



AGENDA

**Ordinary Meeting of Council
To be held on Tuesday 24 February 2026
At 6:00 pm**

Godinyamyin Yijard Rivers Arts and Culture Centre,
Front Auditorium
Lot 3238 Stuart Highway, Katherine

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)
- Deputy Mayor Mel Doyle
- Councillor Kathryn Whitehouse
- Councillor Jim king
- Councillor Toni Tapp Coutts
- Councillor Kathy Glass
- Councillor Anjali Palmer

OFFICERS

- Casey Anderson – Acting Chief Executive Officer
- Yeshika Kandanaarachchi – Governance Officer - Minute Taker
- Amanda Haigh – Manager Governance and Risk
- Brett Kimpton – Manager Environment and Municipal Services
- Matt Arnott - Manager Project Portfolio
- Rhett English - Manager Community Relations
- Jo Brosnan - Manager Strategic Communications
- Kimberly Worrigal – Contracts Coordinator
- Rebecca Baguley – Chief Financial Officer
- Meredith Blair – Finance Manager
- Barbara Mason – Manager People and Culture

VISION:	MISSION:	VALUES:
<p>Katherine is a place of opportunities. We celebrate diversity as we live, work, learn and grow together.</p>	<p>Together, we will work effectively today to shape our exceptional future tomorrows.</p>	<ol style="list-style-type: none"> 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

6.1 NBN LOCAL UPDATE

Organisation: NBN
Presenter: Tim Nicol
Report Type: Presentations
Attachments: Nil



7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 27 JANUARY 2026

Report Type: Previous Minutes

Attachments: 1. Ordinary Meeting of Council - 27 January 2026 - Minutes - Unconfirmed - with attachments [**7.1.1** - 37 pages]

Recommendation

That Council confirm the minutes of the Ordinary Meeting of Council held on 27 January 2026 as a true and accurate record.



MINUTES

**Ordinary Meeting of Council
Held on Tuesday 27 January 2026**

Godinyamyin Yijard Rivers Arts and Culture Centre
Lot 3238 Stuart Highway, Katherine



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 Holden declared the Ordinary Meeting of Council - 27 January 2026 open at 6:01 pm.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

- Mayor Joanna Holden (Chair)
- Deputy Mayor Mel Doyle
- Councillor Jim King
- Councillor Kathy Glass
- Councillor Anjali Palmer
- Councillor Toni Tapp Coutts

OFFICERS

- Casey Anderson – Acting Chief Executive Officer
- Amanda Haigh – Manager Governance and Risk - Minute Taker
- Brett Kimpton – Manager Environment and Municipal Services
- Matt Arnott - Manager Project Portfolio
- Rhett English - Manager Community Relations
- Rebecca Baguley – Chief Finance Officer
- Meredith Blair – Finance Manager
- Kimberly Worrigal – Contracts Coordinator

PUBLIC - 9

4.2 APOLOGIES

Council noted the apology of Councillor Whitehouse.

4.3 LEAVE OF ABSENCE

Councillor Whitehouse is on leave of absence for this meeting.

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

UNCONFIRMED



7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 9 DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-001

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Glass

That Council confirm the minutes of the Ordinary Meeting of Council held on 9 December 2025 as a true and accurate record.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

Discussion

Clarification was sought on the item 6.3 page 29 that the Mayor would report back to council discussions at the GYRACC meetings. The appointment only relates to the AGM. Note: this relates to the next item on the agenda.



7.2 MINUTES OF THE SPECIAL ORDINARY MEETING OF COUNCIL 17 DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-002

Moved: Councillor Tapp Coutts; **Seconded:** Councillor Palmer

That Council confirm the minutes of the Special Ordinary Meeting of Council held on 17 December 2025 as a true and accurate record.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE JANUARY 2026

COUNCIL RESOLUTION OMC-2026-003

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Glass

1. That Council receive and note the Action update.
2. That Council remove action 23-09-2025 14.1 from the action list.

LOST 0|6

FOR: Nil
 AGAINST: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer

Discussion on the status of various ongoing actions including:

- clarified that the telecommunications lease with NBN is still under negotiation, as NBN requested an extension beyond the current policy limits. The Council is working to resolve the issue, and the action item remains open.
- the policy regarding legal representation costs for Elected Members and Council employees needs to be revisited with the incoming Council, with a review scheduled for March.
- Waste Management Facility Trading Hours update that staff consultations regarding rostering and contract compliance for the waste management facility's trading hours are ongoing, with a follow-up meeting scheduled for early February and a further update to be provided at the February Council meeting.

Noted the RAP is still not on the action list, which was raised as new business in the meeting on the 23 September 2025. Followup required and requested for the RAP to be placed back on the action list.

Requested to defer recommendation number 2.



9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES DECEMBER 2025

COUNCIL RESOLUTION

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Tapp Coutts

That Council receive and note the Mayoral activities for December 2025.

COUNCIL RESOLUTION OMC-2026-004

Moved: Councillor King; **Seconded:** Councillor Palmer

That the Mayor will remove the following activities as she did not attend them:

- 10 December Centenary of Katherine - Community Action Group meeting
- 16 December End of Year Celebration - Big Rivers Regional Coordination Committee

CARRIED 7|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

9.2 COUNCILLOR GOALS FIRST 6 TO 12 MONTHS UPDATE

COUNCIL RESOLUTION OMC-2026-005

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Glass

That Council receive and note the Councillor First 6 to 12 Months Goals update.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

Discussion

Noted more information will be provided in the updates going forward.

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-006

Moved: Councillor Glass; **Seconded:** Councillor Palmer

That Council receive and note the Incoming Correspondence:

- Attachments: 1. Letter - NTLRC - Review of S182 LG Act 2019 - 24 Nov 2025 - 244068 [10.1.1 - 1 page]



2. Letter - Minister LG - REsponse to request for extension - 28 Nov 2025 [10.1.2 - 2 pages]
3. Invitation - Katherine Seniors Citizen Community Christmas Party - 2 Dec 2025 - ID244297 [10.1.3 - 1 page]
4. Minister for Lands, Planning and Environment - DCA Appointments - 2 Dec 2025 - ID245234 [10.1.4 - 1 page]

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

10.2 CORRESPONDENCE OUTGOING DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-007

Moved: Councillor Glass; **Seconded:** Councillor Tapp Coutts

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Letter - Minister for Local Government - Request for Funding - Katherine Aquatic Centre - 17 Nov 2025 [10.2.1 - 1 page]
 2. Letter - Hon Steven Edgington - Service Level Delivery Assessment - 12 Dec 2025 - I D 245383 [10.2.2 - 2 pages]
 3. Email - Hon Steven Edgington - Service Level Delivery Assessment - 12 Dec 2025 - I D 245390 [10.2.3 - 2 pages]
 4. Email - Minister Edgington - Submission of Annual Report Delay - 12 Dec 2025 - I D 245392 [10.2.4 - 1 page]

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

Discussion

Council thanked NTG for the financial support to allow for free access for the pool. Report's indicate this has been very successful over the January school holiday period.

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

There were no Questions from the Gallery at the Ordinary Meeting of Council - 27 January 2026

Question	Response
In the Mayor activities 10 December was a LGANT briefing on the Local Government Act tranche 2 amendments. Was there any update on these amendments?	The information is not for public distribution and no further updates have been provided.
Item 14.1 is the Call for Motion from ALGA, what ideas are Council proposing and which Elected Members will attend the conference?	No motions at this point and no decision of who will attend yet.



Page 94 table 1.2 monthly drawdown borrowings show \$1m where other figures say it is different?	The transfers are to reserves and the drawdown for the borrowings is for the loan. Investigations have been undertaken on the Civic Centre upgrade.
In the budget review table there is transfer of reserves for the aquatic centre upgrade. Is this surplus from the project going back into reserves?	This was a previous council decision which now has been expended and moving the funds into operating.
The late agenda seeking approval for the CEO and Governance Officer to be signatories, should this be the Mayor and CEO?	Mayor has no financial delegation, the financial delegation sits with the CEO then is delegated.

13 NOTICE OF MOTION

14 REPORTS OF OFFICERS

14.1 CALL FOR MOTIONS: 2026 ALGA NATIONAL GENERAL ASSEMBLY

COUNCIL RESOLUTION

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Glass

1. That Council consider motions to submit to the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026.
2. That Council approve the elected members and CEO to attend the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026.

Discussion

Council noted that it is not proposed to send the entire Elected Members to the conference.

AMENDMENT RESOLUTION OMC-2026-007

Moved: Councillor Palmer; **Seconded:** Councillor Glass

That Council consider motions to submit to the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026 at the next Ordinary Meeting of Council.

CARRIED 7|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

14.2 NOMINATION - MEMBERSHIP TO THE MINISTERS ADVISORY COUNCIL ON MULTICULTURAL AFFAIRS (MACMA)

COUNCIL RESOLUTION OMC-2026-008

Moved: Councillor Tapp Coutts; **Seconded:** Councillor King

That Council endorses Councillor Palmer to be nominated for membership on the Minister's Advisory Council on Multicultural Affairs (MACMA).



CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

14.3 GRANT AGREEMENT - AQUATIC CENTRE FREE ENTRY 2025/2026

COUNCIL RESOLUTION OMC-2026-009

Moved: Councillor Glass; **Seconded:** Councillor Palmer

Council approves the Mayor and Acting Chief Executive Officer to execute Grant Agreement KATHAQ00001 for the Katherine Aquatic Centre, enabling free entry during the school holiday periods, specifically December 2025/January 2026 and April 2026.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

Discussion

Council acknowledged the support from NTG.

14.4 FIRST BUDGET REVIEW 2025-2026

COUNCIL RESOLUTION OMC-2026-010

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Palmer

1. That Council

- a. Note the first Budget Review for 2025-2026.
- b. Adopt and Approve the Amended 2025-2026 budget with a forecast Net surplus of \$2,929.
- c. Approve the adoption of Council’s amended Long-term financial plan which reflects the Amended 2025-2026 Budget

In accordance with Local Government (General) Regulations 2021, Division 4, Item 11 Reserves;

2. That Council

- a. Approve the transfer of reserve funding of \$933,737 previously set-aside for the Aquatic Centre Capital upgrade into the Capital Budget for 25-26.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

14.5 FINANCE REPORT DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-011

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Glass

That Council endorses the Finance Report for the month of December 2025.



CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

Discussion

Revised report attached, noting the original report in the agenda had a few words missing.

14.6 COMMUNITY RELATIONS REPORT FOR THE MONTH OF DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-012

Moved: Councillor Palmer; **Seconded:** Councillor Tapp Coutts

That Council receive and note the Community Relations Department report for the month of December 2025.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

Discussion

Council paid recognition of the great work of the Visitor Information Centre and library staff.

14.7 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-013

Moved: Councillor King; **Seconded:** Deputy Mayor Doyle

That Council receives and note the Corporate Administration Report for the month of December 2025.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

Discussion

Council's fourth consecutive award for the Snap Send Solve community engagement tool, with a media release planned.

Council highlighted ongoing work in animal management and improvements at the library and Visitor Information Centre.

Council discussed the need for continued focus on dog registrations and noted the old dog pound site is still operational.

14.8 ENVIRONMENTAL AND MUNICIPAL SERVICES REPORT FOR THE MONTH OF DECEMBER 2025



COUNCIL RESOLUTION OMC-2026-014

Moved: Councillor Tapp Coutts; **Seconded:** Deputy Mayor Doyle

That Council receives and notes the report of the Environmental and Municipal Services Department for December 2025.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

Discussion

Noted that reporting indicates that most waste at the facility comes from commercial activity and Council's kerbside service.

The Council also discussed the well-attended Binjari Community Fund Day and ongoing improvements at the new dog pound facility.

14.9 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-015

Moved: Deputy Mayor Doyle; **Seconded:** Councillor King

That Council receive and note the report of the Infrastructure Services Department for December 2025.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
 AGAINST: Nil

Discussion

Noted the report detailed the planting of 12 new native trees at local parks to replace those removed for safety reasons, with Council expressing support for ongoing green initiatives.

15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-016

Moved: Deputy Mayor Doyle; **Seconded:** Councillor Glass

That Council receive and note the Elected Member activities for December 2025.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer



AGAINST: Nil

17 LATE AGENDA

17.1 EXTENSION OF EXTERNAL AUDITOR APPOINTMENT

COUNCIL RESOLUTION OMC-2026-017

Moved: Councillor Tapp Coutts; **Seconded:** Deputy Mayor Doyle

That Council appoints KPMG as Council's external audit service provider for a further 12-months period to undertake the external audit for the 2025/2026 financial year.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer

AGAINST: Nil

17.2 ATO AND BANK SIGNATORY AUTHORISATIONS

COUNCIL RESOLUTION OMC-2026-018

Moved: Deputy Mayor Doyle; **Seconded:** Councillor King

That Council approve:

1. The appointment of Casey Anderson, Acting Chief Executive Officer (ACEO) as an authorised signatory on Katherine Town Council's account held with the National Australia Bank (NAB) and;
2. The appointment of Casey Anderson, (ACEO) and Amanda Haigh, Manager Governance and Risk as an authorised signatory on Katherine Town Council's account held with the Bank of Queensland (BOQ) and;
3. The appointment of Casey Anderson, (ACEO) as the Relationship Authorisation Manager for Katherine Town Council's account held with the Australian Taxation Office (ATO).

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer

AGAINST: Nil

Discussion

For awareness noted council has investments that are coming up for review and need to have current signatories to be able to reinvest those funds as decided by the Council.

18 GENERAL BUSINESS

Councillor Coutts raised the following:

- Noted disappointment that Council were not successful in a position on the Place Names Committee.
- Katherine East Area Plan and stage 2 development report raised and suggested that council should buy land for the library and visitor centre, near the community centre. There is opportunity for aged care and low income accommodation within the plan, noting council consider within the 2026-27 Municipal Plan. Also noted that previously there was allocation of a site for the new Cemetery which now is not within the plan. Requested for a briefing from NTG to be organised.



- The Walkway next to ANZ requires a pedestrian crossing on Railway Terrace and requested for inclusion in the next Municipal Plan.
- Regarding the Centenary number plates Elected Members expressed disappointed that Council were not informed about the release after being an initiative of the Council Centenary of Katherine 2026 Advisory Committee. Mayor advised that she had spoken with various Ministers and expressed Councils disappointment.

Councillor Glass raised the following:

- Queried why the past councillors were not invited to the events like Australia Day and the pool opening. The Mayor noted the previous Council has been recognised in press releases, speeches and a plaque installed at the Aquatic Centre.
- Dukes Park is used by many families and only has one swing and recommends equipment upgrades in the park be included in the Municipal planning.
- The lawn cemetery new site needs to be revisited and the rules be abided by to show respect for loved ones. Acting CEO advised that we are looking at dedicating a staff member three days a week to provide tender loving care at the Lawn Cemetery.
- Stated there are hairline fractures in both the high- and low-level bridges. If the bridges fail this will be an issue for Katherine. Wants Council to act on this issue.
- Regarding the Edith Bridge name change, queried if the Mayor was undertaking consultation for the name change. Mayor advised a request for a letter of support had been received from the local member. As agreed by the Council a reply was sent asking if the Jawoyn had been consulted. No response has been received to date.

Councillor King recognised Malcolm Brooks who sadly passed away and was buried last Monday. Councillor read out portions of the extract attached.

Councillor Coutts advised of her planned leave of absence being on the 12 to 15 February and 22 February to 8 March.

19 CLOSURE OF MEETING TO PUBLIC

The open meeting was declared closed to the public at 7:09 pm.

COUNCIL RESOLUTION OMC-2026-019

Moved: Mayor Holden; **Seconded:** Deputy Mayor Doyle

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 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

20 CONFIDENTIAL ITEMS



20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 9 DECEMBER 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:	(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

20.2 BUSINESS ARISING FROM PREVIOUS CONFIDENTIAL MEETINGS

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:	(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.

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:	(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
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20.3 LEASING OF THE COUNCIL PROPERTY - 35 NEEDHAM TERRACE - SMILE-A-MILE TOY LIBRARY

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 - T25-13 - CLEANING 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 TOWN COUNCIL - INVESTIGATION REPORT - DHLGCD

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:	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) (ii) information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

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



COUNCIL RESOLUTION OMC-2026-024

Moved: Deputy Mayor Doyle; **Seconded:** Councillor King

4. That Council approves the attendance of all Elected Members, A/CEO and Manager of Governance and Risk to attend the Australian Institute of Company Directors (ACID) course, organised by LGANT.
5. That Council approves releasing the recommendation number 4 to the public minutes and recommendations 1,2 and 3 are to be added to the review list.

CARRIED 6|0

FOR: Mayor Holden, Councillor King, Deputy Mayor Doyle, Councillor Tapp Coutts, Councillor Glass and Councillor Palmer
AGAINST: Nil

21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 7:41 pm.

22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council - 27 January 2026 was declared closed at 7:41 pm.

The next Ordinary Meeting of Council will be held on 24 February 2026.



14.5 FINANCE REPORT DECEMBER 2025

Author: Rebecca Baguley, Chief Financial Officer
 Authoriser: Casey Anderson, Acting Chief Executive Officer
 Report Type: For decision
 Attachments: 1. Finance Report December 2025 [14.5.1 - 10 pages]

Officer Recommendation

That Council endorses the Finance Report for the month of December 2025.

Purpose of Report

This report is to present to the Council the Financial position of Council for the month of December 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 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.

The Financial Report is compliant with Local Government (General) Regulations 2021 – Part 2 (Division 7) Clause 17, Items 1 and 2, whereby material variances between the most recent actual income and expenditure of the council have been identified in detail against the adopted Municipal Plan Annual Budget.

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

Discussion

Table 1.1 Monthly Income and Expenditure Statement, - Review of Operating Income

The total year-to-date (YTD) operating income exceeds budget expectations by 0.62%. This is due to the following factors: -

- a) Rates Revenue is 6.87% above YTD forecast with a positive variance of \$647,753 for December
- b) Waste Charges (Rates) is 19.5% above YTD forecast result.
- c) Interest for Investment Income is \$239,466 above YTD December. At-call investment interest received of \$35,525 YTD now included in the Budget forecast. 9 of the total 17 Investments are due to mature by 30 June 2026.
- (d) Operating grants revenue is currently 49.15% below budget expectations, primarily due to timing. Council has received 75% of the total Commonwealth Financial Assistance Grant funding. 2025-2026 year – totaling \$322,940. Council received \$658,144 as an early payment made in June



2025 for the 2025-2026 Financial year. The total approved Commonwealth FAG was \$1,304,024.

Table 1.1 - Monthly Income and Expenditure Statement - Review of Operating Expenditure

YTD operating expenditure is 13.91% below budget for the month of December, attributed to the following factors:

- a) Employee expenses are 16.31% below YTD budget due to vacancies in several positions will be filled in the coming months. A reforecast of employee expenses will be undertaken in the bi-annual Budget Review.
- b) Materials and Contracts expenditure constitutes the largest variance in expenditure with a variance of (\$1,139,4743) against YTD Budget forecast. This is attributed to contract payments scheduled for December now due in January of \$666,000.
- c) Election Expenses – down on original forecast. The savings will be transferred to offset hire of Meeting rooms for the Council meetings.

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

Table 3. Monthly Balance Sheet Report and Notes 2 & 3. Statement on Debts Owed to Council (Accounts Receivable) and Statement of Debts owed by Council (Accounts payable)

a) Aged Payables - Trade Creditors

A total of \$15,455 was due at 31.12.2025 - With \$14,455 applicable to 50% retention monies payable on completion of contracted work. The supplier will be paid in January.

Other Creditors - \$1,120 relates to Council's Social Club – payroll liabilities

b) Aged Receivables – Trade Debtors

Indicates 57.79% 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 follow-up direct calls.

Rates Revenue – Of the \$10,077,518 invoiced in 25-26, \$3,842,435, is current as at 31 December.

\$1,498,470.68 (28.2%) of total Aged Receivables relates to unpaid rates from the 2024/2025 financial year and prior periods. A comprehensive update is provided in the Corporate Services report for November regarding rates debtors.

Consultation Process

- Rates and Regulatory Affairs Co-Ordinator
- Financial Accountant
- Financial Consultant – CFO Business Associates

Policy Implications

There are no policy implications

Budget and Resource Implications

The Bi-Annual Budget Review has been completed with a separate report provided to council as at 31 December, 2025.

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

The Author and Approving Officers declare they do not have a conflict of interest in relation to this report.

Certification by the CEO to the Council

Council Name:	Katherine Town Council
Reporting Period:	31/12/2025

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.

A/CEO Signed 
 Date Signed 19/01/2026

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*	10,077,518	9,429,765	647,753	9,990,399
Waste Charges**	1,612,766	1,349,570	263,196	1,645,818
Fees and Charges	1,257,676	1,341,824	(84,148)	2,525,689
Operating Grants and Subsidies	932,171	1,833,046	(900,875)	2,193,222
Interest / Investment Income	547,884	308,418	239,466	576,365
Commercial and Other Income	118,797	194,486	(75,689)	372,182
TOTAL OPERATING INCOME	14,546,812	14,457,109	89,703	17,303,675
OPERATING EXPENDITURE				
Employee Expenses	2,544,858	3,040,805	(495,947)	6,069,690
Materials and Contracts	3,246,029	4,385,502	(1,139,473)	8,350,845
Elected Member Allowances	104,159	137,760	(33,601)	275,520
Elected Member Expenses	17,912	44,384	(26,472)	55,000
Council Committee & LA Allowances	880	7,640	(6,760)	29,615
Council Committee & LA Expenses	235	3,333	(3,098)	8,360
Depreciation, Amortisation and Impairment	2,588,743	2,400,003	188,740	4,800,007
Other Expenses	(109,255)	-	109,255	-
Interest Expenses (Finance Costs)	6,134	16,943	10,809	58,416
Gain/Loss on Remeasurement of Landfill	-	-	-	465,321
*TOTAL OPERATING EXPENDITURE	8,399,695	10,036,370	(1,396,547)	20,112,774
OPERATING SURPLUS /(DEFICIT)	6,147,117	4,420,739	1,726,378	(2,809,099)

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

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

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / (DEFICIT)	6,147,117	4,420,739	1,726,378	(2,809,099)
Remove NON-CASH ITEMS				
Less Non-Cash Income	(48,019)	-	48,019	-
Add Back Non-Cash Expenses	2,549,528	2,400,003	(149,525)	5,265,328
TOTAL NON-CASH ITEMS	2,501,509	2,400,003	(101,506)	5,265,328
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	5,554,923	6,362,343	807,420	9,705,621
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	5,554,923	6,362,343	807,420	9,705,621
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,979,471	4,435,029	1,455,558	5,191,029
Prior Year Carry Forward Tied Funding*	186,580	-	(186,580)	-
Other Inflow of Funds	70,040	36,089	(33,951)	72,178
Application of Retained Earnings	-	-	-	-
Transfers from Reserves	1,000,000	-	(1,000,000)	-
Drawdown of Borrowings	1,000,000	1,000,000	-	2,000,000
*TOTAL ADDITIONAL INFLOWS	5,236,091	5,471,118	235,027	7,263,207
NET BUDGETED OPERATING SURPLUS / DEFICIT	8,329,794	5,929,517	1,052,480	13,815

*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	15,739	170,000	(154,261)	2,350,000
Facilities & Improvements	5,412,300	5,286,750	125,550	4,300,000
Plant & Machinery	9,045	125,000	(115,955)	300,000
Furniture, Fittings & Equipment	-	62,500	(62,500)	150,000
Fleet	-	80,197	(80,197)	240,592
Infrastructure Paths & Cycleways	-	140,395	(140,395)	1,080,000
Infrastructure Roads	28,203	120,000	(91,797)	1,035,029
Infrastructure Storm water & Drainage	24,499	30,000	(5,501)	100,000
Infrastructure - Outdoor Lighting	-	-	-	150,000
TOTAL CAPITAL EXPENDITURE	5,489,788	6,014,843	(525,055)	9,705,621
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	1,297,686	543,724.81	753,961	2,442,414
Capital Grants	3,122,062	4,435,029	(1,312,967)	5,191,029
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	1,000,000	-	1,000,000	-
Borrowings	-	1,000,000	(1,000,000)	2,000,000
Sale of Assets (Including Trade-In)	70,040	36,089	33,951	72,178
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	5,489,788	6,014,843	(525,055)	9,705,621

Table 2.2. Quarterly Report on Planned Major Capital Works

Class of Assets	By Major Capital Project	Total Prior Year(s) Expenditure \$	YTD Actual Spend \$	Total Planned Budget \$	Total Yet to Spend \$	Expected Project Completion Date
Buildings & Other Structures	Aquatic Centre Redevelopment	6,548,019.40	4,942,654.41	10,162,000	-	Oct-25
Buildings & Other Structures	Changing Places Aquatic centre	-	-	162,000	162,000	Dec-26
Buildings & Other Structures	Civic Centre Upgrade	-	-	5,000,000	5,000,000	Dec-26
Buildings & Other Structures	Carpark Shelters Civic Centre (Solar)	-	-	250,000	250,000	Dec-26
Buildings & Other Structures	Lindsay St Amenities upgrade LRCI	248,508.60	3,081.90	324,000	72,410	Oct-25
Buildings & Other Structures	Waste facility shed raise tipshop	-	344,573.54	350,000	5,426	Jun-25
Improvements	x4 nature playgrounds	78,961.84	12,657.50	200,000	108,381	Jun-25
Improvements	Irrigation Upgrades: priority for Railway Terrace, Glencoe Park, Fuller Park	-	-	400,000	400,000	Jun-26
Infrastructure - Footpaths & Cycleways	Zimin Drive Footpath/Cycleway	-	16,050.00	1,080,000	1,063,950	Jun-26
Infrastructure - Roads	First Street Improvement LRCI P4	329,854.06	12,153.35	350,000	7,993	Jun-26
Infrastructure - Roads	Local Road & Pavements: Sheppard, Needam, Zimin & Giles	-	-	635,029	635,029	Jun-26
Infrastructure - Roads	Rural Intersection Upgrades: Helena/ Florina, Hendry/ Florina, Collins/Byers, Collins/Cragborn	-	-	400,000	400,000	Jun-26
Infrastructure- Outdoor Lighting	Solar Streetlight Trial	-	-	150,000	150,000	Jun-26
Plant & Equipment	30 Tonne Excavator	-	-	300,000	300,000	Jun-26
TOTAL		7,205,343.90	5,331,170.70	19,763,029.00	7,226,514.40	

NOTE: Council has adopted by ARMC resolution a definition for capital works consistent with the NT Government guidelines a minimum threshold for major capital works of \$150,000

Table 3. Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		
Tied Funds	18,695,750	(1)
Untied Funds	8,931,173	(1)
Trade Debtors	206,293	(2)
Rates & Charges Debtors	5,347,819	(2)
Other Current Assets	771,080	
TOTAL CURRENT ASSETS	33,952,115	
Non-Current Financial Assets	-	
Property, Plant and Equipment	133,324,707	
TOTAL NON-CURRENT ASSETS	133,324,707	
TOTAL ASSETS	167,276,822	
LIABILITIES		
Accounts Payable	58,217	(3)
ATO & Payroll Liabilities	(11,775)	(4)
Current Provisions	608,956	
Accruals	132,817	
Other Current Liabilities	239,548	
TOTAL CURRENT LIABILITIES	1,027,763	
Borrowings	1,000,000	
Non-Current Employee Provisions	33,160	
Waste Management Make Good Provision	20,391,239	
TOTAL NON-CURRENT LIABILITIES	21,424,399	
TOTAL LIABILITIES	22,452,162	
NET ASSETS	144,824,660	
EQUITY		
Asset Revaluation Reserve	98,420,175	
Reserves	9,121,899	(1)
Accumulated Surplus	30,887,983	
TOTAL EQUITY	138,430,057	

Note 1. Tied Funds

11210 · Imprest Petty Cash		1,127.68
11220 · Employee Liabilities (Provisions)		642,118.00
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		7,731,354.00
11250 · Unspent Loan funds for Civic Centre		1,000,000.00
11251 · Unspent Capital Grants		43,989.46
11260 · Deposits Held		155,262.00
		18,695,750.18

Untied Funds - Cash and Cash Equivalents less Tied Funds **8,931,172.50**

Note 1. Details of Cash and Investments Held

<i>Cash at Bank consists of Term Deposits of \$22.8M with maturities as detailed below, with the remaining \$4.2M</i>	
GENERAL FUND	\$
Commonwealth Bank	27,626,922.68
Balance as per bank statement as at 31 Dec 2025	6,455.00
Credit card balances	1,127.68
Balance of Imprest and Petty Cash	
Plus net outstanding deposits/(withdrawals)	
Adjusted cash at bank balance, 31 Dec 2025	27,621,595.36

INSTITUTION	PRINCIPAL \$	INTEREST RATE	EFFECTIVE DATE	MATURITY DATE	INTEREST	INSTITUTION TOTALS \$	%
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	1,649,483	4.00%	14-Nov-25	14-May-26	32,899.28		
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	6,390,362.27	27.9%
BOQ	524,117	4.00%	6-Nov-25	6-Nov-26	20,964.70		
BOQ	523,773	4.10%	8-Oct-25	8-Apr-26	10,707.93	1,047,890.30	4.6%
CBA	2,730,592	4.01%	26-May-25	26-May-26	109,496.74		
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	3,827,515.04	16.7%
NAB	3,669,750	4.05%	11-Nov-25	11-Nov-26	148,624.88		
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	1,097,684	3.95%	4-Sep-25	4-Sep-26	43,358.51		
NAB	2,095,000	4.00%	14-Oct-25	14-Oct-26	83,800.00	11,607,401.82	50.7%
AMP (oncall)	564,578.00		on call	on call 30 days			
CBA	2,132,022.00		on call	on call 30 days		2,696,600.00	
Total Investments					860,179.65	25,569,769.43	100%
Total Funds						27,626,922.50	100%

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	3,842,435	-	-	-	1,509,245.89	5,351,681
Trade Debtors	1,102	24,245	17,034	6,890	67,469	116,741
TOTAL	3,843,537	24,245	17,034	6,890	1,576,715.25	5,468,422

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*	99,966	14,455	-	1,000	0	115,421
Other Creditors	1,120	-	-	-	-	1,120
Total Accounts Payable	101,086	14,455	0	1,000	-	116,541

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 monthly 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 - GST	29,763
**Superannuation Payble Liability at 31 Dec 25	36,707
**Prepaid Fringe Benefits Tax	12,265

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

Note 5. Current Ratio

* NT Local Government Regulatory Framework	LGR Benchmark	%
Current Ratio (current assets/current liabilities)	0 to + 10%	33.03
Current Ratio adjusted for Tied Funds	0 to + 10%	14.84

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
3-Dec	\$92.52	Intuit Mailchimp Sydney AUS	Subscription
15-Dec	\$0.75	Bank Fees & Charges	ChatGPT Exchange rate fee
15-Dec	\$30.16	Openai *ChatGPT	ChatGPT fee
Total	\$123.43		

ARRIVAL TO THE TOP END OF NT.

MALCOLM AND IRENE BROOK

Eileen Doyle

Malcolm worked for the Post Office in South Australia in 1957. He had the choice of delivering mail on a bicycle in Port Augusta, or coming to the Post Office in Darwin Northern Territory. As a young, adventurous man he thought why not go to the outback. What lay ahead he had no idea. But like other young men he felt it was an opportunity for something different than riding a bicycle in Port Augusta.

His mother packed his white shorts, white shirts, long socks, and off he went.

On March 10th 1957 Malcolm boarded a plane headed to Darwin. When the plane landed at Tindal, he wondered what he had gotten into. The airstrip was covered in water., As he disembarked, he felt water covering his shoes and seep up his long white socks.

A helpful Aboriginal fellow Johnny O' Sullivan who worked for TAA met him and offered him a ride to Katherine.

'I'm waiting for a flight to Darwin. I better stick around here.' Malcolm said.

'No flights leaving or arriving today,' Johnny replied, 'the town is flooded.'

'I have a job in Darwin with the Post Office. I need to get there.' Malcom responded.

'Not today,' Johnny said, 'We are shorthanded at the Post Office here since the last fellow shot through when the flood hit. I'm sure they could use you.'

Johnny drove him to the flooded Post Office, making a wake all the way. The Post Office back then was where it is now, but looked very different with a veranda on the back, made of bamboo poles. Malcolm was offered a job and accommodation. As he looked around at the small kitchen the bed, mattress, set of sheets a mossie net and a cold shower that would cost him five pounds a year. He decided to take the job. He found out later, the toilet was out the back.

I can see Darwin later he thought. His adventure in Katherine began.

He settled into his job, met some friendly locals enjoyed a relaxed lifestyle, which suited him fine. When the week-ends came he began exploring. He would travel roads that were barely a track. He even made his own roads looking for a water-hole to skinny dip in or a place to fish that few had seen before. He explored old mine sites; Pine Creek was looked over with a fine-tooth comb. He enjoyed the fact that there were few fences, or rangers to bother him. He caught barramundi and cooked them under the stars.

He finally made a trip up to Darwin to see what he had missed out on. but by then he was happy with the friends he had made, and laid-back life style. so, he came back to Katherine and stayed.

Malcolm had many friends, but something was missing.

Irene arrived in Oct 1959 to be a relief telephonist. She was a telephonist in South Australia, when she was asked if she would like to go to Katherine to do some relief work. Why not she thought, I'm up for a bit of adventure. Irene is one of seven siblings of a farming family. She loved being out in the country, and was a hard worker. She was offered this relief job in Katherine and decided she wanted to see what the Territory was all about. After all it was only for three weeks.

Rene, as she is affectionately called, is barely five feet tall, quiet as a mouse, and her parents worried about her coming up to the wild country of the NT by herself. She firmly told them, I can take care of myself, and its only for three weeks. What can happen in three weeks?

She met young handsome Malcolm Brook and never left. Malcolm showed Rene around all the secret spots he had found. They went hiking and canoeing, fishing, soaking in the pristine water holes. They would take long walks, carrying their swags, find an isolated spot and camped. Malcolm said he talked Rene into skinny dipping one day. As they swam in the water, an aeroplane went overhead. Rene headed for the bank.

'It's a plane from Brisbane or somewhere, it's high up' Malcolm laughingly told her. Rene didn't care she climbed the bank and covered up.

They visited Pine Creek; Malcolm had studied the history going back to 1884 when a survey for the township of Burrundie was completed and the first building the hospital started taken shape. This was due to new mineral discoveries. It was located 19 miles north of Pine Creek. It grew for a while, then as many things do in the Territory it slowly moved to Pine Creek. By 1911 the town was nearly deserted. Rene spent hours, looking for gold, and coins that had holes in them. Rene also found two diamonds on one excursion. Tiny ones I was told. Their love of the bush and all it held was evident.

On an excursion behind Edith falls, towards the top of the Ferguson River, they were bird watching when they had a misadventure. They parked the Ute, went for a long walk exploring for quite some time. When it was time to head back, they climbed up the bank and started walking to their Ute. After walking a long way, they decided they had walked right past the Ute without seeing it, so they turned around and had to walk a long way back. Malcolm said they were not lost. I envisioned Malcolm still bird watching, and her name was Rene.

They told me a story about being on a camping trip on the South Alligator River between Pine Creek and Darwin crossing. There was no road to the spot they camped. Malcolm began to feel unwell, he had fever, then chills, unbearable pain. They decided they better pack up and head

home. Trying to manoeuvre between the scrub, the vehicle got stuck between two trees. He could not go forward or back. They were firmly stuck, a winch job. It took him a couple of hours to finally get out. By then he was sicker than ever. His comment was 'I was bugged when I started, and completely stuffed when we got out' He also said 'his swearing had improved with the two-hour practice'. At the Katherine Hospital he found out he had kidney stones.

They travelled around Australia in their Falcon, during a holiday. But soon came back to Katherine. as by then they knew that was where their hearts were. They both had permanent jobs and Katherine was home. Rene being the towns telephonist knew everyone's phone number; the numbers were only two digits. Not like now. There were only about 100 phones on line then, and Rene can still tell you who had what number.

Malcolm knew all the locals, and where they lived. Who ordered clothes from a catalogue, and who shopped local. They were a great team, they knew which people would stay, which ones were just blowing through.

Malcolm and Rene married. They settled in their first home, a two room (uncompleted) shack on Lucy Street. Later they shifted to a government house on Downing St. The children. Kerry, Damen, and Justin were born. Rene changed jobs from a Telephonist to a wife and mother, taking care of a husband and three growing children. Malcolm stayed with the Post Office. The Post Office was rebuilt, and enlarged four times while Malcolm worked there. Always in the same place.

During those years, they continued to explore the bush, with the children. Malcolm became interested in playing baseball, and worked alongside several locals to get a baseball field and a team going. There was Dick Dobie (Log) Ian Lane (claw), Glenn Abbott, Robby, and Barry Philips just to name a few. Baseball was very popular back then. They had several teams in the early years the Pints, Works Club, CSIRO, and the Bombers. Quite a crowd gathered to watch them play on the weekends. On long weekends the teams travelled to Alice Springs, Tennant Creek, and Mt Isa for competition games. They won some Premierships and lost some. There is a field called Brook/Abbott field named after Malcolm and Glenn here in Katherine.

Probably the worst thing Malcolm would say about the Northern Territory was the build-up. Back then we did not have air-conditioned cars and homes, so sometimes we sweat buckets of sweat. Then the glorious rain would fall, the breeze would blow, the air would cool, and all was good again. Until the next day.

Sometime later they bought a block on Walter Young Street and built a home.

Malcolm worked for Australian Post for forty-two years. They are now retired on a rural block, tending mangos, a lush garden, and entertaining friends with stories of days gone by.

While talking to these two Territorians I could feel their love for this area, and each other, as they held hands, and talk about having lived through floods, droughts, washing clothes in a copper, cold showers, I did see a photo of Malcolm bathing in a 44-gallen drum, out houses, no tv and listening to the radio powered by two car batteries. They ended by saying those really were the good old days!

As I waved good bye, got in my air-conditioned car, I watched them enter their air-conditioned room for a nap. I thought. Some things have changed for the better.

Malcolm and Irene Brook are what has helped make Katherine the place it is today, they came, saw, loved, and stayed.



8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE FEBRUARY 2026

Report Type: For noting

Attachments: 1. Action Report - 16 Feb 2026 [8.1.1 - 3 pages]

Officer Recommendation

1. That Council receive and note the Action update.
2. That Council remove Action:

23-09-2025	Ordinary Meeting of Council - 23 September 2025	14.13	Legal Representation Costs for Elected Members and Council Employees Policy - That Council lay on the table the Legal Representation Costs for Elected Members and Council Employee Policy to allow Council more time to review.	Awaiting internal response
02 December 2025 - Recommend Council to place this policy on hold and consider in the future.				

Meeting Date	Meeting	Item #	Report name and Action	Status
22-10-2024	Ordinary Meeting of Council - 22 October 2024	14.2	Policies - Live streaming ability to be included in the upgrades to the Civic centre. Policy to be revised following the upgrade.	In Progress
<p>Policy being reviewed to table at the December Ordinary council meeting. Livestreaming capability being investigated.</p> <p>Options for live streaming are progressing. The policy has been tabled to EMIS for Elected Member feedback and comment and will be tabled at the February council meeting for approval.</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
<p></p>				
23-09-2025	Ordinary Meeting of Council - 23 September 2025	14.10	Proposed NBN Telecommunication Lease - 26 Second Street Katherine - 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.	In Progress
<p>12 November 2025 - Council officers are reviewing the Head of Terms for the telco lease.</p> <p>3 February 2026 - NBN has now requested a 20-year lease term, which is contrary to the leasing terms previously agreed to. Under the NT Planning Regulations, telecommunications infrastructure is exempt from the standard 12-year leasing limit. As a result, Council officers are re-examining the requirements under both the Planning Regulations and Council's leasing policy. Depending on the outcome of this review, the matter may need to be re-presented to Council with a new recommendation supporting a 20-year lease. Staff are currently awaiting further advice before progressing.</p>				
23-09-2025	Ordinary Meeting of Council - 23 September 2025	14.13	Legal Representation Costs for Elected Members and Council Employees Policy - That Council lay on the table the Legal Representation Costs for Elected Members and Council Employee	Awaiting internal response

Meeting Date	Meeting	Item #	Report name and Action	Status
			Policy to allow Council more time to review.	
02 December 2025 - Recommend Council to place this policy on hold and consider in the future.				
23-09-2025	Ordinary Meeting of Council - 23 September 2025	18.0	General Business - To provide Council with a briefing on the RAP, advise of budget allocate to implementing the RAP and advise if in-kind support maybe waived for hire fees.	In Progress
<p>Minutes of 27 January 2026, Item 8.1.</p> <p><i>It is noted that the RAP still does not appear on the Action List, despite being raised as new business at the meeting on 23 September 2025. Further followup is required, and a request has been made for the RAP to be reinstated on the Action List.-up is required, and a request has been made for the RAP to be reinstated on the Action List.</i></p> <p>18 February 2026: Elected Members were briefed on the RAP 17 October 2025. Elected members were advised that the RAP requires revision to better refine its actions and outcomes, so they align with Council’s capability and capacity to deliver. As part of the 2026/27 municipal planning process, staff will identify a dedicated budget to support activities that fall outside Council’s normal operating commitments and are needed to achieve the plan’s broader outcomes. The revised RAP is expected to be completed by 30 June 2026.</p>				
9-12-2025	Ordinary Meeting of Council - 9 December 2025	9.2	Establishment of Community Safety Action Group - approved	In progress
Terms of Reference to be developed.				
9-12-2025	Ordinary Meeting of Council - 9 December 2025	9.3	Service Assessment Proposal – approved and requests the CEO to provide progress updates, with a final SLDA Report presented to Council for consideration and adoption.	In Progress
16 February 2026: RFQ is in its final draft and undergoing peer review.				



9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES JANUARY 2026

Report Type: For noting

Recommendation

That Council receive and note the Mayoral activities for January 2026.

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

Not Applicable

Mayor Joanna Holden	
Date	Activity attended
6 January	Department of Trade, Business and Asian Relations (DTBAR) Leadership - Catch Up
14 January	Police Monthly Meeting
16 January	Elected Members Information Session (EMIS)
22 January	Katherine Turf Club
23 January	Meeting with Community Members
23 January	Elected Members Information Session (EMIS)
23 January	Citizen of the Year Dinner
26 January	Australia Day Citizen of the Year Awards and Citizenship Ceremony, Scavenger Hunt and Pool Party
27 January	Meeting with Representatives – Federal Member for Lingjari
27 January	Public Question time and Ordinary Meeting of Council
29 January	Katherine Regional Cultural Precinct (KRCP) Annual General Meeting



9.2 COUNCILLOR GOALS FIRST 6 TO 12 MONTHS UPDATE

Report Type: For noting

Recommendation

That Council receive and note the Councillor First 6 to 12 Months Goals update.

Purpose of Report

To provide an update on the Councillor First 6 to 12 Months Goals.

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.

Goal	Elected Member	Status	Start Date	Completion Date	Update
To strengthen the relationships between Katherine Town Council, local businesses, industry leaders, tourism operators and community stakeholders through the establishment of a Business and Tourism Working Group	Deputy Mayor Mel Doyle	In progress			Initial discussions held with DTBAR
To establish a Community Safety Action Group which delivers a structured, collaborative, and preventative approach: not just reacting to crime, but building long-term safety and resilience	Councillor Anjali Palmer				Establishment of action group approved by council. TOR and EOI process in draft.
To enhance safety and environs of Katherine by undertaking a sign audit with recommendations for improvements and the beautification of roundabouts	Councillor Toni Tapp Coutts	In progress			First St road safety audit done; audit identified signage & lighting deficiencies at r'abouts. Signage improvements in progress. Project Plan to incorporate lighting into beautification in progress.
To reduce the impacts of crime on the community and enhance public spaces through establishing a partnership with the Department of Corrections which will enable Council to engage persons with community work orders	Councillor Kathryn Whitehouse	Completed			Partnership established. Waiting on allocated participants. The department has informed that they will not provide supervision. Department advises that NAJAA and Judges have been advised that community work orders are now a sentencing option.
to increase road safety for road trains install a "No Road Trains" allowed on Zimin Drive at Gillard Road to prevent trucks becoming stuck at the low level. Council to investigate having Google maps updated to clearly indicate no road trains are allowed on this road	Councillor Jim King	In progress	10.10.2025		Google Maps was emailed, requested to remove the route as a default. No response received. Sign ordered for Zimin Drive to be installed, no thru road for trucks over 19m or 20 tonne, use

					alternate route. Currently seeking permission from DLI to also install at Vic Hwy T/off.
To reduce illegal dumping and enhance community appearance by changing the existing waste management facility opening hours to enable community members access when required to the facility to dump waste	Councillor Kathy Glass	In progress			Operational requirements being investigated. Pre wet season hard rubbish initiative undertaken. Report to council on operating hours at the OMC 24 February 2026.
To encourage community connect and wellbeing by enabling the community free entry to the Katherine pool throughout December 2025 and January 2026	Mayor Joanna Holden	Completed			Funding received from NTG. April/May holidays will also be free under this agreement.



10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE OUTGOING

Report Type: For noting

Recommendation

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Letter - LGANT - Support for NTLRC submission - 19 Jan 2026 - ID247066 [**10.1.1** - 1 page]
 2. Letter - NTLRC - Support for LGANT submission - 19 Jan 2026 - ID247067 [**10.1.2** - 2 pages]
 3. Letter - Red Cross - Support for Multicultural Festival 2026 - 06 Feb 2026 - ID247853 [**10.1.3** - 1 page]



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19 January 2026

Cr Peter Pangquee
President
LGANT
ceo@lgant.asn.au

Dear President

CONSIDERATION OF THE STATUTORY IMMUNITY FROM CRIMINAL LIABILITY PROVISIONS IN THE LOCAL GOVERNMENT ACT 2019

Katherine Town Council (KTC) have reviewed the submission to the Northern Territory Law Reform Committee (NTLRC) regarding section 182 of the *Local Government Act 2019* (the LG Act) prepared by the Local Government Association of the Northern Territory (LGANT) and write to express our full support for the position and recommendations outlined in that submission.

KTC agrees with LGANT that the current wording of section 182 has contributed to a perception of absolute immunity, and that this perception should be addressed. We support LGANT's view that the most effective and appropriate approach.

We agree that any amendment should be carefully drafted to ensure clarity, fairness, and practical application.

KTC supports LGANT's submission and its preferred recommendation to address the perception of absolute immunity through improved guidance rather than legislative amendment. We believe this approach best supports clarity, consistency, and effective governance across the local government sector.

A copy of the Council letter to the committee is attached for your reference.

Yours sincerely



Casey Anderson
ACTING CHIEF EXECUTIVE OFFICER



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19 January 2026

Ms Sue Oliver
President
Northern Territory Law Reform
Committee
Lawreformcommittee.DOJ@nt.gov.au

Dear Ms Oliver,

CONSIDERATION OF THE STATUTORY IMMUNITY FROM CRIMINAL LIABILITY PROVISIONS IN THE LOCAL GOVERNMENT ACT 2019

Katherine Town Council (KTC) appreciates the opportunity to provide comment to the Northern Territory Law Reform Committee (NTLRC) regarding section 182 of the *Local Government Act 2019* (the LG Act). We have reviewed the submission prepared by the Local Government Association of the Northern Territory (LGANT) and write to express our full support for the position and recommendations outlined in that submission.

As a local government authority serving a diverse and growing regional community, KTC is committed to ensuring that our governance practices are transparent, accountable, and aligned with community expectations. The clarity and proper interpretation of statutory provisions, particularly those relating to liability and the responsibilities of council officers are essential to maintaining public confidence and supporting effective service delivery.

KTC agrees with LGANT that the current wording of section 182 has contributed to a perception of absolute immunity, and that this perception should be addressed. We support LGANT's view that the most effective and appropriate approach is:

1. Preferred option: No amendment to section 182; address perception through policy and guidance

KTC endorses LGANT's recommendation that the Department of Housing, Local Government and Community Development (DHLGCD) develop model policies, procedures, and interpretive guidance for councils. This approach would:

- promote consistent understanding and application of section 182 across all NT councils
- ensure officers clearly understand the limits of their authority and the meaning of "good faith"
- support councils in training and onboarding staff, particularly in remote and high turnover environments
- maintain alignment with the broader NT legislative framework, which contains numerous Acts with similar immunity provisions.



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2. Desirable option: Legislative amendment only if necessary

Should the Committee determine that legislative amendment is required, KTC supports LGANT's position that any amendment must:

- clarify that immunity applies only to acts or omissions undertaken in good faith
- be limited to actions within an officer's authorised powers and functions
- remain consistent with the purpose and structure of the LG Act
- align with other Northern Territory legislation to avoid inconsistency or confusion.

We agree that any amendment should be carefully drafted to ensure clarity, fairness, and practical application.

KTC also supports the broader reasoning outlined by LGANT, including:

- **Consistency across NT legislation:** Amending the LG Act alone risks creating inconsistency with numerous other Acts that provide similar immunity provisions.
- **Practical limits of immunity:** In reality, very few criminal acts could ever meet the "good faith" threshold, and intentional misconduct would not be protected.
- **Operational realities in the NT:** Councils in regional and remote areas face unique workforce challenges. Clear internal policies and training are essential to ensuring officers understand their responsibilities and the limits of their authority.
- **Vicarious liability principles:** Employers are responsible for actions undertaken within the scope of employment, but intentional criminal acts fall outside this scope and would not be protected.

Katherine Town Council supports LGANT's submission and its preferred recommendation to address the perception of absolute immunity through improved guidance rather than legislative amendment. We believe this approach best supports clarity, consistency, and effective governance across the local government sector.

KTC remains willing to engage further with the Committee or the Department should additional input be required.

Yours sincerely



Casey Anderson
ACTING CHIEF EXECUTIVE OFFICER



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6 February 2026

To Whom it may concern,

LETTER OF SUPPORT FOR MULTICULTURAL FESTIVAL IN KATHERINE - "JOY OF MANY COLOURS"

We are writing to express Katherine Town Council's strong support for the 2026 Multicultural Festival in Katherine, *Joy of Many Colours*, delivered by the Australian Red Cross in partnership with the Connected Women group.

This festival is a powerful celebration of cultural diversity and community leadership, reflecting shared values of inclusion, social connection, and economic participation. As a sector partner, Katherine Town Council recognises the positive impact this grant-funded initiative will have on the Katherine community and is pleased to support its delivery.

Led by the NT community, the festival provides a vibrant platform for cultural exchange through food, music, dance, and interactive activities. It strengthens community cohesion, fosters understanding, and creates meaningful opportunities for connection across cultures. These outcomes strongly align with Council's strategic priorities and commitment to an inclusive Katherine.

We also acknowledge the Australian Red Cross's proven capability to deliver high-quality community initiatives, supported by strong governance, risk management, and compliance frameworks. The Connected Women program has consistently demonstrated its impact in engaging migrant women and strengthening community participation, with previous events achieving strong attendance and broad community support.

Katherine Town Council looks forward to actively collaborating on the 2026 festival and will support the event through promotion, engagement, and partnership opportunities where possible. We are confident this festival will continue to be a valued and lasting contribution to Katherine's social and cultural life.

We wholeheartedly endorse *Joy of Many Colours* and look forward to working with the Australian Red Cross, Connected Women, and sector partners to ensure its continued success.

Please do not hesitate to contact us should you require any further information or support.

Yours sincerely,



Joanna Holden
MAYOR



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 2026 ALGA NATIONAL GENERAL ASSEMBLY

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 Mayor and CEO to attend the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026.

Purpose of Report

For council to approve attendees to the 2026 National General Assembly of Local Government conference and consider proposing motions to submit.

Strategic Plan

Not Applicable

Municipal Plan

Not applicable

Background

The National General Assembly of Local Government (NGA) is the largest annual gathering of local government leaders in Australia. Since 1994, council leaders have converged in Canberra for the NGA to advocate for better federal funding, policy reforms and effective partnerships. The national event regularly attracts more than 1000 delegates from around Australia and overseas, and provides an exciting opportunity for mayors, shire presidents and councillors to come together, network and consider the big issues for communities.

The report was tabled at the Ordinary Meeting of Council 27 January 2026 and resolved to tabled at the next Ordinary Meeting of Council for consideration.

Discussion

The 2026 National General Assembly of Local Government (NGA) will be held in Canberra from 23 to 25 June 2026. Details of the program can be found here [2026 NGA Program](#).

Council must approve attendance through resolution.

Council may also submit motions for the conference. The theme for this years National General Assembly is *"Stronger Together: Resilient. Productive. United."*

This year's call for motions focuses on the following:

1. Financial Sustainability
2. Emergency Management
3. Housing and Planning
4. Roads and Infrastructure
5. Closing the Gap
6. Jobs and Skills

7. Environment
8. Cyber Security
9. Climate Change and
10. Intergovernmental Relations

Motions should be received no later than 11:59 pm AEST on Friday 27 February 2026.

ALGA expect any council that submits a motion to be present at the National General Assembly to move and speak to the motion. The decision on the speaker is at the discretion of the council.

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

The Mayor and CEO are budgeted in 2025-26 to attend through council's operational budget.

Any other Elected Member may attend utilising their Professional Development Allowance.

Conference Registration costs are for the Early Bird All day sessions \$999.00. Registration required by 30 April 2026.

Accommodation, travel, dinners and breakfast function are extra to the conference registration.

Accommodation and flights require early bookings to ensure securing.

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.



14.2 KATHERINE TOWN COUNCIL REPRESENTATIVE ON THE GYRACC COMMITTEE BOARD

Author: Casey Anderson, Acting Chief Executive Officer
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council appoint Joanna Holden, Mayor, as the Katherine Town Council member representative director on the Katherine Regional Cultural Precinct Ltd (KRCP) board and advise Godinymayin Yijard Rivers Arts and Culture Centre Management on this appointment accordingly.

Purpose of Report

The purpose of this report is to seek council's approval to appoint Joanna Holden, Mayor, as the Katherine Town Council member representative director on the Katherine Regional Cultural Precinct Ltd (KRCP) board.

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

1.1 Governance - Governance and Elected Members

1.1.9 Participate in reference groups, working on issues that affect the community

Background

Katherine Regional Cultural Precinct Ltd (KRCP) is a cultural enterprise established in 2011 to develop and professionally manage the Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC). KRCP is a Company Limited by Guarantee, and its members are the Northern Land Council, the Northern Territory Government, and Katherine Town Council.

Council's Chief Executive Officer, Ingrid Stonhill, was previously appointed as the Katherine Town Council member representative director on the GYRACC Board on 25 June 2024. Ingrid subsequently resigned from this position as Council's representative 18 August 2025.

Discussion

The Mayor was appointed as member representative for the annual general meeting. Currently, there is no designated Council representative appointed as a director on behalf of Katherine Town Council. Formal endorsement of this appointment is recommended to ensure Council maintains both director and member representation.

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.



14.3 REVIEWED POLICIES

Author:	Amanda Haigh, Manager Governance and Risk
Authoriser:	Casey Anderson (Acting Chief Executive Officer)
Report Type:	For decision
Attachments:	<ol style="list-style-type: none">1. Policy - Elected Members Code of Conduct - Review - Jan 2026 [14.3.1 - 4 pages]2. Policy - Breach of Code of Conduct - Review - Dec 2025 [14.3.2 - 8 pages]3. Policy - Elected Members Conflict of Interest - Review - Jan 2026 [14.3.3 - 5 pages]4. Instrument of Delegation - Council to CEO - Review - Aug 2025 [14.3.4 - 19 pages]5. Policy - Conflict of Interest - Employees and CEO - V3 - Review - February 2026 [14.3.5 - 8 pages]6. Policy - Gifts and Benefits Policy - CEO and Staff - Review - Jan 2026 [14.3.6 - 3 pages]7. Policy - Shared Services - Review - Jan 2026 [14.3.7 - 4 pages]

Officer Recommendation

1. That Council approve the reviewed statutory policies:
 - a. Policy – Elected Members Code of Conduct – Version 2
 - b. Policy – Breach of Code of Conduct – Version 4
 - c. Policy - Conflicts of Interest – Elected Members – Version 2
 - d. Instrument of Delegation – Council to the Chief Executive Officer
 - e. Policy – Conflicts of Interest – CEO and Employees – Version 3
 - f. Policy – Gifts and Benefits – CEO and Employees – Version 2
 - g. Policy – Shared Services – Version 3

Purpose of Report

To provide the reviewed policies for council to approve and adopt.

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

The Council Policy and Procedure Framework require Statutory policies under the *Local Government Act 2019* to be reviewed within 6 months of a new Council being elected.

This report includes 6 policies requiring review and a policy recommended for review as per the Local Government 2025 Compliance Review.

Discussion

Policy – Elected Members Code of Conduct – Version 2

The policy is to outline the conduct obligations of Elected Members of Council and members of Council Committees. The policy has been reviewed with minor administrative amendments that included:

- Changing the owner of the policy to the Mayor as per Section 59 (1) (d) the Mayors role is to promote behaviour among the members of the council that meets the standards set out in the code of conduct;
- Removed specific council advisory committee names; and
- Added of the Elected Member Conflict of Interest Policy to the associated policies list.

Policy – Breach of Code of Conduct – Version 4

The policy is made under section 121 of the *Local Government Act 2019* (the Act) and sets out how the Council will manage a complaint that a council member has contravened the Code of Conduct.

Noting possible process changes for Code of Conduct are being proposed in the current Tranche 2 Local Government Amendment Bill that will impact this policy. Therefore, the policy has been reviewed with minor administrative amendments that included:

- Removing from the scope the CEO, Council staff, contractors, volunteers and public who are covered by the External Complaints Policy; and
- Added *Local Government (General) Regulations 2021* and the *Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints* to the related legislation list.

Policy - Conflicts of Interest – Elected Members – Version 2

The policy is to set out a framework to guide the elected members of Katherine Town Council to ensure that any actual, potential or perceived conflicts of interest are appropriately identified, considered and managed. The policy has been reviewed with a minor amendment that included:

- Adding the Declaration of Interest Form to the Associated Documents list.

Instrument of Delegation – Council to the Chief Executive Officer

Under section 40(1) of the *Local Government Act 2019* (the Act), a Council may delegate its powers and functions. Delegations free up the Council's time for strategic matters by empowering the CEO and Council staff to handle day-to-day decisions.

To expedite the performance of its powers and duties to ensure efficient management, Council delegates some of its authority to the CEO. The CEO in turn further sub-delegates some of their delegated powers to other roles within Council.

When a delegate exercises a delegated power, their decision carries the weight of the entire Council. It streamlines decision-making and allows staff to handle routine matters efficiently.

The way in which Council delegates its powers and functions is through an instrument of delegation (attached Schedule 1), which lists all the powers and functions that are delegated to the CEO, and those that have been kept by Council.

Although the Act allows Council to delegate its powers and functions, there are a number of powers that cannot be delegated under the Act. As outlined in Schedule 1, the powers that Council retains include:

- The power to impose rates and charges [section 40(3)(a) of the Act]
- The making of a Municipal Plan [sections 33 and 35 of the Act]
- Dealing with casual vacancies between elections [sections 50 and 54 of the Act]
- Establishing Council committees [section 82 of the Act]



- Calling meetings of electors [section 103 of the Act]
- Appointment of the CEO [section 165 of the Act], and
- Any powers as determined are to be retained by Council as outlined in the Katherine Town Council By-laws 1998 or an approved Council policy.

Almost all other powers and functions of Council will be delegated to the CEO, as detailed in Schedule 1. The schedule also includes the financial limits of expenditure by the CEO.

There are some functions that are delegated to the Mayor and Deputy Mayor (in the Mayor's absence), and these relate to decisions that need to be made in relation to management of the CEO.

When Schedule 1 is approved by Council, any previous instruments of delegation from Council to the CEO will be invalid. This instrument of delegations can be reviewed and amended by resolution at any time by Council.

The policy has been reviewed with minor amendments that included:

- Removal of irrelevant sections of the *Local Government Act 2019*; and
- Removal of items that cannot be delegated such as the Municipal Plan approval
- Removed delegation to enter into commercial agreements
- Included threshold for entering into a contract subject to being within the approved budget with the financial delegation limit up to \$150k.

Policy – Conflicts of Interest – CEO and Employees – Version 3

The policy is to set out a framework to guide the CEO and employees of Katherine Town Council to ensure that any actual, potential or perceived conflicts of interest are appropriately identified, considered and managed.

The Local Government Compliance Review 2025 made a "Best Practice" recommendation to review and amend this policy in relation to section 114 of the *Local Government Act 2019* which is not applicable to the CEO and employees, and disclosure processes do not align to the structure.

The reviewed policy amendments included:

- Removal of 'What is not a conflict of interest' section;
- Inclusion of definitions direct and indirect interest, official role, private interest and related persons;
- Changed director to manager to align with the current structure;
- Included all employees with delegation must submit an annual return of interest as this is current practice; and
- Inclusion of the Instrument of Delegation policies in the Associated policies listing.

Policy – Gifts and Benefits – CEO and Employees – Version 2

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and council employees receiving gifts or benefits and disclosing relevant gifts or benefits.

The policy has been reviewed with minor administrative amendments that included:

- To align with the current structure; and
- Consistency with policy terminology changing staff to employee.

Policy – Shared Services – Version 3

Section 216 of the *Local Government Act 2019* a Council must adopt a shared services policy to deal with sharing the delivery of council services with another council and council jointly procuring from a third party

the delivery of a service with another council.

The policy has been reviewed with minor administrative amendments that included:

- To align with the current structure; and
- Consistency with policy terminology changing staff to employee.

Consultation Process

There was no consultation process required for this report.

Policy Implications

The Council Policy and Procedure Framework require Statutory policies under the *Local Government Act 2019* to be reviewed within 6 months of a new Council being elected.

The policies will replace all previous policies and be effective after approval by council.

Budget and Resource Implications

There are no budget and resource requirements.

Risk, Legal and Legislative Implications

Outdated or overdue policies present a significant governance risk to the Council, the CEO, and staff.

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

ELECTED MEMBERS CODE OF CONDUCT

Type:	Council Policy – <u>Elected Members</u>		
Owner:	<u>Chief Executive Officer</u> <u>Mayor</u>		
Responsible Officer:	Chief Executive Officer		
Approval Date:	<u>22/02/2022</u>	Next Review:	<u>22/02/2026</u>
Reference Number:	177173	Council/CEO Decision:	Minute No. 22.02.2022-OM9
Legislation Reference:	Section 119 of the <i>Local Government Act 2019</i>		

1 PURPOSE

The purpose of this policy is to outline the conduct obligations of Elected Members of Council and members of Council Committees.

2 SCOPE

This policy applies to all Elected Members and members of Council committees and replaces all previous policies.

3 DEFINITIONS

Elected Member means the Mayor and Councillors elected by the community.

Council committee means the committees established by the Council, including the Audit and Risk Management Committee, ~~Showgrounds~~ Advisory Committee, ~~Sportsground Advisory Committee~~ and any other committees that may be established by the Council from time to time.

4 DETAILS

The *Local Government Act 2019* Code of Conduct outlined in Schedule 1 governs the conduct of members of a Council and Council committee.

1. HONESTY AND INTEGRITY

A member must act honestly and with integrity in performing official functions.

2. CARE AND DILIGENCE

A member must act with reasonable care and diligence in performing official functions.

3. COURTESY

A member must act with courtesy towards other members, council staff, electors and members of the public.

4. PROHIBITION ON BULLYING

A member must not bully another person in the course of performing official functions.

5. CONDUCT TOWARDS COUNCIL STAFF

A member must not direct, reprimand, or interfere in the management of, council staff.

6. RESPECT FOR CULTURAL DIVERSITY AND CULTURE

A member must respect cultural diversity and must not therefore discriminate against others, or the opinions of others, on the ground of their cultural background.

A member must act with respect for cultural beliefs and practices in relation to other members, council staff, electors and members of the public

7. CONFLICT OF INTEREST

A member 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.

8. RESPECT FOR CONFIDENCES

A member must respect the confidentiality of information obtained in confidence in the member's official capacity.

A member must not make improper use of confidential information obtained in an official capacity to gain a private benefit or to cause harm to another.

9. GIFTS

A member must not solicit, encourage or accept gifts or private benefits from any person who might have an interest in obtaining a benefit from the council.

A member must not accept a gift from a person that is given in relation to the person's interest in obtaining a benefit from the council.

10. ACCOUNTABILITY

A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.

11. INTERESTS OF MUNICIPALITY, REGION OR SHIRE TO BE PARAMOUNT

A member must act in what the member genuinely believes to be the best interests of the municipality, region or shire.

In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.

12. TRAINING

A member must undertake relevant training in good faith.

5 ASSOCIATED POLICIES/DOCUMENTS

Breach of Code of Conduct policy

Gifts and benefits (Council Members) policy

Other reasonable expenses and non-monetary benefits (Council Members) policy

Register of declared conflicts – elected members

Register of declared gifts and benefits – elected members

Professional development allowance policy

Register of declared conflicts (audit committee members and council committee members)

Confidential information policy

Privacy policy

[Elected Member Conflict of Interest Policy](#)

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Information Act 2002

Revision History

Version	Approval date	Details of change	Responsible officer
1	22/02/2022	Creation, effective from 1 July 2021	CEO
2	16/02/2026	Reviewed changed Owner of the policy to the Mayor, removed specific advisory committee names and addition of the Elected Member Conflict of Interest Policy	Acting CEO



COUNCIL POLICY

BREACH OF CODE OF CONDUCT POLICY

Type:	Council – Elected Members		
Owner:	Council		
Responsible Officer:	Mayor		
Approval Date:	28/01/2025	Next Review:	30/11/ 2025 2030
Records Number:	179575	Council/CEO Decision:	OMC-2025-007
Legislation Reference:	section 121 of the <i>Local Government Act 2019</i>		

1 PURPOSE

The purpose of this policy is made under section 121 of the *Local Government Act 2019* (the Act) and sets out how the Council will manage a complaint that a council member has contravened the Code of Conduct.

2 SCOPE

This policy applies to elected members, ~~Council employees, contractors, volunteers, and public associated with~~ Katherine Town Council.

3 DEFINITIONS

CEO means Chief Executive Officer.

Code of Conduct means the Code of Conduct set out in Schedule 1 of the Act.

Complainant means the person who lodges a Code of Conduct complaint against a council member (this person can be a council member or a member of the public).

Respondent means the council member who is alleged to have contravened the Code of Conduct.

4 DETAILS

In managing complaints and contraventions of the Code of Conduct, Council's guiding principles are to:

- (a) promote behaviour among all council members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;
- (b) emphasise a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and

- (c) recognise the leadership role of the Mayor and the responsibility of all members to work together collaboratively pursuant to their corporate responsibilities; and
- (d) use the council-led complaints process as the formal method of resolving complaints that cannot be otherwise resolved.

4.1 Conflict resolution

The Act provides that the Mayor is to promote behaviour amongst all council members that meets the standards set out in the Code of Conduct. Any council member who is aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the Mayor to seek a resolution. If the grievance is in relation to the Mayor, the grievance should be raised with the Deputy Mayor.

In response to a potential Code of Conduct complaint matter, the Mayor (or Deputy Mayor) will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter so that it does not escalate into a formal complaint. The Mayor or Deputy Mayor may take advice with regard to dealing with the matter and, subject to Council's budget, make use of internal or external resources. For example, the Mayor or deputy may take expert advice or involve a person to assist in discussions with the parties.

4.2 Confidentiality

Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the CEO regarding the status of a complaint.

Complaints will only be formally discussed by the Council or council panel during confidential sessions. Minutes kept by the Council or a council panel are confidential information in accordance with regulation 49(f) of the *Local Government (General) Regulations 2021* and Council's policy in relation to confidential information.

In accordance with the legislation, the CEO will provide a report on the progress of any undecided complaint in the confidential session of each ordinary council meeting.

4.3 Complaint requirements

A complaint alleging a contravention of a Code of Conduct must:

- (a) be in the approved form (which includes a statutory declaration and is available on the Council's website); and
- (b) be made within three (3) months of the alleged contravention of the Code of Conduct.

A Code of Conduct complaint must be lodged with the CEO, who will assess whether or not the complaint complies with the above requirements. If it appears that a complaint does not comply with the above requirements, the CEO must notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to re-lodge a revised complaint.

A Code of Conduct complaint that is lodged in writing to the CEO, whether or not it complies with the above requirements for a Code of Conduct complaint, must be referred to the Council by the CEO.

4.4 Notifications to parties

When a complaint is received, the CEO will provide notifications to the complainant and the respondent, in accordance with the requirements of the Act and *Local Government (General) Regulations 2021*.

The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of the Council or council panel.

4.5 Referral to LGANT

The CEO will refer the matter to LGANT if a complainant council member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.

Note: A complainant who is not a council member does not have the option to request referral to LGANT.

In July 2024, the LGANT Board introduced a Code of Conduct Complaint Lodgement fee for all Code of Conduct Complaints referred to LGANT. The lodgement fee will cover the preliminary administrative costs of processing the complaint. This cost will be incurred by the Council. At the council's discretion, these costs may be passed on to the elected member(s) who are the complainant.

4.6 Initial consideration by Council

The CEO will refer the complaint to the Council for consideration in confidential session in the next council meeting, unless the complaint has been referred to LGANT in accordance with clause 4.5 above.

Before the council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter.

The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft term of reference for Council's consideration.

The complainant, respondent and any council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.

When considering a Code of Conduct complaint, Council has the following three options:

- 1) refer the complaint to a third party for advice – with Council to decide the complaint (see clause 4.7); or
- 2) refer the complaint to a council panel – for the panel to decide the complaint (see clause 4.8); or
- 3) decide the matter as the Council (see clause 4.9).

4.7 Referral to third party

Council may decide to refer the complaint to an independent third party for advice and recommendations by taking into the consideration the following:

- (a) whether the complainant or respondent requested the involvement of a third party;
- (b) the costs, if any, of referring the matter to a third party;
- (c) whether the advice of a third party is reasonably expected to assist in achieving constructive outcomes for the parties involved;
- (d) whether advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the 90-day period.

Council will not refer the matter to a third party unless satisfied of (c) and (d).

Examples of a third party are: an alternative dispute practitioner; a mediator; a person experienced in local government matters; and a person experienced in conflict resolution.

Where the matter is referred to a third party, the terms of reference will include that the third party is to do the following:

- (a) consider the complaint and discuss with each of the parties;
- (b) explore and follow up avenues for resolution between the parties;
- (c) if resolution is not achievable, then the third party is to:
 - (i) ensure natural justice is provided to both parties;
 - (ii) interview any witnesses if necessary, to form a view;
 - (iii) provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;

- (iv) provide a draft decision notice that may be used if council decide to adopt the recommendation.

Upon receiving the advice and any recommendations from the third party, provided the Council is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint. The Council is not bound by any advice or recommendations received from the third party.

Once the written report and draft decision notice is provided to the third party, the Council must decide the complaint (see clause 4.9.2).

4.8 Referral to council panel

Council may decide to refer the complaint to a council panel for decision.

In order to fulfil the secretariat role in managing the Code of Conduct complaints process, the CEO will be in attendance at all council panel meetings.

If the Council decides to refer the complaint to a council panel, the Council will establish a council panel for the complaint.

The composition of the council panel will be the following:

- (a) the Mayor (as chair of the council panel) – unless the Mayor is the complainant, respondent or has a conflict of interest;
- (b) if the Mayor is the complainant, respondent or has a conflict of interest – the Deputy Mayor will be the chair of the council panel;
- (c) if neither the Mayor or Deputy Mayor meet the requirements – the Council will choose a council member who is not the complainant or respondent and does not have a conflict of interest to chair the council panel;
- (d) two other council members – who are not the complainant or respondent and do not have a conflict of interest.

4.9 Council or council panel process

The Council or the council panel will consider the complainant's written complaint and, if received, the respondent's written response to the complaint. In keeping with natural justice principles, the CEO will ensure that each party has a fair opportunity to provide comment on submissions from the other party.

4.9.1 Requests for information

If the Council or council panel requires further information to determine whether or not a contravention of the Code of Conduct occurred, the Council or council panel may request information from the complainant, respondent, or any relevant witnesses. The request for information will specify:

- (a) the information that is being sought;
- (b) that the information is to be provided as a written statement (including a statutory declaration); and
- (c) a reasonable timeframe to receive the statement (between 3 and 14 days).

4.9.2 Decision

The Council or council panel will decide the complaint after the following steps have been completed:

- (a) the members have considered the written complaint;
- (b) the members have considered all written submissions and statements; and
- (c) the members have read and considered the report from the third party (if applicable).

The Council can make the following decisions:

- (a) to take no action (and not make a decision about whether the respondent contravened the Code of Conduct);
- (b) that the respondent did not contravene the Code of Conduct; or
- (c) that the respondent contravened the Code of Conduct.

If the complainant is found by the Council or council panel to have contravened the Code of Conduct, the Council or council panel may decide to:

- (a) take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct or the issues has been resolved between the affected parties); or
- (b) either or both of the following:
 - (i) issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
 - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

In choosing from the above options, preference will be given to the option that the Council or council panel considers most likely to result in a constructive outcome.

If training, mediation or counselling is recommended to a council member, the council member may use their professional development allowance, if available, towards the cost of the training, mediation or counselling.

Elected members can vote to sanction other elected members through a process often referred to as “censure” or “reprimand.” This is used to address misconduct or behaviour that is deemed inappropriate or disruptive to the functioning of the governing body.

Authority and Rules: Local government bodies usually have bylaws or codes of conduct that outline acceptable behaviour for elected members. These rules provide the framework for maintaining order and professionalism.

Misconduct Identification: When an elected member’s behaviour is considered to violate these rules, other members can propose a sanction. This could be due to actions like unethical behaviour, disrupting meetings, or not adhering to agreed-upon procedures.

Voting Process: The proposal to sanction is typically brought up in a formal meeting. The governing body discusses the issue, and then a vote is taken. A majority vote is usually required to pass the sanction.

Types of Sanctions: Sanctions can vary but often include formal reprimands, removal from certain positions or committees, or restrictions on certain privileges. However, they do not usually include removal from office, as this is often beyond the power of the governing body.

Purpose: The main goal of these sanctions is to maintain the integrity and functionality of the governing body, ensuring that all members adhere to the established rules and work effectively together.

1. **Code of Conduct:** Each local government council has a code of conduct that outlines the expected behaviour of elected members.
2. **Complaint and Investigation:** If a member is believed to have breached this code, a complaint can be lodged. This complaint is then investigated, often by an independent panel or the council itself.
3. **Sanctions:** If the investigation finds that the member has breached the code, the council can vote to impose sanctions. These can include formal reprimands, removal from certain positions, or other penalties.
4. **Voting Process:** The decision to sanction a member is made through a formal vote during a council meeting. A majority vote is typically required to pass the sanction.

This process helps maintain the integrity and functionality of the council by ensuring that all members adhere to the established rules and work effectively together.

4.9.3 Decision notice

After the Council or council panel decides the complaint, the CEO is to, as soon as practicable, draft a written decision notice that sets out the following matters:

- (a) the Council or council panel's decision and the reasons for it; and
- (b) any right the person to whom the notice is to be given has, under the *Local Government Act 2019* or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.

The draft decision notice is to be electronically provided to the council member who chaired the meeting in which the Council decided the complaint, or if a council panel decided the complaint, to all members of the council panel. The decision notice is to be authorised by the chair or the council panel and may be authorised remotely, if this is more practicable in the circumstances.

Within 90 days of receipt of the complaint was initially received by the CEO, and as soon as practicable after a decision has been authorised by the chair or council panel, the CEO will provide the authorised decision notice to the complainant and the respondent.

The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

4.9.4 Summary of decision

After the expiry of the 28-day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.

If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council or council panel in the confidential session of the next meeting of the Council or council panel.

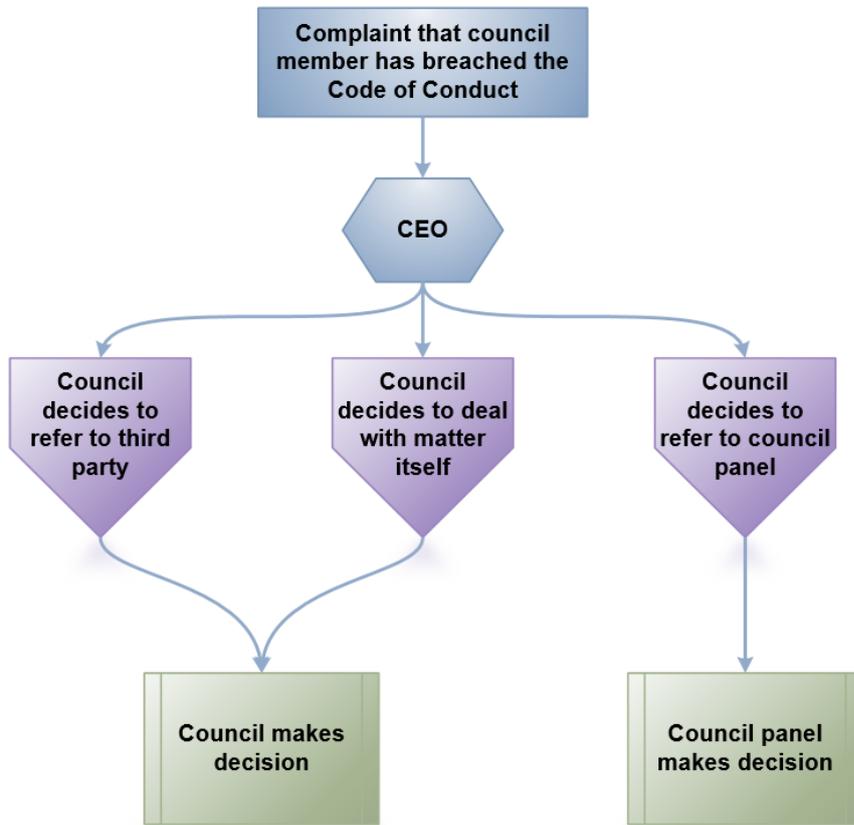
The summary of the decision is to set out the following information:

- (a) the names of the complainant and respondent;
- (b) the date of the decision;
- (c) a concise description of the conduct alleged to have been a contravention of the Code of Conduct;
- (d) if a Code of Conduct was found to be contravened – the item(s) of the Code of Conduct that the respondent contravened; or
- (e) if a Code of Conduct was not found to be contravened – that no contravention of the Code of Conduct was established by the Council or council panel; and
- (f) any actions or recommendations made by the Council or council panel.

The Council or council panel will consider the summary of the decision and, subject to the Council's or council panel's approval of the information that is to be included, finalise the summary.

The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

4.10 Flowchart



5 ASSOCIATED POLICIES/DOCUMENTS

Elected Members Code of Conduct

Breach of Code of Conduct Complaint Form

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints

Revision History

Version	Approval date	Details of change	Responsible officer
1	24/11/2020	Created and adopted	Policy Review Committee
2	20/06/2023	Reviewed – changed to new template, minor administrative amendments and inclusion of flowchart.	Governance and Executive Officer
3	25/10/2024	Addition regarding sanctions and LGANT fee	Manager Governance and Risk
4	11/12/2025	Reviewed removing scope to cover CEO, Council staff, contractors, volunteers and public who are covered by the External Complaints Polic; and added <u><i>Local Government (General) Regulations 2021 and Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints.</i></u>	Manager Governance and Risk



KATHERINE
TOWN COUNCIL

COUNCIL POLICY

CONFLICTS OF INTEREST – ELECTED MEMBERS

Type:	Council Policy – <u>Elected Members</u>		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	<u>26/04/2023</u>	Next Review:	<u>221/02/203026</u>
Records Number:	178214	Council/CEO Decision:	Council
Legislation Reference:	Sections 114-117 of the <i>Local Government Act 2019</i>		

1 PURPOSE

The community has the right to expect that Elected Members of Katherine Town Council perform their duties in a fair and unbiased way and that the decisions they make are not affected by self-interest or personal gain. Conflicts of interest can arise when elected members are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest can be as damaging as an actual conflict because it undermines public confidence in the integrity of Council.

The purpose of this policy is to set out a framework to guide the elected members of Katherine Town Council to ensure that any actual, potential or perceived conflicts of interest are appropriately identified, considered and managed.

2 SCOPE

This policy applies to all Elected Members of Council.

3 DEFINITIONS

Associate means the definition outlined at Section 8 of the *Local Government Act 2019*.

Conflict of Interest means a situation in which an individual's private interests interfere, or appear to interfere, with their duty to put the public interest first. It refers to circumstances where an elected member of council is, or could be, influenced by a private interest when performing an official function.

Financial interests mean the following (not exhaustive):

- shares
- trustee or beneficiary of a family or business trust
- owner of real estate
- directorship of a company
- partnership
- substantial source of income (eg additional employment)

- debts.

Non-financial interests mean the following (not exhaustive):

- effects on or from family or spouse/partner, friends or associates
- political membership
- other memberships of another organisation (not for profit, sporting bodies, clubs and associations)
- hostility or competition with another individual, family or group
- future employment or business ventures.

4 DETAILS

Council provides a diverse range of services and is trusted with a range of decision-making powers so that it can govern in the best interests of the Katherine community. These powers must be exercised properly and impartially, with integrity and in accordance with the *Local Government Act 2019*.

Avoiding conflicts of interest is an important factor in public decision making. This is particularly important at local government level, where councillors and staff have interests in the local area and close connections within the local community.

WHAT IS A CONFLICT OF INTEREST?

Sometimes elected members are asked to make choices that affect both the community and their own interests. If members have either a financial or non-financial interest in a decision, they should appropriately disclose this interest and not participate in the decision-making process.

An elected member has a conflict of interest in a question arising for decision by the audit and risk management committee, Council or a council committee if the elected member, or an associate of the elected member, has any of the following interests in how the question is decided:

- a direct interest
- an indirect financial interest
- an indirect interest by close association
- an indirect interest due to conflicting duties.

A direct interest occurs when an elected member is likely to be directly affected if the matter is decided in a particular way. These can affect financial or non-financial interests.

Indirect financial interest occurs when an elected member is likely to receive a benefit or incur a loss because another person has an interest, for instance owning shares in a company tendering for contract being decided by Council.

Indirect interest by close association occurs when an associate of an elected member has a direct or indirect interest, or a resident of the member's household has a direct interest.

Indirect interest due to conflicting duties occurs when an elected member is a director, partner, agent, trustee, manager, office holder or employee of a person or entity, including a non-profit body or association, that has a direct interest.

TYPES OF CONFLICT OF INTEREST

Conflicts can be actual, potential, or perceived.

An **actual** conflict occurs when the elected members public duties conflict with their private interests at the time a decision is being made.

A **potential** conflict occurs when an elected member considers their private interests and associations and can reasonably anticipate the possibility these could unduly influence their public duties. The link must be reasonably foreseeable and not remote. Steps can then be taken to mitigate any risk.

A **perceived** conflict occurs when it could be perceived by a fair-minded, impartial person that a conflict between the elected members private interests is present and could improperly influence their decisions or actions, or the actions or decisions of Council.

All conflicts of interest need to be disclosed. The key is to determine whether the situation is likely to interfere or appear to interfere with the independent judgment elected members are required to demonstrate in performing their official duties.

WHAT IS NOT A CONFLICT OF INTEREST?

Section 114(2) of the *Local Government Act 2019* states that a conflict of interest does not apply in some situations, for example:

- if the elected member's interest is a common interest that is shared with the general public or other ratepayers, or
- is so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

DISCLOSE AND MANAGE A CONFLICT OF INTEREST

The *Local Government Act 2019* requires elected members to disclose their conflicts of interest in two ways.

Section 111 requires elected members to provide the Chief Executive Officer with an annual return of interests within 60 days of being elected, or September 30 in a non-election year. This annual return is also published on Council's website.

Sections 115 and 116 require an elected member to disclose a conflict of interest as soon as they become aware of it, and this will be noted in a register of declared conflicts which is published on Council's website. The order of business for Ordinary Meetings of Council provide an opportunity for elected members to declare conflicts of interest.

The elected member must also tell other members at the meeting before the matter is talked about and leave the meeting room while that decision is being talked about or voted on so that the decision cannot be influenced.

FAILURE TO COMPLY

The *Local Government Act 2019* provides a range of penalties if elected members fail to comply with disclosing conflicts of interest, or intentionally engage in conduct that results in a failure to disclose a conflict of interest, including fines or imprisonment, or losing their position on Council.

Irregularities that appear to involve improper conduct must also be reported to the Minister and the Independent Commissioner Against Corruption (ICAC).

5 ASSOCIATED POLICIES/DOCUMENTS

Code of Conduct for Elected Members

Gifts and Benefits policy – elected members

Annual return of interests

[Declaration of Interest Form](#)

Register of declared conflicts

Fraud and Corruption Control policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Independent Commissioner Against Corruption Act 2017

Revision History

Version	Approval date	Details of change	Responsible officer
1	14/04/2023	Created	CEO
<u>2</u>	<u>16/02/2026</u>	<u>Reviewed including the Declaration of Interest Form</u>	<u>A/CEO</u>

CONFLICTS OF INTEREST – ELECTED MEMBERS



KATHERINE TOWN COUNCIL

INSTRUMENT OF DELEGATION COUNCIL TO CHIEF EXECUTIVE OFFICER



INSTRUMENT OF DELEGATION

15 DECEMBER 2023 DATE OF APPROVAL BY COUNCIL

SCHEDULE 1

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1. Purpose of this Document

Katherine Town Council is committed to service delivery across the organisation within the parameters of a formalised delegation of authority framework.

This document is designed to provide clarity and ease of reference to understand the processes and accountability for administrative functions and levels of decision making across Council.

2. Protocols

The following protocols govern the use of delegated authority.

- Any exercise of delegated authority is subject to compliance with
 - a. any relevant provisions of the *Local Government Act 2019* and Local Government (General) Regulations 2021
 - b. any other legislative requirements
 - c. any applicable Council policy, or
 - d. the relevant provisions of any Council By-law.
- Delegation by the Council to the CEO does not prevent Council from acting itself or revoking or varying the delegation at any time by resolution.
- The CEO has authority to exercise any delegation given to them by Council, even if there is sub-delegation from the CEO to another officer. The CEO's authority extends to the Acting CEO in the CEO's absence.
- Delegation by the CEO to staff does not preclude the CEO from acting or revoking or varying the delegation at any time.
- Delegation requires judgment. It is not appropriate to exercise delegated authority in all circumstances and some decisions which may be contentious or attract high public interest, or where no clear policy guidelines exist, should be referred to the CEO or Council as appropriate.
- At all times officers exercising delegated authority are required to act reasonably and within the law.
- Any individual exercising a delegation must:
 - i. ensure funding is available within the service budget and financial delegation limits
 - ii. comply with legislation, industrial awards, contracts or agreements, Council approved policies, procedures and Code of Conduct or any relevant and lawful resolution of Council
 - iii. advise their senior line manager of any significant issues with the exercise of a delegation
 - iv. ensure appropriate records are kept, and
 - v. be aware of any limitations on the exercise of authority and comply with those limitations.
- Delegations are to a position not a person.
- Delegated authority should not be exercised where a conflict of interest exists or where it may



be perceived to exist. Unless specifically delegated, it should be assumed that no delegation exists. This document operates as delegated authority by Katherine Town Council.

3. Instruments of Delegation

- a. Council to CEO
- b. CEO to Staff

4. Acronyms

Full Title	Abbreviation
Katherine Town Council	KTC
Mayor	M
Deputy Mayor	DM
Chief Executive Officer	CEO



5. Delegation – Council to Chief Executive Officer

In order to provide for the expedient exercise and performance of its powers and duties and the efficient management of its business, Katherine Town Council resolved to establish the following delegations to the Chief Executive Officer pursuant to Section 40 and Section 183 of the *Local Government Act 2019* and Local Government (General) Regulations 2021 on ~~22 February 2022~~ **DATE OF APPROVAL BY COUNCIL:**

Section	Item Delegated	Limitations
40	Council approves that pursuant to Section 40 of the <i>Local Government Act 2019</i> , Council delegates to the Chief Executive Officer all of its powers and functions under the <i>Local Government Act 2019</i> and any other Acts under which Council has powers, duties, authorities and functions including the appointment of Authorised Persons.	With the exception of the following: <ol style="list-style-type: none"> I. Those matters referred to in Section 40(3) of the <i>Local Government Act 2019</i>, unless otherwise delegated as per provisions in Sections 40(4) to 40(7). II. Sections 33 and 35 regarding the adoption of the Municipal, Regional or Shire Plans. III. Section 50 Casual Vacancies and section 54 Filling Casual Vacancy Generally. IV. Section 82 Council Committees. V. Section 103 calling meetings of electors. VI. Where Council has adopted a Council Policy, delegations are limited as set out in the Policy.



Section	Item Delegated	Limitations						
40 and 275(1)	Council approves that pursuant to Section 40 of the <i>Local Government Act 2019</i> , Council delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of Council under all gazetted the Katherine Town Council By-laws 1998 , other than those matters that require a council resolution.							
183 and 184	<p>Powers of Authorised persons</p> <p>Council approves that pursuant to Section 183 of the <i>Local Government Act 2019</i>, Council appoints the Chief Executive Officer as an Authorised person for the purpose of implementing Council's responsibilities under:</p> <ul style="list-style-type: none"> • the <i>Local Government Act 2019</i>; • Katherine Town Council By-laws 1998; • Northern Territory <i>Traffic Act 1987</i> and associated Regulations; and • Northern Territory <i>Control of Roads Act 1953</i>. 							
183	<p>That effective 1 July 2021 pursuant to Section 40 of the <i>Local Government Act 2019</i>, Council hereby delegates to the Chief Executive Officer its powers and functions set out in the schedule below, subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions:</p> <table border="1" data-bbox="439 1078 1131 1332"> <thead> <tr> <th data-bbox="439 1078 786 1121">Section</th> <th data-bbox="786 1078 1131 1121">Delegation</th> </tr> </thead> <tbody> <tr> <td data-bbox="439 1121 786 1198">Section 183</td> <td data-bbox="786 1121 1131 1198">Appointment of authorised persons</td> </tr> <tr> <td data-bbox="439 1198 786 1332">The powers and functions of the Council under the <i>Local Government Act 2019</i></td> <td data-bbox="786 1198 1131 1332">All of the powers and functions of the Council that are able to be delegated.</td> </tr> </tbody> </table>	Section	Delegation	Section 183	Appointment of authorised persons	The powers and functions of the Council under the <i>Local Government Act 2019</i>	All of the powers and functions of the Council that are able to be delegated.	
Section	Delegation							
Section 183	Appointment of authorised persons							
The powers and functions of the Council under the <i>Local Government Act 2019</i>	All of the powers and functions of the Council that are able to be delegated.							



Section	Item Delegated	Limitations														
<p>40, 194, Regs 6 and 22</p>	<p>That pursuant to section 40 of the <i>Local Government Act 2019</i>, Council hereby delegates to the Chief Executive Officer the following financial delegations subject to all actions being undertaken in compliance with all relevant legislative, procedural and policy provisions and budget approval:</p> <table border="1" data-bbox="483 592 1057 1098"> <thead> <tr> <th>Type</th> <th>Amount (up to and including)</th> </tr> </thead> <tbody> <tr> <td>Credit Card</td> <td>\$10,000</td> </tr> <tr> <td>Purchase Order Approval for price</td> <td>\$500,000</td> </tr> <tr> <td>Payment Approval for price</td> <td>\$500,000</td> </tr> <tr> <td>Cheque Signatory (as one of two)</td> <td>\$500,000</td> </tr> <tr> <td>Electronic disbursement signatory (as one of two)</td> <td>\$500,000</td> </tr> <tr> <td>Investment Signatory</td> <td>As per Council Policy</td> </tr> </tbody> </table>	Type	Amount (up to and including)	Credit Card	\$10,000	Purchase Order Approval for price	\$500,000	Payment Approval for price	\$500,000	Cheque Signatory (as one of two)	\$500,000	Electronic disbursement signatory (as one of two)	\$500,000	Investment Signatory	As per Council Policy	
Type	Amount (up to and including)															
Credit Card	\$10,000															
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Cheque Signatory (as one of two)	\$500,000															
Electronic disbursement signatory (as one of two)	\$500,000															
Investment Signatory	As per Council Policy															



Section	Item Delegated	Limitations
40 and 66	That pursuant to Section 40 of the <i>Local Government Act 2019</i> and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer its powers and functions to determine opening times of Council's offices and facilities and the opening times of the Library until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.	
40	That pursuant to Section 40 of the <i>Local Government Act 2019</i> and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, Council hereby delegates to the Chief Executive Officer the power to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.	



6. Delegation by Activity and Authority Level

Area	Function	Activity	Authority Level	
			Council	CEO
Governance	Municipal Plan	Approve the Municipal Plan	✓	
Finance	Budgets	Approve Draft Budget to be forwarded to Council		✓
Finance	Budgets	Approve Budget, Long Term Financial Plan and any amendments to Budget	✓	
Finance	Budgets	Authority to override all staff delegations and make expenditure decisions to ensure approved budgets can be achieved		✓
Finance	Budgets	Authority to recommend to Council unbudgeted expenditure		✓
Finance	Budgets	Authority to approve unbudgeted expenditure and re-allocation	✓	
Finance	Budgets	Authorise variations to the annual operational and capital budgets	✓	
Finance	Operational Expenditure	Approve operational expenditure for services under direct control, within approved service budget and /or funding agreement and subject to any restrictions outlined in this document.		✓
Finance	Operational Expenditure	Approve staff reimbursement of expenditure on behalf of Council	M/DM for CEO	✓
Finance	Operational Expenditure	Approve In-kind support for external organisations (this includes accommodation, venue hire, vehicles, materials etc.) within approved service budget.	✓	✓



Area	Function	Activity	Authority Level	
			Council	CEO
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment included in approved capital budgeting and /or funding agreement	✓	✓
Finance	Capital Expenditure	Approval of progress payments where expenditure has already been authorised		✓
Finance	Capital Expenditure	Authorised to acquire/replace items of equipment not included in approved capital budget	✓	
Finance	Capital Expenditure	Approval of sale or purchase of land or buildings (pursuant to 182(1)(2) of the Local Government Act 2019)	✓	
Finance	Capital Expenditure / Asset Control	Authorised to sell, trade in or dispose of assets on Financial Asset Register (All equipment over \$5,000 to be sold must be put to tender or auction unless sold as part of a trade in)	✓	✓
Finance	Capital Expenditure / Asset Control	Approval of development of new buildings	✓	
Finance	Borrowings	Approval to enter into loan agreements on behalf of the Council	✓	
Finance	Asset Control	Approve the transfer of any assets from Council (pursuant to 267 (1)(2) of the Local Government Act 2019)	✓	
Finance	Salaries	Approval for payment of all payroll related transactions (For staff positions comprising salaries, PAYG tax remittal, payroll tax settlement, superannuation contribution payments, transfer of employee payroll deductions to authorised entities and payment of GST and PAYG payments)		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Finance	Invoicing	Authority to invoice for organisation		✓
Finance	Invoicing	Authority to invoice for division		✓
Finance	Invoicing	Authority to invoice for services		✓
Finance	Procurement (the use of Local Buy)	Authority to procure using LGANT's Local Buy services		✓
Finance	Journals	Approve and post journals created by third parties (journals cannot be created and posted by the same person)		✓
Finance	Customers / Suppliers	Add, delete or amend Customer or Supplier accounts		✓
Finance	Investment	Approve investment of funds in term deposits		✓
Finance	Investment	Approve investment of funds in other than term deposits	✓	
Finance	Investment	Approve draw down of investment funds for deposit into operational accounts		✓
Finance	Petty Cash	Authority to set up and reimburse petty cash float limits		✓
Finance	Banking	Authority to alter and or open or close bank accounts subject to General Regulation 21 and Regulation 23(2)		✓
Finance	Banking	Approve EFT payments and sign cheques		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Finance	Banking	Approval to change and/or add cheque signatories		✓
Finance	Credit Cards	Approve the issuing and revocation of Credit Cards for the CEO and Mayor as per Credit Card policy	✓	
Finance	Credit Cards	Approve the issuing and revocation of Credit Cards for staff		✓
Finance	Invalid Debts	Correct Administrative errors	✓	✓
Finance	Bad Debts	Approve debt recovery payment terms and approve commencement of recovery action, i.e. refer debt collection to collection agent	\$50k+	\$50k
Finance	Bad Debts	Approve write-offs of bad debts	✓	
Finance	Other Losses	Approve write offs of cash losses, theft or shortages, furniture, plant or equipment, thefts or destruction following certification from the CEO.	\$10k+	
Finance	Fees and Charges	Authority to waive or reduce fees and charges		✓
Finance	Infringement	Authority to withdraw infringements		✓
Finance	Reserves	Authority to transfer to or from council reserves and change the purpose of a council reserve	✓	
Human Resources	Salaries	Approve staff timesheets		✓
Human Resources	Organisational Chart	Approve Organisational Chart		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Human Resources	New Staff	Advertisement and appointment of staff in CEO approved Organisational Chart (for staff in area of responsibility) and advise Council when a senior staff member is appointed.		✓
Human Resources	New Staff	Appointment of temporary staff/labour hire staff for positions not included in Organisational Chart		✓
Human Resources	New Staff	Approve backfilling of leave and higher duties for direct reports	M/DM for CEO	✓
Human Resources	Conditions of Employment	Set and approve salary, package and contract for CEO	✓	
Human Resources	Conditions of Employment	Set and approve salary and package guidelines for all staff		✓
Human Resources	Conditions of Employment	Set and approve annual salary increments and any higher duties payments for all organisation		✓
Human Resources	Conditions of Employment	Approve/sign staff letters of offer and contracts		✓
Human Resources	Conditions of Employment	Approve conditions of employment for all staff		✓
Human Resources	Conditions of Employment	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council	M/DM for CEO	✓
Human Resources	Probation	Confirm successful completion or otherwise of new staff probationary periods		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Human Resources	Position Descriptions	Approve new or existing Position Descriptions and subsequent changes	M/DM for CEO	✓
Human Resources	Position Descriptions	Approve changes to existing position titles		✓
Human Resources	Redundancy	Decision to make staff position redundant and the offer and acceptance of redundancy package		✓
Human Resources	Redundancy	Recommend redundancy of position or dismissal of staff member		✓
Human Resources	Dismissal	Decision to dismiss a staff member and advise Council of a senior staff member's termination or non-renewal of contract		✓
Human Resources	Dismissal	Negotiate and sign off on Deed of Release		✓
Human Resources	Overtime	Approve staff Overtime within budget		✓
Human Resources	Leave	Approve staff Annual Leave, Leave Without Pay - personal/carers, compassionate, and Jury Service Leave for all staff	M/DM for CEO	✓
Human Resources	Leave	Approve staff Annual Leave in advance or in excess of entitlements and cashing out leave		✓
Human Resources	Leave	Approve staff Long Service Leave	M/DM for CEO	✓
Human Resources	Leave	Approve staff Leave Without Pay including LWOP for study purposes, unpaid Parental and Community Service Leave		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Human Resources	Leave	Approve Discretionary Leave (includes compassionate leave outside policy)		✓
Human Resources	Leave	Approve domestic violence leave		✓
Human Resources	Leave	Approve paid study leave		✓
Human Resources	Training	Approve fee assistance for study leave		✓
Human Resources	Training	Approve training and development plans for staff		✓
Human Resources	Training	Approval of attendance at external training courses and conferences		✓
Human Resources	Travel	Approve Interstate and/or International travel	M/DM for CEO	✓
Human Resources	Travel	Approve intrastate travel	M/DM for CEO	✓
Human Resources	Performance Management	Sign off on annual performance review for area of responsibility		✓
Human Resources	Performance Management	Management of unsatisfactory staff performance in conjunction with Human Resources		✓
Human Resources	Performance Management	Management of unsatisfactory CEO performance	M	
Human Resources	Performance Management	Authority to purchase and consult with external advisors, on industrial matters, subject to procurement policy.		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Contracts	Leases	Approve the lease of new premises and sub leases of existing premises	✓	
Contracts	Leases	Approve renewal of existing leases within budget		✓
Contracts	Leases	Cancel existing leases		✓
Contracts	Professional Services	Authorise appointment of external professional advice and/or services within budget, subject to procurement policy		✓
Contracts	Insurance	Approve appointment of insurers, details of contract and payment of premiums		✓
Contracts	Commercial	Approve commercial agreements for services of Council within budget		✓
Contracts	ContractsSuppliers	Approve contracts for services of Council subject to being within the approved budget with the financial delegation limit up to \$150k Approve contracts with suppliers for goods and services for organisation, subject to financial delegation limits		✓
Contracts	Tenders	Authority to invite formal tenders for supply of goods or services, subject to procurement policy		✓
Contracts	Tenders	Authority to choose formal tenders for supply of goods and services, subject to the procurement policy	✓	✓
Contracts	Tenders / Grants	Approve funding submissions or tender submission activity, in conjunction with Chief Financial Officer		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Contracts	Grants	Authority to submit performance reports to funding departments/organisations, following Council approval	✓	✓
Contracts	All	Authority to negotiate agreements (other than suppliers) and contracts		✓
Contracts	Signature	Authority to sign agreements (other than suppliers within project delegations), MOUs, contracts or tenders obtained		✓
Contracts	Seal	Authority to use Seal following approval by Council	✓	✓
Contracts	Contract Management	Authority to make daily operational decisions for direct service delivery in line with relevant contracts		✓
Contracts	Contract Management	To approve total variations to contracts during the progress of works in accordance with Regulation 42		✓
Corporate Governance	Freedom of Information	Authority to sign Freedom of Information (FOI) Notice of Decision		✓
Corporate Governance	Disposal of records	Authority to approve the transfer of ownership of records, including to NT Archives		✓
Corporate Governance	Disposal of records	Authority to approve the destruction of records under the Records Disposal Schedule for Local Authorities y Disposal Schedule		✓
Corporate Governance	Legal	Authority to consult with Council's external legal advisors on legal matters		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Corporate Governance	Legal	Authority to purchase legal advice and/or expertise		✓
Corporate Governance	Legal	Authority to settle court, legal or any other formal proceedings and bind the council	✓	
Corporate Governance	Policy	Approval of Council Policy for Council Governance (matters in relation to elected members and the CEO)	✓	
Corporate Governance	Policy	Approval of Council Corporate Policy for Organisation		✓
Corporate Governance	Procedure	Approval of Council Corporate Procedure for organisation		✓
Operations	Animal Control	Approval to access and use a firearm and associated items		✓
Communications	Media	Approve the use of Councils name or logo by parties external to Council		✓
Communications	Public Statements	Authorised to release written and verbal public or media statements	M	✓
Communications	Public Statements	Approve response to contentious or negative media enquiries		✓
Communications	Operational	Authority to respond to operational letters		✓
Communications	Operational	Authority to respond to all other correspondence other than public statements or strategic issues		✓



Area	Function	Activity	Authority Level	
			Council	CEO
Communications	Media / PR	Approve a communication strategy for a project		✓
Communications	Media / PR	Approve media activity	M	✓
Communications	Media / PR	Approve PR activities, signage, corporate style guide		✓
Communications	Website	Approve changes to website		✓
Communications	Social Media	Approve social media posts on Official KTC platforms		✓
Complaints	Management	Authority to ensure appropriate and timely resolution of a complaint in relation to council staff and contractors		✓
Complaints	Management	Authority to ensure appropriate and timely resolution of a complaint in relation to council's CEO	✓M	
Complaints	Mediation	Authority to purchase mediation advice and or expertise		✓



COUNCIL POLICY

CONFLICTS OF INTEREST – CEO and EMPLOYEES AND ~~CEO~~

Type:	Council Policy - Governance		
Owner:	Director, Corporate Services Chief Executive Officer		
Responsible Officer:	Chief Executive Officer Manager Governance and Risk		
Approval Date:	28 February 2023	Next Review:	1 April February 202306
Records Number:	177226	Council/CEO Decision:	Council
Legislation Reference:	The <i>Local Government Act 2019</i>		

1 PURPOSE

The community has the right to expect that the Chief Executive Officer (CEO) and employees of Katherine Town Council perform their duties in a fair and unbiased way and that the decisions they make are not affected by self-interest or personal gain. Conflicts of interest can arise when individuals are influenced, or appear to be influenced, by personal interests when doing their jobs. The perception of a conflict of interest can be as damaging as an actual conflict because it undermines public confidence in the integrity of Council.

The purpose of this policy is to set out a framework to guide the CEO and employees of Katherine Town Council to ensure that any actual, potential or perceived conflicts of interest are appropriately identified, considered and managed.

2 SCOPE

This policy applies to the CEO and all Council staff employed by Katherine Town Council, regardless of the capacity in which they are employed.

3 DEFINITIONS

CEO means the Chief Executive Officer of Katherine Town Council appointed under Section 165 of the *Local Government Act 2019*.

Conflict of Interest means a situation in which an individual's private interests interfere, or appear to interfere, with their duty to put the public interest first. It refers to circumstances where the CEO or an employee of council is, or could be, influenced by a private interest when performing an official function.

Direct interest exists when a person has a clear, immediate, and personal stake in a decision or outcome.

Financial interests mean the following (not exhaustive):

- shares
- trustee or beneficiary of a family or business trust
- owner of real estate

- directorship of a company

- partnership
- substantial source of income (eg additional employment)
- debts.

Indirect interest exists when a person is connected to a decision or outcome through another person or entity, rather than benefiting personally.

Official role include work that may be defined by a position description or via directions given by a supervisor, Manager or CEO.

Non-financial interests mean the following (not exhaustive):

- effects on or from family or spouse/partner, friends or associates
- political membership
- other memberships of another organisation (not for profit, sporting bodies, clubs and associations)
- hostility or competition with another individual, family or group
- future employment or business ventures.

Private Interests can be personal, professional or business interests that can benefit or disadvantage us as individuals, or others we may wish to benefit or disadvantage. They also include the personal, professional or business interests of individuals or groups we associate with (e.g. relatives, friends, non-profit associations). They can include avoiding personal losses as well as gaining a personal advantage, whether financial or otherwise. Private interests are not necessarily personal to the employee or other representative and include the interests of their related persons.

Related Persons is anyone who is part of the employee's or other representative's immediate family, such as a spouse or a de facto spouse, or a wholly or substantially dependent child or someone who is wholly or substantially dependent on the employee or other representative, or someone whose affairs are otherwise closely linked with an employee or other representative. A connection to a related person who is a client, contractor, volunteer or another employee of Council can give rise to a conflict of interest in the performance of the employee's or other representative's duties and responsibilities and must be notified and managed under this policy.

4 DETAILS

Council provides a diverse range of services and is trusted with a range of decision-making powers so that it can govern in the best interests of the Katherine community. These powers must be exercised properly and impartially, with integrity and in accordance with the *Local Government Act 2019*.

Avoiding conflicts of interest is an important factor in public decision making. This is particularly important at local government level, where councillors and **staff employees** have interests in the local area and close connections within the local community.

The CEO and employees are responsible for regularly considering the relationship between their personal interests and official duties in order to proactively identify any actual, perceived or potential conflicts of interest that may influence any actions or decisions made while carrying out official Council duties. They need to be honest, open and transparent in their disclosure of conflicts of interest and follow appropriate processes relating to the identification, disclosure, self-management and monitoring of their conflicts of interest.

The CEO and Council employees shall at all times conduct themselves in ways that are, and are seen to be, ethical and of the highest integrity and will deal with everyone in an honest and impartial manner that does not allow conflicts of interest.

WHAT IS A CONFLICT OF INTEREST?

Conflicts of interest can relate to financial and non-financial interests, and they can exist when the employee is

carrying out an activity that is required as part of their official role.

There are certain Council functions or areas that may be considered particularly “high risk” in terms of conflicts of interest. These include:

- recruitment and selection
- procurement (tendering, purchasing, and contracting)
- receiving gifts, benefits, or hospitality
- regulatory activity and complaints management
- employee disciplinary processes
- sale of Council land and other assets.

TYPES OF CONFLICT OF INTEREST

Conflicts can be actual, potential, or perceived.

An **actual** conflict occurs when the CEO or employee's public duties conflict with their private interests at the time a decision is being made.

A **potential** conflict occurs when the CEO or employee considers their private interests and associations and can reasonably anticipate the possibility these could unduly influence their public duties. The link must be reasonably foreseeable and not remote. Steps can then be taken to mitigate any risk.

A **perceived** conflict occurs when it could be perceived by a fair-minded, impartial person that a conflict between the CEO or employee's private interests is present and could improperly influence their decisions or actions, or the actions or decisions of Council.

All conflicts of interest need to be disclosed. The key is to determine whether the situation is likely to interfere or appear to interfere with the independent judgment the CEO and employees are required to demonstrate in performing their official duties.

WHAT IS NOT A CONFLICT OF INTEREST?

Section 114(2) of the Local Government Act 2019 states that a conflict of interest does not apply in some situations, for example if the CEO or employees' interest is a common interest that is shared with the general public or other ratepayers or is so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

RECRUITMENT AND SELECTION

When participating on an interview panel, employees must declare any conflict of interest which may affect their role on the panel. They must not be a relative or close friend (inside/outside of work) of any candidate involved in the recruitment and selection process.

If there is need for a declaration, the employee will provide an email outlining the conflict of interest to the CEO. It may require the employee to withdraw from the selection panel.

PROCUREMENT

Council employees must always avoid situations in which private interests might reasonably be deemed to have the potential to conflict with their Council duties. They should not participate in any action or matter associated with the arrangement of a contract including evaluation, negotiation, recommendation, or approval, where that person or any member of their immediate family has a direct or indirect interest or holds a position of influence or power in a business undertaking tendering for the work.

If employees are required to deal with external suppliers or contractors, they must avoid placing themselves in situations of a potential conflict of interest. Suppliers and contractors include (but are not limited to) those who supply Council with goods, services and works. A potential conflict of interest could arise if employees are involved in a decision-making process that might provide or be seen to provide them or a close associate or a family member with a benefit. If they (or a close associate or a family member) have an existing financial interest in an actual or potential supplier or contractor to Council, this interest must be declared and they should not participate in any decisions affecting that supplier or contractor.

Council employees involved in the broader procurement processes, in particular raising and approval of purchaser orders and requisitions, preparation of tender documentation, including writing tender specifications, tender opening, and tender evaluation panels, must avoid actual, potential or perceived conflicts that may arise between their official duties and their private interests.

Where conflicts of interest, or relevant private interests arise, Council employees must inform their Manager and/or the chairperson of the relevant tender assessment panel and allow them to decide (in consultation with the CEO as appropriate) whether they should continue to be involved in the specific procurement exercise.

CONFLICTS OF INTEREST – EMPLOYEES AND CEO

EXTERNAL EMPLOYMENT

Where an employee is working for another organisation (whether in a paid or voluntary capacity) outside of Council in addition to their employment at Council, they ~~should~~ **must** seek written permission from the Chief Executive Officer and ensure any actual, potential or perceived conflicts of interest are disclosed and managed.

DISCLOSE AND MANAGE A CONFLICT OF INTEREST

When an employee identifies a conflict of interest, they should immediately discuss the matter with their Manager/Supervisor, complete the Conflict of Interest Declaration Form (Employees), agree on the actions required to resolve the conflict, and submit the form to the relevant ~~Director~~ **Manager** for approval.

If it involves a ~~Director~~ **Manager** the form should be submitted to the CEO.

If it involves the Chief Executive Office, the form is to be submitted to the Mayor.

All Conflicts of Interest Forms must be provided to the Manger Governance and Risk for recording in the Conflict of Interest Register.

The *Local Government Act 2019* also requires the CEO and senior employees of Council to disclose their conflicts of interest in two ways.

Section 178 requires these officers to provide Council with an annual return of interests within 14 days of being employed, or by September 30th each year they are employed.

Sections 179 makes it an offence not to disclose a conflict of interest in which an employee or the CEO is required or authorised to act or give advice.

If an employee has a conflict of interest in a matter in which they also have a delegated power such as approving a permit, entering into a contract, recruiting staff or authorising an invoice, they must disclose the specific details of the conflict in writing to the Chief Executive Officer as soon as they become aware of the conflict. They should also remove themselves from the decision-making process in relation to that matter.

All employees with a delegation must provide an annual return of interest as prescribed by the *Local Government Act 2019*.

FAILURE TO COMPLY

Any breach of this Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment. For Katherine Town Council contractors, it may result in the termination or non-renewal of a contract for service.

Section 179 of the *Local Government Act 2019* provides a range of penalties if the CEO and employees fail to comply with disclosing conflicts of interest, including a substantial fine.

Deliberate non-disclosure of a conflict of interest or lack of adequate management of a conflict of interest may amount to a reasonable suspicion of corrupt conduct. Irregularities that appear to involve improper conduct must also be reported to the Independent Commissioner Against Corruption (ICAC).

5 ASSOCIATED POLICIES/DOCUMENTS

- Code of Conduct for CEO
- Code of Conduct for Employees
- Gifts and Benefits policy – CEO and employees
- Fraud and Corruption Control policy
- Procurement policy

CONFLICTS OF INTEREST – EMPLOYEES AND CEO

- Form – Conflict of Interest Declaration
- [Instrument of Delegation Council to CEO](#)
- [Instrument of Delegation CEO to Staff](#)

6 REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*
- *Independent Commissioner Against Corruption Act 2017*

Revision History

Version	Approval date	Details of change	Responsible officer
1	30/07/2014	Created	CEO
2	23/01/2023	Reviewed and updated, elected members moved to new policy	CEO
3	10/02/2026	<u>Reviewed with administrative amendments; removal of 'What is not a conflict of interest' section; inclusion of definitions direct and indirect interest, official role, private interest and related persons; changed director to manager; included all employees with delegation must submit an annual return of interest, and inclusion of the Instrument of Delegation policies.</u>	<u>Manager Governance and Risk</u>



COUNCIL POLICY

GIFTS AND BENEFITS POLICY – CEO AND STAFF EMPLOYEES

Type:	Council Policy - <u>Governance</u>		
Owner:	Chief Executive Officer		
Responsible Officer:	Governance Officer <u>Manager Governance and Risk</u>		
Approval Date:	23/05/2023	Next Review:	1 April 2025 <u>1/02/2030</u>
Records Number:	178863	Council/CEO Decision:	<u>Council</u>
Legislation Reference:	Section 6(1)(g) and (h) of the Local Government (General) Regulations 2021		

1 PURPOSE

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and council ~~staff member~~ employees receiving gifts or benefits and disclosing relevant gifts or benefits.

The CEO and employees should not solicit, demand or request gifts or any other personal benefit by virtue of their position. Any offer of gifts must be assessed as to whether its nature is that of a normal business courtesy as distinct from an inducement.

2 SCOPE

This policy applies to the CEO and all staff employees of Katherine Town Council, regardless of the capacity in which they are employed.

3 DEFINITIONS

Gifts and benefits mean any item or service accepted from clients or customers (including potential clients or customers) or other associates, in the course of official duties and may include, but are not limited to:

- offers of cash or shares including lottery tickets
- gift cards and gift baskets
- bottles of alcohol, manufacturer's samples or personal items
- promotional materials, including clothes, books, USBs or DVDs
- sponsored travel
- free or discounted travel or accommodation
- free or discounted places at training courses, conferences or seminars (excluding early-bird)
- airline competition prizes or upgrades
- accommodation and hire car discounts
- plants or flowers
- entertainment, such as meals, seats at sporting or theatre events
- discounts or other preferential treatment
- meals or other hospitality
- lucky door prizes or other prizes offered by, for example, conference sponsors.

Relevant gift or benefit means gifts or benefits exceeding \$50 from the same donor or an associate of the donor in a financial year.

The CEO and staff employees must, at all times, discharge official duties, responsibilities and obligations impartially and with integrity in relation to receiving, accepting and disclosing gifts or benefits.

The CEO and staff employees **must not** accept gifts and benefits that may be perceived as representing a conflict of interest or which might reasonably be seen to compromise an individual's integrity in the performance of official duties, responsibilities and obligations.

RECEIVING OR REJECTING GIFTS AND BENEFITS

The first consideration must always be whether a gift or benefit is appropriate to accept. There are two major considerations – why was the offer made and the public perception of acceptance.

There are occasions when a gift or benefit can be accepted. These are referred to as 'relevant gifts and benefits'. If you are offered a gift or benefit, and you are in doubt as to whether it can be accepted, discuss the matter with your manager (or the Mayor for the CEO).

Any offer of cash, or any items which are readily converted into cash (e.g. lottery ticket, 'scratchie', shares), must be refused. Accepting money in any form may breach several Council policies and legislative requirements, as offers of cash may be seen as an attempt at bribery. If you are not in a position to refuse the acceptance of such a gift, you should immediately pass it on to your supervisor, manager.

If the gift or benefit is rejected, CEO or staff member employees must return it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

DISCLOSING GIFTS AND BENEFITS THAT HAVE BEEN ACCEPTED

If a gift or benefit is accepted by the CEO or staff member employee, they must complete a Declaration of Receipt of Gift and forward to Council's Records Officer/Manager Governance and Risk who is responsible for maintaining the register. Depending on the nature of the gift or benefit, it may become the property of Council, given to a charitable organisation or retained by the individual.

The declaration includes information such as the name of the recipient, the nature of the gift or benefit, its estimated value, and the date it was accepted.

The CEO must also inform the Mayor as soon as practicable after accepting any gift or benefit.

EXEMPTIONS FROM DISCLOSURE

There are circumstances in which gifts and benefits are accepted, but they would not be 'relevant gifts and benefits' that require disclosure. These include:

- a gift or benefit less than \$50 that would reasonably be seen **NOT** to compromise an individual's integrity in the performance of official duties, responsibilities and obligations
- a protocol gift given to the CEO or staff member employee for the Council
- a gift or benefit given to the Council in relation to its status as a body corporate where no individual staff member employee or the CEO are considered to have accepted the gift or benefit
- food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the Council or that are required in accordance with performance of the CEO or staff member employee's official duties, and
- a private and personal gift (such as a birthday or wedding present from a colleague, or flowers for the funeral of a colleague's family member).

5 ASSOCIATED POLICIES/DOCUMENTS

- Code of Conduct for CEO
- Code of Conduct for Employees
- Declaration of Receipt of Gift (form)
- Register of declared gifts and benefits

6 REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019*
- Local Government (General) Regulations 2021

Revision History

Version	Approval date	Details of change	Responsible officer
1	April 2022	Created	CEO
<u>2</u>	<u>13/02/2026</u>	<u>Reviewed with administrative changes only to align with the current structure and consistency with policy terminology changing staff to employee.</u>	<u>Manager Governance and Risk</u>

GIFTS AND BENEFITS POLICY – CEO AND STAFF



COUNCIL POLICY

SHARED SERVICES POLICY

Type:	Council Policy		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	28/07/2023	Next Review:	01/02/20262030
Records Number:	180074	Council/CEO Decision:	Council
Legislation Reference:	Section 216 Local Government Act 2019		

1 PURPOSE

Katherine Town Council affirms its commitment to the development and sustainability of its residents and communities. Council aims to provide efficient, timely, and high-standard services to achieve this goal. Council recognises that under certain circumstances it may be practical to enter into a shared-services arrangement with another council and/or procuring from a third party the delivery of a services with another council for mutual benefit of improved service delivery and outcome.

2 SCOPE

This policy applies to elected members, council committees, Council employees, contractors, volunteers and all other persons that perform work on behalf of Council.

3 DEFINITIONS

Collective procurement is an agreement between two or more councils to enter into a procurement agreement where a lead council is nominated, as prescribed under the *Local Government (General) Regulations 2021*. The relevant legislative provisions are to be considered and a formal agreement entered into prior to this type of arrangement commencing.

4 DETAILS

The Council is committed to act in an economically efficient manner, to be socially and environmentally responsible and to provide innovative, high-standard services.

Council services are open to being delivered under a shared service model or collective procurement agreement, subject to the individual business and practical requirements of each participating council.

4.1 Application of policy

4.1.1 Considering shared services and joint procurement agreements

The feasibility of potential shared services arrangements with external bodies shall be assessed by the Council Executive Team. Requests for such arrangements may arise from internal business units, as well as from external parties.

The Council may consider entering into a shared services agreement when:

- (a) a role in Council is capable of being undertaken by a person employed by another council (under a shared resourcing agreement);
- (b) a council service that cannot be supplied from within Council is able to be delivered by another council;
- (c) a council service can be supplied or delivered in another council's area, by agreement with that council; or
- (d) undertaking procurement of an asset, which can be collectively procured under a single procurement tender process; or
- (e) the use of an asset can be shared between councils; or
- (f) it is efficient for Council to enter into an agreement with other councils to undertake a project, in accordance with legislative requirements, where one council is approved by every other participating council to take the lead on the project and make decisions on behalf of all the participating councils.

4.1.2 Assessing a shared services or collective procurement opportunity

Proposals for shared services arrangements shall be assessed against various requirements and considerations including but not limited to:

- (a) Applicable law;
- (b) Current and potential contractual and agreement obligations;
- (c) The public interest;
- (d) Cost analysis, current and potential operational requirements;
- (e) Risk and Safety; and
- (f) Current and potential capacity of all parties to deliver stated and desirable outcomes.

Should the Executive Team determine that a shared services arrangement is desirable, the responsible **Director Manager** shall develop a proposed agreement as directed by the Chief Executive Officer (CEO).

The Shared Services Agreement will be provided to Council for adoption. Council will consider the following when a shared services or collective procurement agreement is being contemplated:

- (g) opportunities that would result from such a decision (e.g. shared risk; economies of scale; demonstration of leadership and collaboration; long-term sustainability; potential invigoration of council **staffemployees**; strengthening relationships with a like-minded or neighbouring council);
- (h) associated risks and how those risks can be best managed;
- (i) challenges likely to arise (e.g. the challenge of maintaining consistent service delivery across the council area and any other areas);
- (j) future needs of council and its constituency; and
- (k) capacity, both current and future, of the council, or councils which are parties to the agreement, to deliver the expected outcomes of a shared services or collective procurement agreement.

4.2 Council requirements

4.2.1 Annual reporting

A list of all shared services and collective procurement agreements that operated during the financial year, are to be listed in Council's annual report.

From time-to-time the Council may set one or more performance indicator measurements and expectations for shared services in Council's annual plan and actual performance comparatives must be reported in the subsequent annual report for the same financial year(s).

4.2 Agreements to be in writing

Shared services and collective procurement agreements must be in writing and clearly set out all relevant details.

Note: Collective procurement agreements must be in writing and contain certain details pursuant to regulation 46 of the Local Government (General) Regulations 2021.

4.3 Matters for consideration

Before entering into a formal agreement for shared services or collective procurement activity, the following considerations will be taken into account:

- (a) cost benefit analysis of entering into the agreement;
- (b) service level standards to be met;
- (c) period of time of agreement and whether it is one-off or ongoing for a period of time;
- (d) establishment and agreement of Key Performance Indicators;
- (e) risk assessment and mitigation strategies;
- (f) if access to council information is required under the agreement, the control and protection of council information (ensuring access to sensitive council information is protected);
- (g) any change management process that may be necessary;
- (h) employment opportunities that may arise or be reduced as a result of entering into an agreement; and
- (i) any other economic, social and cultural considerations.

5 ASSOCIATED POLICIES/DOCUMENTS

Procurement Policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Local Government (General) Regulations 2021

Revision History

Version	Approval date	Details of change	Responsible officer
1	24/02/2021	Created	Director Corporate Services
2	14/07/2023	Revision – transferred to new template and aligned to department sample policy resource	CEO
3	<u>16/02/2026</u>	<u>Revision – administrative changes including alignment to the current structure, CEO and consistent terminology for policies changing staff to employee</u>	<u>CEO</u>



14.4 VISITOR INFORMATION CENTRE RELOCATION CONSULTATION REPORT

Author: Jo Brosnan, Manager Strategic Communications and Engagement
Authoriser: Casey Anderson (Acting Chief Executive Officer)
Report Type: For noting
Attachments: 1. tourism operator survey monkey analysis - final [14.4.1 - 8 pages]
2. Glenn McLellan Dakota Tax Services [14.4.2 - 1 page]
3. KVIC - Have Your Say [14.4.3 - 4 pages]

Officer Recommendation

That Council:

1. Receives and notes the consultation findings regarding the proposed relocation of the Katherine Visitor Information Centre to co-locate with the Godinymayin Yijard Rivers Arts and Culture Centre; and
2. Considers the issues raised through consultation, including community sentiment, tourism industry feedback, operational considerations and stakeholder impacts, in determining the future location of the Katherine Visitor Information Centre.
3. Based on the findings, the Council [approves/does not approve] the relocation of the Katherine Visitor Information Centre to Godinymayin Yijard Rivers Arts and Culture Centre.

Purpose of Report

To present the findings from community, industry and stakeholder consultation undertaken on the proposed relocation of the Katherine Visitor Information Centre (KVIC) to co-locate with the Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC), to inform Council's consideration.

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.

1.1.3 Improve transparency around issues affecting the community.

1.1.4 Learn what the community wants to know through community engagement strategies.

Municipal Plan

1.1.3.4 Host Pop Up Council information booths

1.1.4.1 Support Elected Members to participate in community engagement forums

1.1.4.2 Use Your Say Katherine to inform and gather feedback on council projects and activities

Background

The previous Council resolved to relocate the Visitor Information Centre from its current location and co-locate it with GYRACC. Tourism NT funding has been secured to support this move. The previous Council's proposal also included moving the public library into the current Visitor Information Centre building when the KVIC relocates.

In considering the relocation project, the current Council requested targeted consultation with tourism operators, business stakeholders, and the community.

Council purpose for undertaking the consultation was to:

- Test industry, business and community support for the proposed co-location
- Understand perceived benefits, risks and unintended impacts
- Identify any operational or commercial impacts on tourism businesses
- Ensure the final decision is informed by stakeholder feedback

The consultation approach included:

- a Your Say Katherine community survey
- a targeted SurveyMonkey survey of tourism operators and tourism-related businesses (the survey link was distributed by email to Tourism Top End Katherine based members, and Chamber of Commerce)
- stakeholder interviews, including Tourism Top End and an existing KVIC tenant
- a public pop-up engagement session at the Oasis Shopping Centre

Across both surveys, awareness of the proposal prior to consultation was relatively low.

The consultation was time-limited due to funding timeframes, starting on Friday 21st January and concluding on Sunday 15th February. The surveys were open from 4th to 15th February.

Discussion

Consultation Findings

Survey results indicate more community respondents opposed the proposed relocation than supported it, and tourism industry responses did not demonstrate support.

While some potential benefits were identified, consultation feedback primarily highlighted concerns relating to CBD economic impacts, visitor accessibility, servicing of the drive market, operational feasibility and impacts on existing tenants.

The position of Tourism Top End and the potential business closure identified by the current KVIC tenant represent key stakeholder considerations for Council in determining the proposal.

Survey results – overall sentiment

Community survey results indicate more respondents opposed the proposed relocation than supported it.

Of 161 community survey responses:

- 97 indicated the relocation would not be beneficial
- 50 indicated it would be beneficial
- 17 were unsure

Tourism industry survey results did not demonstrate support for the proposal. Of seven responses:

- none supported the relocation
- three did not support it
- four were unsure

Key themes from surveys and feedback

Analysis of open-ended responses and stakeholder input identified several consistent issues.

Impact on the CBD economy

The most frequently raised concern was that relocating the KVIC away from the town centre could reduce visitor foot traffic and spending, with potential impacts on local businesses.

Accessibility and visitor convenience

Respondents highlighted the importance of the current location's central position and proximity to shops, services and transport. Concerns were raised about accessibility for visitors without vehicles and the practicality of walking longer distances in extreme weather.

Servicing the drive and caravan market

A recurring operational concern was whether the proposed location could adequately accommodate caravans and recreational vehicles and provide access to key infrastructure such as water and dump points.

Information and operational clarity

Respondents requested clearer information regarding costs, operational implications, accreditation requirements, and the future use of the current KVIC building.

Visitor experience and safety

Feedback included mixed views, with some respondents identifying potential improvements to visitor experience through co-location, while others raised concerns about safety and security at the proposed location.

Stakeholder Interview Feedback

Tourism Top End

Tourism Top End advised that while they see some advantages to the move, several challenges would need to be addressed. These included:

- potential reduction in visitor movement through the CBD and associated economic impacts
- risks to servicing the drive market if caravan facilities and dump point access are not maintained
- possible implications for national Visitor Information Centre accreditation requirements
- accessibility and visitor convenience at the proposed location

KVIC tenant – Glenn McLellan, Dakota Tax Services

Mr McLellan advised that relocation of the VIC would likely result in the closure of his long-standing Katherine business. He indicated that relocation would require new licensing, insurance and infrastructure arrangements and that the time, cost and limited availability of suitable premises would make continuing operations unviable. He also advised that certainty regarding Council's decision is required within a defined timeframe due to lease and insurance requirements.

Consultation Process

The consultation approach included:

- a Your Say Katherine community survey
- a targeted SurveyMonkey survey of tourism operators and tourism-related businesses
- stakeholder interviews, including Tourism Top End and an existing VIC tenant
- a public pop-up engagement session

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Should Council decide not to proceed with the relocation, the Tourism NT funding would be returned (approximately \$79,227.32). However, the grant funding was contingent on a \$30,000 co contribution, so there would be an operational budget saving of the same amount.

Should Council lose the external operational funding, Council may be required to self-fund visitor services, estimated at \$500k per annum.

Risk, Legal and Legislative Implications

The following risks have been identified through consultation and should be considered by Council:

Economic risk

Potential reduction in visitor activity within the Katherine CBD, with possible impacts on local businesses.

Operational risk

If relocation proceeds, there is a risk that the proposed location may not fully meet the drive market's requirements, including caravan access and supporting infrastructure.

There is also a risk that the relocation could result in a loss of the 'yellow I' tourism accreditation.

There is a potential risk that Council could lose the operational funding provided for Visitor Information services.

Stakeholder and reputational risk

The proposal is not supported by Tourism Top End, and tourism industry survey responses did not indicate support. Community survey results also show more respondents opposed the relocation than supported it.

Business continuity risk

The current VIC tenant has advised that relocation would likely result in the closure of their business, resulting in the loss of a local service.

Decision timing risk

The tenant has advised that certainty is required within a defined timeframe due to lease and insurance arrangements.

Environment Sustainability Implications

There are no environmental sustainability implications.



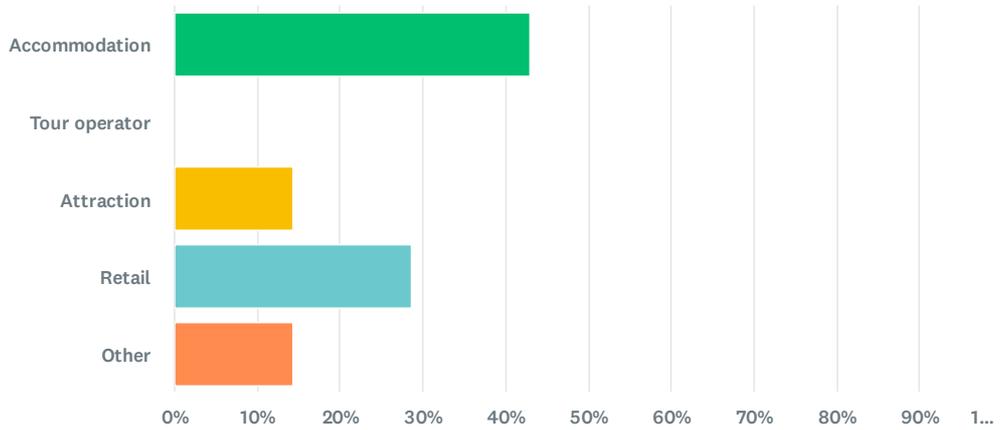
Council Officer Conflict of Interest

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

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q1 Which best describes your business?

Answered: 7 Skipped: 0



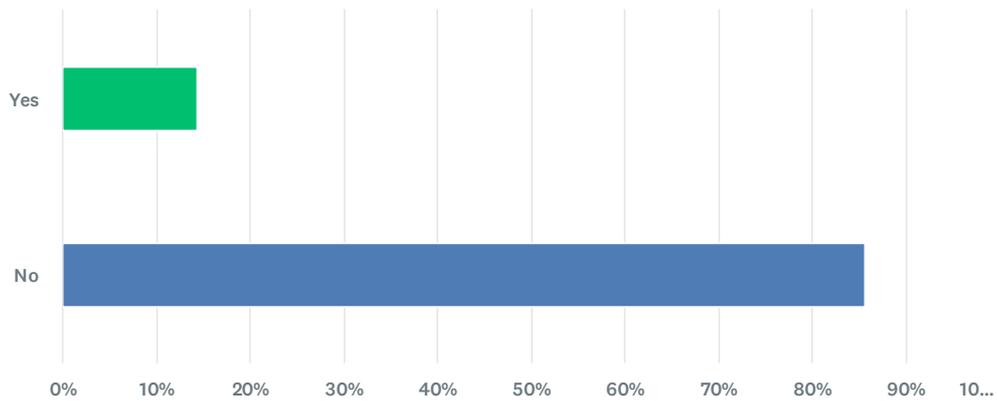
Answer Choices	Percentage	Responses
● Accommodation	42.86%	3
● Tour operator	0%	0
● Attraction	14.29%	1
● Retail	28.57%	2
● Other Show responses	14.29%	1
Total		7

#	OTHER	DATE
1	Bar & Restarant Club	2/6/2026 1:44 PM

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q2 Before today, were you aware of the proposal to relocate the Visitor Information Centre to GYRACC?

Answered: 7 Skipped: 0

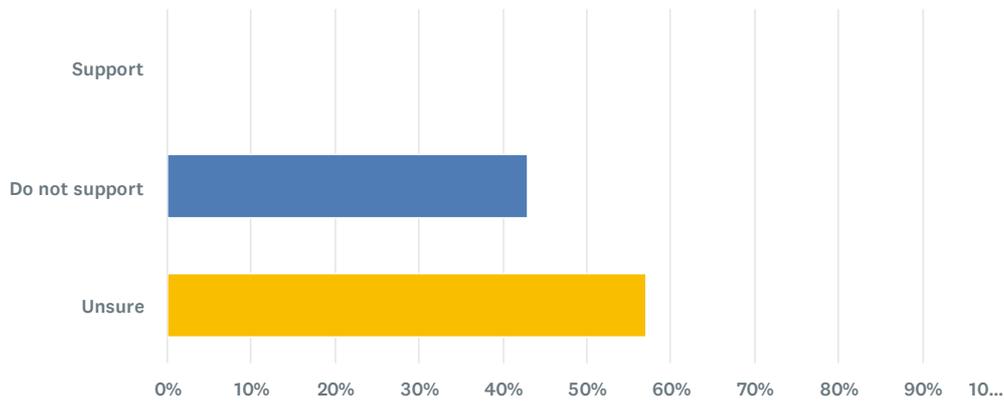


Answer Choices	Percentage	Responses
● Yes	14.29%	1
● No	85.71%	6
Total		7

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q3 Overall, do you support the proposed relocation of the Visitor Information Centre?

Answered: 7 Skipped: 0



Answer Choices	Percentage	Responses
● Support	0%	0
● Do not support	42.86%	3
● Unsure	57.14%	4
Total		7

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q4 Why do you support or not support the proposed relocation?

Answered: 7 Skipped: 0

#	RESPONSES	DATE
1	The location of the current Visitor Centre is central and easily visible.	2/9/2026 10:38 AM
2	We would like to see a new location for the library, however the current VIC location is a far better location for VIC than GYRACC is. We cannot see the relevance of bringing GYRACC (cultural centre) and VIC (visitor information) together as they have very different aims. GYRACC should be maintained as a space for community engagement and bringing VIC to this space may take attention away from this.	2/8/2026 10:11 AM
3	KCC supports the proposed relocation if it improves safety and operational efficiency with minimal disruption and clear cost benefits; otherwise, KCC does not support it.	2/6/2026 1:44 PM
4	Visitors do arrive in Katherine to do their shopping as the Visitors Centre is close proximity they venture into the center for information, although the locals (First nation) do not adhere to the no drinking in public place and are disruptive in the area	2/6/2026 10:38 AM
5	I do not really support the proposed relocation as it would create distance between the retail businesses and the visitors. More people stopping for coffee and supplies are likely to skip KVIC.	2/5/2026 3:41 PM
6	Current location is good due to being close to Woolworths & the Pop Up Cafe. Nice big building & location. Also close to the Bus Stop for people with no transport. New location would be good as a nice new building.	2/5/2026 1:50 PM
7	The Current VIC location ensures that anyone visiting our town comes to the CBD and spends time/money in that area.	2/5/2026 12:55 PM

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q5 What benefits do you see for your business or the tourism industry?

Answered: 6 Skipped: 1

#	RESPONSES	DATE
1	Unsure if there would any benefits. However it is possible there would be loss of business for us as GYRACC has a gift shop and also sells art. GYRACC also has a cafe and this may take away business from other cafe's in Katherine.	2/8/2026 10:11 AM
2	For KCC (and tourism more broadly), the benefits could be: More visitors and revenue (events, dining, functions, memberships) Stronger destination appeal (better facilities = better experience and reviews) Improved brand reputation (higher standards, repeat visitation, partnerships)	2/6/2026 1:44 PM
3	Not much maybe see if it is a better location	2/6/2026 10:38 AM
4	I don't see many benefits for our business or tourism industry as GYRAAC is isolated from all retails businesses. It would create a Project and spend taxpayers' money. It would help businesses more if Katherine Town Council reduced on Council Rates by reducing on spending a bit. Landlords pass on these charges to businesses/ tenants mostly which further strains the businesses.	2/5/2026 3:41 PM
5	No benefits. Won't affect our business.	2/5/2026 1:50 PM
6	None to be honest.	2/5/2026 12:55 PM

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q6 What concerns or risks do you see?

Answered: 7 Skipped: 0

#	RESPONSES	DATE
1	Location is key.	2/9/2026 10:38 AM
2	The current location is easily accessible for all visitors to Katherine - especially those without their own transport, or on a guided tour. This central location also draws people that are parking to go to the shopping centre. The new location at GYRACC would not have this overlap and may reduce and restrict these visitors.	2/8/2026 10:11 AM
3	Operational disruption during transition (service delays, closures, member complaints) Demand risk if visitor numbers don't increase as expected Reputation risk if the experience drops during changeover	2/6/2026 1:44 PM
4	Is the parking area large another to accommodate caravans and is the parking secure as there has been issues in the park at the GYRACC	2/6/2026 10:38 AM
5	Many of the visitors walkin at the Katherine Visitor Centre even if not planned in advance while they stop for their supplies/ services at Katherine Central. Many Visitors specially the caravans etc may give KVIC a miss if they have to plan a tour to KVIC. None of the retail or hospitality business is within walkable distance of the new GYRAAC location considering our climate/ weather.	2/5/2026 3:41 PM
6	Just access to the new venue due to no transport in Katherine.	2/5/2026 1:50 PM
7	People don't make it to our CBD area. They will stop at the VIC, refuel opposite and keep on rolling to what ever attractions they have chosen to visit in the area, if any. This will give them the opportunity to head west without even entering our CBD area. Potentially impacting lots of local retail businesses.	2/5/2026 12:55 PM

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q7 Do you believe the relocation would improve/impair visitor bookings or information access? If so, how?

Answered: 7 Skipped: 0

#	RESPONSES	DATE
1	It would impair visitor bookings etc. because of the location.	2/9/2026 10:38 AM
2	Possibly impair, as GYRACC is not within the town centre.	2/8/2026 10:11 AM
3	Yes,it could improve bookings and information access if the new location is more visible, easier to reach, and better equipped	2/6/2026 1:44 PM
4	Impair due to stopping two different location shopping and information	2/6/2026 10:38 AM
5	I believe the relocation would impair information access as it would take them away from where retail business is.	2/5/2026 3:41 PM
6	Not sure. Location is not as good so could potentially impair.	2/5/2026 1:50 PM
7	I think it would improve the access to the information, as it does get quiet crowded and busy in the current area, it would allow better parking and less congestion, but i still think you will drive them out of town and miss the opportunity of making them come into the CBD.	2/5/2026 12:55 PM

Katherine Town Council is seeking feedback from local tourism operators and tourism-related businesses on a proposed relocation of the Visitor Information Centre (VIC).

Q8 Are there any other issues, impacts or ideas Council should consider, such as alternative sites for the Visitor Information Centre?

Answered: 5 Skipped: 2

#	RESPONSES	DATE
1	What is the reason for the relocation? Is there sufficient space at GYRACC? Would further building extensions at GYRACC be required? Is there a financial gain to be made? Is the proposed relocation simply to provide a space for the Katherine library? It is difficult to give feedback without any further information other than proposed library site and amalgamation of VIC and GYRACC. It is imperative to know who initially brought forth this proposal (VIC, financial advisor, GYRACC, KTC) and who this is intended for? Who will primarily benefit from this? Without a reason for this location change we cannot see any benefits to ours or any other business in Katherine.	2/8/2026 10:11 AM
2	Yes—Council should also consider: Access: parking, disability access, safe drop-off, bus/RV access, clear signage/wayfinding. Operating model: co-location with cafes/museums, and strong digital support (QR codes, live chat, online booking). Impact on locals & businesses: effects on nearby traders, events, and partnerships.	2/6/2026 1:44 PM
3	Rather than creating a new location for KVIC, make the existing surrounds better, by not having drunk people on the streets, shouting and screaming, and asking people for money. Solve the existing problems, not just change locations. Visitors ask us so often is it safe to walk on the streets here in Katherine, many of them really feel intimidated and scared.	2/5/2026 3:41 PM
4	Not at this stage.	2/5/2026 1:50 PM
5	Never Build a bypass cause that will be the death of our town. But also why are we pushing so hard to make Gyracc stand out? How about you invest in the stuff we already have to improve it.	2/5/2026 12:55 PM

Stakeholder Interview – Glenn McLellan, Dakota Tax Services

Casey Anderson and Jo Brosnan met with Glenn McLellan at his office on Thursday, 5 February.

Background

Glenn operates Dakota Tax Services from the Visitor Information Centre (VIC) and is a long-term resident of Katherine. His feedback is provided below in two parts: as a tenant and as a resident.

Feedback – Tenant

Glenn has operated Dakota Tax Services from the VIC for 16 years and is the only tax service in Katherine with a full-time, locally based staff member.

He advised that if he were to lose his tenancy due to the building's repurposing, he would close the business and retire. The business operates under specific insurance and licensing requirements, including data and telecommunications security standards. Relocating would require him to identify suitable premises and reapply for insurance and licences. Glenn stated that the time, effort and cost involved would not be worthwhile, particularly as he is not aware of any suitable alternative office space in Katherine.

Glenn noted that the business serves a large number of individual and business clients who would be affected by its closure. He also indicated he would likely relocate to Queensland to retire, and that his Katherine-based family may follow.

Glenn's lease is due for renewal shortly, and his business insurance is also due. He advised that he requires certainty about the Council's decision regarding the VIC within the next week or so, as he does not wish to incur further costs if the tenancy will not continue.

Feedback – Resident

Glenn has lived in Katherine for more than 30 years. He considers the current VIC location to be advantageous due to its proximity to the CBD and believes relocating the facility to GYRACC would reduce visitor traffic to town businesses.

He also noted that the current site provides convenient services for tourists, including a dump point, nearby fuel, and access to the shopping centre. He highlighted that parking at the site has been upgraded to accommodate caravans and motorhomes.

Glenn expressed concerns about the level of security at the GYRACC location, noting that the area may be difficult to monitor and that visitors' vehicles and belongings could be at greater risk.

Moving the Visitor Information Centre

SURVEY RESPONSE REPORT

17 January 2026 - 15 February 2026

PROJECT NAME:

Moving the Visitor Information Centre

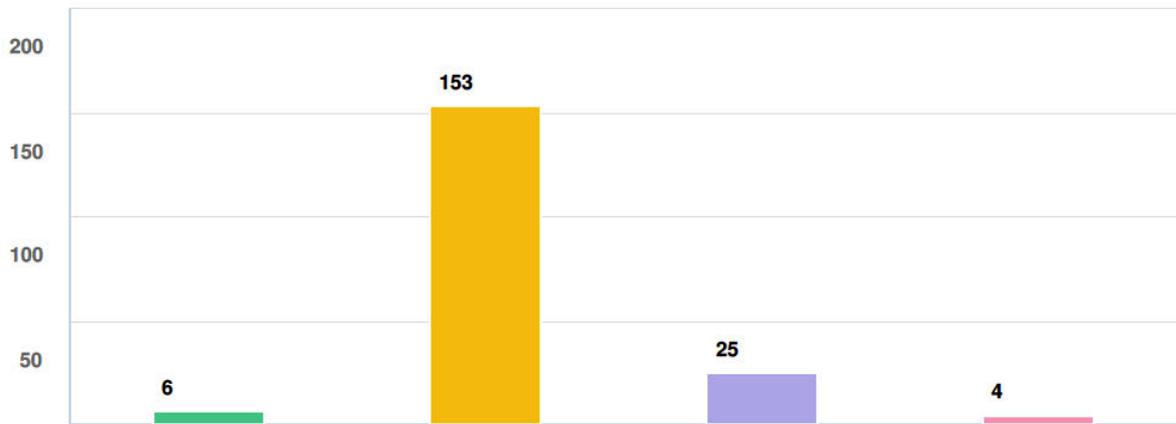




SURVEY QUESTIONS

Moving the Visitor Information Centre : Survey Report for 17 January 2026 to 15 February 2026

Q1 Which best describes you?



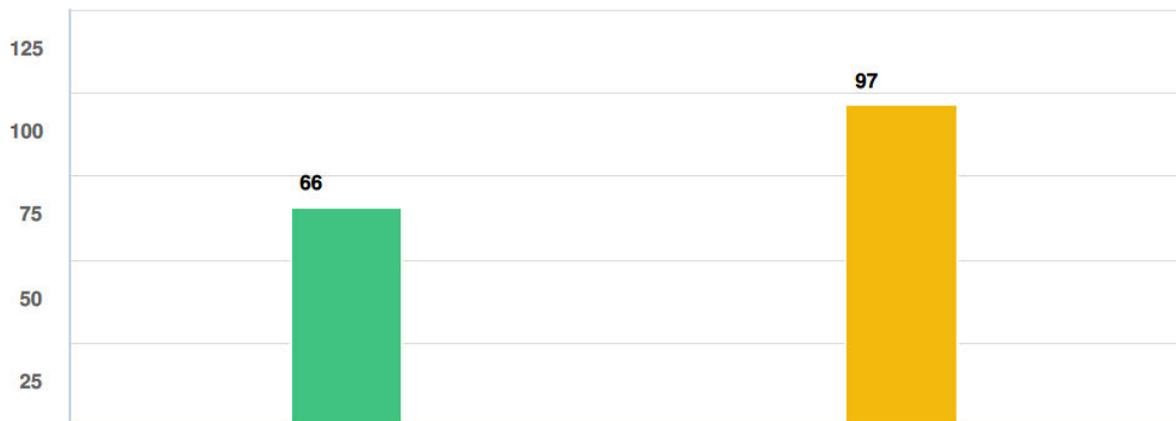
Question options

- visitor
- local resident
- business owner
- Other

Optional question (165 response(s), 0 skipped)

Question type: Checkbox Question

Q2 Before today, were you aware of the proposal to relocate the Visitor Information Centre to GYRACC?



Question options

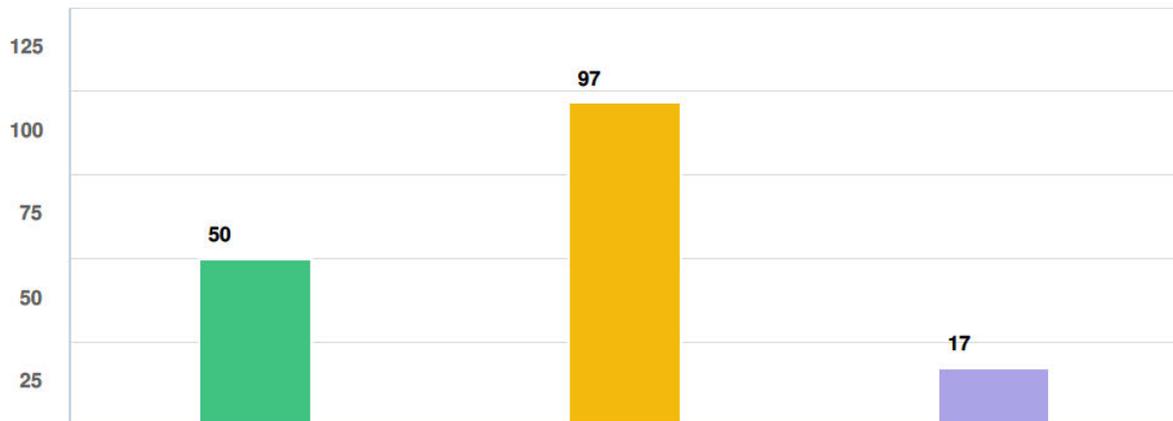
- Yes
- No

Optional question (163 response(s), 2 skipped)

Question type: Checkbox Question

Moving the Visitor Information Centre : Survey Report for 17 January 2026 to 15 February 2026

Q3 Do you think relocating the VIC to GYRACC would be beneficial for Katherine?



Question options

- Yes
- No
- Option 3

Optional question (161 response(s), 4 skipped)

Question type: Checkbox Question



14.5 WASTE MANAGEMENT FACILITY - OPERATIONAL HOURS TRIAL

Author: Brett Kimpton, Manager Environment and Municipal
Authoriser: Casey Anderson (Acting Chief Executive Officer)
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council approves a 3-month trial of changing the operating hours at the Katherine Waste Management Facility commencing March 2026.

- **Monday to Sunday:** 8:00am – 4:00pm
- **Public Holidays:** 8:00am – 4:00pm
- **Closed:** Good Friday

Purpose of Report

That council endorse a 3-month trial of change of operating hours at the Katherine Waste Management Facility commencing March 2026.

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.

1.1.3 Improve transparency around issues affecting the community.

1.1.4 Learn what the community wants to know through community engagement strategies.

7. ENVIRONMENTAL SUSTAINABILITY - 7.1 Waste Management - Implement waste management actions that benefit our community and environment.

7.1.4 Provide opportunities for the community to repurpose, recycle and reuse all types of resources, reducing our landfill waste.

7.1.6 Raise awareness to keep our town litter-free.

Municipal Plan

7.1.4.1 Encourage residents and businesses to reduce waste and separate waste streams

Background

Previous Operating Hours (prior to September 2022):

- **Monday to Friday:** 7:30am – 5:30pm
- **Saturday & Sunday:** 8:00am – 4:00pm
- **Public Holidays:** 8:00am – 4:00pm
- **Closed:** Good Friday and Christmas Day

On 27 September 2022, a report was presented to Council recommending a reduction in operating hours to support the anticipated opening of the Tip Shop on weekends. The proposed changes aimed to provide greater flexibility in staff rostering and align with the objectives of the *Waste Management Strategy 2021–2026*, particularly regarding the integration of the Tip Shop.

Revised Operating Hours (adopted post-September 2022):

- **Monday to Thursday:** 7:30am – 4:00pm
- **Friday:** 7:30am – 2:30pm
- **Saturday & Sunday:** 8:00am – 2:00pm
- **Public Holidays:** 8:00am – 2:00pm

- **Closed:** Good Friday and Christmas Day

Discussion

There is increasing interest in revisiting the facility's operating hours to better reflect the evolving needs of the community and commercial waste providers. Council staff propose implementing revised operating hours for a three-month trial period commencing in March 2026. Throughout the trial, Council operational staff will collect data and conduct surveys to assess service demand, changes in usage compared to current operating hours, and whether there is justification to permanently extend the facility's operating hours.

Consultation Process

Consultation has been undertaken with key stakeholders and Katherine Town Council (KTC) staff, particularly those operating the Weighbridge. As part of this consultation, adjustments to staff rostering will be required for the duration of the trial. Council will check in regularly with affected staff to monitor the arrangement and address any issues that arise. The proposed trial operating hours will need to be widely advertised through Council's website, social media platforms, and local print media to ensure the community is well informed.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

The change in rostering hours will require an increase to the 2025/2026 salaries and wages budget; however, this minor adjustment to support the trial will remain within the approved overall budget.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

It is anticipated that extending access to the facility may help reduce incidents of illegal dumping and provide more accessibility to the facility within the community.

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 FINANCE REPORT JANUARY 2026

Author: Rebecca Baguley, Chief Finance Officer
Authoriser: Casey Anderson (Acting Chief Executive Officer)
Report Type: For decision
Attachments: 1. Council Financial Report January 2026 V 2 [14.6.1 - 11 pages]

Officer Recommendation

That Council endorses the Finance Report for the month ending 31 January 2026.

Purpose of Report

This report is to present the financial position of Council for the year to date ending 31 January 2026.

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

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.

The Financial Report is compliant with Local Government (General) Regulations 2021 – Part 2 (Division 7) Clause 17, Items 1 and 2, whereby material variances between the most recent actual income and expenditure of the council have been identified in detail against the adopted Municipal Plan Annual Budget.

Accordingly, the commentary attached presents the preliminary financial position of the council at the end of January 2026 with the Chief Executive Officer (CEO) Certification.

Discussion

Council officers have been exploring different formats for the presentation of the finance report to improve the understanding of council's financials. All commentary is now included in the attachment.

The statutory reporting requirements are in accordance with the legislation.

FINANCE TEAM SERVICES – UPDATE

Reviews of Policies and Standard Operating Procedures are well underway to ensure streamlining of processes where possible.

Consultation Process

- Rates and Regulatory Affairs Co-Ordinator
- Financial Accountant
- Financial Consultant – CFO Business Associates

Policy Implications

There are no policy implications resulting from the decision.



Budget and Resource Implications

Budget v Actual is reviewed every month.

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:	31/01/2026

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.

A/CEO Signed



Date Signed

18/02/2026

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 \$	Notes	
OPERATING INCOME						
Rates*	10,096,925	9,544,633	552,292	10,079,188	* Rates Revenue is what is billed	
Waste Charges**	1,613,952	1,419,814	194,138	1,666,687	** Waste Revenue is what is billed	
Fees and Charges	1,362,968	1,463,267	(100,299)	2,505,490	Includes User Charges, Rental and Waste Transfer Charges	
Operating Grants and Subsidies	932,171	1,845,446	(913,275)	2,259,019	Grants, Visitor Info Centre, Library	
Interest / Investment Income	631,407	372,170	259,237	500,000		
Commercial and Other Income	131,195	199,721	(68,526)	331,910	Fuel Tax Credits, Recoveries	
TOTAL OPERATING INCOME	14,768,618	14,845,051	(76,433)	17,342,294		
OPERATING EXPENDITURE						
Employee Expenses	2,794,897	3,487,245	(692,348)	5,884,146	Contracts, Admin, Grants, Commissions, Professional fees	
Materials and Contracts	3,828,193	4,866,836	(1,038,643)	8,696,845		
Elected Member Allowances	125,035	160,720	(35,685)	275,520		
Elected Member Expenses	18,726	45,275	(26,549)	54,998		
Council Committee & LA Allowances	880	7,640	(6,760)	14,000		
Council Committee & LA Expenses	235	3,333	(3,098)	5,000		
Depreciation, Amortisation and Impairment	3,020,200	1,843,339	1,176,861	6,178,242		
Other Expenses	(109,255)	-	109,255	-		Loss on Disposal of Assets
Interest Expenses (Finance Costs)	23,630	16,943	(6,687)	36,051		
Gain/Loss on Remeasurement of Landfill	-	-	-	637,509		
*TOTAL OPERATING EXPENDITURE	9,702,541	10,431,331	(523,654)	21,782,311		
OPERATING SURPLUS /(DEFICIT)	5,066,077	4,413,720	(600,087)	(4,440,017)		

EXPLANATORY NOTES TO TABLE 1.1 - Review of Monthly Income and Expenditure

The total year-to-date (YTD) Operating income is down on projected budget forecast for January.

Even though Rates Income is above target with a positive variance of \$552,292 against budget, Council total revenue is down on Budget for January due to the following factors;-

- Waste Transfer User Charges are down \$122k on forecast;
- Statutory Charges - Vehicle parking fines and Penalties are down by \$32,5480
- Operating Grants Revenue – Grants variance is due to the timing of FAG’s grant payment made by Commonwealth in June each year.
- VIC Income – Retail sales are down by 50% impacted by Wet Season and Tourism Operators in low season.
- VIC Income – Commissions earned are tracking against Budget and cashflow forecast based on wet season.
- Investigation underway to rectify timing of investment revenue accruals not aligned to end of month receipting with At Call investment interest paid first two days of the month.

Year to date Operating Expenditure is 14.78% below budget for month of January

- Employee Expenses are 19.85% down on forecast due to position vacancies in Departments. Recruitment underway to fill positions . Expenditure on Salaries and Wages align with Budget in coming months
The Reforecast of Employment expenses was undertaken during the 1st Budget review, with the revised estimate reduced by \$190k on the original approved Municipal Budget.
- Materials and Contracts expenditure constitutes the largest variance in expenditure with a variance of (\$1,038,643) against YTD Budget forecast. This is attributed to contract payments rescheduled to be paid in February.
- Depreciation - Represents the largest Budget increase in the P&L. This is due to Assets capitalised once they are in use. Aquatic Centre Upgrade, Outhouse, Nature Play Park, Roads and pathways all contribute to the increased depreciation expense of \$1.3M.

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / (DEFICIT)	5,066,077	4,413,720	(600,087)	(4,440,017)
Remove NON-CASH ITEMS				
Less Non-Cash Income	(48,019)	-	48,019	48,019
Add Back Non-Cash Expenses	2,980,985	1,843,339	(1,137,646)	6,815,751
TOTAL NON-CASH ITEMS	2,932,966	1,843,339	(1,089,627)	6,863,770
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	6,329,121	6,362,343	33,222	13,418,305
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	6,329,121	6,362,343	33,222	13,418,305
Add ADDITIONAL INFLOWS				
Capital Grants Income	3,161,530	4,435,029	1,273,499	6,853,004
Prior Year Carry Forward Tied Funding*	186,580	-	(186,580)	186,580
Other Inflow of Funds	70,040	36,089	(33,951)	72,178
Application of Retained Earnings	-	-	-	-
Transfers from Reserves - Civic Centre	1,000,000	-	(1,000,000)	-
Transfers from Reserves - Aquatic Centre	1,933,975	-	-	1,933,738
Drawdown of Borrowings	1,500,000	1,500,000	-	2,000,000
*TOTAL ADDITIONAL INFLOWS	7,852,125	5,971,118	52,968	11,045,500
NET BUDGETED OPERATING SURPLUS / DEFICIT	9,522,047	5,865,834	(1,669,967)	2,929

*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 \$
Buildings and Other Structures	15,739	170,000	(154,261)	10,045,684
Facilities & Improvements	6,158,365	5,286,750	871,615	300,000
Plant & Equipment	9,045	15,000	(5,955)	300,000
Furniture, Fittings & Equipment	-	62,500	(62,500)	150,000
Fleet	-	80,197	(80,197)	240,592
Infrastructure Paths & Cycleways	-	140,395	(140,395)	-
Infrastructure Roads	26,186	120,000	(93,814)	2,132,029
Infrastructure Storm water & Drainage	24,499	30,000	(5,501)	100,000
Infrastructure - Street Lighting			-	150,000
TOTAL CAPITAL EXPENDITURE	6,233,836	5,904,843	328,993	13,418,305
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	881,711	81,823.52	963,534	2,372,805
Capital Grants	3,348,110	4,435,029	(1,086,919)	6,853,004
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	1,933,975	-	1,933,975	1,933,738
Borrowings	-	1,500,000	(1,500,000)	2,000,000
Sale of Assets (Including Trade-In)	70,040	36,089	33,951	72,178
Deferred Capital Grants (carried forward)	-	15,548	(15,548)	186,580.00
TOTAL CAPITAL EXPENDITURE FUNDING	6,233,836	5,904,843	328,993	13,418,305

The unused balance of Civic Centre Loan is considered "Tied".

Capital Grant Income Received as at 31 January 2026

	Actual	Budget	Variance	Full Year Budget
910 - Capital Grant Income	3,348,110	4,435,029	1,273,499	6,853,004
81100 - NT Capital Equipment Grants	0	0	0	0
81400 - Commonwealth Capital Equipment Grants	0	0	0	0
81700 - Other Capital Equipment Grants	0	0	0	0
85200 - Commonwealth Capital Grants - R2R	183,501	635,029	451,528	635,029
85300 - Commonwealth Capital Road Grants - Other	182,059	0	(182,059)	756,000
85900 - Commonwealth Infrastructure Grants - Other	2,751,981	3,800,000	1,048,019	3,800,000
86100 - NT Grants Capital Funding - Roads & Bridges	0	0	0	0
87100 - NT Grants Infrastructure Projects	43,989	0	(43,989)	0
920 - Prior Year Carry forward Tied Funding	186,580	0	(186,580)	0
45900 - Commonwealth Grants - Carried Forward from Prior Period (Non Cash)	24,580	0	(24,580)	0
46590 - NT Grants - Carried Forward from Prior Period (Non Cash) (Changing Places Aquatic Centre)	162,000	0	(162,000)	0

Table 2.2. Report on Planned Major Capital Works

Class of Assets	By Major Capital Project	Total Prior Year(s) Expenditure \$	YTD Actual Spend \$	Total Planned Budget \$ Life of Project	Total Yet to Spend \$	Revised Project Completion Date
Buildings & Other Structures	Aquatic Centre Redevelopment	6,548,019.40	5,716,847.02	12,329,679	64,813	Mar-26
Buildings & Other Structures	Changing Places Aquatic centre	-	162,000.00	162,000	-	Mar-26
Buildings & Other Structures	Civic Centre Upgrade	-	-	5,000,000	5,000,000	Dec-26
Buildings & Other Structures	Lindsay St Amenities upgrade LRCI	248,508.60	3,081.90	324,000	-	complete
Buildings & Other Structures	Waste facility shed raise tipshop	-	344,573.54	350,000	5,426	complete
Improvements	x4 nature playgrounds	78,961.84	12,657.50	200,000	108,381	Dec-26
Improvements	Irrigation Upgrades: priority for Railway Terrace, Glencoe Park, Fuller Park	-	6,210.00	300,000	293,790	Jun-26
Improvements	Dog Pound		71,253.31	350,000		Complete
Improvements	Katherine Museum Visitor Experience Enhancement		19,481.25			Jun-26
Drains and Stormwater	Drains & Stormwater		24,499.28			
Infrastructure - Roads	First Street Improvement LRCI P4	329,854.06	10,136.36		- 339,990	Jun-26
Infrastructure - Roads	Local Road & Pavements: Sheppard, Needam, Zimmin & Giles	-	-	635,029	635,029	Jun-26
Infrastructure - Roads	Rural Intersection Upgrades: Helena/ Florina, Hendry/ Florina, Collins/Byers, Collins/Cragborn	-	-	400,000	400,000	Jun-26
Infrastructure- Outdoor Lighting	Street Light Audit	-	-	150,000	22,000	Jun-26
TOTAL		7,205,343.90	6,386,790.16	20,200,707.96	6,205,498.24	

NOTE: Council has adopted by ARMC resolution a definition for capital works consistent with the NT Government guidelines a minimum threshold for major capital works of \$150,000

Table 3. Monthly Balance Sheet Report as at 31 January 2026

BALANCE SHEET	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		
Tied Funds	19,151,761	(1)
Untied Funds	8,539,362	(1)
Trade Debtors	253,577	(2)
Rates & Charges Debtors	4,815,012	(2)
Other Current Assets	843,315	
TOTAL CURRENT ASSETS	33,603,027	
Non-Current Financial Assets	-	
Property, Plant and Equipment	132,893,251	
TOTAL NON-CURRENT ASSETS	132,893,251	
TOTAL ASSETS	166,496,278	
LIABILITIES		
Accounts Payable	411,041	(3)
ATO & Payroll Liabilities	(136,127)	(4)
Current Provisions	608,956	
Accruals	132,817	
Other Current Liabilities	328,042	
TOTAL CURRENT LIABILITIES	1,344,729	
Borrowings	1,500,000	
Non-Current Employee Provisions	33,160	
Waste Management Make Good Provision	20,391,239	
TOTAL NON-CURRENT LIABILITIES	21,924,399	
TOTAL LIABILITIES	23,269,128	
NET ASSETS	143,227,150	
EQUITY		
Asset Revaluation Reserve	104,883,037	
Reserves	9,121,899	(1)
Accumulated Surplus	29,222,211	
TOTAL EQUITY	143,227,147	

Note 1. Tied Funds

11210 · Imprest Petty Cash		1,127.68
11220 · Employee Liabilities (Provisions)		642,118.00
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		7,731,354.00
11250 · Unspent Loan funds for Civic Centre		1,500,000.00
11251 · Unspent Capital Grants		-
11260 · Deposits Held		155,262.00
		19,151,760.72
Untied Funds - Cash and Cash Equivalents less Tied Funds		8,539,361.96

Table 3. Monthly Balance Sheet Report and Notes 2 & 3. Statement on Debts Owed to Council (Accounts Receivable) and Statement of Debts owed by Council (Accounts payable)

a) Aged Payables- Trade Creditors

A total of \$411,041 to be paid at 31 January.

Current Payables \$190,117 and 30+ Days \$219,924.

With \$43,044 applicable to retention funds held.

b) Aged Receivables – Trade Debtors

A total of \$5,031,393 is owed to Council at 31 January, 2026.

Indicates 94% of debtors relates to Rates Debtors.

Follow-up actions continue through the issuance of monthly statements and follow-up direct calls.

c) Rates Revenue – As at 31 January 2026 Council’s Outstanding Rates receivable balance of

\$4,768,077.36 is comprised of the following:

2025/2026 Rates Levy	\$3,312,985
2024/2025 & Prior year’s Rates Levy	\$1,455,093
Accrued Interest Penalties	\$ 84,815

166 ratepayers are in credit, representing \$192,687.59 in additional revenue received in advance.

Note 1. Details of Cash and Investments Held

<i>Cash at Bank consists of Term Deposites of \$22.8M with maturities as detailed below, with the remaining \$4.2M</i>	
GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement as at 31 Jan 2026	27,691,122.68
Credit card balances	- 5,511.00
Balance of Imprest and Petty Cash	1,127.68
Plus net outstanding deposits/(withdrawals)	
Adjusted cash at bank balance, 31 Jan 2026	27,686,739.36

INVESTMENTS						
INSTITUTION	PRINCIPAL \$	INTEREST RATE	EFFECTIVE DATE	MATURITY DATE	INTEREST	%
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	1,649,483	4.00%	14-Nov-25	14-May-26	32,899.28	
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	27.9%
BOQ	524,117	4.00%	6-Nov-25	6-Nov-26	20,964.70	
BOQ	523,773	4.10%	8-Oct-25	8-Apr-26	10,707.93	4.6%
CBA	2,730,592	4.01%	26-May-25	26-May-26	109,496.74	
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	16.7%
NAB	3,669,750	4.05%	11-Nov-25	11-Nov-26	148,624.88	
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	1,097,684	3.95%	4-Sep-25	4-Sep-26	43,358.51	
NAB	2,095,000	4.00%	14-Oct-25	14-Oct-26	83,800.00	50.7%
AMP (oncall)	566,466.00	variable	on call 30 days		5,850.00	
CBA	2,142,725.00	Variable	on call 30 days		25,675.00	
Total Investments					891,704.65	100%
Total Funds						

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	3,312,985		-	-	1,455,092.66	4,768,077
Trade Debtors	164,008	21,810	11,134	11,135	55,229	263,316
TOTAL	3,476,992	21,810	11,134	11,135	1,510,322.08	5,031,393

Note 3. Statement on Trade Creditors

<i>(Council can select timing of the age of creditors)</i>	Current	Past Due 1 – 30 Days	Past Due 31 – 60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Trade Creditors*	188,831	219,924		1,000	0	409,754
Other Creditors	1,286		-	-	-	1,286
Total Accounts Payable	190,117	219,924	0	1,000	-	411,041

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 monthly 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 - GST	107,801
**Superannuation Payble Liability at 31 Dec 25	1,123
**Prepaid Fringe Benefits Tax	18,398

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

Note 5. Current Ratio

	%
Current Ratio (current assets/current liabilities)	24.99
Current Ratio adjusted for Tied Funds	10.75

Table 4. Member and CEO Council Credit Card Transactions for the Month

Where a council credit card has been issued to an Elected Member and/or the CEO, a list per cardholder of all credit card transactions in the month is to be published including the name of the supplier, the amount for each transaction and the reason for the transaction.

Cardholder Name: Casey Anderson

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
8-Jan	446.78	XPNA Pty LTD	Financial Subscription
8-Jan	\$486.00	THE GRANTS HUB COOLUM BEACHQLD	Annual Subscription for Grants hub directory
9-Jan	\$814.80	Woolworths Online Bella Vista	School holiday Pool Party food Supplies
9-Jan	\$7.00	NT BUILDING FILES DARWIN NT	Fee for Building record access
9-Jan	\$291.65	XERO AU INV-49321667 HAWTHORN VIC	Financial Subscription
12-Jan	\$83.60	WOOLWORTHS 5636 KATHERINE NT	Rental property Supplies
12-Jan	\$286.50	STARLINK INTERNET Sydney AUS	CEO House and WMF Internet
14-Jan	\$77.40	WOOLWORTHS 5636 KATHERINE NT	Rental property Supplies
14-Jan	\$200.00	KMART 3307 KATHERINE 08	Rental property Supplies
14-Jan	\$20.00	NEWS PTY LIMITED SURRY HILLS NSW	Subscription
15-Jan	\$830.10	Woolworths Online Bella Vista	School holiday Pool Party food Supplies
15-Jan	\$253.00	FIRE & FORK BY BASUP Katherine NT	Council meeting catering
21-Jan	\$10.00	XRO: XERO CUSTOM CONNE MELBOURNE VIC	Financial Subscription
22-Jan	\$276.05	Woolworths Online Bella Vista	General Office amenities
23-Jan	\$12.00	NEWS PTY LIMITED SURRY HILLS NSW	Subscription
27-Jan	\$191.55	Woolworths Online Bella Vista	Australia day event food Supplies
27-Jan	771.88	Adobe Sydney AUS	Subscription
27-Jan	288.06	EZI*Happy HR Pty Ltd Essendon WesAUS	Subscription
Total	5346.37		

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
2-Jan	\$90.19	Intuit Mailchimp Sydney AUS	Subscription
15-Jan	\$0.75	Bank Fees & Charges	ChatGPT Exchange rate fee
15-Jan	\$29.98	Openai *ChatGPT	ChatGPT fee
Total	\$120.92		



14.7 CENTENARY PROGRAM UPDATE

Author: Jo Brosnan, Manager Strategic Communications and Engagement
Authoriser: Casey Anderson (Acting Chief Executive Officer)
Report Type: For noting
Attachments: 1. Centenary Calendar Draft 19 Feb 26 [14.7.1 - 4 pages]

Officer Recommendation

That the Council notes the 2026 Centenary of Katherine Calendar of Events

Purpose of Report

To provide information to elected members about the 2026 Centenary of Katherine Calendar of Events.

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.

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

2. COMMUNITY AND FAMILIES - 2.3 Celebrate Diversity - Celebrate diversity in our community and recognise their needs and interests.

2.3.2 Welcome and connect the Defence community with the Katherine community.

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.

Municipal Plan

2.2.3.1 Provide an up-to-date calendar of free and accessible community events that cater for our diverse community

2.3.3.1 Partner with Defence on key issues connecting the Katherine Community and RAAF Tindal

3.1.1.1 Deliver a complete program of commemorative events as agreed in partnership with identified stakeholders

3.1.1.2 Implement overarching centenary theme into 2026 events

Background

2026 marks the centenary of Katherine being gazetted as a town and the completion of the Old Railway Bridge (1 July 1926).

Council established a Centenary Working Group to support planning and coordination of community celebrations. As part of this process, Council also delivered a Centenary Community Grants Program to support local organisations to develop and deliver commemorative events.

The attached calendar consolidates events that:

- have been confirmed through the Centenary Working Group and Council's Events team; and
- include activities funded through Council's Centenary Community Grants Program.

Council is responsible for coordinating the Centenary Carnival 1926–2026, which will run from Friday 26 June to Sunday 5 July 2026.



Discussion

The confirmed program features a range of community-led activities celebrating Katherine's history, community identity, and cultural diversity.

The central focus of the program is the Centenary Carnival 1926–2026, which will run from Friday 26 June to Sunday 5 July 2026. The Carnival period incorporates multiple events, including:

- Centenary Launch: Drinks at Sunset (formal opening) to be delivered with KCPA
- Centenary Sports Carnival
- Nitmiluk Family Fun Day to be delivered by Parks and Wildlife.
- Official Centenary Day – Territory Day celebrations (1 July)
- Community and cultural events at the Katherine Museum
- Street Parade, Railway Fair and NAIDOC activities, to be delivered with the National Trust

Additional events outside the Carnival period include:

- Bush Picnic and heritage activities
- Kalano Family Fun Day
- Katherine Centenary Film Celebration
- Freedom of Entry Parade (August 2026) to be delivered by the RAAF in partnership with Council

Council's role in the Centenary program includes:

- providing funding through the Centenary Community Grants Program;
- coordinating major Council-delivered events where applicable, such as the sports day, street parade and Territory Day celebrations.
- supporting event organisers through planning and liaison;
- promoting the Centenary program as a coordinated community celebration; and
- facilitating partnerships between community organisations, government agencies and stakeholders.
- Designing and creating a suite of merchandise to recognise the centenary

A full schedule of confirmed events is provided in the attached calendar.

Consultation Process

The Calendar of Events has been developed in consultation with the Centenary of Katherine Working Group

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.

CENTENARY EVENTS PROGRAM – 13/2/2026

Event Name	Organisers	Date and Time	Location
Bush Picnic	Katherine Senior Citizens Association	3/06/2026	Katherine Museum
Pioneer Through the Ages	Katherine Senior Citizens Association	24/06/2026	Katherine Museum
Centenary Launch: Drinks at Sunset	KCPA + Associates	26/06/2025 time TBC	Old Railway Bridge
Centenary Sports Carnival	Centenary of Katherine Program	27/06/2026	Sports Ground
Nitmiluk Family Fun Day	Parks and Wildlife	28/6/2026	Ileiyin, Edith Falls
Territory Day and Official Gazettal Date	KTC	1/07/2026	Katherine Showgrounds
Teddy Bears Picnic	KCPA + Associates	4/07/2026	Katherine Museum
Railway Fair / Street Parade / NAIDOC event	National Trust	4/07/2026	
Kalano Family Fun Day	Kalano	8/07/2026	Kalano
Freedom of Entry	KTC and RAAF	28/08/2026	
Katherine Centenary Film Celebration	Katherine Film Association	20/8/2026	Katherine Cinema3

CENTENARY EVENTS PROGRAM – 13/2/2026

Katherine Centenary Carnival: 1926 – 2026

Date: **Friday, 26 June 2026 – Sunday, 5 July 2026**

Purpose: To celebrate the 100th anniversary of Katherine being gazetted as a town and the completion of the Old Railway Bridge. (Centenary Date: 1 July 1926 – 2026)

Program

Event: **Centenary Launch: Drinks at Sunset**

Date and time: 5pm, Friday, 26 June 2026

Location: Old Railway Bridge

Organisers: Katherine Community Projects Association

Funding:

Description:

An evening to celebrate the history of the Railway Bridge construction. Event will be ticketed in order to be licensed.

Formal opening of the Centenary celebrations.

Unveil new historical signage.

Drinks and formal speech by the Mayor.

Entertainment?

More details to be confirmed.

Purpose:

To open a week of celebrations as the townships nears towards 100 years of gazettal.

Event: **Centenary Business Showcase**

Date and time: all day, 26 June 2026

Location: Katherine Central & Local Businesses

Organisers:

Funding:

Description:

Encourage and launch businesses to dress shops with old photos and stories about their history, original owners, and building history.

Purpose:

Event: **Centenary Sports Carnival**

Date and time: 10am – 9pm, Saturday, 27 June 2026

Location: Katherine Sportsground

Organisers: Katherine Town Council

Funding: Estimated costs – up to \$20,000

KTC Funds -

NT major events grants

School holiday grant

CENTENARY EVENTS PROGRAM – 13/2/2026

Description:

A morning which includes a sports expo and demos of different sporting groups within Katherine and what it is known for

An afternoon sports tournament between local community groups, businesses, or organisations.

An evening with a DJ, prizes and entertainment, skate park competition, blue light disco at YMCA.

- Demos and stalls from sports clubs around old memorabilia
- Celebrity / well known coach or athlete to take a workshop
- Time Capsule – created and unearthed (tbc if one in sportsground)
- Possible for street parade to include this part of the day (TBC)
- Face-painting, hair braiding, crafts to cheer for team
- Food vendors, community markets

Great Tug of War competition

Purpose:

To celebrate all the sporting prowess and achievements of Katherine over the past 100 years. Bring community together to celebrate a shared passion and showcase all the sports the community is proud of.

Event: **Centenary Nitmiluk Family Fun Day**

Date and time: 10am – 3pm, Sunday, 28 June 2026

Location: leliyn (Edith Falls)

Organisers: Parks and Wildlife / Jawoyn

Funding:

Description:

Family fun day at Leilyn.

Purpose:

Event: **OFFICIAL CENTENARY DAY: Territory Day Celebration**

Date and time: 5pm – 9pm, Wednesday 1 July 2026

Location: Katherine Sportsground

Organisers: Katherine Town Council

Funding: Estimated costs – up to \$150,000

- KTC Funds
- NT major events grants
- CBF grant

Description:

Official day marking the gazetting of the Town of Katherine.

Bar run by Show Society.

Food stalls

market stalls

buskers

CENTENARY EVENTS PROGRAM – 13/2/2026

Face painters,
show rides.

Live music on stage – Exploring national headliner to play – costs from \$80,000

Create static art installations with the museum assets – CBF funds

Possible static art displays from historical society, show society, car society, and Jawoyn / Nitmiluk rangers or tourism operators.

Number plate auction

Fireworks display

Purpose:

Katherine's official 100th birthday celebrations to include entertainment, fireworks, street vendors, rides, food stalls and more.

Event: **Centenary Teddy Bears Picnic**

Date and time: 10:00 AM – 2:00 PM, Saturday, 4 July 2026.

Location: Katherine Museum

Organisers:

Funding:

Description:

Teddy Bears Picnic theme. Market and food stalls. Final Show and Shine Cars display.

Purpose:

Event: **Railway Fair / Street Parade / NAIDOC event**

Date and time: Sunday, 5 July 2026

Location: Railway Tce – up to \$20,000

Organisers: National Trust – NAIDOC Committee –

Funding: Railway Fair funded through KTC Centenary Grant –

Estimated costs of street parade / festival – up to \$90,000

Description:

Purpose:

Event: **Freedom of Entry**

Date and time: Saturday 28 August 2026

Location: Railway Tce / Stuart Hwy TBC

Organisers: RAAF / KTC

Funding: Estimated costs – up to \$20,000

Description:

The Freedom of Entry parade is the highest honour a council can bestow on a military unit, symbolizing trust between the defence force and the community.

In Katherine, this tradition has been exercised by RAAF with parades featuring formal marches, weapons, and ceremonies.

Purpose:

The last Freedom of Entry was held in September 2018

14.8 COMMUNITY RELATIONS REPORT FOR THE MONTH OF JANUARY 2026

Author: Rhett English, Manager Community Relations
Authoriser: Casey Anderson (Acting Chief Executive Officer)
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receive and note the Community Relations Department report for the month of January 2026.

Purpose of Report

To provide an overview of the Community Relations Department activities for the month of January 2026.

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.

1.1.4 Learn what the community wants to know through community engagement strategies.

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

1.3.2 Improve consistency of our communications and engagement in alignment with our strategy.

1. STRONG LEADERSHIP - 1.4 Enhance Customer Experiences - Deliver positive customer experiences for visitors and residents.

1.4.1 Continually improve services and our tourism offerings.

1.4.3 Enhance customer experiences at our Visitor Information Centre.

Municipal Plan

1.1.3.2 Encourage and educate the community about the services that are provided by Council

1.4.1.1 Partner with Tourism Top End (TTE) and the Top End Visitor Information Centre

1.4.1.4 Active participation and completion of agreed actions as part of the Big Rivers Region Destination Management Plan implementation team

3.2.4.1 Active participation and completion of agreed actions as part of the Big Rivers Region Destination Management Plan Implementation Team

3.4.6.2 Undertake library operations as per the funding agreement

3.4.6.4 Increase community participation

3.4.6.5 Partner with local organisations to enhance library services and programs

3.4.6.6 Provide access to public computers and free public Wi-Fi

3.4.6.7 Deliver library programs and events for our community

Background

The Community Relations Department is responsible for the provision of customer service and the delivery of public library service, and visitor services to the Katherine community.

Discussion

The January 2026 reports for both the Visitor Information Centre and Katherine Public Library demonstrate consistent levels of community and visitor engagement during the wet season, with the data highlighting changes in how services are being accessed when compared to January 2025. While January traditionally reflects reduced tourism activity, both facilities continued to function as important, accessible service hubs for residents and visitors throughout the month.

Across both services, the data shows a continued shift toward the use of Council facilities for information, support, structured programs, and safe indoor spaces, in addition to transactional services such as lending, bookings, and retail sales. Library program delivery in January 2026, including regular activities such as Toddler Rhyme, contributed to steady patron visitation and reinforced the library's role in supporting early literacy, routine community connection, and family participation during the wet season.

The year-on-year comparison between January 2025 and January 2026 provides valuable insight into evolving patterns of use, supporting future service planning, program delivery, staffing considerations, and operational decision-making.

LIBRARY SERVICES

The Katherine Public Library recorded strong and consistent community usage in January 2026, reinforcing its role as a key wet-season community hub.

In January 2026, the library recorded:

- 1513 patron visits
- 205 hours of public computer use
- 5.5 hours of conference room use
- 657 lending transactions
- 100 soft loan circulation (books read in the library)
- 8 extra community programs delivered, a total of 78 attendees
- 12 new memberships

When compared with January 2025, overall visitation levels remained broadly consistent, with a noticeable shift in how the space is being used rather than a decline in engagement. While traditional borrowing activity continues to fluctuate year-on-year, demand for public computers, indoor study and reading space, and informal community use remains strong.

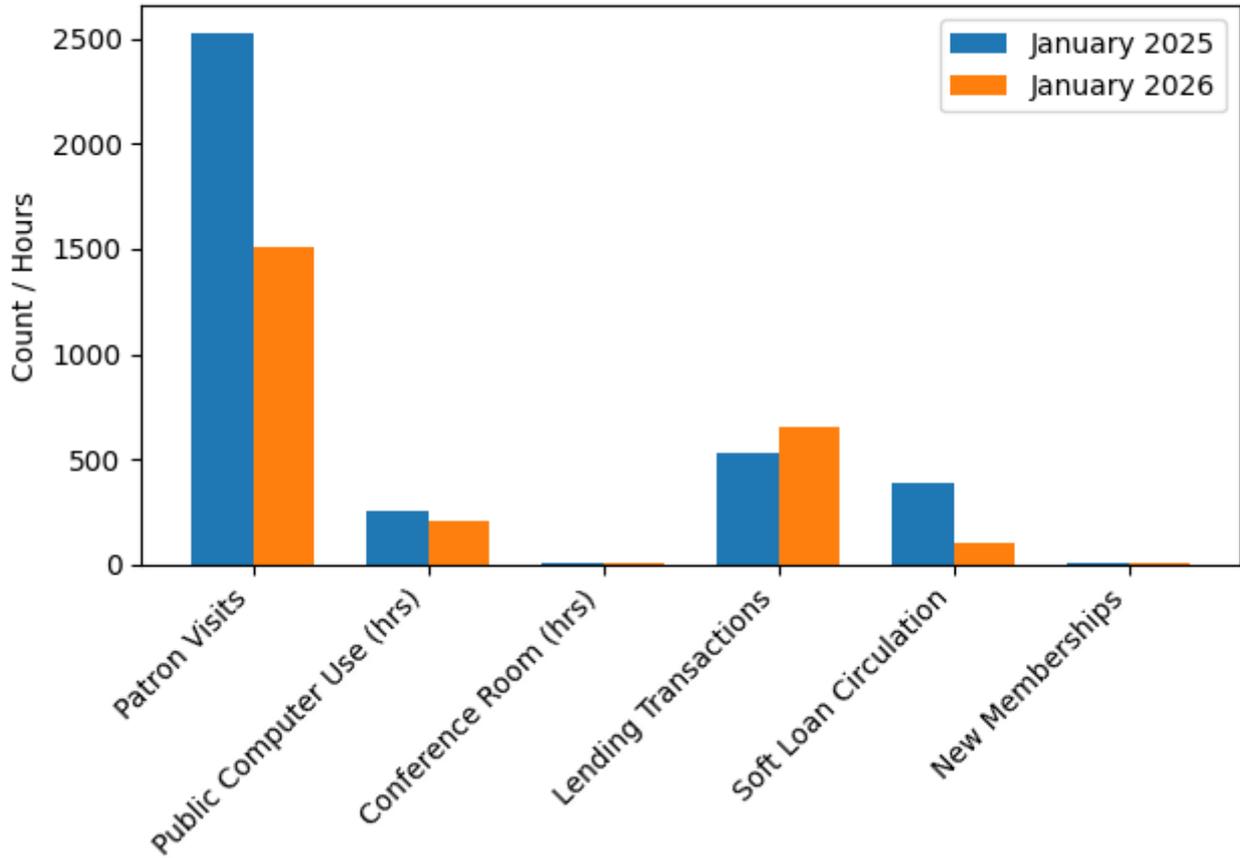
This reflects an ongoing trend observed across the 2025–26 reporting period, where patrons increasingly utilise the library for:

- access to digital services,
- climate-controlled indoor space during wet season conditions, and
- general community connection rather than borrowing alone.



The year-on-year comparison supports Council’s strategic focus on the library as a multi-purpose, inclusive community facility, rather than a service defined solely by lending metrics.

Library Services Comparison: January 2025 vs January 2026



VISITOR INFORMATION SERVICES

Visitor Information Centre activity in January 2026 reflects typical wet-season conditions, with reduced tour operations and lower booking volumes compared to peak dry-season months.

When compared with January 2025, overall visitor engagement remained steady, with a shift in service mix rather than a material decline in demand. In January 2026:

- visitor enquiries and regional information requests formed a higher proportion of activity,
- tour bookings and commissions were reduced due to seasonal operator closures, and
- retail sales continued to provide a consistent revenue stream.

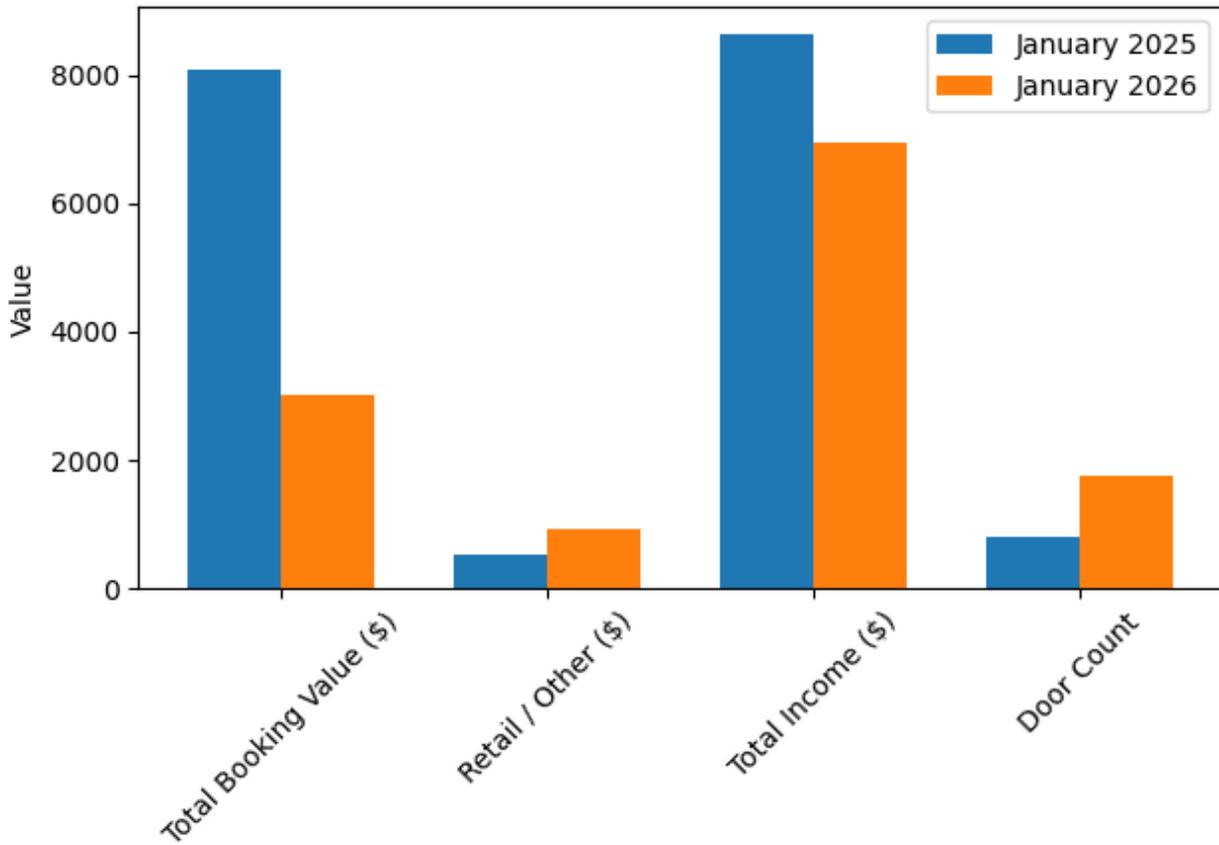
This pattern mirrors January 2025 trends and reinforces the Centre's role during the wet season as:

- a regional information hub,
- a first point of contact for visitors passing through Katherine, and
- a service centre supporting both visitors and residents when tourism activity is subdued.

The comparative data assists Council in seasonal workforce planning, retail stock decisions, and service delivery design, ensuring the VIC remains responsive year-round.



Katherine VIC Performance Comparison: January 2025 vs January 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.



14.9 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF JANUARY 2026

Author: Casey Anderson, Acting Chief Executive Officer
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receives and notes the Corporate Administration Report for the month of January 2026.

Purpose of Report

To provide Council with the Corporate Administration Report for the month of January 2026.

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.

1.1.3 Improve transparency around issues affecting the community.

Municipal Plan

1.1.2.2 Ensure compliance with local government legislation

1.1.3.2 Encourage and Educate the Community about the Services that is provided by Council

1.3.3.2 Snap Send Solve

Background

The Corporate Administration monthly report provides an overview of customer service requests and service delivery demands for the month of January.

Discussion

Service Request Summary – January 2026

In January 2026, Council received 142 service requests across all channels.

- 102 requests were resolved
- 35 remain in progress
- 5 are overdue

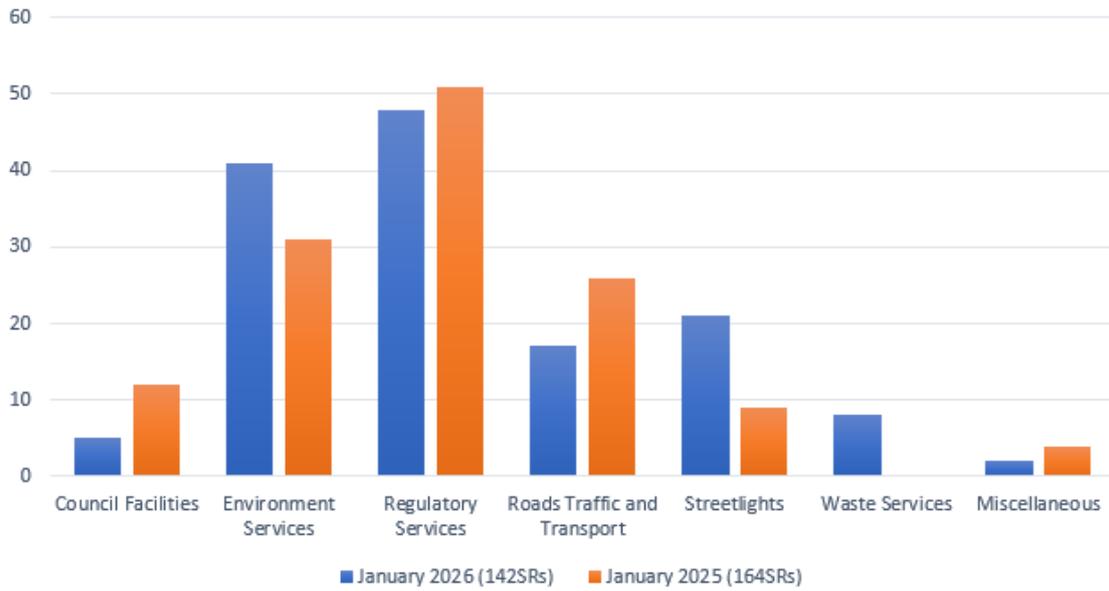
Additionally, 65 Snap Send Solve (SSS) reports were submitted, mostly relating to streetlight outages, trees, and overgrown vegetation.

Key Insights

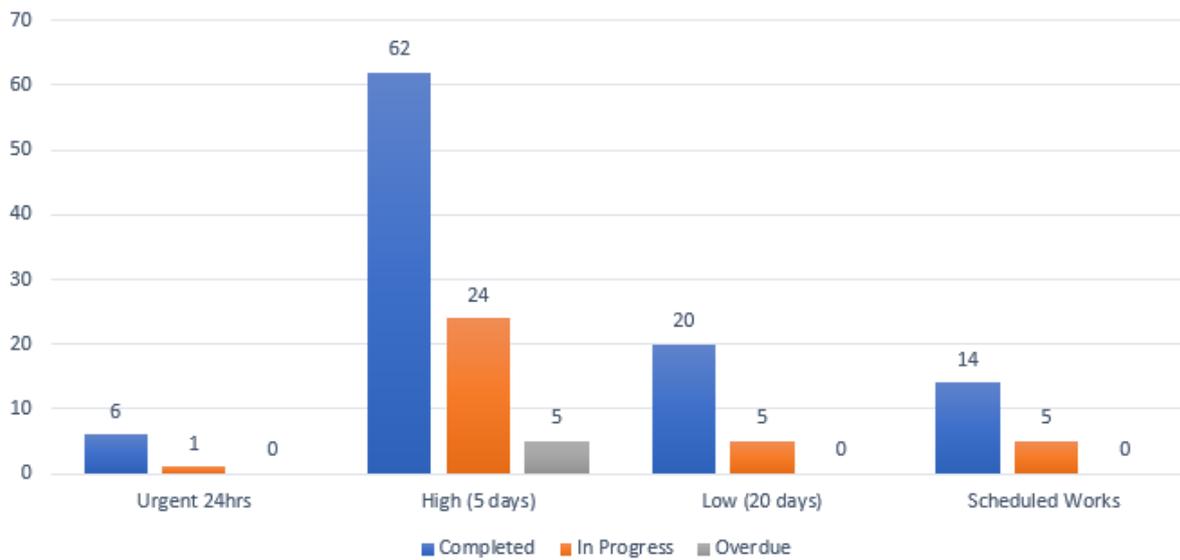
- Resolution Rate: 54% resolved; 11% overdue, focus needed on backlog reduction.
- Channel Usage: SSS remains a major reporting tool; top issues were streetlight outages, fallen/hanging trees, overgrown vegetation, and abandoned vehicles.
- Tree-Related Spike: High volume of tree requests due to the New Year's Day storm event.



INCIDENT TYPES COMPARISON JANUARY

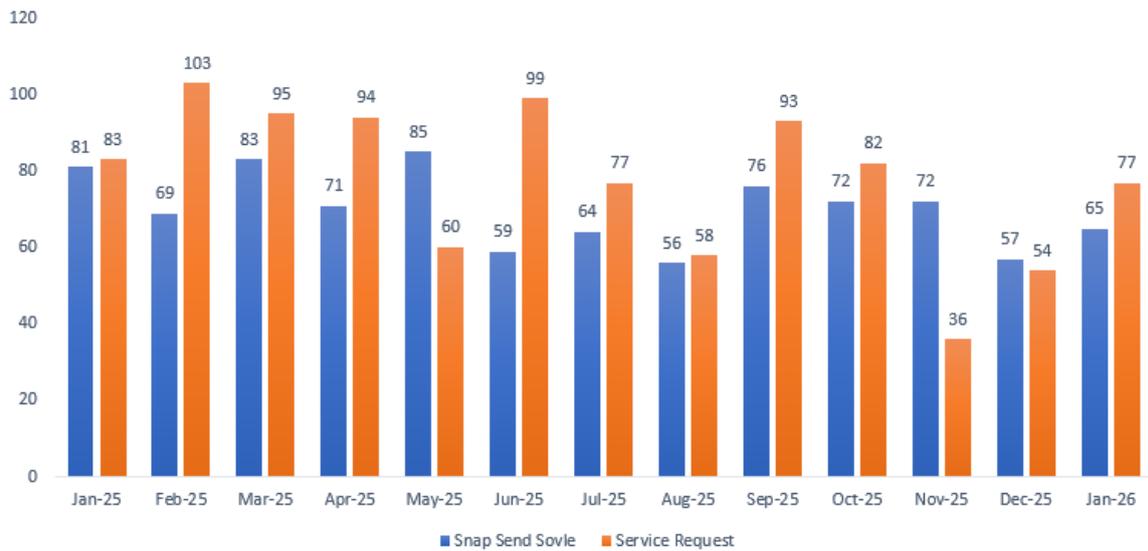


142 SERVICE REQUESTS - TRIAGING RESULTS - JANUARY





SNAP SEND SOLVE & SERVICE REQUESTS



Breakdown by Service Area

1. Regulatory – 48 Requests

Request Types:

- 11 abandoned vehicle reports
- 4 animal attack or menacing behaviour reports
- 13 lost or found animals
- 2 animal cruelty concerns
- 12 dogs at large
- 1 illegal parking report
- 2 reports relating to other animal issues
- 3 regulatory enforcement requests for overgrown properties

Insight: Animal-related matters make up the majority of Regulatory requests, indicating a continued need for community education around pet management and responsible ownership.

2. Environment – 41 Requests

Request Types:

- 3 sprinkler maintenance
- 2 verge maintenance
- 2 weed spraying
- 29 fallen branches / overgrown vegetation
- 1 sinkhole
- 3 blocked drains, 1 burst pipe

Insight: Tree clean up and removal/vegetation-related issues dominated, driven by storm impacts.

3. Streetlights – 21 Requests

- All 21 reports were streetlight outages.

4. Roads, Traffic & Transportation – 17 Requests

Request Types:

- 6 potholes
- 3 signage issues
- 8 footpath maintenance requests

Insight: Infrastructure maintenance (potholes and footpaths) continues to be a major focus for this category.

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.



14.10 ENVIRONMENTAL AND MUNICIPAL SERVICES REPORT FOR THE MONTH OF JANUARY 2026

Author: Brett Kimpton, Manager Environment and Municipal
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receives and notes the report of the Environmental and Municipal Services Department for January 2026.

Purpose of Report

To provide the Elected Members an update regarding the Environmental and Municipal Services Department's activities for the month of January 2026.

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.

1.1.4 Learn what the community wants to know through community engagement strategies.

2. COMMUNITY AND FAMILIES - 2.1 Safe Community - Foster a safer community.

2.1.3 Improve street lighting for safety.

7. ENVIRONMENTAL SUSTAINABILITY - 7.1 Waste Management - Implement waste management actions that benefit our community and environment.

7.1.6 Raise awareness to keep our town litter-free.

7.1.7 Implement the Katherine Town Council Waste Management Strategy 2021-2026.

7. ENVIRONMENTAL SUSTAINABILITY - 7.2 Katherine's Natural Beauty - Showcase the raw beauty of Katherine's natural attractions and protect our natural assets from pollution and overuse.

7.2.2 Embark on greening initiatives with the collective help of the community to beautify and increase green spaces.

7. ENVIRONMENTAL SUSTAINABILITY - 7.3 Protect Our Water - Sustainably manage our water resources.

7.3.3 Upgrade irrigation of our parks to minimize wastage of town and bore water.

Municipal Plan

2.1.2.1 Assess the condition of public amenities throughout Katherine and implement remediation where required

7.1.7.1 Continue to implement the Waste Management Strategy

Background

Katherine Town Council's (KTC) Environmental and Municipal Services Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

Discussion



Municipal Services Update:

On New Years Day, an intense storm cell passed over the town resulting in flash flooding, fallen tree branches, and several trees blocking roads. KTC staff along with our partner agencies Northern Territory Fire and Rescue, Northern Territory State Emergency Service and Northern Territory Police worked together to clear affected priority areas. The clean-up of parks and gardens took several weeks to clear due to the amount of debris.



Council staff in conjunction with contractors completed verge mowing in Katherine East and Katherine

South.

1.34 tonnes of litter was collected in the Katherine CBD in January; this is a significant reduction in litter compared to previous months.

Waste Management Facility (WMF)

During January 2026, Katherine Town Council processed a total of 898.78 tonnes of waste across 1,559 transactions.

Wet weather restricted access to the tip face for several days however alternate arrangements were put into place to ensure business continuity for commercial operators using the facility.

Quarterly water monitoring took place at the facility with results all within normal parameters.

Mosquito Testing

Mosquito Testing was conducted across 11 locations on 2 occasions in January by council staff on behalf of NT Health. No infected mosquitos were detected within the Katherine municipality in January.

Council is working with NT Health to identify further sites to add to the testing regime.

Katherine Civil Airport

The aerodrome saw 351 air movements for January 2026. This is a significant reduction in movements compared to previous months. The reduction can be attributed to the holiday period.

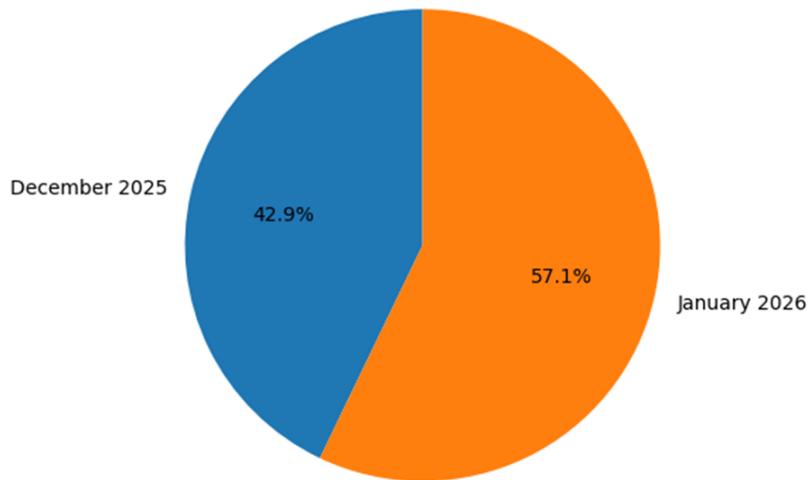
Katherine Aquatic Centre

January 2026 represented a period of high community utilization at the Katherine Aquatic Centre, coinciding with peak wet-season conditions, school holidays, and the Northern Territory Government's Free Entry initiative. The initiative provided significant benefit to the Katherine community by ensuring access to a safe, accessible cooling space during periods of extreme heat and humidity.

Patronage increased notably during the reporting period, with total attendance rising to 2,615 visits, compared to 1,964 visits in December 2025. This uplift reflects a combination of free entry access, seasonal demand, and increased public awareness following the facility's reopening late in 2025.

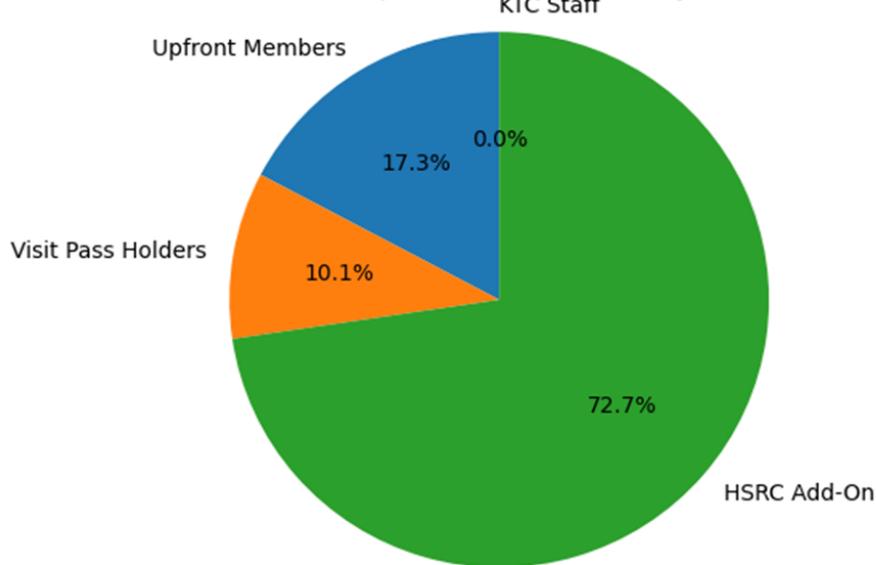


Attendance Share: December 2025 vs January 2026



Membership uptake continues to evolve, with a strong concentration of users accessing the facility through Henry Scott Recreation Centre (HSRC) add-on memberships, which account for most active memberships. Upfront and visit-pass memberships remain modest, reflecting the impact of free entry during the reporting period and indicating potential growth once standard pricing resumes.

Membership Distribution - January 2026



Group usage during January included the Katherine Turtles Swimming Club, which recommended regular squad training following the Christmas break, restoring structured competitive swimming activity to the facility.

Programming activity during the month focused on preparation for the 2026 Learn to Swim (LTS) season. Enrolments opened in January and achieved strong uptake, with the majority of available lesson spaces filled quickly. Demand continues to exceed current delivery capacity, with further enrolment enquiries being received. The 2026 Learn to Swim program is scheduled to commence on 2 February 2026, alongside



the Term 1 school swimming program, which is fully booked with five schools participating between Weeks 2 and 10 of the school term.

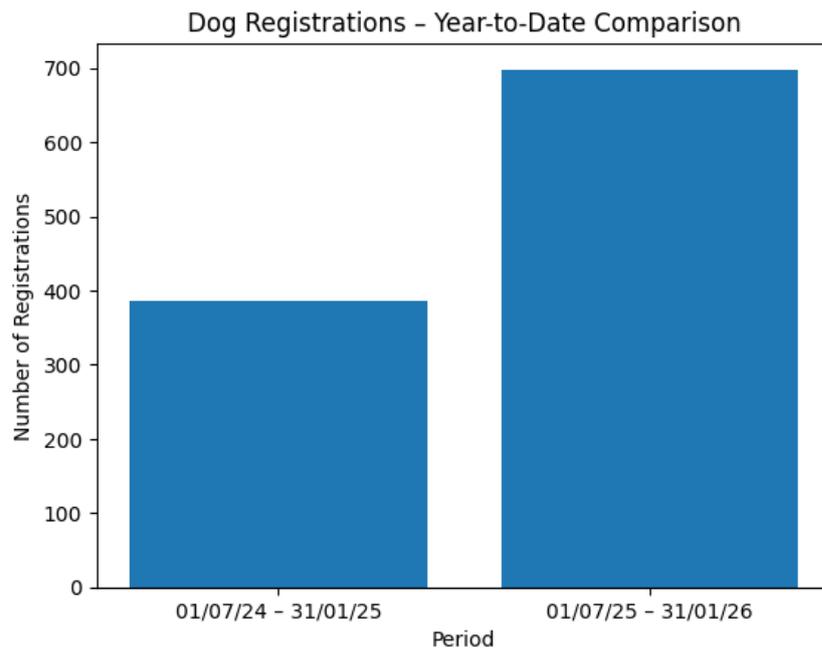
Katherine Town Council supported delivery of an Australia Day community event at the Aquatic Centre, incorporating a BBQ lunch, DJ, and music activation. The event attracted 231 attendees, contributing to Council’s broader community engagement and celebration objectives.

Several temporary closures occurred during January due to a combination of chemical levels falling outside regulatory thresholds, severe weather events, planned shade sail installation works, and short-term staffing shortages related to illness. All closures were precautionary in nature and managed in accordance with public safety and compliance requirements, with contractors and Council officers engaged promptly where required.

Regulatory Services

Dog registrations have increased significantly in 2025/26 compared to the previous financial year. January registrations rose from 1 in January 2025 to 56 in January 2026, while year-to-date registrations (1 July to 31 January) increased from 386 to 698, representing growth of approximately 81%. This indicates a sustained improvement rather than a one-off increase.

- 2025/26 YTD: 698 registrations
 - Increase of +312 registrations, representing approximately 81% growth year on year.



- 6 letters were sent to property owners regarding unkempt allotments.
- 12 dogs were impounded by council staff in January with 4 returned to their owners and 4 dogs adopted by new families.
- 12 Infringements were issued for animal related matters in January 2026



Regulatory Parking Summary

Council staff undertook proactive patrols of school zones for the start of the school year.

1 x Infringement was issued for parking related offences

59 verbal warnings were given to drivers relating to parking matters

Staff undertook 19 hours of parking patrols in January 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.



14.11 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF JANUARY 2026

Author: Kimberly Worrigal, Contracts Coordinator
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For noting
Attachments: Nil

Officer Recommendation

That Council receive and note the report of the Infrastructure and Projects Department for January 2026.

Purpose of Report

To provide an update regarding the Infrastructure and Projects Department's activities and projects for the month of January 2026.

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.

1.1.3 Improve transparency around issues affecting the community.

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

3.1.4 Develop future infrastructure such as a regional sporting precinct, updated aquatic centre and potential water recreation facility.

3. SPORTS AND CIVIC EVENTS - 3.3 Accessibility and Mobility - Improve the accessibility of facilities and transport infrastructure and provide alternative transport solutions.

3.3.2 Provide and maintain footpaths and bike paths for ease of movement around town, with a shared pathway strategy.

7. ENVIRONMENTAL SUSTAINABILITY - 7.3 Protect Our Water - Sustainably manage our water resources.

7.3.2 Monitor Council's monthly water-use.

7.3.3 Upgrade irrigation of our parks to minimise wastage of town and bore water..

7. ENVIRONMENTAL SUSTAINABILITY - 7.4 Reduce Our Footprint - Optimise Council's products, services, and operations to increase efficiencies and reduce our emissions.

7.4.5 Develop a tree-planting strategy.

Municipal Plan

1.3.3.2 Snap Send Solve

1.3.3.3 Online Search - Cemetery

Background

Katherine Town Council's Infrastructure Service and Projects Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

Discussion

PROJECT UPDATES

Aquatic Centre Upgrade

A new storage shed is currently under construction for use by a community organisation.

One of the shade structures which was removed from site during demolition has been repurposed and has now been reconstructed in a new location. A new electric BBQ and recycled bench seating will be installed under the structure throughout February, pending weather suitable for excavation.

The Sitzler contract is now complete. These final works are being constructed by local contractors directly.



The whole project moves into the maintenance phase of its lifecycle, from March.

Civic Centre Refurbishment

The design stage for the Civic Centre is nearing completion. The construction drawings are now being supplied for a building permit. The permit process will ensure all requirements are met, before construction works can begin.

The project has been procured under a 'design and construct' contract, which includes additional processes, professional services and time requirements beyond a standard construct only contract. The timeframe which has been planned to complete this project is suitable to achieve a high-quality build.

Regional Sports, Recreation and Community Precinct Masterplan (rPPP)



The project brief and scope of works is currently being compiled. Multiple stakeholder engagement group meetings will be held throughout February and March in preparation for a design tender to be released soon afterwards. All other stakeholders, including members of the community, will be invited to have their say once a contract for masterplanning and design has been awarded.

Internal Infrastructure Audit

The internal audit is now underway to assess the existing condition of our infrastructure. It will assist to prioritise future facility upgrades and funding opportunities. The project will remain ongoing for the remainder of FY26.

INFRASTRUCTURE UPDATES

Storm Water and Drainage

We experienced an increase in stormwater-related issues throughout January, largely due to the significant rainfall in Katherine. Several Side Entry Pits have been replaced, identified underground systems unblocked



and council continues to work with staff and contractors to identify a suitable long-term solutions for issues as they arise.

Irrigation Projects

Council has now engaged a contractor to complete a new irrigation install at Glencoe Park. This is due to be completed prior to the end of March. A new scope of works will soon be advertised for the design and install of new irrigation on Railway Terrace; this project will aim to replace damaged infrastructure and combine existing systems into one new set up.

Road Works Projects

As is typical during the wet season, pothole formation and general road degradation continue to occur. Council contractors are addressing issues as they arise, weather permitting. Shoulder remediation works have been scheduled to repair the school bus turnarounds on Murnburlu Road and Ivanoff Road. Additionally, upcoming Roads to Recovery projects on Needham Terrace, Shepherd Street, and several identified rural intersection upgrades are currently being scoped and scheduled for delivery within this year. Both Needham Terrace and Shepherd Streets have been identified to be resealed, to address the surface damage and renew the assets lifespan, residents will be notified once works schedule has been confirmed.

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.



14.12 STRATEGIC COMMUNICATIONS REPORT

Author: Jo Brosnan, Manager Strategic Communications and Engagement
Authoriser: Casey Anderson (Acting Chief Executive Officer)
Report Type: For noting
Attachments: 1. Feb 2026 Events Report Photos [14.12.1 - 3 pages]

Officer Recommendation

That Council receives and notes the Strategic Communications report for February 2026.

Purpose of Report

To provide Council with an overview of communication and engagement activities during the reporting period.

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.

1.1.3 Improve transparency around issues affecting the community.

1.1.4 Learn what the community wants to know through community engagement strategies.

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

1.3.2 Improve consistency of our communications and engagement in alignment with our strategy.

2. COMMUNITY AND FAMILIES - 2.3 Celebrate Diversity - Celebrate diversity in our community and recognise their needs and interests.

2.3.2 Welcome and connect the Defence community with the Katherine community.

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.

Municipal Plan

1.1.3.4 Host Pop Up Council information booths

1.1.3.6 Increase social media engagement

1.1.3.7 Incorporate email campaigns to promote Council's educational initiatives

1.1.3.8 Re-establish the bi-monthly community newsletter

1.1.3.9 Communicate the outcomes of council meetings by implementing post council meeting video briefings

1.1.4.1 Support Elected Members to participate in community engagement forums

1.1.4.2 Use Your Say Katherine to inform and gather feedback on council projects and activities

1.1.4.3 Embed stakeholder engagement in infrastructure project management processes

1.1.4.4 Conduct stakeholder engagement training for staff

1.3.2.2 Provide Elected Member communication training

Background

This report provides Council with a monthly overview of communications activities, stakeholder



engagement, and events delivered during the previous reporting period. It is intended to provide visibility into how Council information is shared with the community, how engagement is undertaken with our stakeholders, and how events are planned and delivered in line with Council priorities.

The report summarises key activities across corporate communications, social media, media, community engagement and civic, and community events. It also highlights emerging issues and lessons learned to support continuous improvement in the Council’s communications and engagement practices.

Discussion

MEDIA RELEASES

- Disability Awards
- Free Entry to the Pool for School Holidays
- Australia Day 2026 – Centenary inspired events
- Katherine Celebrates Australia Day and Community Champions
- Katherine Town Council Invites Community Feedback on Visitor Information Centre Proposal

GRANT APPLICATIONS

- Youth Week

STAKEHOLDER ENGAGEMENT

Granicus provided a snapshot of our first comparative year using Your Say Katherine, and the metrics demonstrated great improvement:

Your Performance – EngagementHQ

Our Observations			
Metric	2023	2024	2025
Total Visits	-	2,133	7,197
Contributions	-	17	164
Registrations	-	58	69
Projects Published	-	4	10
Engagement Rate	-	0.9%	3.8%

- 2024 metrics = 28 March – 31 December.
- 2025 metrics = 1 January – 31 December.
- Increase across all metrics.
- Congratulations on an outstanding year! In 2025, your team has achieved impressive results using Granicus' Engagement & Sentiment tools.
- Fantastic to see a wide range of tool types being used for engaging the community.
- Utilise 2025 top projects; replicate their format/campaign/CTA placement across new projects.

Top Performing Tools

For 2025 the highest performing tools.

- Quick poll: Which is your favourite Centenary of Katherine logo? – 64
- Survey: Marketing Survey - Katherine 2025 – 56
- Ideas: Cooling the Town Square - 22

Current projects on Your Say Katherine are:

- Moving the Visitor Information Centre consultation
- Katherine Civic Centre Upgrade
- Zimin Drive Shared Pathway

CAMPAIGNS AND PROJECTS

- Update the 2025 – 2026 Reconciliation Action Plan
- Review and update the Communication and Engagement Plan
- Annual Report published
- December newsletter

Community Events

Welcome to Tindal – 2pm – 6pm, 22 January 2026 @ Tindal Gymnasium



Katherine Town Council held a stall at the annual Welcome to Tindal Expo.

Tindal Expo – Event Summary:

- Engaged with approximately 60–80 ADF personnel and their families throughout the afternoon.
- The event had a great vibe and positive energy, with strong community interest and interaction.
- Event held in the gymnasium, benefiting from high foot traffic.
- Around 30 stallholders were present, collectively welcoming new residents to Katherine.
- Multiple QR code scans completed for dog registrations.
- A large number of tourism brochures were distributed.

Learnings from the expo:

- Give out Showbags – vouchers, maps 2 for 1s.
- Name badges on staff – clearer branding
- Activity or prize – how many plastic crocodiles in a jar, quiz or trivia with prize
- A common enquiry from attendees was: “What is still open during the wet season and how do I register my dog?”

Citizen of the Year Nominee Dinner – 6pm – 9pm, 23 January 2026 @ Contour Hotel

The first event of the year aimed to celebrate and highlight the achievements of Katherine's citizens, young people, and community events. More than 70 people attended the evening, including elected members, friends and family members of nominees, and respected dignitaries from RAAF, NTG and the community.

CITIZEN OF THE YEAR (6)

Winner: Simmone Croft
Tamara Willcox
Fran Angus
Andrea Read
David Reed
Nicolle Gadd

COMMUNITY EVENT OF THE YEAR (8)

Winner: Katherine Community Projects Association - Christmas Lights

Govie's Gala

Kalano Community Association Inc NAIDOC family fun day

Godinymayin Yijard Rivers Arts and Culture Centre Opening of the Balang TE Lewis Amphitheatre and 50th

Katherine Prize

Ringers Rugby 7s

2025 Katherine Show & Rodeo

Big Rivers Festival of Youth and Youth Conference

YOUNG CITIZEN OF THE YEAR (2)

Winner: Kate McTaggart

Taitt Green

Learnings from the event:

- Live music or entertainment to build atmosphere
- Dining arrangement either sit down or smaller platters as arrangement – food service could have been in smaller platters and more standing tables to assist mingling with other people
- Board or interactive art display as a photo tree



- Toast at the end of the evening
- Trees as gifts were welcomed by community event of the year.
- Venue was appropriate and well placed with food
- Always consider staffing, community capacity and availability for Australia Day events, as many people are away due to the Christmas holidays.

Australia Day Activities – 26 January 2026 – all day

Centenary Scavenger Hunt

Katherine Town Council had their Centenary Scavenger Hunt registration as part of the Katherine Club BBQ breakfast – a great way to support the local community and be a part of the Australia Day activities.

Nine people participated in the scavenger hunt with a series of challenges and quizzes where they explored with one winning a voucher for a Nitmiluk sunset cruise:

- Knotts Crossing
- Nitmiluk
- Maggie Bray's Grave
- Katherine Railway
- Katherine Town
- Sports Ground

Learnings from the event:

- Weather played an important part in the success of the event
- Signs and plaques needed time to be fixed and changed
- Up the stakes with small prizes for completing the scavenger hunt
- Consider staffing, community capacity and availability for Australia Day events
- Registration both online and physical

Australia Day Award and Citizenship Ceremony @ Godinymayin Yijard River Arts and Culture Centre – 10am – 11am, 26 January 2026

More than 150 people attended the Australia Day Award and Citizenship Ceremony to watch 16 conferees (new citizens) and four Citizen of the Year Award Winners come on stage and receive their new award or citizenship.

This year the proceedings were minimal due to community capacity. A fly-past was not possible, and the Air Force Cadets did not have the capacity to walk in with the flag. Schools had not started, so requesting assistance or performances from them was not possible. Staff were stretched between the scavenger hunt registration and pool party.

Learnings from the event:

- Overall, the event had a tremendous turnout; it could be better to invest more in this event rather than multiple split events throughout the day.
- Catering to arrive before the ceremony ends.
- Clearer RSVPs and a booking page
- Nominees as well as award winners to be read out and come up on stage
- Performances and food after the event – find reasons for people to stay and enjoy themselves after the ceremony.

- Request full room from GYRACC

Pool Party @ Katherine Aquatic Centre 12pm - 3pm

Nearly 200 people enjoyed a swim, music, and free lunch at the Katherine Aquatic Centre.

With free pool entry, 150 sausage sandwiches distributed, leftovers from the Citizenship Ceremony and Awards Day, a cake, and a young DJ, the Katherine Aquatic Centre was activated to engage people of all ages and backgrounds.

Learnings from the event:

- Plan to buy bread the day before, rather than the Friday before as it went mouldy in the weather
- Engage with local sports club in early December to provide events or check capacity for a public holiday before school starts.
- Council ran a free BBQ, however it was requested as a fundraiser opportunity, but with the free snacks given out at the kiosk, the ability to put on a fundraiser was not feasible.
- Organise commando from Darwin or more water activities – limitations are involved as capacity is at a low point during the wet season, end of holidays
- Consider staffing, community capacity and availability for Australia Day events

Upcoming events and activities

- Clean Up Australia Day (16 February – 16 March)
 - Snap Send Solve Win – residents can collect a clean up kit from the civic centre, clean up a spot and use snap send solve to go into a lucky dip to win one of 32 vouchers donated by local businesses – runs the whole month
 - Schools participating in the initiative have been asked to make a video on their clean up efforts – to win a \$1000 hardware voucher for gardening or plant supplies.
 - Sunday, 15 March 2026 – annual clean up day at the hot springs, three prizes to be won through a lucky draw.
- International Women’s Day Breakfast – 8am – 11am, Sunday, 8 March 2026
- Citizenship Ceremony – 2pm – 3pm, Tuesday, 24 March, 2026

Social Media Report

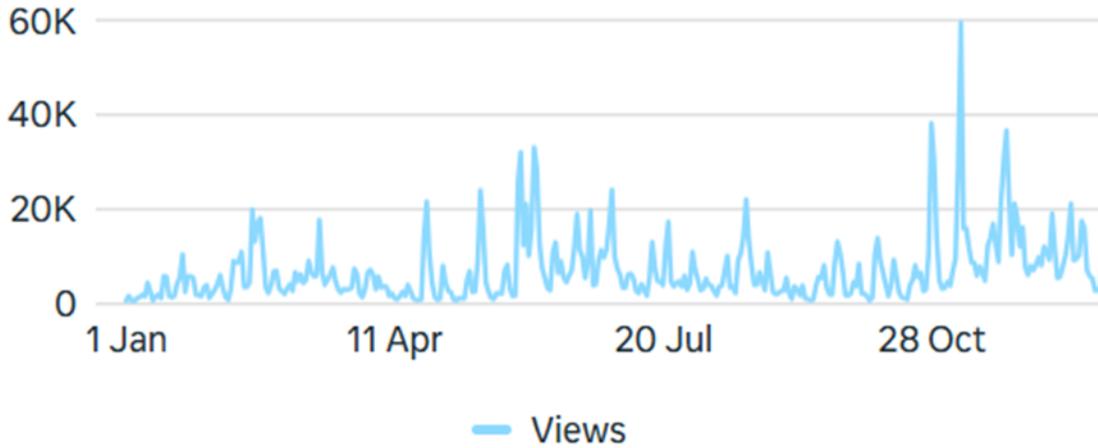
Social media engagement tracking saw a big upswing in 2025. Here is a snapshot of the growth in our views over the year:



Views ⓘ

Export ▼

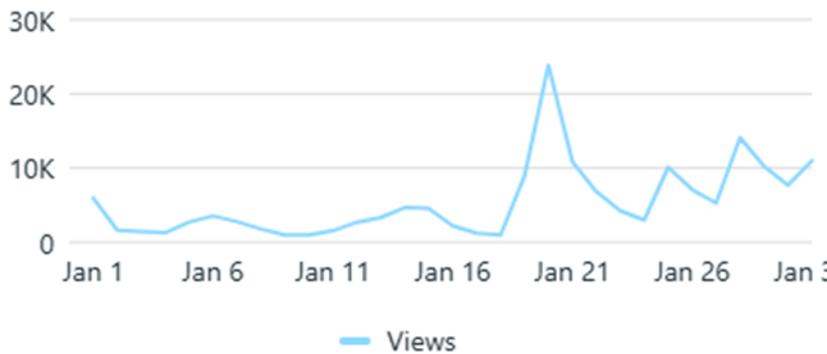
2.6M



January views show a solid social media presence, particularly as staff returned to the office, dropping by 44% was from our highest view month (October 2025). This was unsurprising due to the Christmas period.

Views ⓘ

167.4K ↓ 44.1%



Top posts

Katherine Citizen of the Year Nominee Dinner

- Displayed 16k times across Facebook
- 114 interactions: 110 likes, 3 comments, 2 shares

First council meeting (reel)

- Displayed almost 11k across Facebook
- 163 reactions, 23 comments, 3 shares

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.

Community Events pix

Welcome to Tindal – 2 pm – 6 pm, 22 January 2026 @ Tindal Gymnasium



Citizen of the Year Nominee Dinner – 6 pm – 9 pm, 23 January 2026 @ Contour Hotel





**Australia Day Activities – 26 January 2026 – all day
Centenary Scavenger Hunt**

Australia Day Award and Citizenship Ceremony @ Godinymain Yijard River Arts and Culture Centre – 10am – 11am, 26 January 2026



Pool Party @ Katherine Aquatic Centre 12pm -3pm



Top posts

Katherine Citizen of the Year Nominee Dinner

- Displayed 16k times across Facebook
- 114 interactions: 110 likes, 3 comments, 2 shares





15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES JANUARY 2026

Report Type: For noting

Recommendation

That Council receive and note the Elected Member activities for January 2026.

Purpose of Report

To provide an update on the elected member 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

Not Applicable

Deputy Mayor Mel Doyle	
Date	Activity attended
16 January	Elected Members Information Session (EMIS)
22 January	Welcome to the Katherine and Tindal 2026 (Tindal Expo 2026) by Defence Member and Family Support - Tindal
23 January	Elected Members Information Session (EMIS)
23 January	Citizen of the Year Dinner
26 January	Australia Day Breakfast at Katherine Club
26 January	Australia Day Citizenship Ceremony and Citizen of the Year Awards at Godinymayin Yijard Rivers Arts and Culture Centre
26 January	Australia Day Pool Party at Katherine Aquatic Centre
27 January	Public Question Time and Ordinary Meeting of Council

Councillor Kathryn Whitehouse	
Date	Activity attended
16 January	Elected Members Information Session (EMIS)

Councillor Jim King	
Date	Activity attended
23 January	Elected Members Information Session (EMIS)
26 January	Australia Day Katherine Vehicle Enthusiasts Club
27 January	Public Question time and Ordinary Meeting of Council
28 January	Katherine Region Development Consent Authority Meeting

Councillor Toni Tapp-Coutts	
Date	Activity attended
16 January	Elected Members Information Session (EMIS)
23 January	Elected Members Information Session (EMIS)
26 January	Australia Day Citizenship Ceremony and Citizen of the Year Awards at Godinymayin Yijard Rivers Arts and Culture Centre
27 January	Public Question Time and Ordinary Meeting of Council

Councillor Kathy Glass	
Date	Activity attended
16 January	Elected Members Information Session (EMIS)

23 January	Elected Members Information Session (EMIS)
23 January	Citizen of the Year Dinner
27 January	Public Question time and Ordinary Meeting of Council

Councillor Anjali Palmer	
Date	Activity attended
05 January	Meeting with Department of Trade, Business and Asian Relations Leadership Team
16 January	Community Safety Action Group Meeting with Mayor, Acting CEO and Councillor Whitehouse
16 January	Elected Members Information Session (EMIS)
23 January	Elected Members Information Session (EMIS)
23 January	Citizen of The Year Dinner
26 January	Australia Day Citizenship Ceremony and Citizen of the Year Awards at Godinymayin Yijard Rivers Arts and Culture Centre
27 January	Meeting with Federal Member for Lingiari for CDU Katherine Rural Campus and Katherine Community Safety Action Group
27 January	Public Question Time and Ordinary Meeting of Council
29 January	Australian Local Government Women's Association Northern Territory Branch Formation Meeting



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 27 JANUARY 2026

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) (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:	(c) (ii) information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

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

20.2 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> .
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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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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.

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 CONFIDENTIAL CORRESPONDENCE

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) (ii) information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

20.4 MINUTES OF THE AUDIT AND RISK MANAGEMENT COMMITTEE MEETING - 2 DECEMBER 2026 AND 17 DECEMBER 2025

Section Under the Act	The grounds on which part or the Council of 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) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

20.5 COUNCILS LEADERSHIP ROLES AND RECRUITMENT

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:	(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.
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20.6 TENDER AWARD - T25-14 - NEEDHAM TERRACE AND SHEPHERD STREET RENEWALS

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.

21 RESUMPTION OF OPEN MEETING

22 CLOSURE OF THE MEETING

The next Ordinary Meeting of Council will be held on 24 March 2026.