



AGENDA

Ordinary Meeting of Council

To be held on Tuesday 23 September 2025

At 12:00 pm

Roper Gulf Regional Council, Wilton Training Room
2 Crawford Street, Katherine NT 0850

The Acting Chief Executive Officer of Katherine Town Council
hereby provides notice of the Ordinary Meeting of Council
in accordance with Section 92 of the *Local Government Act 2019*

ELECTED MEMBERS

- Mayor Joanna Holden (Chair)
- Councillor Kathryn Whitehouse
- Councillor Jim king
- Councillor Mel Doyle
- Councillor Toni Tapp Coutts
- Councillor Kathy Glass
- Councillor Anjali Palmer

OFFICERS

- Ingrid Stonhill – Chief Executive Officer
- Martene Johnson – Executive Assistant - Minute Taker
- Amanda Haigh – Manager Governance and Risk
- Brett Kimpton – Manager Environment and Municipal Services
- Casey Anderson – Manager Corporate Administration
- Matt Arnott - Manager Project Portfolio
- Rhett English - Manager Community Relations
- Jo Brosnan - Manager Strategic Communications
- Kimberly Worrigal – Contracts Coordinator

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.**

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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 culture as one 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 OPENING OF THE MEETING

4 ATTENDANCE

4.1 PRESENT

4.2 APOLOGIES

4.3 LEAVE OF ABSENCE

No Councillors' Leave of Absence Applications have been identified as part of this Agenda.

5 DECLARATION OF INTEREST

Members Disclosure Conflict of Interest

Elected Members must declare any conflicts of interest in accordance with Councils 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 PRESENTATIONS FROM EXTERNAL AGENCIES

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 26 AUGUST 2025

Report Type: Previous Minutes

Attachments: 1. Ordinary Meeting of Council - 26 August 2025 - Minutes - Unconfirmed [7.1.1 - 9 pages]

Recommendation

That Council confirm the minutes of the Ordinary Meeting of Council held on 26 August 2025 as a true and accurate record.



MINUTES

**Ordinary Meeting of Council
Held on Tuesday 26 August 2025**

Civic Centre, Council Chambers
24 Stuart Highway, Katherine NT 0850



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 culture as one 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 OPENING OF THE MEETING

Mayor Clark declared the Ordinary Meeting of Council - 26 August 2025 open at 12:00 pm.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

- Mayor Elisabeth Clark (Chair)
- Deputy Mayor Denis Coburn
- Councillor Maddy Bower
- Councillor Amanda Kingdon - via video conference
- Councillor Peter McDougall
- Councillor Kerrie Mott
- Councillor Jeremy Trembath

OFFICERS

- Mrs Ingrid Stonhill – Chief Executive Officer
- Amanda Haigh – Manager Governance and Risk
- Martene Johnson - Executive Assistant - Minute Taker
- Brett Kimpton – Manager Environment and Municipal Services
- Casey Anderson – Manager Corporate Administration
- Matt Arnott - Manager Project Portfolio
- Sheralea Clemow - Rates and Regulatory Affairs Coordinator
- Jo Brosnan - Manager Strategic Communications - via video conference
- Kimberly Worrigal – Contracts Coordinator

PUBLIC - 5

4.2 APOLOGIES



Nil

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST

The Chair reminded members of their responsibility to declare any conflicts of interest.

Nil conflicts declared.

6 PRESENTATIONS FROM EXTERNAL AGENCIES

Nil

7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 22 JULY 2025

COUNCIL RESOLUTION OMC-2025-188

Moved: Councillor McDougall; **Seconded:** Deputy Mayor Coburn

That Council confirm the minutes of the Ordinary Meeting of Council held on 22 July 2025 as a true and accurate record.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

7.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL 21 JULY 2025

COUNCIL RESOLUTION OMC-2025-189

Moved: Councillor Bower; **Seconded:** Councillor McDougall

That Council confirm the minutes of the Special Meeting of Council held on 21 July 2025 as a true and accurate record.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE JULY 2025

COUNCIL RESOLUTION OMC-2025-190

Moved: Councillor McDougall; **Seconded:** Councillor Trembath

That Council receive and note the Action update.



CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and
Councillor Trembath

AGAINST: Councillor Kingdon

UNCONFIRMED



9 MAYORAL BUSINESS

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING JULY 2025

COUNCIL RESOLUTION OMC-2025-191

Moved: Councillor Trembath; **Seconded:** Deputy Mayor Coburn

That Council receive and note the Incoming Correspondence:

- Attachments:
1. Letter - DPLE - Broadening and Simplifying the Container Deposit Scheme - 02 Jul 2025 - ID237535 [**10.1.1** - 1 page]
 2. Letter - Minister Yan - Speed Restriction Modifications Katherine Terrace - 31 Jul 2025 - ID237536 [**10.1.2** - 2 pages]

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

10.2 CORRESPONDENCE OUTGOING JULY 2025

COUNCIL RESOLUTION OMC-2025-192

Moved: Councillor Bower; **Seconded:** Councillor Trembath

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Letter - General Santos City Mayor - Sister City - 15 Aug 2025 - ID2375274 [**10.2.1** - 1 page]
 2. Letter - Katherine Softball Association - Grant application support letter - 6 Aug 2025 - ID237530 [**10.2.2** - 1 page]

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

11 PETITIONS

Nil

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

There were no Questions from the Gallery at the Ordinary Meeting of Council - 26 August 2025

13 NOTICE OF MOTION



Nil

14 REPORTS OF OFFICERS

14.1 2024-25 ACQUITTAL - IPG2400010 - NEW ANIMAL DOG POUND

COUNCIL RESOLUTION OMC-2025-193

Moved: Councillor Trembath; **Seconded:** Deputy Mayor Coburn

That Council endorses the 2024/2025 Local Government Immediate Priority Grant acquittal for the IPG2400010 New Animal Impound Facility and the acquittal be forwarded to the Department of Housing, Local Government and Community Development.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

14.2 LGANT ANNUAL MEMBERSHIP

COUNCIL RESOLUTION OMC-2025-194

Moved: Councillor McDougall; **Seconded:** Councillor Trembath

That Council note the Annual Membership Subscription from the Local Government Association of the Northern Territory (LGANT)

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

17 LATE AGENDA

17.1 2024-25 ACQUITTAL - LGR2015/00010 - PROVISION OF LOCAL GOVERNMENT SERVICES TO BINJARI

COUNCIL RESOLUTION OMC-2025-195

Moved: Councillor Bower; **Seconded:** Councillor Trembath

1. That Council endorse the acquittal for 2024-2025 Local Government Grant – Provision of Local Government services to Binjari community, and that the acquittal be forwarded to the Department



of Housing, Local Government and Community Development.

2. That Council approve requesting the surplus of \$20,787.85 be retained to provide services as identified in the report.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

17.2 FINANCE REPORT JULY 2025

COUNCIL RESOLUTION OMC-2025-196

Moved: Councillor McDougall; **Seconded:** Councillor Trembath

That Council endorses the Finance Report for the Month of July 2025.

CARRIED 5|2

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall and Councillor Trembath
AGAINST: Councillor Kingdon and Councillor Mott

17.3 SMEAR CAMPAIGN AGAINST COUNCIL

COUNCIL RESOLUTION OMC-2025-197

Moved: Councillor Bower; **Seconded:** Deputy Mayor Coburn

That Council notes the following report.

CARRIED 6|1

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Councillor Kingdon

18 GENERAL BUSINESS

Cr Trembath wished KTC all the best, we are all in this together.

Deputy Mayor Coburn there was no heavy vehicle diversion funding in the 2025/26 announcement.

Condolences to the Lowe family for the loss of Teddy Lowe.

Cr Bower wishes for a formal letter to Michael Taylor on behalf of council regarding a racial candidate and what she had to endure.

Cr McDougall should he not be voted back in, he wished deepest thanks to members and KTC staff and hard work of CEO, council has been the most productive and accountable in history during the last 4 years.

Mayor Clark thank you to all staff, CEO, members and guests.

19 CLOSURE OF MEETING TO PUBLIC

The open meeting was declared closed to the public at 12:26 pm.

COUNCIL RESOLUTION OMC-2025-198

Moved: Mayor Clark; **Seconded:** Deputy Mayor Coburn



KATHERINE
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 26 August 2025

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

CARRIED 7|0

FOR: Mayor Clark, Deputy Mayor Coburn, Councillor Bower, Councillor Kingdon, Councillor McDougall, Councillor Mott and Councillor Trembath
AGAINST: Nil

20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 22 JULY 2025

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

20.2 MINUTES OF THE CONFIDENTIAL SPECIAL MEETING OF COUNCIL 21 JULY 2025

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

20.3 FINAL COMPLIANCE REVIEW REPORT



KATHERINE
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 26 August 2025

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

AMENDMENT COUNCIL RESOLUTION OMC-2025-202

Moved: Councillor Bower; Seconded: Deputy Mayor Coburn

2. That Council:

- a. rescind resolution number OCM-066-2023;

That Council authorise the Mayor and Chief Executive Officer to execute a three (3) year lease with the option to renew for a further two (2) years, to Blue Eagle Training and Fitness for part of Lot 3177, that being the Norforce Pavillion and Norforce Toilet Block and affix the Common Seal as required;

as the lease did not go ahead and therefore affixing of the Common Seal was not required, and

- b. move the resolution 2 a to the open minutes

Carried

21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 1:05 pm.

22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council was declared closed at 1:06 pm.

The next Ordinary Meeting of Council will be held on 23 September 2025.



8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE AUGUST 2025

Report Type: For noting

Attachments: 1. Action Report OMC - 12 Sept 2025 [**8.1.1** - 1 page]

Officer Recommendation

That Council receive and note the Action update.

22-10-2024	Ordinary Meeting of Council - 22 October 2024	14.2	Policies	On Hold
Live Streaming ability to be included in the upgrades to the Civic Centre. Policy to be revised following the upgrades.				
25-03-2025	Ordinary Meeting of Council - 25 March 2025	14.1	CBD speed changes	In Progress
<p>Letter sent to Minister Yan cc CEO DoLI 7 April 2025</p> <p>DLI Executive Director Northern Region in discussions with CEO for information to assist with council decision.</p> <p>Minister Hersey spoke to the matter at her meeting with elected members, but there was no resolution.</p> <p>Minister Hersey said she would seek advice about the report sent to council stating which Councillor spoke on Councils behalf.</p> <p>OMC 17 June 2025 update - Noted no response from Minister Hersey regarding follow-up information on the CBD speed changes. Minister Yan advised he will meet with Council on his next visit regarding the CBD speed changes.</p> <p>ED DLI emailed CEO Council 7 August to follow-up and has agreed to meet with the new council to seek decision and briefing on other matters, date to finalised.</p> <p>31 July 2025 Letter from Minister Yan to Mayor acknowledging the speed restriction modifications.</p> <p>DLI Big Rivers Region have advised of their availability to meeting with the Council 30 September to 3 October.</p>				
22-04-2025	Ordinary Meeting of Council - 22 April 2025	10.1	Correspondence Incoming March 2025 - Request to raise with DLPE at next meeting to provide the data supporting the claim that the Materials Recovery Facility in Katherine is not viable.	Not yet started

9 MAYORAL BUSINESS

9.1 MAYOR CLARK ACTIVITIES FOR AUGUST 2025

Report Type: For noting

Recommendation

That Council receive and note the Mayoral activities for Mayor Clark August 2025.

Purpose of Report

To provide an update on the Mayoral activities and engagements since the last Council meeting. The elected member reporting obligation forms part of the Katherine Town Council's Annual Report to the community, outlining elected members contribution to the Town council's service delivery.

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.

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.

1.2.1 Foster strong relationships with Territory and federal governments to ensure coordination and support for economic development initiatives affecting Katherine at the local level and in the Big Rivers Region.

Mayor Lis Clark	
Date	Activity attended
5 th -20 th July 2025	Leave
22 nd July 2025	Ordinary Meeting of Council Meeting
22 nd July 2025	Meeting with representative from Talisman Sabre
23 rd July 2025	Meeting - Army
23 rd July 2025	Meeting with Department of Citizenship and Multicultural Affairs
24 th July 2025	ABC Interview
24 th July 2025	Flickerfest – opening of films
25 th July 2025	Presentation of Plaque from representatives of Talisman Sabre
27 th July 2025	Doggy Day at the Sportsgrounds
30 th July 2025	Meeting with representative from Foodbank
1 st August 2025	LGANT – Mayors and Presidents Meeting
5 th August 2025	Breakfast with representative from Parks and Wildlife
5 th August 2025	Katherine Police
6 th August 2025	Morning tea for Senior's month
7 th August 2025	LGANT – 2 nd briefing AAPA
7 th August 2025	Meet the Candidates - Godinymayin
7 th August 2025	Katherine Beat 2025
8 th August 2025	Coffee with a Cop – Maidens Lane
8 th August 2025	Department of the Chief Minister and Cabinet
15 th August 2025	Funeral for Teddy Lowe
18 th August 2025	Veterans Day
18 th August 2025	Katherine Outback Experience
19 th August 2025	Morning Tea with Ministers
20 th August 2025	LGANT Board Meeting
20 th August 2025	Teddy Bears Picnic
20 th August 2025	Coffee with Department Heads
22 nd August 2025	Katherine South School – Book Parade
22 nd August 2025	Katherine High School Careers Expo
22 nd August 2025	Coffee with a Cop
26 th August 2025	Ordinary Meeting of Council Meeting

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING

Report Type: For noting

Recommendation

That Council receive and note the Incoming Correspondence:

- Attachments:
1. Communique - ALGA Board meeting - 23 Jun 2025 - ID239376 [**10.1.1** - 1 page]
 2. Report - LGANT Submission Multicultural Strategy - 25 Aug 2025 - I D 239381 [**10.1.2** - 5 pages]
 3. Communique - LGANT Board meeting - 27 Aug 2025 - ID239376 [**10.1.3** - 2 pages]
 4. Letter Dept Foreign Affairs - Foreign Arrangements Scheme Review - 2 Sep 2025 - ID239225 [**10.1.4** - 1 page]
 5. Letter - NT Remuneration Tribunal - 2026 LGC and LA Inquiries - 9 Sep 2025 - ID239223 [**10.1.5** - 1 page]
 6. report-determination-1-of-2025-allowances-for-members-local-government-councils [**10.1.6** - 10 pages]
 7. Letter - NTEC - 2025 Local Government Election results - 9 Sept 2025 - ID239172 [**10.1.7** - 3 pages]



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Deakin ACT 2600

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23 June 2025 ALGA Board meeting Communique

The ALGA Board met on Monday 23 June at the ALGA offices in Deakin ACT, ahead of the 2025 National General Assembly of Local Government.

The Board received a comprehensive briefing on how the NGA would be delivered over the week including their roles.

The Board received an update on the key speakers and the intersection with ALGA's policy priorities particularly financial sustainability, Emergency Management and Safer Roads.

These speakers include, the Minister for Emergency Management and Local Government, Shadow Minister for Local Government Dr Anne Webster, Bernard Salt, Dr Varrall. The Board were also updated on the process for the debate on motions.

The adaptation research will be launched at the National General Assembly.

The Board agreed to establish a Campaign sub-committee comprised of the ALGA CEO and State and Territory Association CEOs to workshop a plan of approach for a financial sustainability campaign to the Federal Government to bring back to the ALGA Board for approval.

The Board will next meet online Thursday 31 July 2025 online.



Submission to Office of Multicultural Affairs: Development of a Multicultural Strategy for the Northern Territory

Introduction

The Local Government Association of the Northern Territory (LGANT) welcomes the opportunity to provide a submission to the Office of Multicultural Affairs to contribute to their development of a Multicultural Strategy for the Northern Territory.

LGANT is the voice of local government, representing 17 of the 18 councils across the NT. This membership consists of four municipal, three shire and ten regional councils, and one associate member. LGANT provides leadership, support, representation, and advocacy on behalf of our member councils for the benefit of their communities.

Local government councils are responsible for delivering a wide range of essential services, including the management of parks and playgrounds, sporting fields and courts, swimming pools, libraries, cemeteries, community events, youth programs, child-care and aged care.

Councils represent the tier of government most closely connected to the community. They are often the first point of contact for residents seeking to raise concerns about safety, accessibility, or other areas where they feel their needs are not being adequately addressed. Given their proximity and on-going engagement with local residents, councils typically hold the most comprehensive understanding of community needs, concerns and priorities.

The local government sector in the NT collectively employs around 3,000 people and is often the largest employer of Aboriginal people in remote and regional areas. In addition to this, councils deliver services to highly diverse communities and maintain a workforce that contributes a broad range of cultural perspectives and lived experiences. This diversity enhances their ability to design and deliver programs that are inclusive, culturally appropriate and responsive to the needs of the population they serve.

LGANT also serves as an observer member of the Minister's Advisory Council on Multicultural Affairs (MACMA), ensuring that local government perspectives are represented in multicultural policy development and implementation.

For these reasons, local government councils, are uniquely positioned to contribute meaningfully to the development of a multicultural strategy, which can in turn inform the design and delivery of their services.

Consultation and Partnership with Local Government

LGANT acknowledges the Northern Territory Government's (NTG) intention to partner with local government councils in the implementation of a Multicultural Strategy. However, for partnership to be genuine and effective, engagement must begin at the earliest stages of planning and consultation. Engagement must also include stakeholders, service providers and peak bodies.



Local councils are deeply embedded in their communities and possess a wealth of valuable local knowledge, networks and relationships. Early involvement of councils in the consultation process would enable more inclusive and representative engagement, ensuring that the voices of diverse community members are heard.

For example, in Tennant Creek, the local council was not aware of the NTG consultation session in advance. This limited the opportunity for broader community participation. Earlier coordination with council could have helped identify and invite key community representatives.

Recommendation: To strengthen the partnership approach, LGANT recommends that future consultation be co-designed with councils, including advance notice, collaborative planning and shared responsibility for community outreach. This will help ensure that the Multicultural Strategy is informed by the lived experience and priorities of the communities it aims to support.

Addressing Deeper Issues in the Multicultural Strategy Development

While the current focus of the Multicultural Strategy includes activities, events and access to services, it is essential that the strategy also addresses deeper, systemic issues affecting multicultural communities across the Northern Territory. Councils regularly engage with residents facing complex challenges that go beyond surface-level inclusion.

One critical area is the intersection of multiculturalism and vulnerability, particularly in relation to domestic and family violence. Culturally diverse Territorians can face heightened risks due to factors such as visa insecurity, language barriers, limited awareness of available support services, and fear of authority or deportation. These barriers can prevent individuals from seeking help or participating fully in community life.

Local councils across the NT are closely connected to their communities through their elected members, accessibility to the public and the programs and services they deliver. In remote and regional areas, where councils may be the primary or sole provider of services (like aged care, child-care NDIS etc), this connection can also position them to become aware of emerging challenges affecting vulnerable groups. This proximity to communities and ongoing engagement positions councils to identify emerging issues and facilitate culturally safe responses. A strategy that explicitly acknowledges and responds to these deeper challenges, such as access to appropriate, informed health services including DFV, would strengthen councils' ability to support vulnerable residents and contribute meaningfully to community wellbeing. *Recommendation: To ensure the Multicultural Strategy is both inclusive and impactful, LGANT recommends that it incorporates –*

- *Targeted measures to address vulnerability and safety*
- *Clear pathways for collaboration between councils, specialist services and multicultural organisations*
- *Resourced capacity-building initiatives for council staff to identify and respond to complex needs in culturally safe ways.*



Resourcing

Effective implementation of a Multicultural Strategy requires appropriate and sustained resourcing across all levels of government and community. Resourcing is not only about funding events or short-term initiatives, but also about building capacity within institutions and of programs and people to support multicultural communities in a meaningful and lasting way.

As observer members of the Ministers Advisory Council on Multicultural Affairs (MACMA), LGANT supports the strengthening and appropriate resourcing of MACMA, Multicultural Council of the Northern Territory (MCNT) and Multicultural Community Services of Central Australia (MCSA), all of which play critical roles in policy development, advocacy and community engagement. Local councils also require dedicated support to deliver on the aspirations of the strategy at the grassroots level.

As previously mentioned, councils are often one of the first points of contact for community members and are responsible for delivering a wide range of services that directly impact on community wellbeing. Local councils are not only key stakeholders in the development of the strategy but will also be critical delivery partners in its implementation. Their proximity to residents and existing service infrastructure positions them to translate strategic goals into tangible outcomes on the ground. To fulfill this role effectively, councils require:

- Targeted funding – to support local multicultural programs, community engagement and culturally appropriate service delivery
- Capacity-building resources – to train staff, develop inclusive policies and strengthen partnerships with multicultural organisations
- Ongoing operational support – to ensure continuity of programs that provide information, advocacy and support to multicultural communities.

Adequate resourcing for councils will be key to translating the aspirations of a multicultural strategy into meaningful and sustainable outcomes for communities. For councils to provide meaningful support in multicultural engagement, dedicated human resources, such as specialist multicultural positions, are essential. When even well-resourced councils do not have access to this expertise, it highlights the challenges faced by smaller or remote councils, which may have fewer options for accessing or developing this capacity.

Recommendations: The strategy should include a clear Territory-wide approach to resourcing, that outlines funding pathways, responsibilities and mechanisms for collaboration between the NTG, local government councils and community organisations.

This could include the establishment of specialist roles, that would help ensure equitable support and implementation across all councils. The presence of a Multicultural Officer within councils, could serve as a model for building capacity and supporting programs across Territory councils.

In recognition of LGANT's contributions and active engagement in multicultural affairs across the Northern Territory, we recommend that LGANT be transitioned from observer status to full membership within MACMA, ensuring its direct involvement in shaping and implementing multicultural strategies.



Measuring Success

During the briefing with LGANT and members, the Office of Multicultural Affairs acknowledged the need to expand on its approach to measuring the success of the Multicultural Strategy and invited suggestions on strengthening this aspect of the strategy.

While cultural celebrations are a valuable component of a multicultural strategy, enhancing visibility, fostering inclusivity, and strengthening community engagement, they should not be regarded as the sole measure of success. A truly inclusive, equitable, and safe multicultural society requires a broader and more sustained commitment to structural change, policy development, and meaningful participation across all sectors of society. Councils, as community-facing organisations, are well placed to support the development of a multicultural strategy. Their direct engagement with communities enables them to identify meaningful and measurable actions and offer valuable opportunities for collaboration in the design and delivery of initiatives that respond to local needs and priorities.

Several national frameworks offer guidance on more comprehensive evaluation methods:

- The Multiculturally Competent Service System Assessment Guide, includes detailed checklists for evaluating cultural responsiveness in service delivery, governance and workforce development - <https://www.servicesaustralia.gov.au/sites/default/files/2023-09/multicultural-servicing-strategy-2023-25.pdf>
- The Multicultural Access and Equity Assessment Tool, designed by the Australian Government provides a template for assessing Government programs and services - <https://www.homeaffairs.gov.au/mca/PDFs/multicultural-access-equity-assessment-tool.pdf>
- The NSW Office of Local Government published the Regional Communities Consultation Guide that outlines key principles for planning, implementation and evaluation - <https://www.olg.nsw.gov.au/wp-content/uploads/OLG-Planning-for-a-Multicultural-Community.pdf>

LGANT supports the use of robust data and community insights to inform the strategy and its evaluation. Councils, alongside community organisations and government agencies, can contribute valuable local knowledge and service experience to help build a strong evidence base. A shared approach to data collection and analysis will help ensure the strategy is responsive, measurable and grounded in lived experience.

Recommendations: Consider the following indicators for measuring success:

- *Community participation and representation – the involvement of culturally diverse Territorians in advisory groups, civic processes and leadership roles*
- *Access to services – usage rates and satisfaction levels among culturally diverse residents in services, including council services (e.g. youth and aged care services)*
- *Safety and wellbeing – community perception of safety, trust in institutions and access to support services, especially for vulnerable groups.*
- *Workforce diversity – representation of culturally diverse people in the NT workforce*
- *Cultural competence – staff training completion rates and feedback on culturally responsive service delivery*



- *Qualitative feedback – stories, surveys and consultations that capture lived experience and community priorities.*

LGANT recommends that the Multicultural Strategy includes a shared evaluation framework, co-developed with community organisations and local councils, that incorporates both quantitative and qualitative tools to measure outcomes over time.

Conclusion

As the level of government most closely connected to communities, local councils are uniquely positioned to support the implementation of a Multicultural Strategy that reflects lived experience and local priorities. LGANT looks forward to continuing to work collaboratively with the NTG to ensure the strategy delivers meaningful outcomes for multicultural communities across the Territory. LGANT recognises the significant work being undertaken by the Office of Multicultural Affairs, particularly given the limited resourcing of the team. We appreciate the opportunity to contribute to a more inclusive, safe and equitable Territory for everyone.



27 AUGUST 2025 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its fourth meeting of 2025 on Wednesday 27 August at the LGANT office in Darwin and online.

Daniel Shane from Central Desert Regional Council provided an update on the Neighbourhood Watch NT Board in his capacity as the LGANT representative.

The Board approved and adopted the second tranche of LGANT's updated organisational policies. The Board also approved consultant to conduct the current CEO's first annual performance and remuneration review.

The Board agreed to the LGANT team continuing discussions with ALGWA on their proposal to re-establish an NT Branch.

The Board endorsed MacDonnell Regional Council's nomination (Sheree Sherry) to represent LGANT on the NT Councils Discretionary Trust Advisory Committee and discussed the development and implementation of LGANT's candidate nomination campaign in the lead up to the local government elections. LGANT, as part of the Local Government Election Working Group with NTEC and DHLGCD, will participate in a debrief in September on the elections more broadly and discuss lessons learnt and recommendations for the next election.

The LGANT President provided an update on the ALGA Board and talked to the 23 June and 31 July 2025 ALGA Board meetings (refer attached 23 June 2025 communique).

The LGANT CEO confirmed that there will be at least one casual vacancy on the LGANT Board due to Mayor Lis Clark's retirement, and that LGANT will determine next steps after the declaration of results of the election after 8 September 2025. The CEO also provided an update on LGANT's request for a sector briefing on the government's proposal to 'empower the bush' (de-amalgamations) and the latest discussions with DHLGCD on the Tranche 2 amendments to the *Local Government Act 2019*. Regarding the Strategic Plan, the CEO confirmed that the three advocacy areas for 2025/26 will be a review of the policy statements, and an analysis of road and financial sustainability data.

The Board will next meet on 22 October 2025.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at mary.watson@lgant.asn.au or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Hon Kon Vatskalis	City of Darwin	lord.mayor@darwin.nt.gov.au	0499 384 233
Vice President (municipal): Allison Bitar	Alice Springs Town Council	abitar@alicesprings.nt.gov.au	0491 055 224

Vice President (regional and shire): Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicdaly.nt.gov.au	0429 341 336
Peter Pangquee	City of Darwin	peter.pangquee@darwin.nt.gov.au	0419 858 636
Doug Barden	Litchfield Council	doug.barden@litchfield.nt.gov.au	0429 875 390
Lis Clark	Katherine Town Council	elisabeth.clark@ktc.nt.gov.au	0439 501 348
Peter Clee	Wagait Shire Council	peter.clee@wagait.nt.gov.au	0418 894 404
Lynette De Santis	Tiwi Islands Regional Council	lynettejane.desantis@tiwiislands.nt.gov.au	0419 033 821
James Woods	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	0497 919 225



Australian Government
Department of Foreign Affairs and Trade

2 September 2025

Dear Lord Mayors and Mayors

Copy to: Chief Executive Officers

Independent review of the Foreign Arrangements Scheme – Update on the Final Report and Government Response

Further to my letter of 13 June 2025, I am pleased to inform you that the Final Report of the independent review of the Foreign Arrangements Scheme, and the Government Response to the Recommendations in that Report, are now available on the Foreign Arrangements Scheme website (www.foreignarrangements.gov.au).

The Foreign Arrangements Branch in the Department of Foreign Affairs and Trade will be hosting virtual townhalls for Local Government Authorities on Monday 15 September, 1:30pm-2:00pm AEST, and Tuesday 16 September, 3:30pm-4:00pm AEST. The Branch will brief on the Review and Government Response and discuss the implications for the Scheme and sector. The Branch will also be conducting in-person outreach to discuss the Review and provide targeted advice to select Local Governments across all states and territories from September through December 2025.

Should you require any further information regarding the Review or Scheme more broadly, please contact the Foreign Arrangements Branch at foreignarrangements@dfat.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Julie Heckscher'.

Julie Heckscher
First Assistant Secretary
Regulatory and Legal Policy Division
Department of Foreign Affairs and Trade



NORTHERN TERRITORY OF AUSTRALIA

REMUNERATION TRIBUNAL

**GPO BOX 4396
DARWIN NT 0801**

Telephone: (08) 8999 6539

Ms Ingrid Stonhill
Chief Executive Officer
Katherine Town Council

Ingrid.Stonhill@ktc.nt.gov.au

Dear Ms Stonhill

The Remuneration Tribunal is commencing its inquiry on Local Government Council and Local Authority members' allowances 2026 pursuant to sections 7B(1) and 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* with Councils.

If completed on or before 1 February 2026, the inquiry will lead to a determination that applies to members' allowances from 1 July 2026. I attach to this letter copies of the latest versions of the Tribunal's Determinations.

The Tribunal is accepting written submissions from Councils for the inquiry by 17 October 2025, which should address only questions or issues that your Council would like to raise. Considerations should be made as to any unique circumstances relating to your Council which you may wish to advise the Tribunal. Individual Councillors may also like to provide their own submissions.

While the Tribunal would like to meet with Councils personally, this is not practicable; however the Tribunal will accommodate video conference calls.

It would be appreciated if you could place this letter on the Council's agenda for its next meeting for your Council to discuss its approach. It would also be appreciated for the CEO receiving this letter to provide it to the appointed Mayor of the Council.

Councils should contact the Tribunal's Secretariat via email NTRemunerationTribunal@nt.gov.au for any further queries or to arrange meetings with the Tribunal.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Gary Higgins'.

Gary Higgins
Chair
Northern Territory Remuneration Tribunal
9 September 2025



NORTHERN TERRITORY OF AUSTRALIA REMUNERATION TRIBUNAL

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

DETERMINATION OF ALLOWANCES FOR MEMBERS OF LOCAL COUNCILS

REPORT ON DETERMINATION NO. 1 OF 2025

1. INTRODUCTION

On 30 July 2024, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

The resulting Report and Determination must be tabled in the Legislative Assembly within six sitting days of receipt by the Minister.

Under section 7B(7) of the AMSORE Act, the allowances determined are effective from either:

- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.

On 6 September 2024, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 14 September 2024, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

Further correspondence invited Councils to arrange to meet with the Tribunal and two meetings were held with Councils.

The Tribunal received eight submissions from the following Councils as well as Local Government Association of the Northern Territory (LGANT):

- Three from the City of Darwin Council
- City of Palmerston Council
- Alice Springs Town Council
- Two from the Wagait Shire Council
- Coomalie Shire Council

2. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Tribunal received several submissions requesting an increase to Professional Development Allowance. It is noted that the Professional Development Allowance is all inclusive and can include travel and accommodation costs. The Tribunal is aware of significant cost increases for travel especially for Regional areas of the NT and has agreed to increase the Allowance to \$5000 per financial year.

3. COUNCILLOR'S ALLOWANCE

The Tribunal has increased all base allowances by 4% in recognition of movements in earnings within Australia as well as the Territory.

At the same time, the Tribunal has determined that Elected Councillors in Wagait and Belyuen Shire Councils will receive the same base allowance as Elected Councillors in Coomalie

4. MAYOR AND PRINCIPAL MEMBER ALLOWANCE

The Tribunal has determined that on the basis of equity, the three Shire Council Mayors should receive the same Total Mayor Allowance which has now been set at \$30 462.

The Tribunal has also increased the Mayoral Allowance by 4% to address relativities between Councillor and Mayoral Allowances.

5. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has kept the Allowance at a maximum of \$10 000, but has recognised some instances where the extra meeting allowance paid to a Councillor should not be applied to the cap.

The Tribunal has determined that where a Councillor is asked to represent the Mayor or Principal Member at an official Council function, an extra meeting allowance will apply, but it will not be included against the cap. Similarly, where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will apply, but it will not be included against the cap.

The Tribunal has also determined that where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT), an extra meeting allowance will apply, but it will not be included in the cap.

6. FUTURE INQUIRIES


This is the third inquiry into Members of Local Government Council Allowances by the Tribunal and it has been useful for the Tribunal to address some factors that were outstanding from earlier Inquiries.

The Tribunal believes that there are still some outstanding issues that need addressing and these would be enhanced by further Inquiries on an annual basis. .

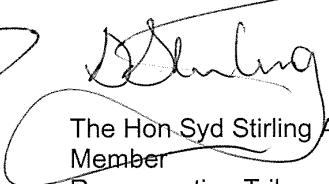
The Tribunal appreciates the feedback received from Councils.

7. APPENDIX A


Appendix A provides details of the allowances.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024

APPENDIX A to the Report

Comparison of Existing Allowances with New Allowances**Municipal and Regional Councils**

ALLOWANCE COUNCIL	CURRENT	New from 1 July 2025
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Councillors

Darwin	\$31,775	\$33,046
Palmerston	\$24,600	\$25,584
Alice Springs	\$22,550	\$23,452
Litchfield	\$22,550	\$23,452
Katherine & Regional	\$20,500	\$21,320

Shire Councils

Councillors	Coomalie	\$7,175	\$7,462
	Belyuen	up to \$5,125	\$7,462
	Wagait	up to \$5,125	\$7,462

Mayor Allowance

Darwin	\$127,200	\$132,288
Palmerston	\$92,000	\$95,680
Alice Springs	\$89,000	\$92,560
Litchfield	\$83,000	\$86,320
Katherine & Regional	\$82,000	\$85,280

Total Mayoral Allowance

Darwin	\$158,975	\$165,334
Palmerston	\$116,600	\$121,264
Alice Springs	\$111,550	\$116,112
Litchfield	\$105,550	\$109,772
Katherine & Regional	\$102,000	\$106,600
Shire Councils	\$30,175	\$30,462

Deputy Mayor Total allowance

Darwin	\$55,575	\$56,846
Palmerston	\$41,800	\$42,784
Alice Springs	\$39,050	\$39,952
Litchfield	\$38,550	\$39,452
Katherine & Regional	\$36,500	\$37,320

Shire Councils

Mayor	Coomalie	\$30,175	\$30 462
	Belyuen to	up to \$25,125	\$30 462
	Wagait	up to \$25,125	\$30 462



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL GOVERNMENT COUNCILS**

DETERMINATION NO. 1 OF 2025

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Municipal Councils are the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are the following:

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Shire Councils are the following:

- Belyuen;
- Coomalie; and
- Wagait.

New Councils: any other Councils newly constituted by the Minister for Local Government in 2025

Financial Year is the period from 1 July to the 30 June.

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
 - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
 - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is a member of a Local Council:

2. ALLOWANCES

The following annual allowances will apply from 1 July 2025 and will be paid fortnightly or monthly:

COUNCILLORS' ALLOWANCE

Darwin	\$33,046
Palmerston	\$25,584
Alice Springs	\$23,452
Litchfield	\$23,452
Other Municipal and Regional	\$21,320

Shire Councils

Coomalie	\$7,462
Belyuen	\$7,462
Wagait	\$7,462

DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$132,288
Palmerston	\$95,680
Alice Springs	\$92,560
Litchfield	\$86,320
Other Municipal and Regional	\$85,280

Shire Councils

Coomalie	\$23,000
Belyuen	\$23,000
Wagait	\$23,000

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies; and
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
 - Including, but not limited to:
 - donations;
 - organization sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

- 4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;
- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; and
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of \$10 000.

- 4.2. Allowances to be paid to eligible members (not including Principal Members) are:

- Fee for attendance at extra meetings or activities is the accumulated hours on any one day and are as follow:
 - up to 2 hours \$200
 - between 2 and 4 hours \$300
 - more than 4 hours \$500 (maximum payable for any one day)

- 4.3 Where a Councillor receives extra meeting allowance to represent the Mayor or Principal member at an official Council function, that extra meeting allowance will not be applied to the cap. Where Councillors meet with the Remuneration Tribunal, an extra meeting allowance will be paid, and that extra meeting allowance will not be applied to the cap.

- 4.4 Where a Councillor attends the Executive Board of the Local Government Association of NT (LGANT) and receives an extra meeting allowance, that extra meeting allowance will not be applied to the cap.

5. PROFESSIONAL DEVELOPMENT ALLOWANCE

- 5.1. Professional Development Allowance is \$5000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members and Councillors.
- 5.2. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The Australian Institute of Company Directors' Courses should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory.
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

6. VEHICLE ALLOWANCE

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:
- (a) exceeds 50kms from home base 100kms return,
 - (b) travel does not occur in a Council supplied and maintained vehicle;
 - (c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
 - (d) the vehicle allowance is capped at \$10,000.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office.
- 6.3. Vehicle Allowance will be available in the following circumstances:
- travel to and from statutory Council meetings;
 - travel to and from official Council approved meeting;
 - travel to and from approved functions representing the Principal Member;
 - travel to and from Local Authority Meetings within the ward the Councillor represents.
 - travel to and from all meetings of Council and their committees; and
 - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.
- 6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.

6.5. The Vehicle Allowance Cap will not include:

- travel to and from Local Authorities Meetings within the Ward that the member represents;
- travel involved with Professional Development activities.

7. PROVISION OF MOTOR VEHICLE

7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.

7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:

- \$25,000 per year for Municipal Principal Members; or
- \$40,000 per year for Regional Principal Members.

7.3. The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

8. TRAVEL ALLOWANCE


8.1. Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

8.2. The applicable rates to be paid are found in Table 1 of [Taxation Determination TD 2024/3](#) or any subsequent Taxation Determination made in substitution of that Determination.

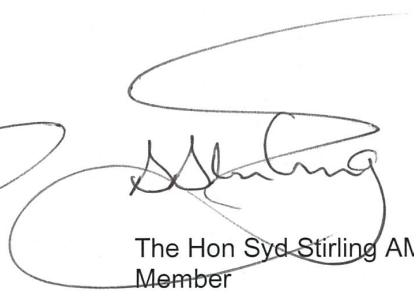
9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:


- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 10 December 2024



Level 3, TCG Centre | 80 Mitchell St Darwin City | GPO Box 2419 DARWIN NT 0801
T: 08 8999 5000 | E: ntec@nt.gov.au | ABN: 8408 5734 992 | NTEC REF: 48-D25-520

Ingrid Stonhill
Chief Executive Officer
Katherine Town Council

Delivered via email: ingrid.stonhill@ktc.nt.gov.au

Dear Ingrid

RE: 2025 LOCAL GOVERNMENT ELECTION RESULTS

In accordance with Local Government (Electoral) Regulation 71(b) I hereby provide certified results of the general election for Katherine Town Council that was recently held with an election day set for Saturday 23 August 2025.

A statement of results is attached.

Should you have any queries or require any further information, please contact Kate Richardson, Manager Electoral Operations, at Kathleen.richardson@nt.gov.au.

Yours sincerely

Kirsten Kelly
Electoral Commissioner
08 September 2025

www.ntec.nt.gov.au

For latest results and more information:
www.ntec.nt.gov.au



2025 Local Government Elections
Katherine - Mayor
Distribution of preferences

Count	Comments	Cristian COMAN	Wayne CONNOP	Amanda KINGDON	Jon RAYNOR	Joanna HOLDEN	Mel DOYLE	Anjali PALMER	Total	Quota
1	First preferences	241	441	376	226	1,402	476	389	3,551	1,776
2	Jon RAYNOR excluded Progressive	35 276	38 479	35 411	-226 0	52 1,454	37 513	29 418	0 3,551	1,776
3	Cristian COMAN excluded Progressive	-276 0	117 596	50 461	0 0	36 1,490	52 565	21 439	0 3,551	1,776
4	Anjali PALMER excluded Progressive	0 0	124 720	53 514	0 0	110 1,600	152 717	-439 0	0 3,551	1,776
5	Amanda KINGDON excluded Progressive	0 0	150 870	-514 0	0 0	158 1,758	206 923	0 0	0 3,551	1,776
6	Wayne CONNOP excluded Progressive	0 0	-870 0	0 0	0 0	530 2,288	340 1,263	0 0	0 3,551	1,776

Joanna HOLDEN elected at count 6Joanna HOLDEN elected at count 6.

[Handwritten signature] 8.9.25

Statement of Results Report

Client: NTEC

Event: 2025 Local Government Elections

Pattern: Katherine - Councillor

Ballot: Katherine - Councillor

Order Elected	Candidates Elected	Elected at Count	Final Votes
1	Kathryn WHITEHOUSE	1	568
2	Jim KING	1	523
3	Mel DOYLE	171	465
4	Toni Tapp COUTTS	197	465
5	Kathy GLASS	236	473
6	Anjali PALMER	274	446

Candidate Order	Candidates Neither Elected nor Excluded
9	Wayne CONNOP

Order Excluded	Candidates Excluded
1 Single Exclusion	Ian David CLARK
2 Single Exclusion	Matt HURLEY
3 Single Exclusion	Dirk AMBJERG
4 Single Exclusion	Kerrie MOTT
5 Single Exclusion	Cristian COMAN
6 Single Exclusion	Jon RAYNOR
7 Single Exclusion	Matt MORTON
8 Single Exclusion	Lee FORTMANN
9 Single Exclusion	Peter MCDOUGALL
10 Single Exclusion	Amanda KINGDON
11 Single Exclusion	Ron GREEN



 Returning Officer

8.9.25

 Date

** End of Report **

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Questions relating to the agenda, that you would like addressed, can be submitted via email at records@ktc.nt.gov.au, over the phone at 08 8972 5500, in person at the Civic Centre, or through an electronic submission via the [website](#).

Please submit your question/s pertaining to the current Ordinary Meeting of Council agenda. These will be responded to in full and in a public setting.

13 NOTICE OF MOTION

14 REPORTS OF OFFICERS

14.1 CASTING VOTE POLICY

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Policy - Casting Vote - September 2025 - Draft [**14.1.1** - 2 pages]

Officer Recommendation

That Council approve the Casting Vote Policy version 2.

Purpose of Report

The purpose of this report is for consideration of the “Casting Vote Policy”. This policy will allow the chairperson of a Council meeting to cast a second vote (casting vote) on a question arising for decision at a Council meeting in the event of an equality of votes.

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.

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.1 Regularly update our workplace policies and procedures, and Council bylaws.

Municipal Plan

1.1.2.1 Workplace policies and Council By-Laws are reviewed regularly

1.1.2.2 Ensure compliance with local government legislation

4.2.1.1 All policies and procedures are up-to-date

Background

A casting vote is an extra (second) vote cast by the presiding officer of a governing body. It is used to resolve a deadlock, for example, when the votes for and against a decision are equal.

Under section 95(5) of the *Local Government Act 2019*, a casting vote is only allowed if the local government has an explicit policy allowing the chairperson of a Council meeting to exercise a casting vote.

Discussion

The purpose of Council meetings is to provide community members with the opportunity to understand local government decision making. Elected members meet at least monthly at Council meetings to set their policies, adopt corporate plans and budgets, and make other decisions.

Each elected member present at a meeting has, and must exercise, one vote on a question arising for decision at the meeting. Katherine Town Council has seven (7) elected members who are entitled to vote on Council decisions. However, there may be various reasons why an even number of elected members vote, such as one or more elected members unable to attend a meeting, or one or more elected members having a conflict of interest where they are unable to vote.

If there is an equality of votes on a question arising for decision at a Council meeting, the chairperson has a casting vote. The casting vote is exercised after the chairperson has already cast their original vote, that is the chairperson gets a second vote to break a deadlock. The policy allows the chairperson to exercise the casting vote either in favour or against the question.

The procedure for making a casting vote involves the following steps:

- The chairperson recognises that the vote on a question before Council is tied.
- They announce to the elected members that the results are without a clear majority and inconclusive.
- The chairperson then exercises their right to break the tie and deliver a clear outcome.
- The decision made by the chairperson with the casting vote is binding. The final outcome is then announced by combining the regular votes with the casting vote.

Under section 95(6)(c) of the *Local Government Act 2019*, any previously approved Casting Vote Policy lapses at the conclusion of the next general local government election.

Further, section 96(6) states that any policy allowing the chairperson to exercise a casting vote may only be established by resolution of the Council passed at the first meeting of Council held after a general local government election and it cannot be revoked or altered during the term of the Council.

Consultation Process

There was no consultation process required for this report.

Policy Implications

This policy is consistent with the provisions of the Local Government Act 2019.

Should the proposed Meeting Administration Policy to replace the Elected Member General Policy and Procedures be approved by council this policy will be updated in Section 5 of the Casting Vote Policy version 2.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

This policy is consistent with the provisions of the Local Government Act 2019.

If Council does not have a Casting Vote Policy, the chairperson is unable to exercise a casting vote. This can have consequences on slowing down Council decisions where they are deadlocked.

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

CASTING VOTE POLICY

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Governance and Risk		
Approval Date:	XXXX	Next Review:	1 September 2029
Records Number:	XXXX	Council/CEO Decision:	Council
Legislation Reference:	Section 95(5) <i>Local Government Act 2019</i>		

1 PURPOSE

The purpose of this policy is to allow the chairperson of a Council meeting to cast a second vote (casting vote) on a question arising for decision at a Council meeting in the event of an equality of votes.

2 SCOPE

This policy applies to all elected members presiding as chairperson at Council meetings of Katherine Town Council.

3 DEFINITIONS

Chairperson means the same as section 95(1) of the *Local Government Act 2019*.

Council meeting means Ordinary or Special Meetings of Council under section 90 of the *Local Government Act 2019*.

4 DETAILS

The purpose of Council meetings is to provide community members with the opportunity to understand local government decision making. Elected members meet at least monthly at Council meetings to set their policies, adopt corporate plans and budgets, and make other decisions.

Each elected member present at a meeting has, and must exercise, one vote on a question arising for decision at the meeting.

If there is an equality of votes on a question arising for decision at a Council meeting, the chairperson has a casting vote.

Use of casting vote

A casting vote is to be exercised by the chairperson when there are equal votes on a question arising for decision at a Council meeting. During such an occurrence, the casting vote will determine the vote. The chairperson must exercise

the casting vote either in favour or against the question. In exercising of the casting vote, the chairperson may vote contrary to their initial vote.

If there are unequal votes, the chairperson cannot exercise a casting vote.

5

ASSOCIATED POLICIES/DOCUMENTS

Elected Members General Policy and Procedures

6

REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	28/09/2021	Created	Manager Governance and Risk
2	12/09/2025	Revised in accordance with s95 of the <i>Local Government Act 2019</i> , policy transferred to new policy template	Manager Governance and Risk

14.2 APPOINTMENT OF DEPUTY PRINCIPAL MEMBER

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

1. That Council approve the appointment of Deputy Mayor for the term of xxxx.
2. That Council conduct the appointment of Deputy Mayor voting process by xxxx.
3. That Council endorse the Mayor to call for nominations for the position of Deputy Mayor.
4. That council appoint Councillor xxxx as Deputy Mayor for the period effective 24 September 2025 ending xx xx xxxx.

Purpose of Report

Purpose of the report is to advise Council of its obligation to appoint a Deputy Principal Member (Deputy Mayor) and to provide the appropriate information and method to assist with the process.

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

1.1.2.2 Ensure compliance with local government legislation

Background

The council may appoint one of its members to be the deputy principal member of the council. The deputy principal member title of Katherine Town Council is Deputy Mayor.

The role of the Deputy Mayor is to carry out any of the Mayor's functions when the mayor:

- a) delegates the functions to the deputy; or
- b) is absent from official duties because of illness or for some other reason.

Discussion

Appointing a Deputy Principal Member during the term of a council offers several strategic and operational benefits, particularly in ensuring continuity, leadership support, and effective governance. It is recommended that council considers this role as a proactive measure to ensure stability and effective administration.

Appointing a Deputy Mayor ensures uninterrupted leadership in the event of the Mayor's absence. This continuity is vital for maintaining momentum in council operations and strategic initiatives.

The appointment of a Deputy Principal Member within local government councils is a strategic measure that enhances leadership stability, governance capacity, and operational effectiveness. It is recommended that council formally establish this role to support continuity, collaboration, and community confidence.

The Deputy Mayor may be appointed for a period decided by the council. The appointment period may be for the term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.

The previous council originally opted for a two-year period for the position of Deputy Mayor. In September 2023 changed to a twelve-month appointment period.

Council may consider the period appointment:

- that provides all councillors to have an opportunity to take on the role of Deputy Mayor, the period being eight months, or
- for the full term of council or a lesser period such as two-year appointments.

The recommended procedure to follow for the appointment of a deputy principal member is that:

1. Council discusses and decides on the term of appointment of the Deputy Mayor.
2. Council decides on the voting method if there is more than one nomination by secret ballot or show of hands.
3. The Mayor calls for nominations from the floor for the position of Deputy Mayor.
4. Council endorses the appointment of the successful councillor.

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.

The Deputy Mayor position receives an increased allowance above the councillor allowance being paid under the determination of allowances for members of local councils. For 2025/26 the allowance is \$37,320.

Risk, Legal and Legislative Implications

The deputy principal member of a council means the member appointed by council to be the deputy principal member under section 61 (3) for the *Local Government Act 2019*.

S61 (3) If the principal member is absent from official duties and there is no deputy principal member or the deputy is not available to act in the principal member's position, the council may, by resolution, appoint another member of the council to act in the principal member's position for a specified period or until the principal member resumes official duties.

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.

14.3 SCHEDULING OF COUNCIL MEETING DATES FOR THE TERM OF COUNCIL 2025 - 2029

Author: Amanda Haigh, Manager Governance and Risk
 Authoriser: Casey Anderson, Acting Chief Executive Officer
 Report Type: For decision
 Attachments: 1. Proposed Ordinary Meeting of Council Dates 2025-2029 [14.3.1 - 1 page]

Officer Recommendation

1. That Council approve the schedule of Ordinary Meeting of Council dates for the term of Council as follows:

	2025	2026	2027	2028	2029
January		Tuesday, 27	Wednesday, 27	Tuesday, 25	Tuesday, 23
February		Tuesday, 24	Tuesday, 23	Tuesday, 22	Tuesday, 27
March		Tuesday, 24	Tuesday, 23	Tuesday, 28	Tuesday, 27
April		Tuesday, 28	Tuesday, 27	Wednesday, 28	Tuesday, 24
May		Tuesday, 26	Tuesday, 25	Tuesday, 23	Tuesday, 22
June		Tuesday, 23	Tuesday, 22	Tuesday, 27	Tuesday, 26
July		Tuesday, 28	Tuesday, 27	Tuesday, 25	Tuesday, 24
August		Tuesday, 25	Tuesday, 24	Tuesday, 22	Tuesday, 28
September		Tuesday, 22	Tuesday, 28	Tuesday, 26	Tuesday, 25
October	Tuesday, 28	Tuesday, 27	Tuesday, 26	Tuesday, 24	
November	Tuesday, 25	Tuesday, 24	Tuesday, 23	Tuesday, 28	
December	Tuesday, 9	Tuesday, 8	Tuesday, 14	Tuesday, 12	

2. That Council approve the Ordinary Meeting of Council time to be held at 12.00pm.

Purpose of Report

The purpose of the report is to set the meeting schedule for the term of council. The schedule provided in the report provides the dates in accordance with the Council Elected Member General Policy and Procedures.

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.

1.1.1 Strengthen our councillor profiles to increase community awareness of who they are.

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

Municipal Plan

1.1.1.2 Organise Council meetings and special meetings

1.1.2.2 Ensure compliance with local government legislation

Background

At the first Ordinary Meeting of Council the council must set the schedule and timing of council meetings for the term of council. Council must hold an Ordinary Meeting of Council at least every second month.

The CEO must present a monthly financial report to the council every month. If an Ordinary Meeting of

Council does not occur every month the financial report must be laid before a council committee that is delegated to perform the council's financial function in the months that an Ordinary Meeting of Council is not held.

The Council By-Law 138 states that an ordinary meeting is to be held on the day and at the time in each month as the council determines.

Discussion

The previous councils and according to the Elected Member General Policy and Procedures the Ordinary Meetings of Council have been held every month on the fourth Tuesday of the month and second Tuesday in December. On the 28 March 2023 the Council made the decision for the meeting time to be at 12.00pm.

The attachment sets the dates for the term of council according to the Elected Member General Policy and Procedures. Known Public Holiday dates have been noted with the day following the Public Holiday for the meeting date.

Any changes to the set schedule of meeting dates will be made by the Council should any of the meeting dates fall on a Public Holiday or other significant reason.

Dates for committee meetings are set by the committee as per the Terms of Reference for each committee.

The Elected Member General Policy and Procedures states that the Council meetings are to be held at the Civic Centre, Stuart Highway, Katherine. The Civic Centre Upgrade is occurring and the temporary main office at 29 Crawford Street does not have capacity to hold public council meetings. Other venues will be hired during this timeframe.

Audio-visual attendance must be available at all Council and Committees meetings.

Meetings are closed to the public when considering confidential matters.

Consultation Process

There was no consultation process required for this report.

Policy Implications

If the meeting day and timing is changed the relevant policies will require updating. The Elected Member General Policy and Procedures is due for review with a proposed Meeting Administration Policy to replace this policy, which has been tabled at this meeting for Council consideration. The proposed Meeting Administration Policy has included the ability to hold meetings at different locations.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

Section 90 of the Local Government Act 2019 states that:

- A council must hold an ordinary meeting at least once in each successive period of 2 months.
- May deal with business of any kind at an ordinary meeting.
- The first ordinary meeting of a council to be held after a general election must be held within 21 days after the conclusion of that general election; and set the schedule for the holding of ordinary meetings for the term of the council.
- The schedule for the holding of ordinary meetings may be altered at a subsequent meeting.
- The council may hold a special meeting to deal with a particular item of business whenever circumstances require.

Regulation 17 (3) states that if a council does not hold a meeting in a particular month, the financial report is to be laid before the council committee performing the council's financial functions under regulation 19 for the particular month.

By-Law 138 states that an ordinary meeting is to be held on the day and at the time in each month as the council determines.

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.

Ordinary Meeting of Council Dates

Fourth Tuesday of the month and second Tuesday in December

	2025	2026	2027	2028	2029
January		Tuesday, 27	Wednesday, 27	Tuesday, 25	Tuesday, 23
February		Tuesday, 24	Tuesday, 23	Tuesday, 22	Tuesday, 27
March		Tuesday, 24	Tuesday, 23	Tuesday, 28	Tuesday, 27
April		Tuesday, 28	Tuesday, 27	Wednesday, 28	Tuesday, 24
May		Tuesday, 26	Tuesday, 25	Tuesday, 23	Tuesday, 22
June		Tuesday, 23	Tuesday, 22	Tuesday, 27	Tuesday, 26
July		Tuesday, 28	Tuesday, 27	Tuesday, 25	Tuesday, 24
August		Tuesday, 25	Tuesday, 24	Tuesday, 22	Tuesday, 28
September		Tuesday, 22	Tuesday, 28	Tuesday, 26	Tuesday, 25
October	Tuesday, 28	Tuesday, 27	Tuesday, 26	Tuesday, 24	
November	Tuesday, 25	Tuesday, 24	Tuesday, 23	Tuesday, 28	
December	Tuesday, 9	Tuesday, 8	Tuesday, 14	Tuesday, 12	

Note Tuesday, 26 January 2027 and Tuesday, 25 April 2028 are public holidays

14.4 COUNCIL ADVISORY COMMITTEES AND ASSESSMENT PANEL APPOINTMENTS

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

1. That Council appoints to the Administrative Review Committee for the period to 31 September 2026.
2. That Council appoints and to the Audit and Risk Management Committee for the period to 31 September 2026 and appoints as the alternate member to the Audit and Risk Management Committee for the period to 31 September 2026.
3. That Council appoints and to the Katherine Sportsground Advisory Committee for the period to 31 September 2026, and be the Chair of the Katherine Sportsground Advisory Committee for the period to 31 September 2026.
4. Council appoints and to the Katherine Showgrounds Advisory Committee for the period to 31 September 2026, and be the Chair of the Katherine Showgrounds Advisory Committee for the period to 31 September 2026
5. That Council appoints, and to the Community Grants Assessment Panel.
6. That Council appoints, and to the Citizen of the Year Awards Assessment Panel.
7. That Council appoints, and to the International Day of People with Disability Awards Assessment Panel.
8. That Council appoints, and to the Christmas Light Judging Assessment Panel.

Purpose of Report

To appoint Elected Members to the Council Advisory Committees for a period of 12 months.

To appoint Elected Members to the Council Assessment Panels for the term of Council.

Strategic Plan

1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.

1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

Municipal Plan

1.2.2.2 Improve compliance with Terms of References (ToRs) for Council's advisory committees

Background

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 Council Advisory Committees memberships is to include two (2) Councillors as per the Council Advisory Committee Policy. Council has the following advisory committees:

- Administrative Review Committee
- Audit and Risk Management Committee

- Katherine Sportsground Advisory Committees
- Katherine Showgrounds and Multi-Purpose Centre Advisory Committee
- Centenary of Katherine

Council run a community grant program, awards and competitions. Elected Members assessment panels are convened when required to provide recommendation to the Council for decision. Assessment Panels are not advisory committees and therefore do not have a terms of reference.

Council also has a Complaints Decision Notice Sub Committee that receive, consider and recommend to council for the LGANT complaint decision notices. The CEO is delegated to select elected member sub committee members as required who do not have a conflict.

Discussion

Administrative Review Committee - only meets upon receiving an application for review of a reviewable decisions. The Administrative Review Committee Terms of Reference membership comprises of the Mayor, Deputy Mayor and one Councillor appointed on an annual basis. Nominations will become available annually, as the membership term for the nominated Elected Member is only for one year.

Audit and Risk Management Committee (ARMC) - The role of the Committee is to monitor Compliance by the Council with proper standards of financial management; and Compliance by the Council with the regulations and the Accounting Standards. The ARMC meets a minimum of (4) times per annum. The committee membership includes an independent Chairperson, one independent representative and two Elected Members. Council may appoint an alternate Elected Member to the Committee. The next meeting will be held once the 2024-25 Audited Financial Statements are finalised.

Katherine Sportsground Advisory Committee – This committee contributes to the further development of the Sportsgrounds and is an advisory committee to Council. Membership requires two councillors with one being appointed as the Chairperson. Meetings are scheduled bi-monthly with the next meeting to be scheduled .

Katherine Showgrounds Advisory Committee - This committee contributes to the development of the Showgrounds and is an advisory committee to Council. Membership requires two councillors with one being appointed as the Chairperson. Meetings are scheduled bi-monthly with the next meeting to be scheduled.

Centenary of Katherine 2026 Advisory Committee - 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 committee will assist Council by providing guidance on infrastructure, events and funding opportunities which are complimentary to celebrations. A separate report has been tabled to address this committee's membership appointments and resignations.

Community Grants Assessment Panel – Council has previously appointed two elected members to the panel that assess applications for the Katherine Town Council's Community Grants Program. This annual program is dedicated to supporting local individuals, organisations and groups who are passionate about making a positive impact within our community. These grants are to help fund initiatives that align with Katherine Town Council's 5 year strategic plan, promoting community development, enhancing social cohesion and address local needs. Katherine Town Council's Community Grants Program opens the 1st of August through to 31st August every year. It is recommended at least three members be appointed to this assessment panel.

Citizen of the Year Awards Assessment Panel - On Australia Day communities across the Northern Territory present Citizen of the Year Awards in three categories: Citizen of the Year, Young Citizen of the Year and Community Event of the Year. Sponsored by the Northern Territory Government, these awards are free for communities to participate in and recognise personal achievements and community contribution by individuals and groups. Katherine Town Council requires a panel to be formed at the OMC to select the Citizen, Young Citizen, and Community Event of 2026 according to a pre-approved judging criteria. Nominations close on 15th November 2025. The Panel must convene before Monday 1st

December to inform the Australia Day Council of the Northern Territory. Previously only two elected members were on this panel. It is recommended at least three members be appointed to this assessment panel.

International Day of People with Disability Awards Assessment Panel - International Day of People with Disability is celebrated on Wednesday 3rd of December with festivities and International Day of People with Disability Awards. Katherine Town Council requires a panel to be formed at the OMC to select the Outstanding Person with Disability, Outstanding Young Person with Disability, Outstanding Support Person, and Outstanding Service provider according to a pre-approved judging criteria. Nominations close on 15th November 2025. The Panel must convene before Monday 1st December to be presented at the awards ceremony on Wednesday 3rd December. Previously only two elected members were on this panel. It is recommended at least three members be appointed to this assessment panel.

Christmas Light Judging Assessment Panel - The Christmas Light Competition is held annually. The competition is for both commercial and residential properties. The event is to engage community and promote the Christmas Spirit. Residential entrants can light up and decorate their homes with Christmas lights. All commercial businesses with Window Displays will be included unless opted out. The Christmas light competition will open in November, and be judged by Monday 22nd December. The Panel will be required to travel to all residential properties who entered the competition and select the top three according to a preapproved judging criteria. They will also be required to travel around the Central Business District to judge commercial Christmas light displays according to a preapproved judging criteria. Previously elected members availability made up this panel. It is recommended at least three members be appointed to this assessment panel.

Consultation Process

There was no consultation process required for this report.

Policy Implications

As per the Advisory Committee Policy each year on the twelve-month anniversary of the establishment of an Advisory Committee, Council may resolve to provide the opportunity to rotate the existing members (including Councillor/s) of that Advisory Committee with other Councillor/s and members.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

An Advisory Committee must be appointed in accordance with Section 82 of the *Local Government Act 2019* and:

- may only be appointed by Council resolution,
- may include in its members persons who are not Councillors, and
- must have terms of reference, approved by council resolution, that set out its membership and functions.

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.

14.5 CENTENARY OF KATHERINE 2026 - MEMBERSHIP UPDATE

Author: Isabella Murphy, Events and Engagement Coordinator
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

1. That Council notes the resignations of Committee members Lauren Reed, Clare Armitage, and Trent de With.
2. The Council approves the current Community Relations Manager Rhett English to replace Melissa Doyle as the Katherine Town Council representative on the Centenary of Katherine 2026 Advisory Committee in an advisory capacity only, as per the terms of reference. Noted by Centenary of Katherine Advisory Committee in CKAC – 2025 – 12
3. That Council appoints the new Mayor of Katherine from the 2025 Local Government Election to replace Mayor Elisabeth Clark as the Chair of the Centenary of Katherine 2026 Advisory Committee.
4. That Council appoints the new Deputy Mayor of Katherine from the 2025 Local Government Election to replace Deputy Mayor Denis Coburn as the alternate Chair of the Centenary of Katherine 2026 Advisory Committee.
5. That Council appoints new elected members from the 2025 Local Government election to the Centenary of Katherine 2026 Advisory Committee to represent Katherine Town Council.
6. That Council approves the relevant updates to the Terms of Reference and the Membership Register.

Purpose of Report

Outline to Council the request for updates to the Centenary of Katherine 2026 Advisory Committee.

Strategic Plan

Not Applicable

Municipal Plan

5.3.3.1 Celebrate the Centenary of Katherine

Background

As per the Terms of Reference, the external membership selection process for the Advisory Committee will include Expressions of Interest sought through the 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 Council or Special Council Meeting.

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 Centenary of Katherine 2026 Advisory Committee was created to increase community involvement in the planning and progression of the 2026 Centenary.

The current register of membership includes:

- Mayor Elisabeth Clark
- Deputy Mayor Denis Coburn (Alternate)
- Councillor Peter McDougall
- Toni Tapp-Coutts
- Jennifer Duggan
- Christine Butler
- Alexander Smith
- Trent De With
- Ushani Loku Arumage
- Robert Friel
- Clare Armitage
- Ethan Woods-Alum
- Simmone Croft
- Lauren Reed

Discussion

The Centenary of Katherine 2026 Advisory Committee has completed the planning phase, and continues to facilitate progression of already established ideas. As per the Terms of Reference, Mayor Elisabeth Clark, Deputy Mayor Denis Coburn, and Councillor Peter McDougall's committee membership ceased at the close of the 2025 Local Government Election. New membership influenced by the Local Government Election will ensure the committee remains well represented and prepared for the Centenary of Katherine 2026.

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

There are no budget and resource requirements.

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.

14.6 EXTERNAL COMMITTEE NOMINATIONS

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Letter - Minister LPE - Nominations for DCA - 8 Sept 2025 - ID239177 [**14.6.1** - 3 pages]
2. NT Grants Commission LGANT Representative Nomination Form - ID239173 [**14.6.2** - 3 pages]

Officer Recommendation

1. That Council approve the nominations to the Katherine Division of the Development Consent Authority (DCA) of:
 - a. xxxx
 - b. xxxx
 - c. xxxx
 - d. xxxx
2. That Council approve the nomination of xxxx to the Local Government Association of the Northern Territory (LGANT) for the Board of the NT Grants Commission.

Purpose of Report

To seek the Council nominations and approval to the external committees:

1. Development Consent Authority - Katherine Division, and
2. LGANT representative on the NT Grants Commission.

Strategic Plan

6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.

6.3.5 Develop an elected member-led advocacy agenda on key areas of concern including housing, homelessness, liveability, native title.

Municipal Plan

6.3.5.1 Elected Members' memberships on external committees

Background

Council membership of external organisations including community groups can assist engagement, partnership and collaboration and inform Council decision-making. Historically, Council is often asked to nominate one or more delegates to represent Council. Nominations of Delegates are appointed by Council resolution.

Council are requested to consider nominations to the external committees.

Discussion

Development Consent Authority - Katherine Division

On the 8 September 2025, the CEO received correspondence from the Minister for Lands, Planning and Environment notifying of the current community members term expiring on 3 December 2025 and requesting nominations for four community members (local government council nominated members).

Community members maybe councillors or members of the public with good standing whom the council believe will represent the community. An employee of the council is not eligible. Current members can seek reappointment.

If Council does not nominate the number of persons required, the Minister has the option to appoint any person they consider fit.

Previously member appointment were for a term of two years. Meetings of the Katherine Division of the Development Consent Authority are held monthly in Katherine. More information is available on the website: [Development Consent Authority \(DCA\) | Department of Lands, Planning and Environment](#)

Nominees are required to complete the registration form and are to be submitted by 17 October 2025.

LGANT representative on the NT Grants Commission

The Minister for Local Government is seeking three (3) nominations from LGANT for his consideration to join the Board of the NT Grants Commission as the Municipal and Deputy Council Members due to the expiry of the current members (Mayor Lis Clark, Katherine Town Council, Municipal Council Member and Mayor Matt Paterson, Alice Springs Town Council, Municipal Council Deputy) on 31 August 2025.

Role and purpose

The Northern Territory Grants Commission makes recommendations to the Minister for Local Government on the distribution of untied Commonwealth Financial Assistance Grants to local governing authorities in the Northern Territory in late July or early August.

The Northern Territory Grants Commission's recommendations are endorsed by the Territory Minister and sent to the Federal Minister for Local Government for approval.

Nominees

An appointed member holds office for 5 years or such lesser term as is specified by the Minister but is eligible for re-appointment.

Meetings

The Commission shall meet as often as is necessary to carry out its functions and shall meet when required to do so by the Minister.

Nominees are required to complete the registration form and are to be submitted by 8 October 2025.

Consultation Process

There was no consultation process required for this report.

Policy Implications

The Council Delegates and Representatives on External Committees Policy sets out the principles, role and responsibilities of appointed delegates of Council on external committees.

The policy provides clear guidance to Councillors and CEO on the process to be used in selecting and making appointments to external bodies and forums ensuring that the most appropriate person is appointed for a delegate position.

The policy sets out principles for Council delegates and representatives appointed to external bodies and forums to:

- take a position on any matter consistent with formally established Council position, or with the Council's known strategic vision or direction,
- refer matters for discussion and direction to Council, and
- will always advocate for the Katherine Community seeking wider outcomes which benefit other communities.

The policy outlines the obligations of the role and responsibilities of being appointed as the Council delegate on external organisations. Delegates must perform duties as set out in the policy and in accordance with the

Councils Code of Conduct.

Communication requirements will involve keeping the Council informed of the activities and achievements of the external organisation in a timely manner; reporting to the next Ordinary Meeting of Council. Delegates must bring any significant matters to Council for discussion and direction where any matter may fall outside current Council policy positions or known strategic direction.

The Council Reasonable Expenses for Travel and Accommodation by Council Members Policy sets out council member entitlements for payment or reimbursement of reasonable expenses for travel and accommodation necessary for attending council meetings and to the business of Council in accordance with a prior resolution.

Budget and Resource Implications

Elected Members are entitled to travel allowance for commitments to attend engagements outside the Council area as council representatives. Other remuneration, such as sitting fees, are decided by the external committee.

Risk, Legal and Legislative Implications

The Development Consent Authority operates in accordance with section 91(2) of the *Planning Act 1999*, the number of persons nominated must be at least one greater than the number of vacancies to be filled. Therefore, Council is requested to nominate four persons who are suitable to appoint as community members.

The NT Grants Commission does not have a separate term of reference, however the structure and functions are established in the *Local Government Grants Commission Act 1986* (<https://legislation.nt.gov.au/en/Legislation/LOCAL-GOVERNMENT-GRANTS-COMMISSION-ACT-1986>). More information is available here: <https://dhlgcd.nt.gov.au/funding-and-support/grants-commission>

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.



MINISTER FOR LANDS, PLANNING AND ENVIRONMENT

Parliament House
State Square
Darwin NT 0800
minister.burgoyne@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8999 8624

Ms Ingrid Stonhill
Chief Executive Officer
Katherine Town Council

Via email: ingrid.stonhill@ktc.nt.gov.au

Dear Ms Stonhill

I am writing to request nominations for the Katherine Division of the Development Consent Authority. The term of the three current community members (local government council nominated members) expires on 3 December 2025.

The three current community members are Denis Coburn, Madeleine Bower and the alternate member is Jeremy Trembath. The alternate acts for a community member when they are absent or unable to attend.

In accordance with section 91(2) of the *Planning Act 1999* (the Act), the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could Council please nominate four persons it think would be suitable to appoint as community members.

Please include with Council's nominations a completed registration form (attached) for each nominee.

Community members may be councillors or members of the public with good standing whom the local authority believe will represent the community. An employee of the local authority is not eligible to be appointed as a community member. Current members can seek reappointment.

Please note that pursuant to section 91(3) of the Act, if the local government council fails to nominate the number of persons required, the Act provides me with the option to appoint any person I considered fit.



- 2 -

Please provide Council's four nominations and completed registration forms to myself minister.burgoyne@nt.gov.au with a cc to development.consentauthority@nt.gov.au by 17 October 2025.

If you have any questions in relation to this correspondence, please contact the office of the Development Consent Authority by phone on 08 8999 6044.

Yours sincerely



JOSHUA BURGoyNE

8 - 9 - 2025

Development Consent Authority Community Member

Please complete a registration form for each nominee, attach to Council's nomination letter and email to development.consentauthority@nt.gov.au

All fields are mandatory.			
First name		Middle name	
Surname			
Phone no.		Email address	
Location/ Suburb of Residence			
Are you an NT Government or Commonwealth employee?			Yes / No
Are you an Australian Citizen? If no, you must attach your current working visa			Yes / No
Do you present as Aboriginal or Torres Strait Islander?			Yes / No / Prefer not to answer
Do you self-identify as having a disability? The NTPS definition of a person with a disability is a person with a long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers, may hinder their full and effective participation in society on an equal basis with others. Disability may be present from birth, acquired due to illness or accident, or come about progressively as we age.			Yes/ No / Prefer not to answer
Please select your preference:			Member / Alternate member / Neither
<i>Please note: any appointment as a Community Member is subject to a satisfactory criminal history check.</i>			
Current Employment:			
Qualifications:			



PROCEDURES FOR LGANT REPRESENTATIVES ON COMMITTEES

Background

Section 18 of LGANT's Governance Charter states:

1. From time to time the Association will be called to nominate delegates to external committees established by other spheres of Government under legislation.
2. The Board shall determine the membership of such committees in accordance with LGANT policy.
3. The Board will call for nominations to external committees as they arise.
4. Potential nominees will be supplied with a nomination pack and must complete the 'External Committee' nomination form.
5. The Board reserves the right to disregard a nomination if the 'External Committee' nomination form is not completed satisfactorily.

Nominations

Once the LGANT Board endorse a nomination, LGANT will advise the relevant committee. Often the final committee representatives are at the discretion of the Minister therefore LGANT cannot guarantee final membership.

The LGANT Board may remove its endorsement of a representative on a committee if that representative fails to deliver regular reports to LGANT, fails to consult with other councils, or misses committee meetings without just cause.

Representatives

LGANT committee representatives are required to represent the local government sector rather than their individual council during committee proceedings.

LGANT representatives are required to provide LGANT with regular reports. These reports include, but are not limited to, reports to the Board and to members at the General Meeting in April and November each year. These reports should include updates on current key issues, how representatives are ensuring input and feedback from other councils, as well as any other noteworthy items.

Sitting fees

LGANT does not pay representatives a sitting fee or travel related expenses for committee representation. Such fees, if any, will be administered by the secretariat managing the respective committee eg. the NTG.



NOMINATION FORM

NT Grants Commission

LGANT Nominations close on X Month 2025

Council Name:

1. Agreement to be nominated

I, _____ agree to be nominated as a member
(Name in full)

of the **NT Grants Commission**.

I recognise and understand that as the LGANT representative I am:

- required to represent the sector, rather than my individual council, and
- provide regular reports to LGANT including written reports to the LGANT General Meetings and to the LGANT Board as requested.

I acknowledge that representation on this committee does not entitle me to sitting fees or travel related expense reimbursement from LGANT.

Signature: _____ Date: _____

2. Council confirmation of nomination

I, _____ the Chief Executive Officer

hereby confirm that _____

was approved by resolution of Council to be nominated as a member of the **NT Grants Commission** at a meeting held on ____ / ____ / ____.

Signature: _____ Date: _____

3. Nominee's contact details

Email address: _____

Mobile: _____



4. Nominee information

The following information is required to enable the LGANT Board to make an informed decision. If you would like to submit further information, please attach it to this form.

4.1 What is your current council position? _____

4.2 How long have you held your current council position? _____

4.3 Please list your educational qualifications:

4.4 What skills and experience do you have that are relevant to this committee?

4.5 Apart from your current position what other local government experience do you have relevant to this committee?

14.7 LGANT SPECIAL GENERAL MEETING 10 OCTOBER 2025

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council approve xxxx and xxxx as the delegates for the Local Government Association of the Northern Territory (LGANT) Special General Meeting on the 10 October 2025

Purpose of Report

To seek two council representatives as delegates for the Local Government Association of the Northern Territory (LGANT) Special General Meeting on the 10 October 2025.

Strategic Plan

1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.

1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy - Collaborate with Territory and federal governments.

6.3.1 Advocate for the interests of our community.

Municipal Plan

1.2.2.4 Membership with Local Government Association of the Northern Territory (LGANT)

6.3.1.1 Advocate for the interests of the Katherine community

Background

Local Government Association of the Northern Territory (LGANT) is the peak body representing the local government sector in the NT.

The council maintains membership with LGANT and annually subscribes for the membership.

LGANT supports the local government sector and its member councils by:

- advocating on behalf of its member councils to the Northern Territory and Australian governments
- delivering effective leadership and advice on policy issues and developments
- delivering improved services and specialised advice
- undertaking infrastructure project management

Discussion

LGANT advised the CEO on the 12 September 2025 that the LGANT Board resolved to convene a Special General Meeting and provided notice of that meeting to be held on Friday 10 October 2025.

The purpose of the Special General Meeting is for members to pass a resolution to hold an election for the President at the 19 November 2025 Annual General Meeting (AGM), along with the elections of the two casual vacancies (Municipal).

Councils may appoint up to two delegates as their representatives at the meeting.

The LGANT Annual General Meeting and Conference is scheduled for 18-19 November 2025, including a welcome reception at Government House on the 17 November 2025.

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

Clause 12(a)(i) of LGANT's Constitution specifies that the President or three (3) or more Member Councils may request a Special Meeting be convened. The Board must resolve that a Special General Meeting be convened. However, these meetings have a restricted agenda usually to resolve single issues.

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.

14.8 LGANT GENERAL MEETING AND CALL FOR MOTIONS

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. FORM LGANT Calls for Motions 2025 (1) [14.8.1 - 4 pages]

Officer Recommendation

That Council receive and note the request for submission of motions from Local Government Association of the Northern Territory (LGANT) for the next Annual General Meeting 19 November 2025.

Purpose of Report

To seek motions for submission to Local Government Association of the Northern Territory (LGANT) for the next Annual General Meeting 19 November 2025.

Strategic Plan

6. BIG RIVERS INTER-GOVERNMENT COLLABORATION – 6.3. Inter-Government Collaboration and Advocacy
- Collaborate with Territory and federal governments.

6.3.1 Advocate for the interests of our community.

Municipal Plan

6.3.1.1 Advocate for the interests of the Katherine community

Background

LGANT's purpose, as per the Strategic Plan 2025-2028, is to support and represent member councils to drive sustainable economic and social development of the Northern Territory community.

Member Councils are invited to submit motions to LGANT for the next meeting on issues for consideration, such as governance, policy positions and advocacy efforts, at either the April or November General Meetings.

Discussion

In March 2025 Council submitted the following two motions:

1. Requesting the NTG take the following actions to enhance waste management practices in the Northern Territory; and
2. Requesting the NTG explain what happened to the \$7.2 million Recycling Modernisation Fund for Katherine and the Big Rivers Region.

The council is requested to decide on any motions required to submit to LGANT for the next Annual General Meeting 19 November 2025. Motions are to be submitted by 10 October 2025. The attached form provides the template for submissions.

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

There are no budget and resource requirements.



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.



LGANT CALL FOR MOTIONS

P (08) 8944 9697
E info@lgant.asn.au
W lgant.asn.au

A 21 Parap Rd, Parap NT 0820
PO Box 2075, Parap NT 0804

ABN: 35 662 805 503

We are local. We connect.



CALL FOR MOTIONS

About this document

LGANT's purpose, as per the Strategic Plan 2025-2028, is to support and represent member councils to drive sustainable economic and social development of the Northern Territory community.

The purpose of *this* document is to provide a template for member councils to submit motions to LGANT on issues for consideration, such as governance, policy positions and advocacy efforts, at either the April or November General Meetings.

Policy positions are a statement or declaration of an organisation's stance on a particular topic(s). Further, LGANT seeks to influence public policy which is laws, guidelines and actions decided and taken by governments. Motions from councils help LGANT form its policy positions and statements that in turn, assist with advocacy efforts. LGANT's current policy statements can be found [here](#).

Advocacy is a broad term encompassing endeavours to achieve change. For LGANT, advocacy is activity undertaken to promote and influence issues that collectively effect local government.

Timeframes

This 'call for motion' template will usually accompany LGANT's notice of a General Meeting, but motions can be submitted at any time.

To make the agenda of a General Meeting, motions must be submitted in advance. Late motions will not be accepted (unless urgent) and will instead be referred to the next General Meeting.

If the motion is urgent, councils may consider calling a Special General Meeting or request the LGANT Board address through their meetings.

Other important information

There must only be ONE issue per motion. It is suggested that the council submitting the motion first discuss it with LGANT so they can outline existing activity or policies positions, if any, in the topic area and assist with developing the business case.

Motions need to be approved by resolution of the local government council prior to submission to LGANT.

LGANT will assess the motion for completeness and appropriateness and if necessary, discuss it with the submitting member council and request more information or redrafting before including in the General Meeting agenda. This process may require the council to re-endorse its motion. If there is not enough information, LGANT has the discretion to not accept the motion.

LGANT will draft a cover business paper for each motion and may present the final motions to the LGANT Board for review, before distribution to members via the final General Meeting agenda.

By submitting a motion, your council can move and speak to the motion at the General Meeting it is going to.

The better your council's argument or case, the more likely it is to be resolved by members. Resolved motions are minuted following the General Meeting, allocated to LGANT staff for action, and reported on at LGANT Board and General meetings.



TEMPLATE

CALL FOR MOTIONS

Member councils are invited to submit motions for debate to be included at General Meetings using this template.

Name of Council:

Click or tap here to enter council name.

Contact person and title:

Click or tap here to enter your full name and position.

Phone:

Click or tap here to enter text.

Email:

Click or tap here to enter text.

Motion title:

Click or tap here to enter text.

Resolution sought (Motion):

Motions should be clear and concise and must be limited to one subject matter/ issue.

Consider the action your council wants LGANT to do for the local government sector e.g.,

- "Council calls on LGANT to...."
- "Council calls on the NT Government to...."
- "Council calls on the Australian Government to...."
- "Council calls on LGANT to assist with...."
- "Council calls on LGANT to develop a policy position on...."
- "Council calls on LGANT to review its policy position on...."
- "Council calls on LGANT to review the Constitution to...."

Click or tap here to enter council name. calls on to Click or tap here to enter text.



Supporting information:

Questions for consideration in drafting this section:

- What is the issue/opportunity the motion is addressing?
- How it came to light?
- If/how your council has tried to deal with it to date?
- If a legislative issue, what is the relevant Act?
- Does LGANT have an existing policy statement on the subject/issue? If yes, what is it?
- Is the motion relevant to the sector across the NT? If yes, how? If not, can the issue be dealt with through a different forum?
- What other councils have you spoken to about this motion?

Provide attachment/s if required.

Click or tap here to enter text.

Council confirmation:

I, Click or tap here to enter your full name., the Chief Executive Officer, hereby confirm that this motion was approved by resolution of council on Click or tap to enter a date. for presentation at the next LGANT General Meeting.

In submitting this motion, I confirm that the council has (please tick):

- ☐ consulted with other NT councils to confirm the motion is relevant to the sector more broadly;
- ☐ reviewed LGANT's [Constitution](#), [Governance Charter](#), [Policy Statements](#), and [Strategic Plan](#) in preparing this motion; and
- ☐ provided enough information to enable members to make a considered decision on whether to support or otherwise.

Signature: _____ Date: _____

14.9 GRANT VARIATION REQUEST - MAJOR GRANT REGIONAL CULTURAL PRECINCT 2024/2025

Author: Isabella Murphy, Events and Engagement Coordinator
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

Council endorses and approves the Regional Cultural Precinct's request to amend their Major Community Grant 2024/2025 application, allowing the project originally titled *The Katherine Beat* to be delivered as *The Best of the Beat* in November 2025

Purpose of Report

To table request for variation and to provide background information to Council.

Strategic Plan

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

2.2.2 Support business and community leaders in promoting Katherine's competitive attributes.

3. SPORTS AND CIVIC EVENTS - 3.1 Sports and Civic Events - Provide sporting infrastructure and appropriate events to encourage community connectedness.

3.1.1 Hold events throughout the year that acknowledge themes that are important to our town and its residents, such as memorial days.

5. ARTS, CULTURE AND HERITAGE - 5.1 Vibrant Art - Encourage the arts sector.

5.1.1 Support the street art series and art organisations.

Municipal Plan

2.2.3.1 Provided a continually developing calendar of free and accessible community events that cater for our diverse community

Background

The Regional Cultural Precinct was approved for a \$5,000 Major Community Grant 2024/2025 to host the Katherine Beat at the Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) in August 2025.

Negotiations with NT Music School determined that the GYRACC Amphitheatre does not have the capacity to cater for the number of people performing and attending the event. This resulted in the main Katherine Beat event being moved to Katherine High School.

GYRACC has negotiated with NT Music School to present a performance titled 'The Best of the Beat' which will be hosted in November 2025.

GYRACC has requested to vary the original grant and reallocate the original \$5,000 to 'The Best of the Beat' event being hosted in November 2025.

Discussion

The \$5000 Major Community Grant 2024/2025 was originally awarded to GYRACC for the Katherine Beat, a major annual Performing Arts showcase for NT Government schools in the Katherine Region. This annual event features more than 150 participants, and focuses on youth participation and engagement, including the Big Rivers communities.

This 2024/2025 Major Community Grant was approved on the basis that it strongly aligns with Katherine

Town Council's strategic priorities, particularly in promoting an active and engaged community through family-friendly events, festivals, live music, sports, and youth-focused initiatives such as school holiday programs.

The approved variation to deliver *The Best of the Beat* in place of *The Katherine Beat* continues to reflect these priorities. As the regional hub of the Big Rivers Region, Katherine plays a vital role in celebrating youth, arts, and culture across the region, and this event will further strengthen that identity.

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.

14.10 PROPOSED NBN TELECOMMUNICATION LEASE - 26 SECOND STREET KATHERINE

Author: Casey Anderson, Manager Corporate Administration
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. NBN - Proposed Lease Area - 28 Second Street Katherine - Map [14.10.1 - 1 page]
2. NBN Cabinets Example 1 [14.10.2 - 1 page]
3. NBN Cabinets Example 2 [14.10.3 - 1 page]

Officer Recommendation

1. That Council authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a five (5) year lease agreement, with the option for renewal for an additional term of five (5) years, to NBN Co Limited for a designated portion of Lot 73, 28 Second Street, Katherine NT.
2. That Council will be provided with an updated report once the lease agreement with NBN Co Limited for a designated portion of Lot 73, 28 Second Street, Katherine NT is executed.

Purpose of Report

To authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a lease agreement for a designated portion of Lot 73, 26 Second Street Katherine.

Strategic Plan

Not Applicable

Municipal Plan

Not applicable

Background

Lot 73, 28 Second Street, Katherine (formerly the Food Ladder site) currently has an existing lease and licence over a defined portion of the lot. The lessee, Amplitel Pty Ltd, occupies the area shown in red on the map below.

The leased area contains critical telecommunications infrastructure, including a monopole with attached antenna, which supports the delivery of Telstra's Core Network Services and Wireless (Mobile) Network.

The current lease and licence will remain in effect until 31 August 2026, with the right to renew for a further term of five (5) years.



Discussion**NBN Infrastructure Proposal – 28 Second Street, Katherine**

Service Stream has been awarded exclusive responsibility for NBN-related works in the Northern Territory under a long-term agreement with NBN Co. Their responsibilities include:

- Network assurance
- Service assurance
- Service activation
- Maintenance and upgrade of NBN infrastructure, including aerial technology.

As part of the Australian Government's Regional Connectivity Program, which aims to improve digital connectivity in regional, rural and remote communities Service Stream has approached Council to enhance coverage and performance for residents and businesses in the Katherine area.

Council land at 28 Second Street, has been identified as a suitable location to establish a shelter adjacent to the existing Telstra (Amplitel) tower. The proposed lease area is 6m x 6m (see attached image).

Key elements of the proposal include:

- Installation of an NBN outdoor cabinet.
- Six (6) new NBN antennas positioned below the existing Telstra antennas, with minimal visual impact on the current tower structure.
- Use of the existing Telstra access track for entry to the NBN compound.
- Continuation of the existing lease footprint for the Telstra tower (3m x 3.5m) alongside the new 6m x 6m lease area.

The upgrades to the tower and associated cabinet infrastructure will deliver significant benefits, including:

- High-speed internet access.
- Enhanced voice services over IP.
- Increased business-grade connections.
- Support for smart city infrastructure, such as traffic systems and public Wi-Fi.

The council's standard telecommunications lease terms are typically structured as a five (5) year lease with an option to renew them for a further five (5) year. Accordingly, if negotiations are successful and a lease is executed in 2025, the lease would conclude in 2035, at which point a new lease would need to be established.

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

Refer to Recommendation 2 The rental amount is still to be negotiated, and Council will be provided with an update once discussions are finalised. The lease will also require a legal review, which has been included in Council's operational budget.

Risk, Legal and Legislative Implications

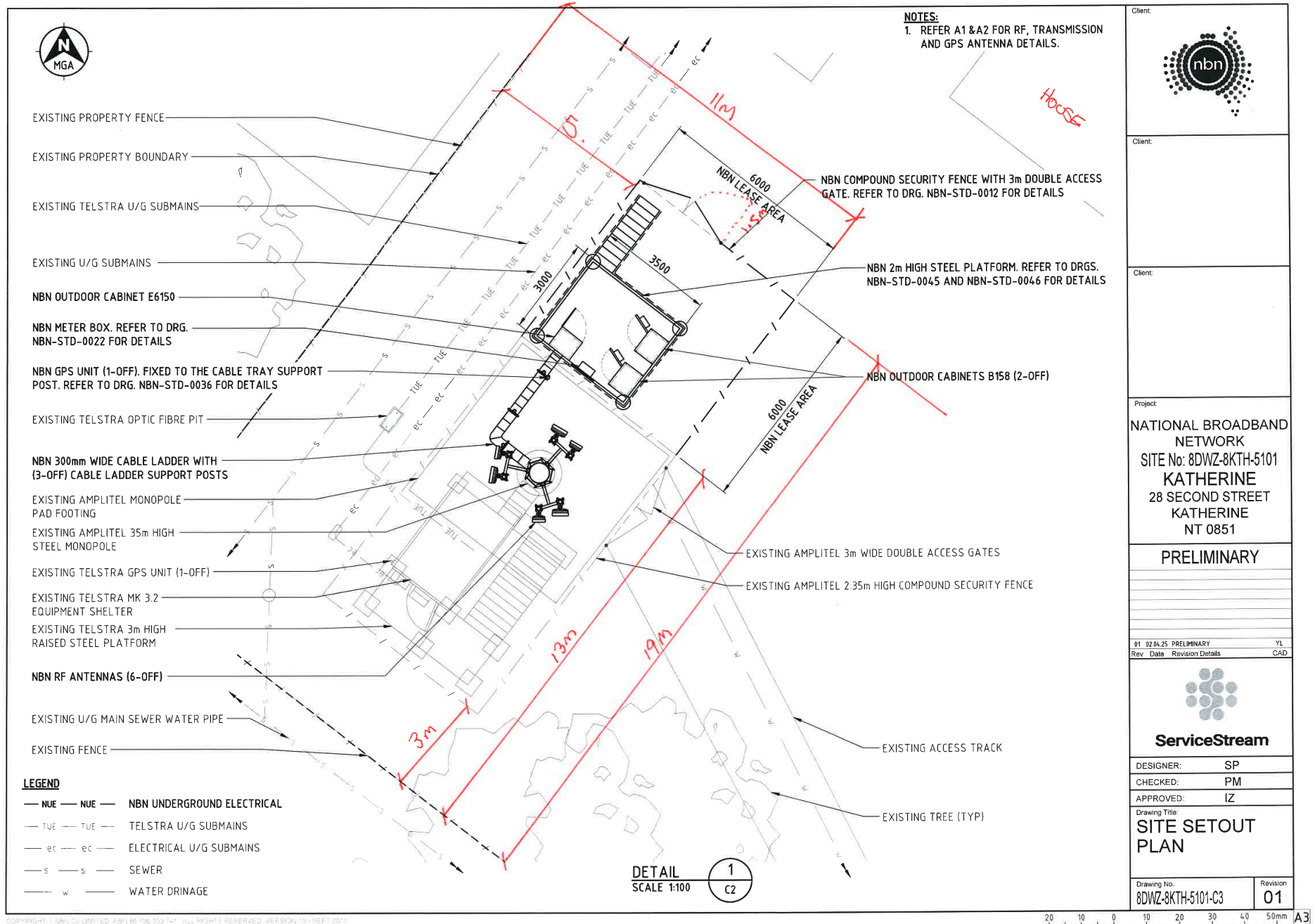
If NBN cabinets and towers aren't upgraded, internet speeds and reliability can suffer. The network may become congested, especially during peak times, leading to slower speeds and higher latency. Users may be unable to access faster speed tiers, and services like video calls, streaming, and smart home devices may perform poorly. Older infrastructure is also more vulnerable to weather disruptions and less energy efficient. Overall, without upgrades, the network struggles to meet growing demand and support future technologies.

Environmental Sustainability Implications

NBN cabinets have a relatively low environmental impact, but they do contribute to energy use, land disturbance, and climate vulnerability. They require continuous power to operate, which adds to carbon emissions especially if sourced from non-renewable energy. Their installation in public spaces can affect local aesthetics and vegetation and may involve minor excavation. Over time, the manufacturing, transport, and maintenance of these cabinets also contribute to embedded emissions. Additionally, they are exposed to extreme weather, prompting NBN Co to assess climate risks and invest in more resilient infrastructure. While mitigation strategies are in place, including renewable energy sourcing and emissions reduction targets, the presence of cabinets still represents a modest but notable environmental footprint.

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.







14.11 ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Terms of Reference - Administrative Review Committee - version 2 - Draft [14.11.1 - 4 pages]

Officer Recommendation

That Council adopt the Administrative Review Committee Terms of Reference version 2.

Purpose of Report

The purpose of this report is to approve the reviewed Administrative Review Committee Terms of Reference.

This Committee is required to be established for Council to make decisions on applications for review of decisions made under section 322 of the *Local Government Act 2019* (the Act).

Strategic Plan

1. STRONG LEADERSHIP - 1.2 Partner in progress - Provide strategic leadership on economic development issues to promote Katherine's reputation and improve business confidence.

1.2.2 Act as a connector on key issues affecting the community as a member in key reference groups.

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.1 Keep up to date with workplace health and safety training and be safety conscious when carrying out tasks.

Municipal Plan

1.1.2.1 Workplace policies and Council By-Laws are reviewed regularly

1.1.2.2 Ensure compliance with local government legislation

1.2.2.2 Improve compliance with Terms of References (ToRs) for Council's advisory committees

4.2.1.1 All policies and procedures are up-to-date

Background

Council makes many decisions that affect individuals.

There are three specific decisions that Council may make in which an applicant can seek a review. The following are designated by the Act as reviewable:

- c) a decision in relation to the correction of an entry in the assessment record under sections 232(1) or 233(7)
- c) a regulatory order under section 286, or
- c) a decision to refuse to suppress a person's details in publicly available material under section 293(5).

The way in which Council decides how to handle an application for review is through an Administrative Review Committee. The way in which the Committee operates is achieved through the Terms of Reference.

The Administrative Review Committee Terms of Reference version 1 was due for renewal in May 2025.

Discussion

In accordance with section 82 of the Act, a Committee of Council must be established by resolution and its members appointed by resolution. The committee's primary role is advisory. It does not make decisions,

but rather makes a recommendation to Council, where a decision is made by resolution.

The Administrative Review Committee Terms of Reference membership comprises of the Mayor, Deputy Mayor and one Councillor appointed on an annual basis.

The function of the Committee is to receive, investigate, and determine applications for reviewable decisions in accordance with Part 18.1 Internal Review of the Act. The committee will meet as required only if the Chief Executive Officer receives an application for review of one or more of the three decisions outlined above under *Background*.

The Terms of Reference outline other matters including:

- when meetings will be convened,
- preparation of agenda and briefing papers
- the decision-making and voting process
- responsibilities of committee members, and
- four yearly review of the Terms of Reference.

Consultation Process

There was no consultation process required for this report.

Policy Implications

This policy is consistent with the provisions of the *Local Government Act 2019* and will replace the Administrative Review Committee Terms of Reference version 1.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

This policy is consistent with the provisions of the Local Government Act 2019.

Council is required to have an Administrative Review Committee with suitable Terms of Reference and members appointed before Council receives or considers any applications for review of decisions under section 322 of the Act.

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.



TERMS OF REFERENCE

ADMINISTRATIVE REVIEW COMMITTEE

Type:	Terms of Reference		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	XXX	Next Review:	1 September 2029
Records Number:	192058	Council/CEO Decision:	Council
Legislation Reference:	Chapter 18.1 of the <i>Local Government Act 2019</i>		

1 PURPOSE

Katherine Town Council is required to review certain decisions it takes under the *Local Government Act 2019* (the Act) through a specifically established Committee.

The purpose of this document is to outline the Terms of Reference for the operation of Council's Administrative Review Committee.

2 SCOPE

This policy applies to all elected members, employees and applicants for review of relevant decisions under section 322 of the *Local Government Act 2019*.

3 TYPES OF REVIEWABLE DECISIONS

The Administrative Review Committee is established to review 'reviewable decisions' in accordance with sections 322 and 324 of the Act.

A reviewable decision is a decision or order made by Council or an officer of Council, that is designated as reviewable. The following are designated by the Act as reviewable:

- a) a decision in relation to the correction of an entry in the assessment record under sections 232(1) or 233(7)
- b) a regulatory order under section 286, or
- c) a decision to refuse to suppress a person's details in publicly available material under section 293(5).

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

COMMITTEE FUNCTION

The Administrative Review Committee is an advisory committee to Council.

The function of the Committee is to receive, investigate, and determine applications for reviewable decisions in accordance with Part 18.1 Internal Review of the Act.

MEMBERSHIP

Membership of the Advisory Committee shall consist of:

- The Mayor
- Deputy Mayor, and
- an Elected Member appointed annually by Council.

The position of Chairperson will be held by the Mayor.

The Committee Chairperson is responsible for ensuring the good conduct of meetings in accordance with the role and functions of the Committee and ensuring that the Committee's recommendations and actions are in line with the Terms of Reference.

The Committee Chairperson may be called upon to represent the Committee to Council.

Relevant Council staff will assist in providing information in an observer capacity but are not voting members of the Administrative Review Committee.

The term of membership for an Elected Member will be for one year, by nomination at an Ordinary Meeting of Council.

APPLICATIONS FOR REVIEW

A person who is adversely affected by a reviewable decision may, within 28 days after the date of the decision, apply to the Chief Executive Officer (CEO) for a review of the decision. The CEO may extend the period for making an application for review if the CEO is satisfied that there are exceptional circumstances justifying the extension.

The application must:

- be made in writing; and
- set out in detail the grounds on which the decision should, in the applicant's opinion, be reconsidered.

The CEO must, on receiving an application for a Reviewable Decision, refer the application to the Administrative Review Committee. The committee will be convened as soon as practical after the application has been referred to it by the CEO.

The Administrative Review Committee must review the application. It may decide to reject an application for review if it is satisfied that the application is frivolous, vexatious or lacking in substance.

If the application is not rejected, the Committee must inquire into the matters raised by the application and make a recommendation on the application to the Council.

The recommendation may be:

- to confirm the decision
- to amend the decision
- to revoke the decision, or
- to make some further decision to mitigate the effect of the decision.

The recommendation of the Administration Review Committee must be tabled at the next Ordinary Meeting of Council. The Council, after receiving a recommendation from the Administrative Review Committee, must make a

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

final decision on the application. The decision need not be consistent with the Administrative Review Committee's recommendation.

After Council makes a final decision, the CEO must give a decision notice to the applicant as soon as practicable on the application, but no later than 90 days after receiving the application. If the CEO does not give a decision notice to the applicant within this timeframe, the applicant may refer the application to the Northern Territory Civil and Administrative Tribunal.

MEETINGS

The Committee will meet as required to perform its function and will only meet upon receiving an application for review of a Reviewable Decision. Discussion at committee meetings will be managed through an agenda, which will be circulated to all members three (3) business days prior to the meeting.

The CEO will issue a Notice of Meeting with the time, date and location of the meeting, and the items to be discussed at the meeting.

Each member present has, and must exercise, one vote on a question arising for decision at the meeting. A Committee decision is by majority vote of voting members present at the meeting.

A full quota of membership must be present at a convened Administrative Review Committee meeting. Should an appointed member of the committee not be available to allow the process to meet the required timeframes, at the next available Ordinary Meeting of Council, the Council must appoint an alternate Elected Member to the committee as required to enable the process to be undertaken.

Attendance at committee meetings through electronic means is acceptable.

The committee agenda and minutes are made publicly available although meetings remain closed to members only. Minutes will be reported to the next available Ordinary Meeting of Council.

RESPONSIBILITIES

All members are accountable to the *Local Government Act 2019* Code of Conduct, Schedule 1. This includes the requirement to declare gifts and/or benefits.

On appointment to the Committee, all members must identify if there are any conflicts of interest in performing their role on the committee.

Conflicts of Interest must also be identified at any meeting in which a member identifies a conflict of interest on a matter.

REVIEW OF TERMS OF REFERENCE

The Terms of Reference will be reviewed every four years by the Committee, and any changes will be put to Council for consideration.

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

5 ASSOCIATED POLICIES/DOCUMENTS

Elected Members Code of Conduct

Privacy Policy

Confidential Information Policy

Attendance at Meetings via Audio or Audio Visual Conferencing System Policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Northern Territory Civil and Administrative Tribunal

Revision History

Version	Approval date	Details of change	Responsible officer
1	17/05/2024	Created	Manager Governance and Risk
2	12/09/2025	Revised to more clearly provide the way in which Council decides how to handle an application for review	Manager Governance and Risk

ADMINISTRATIVE REVIEW COMMITTEE TERMS OF REFERENCE

14.12 MEETING ADMINISTRATION POLICY

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Meetings Administration Policy - Draft - Aug 2025 [14.12.1 - 12 pages]

Officer Recommendation

That Council:

- (a) Rescind the Elected Members General Policy and Procedure, and
- (b) Approve the Meeting Administration Policy.

Purpose of Report

The purpose of this report is for consideration of the “Meetings Administration Policy” to replace the existing “Elected Members General Policy and Procedures”.

The purpose of the policy is to provide a clear, transparent framework for the effective conduct of the business of the Council in Ordinary and Special Council Meetings. It ensures that business is considered in an orderly and lawful manner so that decisions are the result of democratic process and debate.

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.

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.1 Regularly update our workplace policies and procedures, and Council bylaws.

Municipal Plan

1.1.2.1 Workplace policies and Council By-Laws are reviewed regularly

4.2.1.1 All policies and procedures are up-to-date

Background

Council meetings are the principal decision-making forum for local government. Councils set their policies, adopt their municipal plans, approve and adopt budgets, and make local laws in Council meetings. The prime example of accountable and transparent decision-making by local governments are the decisions taken in their meetings.

Council meeting procedures are based on a majority rules, Westminster-style system developed over hundreds of years by parliaments around the world to provide for debate and decision making without conflict. Decisions of Council can only be made by the adoption of a motion by a majority of the members present at a properly convened meeting.

Well-prepared agendas, orderly meetings and minutes that accurately reflect the proceedings of Council meetings contribute to an efficient, effective, and accountable system of local government. Agendas, minutes, and the actual decisions of Council are arguably the most important records of local governments. Effective contribution to, and representation at, Council meetings by Councillors increases the quality of Council decisions.

The small group nature of local government creates a meeting environment where good relations, good behaviour, mutual respect and an appreciation of the diversity of views of others leads to harmonious

meetings and assists good decision-making. Council members need each other to achieve individual and collective goals.

The Elected Members General Policy and Procedures outlined the individual and Councillor responsibilities of elected members under the *Local Government Act 2019* and Katherine Town Council By-laws 1998. During a review of Council's governance policies following the recent general local government election, the Elected Members General Policy and Procedures was identified for review in August 2025 and updating.

Discussion

The Elected Members General Policy and Procedures has been re-named the "Meetings Administration Policy" to better reflect the actual content of the policy in relation to the conduct of Council meetings.

To give context to decisions made at Council meetings, general information is outlined in the policy including:

- The role of elected members
- The functions of Council
- Declaring conflicts of interest
- Gifts and benefits
- Confidential information
- The use of audio or audio-visual conferencing systems
- Media, and
- Council appointments to advisory and external committees.

The policy includes meeting administration procedures for Council meetings such as:

- Meeting dates, times and location
- Order of business and business papers
- Notice of Business by a Councillor
- Petitions and Deputations
- Motions and the process for dealing with motion amendments
- Points of order
- Motions of dissent
- Procedural motions
- Questions and discussion
- Method of taking the vote and casting vote
- Mayor to take precedence
- Addressing Council
- Mayor to maintain order, to decide who can speak first and to have priority when speaking
- Order and disorder
- Processes for when a quorum is not present
- Late reports
- Minutes, and
- Grounds for closure to public and media to discuss confidential matters.

Once the policy is adopted, Councillors must adhere to these meeting procedures, unless Council resolves to set one of them aside for a particular purpose in a single meeting.

Consultation Process

There was no consultation process required for this report.

Policy Implications

The Meetings Administration Policy reflects the provisions of the *Local Government Act 2019*, the *Local Government (General) Regulations 2021* and the Katherine Town Council By-laws 1998 in relation to the conduct of Council meetings.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

The Meetings Administration Policy reflects the provisions of the *Local Government Act 2019*, the *Local Government (General) Regulations 2021* and the Katherine Town Council By-laws 1998.

It is a requirement of the *Local Government Act 2019* and a necessary expectation of the Katherine community that the Council has a clear framework for how it conducts itself during Council meetings to demonstrate it makes decisions that are lawful.

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

MEETINGS ADMINISTRATION POLICY

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	xxxx	Next Review:	1 September 2027
Records Number:	xxxxx	Council/CEO Decision:	Council
Legislation Reference:	Local Government Act 2019 and Katherine Town Council By-laws 1998		

1 PURPOSE

Katherine Town Council is a prescribed Local Government body in accordance with the provisions of the *Local Government Act 2019*. There are a number of core obligations set out by this legislation, as well as the Local Government (General) Regulations 2021 and the Katherine Town Council By-laws 1998 in relation to the conduct of Council meetings.

The purpose of this policy is to provide a clear, transparent framework for the effective conduct of business of the Council in Council meetings.

2 SCOPE

This Policy applies to all elected members and Council employees for every Ordinary and Special Council Meeting.

3 DEFINITIONS

Casting vote means a vote that may be exercised by the Mayor/Chairperson in the event of a tied vote, in accordance with Council's Casting Vote Policy.

Chairperson means the Mayor or, if the Mayor is absent for any reason, the Deputy Mayor for Ordinary and Special Council Meetings. In the event that neither the Mayor nor the Deputy Mayor are available to chair the meeting, a Chairperson, for that meeting only, will be from a Councillor who is in attendance.

Councillor means an Elected Member of Katherine Town Council.

Deputation means the process by which individuals and groups may request presentation time at a Council meeting to make a formal address to the Council. Deputations provide an opportunity for members of the public to address Council on a specific issue.

Deputy Mayor means the Deputy Principal Member of the Katherine Town Council.

Mayor means the Principal Member of Katherine Town Council.

Motion means a proposal to be considered by Council at a meeting. It is a request to do something or to express an opinion about something. A motion formally puts the subject of the motion as an item of business for formal consideration for Council.

Motion of dissent means a motion set out in this policy, the purpose of which is to seek to correct what may have been a mistake of fact or interpretation on the part of the Chairperson.

Mover means the person at a meeting who initiates (moves) a motion.

Minutes mean the official record of the business transacted at Council meetings and the decisions made. They are a legal record and a public document.

Notice of motion means to provide advance notice to Councillors of an individual Councillors intention to move a particular motion on a specific matter at an Ordinary Meeting of Council.

Ordinary Meeting of Council means regular Council meetings where council conducts its core business.

Petition means a formal request to lobby a law-making body such as Council. It may request an amendment to general law or the review of an administrative decision. The petition is placed before Council with the object of implementing the particular action or amendment. Petitioning is one of the traditional forms by which people can make requests direct to Council for action.

Point of order means a point made to draw attention to an alleged breach of the Act, Katherine Town Council By-laws 1998, or this policy in relation to the proceedings of a meeting.

Put to the vote means to formally state a question in its final form for the purpose of taking a vote.

Quorum means the minimum number of members needing to be present to constitute a valid meeting (i.e. 50% of attendees plus one).

Resolution means a formal decision by Council that has been passed by a majority of its sitting members. E.g., a motion that has been decided and passed by a majority of Councillors at the meeting.

Second means the person at a meeting who seconds a motion that has been moved.

Special Council Meetings means special Council meetings called on occasion to address an urgent item of business.

4 DETAILS

Council is a representative, decision-making body, that acts in the interests of its constituents and discharges its duties, without fear or favour, as prescribed by the *Local Government Act 2019* and its statutory instruments.

GENERAL INFORMATION FOR ELECTED MEMBERS

Role of elected members

The *Local Government Act 2019* states that the role of a Councillor is to:

- represent the interests of all residents and ratepayers of the Council area (Katherine municipality)
- provide leadership and guidance
- facilitate communication between the members of the Council's constituency and the council
- be properly informed to enable participation in the deliberations of the Council and its community activities

MEETINGS ADMINISTRATION POLICY

- ensure, as far as practicable, that the Council acts honestly, efficiently, and appropriately in carrying out its statutory responsibilities
- ensure that Council resources are used prudently and solely in the public interest, and
- actively monitor the financial affairs of the Council.

An elected member of the council has no power to direct or control staff of the Council, or to interfere with the management of Council employees.

Elected members are bound by a Code of Conduct, and they have a duty to act, at all times, in what the member genuinely believes to be the best interests of Council's constituency – the Katherine community.

Functions of Council

The functions of Council include:

- planning for the future requirements of Katherine
- provision of services and facilities for the benefits of the Katherine community, its residents and visitors
- making prudent financial decisions
- managing the employment of the Chief Executive Officer
- providing for the interests and wellbeing of individuals in the Katherine community
- carrying out measures to protect the environment from natural and other hazards and to mitigate the effects of such hazards
- planning and developing council facilities in a sustainable way
- promoting Katherine and the Big Rivers region a location for industry and commerce and as an attractive tourist destination, and
- establishing programs to benefit the Katherine community.

Conflicts of interest

A Councillor must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities. If a conflict of interest exists, the member must comply with any statutory obligations of disclosure. Refer to the 'Elected Member Code of Conduct' and 'Elected Members Conflicts of Interest policy'.

Gifts and benefits

A Councillor must discharge their duties, responsibilities, and obligations impartially and with integrity including in relation to receiving, accepting and disclosing gifts or benefits. They must not accept a gift or benefit that may be perceived by a reasonable person to improperly influence their performance or decisions. Refer to the 'Gifts and Benefits policy'.

Confidential information

Council is committed to transparent and accountable decision making, to achieve the outcomes of its Strategic Plan and Municipal Plan. However, from time to time, Council will consider confidential and sensitive information which it must treat with care. Council's 'Confidential Information Policy' sets out Council's process to ensure the proper treatment and review of confidential items considered at Council meetings.

Audio or audio-visual conferencing

Where possible, Council is committed to facilitate access and participation in meetings by permitting Councillors to be present and participate remotely by means of audio or audio-visual conferencing systems.

A Councillor may attend any meeting via an audio or audio-visual conferencing system. It is desirable, but not mandatory, that members give at least one (1) days' notice to the Chief Executive Officer that they intend to attend the meeting via the conferencing system. Refer to the 'Attendance at meetings via audio or audio-visual conferencing system Policy'.

MEETINGS ADMINISTRATION POLICY

Meetings will be recorded to assist with minute taking purposes only. Recording a council meeting for minute-taking purposes is important for:

- Accuracy and completeness - Audio or video recordings ensure that the minutes reflect exactly what was said and decided.
- Transparency and accountability - Recordings provide a verifiable source of truth for the Chair, CEO and minute taker.
- Support for the minute taker - Minute takers can focus on capturing key points rather than trying to write everything down in real time. They can revisit the recording to ensure nothing important was missed.
- Recordings become part of the official record and can be used for future reference, evidence, research, or training.

Media

As outlined in Council's Media Policy, the Mayor is the principal spokesperson for Council. In the absence of the Mayor or at the Mayor's request, the Deputy Mayor or Chief Executive Officer are authorised to make statements on behalf of Council to the media.

Council appointments to advisory and external committees

Council will appoint representatives as required. Appointment to Advisory and External Committees will be reviewed as required and endorsed at an Ordinary Meeting of Council. Refer to the 'Council delegates and representation on external organisations, including community groups Policy'.

ADMINISTRATION OF COUNCIL MEETINGS

Council is accountable to the Katherine community for the decisions it makes, and those decisions must be based on sound, adequate and accurate information. The conduct of effective meetings is an indicator of good governance and how meetings are managed is an important part of achieving this goal. Meeting procedures contribute to good public decision-making and increase Council's transparency and accountability to the Katherine community.

Council's decision-making must be as open and transparent as possible. Council meetings are open to the public and the media, unless the topic is about a matter that may need to be kept confidential. Example of confidential matters include employee, commercial, security or legal matters.

Councillors make decisions by a majority (more than half of those present) vote at each meeting. A quorum (more than half) of the Councillors must be present for a vote to pass (or be carried). Each Councillor, including the Mayor and Deputy Mayor has one vote on decisions made at a Council meeting. Where there is an equal number of votes for and against a motion, the Mayor is required to cast a second 'casting vote' to break the tie.

Members of the public and the media may be present for Council meetings, but they are not permitted to speak unless invited to do so. They may be asked to leave when confidential matters are being discussed.

Meeting times (By-law 138)

From January to November each year, Ordinary Council Meetings will be held at 12pm on the fourth Tuesday of the month.

In December, the Ordinary Council Meeting will be held at 12pm on the second Tuesday.

Meetings are mostly held at the Civic Centre, Stuart Highway, Katherine, or by audio or audio-visual attendance. From time to time, meetings may be held in a different location advised on Council's website.

The dates and times of all Ordinary Meetings of Council for the term of the Council will be determined at the first Ordinary Meeting of the Council after a general election.

MEETINGS ADMINISTRATION POLICY

Elected Members are expected to attend every Ordinary Meeting of Council and Special Council Meeting. If an Elected Member is absent, without permission of the Council, from two (2) consecutive Ordinary Meetings of Council, then it is considered that the Elected Member ceases to hold office.

Special Meetings of Council are convened for a specific urgent purpose by the Mayor or majority of the Councillors, or by resolution at a Council meeting.

Order of business and business papers (By-laws 139 and 140)

The agenda is a list of items (or the order of business) that Council intends to consider at a meeting, with each agenda item usually supported by a business paper that contains information and recommendations. Councillors use these reports as a source of information and advice to assist their decision making.

Business papers will be available to elected members by close of business on the Wednesday preceding the Ordinary Meeting of Council. They will also be available at the Civic Centre and the Library and posted on Council's website.

The order of business for an Ordinary Meeting of Council is as follows:

1. Acknowledgement of Country
2. Opening Prayer
3. Opening of Meeting
4. Attendance - Present, Apologies and Leave of Absence
5. Declaration of Interest
6. Presentations from External Agencies
7. Confirmation of Previous Minutes
8. Business Arising from Previous Minutes
9. Mayoral Business
10. Correspondence and Documents
11. Petitions (By-law 143) and Deputations (By-law 144)
12. Public Question Time (Matters Referred to the Agenda)
13. Notice of Motion
14. Reports of Officers
15. Reports from Committees
16. Elected Members Activities
17. Late Agenda
18. General Business (By-law 141)
19. Closure of Meeting to Public (if required)
20. Confidential Items
21. Resumption of open meeting
22. Closure of the Meeting

Apologies and leave of absence – this section considers the submissions of Councillors who are not in attendance however they have formally informed the Mayor, or Chief Executive Officer, of their absence, and have given reasons why they cannot attend the meeting.

Council shall decide whether the notification and reasons are acceptable. A motion will be made to either accept the absence, or to have it refused if Council deems the provided notice and reason(s) to be unacceptable. Council will NOT accept the apology, and therefore absence, of Councillors who have not provided a formal notice of absence.

Declaration of interest – this section requires Elected Members to declare any personal or financial conflicts of interest with any agenda item at the meeting, as soon as practicable after a member becomes aware of the conflict of interest.

Confirmation of previous minutes – a motion will be given that the previous minutes are a true and correct record of that meeting and its decisions (resolutions).

Business arising from previous minutes – any business arising out of the last minutes/action list. Business arising will not be discussed until the previous minutes have been confirmed.

Mayoral business – this section provides an opportunity for the Mayor to outline meetings or other functions and events they have been involved in during the previous month.

Correspondence and documents – the Mayor and Council receives important letters and other documents, and these are tabled at an Ordinary Meeting of Council to provide Councillors with this information.

Public Question Time – Katherine residents and ratepayers have the right to ask questions and raise issues with Council. However, Council meetings are an opportunity to observe the Council at work and they are not generally the place for members of the public to debate with Councillors. People who have been invited to make a submission may speak when directed, but there should be no debate between the public and the Council at Council meetings.

If a member of the public wishes to ask a question about an item on the agenda of an Ordinary Meeting of Council, they are required to submit questions online or in person by 10.00 am on the day of the Council meeting. Members of the public will be given the opportunity to ask the question during the Council meeting, but it must relate to a specific agenda item. If they are not in attendance at the meeting, they may also submit a question, however the Mayor will determine whether or not to read and respond to your question. For questions not responded to at the meeting, a response will be provided at a later date.

Notice of Motion – Councillors may give written notice to the Mayor at least seven working days prior to the Council meeting of a motion proposed to be moved at the meeting.

Reports of Officers – this section is where reports from Council officers about Council matters are presented for discussion and resolution.

Reports from Committees – this section is where reports from any Council and external committees are presented for consideration.

Elected Member activities – this section provides an opportunity for Councillors to report back to Council about their meetings and engagements that the individual Councillor attended in the previous month.

General business – this section provides an opportunity for Councillors to provide updates to the community ie. events and speak about issues of a minor nature that do not require a decision of Council. If a General Business item requires reasonable consideration or analysis, Council shall consider deferring it to the next meeting.

Confidential session – if required, the confidential session of an Ordinary Meeting of Council will exclude members of the public and media as it deals with confidential matters. Guests maybe invited to the Confidential session by the Chair when required.

Meeting close – confirmation of date and time of the next meeting and the Mayor will formally declare the time the meeting was closed.

Order of business for Special Council Meetings

Business papers will be available to elected members four hours preceding the Special Meeting of Council. They will also be available at the Civic Centre and the Library and posted on Council's website.

The order of business for a Special Meeting of Council is as follows:

1. Acknowledgement of Country

2. Opening Prayer
3. Opening of Meeting
4. Attendance - Present, Apologies and Leave of Absence
5. Declaration of Interest
6. Reports of Officers
7. Closure of meeting to public (if required)
8. Confidential Items
9. Resumption of open meeting
10. Meeting Close.

Notice of Business to be given by member (By-law 141)

Councillors requiring the consideration of a matter must give a signed notice to the Chief Executive Officer or Mayor by close of business on the Monday one week prior to the Ordinary Meeting. That matter will be considered during General Business. The Chief Executive Officer may provide a background report for inclusion with the notice where appropriate.

Petitions (By-law 143)

Councillors may present petitions at an Ordinary Meeting of Council by stating the nature of the petition and reading the petition. Where a Councillor presents a petition to a meeting, no debate on or in relation to it is allowed and the only motion that may be moved is:

- that the petition be received, and consideration stand as an order of the day for the meeting or for a future meeting, OR
- that the petition be received and referred to a committee or Council officer for consideration and a report to the council.

Deputations (By-law 144)

Deputations wishing to attend and be heard at a meeting must give at least seven clear days' notice of their proposed deputation by writing to the Chief Executive Officer.

Council will receive Deputations at a date and time agreed by the Mayor in consultation with the members of the deputation.

Motions (By-laws 145 to 150)

Councillors may give written notice to the Mayor at least seven working days prior to the Council meeting of a motion proposed to be moved at the meeting. Notices of Motion will be listed on the agenda in the order determined by the Mayor. Motions are required to have a mover and a seconder.

The Mayor will read out the agenda item and ask the relevant Councillor to speak on the agenda item. The Councillor will take no more than ten minutes to speak to the matter. A Councillor speaking about a motion must confine their remarks to the matter being considered. The Mayor is responsible for keeping Councillors on time.

If the Councillor who gave notice of the motion is absent from the meeting, the motion may be moved by another Councillor or deferred to the next Ordinary Meeting of Council.

A Councillor, other than the mover of an original motion, has the right to speak once to the motion and any amendment proposed to it. The Mayor has the right to close the debate at any time they deem there has been ample debate.

A Councillor who moves or seconds a motion must not move or second an amendment to the motion.

Process for dealing with a motion and amendments to motions

The Mayor will read the motion and invite Councillors to move the motion. If Councillors are happy with the motion, Councillors will first show their hand and then move the motion. If any Councillor deems the motion requires amendment, then the amendment will be discussed, and the Mayor will invite Councillors to move the amended motion. Once a Councillor moves the motion, the Mayor will invite Councillors to second the motion. Councillors will show their hand and second the motion.

The Mayor shall only allow debate on a motion if it is seconded, requesting initially for a Councillor that may wish to speak against the motion to speak for a maximum of five minutes for, or against the motion. A motion that is not seconded must be recorded in the minutes as having lapsed.

Any amendment to motions must not negate the intent of the original motion. The Mayor shall rule that any proposed amendment that attempts to negate a motion, or replace an amended motion with the original motion, is rejected.

Council may only deal with one (1) amendment to a motion at a time. Once an amendment has been moved, no further amendment can be considered until that amendment is disposed of, either because it lapses, or is seconded and put to the vote. If an amendment to a motion is lost, then further amendments may be considered until a motion is carried (be it the original motion or some variation of it) or all motions are exhausted.

Once all debate on a motion is concluded, but before the motion is put to the vote, the mover of the original motion has a right of reply and may speak of all observations made in reference to the motion.

Once an amendment to a motion is put to the vote and carried, the motion, as amended, then becomes the motion before the meeting. Councillors will then put the original motion or amended motion to the vote.

Points of order

The Mayor may call to order a member at a meeting who is in breach of the Act or this Policy in relation to the proceedings of the meeting.

A Councillor may raise a point of order and must state briefly the nature of the alleged breach. A point of order takes precedence over all other business until determined. The Mayor must rule on a point of order immediately.

Motion of dissent (By-law 151)

A Councillor may, without notice, move a motion of dissent in relation to the Mayor on a point of order.

If a motion of dissent is moved in relation to a point of order, further consideration of the matter will be suspended until after the motion of dissent is put to the vote. If the motion is carried, the matter will proceed as though the ruling had not been made or be restored to the business agenda and dealt with in the normal course of business.

The Mayor may speak to the motion of dissent and cast a deliberative vote for or against.

Procedural motions (By-law 153)

By-law 153 provides for a range of procedural motions, such as adjourning debate on a matter, moving to the next matter on the agenda or adjourning the meeting.

Procedural motions must be moved and seconded in accordance with the By-Laws, depending on the reason for the procedural motion.

Questions and discussion (By-law 154)

During a meeting, Councillors may ask a question for reply by another Councillor or a Council employee. A question raised during a meeting shall be asked categorically and without argument and no discussion is permitted at the meeting in relation to the reply or a refusal to reply.

Councillors will ask the Mayor to direct their question to another Councillor or Council employee, who can refuse to answer the question or take the question on notice and provide a reply at the next Ordinary Meeting of Council.

If a Councillor asks a question, that question is not considered part of the debate of a motion.

Method of Taking the Vote

The Mayor shall, in taking the vote on any motion or amendment, put the question first in the affirmative and then in the negative. The Chair may do so as often as is necessary to determine the majority. Voting shall be by a show of hands except where a Councillor is prevented by physical disability. The names of members voting for or against motions will be recorded in the minutes.

Casting vote

Casting votes will be made in accordance with Council's 'Casting Vote policy'.

Mayor to take precedence (By-law 155)

The Mayor may, at any time during debate of a matter at a meeting, indicate an intention to speak and, on so doing, a member speaking or proposing to speak is to cease speaking and remain silent or refrain from speaking until the Mayor has been heard.

Addressing Council (By-laws 156 and 160)

Councillors may insist that other Councillors address them by their official designation, as Mayor or Councillor, as the case may be. Council employees should be referred to using their official title.

Councillors shall refrain from the use of offensive or inappropriate language, especially in reference to another Councillor. Councillors shall not make imputations of improper motives or personal reflections on Councillors or council employees. A Councillor who considers that another Councillor is out of order may call upon the Mayor to maintain order.

Mayor to maintain order, to decide who can speak first and to have priority when speaking

The Mayor must maintain order, and may, without the intervention of any other Councillors, call any Councillor to order whenever, in their opinion, it is necessary to do so.

If two or more Councillors attempt to speak at the same time, the Mayor must decide which of the Councillors may speak first.

Order and disorder (By-laws 161 to 163)

The Mayor, or a Councillor who considers that another Councillor is out of order, may call upon the Mayor to maintain order.

A Councillor is guilty of an act of disorder if they:

- breach the *Local Government Act 2019* or the Katherine Town Council By-laws 1998
- use language that, according to common usage would be considered disorderly
- uses an expression inconsistent with good order and decorum, or
- says or does anything calculated to bring the Council into contempt.

The Mayor will rule on any question of disorder, and this ruling must be obeyed, unless there is a motion of dissent.

The Mayor may request a Councillor leave for the remainder of a meeting and to apologise, without reservation, to other Councillors present. A Councillor cannot refuse to leave the meeting if requested by the Mayor for an act of disorder.

If the Mayor or a Councillor considers that a matter being considered or discussed at a Council meeting is objectionable, the Mayor may declare a point of order that the matter not be further considered.

Quorum not present (By-law 164)

Where a meeting is postponed, that fact together with the names of the members present at the time is to be recorded in the minutes kept by Council.

Where at a meeting a quorum of members is not present, the Mayor is to suspend the meeting for a period of 30 minutes and, if at the expiration of that period a quorum is not present, the names of the members present at the time are to be recorded in the minutes and the Mayor is to adjourn the meeting to a later time or to another date, as the Mayor thinks fit.

Late Reports

Late reports will only be admitted under exceptional circumstances as approved by the Mayor or Chief Executive Officer. Late reports are to be made available to Councillors and the public as soon as practicable.

Minutes

Unconfirmed minutes of each Ordinary and Special Council Meetings will be available within 10 business days following the meeting. The unconfirmed minutes will be made available at the Civic Centre and on Council's website.

Until minutes are adopted at the following Ordinary Meeting of Council, minutes will be marked as "unconfirmed".

Grounds for closure to public and media to discuss confidential matters

From time to time, an Ordinary Meeting of Council or Special council Meeting may be closed to the public and the media to discuss confidential matters such as:

- those prescribed by Part 3 of the Local Government (General) Regulations as confidential
- employee matters concerning particular individuals
- information about the personal circumstances of any resident or ratepayer
- information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business
- commercial information of a confidential nature that would if disclosed prejudice the commercial position of the person who supplied it; or reveal a trade secret
- information that would, if disclosed, prejudice the maintenance of law
- matters affecting the security of Council, Councillors, Council employees, or Council property
- advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.

Councillors must move and second a motion to close part of the meeting to the public to allow confidential matters to be considered and discussed. Once confidential business is completed, a motion to move back to the public meeting should be moved and seconded, and the resolutions of the confidential meeting be made available to the public, in accordance with the Confidential Information Policy.

The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the subject title of the matter that is to be discussed during the closed part of the meeting and the reason why the part of the meeting is being closed.

Resolutions or recommendations made at a closed part of a Council meeting must be made public by the Mayor as soon as practical after the closed part of the meeting has ended. While discussions about confidential matters in the closed part of the meeting will not be made public, the separate nature of a resolution or recommendation allows it to be made public immediately after the closed part of the meeting has ended.

5 ASSOCIATED POLICIES/DOCUMENTS

Casting Vote policy

Council delegates and representation on external organisations, including community groups Policy

Attendance at meetings via audio or audio-visual conferencing system policy

Elected Member Code of Conduct

Elected Members Conflicts of Interest policy

Gifts and Benefits Policy

Confidential Information Policy

Media Policy

Leave of absence form

Conflict of interest form

Resolution register

Conflict of interest register

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Katherine Town Council By-laws 1998

[Revision History](#)

Version	Approval date	Details of change	Responsible officer
1	24/06/2008	Created	CEO
2	26/10/2010	Revision	CEO
3	30/08/2016	Revision	CEO
4	28/06/2022	Revision for consistency with new Local Government Act, update, and new template	CEO
5	22/03/2023	News Story - Katherine council to trial daytime council meeting » Katherine Town Council (nt.gov.au)	CEO
6	16/09/2025	Revision and policy name change	Acting CEO

DRAFT

14.13 LEGAL REPRESENTATION COSTS FOR ELECTED MEMBERS AND COUNCIL EMPLOYEES POLICY

Author: Amanda Haigh, Manager Governance and Risk
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Legal Representation Costs for Elected Members and Council Employees Policy v1 [14.13.1 - 6 pages]

Officer Recommendation

That Council adopt the Legal Representation Costs for Elected Members and Council Employees Policy.

Purpose of Report

The purpose of this report is for consideration of a new “Legal Representation Costs for Elected Members and Council Employees Policy”. This policy provides a framework to support current Councillors and employees if they become involved in civil legal proceedings through their official functions.

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

1.1.2.2 Ensure compliance with local government legislation

1.1.2.3 Ensure compliance with other legislation applicable to Council

Background

The NT *Local Government Act 2019* provides protection from actions in tort where Council or employees have acted in good faith. However, the local government environment is highly regulated and can be complex, and there may be occasions when Councillors and employees require legal advice and representation while carrying out their lawful functions and duties. If this eventuates, the Katherine Town Council (the Council) is committed to protecting their interests.

Discussion

Katherine Town Council recognises that elected members and council employees, as a result of their roles, functions and duties at Council may at times require legal representation. Where there is an identified and relevant link between their role at Council and a legal proceeding against them, it may, in some instances, be appropriate to provide financial assistance to meet the cost in obtaining legal representation. The policy applies to current elected members and employees, not former elected members or employees.

Under the *Local Government Act 2019*, the liability for actions performed in good faith by a council representative, whilst performing the duties of their role, therefore lies with Council. As a result, Council has adopted this policy to identify when the Council will consider funding or partly funding the cost of providing the appropriate legal representation to elected members and Council employees.

The attached policy sets out the process which must be followed in dealing with requests for Council to contribute towards costs regarding legal representation that are received from either elected members or Council employees.

The policy covers:

- Criteria for determining assistance with legal representation costs
- Roles and responsibilities of the Mayor and Chief Executive Officer as decision makers

- The types of legal proceedings covered (and not covered) by the policy
- A limit of \$10,000, with capacity to apply for increased costs where necessary
- The application process and supporting documentation required
- Deciding an application
- Payment of costs either directly to the legal representative or employee
- Reporting, and
- Repayment obligations in certain circumstances.

Consultation Process

The policy is based on similar policies from Councils in Queensland and Western Australia.

The policy was developed, as requested, for the former Mayor.

Policy Implications

With this policy, Council will have a transparent and accountable policy for providing legal assistance and associated expenses for elected members and Council employees so that the community maintains confidence that public funds are being expended in an appropriate way.

Budget and Resource Implications

The policy applies only to current elected members and employees, not former elected members or employees. This limits the number of applications that could be expected to be considered.

The policy sets a \$10,000 limit for each application, although it does allow for an increase if a legal matter becomes intensive or extended.

Given this is a new policy, it is unknown how many applications may be received. However based on previous experience with legal matters (in terms of the definition as covered in the policy) involving elected members or Council employees, it is likely there would be only one or two applications per year.

Risk, Legal and Legislative Implications

Implementing a clear and comprehensive policy helps ensure fairness, transparency, and legal compliance, ultimately protecting the council and its members from these risks.

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. However, either officer may apply in future should their individual circumstances require such an application to be made. This is not considered a conflict of interest, but rather an entitlement, and decisions in relation to deciding an application for legal representation costs would be made by a different officer (for example, by the Mayor in relation to an application by the Chief Executive Officer).



COUNCIL POLICY

Draft v1

LEGAL REPRESENTATION COSTS FOR ELECTED MEMBERS AND COUNCIL EMPLOYEES

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager, Governance and Risk		
Approval Date:		Next Review:	September 2027
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Local Government Act 2019		

1 PURPOSE

Katherine Town Council recognises that elected members and council employees, as a result of their roles, functions and duties at Council may at times require legal representation. Where there is an identified and relevant link between their role at Council and a legal proceeding against them, it may, in some instances, be appropriate to provide financial assistance to meet the cost in obtaining legal representation.

This policy provides a framework to support elected members and council employees if they become involved in civil legal proceedings through their official functions. Specifically, this policy addresses and establishes a transparent and accountable process for providing legal assistance and associated costs for elected members and council employees when they may require legal representation as a result of their roles, functions and duties at Council.

2 SCOPE

This policy applies to current elected members and Council employees.

3 DEFINITIONS

Approved lawyer means a legal professional issued with a practising certificate issued by the Law Society NT entitling the holder to engage in legal practice in the Northern Territory, subject to compliance with the Northern Territory *Legal Profession Act 2006*.

Legal proceedings means any civil action, criminal action or investigation such as an inquiry or statutory administration or regulatory investigation.

Legal representation costs means all costs including professional fees and disbursements that are reasonable and properly incurred in providing legal representation that was approved under this policy.

Legal services means advice, representation or documentation that is provided by an approved lawyer.

Council representative means elected member or a council employee.

4 DETAILS

In today's society there is an increased risk of legal action being taken or threatened against individual elected members and/or Council employees. In certain circumstances, Council will provide financial assistance to elected members and Council employees who are required to engage the legal services of an approved lawyer as a result of lawful actions they have undertaken in the fulfilment of their official duties.

Under section 57 of the *Local Government Act 2019* (the Act), a person is not civilly or criminally liable for an act done or omitted to be done by the person in good faith in the exercise of a power or performance of a function as a member of a council.

Under section 182 of the Act, a person is not civilly or criminally liable for an act done or omitted to be done by the person in good faith in the exercise of a power or performance of a function as a member of staff of a council.

Under both sections, any civil liability that would, but for these sections, attach to a member of a council or an employee, attaches instead to the Council.

The liability for actions performed in good faith by a council representative, whilst performing the duties of their role, therefore lies with Council. As a result, Council has adopted this policy to identify when the Council will consider funding or partly funding stages of the cost of providing the appropriate legal representation to elected members and Council employees.

This policy sets out the process which must be followed in dealing with requests for Council to contribute towards costs regarding legal representation that are received from either elected members or Council employees.

CRITERIA FOR DETERMINING ASSISTANCE WITH LEGAL REPRESENTATION COSTS

There are four criteria for determining whether Council will cover the legal representation costs of an elected member or Council employee. These are:

1. the legal representation costs must relate to a matter that arises from the performance, by the elected member or Council employee, of their functions, and
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced, and
3. in performing their functions, to which the legal representation relates, the elected member or Council employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes corrupt conduct, and
4. the legal representation costs do not relate to a matter that is of a personal or private nature.

ROLES AND RESPONSIBILITIES

Where the Chief Executive Officer (CEO) is the applicant for legal representation, the Mayor is to receive, assess and decide the request for legal assistance. The Mayor is then to make any other related decisions on behalf of the Council under this policy.

Where an elected member or other Council employee is the applicant for legal representation, the CEO is to receive, assess and decide any requests for legal assistance. The CEO is then to make any other relevant decisions on behalf of Council regarding this policy.

The CEO and the Mayor are provided the requisite delegation by the Council to incur the relevant liabilities and to approve the associated expenditure on behalf of the Council in accordance with this policy.

The Mayor or Chief Executive Officer cannot delegate this authority.

TYPES OF LEGAL PROCEEDINGS COVERED

Council may provide assistance in the following types of legal proceedings:

- to enable proceedings to be commenced and/or maintained by an elected member or Council employee to permit them to carry out their functions (e.g. where an elected member or Council employee seeks to take action to obtain a restraining order against a person using threatening behaviour towards them), or
- where proceedings are brought against an elected member or Council employee in connection with their functions (e.g. an action for defamation or negligence arising out of a decision made by an elected member or Council employee), or
- statutory or administrative investigation by a regulatory authority when acting in their Council role.

In exceptional circumstances, Council may also consider the payment of legal representation costs for an elected member or Council employee to commence or consider commencing legal proceedings regarding actions in defamation or other personal proceedings against a person that pursues damages or compensation. Consideration of such circumstances will be given to the extent, frequency and impact of the actions that give rise to the request.

Council will not assist in the following types of legal proceedings:

- criminal matters, or
- a complaint of corrupt conduct under the *Independent Commissioner Against Corruption Act 2017*.

Elected members and Council employees are not precluded from taking their own private action on these types of legal proceedings.

LEGAL REPRESENTATION COSTS LIMIT

Unless otherwise determined by the Council, the payment of legal representation costs in respect of a particular matter is not to exceed \$10,000 (inclusive GST).

An elected member or Council employee may make further application for costs in respect of the same matter.

Elected members and Council employees must endeavour to minimise legal representation costs by providing clear and concise instructions to legal representatives, ensuring that work is carried out as efficiently as possible, and actively seeking to reduce unnecessary expenses where appropriate. This approach promotes responsible financial management and ensures that legal services are used effectively in the best interests of the Council.

APPLICATION FOR LEGAL REPRESENTATION COSTS

An elected member or Council employee who seeks assistance under this policy is to make an application(s), in writing, to the Mayor (if the CEO) or Chief Executive Officer.

The written application for payment of legal representation costs is to give details of:

- the matter for which legal representation is sought
- how that matter relates to the functions of the elected member or Council employee making the application
- the lawyer (or law firm) who is to be asked to provide the legal representation
- the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc)
- an estimated cost of the legal representation, and
- why it is in the interests of the Council for payment to be made.

The application is to contain a declaration by the applicant that they have acted in good faith and has not acted unlawfully or in a way that constitutes corrupt conduct in relation to the matter to which the application relates.

As far as possible, the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that they:

- have read, and understood, the terms of this policy, and
- acknowledge that any approval of legal representation costs is conditional on the repayment provisions of this policy and any other conditions to which the approval is subject.

DECIDING AN APPLICATION FOR LEGAL REPRESENTATION COSTS

The Mayor or CEO may:

- refuse, or
- grant, or
- grant subject to conditions,

an application for full or partial payment of legal representation costs.

In coming to their respective decision regarding an application under this policy, the Mayor or the CEO may consult Council's legal advisors or other Council employees to provide relevant assistance, advice or representation.

In assessing an application, the decision maker may have regard to any insurance benefits that may be available to the applicant under Council's insurance policy or its equivalent.

The decision maker may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

PAYMENT OF LEGAL REPRESENTATION COSTS

Council may reimburse legal representation costs to an elected member or Council employee upon presentation of a valid receipt that clearly outlines the services rendered and confirms that those services were provided within the scope of the approved matter.

REPORTING

Any approved expenses incurred under this policy will be reported through the usual audit process however, the name of the elected member or Council employee and the professional services rendered may be redacted for confidentiality and privacy reasons.

REPAYMENT OF LEGAL REPRESENTATION COSTS

If at any point (before or after the application has been approved) the Mayor or the CEO identify through a finding of a Court, tribunal inquiry, regulatory investigation or other similar independent body, the elected member or Council employee whose application for legal representation costs has been approved:

- did not act in good faith, or
- provided false or misleading information regarding their application for assistance under this policy,

the legal representation costs paid by Council are to be fully repaid by the elected member or Council employee.

An elected member or Council employee whose legal representation costs have been paid by Council is to repay the Council if monies are awarded in the form of costs orders, damages or any settlement relating to the matter for which Council originally paid legal representation costs, up to the amount of legal representation costs that were incurred by the Council under this policy.

Council may take the required action to recover any monies due and owing to it by an elected member or Council employee under this policy.

CONFIDENTIALITY

All information, requests, applications, discussions, and documentation must remain confidential at all times to preserve legal protection and privilege. Any breach of confidentiality is strictly prohibited.

Confidential information must not be disclosed, shared, or transmitted to third parties, including via private email addresses, nor should it be stored on personal devices. All handling of such information must comply with Council's data security and privacy protocols.

DRAFT

5 ASSOCIATED POLICIES/DOCUMENTS

- Other reasonable expenses and non-monetary benefits received by council members policy
- Code of Conduct for Elected Members
- Code of Conduct for CEO and Employees

6 REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019
- Legal Profession Act 2006
- Independent Commissioner Against Corruption Act 2017

Revision History

Version	Approval date	Details of change	Responsible officer
1	2706/2025	Creation approved by Mayor Clark	Manager, Governance and Risk

14.14 FINANCE REPORT AUGUST 2025

Author: Sheralea Clemow, Rates and Regulatory Affairs Coordinator
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Aug Finance OMC Report - 17 September 2025 - Signed [14.14.1 - 6 pages]

Officer Recommendation

That Council endorses the Finance Report for the Month of August 2025.

Purpose of Report

This report is to present to the Council the Financial position of Council for August 2025.

Strategic Plan

4. GROWTH AND SUSTAINABILITY - 4.2 Lead with Best Practice - Lead by example and set a high benchmark.

4.2.4 Be prudent with our financial management for stronger returns for ratepayers and sustainable long-term finances with current risk management practices current at all times.

Municipal Plan

- 1.1.2.2 Ensure compliance with local government legislation
- 1.1.2.3 Ensure compliance with other legislation applicable to Council
- 4.2.1.3 Finance policies and procedures are up-to-date and followed
- 4.2.4.7 Comply with financial legislative requirements

Background

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), the below monthly report must be presented to the Council at the monthly Ordinary Meeting of Council.

Accordingly, the commentary attached presents the preliminary financial position of the council at the end of August 2025 with the Chief Executive Officer (CEO) Certification.

Discussion

Total year-to-date (YTD) operating income exceeds budget expectations by 2.83%.

Interest revenue has been adjusted to reflect accrued interest not yet received. Despite this adjustment, actual interest revenue remains 85.19% above budget projections.

Operating grants revenue is currently 86.34% below budget expectations, primarily due to timing. Financial Assistance Grants total allocation for 2025/2026 is \$645,880 however Council is yet to receive funding.

Total YTD operating expenditure is 14.17% above budget for the month of August, attributed to an increase in work undertaken than originally forecasted, specifically relating to the relocation of the Council office and contracted and material services.

Employee-related expenses are 11.60% below the overall budget, largely due to ongoing vacancies in several positions.

Monthly payments have been processed for all approved suppliers, with disbursements occurring on a weekly basis.

Currently, 16.02% of debtors (excluding infringements and rates) have outstanding balances for more than 90 days. Follow-up actions continue through the issuance of monthly statements and calls.

Of the total outstanding rates balance, 13.14% relates to unpaid rates from the 2024/2025 financial year

and prior periods.

Council monthly financial reports are materially impacted by the final outcome for 2024/2025; these financial statements are still being compiled and audited. The attached Financial Reports should be considered with this in mind.

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. The Report and attachment provide a comparison of Council's YTD actual performance against the budget.

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.

Certification by the CEO to the Council

Council Name:	Katherine Town Council
Reporting Period:	31/08/2025

That, to the best of the CEO's knowledge, information and belief:
 (1) The internal controls implemented by the council are appropriate; and
 (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed

Clarey Anderson

Date Signed

17 September 2025

Note: The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regulation 17(5) of the General Regulations)

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
*Rates	10,017,123	9,020,090	997,033	9,990,399
**Waste Charges	1,624,820	1,152,072	472,748	1,645,818
Fees and Charges	429,002	385,424	43,578	2,525,689
***Operating Grants and Subsidies	192,516	1,409,414	(1,216,898)	2,193,222
Interest / Investment Income	184,572	99,665	84,907	576,365
Commercial and Other Income	79,974	116,458	(36,484)	372,182
TOTAL OPERATING INCOME	12,528,007	12,183,123	344,884	17,303,675
OPERATING EXPENDITURE				
Employee Expenses	894,316	1,011,726	(117,410)	6,069,690
Materials and Contracts	1,727,261	1,119,730	607,531	8,350,845
Elected Member Allowances	20,877	45,920	(25,043)	275,520
Elected Member Expenses	459	38,168	(37,709)	55,000
Council Committee & LA Allowances	-	-	-	29,615
Council Committee & LA Expenses	-	-	-	8,360
Depreciation, Amortisation and Impairment	800,001	800,001	-	4,800,007
Other Expenses	-	-	-	58,416
Interest Expenses (Finance Costs)	-	-	-	-
Gain/Loss on Remeasurement of Landfill	-	-	-	465,321
*TOTAL OPERATING EXPENDITURE	3,442,914	3,015,545	427,369	20,112,774
OPERATING SURPLUS /(DEFICIT)	9,085,093	9,167,578	(82,485)	(2,809,099)

*NOTE: Rates Revenue is what is billed and not recieved

**NOTE: Waste Revenue is what is billed and not recieved

***NOTE: Awaiting receipt of Financial Assistance Grants (FAGS)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / (DEFICIT)	9,085,093	9,167,578	(82,485)	(2,809,099)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	800,001	800,001	-	5,265,328
TOTAL NON-CASH ITEMS	800,001	800,001	-	5,265,328
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	3,121,686	4,350,000	1,228,314	9,705,621
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	3,121,686	4,350,000	1,228,314	9,705,621
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,983,501	2,850,000	(133,501)	5,191,029
*Prior Year Carry Forward Tied Funding	1,344,813	-	(1,344,813)	-
Other Inflow of Funds	-	-	-	72,178
Application of Retained Earnings	-	-	-	-
Transfers from Reserves	1,000,000	-	(1,000,000)	-
Drawdown of Borrowings	500,000	500,000	-	2,000,000
*TOTAL ADDITIONAL INFLOWS	5,828,314	3,350,000	(2,478,314)	7,263,207
NET BUDGETED OPERATING SURPLUS / DEFICIT	12,591,722	8,967,579	(3,789,113)	13,815

Council monthly financial reports are materially impacted by the final outcome for 2024-25; these financial statements are still being compiled and audited. These Financial Reports should be considered with this in mind.

*NOTE: Prior year Carry Forward Tied Funding is subject to audit and may change

Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year (Annual) Budget \$
Land and Buildings	38,575	1,080,000	(1,041,425)	2,350,000
Facilities & Improvements	3,037,884	2,850,000	187,884	4,300,000
Plant & Machinery	-	70,000	(70,000)	300,000
Furniture, Fittings & Equipment	-	-	-	150,000
Fleet	-	-	-	240,592
Infrastructure Paths & Cycleways	-	-	-	1,080,000
Infrastructure Roads	45,227	350,000	(304,773)	1,035,029
Infrastructure Storm water & Drainage	-	-	-	100,000
Infrastructure - Street Lighting	-	-	-	150,000
			-	
TOTAL CAPITAL EXPENDITURE	3,121,686	4,350,000	(1,228,314)	9,705,621
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	2,442,414
Capital Grants	2,983,501	2,850,000	133,501	5,191,029
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	138,185	1,000,000	(861,815)	-
Borrowings	-	500,000	(500,000)	2,000,000
Sale of Assets (Including Trade-In)	-	-	-	72,178
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	3,121,686	4,350,000	(1,228,314)	9,705,621

Last Financial Year is still being finalised and infrastructure invoices are subject to variable timing

Table 3. Monthly Balance Sheet Report

BALANCE SHEET AS AT 3 APRIL 2025	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		
Tied Funds	19,065,836	(1)
Untied Funds	10,130,592	(1)
Trade Debtors	356,513	(2)
Rates & Charges Debtors	11,611,298	(2)
Other Current Assets	496,846	
TOTAL CURRENT ASSETS	41,661,084	
Non-Current Financial Assets	-	
Property, Plant and Equipment	114,010,672	
TOTAL NON-CURRENT ASSETS	114,010,672	
TOTAL ASSETS	155,671,757	
LIABILITIES		
Accounts Payable	2,641,674	(3)
ATO & Payroll Liabilities	(345,349)	(4)
Current Provisions	608,956	
Accruals	111,325	
Other Current Liabilities	981,047	
TOTAL CURRENT LIABILITIES	3,997,653	
Borrowings	500,000	
Non-Current Provisions	33,162	
Other Non-Current Liabilities	7,486,931	
TOTAL NON-CURRENT LIABILITIES	8,020,093	
TOTAL LIABILITIES	12,017,746	
NET ASSETS	143,654,011	
EQUITY		
Asset Revaluation Reserve	98,419,938	
Reserves	9,121,899	(1)
Accumulated Surplus	168,819,277	
TOTAL EQUITY	276,361,114	

Note 1. Tied Funds

11210 · Imprest Petty Cash		127.68
11220 · Employee Liabilities (Provisions)		642,117.71
33310 Capital Renewal Reserve	6,487,646	
33520 Contingency Reserve	1,933,738	
33610 Municipal Election Reserve	100,000	
33620 Council Motion Funding Reserve	600,515	
11230 · Equity Reserves		9,121,899.04
11240 · Waste Management Make Good		7,486,931.00
11250 · Unspent Capital Grants		1,637,715.91
11260 · Deposits Held		177,044.48
		19,065,835.82

Untied Funds - Cash and Cash Equivalents less Tied Funds **10,130,591.68**

Note 1. Details of Cash and Investments Held

Cash at Bank consists of Term Deposits of \$24.4M with maturities as detailed below, with the remaining \$4.2M available at CBA Bank.

GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement as at 30 June 2025	29,196,427.50
Credit card balances	693.66
Balance of Imprest and Petty Cash	127.68
Plus net outstanding deposits/withdrawals	
Adjusted cash at bank balance, 30 June 2025	29,195,861.52

INVESTMENTS							
INSTITUTION	PRINCIPAL	INTEREST	EFFECTIVE	MATURITY	INTEREST	INSTITUTION TOTALS	INSTITUTION %
	\$	RATE	DATE	DATE		\$	
AMP	549,249	4.05%	28-Aug-25	31-Mar-26	13,102.97		
AMP	1,028,326	4.00%	14-May-25	1-May-26	39,668.03		
AMP	514,230	4.00%	14-May-25	14-May-26	20,569.21		
AMP	1,573,184	4.85%	14-Nov-24	14-Nov-25	76,299.40		
AMP	1,104,170	3.95%	29-Jun-25	29-Jun-26	43,614.73		
AMP	1,544,904	3.95%	30-Jun-25	30-Jun-26	61,023.70	6,314,062.87	26.8%
BOQ	500,000	4.80%	5-Nov-24	5-Nov-25	24,000.00		
BOQ	501,216	4.50%	6-Apr-25	8-Oct-25	11,431.85	1,001,216.43	4.3%
CBA	2,730,592	4.01%	26-May-25	26-May-26	109,496.74		
CBA	1,090,183	0.25%	25-Jul-25	25-Oct-25	686.96		
CBA	547,284	4.05%	1-Aug-25	31-Jul-26	22,104.29		
CBA	549,639	4.01%	31-May-25	29-May-26	21,919.74	4,917,698.44	20.9%
NAB	3,500,000	4.85%	11-Nov-24	11-Nov-25	169,750.00		
NAB	539,105	3.90%	11-Jul-25	13-Jul-26	21,140.30		
NAB	3,156,000	4.00%	30-Jul-25	30-Jul-26	126,240.00		
NAB	1,049,863	3.90%	6-Aug-25	6-Aug-26	40,944.66		
NAB	1,047,408	4.80%	4-Sep-24	4-Sep-25	50,275.59		
NAB	2,000,000	4.75%	14-Oct-24	14-Oct-25	95,000.00	11,292,376.22	48.0%
AMP (oncall)	561,687.24		on call	on call 30 days			
CBA	1,029,196.60		on call	on call 30 days		1,590,883.84	
Total Investments					947,268.18	25,116,237.80	100%
Total Funds						29,196,427.68	

Note 2. Statement on Debts Owed to Council (Accounts Receivable)

Council's Debtor Summary	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days		Total
Rates Debtors	11,603,581	-	-	-	1,755,433.94		13,359,015
Trade Debtors	176,594	21,347	21,301	21,837	45,998		287,078
TOTAL	11,780,175	21,347	21,301	21,837	1,801,432.38		13,646,092

Note 3. Statement on Trade Creditors

(Council can select timing of the age of creditors)	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days		Total
Trade Creditors	2,564,022	81,177	11,000	401	(640)		2,655,961
Other Creditors	2936.11		-	-	-		2,936
Total Accounts Payable	2,566,958	81,177	11,000	401	639.50		2,658,897

KTC processes Accounts Payable weekly. Balance owing will be paid in the next payment run after the end of the month.

Note 4. Statement on Australian Tax Office (ATO) and Payroll Obligations

Council is a large withholder for PAYG purposes and consequently remits withholdings to the ATO on the day of payroll. As its revenue is GST Free mostly net GST is generally an amount payable to Council unless significant grants are received in the period. Payroll liabilities include Superannuation payable and Salary Sacrifice deductions.

**KTC is due for refund this amount from ATO	352,111
**Prepaid Fringe Benefits Tax	13,951

**Note this is an estimate only due to timing of reports

Note 5. Current Ratio

Current Ratio (current assets/current liabilities)	10.42
Current Ratio adjusted for Tied Funds	5.65



15 REPORTS FROM COMMITTEES

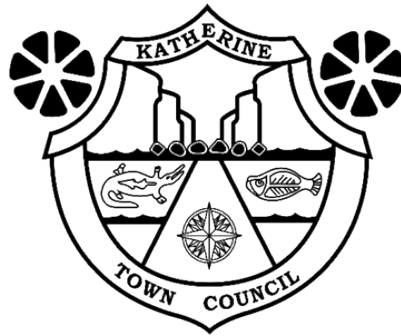
15.1 MINUTES FROM COMMITTEES

15.1.1 Centenary of Katherine 2026 Advisory Committee Meeting - Minutes 9 September 2025

Author: Isabella Murphy, Events and Engagement Coordinator
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: Advisory Committee Minutes
Attachments: 1. Centenary of Katherine 2026 Advisory Committee Minutes 09.09.25 [**15.1.1.1** - 5 pages]

Recommendation

That Council receive and note the minutes of the Centenary of Katherine 2026 Advisory Committee held on Tuesday 9 September 2025.



MINUTES

**Centenary of Katherine Advisory
Committee Held on Tuesday 9 September
2025**

Visitor Information Centre, Conference
Room
24 Stuart Highway, Katherine NT 0850



1 ATTENDANCE

1.1 PRESENT

COMMITTEE MEMBERS

- Toni Tapp Coutts
- Jenny Duggan
- Christine Butler
- Robbie Friel
- Raj Reddy (Alternate for RAAF Base Tindal)

OFFICERS

- Mr Rhett English - Manager Community Relations
- Isabella Murphy – Events and Engagement Coordinator (minute taker)

1.2 APOLOGIES

Nil

2 OPENING OF THE MEETING

Rhett English declared the Centenary of Katherine Advisory Committee - 9 September 2025 open at 5:39pm.

3 DECLARATION OF INTEREST

The Chair reminded members of their responsibility to declare any conflicts of interest.

Nil conflicts declared.

4 CONFIRMATION OF PREVIOUS MINUTES

4.1 CENTENARY OF KATHERINE 2026 MINUTES 10 JUNE 2025

COMMITTEE RESOLUTION CKAC-2025-18

Moved: Toni Tapp Coutts; **Seconded:** Robbie Friel

That Council confirm the minutes of the Centenary of Katherine 2026 Advisory Committee held on Tuesday 9 June 2025 as a true and accurate record.

CARRIED 5|0

FOR: Toni Tapp Coutts, Alexander Smith, Jenny Duggan, Christine Butler and Robbie Friel
AGAINST: Nil

5 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 ACTION UPDATE SEPTEMBER 2025

COMMITTEE RESOLUTION CKAC-2025-19

Moved: Toni Tapp Coutts; **Seconded:** Robbie Friel



That Council receive and note the Action update.

CARRIED 5|0

FOR: Toni Tapp Coutts, Alexander Smith, Jenny Duggan, Christine Butler and Robbie Friel
AGAINST: Nil

Discussion

Committee agreed to continue pursuit of a one-off public holiday to celebrate the Centenary of Katherine on the proposed date of Wednesday 1 July 2026. Isabella Murphy to submit a report to council requesting approval to progress. Thomas Archbold-Manning to investigate process for application.

Recommendation by Committee to contact the Chief Minister of the Northern Territory, The Hon. Jinson Charls, and The Hon. Marie-Clare Boothby requesting support and partnership to celebrate the Centenary of Katherine 2026. Major Events which will significantly amplify tourism in the region are of particular note for these communications. Motion to invite Local member to the next Centenary of Katherine 2026 Advisory Committee.

Committee raised opportunity to utilise 'Kirby's wall' to tell the Story of Katherine in panels, showcasing First Nations, Defence, the Railway, Industries and Businesses, and pastoral/agricultural history. Action to investigate who owns this property. RAAF Tindal representative confirmed opportunity to include Defence archives in storytelling.

Jawoyn and Nitmiluk are open to preliminary meetings for contribution to Centenary storytelling. Isabella Murphy to schedule introductory meeting. Thomas Archbold-Manning to confirming funding available for storytelling.

6 PRESENTATIONS FROM EXTERNAL AGENCIES

NIL

7 ITEMS FOR DISCUSSION

7.1 CENTENARY OF KATHERINE 2026 GRANT APPLICATIONS

COMMITTEE RESOLUTION CKAC-2025-20

Moved: Christine Butler; **Seconded:** Robbie Friel

That Centenary of Katherine 2026 Advisory Committee review and select successful Centenary of Katherine 2026 Grant Applications for approval by Katherine Town Council.

CARRIED 5|0

FOR: Toni Tapp Coutts, Alexander Smith, Jenny Duggan, Christine Butler and Robbie Friel
AGAINST: Nil

Discussion

All Centenary Major and Minor Grant applications were discussed by the Centenary of Katherine 2026 Advisory Committee, and recommendations will be provided to Council for approval.

Committee members noted they were not satisfied with the approval process, requesting additional information to improve decision making.



Committee requested a second round of funding to target specific organisations.

Isabella Murphy to prepare report to Council with recommendations and requests.

If second round of funding is approved, Committee members to take lead on reaching out to specific organisations to encourage grant application.

7.2 CENTENARY OF KATHERINE 2026 PERSONALISED NUMBER PLATES

COMMITTEE RESOLUTION CKAC-2025-21

Moved: Jenny Duggan; **Seconded:** Toni Tapp Coutts

That Centenary of Katherine 2026 Advisory Committee note the design developed by the Motor Vehicle Registry for the Centenary commemorative number plates.

CARRIED 5|0

FOR: Toni Tapp Coutts, Alexander Smith, Jenny Duggan, Christine Butler and Robbie Friel

AGAINST: Nil

Discussion

Tabled number plate design was approved by Committee. Minor adjustment was requested. Isabella Murphy to liaise with MVR on possibility of amendment to remove duplication of 'Centenary of Katherine'.

7.3 CENTENARY OF KATHERINE 2026 MEMBERSHIP UPDATE

COMMITTEE RESOLUTION CKAC-2025-22

Moved: Toni Tapp Coutts; **Seconded:** Robbie Friel

That Centenary of Katherine 2026 Advisory Committee receive and note:

- The new Mayor of Katherine from the 2025 Local Government Election replacing Mayor Elisabeth Clark as the Chair of the Centenary of Katherine 2026 Advisory Committee
- The new Deputy Mayor of Katherine from the 2025 Local Government Election replacing Deputy Mayor Denis Coburn as the alternate Chair of the Centenary of Katherine 2026 Advisory Committee
- Katherine Town Council representation being adjusted to include Councillors who were elected in the 2025 Local Government Election.
- The resignation of Centenary of Katherine 2026 Advisory Committee member Clare Armitage without seeking a replacement member.
- The membership register will be updated to accommodate these changes

CARRIED 5|0

FOR: Toni Tapp Coutts, Alexander Smith, Jenny Duggan, Christine Butler and Robbie Friel

AGAINST: Nil

8 COMMITTEE MEMBER BUSINESS

NIL



Discussion

RAAF Tindal Representative Raj Reddy raised the Freedom of Entry Ceremony as a possibility for the 2026 Celebrations. Isabella Murphy to reach out to Tindal to decide on appropriate dates for this important ceremony.

9 CLOSURE OF THE MEETING

The Centenary of Katherine Advisory Committee - 9 September 2025 was declared closed at 6:51pm.

The next Centenary of Katherine Advisory Committee will be held on Tuesday 9 December 2025.

16 ELECTED MEMBER ACTIVITIES

17 LATE AGENDA

18 GENERAL BUSINESS

19 CLOSURE OF MEETING TO PUBLIC

Members, pursuant with Section 99(2) and 293(1) of the *Local Government Act 2019* gives power to the council to close a meeting to the public to discuss the following confidential items, in relation to matters referred to in regulations 51 of the *Local Government (General) Regulations 2021*. This means that all members of the public are now asked to leave the Council Chambers.

I now move a motion to close the meeting to public.

Your Worship, I wish to second that the meeting be closed to public.

20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 26 AUGUST 2025

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iv) information that would, if publicly disclosed, be likely to: Subject to subregulation (3) – prejudice the interests of the council or some other person.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(d) information subject to an obligation of confidentiality at law, or in equity.

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

20.3 TENDER AWARD - T25-05 - SWEEPING OF STREETS

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.4 TENDER AWARD - T25-06 - AIR-CONDITIONING SERVICES ALL FACILITIES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.5 KATHERINE AQUATIC CENTRE - TENDER - T25-08 - OPERATIONAL MANAGEMENT

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.6 KATHERINE AQUATIC CENTRE - TENDER - T25-10 - MAINTENANCE SERVICES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
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Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
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20.7 KATHERINE AQUATIC CENTRE UPGRADE - STATUS REPORT

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

20.8 KATHERINE TOWN COUNCIL CENTENARY GRANTS PROGRAM 25/26

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

20.9 KATHERINE TOWN COUNCIL COMMUNITY GRANTS PROGRAM 25/26

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

21 RESUMPTION OF OPEN MEETING

22 CLOSURE OF THE MEETING

The next Ordinary Meeting of Council will be held on the date and time decided by the council in item 14.3 of the Ordinary Meeting of Council 23 September 2025.