AGENDA
Ordinary Meeting of Council

Tuesday 23 November 2021
Ordinary Meeting 6.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

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

ELECTED MEMBERS	:	- Mayor Elisabeth Clark - Deputy Mayor Kym Henderson - Councillor Amanda Kingdon - Councillor Benjamin Herdon - Councillor Denis Coburn - Councillor Jeremy Trembath - Councillor Madeleine Bower
OFFICERS	:	- Mr Ian Bodill – Chief Executive Officer - Mr Kerry Whiting – Director Corporate Services / Community Services - Mr Brendan Pearce – Director Infrastructure and Environment - Mr Jherry Matahelumual – Executive Assistant (Minute Taker)

WEBCASTING DISCLAIMER

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ORDER OF BUSINESS

1. ACKNOWLEDGEMENT OF COUNTRY

We are honoured to be on the ancestral lands of Katherine's Aboriginal peoples. We acknowledge the First Australians as the traditional custodians of the continent, whose cultures are among the oldest living cultures in human history. We pay respect to the Elders of the community and extend our 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 or obtained by emailing records@ktc.nt.gov.au

6. CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 26 October 2021 1-21
6.2 Minutes of the Special Meeting of Council held on 29 October 2021 22-24
6.3 Minutes of the Special Meeting of Council held on 11 November 2021 25-29

7. BUSINESS ARISING FROM PREVIOUS MINUTES

8. MAYORAL BUSINESS

8.1 Mayoral Official Engagements

9. CORRESPONDENCE AND DOCUMENTS TO BE TABLED

10. PETITIONS

11. PUBLIC QUESTION TIME

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

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

12. NOTICE OF MOTION

Nil

13. REPORTS OF OFFICERS

13.1 Nomination for Local Government Association of the Northern Territory Representative on the Northern Territory Heritage Council 30-32

13.2 Nomination for the Katherine Town Council Representative on GYRACC Committee Board 33

13.3 Monthly Report of the Chief Executive Officer for the Month of October 2021 34-51

13.4 Expressions of Interest – Independent Audit and Risk Committee Members and External Audit Service 52-53

13.5 Monthly Report of the Corporate and Community Services Department for October 2021 54-62

13.6 Monthly Financial Report for October 2021 63-70

13.7 Monthly Report for Infrastructure and Environment Department for October 2021 71-76

13.8 Project Update for October 2021 77-87

14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

14.1 Minutes of Audit and Risk Management Committee meeting held on 9 November 2021 88-91

15. ELECTED MEMBERS ACTIVITIES

16. LATE AGENDA

17. GENERAL BUSINESS

18. CLOSURE OF MEETING TO PUBLIC

Nil

19. CONFIDENTIAL ITEMS

Nil

20. RESUMPTION OF OPEN MEETING

21. NEXT ORDINARY MEETING OF COUNCIL

That the Ordinary Meeting of Council will be held on Tuesday 14 December 2021

22. CLOSURE OF MEETING

MINUTES

Ordinary Meeting of Council

Unconfirmed

Tuesday, 26 October 2021
At 6.00 PM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

MINUTES OF THE ORDINARY MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON TUESDAY, 26 OCTOBER 2021 AT 6:00PM

ELECTED MEMBERS	:	- Mayor Elisabeth Clark - Deputy Mayor Kym Henderson - Councillor Amanda Kingdon - Councillor Benjamin Herdon - Councillor Denis Coburn - Councillor Jeremy Trembath - Councillor Madeleine Bower
OFFICERS	:	- Mr Ian Bodill, Chief Executive Officer - Mr Kerry Whiting, Director Corporate and Community Services - Mr Brendan Pearce, Director Infrastructure and Environment - Mr Jherry Matahelumual – Executive Assistant (Minute Taker)
VISITORS	:	- Mr Damien Ryan, Former Mayor of Alice Springs and CLP Candidate for Federal Seat of Lingiari - 6 x Community Members

Unconfirmed

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Order of Business

MINUTES 1

Ordinary Meeting of Council 1

Order of Business 3

1 ACKNOWLEDGEMENT OF COUNTRY 5

2 OPENING PRAYER 5

3 MEETING DECLARED OPEN AT 6.01 PM 5

4 APOLOGIES AND LEAVE OF ABSENCE 5

4.1 Apologies 5

4.2 Leave of Absence 5

5 CONFLICT OF INTEREST 5

6 CONFIRMATION OF PREVIOUS MINUTES 5

6.1 Minutes of the Ordinary Meeting of Council held on 28 September 2021 5

7 BUSINESS ARISING FROM PREVIOUS MINUTES 5

8 MAYORAL BUSINESS TO BE CONSIDERED 5

8.1 Mayoral business for the period of 29 September 2021 – 26 October 2021 6

9 CORRESPONDENCE AND DOCUMENTS TABLED 7

10 PETITIONS 7

11 PUBLIC QUESTION TIME 8

12 NOTICES OF MOTION 8

13 REPORT OF OFFICERS 8

13.1 PROFESSIONAL DEVELOPMENT ALLOWANCE POLICY 8

13.2 APPOINTMENT OF DEPUTY PRINCIPAL MEMBER (DEPUTY MAYOR) 8

13.3 PLACE NAMES COMMITTEE FOR THE NORTHERN TERRITORY, TO NAME THE RAIL OVERPASS AFTER NANNETTE HELDER 9

13.5 SELECTION OF CONSULTANT FOR COMMUNITY STRATEGIC PLAN 2022-2027 9

13.6 LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT) GENERAL MEETING, ANNUAL GENERAL MEETING AND FORUMS FROM 3 TO 5 NOVEMBER 2021 IN ALICE SPRINGS 10

13.7 CHRISTMAS AND NEW YEAR ARRANGEMENTS FOR 2021/2022 10

Unconfirmed

13.8 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH 11
OF SEPTEMBER 2021 11
13.9 ANIMAL MANAGEMENT PLAN 11
13.10 MONTHLY REPORT OF THE CORPORATE AND COMMUNITY 11
SERVICES DEPARTMENT FOR SEPTEMBER 2021 11
13.12 INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR 12
THE MONTH OF SEPTEMBER 2021 12
13.13 SEPTEMBER 2021 – PROJECT UPDATE 12
13.14 CLIMATE CHANGE UPDATE 13
14. REPORTS FROM REPRESENTATIVE ON COMMITTEES 13
Nil 13
15. ELECTED MEMBERS ACTIVITIES 13
15.1 Deputy Mayor Kym Henderson (Deputy Mayor) 13
15.2 Councillor Amanda Kingdon 15
15.3 Councillor Benjamin Herdon 16
15.4 Councillor Denis Coburn 17
15.5 Councillor Jeremy Trembath 17
16. LATE AGENDA ITEM 18
16.1 PROPOSAL FOR A SAFE DRINKING WATER ACT FOR THE NT 18
17. GENERAL BUSINESS 18
18 CLOSURE OF MEETING TO PUBLIC 19
19 CONFIDENTIAL ITEMS 20
20 RESUMPTION OF OPEN MEETING 21
21 NEXT ORDINARY MEETING OF COUNCIL 21
22 CLOSURE OF MEETING 21

Unconfirmed

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 6.01 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies
Councillor Madeleine Bower

4.2 Leave of Absence
Councilor Jeremy Trembath

5 CONFLICT OF INTEREST

Members Disclosure Conflict of Interest
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6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 28 September 2021

File	:	Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes 2021
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Herdon

That the minutes of the Ordinary Meeting of Council on 28 September 2021 be confirmed as true and accurate.

CARRIED 5 / 0

7 BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

8 MAYORAL BUSINESS TO BE CONSIDERED

Unconfirmed

8.1 Mayoral business for the period of 29 September 2021 – 26 October 2021

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

No	PERIOD	29 September – 26 October 2021
	Name of activity/event	**Topic of discussion / brief information**
1.	Katherine Times	Clean up North article for the paper
2.	NIDOC Week breakfast in the Town Square.	
3.	Meeting with Katherine South Primary School – Hot Springs	
4.	Meeting with CEO x 4	
5.	Meeting with EA x 4	
6.	National Police Remembrance Day Commemorative Service	
7.	NAIDOC Storytime at the Library	
8.	NAIDOC Week Morning Tea at Wurli Wurlinjang Health Service	
9.	Meeting with Linda Fazldeen Director Defence and Veterans Engagement Department of Industry, Tourism and Trade	
10.	Local radio with Sue Moran	
11.	Meeting with Elected Members x 4	
12.	Awards at Flinders University – O'Keefe House.	
13.	Elected Member Symposium in Darwin run by LGANT	
14.	Meeting with Deputy Mayor Kim Henderson x 4	
15.	Site visit to Sportsground building	
16.	Column for the Katherine Times	
17.	Meeting with Local Member Jo Hersey – various issues	
18.	Meeting with Channel 7 representative	
19.	Site visit to Sportsground with Andy Cowan, NT Investment Commissioner & Department of Chief Minister and Cabinet representatives	
20.	Meeting with representative from Lendlease	
21.	Briefing on LGANT symposium that was held on 5th & 6th October	
22.	Lunch meeting with Elected Members x 5	
23.	Interview Sarah from Katherine Times	
24.	Zoom meeting re Vaccine Mandate	
25.	G.B.A. Roadshow – Update on Beetaloo basin	
26.	Knocking doors: Visiting Local Businesses in Town x 66	meeting with owners to have input into Strategic plan &

Unconfirmed

27.	Katherine Local Emergency Meeting	Update on Emergency plan in case of flooding
28.	Katherine Times fortnightly column	
29.	Graduation Dinner – Katherine High School	
30.	Meeting with Community Members x 6	
31.	Headstone Dedication Service for Frederick Prentice	
32.	Catholic Care Breakfast	
33.	Meeting with Senator Malandirri McCarthy	
34.	Briefing – Dept of Defence – PFAS	
35.	Briefing – Dept of Defence – PFAS	
36.	Meeting with 2 Community members about Bike Path on Zimin Drive	
37.	Special meeting – Recruitment of new CEO.	
38.	Meeting with Manager from Census	
39.	Meeting with SADFO Shane Smith – Raaf Base – Update on Council Projects.	
40.	Meeting with Director Corporate and Community Services	
41.	Dept of Chief Minister presentation	
42.	Katherine Aquatic Centre opening – 40th birthday celebration.	
43.	EMIS x 2	Including a presentation from the Department of Chief Minister and Cabinet
44.	KTC Tree Strategy outline	
45.	Ordinary Meeting of Council	

9 CORRESPONDENCE AND DOCUMENTS TABLED

Nil

10 PETITIONS

NIL

Unconfirmed

11 PUBLIC QUESTION TIME

Questions	Answers
Mr Peter McDougall asked if there is any mention about the 100th Anniversary of Katherine Town in the Strategic Community Plan?	CEO Bodill responded that all community members will be provided with the opportunity to have their say during the consultation period of the Strategic Plan.
Councillor Kingdon mentioned that a community member asked if Council can also add the management of cats in the Animal Management Plan?	CEO responded that all requests will be considered in the Animal Management Plan
A response to a question raised by Mr Matthew Hurley at the Ordinary Meeting of Council dated 28 September 2021	CEO Bodill mentioned that a response has been forwarded to Mr Matthew Hurley in relation to his question raised at the last Ordinary Meeting of Council

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

13.1 PROFESSIONAL DEVELOPMENT ALLOWANCE POLICY

Purpose	:	The purpose of this report is to provide a draft of the Katherine Town Council's Professional Development Allowance Policy for Council's information and adoption.
File	:	Local Governance / Ordinary Meeting of Council /Reports to Council/ Governance Department
Moved	:	Councillor Coburn
Seconded	:	Deputy Mayor Henderson

That it be recommended to Council to:

1. Receive, accept, and adopt Professional Development Allowance Policy effective immediately until 30 June 2025

CARRIED 5/0

13.2 APPOINTMENT OF DEPUTY PRINCIPAL MEMBER (DEPUTY MAYOR)

Purpose	:	The purpose of this report is to provide a draft of the Credit Card Policy for Council Members and Chief Executive Officer for Council's information and adoption.
File	:	Local Governance / Council Meeting / Reports to Council /Governance Department
Moved	:	Councillor Kingdon
Seconded	:	Councillor Herdon

Amended recommendations to Council to

Unconfirmed

1. Receive, accept, and adopt Professional Development Allowance Policy effective immediately until 30 June 2025

CARRIED 5 /0

13.3 PLACE NAMES COMMITTEE FOR THE NORTHERN TERRITORY, TO NAME THE RAIL OVERPASS AFTER NANNETTE HELDER

Purpose	:	To respond to the Place Names Committee for the Northern Territory, inviting Katherine Town Council to comment on their proposal to name the rail overpass after Nannette Helder.
File	:	Local Governance / Council Meeting / Reports to Council / Governance Department
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Herdon

That it be recommended to Council to

1. Endorse a response to the Place Names Committee for the Northern Territory's request for comment on the proposal to name rail overpass after Nannette Helder, included as Attachment 4

CARRIED 5 / 0

13.4 PLACE NAMES COMMITTEE FOR THE NORTHERN TERRITORY, TO NAME A BRIDGE AFTER MIKE REED AM

Purpose	:	To respond to the Place Names Committee for the Northern Territory, inviting Katherine Town Council to comment on their proposal to name a bridge after Mike Reed AM.
File	:	Local Governance / Council Meeting / Reports to Council / Governance Department
Moved	:	Councillor Herdon
Seconded	:	Deputy Mayor Henderson

That it be recommended to Council to

1. Endorse a response to the Place Names Committee for the Northern Territory's request for comment on the proposal to name a bridge after Mike Reed AM, included as Attachment 3.

CARRIED 5 / 0

13.5 SELECTION OF CONSULTANT FOR COMMUNITY STRATEGIC PLAN 2022-2027

Purpose	:	To finalise the selection of consultant to undertake a five-year Katherine Community Strategic Plan.
File	:	Local Governance / Council Meeting / Reports to Council / Governance Department
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Coburn

That it be recommended to Council to

Unconfirmed

1. Appoint Deloitte to conduct and prepare a five-year Katherine Community Strategic Plan at the agreed price of $87,500.00.

CARRIED 5 / 0

13.6 LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY (LGANT) GENERAL MEETING, ANNUAL GENERAL MEETING AND FORUMS FROM 3 TO 5 NOVEMBER 2021 IN ALICE SPRINGS

Purpose	:	To seek council's approval for Mayor Elisabeth Clark and Deputy Mayor Kym Henderson to participate in Local Government Association of the Northern Territory (LGANT) General Meeting, Annual General Meeting and Forums from 3 – 5 November 2021 in Alice Springs.
File	:	Local Governance / Council Meeting / Reports to Council / Governance Department
Moved	:	Councillor Coburn
Seconded	:	Councillor Herdon

That it be recommended to Council to

1. Approve the attendance of Mayor Elisabeth Clark and Deputy Mayor Kym Henderson at the Local Government Association of NT Second General Meeting, 2021 Annual General Meeting and forum to be held from 3rd to 5th November 2021 in Alice Springs.

CARRIED 5 / 0

13.7 CHRISTMAS AND NEW YEAR ARRANGEMENTS FOR 2021/2022

Purpose	:	To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of September 2021.
File	:	Local Governance / Council Meeting / Reports to Council / Governance Department
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Kingdon

That it be recommended to Council to

1. Close offices during the proposed times as follows:

- Civic Centre from 2pm on 24th December 2021 until 3 January 2022 inclusive
- Library 24th December 2021 until 3 January 2022 inclusive
- Depot & Inspectorate 25th, 26th, 27th and 28th December 2021 and 3rd January 2022
- Visitor Information Centre 25th, 26th, 27th and 28th December 2021 and 1st and 3rd January 2022
- Waste Management Station 25th December 2021

2. Reduce the Visitor Information Centre operating hours as follows:

- Visitor Information Centre 29th December 2021 until 31st December 2021 inclusive – opening hours 10.00 am till 2.00 pm

CARRIED 5 / 0

Unconfirmed

13.8 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF SEPTEMBER 2021

Purpose	:	To receive Council's endorsement to commence leasing negotiations for the successful operators who made submissions for the Expression of Interest (EOI) – Leasing of Council Land.
File	:	Local Governance / Council Meeting / Reports to Council / Governance Department
Moved	:	Councillor Herdon
Seconded	:	Councillor Coburn

That it be recommended to Council to

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

CARRIED 5 / 0

13.9 ANIMAL MANAGEMENT PLAN

Purpose	:	To recommend to Council that an action be included in the 2022/23 Municipal Plan and budget for an Animal Management Plan.
File	:	Local Governance / Council Meeting / Reports to Council /Corporate Services Department
Moved	:	Councillor Kingdon
Seconded	:	Deputy Mayor Henderson

That it be recommended to Council to

1. Approve the inclusion of an Animal Management Plan within the 2022/23 Municipal Plan and Budget.

CARRIED 5 / 0

13.10 MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR SEPTEMBER 2021

Purpose	:	To present the report for the Corporate and Community Services department for the month of September 2021.
File	:	Local Governance / Council Meeting / Reports to Council /Community Services Department
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Herdon

That it be recommended to Council to

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

CARRIED 5 / 0

13.11 MONTHLY FINANCIAL REPORT – SEPTEMBER 2021

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

Unconfirmed

File	:	Local Governance / Council Meeting / Reports to Council /Infrastructure and Environment Department
Moved	:	Councillor Kingdon
Seconded	:	Councillor Herdon

That it be recommended to Council to

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

CARRIED 5 / 0

13.12 INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF SEPTEMBER 2021

Purpose	:	To inform Elected Members of the status of major projects undertaken by Infrastructure and Environment during the month of August 2021.
File	:	Local Governance / Council Meeting / Reports to Council /Infrastructure and Environment Department
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Kingdon

That it be recommended to Council to

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

CARRIED 7 / 0

13.15 APPOINTMENT OF ELECTED MEMBERS AS REPRESENTATIVES ON COMMITTEES

Purpose	:	To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of September 2021.
File	:	Local Governance / Council Meeting / Reports to Council /Infrastructure and Environment
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Coburn

That it be recommended to Council to:

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

CARRIED 5 / 0

13.13 SEPTEMBER 2021 – PROJECT UPDATE

Purpose	:	To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of September 2021.
File	:	Local Governance / Council Meeting / Reports to Council /Infrastructure and Environment
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Coburn

That it be recommended to Council to:

Unconfirmed

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

CARRIED 5 / 0

13.14 CLIMATE CHANGE UPDATE

Purpose	:	Provide an update on the NTG's Climate Change Policies and Programs.
File	:	Local Governance / Council Meeting / Reports to Council /Infrastructure and Environment
Moved	:	Councillor Kingdon
Seconded	:	Councillor Coburn

That it be recommended to Council to:

1. Note the NTG's Climate Change Policy "Toward 2050" and "Three Year Action Plan" and its most recent "Annual Progress Report - September 2021".
2. Agree to bring the Climate Change Study forward to 2022 and combine it with the work on developing a Sustainability Strategy for Katherine Town Council.

CARRIED 5 / 0

14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

Nil

15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Kym Henderson (Deputy Mayor)

File : Local Governance / Council Meetings / Elected Members Activities

PERIOD	28th September – 26th October		
Elected Members' Name	Date	Activity	Brief information
Deputy Mayor Kym Henderson	28th September	Ordinary Council Meeting	Monthly Council Meeting
	29th September	Dedication Service	Dedication Service at the Katherine Cemetery for CPL Frederick Prentice MM
	1st October	Meeting with Mayor and Deputy Mayor	Weekly Catch up
	1st October	Flinders NT University Medical Program 10th Anniversary Celebration	Attended the Evening Drinks to celebrate their 10th Anniversary
	3rd October	NAIDOC Closing Ceremony	Attended closing Ceremony at KTC Grounds
	6th October	NTCOSS Youth Voice Steering Committee	Regular Meeting
	8th October	Meeting with Mayor and CEO	Weekly Catch up
	8th October	Meeting with Mayor and Deputy Mayor	Weekly Catch up

Unconfirmed

	8th October	Project Site Visit	Site visit for the Sportsgrounds Pavilion
	11th October	EMIS	Fortnightly Elected Members Information Session
	12th October	Meet & Greet with Palmerston Mayor	Following meeting at the LGANT Symposium we did a meet & greet via Zoom.
	12th October	Interviews for Strategic Plan Consultant	Interviewed 4 Candidates for the Strategic Plan Consultant.
	14th October	Lunch with Elected Member	
	14th October	LGANT Symposium Briefing	Meeting for Elected members to review their questions and comments from the LGANT Symposium.
	15th October	Meeting with Community Members & Mayor	Meeting with local residents to discuss Zimmin Drive bike path options.
	15th October	Meeting with Mayor and Deputy Mayor	Weekly Catch up
	15th October	Confidential Special Council Meeting	Council Meeting
	17th October	YMCA Pool 40th Birthday	
	19th October	Lunch with Elected Member	
	19th October	OBM Business at Sunset	Attended the OBM Business at Sunset at GYRACC
	21st October	Kick-Off Meeting for CEO Recruitment	Kick-Off Meeting with MacArthur regarding CEO recruitment.
	22nd October	Catch up with Elected Member	
	22nd October	Step Out 30th Birthday Celebrations	Attended the 30th Birthday Celebrations for Step Out at their venue on First Street.
	22nd October	Lunch with Elected Member	
	22nd October	Meeting with Mayor and Deputy Mayor	Weekly Catch up
	25th October	Tree Management Meeting	Meeting to discuss Tree Management Strategy and proposed pilot programs.
	25th October	EMIS	Fortnightly Elected Members Information Session
	26th October	Meeting with McArthur	Follow up meeting regarding CEO recruitment

Unconfirmed

	26th October	Meeting with Politian	Meet & Greet with CLP Candidate for Lingiari Damien Ryan
	26th October	OCM	Monthly Ordinary Council Meeting

15.2 Councillor Amanda Kingdon

File : Local Governance / Council Meetings / Elected Members Activities

PERIOD	29 September to 26 October 2021	
Elected Members' Name	Activity	Brief information
Councillor Amanda Kingdon	NAIDOC Naafls breakfast	
	1 October Flinders Medical Award presentation and sunset party	Talking with Director of Flinders Medical and Wurli doctors
	LGANT Symposium Oct 5&6	Two full days networking with other NT Councillors and Mayors and LGANT staff
	LGANT Dinner guest speaker Dr Hugh Heggie	
	Phone calls with: Colin Abbott Chamber Manager	Regarding NT Shelter/homelessness/crime/affordable housing
	Cameron Judson – Upside Planning	Katherine East area plan and development consent and town planning ideas.
	EMIS - 11 October	Unfortunately, could not attend
	Strategic Plan 2022-2027 interview meeting – 12 October	Held at Lindsay Street Complex with about 18 NGOs with info on services provided.
	Community Services Expo – 14 October	Loads of ideas to work on for our priority list.
	LGANT Symposium briefing with EM and EO – 14 October	Presented by Sharna Ross
	Special Confidential meeting briefing on process of recruitment of CEO – 15 October	Presented by DITT
	Association committee 2hr workshop with NT Gov – 18 October	Talks with Scott Lovett DITT General Manager in Strategy and Policy Talks with CEO John from DITT Developing the North in regards to Cotton, Gas, Defence developments, lack of affordable housing and Katherine Township issues
	Breakfast opening session of OBM event OBM sunset canapés networking	

Unconfirmed

	Step out 30th birthday anniversary celebration Phone calls discussions with 3 councillors & Mayor Discussions with community members/public x 8 Meeting with Mayor and Deputy and Cr Coburn Reading/responding to emails Reading Agenda/meeting papers Zoom meeting - briefing on water laws and public safe drinking water supply in NT Tree Management planning meeting 25 October EMIS 25 October 2nd Ordinary Council meeting 26 Oct	Talked to staff/carers about the SnapSendSolve app and had birthday cake! Discussions on Tree Management, water allocations, NT Shelter homelessness, and many more questions Presented by Communities on council briefing on legislation for public safe drinking water Act Discussions on species of trees to plant, where to plant, water line availability, funding, community groups participation to help plant. Presentation from Department of Chief Minister and Cabinet

Unconfirmed

15.3 Councillor Benjamin Herdon

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Benjamin Herdon had engaged in activities from 29 September to 26 October 2021 including: • NAIDOC Closing Ceremony • Board meeting, KatherineFM • Meeting with Deputy Mayor Henderson • Birds of a Feather concert, GYRACC • Katherine Speedway • EMIS x 2 • LGANT Debrief session with elected members • Business at Sunset (October Business month), GYRACC • Ordinary Meeting of Council

15.4 Councillor Denis Coburn

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Alderman Jon Raynor had engaged in activities from 29 September to 26 October 2021 including: • EMIS x 2 • Elected Members Symposium hosted by LGANT • Elected Members briefing • Confidential Special Council Meeting • Review GBA roadshow • Men's shed

15.5 Councillor Jeremy Trembath

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Jeremy Trembath had engaged in activities from 29 September to 26 October 2021 including: • Elected Members Symposium hosted by LGANT • Confidential Special Council Meeting • EMIS

15.6 Councillor Madeleine Bower

File : Local Governance / Council Meetings / Elected Members Activities

PERIOD	29 September to 26 October 2021	
Elected Members' Name	Activity	Brief information
Councillor Madeleine Bower	• Meeting with Mayor • Meeting with Finance manager • Meeting with CEO and EA • Community member feedback x 2 • Meeting with Mayor, Deputy Mayor & Councillor • Meeting with CatholiCare staff x 2 • EMIS x 2	• General catch-up RAP • General catch up • RAP • Large trees to be cut back • Homelessness issue • Including a presentation form the Department of chief minister and Cabinet

Unconfirmed

	• Dedication Service for CPL Frederick Prentice MM • Ordinary Council meeting	

16. LATE AGENDA ITEM

Purpose	:	To move the late agenda item for further discussion
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Councillor Kingdon
Seconded	:	Councillor Herdon

That it be recommended to Council to

1. Move late agenda item for further discussion

CARRIED 5 / 0

16.1 PROPOSAL FOR A SAFE DRINKING WATER ACT FOR THE NT

Purpose	:	To establish Katherine Town Council's support for the development of a Safe Drinking Water Act for the NT that aims to legislate minimum standards for protection for drinking water.
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Councillor Kingdon
Seconded	:	Councillor Herdon

That it be recommended to Council to

1. Support the Local Government Association of the Northern Territory's call for a Safe Drinking Water Act to be introduced in the NT to deliver legislated protection of drinking water that ensures minimum standards for water quality and water resource protection are applied equally across our regions.
2. Engage in the NT Water Security Directions paper consultation process (2021-Feb 2022) in the development of NT Government water policy.

CARRIED 5 / 0

17. GENERAL BUSINESS

- Councillor Coburn mentioned he has concerns with the amount of heavy vehicle operating through town and with the safety of our residents and business operators, we need to consider looking into the diversion of the heavy vehicle that is operating through the town.
- Councillor Coburn extended a deepest condolence to the family and friends of Maxwell Gillet in Katherine and Tennant Creek. Councillor Coburn has known this person for many years through AFL Association who had contributed the to community in Katherine. Councillor Coburn thought about his family at this sad time.
- Deputy Mayor Henderson mentioned that 100th Year Anniversary of Katherine Town is coming up and this will need to be included in our community plan. Deputy Mayor Henderson

Unconfirmed

also mentioned that our plan should also include the time capsules as she would like to see the celebration of the time capsules are opened and development of new time capsules.

- Deputy Mayor Henderson mentioned that Chamber of Commerce Customer Service Awards has been rescheduled to 6th of November 2021.
- Deputy Mayor Henderson also encouraged the community members to get involved in the development of the Community Strategic Plan.
- Mayor Clark congratulated NAIDOC Week committee for successfully organising series of activities.
- Mayor Clark remembered the police officers who died during their service and appreciated the Police Station to organise a commemoration service of the National Police Remembrance Day.
- Mayor Clark extended deepest condolences to the family of Max King who was a long-term Judo trainer in Katherine.
- Mayor Clark mentioned that the Elected Members participated at the Symposium hosted by LGANT. It was the second training and there will be another one due soon.
- Mayor Clark congratulated B and J Scattini as the winners of early bird rates payers.
- Mayor Clark encourage members of community to complete the census. It is still open until Christmas. You can ring 1300 135 070 and press option 0 if you need more information.
- Mayor Clark congratulated year 12 Katherine High School.
- Mayor Clark congratulated the swimming club community for its 40th year anniversary. It certainly needs an upgrade that will help with the increase of the population in Katherine.
- Mayor Clark reminded community members to strongly consider being vaccinated
- Mayor Clark reminded community members who would like to meet the Council at a Community Consultation, to be held on Saturday, 30 October 2021 from 9am to 12pm at the Hot Springs Top Park near by Pop Rocket Café.
- Councillor Kingdon congratulated Kathleen Short OAM who is the NT nominee of Senior Australian of the Year 2022. Kathleen was also elected as a Councillor (then alderman) to the Katherine Town Council in 1984.

18 CLOSURE OF MEETING TO PUBLIC

"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.

Moved	Mayor Clark
Second	Deputy Mayor Henderson

CARRIED 5/0

Meeting was closed to public at 7.11pm.

The following officers left the meeting at 7.12pm due to a potential conflict of interest

- *Mr Ian Bodill, Chief Executive Officer*
- *Mr Kerry Whiting, Director Corporate and Community Services*
- *Mr Brendan Pearce, Director Infrastructure and Environment*

Uncon

19 CONFIDENTIAL ITEMS

A motion was raised to move the resolutions from Special Confidential Council Meeting held on 15 October 2021 at 5.30pm to discuss Mayor's Report entitled Chief Executive Officer Recruitment onto the public section of the ordinary minutes

Moved Deputy Mayor Henderson
Seconded Councillor Kingdon

CARRIED 5/0

Chief Executive Officer Recruitment

Purpose	:	To discuss and establish the recruitment process and package of the Chief Executive Officer; and the CEO remuneration package; and the CEO Position Description
File	:	Local Governance/Confidential Special Council Meeting/Mayoral Report
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Trembath

Amended recommendations to Council to:

1. Accept the following recruitment process for the Chief Executive Officer:

    a. Engage external recruitment agency to undertake the following components of the recruitment
        i. Define the scope of the recruitment, including reviewing the established position description and remuneration package
        ii. Sourcing candidates, includes the advertising, searching and head hunting for potential candidates
        iii. Screening and shortlisting, includes pre-screening interviews, background checks and shortlisting of potential candidates
        iv. Selection of suitable candidates, includes participating on panel interviews, undertaking pre-employment evaluations, reference checks, offering of position and post placement support.

    b. Interview panel is established:
        i. Minimum of two (2) Elected Members comprising of Mayor Elisabeth Clark and Deputy Mayor Kym Henderson
        ii. External independent advisor: proposing Council engage the services of previous interim CEO, Mr Allan McGill, to participate as a panel member during the interview stages of the process. Mr McGill has previous knowledge and experience of the role and Council's services, as well as has extensive experience participating in executive level recruitment. Mr McGill has verbally expressed his willingness to participate in the process and would only require accommodation and travel expenses to be reimbursed to him should he be required to travel down to Katherine.
        iii. External agency advisor: proposing that should an external recruitment agency undertaken the recruitment process, that the advisor from the agency be a part of the panel to ensure accuracy of the process and act within an advisory capacity.

2. Accept the proposed amended remuneration package for the Chief Executive for the range of $291,000.00 to $313,600.00

Unconfirmed

3. Accept the proposed position description for the Chief Executive Officer.

4. Establish the requirement for a four (4) year contract duration for the Chief Executive Officer position.

5. Selects McArthur to undertake the recruitment for the Chief Executive Officer position.

CARRIED 7/0

20 RESUMPTION OF OPEN MEETING

A motion was raised to open the meeting to the public

Moved	Mayor Clark
Seconded	Deputy Mayor Henderson

Open meeting was resumed at 7.17pm

The following officers returned the meeting at 7.17pm

- *Mr Ian Bodill, Chief Executive Officer*
- *Mr Kerry Whiting, Director Corporate and Community Services*
- *Mr Brendan Pearce, Director Infrastructure and Environment*

21 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday, 23 November 2021.

22 CLOSURE OF MEETING

That meeting was closed at 7.43pm

Elisabeth Clark
MAYOR OF KATHERINE

Unconfirmed

MINUTES

Special Meeting of Council

Unconfirmed

Friday, 29 October 2021
at 12.30 PM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

MINUTES OF THE SPECIAL MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON FRIDAY, 29 OCTOBER 201 AT 12:30PM

PRESENT

ELECTED MEMBERS	:	- Mayor Elisabeth Clark - Deputy Kym Henderson - Councillor Amanda Kingdon - Councillor Benjamin Herdon - Councillor Denis Coburn - Councillor Madeleine Bower
LEAVE OF ABSENCE		- Councillor Jeremy Trembath
OFFICERS	:	- Mr Ian Bodill, Chief Executive Officer - Mr Kerry Whiting, Director Corporate and Community Services - Mr Brendan Pearce, Director Infrastructure, and environment - Mr Jherry Matahelumual – Executive Assistant (Minute Taker)

Unconfirmed

The following item is designated as confidential under:

Regulation 51(1)(c)(i) of the Local Government (General) Regulations 2021:
For section 293(1) of the Act, the following information is prescribed as confidential:
(c)(i) Cause commercial prejudice to, or confer an unfair commercial advantage on, any person

Moved	: Councillor Bower
Seconded	: Councillor Kingdon

THAT Council moves the resolution from Report of Officer Section 7.1 entitled Tender 20/16 – Management Services for Katherine Aquatic Centre from the Confidential section to public minutes

CARRIED 6/0

7 REPORT OF OFFICER

7.1 Tender 20/16 – Management Services for Katherine Aquatic Centre

File		Local Governance/Council Meetings/Special Meetings/Minutes
Purpose	:	To seek endorsement from Council to award Tender T20-16 Management Services for Katherine Aquatic Centre.
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Herdon

That it be recommended to Council to:

1. Award Tender 2020-16 - Management Services for Katherine Aquatic Centre to **Belgravia Leisure** for a period of three years commencing the execution date of signing of the agreement for the amount of $800,437 ex GST, Eight Hundred Thousand, Four Hundred and Thirty-Seven dollars.

CARRIED 6/0

8 CLOSURE OF MEETING

Meeting was closed at 1.08 PM

Elisabeth Clark
MAYOR OF KATHERINE

Unconfirmed

MINUTES

Special Meeting of Council

Unconfirmed

Thursday, 11 November 2021
At 12.30 PM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

MINUTES OF THE SPECIAL MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON THURSDAY, 11 NOVEMBER 2021 AT 12:30PM

ELECTED MEMBERS	:	- Mayor Elisabeth Clark - Deputy Mayor Kym Henderson - Councillor Amanda Kingdon - Councillor Benjamin Herdon - Councillor Denis Coburn - Councillor Jeremy Trembath - Councillor Madeleine Bower
OFFICERS	:	- Mr Ian Bodill, Chief Executive Officer - Mr Kerry Whiting, Director Corporate and Community Services - Mr Brendan Pearce, Director Infrastructure, and environment - Mr Jherry Matahelumual – Executive Assistant (Minute Taker)

Unconfirmed

Order of Business

MINUTES 1
Special Meeting of Council 1
1 ACKNOWLEDGMENT OF COUNTRY 4
2 OPENING PRAYER 4
3 MEETING DECLARED OPEN AT 12.31 PM 4
4 APOLOGIES AND LEAVE OF ABSENCE 4
4.1 Apologies 4
4.2 Leave of Absence 4
5 CONFLICT OF INTEREST 4
6 CORRESPONDENCE AND DOCUMENTS TABLED 4
7 REPORTS OF OFFICER 4
7.1 Endorsement of 2020/2021 Annual Report incorporating the Audited Annual 4
Financial Statements for the year ended 30 June 2021 4
8 CLOSURE OF MEETING 5

Unconfirmed

1 ACKNOWLEDGMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 MEETING DECLARED OPEN AT 12.31 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

- Mr Ian Bodill, Chief Executive Officer

4.2 Leave of Absence

- Nil

5 CONFLICT OF INTEREST
Nil

6 CORRESPONDENCE AND DOCUMENTS TABLED
Nil

7 REPORTS OF OFFICER

7.1 Endorsement of 2020/2021 Annual Report incorporating the Audited Annual Financial Statements for the year ended 30 June 2021

File :Local Governance/Council Meetings/Special Meetings/Minutes
Purpose :To provide a copy of the 2020/2021 Annual Report incorporating the Audited Annual Financial Statements for the year ended 30 June 2021 for Council's information and endorsement
Moved :Deputy Mayor Henderson
Seconded :Councillor Trembath
Notes

- Councillor Herdon mentioned that there an inconsistency as in the spelling of the word 'Sing' taken from Sabu Sing Statue. Some part of the report it is spelled as Singh with 'h'.
- Councillor Herdon requested that the Katherine Pride Festival Subcommittee – Top End Pride NT Inc also engaged with Council in this financial year and therefore it should be added in the Council's engagements list.

That it be recommended to Council to:

1. Receive, note and endorse the Annual Report for 2020/2021 incorporating the Audited Financial Statements for the year ended 30 June 2021
2. Noted that in accordance with Section 199(1) of the *Local Government Act 2008,* the endorsed Katherine Town Council Annual Report 2020/2021 incorporating the Audited Financial Statements for the year ended30 June 2021 will be provided to the Minister for Local Government on or before 15 November 2021

Unconfirmed

3. Note that in accordance with Section 199(4), the endorsed Katherine Town Council Annual Report 2020/2021 incorporating the Audited Financial Statements for the year ended 30 June 2021 will be published on Council's website with a notice available in a newspaper as soon as practicable.

CARRIED 7/0

8 CLOSURE OF MEETING

Meeting was closed at 12.45 PM

Elisabeth Clark
MAYOR OF KATHERINE

Unconfirmed

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.1
FOLDER	:	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING /REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT**
MEETING	:	**ORDINARY COUNCIL MEETING – 23 NOVEMBER 2021**
REPORT TITLE	:	**NOMINATION FOR LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY REPRESENTATIVE ON THE NORTHERN TERRITORY HERITAGE COUNCIL**
AUTHOR	:	**JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO**
ATTACHMENT/S	:	**1. CORRESPONDENCE RECEIVED FROM LGANT DATE 21 OCTOBER 2021** **2. NOMINATION FORM OF COUNCILLOR AMANDA KINGDON**

PURPOSE OF REPORT

The purpose of this report is to seek council's approval to nominate Councillor Amanda Kingdon as the Representative of Local Government Association of the Northern Territory (LGANT) on the NT Heritage Council

BACKGROUND

Katherine Town Council received a correspondence LGANT dated 21 October 2021 calling for councils to appoint its members as nominee of LGANT's representative on the NT Heritage Council. This position is by ministerial appointment with the term of appointment will be up to 31 January 2023.

Councillor Amanda Kingdon has nominated for this position. Therefore, Council is asked to endorse Councillor Kingdon's Nomination and to advise LGANT accordingly.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Endorse members who wish to nominate to be eligible as LGANT Representative on the NT Heritage Council

2. Approve the nomination from Councillor Amanda Kingdon and advise Local Government Association of the Northern Territory accordingly.

Ian Bodill
CHIEF EXECUTIVE OFFICER

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION FORM

NT HERITAGE COUNCIL

Local Government Association of the Northern Territory

COUNCIL NAME:

---

1. Agreement to be nominated

I, Amanda Jane Kingdon agree to be nominated as a
(name in full)

member of the ***NT HERITAGE COUNCIL.***

Signature: _____ Date: 11/11/21

2. Council Confirmation of Nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the ***NT HERITAGE COUNCIL*** at a meeting held
on / /2020

Signature: _____ Date: _____

3. Nominee's Contact Details

Email address: Amanda.Kingdon@ktr.nt.gov.au

Phone No: 0418 408 938

4. Nominee Information

The following information is required to enable the Executive to make an informed decision. If you want to submit further information please attach it to this form.

4.1 What is your current council position? Councillor

4.2 How long have you held your current council position? 2 months

4.3 Please list your educational qualifications:

Year 12.
Many years experience in Office administration in Private enterprise, NGO'S & NT Gov.

4.4 What experience do you have that is relevant to this committee?

Katherine Resident & Homeowner Since 1999. Passionate about Katherine & NT and would like to see the older buildings, history, people & places & objects valued for future generations. I would also like to see Aboriginal culture preserved & valued towards reconciliation.

4.6 Apart from your current position what other experience have you had in local government?

I have attended Council Public forums & events over past 5 years. I've been an active Community member by contributing to school, sport, volunteer organisations & Church committee.

5. You agree to supply the Executive with a report on the committee meetings you attend?

I agree ☑ I Disagree ☐

6. Have you read and agree to the Outside Committee procedures

Yes ☐ No ?

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.2
FOLDER	:	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING /REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT**
MEETING	:	**ORDINARY COUNCIL MEETING – 23 NOVEMBER 2021**
REPORT TITLE	:	**NOMINATION AS KATHERINE TOWN COUNCIL REPRESENTATIVE ON THE GYRACC COMMITTEE BOARD**
AUTHOR	:	**JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO**
ATTACHMENT/S	:	**NIL**

PURPOSE OF REPORT

The purpose of this report is to seek council's approval to appoint Brendan Pearce Director Infrastructure and Environment as the Katherine Town Council representative on the Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) Board of Committee.

BACKGROUND

Katherine Town Council was verbally informed by Interim Chief Executive Officer of GYRACC that Katherine Town Council does not have a representation on the GYRACC Board of Committee. The previous board member was Mrs Toni Tapp-Coutts former Councillor (then Alderman) of the Katherine Town Council who did not contest in the Local Government Election. Council would like to express their appreciation to Mrs Tapp-Coutts for her commitment and contribution to the Committee.

Further to Elected Members Information Session (EMIS) dated Monday 8 November 2021, Council suggested Brendan Pearce Director Infrastructure and Environment to be a representative on the GYRACC Board of Committees. Brendan's expertise will be beneficial for the committee and his will be able to assist with the committee's long-term plan.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Appoint Brendan Pearce Director Infrastructure and Environment as the Katherine Town Council Representative on the Godinymayin Yijard Rivers Arts and Culture Centre Board of Committee and advise Godinymayin Yijard Rivers Arts and Culture Centre Management on this appointment accordingly.

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.3
FOLDER	:	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/GOVERNANCE DEPARTMENT**
MEETING	:	**ORDINARY COUNCIL MEETING – 23 NOVEMBER 2021**
REPORT TITLE	:	**MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF OCTOBER 2021**
AUTHOR	:	**JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO**
ATTACHMENT/S	:	**1. SERVICES REQUESTS AND COMPLETED REQUESTS IN OCTOBER 2021** **2. OUTSTANDING COUNCIL'S RESOLUTIONS AND RESOLUTIONS FROM COUNCIL MEETINGS IN OCTOBER 2021**

PURPOSE OF REPORT

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

COMMENTS

The following highlights the official engagements of the Chief Executive Officer for the Period of 18 October to 15 November 2021:

Thursday, 21 October 2021	Chamber of Commerce Katherine Executive October Meeting	The meeting discussed amongst other things, the pending Customer Awards services for the year.
Wednesday, 27 October 2021	KTC Introduction CDU Engagement Manager	Mayor and CEO met the new CDU Big Rivers Region Engagement Manager. The key focus of this role is developing and implementing a workforce strategy that responds to prioritised activities across mining, energy, agribusiness, resource and construction industries as well as ancillary support services that; • Implements training and workforce development programs prioritised on pathways between school and workforce • Builds skills and capability across the

		region • Supports the progression of economic growth, resilience and diversity • Improves regional workforce employment opportunities • Supports training relevant to job opportunities within the region
3 – 5 November 2021	2021 LGANT Forums, General Meeting and Annual General Meeting	The meeting was held in Alice Springs and resulted in the successful election of Deputy Mayor Kym Henderson on to the Executive Committee.
Monday, 8 November 2021	Katherine Local Emergency Meeting	A meeting of all Katherine Stakeholders regarding Covid and Lockdown.
Monday, 15 November 2021	Initial Meeting – Project Control Group – Strategic Community Plan	The meeting was chaired by Deputy Mayor Kym Henderson. The PCG consists of Mayor, Deputy Mayor, two further elected members, Directors of infrastructure and Environment, and Corporate Services and Community Development. The Group discussed a timetable which aimed at meeting on every second Tuesday until the project was completed. The consultants received the brainstorming notes from the previous council and a list of likely stakeholders to be consulted with or given a survey.

Marketing & Communications	
Manage Council's communication program, including media management and marketing.	
Responsibility	**Major Activities**
• Manage marketing and promotion of Council's brand including sponsorship/support arrangements • Develop and manage Councils social media platforms and website • Develop and implement effective media management strategies, public relations and marketing techniques • Continually review the Communications Plan	• Production of monthly Council newsletter • Timely dissemination of Council news/media releases • Cross promotion of community events/activities/initiatives • Update Council website as required • Monitor and update Council Social media channels daily

KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase number of followers on Facebook per annum	10%	5.86%
Increase number of website visits per annum	20%	will be made available at the next meeting
Number of media release with positive news coverage	# 30	5

OTHER UPDATES

Other attachments include:

- Service requests that were received and completed in October 2021
- Outstanding Council's Resolutions for the period of January 2020 to September 2021 and resolutions from meetings in October 2021

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

Ian Bodill
CHIEF EXECUTIVE OFFICER

Council received service 166 requests and completed 157 requests in October 2021. 9 requests are still awaiting resolution.

Environment			Buildings/Facilities			Roads/Traffic/Parking			Inspectorate			Other Requests		
	R	C		R	C		R	C		R	C		R	C
Wheelie Bins	14	13	Waste Management Transfer Station			Licence/Permits – Road Events			Abandoned Vehicle	5	5	Equipment Hire – Collars, Cages etc		
Other Bins	12	12	Civic Centre			Carparks			Animal – Other	14	14	Streetlight Maintenance (Streetlights)	10	10
Domestic Rubbish Collection	3	3	Public Toilets	3	3	Road Opening/Closing (Telstra, Aurora etc)			Animal at Large & Nuisance	26	26	Burial Records		
Litter			Showgrounds	1	1	Road Opening/Closing – Footpath/Driveways			Animal Cruelty	3	3	Risk Management – Accidents – General		
Hazardous Waste Disposal			Katherine East Community Centre			Street Signs	2	2	Animals – Lost and Found	2	2	General Requests – Complaints		
Mowing of Verges-Nature Strips-Ovals			Airport	3		Street – Road Cleaning	2	2	Animal Attack & Menace	3	3	Miscellaneous Requests		
Streetlight Maintenance (Other Lighting)	1	1	Visitor Information Centre	1	1	Permit to Work Within NT Government Road Reserve			Public Health Risk Activities			Plaques and Headstones		
Sprinklers and Watering systems	2	2	Parks & Cenotaph	1	1	Driveways			Dangerous Animals	1	1	Ombudsman Complaints		
General			BMX	3	2	Road Maintenance & repairs	2	2	Dwelling and Vacant Lots Inspection	1	1	Community – Festival or Events		
Weeds	2	1	Lindsey Street Complex			Footpaths & Bike path	6	6	Parking Control	3	3	Alcohol Permit		
Trees & Vegetation	10	10	Sportsground	1	1	Line Marking/Pavement Management	1		Unauthorised Camping	1	1	Planning and Development		
Bores and Water Readings	1	1	General			Traffic Management			Overgrown/ Unkempt Land			Vandalism	1	1
Waste Management Facilities			Swimming Pool			Planning and Development			Dog Licence			Signs Requests		
Illegal Dumping	2	2	Playgrounds and Equipment	1	1	Laneways / Alleyways			After Hours Callout			Finance – Direct Debit requests and Cancellations	4	4
Waste Charges – New Services and Removal	4	4	Skate Park			Road Access						Cemetery Maintenance & General Enquiries	1	1
			Hot Springs	2	2	Drains & Gutters	3	3				Festival or Events		

			Scout Hall									Request for Letter of Support	1	
			Town Square & Kiosk	5	5							Rates	2	
Total	**51**	**59**	**Total**	**21**	**18**	**Total**	**16**	**15**	**Total**	**59**	**59**	**Total**	**19**	**16**

Ordinary Meeting of Council – 23 November 2021

Outstanding Council Resolutions

(January 2020 – September 2021)

and

Resolutions of the Council Meeting in October 2021

MINUTE NUMBER/ FOLDER	MEETING DATE	TITLE	RECOMMENDATION	OFFICER	DEPARTMENT	FOLLOW UP ACTION
RESOLUTIONS						
1.	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	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. **17/02/21** Data captured to date is paper based. This will be analysed / assessed to inform the 2021/22 budget for sign renewal.

						Finalising scope / layout for facility signs at KTC Depot and Civil Airport. 17/05/21 – Sign audit will be conducted as part of overall Road Condition Audit to be undertaken by Sheppard Engineering Services in June 2021 21/7/21 – Sheppard Engineering commencing road audit on 24 July 2021. 22/9/21 – Road Audit complete. Sheppard are compiling their condition assessment and rating. 17/11/21- Additional signs for the cemetery, Sportsground Precinct, Swimming Pool and Showgrounds have been ordered.
2.	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. The designs are finalised. With Infrastructure team for installation.

						17/02/21 Quotes have been received from four suppliers. Some have offered alternative material specifications to what was requested. Seeking further information and recommendations from sign designers on the suitability of these alternatives prior to placing order. 21/04/21 Materials should be received for the installation within 8 weeks. 17/05/21 Wayfinding Signage expected to arrive Katherine 21 June 2021 21/7/21 Wayfinding Signage not leaving Melbourne until next week. Underestimated fabrication time. Footing designs expected by end of week. RFQ will then be sent out. 24/08/21 Signs have arrived and now stored at the Depot. The erection process

						will commence and will take between 4 to 6 weeks. 22/9/21 Quote awarded to Goodline to undertake installation of all signs. 07/10/21 Service location commencing today with completion scheduled for 29 October 2021. 17/11/21 Service location investigations continuing using Vacuum excavation methods.
3.	28/07/2020	T20-05-Morris Road Drainage Upgrade	THAT Council Discontinues T20-05 – Morris Road Drainage Upgrade project at this time and that alternative design solutions to address drainage and pavement issues are further investigated.	Arsalan Malik	Infrastructure & Environment	IN PROGRESS 16/06/2021 For consideration with Local Roads and Community Infrastructure funding Phase 3 22/9/21 Some works on the drainage has been completed in advance of this year's wet season. Investigations underway to determine if upgrades to driveway culverts can

						be done in house at lower cost than the tender prices received. 17/11/21 Drain cleaning has been completed on culverts on Morris Road removing some 4 tonnes of silt and debris.
4.	22/06/2021	Expressions Of Interest – Independent Audit and Risk Committee Members and External Audit Service	THAT Council advertises an Expression of Interest for Independent Committee members on Council's Audit and Risk Management Committee THAT Council advertises an Expression of Interest for External Audit Services THAT the results from these Expression of Interest processes be presented to the September Ordinary Council meeting for approval.	Kerry Whiting	Corporate Services	COMPLETED 13/7/21 – Scope of Specifications currently being developed for both arrangements. Advertisement will take place during August, so results can be tabled with the new Council for consideration. 10/08/21 Advertisements have been placed in Katherine Times and NT News. EOI close on 8th September 2021 04/10/21 Report on this item be presented to Council in October's Ordinary Meeting 02/11/2021

						Report being tabled for November's Ordinary Meeting
5.	22/06/2021	Lease Renewal – Lot 3216 – Amtax	THAT Council authorises the Mayor and Chief Executive Officer to execute a one (1) year lease renewal for the office space within the Visitor Information Centre – Lot 3216 – Corner of Lindsay Street and Katherine Terrace and affix the Common Seal as required.	Casey Anderson	Corporate Services	IN PROGRESS 1/7/2021 Documents with tenant for signing.
6.	15/06/2021 Confidential Special Meeting of Council	Chief Executive Officer Recruitment	**Public Minutes** THAT Council accepts the following recruitment process for the Chief Executive Officer: a. Engage external recruitment agency to undertake the following components of the recruitment i. Define the scope of the recruitment, including reviewing the established position description and remuneration package ii. Sourcing candidates, includes the advertising, searching and head hunting for potential candidates iii. Screening and shortlisting, includes pre-screening interviews, background checks and shortlisting of potential candidates iv. Selection of suitable candidates, includes participating on panel interviews, undertaking pre-employment evaluations, reference checks, offering of position and post placement support. b. Interview panel is established:	Mayor Clark	Elected Members	COMPLETED

			i. Minimum of two (2) Elected Members comprising of Mayor Elisabeth Clark and Deputy Mayor Kym Henderson ii. External independent advisor: proposing Council engage the services of previous interim CEO, Mr Allan McGill, to participate as a panel member during the interview stages of the process. Mr McGill has previous knowledge and experience of the role and Council's services, as well as has extensive experience participating in executive level recruitment. Mr McGill has verbally expressed his willingness to participate in the process and would only require accommodation and travel expenses to be reimbursed to him should he be required to travel down to Katherine. iii. External agency advisor: proposing that should an external recruitment agency undertaken the recruitment process, that the advisor from the agency be a part of the panel to ensure accuracy of the process and act within an advisory capacity. Accept the proposed amended remuneration package for the Chief Executive Office for the range of $291,000.00 - $313,600.00 THAT Council accepts the proposed position description for the Chief Executive Officer.			

			THAT Council establishes the requirement for a four (4) year contract duration for the Chief Executive Officer position. THAT Council Selects McArthur to undertake the recruitment for the Chief Executive Officer position.			
7.	28/09/2021	Project Closure Report – Katherine Sportsground Oval 2 Resurfacing	THAT Council receives and endorses the Project Closure report for Katherine Sportsground Oval 2 Resurfacing Project: and THAT Council considers transfer any surplus funds form the project to the restricted capital renewals reserve at the mid-year budget review.	Brendan Pearce	Infrastructure and Environment	IN PROGRESS
8.	28/09/2021	Expressions of Interest – Leasing of Council Land – Hot Springs (78 Victoria Highway and Vic Courtyard (23 Chambers Drive)	THAT Council enters into direct leasing negotiations with the preferred respondent, Blast Coffee Group **Hot Springs (78 Victoria Highway)** THAT Council enters into direct leasing negotiations with the preferred respondent, Maidens Fine Foods Pty Ltd **Visitors Information Courtyard (23 Chambers Drive)**	Casey Anderson	Corporate Services	IN PROGRESS 19/10/2021 Draft leases for Pop Rocket and Black Russian are still with HWL
9.	26/10/2021	Professional Development Allowance Policy	THAT Council receives, accepts, and adopts Professional Development Allowance Policy effective immediately until 30 June 2025	Jherry Matahelumual	Governance	COMPLETED (File ID 152114)
10.	26/10/2021	Credit Card Policy for Council Members and Chief Executive Officer	**Amended recommendation:** THAT Council receives, accepts, and adopts Credit Card Policy for Council Members and Chief	Jherry Matahelumual	Governance	COMPLETED (File ID 152113)

			Executive Officers effective immediately until 30 June 2025			
11.	26/10/2021	Place Names Committee for The Northern Territory, To Name The Rail Overpass After Nannette Helder	THAT Council endorses a response to the Place Names Committee for the Northern Territory's request for comment on the proposal to name rail overpass after Nannette Helder, included as Attachment 4	Jherry Matahelumual	Governance	COMPLETED Council's response has been forwarded to Place Names Committee of the NT, 28 October 2021
12.	26/10/2021	Place Names Committee for The Northern Territory, To Name A Bridge After Mike Reed Am	THAT Council endorses a response to the Place Names Committee for the Northern Territory's request for comment on the proposal to name a bridge after Mike Reed AM, included as Attachment 3.	Jherry Matahelumual	Governance	COMPLETED Council's response has been forwarded to Place Names Committee of the NT, 28 October 2021
13.	26/10/2021	Selection of Consultant for Community Strategic Plan 2022-2027	THAT Council appoints Deloitte to conduct and prepare a five-year Katherine Community Strategic Plan at the agreed price of $87,500.00.	Ian Bodill	Governance	COMPLETED Deloitte has been advised on their successful submission (File ID 152051) Council also extended thanks to all participated in the submission (Folder ID 26302)
14.	26/10/2021	Local Government Association of The Northern Territory (LGANT) General Meeting, Annual General Meeting and Forums From 3 To 5 November 2021 in Alice Springs	THAT Council approves the participation of Mayor Elisabeth Clark and Deputy Mayor Kym Henderson at the Local Government Association of NT Second General Meeting, 2021 Annual General Meeting and forum to be held from 3rd to 5th November 2021 in Alice Springs.	Jherry Matahelumual	Governance	COMPLETED

15.	26/10/2021	Christmas And New Year Arrangements For 2021/2022	THAT Council closes offices during the proposed times as follows: Civic Centre from 2pm on 24th December 2021 until 3 January 2022 inclusive Library 24th December 2021 until 3 January 2022 inclusive Depot & Inspectorate 25th, 26th, 27th and 28th December 2021 and 3rd January 2022 Visitor Information Centre 25th, 26th, 27th and 28th December 2021 and 1st and 3rd January 2022 Waste Management Station 25th December 2021 THAT Council reduces the Visitor Information Centre operating hours as follows: Visitor Information Centre 29th December 2021 until 31st December 2021 inclusive – opening hours 10.00 am till 2.00 pm	Sharna Ross	Governance	COMPLETED
16.	26/10/2021	Monthly Report of the Chief Executive Officer for the Month of September 2021	THAT Council formally receives and notes the Chief Executive Officer Report for the Month of September 2021.	Jherry Matahelumual	Governance	COMPLETED Received and noted by Council

17.	26/10/2021	Animal Management Plan	THAT Council approves the inclusion of an Animal Management Plan within the 2022/23 Municipal Plan and Budget.	Kerry Whiting	Corporate and Community Services	COMPLETED Noted for inclusion in next year Municipal Plan and Budget
18.	26/10/2021	Monthly Report of The Corporate and Community Services Department for September 2021	THAT Council receives and notes the Corporate and Community Services report for the month of September 2021.	Kerry Whiting	Corporate and Community Services	COMPLETED Received and noted by Council
19.	26/10/2021	Monthly Financial Report – September 2021	THAT Council endorses the Financial Report for the month of September 2021	Donna Jones	Corporate and Community Services	COMPLETED Received and noted by Council
20.	26/10/2021	Infrastructure & Environment Department Report for the Month of September 2021	THAT Council receives and notes the report of the Infrastructure & Environment Department for the month of September 2021.	Brendan Pearce	Infrastructure and Environment	COMPLETED Noted and received by Council
21.	26/10/2021	September 2021 – Project Update	THAT Council receives and notes the project update for the month of September 2021.	Janette Crowhurst	Infrastructure and Environment	COMPLETED Noted and received by Council
22.	26/10/2021	Climate Change Update	THAT Council notes the NTG's Climate Change Policy "Toward 2050" and "Three Year Action Plan" and its most recent "Annual Progress Report - September 2021". THAT Council agrees to bring the Climate Change Study forward to 2022 and combine it with the work on developing a Sustainability Strategy for Katherine Town Council.	Peter Schubert	Infrastructure and Environment	IN PROGRESS

23.	Confidential Special Meeting of Council 29/10/2021	Tender 20/16 – Management Services for Katherine Aquatic Centre	Public minutes THAT Council awards Tender 2020-16 - Management Services for Katherine Aquatic Centre to Belgravia Leisure for a period of three years commencing the execution date of signing of the agreement for the amount of $800,437 ex GST, Eight Hundred Thousand, Four Hundred and Thirty-Seven dollars.	Brendan Pearce	Infrastructure and Environment	IN PROGRESS 17/11/21 Planned handover date is set for Monday 13 December 2021.
24.	Special Meeting of Council 11/11/2021	Endorsement of 2020/2021 Annual Report incorporating the Audited Annual Financial Statements for the year ended 30 June 2021	Council receives, notes and endorses the Annual Report for 2020/2021 incorporating the Audited Financial Statements for the year ended 30 June 2021 THAT Council notes that in accordance with Section 199(1) of the Local Government Act 2008, the endorsed Katherine Town Council Annual Report 2020/2021 incorporating the Audited Financial Statements for the year ended 30 June 2021 will be provided to the Minister for Local Government on or before 15 November 2021 THAT Council notes that in accordance with Section 199(4), the endorsed Katherine Town Council Annual Report 2020/2021 incorporating the Audited Financial Statements for the year ended 30 June 2021 will be published on Council's website with a notice available in a newspaper as soon as practicable.	Jherry Matahelumual	Governance	COMPLETED 2020/2021 Annual Report was sent to the Minister for Local Government on 15 November 2021 2020/2021 Annual Report was published on Council's website on 15 November 2021 and the notice was available on Katherine Times on 17 November 2021

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.4
FOLDER	:	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/2021/CORPORATE SERVICES/ DIRECTOR CORPORATE AND COMMUNITY SERVICES**
MEETING	:	**ORDINARY COUNCIL MEETING – 23/11/2021**
REPORT TITLE	:	**EXPRESSIONS OF INTEREST – INDEPENDENT AUDIT AND RISK COMMITTEE MEMBERS AND EXTERNAL AUDIT SERVICE**
AUTHOR	:	**KERRY WHITING, DIRECTOR CORPORATE AND COMMUNITY SERVICES**
ATTACHMENT/S	:	**NIL**

PURPOSE OF REPORT

To recommend to Council on the appointment of independent members to Council's Audit and Risk Committee.

BACKGROUND

Council resolved at the June 2021 Ordinary meeting to advertise for independent committee members on Council's Audit and Risk Committee. A review of the Audit & Risk Management Charter and Policy indicated that all committee members were overdue in terms of their appointment.

Council currently has a chairperson and one independent committee member and two elected member representatives. The Committee Charter also discusses the CEO and Director Corporate and Community Services as part of the membership clause.

In line with better governance practices and to provide an improvement in clarity, it is recommended Council appoint a chairperson and two independent representatives and remove staff from the committee. Staff should not be members of the committee, but they can attend as required. A key deliverable of the Committee is to assess and advise Council on the management of functions / activities undertaken by staff. As such the committee must be able to have frank and open discussions when required.

It is recommended that the Chair of the Committee present their report to the full Council after each meeting to ensure independence. This is a core deliverable of the Audit and Risk Committee Chairperson role. A review of the committee Charter is required to improve the governance arrangements of the Committee and reflect the above suggested changes.

Council received 3 formal Expressions of Interest for committee membership and these proposals were assessed by a panel involving the CEO, Director Corporate and Community Services and Finance Manager. The panel evaluation recognised that only one EOI was suitable for moving forward.

Council has maintained confidentiality with the proponents who have not been recommended for appointment to Council's Committee by not identifying them in the report. In doing so Council can provide this report in the open section of the Council meeting rather than the report being in the closed agenda section of the Council meeting due to any possible concerns of prejudicing the interests of parties who have not been selected.

Due to the low numbers of EOI's received the panel discussed a late proposal and of procuring a local participant to complete the committee membership. The late application was from Ross Springolo, a high standing Darwin individual who has been a member of CPA for many years and has played an active role in the Darwin accounting community. The Chair of the panel and the CEO assessed Mr Springolo's application against the original EOI selection criteria as suitable.

Council officers deliberated on local individuals who would bring value to the Risk and Audit Committee whilst understanding the local operating environment in which the Council operates. Council approached Mr Colin Abbott, Regional Manager of the Katherine Chamber of Commerce as to whether he would have interest in being a member of the Committee to which he agreed. The Chair of the panel and the CEO assessed Mr Abbott's application against the original EOI selection criteria as suitable.

At the June Ordinary meeting, Council also approved an Expression of Interest process for External Audit Services as the process for appointing this service provider was also found to be overdue. The EOI for external audit services closed on the 8th September 2021 and these proposals will be the subject of an agenda item with the Audit and Risk Committee. Council's charter is silent in regard to the role of the committee on the appointment of external auditors, however it is noted better practice to have the committee involved. Council officers and the Chair will ascertain the best reporting framework for Council to appoint the next external audit provider and provide a report with a recommendation to a future Council meeting.

OFFICER RECOMMENDATION

1. That Council appoints Carolyn Eagle from Pacifica Chartered Accountants as the Chairperson to the Katherine Town Council Audit and Risk Committee,

2. That Council appoints Ross Springolo and Colin Abbott as independent members to the Katherine Town Council Audit and Risk Committee.

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.5
FOLDER	:	**LOCAL GOVERNANCE / ORDINARY COUNCIL MEETING / REPORTS TO COUNCIL / COMMUNITY SERVICES**
MEETING	:	**ORDINARY COUNCIL MEETING – 23/11/2021**
REPORT TITLE	:	**MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR OCTOBER 2021**
AUTHOR	:	**KERRY WHITING, DIRECTOR CORPORATE & COMMUNITY SERVICES**
ATTACHMENT/S	:	**NIL**

PURPOSE OF REPORT

To present the report for the Corporate and Community Services department for the month of October 2021.

REPORT

The monthly report of the Corporate and Community Services department reports directly against the Katherine Town Council 2021/22 Municipal Plan and identified Key Performance Indicators (KPI's) The report will track directly against targets on a Year to Date (YTD) basis, allowing Council officers, Elected Members and the Community to gauge progress on a monthly basis, allowing for adjustments to service delivery as required.

The Community Services Department includes Community Development, Community Events, Library Services, Regulatory Services and Visitor Information Services. The Corporate Services Department section of the Municipal Plan includes Administration Services and Finance Services.

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

Community Development	
Develop Council's facilitation role in the community whilst ensuring participation from the community and stakeholders in Council's decision-making process, planning and service delivery.	
Responsibility	**Major Activities**
• Further implement and develop Council's Community Engagement Strategic Plan • Manage and Implement Katherine Town Council's Community Grant Program • Plan for undertake community engagement activities • Facilitate and support community groups • Provide strategic development and governance	• Oversee the promotion and administration of Council's Annual grant program including associated acquittal requirements. • Develop and implement a range of engagement activities and initiatives, allowing for increased community involvement and understanding around Council activities.

support to the Museum as required • Provide operational funding to Godinymayin Yijards Rivers Arts and Culture Centre (GYRACC).	• Actively participate in various community led initiatives, providing support as appropriate. • Provide safe and sustainable asset maintenance to the Museum. • Provide funding and support to the Annual Katherine Prize event.

KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase number of community engagement activities undertaken annually.	>5	2
Increase community grant program interest (applications)	>5	29 applications were recd – an increase of 9 from last year.
Increase number of community groups engaged with Council	>1	5
Adherence to Katherine Museum partnership Agreement	ongoing	No non adherence matters have been raised
Completion of agreed yearly Asset Maintenance for Museum	100%	Ongoing
Adherence to GYRACC partnership Agreement	ongoing	No non adherence matters have been raised

Commentary for the month:
All KPI's are currently on track to meet targets.
2 activities include CBD Activation program and 2597 CPL Frederick Prentice MM Dedication Service.
5 groups include YMCA, Katherine Physio and Blue Eagle Muay Thai in CBD activation Program, Activate Katherine Project control Group and 2597 CPL Frederick Prentice MM Dedication Service parties.

Community Events	
Manage Council's recreational and cultural community program, including Council's major events programs for the benefit and satisfaction of the community.	
Responsibility	**Major Activities**
• Delivery Katherine Town Council's major community events program • Support, partner and delivery community events and programs in collaboration with community groups, with particular focus on young people.	• Development, planning and implementation of all council and partnered events; namely Territory Day, Military Commemorative services, Carols by Candlelight, Australia Day, Come & Try sports Expo and Clean Up Australia Day. • Actively participate and collaborate with community groups in order to value add to a wide variety of community led events and initiatives.

KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase participation at community events	>10%	28.15%
Increase Council's event program through community collaboration	2	30

Commentary for the month:
Increased participation KPI has been provided through Doggy Day
Increased community collaboration KPI principally through CBD activation activities
This month a lot of work has been expended behind the scenes arranging the upcoming events of Remembrance Day, IDPWD, Carols, Australia Day and Citizen of the Year awards. See advertising below.

Pictured below: The staff held a breast cancer event during paint the town pink and raised $180 towards the McGrath foundation. Another $110 was raised through the library donation box. A luncheon was organised by the staff to celebrate the occasion.

KATHERINE
TOWN COUNCIL
Carols
By
Candlelight
KATHERINE MUSEUM
SATURDAY 11 DECEMBER 2021
Gates open 5:30pm | Santa arrives 7pm
Free family photos with Santa
Christmas carols | Market stalls
Foodstalls | Activities
TTM
Katherine Men's SHED
Katherine Times
KENNARDS HIRE
Proudly supported by:
DREAMEDIA
creative event production
For more information contact Council on 08 8972 5500
or email contactus@ktc.nt.gov.au
KATHERINE
HERITAGE
YMCA
The Katherine Museum

Citizen of the Year Awards
2021
KATHERINE
TOWN COUNCIL
Australia Day
Australia Day
NOMINATE NOW!

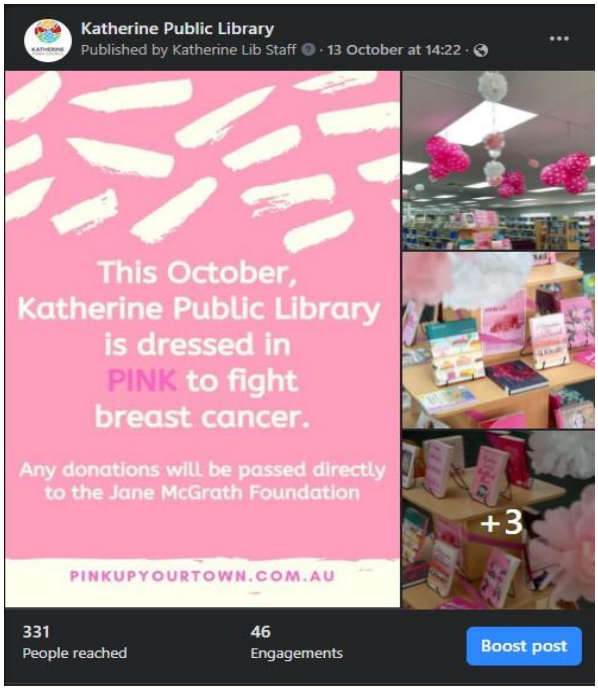
Library Services	
Manage the Katherine Public Library to provide for the social, recreational and cultural needs of the community ensuring accessibility and promotion life-long learning.	
Responsibility	**Major Activities**
• Manage the Katherine Public Library • Provide educational and recreational programs for all ages • Manage and maintain the library collection • Provide access to information, including through digital formats • Provide a safe and welcoming environment	• Continued implementation and review of community programs (Children, Youth, Seniors etc) • Undertake collection management in accordance with current policy and best practice • Provide customer service in accordance with Katherine Town Councils Customer Service Charter

KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase patron engagement (programs)	1%	18.85%
Increase number of members	1%	6.11%

Commentary for the month:
Patron program numbers have increased dramatically compared to last year. Ordinary library patron numbers are very similar. A strong sign that the programs are meeting the needs of library clients.

The library produced a community survey to gain feedback on our operating hours, we were pleased with the number of responses (43) and will be making an application to council shortly for changes in this area.

Pictured below: New desks in the library patron area. The library also celebrated PINK during the month. As mentioned the library donated $110 towards the McGrath foundation.



Pictured below: Children Program events which continue to have good engagement numbers.

Regulatory Services	
Provide effective management of public order and safety within the municipality compatible with a congenial living environment.	
Responsibility	**Major Activities**
• Pound management • Partnership and Interagency collaboration • Animal management and control • Traffic control • Community Education • Carry out routine mosquito trapping activities in accordance with the Department of Health direction	• Ensure health and safety of animals within the pound including cleaning, feeding and vet checks for animals • Support and partner with other agencies to support public order and safety • Dog Rehoming • Dog registration audit • By Law Review • Respond to dog attacks and enforce By-Laws • Controlled parking • Carry out doggy day education activities • Mosquito monitoring data collection and reporting

KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Service requests are actioned within 10 days	90%	55.55%
Carry out doggy day education activities	1	finalised
Complete annual controlled parking audit	100%	ongoing
Undertake dog registration audits	% increase	ongoing
Prepare recommended determinations for KTC by laws	100%	ongoing
Supply fortnightly mosquito samples	100%	100%

Commentary for the month:
Service requests in Regulatory service affected by the same dynamics explained within Administration Services. In essence many jobs are actually completed, though our reporting system managing these requests does not reflect this due to other factors. For the month of October the completed requests for the regulatory team are at a minimum of 73% Parking audit and dog registration audit currently in progress. By Law report will be presented to December 2021 Council meeting.

Visitor Information Services	
Manage the Visitor Information Centre services and secure a future for the region through the encouragement of new investments and employment growth and maximising the potential of economic development to help enhance our visitor economy.	
Responsibility	**Major Activities**
• Increase branding and marketing • Improve customer experience and be China Ready • Increase visitor spend • Improve industry collaboration and stakeholder relationships	• Implement marketing campaigns on behalf of the visitor centre and Katherine Region (Dreaming, Planning, Booking, Experiencing, Sharing) • Provide customer service in-line with Council Customer Service Charter • Continued staff development and product knowledge through various means including updates and famils • Active participation and collaboration with relevant industry bodies to promote the Katherine region and visitor service.

KEY PERFORMANCE INDICATOR	TARGET	CURRENT (YTD)
Increase total sales	1%	-48.06%
Increase KVIC visit numbers	1%	45.54%
Increase sales value per booking	1%	45.50%

Commentary for the month:
Visitor numbers have increased YTD, however this has not translated into increased sales growth compared to last year. Last year experienced record sales due to the NTG voucher schemes. The Territory Voucher scheme commenced again early October and as a result sales and KPIs have started to increase again.

Administration Services		
Provide timely and quality service to both the community and stakeholders whilst maintaining Council Information Technology and Electronic Record Management System services.		
Responsibility	**Major Activities**	
• Provide customer service and reception • Provide services for the processing of Council payments • Provide services for the use of Council facilities, equipment, resources and related regulatory permits • Continue compliance with Katherine Town Council's Customer Service Charter	Process payment, applications and provide response to customer enquiries in accordance with Katherine Town Councils Customer Service Charter	
KEY PERFORMANCE INDICATOR	**TARGET**	**CURRENT (YTD)**
Service request actioned within 10 business days	90%	66.12%

Commentary for the month:
Service requests KPI still subject to a degree of inaccuracy as requests were checked manually after the end of the month and some where found to be completed. The current tracking system in Magiq is not a perfect match to meet both KPI and staff requirements. Discussions with the SNAP, SEND, SOLVE system contacts indicate their reporting system will overcome the current challenges. In the meantime manual adjustments are being made as possible. For the month of October the KPI is at a minimum of 82.21%

Finance Services		
Provide responsible financial services to ensure informed decision making for the allocation of Council resources in the short term and to ensure Council meets all its statutory and regulatory obligations. Improve long term financial sustainability of Katherine Town Council.		
Responsibility	**Major Activities**	
• Provide customer services and reception. • Accounts payable and payroll. • Rates and accounts receivable collection. • Monthly financial reporting. • Continually develop and improve the Long Term Financial Plan. • Monitor and advise on improving key performance indicators.	• Ensure day to day transactions are processed in operational systems on a timely basis. • Ensure reporting frameworks meet stakeholder requirements. • Drive development of long term financial plan with the inclusion of asset management data. • Drive improved practices in management and service delivery reporting.	
KEY PERFORMANCE INDICATOR	**TARGET**	**CURRENT (YTD)**
Adherence to internal financial procedures	100%	Internal audit report being planned for an independent assessment of procedures and controls.
Legislative Compliance	100%	No non-compliance matters reported for 21/22 financial year.
Long Term Financial Plan	Completed	Completed for 21/22. Design of 22/23 plan has commenced.
Improve financial KPI's in accordance with LTFP	Achieved	Draft 20/21 results as follows; • Current ratio

		increased • Rates Coverage decreased • Rates & Charges Outstanding decreased All KPIs have therefore improved

Commentary for the month:
All KPI's are currently on track to meet targets.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.6
FOLDER	:	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/FINANCIAL REPORT**
MEETING	:	**ORDINARY COUNCIL MEETING – 23rd NOVEMBER 2021**
REPORT TITLE	:	**MONTHLY FINANCIAL REPORT – OCTOBER 2021**
AUTHOR	:	**DONNA JONES – FINANCE MANAGER**
ATTACHMENT/S	:	**1. CERTIFICATION BY CHIEF EXECUTIVE OFFICER** **2. FINANCIAL REPORT EXECUTIVE SUMMARY** **3. STATEMENT OF BUDGET COMPARISON** **4. CASH AND INVESTMENT REPORT**

PURPOSE OF REPORT

The purpose of this Report is to present to Council the Financial Report for October 2021

BACKGROUND

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

KEY MESSAGES

- Opening reserves are yet to be finalised after the completion of the Audited Financial Statements in mid November 2021. Capital Works roll over will be recognised at the 1st Budget Review
- Year-to-Date income is 12% above budget with an increase in Statutory Charges and Other Income (Hires) than was expected.
- Councils Operating expenditures are at 88% of the year-to-date budget (including Capital expenses)
- Elected Members Allowances are below planned expenses due to monthly allowances being paid in arrears the following month.
- Employee Costs and Materials/Services are on budget for the year-to-date with creditors payments made weekly.

- Monthly creditor payments have been made to all known supplies with payments made weekly.
- 83% of our Infringements are outstanding longer than 90 days with majority outstanding longer than 1 year.
- 16% of our Debtors (excluding rates) are outstanding for longer than 90 days.
- We expect to receive $9.246m in rates this financial year, with 55% of rates paid for 2021/2022 year to 31st October.
- The Council has met its payments and reporting obligations for the GST, fringe benefit tax, PAYG withholding tax, superannuation, and insurance for the month of October 2021
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

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

- The internal controls implemented by Council are appropriate; and
- The Council's Finance Report for October 2021 best reflects the financial affairs of the Council.

Ian Bodill
CHIEF EXECUTIVE OFFICER

Budget V Actual

Katherine Town Council

For the month ended 31 October 2021

	Actual- October	Budget- October	YTD Actual	YTD Budget	Var %	Full Year Budget
Income						
Net Gain/Loss Assets - Gross sales revenue of asset	$0.00	$0.00	$3,904.50	$0.00		
Operating grants	$755,106.50	$123,310.00	$1,819,558.65	$493,238.00	269%	$ 1,479,714.00
Other Revenue	$46,324.94	$23,278.00	$180,184.36	$93,112.00	94%	$ 279,336.00
Rates	$70.49	$4,731.00	$9,280,671.58	$9,246,611.00	0%	$ 9,246,611.00
Statutory charges	$4,343.57	$159,893.00	$27,193.57	$18,925.00	44%	$ 56,775.00
User Charges	$193,626.03	$0.00	$556,545.67	$639,572.00	-13%	$ 1,918,717.00
TOTAL INCOME	**$999,471.53**	**$311,212.00**	**$11,868,058.33**	**$10,491,458.00**	**13%**	**$ 12,981,153.00**
Less Operating Expenses						
C Hot Springs Car Park Capital WIP	$0.00	$0.00	$169,639.55	$0.00		
Elected Members	$22,136.71	$27,566.00	$68,844.58	$110,263.00	-38%	$ 330,789.00
Employee Costs	$407,239.98	$450,206.00	$1,531,089.63	$1,800,826.00	-15%	$ 5,402,477.00
Materials and Services	$353,392.78	$478,604.00	$1,951,927.32	$1,914,418.00	2%	$ 5,743,254.00
Depreciation	$0.00	$0.00	$43,600.25	$915,201.00	-95%	$ 915,201.00
Total Operating Expenses	**$782,769.47**	**$956,376.00**	**$3,768,136.33**	**$4,740,708.00**		**$ 12,391,721.00**
Operating Profit	**$216,702.06**	**-$645,164.00**	**$8,099,922.00**	**$5,750,750.00**		**$589,432.00**
Non-operating Income						
C CBD Transfer from restricted capital reserves to grant capital budget	$0.00	$0.00	$74,923.00	$0.00		
C Showgrounds Transfer from restricted capital reserves to capital grant budget	$0.00	$0.00	$245,641.48	$0.00		
C Sportsgrounds Transfer from restricted capital grants reserve to grant capital budget	$0.00	$0.00	$1,847,835.95	$0.00		
Grants Commonwealth Capital - Other	$0.00	$0.00	$557,986.41	$0.00		
Grants Commonwealth Capital - Roads to Recovery	$0.00	$0.00	$151,983.57	$286,310.00	-47%	$ 286,310.00
NT Financial Assistance Grant Roads - Other	$0.00	$0.00	$3,306.86	$0.00		
Total Non-operating Income	**$0.00**	**$0.00**	**$2,881,677.27**	**$286,310.00**	**906%**	**$ 286,310.00**
Non-operating Expenses						
MS - Streetlights repairs	$0.00	$4,167.00	$12,798.81	$16,667.00	-23%	$ 50,000.00
O Waste facility site investigations	$1,016.70	$83,333.00	$98,817.85	$333,333.00	-70%	$ 1,000,000.00
O Tyre fire showgrounds clean up	$0.00	$0.00	$3,035.00	$0.00		
Capital Works						
C Building Upgrades	$57,442.65	$21,962.00	$123,706.90	$87,847.00	41%	$ 263,542.00
C Christmas Decorations	$17,115.45	$0.00	$17,115.45	$0.00		
C Emungalan Bridge	$0.00	$0.00	$271.04	$0.00		
C Hot Springs Transfer from restricted capital grant reserve Capital Budget	$0.00	$0.00	-$221,402.00	$16,667.00	-1428%	$ 50,000.00

C Irrigation Upgrade / New	$0.00	$4,167.00	$1,155.00	$0.00			
C Oval WIP Grant and Reserves	$4,037.50	$0.00	$42,797.73	$0.00			
C PE Air quality monitoring equipment for location at the Civic Centre under NTEPA Performance Man	$6,000.00	$0.00	$6,000.00	$0.00			
C PE Water quality and monitoring equipment - sampling and testing at the Waste Management Facilit	$0.00	$0.00	$8,034.00	$0.00			
C Road Florina Road	$0.00	$0.00	$2,270.00	$0.00			
C Road reseal works	$0.00	$0.00	$3,535.71	$0.00			
C Roads	$0.00	$116,446.00	$33,799.00	$465,783.00	-93%	$	*1,397,350.00*
C Roads WIP Capital	$312.00	$0.00	$15,759.00	$0.00			
C Showgrounds Fencing Upgrade / Replacement	$0.00	$2,133.00	$275.00	$8,533.00	-97%	$	*25,600.00*
C Signage - Airport and Township	$0.00	$0.00	$3,580.00	$0.00			
C Solar panels at the VIC	$0.00	$0.00	$9,100.00	$0.00			
C Sportsgrounds Pavillon WIP Grant Capital	$1,076,837.45	$0.00	$1,596,878.07	$0.00			
C Wayfinder Signage	$44,430.00	$0.00	$45,750.00	$239,978.00	-81%	$	*239,978.00*
Grant Expenses	$16,214.76	$0.00	$104,556.40	$0.00			
Total Capital Works	**$1,222,389.81**	**$144,708.00**	**$1,793,181.30**	**$818,808.00**	**119%**	**$**	***1,976,470.00***
Total Non-operating Expenses	**$1,223,406.51**	**$232,208.00**	**$1,904,797.96**	**$1,168,808.00**	**63%**		**$3,026,470.00**
Net Profit	**-$1,006,704.45**	**-$645,164.00**	**$9,076,801.31**	**$4,868,252.00**			**-$2,150,728.00**

CASH AND INVESTMENTS
31 October 2021

GENERAL FUND		$
Commonwealth Bank		
Balance as per bank statement, 31 October		5,246,564
Plus net outstanding deposits/(withdrawals)		- 354,251
Adjusted cash at bank balance, 31 October 2021		**4,892,313**

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL $	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS $	FINANCIAL INSTITUTION %
AMP	2,142,319	0.50	on call	on call		
AMP	2,139,238	0.40	14-Jul-21	11-Nov-21		
AMP	3,549,099	0.40	14-Jul-21	11-Nov-21		
AMP	1,080,016	0.40	13-Jul-21	11-Nov-21	8,910,671	56.43%
Commonwealth Bank	577,520	0.20	on call	on call		
Commonwealth Bank	338,317	0.20	on call	on call		
Commonwealth Bank	2,486,363	0.36	21-Sep-21	18-Feb-21	3,402,200	21.54%
Westpac Bank	900,029	0.10	9-Oct-21	9-Mar-22		
Westpac Bank	2,578,264	0.20	14-Jul-21	14-Feb-22	3,478,293	22.03%
Total Investments					**15,791,163**	100.00%
Total Funds					**20,683,477**	

Internally Restricted Funds	$		
	WMF Renewal Reserve	6,462,862	
	Capital Renewal Reserve	4,987,647	
	Contingency reserve	1,000,000	
	Emungulan Bridge	700,000	
	Council Election Reserve	100,000	
	Council motion reserve	600,515	
	Provison for Employees	650,581	
			14,501,605
Unrestricted funds			4,123,905
Unexpended capital grants			2,057,967
			$ 20,683,477

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

Forecast income to expenditure for the financial year is reviewed monthly. Chart of Accounts and Service changes are being completed- planned completion November

Cash Position- continues to be monitored weekly along with review of investments maturing

Work continues with Outstanding Debtors to reduce the arrears on rates and accounts. Several repayment plans are now in place to reduce these debts.

Outstanding Debtors - arrear debts for previous three years only reported on Regulatory Infringments going forward on this report.

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

Debtors Analysis

Debtors Balances has reduced this month with reduction from payment of rates and Pension Rebate Scheme invioce being paid. Minimal other moment in this area. **Please note** that Infringement (Animal, Parking and Litter/Camping) debts are only reported now for previous three years

	Sep-21	Oct-21
Rates debtors	7,175,857	4,997,177
Sundry debtors	126,920	71,481
Weighbridge debtors	126,479	135,282
Infringement - Animal	8,917	9,065
Infringement - Parking	2,873	2,774
Infringement - Litter/Camping		
Total outstanding	**7,441,046**	**5,215,779**

Rates Debtors Analysis

Rates continue to be paid with the second installment of rates due 30th November. Letters issued for rates reminder and unpaid 1st installments. Arrears continue to be followed up.

Sundry Debtors Age Analysis

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

	Sep-21	Oct-21
Current	88,019	28,126
Over 30 days	2,459	16,208
Over 60 days	13,146	7,127
Over 90 days	23,297	20,020
Total	**126,921**	**71,481**

Sundry Debtors arrear balaances have remained constant with the only major reduction with the payment of outstanding debt for Pension Rebate scheme. Overdue Debtors continue to be followed up and balances of > 45 days at WMF having accounts placed on hold until accounts brought into order.

Weighbridge Debtors Age Analysis

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

	Sep-21	Oct-21
Current	59,141	85,188
Over 30 days	51,356	25,596
Over 60 days	2,953	9,594
Over 90 days	13,029	14,904
Total	**126,479**	**135,282**

Have remained constant with debtors greater then 90 days being referred Debt Collection agency this coming month.

KATHERINE TOWN COUNCIL

REPORT

NO	**:**	13.7
FOLDER	**:**	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING MEETING/REPORTS TO COUNCIL/INFRASTRUCTURE & ENVIRONMENT DEPARTMENT**
MEETING	**:**	**ORDINARY COUNCIL MEETING - 26/10/2021**
REPORT TITLE	**:**	**INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF OCTOBER 2021**
AUTHOR	**:**	**BRENDAN PEARCE - DIRECTOR INFRASTRUCTURE & ENVIRONMENT**
ATTACHMENT/S	**:**	**1. NIL**

PURPOSE OF REPORT

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

BACKGROUND

Infrastructure

Parks and Open Areas

- Council staff continue to carry out ground's maintenance throughout the Municipality, respond to *Snap Send Solve* requests, and carry out other general works and services including:
    - Hot Springs - daily vandalism inspections
    - CBD – monthly high pressure cleaning of Town Square
    - Footpaths – repaired 2 x trip hazards and a grate in front of Centrelink office
- Tree management:
    - weight reduction of trees at the following locations – Sportsgrounds, Showgrounds, Cemetery, Giles Street, First Street and some of the East Side Park;
    - carried out maintenance on trees marked in the NEMUS system as recommended by Council's Contact Arborist at the Museum and VIC;
    - removed and trimmed branched touching power lines in First Street;
    - removed dead trees at the Cemetery and planted 6 new trees;
    - removed 3 x large dead trees at the BMX compound;
    - removed dangerous trees near Hot Springs;
    - undertake tree pruning reported via Customer Requests

- Weeds – sprayed weeds reported via Customer Requests

- Council staff replaced 34 hunter PGPs and 12 hunter 125 sprinkler heads - mostly due to vandalism.

Katherine Memorial Cemetery

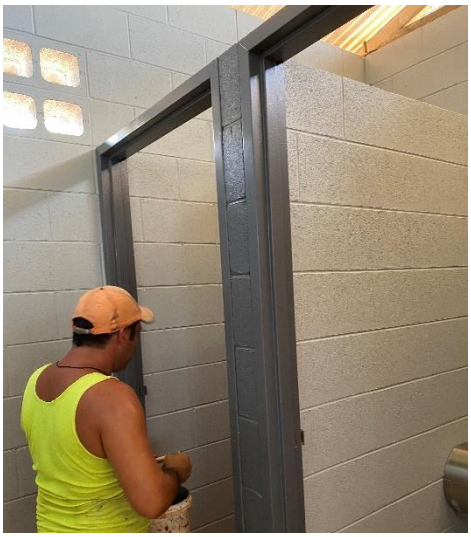
- 3 x burials were conducted during the month of October
- Council staff continue to undertake general maintenance of the gravesites, grounds, and lawns, and make new headstones

Buildings and Facilities

Katherine Sportsgrounds

- Council staff continue to carry out general cleaning and maintenance of the ovals, Skate Park, Adventure Park and other areas
- Council staff mowed, whipper snipped, fertilized and treated weeds on the ovals and surrounds
- Contractors and Council staff removed a large concrete stand and old bore fittings and relocated electrical sub board closer to the bore
- Contractors commenced renovation / painting of toilet block adjacent BMX /Tennis/Cricket areas
- Katherine Regional Arts arranged mural on Aquatic Centre exterior wall

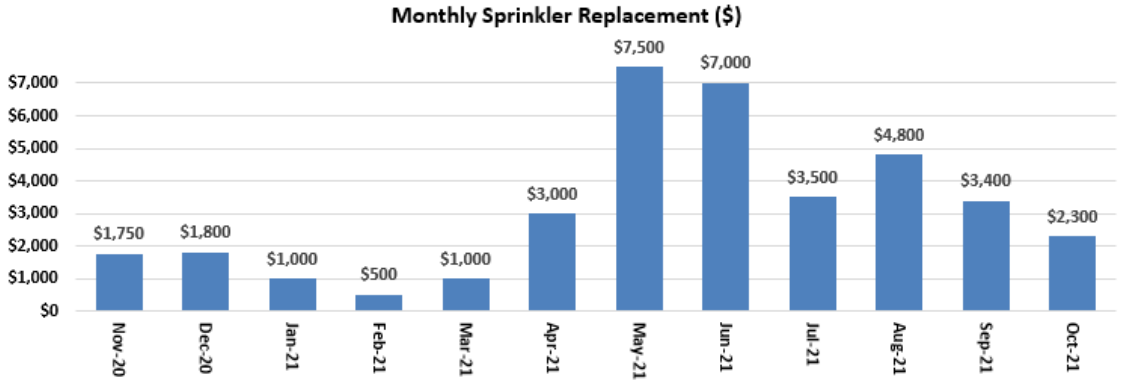
Pool Mural (above)



Amenity Renovation (opposite)

Katherine Showgrounds

- Council staff carried out irrigation repairs and general maintenance on the main oval and complex
- Council staff cleaned up wind rows and materials left from clearing fire breaks
- Council staff top-soiled the polo field



KATHERINE TOWN COUNCIL

REPORT

- Contractors installed new perimeter fencing to a previously unfenced south-east portion of the Showgrounds

Infrastructure

Roads Network

- Contractors and Council staff carried out the following works
    - Scheduled monthly sweeping and kerbside spraying
    - Replaced 2 x Side Entry Pit covers on Walter Young Street
    - Commenced scheduled program for installation of road signs and guideposts. Works were undertaken at various locations including Gory and Emungalan Roads
    - Commenced pothole repair works in Binjari
    - Commenced remediation works for Gillard Crescent pavement

Gillard Crescent works

Road signage renewals

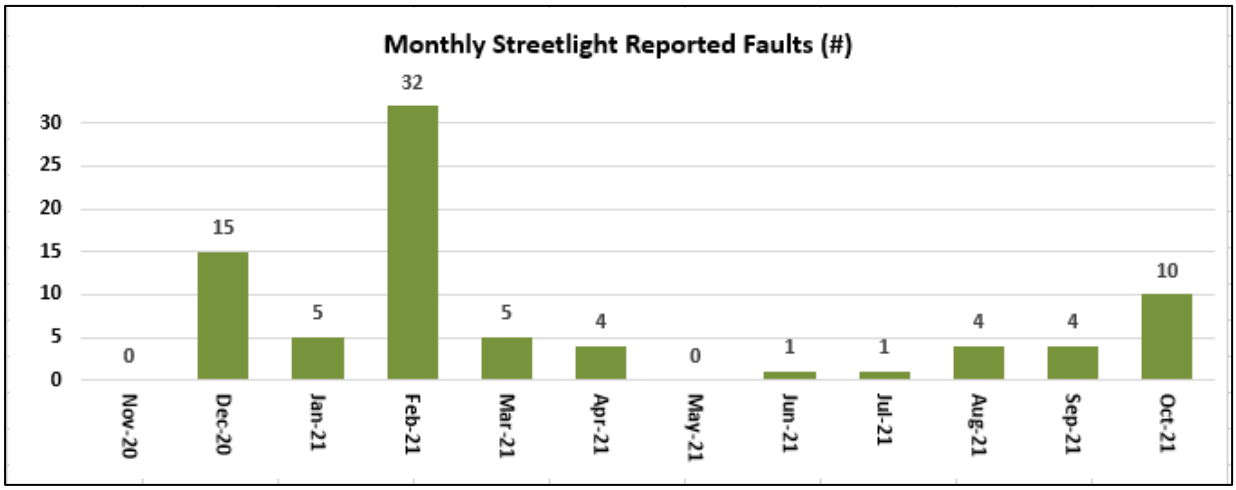
KATHERINE TOWN COUNCIL

REPORT

Binjari road repair works

Streetlights

- Ten streetlight faults were reported to Council from members of the public during the month of October.
- Schedule and scope of works for annual asset renewal program is being prepared.



<u>Environment</u>

Waste Management Facility

- Environmental consultants are preparing the Integrated Environmental Management Plan for the facility and will visit the site in November.

KATHERINE TOWN COUNCIL

REPORT

- Quarterly water sampling was conducted with Infrastructure and Environment Administration Officers receiving further on-the-job training from the Waste Management Facility Coordinator.
- The annual water monitoring report was submitted to NT EPA.
- Preparation of the site for a public toilet at the facility are underway.
- Renovations of the site offices have commenced.

Waste Management Facility - Site Office renovations – repainting works

Monthly Energy Production - Civic Centre

- Average energy produced by Civic Centre roof solar panels is 153kWh of electricity per day. underway.
- A production issue on Branch 2 of the panels has been reported to technicians for resolution.

Katherine Civic Centre						
Month 2021-2022	Energy **Produced** (KWH)	Energy **Consumed** (KWH)	**Exported** to Grid (KWH)	**Imported** from Grid (KWH)	**Carbon Offset** Tonnes	Equivalent to Number of **Trees**
July	4641	9020	1563	5941	3.2	82
August	5136	9513	1906	6282	3.5	91
September	5360	11862	1155	7657	3.6	93
October	3632	14778	376	11521	2.5	64
21-22 TOTAL	18770	45173	5000	31402	13	330

Planning Applications

Council considered the following number of planning applications during the month of October 2021:

- 1 x Development Applications

KATHERINE TOWN COUNCIL

REPORT

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the report of the Infrastructure & Environment Department for the month of October 202.

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL

REPORT

NO	:	13.8
FOLDER	:	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/ INFRASTRUCTURE & ENVIRONMENT DEPARTMENT**
MEETING	:	**ORDINARY COUNCIL MEETING – (23/11/2021)**
REPORT TITLE	:	**OCTOBER 2021 – PROJECT UPDATE**
AUTHOR	:	**JANETTE CROWHURST – PROJECT COORDINATOR**
ATTACHMENT/S	:	**1. PROJECT UPDATE – OCTOBER 2021**

PURPOSE OF REPORT

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

BACKGROUND

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

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

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

OFFICER RECOMMENDATION

That it be recommended to Council to:

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

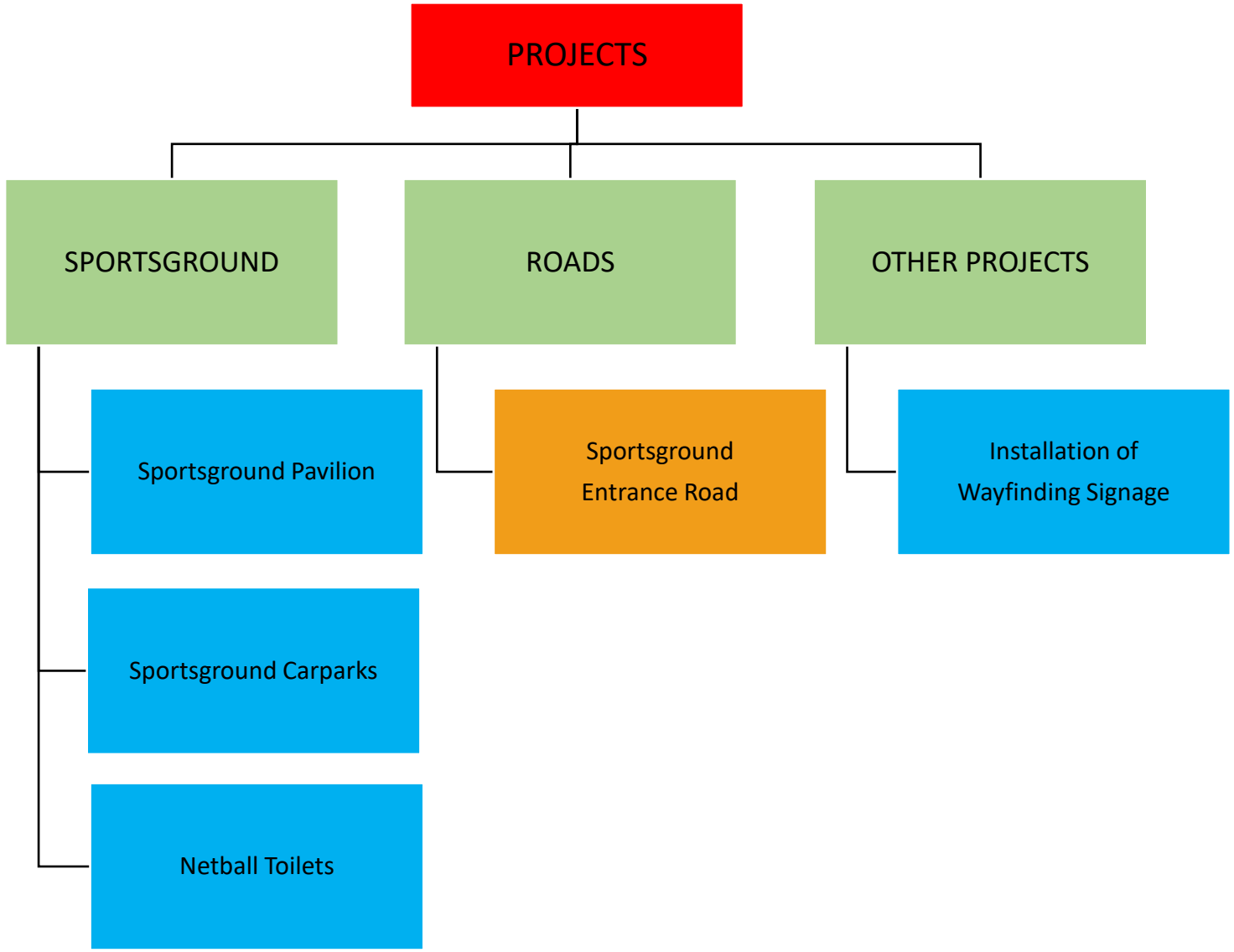
Ian Bodill
CHIEF EXECUTIVE OFFICER

MAJOR INFRASTRUCTURE & ENVIRONMENT PROJECTS

Project Update Date
15 October 2021

Summary	
Total Projects	5
Completed Projects	0
Construction Phase	4
Design Phase	1
Discontinued	0
Released for Tender	0
Ready for Tender	0

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



KATHERINE SPORTSGROUND – PAVILION

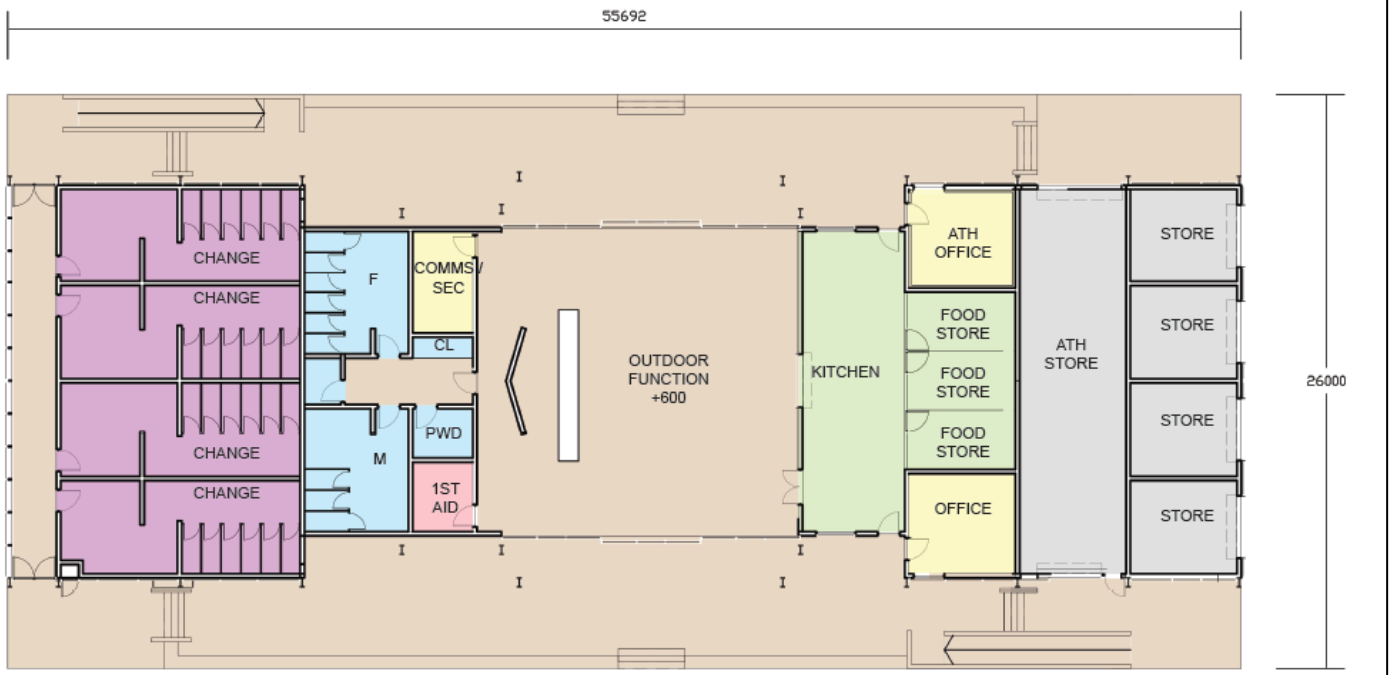
KATHERINE TOWN COUNCIL

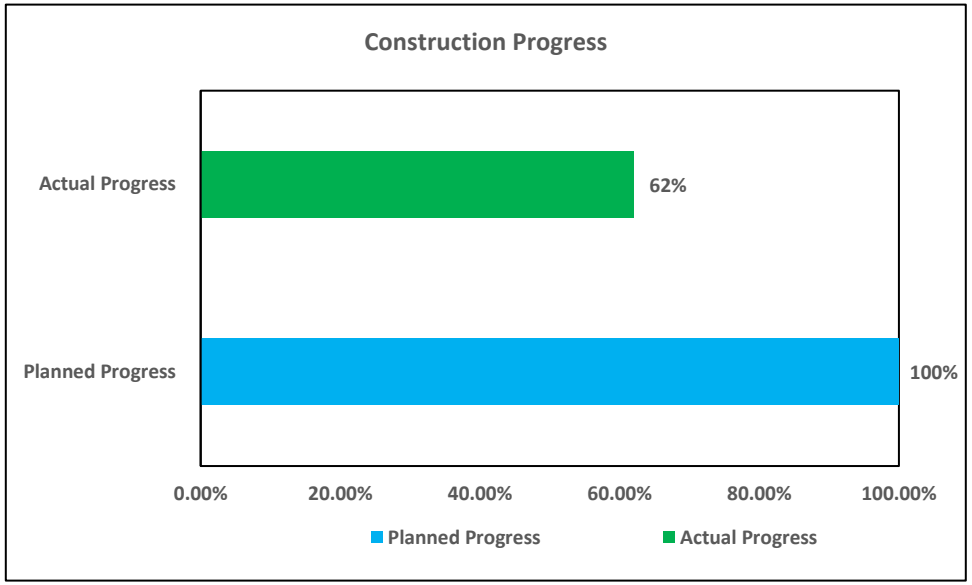
CONTRACTOR: NORBUILT PTY LTD | **CONSULTANT: HAMES SHARLEY**

PROJECT BRIEF SCOPE

The scope of works included

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





KEY DATES

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

KATHERINE SPORTSGROUND – CAR PARKS

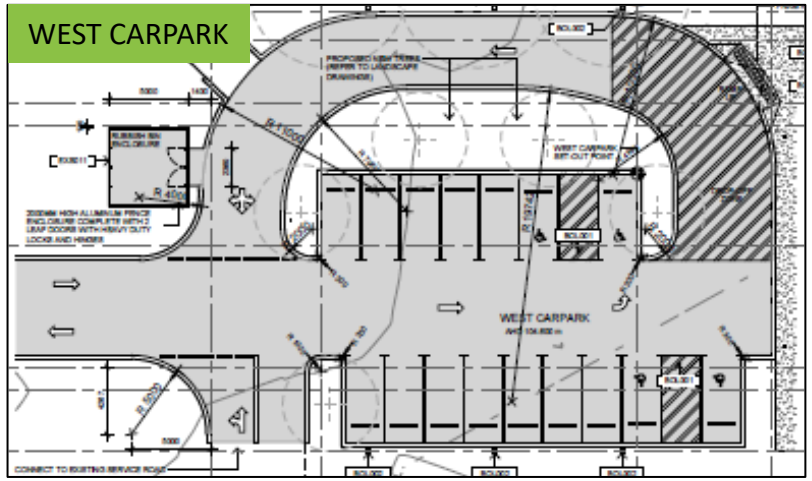
KATHERINE TOWN COUNCIL

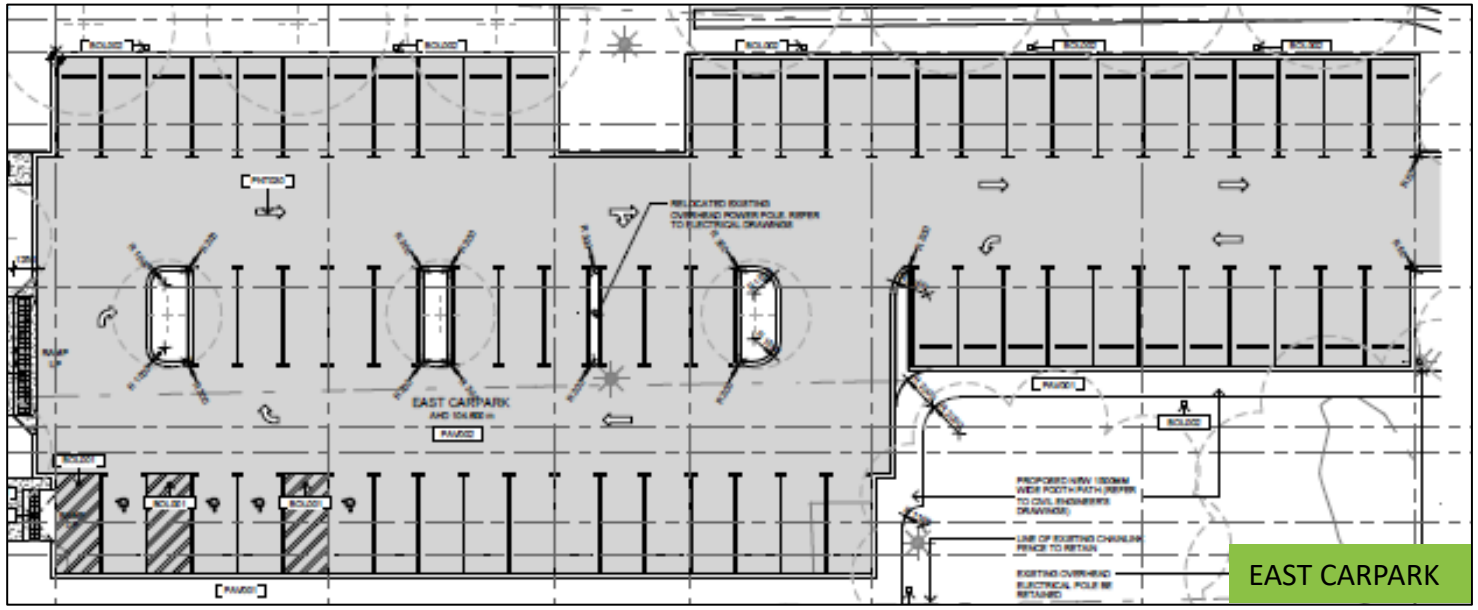
CONTRACTOR: NORBUILT PTY LTD | **CONSULTANT: HAMES SHARLEY**

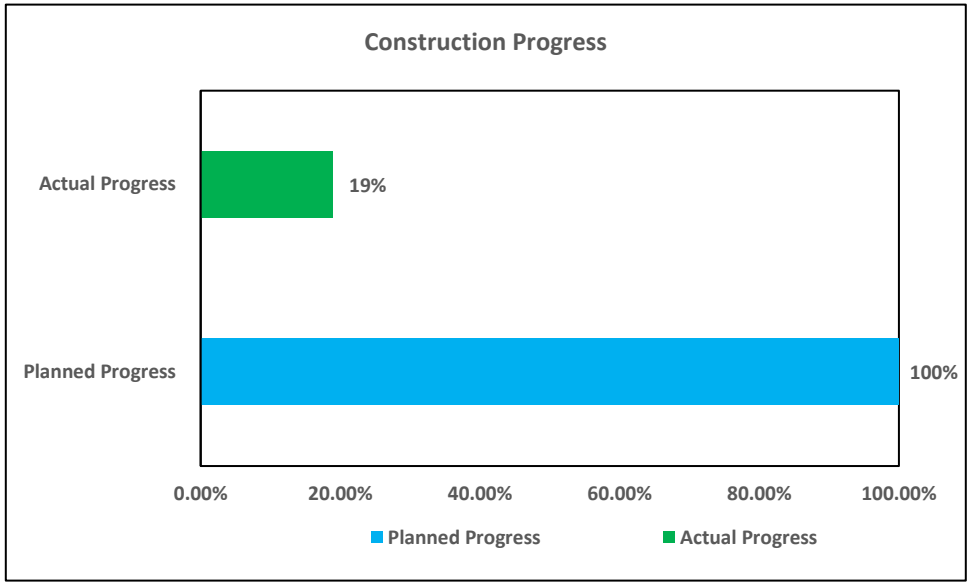
PROJECT BRIEF SCOPE

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

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







KEY DATES

Drawings and Design Complete	10 September 2020
KTC Release for Tender	09 October 2020
Tender Closing Date	06 November 2020
Contract Award Date	Mid December
Construction Work Start	25 January 2021
Duration of Works	10 Months
Completion Date	Early December 2021

Western Carpark
Eastern Carpark

- Works have commenced on the Western and Eastern Carparks
- The bin enclosure slab is a test piece for the Exposed Aggregate Concrete

KATHERINE WAYFINDING SIGNAGE ERECTION

KATHERINE TOWN COUNCIL

CONTRACTOR: GOODLINE | **CONSULTANT: MODE DESIGN**

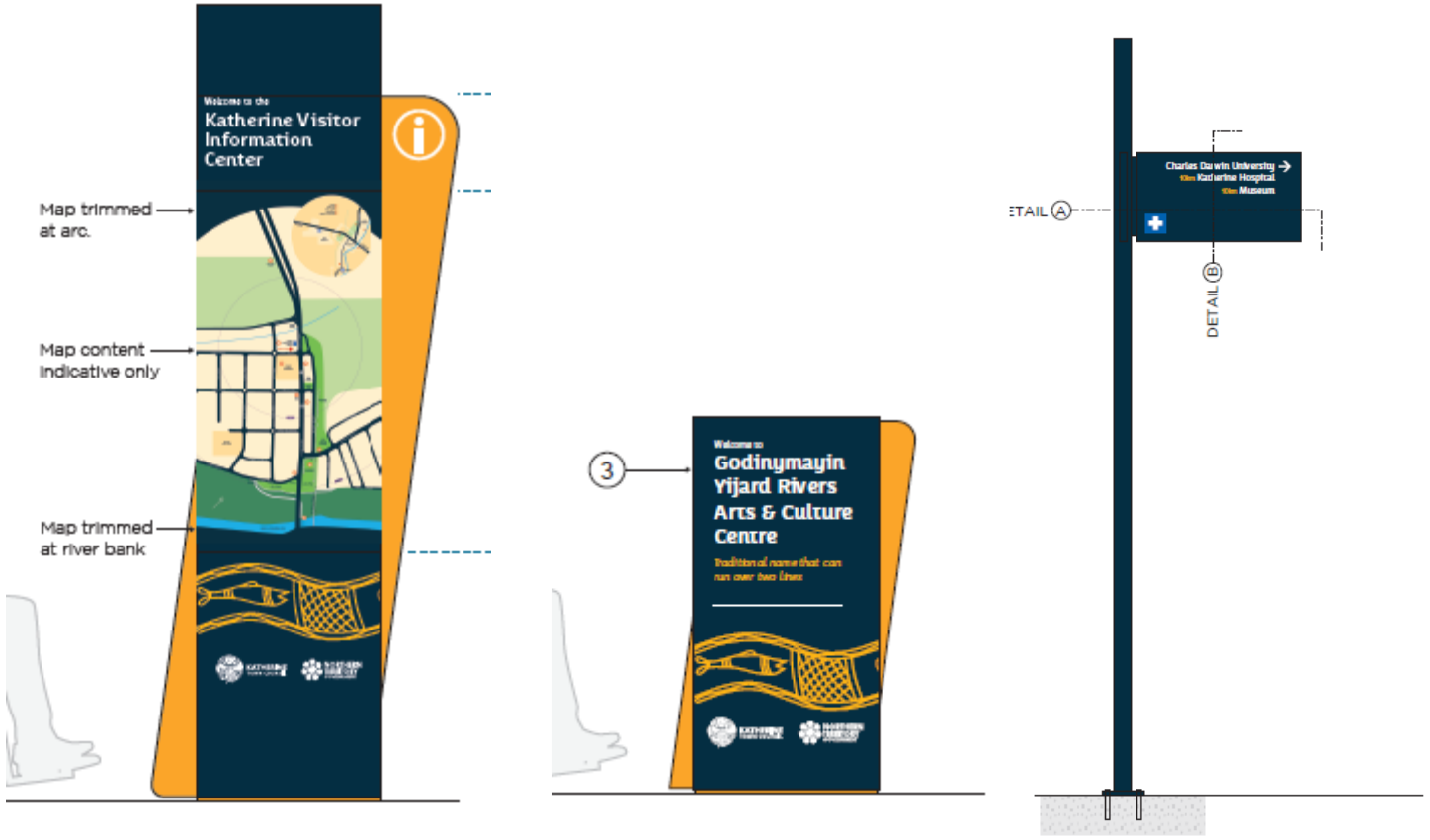
PROJECT BRIEF SCOPE

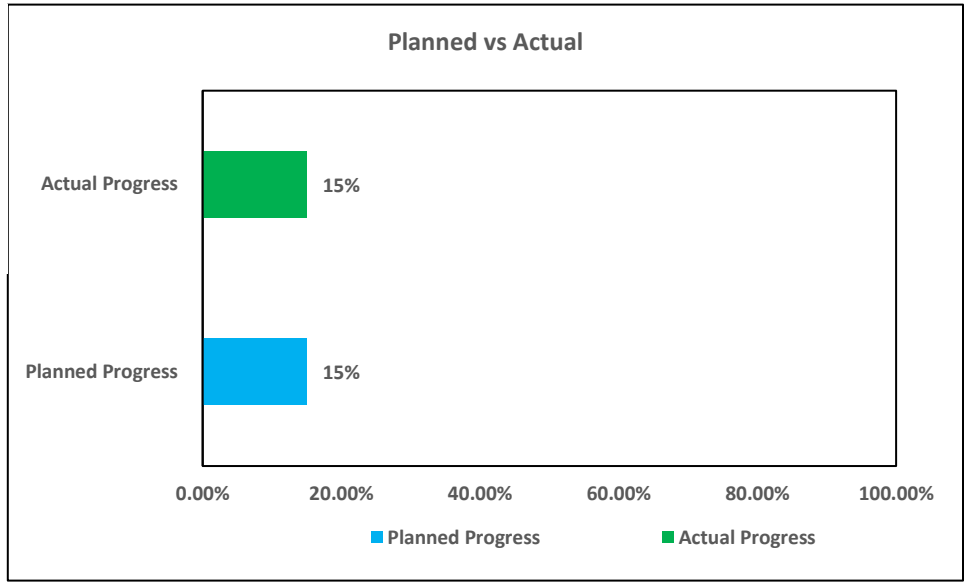
The principal objectives of the project are to:

- Installation of Fabricated Directional Finger Sign and Precinct Orientation Signs as per Schedule

PROJECT UPDATE

- Power Water Corporation - onsite inspect with the Contractor. Contractor commencing Monday 15/11/21.





KEY DATES

Drawings and Design Complete	Late July 2021
KTC Release for Quotation	August 2021
Quotation Closing Date	08.09.2021
Contract Award Date	17.09.2021
Construction Work Start	15.11.2021
Duration of Works	3.5 Weeks
Delivery Date	10.12.2021

KATHERINE SPORTSGROUND – NETBALL TOILETS

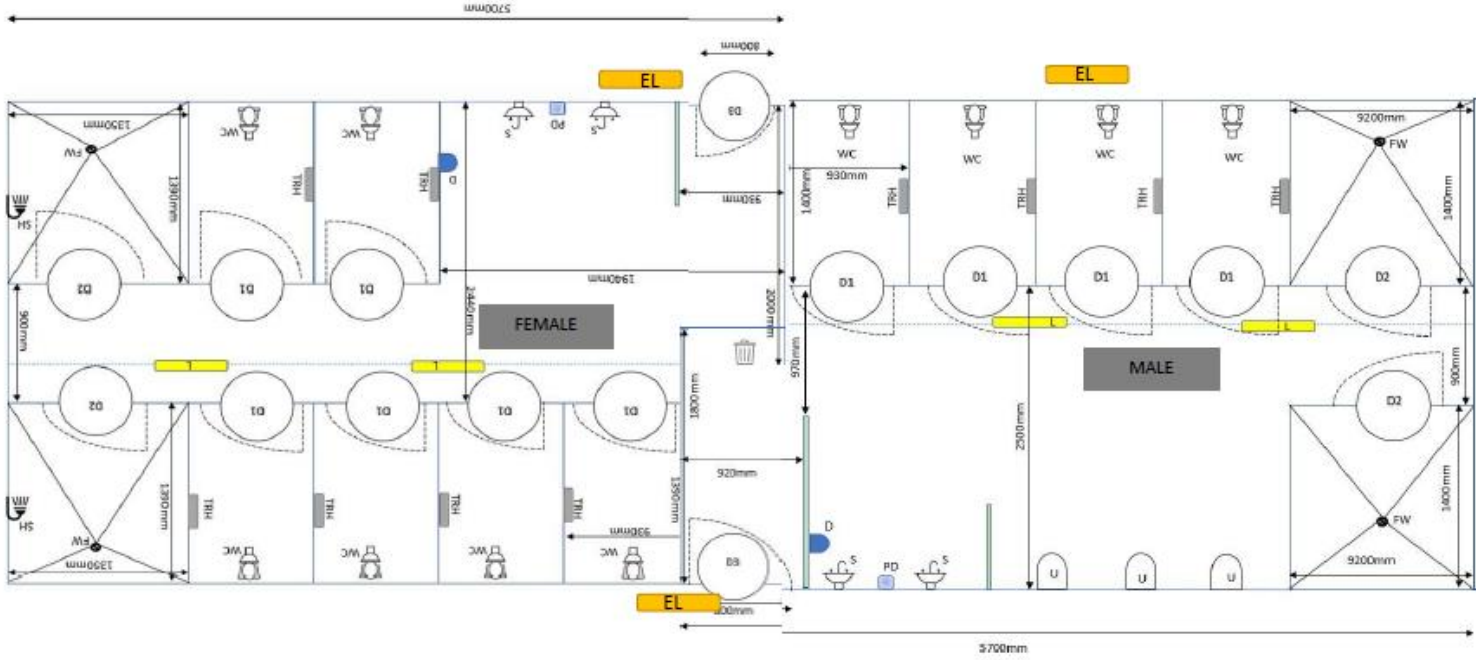
CONTRACTOR: PBE PROJECTS PTY LTD | **CONSULTANT: KTC AND CAT CONTRACTING**

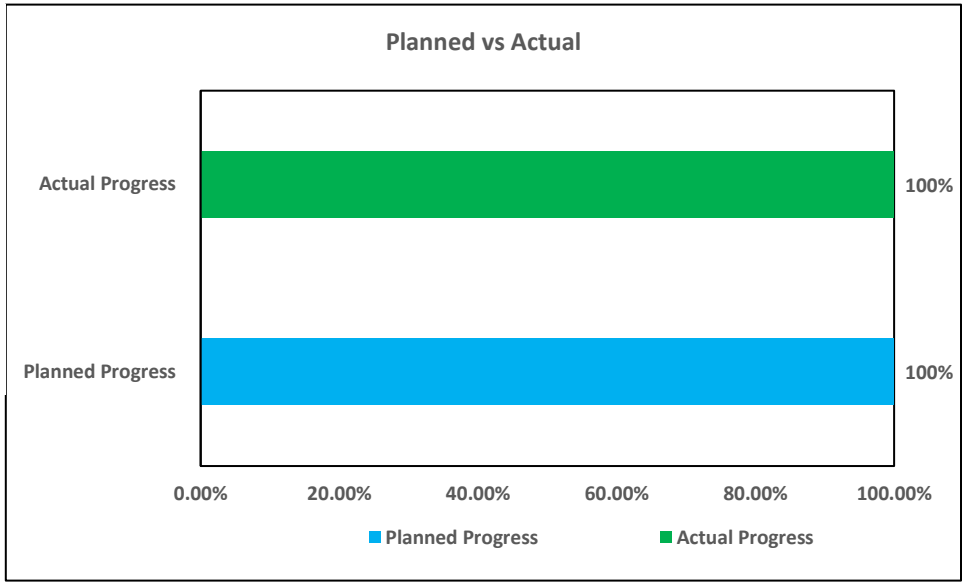
KATHERINE TOWN COUNCIL

PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- Renovate existing Male and Female Toilets
- New unisex Disabled toilet unit
- Electrical Upgrade
- New Paint
- Replaced Toilet Hardware
- Replaced Doors in Female Toilets
- New Epoxy Flooring Surface





KEY DATES

Drawings and Design Complete	18 May 2021
KTC Release for Quotation	18 May 2021
Quotation Closing Date	25 May 2021
Contract Award Date	21 July 2021
Construction Work Start	9 August 2021
Duration of Works	6 Weeks
Completion Date	26 October 2021

Disabled

Female

Male

Exterior

KATHERINE SPORTSGROUND – ENTRANCE ROAD

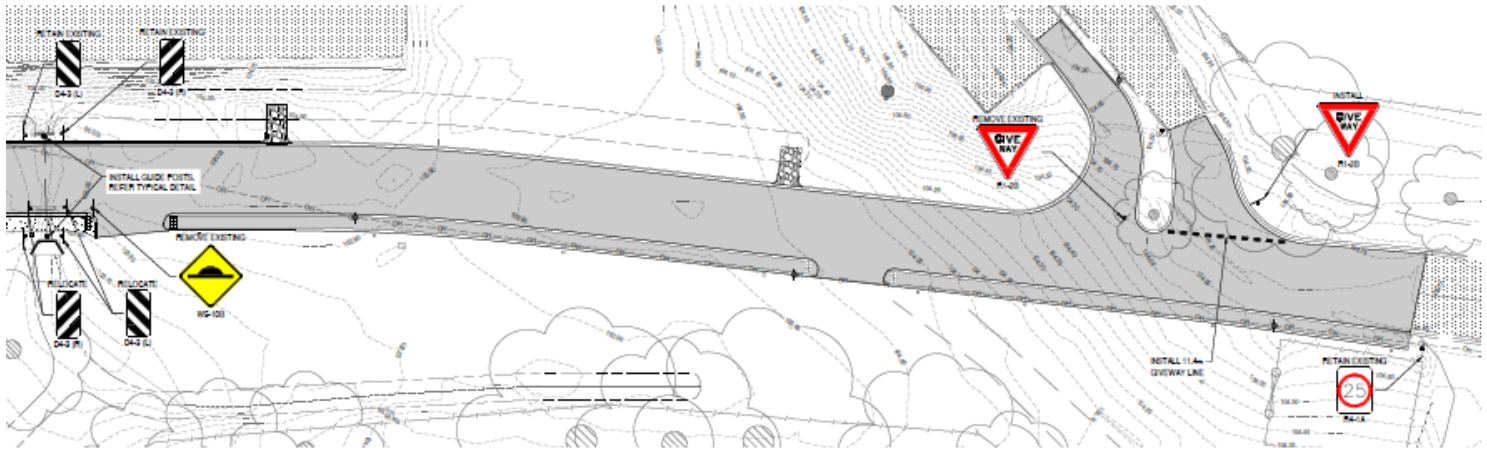
CONTRACTOR: TBD | **CONSULTANT: HAMES SHARLEY**

KATHERINE TOWN COUNCIL

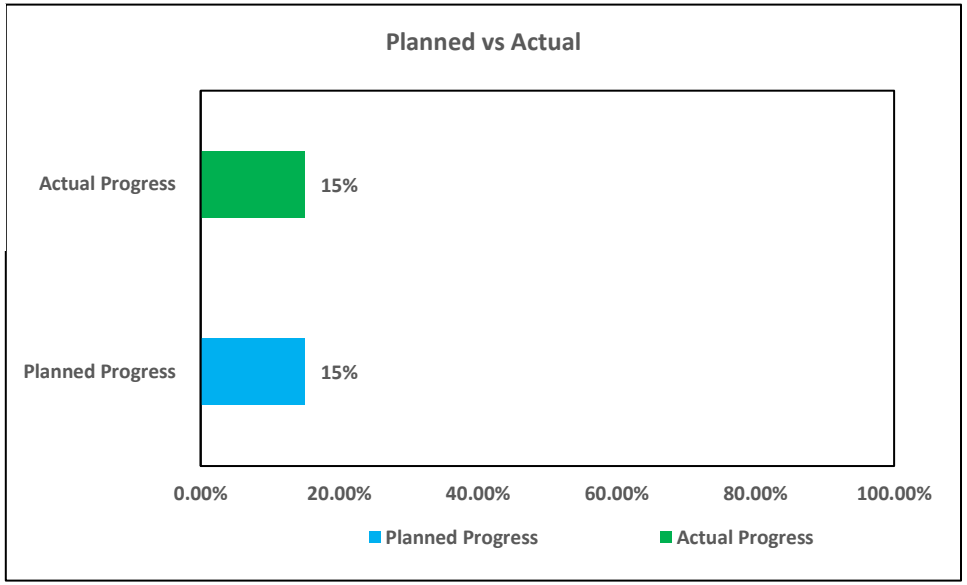
PROJECT BRIEF SCOPE

The principal objectives of the project are to:

- New Pavement
- Change Traffic Conditions – Give Way from the Aquatic Centre
- Ramps Down to Existing Surface - Oval 1
- Redesigned Plans to Include Geotechnical Investigations



ACCESS ROAD



KEY DATES

Drawings and Design Complete	TBA
KTC Release for Quotation	TBA
Quotation Closing Date	TBA
Contract Award Date	TBA
Construction Work Start	TBA
Duration of Works	TBA
Completion Date	TBA

KATHERINE TOWN COUNCIL

REPORT

NO	**:**	14.1
FOLDER	**:**	**LOCAL GOVERNANCE/ORDINARY COUNCIL MEETING/REPORTS TO COUNCIL/REPRESENTATIVE ON COMMITTEES**
MEETING	**:**	**ORDINARY COUNCIL MEETING – (23/11/2021)**
REPORT TITLE	**:**	**MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 9 NOVEMBER 2021**
AUTHOR	**:**	**JHERRY MATAHELUMUAL, EXECUTIVE ASSISTANT TO THE CEO**
ATTACHMENT/S	**:**	**1. MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING HELD ON 9 NOVEMBER 2021**

PURPOSE OF REPORT

To present minutes of the Audit and Risk Management Committee Meeting held on Tuesday, 9 November 2021.

BACKGROUND

The Audit and Risk Management Committee met on Tuesday, 9 November 2021 to discuss matter in relation to the draft Audited Annual Financial Statements for the year ended 30 June 2021.

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note minutes of the Audit and Risk Management Committee meeting held on 9 November 2021.

Ian Bodill
CHIEF EXECUTIVE OFFICER

KATHERINE TOWN COUNCIL

AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
2.00 PM - 9 November 2021

MINUTES

1 PRESENT

CHAIRPERSON	:	Mr Ian Swan (attending via zoom)
MEMBERS	:	Mayor Elisabeth Clark (alternate member)
	:	Deputy Mayor Kym Henderson (attending via zoom)
	:	Mr Lokesh Anand (attending via zoom)
OFFICERS	:	Mr Ian Bodill, Chief Executive Officer
	:	Mr Kerry Whiting, Director Corporate Services
	:	Mr Ireneo Lalim, Management Accountant
	:	Ms Sankara Walden, Finance Officer
	:	Mr Jherry Matahelumual, Executive Assistant/Minute Taker

2 OPENED

The meeting was opened at 2.00 p.m

3 APOLOGIES

- Councillor Benjamin Herdon
- Ms Donna Collins, Finance Manager

4 DECLARATION OF CONFLICT OF INTEREST

Nil

5 CONFIRMATION OF PREVIOUS MINUTES

MOVED: Mr Lokesh Anand
SECONDED: Mayor Elisabeth Clark

That the minutes of Audit and Risk Management Committee Meeting held on Monday, 7 June 2021 be confirmed as a true and accurate record.

CARRIED 4/0

6 BUSINESS ARISING FROM PREVIOUS MINUTES

- Committee noted that the dates of the next Audit and Risk Management Committee Meeting confirmed in the minutes are irrelevant due to various reasons, meeting was organised on 9 November 2021.

Unconfirmed

KATHERINE TOWN COUNCIL

AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
2.00 PM - 9 November 2021

MINUTES

7 REPORT FROM OFFICER

7.1 Annual Financial Statements

- Mr Whiting reported that the Chief Executive Officer of the Katherine Town Council seeks the committee to review the Annual Financial Statements for the Year ended 30 June 2021 for the inclusion in the 2020/2021 Annual Report.
- Mr Whiting mentioned that following the reviewal of the statements, Council will meet at a Special Meeting to be held on Thursday, 11 November to endorse the 2020/2021 Annual Report incorporating the Audited Annual Financial Statements with the year ended 30 June 2021.
- Committees noted and reviewed the following:
    - Mr Swan discussed the draft audited financial statements with Colins James, Independent Auditor and is confident that the draft is accurate
    - Mr Swan mentioned that the name of the company in the heading of note 15 is listed as Coalface Northern Territory and should be amended as the Katherine Town Council
    - Mayor Clark queried in Note 2, the decrease of Waste Management Service charges in comparison to 2020.
    - Mr Anand requested more clarification of the accuracy of the rates coverage percentage listed in note 15 of financial indicator as 69.73% in year 2020.
    - Mayor Clark noted the decrease in the waste management charge revenue
    - Mayor Clark stressed that the plan of establishing new Waste Management Facility aligns with council's plans including the increase of the rates.
    - Committee acknowledged that relying on government grants can be quite challenging during the pandemic as governments spent millions of dollars to assist with the pandemic.
    - Committee discussed to use graphs in a management analysis report
    - Deputy Mayor Kym Henderson queried Note 3, Bad and Doubtful Debts.
    - Mr Anand enquired as to the decrease in revenue from interest. Mr Whiting mentioned that we are continuously enquiring into other investment options and interest rates but they are extremely low at the moment.
    - Mr Bodill queried the increase in Community Grant Expense.

MOVED: Mr Lokesh Anand
SECONDED: Deputy Mayor Kym Henderson

That subject to minor amendments the Committee deems the draft financial statements for the year ended 30 June 2021 at attachment 1 suitable for consideration by the Chief Executive Officer for clarification and inclusion in the 2020/2021 Annual Report.

CARRIED 4/0

Unconfirmed

KATHERINE TOWN COUNCIL

AUDIT & RISK MANAGEMENT COMMITTEE MEETING
HELD AT THE CIVIC CENTRE – KATHERINE
2.00 PM - 9 November 2021

MINUTES

Action
▪ Mr Whiting to clarify the accuracy of the rates coverage percentage listed in note 15 of financial indicator as 69.73% in year 2020 ▪ Mr Whiting to amend name of the organisation to the Katherine Time Council on note 15 of financial indicator. ▪ Mr Whiting to clarify the decrease in Waste Management Service charges in comparison to 2020. ▪ Mr Whiting to clarify what is included in the amount for Bad and Doubtful Debts. ▪ Mr Whiting to clarify the Community Grants expense increase.' ▪ Mr Whiting to clarify the Waste Management Charge of $1.299.000

8 GENERAL DISCUSSION

Nil

9 NEXT MEETING

To be advised following Council's endorsement on the selection on independent members of the Audit and Risk Management Committee

10 CLOSURE OF MEETING

The Meeting was closed at 2.56 p.m

Ian Swan
CHAIR

Unconfirmed