



# **MINUTES**

## **Ordinary Meeting of Council**

**Tuesday, 14 December 2021**  
**At 6.00 PM**

*Council Chambers, Civic Centre,  
Stuart Highway, Katherine*

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**MINUTES OF THE ORDINARY MEETING  
KATHERINE TOWN COUNCIL  
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE  
ON TUESDAY, 14 DECEMBER 2021 AT 6:00PM**

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- ELECTED MEMBERS** : - Mayor Elisabeth Clark  
- Deputy Mayor Kym Henderson  
- Councillor Amanda Kingdon  
- Councillor Benjamin Herdon  
- Councillor Denis Coburn  
- Councillor Jeremy Trembath  
- Councillor Madeleine Bower
- OFFICERS** : - Mr Kerry Whiting, Director Corporate and Community Services  
- Mr Brendan Pearce, Director Infrastructure and Environment  
- Mr Jherry Matahelumual – Executive Assistant (Minute Taker)
- VISITORS** : - 4 x Community Members

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## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN AT 6.01 PM

## 4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies  
Mr Ian Bodill, Chief Executive Officer

4.2 Leave of Absence  
Nil

## 5 CONFLICT OF INTEREST

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

## 6 CONFIRMATION OF PREVIOUS MINUTES

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

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

That the minutes of the Ordinary Meeting of Council on 25 November 2021 be confirmed as true and accurate.

**CARRIED 7 / 0**

## 7 BUSINESS ARISING FROM PREVIOUS MINUTES

- Nil

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## 8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of 24 November 2021 – 13 November 2021

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

No	PERIOD	24 November 2021 – 13 December 2021
		<ol style="list-style-type: none"><li>1. KLEC meetings x 12</li><li>2. Council Meeting via Zoom.</li><li>3. Meeting with CEO x 2</li><li>4. Meeting with Deputy Mayor x 2</li><li>5. Interview with Jo Laverty 360.</li><li>6. Interview with 104.9 Katy Woolf x 2.</li><li>7. Interview with Katherine Times.</li><li>8. Women's Climate Congress.</li><li>9. Development Consent Meeting</li><li>10. Katherine Police Station</li><li>11. Katherine Times Column.</li><li>12. Katherine Prize – Godinymayin Centre.</li><li>13. Farewell Leon Cossins – last FA18 to leave Katherine.</li><li>14. Mandatory Training.</li><li>15. Meeting with Acting Ceo.</li><li>16. Strategic Community Plan – Deloitte.</li><li>17. Interview Hot 100.</li><li>18. Christmas Reception – Minister Uibo.</li><li>19. ABC Radio.</li><li>20. Meeting with McArthur re new CEO applications.</li><li>21. International Day of Disability Panel.</li><li>22. Meeting with WGCDR Shane Smith RAAF Base Tindal.</li><li>23. EMIS</li><li>24. Ordinary Council Meeting</li><li>25. St Joseph's College Graduation Primary School.</li></ol>

## 9 CORRESPONDENCE AND DOCUMENTS TABLED

Letter received from Mrs Beverly Wilson received on 9 November 2021 regarding the the new pool management.

## 10 PETITIONS

NIL

## 11 PUBLIC QUESTION TIME

Nil

## 12 NOTICES OF MOTION

Nil

## 13 REPORT OF OFFICERS

### 13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF NOVEMBER 2021

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of November 2021
File	: Local Governance / Ordinary Meeting of Council /Reports to Council/ Governance Department
Moved	: Councillor Trembath
Seconded	: Councillor Coburn

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

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

**CARRIED 7/0**

### 13.2 BY-LAW REVIEW

Purpose	: To recommend to Council that the by-law review project be included as a priority action in the 2022/23 Municipal Plan and Budget and a series of procedural changes are made to the current by-laws during the review.
File	: Local Governance / Council Meeting / Reports to Council /Corporate Services
Moved	: Councillor Bower
Seconded	: Councillor Trembath

**Officer Recommendation:**

1. That Council approves the by-law project as being an action item to be undertaken in the Municipal Plan and Budget for 2022/23.
2. That Council approves the removal of the following sections from the current by-laws
  - Part 4 Division 8 - Stallholders
  - Part 6 – Libraries
  - Part 7 – Council Meeting and Procedures
3. That Council approves the current by-laws being separated into the following streams
  - Public Spaces
  - Animal Management
  - Off Street Carparking
  - Plan of Numbering
  - Garbage Services
  - Roads / Crossings
  - Public Swimming Pools
4. That Council approves the following sections being incorporated into the public spaces by-law stream as required
  - Litter
    - Fires
    - Trees

- Signs, Hoarding and Advertising,
- Handbills,
- General,
- Malls and Public Places

**CARRIED 7 / 0**

### 13.3 FINANCIAL SUSTAINABILITY DIRECTIONS / STRATEGY

Purpose	:	To advise Council on the current status of Council's financial sustainability and recommended pathway towards improving the financial sustainability of Council.
File	:	Local Governance / Council Meeting / Reports to Council / Corporate Services
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Kingdon

#### **OFFICER RECOMMENDATIONS**

That Council resolves the following directions to enhance the Council's financial sustainability and that these actions be included in the 2022/23 and future Municipal Plans / Budgets as required;

1. Council develops appropriate financial management reports on the nett cost of each service by 31<sup>st</sup> January 2022.
2. Council undertakes a service review prioritisation process by 31<sup>st</sup> January 2022.
3. Council identifies owners of the \$120M in infrastructure, property, plant and equipment across all services by 31<sup>st</sup> March 2022.
4. Council includes dedicated grant officer and asset management officer roles within the Organisation Chart as soon as possible, but no later than 1<sup>st</sup> July 2022.
5. Council develops Business Case Tools to ensure all Capital Expenditure is adequately assessed by 30<sup>th</sup> April 2022.
6. Council develops service statements for all external services provided to the Katherine Community by the 30<sup>th</sup> June 2022.
7. Council develops a community engagement mechanism to empower the community in decision making for Council services by 30<sup>th</sup> June 2022.
8. Council benchmarks its internal services to ensure overheads are at acceptable levels by 30<sup>th</sup> September 2022.
9. Council develops service KPI's for all services by 31<sup>st</sup> December 2022.
10. Council develops Asset Management Plans for all major classes of Assets by 30<sup>th</sup> June 2023.
11. Council develops a continuous business improvement cycle for each service by 31<sup>st</sup> December 2023.

**CARRIED 7 / 0**

### 13.4 CHANGE TO LIBRARY OPERATING HOURS

Purpose	:	To seek endorsement from council for the operating hours of the Katherine Public Library to be changed.
File	:	Local Governance / Council Meeting / Reports to Council / Community Services
Moved	:	Councillor Trembath
Seconded	:	Councillor Herdon

**That it be recommended to Council to**



1. Approve the changes to the current operating hours for the Katherine Public Library effective January 4<sup>th</sup>, 2022.
2. Approve the operating hours from January 4<sup>th</sup>, 2022, onwards to as follows:  
Monday – Closed  
Tuesday – Friday 9.00am - 5.00pm  
Saturday 9.00am – 12.00pm

**CARRIED 7 / 0**

### 13.5 MINOR BUDGET REVIEW

Purpose	: The purpose of this report is to present council with a minor budget review for 2021/2022.
File	: Local Governance / Council Meeting / Reports to Council / Corporate Services
Moved	: Councillor Kingdon
Seconded	: Deputy Mayor Henderson

**That it be recommended to Council to**

1. Adopt the 2021-2022 amended budget as presented in the revised Statement of Comprehensive Income, Statement of Financial Position and Statement of Cashflows.
2. Adopt the 2021-2022 revised budget amendments into the Council's Long Term Financial Plan (LTFP).
3. Advertise the amended budget as presented in the revised Financial Statements as per the requirements of Section 203 of the Local Government Act.

**CARRIED 7 / 0**

### 13.6 MONTHLY REPORT OF THE CORPORATE AND COMMUNITY SERVICES DEPARTMENT FOR NOVEMBER 2021

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

**That it be recommended to Council to**

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

**CARRIED 7 / 0**

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### 13.7 MONTHLY FINANCIAL REPORT – NOVEMBER 2021

Purpose	:	The purpose of this Report is to present to Council the Financial Report for November 2021.
File	:	Local Governance / Council Meeting / Reports to Council / Corporate Servicer
Moved	:	Councillor Trembath
Seconded	:	Deputy Mayor Henderson
<b>That it be recommended to Council to</b>		
1. Endorse the Financial Report for the month of November 2021.		
<b>CARRIED 7 / 0</b>		

### 13.8 INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF NOVEMBER 2021

Purpose	:	To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of November 2021.
File	:	Local Governance / Council Meeting / Reports to Council / Infrastructure and Environment
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Bower
<b>That it be recommended to Council to</b>		
1. Receive and note the report of the Infrastructure & Environment Department for the month of November 2021.		
<b>CARRIED 7 / 0</b>		

### 13.9 NOVEMBER 2021 – PROJECT UPDATE

Purpose	:	To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of November 2021.
File	:	Local Governance / Council Meeting / Reports to Council / Infrastructure and Environment
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Bower
<b>That it be recommended to Council to</b>		
1. Receive and note the project update for the month of November 2021.		
<b>CARRIED 7 / 0</b>		

## 14. REPORTS FROM REPRESENTATIVE ON COMMITTEES

Nil

## 15. ELECTED MEMBERS ACTIVITIES

### 15.1 Deputy Mayor Kym Henderson (Deputy Mayor)

File : Local Governance / Council Meetings / Elected Members Activities

PERIOD	24 <sup>th</sup> November – 13 <sup>th</sup> December		
Elected Members' Name	Date	Activity	Brief information
Deputy Mayor Kym Henderson	25 <sup>th</sup> November	ABC Radio Interview	COVID Interview
	25 <sup>th</sup> November	OMC	Ordinary Meeting of Council
	26 <sup>th</sup> November	Meeting with Mayor	Weekly Briefing with Mayor
	30 <sup>th</sup> November	National Congress of Women	Online Meeting
	3 <sup>rd</sup> December	Meeting with Mayor	Weekly Briefing with Mayor
	3 <sup>rd</sup> December	Katherine Prize	Community Event
	4 <sup>th</sup> December	Elected Member Training	Mandatory NTG Elected Members Training Session
	7 <sup>th</sup> December	LGANT Executive	Monthly Meeting
	7 <sup>th</sup> December	Strategic Plan PCG Meeting	Monthly Meeting with Deloitte
	10 <sup>th</sup> December	Katherine High School Graduation	Community Event
	10 <sup>th</sup> December	CEO Recruitment Panel Meeting	Internal KTC Meeting
	10 <sup>th</sup> December	Meeting with Mayor	Weekly Briefing with Mayor
	10 <sup>th</sup> December	International Day of People with a Disability Panel Meeting	Internal KTC Meeting
	11 <sup>th</sup> December	Visited Katherine Christmas Lights Display	Community Event
	13 <sup>th</sup> December	EMIS	Elected Members Information Session
14 <sup>th</sup> December	OMC	Ordinary Meeting of Council	

### 15.2 Councillor Amanda Kingdon

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	<p>Councillor Benjamin Herdon had engaged in activities from 24 November to 14 December 2021 including:</p> <ul style="list-style-type: none"> <li>• 25 November - Ordinary Meeting of Council</li> <li>• 30 November -National Congress of Women. Webinar all day</li> <li>• 4 December - Elected Members Mandatory Governance training in roles &amp; responsibilities and Conflict of Interest and code of conduct</li> </ul>

- 9 December - The many faces of prevention - putting a stop to domestic violence before it starts Webinar NAPCAN
- 9 December - KWILS event on International day for the elimination of violence against women and girls
- 10 December - International day of people with disability awards panel meeting
- 13 December - EMIS MEETING
- 14 December - Ordinary meeting of Council

### 15.3 Councillor Benjamin Herdon

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Benjamin Herdon had engaged in activities from 24 November to 13 December 2021 including: <ul style="list-style-type: none"> <li>• 25/11 Ordinary Meeting of Council</li> <li>• 03/12 The 46th Katherine Prize</li> <li>• 04/12 Elected Members Mandatory Training</li> <li>• 07/12 Project Control Group Meeting w/ Deloitte</li> <li>• 09/12 Attorney General Uibo's Christmas Reception</li> </ul>

### 15.4 Councillor Denis Coburn

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Denis Coburn had engaged in activities from 24 November to 13 December 2021 including: <ul style="list-style-type: none"> <li>• 25/11 Ordinary Meeting of Council</li> <li>• 4/12 Elected Members Mandatory Training</li> <li>• 13/12 EMIS</li> </ul>

### 15.5 Councillor Jeremy Trembath

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Jeremy Trembath had engaged in activities from 24 November to 13 December 2021 including: <ul style="list-style-type: none"> <li>• 25/11 Ordinary Meeting of Council</li> <li>• 13/12 EMIS</li> </ul>

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## 15.6 Councillor Madeleine Bower

File : Local Governance / Council Meetings / Elected Members Activities

File	:	Local Governance / Council Meetings / Elected Members Activities
Activities	:	Councillor Madeleine Bower had engaged in activities from 24 November to 13 December 2021 including: <ul style="list-style-type: none"><li>• 25/11 Ordinary Meeting of Council</li><li>• 30/11 Attend online national Congress of Women</li><li>• 2/12 Judging of Katherine Prize</li><li>• 3/12 46th Katherine Prize</li><li>• 4/12 Elected members training</li><li>• 7/12 Katherine Town Council Project Control Group Meeting</li><li>• Strategic Planning Meeting</li><li>• 13/12 EMIS</li></ul>

## 16. LATE AGENDA ITEM

Purpose	:	To move a confidential late report 19.2 entitled Tender 22-05 – Katherine Sportsground Entry Road into agenda
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Councillor Trembath
Seconded	:	Deputy Mayor Henderson
<b>That it be recommended to Council to</b>		
1. Move a confidential late agenda report 19.2 entitled Tender 22-05 – Katherine Sportsground Entry Road into agenda		
<b>CARRIED 7 / 0</b>		

## 17. GENERAL BUSINESS

- Councillor Bower queried if Council can assist our community members who are in need during this wet season? Acting CEO Whiting mentioned that this can be managed by Community Development Officer which Council currently does not have. However, we can have more discussion in the next financial year to make this role available.
- Mayor Clark is pleased to inform that MyKatherine Discount Program will commence on Wednesday, 15 December 2021. We also received additional 3 business participating which makes up to 40 participating businesses. Council thanks NT Government for the grant of \$100,000 and City of Darwin for allowing us to use their platform. Council thanks business community in Katherine for displaying Christmas decorations in Lindsay Complex. The Katherine Town Council is also pleased to put up a Christmas Tree in the Town Square.
- Mayor Clark mentioned that Katherine is no longer going into full lockdown and hope that more people will consider getting vaccinated to protect themselves.

- Mayor Clark and CEO were privileged to see the last of the FA18 jets fly out of Katherine for the last time. They are being replaced with F35 jets. Mayor thanked RAAF Base Tindal Wing Commander Shane Smith for the invitation.
- Mayor mentioned that Christmas Light Competition judging is on Saturday, 19 December 2021 and thanked members of community who have entered this competition.
- Councillor Kingdon requested if Council can provide temporary lighting at the carpark of Lindsay Complex? Director Pearce responded that Council may approach the lighting companies around town who may be able to provide temporary lighting. Council may not have budget for these additional services. Council may have further discussion with to ensure the safety of their patrons for the running of this event.
- Councillor Kingdon also congratulated the O’Keefe House for beautifully decorated the house for public to view every Saturday evening.
- Councillor Coburn extended deepest condolences to the Ariston family for the passing of Alex. He will be sorely missed.

## 18 CLOSURE OF MEETING TO PUBLIC

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

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

Moved Mayor Clark  
Second Deputy Mayor Henderson

**CARRIED 7/0**

## 19 CONFIDENTIAL ITEMS

A motion was raised to move the resolutions from item 19.1 and 19.2 onto the public section of the ordinary minutes

Moved Councillor Herdon  
Seconded Councillor Bower

**CARRIED 7/0**

### 19.1 TENDER 22/06 – MANAGEMENT SERVICES FOR KATHERINE CIVIL AIRPORT

Purpose : To seek endorsement from Council to award Tender T22-06 Management Services for Katherine Civil Airport.  
File : Local Governance/Confidential Special Council Meeting/Confidential Items  
Moved : Councillor Bower  
Seconded : Councillor Herdon

#### **Amended recommendations to Council to:**

1. Subject to the approval of the Department of Defence (DoD), award Tender 2022-06 - Management Services for Katherine Civil Airport to Oz Airports for a period aligning with

Council's lease with the DoD of the Civil Airport Site expiring 30 September 2027 for \$365,797.55 (ex GST), Three Hundred and Sixty-Five Thousand, Seven Hundred and Ninety-Seven dollars and Fifty-Five cents for Year One.

2. Council notes that the annual fee for subsequent years for the life of this Management Agreement through to its September 2027 expiry will be subject to annual Consumer Price Index (CPI) increases.
3. Council note that the Management Agreement has at the conclusion of the first period, the option to extend the Agreement for a further two, ten-year extensions, at Council's discretion and subject to the satisfactory performance of the incumbent.

**CARRIED 7/0**

## 19.2 TENDER 22-05 – KATHERINE SPORTSGROUND ENTRY ROAD

Purpose : To seek endorsement from Council to award Tender T22-05 – Katherine Sportsground Entry Road.  
File : Local Governance/Confidential Special Council Meeting/Confidential Items  
Moved : Councillor Trembath  
Seconded : Councillor Coburn

### **Amended recommendations to Council to:**

1. Award Downes Graderways Pty Ltd, Tender 22-05 – Katherine Sportsground Entry Road project for \$ 218,136.00 GST Exclusive, Two Hundred and Eighteen Thousand, One Hundred and Thirty-Six Dollars.

**CARRIED 7/0**

## 20 RESUMPTION OF OPEN MEETING

Meeting was resumed at 7:18pm

A motion was raised to open the meeting to the public

Moved Mayor Clark  
Seconded Deputy Mayor Henderson

**CARRIED 7/0**

## 21 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on Tuesday, 25 January 2022.

## 22 CLOSURE OF MEETING

That meeting was closed at 7:19pm

Elisabeth Clark  
**MAYOR OF KATHERINE**