



AGENDA

Ordinary Meeting of Council Agenda

Tuesday 26 July 2022

Ordinary Meeting: 6.00pm

Council Chambers

Civic Centre, Stuart Highway, Katherine

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



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

- OFFICERS** :
- Mrs Ingrid Stonhill – Chief Executive Officer
 - Mr Brendan Pearce – Director Infrastructure and Environment
 - Charles Liggett – Director Community Services
 - Mr Avtar Singh – Director Corporate Services

WEBCASTING DISCLAIMER

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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. PRESENTATIONS:

6.1 NORTHERN TERRITORY GOVERNMENT, DEPARTMENT OF CHIEF MINISTERS

6.2 NORTHERN TERRITORY POLICE

6.3 CHAMBER OF COMMERCE

7. CONFIRMATION OF PREVIOUS MINUTES

7.1 Minutes of the Ordinary Meeting of Council held on 28 June 2022 _____

8. BUSINESS ARISING FROM PREVIOUS MINUTES

9. MAYORAL BUSINESS

9.1 Mayoral Official Engagements

10. CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10.1 Attorney General Minister for Justice

10.2 Department of Infrastructure Planning and Logistics

11. PETITIONS

12. 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.

13. NOTICE OF MOTION

Nil

14. REPORTS OF OFFICERS

14.1	Monthly Report of the Chief Executive Officer for the Month of June 2022	26
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14.8	Elected Members Allowance Payments Report	83
14.9	Australian Local Government Assembly Conference Report	87
14.10	Katherine Civil Airport Report – Lease Renewal Intentions	90

15. REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil

16. ELECTED MEMBERS ACTIVITIES

17. LATE AGENDA

Nil

18. GENERAL BUSINESS

19. CLOSURE OF MEETING TO PUBLIC

20. CONFIDENTIAL ITEMS

The following item is designated as confidential under Regulation 51(1)(c)(i) 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:

(i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or

20.1 Minutes of the Confidential Meeting held on 28 June 2022

20.2 Tender T22-13 – Supply of Cleaning Services to All Locations

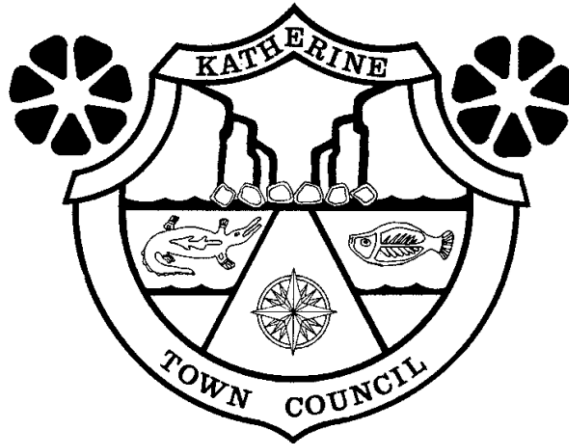
20.3 Tender T22-14 – Supply of Air Conditioning and Refrigeration Services

21. RESUMPTION OF OPEN MEETING

22. NEXT ORDINARY MEETING OF COUNCIL

That the Ordinary Meeting of Council will be held on Tuesday 23 August 2022.

23. CLOSURE OF MEETING



MINUTES

Ordinary Meeting of Council

Tuesday, 28 June 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, 28 JUNE 2022 AT 6:00PM**

- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn (Via Zoom)
- Councillor Jeremy Trembath
- Councillor Madeleine Bower
- OFFICERS** : - Mrs Ingrid Stonhill, Chief Executive Officer
- Mr Avtar Singh, Director Corporate Services
- Mr Brendan Pearce, Director Infrastructure and Environment
- Mr Charles Liggett, Director Community Services
- Ms Emily Kemp, Communication and Engagement Officer
- Mrs Donna Warland - (Minute Taker)
- VISITORS** : - 11 x Community Members attended the public seating area

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1 ACKNOWLEDGEMENT OF COUNTRY

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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 6.00 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies
Nil

4.2 Leave of Absence
Nil

5 CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

Deputy Mayor Kym Henderson declared a perceived conflict with Agenda Item 13.7 and would recuse herself from any decision making around this topic.

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@kctc.nt.gov.au

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 24 May 2022

File	:	Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes 2021
Moved	:	Councillor Trembath
Seconded	:	Councillor Kingdon
Notes		

- Amended Minutes of the Councillor activities be changed from April to May

Minutes No. 28.06.2022-OM1

That the minutes of the Ordinary Meeting of Council on 24 May 2022 be confirmed as true and accurate.

CARRIED 7 / 0

7 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

CARRIED 7/0

8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of May/June 2022

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

Mayor Lis Clark Period 24 May to 26 June 2022	
	Activity attended
	Meeting with Events Co-ordinator.
	Head Honcho – ABC Radio.
	Dept of Chief Minister x 5.
	Visit from St Joseph’s College – 30 Year 8 children came to visit Council.
	Katherine Defence and Mayoral Charity Ball.
	Community Forum at Andrew Wilson Dog Park.
	Top Didj Grand Opening.
	Meeting with Community Person x 2.
	Meeting with Deputy Mayor x 3.
	CDU Presentation and Opening of New Kitchen.
	Meeting with Representatives from the US Embassy.
	Meeting with Local Member Jo Hersey.
	Meeting with LGANT – Sun Cable Presentation.
	NT Grants Commission.
	Katherine Times x 2.
	Meeting with Health Dept. – Ball.

	Junk Festival.
	Radio with Sue Moran.
	Elected Member Lunch at The Meeting Place.
	KCESRG Meeting.
	EMIS x 2.
	RAAF Briefing – Triton Remotely Piloted Aircraft System.
	Meeting with Show Society
	Meeting with Simon Maddrell – Hydrogen Station.
	Katherine Beat at the Lindsey Street Complex.
	Council Meeting.
	Conference in Canberra x 4 days.
	Meeting with Defence in Canberra.
	Place Naming Presentation.
	Strategic Plan Presentation.
	Meeting with Dagoman/Wardaman -Information on projects happening in Katherine.

9 CORRESPONDENCE AND DOCUMENTS TABLED

CEO and Mayoral trip to Canberra for Local Government Assembly – assorted documents and reports tabled – available for review by the public upon request.

Mayor Clark outlined some points obtained by attending the Local Government Assembly

- Councils around Australia do 25% more work than Government agencies with only 4% return
- Disaster Relief was a talking point regarding mitigation versus response, thereby reducing overall cost
- Many Councils going into real estate ventures
- There is an expectation that international tourists will not be as prevalent until the end of the year
- There will no increase in funding for Airports and costs are rising
- There were a lot of speakers, and the CEO and Her Worship attempted to hear as many of them as possible.

10 PETITIONS

Deputy Mayor Kym Henderson tabled a petition from community members regarding the request for the construction of a cycle/walk path to ensure the safety of residents, as well as health and wellbeing. Deputy Mayor Henderson.

Recommended that: the petition be received by Council and that it be handed to the appropriate staff to investigate the petition request and a report be made available to councillors.

11 PUBLIC QUESTION TIME

Questions	Answers
Mrs Jo Hersey MLA Q1 – Query regarding the recycling facility and KTC initiative for recycling and if public would be made aware?	A – A Materials Recovery Facility is being developed which is an NTG initiative including a feasibility study involving an assessment of tenders. The KTC initiative for the civic building is a specific waste separation trial program – social media will be utilised to show progress of this initiative.
Q2 – Waste management charges, are Council raising rates and how would be implemented?	A – As outlined in Municipal Plan there are planned rate rises across various areas.
Q3 – Recovery of outstanding rates and charges, that may result in legal charges – how is Council recovering this?	A – All legal efforts are made to recover outstanding monies, depending on what they relate to, e.g., rates, fines etc.

Q4 – Rates – is there a rise expected this year?	A – As outlined in Municipal Plan there is a planned rate rise in line with Council requirements.
Q5 – Operating Grants and subsidies – are grants received?	A - Grants are received for different programs. Often Council must fund a portion of the costs associated with each grant.

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

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

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of May 2022
Moved	: Councillor Trembath
Seconded	: Councillor Kingdon
Minute No. 28.06.2022-OM3	
That Council formally receives and note the Chief Executive Officer report for the month of May 2022.	
CARRIED 7/0	

13.2 DECLARATION OF RATES 2022/23

Purpose	: To declare the Rates and Charges for 2022/23.
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Bower
Minute No. 28.06.2022-OM4	
That Council receives, accepts, and adopts the Items 1 to 7 in the Declaration of Rates and Charges for financial year ending 30 June 2023, pursuant to Part 11.1 of the Local Government Act.	
CARRIED 7 /0	

13.3 APPROVAL OF REVISED POLICY – ELECTED MEMBERS GENERAL POLICY AND PROCEDURES

Purpose	: To seek Council approval of the revised Elected Members General Policy and Procedures Version 4.
Moved	: Councillor Kingdon
Seconded	: Deputy Mayor Henderson
Minute No. 28.06.2022-OM5	

That Council receives, accepts, and adopts the Elected Members General Policy and Procedures Version 4.

CARRIED 7 / 0

13.4 APPROVAL OF REVISED POLICY - PROCUREMENT

Purpose : To seek the Council's approval of the revised Procurement Policy Version 5
Moved : Deputy Mayor Henderson
Seconded : Councillor Herdon

Minute No.28.06.2022-OM6

That Council receives, accepts, and adopts the Procurement Policy Version 5

CARRIED 7 / 0

13.5 APPROVAL OF REVISED POLICY – HUMAN RESOURCES MANAGEMENT

Purpose : To seek Council approval of the revised Human Resource Management Policy Version 2
Moved : Councillor Coburn
Seconded : Councillor Kingdon

Minutes No.28.06.2022-OM7

That Council receives, accepts, and adopts the Human Resources Management Policy Version 2.

CARRIED 7 / 0

13.6 MONTHLY FINANCIAL REPORT – MAY 2022

Purpose : To present to Council the Financial Report for May 2022
Moved : Councillor Trembath
Seconded : Councillor Kingdon

Minute No.28.06.2022-OM8

That Council receives and accepts the Financial Report for May 2022.

CARRIED 7 / 0

13.7 STEP OUT – LEASE AND RENTAL SUBSIDY – 11 MAY 2022

Purpose : To present the proposal to enter a renewal of lease with Step Out Disability Services over LOT 2967, 35 Needham Terrace, Katherine NT. Furthermore, to provide Step Out Disability Service a rental subsidy under the provisions of Council's Leasing Policy

Moved : Councillor Herdon
Seconded : Councillor Bower

Minute No.28.06.2022-OM9

Deputy Mayor Henderson recused herself from this matter due to perceived conflict of interest.
Deputy Mayor Henderson left the meeting room at: 7:02PM

That Council:

1. Authorise the Mayor and Chief Executive Officer to execute and three (3) year lease + three (3) year lease with the option to renew for a further one (1) year, to Step Out for Lot 2967 – 35 Needham Terrace, Katherine and to affix the Common Seal as Required.
2. To accept the rental subsidy and apply \$2,080 per annum (excluding GST) as the rental amount; whilst including CPI to be applied on every other anniversary date of the commencement date.

**CARRIED 6
RECUSED 1**

Deputy Mayor Henderson returned to the meeting at: 7:16PM

13.8 WRITE-OFF OF BAD DEBTS

Purpose	:	To seek Council approval to write-off \$10,799.89 bad debts against our provision
	:	
Moved	:	Councillor Coburn
Seconded	:	Councillor Kingdon
Minute No.28.06.2022-OM10		
That Council:		
		1. Note that this paper represents certification by the Chief Executive, in accordance with Section 32(2)(b) of the <i>Local Government (General) Regulations 2021</i> , that reasonable efforts have been made to recover the debts identified above, and these debts are either unrecoverable or not economical to pursue.
		2. Approve write-off of \$10,799.89 - 15 debts as reflected in the above table under Section 32(1) of the <i>Local Government (General) Regulations 2021</i> .
		CARRIED 7 / 0

13.9 MONTHLY REPORT OF THE VISITOR INFORMATION CENTRE – MAY 2022

Purpose	:	To provide ongoing updates to the Council and to present the Report of the Visitor Information Centre for the period of May 2022.
Moved	:	Councillor Trembath
Seconded	:	Deputy Mayor Henderson
Minute No.28.06.2022-OM11		
That council receive and note the Visitor Information Centre Report for May 2022.		
		CARRIED 7 / 0

13.10 LIBRARY SERVICES

Purpose	:	To provide ongoing updates to the Council Library Services for the period of May 2022.
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Trembath
Minute No.28.06.2022-OM12		
That council receive and note the Library Operations snapshots for May 2022.		
		CARRIED 7 / 0

13.11 INFRASTRUCTURE and ENVIRONMENT DEPARTMENT REPORT

Purpose	:	To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure and Environment Department during the period of May 2022.
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Coburn
Minute No.28.06.2022-OM13		
That council receive and note the report for Infrastructure and Environment Department for May 2022.		
CARRIED 7 / 0		

13.12 MAJOR PROJECTS UPDATE MAY 2022

Purpose	:	To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment for the period of May 2022.
Moved	:	Councillor Coburn
Seconded	:	Councillor Herdon
Minute No.28.06.2022-OM14		
That council receive and note the Major Projects Update for May 2022.		
CARRIED 7 / 0		

13.13 NAMING OF NEW SPORTS PAVILION

Purpose	:	<p>To purpose of this report is confirm a new name for the Sports Pavilion building nearing completion at the Katherine Sports Precinct and to confirm a date for its official opening.</p> <p>At the May 2022 Ordinary Meeting, Council resolved to:</p> <ol style="list-style-type: none">1. Invite Ministers, special guests and members of the general public to attend an official opening function on Monday 12 September 2022, with a time to be confirmed at a later date; and2. Lay the issue of naming of the facility on the table to enable further consultation to occur. <p>Since that meeting discussion with Elected Members have occurred and two names have been chosen for consideration:</p> <ul style="list-style-type: none">• Choice 1 – Katherine Big Rivers Sport and Recreation Venue• Choice 2 – Katherine Sports and Recreation – Centre of the Big Rivers
Moved	:	Councillor Trembath
Seconded	:	Deputy Mayor Henderson
<p>Councillor Kingdon moved a motion that: A third choice be considered being - Choice 3 - Katherine Community Sports Centre Moved Councillor Kingdon Seconded by Councillor Herdon carried</p>		

Deputy Mayor Henderson moved a motion:
That Choice 1 be amended to – Katherine and Big Rivers Community Sport and Recreation Venue
Moved Deputy Mayor Henderson
Seconded by Councillor Coburn
carried

The 3 Choices were put to the vote:

- Choice 1 - Katherine and Big Rivers Community Sport and Recreation Venue – 5/2 carried
- Katherine Sports and Recreation – Centre of the Big Rivers – 1/6 lost
- Katherine Community Sports Centre – 1/6 lost

Minute No.28.06.2022-OM15

That council Adopt “Katherine and Big Rivers Community Sport and Recreation Venue” as the official name of the new Sports Pavilion.

CARRIED 6 / 1 AGAINST

13.14 CONSULTATION ON DRAFT LANEWAY MANAGEMENT POLICY

Purpose : To seek Council approval to proceed with community consultation on a draft Laneway Management Policy.

Moved : Councillor Bower
Seconded : Deputy Mayor Henderson

Minute No.28.06.2022-OM14

That council:

1. Approves the release for public consultation for period of four (4) weeks of the Laneway Management Policy (draft).
2. That following this consultation period, a further report is presented to Council incorporating comments / submissions to the draft policy for Council’s adoption.

CARRIED 7 / 0

14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

14.1 MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Purpose : To present minutes of the Audit and Risk Management Committee Meeting held on Thursday, 24 March 2022.

Moved : Councillor Herdon
Seconded : Councillor Bower

Minute No.28.06.2022-OM16

That council receive and note minutes of the Audit and Risk Management Committee meeting held on 24 March 2022.

CARRIED 7 / 0

14.2 SPORTSGROUND ADVISORY COMMITTEE MEETING

Purpose : To present minutes of the Sportsground Advisory Committee Meeting held on 11 May 2022.

Moved : Deputy Mayor Henderson

Seconded : Councillor Coburn

Minute No.28.06.2022-OM17

That council receive and note the minutes of the Sportsground Advisory Committee held on 11 May 2022.

CARRIED 7 / 0

15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Henderson Activities

Deputy Mayor Kym Henderson Period 24 th May to 28 th June 2022	
Date	Activity attended
24 th May	Ordinary Council Meeting
25 th May	Elected Members Meeting
27 th May	Meeting with Jake Quinlivan
27 th May	Meet & Greet with Police Cadets
27 th May	Meeting with Jake Quinlivan & Mayor
28 th May	Top Didj Official Opening
29 th May	NASA Night under the Stars – CDU
30 th May	Meeting with Mayor
31 st May	CDU Training Kitchen Official Opening
1 st June	Meeting with Palmerston City Mayor
3 rd June	Meeting with Mayor

4 th June	Junk Festival
7 th June	LGANT Executive Meeting
8 th June	Elected Members Lunch
10 th June	Meeting with Mayor
10 th June	Meeting with Jo Hersey MLA
14 th June	Elected Members Meeting + Defence drones presentation
16 th June	Katherine Pride Protocol Event
17 th June	Katherine Pride Official Opening
27 th June	Elected Members Meeting + Place Names presentation
28 th June	Ordinary Council Meeting

15.2 Councillor Kingdon Activities

Councillor Kingdon Period 24 May to 28 June 2022

Date	Activity attended
26 May	Ordinary Meeting of Council
1 June	Top Didj Gallery opening
8 June	Elected members lunch
14 June	EMIS – including presentation on Defence drones project
22 June	NT Strategic Water Plan workshop – Water Security
27 June	EMIS – including NT Place naming, KTC fees & charges, Draft Strategic Plan
28 June	Ordinary Council Meeting

15.3 Councillor Bower Activities

Councillor Maddy Bower Period 24th May to 28th June 2022

Date	Activity attended
	EMIS X 2 – including Defence drones, presentation, Place Naming presentation, KTC Fees & Charges
	Ordinary Meeting of Council

	Community Forum – Andrew Wilson Dog Park
	Junk Festival
	Strategic Plan Presentation
	Meeting – PMC – governance follow up
	Meeting – Community members x 3

15.4 Councillor Coburn Activities

Councillor Denis Coburn Period 24 th May to 29 th June 2022	
Date	Activity attended
8 th June	Elected Members lunch
13 th June	Elected Members session
14 th June	Elected Members Session
22 nd June	Strategic water plan

15.5 Councillor Trembath Activities

Councillor Jeremy Trembath Period 24 th May to 28 th June 2022	
Date	Activity attended
	EMIS
	NT Water Strategy meeting
	Ordinary Council Meeting

15.6 Councillor Herdon Activities

Councillor Ben Herdon Period 24 th May to 28 th June 2022	
Date	Activity attended
24 May 2022	Project Control Group – Strategic Plan
24 May 2022	Ordinary Meeting of Council
4 June 2022	Junk Festival
27 June 2022	EMIS

16. LATE AGENDA ITEM

16.1 Draft Municipal Plan 2022-2023

Purpose	:	To provide for Council's consideration, information relating to pre-draft budget, input from Elected Members and the public, all submissions received following the public release of the 2022/2023 draft Municipal Plan and Budget and submit the revisions for adoption by Council.
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Kingdon
Minute No.26.04.2022-OM18		
That Council approves the final draft Municipal Plan 2022-2023		
		CARRIED 7 / 0

17. GENERAL BUSINESS

<ul style="list-style-type: none">• Councillor Kingdon mentioned that all the burning off in town is casting an effect on the town appearance and has been told it is in readiness for public access to fireworks.• Councillor Coburn? Mayor Clark advised that the public fireworks display is going ahead at the Showgrounds on 1st July 2022, and Katherine Regional Arts is providing entertainment.• Mayor Clark advised that NAIDOC week is coming up – there are many planned activities and events scheduled for town. Pamphlets are available at reception and on the website• Mayor Clark also said that School Holiday program is up and running and participation is expected to be high• Mayor Clark reiterated the public fireworks display stating it starts at 7pm at the Showgrounds on 1st July 2022,• Council 'Doggy Day' is coming up on 9th July 2022 at the Civic Centre, and dog registration can also be completed on the day.• Katherine Show coming up on the 3rd weekend of July being 15th and encouraging show entries to be lodged.
--

18 CLOSURE OF MEETING TO PUBLIC

The meeting closed to the public at 7.47pm.

19 CONFIDENTIAL ITEMS

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

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

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

- 19.1 Minutes of the Confidential Meeting held on 24 May 2022
- 19.2 Tender T22-17 – Sweeping of streets
- 19.3 Tender T22-11 – Pest Control

20 RESUMPTION OF OPEN MEETING

Meeting resumed open to the public at 8:10pm

21 NEXT ORDINARY MEETING OF COUNCIL

That the next Ordinary Meeting of Council will be held on Tuesday, 26 July 2022.

22 CLOSURE OF MEETING

The meeting was closed at 8.11pm

Elisabeth Clark
MAYOR OF KATHERINE

Mayor Elisabeth Mayor Period 28th June 2022 – 26th July 2022	
Date	Activity attended
	Dept of Infrastructure Planning and Logistics monthly meeting – irrigation, line marking, PAWA deed
	Council Meeting
	Dept Chief Minister – Update on Activate Katherine
	Katherine South School meeting – carparking issue
	Meeting with CEO X 3
	Morning Tea thank you to KTC staff
	Meeting with Deputy Mayor x 2
	Mayoral Ball meetings x 2
	Meeting with Scouts attending Jamboree in Katherine
	Fireworks display at Katherine Showgrounds
	Opening of NAIDOC week at Civic Centre
	NAIDOC Hospital Morning Tea in Jack Roney Wing
	Katherine Police – Acting Commander with update on Council projects
	Pimms at Sunset on the Railway Bridge – Business Owners and Govt officials
	NAIDOC Legal Breakfast at Ryan Park
	Meeting
	Community Member meetings x 4
	Her Honour the Administrator Community Reception at Museum
	NAIDOC Kalano family fun day
	Meeting with Chief Minister
	NAIDOC function with Minister Uibo at Knotts Crossing
	NAIDOC Catholic Care breakfast
	NAIDOC Wurlli Community Day at Lindsay St complex



KATHERINE
TOWN COUNCIL

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

	Meeting with Minister Lawler
	Meeting with Territory Rivers Action Group
	Katherine Times articles x 2
	NAIDOC March to Lindsay St – celebrations and cake
	Council Doggy Day at Civic Centre
	NAIDOC closing ceremony
	EMIS
	Citizenship ceremony
	Katherine Show Judging
	LGANT zoom meeting for New Tourism grant
	Meeting with Minister Paech
	Meeting with Katherine Youth Action Plan Launch – YMCA
	Katherine Show – KTC site x 2
	Meeting with Minister Uibo
	Head Honcho meeting
	Chief Minister & Cabinet meeting with KTC
	Sun Cable zoom meeting



REPORT

NO	:	14.1
MEETING	:	ORDINARY COUNCIL MEETING – 26 JULY 2022
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JULY 2022
AUTHOR	:	INGRID STONHILL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	1.

PURPOSE OF REPORT

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

COMMENTS

The Katherine Town Council is continuing to implement change within its current operations. The change process is a result of several critical reviews that have taken place regarding, Policy and Procedures, Work, Health and Safety, Human Resources, Risk Management and Financial Management. These changes are being undertaken to address risk and implications to the organisation and its governing body.

COVID

Whilst the Council has had plans in place for some two years to tackle an outbreak of COVID within Council, emergency procedures were not required until 5 July 2022. Although the NTG has lifted mandates relating to COVID19, there has been a significant outbreak in Katherine. The Council Civic office and VIC closed (under section 40, 66, LGA 2019 Delegations) due to lack of staff.

Due to the closure of the civic office and a reduction in staff throughout all of council, service delivery has been significantly slowed.

I wish to acknowledge and thank those staff who have not been taken by illness for taking on extra duties to ensure that service delivery did occur.

WORK HEALTH AND SAFETY

Council employees and elected members were advised that a professional work, health, and safety audit of all operational areas of council was required. The audit was completed and full report provided to council. A plan has been provided to council, identifying risks rating from High to Low, the WHS Committee is currently working through this plan.

Serious breaches of work health and safety were identified within the council depot facility, resulting in immediate rectification actions being taken. An in-depth “housekeeping” audit is still underway ensuring that registers, processes and procedures and adherence to council policy is taking place.

Sky Trust is continuing to be developed as the one central place for Katherine Town Council WHS compliance and records. WHS training for all staff is, via Safety Hub, now underway and ongoing training for WH&S Authorised persons is booked.

FINANCIAL REVIEW

The financial review recognised a number of poor accounting practices within the Katherine Town Council. Since this review there have been the required staff changes to ensure improvements for the council moving forward. We have welcomed a new Director of Corporate Services, Mr Avtar Singh, who has been working with the KTC finance team and external consultants to implement changes to the accounting processes by 1 July 2022. Mr Singh will be overseeing the finalisation of the EOFY process and supervising the audit.

POLICY, PROCEDURES AND BY LAWS

A review of Council policies, procedures and by-laws identified a significant number of policies requiring review to align with the new Local Government Act. The review of council by-laws has been delayed due to covid staffing shortages.

Council is now focusing on internal policies and procedures, including documenting procedures across all of its operations.

RISK MANAGEMENT FRAMEWORK

The council adopted the Risk Management Policy and Risk Management Framework at its May 2022 meeting. The Risk Management Framework is currently under consideration by elected members.

KATHERINE MOVERS AND SHAKERS – SUNSET FUNCTION

An elected members/CEO engagement event with Katherine decision makers and prominent business owners was held on Monday 4th July. The aim of the event was to bring decision makers together with council elected members and directors, and to create a better understanding of roles, responsibilities and to build stronger business relationships most importantly.

The event was held on the old railway bridge at sunset (5.30 – 7pm), originally planned for Thursday 30th June, but due to inclement weather was postponed.

As a first event it was well received. We plan to hold more.

ACTIVATE KATHERINE

Katherine food vans will assemble at the CBD Car Park (next to Katherine Cinema 3), treating residents to a festival of food in the dry season. The Katherine Food Van Collective event is a collaboration between Katherine Town Council and the Northern Territory Government, who partner with local organisations, under the Activate Katherine banner.

The aim of this group is to breathe life into unused and unloved spaces in Katherine. Activate Katherine follows in the footsteps of the successful Activate Darwin, which invigorates empty spaces — in this case a big concrete carpark — and brings colour to them with adding people, art, and events.

Food vans will include Mr. Tom's Wood Fired Pizza, Bawang Katherine's Filipino cuisine, Bondi & Bourke's fish and chips, and other Katherine based food van vendors. Every Thursday and Sunday night until the end of August, turf will be rolled out, festoon lights switched on, and tables, chairs, and beanbags set up to create a communal space to enjoy the last cool evenings of the dry season and give people something to do.

These nights were chosen around the busy weekend nights to fill a gap and not impact the operations of other Katherine businesses. While council, in partnership with the Territory Government, is making this happen and promoting it, the food vans must be legally operating and pay for a permit so they are not unfairly getting a better deal than local restaurants and cafes that can't move location. The event kicks off on Thursday, July 28 at 5.30 p.m. and will run every Sunday and Thursday night. A report on the trial will be made to council.

RECYCLING INITIATIVE

In line with the Council's adopted waste management strategy and with momentum from staff who recently returned from the annual Waste Symposium in Darwin, elected members have supported the initiative to adopt recycling processes within council facilities. Education around recycling and composting will now commence in August, due to delays experienced by staff shortages due to covid.

KATHERINE DEFENCE AND MAYORAL BALL

A partnership has been developed between the Katherine Town Council and the Tindall Defence Base to establish a joint, annual Ball. The purpose of the ball is to create a greater partnership between Katherine community and the defence base township. The ball will be for charity purposes to assist the Katherine Hospital purchase a companion dog. The ball tickets are currently on sale.

STRATEGIC PLAN

The Katherine Town Council Strategic Plan is currently being finalised in house. We hope to continue consulting with KTC and release the document to the community in August.

OTHER UPDATES

Communications Officer Report

KPI	Feb	March	April	May	June
Increase number of followers on Facebook per annum		3344	3372	3408 (up 36)	3461 (up 53)
Increase Mailchimp newsletter subscribers	508	529	509	530	551
Increase Mailchimp newsletter opens		321	410	444	450

Other attachments include:

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

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

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

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

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

Council received service 205 requests and completed 1173 requests. 0 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	16	16	Waste Management Transfer Station			Licence/Permits – Road Events			Abandoned Vehicle	3	3	Equipment Hire – Collars, Cages etc		
Other Bins			Civic Centre			Carparks			Animal – Other			Streetlight Maintenance (Streetlights)	9	9
Domestic Rubbish Collection			Public Toilets	1	1	Road Opening/Closing (Telstra, Aurora etc)			Animal at Large & Nuisance	22	22	Burial Records	1	1
Litter	7	7	Showgrounds	2	2	Road Opening/Closing – Footpath/Driveways			Animal Cruelty			Risk Management – Accidents – General		
Hazardous Waste Disposal			Katherine East Community Centre			Street Signs	3	3	Animals – Lost and Found	7	7	General Requests – Complaints		
Mowing of Verges-Nature Strips-Ovals	8	8	Airport			Street – Road Cleaning			Animal Attack & Menace	4	4	Miscellaneous Requests	2	2
Streetlight Maintenance (Other Lighting)	1	1	Visitor Information Centre			Permit to Work Within NT Government Road Reserve			Public Health Risk Activities			Plaques and Headstones	1	1
Sprinklers and Watering systems	6	6	Parks & Cenotaph			Driveways	1	1	Dangerous Animals			Ombudsman Complaints		
General	1	12	BMX			Road Maintenance & repairs	1	1	Dwelling and Vacant Lots Inspection			Community – Festival or Events		
Weeds			Lindsey Street Complex	2	2	Footpaths & Bike path			Parking Control	5	5	Alcohol Permit		
Trees & Vegetation	7	7	Sportsground	1	1	Line Marking/Pavement Management			Unauthorised Camping	2	2	Planning and Development		
Bores and Water Readings			General			Traffic Management			Overgrown/Unkempt Land	4	4	Vandalism	1	1
Waste Management Facilities			Swimming Pool			Planning and Development			Dog Licence			Signs Requests		
Illegal Dumping			Playgrounds and Equipment			Laneways / Alleyways			After Hours Callout			Finance – Direct Debit requests and Cancellations	3	3
Waste Charges – New Services and Removal	2	2	Skate Park			Road Access			Illegal dumping	1	1	Cemetery Maintenance & General Enquiries		
			Hot Springs			Drains & Gutters	3	3				Festival or Events		
			Scout Hall									Request for Letter of Support		
			Town Square & Kiosk									Rates Search Request	28	28
Total	48	48	Total	6	6	Total	8	8	Total	55	55	Total	63	63

KATHERINE TOWN COUNCIL



REPORT

NO	:	14.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ COMMUNITY SERVICES/
MEETING	:	ORDINARY COUNCIL MEETING – (26/07/2022)
REPORT TITLE	:	Community Services Report
AUTHOR	:	Charles Liggett. Acting Director Community Services
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To present a summary of the Community Services activities for the month of June 2022.

REPORT

The monthly report of the Community Services department reports directly against the Katherine Town Council 2022/23 Municipal Plan and identified Key Performance Indicators. The report allows Elected Members and the Community to gauge progress, allowing for adjustments to service delivery as required.

The Community Services Department includes Community Events, Library Services, Regulatory Services and Visitor Information Services.

Community Events

June was a busy month with 6 community events completed. All the events were well received and well attended.

- | | |
|--------------------------|--|
| - Doggy Day | 30 dogs registered. |
| - Citizenship Ceremony | 16 people became citizens of Australia |
| - Family fun day at pool | 28 families participated |
| - Pimm's at Sunset | 52 people attended the event |
| - Kalano Family Day | Positive community feedback |
| - Katherine Show | Approximately 600 visited the KTC pavilion |

In addition, planning for upcoming events continues. These include:

- Katherine Defence and Mayoral Ball
- Food Van Collective
- Seniors' morning tea
- Veterans Day
- Sportsground Opening

Library Services

June has been a busy and mixed month for the library, we have seen a resurgence in tourists visiting the library with the need to have a quiet space to work from their own devices the most prominent. Management of ongoing administrative issues within the tenancy of the building has been a frustration, however after much organisation an Emergency Procedures Committee has been established and I am now the Chief Warden for the Randazzo Building.

The biggest achievement for the library this month has been the much needed Stocktake of the library collection. The library was closed for two days with staff working tirelessly to get through all items efficiently. The results of the stocktake have meant we now have a library management system that more accurately reflects our collection.

Moving forward I will be reporting against the six outcome areas as set out by the Australian Public Library Alliance and the Australian Library and Information Association. These highlight the six areas in which libraries can assist their local communities. Information reporting will pertain to the community and areas of library management/operations.

Literacy & Lifelong Learning

- Mobile Book Service is still in the development stage, promotion has begun however the service will not begin until we have members signing up.
- Collection orders are currently on hold until our LRA Library Resources Allocation from NT Libraries is released, expected date is late August.
- The library was pleased to welcome several class groups from Katherine School of the Air, who were enjoying their "In Schools Week". The students and staff learnt about the Katherine Library, how to locate books and played some search and find games.

Informed & Connected Citizens

- To engage more seniors across the Katherine region a Seniors' newsletter has been initiated with the first being distributed. This newsletter was launched to connect with seniors that do not use social media. In our observations a large proportion of the local senior's community is frustrated that they cannot receive information about local news and events via the local paper or hard copy newsletters. Many do not have immediate access to computers and smart phones or are too frightened to use them. The newsletter will be distributed every second month via mail and drop off to organisations and groups.

Digital Inclusion

- Promotion of the library as a place to receive assistance with online Katherine Show entries whilst small has been well received. This service is to offer IT support to the community so they can navigate the website, place their entries and print slips and passes. Assistance has been given to seniors that do not have a computer at home.
- Planning is underway for a free NBN information session to be run in July. This will lead into an 8-week program providing tools and tips for navigating everything from "The Cloud" to "Recognising Scams". This program is free and a collaboration between Katherine Public Library, NBN and COTA.

Personal Development & Wellbeing

- Staffing issues have proved somewhat trying during this month despite all the best plans in place I have had to manage staff illness, leave and covid. Whilst proving to be very stressful it

has meant some assistance in staffing from the council and the rescheduling of one of the school holiday program events.

Stronger & More Creative Communities

- June has seen the start of the school holidays and with that comes our ongoing contributions to the government funded School Holiday Program. Events on offer in the library will be Dungeons & Dragons Demo Day, Craft-n-Go, NAIDOC Storytime & Craft and Board Games for teens.
- Storytime welcomed local indigenous author Karen Manbulloo to the library, supporting Karen was another local Cindy Manfong who currently travels Australia with the Indigenous Literacy Foundation. Karen and Cindy treated the children and parents to a reading of Moli det bigibigi in Kriol.

Economic & Workforce Development

- Our Programs Co-ordinator attended the recent ALIA national conference in Canberra, a summary of Kellie's report is as follows:

On Monday 16 May I attended a pre-conference workshop run by Hue discussing issues of race and racism and allyship in the workplace. This workshop provided opportunity for discussion of race related topics and highlighted the importance of allyship and supporting others, both in the general workplace and wider community.

*The conference officially opened on **Tuesday 17 May** with a keynote address by Michael Coyne who has worked extensively as a documentary photographer in various remote locations around the world. He discussed the importance of networking/connecting with people to successfully capture the moment and tell the story.*

Following the opening address, I attended presentations considering the following:

- *Australian Public Libraries and Covid-19*
- *Developing diverse and inclusive public library collections*
- *Libraries as community connectors*
- *Contemporary indigenous collections*

The afternoon continued with a keynote address by Tanya Hosch, Executive General Manager of Inclusion and Social Policy at the Australian Football League. She explored the question of what diversity really includes and how we interpret this.

I attended sessions addressing the following:

- *Diversity, Bias and Ethics in Data*
- *Public libraries in the lives of people with homelessness*
- *LGBTQ collections*
- *Creative library spaces*
- *Sustainable Practices for your Library*
- *Creating Dementia Friendly Libraries*
- *Options for book clubs*
- *Library spaces for people with low sensory needs*

Overall, the National 2022 ALIA Conference provided a wonderful opportunity to meet and network with organisations that serve libraries and people from the broader library sector. There were many ideas sparked and shared and I look forward to adapting and implementing some of these for the Katherine community through Katherine Public Library. We service a wide range of people from a variety of sectors across the community and this conference was a wonderful reminder of the diverse needs of our individual patrons and has provoked thought about ways in which we can best accommodate/serve them. Thank you to Katherine Town Council for allowing me the opportunity to attend. I feel it was extremely valuable and worthwhile to the work that I do in our community.

- Staff appraisals and workplans have been completed this month with professional development in the following areas being highlighted by the manager – Cultural Awareness, Fire Warden, Library Management system (ongoing training), Manager to qualify as Justice of the Peace, ALIA ongoing professional development in Library collections and systems.

	Totals	Notes		
Patron Count	2050	2 x operating days closed – Stocktake 2 x operating days closed – Randazzo Power outage		
Public Computer Use	hours - 263	bookings - 251		
Conference Room	Hrs. of use - 43.5 Pax - 43	D&D Adult Group/KROW/D&D library group General public online interviews /formal bookings/School Holiday programs		
Circulations	2506	Includes items checked in & out - soft loans and renewals		
New Memberships	23			
Social Media	542	Facebook post engagements		
Programs	Number of Programs	Attendance Child/Youth	Attendance Adult	Notes
Toddler Rhyme Time	1	22	17	Program operation affected by closures
Storytime	3	22	16	Program operation affected by closures
Wriggle & Rhyme	4	20	20	
Dungeons & Dragons	2	5		For ages 12+

Visit from Katherine School of the Air



Storytime with Karen Manbulloo and Cindy Manfong from The Indigenous Literacy Foundation



Promotion of the Katherine Show

Katherine Public Library
Published by Katherine Lib Staff · 3 June ·

Katherine Lib Staff
3 June ·

Katherine Show is in July, one of the classes for the kids is Colouring In!
The kids can collect a colouring from us at the **Katherine Public Library** along with a... See more

Katherine Visitor Information Centre – Report for June 2022

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 • Increase visitor spend • Improve industry collaboration and stakeholder relationships 	<ul style="list-style-type: none"> • Emily is assisting with the advertising Facebook, Instagram, Snapchat and all social media whilst I adjust to the management role. • Provide customer service in line with Council Customer Service Charter • Continued staff development and product knowledge through various means including staff updates and famils • Active participation and collaboration with relevant industry bodies to promote the Katherine region and visitor service. 	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT
Increase total sales	1%	- 49.8 %
Increase KVIC visit numbers	1%	2.31 %
Increase sales value per booking	1%	0.8 %

Analysis/Comment

Total sales for June 2022 were **\$231,055.91**, a decrease of **39.64 %** on June 2021.

Online bookings were **\$22,244.50** and a **\$162,699.10** total was recorded at the VIC front counter.

Visitor number total for June 2022, recorded on both door counters was **17,475** a decrease of 4% on June 2021. There were 131 online bookings for June.

An average sale per visitor for June 2022 was **\$13.22**, compared to June 2021's average of \$21.90 per visitor, which is a 40% decrease.

	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	Total
2018-2019	\$679,573.00	\$83,032.31	\$47,865.12	\$535,726.65	\$1,346,197.08
2019-2020	\$682,953.28	\$98,069.08	\$29,757.35	\$28,876.73	\$839,656.44
2020-2021	\$949,096.24	\$479,801.98	\$688,439.09	\$896,327.25	\$3,013,664.56
2021-2022	\$631,751.95	\$328,189.65	\$65,448.00	\$481,992.61	\$1,507,382.21

Numbers are down compared to last year's June due to Covid restrictions and border closures. Figures are super charged due to the vouchers that were distributed locally to generate sales since 2020. We have only just finished the use of these vouchers that kept many stakeholders in business.

Regulatory Services operations for the month of June 2022.

REPORT

Dog at large patrols

- 19 dogs were impounded.
- 7 fines were issued for dog related offences.
- 12 dogs were returned to owners.
- A total of 3 dogs were on trial for possible adoption.
- 1 dog was found to have parvo and was euthanized.
- Rangers have developed a partnership with Desexing Assistance and Community Support Inc (DACs) and have been able to de-sex problem dogs to try and curb their wandering behaviour. We have achieved positive results in the last month.
- We also engage DACs to help in the re-homing of dogs and cats. 1 cat and 3 kittens were sent to DACs for re-homing in the month of June.

Notice to comply

- 6 notices to comply were issued for the month of June.

Parking

- A total of 4 fines were issued for the month of June.

Cat traps

- A total of 13 cats were euthanised in June.
- A total of 2 cats were re-homed from the vets in the month of June.

Abandoned Vehicles

- 1 abandoned vehicle

Vegetation control

- A warrant to enter was enforced in the month of June to clear the fire hazard at 80 Lockheed Road after several notices to comply tickets were ignored and the Fire Dept. deemed it to be a Fire hazard.
- 29 Pearce Street is being monitored as they have also received multiple notices and the Katherine Fire Dept. have deemed this property to be a fire hazard. A warrant to enter may be enforced in July.
- Letter to comply with by-law 31 issued to the following blocks in June,
 1. 11 Callistemon Street
 2. 17 Tindal Street
 3. 7 Power Crescent
 4. 95 Acacia Drive
 5. 21 Kurrajong Court

Overgrown block





After the contractors





A happy re-homing story

Rangers, in consultation with vets, treated Zelda and she was successfully re-homed.



BEFORE

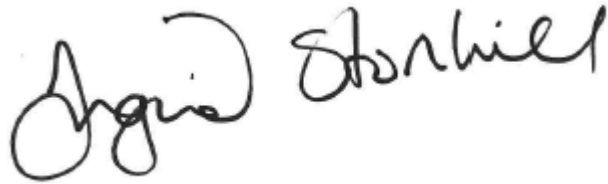


AFTER

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

A handwritten signature in black ink, reading "Ingrid Stonhill". The signature is written in a cursive, flowing style.

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : 14.3

MEETING : ORDINARY COUNCIL MEETING – 26 JULY 2022

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

AUTHOR : BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE & ENVIRONMENT

ATTACHMENT/S : 1. NIL

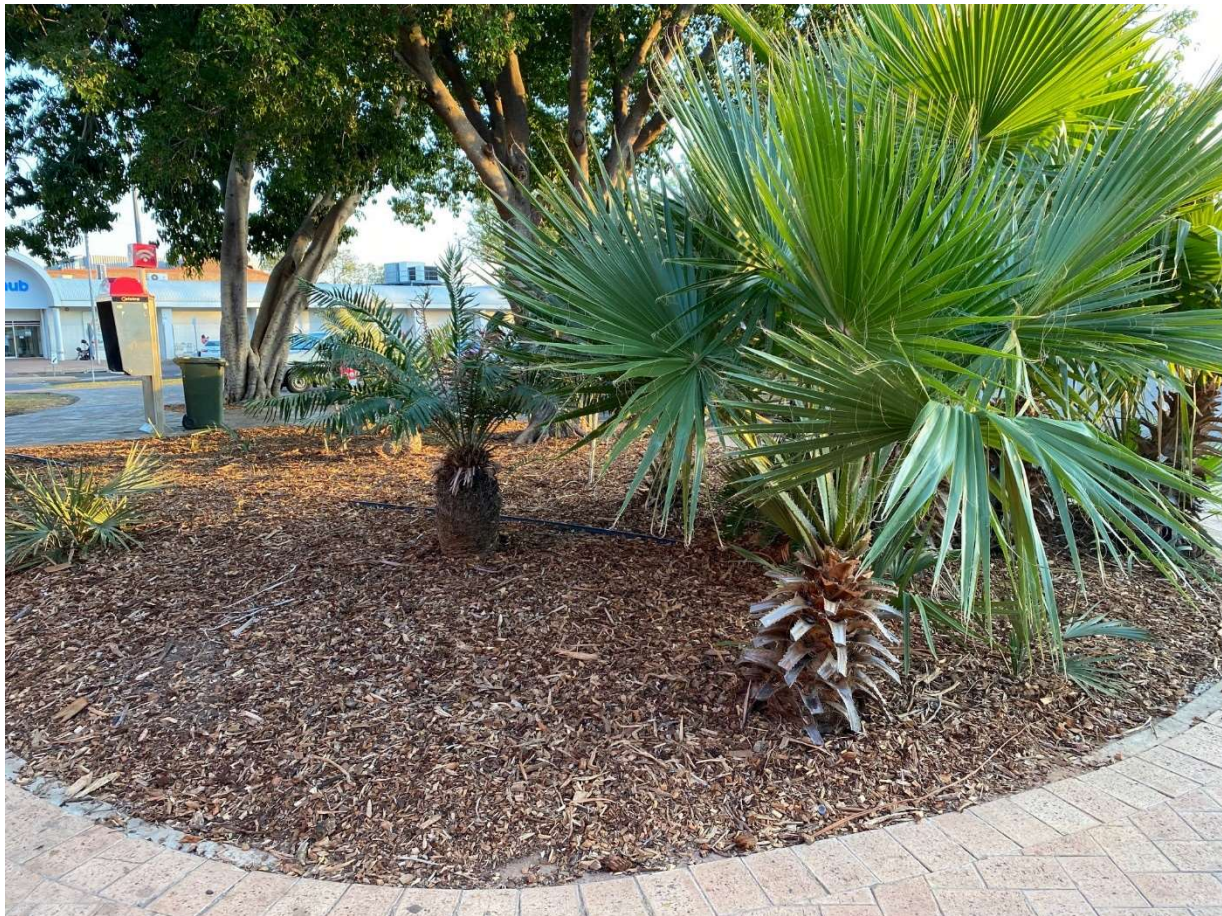
PURPOSE OF REPORT

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

BACKGROUND

Recreation Facilities, Parks and Open Areas

- Staff and contractors carried out works to
 - maintain facilities, public areas and parks throughout Katherine and completed other works and services in response to Customer requests and *Snap Send Solve* notifications;



Mulch and tidying of Visitor Information Centre gardens

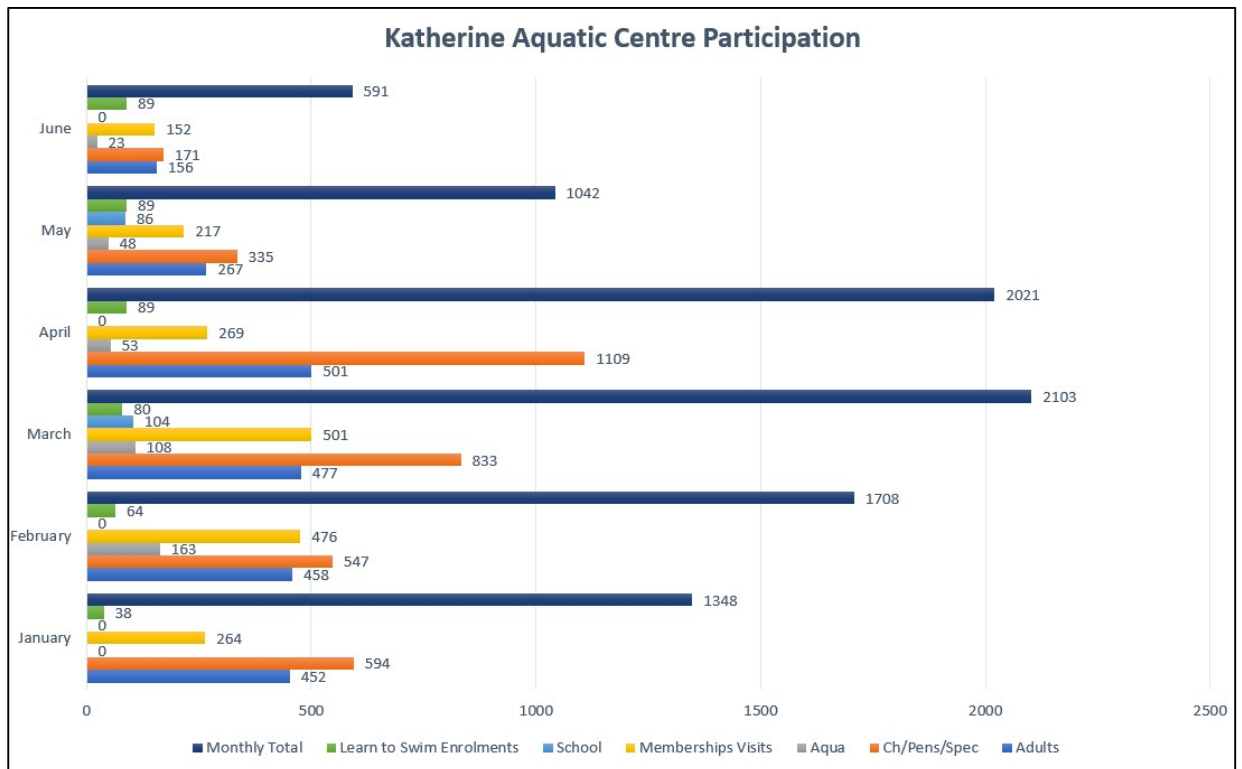
- repair and maintain irrigation systems in sporting, recreation and public areas;
- prepare Sportsground, Showground and other public facilities for events and sporting competitions;
- prepare the Showgrounds for the annual Katherine Show.



Pressure cleaning of Grandstand for Katherine Annual Show

Katherine Aquatic Centre

- The extended period of cold weather across the region has resulted in lower attendance for general swimming and other programs during June.



Katherine Memorial Cemetery

- 1 burial was conducted.
- Staff continued routine maintenance of gravesites, grounds, and lawns.

Infrastructure

Road Network and associated Infrastructure

- Remediation of shoulders and resealing works on Morris Road commenced.
- Footpath replacement works along the Giles Street/O’Shea Terrace Riverlink path continues.



Morris Road remediation works

Katherine Visitor Information Centre

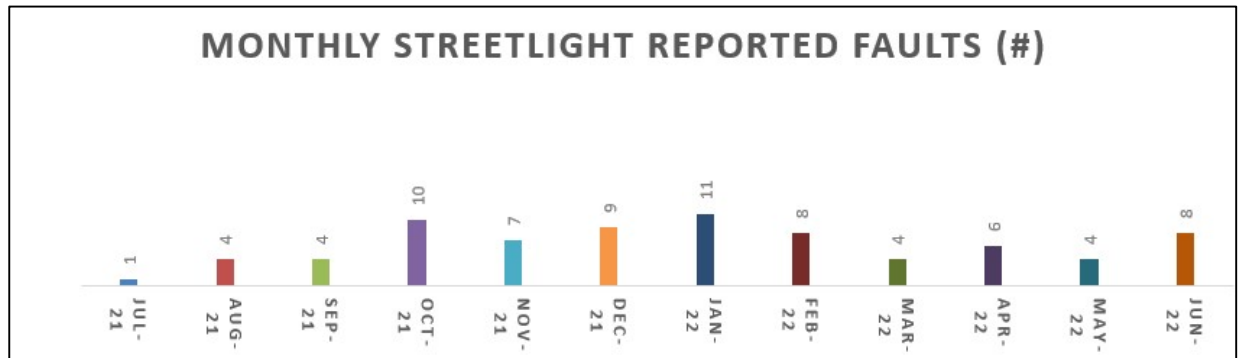
- Replacement of carpets and installation of accessible customer service benches were completed for the Tourism Town Asset project.



Visitor Information Centre carpet and Customer Service bench installation

Outdoor Lighting

- Eight (8) streetlight faults were reported to Council from members of the public during May.



Environment

Monthly Energy Production - Civic Centre

- Average energy produced by Civic Centre roof solar panels is 154kWh of electricity per day.

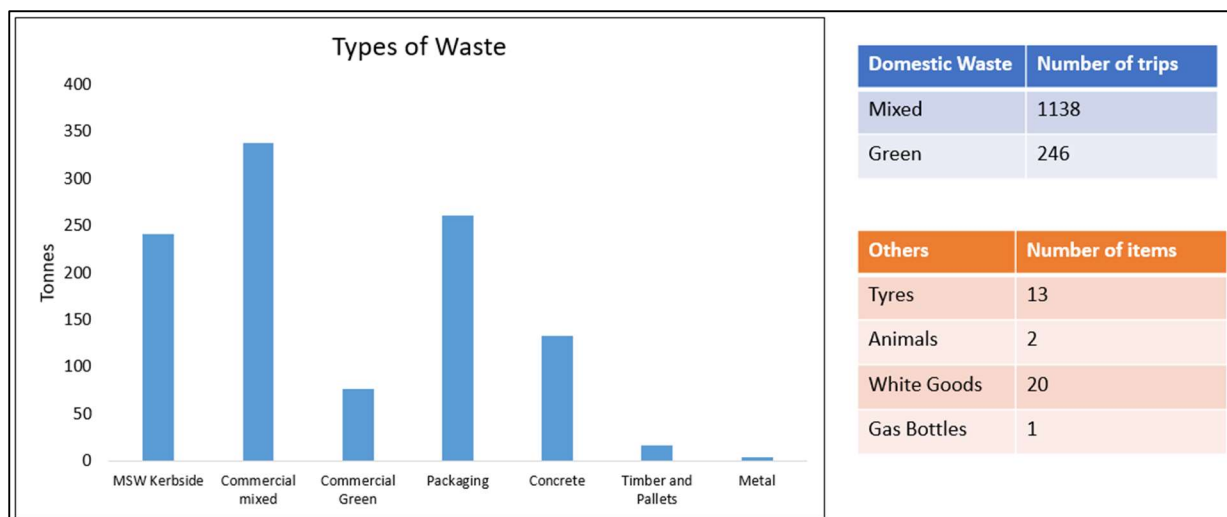
Katherine Civic Centre						
Month 2021-2022	Energy Produced (MWH)	Energy Consumed (MWH)	Exported to Grid (MWH)	Imported from Grid (MWH)	Carbon Offset Tonnes	Equivalent to Number of Trees
July	4.6	9.0	1.6	5.9	3.2	82
August	5.1	9.5	1.9	6.3	3.5	91
September	5.4	11.9	1.2	7.7	3.6	93
October	3.6	14.8	0.4	11.5	2.5	64
November	3.8	11.7	0.5	7.9	2.6	67
December	3.5	11.3	0.5	8.2	2.5	64
January	5.1	8.6	1.3	4.8	3.6	93
February	5.2	10.1	8.1	4.9	3.6	94
March	6.0	12.7	0.8	6.7	4.2	108
April	5.3	11.5	1.3	7.5	3.8	96
May	4.8	11.6	1.1	6.8	3.4	87
June	3.9	9.0	1.0	6.2	2.7	69
21-22 TOTAL	56	132	19	84	39	1008

Waste Management Facility

- Staff continued with daily operational tasks including weed eradication, erosion control, water quality monitoring, waste separation and works to maintain active tip face and access to landfill.



Mattress stockpile at Waste Management Facility



Summary of waste received for June 2022

Planning Applications

Council considered one (1) planning applications during the month of June 2022.

OFFICER RECOMMENDATION

That it be recommended to Council:

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

Brendan Pearce
ACTING CHIEF EXECUTIVE OFFICER

NO	:	14.4
MEETING	:	ORDINARY COUNCIL MEETING – 26th JULY 2022
REPORT TITLE	:	MONTHLY REPORT OF CORPORATE SERVICES FOR JUNE 2022
AUTHOR	:	AVTAR SINGH, DIRECTOR CORPORATE SERVICES
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

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

COMMENTS/BACKGROUND

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

Financial Services

Finance team is currently working on finalising EOFY 30 June 2022. We have also undertaken a review of the accounting/financial practices & processes followed at Katherine Town Council and have been working on improving and changing some of the processes to enhance financial reporting framework, automation, productivity and performance. Following are some of the key highlights:

- EOFY 30 June 2022 finalisation underway with the Audit scheduled to begin in 1st week of October 2022.
- Streamlined and restructured chart of accounts, financial processes working in conjunction with the external consultants for the 2022-23 financial year. This will improve Council's financial reporting, as well as achieve efficiencies for the end of month and end of year processes.

Administration Services

Administration team has been aiming continuous improvements in their area in order to provide timely and quality service to both community and stakeholders, along with maintaining Council Information Technology and Electronic Record Management System services. Following are some of the key highlights:

- Service Requests - In the month of June, Council had an 80.6% responsiveness rate. Council received 139 service requests, 37 service request were submitted by snap send solve. In comparison to June 2021, Council has increased the service request responsiveness by 21.7%.
- Insurance Renewals 2022-2023 – Council has been successful in renewing all its insurances for the 2022-2023 year with minimum increase in insurance premiums due to CPI.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

A handwritten signature in cursive script that reads "Brendan Pearce".

Brendan Pearce
ACTING CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL

REPORT

NO	14.5
FOLDER	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	ORDINARY COUNCIL MEETING – 26th JULY 2022
REPORT TITLE	MONTHLY FINANCIAL REPORT – JUNE 2022
AUTHOR	IRENEO LALIM – FINANCIAL ACCOUNTANT
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 June 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 June 2022 (Preliminary) with the Chief Executive Officer (CEO) Certification.

KEY MESSAGES

Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.

- Year-to-Date income is 10.49% above budget due to grant income and will continued to be monitored.

Elected Members Allowances are below planned expenses due to monthly allowances being paid in arrears the following month.

- Employee Costs are below budget by 6.23% due to some current vacancies and Materials/Services are above budget by 4.4%.

Monthly creditor payments have been made to all known supplies with payments made weekly.

- 85% of our Infringements are outstanding longer than 90 days with 81% of these being outstanding longer than 1 year to less than 3 years.

4.96% of our Debtors (excluding rates) are outstanding for longer than 90 days.

- Rates revenue for the financial year is 0.82% above budget due to extra rates related charges, with 97% of rates paid for 2021/2022 year to 30 June.
- 68% of our outstanding rate balance reflects rates outstanding in prior financial years (2020/2021 FY and prior)
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

CERTIFICATION BY ACTING/CHIEF EXECUTIVE OFFICER

I, Brendan Pearce, the Acting/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 June 2022 best reflects the financial affairs of the Council.

Brendan Pearce
ACTING/CHIEF EXECUTIVE OFFICER

Table 1. Income and Expense Statement – Actual v Budget

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING JUNE 2022	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
OPERATING INCOME				
Rates	9,322,194	9,246,609	75,585	9,246,609
Statutory Charges	52,278	49,307	2,971	49,307
User Fees and Charges	1,824,636	1,915,606	- 90,970	1,915,606
Operating Grants and Subsidies	3,429,762	2,077,524	1,352,238	2,077,524
Interest / Investment Income	76,385	28,284	48,101	28,284
Other Income	356,339	314,635	41,704	314,635
TOTAL INCOME	15,061,594	13,631,965	1,429,629	13,631,965
OPERATING EXPENSES				
Employee Expenses	4,992,567	5,324,015	- 331,448	5,324,015
Materials and Contracts	6,090,132	5,833,369	256,763	5,833,369
Elected Member Allowances	242,138	284,860	- 42,722	284,860
Elected Member Expenses			-	
Depreciation, Amortisation and Impairment	3,172,781	3,157,629	15,152	3,157,629
Other Expenses -Insurance	497,237	483,404	13,833	483,404
TOTAL EXPENSES	14,994,855	15,083,277	- 88,422	15,083,277
OPERATING SURPLUS / DEFICIT	66,739	- 1,451,312	1,518,051	- 1,451,312
Capital Grants Income	3,542,352	4,090,835	- 548,483	4,090,835
SURPLUS / DEFICIT	3,609,091	2,639,523	969,568	2,639,523
Capital Expenses	6,558,032	6,459,284	98,748	6,459,284
Borrowing Repayments (Principal Only)	0	0	0	0
Transfer to Reserves	0	0	0	0
Less Non-Cash Income	0	0	0	0
Add Back Non-Cash Expenses Depn	- 3,172,781	- 3,157,629	- 15,152	- 3,157,629
NET SURPLUS / DEFICIT	223,840	- 662,132	885,972	- 662,132
Prior Year Carry Forward Tied Funding			0	
Other Inflow of Funds	17,560		17,560	
Transfers from Reserves	700,000		700,000	
TOTAL ADDITIONAL INFLOWS	717,560	0	717,560	0
NET OPERATING POSITION	941,399	- 662,132	1,603,531	- 662,132

Table 2. Monthly Balance Sheet Report

BALANCE SHEET AS AT JUNE 2022	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Restricted Funds	15,176,471	
Unrestricted Funds	2,750,672	
Accounts Receivable		
Trade Debtors	303,794	(2)
Rates & Charges Debtors	854,894	
Other Current Assets	10,181	
TOTAL CURRENT ASSETS	19,096,012	
Non-Current Financial Assets	10,096,331	
Property, Plant and Equipment	82,768,616	
TOTAL NON-CURRENT ASSETS	92,864,947	
TOTAL ASSETS	111,960,959	
LIABILITIES		
Accounts Payable	1,781,456	(3)
ATO & Payroll Liabilities		
Current Provisions	688,282	
Accruals		
Other Current Liabilities		
TOTAL CURRENT LIABILITIES	2,469,739	
Non-Current Provisions	89,265	
Other Non-Current Liabilities		
TOTAL NON-CURRENT LIABILITIES	89,265	
TOTAL LIABILITIES	2,559,004	
NET ASSETS	109,401,955	
EQUITY		
Asset Revaluation Reserve	75,549,402	
Reserves	13,151,023	
Accumulated Surplus	20,701,530	
TOTAL EQUITY	109,401,955	

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 30 APRIL 2022	
GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement, 30 June 2022	2,068,962
Balance of Imprest and Petty Cash	1,351
Plus net outstanding deposits/(withdrawals)	11,760
Adjusted cash at bank balance, 30 June	2,082,073

INVESTMENTS						
FINANCIAL INSTITUTION	\$	RATE	DATE	DATE	INSTITUTION	
AMP	2,142,319	0.50	on call	on call		
AMP	2,149,633	1.15	12-Apr-22	12-Sep-22		
AMP	3,566,346	1.15	12-Apr-22	12-Sep-22		
AMP	1,085,276	1.15	12-Apr-22	12-Sep-22		8,943,573
Commonwealth Bank	578,640	0.20	on call	on call		
Commonwealth Bank	338,593	0.20	on call	on call		
Commonwealth Bank	2,581,312	0.50	18-Feb-22	17-Aug-22		
Commonwealth Bank	2,490,042	0.50	18-Feb-22	17-Aug-22		5,988,586
Westpac Bank	900,402	0.32	9-Mar-22	9-Oct-22		900,402
Total Investments						15,832,561
Total Funds						17,914,634

Internally Restricted Funds		\$	
	WMF Renewal Reserve	6,462,862	
	Capital Renewal Reserve	4,987,647	
	Contingency reserve	1,000,000	
	Council Election Reserve	100,000	
	Council motion reserve	600,515	
	Provison for Employees	650,581	
	RESTRICTED FUNDS		13,801,605
Unrestricted funds			2,750,672
Unexpended Capital grants- Restricted Funds			1,361,007
Imprest and Floats - Restricted Funds			1,351
Total Funds			\$ 17,914,634

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	\$	\$	\$ 847,727	\$ 847,727
Sundry Debtors	\$ 34,654	\$ 17,880	\$ 3,799	\$ 56,333
Weighbridge Debtors	\$ 124,908	\$ 1,086	\$ 5,513	\$ 131,507
Infringement - Animal	\$ 851	\$ 505	\$ 7,000	\$ 8,356
Infringement - Parking	\$ 171	\$ 465	\$ 3,798	\$ 4,434
Infringement - Litter/Camping	\$ -	\$ -	\$ 338.00	\$ 338
TOTAL	\$ 160,584	\$ 19,936	\$ 868,175	\$ 1,048,695

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.

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	\$ 26,121.00	30602.65	1783.3
Other Creditors	\$	\$	\$

Table 3. Cash Flow

CASH FLOWS AS AT JUNE 2022	YTD Actuals \$	Note Reference
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Rates - general and other	9,620,159	
Fees and Other Charges	2,054,142	
Investment receipts	66,568	
Grants utilised for operating purposes	3,429,762	
Other revenues	356,339	
Employee Costs	- 4,990,885	
Material, contracts and other expenses	- 7,872,582	
Other operating payments	-	
Net Cash provided by (or used in) Operating Activities	2,663,503	
CASH FLOWS FROM INVESTING ACTIVITIES		
Receipts		
Amounts specifically for new or upgraded assests	1,014,597	
Sale of replaced assets	17,560	
Expenditure on renewal/replacement of assests	- 6,558,032	
Net Cash provided by (or used in) Investing activities	- 5,525,876	
Net Cash provided by (or used in) Financing Activities	-	
Net Increase (Decrease) in cash held	- 2,862,373	
Cash & Equivalents at beginning of period	20,789,516	
Cash & Equivalents at end of period	17,927,142	

KATHERINE TOWN COUNCIL



REPORT

NO : 14.6

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

MEETING : ORDINARY COUNCIL MEETING – (26/07/2022)

REPORT TITLE : JUNE 2022 – PROJECT UPDATE

AUTHOR : NIRODHA NEUPANE – ADMINISTRATION OFFICER
JANETTE CROWHURST – PROJECT COORDINATOR

ATTACHMENT/S : 1. PROJECT UPDATE – JUNE 2022

PURPOSE OF REPORT

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

A handwritten signature in cursive script that reads 'Brendan Pearce'.

Brendan Pearce
ACTING CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

PROJECTS

Project Update Date
20 July 2022

Summary

Total Projects	10
Completed Projects	1
Construction Phase	8
Procurement Phase	1
Design Phase	0
Discontinued	0
Released for Tender	0
Ready for Tender	0

SPORTSGROUND

Sportsground Pavilion

Sportsground Carparks

Sportsground Sewer Pump Station Refurbishment

ROADS / FOOTPATHS

Sportsground Ring Road

Civic Centre Car Park Reseal

Morris Road Remediation

Gillard Crescent Remediation

OTHER PROJECTS

Showground Fire Hydrants Upgrade

Solar Lights Installation

Adventure Play Park Toilet – Stage 1

Adventure Play Park Toilet – Stage 2

KATHERINE SPORTSGROUND – PAVILION

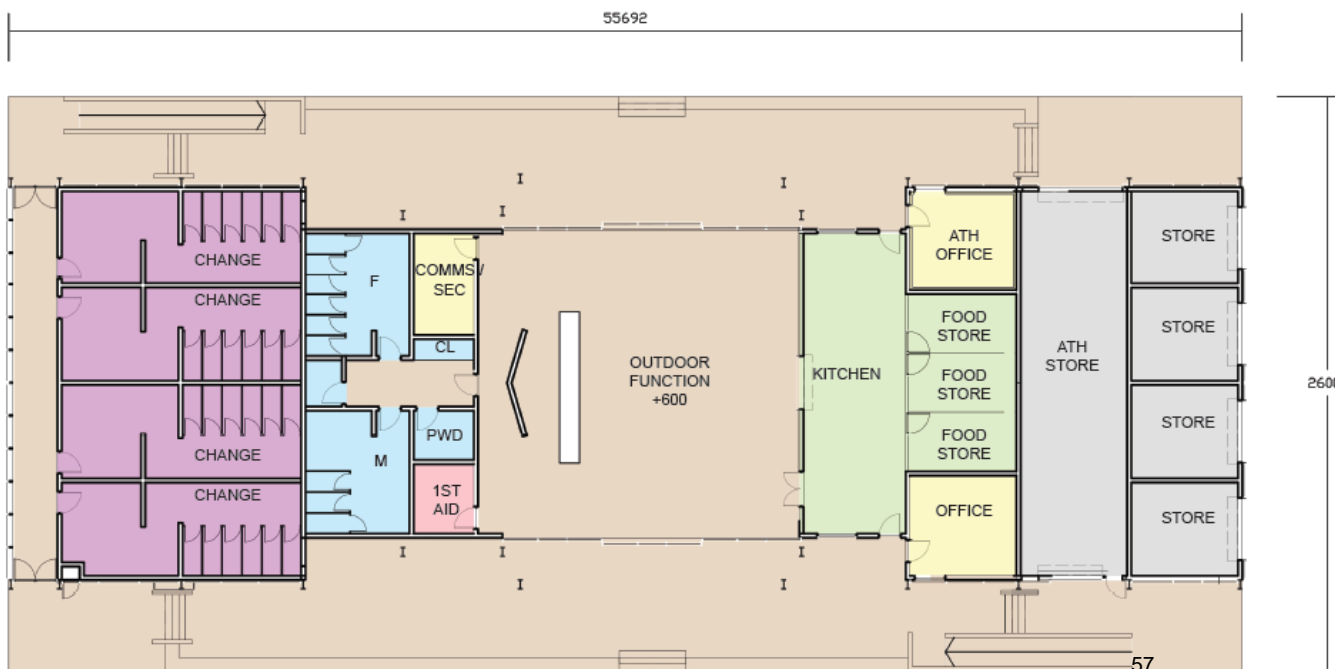


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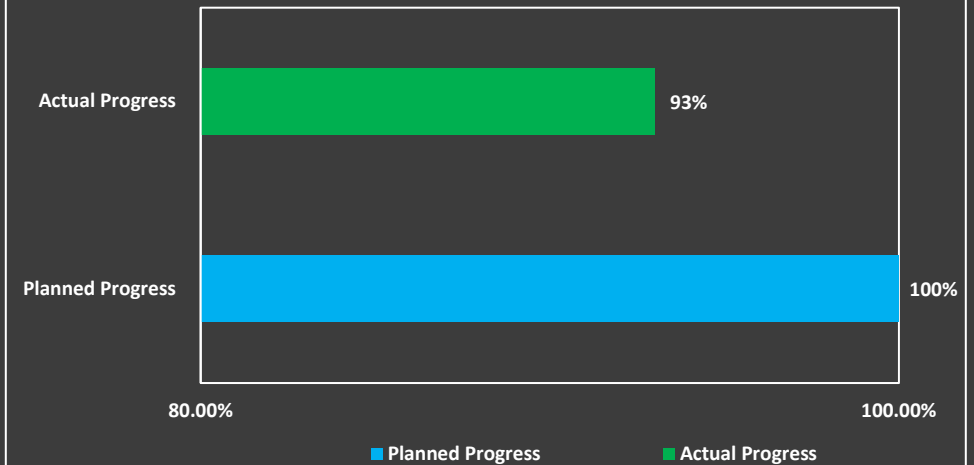
PROJECT BRIEF SCOPE

The scope of works included

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



Construction Progress



KEY DATES

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







Façade – East & West ends of Pavilion



Façade – North & South ends of Pavilion





KATHERINE SPORTSGROUND – CAR PARKS

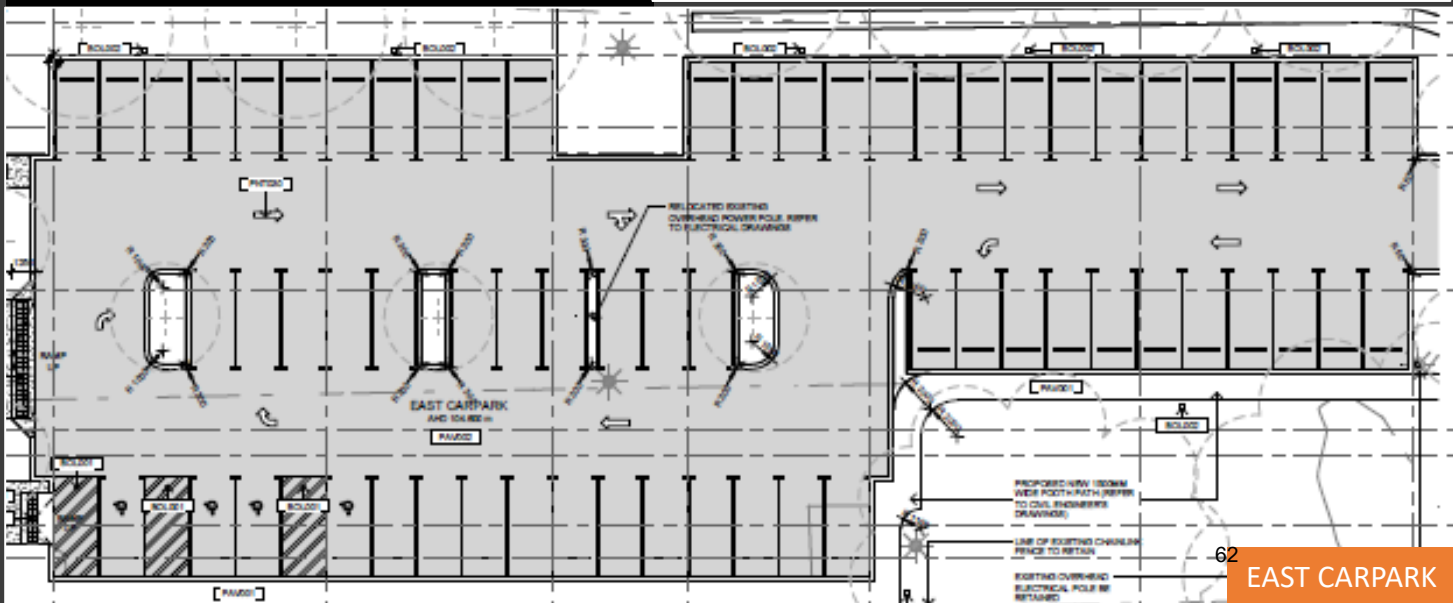
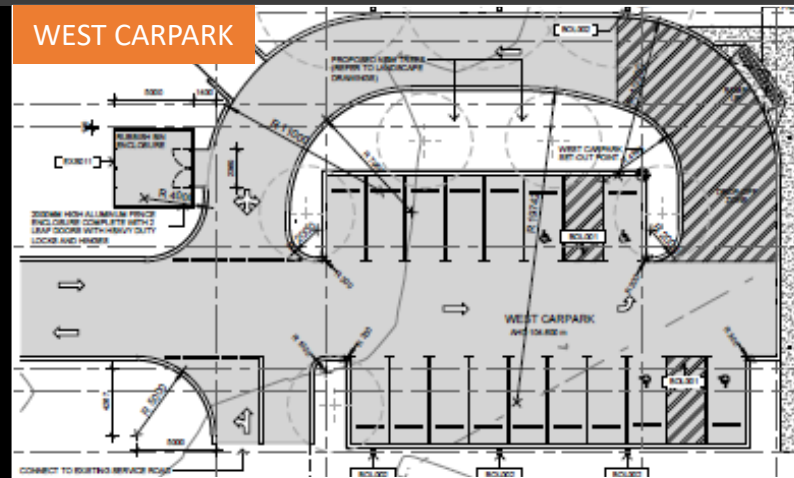


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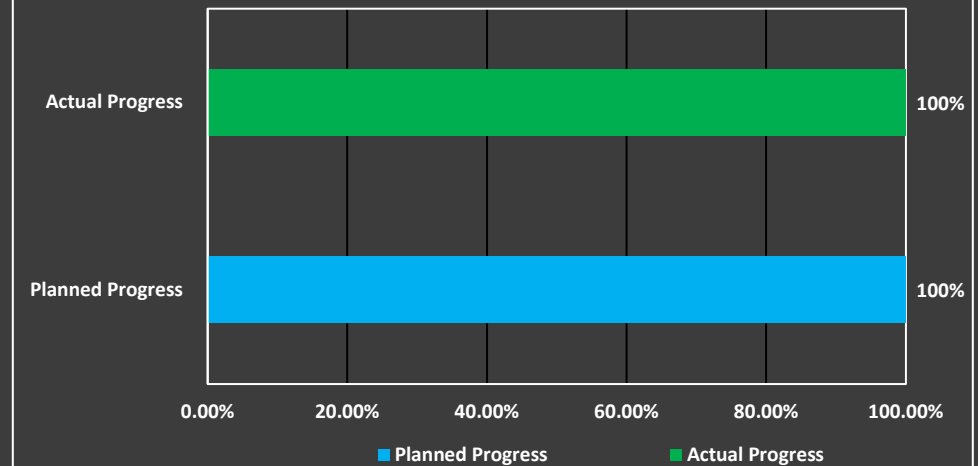
PROJECT BRIEF SCOPE

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

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



Construction Progress



KEY DATES

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



KATHERINE SPORTSGROUNDS- SEWER PUMP STATION REFURBISHMENT

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.

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
Parts procurement Date (delivery time – 6 weeks)	6 May 2022
Work Commencement	17 June 2022
Duration of Works	2 weeks
Commissioning and Delivery	1 July 2022



KATHERINE SHOWGROUNDS- FIRE HYDRANT UPGRADE

PROJECT BRIEF SCOPE

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



NOTE:
EXISTING PIPEWORK ROUTES ARE UNKNOWN AND ARE TO BE INVESTIGATED AS PART OF REPLACEMENT WORKS.

ALL EXISTING HYDRANTS TO BE DEMOLISHED AND REPLACED WITH NEW DUAL HEADED FIRE HYDRANTS, SERVED FROM A NEW DEDICATED FIRE HYDRANT SYSTEM.

EXISTING HYDRANT TO BE DEMOLISHED AS THERE ARE NO BUILDING >500m² IN THIS VICINITY.

KEY DATES

Drawings and Design Complete	4 March 2022
KTC Release for Quotation	21 January 2022
Quotation Closing Date	4 February 2022
Contract Award Date	1 February 2022
PWC approvals and design works	1 May 2022
Construction Work Commencement (80% Complete)	29 June 2022
Duration of Works	2 Weeks
Design for Internal Pump Set	27 July 2022
Installation of Internal Pump Set	2 Weeks
Commissioning and Delivery	11 August 2022

Upgrade Plan

SOLAR LIGHTS INSTALLATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

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



1. Grevillea Park, Katherine East – 16 X lights

KEY DATES

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

SOLAR LIGHTS INSTALLATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

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

ON HOLD – Awaiting completion of the Sportsground Ring Road



2. Katherine Sportsground – 15 X lights



3. Katherine East Pathway – 22 X lights

RESEAL OF CIVIC CENTRE CARPARK



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

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



KEY DATES

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

MORRIS ROAD REMEDIATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Remediate shoulders and reseal Morris Road.



Shoulder Remediation



KEY DATES

KTC Release for Quotation	16 February 2022
Quotation Closing Date	28 February 2022
Contract Award Date	6 May 2022
Asphalt Work	11-12 May 2022
Spray Seal	25 May 2022
Line Marking	31 May 2022
Completion	15 June 2022



SPORTSGROUND RING REMEDIATION



KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Remediate Sportsground Ring Road, pavement and reseal. Indicated by yellow line.



KEY DATES

KTC Release for Quotation	July 2022
Quotation Closing Date	July 2022
Contract Award Date	August 2022
Completion	August 2022



KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK

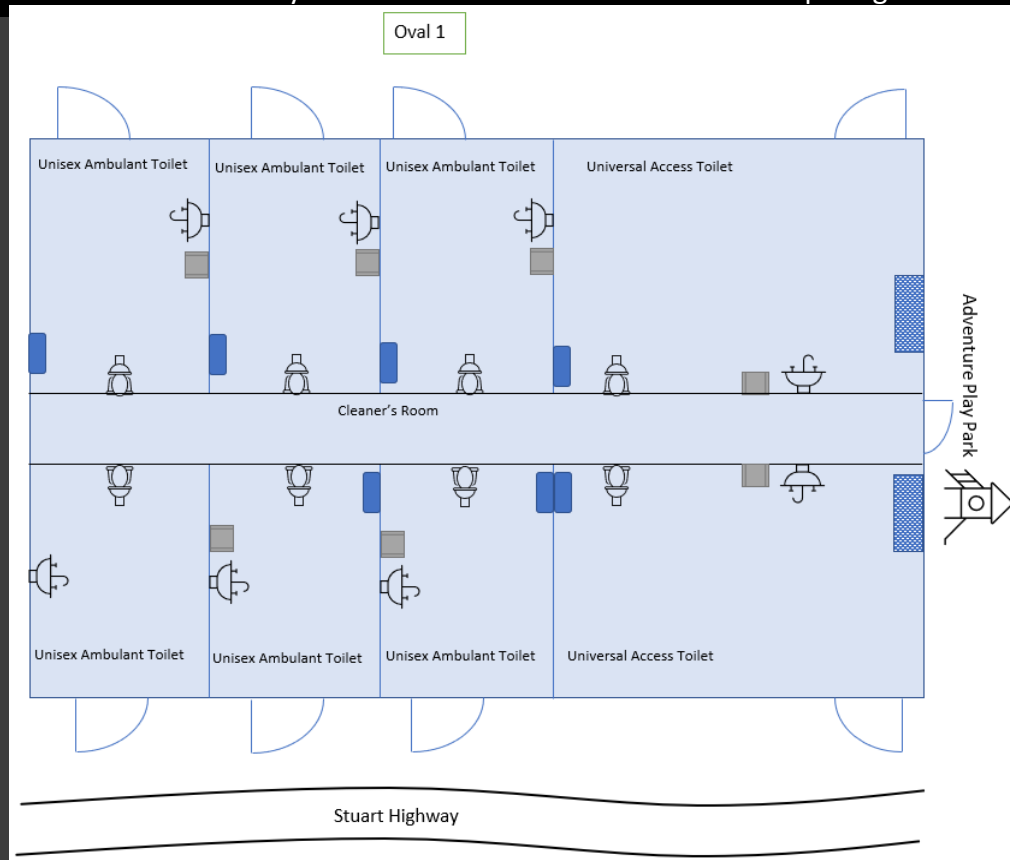


KATHERINE
TOWN COUNCIL

PROJECT BRIEF SCOPE

Stage 1

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



Concept Floor Plan

KEY DATES

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

KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK



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TOWN COUNCIL

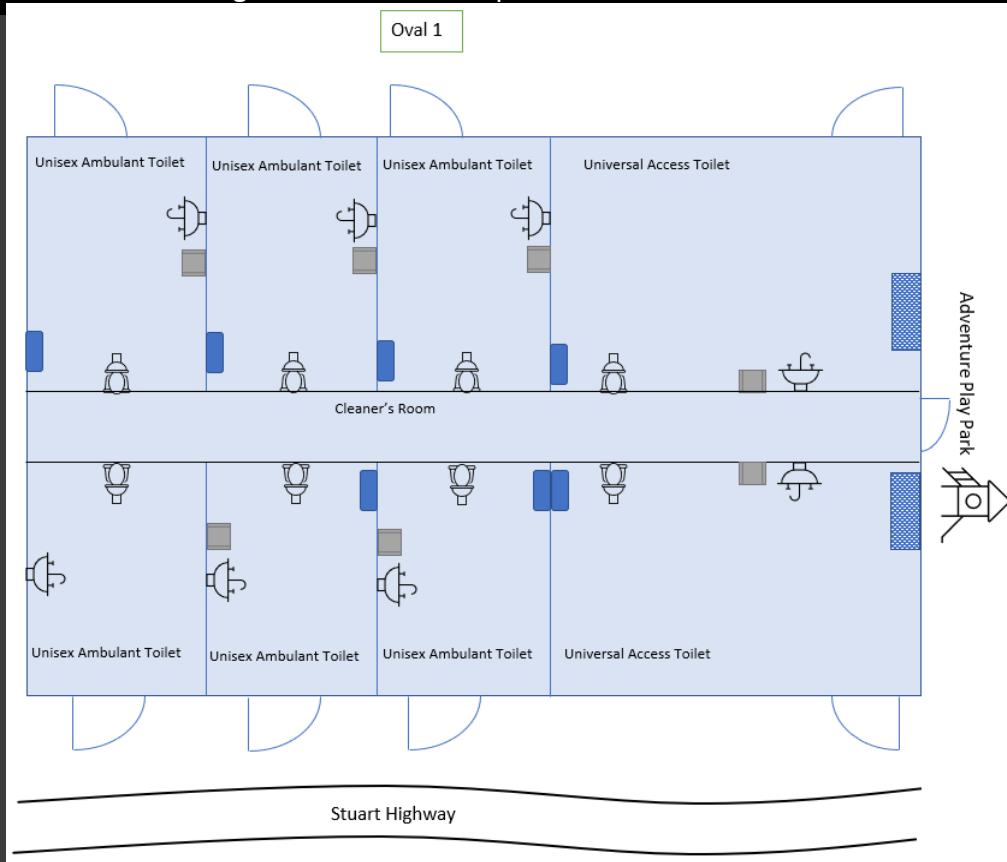
PROJECT BRIEF SCOPE

Stage 2

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

KEY DATES

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



Concept Floor Plan



KATHERINE TOWN COUNCIL



REPORT

NO	:	14.7
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ POLICY....
MEETING	:	ORDINARY COUNCIL MEETING – 26 July 2022
REPORT TITLE	:	ENDORSEMENT OF REVISED POLICY – WORK HEALTH AND SAFETY POLICY
AUTHOR	:	INGRID STONHILL, CEO
ATTACHMENT/S	:	1. WORK HEALTH AND SAFETY POLICY VERSION 2

PURPOSE OF REPORT

To seek Council endorsement of the revised Work Health and Safety Policy.

BACKGROUND

As part of recent reviews of Council's governance policies review and the Work, Health and Safety Audit, the Work Health and Safety Policy was identified for review.

The Work Health and Safety (WHS) Policy outlines Council's commitment to provide a workplace that is free from risks to health and safety, engaging and consulting with workers and others affected by Council's business activities and creating a workplace environment where workers and others are encouraged to raise health and safety issues and help reduce and manage them. The policy, supported by a broader workplace health and safety system, is a requirement under the *Work Health and Safety (National Uniform Legislation) Act 2011*.

Council members will recall that workplace health and safety is a significant risk for Council. Creating a safe work environment is a legal requirement. It is also critical to the long-term success of Council as an organisation and can help attract and retain staff, improve productivity, reduce injury and illness in the workplace and reduce the costs of injury and workers' compensation. WHS legislation is based on a harm minimisation model where it is the role of the employer to identify risks in the workplace and implement measures to eliminate those risks to their employees.

The revised policy has changed from the former policy in several key areas:

- **It clearly outlines what incidents must be reported.** Reporting incidents is an important component of hazard identification, risk assessment and investigation.
- **It outlines the hazard identification and assessment process.** This is at the core of the objectives of WHS legislation – identify hazards, assess the likelihood of harm, control the risks to a reasonably practicable degree then monitor and review.
- **It more clearly outlines the responsibilities of everyone involved with Council operations, including elected members.** All employees, workers, visitors, and others

have a responsibility to ensure they do not undertake activities that put themselves and other people in the workplace at risk of harm. That they do not undertake activities in the workplace that puts the employer's reputation, viability and or profitability at serious risk.

- **It now includes the legal requirements** for a Health and Safety Committee, and Health and Safety Representatives. Whilst the Council has operated for some time with a WH&S Committee, representatives and education training for all employees, the policy up date now reflects the legal requirements.

This policy revision is one part of an overall re-setting of Council's work health and safety regime, following an external review. This new policy provides a clearer overarching framework that is consistent with the legislation, and the outcomes from the WHS external review.

OFFICER RECOMMENDATION

That it be recommended to Council :

To endorse the Work Health and Safety Policy Version 2 (attached).

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

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER



WORK HEALTH AND SAFETY POLICY

Type:	Corporate Policy		
Owner:	Director, Corporate Services		
Responsible Officer:	Human Resources Manager		
Approval Date:	24 July 2022	Next Review:	June 2024
Records Number:		Council/CEO Decision:	CEO
Legislation Reference:	<i>Work Health and Safety (National Uniform Legislation) Act 2011</i>		

1 PURPOSE

Katherine Town Council values the health, safety and wellbeing of all its employees, members of the community and any person that may visit, transact business or use the many facilities it manages and controls.

The purpose of this policy is to demonstrate the commitment of Council to:

- **provide** a workplace that is free from risks to health and safety by implementing the highest possible standards to protect workers’ health, safety, mental and social wellbeing.
- **engage** and consult with all workers and others affected by Council’s business and activities to ensure hazards are identified and the risks associated with them removed or reduced to the greatest degree.
- **create** a workplace environment where workers and others affected by Council’s business and activities are encouraged and supported to raise health and safety issues and help reduce and manage them.

2 SCOPE

This policy applies to elected members acting in their official capacity, and all employees of Council including all persons performing work under the direction of, or on behalf of Council (for example, employees, outworkers, apprentices, trainees, work experience, volunteers, contractors, subcontractors and their employees, agents, consultants, full time, part time, casual and temporary workers).

It covers all of Council’s workplaces, including offices, the library, Visitor Information Centre, waste management facilities, operations centre, vehicles, plant, machinery, and any place where workers may be representing Council, for example, when visiting a customer, client, or supplier.

It covers all work-related functions, for example work lunches, conferences, workshops, work-related celebrations, end-of-year parties and client functions.

Employee means a person paid by Katherine Town Council on a full time, part time, casual or contract basis, or a volunteer engaged by Council.

HR manager means the person responsible for human resource (HR) matters at Katherine Town Council.

Hazard means a situation that has the potential for harm to life, health, property, or the environment This includes any existing or potential condition in the workplace that can result in injury, damage or other losses.

Notifiable incident means an incident arising out of the conduct of a business or undertaking, in which there is death, serious injury or illness or a dangerous 'near-miss'. The incident may relate to any person – whether an employee, contractor or member of the public.

PPE means Personal Protective Equipment, which is clothing or equipment designed to be worn by someone to protect them from the risk of injury or illness and generally provided by your employer (either directly or through an allowance).

Reasonably practicable means doing what is reasonably able to be done to ensure the health and safety of workers and others, taking into account:

- the likelihood of the hazard or risk occurring
- the degree of harm that might result from exposure to the hazard or risk
- what the person concerned knows, or ought to reasonably know about the hazard or risk, and about the ways of eliminating or minimising the risk
- the availability and suitability of controls and the cost associated with controls, and
- after assessing the risk and available means to eliminate or minimise the risk, whether the cost is grossly disproportionate to the risk.

WHS means work health and safety.

Worker means the same as section 7 of the Northern Territory *Work Health and Safety (National Uniform Legislation) Act 2011*.

Council is committed to providing a safe and healthy workplace and to, as far a reasonably practicable, eliminate conditions and incidents that could result in personal injury or ill health. Council will endeavour to pursue the highest possible standard of workplace health and safety management in all its operations.

Council is committed to ensuring compliance with the *Work Health and Safety (National Uniform Legislation) Act 2011*, Regulations and all relevant Codes of Practice, Australian Standards and WorkSafe Guidelines.

Council seeks continuous improvement in WHS performance through identification of hazards, investigating reports of incidents, monitoring and evaluating activities and practices and implementing initiatives to promote best practice for health and safety.

Council seeks the co-operation of all employees, workers, visitors, and others who may be affected by Council's business or undertakings in making the workplace safe. All employees, workers, visitors, and others have a responsibility to ensure they do not undertake activities that put themselves and other people in the workplace at risk of harm. They must also ensure they do not undertake activities in the workplace that puts the employer's reputation, viability and or profitability at serious risk.

Council encourages reporting of incidents and supports suggestions to create a safe working environment and ensure all possible preventative measures are being taken.

HAZARD / INCIDENT REPORTING

All employees and contractors are required to complete an Incident Report and Investigation Form if a hazard/injury/incident occurs because of work undertaken on behalf of Council, on Council premises or whilst on a work break or work travel.

What is to be reported?

All Injuries are to be reported, including events that cause an illness or injury requiring medical action.

All Incidents including events that cause a minor injury of a first aid nature.

All Near-Misses, including events that do not cause injury but have the potential to do so.

All Hazards, which is anything that has the potential to cause ill health or injury.

Action to be taken

Council employees and contractors who experience a hazard/injury/incident are required to take the following action:

- advise their manager of the incident, hazard or near-miss as soon as reasonably able
- complete the relevant incident form through the applicable WHS Platform and send through to your direct line manager, if necessary a supervisor or manager may submit the relevant form on their behalf.

The HR manager will record all reports and will advise, assist and investigate where required. Incidents may be escalated to the WHS Committee for comments, input and resolutions as necessary.

The internal reporting of incidents, hazards and near-misses is separate from reporting notifiable incidents to NT WorkSafe.

WHS INDUCTION

All new employees are required to be provided with WHS information regarding the workplace as part of their overall induction to Council. Refer to the Employee Induction Policy.

Contractors or visitors to any Council workplaces are required to be provided with information, so far as is reasonably practicable, to ensure a safe working environment and that they work in ways to maintain that safe working environment. Refer to the Contractor and Visitor Induction Policy.

WORK HEALTH AND SAFETY HAZARD IDENTIFICATION AND ASSESSMENT

Council is required by legislation to be proactive in identifying hazards in the workplace which may affect the health and safety of employees, workers, visitors, and members of the public, and eliminating or minimising the risks arising from those hazards.

A WHS identification and assessment process should be undertaken for all activities where there is potential for harm including:

- before activities commence
- before the introduction of new equipment, procedures, or processes, or
- when equipment, procedures or processes are modified.

Step 1: Identify the Hazard

A hazard is a source or potential source of injury, ill health, or disease. Hazard identification is the process of identifying all situations and events that could cause injury or illness by examining a work area/task for the purpose of identifying all threats which are 'inherent in the job'. Tasks can include but may not be limited to using tools or machinery, hazardous chemicals, dealing with people or animals, or lifting/moving items.

Step 2: Assess the Risk

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help determine:

- how severe a risk is
- whether any existing control measures are effective
- what action you should take to control the risk
- how urgently the action needs to be taken.

A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards and the information, data and resources available. It can be as simple as a discussion with workers or involve specific risk analysis tools and techniques recommended by safety professionals.

Step 3: Control the Hazards

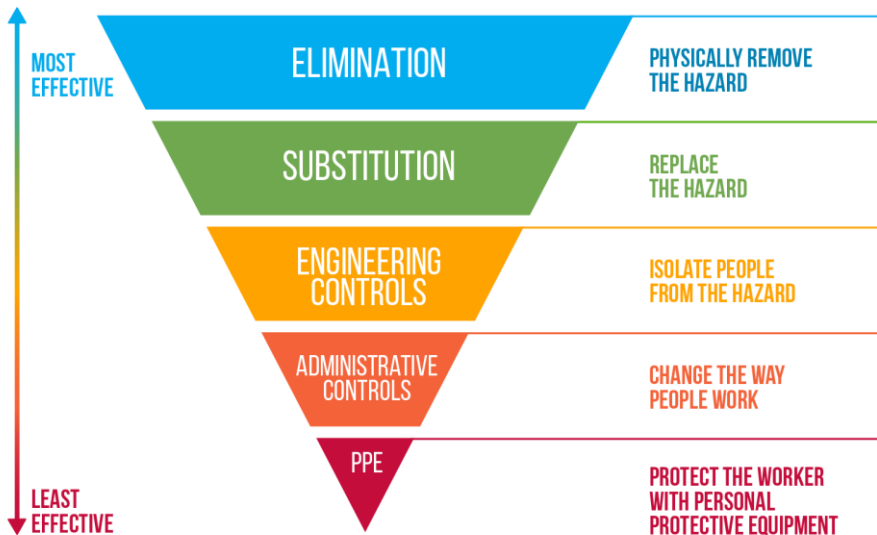
The most important step in managing risks involves eliminating the risk so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable to prevent death and serious injury, in line with the Hierarchy of Risk Control (figure below).

The aim in this step is to implement the most reliable controls to create a safe workplace rather than simply relying on people to behave safely, follow processes or use protective equipment. In many cases, a combination of several control strategies may be the best solution.

The control measures that Council will put into operation will usually require changes to the way work is carried out due to new or modified equipment or processes, new or different chemicals or new personal protective equipment (PPE). Control measures will be supported with:

- policies, procedures, or Standard Operating Procedures
- training, instruction, and information in a form that can be understood by all workers or other that enter the workplace, and
- supervision depending on the level of experience of workers.

HIERARCHY OF CONTROLS



Step 4: Review

Council will continuously review its WHS approach to monitor and improve control measures and find safer ways of doing things. Health and Safety Representatives (HSRs) will be consulted accordingly.

Control measures will be reviewed:

- when the control measure is no longer effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary, or
- if a health and safety representative requests a review.

RESPONSIBILITIES

Everyone has a role in workplace health and safety.

Katherine Town Council

Council will provide and maintain:

- work environments that remove or reduce risks to health and safety
- suitable facilities such as toilets, drinking water, dishwashing, and eating facilities and first aid equipment
- safe plant and structures
- safe systems of work.

Council will ensure there are procedures for the safe use, handling and storage of plant, structures, and substances.

Council will provide relevant information, training, instruction, or supervision necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of Council business.

Council will monitor the health of workers and the conditions at the workplace for the purpose of preventing illness or injury of workers arising from the conduct of Council business.

Council will conduct incident investigations to prevent the recurrence of incidents and near misses and to monitor control measures to ensure objectives are achieved.

Council will consult with workers on all matters relating to health and safety.

Senior management of Katherine Town Council

Senior management, including the Chief Executive Officer and Directors, are considered 'persons conducting a business or undertaking (PCBU)' under the *Work Health and Safety (National Uniform Legislation) Act 2011* and they must:

- exercise due diligence to ensure Council complies with WHS legislation
- establish, understand, implement, and maintain this policy, and ensure it is available and communicated to all levels within Council
- provide adequate information, instruction, and training to ensure that each worker is safe from injury and risks to health
- ensure all notifiable incidents are reported to NT WorkSafe, and
- identify, assess, and manage hazards and risks.

Senior management will seek to ensure, as far as is reasonably practicable, the health, safety, and wellbeing of:

- all workers engaged, or caused to be engaged by Council, and
- all workers whose activities are influenced or directed by Council, and
- the public,

so they are not put at risk from work carried out as part of Council business.

Senior management will advocate for and encourage a safety-first culture, and a workplace free from bullying and harassment.

Workers

Workers will:

- take reasonable care for their own health, safety and wellbeing and that of other people
- pay attention to any training they receive, including workplace induction training
- take reasonable care that what they do, or what they do not do, does not adversely affect the health and safety of themselves and other people
- report all incidents, injuries and near misses immediately, no matter how minor, and
- report all known or observed hazards to their supervisor or manager as soon as possible.

Workers are required to comply, so far as reasonably practicable, with any reasonable instruction given by management, including wearing PPE where and when required and know the health and safety procedures in their workplace, including emergency procedures.

Workers are asked to always follow the health and safety procedures in their workplace and ask for training or supervision when starting a task for the very first time or using / operating new tools or machinery and talk to their supervisor if they think a task is too dangerous or difficult.

Workers should discuss any safety concerns with more experienced workers or their supervisor, and always be respectful of work colleagues, supervisors, management, and the general public.

Elected members acting in official capacity

Elected members must be aware of Council's WHS policies to ensure their acts, or omissions to act, do not adversely affect the health and safety of themselves or others.

Contractors, sub-contractors, volunteers and visitors in the workplace

A person at a workplace, whether they fall under the above categories or not, must comply as reasonably able with any instruction given by Council employees to allow Council to comply with their legal obligations.

HEALTH AND SAFETY COMMITTEE

Council will establish a Health and Safety Committee in accordance with Division 4 of the *Work Health and Safety (National Uniform Legislation) Act 2011*.

HEALTH AND SAFETY REPRESENTATIVES (HSRs)

If requested by an employee, Council will support the negotiation and election of HSRs to facilitate the flow of information about health and safety between Council and its employees. HSRs are elected to represent a work group. Refer to the Health and Safety Representative policy.

BREACHES

The Code of Conduct for Employees requires all employees to ensure workplace safety practices are followed, that discrimination is not part of the workplace and that bullying and harassment are prevented.

Any breach of this policy, or related work health and safety policies, is considered a breach of the Code of Conduct for Employees and could constitute grounds for disciplinary action, which may include an issue of a warning, reprimand, suspension, termination, or legal action.

5 ASSOCIATED POLICIES/DOCUMENTS

Code of Conduct for Employees
Complaint Handling Policy
Prevention of bullying, discrimination, and harassment policy
Alcohol and Drug policy
First Aid policy
Immunisation policy
Incident Report and Investigation Form
Manual Handling policy and procedure
Personal Protective Equipment (PPE) policy
Smoke Free Workplace policy
Vehicle Operations policy
Employee Induction policy
Contractor and Visitor Induction policy
Workplace Ergonomics policy
Prevention of workplace violence policy and procedure
Emergency / evacuation policy
Health and Safety Representative policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Safe Work Australia – Code of Practice – How to manage work health and safety risks

Revision History

Version	Approval date	Details of change	Responsible officer
1	28/02/2017	Created	
2	01/07/2022	Revised and new template	Human Resources Manager

NO : 14.8

MEETING : **ORDINARY COUNCIL MEETING – 26th JULY 2022**

REPORT TITLE : **PAYMENT OF ELECTED MEMBER ALLOWANCES VIA COUNCIL PAYROLL SYSTEM**

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

ATTACHMENT/S : **NIL**

PURPOSE OF REPORT

The purpose of this report is to inform Councillors of the current legal tax requirements relating to their allowances being ordinary income and the payment process effective 01 July 2022.

COMMENTS/BACKGROUND

Katherine Town Council makes monthly allowance payments to Elected Members which have been paid in the past as supplier payments via the Council accounting system.

The Council Management have received a tax advice that: Any remuneration, sitting fee or allowance paid to a Local Government elected member is ordinary income within the terms of Section 6-5 of the *ITAA 1997*. The local government body is not required to withhold PAYG for payments to Councillors (office holders) unless the body has unanimously resolved that remuneration of members of that body will be subject to the withholding requirements under Section 12-45 of the Tax Administration Act (TAA) which also refers to Section 446-5 of the TAA.

Therefore, effective 01 July 2022, Council will make allowance payments (without PAYG withholding) to Elected Members via the Council payroll system. For this purpose, Council has requested for Elected Members' Tax File Number (TFN), Date of Birth and TFN Declaration Forms. The Council will retain this information on file.

Extracts of relevant sections in italics below:

Taxation Administration Act 1953

SECTION 12-45 PAYMENT TO OFFICE HOLDER

12-45(1) An entity must withhold an amount from salary, wages, commission, bonuses or allowances it pays to an individual as:

*(a) a member of an *Australian legislature; or*

*(b) a person who holds, or performs the duties of, an appointment, office or position under the Constitution or an *Australian law; or*

(c) a member of the Defence Force, or of a police force of the Commonwealth, a State or a Territory; or

(d) a person who is otherwise in the service of the Commonwealth, a State or a Territory; or

*(e) a member of a *local governing body where there is in effect, in accordance with section 446-5, a unanimous resolution by the body that the remuneration of members of the body be subject to withholding under this Part.*

*12-45(2) This section does not require an amount to be withheld from a payment to an individual as a member of a *local governing body unless it is one to which paragraph (1)(e) applies.*

SECTION 446-5 REQUIREMENTS FOR UNANIMOUS RESOLUTIONS BY LOCAL GOVERNING BODIES

When section applies

*446-5(1) This section applies to the following unanimous resolutions made by a *local governing body:*

(a) a resolution that the remuneration of members of the body be subject to withholding under Part 2-5 (about Pay As You Go withholding);

(b) a resolution cancelling a resolution covered by paragraph (a).

When resolution takes effect

446-5(2) The resolution must specify a day as the day on which the resolution takes effect. The specified day must be within the 28-day period beginning on the day after the day on which the resolution was made.

Resolution not affected by change in membership of body

*446-5(3) The resolution continues in force in spite of a change in the membership of the *local governing body.*

Commissioner to be notified of resolution

*446-5(4) The *local governing body must give written notice of the resolution to the Commissioner within 7 days after the resolution was made.*

Eligible local governing bodies to be notified by notifiable instrument

446-5(5) If the Commissioner is notified of the resolution, the Commissioner must, by notifiable instrument, publish notice of the making of the resolution. The instrument must also set out:

*(a) the name of the *local governing body; and*

(b) the day on which the resolution takes effect.

When resolution applies for purposes of affected provisions

446-5(6) This table sets out when the resolution applies for the purposes of particular provisions whose operation it affects.

<i>When the resolution applies</i>		
<i>Item</i>	<i>If the resolution affects the operation of ...</i>	<i>the resolution applies to ...</i>
<i>1</i>	<i>section 12-45</i>	<i>amounts that become payable after the day on which the resolution takes effect</i>
<i>2</i>	<i>Subdivision AB of Division 17 of Part III of</i>	<i>*ordinary income *derived, and amounts</i>

	<i>the Income Tax Assessment Act 1936 (about tax offset for lump sum payments in arrears)</i>	<i>that become *statutory income, after the day on which the resolution takes effect</i>
3	<i>sections 26-30 and 34-5 of the Income Tax Assessment Act 1997 (about deductions for relatives' travel expenses and non-compulsory uniforms)</i>	<i>expenditure incurred after the day on which the resolution takes effect</i>
4	<i>Divisions 28 and 900 of the Income Tax Assessment Act 1997 (about car expenses and substantiation)</i>	<i>expenses incurred after the day on which the resolution takes effect</i>
5	<i>section 130-80 of the Income Tax Assessment Act 1997 (about capital gains tax and employee share trusts)</i>	<i>*shares and rights to which a beneficiary becomes absolutely entitled after the day on which the resolution takes effect</i>
6	<i>provisions of the Fringe Benefits Tax Assessment Act 1986 relating to assessments</i>	<p><i>(a) in the case of a loan benefit within the meaning of the Fringe Benefits Tax Assessment Act 1986 — a loan made after the day on which the resolution takes effect;</i></p> <p><i>(b) in the case of a housing benefit within the meaning of that Act — the subsistence, after the day on which the resolution takes effect, of the housing right concerned;</i></p> <p><i>(c) in the case of a residual benefit within the meaning of that Act that is *provided during a period — so much of the period as occurs after the day on which the resolution takes effect;</i></p> <p><i>(d) any other *fringe benefit provided after the day on which the resolution takes effect.</i></p>
7	<i>Division 4 of Part II of the Income Tax Rates Act 1986 (about pro-rating the tax-free threshold)</i>	<i>amounts that become assessable income after the day on which the resolution takes effect</i>
8	<i>the provisions of the Child Support (Registration and Collection) Act 1988</i>	<i>*ordinary income *derived, and amounts that become *statutory income, after the day on which the resolution takes effect</i>
9	<i>section 9-20 of the *GST Act (about the meaning of enterprise)</i>	<i>activities, or series of activities, done after the day on which the resolution takes effect</i>
10	<i>Division 111 of the *GST Act (about reimbursement of employees)</i>	<i>reimbursements made after the day on which the resolution takes effect</i>

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the new process of Elected Members' allowance payments (without PAYG withholding) via the payroll system effective 01 July 2022, and retention of Elected Members' Tax File Number (TFN), Date of Birth and TFN Declaration Forms on file.

TAX LEGISLATION SOURCE LINKS

1. <https://iknow.cch.com.au/360document/atagUio3051383sl1002598678/taxation-administration-act-1953-section-12-45-payment-to-office-holder/overview>
2. <https://iknow.cch.com.au/360document/atagUio3052778sl1002616065/taxation-administration-act-1953-section-446-5-requirements-for-unanimous-resolutions-by-local-governing-bodies/overview>
3. <https://iknow.cch.com.au/360document/atagUio694795sl24352032/income-tax-assessment-act-1997-section-6-5-income-according-to-ordinary-concepts-ordinary-income/overview>



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	14.9
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ POLICY....
MEETING	:	ORDINARY COUNCIL MEETING – 26 July 2022
REPORT TITLE	:	2022 NATIONAL GENERAL ASSEMBLY OF LOCAL GOVERNMENT COMMUNIQUE
AUTHOR	:	INGRID STONHILL, CEO
ATTACHMENT/S	:	

PURPOSE OF REPORT

To provide Council with an overview of the attendance of Chief Executive Officer and Mayor at 2022 National General Assembly of Local Government.

BACKGROUND

Local government leaders from around Australia gathered in Canberra from 20 – 22 June 2022 for the 28th National General Assembly of Local Government (NGA).

This event was held on the traditional lands of the Ngunnawal people, and the Assembly paid its respects to their elders past, present and emerging, and acknowledged the vital and ongoing contributions First Nations peoples continue to make to our nation.

Around 1,000 delegates welcomed and congratulated the Albanese Government on being elected and thanked the many federal members of parliament who attended and spoke at the NGA or associated events, including Minister King, Minister McBain, Minister Watt, Minister Burney, Minister Rowland, Leader of the National Party David Littleproud, and Zali Steggall OAM.

All reaffirmed the importance of local government, and councils look forward to seeing action through better partnerships.

Local governments asked for a Minister in Cabinet and we welcome the appointment of Cabinet Minister King supported by former Bega Valley Shire Mayor Minister McBain.

The Assembly welcomed the announcement from Minister King that she would work with Minister McBain to re-establish the Australian Council of Local Governments and was encouraged by the Government's willingness to engage and partner with local councils.

In keeping with the theme of the Assembly 'Partners in Progress', councillors committed to partnering with the Australian Government to progress critical reforms, including national productivity, climate change transition, Closing the Gap, housing affordability including increased social housing, appropriate road safety reforms, restoring integrity of federal funding to local government, and improved local delivery of community services.

The Assembly committed to progressing the next step of Closing the Gap and passed a motion supporting the Uluru Statement from the Heart.

The Assembly heard from leading economists that local government is the most productive level of government yet collects just 4% of national taxation revenue. The Assembly agreed that councils need more sustainable and transparent formula-based funding to restore integrity to federal funding of local government.

Further, they noted the essential federal funding support to local communities and called on the Government to review Financial Assistance Grants and restore them to at least 1 percent of Commonwealth taxation revenue.

Delegates and speakers recognised the protracted challenges of the COVID pandemic, unprecedented droughts, bushfires, and recent floods, and commended the work of local councils, local communities, and government agencies on their work on emergency response and recovery.

A number of flood affected leaders also met personally with the Prime Minister, and highlighted ways to better work together to prevent and prepare for natural disasters.

The Assembly warmly received Governor-General David Hurley and his comments on the vital role councils are playing supporting disaster impacted communities and will need to play in the future.

The Assembly noted however that more needs to be done on mitigation and the prevention of climate induced natural disasters.

The Assembly discussed the global challenges to democracy and the critical importance of local government. The Assembly reaffirmed its commitment to strong local leadership, transparency and public accountability, free and fair elections and local democracy.

After a stirring address from the Ukraine Ambassador, the Assembly passed a unanimous motion supporting the Ukraine people and their legitimate and democratically elected governments.

Other critical issues addressed at the Assembly included migration between cities and regions, housing affordability and the role councils can play in social housing in particular, critical workforce challenges and road safety.

Delegates agreed to continue to meet with their local federal members to highlight the importance of sustainable and transparent funding for local governments, and better partnerships that will help support progress in every community.

Convened by the Australian Local Government Association (ALGA) the NGA is the largest national gathering of democratically elected representatives in the nation. ALGA is the

national voice of local government and will review more than 106 policy initiatives adopted by resolution of the Assembly in the coming months.

OFFICER RECOMMENDATION

That it be recommended to Council :

To accept the report of the Chief Executive Officer for the attendance at the 2022 National General Assembly of Local Government.

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

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : **14.10**

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

MEETING : **ORDINARY COUNCIL MEETING – (26/07/2022)**

REPORT TITLE : **KATHERINE CIVIL AIRPORT – LEASE RENEWAL INTENTIONS**

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

ATTACHMENT/S : **NIL**

PURPOSE OF REPORT

To seek direction from Council with regard to its intention to renew the Lease it has with the Commonwealth of Australia of the Civil Area of RAAF Base Tindal and incorporating a Licence of Runway 14/32, Taxiway Alpha and Taxiway Echo.

BACKGROUND

The Katherine Civil Airport Tindal (KCA) is located approximately 15 kms south of Katherine, along the Stuart Highway.

The Katherine Town Council established a working arrangement with RAAF Base Tindal in the early 1990s for the joint usage of the airstrip and associated facilities.

On October 1, 2017, Katherine Town Council commenced a ten (10) year lease of the Civil Airport site of RAAF Base Tindal from the Commonwealth of Australia (Department of Defence). The Lease incorporates a Licenced area over Runway 14/32, Taxiway Alpha and Taxiway Echo. The Lease incorporates two further option periods of ten (10) years each.

Section 45 of the Lease requires that not less than five (5) years before the expiry of the Lease, the Department of Defence must notify Council of which option it intends to elect to apply at the expiration of the initial term.

In view of the above requirement, the Department of Defence, through its property manager, JLL, has requested Council to provide a formal notification of its Lease renewal intentions prior to 29 September 2022.

In December 2022, Council entered into an agreement with Oz Airports Pty Ltd to provide management services at the Katherine Civil Airport on its behalf.

Council's objective with this agreement was to secure sustainable and properly qualified management of the Katherine Civil Airport that is cost neutral for Council and delivers a high standard of service to clients and the community and builds strong relationships with all stakeholders.

This key facility supports the town and surrounding communities, through logistics support, tourism, industry and counter-disaster and medical emergency response.

The objectives of the management agreement are to:

- ensure that KTC has an on-site presence at the Civil Airport. This is central to optimising the value of the KCA to the community and minimising risk to Council.
- enhance the precinct as a user friendly, safe, and inviting space.
- maximise the economic, social, and cultural benefits to the town and wider community.
- develop a business model that enables commercial viability for the management services provider and a cost neutral or enhanced position for the Council; and
- transfer airport maintenance, compliance, and replacement responsibilities/liabilities to the management services provider.

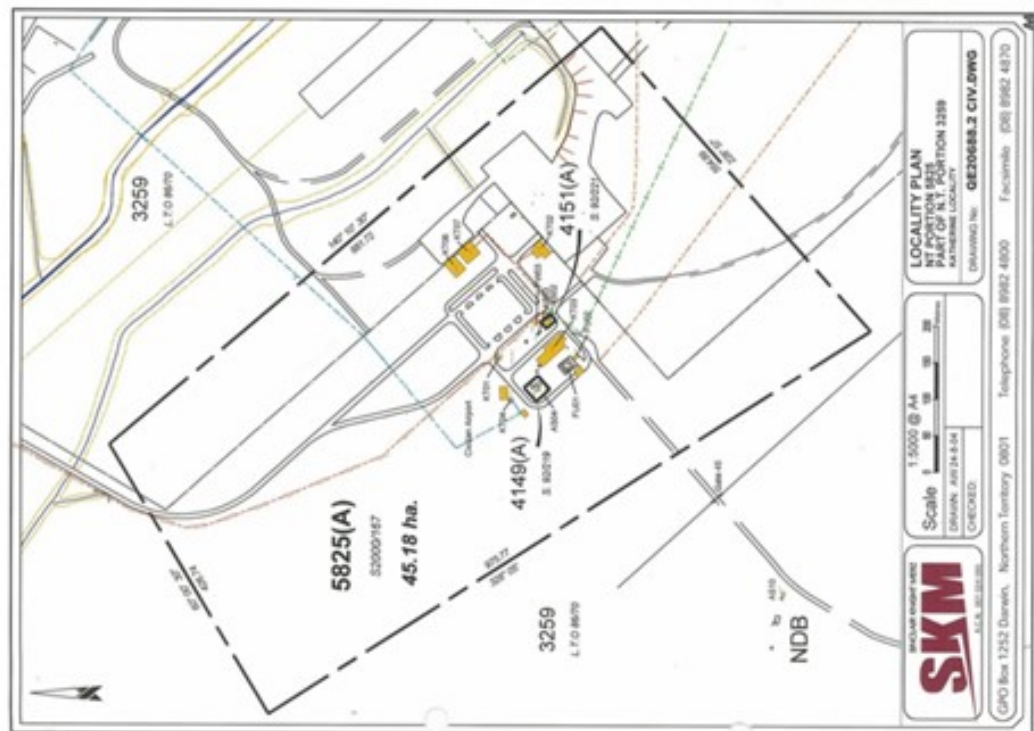
The terms of this management agreement run parallel to the terms of the Head Lease.

Oz Airports, in conjunction with Council staff and a specialist engineering consultancy have commenced preparation of a Master Plan that will guide required infrastructure renewal and upgrades and envision possible further developments to maximise this key asset.

It is recommended that Council advise the Department of Defence that at the expiration of the initial term (being 29 September 2027) that it wishes to exercise its option to renew the Lease for a further ten (10) year period.

LEASE AREA

KATHERINE CIVIL AIRPORT LEASED AREA



OFFICER RECOMMENDATION

That it be recommended to Council to:

advise the Department of Defence that at the expiration of the initial term of the Lease of the Civil Area of RAAF Base Tindal (being 29 September 2027) that it wishes to exercise its option to renew the Lease for a further ten (10) year period.



Brendan Pearce
ACTING CHIEF EXECUTIVE OFFICER