



# **MINUTES**

## **Ordinary Meeting of Council**

**Tuesday, 23 March 2021**  
**At 6.00 PM**

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

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**MINUTES OF THE ORDINARY MEETING  
KATHERINE TOWN COUNCIL  
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE  
ON TUESDAY, 23 MARCH 2021 AT 6:00PM**

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**PRESENT**

- ELECTED MEMBERS** : - Mayor Elisabeth Clark  
- Alderman Matthew Hurley  
- Alderman Jon Raynor  
- Alderman John Zelley (Via Zoom)  
- Alderman Toni Tapp Coutts  
- Alderman Kym Henderson
- OFFICERS** : - Mr Ian Bodill, Chief Executive Officer  
- Ms Rosemary Jennings, Director Community Services  
- Mr Brendan Pearce, Director Infrastructure and Environment  
- Ms Donna Jones, Finance Manager  
- Ms Taylor Revitt, Communication and Engagement Officer  
- Mr Jherry Matahelumual – Executive Assistant (Minute Taker)
- APOLOGY** : - Deputy Mayor Peter Gazey  
- Ms Claire Johansson, Director Corporate Services
- VISITORS** : - 9 x Community Members  
- Tom Robinson, Katherine Times

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## 1 ACKNOWLEDGMENT OF COUNTRY

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

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN AT 6.01 PM

## 4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies

4.2 Leave of Absence

- Council received and noted Leave of Absence from Alderman Tapp Coutts from 24 March 2021 – 16 May 2021

## 5 CONFLICT OF INTEREST

Nil

## 6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 23 February 2021

File	: Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes 2021
Moved	: Alderman Hurley
Seconded	: Alderman Tapp Coutts
That the Minutes of the Ordinary Meeting of Council on 23 February 2021 be confirmed as true and accurate.	
<b>CARRIED 6 / 0</b>	

6.2 Minutes of the Special Meeting of Council held on 1 March 2021

File	: Local Governance / Council Meetings / Special Council Meeting Agendas and Minutes/Special Minutes 2021
Moved	: Alderman Henderson
Seconded	: Alderman Zelle
That the Minutes of the Special Meeting of Council on 1 March 2021 be confirmed as true and accurate.	
<b>CARRIED 6 / 0</b>	

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## 7 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

## 8 MAYORAL BUSINESS TO BE CONSIDERED

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

No	PERIOD	24 February 2021 – 23 March 2021
	<b>1. Name of activity/event</b>	<b>Topic of discussion / brief information</b>
	2. Meeting with CEO x 4	Weekly meeting and updates with Chief Executive Officer
	3. Meeting with EA x 4	Weekly meeting and updates with Executive Assistant
	4. ABC Radio segment	
	5. Official Opening of New Cruise Jetty, Baruwei Lookout and Mountain Bike Trails	
	6. Meeting with Elected Members x 4	Regular meeting with Elected Members
	7. Meeting at Showgrounds regarding the Security System	
	8. Courtesy call by Australian Institute of Architects	
	9. Special Meeting of Council x2	
	10. Elected Members lunch meeting at the Hot Springs	
	11. Courtesy meeting by a delegation of Department of Defence	Information on what is available in Katherine with the future expansion of the base
	12. Katherine Police Station	School based constable back at Katherine High School, general information about Council Projects.
	13. Legacy Meeting	Donating a Reflection chair to Katherine Community
	14. Meeting with Member for Katherine	Update on Local projects
	15. High Tea at the Fenton Gallery	
	16. Clean up Australia Day	
	17. International Women's Day Parade	
	18. A Save A Life Award Presentation with St John Ambulance Australia (NT)	
	19. Senior Personal Safety Workshop	Workshop for Seniors during the day and another one in the evening for younger people to give the skills for dealing with personal safety.

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- 20. Meeting with Community Member
  - 21. Katherine Community Event  
CASPA a new not for profit group who are setting up Residential care for children aged 12 – 17 that cannot live at home.  
Presented awards to students
  - 22. Katherine South Primary School Leadership Assembly
  - 23. ANZAC Day Meeting  
Discussion on Times and preparations for the day
  - 24. Community Consultation  
Met with several residents and had some really good feedback and comments on a number of local issues.
  - 25. Come and Try Sports Day  
A very successful day for all participants. A number of comments on the great turnout from the town.
  - 26. Meeting with Member for Katherine  
Tidy Streets Competition.
  - 27. Mobile Food Vendor Policy Meeting
  - 28. Harmony Week Citizenship Ceremony  
Conferred 18 new Australian Citizens for Katherine Community
  - 29. Monthly Meeting with DIPL  
updates on Waving man, Leight Ck bridge, Re-doing markers on bridge
  - 30. Lunch with Depot Crew
  - 31. Centenary of Air Force Reception
  - 32. Bombing of Katherine Commemorative Service  
79<sup>th</sup> Anniversary of the Bombing of Katherine
  - 33. EMIS x 2
  - 34. Ordinary Meeting of Council

**9 CORRESPONDENCE AND DOCUMENTS TABLED**

Nil

**10 PETITIONS**

NIL

## 11 PUBLIC QUESTION TIME

Questions	Answers
Ms Haines queried can you please provide more information in relation to the request to close quarry road?	Director Pearce confirmed that Katherine Town Council had received a request by landowner to close a section of Quarry Road. The report has been brought to Council for its decision. We will follow up further process after Council makes its determination.
Ms Bean queried whether the discussion in relation to Quarry Road is in the public section of the meeting?	Mayor Clark responded in the affirmative.
Ms Fletcher queried whether public submissions will be taken into consideration?	CEO Bodill responded that everything is taken into consideration before the Council makes the decision. If there will be any submission that is made to the Council, it will be taken into the consideration.
Mr Robinson queried whether there was a timeline how long would the process take?	Director Pearce responded that as it states in the Local Government Act, it will take at least 28 days.
Mr McDougall queried how the shading process was progressing at the Town Square?	Director Pearce responded that based on the report some of the trees have been struggling and they are not because of the shade. We are investigating further using the CCTV to ensure that there was no vandalism.
Mr McDougall queried how much was the additional cost of replacing the trees?	Director Pearce responded that the cost for each tree is about \$200

## 12 NOTICES OF MOTION

Nil

## 13 REPORT OF OFFICERS

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

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of February 2021.
File	: Local Governance / Ordinary Meeting of Council /Reports to Council/ Governance Department
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Zelle



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

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

**CARRIED 6/0**

### 13.2 ELECTED MEMBERS PERFORMANCE GUIDELINES

Purpose	:	The report contains a set of guidelines for elected members attendance at internal and external meetings and functions when representing council.
		Whilst initially prepared as a policy, it was suggested that the Key Performance Indicators (KPI'S) relating to elected members attendance at meetings should be in the form of a set of guidelines.
File	:	Local Governance / Council Meetings / Reports to Council/Governance Department
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Henderson

**Amended recommendation to Council to:**

1. Endorse the following performance guidelines for elected members with immediate effect:

NAME		
Details of KPI	KPI	Comments
Ordinary meetings of Council attendance.	12	Formal approval of leave will not result in an absence being recorded.
Special council meeting attendance.	100%	Formal approval of leave will not result in an absence being recorded.
Representing council at meetings.	80%	External meetings where council is formally represented by members.
Monthly reports	100%	Submitted to EA by members in time for inclusion in the OCM agenda.
Response to requests by email	100%	All emails are responded to, regardless of members having no comment to contribute.
Elected member training attendance	100%	Requirement of the Local Government Act 2019.

Attending and participating in elected member monthly feedback.	90%	Personal and group constructive feedback on performance.
Attending Council functions.	5 per month	As invited by external groups or organisations.
Community consultation attendance	100%	Quarterly consultation as arranged by council
Twice-yearly drive around town	100%	Group arrangement for members.

**CARRIED 4/2**  
**Against: Alderman Raynor and Alderman Zellely**

### 13.3 REGIONAL ECONOMIC DEVELOPMENT FUND FOR BIG RIVERS REGIONAL RECONSTRUCTION COMMITTEE STRATEGIC COMMUNICATIONS PLAN

Purpose	:	To approve the acceptance of the Short Form Grant Agreement of Regional Economic Development Fund for Big Rivers Regional Reconstruction Committee Strategic Communications Plan provided by the Northern Territory Government.
File	:	Local Governance/Council Meetings/Reports to Council/Governance Department
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Henderson
That it be recommended to Council to:		
<ol style="list-style-type: none"> <li>1. Accept the grant funding offer of \$6,237.00 (GST exclusive) on behalf of the Big Rivers Regional Reconstruction Committee to develop the Big Rivers Regional Reconstruction Committee Strategic Communication Plan from the Government of the Northern Territory Government.</li> <li>2. Authorise the Mayor and CEO to affix the common seal and sign of the Agreement.</li> </ol>		
<b>CARRIED 6 / 0</b>		

### 13.4 DONNA JONES – FINANCE MANAGER

Purpose	:	To receive and note the monthly financial report prepared by the Corporate Services Team
File	:	Local Governance/Ordinary Meeting of Council/Reports to Council/Financial Report
Moved	:	Alderman Tapp Coutts
Seconded	:	Alderman Hurley
That it be recommended to Council to:		
<ol style="list-style-type: none"> <li>1. Endorse the Financial Report for the month of February 2021.</li> </ol>		

**CARRIED 6 / 0**

A motion was raised that Council waives the debts occur three years or early.

Moved: Alderman Tapp Coutts

Seconded: Alderman Hurley

**CARRIED 6 / 0**

### 13.5 MONTHLY REPORT OF THE COMMUNITY SERVICES DEPARTMENT FOR FEBRUARY 2021

Purpose : To present the Report for the Community Services department for the month of February 2021

File : Local Governance/Ordinary Council Meeting/Reports to Council/Community Services

Moved : Alderman Tapp Coutts

Second : Alderman Hurley

Notes

That it be recommended to Council to:

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

**CARRIED 6 / 0**

### 13.6 HEALTHY LIFESTYLES GRANT - COOLING BINJARI PROJECT

Purpose : To approve the acceptance of the Short Form Grant Agreement of the Healthy Lifestyles Grant for Cooling Binjari provided by the Northern Territory Government.

File : Local Governance / Council Meeting / Report to Council /Community Services

Moved : Alderman Henderson

Seconded : Alderman Raynor

That it be recommended to Council to:

1. Accept the grant funding offer of \$17,176.80 (GST exclusive) from the Northern Territory Government – Department of Health.
2. Authorise the Mayor and CEO to affix the common seal and sign the Agreement.

**CARRIED 6 / 0**

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13.7 INFRASTRUCTURE & ENVIRONMENT DEPARTMENT REPORT FOR THE MONTH OF FEBRUARY 2021

Purpose	:	To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure & Environment Department during the month of February 2021.
File	:	Local Governance / Council Meeting / Report to Council /Infrastructure & Environment Department
Moved	:	Alderman Raynor
Seconded	:	Alderman Henderson
That it be recommended to Council to:		
1. Receive and note the report of the Infrastructure & Environment Department for the month of February 2021.		
<b>CARRIED 6/ 0</b>		

13.8 REQUEST TO PERMANENTLY CLOSE A SECTION OF QUARRY ROAD, LANSDOWNE

Purpose	:	To inform Elected Members of a request to permanently close a section of Quarry Road, Lansdowne
File	:	Local Governance / Council Meeting / Report to Council /Infrastructure & Environment
Moved	:	Alderman Zelle
Seconded	:	Alderman Hurley
That it be recommended to Council to:		
1. Give public notice of the proposal to close a section of Quarry Road, north of Niceforo Road.		
2. Include an invitation in the notice to any person who may object to the proposal to lodge a written objection to the proposal within at least 28 days.		
3. Consider any objections lodged in accordance with the invitation at the earliest available Ordinary Meeting prior to deciding whether to proceed with a submission for a permanent road closure is to be made to the Minister.		
<b>LOST 0/6</b> <b>All against</b>		
A new motion was raised:		
1. THAT Council invites public comment regarding the proposal to close a section of Quarry Road for the period of 28 days from the advertised date.		
2. THAT Council actively surveys the landowners in the area to ensure Council receives maximum feedback and consultation.		
Moved: Alderman Raynor		
Seconded: Alderman Hurley		
<b>CARRIED 6/0</b>		

### 13.9 DISPOSAL OF OBSOLETE PROPERTY – MINOR PLANT & EQUIPMEN

Purpose	: To request from Elected Members, permission for disposal of assets (minor plant & equipment).
File	: Local Governance / Council Meeting / Reports to Council /Infrastructure & Environment
Moved	: Alderman Tapp Coutts
Seconded	: Alderman Zelley
That it be recommended to Council to:	
1. Dispose of plant and equipment in accordance with <i>Local Government Accounting (Financial Regulations)</i> and Katherine Town Council's Disposal of Asset Policy Council, with the method of disposal being by trade-in or auction.	
<b>CARRIED 6/ 0</b>	

### 13.10 FEBRUARY 2021 – PROJECT UPDATE

Purpose	: To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment during the month of February 2021.
File	: Local Governance / Council Meeting / Reports to Council /Infrastructure & Environment
Moved	: Alderman Henderson
Seconded	: Alderman Hurley
That it be recommended to Council to:	
1. Receive and note the project update for the month of February 2021.	
<b>CARRIED 6/ 0</b>	

### 13.11 DRAFT MUNICIPAL PLAN 2021-2022

Purpose	: To seek approval for the Katherine Town Council Draft Municipal Plan 2021/2022 to be placed on public exhibition.
File	: Local Governance / Council Meeting / Reports to Council /Governance Department
Moved	: Alderman Hurley
Seconded	: Alderman Tapp Coutts
Amended recommendation to Council to:	
1. Approve the Draft Municipal Plan 2021-2022 for public exhibition as follows:	
23 March 2021:	Ordinary Council Meeting – Adoption of Draft Municipal Plan
By 7 April 2021:	Advertise Public Exhibition of the Draft Municipal Plan in the Council's website and Katherine Times
By 8 April 2021:	Advertise Public Exhibition of the Draft Municipal Plan in the NT News
At least 21 days after the date of advertisement:	Closing date for written submissions. Consideration of submissions with modifications as required
25 May 2021:	Ordinary Council Meeting Adoption of the Municipal Plan

**13.12 SCHOOL OF DANCE HOLIDAY PROGRAM**

Purpose	:	To formally acquit the 2020/2021 Department of the Chief Minister and Cabinet for the provision of services to Katherine Town Council for the Katherine School of Dance Workshop, for the amount of \$750 exclusive GST.
	:	Local Governance / Council Meeting / Reports to Council /Acquittal
Moved	:	Alderman Zelle
Seconded	:	Alderman Tapp Coutts

That it be recommended to Council to:

1. Receive and note the acquittal for the 2020/2021 Department of Chief Minister and Cabinet Grant to the Katherine Town Council and to forward the acquittal to Department of the Chief Minister and Cabinet Grant Office

**CARRIED 6/ 0****14. REPORTS FROM REPRESENTATIVE ON COMMITTEES**

Nil

**15. ELECTED MEMBERS ACTIVITIES****15.1 Deputy Mayor Peter Gazey**

File	:	Local Government / Council Meetings / Elected Members Activities
Activities	:	Deputy Mayor Peter Gazey had engaged in activities from 24 February to 23 March 2021 including: <ul style="list-style-type: none"><li>• EMIS X1</li><li>• The Historical Society of Katherine Inc. Board Meeting</li><li>• Special Council Meeting x 2</li><li>• Elected Members Lunch Meeting</li><li>• Community Meeting – Rockhole</li><li>• Community Meeting - Myalli Brumby</li><li>• LGANT Executive Meeting</li><li>• Katherine Museum Meeting</li><li>• Harmony Week Citizenship ceremony</li><li>• Centenary of Air Force Reception</li><li>• Come and Try Sports Day/Community Consultation</li><li>• Ordinary Council Meeting</li></ul>

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## 15.2 Alderman Kym Henderson's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Elisabeth Clark Had engaged in activities from 24 February to 23 March 2021 including:

- Special Council Meeting
- Elected Members Lunch Meeting (Hot Springs)
- Meeting with Mayor
- International Women's Day March (Hosted by KWILS)
- EMIS x 2
- Come Try Sports Expo/Community Consultation
- Ordinary Meeting of Council

## 15.3 Alderman Jon Raynor's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Jon Raynor had engaged in activities from 24 February to 23 March 2021 including:

- Centenary of Air Force Reception
- Bombing of Katherine Commemorative Services
- EMIS x 1
- Special Council Meeting x 2
- Ordinary Council Meeting

## 15.4 Alderman Toni Tapp-Coutts' Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Toni Tapp-Coutts had engaged in activities from 24 February to 23 March 2021 including:

- Special Council Meeting x 2
- Come and Try Expo/Community Consultation
- Harmony Week Citizenship Ceremony
- EMIS x 2
- Bombing of Katherine Commemorative Service
- Ordinary Meeting of Council

## 15.5 Alderman John Zelle's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman John Zelle had engaged in activities from 24 February to 23 March 2021 including:

- EMIS x 2
- Ordinary Meeting of Council

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#### 14.6 Alderman Matthew Hurley's Activities

File : Local Government / Council Meetings / Elected Members Activities

Activities : Alderman Hurley had engaged in activities from 24 February to 23 March 2021 including:

- Special Council Meeting x 2
- Elected members Lunch meeting
- Indigenous Community Meeting x 2
- Elected members information session x 2
- Meeting with Mayor
- Come Try Sports Expo/Community Consultation
- Monthly Meeting with CEO
- Council informal meeting
- Harmony Week Australian Citizenship Ceremony
- Lunch with the Depot Crew
- Bombing of Katherine Commemorative Service
- Ordinary Council Meeting

#### 16. LATE AGENDA ITEM

A motion was raised that Council moves the following late items for discussion in Confidential Section of the agenda:

1. Confidential Minutes Ordinary Meeting of Council held on Tuesday, 23 February 2021
2. Confidential Minutes Special Council Meeting of Council held on Monday, 1 March 2021 at 5.45PM

Moved: Alderman Tapp Coutts

Seconded: Alderman Hurley

**CARRIED 6/0**

#### 17. GENERAL BUSINESS

- Alderman Zellely informed that he has resigned as an Elected Member due to living in Darwin now. He thanked the Katherine community who elected him in as an Alderman. Also, he thanked the Elected Members and the Mayor and mentioned that it has been a very successful time in Council.
- Mayor Clark thanked Alderman Zellely for his service for the last four years and wished him the best for the future.
- CEO Bodill advised that in relation to Alderman Zellely's resignation effective 30th March 2021, Council is going to put out an expression of interest on 1st April 2021 closing on the 15th of April to fill in a Council's vacancy. Council will appoint a new Elected Member at the April's Ordinary Meeting of Council.
- Alderman Tapp Coutts updated that GYRACC received grant funding of \$4.5 million a couple years ago. It is finally in this year that we have the design of the project. A few major reconstructions such as providing good security system, replacing the solar power panel, and adding an entertainment room.
- Alderman Hurley expressed condolences for the family and friends of Trevor Collum who had passed away.



- 
- Alderman Raynor requested the Council provides a letter of support to the Local Government councils in NSW who have been badly affected by the flash flooding.
  - Alderman Henderson sought Council's assistance to spread more awareness about the tick disease affecting pets in Katherine currently. Alderman Henderson suggested that Council could reach out to the local Veterinarian to ensure that community members are well informed.

## 18 CLOSURE OF MEETING TO PUBLIC

### Motion

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

Moved : Mayor Clark  
Seconded : Alderman Henderson

**CARRIED 6 / 0**

Meeting was closed for public at 7.01 p.m

## 19 RESUMPTION OF OPEN MEETING

The meeting resumed at 7.15 p.m

## 20 NEXT ORDINARY MEETING OF COUNCIL

That the next ordinary meeting of Council will be held on  
Tuesday, 27 April 2021

## 21 CLOSURE OF MEETING

That meeting was closed at 7.16 p.m

Elisabeth Clark  
**MAYOR OF KATHERINE**