



AGENDA

Ordinary Meeting of Council
To be held on Tuesday 25 November 2025
At 6:00 pm

Godinyamyin Yijard Rivers Arts and Culture Centre
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
- Martene Johnson – Executive Assistant - 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
- Sheralea Clemow – Rates and Regulatory Affairs Coordinator
- Kimberley Worrigal – Contracts Coordinator

VISION:

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

MISSION:

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

VALUES:

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

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1 ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge that this meeting is being held on the traditional lands of the first nations people of the Katherine township and surrounding council communities. We recognise the first nations culture as one of the longest surviving cultures in the world and we pay our respects to Elders both past, present and future.

2 OPENING PRAYER

Grant O God to this Council wisdom, understanding and sincerity of purpose in the Governance of this Municipality. Amen

3 OPENING OF THE MEETING

4 ATTENDANCE

4.1 PRESENT

4.2 APOLOGIES

4.3 LEAVE OF ABSENCE

Councillor King has submitted a leave of absence for 3rd December 2025 – 6th December 2025 inclusive

5 DECLARATION OF INTEREST

Members Disclosure Conflict of Interest

Elected Members must declare any conflicts of interest in accordance with Councils Conflict-of-Interest Policy. A copy of this policy can be downloaded from www.katherine.nt.gov.au or obtained by emailing records@ktc.nt.gov.au

6 PRESENTATIONS FROM EXTERNAL AGENCIES

7 CONFIRMATION OF PREVIOUS MINUTES

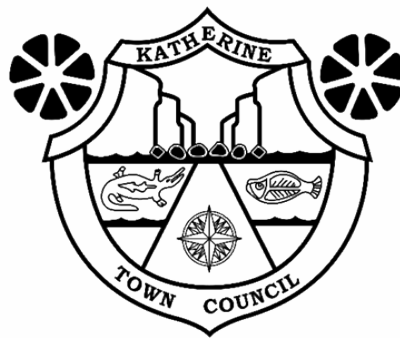
7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 28 OCTOBER 2025

Report Type: Previous Minutes

Attachments: 1. Ordinary Meeting of Council - 28 October 2025 - Minutes - Unconfirmed [7.1.1 - 17 pages]

Recommendation

That Council confirm the minutes of the Ordinary Meeting of Council held on 28 October 2025 as a true and accurate record.



MINUTES

**Ordinary Meeting of Council
Held on Tuesday 28 October 2025**

Knotts Crossing Resort
10 Cameron Street, Katherine



KATHERINE
TOWN COUNCIL

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 - 28 October 2025 open at 6:03 pm. Mayor Holden advised the meeting is being recorded for minute taking purposes.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

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

OFFICERS

- Ms Casey Anderson – Acting Chief Executive Officer
- Martene Johnson - Executive Assistant - Minute Taker
- Amanda Haigh – Manager Governance and Risk
- Matt Arnott - Manager Project Portfolio
- Rhett English - Manager Community Relations
- Jo Brosnan - Manager Strategic Communications - Via videoconferencing
- Kimberly Worrigal – Contracts Coordinator
- Sheralea Clemow - Rates and Regulatory Affairs Coordinator
- Claire Milikins - Financial Consultant - Via videoconferencing

PUBLIC - 20

4.2 APOLOGIES

Nil

4.3 LEAVE OF ABSENCE

Leave of Absence was received by Mayor Joanna Holden for the following dates

05 December 2025 – 08 December 2025

22 December 2025 – 05 January 2026

27 February 2026 – 16 March 2026



5 DECLARATION OF INTEREST

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

Councillor King declared a Conflict of Interest to item 20.6

Councillor Glass declared a Conflict of Interest to item 14.7

Councillor Palmer declared a Conflict of Interest to item 14.7

6 PRESENTATIONS FROM EXTERNAL AGENCIES

Nil



7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 23 SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-247

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

That Council confirm the minutes of the Ordinary Meeting of Council held on 23 September 2025 as a true and accurate record with the amendment to item 14.3 Ordinary Meeting of Council April 2028 date change to 26 April 2028.

CARRIED 7|0

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

Discussion - Amend Anzac day meeting date from Wednesday 28 April 2028 to Wednesday 26 April 2028.



7.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL 2 OCTOBER 2025

COUNCIL RESOLUTION OMC-2025-248

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

That Council confirm the minutes of the Special Meeting of Council held on 2 October 2025 as a true and accurate record.

CARRIED 7|0

FOR: Mayor Holden, Councillor Whitehouse, 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 SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-249

Moved: Councillor Palmer; **Seconded:** Councillor Whitehouse

That Council receive and note the Action update.

CARRIED 7|0

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



9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-250

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

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

CARRIED 7|0

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

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-251

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

That Council receive and note the Incoming Correspondence:

- Attachments:
1. Letter - Chamber of Commerce - Mayor of KTC Congratulations - 15 Sept 2025 - ID 242239 [10.1.1 - 1 page]
 2. Letter - Minister for Lands, Planning and Development - 19 Sept 2025 - I D 240832 [10.1.2 - 2 pages]
 3. Letter - Minister for Citizenship, Customs and Multicultural Affairs - 22 Sept 2025 - I D 240838 [10.1.3 - 1 page]
 4. Letter - Selena Uiho MP - Cr Tapp Coutts - 26 Sept 2025 - I D 240054 [10.1.4 - 1 page]
 5. Letter - Selena Uiho MP - Cr King - 26 Sept 2025 - I D 240055 [10.1.5 - 1 page]
 6. Letter - Selena Uiho MP - Cr Palmer - 26 Sept 2025 - I D 240056 [10.1.6 - 1 page]
 7. Letter - Selena Uiho MP - Cr Doyle - 26 Sept 2025 - I D 240057 [10.1.7 - 1 page]
 8. Letter - Selena Uiho MP - Cr Glass - 26 Sept 2025 - I D 240058 [10.1.8 - 1 page]
 9. Letter - Selena Uiho MP - Cr Whitehouse - 26 Sept 2025 - I D 240059 [10.1.9 - 1 page]
 10. Letter - Selena Uiho MP - Mayor Joanna Holden 26 Sept 2025 - I D 240060 [10.1.10 - 1 page]
 11. Invitation - Nat, Local Rds, Transport and Infra Congress 11 - 12 Nov 2025 - 03 Oct 2025 - I D 24083 [10.1.11 - 2 pages]

CARRIED 7|0

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

10.2 CORRESPONDENCE OUTGOING

COUNCIL RESOLUTION OMC-2025-252

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

That Council receive and note the Outgoing Correspondence:



KATHERINE
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 28 October 2025

Attachments: 1. Letter - Katherine Game Fishing Club - Letter of Support - 10 Oct 2025 - ID 241684
[10.2.1 - 1 page]

CARRIED 7|0

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

11 PETITIONS

Nil

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

Questions from the Gallery of the Ordinary Meeting of Council - 28 October 2025

Question	Response
What is happening with the Solar lighting trial, in financial report 2.1?	
Where will the \$300,000 excavator be used? Will staff that use the vehicle be well versed in the use of the excavator?	The excavator is for the Waste Management facility.
What was the outcome of the Territory energy link briefing? One of the routes is basically going through Mambulloo Caravan Park.	Cr King had a meeting with EnergyLink. There are two options of where the pipeline could go, nothing is set in stone for exactly where it is going. The question was put to the department, why not follow the existing pipeline? We will be having a followup next week with the department in relation to the gas pipeline and come back with more information at either the November or December meetings.
What is happening with the Department of Housing, Local Government and Community Development Compliance Review?	There is a 6 to 12 month followup period.
Why was the speed limit in mains street dropped without Council consent?	This is ongoing
Regarding 14.5 Development Consent Authority nominations I wish to put forward my name	Thank you
14.6 Centenary of Katherine - Could the street signage be updated with the Centenary on them?	Please email Council at records@ktc.nt.gov.au
Tourism Town Asset Program, Council are receiving funding to relocate the Visitor Information Centre to Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC). Can Council find some funding to upgrade the museum?	Council will support the Museum to apply for funding with a follow up and provide the Museum with information on the grant guidelines.
Rates recovery and balance update. Financial hardship arrangements, has council been working with rate payers to help those with financial hardship?	The Council has yes.



KATHERINE
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 28 October 2025

Are you able to tell us the total of the legal fees spent over the last 4 years on the retrieval of the outstanding rates?	I'm sorry but no.
Could you read out the conflict of interests again please?	Councillor Glass declared a conflict to items 14.7, Councillor Palmer declared a conflict to items 14.7 and the other conflict is in the confidential and this cannot be disclosed.

13 NOTICE OF MOTION

Nil

14 REPORTS OF OFFICERS

14.1 2025 LGANT CONFERENCE

COUNCIL RESOLUTION OMC-2025-253

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

1. That Council approve the Mayor and Deputy Mayor as nominated Katherine Town Council delegates for the Local Government Association of the Northern Territory (LGANT) annual and general meetings for the period of two years, ending 28 September 2027, to align with the Deputy Mayor appointment.
2. That Council authorise the Katherine Town Council approved delegates for the Local Government Association of the Northern Territory (LGANT) annual and general meetings to have delegation for decision making that is in the best interests of the Council.
3. That Council approve the Mayor and CEO to attend the Welcome Reception at Government House on 17 November 2025 and approve the Mayor, Deputy Mayor and CEO to attend the 2025 Local Government Association of the Northern Territory (LGANT) Conference on 18-19 November 2025 in Darwin.
4. That Council approve all other Councillors to attend the 2025 Local Government Association of the Northern Territory (LGANT) Conference on 18-19 November 2025 in Darwin utilising their professional development allowance.

CARRIED 7|0

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

14.2 LGANT BOARD NOMINATIONS

COUNCIL RESOLUTION OMC-2025-254

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

That Council approve the nomination to the Local Government Association of the Northern Territory (LGANT) Board of Mayor Joanna Holden for the position of Board Director – Municipal.

CARRIED 7|0



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

14.3 NITMILUK NATIONAL PARK BOARD NOMINATION

COUNCIL RESOLUTION

Moved: Councillor Palmer; **Seconded:** Councillor Whitehouse

That Council approve the nomination of Mayor Joanna Holden, as the Katherine Town Council representative on the Nitmiluk National Park Board of Management and the Mayor to advise the Minister for Parks and Wildlife.

AMENDMENT RESOLUTION OMC-2025-255

Moved: Councillor Palmer; **Seconded:** Councillor Whitehouse

That Council approve the nomination of Mayor Joanna Holden, as the Katherine Town Council representative on the Nitmiluk National Park Board of Management and Councillor Tapp Coutts as the proxy, and the Mayor to advise the Minister for Parks and Wildlife.

CARRIED 7|0

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

14.4 NOMINATION FOR MINISTERIAL ADVISORY COUNCIL OF SENIOR TERRITORIANS

COUNCIL RESOLUTION

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

That Council consider nominating a member from Katherine Town Council to be part of the Ministerial Advisory Council of Senior Territorians (MACST) established by Minister Charls, Minister for Youth, Seniors and Equality.

AMENDMENT RESOLUTION OMC-2025-256

Moved: Councillor Whitehouse; **Seconded:** Councillor Glass

That Council nominate Councillor King and Councillor Tapp Coutts from Katherine Town Council to be part of the Ministerial Advisory Council of Senior Territorians (MACST) established by Minister Charls, Minister for Youth, Seniors and Equality.

CARRIED 7|0

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

14.5 EXTERNAL COMMITTEE NOMINATIONS - DEVELOPMENT CONSENT AUTHORITY KATHERINE



COUNCIL RESOLUTION

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

1. That Council approve the nominations to the Katherine Division of the Development Consent Authority (DCA) of:
 - a. Councillor Kathryn Whitehouse
 - b. xxxx
 - c. xxxx
 - d. xxxx

AMENDMENT RESOLUTION OMC-2025-257

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

1. That Council approve the nominations to the Katherine Division of the Development Consent Authority (DCA) of:
 - a. Councillor Kathryn Whitehouse
 - b. Clayton Holland
 - c. Jon Raynor
 - d. Councillor King

CARRIED 7|0

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

14.6 CENTENARY OF KATHERINE 2026 - PROGRAM PLAN APPROVAL

COUNCIL RESOLUTION

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

That Council endorse Centenary of Katherine 2026 Program Plan and

1. Confirm Centenary of Katherine Gala Dinner and Territory Day as priority events.
2. Approve dissolution of Centenary of Katherine 2026 Advisory Committee
3. Approve creation of informal Community Working Group to provide direction on the Centenary of Katherine 2026

Discussion - The Mayor expressed gratitude to the Advisory Committee for their dedication over the past two years, highlighting their passion for Katherine's future.

Council propose to transition the Advisory Committee into a monthly Action Group, inviting all current members to continue their involvement. The Advisory Committee purpose has been achieved and now will involve action required.

The Gala Dinner will not proceed due to financial and resourcing constraints so focus will shift to Territory Day and other community-inclusive events.



AMENDMENT RESOLUTION OMC-2025-258

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

That Council endorse Centenary of Katherine 2026 Program Plan and

1. Confirm Centenary of Katherine Territory Day as a priority event.
2. Approve dissolution of Centenary of Katherine 2026 Advisory Committee.
3. Approve creation of an informal Community Action Group to provide direction on the Centenary of Katherine 2026.
4. Appoint Councillor Tapp Coutts and Deputy Mayor Doyle to the Community Action Group as Council representatives.

CARRIED 7|0

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

14.7 TOURISM TOWN ASSET PROGRAM ROUND 5 - KATHERINE VISITOR INFORMATION CENTRE RELOCATION TO CO-LOCATE WITH GYRACC

Councillor Glass left the meeting at 6:38 pm.

Councillor Palmer left the meeting at 6:38 pm.

COMMITTEE RESOLUTION

Moved: Councillor King; **Seconded:** Councillor Whitehouse

That Council approve affixing the Common Seal to the funding agreement for the Tourism Town Asset Program Round 5 - Katherine Visitor Information Centre Relocation to Co-locate with Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC) \$87,978.92 GST exclusive.

Discussion - Council move the report to confidential due to commercial inconfidence confidential regulation 51 (c)(1)

AMENDMENT RESOLUTION OMC-2025-259

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

That Council move the report to the confidential meeting due to commercial inconfidence confidential regulation 51 (c)(1).

CARRIED 5|0



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

Councillor Glass returned to the meeting at 6:40 pm.

Councillor Palmer returned to the meeting at 6:40 pm.

14.8 PRE WET SEASON CLEAN UP INITIATIVE

COUNCIL RESOLUTION OMC-2025-260

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

That Council endorse the Pre-Wet Season Clean-Up Initiative and waive fees associated throughout the initiative period.

CARRIED 7|0

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

14.9 EARLY BIRD DRAW WINNER 2025/2026

COUNCIL RESOLUTION OMC-2025-261

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

That Council receives and notes the Early Bird Draw winner, that was drawn on the 21/10/2025 and facilitated by Mayor Joanna Holden.

The winner for the Early Bird Draw for 2025/2026 is the ratepayer/s of Assessment 2805.

CARRIED 7|0

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

14.10 CHRISTMAS CLOSURES – COUNCIL FACILITIES AND SERVICES

COUNCIL RESOLUTION OMC-2025-262

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

That Council receive and note the Katherine Town Council Christmas and New Year arrangements for 2025/2026.

CARRIED 7|0

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

14.11 COMMUNITY ENGAGEMENT QUARTERLY REPORT

COUNCIL RESOLUTION OMC-2025-263



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

That Council receive and note the Community Engagement Report for the months of July to September 2025

CARRIED 7|0

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

14.12 COMMUNITY RELATIONS REPORT FOR THE MONTH OF SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-264

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

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

CARRIED 7|0

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

14.13 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-265

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

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

CARRIED 7|0

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

14.14 ENVIRONMENTAL AND MUNICIPAL SERVICES REPORT

COUNCIL RESOLUTION OMC-2025-266

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

That Council receive and note the report of the Environmental Services Department for September 2025.

CARRIED 7|0

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

14.15 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-267

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

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

CARRIED 7|0



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

15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

Nil

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-268

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

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

CARRIED 7|0

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

17 LATE AGENDA

17.1 DETERMINATION FOR PAYMENT OF ELECTED MEMBER ALLOWANCES

COUNCIL RESOLUTION OMC-2025-269

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

That Council approve Elected Members allowance payments via TFN (PAYG not withheld)

CARRIED 7|0

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

17.2 FINANCE REPORT SEPTEMBER 2025

COUNCIL RESOLUTION OMC-2025-270

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

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

CARRIED 7|0

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



KATHERINE
TOWN COUNCIL

MINUTES - Ordinary Meeting of Council - 28 October 2025

18 GENERAL BUSINESS

Nil

19 CLOSURE OF MEETING TO PUBLIC

The open meeting was declared closed to the public at 6:52 pm.

COUNCIL RESOLUTION OMC-2025-271

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 7|0

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

20 CONFIDENTIAL ITEMS

20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 23 SEPTEMBER 2025

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

20.2 MINUTES OF THE CONFIDENTIAL SPECIAL MEETING OF COUNCIL 2 OCTOBER 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> .
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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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20.3 KATHERINE AQUATIC CENTRE UPGRADE - PROJECT UPDATE

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 KATHERINE AQUATIC CENTRE UPGRADE - INVOICE APPROVAL

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 TENDER AWARD - T25-05 - SWEEPING OF STREETS

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

COUNCIL RESOLUTION OMC-2025-280

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

That Council:

1. Award Tender 25-05 – Sweeping of Streets to *Specialised Pavement Services Pty Ltd* for the amount of One Hundred and Forty-Five Thousand, and Five Hundred and Seventy-Eight Dollars (\$145,578.00) excluding GST.
2. Release the resolution to the public minutes and for notification on council website.

CARRIED 7|0

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

20.6 WAIVER IN WHOLE OR PART OF RATES - FLANAGAN YARDS



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:	(b) information about the personal circumstances of a resident or ratepayer;

21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 7:58 pm.

22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council - 28 October 2025 was declared closed at 7:59 pm.

The next Ordinary Meeting of Council will be held on 25 November 2025 at 6.00pm with public question time to start at 5.30pm.



8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE OCTOBER 2025

Report Type: For noting

Attachments: 1. Action Report OMC - October 2025 [**8.1.1** - 2 pages]

Officer Recommendation

That Council receive and note the Action update.

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
Policy being reviewed to table at the December Ordinary council meeting. Livestreaming capability being investigated.				
25-03-2025	Ordinary Meeting of Council - 25 March 2025	14.1	CBD speed changes - That Council request a meeting between the NTG appropriate staff and KTC to discuss the proposed Stuart Highway 40km speed limit within Katherine Township.	In Progress
Letter sent to Minister Yan cc CEO DLI 7 April 2025 DLI Executive Director Northern Region in discussions with CEO for information to assist with council decision. Minister Hersey spoke to the matter at her meeting with elected members, but there was no resolution. Minister Hersey advised would seek advice about the report sent to council stating which Councillor spoke on Councils behalf. OMC 17 June 2025 - Noted no response from Minister Hersey regarding follow-up information on the CBD speed changes. Minister Yan advised he will meet with Council on his next visit regarding the CBD speed changes. ED DLI emailed CEO Council 7 August to follow-up and has agreed to meet with the new council to seek decision and briefing on other matters, date to finalised. 31 July 2025 – Letter from Minister Yan to Mayor acknowledging the speed restriction modifications.				
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
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
12 November 2025 - Council officers are reviewing the Head of Terms for the telco lease.				
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

Council to consider the policy and advise the CEO on next steps.

9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES OCTOBER 2025

Report Type: For noting

Recommendation

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

Purpose of Report

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

Strategic Plan

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

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

1.1.3 Improve transparency around issues affecting the community.

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

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

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. STRONG LEADERSHIP - 1.5 Financial - Have long-term financial sustainability in Council to allow for continued growth and development.

1.5.1 Collaborate with all three levels of government.

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

2.3.1 Support diversity by ensuring our communication and engagement is inclusive and accessible to all members of the community.

2. COMMUNITY AND FAMILIES - 2.4 Support Our Youth - Support youth engagement.

2.4.1 Empower youths through youth-focused events and school-holiday activities.

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.

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

6.3.1 Advocate for the interests of our community.

October 2025

Mayor Joanna Holden	
Date	Activity attended
1 October	Meeting with former Mayor Elisabeth Clark
2 October	Special Meeting of Council
9 October	Meeting with Jo Hersey
9 October	LGANT Remuneration Tribunal Review of Allowances
10 October	GYRACC Regional Precincts Meeting
10 October	LGANT Special General Meeting
10 October	Meeting with Member for Arnhem Selena Uibo
10 October	Meeting with Community Member
10 October	Meeting with Community Member
15 October	Nackeroo Memorial
16 October	Meeting with Community Member
17 October	Citizenship Ceremony
17 October	Elected Member Information Session (EMIS)
18 October	Installation and Ordination Service - St Pauls Anglican Church
19 October	Katherine Swimming Club Birthday Carnival
21 October	Audit and Risk Management Committee (ARMC) Chair catchup
21 October	ARMC chair briefing for the new council
22 October	St Joseph's Secondary Thanksgiving Liturgy and Awards Night
23 October	Commander NT Police Katherine
24 October	EMIS and Council Mandatory Training
27 October	Centenary of Katherine 2026 Advisory Committee Meeting

28 October	2025 Flinders University Rural and Remote Health Clinic Supervisor Award
28 October	Ordinary Meeting of Council
29 October	Meet and Greet Department of Logistics and Infrastructure (DLI)
30 October	Meet with CEO Tom Leeming – Department of Housing, Local Government and Community Development (DHLGCD)
30 October	Meet with Craig Wilson - Economic Impact Study - Pacific Labour Mobility Support Program (PLMSP)
31 October	Staff BBQ

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING OCTOBER 2025

Report Type: For noting

Recommendation

That Council receive and note the Incoming Correspondence:

- Attachments:
1. LGANT CEO - ALGA Board meeting communique - 11 Sept 2025 - ID 243827 [**10.1.1** - 1 page]
 2. LGANT CEO - LGANT Board meeting Communique - 22 Oct 2025 - ID 24830 [**10.1.2** - 2 pages]
 3. LGANT CEO - Review Guideline 3 - Borrowings 24 Oct 2025 - ID 242841 [**10.1.3** - 1 page]
 4. LGANT CEO - Call for Nominations - NT Planning Commission - 24 Oct 2025 - ID 242842 [**10.1.4** - 2 pages]
 5. LGANT CEO - Call for nominations - NT Place Names Committee - 24 Oct 2025 - ID 242843 [**10.1.5** - 1 page]
 6. LGANT CEO - Call for Nominations - NT Water Safety Advisory Council- 28 Oct 2025 - ID 242838 [**10.1.6** - 1 page]



11 September 2025 ALGA Board Meeting Communique

The ALGA Board met on Thursday 11 September 2025 at the ALGA Board room in Canberra.

The Board heard an update on the success of the 2025 National General Assembly of Local Government (NGA), the most well attended NGA to date. To build on this success, the Board discussed plans and improvements for the 2026 NGA including motions, and endorsed advocacy to the federal Government for the return of the Australian Council of Local Government in 2026.

The Board endorsed the forward plan and approach to ALGA's 2026-27 Pre-Budget Submission, which will reflect and build on ALGA's existing policy positions and key activities. The Board discussed the importance of maintaining a primary focus on local government financial sustainability and the role of local government in unlocking national productivity.

The Board discussed ALGA's financial activities, including a long-term financial plan with options to ensure the ongoing viability of ALGA. The Board endorsed ALGA's audited financial reports.

The ALGA President provided an update on engagement with Government and members in the context of the Economic Reform Roundtables. The President also outlined continued engagement on housing, climate adaptation, regulation, disaster management, and Closing the Gap.

The State and Territory Presidents presented reports highlighting emerging national and jurisdictional issues, such as the need for ongoing advocacy for the financial sustainability of Local Government to respond to increasing pressures related to housing, emergency management, climate change, roads, transport and community infrastructure.

The Board received an update on the national Skills Audit and Jobs Survey (which opened on 2 September) and the upcoming National Local Roads Transport and Infrastructure Congress, which will be held in Bendigo on the 11-12 November 2025.

The ALGA Board will next meet on Monday 10 November 2025 in Bendigo Victoria ahead of the National Local Roads Transport and Infrastructure Congress.



22 OCTOBER 2025 LGANT BOARD MEETING COMMUNIQUE

The LGANT Board met for its fifth meeting of 2025 on Wednesday 22 October at the LGANT office in Darwin and online.

Mayor Brian Pedwell from Victoria Daly Regional Council provided an update on the NT Grants Commission in his capacity as the LGANT regional representative.

The Board approved and adopted the third tranche of LGANT's updated organisational policies. The Board also approved the annual audited financial statements, the directors report and the annual report content.

The Board noted the outcomes of the 2025 CEO Performance and Remuneration Review facilitated by REACH XL and confirmed the Vice Presidents will meet with the CEO to discuss the outcomes of this review in a confidential meeting.

The Board endorsed the Board meeting dates for 2026 and agreed to extend the WALGA Employee Relations Service Agreement for a further 12 months.

The Board endorsed Alice Springs Town Council's nomination (Cherisse Buzzacott) to represent LGANT on the NT Strategic Tobacco Action Committee and endorsed three nominees for the Minister's consideration to represent LGANT on the NT Grants Commission.

The Board noted the nominations for the 2025 LGANT long service awards and reviewed the motions received for the 19 November 2025 general meeting. They also discussed the program for the 18 and 19 November 2025 LGANT Conference and reviewed activity against business from previous General Meetings.

The LGANT Vice President Regional and Shires provided an update on the ALGA Board and talked to the 11 September ALGA Board meeting (refer attached 11 September 2025 communique).

The CEO's update included advice on the recent senior executive changes at the Department of Housing, Local Government and Community Development and internal updates related to HR, risk, legal, WHS, finance, marketing and communications, leave and travel.

The Board will next meet on 25 February 2026.

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

Alternatively, you can contact members of the LGANT Board:

President: VACANT	TBC	TBC	TBC
Vice President (Municipal): Allison Bitar	Alice Springs Town Council	abitar@alicesprings.nt.gov.au	0491 055 224

Vice President (Regional and Shire): Brian Pedwell	Victoria Daly Regional Council	brian.pedwell@vicdaly.nt.gov.au	0429 341 336
Peter Pangquee (Municipal - City of Darwin nominated representative)	City of Darwin	peter.pangquee@darwin.nt.gov.au	0419 858 636
VACANT (Municipal)	TBC	TBC	TBC
VACANT (Municipal)	TBC	TBC	TBC
Peter Clee (Regional and Shire)	Wagait Shire Council	peter.clee@wagait.nt.gov.au	0418 894 404
Lynette De Santis (Regional and Shire)	Tiwi Islands Regional Council	lynettejane.desantis@tiwiislands.nt.gov.au	0419 033 821
James Woods (Regional and Shire)	West Arnhem Regional Council	james.woods@westarnhem.nt.gov.au	0497 919 225

Martene Johnson

From: LGANT CEO <ceo@lgant.asn.au>
Sent: Friday, 24 October 2025 2:47 PM
To: **Council CEOs; **Mayors and Presidents
Cc: **Council CEO EAs; Sarah Zaharie; Michelle VanZanden; Andrea James; Mary Watson
Subject: Doc 242841 Review: Guideline 3 - Borrowings
Attachments: Request for Feedback - Proposed Amendments to Guideline 3: Borrowing; Guideline 3 Borrowing - Draft.docx

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon Mayors, Presidents and CEOs – back in mid-2023, CoD requested LGANT advocate for changes to Guideline 3 - Borrowings. You might remember there was then consultation by the Department on a revised version of the Guidelines in June 2024 (refer attached FYI).

The Department is now requesting sector feedback on a slightly amended version, refer attached. Can you please provide comments (supportive or otherwise) and proposed amendments by CoB Friday 7 November 2025.

Following completion of this guideline, the Department is proposing reviews of the other guidelines with the next being Guideline 1 – Local Authorities, and then Guideline 4 – Assets. However, if you believe a different guideline should be prioritised, they're happy to change the priority. Please let me know. The Department anticipate the review will be completed by December 2025.

Regards



Mary Watson | CEO
Local Government Association of the Northern Territory
t: (08) 8944 9694 | **m:** 0417 864 183
e: mary.watson@lgant.asn.au | **w :** www.lgant.asn.au
21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0804

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Martene Johnson

From: LGANT CEO <ceo@lgant.asn.au>
Sent: Friday, 24 October 2025 11:23 AM
To: **Council CEOs
Cc: **Council CEO EAs; Mary Watson; LGANT CEO
Subject: Doc 242842 Call for nominations - NT Planning Commission
Attachments: 2025-10 Nomination Form - Northern Territory Planning Commission.pdf; 2025-10 Nomination Form - Northern Territory Planning Commission.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon CEOs,

The Minister for Lands, Planning and the Environment is seeking a nomination from LGANT to join the Board of the NT Planning Commission following the resignation of our current representative, Joel Andrew from Alice Springs Town Council, effective 28 October 2025 .

The NTPC does not have any separate terms of reference, however the structure and functions are in Part 7A of the NT Planning Act 1999 (<https://legislation.nt.gov.au/Legislation/PLANNING-ACT-1999>).

Role and Purpose

The Northern Territory Planning Commission is an independent statutory authority established under the Planning Act 1999 and plays an important role in setting the strategic framework for integrated land use, transport and infrastructure in the Territory; while working to deliver more sustainable and cost-effective outcomes for the community which reflect environmental and heritage values.

Nominee

An appropriate nominee to the NTPC would be a person with demonstrated expertise or a special interest in the continuing growth and development of the NT, consistent with good planning principles.

The NTG's policy is that appointments to the NTPC are to be non-elected representatives.

The appointment is for a two-year term.

Meetings

In accordance with the Planning Act 1999, the Planning Commission is to meet as often as necessary; however, must meet at least five times per year.

To meet the nomination timeframe requested by the Minister, we need **completed nomination forms returned to ceo@lgant.asn.au by CoB Friday 5 December 2025.**

If you would like more information, please contact Manager Project Coordination, Department of Lands, Planning and Environment, Ms Karen McGuigan, by phone on (08) 8924 7940 or via email at ntpc@nt.gov.au.

Kind regards,



Ellen Worsfold | Executive Officer

Local Government Association of the Northern Territory
 21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0804
 t: (08) 8944 9688 m: 0406 223 454 www.lgant.asn.au

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Martene Johnson

From: LGANT CEO <ceo@lgant.asn.au>
Sent: Friday, 24 October 2025 9:24 AM
To: **Council CEOs; **Mayors and Presidents; Mary Watson
Cc: **Council CEO EAs; **Mayors and Presidents EAs
Subject: Doc 242843 Call for nominations - NT Place Names Committee
Attachments: NT Place Names Committee - General Committee Information.pdf; NT Place Names Committee - LGANT Representative Nomination Form.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Dear Members,

The Minister for Lands, Planning and the Environment is seeking three (3) nominations from LGANT for his consideration to join the Board of the NT Place Names Committee (NTPNC). We submitted three nominations to the Minister before the local government elections, however two of the nominees were not re-elected so we have been advised to call for nominations again.

The NTPNC does not have any separate terms of reference, however the structure and functions are established under sections 5-11 of the *NT Place Names Act 1967* (<https://legislation.nt.gov.au/Legislation/PLACE-NAMES-ACT-1967>). Please see additional information in the attached 'NT Place Names Committee - General Committee Information' document.

Role and purpose

The Committee considers submissions for place naming under the *Place Names Act 1967*, and makes recommendations to the Minister to name, or alter a name, for a place. The Committee does not develop place naming proposals.

Nominees

LGANT is seeking three (3) nominations for the Minister's consideration. Nominees can be council staff or elected members.

Committee members hold office for a period, not exceeding 4 years, specified in the instrument of appointment.

Meetings

The NT Place Names Committee meets four (4) times a year and may meet ad-hoc as required. Meetings are typically 2-3 hours long and can be conducted virtually.

Committee members may also attend an in-person regional meeting and meetings with local stakeholders, generally once every 12-18 months.

If your council would like to nominate someone to represent LGANT on this committee, please complete the attached nomination form and return it to ceo@lgant.asn.au by CoB 5 December 2025.

Kind regards,



Ellen Worsfold | Executive Officer
Local Government Association of the Northern Territory
21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0804
t: (08) 8944 9688 m: 0406 223 454 www.lgant.asn.au

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Martene Johnson

From: LGANT CEO <ceo@lgant.asn.au>
Sent: Tuesday, 28 October 2025 9:28 AM
To: **Mayors and Presidents; **Council CEOs
Cc: **Mayors and Presidents EAs; **Council CEO EAs; Mary Watson
Subject: Doc 242838 Call for nominations - NT Water Safety Advisory Council
Attachments: NTWSAC Terms of Reference (2021).pdf; NTWSAC nomination forms.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Good afternoon members,

Royal Life Saving Society NT is seeking two (2) LGANT representatives to join the NT Water Safety Advisory Council. At least one of these nominees must be from a regional or shire council.

Please find the terms of reference attached.

Role and purpose

The role of the NTWSAC is to:

1. provide advice to the Minister for Sport on water safety related matters;
2. identify gaps in existing provisions of water safety initiatives in relation to the services necessary for the prevention of drowning and near drowning in the Northern Territory;
3. proactively develop and recommend solutions to emerging and ongoing issues; and
4. develop and implement a Northern Territory Water Safety Strategy that focuses on Water Safety Education, Research and Data Collection and Standards.

Nominees

The NTWSAC comprises of up to 16 members.

Members are to be appointed for a three-year period, with reappointment at the discretion of the Minister.

Meetings

Members of the NTWSAC meet quarterly and report six monthly to review the current action plan that underpins the strategy. The minutes of the meetings and bi-annual reports are sent to the Minister for consideration.

If your council would like to nominate someone to represent LGANT on this committee, please complete the attached nomination forms and return it to ceo@lgant.asn.au by **CoB 5 December 2025**. Please note that all three nominations forms need to be completed as one is for LGANT, one is for the NTWSAC, and the last one is for the Minister. The LGANT Board will consider the nominations.

Kind regards,



Ellen Worsfold | Executive Officer

Local Government Association of the Northern Territory
21 Parap Road, Parap NT 0820 | PO Box 2075, Parap NT 0804
t: (08) 8944 9688 m: 0406 223 454 www.lgant.asn.au

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10.2 CORRESPONDENCE OUTGOING OCTOBER 2025

Report Type: For noting

Recommendation

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Thank you Letter - Lis Clark - 21 Oct 2025 - ID 243411 [**10.2.1** - 1 page]
 2. Thank you Letter - Denis Coburn - 21 Oct 2025 - ID 243415 [**10.2.2** - 1 page]
 3. Thank you Letter - Maddy Bower - 21 Oct 2025 - ID 243412 [**10.2.3** - 1 page]
 4. Thank you Letter - Amanda Kingdon - 21 Oct 2025 - ID 243416 [**10.2.4** - 1 page]
 5. Thank you Letter - Peter McDougall - 21 Oct 2025 - ID 243410 [**10.2.5** - 1 page]
 6. Thank you Letter - Kerrie Mott - 21 Oct 2025 - ID 243413 [**10.2.6** - 1 page]
 7. Thank you Letter - Jeremy Trembath - 21 Oct 2025 - ID 243414 [**10.2.7** - 1 page]
 8. Thank you Letter - Chief Minister Finocchiaro - 23 Oct 2025 - ID 242399 [**10.2.8** - 1 page]
 9. Thank you Letter - Selena Ubio MLA - 23 Oct 2025 - ID 242400 [**10.2.9** - 1 page]
 10. Letter - Joshua Burgoyne - DCA Katherine nominations - 29 Oct 2025 - ID 242495 [**10.2.10** - 1 page]
 11. Minister Charls - Nomination for the Ministerial Advisory Council - 30 Oct 2025 - ID 242829 [**10.2.11** - 1 page]
 12. Letter - Nitmiluk Park Board nomination - 31 Oct 2025 - ID 243250 [**10.2.12** - 1 page]



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Lis Clark

Date: 21st October 2025

Dear Lis,

On behalf of Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as both a Councillor and Mayor. Your commitment and contribution have helped shape a stronger, more connected, and resilient Katherine.

Council particularly acknowledges your dedication to trying to secure a second bridge to ensure access to Katherine during emergencies, and your leadership in delivering the construction of the Memorial Wall, and for advocating for increased investment in the social challenges faced by Katherine. These contributions have left a lasting impact on the community and reflect your dedication to making Katherine a better place for all.

Thank you once again for your service, leadership, and the time and energy you invested in representing the people of Katherine. Your efforts have helped lay important foundations for future growth and community wellbeing.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Denis Coburn

Date: 21st October 2025

Dear Denis,

On behalf of Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as Councillor. Your commitment and contribution have helped shape a stronger, more connected, and resilient Katherine.

I particularly acknowledge your advocacy for the heavy vehicle diversion from Katherine Terrace, the sports ground's improvements and development, and the Regional Precincts and Partnerships Program (RPPP) multipurpose facility project. These contributions have left a lasting impact on the community and reflect your dedication to making Katherine a better place for all.

Thank you once again for your service, leadership, and the time and energy you invested in representing the people of Katherine. Your efforts have helped lay important foundations for future growth and community wellbeing.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Maddy Bower

Date: 21st October 2025

Dear Maddy,

On behalf of Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as Councillor. Your commitment and contribution have helped shape a stronger, more connected, and resilient Katherine.

Council particularly acknowledges your leadership in adopting Council's first Reconciliation Action Plan, and advocacy for inclusivity and cultural appropriateness in Council infrastructure and services. These contributions have left a lasting impact on the community and reflect your dedication to making Katherine a better place for all.

Thank you once again for your service, leadership, and the time and energy you invested in representing the people of Katherine. Your efforts have helped lay important foundations for future growth and community wellbeing.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Amanda Kingdon

Date: 21st October 2025

Dear Ms Kingdon

On behalf of the Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as an elected member. Your commitment to representing your constituents is greatly valued.

I particularly acknowledge your promotion of the Snap Send Solve initiative within the community and your advocacy for improved recycling practices. These contributions reflect your dedication to making Katherine a better place, despite the limitations of remote living.

Thank you once again for your service and the time and energy you invested in representing the people of Katherine.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Peter McDougall

Date: 21st October 2025

Dear Peter,

On behalf of Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as Councillor. Your commitment and contribution have helped shape a stronger, more connected, and resilient Katherine.

I particularly acknowledge your passion for Katherine's history and enthusiasm for celebrating the upcoming Centenary of Katherine. These contributions have left a lasting impact on the community and reflect your dedication to making Katherine a better place for all.

Thank you once again for your service, leadership, and the time and energy you invested in representing the people of Katherine. Your efforts have helped lay important foundations for future growth and community wellbeing.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Kerrie Mott

Date: 21st October 2025

Dear Kerrie,

On behalf of Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as Councillor. Your commitment and contribution have helped shape a stronger, more connected, and resilient Katherine.

I particularly acknowledge your advocacy for strong Council governance and your firm focus on delivering efficient and essential services to Council's constituents. These contributions have left a lasting impact on the community and reflect your dedication to making Katherine a better place for all.

Thank you once again for your service, leadership, and the time and energy you invested in representing the people of Katherine.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

To: Jeremy Trembath

Date: 21st October 2025

Dear Jeremy,

On behalf of Katherine Town Council, I would like to extend my sincere appreciation for your service to the Katherine community during your term as Councillor. Your commitment and contribution have helped shape a stronger, more connected, and resilient Katherine.

I particularly acknowledge your commitment to environmental advocacy and your ongoing passion for the greening of Katherine. These contributions have left a lasting impact on the community and reflect your dedication to making Katherine a better place for all.

Thank you once again for your service, leadership, and the time and energy you invested in representing the people of Katherine. Your efforts have helped lay important foundations for future growth and community wellbeing.

With appreciation,

Joanna Holden
Mayor
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

23 October 2025

The Hon. Lia Finocchiaro, MLA
Chief Minister of the Northern Territory
GPO Box 3146
Darwin NT 01801

Dear Chief Minister Finocchiaro,

Thank you for your recent letter congratulating me and the elected members on the outcome of the recent NT local government election.

It is a privilege to have been elected Mayor, and my fellow Councillors and I are committed to serving the Katherine community with integrity and purpose. We are focused on advocating for the interests of our region and working to deliver positive outcomes for all residents.

We appreciate your acknowledgement and support, and we look forward to maintaining a constructive and professional relationship throughout this term.

Kind regards,

Mayor Joanna Holden
Katherine Town Council



24 Stuart Highway
PO Box 1071
Katherine NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax: 08 8971 0305
ABN 4783 6889 865

23 October 2025

The Hon. Selena Ubio, MLA
Leader of the Opposition
Parliament House
GPO Box 3700
Darwin NT 0801

Dear Ms Ubio,

Thank you for your recent letter congratulating me and the elected members on the outcome of the recent NT local government election.

It is a privilege to have been elected Mayor, and my fellow Councillors and I are committed to serving the Katherine community with integrity and purpose. We are focused on advocating for the interests of our region and working to deliver positive outcomes for all residents.

We appreciate your acknowledgement and support, and we look forward to maintaining a constructive and professional relationship throughout this term.

Kind regards,

Mayor Joanna Holden
Katherine Town Council



29 Crawford Street
PO Box 1071 Katherine
NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax 08 8971 0305
ABN 4783 6889 865

29 October 2025

Hon Joshua Burgoyne
Minister for Lands, Planning and Environment
State Square
Darwin NT 0800
Minister.burgoyne@nt.gov.au
Cc: development.consentauthority@nt.gov.au

Dear Minister Burgoyne

NOMINATIONS FOR THE KATHERINE DIVISION OF THE DEVELOPMENT CONSENT AUTHORITY

On behalf of the Katherine Town Council, I thank you for the letter dated 8 September 2025 seeking nominations for local government council nominated members to the Development Consent Authority Katherine Division.

I am please to advise that following an Ordinary Meeting 28 October 2025, Council resolved the following:

1. That Council approve the nominations to the Katherine Division of the Development Consent Authority (DCA) of:
 - a. Councillor Kathryn Whitehouse
 - b. Councillor Jim King
 - c. Clayton Holland
 - d. Jon Raynor

I have attached nomination forms from all nominees for your consideration.

Please do not hesitate to contact myself if you require any further information.

Yours sincerely

Casey Anderson
ACTING CHIEF EXECUTIVE OFFICER



29 Crawford Street
PO Box 1071 Katherine
NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax 08 8971 0305
ABN 4783 6889 865

30 October 2025

Hon Jinson Charls
Minister for Youth, Seniors and Equity
State Square
Darwin NT 0800
DPSC.OST@nt.gov.au

Dear Minister Charls

NOMINATIONS FOR THE MINISTERIAL ADVISORY COUNCIL OF SENIOR TERRITORIANS

On behalf of the Katherine Town Council, I thank you for the letter dated 24 September 2025 seeking a nomination from Katherine Town Council for a member of the Ministerial Advisory Council of Senior Territorians (MASCT).

I am please to advise that following an Ordinary Meeting 28 October 2025, Council resolved the following:

1. That Council approve the nomination of Councillor Toni Tapp Coutts and Councillor Jim King from Katherine Town Council to be part of the Ministerial Advisory Council of the Senior Territorians (MASCT) established by Minister Charls, Minister for Youth, Seniors and Equality,

Katherine Town Council recognise the valuable benefits of the Advisory Committee for the seniors of the Katherine community and the Northern Territory and thank you for the opportunity to nominate our elected members.

Please do not hesitate to contact myself if you require any further information.

Yours sincerely

Joanna Holden
MAYOR OF KATHERINE TOWN COUNCIL



29 Crawford Street
PO Box 1071 Katherine
NT 0851
records@ktc.nt.gov.au
Ph: 08 8972 5500
Fax 08 8971 0305
ABN 4783 6889 865

31 October 2025

Marie-Claire Boothby
Minister for Parks and Wildlife
Parliament House
State Square
DARWIN NT 0800
Ministerboothby@nt.gov.au
Cc Ashleigh.pugh@nt.gov.au

Dear Minister Boothby

RE: NITMILUK PARK BOARD OF MANAGEMENT NOMINATION OF KATHERINE TOWN COUNCIL REPRESENTATIVE

Katherine Town Council appreciates the opportunity again to nominate a representative for the Nitmiluk Park Board of Management.

I am please to advise that following an Ordinary Meeting 28 October 2025, Council resolved to support the nomination of myself, Mayor Holden, to the board and that Councillor Toni Tapp-Coutts will be my proxy.

Please do not hesitate to contact myself if you require any further information.

Yours sincerely

Joanna Holden
MAYOR OF KATHERINE TOWN COUNCIL

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 DISPOSAL AND WRITE OFFS OF VARIOUS FIXED ASSETS

Author: Cheriece Fry, Fleet and Asset Coordinator
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

1. That Council approves the write-off of 11 assets as detailed in *Table 1. Assets to be Written off*, in accordance with Regulation 28 of the Local Government (General) Regulations 2021 and Section 267 of the *Local Government Act NT 2019*.
2. That Council approves the disposal of 36 assets as detailed in *Table 2. Assets to be Disposed*, ensuring all disposal actions comply with Ministerial Guideline 4: Assets and Katherine Town Council's Asset Management Policy.
3. That Council directs that all write-offs and disposals be recorded in the Council's asset register to maintain compliance with legislative requirements and audit standards.

Purpose of Report

The purpose of this report is to seek Council approval to write off 11 assets that are no longer in use and to dispose of 36 assets identified during the recent review of the Fixed Asset register. This action will ensure the asset records remain accurate and reflect the current operational requirements of the Council.

Strategic Plan

Not Applicable

Municipal Plan

4.2.4.6 Prudent financial management for stronger returns for ratepayers

4.2.4.7 Comply with financial legislative requirements

Background

Council recently conducted a comprehensive review of its Fixed Asset data to ensure accuracy and compliance with asset management standards. During this review, several discrepancies were identified, including multiple assets that are no longer in use or required. These assets have been flagged for removal to maintain an accurate and up-to-date asset register. This process is part of the Council's ongoing commitment to effective resource management and financial accountability.

Discussion

In accordance with Section 267 of the *Local Government Act NT 2019*, Regulation 28 of the Local Government (General) Regulations 2021, and Katherine Town Council's Asset Management Policy, Council is required to write off money, property, or assets that have been misappropriated, lost, destroyed, or damaged beyond economical repair. Following the recent review of the Fixed Asset register, 11 assets have been identified for write-off and 36 assets for disposal.

Approval is therefore requested to proceed with writing off these 11 assets and disposing of the 36 assets using the methods of disposal outlined in the tables below.

These actions will ensure compliance with legislative requirements and maintain accurate asset records. All disposal actions will comply with Ministerial Guideline 4: Assets, ensuring transparency and where applicable best value for money.

Table 1. Assets to be Written off

Asset Number	Asset Description	Reason for Disposal	Method of Disposal
BOS81148	Main Oval Timber Pavilion - Structure	Beyond Economical Repair	Demolished
BOS81149	Main Oval Timber Pavilion - Roofing	Beyond Economical Repair	Demolished
BOS81150	Main Oval Timber Pavilion - Services Electrical	Beyond Economical Repair	Demolished
FFE55405	Furniture - (10 of) Baron Executive Office Chairs (Civic Centre)	Beyond Economical Repair	Scrapped
PE5068	C Water quality and monitoring equipment - sampling and testing at the Waste Management Facility	Damaged	Scrap
FFE55411	Server (Civic Centre)	Obsolete	Scrap
FFE55419	Leased Office Equipment - Photocopier Xerox DC-VI-C4471 (Civic Centre)	Obsolete	Other - clerical
FFE55800	6 x Computer System (Library)	Obsolete	Scrapped
FFE56000	Leased Office Equipment - Photocopier - Multi Function Device - DC-IV-C2265 (Depot)	Obsolete	Other - clerical
FFE56701	New Audio System + TV	Obsolete	Scrapped
FFE55805	Office Equipment - (6 of) Public Computers/Kiosks - HP Compaq Elite	Obsolete	Scrap

Table 2. Assets to be Disposed

Asset Number	Asset Description	Reason for Disposal	Method of Disposal
BOS80018	Airport - Katherine Aerial Medical Hanger & Office Roofing	Added in Error	Other - clerical
BOS80019	Airport - Katherine Aerial Medical Hanger & Office Internal Finishes	Added in Error	Other - clerical
BOS80020	Airport - Katherine Aerial Medical Hanger & Office Flooring Finishes	Added in Error	Other - clerical
BOS80021	Airport - Katherine Aerial Medical Hanger & Office Services - Plumbing	Added in Error	Other - clerical
BOS80022	Airport - Katherine Aerial Medical Hanger & Office Services - Mechanic	Added in Error	Other - clerical
BOS80023	Airport - Katherine Aerial Medical Hanger & Office Services - Electric	Added in Error	Other - clerical
BOS80024	Airport - Katherine Aerial Medical Hanger & Office Services - Fire	Added in Error	Other - clerical
BOS80025	Airport - Katherine Aerial Medical Hanger & Office Structure Exc Roof	Added in Error	Other - clerical
RD40614	Pavement (Chambers Drive) Katherine East	Added in Error	Other - clerical
RD40615	Seal (Chambers Drive) Katherine East	Added in Error	Other - clerical
RD41000	Pavement (Donkey Camp) Lansdowne	Added in Error	Other - clerical



Asset Number	Asset Description	Reason for Disposal	Method of Disposal
RD41001	Seal (Donkey Camp) Lansdowne	Added in Error	Other - clerical
IMP7101	Bore No 2 and fencing (SHG)	Capital Renewal	Demolished
IMP7102	Pump equipment on bore (SHG)	Capital Renewal	Demolished
IMP7034	Boundary fencing (SHG)	Capital Renewal	Demolished
IMP7035	Fencing (SHG)	Capital Renewal	Demolished
IMP7147	Cemetery - Security Fence (Paper Fence)	Capital Renewal	Demolished
PE5093	CE39LS - 2021 - Grey - Volkswagen T-Cross - S/Wagon - 4x2	Capital Renewal	Traded-In
BOS80500	Shade structure (x3 Upper Hot Springs)	Capital Upgrade	Demolished
BOS80501	Main staircase (Hot Springs)	Capital Upgrade	Demolished
BOS80502	Walkway & Retaining wall (Hot Springs)	Capital Upgrade	Demolished
BOS80503	Retaining wall to public toilets (Hot Springs)	Capital Upgrade	Demolished
BOS80504	Boardwalk & viewing platform (Hot Springs)	Capital Upgrade	Demolished
BOS81189	Rodeo Ablutions - Structure	Capital Upgrade	Demolished
BOS81190	Rodeo Ablutions - Roofing	Capital Upgrade	Demolished
BOS81191	Rodeo Ablutions - Services Electrical	Capital Upgrade	Demolished
BOS81192	Rodeo Ablutions - Services Plumbing	Capital Upgrade	Demolished
ODL61102	Sport & Rec Lighting - Sportsgrounds - Oval No. 2 Light Towers	Capital Upgrade	Scrapped
IMP7016	Boundary fencing (SPG)	Capital Upgrade	Demolished
IMP7026	Boundary fencing (SPG)	Capital Upgrade	Demolished
BOS81500	Automatic toilet (VIC)	Capital Upgrade	Scrap
BOS81100	ATCO demountable (near rodeo area)	Surplus to Needs	Demolished
BOS81311	Covered Area - Near Toilet Block No2	Surplus to Needs	Demolished
BOS81900	Automatic toilet (Ryan Park)	Surplus to Needs	Scrap
PE5108	Dickens & Mcleod Little Ripper Trencher	Surplus to Needs	Scrapped
BOS81703	Dump Oil Tank	Surplus to Needs	Scrap

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

14.2 KATHERINE AQUATIC CENTRE – YMCA - COMMUNITY BENEFIT PLAN AND PROGRAM DELIVERY

Author: Rhett English, Manager Community Relations
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For noting
Attachments: 1. YMCA NT Community Benefit Programs Table Summary [**14.2.1** - 4 pages]
2. YMCA NT Reflect Reconciliation Action Plan [**14.2.2** - 2 pages]

Officer Recommendation

That Council:

1. Notes the progress and outcomes of the YMCA Northern Territory's Community Benefit Plan and Program Delivery Model under Contract T25-08 – Katherine Aquatic Centre Operational Management Services;
2. Acknowledges the YMCA Northern Territory's contribution to local employment, community wellbeing, inclusion, and reconciliation through the implementation of its approved community programs; and
3. Notes of ongoing performance monitoring and annual reporting will be provided to the Council on community participation, program delivery outcomes, and alignment with Katherine Town Council's Municipal Plan 2025–26 objectives.

Purpose of Report

To provide Council with additional information on the YMCA Northern Territory's contract for the operation and management of the Katherine Aquatic Centre, specifically in relation to the implementation and performance of the Community Benefit Plan and Program Delivery Model.

Strategic Plan

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

2.3.1 Support diversity by ensuring our communication and engagement is inclusive and accessible to all members of the community.

2. COMMUNITY AND FAMILIES - 2.4 Support Our Youth - Support youth engagement.

2.4.1 Empower youths through youth-focused events and school-holiday activities.

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.

4. GROWTH AND SUSTAINABILITY - 4.3 Attract Skilled Workers - Attract and retain skilled workers.

4.3.4 Enhance Katherine's liveability so that people want to live here.

Municipal Plan

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

2.4.1.1 Provide a range of youth focused, free and accessible community events and programs

Background

An open tender process was undertaken for Tender T25-08 – Katherine Aquatic Centre Operational Management Services, closing 1 August 2025. The YMCA Northern Territory (The Y NT) was the successful tenderer, appointed under a three-year contract term (2026–2029) valued at \$506,769 per annum (excluding GST).

The Y NT currently operates multiple recreation, aquatics, and community facilities across the Northern Territory, including the Henry Scott Recreation Centre and Little Mangoes Early Learning Centre in Katherine. Their submission included a comprehensive Community Benefit Plan and Reflect Reconciliation Action Plan (2023–2024) outlining their community engagement, employment, and program delivery commitments.

This report provides Council with further detail on the contract’s alignment and delivery against the Community Benefit outcomes and Program Delivery Model.

Discussion

Local Employment and Economic Contribution

The YMCA NT demonstrates strong alignment with Council’s objectives of supporting local employment and economic participation.

Focus Area	Key Initiative	Outcome/Impact
Local Employment	8 FTE + training budget	Supports local jobs and skill development
Youth Engagement	STARS & Clontarf partnerships	Builds confidence, participation, and retention
Inclusion & Accessibility	All-Abilities Swim Days	Improves social inclusion and access
Reconciliation	RAP Implementation	Strengthens local Aboriginal participation and partnerships

Community Benefit and Program Delivery

The YMCA NT’s Community Benefit Plan outlines a suite of inclusive aquatic, recreation, and wellbeing programs aligned with Council’s Municipal Plan 2025–26 and Katherine 2027 Strategic Plan.

Key program areas include:

- Aquatic Programs: Learn to Swim, Aqua Aerobics, Water Safety and School Swim & Survive programs that improve community health, safety, and life skills.
- Youth Engagement: Partnerships with STARS Foundation, Clontarf Academy, and local schools to deliver youth participation, leadership, and recreation activities.
- Health and Wellbeing: Community fitness events, aqua fit sessions for seniors and people with disabilities, and preventative health initiatives in partnership with local agencies.
- Inclusion and Accessibility: Delivery of All-Abilities Swim Days, collaboration with Disability Sport NT and Carers NT to promote equitable access.
- Cultural and Reconciliation Initiatives: Implementation of the Reflect Reconciliation Action Plan

(2023–24), NAIDOC Week events, and cultural connection workshops with Traditional Owners and local Elders.

- Sustainability and Environment: Commitment to water and energy efficiency, waste reduction, and community education on sustainable practices.

These initiatives contribute directly to the delivery of Council’s community wellbeing, inclusion, and sustainability outcomes while enhancing the Katherine Aquatic Centre’s role as a key public health and recreation facility.

Reconciliation and Cultural Engagement

The Y NT’s Reflect Reconciliation Action Plan (RAP) provides a strong framework for culturally safe operations and meaningful community engagement.

- The organisation employs 49 Aboriginal and Torres Strait Islander staff across the Northern Territory, including three Aboriginal Directors on its governing Board.
- The RAP actions support Council’s reconciliation and cultural heritage objectives by promoting awareness, respect, and participation among staff and program participants.
- Local partnerships with Jawoyn, Dagoman, and Wardaman Traditional Owners are encouraged through collaborative programming and acknowledgment practices at community events.

Strategic Alignment

The YMCA NT’s programs directly advance Council’s Municipal Plan and Strategic Plan priorities related to safe, inclusive, and healthy community spaces; youth engagement; and local employment. The partnership also contributes to broader NT Government priorities including tourism, Aboriginal employment, and regional wellbeing.

Council Strategy / Plan	Alignment
Municipal Plan 2025–26	Delivering safe, inclusive and healthy community spaces
Katherine 2027 Strategic Plan	Themes 1 & 2 – Healthy Lifestyle and Community Wellbeing
NT Visitor Economy Strategy 2032	Supports tourism and visitor infrastructure outcomes
NT Aboriginal Affairs Strategy	Strengthens First Nations employment and partnerships

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 annual contract sum of \$506,769 (excl. GST) is inclusive of all operational, staffing, and program delivery costs.

The YMCA's community programs are self-contained within the agreed budget and do not require additional Council funding beyond the approved operational allocation.

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.

Attachment 1: YMCA NT – Community Benefit Programs Table (Summary)

Program Category	Program / Initiative	Description	Community Benefit / Outcome	Alignment
Aquatic Programs	Learn to Swim	Structured swim program for all ages.	Improves safety, confidence, and life skills.	Healthy & Active Katherine
	Aqua Aerobics / Aqua Fitness	Group fitness in water environment	Promotes mobility and social Wellbeing	Active Lifestyle Strategy
	Water Safety & Survival Week	In partnership with RLSSNT and local schools	Reduces drownings and increases Awareness	Safe Communities Outcome
	First Nations Lifeguard Training Program	Employment and training for 17–24-year-olds	Creates jobs and strengthens local capacity	Reflect RAP 2023–24

Program Category	Program / Initiative	Description	Community Benefit / Outcome	Alignment
Health & Wellbeing	Active Recreation Program Aqua Fit for All Community Health Events	Linked to Henry Scott Recreation Centre. Inclusive, accessible exercise classes Open community events and expo days	Encourages regular participation in physical activity. Supports inclusion for seniors and people with disability. Strengthens community connection and wellbeing	Municipal Plan 202–26 Access & Inclusion Policy Katherine 2027 Plan
Youth Engagement	STARS & Clontarf Partnerships School Holiday “Splash” Days	Youth leadership and engagement programs Family and youth recreation events	Builds confidence and school Retention Encourages positive participation and inclusion	NT Youth Strategy Community Development Strategy

Program Category	Program / Initiative	Description	Community Benefit / Outcome	Alignment
Cultural & Reconciliation	Reflect	Embeds	Promotes cultural awareness and local partnerships.	RAP & Cultural Heritage Plan
	Reconciliation Action Plan	Aboriginal participation in Y NT services		
	Cultural Connection Workshops	Led by local Elders and artists.	Builds cultural respect and storytelling	Katherine 2027 – Culture & Heritage
Sustainability & Environment	Eco-Smart Facilities Program	Water and energy efficiency measures.	Reduces operating costs and emissions.	Sustainability Action Plan
	Sustainability Education Sessions	Community awareness programs.	Promotes responsible environmental behaviour.	Climate Adaptation Strategy

Program Category	Program / Initiative	Description	Community Benefit / Outcome	Alignment
Education & Workforce Development	School-Based Apprenticeships / TAFE Links	Local training and work experience.	Builds pathways for Katherine youth.	NT Skills & Jobs Plan
	Leadership & Professional Development	2% of annual wages allocated to training	Strengthens staff capability and retention.	Workforce Development Strategy

Summary:

The YMCA's Community Benefit Programs demonstrate clear alignment with Council's strategic objectives by enhancing community health, inclusion, youth participation, and local economic development through accessible and culturally safe programming.

Attachment 2: YMCA NT – Reflect Reconciliation Action Plan (2023–2024)

Overview

The *Reflect Reconciliation Action Plan* outlines the YMCA Northern Territory’s formal commitment to reconciliation between Aboriginal and Torres Strait Islander peoples and non-Indigenous Australians. Endorsed by Reconciliation Australia, the plan provides a 12-month framework for action, accountability, and partnership building.

Key Focus Areas

1. **Relationships** – Strengthening connections with Aboriginal and Torres Strait Islander communities across the NT, including Katherine, through collaboration, consultation, and respect.
2. **Respect** – Embedding cultural learning and awareness into all YMCA workplaces, programs, and events.
3. **Opportunities** – Expanding First Nations employment, training, and leadership pathways across all Y NT operations.
4. **Governance & Reporting** – Establishing clear monitoring processes to track progress and report annually to Reconciliation Australia.

Local Significance

- Acknowledges the Jawoyn, Dagoman, and Wardaman peoples as Traditional Custodians of Katherine.
- Highlights the artwork “Caterpillar Dreaming” by Arrernte artist and Y NT staff member Patricia Oliver (Ltyentye Apurte), symbolising connection to country and culture.
- Identifies the Y NT’s Katherine operations (Henry Scott Recreation Centre, Little Mangoes Early Learning, and the Aquatic Centre) as key platforms for reconciliation in action.

Commitments in Practice

- Implementation of the First Nations Lifeguard Training & Employment Program.
- Partnership with Royal Life Saving Society NT for culturally safe aquatic training.
- Inclusion of Welcome to Country and Acknowledgment of Country at all major community events.
- Delivery of cultural connection workshops and participation in NAIDOC Week celebrations.

- Recruitment of Aboriginal and Torres Strait Islander staff at all operational levels, including governance representation on the YMCA NT Board.

Summary:

The YMCA NT's *Reflect Reconciliation Action Plan 2023–2024* provides a clear and measurable commitment to reconciliation, cultural safety, and inclusion across all community and aquatic operations in Katherine and the broader Big Rivers region.

14.3 RESCIND PROPOSED LAND LICENSE AGREEMENT

Author: Martene Johnson, Executive Assistant
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

That Council rescind the resolution OMC-2025-155 the Proposed Land License Agreement over Lot 2787, Katherine NT

Purpose of Report

To rescind the resolution OMC-2025-155 the Proposed Land License Agreement over Lot 2787, Katherine NT

Strategic Plan

Not Applicable

Municipal Plan

Not applicable

Background

At the Ordinary Meeting of Council on 17 June 2025, resolution OMC-2025-155 the council endorsed and approved the Land License Agreement over Lot 2787, Katherine NT, for LA Build Pty Ltd for a laydown site to support a local housing development site.

Discussion

LA Build Pty Ltd have advised Council that they no longer require Council land to be used as a laydown site.

Consultation Process

There was no consultation process required for this report.

Policy Implications

Policy, the Common Seal Register must be maintained to reflect the resolutions of the Council to affix the Common Seal. When a resolution is no longer required, this must also be rescinded and reflected within the register.

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.

14.4 REVIEWED COUNCIL POLICIES

Author:	Amanda Haigh, Manager Governance and Risk
Authoriser:	Casey Anderson, Acting Chief Executive Officer
Report Type:	For decision
Attachments:	1. Policy - Attendance meeting via audio and audio visual conferencing system - V3 - review Nov 2025 [14.4.1 - 3 pages] 2. Policy - Delegates and Representation on External Organisations - V2 - Review Nov 2025 [14.4.2 - 5 pages] 3. Policy - Credit Card for elected members and CEO - V2 - review Nov 2025 [14.4.3 - 5 pages] 4. Policy - Filling Casual Vacancies - V3 - reviewed November 2025 [14.4.4 - 4 pages]

Officer Recommendation

1. That Council approve and adopt the Attendance at Meetings via Audio or Audiovisual Conferencing System Policy version 3.
2. That Council approve and adopt the Council Delegates and Representation on External Organisations, Including Community Groups Policy version 2.
3. That Council approve and adopt the Credit Card for Council Members and Chief Executive Officer Policy version 2.
4. That Council approve and adopt the Filling Casual Vacancies Policy version 3.

Purpose of Report

To approve the Council policies due for review:

1. Attendance at Meetings via Audio or Audiovisual Conferencing System Policy version 3,
2. Council Delegates and Representation on External Organisations, Including Community Groups Policy version 2,
3. Credit Card for Council Members and Chief Executive Officer Policy version 2, and
4. Filling Casual Vacancies Policy version 3.

Strategic Plan

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

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

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

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

Municipal Plan

1.1.2.1 Workplace policies and Council By-Laws are reviewed regularly

4.2.1.1 All policies and procedures are up-to-date

Background

A Council Policy is required by legislation or established for the guidance and direction of the organisation, or to complement the Katherine Town Council Municipal Plan, or that will impact the community. These are approved through a resolution of Council. Council policies are to be reviewed every four years and statutory policies under the Act being reviewed within 6 months of a new Council being elected.

Katherine Town Council role is to approve Council policies; consider the application of relevant policies as part of Council decision making; and consider any recommendations for adoption of policies from the Chief Executive Officer and Audit and Risk Management Committee.

All council policies should be regularly reviewed to ensure they remain contemporary.

Discussion

Attendance at Meetings via Audio or Audiovisual Conferencing System Policy

This policy is required under the *Local Government Act 2019*. It authorises a council and committee member's attendance at a meeting by an audio or audio-visual conferencing system and describes the duties and obligations of a member who attends by audio or audio-visual means. This policy is due for review November 2025 and no policy amendments were required as part of this review.

Council Delegates and Representation on External Organisations, Including Community Groups Policy

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

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

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

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

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

This policy was due for review October 2025. Policy amendments included minor administrative amendments, inclusion of associated policies, and the reporting requirement to the next council meeting as part of this review.

Credit Card for Council Members and Chief Executive Officer Policy

Under Regulation 6(1)(e) of the Local Government (General) Regulations 2021, Council is required to have a policy for the responsibility and use of credit cards by Council members and the Chief Executive Officer (CEO).

The policy is to outline how credit cards issued to Council members and the Chief Executive Officer will be managed and monitored. Corporate credit cards are a valuable tool for the efficient and effective operation of Council's daily business and can be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and / or payment for goods or services.

Previously no credit card has been issued to an Elected Member. Should council decide to provide the Mayor with a credit card a resolution of council, including setting the monthly and transaction limits is required.

The policy authorises the issue of a credit card to the CEO for the CEO to perform their functions, with a monthly credit limit of \$10,000 and a maximum limit for single transactions of \$10,000.

The policy outlines the responsibilities of credit card holders in relation to:

- use of the credit card
- supporting documentation requirements
- the monthly credit card transaction reconciliation process
- credit card cancellation, replacement or return, and
- details that must be contained in Council's register of credit cards.

The policy allows Council to resolve at any time to:

- revoke the issue of the credit card to the Mayor or CEO, or
- place additional limits on the use of credit cards by the Mayor or the CEO.

Council has a similar corporate policy in place where Council employees are issued with corporate credit cards.

This policy was due for review June 2025. The policy review has transferred the policy to the current council policy template, streamlining the policy with minor amendments.

Filling Casual Vacancies Policy

This policy is required under the *Local Government Act 2019*. It outlines how casual vacancies for the position of an ordinary member and an elected Mayor may be filled when a member's seat becomes vacant.

This policy was due for review October 2025. The policy amendments include minor administrative changes and inclusion of advertising on council community noticeboards.

Consultation Process

There was no consultation process required for this report.

Policy Implications

Council policies are a key component of the governance framework for all local governments in the Northern Territory (NT). The Council Policy and Procedures Framework guide the policy development and review process.

Policies are developed to provide boundaries, guidelines and consistency for the achievement of strategic and operational directions, taking into consideration legal requirements, best practice and quality standards. They support the strategic direction and guide Katherine Town Council's decision-making processes.

Policies set parameters for decision-making and show the "why" behind actions.

The policies are consistent with the provisions of the *Local Government Act 2019*.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

The policies are consistent with the provisions of the *Local Government Act 2019*.

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

ATTENDANCE AT MEETINGS VIA AUDIO OR AUDIOVISUAL CONFERENCING SYSTEM POLICY

Type:	Council – Elected Members		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	27/06/2023	Next Review:	30/11/2025 November 2029
Records Number:	179562	Council/CEO Decision:	Council OCM-052-2023
Legislation Reference:	Sections 95(3)(a) and 98(3)(a) of the <i>Local Government Act 2019</i>		

1 PURPOSE

This policy authorises a member's attendance at a meeting by an audio or audiovisual conferencing system and describes the duties and obligations of a member who attends by audio or audiovisual means, in accordance with sections 95(3)(a) and 98(3)(a) of the *Local Government Act 2019*.

2 SCOPE

This policy applies to elected members, committee members and Council employees with Katherine Town Council.

3 DEFINITIONS

CEO means Chief Executive Officer

Meeting includes any meeting of Council, Audit and Risk Management Committee or Council Advisory Committee.

Members means a member of council, Audit and Risk Management committee or council committee.

4 DETAILS

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

4.1 Attendance

A member may attend any meeting via an audio or audiovisual conferencing system.

It is desirable, but not mandatory, that members give at least 1 days' notice to the CEO that they intend to attend the meeting via the conferencing system and the reason(s) for not being physically present at the meeting.

4.2 CEO responsibilities

The CEO must ensure the provision of the necessary equipment, and setup of that equipment, to provide an adequate conferencing system that enables remote attendance of members.

The CEO must ensure that the audio or audiovisual conferencing system is switched on and tested for the meeting and the relevant members have the correct information to enable their attendance (e.g. phone number, video link or other login details to enable a member to attend remotely).

4.3 General responsibilities

The Chair of a meeting must ensure that any member attending a meeting remotely is offered the same or substantially the same opportunity to participate in debate, and to register an opinion, on questions arising for decision, as if the member were physically present at the meeting.

All members in attendance are to abide by the Code of Conduct and, if attending via audiovisual conferencing, are to consider the appropriateness of their personal presentation and surrounding environment to the extent that they would if the member were attending the meeting in person.

The Chair is to confirm which participants are present at the commencement of the meeting.

The minutes of a meeting must identify whether each member attended in person or by audio or audiovisual means.

A member who is attending by audio or audiovisual means must advise the Chair if they are about to leave the meeting. A member must also advise the Chair immediately if they re-join the meeting. These details are to be recorded in the minutes with a reference to the member's time of departure and time of return (if applicable).

If technical issues arise that prevent a member from being heard or to hear during the meeting, the chair can declare that the member has left the meeting. If the chair experiences technical issues and has left the meeting, then council/committee must by resolution appoint a member as the presiding member being the Deputy Mayor/Deputy Chair in the first instance or another member if the deputy is unable to preside.

4.4 Conflicts of interests

It is the responsibility of individual members attending a meeting remotely to ensure they do not participate in an agenda item, or hear the discussion, if they have declared a conflict of interest in the matter.

The member must ensure they declare the conflict and disconnect from the conferencing system at the appropriate time (i.e. prior to discussion of the particular agenda item).

Where a member has disconnected from the conferencing system due to a conflict of interest, the Chair must contact the member as soon as the agenda item has concluded and request that they re-join the meeting.

4.5 Confidentiality

Members attending meetings remotely must:

- (a) ensure that people who are not members cannot see, overhear or listen to the member or the meeting (unless the Council is aware and accepts the circumstances);
- (b) not record the meeting unless all members in attendance at the meeting agree to the member recording the meeting; and
- (c) ensure that confidential papers are not accessible by any person who is not a member.

Note: People who are not members are able to attend meetings in a manner allowed by the Council.

4.6 Voting

All members present at a meeting must exercise their vote on a question arising for decision. Before each agenda item and resolution, to ensure the participation of any members attending remotely, the Chair is to confirm that members attending remotely are able to hear the discussion and vote. Unless the council decides unanimously to

take a vote by secret ballot, voting is to be by show of hands. In the case of secret ballots, the member will provide their vote to the CEO in confidence, who will then place it into the ballot box.

5 ASSOCIATED POLICIES/DOCUMENTS

Elected Members Conflicts of Interest Policy

Elected Members Code of Conduct

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

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 under item 4.1 addition of ‘and the reason(s) for not being physically present at the meeting’	Governance and Executive Officer
3	17/11/2025	<u>Reviewed – nil changes required</u>	<u>Acting CEO</u>



COUNCIL POLICY

COUNCIL DELEGATES AND REPRESENTATION ON EXTERNAL ORGANISATIONS, INCLUDING COMMUNITY GROUPS POLICY

Type:	Council Policy – Elected Members		
Owner:	Governance and Executive Officer Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	28 February 2023	Next Review:	1 October 202 9 5
Records Number:	177232	Council/CEO Decision:	Council
Legislation Reference:	Section 44 Local Government Act 2019		

1 PURPOSE

The objective of this Policy is to provide guidance to Council on the nomination of delegates to external organisations, including community associations and guide Councillors acting as delegates on their required roles and responsibilities.

2 SCOPE

This Policy applies to all delegates appointed by Council resolution to external bodies, agencies and forums. ~~Councillors~~Elected Members should also consider the policy generally when interacting with external organisations.

3 DEFINITIONS

Delegate is a person authorised to represent the Council.

Representation is the action of speaking or acting on behalf of Council.

External Organisation means any organisation, government, corporation, group or any other body outside of Council.

4 DETAILS

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

Being a Councillor delegate is an important role and carries with it a high level of responsibility because as a Councillor-delegate you are representing the Katherine Town Council. It is important to ensure that the most appropriate person is appointed for a delegate position and that clear guidance is given as to the obligations of the role.

Being a Councillor delegate is consistent with Part 4.2 (44) of the *Local Government Act 2019* which provides that the role of an Councillor-Elected Member includes representing the interests of electors, ratepayers and residents of the district; providing leadership and guidance; and facilitating communication between the members of the council's constituency and the council.

This Policy sets the manner by which those nominated as delegates to external committees or organisations may fulfil their representative role. It provides guidance to Councillors-Elected Members and the CEO on the process to be used in selecting and making appointments to external bodies and forums.

PRINCIPLES

- Appointees to external bodies and forums are delegates of the Council and as such will take a position on any matter consistent with formally established Council position, or with the Council's known strategic vision or direction.
- Where a matter arises requiring a decision which may be inconsistent with established policies, strategies or vision, these matters will always be referred to the Council for discussion and direction, and any pressures for early decision on such matters will be withstood.
- Sign-off of any joint document involving the Katherine Town Council must occur through formal Council resolution unless formally delegated by the Council.
- Where possible within these parameters, delegates will have the ability to explore new ideas and possible solutions freely, and to achieve consensus with other members.
- Delegates to any organisation or forum will always advocate for their community but also should seek where possible wider outcomes which benefit other communities, provided the interests of the Katherine Town Council community are not adversely affected.
- Councillors who are private members of an organisation or forum receiving financial assistance from the Council, or with a financial interest in the outcomes of any its deliberations, will not be appointed as a delegate to that organisation.
- Where conflict arises being the statutory obligations as a Councillor-Elected Member and fidelity to another organisation, Councillors should consider their position on the external organisation.
- Councillors-Elected Members are civic leaders and it is appropriate for the Mayor and Councillors to be members of community associations and groups without being formally delegated as Councillors by Council to the extent that they manage conflicts and abide by their obligations as a Councillor-Elected Member.

APPOINTMENT OF DELEGATES

Council will only consider the appointment of a delegate to a body/group/organisation or forum where:

- it represents state or regional interests that are likely to have an impact on the Katherine Town Council;
- the terms of reference or constitution of the organisation complements the objectives of the Katherine Town Council and does not readily involve a conflict;
- it is considering or working on a matter or issue of significant strategic interest to the Council. This may be confined to local interests, involve state or regional matters, or be issue based at any level;
- it represents local interests and the Council has a direct financial or strategic interest in the affairs of that group; and
- it represents local interests and the group occupies Council property.

The Council will review its appointment to external bodies and forums in conjunction with the regular election cycle. Council will not consider the appointment of a delegate to a body/group/organisation or forum prior to being provided with the terms of reference or constitution of the group. This will enable the Katherine Town Council to identify any potential real or perceived conflicts associated with appointing a Council delegate.

The Chief Executive Officer (CEO) will call for the nomination of delegates to all relevant bodies, groups, organisations and forums as soon as possible after the local government elections and appointment of Councillors to their positions. Where a position arises outside this process, the CEO will call for nominations within five days of notification of the position coming available.

At the next available meeting of the Council:

- where the nominations equal available vacancies, the delegates will be appointed by resolution of Council;
- where there are more nominations than vacancies, Council by resolution may:
 - ask the CEO to conduct a secret ballot using the first past the post system to establish the preferred delegate or delegates to fill the position. In the event of a tied vote for a position, lots will be drawn by the Chief Executive Officer to determine the preferred delegate; or
 - ask the CEO to draw lots; or
 - another method determined by Council.

The Mayor will call for a resolution of Council for the preferred delegate or delegates to be appointed to the vacant positions. The next preferred delegate will be appointed as the deputy for the position to carry out the duties of the appointed Councillor-delegate in his or her absence when required.

Where the external time for acceptance of nominations closes prior to the next available Council meeting, and it is deemed inappropriate to hold a Special Council Meeting, the Chief Executive Officer is to forward any relevant nomination and subsequently advise Council of the nomination, so that it can be considered and ratified through the normal process.

Where the number of nominations from Councillors-Elected Members exceeds the number of vacant positions, the Chief Executive Officer will consult with the Mayor to determine an order of preference, based on experience in the position of Councillor and interest and merit in the vacant position.

DELEGATE ROLES AND RESPONSIBILITIES

Where a Councillor has been approved as Council's delegate for an external committee, body organisation or forum, the delegate shall:

- understand that their appointment / membership is as a representative of the Council and is by virtue of their position with Council;
- ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member;
- provide timely notice of anticipated absences to any deputy delegate where one is appointed;
- ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position on matters before the external organisation;
- perform the functions and duties of a delegate in accordance with the principles set out in this policy and the standards set out in the Council's Code of Conduct;
- keep Council informed of the activities and achievements of the external organisation in a timely manner;
- bring any significant matters to Council for discussion and direction where any matter may fall outside current Council policy positions or known strategic direction.

If a delegate is unable to fulfil his or her commitment to an external organisation then the delegate must advise the Chief Executive Officer so that Council's consideration of appointing a replacement delegate can be facilitated, and subsequent formal advice to the external organisation provided in a timely way.

COMMUNICATION

Both the delegate and Council have a shared responsibility to ensure that effective communication between delegates and Council occurs before and after meetings of external organisations. This is to enable Council to deliberate and discuss relevant matters and to consider and inform future decision making.

One of the primary purposes of appointing Council delegates to external organisations is to inform Council decision-making. ~~and~~ An appointed Delegate is obligated to provide an update at the next Ordinary Meeting of Council after each meeting of the body/group/organisation or forum.

Councillor delegates should carefully consider managing situations where external organisations wish to discuss confidential matters.

NON-DELEGATE PARTICIPATION IN EXTERNAL ORGANISATIONS

It may be appropriate or necessary for Councillors who are not Council's resolved delegate to attend meetings of external organisations. In such situations, Councillors should carefully consider the reputational and collegial impacts of attending and inform Council's delegate of their attendance prior to the meeting. Councillors are public officials and participation could be interpreted or perceived as participation as a Councillor.

5 ASSOCIATED POLICIES/DOCUMENTS

- Elected Members Code of Conduct Policy
- Code of Conduct for Employees Policy
- Meeting Administration Policy

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	23/01/2023	Created	CEO
<u>2</u>	<u>17/11/2025</u>	<u>Minor administrative amendments, inclusion of associated policies, and reporting requirement to the next council meeting.</u>	<u>Acting CEO</u>



COUNCIL POLICY

CREDIT CARD FOR COUNCIL MEMBERS AND CHIEF EXECUTIVE OFFICER POLICY

Type:	Council - Finance		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Finance		
Approval Date:	XXXX	Next Review:	September 2029
Records Number:	XXXXX	Council/CEO Decision:	Council
Legislation Reference:	Regulation 6(1)(e), Local Government (General) Regulations 2021		

1 PURPOSE

Katherine Town Council is committed to sound financial management, public accountability, and transparency. Corporate credit cards are a valuable tool for the efficient and effective operation of Council's daily business and can be used in situations where it is not reasonably possible or cost effective to go through the Council's normal procedures for the ordering of and / or payment for goods or services.

The purpose of this policy is to outline how credit cards issued to Council members and the Chief Executive Officer will be managed and monitored.

2 SCOPE

This policy applies to Council members and the Chief Executive Officer of Katherine Town Council issued with a corporate credit card and to Council employees with responsibilities for credit card administration.

3 DEFINITIONS

Cardholder means the individual Council member or Chief Executive Officer that is the authorised holder of a corporate credit card.

CEO means the Chief Executive Officer of Katherine Town Council.

Corporate credit card means a card issued by Katherine Town Council's bank to an authorised cardholder for Council-related expenses.

GST means Goods and Service Tax applied under the *Goods and Service Tax Act 1999* (Cth).

4 DETAILS

Corporate credit cards are not a benefit assigned to specific individuals and should only be used in situations where it is not reasonably possible or cost effective to go through Council's normal procedures for the ordering of and / or payment for goods or services.

Council's corporate credit cards have no cash advance facilities and are not to be linked to any form of reward points.

Before a credit card is issued, the recipient must agree to, and sign, the conditions of use contained in the *Corporate Credit Cardholder Agreement*.

Council may resolve at any time to place additional limits on the use of credit cards by Council members or the CEO.

Council Member credit card

Council may resolve to the issue of a credit card to the Mayor for the Mayor to perform their functions.

Council must resolve the monthly and transaction limits to be applied.

Chief Executive Officer (CEO) credit card

Council authorises the issue of a credit card to the CEO for the CEO to perform their functions.

The credit card will have a monthly credit limit of \$10,000 and a maximum limit for single transactions of \$10,000.

Use of credit card

It is the responsibility of the cardholder to ensure that limits are not exceeded.

Any expenditure using the credit card must comply with legislative requirements, Council's procurement policy, delegations and directions.

Personal expenditure is not to be charged to a credit card under any circumstances. The cardholder is not to gain any personal benefits from being the holder of the card.

The credit card cannot be used for the payment of parking fines or speeding offences even if these offences occurred while the Mayor or CEO were on Council business.

Cardholders are responsible for the safe custody and security of the card and are liable for any misuse and associated costs.

The cardholder is not to allow others to use the credit card and must not disclose the personal identification number (PIN) or access codes to any person.

The cardholder will be personally liable for purchases that are not authorised and / or cannot be shown to be related to the business of the Council.

The cardholder must ensure that all required documentation specified below is kept in relation to every use of the credit card.

Supporting documentation for transactions

Supporting documentation must be obtained by the cardholder for every expenditure when using the credit card.

For all transactions, there must be a tax invoice that includes:

- the Supplier's name
- the Supplier's Australian Business Number (ABN)
- the date of the expenditure
- the Council's name as the purchaser, and
- a brief description of the supplies purchased.

The standard machine receipt, which does not contain all of these details, is not acceptable, as the tax invoice must contain the criteria above in order for the Council to reclaim GST.

Supporting documentation not available or lost

If the supporting documentation is for some reason lost or destroyed, a statutory declaration must be completed by the cardholder giving full details of the transaction and explaining why the documentation is not available.

A statutory declaration form can be found at <https://nt.gov.au/law/processes/statutory-declarations>.

Credit card reconciliations must not be approved without appropriate supporting documentation or a completed statutory declaration.

Where supporting documentation for a CEO's credit card purchase cannot be provided, the Mayor and Deputy Mayor must not authorise the monthly credit card reconciliation without a statutory declaration being attached.

If a cardholder regularly makes use of a statutory declaration, the matter of repeated failure to keep tax invoices must be brought to the attention of Council and the Council will consider whether it is appropriate for the person to continue being a cardholder.

Credit card reconciliations

The Mayor's credit card is to be reconciled monthly and that reconciliation is to be reviewed and subsequently authorised by the CEO.

The CEO's credit card is also to be reconciled monthly. That reconciliation is to be reviewed and subsequently authorised by the Mayor and Deputy Mayor.

The cardholder must keep up to date with monthly reconciliations.

Monthly credit card expenses for the Mayor and CEO will be included in the finance report at each Ordinary Meeting of Council.

Repeated failure to meet the required timeframe must be brought to the attention of Council and the Council must consider whether it is appropriate for the person to continue being a cardholder.

The Mayor must notify the CEO as soon as possible if there is a disputed card transaction in relation to a credit card held by the Mayor. The CEO must notify the Mayor and Manager Finance as soon as possible if there is a disputed card transaction in relation to the credit card held by the CEO.

Where the Mayor's credit card has been inadvertently used for personal use, the CEO must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

Where a CEO's credit card has been inadvertently used for personal use, the Mayor and Deputy Mayor must not approve the monthly credit card reconciliation unless the amount has been repaid to Council and a receipt is attached.

Credit card cancellation and replacement

Each issued credit card remains the sole property of Katherine Town Council. Council may revoke the issue of the credit card to the Mayor or CEO at any time.

If a credit card is lost or stolen, the cardholder must immediately contact the issuing institution to report the loss and cancel the card.

If the cardholder is the Mayor, the matter must be reported as soon as possible to the CEO. If the CEO is the cardholder, the matter must be reported to the Mayor or Deputy Mayor.

In the above circumstances, the CEO is to ensure that the credit card has been cancelled, arrange a replacement card (if appropriate) and update the credit card register.

Cancellation of a credit card may be necessary where:

- the Mayor is no longer the Mayor
- employment of the CEO with Council ceases
- the cardholder has not adhered to set procedures and policies
- continual misuse of the credit card, or
- cardholder breaches any terms of this policy.

Return of credit card

The cardholder is to return the credit card to the Council as soon as the card is no longer required or, if leaving the Council, on or before the last day with Council.

The CEO is to ensure that all returned credit cards are cancelled, destroyed and that the register is updated.

Register of credit cards issued

The Manager Finance (or delegate) is responsible for maintaining the Register of Corporate Credit Cards issued to the Mayor and the CEO. The register will include details of the approval, the cardholder, the institution, expenditure limits, and expiry date.

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ASSOCIATED POLICIES/DOCUMENTS

- Elected Members General Policy and Procedures
- Reasonable expenses for travel and accommodation by Council members Policy
- Register of Corporate Credit Cards

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REFERENCES AND RELATED LEGISLATION

- Local Government Act 2019
- Local Government (General) Regulations 2021
- Goods and Service Tax Act 1999 (Cth)

Revision History

Version	Approval date	Details of change	Responsible officer
1	26/10/2021	Created	Manager Finance
2	17/11/2025	Revised following 2025 general local government election, transferred to new policy template	Acting CEO

CREDIT CARD FOR COUNCIL MEMBERS AND CHIEF EXECUTIVE OFFICER POLICY



COUNCIL POLICY

FILLING CASUAL VACANCIES POLICY

Type:	Council – Elected Members		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:	27/06/2023	Next Review:	27/10/2025
Records Number:	179556	Council/CEO Decision:	Council OCM-052-2023
Legislation Reference:	Sections 54 and 65(3) of the <i>Local Government Act 2019</i>		

1 PURPOSE

This policy outlines how casual vacancies for the position of an ordinary member and an elected Mayor may be filled in accordance with sections 54 and 65(3) of the *Local Government Act 2019* (the Act).

2 SCOPE

This policy applies to Mayor and elected members with Katherine Town Council.

3 DEFINITIONS

Appointment means the appointment of a qualified individual, by majority vote of Council, to fill a vacancy on Council.

By-election means an election, other than a regular election, held to fill a vacancy on Council and that is conducted in accordance with the Act.

Council means Katherine Town Council

Casual vacancy means a vacancy in the office of a member of the council under Section 50 of the *Local Government Act 2019*.

Mayor means the Principal Member of Katherine Town Council.

Member means a member of the council.

Ordinary member or Councillor means an Elected Member of Katherine Town Council.

Vacancy means when a seat on council becomes vacant in a manner prescribed by Chapter 4 of the *Local Government Act 2019*.

4 DETAILS

Casual vacancies – ordinary member

Council will fill casual vacancies in the office of an ordinary member as follows:

Date vacancy occurs	Action	Section of the Act
18 months or more before the next general election.	Council will hold a by-election to fill the vacancy	54(2)(c)
Less than 18 months, but not less than 4 months, before the next general election.	Council will appoint <u>a person</u> to fill the vacancy until the next general election (in accordance with clause 3 of this policy).	54(2)(a)
4 months or less before the next general election.	Council will leave the office of the ordinary member vacant.	54(2)(b)(i)

Filling the office of an ordinary member

As soon as practicable after the casual vacancy occurs in the office of an ordinary member, the CEO will advertise the vacancy for appointment by publishing in a local newspaper ~~and~~, on the council's website, and on council noticeboards in the community.

The advertisement will:

- (a) invite applications from electors who are:
 - (i) eligible under section 46 of the Act; and
 - (ii) enrolled in the relevant ward; and
- (b) invite applicants to provide a statement of no more than 1 page that outlines why the person wants to be a council member and the qualities they would contribute to the council; and
- (c) advise that the written statement of the applicant may be made public by the council.

The closing date for applications will be 14 days from the date the advertisement is published in the local newspaper and on the council's website.

As soon as practicable after the closing date, the CEO will provide copies of all applicant statements to all council members. At the next ordinary meeting of council following the closing date, the matter is to be included as an agenda item for Council's consideration.

When appointing a person to be a council member, Council will give due consideration to:

- (a) the person's level of community involvement;
- (b) the person's suitability for the role; and
- (c) any other relevant matters.

Council will decide the appointment by resolution, with official commencement to the office of ordinary member to take place 7 days after the date of the resolution.

Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands.

The CEO is to ensure the successful applicant is advised of their appointment to Council and that an induction to the position is undertaken as soon as practicable.

Casual vacancies – Mayor

As election was the basis for filling the office of the Mayor, Council will fill casual vacancies in the office of the Mayor as follows:

Date vacancy occurs	Action	Section of the Act
18 months or more before the next general election.	Council will hold a by-election to fill the vacancy in the office of the <i>Mayor</i> .	65(3)(a)
Less than 18 months, before the next general election.	Council will appoint <u>an existing council member</u> to be the <i>Mayor</i> , by vote of existing members (in accordance with <u>clause section 5-Appointing a Mayor</u> of this policy).	65(3)(b)(i)

Appointing a Mayor

The matter of appointing a person to fill a casual vacancy in the office of the *Mayor* is to be on the agenda at the next ordinary council meeting after the vacancy occurs.

Unless the council decides unanimously to take a vote by secret ballot, voting is to be by show of hands. At the ordinary meeting of council, Council will, by vote of existing members, resolve to:

- (a) appoint an existing member to fill the vacancy in the office of the *Mayor* until the next general election;
and
- (b) for the appointment to commence immediately.

The vacancy in the office of the ordinary member (appointed to Mayor) will be filled in accordance with clause 3section Filling the office of an ordinary member of this policy).

Summary of Casual vacancies actions

Time to next general election	Mayor <i>Council will always fill a casual vacancy of the office of Mayor by:</i>	Ordinary Member <i>Council will only not fill a casual vacancy of an ordinary member when there is 4 months or less before the next general election</i>
18 months or more before the next general election	Council will hold a by-election to fill the vacancy.	Council will hold a by-election to fill the vacancy.
Less than 18 months, but not less than 4 months, before the next general election.	Council will appoint <u>an existing council member</u> to be the <i>Mayor</i> , by vote of existing members (in accordance with <u>section Appointing a Mayorclause 5</u> of this policy).	Council will appoint <u>a person</u> to fill the vacancy of the ordinary member until the next general election (in accordance with <u>section Filling the office of an ordinary memberclause 3</u> of this policy).
4 months or less before the next general election.		Council will leave the office of the ordinary member vacant.

5 ASSOCIATED POLICIES/DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	30/10/2020	Created and Adopted	Policy Review Committee
2	19/06/2023	Reviewed – changed to new template, minor administrative amendments	Governance and Executive Officer
3	17/11/2025	Reviewed – minor administrative amendments and inclusion of advertising on council community noticeboards	Acting CEO

14.5 FINANCE REPORT - OCTOBER 2025

Author: Sheralea Clemow, Rates and Regulatory Affairs Coordinator
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Draft Council Report Oct 2025 3 [14.5.1 - 7 pages]

Officer Recommendation

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

Purpose of Report

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

Strategic Plan

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

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

Municipal Plan

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

Background

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

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

Discussion

Referring to *Table 1.1 Monthly Income and Expenditure Statement*, the total year-to-date (YTD) operating income exceeds budget expectations by 1.04%.

Interest revenue has been adjusted with actual interest revenue remaining above budget projections at 90.29%.

Operating grants revenue is currently 69.28% below budget expectations, primarily due to timing.

Total YTD operating expenditure is 13.09% below budget for the month of October, attributed to a decrease in work undertaken than originally forecasted.

Employee-related expenses are 13.90% below the overall budget, largely due to ongoing vacancies in several positions.

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

With respect to *Table 3. Monthly Balance Sheet Report, Note 2. Statement on Debts Owed to Council (Accounts Receivable)* indicates 32.50% of debtors (excluding infringements and rates) have outstanding balances for more than 90 days. Follow-up actions continue through the issuance of monthly statements and calls.

Of the total outstanding rates balance, 23.42% relates to unpaid rates from the 2024/2025 financial year and

prior periods. A comprehensive update is provided in the the Corporate Services report for October regarding rates debtors.

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

With respect to *Table 3: Monthly Balance Sheet Report, Note 1 – Tied Funds*, and in particular the Waste Management Facility Rehabilitation “make good” provision, Council must recognise the estimated costs for the remediation and rehabilitation of its waste management facility, along with any increase in that estimate for the relevant financial year. For 2024/2025, the estimated increase in this provision has been calculated at \$12.47 million.

Over the last three financial years, the estimate prepared by expert contractors has been relatively minor until 2024/2025, with no indication to expect a significant change in valuation of approach.

	2021-22	2022-23	2023-24	2024-25
Provision	\$7,186,655	\$7,053,377	\$7,484,218	\$20,391,239
Movement	\$250,637	\$(133,278)	\$430,841	\$12,476,180

The primary reason for this dramatic increase in remediation costs is derived from a \$11.3m increase in the underlying costs estimates which relate primarily to capping costs. The major components are:

Capping - Clay	\$3,685,800
Capping - Cover Soil	\$2,455,200
Capping – Top Soil	\$320,408

The remaining increases relate to cost escalations, product sourcing, and supply.

The WMF Rehabilitation provision is required to be funded over the life of the asset and is included in Tied Cash, a \$12.47m increase in tied cash well exceeds Councils available cash balances, leaving it with negative cash available to fund operational expenditure.

The revised landfill provisioning materially affects Council’s balance sheet and, in a technical accounting context, results in a classification of not meeting all financial obligations. Notwithstanding this technical outcome, Council remains capable of meeting all obligations over the next 12 months and holds sufficient cash reserves. The issue is technical rather than operational.

While Council currently has sufficient funds to operate, there are critical concerns regarding how waste management liabilities are calculated and recognised as untied funds. Council staff are exploring alternative methods on how the WMF rehabilitation provision can be accounted for with the inclusion of internal and external tied funds in the balance sheet.

It is important to note that the waste-related financial figures are estimates rather than actual costs. These estimates are based on a scenario in which Council would be required to remediate and close the waste management facility within the current financial year. However, the facility’s projected operational life extends to 2038, meaning the current calculations do not reflect costs spread across its full lifespan.

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.

Certification by the CEO to the Council

Council Name:	Katherine Town Council
Reporting Period:	31/10/2025

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

CEO Signed



Date Signed

17/11/2025

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

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates*	10,025,073	9,221,183	803,890	9,990,399
Waste Charges**	1,612,757	1,250,820	361,937	1,645,818
Fees and Charges	888,111	900,684	(12,573)	2,525,689
Operating Grants and Subsidies	498,346	1,622,181	(1,123,835)	2,193,222
Interest / Investment Income	374,939	197,033	177,906	576,365
Commercial and Other Income	110,226	178,870	(68,644)	372,182
TOTAL OPERATING INCOME	13,509,452	13,370,771	138,681	17,303,675
OPERATING EXPENDITURE				
Employee Expenses	1,840,342	2,137,407	(297,065)	6,069,690
Materials and Contracts	2,190,016	2,917,474	(727,458)	8,350,845
Elected Member Allowances	62,405	91,840	(29,435)	275,520
Elected Member Expenses	4,928	40,547	(35,619)	55,000
Council Committee & LA Allowances	-	6,000	(6,000)	29,615
Council Committee & LA Expenses	71	3,333	(3,262)	8,360
Depreciation, Amortisation and Impairment	1,725,829	1,600,002	125,827	4,800,007
Other Expenses	(70,040)	-	70,040	-
Interest Expenses (Finance Costs)	6,134	16,943	10,809	58,416
Gain/Loss on Remeasurement of Landfill	-	-	-	465,321
*TOTAL OPERATING EXPENDITURE	5,759,685	6,813,546	(892,163)	20,112,774
OPERATING SURPLUS /(DEFICIT)	7,749,767	6,557,225	1,192,542	(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)	7,749,767	6,557,225	1,192,542	(2,809,099)
Remove NON-CASH ITEMS				
Less Non-Cash Income	(48,019)	-	48,019	-
Add Back Non-Cash Expenses	1,725,829	1,600,002	(125,827)	5,265,328
TOTAL NON-CASH ITEMS	1,677,809	1,600,002	(77,807)	5,265,328
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	4,568,263	5,484,948	916,685	9,705,621
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	4,568,263	5,484,948	916,685	9,705,621
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,935,482	4,435,029	1,499,547	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	5,192,102	5,471,118	279,016	7,263,207
NET BUDGETED OPERATING SURPLUS / DEFICIT	10,051,415	8,143,398	477,066	13,815

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

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Current Financial Year (Annual) Budget \$
Land and Buildings	13,458	80,000	(66,543)	2,350,000
Facilities & Improvements	4,533,607	5,074,750	(541,144)	4,300,000
Plant & Machinery	9,045	100,000	(90,955)	300,000
Furniture, Fittings & Equipment	-	50,000	(50,000)	150,000
Fleet	-	80,197	(80,197)	240,592
Infrastructure Paths & Cycleways	-	-	-	1,080,000
Infrastructure Roads	12,153	80,000	(67,847)	1,035,029
Infrastructure Storm water & Drainage	-	20,000	(20,000)	100,000
Infrastructure - Outdoor Lighting	-	-	-	150,000
			-	
TOTAL CAPITAL EXPENDITURE	4,568,263	5,484,948	(916,685)	9,705,621
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	1,562,250	13,829.81	1,548,421	2,442,414
Capital Grants	2,935,482	4,435,029	(1,499,547)	5,191,029
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	-	-	-	-
Borrowings	491	1,000,000	(999,509)	2,000,000
Sale of Assets (Including Trade-In)	70,040	36,089	33,951	72,178
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	4,568,263	5,484,948	(916,685)	9,705,621

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

Table 3. Monthly Balance Sheet Report

BALANCE SHEET	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		
Tied Funds	31,516,694	(1)
Untied Funds	(2,694,041)	(1)
Trade Debtors	207,591	(2)
Rates & Charges Debtors	6,948,371	(2)
Other Current Assets	902,808	
TOTAL CURRENT ASSETS	36,881,423	
Non-Current Financial Assets	-	
Property, Plant and Equipment	121,435,769	
TOTAL NON-CURRENT ASSETS	121,435,769	
TOTAL ASSETS	158,317,191	
LIABILITIES		
Accounts Payable	1,345,758	(3)
ATO & Payroll Liabilities	(149,188)	(4)
Current Provisions	608,956	
Accruals	132,817	
Other Current Liabilities	154,341	
TOTAL CURRENT LIABILITIES	2,092,684	
Borrowings	1,000,000	
Non-Current Employee Provisions	33,162	
Waste Management Make Good Provision	20,391,239	
TOTAL NON-CURRENT LIABILITIES	21,424,401	
TOTAL LIABILITIES	23,517,085	
NET ASSETS	134,800,107	
EQUITY		
Asset Revaluation Reserve	98,586,856	
Reserves	9,121,899	(1)
Accumulated Surplus	27,097,485	
TOTAL EQUITY	134,806,240	

Note 1. Tied Funds

11210 · Imprest Petty Cash		1,127.68
11220 · Employee Liabilities (Provisions)		642,117.71
33310 Capital Renewal Reserve	6,487,646	
33520 Contingency Reserve	1,933,738	
33610 Municipal Election Reserve	100,000	
33620 Council Motion Funding Reserve	600,515	
11230 · Equity Reserves		9,121,899.04
11240 · Waste Management Make Good		20,391,239.00
11250 · Unspent Loan funds for Civic Centre		999,509.10
11251 · Unspent Capital Grants		207,281.40
11260 · Deposits Held		153,520.26
		31,516,694.19

Untied Funds - Cash and Cash Equivalents less Tied Funds	-	2,694,041.10
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Note 1. Details of Cash and Investments Held

<i>Cash at Bank consists of Term Deposits of \$24.4M with maturities as detailed below, with the remaining \$4.2M</i>	
GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement as at 30 June 2025	28,822,653.09
Credit card balances	- 6,994.32
Balance of Imprest and Petty Cash	1,127.68
Plus net outstanding deposits/(withdrawals)	
Adjusted cash at bank balance, 30 June 2025	28,816,786.45

INVESTMENTS							
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	1,573,184	4.85%	14-Nov-24	14-Nov-25	76,299.40		
AMP	1,104,170	3.95%	29-Jun-25	29-Jun-26	43,614.73		
AMP	1,544,904	3.95%	30-Jun-25	30-Jun-26	61,023.70	6,314,062.87	27.9%
BOQ	500,000	4.80%	5-Nov-24	5-Nov-25	24,000.00		
BOQ	523,773	4.10%	8-Oct-25	8-Apr-26	10,707.93	1,023,772.87	4.5%
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	16.9%
NAB	3,500,000	4.85%	11-Nov-24	11-Nov-25	169,750.00		
NAB	539,105	3.90%	11-Jul-25	13-Jul-26	21,140.30		
NAB	3,156,000	4.00%	30-Jul-25	30-Jul-26	126,240.00		
NAB	1,049,863	4.80%	4-Sep-24	4-Sep-25	50,275.59		
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	11,437,651.82	50.6%
AMP (oncall)	563,620.18		on call	on call 30 days			
CBA	2,126,598.03		on call	on call 30 days		2,690,218.21	
Total Investments					937,071.14	25,293,220.81	100%
Total Funds						28,822,652.90	

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	5,320,829	-	-	-	1,627,541.89		6,948,371
Trade Debtors	109,623	27,788	1,270	2,316	67,889		208,886
TOTAL	5,430,452	27,788	1,270	2,316	1,695,430.92		7,157,257

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	1,236,278	39,239	0	0	0		1,275,517
Other Creditors	880		-	-	-		880
Total Accounts Payable	1,237,158	39,239	0	0	-		1,276,397

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	137,615
**Prepaid Fringe Benefits Tax	12,265

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

Note 5. Current Ratio

Current Ratio (current assets/current liabilities)	17.62
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Current Ratio adjusted for Tied Funds	2.56
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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.

Example:

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
15-Oct	\$30.82	Openai *ChatGPT	ChatGPT Subscription
15-Oct	\$0.77	Openai *ChatGPT	ChatGPT Exchange rate fee
3-Nov	\$92.33	MailChimp	AI Powered Marketing Subscription
Total	\$123.92		

14.6 COMMUNITY RELATIONS REPORT FOR THE MONTH OF OCTOBER 2025

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 October 2025.

Purpose of Report

To provide an overview of the Community Relations Department activities for the month of October 2025.

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.

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

2.4.1.1 Provide a range of youth focused, free and accessible community events and programs

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

During October 2025, both the Katherine Public Library and the Katherine Visitor Information Centre (VIC) experienced positive engagement trends despite the seasonal transition into the wet season.

The Library recorded a 43.4% increase in patron visits compared to the same month last year, driven by strong participation in the final week of the Term Three School Holiday Program and growing community use of the facility as a cool environment.

The VIC welcomed 2,678 visitors, up 38% year-on-year, reflecting sustained drive-market visitation even as many local operators reduced or suspended services for the wet season.

Highlights for the month included Katherine's record 32 entries in the Young Territory Author Awards, the Tourism NT Visitor Economy Strategy 2032 stakeholder meeting held in Katherine, and the Tourism Top End exchange initiative, which fostered regional collaboration and professional development for visitor-information staff.

LIBRARY SERVICES

In October 2025, the Katherine Public Library welcomed 1,506 patrons, recording 156 hours of public computer use and 20 hours of conference room bookings. Library users borrowed 656 items, returned 682, and read 203 books in-house.

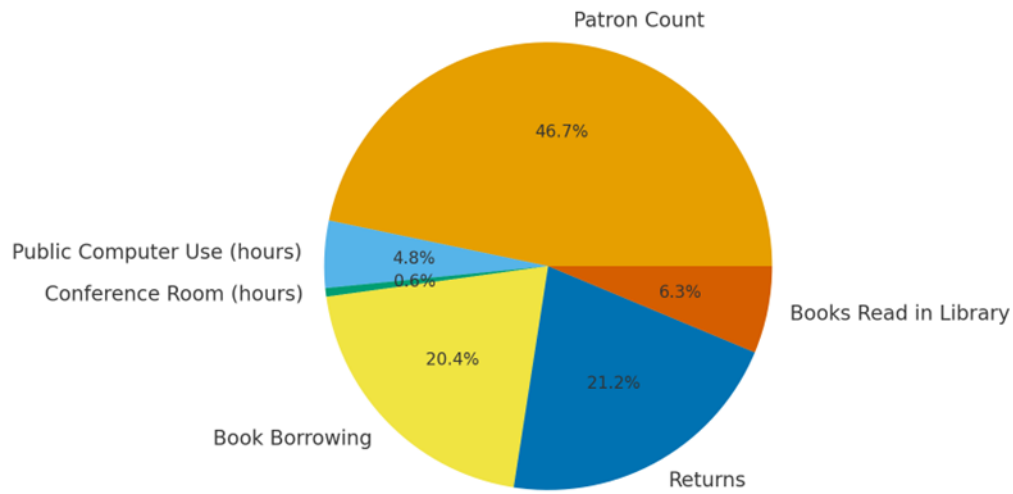
Regular programs such as Toddler Rhyme Time, Storytime, Wiggle & Rhyme, and Seniors Tech Support engaged 93 participants across 19 sessions. In addition, six School Holiday activities drew 105 attendees, reflecting strong community participation and the library's growing reputation as a welcoming, family-friendly learning space.

Patron visits increased from 1,050 in October 2024 to 1,506 in October 2025, a 43.4% year-on-year rise. This significant growth highlights the library's expanding role as a cool and inclusive community hub—particularly valued during the warmer months.

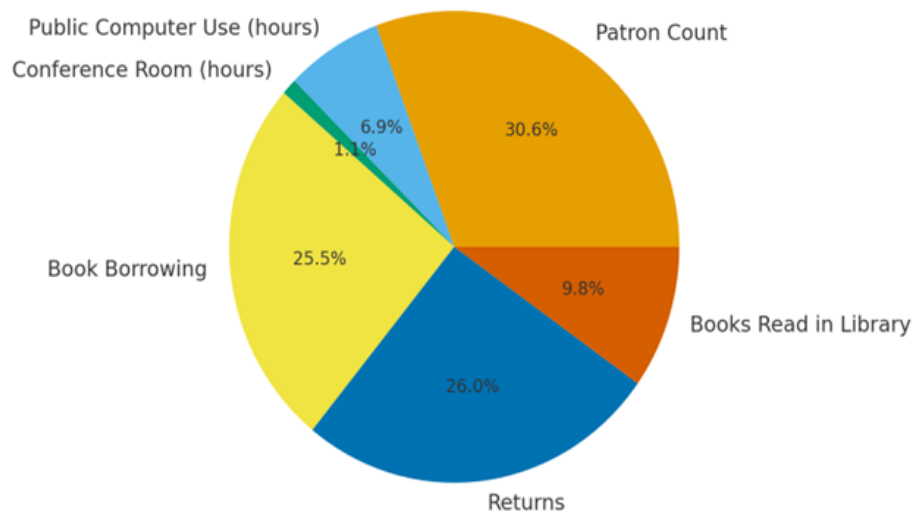
Overall, October saw a continued upward trend in library use, reflecting the team's collective effort to create an inviting space that supports learning, connection, and community wellbeing.



October 2025 Circulation Statistics

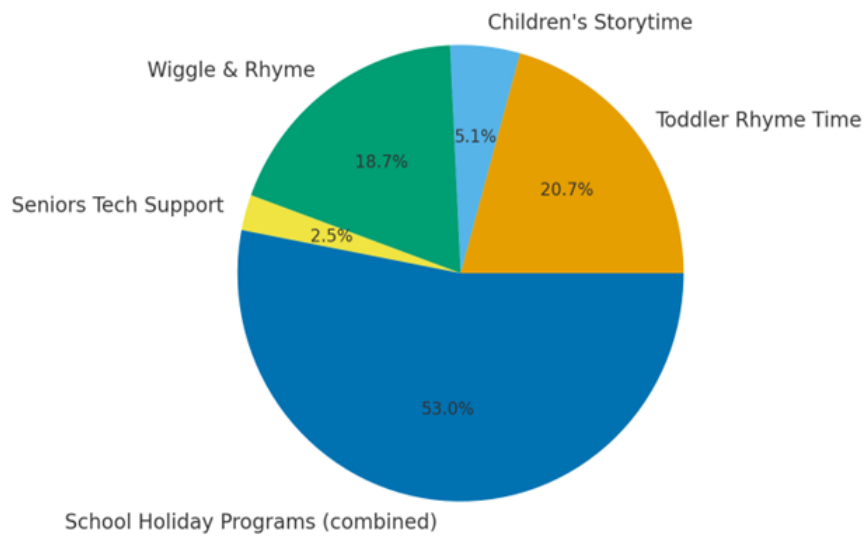


October 2024 Circulation Statistics

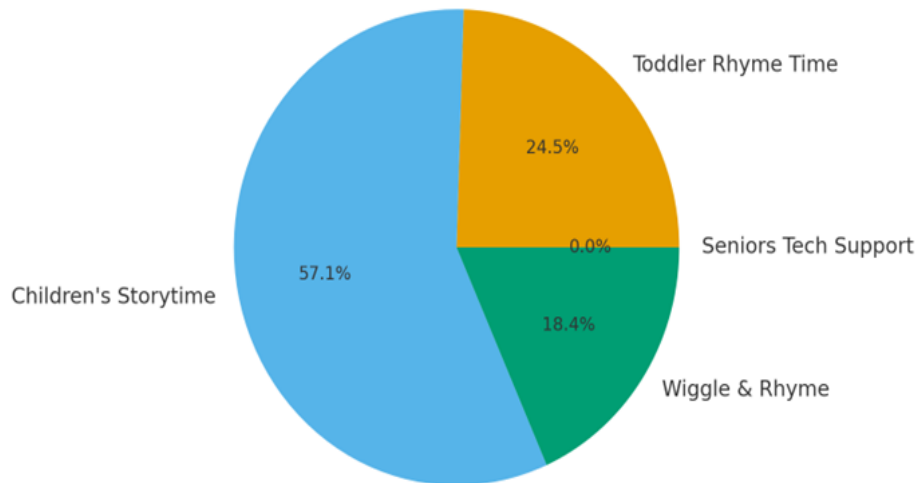




October 2025 Program Attendance



October 2024 Program Attendance



School Holiday Programs

October marked the final week of the Term Three School Holiday Program. A shift to open-age sessions allowed entire families to take part together, which was met with overwhelmingly positive feedback from parents. Overall, the program attracted 105 participants, reinforcing the value of flexible, inclusive programming.



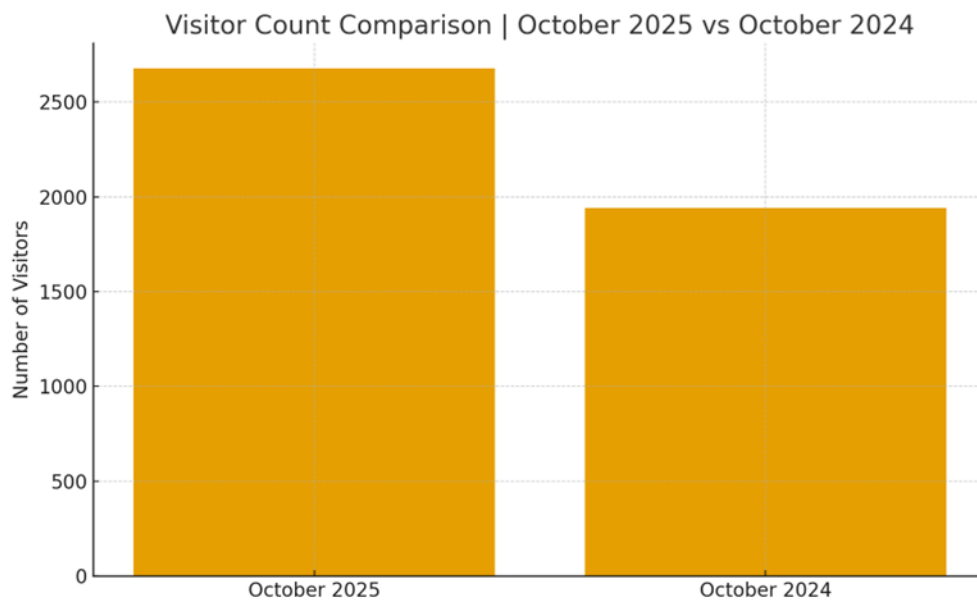
Young Territory Author Awards

Katherine achieved a record 32 entries in the 2025 Young Territory Author Awards, supported by stronger engagement with local schools. Winners will be announced on 5 November, with a celebration planned at the Katherine Public Library should a local author be successful.

VISITOR INFORMATION SERVICES

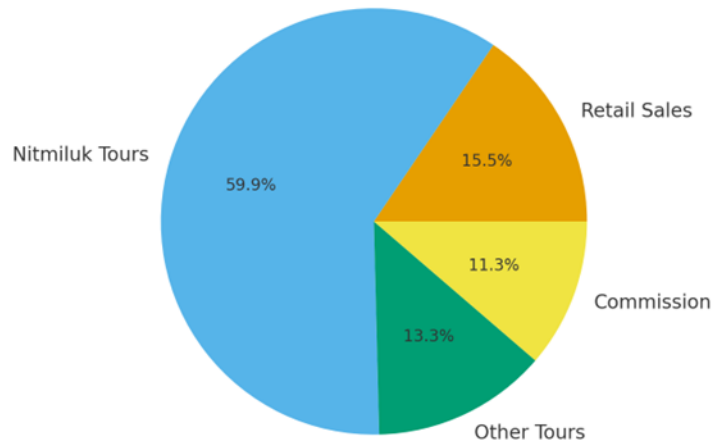
During October, it became increasingly clear that the peak tourist season had concluded, with many operators either closing or significantly scaling back services for the wet season. Cutta Cutta Caves closed early in the month due to electrical faults affecting the lighting system, while Nitmiluk Tours reduced its offerings to a single cruise option. Seasonal weather conditions also restricted access to several waterfalls and roads within Kakadu National Park, and the temporary closure of the Katherine Museum until April further reduced the range of attractions available.

These seasonal changes were reflected in the month's sales and visitation trends, with total sales for October recorded at \$18,713, an 8.8% decrease compared with the same period in 2024. Cumulative year-to-date sales reached \$556,145, down 8.82%, while visitor numbers dropped to 2,678, reflecting a 15.26% decline. Despite fewer visitors and reduced activity across the region, the average sale value per booking remained steady at \$18.93, indicating consistent spending by those still travelling during the early wet season. Overall, October's results align with typical post-season trends and mirror broader regional patterns during this quieter tourism period.

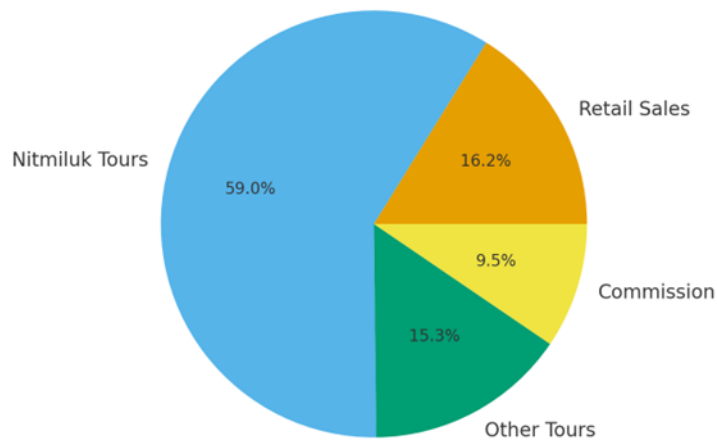




Visitor Centre Stats - Revenue | October 2025



Visitor Centre Stats - Revenue | October 2024



Consultation

Tourism NT – Visitor Economy Strategy 2032

At the beginning of October, Councils Community Relations Coordinator attended the Northern Territory Visitor Economy Strategy 2032 stakeholder meeting in Katherine, where Tourism NT presented its upcoming strategy to build a thriving, year-round visitor economy across the Territory.

Local operators and the Katherine Visitor Information Centre (VIC) provided strong feedback on key challenges affecting the region, including limited public transport and tour transfers, as well as ongoing concerns around community safety & wellbeing and amenity. Factors that can influence visitor perceptions and travel choices. Despite these issues, participants agreed that once visitors experience Katherine, they are impressed by its natural beauty, hospitality, and untapped tourism potential. Insights gathered from the meeting will inform the final version of the Territory-wide strategy, due for launch at the Destination NT Conference on 7 November 2025.

Tourism Top End Exchange Program

During October the Tourism Top End Exchange Program brought together staff from the Darwin and Katherine Visitor Information Centres through a familiarisation (famil) exchange. This hands-on initiative allowed frontline staff to experience each other's tourism products and attractions first-hand, strengthening cross-regional collaboration and improving product knowledge. The exchange generated new ideas for enhancing visitor engagement, refining service delivery, and promoting a more unified visitor experience across the Top End region.



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.

14.7 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF OCTOBER 2025

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

Officer Recommendation

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

Purpose of Report

To provide Council with the Corporate Administration Report for the month of October 2025.

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.

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

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

Municipal Plan

1.1.2.2 Ensure compliance with local government legislation

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

1.3.3.2 Snap Send Solve

Background

The monthly report of the Corporate Administration provides information that contains for the month of October regarding customer services requests and summary of the rates debtors.

Discussion

Customer Service Requests

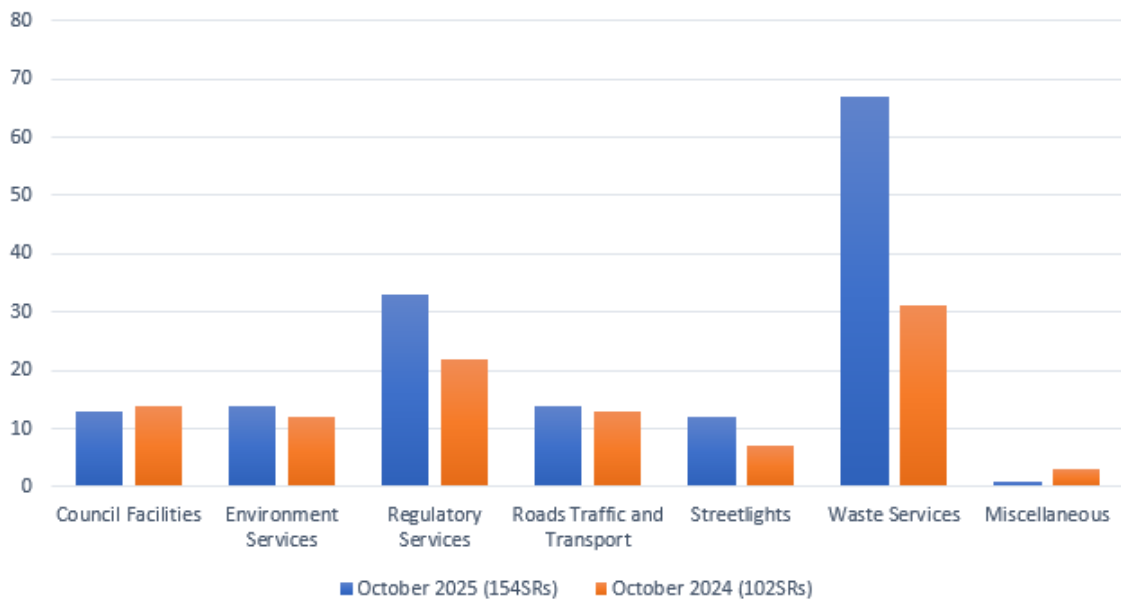
In October, the Council received a total of 154 service requests. Of these, 125 were resolved satisfactorily, 17 are still in progress, and 12 are overdue and pending resolution.

During the same period, 72 Snap Send Solve (SSS) reports were submitted. The main issues reported was rubbish and bins general, request for bin repair or replacement and abandoned vehicles.

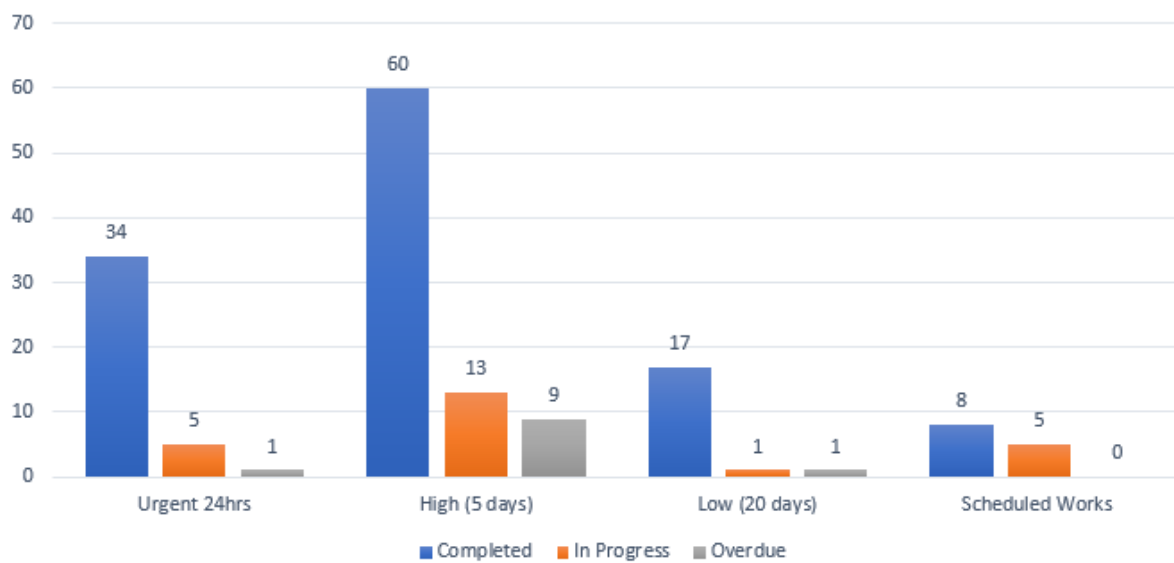
Additionally, service requests were received through other channels such as phone, email, or in person.



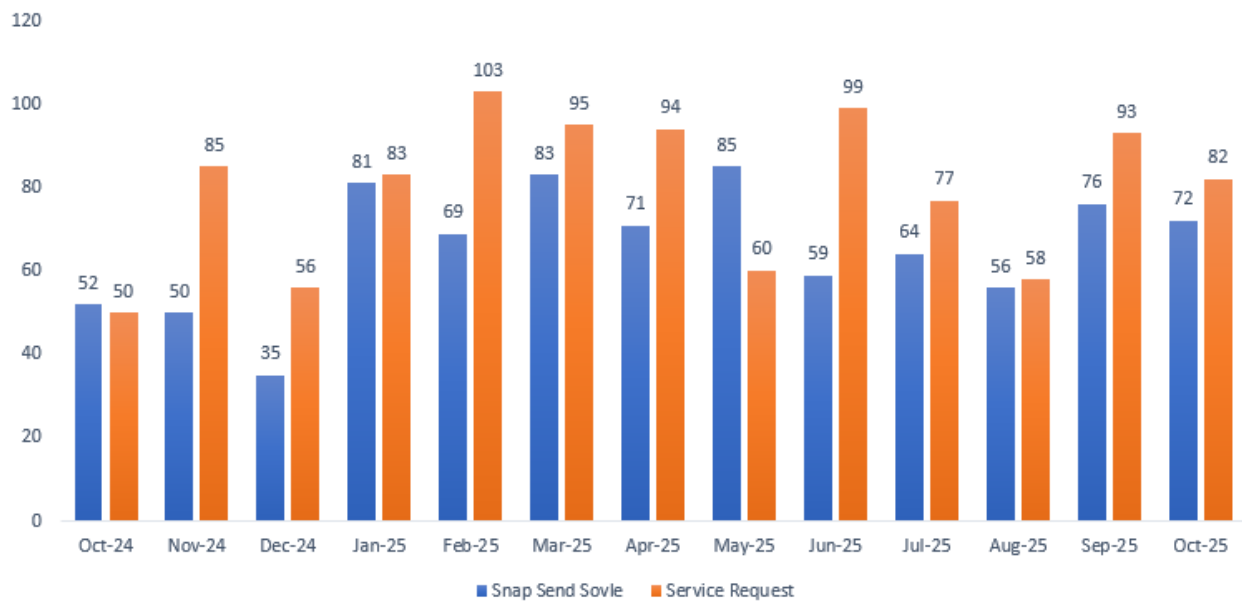
INCIDENT TYPES COMPARISON OCTOBER



154 SERVICE REQUESTS - TRIAGING RESULTS - OCTOBER



SNAP SEND SOLVE & SERVICE REQUESTS



Waste Services – 52 Requests

Waste service requests remained steady during the reporting period, with the majority relating to bin maintenance and replacement.

Breakdown of Requests:

- 4 missed collections
- 4 missed street collections
- 25 bin repairs and replacements
- 11 reports for mixed volunteering litter pick-ups and rubbish clean-up
- 8 requests for new or removal of wheelie bin services

Insights:

- Bin repairs and replacements make up nearly half of all requests, highlighting ongoing maintenance needs or vandalism.
- Litter collection requests suggest strong community engagement and awareness of public cleanliness.
- The low number of missed collections indicates that scheduled waste services are largely reliable.

Regulatory Services – 33 Requests

Regulatory Services handled a diverse mix of animal management and compliance-related matters, with dogs at large or causing nuisance being the most frequently reported issue.

Breakdown of Requests:

- 10 reports of abandoned vehicles
- 4 reports of dogs at large or causing nuisance
- 3 reports of illegal dumping
- 3 reports of animal attacks or menacing behaviour
- 2 lost and found animal reports

- 2 animal cruelty/welfare reports
- 2 public health risk reports
- 1 report of illegal parking/obstruction
- 4 other animal-related requests
- 2 overgrown allotment reports

Insights:

- Abandoned vehicles are the largest category, indicating ongoing community concern around urban space management.
- Animal-related issues remain significant, especially nuisance dogs, requiring ongoing community education and enforcement efforts.
- Regulatory matters such as illegal dumping and public health risks, though fewer, remain priorities due to their broader impact on community safety and environment.

Environmental Services – 14 Requests

Environmental service requests primarily focused on maintaining public spaces and environmental assets, ensuring safety and amenity across community areas.

Breakdown of Requests:

- 4 miscellaneous environmental requests
- 3 park, grounds, and oval maintenance requests (e.g., leaks, sprinkler repair)
- 7 reports of fallen trees and tree removal

Insights:

- Trees accounting for half of requests.
- Sprinkler and park maintenance requests point to ongoing operational requirements to maintain community spaces.
- Overall request volume is low, suggesting Environmental Services are generally keeping pace with maintenance needs.

RATES RECOVERY AND OUTSTANDING BALANCES UPDATE

Council Rates Overview as of 31 October 2025.

Category	Amount (AUD)	Details
Total Rates Balance	\$6,948,371.39	Includes 2025/2026 levy, prior years' outstanding rates, and accrued interest.
2025/2026 Rates Levy Balance	\$5,273,449.51	Current year rates outstanding.
Outstanding Rates from 2024/2025 and Prior Years	\$1,627,541.89	Past years' unpaid rates.
Accrued Interest (from 1 July 2025)	\$12,567.14	Included in total balance; cumulative pending interest \$47,379.99.
Legal Recovery Actions	\$766,721.15	Rates debt under formal legal proceedings.

Category	Amount (AUD)	Details
Secured via Overriding Statutory Charges	\$766,721.15	39 assessments affected; includes penalties and legal costs.
Recovery ongoing, vacant possession not obtained	\$58,923.96	1 assessment; Council's legal team assisting.
Preparations for power of sale	\$617,620.03	27 assessments; combined overdue rates balance.
Letters of demand to be issued	\$860,820.74	Approximately 486 assessments from 2024/2025 and prior years.
Financial Hardship Arrangements	\$3,572.05	Outstanding debts under approved CEO arrangements per Rates Concessions Policy.

Pursuant to Section 38 of the Local Government Regulations, legal services are exempt from the requirement to obtain quotes or undertake tenders. All related legal expenses may be recovered from the relevant ratepayer by journaling the costs against their assessment and including them in the applicable recovery balance.

Council must initially incur these expenses before recovery from the ratepayer. Accordingly, provisions for such costs should be prudently factored into the proposed budget.

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.

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

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

Officer Recommendation

That Council receive and note the report of the Environmental Services Department for October 2025.

Purpose of Report

To provide the Elected Members an update regarding the Environmental Services Department's activities for the month of October 2025.

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 Services Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

Discussion

Municipal Services Update:

Depot staff continue to replace sprinkler heads daily within the township; Ryan Park, O'Shea Park, The Cenotaph grounds and Rundle Park are replaced consistently.

There has been an increase in used syringes found within the township, in particular the Giles Street corridor and Knotts Crossing. Council is working with the Department of Health and NT Police to address the ongoing issue.

2.1 Tonne of litter was collected by hand from the Katherine CBD in October.

The disabled vehicle entry gate at the Hot Springs was once again rammed by a vehicle for the 4th time this year. Council is investigating sturdier gates to prevent further instances.



New Road Closed signs were installed on the entry gates to the Low-Level bridge, the high-level boat ramp and Knotts Crossing.



Waste Management Facility (KWMF)

The Waste Management Facility received approximately 1248 tonne of waste at the facility in October; this is an increase of approximately 125 tonne compared to October 2024.

2014 customers disposed of waste at the facility in October compared to 2308 customers in October 2024.

230 tonne of kerbside residential waste was collected by our contractor in October, this is a decrease of approximately 6 tonne compared to October 2024.

673 tonne of commercial waste received in October, this is a decrease of approximately 4 tonne compared to October 2024.

212 tonne of concrete was received in October, this is an increase of approximately 107 tonne compared to October 2024. The increase in volume can be attributed to ongoing construction works within the municipality.

KWMF staff continue to undertake roadworks on the internal road network to enable all year-round access to the facility for users.

Mosquito Testing

Mosquito Testing was conducted on 2 occasions in October by council staff on behalf of NT Health; no infected mosquitos were detected within the Katherine municipality in October.

Katherine Civil Airport

There were approximately 480 air movements at the aerodrome for October, this increase of approximately 30 movements compared to October 2024.

New regulatory and information signage was updated and installed at the Airport.



Regulatory Services

33 service requests were received for October.

7 dogs were impounded by council staff with 3 returned to their owners and 1 dog adopted by a new family.

3 Infringements were issued for animal related matters were in October

Council staff undertook 4 joint operations with NT Police to address rough sleepers within CBD parks and reserves in the municipality.

30 dogs were registered in October; this compared to 2 dogs in October 2024.

472 dogs have been registered for this financial year compared to 376 dogs for the same time last year.

24 dog licences have been issued for this financial year compared to zero licences for the same time last year.

Regulatory Parking Summary

Council staff conducted a joint operation with NT Police focusing on taxi operators within the CBD, the operation focused on the taxi ranks located in Lindsay Street and Warburton Street.

62 verbal warnings were given to drivers relating to parking matters.

Staff undertook 40 hours of parking patrols in October.

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 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF OCTOBER 2025

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 Services Department for October 2025.

Purpose of Report

To provide the Elected Members an update regarding the Infrastructure Services Department's activities and projects for the month of October 2025.

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 Services Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

Discussion

Project Updates

Aquatic Centre Upgrade

The Aquatic Centre Upgrade construction is very close to completion and council and YMCA are now preparing for reopening to the public.

Zero Depth Splashpad - The splashpad is complete and functional. There is endless water spraying entertainment to be had before the bucket drops with an even bigger surprise splash. Marion Scrymgour MP has personally tested each feature.

New 25m Program Pool - The pool which can remain heated and cooled to the perfect temperature is complete. It is nearly ready for swimming lessons, water sports, short laps, diving practice, games and fun.

Refurbished 50m Lap Pool - The pool is the same, but it looks brand new. The length is now within tolerance for competition timed laps. The concourse has been rejuvenated and made safer.

Pool Shading - The splash zone shade sails are complete, and the recently designed 25m pool shade structure is progressing well. The 25m pool shade sails were not originally planned when construction started, but they have successfully been introduced into the programme. The existing 50m pool shade sails will be replaced at the Stuart Highway end.

Please refer to the Your Say Katherine website for any updates. The whole team, including the lead construction contractor, operational management contractor, subcontractors, local businesses, local employees, and Council, are all working hard and looking forward to reopening the pool as soon as possible.



Civic Centre Refurbishment

The project has successfully obtained a Development Permit (DA). Construction drawings are now underway.

Regional Sports, Recreation and Community Precinct Masterplan (rPPP)

Council are waiting for the funding agreement to be distributed. The project will kick off again as soon as this has been received.

Zimin Drive Shared Path

Civil design engineers have been engaged. They have started working on the 25% design phase, which will provide a concept design showing path alignment.

Land title discussions are currently in progress to ensure that all relevant land title managers have been approached for feedback or permission, where applicable.

Infrastructure Updates

Visitor Information Centre Maintenance

The visitor information centre building has been a hot spot for maintenance work in October. A leak from water infrastructure in the roof caused a cleanup and repair of water damage. Upon which we discovered an isolated infestation of white ants. Repairs and preventative measures are now underway, this has impacted access to the public toilets within the centre during this time. The area surrounding the centre entrance has also been pressure cleaned to remove any graffiti and general grime.



Graffiti and Vandalism

Unfortunately, in early October the newly completed Nature Playpark in Katherine East suffered a vandalism attack by paint. The council contractors were quick to action repairs; however, these ongoing attacks of vandalism continue to place a strain on resources. Town Square was also pressure cleaned and resealed in preparation for the upcoming christmas events, this will be completed again in coming weeks, prior to the christmas tree install, due to already being graffitied again since.



Footpath Repairs

A number of footpath repairs have been completed by council contractors in the last month. Sites were

identified through community members submitting snap send solves, service requests and via the information received from last year's footpath condition assessment survey. Infrastructure officers will continue to compile lists of sections for further repairs later this financial year.



General Update

Overall, the infrastructure team has been operating as usual with the swift action of service requests and general maintenance throughout the last month. With the start of a second administration officer in early October, we have been able to focus our attention on updating and data input into various administration registers for our department.

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 PEOPLE AND CULTURE QUARTERLY REPORT

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

Officer Recommendation

That Council receive and note the People and Culture report for the quarter July to September 2025.

Purpose of Report

To update Council on relevant People and Culture activities.

Strategic Plan

4. GROWTH AND SUSTAINABILITY - 4.3 Attract Skilled Workers - Attract and retain skilled workers.

4.3.1 Offer Council staff training and development opportunities.

4.3.2 Celebrate our successes.

4.3.3 Provide the right conditions and right opportunities.

Municipal Plan

4.2.2.1 Ongoing safety training and safety culture improvements

4.3.1.1 Training and development highlighted in annual review discussions, increased frequency of reviews with greater focus on career development

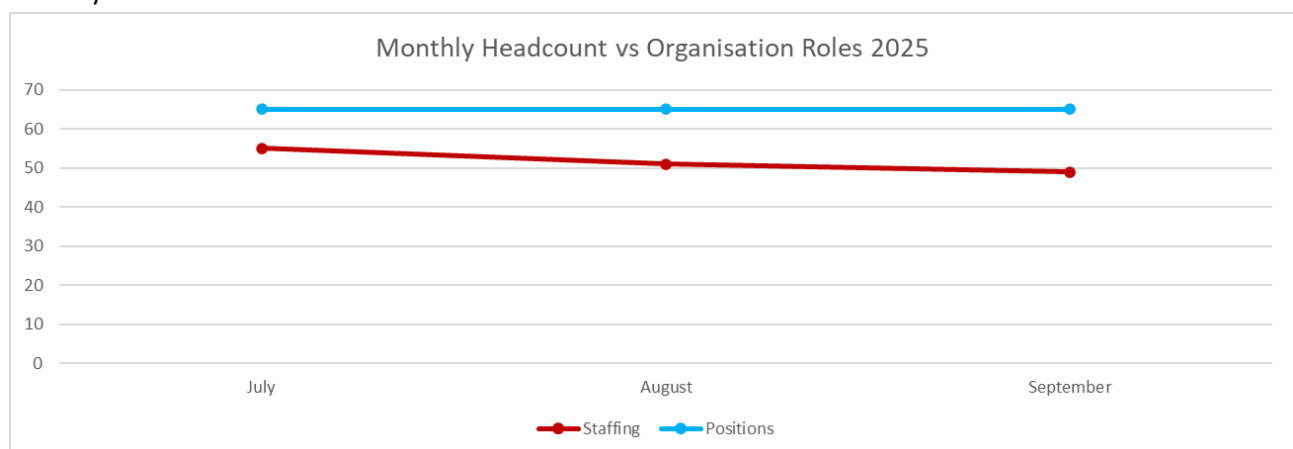
4.3.2.1 Internal and external good news stories are regularly shared and Council recognises achievements by submitting for awards

Background

This report provides information on the People and Culture department's activities from July to September 2025.

Discussion

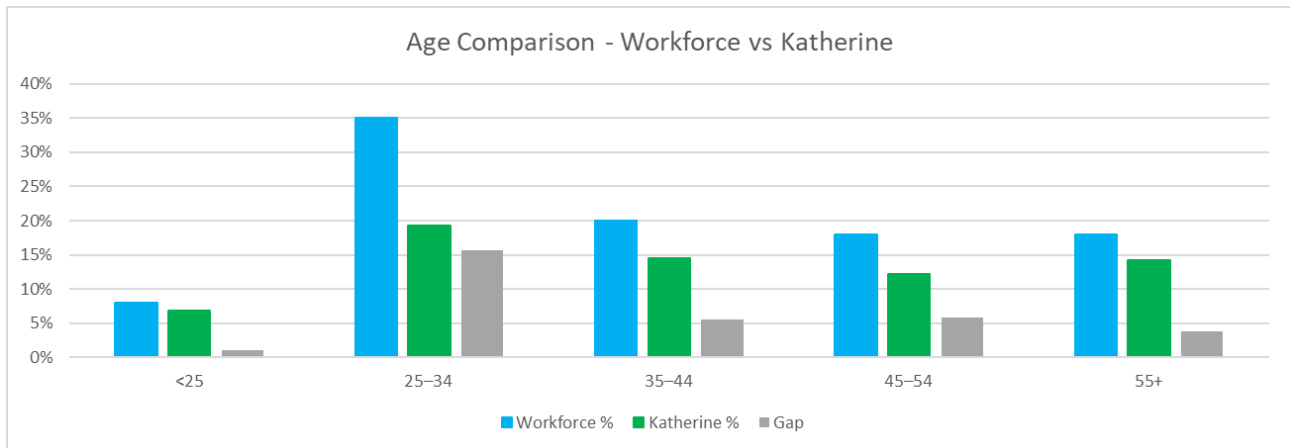
The organisation consistently operated below its planned staffing capacity. Challenges in attracting and retaining talent due to factors such as location, role type, and remuneration continue to impact workforce stability.



Demographics (end of September 2025)

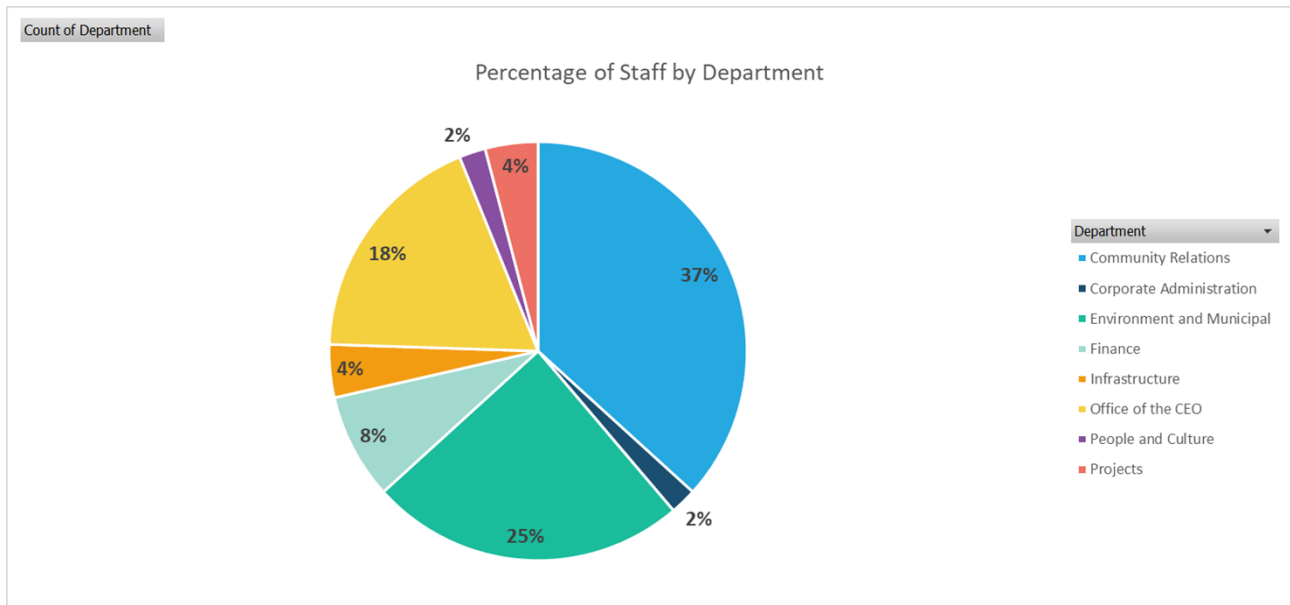
- 49 total staff - 41.9 full-time equivalent (FTE) headcount.
- 63% of staff identify as female, and 37% as male.

- Strong early-career representation (25-34 age group).



Comparison data sourced from [ABS 2021 Census Data](#) (age brackets used 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60-64, 65-69).

- 67.3% full-time, 12.2% part-time, and 20.4% casual staff.
 - Casual staff make up a significant portion of employment type due to seasonal work at the Visitor Information Centre and Library.

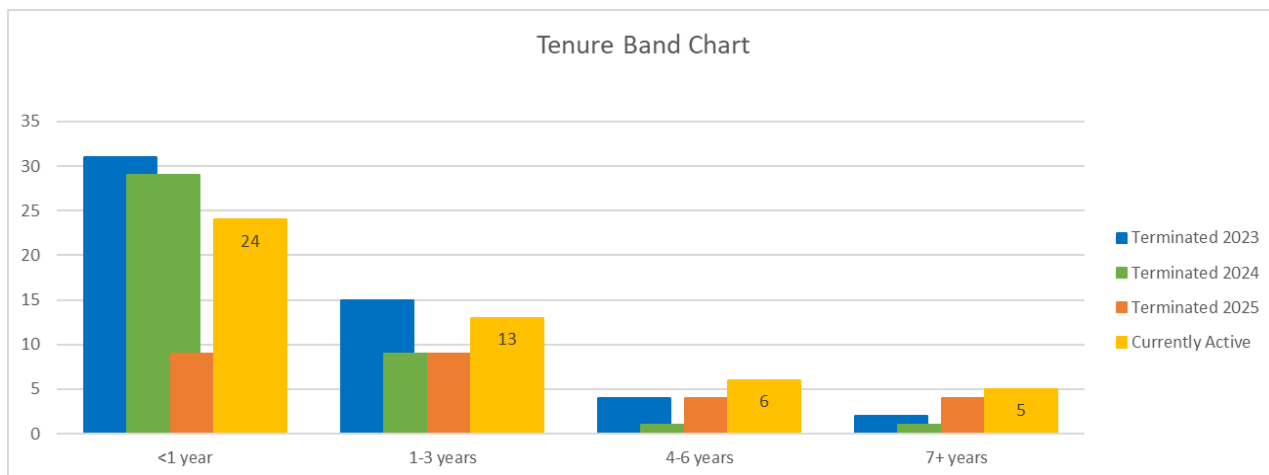


'Office of the CEO' includes Department Managers and Strategic Communications portfolio.

- More than two thirds of Council staff directly engage with the Community on a daily basis as part of their role.

Tenure

- Total tenure in years – the number of years of working for KTC of all staff combined is 132.1 years.
- Average tenure is 2.7 years, an increase of 0.32 from the previous reporting period.
- Among the active staff cohort, 24 of those employees were onboarded in 2025 across our diverse divisions.

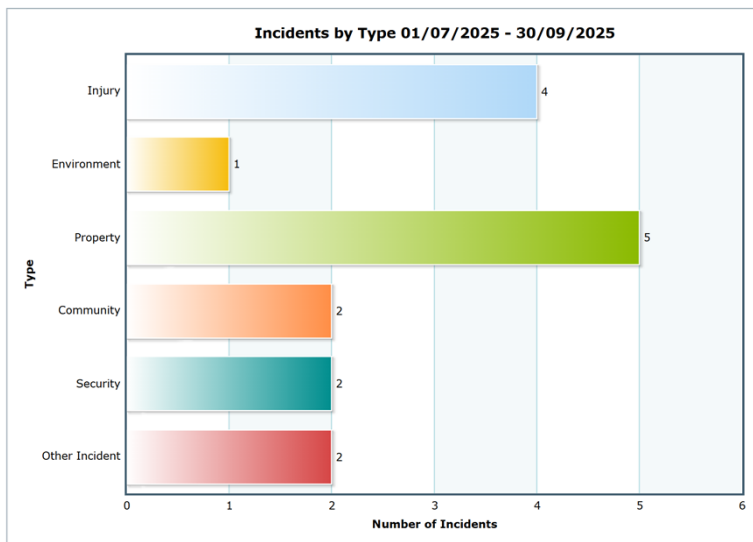


Recruitment

- Council hired 3 new staff from July to September 2025.
- Access to suitable accommodation remains a challenge for new starters in Katherine, with many facing difficulties securing housing and engaging with local accommodation providers.
- To support workforce development, Council partnered with GTNT through a LGANT-led pilot initiative aimed at increasing trainee placements within local government. The first trainee commenced in July 2025, based at Council's Depot.

Incidents

Causes of incidents this quarter (Skytrust).



Note that incidents can have more than one incident type.

- Council staff reported 15 incidents this quarter compared to 11 last quarter.
 - + Civic Centre: 1 incident reported.
 - + Dog Pound: 1 incident reported.
 - + Library: 7 incidents reported.
 - + Patrol: 2 incidents reported.
 - + Waste Management Facility: 4 incidents reported.

Staff continue to face incidents of assault and serious threats from members of the public, including two

recent cases during duty patrols. Council remains committed to supporting staff in safely disengaging from individuals who display abusive or threatening behaviour.

Property and security related incidents, including vandalism and theft, have been reported across key operational sites, particularly the Library and Waste Management Facilities.

Consultation Process

There was no consultation process required for this report.

Policy Implications

There are no policy implications resulting from the decision.

Budget and Resource Implications

Within current service delivery budget and resource.

Risk, Legal and Legislative Implications

There are no risk, legal and legislative implications.

Environment Sustainability Implications

There are no environmental sustainability implications.

Council Officer Conflict of Interest

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

15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES OCTOBER 2025

Report Type: For noting

Recommendation

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

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

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 - 1.2 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.

1.2.3 Act as a connector for businesses to foster collaboration and partnership opportunities.

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

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

5. ARTS, CULTURE AND HERITAGE - 5.2 Support Culture - Acknowledge and promote multiculturalism

5.2.5 Celebrate culturally important days.

Elected Members Activities – October 2025

Councillor Kathryn Whitehouse	
Date	Activity attended
2 October	Special Meeting of Council
11 October	Top End Cup
17 October	Citizenship Ceremony
17 October	Elected Members Information Session (EMIS)
21 October	Audit and Risk Management Committee chair briefing
22 October	Designing Safer Streets CPTED
23 October	Designing Safer Streets CPTED
24 October	Elected Members Mandatory Training
27 October	EMIS
28 October	Ordinary Meeting of Council

Councillor Jim King	
Date	Activity attended
1 October	Handing Graffiti removal packs to businesses on K-Terrace and 1 st Street
2 October	Special Meeting of Council
6 October	Handing Graffiti removal packs to businesses on K-Terrace and 1 st Street
7 October	Tour of KTC Assets – WMF and KTC Depot
15 October	Attend Seniors Meeting
17 October	Citizenship Ceremony
17 October	Elected Members Information Session (EMIS)
21 October	Audit and Risk Management Committee chair briefing
24 October	Elected Members Mandatory Training
25 October	Big Map Attendance
27 October	EMIS
28 October	Ordinary Meeting of Council
31 October	Staff BBQ

Deputy Mayor Mel Doyle	
Date	Activity attended
2 October	Special Meeting of Council
17 October	Citizenship Ceremony
17 October	Elected Members Information Session (EMIS)
21 October	Audit and Risk Management Committee chair briefing
24 October	EMIS and Elected Members Mandatory Training
27 October	EMIS
28 October	Ordinary Meeting of Council
30 October	Kintore Street School Superhero Day

Councillor Toni Tapp Coutts	
Date	Activity Attended
17 October	Elected Members Information Session (EMIS) and Elected Members Mandatory
16 October	Katherine Film Society
20 October	Amy Hetherington Comedy GYRACC
21 October	Audit and Risk Management Committee chair briefing
24 October	Elected Members Mandatory Training
24 October	Katherine Arts Exhibition
27 October	EMIS
27 October	Centenary of Katherine 2026 Advisory Committee Meeting
28 October	Ordinary Meeting of Council

Councillor Kathy Glass	
Date	Activity attended
2 nd October 25	Special Meeting of Council
8 th October 25	Official opening of the Steam Building at the Katherine High School
10 th October 25	Opening of the Sharing the National Collection event at the Godinymayin Yard Rivers and Culture Centre (GYRACC)
10 – 11th October 25	The Tamboran Resources Top End Cup – NRLNT u12's and U14's Girls and Boys NT Titles- Katherine Sports Oval
17th October 25	Citizenship Ceremony
17th October 25	Elected Members Information Session (EMIS)
21 st October 25	Audit and Risk Management Committee chair briefing
27 th October 25	Elected Members Information Session
28 th October 25	Ordinary Meeting of Council
31 st October 25	Staff BBQ

Councillor Anjali Palmer	
Date	Activity attended
1 October 2025	Handing Graffiti removal packs to businesses on K-Terrace and 1 st Street
2 nd Oct 25	Special Meeting of Council
10 th Oct 2025	LGANT Special General Meeting via Teams
15 th Oct 2025	Katherine Justice Re-Investment Working Group
17 th Oct 2025	Citizenship Ceremony
17 th Oct 25	Elected Members Information Session (EMIS)
21 Oct 2025	Audit and Risk Management Committee chair briefing
22 Oct 2025	Designing Safer Streets Workshop
23 Oct 2025	CPTED through placemaking for Town Revitalisation
24 th Oct 2025	Elected Members Mandatory Training and EMIS
27 th Oct 2025	EMIS
28 th Oct 2025	Ordinary Meeting of Council
31 st Oct 2025	Staff BBQ

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 28 OCTOBER 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:	(b) information about the personal circumstances of a resident or ratepayer;

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.

20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (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 TOURISM TOWN ASSET PROGRAM ROUND 5 - KATHERINE VISITOR INFORMATION CENTRE RELOCATION TO CO-LOCATE WITH GYRACC

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 KATHERINE AQUATIC CENTRE UPGRADE - INVOICE APPROVAL

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 Tuesday 9 December 2025.