

AGENDA

Ordinary Meeting of Council

Tuesday 27 April 2021
Ordinary Meeting 6.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

The CEO of Katherine Town Council hereby provides notice of the
Ordinary Meeting of Council, in accordance with
Section 59 of the *Local Government Act 2008*

**ELECTED
MEMBERS**

- : - Mayor Elisabeth Clark
- Deputy Mayor Peter Gazey
- Alderman Toni Tapp Coutts
- Alderman Jon Raynor
- Alderman Matthew Hurley
- Alderman Kym Henderson

OFFICERS

- : - Mr Ian Bodill – Chief Executive Officer
- Mrs Claire Johansson – Director Corporate Services
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Jherry Matahelumual – Executive Assistant (Minute Taker)

WEBCASTING DISCLAIMER

The Katherine Town Council is live webcasting the Open Section of Ordinary Council Meetings. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the Katherine Town Council will use its best endeavours to ensure images in this area are not webcast. However, the Katherine Town Council expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the Katherine Town Council a non-exclusive licence to copy and broadcast your image worldwide for no reward. Every care is taken to maintain privacy and attendees are advised they may be recorded. In the case of livestreaming becomes unavailable due to technical difficulties, Council will attempt every effort to ensure the live streaming issues are rectified promptly. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. Council will take no responsibility for and will not be held liable for the unavailability of live streaming in part or full; due to technical issues beyond its control.

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

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

2. OPENING PRAYER

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

3. MEETING DECLARED OPEN**4. APOLOGIES AND LEAVE OF ABSENCE**

4.1 Apologies

4.2 Leave of Absence
- Alderman Toni Tapp Coutts

5. CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

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

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 23 March 2021 1-17

7. BUSINESS ARISING FROM PREVIOUS MINUTES**8. MAYORAL BUSINESS****9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED****10. PETITIONS****11. PUBLIC QUESTION TIME**

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

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

12. NOTICE OF MOTION

Nil

13. REPORTS OF OFFICERS

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14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

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

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

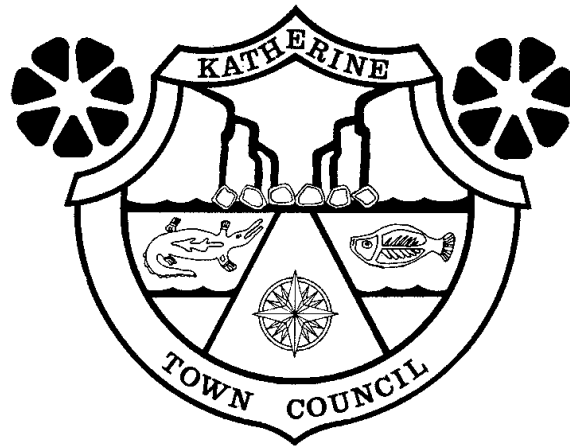
19. CONFIDENTIAL ITEMS

19.1 Confidential Minutes of Ordinary Council Meeting held on 23 March 2021

20. RESUMPTION OF OPEN MEETING**21. NEXT ORDINARY MEETING OF COUNCIL**

That the Ordinary Meeting of Council will be held on Tuesday 25 May 2021

22. CLOSURE OF MEETING



MINUTES

Ordinary Meeting of Council

Tuesday, 23 March 2021
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, 23 MARCH 2021 AT 6:00PM**

PRESENT

- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Alderman Matthew Hurley
- Alderman Jon Raynor
- Alderman John Zelle (Via Zoom)
- Alderman Toni Tapp Coutts
- Alderman Kym Henderson
- OFFICERS** : - Mr Ian Bodill, Chief Executive Officer
- Ms Rosemary Jennings, Director Community Services
- Mr Brendan Pearce, Director Infrastructure and Environment
- Ms Donna Jones, Finance Manager
- Ms Taylor Revitt, Communication and Engagement Officer
- Mr Jherry Matahelumual – Executive Assistant (Minute Taker)
- APOLOGY** : - Deputy Mayor Peter Gazey
- Ms Claire Johansson, Director Corporate Services
- VISITORS** : - 9 x Community Members
- Tom Robinson, Katherine Times

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1 ACKNOWLEDGMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 6.01 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

4.2 Leave of Absence

- Council received and noted Leave of Absence from Alderman Tapp Coutts from 24 March 2021 – 16 May 2021

5 CONFLICT OF INTEREST

Nil

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 23 February 2021

File	: Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes 2021
Moved	: Alderman Hurley
Seconded	: Alderman Tapp Coutts
That the Minutes of the Ordinary Meeting of Council on 23 February 2021 be confirmed as true and accurate.	
CARRIED 6 / 0	

6.2 Minutes of the Special Meeting of Council held on 1 March 2021

File	: Local Governance / Council Meetings / Special Council Meeting Agendas and Minutes/Special Minutes 2021
Moved	: Alderman Henderson
Seconded	: Alderman Zelle
That the Minutes of the Special Meeting of Council on 1 March 2021 be confirmed as true and accurate.	
CARRIED 6 / 0	

7 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

8 MAYORAL BUSINESS TO BE CONSIDERED

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

No	PERIOD	24 February 2021 – 23 March 2021
1.	Name of activity/event	Topic of discussion / brief information
2.	Meeting with CEO x 4	Weekly meeting and updates with Chief Executive Officer
3.	Meeting with EA x 4	Weekly meeting and updates with Executive Assistant
4.	ABC Radio segment	
5.	Official Opening of New Cruise Jetty, Baruwei Lookout and Mountain Bike Trails	
6.	Meeting with Elected Members x 4	Regular meeting with Elected Members
7.	Meeting at Showgrounds regarding the Security System	
8.	Courtesy call by Australian Institute of Architects	
9.	Special Meeting of Council x2	
10.	Elected Members lunch meeting at the Hot Springs	
11.	Courtesy meeting by a delegation of Department of Defence	Information on what is available in Katherine with the future expansion of the base
12.	Katherine Police Station	School based constable back at Katherine High School, general information about Council Projects.
13.	Legacy Meeting	Donating a Reflection chair to Katherine Community
14.	Meeting with Member for Katherine	Update on Local projects
15.	High Tea at the Fenton Gallery	
16.	Clean up Australia Day	
17.	International Women's Day Parade	
18.	A Save A Life Award Presentation with St John Ambulance Australia (NT)	
19.	Senior Personal Safety Workshop	Workshop for Seniors during the day and another one in the evening for younger people to give the skills for dealing with personal safety.

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| 20. Meeting with Community Member | |
| 21. Katherine Community Event | CASPA a new not for profit group who are setting up Residential care for children aged 12 – 17 that cannot live at home. |
| 22. Katherine South Primary School Leadership Assembly | Presented awards to students |
| 23. ANZAC Day Meeting | Discussion on Times and preparations for the day |
| 24. Community Consultation | Met with several residents and had some really good feedback and comments on a number of local issues. |
| 25. Come and Try Sports Day | A very successful day for all participants. A number of comments on the great turnout from the town. |
| 26. Meeting with Member for Katherine | Tidy Streets Competition. |
| 27. Mobile Food Vendor Policy Meeting | |
| 28. Harmony Week Citizenship Ceremony | Conferred 18 new Australian Citizens for Katherine Community |
| 29. Monthly Meeting with DIPL | updates on Waving man, Leight Ck bridge, Re-doing markers on bridge |
| 30. Lunch with Depot Crew | |
| 31. Centenary of Air Force Reception | |
| 32. Bombing of Katherine Commemorative Service | 79 th Anniversary of the Bombing of Katherine |
| 33. EMIS x 2 | |
| 34. Ordinary Meeting of Council | |

9 CORRESPONDENCE AND DOCUMENTS TABLED

Nil

10 PETITIONS

NIL

11 PUBLIC QUESTION TIME

Questions	Answers
Ms Haines queried can you please provide more information in relation to the request to close quarry road?	Director Pearce confirmed that Katherine Town Council had received a request by landowner to close a section of Quarry Road. The report has been brought to Council for its decision. We will follow up further process after Council makes its determination.
Ms Bean queried whether the discussion in relation to Quarry Road is in the public section of the meeting?	Mayor Clark responded in the affirmative.
Ms Fletcher queried whether public submissions will be taken into consideration?	CEO Bodill responded that everything is taken into consideration before the Council makes the decision. If there will be any submission that is made to the Council, it will be taken into the consideration.
Mr Robinson queried whether there was a timeline how long would the process take?	Director Pearce responded that as it states in the Local Government Act, it will take at least 28 days.
Mr McDougall queried how the shading process was progressing at the Town Square?	Director Pearce responded that based on the report some of the trees have been struggling and they are not because of the shade. We are investigating further using the CCTV to ensure that there was no vandalism.
Mr McDougall queried how much was the additional cost of replacing the trees?	Director Pearce responded that the cost for each tree is about \$200

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF FEBRUARY 2021

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of February 2021.
File	: Local Governance / Ordinary Meeting of Council /Reports to Council/ Governance Department
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Zellej

That it be recommended to Council to:

1. Formally receive and note the Chief Executive Officer Report for the Month of February 2021.

CARRIED 6/0**13.2 ELECTED MEMBERS PERFORMANCE GUIDELINES**

Purpose	:	The report contains a set of guidelines for elected members attendance at internal and external meetings and functions when representing council.
		Whilst initially prepared as a policy, it was suggested that the Key Performance Indicators (KPI'S) relating to elected members attendance at meetings should be in the form of a set of guidelines.
File	:	Local Governance / Council Meetings / Reports to Council/Governance Department
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Henderson

Amended recommendation to Council to:

1. Endorse the following performance guidelines for elected members with immediate effect:

NAME		
Details of KPI	KPI	Comments
Ordinary meetings of Council attendance.	12	Formal approval of leave will not result in an absence being recorded.
Special council meeting attendance.	100%	Formal approval of leave will not result in an absence being recorded.
Representing council at meetings.	80%	External meetings where council is formally represented by members.
Monthly reports	100%	Submitted to EA by members in time for inclusion in the OCM agenda.
Response to requests by email	100%	All emails are responded to, regardless of members having no comment to contribute.
Elected member training attendance	100%	Requirement of the Local Government Act 2019.

Attending and participating in elected member monthly feedback.	90%	Personal and group constructive feedback on performance.
Attending Council functions.	5 per month	As invited by external groups or organisations.
Community consultation attendance	100%	Quarterly consultation as arranged by council
Twice-yearly drive around town	100%	Group arrangement for members.
CARRIED 4/2		
Against: Alderman Raynor and Alderman Zellely		

13.3 REGIONAL ECONOMIC DEVELOPMENT FUND FOR BIG RIVERS REGIONAL RECONSTRUCTION COMMITTEE STRATEGIC COMMUNICATIONS PLAN

Purpose	:	To approve the acceptance of the Short Form Grant Agreement of Regional Economic Development Fund for Big Rivers Regional Reconstruction Committee Strategic Communications Plan provided by the Northern Territory Government.
File	:	Local Governance/Council Meetings/Reports to Council/Governance Department
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Henderson
That it be recommended to Council to:		
<ol style="list-style-type: none"> 1. Accept the grant funding offer of \$6,237.00 (GST exclusive) on behalf of the Big Rivers Regional Reconstruction Committee to develop the Big Rivers Regional Reconstruction Committee Strategic Communication Plan from the Government of the Northern Territory Government. 2. Authorise the Mayor and CEO to affix the common seal and sign of the Agreement. 		
CARRIED 6 / 0		

13.4 DONNA JONES – FINANCE MANAGER

Purpose	:	To receive and note the monthly financial report prepared by the Corporate Services Team
File	:	Local Governance/Ordinary Meeting of Council/Reports to Council/Financial Report
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Hurley
That it be recommended to Council to:		
<ol style="list-style-type: none"> 1. Endorse the Financial Report for the month of February 2021. 		

A motion was raised that Council waives the debts occur three years or early.	CARRIED 6 / 0
Moved: Alderman Tapp Coutts Seconded: Alderman Hurley	
	CARRIED 6 / 0

13.5 MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR FEBRUARY 2021

Purpose	:	To present the Report for the Community Services department for the month of February 2021	
File	:	Local Governance/Ordinary Council Meeting/Reports to Council/Community Services	
Moved	:	Alderman Tapp Coutts	
Second	:	Alderman Hurley	
Notes			
That it be recommended to Council to:			
		1. Receive and note the Community Services report for the month of February 2021.	
			CARRIED 6 / 0

13.6 HEALTHY LIFESTYLES GRANT - COOLING BINJARI PROJECT

Purpose	:	To approve the acceptance of the Short Form Grant Agreement of the Healthy Lifestyles Grant for Cooling Binjari provided by the Northern Territory Government.	
File	:	Local Governance / Council Meeting / Report to Council /Community Services	
Moved	:	Alderman Henderson	
Seconded	:	Alderman Raynor	
That it be recommended to Council to:			
		1. Accept the grant funding offer of \$17,176.80 (GST exclusive) from the Northern Territory Government – Department of Health.	
		2. Authorise the Mayor and CEO to affix the common seal and sign the Agreement.	
			CARRIED 6 / 0

13.7 INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF FEBRUARY 2021

Purpose	: To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of February 2021.
File	: Local Governance / Council Meeting / Report to Council /Infrastructure & Environment Department
Moved	: Alderman Raynor
Seconded	: Alderman Henderson
That it be recommended to Council to:	
1. Receive and note the report of the Infrastructure & Environment Department for the month of February 2021.	
CARRIED 6/ 0	

13.8 REQUEST TO PERMANENTLY CLOSE A SECTION OF QUARRY ROAD, LANSDOWNE

Purpose	: To inform Elected Members of a request to permanently close a section of Quarry Road, Lansdowne
File	: Local Governance / Council Meeting / Report to Council /Infrastructure & Environment
Moved	: Alderman Zellej
Seconded	: Alderman Hurley
That it be recommended to Council to:	
1. Give public notice of the proposal to close a section of Quarry Road, north of Niceforo Road.	
2. Include an invitation in the notice to any person who may object to the proposal to lodge a written objection to the proposal within at least 28 days.	
3. Consider any objections lodged in accordance with the invitation at the earliest available Ordinary Meeting prior to deciding whether to proceed with a submission for a permanent road closure is to be made to the Minister.	
LOST 0/6 All against	
A new motion was raised:	
1. THAT Council invites public comment regarding the proposal to close a section of Quarry Road for the period of 28 days from the advertised date.	
2. THAT Council actively surveys the landowners in the area to ensure Council receives maximum feedback and consultation.	
Moved: Alderman Raynor	
Seconded: Alderman Hurley	
CARRIED 6/0	

13.9 DISPOSAL OF OBSOLETE PROPERTY – MINOR PLANT & EQUIPMEN

Purpose	: To request from Elected Members, permission for disposal of assets (minor plant & equipment).
File	: Local Governance / Council Meeting / Reports to Council /Infrastructure & Environment
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Zelley
That it be recommended to Council to:	
1.	Dispose of plant and equipment in accordance with <i>Local Government Accounting (Financial Regulations)</i> and Katherine Town Council's Disposal of Asset Policy Council, with the method of disposal being by trade-in or auction.
CARRIED 6/ 0	

13.10 FEBRUARY 2021 – PROJECT UPDATE

Purpose	: To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of February 2021.
File	: Local Governance / Council Meeting / Reports to Council /Infrastructure & Environment
Moved	: Alderman Henderson
Seconded	: Alderman Hurley
That it be recommended to Council to:	
1.	Receive and note the project update for the month of February 2021.
CARRIED 6/ 0	

13.11 DRAFT MUNICIPAL PLAN 2021-2022

Purpose	: To seek approval for the Katherine Town Council Draft Municipal Plan 2021/2022 to be placed on public exhibition.
File	: Local Governance / Council Meeting / Reports to Council /Governance Department
Moved	: Alderman Hurley
Seconded	: Alderman Tapp Coutts
Amended recommendation to Council to:	
1.	Approve the Draft Municipal Plan 2021-2022 for public exhibition as follows:
23 March 2021:	Ordinary Council Meeting – Adoption of Draft Municipal Plan
By 7 April 2021:	Advertise Public Exhibition of the Draft Municipal Plan in the Council's website and Katherine Times
By 8 April 2021:	Advertise Public Exhibition of the Draft Municipal Plan in the NT News
At least 21 days after the date of advertisement:	Closing date for written submissions. Consideration of submissions with modifications as required
25 May 2021:	Ordinary Council Meeting Adoption of the Municipal Plan

13.12 SCHOOL OF DANCE HOLIDAY PROGRAM

Purpose	:	To formally acquit the 2020/2021 Department of the Chief Minister and Cabinet for the provision of services to Katherine Town Council for the Katherine School of Dance Workshop, for the amount of \$750 exclusive GST.
	:	Local Governance / Council Meeting / Reports to Council /Acquittal
Moved	:	Alderman Zelle
Seconded	:	Alderman Tapp Coutts
That it be recommended to Council to:		
1. Receive and note the acquittal for the 2020/2021 Department of Chief Minister and Cabinet Grant to the Katherine Town Council and to forward the acquittal to Department of the Chief Minister and Cabinet Grant Office		
		CARRIED 6/ 0

14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

Nil

15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Peter Gazey

File	:	Local Government / Council Meetings / Elected Members Activities
Activities	:	Deputy Mayor Peter Gazey had engaged in activities from 24 February to 23 March 2021 including: <ul style="list-style-type: none"> • EMIS X1 • The Historical Society of Katherine Inc. Board Meeting • Special Council Meeting x 2 • Elected Members Lunch Meeting • Community Meeting – Rockhole • Community Meeting - Myalli Brumby • LGANT Executive Meeting • Katherine Museum Meeting • Harmony Week Citizenship ceremony • Centenary of Air Force Reception • Come and Try Sports Day/Community Consultation • Ordinary Council Meeting

15.2 Alderman Kym Henderson's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Elisabeth Clark Had engaged in activities from 24 February to 23 March 2021 including:

- Special Council Meeting
- Elected Members Lunch Meeting (Hot Springs)
- Meeting with Mayor
- International Women's Day March (Hosted by KWILS)
- EMIS x 2
- Come Try Sports Expo/Community Consultation
- Ordinary Meeting of Council

15.3 Alderman Jon Raynor's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Jon Raynor had engaged in activities from 24 February to 23 March 2021 including:

- Centenary of Air Force Reception
- Bombing of Katherine Commemorative Services
- EMIS x 1
- Special Council Meeting x 2
- Ordinary Council Meeting

15.4 Alderman Toni Tapp-Coutts' Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Toni Tapp-Coutts had engaged in activities from 24 February to 23 March 2021 including:

- Special Council Meeting x 2
- Come and Try Expo/Community Consultation
- Harmony Week Citizenship Ceremony
- EMIS x 2
- Bombing of Katherine Commemorative Service
- Ordinary Meeting of Council

15.5 Alderman John Zelle's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman John Zelle had engaged in activities from 24 February to 23 March 2021 including:

- EMIS x 2
- Ordinary Meeting of Council

14.6 Alderman Matthew Hurley's Activities

- File : Local Government / Council Meetings / Elected Members Activities
- Activities : Alderman Hurley had engaged in activities from 24 February to 23 March 2021 including:
- Special Council Meeting x 2
 - Elected members Lunch meeting
 - Indigenous Community Meeting x 2
 - Elected members information session x 2
 - Meeting with Mayor
 - Come Try Sports Expo/Community Consultation
 - Monthly Meeting with CEO
 - Council informal meeting
 - Harmony Week Australian Citizenship Ceremony
 - Lunch with the Depot Crew
 - Bombing of Katherine Commemorative Service
 - Ordinary Council Meeting

16. LATE AGENDA ITEM

A motion was raised that Council moves the following late items for discussion in Confidential Section of the agenda:

1. Confidential Minutes Ordinary Meeting of Council held on Tuesday, 23 February 2021
2. Confidential Minutes Special Council Meeting of Council held on Monday, 1 March 2021 at 5.45PM

Moved: Alderman Tapp Coutts
Seconded: Alderman Hurley

CARRIED 6/0

17. GENERAL BUSINESS

- Alderman Zellely informed that he has resigned as an Elected Member due to living in Darwin now. He thanked the Katherine community who elected him in as an Alderman. Also, he thanked the Elected Members and the Mayor and mentioned that it has been a very successful time in Council.
- Mayor Clark thanked Alderman Zellely for his service for the last four years and wished him the best for the future.
- CEO Bodill advised that in relation to Alderman Zellely's resignation effective 30th March 2021, Council is going to put out an expression of interest on 1st April 2021 closing on the 15th of April to fill in a Council's vacancy. Council will appoint a new Elected Member at the April's Ordinary Meeting of Council.
- Alderman Tapp Coutts updated that GYRACC received grant funding of \$4.5 million a couple years ago. It is finally in this year that we have the design of the project. A few major reconstructions such as providing good security system, replacing the solar power panel, and adding an entertainment room.
- Alderman Hurley expressed condolences for the family and friends of Trevor Collum who had passed away.

- Alderman Raynor requested the Council provides a letter of support to the Local Government councils in NSW who have been badly affected by the flash flooding.
- Alderman Henderson sought Council's assistance to spread more awareness about the tick disease affecting pets in Katherine currently. Alderman Henderson suggested that Council could reach out to the local Veterinarian to ensure that community members are well informed.

18 CLOSURE OF MEETING TO PUBLIC

Motion

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

Moved : Mayor Clark
Seconded : Alderman Henderson

CARRIED 6 / 0

Meeting was closed for public at 7.01 p.m

19 RESUMPTION OF OPEN MEETING

The meeting resumed at 7.15 p.m

20 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on
Tuesday, 27 April 2021

21 CLOSURE OF MEETING

That meeting was closed at 7.16 p.m

Elisabeth Clark
MAYOR OF KATHERINE

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.1
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – (27/04/2021)
REPORT TITLE	:	SELECTION OF COUNCIL VACANCY IN THE OFFICE OF ORDINARY MEMBER
AUTHOR	:	IAN BODILL, CHIEF EXECUTIVE OFFICER
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To fill a casual vacancy of council following the resignation of Alderman Zellej.

BACKGROUND

In relation to Filling a Casual Vacancy, the following extrapolation from our policy is referred to:

Date vacancy occurs	Action	Section of the Act
18 months or more before the next general election.	Council will hold a by-election to fill the vacancy	54(2)(c)
Less than 18 months, but not less than 4 months, before the next general election.	Council will appoint a <u>person</u> to fill the vacancy until the next general election (in accordance with clause 3 of this policy).	54(2)(a)
4 months or less before the next general election.	Council will leave the office of the ordinary member vacant.	54(2)(b)(i)

There is still effectively greater than four months left before the next election on August 28th, 2021, therefore council will be required to fill the vacancy.

Council advertised for expressions of interest from the community and by closure on the 15th of April 2021, received nine expressions of interest vis.:

- Gregory Stewart Harmer
- Peter Lester Francis McDougall
- Cristian Coman
- Cameron Allan Judson
- Clinton John Booth
- Paul Walker
- Amanda Kingdon
- Jeremy Trembath
- Brendan Penzer

Elected members used a selection criteria matrix and arrived at a preferred candidate which included being eligible under section 46 of the Local Government Act 2019.

Following that informal meeting of elected members, it was left to formally announce and fully endorse the new council member.

OFFICER RECOMMENDATION

That it be recommended to Council to:

Endorse the selection of xxxxxxxx as Alderman for the Katherine Town Council under section 46 of the Local Government Act 2019 for the remainder of the current term ending in August 2021.

A handwritten signature in black ink, appearing to be the name 'Ian Bodill', written in a cursive style.

Ian Bodill

CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – 27 APRIL 2021
REPORT TITLE	:	TERMS OF REFERENCE – YOUTH ADVISORY COMMITTEE
AUTHOR	:	JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO
ATTACHMENT/S	:	DRAFT TERMS OF REFERENCE OF YOUTH ADVISORY COMMITTEE

PURPOSE OF REPORT

To provide a draft Term of Reference of the Katherine Town Council Youth Advisory Committee for Council's endorsement. To seek Council's approval to advertise an Expression of Interest to all relevant parties to register as candidates of Youth Advisory Committee.

BACKGROUND

Following the Elected Members Information Session dated 22 March 2021, Elected Members informally supported an initiative to establish a Youth Advisory Committee (YAC). This committee may provide a significant opportunity for young people of Katherine to raise their voices and to work positively with council to achieve beneficial outcomes for all.

Subsequent to Section 82 (1) (2) of the *Local Government Act 2019* states:

- 1) *A council may, by resolution, establish one or more council committees*
- 4) *The terms and conditions on which a person holds office as a member of council committee are to be as determined by the council*

On this occasion, administration received constructive feedback from Elected Members to develop a draft Terms of Reference of Youth Advisory Committee.

Furthermore, after the endorsement of the Term of Reference, administration will put out an Expression of Interest to schools, various organisations/agencies, community associations and relevant interested party to attract candidates of the Youth Advisory Committee. This Expression of Interest will be available at least 14 days or until the required number of candidates is reached from the date of its release.

Updates to the Council will be provided on later dates to seek Council's approval to establish a Youth Advisory Committee and appoint its members.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and endorse the Term of References of Youth Advisory Committee
2. Approve the commencement of the Expression of Interest for candidates of Youth Advisory Committee for at least 14 days from the released date.



Ian Bodill

CHIEF EXECUTIVE OFFICER

Katherine Town Council Youth Advisory Committee Term of Reference

Title	Katherine Town Council Youth Advisory Committee (KTCYAC) Term of Reference
Adopted by	Council
Responsibility	Chief Executive Officer
Approval date	27 April 2021
Next review date	Every two years after the renewal of membership term

1. Purpose

The Katherine Town Council Youth Advisory (KTCYAC) is an official advisory committee that keeps the Council informed and makes suggestions and recommendations to council on issues that are significant and important to the young people of Katherine.

The KTCYAC as a team and individually will support the Council to make informed decisions, suggestions and recommendations in accordance with local youth voice. This committee represents the Youth of Katherine who looks for a safe place to voice their concerns and to raise matters that are important and essential to them.

This committee provides a consolidated place for organisation to consult and share communication with the youth of Katherine.

This committee is also a venue for youth to develop skills in our young people such as advocacy, public speaking, leadership and teamwork skills.

2. Objectives

- To build the groups knowledge of issues effecting the young people of Katherine and the region.
- To support Council in finding ways to make Katherine and its facilities youth friendly.
- To develop a Youth Strategy for Katherine
- To support the development of Youth Week and School Holiday Programs
- To provide a simple avenue for communication between the young people of Katherine and the Council.
- To report the minutes and recommendations of each minutes to Council
- To provide training and mentoring in the understanding of Governance for the Young People.

3. Membership

- All members must be appointed by Council, in accordance with Section 82 of the *Local Government Act 2019*
- Members of Youth Advisory Committee consists of the following
 - ✓ Youth of Katherine maximum of 10 people (aged between 12 and 25 years old).
 - ✓ Adult Community Members maximum of 2 people. These members who have actively working with young people and have interest in developing and supporting youth's initiatives for Katherine.
 - ✓ Two Elected Members who have been appointed by the Council.
 - ✓ Youth Advisory Committee opens invitation to one representative from Headspace, Department

of Education, Department of Territory Families and Department of Chief Minister and Cabinet.

- The nominations for a membership will available through Katherine Town Council website and Social Media, relevant online spaces, providing hand-out information and socialisation to schools, youth services and other interested parties.
- Each term of membership is for two years to be advertised in May each Calendar year. New member can apply at any time for the remainder term.

Selection process

Consideration should be given to the type of skills, personal attributes and practical experience each member should have before being nominated.

Some factors to consider include:

- Youth who are living in Katherine Municipality
- Passionate about improving the youth aspects
- Good knowledge of organisational skill and or want to be involved
- Willingness to represent youth's voice
- Willingness to collaborate with relevant stakeholders
- Capacity to dedicate adequate time to the committee

4. Meetings, attendances and quorums

- Alternating Chairperson is chosen at each meeting.
- The YAC will meet bi-monthly at the time and place agreed by the committee at each meeting.
- The Chair from time to time can invite other attendees who possess appropriate skills or experience relevant to a topic under discussion and co-opt ex-officio members of the committee with relevant skills or expertise
- In accordance with the Local Government Act, the Chairperson may request extra meetings at any time. These meetings will be held at times advised by the Youth Advisory Committee.
- Attendance at committee meetings by members can be in person and/or via audio/audio-visual conference.
- A quorum consists of half the number of members plus one (majority of committee members are present)

5. Secretariat Support & documentation.

- Council will provide a secretariat support to Youth Advisory Committee to ensure minutes and agenda are provided to committee members.
- Council will ensure the Youth Advisory Committee members have access to the Agenda, meeting papers and prior unconfirmed minutes prior to a scheduled meeting. The meeting papers should be available at least 7 days prior to the meeting.
- Documentation to be placed on the agenda should be forwarded to the Secretary prior to the meeting.
- Unconfirmed minutes of meetings will be confirmed at the next meeting of the committee.
- Minutes of each meeting will be presented to the monthly Council meetings for information and consideration of any recommendations made.

6. Review and Amendments

This Terms of Reference will be endorsed by Council. The Terms of Reference will be reviewed every two years after the renewal of membership term in May. Terms of Reference may be reviewed before the end of each membership term upon the agreement of the committee.

7. Associated Documents

- *Local Government Act 2019*

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.3

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

MEETING : ORDINARY COUNCIL MEETING – 27 APRIL 2021

REPORT TITLE : NOMINATIONS TO BE A REPRESENTATIVE ON THE DEVELOPMENT CONSENT AUTHORITY

AUTHOR : JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO

ATTACHMENT/S : NIL

PURPOSE OF REPORT

The purpose of this report is to seek retrospective council approval for Mayor Elisabeth Clark's nomination to be a representative on the Development Consent Authority.

BACKGROUND

Katherine Town Council received from Hon Eva Lawler MLA, Minister for Infrastructure, Planning and Logistics dated 29 March 2021 in relation a call for nominations to join in the Development Consent Authority. This position is vacant after the resignation of Mrs Fay Miller from the Development Consent Authority.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Endorse any of its members that wish to nominate to be eligible as a representative on the Development Consent Authority.
2. Retrospectively approve the nomination from Mayor Clark and advise Minister for Infrastructure, Planning and Logistics accordingly.

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

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.4
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT
MEETING	:	ORDINARY COUNCIL MEETING – 27 APRIL 2021
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF MARCH 2021
AUTHOR	:	JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO
ATTACHMENT/S	:	1. STAFF LEAVE REQUESTS - MARCH 2021 2. SERVICES REQUESTS AND COMPLETED REQUESTS – MARCH 2021 3. OUTSTANDING COUNCIL'S RESOLUTIONS

PURPOSE OF REPORT

To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of March 2021.

COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 16 March to 19 April 2021:

Tuesday, 16 March	Meeting with the NT Shelter	The CEO met Michael Byrne Coordinator of North Australia NT Shelter together with representatives of Kalano and Chamber of Commerce in relation to establishing short stay accommodation in Katherine. NT Shelter would like to organise a small group consisting of local organisations in Katherine to progress this idea further. NT Shelter will be able to provide secretariat support
Wednesday, 17 March	Harmony Week Citizenship Ceremony	Attended Harmony Week Citizenship Ceremony which saw 18 new Australian Citizens to the Katherine multicultural community. Acted as the Master of Ceremonies.
Thursday, 18 March	Chamber of Commerce Executive Committee Meeting	Attended in my role as Board member.
	Regular meeting between KTC and DIPL	Mayor, the CEO and senior staff regularly meets with Claire Brown, Regional Director Department of Infrastructure, Planning and Logistics and her team members to discuss on various issues and projects within the Katherine Municipality
Friday, 19 March	Meeting with Katherine Country Club	Representatives from Katherine Country Club met with the CEO and relevant officers to discuss water allocation.
	Centenary of Air Force reception	The CEO accepted an invitation from WGDR Shane Smith to attend a Centenary Reception of the Air Force. It was a fine opportunity to congratulate RAAF for its century achievement and support and

		service for the region especially in Tindal. The CEO was also pleased to meet with many senior defence officers and other dignitaries.
Monday, 22 March	74 th Anniversary of the Bombing of Katherine Commemorative Service	Attended as a guest
Friday, 26 March	NT CEOs Meeting	Monthly meeting with NT CEO's.
	Andrew Wilson Dog Park Commemoration	This was a great day with Andrew's parents being present.
Monday, 29 March	Monthly Meeting between KTC & DCMC	The CEO, Mayor and senior staff regularly meets with Jake Quinlivan, Regional Director Department of Chief Minister and Cabinet to discuss about various relevant matters pertaining to Katherine municipality.
Tuesday, 30 March	BRRCC Meeting	Attended the meeting with Department representatives.
Thursday, 1 April	KTC and Chamber of Commerce regular meeting	The CEO and Collin Abbott, Manager Chamber of Commerce Katherine Branch meets regularly to discuss various relevant matters.
	Policy Review Committee (PRC) Meeting	<p>PRC members met and discuss about sample policies and relevant documents batch 3 that KTC received from the Office of Local Government and Community Development, Department of Chief Minister and Cabinet. The following documents were reviewed at this meeting:</p> <ul style="list-style-type: none"> - Sufficient Interest of the Record Management Policy - Human Resources Management Policy <p>PRC members also discuss about the investment policy and various employment policies based on the guideline from the Department.</p>
Tuesday, 6 April	Local Emergency Meeting	Had a meeting with Bernie to discuss a plan for fire prevention.
Wednesday 7 April	Ian / Thomasin Meeting	Approved the CBD use for NAIDOC week.
Thursday, 8 April	KTC and Katherine Police Station regular meeting	KTC meets with Katherine Police Station regularly to discuss on various relevant matters.
	KTC and AFL Meeting	<p>The CEO, Mayor and senior staff met with Gavin May, Regional Development Manager Katherine AFL NT to discuss on various issues including:</p> <ul style="list-style-type: none"> - BRFL 2021 - Season Launch - Community activations - Showgrounds - Future growth and home of AFL in Katherine.
Friday, 9 April	KTC & Katherine District and Show Society Inc meeting	Attended an informal meeting with the mayor and Anna regarding matters at the Showgrounds.
Monday, 12 April	Audit and Risk Management Committee Meeting	Attended a regular meeting with Alderman Raynor and staff.

OTHER UPDATES

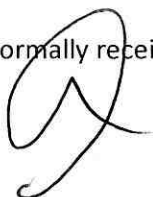
Other attachments include:

- Staff leave requests for the Month of March 2021
- Service requests that were received and completed in the month of March 2021
- Outstanding Council's Resolutions for the period of January 2020 to March 2021.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the Chief Executive Officer Report for the Month of March 2021.



Ian Bodill

CHIEF EXECUTIVE OFFICER

Staff leave requests in March 2021 (2020-2021 Financial Year)

2021	Number of Permanent Employee	Total Hours Used	Total Days Lost	Total days lost per person
Governance	3	7.6	1	0.07
Corporate Services	10	268.29	35.30	11.76
Community Services – Civic Centre	5	0	0	0
Community Services – Visitor Information Centre	6	21.2	2.78	0.69
Community Services – Library	4	1.5	0.19	0.06
Infrastructure & Environment – Civic Centre	5	20.6	2.71	0.67
Infrastructure & Environment – Depot	13	121.5	15.98	3.19
Major Capital Projects	2	24.8	3.26	0.65
Waste and Environment	4	0	0	0
TOTAL	52	465.49	61.24	17.13

Service Requests Received (R) and Completed (C) in March 2021

Council received service 145 requests and completed 115 requests. 30 requests are still awaiting resolution.

Environment	Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests						
	R	C	R	C	R	C	R	C					
Wheelie Bins	18	18	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	4	Equipment Hire – Collars, Cages etc	4			
Other Bins	1	1	Civic Centre		Carparks		Animal – Other	9	Streetlight Maintenance (Streetlights)	9		3	
Domestic Rubbish Collection	5	5	Public Toilets	1	Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	28	Burial Records	23			
Litter			Showgrounds		Road Opening/Closing – Footpath/Driveways		Animal Cruelty		Risk Management – Accidents – General				
Hazardous Waste Disposal	1		Katherine East Community Centre		Street Signs	4	Animals – Lost and Found	5	General Requests – Complaints	4			
Mowing of Verges-Nature Strips-Ovals	15	12	Airport		Street – Road Cleaning		Animal Attack & Menace	3	Miscellaneous Requests	3		3	
Streetlight Maintenance (Other Lighting)			Visitor Information Centre		Permit to Work Within NT Government Road Reserve				Plaques and Headstones				
Sprinklers and Watering	1	1	Parks & Cenotaph		Driveways				Ombudsman Complaints				
General			BMX	1	Road Maintenance & repairs	9	Dwelling and Vacant Lots Inspection		Community – Festival or Events				
Weeds			Lindsey Street Complex		Footpaths/Bike path	2	Parking Control	4	Alcohol Permit	3			
Trees & Vegetation	7	2	Sportsground	2	Line Marking/Pavement Management		Unauthorised Camping		Planning and Development				
Bores and Water Readings			General		Traffic Management		Overgrown/Unkempt Land	5	Vandalism	2			
Waste Management Facilities			Swimming Pool		Planning and Development		Dog Licence		Signs Requests				
Illegal Dumping	2	1	Playgrounds and Equipment	2	Laneways / Alleyways		After Hours Callout		Finance – Direct Debit requests and Cancellations	3		3	
Waste Charges – New Services and Removal	2	1	Skate Park		Road Access		Public Health Risk Activities		Cemetery Maintenance & General Enquiries				
			Hot Springs		Drains/Gutters	3	Dangerous Animals		Festival or Events				
			Scout Hall						Request for Letter of Support				
			Town Square & Kiosk	1									
Total	52	41	Total	7	Total	18	Total	58	Total	48	Total	10	9

Ordinary Meeting of Council – 27 April 2021
Outstanding Council Resolutions
(January 2020 – February 2021)
and
Resolutions of the Council Meeting in March 2021

MINUTE NUMBER/ FOLDER	MEETING DATE	TITLE	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
RESOLUTIONS						
1.	25/02/2020	Adoption of the NT Government Subdivision Guidelines	<p>THAT Council adopts the NT Subdivision Development Guidelines, with the following qualification:</p> <p>a) An Exception Study be undertaken, to inform what additions need to be made to Schedule 14 – Schedule of Variations, to reflect KTC’s unique design intent, needs and circumstances.</p> <p>b) This Exception Study be presented to Council within four weeks for approval</p>	Peter Schubert	Infrastructure and Environment Services	This cannot be proceeded. A new report to update on this be provided.
2.	28/04/2020	Naming of the Dog Park in Lockheed Reserve	THAT Council provides delegation to the CEO to commence implementation of the procedural requirements to ensure that the dog park on Lockheed Reserve is named after deceased staff member Andrew Wilson and that the planting of the cottonwood tree be completed as soon as possible.	Ian Bodill & Rosemary Jennings	Governance & Community Services	<p>IN PROGRESS</p> <p>This item is progressing. Replacement sign (for existing) has been ordered.</p> <p>Bespoke chair and associated plaque have been ordered for official dedication.</p> <p>Community Support Officer in process of coordinating official dedication event for 26 March.</p> <p>EVENT COMPLETE</p>
3.	26/05/2020	Overdue Debtors Report – April 2020	THAT Council reviews overall outstanding debtors with the view to forward >90 days to Debt Collection Agency.	Donna Jones	Finance	<p>IN PROGRESS</p> <p>Letters sent to long term debtors early in November 2020 with note</p>

			<p>THAT Council reviews infringement notices for >90 days to clear long standing debts.</p>		<p>regarding legal action if not paid by due date.</p> <p>Further contact has been made with long term debt business clients</p> <p>January 2021 – two large debts have been sorted that have been outstanding >90 days. One has been repaid in full. The other is being repaid over 12-month repayment plan.</p> <p>Other outstanding debts have been sent letter for legal action if not repaid within 14 days.</p> <p>02/02/21 on going follow up</p> <p>03/03/2021 on going follow up</p> <p>01/04/2021 was moved by EM at March OMC for only three years debts to be recorded on the Council Report. This will correct this issue and close the issue.</p>
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4.	23/06/2020	<p>Notice of Motion: Conduct a Signs Audit and Replacement Program</p>	<p>THAT Council conducts a signs audit and replacement program as a priority and a budget be established for replacement and renewal of town signs as soon as possible</p>	<p>Brendan Pearce</p>	<p>Infrastructure and Environment</p>	<p>IN PROGRESS ³² Community Support Officer is currently working on the Depot and Airport Sign.</p> <p>A staff of MIE has commenced a signs audit. Initial focus was on parking signs in First Street.</p> <p>Staff have been allocated streets on their daily duties to review and they are still collecting data to be able to conduct a works program suitable to the budget</p> <p>Facility signs have been put on hold until a Style Guide has been developed</p> <p>New Waste Management Entrance Sign have been installed.</p> <p>17/02/21 Data captured to date is paper based. This will be analysed / assessed to inform the 2021/22 budget for sign renewal.</p> <p>Finalising scope / layout for facility signs at KTC Depot and Civil Airport.</p>
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5.	23/06/2020	Notice of Motion: Wayfinding Signage	THAT Council considers it a priority to install the Wayfinding Signage urgently and acquit the budget/grant to finalise this project	Brendan Pearce	Infrastructure and Environment	<p>IN PROGRESS</p> <p>Meeting with Elected Members to finalise design on 28 July 2020. Final structural drawings and sign mapping in progress.</p> <p>The designs are finalised.</p> <p>With Infrastructure team for installation.</p> <p>17/02/21</p> <p>Quotes have been received from four suppliers. Some have offered alternative material specifications to what was requested. Seeking further information and recommendations from sign designers on the suitability of these alternatives prior to placing order.</p> <p>21/04/21</p> <p>Materials should be received for the installation within 8 weeks.</p>
6.	28/07/2020	Knotts Crossing Cemetery	THAT Katherine Town Council as the landowners of Knotts Crossing Cemetery commence the process to have the Knotts Crossing Cemetery identified properly and an application submitted to the NT Heritage Council for listing as a Heritage Site.	Brendan Pearce	Infrastructure & Environment	<p>COMPLETED</p> <p>Have identified the site and currently installing the fence. Once the fence is erected the GPS coordinates will be captured as they are needed for the heritage site application</p>

						<p>30/10/2020 Council have been talking to NT Heritage, they are currently in the process of forming a new Council. Application will not be looked at until approx. March 2021. Still compiling all information to ensure that the correct is submitted. Application has not been submitted.</p> <p>1/12/2020 Council waiting for confirmation of names and dates for plaque before final draft is submitted for quote.</p> <p>17/02/21 Plaque has been ordered – 5 – 6-week delivery time</p> <p>09/04/21 KTC staff have installed Knotts Crossing Cemetery Plaque</p> <p>IN PROGRESS</p>
7.	28/07/2020	T20-05-Morris Road Drainage Upgrade	THAT Council Discontinues T20-05 – Morris Road Drainage Upgrade project at this time and that alternative design solutions to address drainage and pavement issues are further investigated.	Arsalan Malik	Infrastructure & Environment	
8.	27/10/2020	Showgrounds and Multi-Purpose Centre Advisory Committee Minutes	THAT Council receives and notes the minutes of the Showgrounds and Multi-Purpose Centre Advisory Committee meeting.	Holly Mutton	Infrastructure and Environment	<p>WATER CONNECTION COMPLETED</p> <p>POWER/LIGHT CONNECTION IN PROGRESS</p>

35	5/11/2020	<p>Water: Council working with a Contractor to find a connection point to run a line to the toilet block.</p> <p>Power: Once water can be sourced Council will look into possible solar power to the ablutions</p>	<p>11/11/2020 KTC</p> <p>staff started trenching for a Contractor to put in a 500m water connection.</p>	<p>19/11/2020</p> <p>Water is connected. Council could not install 700m of cable for electricity as it wasn't possible. Council requesting quote for solar for lights for the ablutions.</p>	<p>5/11/2020</p> <p>Water: Council working with a Contractor to find a connection point to run a line to the toilet block.</p> <p>Power: Once water can be sourced Council will look into possible solar power to the ablutions</p>	<p>11/11/2020 KTC</p> <p>staff started trenching for a Contractor to put in a 500m water connection.</p>	<p>19/11/2020</p> <p>Water is connected. Council could not install 700m of cable for electricity as it wasn't possible. Council requesting quote for solar for lights for the ablutions.</p>	<p>COMPLETED</p> <p>Development Consent provided 15 December 2020.</p> <p>Awaiting final lease documentation for signing by Mayor and CEO.</p> <p>16/04/2021</p> <p>Final lease documents have been signed by Mayor and CEO</p>
9.	08/12/2020	<p>Lease – lot 2810 – 39 casuarina street - Telstra</p>	<p>THAT Council approves the Katherine District Show Society to carry out works on the stable yards to enlarge them by removing every second panel and installing a fence in front of the stable area to provide improved separation from the warmup arena. Works to be funded by the Katherine District Show Society</p> <p>THAT Council approves that Katherine Dirt Karl Club utilise the underutilised toilets located in the overflow area. Pending further site investigations on connection to services.</p>	<p>THAT Council authorises the Mayor and Chief Executive Officer to execute a twelve-year lease with Telstra Corporation Limited for part of Lot 2810 – 39 Casuarina Street and affix the Common Seal as required.</p> <p>THAT Council provides Development Consent, as the landowner, to Telstra Corporate Limited for the proposed construction of the telecommunications infrastructure.</p>	<p>THAT Council approves the Katherine District Show Society to carry out works on the stable yards to enlarge them by removing every second panel and installing a fence in front of the stable area to provide improved separation from the warmup arena. Works to be funded by the Katherine District Show Society</p> <p>THAT Council approves that Katherine Dirt Karl Club utilise the underutilised toilets located in the overflow area. Pending further site investigations on connection to services.</p>	<p>THAT Council authorises the Mayor and Chief Executive Officer to execute a twelve-year lease with Telstra Corporation Limited for part of Lot 2810 – 39 Casuarina Street and affix the Common Seal as required.</p> <p>THAT Council provides Development Consent, as the landowner, to Telstra Corporate Limited for the proposed construction of the telecommunications infrastructure.</p>	<p>Rosemary Jennings</p>	<p>Community Services</p>

10.	23/02/21	Disposal of obsolete property – minor plant & equipment	THAT Council disposes of plant and assets as listed in the report in accordance with Local Government Accounting (Financial Regulations) and Katherine Town Council's Disposal of Asset Policy Council.	Thea Griffin	Infrastructure and Environment	IN PROGRESS 15/03/21 Items are currently being collected and catalogued by Orange County Auctions. In about 2 weeks the catalogue will be posted online for 6 days so that people can bid on items. OCA will send Council the links so that we can put notifications on our website and social media as well. The mower has been appraised and will be traded for a replacement from Katherine AG. We haven't been given a date for arrival of new mower yet. 18/04/2021 Auction entries form was provided by Orange County Pty Ltd
11.	Special Council Meeting 01/03/21 at 5.30PM	BRENDAN PEARCE – DIRECTOR INFRASTRUCTURE AND ENVIRONMENT	THAT Council receives and endorses the Waste Management Strategy (2021-2026) as presented. THAT Council presents the adopted strategy to the Northern Territory Environmental Protection Authority (NT EPA) for its approval.	Brendan Pearce	Infrastructure and Environment	IN PROGRESS The Waste Management Strategy has been sent to the NT EPA.
12.	23/03/21	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF FEBRUARY 2021	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of February 2021.	Jherry Matahelumual	Governance	COMPLETED Received and noted

13.

23/03/21

**ELECTED MEMBERS
KPIs PERFORMANCE
GUIDELINES**

Endorse the following KPI's for elected members with immediate effect:

NAME	KPI	Comments
Ordinary meetings of Council attendance.	12	Formal approval of leave will not result in an absence being recorded.
Special council meeting attendance.	100%	Formal approval of leave will not result in an absence being recorded.

Ian Bodill

Governance

COMPLETED

Endorsed by the Elected Members. This is to be used as guidelines and not the KPI

14.	23/03/21	<p>REGIONAL ECONOMIC DEVELOPMENT FUND FOR BIG RIVERS REGIONAL RECONSTRUCTION COMMITTEE STRATEGIC COMMUNICATIONS PLAN</p>	<p>Attending Council functions.</p> <p>Community consultation attendance</p> <p>Twice-yearly drive around town</p>	<p>5 per month</p> <p>100%</p> <p>100%</p>	<p>As invited by external groups or organisations.</p> <p>Quarterly consultation as arranged by council</p> <p>Group arrangement for members.</p>	<p>39</p>
15.	23/03/21	<p>MONTHLY FINANCIAL REPORT – FEBRUARY 2021</p>	<p>THAT Council accepts the grant funding offer of \$6,237.00 (GST exclusive) on behalf of the Big Rivers Regional Reconstruction Committee to develop the Big Rivers Regional Reconstruction Committee Strategic Communication Plan from the Government of the Northern Territory Government.</p> <p>THAT Council Authorises the Mayor and CEO to affix the common seal and sign of the Agreement.</p> <p>THAT Council endorses the Financial Report for the month of February 2021.</p>	<p>Donna Jones</p>	<p>Governance</p>	<p>COMPLETED</p> <p>Mayor and CEO signed the agreement. Common seal was affixed. Agreement has been delivered to the relevant department</p>
16.	23/03/21	<p>MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR FEBRUARY 2021</p>	<p>THAT Council receives and notes the Community Services report for the month of February 2021.</p>	<p>Rosemary Jennings</p>	<p>Corporate Services</p>	<p>COMPLETED</p> <p>Endorsed by the Council</p> <p>COMPLETED</p> <p>Received and noted</p>

17.	23/03/21	HEALTHY LIFESTYLES GRANT - COOLING BINJARI PROJECT	<p>THAT Council accepts the grant funding offer of \$17,176.80 (GST exclusive) from the Northern Territory Government – Department of Health.</p> <p>THAT Council authorises the Mayor and CEO to affix the common seal and sign the Agreement.</p>	Carris Freeman	Community Services	IN PROGRESS Awaiting the funding party to execute the documents	40
18.	23/03/21	INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF FEBRUARY 2021	THAT Council receives and notes the report of the Infrastructure & Environment Department for the month of February 2021.	Brendan Pearce	Infrastructure and Environment	COMPLETED Received and noted	
19.	23/03/21	REQUEST TO PERMANENTLY CLOSE A SECTION OF QUARRY ROAD, LANSDOWNE	<p>Amended recommendations</p> <p><i>THAT Council invites public comments for regarding the proposal to close a section of Quarry Road for the period of 28 days from the notice is advertised</i></p> <p><i>THAT Council actively surveys the landowners in the area to ensure Council receives maximum feedback and consultation.</i></p>	Brendan Pearce	Infrastructure and Environment	COMPLETED This Request has been withdrawn.	
20.	23/03/21	DISPOSAL OF OBSOLETE PROPERTY – MINOR PLANT & EQUIPMENT	THAT Council disposes of plant and equipment in accordance with Local Government Accounting (Financial Regulations) and Katherine Town Council's Disposal of Asset Policy Council, with the method of disposal being by trade-in or auction.	Thea Griffin	Infrastructure and Environment	IN PROGRESS Auction entry form was provided by Orange County Pty Ltd.	
21.	23/03/21	FEBRUARY 2021 – PROJECT UPDATE	THAT Council receives and notes the project update for the month of February 2021.	Arsalan Malik	Infrastructure and Environment	COMPLETED Received and noted	
22.	23/03/21		THAT Council approves the Draft Municipal Plan 2021-2022 for public exhibition as follows:	Ian Bodill	Governance	IN PROGRESS	

			<table border="1"> <tr> <td data-bbox="227 1332 357 1550">23 March 2021</td> <td data-bbox="227 958 357 1326">Ordinary Council Meeting – Adoption of Draft Municipal Plan</td> </tr> <tr> <td data-bbox="362 1332 537 1550">By 7 April 2021</td> <td data-bbox="362 958 537 1326">Advertise Public Exhibition of the Draft Municipal Plan in the Council's website and Katherine Times</td> </tr> <tr> <td data-bbox="542 1332 675 1550">By 8 April 2021</td> <td data-bbox="542 958 675 1326">Advertise Public Exhibition of the Draft Municipal Plan in the NT News</td> </tr> <tr> <td data-bbox="680 1332 906 1550">At least 21 days after the date of advertisement</td> <td data-bbox="680 958 906 1326">Closing date for written submissions. Consideration of submissions with modifications as required</td> </tr> <tr> <td data-bbox="911 1332 1063 1550">25 May 2021</td> <td data-bbox="911 958 1063 1326">Ordinary Council Meeting Adoption of the Municipal Plan</td> </tr> </table>	23 March 2021	Ordinary Council Meeting – Adoption of Draft Municipal Plan	By 7 April 2021	Advertise Public Exhibition of the Draft Municipal Plan in the Council's website and Katherine Times	By 8 April 2021	Advertise Public Exhibition of the Draft Municipal Plan in the NT News	At least 21 days after the date of advertisement	Closing date for written submissions. Consideration of submissions with modifications as required	25 May 2021	Ordinary Council Meeting Adoption of the Municipal Plan			Draft Municipal Plan was advertised for public inspection on 25 March 2021.
23 March 2021	Ordinary Council Meeting – Adoption of Draft Municipal Plan															
By 7 April 2021	Advertise Public Exhibition of the Draft Municipal Plan in the Council's website and Katherine Times															
By 8 April 2021	Advertise Public Exhibition of the Draft Municipal Plan in the NT News															
At least 21 days after the date of advertisement	Closing date for written submissions. Consideration of submissions with modifications as required															
25 May 2021	Ordinary Council Meeting Adoption of the Municipal Plan															

KATHERINE TOWN COUNCIL



REPORT

NO : 13.5

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

MEETING : ORDINARY COUNCIL MEETING – 27 APRIL 2021

REPORT TITLE : SUFFICIENT INTEREST ASSESSMENT RECORD POLICY

AUTHOR : CASEY ANDERSON, ADMINISTRATION MANAGER

ATTACHMENT/S : 1. SUFFICIENT INTEREST ASSESSMENT RECORD POLICY

PURPOSE OF REPORT

To receive, accept and adopt the proposed sufficient interest in the assessment record policy in accordance with the *Local Government Act 2019* Section 230 (5).

BACKGROUND

In accordance with the *Local Government Act 2019* Council must, by resolution, adopt a policy for sufficient interest in the assessment record

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive the proposed Sufficient Interest Assessment Record Policy
2. Adopt the policy entitled Sufficient Interest Assessment Record Policy which will take effect on 01 July 2021

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

Ian Bodill
CHIEF EXECUTIVE OFFICER



KATHERINE
TOWN COUNCIL

TITLE: SUFFICIENT INTEREST IN THE ASSESSMENT
RECORD POLICY

ADOPTED BY: COUNCIL

RESPONSIBILITY: DIRECTOR CORPORATE SERVICES

DATE TO TAKE EFFECT: 01/07/2021

NEXT REVIEW DATE: 01/07/2023

Version	Reviewed By	Adoption Date	History
1	Policy Review Committee		Draft

1. Purpose

This policy describes the criteria for a person to be considered as having sufficient interest in the Council's assessment record in accordance with section 230(5) of the *Local Government Act 2019*

2. Principle

The Council is committed, where practicable, to facilitate the inspection and copying of the Council's assessment record in accordance with section 230(4) of the Act if the person requesting access has a sufficient interest in the assessment record.

3. General criteria

In determining whether a person has a sufficient interest in the assessment record in relation to a particular parcel of land, the person must satisfy the criteria for one of the below options:

- (a) the person provides a statutory declaration that declares the following:
 - (i) a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
 - (ii) that the information inspected or copied from the assessment record will not be provided to third parties who have not been identified; and
 - (iii) that the information inspected or copied from the assessment record will not be used for marketing purposes or any other purpose that has not been identified; or
- (b) the person is a legal practitioner; or
- (c) the person is a licensed conveyancer.

In determining the reasonableness of the explanation under (a), the CEO must take into account the public interest and the risk of a loss or detriment occurring to the owner or principal ratepayer as a consequence of refusing or granting access.

(d) Charges Applied

In accordance with Section 230 (4) of the Local Government Act 2019, persons with sufficient interest may inspect or copy the assessment record, at fee fixed by the Council.

(e) Charges Excluded

In accordance with section 230 (6) of the Local Government Act 2019, an owner, occupier or lessee of the land or the adjoining land or the CEO of an agency are permitted to access the assessment record free of charge.

The following are parties with sufficient interest.

- Northern Territory Governments Agencies, excluding the Department of Local Government.
- Federal Government Agencies
- Land Councils

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.6
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 27 th APRIL 2021
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – MARCH 2021
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. FINANCIAL REPORT EXECUTIVE SUMMARY 2. STATEMENT OF BUDGET COMPARISON 3. CASH AND INVESTMENT REPORT

PURPOSE OF REPORT

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

BACKGROUND

The Local Government (Accounting) Regulations 18 states:

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

To Note:

Aged Receivables are now only being reported for previous three years, even though Council will retain these debtors on our system for future reference.

Operational Grant funding in March has a negative entry recorded on Actual v Budget as we returned \$120,000 Big Rivers Co-ordinator grants funds back to Department of Tourism and Culture.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Endorse the Financial Report for the month of March 2021.



Ian Bodill
CHIEF EXECUTIVE OFFICER

Budget Variance Katherine Town Council For the month ended 31 March 2021

	March Actual	March Budget	YTD Actual	YTD Budget	Var %	YTD Budget
Income						
Net Gain/Loss Assets - Gross sales revenue of asset	\$0	\$0	\$12,000	\$0		\$0
Operating grants	-\$120,000	\$33,000	\$1,359,936	\$1,222,367	11%	\$1,471,790
Other Income	\$0	\$15,608	\$0	\$140,472	-100%	\$187,288
Other Revenue	\$37,610	\$27,750	\$334,558	\$410,067	-18%	\$508,317
Rates	\$264	\$0	\$8,745,155	\$8,833,347	-1%	\$8,833,347
Statutory charges	\$4,330	\$1,600	\$51,150	\$46,606	10%	\$51,106
User Charges	\$138,430	\$126,276	\$1,047,506	\$1,135,073	-8%	\$1,513,465
Total Income	\$60,635	\$204,234	\$11,550,306	\$11,787,932	-2%	\$12,565,323
Gross Profit	\$60,635	\$204,234	\$11,550,306	\$11,787,932	-2%	\$12,565,323
Plus Other Income						
Grant - Binjari Services - Operational NT - Dept Local Gov, Housing & Comm Dev	\$139,100	\$0	\$139,100	\$0	0%	\$0
Grant - Jerry the Junk Man - Special Purpose NT - Dept Environ Natural Resources	\$0	\$0	\$45,144	\$45,144		\$45,144
Grant - RCR - Australia Day Grant - Special Purpose Grant	\$0	\$0	\$4,000	\$0		\$0
Grant - SCALE - Special Purpose - NT - Dept Local Gov, Housing & Comm Dev	\$42,907	\$0	\$42,907	\$0		\$0
Grant - School Holiday Program - Special Purpose NT - Chief Minister	\$0	\$0	\$25,182	\$17,883	41%	\$17,883
Grant - Seniors Morning Tea - Special Purpose - NT - Territory Families	\$0	\$0	\$1,000	\$0		\$0
Operating Grants and Subsidies	\$0	\$0	\$40,000	\$70,000	-43%	\$70,000
Total Other Income	\$182,007.00	\$0.00	\$297,332.94	\$133,027.00	124%	\$133,027
Less Operating Expenses						
C Closure of waste management facility	\$0	\$0	\$65,000	\$0		\$0
C Waste Transfer Station New/Modification of existing WMF	\$0	\$0	\$27,409	\$0		\$0
Elected Members	\$16,895	\$20,677	\$145,813	\$186,093	-22%	\$248,124
Employee Costs	\$378,095	\$412,897	\$3,330,580	\$4,325,886	-23%	\$5,704,405
Materials and Services	\$367,977	\$420,927	\$3,382,935	\$4,941,637	-32%	\$6,235,765
Other Expenses	\$0	\$71,650	\$0	\$644,850	-100%	\$859,781
Total Operating Expenses	\$762,968	\$926,151	\$6,951,737	\$10,098,466	-31%	\$13,048,075
Operating Profit	-\$520,326	-\$721,917	\$4,895,901	\$1,822,493	169%	-\$349,725
Non-operating Income						
C CBD Transfer from restricted capital reserves to grant capital budget	\$0	\$0	\$2,871,928	\$2,796,365	3%	\$2,796,365
C Grant for oval - Dept Tourism, Sport and Culture	\$0	\$0	\$133,668	\$133,668	0%	\$133,668
C Showgrounds Transfer from restricted capital reserves to capital grant budget	\$0	\$0	\$1,200,266	\$1,200,265	0%	\$1,200,265
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget	\$0	\$0	\$4,258,491	\$4,258,491	0%	\$4,258,491
Grants Commonwealth Capital - Other	\$0	\$0	\$1,637,409	\$1,493,085	10%	\$2,993,085
Grants Commonwealth Capital - Roads to Recovery	\$0	\$0	\$593,963	\$495,053	20%	\$556,363
NT Financial Assistance Grant Roads - Other	\$0	\$0	\$183,930	\$238,698	-23%	\$318,266
O SCALE GRANT	\$1,659,943	\$0	\$2,269,777	\$609,834	272%	\$609,834
Total Non-operating Income	\$1,659,943	\$0	\$13,149,433	\$11,225,459	17%	\$12,866,337
Non-operating Expenses						

O SCALE funding	\$0	\$636,177	\$609,834	4%	\$609,834
O Tye fire remediation works at the showgrounds	\$0	\$4,994	\$250,000	-98%	\$250,000
O Waste facility site investigations	\$1,500	\$1,500	\$250,000	-99%	\$250,000
Capital Works					
C Airport Master Plan	\$0	\$0	\$50,000	-100%	\$50,000
C Bins for Waste Management Facility	\$0	\$24,550	\$24,550	0%	\$24,550
C Building Upgrades	\$0	\$0	\$100,000	-100%	\$100,000
C CBD WIP Grant Capital	\$4,259	\$3,571,016	\$3,184,420	12%	\$3,184,420
C Christmas Decorations	\$73	\$11,877	\$20,000	-41%	\$20,000
C Dog Park at Lockheed	\$2,500	\$2,500	\$0	-100%	\$0
C Emungalan Bridge	\$0	\$3,700,000	\$3,761,795	-2%	\$3,761,795
C Fleet and Plant Replacement / New	\$56,010	\$100,358	\$0	-100%	\$0
C Footpaths Capital WIP	\$0	\$0	\$80,270	-100%	\$80,270
C Furniture, Equipment and Computers	\$120	\$18,239	\$37,932	-52%	\$37,932
C Hot Springs WIP Grant	\$27,942	\$510,009	\$265,680	92%	\$265,680
C Jeremy the Junk Man	\$0	\$47,352	\$45,144	5%	\$45,144
C Knotts Crossing Carmelery Fence	\$1,507	\$5,157	\$20,000	-74%	\$20,000
C Netball Courts Upgrade	\$0	\$7,875	\$30,000	-74%	\$30,000
C Nursery	\$0	\$0	\$20,000	-100%	\$20,000
C Oval WIP Grant and Reserves	\$193,420	\$429,212	\$741,758	-42%	\$741,758
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Management Agreement	\$138	\$90,518	\$195,727	-54%	\$195,727
C PE Water quality and monitoring equipment - sampling and testing at the Waste Management Facility	\$1,234	\$6,238	\$450	1286%	\$600
C Play park shade structure WIP	\$0	\$273,417	\$261,009	5%	\$261,009
C Pool cleaner for aquatic centre	\$0	\$12,653	\$0	-100%	\$0
C Pool shade structure and upgrades WIP Capital	\$0	\$6,047	\$0	-100%	\$0
C Road - Gory Rd & Patterson Court	\$0	\$1,052	\$0	-100%	\$0
C Road reseal works	\$0	\$7,732	\$0	-100%	\$0
C Roads	\$14,000	\$14,480	\$968,828	-99%	\$968,828
C Showgrounds Fencing Upgrade / Replacement	\$0	\$22,015	\$23,072	-5%	\$23,072
C Showgrounds Gates	\$0	\$0	\$20,000	-100%	\$20,000
C Showgrounds WIP Capital	\$83,272	\$917,661	\$1,226,254	-25%	\$1,226,254
C Signage - Airport and Township	\$0	\$1,585	\$20,000	-92%	\$20,000
C Sportsgrounds Bore 3	\$3,297	\$3,297	\$0	-100%	\$0
C Sportsgrounds Pavilion WIP Grant Capital	\$703,413	\$791,447	\$4,258,491	-81%	\$4,258,491
C Street Lighting Upgrades / New	\$0	\$24,552	\$100,000	-75%	\$100,000
C Turtle shade structure	\$0	\$46,584	\$2,000	2229%	\$2,000
C Turtle WIP Grant	\$0	\$89,465	\$94,105	-5%	\$94,105
C Wayfinder Signage	\$0	\$0	\$75,563	-100%	\$75,563
C WWII Historical Walk Signage	\$0	\$0	\$10,000	-100%	\$10,000
Grant Expenses	\$0	\$750	\$0	-100%	\$0
RMC - Air Quality Monitoring	\$0	\$28,659	\$33,300	-14%	\$44,400
Total Capital Works	\$1,091,184	\$10,766,297	\$15,670,348	-31%	\$15,681,598
Total Non-operating Expenses	\$1,092,684	\$11,408,968	\$16,780,182	-32%	\$16,791,432
Net Profit	\$46,933	\$6,636,366	-\$3,732,230	278%	-\$4,274,820

CASH AND INVESTMENTS
31 March 2021

GENERAL FUND

Commonwealth Bank

Balance as per bank statement, 31 March
 Plus net outstanding deposits/(withdrawals)
 Adjusted cash at bank balance, 31 March 2021

	\$	
	2,958,905	
	97,347	
	<u>2,861,558</u>	

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	FINANCIAL INSTITUTION %
AMP	1,035,731	0.10	on call	on call		
AMP	2,135,026	0.60	16-Mar-21	14-Jul-21		
AMP	1,103,890	0.10	on call	on call		
AMP	3,542,111	0.60	16-Mar-21	14-Jul-21		
AMP	1,076,259	0.39	12-Jan-21	12-Jul-21	8,893,017	45.45%
Commonwealth Bank	576,804	0.20	on call	on call		
Commonwealth Bank	337,896	0.20	on call	on call	914,700	4.67%
National Bank	3,805,675	0.40	17-Nov-20	19-Apr-21		
National Bank	2,481,758	0.33	19-Jan-21	18-Jun-21	6,287,433	32.13%
Westpac Bank	898,272	0.27	9-Dec-20	9-May-21		
Westpac Bank	2,573,033	0.35	14-Dec-20	14-Jul-21	3,471,305	17.74%
Total Investments					<u>19,566,455</u>	100.00%
Total Funds					<u>22,428,013</u>	

Internally Restricted Funds

\$

WMF Renewal Reserve	6,462,862
Capital Renewal Reserve	4,987,647
Contingency reserve	1,000,000
Municipal election reserve	100,000
Emungalan Road Bridge	700,000
Council motion reserve	600,515
Provision for Employees	650,581
My Katherine discounts	25,000
Hotsprings Revitalisation	265,680
	<hr/>
	14,792,285
	<hr/>
	6,158,118
	1,477,610
	<hr/>
	\$ 22,428,013

Unrestricted funds

Capital Works in Progress

DEBTORS REPORT

31 March 2021

Category	Current	30+ days	60+ days	90+ days	TOTAL
	\$	\$	\$	\$	\$
Sundry	\$ 30,502	\$ 22,082	\$ 2,341	\$ 106,138	\$ 161,063
Weighbridge	\$ 54,861	\$ 19,863	\$ 306	\$ 15,026	\$ 90,057
Total	\$ 85,364	\$ 41,945	\$ 2,647	\$ 121,164	\$ 251,120

Infringements	Current	30+ days	60+ days	90+ days	TOTAL
	\$	\$	\$	\$	\$
Animal	\$ 435.00	\$ 135.00	\$ 355.00	\$ 8,445	\$ 9,370
Parking	\$ 255.00	-	\$ 170.00	\$ 3,124	\$ 3,549
Litter	\$ -	-	-	\$ 268	\$ 268
Camping	\$ -	-	-	-	\$ -
Total					\$ 13,187

	Current	Arrears incl interest & legal fees	TOTAL
	\$	\$	\$
Rates	\$ 649,682	686,410	\$ 1,336,092
Grand Total			\$ 1,600,399

Financial Report Executive Summary

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

● On track
 ● Monitoring
 ● Items to note

Summary

- The overall operating result to date has remained constant. Forecast income to expenditure for the financial year is reviewed monthly.
- Cash Position- continues to be monitored weekly along with review of investments. CBD final payments have resulted in reduction of investment funds.
- Outstanding Debtors work continues to reduce the arrears on rates and accounts
- Outstanding Debtors - arrear debts for previous three years only reported on Regulatory Infringements going forward on this report.

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

Debtors Analysis

The table below shows the amount of debtors outstanding for the current and previous month. Debtors have shown an overall decrease across all categories. **Please note** that Infringement (Animal, Parking and Litter/Camping) debts are only reported now for previous three years

	Feb-21	Mar-21
Rates debtors	2,275,527	1,336,092
Sundry debtors	399,219	161,063
Weighbridge debtors	121,071	90,057
Infringement - Animal	32,555	9,370
Infringement - Parking	12,403	3,549
Infringement - Litter/Camping	1,367	268
Total outstanding	2,842,142	1,600,399

Rates Debtors Analysis

Final installment of 2020/2021 rates were due 31st March showing further reductions of outstanding rates. Action continues with following up rates in arrears and repayments plan established for residents to assist in repaying outstanding debt.

Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of March 2021.

	Feb-21	Mar-21
Current	279,446	30,502
Over 30 days	2,453	22,082
Over 60 days	2,513	2,341
Over 90 days	114,808	106,138
Total	399,219	161,063

Two operational invoices that had been raised previously were paid in March which has resulted in major reduction of current debts. Easter period at the end of March saw an increase in account payments made in early April which will reflect next month in reducing current & >30 Days balances.

Weighbridge Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days and 90 days for the month of January 2021.

	Feb-21	Mar-21
Current	61,899	54,861
Over 30 days	35,135	19,863
Over 60 days	8,696	306
Over 90 days	15,340	15,026
Total	121,071	90,057

Decrease in all categories of Weighbridge arrears for this month with \$31k drop in arrears. Program of following up outstanding debts will continue this month. Two arrears >90 days are currently being dealt with.

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.7

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

MEETING : ORDINARY COUNCIL MEETING – 27th APRIL 2021

REPORT TITLE : KATHERINE YOUTH ACTIVITY FUND – JULY 2020 SCHOOL HOLIDAY PROGRAM

AUTHOR : DONNA JONES – FINANCE MANAGER

ATTACHMENT/S : 1. FINANCIAL ACQUITTAL STATEMENT
2. INCOME AND EXPENDITURE STATEMENT

PURPOSE OF REPORT

To formally acquit the 2020 Department of Chief Minister and Cabinet for the provision of services to Katherine Town Council for the 2020 July School Holiday Program, for the amount of \$4,629.90 exclusive of GST.

BACKGROUND

Each year the Katherine Town Council is provided with a grant from of Chief Minister and Cabinet to assist with the operational expense of the School Holiday program. For the July 2020 Holiday period, this funding totalled \$4,629.90 exclusive of GST.

Analysis

Attached is the acquittal detailing the expenditure of the fund, demonstrating a surplus of \$729.90 (exc GST)

OFFICER RECOMMENDATION

That it be recommended to Council to:

Receive and note the acquittal for the 2020 Department of Chief Minister and Cabinet grant to the Katherine Town Council and to forward the acquittal to 2020 Department of Chief Minister and Cabinet

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

Ian Bodill
CHIEF EXECUTIVE OFFICER

**Katherine Town Council
SCHOOL HOLIDAY - GRANTS ACQUITTAL FORM**

Department of the Chief Minister

**Katherine Youth Activities Fund
Regional Youth Services Fund
Acquittal of Grant**

Purpose of Grant: July 2020 School Holiday Program

INCOME AND EXPENDITURE STATEMENT

Grant excluding GST	\$4,929.90
GST Amount	\$ 462.99
 TOTAL	 \$5,092.89
Expenditure (Specify accounts and attach copies of invoices or ledger entries)	
Total Expenditure (inc GST)	\$4,290.00
Surplus/(Deficit) Inc GST	\$ 802.89

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Statement prepared by Donna Jones – Finance Manager 

Laid before the Council at a meeting held on

27/04/2021

Authorised Person Ian Bodill - CEO

21/04/2021

DEPARTMENTAL USE ONLY

Amount correct?	YES/NO
Expenditure conforms to purpose	YES/NO
Balance of funds to be acquitted	\$.....
Prepared by...../...../.....

Comments: _____

Manager Business Services _____/...../200

KATHERINE TOWN COUNCIL
 Income & Expenditure Report
 July 2020 School Holiday Grant Program
 Project ID RYSF2000004

<u>INCOME</u>	<u>GST Excl</u>	<u>GST Incl</u>
Funding Amount	4,629.90	5,092.89
Katherine Town Council Contribution	-	-
TOTAL INCOME	4,629.90	5,092.89

<u>EXPENDITURE</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Supplier</u>	<u>Description</u>	<u>GST Excl</u>	<u>GST Incl</u>
	15 Jun 2020	CP040416	Colemans Printing	School Holiday Program June/July Printing	3,690.00	4,059.00
	02 Jul 2020	CS041009	Colemans Printing	School Holiday Program Display Board	210.00	231.00
TOTAL EXPENDITURE					3,900.00	4,290.00
SURPLUS/(DEFICIT)					729.90	802.89

KATHERINE TOWN COUNCIL**REPORT**

NO : 13.8

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

MEETING : ORDINARY COUNCIL MEETING – 27th APRIL 2020

REPORT TITLE : SCHOOL HOLIDAY INFLATABLE HOCKEY DAY

AUTHOR : DONNA JONES – FINANCE MANAGER

ATTACHMENT/S : 1. FINANCIAL ACQUITTAL STATEMENT
2. REPORT FOR NTG

PURPOSE OF REPORT

To formally acquit the 2020/2021 Department of the Chief Minister and Cabinet Grant for the provision of services to Katherine Town Council for the Katherine Hockey Day, for the amount of \$2093.24 exclusive of GST.

BACKGROUND

The School Holiday Program is co-ordinated through Katherine Town Council each holiday period along with additional activities that grants are provided for to introduce the youth of Katherine to other sports within the community. The October School Holiday Program saw the introduction of Come Try Sports Day for Inflatable Hockey which was organised jointly by KTC and Hockey NT.

Analysis

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of the project of \$89.78

OFFICER RECOMMENDATION**That it be recommended to Council to:**

Receive and note the acquittal for the 2020/2021 Department of the Chief Minister and Cabinet Grant to the Katherine Town Council and to forward the acquittal to 2020/2021 Department of the Chief Minister and Cabinet Grant

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

Ian Bodill
CHIEF EXECUTIVE OFFICER

ACQUITTAL REPORT

Date of event or activity:	October 2020 School Holidays Hockey Day	Financial Year:	2020-2021
Applicant Organisation:	Katherine Town Council		
Purpose of Grant/Sponsorship:	Katherine School Holidays (October 2020) Hockey Day		
Total Amount of Approved Grant/Sponsorship:	\$2,093.24	GST Amount (if applicable):	
Contact Name:	Donna Jones		
Postal Address:	PO Box 1071 Katherine NT 0851		
Email Contact:	records@ktc.nt.gov.au		
Phone Contact:	08 8972 5500	Fax Number:	

YOUR ORGANISATION'S OBLIGATIONS

Every Grant Recipient is required to provide a Grant Acquittal Report which demonstrates that the organisation has met all obligations in respect of discharging the grant in accordance with the Terms and Conditions of the signed Agreement.

Failure to complete all requirements in accordance with the signed Agreement or return of the Grant Acquittal Report and supporting documentation within the timelines above may result in a demand for repayment of the grant and render the responsible organisation ineligible for consideration for any further grants.

1. Financial Acquittal

As per Section 8 (Funding Acquittal) of signed Grant Agreement

the following are also required for the Financial Acquittal of the Grant:

- (i) **A completed acquittal form** which provides certification by an office bearer that funds have been used for the agreed purpose of this funding; and
- (ii) **A written report detailing the results of the project** (to assist in determining the success of the project, issues encountered and planning for future activities); and
- (iii) **Details of action taken by the organisation to publicly acknowledge the funding** (copies or extracts of public documents acknowledging the sponsorship) are to be supplied with Acquittal Report; and
- (iv) **Provide**, (i), (ii) and (iii) above plus a detailed statement of income and expenditure;

Note:

Grant Funds are to be fully expended and not kept in the organisation's bank account.

Any surplus Grants Funds must be repaid to the Department of the Chief Minister. Any funds repaid from a GST Registered Administering Body/Recipient must include the GST applicable to the refund. A Tax Receipt/Invoice will be provided to the organisation on receipt of the refund. A cheque (payee – Receiver of Territory Monies) for any refund is to be returned to the Department of the Chief Minister within 30 days of the expiry of the Funding Period (Item 2 of the Schedule).

3. Grant

This certification must be completed by the Accountable Officer, Public Officer, President, Chairperson or other Officer.

Certification by Authorised Officer

I hereby certify that the Grant Fund has been used for the purpose for which it was provided in accordance with the Terms and Conditions of the Agreement.

Signed _____

Name Ian Bodill

Position CEO

Phone 08 8972 5500

Date 20/04/2021

SUBMISSION OF GRANT ACQUITTAL REPORT

The completed Acquittal Report should be emailed, faxed, posted or delivered to:

Thomas Manning
Regional Youth Programs Coordinator
Department of the Chief Minister
PO Box 1571 Katherine NT 0851
Level 1, Katherine Government Centre
5 First St, Katherine NT 0850

Phone: 0439 695 357

Email: DCM.BigRiversYouth@nt.gov.au

One page summary

A written report detailing the results of the project

Hockey NT along with the Katherine Town Council hosted a Come Try and Play session during the October school holiday program.

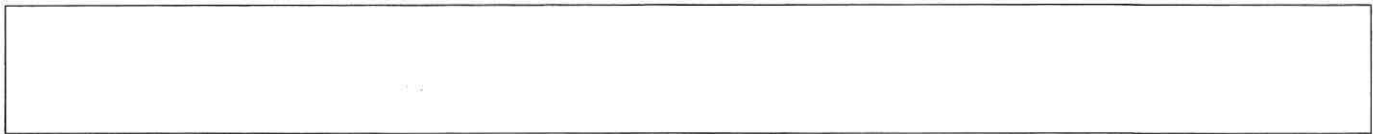
The activity was to be hosted on an outside field at Katherine Sportsground but due to extreme heat the activity was transferred in to the YMCA indoor area.

The afternoon was a success with several new junior up and coming sports people attending and enjoying the skill set activities that Hockey NT set up.

We had a BBQ and drinks available for the participants who all had a great afternoon.

This is our third Come and Try Sport day that we have held during school holiday programs and all have been successful in introducing new sports to the youth of Katherine.

We have an excess of funds to the value of \$xxxx.



OFFICE USE ONLY

Date Acquittal Received: _____ / _____ / _____

Grant/Sponsorship Amount Paid: \$ _____

Report for Results of Projects attached: Y / N

Statement of Expenditure: Y / N

Copies of Tax Invoices Attached: Y / N

Acknowledgement Report attached: Y / N

Unexpended Funds Returned: Y / N

Amount: \$ _____ Cheque Number: _____

Signature of Grants Officer: _____ Date: _____ / _____ / _____

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.9
FOLDER	:	LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 27/04/2021
REPORT TITLE	:	MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR MARCH 2021
AUTHOR	:	ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To present the Report for the Community Services department for the month of March 2021.

REPORT

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

The Community Services Department includes Administration Services, Visitor Information Services, Library Services, Community Events and Regulatory Services (including Mosquito Monitoring)

ADMINISTRATION SERVICES		
Provide timely and quality service to both the community and stakeholders whilst maintaining Council information Technology and Electronic Record Management System services.		
Responsibility	Major Activities	
<ul style="list-style-type: none"> • Provide Customer service and reception • Provide services for the processing of Council payments • Provide services for the use of Council facilities, equipment, resources and related regulatory permits • Continue compliance with Katherine Town Council's Customer Service Charter 	Process payment, applications and provide response to customer enquiries in accordance with Katherine Town Councils Customer Service Charter	
KEY PERFORMANCE INDICATOR	TARGET	CURRENT
Service request actioned within 10 business days	90%	70.60% (YTD) 60.38% (Feb)

Community Engagement			
Develop Council's facilitation role in the community whilst ensuring participation from the community and stakeholders in Council's decision-making process, planning and service delivery.			
Responsibility	Major Activities	Key Performance Indicators Target Completed	
<ul style="list-style-type: none"> Further implement and develop Council's Community Engagement Strategic Plan Manage and Implement Katherine Town Council's Community Grant Program Plan for undertake community engagement activities Facilitate and support community groups 	<ul style="list-style-type: none"> Oversee the promotion and administration of Council's Annual grant program including associated acquittal requirements. Develop and implement a range of engagement activities and initiatives, allowing for increased community involvement and understanding around Council activities Actively participate in various community led initiatives, providing support as appropriate 	<ul style="list-style-type: none"> Strategic Plan in progress – currently under draft review. Community Grant Program Annual awarding completed – August 2020. Acquittal administration to be completed April 2021. Engagement activities in progress – four (4) Elected Member engagement activities (year to date) Continued collaboration with various community groups including YITCG and School Holiday Program Committee. 	
KEY PERFORMANCE INDICATOR		TARGET	CURRENT
Increase number of community engagement activities undertaken annually		# 12	8
Increase community grant program interest (applications)		# 17	20
Increase number of community groups engaged with Council		# 39	9

Community Events			
Manage Council's recreational and cultural community program, including Council's major events programs for the benefit and satisfaction of the community.			
Responsibility	Major Activities		
<ul style="list-style-type: none"> Delivery Katherine Town Council's major community events program Support, partner and delivery community events and programs in collaboration with community groups, with particular focus on young people. 	<ul style="list-style-type: none"> Development, planning and implementation of all council and partnered events; namely Territory Day, Military Commemorative services, Carols By Candlelight, Australia Day, Come & Try sports Expo and Clean Up Australia Day. Actively participate and collaborate with community groups in order to value add to a wide variety of community led events and initiatives. 		
KEY PERFORMANCE INDICATOR		TARGET	CURRENT (YTD)
Increase participation at community events		10%	-27.46%
Increase Council's event program through community collaboration		# 13	4

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

Katherine Public Library			
Manage the Katherine Public Library to provide for the social, recreational and cultural needs of the community ensuring accessibility and promotion life-long learning.			
Responsibility	Major Activities	Key Performance Indicators Target Completed	
<ul style="list-style-type: none"> • Manage the Katherine Public Library • Provide educational and recreational programs for all ages • Manage and maintain the library collection • Provide access to information, including through digital formats • Provide a safe and welcoming environment 	<ul style="list-style-type: none"> • Continued implementation and review of community programs (Children, Youth, Seniors etc) • Undertake collection management in accordance with current policy and best practice • Provide customer service in accordance with Katherine Town Councils Customer Service Charter 	<ul style="list-style-type: none"> • Year to date total patron numbers are 22.86% lower than comparative period 2019/20. • Year to date total program numbers are 134.62% higher than comparative period 2019/20. • Year to date total circulations are 61.83% higher than comparative period 2019/20. <p>TOTALS YTD: <i>Patrons: 18,805</i> <i>Program Engagements: 1,895</i> <i>Circulations: 17,915</i></p>	
KEY PERFORMANCE INDICATOR		TARGET	CURRENT (YTD)
Increase patron engagement		1%	11.73%

Visitor Information Services			
Manage the Visitor Information Centre services and secure a future for the region through the encouragement of new investments and employment growth and maximising the potential of economic development to help enhance our visitor economy.			
Responsibility	Major Activities		
<ul style="list-style-type: none"> • Increase branding and marketing • Improve customer experience and be China Ready • Increase visitor spend • Improve industry collaboration and stakeholder relationships 	<ul style="list-style-type: none"> • Implement marketing campaigns on behalf of the visitor centre and Katherine Region (Dreaming, Planning, Booking, Experiencing, Sharing) • Provide customer service inline with Council Customer Service Charter • Continued staff development and product knowledge through various means including updates and famils • Active participation and collaboration with relevant industry bodies to promote the Katherine region and visitor service. 		
KEY PERFORMANCE INDICATOR		TARGET	CURRENT
Increase total sales		1%	161.14%
Increase KVIC visit numbers		1%	-36.65%
Increase sales value per booking		1%	312.22%

Regulatory Services		
Provide effective management of public order and safety within the municipality compatible with a congenial living environment		
Responsibility	Major Activities	Key Performance Indicators Target Completed
Pound management	Ensure health and safety of animals within the pound including cleaning, feeding and vet checks for animals	Seven days per week daily feeding and cleaning duties undertaken
Partnership and Interagency collaboration	Support and partner with other agencies to support public order and safety	Rangers have continued their collaborations with NT Police and Department of Housing.
	Dog Rehoming	Rangers have continued their support and collaboration with external agencies such as Top End Rehoming Group (TERG) and PAWS.
Animal management and control	Dog registration audit	As on 1 July 2020 dog registrations became due. The audit of dog registrations is in progress with Rangers conducting a rolling audit of the township. The audit is current at 65% complete
	By Law Review	A review of the By-Laws and procedures to manage dangerous dogs is still in progress.
	Respond to dog attacks and enforce By-Laws	Ranger attended one (1) dog attacks in the month of February.
Traffic control	Controlled parking	Rangers are continuing to monitor compliance with parking restrictions with particularly focus on Disabled carparking throughout the CBD.
Community Education	Carry out doggy day education activities	Rangers held Doggy Day on Sunday 12 July 2020 at the Lindsay St Complex as well as at the Binjari Community on Tuesday 29 September 2020. Rangers are currently in discussion with relevant community groups/organisation in regard to expanding animal ownership education and health programs.

Animal Statistic in the month of March 2021

Dogs		Cats	
Return to Owner	5	Re-homed	0
Euthanised	0	Euthanised	25
Re-Homed - private	13		
Rehomed – rehoming group	0		
Still in the Pound	2		
Trial failed and returned	0		
Total	20	Total	25

Jobs attended in the month of March 2021

Animal		Parking		Inspection	
At large	51	Controlled	0	Bore reading	0
Barking	4	Illegal	45	Camping	0
Attack	2	Abandoned	10	Goods stored	0
Nuisance		Timed		Illegal dumping - domestic	4
	8		3		
Pound Cleaning	30	Impound / Release	5	Vacant lot /	4

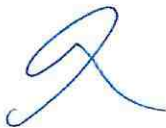
				over hanging	
Impound/Release	32			Dwellings	0
Rehoming activities	20			Token box	1
Other animals	33				
Total	180	Total	63	Total	9

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

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the Community Services report for the month of March 2021.



Ian Bodill
CHIEF EXECUTIVE OFFICER

Mosquito Monitoring Results – Katherine – 05 March 2021

Trap Location	Ae. (Fin) briteni		Ae. (Fin) notoscriptus		Ae. (Mac) species		Ae. (Mac) tremulus		Ae. (Muc) alternans		Ae. (Och) normanensis		An. (Cel) merakensis		Cq. (Coq) xanthogaster		Cx. (Cui) pullus		Cx. (Cux) annulirostris		Cx. (Cux) gelidus		Cx. (Cux) quinquefasciatus		Cx. (Cux) vicinus		Ma. (Mnd) uniformis		TOTALS		
	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	
KM Meatworks	0	0	1	0	0	0	3	3	0	0	46	0	0	0	2	0	3	0	7	0	0	0	0	0	0	0	0	0	0	62	3
KM Katherine Sewage Ponds	0	0	0	0	0	0	1	0	2	0	12	0	0	0	3	0	70	0	39	0	2	0	0	9	1	0	0	0	139	0	
KM O'Keefe Residence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44	1	8	0	0	0	3	0	0	0	0	76	2		
Riverbank Dve -	1	0	0	0	0	0	0	0	2	0	57	0	0	0	3	0	7	0	169	0	0	0	0	0	0	1	0	242	0		
KM Railway Crossing	1	0	0	0	0	0	4	3	4	0	115	0	0	0	8	0	124	1	223	0	2	0	12	1	0	1	0	519	5		
TOTALS	1	0	22	0	1	4	3	0	4	0	115	0	0	2	0	8	1	223	0	2	0	12	0	1	0	1	0	519	5		

KATHERINE TOWN COUNCIL



REPORT

NO	:	13.10
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/COMMUNITYSERVICES
MEETING	:	ORDINARY COUNCIL MEETING – (27/04/2021)
REPORT TITLE	:	MYKATHERINE DISCOUNT PROGRAM – ROUND 2 UPDATE
AUTHOR	:	ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES
ATTACHMENT/S	:	NIL

PURPOSE OF REPORT

To provide an update to Katherine Town Council Elected Members on Round Two (2) of the MyKatherine discount program.

BACKGROUND

In response to the economic crisis the City of Darwin developed the MyDarwin discount program and associated web-based platform.

The Northern Territory Government (NTG) partnered with the City of Darwin in order to expand the program to the whole Northern Territory.

With the generous offer of the City of Darwin to make the platform available to NT Local Governments, along with the generous finance and resource contribution by the Northern Territory Government, Katherine Town Council resolved to accepted the offer to participate at the October 2020 Ordinary Meeting of Council :

16.2 MyKatherine Discount Voucher Program

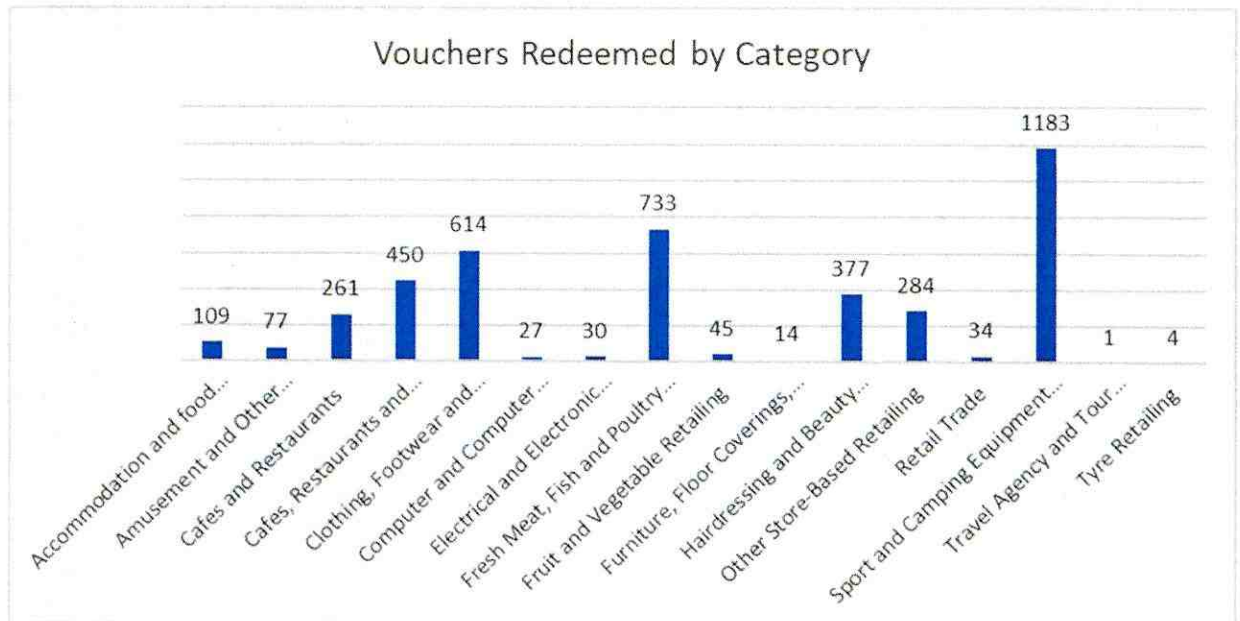
1. *Accept the grant funding offer of \$70,000 (GST exclusive) from the Department of the Chief Minister for the purpose of funding the MyKatherine Discount Voucher Program.*
2. *Authorise the Mayor and CEO to affix the common seal and sign the Funding Agreement.*
3. *Authorise the CEO to affix the common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

This created an overall discount pool of \$90,000 and an additional \$5,000 allocated for marketing of the program.

It was determined to split the funding into two (2) rounds with the first round to contain \$30,000, commencing Mid-November 2020 for four (4) weeks or until funds were expended. Based on consultation with the business community, round two (2) is commenced on 15 February 2021 until fully expended, with a funding pool of \$60,000.

ROUND 2 SUMMARY

Round Two (2) commenced on Monday 15 February 2021. It has been a resounding success with all available funds expended within 45 days. The program saw 37 business and 3,179 users register. There were a total of 4,243 vouchers redeemed for total value of \$489,675.42. This has generated a return of \$8.16 for every dollar in discounts provided, well exceeding the x4 multiplier anticipated.



Sporting and Camping Equipment Retailing was the most popular category with over 27% of the vouchers redeemed within the category. This was followed by *Fresh Meat, Fish and Poultry Retailing* (17.28%) and *Clothing, Footwear and Personal Accessory Retailing* (14.47%).

Travel Agency and Tour Arrangement Services was the least popular category (0.02%).

Total Customer Spend by Category



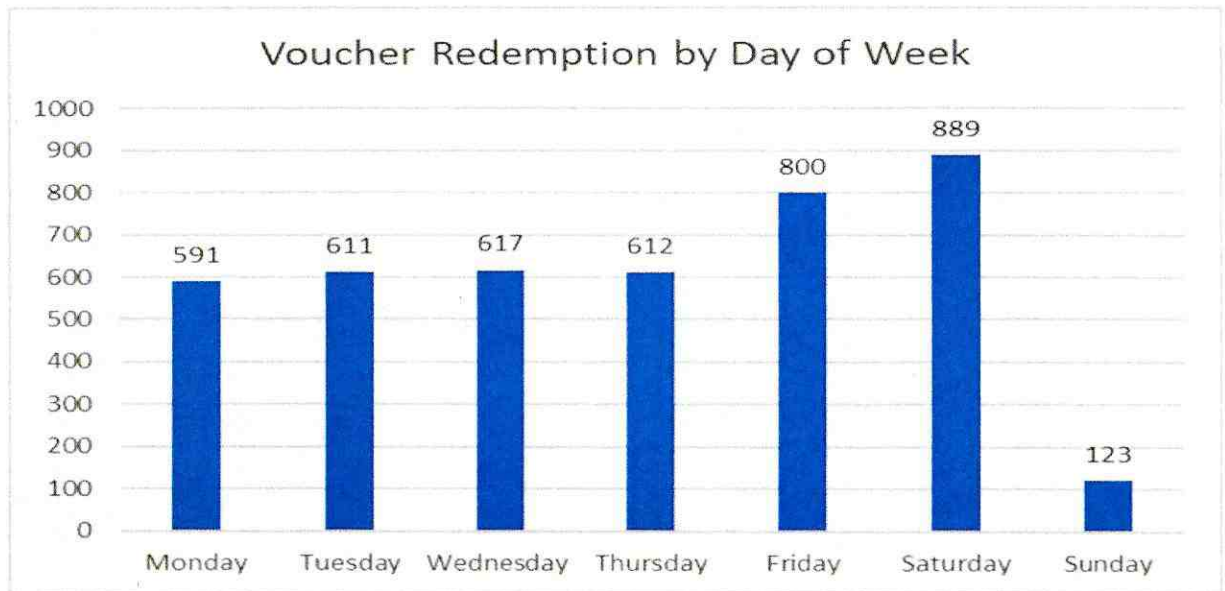
The most revenue was received by Sporting and Camping Equipment Retailing (\$171,091.33) followed by Clothing, Footwear and Personal Accessory Retailing (\$83,820.81).



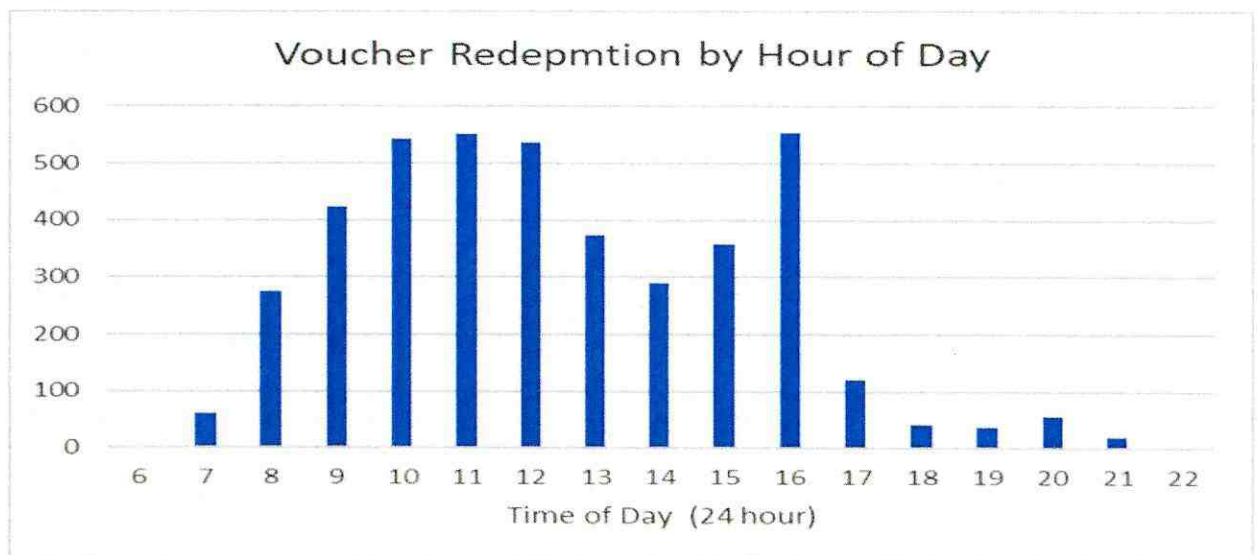
\$2.50 vouchers:	290 vouchers redeemed to the value of	\$725
\$5.00 vouchers:	559 vouchers redeemed to the value of	\$2,795
\$10.00 vouchers	1140 vouchers redeemed to the value of	\$11,400
\$20.00 vouchers	2254 vouchers redeemed to the value of	\$45,080

TOTAL VOUCHERS:	4,243	TOTAL VALUE: \$60,000
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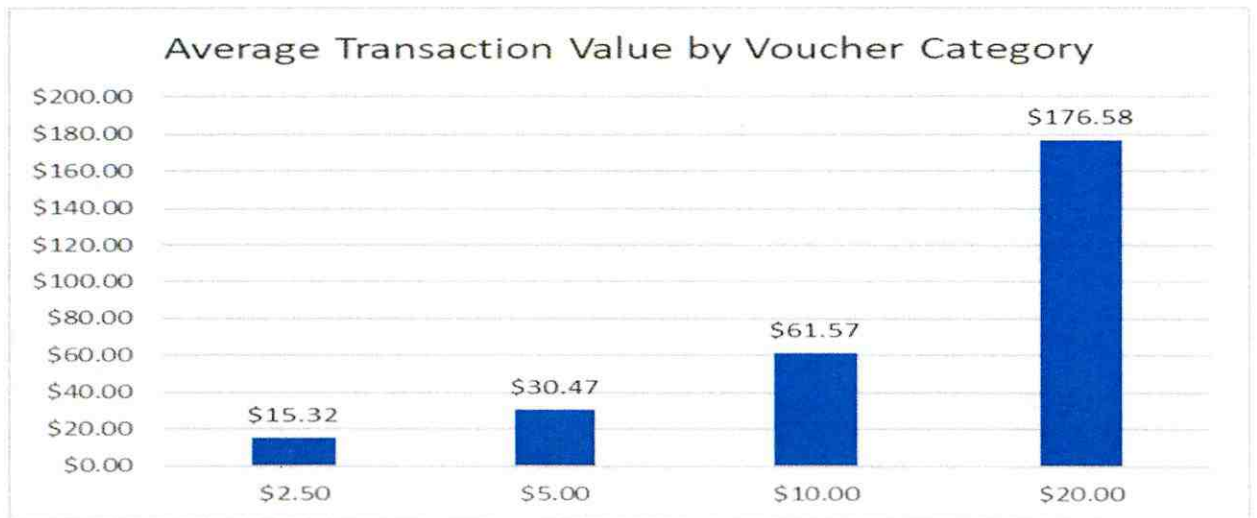
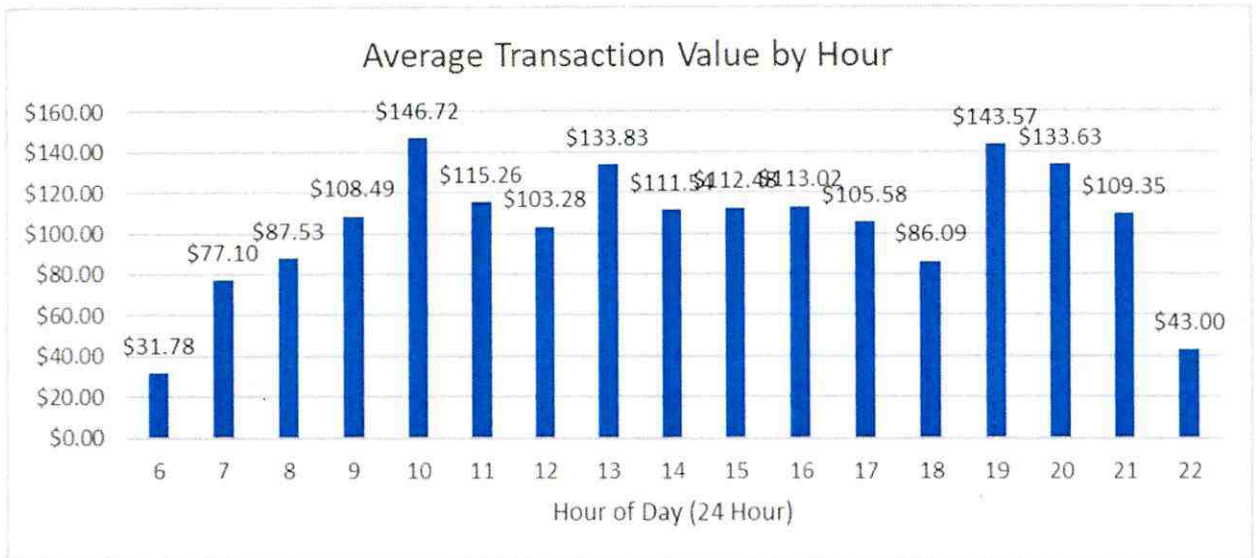
\$2.50 voucher	Average Transaction Value:	\$15.32
\$5.00 voucher	Average Transaction Value:	\$30.47
\$10.00 voucher	Average Transaction Value:	\$61.57
\$20.00 voucher	Average Transaction Value:	\$176.58



Saturdays were the most popular day of the week for voucher redemptions with 889 (20.95%) of vouchers redeemed on this day. This is followed closely by Friday (18.85%).



The busiest time for shoppers was between 10am and 1pm and again between 4pm and 5pm.



OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the MyKatherine Discount Program Round 2 Update Report.

**Ian Bodill
CHIEF EXECUTIVE OFFICER**

KATHERINE TOWN COUNCIL



REPORT

NO : 13.11

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/AGENDA 2021

MEETING : ORDINARY COUNCIL MEETING – 27 APRIL 2021

REPORT TITLE : KATHERINE MEMORIAL CEMETERY POLICY

AUTHOR : THEA GRIFFIN, ACTING DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. KATHERINE MEMORIAL CEMETERY POLICY

PURPOSE OF REPORT

To receive, accept and adopt the proposed Katherine Memorial Cemetery Policy in accordance with the *Northern Territory of Australia Cemeteries Act 1952 and Cemeteries Regulations 1962* and the *Local Government Act 2019* Section 269.

BACKGROUND

In accordance with the *Northern Territory of Australia Cemeteries Act 1952 and Cemeteries Regulations 1962* and the *Local Government Act 2019* Section 269 Council must, by resolution, adopt a policy for the Katherine Memorial Cemetery.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive the proposed Katherine Memorial Cemetery Policy
2. Adopt the policy entitled "Katherine Memorial Cemetery" which will take effect on 28 April 2021

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

Ian Bodill
CHIEF EXECUTIVE OFFICER



TITLE: KATHERINE MEMORIAL CEMETERY POLICY

ADOPTED BY: KATHERINE TOWN COUNCIL

RESPONSIBILITY: DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

NEXT REVIEW DATE: 28/04/2023

Version	Reviewed By	Adoption Date	History
1	Policy Review Committee	27/04/2021	DRAFT

1. Purpose

- 1.1. To provide clear guidelines surrounding the management and requirements of the Katherine Memorial Cemetery while ensuring equitable and consistent administration and operational practices are maintained.
- 1.2. To ensure that all activities which take place within the cemetery grounds comply with relevant Work Health & Safety requirements.

2. Definitions

Term	Definition
Act	<i>Cemeteries Act 1952</i>
Board	Katherine Town Council and section 269 of the <i>Local Government Act 2019</i>)
Cemetery	The Katherine Memorial Cemetery
Council	Katherine Town Council
Cemetery staff	Includes full time and part-time Council staff, and temporary employees, contractors and consultants while engaged by the Council
CEO	Chief Executive Officer of the Katherine Town Council
Cemetery Manager	A Council staff member appointed by the CEO to oversee the care, control and maintenance of the Cemetery
Grantee	A person with Exclusive Rights for an interment site
Memorial	Any structure such as a monument, plaque, headstone or any other form of construction placed at an interment site
Minister	Minister responsible for the <i>Cemeteries Act 1952</i> .
Plinth	Cement beams specifically made for the placement of Board approved memorials.

3. Principal

- 3.1. As the responsible entity of the Katherine Memorial Cemetery, Katherine Town Council ('Council') has set out a number of policy positions relating to burials, reservations and memorials as outlined in this Cemetery Policy ('Policy').
- 3.2. This Policy should be read in conjunction with the *Cemeteries Act 1952*, the *Local Government Act 2019*, the *Cemeteries Regulations 1967* and the Katherine Town Council Flower and Ornament Guidelines.

4. Cemetery Administration

- 4.1. Council and cemetery staff will conduct themselves in a respectful and responsible manner at all times when dealing with the public.
- 4.2. Katherine Memorial Cemetery shall be open to the public from sunrise to sunset each day, subject to temporary closures required for maintenance of the cemetery and/or for public safety reasons.
- 4.3. Access to the Cemetery is limited to people with a legitimate reason for visiting. Visitors to the Cemetery are requested to conduct themselves in a manner appropriate to the sensitivity of the location.
- 4.4. Orders for personalised plaques and applications for a Certificate of Exclusive Right of Burial may be made by contacting the Katherine Town Council office between the hours of 8:00am to 3:00pm or by emailing records@ktc.nt.gov.au
- 4.5. The Board will keep a Burial Register of every person whose remains are interred in the Cemetery including cremated remains. The register is to include the following details:
 - a) full name;
 - b) sex or gender;
 - c) age;
 - d) date of birth;
 - e) date of death;
 - f) place of residence immediately prior to date of death;
 - g) occupation immediately prior to date of death;
 - h) marital status;
 - i) country of birth;
 - j) next of kin details; and
 - k) date of burial;
 - l) row and plot numbers, or other means of locating the place of burial;
 - m) the depth of the grave;
 - n) the type of burial; (e.g. horizontal)
 - o) whether a lead lined coffin was used for the burial;
 - p) the name of the person who officiated the burial ceremony;
 - q) the name of the funeral director or any other person that arranged the burial;
 - r) the date of erection of any memorial at the place of burial;
 - s) descriptive details of any memorial erected at the place of burial; and
 - t) if the human remains have been exhumed after a burial:
 - i) the date of exhumation approval was given by the Minister;
 - ii) the date of exhumation;
 - iii) the name of the person carrying out the exhumation; and
 - iv) the place of relocation.
- 4.6. The Board will maintain and update plans of the Cemetery that will indicate the locations of each section, row and grave site number.
- 4.7. The Board shall keep a Register of Exclusive Rights of Burial in which shall be entered in respect of each exclusive right the following particulars:

- a) The full name, postal address and contact details of the Exclusive Right grantee.
 - b) The place of burial in respect of which each exclusive right burial was granted.
 - c) The name/s of whose remains can be interred.
 - d) The date upon which the Exclusive Right was granted.
- 4.8. The CEO shall appoint a Manager for the Cemetery who will be responsible for the care, control and management of the Cemetery in line with this policy, the *Cemeteries Act 1952*, the *Cemeteries Regulations 1967* and directions of the CEO, in accordance with any delegations by the Board to the CEO.

5. Schedule of Fees

The cemetery fees will be included in the Katherine Town Council Schedule of Fees & Charges which may be amended from time to time by Council resolution. The schedule of fees will be available for public inspection at the Katherine Town Council office and on Council's website www.katherine.nt.gov.au

6. Cemetery Grounds

- 6.1. The Katherine Memorial Cemetery is made up of three distinctive areas:
- a) Old Cemetery Area - Council assumed control of the Cemetery in 1978 and acknowledges that precise records and locations of specific graves prior to this date have proved difficult to locate.
 - b) Lawn Area - the lawn area was established in 1979 and is easily distinguished by the concrete plinths.
 - c) Garden Area - a specific area at the Cemetery in which cremated remains can be interred.
- 6.2. The Board will continue to install plinths in the Lawn and Garden Areas for the placement of memorials as depicted on the Cemetery Plans.
- 6.3. All plants and trees planted within the Cemetery remain the property of the Board and will be maintained/removed according to Work Health & Safety requirements.
- 6.4. Planting of flora within the Cemetery is not permitted without prior approval from the Board.
- 6.5. Vehicles are not permitted on the lawn areas unless authorised by the Board.
- 6.6. The following behaviour is prohibited within the Cemetery grounds unless specifically authorised by the Board:
- a) buying or selling;
 - b) distribution of handbills, cards, circulars or other advertisement, other than of a religious nature concerned with a particular burial;
 - c) meetings, other than of a religious or commemorative character or in connection with a burial;
 - d) disturbance of any funeral service or burial ceremony, whether by working in the area or otherwise;
 - e) discharge of any firearm, except at a military funeral;
 - f) damage or disturbance of any land or personal property;

- g) disturbance of flowers or other tokens;
- h) throwing away of, or depositing refuse or rubbish, except in receptacles provided for the purpose;
- i) bringing any offensive, noxious or dangerous material into the cemetery;
- j) breaching of the peace or actions which cause a nuisance or otherwise offend against decency or decorum;
- k) interfering with any trees or shrubs;
- l) erection of any wooden structure or fence; or
- m) interference with any grave.

7. Reservation of Sites

- 7.1. Burial sites can be reserved for future use by purchase of an Exclusive Right of Burial:
 - a) a person may reserve up to two (2) sites in the Lawn Area; or
 - b) a person may reserve up to two (2) sites in the Garden Area.
- 7.2. The Board will not permit any new sites to be reserved in the Old Cemetery Area.

8. Exclusive Right of Burial

- 8.1. The term for all Exclusive Right of Burial Certificates shall be in perpetuity.
- 8.2. The Board will, upon payment of the relevant and associated fee/s as provided in the current schedule of fees and charges, grant an Exclusive Right of Burial Certificate in the preselected gravesite as agreed upon by the exclusive right grantee and the Board.
- 8.3. Upon granting an Exclusive Right of Burial to a person, the Board will give the person a written statement in the form of a Certificate that:
 - a) includes the following matters in the Exclusive Right Certificate;
 - i. identifies the grantee; and
 - ii. identifies the person or persons whose remains may be interred pursuant to the Exclusive Right of Burial or provides that a specified person or person of a specified class may, at some future time, nominate the person or persons whose remains may be interred pursuant to the Exclusive Right of Burial; and
 - iii. identifies the site at which the remains will be interred pursuant to the Exclusive Right; and
 - iv. specifies whether the Exclusive Right of Burial may be surrendered or transferred and sets out the conditions (if any) governing its surrender or transfer
 - b) sets out the rights and responsibilities of the grantee and relatives of a deceased person whose remains may be interred pursuant to the Exclusive Right of Burial; and
 - c) specifies the cost of the Exclusive Right of Burial.
- 8.4. Where a future use Exclusive Right of Burial has been issued, the Board supplied single headstone will be stamped 'R' to indicate the status of that particular site.

- 8.5. It is the responsibility of the Exclusive Right grantee to ensure the Board is notified of any changes to their contact details.
- 8.6. If it is found that a site granted with an Exclusive Right of Burial Certificate has inadvertently been used or already allocated due to the Board's error, the grantee of that Exclusive Right of Burial will be offered a replacement site, as close to the original site as possible, and at no additional cost.
- 8.7. Proof of Exclusive Right of Burial:
- a) A person claiming ownership of an Exclusive Right of Burial must, if so requested, provide proof of ownership to the Board.
 - b) A person acting on behalf of an Exclusive Right grantee will need to provide written instruction from the grantee illustrating their intention and delegated authority to the Board.
- 8.8. Transferring an Exclusive Right of Burial:
- a) An Exclusive Right grantee may make written request to the Board to transfer the exclusive right to another individual. The existing certificate of Exclusive Right must be returned by the grantee and, if the Board agrees to the request, a new certificate will be issued to the new grantee.
 - b) In the event of the death or legal incapacity of the grantee, the rights may be exercised by the lawful successor of the grantee; or
 - c) Where the grantee is deceased or is legally incapacitated and if there is no lawful successor appointed, then the rights may be exercised by the next of kin of the grantee in the following order of priority:
 - i. for a deceased person who was an Aboriginal or Torres Strait Islander person and who had strong cultural and traditional ties to a community or group - a person who, according to the customs and tradition of the community or group to which the person belonged, is appropriate to perform that role;
 - ii. a spouse;
 - iii. a de facto partner;
 - iv. a child of or above 18 years of age;
 - v. a parent;
 - vi. a sibling of or above 18 years of age.
- 8.9. Surrender of an Exclusive Right of Burial:
- An unexercised exclusive right may be surrendered by the grantee to the Board on the terms contained in the certificate of exclusive right.

9. Lawn Area Burials

- 9.1. The Board requires four (4) business days' notice prior to an interment being confirmed to allow sufficient time for processing and grave digging to be completed.
- 9.2. No interment shall be permitted in the Lawn Area until:
- a) A completed Notice of Interment (Form 1a) has been received and the particulars of the deceased have been recorded by the Board.

- b) One of the following has been supplied and recorded by a cemetery staff member:
 - i. a notice under section 34(1) of the *Births, Deaths and Marriages Registration Act 1996* duly signed in accordance with that section; or
 - ii. an instrument under the hand of a coroner for the Territory authorising the burial of the body in the Territory.
 - c) Written approval to proceed has been provided by the cemetery manager.
- 9.3. Digging of graves shall only be undertaken by Cemetery staff (or those contracted by the Board).
- 9.4. All graves shall be dug to a minimum depth of 8 feet (2.4m) to accommodate double burials unless otherwise requested. Where the deceased person whose body is to be buried in the grave was, at the date of his death, less than 8 years of age then the grave shall be dug to a minimum depth of 5 feet (1.5m).
- 9.5. The usual days for burials are Monday to Friday (excluding public holidays) between sunrise and 3pm. Burials after 3pm on weekdays may involve additional fees. Burials on weekends or on public holidays may be conducted only by special arrangement with the Board and will be subject to fees specified in the schedule of fees and charges.
- 9.6. The Board will erect a shade structure for each burial. No shade structures are to be installed without prior approval from the Board.
- 9.7. Cremated remains to be interred in the Lawn Area must be contained within a sealed receptacle of durable material.
- 9.8. Graves are to be closed within one hour of the conclusion of the funeral service, or as soon as the attendees have vacated.
- 9.9. Vaults and other forms of above ground interments are not permitted.

10. Garden Area Burials

- 10.1. The Board requires three (3) business days' notice prior to an interment being confirmed, to allow sufficient time for processing and preparation of the interment site.
- 10.2. No interment shall be permitted in the Cemetery Garden area until:
- a) A completed Notice of Interment of Ashes (Form 1b) has been accepted/approved by the Board (a cemetery staff member will assist with the completion of this form) and the particulars of the deceased have been recorded by the Board.
 - b) The following have been supplied and recorded by a cemetery staff member:
 - i. a copy of the deceased's Death Certificate; and
 - ii. a copy of the deceased's Cremation Certificate
 - c) Payment of all associated fees as set out in the Katherine Town Council Fees & Charges has been received by the Board.
 - d) Written approval to proceed has been provided by the cemetery manager.
- 10.3. Cremated remains must be contained within a sealed receptacle of durable material measuring no larger than 287mm (height) x 128mm (diameter).
- 10.4. The normal days for interments shall be Monday to Friday (excluding public holidays). Interments outside these days are by special arrangement only with the Board.

- 10.5. Interments shall not take place during the time between sunset on any day and sunrise on the next succeeding day.

11. Scattering of Cremated Remains

- 11.1. A Notice of Interment of Ashes (Form 1b) is not required for the scattering of ashes within the cemetery.
- 11.2. Details of deceased person whose ashes have been scattered at the cemetery shall not be recorded in the Boards Burial Register.

12. Reopening of Graves (Multiple Interments)

- 12.1. The Board will allow the reopening of graves for multiple interments at the Cemetery subject to the following conditions:
- a) Old Cemetery Area:
 - i. the original site must be clearly marked with a headstone or plaque.
 - ii. the depth of the original site allows for a second interment as stipulated in section 23A of the Act.
 - iii. an Exclusive Right has been issued at the time of the original burial approving a second interment.
 - iv. where an Exclusive Right has not been issued then written consent must be given by the Minister.
 - b) Lawn Area:
 - i. all sites shall be dug to a depth of 8 feet to allow for a reopening at a later date.
 - ii. an Exclusive Right has been issued at the time of the original burial approving a second interment.
 - iii. where an Exclusive Right has not been issued then written consent must be given by the Minister.
 - c) Garden Area:
 - i. an Exclusive Right has been issued at the time of the original interment approving a second interment.
 - ii. where an Exclusive Right has not been issued then written consent must be given by the Board.

13. Exhumations

- 13.1. No person shall be permitted to exhume the remains of any deceased person from the Cemetery unless given written consent from the Minister.
- 13.2. Exhumations must be carried out by a licensed Funeral Director within the conditions specified in the instrument of consent.

- 13.3. The removal of cremated remains requires the written consent of the Board.
- 13.4. The Board will not be responsible for any costs relating to an exhumation.

14. Pre-Paid Burials

- 14.1. The Board will no longer accept payment for pre-paid burials.
- 14.2. All existing pre-paid burials that are registered with the Board will be honoured in the due course of time.

15. Maintenance of Graves, Plaques, Memorials and Structures

- 15.1. Grave mounds will be levelled and planted with lawn seed by cemetery staff two (2) weeks after a burial. All flowers and wreaths adorning the grave will be discarded at the time of levelling.
- 15.2. In the interest of public safety, cemetery staff shall be permitted to refill any site that falls below ground level.
- 15.3. Cemetery staff will provide regular maintenance operations to the lawn sections within the Cemetery.
- 15.4. No person shall be permitted to place any items on the lawn sections which would prohibit the lawn to regrow.
- 15.5. Trees, shrubs, or other plants are not to be planted on any grave in the lawn section.
- 15.6. The registered Exclusive Right grantee of the interment site shall keep any associated memorial in good repair and proper condition.
- 15.7. The Board will not be liable for the future care, maintenance, preservation or restoration of any memorial. The Board will not accept responsibility for any damage to memorials through acts of vandalism or severe storm events.
- 15.8. The Board may act to remove any memorial dilapidated, unsafe or unsightly; this includes any memorial or structure that has been installed without the Board's approval.

16. Floral and Non-Floral Tributes

- 16.1. For the Board's full set of guidelines regarding permissible and non-permissible (non-conforming) tributes, families should refer to the *Katherine Town Council Flower and Ornament Guidelines* which is available on Council's website www.katherine.nt.gov.au
- 16.2. Aged flowers and wreaths will be removed at the Board's discretion and without notice.
- 16.3. All tributes shall be placed on the plinth to ensure ease of maintenance and to reduce damage to the lawn.
- 16.4. Nonconforming tributes will be removed at the Board's discretion and without notice; families will have four weeks to collect these items after which any uncollected items will be deemed unwanted and will be recycled.
- 16.5. No fixtures or fittings of any kind are to be permanently attached to the plinths without prior approval from the Board in the form of a memorial permit.

17. Memorials - Lawn Area and Garden Area

- 17.1. The Board will supply a single headstone with a standard design bronze identification plaque measuring 137mm x 102mm at each grave site in the Lawn area; the cost of the plaque shall be included as part of the cost of the burial.
- 17.2. The Board will supply a single headstone with a standard design bronze identification plaque measuring 229mm x 229mm for all interments in the Garden area; the cost of the plaque shall be included as part of the cost of the burial.
- 17.3. No memorials other than those supplied by the Board shall be permitted to be installed in the cemetery without prior approval from the Board in the form of a memorial permit.
- 17.4. The registered Exclusive Right grantee or lawful executor of the deceased may arrange for an alternative memorial to be installed, following prior approval is granted by the Board in the form of a memorial permit.
- 17.5. All alternative memorials shall be of a design, dimension and quality approved by the Board in its specifications as set out in the memorial permit.
- 17.6. The Board reserves the right to deny the installation of any memorial which could be deemed as offensive or is deemed to be noncompliant with the Boards specifications.

18. Memorials - Old Cemetery Area

- 18.1. No memorials shall be permitted to be installed at any unmarked grave in the Old Cemetery area due to the uncertainty of grave locations.
- 18.2. In instances where a memorial is not permitted the Board will, on request from the relevant next of kin and in the form of a memorial permit, supply a bronze plaque measuring 203mm x 76mm that will be mounted on the Remembrance Wall in the Rotunda.
- 18.3. Only plaques ordered by the Board are permitted to be placed in the Rotunda and shall be installed by cemetery staff.

19. Non-Interment Memorials

- 19.1. Families who wish to have memorials installed for long term residents who are not interred in the Cemetery may apply to the Board in writing in the form of a memorial permit.

20. References

Related Publications	<ul style="list-style-type: none"> • Northern Territory of Australia Cemeteries Regulations 1967 • Northern Territory of Australia Cemeteries Act 1952 • Northern Territory of Australia Local Government Act 2019
Related Documents	<ul style="list-style-type: none"> • Katherine Town Council Flower and Ornament Guidelines
Relevant Forms	<ul style="list-style-type: none"> • Notice of Interment • Notice of Interment of Ashes • Certificate of a Grant of Exclusive Right of Burial • Transfer / Surrender of an Exclusive Right of Burial • Memorial Permit

DRAFT



REPORT

NO : 13.12

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

MEETING : ORDINARY COUNCIL MEETING - 27/04/2021

REPORT TITLE : INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR
THE MONTH OF MARCH 2021

AUTHOR : BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE & ENVIRONMENT

ATTACHMENT/S : 1. NIL

PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of March 2021.

BACKGROUND

Facilities

Parks & Open Areas

- Council staff installed a concrete slab in the Lockheed Dog Park in preparation for installation of the commemorative chair; staff also planted another cottonwood tree and carried out beautification works in preparation for the memorial event.
- Council contractor carried tick and flea control and ant treatment at the Lockheed Dog Park.
- Council contractor constructed and installed a commemorative chair, with a plaque, in the Lockheed Dog Park.



Andrew Wilson Commemoration – Lockheed Dog Park



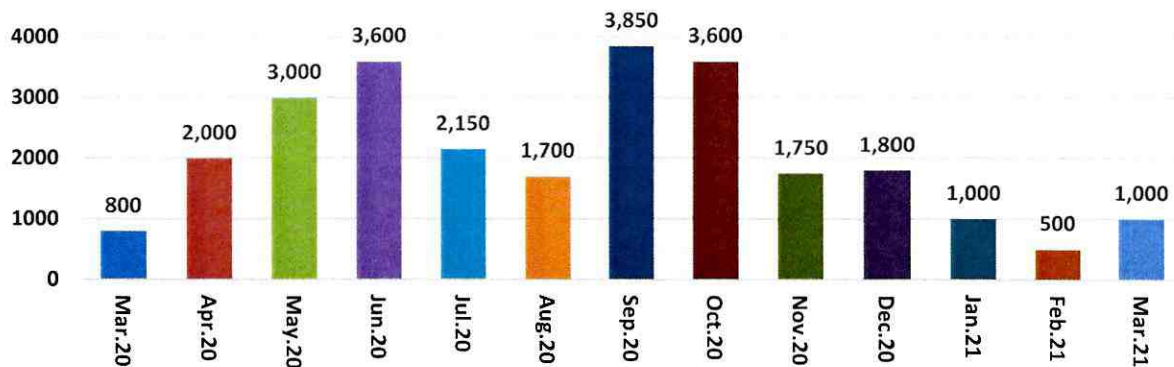
KATHERINE TOWN COUNCIL



REPORT

- Council staff continue to carry out general maintenance, mowing and whipper snipping, at the Hot Springs, which includes daily inspections for any vandalism in the area.
- Council staff continue to mow, prune, poison, clean and maintain all parks within the Municipality including the CBD.
- Council staff removed copious amounts of aerosol cans within the CBD area; mainly from along Railway Terrace and near the Sabu Sing Statue. Areas of concern have been flagged with Katherine Police.
- Council staff were required to clean up a lot of blood from along Railway Terrace after a stabbing incident.
- Council contractor carried out Level 3 Tree Risk Assessments on identified trees at the Katherine Museum, Showgrounds, Sportsgrounds, Visitor Information Centre, Cemetery and Ryan and O'Shea Parks. A large mahogany was also assessed at 11 Shepherd Street.
- Council contractors pruned and lifted trees in Grevillea and Casuarina Parks; also carried out various tree maintenance works as identified in the tree risk assessments at the Katherine Museum, 11 Shepherd Street including the removal of three trees from the Cemetery.
- Council staff and contractors replaced the bore motor to Dakota Park.
- Council staff continue to undertake daily inspections, cleaning and maintenance at the new Town Square.
- Council staff replaced a total of 20 sprinklers during March.

Monthly Sprinkler Replacement (\$)



Bore Water Usage

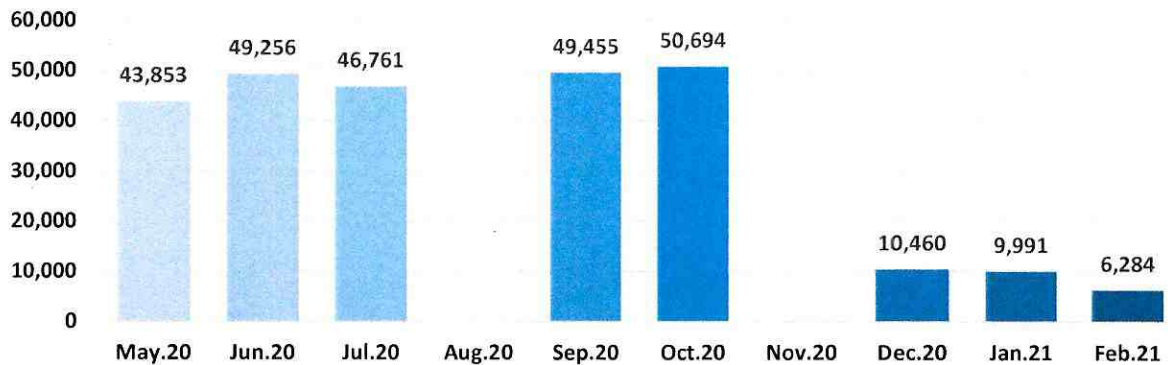
- Council used 6,284 kilolitres of bore water during February 2021. This is considerably lower than February 2020 water usage of 33,006 kilolitres due to decent rainfall for the month.
- To date, Council has saved 84,473 kilolitres of water in comparison with the previous year.

KATHERINE TOWN COUNCIL



REPORT

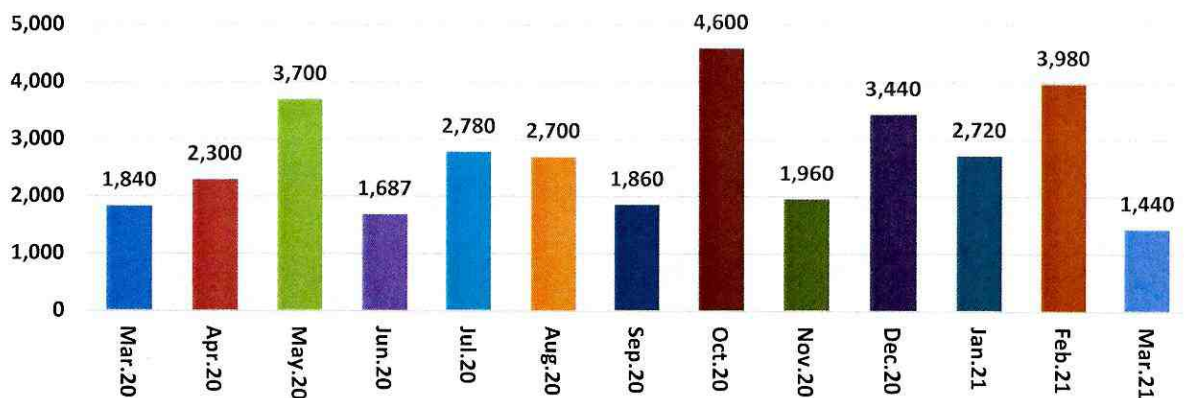
Monthly Bore Water Usage (kilolitre)



Waste Management Facility

-
- The Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility. Katherine Terrace is not included in these statistics.

Monthly Urban Litter Collection (kilogram)



Katherine Sportsgrounds

- Council staff continue to carry out general cleaning and maintenance throughout the area; including the removal of fallen tree limbs.
- Council staff assisted Oval 2 contractors with installing water to the newly laid turf.
- Council staff and contractors replaced the bore motor to Bore No. 3.
- Council staff continue to spot check and carry out pothole remedial works on the internal loop road as they arise.

Katherine Showgrounds

- Council staff continued to carry out general cleaning and maintenance on the main oval and complex surrounds.
- Council contractor investigated and repaired a water leak at the Norforce Toilet block.

KATHERINE TOWN COUNCIL



REPORT

- Council contractor commenced with electrical repairs to various assets within the area that were substantially damaged due to a lightning strike.
- Council staff and contractor carried out component replacements to both bores, pumps and Galcon controllers, after significant damaged occurred by the same lighting strike.
- Council staff carried out slashing at the rodeo arena surrounds so contractors could complete project works.

Katherine Memorial Cemetery

- Three burials were conducted during the month of March.
- Council staff removed fallen tree limbs and debris from the area.
- Council staff continue to undertake general maintenance of the cemetery grounds and headwalls.
- Council staff continued manufacturing headstones for placement on the headwalls.
- Council staff topped up and levelled five graves and reseeded with lawn seeds.

Katherine Civil Airport

- Council staff and contractor continue to carry out daily aerodrome serviceability inspections.
- Council staff removed fallen tree limbs and debris from the area.
- Council staff continued to carry out general cleaning and maintenance in the area every second day which includes major mowing of lawns and surrounds every Friday.
- Council staff removed a drum of waste fuel from the aerodrome fuel station.

Other Council Buildings & Facilities

- Council contractor was engaged to investigate leaks in the Civic Centre roof.
- Council contractor carried out repairs following on from the annual service of emergency and exit lights and the Civic Centre, Visitor Information Centre and Showgrounds Stuart Memorial Hall.
- Council contractor carried tree and shrub termite treatment at the CEO's residence.
- Council contractor serviced the chlorine regulator at the Aquatic Centre.
- Council contractor carried out repairs on the Civic Centre Solar Panels.
- Council contractor inspected and repaired vandalised pan and pipework in the Ryan Park toilet block.

Road Reserves

- Council contractor carried out the scheduled sweeping and kerbside spraying for the month of March.
- Council contractors pruned and lifted trees along Pearce Street, Shadforth Road and Wallace Court.
- Council staff carried out minor pothole repairs throughout the Municipality; approximately 1 ½ pallets (75 bags) of cold mix bitumen was used.
- Council contractor carried out repairs to a section of footpath identified as a trip hazard along Finnis Place.
- Council staff continued with the major repair works to washouts along Morris Road.
- Council contractors made repairs to Niceforo Road verges, planning for additional remedial works is being undertaken.



REPORT

- Council staff carried out traffic control remedial works along Riverbank Drive, Katherine South Primary School; works included repainting the 'One Way' arrows and yellow 'No Parking' lines. Staff also painted 'No Entry' line marking near the Hot Springs café to make it abundantly clear not to drive the wrong way down a one-way street.



Traffic Control - No Entry - Riverbank Drive - Hot Springs Café

Wet Season Operations

- Council staff continued with the 'Slashing of Open Areas and Rural Road Reserves' program with works being undertaken along Florina Road, Cragborn Estate, Stuart Estate and in open areas at Casuarina Park, Lockheed Park, VIC open areas including Lindsay Street Complex surrounds.
- Council staff continued with its Caltrap spraying program in and around the township. All streets in Eastside, Northside, Southside and the CBD have been treated including various rural areas.
- Council staff cleared additional trees, branches and debris from the causeway and easement along Kriloff Road.
- Council staff carried out repairs to a large washout on Kingston Road.
- Council staff cleared approximately 10 truckloads of flood water debris from the Low Level bridge; unfortunately overnight rising river water levels prohibited the reopening.
- Council staff again cleaned and opened the Low Level bridge only to close it again two days later.



Low Level Bridge Cleaning

KATHERINE TOWN COUNCIL



REPORT

Personnel & Services

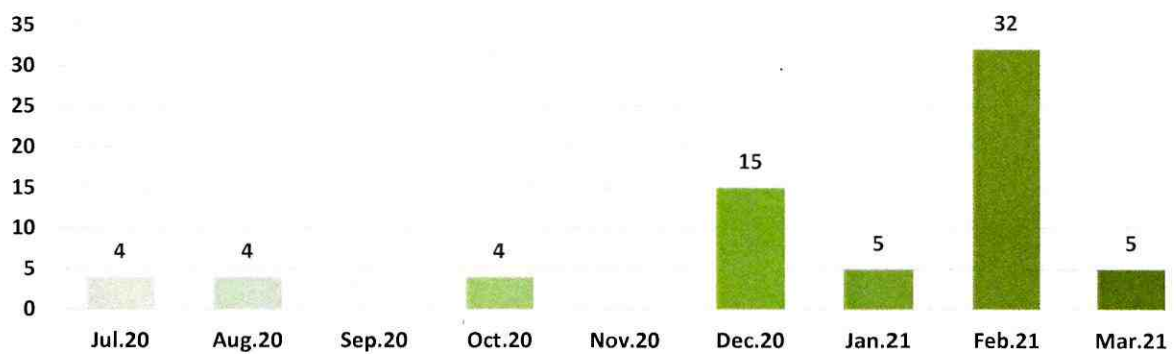
Community Events

- Council staff and contractors carried out various tasks in preparation for public hires and events held in several Council owned facilities during the month of March.

Streetlight Faults







Five streetlight faults were reported to Council from members of the public during the month of March.

Monthly Reported Streetlight Faults (#)



Monthly Energy Production - Civic Centre

The weekly and monthly data from the bank of solar panels on the Civic Centre roof indicates that electricity production from the combined panels was down compared to previous months due to overcast / inclement weather and it being a shorter month.

Katherine Civic Centre						
Month 20-21	Energy Produced (Wh) 	Energy Consumed (Wh) 	Exported to Grid (Wh) 	Imported from Grid (Wh) 	Carbon Offset Tons 	Equivalent to Number of Trees 
July	3174759	7054778	590536	4470555	2.27	58
August	4977200	10162464	806500	5991764	3.56	92
September	4869285	11738694	585673	7455082	3.53	91
October	4117306	11300759	410277	7593730	3.19	82
November	5663265	13291113	690319	8318167	4.00	103
December	5203971	8496418	1453282	4745729	3.59	92
January	5635698	9310447	1427920	5102669	3.90	100
February	4397686	7240098	800713	3643125	3.04	78
March	5934288	12417985	773021	7256718	4.10	105
20-21 TOTAL	43973458	91012756	7538241	54577539	31	801

KATHERINE TOWN COUNCIL**REPORT****OFFICER RECOMMENDATION**

That it be recommended to Council to:

1. Receive and note the report of the Infrastructure & Environment Department for the month of March 2021.


Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : 13.13

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

MEETING : ORDINARY COUNCIL MEETING – (27/04/2021)

REPORT TITLE : DISPOSAL OF OBSOLETE PROPERTY – MINOR PLANT & EQUIPMENT

AUTHOR : THEA GRIFFIN, OPERATIONS MANAGER

ATTACHMENT/S : NIL

Purpose of Report

To request from Elected Members, permission for disposal of assets (minor plant & equipment).

Background

It is recommended that Council disposes of all plant and equipment listed in the table below as the items are beyond cost effective repair.

In accordance with Local Government Act (Financial Regulations) and Katherine Town Council's Disposal of Asset Policy Council is required to write off money, property or assets. Therefore, it is requested that permission be given to dispose of the following plant and equipment by trade-in or auction.

Asset Number	Asset type/Description	Reason
CB40NR	Kia Rio 2014	Replacement as per council guidelines
NA	Reception/office furniture and chairs (Civic Centre, Library)	Beyond economical repair, replacement as per council guidelines

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Dispose of plant and equipment, CB40NR - Kia Rio and reception/office furniture and chairs (from Civic Centre and Library), in accordance with Local *Government Accounting (Financial Regulations)* and Katherine Town Council's Disposal of Asset Policy Council, with the method of disposal being by trade-in or auction.

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL



REPORT

NO : 13.14

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

MEETING : ORDINARY COUNCIL MEETING – (27/04/2021)

REPORT TITLE : MARCH 2021 – PROJECT UPDATE

AUTHOR : ARSALAN MALIK – PROJECT MANAGER

ATTACHMENT/S : 1. PROJECT UPDATE – MARCH 2021

PURPOSE OF REPORT

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of March 2021.

BACKGROUND

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

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

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

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the project update for the month of March 2021.

A handwritten signature in black ink, appearing to be 'Ian Bodill', written in a cursive style.

Ian Bodill
CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

Project Update Date
12 March 2021

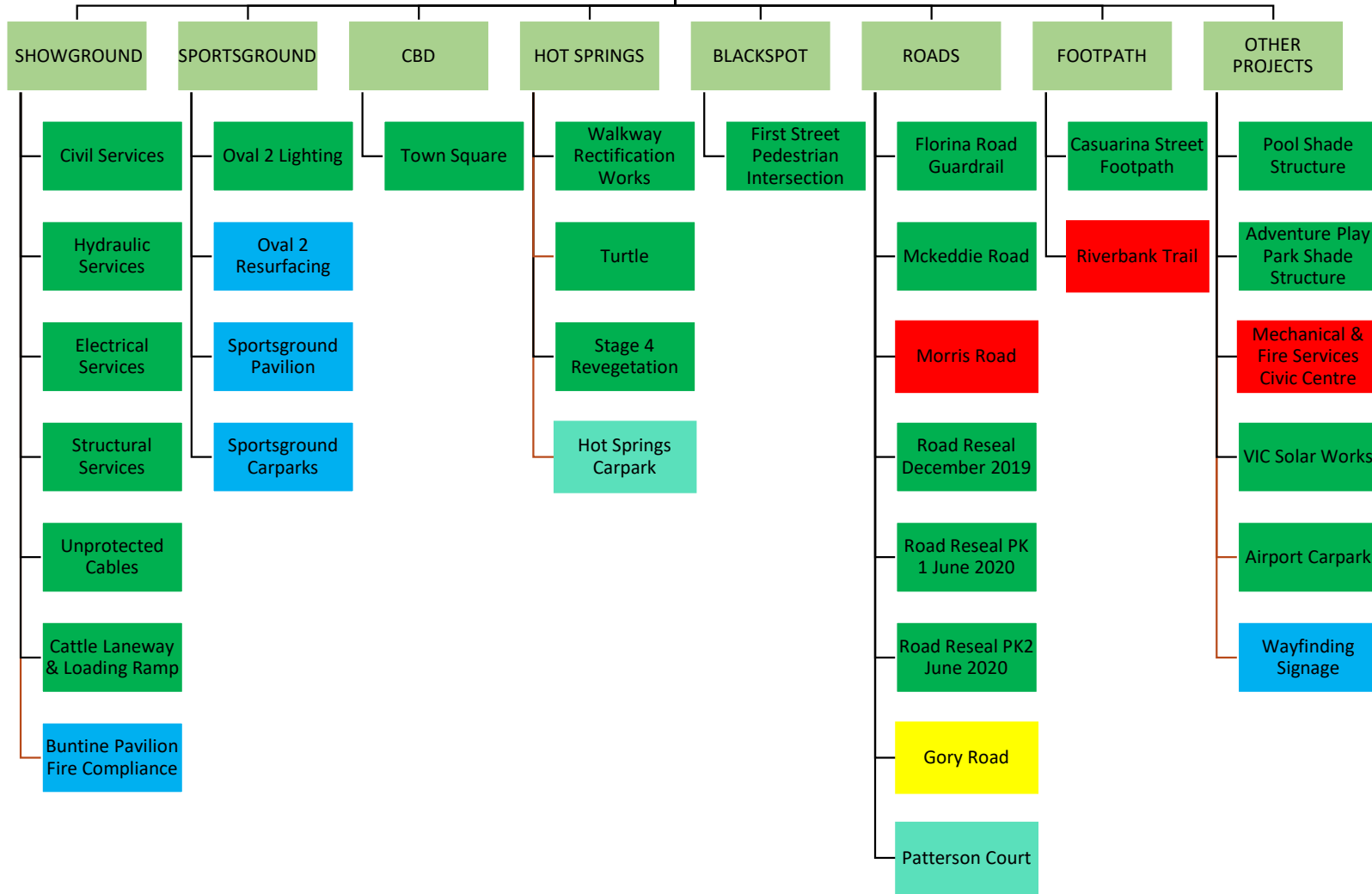
PROJECTS

Summary

Total Projects	33
Completed Projects	22
Construction Phase	5
Design Phase	0
Discontinued	3
Released for Tender	1
Ready for Tender	2

Legend

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



KATHERINE SHOWGROUND – CATTLE LANEWAY & LOADING RAMP



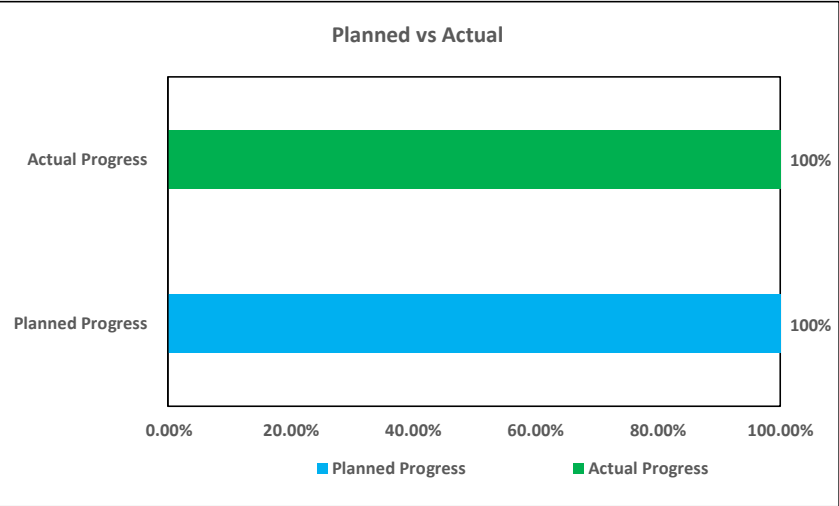
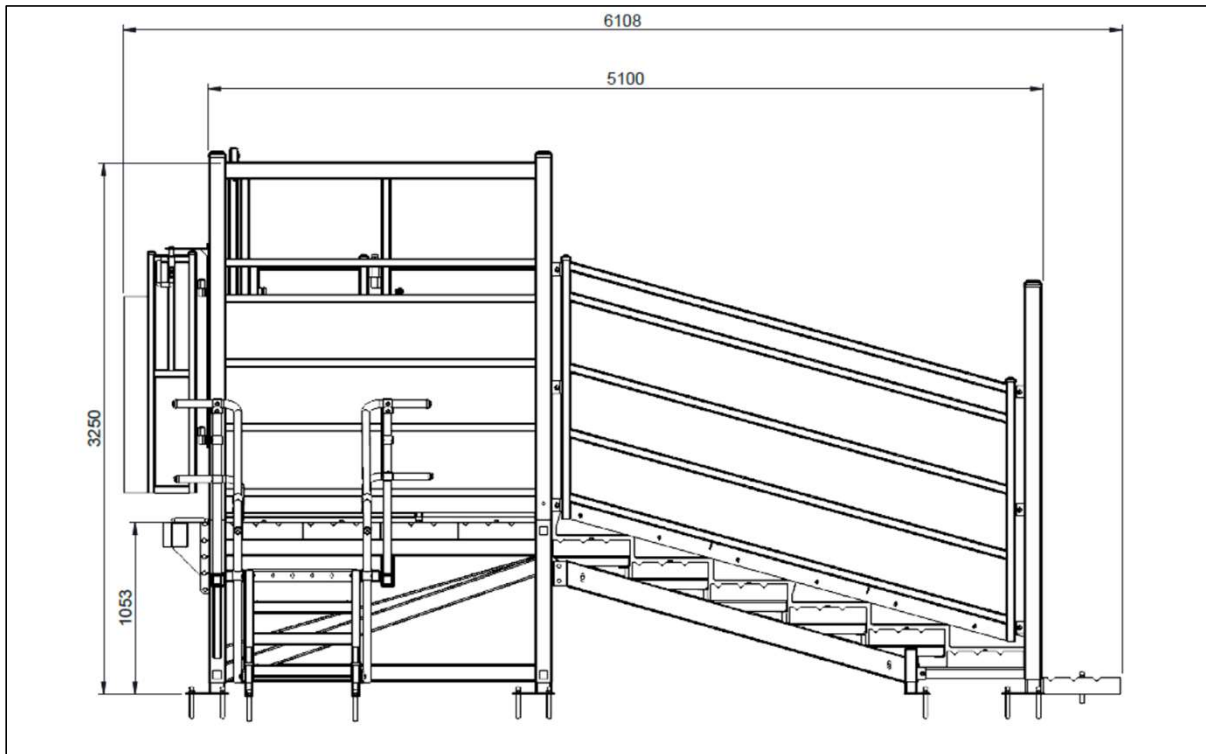
CONTRACTOR: TBD

CONSULTANT: CAT CONTRACTORS P/L

PROJECT BRIEF SCOPE

The scope of work includes

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



KEY DATES

Drawings and Design Complete	10 July 2020
KTC Release for Tender	13 October 2020
Tender Closing Date	26 October 2020
Contract Award Date	04 November 2020
Construction Work Start	16 November 2020
Duration of Works	8 Weeks
Completion Date	31 March 2021



KATHERINE SPORTSGROUND – PAVILION



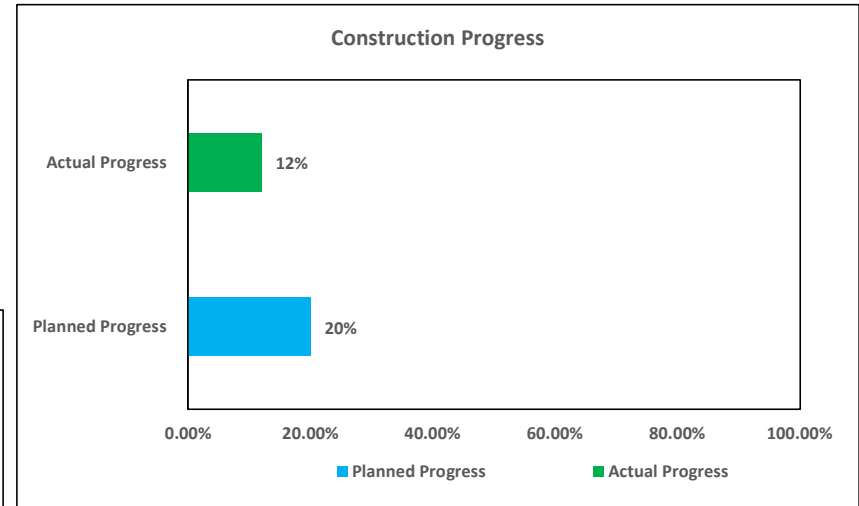
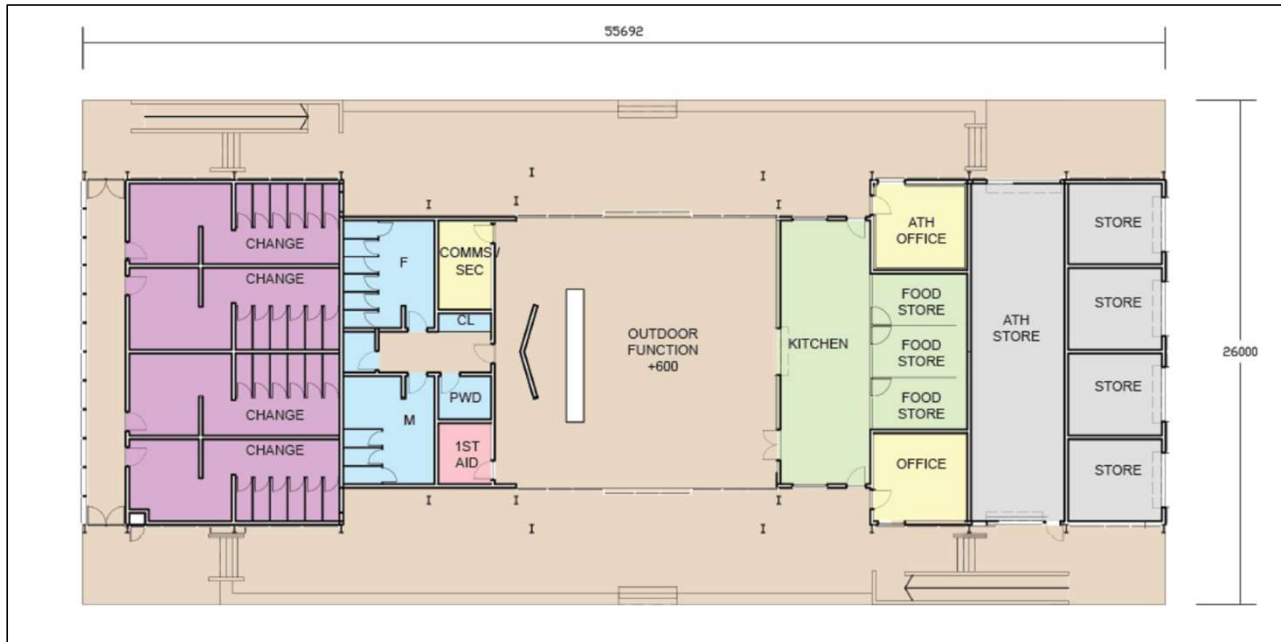
DESIGN PHASE

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

The scope of works included

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



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
Completion Date	December 2021







KATHERINE SPORTSGROUND – CAR PARKS



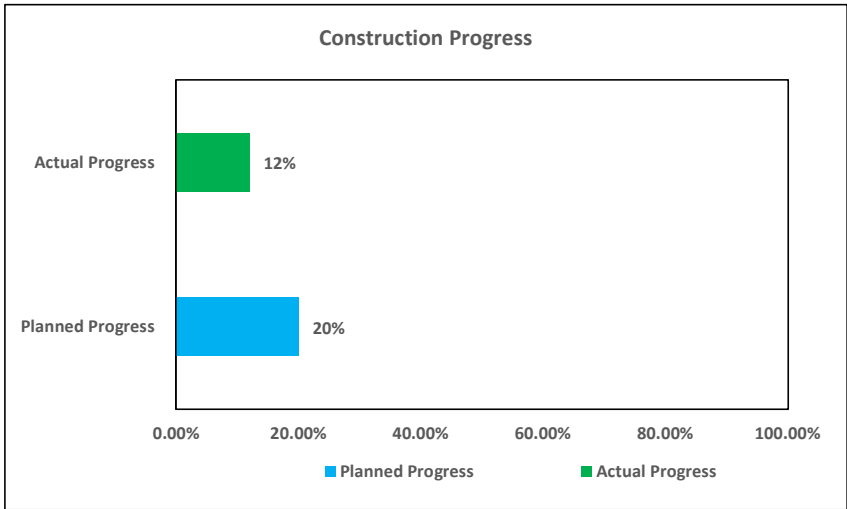
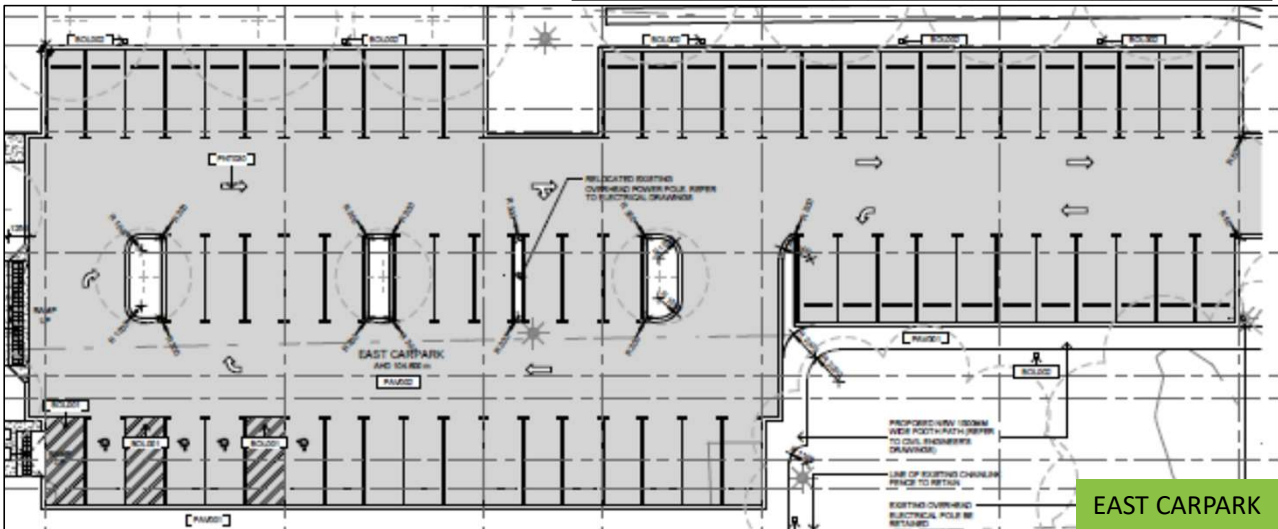
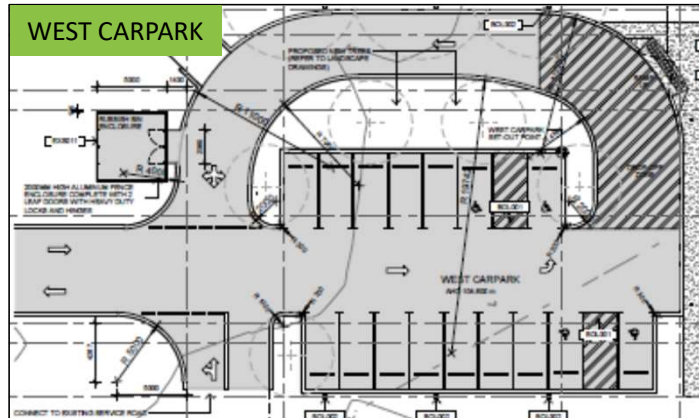
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

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

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



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
Completion Date	Early December 2021



KATHERINE SPORTSGROUND – OVAL 2 RESURFACING



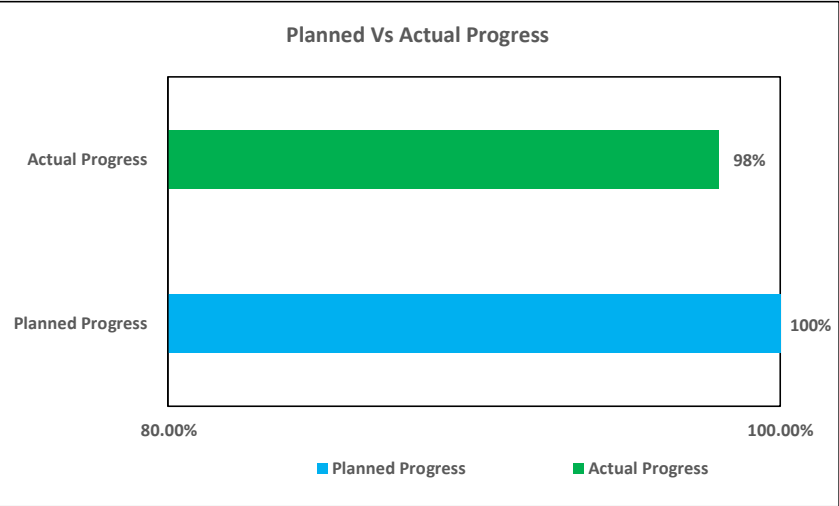
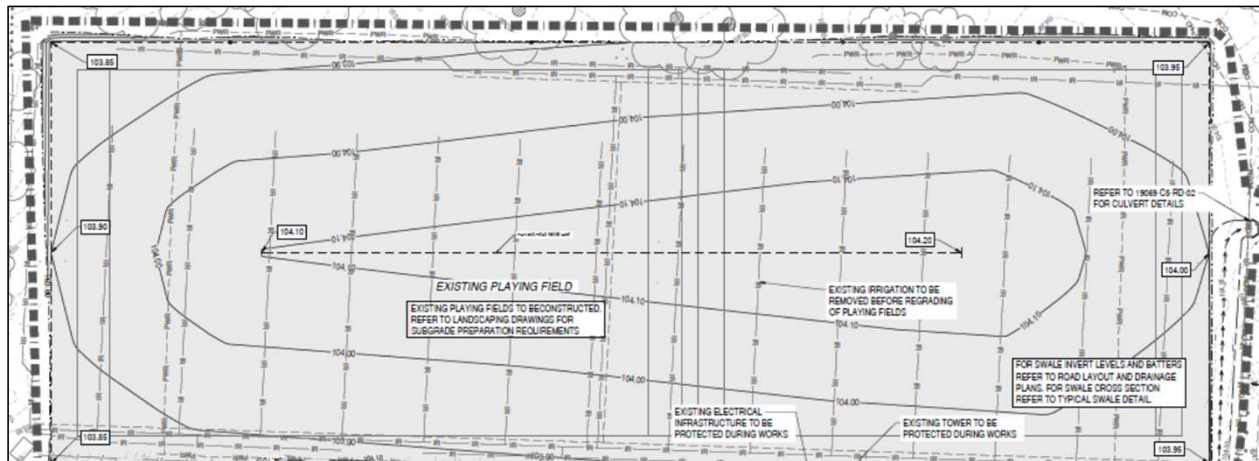
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

PROJECT BRIEF SCOPE

The scope of works includes

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



KEY DATES

Drawings and Design Complete	July 2020
KTC Release for Tender	11 August 2020
Tender Closing Date	31 August 2020
Contract Award Date	24 November 2020
Construction Work Start	11 January 2021
Duration of Works	8 Weeks + Establishment Time
Completion Date	Late May 2021



ROADS - GORY ROAD



KATHERINE TOWN COUNCIL

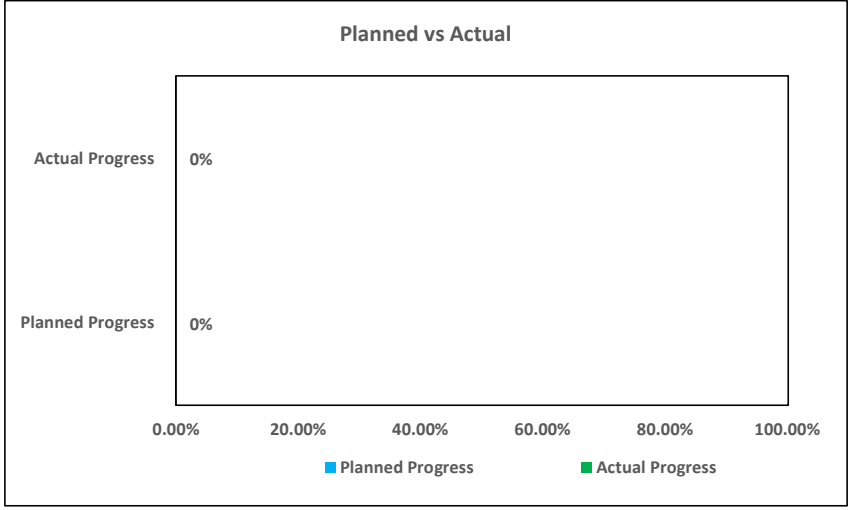
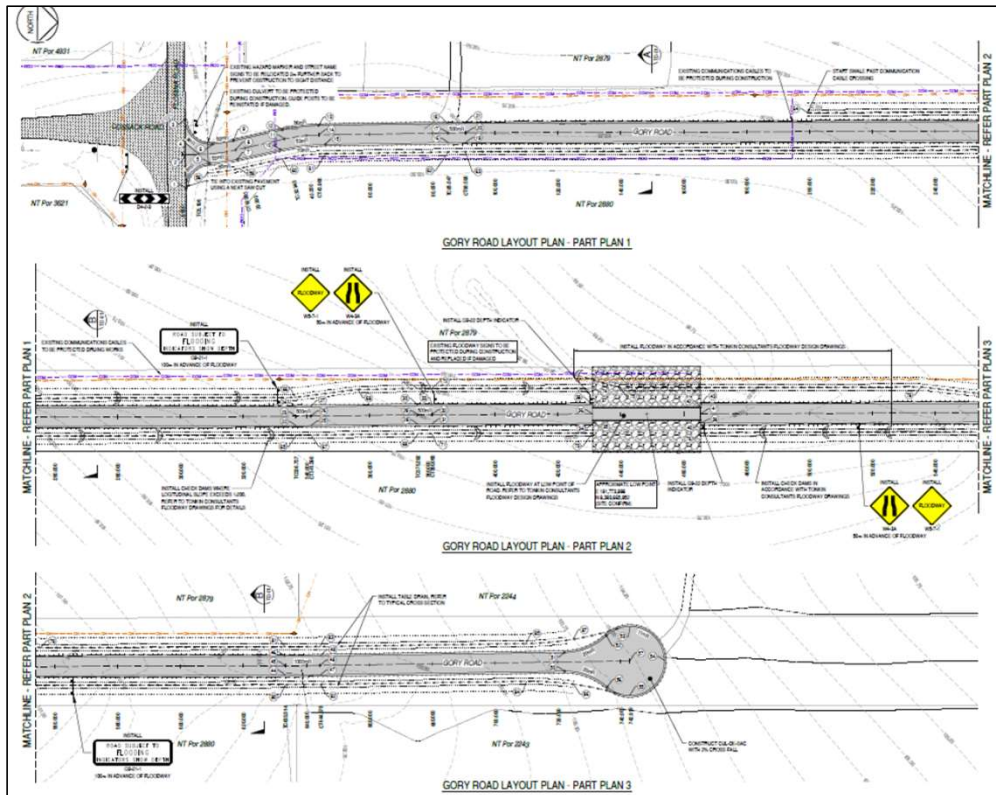
CONTRACTOR: TBD

CONSULTANT: PRITCHARD FRANCIS

PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- New 6m wide sealed road
- 10mm Single/Single Seal for approx. 750m of the road
- Construction of Cul-de-sac with 2% fall
- Installation of flood way at the lowest point of road
- Flood signage to be reinstated
- Installation of Check dams where required
- Installation of Table drains



KEY DATES

Drawings and Design Complete	July 2020
KTC Release for Tender	09 March 2021
Tender Closing Date	26 March 2021
Contract Award Date	Mid April 2021
Construction Work Start	Early May 2021
Duration of Works	6 Weeks
Completion Date	Late June 2021



KATHERINE WAYFINDING SIGNAGE



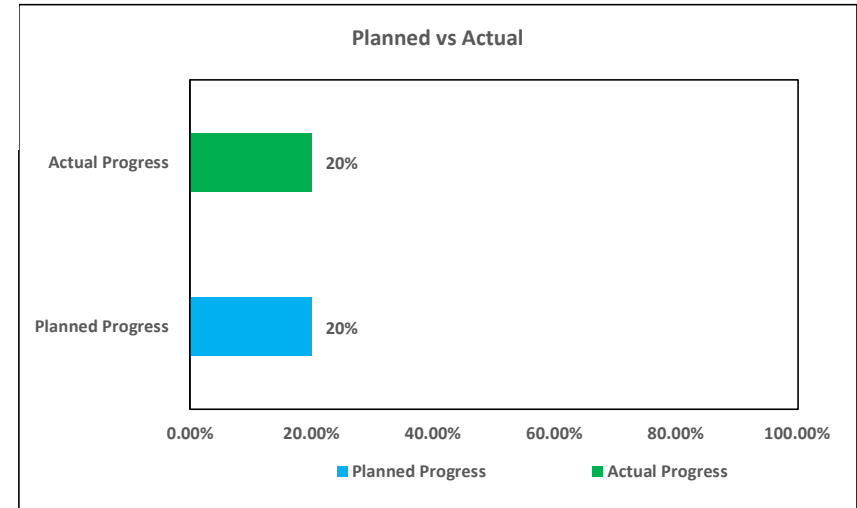
CONTRACTOR: SIGNCRAFT

CONSULTANT: MODE DESIGN

PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- Fabricate Directional Finger Sign and Precinct Orientation Signs as per Schedule



KEY DATES

Drawings and Design Complete	19 January 2021
KTC Release for Quotation	28 January 2021
Quotation Closing Date	05 February 2021
Contract Award Date	02 March 2021
Construction Work Start	15 March 2021
Duration of Works	12 Weeks
Completion Date	Mid June 2021



KATHERINE TOWN COUNCIL**REPORT**

NO : 14.1

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/REPRESENTATIVES ON COMMITTEES

MEETING : ORDINARY COUNCIL MEETING - 27/04/2021

REPORT TITLE : SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MINUTES

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE & ENVIRONMENT

ATTACHMENT/S : 1. SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MINUTES - 2 FEBRUARY 2021

PURPOSE OF REPORT

To present the minutes of the Showgrounds and Multi-Purpose Advisory Committee.

BACKGROUND

The Showgrounds and Multi-Purpose Centre Advisory Committee met on the following date:

- 2 February 2021

Copies of minutes are attached.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the minutes of the Showgrounds and Multi-Purpose Centre Advisory Committee Meeting held on 2 February 2021.

Ian Bodill
CHIEF EXECUTIVE OFFICER

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

1. WELCOME

Meeting opened at 5.25pm

In Attendance:

Mayor Clark	KTC Elected Member - Chair
Alderman Gazey	KTC Elected Member - Alternate Chair
Gavin May	AFL NT
Mark Robertson	Katherine Dirt Kart Club
Matt Harris	Katherine Turf Club
Anna Kerwin	Katherine District Show Society
Kylie Leonhardt	Australian Stockhorse Society
Alderman Tapp-Coutts	Observer
Alderman Hurley	Observer
Brendan Pearce	KTC Director Infrastructure & Environment

Cheriece Fry KTC Minute Taker

2. APOLOGIES

Mel Whelan	Katherine Rope and Barrel
Cathy Highet	Katherine & District Show Society
David Flood	Blue Eagle Muay Thai

3. CONFIRMATION OF PREVIOUS MINUTES

Moved: Matt Harris / Anna Kerwin

That the minutes from the Katherine Showgrounds and Multi-Purpose Advisory Special Committee meeting held on 1 December 2020 be confirmed as a true and accurate record.

Carried: 7 / 0

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Recycling Bins:

When is the information/recycling plan being distributed?

KTC Operations Manager commenced early January and will be investigating options; it is envisaged that 240 litre purpose-built bins will be used (small opening on lid so only cans/bottles fit). The use of 44 gallon drums raises WH&S concerns and runs the risk of being used for all rubbish not just cans/bottles.

Approximately 50 bins will be required - bins will need to be placed in the general facility of the area/s being used - recycling is not a new concept; people should be used to it.

Possibility for community groups to be engaged to sort/collect with them keeping the proceeds - event organisers could sub-contract out to whoever cleans for their events.

4.2 Grant Process:

Minor Community Grants (CBF) applications can be lodged all year round - eligible organisations can apply for amounts up to \$15k.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

4.3 Tunnelling Under Race Track:

Query as to whether the conduit was for water only or was electrical conduit laid at the same time?

Depends on what was requested/approved in the quote.

5. GENERAL BUSINESS

5.1 Automatic Gate Code:

- old code has been deleted from the front gate - new code has been set and will only be given out to KTC contractors.
- hirers/users will need to organise swipe cards (contact council if you have not already been issued these) - reminder that vehicle access into the grounds is to be limited to essential vehicles only.
- When will the back gate be repaired? KDKC will need access for their events.

5.2 AFL NT:

- posts still need to be tightened.
- nets behind the western goal posts - insurance provider advised that it is a high risk if people are sitting in this area - approximately 20k for one net.
- new facility audit - shower curtains/dividers required - AFL NT to send a copy to KTC - AFL NT will try to get grants.
- top dressing of oval still required - KTC to follow up with outdoor staff.
- season starts 24 April at Tindal.
- games to start at Showgrounds week of 2 May through to 5 September.

5.3 Buntine Compliance Update:

- engineer to sign off - changes were required for fire compliance - doors/fire hose.
- KTC confirmed the new rodeo ablution block is included in the entire Development Permit for the showgrounds upgrades - certificate cannot be issued until all conditions relating to the DP have been completed.

6. ACTION LIST

Refer to table for updates, completions and new items.

7. GENERAL BUSINESS

7.1 General Discussions:

Question was raised as to whether people are allowed to walk around the grounds with dogs - there is a dedicated 'off the leash' area where dogs are allowed - it was also mentioned that campers with horses also bring their dogs into the facility.

KTC has been approached from interested parties regarding starting up the Katherine Model Aero Club again - touch base with old organisers.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

TMP for Katherine 2021 Show (front car park) - new car park is designed - levy wall holding up with DIP? - KTC will probably need to apply for an occupancy permit to build on crown land.

Update on back gates/new fence (near Speedway boundary) - fence completed - gates installed with locks.

7.2 Katherine Dirt Kart Club:

Applied for a grant for a shed - government keeps pushing back the application closing date.

7.3 Australian Stockhorse Society:

Possible campdraft to be held in the last weekend of May - show weekend will be subject to cattle - possible 3rd campdraft but not yet confirmed.

7.4 Katherine District Show Society:

Waiting on confirmation from KTC to can go ahead with the new rodeo arena - Council endorsed last Thursday.

KTC also advised the loading ramp is due to be shipped on the 19 February - laneway has been completed.

7.5 Katherine Turf Club:

Katherine Race Day should be confirmed in the next week or two - proposed date is 14 August - waiting for governing body to respond/advise.

8. DATE OF NEXT MEETING

Tuesday 6 April 2021 at the Civic Centre commencing at 5:30pm

9. MEETING CLOSE

The meeting was closed at 6:20pm

Mayor Lis Clark

Chair

KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE

MINUTES

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
09/06/20	Caretaker Role	CS & I&E	Target Date: In Progress KTC reviewing the duties.
09/06/20	Caretaker Slab	CS & I&E	Target Date: Deferred Deferred until after Laneway and Ramp Project.
09/06/20	Removing of Contaminated Soil	I&E	Target Date: October 2020 Containment cells plans to be signed off by Auditor and EPA.
09/06/20	Katherine Turf Club Hire Agreement	C&S	Target Date: In progress Looking at the agreement after event. 02/02/21: no update received - follow up with C&S
	More Sprinkler Systems	I&E	Target Date: Deferred Depot will investigate this request and the available water allocation. 6/10/20: re-raised at meeting. 24/11/20: site visit scheduled with KTC and Katherine Turf Club on 2/12. 02/02/21: KTC agreed to irrigate the front section of pavilion - works will commence towards the end of the wet season when Council have more staff available.
04/08/20	Top dressing of football oval	I&E	Target Date: In Progress

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

			<p>KTC going to level the football field with topsoil, works have started but due to hires cannot complete works.</p> <p>01/02/21: after inspections patching divots as required.</p>
04/08/20	Tightening up of goal posts	I&E	<p>Target Date: In Progress</p> <p>Poles will be taken down at the end of the year when re-erected they will be tightened.</p> <p>02/02/21: follow up with outdoor staff.</p>
04/08/20	Use of umpire's room	AFLNT & Turf Club	6/10/2020 Katherine Turf Club and AFL NT to have further discussions.
04/08/20	Changing of gate code	I&E	<p>Target Date: Ongoing</p> <p>KTC change gate code bi-monthly after the new motor is installed.</p> <p>12/11/20: Contractor having issues with obtaining the rest of equipment for upgrade of the gate motors.</p> <p>Completed: 01/02/21 - code removed.</p>
06/10/20	Providing paint and recycle bins	I&E	<p>Target Date: Ongoing</p> <p>8/10/20: Quotes received for yellow 240L bins. I&E discussing with C&S about stickers for bins representing the KTC logo and recycling.</p> <p>Still need to have agreement of who's responsibility it is to sort through the recycle bins and who collect the money made.</p>

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

06/10/20	<p>Recommendation to go to October 27th meeting for changing of Council infrastructure from 20 stabled to 10</p>	I&E	<p>Target Date: 27/10/20 Recommendation went to 27/10/20 Council Meeting</p> <p>2. Approve the Katherine District Show Society to carry out works on the stable yards to enlarge them by removing every second panel and installing a fence in front of the stable area to provide improved separation from the warmup arena. Works to be funded by the Katherine District Show Society.</p> <p>Completed: 27/10/20 9/11/20: KDSS advised construction works will be completed by 18th December 2020.</p>
06/10/20	Clean up dumped rubbish at Showgrounds	I&E	<p>Target Date: 30/11/20 Contractor has been engaged to remove the scrap metal from the lay down area.</p> <p>Completed: 01/02/21</p>
06/10/20	Storage for Scouts	I&E	02.02.21: Scouts advised meeting undertaken
06/10/20	Toilet block next to KDKC area be taken over by the KDKC	I&E	<p>Target Date: Water Connection - Completed Target Date: Power Connection - Ongoing</p> <p>Investigations needed to ensure water and electricity can service area.</p> <p>22/10/20: Email sent to Power and Water requesting information on water connection and suitable method to connect town water to the toilets (cannot be connected to the bore)</p>

KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE

MINUTES

			<p>23/10/20: Received email response from Power and Water <i>It is preferable that you Service the proposed toilet block from the existing PWC Water Meter already servicing the Lot, Installation of a second meter from Bicentennial Road would also not be possible as there are separate Lots between the road reserve and the boundary of Lot 3177.</i></p> <p>Recommendation went to 27/10/20 Council Meeting</p> <p>3. Approve that Katherine Dirt Kart Club utilise the underutilised toilets located in the overflow area. Pending further site investigations on connection to services.</p> <p>5/11/20: Water: Council working with a Contractor top find a connection point to run a line to the toilet block. Power: Once water can be source Council will look into possible solar power to the ablutions</p> <p>11/11/20: KTC staff started trenching for a Contractor to put in a 500m water connection. Completed: 19/11/20 - Water Connection</p> <p>Water is connected. Council could not install 700m of cable for electricity as it wasn't possible. Council requesting quote for solar for lights for the ablutions.</p>
01/12/20	Katherine Dirt Kart Club - Email KTC Survey plans of area	KDKC	<p>Target Date: 31/12/20 11/12/20 - plans received.</p>

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY
COMMITTEE MEETING
TUESDAY 2 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

			02/02/21 - KTC advised approval granted for installation of boundary fencing - ring lock. Completed: 02/02/21 New Action Item 2021/01 to be raised for construction works.
01/12/20	Report to Council on allocated areas	I&E	Target Date: 31/01/21
01/12/20	CBF Funding information emailed to group	I&E	Target Date: 04/12/20
01/12/20	Mahogany tree removal	I&E	Target Date: 31/12/20
01/12/20	Prune trees back before wet season	I&E	Target Date: 31/12/20
01/12/20	Master Plan emailed to AFL NT	C&S	Target Date: 31/12/20 02/02/21: still not received - follow - up with C&S.
02/02/21	2021/01 KDKC - Boundary Fence Construction	KDKC	Target Date: TBA KDKC to advise Council (prior to works commencing) when boundary fencing construction is to commence.
02/02/21	2021/02 Turf Club - Funding Options	I&E	Target Date: TBA Meeting with Matt Harris and KTC to discuss funding options: 1. aircons/security systems/security screens \$100k 2. slab \$100k 3. additional funding will be needed for toilet block Follow-up with C&S regarding Hire Agreement.

I&E = KTC Infrastructure & Environment Services

C&S = KTC Community Services

KATHERINE TOWN COUNCIL**REPORT**

NO : 14.2

FOLDER : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/REPRESENTATIVES ON COMMITTEES

MEETING : ORDINARY COUNCIL MEETING - 27/04/2021

REPORT TITLE : SPORTSGROUNDS ADVISORY COMMITTEE MINUTES

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE & ENVIRONMENT

ATTACHMENT/S : 1. SPORTSGROUNDS ADVISORY COMMITTEE MINUTES - 10 FEBRUARY 2021

PURPOSE OF REPORT

To present the minutes of the Sportsgrounds Advisory Committee.

BACKGROUND

The Sportsgrounds Advisory Committee met on the following date:

- 10 February 2021

Copies of minutes are attached.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the minutes of the Sportsgrounds Advisory Committee Meeting held on 10 February 2021.



Ian Bodill

CHIEF EXECUTIVE OFFICER



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 10 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

5.2 Come & Try Sports Day

Council's annual Come & Try Sports Expo will be held on Saturday 13 March 2021 at the YMCA Henry Scott Recreation Centre; sporting groups wanting to participate in the event should do so by submitting the Expression of Interest form to Council's Community Support Officer by Friday 1 March 2021.

6. OTHER BUSINESS

6.1 Big Rivers BMX:

Big Rivers representative asked if Council would consider/budget for a shared canteen to be built for Netball, BMX, Tennis, Cricket groups?

KTC DI&E advised that there is a Master Plan which lists capital improvements over 10 years - this will need to be reviewed and looked at as a whole - opportunity for user groups to feed into this document will be done via consultation process.

Big Rivers representative thanked Council for the scheduled mowing.

6.2 Katherine Rugby League Club:

KRL representative asked for an update on Oval 2 works. KTC DI&E advised that the subgrade is prepared, irrigation is being installed - currently 1 week behind schedule - projected completion in May.

KRL needs to be informed if there will be a significant delay as they need to set their competition days, sign up days, sponsorship etc. KTC to provide updates.

KRL representative asked who will be undertaking the line marking on the new fields? KTC DI&E advised contractor will install markers - KTC to do initial line marking - confirmed Field 1 (main playing field) will be at the town end.

6.3 Katherine Tennis Club:

• Interruption to Services

Tennis representative requested that if there is an interruption to services due to projects works that this be communicated to user groups - Tennis had an open day and there was no water.

• Damage to Grounds

Major erosion has occurred on the hill where the air monitoring station has been installed; cars driving up on the hill is also causing damage.

Can the irrigation near the tennis practice wall be reinstated?

6.4 Other:

• Alderman Hurley advised that the renaming of the Don Dale Pavilion would go out for public consultation.

• KTC DI&E advised that the pavilion has been demolished and the contractor is preparing the area to lay the slab - projected completion is 9-10 months.

• BMX Events - NT Titles to be held in Tennant Creek over the Easter Weekend - Kings and Queens Event to be held on Queen's Birthday weekend - NT Series Round to be held Picnic Day weekend. BMX are looking into organising an Indigenous Community Come & Try day (Ngukurr and Kalkarindji).

• Tennis representative advised that the speakers were very loud for tennis competitors during their May Day long weekend event.



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 10 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

- Users to advise Council when they are planning to have Major Events.
- Member of the public asked if the grandstand will be getting moved? Could get stolen.

7. DATE OF NEXT MEETING

Wednesday, 14 April 2021

8. MEETING CLOSED

6.00pm

Alderman Mathew Hurley
Chair



MINUTES

ACTION ITEMS TABLE

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

**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 10 FEBRUARY 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES



**KATHERINE
TOWN COUNCIL**

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

KATHERINE TOWN COUNCIL



REPORT

NO	:	14.3
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CORPORATE SERVICES
MEETING	:	ORDINARY COUNCIL MEETING – 27 APRIL 2021
REPORT TITLE	:	MINUTES OF MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE
AUTHOR	:	JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT
ATTACHMENT/S	:	1. UNCONFIRMED MINUTES OF MEETING OF THE AUDIT & RISK MANAGEMENT COMMITTEE, 12 APRIL 2021

PURPOSE OF REPORT

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

BACKGROUND

The Audit & Risk Management Committee Meeting was held on the 12 April 2021 at the Chambers Civic Centre and via zoom video conferencing system.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the attached unconfirmed minutes of the Audit & Risk Management Committee meeting held on 12 April 2021

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

Ian Bodill
CHIEF EXECUTIVE OFFICER



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
12 April 2021**

MINUTES

1 PRESENT

- CHAIRPERSON : Mr Ian Swan (via zoom)
- MEMBERS : Alderman Jon Raynor
: Mr Lokesh Anand – Independent (Via Zoom)
- OFFICERS : Mr Ian Bodill, Chief Executive Officer
: Ms Rosemary Jennings, Director Community Services
: Ms Thea Griffin, Acting Director Infrastructure and Environment
: Ms Donna Jones, Finance Manager
: Mr Ireneo Lalim, Financial Accountant
: Mr Jherry Matahelumual, Executive Assistant/Minute Taker

2 OPENED

The meeting was opened at 10.36am

3 APOLOGIES

- Ms Claire Johansson, Chief Operations Officer (COO)

4 CONFIRMATION OF PREVIOUS MINUTES

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

That the minutes with new amendment of Audit and Risk Management Committee Meeting held on Friday, 13 November 2020 be confirmed as a true and accurate record.

CARRIED 3/0

5 BUSINESS ARISING

- Mr Swan requested an update on grants and support towards the Waste Management Facility. CEO Bodill informed the committee that KTC is looking preparing a plan and once finalised we will be seeking funding. Acting Director Griffin mentioned that this plan may be ready in the next quarter.

6 ITEMS FOR DISCUSSION

6.1 2020/2021 Audit and Financial Position

- Mr Anand suggested the breakdown information in the budget variance should be amended as follow:
- Gross profit be changed to Gross Income
 - Operating Profit be changes to operating surplus
 - Move gross income under Total other income



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
12 April 2021**

MINUTES

- Mr Anand queried who owed \$114,808 over 90 days debt? Ms Jones informed the debt is in relation to the rates issue to the Department of Territory Families (owned the building and lease it to St Vincent de Paul) which have been corrected and a back pay of approximately \$45,000 from a cleaning contractor which is now in a two year repayment plan.
- Alderman Raynor queried whether we continue banking with AMP since the interest has gone down. Ms Jones responded that the comparison across all banks is low interest rates/ AMP were the highest at the time. They also limit to the actual \$\$ amount in holdings they will take from individual business and we have reached the limit.

6.2 Reserves

- Mr Anand sought more information on \$8,271,053 Capital Works in progress. Ms Donna Jones explained that Capital Works covers a few major projects that Katherine Town Council is progressing currently such as sportsground, showgrounds, hot springs (final stage works) and Town Square projects. Mr Ireneo Lalim added that the sum is the remaining funds which will be used for the completion of the projects.
- Mr Swan noted the reserves of the Katherine Town Council
- Mr Swan requested updates on the Long-Term Financial Plan (LTFP). Ms Jones explained that the LTFP is part of the 2021/2022 Municipal Plan which was endorsed by the Council for public comment in March 2021 Ordinary Council Meeting. The municipal plan's written submission will close on 21 April. All comments made will be looked at for further update and the final plan will be taken back to Council for adoption in May 2021 Ordinary Council Meeting.
- Mr Swan mentioned that he is very pleased with the Long-Term Financial Plan of the Katherine Town Council.
- Mr Swan suggested that we combine reports in 6.1 and 6.2 and include the Long-Term Financial Plan under the same resolution.

A motion was raised that Audit and Risk Management Committee receive, note and review financial position including reserves and amended Long Term Financial Plan 2020/2030 as true and accurate.

MOVED : Mr Lokesh
SECONDED : Alderman Raynor

CARRIED 3/0



**AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
12 April 2021**

MINUTES

6.3 Audit and Risk Management Committee Work Program

- Mr Swan suggested that item
 - 2.1 (Review and endorse draft Annual Business Plan, Budget, AMP and LTFF (including rating strategy) prior to or after community consultation) and
 - 2.2 (Review format of budgetary, financial performance and management reports provided to Council) in the Audit and Risk Management Committee Work Program should be a standard agenda item

- Alderman Raynor suggested that item 3.9 (Review cyber security systems and reporting) should be included in the June's meeting.

A motion was raised that the amended Audit and Risk Management Committee receive and adopt the Audit and Risk Management Committee Work Program 2021/2022.

MOVED : Mr Lokesh
SECONDED : Alderman Raynor

CARRIED 3/0

- 9 NEXT MEETING**
Monday, 7 June 2021 at 10am
- 10 CLOSURE OF MEETING**
The Meeting was closed at 11.30am

Ian Swan
CHAIR