



AGENDA

**Ordinary Meeting of Council
To be held on Tuesday 28 May 2024
At 12:00 pm**

Civic Centre, Council Chambers
24 Stuart Highway, Katherine NT 0850

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



ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower
- Councillor Amanda Kingdon
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

OFFICERS

- Ingrid Stonhill – Chief Executive Officer
- Amanda Haigh – Manager Governance and Risk
- Emily Jones – Executive Assistance Governance – Minute Taker
- Rosemary Jennings – Manager Community Relations
- Desiree Rodgers – Finance Manager
- Irene McCreevy – Manager People and Culture
- Brett Kimpton – Manager Environment and Municipal Services
- Casey Anderson – Manager Corporate Administration

VISION:

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

MISSION:

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

VALUES:

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

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1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 OPENING OF THE MEETING

4 ATTENDANCE

4.1 PRESENT

4.2 APOLOGIES

4.3 LEAVE OF ABSENCE

5 DECLARATION OF INTEREST

Members Disclosure Conflict of Interest

Elected Members must declare any conflicts of interest in accordance with Councils Conflict-of-Interest Policy. A copy of this policy can be downloaded from www.katherine.nt.gov.au or obtained by emailing records@ktc.nt.gov.au

6 PRESENTATIONS FROM EXTERNAL AGENCIES

7 CONFIRMATION OF PREVIOUS MINUTES

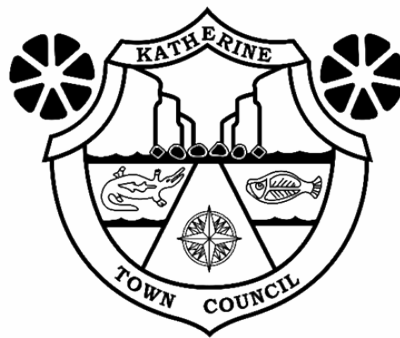
7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 23 APRIL 2024

Report Type: Previous Minutes

Attachments: 1. Ordinary Meeting of Council - 23 April 2024 - Minutes - Unconfirmed [7.1.1 - 12 pages]

Recommendation

That Council confirm the minutes of the Ordinary Meeting of Council held on 23 April 2024 as a true and accurate record.



MINUTES

**Ordinary Meeting of Council
Held on Tuesday 23 April 2024**

Civic Centre, Council Chambers
24 Stuart Highway, Katherine NT 0850



1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING PRAYER

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

3 OPENING OF THE MEETING

Mayor Clark declared the Ordinary Meeting of Council - 23 April 2024 open at 12:00 pm.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn - via videoconference
- Councillor Maddy Bower
- Councillor Amanda Kingdon
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Emily Jones – Executive Assistant Governance (minute taker)
- Staff x 10

PUBLIC - 7

4.2 APOLOGIES

Nil

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST

The Chair reminded members of their responsibility to declare any conflicts of interest.

Nil conflicts declared.

6 PRESENTATIONS FROM EXTERNAL AGENCIES



UNCONFIRMED



7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 26 MARCH 2024

COUNCIL RESOLUTION OMC-2024-64

Moved: Deputy Mayor Coburn; **Seconded:** Councillor Bower

That Council confirm the minutes of the Ordinary Meeting of Council held on 26 March 2024 as a true and accurate record.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

Discussion

It was queried why the Previous Minutes from the Ordinary Meeting of Council - 26 March 2024 are unsigned by the Mayor. This process was removed in September 2022. CEO taken on notice.



8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE

COUNCIL RESOLUTION OMC-2024-65

Moved: Councillor Trembath; **Seconded:** Councillor McDougall

That Council receive and note the Action update.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon



9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES MARCH 2024

COUNCIL RESOLUTION OMC-2024-66

Moved: Councillor Mott; **Seconded:** Councillor Trembath

That Council receive and note the Mayoral activities for March 2024.

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

Discussion

Meeting with Northrop Grumman - Contractor for Tindal, was to discuss the American families coming to town and issues around their accommodation. The question was asked regarding if contracts will provide any support or donations to the community outside of Tindal. CEO taken on notice.

Briefing on Traffic Management Meeting with LGANT was about Council Staff needing to undertake training as the requirements for closing of roads will be updated.

Meeting with the Acting CEO of DIPL was in relation to the concerns that have been identified and raised due to no communication regarding projects happening in Katherine. There has been no further response since this meeting.

Meetings with public members are not recorded. Councillor requested that elected members are briefed on topics discussed with public members. Sharing conversations is at the discretion of those involved, not a right.

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING MARCH 2024

COUNCIL RESOLUTION OMC-2024-67

Moved: Councillor Trembath; **Seconded:** Councillor Bower

That Council receive and note the Incoming Correspondence:

- Attachments: 1. Letter - TFaHC - Letter from Acting CEO regarding Changing Places Grant - 2 April 2024 [10.1.1 - 2 pages]

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

Discussion

Clarification that the correspondence is regarding a grant that is available for public amenity facilities.



10.2 CORRESPONDENCE OUTGOING MARCH 2024

COUNCIL RESOLUTION OMC-2024-68

Moved: Councillor Trembath; **Seconded:** Councillor McDougall

That Council receive and note the Outgoing Correspondence:

Attachments: 1. Letter - Jon Raynor - Response to Question at Council Meeting - 3 April 2024 [10.2.1 - 1 page]

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Question	Response
Jon Raynor - Under 10.2 Outgoing Correspondence, you have voted on a letter which I have not received.	Letter was sent to the email address listed on the top of the letter. Confirmed that this is the best email address. Will follow up.
Jon Raynor - Are there going to be more houses built for the American RAAF Families that are coming over?	It is unknown, and cannot speak on behalf of RAAF
Jon Raynor - Has Katherine Town Council partitioned for the RAAF to have an open day for Katherine? There has been no open day within Katherine since 2004.	This was acknowledged, however cannot speak on behalf of RAAF.

13 NOTICE OF MOTION

14 REPORTS OF OFFICERS

14.1 FINANCE REPORT FOR THE MONTH OF MARCH 2024

COUNCIL RESOLUTION OMC-2024-69

Moved: Councillor Trembath; **Seconded:** Councillor Kingdon

That Council endorses the Finance Report for the Month of March 2024.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall and Councillor Trembath
AGAINST: Councillor Mott

Discussion



Question of where the garden supplies were used from the transaction on the CEO Credit Card at Bunnings on 11 March. CEO taken on notice.

Full funding for the Aquatic Centre project has been sourced. Potential to advocate for more funding in the future for further works within the Aquatic Centre.

Acknowledgment of the improvement in sourcing grants.

As there is no grant officer, it was advised that various staff apply for the grants.

14.2 SECOND BUDGET REVIEW

COUNCIL RESOLUTION OMC-2024-70

Moved: Councillor Trembath; **Seconded:** Councillor Bower

1. That Council:

(a) Adopt the 2023-2024 amended budget as presented in this second budget review and included on the attached Revised Annual Budget Income & Expenditure, Annual Budget Operating Position, Capital Expenditure and Funding, Budget by Planned Major Capital Works.

(b) Authorise management to upload 2023-2024 amended budget as presented in the attached Financial Statements and the Capital Expenditure and Funding on Council's website.

CARRIED 5|2

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall and Councillor Trembath
AGAINST: Councillor Kingdon and Councillor Mott

Discussion

No explanation offered for voting against the budget review by Councillor Kingdon or Councillor Mott.

14.3 COMMUNITY SERVICES REPORT FOR THE MONTH OF MARCH 2024

COUNCIL RESOLUTION OMC-2024-71

Moved: Councillor McDougall; **Seconded:** Councillor Trembath

That Council receive and note the Community Services Department report for the Month of March 2024.

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

Discussion

The unkempt lot audit is through the entire Katherine municipality with the inspections occurring more on residential and urban blocks.

Thank you to the library staff for all the hard work. It is a shame to see the library close for Health and Safety reasons.

Come & Try Sports Expo stall was manned by the Mayor and Deputy Mayor.

International Women's Day event was well received.



Clean Up Katherine Campaign was more successful running for the whole month in comparison to the 1 day. Congratulations to the community for the strong engagement. There were over 100 bags of rubbish collected, but how many people did these bags? CEO taken on notice.

NT Tourism Discount program finishes 30 April. This was an incentive given by the government. Currently there is no other plans to assist tourism, however happy to look at other programs

14.4 CORPORATE SERVICES REPORT FOR THE MONTH OF MARCH 2024

COUNCIL RESOLUTION OMC-2024-72

Moved: Councillor Trembath; **Seconded:** Councillor Bower

That Council receive and note the Corporate Services Report for the month of March 2024.

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

Discussion

There is no figure in the report for supplementary rates notice (multiple dwellings). Officers are still currently undertaking inspections, reviewing assessments and advising rate payers of the outcome. Update on the number of supplementary rates notice has been taken on notice.

Vetting process issuing overdue rates notices for small amounts (ie. 3 cents.). The rates system exports a data file that is sent to the printers. This data file will stipulate any amounts that are overdue because any outstanding amount, regardless of the amount, will still accrue interest. For any late payments of installments, rate payers are advised to call Council for an up-to-date payable amount. Officers understand that receiving paper notices regarding these small amounts overdue can be unpractical and Council's messaging is to encourage rate payers to sign up to Ezybill for electronic notices.

There has been an increase in Waste Service Requests due to missing and damaged bins.

An update on the lease of the Meeting Place has been taken on notice.

14.5 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF MARCH 2024

COUNCIL RESOLUTION OMC-2024-73

Moved: Councillor McDougall; **Seconded:** Councillor Trembath

That Council receive and note the report of the Infrastructure and Environment Department for March 2024.

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

Discussion



If the Waste Management Facility (WMF) were to be relocated, the current location could become a transfer station. Approximately 10 years away from having to cap the facility. Council is looking how to utilise space at the WMF.

Majority of the cost of moving the dog pound to the WMF is being done through funding.

Nil further communications regarding the requests for SunCable to use the WMF.

Very exciting to see trees being planted at the RV Service Area. Great work to the team.

Great to see progress on Aquatic Centre and on track. Project is currently only to upgrade existing infrastructure.

Slashing after wet season has not been very swift due to failing machinery . Consideration of engaging a second contractor to undertake roadside slashing.

Installation of lockers are only in a trial phase. Once the trial is complete, feedback will be composed.

15 REPORTS FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES MARCH 2024

COUNCIL RESOLUTION OMC-2024-74

Moved: Councillor McDougall; **Seconded:** Deputy Mayor Coburn

That Council receive and note the Elected Member activities for March 2024.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

Discussion

Councillor Bower submitted activities for this month's report however these were not displayed. Will follow up for next month's meeting.

Elected Members responsibility to submit their activities attended each month.

Mayor provides a weekly update of upcoming events that Elected Members can attend.

17 LATE AGENDA

18 GENERAL BUSINESS

Elected Members who are attending the ANZAC Day March are to meet in the middle of the strip. The Administrator and Ms Jones will be in attendance for this event.

Katherine Christian convention is being held at the Showgrounds from 3 to 6 May 2024. This is usually well attended by remote communities and Darwin, resulting in an increase of visitors in town.

Katherine Markets are on of a Saturday, come down and support the community.

Multicultural Festival is upcoming and to be held at YMCA.



19 CLOSURE OF MEETING TO PUBLIC

COUNCIL RESOLUTION

Moved: Mayor Clark; **Seconded:** Deputy Mayor Coburn

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 26 MARCH 2024

Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.3 DIPL INDEPENDENT COMPLIANCE AUDITOR PILOT PROGRAM

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

COUNCIL RESOLUTION OMC-2024-78

Moved: Deputy Mayor Coburn; **Seconded:** Councillor Kingdon



That Council:

- a. Endorse the participation of the Independence Compliance Auditor (ICA) trial;
- b. Not support the acceptance of stage 3 subdivisions and this to be reconsidered after the defect liability periods have been completed.
- c. Release the resolution to the public minutes

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 1:16 pm.

22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council - 23 April 2024 was declared closed at 1:18 pm.

The next Ordinary Meeting of Council will be held on 28 May 2024.



8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE APRIL 2024

Report Type: For noting

Attachments: 1. Action Report - 22 May 2024 [**8.1.1** - 7 pages]

Officer Recommendation

That Council receive and note the Action update.

Action Register



Search Criteria
Showing Completed Items: No
Applied Filters
Meeting Types: Ordinary Meeting of Council
Generated By: Emily Jones
Generated On: 22/05/2024 at 12:13pm

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
23/01/2024	Ordinary Meeting of Council - 23 January 2024	10.1	Correspondence Incoming December 2023	In Progress	<p>Please action as per resolution.</p> <p>COUNCIL RESOLUTION OMC-2024-4 Moved: Councillor Kingdon; Seconded: Councillor Bower</p> <p>That Council receive and note the Incoming Correspondence:</p> <p>Attachments:</p> <ol style="list-style-type: none"> 1. Letter - Administrator - Cor 2023 - 185698 [10.1.1 - 1 p 2. Letter - LGANT - DIPL Respc 186265 [10.1.2 - 2 pages] 3. Letter - Shadow Minister fo December 2023 - 186708 [1 4. Letter - Minister DIPL - Re F [10.1.4 - 2 pages] 5. Email - LGANT - Nomination 187213 [10.1.5 - 2 pages] <p style="text-align: center;">CARRIED 7 0</p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath AGAINST: Nil</p> <p>Discussion Noted that the proposed alternate route appears to be NTG second priority being still in the 10 to 20 year pipeline. Raised that there is a alot of development occurring on Bicentennial Road and</p>	Executive Assistance Governance	<p>16/02/2024 Manager Governance and Risk</p> <p>Invitation to Louise McCormick to come and discuss with council the alternate route, infrastructure audit and other infrastructure related topics is being finalised.</p> <p>16/04/2024 Executive Assistance Governance</p> <p>Email sent to Louise McCormick (from CEO) requesting to organise a time to meet with Council (either via TEAMS or in person). Awaiting response from Louise.</p> <p>15/05/2024 Executive Assistance Governance</p> <p>Louise's EA has proposed the time of Monday 24 June at 2:30pm. Liaising with Elected Members if this time is suitable.</p> <p>22/05/2024 Executive Assistance Governance</p> <p>Meeting has been organised with Louise via TEAMS on Monday 24 June at 2:30pm</p>	17/05/2024	Overdue by: 5 days

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
					<p>Zimin Drive for trucks and that this should be considered for a second bridge and route to utilise these two roads as the entrances. A request will be sent to Louise McCormick to come and discuss with council the alternate route, infrastructure audit and other infrastructure related topics.</p> <p>Suggestion for the trivia signs to include messaging around flooding.</p>				
23/01/2024	Ordinary Meeting of Council - 23 January 2024	14.5	Lease and Licence - Amplitel Pty Ltd - 28 Second Street	Awaiting external response	<p>Please action as per resolution.</p> <p>COUNCIL RESOLUTION OMC-2024-10 Moved: Councillor Trembath; Seconded: Deputy Mayor Coburn</p> <p>That Council authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a five (5) year lease and license agreement, with the option for renewal for an additional term of five (5) years, to Amplitel Pty Ltd for a designated portion of Lot 73, 28 Second Street, Katherine NT.</p> <p style="text-align: right;">CARRIED 6 1</p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall and Councillor Trembath AGAINST: Councillor Mott</p>	Administration Manager	<p>05/02/2024 Administration Manager</p> <p>HWLE have been advised that Council has endorsed the Lease and Licence. Will await for the finalised documents to be returned for affixing Common Seal and signatures.</p>	06/02/2024	Overdue by: 106 days
27/02/2024	Ordinary Meeting of Council	14.5	Shared Services Agreement	Awaiting internal response	<p>Please action as per resolution.</p>	Administration Manager	<p>18/03/2024 Administration Manager</p>	12/03/2024	Overdue by: 71 days

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
	- 27 February 2024		t - West Arnhem Regional Council		<p>COUNCIL RESOLUTION OMC-2024-31 Moved: Councillor Kingdon; Seconded: Deputy Mayor Coburn</p> <p>That Council authorise the Chief Executive Officer to enter into a Shared Service Agreement with West Arnhem Regional Council to acquire services for Record Management.</p> <p style="text-align: right;">CARRIED 5 0</p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Kingdon, Councillor McDougall and Councillor Mott AGAINST: Nil</p> <p>Discussion A shared agreement can be with different councils depending on need and what benefits can we gain. Records management is very important, and we know we can do better through continuous improvement. We are negotiating the costs proposed with West Arnhem Regional Council (WARC). Katherine Town Council has and will continue to share knowledge with our local government counterparts and hoping WARC will have a similar approach.</p>		CEO's will need to discuss the payable amount for WARC services.		
23/04/2024	Ordinary Meeting of Council - 23 April 2024	7.1	Minutes of the Ordinary Meeting of Council 26 March	Completed	Please action as per discussion point "why the Previous Minutes from the Ordinary Meeting of Council - 26 March 2024 are unsigned by the Mayor."	Executive Assistance Governance, Manager Governance	<p>22/05/2024 Manager Governance and Risk</p> <p>Under Good governance rules minutes are not required to be signed as they are formally</p>	07/05/2024	Overdue by: 15 days

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
			2024		<p><u>COUNCIL RESOLUTION OMC-2024-64</u> Moved: Deputy Mayor Coburn; Seconded: Councillor Bower</p> <p>That Council confirm the minutes of the Ordinary Meeting of Council held on 26 March 2024 as a true and accurate record.</p> <p style="text-align: right;">CARRIED 6 1</p> <p>FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath AGAINST: Councillor Kingdon</p> <p>Discussion It was queried why the Previous Minutes from the Ordinary Meeting of Council - 26 March 2024 are unsigned by the Mayor. This process was removed in September 2022. CEO taken on notice.</p>	ce and Risk	confirmed at the next meeting.		
23/04/2024	Ordinary Meeting of Council - 23 April 2024	9.1	Mayor Activities March 2024	Not yet started	<p>Please action as per discussion point "The question was asked regarding if contracts will provide any support or donations to the community outside of Tindal."</p> <p><u>COUNCIL RESOLUTION OMC-2024-66</u></p>	Manager Governance and Risk		07/05/2024	Overdue by: 15 days

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignees	Action Taken	Due Date	Completed (Overdue)
					<p>Moved: Councillor Mott; Seconded: Councillor Trembath</p> <p>That Council receive and note the Mayoral activities for March 2024.</p> <p style="text-align: center;">CARRIED 7 0</p> <p style="text-align: center;">FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath AGAINST: Nil</p> <p>Discussion Meeting with Northrop Grumman - Contractor for Tindal, was to discuss the American families coming to town and issues around their accommodation. The question was asked regarding if contracts will provide any support or donations to the community outside of Tindal. CEO taken on notice.</p> <p>Briefing on Traffic Management Meeting with LGANT was about Council Staff needing to undertake training as the requirements for closing of roads will be updated.</p> <p>Meeting with the Acting CEO of DIPL was in relation to the concerns that have been identified and raised due to no communication regarding projects happening in Katherine. There has been no further response since this meeting.</p>				

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
					Meetings with public members are not recorded. Councillor requested that elected members are briefed on topics discussed with public members. Sharing conversations is at the discretion of those involved, not a right.				

9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES APRIL 2024

Report Type: For noting

Recommendation

That Council receive and note the Mayoral activities for April 2024.

Purpose of Report

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

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

1.1.3 Improve transparency around issues affecting the community.

1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

1.2.3 Act as a connector for businesses to foster collaboration and partnership opportunities.

3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.

3.1.1 Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days.

6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.

6.3.1 Advocate for the interests of our community.

6.3.4 Membership on regional committees.

Mayor Lis Clark	
Date	Activity attended
2 April	Meeting regarding Crime and Trailer for Play Park – Katherine Police
3 April	Head Honcho – Adam Steer
3 April	Bush Foods – Charles Darwin University, Rural Campus
4 April	Youth Conference - Godinymayin
4 April	Katherine Times
5 April	Proposed Changes to Constitution – LGANT
8 April	Elected Member Information Session
10 April	Grants Commission
10 April	Seniors Morning Meeting
10 April	Tindal KC-30A Project II Airfield
11 April	Department of the Chief Minister and Cabinet
11 April	103 rd Birthday – Royal Australian Air Force (RAAF)
12 April	Minister Paech Meeting
15 April – 16 April	Visit to Councils and Meeting - Grants Commission
17 April	Government House Reception
18 April – 19 April	LGANT Conference
22 April	Elected Member Information Session
23 April	Ordinary Meeting of Council
24 April	Meeting Minister Paech – Grants Commission
24 April	ANZAC Service – Katherine High School
25 April	ANZAC Day Service and March
26 April	Katherine Times
26 April 24	Special Meeting of Council



10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING APRIL 2024

Report Type: For noting

Recommendation

That Council receive and note the Incoming Correspondence:

- Attachments: 1. Letter - NT Electoral Commission - 2025 August Local Government Elections - 16 April 2024 - 190716 [**10.1.1** - 2 pages]



Level 3, TCG Centre | 80 Mitchell St Darwin City | GPO Box 2419 DARWIN NT 0801
T: 08 8999 5000 | F: 08 8999 7630 | E: ntec@nt.gov.au | ABN: 8408 5734 992

Ms Ingrid Stonhill
Katherine Town Council
PO BOX 1071
Katherine NT 0851

Via email: Ingrid.Stonhill@ktc.nt.gov.au

Dear Ingrid

Re: 2025 August Local Government Elections

I am writing to raise some matters relevant to preparations for the 2025 Local Government general elections (Local Government Elections).

At the conclusion of the 2024 Territory Election, the NT Electoral Commission (NTEC) will make contact with your office to commence discussions on the development of a service level agreement (SLA) for the 2025 Local Government Elections.

The SLA will define the role and responsibilities of both the council and the NTEC and assist in determining cost estimates for your council's election. In preparation for these discussions you are encouraged to review the following documents:

- Service level agreement (2021 Local Government Elections)
- 2021 Election report specific to your council
- 2021 Local Government Elections Report

Please be aware that, in making arrangements for the 2024 Territory Election, the NTEC has found significant cost increases across various service areas necessary to support the conduct of elections, including air charters, vehicle hire, accommodation, freight, and leasing costs. These cost increases will result in an increase in costs in running elections in the Northern Territory, including the 2025 Local Government Elections.

All councils are invoiced by the NTEC for the cost of conducting their elections. For local government general elections this is a marginal cost and includes both direct and apportioned costs. Direct costs to a council include costs that can be directly attributed to the council for the conduct of their elections, including accommodation, transport costs, and leasing costs. Apportioned costs include overall costs to run the elections including communications, ballot paper production, election staff, IT contributions and some leasing costs (i.e. scrutiny centres). The apportioned cost paid by each council is based on the number of electors enrolled within each council area at the close of roll.

Voting services at the 2021 Local Government Elections saw a number of regional councils providing early voting services using their offices, infrastructure and staff to support the election (council delivery centre model). This service option will be revised and will be

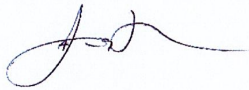
available for regional councils to consider for the 2025 Local Government Elections with any arrangements documented in the SLA.

Your cooperation and involvement in developing the SLA for your council later this year will support the successful delivery of the 2025 Local Government Elections.

Should you have any questions or require further clarification on any of the matters raised in this correspondence, please do not hesitate to contact Director Operations, Kathleen Richardson on (08) 8999 7642 or kathleen.richardson@nt.gov.au .

Thank you for your assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Iain Loganathan', with a long horizontal flourish extending to the right.

Iain Loganathan
Electoral Commissioner
16 April 2024



11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Questions relating to the agenda, that you would like addressed, can be submitted via email at records@ktc.nt.gov.au, over the phone at 08 8972 5500, in person at the Civic Centre, or through an electronic submission via the [website](#).

Please submit your question/s pertaining to the current Ordinary Meeting of Council agenda. These will be responded to in full and in a public setting.

13 NOTICE OF MOTION



14 REPORTS OF OFFICERS

14.1 ADMINISTRATIVE REVIEW COMMITTEE - TERMS OF REFERENCE

Author: Emily Jones, Executive Assistance Governance
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: 1. DRAFT ToR Administrative Review Committee [14.1.1 - 4 pages]

Officer Recommendation

That Council approves the Administrative Review Committee Terms of Reference.

Purpose of Report

To provide the Administrative Review Committee Terms of Reference for approval.

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.2 Ensure strong internal governance with updated policies and procedures in place.

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.1 Regularly update our workplace policies and procedures, and Council bylaws.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.2 Ensure compliance with local government legislation.

Background

The Administrative Review Committee is required under legislation and all advisory committees of Council must have a Terms of Reference. The Administrative Review Committee has been established but has not had a Terms of Reference.

The Administrative Review Committee is convened only when an application for review of a Reviewable Decisions is received.

A reviewable decision is a decision designated as reviewable:

- a) by the *Local Government Act 2019*:
 - a. a decision in relation to the correction of an entry in the assessment record under section 232(1) or 233(7);
 - b. a regulatory order under section 286;
 - c. a decision to refuse to suppress a person's details in publicly available material under section 293(5); or
- a) the Katherine Town Council By-Laws 1998; or
- b) by resolution of the council.

Discussion

A Terms of Reference have been drafted for the Administrative Review Committee. This sets out the scope and details for the committee.

Section 322 (2) of the *Local Government Act 2019* requires a list setting out each category of reviewable



decisions must be accessible on a council's website. A reviewable decision designated as reviewable by the *Local Government Act 2019* are:

- a) a decision in relation to the correction of an entry in the assessment record under section 232(1) or 233(7);
- b) a regulatory order under section 286;
- c) a decision to refuse to suppress a person's details in publicly available material under section 293(5).

Decisions may also be designated as reviewable under the Katherine Town Council By-Laws 1998 or by resolution of the council.

Currently the Council website states a reviewable decision as defined in Section 322 of the Act. To be compliant with the legislation, Council is requested to formally decide on what is designated as a reviewable decision. The Terms of Reference have incorporated the current information of what is defined as a reviewable decision for the Council.

The Council also states that the 'Minutes and agendas from Administrative Review Committee Meetings are of a confidential nature and not available for public viewing'. It is recommended in the Terms of Reference that agendas and minutes of the committee are made publicly available although meetings remain closed to members only.

Consultation Process

There was no consultation process required for this report.

Policy Implications

The Administrative Review Committee is required to adhere to endorsed Terms of Reference and the Council's Advisory Committee Policy.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

Reviewable decisions designated under the *Local Government Act 2019* are:

232 Correction of record by council

- (1) The council may, on its own initiative, change an entry in the assessment record.
- (4) A decision under subsection (1) is reviewable.

233 Correction of record by application

- (1) A person may apply to the council, free of charge, for the correction of an entry in the assessment record.
- (2) The application may be made on any one or more of the following grounds:
 - (a) the entry wrongly classifies an allotment that is not rateable as rateable land;
 - (b) the entry should, but does not, classify an allotment as urban farm land;
 - (c) the entry wrongly records the use of an allotment;
 - (d) the entry contains some other relevant misclassification or misdescription of an allotment;
 - (e) the entry wrongly records ownership or occupation of an allotment;
 - (f) the entry wrongly designates the applicant as principal ratepayer for an allotment;
 - (g) the entry takes effect from the wrong date;
 - (h) the entry contains some other relevant error.

(5) The CEO, council or council committee (the decision maker) may, in writing, request further information from the applicant in relation to the application.

(7) The CEO must give the applicant a decision notice for the application and notify the applicant of the date the decision takes effect:

- (a) as soon as practicable but no later than 90 days after receiving the application; or
- (b) if the decision maker has requested further information under subsection (5) – as soon as practicable but no later than 90 days after receiving the information or notification that the applicant cannot provide the information.

(8) A decision under subsection (7) is reviewable.

286 Review of orders

A regulatory order is reviewable.

282 Regulatory order - Categories of regulatory order - An order made under this Division is a regulatory order.

283 Visual pollution

(1) If visual pollution exists on land and it detracts significantly from the amenity of the surrounding neighbourhood, a council may make an order requiring the owner or occupier of the land to take specified action to remove, or to reduce the impact of, the visual pollution.

(2) Visual pollution exists on land if:

- (a) the land itself is in an unsightly condition; or
- (b) there is an unsightly structure or object on the land.

284 Mitigation of hazard or nuisance

A council may make an order requiring the owner or occupier of land to remove or mitigate a hazard or nuisance or potential hazard or nuisance.

Examples for section 284

1 The council may require the owner to construct drains to prevent water from the land draining across an adjoining road.

2 The council may require the owner or occupier to cut back overhanging vegetation.

3 The council may require the owner or occupier to fence the land to prevent animals from running out from the land across a road.

4 The council may require the owner or occupier to clear away objects or materials that could prove hazardous to neighbours during a cyclone.

285 Animals and activities involving animals

If an animal or an activity involving an animal is, or is likely to become, a hazard or nuisance, the council may make an order requiring the owner or occupier of the land on which the animal is kept or the activity is carried out, to take specified action to remove or mitigate the hazard or nuisance.

Examples for section 285

1 The council may require relocation of slaughtering activities to a place where they are less likely to cause offence or a risk to the health of others.

2 The council may require action to reduce the number of cats kept on a property.

3 The council may require action to reduce noise or odours.

4 The council may require the destruction of a dangerous

293 Suppression of certain information

(1) The CEO must suppress from publicly available material the information prescribed by regulation as confidential.

(2) A person may, in writing, request the CEO to suppress any of the following from any publicly available material:

- (a) the person's name;
- (b) the person's address;
- (c) the person's telephone number;
- (d) the person's email address;
- (e) any other personal details.

(4) The CEO must, in writing, notify the person who made the request of the result of the request.

(5) A decision to refuse suppression under subsection (4) is reviewable.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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



KATHERINE
TOWN COUNCIL

TERMS OF REFERENCE

ADMINISTRATIVE REVIEW COMMITTEE

Type:	Terms of Reference		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	DRAFT	Next Review:	May 2025
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Chapter 18.1 of the <i>Local Government Act 2019</i>		

1 INTENT

The Administrative Review Committee is an advisory committee of Council established to conduct Internal Reviews of Decisions pursuant to Chapter 18.1 of the *Local Government Act 2019*.

2 SCOPE

The Administrative Review Committee operates to perform functions in accordance with legislation relating to Reviewable Decisions on an as required basis.

A reviewable decision is:

- a) by the *Local Government Act 2019*:
 - a. a decision in relation to the correction of an entry in the assessment record under section 232(1) or 233(7);
 - b. a regulatory order under section 286;
 - c. a decision to refuse to suppress a person's details in publicly available material under section 293(5).

3 POWERS OF COMMITTEE

The Administrative Review Committee is an advisory committee to Council.

The Administrative Review Committee responsibilities, under section 324 of the *Local Government Act 2019*, are to:

- (a) Investigate, inquire into and make recommendations to Council on matters raised in an application to review a decision in accordance with Part 18.1 of the *Local Government Act 2019*; and
- (b) Any other powers and functions delegated to it under its Terms of Reference from time to time.

4 DETAILS

PURPOSE

The functions of the Administrative Review Committee are to receive, investigate, and determine applications for reviewable decisions in accordance with Chapter 18 Review of decisions of the *Local Government Act 2019*.

A person who is adversely affected by a reviewable decision may, within 28 days after the date of the decision, apply to the CEO for a review of the decision. The CEO may extend the period for making an application for review if the CEO is satisfied that there are exceptional circumstances justifying the extension.

The application must:

- (a) be made in writing; and
- (b) set out in detail the grounds on which the decision should, in the applicant's opinion, be reconsidered.

The CEO must, on receiving an application for a Reviewable Decision, refer the application to the Administrative Review Committee. The committee will be convened as soon as practical of receiving the application.

The Administrative Review Committee must review the application where it:

- may reject an application for review if satisfied that the application is frivolous, vexatious or lacking in substance; or
- must inquire into the matters raised by the application; and
- make a recommendation on the application to the council.

The recommendation may be:

- a) to confirm the decision; or
- b) to amend the decision; or
- c) to revoke the decision; or
- d) to make some further decision to mitigate the effect of the decision.

The recommendation of the Administrative Review Committee must be table at the next Ordinary Meeting of Council. The Council, after receiving a recommendation from the Administrative Review Committee, must make a final decision on the application. The decision needs not be consistent with the Administrative Review Committee's recommendation.

The CEO must give a decision notice to the applicant as soon as practicable after the Council makes a final decision on the application, but no later than 90 days after receiving the application for a Reviewable Decision. If the CEO does not give a decision notice to the applicant in in this timeframe, the applicant may refer the application to NTCAT.

MEMBERSHIP

Membership of the Advisory Committee shall consist of:

- The Mayor,
- Deputy Mayor, and
- an Elected Member appointed annually by Council.

The position of Chairperson will be held by the Mayor.

The Committee Chair is responsible for:

- Ensuring the good conduct of meetings in accordance with the role and functions of the Committee; and
- Ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

The Committee Chair may be called upon to represent the Committee to Council.

Relevant Council staff will assist in providing information in an observer capacity but will not be voting members of the Advisory Committee.

COMMITTEE TERMS

The Term of Membership for committee members is one year.

MEETINGS

The Committee will meet as required to perform the functions of the Committee. The Administrative Review Committee only meets upon receiving an application for review of a Reviewable Decision. Committee meetings will be held at a time and location determined by the Chief Executive Officer when convening the meeting.

The Chief Executive Officer will then issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the meeting.

A resolution of the committee will be passed by a majority vote. A majority vote is half plus 1. A full quota of membership must be present at a convened Administrative Review Committee meeting. Should appointed members of the committee not be available to allow the process to meet the required timeframes, at the next available Ordinary Meeting of Council, the Council must appoint alternate Elected Members to the committee as required to enable the process to be undertaken.

Attendance at the committee meetings may be available through electronic means.

If the Chair is unable to attend a meeting the Chairperson shall nominate an acting chair for that meeting.

Discussion at the Advisory Committee meetings will be managed through an agenda. The agenda will be circulated to all members three (3) business days prior to the meeting.

The committee agendas and minutes of the committee are made publicly available although meetings remain closed to members only. Minutes will be reported to the next available Ordinary Meeting of Council.

PERFORMANCE EVALUATION

The Terms of Reference will be reviewed annually by the Committee and any changes will be put to Council for endorsement.

RESPONSIBILITIES

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

On appointment to a Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member has a conflict of interest on a matter.

5 ASSOCIATED POLICIES/DOCUMENTS

Advisory Committee Policy

Privacy Policy

Confidential Information Policy

Attendance at Meetings via Audio or Audio Visual Conferencing System Policy

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Katherine Town council By-Laws 1998

Revision History

Version	Approval date	Details of change	Responsible officer
Draft	17 May 2024	Created	Manager Governance and Risk

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

14.2 CROWN LAND LICENCE - LOT 3155 (A) VICTORIA HIGHWAY

Author: Casey Anderson, Administration Manager
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council authorises the Mayor and Chief Executive Officer to affix the Common Seal and execute a three (3) year Crown Land Licence over Crown Land Lot 3155 (a), Katherine NT.

Purpose of Report

To authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a three (3) year Crown Land Licence over Crown Land Lot 3155 (a), commonly known as the Katherine Hot Springs Bore.

Strategic Plan

Not Applicable

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.2 Ensure compliance with local government legislation.

1.1.8 Continue strong relationships with regional, Territory and federal governments.

4.9 Infrastructure and Environment - Open Spaces

4.9.1 Complete scheduled grounds maintenance of playgrounds, parks, gardens and reserves.

4.10 Infrastructure and Environment - Recreation and Leisure Facilities

4.10.1 Manage and maintain council-owned facilities.

Background

The existing Occupation License 3880, held over proposed Lot 3155 (a) Victoria Highway, Town of Katherine, for the purpose of a bore is due to expire 31 May 2024.

The Occupational Licence is primarily issued for the bore irrigation supplying Hot Springs Park – Top Reserve and surrounds.



Discussion

Recent amendments to the Crown Land Act 1992, effect 25 May 2023, mandate the gradual replacement of existing Occupational Licences with Crown Land Licences.

Subsequently, Council has duly applied for a Crown Land Licence over Lot 3155 (a) and the application has received approval.

The newly granted Crown Land Licence is sanctioned for a term up to three (3) years, set to expire on 31 May 2027. However, it does require an annual renewal every 12 months.

The Katherine Hotsprings and its surrounds are vital for both the local community and visitors. The Council acknowledges the importance of this area and is dedicated to maintaining its beauty and functionality for the benefit of all.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

If the Crown Land Licence is not approved, the Council will lose access to the bore and be unauthorised to enter the permitted area. Consequently, any maintenance or repairs carried out by the controlling agency could lead to delays and disruptions in irrigating the hot springs and surrounding areas.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.3 KATHERINE TOWN COUNCIL BY LAW 1998 PROPOSED AMENDMENTS

Author: Rosemary Jennings, Director Community Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

1. That Council endorse the proposed By-Law amendments for drafting by the Northern Territory Office of Parliamentary Counsel.
2. That Council approve the process of community consultation on the amended By-Laws in accordance with the Local Government Act 2019.

Purpose of Report

To seek Council endorsement of the proposed amendments to the Katherine Town Council By-Laws as outlined in this report, prior to formal drafting by the Northern Territory Office of Parliamentary Counsel and the public consultation process.

Strategic Plan

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.1 Regularly update our workplace policies and procedures, and Council bylaws.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.1 Regularly update our workplace policies and procedures and council Bylaws.

Background

The Katherine Town Council By-Laws 1998 came into effect on 4 February 1998. Since then, there have been several amendments to the By-Laws. The last major amendments were in 2023, based upon instructions developed in 2017.

Prior to these amendments, the by-laws had not been amended since 2011 and there were a significant number of provisions that needed to be updated and new policy decisions by Council up until that time included to enable them to be enforced.

The By-Law amendment process was extensive, totaling in excess of 55 pages of amendments.

While most of the amendments related to the inclusion of new policy positions of Council, they predominately focused on tidying up outdated terminology and acknowledging new ways of dealing with council matters, e.g. dangerous dogs and management of on-street parking. It also tidied up infringements, moving from nominal dollar amounts to penalty units. These updated By-Laws came into effect on 1 July 2023.

The making of By-Laws is provided for in the *Local Government Act 2019* and the *Interpretation Act 1978*.

Discussion

In continuation of the most recent By-Law amendments and as outlined in the strategic objectives, Katherine Town Council looks to frequently review and amend Council policy, procedures and By-Laws to ensure their continued relevance and avoid the need for major amendments as previously experienced.

Through this review, Katherine Town Council have aimed to:

- Update terminology that may have been missed or omitted through the previous review;



- Amend minor administrative errors;
- Address enforcement issues;
- Clarify wording; and
- Assist the Council in providing services to the community.

In addition to the general amendments noted above, a significant focus of the proposed By-Laws amendments is the inclusion of By-Laws that regulates the keeping of domestic livestock within the municipality of Katherine. This is in response to the Interim Development Control Order (IDCO) no. 32, issued by the Minister for Infrastructure, Planning and Logistics under section 31(1) of the *Planning Act 1999*. The IDCO was issued as a temporary measure to introduce controls in relation to a piece of land where it has been identified that controls may be required. This is a temporary measure, set to expire on 7 November 2024, by which time it is anticipated that all Northern Territory Local Governments have been able to implement regulations that meet the needs of their respective Local Government Area’s (LGA’s).

Katherine Town Council has drafted a new set of Domestic Livestock By-Laws that look to the compatibility of various planning zones with the keeping of domestic livestock. These By-Laws require public consultation as detailed under section 278 of the *Local Government Act 2019*.

A summary of the proposed drafting instructions is outlined in the table below:

By-Law	Current situation	Proposed change
General	The historical form of etcetera (which is a word used at the end of a list to indicate that further, similar items are included, often shortened to etc.) was ‘,&c’. This abbreviation is no longer used and should be replaced with the more modern version. This was meant to be done in the 2023 amendments, but some were missed. There is a provision missing from the Table of Contents from the 2023 amendments.	Replacement of ‘, &c.’ with ‘etc.’ across the entire by-laws. Add “173E Expiation of Offence” to table of contents
16 (1) and (2) 25(2)a-p 26 75	Various offences There are no offences prescribed for breaching these by-laws. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches, rather than relying on the general penalty provision of By-Law 20.	Add prescribed penalty for breach of these By-Laws Add Offence – Schedule 1 1 PU for each offence
29A (1) 29A (3)	Waste Management Facility offences There is currently a maximum penalty unit (15PU) for an offence against these provisions, but no prescribed infringement penalty. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches.	Add Offence – Schedule 1 2 PU for the offence
29A (2) 29A (4)	Waste Management Facility offences There is currently no prescribed or maximum penalty for this offence. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches, rather than relying on the	Add Offence – Schedule 1 6 PU for the offence Maximum 15 PU



	general penalty provision of By-Law 20.	
29A (5)	Waste Management Facility offences There is currently a maximum penalty unit (15PU) for an offence against this provision, but no prescribed infringement penalty. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches.	Add Offence – Schedule 1 6 PU for the offence
32	Burning offensive materials There is currently no offence for a breach of this by-law. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce by-law breaches, rather than relying on the general penalty provision of By-law 20.	Alter wording to “A person who, without a permit, on a public place or other land under the control of the council, commits an offence if: (1) The person intentionally burns or heats any substance or thing and (2) That conduct result in an odour that is offensive to another person on adjacent land or public land; and (3) The person is reckless in relation to that result. Add offence provision Add Offence – Schedule 1 1 PU Maximum 50 PU
46K(2) 46K(4)	Offences related to dog exercise areas or dog restricted areas These offences do not currently have a maximum penalty, in line with 46K(1).	Add maximum penalty 20 PU
80(1) 80(2) 80(3)	Damage to Roads There is currently no prescribed or maximum penalty for these offences. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches, rather than relying on the general penalty provision of By-Law 20.	Add Offence – Schedule 1 3 PU for the offence Maximum 20 PU
83	Damage to trees and plants There are no offences prescribed for breaching these By-Laws. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches, rather than relying on the general penalty provision of By-Law 20.	Add prescribed penalty for breach of these By-Laws Add Offence – Schedule 1 2 PU for each offence Maximum 15 PU
5(3) 86(2B) 94(4)	Reference to publishing in a newspaper Katherine does not have a local newspaper. It is a contemporary practice for public notices are placed on Council’s website.	Remove wording “in a newspaper circulating in the municipality” and replace with “on its website”.
92	Musical instruments There is currently no offence for a breach of this By-	Alter wording to “A person who, without a permit, on a public place or



	<p>Law. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches, rather than relying on the general penalty provision of By-Law 20.</p>	<p>other land under the control of the council, commits an offence if:" Add offence provision Add Offence – Schedule 1 1 PU Maximum 5 PU</p>
95(1)	<p>Washing or repairing vehicles, etc., in public place There is currently no offence for a breach of this By-Law. Adding infringement penalty units will provide authorised officers with clear, on the spot power to enforce By-Law breaches, rather than relying on the general penalty provision of By-Law 20.</p>	<p>Alter wording to "Subject to clause (2), a person commits an offence if they:" Add offence provision Add Offence – Schedule 1 1 PU Maximum 5 PU</p>
97 (1-5)	<p>General offences There are currently no prescribed penalties for these offences.</p>	<p>Add Offence – Schedule 1 1 PU</p>
173C(2)(a)	<p>Contents of Infringement Notice Currently the expiration period (the period in which the infringement notice must be paid to avoid further action) is 28 days. To ensure consistency with Traffic Regulation notice periods, it is proposed to reduce the expiration period to 14 days.</p>	<p>Change notice period from 28 days to 14 days.</p>
Schedule 1	<p>Schedule 1 Column 1, Row 2 states penalties for offences against By-Law 28B (1), (3), (4) and (5). These provisions do not exist and this is likely an error carried forward from amendments made in 2023.</p>	<p>Remove reference to 28B (1), (3), (4) and (5)</p>
New By-law	<p>Prohibited animals other than livestock There are currently no By-Law provisions for prohibited animals within the municipality of Katherine.</p> <p>This is in response to the Interim Development Control Order (IDCO) no. 32, issued by the Minister for Infrastructure, Planning and Logistics under section 31(1) of the <i>Planning Act 1999</i>. This is a temporary measure, set to expire on 7 November 2024, by which time it is anticipated that all Northern Territory Local Governments have been able to implement applicable domestic livestock regulations that meet the needs of their respective LGA's.</p>	<p>Unless authorised under a law of the Territory, the following animals are prohibited from being kept in the Municipality of Katherine:</p> <p>(a) any wildlife as defined in the <i>Territory Parks and Wildlife Conservation Act 1976</i>; (b) any animal declared to be a feral animal under the <i>Territory Parks and Wildlife Conservation Act 1976</i>; (c) any animal declared to be a prohibited entrant under the <i>Territory Parks and Wildlife Conservation Act 1976</i>.</p> <p>Add prescribed penalty for breach of By-Law Add to Offence – Schedule 1 2 PU Maximum 50 PU</p>
New By-	Livestock	(1) Livestock are prohibited from



<p>law</p>	<p>There are currently no By-Law provisions for the keeping of livestock within the municipality of Katherine.</p> <p>This is in response to the Interim Development Control Order (IDCO) no. 32, issued by the Minister for Infrastructure, Planning and Logistics under section 31(1) of the <i>Planning Act 1999</i>. This is a temporary measure, set to expire on 7 November 2024, by which time it is anticipated that all Northern Territory Local Governments have been able to implement applicable domestic livestock regulations that meet the needs of their respective LGA's.</p>	<p>being kept in Katherine except where allowed under this By-Law.</p> <p>Examples for clause (1) Livestock includes honey bees, horses, poultry, crocodiles, cattle, buffalo, camels, sheep, goats, pigs, deer, llamas and alpacas.</p> <p>(2) Honey bees may be kept anywhere in Katherine.</p> <p>(3) Horses may be kept in Katherine only on land zoned as:</p> <ul style="list-style-type: none"> (a) RL – Rural Living; (b) OR – Organised Recreation; (C) R – Rural (d) A – Agricultural (e) WM – Water Management (f) H – Horticulture (g) CP – Community Purpose. <p>(4) Chickens may be kept in Katherine only:</p> <ul style="list-style-type: none"> (a) on land zoned as: <ul style="list-style-type: none"> ▪ RL – Rural Living; ▪ OR – Organised Recreation ▪ R – Rural ▪ A – Agricultural ▪ WM – Water Management ▪ H – Horticulture ▪ CP – Community Purpose (b) land used or developed for a single dwelling on a lot greater than 600 m; or (c) land used or developed for a community garden or a school; and (d) if they are properly contained on the premises; and (e) for land used or developed for single dwellings, community gardens or schools, they are limited to no more than 10 chickens on the same premises. <p>(5) Any livestock, other than honey bees, horses and chickens, may be kept in Katherine only on land zoned as:</p> <ul style="list-style-type: none"> ○ (a) RL – Rural Living;
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		<ul style="list-style-type: none"> ○ (b) R – Rural ○ (c) A – Agricultural ○ (d) WM – Water Management ○ (e) H – Horticulture <p>(6) In this by-law: zoned means zoned by the Planning Scheme under the <i>Planning Act 1999</i>.</p> <p>Notes for by-law 74</p> <p>1 The <i>Livestock Act 2008</i> provides for other measures for livestock in Katherine.</p> <p>2 Premises with livestock must be registered with the Northern Territory Government and obtain a Property Identification Code (PIC), which identifies the property where livestock are kept.</p> <p>3 The Planning Scheme also provides rules on animal boarding, intensive animal husbandry and commercial stables.</p> <p>Add prescribed penalty for breach of By-Law</p> <p>Add to Offence – Schedule 1</p> <p>2 PU</p> <p>Maximum 50 PU</p>
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Consultation Process

There was no consultation process required for this report. Subject to endorsement of these proposed By-Law amendments for drafting by the Northern Territory Office of Parliamentary Counsel, public consultation will take place as required under section 278 of the *Local Government Act 2019*.

Policy Implications

There are no policy implications as a result of this report.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no immediate implications as a result of this report. Finalisation of any By-Law amendments will require subsequent Council and Ministerial approval before coming into effect.

Inaction in relation to the By-Law amendment process poses a risk to Council with the inability to effectively enforce relevant community issues, particularly with the expiration of the IDCO No. 32 on 7 November 2024.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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





14.4 FINANCE REPORT FOR THE MONTH OF APRIL 2024

Author: Desiree Rodgers, Finance Manager
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: 1. Monthly Report April 2024 [14.4.1 - 7 pages]

Officer Recommendation

That Council endorses the Finance Report for the Month of April 2024.

Purpose of Report

This report is to present to the Council the Financial Report for April 2024.

Strategic Plan

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.4 Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

Municipal Plan

2.1 Corporate Services - Financial Services

- 2.1.1 Adhere to internal financial procedures.
- 2.1.2 Comply with legislative requirements.
- 2.1.3 Prudent financial management for stronger returns for ratepayers.
- 2.1.4 Sustainable long-term finances and current risk management practices.

Background

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to the Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the preliminary financial position of the council at the end of April 2024 with the Chief Executive Officer (CEO) Certification.

Discussion

- Total YTD operating income is 0.58% above the budget.
- Interest revenue is below budget due to a term deposit falling due this month.
- Operating grants revenue is ahead of budget mainly due to the timing, as majority of the grants are paid in second half of the financial year.
- Total YTD operating expenditure is 9.3% below the budget.
- Employee Costs are below budget by 9.47% as some positions remained vacant.
- Monthly creditor payments have been made to all approved suppliers with payments made weekly.
- 24% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 39.76% of our outstanding rate balance reflects rates outstanding for prior financial years (2022/2023 FY and prior).

Consultation Process



Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

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

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

Certification by the CEO to the Council

Council Name:	Katherine Town Council
Reporting Period:	30/04/2024

That, to the best of the CEO's knowledge, information and belief:
 (1) The internal controls implemented by the council are appropriate; and
 (2) The council's financial report best reflects the financial affairs of the council.

A/ CEO Signed

Date Signed

[Signature]
 17/5/2024

Note: The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	9,022,083	9,018,935	3,148	9,018,935
Waste Charges	1,468,056	1,630,600	(162,544)	1,956,720
Fees and Charges	1,875,097	1,809,651	65,446	2,171,581
Operating Grants and Subsidies	678,717	570,193	108,524	684,232
Interest / Investment Income	867,711	877,758	(10,047)	1,053,309
Commercial and Other Income	406,818	329,351	77,467	395,221
TOTAL OPERATING INCOME	14,318,482	14,236,488	81,995	15,279,998
OPERATING EXPENDITURE				
Employee Expenses	4,240,990	4,684,541	(443,551)	5,621,449
Materials and Contracts	6,070,163	6,567,075	(496,912)	7,880,490
Elected Member Allowances	195,000	194,667	333	233,600
Elected Member Expenses	23,378	32,917	(9,539)	39,500
Council Committee & LA Allowances	7,085	11,667	(4,582)	14,000
Council Committee & LA Expenses	4,977	8,333	(3,357)	10,000
Depreciation, Amortisation and Impairment	3,127,836	3,678,922	(551,085)	4,414,706
Finance Costs	-	-	-	-
Other Expenses	490,479	405,300	85,179	486,360
TOTAL OPERATING EXPENDITURE	14,159,908	15,583,421	(1,423,513)	18,700,105
OPERATING SURPLUS / DEFICIT	158,574	(1,346,933)	1,505,508	(3,420,107)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	158,574	(1,346,933)	1,505,508	(3,420,107)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	3,503,211	3,948,278	(445,067)	4,737,934
TOTAL NON-CASH ITEMS	3,503,211	3,948,278	(445,067)	4,737,934
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	1,426,170	2,136,983	(710,813)	2,564,380
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(1,426,170)	(2,136,983)	710,813	(2,564,380)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	354,167	(354,167)	425,000
Prior Year Carry Forward Tied Funding	462,026	700,629	(238,603)	840,755
Other Inflow of Funds	53,010	88,350	(35,340)	106,020
Application of Retained Earnings	-	-	-	-
Transfers from Reserves	-	-	-	-
TOTAL ADDITIONAL INFLOWS	515,036	1,143,146	(628,109)	1,371,775
NET BUDGETED OPERATING SURPLUS / DEFICIT	2,750,652	1,607,508	1,143,145	125,222

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 30 April 2024			YTD Actuals \$	Note Reference*
ASSETS				
Cash at Bank				(1)
Tied Funds			14,965,871	
Untied Funds			6,127,014	
Accounts Receivable				
Trade Debtors			401,486	(2)
Rates & Charges Debtors			1,819,225	(2)
Other Current Assets			561,882	
TOTAL CURRENT ASSETS			23,875,478	
Non-Current Financial Assets			-	
Property, Plant and Equipment			118,182,071	
TOTAL NON-CURRENT ASSETS			118,182,071	
TOTAL ASSETS			142,057,549	
LIABILITIES				
Accounts Payable			258,213	(3)
ATO & Payroll Liabilities			36,236	(4)
Current Provisions			534,527	
Accruals			4,693	
Other Current Liabilities			122,607	
TOTAL CURRENT LIABILITIES			956,276	
Non-Current Provisions			74,922	
Other Non-Current Liabilities			7,053,377	
TOTAL NON-CURRENT LIABILITIES			7,128,299	
TOTAL LIABILITIES			8,084,575	
NET ASSETS			133,972,974	
EQUITY				
Asset Revaluation Reserve			98,854,086	
Reserves			6,688,161	
Accumulated Surplus			28,430,727	
TOTAL EQUITY			133,972,974	

Note 1. Details of Cash and Investments Held

<i>Cash at Bank consists of Term Deposites of \$19.91M with maturities as detailed below, with the remaining \$1.782M available at CBA Bank.</i>	
GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement, 30/04/2024	1,335,872
Credit card balances	9,304
Balance of Imprest and Petty Cash	1,128
Plus net outstanding deposits/(withdrawals)	0
Adjusted cash at bank balance, 29 February 2024	1,346,303.69

INVESTMENTS						
FINANCIAL INSTITUTION	PRINCIPAL	INTEREST	EFFECTIVE	MATURITY	FINANCIAL	INSTITUTION %
	\$	RATE	DATE	DATE	TOTALS	
NAB	3,500,000	4.70%	10-Mar-23	12-Feb-24		
NAB	1,000,000	5.00%	11-Jan-24	11-Nov-24		
NAB	500,000	5.00%	11-Jan-24	11-Jul-24	5,000,000	25.10%
BOQ	500,000	5.15%	9-Oct-23	8-Oct-24		
BOQ	1,000,000	5.15%	4-Oct-23	4-Sep-24		
BOQ	1,000,000	5.15%	4-Oct-23	5-Aug-24	3,000,000	15.06%
BOQ	500,000	5.20%	3-Nov-23	4-Nov-24		
AMP	1,500,000	5.30%	14-Dec-23	14-Nov-24		
AMP	1,000,000	5.30%	2-Nov-23	2-Oct-24		
AMP	500,000	5.25%	28-Sep-23	28-Aug-24		
AMP	1,400,000	5.50%	31-Jul-23	28-Jun-24		
AMP	500,000	5.35%	13-Nov-23	14-Oct-24		
AMP	1,000,000	5.55%	27-Jul-23	27-Jun-24		
AMP (oncall)	540,501		on call	on call	6,440,501	32.34%
Commonwealth Bank	500,000	5.31%	19-Jun-23	14-May-24		
Commonwealth Bank	500,000	4.97%	6-Sep-23	1-Aug-24		
Commonwealth Bank	1,000,000	5.20%	31-Jul-23	25-Jun-24		
Commonwealth Bank	2,500,000	5.40%	28-Aug-23	23-Aug-24		
Commonwealth Bank (oncall)	976,764.63		on call	on call	5,476,765	27.50%
Total Investments					19,917,266	100%
Total Funds					21,092,885	

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

Council's Debtor Summary	Current Year Due	Past Due			Past Due	Total
Rates Debtors	1,095,903		-	-	723,549	1,819,452
	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Debtors	186,822	56,181	34,505	21,588	94,948	394,045
TOTAL	1,282,725	56,181	34,505	21,588	818,498	2,213,497

Note 3. Statement on Trade Creditors

	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors	251,508.76	4,774	20	239		256,064
Other Creditors		1,262	-	-	-	1,262
Total Accounts Payable	0	6,036	20	239	-	257,326

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

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

Council is a large withholder for PAYG purposes and consequently remits withholdings to the ATO on the day of payroll. As its revenue is GST Free monthly net GST is generally an amount payable to Council unless significant grants are received in the period. Payroll liabilities include Superannuation payable and Salary Sacrifice deductions.

KTC is due for refund this amount from ATO BAS for April is yet to be prepared

Note 5. Current Ratio

Current Ratio 24.97

Table 4. Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Example:

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
5-Apr-24	\$433.12	AA&P EVENTS DARWIN NT	LGANT Conference Day 1 & Conference Dinner - Yusuf
9-Apr-24	\$32.00	WOOLWORTHS 5636 KATHERINE AUS	Catering for Staff Meeting
18-Apr-24	\$545.90	HILTON GARDEN INN DRW Darwin AUS	Accommodation for LGANT Conference (Day 1 & Dinner) - Yusuf
19-Apr-24	\$155.70	ALLORA GARDENS NURSERY KNUCKEY LAGO	Garden Supplies - Parks and open spaces
22-Apr-24	\$127.14	BUNNINGS 587000 DARWIN	Garden Supplies - Parks and open spaces
22-Apr-24	\$4,300.00	THE GOOD GUYS CASUARINA NT	IT Equipment for CEO , IT Equipment for Mayor
23-Apr-24	\$73.60	WOOLWORTHS 5636 KATHERINE AUS	Catering for Elected Member Information Session
24-Apr-24	\$72.18	WOOLWORTHS 5636 KATHERINE AUS	Catering for Ordinary Meeting of Council
24-Apr-24	\$10.80	RIVER BLEU PTY LTD KATHERINE AUS	Catering for Ordinary Meeting of Council
26-Apr-24	\$20.15	WOOLWORTHS 5636 KATHERINE AUS	Catering for Manager Training
30-Apr-24	\$47.00	WOOLWORTHS 5636 KATHERINE AUS	Catering for Staff Meeting
Total	\$5,817.59		



14.5 COMMUNITY SERVICES REPORT FOR THE MONTH OF APRIL 2024

Author: Rosemary Jennings, Director Community Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receive and note the Community Services Department report for the Month of April 2024.

Purpose of Report

To provide an overview of the Community Services Department for the month of April 2024.

Strategic Plan

1. STRONG LEADERSHIP - 1.4 Enhance Customer Experiences - Deliver positive customer experiences for visitors and residents.

- 1.4.1 Continually improve services and our tourism offerings.
- 1.4.3 Enhance customer experiences at our Visitor Information Centre.

2. COMMUNITY AND FAMILIES - 2.2 Prioritise Recreation - Collaborate and innovate with the private and public sectors for positive social, economic, and environmental outcomes.

- 2.2.3 Promote an active community with family events, festivals, live music and sports.

3. SPORTS AND CIVIC EVENTS - 3.2 Brand Identity - Develop and implement a brand identity that is uniquely Katherine's

- 3.2.2 Capture Katherine's profile as a desirable travel destination for long and short stays.
- 3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

4. GROWTH AND SUSTAINABILITY - 4.3 Attract Skilled Workers - Attract and retain skilled workers.

- 4.3.4 Enhance Katherine's liveability so that people want to live here.

Municipal Plan

3.1 Community Services - Community Events and Collaboration

- 3.1.1 Provide vibrant calendar of events that promote diversity and accessibility.
- 3.1.2 Collaborate with community partners.

3.2 Community Services - Visitors Information Services

- 3.2.1 Increase total sales.
- 3.2.2 Deliver positive customer experiences.
- 3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

3.3 Community Services - Library Services

- 3.3.1 Provide interactive library programs and initiatives to engage patrons.
- 3.3.2 Provide a safe space.

3.4 Community Services - Regulatory Services

- 3.4.1 Action service requests in accordance with the Customer Service Charter.
- 3.4.2 Audit unkept properties.
- 3.4.3 Complete annual controlled parking audit.
- 3.4.5 Educate public on updated KTC Bylaws.



Background

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

Discussion

LIBRARY SERVICES

ACTIVITY	TOTALS	
Patron Count	934	
Public Computer Use (hours)	112.5	
Conference Room (hours)	19.5	
Circulation	872	
Programs	# Programs	# Attendance
Wriggle & Rhyme	3	10
Toddler Rhyme Time	3	52
Storytime	3	12

All areas of usage data are down on previous months through April as a result of an unexpected closure of the facility to the public. With a successful Wet Season contributing to increased moisture, the Katherine Public Library has experienced issues with mould growth. Given the highly volatile nature of books to mould, the decision was made to close the facility and go through the process of decontamination of the facility and its contents by an IICRS Certified cleaning contractor. On the completion of the clean and independent certification of the works being completed the library will resume its usual operations.

Whilst the facility has been closed to the public; staff have still worked to deliver children's programming with sessions relocated to the Katherine Visitor Information Centre (KVIC) training room as well as outdoor events at the Hot Springs Park. Staff have also undertaken pop ups at the KVIC/Black Russian Caravan Bar to provide education and guidance on accessing alternative online library platforms such as Borrow Box whilst the physical collection is inaccessible.

VISITOR SERVICES

With the 30 April seeing the conclusion of the NT Tourism Discount program, the Katherine Visitor Information has had a successful month. April saw a 150% increase in sales from April 2023 and a 250% increase in centre visitor numbers when compared to the same period.

The program, which ran from 29 February to 30 April specially saw 559 bookings with \$47,000 in discounts being provided to centre customers. The most booked operator was Nitmiluk Tours however significant increases were noted over the duration of the program for higher priced items such as heli-fishing, fixed wing scenic or helicopter- based products.

Katherine Town Council would like to extend its thanks to the Northern Territory Government – Tourism NT for the provision of this discount program to the benefit of our local tourism industry.

COMMUNITY EVENTS AND ENGAGEMENT

Thursday 4 April | Katherine Youth Conference | GYRACC

During Youth Week, Katherine Town Council participated in the Katherine Youth Conference – led by the Youth of Katherine and organised by No One Left Behind. This was fully subscribed with attendance from youth throughout the Big Rivers Region.

The event included guest speakers and panelist, talking through issues important to Katherine youth as well as interactive stalls and entertainment.

This event was funded by Katherine Town Council through the 2023/2024 Community Grants Program.

Thursday 25 April | ANZAC Day – Dawn Service & Community March | Cenotaph & Katherine Terrace

Katherine Town Council, with the support of RAAF Tindal, NT Police, Fire & Emergency Services and the Katherine RSL Subbranch, held the 2024 ANZAC Day Dawn Service and Community March. Both events were extremely well attended with approximately 800 and 1,200 attendees at the respective events.

Katherine Town Council were fortunate to host the Administrator for the Northern Territory, His Honour Professor High Heggie PSM and partner Ms Ruth Jones at the Community March, formally acknowledging the march participants alongside Her Worship the Mayor, Elisabeth Clark.

REGULATORY SERVICES

Regulatory Animal Summary

Council Rangers received 25 animal related service requests for the month of April. 16 of these requests were resolved, and a further nine (9) require further follow-up and/or investigation to complete.

Katherine community members reported 10 dogs at large. Concurrently the rangers undertook 130 hours of animal patrols for the month. April saw 17 dogs impounded with seven (7) dogs returned to their owners and four (4) dogs being rehomed.

Regulatory Parking Summary

Council Rangers have continued addressing parking issues within the Municipality. This action has resulted in six (6) infringements issued, generally in relation to exceeding time limits, causing an obstruction or parking within a disabled park without a permit.

Rangers undertook 30 hours of parking patrols for the month.

Unkempt Land

Council Rangers are continuing the unkempt lot audit with a further 78 inspections undertaken, and seven (7) service requests received. As a result, 53 Unkempt Lot Notices have been issued to owners and occupiers.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.



Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.6 CORPORATE ADMINISTRATION MONTHLY REPORT - APRIL

Author: Casey Anderson, Administration Manager
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receive and note the Corporate Administration Report for the month of April 2024.

Purpose of Report

That Council receive and note the Corporate Administration Report for the month of April 2024.

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.2 Ensure strong internal governance with updated policies and procedures in place.

1.1.3 Improve transparency around issues affecting the community.

2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.

2.1.2 Provide safe and accessible public amenities throughout Katherine.

Municipal Plan

2.1 Corporate Services - Financial Services

2.1.2 Comply with legislative requirements.

2.1.3 Prudent financial management for stronger returns for ratepayers.

2.2 Corporate Services - Administration Services

2.2.1 Action service requests in line with customer service charter.

2.2.3 Deliver positive customer service.

Background

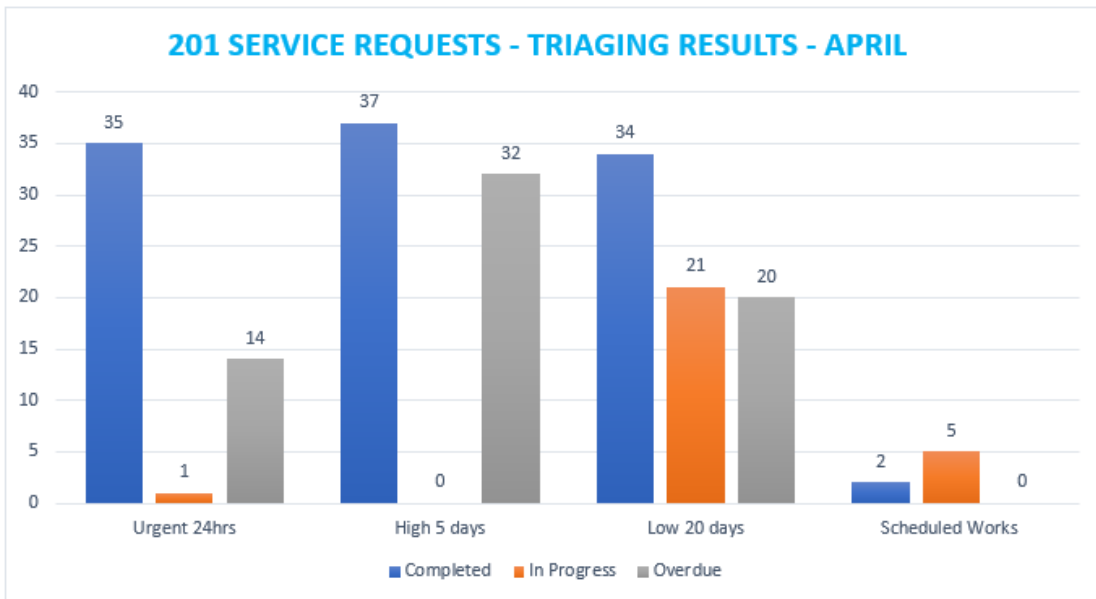
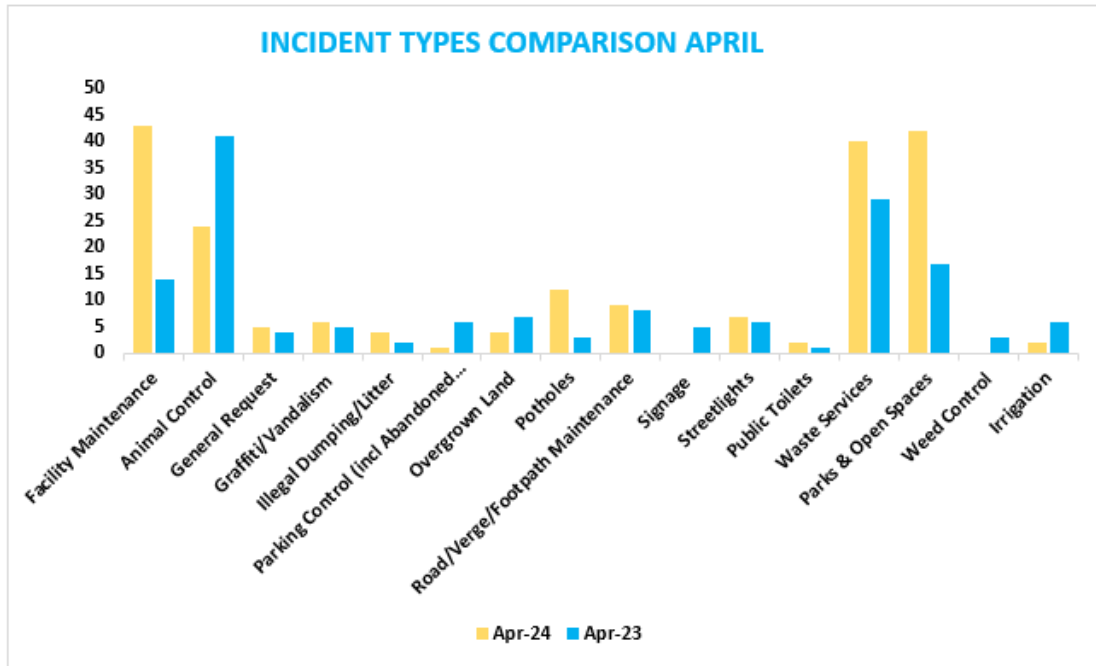
The monthly report of Corporate Administration highlights key developments and activities that were undertaken in the month of April.

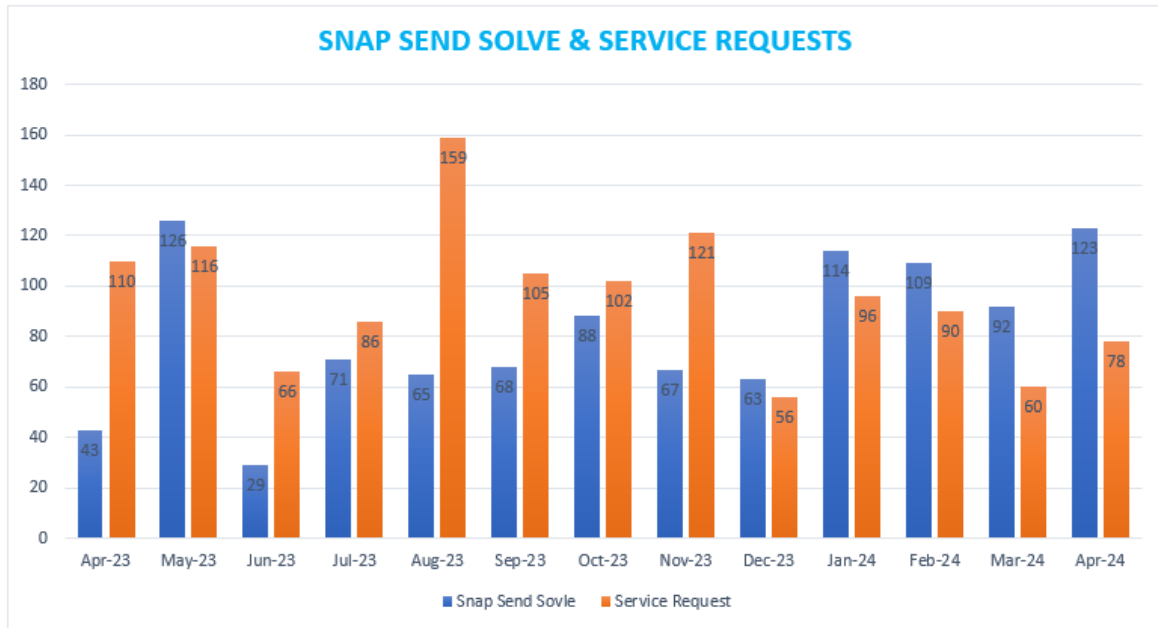
Discussion

Customer Service Requests

In April, the Council received a total of 201 service requests. Out of these, 108 were satisfactorily completed, 27 service requests are still in progress, while 66 remain overdue and await resolution.

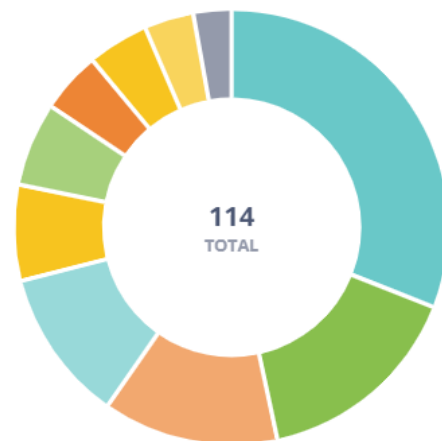
For the month of April, a total of 123 Snap Send Solve (SSS) reports were submitted. The predominant incident types reported were related to overgrown vegetation, facility maintenance, waste services and road maintenance. 9 SSS were reassigned.





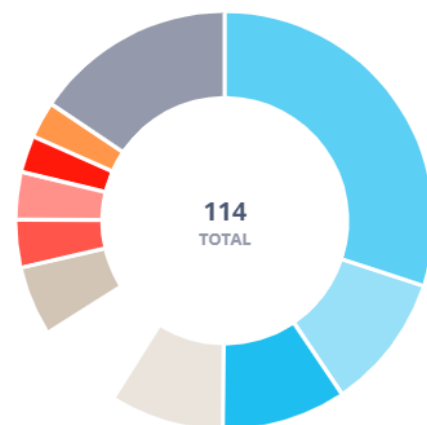
Snap Send Solve – Reports by Category

● Trees	31.58%
● Rubbish & Bins	15.79%
● Parks & Council Facilities	13.16%
● Roads & Signage	11.40%
● Power	7.02%
● Graffiti & Vandalism	6.14%
● Animals & Pests	4.39%
● Pavement & Footpath	4.39%
● Feedback & General Request	3.51%
● Other	2.63%



Snap Send Solve – Reports by Incident Type

● Overgrown Vegetation	30.70%
● Facility - General Request	10.53%
● Request Bin Repair or Replacement	9.65%
● Damaged Road	8.77%
● Street Light - General	7.02%
● Vandalism - General	5.26%
● General Request	3.51%
● Rubbish and Bins - General	3.51%
● Animal - Domestic	2.63%
● Pavement - Damaged	2.63%
● Other	15.79%



Insurance Claim Updates

Adventure Playpark Toilet – Unlawful Entry and Fire

Works are continuing; all parts have been received and the re-sheeting of the internal walls have been completed.

Katherine New Years Storm

Works are still in progress at the showgrounds, with only three jobs remaining to be completed. The claim summary for repairs and damages currently stands at \$184,823.70.

Rates Debtors

As of 30 April 2024, the Councils total rates balance stands at \$1,819,451.86. This includes \$1,095,902.64 from the 2023/2024 rates levy.

Accrued Interest: Since 1 July 2023, \$112,433.84 in interest has accrued and is included in the total overdue amount.

Rates Debtor Under Legal Action: The balance under legal action is approximately \$680,418.28.

- Of this, \$543,616.11 in arrears, including penalties and costs, has been secured by registering Overriding Statutory Charges (OSCs) against 34 assessments pursuant to Section 256 of the Local Government Act.
- Council officers are actively pursuing \$44,319.16 through the serving of statutory notices and requests for vacant possession against one assessment.
- \$17,354.99 of the debt is being managed through approved Financial Hardship - Special Payment Arrangements and/or Payment Extensions.
- The remaining \$130,729.49, including penalties and costs, will be pursued through final demand letters and/or the registration of OSCs.

Overdue Rates Balance: \$1,139,033.58 of the remaining overdue rates balance will be pursued through informal and formal legal action if the debt is six months or older.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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





14.7 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF APRIL 2024

Author: Kimberly Worrigan, Administration Officer
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receive and note the report of the Infrastructure and Environment Department for April 2024.

Purpose of Report

To provide the Elected Members an update regarding the Infrastructure and Environment Department's activities and projects for the month of April 2024.

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.4 Learn what the community wants to know through community engagement strategies.

2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.

2.1.3 Improve street lighting for safety.

7. ENVIRONMENTAL SUSTAINABILITY - 7.1 Waste Management - Implement waste management actions that benefit our community and environment.

7.1.6 Raise awareness to keep our town litter-free.

7.1.7 Implement the Katherine Town Council Waste Management Strategy 2021-2026.

7. ENVIRONMENTAL SUSTAINABILITY - 7.2 Katherine's Natural Beauty - Showcase the raw beauty of Katherine's natural attractions and protect our natural assets from pollution and overuse.

7.2.2 Embark on greening initiatives with the collective help of the community to beautify and increase green spaces.

7. ENVIRONMENTAL SUSTAINABILITY - 7.3 Protect Our Water - Sustainably manage our water resources.

7.3.3 Upgrade irrigation of our parks to minimise wastage of town and bore water..

Municipal Plan

4.2 Infrastructure and Environment - Roads, Footpaths, Nature Strips and Cycleways

4.2.6 Make potholes safe and repair in accordance with the Customer Service Charter.

4.4 Infrastructure and Environment - Streetlighting

4.4.2 Urgent service requests actioned in accordance with the Customer Service Charter.

4.4.3 Non-urgent service requests actioned when minimum five requests received.

4.8 Infrastructure and Environment - Waste Management

4.8.1 Ensure contractor provides kerbside collection in accordance with agreed service levels.

4.8.11 Implement Waste Management Strategy 2021-2026.

4.9 Infrastructure and Environment - Open Spaces

4.9.1 Complete scheduled grounds maintenance of playgrounds, parks, gardens and reserves.

Background

Katherine Town Council's (KTC) Infrastructure and Environment Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

Discussion

Projects Updates:

New Project Manager

This month, we welcomed a new project manager to the Projects Team. Eddie joins us from his previous work on Mornington Island and is already proving to be a valuable asset. He is seamlessly integrating into the team and providing much-needed support to Matt as we tackle a number of significant projects.

Aquatic Centre

The design and construction drawings have reached 50% completion based on the initially agreed scope, with the addition of an extra amenities block. The scope encompasses a 25x25m 8-lane pool with a zero entry ramp and retractable shading, a shaded beach entry children's pool, a new plant room and equipment, change facilities, and rectification of the issues in the existing 50m pool. Design approvals and building permits are currently in progress.

Driver Reviver

Quiz signs have been installed along the inbound route from Edith Falls to Katherine. You can participate in the quiz as you travel back towards town. The questions, hints, and answers will be refreshed periodically. The Driver Reviver Project aims to address driver fatigue during the last leg of return trips and contribute positively to road safety statistics.

Hot Springs Erosion Project

Artwork display flags, seat and shelter have now arrived and will be installed at Hot Springs during May to encourage people to stick to the path and provide a sheltered viewing platform to take a break.

Infrastructure and Environment Updates:

Solar Energy Usage

During April 2024, the Civic Centre's solar panels contributed 44% of the office's electricity consumption, amounting to 5.3 MWH. This is equivalent to the environmental benefits of planting 64 trees or reducing 3.9 tonnes of CO2 emissions.

Municiple Services Update

Litter removal has been the main priority for our depot team for the past month. On an average day, 2.5 full-time staff members collect 12 full garbage bags worth of rubbish from the CBD area. On top of their other daily duties that include blowing down Town Square, weed and graffiti removal.

As the dry season begins, we have started reactivating bore and sprinklers to water our greenspaces. However, this process has revealed the need for repairs in the sprinkler and irrigation lines. In fact, some irrigation systems are beyond economical repair and will need to be completely replaced.

In April the contractor was appointed for the Showground's new bore project, and the bore drilled and capped. In May the bore will be equipped and irrigation reconnected to the AFL oval.

Waste Management

In April, the waste management facility processed about 1605.71 tonnes of mixed waste, comprising commercial and some household items. Also worth noting that in this total council receive 235.5 tonnes of

waste through the Kerbside Collection program. Additionally, 1037 residents brought in their general domestic waste and 339 residents disposed of domestic green waste.

Infrastructure Administration

The Administration department has been busy this month processing Twenty (20) bin replacement requests, of which 50% came from the Snap Send Solve Portal. Eight (8) requests for faulty streetlights were also received from Snap Send Solve. Also, another 85 requests were received via the portal, including issues such as overgrown vegetation, graffiti, and damaged roads.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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



15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

15.2 REPORTS FROM COMMITTEES



16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES APRIL 2024

Report Type: For noting

Recommendation

That Council receive and note the Elected Member activities for April 2024.

Purpose of Report

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

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

1.1.3 Improve transparency around issues affecting the community.

1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

1.2.3 Act as a connector for businesses to foster collaboration and partnership opportunities.

1. STRONG LEADERSHIP - 1.3 Community Engagement - Improve Council communications and engagement with the community.

1.3.1 Develop a communication engagement strategy and action plan to guide Council communication

Deputy Mayor Denis Coburn

Date	Activity attended

Councillor Madeleine Bower

Date	Activity attended
23 January	Water Resource Division of the Department of Environment, Parks, and Water Security (DEPWS) Briefing on the draft water allocation plan for the Mataranka Tindal Aquifer
19 February	Elected Member Information Session
5 March	NT Planning Commission Meeting
5 March	Training for Development Consent Authority
25 March	Elected Member Information Session
26 March	Ordinary Meeting of Council
22 April 24	Elected Member Information Session
23 April 24	Ordinary Meeting of Council
24 April 24	ANZAC Day Service and March
26 April 24	Special Meeting of Council

Councillor Amanda Kingdon

Date	Activity attended
5 March	NT Planning Commission Meeting
8 March	International Women's Day
11 March	Elected Member Information Session
12 March	The Launch of the NT Electronic Vehicle (EV) Chargers with Federal Minister Chris Bowen
4 April	Youth Engagement Conference
8 April	Elected Member Information Session
23 April	Ordinary Meeting of Council
25 April	ANZAC Day Service and March
26 April	Special Meeting of Council

Councillor Peter McDougall	
Date	Activity attended
22 April	Elected Member Information Session
23 April	Ordinary Meeting of Council
25 April	ANZAC Day
26 April	Special Meeting of Council

Councillor Kerrie Mott	
Date	Activity attended

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

17 LATE AGENDA

18 GENERAL BUSINESS

19 CLOSURE OF MEETING TO PUBLIC

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 23 APRIL 2024

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

20.2 CONFIRMATION OF CONFIDENTIAL SPECIAL MEETING OF COUNCIL MINUTES 26 APRIL 2024

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

20.3 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

20.4 EXPRESSION OF INTEREST - THE MEETING PLACE LEASE

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.5 KATHERINE AQUATIC CENTRE UPGRADE - PROJECT UPDATE

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.6 KATHERINE AQUATIC CENTRE UPGRADE - CONTRACT

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.7 DOG POUND RELOCATION - PREFERRED TENDERER SELECTION

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.8 COUNCIL BORROWING

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

20.9 BREACH OF CODE OF CONDUCT COMPLAINT

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

21 RESUMPTION OF OPEN MEETING

22 CLOSURE OF THE MEETING

The next Ordinary Meeting of Council will be held on 24 June 2024.