



AGENDA

Centenary of Katherine Advisory Committee

To be held on Monday 9 October 2023

At 5:00 pm

Civic Centre, Council Chambers

24 Stuart Highway, Katherine NT 0850

The Chief Executive Officer of Katherine Town Council hereby provides notice of Centenary of Katherine Advisory Committee in accordance with Section 97(1) of the *Local Government Act 2019*

COMMITTEE

- Mayor Elisabeth Clark
- Councillor Peter McDougall
- Fiona Pearce
- Jason Pyke
- Christine Butler
- Trent de With
- Lauren Reed
- Ushani Loku Arumage
- Eric Vaughn Holowacz
- Toni Tapp Coutts
- Jenny Duggan

OFFICERS

- Ms Rosemary Jennings – Director Community Services
- Sinead Te Wake – Events Coordinator (Minute Taker)

VISION:

Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.

MISSION:

Together, we will work effectively today to shape our exceptional future tomorrows.

VALUES:

- 1. Accepting of diversity**
- 2. Sense of community**
- 3. Respect for people, environment, and culture.**

ORDER OF BUSINESS

1 Attendance.....	4
1.1 Present	4
1.2 Apologies	4
2 Opening of the Meeting	4
3 Declaration of Interest.....	4
4 Closure of the Meeting.....	4
5 Committee Member Business.....	4
6 Items for Discussion	5
6.1 Centenary of Katherine Terms of Reference	5
6.2 Centenary of Katherine Meeting Dates 2024.....	11
6.3 Centenary of Katherine 2026 - Promotional Signage Initiative	13

1 ATTENDANCE

1.1 PRESENT

1.2 APOLOGIES

2 OPENING OF THE MEETING

3 DECLARATION OF INTEREST

Members Disclosure Conflict of Interest

Members must declare any conflicts of interest in accordance with Council's 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

4 CLOSURE OF THE MEETING

The next Centenary of Katherine Advisory Committee will be held on XXXEnterDayDateMonthYearXXX.

5 COMMITTEE MEMBER BUSINESS

6 ITEMS FOR DISCUSSION

6.1 CENTENARY OF KATHERINE TERMS OF REFERENCE

Author: Rosemary Jennings, Director Community Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For recommendation to council
Attachments: 1. DRAFT ToR Centenary of Katherine 2026 Advisory Commi [6.1.1 - 4 pages]

Officer Recommendation

That the Committee endorses the draft Centenary of Katherine Advisory Committee Terms of Reference.

Purpose of Report

The purpose of the report is to seek the Centenary of Katherine Advisory Committees support for the drafted Centenary of Katherine Advisory Committee Terms of Reference (ToR).

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.2 Ensure strong internal governance with updated policies and procedures in place.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.2 Ensure compliance with local government legislation.

Background

The town of Katherine will celebrate its 100th year birthday on 1 July 2026. This will mark 100 years since the original declaration of the town.

The acknowledgement certificate of 75 years from the Northern Territory of Australia is presently located in the Council Chambers. The old Railway Bridge was built in 1926 and will also celebrate 100 years.

In December 2022, by council resolution, the Centenary of Katherine Advisory Committee was established to develop the strategic direction of this commemorative milestone. A public Expression of Interest process was commenced to establish the membership with the Council requesting the initial ToR be bought before the committee for endorsement prior to Council resolution.

Discussion

The intent of the committee is to give representatives from the community, government and business the opportunity to provide advice and feedback to Council on matters relevant to the centenary celebration of the township of Katherine (Centenary of Katherine 2026).

The committee will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to celebrations.

The Terms of Reference have been drafted to provide clear direction on the committee's objectives, clear extent of the committee's authority and ensure representation of all areas of our community.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.



COUNCIL POLICY

DRAFT

TERMS OF REFERENCE - CENTENARY OF KATHERINE ADVISORY COMMITTEE

Type:	Terms of Reference		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:		Next Review:	
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Local Government Act 2019 Advisory Committee Policy		

1 INTENT

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 the Centenary of Katherine Committee is to give representatives from the community, government and business the opportunity to provide advice and feedback to Council on matters relevant to the centenary celebration of the township of Katherine (Centenary of Katherine 2026).

The Committee will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to celebrations.

These Terms of Reference are to be read in conjunction with Council’s Advisory Committee policy.

2 SCOPE

These terms of reference apply to all Centenary of Katherine Advisory Committee members.

3 POWERS OF COMMITTEE

This committee is an advisory committee to Council pursuant to section 82 of the *Local Government Act 2019* and Council’s Advisory Committee Policy.

4 DETAILS

PURPOSE

The functions of the Advisory Committee shall include but not be limited to:

- Planning and policy development
- Strategic program reviews
- Facilitation of partnerships, community and user participation programs
- Provision of support to specific project working groups established by Council from time to time

The Advisory Committee may form sub-groups for addressing particular tasks and may choose the membership of such sub-groups by consensus.

MEMBERSHIP

Membership of the Advisory Committee shall consist of:

- The Mayor
- One (1) Councillor and one (1) alternate
- Up to 10 community and organisational memberships consisting of representation from:
 - Community residents,
 - Community organisations
 - Business sector
 - Local indigenous organisations
 - RAAF Tindal
- A representative from the Northern Territory Government
- The Director of Community Services (Advisory Capacity only)

The position of Chairperson will be held by the Mayor.

Councillors will be appointed to the Advisory Committee by resolution at an Ordinary or Special Council Meeting.

The external membership selection process for this Advisory Committee will include Expressions of Interest sought through a range of channels as decided by the Mayor, Councillors, Chief Executive Officer or relevant Director Community Services with appointment to the Advisory Committee by resolution at an Ordinary or Special Council Meeting.

Relevant Council staff will assist in providing information in an observer capacity but will not be voting members of the Advisory Committee.

COMMITTEE TERMS

Membership of the Committee shall be until December 2026, unless a recommendation to the contrary is adopted by Council at an Ordinary or Special Council Meeting.

MEETINGS

The Advisory Committee will meet a minimum of four (4) times per annum. A schedule of committee meetings will be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

Attendance may be available through electronic means.

If a voting member is absent for two consecutive meetings, the Chairperson will write to that member seeking an explanation on why they should remain on the Committee.

CENTENARY OF KATHERINE TERMS OF REFERENCE

The quorum for the Advisory Committee shall be half the number of members of the Committee, plus one

If the Chair is unable to attend a meeting the Chairperson shall nominate an acting chair for that meeting.

Discussion at the Advisory Committee meetings will be managed through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days prior to the meeting. The agenda will be circulated to all members five (5) days prior to the meeting.

The responsibility for normal day to day operational matters relating to the Centenary of Katherine 2026 will be handled through the normal management structure of Council.

The Advisory Committee will formulate and make recommendations in a consensus decision making approach.

Accurate and concise minutes will be recorded at each meeting and all agreed actions will include responsible person's name and an action due date. The minutes will be distributed to each member prior to the next meeting for confirmation as a true and accurate record at the meeting.

Minutes will be reported to the next available Ordinary Meeting of Council.

PERFORMANCE EVALUATION

The Advisory Group will undertake an annual performance assessment against the Terms of Reference and Council's Advisory Committee's Policy.

RESPONSIBILITIES

Council is responsible for the adoption, amendment and repeal of these Terms of Reference.

Advisory Committee Members are responsible for:

- Attending meetings
- Preparing and presenting reports as requested by the Chairperson
- Assisting with development of strategies or policies
- Actively promoting discussion within the community and source feedback

The Centenary of Katherine Committee does not have the power to incur expenditure.

The Advisory Committee makes recommendations to Council.

All Advisory Committee members, as well as other participants are expected to observe the following protocols:

- Be courteous to other participants, Council staff and Councillors
- Help to create an environment that is free of harassment and discrimination
- Protect the health, safety and welfare of yourself and others at meetings and related activities
- Actively participate with the events promotion in mind

Katherine Town Council will provide administrative support to the functions of the Advisory Committee through:

- Preparation and distribution of Agendas for Meetings
- Administrative arrangements for meetings
- Ensure the maintenance of associated records in Council's Electronic Record Management System (ERMS)
- Ensure information is accessible to all group members and minutes taken and distributed in a timely manner.

5 ASSOCIATED POLICIES/DOCUMENTS

Advisory Committee Policy

Privacy Policy

Confidential Information Policy

[Revision History](#)

Version	Approval date	Details of change	Responsible officer
Draft			

DRAFT

6.2 CENTENARY OF KATHERINE MEETING DATES 2024

Author: Rosemary Jennings, Director Community Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For recommendation to council
Attachments: Nil

Officer Recommendation

That the Committee endorses the proposed 2024 Centenary of Katherine Advisory Committee meetings dates, specifically:

- Monday 5 February 2024
- Monday 13 May 2024
- Monday 12 August 2024
- Monday 4 November 2024

Purpose of Report

The purpose of the report is to seek the Centenary of Katherine Advisory Committees support for the proposed 2024 meeting dates.

Strategic Plan

1. STRONG LEADERSHIP - 1.1 Strong Leadership - Lead a strong local democracy with a community that is actively engaged in Katherine's strategic direction.

1.1.2 Ensure strong internal governance with updated policies and procedures in place.

Municipal Plan

1.1 Governance - Governance and Elected Members

1.1.2 Ensure compliance with local government legislation.

Background

The purpose of the Centenary of Katherine Committee is to give representatives from the community, government and business the opportunity to provide advice and feedback to Council on matters relevant to the centenary celebration of the township of Katherine (Centenary of Katherine 2026).

The Committee will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to celebrations.

Discussion

In alignment with the Advisory Committee Policy and Centenary of Katherine Terms of Reference, the advisory committee will meet a minimum of four (4) times per annum. A schedule of committee meetings will be developed and agreed to by the members and additional meetings shall be convened at the discretion of Council.

It is proposed that for the 2024 calendar year the meeting schedule be as follows:

- Monday 5 February 2024
- Monday 13 May 2024
- Monday 12 August 2024
- Monday 4 November 2024

•
Katherine Town Council will provide administrative support to the functions of the Advisory Committee through:

- Preparation and distribution of Agendas for Meetings
- Administrative arrangements for meetings
- Ensure the maintenance of associated records in Council's Electronic Record Management System (ERMS)
- Ensure information is accessible to all group members and minutes taken and distributed in a timely manner.

Discussion at the Advisory Committee meetings will be managed through an agenda. Agenda items can be submitted for consideration by any member and should be submitted seven days prior to the meeting. The agenda will be circulated to all members five (5) days prior to the meeting.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

6.3 CENTENARY OF KATHERINE 2026 - PROMOTIONAL SIGNAGE INITIATIVE

Author: Rosemary Jennings, Director Community Services
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For recommendation to council
Attachments: Nil

Officer Recommendation

That advisory committee note the Centenary of Katherine promotional signage initiative.

Purpose of Report

The purpose of the report is to provide information to the committee as to the promotional signage initiative, to commence promoting the celebrations to the community of Katherine.

Strategic Plan

1. STRONG LEADERSHIP - 1.3 Community Engagement - Improve Council communications and engagement with the community.

1.3.3 Identify a number of tools to ensure our engagement is broad, inclusive and accessible to our diverse community.

2. COMMUNITY AND FAMILIES - 2.2 Prioritise Recreation - Collaborate and innovate with the private and public sectors for positive social, economic, and environmental outcomes.

2.2.3 Promote an active community with family events, festivals, live music and sports.

Municipal Plan

1.3 Governance - Media and Community Engagement

1.3.2 Engage with the community and highlight positive aspects of Katherine.

3.1 Community Services - Community Events and Collaboration

3.1.10 Increased participation and community connectedness at council activities.

Background

The purpose of the Centenary of Katherine Committee is to give representatives from the community, government and business the opportunity to provide advice and feedback to Council on matters relevant to the centenary celebration of the township of Katherine (Centenary of Katherine 2026).

The Committee will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to celebrations.

Discussion

In anticipation of the Centenary of Katherine in 2026, Katherine Town Council will commence promotion of the event through a number of strategies.

Initial promotional activities will consist of utilising pre-existing signage structures (wayfinding) that are located throughout the CBD with signage spaces that are due for replacement and replace them with promotional imagery advertising the event. So far, three (3) locations have been identified:

- Cnr Victoria Hwy and Pearce Street (Stuart Highway end)
- Cnr Victoria Hwy and Pearce Street (Showgrounds end)
- Cnr Lindsay Street and Third Street

Initially the campaign will be a passive process, with the initiative to increase in line with the formalisation of the events marketing strategy and the nearing of the event.

Example – Existing Wayfinding Signage



Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

We the Author and Approving Officer declare we do not have a conflict of interest in relation to this matter.

