs are actually completed, though our reporting system managing these requests does not reflect this due to other factors. For the month of March, the completed requests for the regulatory team are at a minimum of 75%.

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 in-line 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 (YTD)
Increase total sales	1%	-37.51%
Increase KVIC visit numbers	1%	18.34%
Increase sales value per booking	1%	7.51%

Commentary for the month:

Visitor numbers have increased YTD, however this has not translated into increased sales growth compared to last year. Last year experienced record sales due to the NTG voucher schemes. The Territory Voucher scheme commenced again early in October and as a result sales and KPIs have started to increase again, though Covid-19 has caused many cancellations and re-bookings. With the prime visitor season all but on us, other than total sales, KPI's look on track to maintain annual improvement.

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 Councils Customer Service Charter	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Service request actioned within 10 business days	90%	72.17%

Commentary for the month:

Service requests KPI still subject to a degree of inaccuracy. The current tracking system in Magiq is not a perfect match to meet both KPI and staff requirements. Discussions with the SNAP, SEND, SOLVE system contacts indicate their reporting system will overcome the current challenges. In the meantime, manual adjustments are being made as possible. For the month of March, the KPI is at a minimum of 69.07%.

Finance Services		
Provide responsible financial services to ensure informed decision making for the allocation of Council resources in the short term and to ensure Council meets all its statutory and regulatory obligations. Improve long term financial sustainability of Katherine Town Council.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> • Provide customer services and reception. • Accounts payable and payroll. • Rates and accounts receivable collection. • Monthly financial reporting. • Continually develop and improve the Long Term Financial Plan. • Monitor and advise on improving key performance indicators. 	<ul style="list-style-type: none"> • Ensure day to day transactions are processed in operational systems on a timely basis. • Ensure reporting frameworks meet stakeholder requirements. • Drive development of long term financial plan with the inclusion of asset management data. • Drive improved practices in management and service delivery reporting. 	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Adherence to internal financial procedures	100%	Internal audit report being planned for an independent assessment of procedures and controls.
Legislative Compliance	100%	No non-compliance matters reported for 21/22 financial year.
Long Term Financial Plan	Completed	Completed for 21/22. Design of 22/23 plan has commenced.
Improve financial KPI's in accordance with LTFP	Achieved	Draft 20/21 results as follows; <ul style="list-style-type: none"> • Current ratio increased • Rates Coverage decreased • Rates & Charges Outstanding decreased All KPIs have therefore improved

Commentary for the month:

All KPI's are currently on track to meet targets.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : 13.8

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

MEETING : ORDINARY COUNCIL MEETING – (26/04/2022)

REPORT TITLE : LEASE RENEWAL – LOT 3216 – AMTAX AND ABC

AUTHOR : CASEY ANDERSON, ADMINISTRATION MANAGER

ATTACHMENT/S : NIL

PURPOSE OF REPORT

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

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

BACKGROUND

The two office spaces within the Visitor Information Centre, are currently being leased to Amtax and ABC.

Amtax was issued a lease in 2017 for two (2) years with a renewal option for a further two (2) years plus one (1) year. On expiration of the lease, the lessee requested to exercise the final one (1) year renewal option, resulting in the lease expiring 22 February 2022.

Amtax has now requested to extend their tenure with a two (2) year lease with the option to renew for a further one (1) year, their tenure will conclude 28 February 2025.

ABC was issued a lease in 2018 for two (2) years with a renewal option for a further two (2) years. On the expiration of the current lease, the lessee requested to exercise the final two (2) year renewal option, resulting in the lease expiring 31 March 2022.

ABC has now requested to extend their tenure with a two (2) year lease with the option to renew for a further one (1) year, their tenure will conclude 31 March 2025.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

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

Ingrid Stonhill

CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL**REPORT**

NO	:	13.9
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 26TH APRIL 2022
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – MARCH 2022
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. INCOME AND EXPENSE REPORT 2. BALANCE SHEET 3. CASH FLOW

PURPOSE OF REPORT

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

BACKGROUND

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

KEY MESSAGES

- Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.
- Year-to-Date income is 4% below budget and will continued to be monitored.
- Elected Members Allowances are below planned expenses due to monthly allowances being paid in arrears the following month.
- Employee Costs are below budget by 25% due to some current vacancies and Materials/Services are below budget at 74%.
- Monthly creditor payments have been made to all known supplies with payments made weekly.
- 88% of our Infringements are outstanding longer than 90 days with 84% of these being outstanding longer than 1 year to less than 3 years.
- 10% of our Debtors (excluding rates) are outstanding for longer than 90 days.

- We expect to receive \$9.246m in rates this financial year, with 95% of rates paid for 2021/2022 year to 31 March
- 32% of our outstanding rate balance reflects rates outstanding in prior financial years (2020/2021 FY and prior)
- The Council has met its payments and reporting obligations for the GST, fringe benefit tax, PAYG withholding tax, superannuation, and insurance for the month of March 2022
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

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

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



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Table 1. Income and Expense Statement – Actual v Budget

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING MARCH 2022	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
OPERATING INCOME				
Rates	9,295,549	9,246,609	48,940	9,246,609
Statutory Charges	43,383	73,343	(29,960)	73,343
User Fees and Charges	1,326,300	1,891,570	(565,270)	1,628,542
Operating Grants and Subsidies	2,009,131	2,077,524	(68,393)	2,251,572
Interest / Investment Income	20,345	28,284	(7,939)	
Other Income	325,517	314,635	10,882	579,013
TOTAL INCOME	13,020,225	13,631,965	(611,740)	13,779,079
OPERATING EXPENSES				
Employee Expenses	3,685,420	5,324,015	(1,638,595)	5,537,452
Materials and Contracts	4,616,078	6,316,773	(1,700,695)	6,110,450
Elected Member Allowances	146,633	284,860	(138,227)	284,860
Elected Member Expenses			0	
Depreciation, Amortisation and Impairment	2,368,222	3,157,629	(789,407)	3,157,629
Other Expenses			0	
TOTAL EXPENSES	10,816,353	15,083,277	(4,266,924)	15,090,391
OPERATING SURPLUS / DEFICIT	2,203,872	(1,451,312)	3,655,184	(1,311,312)
Capital Grants Income	4,298,232	4,090,835	207,397	4,090,835
SURPLUS / DEFICIT	6,502,104	2,639,523	3,862,581	2,779,523
Capital Expenses	3,877,371	6,459,284	(2,581,913)	6,459,284
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	0
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses	2,368,222	3,157,629	(789,407)	3,157,629
NET SURPLUS / DEFICIT	256,511	(6,977,390)	7,233,901	(6,837,390)
Prior Year Carry Forward Tied Funding			0	
Other Inflow of Funds			0	
Transfers from Reserves			0	
TOTAL ADDITIONAL INFLOWS	0	0	0	0
NET OPERATING POSITION	256,511	(6,977,390)	7,233,901	(6,837,390)

Table 2. Monthly Balance Sheet Report

BALANCE SHEET AS AT MARCH 2022	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Restricted Funds	14,915,755	
Unrestricted Funds	5,897,613	
Accounts Receivable		
Trade Debtors	313,949	(2)
Rates & Charges Debtors	1,398,301	
Other Current Assets	25,924	
TOTAL CURRENT ASSETS	22,551,542	
Non-Current Financial Assets	10,096,331	
Property, Plant and Equipment	83,836,311	
TOTAL NON-CURRENT ASSETS	93,932,642	
TOTAL ASSETS	116,484,184	
LIABILITIES		
Accounts Payable	524,574	(3)
ATO & Payroll Liabilities		(4)
Current Provisions	632,081	
Accruals		
Other Current Liabilities		
TOTAL CURRENT LIABILITIES	1,156,656	
Non-Current Provisions	89,265	
Other Non-Current Liabilities		
TOTAL NON-CURRENT LIABILITIES	89,265	
TOTAL LIABILITIES	1,245,921	
NET ASSETS	115,238,263	
EQUITY		
Asset Revaluation Reserve	75,549,402	
Reserves	13,850,710	
Accumulated Surplus	25,838,151	
TOTAL EQUITY	115,238,263	

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 31 MARCH 2022

GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement, 31 March 2022	5,007,203
Balance of Imprest and Petty Cash	1,400
Plus net outstanding deposits/(withdrawals)	- 3,168
Adjusted cash at bank balance, 31 March	5,005,435

INVESTMENTS

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

Commonwealth Bank	2,490,042	0.50	18-Feb-22	17-Aug-22	
Commonwealth Bank	2,581,312	0.50	18-Feb-22	17-Aug-22	5,987,949
Westpac Bank	900,402	0.10	9-Oct-21	9-Mar-22	900,402
Total Investments					15,807,933
Total Funds					20,813,368

Internally Restricted Funds				\$	
	WMF Renewal Reserve			6,462,862	
	Capital Renewal Reserve			4,987,647	
	Contingency reserve			1,000,000	
	Emungulan Bridge			700,000	
	Council Election Reserve			100,000	
	Council motion reserve			600,515	
	Provision for Employees			650,581	
					14,501,605
Unrestricted funds					5,897,613
Unexpended capital grants- Restricted Funds					412,750
Imprest and Floats - Restricted Funds					1,400
Total Funds					\$ 20,813,368

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

Council can select timing of age of debtor →	1 – 30 Days	31 – 60 Days	>60 Days	TOTAL
Rates Debtors	\$	\$	\$ 1,262,529	\$ 1,262,529
Sundry Debtors	\$ 27,377	\$ 103,234	\$ 12,081	\$ 142,692
Weighbridge Debtors	\$ 75,957	\$ 10,823	\$ 7,449	\$ 94,229
Infringement - Animal	\$ 1,415	\$ -	\$ 8,634	\$ 10,049
Infringement - Parking	\$ -	\$ 170	\$ 2,380	\$ 2,550
Infringement - Litter/Camping	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 104,749	\$ 114,227	\$ 1,293,073	\$ 1,512,049

Arrears continue to be followed especially in the area of rates. Infringement notices unpaid from previous month have been forwarded to Fines Recovery Unit (FRU) for follow up. Sundry and Weighbridge debtors continue to be followed up on greater than 60 days. Refund of Tourism Vouchers for Round 4 which is \$94k remains outstanding inflating the 31-60 days balances.

Note 3. Statement on Debts Owed by Council (Accounts Payable)

Council can select timing of age of creditor →	1 – 30 Days	31 – 60 Days	>60 Days
Trade Creditors	\$ 524,574.00	\$	\$
Other Creditors	\$	\$	\$

Table 3. Cash Flow

BALANCE SHEET AS AT MARCH 2022	YTD Actuals \$	Note Reference
CASH FLOW FROM OPERATING ACTIVITIES		
Receipts		
Rates - general and other	9,042,940	
Fees and Other Charges	1,501,804	
Investment receipts	41,941	
Grants utilised for operating purposes	2,009,131	
Other revenues	325,517	
Employee Costs	(3,739,940)	
Material, contracts and other expenses	(9,584,572)	
Other operating payments	0	
Net Cash provided by (or used in) Operating Activities	(403,179)	
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts		
Amounts specifically for new or upgraded assests	409,471	
Sale of replaced assets	17,560	
Expenditure on renewal/replacement of assests	0	
Net Cash provided by (or used in) Investing activities	427,031	
Net Cash provided by (or used in) Financing Activities	0	
Net Increase (Decrease) in cash held	23,852	
Cash & Equivalents at beginning of period	20,789,516	
Cash & Equivalents at end of period	20,813,368	