

# **AGENDA**

## **Ordinary Meeting of Council**

**Tuesday 08 December 2020**  
**Ordinary Meeting 6.00pm**

Council Chambers, Civic Centre,  
Stuart Highway, Katherine

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

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

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

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

**2. OPENING PRAYER**

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

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

4.1 Apologies

4.2 Leave of Absence

**5. CONFLICT OF INTEREST**

Members Disclosure Conflict of Interest

Council declares any conflicts of interest in line with Conflict of Interest Policy. A copy of this policy can be downloaded from [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au) or obtained by emailing [records@kctc.nt.gov.au](mailto:records@kctc.nt.gov.au)

**6. CONFIRMATION OF PREVIOUS MINUTES**

6.1 Minutes of the Ordinary Meeting of Council  
held on 24 November 2020

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

**12. NOTICE OF MOTION**

Nil

**13. REPORTS OF OFFICERS**

13.1	Filling Mayoral Vacancy_____	<u>1-3</u>
13.2	Monthly Report of the Chief Executive Officer for the Month of November 2020_____	<u>4-17</u>
13.3	Monthly Financial Report November 2020_____	<u>18-28</u>
13.4	Long Neck Turtle Acquittal 2019/2020_____	<u>29-33</u>
13.5	Commercial Rate Replenishment Fund 2020/2021_____	<u>34-35</u>
13.6	Lease LOT 2810 – 39 Casuarina Street – Telstra _____	<u>36-41</u>
13.7	Single Use Plastics Policy Update_____	<u>42-43</u>
13.8	Infrastructure & Environment Services Report for the Month of November 2020_____	<u>44-49</u>
13.9	Project Update – November 2020_____	<u>50-61</u>
13.10	Change of Date for Ordinary Meeting of Council in January 2021_____	<u>62</u>

**14. REPORTS FROM REPRESENTATIVES ON COMMITTEES**

Nil

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

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

**19. CONFIDENTIAL ITEMS**

19.1 Minutes of Confidential Ordinary Meeting of Council  
held on 24 November 2020

**20. RESUMPTION OF OPEN MEETING**

**21. NEXT ORDINARY MEETING OF COUNCIL**

That the Ordinary Meeting of Council will be held on Tuesday 26 January 2020.

**22. CLOSURE OF MEETING**

# KATHERINE TOWN COUNCIL



## REPORT

NO : 13.1

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

MEETING : ORDINARY COUNCIL MEETING – (08/12/2020)

REPORT TITLE : FILLING MAYORAL VACANCY

AUTHOR : IAN BODILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

### **BACKGROUND**

The mayor's recent resignation effective 30 November 2020 has created a vacancy which requires filling by an existing elected member.

### **GENERAL**

Council recently adopted the policy "filling casual vacancies" which describes the process of dealing with this matter.

To assist council further, an extract from the policy has been included below:

#### 4. *Casual vacancies – Mayor*

*As election was the basis for filling the office of the Mayor, Council will fill casual vacancies in the office of the Mayor as follows:*

<i>Date vacancy occurs</i>	<i>Action</i>	<i>Section of the Act</i>
<i>18 months or more before the next general election.</i>	<i>Council will hold a by-election to fill the vacancy in the office of the Mayor.</i>	<i>65(3)(a)</i>
<i>Less than 18 months, before the next general election.</i>	<i>Council will appoint <u>an existing council member</u> to be the Mayor, by vote of existing members (in accordance with clause 5 of this policy).</i>	<i>65(3)(b)(i)</i>

#### 5. *Appointing a Mayor*

*The matter of appointing a person to fill a casual vacancy in the office of the Mayor is to be on the agenda at the next ordinary council meeting after the vacancy occurs.*

*Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands.*

*At the ordinary council meeting, Council will, by vote of existing members, resolve to:*

*(a) appoint an existing member to fill the vacancy in the office of the Mayor until the next general election; and*

*(b) for the appointment to commence immediately.*

**Suggested Procedure**

- 1. The CEO is the Returning Officer and assumes the chair. (Note: the CEO IS NOT THE CHAIR IN THIS CIRCUMSTANCE, BUT THE RETURNING OFFICER. The CEO therefore does not have a casting vote).

- 2. At this point council will decide whether it wishes to take its vote by secret ballot or show of hands:

**Moved:**

**Seconded:**

That council votes by..... (Note that this requires a unanimous decision of council otherwise the vote is conducted by show of hands.)

**CARRIED/LOST**

- 3. The CEO reads the remainder of how the election of mayor will be held below and asks for a mover and seconder to gauge the understanding and acceptance by councillors of the way forward.

**Moved:**

**Seconded:**

That Council understands and agrees to the suggested procedure of electing a replacement mayor.

**CARRIED/LOST**

- 4. The CEO calls for nominations for the position of Mayor for the duration of the current term expiring on the 28<sup>th</sup> August 2021
- 5. Nominations are made and accepted by those nominated. No seconding is required.
- 6. If there is only one nomination, the CEO will seek a mover and a seconder followed by a show of hands to confirm the appointment of the successful candidate as Mayor for the remainder of the current term.
- 7. If there are two nominations, the CEO will declare the majority vote, by show of hands/secret ballot and seek a mover and a seconder followed by a show of hands to confirm the appointment of the successful candidate as Mayor for the remainder of the current term.
- 8. If the vote is tied, the CEO will after a short break, call for a show of hands/secret ballot to ascertain whether the count has changed. If there is a clear winner, the CEO will seek a mover and a seconder followed by a show of hands to confirm the appointment of the successful candidate as Mayor for the remainder of the current term. If the vote remains tied, the CEO will arrange for the drawing of lots.

a. **Procedure for drawing of lots:**

- The CEO will produce a cardboard box in which two similar-sized pages, with each candidate's name written on different pages inserted into the box. The pages will be folded and crunched up prior to being inserted into the box.
- The CEO will shake the box effectively in order to allow the crunched pages to be freely scrambled.
- The CEO will seek a reputable person from the audience to select a name from the box, without looking inside the box.
- The reputable person will pass the page to the CEO who will read and announce the new Mayor effective for the current period until the 28<sup>th</sup> August 2021.

9. If there are more than two nominations. There will be a vote and the CEO will declare the majority vote, by show of hands/secret ballot, as Mayor for the balance of the current term.

If the vote is tied, the CEO will remove the candidate/s systematically from the count until there are only two left for a final count. (preferentially)

If there is a clear winner, the CEO will declare that nominee as Mayor for the balance of the current term. If the votes are still tied, the procedure for drawing lots (a) above will be affected.

**Suggested Recommendation**

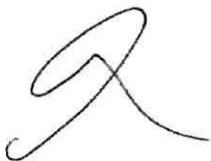
That Alderman xxxxxxxxxxxx be elected as mayor with immediate effect until the 28<sup>th</sup> August 2021.

**Moved:**

**Seconded:**

**CARRIED/LOST**

Should there be a requirement to elect a deputy mayor, the CEO will continue to assume the chair and proceed with the process as above.



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.2
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER
MEETING	:	ORDINARY COUNCIL MEETING – (08/12/2020)
REPORT TITLE	:	MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF NOVEMBER 2020
AUTHOR	:	JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO
ATTACHMENT/S	:	<ol style="list-style-type: none"> <li>1. STAFF STATISTICS FOR THE MONTH OF NOVEMBER 2020</li> <li>2. ELECTED MEMEBERS REQUESTS' UPDATE</li> <li>3. SERVICES REQUESTS AND COMPLETED REQUESTS – NOVEMBER 2020</li> <li>4. OUTSTANDING COUNCIL'S RESOLUTIONS</li> </ol>

### PURPOSE OF REPORT

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

### COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 16 November to 1 December 2020:

#### **Tourism NT and Katherine Town Council Meeting on 18 November 2020**

Acting Mayor Peter Gazey and CEO Ian Bodill met with Russel Smith, Regional Planning Officer of Tourism NT. The purpose of the meeting was to discuss the Big Rivers Destination Management Plan (BRDM Plan). The Plan is in its final stages.

#### **Local Government Act 2019 Implementation Working Group on 19 November 2020**

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

- 13 sample of policies provided by the DCMC.
- 5 sample of registers provided by the DCMC
- sample of CEO/Staff Code of Conducts and other documents.

#### **Opening Night of the 45<sup>th</sup> Katherine Art Prize on 20 November 2020**

Ian Bodill, CEO and Jherry Matahelumual attended the Opening Night of the 45<sup>th</sup> Katherine Art Prize at the GYRACC. It was a successful opening and well attended by many community members. The organiser acknowledged the support of many relevant parties including the Katherine Town Council and announce the recipient of the Katherine Town Council awards. It was also a great opportunity to network with talented Katherine's artists and art lovers.

**Community Consultation** occurred on Saturday 21 November at the Lindsay Street Complex between 9 and 12 midday.

**OTHER UPDATES**

Other attachments include:

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

**OFFICER RECOMMENDATION**

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

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



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

**Staff Statistics – November** (2020-2021 Financial Year.)

<b>2020</b>	<b>Number of Permanent Employee</b>	<b>Total Hours Used</b>	<b>Total Days Lost</b>	<b>Total days lost per person</b>
Governance	3	0	0	0
Corporate Services	10	30.5	4.01	0.40
Community Services – Civic Centre	5	13.2	1.73	0.34
Community Services – Visitor Information Centre	6	18.8	2.47	0.41
Community Services – Library	4	10.6	1.39	0.34
Infrastructure & Environment – Civic Centre	5	0	0	0
Infrastructure & Environment – Depot	13	56.5	7.43	0.57
Major Capital Projects	2	2.6	0.32	0.16
Big Rivers Waste Coordinator	4	14	1.84	0.46
<b>TOTAL</b>	<b>52</b>	<b>146.1</b>	<b>19.22</b>	<b>2.70</b>

### Service Requests Received

Council received service 90 requests for the month of November 2020.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheelie Bins	21	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	3	Equipment Hire – Collars, Cages etc	1
Other Bins	1	Civic Centre		Carparks		Animal – Other	4	Streetlight Maintenance (Streetlights)	1
Domestic Rubbish Collection	2	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	14	Burial Records	
Litter		Showgrounds	3	Road Opening/Closing – Footpath/Driveways	2	Animal Cruelty		Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	2	Animals – Lost and Found	4	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	1	Airport		Street – Road Cleaning		Animal Attack & Menace	3	Miscellaneous Requests	2
Streetlight Maintenance (Other Lighting)		Visitor Information Centre		Permit to Work Within NT Government Road Reserve				Plaques and Headstones	
Sprinklers and Watering		Parks & Cenotaph	2	Driveways				Ombudsman Complaints	
General		BMX		Road Maintenance	1	Dwelling and Vacant Lots Inspection	1	Community – Festival or Events	
Weeds		Lindsey Street Complex		Footpaths	2	Parking Control	3	Alcohol Permit	
Trees & Vegetation		Sportsground	1	Line Marking/Pavement Management		Unauthorised Camping		Planning and Development	
Bores and Water Readings		General		Traffic Management		Overgrown/ Unkempt Land	1	Vandalism	2
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	1
Illegal Dumping	7	Playgrounds and Equipment	1	Laneways / Alleyways		After Hours Callout		Finance – Direct Debit requests and Cancellations	1
Waste Charges – New Services and Removal	3	Skate Park		Road Access		Public Health Risk Activities		Cemetery Maintenance	
		Hot Springs		Drains		Dangerous Animals		Festival or Events	
		Scout Hall						Request for Letter of Support	
<b>Total</b>	<b>35</b>	<b>Total</b>	<b>7</b>	<b>Total</b>	<b>7</b>	<b>Total</b>	<b>33</b>	<b>Total</b>	<b>8</b>

### Service Requests Completed

Council completed 63 requests for the month of November 2020 and 27 are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
Wheellie Bins	21	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	3	Equipment Hire – Collars, Cages Etc	1
Other Bins	1	Civic Centre		Carparks		Animal – Other	3	Streetlight Maintenance (Streetlights)	
Domestic Rubbish Collection	2	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large & Nuisance	10	Burial Records	1
Litter		Showgrounds	3	Road Opening/Closing – Footpath/Driveways		Animal Cruelty		Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs	1	Animals – Lost and Found	2	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport		Street – Road Cleaning		Animal Attack & Menace	3	Request for Letter of Support	
Streetlight Maintenance (Other Lighting)		Visitor Information Centre		Permit to Work Within NT Government Road Reserve				Plaques and Headstones	
Sprinklers and Watering		Parks & Cenotaph	2	Driveways				Ombudsman Complaints	
General		BMX		Road Maintenance		Dwelling and Vacant Lots Inspection	1	Community – Festival or Events	
Weeds		Lindsey Street Complex		Footpaths	1	Parking Control	2	Alcohol Permit	
Trees & Vegetation		Sportsground		Line Marking/Pavement Management		Unauthorised Camping		Festival or Events	
Bores and Water Readings		General		Traffic Management		Overgrown/ Unkempt Land		Planning and Development	
Waste Management Facilities		Swimming Pool		Planning and Development		Dog Licence		Signs Requests	1
Illegal Dumping	3	Playgrounds and Equipment	1	Laneways / Alleyways		After Hours Callout		Miscellaneous Requests	
Waste Charges – New Services and Removal		Skate Park		Road Access		Public Health Risk Activities		Vandalism	
		Hot Springs		Drains		Dangerous Animals		Finance – Direct Debit Request and Cancellations	1
		Scout Hall						Cemetery Maintenance	
<b>Total</b>	<b>27</b>	<b>Total</b>	<b>6</b>	<b>Total</b>	<b>2</b>	<b>Total</b>	<b>24</b>	<b>Total</b>	<b>4</b>

**REQUESTS FROM ELECTED MEMBERS  
AT THE ORDINARY/SPECIAL MEETINGS OF COUNCIL  
(MARCH – NOVEMBER 2020)**

<b>Requestor/Initiator</b>	<b>Items</b>	<b>Responsible Officer</b>	<b>Action</b>	<b>Status</b>	<b>Date of Meeting</b>
	Follow up on the process of renaming Dog Park in Lockheed Reserve in honour of Andrew Wilson (deceased KTC long term staff member)	CEO	<input type="checkbox"/> Manager Grounds & Maintenance is preparing for the survey <input type="checkbox"/> EA to prepare for all relevant documents for application.	In progress	28-Apr-20
	Follow up on planting Cottonwood in the Dog Park in Lockheed Reserve ASAP	CEO	Relevant Officer is working on this. This is an ongoing project	The tree is being watered and nurtured by Alison Jacks until ready to be planted in the park.	28-Apr-20
Alderman Tapp Coutts	To follow up and progress relocation of Katherine Locomotive Project	EA	KTC has been in closed communication with DIPL, National Trust NT & Katherine and Friends of North Railway Association. A meeting was conducted on the 14 of May to organise the new timeline of the project.	COMPLETED - Most of works were completed on Sunday, 29 November 2020. However, due to under estimated weight of the engine (train), it was postponed until Tuesday, 2 December 2020.	28-Apr-20
	To progress Single Use of Plastic Policy	XCS	Community Consultation has been completed.	COMPLETED - Banning of single use plastics policy will commence on 1st January 2020	28-Apr-20
	To upgrade the microphone in Chamber	AM	The batteries of the microphone have been replaced.  Quotes for the new microphones have been requested and will be forwarded to the Elected Members for their endorsement	In progress.	28-Apr-20

**Ordinary Meeting of Council – 8 December 2020**  
**Outstanding Council Resolutions**  
**(January – October 2020)**  
**and**  
**Resolutions of the Council Meeting in November 2020**

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



5.	23/06/2020	Notice of Motion: Conduct a Signs Audit and Replacement Program	THAT Council conducts a signs audit and replacement program as a priority and a budget be established for replacement and renewal of town signs as soon as possible	Brendan Pearce	Infrastructure and Environment	available in December Ordinary Meeting of Council 12 IN PROGRESS Community Support Officer is currently working on the Depot and Airport Sign.  A staff of MIE has commenced a signs audit. Initial focus was on parking signs in First Street.  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  Facility signs have been put on hold until a Style Guide has been developed  New Waste Management Entrance Sign have been installed.
6.	23/06/2020	Notice of Motion: Wayfinding Signage	THAT Council considers it a priority to install the Wayfinding Signage urgently and acquit the budget/grant to finalise this project	Brendan Pearce	Infrastructure and Environment	IN PROGRESS Meeting with Elected Members to finalise design on 28 July 2020. Final structural drawings and sign mapping in progress.
7.	28/07/2020	Knotts Crossing Cemetery	THAT Katherine Town Council as the landowners of Knotts Crossing Cemetery commence the process to have the Knotts Crossing Cemetery identified properly and an application submitted to the NT Heritage Council for listing as a Heritage Site.	Brendan Pearce	Infrastructure & Environment	IN PROGRESS Have identified the site and currently installing the fence. Once the fence is erected the GPS coordinates will be captured as they are needed for the heritage site application  30/10/2020 Council have been talking to NT Heritage, they are

<p>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</p> <p>Council waiting for confirmation of names and dates for plaque before final draft is submitted for quote</p>				
<p>8.</p>	<p>28/07/2020</p>	<p>T20-05-Morris Road Drainage Upgrade</p>	<p>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.</p>	<p>Arsalan Malik</p> <p>Infrastructure &amp; Environment</p>
<p>9.</p>	<p>Special Council Meeting 6 October 2020</p>	<p>Katherine Town Council Co-Contribution to Disaster Recovery Funding Arrangements</p>	<p>THAT Council receives and endorse the changes for the responsibility to fund disaster recovery related expenditure to share the costs between the Commonwealth Government, Northern Territory Government and Local Government.</p> <p>THAT Council endorses the Model A option, as Katherine Town Council's preferred method, to contribute towards Disaster Recovery Funding Arrangements, and request consideration of a modified version of this model that recognises each municipal council's revenue and adjust the capped amount accordingly.</p>	<p>Jherry Matahelumual</p> <p>Office of the CEO</p> <p>IN PROGRESS</p> <p>Office of Local Government and Community Development, Department of Chief Minister and Cabinet has been advised the Council's decision.</p>
<p>10.</p>	<p>27/10/2020</p>	<p>Showgrounds and Multi-Purpose Centre Advisory Committee Minutes</p>	<p>THAT Council receives and notes the minutes of the Showgrounds and Multi-Purpose Centre Advisory Committee meeting.</p> <p>THAT Council approves the Katherine District Show Society to carry out works on the stable yards to enlarge them by removing every second panel</p>	<p>Holly Mutton</p> <p>Infrastructure and Environment</p> <p>WATER CONNECTION COMPLETED</p> <p>POWER/LIGHT CONNECTION IN PROGRESS</p>

11.	Late Agenda Item 27/10/2020	MyKatherine Discount Voucher Program – Grant Agreement	<p>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>	Rosemary Jennings	Community Services	<p>5/11/2020  Water: Council working with a Contractor to find a connection point to run a line to the toilet block.  Power: Once water can be sourced Council will look into possible solar power to the ablutions</p> <p>11/11/2020 KTC  staff started trenching for a connection.  Contractor to put in a 500m water connection.</p> <p>19/11/2020  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>THAT Council accepts 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.</p> <p>THAT Council authorises the Mayor and CEO to affix the common seal and sign the Funding Agreement.</p> <p>THAT Council authorises the CEO to affix the common seal and sign the Intellectual Property Sub-Licence Deed.</p> <p>THAT Council authorises the transfer from reserves of \$25,000.</p>			<p>COMPLETED</p> <p>MyKatherine Discount Voucher Program was launched on 18 November 2020.</p> <p>The discount program has been available for the community since 6.am Thursday, 19 November 2020 in round 1 until the \$30,000 has been spent.</p> <p>Round 2 of the program is scheduled in late January 2021.</p>

12.	24/11/2020	Monthly report of the chief executive officer for the month of October 2020	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of October 2020.	Jherry Matahelumual	Governance	COMPLETED Received and noted by the Council on 1 <sup>st</sup>
13.	24/11/2020	Call for nominations to represent LGANT on the NT heritage council	THAT Council endorses any of its members that wish to nominate to be eligible to be representative of LGANT on the NT Heritage Council.  THAT Council retrospectively approves the nomination from Alderman Tapp Coutts and advise LGANT accordingly.  THAT Council endorses any of its members that wish to nominate to be eligible to be representative of LGANT on the NT Animal Welfare Advisory Committee	Jherry Matahelumual	Governance	COMPLETED Nomination form has been signed by the CEO and forwarded to LGANT on Wednesday, 25 November 2020
14.	24/11/2020	Call for nominations to represent LGANT on the Animal Welfare Advisory Committee	THAT Council retrospectively approves the nomination from Alderman Raynor and advise LGANT accordingly.	Jherry Matahelumual	Governance	COMPLETED Nomination form has been signed by the CEO and forwarded to LGANT on Wednesday, 25 November 2020
15.	24/11/2020	Katherine town council attendance at meeting via audio and audiovisual conferencing system	THAT Council receives and accepts the Attendance at the Meeting via Audio and Audiovisual Conferencing System Policy.  THAT adopts the policy entitled "Attendance at the Meeting via Audio and Audiovisual Conferencing System" commences on 25 November 2020.	Ian Bodill	Governance	COMPLETED
16.	24/11/2020	Katherine town council breach of code of conduct policy	THAT Council receives and accepts Breach of Code of Conduct Policy.  THAT Council adopts the policy entitled "Breach Code of Conduct" commences on 25 November 2020.	Ian Bodill	Governance	COMPLETED

17.	24/11/2020	Katherine town council caretaker policy	<p>THAT Council receives and accepts Caretaker Policy.</p> <p>THAT Council adopts the policy entitled "Caretaker" commences on 25 November 2020.</p>	Ian Bodill	Governance	COMPLETED	16
18.	24/11/2020	Monthly financial report – october 2020	THAT Council endorses the Financial Report for the month of October 2020.	Donna Jones	Corporate Services	COMPLETED	
19.	24/11/2020	Monthly report of the community services department october 2020	THAT Council receives and notes the Community Services report for the month of October 2020.	Rosemary Jennings	Community Services	COMPLETED	
20.	24/11/2020	Infrastructure & environment services report for the month of october 2020	THAT Council receives and note the report of the Infrastructure & Environment Services for the month of October 2020.	Brendan Pearce	Infrastructure and Environment	COMPLETED	
21.	24/11/2020	October 2020 – project update	THAT Council receives and notes the project update for the month of October 2020.	Arsalan Malik	Infrastructure and Environment	COMPLETED	

22.	24/11/2020	Minutes of meeting of the audit & risk management committee	<p>THAT Council receives and notes the attached unconfirmed minutes of the Audit &amp; Risk Management Committee meeting, held on 13 November 2020</p>	Jherry Matahelumual	Corporate Services	COMPLETED	17
23.	24/11/2020	Tender 20-09 Katherine Sportsground Oval 2 Resurfacing update November 2020	<p>THAT Council awards Sterling NT, Tender T20-09 – Katherine Sportsground – Oval 2 Resurfacing for \$706,267.33 GST exclusive, Seven Hundred and Six Thousand, two hundred and sixty-seven dollars and thirty-three cents</p> <p>THAT Council endorses the use of Round 1 of the Federal Government's Local Roads and Community Infrastructure Fund of \$249,585.33 to make up the balance of the funding required for this project.</p>	Brendan Pearce	Infrastructure and Environment	<p>COMPLETED</p> <p>KTC engaged Sterling NT for construction.</p> <p>Sterling NT will submit the documentation required in order to start on site.</p> <p>Order for Turf, Soil already placed by Sterling NT</p>	

# KATHERINE TOWN COUNCIL



## REPORT

NO	:	13.3
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT
MEETING	:	ORDINARY COUNCIL MEETING – 8 <sup>TH</sup> DECEMBER 2020
REPORT TITLE	:	MONTHLY FINANCIAL REPORT – NOVEMBER 2020
AUTHOR	:	DONNA JONES – FINANCE MANAGER
ATTACHMENT/S	:	1. FINANCIAL REPORT EXECUTIVE SUMMARY 2. STATEMENT OF BUDGET COMPARISON 3. CASH AND INVESTMENT REPORT

### PURPOSE OF REPORT

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

### BACKGROUND

The Local Government (Accounting) Regulations 18 states:

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

### **To Note:**

Budget Adjustments with account codes are to be corrected prior to the January 2021 meeting which will provide more accurate income budgets in the Operating Grants area.

**OFFICER RECOMMENDATION**

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

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



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# Budget Variance

## Katherine Town Council For the month ended 30 November 2020

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
<b>Income</b>								
Net Gain/Loss Assets - Gross sales revenue of asset	12,000	-	12,000	0.0%	12,000	-	12,000	0.0%
Operating grants	149,566	33,000	116,566	353.2%	1,161,952	2,176,159	(1,014,207)	-46.6%
Other Revenue	86,454	2,750	83,704	3043.8%	200,248	74,965	125,283	167.1%
Rates	276,735	-	276,735	0.0%	9,039,961	8,806,535	233,426	2.7%
Statutory charges	3,294	2,100	1,194	56.9%	30,538	39,206	(8,668)	-22.1%
User Charges	109,125	73,700	35,425	48.1%	590,560	367,689	222,871	60.6%
User Charges - VIC Tourism Voucher Charges	25	-	25	0.0%	25	-	25	0.0%
<b>Total Income</b>	<b>637,199</b>	<b>111,550</b>	<b>525,649</b>	<b>471.2%</b>	<b>11,035,284</b>	<b>11,464,554</b>	<b>(429,270)</b>	<b>-3.7%</b>
<b>Gross Profit</b>	<b>637,199</b>	<b>111,550</b>	<b>525,649</b>	<b>471.0%</b>	<b>11,035,284</b>	<b>11,464,554</b>	<b>(429,270)</b>	<b>-4.0%</b>
<b>Plus Other Income</b>								
Grant - Jerry the Junk Man - Special Purpose NT - Dept Environ Natural Resources	-	-	-	0.0%	45,144	45,144	-	0.0%
Grant - RCR - Australia Day Grant - Special Purpose Grant	-	-	-	0.0%	1,000	-	1,000	0.0%
Operating Grants and Subsidies	-	-	-	0.0%	40,000	70,000	(30,000)	-42.9%
<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.0%</b>	<b>86,144</b>	<b>115,144</b>	<b>(29,000)</b>	<b>-25.2%</b>
<b>Less Operating Expenses</b>								
C Waste Transfer Station New/Modification of existing WMF	26,500	-	26,500	0.0%	26,500	-	26,500	0.0%
Elected Members	16,311	20,677	(4,366)	-21.1%	84,723	103,385	(18,662)	-18.1%

# Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
Employee Costs	332,223	388,329	(56,106)	-14.4%	1,713,255	2,531,299	(818,044)	-32.3%
Materials and Services	301,531	509,695	(208,164)	-40.8%	1,987,220	3,175,718	(1,188,498)	-37.4%
Other Expenses	-	71,650	(71,650)	-100.0%	-	358,250	(358,250)	-100.0%
<b>Total Operating Expenses</b>	<b>676,565</b>	<b>990,351</b>	<b>(313,786)</b>	<b>-31.7%</b>	<b>3,811,698</b>	<b>6,168,652</b>	<b>(2,356,954)</b>	<b>-38.2%</b>
<b>Operating Profit</b>	<b>(39,366)</b>	<b>(878,801)</b>	<b>839,435</b>	<b>96.0%</b>	<b>7,309,731</b>	<b>5,411,046</b>	<b>1,898,685</b>	<b>35.0%</b>
<b>Non-operating Income</b>								
C CBD Transfer from restricted capital reserves to grant capital budget	-	-	-	0.0%	2,871,928	2,796,365	75,563	2.7%
C Grant for oval - Dept Tourism, Sport and Culture	-	-	-	0.0%	133,668	133,668	-	0.0%
C Showgrounds Transfer from restricted capital reserves to capital grant budget	-	-	-	0.0%	1,200,266	1,200,265	1	0.0%
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget	-	-	-	0.0%	4,258,491	4,258,491	-	0.0%
Grants Commonwealth Capital - Other	-	-	-	0.0%	1,493,085	-	1,493,085	0.0%
Grants Commonwealth Capital - Roads to Recovery	76,782	-	76,782	0.0%	705,436	261,794	443,642	169.5%
O SCALE GRANT	(700)	-	(700)	0.0%	609,134	609,834	(700)	-0.1%
<b>Total Non-operating Income</b>	<b>76,082</b>	<b>-</b>	<b>76,082</b>	<b>0.0%</b>	<b>11,272,009</b>	<b>9,260,417</b>	<b>2,011,592</b>	<b>21.7%</b>
<b>Non-operating Expenses</b>								
O SCALE funding	126,415	-	126,415	0.0%	591,398	609,834	(18,436)	-3.0%
O Tyre fire remediation works at the showgrounds	-	-	-	0.0%	3,994	250,000	(246,006)	-98.4%
O Waste facility site investigations	-	-	-	0.0%	5,804	250,000	(244,196)	-97.7%
<b>Capital Works</b>								
C Airport Master Plan	-	-	-	0.0%	-	50,000	(50,000)	-100.0%
C Bins for CBD	1,965	-	1,965	0.0%	1,965	-	1,965	0.0%

# Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
C Bins for Waste Management Facility	-	-	-	0.0%	24,550	24,550	-	0.0%
C Building Upgrades	-	-	-	0.0%	-	100,000	(100,000)	-100.0%
C CBD WIP Grant Capital	363,618	-	363,618	0.0%	2,854,044	2,796,365	57,679	2.1%
C Christmas Decorations	7,435	-	7,435	0.0%	7,435	20,000	(12,565)	-62.8%
C Emungalan Bridge	-	-	-	0.0%	-	3,693,085	(3,693,085)	-100.0%
C Fleet and Plant Replacement / New	37,455	-	37,455	0.0%	37,455	-	37,455	0.0%
C Footpaths Capital WIP	-	-	-	0.0%	-	80,270	(80,270)	-100.0%
C Furniture, Equipment and Computers	5,394	-	5,394	0.0%	5,394	37,932	(32,538)	-85.8%
C Hot Springs WIP Grant	700,000	-	700,000	0.0%	285,569	265,680	19,889	7.5%
C Jeremy the Junk Man	-	-	-	0.0%	-	45,144	(45,144)	-100.0%
C Knotts Crossing Cemetery Fence	-	-	-	0.0%	3,650	20,000	(16,350)	-81.8%
C Netball Courts Upgrade	-	-	-	0.0%	-	30,000	(30,000)	-100.0%
C Nursery	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Oval WIP Grant and Reserves	-	-	-	0.0%	35,493	586,658	(551,165)	-93.9%
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Management Agreement	8,886	-	8,886	0.0%	99,267	195,727	(96,460)	-49.3%
C PE Water quality and monitoring equipment - sampling and testing at the Waste Management Facility	4,285	50	4,235	8470.0%	4,285	250	4,035	1614.0%
C Play park shade structure WIP	-	-	-	0.0%	273,417	261,009	12,408	4.8%
C Pool cleaner for aquatic centre	-	-	-	0.0%	12,653	-	12,653	0.0%
C Pool shade structure and upgrades WIP Capital	-	-	-	0.0%	5,959	-	5,959	0.0%
C Road - Gory Rd & Patterson Court	-	-	-	0.0%	1,052	-	1,052	0.0%
C Road reseal works	30,067	-	30,067	0.0%	36,717	-	36,717	0.0%
C Roads	-	-	-	0.0%	480	968,828	(968,348)	-100.0%
C Seats for CBD	6,285	-	6,285	0.0%	6,285	-	6,285	0.0%

# Budget Variance

	Actual	Budget	Var AUD	Var %	YTD Actual	YTD Budget	Var AUD	Var %
C Showgrounds Fencing Upgrade / Replacement	-	-	-	0.0%	-	23,072	(23,072)	-100.0%
C Showgrounds Gates	-	-	-	0.0%	-	20,000	(20,000)	-100.0%
C Showgrounds WIP Capital	1,370	-	1,370	0.0%	698,747	1,200,266	(501,519)	-41.8%
C Signage - Airport and Township	1,585	-	1,585	0.0%	1,585	20,000	(18,415)	-92.1%
C Sportsgrounds Pavillon WIP Grant Capital	-	-	-	0.0%	70,970	4,258,491	(4,187,521)	-98.3%
C Street Lighting Upgrades / New	24,552	-	24,552	0.0%	24,552	100,000	(75,449)	-75.4%
C Turtle shade structure	-	-	-	0.0%	29,500	2,000	27,500	1375.0%
C Turtle WIP Grant	-	-	-	0.0%	89,465	94,105	(4,640)	-4.9%
C Wayfinder Signage	-	-	-	0.0%	-	75,563	(75,563)	-100.0%
C WWII Historical Walk Signage	-	-	-	0.0%	-	10,000	(10,000)	-100.0%
Grant Expenses	-	-	-	0.0%	4,727	-	4,727	0.0%
NT Financial Assistance Grant Roads - Other	-	(79,566)	79,566	100.0%	-	(470,255)	470,255	100.0%
RMC - Air Quality Monitoring	-	3,700	(3,700)	-100.0%	7,773	18,500	(10,727)	-58.0%
<b>Total Capital Works</b>	<b>1,192,896</b>	<b>(75,816)</b>	<b>1,268,712</b>	<b>1673.4%</b>	<b>4,622,988</b>	<b>14,547,240</b>	<b>(9,924,252)</b>	<b>-68.2%</b>
<b>Total Non-operating Expenses</b>	<b>1,319,311</b>	<b>(75,816)</b>	<b>1,395,127</b>	<b>1840.1%</b>	<b>5,224,184</b>	<b>15,657,074</b>	<b>(10,432,890)</b>	<b>-66.6%</b>
<b>Net Profit</b>	<b>(1,282,595)</b>	<b>(802,985)</b>	<b>(479,610)</b>	<b>-60.0%</b>	<b>13,357,556</b>	<b>(985,611)</b>	<b>14,343,167</b>	<b>1455.0%</b>

**CASH AND INVESTMENTS**  
**30 November 2020**

**GENERAL FUND**

**Commonwealth Bank**

Balance as per bank statement, 30 November

Plus net outstanding deposits/(withdrawals)

Adjusted cash at bank balance, 30 November 2020

\$	
1,922,977	
-	120,144
<b>1,802,833</b>	

**INVESTMENTS**

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST		EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	FINANCIAL INSTITUTION %
		RATE %					
AMP	1,034,182	0.10		on call	on call		
AMP	2,130,823	0.60		16-Nov-20	16-Mar-21		
AMP	1,101,882	0.10		on call	on call		
AMP	3,535,138	0.60		18-Nov-20	16-Mar-21	7,802,025	32.19%
Commonwealth Bank	576,516	0.01		on call	on call		
Commonwealth Bank	1,521,200	0.01		on call	on call		
Commonwealth Bank	3,514,132	0.01		on call	on call	5,611,848	23.16%
National Bank	1,074,101	0.60		7-Sep-20	7-Jan-21		
National Bank	3,805,675	0.40		17-Nov-20	19-Apr-21		
National Bank	2,476,873	0.60		21-Sep-20	19-Jan-21	7,356,648	30.36%
Westpac Bank	897,620	0.80		9-Sep-20	7-Jan-21		
Westpac Bank	2,565,713	0.80		9-Aug-20	14-Dec-20	3,463,333	14.29%
<b>Total Investments</b>						<b>24,233,853</b>	<b>100.00%</b>
<b>Total Funds</b>						<b>26,036,686</b>	

**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/>
Unrestricted funds	2,973,348
Capital Works in Progress	8,271,053
	<hr/>
	<b>\$ 26,036,686</b>

## Financial Report Executive Summary

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

 On track
  Monitoring
  Items to note

### Summary

-  The overall operating result to date has remained constant. Budget to forecast will continue to be monitored.
-  Cash Position- continues to be monitored weekly with 3 large investments being reinvested in November. CBD project is on track for final payments made by 30 December 2020
-  Forecast Income for the financial year is in line with the Financial Year Budget

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

### Debtors Analysis

The table below shows the amount of debtors outstanding for the current and previous month. Debtors have shown an overall decrease with decreases in both Rates and Sundry Debtors.

	<b>Oct-20</b>	<b>Nov-20</b>
Rates debtors	4,996,635	4,514,713
Sundry debtors	254,175	152,229
Weighbridge debtors	95,103	111,620
Infringement - Animal	30,766	30,625
Infringement - Parking	12,353	12,133
Infringement - Litter/Camping	1,367	1,367
<b>Total outstanding</b>	<b>5,390,399</b>	<b>4,822,687</b>

### Rates Debtors Analysis

The second installment of rates were due the 30th November which assisted in reduction of Rates Debtors. We are still working with Community Group / Government Department to come to arrangement to pay rates which remain outstanding.

### Sundry Debtors Age Analysis

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

	<b>Oct-20</b>	<b>Nov-20</b>
Current	94,295	21,095
Over 30 days	38,465	10,195
Over 60 days	430	-221
Over 90 days	120,985	121,160
<b>Total</b>	<b>254,175</b>	<b>152,229</b>

Large reduction in Sundry Debtors this month for <60 days accounts. We are in negotiation with one business to reduce their >90 days account on a repayment plan.

#### **Weighbridge Debtors Age Analysis**

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

	<b>Oct-20</b>	<b>Nov-20</b>
Current	31,102	45,050
Over 30 days	35,949	20,151
Over 60 days	3,567	19,269
Over 90 days	24,485	27,150
<b>Total</b>	<b>95,103</b>	<b>111,620</b>

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



**DEBTORS REPORT**  
**30 November 2020**

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	TOTAL \$
Sundry	\$ 21,095	\$ 10,195	-\$ 221	\$ 121,160	\$ 152,229
Weighbridge	\$ 45,050	\$ 20,151	\$ 19,269	\$ 27,149	\$ 111,620
<b>Total</b>	\$ 66,146	\$ 30,346	\$ 19,048	\$ 148,309	\$ 263,849
<b>Infringements</b>	<b>Current \$</b>	<b>30+ days \$</b>	<b>60+ days \$</b>	<b>90+ days \$</b>	<b>TOTAL \$</b>
Animal	\$ -	\$ 740.00	\$ 2,485.00	\$ 27,400	\$ 30,625
Parking	\$ -	\$ 50.00	-	\$ 12,083	\$ 12,133
Litter	\$ -	-	-	\$ 884	\$ 884
Camping	\$ -	-	-	\$ 483	\$ 483
<b>Total</b>					\$ 44,125
<b>Rates</b>	<b>Current \$</b>	<b>Arrears incl interest &amp; legal fees</b>			<b>TOTAL \$</b>
	\$ 3,700,223			\$ 814,490	\$ 4,514,713
<b>Grand Total</b>					<b>\$ 4,822,687</b>

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.4

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

**MEETING** : ORDINARY COUNCIL MEETING – 8<sup>TH</sup> DECEMBER 2020

**REPORT TITLE** : LONG NECK TURTLE ACQUITTAL 2019/2020

**AUTHOR** : DONNA JONES – FINANCE MANAGER

**ATTACHMENT/S** : 1. FINANCIAL ACQUITTAL STATEMENT  
2. PAYMENT LISTING

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**PURPOSE OF REPORT**

To formally acquit the 2019/2020 Department of Local Government, Housing and Community Development Grant for the construction of the Long Neck Turtle at Katherine Hot Springs for the amount of \$150,000 exclusive of GST.

**BACKGROUND**

The Katherine Town Council was provided with a grant by Department of Local Government, Housing and Community Development to construct play equipment at the Katherine Hot Springs which would reflect the culture of the area for young children to be able to enjoy.

Consultation with local Aboriginal communities, the Long Neck Turtle become the symbol of the play equipment due to the connection of the Long Neck Turtle with the Katherine region.

**Analysis**

Attached is the acquittal detailing the expenditure of the fund, demonstrating a deficiency of \$230,470.

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

Receive and note the acquittal for the 2019/2020 Department of Local Government, Housing and Community Development grant to the Katherine Town Council and to forward the acquittal to Department of Local Government, Housing and Community Development

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



Comments:

**Donna Hadfield, Manager Grants Program**

\_\_\_\_\_ / / \_\_\_\_\_

KATHERINE TOWN COUNCIL  
 Income & Expenditure Report  
 Long Neck Turtle Katherine Hotsprings

	Grant (exc GST)
	\$
<b><u>INCOME</u></b>	
Funding Amount	150,000.00
Katherine Town Council Contribution	-
<b>TOTAL INCOME</b>	<u>150,000.00</u>
<b><u>EXPENDITURE</u></b>	
Contractors - Consults/Design and Construct	380,360.26
Salary and Wages	68.58
Community Event	41.15
<b>TOTAL EXPENDITURE</b>	<u>380,469.99</u>
<b>SURPLUS/(DEFICIT)</b>	<u><b>(230,469.99)</b></u>

# Account Transactions

Katherine Town Council

For the period 1 July 2019 to 31 December 2020

Projects is XGR-SR-Turtle Playground - Hot Springs.

Account Type contains Expense, Revenue

Date	Source	Description	Reference	Debit	Credit	Running Balance	Gross	GST
<b>C Turtle WIP Grant</b>								
25 Sep 2019	Payable Invoice	Ashford Group Architects - Concept Design Services - 100% claim on Stage 01 (Job no: RA1942 Hot Springs Turtle playground)	INV-0510	19,865.00	0.00	19,865.00	21,851.50	1,986.50
29 Oct 2019	Payable Invoice	Ashford Group Architects - Documentation Services for stage 2 Stage 2 Turtle documentation - RA1942 - Holsprings Turtle Playground	INV-0542	26,050.00	0.00	45,915.00	28,655.00	2,605.00
29 Oct 2019	Payable Invoice	Ashford Group Architects - Disbursements fee - Job RA1942 - Katherine hot springs turtle playground - Final claim for stage 03 Highway QA Pty Ltd - Soil Testing for Turtle Play Area	INV-0543	2,540.00	0.00	48,455.00	2,794.00	254.00
05 Nov 2019	Payable Invoice	Hot Springs Stage 2 : Location: Turtle Play Area, Date: 29-10-2019, Work Request: 571	00192780	745.59	0.00	49,200.59	820.15	74.56
26 Nov 2019	Receivable Invoice	Urban Play - Geotechnical Report	Geotechnical Report	0.00	1,867.50	47,333.09	(2,054.25)	(186.75)
28 Nov 2019	Payable Invoice	Highway QA Pty Ltd - Geotechnical Report	Site Classification 00193272	1,867.50	0.00	49,200.59	2,054.25	186.75
01 Jan 2020	Payable Invoice	Ashford Group Architects - Landscape Architect / Building Designer 12 hours x \$170/hr = \$2040 + GST Architect / drawing coordination 1 hour x \$250/hr = \$250 = GST Total cost including Administration Charge on Variation = \$2,290 x 10% + GST = \$2,519 + GST	INV-0571	2,519.00	0.00	51,719.59	2,770.90	251.90
24 Feb 2020	Payable Invoice	Ashford Group Architects - To carry out the construction of the Turtle Play Area at Katherine Hot Springs by the following Sub-contractors to design specifications. 50% Paid	INV-0609	34,167.91	0.00	85,887.50	37,584.70	3,416.79
15 May 2020	Payable Invoice	Ashford Group Architects - Stage 1: 10% of project total upfront payment. Required for mobilisation and administration. 100% paid	INV-0670	34,167.91	0.00	120,055.41	37,584.70	3,416.79
15 May 2020	Payable Invoice	Ashford Group Architects - Stage 2: 30% of contract sum at one third to practical completion. 50% paid	INV-0670	17,083.95	0.00	137,139.36	18,792.35	1,708.40
09 Jun 2020	Payable Invoice	Ashford Group Architects - Stage 3: 30% of contract sum at one third to practical completion.	INV-0663	51,251.86	0.00	188,391.22	56,377.05	5,125.19
09 Jun 2020	Payable Invoice	Ashford Group Architects - Stage 3: 30% of contract sum at one third to practical completion.	INV-0663	102,503.72	0.00	290,894.94	112,754.09	10,250.37
02 Jul 2020	Payable Invoice	Ashford Group Architects - Stage 4: 10% at 20% full practical completion.	INV-0714	68,335.80	0.00	359,230.74	75,169.38	6,833.58
02 Jul 2020	Payable Invoice	Ashford Group Architects - Stage 4: 10% at 20% full practical completion.	INV-0714	17,083.96	0.00	376,314.70	18,792.36	1,708.40
13 Aug 2020	Payable Invoice	Ashford Group Architects - Rope netting inside the turtle supply and install	INV-0751	4,045.59	0.00	380,360.29	4,450.12	404.56
		<b>Total C Turtle WIP Grant</b>		<b>382,227.76</b>	<b>1,867.50</b>	<b>380,360.26</b>	<b>418,396.30</b>	<b>38,036.04</b>
<b>EC - SW - SAW</b>								
08 Sep 2020	Payroll Expense	Earnings	Payroll Expense Journal - PD-92	68.58	0.00	68.58	68.58	0.00
08 Sep 2020	Manual Journal	Repost posting of original payroll journal - Repost posting of original payroll journal	# 102160	68.58	0.00	137.16	68.58	0.00
08 Sep 2020	Manual Journal	Reverse posting of original payroll journal - Reverse posting of original payroll journal	# 102132	0.00	68.58	68.58	(68.58)	0.00
		<b>Total EC - SW - SAW</b>		<b>137.16</b>	<b>68.58</b>	<b>68.58</b>	<b>68.58</b>	<b>0.00</b>
<b>MS - Community Events</b>								
01 Oct 2020	Payable Invoice	Facebook - Turtle Comp name	438RPTJF42	41.15	0.00	41.15	45.26	4.11
		<b>Total MS - Community Events</b>		<b>41.15</b>	<b>0.00</b>	<b>41.15</b>	<b>45.26</b>	<b>4.11</b>
		<b>Total</b>		<b>382,406.07</b>	<b>1,936.08</b>	<b>380,469.99</b>	<b>418,510.14</b>	<b>38,040.15</b>

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.5

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

**MEETING** : ORDINARY COUNCIL MEETING – 8<sup>TH</sup> DECEMBER 2020

**REPORT TITLE** : COMMERCIAL RATE REPLENISHMENT FUND 2020/2021

**AUTHOR** : DONNA JONES – FINANCE MANAGER

**ATTACHMENT/S** : NIL

**PURPOSE OF REPORT**

The Department of Chief Minister and Cabinet, has released a Council Support Package 2020/21, being the Commercial Rate Replenishment Fund. Funding is only payable to Municipal, Regional and Shire Councils and is a one-off grant.

The purpose of the program is to allocate funding to Councils, where they have provided a one-off rate concession to a commercial ratepayer. Where the ratepayer had a rate liability on an allotment for 2019/20 and/or 2020/21, the following eligibility criteria applies:

- A) An eligible business that has a business on the allotment; or
- B) A landlord that has provided suitable rent relief to a tenant that is an eligible business that has business premises on the allotment.

Council wishes to formally apply for the Commercial Rate Replenishment Fund, enabling Council to re-coup the one-off rate concessions that were provided to commercial ratepayers in relation to COVID-19 for the rating period of 2019/20 and/or 2020/21.

**BACKGROUND**

The program is to support Local Government Councils, that have provided a rates concession to commercial ratepayers or tenants, who met the hardship eligibility criteria under the COVID-19 Economic Relief Measure: Rate concession for commercial ratepayer's" common policy.

The COVID-19 Economic Relief Measure: Rate concession for commercial ratepayer's" common policy, was adopted at the Ordinary Meeting of Council on 26 May 2020.

This policy allowed Katherine Town Council to provide three-month waiver (25% Rate Concession) for the 2020/2021 and 2019/2020 rating period.

**Analysis**

Attached is the spreadsheet detailing the following:

- Total Value of the Commercial rates levied for 2020-2021: Total \$2,584,438.70
- Total number of Commercial lots rated for 2020/2021: 660 lots
- Total value of rates levied and number of lots that are eligible for a concession. Total value \$172,205.09. Total number of lots: 31
- Difference in the amount of rates levied in 2020/2021 on concessional Lots compared to those Lots levied in 2019/2020.
  - Difference of rates levied on concessional lots who qualified for the 2019/2020 waiver, difference between the rates levied is \$245.23
  - Difference of rates levied on concessional lots who qualified for the 2020/2021 waiver, difference between the rates levied is \$9,005.66.

- Total number of lots by zone type that received the rates concession: Total 31
  - Tourist Commercial – 1
  - Light Industry – 7
  - CB Central Business – 17
  - CB2 Central Business - 1
  - Caravan Park – 3
  - A Agricultural – 1
  - General Industry - 1

### **OFFICER RECOMMENDATION**

**That it be recommended to Council:** To submit the analysis data and certify the report and supporting documentation that detail the rates concession to qualify for the Commercial Rate Replenishment Fund and approve the following certification:

The Chief Operating Officer certifies that

1. Waivers were provided for a three-month period for all eligible concession holders
2. Waivers were based on the annual rates declared for respective allotments in 2019/2020
3. Confirm that the certification was laid before the Ordinary Meeting of Council 08 December 2020
4. Confirm that evidence pertaining to the Council's approval of rates concession, is available for inspection if requested.



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



# KATHERINE TOWN COUNCIL



## REPORT

<b>NO</b>	:	13.6
<b>FOLDER</b>	:	LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES
<b>MEETING</b>	:	ORDINARY COUNCIL MEETING – 24/112020
<b>REPORT TITLE</b>	:	LEASE – LOT 2810 – 39 CASUARINA STREET - TELSTRA
<b>AUTHOR</b>	:	ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES
<b>ATTACHMENT/S</b>	:	PROPOSED LOCALITY PLAN

### PURPOSE OF REPORT

To seek Elected Members approval to enter a twelve-year lease with Telstra Corporation Limited for the installation of a telecommunications tower on part of Lot 2810, 29 Casuarina Street, Katherine and provide consent as the landowner to the relevant Development Consent Application process.

### LEASE PROPOSAL

Telstra have requested that Council lease part of Lot 2810, 29 Casuarina Street, for the purposes of erecting a telecommunications tower.

Lot 2810, 29 Casuarina Street is better known as Casuarina Park. The park is used as an off-leash area and drainage runoff and has a number of water and sewerage easements running through it.

Proposed conditions are as follows:

- Area - 100m<sup>2</sup> (approx).
- Structure – 35 m monopole tower.
- Rental – minimum \$8,000 pa plus GST.
- Annual Rental Increases – 2%
- Commencement date – the date on which a Development Permit is issued.
- Term – Twelve years.
- Legal Costs – Telstra to meet all Council's legal costs and reasonable disbursements.

A location plan is attached.

### DEVELOPMENT CONSENT

As per the nature of the proposed works, Development Consent is required. The lessee has noted that obtaining approvals from any statutory authority or other relevant authority to enter into the Lease and construct its facility is a requirement to the lease progressing.

The lessee has requested written consent from the Council (Landowner) as part of the Development Application being lodged in relation to the proposed telecommunications tower. Formal community consultation in relation to this proposed project will occur through the Development Consent process.

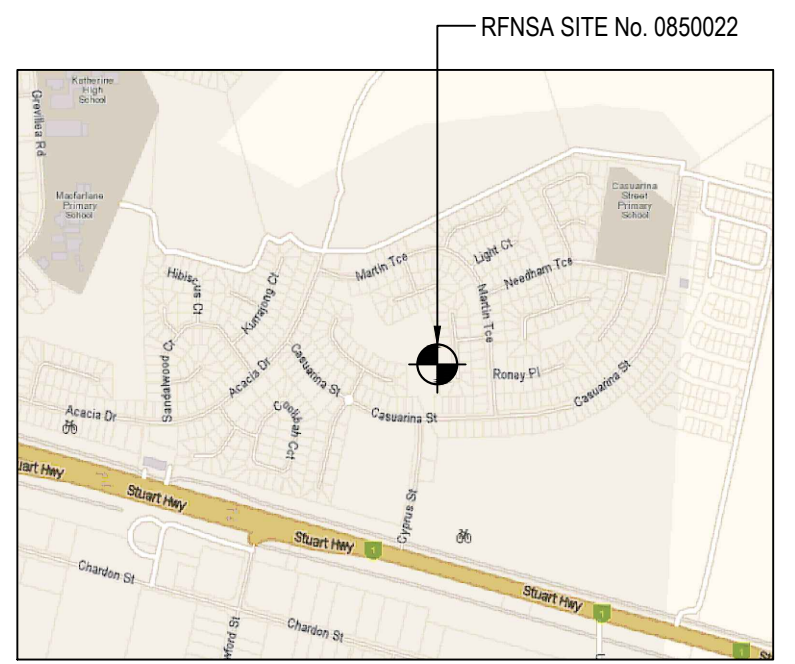
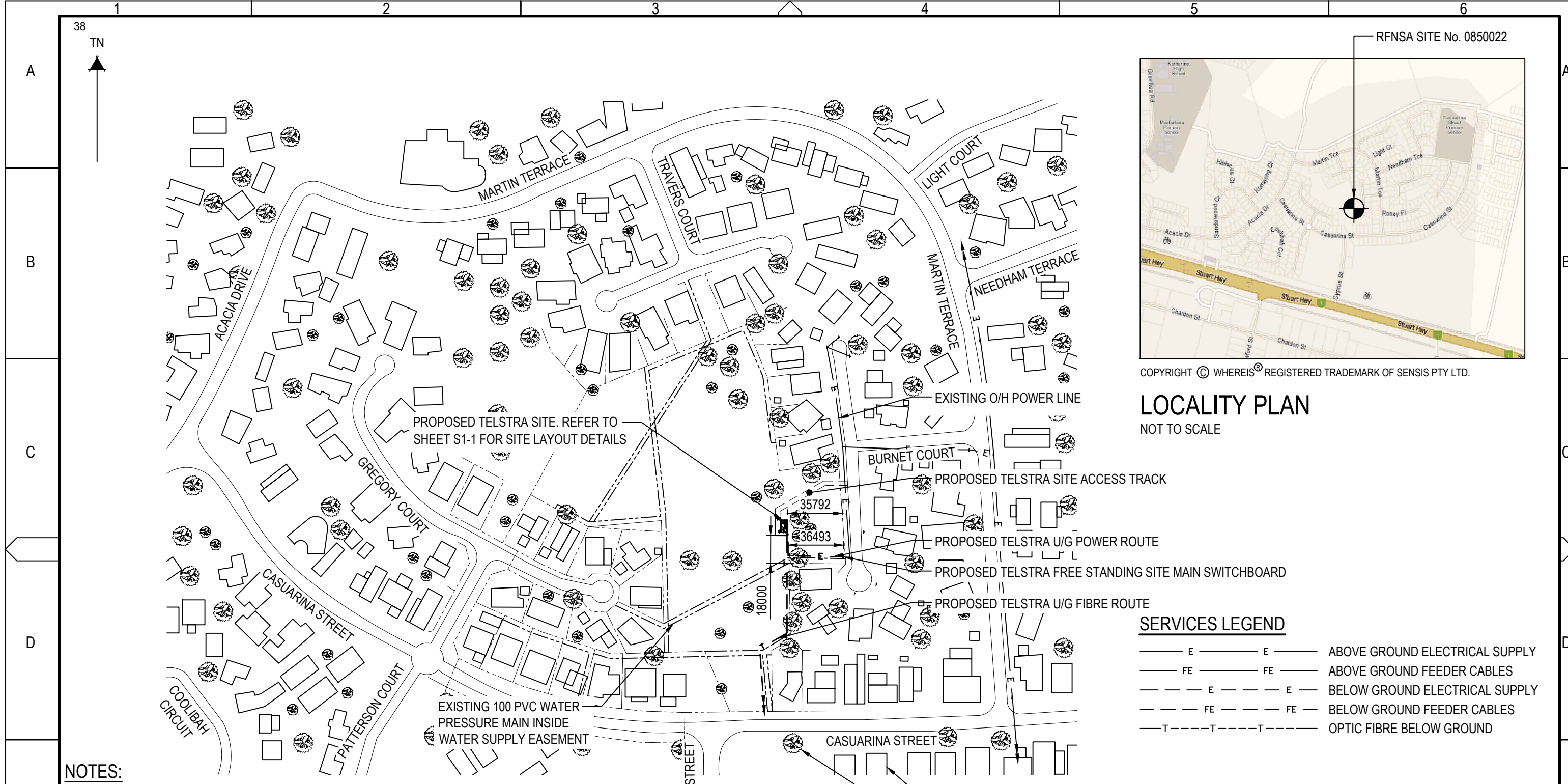
**OFFICER RECOMMENDATION**

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

1. Authorise 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.
2. Provide Development Consent, as the landowner, to Telstra Corporate Limited for the proposed construction of the telecommunications infrastructure.

A handwritten signature in black ink, appearing to read 'Ian Bodill', written over the second list item.

Ian Bodill  
**CHIEF EXECUTIVE OFFICER**



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### LOCALITY PLAN

NOT TO SCALE

### SERVICES LEGEND

- E — ABOVE GROUND ELECTRICAL SUPPLY
- FE — ABOVE GROUND FEEDER CABLES
- - - E - - - BELOW GROUND ELECTRICAL SUPPLY
- - - FE - - - BELOW GROUND FEEDER CABLES
- - - T - - - OPTIC FIBRE BELOW GROUND

- NOTES:**
1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
  2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
  3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
  4. FIBRE ROUTE AND POWER SUBMAIN ROUTE ARE NOT FINAL AND SUBJECT TO CHANGE UPON PROPERTY OWNER, TELSTRA AND UTILITIES SERVICE PROVIDERS APPROVAL.
  5. CLEAR ALL VEGETATION WITHIN THE COMPOUND TO MINIMISE SNAKE ACTIVITY.

### SITE ACCESS

SCALE 1:2500  
50m 0 50m 100m SCALE 1:2500

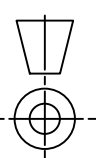
NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1-1 & S1-2

**PRELIMINARY**

Telstra Networks Wireless program Delivery Template - 017868P02 issue 11.4 XX /XX/2015

DO NOT SCALE

F



#### PROPERTY DESCRIPTION

LOT 2810  
CUFT VOL 650 FOLIO 863  
TOWN OF KATHERINE

SITE STRUCTURE CO-ORDINATES (GDA94)  
GPS READING ACCURACY: ± 0.1m  
CENTRE OF POLE

LATITUDE	GDA 94 -14.46959
LONGITUDE	GDA 94 132.29171

**servicestream**  
ESSENTIAL NETWORK SERVICES  
535 South Road, Regency Park SA 5010  
T +61 8 7071 9636 | F +61 8 7071 9650 | www.servicestream.com.au

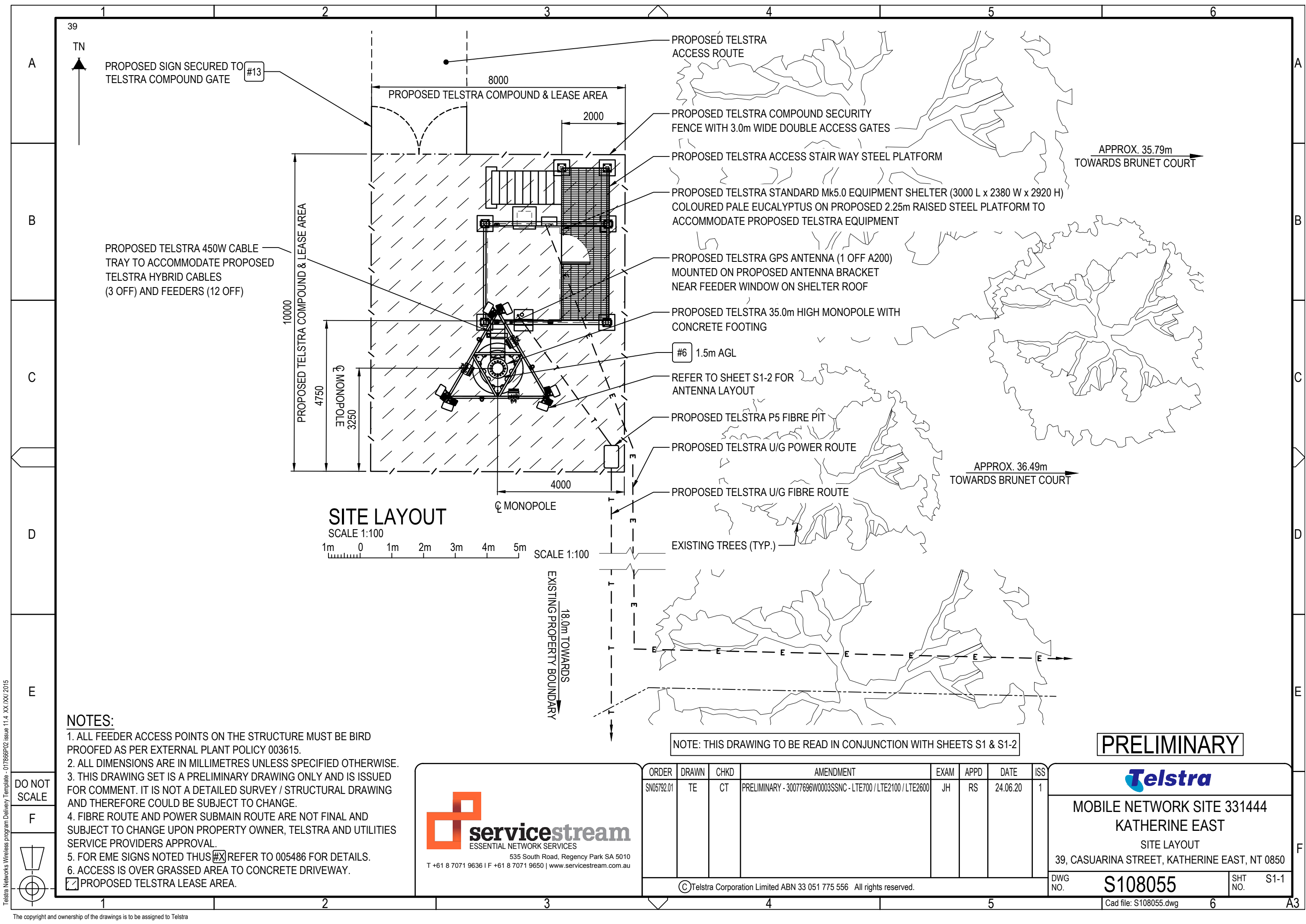
ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN05792.01	TE	CT	PRELIMINARY - 30077696W0003SSNC - LTE700 / LTE2100 / LTE2600	JH	RS	24.06.20	1

**MOBILE NETWORK SITE 331444**  
**KATHERINE EAST**  
SITE ACCESS AND LOCALITY PLAN  
39, CASUARINA STREET, KATHERINE EAST, NT 0850

DWG NO.	<b>S108055</b>	SHT NO.	S1
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Cad file: S108055.dwg



**SITE LAYOUT**  
SCALE 1:100

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1 & S1-2

- NOTES:**
1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
  2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
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  4. FIBRE ROUTE AND POWER SUBMAIN ROUTE ARE NOT FINAL AND SUBJECT TO CHANGE UPON PROPERTY OWNER, TELSTRA AND UTILITIES SERVICE PROVIDERS APPROVAL.
  5. FOR EME SIGNS NOTED THUS (#X) REFER TO 005486 FOR DETAILS.
  6. ACCESS IS OVER GRASSED AREA TO CONCRETE DRIVEWAY.
- PROPOSED TELSTRA LEASE AREA.



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN05792.01	TE	CT	PRELIMINARY - 30077696W0003SSNC - LTE700 / LTE2100 / LTE2600	JH	RS	24.06.20	1

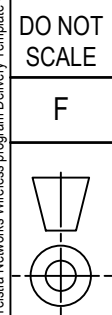
**PRELIMINARY**

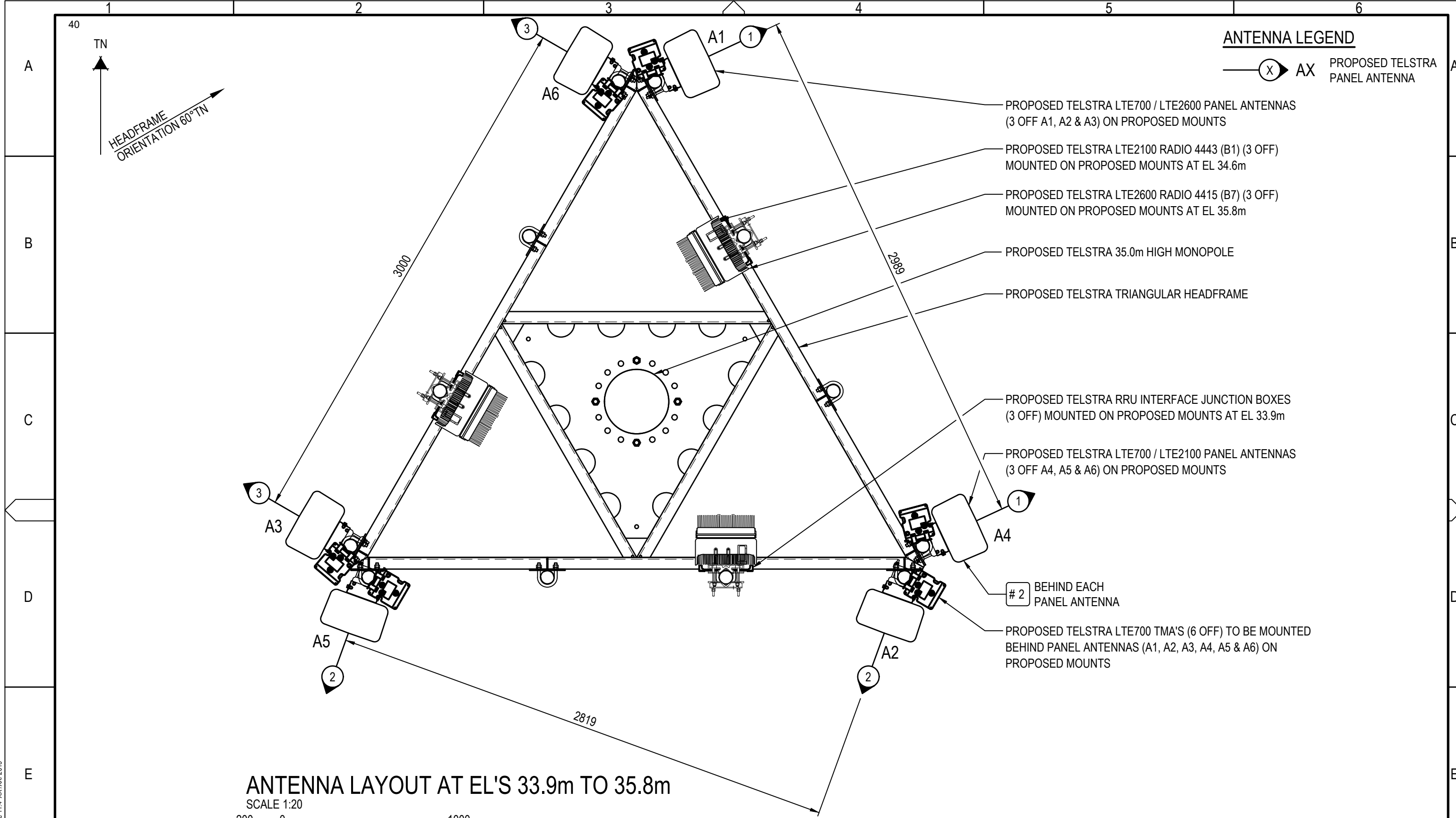
**Telstra**  
MOBILE NETWORK SITE 331444  
KATHERINE EAST  
SITE LAYOUT  
39, CASUARINA STREET, KATHERINE EAST, NT 0850

DWG NO. **S108055** SHT NO. S1-1

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Telstra Networks Wireless program Delivery Template - 017868P02 issue 11.4 XX /XX/2015





**ANTENNA LEGEND**

— (X) — AX PROPOSED TELSTRA PANEL ANTENNA

- PROPOSED TELSTRA LTE700 / LTE2600 PANEL ANTENNAS (3 OFF A1, A2 & A3) ON PROPOSED MOUNTS
- PROPOSED TELSTRA LTE2100 RADIO 4443 (B1) (3 OFF) MOUNTED ON PROPOSED MOUNTS AT EL 34.6m
- PROPOSED TELSTRA LTE2600 RADIO 4415 (B7) (3 OFF) MOUNTED ON PROPOSED MOUNTS AT EL 35.8m
- PROPOSED TELSTRA 35.0m HIGH MONOPOLE
- PROPOSED TELSTRA TRIANGULAR HEADFRAME
- PROPOSED TELSTRA RRU INTERFACE JUNCTION BOXES (3 OFF) MOUNTED ON PROPOSED MOUNTS AT EL 33.9m
- PROPOSED TELSTRA LTE700 / LTE2100 PANEL ANTENNAS (3 OFF A4, A5 & A6) ON PROPOSED MOUNTS
- # 2 BEHIND EACH PANEL ANTENNA
- PROPOSED TELSTRA LTE700 TMA'S (6 OFF) TO BE MOUNTED BEHIND PANEL ANTENNAS (A1, A2, A3, A4, A5 & A6) ON PROPOSED MOUNTS

**ANTENNA LAYOUT AT EL'S 33.9m TO 35.8m**

SCALE 1:20  
 200 0 1000 SCALE 1:20

NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEETS S1 & S1-1

**PRELIMINARY**

DO NOT SCALE

- NOTES:**
1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
  2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
  3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
  4. FOR EME SIGNS NOTED THUS (X) REFER TO 005486 FOR DETAILS.



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN05792.01	TE	CT	PRELIMINARY - 30077696W0003SSNC - LTE700 / LTE2100 / LTE2600	JH	RS	24.06.20	1



**MOBILE NETWORK SITE 331444**  
**KATHERINE EAST**  
 ANTENNA LAYOUT  
 39, CASUARINA STREET, KATHERINE EAST, NT 0850

DWG NO. **S108055** SHT NO. S1-2

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Cad file: S108055.dwg

BEHIND EACH PANEL ANTENNA #2

PROPOSED TELSTRA LTE700 TMA'S (6 OFF) TO BE MOUNTED BEHIND PANEL ANTENNAS (A1, A2, A3, A4, A5 & A6)

PROPOSED TELSTRA TRIANGULAR HEADFRAME

**SITE EME SIGNAGE**

- #2 EME TELSTRA #2 SIGN  
PROPOSED SIGNS TO BE UV STABLE STICKERS AND FIXED TO BEHIND OF EACH PANEL ANTENNAS (6 OFF)
- #6 EME TELSTRA #6 SIGN  
PROPOSED SIGN SECURED 1.5m AGL TO MONOPOLE USING STAINLESS STEEL STRAPS
- #13 EME TELSTRA #13 SIGN  
PROPOSED SIGN TO BE SECURED TO TELSTRA COMPOUND GATE USING STAINLESS STEEL STRAPS

**NOTES:**

1. ALL FEEDER ACCESS POINTS ON THE STRUCTURE MUST BE BIRD PROOFED AS PER EXTERNAL PLANT POLICY 003615.
2. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS SPECIFIED OTHERWISE.
3. THIS DRAWING SET IS A PRELIMINARY DRAWING ONLY AND IS ISSUED FOR COMMENT. IT IS NOT A DETAILED SURVEY / STRUCTURAL DRAWING AND THEREFORE COULD BE SUBJECT TO CHANGE.
4. FOR EME SIGNS NOTED THUS [#X] REFER TO 005486 FOR DETAILS.
5. FOUNDATIONS ARE SHOWN INDICATIVE ONLY. FINAL DESIGN IS SUBJECT TO RESULTS OF GEOTECHNICAL INVESTIGATION.
6. FIBRE ROUTE AND POWER SUBMAIN ROUTE ARE NOT FINAL AND SUBJECT TO CHANGE UPON PROPERTY OWNER, TELSTRA AND UTILITIES SERVICE PROVIDERS APPROVAL.

- ▽ E.L. 36.3m (±100mm) R.L. 146.3m AHD  
OVERALL HEIGHT
- ▽ E.L. 35.8m (±100mm) R.L. 145.8m AHD  
C/L PROPOSED TELSTRA LTE2600 RADIO 4415 (B7) (3 OFF)
- ▽ E.L. 35.0m (±100mm) R.L. 145.0m AHD  
C/L PROPOSED TELSTRA LTE700 / LTE2600 PANEL ANTENNAS (3 OFF A1, A2 & A3)  
C/L PROPOSED TELSTRA LTE700 / LTE2100 PANEL ANTENNAS (3 OFF A4, A5 & A6)  
C/L PROPOSED TELSTRA LTE700 TMA'S (6 OFF)  
TOP OF PROPOSED MONOPOLE
- ▽ E.L. 34.6m (±100mm) R.L. 144.6m AHD  
C/L PROPOSED TELSTRA LTE2100 RADIO 4443 (B1) (3 OFF)
- ▽ E.L. 33.9m (±100mm) R.L. 143.9m AHD  
C/L PROPOSED TELSTRA RRU INTERFACE JUNCTION BOXES (3 OFF)

PROPOSED TELSTRA FEEDER CABLES (12 OFF) & HYBRID CABLES (3 OFF) TO RUN INTERNALLY TO MONOPOLE

PROPOSED TELSTRA 35.0m HIGH MONOPOLE

PROPOSED TELSTRA 450W CABLE TRAY TO ACCOMMODATE PROPOSED TELSTRA HYBRID CABLES (3 OFF) AND FEEDERS (12 OFF)

PROPOSED TELSTRA COMPOUND SECURITY FENCE WITH 3.0m WIDE DOUBLE ACCESS GATES

1.5m AGL #6  
PROPOSED TELSTRA P5 FIBRE PIT

PROPOSED TELSTRA U/G FIBRE ROUTE (INDICATIVE ONLY)

PROPOSED TELSTRA GPS ANTENNA (1 OFF A200) MOUNTED ON PROPOSED ANTENNA BRACKET NEAR FEEDER WINDOW ON SHELTER ROOF

PROPOSED TELSTRA STANDARD Mk5.0 EQUIPMENT SHELTER (3000 L x 2380 W x 2920 H) COLOURED PALE EUCALYPTUS ON PROPOSED 2.25m RAISED STEEL PLATFORM TO ACCOMMODATE PROPOSED TELSTRA EQUIPMENT

▽ E.L. 5.35m (±100mm) R.L. 115.35m AHD  
BASE OF PROPOSED TELSTRA GPS ANTENNA (1 OFF A200)

PROPOSED TELSTRA ACCESS STAIR WAY STEEL PLATFORM

▽ E.L. 2.25m (±100mm) R.L. 112.25m AHD  
TOP OF PROPOSED PLATFORM

#13 PROPOSED SIGN SECURED TO TELSTRA COMPOUND GATE (BEHIND)

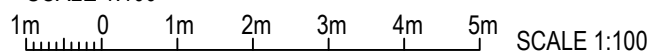
▽ E.L. 0.0m  
GROUND LEVEL (R.L. 110.0m AHD)

PROPOSED TELSTRA U/G POWER ROUTE (INDICATIVE ONLY)

PROPOSED TELSTRA MONOPOLE FOOTING (INDICATIVE ONLY)

**EAST ELEVATION**

SCALE 1:100



NOTE: THIS DRAWING TO BE READ IN CONJUNCTION WITH SHEET S3-1

**PRELIMINARY**



ORDER	DRAWN	CHKD	AMENDMENT	EXAM	APPD	DATE	ISS
SN05792.01	TE	CT	PRELIMINARY - 30077696W0003SSNC - LTE700 / LTE2100 / LTE2600	JH	RS	24.06.20	1

**Telstra**

**MOBILE NETWORK SITE 331444**  
**KATHERINE EAST**  
 EAST ELEVATION  
 39, CASUARINA STREET, KATHERINE EAST, NT 0850

DWG NO.	<b>S108055</b>	SHT NO.	S3
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**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.7

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

**MEETING** : ORDINARY COUNCIL MEETING – 8 DECEMBER 2020

**REPORT TITLE** : SINGLE USE PLASTIC POLICY UPDATE

**AUTHOR** : TAYLOR REVITT, COMMUNICATIONS OFFICER

**ATTACHMENT/S** : NIL

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**PURPOSE OF REPORT**

To provide an update regarding the progress of the implementation of the Single Use Plastic Policy and the requirements on Council facilities, enforcement date 1 January 2021.

**BACKGROUND**

Katherine Town Council is banning single use plastic products at all Council facilities and these changes will reflect the terms and conditions of hires and events on Council land from 1 January 2021.

Council understands the impact these harmful products can have on our environment.

We aim to engage businesses and user groups to provide information and assist in exercising environmentally sustainable practices.

As a community we need to take these steps together. Every step towards a cleaner environment can make a difference and working together can provide a positive culture for the future for our environment and children.

Council developed a Single Use Plastic Tool Kit to assist User groups with becoming single use plastic free. The tool kit also incorporated a self-audit, where user groups could assess their single use plastic consumption and find alternative products that could be used.

**USER GROUP ENGAGEMENT**

A Council representative attended the Showground and Sportsground User Group meetings, where the policy was initially introduced. Followed by a workshop, where all user group representatives were invited.

At the workshop all attendees were provided with the Single Use Plastic Policy, Toolkit and self-audit. Council has received two (2) completed self-audits, to date.

With further discussions with the user groups, the following requests were asked to be considered:

- Cold, filtered water bubblers at all Council facilities
- Water refill station
- Recycling bins at all Council facilities – with colour identification e.g. Yellow lids
- A waste campaign to educate and raise awareness
- Possibility of grants and compensation for purchasing supplies
- Cleaning bays for reusable containers at the Showgrounds

The feedback is currently with the Elected Members for comment.

The user groups have received friendly reminders, regarding the self-audit and implementation date of the policy.

Council is aware that particular user groups required additional support through this transition, Council is still working with the Katherine District Show Society with the requirements of the Policy.

The next step for administrative purposes, Council will be updating external forms and applications that accompany hires, permits and leases.

Overall, User groups appeared to accept and endorse the policies objective.

Council appreciates and acknowledges all user groups, who have been involved with the consultation process.

### **OFFICER RECOMMENDATION**

#### **That it be recommended to Council to:**

1. Receive and note and Single Use Plastic Policy Update Report.
2. Consider the requests as listed, in the 2021/22 budget deliberations



Ian Bodill  
**CHIEF EXECUTIVE OFFICER**





# REPORT

NO	:	13.8
FOLDER	:	LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING MEETING/REPORTS TO COUNCIL/INFRASTRUCTURE & ENVIRONMENT
MEETING	:	ORDINARY COUNCIL MEETING – 08 December 2020
REPORT TITLE	:	INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF NOVEMBER 2020
AUTHOR	:	BRENDAN PEARCE – DIRECTOR INFRASTRUCTURE AND ENVIRONMENT
ATTACHMENT/S	:	NIL

## PURPOSE OF REPORT

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

## BACKGROUND

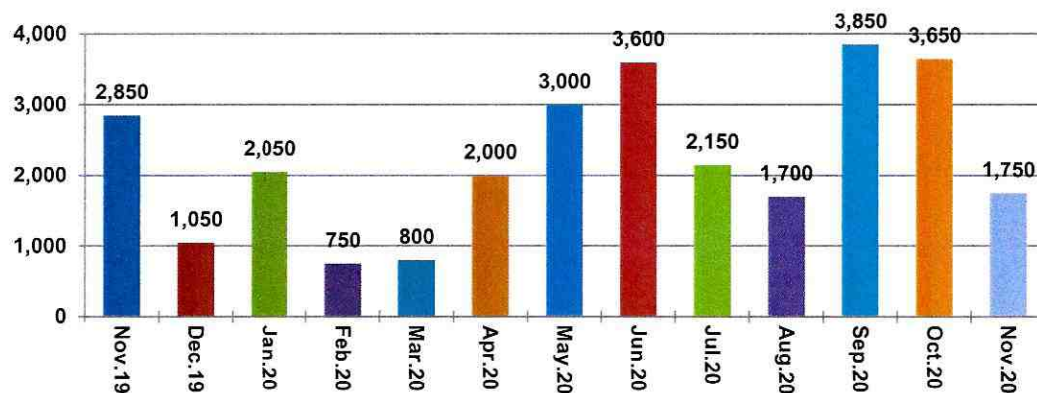
### Facilities

#### **Parks & Open Areas**

- Council staff continued with maintenance at the Hot Springs including fixing vandalism in the area.
- Council staff continue to mow, blow and clean all parks within the Municipality.
- Council staff cleared trainlines at the old railway station ready for the train to be moved later this month.
- Council Contractor pruned trees for the removal of the train at Ryan Park.
- Council staff removed large tree branch from high winds along Railway Terrace.
- Council staff made new lids and frames for three SEP drains on Giles Street.
- Council staff continue to mow, prune, poison and whipper snip in all parks including the CBD.
- Council staff picked up and disposed illegally dumped rubbish, passing on any evidence of addresses and names to the Rangers
- Council staff have made repairs to all the fencing and the gate at Glencoe Park
- Tidying up branches and waste in Glencoe Park.
- Council staff are reinstating the water to Glencoe Park where the trees have damaged the irrigation.
- Contractors have been engaged to remove 5 large fig trees from Glencoe Park and stump grind the remains. This park has been shut off for many years. Following requests from residents in the area Council staff will endeavour to return it to a higher standard.
- Council staff have finished round 1 spraying for caltrop within the township. Every street in Eastside, Northside, Southside and the CBD have been sprayed with kamba herbicide. A second round of spraying will commence following the first rainfall that triggers regrowth.
- Council staff are now spraying weed master around all park furniture and street poles in Katherine East.

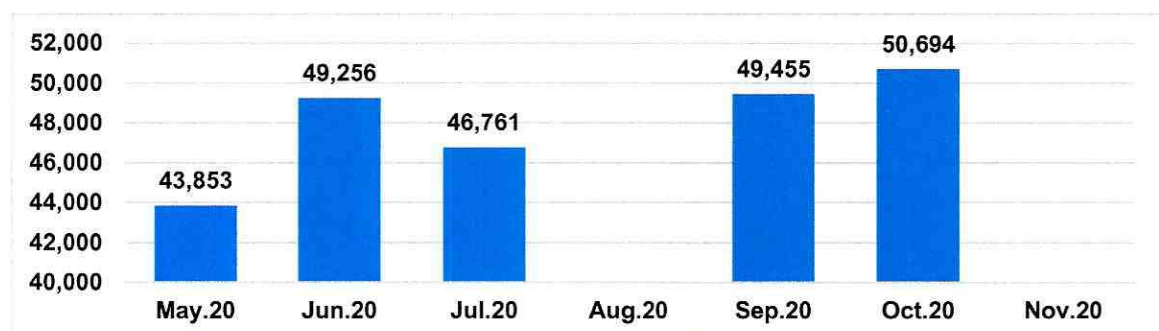
- Council staff, qualified in this area, carried out audit inspections on the exercise equipment stations around town. Council carried out minor repairs and sanitised them with our new high pressure sanitising equipment.
- Council staff carried out a clean-up of the cenotaph which included weeding, mowing and prepping of the area for Remembrance Day. Staff used high pressure equipment to clean the area and cleaned lime off plaques.
- Council staff pressure cleaned graffiti to remove it from the Visitor Information Centre.
- Council staff pressure cleaned streets within the CBD including taxi ranks.
- Council staff erected flags along Katherine Terrace for Remembrance Day and NAIDOC week.
- Council staff did extra clean up in Ryan and O'Shea Parks after persons unknown tipped over all wheelie bins in the area scattering rubbish everywhere
- Council staff replaced 15 vandalised sprinklers at the Hot Springs.
- Council staff replaced 20 sprinklers around town from vandalism

### Monthly Sprinkler Replacement (\$)



### Monthly Water Usage (Kilolitres)

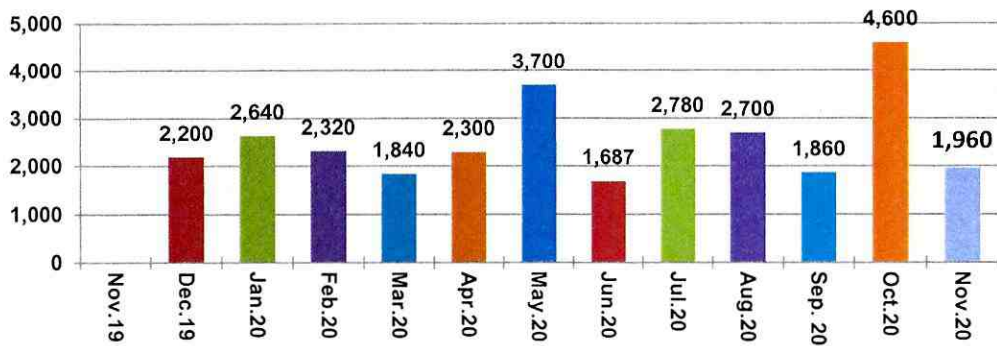
*No data collected for November at the time of Report*



### Urban Litter

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

### Monthly Urban Litter Collection (kg)

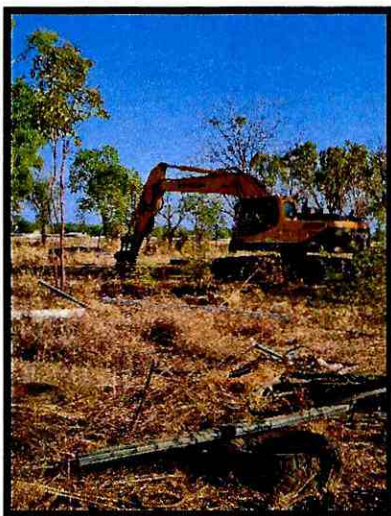


#### Katherine Sportsgrounds

- Council staff continued to mow, prune, poison, blow and clean all ovals, skate park and adventure play park.
- Council staff carried out repairs to a mainline at Oval 1, old PVC was cracking underground.
- Council staff commenced building a new fence around Bore 1 after it was removed for drilling of the new bore hole.

#### Katherine Showgrounds

- Council staff continued to mow blow and poison around the showgrounds.
- Council staff slashed to keep on top of the fire breaks.
- Council staff carried out minor repairs to the Rotary toilet block prior to a hire.
- Council staff repaired the Old Secretary's Office after the break in at the AFL Umpires Office.
- Council staff carried out irrigation repairs to surrounds and ovals.
- Council staff along with Contractors ran a potable water line to the overflow camping toilets at the back of showgrounds.
- Council staff along with Contractors repaired the overflow camping toilets and got them up and running. These toilets have not been used since they were relocated, and they had been vandalised quite a bit over the last few years.
- Contractor cleaned up our laydown area of all old scrap steel and removed it at no charge.



Contractor cleaning up scrap metal from Showgrounds KTC laydown area



Concrete SEP drains replaced with metal grates

### **Katherine Buildings and Facilities**

- Council staff have continued with mowing blowing and cleaning of the airport.
- Council staff attended the airport multiple times this month to fix irrigation due to wandering cattle.

### **Katherine Memorial Cemetery**

- There were two (2) burials during the month of November 2020.
- Council staff continue to undertake general maintenance of the cemetery grounds.
- Council staff levelled, topsoiled and seeded seven (7) recent interment sites at the cemetery.

### **Road Reserves**

#### **Road Pavements**

- Council Contractor carried out scheduled sweeping and kerbside spraying.
- Council staff fixed potholes along Florina Road
- Contractors carried out repairs along Emungalan Road due to wear and tear from trucks.
- Contractor carried out repairs to Gillard Street at both ends due to trucks tearing up the bitumen when turning the corner.



Contractor carrying out works on Gillard Street



End result of works on Gillard Street

### **Personnel & Services**

#### **Building Activities within the Municipality**

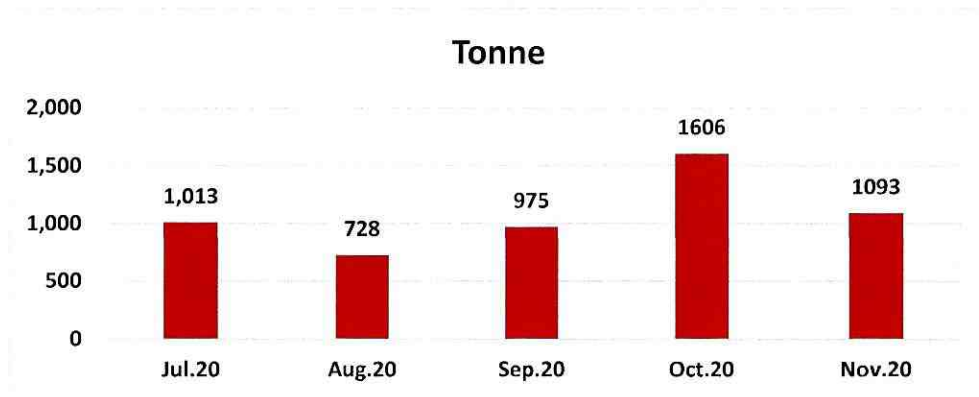
- Council considered the following number of planning applications during the month of November 2020:
  - Three (3) Development Applications.
  - One (1) Exceptional Development Application.
  - One (1) Subdivision Application.

#### **Waste Transfer Station**

- Council staff attended the Waste Management Facility and fixed all temporary fencing that had fallen over by high winds.
- Council staff installed two water lines and connected it for irrigation and water for supply over to the waste drop off bins.
- Council staff replaced a solar power on the diesel tank with a new panel and wiring as the old one was unserviceable.

- Council staff realigned a surveillance camera that looks down into cars and trucks when they go over the weighbridge.
- Council staff were trained at WMF to take over when the plant operator has time off until they fill the current vacant position.
- Contractor was engaged to carry out repairs to the weighbridge traffic lights
- As scheduled maintenance of the Waste Transfer Station the below works have taken place:
  - Degassing of whitegoods
  - Removal of waste oil
  - Removal of batteries

**Monthly Accepted Waste (Tonne)**



**2020/21 Plant Replacement Program**

New Plant Purchased	Traded/Sold Old Plant
2020 60" Diesel Zero Turn Mower	Hustler 60" Petrol Zero Turn Mower
2020 60" Diesel Zero Turn Mower	Hustler 48" Petrol Zero Turn Mower
<b>Total of new Plant</b>	
\$41,454.54	
<b>Total of Sale/Trade In</b>	
\$10,909.10	
<b>Total After Change Over</b>	
\$30,545.44	
<b>Remaing funds from Budgeted \$100,000.00</b>	
\$69,454.56	







KTC staff with the 2 x newly purchased 60" Zero Turn Mowers

## Monthly Energy Production – Civic Centre

### Monthly Energy Production Civic Centre (MWh)

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

Katherine Civic Centre						
Month 20-21	Energy Produced (Wh) 	Energy Consumed (Wh) 	Exported to Grid (Wh) 	Imported to 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
<b>20-21 TOTAL</b>	<b>22801815</b>	<b>53547808</b>	<b>3083305</b>	<b>33829298</b>	<b>17</b>	<b>426</b>

### OFFICER RECOMMENDATION

That it be recommended to Council to:

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

  
Ian Bodill  
CHIEF EXECUTIVE OFFICER

**KATHERINE TOWN COUNCIL****REPORT**

**NO** : 13.9  
**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ INFRASTRUCTURE & ENVIRONMENT  
**MEETING** : ORDINARY COUNCIL MEETING – (08/12/2020)  
**REPORT TITLE** : NOVEMBER 2020 – PROJECT UPDATE  
**AUTHOR** : ARSALAN MALIK – PROJECT MANAGER  
**ATTACHMENT/S** : 1. PROJECT UPDATE – NOVEMBER 2020

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**PURPOSE OF REPORT**

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

**BACKGROUND**

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

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

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

**OFFICER RECOMMENDATION**

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

1. Receive and note the project update for the month of November 2020.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**

# MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS


Project Update Date  
23 November 2020

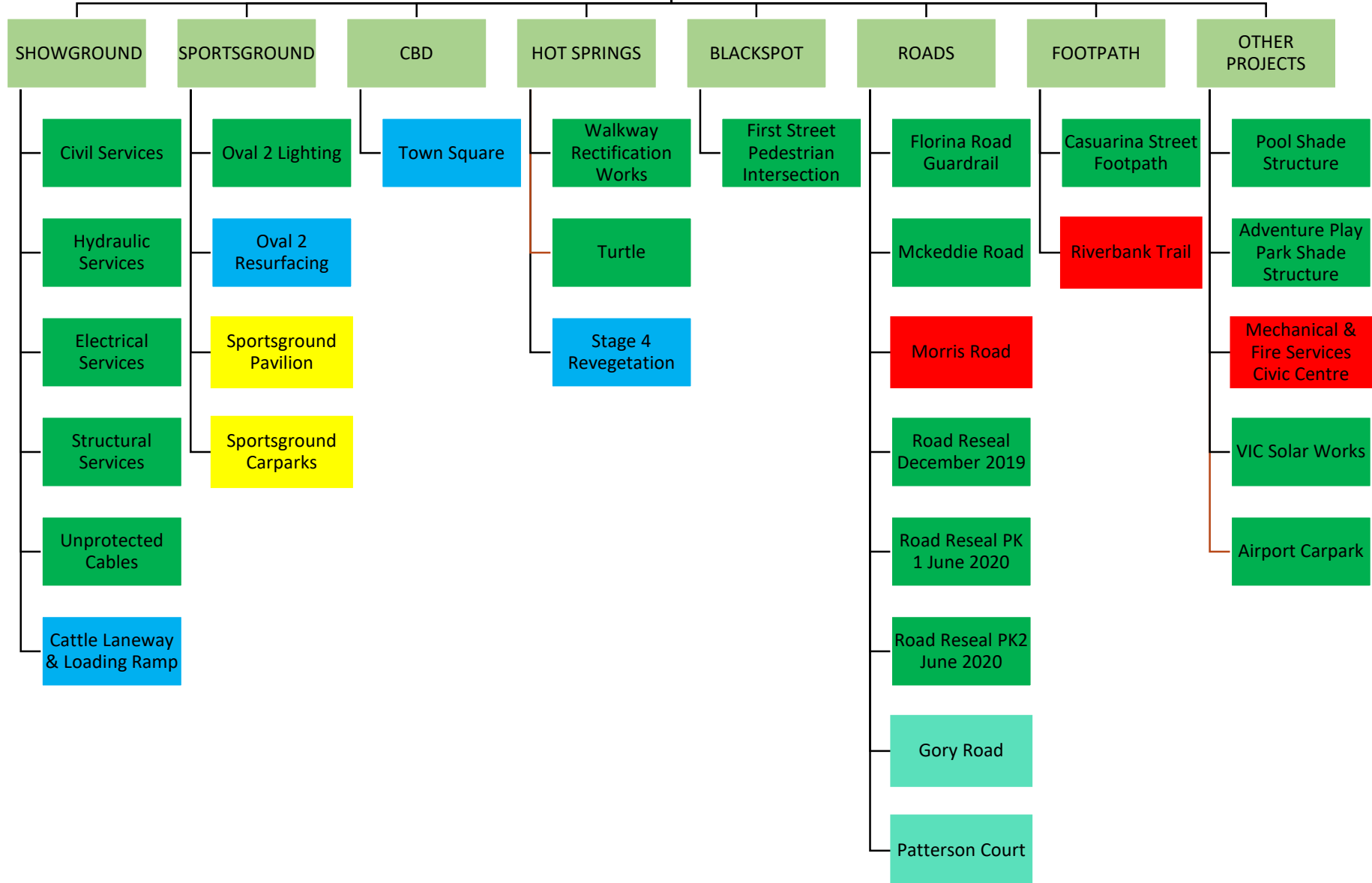
## PROJECTS

### Summary

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

### Legend

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





# KATHERINE SHOWGROUND – CATTLE LANEWAY & LOADING RAMP



KATHERINE  
TOWN COUNCIL

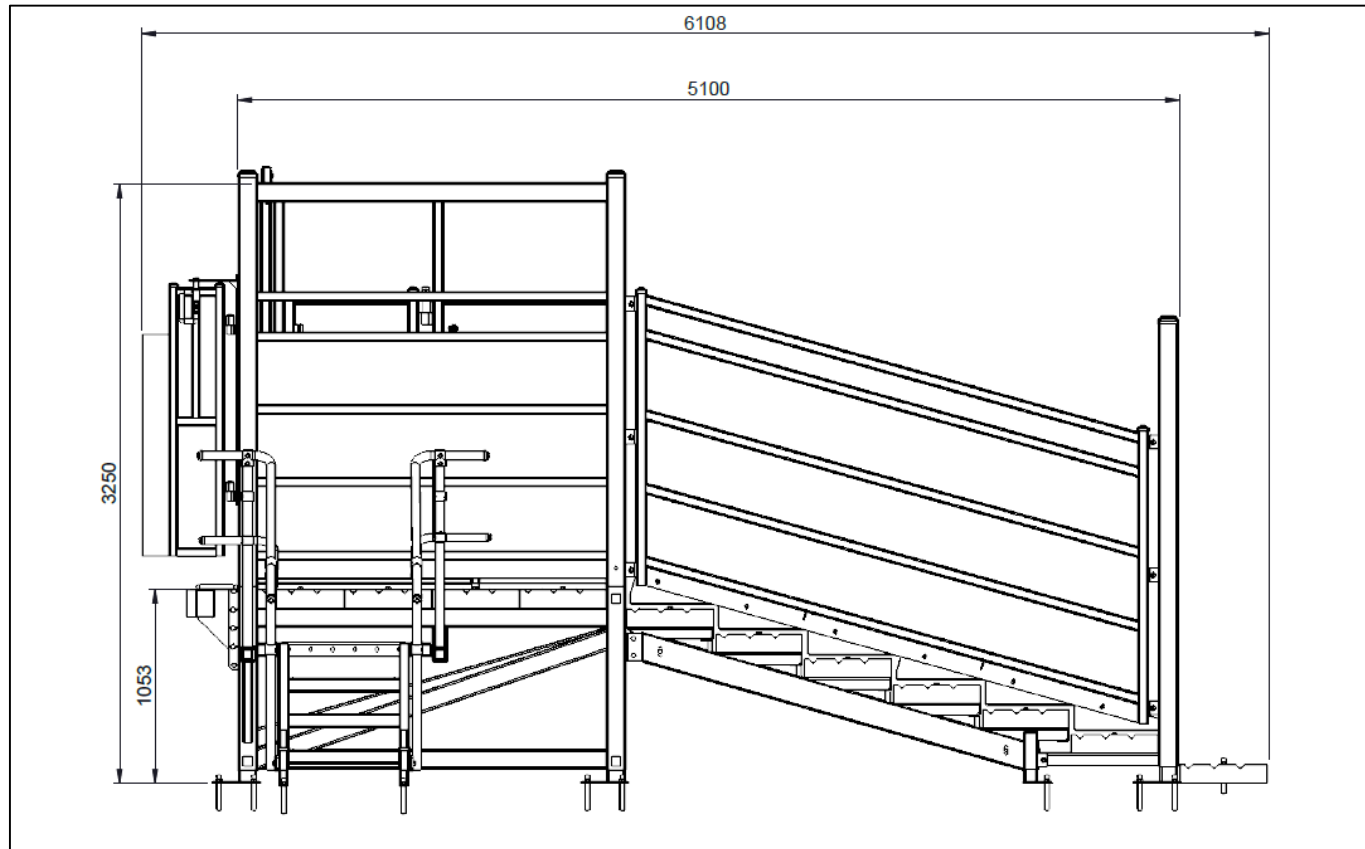
CONTRACTOR: TBD

CONSULTANT: CAT CONTRACTORS P/L

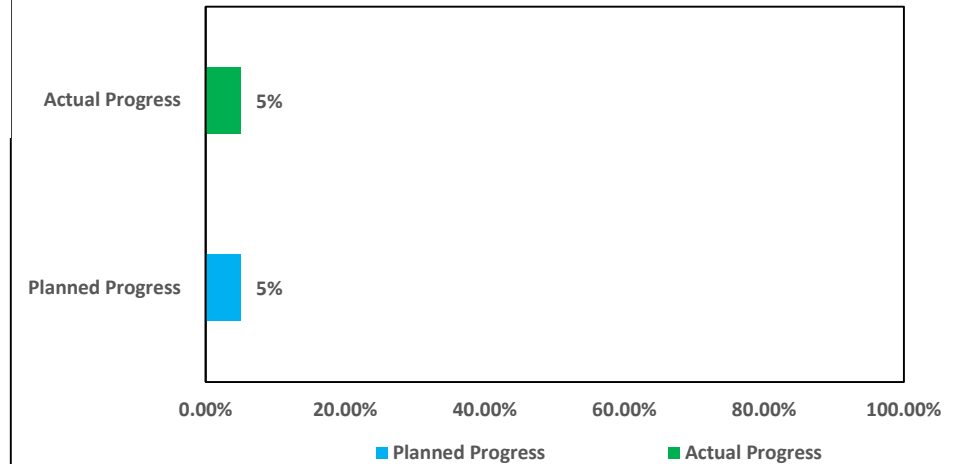
## PROJECT BRIEF SCOPE

The scope of work includes

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



Planned vs Actual



## KEY DATES

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



# KATHERINE SPORTSGROUND – PAVILION



KATHERINE  
TOWN COUNCIL

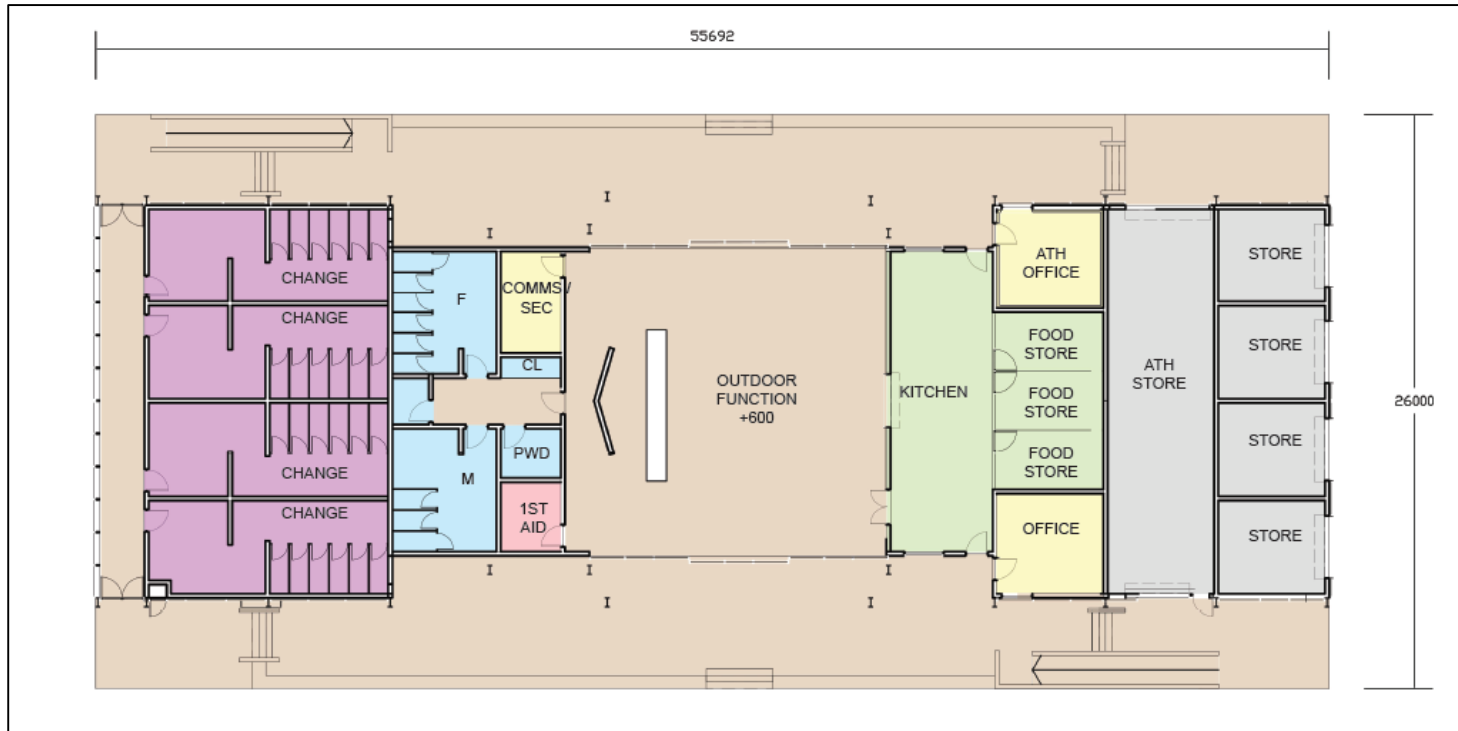
DESIGN PHASE

CONSULTANT: HAMES SHARLEY

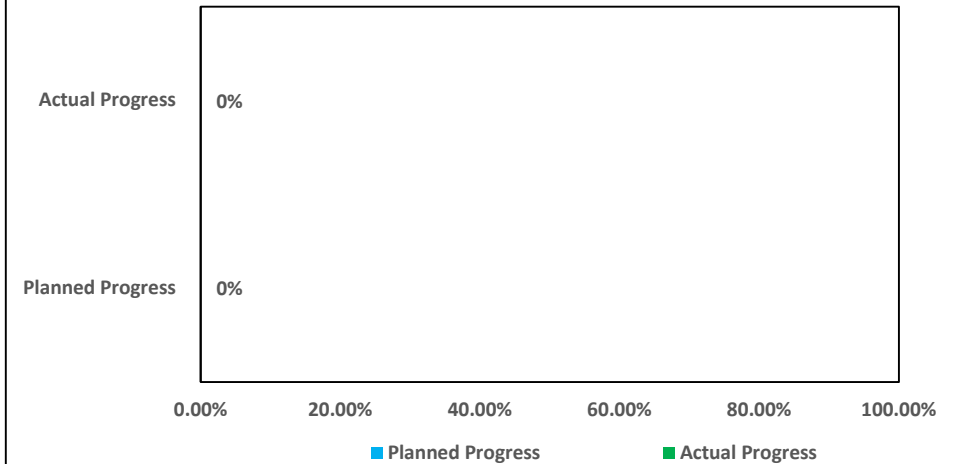
## PROJECT BRIEF SCOPE

The scope of works included

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



## Construction Progress



## KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	09 October 2020
Tender Closing Date	06 November 2020
Contract Award Date	Early December
Construction Work Start	Within 14 days of Contract Award
Duration of Works	10 Months
Completion Date	Late October 2021





# KATHERINE SPORTSGROUND – CAR PARKS



KATHERINE  
TOWN COUNCIL

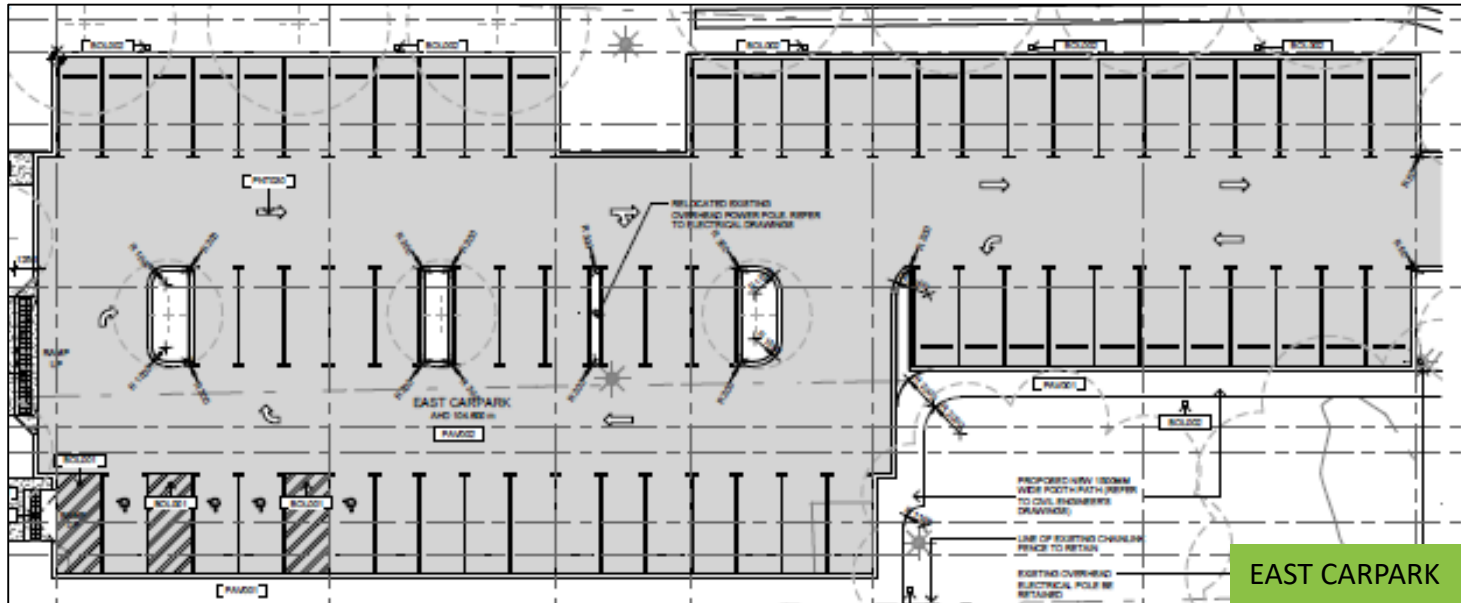
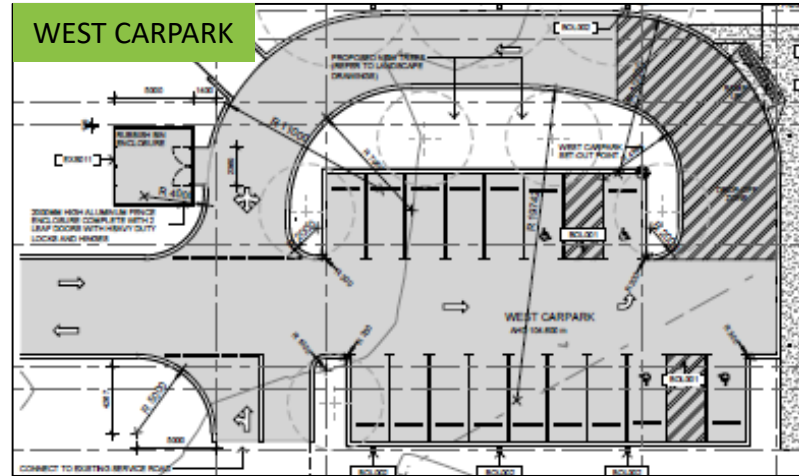
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

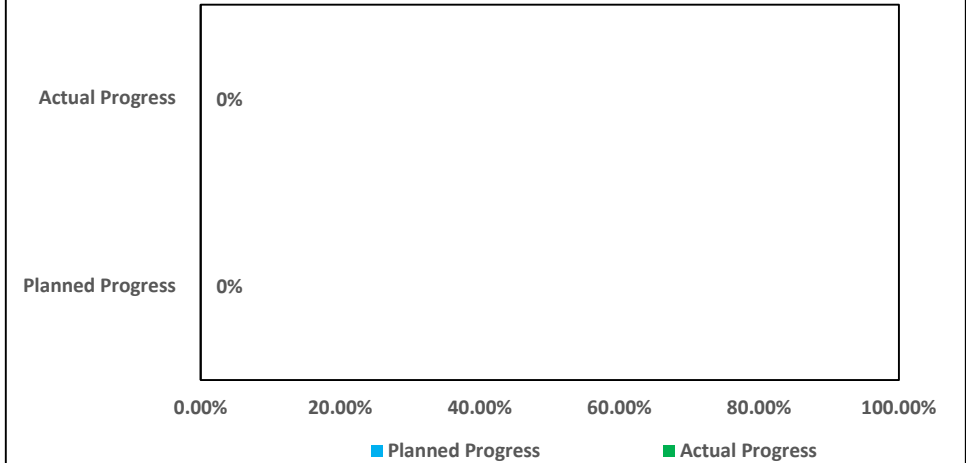
## PROJECT BRIEF SCOPE

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

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



Construction Progress



## KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	09 October 2020
Tender Closing Date	06 November 2020
Contract Award Date	Early December
Construction Work Start	Within 14 days of Contract Award
Duration of Works	10 Months
Completion Date	Late October 2021



# KATHERINE SPORTSGROUND – OVAL 2 RESURFACING



KATHERINE  
TOWN COUNCIL

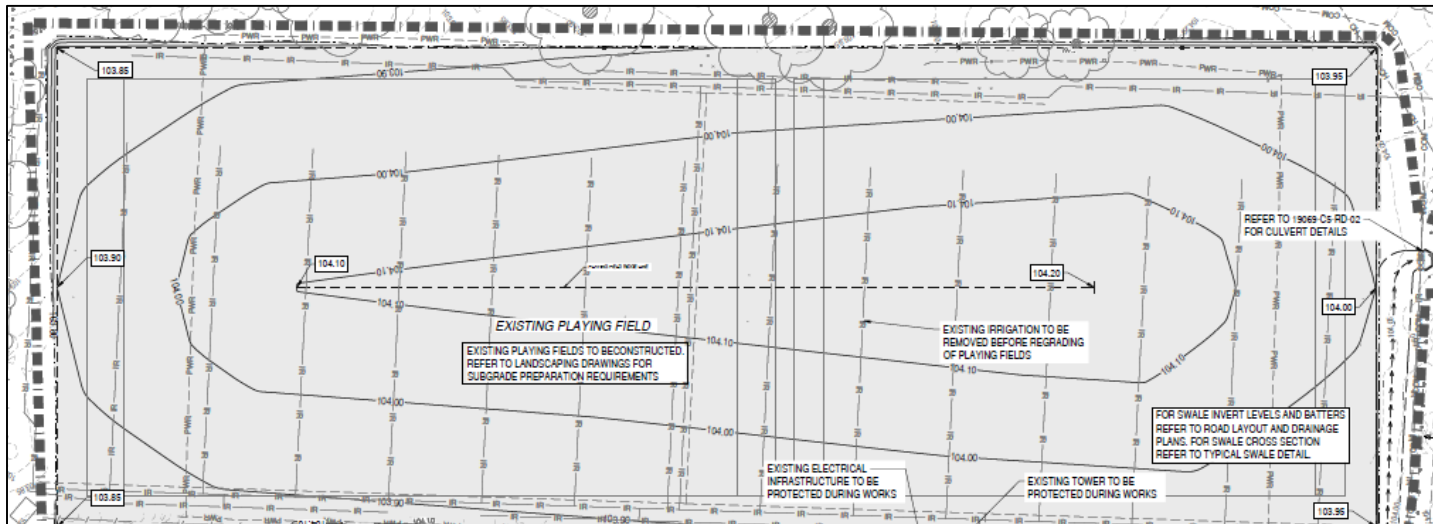
CONTRACTOR: TBD

CONSULTANT: HAMES SHARLEY

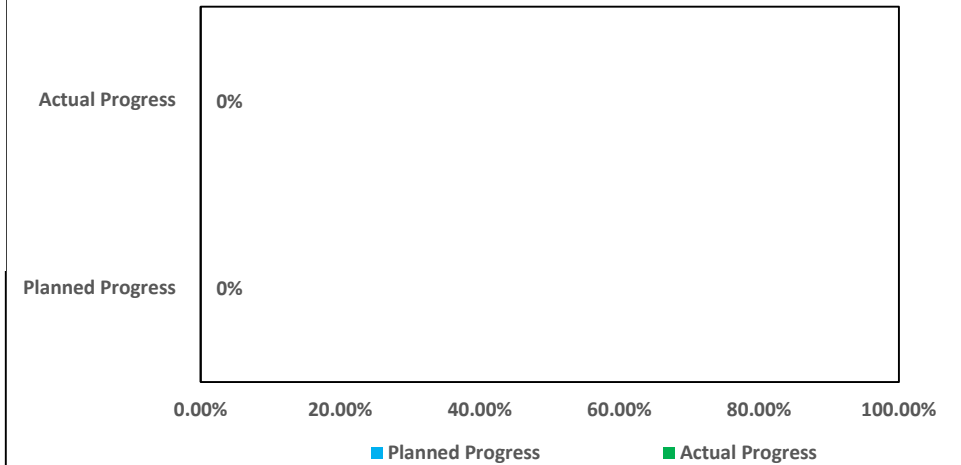
## PROJECT BRIEF SCOPE

The scope of works includes

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



Planned Vs Actual Progress



## KEY DATES

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



# 57 KATHERINE CBD REVITALISATION – TOWN SQUARE



KATHERINE  
TOWN COUNCIL

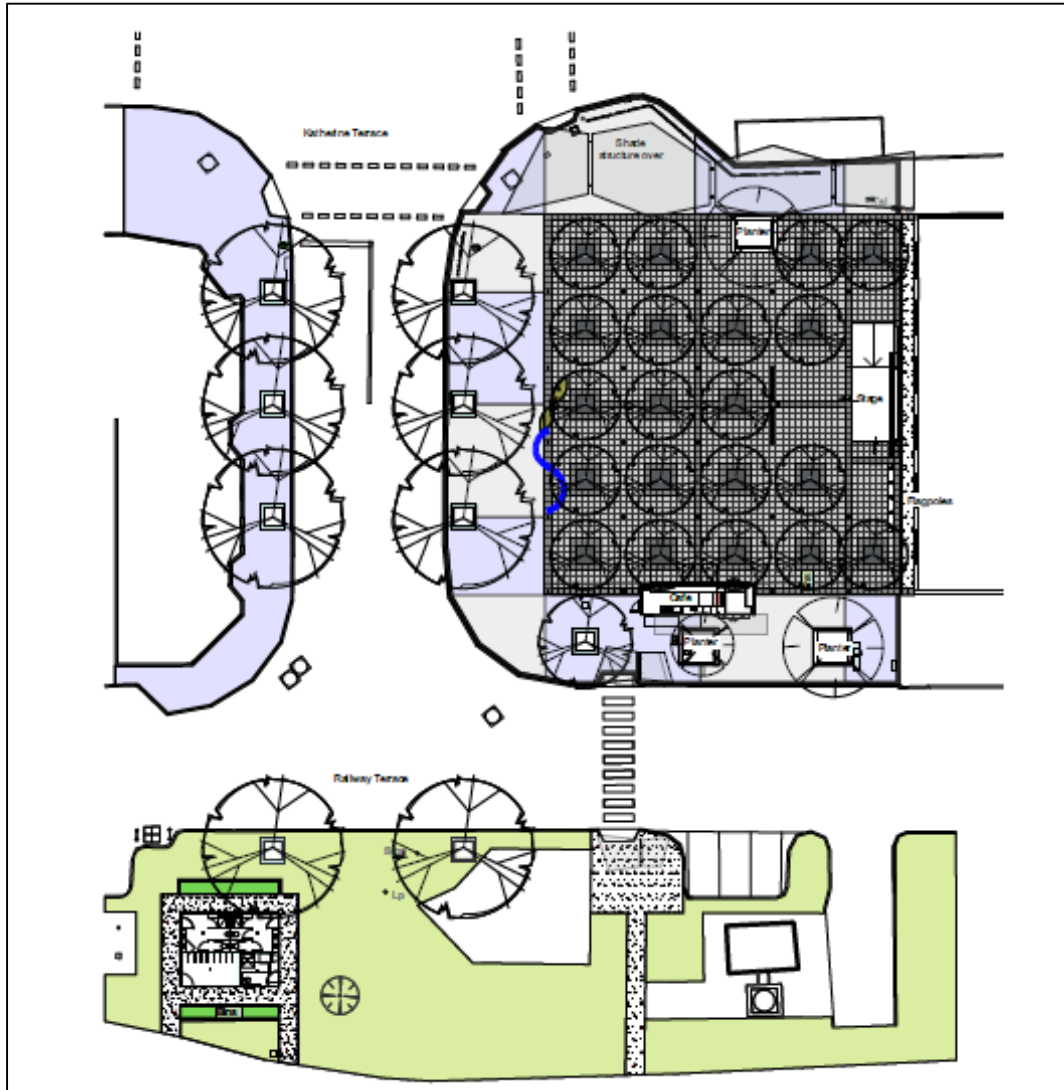
CONTRACTOR: KATHERINE CONSTRUCTIONS

CONSULTANT: ASHFORD ARCHITECTS

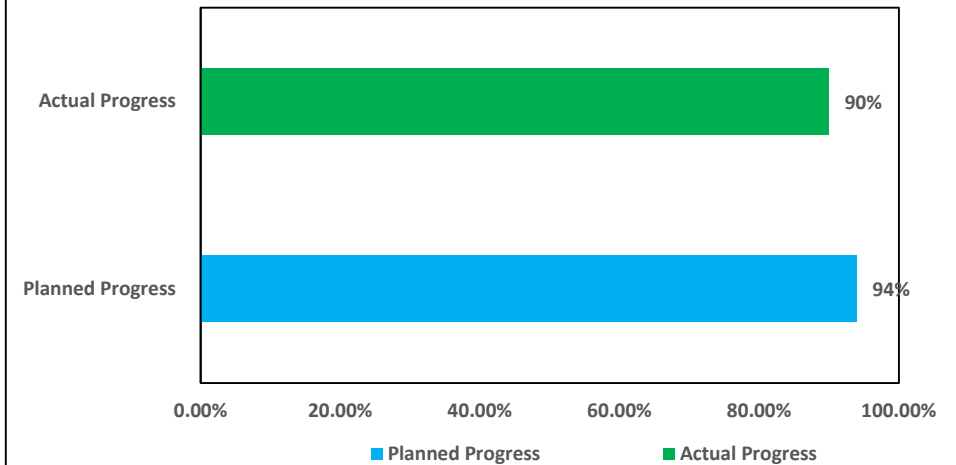
## PROJECT BRIEF SCOPE

The principal objectives of the project are to:

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



Planned Vs Actual Progress



## KEY DATES

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









# 60 KATHERINE HOT SPRINGS – STAGE 4 REVEGETATION



KATHERINE  
TOWN COUNCIL

CONTRACTOR: TBD

CONSULTANT: URBAN PLACE DESIGN

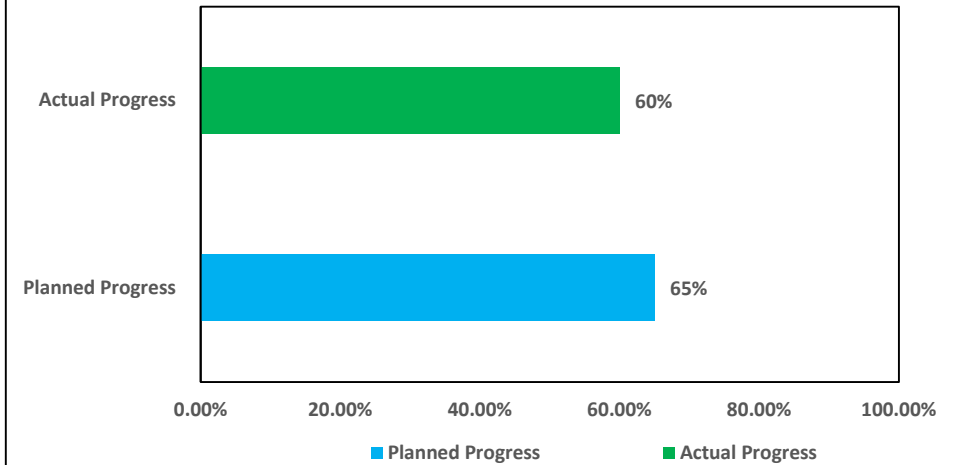
## PROJECT BRIEF SCOPE

The principal objectives of the project are to:

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



Planned vs Actual



## KEY DATES

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





**KATHERINE TOWN COUNCIL****REPORT**

**NO** :  
**FOLDER** : LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/CHIEF EXECUTIVE OFFICER  
**MEETING** : ORDINARY COUNCIL MEETING – (08/12/2020)  
**REPORT TITLE** : CHANGE OF DATE FOR ORDINARY MEETING OF COUNCIL IN JANUARY 2021  
**AUTHOR** : JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT  
**ATTACHMENT/S** : NIL

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**PURPOSE OF REPORT**

To advise the Elected Members of Katherine Town Council on a change of date for the Ordinary Meeting of Council in January 2021.

**BACKGROUND**

Due to 26 January 2021 being a public holiday to celebrate the Australia Day, it is proposed that the dated of the Ordinary Meeting of Council for January 2021 is being rescheduled from Tuesday, 26 January to Wednesday, 27 January 2021.

**OFFICER RECOMMENDATION**

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

1. Note and accept Wednesday, 27 January 2021 as the new date of the first Ordinary Council Meeting in 2021.

  
Ian Bodill  
**CHIEF EXECUTIVE OFFICER**