



MINUTES

Ordinary Meeting of Council

Tuesday, 28 June 2022
At 6.00 PM

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

**MINUTES OF THE ORDINARY MEETING
KATHERINE TOWN COUNCIL
HELD AT CIVIC CENTRE, STUART HIGHWAY, KATHERINE
ON TUESDAY, 28 JUNE 2022 AT 6:00PM**

- ELECTED MEMBERS** : - Mayor Elisabeth Clark
- Deputy Mayor Kym Henderson
- Councillor Amanda Kingdon
- Councillor Benjamin Herdon
- Councillor Denis Coburn (Via Zoom)
- Councillor Jeremy Trembath
- Councillor Madeleine Bower
- OFFICERS** : - Mrs Ingrid Stonhill, Chief Executive Officer
- Mr Avtar Singh, Director Corporate Services
- Mr Brendan Pearce, Director Infrastructure and Environment
- Mr Charles Liggett, Director Community Services
- Ms Emily Kemp, Communication and Engagement Officer
- Mrs Donna Warland - (Minute Taker)
- VISITORS** : - 11 x Community Members attended the public seating area

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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 cultures as 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 AT 6.00 PM

4 APOLOGIES AND LEAVE OF ABSENCE

4.1 Apologies
Nil

4.2 Leave of Absence
Nil

5 CONFLICT OF INTEREST

Members Disclosure Conflict of Interest

Deputy Mayor Kym Henderson declared a perceived conflict with Agenda Item 13.7 and would recuse herself from any decision making around this topic.

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 or obtained by emailing records@ktc.nt.gov.au

6 CONFIRMATION OF PREVIOUS MINUTES

6.1 Minutes of the Ordinary Meeting of Council held on 24 May 2022

File	:	Local Governance / Council Meetings / Ordinary Minutes/Ordinary Minutes 2021
Moved	:	Councillor Trembath
Seconded	:	Councillor Kingdon
Notes		

- Amended Minutes of the Councillor activities be changed from April to May

Minutes No. 26.04.2022-OM1

That the minutes of the Ordinary Meeting of Council on 24 May 2022 be confirmed as true and accurate.

CARRIED 7 / 0

7 BUSINESS ARISING FROM PREVIOUS MINUTES

Nil

CARRIED 7/0

8 MAYORAL BUSINESS TO BE CONSIDERED

8.1 Mayoral business for the period of May/June 2022

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

Mayor Lis Clark Period 24 May to 26 June 2022	
	Activity attended
	Meeting with Events Co-ordinator.
	Head Honcho – ABC Radio.
	Dept of Chief Minister x 5.
	Visit from St Joseph’s College – 30 Year 8 children came to visit Council.
	Katherine Defence and Mayoral Charity Ball.
	Community Forum at Andrew Wilson Dog Park.
	Top Didj Grand Opening.
	Meeting with Community Person x 2.
	Meeting with Deputy Mayor x 3.
	CDU Presentation and Opening of New Kitchen.
	Meeting with Representatives from the US Embassy.
	Meeting with Local Member Jo Hersey.
	Meeting with LGANT – Sun Cable Presentation.
	NT Grants Commission.
	Katherine Times x 2.
	Meeting with Health Dept. – Ball.

	Junk Festival.
	Radio with Sue Moran.
	Elected Member Lunch at The Meeting Place.
	KCESRG Meeting.
	EMIS x 2.
	RAAF Briefing – Triton Remotely Piloted Aircraft System.
	Meeting with Show Society
	Meeting with Simon Maddrell – Hydrogen Station.
	Katherine Beat at the Lindsey Street Complex.
	Council Meeting.
	Conference in Canberra x 4 days.
	Meeting with Defence in Canberra.
	Place Naming Presentation.
	Strategic Plan Presentation.
	Meeting with Dagoman/Wardaman -Information on projects happening in Katherine.

9 CORRESPONDENCE AND DOCUMENTS TABLED

CEO and Mayoral trip to Canberra for Local Government Assembly – assorted documents and reports tabled – available for review by the public upon request.

Mayor Clark outlined some points obtained by attending the Local Government Assembly

- Councils around Australia do 25% more work than Government agencies with only 4% return
- Disaster Relief was a talking point regarding mitigation versus response, thereby reducing overall cost
- Many Councils going into real estate ventures
- There is an expectation that international tourists will not be as prevalent until the end of the year
- There will no increase in funding for Airports and costs are rising
- There were a lot of speakers, and the CEO and Her Worship attempted to hear as many of them as possible.

10 PETITIONS

Deputy Mayor Kym Henderson tabled a petition from community members regarding the request for the construction of a cycle/walk path to ensure the safety of residents, as well as health and wellbeing. Deputy Mayor Henderson.

Recommended that: the petition be received by Council and that it be handed to the appropriate staff to investigate the petition request and a report be made available to councillors.

11 PUBLIC QUESTION TIME

Questions	Answers
Mrs Jo Hersey MLA Q1 – Query regarding the recycling facility and KTC initiative for recycling and if public would be made aware?	A – A Materials Recovery Facility is being developed which is an NTG initiative including a feasibility study involving an assessment of tenders. The KTC initiative for the civic building is a specific waste separation trial program – social media will be utilised to show progress of this initiative.
Q2 – Waste management charges, are Council raising rates and how would be implemented?	A – As outlined in Municipal Plan there are planned rate rises across various areas.
Q3 – Recovery of outstanding rates and charges, that may result in legal charges – how is Council recovering this?	A – All legal efforts are made to recover outstanding monies, depending on what they relate to, e.g., rates, fines etc.

Q4 – Rates – is there a rise expected this year?	A – As outlined in Municipal Plan there is a planned rate rise in line with Council requirements.
Q5 – Operating Grants and subsidies – are grants received?	A - Grants are received for different programs. Often Council must fund a portion of the costs associated with each grant.

12 NOTICES OF MOTION

Nil

13 REPORT OF OFFICERS

13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF MAY 2022

Purpose	: To provide ongoing updates to the Council and to present the Report of the Chief Executive Officer for the period of May 2022
Moved	: Councillor Trembath
Seconded	: Councillor Kingdon
Minute No. 28.06.2022-OM3	
That Council formally receives and note the Chief Executive Officer report for the month of May 2022.	
CARRIED 7/0	

13.2 DECLARATION OF RATES 2022/23

Purpose	: To declare the Rates and Charges for 2022/23.
Moved	: Deputy Mayor Henderson
Seconded	: Councillor Bower
Minute No. 28.06.2022-OM4	
That Council receives, accepts, and adopts the Items 1 to 7 in the Declaration of Rates and Charges for financial year ending 30 June 2023, pursuant to Part 11.1 of the Local Government Act.	
CARRIED 7 /0	

13.3 APPROVAL OF REVISED POLICY – ELECTED MEMBERS GENERAL POLICY AND PROCEDURES

Purpose	: To seek Council approval of the revised Elected Members General Policy and Procedures Version 4.
Moved	: Councillor Kingdon
Seconded	: Deputy Mayor Henderson
Minute No. 28.06.2022-OM5	

That Council receives, accepts, and adopts the Elected Members General Policy and Procedures Version 4.

CARRIED 7 / 0

13.4 APPROVAL OF REVISED POLICY - PROCUREMENT

Purpose : To seek the Council's approval of the revised Procurement Policy Version 5
Moved : Deputy Mayor Henderson
Seconded : Councillor Herdon

Minute No.28.06.2022-OM6

That Council receives, accepts, and adopts the Procurement Policy Version 5

CARRIED 7 / 0

13.5 APPROVAL OF REVISED POLICY – HUMAN RESOURCES MANAGEMENT

Purpose : To seek Council approval of the revised Human Resource Management Policy Version 2
Moved : Councillor Coburn
Seconded : Councillor Kingdon

Minutes No.28.06.2022-OM7

That Council receives, accepts, and adopts the Human Resources Management Policy Version 2.

CARRIED 7 / 0

13.6 MONTHLY FINANCIAL REPORT – MAY 2022

Purpose : To present to Council the Financial Report for May 2022
Moved : Councillor Trembath
Seconded : Councillor Kingdon

Minute No.28.06.2022-OM8

That Council receives and accepts the Financial Report for May 2022.

CARRIED 7 / 0

13.7 STEP OUT – LEASE AND RENTAL SUBSIDY – 11 MAY 2022

Purpose : To present the proposal to enter a renewal of lease with Step Out Disability Services over LOT 2967, 35 Needham Terrace, Katherine NT. Furthermore, to provide Step Out Disability Service a rental subsidy under the provisions of Council's Leasing Policy

Moved : Councillor Herdon
Seconded : Councillor Bower

Minute No.28.06.2022-OM9

Deputy Mayor Henderson recused herself from this matter due to perceived conflict of interest.
Deputy Mayor Henderson left the meeting room at: 7:02PM

That Council:

1. Authorise the Mayor and Chief Executive Officer to execute and three (3) year lease + three (3) year lease with the option to renew for a further one (1) year, to Step Out for Lot 2967 – 35 Needham Terrace, Katherine and to affix the Common Seal as Required.
2. To accept the rental subsidy and apply \$2,080 per annum (excluding GST) as the rental amount; whilst including CPI to be applied on every other anniversary date of the commencement date.

**CARRIED 6
RECUSED 1**

Deputy Mayor Henderson returned to the meeting at: 7:16PM

13.8 WRITE-OFF OF BAD DEBTS

Purpose	:	To seek Council approval to write-off \$10,799.89 bad debts against our provision
	:	
Moved	:	Councillor Coburn
Seconded	:	Councillor Kingdon
Minute No.28.06.2022-OM10		
That Council:		
1.		Note that this paper represents certification by the Chief Executive, in accordance with Section 32(2)(b) of the <i>Local Government (General) Regulations 2021</i> , that reasonable efforts have been made to recover the debts identified above, and these debts are either unrecoverable or not economical to pursue.
2.		Approve write-off of \$10,799.89 - 15 debts as reflected in the above table under Section 32(1) of the <i>Local Government (General) Regulations 2021</i> .
		CARRIED 7 / 0

13.9 MONTHLY REPORT OF THE VISITOR INFORMATION CENTRE – MAY 2022

Purpose	:	To provide ongoing updates to the Council and to present the Report of the Visitor Information Centre for the period of May 2022.
Moved	:	Councillor Trembath
Seconded	:	Deputy Mayor Henderson
Minute No.28.06.2022-OM11		
That council receive and note the Visitor Information Centre Report for May 2022.		
		CARRIED 7 / 0

13.10 LIBRARY SERVICES

Purpose	:	To provide ongoing updates to the Council Library Services for the period of May 2022.
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Trembath
Minute No.28.06.2022-OM12		
That council receive and note the Library Operations snapshots for May 2022.		
		CARRIED 7 / 0

13.11 INFRASTRUCTURE and ENVIRONMENT DEPARTMENT REPORT

Purpose	:	To inform Elected Members of tasks, activities and projects undertaken by the Infrastructure and Environment Department during the period of May 2022.
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Coburn
Minute No.28.06.2022-OM13		
That council receive and note the report for Infrastructure and Environment Department for May 2022.		
CARRIED 7 / 0		

13.12 MAJOR PROJECTS UPDATE MAY 2022

Purpose	:	To inform Elected Members of the current status of major projects undertaken by Infrastructure and Environment for the period of May 2022.
Moved	:	Councillor Coburn
Seconded	:	Councillor Herdon
Minute No.28.06.2022-OM14		
That council receive and note the Major Projects Update for May 2022.		
CARRIED 7 / 0		

13.13 NAMING OF NEW SPORTS PAVILION

Purpose	:	<p>To purpose of this report is confirm a new name for the Sports Pavilion building nearing completion at the Katherine Sports Precinct and to confirm a date for its official opening.</p> <p>At the May 2022 Ordinary Meeting, Council resolved to:</p> <ol style="list-style-type: none">1. Invite Ministers, special guests and members of the general public to attend an official opening function on Monday 12 September 2022, with a time to be confirmed at a later date; and2. Lay the issue of naming of the facility on the table to enable further consultation to occur. <p>Since that meeting discussion with Elected Members have occurred and two names have been chosen for consideration:</p> <ul style="list-style-type: none">• Choice 1 – Katherine Big Rivers Sport and Recreation Venue• Choice 2 – Katherine Sports and Recreation – Centre of the Big Rivers
Moved	:	Councillor Trembath
Seconded	:	Deputy Mayor Henderson
<p>Councillor Kingdon moved a motion that: A third choice be considered being - Choice 3 - Katherine Community Sports Centre Moved Councillor Kingdon Seconded by Councillor Herdon</p>		

carried

Deputy Mayor Henderson moved a motion:

That Choice 1 be amended to – Katherine and Big Rivers Community Sport and Recreation Venue

Moved Deputy Mayor Henderson

Seconded by Councillor Coburn

carried

The 3 Choices were put to the vote:

- Choice 1 - Katherine and Big Rivers Community Sport and Recreation Venue – 5/2 carried
- Katherine Sports and Recreation – Centre of the Big Rivers – 1/6 lost
- Katherine Community Sports Centre – 1/6 lost

Minute No.28.06.2022-OM15

That council Adopt “Katherine and Big Rivers Community Sport and Recreation Venue” as the official name of the new Sports Pavilion.

CARRIED 6 / 1 AGAINST

13.14 CONSULTATION ON DRAFT LANEWAY MANAGEMENT POLICY

Purpose : To seek Council approval to proceed with community consultation on a draft Laneway Management Policy.

Moved : Councillor Bower

Seconded : Deputy Mayor Henderson

Minute No.28.06.2022-OM14

That council:

1. Approves the release for public consultation for period of four (4) weeks of the Laneway Management Policy (draft).
2. That following this consultation period, a further report is presented to Council incorporating comments / submissions to the draft policy for Council’s adoption.

CARRIED 7 / 0

14. REPORTS FROM REPRESENTATIVES ON COMMITTEES

14.1 MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING

Purpose : To present minutes of the Audit and Risk Management Committee Meeting held on Thursday, 24 March 2022.

Moved : Councillor Herdon

Seconded : Councillor Bower

Minute No.28.06.2022-OM16

That council receive and note minutes of the Audit and Risk Management Committee meeting held on 24 March 2022.

CARRIED 7 / 0

14.2 SPORTSGROUND ADVISORY COMMITTEE MEETING

Purpose : To present minutes of the Sportsground Advisory Committee Meeting held on 11 May 2022.

Moved : Deputy Mayor Henderson

Seconded : Councillor Coburn

Minute No.28.06.2022-OM17

That council receive and note the minutes of the Sportsground Advisory Committee held on 11 May 2022.

CARRIED 7 / 0

15. ELECTED MEMBERS ACTIVITIES

15.1 Deputy Mayor Henderson Activities

Deputy Mayor Kym Henderson Period 24th May to 28th June 2022	
Date	Activity attended
24 th May	Ordinary Council Meeting
25 th May	Elected Members Meeting
27 th May	Meeting with Jake Quinlivan
27 th May	Meet & Greet with Police Cadets
27 th May	Meeting with Jake Quinlivan & Mayor
28 th May	Top Didj Official Opening
29 th May	NASA Night under the Stars – CDU
30 th May	Meeting with Mayor
31 st May	CDU Training Kitchen Official Opening
1 st June	Meeting with Palmerston City Mayor

3 rd June	Meeting with Mayor
4 th June	Junk Festival
7 th June	LGANT Executive Meeting
8 th June	Elected Members Lunch
10 th June	Meeting with Mayor
10 th June	Meeting with Jo Hersey MLA
14 th June	Elected Members Meeting + Defence drones presentation
16 th June	Katherine Pride Protocol Event
17 th June	Katherine Pride Official Opening
27 th June	Elected Members Meeting + Place Names presentation
28 th June	Ordinary Council Meeting

15.2 Councillor Kingdon Activities

Councillor Kingdon Period 24 May to 28 June 2022

Date	Activity attended
26 May	Ordinary Meeting of Council
1 June	Top Didj Gallery opening
8 June	Elected members lunch
14 June	EMIS – including presentation on Defence drones project
22 June	NT Strategic Water Plan workshop – Water Security
27 June	EMIS – including NT Place naming, KTC fees & charges, Draft Strategic Plan
28 June	Ordinary Council Meeting

15.3 Councillor Bower Activities

Councillor Maddy Bower Period 24th May to 28th June 2022

Date	Activity attended
	EMIS X 2 – including Defence drones, presentation, Place Naming presentation, KTC Fees & Charges
	Ordinary Meeting of Council
	Community Forum – Andrew Wilson Dog Park
	Junk Festival
	Strategic Plan Presentation

	Meeting – PMC – governance follow up
	Meeting – Community members x 3

15.4 Councillor Coburn Activities

Councillor Denis Coburn Period 24 th May to 29 th June 2022	
Date	Activity attended
8 th June	Elected Members lunch
13 th June	Elected Members session
14 th June	Elected Members Session
22 nd June	Strategic water plan

15.5 Councillor Trembath Activities

Councillor Jeremy Trembath Period 24 th May to 28 th June 2022	
Date	Activity attended
	EMIS
	NT Water Strategy meeting
	Ordinary Council Meeting

15.6 Councillor Herdon Activities

Councillor Ben Herdon Period 24 th May to 28 th June 2022	
Date	Activity attended
24 May 2022	Project Control Group – Strategic Plan
24 May 2022	Ordinary Meeting of Council
4 June 2022	Junk Festival
27 June 2022	EMIS

16. LATE AGENDA ITEM

16.1 Draft Municipal Plan 2022-2023

Purpose	:	To provide for Council's consideration, information relating to pre-draft budget, input from Elected Members and the public, all submissions received following the public release of the 2022/2023 draft Municipal Plan and Budget and submit the revisions for adoption by Council.
File	:	Local Governance / Council Meeting / Reports to Council /Late agenda item
Moved	:	Deputy Mayor Henderson
Seconded	:	Councillor Kingdon
Minute No.26.04.2022-OM18		
That Council approves the final draft Municipal Plan 2022-2023		
CARRIED 7 / 0		

17. GENERAL BUSINESS

<ul style="list-style-type: none">• Councillor Kingdon mentioned that all the burning off in town is casting an effect on the town appearance and has been told it is in readiness for public access to fireworks.• Councillor Coburn? Mayor Clark advised that the public fireworks display is going ahead at the Showgrounds on 1st July 2022, and Katherine Regional Arts is providing entertainment.• Mayor Clark advised that NAIDOC week is coming up – there are many planned activities and events scheduled for town. Pamphlets are available at reception and on the website• Mayor Clark also said that School Holiday program is up and running and participation is expected to be high• Mayor Clark reiterated the public fireworks display stating it starts at 7pm at the Showgrounds on 1st July 2022,• Council 'Doggy Day' is coming up on 9th July 2022 at the Civic Centre, and dog registration can also be completed on the day.• Katherine Show coming up on the 3rd weekend of July being 15th and encouraging show entries to be lodged.

18 CLOSURE OF MEETING TO PUBLIC

The meeting closed to the public at 7.47pm.

19 CONFIDENTIAL ITEMS

The following item is designated as confidential under Regulation 51(1)(c)(iv) of the Local Government (General) Regulations 2021:

For section 293(1) of the Act, the following information is prescribed as confidential:

(c) Information that would, if publicly disclosed, be likely to

-
- (iv) subject to sub regulation (3) – prejudice the interests of the council or some other person;

19.1 Minutes of the Confidential Meeting held on 24 May 2022

19.2 Tender T22-17 – Sweeping of streets

19.3 Tender T22-11 – Pest Control

20 RESUMPTION OF OPEN MEETING

Meeting resumed open to the public at 8:10pm

21 NEXT ORDINARY MEETING OF COUNCIL

That the next Ordinary Meeting of Council will be held on Tuesday, 26 July 2022.

22 CLOSURE OF MEETING

The meeting was closed at 8.11pm

Elisabeth Clark

MAYOR OF KATHERINE

Confirmed