



Ordinary Council Meeting Minutes

**Tuesday 28 February 2017
Ordinary Meeting 6:00PM**

Council Chambers, Civic Centre,
Stuart Highway, Katherine

ORDINARY COUNCIL MEETING MINUTES 28 FEBRUARY 2017

MINUTES OF THE ORDINARY MEETING OF KATHERINE TOWN COUNCIL HELD AT THE KATHERINE CIVIC CENTRE TUESDAY 28 FEBRUARY 2017

1. Welcome to the Country

2. Opening Prayer

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

3. Present

Mayor Fay Miller
Deputy Mayor Peter Gazey
Alderman Lis Clark
Alderman Toni Tapp-Coutts
Alderman Steven Rose

In attendance

Mr Robert Jennings – Chief Executive Officer
Mr Andrew Wilson – A/Operations Manager
Ms Sophie Henderson – Community Services Executive
Manager (Minute Taker)
Ms Sue Crammond – Executive Assistant
Ms Naomi Hunter (Communications Officer)
Mrs Colleen Kerr (Library Manager)
Ms Maria Helou (Visitor Information Centre Manager)

9 x members of the Katherine Community
2 x member of the Media

4. Apologies and Leave of Absence

Alderman Henry Higgins
Acting Director of Works & Services Mr David Moore
Director of Corporate & Community Services Ms Claire Johansson

5. Confirmation of Previous Minutes

File: Local Governance / Council Meetings / Confirmation of Previous Minutes

MOVED: Clark / Tapp-Coutts

That the Minutes of the Ordinary Council Meeting held on the 24 January 2017 be confirmed as true and accurate.

CARRIED 5/0

6. Business Arising from Previous Minutes

MOVED: Clark / Tapp-Coutts

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KATHERINE TOWN COUNCIL – Library Policy

File: Local Governance / Policy / Policy Decisions to be Actioned / Policy Manual Updates

That it be recommended to Council:

That the attached draft policy be received, noted and adopted.

CARRIED: 5/0

Deputy Mayor Gazey noted the reference of speaking in language – typographic error. Change “speaking in place language” with “speaking in plain language”.

7. Disclosure of Conflict of Interest

File: Local Governance / Council Meetings / Elected Member Disclosure of Interest and Declared Interest

Nil

8. Mayoral Business to be Considered

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

Mayor’s Calendar of Events for January 2017

AWALGA teleconference
Katherine Community Radio Interview – re Australia Day
Special KTC meeting
Celebration of Life ceremony
ABC Radio interview x 4
Australian of the Year Citizenship Awards judging
Australia Day Ambassador Dinner
Meeting with Acting CEO Vic Daly Regional Council
Meeting with SADFO Andrew Tatnell RAAF Base Tindal
Meeting with Police Commissioner Reece Kershaw & Commander Matt Hollamby
Australia Day Black Tie Ball – Darwin Convention Centre
Meeting with community member x 1
Australia Day Dinner – Knotts Crossing
Monthly meeting with DLPE (Department of Lands Planning & Environment)
Australia Day celebrations – GYRACC and Katherine Country Club
Meeting with Katherine Times
GYRACC Exhibition Opening
Meeting with Peter Fairchild – Principal at Katherine High School
Meeting with Cathy Hunt – presentation of GYRACC Business Plan
Meeting with Vista Gold executive

9. Correspondence and Documents to be Tabled

9.1 Email received - Mr Graham Cole – Issue with the Elected Member Workshops – 16 February 2017

Deputy Mayor Gazey noted that Mr Cole approached him personally and queried the issues he has raised in previous correspondence. Deputy Mayor Gazey noted that all decisions of Council are currently being made at the Ordinary Council Meetings and at no other meetings.

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Alderman Steven Rose requested that information be disseminated to the public to advise that the Elected Member Workshops are only “information sessions”.

Mayor noted that perhaps it would benefit the public if the name of the workshops was changed to highlight that they are information sessions only.

Elected Member Lis Clark noted that Mr Cole believed that the Elected Member Workshops were Executive Meetings as the Executive staff attend.

Elected Member Toni Tapp-Coutts noted that the amount of information forwarded to Elected Members to review is enormous and the Elected Member Workshops assist with absorbing the information and if the workshops included all of the documents the meetings would be long and tedious. The workshops help the Elected Members to understand the issues.

10. Petitions

Nil

11. Questions

File: Local Governance / Council Meetings / Questions

11.1 With Notice

Nil

11.2 Without Notice

Nil

12. Notice of Motion

Nil

13. Report of Officers

13.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF JANUARY 2017

File: Local Governance / Council Meetings / Chief Executive Officer Reports

MOVED: Clark / Gazey

That it be recommended to Council:

That the Chief Executive Officer Report for the month of January 2017 be received and noted.

CARRIED: 5 / 0

Mayor noted that Council is currently renovating the Airport.

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Elected Member Tapp-Coutts noted the number of users at the Sportsground and the opportunity for the community to take advantage of the new lighting currently being installed.

Deputy Mayor Gazey – page 31 – staff sick leave statistics – this is the 2016/2017 financial year statistics.

Alderman Clarke noted that the number of dogs identified in the service requests. The Acting OM noted that they are new dogs, not reoffending dogs.

13.2 MONTHLY CORPORATE AND COMMUNITY SERVICES DIVISION REPORT FOR THE MONTH OF JANUARY 2017

File: Local Governance / Council Meetings / Corporate and Community Services Reports

MOVED: Tapp-Coutts/Clark

That it be recommended to Council:

That the report of the Corporate and Community Services Division for the months January 2017 be received and noted.

CARRIED: 5 / 0

13.3 MONTHLY WORKS AND SERVICES DIVISION REPORT FOR THE MONTH OF JANUARY 2017

File: Local Governance / Council Meetings / Works and Services Division Reports

MOVED: Gazey / Clark

That it be recommended to Council:

That the report of the Works & Services Division for the month of January 2017 be received and noted.

CARRIED: 5/0

Alderman Tapp-Coutts queried on page 41 – Council contractor Sharyn Innes has been contracted to provide what services? The CEO advised that a grant was provided to compile a Master Plan and the contractor had been employed to assist with this project.

Deputy Mayor Gazey noted that there was no sprinkler damage in January 2017. On page 42 the wet season operations commenced slashing of rural road reserve – more clarity requested on this maintenance schedule? The Acting OM advised that there cannot be a set schedule as the weather determines the slashing routine. Slashing includes all areas to the fence line.

The Mayor noted that Rise Ventures had assisted in the installation of the soft fall at the exercise points around town. Noted that a number of trees had been removed and could Council consider a plan to replant for replacement. The CEO noted that

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the Acting OM has been responsible for the works done in regards to the soft fall and Council needs to continue to look at tree replacement as part of the Tree Management Policy. It was confirmed that the new trees at the VIC are on irrigation. Great to see more car parking available on Giles Street at the corner of Second Street. Also requested information regarding feedback about the street lighting and the training that the Works Administration Officer attended. The CEO advised that once current priority work had been completed other staff would receive said training.

13.4 MONTHLY FINANCIAL REPORT – JANUARY 2017

File: Local Governance / Council Meetings / Finance Manager Reports

MOVED: Clark / Gazey

That it be recommended to Council:

That Council endorse the Financial Report for the month of January 2017.

CARRIED: 5/0

Mayor congratulated Council on the huge reduction in debtors. The CEO noted the number of debtors had been reduced in part due to additional work undertaken to contact the debtors and reduce this through payment plans, etc.

Alderman Clark asked who and what Tonkin Consulting has done. The CEO will take this query on notice and advise. \$10,000 GEO Spraying and Erosion Control – what was this for and the bore redrill? The Acting OM noted a new bore had been installed at the Showgrounds and the spraying was for Emungulan Road.

Deputy Mayor Gazey noted on page 48 – operating budget results – decrease of capital income – loss of \$20,000 for the multipurpose shed. CEO noted that the Buntine Pavilion is proceeding. A grant of \$187,000 was received and the all-purpose shed also received money from Council and is going to proceed. Council will change the wording to reflect the specific items as noted.

13.5 KATHERINE TOWN COUNCIL – LEADERSHIP TEAM CODE OF CONDUCT POLCY

File: Local Government / Policy / Policy Decisions to be Actioned / Policy Manual Updates

MOVED: Tapp-Coutts/Gazey

That it be recommended to Council:

1. That the attached policy be received, noted and adopted.

CARRIED: 5 / 0

Mayor queried page 62 – *“This policy does not form any part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.”* The CEO advised that staff sign this document on commencement of their employment with Council.

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13.6 DISPOSAL OF OBSOLETE PROPERTY

File: Property Management / Disposal / Asset Disposal and Auctions

MOVED: Clark / Gazey

That it be recommended to Council:

1. That the Mayor and Chief Executive Officer be authorized to dispose of the obsolete items as listed above.

CARRIED: 5 / 0

Alderman Rose noted it is a shame some of the items are being sent to the WMF. The CEO noted items have power issues or cracked screens etc.

Alderman Clark noted that even though they are going to the WMF wanted to check that no information was being left on. The CEO noted that the items are cleaned before being destroyed.

The Deputy Mayor noted that perhaps the Microfiche machine may be of benefit for the Museum. Alderman Rose reiterated the comment. The Library Manager noted that it is not currently functioning. The microfilm will be stored. Deputy Mayor requested that could the item (Canon Microfiche Reader) be removed from the list and donated to the Museum. The CEO noted that it will remain on the list but can be donated to the Museum.

13.7 POLICY AND PROCEDURES FRAMEWORK

File: Local Governance / Policy / Policy and Decisions to be Actioned / Policy Manual Updates

MOVED: Clark / Rose

That it be recommended to Council:

That the attached Katherine Town Council Policy and Procedures Framework amended policy be received, noted and adopted.

CARRIED: 5 / 0

Mayor noted that the major change is removing the wording of Leadership Team to the new terminology.

13.8 WHS POLICY AND PROCEDURES

File: Local Governance / Policy / Policy Decisions to be Actioned / Policy Manual Updates

MOVED: Gazey / Clark

That it be recommended to Council:

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That the attached amended policies and procedures are received, noted and adopted.

CARRIED: 5 / 0

Alderman Clark queried if the Working with Children Ochre Card should be included.

Alderman Rose queried page 118 – 6.2 to do with tagging. When there is a problem with equipment and the tagging that is to occur if there is a problem. Should there be a procedure to show how this is to occur? The CSEM noted that this item would be taken to the next WHS Committee Meeting scheduled for next Tuesday. The CEO noted that we have a testing procedure in place however there is a need to expand this process to include what happens when there is an issue. The CEO noted that the policies can be adopted and a procedure can be discussed at the next WHS Committee Meeting and brought to a future OCM.

Deputy Mayor Gazey – page 129 – fifth dot point down – does it not need to include all the outdoor staff. The CSEM noted that the committee determined that it was only a requirement for the WMF Plant Operator to be vaccinated. Could the committee look at expanding who receives the Hep B vaccinations. The CEO noted that the policies can be adopted and a procedure can be discussed at the next WHS Committee Meeting and brought to a future OCM.

Alderman Rose – ergonomics procedures – page 150 – does not see anything about chair requirements when using computers. There doesn't seem to be any mention of looking away from a computer screen to ensure eye health. The CEO noted that the policies can be adopted and a procedure can be discussed at the next WHS Committee Meeting and brought to a future OCM.

13.9 NOMINATIONS FOR NT WEEDS COMMITTEE

File: Government Relations / Committees / NT Weeds Advisory Committee

MOVED: Tapp-Coutts/Rose

That it be recommended to Council:

That Council agree to endorse a representative be nominated to the Northern Territory Weeds Advisory Committee through the Local Government Association of the Northern Territory (LGANT).

CARRIED: 5 / 0

Alderman Clark noted that she had completed the nomination form for the committee.

13.10 KATHERINE TOWN COUNCIL – COMMUNICATION AND ENGAGEMENT PLAN

File: Local Governance / Policy / Policy Decisions to be Actioned / Policy Manual Updates

MOVED: Tapp-Coutts/Clark

That it be recommended to Council:

That the attached policy be received, noted and adopted.

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CARRIED: 5 / 0

Mayor noted on page 228 – include Community Radio and under government bodies we need to remove the term “Shire” as we only have Regional Council’s. Update the photograph used on the page.

Deputy Mayor Gazey queried the use of photographs. The CO noted that generally when you have more than 8 or 10 people you do not need permission.

13.11 MINUTES OF THE KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING – 5 DECEMBER 2016

File: Community Relations / Committees / Katherine Sportsgrounds Advisory Committee / 2016 Sportsgrounds Advisory Committee Meetings

MOVED: Tapp-Coutts/Clark

That it be recommended to Council:

That the Minutes of the Katherine Sportsgrounds Advisory Committee Meeting held 5 December, 2016 be received and noted.

CARRIED: 5 / 0

The CEO noted an error at point 2.5 – reference to the Acting OM and the dollar figures do not in fact reflect the Sportsground but in fact deals with the Showgrounds. However, the Deputy Mayor noted that Sue Sinclair who is the Exec for the KDSS, was representing the BMX and the committee may have just been congratulating the committee on the funding. The minutes of the meeting were accepted as endorsed by the Committee.

CARRIED: 5/0

14. Reports from Representatives on Committees

File: Community Relations / Committees / Elected Member Representatives on Committees

The following meetings/activities were attended by the Elected Members in December:

Deputy Mayor Peter Gazey

Special Council Meeting
Ordinary Council Meeting
Australia Day
Australia Day Ambassador Dinner
Elected Member Workshops
Meeting on Citizen of the Year Workshop

Alderman Toni Tapp-Coutts

Special Council Meeting
Ordinary Council Meeting
Australia Day
Elected Member Workshops

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Alderman Steven Rose

Special Council Meeting
Ordinary Council Meeting
Chamber of Commerce Meeting
Australia Day
Elected Member Workshops
Meeting on Citizen of the Year Workshop

Alderman Lis Clark

Meeting on Citizen of the Year Workshop
Council Meeting
Australia Day
Rise – Alicia Grenfell
Open Forum

15. Late Agenda

Nil

16. General Business

Mayor – Officially welcomed Council's new Executive Assistant, Ms Sue Crammond and also welcomed Council's new VIC Manager, Ms Maria Helou and we are really pleased to have you both onboard.

17. Confidential Items

Nil

18. Next Ordinary Council Meeting

The third Ordinary Council Meeting for 2017 will be held on Tuesday 28 March 2017.

19. Meeting Closed

The meeting was closed at 7.07pm.



Fay Miller
MAYOR OF KATHERINE