



AGENDA

Ordinary Meeting of Council

Friday, 28 July 2023

1.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

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

- ELECTED MEMBERS**
- Mayor Elisabeth Clark (Chair)
 - Councillor Maddy Bower
 - Deputy Mayor Denis Coburn
 - Councillor Amanda Kingdon
 - Councillor Jeremy Trembath

- OFFICERS**
- Ms Ingrid Stonhill – Chief Executive Officer
 - Ms Rosemary Jennings – Director Community Services
 - Mr Brendan Pearce – Director Infrastructure and Environment
 - Mr Avtar Singh – Director of Corporate Services
 - Amanda Haigh – Governance and Executive Officer

VISION:

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

MISSION:

Together, we will work effectively today to shape our exceptional future tomorrows.

VALUES:

- **Accepting of diversity**
- **Sense of community**
- **Respect for people, environment, and culture.**

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES

4.2 LEAVE OF ABSENCE

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Members Disclosure Conflict of Interest

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

6 PRESENTATIONS FROM EXTERNAL AGENCIES

NIL

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Minutes of the Ordinary Council Meeting held On 27 June 2023

7.2 Minutes of the Special Council Meeting held On 29 June 2023

7.3 Minutes of the Special Council Meeting held On 3 July 2023



MINUTES

Ordinary Meeting of Council

Tuesday, 27 June 2023

Council Chambers,
Civic Centre, Stuart Highway, Katherine

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN

Mayor Elisabeth Clark declared the meeting open at 12.00PM

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 ATTENDANCE

ELECTED MEMBERS	<ul style="list-style-type: none">- Mayor Elisabeth Clark (Chair)- Deputy Mayor Denis Coburn- Councillor Amanda Kingdon- Councillor Jeremy Trembath
OFFICERS	<ul style="list-style-type: none">- Ms Ingrid Stonhill – Chief Executive Officer- Ms Rosemary Jennings – Director Community Services- Mr Brendan Pearce – Director Infrastructure and Environment- Casey Anderson – Administration Manager (minute taker)- Staff x 3
PUBLIC	<ul style="list-style-type: none">- 6

4.1 APOLOGIES

The Mayor acknowledged Councillor Maddy Bower as an apology.

4.2 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Nil

6 PRESENTATIONS FROM EXTERNAL AGENCIES

Nil

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Minutes of the Ordinary Council Meeting held On 23 May 2023

COUNCIL RESOLUTION

OCM-045-2023

Moved: Councillor Kingdon

Seconded: Deputy Mayor Coburn

That the minutes of Ordinary Meeting of Council on 23 May 2023 be confirmed as true and accurate.

CARRIED 4/0

7.2 Minutes of the Special Council Meeting held On 6 June 2023

COUNCIL RESOLUTION

OCM-046-2023

Moved: Deputy Mayor Coburn

Seconded: Councillor Trembath

That the minutes of Special Meeting of Council on 6 June 2023 be confirmed as true and accurate.

CARRIED 4/0

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE

OFFICER RECOMMENDATION

1. That Council receive and note the update for business arising from previous Council meetings as at 19 June 2023.

9 MAYORAL BUSINESS

9.1 MAYORAL ACTIVITIES

COUNCIL RESOLUTION

OCM-047-2023

Moved: Councillor Kingdon

Seconded: Councillor Trembath

1. That Council receive and note the Mayoral activities for the period to May 2023.

CARRIED 4/0

Cr. Kingdon thanked the Mayor for being very active since returning from her leave.

10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10.1 CORRESPONDENCE AND DOCUMENTS

COUNCIL RESOLUTION

OCM-048-2023

Moved: Councillor Trembath

Seconded: Deputy Mayor Coburn

1. That Council receive and note the Outgoing Correspondence:
 - (a) Letter – Member for Katherine – Advocacy for Katherine’s infrastructure needs – 19 June 2023
 - (b) Letter – Member for Arnhem – Advocacy for Katherine’s infrastructure needs – 19 June 2023

CARRIED 4/0

Cr. Kingdon thanked the CEO for sending the correspondence it was much needed.

11 PETITIONS

Nil

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Question	Response
Has the Council got a quorum to undertake the meeting.	Yes – Mayor. A quorum mean majority of members present.
Is Council looking at re-establishing the livestreaming for community attendance and transparency.	Yes we are looking at upgrading our existing IT as part of the 2023/24 Municipal Plan budget – CEO.

13 NOTICE OF MOTION

Nil

14 REPORTS OF OFFICERS

14.1 CHIEF EXECUTIVE OFFICER REPORT

COUNCIL RESOLUTION

OCM-049-2023

Moved: Deputy Mayor Coburn

Seconded: Councillor Kingdon

1. That Council receive and note the Chief Executive Report.

CARRIED 4/0

Night Owl Program is on hold pending stakeholders meeting.

14.2 POLICY - CEO CODE OF CONDUCT

COUNCIL RESOLUTION

OCM-050-2023

Moved: Councillor Trembath

Seconded: Councillor Kingdon

1. That Council approve the Policy – CEO Code of Conduct – Version 2.

CARRIED 4/0

Secondary Employment is standard clause in Council's employment contracts and permission is required from the Council before undertaking secondary employment arrangements.

14.3 MOBILE FOOD VAN POLICY

COUNCIL RESOLUTION

OCM-051-2023

Moved: Councillor Kingdon

Seconded: Deputy Mayor Coburn

1. That Council approves the Mobile Food Van Policy Version 3.

CARRIED 4/0

Noted that the policy activates Council owned spaces and the request for inclusion of Katherine Cinema Carpark and Hotsprings Carpark be added as an approved site. In addition to the above, the information bay may not be appropriate due to safety and space restrictions.

14.4 ELECTED MEMBER POLICIES REVIEWED

COUNCIL RESOLUTION

OCM-052-2023

Moved: Councillor Trembath

Seconded: Deputy Mayor Coburn

1. That Council approve the following reviewed Policies:
 - (a) Filling Casual Vacancies Policy – version 2;
 - (b) Attendance at Meetings via Audio or Audiovisual Conferencing System Policy - version 2;
 - (c) Gifts and Benefits Received by Council Members Policy - version 2;
 - (d) Other Reasonable Expenses and Non-Monetary Benefits Received by Council Members Policy - version 2;
 - (e) Reasonable Expenses for Travel and Accommodation by Council Members Policy - version 2;
 - (f) Caretaker Policy - version 2; and
 - (g) Breach of Code of Conduct Policy - version 2

AMENDMENT

Moved: Councillor Trembath

Seconded: Deputy Mayor Coburn

1. That Council approve the following reviewed Policies:
 - (a) Filling Casual Vacancies Policy – version 2;
 - (b) Attendance at Meetings via Audio or Audiovisual Conferencing System Policy - version 2;
 - (c) Gifts and Benefits Received by Council Members Policy - version 2;
 - (d) Other Reasonable Expenses and Non-Monetary Benefits Received by Council Members Policy - version 2; With the amendment to include that the portable attractive items are to be return within seven (7) days upon an Elected Member ceasing their position within Council.
 - (e) Reasonable Expenses for Travel and Accommodation by Council Members Policy - version 2;
 - (f) Caretaker Policy - version 2; and

(g) Breach of Code of Conduct Policy - version 2

CARRIED 4/0

Other Reasonable Expenses and Non-Monetary Benefits Received by Council Members Policy has been amended to include that the portable attractive items are to be return within seven (7) days upon an Elected Member ceasing their position within Council.

Council requested ensuring that meeting business papers are available to members of the Council when attending via audio and conferencing.

14.5 KATHERINE TOWN COUNCIL COMMUNITY GRANT GUIDELINES

COUNCIL RESOLUTION

OCM-053-2023

Moved: Deputy Mayor Coburn

Seconded: Councillor Trembath

1. That Council approve the Katherine Town Council Community Grant Guidelines 2023/24

CARRIED 4/0

The grant funding amount has been included within the budget for approximately 10 years. Discussion reinforced that eligibility would align with the strategic plan and community organisations that do not receive operational grant funding from Council will have preferred preference.

14.6 MONTHLY REPORT OF CORPORATE SERVICES FOR THE MONTH OF MAY 2023

COUNCIL RESOLUTION

OCM-054-2023

Moved: Councillor Trembath

Seconded: Deputy Mayor Coburn

1. That Council receive and note the Corporate Services Report for the month of May 2023.

CARRIED 4/0

14.7 FINANCE REPORT FOR THE MONTH OF MAY 2023

COUNCIL RESOLUTION

OCM-055-2023

Moved: Councillor Kingdon

Seconded: Councillor Trembath

1. That Council endorse the Finance Report for the Month of May 2023.

CARRIED 4/0

14.8 REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR THE MONTH OF MAY 2023

COUNCIL RESOLUTION

OCM-056-2023

Moved: Deputy Mayor Coburn

Seconded: Councillor Kingdon

1. That Council receive and note the Community Services Department report for the Month of May 2023.

CARRIED 4/0

Cr.Kingdon request statistics regarding illegal dumping, taken on notice.

14.9 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF MAY 2023

COUNCIL RESOLUTION

OCM-057-2023

Moved: Deputy Mayor Coburn

Seconded: Councillor Kingdon

1. That the Operations report of the Infrastructure and Environment Department for the month of May 2023 be received and noted.

CARRIED 4/0

Recycling kerbside trial, 260 bins were delivered to east-side properties. MT Bins reported that the first collection (21 June) collected approximately half of the bins and that they were happy with recyclable materials.

15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil

16 ELECTED MEMBERS ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES

COUNCIL RESOLUTION

OCM-058-2023

Moved: Councillor Trembath

Seconded: Councillor Kingdon

1. That Council receive and note the Elected Member activities for May 2023.

CARRIED 4/0

17 LATE AGENDA

Nil

18 GENERAL BUSINESS

Deputy Mayor Coburn noted that the Hotsprings signage is fantastic and would like to see it rolled out to other areas of Council such as the library.

Cr. Trembath noted that the Katherine Show is on next month.

Cr.Kigndon noted that Territory Day is on 1 July and advised of the Keep Australia Beautiful campaign, post Territory Day. Mission Australia and other outreach agencies are doing a fanataisc job with providing essentials such as food and accommodation to those who are in need. Katherine Film Socitey will also be show casing a film next week about protecting the environment.

Mayor noted that doggy day is coming up, the foodvan collective is on this Thursday. Blue Sky ball is on in August and Community grants information session will be held on 11 July. Five (5) nominations for the by-election. Meet the candidates at the Katherine Community markets this Saturday 1st July 9am-11am, then at the Civic Centre 6 July at 5.30 pm.

19 CLOSURE MEETING TO PUBLIC

20 CONFIDENTIAL ITEMS

Members, Council has resolved to use Section 99(2) of the Local Government Act to discuss and resolve confidential Issues which come before it.

Section 99(2) gives power to council to close a meeting for public, which means that all members all public and press will be asked to leave the Council chambers, to discuss specific Issues in relation to matters referred to in regulations 51 of the Local Government (General) Regulations 2021.

I now move a motion that the following items (and items list follows no confidential reason) to close the meeting to public.

COUNCIL RESOLUTION

OCM-059-2023

Moved: Mayor Clark

Seconded: Deputy Mayor Coburn

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act 2008:

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES

This matter is considered to be confidential under Section 99(2) - a and ciii of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual and information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

CARRIED 4/0

Your Worship, I wish to second that the meeting be closed to public to discuss issues relating to matters as stipulated in Section 99(2) of the Local Government Act and regulations 51 of the Local Government (General) Regulations 2021.

The meeting was closed at 1.03PM.

Open meeting was resumed at 1.18PM.

11 RESUMPTION OF OPEN MEETING

12 NEXT ORDINARY MEETING OF COUNCIL

That the next meeting of the Ordinary Meeting of Council will be held on 27 July 2023.

13 CLOSURE OF MEETING

The meeting was closed at 1.18PM.



MINUTES

Special Meeting of Council

Thursday, 29 June 2023

Council Chambers,
Civic Centre, Stuart Highway, Katherine

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN

Mayor Elisabeth clark declared the meeting open at 2.04pm.

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 ATTENDANCE

ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower (via video conference)
- Councillor Amanda Kingdon
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Amanda Haigh – Governance and Executive Officer (minute taker)
- Staff - 31

PUBLIC

4.2 APOLOGIES

Director of Corporate Services

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Mayor reminded elected members of obligation to declare any conflict of interest.

NIL

6 REPORTS OF OFFICERS

6.1 DECLARATION OF RATES AND CHARGES 2023-24

COUNCIL RESOLUTION

SCM-060-2023

Moved: Councillor Trembath

Seconded: Councillor Kingdon

1. That Council acknowledges the Chief Executive Officer, certified the Certification of Assessment Record as true and accurate record.
2. That Council declare:
 - (a) Items 1 to 7 in the attached Declaration of Rates and Waste Charges 2023/24 for the Financial Year ending 30 June 2024, pursuant to Section 237 and 238 of the *Local Government Act 2019*; and
3. That Council approve the amended Rating Strategy and Policy, version seven (7).

CARRIED 5/0

6.2 MUNICIPAL PLAN 2023-2024

COUNCIL RESOLUTION

SCM-061-2023

Moved: Deputy Mayor Coburn

Seconded: Councillor Trembath

1. That Council resolve to fix council member allowances 2023/2024 as 100% as per the Northern Territory of Australia Remuneration Tribunal's Determination of Allowances for Members of Local Government Councils
2. That Council adopt the Budget for 2023/2024.
3. That Council adopt the Municipal Plan for 2023/2024.
4. That Council adopt the Fees and Charges for 2023/2024.

CARRIED 5/0

Council thanked the CEO and Staff for the effort creating a great document.

7 CLOSURE OF MEETING

The meeting closed at 2.25pm.



MINUTES

Special Meeting of Council

Monday, 3 July 2023

Council Chambers,
Civic Centre, Stuart Highway, Katherine

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN

Mayor Elisabeth Clark declared the meeting open at 4.04pm.

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 ATTENDANCE

- | | |
|------------------------|---|
| ELECTED MEMBERS | <ul style="list-style-type: none">- Mayor Elisabeth Clark (Chair)- Councillor Maddy Bower (via video conference)- Deputy Mayor Denis Coburn- Councillor Jeremy Trembath |
| OFFICERS | <ul style="list-style-type: none">- Ms Ingrid Stonhill – Chief Executive Officer- Mr Brendan Pearce – Director Infrastructure and Environment- Casey Anderson – Administration Manager- Amanda Haigh – Governance and Executive Officer (minute taker) |

4.2 APOLOGIES

Mayor acknowledged that Councillor Amanda Kingdon was not present at the meeting.

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Mayor reminded elected members of responsibility to declare any conflict of interest.

6 REPORTS OF OFFICERS

6.1 RATES DECLARATION 2023-24 - REVISED DIFFERENTIAL RATES

COUNCIL RESOLUTION

SCM-060-2023

Moved: Councillor Trembath

Seconded: Deputy Mayor Coburn

1. That Council approves the amended differential rates in respect of those classifications.
 - (a) Agriculture (A) allotments that are used solely for workers accommodation, rates will be raised by application of a differential rate of 0.00249.
 - (b) Agriculture (A) parcel area equal to or greater than 100,000m² and being allotments on which there are situated Major Cattle Facility, rates will be raised by application of a differential rate of 0.003759.

CARRIED 4/0

Good to see this coming to council and proves the transparency, honesty and integrity the organisation has.

CEO will put processes in place so these types of errors don't happen in the future.

7 CLOSURE OF MEETING

The meeting closed at 4.09pm.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

Unconfirmed

9 MAYORAL BUSINESS

9.1 MAYORAL ACTIVITIES

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180062

AUTHOR : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That Council receive and note the Mayoral activities for the period to June 2023.

PURPOSE OF REPORT

To provide an update on the Mayoral activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining elected members contribution to the Town council's service delivery.

STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Strengthen our councillor profiles to increase community awareness of who they are
Priority One	Strong Leadership	Strong Leadership	Learn what the community wants to know through community engagement strategies.
Priority One	Strong Leadership	Partner in progress	Act as a connector on key issues affecting the community as a member in key reference groups
Priority Two	Community and Families	Prioritise Recreation	Promote an active community with family events, festivals, live music and sports
Priority Six	Big Rivers Inter-Government Collaboration	Inter-Government Collaboration and Advocacy	Advocate for the interests of our community

Mayor Elisabeth Clark

Date	Activity attended
------	-------------------

1st June	Reconciliation Week
1st June	LGANT – SPWG P2 Local Govt Cost Index
1st June	DIPL – Update on projects
1st June	LGANT LG Cost Index
2nd June	ABC – Samantha Dick
2nd June	ICAC – Briefing on Legislation reforms
2nd June	State Funeral Fay Miller
3rd June	Junk Festival
5th June	Invitation to meet NLC 7 Groups at Barunga
6th June	Head Honcho – radio interview
6th June	Special Meeting of Council
6th June	Dept of Chief Minister - Updates
7th June	Development Consent Authority
7th June	Territory Housing Families and Community – CEO (ken Davies)
7th June	By Election Information Session
8th June	Minister Burney and Minister McCarthy & Senator Scrymgour
9th June	Meeting with Chief Minister – Update of town issues
12th-16th June	Canberra for ALGA Conference-Networking, Met Ministers
19th June	Housing Aust. Futures Fund
19th June	Hot 100 Radio
20th June	LGANT – Min Ah Kit – Minister of Disabilities
21st June	Grants Commission – Tennant Ck.
22nd June	Declaration of Candidates
22nd June	Audit and Risk Management Committee Meeting
26th June	EMIS
27th June	Katherine Childrens Literacy Festival
27th June	Ordinary Meeting of Council
27th June	Meeting with Representatives from ICAC
28th June	LGANT June Board Meeting
28th June	LGANT – Where’s the Money at for Local Government
28th June	Completion of Project at Rodeo arena – Light Towers
29th June	DIPL – Update on Projects

29th June	Special Council Meeting
30th June	Dept of Chief Minister - Updates

10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10.1 CORRESPONDENCE AND DOCUMENTS

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180096

AUTHOR : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. DOC 180084 REDACTED.PDF [↓](#) 
 2. DOC 180091 REDACTED.PDF [↓](#) 
 3. DOC 180124 FW_ ACTIVATE KATHERINE STREET PARTY.PDF
[↓](#) 

OFFICER RECOMMENDATION

1. That Council receive and note the Incoming Correspondence:
 - (a) Letter – Objection to the 200 bed workers camp at Lansdowne Road Katherine NT 0850 – 12 July 2023

PURPOSE OF REPORT

To provide the Official Correspondence and Documents.

INCOMING

#	Type	Date	From	Title	MagiQ Id
1	Email	12 July	Public member	Objection to the 200 bed workers camp at Lansdowne Road Katherine NT 0850	180084/ 180091
2	Email	14 July	Mayor of Wlakerville	Activate Katherine Street Party	180124

OUTGOING

#	Type	Date	To	Title	MagiQ Id

From: [Records \(KTC\)](#)
To: [Lis Clark](#)
Cc: [Amanda Haigh](#); [Brendan Pearce](#)
Subject: Doc 180091 Doc 180084 FW: Objection to the 200 bed workers camp at [REDACTED] Lansdowne Road Katherine NT 0850
Date: Wednesday, 12 July 2023 9:39:19 AM
Attachments: [objection\[REDACTED\]development.docx](#)
[image001.png](#)

Good morning Lis

For your consideration.

Kind regards,
Shez



Sheralea Clemow
Rates and Records Officer

Katherine Town Council, 24 Stuart Highway, Katherine NT 0850
D (08) 8972 5528 | P (08) 8972 5500 | F (08) 8971 0305
E sheralea.clemow@ktc.nt.gov.au | W www.katherine.nt.gov.au

This email is private and confidential. If you are not the intended recipient, please advise us by return email immediately, and delete the email or any attachments without using or disclosing the contents in any way. The views expressed in this email are those of the author and do not represent those of Katherine Town Council unless this is clearly indicated. You should scan this email and any attachments for viruses. Katherine Town Council accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this email.

From: [REDACTED]
Sent: Wednesday, July 12, 2023 8:52 AM
To: Records (KTC) <records@ktc.nt.gov.au>
Subject: Objection to the 200 bed workers camp at [REDACTED] Lansdowne Road Katherine NT 0850

[REDACTED]

Good Morning Mayor Lis,

I am sure you are aware that residents of Lansdowne and surrounding roads have concerns with the above proposed development.

I can not see how it fits the current zoning (Agricultural, supporting agriculture) defined uses and cannot see any merit for special circumstances/exemptions.

I have attached a copy of our objection letter that I have emailed to Minister Lawler and DIPL executives.

Thank you for any support you provide to our objection.

Kind Regards

Regards

[REDACTED]
[REDACTED] Lansdowne Road
Katherine NT 0851
Phone: [REDACTED]
Email: [REDACTED]

11/07/2023

Dear Minister,

We are writing to express our objection to the proposed 200 bed workers camp at [REDACTED] Lansdowne Road Katherine NT 0850.

The proposed development is solely to accommodate [REDACTED] and [REDACTED] sub contractors' employees for works to develop/upgrade Tindal RAAF Base.

[REDACTED] Lansdowne is zoned Agricultural. The proposed development does not comply with the defined uses of this zone (Agricultural, supporting Agriculture), which I am sure [REDACTED] were aware of when an offer was made. Can you please advise how the proposed development by [REDACTED] supports the zoning purpose of Agricultural, supporting Agriculture?

We are not opposed to development but surely some thought was given to the fact that with the development/upgrade of Tindal RAAF Base an imported workforce would be required and lodged. The proposed development by [REDACTED] to us seems like an afterthought, a quick fix to the issue. If we would like to make changes to our property ([REDACTED] Lansdowne Road) I am sure we would have to comply with the defined uses (Agricultural, supporting Agriculture), and follow the correct process of the NT Planning Act. We may be naïve but surely all must comply with and follow the NT Planning Act or are some exempt? If some are exempt, then why not all?

We cannot see where this proposed development merits any special circumstances/exemptions. The proposed development needs to be put somewhere in Katherine where it meets the zones defined uses.

We are aware that other residents of Lansdowne and surrounding roads have also voiced concerns. We would like to support the concerns of the negative impact the following will have on our Rural living lifestyle. Increased traffic, the increased pressure on the underground water supply, the possible contamination of the underground water supply, the current marginal telephone/internet service will be come poor if not a nonexistent service and the long-term decrease in value of our property (as who wants to live near a village that is lit up 24/7 365 days a year).

If our objection is not upheld and the development proceeds, then it is our understanding that the work camp will only exist for the length of time necessary to complete the relevant contract at Tindal RAAF Base. We would ask

that a condition for development is that the work camp is removed and [REDACTED]
[REDACTED] Lansdowne Road is returned to a use consistent with the zoning
(Agricultural, supporting Agriculture).

We thank in advance for a favorable outcome towards our objection of the
proposed development.

Kind Regards

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

111 PETITIONS

122 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

133 NOTICE OF MOTION

Nil

144 REPORTS OF OFFICERS**14.1 NATIONAL GENERAL ASSEMBLY 2023 CONFERENCE**

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180056

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

To accept the report of the Chief Executive Officer for the attendance at the 2023 National General Assembly of Local Government.

PURPOSE OF REPORT

To provide Council with an overview of the attendance of Chief Executive Officer and Mayor at 2023 National General Assembly of Local Government

COMMUNITY PLAN/STRATEGIC PLAN

- Priority One Strong Leadership Strong Leadership Improve transparency around issues affecting the community.
- Priority One Strong Leadership Partner in progress Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region
- Priority One Strong Leadership Partner in progress Act as a connector on key issues affecting the community as a member in key reference groups
- Priority One Strong Leadership Partner in progress Act as a connector for businesses to foster collaboration and partnership opportunities.
- Priority Six Big Rivers Inter-Government Collaboration Katherine is a Services Hub Collaborate with the Big Rivers regional councils

PURPOSES

KTC's attendance at the National General Assembly Conference in Canberra, allows for vital networking opportunities and in particular opportunities for the Mayor and CEO to meet with important Federal Ministers and politicians' representatives to advocate for Katherine issues. This year the Mayor and CEO meet with the office of the Deputy Prime Minister, Minister of Defence, the office of the Deputy Minister of Defence and Member for Lingiari Marion Scrymgour and Minister for Regional Development, Local Government and Territories Kristy McBain.

KTC was also the recipient of a Honourable Mention (2nd place) for the ALG Awards – Women in Local Government.

DISCUSSION

Over 1,100 local government leaders from across Australia gathered in Canberra from 13 – 15 June for the 29th National General Assembly of Local Government (NGA) to share innovations to support the public good and to speak to the Federal Government with one voice.

Opening the NGA, the Governor-General, His Excellency General the Honourable David Hurley thanked and acknowledged local governments for their dedication and work for local communities especially responding to natural disasters. His words, noting councils were the level of government that looked communities in the eye, resonated with delegates.

Delegates reaffirmed their commitment to work in partnership with the Federal Government for the public good, while at the same time addressing the local and regional challenges faced by communities across the nation.

We welcomed and thanked the many federal members of parliament who attended and spoke at the NGA or associated events, including the Hon Catherine King, the Hon Kristy McBain, the Hon Peter Dutton and the Hon Darren Chester.

Councils also welcomed His Excellency, Vasyl Myroshnychenko, Ukraine Ambassador, who provided an update on the Ukrainian people's progress to protect their national sovereignty; and welcomed and encouraged sister city arrangements between Australian and Ukrainian regions.

In response to ALGA's advocacy, councils thanked the Federal Government for its re-establishment of the Australian Council of Local Government (ACLG) which will be held on Friday 16 June 2023. The ACLG was first established in 2008 as a physical and symbolic acknowledgment of the respect and mutual interest of both levels of government and need to work together.

This year's Assembly program included consideration of 260 notices of motions submitted by councils. These motions identify opportunities where a strong partnership between the Federal Government and local government can progress our mutual policy interests, and the ALGA Board will now consider these in forming its policy positions and federal advocacy.

These motions included solutions to address the financial sustainability of councils, climate change adaptation and renewable energy, improved transport and communications, improved natural disaster preparedness and management, Closing the Gap and the Voice, enhancing the circular economy and improving housing and homelessness outcomes through partnerships.

COUNCIL OFFICER CONFLICT OF INTEREST

Nil

14.2 CEO MEMBERSHIP TO LOCAL GOVERNMENT CHIEF OFFICER'S

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180059

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That the Council approve the CEO's membership to the Local Government Chief Officers Group.
2. That Council approve the CEO attendance to Local Government Chief Officers Group meetings as required through the membership obligation.

PURPOSE OF REPORT

That Council Support the CEO nominating to the Local Government Chief Officer's Group.

STRATEGIC PLAN

Priority One	Strong Leadership	Partner progress	in	Act as a connector on key issues affecting the community as a member in key reference groups
Priority One	Strong Leadership	Partner progress	in	Act as a connector for businesses to foster collaboration and partnership opportunities.
Priority Four	Growth and Sustainability	Attract Skilled Workers		Offer Council staff training and development opportunities

BACKGROUND

The Local Government Chief Officer's Group is a national group of local government CEO whose objective is to:

- To act as a forum for the exchange of experience and information between Chief Officers to benefit their councils in particular and local government in general.
- To utilise the experience and knowledge of Chief Officers at various government and organisational levels.
- To facilitate the professional development and training of Chief Officers.

The group meets 3 times a year in different locations. Meetings are held in the last week of the month Wednesday to Friday. It is a requirement of membership that a commitment is demonstrated to attending meetings throughout the year.

Members offer their councils as hosts, involving the provision of meeting facilities. All other costs are born by participants via a registration fee or account for actual meals.

DISCUSSION

This is a vital networking and career development opportunity for the CEO. The following Northern Territory CEOs are current members of the group:

- Luccio Cercarelli - CEO, City of Palmerston Council
- Marc Gardner – CEO, Roper gulf Regional Council (currently nominating also)
- Leslie Manada – CEO, Central Desert Regional Council

Membership to this organisation would be a first for any CEO of Katherine Town Council.

CONSULTATION PROCESS

NIL

POLICY IMPLICATIONS

NIL

BUDGET AND RESOURCE IMPLICATIONS

There is no cost to be a member, members are required however to cover the cost of registration, travel and accommodation to attend meetings throughout the year (normally 3 meetings per year).

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

NIL

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

NIL

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

14.3 REVIEWED POLICIES

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180077

AUTHOR : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. POLICY - CONFIDENTIAL INFORMATION - V2.DOCX  
 2. POLICY - SHARED SERVICES - V2.DOCX  

OFFICER RECOMMENDATION

1. That Council approved the reviewed policies:
 - (a) Confidential Information Policy – Version 2; and
 - (b) Shared Services Policy – Version 2.

PURPOSE OF REPORT

To provide council with policies up for review and endorsement.

COMMUNITY PLAN/STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws

BACKGROUND

Council policies are a key component of the governance framework for all local governments in the Northern Territory (NT). Policies are developed to provide boundaries, guidelines and consistency for the achievement of strategic and operational directions, taking into consideration legal requirements, best practice and quality standards. They support the strategic direction and guide Katherine Town Council’s decision-making processes.

Council Policy is a policy that is required by legislation or established for the guidance and direction of the organisation, or to complement the Katherine Town Council Municipal Plan, or that will impact the community. These are approved through a resolution of Council.

The Council Policy and Procedure Framework requires Council Policies be reviewed every four years on a rolling timetable, with statutory policies under the Act being reviewed within 6 months of a new Council being elected.

DISCUSSION

Confidential Information Policy

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

Confidential Information Policy version 1 was approved in April 2022 with a review date for April 2023. The review required no changes to the original policy. The policy will next be reviewed in line with the Council Policy and Procedure Framework.

Shared Services Policy

Council recognises that under certain circumstances it may be practical to enter into a shared-services arrangement with another council and/or procuring from a third party the delivery of a services with another council for mutual benefit of improved service delivery and outcome.

Shared Services policy version 1 was approved 24 February 2021 with a review date for 24 February 2023. The Policy was created prior to the Department of the Chief Minister and Cabinet sample resources being provided. Version 2 of the policy has incorporated the department information and transferred onto new policy template.

CONSULTATION PROCESS

NIL

POLICY IMPLICATIONS

The revised policies will be effective once approved.

BUDGET AND RESOURCE IMPLICATIONS

NIL

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Both policies are a legislative requirement of the *Local Government Act 2019*.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

NIL

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

CONFIDENTIAL INFORMATION

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Officer		
Approval Date:		Next Review:	30 April 2026
Records Number:	180073	Council/CEO Decision:	Council
Legislation Reference:	Section 53(1) of Local Government (General) Regulations 2021		

1 PURPOSE

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

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

2 SCOPE

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

3 DEFINITIONS

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

4 DETAILS

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

WHAT IS MEANT BY CONFIDENTIAL INFORMATION?

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

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

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

CONSIDERATION OF CONFIDENTIAL INFORMATION

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

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

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

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

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

CONFIDENTIALITY REVIEW LIST

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

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

5 ASSOCIATED POLICIES/DOCUMENTS

Privacy Policy
Records Management Policy
Elected Members Code of Conduct
CEO Code of Conduct
Employees Code of Conduct
Confidential Resolution Register

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019
Local Government (General) Regulations 2021
Information Act 2002
Records Disposal Schedule for Local Authorities in the Northern Territory

Revision History

Version	Approval date	Details of change	Responsible officer
1	April 2022	Creation	CEO
2	July 11, 2023	Reviewed with no changes required	Governance and Executive Officer

3 | Page

CONFIDENTIAL INFORMATION



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

SHARED SERVICES POLICY

Type:	Council Policy		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:		Next Review:	01/02/2026
Records Number:	180074	Council/CEO Decision:	Council
Legislation Reference:	Section 216 Local Government Act 2019		

1 PURPOSE

Katherine Town Council affirms its commitment to the development and sustainability of its residents and communities. Council aims to provide efficient, timely, and high-standard services to achieve this goal. Council recognises that under certain circumstances it may be practical to enter into a shared-services arrangement with another council and/or procuring from a third party the delivery of a services with another council for mutual benefit of improved service delivery and outcome.

2 SCOPE

This policy applies to elected members, council committees, Council employees, contractors, volunteers and all other persons that perform work on behalf of Council.

3 DEFINITIONS

Collective procurement is an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated, as prescribed under the *Local Government (General) Regulations 2021*. The relevant legislative provisions are to be considered and a formal agreement entered into prior to this type of arrangement commencing.

4 DETAILS

The Council is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high-standard services.

Council services are open to being delivered under a shared service model or collective procurement agreement, subject to the individual business and practical requirements of each participating council.

4.1 Application of policy

4.1.1 Considering shared services and joint procurement agreements

The feasibility of potential shared services arrangements with external bodies shall be assessed by the Council Executive Team. Requests for such arrangements may arise from internal business units, as well as from external parties.

The Council may consider entering into a shared services agreement when:

- (a) a role in Council is capable of being undertaken by a person employed by another council (under a shared resourcing agreement);
- (b) a council service that cannot be supplied from within Council is able to be delivered by another council;
- (c) a council service can be supplied or delivered in another council's area, by agreement with that council; or
- (d) undertaking procurement of an asset, which can be collectively procured under a single procurement tender process; or
- (e) the use of an asset can be shared between councils; or
- (f) it is efficient for Council to enter into an agreement with other councils to undertake a project, in accordance with legislative requirements, where one council is approved by every other participating council to take the lead on the project and make decisions on behalf of all the participating councils.

4.1.2 Assessing a shared services or collective procurement opportunity

Proposals for shared services arrangements shall be assessed against various requirements and considerations including but not limited to:

- (a) Applicable law;
- (b) Current and potential contractual and agreement obligations;
- (c) The public interest;
- (d) Cost analysis, current and potential operational requirements;
- (e) Risk and Safety; and
- (f) Current and potential capacity of all parties to deliver stated and desirable outcomes.

Should the Executive Team determine that a shared services arrangement is desirable, the responsible Director shall develop a proposed agreement as directed by the Chief Executive Officer (CEO).

The Shared Services Agreement will be provided to Council for adoption. Council will consider the following when a shared services or collective procurement agreement is being contemplated:

- (g) opportunities that would result from such a decision (e.g. shared risk; economies of scale; demonstration of leadership and collaboration; long-term sustainability; potential invigoration of council staff; strengthening relationships with a like-minded or neighbouring council);
- (h) associated risks and how those risks can be best managed;
- (i) challenges likely to arise (e.g. the challenge of maintaining consistent service delivery across the council area and any other areas);
- (j) future needs of council and its constituency; and
- (k) capacity, both current and future, of the council, or councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement.

4.2 Council requirements

4.2.1 Annual reporting

A list of all shared services and collective procurement agreements that operated during the financial year, are to be listed in Council's annual report.

From time-to-time the Council may set one or more performance indicator measurements and expectations for shared services in Council's annual plan and actual performance comparatives must be reported in the subsequent annual report for the same financial year(s).

4.2 Agreements to be in writing

Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.

Note: Collective procurement agreements must be in writing and contain certain details pursuant to regulation 46 of the Local Government (General) Regulations 2021.

4.3 Matters for consideration

Before entering into a formal agreement for shared services or collective procurement activity, the following considerations will be taken into account:

- (a) cost benefit analysis of entering into the agreement;
- (b) service level standards to be met;
- (c) period of time of agreement and whether it is one-off or ongoing for a period of time;
- (d) establishment and agreement of KPIs;
- (e) risk assessment and mitigation strategies;
- (f) if access to council information is required under the agreement, the control and protection of council information (ensuring access to sensitive council information is protected);
- (g) any change management process that may be necessary;
- (h) employment opportunities that may arise or be reduced as a result of entering into an agreement; and
- (i) any other economic, social and cultural considerations.

5 ASSOCIATED POLICIES/DOCUMENTS

Procurement Policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Revision History

Version	Approval date	Details of change	Responsible officer
1	24/02/2021	Created	Director Corporate Services
2	14/07/2023	Revision – transferred to new template and aligned to department sample policy resource	CEO
3			

14.4 SUFFICIENT INTEREST IN THE ASSESSMENT RECORD POLICY - VERSION 2

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180057

AUTHOR : CASEY ANDERSON, ADMINISTRATION MANAGER

AUTHORISER : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

ATTACHMENT/S : 1. DRAFT POLICY - SUFFICIENT INTEREST IN THE ASSESSMENT RECORD.PDF  

OFFICER RECOMMENDATION

1. That Council:
 - (a) Approves the Sufficient Interest in the Assessment Record Policy – Version 2.

PURPOSE OF REPORT

That Council approves of the Sufficient Interest in the Assessment Record Policy – Version 2.

COMMUNITY PLAN/STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Ensure strong internal governance with updated policies and procedures in place
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws

BACKGROUND

As a part of recent reviews of Councils policies, the Sufficient Interest in the Assessment Record Policy was identified for review.

DISCUSSION

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

CONSULTATION PROCESS

NIL

POLICY IMPLICATIONS

Sufficient Interest in the Assessment Record Policy - Version 2, will supersede the previous policy that was approved on 27 April 2021.

BUDGET AND RESOURCE IMPLICATIONS

NIL

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This policy outlines requirements relating to compliance with section 230 (5) of the *Local Government Act 2019*

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

NIL

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Office declare we do not have a conflict of interest in relation to this matter.



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

V2

SUFFICIENT INTEREST IN THE ASSESSMENT RECORD

Type:			
Owner:	Chief Executive Officer		
Responsible Officer:	Director, Corporate Services		
Approval Date:	27/07/2023	Next Review:	01/07/2025
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Local Government Act 2019 Rating Strategy Policy		

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 SCOPE

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.

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.

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

3 DEFINITIONS

Assessment means a record showing a brief description of each allotment within the area and a statement of its assessed value, the charges imposed on non-rateable land in the area, name and address of the owner of the land, details if the owner is the principal ratepayer, details if the land is subject to a differential rate on the basis of its use and other information the council directed to be included in the record.

Legal Practitioner means a person or law practice entitled to practice the profession of law.

Licensed Conveyancer means a profession who specialises in property law and is licensed to handle the legal aspects of property transactions. Rating Strategy Policy

4 ASSOCIATED POLICIES/DOCUMENTS

Rating Strategy Policy

5 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Revision History

Version	Approval date	Details of change	Responsible officer
1	27/04/2021	Created	CEO
2	25/07/2023	Revision	CEO
3			

14.5 KATHERINE PUBLIC LIBRARY OPERATIONAL FUNDING 2023-2028

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180090

AUTHOR : ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That Council:
 - (a) approve the Public Library Funding Agreement 2023 – 2028 with Department of Territory Families, Housing and Communities for a period of five (5) years – 1 July 2023 to 30 June 2028
 - (b) Authorise the Mayor and Chief Executive Officer to Affix the Common Seal

PURPOSE OF REPORT

To seek Elected Member approval to enter into an operational funding agreement (Public Library Services Funding) for the Katherine Public Library for a five (5) year period, commencing 1 July 2023.

COMMUNITY PLAN/STRATEGIC PLAN

Priority Two	Community and Families	Safe Community	Provide safe and accessible public amenities throughout Katherine
Priority Four	Growth and Sustainability	Lead with Best Practice	Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

BACKGROUND

The Katherine Town Council is assisted in the provision of public library services to the community by way of operational funding from Library & Archives NT (Department of Families, Housing and Communities).

DISCUSSION

With the expiration of the previous funding agreement on 30 June 2023, Katherine Town Council are asked to consider the continuation of the agreement with Library and Archive NT for further five (5) years.

The Katherine Public Library aims to support both the Katherine Town Council and Library and Archives NT strategic direction by:

1. Promoting literacy and lifelong learning;
2. Providing online services and promote digital inclusion;
3. Providing a welcoming space – Library as place;
4. Supporting the preservation of history, language, and culture;
5. Promoting diversity and inclusion; and
6. Building a strong library services sector.

CONSULTATION PROCESS

Katherine Town Council - Katherine 2027 – Fiver Year Strategic Plan

Library & Archives NT – *Libraries Connecting Communities* consultation process.

POLICY IMPLICATIONS

The continuation of the operational funding agreement has no policy implications.

BUDGET AND RESOURCE IMPLICATIONS

Commencing 1 July 2023, for a period of five (5) years, Katherine Town Council will receive annual operational funding of \$237,053 excl GST with subsequent years subject to NTG determined indexation and efficiency dividends in accordance with Budget Paper No. 2.

The operational funding from Library and Archives NT has been anticipated in the Katherine Town Council 2023-2024 budget.

In addition to the operational funding agreement, Department of Territory Families, Housing and Communities is responsible for rental costs associated with the provision of a library facility.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no foreseen risks, legal or legislative implications associated with the acceptance of the operational funding agreement.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no foreseen environmental implications associated with the acceptance of the operational funding agreement.

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

14.6 ACQUITAL OF ADVENTURE PLAY PARK AMENITIES

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180113

AUTHOR : JANETTE CROWHURST, PROJECT COORDINATOR

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. GRANT ACQUITTAL IPG2100020 - KATHERINE TOWN COUNCIL [↓](#) 

OFFICER RECOMMENDATION

1. That Council endorse the acquittal of grant funding IPG2100020 for the Katherine Sports Precinct - Adventure Play Park Amenities Renewal.

PURPOSE OF REPORT

To provide evidence to the Department of the Chief Minister and Cabinet of the Northern Territory that the Local Government Immediate Priority Grant 2021-22, that Katherine Town Council has endorsed the acquittal of funding for the Katherine Sports Precinct - Adventure Play Park Amenities Renewal 2022 [IPG2100020].

STRATEGIC PLAN

Priority Two	Community and Families	Safe Community	Provide safe and accessible public amenities throughout Katherine
Priority Three	Sports and Civic Events	Accessibility and Mobility	Make public toilets more accessible

BACKGROUND

A condition assessment was undertaken of the existing toilet block in 2021. It was found that there were significant engineering concerns with the structure. Funding was sought for the replacement and renewal of this building under the NTG's Immediate Priorities Grant Program in late 2021.

A tender for the design and supply of one amenities building kit, closing 9 May 2022 was awarded to Modus Australia. This was for the supply of the NOOSA-7 Custom Toilet Building including fittings, comprising of six (6) unisex ambulant toilets, two (2) universal access toilets and one (1) cleaner's room.

Demolition of the old toilet block and construction of the new modular building kit was awarded to Northern Building and Property Services under Local Buy arrangement LB304. Construction commenced 13 March 2023 and was completed on 7 April 2023.

CONSULTATION PROCESS

No Consultation Required.

POLICY IMPLICATIONS

Nil.

BUDGET AND RESOURCE IMPLICATIONS

\$200,000.00 was received under the Local Government Immediate Priority Grant, which was fully expended.

\$212,877.36 Total Expenditure

(\$ 12,877.36) Katherine Town Council contribution.

Further detail can be found by referencing the attached acquittal document.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Nil.

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

BEFORE



AFTER









14.7 FINANCE REPORT FOR THE MONTH OF JUNE 2023

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180116

AUTHOR : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. MONTHLY REPORT - FINANCE - JUNE 2023 - ATTACHMENT.PDF  

OFFICER RECOMMENDATION

1. That Council endorse the Finance Report for the Month of June 2023

PURPOSE OF REPORT

The purpose of this report is to present to Council the Financial Report for June 2023.

STRATEGIC PLAN

Priority Four	Growth and Sustainability	Lead with Best Practice	Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.
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BACKGROUND

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the preliminary financial position (Unaudited) of the council at the end of June 2023 with the Chief Executive Officer (CEO) Certification. We are in the process of finalising End of Financial Year (EOFY). The preliminary numbers presented in this report and the attachments are subject to change as the EOFY and External Audit is finalised.

DISCUSSION

- Total YTD income is 9.19% above budget (favourable result).
- Total YTD operating expenditure is 2.70% below budget (favourable result).

- Employee Costs are below budget by 9.44% as some positions remained vacant throughout the year.
- Materials/Services are above budget by 2.21%.
- Monthly creditor payments have been made to all known suppliers with payments made weekly.
- 89.90% of our Infringements are outstanding longer than 90 days with 94.4% of these being outstanding longer than 1 year to less than 3 years.
- 4% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 49.89% of our outstanding rate balance reflects rates outstanding for prior financial years (2021/2022 FY and prior).
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.

CONSULTATION PROCESS

CEO, Directors, and Departmental Managers

POLICY IMPLICATIONS

NIL

BUDGET AND RESOURCE IMPLICATIONS

The Report and attachment provide comparison of Council's YTD actual performance against the budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

NIL

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

NIL

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

CERTIFICATION BY THE CEO TO THE COUNCIL

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

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

Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Table 1.1 Monthly Income and Expenditure Statement

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING JUNE 2023	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	9,882,904	9,704,076	178,828	9,704,076
Charges	58,573	57,346	1,227	57,346
Fees and Charges	2,333,634	2,154,125	179,509	2,154,125
Operating Grants and Subsidies	3,072,383	2,221,500	850,883	2,221,500
Interest / Investment Income	595,204	530,000	65,204	530,000
Commercial and Other Income	164,544	85,000	79,544	85,000
TOTAL OPERATING INCOME	16,107,242	14,752,047	1,355,195	14,752,047
OPERATING EXPENDITURE				
Employee Expenses	5,229,800	5,774,926	- 545,126	5,774,926
Materials and Contracts	6,960,009	6,809,404	150,605	6,809,404
Elected Member Allowances	204,071	215,688	- 11,617	215,688
Elected Member Expenses	19,689	53,981	- 34,292	53,981
Council Committee & Allowances				
Council Committee & Expenses				
Depreciation, Amortisation and Impairment	3,425,431	3,424,283	1,148	3,424,283
Interest Expenses	-	-	-	-
Other Expenses	-	-	-	-
TOTAL OPERATING EXPENDITURE	15,839,000	16,278,282	(439,282)	16,278,282
OPERATING SURPLUS / DEFICIT	268,242	(1,526,235)	1,794,478	(1,526,235)

Table 1.2 Monthly Operating Position

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING JUNE 2023	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	\$ 268,242	-\$ 1,526,235	\$ 1,794,478	-\$ 1,526,235
Remove NON-CASH ITEMS				
Less Non-Cash Income			0	
Add Back Non-Cash Expenses	3,425,431	3,424,283	1,148	3,424,283
TOTAL NON-CASH ITEMS	3,425,431	3,424,283	1,148	3,424,283
Less ADDITIONAL OUTFLOWS				
Capital Expenditure (KTC funded)	553,933	1,395,975	- 842,042	1,395,975
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves			-	
Other Outflows (Grant Funded Capex)	1,160,188	-	1,160,188	-
TOTAL ADDITIONAL OUTFLOWS	(1,714,121)	(1,395,975)	(318,146)	(1,395,975)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,449,231	750,000	1,699,231	750,000
Prior Year Carry Forward Tied Funding			-	
Other Inflow of Funds	6,375		6,375	
Transfers from Reserves			-	
TOTAL ADDITIONAL INFLOWS	2,455,606	750,000	1,705,606	750,000
NET BUDGETED OPERATING SURPLUS / DEFICIT	4,435,159	1,252,073	3,183,086	1,252,073

Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year (Annual) Budget \$
Buildings & Other Structures	636,880	327,875	309,005	327,875
Footpaths & Cycleways	83,000	-	83,000	-
Furniture, Fittings & Equipment	-	172,900	(172,900)	172,900
Improvements	354,007	602,700	(248,693)	602,700
Plant & Equipment	131,999	292,500	(160,501)	292,500
Roads	430,462	-	430,462	-
Street Lighting	77,772	-	77,772	-
			-	
TOTAL CAPITAL EXPENDITURE*	1,714,121	1,395,975	318,146	1,395,975
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Katherine Town Council	553,933	1,395,975	(842,042)	1,395,975
Capital Grants	1,160,188	0	1,160,188	-
Transfer from Cash Reserve	-	-	-	-
Borrowings	-	-	-	-
Sale of Assets (Including Trade-In)	-	-	-	-
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	1,714,121	1,395,975	318,146	1,395,975

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT JUNE 2023	YTD Actuals \$	Note Reference
ASSETS		
Cash at Bank		(1)
Restricted Funds	16,430,540.08	
Unrestricted Funds	3,987,979.94	
Accounts Receivable		
Trade Debtors	542,470.45	(2)
Rates & Charges Debtors	1,042,222.47	
Other Current Assets	251,734.56	
TOTAL CURRENT ASSETS	22,254,947.50	
Non-Current Financial Assets	229,785.41	
Property, Plant and Equipment	97,279,227.20	
TOTAL NON-CURRENT ASSETS	97,509,012.61	
TOTAL ASSETS	119,763,960.11	
LIABILITIES		
Accounts Payable	306,946.03	(3)
ATO & Payroll Liabilities	36,466.00	(4)
Current Provisions	652,070.50	
Accruals		
Other Current Liabilities	306,960.38	
TOTAL CURRENT LIABILITIES	1,302,442.91	
Non-Current Provisions	63,066.04	
Other Non-Current Liabilities	7,492,866.12	
TOTAL NON-CURRENT LIABILITIES	7,555,932.16	
TOTAL LIABILITIES	8,858,375.07	
NET ASSETS	110,905,585.04	
EQUITY		
Asset Revaluation Reserve	75,549,402.03	
Reserves	6,688,161.06	
Accumulated Surplus	28,668,021.95	
TOTAL EQUITY	110,905,585.04	

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 30 JUNE 2023

GENERAL FUND		\$
Commonwealth Bank		
Balance as per bank statement, 30 JUNE 2023		3,173,170
Credit card balances	-	2,707
Balance of Imprest and Petty Cash		1,516
Plus net outstanding deposits/(withdrawals)		-
Adjusted cash at bank balance, 30 JUNE 2023		3,171,979

INVESTMENTS					
FINANCIAL INSTITUTION	\$	RATE	DATE	DATE	INSTITUTION
AMP (oncall)	503,709.49		on call	on call	
AMP	1,000,000.00	4.75%	6-Apr-23	2-Nov-23	
AMP	1,000,000.00	4.70%	4-Apr-23	4-Oct-23	
AMP	500,000.00	4.70%	31-Mar-23	28-Sep-23	
AMP	500,000.00	4.80%	13-Apr-23	13-Nov-23	3,503,709
NAB	1,500,000.00	4.60%	10-Mar-23	11-Dec-23	
NAB	1,500,000.00	4.65%	10-Mar-23	11-Jan-24	
NAB	3,500,000.00	4.70%	10-Mar-23	12-Feb-24	6,500,000
Commonwealth Bank	1,000,000.00	4.26%	24-Jan-23	24-Jul-23	
Commonwealth Bank	500,000.00	5.31%	19-Jun-23	14-May-24	
Commonwealth Bank	2,400,000.00	4.57%	1-Mar-23	31-Jul-23	
Commonwealth Bank (oncall)	2,400,000.00	4.69%	1-Mar-23	28-Aug-23	
Commonwealth Bank	942,831.71		on call	on call	7,242,832
Total Investments					17,246,541
Total Funds					20,418,520

Internally Restricted Funds		\$
WMF Make-Good Provision		7,492,866
Capital Renewal Reserve		4,987,646
Contingency reserve		1,000,000
Council Election Reserve		100,000
Council motion reserve		600,515
Provision for Employees		715,137
RESTRICTED FUNDS		14,896,164
Unrestricted funds		3,987,980
Unexpended Grants- Restricted Funds		1,532,861
Imprest and Floats - Restricted Funds		1,516
Total Funds		\$ 20,418,520

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

Council can select timing of age of debtor	1 – 30 Days	31 – 60 Days	>60 Days	TOTAL
Rates Debtors	522,283.94	\$	\$ 519,939	\$ 1,042,222
Sundry Debtors	25,704.40	\$ 14,200	\$ 20,550	\$ 60,455
Weighbridge Debtors	456,645.99	\$ 16,524	\$ 8,846	\$ 482,016
Infringement - Animal	272.00	\$ 1,080	\$ 7,000	\$ 8,352
Infringement - Parking	-	\$ -	\$ 4,739	\$ 4,739
Infringement - Litter/Camping	-	\$ -	\$ 338.00	\$ 338
TOTAL	1,004,906.33	\$ 31,804	\$ 561,411	\$ 1,598,122

Arrears continue to be followed especially in the area of rates. Infringement notices unpaid from previous month have been forwarded to Fines Recovery Unit (FRU) for follow up. Sundry and Weighbridge debtors continue to be followed up on greater than 60 days.

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

Council can select timing of age of creditor	1 – 30 Days	31 – 60 Days	>60 Days
Trade Creditors	306,946.03	-	-166.16
Other Creditors	\$	\$	\$

KTC processes Accounts Payable weekly. Balance owing will be paid in the next payment run after the end of the month.

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations

KTC is due to pay this amount to ATO	36,466
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Note 5. Current Ratio

Current Ratio	15.82
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Table 2.2. Quarterly Report on Planned Major Capital Works

Class of Assets	By Major Capital Project	Total Prior Year(s) Actuals \$ (A)	YTD Actuals \$ (B)	Total Actuals \$ (C = A + B)	Total Planned Budget \$ (D)	Total Yet to Spend \$ (E = D - C)	Expected Project Completion Date
Buildings & Other Structures			636,880	636,880	327,875	(309,005)	
Furniture, Fittings & Equipment			0	0	172,900	172,900	
Improvements			354,007	354,007	602,700	248,693	
Plant & Equipment			131,999	131,999	292,500	160,501	
TOTAL ***		0	1,122,887	1,122,887	1,395,975	273,088	

14.8 REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR THE MONTH OF JUNE 2023

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180058

AUTHOR : ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That Council receive and note the Community Services Department report for the Month of June 2023.

PURPOSE OF REPORT

To provide an overview of the Community Services Department for the month of June 2023

COMMUNITY PLAN/STRATEGIC PLAN

Priority One	Strong Leadership	Community Engagement	Identify a number of tools to ensure our engagement is broad, inclusive and accessible to our diverse community
Priority One	Strong Leadership	Enhance Customer Experiences	Continually improve services and our tourism offerings
Priority One	Strong Leadership	Enhance Customer Experiences	Enhance customer experiences at our Visitor Information Centre.
Priority Two	Community and Families	Safe Community	Provide safe and accessible public amenities throughout Katherine
Priority Two	Community and Families	Prioritise Recreation	Promote an active community with family events, festivals, live music and sports
Priority Two	Community and Families	Celebrate Diversity	Support diversity by ensuring our communication and engagement is inclusive and accessible to all members of the community
Priority Two	Community and Families	Support our Youth	Empower youths through youth-focused events and school-holiday activities
Priority Three	Sports and Civic Events	Sports and Civic Events	Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days

Priority Three	Sports and Civic Events	Activation and Revitalisation	Explore expanding our public library to be a community hub that delivers community events and activities.
Priority Four	Growth and Sustainability	Lead with Best Practice	Regularly update our workplace policies and procedures, and Council bylaws
Priority Five	Arts, Culture and Heritage	Support Culture	Include multicultural activities in our event planning
Priority Five	Arts, Culture and Heritage	Our Rich Heritage	Increase participation at cultural facilities and help facilitate events
Priority Seven	Environmental Sustainability	Waste Management	Raise awareness to keep our town litter-free

BACKGROUND

The Community Services department is responsible for the delivery of public library service, visitor services, community events and engagement, and regulatory education and enforcement.

DISCUSSION

LIBRARY SERVICES

Activity	Totals
Patron Count	2452
Public Computer Use (Hours)	399.5
Conference Room (hours)	31.5
Circulations	1665
New Memberships	8

The Katherine Public Library is currently operating reduced children's programming due to a vacancy within the Programs Coordinator position. This is affecting delivery of Toddler Rhyme Time, Storytime, Wriggle and Rhyme and Book Warriors. All other programs and activities remain unaffected. Council is continuing recruitment to this position.

VISITOR SERVICES

After a slow start to the tourist season, the Katherine Visitor Information Centre (KVIC) has experienced a steady increase in visitors. Number are still down on previous years (4.74%). Comparatively we are seeing an increase in average sale values. The KVIC team will work closely with stakeholders to ensure product knowledge is complete and up to date and ensure we are best placed to service the tourism sector.

COMMUNITY EVENTS AND ENGAGEMENT

Events:

1st June, 15th June and 29th June – Food Collective (series)

The Food Collective event continues to be well attended event (300+) with increasing interest from both attendees and stallholders with each event. Series will continue until 27th July.

Planning / Preparation for upcoming initiatives and events:

- Community Grants program – commencing 1 August 2023
- Katherine Street Party – 13th July 2023
- Katherine Show – Katherine Town Council booth design
- Inside out Project – Collaboration with GYRACC
- Diggy Day – 8th July 2023
- The Blue Sky Ball – 28th August 2023
- Kalano Family Fun Day – 5th July 2023

REGULATORY SERVICES

Regulatory Animal Summary

Council Rangers received 42 animal related service requests for the month of June. 39 of these requests were resolved and 3 requests require further follow-up to complete.

Katherine community members reported 18 dogs at large. Concurrently the rangers undertook 97 hours of animal patrols for the month.

A total of 2 infringements were issued to dog owners. 7 Notice to Complies (NTC) were issues for unregistered dogs.

For the month of June, a total of 12 dogs were impounded. 10 of these dogs were returned to their owners and 1 was rehomed.

Regulatory Parking Summary

Rangers undertook 20 hours of parking patrols for the month of June. There was a total of 7 abandoned vehicles processed for the month of June. 3 vehicles were impounded and a further 4 vehicles were issued with an NTC, instructing the owners to remove their vehicle or Council would engage a contractor to undertake the works.

Regulatory Unkempt Land / Illegal Dumping Summary

Council continues to monitor and respond to overgrown allotments and illegal dumping issues with 10 service requests received for the month of June. Council Rangers are addressing these requests with 6 items currently ongoing.

CONSULTATION PROCESS

Community Services Team Members

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

14.9 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF JUNE 2023

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180094

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

That the Operations report of the Infrastructure and Environment Department for the month of June 2023 be received and noted.

PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure and Environment Department during the month of June 2023.

Strategic Plan

Priority One	Strong Leadership	Enhance Customer Experiences	Continually improve services and our tourism offerings
Priority Two	Community and Families	Safe Community	Provide safe and accessible public amenities throughout Katherine
Priority Three	Sports and Civic Events	Activation and Revitalisation	Provide more drinking water access
Priority Seven	Environmental Sustainability	Waste Management	Implement a Council-led recycling initiative that inspires the community

BACKGROUND

Katherine Town Council's Infrastructure and Environment Department continues to undertake works to maintain Council's infrastructure and environment and provide core services within the Katherine Municipality.

The following is a summary of progress of key activities and achievement for the month.

2022/23 Reseal Program

Reseal Preparation works have been completed on Novis Quarry Road, Shadforth Road, Gorge Road Uralla Road and the Waste Management Facility internal road in readiness for the sealing contractor to commence 18 July 2023.

Kerb-side Recycling Trial

Two hundred and fifty-five (255) new 240 litre recycling bins (yellow topped lid) were delivered to all properties within the trial area in Katherine East.

The first two collection cycles (once per fortnight) of these recycling bins have now been completed.

There was a good uptake on the first collection day with 136 bins put out for collection. This number has increased to 152 bins presented for collection in the second round.

The contractor undertaking the collection, MT Bins, has reported there were no issues from their point of view and they are happy with the results. The trial will continue through to the end of November 2023.

Lindsay Street Car Park Upgrade including Potable Water refilling Station

The new potable water station has now arrived in Katherine. The initial site clearing of vegetation and grass has been completed. Preparations are underway to have power and water extended to the site prior to its installation on a new concrete pad.

Train / vehicle collision and derailment – 14 June 2023

Council staff and contractors provided assistance to Emergency Services and DIPL following the recent train derailment that occurred on the Florina Road level crossing. The crossing was closed for some 3 days to allow for the containment and clean-up of the crash site. Council's management team acknowledge the efforts of all staff, agencies, contractors and citizens that worked together in the response to the recent emergency event. In particular, Council would like to express its gratitude to the owners of private land that permitted the establishment of a temporary diversion road to allow traffic to move to and from the Cossack area.

Adventure Park Toilet Block

Council's Depot staff are nearing completion of alterations to fencing and parking areas and associated landscaping. The project grant funding has been acquitted.

Katherine Civil Airport - Taxiway Echo temporary shutdown

The temporary closure and diversion of Taxiway Echo for the period 23 June – 4 July 2023 has now been concluded and the taxiway has been reopened.

The Project Managers have advised that the diversion track will remain in place for future construction works and will be marked 'out of service' using unserviceability markers.

From all reports the transition from the taxiway to diversion track and back worked well and was a good example of bringing a team effort to raise awareness of the works to all affected parties.

CONSULTATION PROCESS

Consultation has occurred with a range of identified stakeholders in the planning and delivery of the above projects.

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

Operational tasks and Capital Projects are completed within Council's 2022/23 adopted budget and/or Grant Funding agreements.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil

16 ELECTED MEMBERS ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA 2023\OMC - AGENDA 2023 - JULY/180063

AUTHOR : AMANDA HAIGH, EXECUTIVE AND GOVERNANCE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That Council receive and note the Elected Member activities for June 2023.

PURPOSE OF REPORT

To provide an update on the Elected Member activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining councillors contribution to the Town council's service delivery.

STRATEGIC PLAN

Priority One	Strong Leadership	Strong Leadership	Strengthen our councillor profiles to increase community awareness of who they are
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Deputy Mayor Denis Coburn	
Date	Activity attended
6 June	Special Council Meeting
7 June	Development Consent Authority Meeting
22 June	Audit and Risk Management Committee Meeting
26 June	Elected Member Information Session
27 June	Ordinary Meeting of Council

Councillor Madeleine Bower	
Date	Activity attended
29 June	Special Council Meeting

Councillor Amanda Kingdon	
Date	Activity attended
6 June	Special Council Meeting
15 June	Cuppa with a Councillor – community consultation for draft Municipal Plan
24 June	Cuppa with a Councillor – community consultation for draft Municipal Plan
26 June	Elected Member Information Session
27 June	Ordinary Meeting of Council
29 June	Special Council Meeting

Councillor Jeremy Trembath requested to be removed from the elected member reporting obligation.

17 LATE AGENDA

Nil

18 GENERAL BUSINESS

19 CLOSURE MEETING TO PUBLIC

20 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act 2008:

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES

This matter is considered to be confidential under Section 99(2) - civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

20.2 Audit and Risk Management Committee Minutes 22 June 2023

This matter is considered to be confidential under Section 99(2) - civ of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

20.3 SHOW GROUNDS ADVISORY COMMITTEE NOMINATIONS

This matter is considered to be confidential under Section 99(2) - b of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the personal circumstances of a resident or ratepayer;.

21 RESUMPTION OF OPEN MEETING

22 NEXT ORDINARY MEETING OF COUNCIL

That the next meeting of the Ordinary Meeting of Council will be held on Tuesday 22 August 2023.

23 CLOSURE OF MEETING