

Amanda Haigh

From: Records (KTC)
Sent: Tuesday, 6 December 2022 9:44 AM
To: Lis Clark
Cc: Amanda Haigh
Subject: Doc 174676 FW: A very big thank you

Good morning Lis

Please refer to the below email.

Cheers,
Shez



Sheralea Clemow

Rates and Records Officer

Katherine Town Council, 24 Stuart Highway, Katherine NT 0850
D (08) 8972 5528 | **P** (08) 8972 5500 | **F** (08) 8971 0305
E sheralea.clemow@ktc.nt.gov.au | **W** www.katherine.nt.gov.au

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From: Colin Berry <colinberry30@gmail.com>
Sent: Sunday, 4 December 2022 5:38 AM
To: Records (KTC) <records@ktc.nt.gov.au>
Subject: A very big thank you

Dear
Liz

And to the rest of the council.

I have been watching the council since the previous mayor resigned

I am, most pleased, with the community consultation and the work, projects that have been completed.

I am astonished, with the amount of time /work, that council has contributed, especially the Christmas decos /lights at the tick market, truly a feast for the eyes.

I take this opportunity to wish you all the best for Christmas.

Yours sincerely
Colin Berry
KATHERINE
0429697170



CHIEF MINISTER

Parliament House
State Square
Darwin NT 0800
chief.minister@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5500
Facsimile: 08 8936 5576

Her Worship the Mayor
Mrs Elisabeth Clark
Mayor of Katherine

Via email: Records@ktc.nt.gov.au

Dear Mayor

I am writing to inform you of the operational changes of the Katherine Sobering Up Shelter (SUS) from 1 January 2023.

The Katherine SUS is an 18-bed facility that provides a safe alternative to police custody for persons intoxicated in public places and apprehended under section 128 of the *Police Administration Act 1978 (NT)*.

Operations of the SUS will transition from the current provider, Mission Australia, to Kalano Community Association Aboriginal Corporation (Kalano) on 1 January 2023. The transition to Kalano is consistent with Closing the Gap Priority Reform targets, by which governments commit to building strong Aboriginal and Torres Strait Islander community-controlled sectors and organisations.

The change of service providers to an Aboriginal Community Controlled Organisation will result in improved cultural safety which is expected to improve the uptake of the service. The SUS will operate based on similar service model principles from the existing service location; 25 Giles Street, Katherine. Stakeholders in the region together with service participants can expect seamless continuity of care as the service provider changes.

Kalano delivers complimentary wrap around support services including: community patrol; AOD residential rehabilitation treatment; and AOD Continuing Care supports, which together enhance the continuum of AOD supports necessary to support people in need of AOD services at the right time in their treatment and recovery journey.

If you have any further queries relating to the transfer of Katherine SUS operations please contact my office on 8936 5500 or via email Chief.Minister@nt.gov.au.

Kind regards

NATASHA FYLES
- 8 DEC 2022



Amanda Haigh

From: Records (KTC)
Sent: Tuesday, 13 December 2022 10:45 AM
To: Elected Members; Ingrid Stonhill
Cc: Amanda Haigh
Subject: Doc 174988 FW: Expression of Interest - Centenary of Katherine

Follow Up Flag: Follow up
Due By: Monday, 9 January 2023 3:36 PM
Flag Status: Flagged

Good morning all

For your consideration.

Kind regards,
Shez



Sheralea Clemow

Rates and Records Officer

Katherine Town Council, 24 Stuart Highway, Katherine NT 0850

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E sheralea.clemow@ktc.nt.gov.au | **W** www.katherine.nt.gov.au

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From: Peter McDougall <lesterfrancis197@hotmail.com>
Sent: Monday, 12 December 2022 7:27 PM
To: Records (KTC) <records@ktc.nt.gov.au>
Subject: Expression of Interest - Centenary of Katherine

Expression of Interest Centenary of Katherine 2026 Advisory Committee

Dear Elected Members,

For starters I know I'm really jumping gun by submitting this before the Council even agrees to start the Advisory Committee, But I have faith in the Elected Members, and this should further proof my commitment to The Centenary of Katherine. Anyways I want to thank the Elected Members of the Katherine Town Council, the CEO Ingrid Stonhill and her team for taking this matter seriously and respecting our rich history on behalf of the community.

The town of Katherine was first found back in 1871 but the town moved several times during its history until 1926 when the town finally settled to what we know it as today. As you can see, we have already missed a lot of milestones to celebrate, therefore this Centenary event of Katherine is so important.

But of course, you are aware, I have been the first and the strongest advocate of the Centenary of Katherine. We need to celebrate this milestone! We have less than 3 years until the 1st of July 2026, so we need to start working on this as soon as possible.

I know I need to be on this Committee. You will not find anyone more passionate about the Centenary of Katherine than Myself. I have had some experience being on a Community Advisory Group back in 2018 when I was part of Katherine East Area Plan project with NT Planning Commission.

I joined KEAP because I love Katherine and I want to be part of its future, and now I must join this Committee to celebrate Katherine's past.

Please Elected Members of the Katherine Town Council, put me on this Advisory Committee.

Sincerely,
Peter Lester Francis McDougall

P.S. Can this please be submitted as Correspondence for the Next Ordinary Meeting of Council



[Show header](#)





FW: Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints

From : ingrid.stonhill@ktc.nt.gov.au

To : amanda.haigh@ktc.nt.gov.au

Sent : 2022-12-16T16:05:09.0000000+09:30

Attachments :  [Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints.pdf](#) (1643KB) 

[image001.png](#) (10KB)  [image002.png](#) (2KB)  [image003.png](#) (2KB)  [image004.jpg](#) (68KB)  [image005.jpg](#) (339KB)



Ingrid Stonhill
Chief Executive Officer
Justice of the Peace JP0681

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From: Tamara Rayfield <Tamara.Rayfield@nt.gov.au> **On Behalf Of** Maree De Lacey

Sent: Friday, 16 December 2022 3:55 PM

To: Robert Jennings <rjennings@astc.nt.gov.au>; Emma Bradbury <Emma.Bradbury@barkly.nt.gov.au>;
dave.ferguson@belyuen.nt.gov.au; Leslie Manda <Leslie.Manda@centraldesert.nt.gov.au>;
simone.saunders@darwin.nt.gov.au; Luccio Cercarelli <luccio.cercarelli@palmerston.nt.gov.au>; Anna Malgorzew
<anna.malgorzewicz@coomalie.nt.gov.au>; Dale Keehne <Dale.Keehne@eastarnhem.nt.gov.au>; Ingrid Stonhill
<ingrid.stonhill@ktc.nt.gov.au>; Stephen.hoyne@litchfield.nt.gov.au; Jeff MacLeod
<Jeff.MacLeod@macdonnell.nt.gov.au>; Marc Gardner <Marc.Gardner@ropergulf.nt.gov.au>;
allan.mcgill@tiwiislands.nt.gov.au; Renita Glencross <ceo@wagait.nt.gov.au>; Russell Anderson <CEO@vicdaly.nt.gov.au>
paul.hockings@westarnhem.nt.gov.au; Matthew.Eastham@westdaly.nt.gov.au

Cc: Sandra Schmidt <Sandra.Schmidt@nt.gov.au>; Michelle Walker <Michelle.Walker@nt.gov.au>; Jake Quinlivan
<Jake.Quinlivan@nt.gov.au>; Lachlan Wilkins <Lachlan.Wilkins@nt.gov.au>; Brendan Blandford
<Brendan.Blandford@nt.gov.au>; Jim Rogers <Jim.Rogers@nt.gov.au>

Subject: Guideline 7 – Procedural Fairness in Deciding Code of Conduct Complaints

Dear CEOs

Please find attached a new Guideline made by the Minister for Local Government, *Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints*.

Thank you to all the stakeholders that provided feedback when a draft version was circulated a few months ago. Your feedback has informed the final version.

The Guideline does not create additional rules for councils. Rather, its purpose is to provide guidance on council responsibilities when considering code of conduct complaints. It is requested that a copy of the Guideline be brought to your council's next meeting.

If you have any queries on the draft Guideline, please contact Susan Watson on susan.watson@nt.gov.au

Tamara Rayfield on behalf of Maree De Lacey

Executive Director

Level 1, RCG Centre, 47 Mitchell St, Darwin
GPO Box 4396, Darwin NT 0801

t. 08 8999 8573

m. 0408 072 878

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Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints

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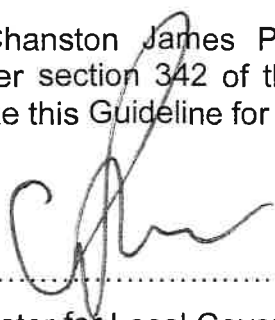
Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints

LOCAL GOVERNMENT GUIDELINE NO. 7

Local Government Act 2019

Making of Guideline

I, Chanston James Paech, Minister for Local Government, under section 342 of the *Local Government Act 2019*, hereby make this Guideline for the purposes of the Act.



.....
Minister for Local Government

8 / 12 / 2022

Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints

1 Title

- 1.1 This Guideline is titled *Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints*.

2 Commencement

- 2.1 This Guideline commences on the day after the day it is made by the Minister.

3 Definitions

For the purposes of this Guideline:

Act means the *Local Government Act 2019*.

complainant means the person who lodges a complaint believing a council member has contravened the Code of Conduct.

respondent means the council member alleged to have committed the contravention of the Code of Conduct.

4 Purpose of the Code of Conduct

- 4.1 The Code of Conduct is principles-based rather than a set of specific rules.
- 4.2 It is intended to set standards and provide guidance to council members, council staff and the public about how a council will carry out its responsibilities.

5 Objectives

- 5.1 This Guideline provides guidance to help councils ensure that Code of Conduct complaints are handled in accordance with the principles of procedural fairness (natural justice).

6 General principles

- 6.1 Procedural fairness is a requirement for those exercising power to do so in a fair manner. It is concerned with the fairness of how a decision is made, rather than the outcome of the decision. To ensure that a decision-making process is fair, the council or council panel should:
- (a) Ensure a person against whom a complaint has been lodged (the respondent) is made aware of the complaint and any substantiating details in order to be able to participate meaningfully in the complaint handling process.
 - (b) Ensure that a person whose rights and interests are to be affected by a decision be given an opportunity to be heard before the decision is made. Examples of rights and interests include a person's status and reputation.
 - (c) Observe the rule against bias. This can be actual or perceived bias. For example, if a member of a council considering a complaint is a close personal friend of the complainant, that member should consider declaring a conflict of interest as they could be perceived as being biased in favour of the complainant.
 - (d) Consider only relevant information before making the decision. For example, something the respondent is believed to have done or said before being elected as a member of the council may be irrelevant information in relation the complaint.

Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints

- 6.2 It is recommended a copy of this Guideline is provided to complainant and respondent as early as possible in the complaint handling process, to enhance their understanding of the process.

7 Council or council panel decides complaint

- 7.1 A council or council panel, in deciding a complaint under section 123 of the Act, must ensure that the principles of procedural fairness are observed in deciding the complaint. For example, the council or council panel should provide the complainant and respondent with opportunity to make representations to the council or council panel before deciding the complaint. This could involve the complainant or respondent presenting their side of the story in writing or in person.
- 7.2 Conflict of interest is an individual responsibility. In deciding a complaint, the members of the council or council panel are expected to observe the rule against bias.
- 7.3 A person with a conflict of interest should not be part of the decision-making process as the decision could be perceived to be affected by bias.
- 7.4 A council or council panel should consider the accessibility of the process to the parties to a complaint. For example, asking a party to the complaint to provide information in person may not be fair if the person lives a long distance away.

8 Information the council or council panel may consider

- 8.1 It is important to note that the council or council panel do not have information gathering powers. For example, a council cannot force a party to the complaint or another person to answer written questions or appear in person.
- 8.2 Despite clause 8.1, a council or council panel can ask for information knowing that it is the choice of the person being asked as to what, if any, information the person will give to the council or council panel.
- 8.3 The council or council panel may seek relevant information to ensure issues raised in a complaint are sufficiently addressed. This may include asking the respondent or the complainant questions, asking another person questions, or finding out information by examining a document relevant to a complaint (e.g. council meeting agenda papers). When asking a person questions, it is not mandatory for the person to answer the questions.

9 Reasons for decision

- 9.1 A council or council panel must set out the reasons for its decision in the decision notice, which is provided to the parties to the complaint.

Note for clause 9.1

A decision notice is required under section 126(2) of the Act. See section 7 of the Act for the definition of a decision notice, which sets the matters required to be included in the notice.



RECEIVED

04 JAN 2022
2023

BY:

*Government House
Northern Territory*

Her Worship the Mayor Mrs Elisabeth Clark
Mayor of Katherine
Katherine Town Council
PO Box 1071
KATHERINE NT 0851

Dear Mayor Clark, *his,*

My term as the 22nd Administrator of the Northern Territory will end on 30 January 2023.

During the past five years, Craig and I have enjoyed meeting with representatives of the local government in the Northern Territory, particularly during official occasions at Government House.

Your dedication in supporting the Territory is pivotal to the ongoing growth and future prosperity of this wonderful part of Australia.

We wish you all the very best for the future and in your role as Mayor of Katherine.

Yours sincerely,

Vicki X

Her Honour the Honourable Vicki O'Halloran AO
Administrator of the Northern Territory

16 December 2022

Amanda Haigh

From: Service Requests
Sent: Monday, 9 January 2023 11:20 AM
To: Ingrid Stonhill; Brendan Pearce
Cc: Amanda Haigh
Subject: Doc 175479 FW: Hot springs Park

FYI...email below if you have not already seen it.

Regards,



Virginya Boon
Operations Manager

Katherine Town Council, Civic Centre, Lot 1865 Stuart Highway Katherine NT 0850
P (08) 8972 5500 | F (08) 8971 0305 | M 0418 853 216
E Virginya.boon@ktc.nt.gov.au | W www.katherine.nt.gov.au

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KATHERINE 2027
FIVE YEAR STRATEGIC PLAN

Learn more
about Katherine's
bright future

[CLICK TO READ](#)

<https://www.katherine.nt.gov.au/documents/484/katherine-2027-five-year-strategic-plan>

From: Records (KTC) <records@ktc.nt.gov.au>
Sent: Friday, 6 January 2023 10:31 AM

To: Service Requests <service.request@ktc.nt.gov.au>
Subject: FW: Hot springs Park

From: Patty Buntine <patty.buntine@gmail.com>
Sent: Friday, 6 January 2023 8:49 AM
To: Records (KTC) <records@ktc.nt.gov.au>
Subject: Hot springs Park

Hi Council,

On return from a break I find the Tamarind Tree I planted 3 years ago pulled out of the corner of the block.

I was devastated!! Why would you do that? Why pull a beautiful well grown Tamarind out. I am at a loss at the thought process. The Tree was the healthiest plant in the area and a good height.

Have a look at the bougainvilleas, They need attention.

I spend time at the Y(voluntarily) at my expense trying to make the Town look nice.. that I have grown up in since 1957..and you do that.!

Katherine used to be the best place in the N.T. to stop. Now look at our reputation..crime out of control..bordered up windows..trees being pulled out and not replaced..It truly saddens me. Don't any of you feel any responsibility for our town?? I never hear any of the Council coming to our defence..other than acceptance.

I would like you to read this letter out at your meeting and see if anybody has a conscience and is willing to stand UP.

I am truly concerned for Katherine....Sincerely Patty Buntine



MINISTER FOR EQUALITY AND INCLUSION

Parliament House
State Square
Darwin NT 0800
minister.moss@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5532
Facsimile: 08 8936 5637

Ms Sinead Te Wake
Katherine Town Council
PO Box 1071
Katherine NT 0851

Via email: records@ktc.nt.gov.au

Dear Ms Te Wake,

Thank you for your application for an International Women's Day Grant for 2023. I am pleased to advise that your application has been successful.

The 2023 International Women's Day grants program was very competitive and funding applications received by the Office of Gender Equity and Diversity far exceeded the total funding available. We are funding a range of events that encourage women's participation, celebrate women's diversity and achievement, and encourage reflection and discussion on a range of women's issues.

I am pleased to be able to offer your organisation \$1,500 to assist with your 2023 International Women's Day event.

A representative from the Office of Gender Equity and Diversity will be in touch with you shortly to make arrangements for you to receive the grant. I wish you every success with your event.

Yours sincerely

LAUREN MOSS

04/01/23



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

10 January 2023

Hon Natasha Files MLA
Chief Minister of the Northern Territory
GPO Box 3146
DARWIN NT 0801

Dear Chief Minister

RESPONSE TO LETTER REGARDING KATHERINE SOBERING UP SHELTER

Thank you for your letter in regard to the change of management for the Katherine Sobering Up Shelter (SUS).

The CEO and I recently visited the SUS as part of our meeting that we had with the Katherine Community Engagement and Support Reference Group.

Katherine is very fortunate to have such a wonderful facility in our town. I am really pleased that Kalano are taking on the management of the SUS. The change may help in curbing some of the alcohol related illness in the community.

Thank you for the information and I look forward to the changes that will come.

Yours Sincerely

Elisabeth Clark
HER WORSHIP THE MAYOR



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

10 January 2023

Hon Selina Uiibo MLA
Member for Arnhem
PO Box 129
KATHERINE NT 0850

Dear Minister Uiibo

RESPONSE TO LETTER REGARDING ADJOURNMENT SPEECH 2022

Happy New Year to you. Thank you for your email in regards to the Adjournment speech.

Thank you for recognising the Katherine Town Council in your speech. It is a privilege to work with you on the issues that face our town and I appreciate the support that you always give to us.

Looking forward to catching up again soon.

Yours Sincerely

Elisabeth Clark
HER WORSHIP THE MAYOR



KATHERINE
TOWN COUNCIL

24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

10 January 2023

Her Hon the Honourable Vicki O'Halloran
Administrator of the Northern Territory
Government House
GPO Box 497
DARWIN NT 0801

Dear Your Honour Vicki O'Halloran

RESPONSE TO LETTER REGARDING TERM OF 22ND ADMINISTRATOR OF THE NORTHERN TERRITORY

Thank you for your letter advising of your Term ending as Administrator. It has been a privilege to meet with you on a number of occasions both here in Katherine and in Darwin.

Thank you for always thinking of Katherine in all of the events that you attended here and your support during COVID. It was really appreciated.

I wish you well in your future endeavours and perhaps our paths will cross again sometime.

Yours Sincerely

Elisabeth Clark
HER WORSHIP THE MAYOR

Amanda Haigh

From: Ingrid Stonhill
Sent: Thursday, 12 January 2023 3:23 PM
To: Amanda Haigh
Subject: Doc 175613 FW: Apology

Correspondence to Patty Buntine in reply to her letter to council. For council meeting correspondence.



Ingrid Stonhill
Chief Executive Officer
Justice of the Peace JP0681

Katherine Town Council, Civic Centre, Lot 1865 Stuart Highway Katherine NT 0850
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From: Ingrid Stonhill
Sent: Thursday, 12 January 2023 3:19 PM
To: patty.buntine@gmail.com
Subject: Apology

Dear Patty

I have to be honest and say that I have indeed struggled to think of the most appropriate way to respond to your heart felt email. I want to show you professionalism and courtesy but most importantly care. Because as the still new, in Katherine terms, CEO to the Council, I do care.

I have investigated, in detail, what happened to the Tamarind tree. The truth is, it was a mistake, a human error. In explanation we received a complaint from two sources, one regarding the difficulty of seeing when exiting the car park, the second concerning the roots growing to the grease pit, underground. We investigated the safety issue only and concluded some mitigation did need to occur. A request was made for the tree to be trimmed. An overzealous employee, without permission, made the decision to remove the tree rather than trim it. I wish to assure you that at no stage did my employee think of or know about you. His actions were in no way directed at you.

For my employees' actions, I most sincerely apologise to you. I take full responsibility for my staff and would respectfully ask you, what I can do to make this up to you. Can we purchase a new tamarind tree for you to plant, in a slightly different location?

Yes, the gardens within the Hot Springs need work. When our full complement of staff returns from the festive season, we will be addressing this area, carefully and without too much zealous.

Katherine is very much still one of the best places in the Northern Territory to live. I chose to come here with my family because of that. Crime is most definitely out of control, and I, like many others, have felt that very personally. From a council's perspective we are looking after our people as best we can. We are offering support to our staff and our community alike. We are focussing on cleaning up our town every day, ensuring rubbish, burned out cars, graffiti and other unwanted items are removed as quickly as the system allows us to. We are getting on with mowing our grass and keeping our gardens in good order, so the town at least looks clean, green, and cared for. Would we like to do more, most definitely.

We are working daily with other agencies tasked directly to work with these young offenders. We are having our concerns heard whilst trying to assist with intel on where the problem areas are. We are providing social media factual updates, so residents are receiving the truth, and not rumoured information. We are searching for prevention solutions.

Patty, I like many others in this town do not have an answer. But I can assure you many of us are doing our bit to get through this. It's not the first time and it unfortunately won't be the last.

Thank you for caring about Katherine, thank you for taking the time to write to me. I hope that I may have the opportunity to meet with you and work through an appropriate apology process.

Kind regards
Ingrid



KATHERINE
TOWN COUNCIL

Ingrid Stonhill
Chief Executive Officer
Justice of the Peace JP0681

Katherine Town Council, Civic Centre, Lot 1865 Stuart Highway Katherine NT 0850

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