



AGENDA

Ordinary Council Meeting Agenda Tuesday, 22 November 2022

Ordinary Meeting: 6:00 pm

Council Chambers,

Civic Center, Stuart Highway, Katherine

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

ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Kym Henderson
- Councillor Maddy Bower
- Councillor Denis Coburn
- Councillor Ben Herdon
- Councillor Amanda Kingdon
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Avtar Singh – Director of Corporate Services
- Ms Donna Warland – Governance and Executive Officer

WEBCASTING DISCLAIMER

The Katherine Town Council is live webcasting the Open Section of Ordinary Council Meetings. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the Katherine Town Council will use its best endeavours to ensure images in this area are not webcast. However, the Katherine Town Council expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the Katherine Town Council a non-exclusive licence to copy and broadcast your image worldwide for no reward.

Every care is taken to maintain privacy and attendees are advised they may be recorded. In the case of livestreaming becomes unavailable due to technical difficulties, Council will attempt every effort to ensure the live streaming issues are rectified promptly. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. Council will take no responsibility for and will not be held liable for the unavailability of live streaming in part or full; due to technical issues beyond its control.

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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 MEETING DECLARED OPEN

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

| |
|----------------------|
| 4.1 APOLOGIES |
|----------------------|

Nil

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|-----------------------------|
| 4.2 LEAVE OF ABSENCE |
|-----------------------------|

Nil

| |
|--|
| 4.3 APPLICATIONS FOR LEAVE OF ABSENCE |
|--|

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Members Disclosure Conflict of Interest

Council declares any conflicts of interest in line with Conflict-of-Interest Policy. A copy of this policy can be downloaded from www.katherine.nt.gov.au or obtained by emailing records@ktc.nt.gov.au

6 PRESENTATIONS FROM EXTERNAL AGENCIES

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Minutes of the Ordinary Council Meeting held On 25 October 2022

7.2 Minutes of the Special Council Meeting held On 14 November 2022



MINUTES

Ordinary Council Meeting

Tuesday, 25 October 2022
6:00 pm

Council Chambers,
Civic Centre, Stuart Highway, Katherine

ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Kym Henderson
- Councillor Maddy Bower
- Councillor Denis Coburn
- Councillor Ben Herdon
- Councillor Amanda Kingdon
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Avtar Singh – Director of Corporate Services
- Ms Emily Kemp – Communications and Engagement Officer

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Nil

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1 ACKNOWLEDGEMENT OF COUNTRY

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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

Mayor Elisabeth Clark declared the meeting open at 6:00 pm.

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 APOLOGIES

Nil

4.2 LEAVE OF ABSENCE

Nil

4.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Nil

6 PRESENTATIONS FROM EXTERNAL AGENCIES

Nil

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 Minutes of the Ordinary Council Meeting held On 27 September 2022

COUNCIL RESOLUTION

OCM-033-2022

Moved: Councillor Herdon

Seconded: Deputy Mayor Henderson

Amendments to Minutes as requested at Meeting as to items in General Business

That the minutes of Ordinary Meeting of Council on 27 September 2022 be confirmed as true and accurate.

CARRIED 7/0

8 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

9 MAYORAL BUSINESS

9.1 MAYORAL BUSINESS FOR THE PERIOD SEPTEMBER OCTOBER 2022

| Mayor Elisabeth Mayor Period 27 September 2022 to 24 October 2022 | |
|--|---|
| Date | Activity attended |
| | National Police Remembrance Day |
| | Meeting with Elected Members x 4 |
| | Meeting with Deputy Mayor x 4 |
| | Meeting with community members x 2 |
| | Meeting with CEO x 4 |
| | Meeting with NBN – information base being in Darwin. |
| | Meet & Greet CEO and Director CM&C |
| | Meeting with Minister Marion Scrymgour – election promise re pool |
| | Meet & Greet NTPHN CEO and EM Health workforce representative |
| | October Business Month dinner at Contour |
| | Great Northern Cleanup – Katherine River corridor |
| | 1 st Brigade Army Band – Town Square |
| | Meeting with Commander of Katherine Police |
| | Public Launch of KTC Strategic Plan at Civic Centre |
| | Meeting with CM&C – update on Council and Strategic Plan |
| | KCESRG at Kalano – Service updates from stakeholders |
| | Meet & Greet representatives from NT Arts at Godinymayin |
| | Photo shoot with Elected Members |
| | Radio Interview with Mix 104.9 |
| | CDU Rural College networking lunch |

| | |
|--|---|
| | Meeting with Member for Katherine Jo Hersey MLA |
| | Meeting with Katherine Swimming Club |
| | CDU Katherine Town Campus – Meet Business Leaders |
| | Showgrounds Advisory Committee Meeting |
| | Australia Day Conference delegates luncheon – Katherine Railway Station |
| | Australia Day Conference delegates – dinner cruise |
| | Big Rivers launch of brand |
| | Meeting with CEO/Chair of LGANT |
| | EMIS x 2 |
| | Ordinary Meeting of Council |
| | Citizenship ceremony at Civic Centre |

10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Nil

13 NOTICE OF MOTION

Nil

14 REPORTS OF OFFICERS

14.1 REPORT FROM THE VISITOR INFORMATION CENTRE FOR THE MONTH OF SEPTEMBER 2022

COUNCIL RESOLUTION

OCM-034-2022

Moved: Councillor Herdon

Seconded: Deputy Mayor Henderson

1. That the elected members receive note and approve the report of the Visitor Information Centre for the month of September 2022.

CARRIED 7/0

PURPOSE OF REPORT

To provide the elected members the report of the Visitor Information Centre for the month of September 2022

14.2 REPORT OF REGULATORY SERVICES FOR THE MONTH OF SEPTEMBER 2022**COUNCIL RESOLUTION****OCM-035-2022****Moved:** Deputy Mayor Henderson**Seconded:** Councillor Coburn

1. That it be recommended to Council to receive and note the Regulatory Services Report for the Month of September 2022.

CARRIED 7/0**PURPOSE OF REPORT**

To provide an overview of Regulatory Services operations for the month of September 2022.

14.3 KATHERINE TOWN COUNCIL BY-LAW 1998 - PROPOSED AMENDMENTS**COUNCIL RESOLUTION****OCM-036-2022****Moved:** Deputy Mayor Henderson**Seconded:** Councillor Bower

1. That it be recommended to Council:
 - (a) To endorse version 10 of the Katherine Town Council Amendment By-Laws 2022 (attached)
 - (b) To approve the process of community consultation on the amended by-laws in accordance with the *Local Government Act 2019*

Councillor discussion resulting in in resolution to withdraw the recommendation of the Katherine Town Council Amendment By-Laws 2022, for further discussion at a later meeting.

CARRIED 7/0**PURPOSE OF REPORT**

To seek Council endorsement of Katherine Town Council Amendment By-Laws 2022 prior to public consultation and re-making of the by-laws.

14.4 LIBRARY SEPTEMBER 2022

Moved: Councillor Bower

Seconded: Councillor Coburn

CARRIED 7/0

1. That the elected members receive note and approve the report of the Library Services Manager for the month of September 2022.

PURPOSE OF REPORT

To provide an overview of Library operations for the month of September 2022

14.5 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF SEPTEMBER 2022

COUNCIL RESOLUTION

OCM-037-2022

Moved: Councillor Bower

Seconded: Councillor Kingdon

1. That the report of the Infrastructure & Environment Department for the month of September 2022 be received and noted.

CARRIED 7/0

PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of September 2022.

14.6 PROJECT UPDATE FOR THE MONTH OF SEPTEMBER 2022

COUNCIL RESOLUTION

OCM-038-2022

Moved: Councillor Coburn

Seconded: Deputy Mayor Henderson

That it be recommended to Council to:

1. Receive and note the project update for the month of September 2022.

CARRIED 7/0

PURPOSE OF REPORT

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of September 2022.

14.7 REPORT OF CORPORATE SERVICES FOR THE MONTH OF SEPTEMBER 2022**COUNCIL RESOLUTION****OCM-039-2022****Moved:** Deputy Mayor Henderson**Seconded:** Councillor Trembath**THAT IT BE RECOMMENDED TO COUNCIL TO:**

1. Receive and note the Corporate Services report for the month of September 2022.

CARRIED 7/0**PURPOSE OF REPORT**

To present the report for Corporate Services department for the month of September 2022.

14.8 MONTHLY FINANCIAL REPORT - SEPTEMBER 2022**COUNCIL RESOLUTION****OCM-040-2022****Moved:** Councillor Herdon**Seconded:** Deputy Mayor Henderson**1. That it be recommended to Council to:**

- (a) Endorse the Financial Report for the month of September 2022.

CARRIED 7/0**PURPOSE OF REPORT**

The purpose of this report is to present to Council the Financial Report for September 2022.

15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

Nil

16 ELECTED MEMBERS ACTIVITIES

| Deputy Mayor Kym Henderson Period 27 September to 24 October 2022 | |
|--|---|
| Date | Activity attended |
| 27 September | Ordinary Meeting of Council |
| | EMIS X 2 |
| | Meetings with Community members x 3 |
| | Meetings with Councillor Herdon x 2 |
| | Meetings with Mayor x 4 |
| | Strategic Planning training with Alicia McKay |
| | Katherine Swim Club Annual carnival |
| | LGANT Executive meetings x 2 |
| | National Police Remembrance Day |
| | Meeting with MP Marion Scrymgour |
| | ABC radio interview |
| | Launch of KTC Strategic Plan to public |
| | Showgrounds Advisory Committee meeting |
| | Elected Member photo shoot |

| Councillor Jeremy Trembath Period 27 September to 24 October 2022 | |
|--|------------------------------------|
| Date | Activity attended |
| 27 September | Ordinary meeting of Council |
| 14 October | Elected Member photo shoot |
| 17 October | CDU Rural College networking lunch |
| 21 October | Strategic Planning training |
| 24 October | EMIS |

| Councillor Madeleine Bower Period 27 September to 24 October 2022 | |
|--|-----------------------------|
| Date | Activity attended |
| 27 September | Ordinary Meeting of Council |

| | |
|------------|-------------------------------------|
| 8 October | Chamber of Commerce Business Awards |
| 10 October | EMIS |
| 14 October | Elected Member photo shoot |
| 21 October | Strategic Planning training |
| 24 October | EMIS |

Councillor Amanda Kingdon

Period 27 September to 24 October 2022

| Date | Activity attended |
|--------------|--|
| 27 September | Ordinary Meeting of Council |
| 08 October | Great Northern Clean Up |
| 10 October | EMIS |
| 10 October | 1 st Brigade Army Bank at Town Square |
| 12 October | Public Launch of KTC Strategic Plan |
| 14 October | Elected Member photo shoot |
| 15 October | Rural Women's Day |
| 19 October | Showgrounds Advisory Committee meeting |
| 21 October | Strategic Planning training |
| 24 October | EMIS |

Councillor Ben Herdon

Period 27 September to 24 October 2022

| Date | Activity attended |
|--------------|-------------------------------------|
| 27 September | Ordinary Meeting of Council |
| 10 October | EMIS |
| 14 October | Elected Member photo shoot |
| 21 October | Katherine Prize |
| 24 October | EMIS |
| | Meetings with community members x 4 |
| | Meetings with Deputy Mayor x 2 |

Councillor Denis Coburn

| Period 27 September to 24 October 2022 | |
|--|-----------------------------|
| Date | Activity attended |
| 27 September | Ordinary Meeting of Council |
| 10 October | EMIS |
| 14 October | Elected Member photo shoot |
| 21 October | Strategic Planning training |
| 24 October | EMIS |

17 LATE AGENDA

17.1 REQUEST FOR COUNCIL SUPPORT - KATHERINE SWIMMING CLUB CARNIVAL

COUNCIL RESOLUTION

OCM-041-2022

Moved: Deputy Mayor Henderson

Seconded: Councillor Bower

1. That Council agree to provide funding assistance to the Katherine Swimming Club in the amount of \$3,059 to assist with offsetting the increased costs of running their annual swimming carnival for the current financial year only.

CARRIED 7/0

PURPOSE OF REPORT

To purpose of this report is for Council to consider providing funding assistance to the Katherine Swimming Club to help offset the costs of running their annual carnival.

18 CLOSURE MEETING TO PUBLIC

Her Worship the Mayor Clark:

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.

I now move a motion that the following items (and items list follows no confidential reason) to close the meeting to public.

Deputy Mayor Henderson:

Your Worship, I wish to second that the meeting be closed to public to discuss issues relating to matters as stipulated in Section 99(2) of the Local Government Act and regulations 51 of the Local Government (General) Regulations 2021.

The meeting was closed at 6:55 pm.

19 CONFIDENTIAL ITEMS

RECOMMENDATION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 99(2) of the Local Government Act 2008:

19.1 Confidential Minutes of 27 September 2022

This matter is considered to be confidential under Section 99(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

19.2 Chief Executive report to Key Performance Indicators

This matter is considered to be confidential under Section 99(2) - a of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

20 RESUMPTION OF OPEN MEETING

Open meeting was resumed at 7:07 pm.

COUNCIL RESOLUTION

Moved: Deputy Mayor Henderson

Seconded: Councillor Bower

1. That Council confirm the successful completion of the six month probationary period of the Chief Executive Officer made by resolution in Confidential Items be made to the public (outlined below).

19.2 CHIEF EXECUTIVE REPORT TO KEY PERFORMANCE INDICATORS

COUNCIL RESOLUTION

OCM-042-2022

Moved: Deputy Mayor Henderson

Seconded: Councillor Bower

1. That the report of the Chief Executive Officers, successful completion of the six-month probationary period and report to the approved Key Performance Indicators be received and endorsed by the Council. That the next Key Performance Indicators Report be conducted, as required at the completion of 12-month service.
2. That the motion be made available to the public.

CARRIED 7/0

GENERAL BUSINESS

- The Mayor, CEO and Councillor Kingdon will be attending a LGANT conference in the month of November – further information to be provided.

Moved: Deputy Mayor Henderson

Seconded: Councillor Herdon'

CARRIED 7/0

21 NEXT ORDINARY MEETING OF COUNCIL

That the next meeting of the Ordinary Council Meeting will be held on 22 November 2022.

22 CLOSURE OF MEETING

The meeting was closed at 7:10 pm.



MINUTES

Special Council Meeting

Monday, 14 November 2022
5:30 PM

Council Chambers,
Civic Centre, Stuart Highway, Katherine

ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Councillor Maddy Bower
- Councillor Denis Coburn
- Councillor Ben Herdon
- Councillor Amanda Kingdon
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
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- Mr Avtar Singh – Director of Corporate Services
- Ms Donna Warland – Governance and Executive Officer

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| 6 | REPORTS OF OFFICERS | 5 |
| 6.1 | Briefing by KPMG - Annual Financial Statements and Annual Report..... | 5 |
| 7 | CLOSURE OF MEETING | 5 |

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 MEETING DECLARED OPEN

Meeting opened 5:32pm – due to power outage while meeting conducted no zoom facilities available, therefore attendance by phone for some parties.

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 ATTENDANCE

ELECTED MEMBERS

Mayor Elisabeth Clark

Deputy Mayor Kym Henderson (via telephone)

Councillor Amanda Kingdon

Councillor Denis Coburn

Councillor Ben Herdon

Councillor Madeleine Bower

OFFICERS

CEO Ingrid Stonhill

Director Avtar Singh

Director Brendan Pearce

Donna Warland

VISITORS

KPMG representative Matt Ward – via telephone to present briefing on Financial Statements.

4.2 APOLOGIES

Councillor Jeremy Trembath

4.3 LEAVE OF ABSENCE

Deputy Mayor Kym Henderson – telephoned in to meeting

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Nil

6 REPORTS OF OFFICERS**6.1 BRIEFING BY KPMG - ANNUAL FINANCIAL STATEMENTS AND ANNUAL REPORT****COUNCIL RESOLUTION****SCM-043-2022****Moved:** Councillor Kingdon**Seconded:** Councillor Herdon**That it be recommended to Council to:**

1. Receive, note, and endorse the Annual Report for 2021/2022 incorporating the Audited Financial statements for the year ended 30 June 2022.
2. Note that in accordance with Section 290 (1) of the Local Government Act 2019, the endorsed Katherine Town Council Annual Report 2021/2022 incorporating the Audited Financial statements for the year ended 30 June 2022 will be provided to the Minister for Local Government on or before 15 November 2022.
3. Note that in accordance with Section 290 (2), the endorsed Katherine Town Council Annual Report 2021/2022 incorporating the Audited Financial statements for the year ended 30 June 2022 will be published on Council's website after the report has been delivered to the Minister, with a notice available in a newspaper as soon as practicable.

CARRIED 6/0**PURPOSE OF REPORT**

To provide a copy of the 2021/2022 Annual Report incorporating the Audited Annual Financial Statements for the year ended 30 June 2022 for Council's information and endorsement.

7 CLOSURE OF MEETING

The meeting closed at 6:46pm.

8 BUSINESS ARISING FROM PREVIOUS MINUTES

Unconfirmed

9 MAYORAL BUSINESS

9.1 MAYORAL BUSINESS FOR THE PERIOD OCTOBER NOVEMBER 2022

ATTACHMENT/S : NIL

| Mayor Elisabeth Mayor Period 25 October 2022 to 22 November 2022 | |
|---|---|
| Date | Activity attended |
| | Big Rivers Destination Management Plan project |
| | Come and Meet Izzy – PAWS Wellness Dog for the hospital |
| | DIPL – meeting update |
| | Superhero Day – Kintore Special School |
| | Radio Interview – Mix 104.9 |
| | Katherine Times articles x 2 |
| | Mental Health fitness session |
| | Meeting with CEO x 4 |
| | Meeting with EA x 3 |
| | KTC Audit and Risk Management meeting |
| | Development Consent Authority meeting |
| | KCESRG – Sobering Up shelter |
| | Meeting with Katherine Police |
| | EMIS x 2 |
| | Town Meeting at the Square |
| | Radio Interview Head Honcho with Adam Steer ABC |
| | Christmas Lights Competition meeting |
| | Meeting Chief Ministers & Cabinet |
| | Women in Business Luncheon – CEO guest speaker |
| | Remembrance Day |
| | Meeting with Minister Scrymgour |
| | Katherine Aquatics Centre announcement – Marion Scrymgour |
| | Special Meeting of Council – Annual Report |

| | |
|--|--|
| | Elected Member lunch |
| | Local Government of NT Conference and Dinner |
| | Meeting with Ventia |
| | International Men's Day celebration |
| | Meeting with NAIDOC |
| | Ordinary Meeting of Council |

10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

Nil

11 PETITIONS**12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)**

Nil

13 NOTICE OF MOTION

Nil

14 REPORTS OF OFFICERS**14.1 MINUTES OF THE SPECIAL MEETING OF COUNCIL HELD ON 05 SEPTEMBER 2022**

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\SPECIAL MEETING OF COUNCIL (SMC)\SPECIAL MEETING OF COUNCIL (SMC) - AGENDA/170737

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. CO 2022-09-05 SPECIAL MINUTES (3).PDF

OFFICER RECOMMENDATION

1. That the Elected Members receive and note the Minutes of the Special Meeting of Council held on 05 September 2022

PURPOSE OF REPORT

To present to the Elected Members the Minutes of the Special Meeting of Council held on 05 September 2022



Ingrid Stonhill
Chief Executive Officer



MINUTES

Special Council Meeting

Monday, 5 September 2022
5.30pm

Council Chambers,
Civic Centre, Stuart Highway, Katherine

SPECIAL COUNCIL MEETING MINUTES**5 SEPTEMBER 2022****ELECTED MEMBERS**

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Kym Henderson
- Councillor Maddy Bower
- Councillor Denis Coburn
- Councillor Ben Herdon
- Councillor Amanda Kingdon
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Avtar Singh – Director of Corporate Services
- Ms Donna Warland – Governance and Executive Officer

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ORDER OF BUSINESS

| | | |
|----------|---|----------|
| 1 | ACKNOWLEDGEMENT OF COUNTRY..... | 4 |
| 2 | OPENING PRAYER..... | 4 |
| 3 | MEETING DECLARED OPEN | 4 |
| 4 | ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE..... | 4 |
| 4.1 | Attendance | 4 |
| 4.2 | Apologies | 4 |
| 4.3 | Leave Of Absence | 5 |
| 5 | DECLARATION OF INTEREST OF MEMBERS AND STAFF | 5 |
| 6 | REPORTS OF OFFICERS | 5 |
| 6.1 | Strategic Plan | 5 |
| 7 | CLOSURE OF MEETING | 6 |

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 MEETING DECLARED OPEN

Meeting Opened at 5:31pm

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 ATTENDANCE

ELECTED MEMBERS

Mayor Elisabeth Clark

Deputy Mayor Kym Henderson

Councillor Ben Herdon

Councillor Jeremy Trembath

Councillor Madeleine Bower

Councillor Amanda Kingdon

Councillor Denis Coburn

OFFICERS

Mrs Ingrid Stonhill – Chief Executive Officer

Mr Brendan Pearce – Director Infrastructure and Environment

Mr Avtar Singh – Director Corporate Services

VISITORS

Mrs Jo Hersey MLA

4.2 APOLOGIES

Nil

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Nil

6 REPORTS OF OFFICERS**6.1 STRATEGIC PLAN****COUNCIL RESOLUTION****SCM-015-2022****Moved:** Deputy Mayor Henderson**Seconded:** Councillor Herdon

1. That it be recommended to Council to:
 - (a) Formally receive and note Katherine's five (5) year Strategic Plan
 - (i) Adopt Katherine's five (5) year Strategic Plan

CARRIED 7/0

BACKGROUND

Council undertook an Expression of Interest (EOI) in June 2021, seeking the service of an interest and skilled consultant to develop a five (5) year Strategic Plan for Katherine.

It was essential that the plan included key stakeholders and facilitated community engagement.

At the Ordinary Meeting of Council, 26 October 2021, Elected Members unanimously supported and appointed Deloitte.

Deloitte's are a multinational professional service, who are highly experienced in working with diverse communities and Local Government planning.

CONSULTATION PROCESS

In May 2022, numerous community consultations were held.

The consultants were able to facilitate a better understanding of the issues that they had researched in Katherine, such as housing, entertainment facilities and public infrastructure.

Simultaneously, extensive staff consultations were undertaken.

PURPOSE OF REPORT

Katherine now has its first strategic plan. In preparation of the plan, extensive community and staff consultation was undertaken.

The plan is presented in an inclusive style and can be reviewed every two years based on funding opportunities, service delivery, budget considerations and community trends.

The strategic direction and priorities are strongly targeting leadership, community and families, events, sustainability, culture and Big Rivers Inter-Government collaboration.

The strategic plan will conclude 2027.

7 CLOSURE OF MEETING

The meeting closed at 5:46pm.

14.2 PROJECT UPDATE OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170665

AUTHOR : JANETTE CROWHURST, PROJECT COORDINATOR

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. PROJECT UPDATE OCTOBER 2022.PDF

OFFICER RECOMMENDATION

1. Receive and note the project update for the month of October 2022

PURPOSE OF REPORT

To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of October 2022.

COMMUNITY PLAN/STRATEGIC PLAN

Our projects are meeting targets against the strategic plan.

| 1. Strong Leadership | 2. Community and Families | 3. Sports and Civic Events | 4. Growth and Sustainability | 5. Arts, Culture and Heritage | 6. Big Rivers Inter-Government Collaboration | 7. Environmental Sustainability | Project |
|----------------------|---------------------------|----------------------------|------------------------------|-------------------------------|--|---------------------------------|--|
| | ✓ | | | | | | Safer Territory Places Grant – Installation of Solar lighting Katherine East, Ring Road and Grevillia Park |
| | ✓ | ✓ | ✓ | | | | Katherine and Big Rivers Community, Sport and Recreation Venue, And Carparks |
| | ✓ | | | | | | Adventure Play Park – Demolish existing and build new amenities |
| | ✓ | | | | | | Tourism Town Asset Program – Disability Upgrade – Visitor Information Centre |
| | ✓ | | ✓ | | | | Hot Springs Upgrade – Signage and Infrastructure |
| | | | ✓ | | | | Sportsground Bore 2 and 3 Enclosures |
| | | | ✓ | | | | Showgrounds Fire Hydrant Upgrade |

BACKGROUND

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

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

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

Brendan Pearce

DIRECTOR INFRASTRUCTURE & ENVIRONMENT

INFRASTRUCTURE & ENVIRONMENT

PROJECTS - Planning

Total Projects: 8

Project Updated:
11 November 2022

Sportsground
Fencing

Footpath Renewal
Program Phase 1

Footpath Renewal
Phase 2

Showground Field
Lighting
Campdraft/Rodeo

Showground –
Electrical Services

Aquatic Centre –
Pool Pump

EV Charging
Station

Road Reseal

INFRASTRUCTURE & ENVIRONMENT

PROJECTS - Delivery

Total Projects: 9

Sportsground
Pavilion

Adventure Play
Park Toilet Block

Showground Fire
Hydrants

Hot Springs
Upgrade Project
Wayfinding
Signage

Solar Lights
Installation

Visitor Information
Centre - Upgrade
Disability Access

Hot Springs
Upgrade Project

Waste
Management
Facility – Tip Shop

Sportsground Bore
Enclosures

KATHERINE SPORTSGROUND – PAVILION

PROJECT BRIEF SCOPE

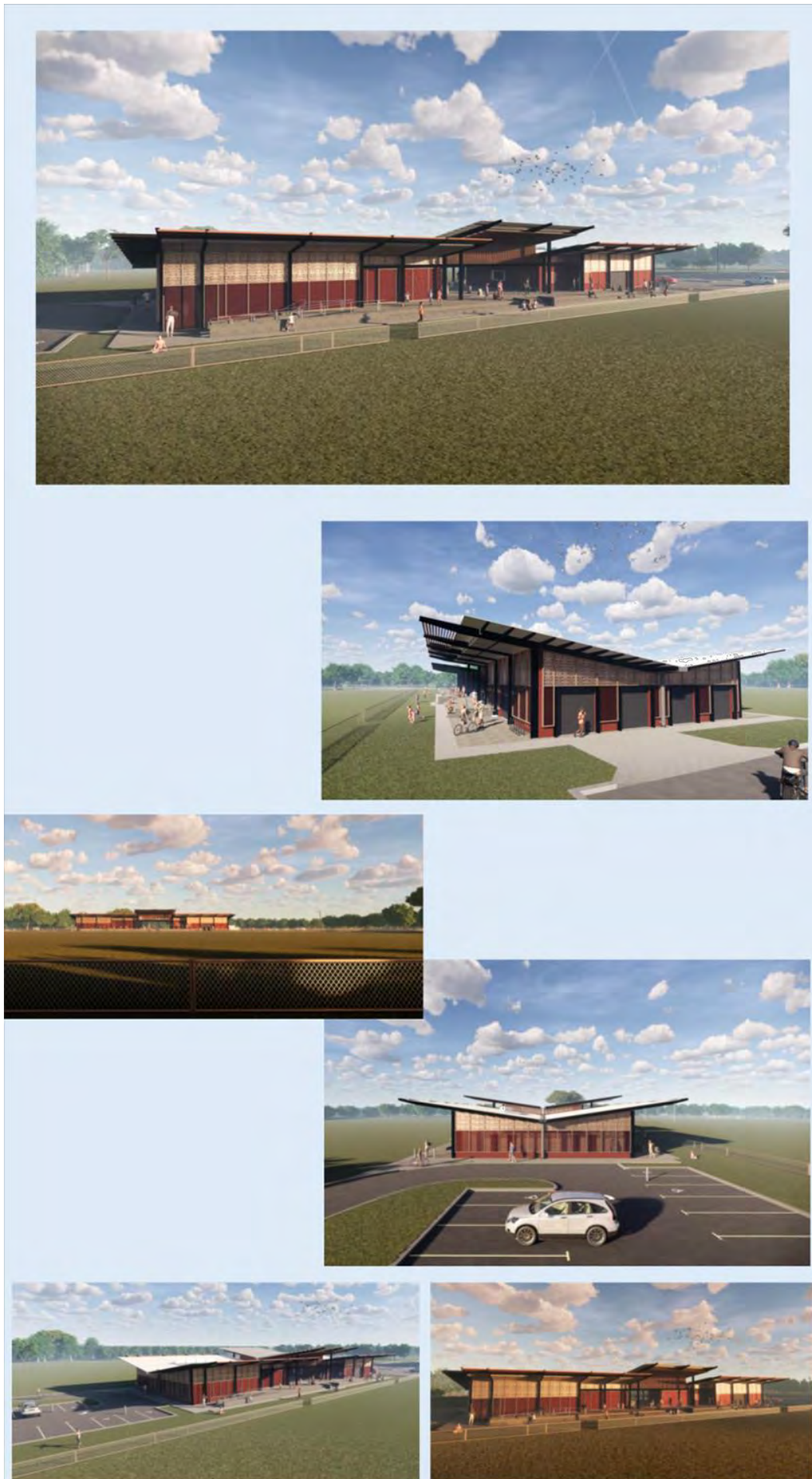
The scope of works included

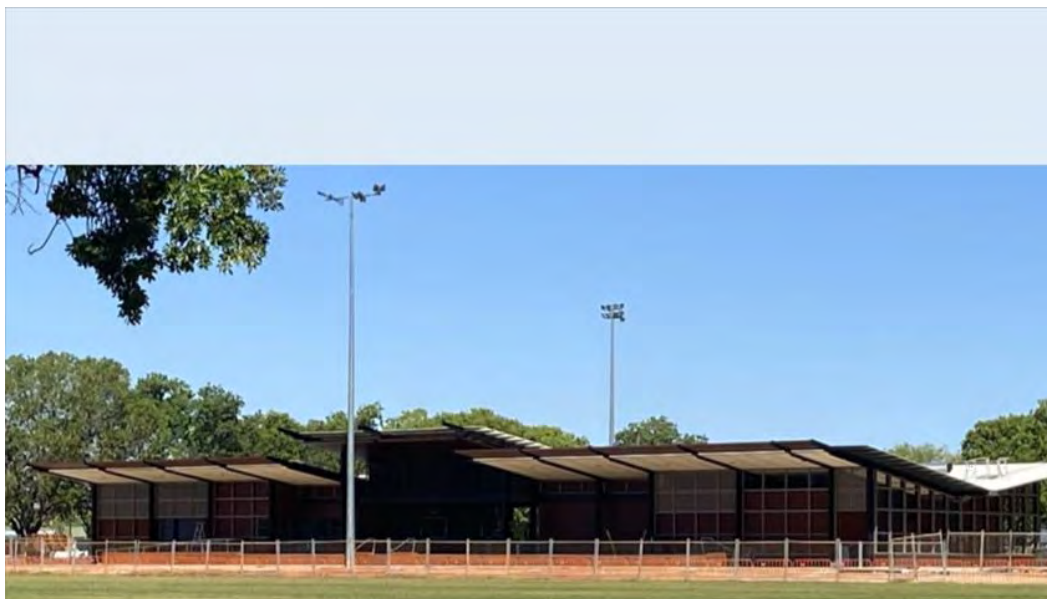
- Demolition of existing building
- Main Building works, including hardscape to its perimeter, shading awning and landscaping works
- Main building includes 4 x Change rooms, Male & Female Toilets, Outdoor Function Space, Kitchen, Offices, Store rooms, First Aid Room, Comms Room and Cleaners Room
- Upgradation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

KEY DATES

| | |
|---|-----------------------------------|
| Drawings and Design Complete | 10 September 2020 |
| KTC Release for Tender | 9 October 2020 |
| Tender Closing Date | 6 November 2020 |
| Contract Award Date | Mid December 2020 |
| Construction Work Start | 25 January 2021 |
| Duration of Works | 12 Months (Plus Covid Delays) |
| Completion Date Certification and Final Defects Pending | 19 May 2022 (Delayed to Nov 2022) |







KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK

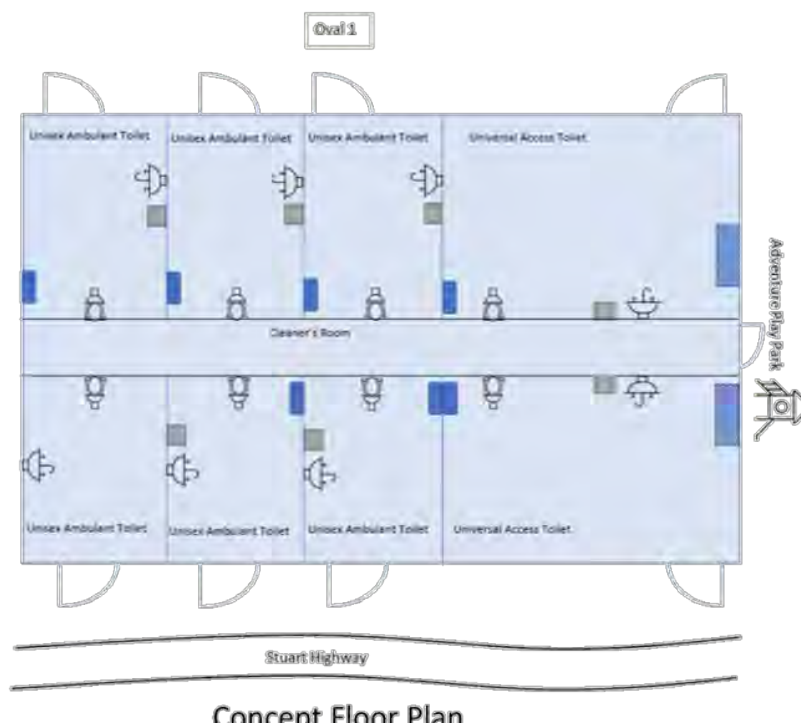
PROJECT BRIEF SCOPE

Stage 1

The principal objectives of the project is to:
Procurement and delivery of modular toilet block for Katherine Sportsground.

KEY DATES

| | |
|------------------------------|----------------------------|
| Drawings and Design Complete | 5 May 2022 |
| KTC Release for Quotation | 5 May 2022 |
| Quotation Closing Date | 9 May 2022 |
| Contract Award Date | 16 May 2022 |
| Delivery – On Track | 4-6 Months from award date |



KATHERINE SPORTSGROUND - ADVENTURE PLAY PARK TOILET BLOCK

PROJECT BRIEF SCOPE

Stage 2

The principal objectives of the project is to:

Demolition of existing and installation of procured modular toilet block for Katherine Sportsground.

KEY DATES

| | |
|------------------------------|---------------|
| Drawings and Design Complete | July 2022 |
| Contract Award Date | October 2022 |
| Delivery | February 2023 |



KATHERINE SHOWGROUNDS- FIRE HYDRANT UPGRADE

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

Design and installation of internal fire hydrant service upgrade to meet NTPFRS compliance.

KEY DATES

| | |
|---|-----------------|
| Drawings and Design Complete | 4 March 2022 |
| KTC Release for Quotation | 21 January 2022 |
| Quotation Closing Date | 4 February 2022 |
| Contract Award Date | 1 February 2022 |
| PWC approvals and design works | 1 May 2022 |
| Construction Work Commencement (80% Complete) Test Complete – Approval from Authorities received 29 September 2022 | August 2022 |
| Site meeting with Power and Water on site to discuss requirement of works | November 2022 |
| Commissioning and Delivery | TBC |



Upgrade Plan

VISITOR INFORMATION CENTRE UPGRADE DISABILITY ACCESS

PROJECT BRIEF SCOPE

The principal objectives of the project is to: Upgrade of disability access ramp and door to Visitor Information Centre. This project will provide improved disability access and accessible bathrooms via new doors and streamlined pathways for improved circulation around the visitor information centre.

KEY DATES

| | |
|--|---------------|
| Installation of disability ramp (complete) | June 2022 |
| Installation of disability access door | November 2022 |





HOT SPRINGS UPGRADE PROJECT WAYFINDING SIGNAGE

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

- Design and install wayfinding signage for the Hot Springs Park

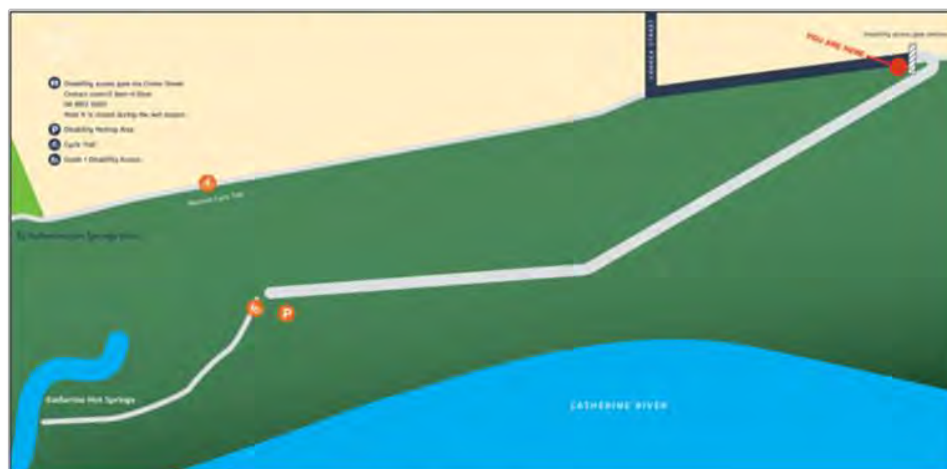
KEY DATES

Drawings and Design Complete

31 August 2022

Delivery and Installation

November 2022



Artwork for Podium signs

HOT SPRINGS UPGRADE PROJECT

PROJECT BRIEF SCOPE

The principal objectives of the project is to:

Completed:

- Remove palms and vegetation as needed to install Colorbond fence to match and join existing fence (approximately 38m). Alignment of fence may be adjusted up to 0.5m towards the carpark, to allow for existing large trees if necessary.
- Supply and install 16 x traffic stops to parks adjacent Colorbond fence.
- Screening for Public Toilets.





In Progress:

- Supply and install 125mm bollards with reflectors at 1.5m spacing for approximately 90m around large gum tree adjoining chain mesh fence.
- Plant hardy climbing vine and ground cover along chain mesh fence and extend existing irrigation line and fittings to this area; and
- Remove 1 x "No Right Turn" pictograph sign; remove obsolete galvanized posts in vicinity of carpark.



HOT SPRINGS UPGRADE PROJECT



| LEGEND | |
|---|--|
| <i>Locations are indicative only</i> | |
|  | Colorbond fence to replace existing chain mesh fence |
|  | Plant vines and ground cover extend irrigation along existing chain mesh fence |
|  | Install bollards with reflectors 90m along driveway and around large gumtree |
|  | Install vehicle stops to parking bays x 16 |

KEY DATES

| | |
|------------------------------------|---------------|
| Works Completed (blue and green) | August 2022 |
| Works in Progress (red and yellow) | November 2022 |



SOLAR LIGHTS INSTALLATION

PROJECT BRIEF SCOPE

The principal objectives of the project is to:
Install 53 X solar lights in the Katherine Municipality as part of the
Safer Territory Grant Project

KEY DATES

| | |
|--------------------------------|---------------|
| Drawings and Design Complete | 11 March 2022 |
| KTC Release for Quotation | 11 March 2022 |
| Quotation Closing Date | 18 March 2022 |
| Contract Award Date | 18 March 2022 |
| Parts Procurement and Delivery | 6 May 2022 |
| Installation Work Commencement | 16 May 2022 |
| Duration of Works | 6 Weeks |
| Completion | Oct 2022 |

SOLAR LIGHTS INSTALLATION



Location map – Solar lights

SPORTSGROUND BORE ENCLOSURES

PROJECT BRIEF SCOPE

The principal objectives of the project is the:
Installation of enclosures around Bores 2 and 3 for beautification and protection. Both bores are located at the Eastern Carpark, Katherine and Big Rivers Community, Sports and Recreation Facility



KEY DATES

| | |
|---|---------------|
| Bore Enclosures – Formwork for Concrete | November 2022 |
| Bore Enclosures - Fabrication | November 2022 |
| Bore Enclosures - Installation | December 2022 |

14.3 REPORT FOR THE VISITOR INFORMATION CENTRE FOR THE MONTH OF OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170182

AUTHOR : SUZI BOWLES, VISITOR INFORMATION MANAGER

AUTHORISER : ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That the elected members receive note and approve the report of the Visitor Information Centre for the month of October 2022.

PURPOSE OF REPORT

To provide Council with an overview of Visitor Services operations for the month of October 2022.

BACKGROUND

The Katherine Visitor Information Centre (KVIC) has been a target of crime and victim to a number of break-ins during late October/November. To combat crime six CCTV cameras have been stalled at the KVIC. This will assist Police identify and resolve these incidents of crime. These are necessary but unbudgeted prevention measures taken to reduce the spend on damage repairs.

On Thursday 20 October, KVIC welcomed Tourism Top End – Katherine Region Member Networking event. The Tourism Top End Operation Team, including General Manager and the Tourism Top End Board were able to view KVIC operations while providing an opportunity to meet local stakeholders and members to strengthen working relationships.

It is now the conclusion of the tourism peak season, (31 October 2022) as expected, visitor numbers have reduced significantly. This coincides with the planned seasonal closures of major tourist attractions. The operating schedule of the KVIC will reflect off peak demands.

KVIC farewells staff Jane and Taylor, who have contributed significantly during the peak season. Welcoming two new members Tarn and Wen.

14.4 VISITOR INFORMATION CENTRE CLOSURE OUT OF SESSION VOTE

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170229

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That the Elected Members note the resolution to confirm an Out of Session voting outcome in regard to the Visitor Information Centre temporary closure on the weekend of 5 and 6 November 2022.
2. That the proposal to close the Visitor Information Centre for the period 24 December 2022 until 2 January 2023 inclusive, be confirmed as accepted.

PURPOSE OF REPORT

To confirm the out of session voting in regard to the Visitor Information Centre temporary closure on the weekend of 5 and 6 November 2022.

To advise the Elected Members of adjustments to the Katherine Town Council's Christmas and New Year 2022/2023 holiday period, as related to the operations of the Visitor Information Centre.

BACKGROUND

Out of session meetings (i.e., by email) are to be used as a method of last resort and/or for when urgent matters are required for decision/input and it is not feasible for a meeting (face-to-face, or teleconference, or videoconference) to be convened.

The Visitor Information Centre has staffing shortages, and due to the lowered customer demand reflecting the seasonal tourism industry, an out of session (via email) vote was conducted to confirm the temporarily close the Visitor Information Centre on the weekend of 5 and 6 November 2022, returning to normal operations thereafter.

The operational decision to temporarily close the Visitor Information Centre was conducted with a poll of the elected members via email on Wednesday 2 November 2022, resulting in the decision as follows to temporarily close the Centre:

In favour:

Mayor Clark

Deputy Mayor Henderson

Councillor Coburn

Councillor Bower

Councillor Trembath

Councillor Herdon

Against:

Councillor Kingdon

Closure of Visitor Information Centre – Christmas and New Years 2022/2023

Further to the Christmas Closure Report (DOC ID # 167861) provided to Council through the 23 August 2022 Ordinary Council Meeting, it is requested to change the proposed operations of the Visitor Information Centre for the Christmas and New Year 2022/2023 period.

Originally it was agreed to continue VIC operations on standard business days, at reduced hours (10am-2pm), however since the compilation of the original report, and as noted through the required closure on 5 and 6 November 2022, the centre is currently struggling to adequately staff the centre whilst also maintaining staff welfare.

With the severely reduced operations over this off-peak period through the public holidays, along with the extremely low visitor numbers traditionally experienced at the centre during this time frame, it is recommended to close the Visitor Information Centre for the period 24 December 2022 until 2 January 2023 inclusive. Centre operations will resume as per normal Wet Season hours on Tuesday 3 January 2023.

COUNCIL OFFICER CONFLICT OF INTEREST

Nil advised



Ingrid Stonhill

Chief Executive Officer

14.5 TERMS OF REFERENCE FOR THE ADVISORY COMMITTEES

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170703

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. ADVISORY COMMITTEE TOR_DRAFT V1.PDF

OFFICER RECOMMENDATION

1. That it be recommended to Council to approve the Terms of Reference for the Showground and Multi-Purpose Centre Advisory Committee and Sportsground Advisory Committee

PURPOSE OF REPORT

To seek Council approval of the Terms of Reference for the Showground and Multi-Purpose Centre Advisory Committee and Sportsground Advisory Committee (attached).

BACKGROUND

As part of recent reviews of Council's governance policies, a new Advisory Committee policy was approved by Council.

The Katherine showgrounds and multi-purpose centre and Sportsground Pavilion (the facilities), including the sportsgrounds, provide important community infrastructure in Katherine. Given the importance of this community infrastructure, it is essential that community members and groups that access these facilities have a mechanism to discuss key issues and engage with Council. The Showground and Multi-Purpose Centre Advisory Committee and Sportsground Advisory Committee will provide advice to Council in order to maximise the benefits to the Katherine community by supporting and enhancing agricultural and sporting activities in relation to facilities, infrastructure and events.

The purpose of the Advisory Committee is to provide Council with strategic guidance and/or recommendations in relation to the Katherine showground and multi-purpose centre on a regular basis.

It is proposed the Advisory Committee will comprise of eight (8) members in total including:

- Six (6) individual community and/or community organisation representatives, one of whom is under the age of 25 years, and
- Two (2) Councillors.

External membership selection will include Expressions of Interest sought through a range of channels as decided by the Mayor, Councillors, Chief Executive Officer or relevant Director, Infrastructure and Environment. Councillors will be appointed to the Advisory Committee by resolution at an Ordinary or Special Council Meeting. Katherine Town Council staff will provide appropriate advice and administrative support to assist the Advisory Committee to meet its obligations.

The Advisory Committee will meet a minimum of four (4) times per annum to provide Council with information and advice with respect to the views and concerns of all users and groups that use the facilities and be a key link between the community, users and groups, and other community interest groups. Following each meeting, the Advisory Committee will provide a report of the meeting to Council with its guidance and/or make recommendations to Council.



Ingrid Stonhill
Chief Executive Officer



TERMS OF REFERENCE

Draft v1

SHOWGROUND AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE

| | | | |
|----------------------|--|-----------------------|-----------------|
| Type: | Terms of Reference | | |
| Owner: | Chief Executive Officer | | |
| Responsible Officer: | Director, Infrastructure and Environment | | |
| Approval Date: | XXXXX | Next Review: | 1 November 2024 |
| Records Number: | | Council/CEO Decision: | Council |
| Policy Reference: | Advisory Committee Policy | | |

1 PURPOSE

Katherine Town Council encourages input from the community about its services, operations and facilities. Council Advisory Committees are one way for the community to provide input or advice to Council on a specific topic or the strategic management of a facility on an ongoing basis.

The purpose of the Showground and Multi-Purpose Centre Advisory Committee is to provide Council with strategic guidance and/or recommendations in relation to the Katherine showground and multi-purpose centre on a regular basis. These Terms of Reference are to be read in conjunction with Council's Advisory Committee policy.

2 DETAILS

The Katherine showgrounds and multi-purpose centre (the facilities), including the sportsgrounds, provide important community infrastructure in Katherine.

The showgrounds provide facilities including the racecourse, pavilions, campgrounds, grandstands, the oval, rodeo arena, storage sheds and ablution blocks. The multi-purpose centre includes sportsgrounds to facilitate baseball, cricket, BNX, netball, softball and refreshment kiosks.

Given the importance of this community infrastructure, it is essential that community members and groups that access the facilities have a mechanism to discuss key issues and engage with Council. The Advisory Committee will provide advice to Council in order to maximise the benefits to the Katherine community by supporting and enhancing agricultural and sporting activities in relation to facilities, infrastructure and events.

ADVISORY COMMITTEE MEMBERSHIP

The Advisory Committee will comprise of eight (8) members in total including:

- Six (6) individual community and/or community organisation representatives, one of whom is under the age of 25 years, and
- Two (2) Councillors.

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

Membership of the Committee shall be for a period of two (2) years unless a recommendation to the contrary is adopted by Council at an Ordinary or Special Council Meeting.

An increase or decrease in the Committee membership must be approved by resolution of Council at an Ordinary or Special Council Meeting.

One month prior to the expiration of a member's term on the Committee, Council shall seek nominations for a replacement, with the successful appointee being approved by Council at an Ordinary or Special Council Meeting.

Appointment of community or community organisation members

The external membership selection process for this Advisory Committee will include Expressions of Interest sought through a range of channels as decided by the Mayor, Councillors, Chief Executive Officer or relevant Director, Infrastructure and Environment.

Appointment of Councillors

Councillors will be appointed to the Advisory Committee by resolution at an Ordinary or Special Council Meeting.

Chairperson

The Chairperson may be a Councillor or other member of the Advisory Committee determined by the members' majority vote.

In the event the Chairperson is unable to attend a meeting, the Chairperson shall nominate an acting chair for that meeting.

QUORUM

The quorum for the Advisory Committee shall be half the number of members of the Committee, plus one.

MEETINGS

The Advisory Committee will meet a minimum of four (4) times per annum. A schedule of committee meetings will be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council. If a voting member is absent for two consecutive meetings, the Chairperson will write to that member seeking an explanation on why they should remain on the Committee.

The meetings will be an opportunity for Councillors to interact with the Group and receive views and opinions on matters relevant to the Committee. Meetings shall be Chaired by one of the Committee members.

Council staff are not permitted to vote or move or second recommendations but can contribute advice during discussions on any subject.

ROLES AND RESPONSIBILITIES

The roles and responsibilities of the Advisory Committee are to:

- provide Council with information and advice with respect to the views and concerns of all users and groups that use the facilities
- provide Council with a key link between the community, users and groups, and other community interest groups
- provide advice and recommendations to help inform Council's decision-making regarding services and policies related to the facilities, and

- assist Council to distribute information about relevant decisions to reach the targeted users and groups, and other community groups.

ADMINISTRATIVE SUPPORT

Katherine Town Council will provide administrative support to the Committee by way of distributing the Notice of Meetings, creating, and circulating to the members an agenda, taking the minutes of each meeting, circulating to members the minutes of each meeting, writing an agenda report, and attaching the Committee minutes and including recommendations made by the Committee to Council for inclusion in the Ordinary Council Meeting Agenda.

Katherine Town Council staff will provide appropriate advice and administrative support to assist the Committee to meet its obligations.

REPORTING TO COUNCIL

Following each meeting, the Advisory Committee will provide a report of the meeting to Council with its guidance and/or make recommendations to Council.

The minutes of each committee meeting shall be attached to an agenda report to be dealt with accordingly at the Ordinary Council Meeting following the Committee meeting.

3

ASSOCIATED POLICIES/DOCUMENTS

Advisory Committee policy

Privacy policy

Confidential Information policy

Revision History

| Version | Approval date | Details of change | Responsible officer |
|---------|---------------|-------------------|--|
| 1 | XXXXX | Created | Director, Infrastructure and Environment |
| | | | |

14.6 KATHERINE TOWN COUNCIL BY LAW 1998 PROPOSED AMENDMENTS

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170705

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. KATHERINE TOWN COUNCIL AMENDMENT BY-LAWS 2022.PDF

OFFICER RECOMMENDATION

1. That it be recommended to Council:
 - (a) To rescind the Council decision of 14 December 2021
 - (b) To endorse version 10 of the Katherine Town Council By Laws 2022
 - (c) To 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 Katherine Town Council Amendment By-Laws 2022 (attached) prior to public consultation and re-making of the by-laws.

BACKGROUND

In 2017, a major project to update the *Katherine Town Council By-Laws 1998* commenced. 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 project has faltered for several reasons, including the unfortunate passing of Andrew Wilson who was the key policy advisor for Katherine Town Council, numerous changes to policy advisors in the NT Government Local Government team that were supporting Council and the new *Local Government Act 2019* replacing the *Local Government Act 2008* which was repealed.

The Northern Territory Office of Parliamentary Counsel (OPC) has undertaken a significant amount of effort over the past five years to re-draft the by-law amendments (among competing priorities of a heavy legislative timetable). Drafting legislation is an iterative process over many versions of the document, to ensure the provisions accurately reflect the policy objectives and the changes are drafted in consideration of the legal framework in which the legislation is to operate.

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

CURRENT SITUATION

On 14 December 2021, Council considered a report from the former Director Corporate and Community Services, Kerry Whiting and agreed to several recommendations made by him. It appears that even though Council supported the recommendations, no action was taken to implement the agreed recommendations. What it would have required was a new set of drafting instructions being sent to OPC. This did not happen. Hence OPC have been operating on the previous instructions from 2017. The new instructions as proposed in Director Whiting's paper are extensive and would require an entire re-framing of the by-laws to incorporate the new 'streams'. Assuming OPC had capacity (by-laws are a low priority), it would take many months.

OPC have provided version 10 of the by-law amendment (attached **KATHERINE TOWN COUNCIL AMENDMENT BY-LAWS 2022**).

By legislative amendment standards, this represents a substantial amendment to the current by-laws, running to 55 pages of amendments. While most amendments relate to the inclusion of new policy positions of Council from 2017, there are a substantial number that relate predominantly to modernising terminology in the by-laws.

They are effectively a tidy up of outdated terminology and new ways of dealing with council matters, e.g. dangerous dogs and management of on-street parking. It also tidies up infringements (currently the maximum is \$100 for most offences - the amendments use penalty units instead of \$ amounts. 1 penalty unit = \$162). Does KTC need the amendments to operate? In short, no. Council is functioning fine without them now. However, it does mean that Council continues to function based on settings established in the late 1990s. The last amendments in 2011 were relatively minor and preceded the new *Local Government Act 2019*.

A summary of the amendments is outlined in the table below:

| Amendment | Nature of change |
|-----------|---|
| General | <ul style="list-style-type: none"> Updating references to new <i>Local Government Act 2019</i> Removal of the terms 'clerk' and 'registrar' and replacement with CEO Replacement of ', &c.' with 'etc.' Replacement of the term 'guide dog' with 'assistance dog' Updating of dollar amounts for penalties with penalty units (the value of which is set through the <i>Penalty Units Act 2009</i>. In 2022/23, 1 penalty unit = \$162) 'Reserves' have been added to a number of provisions in Division 6 which prohibits certain activities occurring eg riding of skateboards. |

| Amendment | Nature of change |
|------------------------------|---|
| Interpretation (By-Law 3) | <ul style="list-style-type: none"> • Updates to several definitions resulting from new clauses included or amendments to NT primary legislation (Acts) |
| Offences | <ul style="list-style-type: none"> • Several offence provisions regarding commercial waste and littering have been updated • Schedule 2 outlines penalty units for infringement notices for various offences • New provision to provide change of address details in relation to registered dogs to Council when moving and an offence for not providing an updated address • New offence for obstruction of pound supervisor |
| Control of dogs | <ul style="list-style-type: none"> • Substantial number of amendments to clarify registration and identification of dogs and offences relating to the control of dogs • Inclusion of new by-laws regarding the control and registration of dangerous dogs. New By-Law 50A defines a dangerous dog. • New by-law requiring Council to consider responses from the community before declaring a dog exercise area or dog restriction area. |
| Other animals | <ul style="list-style-type: none"> • A new provision is included to limit the number of other animals, other than dogs, to a licensed premises. • There is also a new offence for animals at large (other than dogs). |
| Pounds | <ul style="list-style-type: none"> • The CEO is the supervisor of the pound. • Changes to rules regarding impoundment for dogs with identification devices. • Changes to rules around not releasing certain impounded dogs if the dog is a dangerous dog or is repeatedly at large. • New provisions regarding impounding other animals (not just dogs). • Broadening of definition regarding diseased animals (previously only referred to diseased dogs). • Changes to rules regarding disposal of impounded animals, including that investigations regarding dangerous dogs must be completed before the dog is destroyed. |
| Control of vehicular traffic | <ul style="list-style-type: none"> • Amended definition of 'service vehicle' to include contractors that may be working on behalf of Council or other agencies (such as electricity, telecommunications services). |

| Amendment | Nature of change |
|----------------------------------|---|
| On-street and Off-street parking | <ul style="list-style-type: none"> Minor amendment to update by-laws to revised provisions in the <i>Traffic Regulations 1999</i> New provision for regulation of on-street parking. Including the use of signs, meters, or vending machines |
| Library | <ul style="list-style-type: none"> Minor amendments to modernise structure of provisions relating to registration of borrowers Updated definition of assistance dog (allowed in the library) Replacement of the term 'librarian' with 'library manager' Replacement of 'shall' with 'must' in relation to directions given by the library manager about bags and children |
| Other council facilities | <ul style="list-style-type: none"> New provision allowing for an authorised person to direct a person not to enter, or to leave, a facility owned by the council if the authorised person believes on reasonable grounds that the person is under the influence of alcohol or a drug; or the person threatens or harasses a council employee or any other person in the facility (note, there is no offence). This provision previously only applied in the library. |
| Infringement notice offences | <ul style="list-style-type: none"> New provisions clarifying infringement notices including reference to revised Schedule 1 (infringement notice amounts) |
| Repealed | <ul style="list-style-type: none"> By-Law 12 – the numbering of properties/land adjacent to a road in the Northern Territory is the responsibility of the NT Government, not Council By-Law 21 – provisions moved into By-Law 20 By-Laws 34-36 – new offence provisions in by-laws 31A and 31B Schedule 2 – replaced by new provisions relating to infringement notices |

NEXT STEPS

Council needs to endorse version 10 of the by-law amendments, to allow a minimum 28-day period of community consultation and comment in accordance with section 278 of the *Local Government Act 2019*. During this time, the community can comment on the proposed amendments and Council must consider those comments.

If there are to be no further amendments following consultation, a resolution of Council is required to provide certification to the Chief Executive Officer to sign the by-law amendment and send it to the Minister for Local Government, at which time the by-laws will be gazetted and laid before the

Legislative Assembly. The new by-laws will come into effect on the day they are notified in the Gazette.

If there are further amendments required, instructions will be sent to OPC, and changes will be made accordingly. Once the Chief Executive Officer accepts those additions, the same process of Council resolution and notifying the Minister will be undertaken.

Ingrid Stonhill

Chief Executive Officer

NORTHERN TERRITORY OF AUSTRALIA

KATHERINE TOWN COUNCIL AMENDMENT BY-LAWS 2022

Subordinate Legislation No. [] of 2022

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NORTHERN TERRITORY OF AUSTRALIA

Subordinate Legislation No. [] of 2022*

Katherine Town Council Amendment By-laws 2022

Katherine Town Council, at a meeting held on [] 2022, made the following by-laws under the Local Government Act 2019 and, for section 63A(1)(a)(ii) of the Interpretation Act 1978, authorised [], the Chief Executive Officer, to sign them.

Dated 2022

Chief Executive Officer

The common seal of Katherine Town Council is affixed under a resolution authorising the seal to be affixed passed on [] 2022.

Mayor

Chief Executive Officer

CONFIDENTIAL DRAFT
Prepared by the Office of the Parliamentary Counsel
Date: 23 October 2022 18:50
Ref: 4 byl LO18R6 v10

* Notified in the Northern Territory Government Gazette on [] 2022.

1 Title

These By-laws may be cited as the Katherine Town Council Amendment By-laws 2022.

2 Commencement

These By-laws commence on the day on which they are notified in the Gazette.

3 By-laws amended

These By-laws amend the Katherine Town Council By-laws 1998.

4 By-law 3 amended (Interpretation)

(1) By-law 3

omit

, unless the contrary intention appears

(2) By-law 3, definitions pound supervisor and registrar

omit

(3) By-law 3

insert

abandon, for Part 3, see by-law 37A.

alcohol means liquor as defined in section 4(1) of the Liquor Act 2019.

animal means all animals kept on private premises in the municipality, and includes dogs, cats, birds and reptiles.

approved form means a form approved under by-law 11A.

assistance dog means a dog:

(a) trained or assessed by a training institution recognised by the CEO in writing for the purposes of these By-laws; and

(b) used by a person to alleviate the effects of a diagnosed disability, whether physical, sensory or psychological.

at large, for Part 3, see by-law 37A.

attack, for Part 3, see by-law 37A.

dangerous dog, for Part 3, see by-law 37A.

dog means an animal of the genus *Canis*.

dog exercise area, for Part 3, see by-law 37A.

dog restricted area, for Part 3, see by-law 37A.

dog-tag, for Part 3, see by-law 37A.

drug means:

- (a) a dangerous drug as defined in section 3(1) of the Misuse of Drugs Act 1990; or
- (b) a prohibited substance as defined in section 12 of the Medicines, Poisons and Therapeutic Goods Act 2012; or
- (c) kava as defined in section 3(1) of the Kava Management Act 1998.

effective control, for Part 3, see by-law 37A.

identification device, for Part 3, see by-law 37A.

infringement notice, see by-law 173B.

infringement notice offence, see by-law 173A(1).

library, for Part 6, see by-law 112.

library material, for Part 6, see by-law 112.

library manager, for Part 6, see by-law 112.

library officer, for Part 6, see by-law 112.

menace, for Part 3, see by-law 37A.

owner, for Part 3, see by-law 37C.

on-street parking, see by-law 111A.

pound means a place established under by-law 64 to impound animals.

prescribed amount, see by-law 173A(2).

properly contained, see by-law 37B.

repealed by-laws, for Part 3, see by-law 37A.

registered borrower, for Part 6, see by-law 112.

veterinarian, for Part 3, see by-law 37A.

(4) By-law 3, definition reserve

omit

recreation ground

insert

cenotaph, monument, recreation ground, walkway

5 By-law 4A inserted

After by-law 4

insert

4A Application of Criminal Code

Part IIAA of the Criminal Code applies to an offence against these By-laws.

Note for by-law 4A

Part IIAA of the Criminal Code states the general principles of criminal responsibility, establishes general defences, and deals with burden of proof. It also defines, or elaborates on, certain concepts commonly used in the creation of offences.

6 By-laws 5, 6 and 7 replaced

By-law 5

repeal, insert

5 Determinations

- (1) The council may determine the charges, dues, fares, appropriate fees and rents in relation to a property, undertaking, service, matter or thing.
- (2) A determination under clause (1) may be made for any of the following:
 - (a) supplying a service, product or commodity;
 - (b) granting a licence or permit;
 - (c) registering an animal or thing;

-
- (d) giving information;
 - (e) admitting a person to a building or enclosure;
 - (f) receiving an application for approval;
 - (g) permitting inspection of a register;
 - (h) allowing the use of real or personal property of or under its care.
- (3) If the council makes a determination under this by-law, it must publish a notice of its making in a newspaper circulating in the municipality as soon as practicable after the determination is made.
- (4) The council may demand and recover the amount determined under clause (1) if the council has:
- (a) published a notice of the making of the determination under clause (3); and
 - (b) taken the action for which the amount is determined.

6 Registers

- (1) The CEO must keep the registers determined by the council.
- (2) A register may be kept in any form, including electronic form.
- (3) The following information must be recorded in an appropriate register:
 - (a) all dogs registered by the council;
 - (b) all licences granted by the council;
 - (c) all registered borrowers;
 - (d) all offences against these By-laws:
 - (i) of which an owner of a registered dog has been found guilty by a court; or
 - (ii) in respect of which a owner of a registered dog has paid the prescribed amount under an infringement notice.

7 By-law 11A inserted

After by-law 11, in Division 1

insert

11A Approved forms

- (1) The council may approve forms for these By-laws.
- (2) The council must publish the approved form on the council's website.

8 Part 1, Division 2 repealed (Plan of numbering in municipality)

Part 1, Division 2

repealed

9 By-laws 20 and 21 replaced (Penalties)

By-laws 20 and 21

repeal, insert

20 General penalty

- (1) A person who contravenes, or fails to comply with, a provision of these by-laws for which no penalty is provided other than by this by-law commits an offence and is liable to a maximum penalty of 50 penalty units.
- (2) A person who contravenes, or fails to comply with a provision of these by-laws, is liable to a maximum penalty of 1 penalty unit for each day during which the offence continues.

10 By-law 22 amended (Definitions)

By-law 22, definitions dump and exempt person

omit

11 By-law 26 amended (Interference with garbage receptacles)

(1) By-law 26(1)

omit, insert

- (1) A person commits an offence if the person interferes with a garbage receptacle.
- (1A) Clause (1) does not apply if the person is an occupier of a premises for which a garbage receptacle is provided or an exempt person.
- (1B) An offence against clause (1) is an offence of strict liability.
- (1C) It is a defence to a prosecution for an offence against clause (1) if

the defendant has a reasonable excuse.

Note for clause (1C)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

(2) By-law 26(3)

omit, insert

(3) In this by-law:

exempt person means:

- (a) an officer, employee or agent of the council acting within the scope of the officer's, employee's or agent's duties; or
- (b) a contractor in the due performance of a contract for garbage collection between the contractor and the council, or an officer, employee or agent of the contractor.

12 Part 2, Division 1A heading and by-law 27A inserted

After by-law 27

insert

Division 1A Commercial waste and waste management facilities

27A Definitions

In this Division:

commercial waste means waste produced in the course of trade or commerce.

waste management facility means a waste management facility on land owned by or vested in the council or operated or controlled by the council.

13 By-laws 28A to 28C inserted

After by-law 28

insert

28A Commercial waste

- (1) A person commits an offence if the person leaves, throws, deposits or abandons commercial waste other than at a waste management

facility.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

Note for clause (3)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

28B Waste management facility offences

- (1) A person commits an offence if the person leaves, throws, deposits or abandons litter at a waste management facility other than on the days and during the hours specified by the council.

Maximum penalty: 15 penalty units.

- (2) A person commits an offence if the person deposits commercial waste at a waste management facility other than on the days and during the hours specified by the council.
- (3) A person commits an offence if the person enters a waste management facility other than in accordance with the facility's rules approved by the Council.

Maximum penalty: 15 penalty units.

- (4) A person commits an offence if the person fails to comply with any direction given by an officer, employee or agent of the council at a waste management facility relating to the place at which or manner in which commercial waste is to be deposited.
- (5) A person commits an offence if the person fails to permit an authorised person at a waste management facility to inspect a load of waste that the person is proposing to deposit at the facility.

Maximum penalty: 25 penalty units.

- (6) An offence against clauses (1) to (5) is an offence of strict liability.
- (7) It is a defence to a prosecution for an offence against clauses (1) to (5) if the defendant has a reasonable excuse.

Note for clause (7)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

28C Removal of litter or commercial waste

- (1) An authorised person, by written notice, may direct a person responsible for litter or commercial waste in a public place or on vacant land to remove the litter or commercial waste within the period stated in the notice.
- (2) The authorised person must determine the period under clause (1) by taking into account the nature, quantity and location of the litter or commercial waste.
- (3) If the litter or commercial waste to be removed under clause (1) constitutes a threat or risk to public safety, the authorised person may specify in the notice that the litter or commercial waste must be removed immediately.
- (4) If a person does not comply with a direction under clause (1) by the end of the stated period, an authorised person, with any assistance required, may carry out, or cause to be carried out, the work required to render the place clean and free from litter or commercial waste.
- (5) The costs and expenses reasonably incurred by the council in carrying out, or causing to be carried out, any work under clause (4) are a debt due and payable to the council by the person to whom the notice was issued.
- (6) A person commits an offence if the person fails to comply with a notice under clause (1).
- (7) An offence under clause (6) is an offence of strict liability.
- (8) It is a defence to a prosecution for an offence against clause (6) if the defendant has a reasonable excuse.

Note for clause (8)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

14 By-laws 29 repealed (Offences at dumps)

By-law 29

repeal

15 By-law 30 replaced

By-law 30

repeal, insert

30 Littering on private land

- (1) A owner or occupier of land commits an offence if the owner or occupier leaves, throws, deposits or abandons litter in, onto or from the land.

Maximum penalty: 15 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

Note for clause (3)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

16 Part 2, Division 2A inserted

After by-law 31

insert

Division 2A Litter in relation to public or vacant land**31A Littering on public or vacant land**

- (1) A person commits an offence if the person leaves, throws, deposits or abandons litter in, onto or from a public place or vacant land other than into a garbage receptacle provided for that purpose or a waste management facility.

Maximum penalty: 15 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

Note for clause (3)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

31B Littering causing injury or endangering health

- (1) A person commits an offence if the person leaves, throws, deposits or abandons litter in, onto or from a public place or vacant land and the litter is likely to cause injury to, or endanger the health of, a person using the public place or vacant land.

Maximum penalty: 25 penalty units.

- (2) It is a defence to a prosecution for an offence against clause (1) if the defendant has a reasonable excuse.

Note for clause (2)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

- (3) A person who is prosecuted, or served an infringement notice, for an offence against clause (1) is not liable to be prosecuted, or served an infringement notice, for an offence against by-law 31A in respect of the same litter.

17 By-laws 34 to 36 repealed (Offences in relation to fireworks and littering)

By-laws 34 to 36

repeal

18 Part 3, Division 1 heading amended (Animals generally)

Part 3, Division 1, heading

omit

Animals generally

insert

Preliminary matters

19 Part 3, Division 1A inserted

Before by-law 38, in Part 3

insert

Division 1A Interpretation

37A Interpretation

In this Part:

abandon, in relation to a dog, includes:

- (a) deliberately leaving the dog at premises or in a public place without an intention to return to collect the dog or provide care for it; or

-
- (b) failing to obtain the release of the dog from a pound.

attack, in relation to a dog, means any of the behaviour of the dog specified in by-law 52(1) or 53(1).

at large, in relation to a dog, means the dog is:

- (a) outside the premises where it is kept; and
- (b) not under effective control.

dangerous dog means a dog declared to be dangerous under by-law 56.

dog exercise area means an area declared by the council under by-law 46H to be a dog exercise area.

dog restricted area means an area declared by the council under by-law 46J to be a dog restricted area.

dog-tag means a tag issued for a dog under by-law 46A.

effective control, in relation to a dog, see by-law 46G(2) and (3).

identification device means a tag or microchip that complies with by-law 46A.

menace, see by-law 51(2).

owner, see by-law 37C.

properly contained, see by-law 37B.

repealed by-laws means the Katherine (Control of Dogs) By-laws 1992 as repealed by these By-laws.

veterinarian means a registered veterinarian as defined in section 3(1) of the Veterinarians Act 1994.

37B Meaning of properly contained

For these By-laws, a dog is taken to be properly contained on premises if the dog is, under humane conditions appropriate for the dog:

- (a) kept inside a building, a fenced yard, an enclosed run or another structure on the premises from which the animal is unable to escape; or
- (b) leashed or restrained and unable to escape the premises.

Note for by-law 37B

Humane conditions means having sufficient space, access to water and food and access to enrichment items to allow the animal to exhibit behaviours normal for the dog.

37C Meaning of owner

- (1) In relation to a dog, owner means any of the following:
- (a) for a registered dog – the person who is registered as the owner of the dog;
 - (b) the person for the time being in control or possession of the dog;
 - (c) the occupier of the premises, or a part of the premises, where the dog is kept.

Examples for definition owner

A person walking a dog or looking after a dog for a friend who is on holidays.

- (2) If an owner under clause (1) is a person under 18 years of age, the owner is taken to be any parent or guardian of that person.
- (3) For Division 2, and in the absence of evidence to the contrary, the occupier of land where an animal or a dead animal is found is taken to be the owner of the animal.

20 By-law 41 repealed (Occupier is deemed owner)

By-law 41

repeal

21 Part 3, Division 2, Subdivision 1 repealed (Preliminary)

Part 3, Division 2, Subdivision 1

repeal

22 Part 3, Division 2, Subdivision 2 heading amended

Part 3, Division 2, Subdivision 2, heading

omit

Registration of dogs

insert

Responsible ownership of dogs

23 By-law 45 amended (Special considerations in determination of application for registration)

(1) Before by-law 45(1)

insert

(1A) The owner of a dog that is kept in the municipality must register the dog with the council, unless the dog is an assistance dog.

(2) By-law 45(2)(e)

omit, insert

(e) the dog is a dangerous dog and, within the period of 12 months before the date of the application, the owner of the dog has contravened by-law 57 more than once.

(3) By-law 45(3)(a)

omit

by-law 53

insert

by-law 46L

(4) By-law 45(3)(b)

omit

, other than a dog referred to in by-law 54(4),

(5) By-law 45(5)

omit

all words from "a sum" to "infringement"

insert

an amount under an infringement notice

24 By-law 46 replaced and by-laws 46A to 46L inserted

By-law 46

repeal, insert

46 Offence of unregistered dog

- (1) A person commits an offence if the person keeps an unregistered dog that is at least 3 months old in the municipality for a period of 3 months or longer.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) The following persons are exempt from clause (1):
- (a) a council employee or contractor keeping a dog in a pound;
 - (b) an approved incorporated body that provides services relating to animal welfare keeping a dog in a refuge maintained by it;
 - (c) a veterinarian who keeps a dog for treatment;
 - (d) a person that keeps a dog in an area or areas which the council may, by resolution, determine to be exempt from the requirements of clause (1);
 - (e) a person who keeps an assistance dog.
- (4) The council must, not less than 21 days before making a determination under clause (3)(d), publish a notice of the proposed exempt area in a newspaper circulating in the municipality.

46A Identification device

- (1) A registered dog must wear a dog-tag issued by the council, or approved by an authorised person, when outside the premises where the dog is kept.
- (2) If required by the council, a dog must be implanted with a microchip in addition to wearing a tag.
- (3) An implanted microchip must:
- (a) meet the specifications determined by the council; and
 - (b) be designed to store information in a way that can be retrieved electronically without physical contact.
- (4) The owner of a registered dog must ensure that the dog:
- (a) wears the tag issued for the dog when outside the premises where the dog is kept; and
 - (b) is implanted with a microchip if required under clause (2).

46B Offences related to identification device

- (1) The owner of a registered dog must not:
 - (a) allow the dog to be outside the premises where the dog is kept without wearing the tag issued for the dog; or
 - (b) remove from the dog any microchip implanted under by-law 46A.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.

46C Identification device fitted to incorrect dog

- (1) A person must not fit an identification device on a dog that is not the dog for which the device was issued.
- (2) A person commits an offence if the person contravenes clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if the defendant has a reasonable excuse.

Note for clause (4)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

46D Offence for contravention of condition of registration

- (1) The owner of a registered dog must comply with any conditions on the registration determined by the council.
- (2) A person commits an offence if:
 - (a) the person is the owner of a registered dog; and
 - (b) the registration of the dog is subject to a condition; and
 - (c) the owner fails to comply with the condition.
- (3) An offence against clause (2) is an offence of strict liability.

46E Notice of change in address or owner

- (1) The owner of a registered dog must notify the council of the following events:

-
- (a) a change in the owner's address;
 - (b) a transfer of the dog to a new owner.
 - (2) The notice must be given in the approved form within 14 days after the day the event occurred and include the following:
 - (a) the particulars of the dog;
 - (b) the contact details of the owner;
 - (c) in the case of a transfer of the dog to a new owner – the contact details of both the new and former owners.
 - (3) A person commits an offence if:
 - (a) the person is the owner of a registered dog; and
 - (b) the person fails to comply with clause (1) or (2).

Maximum penalty: 10 penalty units.
 - (4) An offence against clause (3) is an offence of strict liability.

46F Proper containment of dogs

- (1) The owner of a dog must properly contain the dog when the dog is on the premises where the dog is kept.
- (2) A person commits an offence if:
 - (a) the person is the owner of a dog; and
 - (b) the dog is not properly contained when the dog is on the premises where the dog is kept.
- (3) An offence against clause (2) is an offence of strict liability.
- (4) To avoid doubt, the following matters are not relevant to an offence against clause (2):
 - (a) the time during which the dog was not properly contained;
 - (b) the ability of the owner to properly contain the dog.

46G Keeping dogs under effective control

- (1) The owner of a dog must ensure that the dog is under effective control when outside the premises where the dog is kept.
- (2) For these By-laws, a dog is taken to be under effective control if

the dog is:

- (a) restrained by a leash or similar device that:
 - (i) is no longer than 2 m; and
 - (ii) is held by a person who is over the age of 12 years and competent to restrain the dog; or
 - (b) safely enclosed in a vehicle, or in or on the back of a flat-topped, tray-backed or well-bodied vehicle, in such a manner that no part of the dog is projecting from the vehicle; or
 - (c) otherwise leashed or restrained and unable to run free.
- (3) For these By-laws, a dog in a dog exercise area is taken to be under effective control if:
- (a) the dog is complying with the conditions specified for the area; and
 - (b) the dog is immediately responsive to a voice command of its owner; and
 - (c) the dog is not a female dog in oestrus; and
 - (d) the owner is carrying a leash or similar device in accordance with clause (2)(a).
- (4) A person commits an offence if:
- (a) the person is the owner of a dog; and
 - (b) the dog is not under effective control when outside the premises where the dog is kept.

Maximum penalty: 20 penalty units.

- (5) An offence against clause (4) is an offence of strict liability.

46H Dog exercise areas

- (1) The council may declare an area to be a dog exercise area.
- (2) If the council intends to declare an area to be a dog exercise area, the council must:
 - (a) publish notice of the proposed area at least 28 days in advance; and
 - (b) consider any responses to the notice from residents of the

municipality.

- (3) The council must publish the location and conditions for using any dog exercise area or class of dog exercise area it declares.

Examples for clause (3)

- 1 The times to exercise dogs in the area.
- 2 When female dogs in oestrus are allowed in the area.

- (4) The owner of a dog using a dog exercise area must comply with the conditions for the area.

- (5) The owner of a dangerous dog must ensure the dog does not enter a dog exercise area.

- (6) A person commits an offence if:

- (a) the person is the owner of a dog; and
- (b) the dog is a dangerous dog; and
- (c) the dog enters a dog exercise area.

Maximum penalty: 20 penalty units.

- (7) An offence against clause (6) is an offence of strict liability.

46J Dog restricted areas

- (1) The council may declare an area to be a dog restricted area.

- (2) If the council intends to declare an area to be a dog restricted area, the council must:

- (a) publish notice of the proposed area at least 28 days in advance; and
- (b) consider any responses to the notice from residents of the municipality.

- (3) The council must publish the location and restrictions on dogs in any dog restricted area it declares.

Examples for clause (3)

- 1 Prohibiting taking a dog into a market or festival.
- 2 Restricting classes or numbers of dogs in an area.

- (4) An assistance dog is exempt from this by-law.

- (5) The owner of a dog must comply with the conditions for the dog

restricted area.

46K Offences related to dog restricted areas

- (1) A person commits an offence if the person:
 - (a) owns a dog; and
 - (b) fails to comply with the conditions for a dog exercise area or dog restricted area.
- (2) A person commits an offence if the person:
 - (a) owns a dangerous dog; and
 - (b) fails to ensure the dog does not enter a dog restricted area.
- (5) An offence against clause (1) or (2) is an offence of strict liability.

46L Requirement for licence

- (1) The council may determine a maximum number of dogs, or dogs of a class of dog, that may be kept on premises without a licence.
- (2) An occupier of premises commits an offence if the occupier keeps dogs on the premises in contravention of a determination under clause (1).

Maximum penalty: 20 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) It is a defence to a prosecution for an offence against clause (2) if:
 - (a) the defendant has a reasonable excuse; or
 - (b) the defendant establishes that the dogs, or the dogs of the class of dog, had not been usually kept on the premises:
 - (i) for a period of 3 months or more immediately before the date of the alleged offence; or
 - (ii) for periods totalling 3 months or more during the 6 month period immediately before the date of the alleged offence.

Note for clause (4)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

- (5) An assistance dog is exempt from this by-law.

25 Part 3, Division 2, Subdivisions 4, 5, 6 and 7 and by-law 70 replaced

Part 3, Division 2, Subdivisions 4, 5, 6 and 7 and by-law 70

repeal, insert

Subdivision 4 Menacing, attacking and dangerous dogs**51 Dog menaces**

- (1) An owner of a dog must ensure that it does not menace a person or another animal.
- (2) For these By-laws, a dog is taken to menace a person or animal if it chases, harasses, rushes at or threatens to bite the person or animal in a manner that causes a reasonable apprehension of fear in the person or animal.
- (3) The owner of a dog commits an offence if the owner fails to comply with clause (1).
- (4) An offence against clause (3) is an offence of strict liability.

52 Dog attacks

- (1) The owner of a dog must ensure that it does not behave aggressively resulting in:
 - (a) physical contact with a person or another animal; or
 - (b) damage to anything worn by the person or the animal.
- (2) The owner of a dog commits an offence if the owner fails to comply with clause (1).

Maximum penalty: 60 penalty units.
- (3) An offence against clause (2) is an offence of strict liability.

53 Serious dog attack

- (1) The owner of a dog must ensure that it does not:
 - (a) bite a person or another animal causing a puncture or break to the skin; or
 - (b) assault a person or another animal resulting in bleeding, bone breakage, sprains, scratches or bruising.
- (2) The owner of a dog commits an offence if the owner fails to comply

with clause (1).

Maximum penalty: 80 penalty units or, for an aggravated offence, 100 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.
- (4) The maximum penalty specified in clause (2) for an aggravated offence applies to the offence if the bite or assault causes or results in substantial injury to, or death of, the person or the other animal.

Examples of substantial injury

- 1 Multiple and deep punctures from a single bite.
- 2 An injury requiring hospital or veterinary treatment.
- 3 Infection or deep bruising around the wound or wounds from the dog shaking its head from side to side.

54 Defences

- (1) It is a defence to a prosecution for an offence against by-law 51 or 52 if:
- (a) another person had, without the defendant's permission, caused the dog to menace or attack the person or another animal; or
 - (b) in the case of another animal being menaced or attacked – the other animal was on premises owned or occupied by the defendant without consent; or
 - (c) in the case of a person being menaced or attacked – the person was on premises owned or occupied by the defendant without consent.

Note for clause (1)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

- (2) If a court finds a person guilty of an offence against by-law 51 or 52, the court may make one or both of the following orders in addition to, or instead of, the penalty for the offence:
- (a) if the dog is impounded as a result of the offence – an order that the person pay the costs and expenses of, and incidental to, the impounding;
 - (b) an order that the dog be destroyed.

55 Enticement or incitement

- (1) A person must not entice or incite a dog to:
 - (a) menace a person or animal; or
 - (b) engage in behaviour that is prohibited by by-law 71C or
 - (c) attack a person or animal.

Example for clause (1)

A person must not cause a neighbour's dog to start barking excessively in order to make a complaint about the neighbour's dog.

- (2) A person commits an offence if:
 - (a) the person intentionally engages in conduct; and
 - (b) the conduct causes a dog to:
 - (i) menace a person or animal; or
 - (ii) engage in behaviour that is prohibited by by-law 71C or
 - (iii) attack a person or animal; and
 - (c) the person is reckless in relation to that result.

56 Dangerous dog

- (1) An authorised person may, by written notice, declare a dog to be a dangerous dog if:
 - (a) the dog menaces or attacks a person or an animal; or
 - (b) the authorised person believes on reasonable grounds that the dog is destructive, dangerous, savage or a threat to the safety of the community.
- (2) The authorised person must give written notice of the declaration to the owner of the dog.
- (3) The written notice of the declaration must be in the approved form and include the following information:
 - (a) the day the declaration takes effect;
 - (b) the reasons for the declaration;
 - (c) the identity of the dog and the owner of the dog.

-
- (4) The council must keep a record of the information in clause (3).

57 Duties of owner of dangerous dog

- (1) This by-law applies to the owner of a dog that is declared to be a dangerous dog.
- (2) The owner must, within 14 days after the day the declaration takes effect:
- (a) desex the dangerous dog, unless it is already desexed, at the owner's expense; and
 - (b) provide, to an authorised person, evidence from a veterinarian that the dog is desexed; and
 - (c) undergo behavioural or other training with the dog, as specified by the CEO, at the owner's expense.

- (3) The owner must ensure that the containment required under by-law 46F(1) is appropriate to the danger posed by the dangerous dog.

Example for clause (3)

Installing higher and stronger fencing for a large dangerous dog.

- (4) The owner must post signage on the premises where the dangerous dog is kept, with the words "Warning Dangerous Dog" clearly visible and legible from the front boundary of the premises.
- (5) When the dangerous dog is outside the premises where it is kept, the owner must ensure that:
- (a) the dog is kept under the effective control of a person who is at least 18 years of age and competent to restrain the dog; and
 - (b) the dog is muzzled and controlled by a suitable leash; and
 - (c) the dog does not enter a dog exercise area.
- (6) If the owner intends to keep the dangerous dog for more than 14 days at a place other than the premises where it is usually kept, the owner must notify the council of the address of the place within 24 hours after the dog is relocated.
- (7) The owner must notify the council of any attack, or alleged attack, by the dangerous dog of a person or animal within 24 hours of the earlier of the following:

-
- (a) the time of the attack or alleged attack;
 - (b) the time the owner becomes aware of the attack or alleged attack.

58 Notice about loss or transfer of dangerous dog

- (1) The owner of a dangerous dog must notify the council if the dog is missing or dies.
- (2) The notice must be given:
 - (a) within 24 hours after the owner becomes aware the dog is missing; or
 - (b) within 14 days after the day of its death.
- (3) If the owner of a dangerous dog intends to transfer ownership of the dangerous dog, the owner must inform the prospective owner that the dog is dangerous.
- (4) In the case of the transfer of a dangerous dog, the notice to the council under by-law 46E must be given within 24 hours after the transfer.

59 Offences related to dangerous dog

- (1) A person commits an offence if the person:
 - (a) is the owner of a dog that is declared to be a dangerous dog; and
 - (b) fails to comply with by-law 57 or 58.

Maximum penalty: 100 penalty units.
- (2) An offence against clause (1) is an offence of strict liability.

60 Remedial action for dangerous dog

- (1) If the owner of a dangerous dog fails to comply with the duties of an owner under by-law 57 more than once in a 12-month period, the CEO may require the owner to take either or both of the following actions:
 - (a) undergo further specified behavioural or other training with the dog at the owner's expense;
 - (b) surrender the dog to the pound.
- (2) If the CEO intends to take action under clause (1), the CEO must

give the owner of the dangerous dog a notice that:

- (a) states what action the CEO is proposing under that clause; and
 - (b) states the grounds for taking that action; and
 - (c) invites the owner to show cause, within 14 days, why the action should not be taken.
- (3) After considering any response received within 14 days after the day of the notice, the CEO must decide whether to take action under clause (1).
- (4) As soon as practicable after making a decision under clause (3), the CEO must give a decision notice to the owner of the dangerous dog.

Division 3 Controls relating to other animals

61 Application of Division

This Division applies to animals other than dogs.

62 Licence required to keep specified animals

- (1) An occupier of premises within the municipality must not, unless the premises is licensed, keep at the premises:
- (a) more than the number of a specified animal as determined by the council; or
 - (b) more than the number of animals of a specified class or classes as determined by the council.
- (2) By-law 47 applies to an application for the licensing of premises to keep a specified animal as if a reference in that by-law to:
- (a) a dog were a reference to the specified animal; and
 - (b) by-law 46L were a reference to clause (1).
- (3) Part 3, Division 2, Subdivision 3 applies in relation to a licence of premises to keep a specified animal.

63 Animals at large

- (1) An occupier of premises within the municipality commits an offence if an animal the occupier keeps at the premises is at large.

Maximum penalty: 20 penalty units.

- (2) An offence against clause (1) is an offence of strict liability.
- (3) It is a defence to a prosecution for an offence against clause (1) if the defendant establishes another person had, without the defendant's permission, enticed the animal to become at large.

Note for clause (3)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

Division 4 Seizure and impounding

64 Establishment of pounds

- (1) The council may:
 - (a) establish a pound; or
 - (b) make such arrangements as it thinks fit for the use of premises for impounding animals under this Part.
- (2) The CEO is the supervisor of a pound.

65 Seizure and impounding

- (1) An authorised person may seize:
 - (a) a dog that appears to be diseased, injured, savage, destructive, stray or unregistered; or
 - (b) a dog that is at large; or
 - (c) a dangerous dog whose owner is not complying with Division 3; or
 - (d) an animal that an authorised person believes on reasonable grounds has attacked a person.
- (2) As soon as practicable after seizing a dog, the authorised person must:
 - (a) impound the dog in a pound; or
 - (b) take reasonable steps to return the dog to its owner if satisfied that:
 - (i) it is not diseased, injured, savage or destructive; or
 - (ii) in the case of a dangerous dog whose owner is not

complying with Division 2, Subdivision 4 – the owner is willing and able to comply with Division 2, Subdivision 4.

66 Notice of impounding

- (1) The CEO must ensure that reasonable steps are taken to notify the owner of an impounded dog that it is impounded and whether:
 - (a) the owner must collect the dog; or
 - (b) the owner must await a decision regarding destruction or disposal under by-laws 69 to 70A; or
 - (c) the dog is subject to destruction or disposal under by-laws 69 to 70A.
- (2) The owner of an impounded dog who receives notice under clause (1)(a) must collect the dog within the time specified in the notice.
- (3) A person commits an offence if the person:
 - (a) owns a dog; and
 - (b) receives a notice under clause (1)(a) that the owner must collect the dog; and
 - (c) fails to collect the dog within the time specified in the notice.

67 Release from pound

- (1) When collecting a dog from a pound, a person must provide evidence that the person is the owner of the dog or is authorised to act on behalf of the owner.
- (2) The council may charge the owner a fee for:
 - (a) the costs incurred by the council in relation to the impounded dog; and
 - (b) delivering the dog from the pound.
- (3) Subject to by-laws 69 to 70A, an impounded dog must not be released from a pound unless:
 - (a) it is registered and implanted with a microchip in accordance with by-law 46A; and
 - (b) it is released to its owner or to a person authorised to act on behalf of the owner; and

(c) the council receives any fees payable in relation to it.

(4) Clause (3)(a) does not apply to a dog that is usually kept outside the municipality.

68 Release of other animals from pounds

(1) Subject to by-law 70, an impounded animal, other than a dog, is not to be released from a pound:

(b) other than to the owner of the animal or a person authorised to act as the owner's agent; and

(c) unless there is paid to the council the appropriate maintenance and release fees.

(4) A person who is collecting the animal must satisfy the council employee at the pound, or other person in charge of the pound that the person is the owner of the animal, or is authorised to act as the owner's agent.

69 Diseased animals

(1) The CEO must make arrangements for any impounded animal that is suspected of being infected with a contagious disease to be isolated from other animals in the pound.

(2) The CEO must take reasonable steps to give the owner of a dog isolated under clause (1) written notice:

(a) stating the reasons for isolating it; and

(b) warning that it must either undergo a course of treatment specified in the notice or be destroyed.

(3) The CEO may, in the notice given under clause (2), require the owner of the dog to have a report prepared and given to the CEO on the condition of the dog and any other animals kept at the same premises.

(4) If required under clause (3), the owner must:

(a) have the report prepared by a veterinarian or other person specified in the notice; and

(b) give the report to the CEO within the time specified in the notice.

(5) A dog that is isolated under this by-law may be released from the pound in accordance with by-law 67, subject to any conditions the

CEO considers appropriate.

- (6) The cost of treatment reasonably provided by the council to a diseased dog, and to any other animal in the pound infected or at risk of being infected by the diseased dog before it could reasonably be isolated, is a debt payable by the owner of the diseased dog to the council.
- (7) An owner of a dog commits an offence if the owner:
 - (a) fails to comply with clause (4); or
 - (b) fails to comply with a condition imposed under clause (5).
- (8) An offence against clause (7) is an offence of strict liability.

70 Destruction of impounded animal

- (1) The CEO may arrange for an animal to be destroyed if:
 - (a) the animal is in the pound or is abandoned or is found on public land; and
 - (b) the animal is diseased, injured, savage, destructive, unclaimed, unregistered or unwanted; and
 - (c) it is humane to destroy the animal in the circumstances.
- (2) For these By-laws, behaviour of a dog specified in by-law 53(4) is taken to be savage or destructive.

70A Destruction or disposal of impounded dogs

- (1) Subject to this by-law, the CEO may, after a dog is impounded for 4 business days:
 - (a) transfer the dog to an entity that provides animal welfare services; or
 - (b) arrange for its destruction.
- (2) The CEO may make arrangements for the transfer of dogs from a pound to a person or entity that provides animal welfare services.

Example for clause (2)

Arrangements could be made with the RSPCA and other organisations that provide care for unwanted and stray animals.

- (3) The CEO must not destroy or dispose of an impounded dog because it is savage, destructive, unclaimed, unregistered or unwanted until after the later of the following:

- (a) if circumstances related to the destruction are being investigated – the end of that investigation;
- (b) if the destruction is subject to legal proceedings – 14 days after the end of those legal proceedings.
- (4) If an offence is being investigated in relation to an impounded dog, it must not be destroyed or disposed of until the investigation is complete.

Example for clause (4)

If a dog is alleged to have attacked a person, the dog would not be destroyed unless the investigation is complete.

70B Humane method

Any destruction of an animal under these By-laws must be done:

- (a) in a manner approved by the Australian Veterinary Association; and
- (b) by a veterinarian or another person who is, in the opinion of the CEO, qualified to destroy it.

26 Part 3, Division 2, Subdivision 8 heading replaced

Part 3, Division 2, Subdivision 8, heading

omit, insert

Division 5 Dog races

27 Part 3, Division 6 inserted

After by-law 71

insert

Division 6 Animals

71A Injuring or killing animals on public land

- (1) A person must not, without an authorisation given by the CEO, engage in conduct that causes, or is likely to cause, injury or death to an animal on public land.
- (2) A person commits an offence if:
 - (a) the person intentionally engages in conduct; and
 - (b) the conduct results, or is likely to result, in injury or death to an

animal on public land; and

- (c) the person is reckless in relation to that result.

71B Abandoning animal

A person commits an offence if the person intentionally abandons an animal in the municipality.

71C Animal causing nuisance

- (1) The owner of an animal must ensure that the animal is not a nuisance to people or other animals.
- (2) For these By-laws, an animal is taken to be a nuisance if it:
- (a) is injurious or dangerous to the health of the community or another person; or
 - (b) behaves repeatedly in a manner contrary to the general interest of the community or specific interests of another person; or
 - (c) creates a noise or an odour to a degree or extent that disturbs the reasonable mental, physical or social well-being of a person other than its owner; or
 - (d) defecates to a degree or extent that causes annoyance to a person other than its owner.

Examples for clause (2)(c)

- 1 Constant or loud barking, caterwauling, crowing or squawking, especially when pedestrians walk past the premises.
 - 2 Noxious smelling coops or cages used for keeping poultry.
- (3) The owner of an animal that defecates in public must immediately remove the faeces and dispose of them in a sanitary manner.
- (4) The owner of an animal must ensure it does not aggressively chase a person or vehicle or another animal.
- (5) The owner of an animal must not allow the animal to come within 10 m of the following:
- (a) a public play structure;
 - (b) a public exercise structure;
 - (c) a public BBQ.
- (6) A person must not bring an animal into a pedestrian mall unless:

-
- (a) the animal is an assistance dog; or
 - (b) the person holds an authorisation given by the CEO to do so;
or
 - (c) the animal is allowed under an exemption determined by the
council, by resolution.
- (7) A person must not feed a wild or feral animal.
- (8) A person commits an offence if the person fails to comply with
clause (1), (3), (4), (5), (6) or (7).
- (9) An offence against clause (8) is an offence of strict liability.

28 By-law 80 amended (Damage to roads, &c.)

- (1) By-law 80, heading
omit
, &c.
- (2) After by-law 80(2)
insert
- (2A) Clause (1) does not apply to a person acting in accordance with a
permit.
- (3) By-law 80(4)
omit
this by-law is a regulatory offence
insert
clause (1), (2) or (3) is an offence of strict liability
- (4) After by-law 80(4)
insert
- (5) It is a defence to a prosecution for an offence against clause (1), (2)
or (3) if the defendant has a reasonable excuse.

Note for clause (5)

The defendant has an evidential burden in relation to the matters mentioned (see
section 43BU of the Criminal Code).

29 By-law 82 amended (Safety lights)

(1) By-law 82(3)

omit

this by-law is a regulatory offence

insert

clause (2) is an offence of strict liability

(2) After by-law 82(3)

insert

(4) It is a defence to a prosecution for an offence against clause (2) if the defendant has a reasonable excuse.

Note for clause (4)

The defendant has an evidential burden in relation to the matters mentioned (see section 43BU of the Criminal Code).

30 By-law 93 amended (Camping or sleeping in public place)

(1) By-law 93(1), at the end

insert

Maximum penalty: 20 penalty units.

(2) By-law 93(2)

omit

(3) By-law 93(4), at the end

insert

Maximum penalty: 20 penalty units.

(4) By-law 93(5), at the end

insert

Maximum penalty: 20 penalty units.

(5) By-law 93, at the end

insert

(6) An offence against clause (1), (4) or (5) is an offence of strict

liability.

31 By-law 98 amended (Bicycles, skates, &c., may be prohibited in malls and other public places)

(1) By-law 98, heading

omit

, &c., may be prohibited in malls

insert

may be prohibited in malls, reserves

(2) By-law 98(1), after "mall"

insert

, reserve

(3) By-law 98(2), at the end

insert

Maximum penalty: 20 penalty units.

(4) After by-law 98(2)

insert

(3) An offence against clause (2) is an offence of strict liability.

32 By-law 100 amended (Control of vehicular traffic, &c. in malls)

(1) By-law 100, heading

omit

, &c.,

(2) By-law 100(4)

omit

a regulatory offence

insert

an offence of strict liability

(3) By-law 100(8), definition service vehicle

omit, insert

service vehicle means a vehicle under the control of any of the following bodies in relation to its functions:

- (a) the council;
- (b) an Agency whose responsibilities include the care, control and management of roads, the construction and maintenance of government works or planning and urban development;
- (c) an organisation responsible for any of the following within the Territory:
 - (i) electricity generation or supply;
 - (ii) public sewerage and drainage services operations;
 - (iii) public water supplies;
- (d) an organisation providing telecommunications services within the Territory.

33 By-law 111 replaced and by-law 111A inserted

By-law 111

repeal, insert

111 Application of Traffic Regulations 1999 to off-street parking areas

- (1) Part 3, Division 3 of the Traffic Regulations 1999, as in force from time to time, applies to and in relation to a contravention of by-law 110 as if the contravention were a parking infringement as defined in section 39 of the Traffic Regulations 1999.
- (2) For clause (1):
 - (a) Part 3, Division 3 of the Traffic Regulations 1999, as in force from time to time, is incorporated in these By-laws; and
 - (b) a reference in that Division to a parking infringement is taken to be a reference to a contravention of by-law 110; and
 - (c) a reference in that Division to a sign or other manner of prescription under the Traffic Regulations 1999 is taken to be a reference to a sign mentioned in by-law 110(2)(a) or (b); and
 - (d) a reference in that Division to a municipality within the meaning of the Local Government Act 2008 is taken to be a

reference to the municipality of Katherine only.

111A On-street parking

- (1) To regulate parking on a road or street (on-street parking), the council may:
 - (a) determine the conditions for on-street parking; and
 - (b) notify the conditions on signs erected on or near the road or street where on-street parking is regulated.
- (2) The council may also install meters or ticket vending machines to regulate on-street parking.
- (3) If a person is prosecuted for a parking infringement in relation to on-street parking, as mentioned in regulation 51(3) of the Traffic Regulations 1999, the maximum penalty that may be imposed by a court in relation to the relevant offence is 5 penalty units.
- (4) An offence against clause (4) is an offence of strict liability.

34 Part 6, Division 1 heading inserted

Before by-law 112, in Part 6

insert

Division 1 Library

35 By-law 112 amended (Definitions)

- (1) By-law 112
omit
these By-Laws, unless the contrary intention appears
insert
this Part
- (2) By-law 112, definitions borrower's card, librarian, non resident borrower, permanent resident, registered borrower and resident borrower
omit

(3) By-law 112

insert

library manager means the person appointed to be responsible to the council for the management of the library.

registered borrower means a person who is registered as a borrower to borrow library items from the library under by-law 115.

Note for definition registered borrower

A person does not have to be registered to use the services of the library, but does have to be registered to borrow from the library.

(4) By-law 112, definition library item

omit

item

insert

material

36 By-laws 114 to 125 replaced and by-laws 126 to 130 inserted

By-laws 114 to 125

repeal, insert

114 Public library system

- (1) The council must establish a public library system for the library and determine the services provided by the system and the conditions for using those services.
- (2) The conditions for using public library services must be published.
- (3) A notice setting out the important conditions for using public library services must be clearly exhibited in a conspicuous place in or about the library.

115 Registration of borrowers

- (1) The library manager may register persons as borrowers of library material according to the classes of borrowers and borrowing privileges determined by the council.

Note for clause (1)

There may be different classes of borrowers with different borrowing privileges, for example, temporary or non-resident borrowers.

-
- (2) A person wishing to be registered as a borrower of library material may be required to provide the library manager with:
 - (a) photo identification of the person; and
 - (b) evidence of the person's place of residence.
 - (3) The parent or guardian of a child under 16 years of age may register the child if the parent or guardian accepts responsibility for fees or charges for lost or damaged library materials.
 - (4) A person's registration as a borrower of library materials is not transferrable.

116 Borrowing privileges

- (1) Subject to this by-law, a registered borrower may borrow, free of charge for use away from the library, any library material designated by the library manager as available for lending.
- (2) A registered borrower of a class with restricted borrowing privileges may only access library materials allowed under the class.

Example for clause (2)

An online borrower may only access online library materials.

- (3) Any borrowing of library material is subject to this Part and any terms and conditions determined by the council.
- (4) Library material may be borrowed from the library for such period of time as the library manager determines.

117 Identification of registered borrowers

The library manager or a library officer may issue library identification, including cards, registration numbers or other means to identify registered borrowers, in accordance with the conditions determined by the council.

118 Liability of borrower

- (1) A registered borrower is liable for any loss of, or damage to, library materials borrowed with the borrower's library identification.
- (2) If library identification is lost, the registered borrower remains liable under clause (1) until the library manager is notified of the loss of the identification.

119 Notifications by borrower

A registered borrower must notify the library manager if the borrower:

- (a) changes the borrower's name or address; or
- (b) loses, damages or destroys library materials; or
- (c) loses the borrower's library identification.

120 Revocation or suspension of registration

- (1) A registered borrower may revoke the borrower's registration by notifying the library manager.
- (2) The library manager may revoke or suspend a borrower's registration and library identification, if the borrower fails to comply with this Part or gives notice under clause (1).

121 Late library materials

- (1) The library manager may, by written notice, require a person who borrows library material to return library materials that were not returned on time.
- (2) A person who receives a written notice under clause (1) must return the library materials without delay.
- (3) The library manager may refuse to lend library materials to a person who fails to return library materials on time.

122 Lost or damaged library materials

- (1) The library manager may, by written notice, require a person who borrows library material to pay:
 - (a) a fee for failing to return the material; and
 - (b) the cost of replacing or repairing the material if lost or damaged while on loan to the person.
- (2) Library material that is stolen, lost or damaged remains the property of the council, even if replaced or paid for.
- (3) A person who receives a written notice under clause (1) must pay the fee or cost within 15 days of receipt of the notice.
- (4) A person commits an offence if the person fails to comply with clause (3).

Maximum penalty: 10 penalty units.

- (5) An offence against clause (4) is an offence of strict liability.

Division 3 Conduct in library

123 Code of conduct

- (1) The council may establish a code of conduct for persons using or present in the library.
- (2) Any code of conduct established by the council must be published and clearly exhibited in a conspicuous place in the library.
- (3) A person who is using the library or present in the library must comply with the code of conduct.
- (4) A person commits an offence if the person fails to comply with clause (3).

Maximum penalty: 10 penalty units.

- (5) An offence against clause (4) is an offence of strict liability.

124 Bringing things into library

- (1) A person must not bring an animal into the library other than:
 - (a) an assistance dog; or
 - (b) an animal permitted in the library for the purposes of an event organised for the animal.

Example for clause (1)(b)

Pet time in the library.

- (2) A person must not bring a vehicle into the library, unless:
 - (a) it is a wheelchair or other mobility device needed by the person; or
 - (b) it is a skateboard, bicycle or similar thing allowed in by the library manager.

125 Prohibited conduct in libraries

- (1) A person must not engage in any of the following conduct:
 - (a) taking library materials or other things without authority from the library manager;

-
- (b) disturbing, interrupting or annoying another person in the library;
 - (c) behaving in a disorderly manner or using violent, abusive or offensive language in the library;
 - (d) entering or remaining in the library if the person is under the influence of liquor or an intoxicating drug.

- (2) A person commits an offence if the person fails to comply with clause (1).

Maximum penalty: 10 penalty units.

- (3) An offence against clause (2) is an offence of strict liability.

126 Children

A child under 10 years of age may enter the library if the child is kept under direct supervision at all times by an adult or another person who, in the opinion of the library manager, is capable of supervising the child while the child is in the library.

127 Banning persons

- (1) The library manager may, by written notice, ban a person from entering the library if the person fails to comply with this Part.
- (2) A person who receives a notice under clause (1) must not enter the library for the period of time specified in the notice.
- (3) A person commits an offence if the person fails to comply with clause (2).

Maximum penalty: 10 penalty units.

- (4) An offence against clause (3) is an offence of strict liability.

128 Powers of library manager

- (1) The library manager may give the directions and take reasonable action to ensure order in the library and compliance with this Part.
- (2) The library manager, an authorised person, a library officer or an employee of the council may remove or exclude a person from the library to ensure order in the library and compliance with this Part.

129 Reviewable decisions

A decision of the library manager under by-law 120(2) or 128 is a reviewable decision for section 227(1) of the Act.

Division 4 Other council facilities**130 Authorised person may direct person not to enter or to leave facility**

- (1) An authorised person may direct a person not to enter, or to leave, a facility owned by the council if:
 - (a) the authorised person believes on reasonable grounds that the person is under the influence of alcohol or a drug; or
 - (b) the person threatens or harasses a council employee or any other person in the facility.
- (2) A person must leave a facility owned by the council if directed to do so by an authorised person.

37 Part 7A inserted

After by-law 173

insert

Part 7A Infringement notice offences**173A Infringement notice offence and prescribed amount payable**

- (1) An infringement notice offence is an offence against a provision specified in Schedule 1.
- (2) The prescribed amount for an infringement notice offence is the amount equal to the monetary value of the number of penalty units specified for the offence in Schedule 1.

173B When infringement notice may be given

If an authorised person believes on reasonable grounds that a person has committed an infringement notice offence, the authorised person may give a notice (an infringement notice) to the person.

173C Contents of infringement notice

- (1) The infringement notice must specify the following:
 - (a) the name and address of the person to whom it was issued, if known;
 - (b) the date the infringement notice is given to the person;

-
- (c) the date and time of the infringement notice offence and the place at which the infringement notice offence occurred;
 - (d) a description of the offence;
 - (e) the prescribed amount payable for the offence;
 - (f) the enforcement agency to which the prescribed amount is payable.
- (2) The infringement notice must include a statement to the effect of the following:
- (a) the person may expiate the infringement notice offence and avoid any further action in relation to the offence by paying the prescribed amount to the specified enforcement agency within 28 days after the notice is given;
 - (b) the person may elect to have the offence dealt with by a court by:
 - (i) completing a statement of election and giving it to the specified enforcement agency; and
 - (ii) not paying the prescribed amount;
 - (c) if the Fines and Penalties (Recovery) Act 2001 applies to the infringement notice offence – enforcement action may be taken under that Act if the person does nothing in response to the notice.
- (3) The infringement notice must include an appropriate form for making the statement of election mentioned in subregulation (2)(b)(i).

173D Electronic payment and payment by cheque

- (1) If the person uses electronic means to pay the prescribed amount, payment is not effected until the amount is credited to the payee's bank account.
- (2) If the person tenders a cheque in payment of the prescribed amount, payment is not effected unless the cheque is cleared on first presentation.

173E Expiation of offence

If the prescribed amount for the infringement notice offence is paid in accordance with the infringement notice, the alleged offence is expiated and no further proceedings can be taken in relation to the

offence.

173F Withdrawal of infringement notice

- (1) The council may withdraw the infringement notice by written notice given to the person.
- (2) The notice must be given:
 - (a) within 28 days after the infringement notice is given to the person; and
 - (b) before payment of the prescribed amount.

173G Application of Part

- (1) This Part does not prejudice or affect the start or continuation of proceedings for an infringement notice offence for which an infringement notice has been given unless the offence is expiated.
- (2) This Part does not:
 - (a) require an infringement notice to be given; or
 - (b) affect the liability of a person to be prosecuted in a court for an offence for which an infringement notice has not been given; or
 - (c) prevent more than one infringement notice for the same offence being given to a person.
- (3) If more than one infringement notice for the same offence has been given to a person, the person may expiate the offence by paying the prescribed amount in accordance with any of the notices.

38 Part 8, Division 1 heading inserted

Before by-law 174, in Part 8

insert

Division 1 Repeals and savings

39 Part 8, Division 2 inserted

After by-law 175

insert

**Division 2 Transitional matters for Katherine Town Council
Amendment By-laws 2022****176 Definition**

In this Division:

former by-laws means the Katherine Town Council By-laws 1998 as in force immediately before the commencement of by-law 37.

177 Determinations

A determination made under by-law 5 of the former by-laws continues in force until the council revokes the determination.

178 Pounds

A pound established under by-law 65 of the former by-laws is taken to be a pound established under by-law 64 of these by-laws.

40 Schedules 1 to 3 replaced

Schedules 1 to 3

repeal, insert

Schedule 1 Infringement notice offences and prescribed amounts

by-law 173A

| Provision | Prescribed amount in penalty units |
|--|---------------------------------------|
| By-laws 26(2), 30(1), 32, 33(1) and (2), 46(1), 46B(1), 46C(2), 46D(1), 46E(3), 46G(4), 46H(6), 55(2), 63(1), 75, 83(1), (3) and (4), 86(3) and (3A), 87(1) and (3), 91(1), 94(1), 95(1), 96(3), 97(1), (2), (3) and (4), 98(2), 99(1), (2), (3), (4), (5), (6), (7) and (8), 100(1) and (2), 102(9), 109(2)(a), (b), (c) and (d) and 110(2) | 1 |
| By-laws 28B(1), (3) (4) and (5), 31A(1), 37(1), 46F(2), 46K(1) and (2), 46L(2), 66(3), 71A(2), 71B, 74(1) and (3), 88(1), 90(1) and 93(1) | 2 |
| By-laws 51(3), 69(7), 71C(8) and 97(5) | 3 |
| By-law 31B(1) | 4 |
| By-law 52(2) | 5 |
| By-laws 28A(1), 28B(2) and (4) and 28C(6) | 6 |
| By-law 53(2) | 7 |
| By-laws 53(2) (for aggravated offence) and 59(1) | 9 |

41 By-laws further amended

The Schedule has effect.

42 Repeal of By-laws

These By-laws are repealed on the day after they commence.

Schedule Katherine Town Council By-laws 1998 further amended

| Schedule Katherine Town Council By-laws 1998 further amended | | |
|---|-------------------------------------|---|
| by-law 37 | | |
| Provision | Amendment | |
| | omit | insert |
| by-law 9(1) and (2) | registrar (all references) | CEO |
| by-law 14, heading | , &c. | |
| by-law 14(1) | clerk | CEO |
| by-law 18, heading | , &c. | |
| by-law 18(1), at the end | | Maximum penalty: 20 penalty units. |
| by-law 18(2) | a regulatory offence | an offence of strict liability |
| by-law 28, heading | dumps | waste management facilities |
| by-law 28(1) | dumps | waste management facilities |
| by-law 28(2) to (4) | dump (all references) | waste management facility |
| Part 2, Division 2, heading | , &c., on land | in relation to private land |
| Part 2, Division 3, heading | , &c. | and throwing stones |
| by-law 33(3) | this by-law is a regulatory offence | clause (1) or (2) is an offence of strict liability |
| by-law 37, heading | , &c. | |
| by-law 37(2) | a regulatory offence | an offence of strict liability |
| by-law 71, heading | , &c. | |

Schedule Katherine Town Council By-laws 1998 further amended

| | | |
|----------------------------------|-------------------------------------|--|
| by-law 71(1) | by-law 55 or 56 | by-law 63 or 46A(1) |
| by-law 74(1) and (3), at the end | | Maximum penalty: 20 penalty units. |
| by-law 74(5) | a regulatory offence | an offence of strict liability |
| by-law 76(3) | a regulatory offence | an offence of strict liability |
| by-law 77(2) | a regulatory offence | an offence of strict liability |
| by-law 78, heading | , &c., | |
| by-law 78(2) | a regulatory offence | an offence of strict liability |
| by-law 79(3) | this by-law is a regulatory offence | clause (1) or (2) is an offence of strict liability |
| Part 4, Division 2 heading | , &c. | |
| by-law 83, heading | &c. | |
| by-law 83(5) | this by-law is a regulatory offence | clause (1), (3) or (4) is an offence of strict liability |
| by-law 86(2) | clerk | CEO |
| by-law 86(4) | a regulatory offence | an offence of strict liability |
| by-law 88, heading | &c. | |
| by-law 88(2) | this by-law is a regulatory offence | clause (1) is an offence of strict liability |
| by-law 90(2) | a regulatory offence | an offence of strict liability |
| by-law 91, heading | , &c., | |
| by-law 91(2) | a regulatory offence | an offence of strict liability |

Schedule Katherine Town Council By-laws 1998 further amended

| | | |
|--|---|---|
| by-law 94(2) | a regulatory offence | an offence of strict liability |
| by-law 94(3)(b) and (4) | clerk | CEO |
| by-law 97(6) | a regulatory offence | an offence of strict liability |
| Part 4, Division 6 heading, after " Malls " | | , reserves |
| by-law 99, heading, after " malls " | | , reserves |
| by-law 99(3), after "mall" | | , reserve |
| by-law 99(5), after "mall" | | or reserve |
| by-law 99(5)(a) | a part of the soil of a flowerbed or around about | any part of the soil of a flowerbed |
| by-law 99(7) | mall | mall or on a reserve |
| by-law 99(8), after "animal" | | , other than an assistance dog, |
| by-laws 102(10) and 109(4) | a regulatory offence | an offence of strict liability |
| Part 5, heading | Off-street car parks | On-street and off-street parking |
| by-law 110(2)(b) and (c), at the end | | or |
| by-law 110(3) | a regulatory offence | an offence of strict liability |

Schedule Katherine Town Council By-laws 1998 further amended

| | | |
|---|---|---|
| Part 6, heading | libraries | library and other council facilities |
| by-law 113, heading | Hours | hours |
| by-law 113(2) | librarian shall cause a notice stating hours of opening to be | library manager must ensure notice of the opening hours of the library is |
| by-laws 140(1) and (3)(e), 141(3) and 144(2) to (4) | clerk (all references) | CEO |
| by-law 172(1) and (2) | Where | If |
| by-law 172(2) | eighth | 11th |
| by-law 173 | \$50 | 15 penalty units |
| Part 8, heading | Repeal and savings | Repeals, transitional matters and savings provisions |

14.7 COMMON SEAL POLICY VERSION 1

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170719

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : 1. COMMON SEAL POLICY_V1.PDF

OFFICER RECOMMENDATION

1. That it be recommended to Council to approve the Common Seal Policy Version 1

PURPOSE OF REPORT

To seek Council approval of the Common Seal Policy

BACKGROUND

As part of recent reviews of Council's governance policies, the Common Seal Policy was identified for review.

The Common Seal Policy outlines Council's commitment to protecting the use of the common seal and the rules around affixing the common seal in accordance with section 38 of the *Local Government Act 2019*.

The Common Seal is to be affixed to relevant documents following a resolution of Council. Relevant documents include, but are not limited to:

- real estate transactions
- where another party requires an agreement to be by formal deed
- where a funding agreement requires the common seal
- for high value contracts (e.g. over \$500,000), and
- where legal advice to Council recommends that a common seal be used.

The policy outlines three key matters:

- **It stipulates the location and security of the physical seal**
- **It provides rules around who can sign a document with the seal affixed**, as the Act requires that affixing the common seal must be attested by the signatures of the CEO and at least one member of the council. The seal cannot be affixed to documents without a resolution of Council (and this provision cannot be delegated).
- **It outlines the requirement for a Common Seal Register** to be maintained by the CEO.



Ingrid Stonhill
Chief Executive Officer



COUNCIL POLICY

Draft V1

COMMON SEAL POLICY

| | | | |
|------------------------|--|-----------------------|----------------|
| Type: | Council Policy | | |
| Owner: | Chief Executive Officer | | |
| Responsible Officer: | Director, Corporate Services | | |
| Approval Date: | | Next Review: | 1 October 2026 |
| Records Number: | | Council/CEO Decision: | Council |
| Legislation Reference: | Section 38 of the <i>Local Government Act 2019</i> | | |

1 PURPOSE

A common seal is a the 'signature' of Katherine Town Council that is used in certain circumstances to execute documents such as leases, contracts, land contracts, property transfers, loan documents, mortgages and guarantees.

The purpose of this Policy is to regulate the use of Council's Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal.

2 SCOPE

This policy applies to elected members and employees of Katherine Town Council.

3 DEFINITIONS

Common Seal means the seal which represents the equivalent of a legal authority from Katherine Town Council to execute documents, and which is stored in a secure place. In its physical manifestation, it is a rubber stamp carrying the words "Common Seal", the words Katherine Town Council and Council's Australian Business Number (ABN).

4 DETAILS

LOCATION OF THE COMMON SEAL

The Common Seal shall remain in the safe at Katherine Town Council Office, to be removed only by the Chief Executive Officer or their delegate for the purpose of signing and sealing Council contractual documents.

AFFIXING THE COMMON SEAL

Council's Common Seal can only be affixed following a resolution of Council.

The Mayor and Chief Executive Officer (or those duly appointed to act in these roles, as occurs from time to time) are designated as signatories with regard to the Common Seal. A permutation of any two persons holding the following positions is required as authenticating witnesses to the affixing of the common seal:

- Chief Executive Officer (or their delegate who has been properly appointed as the Acting Chief Executive Officer)
- Mayor
- Deputy Mayor, and
- Acting Mayor in the absence of the Mayor and Deputy Mayor.

To avoid overusing the common seal and having more items on meeting agendas than necessary, Council will affix the common seal in the following types of circumstances:

- real estate transactions
- where another party requires an agreement to be by formal deed
- where a funding agreement requires the common seal
- for high value contracts (e.g. over \$500,000), and
- where legal advice to Council recommends that a common seal be used.

COMMON SEAL REGISTER

Council must maintain a register identifying all documents executed with the Common Seal affixed.

Register entry details whereby the common seal has been affixed, shall be recorded in an electronic common seal register. Each entry must record the date on which the common seal was affixed to a document, Council resolution number, the nature of the document, and all parties to any agreement to which the common seal was affixed. The register must record the document identifier number which is generated from Council's electronic document record management system (eDRMS).

5 ASSOCIATED POLICIES/DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Revision History

| Version | Approval date | Details of change | Responsible officer |
|---------|---------------|-------------------|---------------------|
| 1 | XXXX | Created | CEO |
| | | | |

COMMON SEAL POLICY

14.8 KATHERINE PUBLIC LIBRARY OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170784

AUTHOR : COLLEEN MCTAGGART, LIBRARY SERVICES MANAGER

AUTHORISER : ROSEMARY JENNINGS, DIRECTOR COMMUNITY SERVICES

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That it be recommended to Council to receive and note the Public Library Services Report for the Month of October 2022.

PURPOSE OF REPORT

To provide an overview of Katherine Public Libraries operations for the month of October 2022.

COMMUNITY PLAN/STRATEGIC PLAN

- | | |
|--------------------------|------------------------------|
| 1.3 Community Engagement | 1.4 Enhance Customer Service |
| 2.1 Safe Community | 2.2 Prioritise Recreation |
| 2.3 Celebrate Diversity | 2.4 Support our Youth |

BACKGROUND**Chamber Of Commerce Customer Service Awards****WINNER – BEST CUSTOMER SERVICE – NOT FOR PROFIT KATHERINE**

Library staff were very pleased to take home the Most Outstanding award in the recent Chamber of Commerce Business Awards. Library Staff Member, Angel was able to attend the awards presentation and receive the award on the Katherine Public Libraries behalf. We appreciate the recognition and pride ourselves on helping all patrons.



As a result of the win, the Katherine Public Library will not represent Katherine at the Northern Territory Customer Service Awards to be held in November.

Literacy & Lifelong Learning

Numbers attending our early years programs remain strong and we are very pleased to welcome four (4) “Council” babies to our Wiggle & Rhyme group. When offering this program to new parents we are always pleased that members of the group stay on for an extended period to chat about being a new parent and offering support to each other. The library is a safe place with a calming atmosphere that allows this type of community support and connection.

We are anticipating the announcement in early November of the Katherine Regional Winner of the Young Territory Author Awards; Katherine has always seen a strong group of young writers enter.

Informed & Connected Citizens

NBN literacy sessions continue to run in the conference room. The October session focused on “Emergency Preparedness” with five (5) people attending. The next session is on basic skills with the internet and coincides with *Scams Month*. We have nine (9) participants booked in for this session.

Personal Development and Wellbeing

Board Games Club - Through observation and discussion with library visitors we have started an after-school Board Games group aimed at encouraging school students from the age of 10 to meet in the library, make new friends and try a new game. This program is an expansion of our current Dungeons & Dragons (D&D) group that meets every Friday. Numbers for D&D have reduced in the last twelve months. This new program will run on a trial basis to ensure we are meeting the needs of Katherine youth.

Digital Inclusion

The public computers in the library are at the end of their life span, quotes for new computers have been sought from our IT provider.

Stronger & More Creative Communities

Tiny Art Show – Kellie organised for the September/October School Holiday Program a creative event for all ages. Participants were encouraged to come into the library and paint on tiny canvases. The response from the community was overwhelming, with the voting for the age categories seeing many people attend the library including people that had not previously visited before.

Planning is underway for the December/January School Holiday Program with activities ranging from Christmas craft to 3D printing. Up until Christmas there is staff leave and several events and community information sessions to round out what has been another very busy year.



Economic & Workforce Development

Library staff continue to support patrons requesting assistance with movement into the workforce. Currently Wurli Wurlijang is running a Pathways program of which the group meet in the library every week. The conference room is the perfect place for the team to work with clients, that then use the public computers for extension of life skills.

Library Developments

In providing a space that has equality of access for all, we are working on the shelves of our library collection. We are lowering the shelves to permit patrons with short stature or in a wheelchair easier accessibility and independence in navigating the library space.

In future planning for the library priority needs to be taken on the physical space and how accessibility for all should be factored in to design.

Current social issues in Katherine have in the last few months begun to impact on the library space and the wellbeing of staff. The library is a calm, safe space for all community members to use and library staff work hard every day to ensure that it can be enjoyed by all. Intoxicated persons and youth have at times meant staff are faced with difficult situations, trying to ensure the library remains a safe space. Staff stress has been exacerbated when calls to support agencies go unanswered. As a result library staff have had to establish some further rules within the library to try and ensure wellbeing of the public and staff are looked after. Further work needs to be done in this area and we will continue to work with Council into the future.

| | TOTALS | NOTES | | |
|---------------------|------------------------------|--|------------------|--------------|
| Patron Count | 2505 | | | |
| Public Computer Use | hours - 342 | bookings - 336 | | |
| Conference Room | Hrs. of use – 42 Pax - 65 | D&D Adult Group/KROW/D&D library group/ Wurli Pathways program General public online interviews /formal bookings | | |
| Circulations | 2654 | Includes items checked in & out - soft loans and renewals | | |
| New Memberships | 32 | | | |
| Social Media | 686 | Facebook post engagements | | |
| Programs | Number of Programs | Attendance Child/Youth | Attendance Adult | Notes |
| Toddler Rhyme Time | 4 | 42 | 40 | |
| Storytime | 3 | 38 | 26 | |
| Wriggle & Rhyme | 3 | 31 | 33 | |
| Dungeons & Dragons | 4 | 10 | | For ages 12+ |

14.9 REPORT OF REGULATORY SERVICES FOR THE MONTH OF OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170795

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That it be recommended to Council to receive and note the Regulatory Services Report for the Month of October 2022.

PURPOSE OF REPORT

To provide Council an overview of Regulatory Services operations for the month of October 2022.

COMMUNITY PLAN/STRATEGIC PLAN

- 2.1 Safe Community
- 4.2 Lead with best practice
- 7.1 Waste Management
- 7.2 Katherine's Natural Beauty

BACKGROUND

Katherine Town Council's Regulatory Services team oversee by-law education and enforcement through the municipality in the areas of public safety, litter control, animal management, public places and parking control.

DISCUSSION***Regulatory Animal Summary***

Council Rangers received 69 service requests for the month of October, 65 of these requests were resolved and 4 requests require further follow-up to complete.

Council Rangers continue to monitor and patrol various hotspots for roaming dogs. Katherine community members reported 28 dogs at large. Concurrently the rangers undertook 35 hours of dog patrolling for the month.

A total of 3 infringements were issued to dog owners that failed to have their dog under effective control. Rangers have identified that in some cases, gates are left open, or the property is not

suitable to contain the animals. Dog's that roam are a risk to the community and Rangers will continue to issue infringements and impound dogs that are at large.

3 Notice to Complies (NTC) were issues for unregistered dogs. As a result, from administering the NTC's Council processed 30 dog registrations. Follow up of outstanding NTC are in progress.

October showed that there were 127 pending dog registrations, in comparison to September where there were 169 pending registrations. The dog registration audit of Council's database (CouncilWise) remains in progress with 85% complete.

For the month of October, a total of 13 dogs were impounded. 6 of these dogs were returned to their owners, 4 dogs commence a rehoming trial, 1 dog was euthanised, deemed unsuitable for rehoming.

Regulatory Parking Summary

Rangers undertook 10 hours of parking patrols for the month of October and Rangers will continue to move on vehicles to the appropriate designated parking areas.

5 fines were issues, mostly for parking in a disabled carpark without a permit.

There was a total of 4 abandoned vehicles processed for the month of October. 3 vehicles were impounded, 1 vehicle moved by the owner and a further 4 vehicles were issued with an NTC, instructing the owners to remove their unregistered vehicle or Council would engage a contractor to undertake the works.

Council is continuing to work with private residents to rectify abandoned/damaged vehicles that may pose a health and safety issue to the public.

Regulatory Unkempt Land Summary

With the onset of the wet season, Council is seeing an increase in overgrown allotments.

Vegetation control within vacant or occupied land must be kept to a reasonable standard. Council encourages landowners to inspect their yards and rectify any possible issues as soon as possible.

Council Rangers inspected 21 allotments and those landowners/occupiers received Letter to Comply and final letter advising the landowner that Council will be executing works if the owner hasn't made reasonable attempts to rectify the allotment.

CONSULTATION PROCESS

Community Services Team - Rangers

POLICY IMPLICATIONS

Local Government Act 2019

Katherine Town Council By-laws

BUDGET AND RESOURCE IMPLICATIONS

Nil

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Nil

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST

Nil

14.10 REPORT OF COMMUNITY EVENTS AND ENGAGEMENT FOR THE MONTH OF OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170830

AUTHOR : SINEAD TE WAKE, EVENTS COORDINATOR

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That it be recommended to Council to receive and note the Community Events and Engagement Report for the Month of October 2022.

PURPOSE OF REPORT

To provide an overview of Community Event and Engagement activities for the Month of October 2022.

COMMUNITY PLAN/STRATEGIC PLAN

- 1.2 Partner in Progress
- 2.2 Priorities Recreation
- 2.3 Celebrate Diversity
- 2.4 Support our Youth
- 3.1 Sports and Civic Events
- 3.4 Activation and Revitalisation
- 5.1 Vibrant Art
- 5.2 Support Culture
- 5.3 Our Rich Heritage

BACKGROUND

The Community Services – Event and Engagement Team is responsible for the delivery of community events, activities, initiatives, and collaborations which provide for the social, cultural and recreational wellbeing of our community.

DISCUSSION***Community Events***

- *Great Northern Clean Up – 7 October 2022*

Council was joined by approximately 35 members of the community who assisted in collection of 370kg of rubbish from the Katherine River corridor prior to the wet season rains commencing.

- *The Band of the 1st Brigade Army Band Performance – 10 October 2022*

Family friendly event held at the Katherine Town Square with approximately 40 community member attending.

- *Strategic Plan Launch – 12 October 2022*

Official Public Launch of Katherine Town Councils new strategic Plan, Katherine 2027. Hosted at the Civic Centre, the event was attended by approximately 30 members of the community.

- *Australia Day Conference Luncheon – 20 October 2022*

Katherine Town Council were pleased to host the Australia Day Council of the NT with a Welcome luncheon for the invitees as they hosted their Annual Australia Day Conference in Katherine for 2022.

- *Citizenship Ceremony – 25 October 2022*

Hosted by Mayor Lis Clark, Katherine welcome eight (8) new Australian Citizen from Egypt, the United Kingdom, Lebanon, South Africa and Bangladesh.

Community Engagement

The Events and Engagement team have also undertaken the below engagement activities:

- Meeting with Foundation for Rural Regional Renewable (FRRR) regarding grant opportunities
- Meet with Katherine Hospital staff and meeting the new therapy dog, Issy who was funded through The Mayoral and Defence Ball fundraiser
- Meeting with Trent DeWith and Chamber of Commerce NT to discuss Christmas in Katherine activities and the community light display.
- Undertook door-to-door engagement with CBD based businesses to gauge interest for additional Christmas based activities.

CONSULTATION PROCESS

- Community Services – Events and Engagement Team



Ingrid Stonhill

Chief Executive Officer

14.11 REQUEST TO REPURPOSE 2021 2022 GRANT FUNDING KWILS

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170831

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. KTC COMMUNITY GRANTS - MAJOR GRANT APPLICATION - KWILS - 12 SEPTEMBER 2021 - EMAIL ATTACHMENT 18 MAY 2022.PDF

OFFICER RECOMMENDATION

1. That Council approve the request made by the Katherine Women's & Information Legal Service to repurpose \$1,200 (GST Inclusive) unspent community grant funds towards further *Starting Conversations* events.

PURPOSE OF REPORT

To seek Council's approval to repurpose grant funding awarded to Katherine Women's & Information Legal Service (KWILS) through the 2021/2022 Community Grant process.

COMMUNITY PLAN/STRATEGIC PLAN

1.2 Partner in Progress

2.1 Safe Community

BACKGROUND

Through the 2021/2022 Katherine Town Council Community Grants Fund, KWILS were successful in obtaining a major grant of \$4,980 for a community event series, *Starting Conversations*. As per their original application, KWILS have successfully held two (2) moving screenings and Q&A sessions, facilitating discussions within the community around the issue of violence and child protection.

DISCUSSION

At the conclusion of the proposed events (The Children in Pictures, October 2021 and The Justice of Bunny King, November 2021) KWILS were found to have a grant surplus of \$1,200 (GST inclusive).

Katherine Town Council has received a request from KWILS Chief Executive Officer to use the unexpended funds on further events, in line with the initial grounds of the applications – *promoting conversation and awareness in Katherine around issues of domestic violence and child protection*.

CONSULTATION PROCESS

Community Services Team

POLICY IMPLICATIONS

There are no foreseen policy implications as a result of the recommendation.

BUDGET AND RESOURCE IMPLICATIONS

There are no additional budget and/or resource implications as a result of this recommendation.

The grant funding has already been committed and spent in a previous financial year (2021/2022) and no additional Council funds are required.

Should Council reject the request, the unexpended amount (\$1,200 GST inclusive) would be returned to Council in line with Council's acquittal process.



2021/22 COMMUNITY GRANTS

Major Events Grant Application Form

Dates: Applications will be accepted between 8am Thursday 1 July to 4pm Sunday 12 September 2021

Major Grant: You may apply for a grant up to \$5000 to be used on Major Events

More information: If you have any questions regarding the application process, please contact Katherine Town Council on **8972 5500** or email **contactus@ktc.nt.gov.au**

Application Process

To apply for funding through the Katherine Town Council Community Grants Program, please follow the instructions below:

1. Download the PDF application form to your computer.
2. Complete the application form. The form can be partially completed, saved, reopened and edited as often as required until you are ready to submit.
3. The grant round opens 8am Thursday 1 July and closes 4pm Sunday 12 September 2021.
4. Application outcomes will be advised by email October 2021 to the contact details provided in this application form.

Event Details

Event Name: Starting Conversations

Event Start Date: Oct (date TBC)

Event End Date: 25 November 2021

Amount Requested: \$4980

Total Event Cost: \$6000

Briefly summarise the event you are seeking funding for:

KWILS will arrange two movie screenings and Q&A to promote conversation and awareness in Katherine around issues of violence and child protection.

October: The Children in Pictures, in partnership with Cinema3, Peakabrew and Goods International Pty Ltd. White Ribbon Day (25 Nov 2021): The Justice of Bunny King, in partnership with the Katherine Film Society, Cinema3 and Peakabrew.

Will the event still proceed with less money?

Yes, although in a reduced or amended capacity. For example, we may need attendees to purchase their own tickets, or we may only be able to facilitate one screening.

Applicant Details

Full registered name of
Organisation: Katherine Women's Information & Legal Service Association

Does your organisation operate as a not for profit? Yes

Is your organisation incorporated under the Associations Act (NT)? Yes
Certificate of incorporation No: 02157C

Is your organisation supported by an Incorporated Association that accepts legal and
financial responsibility of the grant: N/A
(if yes, details to be provided at end of this application)

Australian Business Number (ABN): 74628995581
(If not ABN, please supply a copy of the Statement by Supplier Form.)

Is your organisation registered for GST? Yes

Postal Address: PO Box 1194
Katherine NT 0851

Street Address: Shop 5, 17 First Street
Katherine NT 0850

Name of Authorised Representative (President or Chairperson): Siobhan Mackay

Position: CEO

Phone Number: (08) 8972 1712

Email: siobhan.mackay@kwils.com.au

Name of contact person for the project: Siobhan Mackay

Position: CEO

Phone Number: (08) 8972 1712

Email: siobhan.mackay@kwils.com.au

Briefly describe what activities and services your organisation provides?

Katherine Women's Information and Legal Service (KWILS) is a small community legal centre that provides free civil legal advice, information, representation and community legal education for all women of the Katherine, Big Rivers Region, with a particular focus on the reduction of domestic, family and sexual violence. Our Vision is a future where women and their children are safe, living with dignity and respect.

Budget

Event Budget: the budget is critical for the consideration of your grant application. It is important that you be as specific and as accurate as possible.

| Project Income | |
|--|-------------|
| Amount sought from KTC community grant | 4980 |
| Organisations contribution | As required |
| Other sources of grant funding | N/A |
| In-kind* contributions | 1020 |
| Sponsorship(if applicable) | N/A |
| Fundraising(if applicable) | N/A |
| Other | |
| | |
| Total Income | 6000 |

Please itemise the event expenditure

| Event Expenditure | |
|---|-------------|
| Cinema hire x 2 screenings, with ticket purchases covered for attendees (\$900 per screening) | \$1800 |
| Peakabrew cafe hire x 4 hours (2hours per event at \$85 per hour) | \$340 |
| Peakabrew catering x 2 events | \$2,340 |
| \$500 thank you gifts for Q&A panellists | \$500 |
| In Kind support - KWJLS, Katherine Film Society and Goods International Pty Ltd | \$1020 |
| | |
| | |
| | |
| Total Expenditure | 6000 |

Note that the budget must balance i.e. the total income must equal total expenditure.

*In-kind contributions are non-cash contributions of equipment, materials, time and services. An estimated value should be given for each item. In-kind contributions should be listed as both an income and an expense item.

Declaration

If a funding application is approved, your organisation (or sponsor, where applicable) agrees to the following Terms and Conditions:

1. The grant will be used for the purpose for which it was given and will be spent in accordance with the Grant Approval Package within twelve (12) months, unless otherwise agreed in writing.
2. Acquittal documents will be returned to the Katherine Town Council within three (3) months of the event being held or project completed.
3. Unspent funds in excess of ten (10) percent of the grant amount will be refunded to the Katherine Town Council within three (3) months of the event being held or project completed, unless otherwise agreed in writing.
4. If there is to be any delay in spending the grant, a written request will be made seeking approval for the extension of time. This will be done within six (6) months of receiving formal notification of grant approval.
5. The project, or any component of the project forming part of the application, will not be started before formal notification of grant approval has been received. If, for any reason, the project is to be started before notification, the organisation will contact the Council before the project starts.
6. It is the responsibility of the organisation or sponsor to ensure adequate insurance cover for the project. A copy of your certificate of currency for Public Liability Insurance must be supplied with your application.
7. The organisation will acknowledge the contribution of the Katherine Town Council Community Grant. Please contact Council for an electronic copy of the logo.
8. Any special conditions that are attached to the grant will be met.
9. All relevant records of the grant will be kept for a period of seven (7) years and will be made available for audit at any time.

I have read and agree to the Terms and Conditions set out in the Grant Application Guidelines. I certify that all the information provided is current and correct, and I give permission to the Council to contact any persons or organisations in the processing of this application.

Signed for and on behalf of the organisation or sponsor. Only the Public Officer, President or Chairperson (or another officer formally delegated such authority) of the organisation which is to receive the grant is to sign.

Signature:



Name: Siobhan Mackay

Position: CEO/Public Officer



Insurance | Risk Management | Consulting

Confirmation of Insurance

Arthur J. Gallagher & Co. (Aus) Limited
ABN 34 005 543 920 AFSL 238312
Level 1, 2 King Street
Canberra ACT 2600
T: (02) 6283 6555
E: canberra@ajg.com.au
W: ajg.com.au

Tuesday, June 29, 2021

In connection with this insurance, we act as insurance broker on behalf of the below named Insured.

Unless otherwise indicated below this Confirmation is issued as a matter of information only and confers no rights upon the holder. We confirm the below named insurers have been instructed to arrange cover as follows:

| | |
|-----------------------------|--|
| CLASS OF INSURANCE | Public & Products Liability |
| INSURER | Keystone Underwriting Pty Ltd on behalf on Certain Underwriters at Lloyd's |
| POLICY NO | NPP-694 |
| PERIOD OF COVER | From: 30 June 2021 at 4:00pm Australian Eastern Standard Time To: 30 June 2022 at 4:00pm Australian Eastern Standard Time |
| INSURED | Katherine Women's Information & Legal Service Inc. and/or subsidiary and/or related corporations as defined under Australian Corporations Law and/or financiers and all parties for whom the Insured undertakes to insure for their respective rights, interests, inter-relationships and liabilities. |
| BUSINESS DESCRIPTION | Principally legal and/or related services including but not limited to: providing legal and related information, referral, assistance, advice, casework, advocacy, representation, court support, domestic violence advocacy, immigration assistance by registered migration agents, tenancy advice and assistance, mediation and dispute resolution, community legal education, community education law and reform and policy, legal system and public interest advocacy, campaigning, lobbying and negotiation, advocacy, social work assistance, financial counselling, media releases and interviews including social media, providing or publishing legal and related publications and materials, quality assurance accreditation, meetings, seminars, conferences, fundraising activities, community development activities, displays/marketing/publicity, advertising, rallies, walks for justice, outreach activities and any other activities incidental thereto. |
| LIMITS OF LIABILITY | Public Liability - any one occurrence \$20,000,000 Products Liability - any one occurrence and in the aggregate \$20,000,000 |
| SUB-LIMITS | Property in Physical and Legal Control - any one Occurrence and in the aggregate \$250,000 Advertising Liability - any one Occurrence and in the aggregate \$250,000 |
| TERRITORY | Worldwide |
| JURISDICTION | Worldwide excluding United States of America |
| SITUATION | 5 17 First St Katherine NT 0850 |
| INTERESTED PARTY | Landlord - Hong Nguyen |

Subject at all times to the policy's more detailed terms, conditions, definitions and exclusions. Nothing herein shall be construed to alter in any way the scope of the contract between insurer(s) and the insured

Should the contract of insurance be cancelled, assigned or changed during the above policy period in such a manner as to affect this document, Gallagher have no obligation to inform the holder.


Senior Account Executive


Account Executive

CSF-COIPLO1

ajg.com.au | p1

from: Stephen Mackay <stephen.mackay@kath.net.au>

sent: Wednesday, 30 May 2022 11:29 AM

to: Caris Freeman <caris.freeman@kath.net.au>

subject: RE: Katherine Town Council | Community Grants 2021/22

Good morning Caris

I hope that you are well. I wanted to touch base about the Major Events funding we received from the Katherine Town Council for the *Starting Conversations* series of events.

Following two successful events in November last year, there is approximately \$3,200 remaining of this grant. I wanted to seek the Council's views on whether we are able to spend these unexpended monies on further same events, in line with the aims of the initial grounds of the application i.e. promoting conversation and awareness in Katherine around issues of domestic violence and child protection.

Please do let me know if there is a more appropriate avenue to make this request, I am still learning!

Kind Regards

Stephen Mackay

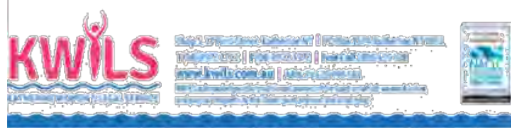
Chief Executive Officer

mail: stephen.mackay@kath.net.au

phones: 08/8757



I acknowledge the Jawoyn, Wardaman and Dagoman people, and all Nations across the Big Rivers Region, as the Traditional Owners of the Country I live and work on. I particularly celebrate the strength of the women who have cared for their children, families, and country for countless generations, and continue to do so.



14.12 MINUTES OF THE SPECIAL MEETING HELD ON 14 NOVEMBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170839

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. CO_20221114_MIN_8_EXTRA.PDF

OFFICER RECOMMENDATION

1. For the Elected Members to receive, note and endorse the Minutes of the Special Meeting of 14 November 2022

PURPOSE OF REPORT

To present to the Elected Members the Minutes of the Special Meeting of 14 November 2022



Ingrid Stonhill
Chief Executive Officer



MINUTES

Special Council Meeting

Monday, 14 November 2022
5:30 PM

Council Chambers,
Civic Centre, Stuart Highway, Katherine

SPECIAL COUNCIL MEETING MINUTES**14 NOVEMBER 2022****ELECTED MEMBERS**

- Mayor Elisabeth Clark (Chair)
- Councillor Maddy Bower
- Councillor Denis Coburn
- Councillor Ben Herdon
- Councillor Amanda Kingdon
- Councillor Jeremy Trembath

OFFICERS

- Ms Ingrid Stonhill – Chief Executive Officer
- Ms Rosemary Jennings – Director Community Services
- Mr Brendan Pearce – Director Infrastructure and Environment
- Mr Avtar Singh – Director of Corporate Services
- Ms Donna Warland – Governance and Executive Officer

WEBCASTING DISCLAIMER

The Katherine Town Council is live webcasting the Open Section of Ordinary Council Meetings. Audio-visual recording equipment has been configured to avoid coverage of the public gallery area and the Katherine Town Council will use its best endeavours to ensure images in this area are not webcast. However, the Katherine Town Council expressly provides no assurances to this effect and in the event your image is webcast, you will by remaining in the public gallery area be taken to have given the Katherine Town Council a non-exclusive licence to copy and broadcast your image worldwide for no reward.

Every care is taken to maintain privacy and attendees are advised they may be recorded. In the case of livestreaming becomes unavailable due to technical difficulties, Council will attempt every effort to ensure the live streaming issues are rectified promptly. Technical issues may include but are not limited to the availability of the internet connection, device failure or malfunction, unavailability of social media platforms or power outages. Council will take no responsibility for and will not be held liable for the unavailability of live streaming in part or full; due to technical issues beyond its control.

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ORDER OF BUSINESS

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| 7 | CLOSURE OF MEETING | 5 |

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 MEETING DECLARED OPEN

Meeting opened 5:32pm – due to power outage while meeting conducted, no zoom facilities available, therefore attendance by phone for some parties.

4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

4.1 ATTENDANCE

ELECTED MEMBERS

Mayor Elisabeth Clark

Deputy Mayor Kym Henderson (via telephone)

Councillor Amanda Kingdon

Councillor Denis Coburn

Councillor Ben Herdon

Councillor Madeleine Bower

OFFICERS

CEO Ingrid Stonhill

Director Avtar Singh

Director Brendan Pearce

Donna Warland

VISITORS

KPMG representative Matt Ward – via telephone to present briefing on Financial Statements.

4.2 APOLOGIES

Councillor Jeremy Trembath

4.3 LEAVE OF ABSENCE

Deputy Mayor Kym Henderson – telephoned in to meeting

5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Nil

6 REPORTS OF OFFICERS**6.1 BRIEFING BY KPMG - ANNUAL FINANCIAL STATEMENTS AND ANNUAL REPORT****COUNCIL RESOLUTION****SCM-043-2022****Moved:** Councillor Kingdon**Seconded:** Councillor Herdon**That it be recommended to Council to:**

1. Receive, note, and endorse the Annual Report for 2021/2022 incorporating the Audited Financial statements for the year ended 30 June 2022.
2. Note that in accordance with Section 290 (1) of the Local Government Act 2019, the endorsed Katherine Town Council Annual Report 2021/2022 incorporating the Audited Financial statements for the year ended 30 June 2022 will be provided to the Minister for Local Government on or before 15 November 2022.
3. Note that in accordance with Section 290 (2), the endorsed Katherine Town Council Annual Report 2021/2022 incorporating the Audited Financial statements for the year ended 30 June 2022 will be published on Council's website after the report has been delivered to the Minister, with a notice available in a newspaper as soon as practicable.

CARRIED 6/0**PURPOSE OF REPORT**

To provide a copy of the 2021/2022 Annual Report incorporating the Audited Annual Financial Statements for the year ended 30 June 2022 for Council's information and endorsement.

7 CLOSURE OF MEETING

The meeting closed at 6:46pm.

14.13 ADOPTION OF LANEWAY MANAGEMENT POLICY

| | | |
|---------------------|----------|---|
| FOLDER ID | : | \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170867 |
| AUTHOR | : | BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT |
| AUTHORISER | : | BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT |
| ATTACHMENT/S | : | 1. 17.2 - LANEWAY MANAGEMENT POLICY - DRAFT.PDF 2. 17.3 - LANEWAY CATEGORISATION TOOL.PDF 3. 17.1 - LANEWAY MANAGEMENT POLICY FLOW CHART.PDF |

OFFICER RECOMMENDATION

That it be recommended to Council to adopt the Laneway Management Policy as presented.

PURPOSE OF REPORT

To seek Council approval to adopt the Laneway Management Policy.

COMMUNITY PLAN/STRATEGIC PLAN

This Policy aligns with *Katherine 2027 – 5 Yr Strategic Plan*

Communities and Families

- Safe Community

Sports and Civic Events

- Accessibility and Mobility

Growth and Sustainability

- Better Infrastructure

BACKGROUND

Laneways provide important pedestrian connectivity for many of our residents. Where concerns are raised around the safety of laneways and closure is requested, this Policy aims to provide a clear decision-making process to ensure that all impacts, treatments, and facts are considered.

About Council's Laneways

1. There are numerous laneways across Katherine's three suburbs, namely Katherine East, Katherine North, and Katherine South.
2. Some laneways provide an overland flow path for stormwater during high rainfall events.

3. While laneways are not used in current subdivision planning, they do provide an important link in the path network within Katherine's suburbs providing easier access to shops, schools, public transport and open spaces (parks and reserves).
4. The majority of laneways are constructed on land designated as road reserve; others are constructed on open space lots.

Laneways are not considered the cause of anti-social or criminal behaviour however they may be used opportunistically by a small minority within the community, which has caused concern for and impacted nearby residents.

The Control of Roads Act and Regulations describe the process to permanently close a laneway that includes public consultation and Ministerial consent.

Most laneways have underground services crossing or along them (typically power, water sewer, telecommunications and stormwater).

The purpose of the policy is to:

- preserve the network of laneways within the Katherine Township, and
- guide decision making where a request to implement some form of treatment or closure of a laneway is received.

CONSULTATION PROCESS

The draft Laneway Management Policy was advertised for public consultation on Council's website from 1st September 2022 for 30 days. At the conclusion of this period there were two submissions:

- one in support of temporarily or permanently closing laneways, and
- one enquiry requesting further clarification.

POLICY IMPLICATIONS

Local Government Act 2019

Local Government (General) Regulations 2021

Katherine Town Council By-Laws 1998

BUDGET AND RESOURCE IMPLICATIONS

If adopted, this policy will require resources of staff time to investigate and instigate policy actions and implementation.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

If adopted, the Policy recognises that there are legislative processes to be followed, should a laneway be recommended for permanent closure.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

If adopted, the Policy recognises that some laneways serve a dual purpose and are required for overland stormwater flow and/or are service corridors for underground infrastructure.

COUNCIL OFFICER CONFLICT OF INTEREST

Nil to declare.



TITLE: LANEWAY MANAGEMENT POLICY

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

DATE TO TAKE EFFECT: XX/XX/2022

NEXT REVIEW DATE: XX/XX/2024

| Version | Reviewed By | Adoption Date | History |
|---------|-------------------------|---------------|---------|
| 1 | Policy Review Committee | | Draft |
| | | | |
| | | | |

1. Purpose

The purpose of this policy is to:

- preserve the network of laneways within the Katherine Township, and
- guide decision making where a request to implement some form of treatment or closure of a laneway is received.

2. Principles

The principles that apply to the management of laneways are:

- Council recognises that laneways were created for a purpose and provide a function and where practicable will retain laneways as a component of the pathway network
- Council will advocate for the engagement of all relevant government agencies that may impact on social behaviour issues and influence community responses and views
- The occurrence of anti-social and criminal behaviour is a community issue that may not be practical to address by laneway treatments or closures
- The implementation of temporary laneway treatments should not exceed twelve months without being reviewed by Council to assess effectiveness and costs
- A laneway that provides an overland stormwater flow path will not be considered for permanent closure
- Council recognizes that community expectations over time may change and that there will be different views within the community at any one time
- Wherever possible Council will seek to respond to the broad interests of the community when determining any treatment or closure of a laneway
- The permanent closure of a laneway within the road reserve requires the consent of the Minister for Local Government and the Minister responsible for the *Control of Roads Act*

3. Definitions

For the purposes of this Policy, the following definitions apply:

| Term | Definition |
|--|--|
| Public Open Space (POS) Access Laneway | A laneway connecting a street to POS, and the land comprising the laneway is within the surveyed lot forming the POS. |
| Street Access Laneway | A laneway connecting two streets and the land is a continuation of the road reserve. |
| Laneway Category | A method to calculate the significance of the laneway based on the level of disruption to active transport activities and overland stormwater movement. |
| Permanent Laneway Treatment | A modification of a laneway intended to remain in place for greater than twelve months that may include: <ul style="list-style-type: none"> • Bicycle chicane/s, • Lighting. Permanent closure is not a form of laneway treatment. |
| Temporary Part Time Closure | Typically involves daily closing of a laneway with locked gates typically between the hours of 9:00pm and 6:30am with the duration of the daily closing as determined by Council with a maximum period of twelve months. The time of closure will be assessed to suit the circumstances of the laneway. |
| Temporary Full Time Closure | The closure of the laneway with locked gates with the duration of closure as determined by Council with a maximum period of twelve months. |
| Permanent Closure | The closing of a laneway by the creation of a new lot that is defined by the boundaries of the abutting properties with the intent to dispose of the lot and consolidate into abutting properties. |
| Active Transport | Relates to physical activity undertaken as a means of transport. It includes travel by foot, bicycle, motorised scooters, and non-motorised vehicles. |
| Relevant Government Agencies | NT Police Force, Territory Housing, Territory Families, and other agencies involved with the provision of social services. |

Public Utility Easement (Linear or Transverse)

An easement established in the interest of a public utility provider for the purpose of protecting an underground service/s located within (linear) or across (transverse) a laneway.

Overland Stormwater Flow Path

Several laneways provide severe rainfall (1:100 yr) event overland flow paths to mitigate the risk of property inundation.

4. Policy Statement

4.1. Rationale

- 4.1.1. The retention of laneways to enable active transport options is Council's preferred option.
- 4.1.2. Where social issues associated with anti-social or criminal activity are occurring within the vicinity of a laneway the initial response is to engage with relevant government agencies to identify reactive and proactive intervention options, prior to considering the use of laneway treatments.
- 4.1.3. The permanent closure of a laneway will be considered by Council in special circumstances where the closure of the laneway does not unreasonably impact on active transport options within the vicinity of the laneway. The impact assessment includes several information sources outlined in the Policy.

4.2. Laneway Application and Assessment Requirements

- 4.2.1. Landowner application to close a laneway
For Council to assess a laneway an application form must be completed by all abutting property owners. The form will include the following:
 - (a) Reason for requesting closure of the laneway e.g. anti-social behaviour associated with use of the laneway
 - (b) Details of incidents reported to NT Police providing dates and times
 - (c) Period of occupancy of the property
 - (d) Acknowledgment that a financial contribution will be paid to Council on request prior to instigation of a permanent closure where Council determines closure is possible
 - (e) Acknowledgement that payment to Council is required for the portion of the closed laneway that may be amalgamated with their property prior to undertaking the permanent closure following Ministerial consent for permanent closure (where required).

NOTE:

- 1. Where an abutting property owner is the Northern Territory Government, Council will liaise directly with the relevant agency.
- 2. Payment of a financial contribution will not be required at the time of requesting closure of a laneway – only after Council determines that permanent closure is possible.

3. Where a resident is not the owner of the property, the property owner is required to make the application as the property owner will be required to agree to amalgamate any closed portion of laneway and make a payment for the land based on the methodology set out in Clause 4.4.3.

4.2.2. Information to be collected for report to Council

- 4.2.2.1. Where the completed application forms have been received from all property owners, Council will undertake the following actions:

- (a) Request information from NT Police relating to the vicinity of the laneway covering the most recent quarterly reporting period
- (b) Survey a minimum of 20 properties within the immediate vicinity of the laneway
- (c) Install a CCTV camera at one end of the laneway for a period of not less than three weeks to obtain laneway usage data
- (d) Request information from relevant government agencies and non-government organisations on local issues
- (e) Calculate the Laneway Category using the approved methodology
- (f) Assess the laneway in respect of its stormwater function
- (g) Obtain information on underground services within the laneway

NOTE:

1. Council will respond to a request for closure no later than three months from receipt of a written request submitted in accordance with Clause 4.2.1

4.2.3. Consideration by Council

- 4.2.3.1. Where the above requirements and information have been completed Council will consider the appropriate action to be taken. The options that Council may consider are:

- (a) Decline the request.
Where a request has been declined Council will not consider a further request within twelve months unless there is a demonstrable and significant change in circumstances from the original request.
- (b) Request relevant government agencies and non-government organisations to provide responses to address the cause of the anti-social behaviour.
- (c) Where the information indicates that a targeted strategy may assist in addressing the cause of the anti-social behaviour Council will advocate for responses from the relevant government agencies and non-government organisations.
- (d) Consider a treatment commensurate with the identified issues;
- (e) Where treatment does not involve trialling part-time closures, the treatment may be permanent. Where the Council approves the trialling of a part-time closure, the closures will occur for a maximum period of twelve months (from implementation).

NOTE:

1. Council will determine the review period based on the specific circumstances of the laneway. The purpose of setting a twelve-month maximum period is to ensure that the information and monitoring that may be required is undertaken in a timely manner.

4.2.4. Review by Council

- 4.2.4.1. Where Council has reviewed a trial treatment or facilitated a response by relevant government agencies and non-government organisations the following review periods will apply:

1. If Council has requested relevant government agencies and non-government organisations to provide responses to address the cause of the anti-social behaviour, Council will review the effectiveness of the responses no sooner than six months from implementation.

- 4.2.4.2. Where the responses have not achieved a positive outcome, however the expectation is that the strategy / response may deliver reduced incidents of anti-social behaviour, the Council may defer a decision on the laneway for a further six-month period.

- 4.2.4.3. At the of the initial six months or after twelve months where there is no demonstrable reduction in anti-social behaviour Council may consider permanent closure of the laneway subject to the required criteria being met.

- 4.2.4.4. Consider a treatment commensurate with the identified issues;

Where the Council approves the trialling of a night-time closure, the closures will occur for a maximum period of twelve months (from implementation) before the effectiveness of the trial is assessed. During the trial the laneway use, and other relevant information will be collected.

- 4.2.4.5 Subject to the information collected, Council may choose to cease the treatment or extend the treatment for further period not exceeding twelve months.

Criteria for permanent closure of a laneway

- 4.3.1 Council may seek the permanent closure of a laneway where the following criteria are satisfied:
 - a) The laneway does not provide an overland stormwater flow path; and
 - b) The Laneway Category is rated a Low or Medium; and
 - c) Agreement with abutting landowners ensures that the whole of the laneway will be disposed of through amalgamation with the abutting properties; and
 - d) The abutting landowners have acknowledged and agreed to the contribution to costs for the closure of the laneway and the payment for the portion of closed laneway (inclusive of easements where applicable) to be amalgamated with their property; and
 - e) The laneway use is less than 30 movements per day.

NOTE:

1. The purpose of the policy is to avoid the retention of small and isolated parcels of land held by Council that serve no long-term benefit or purpose for the community.

Landowner contribution and purchase of land

- 4.4.1 The cost to undertake the permanent closure of a laneway may be up to \$16,000 and comprises public notices, survey, land titles and development costs, and removal of the constructed path.
- 4.4.2 Council will require each abutting landowner to contribute \$500 towards these costs. Payment will be required prior to instigating public consultation for the proposed closure.
Where a landowner has agreed to amalgamate a portion of the closed laneway with their property, the value of the closed portion will be calculated as follows:
- The value of the original property will be determined,
 - The combined (original plus portion of laneway) property will be calculated,
 - The amount to be paid will be the difference between the two values.
- 4.4.4 The values will be determined by a Certified Practicing Valuer and subject to review by the Valuer General where required.

NOTE:

1. Payment of a financial contribution will not be required at the time of requesting closure of a laneway – only after Council determines that permanent closure is possible.
2. Payment for a portion of land to be acquired will not be required at the time of requesting closure of a laneway – only after the permanent closure has been approved by the relevant Ministers, where required, and the subdivision of the land has been determined to enable the valuation methodology to be applied.

Associated Documents:

Katherine Town Council – Laneway Classification Guidelines

References and Related Legislation

Local Government Act 2019

Local Government (General) Regulations 2021

Katherine Town Council By-Laws 1998

Laneway Categorisation

Laneway: **(Insert Name / Location)**

Methodology:

The score for an individual Laneway is determined by the following formula:

$$[HSF + 0.25(AOF)] \times PVF = SCORE$$

The factors applied for the extra distance walked to educational facilities, recreational facilities, shops, parks and other facilities are contained within Table 1.

The HSF is the **Highest Single Factor** from Table 1 below, with the AOF, **All Other Factors**, being the sum of all other calculated factors.

Table 1

| Additional Distance (m) | Education Factor | Recreational facilities Factor | Shop Factor | Park Factor | Other Factor |
|-------------------------|------------------|--------------------------------|-------------|-------------|--------------|
| 1 TO 99 | 1 | 1 | 1 | 1 | 1 |
| 100 TO 199 | 2 | 2 | 2 | 2 | 2 |
| 200 TO 299 | 3 | 4 | 3 | 3 | 3 |
| 300 TO 399 | 5 | 8 | 5 | 4 | 4 |
| 400 TO 900 | 10 | 16 | 10 | 8 | 8 |

Table 1 – Additional Distance Walked Factor

The estimation of potential pedestrian usage (the **Pedestrian Volume Factor, PVF**) is calculated by the number of blocks immediately serviced by the laneway, being;

- Less than ten blocks – Factor of 1
- 10 to 20 blocks – 1.67
- Greater than 50 blocks – 2.5

Laneway Calculation:

| Factor Type | Score | Comments |
|-------------------------|---------------------------------|---|
| Education | (insert score) | No impact to access (insert name) School |
| Recreational facilities | (insert score) | Recreational facility (insert name) (heading towards the Town Centre) – 580m |
| Shop | (insert score) | No impact to access (insert name) Shops |
| Park | (insert score) | No impact to access (insert name) (or other (insert name) Parks) |
| Other | (insert score) | Access to (insert name) to cross into (insert name) to access childcare, high school, shared path etc – 500m+ |
| HSF | Insert highest score from above | |
| AOF | Insert sum of all other factors | |
| PVF | Insert PVF factor | Insert No. of Properties within (insert name) |

(note: factors are based on highest calculated additional distance, with the education being based on the local primary school for that suburb)

Calculation:

$$[HSF + 0.25(AOF)] \times PVF = \text{SCORE}$$

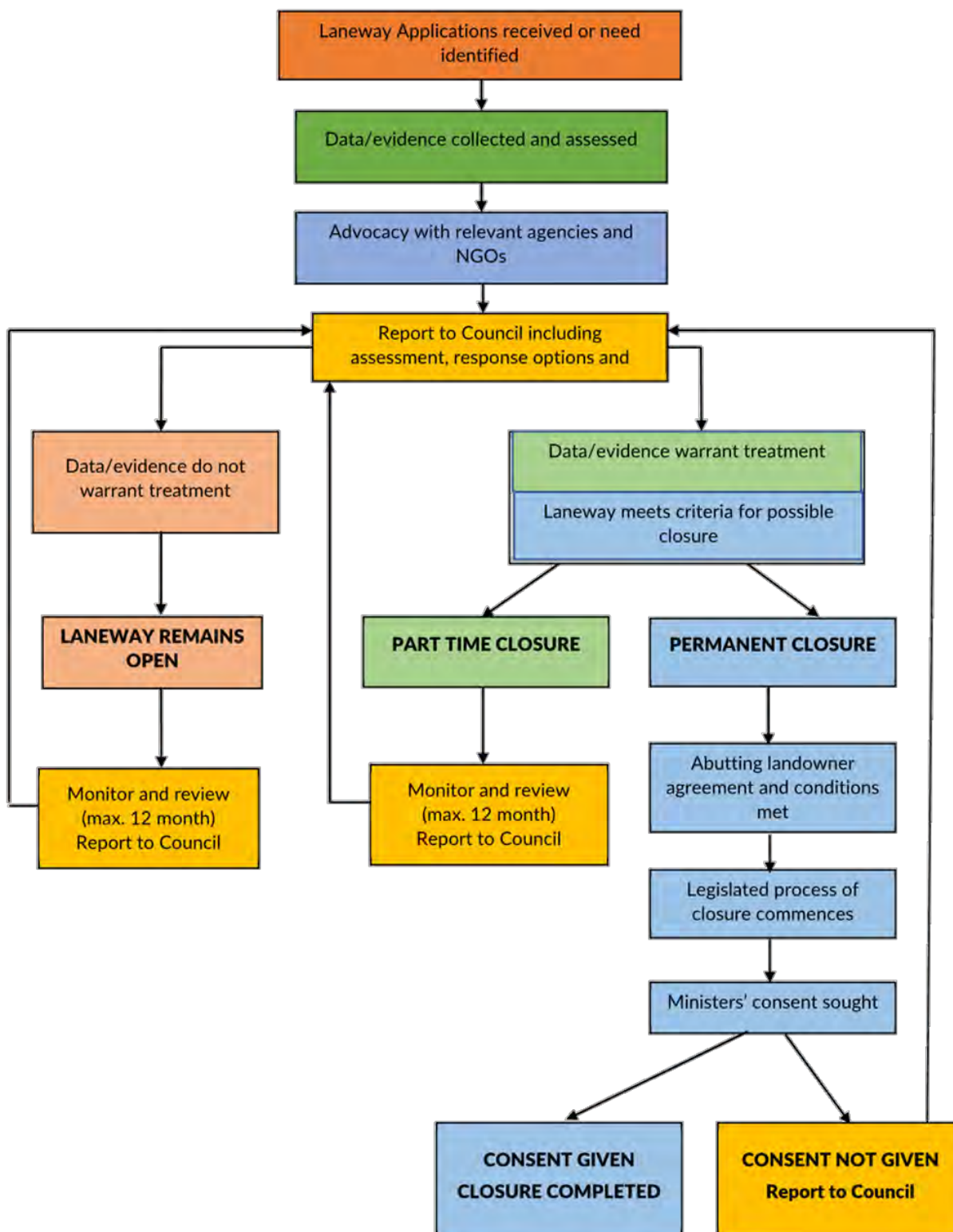
The subsequent Category derived from the score is defined as;

- Low – Total score of 0 - 9.9
- Medium – Total score of 10 - 19.9
- High – Total score of 20 or more

Note: A higher score indicates the importance of maintaining the use of the laneway for all users.

DRAFT LANEWAY MANAGEMENT POLICY

FLOW CHART



14.14 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA - REPORTS ONLY/170887

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. OPERATIONAL SERVICES REPORT - OCTOBER 2022.PDF

OFFICER RECOMMENDATION

1. That the report of the Infrastructure and Environment Department for the month of October 2022 be received and noted.

PURPOSE OF REPORT

To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure and Environment Department during the month of October 2022.

COMMUNITY PLAN/STRATEGIC PLAN**1. COMMUNITY AND FAMILIES**

1.3 Keeping Town Safe

2. VIBRANT ECONOMY

2.1 Improve Katherine's Image

3. A FUTURE FOCUS

3.3 Road Network

3.4 Stormwater

3.5 Outdoor Lighting

4. ENVIRONMENTAL SUSTAINABILITY

- 4.1 Sustainable Waste and Recycling is a Priority
- 4.2 Reduce our Footprint
- 4.3 Protecting our Water

BACKGROUND

Katherine Town Council's Operational Team continues to undertake works to maintain Council's infrastructure and environment and provide core services within the Katherine Municipality.

The attachment summarises the progress of the monthly maintenance schedules and service statistics for key areas.

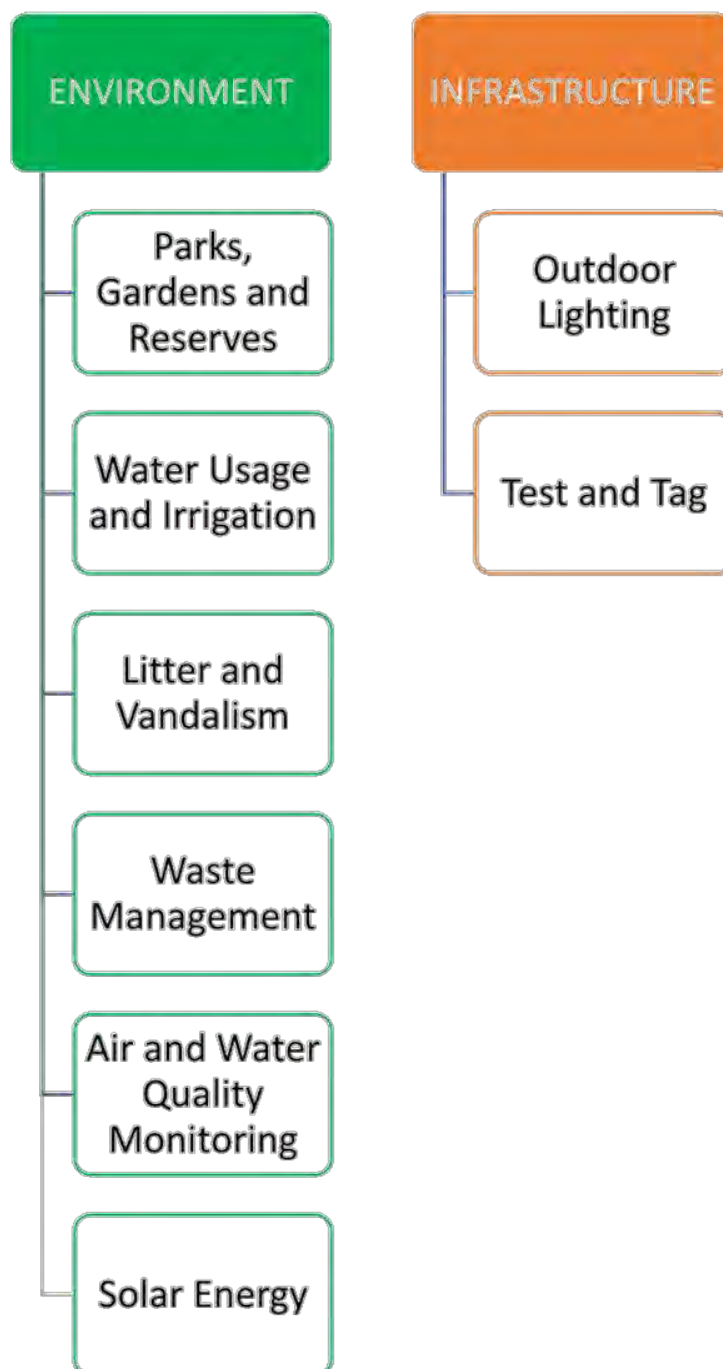
Brendan Pearce

DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

INFRASTRUCTURE AND ENVIRONMENT



OPERATIONAL SERVICES



ENVIRONMENT

PARKS, GARDENS AND RESERVES

- **Ground Maintenance**

Staff carried out cleaning, mowing and other routine maintenance throughout the town including parks, picnic facilities and surrounds.



- **Katherine Memorial Cemetery**

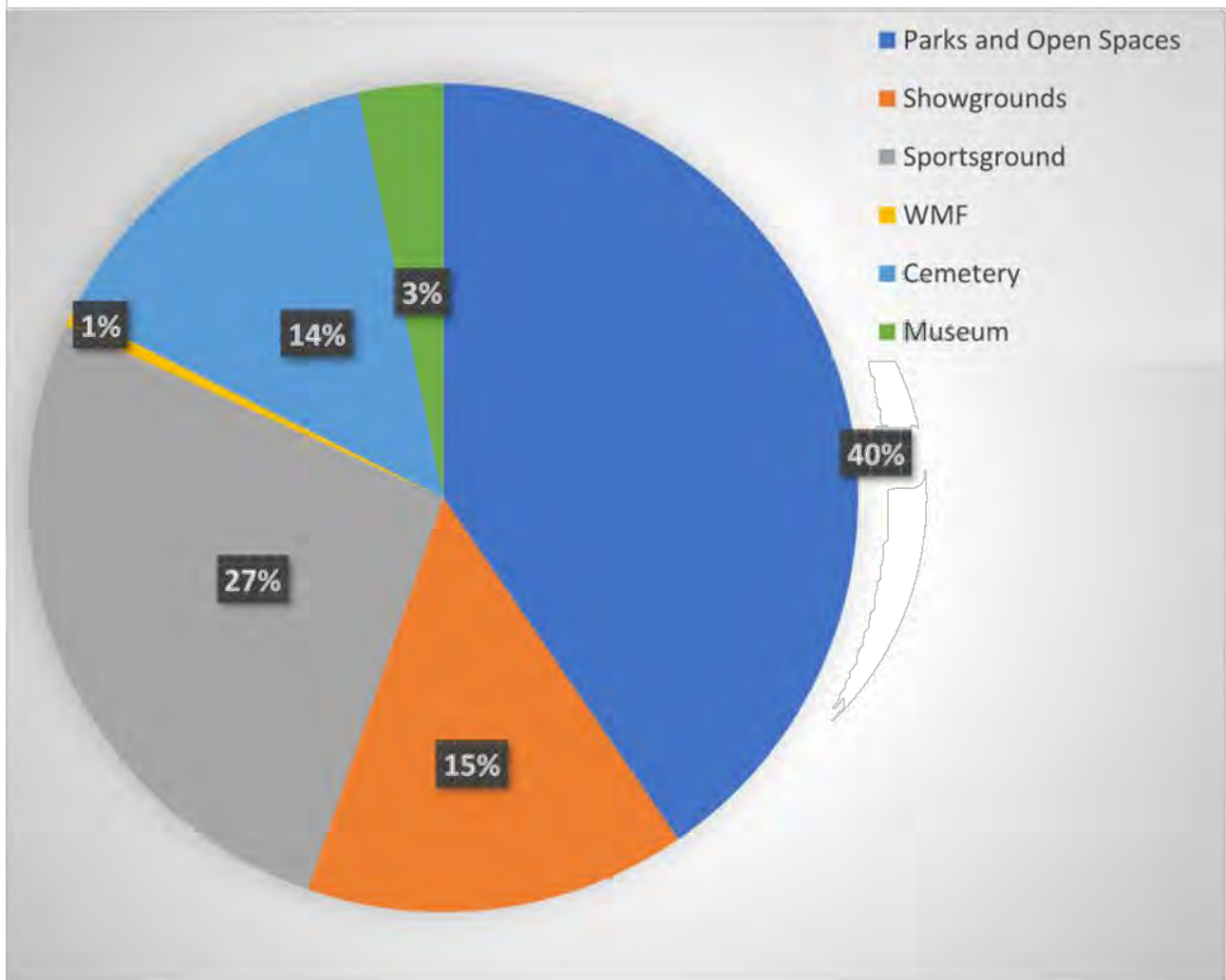
Seven (7) Burials were conducted. Staff Pressure cleaned the rotunda and carried out follow up maintenance on plots and other routine tasks

ENVIRONMENT

WATER USE AND IRRIGATION

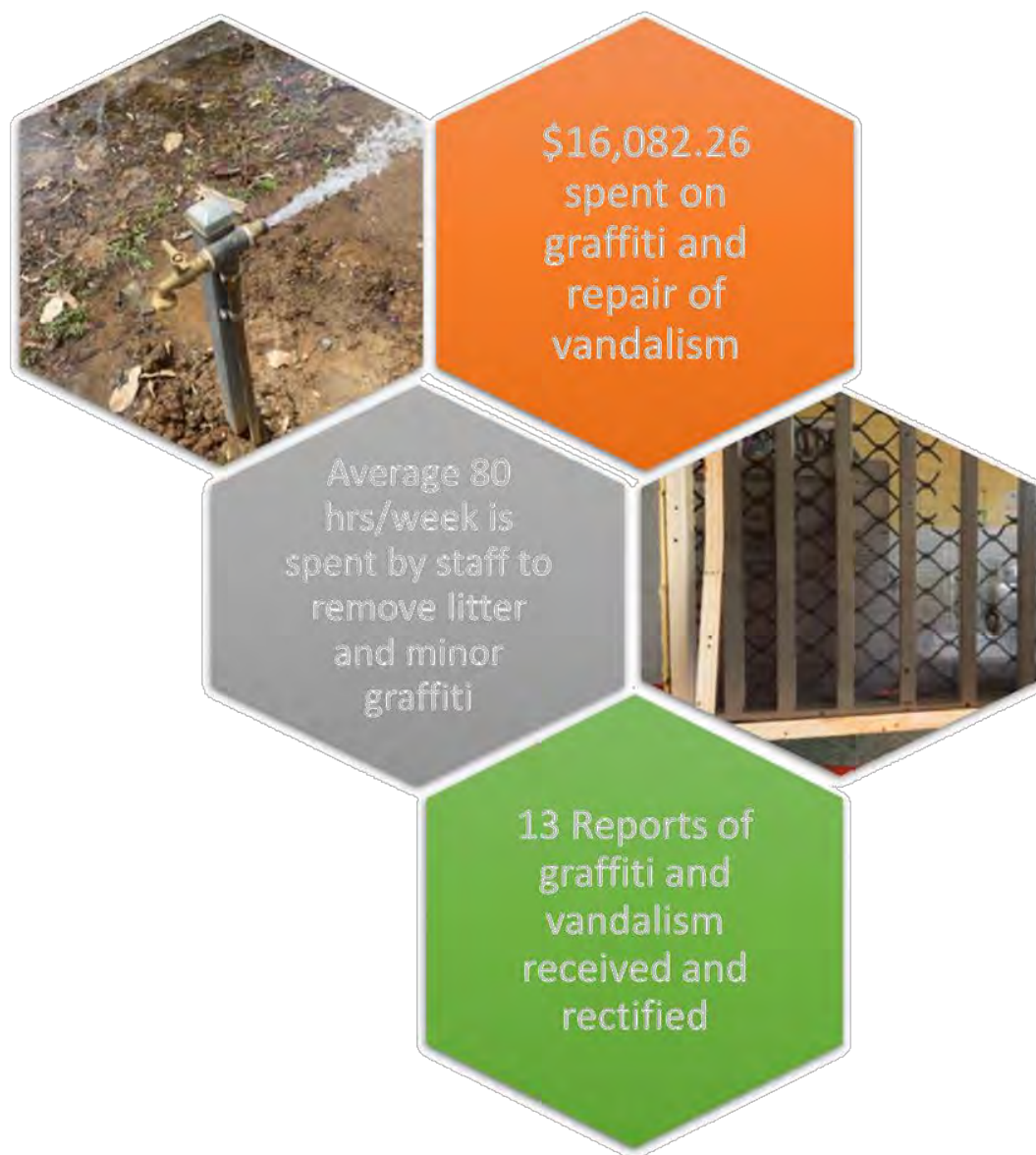
Total bore water usage – October 2022 – 42,326 Litres

Annual allowance: 524 ML/yr



ENVIRONMENT

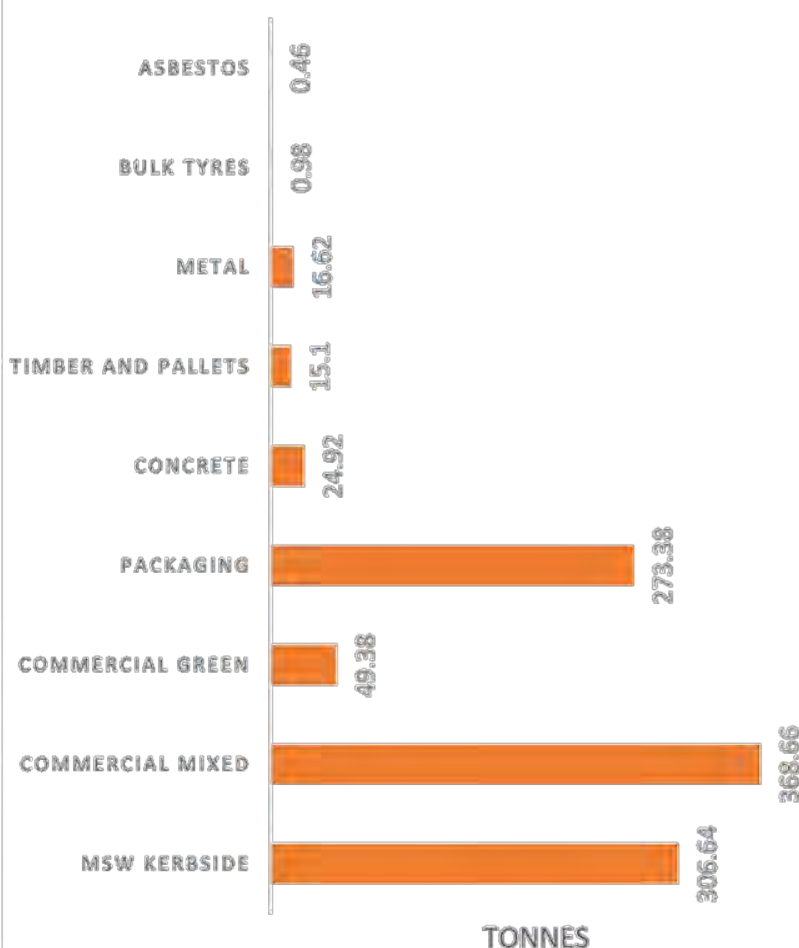
LITTER AND VANDALISM



ENVIRONMENT

WASTE MANAGEMENT

WASTE RECEIVED AT WMF – OCTOBER 2022



| Domestic Waste | Number of trips |
|----------------|-----------------|
| Mixed | 1271 |
| Green | 248 |

| Others | Number of items |
|-------------|-----------------|
| Tyres | 10 |
| Animals | 30 |
| White Goods | 40 |
| Gas Bottles | 2 |



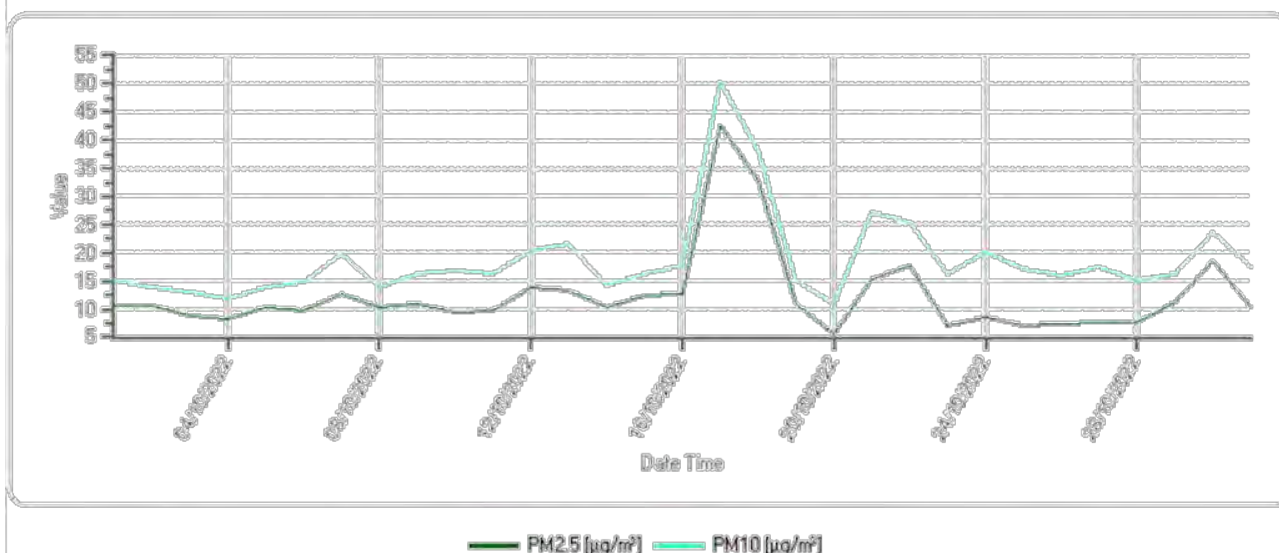
| Recycling | Tonnage |
|-----------|---------|
| Batteries | 1.84 |

In order to increase service efficiency, Katherine Town Council changed the operating hours of the Waste Management Facility. With this change, initially Council had received few complaints. However, residents are certainly getting used to it and is taking this change in an optimistic way with fewer complaints received recently.

ENVIRONMENT

AIR AND WATER QUALITY MONITORING

Station: Katherine Periodic: 01/10/2022 00:01 - 01/11/2022 00:00 Report Type: AVG



THE AIR QUALITY WAS OVERALL GOOD FOR THE MONTH OF OCTOBER – IDEAL QUALITY TO ENJOY NORMAL OUTDOOR ACTIVITIES. BETWEEN 18TH AND 20TH OCTOBER, THE AIR QUALITY WAS RECORDED TO BE OF ACCEPTABLE QUALITY.

QUARTERLY WATER QUALITY SAMPLING OF GROUND WATER AT WASTE MANAGEMENT FACILITY WAS COMPLETED IN LINE WITH THE NT-EPA LICENCE.

ENVIRONMENT

SOLAR ENERGY

| OCTOBER 2022 | | VISITOR INFORMATION CENTRE | CIVIC CENTRE |
|---------------------------------------|---|----------------------------|--------------|
| Energy produced (MWh) |  | 3.3 | 5.4 |
| Energy Consumed (MWh) |  | 7.06 | 11.8 |
| Exported to Grid (MWh) |  | 0.01 | 0.88 |
| Imported to Grid (MWh) |  | 3.7 | 7.3 |
| Equivalent to number of trees planted |  | 59 | 96 |

Solar panels on Council buildings produced an average of 286KWh of energy per day.

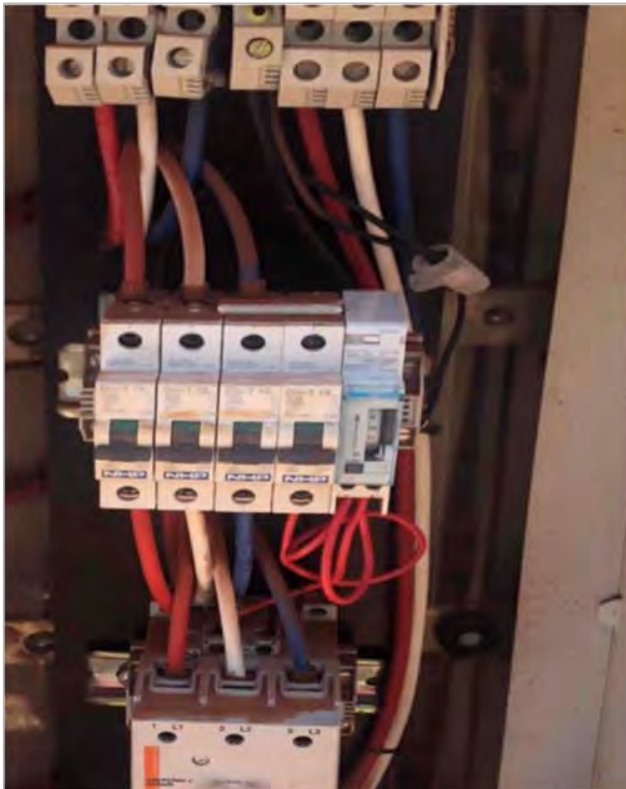


The environmental benefit is equivalent to planting 155 trees for this month.

INFRASTRUCTURE

STREETLIGHT REPAIRS AND MAINTENANCE

9 requests were received from residents regarding streetlight faults. They were attended to and fixed.



INFRASTRUCTURE

TEST AND TAG



Annual test and tag was conducted at all Council Facilities including Civic Centre, Lindsay St Complex, Visitor Information Centre, Waste Management Facility and Showgrounds to ensure safe working order and in line with the WHS requirements.

14.15 CEO REPORT

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170933

AUTHOR : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That the CEO's report be received and accepted as read.

PURPOSE OF REPORT

To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of September/October 2022.

COMMUNITY PLAN/STRATEGIC PLAN

The community strategic plan has been published widely across the community. We are currently implementing officer reporting to highlight which projects report to which priority in the strategic plan. We are also aligning council services to fit within the seven priority strategies.

I wish to acknowledge and congratulate the Library team, under the guidance of Colleen McTaggart for their outstanding service, which was recently recognised in the Chamber of Commerce, **WINNER – Best Customer Service – Not for Profit Katherine.**

It is my pleasure to announce the appointment of Amanda Haigh to the role of Governance and Executive Officer. Amanda has been a guiding light and an incredible resource to myself and council since I commenced in February this year. I know Amanda will be an incredible asset to our Katherine Town Council team and elected members.

The CEO report will work across all sections of the strategic plan.

1. Strong Leadership

Mental Fitness Training was delivered by Sue Kohn-Taylor for all staff and elected members, held during October. Checking in on the wellness of your staff is extremely important for any organisation to be successful. The Mental Fitness training was also offered at a subsidized rate to the Katherine Community.

Planning the delivery of strategic planning for senior staff and elected members.

Introduced and encouraged the honour of outstanding staff contribution towards other colleagues through the monthly "Employee Kindness Award". The first recipient of this award was our Senior Customer Service Officer, Carol Sargeant who then passed the award onto our Ranger, Christoph Erler. We will continue to recognise and reward our staff as they achieve excellent outcomes along side their team members.

We are working in partnership with the Chamber of Commerce to promote the Christmas Lights competition. We are also working with Trent De Witt to enhance our Christmas carols event.

I attended the Chamber of Commerce Women's Networking lunch event as the guest speaker.

We have also completely reviewed our WHS processes and procedures and have implemented a WHS induction and training platform, Safetyhub, which is used throughout the organisation to better address and educate our staff on WHS obligation, system, process and procedures. We are now finalising WHS/HR policy review and in development phase of completing Happy HR (Human Resources Management Information System) and Skytrust (WHS Compliance Platform).

Council recruited to fill vacancies in the following positions:

2. Finance Officer
3. Finance Manager
4. Municipal Worker (Casual/Seasonal)

Council current staffing levels as of 30 October 2022

Casual: 9

Part Time: 9

Full Time: 49

% of roles vacant: 3 positions vacant / 6.12% vacant

5. Community and Families

We have received confirmation of the \$10 million federal funding for the upgrade of the Katherine Aquatic Centre. The funding announcement was made by the Marion Scrymgour and Mayor Lis Clark at a community event organised by Ms Scrymgour's staff. Once we have the funding agreement, public consultations will begin.

6. Sports and Civic Events

We hope to have in place our new Civic Centre signage, displaying our Vision, Mission and Values in both English and Kriol at entrance of the civic centre prior to Christmas. Also to have completed our activation of the Civic Centre lights display prior to the Christmas period.

Council is also proud to have hosted the Chief Minister to officially open our new Sporting Pavilion.

7. Growth and Sustainability

The end of financial year audit has been completed by KPMG. Whilst there were some significant delays with rectifying previous issues, we are pleased to have submitted our Annual Report to the Minister of Local Government within the required timelines. I wish to congratulate Avi who with his team, and support from other departments allowed this audit to happen. I would also like to thank Emily, Casey and all staff for their reporting to their departmental measures.

Made an initial funding application to upgrade employee workstations within the civic centre and minor alternation to the public and staff toilet facilities within the Centre.

Have completed the reception and entrance way upgrade to be more disability-friendly and included a coat of fresh paint. All historical records stored within the Civic Centre have been recorded, managed, and removed from the Centre.

8. Arts, Culture and Heritage

We have been delighted to work in collaboration with KRA and the NTG again, on this occasion to repaint the Ryan Park toilets. The flower artwork has been well received by all.

Council is also working with the community to return the lawn Cemetery to it's required standard as per legislation.

9. Big Rivers Inter- Government Collaboration

I have attended Big Rivers Region Economic Development meeting, addressing some of the issues around the shopping centre and Woolworths. We are hoping for an improved outcome from the shopping centre owners. I have attended my first Katherine Community Engagement Senior Reference Group and am working across government and non-government agencies to address crime and anti-social behaviours. I also attend regular Senior Officers group meetings at NTG addressing a number of significant Big Rivers and Katherine issues. These committees are ongoing and meet regularly.

10. Environmental Sustainability

As we head into the wet season, we are planning our environmental focus on sharing education and reminder posts on social media for residents to take particular care with trees and unsecured items around their homes as well as responsible pet ownership. The wet and wind can cause issues and injury and as a result we are working on and review our emergency response procedure.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

none

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

none

COUNCIL OFFICER CONFLICT OF INTEREST

none



Ingrid Stonhill
Chief Executive Officer

14.16 FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170954

AUTHOR : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : 1. ATTACHMENT - MONTHLY FINANCIAL REPORT - OCTOBER 2022.PDF

OFFICER RECOMMENDATION

1. That it be recommended to Council to:
 - (a) Endorse the Financial Report for the month of October 2022

PURPOSE OF REPORT

To present to Council the Financial Report for the month of October 2022

BACKGROUND

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to Council at their Ordinary Monthly Council Meeting. Accordingly, the commentary attached presents the financial position of the council at the end of October 2022 with the Chief Executive Officer (CEO) Certification.

KEY MESSAGES

- Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.
- Total YTD income is 4.60% below budget mainly due to the timing of Operating Grants and Subsidies receipts.
- Total YTD operating expenditure is 11.62% below budget.
- Employee Costs are below budget by 10.52% as some positions remained vacant.
- Materials/Services are below budget by 17.06% due to timing of the spending.
- Elected Members Allowances is below budget as the payments for October allowances were made in November 2022.
- Monthly creditor payments have been made to all known supplies with payments made weekly.
- 79.7% of our Infringements are outstanding longer than 90 days with 94.1% of these being outstanding longer than 1 year to less than 3 years.

- 3.68% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- Capital expenditures are 14.09% below budget due to timing of commencement of projects and renewals.
- We expect to receive \$9.7M in rates payment this financial year.
- 13.32% of our outstanding rate balance reflects rates outstanding for prior financial years (2021/2022 FY and prior).
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.
- This October report does not include monthly balance sheet and cash flow as Council's 30 June 2022 Audit has just been finalised. Now, the final audited closing balances will be transferred to the new Xero data file to complete the accounting system migration.

CERTIFICATION BY CHIEF EXECUTIVE OFFICER

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

- The internal controls implemented by Council are appropriate; and
- The Council's Finance Report for October 2022 best reflects the financial affairs of the Council.



Ingrid Stonhill
CHIEF EXECUTIVE OFFICER

Table 1. Income and Expense Statement – Actual v Budget

| INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING OCTOBER 2022 | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Approved Annual Budget \$ |
|--|---------------------------|--------------------------|----------------------------|--|
| OPERATING INCOME | | | | |
| Rates | 9,790,483 | 9,704,076 | 86,407 | 9,704,076 |
| Statutory Charges | 35,939 | 19,115 | 16,824 | 57,346 |
| User Fees and Charges | 696,921 | 718,042 | 21,120 | 2,154,125 |
| Operating Grants and Subsidies | 117,865 | 740,500 | 622,635 | 2,221,500 |
| Interest / Investment Income | 57,674 | 9,333 | 48,341 | 28,000 |
| Other Income | 4,130 | 28,333 | 24,203 | 85,000 |
| TOTAL INCOME | 10,703,013 | 11,219,400 | 516,387 | 14,250,047 |
| OPERATING EXPENSES | | | | |
| Employee Expenses | 1,722,460 | 1,924,975 | 202,515 | 5,774,926 |
| Materials and Contracts | 1,743,225 | 2,101,839 | 358,614 | 6,305,516 |
| Elected Member Allowances | 55,069 | 89,890 | 34,821 | 269,669 |
| Depreciation, Amortisation and Impairment | 1,141,428 | 1,141,428 | | 3,424,283 |
| Other Expenses - Insurance | 430,527 | 503,888 | 73,361 | 503,888 |
| TOTAL EXPENSES | 5,092,708 | 5,762,019 | 669,311 | 16,278,282 |
| OPERATING SURPLUS / DEFICIT | 5,610,305 | 5,457,380 | 152,924 | 2,028,235 |
| Capital Grants Income | | | | |
| SURPLUS / DEFICIT | 5,610,305 | 5,457,380 | 152,924 | 2,028,235 |
| Capital Expenses | 399,739 | 465,325 | 65,586 | 1,395,975 |
| Borrowing Repayments (Principal Only) | | | | |
| Transfer to Reserves | | | | |
| Less Non-Cash Income | | | | |
| Add Back Non-Cash Expenses Depn | 1,141,428 | 1,141,428 | | 3,424,283 |
| NET SURPLUS / DEFICIT | 6,351,994 | 6,133,483 | 218,511 | 73 |
| Prior Year Carry Forward Tied Funding | | | | |
| Other Inflow of Funds | 5,738 | | 5,738 | |
| Transfers from Reserves | | | | |
| TOTAL ADDITIONAL INFLOWS | 5,738 | | 5,738 | |
| NET OPERATING POSITION | 6,357,731 | 6,133,483 | 224,248 | 73 |

Note 1. Details of Cash and Investments Held

CASH AND INVESTMENTS as at 31 October 2022

| | | | | | | |
|--|-----------|-------------|-------------|-------------|--------------------|------------|
| GENERAL FUND | | | | | | \$ |
| Commonwealth Bank | | | | | | |
| Balance as per bank statement, 31 October 2022 | | | | | | 1,765,504 |
| Credit card balances | | | | | | 46,120 |
| Balance of Imprest and Petty Cash | | | | | | 1,351 |
| Plus net outstanding deposits/(withdrawals) | | | | | | 33,247 |
| Adjusted cash at bank balance, 31 October 2022 | | | | | | 1,846,222 |
| INVESTMENTS | | | | | | |
| FINANCIAL INSTITUTION | \$ | RATE | DATE | DATE | INSTITUTION | |
| AMP | 1,145,894 | 0.50% | on call | on call | | |
| AMP | 1,090,405 | 3.80% | 9-Sep-22 | 9-Mar-23 | | |
| AMP | 2,159,792 | 3.80% | 9-Sep-22 | 9-Mar-23 | | |
| AMP | 3,583,200 | 3.80% | 9-Sep-22 | 9-Mar-23 | | |
| AMP | 1,000,000 | 4.05% | 6-Oct-22 | 6-Apr-23 | | |
| AMP | 900,000 | 4.30% | 4-Oct-22 | 4-Apr-23 | | 9,879,291 |
| Commonwealth Bank | 2,540,000 | 3.63% | 2-Sep-22 | 1-Mar-23 | | |
| Commonwealth Bank | 2,540,000 | 3.63% | 2-Sep-22 | 1-Mar-23 | | 6,002,203 |
| Commonwealth Bank | 922,203 | 0.45% | on call | on call | | |
| Westpac Bank | 902,081 | 0.85% | 9-Oct-22 | 9-May-23 | | 902,081 |
| Total Investments | | | | | | 16,783,586 |
| Total Funds | | | | | | 18,629,807 |

| | | | |
|---|--------------------------|-----------|----------------------|
| Internally Restricted Funds | | \$ | |
| | WMF Renewal Reserve | 6,462,862 | |
| | Capital Renewal Reserve | 4,987,847 | |
| | Contingency reserve | 1,000,000 | |
| | Council Election Reserve | 100,000 | |
| | Council motion reserve | 600,515 | |
| | Provision for Employees | 650,581 | |
| | RESTRICTED FUNDS | | 13,801,605 |
| Unrestricted funds | | | 3,901,327 |
| Unexpended Capital grants- Restricted Funds | | | 925,525 |
| Imprest and Floats - Restricted Funds | | | 1,351 |
| Total Funds | | | \$ 18,629,807 |

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

| | | | | |
|---|---------------------|---------------------|--------------------|---------------------|
| Council can select timing of age of debtor | 1 – 30 Days | 31 – 60 Days | >60 Days | TOTAL |
| Rates Debtors | \$ 5,119,000 | \$ | \$ 786,430 | \$ 5,905,430 |
| Sundry Debtors | \$ 18,378 | \$ 60,152 | \$ 18,811 | \$ 97,341 |
| Weighbridge Debtors | \$ 121,687 | \$ 11,887 | \$ 33 | \$ 133,587 |
| Infringement - Animal | \$ 300 | \$ 1,796 | \$ 7,000 | \$ 9,096 |
| Infringement - Parking | \$ 270 | \$ 392 | \$ 4,568 | \$ 5,230 |
| Infringement - Litter/Camping | \$ | \$ | \$ 338.00 | \$ 338 |
| TOTAL | \$ 5,259,615 | \$ 74,228 | \$ 817,180 | \$ 6,151,022 |

Arrears continue to be followed especially in the area of rates. Infringement notices unpaid from previous month have been forwarded to Fines Recovery Unit (FRU) for follow up. Sundry and Weighbridge debtors continue to be followed up on greater than 60 days. The significant increase is due to newly levied rates for 2022-2023

Note 3, Statement on Debts Owed by Council (Accounts Payable)

| Council can select timing of age of creditor → | 1 – 30 Days | 31 – 60 Days | >60 Days |
|--|---------------|--------------|----------|
| Trade Creditors | \$ 189,397.75 | 355.56 | 0 |
| Other Creditors | \$ | \$ | \$ |

14.17 WET SEASON PREPARATIONS

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170958

AUTHOR : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That Council authorise the wet season closure of the Katherine Hot Springs from Thursday 24th November 2022 for the duration of the 2022/23 wet season.
2. That Council authorise the CEO to affect any further required closures and actions required to maintain public safety in readiness for the 2022/23 wet season.

PURPOSE OF REPORT

To advise Council of preparations undertaken by Council's Infrastructure and Environment Department in preparation for forthcoming wet season weather events.

COMMUNITY PLAN/STRATEGIC PLAN**Communities and Families**

- Safe Community

Growth and Sustainability

- Better Infrastructure

BACKGROUND

Council staff undertake a number of routine preparations in readiness for the annual wet season weather events that Katherine and the Top End experiences. These include, but are not limited to:

- Closure of the Katherine Hot Springs for the duration of the wet season
- Lowering / securing the pedestrian handrail at the Low Level Bridge
- Closure of the Katherine River boat ramp and access road due to rising river levels
- Closure of Knotts Crossing recreation area and access road due to rising river levels
- Deploying 'Water over Road' signage on Florina Road subject to weather conditions
- Closure of the Low Level Bridge to all traffic subject to rising river levels

A number of these actions are dictated by the onset of wet season weather events however all will be required at some stage. These actions will be advised to the public through Council's website, media releases and social media.



Ingrid Stonhill
Chief Executive Officer

14.18 MONTHLY REPORT OF CORPORATE SERVICES FOR THE MONTH OF OCTOBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170966

AUTHOR : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

AUTHORISER : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

ATTACHMENT/S : NIL

OFFICER RECOMMENDATION

1. That it be recommended to Council to:

- (a) Receive and note the Corporate Services Report for the month of October 2022

PURPOSE OF REPORT

To present the report for Corporate Services department for the month of October 2022.

BACKGROUND

The monthly report of the Corporate Services departments highlights key developments in the Administration and Financial Services at Katherine Town Council.

Administration Services

Following is some of the key highlights for October:

- Service Requests – In the month of October Council received 153 service requests, 128 service request were completed on time, 17 were completed late and 8 remain outstanding. Customer service response times were recorded at 83.6% a slight increase, compared to September which was recorded at 77%. 34 snap send solves (SSS) were submitted for the month of October; the leading incident type was recorded as graffiti on public property. 21 requests were closed 12 left open 1 was reassigned for other agencies for actioning.
- Recruitment - Customer Service Officer – Advertising and shortlisting for the Customer Service Officers position concluded at the end of October 2022. We are currently in the process of undertaking interviews for the role, hoping to conclude the recruitment process with the appointment of new Customer Service Officer in November. We thank Carol Sargeant for her dedication and commitment to her role, Council, and the community members. With her exceptional customer service skills, she provided great professional customer support & advise, and became a pivotal member of the team. We wish Carol the very best in all her future endeavours.

- Rates Debtor Update – Prior year rates debtors totalling \$1,245,209.23 were sent for legal action, out of this \$519,837.75 has been recovered. From the remaining \$725,371.48, we estimate that approximately \$235K will be recovered by 30 June 2023. Regarding 2022/2023 rates and charges, payment arrangements have been established with over 20 ratepayers.

Financial Services

Auditors (KPMG) have just finalised Council's Audit for the year ended 30 June 2022 with the presentation and briefing to the Audit & Risk Management Committee as well as the Council. The Audit was successfully completed and the Annual Report along with the Audited Financial Statements have been submitted to the Minister of Local Government. Finance team has been managing workload with short staff as 2 Finance Officers have gone on maternity leave. We have recently filled one of the vacant positions with the recruitment of a new Finance Officer. We are also in the process of recruiting for the Finance Manager position.



Ingrid Stonhill
Chief Executive Officer

15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

15.1 SPORTSGROUND ADVISORY COMMITTEE MINUTES

| | | |
|--------------|---|---|
| FOLDER ID | : | \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170900 |
| AUTHOR | : | BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT |
| AUTHORISER | : | BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT |
| ATTACHMENT/S | : | 1. SPORTSGROUNDS ADVISORY COMMITTEE MEETING MINUTES - 9TH NOVEMBER 2022 - TBC.PDF |

OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Receive and note the minutes of the Sportsgrounds Advisory Committee Meeting held on 9th November 2022.

PURPOSE OF REPORT

To present the minutes of the Sportsgrounds Advisory Committee.

COMMUNITY PLAN/STRATEGIC PLAN

- Communities and Family
- Sports and Civic Events
- Growth and Sustainability

BACKGROUND

The Sportsgrounds Advisory Committee met on the following date:

- 9th November 2022

Copies of minutes are attached.

POLICY IMPLICATIONS

Nil

BUDGET AND RESOURCE IMPLICATIONS

Nil

COUNCIL OFFICER CONFLICT OF INTEREST

Nil to declare

**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 9 November 2022 AT 5.30PM, CIVIC CENTRE****MINUTES****1. WELCOME**

Meeting opened at 5.34pm

Councilor Coburn welcomed everyone to the meeting and advised that he was going to chair the meeting.

In Attendance:

| | |
|------------------|---|
| Councilor Coburn | KTC Elected Member - Chair |
| Nicole Simmonds | Katherine Athletics Club |
| Karin Spain | Katherine Tennis Club |
| Ian Gudgeon | Katherine Athletics |
| Jill Kelly | Member of the Public |
| Brendan Pearce | KTC Director Infrastructure & Environment |
| Virginya Boon | KTC Manager Operations |

2. APOLOGIES

Patrick Kelly Katherine Rugby union

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes of the previous meeting were not available at this time.

4. BUSINESS ARISING FROM PREVIOUS MINUTES**4.1 Lights – Oval 1:**

- Ongoing issues
- 17/32 lights currently not working
- P/O has been issued to have lights repaired – Contractor plans to be on site Friday 11/11/22
- A decision was made previously to give sporting groups who purchased tokens from July to September double the value
- Groups who have not taken up this offer need to send an email "Attn Brendan" to records@ktc.nt.gov.au

5. GENERAL BUSINESS**5.1 Sports Ground Building:**

- KTC will not allow use of this facility until they have a Certificate of Occupancy on the building
- Katherine Athletics asked if the building was going to be alarmed
 - There is provision for an alarm system
 - There are security cameras on site
 - This will be investigated further over the next few weeks
- Katherine Athletics asked if there is no alarm system can this affect their insurance
 - Advised to check this with their insurer

**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 9 November 2022 AT 5.30PM, CIVIC CENTRE****MINUTES****5.2 Fees and Charges 2023:**

- It was explained that there was a methodology completed which resulted in the costs associated with operating the new building which included cleaning, security, electricity, depreciation etc. This is why there was an increase in fees.
 - Clubs are encouraged to come into the Civic Centre and meet with staff to discuss future bookings and they will be guided on how they can apply for a subsidy to assist with the increased fee.
 - An email will go out to all clubs advising them of what documentation they should bring to this meeting.
- Members present were advised that there are three caged areas for food storage in the kitchen area. All of these storage areas have their own fridge (there are usually only three clubs at a time during the season that will require these spaces).
- Katherine Athletics advised that there have been issues in the past (including this year) where their training days have been interrupted by other clubs (also having training on the same day but starting a bit later) turning up early to their training sessions and then abusing the Katherine Athletics members for asking them to leave the field area.

5.3 New Toilet Facility – Adventure Playground / Softball:

- A new modular toilet has been purchased and is to be installed for the Adventure Playground and Softball users.
- This will be installed early in the new year.
- Fencing for the building will be pretty much the same way that it is now where one side of the facility will be for Softball and the other side will be for the Adventure Playground.
- Question - as to whether there is a baby changing area in the toilets. Council contracts the provision of baby tables as a service provider such as Flicks. This service can be added at a later date if it is thought that it is required. (A baby change table is provided in the new Sports Pavilion).

5.4 Fencing:

- There has been a suggestion to have all of field one and two including the new building area fenced off to avoid anyone using the area and/or the occurrence of damage outside of hiring times.
 - There was a debate about closing this off to the general public and why it should be fenced
 - Suggestion to give it some more thought and discuss at next meeting
- There was a suggestion to put more signage up around the grounds to stop people walking their dogs on the fields and bringing them around the facility.

6. OTHER BUSINESS**6.1 Tennis Club:**

- Question – when are the repairs going to be carried out to the clubhouse as they need to use the grant received and acquit?
 - Council will make it a priority to follow up ASAP.
 - It has been inspected by a Pest Controller.
 - Need to have the builder look at it to determine what needs to be done



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 9 November 2022 AT 5.30PM, CIVIC CENTRE**

MINUTES

in regards to repairs to damage caused by white ants.

6.2 Katherine Athletics Club:

- Question – is there a plan to top dress field one?
 - Suggestion to fertilise and seed as well.
 - Council will look into this.

7. DATE OF NEXT MEETING

February 2023.

8. MEETING CLOSED

6:27pm

UNCONFIRMED



**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 11 AUGUST 2021 AT 5.30PM, CIVIC CENTRE**

MINUTES

ACTION ITEMS TABLE

| MEETING DATE | ACTION ITEM | RESPONSIBLE OFFICER | STATUS / COMMENTS |
|--------------|--|---------------------|--|
| 17/06/20 | 2020/08 Advise outcome of oval maintenance schedule | KTC | Deferred - Contractor to supply Oval 2 Maintenance program to KTC once project is complete Linked to Oval 2 re-surfacing and recommended maintenance program |
| 17/06/20 | 2020/10 Provide user group contact details to advisory members | KTC | TBA - due to privacy concerns contact details for all users will not be emailed out; user groups can email KTC requesting the specific group/s they would like to make contact with and KTC will pass on |
| 14/10/20 | 2020/11 BMX Lighting - Straights 2 & 3 | KTC | KTC to engage a contractor to investigate/quote possible drone imagery (night) of straights 2 & 3 to send to lighting designer 10.02.21 - waiting on quote |
| 02/12/20 | 2020/12 BMX Compound - Weeds | KTC | KTC staff to conduct weed spraying 10.02.21 - commenced |
| 02/12/20 | 2020/13 Oval 1 - Ginger Ants | KTC | KTC to organise pest control contractor 10.02.21 - works schedule for Friday 5 Feb pending weather conditions |
| 02/12/20 | 2020/14 Potholes along rear internal road | KTC | KTC is currently awaiting quotes from contractor 10.02.21 - KTC staff filling as needed - engagement of contractor to be revisited after Projects completed |

**KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING
WEDNESDAY 11 AUGUST 2021 AT 5.30PM, CIVIC CENTRE****MINUTES**

| MEETING DATE | ACTION ITEM | RESPONSIBLE OFFICER | STATUS / COMMENTS |
|--------------|-------------------------|---------------------|---|
| 02/12/20 | 2020/15 Oval 1 - Lights | KTC | KTC to engage a contractor to investigate 10.02.21 - waiting on response from contractor |

16 ELECTED MEMBERS ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES FOR THE PERIOD OCTOBER NOVEMBER 2022

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/170957

AUTHOR : DONNA WARLAND, EXECUTIVE ASSISTANT

AUTHORISER : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

ATTACHMENT/S : NIL

PURPOSE OF REPORT

To present the activities of the Elected members for the period October November 2022

| Deputy Mayor Kym Henderson Period 25 October to 22 November 2022 | |
|---|-----------------------------|
| Date | Activity attended |
| 7 November | EMIS |
| 14 November | Special Meeting of Council |
| 21 November | EMIS |
| 22 November | Ordinary Meeting of Council |

| Councillor Jeremy Trembath Period 25 October to 22 November 2022 | |
|---|-----------------------------|
| Date | Activity attended |
| 7 November | EMIS |
| 21 November | EMIS |
| 22 November | Ordinary Meeting of Council |

| Councillor Madeleine Bower Period 25 October to 22 November 2022 | |
|---|-------------------------------|
| Date | Activity attended |
| 29 October | Mental Health fitness session |
| 7 November | EMIS |
| 14 November | Special Meeting of Council |
| 16 November | Elected Members Lunch meeting |
| 21 November | EMIS |
| 22 November | Ordinary Meeting of Council |

| Councillor Amanda Kingdon Period 25 October to 22 November 2022 | |
|--|---|
| Date | Activity attended |
| 29 October | Mental Health fitness session |
| | Ladies Golf Day Cancer NT fundraiser |
| 25 October | Citizenship ceremony |
| 07 November | EMIS via zoom |
| 11 November | Remembrance Day |
| 13 November | Katherine Aquatic Centre announcement Marion Scrymgour |
| 14 November | Special Meeting of Council – Annual Report and Financials |
| 16 November | Elected Members lunch meeting |
| 17 November | Salvation Army luncheon |
| 21 November | EMIS |
| 22 November | Ordinary Meeting of Council |

| Councillor Ben Herdon Period 25 October to 22 November 2022 | |
|--|--------------------------|
| Date | Activity attended |
| 7 November | EMIS |

| | |
|-------------|--|
| 13 November | Katherine Aquatic Centre announcement – Minister Scrymgour |
| 14 November | Special Meeting of Council |
| 21 November | EMIS |
| 22 November | Ordinary Meeting of Council |
| | Meeting with Deputy Mayor |

| Councillor Denis Coburn Period 25 October to 22 November 2022 | |
|--|---------------------------------|
| Date | Activity attended |
| 25 October | Ordinary Meeting of Council |
| 25 October | Citizenship ceremony |
| 29 October | Mental Health fitness session |
| 02 November | DCA |
| 07 November | EMIS |
| 09 November | Sportsground Advisory committee |
| 11 November | Remembrance Day |
| 14 November | Special Meeting of Council |
| 21 November | EMIS |
| 22 November | Ordinary Meeting of Council |

17 LATE AGENDA

Nil

18 CLOSURE MEETING TO PUBLIC**19 CONFIDENTIAL ITEMS**

Nil

20 RESUMPTION OF OPEN MEETING**21 NEXT ORDINARY MEETING OF COUNCIL**

That the next meeting of the Ordinary Council Meeting will be held on Tuesday 13 December 2022.

22 CLOSURE OF MEETING