



# **MINUTES**

## **Ordinary Council Meeting**

**Tuesday, 22 November 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

**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 Amanda Haigh – Governance and Executive Officer

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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**

Mayor Elisabeth Clark declared the meeting open at 6.00pm

## **4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE**

<b>4.1 APOLOGIES</b>
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Councillor Jeremy Trembath

<b>4.2 LEAVE OF ABSENCE</b>
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Nil

<b>4.3 APPLICATIONS FOR LEAVE OF ABSENCE</b>
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Deputy Mayor Henderson will be absent from for the Ordinary Meeting of Council 24 January 2023.

## **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 25 October 2022

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### **COUNCIL RESOLUTION OCM-043-2022**

**Moved:** Councillor Coburn

**Seconded:** Councillor Herdon

That the minutes of Ordinary Meeting of Council on 25 October 2022 be confirmed as true and accurate.

**CARRIED 6/0**

## 7.2 Minutes of the Special Council Meeting held on 14 November 2022

### **COUNCIL RESOLUTION OCM-044-2022**

**Moved:** Deputy Mayor Henderson

**Seconded:** Councillor Bower

That the minutes of Special Meeting of Council on 14 November 2022 be confirmed as true and accurate.

**CARRIED 6/0**

## **8 BUSINESS ARISING FROM PREVIOUS MINUTES**

Councillor Kingdom did not attend the LGANT conference November 2022.

## **9 MAYORAL BUSINESS**

### **9.1 MAYORAL BUSINESS FOR THE PERIOD OCTOBER NOVEMBER 2022**

<b>Mayor Elisabeth Mayor</b> <b>Period 25 October 2022 to 22 November 2022</b>	
<b>Date</b>	<b>Activity attended</b>
	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 <sup>st</sup> 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

### DOCUMENTS TABLED

1. LGANT Conference, General Meeting and Annual General Meeting 16 – 18 November 2022 papers

## 11 PETITIONS

Nil

## 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

#### 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

Report withdrawn due to the minutes being confirmed at the Ordinary Council Meeting 27 September 2022

Council Resolution OCM-014-2022

### 14.2 PROJECT UPDATE OCTOBER 2022

#### COUNCIL RESOLUTION OCM-045-2022

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

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.

Discussion resulted in confirming the solar lights on Ring Road are operating, the Showground water pipe works are related to the Fire Hydrant project and the Sportsground Pavilion certification of occupancy is progressing.

**CARRIED 6/0**

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

#### COUNCIL RESOLUTION OCM-046-2022

**Moved:** Deputy Mayor Henderson

**Seconded:** Councillor Coburn

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.

Discussion noted that the VIC continues to experience break-ins and the CCTV is assisting in identification involved.

**CARRIED 6/0**

**14.4 VISITOR INFORMATION CENTRE CLOSURE OUT OF SESSION VOTE****COUNCIL RESOLUTION OCM-047-2022**

**Moved:** Councillor Bower

**Seconded:** Councillor Coburn

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.

Discussion confirmed that the process was required for Council decision due no delegations to CEO close services.

**CARRIED 6/0**

**14.5 TERMS OF REFERENCE FOR THE ADVISORY COMMITTEES****COUNCIL RESOLUTION OCM-048-2022****Moved:** Councillor Kingdon**Seconded:** Deputy Mayor Henderson

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).

Discussion of Council resulted in being non supportive of only six community individuals or organisations representatives membership on the advisory committees. Request to amend membership to invite one representative from all registered user groups.

**LOST 0/6****COUNCIL RESOLUTION OCM-049-2022****Moved:** Councillor Coburn**Seconded:** Deputy Mayor Henderson

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 noting that One member from each user group of sportsground and showground be invited to be a representative on the advisory committee

**CARRIED 6/0****14.6 KATHERINE TOWN COUNCIL BY LAW 1998 PROPOSED AMENDMENTS****COUNCIL RESOLUTION OCM-050-2022****Moved:** Councillor Kingdon**Seconded:** Deputy Mayor Henderson

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 Amendment 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.

Council acknowledged Maria Evans, Evans Insight, for the great work that has been done for the Amendment By-Laws.

**CARRIED 6/0****14.7 COMMON SEAL POLICY VERSION 1****COUNCIL RESOLUTION OCM-051-2022**

**Moved:** Councillor Bower

**Seconded:** Councillor Kingdon

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

**CARRIED 6/0****14.8 KATHERINE PUBLIC LIBRARY OCTOBER 2022****COUNCIL RESOLUTION OCM-052-2022**

**Moved:** Deputy Mayor Henderson

**Seconded:** Councillor Bower

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.

Council acknowledged the Library team on winning the Best Customer Service – Not for Profit Katherine.

**CARRIED 6/0****14.9 REPORT OF REGULATORY SERVICES FOR THE MONTH OF OCTOBER 2022****COUNCIL RESOLUTION OCM-053-2022**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Herdon

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.

Discussion from elected member questions relating to Regulatory Services confirmed that euthanised dogs are disposed of at the Waste Management Facility, and the illegal campers are moved on upon request from NTG and other service providers assist with accommodating these people.

Question on notice: Rangers receiving cultural training

**CARRIED 6/0**

**14.10 REPORT OF COMMUNITY EVENTS AND ENGAGEMENT FOR THE MONTH OF OCTOBER 2022****COUNCIL RESOLUTION OCM-054-2022**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

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

Council acknowledged the many events provided during the month.

**CARRIED 6/0**

**14.11 REQUEST TO REPURPOSE 2021 2022 GRANT FUNDING KWILS****COUNCIL RESOLUTION OCM-055-2022**

**Moved:** Councillor Coburn

**Seconded:** Councillor Kingdon

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.

**CARRIED 6/0**

**14.12 MINUTES OF THE SPECIAL MEETING HELD ON 14 NOVEMBER 2022****COUNCIL RESOLUTION OCM-056-2022****Moved:** Councillor Herdon**Seconded:** Councillor Bower

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

**CARRIED 6/0****14.13 ADOPTION OF LANEWAY MANAGEMENT POLICY****COUNCIL RESOLUTION OCM-057-2022****Moved:** Councillor Kingdon**Seconded:** Deputy Mayor Henderson

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.

Discussion confirmed that Council has not had a policy in place for a process of requests to close laneways, reporting issues can be submitted through email or letter and ensuring consulting with users is included, not just utilising complaints and requests, before considering a laneway closure.

**CARRIED 6/0****14.14 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF OCTOBER 2022****COUNCIL RESOLUTION OCM-058-2022****Moved:** Councillor Herdon**Seconded:** Councillor Coburn

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.

Discussion confirmed the Cemetery guidelines have always been in place. The cemetery is classified as a lawn cemetery therefore only small plinth is available. A new cemetery can be looked at as a different cemetery classification.

The Tip shop contractor has had delays completing the footings for the containers that are already on-site. The road to sewage ponds gravel repairs has taken place and will be resealed in conjunction with future reseat works. Wet season impacts may require redressing works.

It was raised that streetlighting blackouts are creating dark areas and request to investigate for improvement.

**CARRIED 6/0****14.15 CEO REPORT****COUNCIL RESOLUTION OCM-059-2022**

**Moved:** Councillor Kingdon

**Seconded:** Councillor Bower

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.

Discussion acknowledged the Mental Fitness training has been a successful initiative resulting in a new Wellbeing policy and program being implemented for staff. Other Wellbeing initiatives have included Employee Kindness Award and recognition for International Women's and Men's Day.

Council acknowledged the upgrades to the Civic Centre entrance is great and the new signage will include English and Kriol. Also, the Ryan Park toilets artwork looks good and should be considered at other council infrastructure such as picnic areas on Giles Street.

The need for taxi rank seating and shelter was raised that has been identified and to be addressed as part of outcomes of the Council Strategic Plan.

**CARRIED 6/0****14.16 FINANCIAL REPORT FOR THE MONTH OF OCTOBER 2022****COUNCIL RESOLUTION OCM-060-2022**

**Moved:** Councillor Kingdon

**Seconded:** Deputy Mayor Henderson

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

**CARRIED 6/0**

**14.17 WET SEASON PREPARATIONS****COUNCIL RESOLUTION OCM-061-2022**

**Moved:** Deputy Mayor Henderson

**Seconded:** Councillor Kingdon

1. That Council authorise the wet season closure of the Katherine Hot Springs from Thursday 24<sup>th</sup> 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.

Discussion confirmed that Emungalen Bridge will be treated as per any road subject to flooding.

Pre-Wet Season Clean-up was raised and request for report be presented to Council on cost to implement prior to Budget 2023/24.

**CARRIED 6/0**

**14.18 MONTHLY REPORT OF CORPORATE SERVICES FOR THE MONTH OF OCTOBER 2022****COUNCIL RESOLUTION OCM-062-2022**

**Moved:** Councillor Coburn

**Seconded:** Councillor Bower

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.

Council acknowledged the great work of the Auditors for preparing the Annual Financial Statements 2021/22 and Annual Report meeting legislative deadlines. Also acknowledged the great work and dedication of the Senior Customer Service Officer, Carol Sargent, who is leaving.

**CARRIED 6/0**

## 15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

### 15.1 SPORTSGROUND ADVISORY COMMITTEE MINUTES

#### COUNCIL RESOLUTION OCM-063-2022

**Moved:** Councillor Coburn

**Seconded:** Councillor Kingdon

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

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

#### PURPOSE OF REPORT

To present the minutes of the Sportsgrounds Advisory Committee.  
Deputy Mayor noted that she was an apology at the meeting.

**CARRIED 6/0**

## 16 ELECTED MEMBERS ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES FOR THE PERIOD OCTOBER NOVEMBER 2022

Deputy Mayor Kym Henderson Period 25 October to 22 November 2022	
Date	Activity attended
25 October	Ordinary Council Meeting
26 October	St Joseph's Graduation
1 November	Audit and Risk Committee Meeting
4 November	Katherine Prize Judging and event
7 – 18 November	Leave
21 November	EMIS
22 November	Ordinary Meeting of Council

Councillor Jeremy Trembath Period 25 October to 22 November 2022	
Date	Activity attended



21 November	EMIS
22 November	Ordinary Meeting of Council

<b>Councillor Madeleine Bower</b> <b>Period 25 October to 22 November 2022</b>	
<b>Date</b>	<b>Activity attended</b>
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

<b>Councillor Amanda Kingdon</b> <b>Period 25 October to 22 November 2022</b>	
<b>Date</b>	<b>Activity attended</b>
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

<b>Councillor Ben Herdon</b> <b>Period 25 October to 22 November 2022</b>	
<b>Date</b>	<b>Activity attended</b>
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

### **PURPOSE OF REPORT**

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

## **17 LATE AGENDA**

Nil

## **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 7.40 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 25 October 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) - civ - information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interest of the council or some other person.

## **20 RESUMPTION OF OPEN MEETING**

Open meeting was resumed at 7.55 pm.

<b>21 GENERAL BUSINESS</b>
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- Clarification of the Local Government Act 2019 S171 (b) requirement to notify each member of council if a senior staff member resigns.
- Request for list of council members appointed to external committees. Noted that Tourism Top End Board membership does not currently include any representative from Katherine.
- Nominations for Katherine Citizen of the Year, Senior Citizen of the Year, or Young Citizen of the Year are currently open.
- Meeting Place Expression of Interest for the role of operator/tenant for our Town Square Portable Café/Kiosk close 30 November 2022.
- Carols by Candlelight community event is on at the Lindsay Street Complex on Saturday 3<sup>rd</sup> December from 5.30pm.
- Rates second instalments are due 30 November 2022.

- Council Christmas lights competition includes commercial and residential. Residential judging will take place on December 15 and 16. The winner will win prize money. Commercial judging will take place on December 19 and 20. All shops and businesses will be considered for their shop or window display unless they opt out. The winner will be named Katherine's Best Commercial Christmas Display.
- Condolences from Katherine Town Council to the Morris family on the loss of Richard Morris, who was a former elected member from 1979 to 1988.

## **22 NEXT ORDINARY MEETING OF COUNCIL**

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

## **23 CLOSURE OF MEETING**

The meeting was closed at 8.05pm.