



Ordinary Council Meeting Minutes

Tuesday 24 May 2016
Ordinary Meeting 6.15pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

Robert Jennings
CHIEF EXECUTIVE OFFICER

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

MINUTES OF THE ORDINARY MEETING OF KATHERINE TOWN COUNCIL HELD AT THE KATHERINE CIVIC CENTRE TUESDAY 24 MAY 2016

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
Alderman Lis Clark
Alderman Robert Phillips
Alderman Peter Gazey
Alderman Higgins
Alderman Steven Rose

In attendance

Mr Robert Jennings – Chief Executive Officer
Ms Claire Johansson – Director of Corporate and Community Services
Ms Sophie Henderson - Community Services Executive Manager
Mr David Moore – Operations Manager
Ms Sarah Bevington – Executive Assistant (Minute Taker)

4 x members of the Katherine Community
1 x member of the Media

4. Apologies and Leave of Absence

The apology of Deputy Mayor Toni Tapp-Coutts were received and noted.

5. Confirmation of Previous Minutes

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

MOVED: Phillips / Clark

That the Minutes of the Ordinary Council Meeting held on the 26 April 2016 be confirmed as true and accurate.

CARRIED: 6 / 0

MOVED: Higgins / Clark

That the Minutes of the Confidential Council Meeting held on the 26 April 2016 be confirmed as true and accurate.

CARRIED: 6 / 0

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

MOVED: Gazey / Clark

That the Minutes of the Confidential Council Meeting held on the 28 April 2016 be confirmed as true and accurate.

CARRIED: 6 / 0

MOVED: Clark / Rose

That the Minutes of the Special Council Meeting held on the 9 May 2016 be confirmed as true and accurate.

CARRIED: 6 / 0

6. Business Arising from Previous Minutes

Nil

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 April 2016

Meeting with Gary Nairn – NT	Katherine Museum Visit
Planning Commission	Meeting with Member of the public x 3
Meeting with Department of Lands and Planning	Katherine High School ANZAC ceremony
Katherine Seed Library Opening	ANZAC Dawn Service
Development Consent Authority	ANZAC Ceremony and service
Meeting with Minister Warren Snowden	Open Forum
Meeting with Lands Development Corporation	Council Meeting
Elected Members Workshop x 3	Katherine Library Presentation of ANZAC Book
Meeting with Local Member Willem Westra van Holthe	Business at Sunset Chamber of Commerce
Meeting with Katherine Times x 3	Confidential Council Meeting
Meeting with ABC	Remembrance Service for Remote Nurses
Fracking Dinner and Presentation	Nitmiluk Gorge Cruise (Getaway Filming)
Katherine School of the Air Reopening	Darwin Council Business
Savannah Way Board Meeting	Katherine Community Markets
Nitmiluk Tours Board Meeting	
Meeting Nine News	

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

9. Correspondence and Documents to be Tabled

9.1 LETTER TO MINISTER DAVID TOLLNER – URGENT REQUEST FOR A RESPONSE TO A MORATORIUM HYDRAULIC FRACTURING FOR THE MUNICIPALITY

Mayor Miller read out the letter to Council.

MOVED: Higgins / Phillips

CARRIED: 6 / 0

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 APRIL 2016

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

MOVED: Higgins / Clark

That the Chief Executive Officer Report for the month of April 2016 be received and noted.

CARRIED: 6 / 0

- Alderman Rose noted it is nice to see the asset management plan will be in use in the new financial year.

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

13.2 MONTHLY WORKS AND SERVICES DIVISION REPORT FOR THE MONTH OF APRIL 2016

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

MOVED: Rose / Gazey

That the report of the Works & Services Division for the month of April 2016 be received and noted.

CARRIED: 6 / 0

- Alderman Clark queried as to which floodway was repaired (page 9) at Uralla Road and Florina road.
- The Operations Manager noted it's the one before the Council boundary (large concrete one)
- Alderman Gazey queried the parks and open areas (page 7) as to why we are having the slashing done by a contractor when Council budgeted to do the work internally.
- The Operations Manager noted that the machinery is out of use currently and that we had to continue with the work.
- Mayor Miller noted it is good to see the footpath behind Woolworths repaired and thanked the Works and Services team.
- Alderman Gazey queried attachment A (page 12) and why there is nothing in the animal control ranger detail report.
- The Operations Manager noted there has been a reshuffle in staff for a three (3) month trial and the ranger is helping him in the office while the Environment Compliance Manager is helping with the animal control.
- The Chief Executive Officer noted that there are a lot of project on and it is an efficient way to work to have someone to assist the Operations Manager.

13.3 MONTHLY CORPORATE AND COMMUNITY SERVICES DIVISION REPORT FOR THE MONTH OF APRIL 2016

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

MOVED: Phillips / Clark

That the report of the Corporate and Community Services Division for the month of April 2016 be received and noted.

CARRIED: 6 / 0

- Alderman Gazey would like to see more information in the report for the Visitor Information Centre and Library Stats.
- The Mayor passed the question to the Director of Corporate and Community Services.
- The Director of Corporate and Community Services noted that we can provide the information.
- The Chief Executive Officer noted that the document was reduced based on previous elected member's feedback, but officers will look for a balance that reflects the information requested.

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

13.4 MONTHLY FINANCIAL REPORT – APRIL

File: Local Governance / Council Meetings / Finance Manager Reports

MOVED: Clark / Higgins

That Council endorse the Financial Report for the month of April 2016.

CARRIED: 6 / 0

- Mayor Miller noted that page 24 needed to be removed from the report as it is a duplicate.
- Alderman Clark queried the \$3400 (page 26) spent on the exceloo on Giles Street and what is being done to avoid these ongoing cost.
- The Operations Manager will check the figure be and report back to Council as he believes that this funding was not spent in March not April.
- Alderman Phillips commented on (page 25) the Deb Ball cost and noted that the Deb Ball was of no cost to Council and he is very upset and does not know why Mayor Miller was criticized for putting in her own money to this event.
- Alderman Phillips noted that the girls had a great time and the community should be behind the Mayor supporting our community.

13.5 KATHERINE TOWN COUNCIL ASSET MANAGEMENT POLICY

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

MOVED: Higgins / Gazey

That it be recommended to Council:

That the draft Asset Management Policy be received, noted and adopted.

CARRIED: 0 / 0

Alderman Rose put forward a motion to lay this on the table.

MOVED: Rose / Clark

CARRIED: 6/0

- Mayor Miller noted that it is great to see these policies being put to Council.
- Alderman Rose noted that this policy (page 33) item 6.2 does not identify Council trees.
- The Director of Corporate and Community Services noted that we could include them as an attractive item instead.
- The Chief Executive Officer advised we will take the query on notice.
- The Director of Corporate and Community Services noted that the asset register needs to be objects or items with a dollar value.
- Alderman Rose noted that there is a dollar value attached to Council Trees maintenance, removal, life expectancy.

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

- The Chief Executive Officer noted that normally in the Asset Management Policy Council would have to assign values and that it is a difficult task with valuations.
- The Director of Corporate and Community Services noted this is in line with the Local Government policy.
- Alderman Higgins noted the local government policy advises items \$5k and above are assets and Council could put three trees under this value in minor and attractive items.
- Alderman Rose noted it makes it difficult for us to budget for maintenance cost.

13.6 APPOINTMENT OF AUTHORISED PERSONS

File: Local Governance / Authorisation

MOVED: Higgins / Phillips

That it be recommended to Council:

1. That pursuant to Part 9.6, Division 1 of the *Local Government Act* that Council appoints:

To Exercise the Powers of authorised person under the Local Government Act		Person									
		Robert Jennings	Claire Johansson	Andrew Wilson	Colleen Kerr	David Moore	Karmen Thomas	Mark Flynn	Scott Mannion	Sophie Henderson	Steven Jackson
To Exercise the Powers under other relevant Acts as appropriate to the role		Person									
		Robert Jennings	Claire Johansson	Andrew Wilson	Colleen Kerr	David Moore	Karmen Thomas	Mark Flynn	Scott Mannion	Sophie Henderson	Steven Jackson
To Exercise the Powers under the Katherine Town Council By Laws		Person									
		Robert Jennings	Claire Johansson	Andrew Wilson	Colleen Kerr	David Moore	Karmen Thomas	Mark Flynn	Scott Mannion	Sophie Henderson	Steven Jackson
10	Requirements for execution of works	X	X			X		X	X		
19	Power of arrest or removal	X	X			X					

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

21	Fixed penalties	X	X	X		X	X	X	X		X	
42	Interpretation	X	X	X		X	X	X	X		X	
64	Seizure, &c., of animals	X	X	X		X	X	X	X		X	
86	Signs, hoardings and advertising	X	X			X			X			
87	Handbills	X	X			X				X		
93	Camping or sleeping in public space	X	X	X		X	X	X	X		X	
94	Shopping trolleys	X	X	X		X	X	X	X		X	
96	Removal of persons from reserve or mall	X	X	X		X		X	X			
100	Control of vehicular traffic, &c., in malls	X	X	X		X	X	X	X			
102	Dress and conduct at public swimming pools, &c.	X	X	X		X	X	X	X	X		
103	Removal of persons from swimming pools, &c.	X	X	X		X	X	X	X	X		
107	Obligations of stallholders associations	X	X									
109	Obligations of stallholders	X	X	X	X	X	X			X		
120	Powers of librarians	X	X		X					X		

As an authorised person/s for the purpose of exercising the powers under the *Local Government Act* and the Katherine Town Council's By Laws in accordance with the *Local Government Act*.

2. That pursuant to Part 9.6, Division 1 of the *Local Government Act* that Council revokes all previous appointment/s.

CARRIED: 6 / 0

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

13.7 KATHERINE TOWN COUNCIL – MINOR AND ATTRACTIVE ITEMS POLICY

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

MOVED: Rose / Clark

That it be recommended to Council:

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

CARRIED: 0 / 0

Alderman Gazey put forward a motion that this item stay on the table till a future meeting.

MOVED: Gazey / Rose

CARRIED: 6 / 0

- Alderman Gazey questioned whether we move this now that we are able to later include the tree further to items as per agenda item 13.5 *Katherine Town Council Asset Management Policy*

13.8 KATHERINE TOWN COUNCIL – CODE OF CONDUCT (EMPLOYEES) AND CODE OF CONDUCT (ELECTED MEMBERS) POLICES

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

MOVED: Clark / Phillips

That it be recommended to Council:

That the attached amended policies be received, noted and adopted.

CARRIED: 6 / 0

- Alderman Rose questioned the Elected Members section code of code (page 66) point three (3) *that there may be disciplinary consequences if I fail to comply, which may result in termination of employment.*
- The Community Services Executive Manager advised we will reword the relevant section to *there may be consequences if I fail to comply as per the Local Government Act.*

Alderman Rose moved a motion that the wording be amended.

MOVED: Rose / Clark

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

13.9 KATHERINE TOWN COUNCIL – PROCUREMENT POLICY

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

MOVED: Phillips / Gazey

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

CARRIED: 6 / 0

- Alderman Rose queried (page 78) not requiring quotes for anything below \$10k and that he believes this is a big figure.
- Mayor Miller passed the question to the Director of Corporate and Community Services.
- The Director of Corporate and Community Services noted that it is in accordance with Northern Territory Government procurement guidelines.
- Alderman Higgins questioned that it should be three (3) verbal quotes up to \$10k
- Alderman Rose agreed with that.
- Alderman Gazey noted he is happy with the report as it stands.

13.10 KATHERINE TOWN COUNCIL – TRAVEL AND ALLOWANCE POLICY

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

MOVED: Clark / Phillips

That it be recommended to Council:

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

CARRIED: 6 / 0

- Alderman Gazey queried (page 97) section 6.1 the second paragraph states travel request should be made and point 6.5 travel acquittal forms is to be submitted for expenses. Alderman Gazey would like the policy to state that even if they do not need a payment voucher a travel acquittal is to be completed.
- The Community Services Manager noted that we will include this report reflect that the acquittal be completed for all travel.

13.11 KATHERINE TOWN COUNCIL STOCK (ASSETS) TAKE POLICY

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

MOVED: Gazey / Rose

That it be recommended to Council:

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

CARRIED: 6 / 0

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

13.12 KATHERINE TOWN COUNCIL – PETTY CASH POLICY

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

MOVED: Clark / Rose

That it be recommended to Council:

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

CARRIED: 6 /0

- Alderman Gazey queried (page 110) section 7.2 if the Visitor Information Centre needs extra petty cash with the increase in sales and patrons is this petty cash amount sufficient.
- The Community Services Manager noted the till float has increased and the petty cash has been sufficient.

13.13 MOSQUITO MONITORING PROGRAM

File: Government Relations / Committees / Weed Control and Fire Hazard / Program Management / Mosquito Management - Surveillance and Control

MOVED: Phillips / Gazey

That Council endorse attaching the Common Seal to:

1. The Short Form Agreement between the Northern Territory of Australia care of Department of Health and Katherine Town Council.

CARRIED: 6/0

- Mayor Miller noted pages 120 – 124 can be removed from the agenda as they are a duplicate.
- Alderman Gazey questioned if the amount we receive is enough to cover cost.
- The Operations Manager noted that yes it does cover cost.
- The Chief Executive Officer noted that officers will provide further information.

13.14 MINUTES OF THE KATHERINE SPORTSGROUNDS ADVISORY COMMITTEE MEETING – 19 APRIL 2016

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

MOVED: Higgins /Phillips

That it be recommended to Council:

That the Minutes of the Katherine Sportsgrounds Advisory Committee Meeting held on 19 April 2016 be received and noted.

CARRIED: 6 / 0

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

- Alderman Higgins noted it is good to see the minutes being confirmed.
- Alderman Phillips passed on a thank you to the Works and Services Department for how the sportsgrounds are looking.

13.15 RECORD OF DISCUSSION FROM THE KATHERINE SHOWGROUNDS ADVISORY COMMITTEE MEETING – 21 APRIL 2016

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

MOVED: Phillips / Clark

That it be recommended to Council:

The Record of Discussion from the Katherine Showgrounds Advisory Committee Meeting held on 21 April 2016 be received and noted.

CARRIED: 6 / 0

13.16 QUOTE 16/04 – PROVISION OF ASSET REVALUATION SERVICES

File: Works / Tender / Provision of Asset Revaluation Services Q16-04

MOVED: Rose / Gazey

That it be recommended to Council:

That Quote 16/04 – Provision of Asset Revaluation Services be awarded to Opteon Property Group for the total cost of \$49,500.00

CARRIED: 6/0

- Alderman Gazey noted he has read through the report and he can't see why the ratings were so close and can't see why we have gone for Opteon above Australia Valuations Solutions Pty Ltd.
- The Community Services Manager noted that the assessment on the tender for Australia Valuations Solutions Pty Ltd had concerns as per the report.
- Alderman Clark noted the price difference.

13.17 LEASE – AFL BIG RIVERS REGION INCORPORATED – OLD SECRETARY'S OFFICE – LOT 3177

File: Legal Documents/Lease/AFL NT

MOVED: Phillips / Clark

That it be recommended to Council:

That the Mayor and Chief Executive Officer be authorised to execute a five year lease of the Old Secretary's Office at the Katherine Showgrounds – Lot 3177 – 11 Murray Street to AFL Big Rivers Region Incorporated and affix the Common Seal as required.

CARRIED: 6 / 0

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

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 April:

Alderman Peter Gazey

Elected Members Workshop X 2
Open Forum
Council meeting
Confidential Council Meeting
Katherine Community Markets
ANZAC Dawn Service
ANZAC Ceremony and Service

Alderman Steven Rose

Elected Members Workshop X 2
Open Forum
Council meeting
Confidential Council Meeting
Development Consent Authority
ANZAC Dawn Service
ANZAC Ceremony and Service

Deputy Mayor Toni Tapp-Coutts

Elected Members Workshop X 2
Open Forum
Council meeting
Confidential Council Meeting
Katherine Community Markets
ANZAC Dawn Service
ANZAC Ceremony and Service

Alderman Rob Phillips

Elected Members Workshop X 2
Open Forum
Council meeting
Confidential Council Meeting
Katherine Community Markets
Show Grounds Advisory Committee
Museum Community Meeting

Alderman Donald Higgins

Elected Members Workshop X 2
Open Forum
Council meeting
Confidential Council Meeting
Katherine Community Markets
Sportsground Advisory Committee
Open Rodeo Community Meeting
ANZAC Dawn Service
ANZAC Ceremony and Service

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

Alderman Lis Clark

Elected Members Workshop X 2
Open Forum
Council meeting
Confidential Council Meeting
Farm & Garden Day
Katherine Library Seed Launch
Katherine Community Markets
ANZAC Dawn Service
ANZAC Ceremony and Service

Acceptance of late agenda items

MOVED: Higgins / Phillips

CARRIED: 6 / 0

15. Late Agenda

15.1 T16/07 – FLORINA ROAD – SUPPLY & INSTALL ANTI PONDING PIPES + ASSOCIATED EARTHWORKS

File: Legal Documents / Lease / Katherine Civil Airport Lease

MOVED: Phillips/ Rose

Note the above information and actions completed.

CARRIED: 6/0

- Alderman Gazey questioned schedule 7 regarding the pipe along Hammond drive way and he hopes it will be managed so that the water doesn't come out along Florina on the right hand side of the road.
- The Operations Manager noted there are two going across Hammond road.
- Alderman Rose noted it is good to see we are doing some work on the flood ways and that it should help.

15.2 PROGRESS OF THE LEASE AND OTHER ASSOCIATED MATTERS FOR THE KATHERINE CIVIL AIRPORT

File: Legal Documents / Lease / Katherine Civil Airport Lease

MOVED: Gazey / Clark

That it be recommended to Council to receive and note the above report.

CARRIED: 6 / 0

Alderman Rose it is nice to see we are approaching the end if the process.

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

16. General Business

- Alderman Gazey noted that the on 14 May 2016 Katherine was lucky enough to have the young Australians of the year visit. It was great to see them interact with the community and he congratulated Sarah Bevington (executive assistant) for her positive interaction with the community and Alderman Lis Clark for her assistance on the day.
- Alderman Clark noted that Alderman Gazey did a great job on the BBQ.
- Alderman Clark noted a letter to the editor for a job that was given to a non-local contractor and that the Northern Territory Government has a policy for defining local as anyone in the territory and there was more than \$200k difference in the work quoted. Alderman Clark noted that elected members don't always comment at all forums on issues are discussed at workshops.
- Alderman Clark noted that the seed library is going really well at the Katherine Library.
- Alderman Phillips noted that staff should be complimented for the process that they went through in accessing tenders.

17. Confidential Items

- Mayor Miller stated under the Local Government Act that Council is able to close a meeting, which means that all members of the public and press will be asked to leave the Council Chambers, to discuss specific issues in relation to matters referred to the relevant regulations of the Local Government (administration) regulations.
- Mayor Miller called for a motion to close the meeting to the public.
- Alderman Higgins moved that the meeting be closed to the public to discuss issues relating to matters as stipulated in the relevant regulations of the Local Government (Administration) regulations.

CARRIED: 6/0

- The media representative interjected and sought to confirm who the seconder to the motion was.
- The media representative and public were asked to leave the meeting.
- Mayor Miller moved to re-opened the meeting to the public to ensure that the public was aware of requirements of a confidential meeting.

MOVED: Miller / Phillips

CARRIED: 6/0

- Meeting opened at 7:05PM
- The public members still in the vicinity were invited back into the Chambers.
- Mayor Miller stated the Local Government Act that Council is able to close a meeting, which means that all members of the public and press will be asked to leave the Council Chambers, to discuss specific issues in relation to matters referred to the relevant regulations of the Local Government (administration) regulations.

ORDINARY COUNCIL MEETING MINUTES 24 MAY 2016

- Mayor Miller moved to close the meeting to the public at 7:06PM
- Alderman Higgins seconded the meeting be closed to the public to discuss issues relating to matters as stipulated in the relevant regulations of the Local Government (Administration) regulations.

CARRIED: 6/0

17.1 CEO PERFORMANCE REVIEW

MOVED: Clark / Phillips

CARRIED: 6 / 0

17.2 OUTSTANDING RATES – REGISTRATION OF OVERRIDING STATUTORY CHARGES

MOVED: Clark / Phillips

CARRIED: 6 / 0

Mayor Miller moved that the meeting be opened to the public 7:14PM
Alderman Higgins seconded the meeting be opened to the public.

CARRIED: 6 / 0

18. Next Ordinary Council Meeting

The sixth Ordinary Council Meeting is Tuesday 28 June 2016.

19. Meeting Closed

The meeting was closed 7:14PM

Fay Miller
MAYOR OF KATHERINE