



MINUTES

OF THE

ORDINARY MEETING OF COUNCIL

HELD

TUESDAY 22 OCTOBER 2013

AT

6.00 pm

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

MINUTES OF THE ORDINARY MEETING OF KATHERINE TOWN COUNCIL HELD AT THE KATHERINE CIVIC CENTRE TUESDAY 22 OCTOBER 2013 AT 6.15 PM

1. OPENING PRAYER

2. PRESENT

Mayor Fay Miller
Alderman Lis Clark
Alderman Steven Rose
Alderman Kate Ganley
Alderman Donald Higgins
Alderman Rob Phillips

IN ATTENDANCE Mr David Laugher - Chief Executive Officer
 Mr James Rowe – Director Corporate and Community Services
 Mr David Moore – Operations Manager

2 x Members of the Katherine Community
1 x Member of the Media

Mrs Heather Kirk – Minute Taker

3. APOLOGIES AND LEAVE OF ABSENCE

File: Local Governance / Council Meetings / Elected Members Leave of Absence
 and Apologies

MOVED:

That the apologies of Alderman Creighton and the Director of Works & Services be accepted and that leave be granted.

CARRIED:

Mayor Miller advised that we will be including the Community Engagement Strategy from September's meeting in the Agenda.

4. CONFIRMATION OF PREVIOUS MINUTES

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

MOVED: Higgins/Rose

That the Minutes of the Ordinary Council Meeting held on the 24 September 2013 be confirmed as a true and accurate record.

CARRIED: 6/0

5. DISCLOSURE OF CONFLICT OF INTEREST

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

6. BUSINESS ARISING FROM PREVIOUS MINUTES

File: Local Governance / Council Meetings / Business Arising from Previous Minutes

7. MAYORAL BUSINESS TO BE CONSIDERED

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

- The Elected Members are undertaking ongoing governance training.

8. CORRESPONDENCE AND DOCUMENTS TO BE TABLED

File: Local Governance / Council Meetings / Correspondence and Documents Tabled

Nil

9. QUESTIONS

File: Local Governance / Council Meetings / Questions

9.1 With Notice

Nil

9.2 Without Notice

Nil

10. NOTICE OF MOTION

Nil

11. REPORT OF OFFICERS

11.1 MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR THE MONTH OF SEPTEMBER 2013

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

MOVED: Higgins/Phillips

That the report of the Chief Executive Officer for the month of September 2013 be received and noted.

CARRIED: 6/0

11.2 MONTHLY REPORT OF THE WORKS MANAGER FOR THE MONTH OF SEPTEMBER 2013

File: Local Governance / Council Meetings / Works Manager Reports

MOVED: Ganley/Phillips

That the report of the Works Manager for the month of September 2013 be received and noted.

CARRIED: 6/0

11.3 MONTHLY FINANCE REPORT – SEPTEMBER 2013

File: Local Governance / Council Meetings / Finance Manager Reports

MOVED: Phillips/Higgins

That the Finance Report for the month of September 2013 prepared by the Finance Manager be received and adopted.

CARRIED:

- Alderman Higgins asked when the 10% power and water started. The Mayor advised it was February, and a rebate was issued in March/April.

Moved: Clark/Rose

- Alderman Clark asked if the expenditure detail could be included in the report.

CARRIED: 6/0

11.4 FINANCIAL DELEGATIONS AND AUTHORISATION OF PAYMENTS

File: Local Governance / Policy / Purchasing Delegations

MOVED: Higgins/Ganley

That:

1. The attached instrument of delegation to the Chief Executive Officer is approved for adoption; and
2. The Principal Member (the Mayor) is authorised in accordance with Regulation 20 of the Local Government (Accounting) Regulations to sign cheques and approve electronic disbursements with an unlimited threshold (subject to properly authorised purchase commitments).

CARRIED: 6/0

- Alderman Clark asked if there were any other people to be included on the delegation. The Mayor advised that the CEO was responsible for this.
- Alderman Rose would like to see the delegated amount reduced to \$50,000 as he feels \$100,000 is a lot to be delegated, and the Alderman do not have a say in whether they feel it is an appropriate amount to be spent. The Mayor advised that the budget allocation is included in the Municipal Plan. Alderman Rose feels the Alderman should have a say in spendings over \$50,000.
- Alderman Higgins advised that he is happy with \$100,000 which sits within the Local Government Procurement Act.
- Alderman Rose feels an incremental increase on \$50,000 would be more acceptable than a double rise. The Mayor advised that this increase is within the guidelines. Alderman Rose advised that if there were no other objections, he will leave it as it is.

11.5 AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2013

File: Finance / Audit / Annual Statements and Reports

MOVED: Higgins/Phillips

That it be recommended to Council:

1. That the Audited Annual Financial Statements for the year ended 30 June 2013 having been prepared in accordance with the Local Government Act 2008 and Local Government (Accounting) Regulations be received and noted.
2. That, pursuant to Regulation 17 of the Local Government (Accounting) Regulations, a copy of the Audited Annual Financial Statements for the year ended 30 June 2013 be forwarded to the Northern Territory Grants Commission.

CARRIED: 6/0

- Alderman Higgins queried note 3 expenses – the electricity, water and sewage (page 50) – as the power water increase was in the last quarter of the financial year – does this include our street lighting? The CEO advised that it should.

11.6 AUDIT COMMITTEE MEETING MINUTES HELD ON 3 OCTOBER 2013

File: Finance / Audit / Audit Committee

MOVED: Phillips/Higgins

That Council receives and notes the minutes of the Audit Committee Meeting held on the 3 October 2013.

CARRIED: 6/0

11.7 KATHERINE TOWN COUNCIL – ACCOUNTING AND POLICY MANUAL

File: Finance / Policy / Accounting

MOVED: Higgins/Phillips

That Council endorse the attached amended Town Council Accounting and Policy Manual.

CARRIED: 6/0

- Alderman Higgins observed that the layout of the duties and responsibilities of officers makes it very clear what is happening.
- Alderman Ganley queried page 72 – “the accounting policy manual should incorporate the organisation chart” – which was not there. The Mayor advised that it was there, but not as a chart. The Mayor requested a chart be included in the Manual. The CEO advised an amendment would be done. The CEO clarified that it was point 1a to be amended and Alderman Ganley agreed.
- Alderman Higgins queried Responsible Officers and the CEO confirmed it was people who attended meetings. He suggested that no names be included, only the number of Elected Member(s)
- Alderman Clark asked who holds the 2 credit cards. The CEO confirmed that it was himself and the Administration Manager.
- Alderman Rose asked about the Workforce Policy which was passed recently which included an organisational chart which is different. The Mayor asked the CEO to present the current chart at the next Workshop.

11.8 MINUTES OF THE KATHERINE SHOWGROUNDS ADVISORY COMMITTEE SPECIAL MEETING HELD ON WEDNESDAY 2 OCTOBER 2013

File: Community Relations / Committees / Katherine Showgrounds Advisory Committee / 2013 Showgrounds Committee Meetings

MOVED: Phillips/Clark

Due to the practicalities and the nature of the multi-purpose facility, it is believed that the enforcement of a Smoke Free Venue encompassing the entire Showgrounds facility is not a viable option for the continuance of the stakeholders' events, nor is the segmentation of specific areas within the locality enforceable.

It is recommended to Council that the request from AFL NT be declined, noting however the strong support for AFL Big Rivers to continue in the promotion of healthy living and sporting activities within its own policy areas, without impediment, and further noting that Council's current smoke free venue hire clause enables this to occur and also that Council notes and endorses the proposal to establish a number of specified smoking areas, so as to discourage smoking in public areas.

CARRIED: 6/0

- The CEO advised he met last week with the Heart Foundation Policy Officer in relation to promoting non smoking. This reinforced the fact that the legislative requirement meant that we had to police this. They are more than happy to work with us to develop processes around the potential for designated smoking areas within the complex and to assist in the provision of signage and work with groups to encourage as opposed to policing this. This is consistent with the User Groups thoughts.
- The AFL NT are asking for this to be strictly adhered to but not the approach the Anti Smoking Group wish to take.
- Alderman Ganley asked if the Anti Smoking Compliance Group was with the Department of Health. The CEO agreed. Alderman Ganley asked if this could be introduced before the Katherine Races.
- Alderman Phillips advised that the AFL were very enthusiastic about this motion and had not taken into consideration the other user groups.
- The CEO advised that page 89 reflects the views expressed by the user groups, noting however the strong support for AFL Big Rivers to continue in the promotion of healthy living and sporting activities within its own policy areas, without impediment, and further noting that Council's current smoke free venue hire clause enables this to occur. He suggested including that Council notes and endorses the proposal to establish a number of specified smoking areas.

11.9 KATHERINE TOWN COUNCIL – VOLUNTEERS POLICY & PROCEDURES

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

MOVED: Clark/Higgins

That the attached draft policy be received and endorsed, subject to the changes as discussed below.

CARRIED: 6/0

- The CEO advised that Council received a number of requests and engaged a small number of volunteers within the Visitor Centre and Library. The CEO was concerned there was no policy framework to support them. This is to ensure they are treated in the same way our paid staff are treated which include training. This policy aims to be a guideline how to recruit and treat volunteers and also volunteers are supplementary to the workforce, not to replace the paid staff.
- Alderman Phillips queried if this policy applied to the volunteers at the Museum and sportsgrounds/showgrounds. The CEO advised that these organisations operate as their own entities and they would have to have their own policy. This is a Town Council Policy.
- Alderman Ganley asked about page 100, second dot point, “volunteer work in unpaid rather than is”. The Vision statement on page 111, and asked if this was new as she had not seen this statement before. The CEO advised that this is the first time he has seen this statement. Page 114 there is an in instead of is in reference to the volunteer work.
- Alderman Higgins pointed out page 100 Vision Statement. If there is another Vision Statement there needs to be clarity on who it is for – KTC or volunteers?
- Alderman Higgins asked if the Policy should not be received and endorsed, subject to the changes discussed.

12. REPORTS FROM REPRESENTATIVES ON COMMITTEES

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

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

Alderman Kate Ganley

Elected Member Workshops

Council Meeting

Katherine Regional Arts Meeting – the sub committee have developed an arts program for the next 12 months and is in the process of confirming funding for the next year. Current funding runs out in June 2014.

Alderman Steven Rose

Elected Member Workshops

Council Meeting

Development Consent Authority

Chamber of Commerce Meeting – inaugural customer service awards were held.

Police Remembrance Day

Alderman Stall – Saturday Morning Markets

Alderman Rob Phillips

Council Meeting
Elected Member Workshop
Clontarf Football Group Presentations – Grand Final
Big River League Grand Final
Heritage Church Opening

Alderman Donald Higgins

August – Alderman Stall – Saturday Morning Markets
September;
Elected Member Workshops
Council Meeting
Development Consent Authority Meeting
Alderman Stall – Saturday Morning Markets

Alderman Lis Clark

Elected Member Workshops
Council Meeting
Art and Cultural Meeting – the CEO will explore options for the Katherine Prize
Twilight Community Fair
WOW Festival
Clean Up North – needs more support
YMCA Meetings

- Alderman Ganley feels only committee meetings should be listed. Alderman Clark advised that sometimes the Elected Members attend these events to represent Council eg Remembrance Day, so should these not be included as they are not committees.

13. LATE AGENDA

13.1 COMMUNITY ENGAGEMENT STRATEGY FOR THE MUNICIPALITY OF KATHERINE

File: Community Relations / Community Engagement Strategy

MOVED: Ganley/Rose

That Council:

1. Note the importance of implementing a Community Engagement Strategy
2. Endorse the Community Engagement Strategy for the Municipality of Katherine

CARRIED: 6/0

14. GENERAL BUSINESS

Nil

15. PETITIONS

Nil

16. CONFIDENTIAL ITEMS

MOVED: Phillips/Higgins

That standing orders be suspended to allow Council to consider a confidential matter in Committee.

Meeting closed to the public. All members of the public left the Chambers.

16.1 OUTSTANDING RATES – REGISTRATION OF OVERRIDING STATUTORY CHARGE

MOVED: Phillips/Higgins

That the Mayor and Chief Executive Officer be authorised to affix the common seal on the Registration of Overriding Statutory Charge on a property.

CARRIED: 6/0

16.2 SALE OF PROPERTIES – FOR UNPAID RATES

MOVED: Ganley/Clark

That the Mayor and Chief Executive Officer be authorised to arrange the disposal of several properties.

CARRIED: 6/0

MOVED:

That Council resume the meeting.

CARRIED: 6/0

17. MEETING CLOSED

The meeting was closed at 7.25pm

Fay Miller
MAYOR OF KATHERINE