



# AGENDA

**Ordinary Meeting of Council**  
**To be held on Tuesday 24 September 2024**  
At 12:00 pm

Civic Centre, Council Chambers  
24 Stuart Highway, Katherine NT 0850

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

**ELECTED MEMBERS**

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower
- Councillor Amanda Kingdon
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

**OFFICERS**

- Ingrid Stonhill – Chief Executive Officer
- Amanda Haigh – Manager Governance and Risk
- Nikola Faberova – Executive Assistance Governance – Minute Taker
- Matthew Cooper – Manager Community Relations
- Desiree Rodgers – Finance Manager
- Irene McCreevy – Manager People and Culture
- Brett Kimpton – Manager Environment and Municipal Services
- Casey Anderson – Manager Corporate Administration

**VISION:**

**Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.**

**MISSION:**

**Together, we will work effectively today to shape our exceptional future tomorrows.**

**VALUES:**

- 1. Accepting of diversity**
- 2. Sense of community**
- 3. Respect for people, environment, and culture.**

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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 OPENING OF THE MEETING

## 4 ATTENDANCE

### 4.1 PRESENT

### 4.2 APOLOGIES

### 4.3 LEAVE OF ABSENCE

## 5 DECLARATION OF INTEREST

Members Disclosure Conflict of Interest

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

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 27 AUGUST 2024

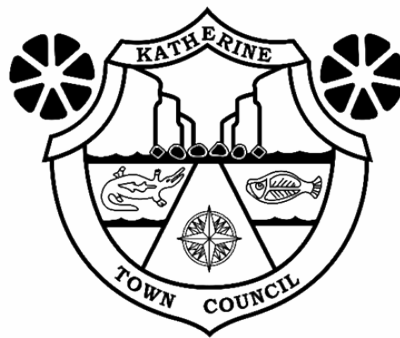
Report Type: For decision

Attachments: 1. Ordinary Meeting of Council - 27 August 2024 - Minutes - Unconfirmed [7.1.1 - 13 pages]

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### **Recommendation**

That Council confirm the minutes of the Ordinary Meeting of Council held on 27 August 2024 as a true and accurate record.



# MINUTES

**Ordinary Meeting of Council  
Held on Tuesday 27 August 2024**

Civic Centre, Council Chambers  
24 Stuart Highway, Katherine NT 0850



## 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 OPENING OF THE MEETING

Mayor Clark declared the Ordinary Meeting of Council - 27 August 2024 open at 12:01 pm.

## 4 ATTENDANCE

### 4.1 PRESENT

#### ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower (via video conference)
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

#### OFFICERS

- Amanda Haigh - Manager Governance and Risk (Acting CEO)
- Nikola Faberova - Executive Assistant Governance (Minute taker)
- Matthew Cooper – Manager Community Relations
- Desiree Rodgers - Manager Finance
- Irene McCreevy - Manager People and Culture
- Brett Kimpton - Manager Environment and Municipal Services
- Casey Anderson - Manager Corporate Administration
- Matthew Arnott - Manager Projects Portfolio
- Kimberley Worrigal - Contracts Coordinator
- Staff 3

**PUBLIC** - 5

### 4.2 APOLOGIES

Councillor Kingdon provided an apology for the meeting.

### 4.3 LEAVE OF ABSENCE

Nil



KATHERINE  
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 27 August 2024

## 5 DECLARATION OF INTEREST

The Chair reminded members of their responsibility to declare any conflicts of interest.

Nil conflicts declared.

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 23 JULY 2024

#### **COUNCIL RESOLUTION OMC-2024-155**

**Moved:** Councillor Trembath; **Seconded:** Deputy Mayor Coburn

That Council confirm the minutes of the Ordinary Meeting of Council held on 23 July 2024 as a true and accurate record.

**CARRIED 5|0**

FOR: Mayor Clark, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

Councillor Kingdon requested the following to be noted in her absence:

14.1 LGANT Representative Committee Nominations - Not all elected members congratulated Councillor Mott on her nomination as mentioned in the previous minutes.

Wording 'all elected members' which appears in previous minutes to not be used as sometimes it is not the case. It is according to vote of resolution.

16.1 Elected Member Activities - Councillor Bower's conduct and line of questioning was discourteous to Councillor Kingdon and that Councillor Bower did not seek information from Mayor as to substantiation of her allegations that she voiced.

Councillor Kingdon also provides a notice that she will not be submitting her Elected Member Activities on a monthly basis until further notice.

### 7.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL 26 JULY 2024

#### **COUNCIL RESOLUTION OMC-2024-156**

**Moved:** Councillor McDougall; **Seconded:** Deputy Mayor Coburn

That Council confirm the minutes of the Special Meeting of Council held on 26 July 2024 as a true and accurate record.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil



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## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

### 8.1 ACTION REPORT JULY 2024

#### **COUNCIL RESOLUTION OMC-2024-157**

**Moved:** Councillor Trembath; **Seconded:** Councillor McDougall

That Council receive and note the Action update.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil



## 9 MAYORAL BUSINESS

### 9.1 MAYOR ACTIVITIES JULY 2024

#### **COUNCIL RESOLUTION OMC-2024-158**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor Bower

That Council receive and note the Mayoral activities for July 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

#### Discussion

Meeting with Katherine Police topics included - Police providing extra cover during the Katherine Show and Rodeo long weekend as there were concerns raised about the influx of people during those days.

Meeting with Senator Price and Jo Hersey was about the upcoming elections and relationship building. Mayor to provide the elected member with further details of the meeting. Taken on notice.

Councillor McDougall attended the meeting with the Senator and Jo Hersey and will add this event for the next month reporting purposes.

Mayor was invited to attend the group, Justice Rejuvenation Meeting, who have just received the funding, and are in the process of identifying programs for the youth. The group are from all different sections of Indigenous population.

## 10 CORRESPONDENCE AND DOCUMENTS

### 10.1 CORRESPONDENCE INCOMING JULY 2024

#### **COUNCIL RESOLUTION OMC-2024-159**

**Moved:** Councillor McDougall; **Seconded:** Councillor Trembath

That Council receive and note the Incoming Correspondence:

Attachments: 1. Letter - Department of The Attorney General and Justice - Fines Recovery - 9 August 2024 - D196247 [10.1.1 - 5 pages]

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

#### Discussion

This letter is for noting and doesn't affect any infringements or action for the recovery of their penalties.



## 11 PETITIONS

## 12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

There were no Questions from the Gallery at the Ordinary Meeting of Council - 27 August 2024

## 13 NOTICE OF MOTION

## 14 REPORTS OF OFFICERS

### 14.1 RATES CONCESSION POLICY REVISION

#### **COUNCIL RESOLUTION OMC-2024-160**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor Trembath

That Council endorse and adopt the revised Rates Concession Policy to enact the following changes.

- a) Ratepayers may apply for a Rates Concession at any time during the rating period, rather than being restricted to the first instalment date of September 30. The concession will only apply to the period for which it is granted.
- b) No interest will accrue on deferred rates.
- c) The correction of records is now including a reviewable decision option. Ratepayers have the right to request a review of such decisions by the CEO, and if adversely affected, may apply to NTCAT to review the Council's final decision.
- d) The policy now approves concessions for separate parts or units within an allotment.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

#### Discussion

Noted the revised recommendations as they will serve community well.

### 14.2 FEES AND CHARGES 2024-25 - NEW IMPOSED AND AMENDED CHANGES

#### **COUNCIL RESOLUTION OMC-2024-161**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor McDougall

That Council approve and adopt the amendment and newly imposed fees and charges and to the current structure 2024/25:

- a) Graffiti Kits – Available for purchase at the Civic Centre for \$40.00 per kit.
- b) Katherine and Big Rivers Community, Sport and Recreation Venue (KBRCRV) – Office spaces



available for hire at \$1,300 for six months or \$2,600 for twelve months.

- c) Plan Printing – A1 prints at \$3.90 each and A0 prints at \$5.50 each.
- d) Shopping Trolley Release Fee (left in public place) \$135.00 per trolley.
- e) Current Fees and Charges values rounded to the nearest five cents.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

#### Discussion

Shopping trolley release fees will be paid by shopping trolley providers with the intent of action being taken to prevent trolleys being left on the streets and public spaces. The process will ensure trolleys are expected to be picked up promptly. This has been an ongoing issue and used the concept of City of Darwin that has been reported successful.

Acknowledgment of good work in regard to graffiti fees and it was noted through experience the kits work effectively.

Fees and Charges are required to be approved by Council.

### 14.3 SHOWGROUNDS ADVISORY COMMITTEE - MEMBERSHIP NOMINATIONS

#### **COUNCIL RESOLUTION OMC-2024-162**

**Moved:** Councillor Bower; **Seconded:** Councillor McDougall

1. That Council receive and note the report on membership resignations and nomination applications received for the Showgrounds Advisory Committee.
2. That Council rescind membership of the following representatives from various clubs on the Showgrounds Advisory Committee:
  - a) AFLNT – Shannon Jackson
  - b) Katherine Rope and Barrel Club Inc – Melinda Whelan
  - c) Blue Eagle Training Fitness – David Flood
3. That Council accepts the nominations of representatives from the following clubs to the Showgrounds Advisory Committee:
  - a) AFLNT – Leanne Bugg
  - b) Katherine Rope and Barrel Club Inc – Annabelle Keith

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

#### Discussion





Contact was made with all current user groups and members and we were advised that Blue Eagle Training Fitness are no longer utilising their membership.

User groups are required to have a hire agreement in place.

#### 14.4 SPORTSGROUND ADVISORY COMMITTEE - MEMBER NOMINATIONS

##### **COUNCIL RESOLUTION OMC-2024-163**

**Moved:** Councillor Trembath; **Seconded:** Councillor Bower

1. That Council receives and notes the report nominations and changes received for the Sportsgrounds Advisory Committee.
2. That Council accept the withdrawal of member, Shayla Rice formerly of the Katherine Rugby League Club.
3. That Council accept the nominations of representatives from the following Clubs and Associations to the Sportsgrounds Advisory Committee:
  - a) Katherine Rugby League – Karisa Morrison
  - b) Katherine Touch Association – Nat Dillon.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

Suggestion for YMCA being included on the list of membership. Taken on notice.

#### 14.5 FINANCE REPORT FOR THE MONTH OF JULY 2024

##### **COUNCIL RESOLUTION OMC-2024-164**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor McDougall

That Council endorses the Finance Report for the Month of July 2024.

**CARRIED 5|1**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall and Councillor Trembath  
AGAINST: Councillor Mott

Discussion

Noted the 'Untied Funds' on page 63 and \$3, 000, 000 difference in reserves. This table reflects the funding we have already received for this financial year. \$3, 000, 000 has been received for Aquatic Centre upgrade.

#### 14.6 2023-2024 ACQUITTAL - LOCAL GOVERNMENT GRANT - BINJARI



**COUNCIL RESOLUTION OMC-2024-165**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor Bower

That the acquittal for 2023 – 2024 Local Government Grant – Provision of Local Government services to Binjari Community be received and noted, and that the acquittal be forwarded to the Department of the Chief Minister and Cabinet, NT Government.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

Concerns raised about the deficit sum. Council requests a review of the contract terms to include CPI increase once the current agreement expires.

Rates represent around \$64,000 for the last financial year and are not included in these calculations.

**14.7 COMMUNITY RELATIONS REPORT FOR THE MONTH OF JULY 2024**

**COUNCIL RESOLUTION OMC-2024-166**

**Moved:** Councillor McDougall; **Seconded:** Deputy Mayor Coburn

That Council receive and note the Community Relations Department report for the Month of July 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

Acknowledgment of the successful engagement at the Katherine Show booth.

Acknowledgment to the staff of the Visitor Centre receiving positive google reviews for their services.

**14.8 CORPORATE ADMINISTRATION MONTHLY REPORT - JULY 2024**

**COUNCIL RESOLUTION OMC-2024-167**

**Moved:** Councillor Trembath; **Seconded:** Councillor McDougall

That Council receive and note the Corporate Administration Report for the month of July 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil



Discussion

Reference to erosion requests. Taken on notice.

#### 14.9 ENVIRONMENTAL SERVICES REPORT FOR THE MONTH OF JULY 2024

##### **COUNCIL RESOLUTION OMC-2024-168**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor Bower

That Council receive and note the report of the Environmental Services Department for July 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

The purpose of drone mapping of the waste facility is to have an overview of where the waste is going.  
Exciting to hear of the new Avdata recording machine installation at the Civil airport.

#### 14.10 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF JULY 2024

##### **COUNCIL RESOLUTION OMC-2024-169**

**Moved:** Councillor Trembath; **Seconded:** Deputy Mayor Coburn

That Council receive and note the report of the Infrastructure Services Department for July 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

The Aquatic Centre upgrade is on track and completion is scheduled for July 2025 as originally planned.  
Demolition stage should commence soon.

Temporary fencing on the corner of the Stuart Highway and Chambers Drive is to provide a security barrier whilst the new fence is being installed and limit access to the construction site.

### 15 REPORTS FROM COMMITTEES

#### 15.1 MINUTES FROM COMMITTEES

##### 15.1.1 Centenary of Katherine 2026 Advisory Committee Minutes 16 July 2024

##### **COUNCIL RESOLUTION OMC-2024-170**



**KATHERINE**  
TOWN COUNCIL

**Moved:** Councillor McDougall; **Seconded:** Councillor Trembath

That Council receive and note the minutes of the Centenary of Katherine 2026 Advisory Committee meeting held on 16 July 2024.

**CARRIED 6|0**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Nil

Discussion

Events scheduled for the Centenary of Katherine are not complete as these only represent the main Council events. Other events will be considered as planning progresses to incorporate into the celebrations for the Centenary of Katherine including Indigenous events.

It was noted that the importance for Council to start recognising our first nations people at the beginning not after showing the importance for the Reconciliation Plan (RAP) to be developed. We need to change our thinking, not looking from the angle which has always been when doing events.

## 16 ELECTED MEMBER ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES JULY 2024

#### **COUNCIL RESOLUTION OMC-2024-171**

**Moved:** Deputy Mayor Coburn; **Seconded:** Councillor McDougall

That Council receive and note the Elected Member activities for July 2024.

**CARRIED 5|1**

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor McDougall, Councillor Mott and Councillor Trembath  
AGAINST: Councillor Bower

Discussion

Deputy Mayor gave apologies for not providing his monthly activities.

Councillor Mott will also provide to the appropriate officer to be included in the next month.

Feedback provided to Councillor Kingdon's meeting on 10 July 2024 that elected members are not stopped from being an observer at advisory committee meetings.

The meeting with DIPL and Louise McCormick reflects how important a strong relationship and communication between the Council and DIPL is.

Noted the meeting with Jo Hersey and Senator Price was for all elected members to join.

## 17 LATE AGENDA

### 17.1 LATE AGENDA - NIL

## 18 GENERAL BUSINESS



Community grants applications close on 30 August.

Council will be again organising the Great Spring Clean on 22 September. The event focuses on cleaning up the river corridor before the wet season. More information will be released soon.

Deputy Mayor congratulated Jo Hersey on the election results and wished her well. He would like to cooperate and work together to get things done for Katherine.

Deputy Mayor also attended Legacy Golf Day, AFL Grands Final game and Katherine Races that were all great events for the Katherine community.

Deputy Mayor and Mayor spent 12 hours counting heavy vehicles passing through Katherine resulting in 484 heavy vehicles on Monday between 6am and 6 pm. This was an increase from last year 401 count. This shows the importance of the need for the diversion and second bridge requirements.

Councillor Mott also congratulated Jo Hersey on the election and all three candidates of the election.

Councillor Mott expressed her condolences and appreciation of the hard work of Luke Bowen and Errol Lawson, who both recently passed away.

## 19 CLOSURE OF MEETING TO PUBLIC

The open meeting was declared closed to the public at 1:03pm.

### **COUNCIL RESOLUTION**

**Moved:** Mayor Clark; **Seconded:** Deputy Mayor Coburn

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

## 20 CONFIDENTIAL ITEMS

### 20.1 CONFIRMATION OF PREVIOUS MINUTES 23 JULY 2024

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.



**KATHERINE**  
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 27 August 2024

## 20.2 CONFIRMATION OF PREVIOUS MINUTES 26 JULY 2024

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

## 20.3 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

## 21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 01:30pm.

## 22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council - 27 August 2024 was declared closed at 01:31pm.

The next Ordinary Meeting of Council will be held on 24 September 2024.



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

### **8.1 ACTION UPDATE AUGUST 2024**

Report Type: For noting

Attachments: 1. Action Register Update August 2024 [**8.1.1** - 3 pages]

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#### **Officer Recommendation**

That Council receive and note the Action update.

Action Register

Search Criteria

Showing Completed Items: No

Applied Filters

Action Statuses: Not yet started, In Progress, Awaiting internal response, Awaiting external response, Budget approval pending, On Hold

Meeting Types: Ordinary Meeting of Council

Generated By: Nikola Faberova

Generated On: 18/09/2024 at 4:56pm



Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
23/01/2024	Ordinary Meeting of Council - 23 January 2024	14.5	Lease and Licence - Amplitel Pty Ltd - 28 Second Street	Awaiting external response	<p>Please action as per resolution.</p> <p><b>COUNCIL RESOLUTION OMC-2024-10</b>  <b>Moved:</b> Councillor Trembath; <b>Seconded:</b> Deputy Mayor Coburn</p> <p>That Council authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a five (5) year lease and license agreement, with the option for renewal for an additional term of five (5) years, to Amplitel Pty Ltd for a designated portion of Lot 73, 28 Second Street, Katherine NT.</p> <p><b>CARRIED 6 1</b></p> <p>FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall and Councillor Trembath  AGAINST: Councillor Mott</p>	Manager Corporate Administration	<p><b>05/02/2024 Administration Manager</b></p> <p>HWLE have been advised that Council has endorsed the Lease and Licence. Will await for the finalised documents to be returned for affixing Common Seal and signatures.</p> <p>14/06/2024 - HWLE communicated Council's position to Telstra's representative and still not heard no response. HWLE chased up 27/03/2024.</p> <p><b>11/07/2024 Manager Corporate Administration</b></p> <p>11/07/2024: Request HWLE to follow up on the matter with the Telstra Representative.</p> <p><b>14/08/2024 Manager Corporate Administration</b></p> <p>14/08/2024: Still pending external response.</p> <p><b>30/08/2024 Manager Corporate Administration</b></p> <p>Received response from legal (27/08/2024) Legal have phone and emailed for update. No response, will construct a formal letter.</p>	31/10/2024	
28/05/2024	Ordinary Meeting of Council - 28 May 2024	14.3	Katherine Town Council By Law 1998 Proposed Amendments	In Progress	<p>Please action as per resolution.</p>	Manager Corporate Administration	<p><b>16/08/2024 Manager Corporate Administration</b></p> <p>16/08/2024: Draftmans (Jessica - CMC) is currently undertaking the amendments of the first draft. Have followed - up for an expected ETA date for when KTC will receive the draft document. Once we have received the draft document and if all is in order, Public Consultation will commence.</p>	31/10/2024	

Meeting Date	Document	Item No.	Item	Status	Action Required	Assignee/s	Action Taken	Due Date	Completed (Overdue)
							<b>16/09/2024 Manager Corporate Administration</b>  16/09/2024: KTC has received the draft by-laws. Officers are reviewing the recommendations and advice sort by the department.		
25/06/2024	Ordinary Meeting of Council - 25 June 2024	14.3	Katherine Town Council Signs Code	In Progress	Code to be reviewed by end of year including consultation process as per the discussion	Manager Governance and Risk, Rates and Regulatory Affairs Coordinator	<b>11/07/2024 Manager Governance and Risk</b>  records management process in train then will be uploaded to website	09/07/2024	Overdue by: 71 days

## 9 MAYORAL BUSINESS

### 9.1 MAYOR ACTIVITIES AUGUST 2024

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Mayoral activities for August 2024.

#### **Purpose of Report**

To provide an update on the Mayoral activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining elected members contribution to the Town council's service delivery.

#### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

1.1.4 Learn what the community wants to know through community engagement strategies.

**1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.**

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

**3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.**

3.1.1 Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days.

**3. SPORTS AND CIVIC EVENTS - 3.2 Brand Identity - Develop and implement a brand identity that is uniquely Katherine's**

3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

**6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.**

6.3.1 Advocate for the interests of our community.

Mayor Lis Clark	
Date	Activity attended
1 <sup>st</sup> August 2024	Department of Infrastructure, Planning and Logistics - Briefing on Levee South
2 <sup>nd</sup> August 2024	Seniors Morning Tea
3 <sup>rd</sup> August 2024	Market stall promoting Swimming Pool
3 <sup>rd</sup> August 2024	Big Rivers Football League Awards night
6 <sup>th</sup> August 2024	Katherine Police
7 <sup>th</sup> August 2024	Australian Institute
8 <sup>th</sup> August 2024	Department of the Chief Minister and Cabinet and Department of Infrastructure, Planning and Logistics
8 <sup>th</sup> August 2024	Meeting with Sam Phelan
9 <sup>th</sup> August 2024	Katherine Times
10 <sup>th</sup> August 2024	Kintore School Crocodile Race
12 <sup>th</sup> August 2024	Elected Member Information Session
13 <sup>th</sup> August 2024	Meeting with CEO – Department of the Chief Minister and Cabinet
13 <sup>th</sup> August 2024	Meeting with Commissioner of Police
18 <sup>th</sup> August 2024	Veterans Day
20 <sup>th</sup> August 2024	Katherine South Primary School – Judging Book Parade
23 <sup>rd</sup> August 2024	Katherine Times
23 <sup>rd</sup> August 2024	Australian Stockhorse Association
26 <sup>th</sup> August 2024	Elected Member Information Session
27 <sup>th</sup> August 2024	Ordinary Meeting of Council
28 <sup>th</sup> August 2024	Big Rivers Destination Management Plan - Project Implementation Team Meeting
29 <sup>th</sup> August 2024	NT News

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## 10 CORRESPONDENCE AND DOCUMENTS

### 10.1 CORRESPONDENCE INCOMING AUGUST 2024

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Incoming Correspondence:

Attachments: 1. Letter - NT Remuneration Tribunal - Local Govt Councils Entitlements 2024 - ID201008 [**10.1.1** - 2 pages]



NORTHERN TERRITORY OF AUSTRALIA

**REMUNERATION TRIBUNAL**

**GPO BOX 4396  
DARWIN NT 0801**

**Telephone: (08) 8999 6539**

Ms Elisabeth Clark  
Mayor  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0851

Via email: [Elisabeth.Clark@ktc.nt.gov.au](mailto:Elisabeth.Clark@ktc.nt.gov.au)

Dear Ms Clark,

As you may be aware, the Remuneration Tribunal has commenced its inquiry on Local Government Council and Local Authority members' allowances 2024 pursuant to sections 7B(1) and 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* with Councils. As part of these meetings, the Remuneration Tribunal is seeking advice on matters including, among other things:

- meetings involving Council members with local authorities, and funding provided to local authorities;
- the capacity for the council to pay an increase in allowances if the Remuneration Tribunal recommends increasing allowances;
- the workload undertaken by council at both its regular meetings and other meetings, including the frequency of meetings; and
- Examples that show that the travel allowances to attend Council meetings is not adequate.

The Remuneration Tribunal is accepting written submissions from Councils for the inquiry by 12 October 2024. These submissions should address the above questions as well as any other issue that your Councils would like to raise.

There may be unique circumstances relating to your Council which you may wish to advise the Remuneration Tribunal.

Individual Councillors may also consider their own submission.



NORTHERN TERRITORY OF AUSTRALIA

**REMUNERATION TRIBUNAL**

While the Remuneration Tribunal would like to meet with Councils personally, this is not proving practicable at this stage, but a number of video conference calls have been effective.

It would be appreciated if you could place this letter on the Council's agenda for its next meeting

Councils should contact the Remuneration Tribunal's Secretariat on 8999 6539 or via email [NTRemunerationTribunal@nt.gov.au](mailto:NTRemunerationTribunal@nt.gov.au) for any further queries or to arrange meetings with the Remuneration Tribunal

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Martin'.

MICHAEL MARTIN OAM  
Chair  
Northern Territory Remuneration Tribunal

6 September 2024

## **11 PETITIONS**

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

Questions relating to the agenda, that you would like addressed, can be submitted via email at [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au), over the phone at 08 8972 5500, in person at the Civic Centre, or through an electronic submission via the [website](#).

Please submit your question/s pertaining to the current Ordinary Meeting of Council agenda. These will be responded to in full and in a public setting.

## **13 NOTICE OF MOTION**



## 14 REPORTS OF OFFICERS

### 14.1 APPOINTMENT OF DEPUTY MAYOR

Author: Nikola Faberova, Executive Assistance Governance  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: Nil

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#### **Officer Recommendation**

1. That Council endorse the Mayor to call for nominations for the position of Deputy Mayor.
2. That Council conduct the appointment of Deputy Mayor voting process by secret ballot.
3. That Council appoint Councillor ..... as Deputy Mayor for the period effective on 25 September 2024 ending 2025 elections.

#### **Purpose of Report**

The purpose is to advise the Council of its obligation to appoint a Deputy Principal Member (Deputy Mayor) and to provide the appropriate information and method to assist with the process.

#### **Strategic Plan**

Not Applicable

#### **Municipal Plan**

Not Applicable

#### **Background**

Councillor Denis Coburn was appointed Deputy Mayor on the 29 February 2023 ending 26 September 2023 and re-appointed on the 26 September 2023 ending 24 September 2024 as per Council Resolution OMC-2023-90.

#### **Discussion**

The recommended procedure to follow would be:

1. The Mayor calls for nominations from the floor for the position of Deputy Mayor.
2. Council to use secret ballot voting if there is more than one nomination.
3. Council endorses the appointment of the successful candidate.

Local Government Elections are due in August 2025 therefore the new Deputy Mayor will be appointed only till the end of term of the Council.

#### **Consultation Process**

There was no consultation process required for this report.

#### **Policy Implications**

There are no policy implications resulting from the decision.

#### **Budget and Resource Implications**

Within current service delivery budget and resource.

#### **Risk, Legal and Legislative Implications**

Appointment of Deputy Principal member: Section 61 (3) of the Local Government Act 2019 states that “The council may appoint another one of its members to be the deputy principal member of the council”.  
Term of Office: Section 62 (2) states that “The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment”.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

## 14.2 LGANT BOARD DIRECTORS NOMINATIONS

Author: Nikola Faberova, Executive Assistance Governance  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: Nil

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### **Officer Recommendation**

That Council approve Mayor Elisabeth Clark's nomination for the LGANT Board of Directors.

### **Purpose of Report**

For Council to approve the nomination for the LGANT Board of Directors. Mayor Elisabeth Clark is the current LGANT Board of Director for Municipal Councils.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.**

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

**1. STRONG LEADERSHIP - 1.5 Financial - Have long-term financial sustainability in Council to allow for continued growth and development.**

1.5.1 Collaborate with all three levels of government.

### **Municipal Plan**

6.3.5.1 Elected Members membership on external committees

### **Background**

LGANT is seeking nominations for the Board of Directors. The Board of Directors represents the interests of their local government members across the Northern Territory. Katherine Town Council is a member of LGANT, which enables a Board of Directors nomination.

Once nominations are received by LGANT, a membership vote will take place to appoint the Board of Directors.

### **Discussion**

Board membership requires a time commitment. In addition to regular Board meetings, you may be asked to serve on committees, attend events, and engage in ongoing professional development.

Mayor Lis Clark, as a serving Board Member has undergone the Australian Institute of Company Directors training. She has served on many committees and has good operational knowledge.

It is important to enable as much continuity as possible of boards, particularly in a sector undergoing significant change due to Territory Elections.

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

### 14.3 SPORTSGROUND ADVISORY COMMITTEE NOMINATION REPORT

Author: Sammi-Jo Timm, I & E Administration Officer  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: Nil

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#### **Officer Recommendation**

1. That Council receives and notes the report on nominations and changes received for the Sportsgrounds Advisory Committee.
2. That Council accept the nominations of representatives from the following Clubs and Associations to the Sportsgrounds Advisory Committee:
  - a) YMCA – Brodie Bishop

#### **Purpose of Report**

To inform the Council of the nomination for representation to the Sportsgrounds Advisory Committee and for Council to consider the nominee and accept their nomination.

#### **Strategic Plan**

**3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.**

3.1.2 Improve participation in user advisory groups and improve coordination of these groups on Council land.

#### **Municipal Plan**

1.2.2.2 Improve Council advisory committees' governance compliance with their Terms of Reference (ToR)

3.1.2.1 Ensure conformance with advisory committee Terms of Reference requirements

#### **Background**

At its ordinary Council Meeting held on 22nd November 2022 Council resolved to invite one representative from all registered user groups of the Sportsgrounds facility to represent their club on the Sportsgrounds Advisory Committee.

This committee will meet a minimum of four (4) times per annum and will be an opportunity for Councillors to interact with the group and receive views and opinions on matters relevant to the Committee.

The current membership of the representative clubs are:

1. Katherine Swimming Club – Allen Storey
2. Katherine Football Club – Nicolle Gadd
3. Katherine Rugby League Club – Karisa Morrison
4. Katherine Athletics Club – Nicole Simmonds
5. Katherine Netball Association – Lauren Chapman
6. Big Rivers BMX Club – Sue Sinclair
7. Katherine Tennis Club – Karin Spain
8. Katherine Touch Association – Nat Dillon

As per the Terms of Reference memberships to advisory committees must be adopted by Council. Membership of the Committee is for a period of two years.

**Discussion**

A nomination has been received to accept Brodie Bishop of the YMCA as a member of the Sportsground Advisory Committee.

**Consultation Process**

There was no consultation process required for this report.

**Policy Implications**

The Sportsground Advisory Committee Terms of Reference state that the Sportsgrounds Advisory Committee will convene at a minimum of four times per annum.

**Budget and Resource Implications**

Within current service delivery budget and resource.

**Risk, Legal and Legislative Implications**

Committee membership must be approved by resolution of the Council at an Ordinary or Special Council Meeting, as per its Terms of Reference.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.



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#### 14.4 SERVICE AGREEMENT - CLEANAWAY PTY LTD - COLLECTION AND DISPOSAL OF WASTE

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Removed to Confidential.

## 14.5 VISITOR INFORMATION CENTRE FUNDING AGREEMENT 2024-2025

Author: Amanda Haigh, Manager Governance and Risk  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: Nil

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### **Officer Recommendation**

That Council authorise the Mayor and CEO sign and affix the Common Seal to the grant funding agreement Schedule E to the Regional Tourism Organisation Partnership Program Agreement for the 2024-2025 Visitor Information Centre and Territory Tourism Discount Scheme Round 2, total funding amount up to \$452,400.

### **Purpose of Report**

To seek Council approval to sign and affix the Common Seal to the grant funding agreement Schedule E to the Regional Tourism Organisation Partnership Program Agreement for 2024-2025 Visitor Information Centre and Territory Tourism Discount Scheme Round 2 for a total funding amount up to \$452,400.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.4 Enhance Customer Experiences - Deliver positive customer experiences for visitors and residents.**

1.4.1 Continually improve services and our tourism offerings.

1.4.3 Enhance customer experiences at our Visitor Information Centre.

### **Municipal Plan**

1.4.1.1 Continued collaborative partnership with Tourism Top End and the Top End Visitor Information Centre

1.4.1.3 Continued participation in Activate Katherine partnership

### **Background**

Katherine Town Council has operated the Katherine Visitor Information Centre (KVIC) since 2005 based on operational funding agreements with Tourism NT (Department of Industry, Tourism and Trade), in partnership through the Regional Tourism Organisation (RTO) model with Tourism Top End.

The council entered into the two year Regional Tourism Organisation Partnership Program Agreement executed on the 27 June 2023.

### **Discussion**

The funding is to provide:

1. Katherine Visitor Information Services Partnership Program to operate an accredited visitor information and booking centre in Katherine and any other activity that assists in delivery of the NT's Tourism Industry Strategy 2030 outcomes.
2. Territory Tourism Discount Scheme Round 2 program is to stimulate tourism during the low season by offering 25% discount on sales of tourism products and services through Darwin, Katherine, Alice Springs, Tennant Creek and Yulara Visitor Information Centre's. The booking period will be from 1 October 2024 to 31 March 2025 for eligible travel commencing from 1 January to 31 March 2025.

### **Consultation Process**

There was no consultation process required for this report.



**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

Council was funded under the agreement in 2023-2024:

1. Katherine Visitor Information Centre - \$298,000
2. Territory Tourism Discount Scheme Round 1 - \$100,000

The Funding amounts for 2024-2025 are:

3. Katherine Visitor Information Centre - \$302,400
4. Territory Tourism Discount Scheme Round 2 – up to \$150,00

**Risk, Legal and Legislative Implications**

Tourism NT funding is subject to maintaining Visitor Information Centre (VIC) Accreditation. This Accreditation program sets the minimum standards across service provision and operational systems.

Reporting requirements must be met under the agreement.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

## 14.6 AMENDMENT TO COUNCIL MINUTES 23 JULY 2024

Author: Ingrid Stonhill, Chief Executive Officer  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: Nil

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### **Officer Recommendation**

That Council approve the amendment of the minutes of the 23 July 2024 council resolution OMC-2024-151 to remove the word complainant and replace with commentor.

### **Purpose of Report**

To amend the minutes decision 23 July 2024 council resolution OMC-2024-151 to remove the word complainant and replace with commentor.

### **Strategic Plan**

Not Applicable

### **Municipal Plan**

Not Applicable

### **Background**

On 13 February 2024 Cr Amanda Kingdon posted a social media comment that contravened Katherine Town Council's Social Media Policy and breached the Elected Member Code of Conduct.

As prescribed by the Katherine Town Council Breach of Code of Conduct Policy

*In managing complaints and contraventions of the Code of Conduct, Council's guiding principles are to:*

- (a) promote behaviour among all council members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;*
- (b) emphasise a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint;*

The Policy allows for breaches to be handled in the first instance through a conflict resolution process. This is to achieve a restorative approach, seek constructive outcomes and ensure the matter remains confidential.

The Policy states:

*The Act provides that the Mayor is to promote behaviour amongst all council members that meets the standards set out in the Code of Conduct. Any council member who is aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the Mayor to seek a resolution. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.*

*In response to a potential Code of Conduct complaint matter, the Mayor (or Deputy Mayor) will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter so that it does not escalate into a formal complaint.*

Accordingly, the Mayor contacted Councillor Kingdon to discuss the breach of policies. The Councillor was invited to a special meeting with elected members to discuss the matter, which allowed the Councillor to present her views.

At that meeting it was agreed by all Elected Members that sanctions would be imposed on the Councillor for a period of six months. Councillor Kingdon agreed to those sanctions and was forwarded confidential

correspondence of outcome of the complaint from the Mayor.

The result of the meeting and the sanctions were ratified in the Confidential Agenda of the 27 February 2024 Ordinary Council Meeting.

As per the Katherine Town Council Breach of Code of Conduct Policy,

*Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the CEO regarding the status of a complaint.*

Councillor Kingdon reneged on her agreement regarding the sanctions. She proceeded to Breach the Code of Conduct on two more occasions over April and June. The Mayor contacted the Councillor again to give her the opportunity to resolve the ongoing issue. The Elected Members were then required to reconsider the original sanctions and concluded unanimously to extend the time the sanctions applied.

Councillor Kingdon then significantly breached the Code of Conduct by openly discussing and emailing the meeting outcomes and sanctions placed on her. At that time, the report was still confidential, so another breach relates to the Councillor publicly releasing confidential information.

Considering the ramifications of the breach of confidentiality by Councillor Kingdon, and that the Council considered the matter resolved, the Council approved a summary of its decision be tabled in the open section of the 23 July 2024 meeting.

### **Discussion**

A summary of the decision of the informal complaint process, regarding the five Breaches of Code of Conduct against Councillor Kingdon was tabled in the open section of the 23 July Meeting.

Beverly Ratahi was noted as the complainant in that summary. This documented that Beverley Ratahi had questioned Cr Kingdon, on her social media post, “as you are commenting as a Councillor, is this the approved position of the Katherine Town Council or have you breached the Social Media Policy?”

As Katherine Town Council was named specifically in the social media post by Beverly Ratahi, Council viewed this social media comment as an objection and a criticism.

The CEO, bound by confidentiality, is unable to release the names of the other complainants. However, due to Beverly Ratahi’s comments being public, and commenting on the original breach of code of conduct social media post, she was named in the report.

Beverley Ratahi contacted the Council as she was approached by the ABC News, asking for comment on her official complaint to council. Council has never stated that an official complaint was made to Council by Beverley Ratahi.

However, Council accepts that Beverley Ratahi did not directly contact the Council and as such are willing to amend the minutes of the 23 July 2024 meeting to reflect that Beverly Ratahi be reported as a ‘commentor’.

The Mayor and CEO have spoken to Ms Ratahi and wish to note Council’s apology for any confusion the council report may have caused her.

### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

There are no budget and resource requirements.

### **Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

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## 14.7 FINANCE REPORT FOR THE MONTH OF AUGUST 2024

Author: Desiree Rodgers, Finance Manager  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: 1. Finance Report August 2024 [14.7.1 - 6 pages]

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### **Officer Recommendation**

That Council endorses the Finance Report for the Month of August 2024.

### **Purpose of Report**

This report is to present to the Council the Financial Report for August 2024.

### **Strategic Plan**

**4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.**

4.2.4 Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

### **Municipal Plan**

4.2.4.1 Comply with legislative requirements - Applications of AASB, NT Local Government Act 2019, Australian Taxation legislation and reporting requirements

4.2.4.2 Prudent financial management for stronger returns for ratepayers - Preparation of Annual Budget and Revisions, CAPEX Budget and Improved debtors management

4.2.4.3 Sustainable long-term finances and current risk management practices - Review financial information and reporting system, Grant Management and acquittals up-to-date

### **Background**

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to the Council at the monthly Ordinary Meeting of Council. Accordingly, the commentary attached presents the preliminary financial position of the council at the end of August 2024 with the Chief Executive Officer (CEO) Certification.

### **Discussion**

- Total YTD operating income is 4.61% over budget - very close to the budget prediction.
- Interest revenue has increased due to interest rates being higher than forecast and a few term deposits falling due in the month.
- Operating grants revenue is 1.84% ahead of budget mainly due to timing.
- Total YTD operating expenditure is 16.07% below the budget as some projects have been slow to start.
- Employee Costs are below budget by 28.44% as some positions remained vacant.
- Monthly creditor payments have been made to all approved suppliers with payments made weekly.
- 9.09 of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.
- 15.09% of our outstanding rate balance reflects rates outstanding for prior financial years (2023/2024 FY and prior).

**Consultation Process**

NIL

**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

The Report and attachment provide a comparison of Council's YTD actual performance against the budget.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

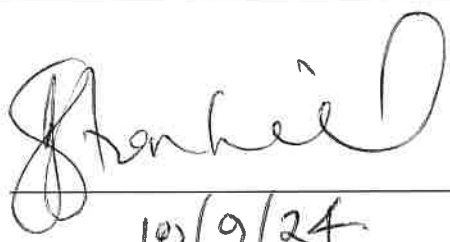
**Certification by the CEO to the Council**

<b>Council Name:</b>	Katherine Town Council
<b>Reporting Period:</b>	31/08/2024

That, to the best of the CEO's knowledge, information and belief:  
 (1) The internal controls implemented by the council are appropriate; and  
 (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed

Date Signed

  
 10/9/24

**Note:** The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)

**Table 1.1 Monthly Income and Expenditure Statement**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	9,461,386	9,252,245	209,141	9,451,844
Waste Charges	1,529,721	1,554,125	( 24,404)	1,554,125
Fees and Charges	475,409	306,198	169,211	2,221,918
Operating Grants and Subsidies	1,340,746	1,316,461	24,285	1,934,232
Interest / Investment Income	201,909	99,764	102,145	671,500
Commercial and Other Income	182,192	81,797	100,395	291,138
<b>TOTAL OPERATING INCOME</b>	<b>13,191,363</b>	<b>12,610,590</b>	<b>580,773</b>	<b>16,124,757</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	763,637	1,067,177	303,540	5,701,033
Materials and Contracts	1,041,139	1,329,343	288,204	8,369,081
Elected Member Allowances	40,250	40,250	-	241,500
Elected Member Expenses	6,112	5,566	( 546)	43,960
Council Committee & LA Allowances	-	-	-	14,000
Council Committee & LA Expenses	-	-	-	10,000
Depreciation, Amortisation and Impairment	892,428	826,574	( 65,854)	4,866,133
Finance Costs	-	-	-	49,589
Other Expenses	-	-	-	-
Loss from the measurement of Landfill Provision	-	-	-	406,116
<b>TOTAL OPERATING EXPENDITURE</b>	<b>2,743,566</b>	<b>3,268,910</b>	<b>525,344</b>	<b>19,701,412</b>
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>10,447,797</b>	<b>9,341,680</b>	<b>55,429</b>	<b>( 3,576,655)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / (DEFICIT)</b>	<b>10,447,797</b>	<b>9,341,680</b>	<b>55,429</b>	<b>( 3,576,655)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	791,257	840,143	48,886	5,272,249
<b>TOTAL NON-CASH ITEMS</b>	<b>791,257</b>	<b>840,143</b>	<b>48,886</b>	<b>5,272,249</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	13,050	633,016	( 619,966)	20,605,460
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>( 13,050)</b>	<b>( 633,016)</b>	<b>619,966</b>	<b>( 20,605,460)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	3,273,089	2,854,084	419,005	15,940,164
Prior Year Carry Forward Tied Funding	799,289	-	( 799,289)	-
Other Inflow of Funds	-	-	-	-
Application of Retained Earnings	-	-	-	-
Transfers from Reserves	-	-	-	-
Drawdown of Borrowings	-	-	-	3,000,000
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>4,072,378</b>	<b>2,854,084</b>	<b>( 380,284)</b>	<b>18,940,164</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>15,298,382</b>	<b>12,402,891</b>	<b>343,997</b>	<b>30,298</b>



**Table 2.1 Capital Expenditure and Funding**  
**By class of infrastructure, property, plant and equipment**

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget *	YTD Variance \$	Current Financial Year (Annual) Budget * \$
Land and Buildings	11,500	140,000	( 128,500)	10,890,000
Improvements	800	35,000	( 34,200)	7,955,000
Plant & Machinery	-	35,000	( 35,000)	500,000
Fixtures	-	-	-	-
Fleet	-	-	-	155,296
Infrastructure Paths & Cycleways	-	-	-	-
Infrastructure Roads	-	423,016	( 423,016)	1,005,164
Infrastructure Storm water & Drainage	-	-	-	100,000
Infrastructure Streetlights	750	-	750	-
			-	
<b>TOTAL CAPITAL EXPENDITURE*</b>	<b>13,050</b>	<b>633,016</b>	<b>(619,966)</b>	<b>20,605,460</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED</b>				
Operating Income (amount allocated to fund capital items)	12,300	135,000	( 122,700)	1,619,296
Capital Grants	750	498,016	( 497,266)	15,940,164
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	-	-	-	-
Borrowings	-	-	-	3,000,000
Sale of Assets (Including Trade-In)	-	-	-	46,000
Other Funding	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>13,050</b>	<b>633,016</b>	<b>(619,966)</b>	<b>20,605,460</b>

**Table 3. Monthly Balance Sheet Report**

<b>BALANCE SHEET AS AT 30 JUNE 2024</b>	<b>YTD Actuals \$</b>	<b>Note Reference*</b>
<b>ASSETS</b>		
<b>Cash at Bank</b>		<b>(1)</b>
Tied Funds	18,975,903	
Untied Funds	7,169,541	
Accounts Receivable		
Trade Debtors	537,160	<b>(2)</b>
Rates & Charges Debtors	9,926,891	<b>(2)</b>
Other Current Assets	585,053	
<b>TOTAL CURRENT ASSETS</b>	<b>37,194,548</b>	
Non-Current Financial Assets	-	
Property, Plant and Equipment	118,426,845	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>118,426,845</b>	
<b>TOTAL ASSETS</b>	<b>155,621,393</b>	
<b>LIABILITIES</b>		
Accounts Payable	320,752	<b>(3)</b>
ATO & Payroll Liabilities	(77,220)	<b>(4)</b>
Current Provisions	567,967	
Accruals	150,000	
Other Current Liabilities	297,824	
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,259,323</b>	
Borrowings	-	
Non-Current Provisions	51,241	
Other Non-Current Liabilities	7,486,931	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>7,538,172</b>	
<b>TOTAL LIABILITIES</b>	<b>8,797,495</b>	
<b>NET ASSETS</b>	<b>146,823,898</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	98,420,175	
Reserves	6,688,161	
Accumulated Surplus	41,715,562	
<b>TOTAL EQUITY</b>	<b>146,823,898</b>	

**Note 1. Details of Cash and Investments Held**

<i>Cash at Bank consists of Term Deposits of \$23.5M with maturities as detailed below, with the remaining \$2.8M available at CBA Bank.</i>	
<b>GENERAL FUND</b>	<b>\$</b>
Commonwealth Bank	
Balance as per bank statement as at 31 August 2024	2,841,386.50
Credit card balances	(7,244.38)
Balance of Imprest and Petty Cash	1,127.68
Plus net outstanding deposits/(withdrawals)	(458.18)
<b>Adjusted cash at bank balance, 31 August 2024</b>	<b>2,834,811.62</b>

<b>INVESTMENTS</b>						
<b>INSTITUTION</b>	<b>PRINCIPAL \$</b>	<b>INTEREST RATE</b>	<b>EFFECTIVE DATE</b>	<b>MATURITY DATE</b>	<b>FINANCIAL TOTALS</b>	<b>INSTITUTION %</b>
AMP	1,000,000	5.30%	2-Nov-23	2-Oct-24		
AMP	500,000	5.35%	13-Nov-23	14-Oct-24		
AMP	1,500,000	5.30%	14-Dec-23	14-Nov-24		
AMP	524,092	4.80%	28-Aug-24	28-Feb-25		
AMP	1,051,090	5.05%	27-Jun-24	27-Jun-25		
AMP	1,470,249	5.05%	29-Jun-24	1-Jul-25	6,045,432	25.9%
BOQ	500,000	5.15%	9-Oct-23	8-Oct-24		
BOQ	500,000	5.20%	3-Nov-23	4-Nov-24	1,000,000	4.3%
CBA	1,000,000	5.15%	4-Oct-23	4-Sep-24		
CBA	1,047,075	4.91%	25-Jun-24	23-Apr-25		
CBA	524,004	4.96%	31-May-24	26-May-25		
CBA	2,622,055	5.40%	23-Jul-24	23-Jul-25		
CBA	522,467	4.75%	1-Aug-24	1-Aug-25	5,715,601	24.5%
NAB	1,000,000	5.00%	11-Jan-24	11-Nov-24		
NAB	512,466	5.20%	11-Jul-24	11-Jul-25		
NAB	3,500,000	5.05%	12-Feb-24	12-Nov-24		
NAB	3,000,000	5.20%	30-Jul-24	30-Jul-25		
NAB	1,000,000	5.00%	6-Aug-24	6-Aug-25	9,012,466	38.7%
AMP (oncall)	547,994		on call	on call 30 days		
Commonwealth Bank	994,078		on call	on call 30 days	1,542,073	6.6%
<b>Total Investments</b>					<b>23,315,572</b>	<b>100%</b>
<b>Total Funds</b>					<b>26,145,444</b>	

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

<b>Council's Summary</b>	<b>Debtor</b>	<b>Current</b>	<b>Past Due 1 – 30 Days</b>	<b>Past Due 31 – 60 Days</b>	<b>Past Due 61-90 Days</b>	<b>Past Due 90+ Days</b>	<b>Total</b>
Rates Debtors		8,430,192	-	-	-	1,498,526	9,928,718
Trade Debtors		358,626	74,582	51,689	3,446	48,817	537,160
<b>TOTAL</b>		<b>8,788,818</b>	<b>74,582</b>	<b>51,689</b>	<b>3,446</b>	<b>1,547,343</b>	<b>10,465,878</b>

**Note 3. Statement on Trade Creditors**

<i>(Council can select timing of the age of creditors)</i>	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors	216,244	102,925	-	-	(112)	319,057
Other Creditors	1550.33		-	-	-	1,550
<b>Total Accounts Payable</b>	<b>217,794</b>	<b>102,925</b>	<b>0</b>	<b>0</b>	<b>(112)</b>	<b>320,608</b>

KTC processes Accounts Payable weekly. Balance owing will be paid in the next payment run after the end of the month.

**Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations**

*Council is a large withholder for PAYG purposes and consequently remits withholdings to the ATO on the day of payroll. As its revenue is GST Free monthly net GST is generally an amount payable to Council unless significant grants are received in the period. Payroll liabilities include Superannuation payable and Salary Sacrifice deductions.*

KTC is due for refund this amount from ATO	66,551
Prepaid Fringe Benefits Tax	10,669

**\*\*Note this is an estimate only due to timing of reports**

**Note 5. Current Ratio**

Current Ratio (current assets/current liabilities)	29.54
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## 14.8 PEOPLE AND CULTURE REPORT

Author: Irenee McCreedy, Manager People and Culture  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the People and Culture report for the month August 2024.

### **Purpose of Report**

To update Council on relevant People and Culture activities.

### **Strategic Plan**

#### **4. GROWTH AND SUSTAINABILITY - 4.3 Attract Skilled Workers - Attract and retain skilled workers.**

4.3.1 Offer Council staff training and development opportunities.

4.3.2 Celebrate our successes.

4.3.3 Provide the right conditions and right opportunities.

### **Municipal Plan**

4.2.2.1 Ongoing safety training and safety culture improvements

4.3.1.1 Training and development highlighted in annual review discussions, increased frequency of reviews with greater focus on career development

4.3.2.1 Internal and external good news stories are regularly shared and Council recognises achievements by submitting for awards

### **Background**

The People and Culture team have been working hard over the last few months to implement our new HR/Payroll system Rippling. Over time this system will allow for greater reporting functionality. As a new report, this will provide Council with an overview of our staff position and workplace health and safety.

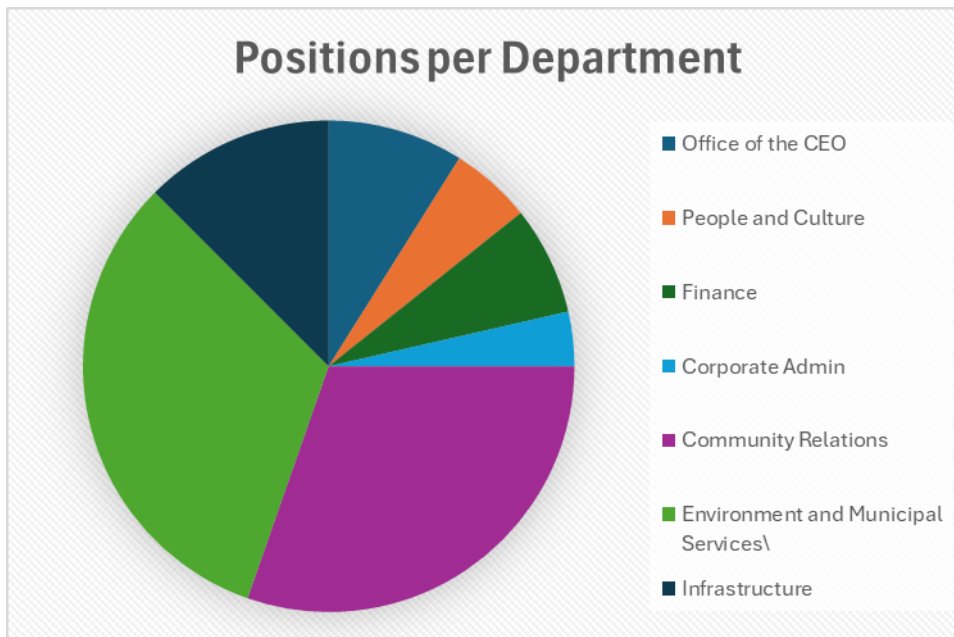
### **Discussion**

#### *Demographics*

Headcount August 2024 – 55 total staff.

Gender Diversity- 61.8% identify as female, and 31.9% as male.

Council's gender diversity favourably compares to the Australia wide workforce participation of 47.7% female (WGEA) and Big Rivers population of 52% female.



#### *Tenure*

Total tenure in years – the number of years of working for KTC of all staff combined is 149.9 years.

Average tenure is 2.88 years.

#### *Recruitment*

Council hired 2 new staff in August, advertised 8 roles and had 15 identified vacancies.

Reasons for positions not advertised include seasonal vacancies and lack of suitable staff accommodation.

Council faces recruitment issues that are not limited to Katherine or the local government sector. ISACNT reports the top workforce challenges facing the Big Rivers region in 2023 as:

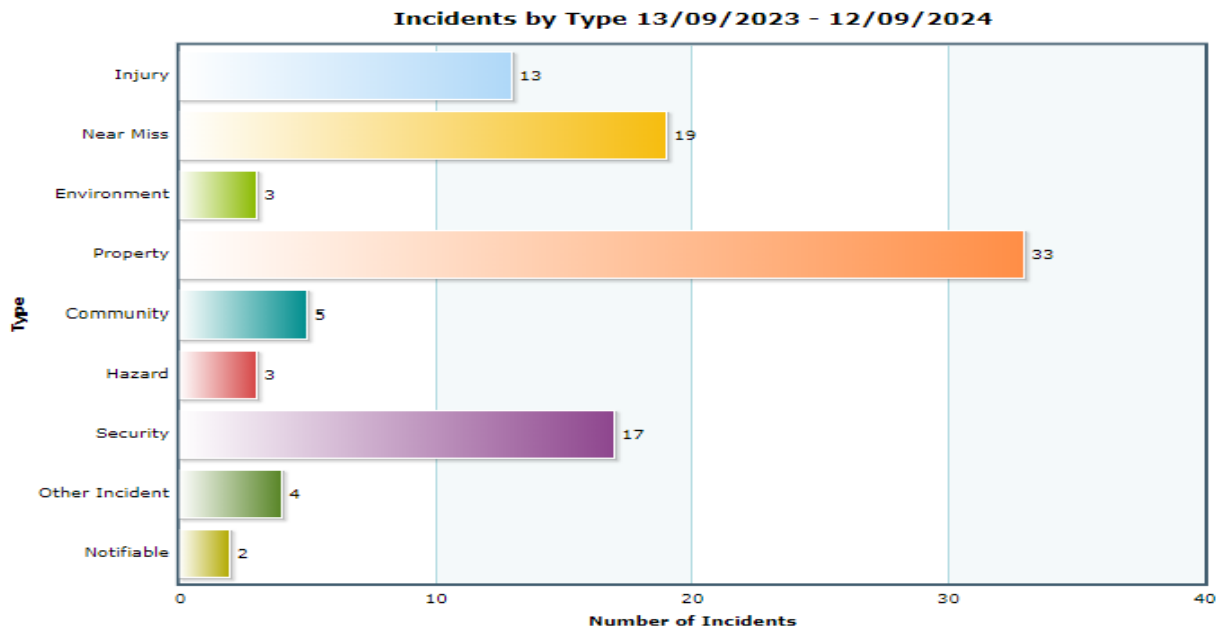
- Higher relocation costs
- Lack of training for employees
- Low locally skilled workforce

Challenges reported by new hires or recent resigned Council staff include:

- Lack of accommodation
- Lack of infrastructure and services
- Crime and Social Issues

## Incidents

### Causes of incidents in the past six months



Property damage remains Council's most reported incident, followed by security, which along with Community are in relation to public aggression experienced by staff in the workplace.

It's pleasing to see a high number of near misses reported showing a proactive approach to safety.

The two notifiable incidents relate to a forklift used at an event which had a defective seatbelt. A notice was issued by WorkSafe that has since been closed with the repair of the forklift.

The opportunity was taken to develop a standard operating procedure around pre-starts for vehicle and plant which is now recorded in Council's systems.

Most injuries were minor with only one injury resulted in lost time of more than 1 day. Approximately half the injuries recorded relate to incidents of aggression with community members.

## Wellness Strategy

Council launched our Wellness Strategy in February this year recognizing four pillars of wellness for Council staff being physical, mental, financial and social.

The following events have been undertaken as part of Council's Wellness Program:

- Tai Chi sessions
- Harmony Day Lunch
- After work social events
- 3 Crafternoon sessions
- Information sharing visits from Superannuation and Salary Sacrificing providers
- All staff mental fitness session with one-on-one coaching available
- Two leadership sessions for supervisory staff
- Ongoing internal skills development program for leaders.

Upcoming events include another Crafternoon and a fundraising lunch for Beyond Blue's Big Blue Table.

**Consultation Process**

There was no consultation process required for this report.

**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.



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## 14.9 COMMUNITY RELATIONS REPORT AUGUST 2024

Author: Nikola Faberova, Executive Assistance Governance  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the Community Relations Department report for the Month of August 2024.

### **Purpose of Report**

To provide an overview of the Community Services Department for the month of August 2024.

### **Strategic Plan**

**2. COMMUNITY AND FAMILIES - 2.2 Prioritise Recreation - Collaborate and innovate with the private and public sectors for positive social, economic, and environmental outcomes.**

2.2.1 Foster growth for a recreational precinct that connects sports, culture and recreation.

2.2.3 Promote an active community with family events, festivals, live music and sports.

**2. COMMUNITY AND FAMILIES - 2.3 Celebrate Diversity - Celebrate diversity in our community and recognise their needs and interests.**

2.3.1 Support diversity by ensuring our communication and engagement is inclusive and accessible to all members of the community.

### **Municipal Plan**

2.2.3.1 Provided a continually developing calendar of free and accessible community events that cater for our diverse community

2.3.1.1 Use a range of communication and engagement tools and methods to reach all members of the Katherine community

### **Background**

The Community Relations department is responsible for the provision of customer service and the delivery of public library service, visitor services, and community events to the Katherine community.

### **Discussion**

#### **LIBRARY SERVICES**

This month the library has demonstrated a steady pace following the heightened activity of the previous school holidays.

#### **Early Childhood Programs**

The early childhood programs have experienced a total of 79 attendances, with participants averaging three sessions per month.

#### **Dungeons and Dragons Club**

The Dungeons and Dragons club maintained a stable attendance of the six participants across three sessions, with regular members consistently present.

#### **Science Week Activities**

In celebration of Science Week, the library featured an engaging display, including an interactive "guess how many Lego pieces are in the jar" activity. This event provided an opportunity for the public to engage

in scientific thinking and compete for a Lego prize.

### **CBCA Book Week**

This month also marked the celebration of CBCA (Children's Book Council of Australia) Book Week. The library hosted a Storytime event themed around Book Week, which included a prize for the best-dressed book character costume. Staff members also participated by dressing up in the spirit of the occasion. Additionally, a coloring competition was conducted open to children under the age of 18.

Activity	Totals
Patron Count	1649
Public computer Use (hours)	225.5
Conference room (hours)	15.5
Circulations	1738
New Memberships	7

Programs	# Programs	# Attendance
Wriggle & Rhyme	1	17
Toddler Rhyme Time	2	5
Storytime	1	16
Dungeons & Dragons	3	6
Board Games	2	29

### VISITOR SERVICES

The Katherine Town Council Visitor Information Centre has fallen slightly short of achievement for this period, given the season's irregular visitation patterns.

The waves of high and low traffic have been unpredictable but indicative of the tourist season dip.

The benefit of this is that our ability to adapt to these fluctuations has now been tested.

The 20% increase in sales and 28% increase in visitor numbers compared to August last year is a noteworthy accomplishment.

The 5.85% decrease in average retail sales value reflects the recently decreasing numbers of visitors.

On a positive note, the quieter periods enable progress on projects, such as the sign upgrades mentioned in the recent Big Rivers Region DMP PIT meeting. This will improve the façade of the center with the result of this upgrade a likely benefit to operations and visitor experience.

### COMMUNITY EVENTS

Upcoming events and activities include:

- Tuesday 17 September – Citizenship Ceremony
- Sunday 22 September – Great Spring Clean up
- Tuesday 1 October – Lights Competition

- Thursday 10 October – Laksa Festival
- Thursday 31 October – Halloween Movie Night

Engagement and Planning Activities:

- 1 September – Citizen of the Year Nominations Open
- 20 September – Christmas in K – Town Calendar EOI
- 28 September – International Day for People with Disability Nominations

**Consultation Process**

There was no consultation process required for this report.

**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

## 14.10 COMMUNITY ENGAGEMENT REPORT AUGUST 2024

Author: Nikola Faberova, Executive Assistance Governance  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the Community Engagement Report for the month of August 2024.

### **Purpose of Report**

To provide Council with an overview of the community engagement activities.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.3 Improve transparency around issues affecting the community.

1.1.4 Learn what the community wants to know through community engagement strategies.

**1. STRONG LEADERSHIP - 1.3 Community Engagement - Improve Council communications and engagement with the community.**

1.3.2 Improve consistency of our communications and engagement in alignment with our strategy.

### **Municipal Plan**

1.3.2.1 Implement Communications and Engagement Strategy

1.3.3.1 Expand the number and type of community engagement tools used, including Have Your Say Katherine

2.3.1.1 Use a range of communication and engagement tools and methods to reach all members of the Katherine community

5.2.6.1 Develop Reconciliation Action Plan (RAP)

6.1.3.1 Promote Katherine's capacity to host regional events and conferences

### **Background**

Trust is the cornerstone for any healthy relationship. Without trust, humans are hesitant to share, participate, collaborate, or believe the information they are provided. Interactions with government often relate to important life moments that are central to citizens sense of wellbeing - financial, social, mental and physical.

All areas of government have a significant opportunity to build trust. Doing so requires a series of intentional actions, interventions and symbolic activities tailored to improve both the experience trust and values trust.

The Council understands the necessity to tell citizens what it is doing and provide progress updates to ensure expectations are aligned with reality; be honest about what is working, what has not worked and what is going to change. We aim for transparency, knowledge exchange and strong relations with the community.

### **Discussion**

#### **MEDIA RELEASES**

- Community Grants Program Open
- Public Statement re: Councillor Kingdon

- Vietnam Veteran's Day
- Australia Day Citizen of the Year nominations
- Pool Demolition Work begins
- The Great Spring Clean
- Christmas In K town Calendar

#### STRATEGIC PLANS

- Annual report 23/24
- RAP plan

#### GRANT APPLICATIONS

- Tourism funding – Outback Outhouse

#### STAKEHOLDER ENGAGEMENT

- Stakeholder engagement training
- Katherine Civil Airport
- Locals Pool Pass concept
- Your Say Katherine Aquatic Centre updates
- First Street engagement plan

#### EVENT MARKETING

- Resilience and Wellbeing in Tough Times – October workshop
- The Great Spring Clean

#### AWARD SUBMISSIONS

- Chamber of Commerce – Local Government Award and Business Excellence Award

#### SOCIAL MEDIA

- Social media management – on-going
- Facebook updates on projects, e.g. sports ground fencing, showground fencing, Adventure Playground fencing, boat ramp clean up, volume of litter collected, Hot Springs flag vandalism.

#### **Consultation Process**

There was no consultation process required for this report.

#### **Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

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## 14.11 CORPORATE ADMINISTRATION MONTHLY REPORT - AUGUST 2024

Author: Casey Anderson, Manager Corporate Administration  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the Corporate Administration Report for the month of August 2024.

### **Purpose of Report**

That Council receive and note the Corporate Administration Report for the month of August 2024.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.2 Ensure strong internal governance with updated policies and procedures in place.

1.1.3 Improve transparency around issues affecting the community.

### **Municipal Plan**

1.1.2.2 Ensure compliance with local government legislation

1.1.3.2 Encourage and Educate the Community about the Services that is provided by Council

1.3.3.2 Snap Send Solve

### **Background**

The monthly report of Corporate Administration highlights developments and activities that were undertaken in the month of August.

### **Discussion**

#### **Customer Service Requests**

In August, the Council received a total of 156 service requests. Of these, 81 were resolved satisfactorily, 58 are still in progress, and 17 are overdue and pending resolution.

During the same period, 58 Snap Send Solve (SSS) reports were submitted. Of these, 54 were related to Council matters, while 4 were reassigned. The main issues reported were parks and council facilities, trees and road and signage.

Additionally, service requests were received through other channels such as phone, email, or in person.

These requests included:

#### **Animal Services: 41 Requests**

- 26 reports of dogs at large or causing a nuisance
- 9 reports of missing or found dogs
- 3 animal attacks or incidents involving menace
- 2 animal welfare concerns
- 1 report of a dangerous animal

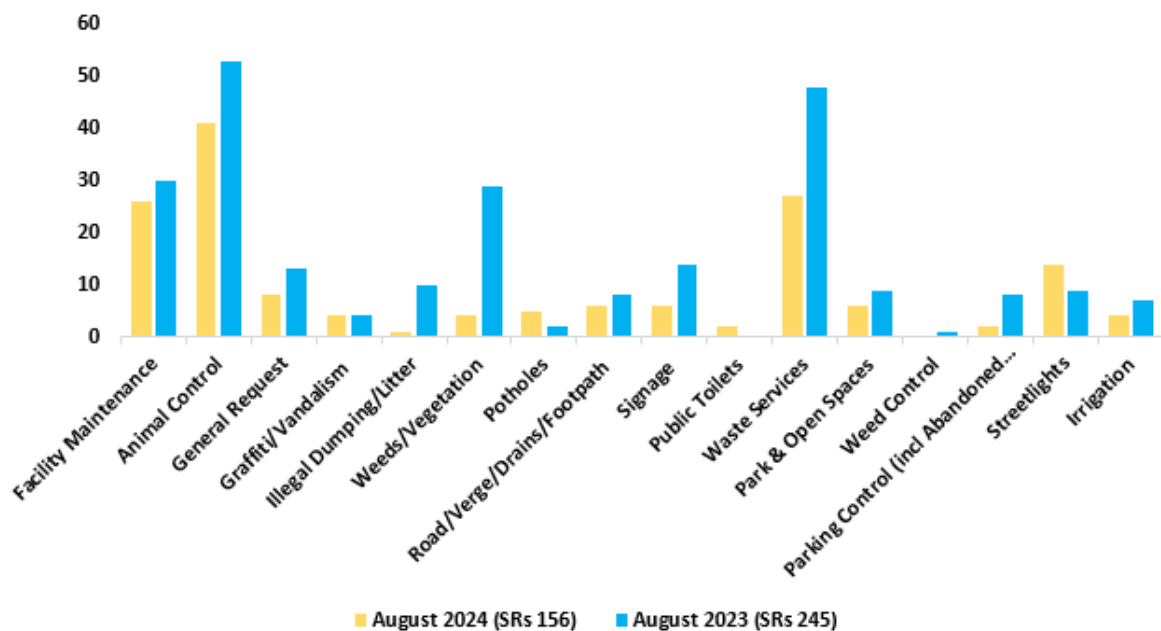
#### **Roads, Traffic, and Transport Services: 31 Requests**

- 14 reports of streetlight outages
- 6 reports for missing or damaged street signs
- 7 requests for road maintenance, cleaning, and pothole repairs
- 2 requests concerning laneways and alleyways
- 2 requests related to car park damage, concrete pillars, and trip hazards

#### Council Buildings and Facilities: 30 Requests

- 6 reports for Hot Springs (signage, entrance gate, vegetation, and cleaning of The Turtle)
- 5 reports for Sportsgrounds (general repairs and maintenance)
- 5 reports of vandalism (2 at The Meeting Place, 2 at KVIC, 1 at the Tennis Club)
- 4 reports for the Lindsay Street Complex (1 at Dump Point)
- 3 request for public toilets (cleaning and unlocking)
- 3 requests for the Showgrounds (general repairs and maintenance)
- 2 reports for the CBD Square (The Meeting Place)
- 1 report for the Adventure Playpark
- 1 request for the Civic Centre open space

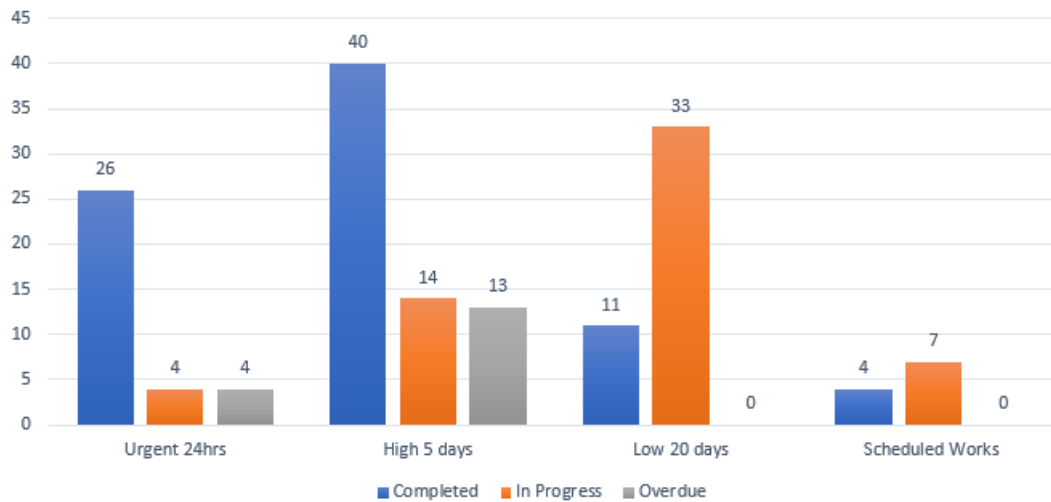
#### INCIDENT TYPES COMPARISON AUGUST



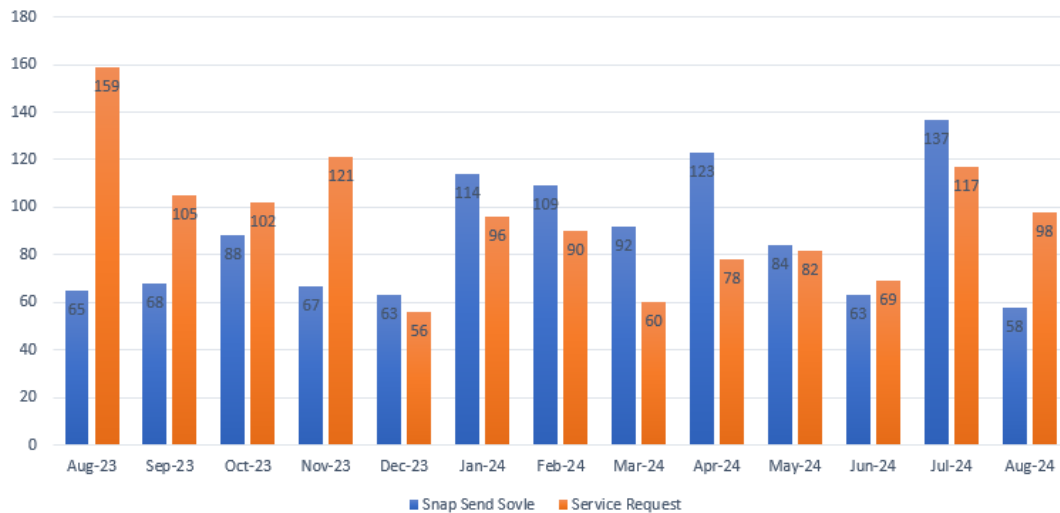




### 156 SERVICE REQUESTS - TRIAGING RESULTS - AUGUST

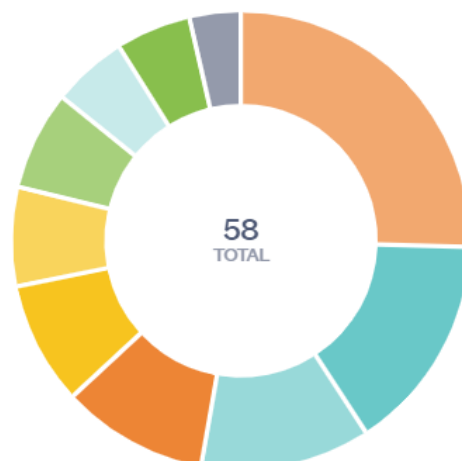


### SNAP SEND SOLVE & SERVICE REQUESTS



### Snap Send Solve - Reports by Category

Parks & Council Facilities	25.86%
Trees	15.52%
Roads & Signage	12.07%
Animals & Pests	10.34%
Power	8.62%
Feedback & General Request	6.90%
Graffiti & Vandalism	6.90%
Parking & Cars	5.17%
Rubbish & Bins	5.17%
Other	3.45%

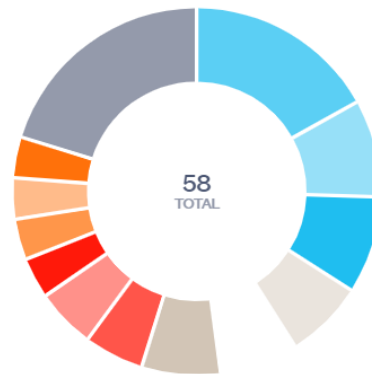




## Snap Send Solve – Reports by incident type

Reports by incident type

Park - General Request	17.24%
Overgrown Vegetation	8.62%
Street Light - General	8.62%
General Request	6.90%
Graffiti - General	6.90%
Trees - General	6.90%
Animal - Domestic	5.17%
Facility - General Request	5.17%
Animal - General	3.45%
Damaged Street Sign	3.45%
Request Bin Repair or Replacement	3.45%
Road Signage	3.45%
Other	20.69%



## Snap Send Solve Annual Review

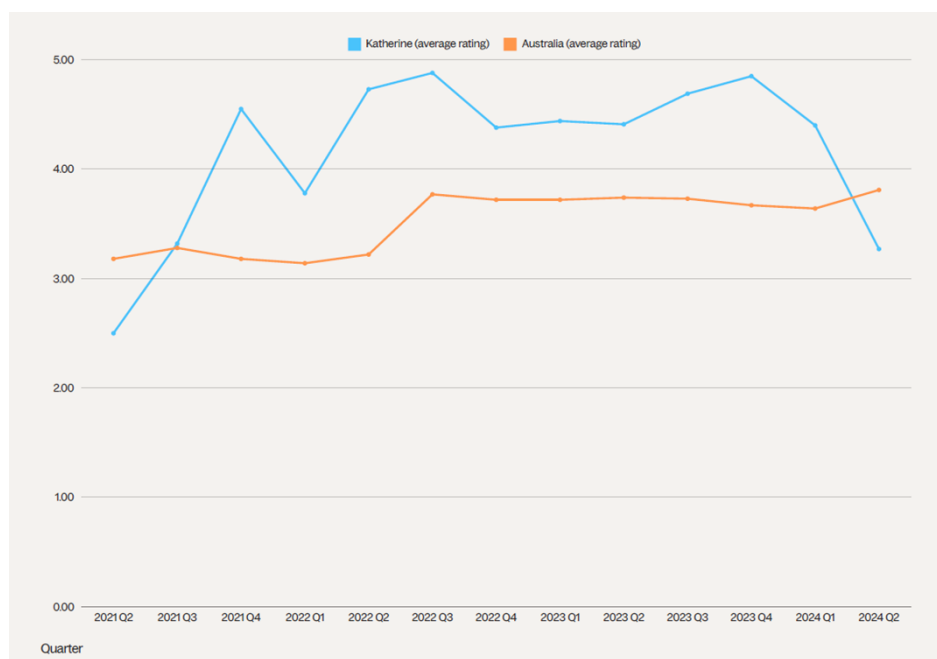
A review of community usage shows a substantial increase in engagement, with the number of users ("snappers") doubling since 2022, when Katherine Town Council became an enterprise user of the platform.

From June 2023 to June 2024, Katherine Town Council has nearly doubled the number of reports ("snaps") received via the Snap Send Solve app. In June 2023, the Council reached the 1,000-snap milestone, and by June 2024, it had doubled to 2,000 snaps.

This growth was significantly boosted by the media coverage following Katherine Town Council's wins in 2023 for Community Engagement and Inclusive Excellence and Solver of the Year 2023. The media coverage was syndicated across multiple outlets, reaching an audience of 9.2 million people.

In March 2024, Katherine Town Council launched the "Clean Up Katherine" campaign through Snap Send Solve. It was the first council to use Snap Send Solve for a community event campaign, which impressed the developers and further enhanced community participation.

Compared to the national average, Katherine's satisfaction rating from snappers has generally been well above the national average. Although there was a slight decline in the satisfaction rating for Quarter 2 of 2024, council officers are collaborating with Snap Send Solve to improve productivity and engagement with the community.



**Council Rates Balance Update as of 30 August 2024**

As of 30 August 2024, the Council's total rates balance stands at \$9,928,718.06.

This includes \$8,430,192.49 from the 2024/2025 rates levy and \$890,482.14 from the 2023/2024 rates levy.

Interest accrued on overdue rates since 1 July 2024 amounts to \$13,558.57.

The total balance of rates debtors currently under legal action is approximately \$707,214.57.

Of this, around \$595,828.60, including penalties and costs, is secured by Overriding Statutory Charges (OSCs) registered against 32 assessments in accordance with Section 256 of the Local Government Act.

Council officers are actively pursuing a debt of approximately \$49,908.49 after the ratepayer(s) failed to deliver vacant possession. Court documents are being finalised with Council's legal advisors.

Currently, no debt is under approved Financial Hardship - Special Payment Arrangements or Payment Extensions.

The remaining rates debt under legal action, totalling approximately \$111,385.97 (including penalties and costs), will be pursued through final demand letters and/or further registration of Overriding Statutory Charges.

Additionally, \$791,311.00 of the outstanding rates balance, where the debt is 6 months or older, will be addressed through both informal and formal legal action.

**Consultation Process**

There was no consultation process required for this report.

**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

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## 14.12 ENVIRONMENTAL SERVICES REPORT FOR THE MONTH OF AUGUST 2024

Author: Brett Kimpton, Manager Environment and Municipal  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the report of the Environmental Services Department for August 2024.

### **Purpose of Report**

To provide the Elected Members an update regarding the Environmental Services Department's activities for the month of August 2024.

### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.4 Learn what the community wants to know through community engagement strategies.

**2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.**

2.1.3 Improve street lighting for safety.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.1 Waste Management - Implement waste management actions that benefit our community and environment.**

7.1.6 Raise awareness to keep our town litter-free.

7.1.7 Implement the Katherine Town Council Waste Management Strategy 2021-2026.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.2 Katherine's Natural Beauty - Showcase the raw beauty of Katherine's natural attractions and protect our natural assets from pollution and overuse.**

7.2.2 Embark on greening initiatives with the collective help of the community to beautify and increase green spaces.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.3 Protect Our Water - Sustainably manage our water resources.**

7.3.3 Upgrade irrigation of our parks to minimise wastage of town and bore water..

### **Municipal Plan**

2.1.2.1 Assess the condition of public amenities throughout Katherine and implement remediation where required

7.1.6.1 Rapid Response Buggy used during the dry season and provide more bin enclosures to public location bins to help prevent the spread of rubbish.

7.1.7.1 Continue to implement the Waste Management Strategy

### **Background**

Katherine Town Council's (KTC) Environmental Services Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

### **Discussion**

#### **Environmental Services Updates:**

#### **Municipal Services Update**

The Depot Team continues to see an increase in litter with 2 x full time staff members working daily to pick up litter throughout the municipality. The Depot Team collected approximately 4.2 Tonnes of litter by hand for the month of August. The 7-day roster continues to work well with noticeable improvements in the presentation of the CBD and Hot Springs on weekends.

The Depot Team assisted with the overall presentation of the Showgrounds facility for the Katherine Cup. Irrigation is an ongoing issue for staff with sprinkler heads and piping damaged by acts of vandalism.

The Depot Team undertook earthworks at the high-level bridge boat ramp, the works will allow boat users to launch their vessels more easily.

The toilet block located on Railway Tce was left open for an entire weekend to allow rough sleepers and campers to use the facilities. The trial was suspended after one weekend due to multiple acts of criminal damage to the facility.

#### Waste Management Facility

The Waste Management Facility had approximately 950 customers over the weighbridge receiving approximately 2050 Tonnes of waste. 199 Tonnes of kerbside residential waste was collected by our contractor.

The facility continues to see an increase in commercial waste coming into the facility. The waste is from a number of projects throughout the region.

The facility has been subjected to multiple instances of unlawful entries, motor vehicle thefts, criminal damage and thefts in recent months. Northern Territory Police supplied a mobile CCTV camera trailer in an effort to deter and identify offenders.

Scrap Metal crushing concluded at the facility resulting in approximately 500 Tonnes removed and transported to Adelaide.

#### Mosquito Testing

Mosquito Testing was conducted twice in August by council staff, no infected mosquitos were detected within the Katherine municipality. A total of 218 Females and 288 males were caught in the traps for August.

#### RV Service Area

The RV Service Area continues to be a work in progress with some minor earthworks conducted to make the presentation of the area more attractive. Council will be replacing 4 plants that were stolen earlier this year.

#### Electric Vehicle Charging Station

The NRMA electric vehicle chargers at the Lindsay Street Complex Car park were used 19 times by members of the public in August.

#### Katherine Civil Airport

There were approximately 475 air movements in August at the aerodrome. The decrease from last month can be attributed to some airfield closures for planned maintenance of the Runway.

#### Regulatory Services

Council Rangers received 41 animal-related services requests for August.

15 dogs were impounded with 7 returned to owners.

Council Rangers issued 8 infringements for animal related matters.

Regulatory staff actively engage with rough sleepers and campers daily, staff hand out garbage bags to

people to encourage them to place their rubbish in the bags for collection by depot staff.

Regulatory staff enforced Councils sign code in relation to Northern Territory legislative Assembly election held in August.

#### Regulatory Parking Summary

Council Rangers continue to address parking issues within the municipality. Rangers have noticed a decrease of tourist traffic in the municipality during August. Rangers gave 89 verbal warnings and issued 13 infringements generally in relation to parking in a disabled area, causing an obstruction or parking not entirely in parking bays.

Rangers undertook 50 hours of parking patrols for August.

#### Consultation Process

There was no consultation process required for this report.

#### Policy Implications

There are no policy implications resulting from the decision.

#### Budget and Resource Implications

There are no budget and resource requirements.

#### Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

#### Environment Sustainability Implications

There are no environmental sustainability implications.

#### Council Officer Conflict of Interest

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

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## 14.13 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF AUGUST 2024

Author: Kimberly Worrigal, Contracts Coordinator  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the report of the Infrastructure Services Department for August 2024.

### **Purpose of Report**

To provide the Elected Members an update regarding the Infrastructure Services Department's activities and projects for the month of August 2024.

### **Strategic Plan**

**2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.**

2.1.3 Improve street lighting for safety.

**3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.**

3.1.4 Develop future infrastructure such as a regional sporting precinct, updated aquatic centre and potential water recreation facility.

**3. SPORTS AND CIVIC EVENTS - 3.4 Activation and Revitalisation - Maximise developmental potential of Council's land assets and create an attractive town through revitalisation.**

3.4.2 Support creating a vibrant CBD with updates to streets such as Railway Terrace and First Street.

**7. ENVIRONMENTAL SUSTAINABILITY - 7.3 Protect Our Water - Sustainably manage our water resources.**

7.3.1 Educate the community on water allocation, sustainable water use and avoiding leaks.

### **Municipal Plan**

1.3.3.2 Snap Send Solve

1.3.3.3 Online Search - Cemetery

### **Background**

Katherine Town Council's (KTC) Infrastructure Services Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

### **Discussion**

#### **Projects Updates:**

##### **Aquatic Centre**

Major demolition works are occurring at the aquatic centre throughout September. To reduce waste and due to limited funding availability for additional amenities at the facility, council has elected to retain some of the existing shelter material for reconstruction into a replacement shaded recreation area post-completion.

### Chambers Drive Fencing (Sportsground Stage 2)

The fencing along Chambers Drive is currently under construction. The fencing will improve security along the boundary of the sportsground precinct with a stronger and tidier fence.

### Playpark East-side Access Fencing (Sportsground Stage 3)

Construction of the playpark fence and gates will be completed throughout September. This project will help to properly secure the playground and renew the entrance.

### Showgrounds Replacement Fencing

Council will soon be replacing approximately 450m of deteriorating fencing at the showgrounds. This project has been awarded to MMA & Co Construction Services.

### Hot Springs

The winning entrants from the youth flag competition have gone to print. This will bring some colour back to the hot springs walk again soon. Council encourages passers-by to be considerate of the talent of these artists.

### **Infrastructure Updates:**

#### Streetlight Repairs

In July, a total of Nineteen (19) service requests for streetlights were received. All street light requests were dealt with promptly and all issues have been rectified. Streetlights continue to see repetitive issues this is contributed to largely due to the harsh climate and aging infrastructure.

#### Tree Works

The infrastructure team has experienced an increase in tree-related requests. In August, they collaborated with certified arborists to address issues with multiple trees across various locations, which included concerns such as overhanging branches, dead trees, and trees causing damage to infrastructure. These requests were identified by the public through our customer service team and the Snap Send Solve app.

#### Tendered Works

In August, two public tenders were released: one for cleaning all council facilities and the other for street light repairs. Council staff are currently evaluating the received responses, and a decision will be made shortly.

#### Cemetery Public Record Search

The online public search portal is now set to launch. This feature will be incorporated into the council's website, providing families and the general public with resources to find the burial locations of their loved ones. Drone mapping has been finalised, and records have been verified before being integrated into the system. As we advance with this new platform, the council will also have the capability to upload photos of headstones and information about available plots.

#### Irrigation Works

With help from underground asset location, the depot team have been able to locate the missing solenoids in O'Shea Park, this irrigation has now been repaired. Richard Milner Park, located in East Side, has also had repair work and is now back online. The depot team is conducting major works to reinstate the irrigation system at the Visitor Information Centre, which has been nonfunctional since installation of the Levee Wall. They are confident that this will be fully restored shortly. Greening Katherine's parks and gardens is a priority for the council team.

### **Consultation Process**

There was no consultation process required for this report.



**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

There are no budget and resource requirements.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

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## 14.14 KATHERINE TOWN COUNCIL CHRISTMAS OPERATIONAL HOURS

Author: Nikola Faberova, Executive Assistance Governance  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the Christmas Closure 2024.

### **Purpose of Report**

To advise the Elected Members of the Katherine Town Council's Christmas and New Year arrangements for 2024/2025.

### **Strategic Plan**

Not Applicable

### **Municipal Plan**

Not Applicable

### **Background**

Christmas falls on a Wednesday this year, the public holiday for Christmas is on the 25th of December 2024, and the public holiday for Boxing Day falls on 26th December 2024 (Thursday). These dates have been declared official Northern Territory public holidays. Furthermore, New Year's Day also falls on a Wednesday next year so subsequently the 1st of January 2025 has been declared an official Northern Territory public holiday.

It is necessary to ensure staff and community members have ample notification of Council's service closure and availability during the Christmas season.

### **Discussion**

**Katherine Town Council Facility and Service changes over the Christmas period will be:**

#### **Civic Office**

- Closed: Wednesday 25 December 2024 to Friday 3 January 2025 inclusive.

#### **Depot**

- Closed: Wednesday 25 December, Thursday 26 December 2024 and Wednesday 1 January 2025.
- Limited services will be open: Friday 27, Monday 30, Tuesday 31 December 2024, Thursday 2, and Friday 3 January 2025.

#### **Waste Management Facility**

- Closed: Wednesday 25 December 2024.
- Limited services will be open: Thursday 26 December 2024 and 1 January 2025: 8am – 2pm only.

#### **Katherine Library**

- Closed: Wednesday 25 December 2024 to Tuesday 7 January 2025 inclusive.

**Katherine Visitor Information Centre**

- Closed: Wednesday 25 December, Thursday 26 December 2024 and Wednesday 1 January 2025.
- Limited services will be open: Friday 27, Monday 30, Tuesday 31 December 2024, Thursday 2, and Friday 3 January 2025: 9am to 1pm only.

**Ranger Services**

- Closed: Wednesday 25 December 2024 to Friday 3 January 2025.
- Ranger after - hours based response over closure period for emergencies only.

**All of the Council Services Emergency** will be provided by the after - hours support and service team.

**Consultation Process**

All staff and services have provided input into the closure schedule.

**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

Within current service delivery budget and resource.

**Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.



## **15    REPORTS FROM COMMITTEES**

### **15.1   MINUTES FROM COMMITTEES**

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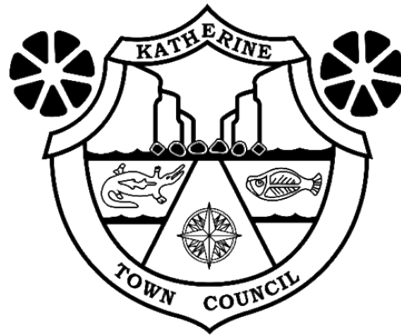
### 15.1.1 Showgrounds Advisory Committee - Minutes - Unconfirmed - 3 September 2024

Author: Ianna Lalim, Administration Officer  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: Advisory Committee Minutes  
Attachments: 1. Showground Advisory Committee - 3 September 2024 - Minutes - Unconfirmed  
[15.1.1.1 - 6 pages]

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#### **Recommendation**

That Council receive and note the minutes of the Showgrounds Advisory Committee meeting held on 3 September 2024.



# MINUTES

## Showgrounds Advisory Committee

Held on Tuesday 3 September 2024

Civic Centre, Council Chambers  
24 Stuart Highway, Katherine NT 0850



## 1 ATTENDANCE

### 1.1 PRESENT

#### COMMITTEE MEMBERS

- Councillor Peter McDougall (Chair)
- Councillor Jeremy Trembath
- Anna Kerwin
- Mark Robertson
- Kylie Leonhardt
- Leanne Bugg

#### OFFICERS

- Amanda Haigh - Manager Governance and Risk
- Brett Kimpton - Manager Environment and Municipal
- Ianna Lalim - Administration Officer (Minute Taker)

### 1.2 APOLOGIES

Tia Solloway apology for the meeting was noted.

## 2 OPENING OF THE MEETING

Councillor McDougall declared the Showground Advisory Committee - 3 September 2024 open at 5:35 pm.

## 3 DECLARATION OF INTEREST

Nil conflicts declared.

## 4 CONFIRMATION OF PREVIOUS MINUTES

### 4.1 MINUTES OF THE KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE MEETING 2 MAY 2023

#### COMMITTEE RESOLUTION ShAC-2024-1

**Moved:** Mark Robertson; **Seconded:** Kylie Leonhardt

That Council confirm the minutes of the Katherine Showgrounds and Multi-purpose Advisory Committee held on 2 May 2023 as a true and accurate record.

**CARRIED 6|0**

FOR: Councillor McDougall, Councillor Trembath, Anna Kerwin, Mark Robertson, Leanne Bugg and Kylie Leonhardt  
AGAINST: Nil

## 5 BUSINESS ARISING FROM PREVIOUS MINUTES

### 5.1 ACTION UPDATE

#### COMMITTEE RESOLUTION ShAC-2024-2



**Moved:** Councillor Trembath; **Seconded:** Anna Kerwin

That the Showgrounds Advisory Committee receive and note the Action update.

**CARRIED 6|0**

FOR: Councillor McDougall, Councillor Trembath, Anna Kerwin, Mark Robertson, Leanne Bugg and Kylie Leonhardt  
AGAINST: Nil

Discussion

Noted that the register contains nothing completed as issues are recurring and ongoing.

Request for more information about the action register raised. Tree maintenance is always ongoing, aging infrastructure to be considered regarding the light towers.

Oval Light Towers do not pass Australian standards for show jumping. In their condition lighting was insufficient and interstate judges would have declined the event. Due to the age of these towers, replacement parts are difficult to source. Noted that if alternatives are sourced then the Katherine District Show Society should be consulted to ensure new infrastructure would comply with necessary standards. Lights should be audited and this takes place annually before the show with issues often raised prior by user groups.

The Katherine Dirt Kart Club had previous interest in a grant to support planting of trees around the Showgrounds track. Taken on notice.

The Katherine Dirt Kart Club raised questions about their Council accounts. Taken on notice.

## 6 ITEMS FOR DISCUSSION

### 6.1 REVIEW OF TERMS OF REFERENCE - SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE

#### **COMMITTEE RESOLUTION ShAC-2024-3**

**Moved:** Councillor Trembath; **Seconded:** Kylie Leonhardt

1. That the Showgrounds Advisory Committee receive and note the Terms of Reference for the Showgrounds and Multi-Purpose Centre Advisory Committee.
2. That the Committee resolves to meet quarterly rather than bi-monthly.

**CARRIED 6|0**

FOR: Councillor McDougall, Councillor Trembath, Anna Kerwin, Mark Robertson, Leanne Bugg and Kylie Leonhardt  
AGAINST: Nil

Discussion

Committee members were unaware of the Terms of Reference despite having been in place. Terms of Reference are now due for review. The discrepancies between the document stipulations and how the Committee truly functions were noted.





The Committee agreed to a quarterly schedule of meetings.

Councillors and user group members who are not appointed to the Committee are allowed to attend as observers but they do not have voting rights. Also noted that having a single representative allows for consistency.

The meeting allows all members to cross paths and come to an understanding but as issues arise in between meetings they can be discussed directly.

As no revisions were suggested the second officer recommendation was withdrawn.

Request for Katherine Dirt Kart Club access code to conduct working bees. Taken on notice.

## 6.2 GENERAL UPDATE - SHOWGROUNDS, KATHERINE TOWN COUNCIL - 28 AUGUST 2024

### **COMMITTEE RESOLUTION ShAC-2024-4**

**Moved:** Councillor Trembath; **Seconded:** Kylie Leonhardt

1. That the Showgrounds Advisory Committee receive and note:
  - a. The report containing major changes and challenges to the Showgrounds since its last meeting 2 May 2023.
  - b. The report containing Council publications for the new financial year 2024/2025 including its Municipal Plan and Fees and Charges.
  - c. The report of Council's recently launched platforms aimed at promoting community engagement and providing information about its facilities, including the Showgrounds.
2. That the Committee support the proposal submitted by ASHS (Australian Stock Horse Society) for a new commentary box and storage shed to be installed at the Showgrounds Campdraft arena (submitted for CBF grant).

**CARRIED 6|0**

**FOR:** Councillor McDougall, Councillor Trembath, Anna Kerwin, Mark Robertson, Leanne Bugg and Kylie Leonhardt  
**AGAINST:** Nil

### Discussion

Noted that issues regarding mowing of the bird breeding area resulted partly from confusion of ownership between Department of Lands and Planning and Council - it has been resolved that this is a Council area.

An issue with the Showgrounds large bore was identified late last year with efforts made to install a new bore beginning in February 2024. Installation and supply issues resulted in a period of dry ground for the oval that impacted the AFL season. Reports were received for injured players during this time but these could not be substantiated. AFLNT concurred that no formal reports were made, at least during the Committee member's time of June 2024 onward. The oval is now green and irrigation by the bore is currently controlled manually but will soon be under automatic control.

The Showgrounds is experiencing weed growth issues, particularly multiplication of Neem trees. Taken on notice.

It was asked that members and all users of the Showgrounds remain on formed roads and avoid driving



across green grass to minimise damage to the irrigation.

### 6.3 RESERVE MASTER PLAN - KATHERINE SHOWGROUND AND MULTI-PURPOSE CENTRE

#### **COMMITTEE RESOLUTION**

**Moved:** Kylie Leonhardt; **Seconded:** Anna Kerwin

1. That the Showgrounds Advisory Committee receive and note the Katherine Town Council Master Plan for the Katherine Showgrounds and Multi-Purpose Centre – Draft V1.
2. That the Committee confirm their approval of the Master Plan draft for Council's review.

#### Discussion

Comments made that the Master Plan is already outdated and the Committee would prefer to read it more closely before reaching a decision.

The Plan was tabled to the Committee in 2021 but did not go to Council. The Plan is therefore re-tabled to see how it compares to the current Showgrounds and inform Master Plan practicality. Noted that a Master Plan is beneficial for attracting funding and guiding development.

Issues were raised with past administration of the Plan.

Committee preferred to have time to review and provide feedback, and the Master Plan be tabled at the next meeting.

#### **AMENDMENT RESOLUTION** ShAC-2024-6

**Moved:** Mark Robertson; **Seconded:** Kylie Leonhardt

1. That the Showgrounds Advisory Committee review and provide feedback on the Master Plan for the Katherine Showgrounds and Multi-Purpose Centre – Draft V1.
2. That the Master Plan and feedback are tabled at the next meeting.

**CARRIED 6|0**

FOR: Councillor McDougall, Councillor Trembath, Anna Kerwin, Mark Robertson, Leanne Bugg and Kylie Leonhardt  
AGAINST: Nil

## 7 COMMITTEE MEMBER BUSINESS

### 7.1 OTHER BUSINESS

The Australian Stock Horse Society were able to run their draft despite issues with the late wet season but noted that as their event grows it is more difficult to accommodate the higher number of campers. Provision of camping water is a necessary work in progress for the Master Plan. A suggestion was made to install water tanks at the Showgrounds.



The Katherine District Show Society reported a successful show without incidents. They recorded more than 37000 attendees.

AFLNT reported more than 1200 people at their Showgrounds grand final game. It was coordinated with the Katherine Police, Council and communities with no incidents recorded. The season's game times were scheduled for daylight hours which assisted in alleviating intoxication issues at games. It is noted that it was a relatively short season.

## **8 CLOSURE OF THE MEETING**

The Showground Advisory Committee - 3 September 2024 was declared closed at 6:31pm.

The next Showgrounds Advisory Committee will be held on Tuesday, 3 December 2024.

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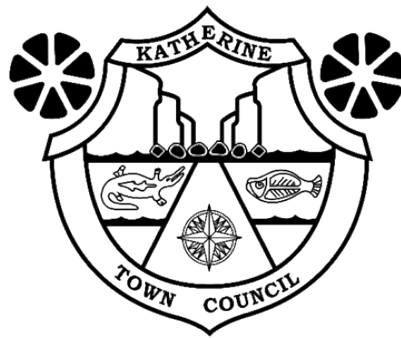
### 15.1.2 Sportsground Advisory Committee - Minutes - Unconfirmed - 11 September 2024

Author: Sammi-Jo Timm, I & E Administration Officer  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: Advisory Committee Minutes  
Attachments: 1. Sportsground Advisory Committee - 11 September 2024 - Minutes - Unconfirmed [15.1.2.1 - 6 pages]  
2. Sport Integrity Toolkit. Presentation material 11 September 2024 [15.1.2.2 - 11 pages]

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#### **Recommendation**

That Council receive and note the minutes of the Sportsground Advisory Committee held on 11 September 2024.



# MINUTES

## Sportsground Advisory Committee Meeting

Held on Wednesday 11 September 2024

Civic Centre, Council Chambers  
24 Stuart Highway, Katherine NT 0850



## 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 ATTENDANCE

### 2.1 PRESENT

#### COMMITTEE MEMBERS

- Deputy Mayor Denis Coburn (Chair)
- Allen Story
- Nicole Gadd
- Karisa Morrison
- Sue Sinclair
- Karin Spain

#### OFFICERS

- Sammi Timm - Infrastructure Administration Officer (minute taker)
- Brett Kimpton - Manager of Environment and Municipal

#### OBSERVERS

- Krystal Otto (Football Club)
- Brodie Bishop (YMCA)

### 2.2 APOLOGIES

Nat Dillon, Nicole Simmonds

## 3 OPENING OF THE MEETING

Deputy Mayor Coburn declared the Sportsground Advisory Committee - 11 September 2024 open at 5:31 pm.

## 4 DECLARATION OF INTEREST

The Chair reminded members of their responsibility to declare any conflicts of interest.

Nil conflicts declared.

## 5 CONFIRMATION OF PREVIOUS MINUTES

### 5.1 UNCONFIRMED MINUTES - TUESDAY APRIL 18 2023

#### **COMMITTEE RESOLUTION** SpAC-2024-1

**Moved:** Karin Spain; **Seconded:** Allen Storey



That the Sportsground Advisory Committee confirm the minutes of the Sportsgrounds Advisory Committee Meeting held on 18 April 2023 as a true and accurate record.

**CARRIED 4|0**

FOR: Deputy Mayor Coburn, Karisa Morrison, Sue Sinclair and Nicole Gadd  
AGAINST: Nil

## **6 BUSINESS ARISING FROM PREVIOUS MINUTES**

### **6.1 ACTION UPDATE**

#### **COMMITTEE RESOLUTION**

No voting occurred.

#### Discussion

Members discussed options to remedy issues including:

- Marking area beside Netball area with a yellow line and installing 'no standing' signage
- Moving the existing chain out closer to the road - This is a more expensive option

It was discussed that the education of the user groups guests has not been effective.

By visually ensuring the Netball verge is not a parking area, we can then encourage them to use the plentiful parking to either side of the Netball courts, outside the BMX club and Softball Oval.

## **7 ITEMS FOR DISCUSSION**

### **7.1 PRESENTATION - NORTHERN TERRITORY SPORTS ACADEMY AND SPORTS INTEGRITY UPDATES**

#### Presentation

Presenters William Kossack and Natasha Bennett distributed copies of the Sport Integrity Toolkit and advised of the availability of policy templates for sport usergroups to use on a range of subjects including:

- Spectator behaviour
- Codes of behaviour
- Social media
- Alcohol
- Chaperone
- Communication



- Disability
  - Team selection for junior grades
  - Team selection for open grades
  - Picking up and dropping off children
- and the Interacting with children template.

The Futures Program was also discussed.

## 7.2 TERMS OF REFERENCE

### **COMMITTEE RESOLUTION SpAC-2024-2**

**Moved:** Nicole Gadd; **Seconded:** Karin Spain

1. That the Sportsgrounds Advisory Committee receive and note the Terms of Reference for the Showgrounds and Multi-Purpose Centre Advisory Committee.
2. That the Committee recommend the following amendments to the Terms of Reference for the Showgrounds and Multi-Purpose Centre Advisory Committee:
  - a. ....
3. That the Committee resolves to meet quarterly and on the second Tuesday of the month.

**CARRIED 4|0**

**FOR:** Deputy Mayor Coburn, Karisa Morrison, Sue Sinclair and Allen Storey  
**AGAINST:** Nil

### Discussion

The Sportsground Advisory Committee members would like to recommend to Council to abolish the provision in the Terms of Reference requiring the Committee to include one [registered community organisation representative] under the age of 25 years.

The confusion surrounding the appointment of proxy representatives was also discussed and suggestions were made for the below:

- Proxy policy added to the application form
- Proxy representatives to be approved as secondary members

The secondary member request was contested by Chairman Denis Coburn and Brett Kimpton as there must be a clear main representative for voting and apologies and proxies must be made officially in writing.





### 7.3 UPDATE REPORT

#### COMMITTEE RESOLUTION

That the Sportsgrounds Advisory Committee receive and note the updates at the Sportsgrounds.

Voting did not occur.

Discussion

Internal Fencing:

The Sportsground Advisory Committee discussed internal fencing at the Sportsgrounds and it's continued relevance.

The Sportsgrounds inner fencing was deemed necessary at least until the entirety of the Sportsgrounds is fenced and potentially closed at night time.

Aquatic centre Upgrade:

Questions were raised regarding an alternative for school childrens swimming lessons.

Tindal pool was mentioned and the potential for individual groups/clubs to request directly for use of the pool.

Chairman Denis Coburn also mentioned that Parks & Wildlife are looking at making a stretch of the Katherine River safe for public swimming and this could be an option.

The question Can people pre-book the pool for late 2025 once it's open again now? The response was that Council are not taking pre-bookings at this time.

Council Regional Precincts and Partnerships Program (RPPP) Application:

Questions were raised as to what this was for and were referred to the Master Plan in the Agenda.

### 7.4 DRAFT 2018-2027 MASTER PLAN - KATHERINE SHOWGROUND AND MULTI-PURPOSE CENTRE

#### COMMITTEE RESOLUTION

1. That the Sportsgrounds Advisory Committee receive and note the Katherine Town Council 2018-2027 Master Plan for the Katherine Sportsground – Draft V1. 2.
2. That the Committee review the draft Master Plan and provide feedback by the next meeting.

Voting did not occur.

Discussion

Committee to review and discuss at next meeting.



## 8 COMMITTEE MEMBER BUSINESS

### 8.1 CHAIRS ITEMS

1. Fencing of the facility and internal fences - not brought up as was discussed earlier in Updates report.
2. Security - Tennis mentioned how good it had been with the Police camera stationed there.
3. Watering - It was suggested that Council adjust the watering schedule for Oval 2 as it is too wet and becoming muddy.
4. Internal Roads - Grading requested for Softball and Netball parking area to even them out. Advised that these will be added to scheduled grader works prior to wet season.
5. Lighting - no discussion.
6. Building use
  - Question of if there is a hire in place for Softball.
  - Pavilion Kitchen floor is horrible - difficult to clean and catches the fibres from the mops.
  - Can user groups keep their equipment inside the kitchen cages over the off season?
  - Maintenance request to have kitchen cage latches repaired/ replaced as they are bent.
  - Request to have the kitchen cage fridges serviced over the off season.

### 8.2 ALLEN STORY ITEMS

The Swimming Club would like the addition of permanent diving blocks for the 50 metre Pool.

The minimum depth for diving and whether diving blocks at the 50 metre pool would be appropriate was discussed with no outcome.

## 9 CLOSURE OF THE MEETING

The Sportsground Advisory Committee - 11 September 2024 was declared closed at 6:42 pm.

The next Sportsground Advisory Committee Meeting will be held on a future date to be confirmed.

# Sport and active recreation

## Introduction

Sport, Recreation and Strategic Infrastructure (SRSI) invests in and facilitates the development of sport and active recreation across the Northern Territory (NT). This is done through a range of activities involving the provision of information, advice, services, programs and funding. SRSI is also responsible for representing the Territory's interests in policy and decision making forums regarding sport and active recreation development and delivery at a national level.

Key SRSI activities include:

- providing support for the delivery of quality sport and active recreation programs and events across urban, regional and remote communities, including governance and management advice and assistance to Northern Territory peak sporting bodies (PSBs), affiliated associations and active recreation organisations (AROs)
- leading the delivery of talent identification and nationally categorised athlete, coach, official and other sport personnel development programs through the Northern Territory Sports Academy (NTSA)
- management of major sport and active recreation infrastructure, including Hidden Valley Motor Sports Complex, the Marrara Indoor Stadium and the Leanyer and Palmerston Water Parks
- management of the NT Sports Awards held annually to recognise the achievements of Territory athletes, coaches, officials and volunteers
- administering sport and active recreation grants such as the Grass Roots and Quick Response programs; PSB and ARO annual funding; the Sport Voucher and the Learn to Swim Voucher schemes; and NTSA athlete, coach and official scholarships
- leading the development, coordination and monitoring of sport integrity strategy, policy, processes, programs and resources across the NT encompassing, but not restricted to, areas such as anti-doping, match-fixing, member protection and inclusion.

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## Sport Integrity

The Sport Integrity Unit leads the coordination and monitoring of strategy, policy and programs to address the issues of misuse of drugs in sport, doping, member protection, child safeguarding, concussion, inclusion and competition manipulation.

### Northern Territory Sport Integrity Unit functions

The functions of the Northern Territory Sport Integrity Unit are to:

- provide information and awareness initiatives that encourage Territorians involved in sport to uphold the principles of fairness, inclusion, respect, responsibility and safety
- provide advice and work with individual sports to ensure a robust integrity policy framework is adopted, minimizing opportunities for prohibited conduct and for criminal groups to infiltrate
- strengthen relationships and cooperation between Australian, State and Territory governments, NT Peak Sporting Bodies (PSBs), law enforcement and other agencies
- establish and manage the NT Sport Integrity Network, as a forum through which members share strategic leadership on Territory sport integrity issues
- develop and manage the NT Sport Integrity Action Plan
- support sport and the wider community by identifying sport specific online education and resources through the NT Sport Integrity Toolkit
- promote inclusion to ensure sport is welcoming, enjoyable and safe for all people from differing backgrounds, demographics and abilities
- undertake monitoring and research to provide evidence-based data to inform and drive effective approaches to protect the integrity of Territory sport.

## Northern Territory Sport Integrity Action Plan

The NT Sport Integrity Action Plan identifies key action areas to proactively build the capability of sports in the Territory. It aims to mitigate integrity risks through heightened awareness and enable sports to respond quickly and decisively when such instances occur.

- [Sport Integrity Action Plan 2024-2025 PDF \(642.4 KB\)](#)

## Northern Territory Sport Inclusion Action Plan

The Northern Territory (NT) Sport and Active Recreation Strategic Plan: 2021-25 (the SAR Strategic Plan) aspires to build safe, strong and healthy communities where every Territorian is valued and able to participate.

To achieve this mission the sport and active recreation sector, and community, requires a contemporary NT Sport Inclusion Action Plan 2024-25 to drive equal opportunities for all people to participate in, and benefit from, sport.

The NT Sport Inclusion Action Plan 2024-25 is a working document operating in concert with a complimentary suite of National and Territory based strategies, action plans, policy frameworks and grant programs to promote and drive inclusion in Territory sport.

- [NT Sport Inclusion Action Plan 2024-25 PDF \(848.5 KB\)](#)

## Sport Integrity Toolkit

The [Sport Integrity Toolkit](#) contains important information, resources and links to assist athletes, parents, coaches, administrators, clubs and NT Peak Sporting Bodies.

## Sport governance principles

No matter the size or maturity of the sporting organisation, there is a need for educational and accessible principles to help guide organisations with good governance. There is also a clear need for the support governance principles to link to education, support and resources to transition theory into practice.

You can read more about [sport governance principles](#) on the Sport Australia website.

## Contact us

For further assistance contact Don Boyanton at [donald.boyanton@nt.gov.au](mailto:donald.boyanton@nt.gov.au) or phone [08 8922 6816](tel:0889226816).

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## Sport Integrity Toolkit

The Sport Integrity Toolkit contains important information, resources and links to assist athletes, coaches, parents, officials, administrators, clubs, regional sporting associations and NT Peak Sporting Bodies (PSBs).

[Open all](#)

## Member protection

## Member Protection Policy

All sports clubs, regional sporting associations and Peak Sporting Bodies (PSBs) have a responsibility to make sure that their sport is safe, fair and inclusive for everyone involved. They also have legal obligations to prevent and address discrimination, harassment, abuse and other harmful behaviours.

For club committees, a current Member Protection Policy (MPP) is an effective risk management tool that protects against the loss and harm of participants and members. To develop your member protection policy, check with your governing national or state body first. Most sports in Australia have a MPP, as well as child protection policies and codes of conduct, that affiliated clubs and members are bound by.

Once developed, there are several ways you can make members aware and bring your MPP to life:

- ensure committee members and volunteers commit wholeheartedly to it
- make it a part of inductions, meetings and training
- promote the policy and the detail within (eg, codes of conduct) regularly to members, via your newsletters, website and other communication
- make it widely available.

If your sport doesn't have a policy, you can download a [Play by the Rules MPP template](#).

## **Member Protection Information Officers (MPIOs)**

Appointing a MPIO can help your organisation deal with complaints in an appropriate and consistent manner. A MPIO listens to complaints and provides information about the person's rights, responsibilities and options.

MPIOs don't investigate complaints and it's a good idea to choose someone who is approachable, accessible and can maintain confidentiality. It is best practice to display the MPIO's name and contact details on the sporting club, regional sporting association or PSB's website, so they can be contacted easily and confidentially.

Play by the Rules offers a [training course](#) for MPIOs in the following:

- the MPIO role
- complaint resolution procedures
- member protection and the law
- child protection
- harassment and discrimination and
- ethical and practical considerations.

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## **Safeguarding children**

### **Child safe environments**

It is everybody's responsibility to implement and maintain child safe environments. We all have a role to play in keeping children safe and promoting well being.

It is good practice to put strategies in place to prevent offenders from gaining access to your organisation and reducing opportunities for abuse. Child safe environment strategies are put in place to prevent and minimise opportunities for child abuse within your organisation, including preventing offenders from gaining access to children.

An important strategy in developing child safe environments is staff development:

- ensuring that all personnel (both paid and volunteers) understand their mandatory and/or ethical reporting obligations for suspected child abuse and/or neglect
- ensuring all personnel have a clear understanding of what is acceptable/unacceptable behaviour and know who to contact about concerns they may have
- organisations working to create child safe environments and strengthen their environment are committed to and understand the importance of children's safety.

## **NAPCAN (National Association for Prevention of Child Abuse and Neglect)**

Children thrive in communities that are friendly, supportive and connected - and sporting and recreation clubs play a crucial role in building community and creating positive experiences for children.

NAPCAN is a national organisation dedicated to the safety and wellbeing of Australia's children and young people. NAPCAN advocates for child safe policies, research and strategies and provides a range of resources, workshops and training to support the safety and wellbeing of children and young people - within families, sporting clubs and communities.

For more information about NAPCAN activities, programs and resources, and to register for a workshop, please visit the [NAPCAN website](https://www.napcan.org.au) or contact [nt@napcan.org.au](mailto:nt@napcan.org.au).

### **Further information**

- [Child safety courses](#)
- [Working with Children Clearances](#)
- [National Principles for Child Safe Organisations](#)
- [Poster - National Principles for Child Safe Organisations](#)

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## **Inclusion**

### **Inclusive sport**

All people should be able to participate in sport, physical activity and active recreation in a welcoming and inclusive way - regardless of ability, gender, sexual orientation, culture, language, religion, ethnicity, location or life stage.

Inclusion is proactive behaviours, options and actions to make people from all backgrounds, ages and abilities feel welcome, respected and that they belong at your club or activity. Being inclusive is about following best practice for what sport should be so that everyone can get the most out of it.

Having an inclusive sport framework in place sends an overt message that the sport will not tolerate discrimination, barriers or disadvantage. It shows that everyone is included, everyone is treated equal and everyone will be made to feel part of the organisation.

It also helps attract new members, sponsors and other community organisations with similar values, who want to align with your brand and activities.

### **The benefits of inclusion**

Positioning your organisation as a champion of inclusion will:

- enhance your brand and reputation
- ensure consistency in 'walking the talk' to meet your strategic objectives
- allow you to meet sport regulatory obligations

- increase governance and risk management and decrease potential legal risks
- increase membership
- increase pathway and participation opportunities
- increase sponsorship opportunities
- increase public support and volunteer base
- ensure greater publicity and positive public image
- provide a better connected and diverse sports community
- break down barriers and promote social inclusion.

For more information on inclusive sport, visit the [Australian Sports Commission website](#).

## **The seven pillars of inclusion**

The seven pillars of inclusion is a broad framework to give sports clubs and associations a starting point to address inclusion and diversity. The 7 pillars model is about giving you a 'helicopter' view of inclusion which looks at the common elements that contribute to creating inclusive environments.

The seven pillars are:

- access
- attitude
- choice
- partnerships
- communication
- policy
- opportunities.

For more information on the seven pillars of inclusion visit the [Play By The Rules website: Inclusion and diversity what can you do - Play by the Rules - Making Sport inclusive, safe and fair](#).

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## **Drugs in sport**

Doping refers to the use of prohibited drugs/methods by an athlete to improve sporting performance. Athletes need to be aware, at all times that they cannot just take any drug or medication, or even use certain methods of substance administration to enhance their performance in sport.

The detection of a forbidden substance or method constitutes a direct violation of the doping rules, and the attempt to take, the possession of, and the circulation of doping substances are all regarded as offences.

Sports participants (including athletes, coaches, officials, administrators, clubs, regional sporting associations, sport science and medical practitioners and NT Peak Sporting Bodies (PSBs) engaging in organised sport in Australia are required to comply with anti-doping codes, policies and practices as a condition of their involvement.

## **Check your substances**

[GlobalDRO](#) is a mobile-friendly online tool which allows athletes to check their substances against the WADA Prohibited List.

## **Illicit drugs**

The Illicit Drugs in Sport (IDIS) Online Education Program is an Australian government initiative to assist sporting organisations to educate their members of the harms associated with illicit drugs and to combat illicit drug use in all parts of the community. The IDIS program seeks to provide practical tools and strategies to



assist athletes, coaches and sports administrators to make appropriate choices when faced with illicit drug issues in their sport.

Take the [Illicit Drugs in Sport Online Education Program](#).

## **Good Sports Tackling Illegal Drugs program**

Funded by the Australian and Northern Territory governments and coordinated by the Alcohol and Drug Foundation, the Good Sports Tackling Illegal Drugs program aims to help Australian sports clubs become better prepared to address drug-related issues.

Sporting clubs are a snapshot of the larger community. No matter what age, or sport, chances are, somebody at your club has been touched by the issue.

### **What is it**

Good Sports will work with your club to develop and implement an illegal drugs policy.

The policy is more than just a piece of paper; it is a chance to educate your members and talk about how your club will deal with any future issues. A policy will set clear standards and help clubs react appropriately in case of an incident. By setting measures in place now, you can help prevent drug-related issues and reduce harm in your club.

For further information please visit the [Good Sports website](#).

## **Supplements**

Supplements are one of the leading causes of failed anti-doping tests in Australia.

Sport Integrity Australia's (SIA) long standing advice is that no supplement is safe to use and athletes should not risk their careers by taking a supplement. This is because many supplements are contaminated with substances prohibited in sport, which may not be listed on ingredient labels. However, SIA recognises that there may be circumstances where medical professionals and sports dietitians recommend supplements, or where athletes use supplements regardless of the risk.

In these circumstances, SIA's advice is that athletes should only use supplements which have been screened for prohibited substances by an independent company, such as HASTA or Informed Sport. Supplements screened by these companies cannot offer a 100% guarantee that an athlete will not test positive, but they are significantly less risky than other supplements.

For more information, download the SIA Clean Sport mobile app, which lists all supplements sold on Australian shelves which have been screened by HASTA or Informed Sport, and provides a risk analysis for other supplements athletes may be considering.

### **What are the risks**

The supplement industry is poorly regulated, so the ingredient list doesn't always match the product contents. It is not uncommon for banned substances to be added deliberately during the manufacturing process, or added accidentally through contamination. It is for these reasons SIA is unable to guarantee whether a specific supplement, or batch of a supplement, is safe to use.

### **Consequences of substance abuse by athletes**

Products containing a prohibited substance can result in bans of up to four years for athletes. The presence of a prohibited substance in a supplement may result in an anti-doping rule violation, whether its use was intentional or unintentional. Under the World Anti-Doping Code's strict liability principle, athletes are ultimately responsible for any substance found in their body, regardless of how it got there.



That means, even if the prohibited substance is not listed on the label of a supplement, if you consume it, you are still responsible. In addition to facing a possible ban from sport, there are some supplements on the market that contain prohibited stimulants which can pose serious health risks for athletes.

### **Sport Integrity Australia Clean Sport app**

ASADA Clean Sport is a mobile app which lists every batch-tested supplement sold on Australian shelves, and gives athletes a way to assess the risk of other products. It is available on [Apple](#) and [Android](#) phones and tablets.

- [iTunes App store](#)
- [Google Play Store](#)

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## **Concussion**

### **Position Statement - Concussion**

Sport, Recreation and Strategic Infrastructure (SRSI) recognises that the occurrence of concussion in sport and active recreation can place the immediate and long-term health of participants at risk.

### **What is Concussion**

Concussion refers to a disturbance in brain function caused by a direct or indirect force to the head, face or neck.

- The effect of a concussion injury varies from person to person, and injury to injury. With all incidents of concussion the immediate and ongoing management and rehabilitation is paramount.
- Sports concussion is more common in children compared to any other age group. This is due to the significant physical, physiological differences and stages of development.
- Children may take longer to recover from concussion compared with adults.
- In considering the best practice management of concussion in sport and active recreation, the critical element remains the welfare of the participant, both in the short and long term.

### **Treatment**

SRSI supports Sports Medicine Australia to raise awareness and understanding of concussion and support the delivery of best practice management of concussion injuries, through all levels of sport and active recreation in the Northern Territory.

In accordance with Sports Medicine Australia's recommendations are the following:

- Any participant with suspected concussion must be withdrawn from the activity.
- The concussion recognition tool CRT6 is recommended to be used by non-medically trained individuals for the identification and immediate management of suspected concussion. It is not designed to diagnose concussion.
- The diagnosis of concussion should be made by a medical practitioner. In diagnosing concussion, medical practitioners should conduct a clinical history and examination that includes a range of domains such as mechanism of injury, symptoms and signs, cognitive functioning and neurological assessment, including balance testing.
- The SCAT6 for Adults and SCAT6 for Children are the two internationally recommended concussion assessment and diagnosis tools and cover the above-mentioned domains. It should not be used in

isolation, but as part of the overall clinical assessment. Computerised neurocognitive testing can be undertaken as part of the assessment, but again, it should not be used in isolation.

- Return to daily training and playing environments are subject to approval and advice from an independent medical practitioner.
- For further information go to [Sports Medicine Australia website](#)

## Implementation

SRSI requires all applicable funded NT Peak Sporting Bodies (PSBs) to have a publicly visible Concussion in Sport policy, that addresses the following:

- Education of coaches, players, parents, teachers, trainers, administrators, officials and support personnel.
- Activity/game day removal, treatment, management, referral for qualified medical assessment and reporting.
- Rehabilitation inclusive of a medically approved return to activity protocol for training, play and game day environments.
- Information gathering protocols for previous concussions - Knowing about an athlete's previous concussions can help to identify players who fit into a high-risk category.  
It also provides an opportunity to educate the athlete and/or their family about the significance of concussion injuries.

All other Northern Territory sport and active recreation organisations (including clubs and associations) are encouraged to enact concussion policies and protocols, consistent with their PSBs.

## Further Information

SRSI also endorses the Australian Sports Commission's "Concussion and Brain Health Position Statement" go to [Concussion in Australian Sport webpage](#)

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## Gambling in sport

### Match fixing

Match-fixing is defined by Sport Integrity Australia as: 'irregularly influencing the course or result of a sports event in order to obtain advantage for oneself or for others and to remove all or part of the uncertainty normally associated with sport'. It involves the manipulation of an outcome or contingency by athletes, teams, agents, support staff, referees and officials and venue staff.

It can include the deliberate fixing of the result of a contest, an occurrence or points spread within a contest, deliberate under-performance, withdrawal (also known as 'tanking' or 'manipulation' and 'experimenting'), an officials deliberate misapplication of the rules of the contest, interference with the play or playing surface, or abuse of insider information to support a bet placed.

Courtsiding is the practice of transmitting information from sporting events for the purpose of gambling, or of placing bets directly from a sporting event. It arises as a result of the delay between live action and digital television broadcasts.

The issues are:

- persistent expansion of volume and availability of markets on Australian sports by offshore wagering providers
- increasing number of markets available on lower leagues/sub-elite sport
- grooming of athletes and exploitation of insider information

- athletes continue to engage in behaviours/associations that place them at risk of exploitation.

Tips for sporting organisations:

- establish rules, policies and sanctions
- designate a contact/information person
- be careful handling sensitive inside information
- undertake regular reviews on your integrity processes
- keep educating your members.

Tips for all sports people:

- never bet on your own sport
- keep educating yourself
- fixing any part of an event is illegal
- never put yourself in a position where you could be compromised
- report any irregular approaches
- make sure you know what the rules are on betting in your sport and Australia
- make sure your family and friends know the rules about betting restrictions in your sport.

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## **Complaints and reporting**

### **Emergency**

Please contact NT Police or dial [000](tel:000) if there is an immediate threat to an individual's safety.

### **Child safeguarding**

If you are worried about neglect, abuse or harm to a child, but are not sure if it's something you should report, you should talk about your concerns with professional staff at the child protection reporting line on [1800 700 250](tel:1800700250). The reporting line operates 24 hours a day, 7 days a week.

### **Sport Integrity Australia: make an integrity complaint or report**

Sport should be a safe and fair place for all participants. Sport Integrity Australia offers a safe place for people to raise concerns about inappropriate behaviour and prohibited conduct they have witnessed or experienced in sport.

For more information, go to the Australian Government's [Sport Integrity Australia website](https://www.sportintegrity.gov.au).

### **Safe Sport Hotline**

The Safe Sport Hotline is an anonymous reporting capability for members of sport that covers wider racial and cultural issues for people who feel they have been discriminated against in their sport.

Call [1800 161 361](tel:1800161361) or view [Safe Sport Hotline](https://www.sportintegrity.gov.au/safe-sport-hotline) on the Sport Integrity Australia website.

### **Report doping**

Sport Integrity Australia can receive information that relates to doping. This includes through the confidential reporting scheme, where you can submit information anonymously to Sport Integrity Australia. If you have any information about a doping activity, select 'doping matter' on [make an integrity complaint or report](https://www.sportintegrity.gov.au/make-an-integrity-complaint-or-report) on the Sport Integrity Australia website.

## Report illicit drugs

You can call the Crime Stoppers hotline on [1800 333 000](tel:1800333000) or anonymously share a tip online and that information will be provided to NT Police on your behalf. Go to the [Crime Stoppers NT website](#).

## Report online harm - eSafety

The eSafety Commissioner is Australia's independent regulator for online safety. eSafety helps Australians prevent and deal with harm caused by serious online abuse or illegal and restricted online content.

Report a complaint about cyberbullying, adult cyber abuse, image-based abuse (sharing, or threatening to share, intimate images without the consent of the person shown) or illegal and restricted online content on the Australian Government's [eSafety Commissioner website](#).

## National sports tribunal

The National Sports Tribunal (NST) hears and resolves national-level sporting disputes in Australia. They offer a range of dispute resolution options - arbitration, mediation, conciliation and case appraisal - to help national level sporting bodies and their participants resolve disputes efficiently and affordably.

There are 3 divisions:

- Anti-Doping Division - deals with breaches of the anti-doping rules of a sport.
- General Division - deals with other disputes under the rules of a sport (including, for example, disputes that might arise under a sport's Member Protection Policy).
- Appeals Division - deals with appeals from the Anti-Doping or General Divisions, as well as appeals from decisions made by 'in-house' sport tribunals.

Please go to [National Sports Tribunal website](#).

## Calendar of events

Event	When	Time	Where	Make a booking
Member Protection Information Officer Training (part 2)	19 Aug 2024	6pm to 9pm	Online webinar	<a href="#">Sport SA website</a>
Women in Sport Network meeting/ NT Sport Integrity Network meeting/ NT Sport Sector Forum	28 Aug 2024	8:30am to 1:30pm	Motorsports House, Hidden Valley Raceway Berrimah	<a href="mailto:tfhc.executivesrsi@nt.gov.au">tfhc.executivesrsi@nt.gov.au</a>
Member Protection Information Officer Training (part 2)	10 Oct 2024	6pm to 9pm	Online webinar	<a href="#">Sport SA website</a>
Women in Sport Network meeting/ NT Sport Integrity Network	22 Nov 2024	8:30am to 1:30pm	Motorsports House, Hidden Valley Raceway Berrimah	<a href="mailto:tfhc.executivesrsi@nt.gov.au">tfhc.executivesrsi@nt.gov.au</a>

meeting/ NT Sport Sector Forum	Event	When	Time	Where	Make a booking
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## 16 ELECTED MEMBER ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES AUGUST 2024

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Elected Member activities for August 2024.

#### **Purpose of Report**

To provide an update on the elected member activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining elected members contribution to the Town council's service delivery.

#### **Strategic Plan**

**1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.**

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

**3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.**

3.1.1 Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days.

**6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.**

6.3.1 Advocate for the interests of our community.

### Deputy Mayor Denis Coburn

Date	Activity attended

### Councillor Madeleine Bower

Date	Activity attended
12 <sup>th</sup> August 2024	Elected Member Information Session
26 <sup>th</sup> August 2024	Elected Member Information Session
27 <sup>th</sup> August 2024	Ordinary Meeting of Council

### Councillor Amanda Kingdon

Date	Activity attended

### Councillor Peter McDougall

Date	Activity attended
1 <sup>st</sup> August 2024	Department of Infrastructure, Planning and Logistics - Briefing on Levee South
3 <sup>rd</sup> August 2024	Community Market Stall
7 <sup>th</sup> August 2024	Gas the Facts Community Forum
12 <sup>th</sup> August 2024	Elected Member Information Session
18 <sup>th</sup> August 2024	Veterans Day
26 <sup>th</sup> August 2024	Elected Member Information Session
27 <sup>th</sup> August 2024	Ordinary Meeting of Council

### Councillor Kerrie Mott

Date	Activity attended
1 <sup>st</sup> August 2024	Department of Infrastructure, Planning and Logistics - Briefing on Levee South
3 <sup>rd</sup> August 2024	Community Market Stall
12 <sup>th</sup> August 2024	Elected Member Information Session (via phone)
18 <sup>th</sup> August 2024	Veterans Day

26 <sup>th</sup> August 2024	Elected Member Information Session
27 <sup>th</sup> August 2024	Ordinary Meeting of Council

Councillor Jeremy Trembath requested to be removed from the elected member reporting obligations.  
 Councillor Amanda Kingdon requested to be removed from the elected member reporting obligations.



## 17 LATE AGENDA

### 17.1 KATHERINE TOWN COUNCIL COMMUNITY GRANTS PROGRAM 2024-2025

### 17.2 FLOOD MITIGATION - SOUTHERN LEVEE PLANS

## 18 GENERAL BUSINESS

## 19 CLOSURE OF MEETING TO PUBLIC

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

## 20 CONFIDENTIAL ITEMS

### 20.1 CONFIRMATION OF PREVIOUS MINUTES 27 AUGUST 2024

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

### 20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

### 20.3 BREACH OF CODE OF CONDUCT COMPLAINTS DECISION NOTICES BY LGANT PANEL

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

### 20.4 BREACH OF CODE OF CONDUCT COMPLAINT

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(f) subject to subregulation (2) – information in relation to a complaint of a contravention of the code of conduct.

### 20.5 AQUATIC CENTRE UPDATE

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
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Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
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## 20.6 SERVICE AGREEMENT - CLEANAWAY PTY LTD - COLLECTION AND DISPOSAL OF WASTE

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

## 21 RESUMPTION OF OPEN MEETING

## 22 CLOSURE OF THE MEETING

The next Ordinary Meeting of Council will be held on 22 October 2024.