



**KATHERINE**  
TOWN COUNCIL



# AGENDA

## Ordinary Council Meeting Agenda Tuesday, 27 September 2022

Ordinary Meeting: 6:00 pm

Council Chambers,  
Civic Center, Stuart Highway, Katherine

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

**ELECTED MEMBERS**

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

**OFFICERS**

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

**WEBCASTING DISCLAIMER**

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

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## 1 ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge that **this meeting is being held on the traditional lands of the first nations** people of the Katherine township and surrounding council communities. We recognise the first nations culture as one of the longest surviving cultures in the world and we pay our respects to Elders both past, present and future.

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN

## 4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### 4.1 APOLOGIES

Nil

### 4.2 LEAVE OF ABSENCE

Nil

### 4.3 APPLICATIONS FOR LEAVE OF ABSENCE

## 5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Members Disclosure Conflict of Interest

Council declares any conflicts of interest in line with Conflict-of-Interest Policy. A copy of this policy can be downloaded from [www.katherine.nt.gov.au](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

- VALUER GENERAL RE UNIMPROVED CAPITAL VALUE

## 7 CONFIRMATION OF PREVIOUS MINUTES

- 7.1 Minutes of the Ordinary Council Meeting held On 23 August 2022

7.2 Minutes of the Special Council Meeting held On 5 September 2022



# **MINUTES**

## **Ordinary Council Meeting**

**Tuesday, 23 August 2022**  
**6:00 pm**

Council Chambers,  
Civic Center, Stuart Highway, Katherine

**ELECTED MEMBERS**

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

**OFFICERS**

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<b>2</b>	<b>OPENING PRAYER .....</b>	<b>5</b>
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<b>5</b>	<b>DECLARATION OF INTEREST OF MEMBERS AND STAFF .....</b>	<b>5</b>
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	Brochures and leaflets from events attended by Mayor	
<b>11</b>	<b>PETITIONS .....</b>	<b>7</b>
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	Nil	
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## 1 ACKNOWLEDGEMENT OF COUNTRY

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## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN

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

## 4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### 4.1 APOLOGIES

Nil

### 4.2 LEAVE OF ABSENCE

Nil

### 4.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

## 5 DECLARATION OF INTEREST OF MEMBERS AND STAFF

Nil

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

Claire Brown Department of Infrastructure, Planning and Logistics

Jessica Powter Department of Industry, Tourism and Trade

## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 CONFIRMATION OF PREVIOUS MINUTES HELD 26 JULY 2022

**COUNCIL RESOLUTION**

OCM-001-2022

**Moved:** Deputy Mayor Henderson**Seconded:** Councillor Coburn

That the Minutes of the Ordinary Meeting of Council on 26 July 2022 be confirmed as true and accurate

**CARRIED 7/0****8 BUSINESS ARISING FROM PREVIOUS MINUTES**

Nil

**9 MAYORAL BUSINESS****9.1 MAYORAL BUSINESS FOR THE MONTH OF JULY 2022****Mayor Elisabeth Mayor**Period 28<sup>th</sup> June 2022 – 26<sup>th</sup> July 2022

<b>Date</b>	<b>Activity attended</b>
	DIPL MEETING
	Ordinary Meeting of Council
	EMIS X 2
	Meeting with CEO x 4
	Opening of Activate at Cinema Car Park (Food Van Collective)
	Meeting with Deputy Mayor x 4
	Meeting with Executive Assistant x 3
	Katherine Defence Mayoral Ball Meeting x 2
	Katherine Police Meeting – New Commander Kylie Anderson
	Place Activation Insights run by LGANT
	DCA meeting at Godinymayin
	Meeting with Elected Members x 3
	Meeting with CEO Kalano
	Seniors Morning Tea at Museum
	Meeting with CEO and Deputy Mayor
	Katherine Times article x 2

	Big Rivers Regional Growth Plan Launch at Godinymayin
	Launch of Jawoyn Dictionary at Town Square
	Opening of Alice Mitchell Gallery at Nitmiluk
	Meeting with Tourism NT
	Meeting with Dept of Chief Minister x 3
	Learning on Country held at Nitmiluk
	Meeting with Community Members x 4
	Defence and Mayoral Ball held at Museum
	Stories and Games of Yesteryear at the Museum
	Meeting with Local Member
	Meeting with Terry Mills from Foodbank
	Meeting with Foodladder
	Meeting with Katherine Markets – introducing new committee
	Meeting new CEO Neighbourhood Watch
	Meeting with Northrup Grumman about housing for RAAF project
	Try a Trade with Lendlease – Trades for Secondary Schools
	LGANT – CEO Performance Review training
	Meeting with Foodbank NT – Looking at setting up a Katherine hub
	Australian Institute of Architects – Having awards in Katherine next year
	Draft Network PAWA
	Katherine Rural College Open Day
	Katherine FM radio with Sue Moran
	Aboriginal Justice Agreement – Presentation – Leanne Liddle

## 10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED

Letter from Foodladder to CEO and Mayor

Brochures and leaflets from events attended by Mayor

## 11 PETITIONS

Nil

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

Nil

**13 NOTICE OF MOTION**

Nil

**14 REPORTS OF OFFICERS****14.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JULY 2022****COUNCIL RESOLUTION**

OCM-002-2022

**Moved:** Deputy Mayor Henderson**Seconded:** Councillor Herdon**That it be recommended to Council to:**

1. Formally receive and note the Chief Executive Officer Report for the Month of July 2022.

**CARRIED 7/0****PURPOSE OF REPORT**

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

**14.2 MONTHLY REPORT OF THE DIRECTOR INFRASTRUCTURE AND ENVIRONMENT FOR THE MONTH OF JULY 2022****COUNCIL RESOLUTION**

OCM-003-2022

**Moved:** Councillor Coburn**Seconded:** Councillor Bower**That it be recommended to Council:**

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

**CARRIED 7/0****PURPOSE OF REPORT**

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

**14.3 MONTHLY REPORT OF THE DIRECTOR CORPORATE SERVICES FOR THE**

**MONTH OF JULY 2022****COUNCIL RESOLUTION****OCM-004-2022****Moved:** Councillor Kingdon**Seconded:** Deputy Mayor Henderson**That it be recommended to Council to:**

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

**CARRIED 7/0****PURPOSE OF REPORT**

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

**14.4 MONTHLY FINANCIAL REPORT FOR THE MONTH OF JULY 2022****COUNCIL RESOLUTION****OCM-005-2022****Moved:** Councillor Kingdon**Seconded:** Councillor Herdon**That it be recommended to Council to:**

1. Endorse the Financial Report for the month of July 2022.

**CARRIED 7/0****PURPOSE OF REPORT**

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

**14.5 MONTHLY MAJOR PROJECT UPDATE FOR JULY 2022****COUNCIL RESOLUTION****OCM-006-2022****Moved:** Councillor Coburn**Seconded:** Councillor Bower**1. That it be recommended to Council to:**

- (a) Receive and note the project update for the month of July 2022.

CARRIED 7/0

**PURPOSE OF REPORT**

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

**14.6 MONTHLY REPORT OF MANAGER LIBRARY SERVICES FOR THE MONTH OF JULY****COUNCIL RESOLUTION**

OCM-007-2022

**Moved:** Councillor Coburn**Seconded:** Councillor Kingdon**That it be recommended to Council:**

1. That the report of the Library Services Manager for the month of July 2022 be received and noted

CARRIED 7/0

**PURPOSE OF REPORT**

To inform Elected Members of Library Operations for the month of July 2022

**14.7 RATES CONCESSION POLICY REPORT****COUNCIL RESOLUTION**

OCM-008-2022

**Moved:** Councillor Herdon**Seconded:** Councillor Kingdon**That it be recommended to Council:**

To approve the Rate Concession Policy Version 3 (attached).

CARRIED 7/0

**PURPOSE OF REPORT**

To seek Council approval of the revised Rate Concession Policy.

**14.8 KATHERINE TOWN COUNCIL RISK REGISTER REPORT**



**COUNCIL RESOLUTION**

OCM-009-2022

**Moved:** Councillor Herdon**Seconded:** Councillor Bower**That it be recommended to Council:**

To confirm the updated Risk Register (attached).

**CARRIED 7/0****PURPOSE OF REPORT**

To seek Council confirmation of the updated Risk Register and priority tasks to address key risks.

**14.9 MONTHLY REPORT OF THE MANAGER KATHERINE VISITOR INFORMATION CENTRE FOR THE MONTH OF JULY 2022****COUNCIL RESOLUTION**

OCM-010-2022

**Moved:** Councillor Kingdon**Seconded:** Councillor Bower**That it be recommended to Council to:**

1. Formally receive and note the Katherine Information Centre Report for the Month of July 2022.

**CARRIED 7/0****PURPOSE OF REPORT**

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

**14.10 MONTHLY REPORT OF REGULATORY SERVICES FOR THE MONTH OF JULY 2022****COUNCIL RESOLUTION**

OCM-011-2022

**Moved:** Councillor Kingdon**Seconded:** Deputy Mayor Henderson

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

CARRIED 7/0

**PURPOSE OF REPORT**

Regulatory Services operations for the month of July 2022.

**15 REPORTS FROM REPRESENTATIVES ON COMMITTEES**

Nil

**16 ELECTED MEMBERS ACTIVITIES****16.1 ELECTED MEMBERS ACTIVITIES FOR THE MONTH OF JULY 2022****COUNCIL RESOLUTION**

OCM-012-2022

**Moved:** Councillor Herdon**Seconded:** Councillor Bower**That Council make a resolution to:**

1. Nominate Deputy Mayor Kym Henderson for a position to the Local Government Association of the Northern Territory Executive Board, at their Annual General Meeting on Friday 18 November 2022

CARRIED 7/0

Deputy Mayor Kym Henderson Period 26 <sup>th</sup> July to 23 <sup>rd</sup> August 2022	
Date	Activity attended
26 July 2022	Ordinary Meeting of Council
28 July 2022	Opening Night of Food Van Collective
29 July 2022	Weekly meeting with Mayor
29 July 2022	Meeting with Community Member
4 August 2022	World Breastfeeding Week Morning Tea
4 August 2022	Meeting with Mayor and CEO
5 August 2022	Meeting with Mayor
6 August 2022	Inaugural Mayoral Defence Ball
8 August 2022	Meeting with Community Member
8 August 2022	EMIS
10 August 2022	Meeting with Dept Chief Ministers & Cabinet

12 August 2022	Meeting with Mayor
18 August 2022	LGANT training
18 August 2022	Veterans Day Commemorative Service
19 August 2022	Meeting with Mayor
19 August 2022	Meeting with CEO
22 August 2022	Council Presentation – Aboriginal Justice Agreement – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

### Councillor Jeremy Trembath

Period 26<sup>th</sup> July to 23<sup>rd</sup> August 2022

Date	Activity attended
8 August 2022	EMIS
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

### Councillor Madeleine Bower

Period 26<sup>th</sup> July to 23<sup>rd</sup> August 2022

Date	Activity attended
18 – 29 July 2022	Annual Recreation Leave
5 August 2022	Launch of Jawoyn Dictionary
6 August 2022	Inaugural Mayoral Defence Ball
8 August 2022	EMIS
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Amanda Kingdon Period 26 <sup>th</sup> July to 23 <sup>rd</sup> August 2022	
Date	Activity attended
4 August 2022	Senior's Morning Tea with Mayor
6 August 2022	Inaugural Mayoral Defence Ball
8 August 2022	EMIS
19 August 2022	Meeting with Mayor x 2
22 August 2022	Aboriginal Justice Agreement – Presentation – Leanne Liddle
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Ben Herdon Period 26 <sup>th</sup> July to 23 <sup>rd</sup> August 2022	
Date	Activity attended
8 August 2022	EMIS
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

Councillor Denis Coburn Period 26 <sup>th</sup> July to 23 <sup>rd</sup> August 2022	
Date	Activity attended
3 August 2022	Katherine DCA meeting
8 August 2022	EMIS
22 August 2022	EMIS
23 August 2022	Ordinary Meeting of Council

**17 LATE AGENDA****L.1 CHRISTMAS CLOSURE****COUNCIL RESOLUTION****OCM-013-2022****Moved:** Deputy Mayor Henderson**Seconded:** Councillor Bower**That it be recommended to Council:**

1. That the proposal for the Christmas closure 2022 be received and noted and accepted.

**CARRIED 7/0****PURPOSE OF REPORT**

To advise the Elected Members of the Katherine Town Council's Christmas and New Year arrangements for 2022/2023.

**GENERAL BUSINESS**

- Her Worship wished to acknowledge errors in the InfoCouncil Agenda to be rectified (General Business to be added, and Leave of Absence Rosemary Jennings to be removed off attendance).
- Councillor Bower wished to acknowledge and provide thanks to Donna Warland in the role of Governance and Executive Officer, as well as the great work of Ingrid Stonhill as Chief Executive Officer.
- Councillor Bower also acknowledged the loss of 2 stolen generation community members of Friel and Shine family.
- Councillor Herdon wished to recognise the 90<sup>th</sup> birthday of Nellie Camfoo last week, a well known indigenous woman who has had an article in ABC (The Northern Territory's Aboriginal Queen) and also previously written a book with her husband (now deceased).
- Councillor Herdon suggested to Councillors that CEO Ingrid Stonhill needs more support and space to give her adequate time to fulfil her role.
- Councillor Kingdon suggested Council look into a 'Keep Katherine Beautiful' campaign, involving community.
- Councillor Kingdon advised that there are no bollards or guards at the Knotts Crossing recreation area which is allowing public to drive into areas where children and families are.
- Mayor Clark advised members that the Sportsground pavilion opening has been deferred to 20 September 2022

- Mayor Clark advised that screening of 'The Barrumbi Kids' based on the books by Leonie Norrington about kids growing up in a remote NT community is screening at the Katherine Cinema on 20 September 2022.

## **18 CLOSURE MEETING TO PUBLIC**

## **19 CONFIDENTIAL ITEMS**

Members, Council has resolved to use Section 99(2) of the Local Government Act to discuss and resolve confidential Issues which come before it.

Section 99(2) gives power to council to close a meeting for public, which means that all members all public and press will be asked to leave the Council chambers, to discuss specific Issues in relation to matters referred to in regulations 51 of the Local Government (General) Regulations 2021.

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

---

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

### **L.1 Confidential - Appointment of Chief Executive Officer**

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

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

The meeting was closed at 7:27pm.

Open meeting was resumed at 7:35pm.

## **20 RESUMPTION OF OPEN MEETING**

## **21 NEXT ORDINARY MEETING OF COUNCIL**

That the next meeting of the Ordinary Council Meeting will be held on 27 September 2022.

## 22 CLOSURE OF MEETING

The meeting was closed at 7:43pm.



# **MINUTES**

## **Special Council Meeting**

**Monday, 5 September 2022**  
**5.30pm**

Council Chambers,  
Civic Centre, Stuart Highway, Katherine



**ELECTED MEMBERS**

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

**OFFICERS**

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- Mr Brendan Pearce – Director Infrastructure and Environment
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- Ms Donna Warland – Governance and Executive Officer

**WEBCASTING DISCLAIMER**

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## 1 ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge that **this meeting is being held on the traditional lands of the first nations** people of the Katherine township and surrounding council communities. We recognise the first nations culture as one of the longest surviving cultures in the world and we pay our respects to Elders both past, present and future.

## 2 OPENING PRAYER

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

## 3 MEETING DECLARED OPEN

Meeting Opened at 5:31pm

## 4 ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE

### 4.1 ATTENDANCE

#### ELECTED MEMBERS

Mayor Elisabeth Clark

Deputy Mayor Kym Henderson

Councillor Ben Herdon

Councillor Jeremy Trembath

Councillor Madeleine Bower

Councillor Amanda Kingdon

Councillor Denis Coburn

#### OFFICERS

Mrs Ingrid Stonhill – Chief Executive Officer

Mr Brendan Pearce – Director Infrastructure and Environment

Mr Avtar Singh – Director Corporate Services

#### VISITORS

Mrs Jo Hersey MLA

### 4.2 APOLOGIES

Nil

### 4.3 LEAVE OF ABSENCE

Nil

**5 DECLARATION OF INTEREST OF MEMBERS AND STAFF**

Nil

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

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

**CARRIED 7/0**

**BACKGROUND**

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

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

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

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

**CONSULTATION PROCESS**

In May 2022, numerous community consultations were held.

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

Simultaneously, extensive staff consultations were undertaken.

**PURPOSE OF REPORT**

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

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

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

The strategic plan will conclude 2027.

**7 CLOSURE OF MEETING**

The meeting closed at 5:46pm.

**8 BUSINESS ARISING FROM PREVIOUS MINUTES**

## 9 MAYORAL BUSINESS

### 9.1 MAYORAL BUSINESS ACTIVITIES FOR THE PERIOD AUGUST-SEPTEMBER

ATTACHMENT/S : NIL

<b>Mayor Elisabeth Mayor</b> <b>Period 24<sup>th</sup> August to 27<sup>th</sup> September 2022</b>	
Date	Activity attended
	Draft Network Plan PAWA – update on current system
	JMJ Disability Services meeting – update on services
	EMIS x 2 – 12 September & 26 September
	Visit to Katherine South Primary School for Book Week – Judging
	Zoom meeting with Chief Minister and other Councils re antisocial behaviour
	Site visit to Sports Pavilion project
	Meetings with CEO x 5
	Meetings with Deputy Mayor x 5
	Meetings with Community Members x 7
	Elected Member Training
	Radio Shows with Katherine FM Sue Moran x 2
	Meetings with Elected Members x 4
	Women in Business Luncheon at Katherine Club
	Showgrounds Advisory Committee Meeting
	Meetings with Elected Members x 3
	Meeting with DIPL – update on current works
	Final Mayoral Ball meeting
	ABC Radio interview with Jack
	Attendance at staff member Christine Lowe’s retirement after 20 years’ service to Council
	Meeting with SADFO from RAAF Base Tindal
	Talk with Casuarina Street School year 3 / 4 about Council

	Special Council Meeting re adoption of Strategic Plan – 5 September 2022
	Celebration dinner for CEO with Elected Members
	Katherine High School Industry Forum
	Meeting with CEO Katherine Museum
	Meetings with Dept of Chief Ministers x 2
	Meeting with Lendlease about prospective community projects
	Meeting with Katherine Families Native Title Claim
	Meeting with Cancer Council re opening of new office in Katherine
	Meeting with Local Member Jo Hersey MLA
	Radio program Head Honcho with Adam Steer
	Attending funeral and providing eulogy for Larry Johns
	Katherine Times articles x 2
	Public Parliamentary Hearing re Project at Tindal
	Opening of the Katherine and Big Rivers Community and Sports Pavilion
	Meeting with Katherine Community Engagement and Support Reference Group (KCESRG)
	Food Ladder stakeholder meeting
	Screening of the ‘Barrumbi Kids’ movie at Katherine Cinema
	Launch of Strategic Plan to KTC staff
	Godinymayin 10 <sup>th</sup> anniversary celebration
	Community engagement market stall with Elected Members
	Remuneration Tribunal – confidential meeting with Council



**10 CORRESPONDENCE AND DOCUMENTS TO BE TABLED**

Nil

**11 PETITIONS**

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

Nil

**13 NOTICE OF MOTION**

Nil

## 14 REPORTS OF OFFICERS

### 14.1 MONTHLY REPORT OF THE MANAGER KATHERINE VISITOR INFORMATION CENTRE FOR THE MONTH OF AUGUST 2022

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168004

**AUTHOR** : SUZI BOWLES, VISITOR INFORMATION MANAGER

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

#### OFFICER RECOMMENDATION

That it be recommended to Council to:

1. Formally receive and note the Katherine Visitors Information Centre (KVIC) Report for the Month of August 2022.

#### PURPOSE OF REPORT

To provide ongoing updates and to present the monthly report for August 2022.

#### BACKGROUND

August sales were \$162,405.70, out of this total amount \$17,776.50 was made through 176 online bookings KVIC recorded 17,355 total number of visitors that came into the Visitors Information Centre.

As the weather warms up and as the season changes, noticeably there has been smaller numbers of visitors coming into the centre compared to July.

It is very unfortunate that the KVIC was also a target for unwanted vandalism and a potential break-in. The KVIC had smashed windows at the front door, which occurred on 15 August.

Nitmiluk Tours – Tamika provided a product update and end of season meeting with staff 17 August.

On 18 August, KVIC met with the Northern Land Council and discussed opportunities on how to assist visitors to gain permits more easily and possibly having the opportunity of having a touch screen in the KVIC where customers can obtain permits.

The Katherine Public Library held a Scavenger Hunt in August. Young readers were encouraged to visit locations with stickers for book week and the Katherine Visitor Information Centre was a chosen location.

A meeting was held on the 23 August, to discuss marketing opportunities and promotional ideas with the Northern Territory Government and Tourism Top End.

Parks Online booking system was fixed on 24 August for customers to book easily online instead of using a laptop computer.

An Activate Katherine meeting was held on 30 August with the Department of the Chief Minister to discuss opportunities with various local businesses. The creation of a new website and asking local business to add themselves to the Australian Tourism Data Warehouse (ATDW) to make it easier for them to become known to visitors.

The KVIC have received a lot of positive feedback to note, customers are returning to the centre to personally thank the staff for the information, advice and recommendation which made their experience in Katherine and the surrounding region more enjoyable.



Ingrid Stonhill

**CHIEF EXECUTIVE OFFICER**

## 14.2 ADVISORY COMMITTEE POLICY

FOLDER ID : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168373

AUTHOR : CASEY ANDERSON, ADMINISTRATION MANAGER

AUTHORISER : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

ATTACHMENT/S : 1. DRAFT ADVISORY COMMITTEE POLICY\_V1.PDF

### OFFICER RECOMMENDATION

That is be recommended to Council:

To approve the Advisory Committee Policy Version 1

### PURPOSE OF REPORT

To seek the Elected Members endorsement to approve the Advisory Committee Policy.

### BACKGROUND

As part of recent reviews of Council's governance policies, the Advisory Committee Policy was identified for development.

This new policy has been developed to ensure that consistent practice is followed for the establishment, operation, and administration of Council's Advisory Committees.

The new policy outlines:

- The **process for establishing** advisory committees
- **Advisory committee membership**
- **Member roles and responsibilities and level of authority**
- **Operation and administration** of the committees
- **Remuneration** – only external Audit and Risk Management Committees are remunerated, and
- Details about the **Audit and Risk Management Committee** as a special advisory committee.

KATHERINE  
TOWN COUNCIL

## COUNCIL POLICY

v1

## ADVISORY COMMITTEE POLICY

Type:	Council Policy
Owner:	Chief Executive Officer
Responsible Officer:	Director, Corporate Services
Approval Date:	Next Review: 1 September 2026
Records Number:	Council/CEO Decision: Council
Legislation Reference:	Section 82 of the <i>Local Government Act 2019</i>

**1** PURPOSE

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

The purpose of this policy is to ensure consistency across the formation and operation of Council Advisory Committees.

**2** SCOPE

This policy applies to all elected members, employees and community members who are appointed to or involved in Council's Advisory Committees established from time to time by resolution of Council.

**3** DEFINITIONS

**Advisory committee** means a group of suitably experienced people appointed to give considered advice, recommendations in connection with Council business, established by resolution in accordance with section 82 of the *Local Government Act 2019*.

**Committee member** means an individual or organisation represented by a delegated person who is appointed for the term of the Advisory Committee.

## 4 DETAILS

Council has adopted an Advisory Committee Policy to ensure that consistent practice is followed for the establishment, operation and administration of Advisory Committees.

Advisory Committees are appointed to provide regular advice and information to Council on specific subjects of interest to the community and Council. They promote the awareness of a specific topic within Council and the community, advise Council on current and emerging issues, provide a process for input into the planning and provision of services and facilities and a process for feedback from Council to the community.

### ESTABLISHMENT OF ADVISORY COMMITTEES

Council may appoint an Advisory Committee to address a specific topic or the strategic management of a facility for a maximum term that is equal to the current term of Council.

An Advisory Committee must be appointed in accordance with Section 82 of the *Local Government Act 2019* and:

- may only be appointed by Council resolution
- may include in its members persons who are not Councillors, and
- must have terms of reference, approved by council resolution, that set out its membership and functions.

Subject to any resolution to the contrary, if an Advisory Committee is appointed for a particular purpose or for a limited time, the Advisory Committee is abolished and appointment of members to the Advisory Committee is terminated upon the fulfilment of that purpose or the expiration of that time.

### ADVISORY COMMITTEE MEMBERSHIP

Committee members will be representative of the diversity of needs and issues relating to the specific topic of the Committee and will include Councillors and members of the community (both individual members and/or member organisations). Members may also include representatives from relevant State or Federal Government agencies, other Local Governments, professional or industry bodies or other parties as determined by Council.

Organisations, agency, professional or industry bodies represented on the Advisory Committee may nominate one (1) delegate from the organisation they are representing.

The Chairperson and Deputy Chairperson, of an Advisory Committee may be a Councillor or another member of the Advisory Committee as selected by the members' majority vote.

Each year on the twelve-month anniversary of the establishment of an Advisory Committee, Council may resolve to provide the opportunity to rotate the existing members (including Councillor/s) of that Advisory Committee with other Councillor/s and members.

The membership of an Advisory Committee will be as stated in the Advisory Committee Terms of Reference.

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

Committee members will be approved through a Council resolution at an Ordinary Meeting of Council.

The Committee may co-opt additional members on a temporary basis for specific matters.

### AUTHORITY

An Advisory Committee is a consultative Committee to Council that is designed to discuss key issues, engage with the community and make recommendations to Council as it pertains to the stated purpose of the Advisory Committee.

### ADVISORY COMMITTEE POLICY

An Advisory Committee and members of the Committee may provide input on a specific topic or the strategic management of a facility, but it does not hold decision making powers concerning the operations of Council, nor can it commit Council resources or be delegated any powers.

### MEMBER ROLES AND RESPONSIBILITIES

The following roles and responsibilities are conferred to each member of an Advisory Committee:

- all members are responsible for ensuring the Advisory Committee Terms of Reference and this Policy are adhered to, and
- all members of an Advisory Committee must ensure there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to Council.

A member of an Advisory Committee will not:

- improperly use information acquired as a member of the Advisory Committee to gain, directly or indirectly, a financial advantage for that person or someone else
- improperly use information acquired as a member of the Advisory Committee to damage Council's reputation
- release information that the member knows or should reasonably know is information that is confidential to Council
- release information that the member knows or should reasonably know is information that Council wishes to keep confidential
- make public or media comment on behalf of Council, unless the Member is authorised in accordance with Council's media policy.

### OPERATION AND ADMINISTRATION

The Director of the relevant Directorate, or nominee, will provide appropriate advice and administrative support to assist all Advisory Committees to meet their obligations. Meeting administration and protocols for an Advisory Committee will be in accordance with the requirements of the *Local Government Act 2019* and as stated in the Terms of Reference for the Advisory Committee.

The following key meeting protocols must be adhered to for each Advisory Committee meeting:

- a quorum for an Advisory Committee meeting shall be half the number of members of the Committee plus one
- the Chairperson will preside at an Advisory Committee meeting. However, if the Chairperson is absent or unavailable to preside, a member of the Advisory Committee chosen by the members present at the Advisory Committee meeting will preside
- a non-member may attend an Advisory Committee meeting as an observer only
- a member of an Advisory Committee (whether or not they are a Councillor) may vote on business before the Advisory Committee except Council employees, who are not allowed to Move, Second or Vote on recommendations, and
- recommendations of Advisory Committees will be by majority voting of members only.

An Advisory Committee must determine the dates, times and places for its meetings, however, must meet a minimum of four (4) times per year or as otherwise deemed necessary.

Minutes of each Advisory Committee meeting will be submitted to the next Ordinary Meeting of Council and will be publicly available unless Council has exempted the Advisory Committee to keep minutes of its proceedings in accordance with Council's Privacy Policy or Confidential Information Policy.

### ADVISORY COMMITTEE POLICY

If any committee member is absent for three (3) consecutive meetings without having obtained leave of absence from the Committee, the member's continued membership of that Committee will be referred to Council for determination.

#### REMUNERATION

External Advisory Committee Members do not receive any form of remuneration except the external independent members on the Audit and Risk Management Committee or as approved by Council resolution.

#### AUDIT AND RISK MANAGEMENT COMMITTEE

Council's Audit and Risk Management Committee is a special advisory committee established by Council under Part 5.3 of the *Local Government Act 2019*. The role of the Committee is to:

- monitor and review the integrity of Council's financial management
- to monitor and review internal controls
- to make recommendations to Council about financial management, audit and risk matters.

The members of the Audit and Risk Management Committee may consist of, or include persons who are not members of the council. However, the chairperson must not be an elected member of the Council or a member of the Council's staff.



**5 ASSOCIATED POLICIES/DOCUMENTS**

Privacy policy

Confidential Information policy

**6 REFERENCES AND RELATED LEGISLATION**

*Local Government Act 2019*

Revision History

Version	Approval date	Details of change	Responsible officer
1	XXXXX	Created	Director, Corporate Services

**ADVISORY COMMITTEE POLICY**

**14.3 REPORT OF REGULATORY SERVICES FOR THE MONTH OF AUGUST 2022**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168504

**AUTHOR** : KEN ORWELL, REGULATORY SERVICES MANAGER

**AUTHORISER** : CASEY ANDERSON, ACTING DIRECTOR OF COMMUNITY SERVICES

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

Regulatory Services operations for the month of August 2022.

**REGULATORY ANIMAL SUMMARY**

Council rangers continue to regulate and administer the Katherine Town Council's By-Laws.

Council rangers received 87 services requests and 73 of these requests were resolved for the month of August. 14 requests still require further actioning, this is due to resourcing further information and following up with the requestee.

The rangers have noticed a spike in the number of dogs that have been roaming school zones and various residential areas. The rangers continue to actively patrol these hotspots, to ensure these areas remain safe for school aged children who are trying to commute to and from school.

A dog that is roaming, is off its property and unattended. Roaming is not only dangerous for the dog, but it also puts the community's safety at risk. Letting your dog roam is not being a responsible owner and when owner's fail to have their dog under effective control fines will be issued. 8 infringements were issued to owners who failed to have their dog under effective control.

Up to 92 hours of dog patrolling was undertaken and the identified hotspots are as follows: Casuarina Street, Bernhard Street, Lucy Street, Power Crescent, Riverbank Drive, Pearce Street, Tindal Street, Rapide Street, Jaensch Road, Sandalwood Crescent, Maluka Road, Callistemon Street, Grevillia Street, Needham Terrace, Acacia Road, Miniata Court and Herbert Court.

The dog registration audit is still underway. Dog registration records show that in 2021/22 there were 855 dogs registered within the municipality and YTD Council has 654 active dog registrations.

Rangers will audit the 201 pending dog registrations, to determine if the owners have not yet re-registered their dog/s, or they have moved locality or the dog has passed away and requires to be de-listed from Councils database.

Further to note, rangers will also identify any other un-registered dogs that maybe new to the municipality and provide the owner the opportunity to register their dog before regulatory action is taken.

In August, 17 dogs were impounded and only 7 dogs were registered.

10 of these dogs were reunited back with their owners, 5 dogs were able to commence a rehoming trial and 2 dogs were unable to be rehomed and were euthanised.

Animal Management in Rural and Remote Indigenous Communities (AMRRIC) came to Katherine to deliver their animal management program in Kalano and Rockhole. AMRRIC works to mitigate geographic and socio-economic barriers and assist remote communities to access vital veterinary services and in partnership Council rangers assisted the veterinaries on both days.

The tally from program are as follows:

- 16 male and 6 female dogs desexed.
- 1 female cat desexed and hernia repair.
- 1 desexed female dog treated for multiple wounds from possible dog fight. Wounds sutured on the head and legs.
- 1 pup from Rockhole desexed when anaesthetised to receive treatment for dog fight wounds to the head.
- 3 female pups (too young to desex) were vaccinated with C3.
- 5 male cats were euthanized at owner's request.

Council rangers will endeavour to assist this great non-for-profit organisation by providing ranger support when and where required.

The rangers would also like to report that Sunny who was impounded in August, has found his forever home. Sunny is now undertaking a life of service at the Sunshine House Respite Care. We are very thankful that the Sunshine House has embraced Sunny and now he has life to live.



### **REGULATORY PARKING SUMMARY**

Parking control and offences are still being monitored; rangers undertook 175 hours of active parking patrols. 13 fines were issued for offences mostly relating to parking in a disabled carpark without a permit and unwilfully parking in loading zones. Rangers will continue to move-on vehicles to the appropriate designated parking areas.

### **REGULATORY UNKEMPT LAND SUMMARY**

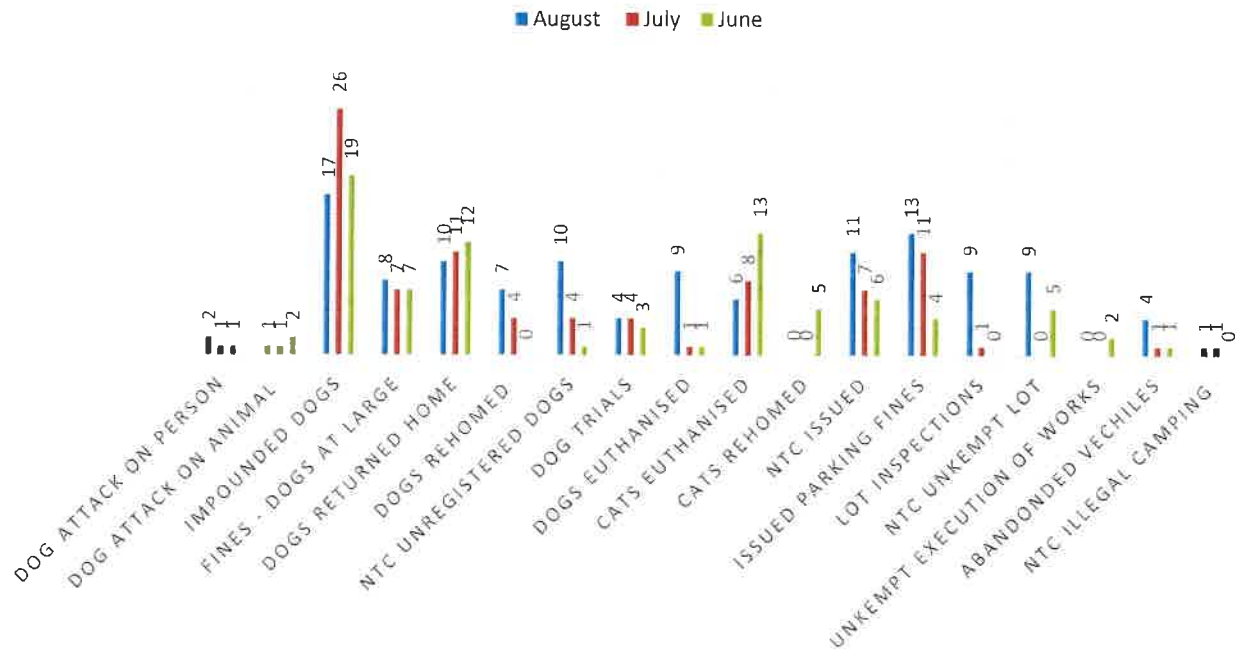
As the season changes and residents start to prepare for the upcoming wet season, vegetation control within a vacant or occupied allotments must be rectified before the season commences.

Rangers inspected 9 unkempt allotments. Letters to comply were sent to the landowners, advising them that their unkempt land requires their immediate attention.

Landowners that have previously received letters to comply, will be issued with a final letter in September, instructing the landowner, that if they do not take action and rectify the unkempt land within the timeframes; Council will be undertaking the execution of works.

**REGULATORY QUARTERLY SUMMARY**

**REGULATORY SERVICES**



**14.4 CBD SQUARE LEASING OPPORTUNITY EXPRESSION OF INTEREST (EOI)**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168672

**AUTHOR** : CASEY ANDERSON, ACTING DIRECTOR OF COMMUNITY SERVICES

**AUTHORISER** : CASEY ANDERSON, ACTING DIRECTOR OF COMMUNITY SERVICES

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

1. To authorise the Chief Executive Officer (CEO) to commence the public Expression of Interest (EOI) process for the CBD Café/Kiosk.

**PURPOSE OF REPORT**

To receive the Elected Members endorsement to authorise the CEO to commence the Expression of Interest (EOI) process for the CBD Town Square Café/Kiosk.

**BACKGROUND**

In 2017, Katherine was successful in obtaining funding from the Northern Territory Government to revitalise the Katherine Central Business District. Through extensive planning and consultation, the finalised CBD Town Square was developed.

In 2020 Council released an EOI for the CBD Café/Kiosk leasing opportunity. Council received five (5) EOIs and Council entered negotiations with several vendors. However, failed to reach an agreement.

In July 2021, the CBD Café/Kiosk was still vacant. Gillian Russell approached Council and expressed interest in operating the Café/Kiosk. Gillian has been operating "The Meeting Place" ever since.

Unfortunately, Gillian is concluding her tenure. Gillian has advised that her operational model has worked extremely well. Popular items include, the juice bar, scones, donuts, salads and additionally a bread option would be in favour.

Gillian also altered the operating times to cater to the tourism peak season and school hours. The Meeting Place is also opened on Friday nights 5pm – 9pm, operating as a licenced venue.

**LEASING OPPORTUNITY**

Included in the CBD Town Square is a mobile/kiosk which serves the integral purpose of activating this space. An opportunity for an external party to operate the venue on a one (1) year + one (1) year lease.

Council continues with to support the key objectives as identified below:

1. To enhance the precinct as a friendly, safe, and inviting space

2. To maximise the economic, social, and cultural benefits to the precinct and wider community
3. To deliver a leasing a model that enables commercial viability for the tenant and a new positive position for the Council
4. To transfer café/kiosk maintenance, compliance, and replacements responsibilities/liabilities to the operator/tenant.

### **PROCESS**

As per Council's Leasing Policy, and subject to final approval by Council, the leasing opportunity will be released by a public process, for a period of four (4) weeks. The EOI will conclude at 2pm, Monday 31 October 2022.

Council will review and assess each EOI response in accordance with the following process:

**Step 1:** Initial review of each EOI response to confirm that all required components of the submission are present and, in a form, capable of evaluations.

**Step 2:** (for each EOI response which is confirmed as including all required components in a form capable of evaluation) Detail assessment and review of specific content of the EOI responses against each of the evaluation criteria in order to the EOI responses. (Note: Council may seek any necessary clarification of any elements of a respondents EOI in order to complete the detailed evaluation)

**Step 3:** Council to enter in direct negotiations with the preferred respondent, confirming lease provision including term and rent payable.

**Step 4:** Confirmation of lease award by Council Resolution.

**14.5 MONTHLY FINANCIAL REPORT FOR THE MONTH OF AUGUST 2022**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168790

**AUTHOR** : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. CO 2022-09-27 REPORT - MONTHLY FINANCIAL REPORT FOR THE MONTH OF AUGUST 2022 (2) (1).PDF

**OFFICER RECOMMENDATION**

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

1. Endorse the Financial Report for the month of August 2022.

**PURPOSE OF REPORT**

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

**BACKGROUND**

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

**KEY MESSAGES**

- Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.
- Year-to-Date income is 0.85% below budget mainly due to the timing of Operating Grants and Subsidies receipts.
- Elected Members Allowances are 59.2% below budget due to timing of the payments which were made in September 2022.
- Employee Costs are below budget by 21.09% due to some current vacancies. Materials/Services are below budget by 30.53% due to timing of spending.
- Monthly creditor payments have been made to all known suppliers as part of Council's weekly supplier payment run.
- 73.1% of our Infringements are outstanding longer than 90 days with 94.8% of these being outstanding longer than 1 year to less than 3 years.
- 5.48% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.

- Capital expenditures are 33.4% below budget due to timing of commencement of projects and renewals scheduled for the year.
- We expect to receive \$9.7M in rates payment this financial year.
  
- 10.19% of our outstanding rate balance reflects rates outstanding for prior financial years (2021/2022 FY and prior).
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.
- This August report does not include monthly balance sheet and cash flow as the finalisation of our EOFY and accounting system migration to a new data file (including 01 July 2022 opening balances) is currently underway.

**CERTIFICATION BY CHIEF EXECUTIVE OFFICER**

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

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

Ingrid Stonhill

**CHIEF EXECUTIVE OFFICER**



**0.0 MONTHLY FINANCIAL REPORT FOR THE MONTH OF AUGUST 2022**

<b>FOLDER ID</b>	<b>:</b>	<b>\COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168790</b>
<b>AUTHOR</b>	<b>:</b>	<b>AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES</b>
<b>AUTHORISER</b>	<b>:</b>	<b>INGRID STONHILL, CHIEF EXECUTIVE OFFICER</b>
<b>ATTACHMENT/S</b>	<b>:</b>	<b>1. ATTACHMENTS - MONTHLY FINANCIAL REPORT AUGUST 2022.PDF</b>

**OFFICER RECOMMENDATION**

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

1. Endorse the Financial Report for the month of August 2022.

**PURPOSE OF REPORT**

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

**BACKGROUND**

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

**KEY MESSAGES**

- Internal Restricted Assets will be reviewed in conjunction with the Draft Restricted Assets Policy once approved by Council.
- Year-to-Date income is 0.85% below budget mainly due to the timing of Operating Grants and Subsidies receipts.
- Elected Members Allowances are 59.2% below budget due to timing of the payments which were made in September 2022.
- Employee Costs are below budget by 21.09% due to some current vacancies. Materials/Services are below budget by 30.53% due to timing of spending.
- Monthly creditor payments have been made to all known suppliers as part of Council's weekly supplier payment run.
- 73.1% of our Infringements are outstanding longer than 90 days with 94.8% of these being outstanding longer than 1 year to less than 3 years.
- 5.48% of our Debtors (excluding rates and infringements) are outstanding for longer than 90 days.

- Capital expenditures are 33.4% below budget due to timing of commencement of projects and renewals scheduled for the year.
- We expect to receive \$9.7M in rates payment this financial year.
  
- 10.19% of our outstanding rate balance reflects rates outstanding for prior financial years (2021/2022 FY and prior).
- As part of the new Local Government (General) Regulations 2021, information about the age of debts by Council and tax responsibilities are included in this Report, as well as information about Councillors expenses and the CEO certification.
- This August report does not include monthly balance sheet and cash flow as the finalisation of our EOFY and accounting system migration to a new data file (including 01 July 2022 opening balances) is currently underway.

#### **CERTIFICATION BY CHIEF EXECUTIVE OFFICER**

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

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

Ingrid Stonhill

**CHIEF EXECUTIVE OFFICER**

**14.6 KATHERINE WASTE MANAGEMENT FACILITY - PROPOSAL TO AMEND OPERATING HOURS**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168802

**AUTHOR** : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

**AUTHORISER** : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

1. That Council receive and note the report and endorse the proposed changes to opening hours of the Katherine Waste Management Facility to be from:
  - (a) Monday – Thursday 7:30am – 4:00pm
  - (b) Friday 7:30am – 2:30pm
  - (c) Saturday – Sunday 8:00am – 2:00pm

**PURPOSE OF REPORT**

This report is to request that Council endorses the proposed changes to the Katherine Waste Management Facility operating hours.

**COMMUNITY PLAN/STRATEGIC PLAN****Growth and Sustainability****1. INFRASTRUCTURE**

Our goal is to identify the need for upgrading existing infrastructure and potential new infrastructure and anticipate opportunities through development of long-term plans.

**Environmental Sustainability****1. WASTE MANAGEMENT**

Our goal is to implement waste management actions to benefit our community and environment.

## **BACKGROUND**

The Katherine Waste Management Facility is located along the Victoria Highway, opposite to the Rail Terminal, approximately seven kilometres from the Katherine CBD.

It currently operates seven days a week, only closing on Christmas Day and Good Friday. It is currently open 10 hours / day, Monday to Friday and 8 hours / day on weekends. (see table below). It has a current staffing commitment of 3.74 EFT's.

	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Sunday</i>	<b>Total</b>
Current Hours	7:30am – 5:30pm	7:30am – 5:30pm	7:30am – 5:30pm	7:30am – 5:30pm	7:30am – 5:30pm	8:00am – 4:00pm	8:00am – 4:00pm	<b>66 hours</b>
Proposed Hours	7:30am - 4:00pm	7:30am - 4:00pm	7:30am - 4:00pm	7:30am - 4:00pm	7:30am - 2:30pm	8:00am – 2:00pm	8:00am – 2:00pm	<b>53 hours</b>
Tip Shop Hours						9:30 am – 1:30 pm	9:30 am – 1:30 pm	<b>8 hours</b>

## **DISCUSSION**

Recent changes to staffing arrangements and the imminent opening of the new 'Tip Shop' resource recovery initiative, together with a review of the current service levels provided at the Waste Management Facility has led to a proposed amendment of the public opening hours.

These proposed changes will give additional flexibility, within the current staffing EFT number, to operate the new Tip Shop for four hours on each day of the weekend.

Currently each weighbridge operator works every weekend on either a Saturday or a Sunday. The new roster and hours, together with further training, will allow this function to be shared around amongst all staff, whilst allowing staff to have a weekend off for recreation or travel.

For comparison Alice Springs Waste Management Facility is open 56 hours / week. Barkly Regional Council's Waste Management Facility is open 53 hours / week.

## **POLICY IMPLICATIONS**

The opening of a new Tip Shop is in line with Council's adopted Waste Management Strategy 2021 – 2026.

## **BUDGET AND RESOURCE IMPLICATIONS**

There will be net zero change to the budget. These amendments to the opening hours, allow increased flexibility with staff rosters, whilst offering an additional service to residents in the form of a Tip Shop.

**RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Nil

**ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Council operates the Waste Management Facility under an Environmental Protection Licence issued by the NT EPA. The licence imposes obligations upon Council to operate a municipal waste disposal site in accordance with the licence conditions.

**COUNCIL OFFICER CONFLICT OF INTEREST**

Nil to declare.

**14.7 KATHERINE TOWN COUNCIL, FEES AND CHARGES 2022-23**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168817

**AUTHOR** : CASEY ANDERSON, ACTING DIRECTOR OF COMMUNITY SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

1. To seek Elected Members endorsement for the proposed amendments to the Fees and Charges 2022/23

**BACKGROUND**

Council adopted the current fees and charges 2022/23 in June 2022. The current fees and charges have an overall 6% consumer price index (CPI) applied across the fees and charges, excluding the legislative fixed penalty rates.

Council engaged Mead Perry Group to conduct a review of Council's fees and charges, with the objective to ensure that there is a linkage between the cost of providing the service and the charges being applied to users of that service. The specific areas of the review, included the functions and training rooms, show and sports grounds and the Lindsay Street precinct.

**PROPOSED AMENDMENTS**

When considering the methodology, the following items need to be considered each year to ensure consistency from the initial intent.

1. Determining the relevant cost of servicing the facilities
2. The income from commercial agreements may in the future need to be considered in the overall income, however, as a starting point, the non-commercial charges is a percentage of the current expenditure.
3. Outdoor facilities should be calculated on the costs per 365 days of the year.

The methodology is also based on:

- Outdoor sporting facilities calculated on the cost per 365 days of the year. Council facilities are available for all, excluding during relevant recreation activity periods that the facility may not be available.
- Function and training rooms calculated on the costs per 240 days of the year, reflecting that most hires are during the week.
- Changes in the definitions of users to commercial and non-commercial.
- Gradually implement the hire rates over the course of three (3) years. At the three (3) year mark, Council will have the relevant cost implemented for the servicing of those facilities.

The proposed changes are as follows:

- Function and training rooms no longer have a half day hire rate, as costs associated with the set up and cleaning, are the same for a half or full day hire.
- Seasonal hire of the sporting facilities will be based on the day rate calculation. Council's Leasing Policy 14 September 2022, which has a matrix to determine the level of subsidy that Council would apply for each user group. In summary, currently four (4) sporting groups would increase by \$900 or more pa in the first year, while one (1) sport and three (3) clubs would have increases of less than \$200 pa. Competition days will be charged as a full day and training days will be charged at 50% of the full day hire rate.

**Fees and Charges for the Training/Meeting Spaces/CBD Town Square:**

- Non-Commercial full day \$160.00
- Commercial full day \$420.00

**Fees and Charges for the Showgrounds:**

- Non-Commercial full day \$190.00
- Commercial full day \$550.00

**Fees and Charges for the Sportsground:**

- Non-Commercial full day \$160.00
- No Commercial full day \$500.00
- Power and water charges are included into the daily hire fee, noting that oval lighting has a token system at the sportsgrounds and a metered system at the showgrounds. However, at Council's discretion, some hirers will be charged an additional power and water based on the hires purpose and the usage of the facility.
- The current deposit system is removed. However, if in Council's opinion there is a possibility of higher risk of damage to a Council facility, Council reserves the right to require/apply a facility deposit.
- Establish the CBD Town Square as a separate facility for hire, charges are in line with the training, meeting spaces and Lindsay Street complex.
- An Exclusive Rights to Burial (ERB) – This is a grant to reserve a burial plot within the Katherine Cemetery. The current charge is \$10.10 per grant. The reserved plot will remain vacant under the provisions of the ERB, and Council will honour the ERB for fifty (50) years or until such time the grant has been exercised. Other Council's charge up-to \$100 for a ERB and have other various extensive associated charges. Such as, if the ERB has not been exercised within three (3) months, the grantee can extend the ERB for a further six (6) months. Extending the grant, can ranging from \$200. It is proposed that Council increase the charge to \$100 per ERB, this will cover the administration and service fees, record keeping expenses and Council will still honour the life of the grant for fifty (50) years.

**DISCUSSION**

The current document is very out-dated, it currently has forty (40) pages, no table of contents and can be difficult to navigate.

Council officers will work on the re-design and condense the document to a mid-range of thirty (30) pages. The design will uniform and reflect Council's most recent publications, such as the Municipal Plan and Katherine's Strategic Plan.





**14.8 INFRASTRUCTURE AND ENVIRONMENT REPORT FOR THE MONTH OF AUGUST 2022**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168819

**AUTHOR** : BRENDAN PEARCE, DIRECTOR INFRASTRUCTURE AND ENVIRONMENT

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. OPERATIONS SERVICE REPORT - AUGUST 2022.PDF

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**OFFICER RECOMMENDATION**

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

**PURPOSE OF REPORT**

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

**BACKGROUND**

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

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

Brendan Pearce

Director Infrastructure and Environment



# INFRASTRUCTURE AND ENVIRONMENT OPERATIONAL SERVICES

## ENVIRONMENT

Parks,  
Gardens and  
Reserves

Water Usage  
and Irrigation

Litter and  
Vandalism

Waste  
Management

Air and Water  
Quality  
Monitoring

Solar Energy

## INFRASTRUCTURE

Signage

Katherine  
Aquatic  
Centre

Road, Paths  
and  
Associated  
Infrastructure

Stormwater

Outdoor  
Lighting

# ENVIRONMENT



KATHERINE  
TOWN COUNCIL

## PARKS, GARDENS and RESERVES

### GROUNDS MAINTENANCE

Staff carried out cleaning, mowing and other routine maintenance throughout the town, including:

- Pressure cleaning park picnic facilities and public areas such as the taxi rank on Warburton Street, Town Square and Visitor Information Centre surrounds
- Preparing Cenotaph park area, removing graffiti and replacing flag ropes for Veteran's Day commemorations
- Trimming vegetation, fertilising and controlling weeds as scheduled



### KATHERINE MEMORIAL CEMETERY

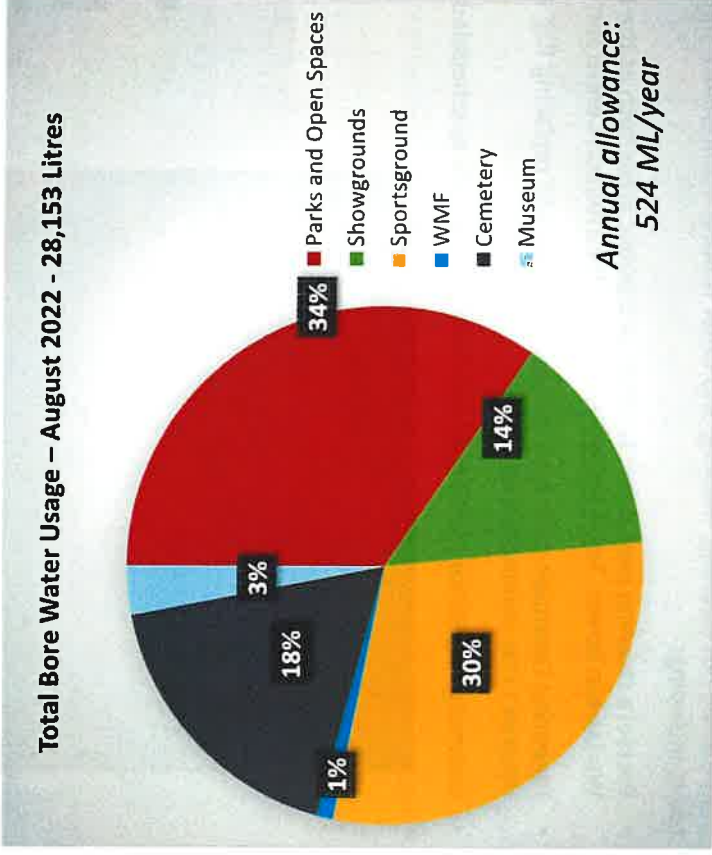
Five (5) burials were conducted.  
Staff pressure cleaned the rotunda and carried out follow up maintenance on plots and other routine tasks

# ENVIRONMENT



KATHERINE  
TOWN COUNCIL

## WATER USAGE and IRRIGATION



- Irrigation repairs and routine maintenance was undertaken by staff and contractors for the Showgrounds, Sportsgrounds, Parks and Gardens.
- Monthly bore readings were submitted in accordance to the Licence provisions.



IRRIGATING SPORTING FIELDS

# ENVIRONMENT



## LITTER and VANDALISM

KATHERINE  
TOWN COUNCIL

\$14,028.97

Expenses YTD on Graffiti removal and repair of vandalism

80hrs/week

Average work hours spent by staff to remove litter and minor graffiti



# ENVIRONMENT



## WASTE MANAGEMENT

### INTRODUCTION OF RECYCLING AND COMPOSTING AT THE CIVIC CENTRE

- Council has initiated recycling within the Civic Centre
- Individual desk bins have been removed
- Staff are now using bin stations for different waste types
- 660L of recyclables has now been collected and sent for re-processing



Food waste and organic matter are being composted.

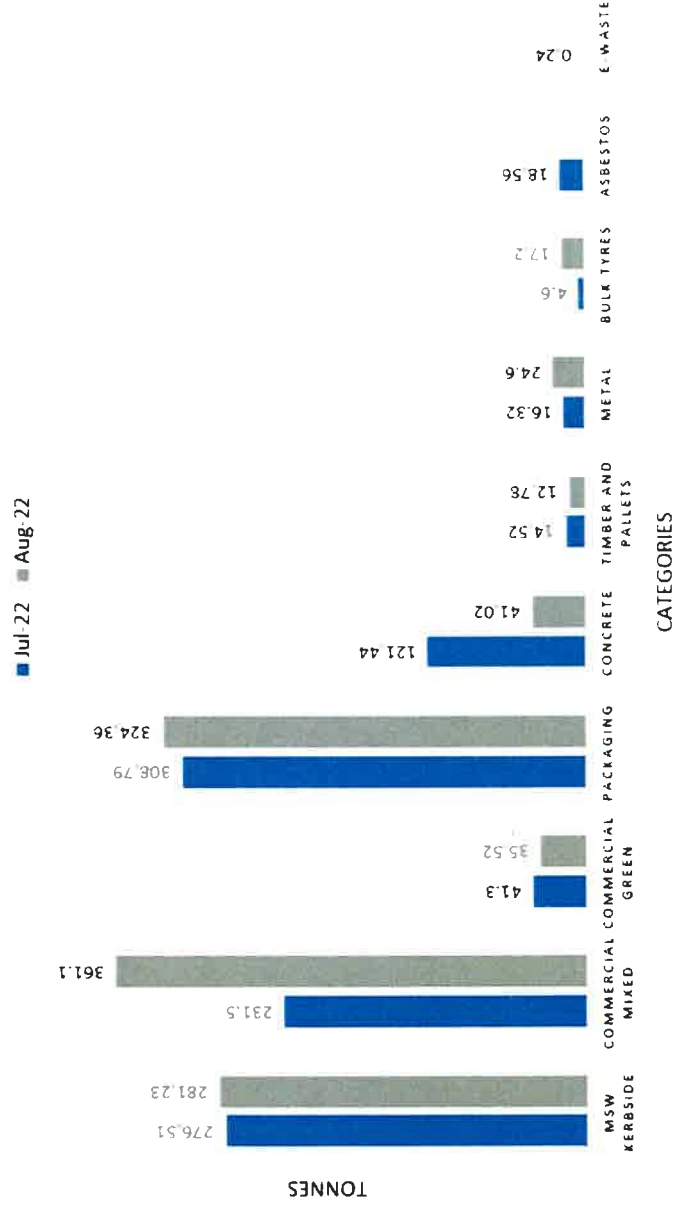
# ENVIRONMENT



KATHERINE  
TOWN COUNCIL

## WASTE MANAGEMENT

### WASTE RECEIVED AT WMF - YTD 2022-23



Domestic Waste	Number of trips
Mixed	1153
Green	244

Others	Number of items
Tyres	56
Animals	45
White Goods	51
Gas Bottles	3



Recycling	Tonnage
Batteries	1.72

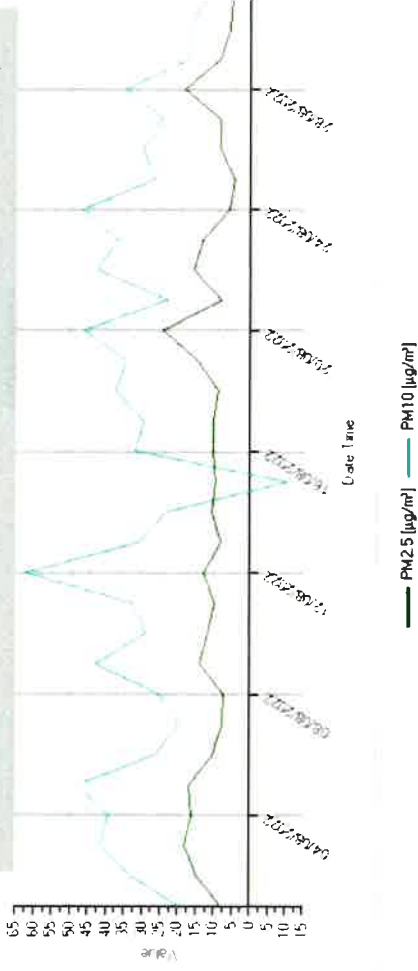
# ENVIRONMENT



KATHERINE  
TOWN COUNCIL

## AIR and WATER QUALITY MONITORING

AIR QUALITY STATION REPORT – KATHERINE SPORTSGROUND – AUGUST 2022



- The air quality was rated as fair on 12 August and good for remaining days of the month.
- Aquatic Centre: Quarterly microbiological testing has been carried out and the water complies with Department of Health, Public Health Guidelines for Aquatic Facilities.
- Monthly water quality sampling of ground and surface water at Waste Management Facility was completed in accordance with the NT EPA Licence.
- Additional staff are currently being trained to do water sampling.

AIR QUALITY CATEGORY DEFINITION		
Pollutant	PM <sub>10</sub> (µg/m <sup>3</sup> )	PM <sub>2.5</sub> (µg/m <sup>3</sup> )
Average time	1 hour	1 hour
GOOD	Less than 50	Less than 25
FAIR	50 – 100	25 - 50
POOR	100 – 200	50 – 100
VERY POOR	200 – 600	100 - 300
EXTREMELY POOR	>600	> 300

STAFF TRAINING FOR GROUND WATER QUALITY SAMPLING AT WASTE MANAGEMENT FACILITY





# ENVIRONMENT



KATHERINE  
TOWN COUNCIL

## MONTHLY SOLAR ENERGY PRODUCTION

August 2022	Katherine Visitor Information Centre	Civic Centre
Energy Produced (MWh)	2.9	5.2
Energy Consumed (MWh)	5.79	8.1
Exported to Grid (MWh)	0.09	1.8
Imported from Grid (MWh)	2.82	4.7
Equivalent to Number of Trees Planted	52	94

Solar panels on Council buildings produced an average of 261KWh of energy per day.



The environmental benefit is equivalent to planting 146 trees for this month.

# INFRASTRUCTURE



KATHERINE  
TOWN COUNCIL

## SIGNAGE



## SPORTSGROUND FACILITIES MAPS – READY FOR INSTALLATION

# INFRASTRUCTURE



## RECREATION AND EVENT FACILITIES

### KATHERINE AQUATIC CENTRE

#### Staff Training

- Two Staff have been trained as Swim and Water Safety teachers and three swim teachers have been signed off in August.
- Four new lifeguards have been trained and in the middle of the onboarding process.

#### Swimming Programs

- 27 children completed 8 safe water skills and swimming sessions. The collaboration between Mataranka Primary and the Katherine Aquatic Centre can only be described as a great success. We observed children go from resisting putting their heads in the water to freestyling with joy by the end.
- Feedback from teachers and the principal has been very positive. We will send out an evaluation with the children's Go Swim certificates.
- Learn to Swim will start in September

#### School swimming

St Josephs school is scheduled for the 12 September to 22 September for Swimming lessons and then a Swimming Carnival on the last day.

#### Equipment

- Sporting equipment has been purchased as a result of the securing funding from the Katherine Holiday Program.
- As well as using the equipment to engage young people and children during the holidays. The equipment can be used on weekends for patrons.



### Katherine Aquatic Centre



# INFRASTRUCTURE

## ROADS, PATHS AND ASSOCIATED INFRASTRUCTURE

Staff and contractors carried out scheduled repairs and routine maintenance for path and cycleways. Routine replacement of damaged and missing street signs was carried out.



Cleaning and maintaining footpaths



Refurbished tactile footpath at Hot Springs



Signage replacements



# INFRASTRUCTURE



KATHERINE  
LOCAL COUNCIL

## ROADS, FOOTPATHS, STORMWATER AND ASSOCIATED INFRASTRUCTURE



Council commenced scheduled linemarking program with works carried out at Maluka Road, Grevillea Road and Casuarina Street including streets linked to Casuarina Street.

Staff carried out routine pothole repairs.

Contractors completed monthly street sweeping program.



Staff continued with drain clearing works and side entry pit repairs.



# INFRASTRUCTURE



KATHERINE  
TOWN COUNCIL

## LIGHTING and OTHER INFRASTRUCTURE ACTIVITIES

### OUTDOOR LIGHTING

- 6 requests received from residents regarding streetlights faults were attended.
- Electrical contractor has been engaged to repair lights at Oval 1, Sportsground.

### CCTV AND SECURITY LIGHTING

- CCTV has been installed at Aquatic Centre
- Further security system upgrades will be installed in Council facilities with the next roll-out at the Visitor Information Centre and Civic Centre

### PLANNING APPLICATIONS

- Council considered five (5) planning applications during the month of August.

### STAKEHOLDER LIAISON

- Staff continue to engage with other agencies and stakeholders for infrastructure related matters



Site Meeting with Department of Infrastructure and Logistics, Contractors and Council's Director Infrastructure and Environment

**14.9 REPORT OF CORPORATE SERVICES FOR THE MONTH OF AUGUST 2022**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168821

**AUTHOR** : AVTAR SINGH, DIRECTOR OF CORPORATE SERVICES

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

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

**PURPOSE OF REPORT**

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

**COMMENTS/BACKGROUND**

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

**Administration Services**

Following is some of the key highlights for August:

- **Rates Debtor Update** – In the month of August, a total amount of \$16,833.72 of rates debt was recovered, these payments were made by ratepayers that are currently under legal action. When Council commenced legal action in 2020/21 the rates debt was approximately \$1.2M, out of this \$359,076.93 is still yet to be recovered from the 2020/21 rates debt. Step two (2) of legal action has commenced and Council will be following up on those ratepayers that have defaulted on their committed payment arrangements and those that have disregarded the rates legal correspondence.
- **Leasing Opportunity** – The Meeting Place will soon go for public tender. The current tenant will be concluding their tenure at the end of the year. The tenant has demonstrated that Meeting Place is a vibrant and viable business to undertake, and both Council and the tenant wish to keep this space occupied and activated as quickly as possible. Based on the Elected Members endorsement, the Expression of Interest will run for four (4) weeks and conclude Monday 31 October 2022.
- **Service Requests** – Council received 166 service requests for the month of August. 121 requests were completed in accordance with the customer service charter, 32 were completed late and 13 requests remain outstanding. 52.4% of the service requests were

tasked and undertaken by the regulatory services department. Whilst 44.9 % were tasked to the infrastructure and environment department and the remainder 2.7% were miscellaneous requests. Overall, 36 service requests were submitted by snap send solve, mostly relating to pavement, general park requests, rubbish and bins. Majority of these service requests were concentrated within the CBD area. Council continues to encourage community members to use snap send solve as their method to report issues and service requests to the Council.

### Financial Services

Finance team has been preparing for the departure of 2 staff members going on maternity leave and the handover process. We are also in the process of recruiting for the vacant Finance Manager position. The team is working with BDO (external accountants) for the preparation of Draft Financial Statements 30 June 2022 which will be handed over to the Auditors along with the supporting reconciliations, schedules, and reports. Once the Audit is complete, the final audited closing balances as of 30 June 2022 will be transferred to the new Xero (accounting system) data file.

Ingrid Stonhill

**CHIEF EXECUTIVE OFFICER**



**14.10 REPORT FOR THE FOOD VAN COLLECTIVE - ACTIVATE KATHERINE PROJECT**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168861

**AUTHOR** : SINEAD TE WAKE, EVENTS COORDINATOR

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

1. That the Elected Members accept the report from the Event Coordinator regarding the Food Van Collective Review for the period 28 July to 4 September 2022

**PURPOSE OF REPORT**

To inform the Elected Members of data and feedback collected from the Food Van Collective trial held in conjunction with the Department of Chief Minister and Cabinet.

**BACKGROUND**

- Northern Territory Government Funded the Food Van Collective through the Activate Katherine Project
  - Activate Katherine is a group of local community organisations who are passionate about Katherine and work collaboratively to improve public spaces and create new events and attractions for the town.
- The Food Van Collective was an idea brought to life for a range of reasons;
  - Nothing happening in town on a Thursday and Sunday afternoon.
  - Shortage of food options, long wait times, no staff impacting restaurants operation hours.
  - Space Activation: The carpark next to the cinema was 'ugly' and not being used for anything other than a car park during surround businesses operation hours (8am-4.30pm, Monday – Friday).
  - To support local food vans in hopes they continue to operate in Katherine and more may be inspired to start their own van.
- The Food Van Collective was a six (6) week trial. Commencing 28<sup>th</sup> July 2022 through to 4<sup>th</sup> September 2022, running every Thursday and Sunday over the six (6) week period.
- There were four (4) food vendors on Thursday nights and three (3) on Sundays.

**Data Collected**

A total of **2591** meals (not including sides/entrées) were sold over the trial period.

Thursdays were much more popular than Sundays. (1798 meals sold in total on Thursday nights

and 748 meals sold in total on Sunday nights)

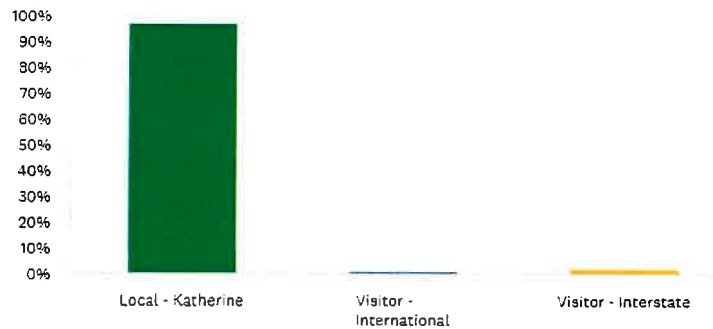
Breakdown by vendor:

<b>Food Vendor:</b>	<b>Meals Sold (not including Entrées)</b>
Bondi & Burke	768
Mr Tom's Pizza	722
Bawang	696
Red Cross	405

Community Feedback (collected from survey conducted through Survey Monkey):

Where are you from?

Answered: 95 Skipped: 0



ANSWER CHOICES	RESPONSES	
Local - Katherine	96.84%	92
Visitor - International	1.05%	1
Visitor - Interstate	2.11%	2
<b>TOTAL</b>		<b>95</b>

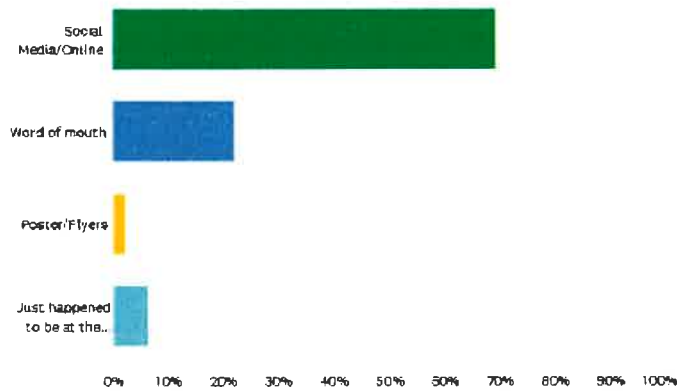
**Q2 What did you like about the Food Van Collective?**

together brings community together place live music choices making people gather  
 location idea space something Variety community great vibe  
 food feel atmosphere businesses good options  
 food vans Katherine Different activation new Something different Katherine  
 food options family

Food Van Collective - Community Feedback

Q7 How did you hear about the Food Van Collective?

Answered: 95 Skipped: 0

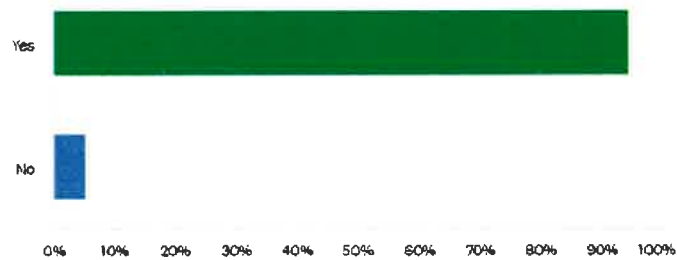


ANSWER CHOICES	RESPONSES	
Social Media/Online	69 47%	66
Word of mouth	22 11%	21
Poster/Flyers	2 11%	2
Just happened to be at the location	6 32%	6
<b>TOTAL</b>		<b>95</b>

Food Van Collective - Community Feedback

Q6 Would you like to see the Food Van Collective continue past the trial period?

Answered: 95 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	94.74%	90
No	5.26%	5
<b>TOTAL</b>		<b>95</b>



**14.11 REPORT OF LIBRARY OPERATIONS FOR THE MONTH OF AUGUST 2022**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168865

**AUTHOR** : COLLEEN MCTAGGART, LIBRARY SERVICES MANAGER

**AUTHORISER** : CASEY ANDERSON, ACTING DIRECTOR OF COMMUNITY SERVICES

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

1. That the Elected Members accept, receive, and note the Report of Library Operations for the Month of August 2022

**PURPOSE OF REPORT**

To present to the Elected Members the Report of Library Operations for the Month of August 2022

**BACKGROUND****LITERACY & LIFELONG LEARNING**

- **Book Warriors Scavenger Hunt:** Our book warriors took part in a scavenger hunt as one of the group activities planned for the year. Despite the large number of participants in the group there were only a small number that were available to take part in the hunt. As a result of this Kellie opened the event to all Katherine families of which saw 19 children plus their families participate.

The children and a responsible adult were asked to meet at the library on a Saturday morning of which they were supplied with a list of clues. They had to follow the clues to local businesses, seek out the hidden image at the business and have a photo reading a book at this business. The message behind this activity was "Reading is Portable" and was a way to celebrate theme for Children's Book Week – "Dreaming with Eyes Open".

The public was asked to vote for their favourite book warrior image via our social media page, we received a huge response from the community as to the positive nature of the event and how we recognised the local businesses and spaces within the CBD.



The winning image as chosen by the public.

- **Book Week** – Storytime for Book Week saw many children and parents attend with singing, dancing and an art activity based on a picture book. The children completed an art activity which is now displayed as a gallery exhibition in the library.

We were also pleased to welcome a class from Kintore Street School for this Storytime.



- **Science Week** – Kellie was invited by Katherine South Primary School to hold a stall at their Science Fair. In collaboration with Inspired NT & CDU Kellie handed out 100 Glow in the Dark science kits to students and families. The stall held a selection of science-based books we hold in the library and a competition was run to guess the combined number of Lego pieces. The stall was well received, with Kellie returning to the school on the Friday to present a science book pack and Lego to the student winner of the competition.

Kellie used this stall to promote the library and the scavenger hunt, as a result there were visitors into the library on the following Saturday that had not been in before.



- Kintore Street School – The library continues to welcome students from Kintore Street school every week. The students and teachers read books, play big games and borrow. Our collaboration with Kintore Street has grown exponentially this year and we are pleased to continue a close relationship with the students and school.

#### **INFORMED & CONNECTED CITIZENS**

- **Staffing:** Suzi Gately, new Assistant Director and Hayley Arkinstall new Library Sector Services Coordinator from Library & Archives NT visited Katherine this month. I spent several hours with the ladies going over their new role, what's happening in libraries and talking about various operational procedures affecting our library. This direct contact is invaluable to my team as we can receive face to face assistance with operational matters, it is always beneficial for all staff to talk through the library management system and how to improve library procedures.

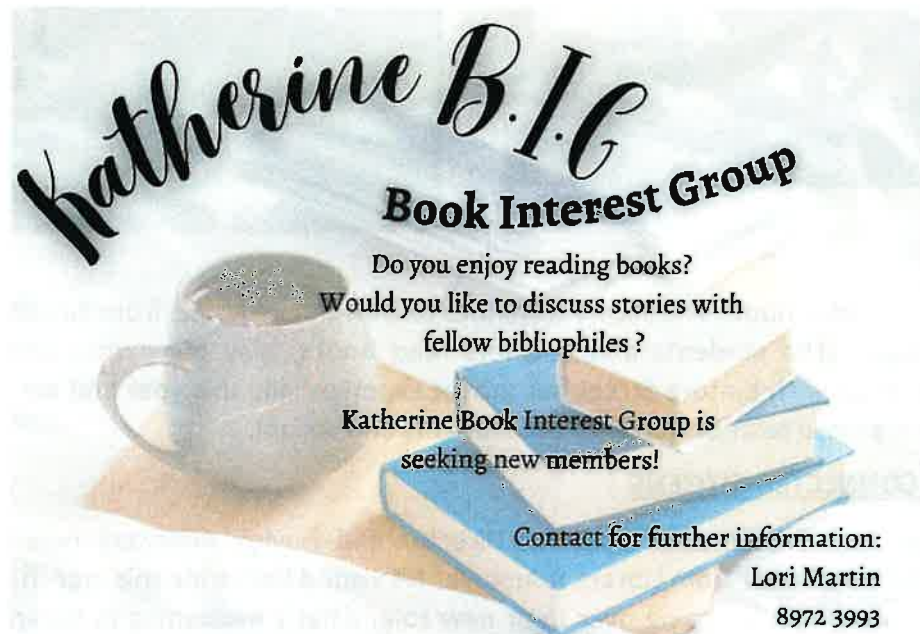
#### **DIGITAL INCLUSION**

- The NBN program continued with the first lesson “What is the Cloud”. The session saw 10 senior participants learn about the cloud and how they can use it. Some of the conversation digressed to internet providers, however the overwhelming response from the group was they were pleased they had Hayley from NBN to speak to directly and learn from. The next session is to be held on September 29<sup>th</sup> “Smart Devices”.



## PERSONAL DEVELOPMENT & WELLBEING

- Book Interest Group (BIG) – Several months ago library staff were approached by patrons asking if we ran a book club. Whilst we didn't, expression of interest was sought on social media. The group met initially at the library with Kellie facilitating the first session, after some delays the group has begun to meet at the library and other local places every month.

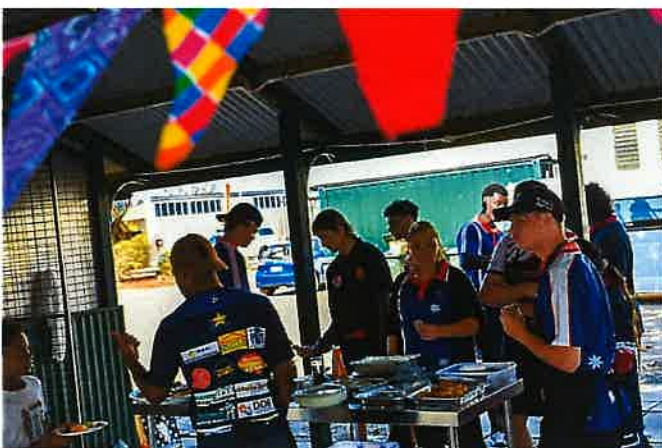


## STRONGER & MORE CREATIVE COMMUNITIES

- **Seniors Month** – Stories and games of Yesteryear, the library held a successful community event to celebrate Seniors Month. This event was programmed as a way of connecting the generations in the Katherine Community. Our children and parents that attend our early years programs came down and played games and networked with our senior's community, many of whom do not have grandchildren living in Katherine. The same can be said for our little ones a number do not have grandparents close by as their parents have come to Katherine to work. The catering for the event was done by the Year 12 Catering class of Katherine High School. A testament to the students was the wonderful selection of eats that they planned for and made, their interactions with the seniors from making cups of tea to serving food and their play time with the little ones and the year one class from Kintore Street School.

The year one class from Kintore Street School also attended the event and played games, listened to the stories, and enjoyed the atmosphere of the museum gardens. Staff from Kintore School commented on how appreciative they were for theory students to be invited to an event like this.





**ECONOMIC & WORKFORCE DEVELOPMENT**

- Wurli Wurlinjang Pathways Program has begun in the library. Connecting Pathways program Coordinator Jasmine Rahman and her team meet with clients in the library a few days a week to work through employment skills including workforce ready, resumes etc. The clients of this program have been signed up as library members where they will be able to use the public computers in the long term for computer skills, resumes, job applications and accessing government services.

	Totals	Notes		
Patron Count	2682			
Public Computer Use	hours – 371.5	bookings - 326		
Conference Room	Hrs. of use - 90 Pax - 104	D&D Adult Group/KROW/D&D library group/NBN Sessions/Wurli Pathways General public online interviews and informal bookings		
New Memberships	37			
Social Media	962	Facebook post engagements		
Programs	Number of Programs	Attendance Numbers		Notes
Toddler Rhyme Time	5	127		
Storytime	4	96		
Wriggle & Rhyme	4	38		
Dungeons & Dragons	4	11		For ages 12+

**14.12 REGULATORY SERVICES ANNUAL DOG LICENCE**

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168880

**AUTHOR** : KEN ORWELL, REGULATORY SERVICES MANAGER

**AUTHORISER** : CASEY ANDERSON, ACTING DIRECTOR OF COMMUNITY SERVICES

**ATTACHMENT/S** : NIL

**OFFICER RECOMMENDATION**

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

1. Council determines the requirements for dog licencing as follows:
  - NT Planning Scheme Zoned Rural, Agricultural and Water Management – no licence required and no limit on the number of dogs.
  - NT Planning Scheme Zoned Rural Living, all other NT Planning Schemes including RAAF Base Tindal, requires a licence for more than two (2) dogs and that a maximum of four (4) dogs can be licenced. The applicant must demonstrate the ability to manage, house and contain the dogs.
  - The CEO/Delegate will approve all dog licences.

**PURPOSE OF REPORT**

To seek the Elected Members endorsement to administer annual dog's licences to owners that have more than (2) dogs, and only a maximum of (4) dog can be licenced to a property; based on the Zones, described in the above recommendation.

**BACKGROUND**

At the Ordinary Meeting of Council 24 May 2011, a motion was passed in accordance with the new clause 47(2) (aa) of the By-laws.

*Council in determining the licencing of premises may consider "the area of the Municipality in which the premises are located, and any determination made by Council as to the suitability of the area and the premises within the area for keeping more than the specified number of dogs" the specified number of dogs is two (2).*

On this basis it was proposed that:

- NT Planning Scheme Zoned Rural, Agricultural and Water Management – no licence required and no limit on the number of dogs.
- NT Planning Scheme Zoned Rural Living – licence required for more than two (2) dogs. The applicant must demonstrate an ability to adequately manage, house and contain the dogs.
- All other NT Planning Scheme Zones in RAAF Base Tindal – only two (2) dogs allowed.

Over time and with the exchange of past Chief Executive Officer's, an interim dog licence was introduced.

The interim dog licence only allows new dog licences for Rural Living. Outside of this zone, the CEO's approval is required. No new dog licences will be granted in the town area.

### **DOG LICENCING PROVISIONS**

Resolving the requirements of obtaining a dog licence, will allow Council to undertake an annual dog licence audit and supply new dog licences without applying restrictions on owners that live in the town area.

Considering, the changes with the current trends of dog ownership and management, it is proposed that:

- NT Planning Scheme Zoned Rural, Agricultural and Water Management – no licence required and no limit on the number of dogs.
- NT Planning Scheme Zoned Rural Living, all other NT Planning Schemes, including RAAF Base Tindal, that a licence is required for more than two (2) dogs and that a maximum of four (4) dogs can be licenced. The applicant must demonstrate an ability to manage, house and contain the dogs.
- All dog licence applications will be considered by the CEO/Delegate for approval and where exceptional circumstances exist e.g., registered dog breeders.
- Current dog licence holders that extend outside these parameters 2022 onwards, Council will continue to honour these licences and circumstances until such day, that the dog/s have either been declared deceased or re-homed. In addition to this, current dog licence holders will continue to adhere to Council's By-laws.
- Existing dogs on a licence cannot be replaced by new dogs when they are declared deceased.

## 15 REPORTS FROM REPRESENTATIVES ON COMMITTEES

### 15.1 SHOWGROUNDS AND MULTI-PURPOSE ADVISORY COMMITTEE MINUTES

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168878

**AUTHOR** : DONNA WARLAND, EXECUTIVE ASSISTANT

**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER

**ATTACHMENT/S** : 1. 30 AUGUST 2022 SHOWSGROUND AND MULTI-PURPOSE ADVISORY COMMITTEE MEETING MINUTES.PDF

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#### **OFFICER RECOMMENDATION**

1. That the Elected Members receive, note and accept the Minutes of Showgrounds and Multi-purpose Advisory Committee Meeting held on 30 August 2022

#### **PURPOSE OF REPORT**

To provide an update on the meeting held with the Showgrounds and Multi-purpose Advisory Committee Meeting attached.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 30 AUGUST 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**1. WELCOME**

Meeting opened at 5.33 pm

Introduction of Anuksha – Infrastructure and Environment Officer and members and their clubs present

In Attendance:

Mayor Clark	KTC Elected Member - Chair
Councillor Ben Herdon	KTC Elected Member
Amanda Kingdon	KTC Elected Member
Brendan Pearce	KTC Director Infrastructure & Environment
Anuksha Shrestha	KTC Minute Taker
Mark Robertson	Katherine Dirt Kart Club
Kylie Leonhardt	Australian Stockhorse Society
Clinton Firth	AFL NT
Melinda Wheelan	Katherine Rope and Barrel Club

**2. APOLOGIES**

Anna Kerwin	Katherine District Show Society
Matthew Harris	Katherine Turf Club
David Flood	Blue Eagle Muay Thai
Tim Delany	Katherine Camels
Lee Henderson	Katherine Scouts Group
Anthony Barlett	NT Appaloosa & Western Performance Club

**3. CONFIRMATION OF PREVIOUS MINUTES**

Moved: Kylie Leonhardt / Mark Robertson

That the minutes from the Katherine Showgrounds and Multi-Purpose Advisory Special Committee meeting held on 30 August 2022 be confirmed as a true and accurate record.

Carried: 5 / 0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Hydrant:**

Hydrants are all ready to go. The test was carried out prior to the race meeting.

The next stage is to liaise with Power and Water to either get improved flow from the street or to use tanks as an alternative. It needs to be at the correct pressure in case of a fire.

**4.2 Rear Gate Access:**

Automatic gate is working. The code is being provided to the users.

**4.3 Protege Security System:**

We have headed towards Protégé security system. It is also being installed in the Sportsground Pavilion currently. The front and the back gates have Protege security system.

**5. GENERAL BUSINESS**

5.1 Updates from User Groups:



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 30 AUGUST 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**ALNT**

Grand Final is scheduled this weekend and it is going to be huge. Ngukurr Vs Eastside (Women's) & Ngukurr Vs Katherine Camels (Men's). This event will attract a huge crowd of people.

There will be an exhibition game. Football competitions, and all sorts of entertainment are planned to build up the crowd and give back to the communities who were not able to attend.

The cleaning contractor is doing a really good job of cleaning up after the games at the showgrounds.

Both the games will be broadcasted this weekend.

In addition, also looking for another potential sports field so we don't have to share.

Mayor has requested to provide the statistics. The football club need to provide the statistics so that we can lobby for another field.

**Katherine Rope and Barrel Club**

There will be about 60 people at the showgrounds this weekend both Friday and Saturday. In the off season there will be more camp draft events. Trying to utilize the facility and looking forward to getting the lights to operate after hours.

A major grant application has been applied for to buy a tractor and slasher and closes on the 31/8/2022. The Arena is also used by ASH. If the grant is successful, then they will apply to get more sprinklers around the rodeo arena so that there will be no need to use a water cart to maintain the arena.

**Australian Stock Horse**

The grant for replacement of lights and Camp draft & Rodeo arena has been accepted. It is expected to be finished by June 30 next year.

At the end of May, camp draft went well over three days. It was a successful event. good nominations, facilities were looking great. Utilized the toilet block out at the back, and thankful for Infrastructure team for making sure it was up and usable. The generator was used to help boost the hot water system which was very well received. Few people camped around and utilized the toilet block as well.

Regarding the show, the new toilet block was overwhelmed by the number of people that used it.

Turf Club has shown an interest in extending help regarding a further additional Toilet shower block in the middle of the racecourse, if it is sited such that their stewards can see around the whole racecourse track.



**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 30 AUGUST 2022 AT 5.30PM, CIVIC CENTRE**

**MINUTES**

**Katherine Dirt Kart Club**

Couple of tanks and a 20 KVA gen set was set up at the back of the shed. It has been maintained by Impact. Rest of the fencing is planned to be completed by the end of the year. The leveling of the whole block has been completed.

Katherine Dirt Club asked if there was any tree planting going in front of the fence and were advised that there was no further tree planting planned at this time and that Council was limited with its ground water allocation and any further planting of trees would need to be done with this in mind.

**5.2 General Discussions:**

Council has completed an in-depth review of the fees and charges. Council's basis of setting fees for these types of facilities is to try to recover about 10% of the actual costs. The costs in maintaining all of Councils fields will always be at a loss but trying to recover some of the cost will help overall.

**6. ACTION LIST**

Refer to table for updates, completions, and new items.

**7. OTHER BUSINESS**

The keys for the toilet blocks will be referred to reception.

**8. DATE OF NEXT MEETING**

Tuesday 4<sup>th</sup> Oct 2022 at the Civic Centre commencing at 5:30pm

**9. MEETING CLOSE**

The meeting was closed at 6:19pm



KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 12 APRIL 2021 AT 5.30PM, CIVIC CENTRE



MINUTES

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS / COMMENTS
09/06/20	Caretaker Role	CS & I&E	<b>Target Date: In Progress</b> KTC reviewing the duties.
09/06/20	Caretaker Slab	CS & I&E	<b>Target Date: Deferred</b> Deferred until after Laneway and Ramp Project.
09/06/20	Katherine Turf Club Hire Agreement	C&S	<b>Target Date: In progress</b> Looking at the agreement after event. <b>02/02/21: No update received – follow up with C&amp;S 19/09/22: In progress</b>
	More Sprinkler Systems	I&E	<b>Target Date: Deferred</b> Depot will investigate this request and the available water allocation. 6/10/20: re-raised at meeting. 24/11/20: site visit scheduled with KTC and Katherine Turf Club on 2/12. <b>02/02/21: KTC agreed to irrigate the front section of pavilion – works will commence towards the end of the wet season when Council have more staff available.</b>
04/08/20	Top dressing of football oval	I&E	<b>Target Date: In Progress</b>

**KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING  
TUESDAY 12 APRIL 2021 AT 5.30PM, CIVIC CENTRE**



**MINUTES**

			<p>KTC going to level the football field with topsoil, works have started but due to hires cannot complete works.</p> <p>01/02/21: After inspections patching divots as required.</p> <p>09/09/22: Completed, leveled up with topsoil at Oval 1. Ongoing program – regular maintenance.</p> <p><b>Target Date: Ongoing</b></p>
06/10/20	Providing paint and recycle bins	I&E	<p>8/10/20: Quotes received for yellow 240L bins. I&amp;E discussing with C&amp;S about stickers for bins representing the KTC logo and recycling.</p> <p>Still need to have agreement of who's responsibility it is to sort through the recycle bins and who collect the money made.</p> <p><b>Target Date: TBA</b></p>
02/02/21	2021/02 Turf Club Funding Options	I&E	<p>Meeting with Matt Harris and KTC to discuss funding options:</p> <ol style="list-style-type: none"> <li>1. aircons/security systems/security screens \$100k</li> <li>2. slab \$100k</li> <li>3. additional funding will be needed for toilet block</li> </ol> <p>Follow-up with C&amp;S regarding Hire Agreement.</p>

I&E = KTC Infrastructure & Environment Services

C&S = KTC Community Services

## 16 ELECTED MEMBERS ACTIVITIES

### 16.1 ELECTED MEMBER ACTIVITIES FOR THE PERIOD AUGUST-SEPTEMBER

**FOLDER ID** : \COUNCIL MEETING ADMINISTRATION\ORDINARY MEETING OF COUNCIL (OMC)\ORDINARY MEETING OF COUNCIL (OMC) - AGENDA/168857  
**AUTHOR** : DONNA WARLAND, EXECUTIVE ASSISTANT  
**AUTHORISER** : INGRID STONHILL, CHIEF EXECUTIVE OFFICER  
**ATTACHMENT/S** : NIL

#### PURPOSE OF REPORT

To inform the public of activities of the Elected Members for the period of August/September

<b>Deputy Mayor Kym Henderson</b> Period 24 <sup>TH</sup> August 2022 – 26 <sup>th</sup> September 2022	
Date	Activity attended
24/08/2022	LGANT Executive
26/08/2022	Weekly meeting with Mayor
26/08/2022	Meeting with CEO and Mayor
27/08/2022	Elected Member training
29/08/2022	Meeting with Community member
01/09/2022	Meeting with Dep Chief Minister and Community Markets
02/09/2022	Weekly meeting with Mayor
05/09/2022	Special Meeting of Council
05/09/2022	CEO Dinner
06/09/2022	BRRYRG
07/09/2022	NT Social Outcomes Framework session
12/09/2022	EMIS
13/09/2022	Meeting with CEO and Mayor
14/09/2022	Sportsground Advisory Committee

16/09/2022	Weekly meeting with Mayor
19/09/2022	Federal Parliamentary hearing
20/09/2022	Opening of Sports Pavilion
21/09/2022	Launch of Strategic Plan to KTC staff
23/09/2022	Weekly meeting with Mayor
23/09/2022	GYRACC 10 <sup>th</sup> Birthday event
24/09/2022	Market Stall – community engagement
26/09/2022	LGANT Executive Meeting
26/09/2022	EMIS
27/09/2022	Ordinary Meeting of Council

### Councillor Jeremy Trembath

Period 24<sup>TH</sup> August 2022 – 26<sup>th</sup> September 2022

Date	Activity attended
29/08/2022	Elected Member training
05/09/2022	Special Meeting of Council
05/09/2022	CEO Dinner
12/09/2022	EMIS
24/09/2022	Market Stall – community engagement
26/09/2022	EMIS
27/09/2022	Ordinary Meeting of Council

### Councillor Madeleine Bower

Period 24<sup>TH</sup> August 2022 – 26<sup>th</sup> September 2022

Date	Activity attended
27/08/2022	Elected Member training
05/09/2022	Special Meeting of Council
05/09/2022	CEO Dinner
12/09/2022	EMIS
12/09/2022	Meeting with Mayor
20/09/2022	Opening of Sports Pavilion

23/09/2022	GYRACC 10 <sup>TH</sup> Year celebration
24/09/2022	Market Stall – community engagement
26/09/2022	EMIS
27/09/2022	Ordinary Meeting of Council

### Councillor Amanda Kingdon

Period 24<sup>TH</sup> August 2022 – 26<sup>th</sup> September 2022

<b>Date</b>	<b>Activity attended</b>
27/08/2022	Elected Member training
05/09/2022	Special Meeting of Council
05/09/2022	CEO Dinner
12/09/2022	EMIS
20/09/2022	Opening of Sports Pavilion
24/09/2022	Market Stall – community engagement
26/09/2022	EMIS
27/09/2022	Ordinary Meeting of Council

### Councillor Ben Herdon

Period 24<sup>TH</sup> August 2022 – 26<sup>th</sup> September 2022

<b>Date</b>	<b>Activity attended</b>
27/08/2022	Elected Member training
05/09/2022	Special Meeting of Council
05/09/2022	CEO Dinner
12/09/2022	EMIS
26/09/2022	EMIS
27/09/2022	Ordinary Meeting of Council

<b>Councillor Denis Coburn</b> <b>Period 24<sup>TH</sup> August 2022 – 26<sup>th</sup> September 2022</b>	
<b>Date</b>	<b>Activity attended</b>
25/08/2022	Site visit – Construction of Sports Pavilion
29/08/2022	Elected Member training
3/09/2022	Big Rivers Football Grand Final
5/09/2022	Special Meeting of Council
5/09/2022	CEO Dinner
12/09/2022	EMIS
14/09/2022	Sports Ground user group meeting
20/09/2022	Opening of Katherine and Big Rivers Community Sports and Recreation Centre
24/09/2022	Market Stall – community engagement
26/09/2022	EMIS

**17 LATE AGENDA**

Nil

**18 CLOSURE MEETING TO PUBLIC**

**19 CONFIDENTIAL ITEMS**

Nil

**20 RESUMPTION OF OPEN MEETING**

**21 NEXT ORDINARY MEETING OF COUNCIL**

That the next meeting of the Ordinary Council Meeting will be held on Tuesday 25 October 2022.

**22 CLOSURE OF MEETING**

