



Special Council Meeting Agenda

Friday 13 January 2017

4:00PM

Council Chambers, Civic Centre,
Stuart Highway, Katherine

Notice of Meeting of Council
Notice is hereby given in accordance with Section 59
of the Local Government Act

1. Welcome to the Country

2. Opening Prayer

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

3. Present

4. Apologies and Leave of Absence

Nil

5. Disclosure of Conflict of Interest

6. Reports of Officers

6.1 Overseas Travel For KTC Staff Member

7. Meeting Close



REPORT

FOLDER: ROADS CIVIL AND TRAFFIC WORKS \ CONTRACTING OUT \ STREET LIGHTING \ T16-14 - SUPPLY & DELIVERY OF LED STREET LIGHTS

MEETING: SPECIAL COUNCIL MEETING – 13 JANUARY 2017

REPORT TITLE: OVERSEAS TRAVEL FOR KTC STAFF MEMBER

Purpose of Report

To seek endorsement for Council staff member Cheriece Fry to travel overseas for specific product training on the CIMCON Smart Lighting System.

Background

Council awarded Tender 16/14 Supply & Delivery of LED Street Lights to Green Frog Systems on 16 December 2016, which included the commissioning of the Wireless Plug and Play Lighting Control System and Control Management Software. Green Frog Systems have requested a KTC employee travel to Boston USA with Green Frog Systems staff to undergo training in the CIMCON Smart Lighting System. All overseas travel, meals and accommodation costs will met by Green Frog Systems. Council will be required to pay for associated domestic travel expenses; approximate costs as at 06/01/17 are as follows:

- Return Domestic Airfares \$750
 - Accommodation (3 nights) and Incidentals* \$1,580
- *includes meals, laundry/dry cleaning, motor vehicle, car parking and ground travel*

Note - as outlined in the KTC Travel and Allowance Policy permitted accommodation and incidentals figures have been derived from the Australian Taxation Office Guidelines and the Local Government Industry Award entitlement.

Council's Works Administration Officer, Cheriece Fry has been selected to undertake this training as she has been heavily involved in the KTC Street Lights Project; she has taken ownership (training) of Council's new mapping system and is familiar with Council processes. The training will be for approximately one (1) week. Upon Cheriece's return she will be able to train additional staff in the system.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council endorse international travel by Cheriece Fry for the purpose of specific product training on the CIMCON Smart Lighting System.


A/Claire Johansson
CHIEF EXECUTIVE OFFICER

Delegation: Acting Director Works & Services, David Moore
Schedule of Attachments: Email from Green Frog Systems

From: Doug Underdown [<mailto:doug@greenfrogsystems.com.au>]
Sent: Thursday, 5 January 2017 3:57 PM
To: David Moore
Subject: Cimcon Product Training in Boston USA - KTC Staff Invitation

Hi David,

We are planning to visit Cimcon head office in Boston – USA for product training and active site inspections later this month.

I would like to extend an invitation for a KTC staff member to attend with us, it will be highly beneficial for a staff member to be trained up in Cimcon products which will be rolled out in Katherine.

I would like to confirm Green Frog Systems will pay for all overseas travel, meals and accommodation.

Regards

Doug Underdown National Sales & Distribution Manager

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Email: doug@greenfrogsystems.com.au

Website: www.greenfrogsystems.com.au



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