



# AGENDA

**Ordinary Meeting of Council  
To be held on Tuesday 28 April 2026  
At 6:00 pm**

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

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



**ELECTED MEMBERS**

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

**OFFICERS**

- Casey Anderson – Acting Chief Executive Officer
- Yeshika Kandanaarachchi – Governance Officer – Minute Taker
- Amanda Haigh – Manager Governance and Risk
- Rebecca Baguley – Chief Financial Officer

**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**

Apologies received from Councillor Whitehouse and Councillor Tapp Coutts for this Ordinary Meeting of Council.

### **4.3 LEAVE OF ABSENCE**

Leave of Absence from Councillor Glass received for following dates;  
8 May to 19 May, 18 May to 29 May, and 4 June to 10 June.

Leave of Absence from Councillor Palmer received for following dates;  
15 May to 19 May, and 28 May to 31 May.

## **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](http://www.katherine.nt.gov.au) or obtained by emailing [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

## **6 PRESENTATIONS FROM EXTERNAL AGENCIES**

## **7 CONFIRMATION OF PREVIOUS MINUTES**

### **7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 24 MARCH 2026**

Report Type: Previous Minutes

Attachments: 1. Unconfirmed Minutes - Ordinary Meeting of Council - 24 March 2026 [7.1.1 - 23 pages]

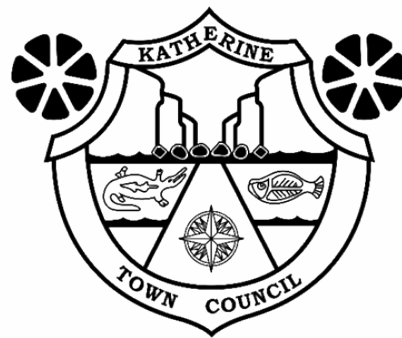
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### **Recommendation**

That Council confirm the minutes of the Ordinary Meeting of Council held on 24 March 2026 as a true and



accurate record.



# MINUTES

**Ordinary Meeting of Council  
Held on Tuesday 24 March 2026**

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





## 1 ACKNOWLEDGEMENT OF COUNTRY

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

## 2 OPENING PRAYER

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

## 3 OPENING OF THE MEETING

Mayor Holden declared the Ordinary Meeting of Council - 24 March 2026 open at 2:01 pm.

## 4 ATTENDANCE

### 4.1 PRESENT

#### ELECTED MEMBERS

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

#### OFFICERS

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

**PUBLIC** - 3

### 4.2 APOLOGIES

Councillor Glass was an apology for this meeting.

Councillor Tapp Coutts tabled apologies for upcoming ANZAC day because of her leave of absence.

### 4.3 LEAVE OF ABSENCE

Councillor Glass is on leave of absence for this meeting.



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Councillor Tapp Coutts tabled leave of absence from 20 to 28 April 2026 inclusive.

## 5 DECLARATION OF INTEREST

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

Nil conflicts declared.

## 6 PRESENTATIONS FROM EXTERNAL AGENCIES

Nil



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## 7 CONFIRMATION OF PREVIOUS MINUTES

### 7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 24 FEBRUARY 2025

#### **COUNCIL RESOLUTION OMC-2026-49**

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

That Council confirm the minutes of the Ordinary Meeting of Council held on 24 February 2026 as a true and accurate record.

**CARRIED 6|0**

UNCONFIRMED



## 7.2 MINUTES OF THE SPECIAL MEETING OF COUNCIL 13 FEBRUARY 2026

### **COUNCIL RESOLUTION OMC-2026-50**

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

That Council confirm the minutes of the Special Meeting of Council held on 13 February 2026 as a true and accurate record.

**CARRIED 6|0**

## 7.3 MINUTES OF THE SPECIAL MEETING OF COUNCIL 3 MARCH 2026

### **COUNCIL RESOLUTION OMC-2026-51**

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

That Council confirm the minutes of the Special Meeting of Council held on 3 March 2026 as a true and accurate record.

**CARRIED 6|0**

## 7.4 MINUTES OF THE SPECIAL MEETING OF COUNCIL 6 MARCH 2026

### **COUNCIL RESOLUTION OMC-2026-52**

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

That Council confirm the minutes of the Special Meeting of Council held on 6 March 2026 as a true and accurate record.

**CARRIED 6|0**

## 8 BUSINESS ARISING FROM PREVIOUS MINUTES

### 8.1 ACTION UPDATE MARCH 2026

#### **COUNCIL RESOLUTION OMC-2026-53**

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

That Council receive and note the Action update.

**CARRIED 6|0**



## 9 MAYORAL BUSINESS

### 9.1 MAYOR ACTIVITIES FEBRUARY 2026

#### **COUNCIL RESOLUTION OMC-2026-54**

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

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

**CARRIED 6|0**

#### Discussion

The Council noted that an amended document may be presented at the next Council Meeting for consideration.

### 9.2 COUNCILLOR GOALS FIRST 6 TO 12 MONTHS UPDATE

#### **COUNCIL RESOLUTION OMC-2026-55**

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

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

**CARRIED 6|0**

#### Discussion

The Council noted that the Elected Member Goals should be considered as a part of Municipal Planning discussion to ensure alignment with the Municipal Plan and available resources.

Community Safety Action Group's clarified that timeframes were initially set and Terms of Reference (TOR) and Expression of Interest (EOI) documentation were nearly complete, with flexibility for changes as needed.

### 9.3 MAYORAL MARCH 2026 KATHERINE FLOOD REPORT

The Mayor acknowledged the significant efforts of all agencies and individuals involved in flood response and recovery, including the Northern Territory Government, Australian Government, Council staff, volunteers from Northern Territory Emergency Service (NTES), broader volunteer groups, and Australian Defence Force personnel.

## 10 CORRESPONDENCE AND DOCUMENTS

### 10.1 CORRESPONDENCE INCOMING

#### **COUNCIL RESOLUTION OMC-2026-56**

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

That Council receive and note the Incoming Correspondence:



- Attachments:
1. Letter - Hon Steven Edgington MLA - DHLGCD - SLDA Resolutions - 1 Feb 2026 - ID 248003 [10.1.1 - 1 page]
  2. Letter - Ms Gemma Lake - DLI - NT Infrastructure Plan and Pipeline 2026 - 26 Feb 2026 - ID 249041 [10.1.2 - 1 page]
  3. Communique - LGANT CEO - 25 February 2026 LGANT Board meeting Communique - 27 Feb 2026 - ID 249289 [10.1.3 - 2 pages]

CARRIED 6|0

**10.2 CORRESPONDENCE OUTGOING**

**COUNCIL RESOLUTION OMC-2026-57**

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

That Council receive and note the Outgoing Correspondence:

- Attachments:
1. Letter - Katherine Motorsport's Club - Letter of Support for Grant Application - 24 Feb 2026 - ID 248872 [10.2.1 - 1 page]
  2. Letter - GYRACC- Letter of Support - Centenary of Katherine Program Delivery Package - 27 Feb 2026 - ID 249296 [10.2.2 - 1 page]
  3. Letter - Hon Chief Minister - Request for Round Table - Katherine Safety - KTC - 18 March 2026 - ID250271 [10.2.3 - 2 pages]

CARRIED 6|0

**11 PETITIONS**

**12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)**

There were Questions from the Gallery at the Ordinary Meeting of Council - 24 March 2026

Question	Response
Page 58 - the letter that Hon Jo-Anne Hersey in CC, were the issues sorted associated with safety issues raised from the senior community, at the meeting.	Council was advised that discussions were held with Seniors and several matters were addressed as a result. It was further noted that community safety remains an ongoing concern in Katherine, extending beyond the senior community, and that the issue is not expected to be resolved in the short term. Council acknowledged that these concerns are shared broadly across the community.

**13 NOTICE OF MOTION**

NIL

**14 REPORTS OF OFFICERS**

**14.1 ORDINARY MEETING OF COUNCIL SIX MONTH TRIAL REPORT**


**COUNCIL RESOLUTION OMC-2026-58**

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

1. That Council set the Ordinary Meeting of Council to start at 6:00 pm, with a public question session at 5:30 pm.
2. That Council approve an extra 2025/2026 budget of \$6,000 for Council meeting costs.

**CARRIED 6|0**

**Discussion**

Council discussed the difficulties caused by not having access to the Council Chambers, including limited venue options, concerns about privacy during confidential meetings, security needs, and clashes with other venue users. Council noted that hiring venues and paying for security for evening meetings is costly and may have an impact on future budgets.

Council recognised that holding meetings at 6.00 pm improves public access and community participation, with strong attendance and positive feedback from the community. Council discussed looking for other venues, such as community halls or churches, that may be cheaper. The impact of evening meetings on staff workloads was also discussed, and it was noted that staff would need to be consulted, and Acting Chief Executive Officer (A/CEO) will follow-up with the staff. Council agreed to continue holding meetings at 6.00 pm while exploring more affordable venue options.

**14.2 POLICY - DRAFT COUNCIL MEETING LIVE STREAMING**
**COUNCIL RESOLUTION OMC-2026-59**

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

That Council approve and adopt the Council Meeting Livestreaming Policy – Version 1.

**CARRIED 6|0**

**Discussion**

The Councillors discussed matters relating to moderation, privacy, complaints, and the overall scope of the policy. It was explained that the Chair would manage the meeting as normal, while the governance team would oversee the live stream chat and any feedback, with the ability to stop the live stream if required. Clarification was also provided that the policy includes the live streaming of open sessions of special meetings. Councillors were advised that records of live streamed meetings would be handled in the same way as other Council meetings, with adopted minutes remaining the official record.

**14.3 POLICIES REVIEWED**
**COUNCIL RESOLUTION OMC-2026-60**

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

1. That Council approve the reviewed statutory policies:
  - a. Policy – Privacy – Version 6
  - b. Policy – Gifts and Benefits Received by Council Members – Version 3
  - c. Policy – Code of Conduct for CEO – Version 7



- d. Policy – Confidential Information – Version 3
- e. Policy – Accountable Forms – Version 3
- f. Policy – Borrowing

**CARRIED 6|0**

#### Discussion

The Council reviewed and approved updates to mentioned policies, with changes primarily focused on language and grammar. It was noted that some policies may return for further review after amendments are made to the Local Government Act.

#### 14.4 PROPOSED LEASE - SERVICE STREAM (NBNCO) - 28 SECOND STREET

##### **COUNCIL RESOLUTION OMC-2026-61**

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

1. That Council approve the Chief Executive Officer signing a Heads of Terms\* agreement with Service Stream (NBN Co Limited), proposing a lease totalling 20 years (an initial 5 year term plus 3 rights of renewal of 5 years each) for a designated portion of Lot 73 (28 Second Street, Katherine NT).
2. That Council authorise the Mayor and Chief Executive Officer to affix the Common Seal and execute a five (5) year lease agreement, with options of renewal for three (3) further terms of five (5) years each, to Service Stream, for a designated portion of Lot 73 (28 Second Street, Katherine NT).
3. That Council rescind Resolution 14.10 OMC-2025-220 approving a 12-year lease to Service Stream for a designated portion of Lot 73 (28 Second Street, Katherine NT).

*\*A Heads of Terms Agreement (also known as a Heads of Agreement, Letter of Intent, or Memorandum of Understanding) is a non-binding document that outlines the key terms and intentions of parties who plan to enter into a formal, legally binding contract later.*

**CARRIED 6|0**

#### 14.5 SHARED PATHWAY STRATEGY 2025 - 2035

##### **COUNCIL RESOLUTION OMC-2026-62**

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

That Council:

1. Adopt the Katherine Town Council Shared Pathway Strategy 2025–2035 as attached to the agenda.
2. Note the outcomes of the community consultation undertaken via the Your Say Katherine platform.
3. Support the staged implementation of the Strategy subject to future Council budget considerations and external grant funding opportunities.

**CARRIED 6|0**





#### Discussion

Councillors noted that the strategy can be amended in future and provides a useful framework for future planning. It was confirmed that the strategy has undergone community consultation, with the Zimin Drive shared pathway currently the only funded project through a co-contribution arrangement. Further funding will be required for other projects.

### 14.6 WASTE MANAGEMENT STRATEGY REVIEW WORKING GROUP - TERMS OF REFERENCE

#### **COUNCIL RESOLUTION OMC-2026-63**

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

That Council:

1. Approve the establishment of the Waste Management Strategy Review Working Group.
2. Endorse the Terms of Reference for the Waste Management Strategy Review Working Group.
3. Note that an Expression of Interest (EOI) process will be undertaken via *Your Say Katherine* to invite participation from community members, industry representatives and key stakeholders in the Working Group, supported by targeted engagement of key stakeholders by Council.
4. Note that a further report will be presented to Council following the EOI process to determine and endorse Working Group membership.
5. Note that regular progress updates will be provided to Council as the Working Group undertakes its activities.

**CARRIED 6|0**

### 14.7 A/CEO MARCH 2026 KATHERINE FLOOD REPORT

Acting Chief Executive Officer (A/CEO) acknowledged and thanked Council staff, emergency services, and volunteers for their strong response and ongoing commitment to response and recovery efforts. Appreciation was also extended to the Northern Territory Government (NTG) for its ongoing support, particularly with the waste plan.

Council made the main office available to support the coordination of spontaneous volunteers, including the Northern Territory Emergency Service (NTES), NT Bushfires, and Ben Hockey and his dedicated volunteer crew whose efforts were commendable.

### 14.8 LGANT SYMPOSIUM AND GENERAL MEETING 14 - 15 APRIL 2026 - DARWIN

#### **COUNCIL RESOLUTION OMC-2026-64**

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

That Council note the next LGANT Symposium, General Meeting and dinner 14 and 15 April 2026 in Darwin.

**CARRIED 6|0**

### 14.9 LOCAL GOVERNMENT REPRESENTATIVE NOMINATION FOR NORTHERN TERRITORY HERITAGE COUNCIL

#### **COUNCIL RESOLUTION OMC-2026-65**



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

That Council note the call for nominations from the Minister for Lands, Planning and the Environment seeking local government representatives to serve on the Northern Territory Heritage Council for the term concluding 25 February 2027.

**CARRIED 6|0**

#### 14.10 FINANCIAL REPORT AS AT 28 FEBRUARY 2026

**COUNCIL RESOLUTION OMC-2026-66**

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

That Council endorses the Finance Report for the month ending February 2026.

**CARRIED 6|0**

#### 14.11 COMMUNITY RELATIONS REPORT FOR THE MONTH OF FEBRUARY 2026

**COUNCIL RESOLUTION OMC-2026-67**

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

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

**CARRIED 6|0**

#### 14.12 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF FEBRUARY 2026

**COUNCIL RESOLUTION OMC-2026-68**

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

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

**CARRIED 6|0**

#### 14.13 ENVIRONMENTAL AND MUNICIPAL SERVICES REPORT FOR THE MONTH OF FEBRUARY 2026

**COUNCIL RESOLUTION OMC-2026-69**

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

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

**CARRIED 6|0**

#### Discussion

Council acknowledged and thanked the efforts of Environment and Municipal Services team during the flood, particularly their work with road closures, waste management, and other associated response activities. Appreciation was expressed for their hard work and commitment.

Concern was raised about ongoing litter issues around the bus stop area, particularly along Railway Terrace



and near the main street fuel station, where passengers were observed sitting among rubbish. It was noted that staff regularly offer bags and ask people to assist with cleaning when on site. Councillors acknowledged the frustration and resource demands created by the ongoing issue, while also recognising the continued efforts of staff to manage and respond to the situation.

#### 14.14 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF FEBRUARY 2026

##### **COUNCIL RESOLUTION OMC-2026-70**

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

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

**CARRIED 6|0**

#### 14.15 PEOPLE AND CULTURE QUARTERLY REPORT

##### **COUNCIL RESOLUTION OMC-2026-71**

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

That Council receive and note the People and Culture report for the quarter October 2025 to February 2026.

**CARRIED 6|0**

Discussion

The Council acknowledged Barbara Mason, the Manager People and Culture for the great report.

#### 14.16 STRATEGIC COMMUNICATIONS REPORT

##### **COUNCIL RESOLUTION OMC-2026-72**

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

That Council receives and notes the Strategic Communications report for February 2026.

**CARRIED 6|0**

### 15 REPORTS FROM COMMITTEES

#### 15.1 MINUTES FROM COMMITTEES

Nil

### 16 ELECTED MEMBER ACTIVITIES

#### 16.1 ELECTED MEMBER ACTIVITIES FEBRUARY 2026

##### **COUNCIL RESOLUTION OMC-2026-73**

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

That Council receive and note the Elected Member activities for February 2026.



CARRIED 6|0

**17 LATE AGENDA****18 GENERAL BUSINESS**

Nil

**19 CLOSURE OF MEETING TO PUBLIC**

The open meeting was declared closed to the public at 2:52 pm.

**COUNCIL RESOLUTION**

**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.

**20 CONFIDENTIAL ITEMS****20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 24 FEBRUARY 2026**

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

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

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
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Sub-clause and Reason:	(c) (ii) information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.
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Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

## 20.2 MINUTES OF THE CONFIDENTIAL SPECIAL MEETING OF COUNCIL 13 FEBRUARY 2026

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

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

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

Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.

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.

## 20.3 MINUTES OF THE CONFIDENTIAL SPECIAL MEETING OF COUNCIL 3 MARCH 2026

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



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

#### 20.4 MINUTES OF THE CONFIDENTIAL SPECIAL MEETING OF COUNCIL 6 MARCH 2026

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

#### 20.5 MINUTES OF THE ADMINISTRATIVE REVIEW COMMITTEE MEETING - 2 MARCH 2026

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(b) information about the personal circumstances of a resident or ratepayer;

#### **COUNCIL RESOLUTION OMC-2026-78**

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

That Council endorse the Administrative Review Committees decision that no correction is required and the request for rate exemption over Lot 3134 Town of Katherine held on 2 March 2026 is denied.

**CARRIED 6|0**

#### 20.6 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

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

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

## 20.7 CONFIDENTIAL CORRESPONDENCE

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

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

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.

## 20.8 CONFIDENTIAL RESOLUTION REGISTER REVIEW LIST

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest

### **COUNCIL RESOLUTION OMC-2026-81**

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

1. That Council receive and note the report on the Confidential Resolution Register Review List and approve releasing the following Confidential Resolutions only, all reports and documents remain confidential indefinitely, of the March 2026 Confidential Resolution Register Review List:

Resolution No.	Item Name	Decision	Mover / Seconder	Council Decision
26.04.2022-OM-	Katherine Town Council Financial Management Review	The Financial Management Review, 25 April 2022, be received by Council. That the CEO be supported intaking all remedial and permanent actions required	Moved: Councillor Herdon Seconded: Deputy	CARRIED 7 / 0



Resolution No.	Item Name	Decision	Mover / Seconded	Council Decision
		to rectify the situation, to enable new governance, and systems to be in place to support the financial viability of Katherine Town Council as outline in the financial review recommendation report.	Mayor Henderson	
26.04.2022-OM-	Real Estate Engagement	That Council withdraws item 19.2 from agenda	Moved: Councillor Bower Seconded: Deputy Mayor Henderson	CARRIED 7 / 0
24.05.2022-OM-03	KTC Risk Register	That the Risk Management Register be adopted by Council. That the monitoring of the Risk Management Register become a standing report to Council by the CEO at monthly council meetings.	Moved: Councillor Herdon Seconded: Councillor Bower	CARRIED 7 / 0
24.05.2022-OM-04	Financial Management Review Update	That the information update be received, and council note the steps being taken under the management of the CEO to rectify the findings of the Financial Management Review.	Moved: Councillor Kingdon Seconded: Councillor Coburn	CARRIED 7 / 0
OMC-2024-98	20.8 COUNCIL BORROWING	That the Council seek approval from the Minister of Local Government for a finance loan of \$5 million over a term of 15 Years from the Commonwealth Bank for the upgrade of the Civic Centre	Moved: Councillor Bower; Seconded: Councillor McDougall	CARRIED 7 0
OMC-2024-100	20.1 PRESENTATION - SITZLER - AQUATIC CENTRE	1. That Council approve the Splash/Play Area and the use of picture number 4 in communications.	Moved: Councillor McDougall; Seconded: Councillor Trembath	CARRIED 5 0
OMC-2024-273	KATHERINE AQUATIC CENTRE UPGRADE - BUDGET	1. That Council approve the revised budget for the Katherine Aquatic Centre Upgrade. 2. That this resolution remains confidential until	Moved: Deputy Mayor Coburn; Seconded: Councillor McDougall	CARRIED 5 0





Resolution No.	Item Name	Decision	Mover / Seconded	Council Decision
		practical completion has occurred.		
OMC-2024-274	KTC AND KATHERINE MUSEUM	That Council endorses integrating the Katherine Museum into Council's operations and approves its absorption, ensuring the effective management and preservation of this valuable community asset.	Moved: Councillor McDougall; Seconded: Deputy Mayor Coburn	CARRIED 5 0
OMC-2025-22	BORROWING FOR CIVIC CENTRE	<ol style="list-style-type: none"> <li>1. That Council receive and note the Civic Centre Borrowing Options Recommendation information report.</li> <li>2. That Council approve scenario three, to borrow \$5 million for the Civic Centre Upgrade.</li> <li>3. That Council approve the Commonwealth Bank of Australia to prepare the loan documents.</li> </ol>	Moved: Councillor McDougall; Seconded: Deputy Mayor Coburn	CARRIED 6 1 AGAINST: Councillor Kingdon
OMC-2025-26	KTC - LEASES	<ol style="list-style-type: none"> <li>1. That Council approves initiating negotiations for new leases at the Katherine Civil Aerodrome with Oodles, Territory Rent a Car Pty Ltd, Capiteq Pty Ltd, Viva Energy Aviation Pty Ltd, SB Trading Pty Ltd, and Hertz Australia Pty Ltd.</li> <li>2. That Council approves affixing the Common Seal to the new lease agreements for the: <ol style="list-style-type: none"> <li>a. Department of Health - Katherine Civil Aerodrome, Katherine NT, 1 July 2021 to 31 August 2026.</li> <li>b. Niceforo Aviation Pty Ltd - Katherine Civil Aerodrome, Katherine NT, 2 January 2024 to 1 January 2027.</li> </ol> </li> <li>3. That Council approves affixing the common seal to the renewal leases for: <ol style="list-style-type: none"> <li>a. Blast Coffee – 78 Victoria Highway, Katherine NT, 30 June 2024 to 1 April 2027</li> </ol> </li> </ol>	Moved: Councillor Bower; Seconded: Councillor McDougall	CARRIED 6 0 Deputy Mayor declared a Conflict of Interest



**KATHERINE**  
TOWN COUNCIL

## MINUTES - Ordinary Meeting of Council - 24 March 2026

Resolution No.	Item Name	Decision	Mover / Seconded	Council Decision
		<p>b. Dakota Tax – 23 Chambers Drive, Katherine NT, 29 February 2024 to 28 February 2026</p> <p>c. ABC – 23 Chambers Drive, Katherine NT, 1 April 2024 to 20 March 2026</p> <p>d. ChartAir - Katherine Civil Aerodrome, Katherine NT, 1 July 2024 to 30 June 2029.</p> <p>e. Katherine Aviation - Katherine Civil Aerodrome, Katherine NT, 1 November 2022 to 30 September 2027.</p> <p>f. Katherine East Child Care Centre - proceed with renewing the lease retroactively from 30 June 2021 to 30 June 2026.</p> <p>4. That Council approve moving resolution 3 to the open agenda.</p>		
OMC-2025-52	AQUATIC CENTRE UPDATE	That Council notes the Katherine Aquatic Centre Upgrade Progress Report for January 2025	Moved: Deputy Mayor Coburn; Seconded: Councillor McDougall	CARRIED 7 0
OMC-2025-53	AQUATIC CENTRE UPDATE	That Council approve the payment of the Sitzler Tax Invoice 7559 \$533,247.64 gst inclusive for the Progress Claim 3 of the Katherine Aquatic Centre Upgrade.	Moved: Deputy Mayor Coburn; Seconded: Councillor McDougall	CARRIED 7 0
OMC-2025-55	KATHERINE CIVIL AIRPORT COMMUNITY CONSULTATION	That Council notes the upcoming community consultation that will inform a new masterplan for Katherine Civil Airport.	Moved: Deputy Mayor Coburn; Seconded: Councillor Trembath	CARRIED 7 0
OMC-2025-78	CONFIDENTIAL RESOLUTION REVIEW LIST	That Council lay on the table the report on the Confidential Resolution Review List.	Moved: Councillor McDougall; Seconded: Deputy Mayor Coburn	CARRIED 7 0



Resolution No.	Item Name	Decision	Mover / Seconded	Council Decision
OMC-2025-79	KATHERINE AQUATIC CENTRE UPGRADE - DELEGATION OF POWERS AND FUNCTIONS	That Council delegates power to the CEO to approve invoice payments for the Katherine Aquatic Centre Upgrade project which exceed the Instrument of Delegation limit and are within the approved total project budget.	Moved: Deputy Mayor Coburn; Seconded: Councillor Bower	CARRIED 6 1
OMC-2025-80	KATHERINE AQUATIC CENTRE UPGRADE - DELEGATION OF POWERS AND FUNCTIONS	That Council approve the payment of the Sitzler Tax Invoice 7612 Progress Claim #4 \$804,451.84.	Moved: Councillor McDougall; Seconded: Councillor Mott	CARRIED 7 0
OMC-2025-81	KATHERINE AQUATIC CENTRE UPGRADE - PROJECT UPDATE	That Council notes the Katherine Aquatic Centre Upgrade Progress Report for February 2025	Moved: Councillor McDougall; Seconded: Deputy Mayor Coburn	CARRIED 7 0
OMC-2025-82	T24-07 - WASTE MANAGEMENT FACILITY MACHINERY SHED	That Council award Tender T24-07 – WMF Machinery Shed to Allstyle Sheetmetals Pty Ltd at their submitted tender price of \$350,349.00 (GST exclusive).	Moved: Councillor Trembath; Seconded: Councillor McDougall	CARRIED 7 0
OMC-2025-83	DEED OF AGREEMENT - KATHERINE MUSEUM	That Council authorise the Mayor and Chief Executive Officer to finalise the Katherine Museum Advisory Committee Deed by signing it and affixing the common seal as necessary.	Moved: Deputy Mayor Coburn; Seconded: Councillor Bower	CARRIED 7 0
OMC-2025-101	T24-04 - FIRST STREET LOADING BAY ACCESS UPGRADE	That Request for Quotation T24/04 – First Street Loading Bay Access Upgrade be awarded to Clare Construction Pty Ltd. at their submitted schedule of rates price of \$298,893.31 (GST exclusive).	Moved: Councillor McDougall; Seconded: Councillor Trembath	CARRIED 5 1
OMC-2025-105	KATHERINE WASTE MANAGEMENT FACILITY - SUBSURFACE FIRE	1. That Council note the engagement of a qualified Environmental Engineer to assess subsurface fire risk at the Katherine Waste	Moved: Councillor Trembath; Seconded: Deputy	CARRIED 6 0



Resolution No.	Item Name	Decision	Mover / Seconded	Council Decision
		Management Facility (KWMF). 2. That Council supports ongoing compliance with EPA Licence EPL298-02 through the maintenance of fire logs, staff training, and timely incident reporting.	Mayor Coburn	
OMC-2025-106	KATHERINE AQUATIC CENTRE UPGRADE - PROJECT UPDATE	That Council receive and note the Katherine Aquatic Centre Upgrade progress report for April 2025.	Moved: Councillor McDougall; Seconded: Councillor Trembath	CARRIED 5 1
OMC-2025-107	CIVIC CENTRE REFURBISHMENT LOAN	That Council authorise the Mayor/CEO to sign the loan agreement with the Commonwealth Bank of Australia for the \$5 million loan intended for upgrading the Civic Centre.	Moved: Councillor McDougall; Seconded: Councillor Trembath	CARRIED 5 1
SMC-2025-2	KATHERINE AQUATIC CENTRE - INVOICE PAYMENT APPROVAL	That Council approves of the payment of Tax Invoice 7663 to Sitzler Pty Ltd, for the Katherine Aquatic Centre Upgrade	Moved: Councillor McDougall; Seconded: Councillor Trembath	CARRIED 6 0
OMC-2025-155	PROPOSED LAND LICENSE - LOT 2787 KATHERINE NT	That Council endorse and approve the Land License Agreement over Lot 2787, Katherine NT for LA Build Pty Ltd for a laydown site to support local housing development.	Moved: Councillor McDougall; Seconded: Councillor Trembath	CARRIED 7 0
OMC-2025-157	DOG POUND - CONTRACT VARIATION REPORT	That Council notes that contract variations for the dog pound will exceed the original tender cost by more than 10%	Moved: Councillor Kingdon; Seconded: Councillor McDougall	CARRIED 7 0
OMC-2025-158	AUSTRALIAN STOCK HORSE SOCIETY NT BRANCH - PROJECT PROPOSAL	That Council endorse the Australian Stock Horse Society Northern Territory (ASHS NT) project for the construction of a new shed, which will serve as a commentary and multipurpose facility, on Lot 3177 at the Katherine Showgrounds	Moved: Deputy Mayor Coburn; Seconded: Councillor Kingdon	CARRIED 7 0




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**CARRIED 6|0**

### 20.9 CIVIC CENTRE REFURBISHMENT - 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.

### 20.10 LEASE - LARGEONE PTY LTD - UNIT 2, 23 CHAMBERS DRIVE

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

#### **AMENDMENT RESOLUTION OMC-2026-83**

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

1. That Council approves the Mayor and Acting Chief Executive Officer to execute a lease with Largeone Pty Ltd and apply the common seal as required for a lease tenure of 2 years + 1 year.
2. This resolution be moved to the public minutes.

**CARRIED 6|0**

### 20.11 SUBLEASE – OODLES THERAPY - KATHERINE CIVIL AIRPORT

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

#### **AMENDMENT RESOLUTION OMC-2026-84**

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

1. That Council authorises the Mayor and Chief Executive Officer to execute and approve the affixing of the Common Seal to the sublease agreement at the Katherine Civil Airport (KCA) with Oodles Therapy, for the period from 1 November 2022 to 30 November 2025.
2. This resolution be moved to the public minutes.

**CARRIED 6|0**

### 20.12 DECLARATION OF CHARGE ON LAND - EXECUTION OF WORKS - ASSESSMENT 556

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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<b>Sub-clause and Reason:</b>	(b) information about the personal circumstances of a resident or ratepayer;
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**20.13 TOURISM TOWN ASSET PROGRAM FUNDING - ROUND 5**

<b>Section Under the Act</b>	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> .
<b>Sub-clause and Reason:</b>	(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**

The open meeting resumed at 4:05 pm.

**22 CLOSURE OF THE MEETING**

The Ordinary Meeting of Council - 24 March 2026 was declared closed at 4:05 pm.

The next Ordinary Meeting of Council will be held on 28 April 2026.

UNCONFIRMED



## **8 BUSINESS ARISING FROM PREVIOUS MINUTES**

### **8.1 ACTION UPDATE APRIL 2026**

Report Type: For noting

Attachments: 1. Action Report 20 April 2026 [**8.1.1** - 4 pages]

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#### **Officer Recommendation**

That Council receive and note the Action update.

Meeting Date	Meeting	Item #	Report name and Action	Status
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.	In Progress
April 2026: A/CEO has emailed the department requesting information/update regarding the Material Recovery Facility.				
23-09-2025	Ordinary Meeting of Council - 23 September 2025	14.10	Proposed NBN Telecommunication Lease - 26 Second Street Katherine - That Council will be provided with an updated report once the lease agreement with NBN Co Limited for a designated portion of Lot 73, 28 Second Street, Katherine NT is executed.	In Progress
<p>12 November 2025 - Council officers are reviewing the Head of Terms for the telco lease.</p> <p>3 February 2026 - NBN has now requested a 20-year lease term, which is contrary to the leasing terms previously agreed to. Under the NT Planning Regulations, telecommunications infrastructure is exempt from the standard 12-year leasing limit. As a result, Council officers are re-examining the requirements under both the Planning Regulations and Council’s leasing policy. Depending on the outcome of this review, the matter may need to be re-presented to Council with a new recommendation supporting a 20-year lease. Staff are currently awaiting further advice before progressing.</p> <p>24 March 2026: Council approved of a 20-year lease. Council staff will continue in formalizing the required paperwork to register the lease.</p>				
23-09-2025	Ordinary Meeting of Council - 23 September 2025	18.1	<p>Councillor Glass inquired about the Reconciliation Action Plan (RAP) whether it has been implemented and are components in Municipal Plan.</p> <p>Action: - To provide Council with a briefing on the RAP, advise of budget allocate to implementing the RAP and advise if in-kind support maybe waived for hire fees</p>	In Progress
Minutes of 27 January 2026, Item 8.1. - It is noted that the RAP still does not appear on the Action List, despite being raised as new business at the meeting on 23				



Meeting Date	Meeting	Item #	Report name and Action	Status
September 2025. Further follow-up is required, and a request has been made for the RAP to be reinstated on the Action List.				
March 2026: The RAP implementation requirements are scheduled to be discussed in an internal meeting with the Managers.				
9-12-2025	Ordinary Meeting of Council - 9 December 2025	9.2	Establishment of Community Safety Action Group - approved	In progress
Terms of Reference (ToR) to be developed.				
March 2026: The draft ToR has been finalised and is currently with the Mayor for review.				
9-12-2025	Ordinary Meeting of Council - 9 December 2025	9.3	Service Assessment Proposal – approved and requests the CEO to provide progress updates, with a final SLDA Report presented to Council for consideration and adoption.	In Progress
16 February 2026: RFQ is in its final draft and undergoing peer review.				
March 2026: RFQ completed. Awaiting Municipal Plan deliverables to be approved and budget allocation and/or seek funding opportunities.				
24-02-2026	Ordinary Meeting of Council - 24 February 2026	9.2	Councillor Goals First 6 to 12 Months Update	In Progress
Standing item under mayoral business				
24-02-2026	Ordinary Meeting of Council - 24 February 2026	14.2	Katherine Town Council Representative on the GYRACC Committee Board - That Council appoint Joanna Holden, Mayor, as the Katherine Town Council member representative director on the Katherine Regional Cultural Precinct Ltd (KRCP) board and advise Godinymayin Yijard Rivers Arts and Culture Centre Management on this appointment accordingly.  Noted report authoriser needs to be change from Ingrid Stonhill to Casey Anderson, as Casey the Acting Chief Executive Officer (A/CEO).	Completed
13-02-2026 Report authoriser changed to Casey Anderson and revised report handed out at council meeting.				

Meeting Date	Meeting	Item #	Report name and Action	Status
<p>KRCP has been notified in writing, with Council resolution appointing the Mayor as the Member Representative Director. Council is requested to remove this item from the action list.</p>				
24-02-2026	Ordinary Meeting of Council - 24 February 2026	14.5	<p>Waste Management Facility - Operational Hours Trial</p> <p>That Council approves a 3-month trial of changing the operating hours at the Katherine Waste Management Facility commencing March 2026.</p> <ul style="list-style-type: none"> <li>• <b>Monday to Sunday:</b> 8:00am – 4:00pm</li> <li>• <b>Public Holidays:</b> 8:00am – 4:00pm</li> <li>• <b>Closed:</b> Good Friday</li> </ul>	Not yet started
<p>21/04/2026: Waste Management Hours are to be implemented post flood waste management plan.</p>				
24-03-2026	Ordinary Meeting of Council - 24 March 2026	14.6	Waste Management Strategy Review Working Group - Terms of Reference	In Progress
<p>13 April 2026: Expression of Interest (EOI) process commenced via Your Say Katherine and Council communication channels, including social media, following Council endorsement.</p> <p>Adopted Terms of Reference implemented to guide the Working Group framework and assessment process.</p> <p>Internal assessment panel established to review applications against the approved selection criteria.</p> <p>Next Steps:</p> <p>Assess and shortlist applicants in accordance with the Terms of Reference and selection criteria.</p> <p>Prepare a report to Council recommending selected candidates for endorsement.</p> <p>Subject to Council approval, formally establish the Waste Management Strategy Review Working Group and commence operations.</p>				



## 9 MAYORAL BUSINESS

### 9.1 MAYOR ACTIVITIES FEBRUARY 2026 - AMENDMENT

Report Type: For noting

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#### **Recommendation**

That Council receive and note the amended Mayoral activities for February 2026.

#### **Purpose of Report**

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

#### **Strategic Plan**

**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.

<b>Mayor Joanna Holden</b>	
<b>Date</b>	<b>Activity attended</b>
04 February	Stakeholder Engagement - Manager Strategic Communications
07 February	Public Engagement for the relocation of the Visitor Information Centre (VIC)
10 February	Audit and Risk Management Committee Meeting
11 February	Meeting with Electorate Katherine
12 February	Meeting on Katherine Correction Skills and Training Centre (KCSTC)
12 February	Australian Local Government Women's Association – Navigating CEO/ Councillor Dynamic
12 February	Katherine Town Council – Service Review and Assessment - Support
13 February	Meeting with Chairperson of Katherine Museum
13 February	Elected Members Information Session (EMIS)
13 February	Special Meeting of Council
17 February	Meeting with Community Action Group for Centenary of Katherine
20 February	Elected Members mandatory training on Code of Conduct, Introduction to Finances, and Meeting Procedures
20 February	Elected Members Information Session (EMIS)
24 February	Ordinary Meeting of Council
25 February	LGANT Strategic Planning and Board Meeting
26 February	LGANT Strategic Planning and Board Meeting

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## 9.2 MAYOR ACTIVITIES MARCH 2026

Report Type: For noting

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### **Recommendation**

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

### **Purpose of Report**

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

### **Strategic Plan**

**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.

<b>Mayor Joanna Holden</b>	
<b>Date</b>	<b>Activity attended</b>
02 March	Meeting with Katherine East Child Care Centre
02 March	Administrative Review Committee
02 March	Meeting with a Developer
03 March	Local Government Association of the Northern Territory (LGANT) Constitution Review
03 March	Centenary of Katherine Action Group Meeting
03 March	CONFIDENTIAL Special Meeting of Council
06 March	CONFIDENTIAL Special Meeting of Council
08 March	Flooding Update – Member for Katherine Jo Hersey, Northern Territory Police and other Northern Territory Government Officials
08 March	Evacuation Centres – Community Engagement
12 March	Federal Minister for Emergency Management Kirsty McBain Member of Parliament
14 March	Volunteer – Clean Up
17 March	Meeting with Senator Nampijinpa Price
18 March	Meeting with Katherine Turf Club
24 March	Ordinary Meeting of Council
25 March	Meeting with His Excellency Solomon Islands High Commissioner Robert Sisilo
27 March	Interstate State Emergency Service Thank You
28 March	Meeting with His Honour, The Administrator of the Northern Territory David Connolly



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### 9.3 COUNCILLOR GOALS FIRST 6 TO 12 MONTHS UPDATE

Report Type: For noting

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#### **Recommendation**

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

#### **Purpose of Report**

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


#### **Strategic Plan**

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

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



Goal	Elected Member	Status	Estimated Completed Date	Update
To strengthen the relationships between Katherine Town Council, local businesses, industry leaders, tourism operators and community stakeholders through the establishment of a Business and Tourism Working Group	Deputy Mayor Mel Doyle	In progress	Sept 2026	Initial discussions held with DTBAR
To establish a Community Safety Action Group which delivers a structured, collaborative, and preventative approach: not just reacting to crime, but building long-term safety and resilience	Councillor Anjali Palmer	In progress	Sept 2026	Final Draft TOR with the Mayor for review.
To enhance safety and environs of Katherine by undertaking a sign audit with recommendations for improvements and the beautification of roundabouts	Councillor Toni Tapp Coutts	In progress	30 June 2026	First St road safety audit complete; audit identified signage & lighting deficiencies at roundabouts. Signage improvements in progress. Draft project plan incorporating lighting into beautification complete.
To reduce the impacts of crime on the community and enhance public spaces through establishing a partnership with the Department of Corrections which will enable Council to engage persons with community work orders	Councillor Kathryn Whitehouse	Completed	21 February 2026	Partnership established. Waiting on allocated participants. The department has informed that they will not provide supervision. Department advises that NAJAA and Judges have been advised that community work orders are now a sentencing option. <u>As of March 2026:</u> KTC currently has access to 2 x correction crews undertaking various tasks on a daily basis. Various tasks including mowing, litter collection, flood clean-up and public space maintenance.

<p>to increase road safety for road trains, install a “No Road Trains” allowed on Zimin Drive at Gillard Road to prevent trucks becoming stuck at the low level. Council to investigate having Google maps updated to clearly indicate no road trains are allowed on this road</p>	<p>Councillor Jim King</p>	<p>In progress</p>	<p>30 June 2026</p>	<p>KTC to send correspondence to DLI for approval and KTC will be required to assume all cost associated with signage on DLI land.</p>  <p>This sign has been installed on Zimin drive after the Florina Road intersection.</p>
<p>To reduce illegal dumping and enhance community appearance by changing the existing waste management facility opening hours to enable community members access when required to the facility to dump waste</p>	<p>Councillor Kathy Glass</p>	<p>Completed</p>	<p>March 2026</p>	<p>Waste Management Hours are to be implemented post flood waste management plan.</p>
<p>To encourage community connect and wellbeing by enabling the community free entry to the Katherine pool throughout December 2025 and January 2026</p>	<p>Mayor Joanna Holden</p>	<p>Completed</p>	<p>May 2026</p>	<p>Funding received from NTG. April/May holidays free entry has been completed. In addition to the grant, KTC held a Family Fun Day at the Pool on 7 April 2026, Approx 200 people in attendance.</p>



## **10 CORRESPONDENCE AND DOCUMENTS**

### **10.1 CORRESPONDENCE INCOMING**

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Incoming Correspondence:

- Attachments:
1. Letter - Stephen Reed - Manbulloo Objection to proposed gas pipeline Protest - 11 March 2026 - 249751 [**10.1.1** - 2 pages]
  2. 2026 Determination of Allowances for members of local councils - 12 March 2026 - ID251564 [**10.1.2** - 8 pages]
  3. Frequently Asked Questions - Council allowances - 12 March 2026 - ID251564 [**10.1.3** - 7 pages]
  4. Document - LGANT CEO - 19 March 2026 ALGA Board meeting communique - 7 April 2026 - ID251575 [**10.1.4** - 1 page]
  5. Document - LGANT CEO - 25 March 2026 LGANT Board meeting communique - 7 April 2026 - ID251574 [**10.1.5** - 2 pages]



ABN 16 116 279 899  
Unit 3B, Building 107, 6 Leonardo Drive  
Brisbane Airport Qld 4008  
Tel: (07) 3860 6990

Michael Fraser  
Chairman, APA Group  
Level 10, 12 Castlereagh Street  
  
Sydney NSW 2000

**Objection to Any Proposed Routing of the Sturt Plateau Pipeline Across  
Manbulloo Ltd Mango Farms**

Dear Mr Fraser,

Manbulloo Ltd is the owner and operator of two major mango farms in the Katherine region of the Northern Territory and several in Queensland — critical agricultural assets that support regional jobs and long-term horticultural investment in the Northern Territory.

We write to express our strongest objection to any proposed corridor, access route, work zone, easement, or pipeline alignment associated with the Sturt Plateau Pipeline crossing Manbulloo property or threatening our mango orchards.

There are alternate routes that do not cross developed plantations like ours. It makes no sense to destroy or damage developed parts of the Katherine area when alternate routes are readily available - that have not had large amounts of investment made into them. Basically, in the bush or alongside the highway north.

**Risks to our Investment in the Katherine properties:**

Manbulloo has made a major investment into expanding mango production on the two Katherine farms for over twenty years- and they are now amongst the largest in Australia. Our properties are highly productive horticultural enterprises, containing over 130,000 mature mango trees and now support considerable local employment and businesses - which contributes significantly to the Northern Territory's economy. This investment, along with the recognized expertise of Manbulloo's key staff and that of its Managing Director (Ms Marie Piccone), has built these Katherine farms to be amongst the largest and most successful mango farms in Australia.

**Our Immediate Concerns with the Sturt Plateau Pipeline:**

The construction of the Sturt Plateau Pipeline across Manbulloo Ltd's land presents significant risks to the business - including destruction of orchard areas, biosecurity threats, soil erosion, and safety hazards including fires or leaks.

To produce high quality mango fruit requires intensive management of nutrition, irrigation and the environment around the trees. As well as the complexity of managing our business around a pipeline (eg managing access to biosecurity areas, protecting intellectual property) additional concerns include property devaluation and increased insurance costs.

Producing quality mangoes and maintaining the integrity of our business and brand will definitely be negatively impacted by a pipeline through any part of the plantations.

**What We Ask of APA:**

1. Immediate written confirmation that no part of the pipeline or related activities will traverse Manbulloo Ltd lands.
2. Full transparency on all proposed route alignments within 10 km of our farms.
3. Assurance that APA will not seek to override landholder rights.
4. A clear undertaking to avoid all our irrigated horticultural land.

We intend to make our concerns known to other relevant parties.

We request a written response to this letter to be sent to:-

Stephen Reed  
Company Secretary  
Manbulloo Ltd:

E: [sreed@manbulloo.com](mailto:sreed@manbulloo.com)

Sincerely,



Stephen Reed

Manbulloo Limited

ORIGINAL PAPER

No. 629  
Laid on the Table  
12 / 03 / 2026



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

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

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

**REPORT ON DETERMINATION NO. 1 OF 2026**

**1. INTRODUCTION**

On 30 July 2025, pursuant to section 7B(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act), His Honour Professor the Honourable Hugh Heggie AO PSM, Administrator of the Northern Territory, issued a request to the Remuneration Tribunal (the Tribunal) to inquire into and determine the allowance or allowances payable to a member of a local council.

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

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

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

On 9 September 2025, individual letters were sent to each Council inviting submissions and offered to hold a discussion with each Council either in person or through a video link. On 13 September 2025, an advertisement was placed in the NT News to announce the inquiry and invite submissions.

One meeting was held with a Council.

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

- City of Palmerston Council
- Wagait Shire Council
- Roper Gulf Regional Council

## 2. PROFESSIONAL DEVELOPMENT ALLOWANCE

The Tribunal received submissions requesting an increase to Professional Development Allowance. It is noted that the Professional Development Allowance is all inclusive and can include travel and accommodation costs. The Tribunal is aware of significant cost increases for travel, especially for regional areas of the NT, and has agreed to increase the Allowance to \$7,500 a financial year.

## 3. COUNCILLORS' ALLOWANCE

The Tribunal has increased Councillors' allowance by 3% in recognition of movements in earnings within Australia as well as the NT.

## 4. MAYOR AND PRINCIPAL MEMBER ALLOWANCE

The Tribunal has increased the Mayoral Allowance by \$2,000 to recognise the increase in extra meeting activity allowance claimable by all other Elected Councillors.

The Tribunal has determined that on the basis of equity, the three Shire Council Mayors should receive the same Mayor Allowance which has now been set at \$32,686.

## 5. EXTRA MEETING / ACTIVITY ALLOWANCE

The Tribunal has increased the Allowance to a maximum of \$12,000 and recognised the Induction and Mandatory Departmental training should not be applied to the extra meeting allowance cap but has made it available through the Professional Development Allowance.

## 6. FUTURE INQUIRIES

The timing of the Local Council General Election has impacted the inquiry as some Councils are yet to be finalised and as a result, the Tribunal only received one submission from a city, regional and shire Council.

With this in mind, the Tribunal considers that further input will be provided as part of the next review once all Councils have been finalised.


The Tribunal appreciates the feedback received with any outstanding items being carried forward to the next Inquiry.



Mr Gary Higgins  
Chairperson  
Remuneration Tribunal



Ms Kezia Purick  
Member  
Remuneration Tribunal



Ms Lynne Walker  
Member  
Remuneration Tribunal

Dated 9 December 2025



**NORTHERN TERRITORY OF AUSTRALIA  
REMUNERATION TRIBUNAL**

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

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

**DETERMINATION NO. 1 OF 2026**

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

**1. DEFINITIONS**

**Municipal Councils are the following:**

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

**Regional Councils are the following:**

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

**Shire Councils are the following:**

- Belyuen;
- Coomalie; and
- Wagait.

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



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

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

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

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

A Councillor is a member of a Local Council.

## 2. ALLOWANCES

The following annual allowances will apply from 1 July 2026 and will be paid fortnightly or monthly:

### MAYORAL ALLOWANCE

Darwin	\$134,288
Palmerston	\$97,680
Alice Springs	\$94,560
Litchfield	\$88,320
Katherine and Regional	\$85,280

### MAYOR – SHIRE COUNCILS

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

### Total Mayoral Allowance

Darwin	\$168,325
Palmerston	\$124,032
Alice Springs	\$118,716
Litchfield	\$112,476
Katherine and Regional	\$110,280
Shire Councils up to	\$32,686

**DEPUTY MAYOR ALLOWANCE**

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

**Deputy Mayor Total Allowance**

Darwin	\$57,837
Palmerston	\$43,552
Alice Springs	\$40,656
Litchfield	\$40,156
Katherine and Regional	\$37,960

**COUNCILLORS' ALLOWANCE**

Darwin	\$34,037
Palmerston	\$26,352
Alice Springs	\$24,156
Litchfield	\$24,156
Other Municipal and Regional	\$21,960

**Shire Councils**

Coomalie	\$7,686
Belyuen	\$7,686
Wagait	\$7,686

**3. INCLUSIONS OF ALL ALLOWANCES**

The Allowances are to cover:

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

**4. EXTRA MEETING / ACTIVITY ALLOWANCE**

4.1. An Extra Meeting / Activity Allowance of up to \$12,000 per financial year, may be accessed by all Councillors and Deputy Principal Members. The allowance may be accessed as follows:

- special meetings of full Council or established committees of Council;
- attendance at Local Authority Meetings within the Ward the member represents;

- attendance at any functions representing the Principal Member on official Council duties;
- attendance at functions/meetings as an invited representative of Council and with Council's approval; or
- attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.

The activity allowance may be paid as travel time when travelling to Council meetings and meetings of Local Authorities within the ward the Councillor represents, where the travel involves at least 50kms from home base (at least 100kms return). This activity Allowance is not to be included in the cap of \$12,000.

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

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

4.3 Where a Councillor receives extra meeting allowance to represent the Mayor or Principal member at an official Council function, that extra meeting allowance will not be applied to the cap.

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

4.5 Where a Councillor claims an allowance under 6.4, travel time is not to be included as part of the meeting allowance cap.

## 5. PROFESSIONAL DEVELOPMENT ALLOWANCE

5.1. The Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel cost including vehicle allowance, travel allowances and travel time as specified in clause 4.2.

5.2. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council.

5.3. The amount available each year is based on a financial year allocation and calculated as follows:

- (a) Following a general or by election, each elected member begins their term of office with a zero balance.
- (b) From the first full calendar month after an election, members earn one-twelfth of the annual allocation for each month served per financial year.
- (c) At the end of each financial year, up to 50% (or half), of the allocation unused can be carried forward to the next financial year.

5.4. The maximum annual amount allocated each financial year is as follows:

- for the 2025-2026 Financial Year: \$4,167; and
- for the 2026-2027 Financial Year: \$7,500.

- 5.5. Induction and Mandatory Departmental training can be claimed using the Extra Meeting Allowance “fee for attendance” rate and paid from the Professional Development Allowance. These amounts can be claimed after the completion of the necessary calendar months to cover the allocation.

## 6. VEHICLE ALLOWANCE

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel:
- (a) exceeds 50kms from home base 100kms return;
  - (b) travel does not occur in a Council supplied and maintained vehicle;
  - (c) the Councillor is not in receipt of a motor vehicle allowance in Clause 7 below; and
  - (d) the vehicle allowance is capped at \$10,000.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year, currently 88 cents per kilometre for 2024-25.
- 6.3. Vehicle Allowance will be available in the following circumstances, where travel is to and from:
- (a) statutory Council meetings;
  - (b) official Council approved meeting;
  - (c) approved functions representing the Principal Member;
  - (d) Local Authority Meetings within the ward the Councillor represents;
  - (e) all meetings of Council and their committees; or
  - (f) any additional activity where Extra Meeting/Activity Allowance has been approved.
- 6.4. When a kilometre reimbursement is paid, travel time will also be paid utilising extra meetings/activities rate. This payment is not to be included in the extra meetings/activities cap as specified in Clause 4.1.
- 6.5. The Vehicle Allowance Cap will not include:
- travel to and from Local Authorities Meetings within the Ward that the member represents; and
  - travel involved with Professional Development activities.

## 7. PROVISION OF MOTOR VEHICLE

- 7.1. Principal Members of Municipal and Regional Councils are entitled to a Council maintained vehicle.
- 7.2. If Principal Members of Municipal and Regional Councils choose not to be provided with a Council maintained vehicle, they are entitled to Motor Vehicle Allowance, paid fortnightly or monthly, and will be:
- \$25,000 per year for Municipal Principal Members; or
  - \$40,000 per year for Regional Principal Members.
- 7.3. The Principal members of the Shire Councils may claim reimbursement in accordance with Clause 6.1.

## 8. TRAVEL ALLOWANCE

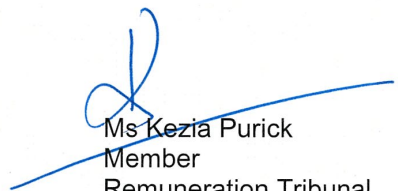
- 8.1 Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.
- 8.2 The applicable rates to be paid are found in Table 1 of [Taxation Determination TD 2025/4](#) or any subsequent Taxation Determination made in substitution of that Determination.

## 9. GENERAL


- 9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:
- the next financial year if the report is made on or before 1 February; or
  - from the financial year after the next financial year if the report is made after 1 February.



Mr Gary Higgins  
Chairperson  
Remuneration Tribunal



Ms Kezia Purick  
Member  
Remuneration Tribunal



Ms Lynne Walker  
Member  
Remuneration Tribunal

Dated 9 December 2025

# Council Member Allowances 2026

## Frequently Asked Questions



## Council Member Allowances 2026

<b>Document title</b>	Council Member Allowances 2026
<b>Contact details</b>	Department of Housing, Local Government and Community Development
<b>Approved by</b>	Beck Stavrou, Executive Director Local Government and Community Development
<b>Date approved</b>	9 February 2026
<b>Document review</b>	Annual
<b>TRM number</b>	38-F26-604

Version	Date	Author	Changes made
1.0	January 2026	Local Government and Community Development	
2.0	February 2026	Local Government and Community Development	Minor amendments

Council Member Allowances 2026

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## Council Member Allowances 2026

This Frequently Asked Questions (FAQ) document has been prepared to reflect Report and Determination No. 1 of 2026 – Allowances for Members of Local Government Councils (the 2026 Determination). It is intended to assist councillors and council staff to understand how the allowances operate alongside the *Local Government Act 2019* (the Act) and the *Local Government (General) Regulations 2021* (the Regulations).

This document is explanatory only and does not form part of the Determination.

## 1. Overview

### ***What is the 2026 Determination?***

The 2026 Determination is made by the Northern Territory Remuneration Tribunal under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* (AMSORE Act). It sets the annual allowances payable to councillors, deputy principal members and principal members of local government councils.

### ***When does the 2026 Determination take effect?***

The allowances apply from 1 July 2026, in accordance with section 7B(7) of the AMSORE Act.

## 2. Key Changes

The Tribunal has made the following key changes in the 2026 Determination:

- The Professional Development Allowance has increased to \$7,500 per financial year.
- Councillors' allowances have increased by 3 per cent.
- The Mayoral Allowance has increased by \$2,000 to recognise increased meeting and activity demands.
- The Extra Meeting / Activity Allowance cap has increased to \$12,000 per councillor per financial year.
- Induction and mandatory departmental training are not counted towards the Extra Meeting / Activity Allowance cap and are instead accessed through the Professional Development Allowance.

## 3. Allowances

### ***Will the council need to make a decision to adopt the allowances?***

No. A council decision is not required. The Determination sets the value of the Councillors Allowance, Deputy Principal Members Additional Allowance and Principal Members Additional Allowance.

### ***The Determination shows an annual allowance, does that mean the full allowance is paid once per year?***

No, the Determination sets the maximum annual allowances for each council. Allowances are to be paid fortnightly or monthly.

### ***Do the deputy principal member and principal member also get the Councillor's Allowance?***

Yes, the allowances determined for Deputy Principal Members Additional Allowance and Principal Members Additional Allowance are in addition to the Councillor's Allowance.

## 4. Coverage of Allowances

### ***What can allowances be used for?***

All allowances are intended to cover the following items, and other reasonable costs of a similar nature, incurred in the performance of council member duties:

- costs of attending council meetings and activities not otherwise reimbursed;
- phone and internet usage;
- home office costs and supplies; and
- reasonable costs associated with servicing constituents, including donations, sponsorships, memberships and patron expenses.

The Determination sets what is covered by all allowances, including a contribution towards routine expenses such as phone and internet usage. These costs are intended to be met from the allowances.

### **Items not covered as separate allowances**

Councils must not pay separate allowances for matters already included in the Determination. However, this does not prevent a council, subject to its policies, from providing equipment (as a phone, computer or related devices) or reimbursing reasonable costs associated with the purchase of such equipment, where this does not constitute the payment of an additional allowance.

## 5. Extra Meeting / Activity Allowance

### ***What is the maximum Extra Meeting / Activity Allowance?***

The maximum allowance is \$12,000 per councillor per financial year.

### ***Who can access this allowance?***

All councillors and deputy principal members may access the allowance. The principal member is not entitled to this allowance.

### ***What activities qualify?***

Eligible activities include:

- special council or committee meetings;
- local authority meetings within the councillor's ward;
- approved functions representing the principal member;
- approved meetings attended as a council representative; and
- approved planning, briefing or information sessions.

### ***How is the allowance calculated?***

The allowance is calculated on total hours attended in a single day:

- up to 2 hours – \$200
- between 2 and 4 hours – \$300
- more than 4 hours – \$500 (maximum per day)

## Council Member Allowances 2026

**Is travel time included?**

Travel time may be paid as part of the allowance for travel exceeding 50 kms from your home base (100 kms return). This travel time does not count toward the \$12,000 cap.

## 6. Professional Development Allowance

**What is the Professional Development Allowance?**

The Professional Development Allowance is an inclusive allowance to support councillors' professional development activities.

**What is the annual amount?**

The Professional Development Allowance is allocated on a financial year basis and calculated in accordance with section 5.3 of the Determination, with further detail provided in section 5.4 of the Determination. The standard (average) allowance available is \$7,500 per councillor per financial year.

**What does it cover?**

The Professional Development Allowance covers registration fees, travel, accommodation, vehicle costs, travel allowance and travel time associated with approved professional development. Any course or professional development activity must be specifically related to the role of the councillor and be approved by Council.

**Can unused allowance be carried forward?**

Up to 50 per cent of the annual allocation may be carried forward into the next financial year.

## 7. Vehicle Allowance

**When can a councillor claim the Vehicle Allowance?**

A councillor may claim the Vehicle Allowance when:

- travel exceeds 50 kms from home base.
- a council vehicle is not used; and
- the councillor is not receiving the Motor Vehicle Allowance for principal members.

**What is the cap?**

The Vehicle Allowance is capped at \$10,000 per financial year.

**What rate applies?**

Kilometres are reimbursed at the cents per kilometre rate set annually by the Australian Taxation Office.

## 8. Provision of motor vehicle

**Who is entitled to a council vehicle?**

Principal members of municipal and regional councils are entitled to a council-maintained vehicle.

**Can a principal member choose an allowance instead?**

Yes. A principal member may elect to receive a motor vehicle allowance instead of a council vehicle:

- \$25,000 per year for municipal principal members; or
- \$40,000 per year for regional principal members.

## 9. Travel Allowance

### ***When is Travel Allowance payable?***

Travel Allowance is payable when a councillor, deputy principal member or principal member is required to stay away from home overnight on approved council business.

### ***Which rates apply?***

Rates are set by the applicable Australian Taxation Office Taxation Determination in force at the time of travel.

## 10. Compliance and governance

### ***Do councils have to follow the Determination?***

Yes. Section 106 of the *Local Government Act 2019* requires allowances to be paid in accordance with the Tribunal's Determination.



The ALGA Board met online on Thursday 19 March 2026 for its first meeting of the year.

The Board reviewed the outcomes of the 12–13 February 2026 Strategic Planning Sessions and endorsed ALGA's draft Strategic Plan 2026–2030. The Plan sets ALGA's strategic direction for the next three years, with clear goals, success measures and agreed strategic initiatives to guide advocacy, operational planning and Board reporting. It places an emphasis on strengthened national advocacy for local government financial security and growth, and a stronger local government role in national policy design and delivery.

The Board also agreed the next steps for the financial sustainability communications campaign. ALGA will work closely with state and territory associations to build a cohesive national campaign reflecting the importance of secure and increased funding as well as demonstrating the value of local government.

ALGA is progressing planning for its 2026–27 priority policy research program. The Board considered a project to strengthen the evidence base for advocacy on waste and recycling cost impacts.

The Board reviewed and endorsed updates to the ALGA Board Charter and governance policy, ensuring ALGA continues to meet all corporate legal requirements and maintains a high standard of governance.

ALGA has engaged The Social Deck to update the Disability Inclusion Guide for Local Government (2016). The Board heard a presentation outlining the consultation approach, progress to date and next steps. The updated Guide will be launched at ALGA's 2026 National General Assembly.

The ALGA President provided an update on continued advocacy activities through key ministerial forums and parliamentary inquiries, reinforcing local government's role as an essential delivery partner and strengthening the case for sustainable, fit-for-purpose funding. The President represented councils at the Local Government Ministers' Forum, the Water Ministers Meeting, the Energy and Climate Change Ministerial Council, and the National Emergency Management Ministers Meeting. The President also appeared at Senate and House inquiry hearings to highlight the practical regulatory, resourcing and implementation impacts of proposed reforms on councils, and to underscore local government's central role in environmental protection and the circular economy.

State and Territory Association Presidents provided reports on emerging jurisdictional issues and priorities. These included strengthening local government governance and democracy (including integrity settings, clearer rules, and improved councillor capability), ongoing pressure on council funding and capacity, and a strong focus on disaster resilience—particularly faster recovery funding and increased investment in mitigation and preparedness. Reports also highlighted the need for reforms that work for rural and regional communities, action on infrastructure and essential service backlogs, and ensuring "red tape reduction" initiatives do not create new complexity. Presidents also noted councils' expanding role in community wellbeing and social cohesion, including responding to polarisation, disinformation and community safety concerns while supporting inclusive local communities.

The ALGA Chief Executive Officer also reported on ALGA activity, including expanded member engagement and communications through a new monthly ALGA News format supported by targeted ALGA Alerts, increased social media coordination with state and territory associations, and ongoing development of the advocacy campaign. Planning is well advanced for the 2026 National General Assembly (Canberra, 23–25 June) and the National Local Roads and Infrastructure Congress (Cairns, 24–26 August), alongside a strong webinar program. Policy work continues across disability inclusion (with the updated Guide to launch at the National General Assembly), the National State of the Assets 2026 project (data validation completed and report underway), and the Jobs and Skills Survey (280+ councils participating, analysis underway), as well as sustained advocacy through submissions, hearings and federal parliamentary engagement.

**Building Better  
Communities.**



**25 MARCH 2026 LGANT BOARD MEETING COMMUNIQUE**

The LGANT Board met for its second meeting of 2026 on Wednesday 25 March at the LGANT office and online.

The Board heard from Alice Percy from the City of Darwin who provided an update on the NT Subdivision Development Guidelines (SDG) Management Committee in her capacity as the LGANT representative.

The Board endorsed the proposed 2026/2027 annual budget, the 2026/2027 membership subscription fees, and the recommendations for the Constitution review in advance of being presented to members at the General Meeting on 15 April 2026.

The Board also approved: the updated LGANT Risk Appetite Statement as reviewed during the 25 February 2026 Strategic Planning Workshop; not to renew the DriveAbout agreement; motions from members to the April General Meeting; and a new representative for the NT Councils Discretionary Trust Advisory Committee.

The LGANT President provided an update on his activities since the last Board Meeting including meeting with the office of the Leader of the Opposition to discuss the tranche two legislative amendments, meeting with the Aboriginal Peak Organisations Northern Territory (APONT), visiting the Tiwi Islands Regional Council as part of the annual council visits program, and attending the March ALGA Board meeting.

The Board noted the CEOs report (including a summary of her meetings, an update on LGANT’s NTG election and budget asks, and the actions from the 4 March 2026 CEO Forum and 5 March 2026 Mayors/President Forum), the forward Board calendar, activity on General Meeting and Board business, submissions, and incoming and outgoing correspondence.

The Board will next meet on 1 July 2026.

If you have any questions or wish to discuss these matters further, please reach out to Mary Watson, LGANT CEO, at [ceo@lgant.asn.au](mailto:ceo@lgant.asn.au) or on 0417 864 183.

Alternatively, you can contact members of the LGANT Board:

President: Cr Peter Pangquee	City of Darwin	<a href="mailto:peter.pangquee@darwin.nt.gov.au">peter.pangquee@darwin.nt.gov.au</a>	0419 858 636
Vice President Municipal: Cr Allison Bitar	Alice Springs Town Council	<a href="mailto:abitar@alicesprings.nt.gov.au">abitar@alicesprings.nt.gov.au</a>	0491 055 224
Vice President Regional and Shires: Mayor Brian Pedwell	Victoria Daly Regional Council	<a href="mailto:brian.pedwell@vicdaly.nt.gov.au">brian.pedwell@vicdaly.nt.gov.au</a>	0429 341 336

Municipal Director - City of Darwin nominated representative:  Cr Sam Weston	City of Darwin	<a href="mailto:sam.weston@darwin.nt.gov.au">sam.weston@darwin.nt.gov.au</a>	0499 389 462
Municipal Director:  Mayor Joanna Holden	Katherine Town Council	<a href="mailto:joanna.holden@ktc.nt.gov.au">joanna.holden@ktc.nt.gov.au</a>	0428 717 044
Municipal Director:  Cr Mark Fraser	City of Palmerston	<a href="mailto:councillor.fraser@palmerston.nt.gov.au">councillor.fraser@palmerston.nt.gov.au</a>	0411 224 670
Regional and Shires Director:  Cr Peter Clee	Wagait Shire Council	<a href="mailto:peter.clee@wagait.nt.gov.au">peter.clee@wagait.nt.gov.au</a>	0418 894 404
Regional and Shires Director  Mayor Lynette De Santis	Tiwi Islands Regional Council	<a href="mailto:lynettejane.desantis@tiwiislands.nt.gov.au">lynettejane.desantis@tiwiislands.nt.gov.au</a>	0419 033 821
Regional and Shire Director:  Mayor James Woods	West Arnhem Regional Council	<a href="mailto:james.woods@westarnhem.nt.gov.au">james.woods@westarnhem.nt.gov.au</a>	0497 919 225



## 10.2 CORRESPONDENCE OUTGOING

Report Type: For noting

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### **Recommendation**

That Council receive and note the Outgoing Correspondence:

Attachments: 1. Letter - Senator Kristy Mc Bain - Katherine Flood 2026 - Katherine Town Council - 30 March 2026 - ID251577 [**10.2.1** - 3 pages]





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 March 2026

The Hon Kristy McBain MP  
Minister for Emergency Management  
Minister for Regional Development, Local Government and Territories  
Email: [Kristy.McBain.MP@aph.gov.au](mailto:Kristy.McBain.MP@aph.gov.au)

Dear Minister

### **KATHERINE FLOOD 2026 – AUSTRALIAN GOVERNMENT SUPPORT**

On behalf of the Katherine Town Council and, more importantly, the Katherine community we extend our sincere appreciation for your recent visit during such a critical and challenging time. While we would have preferred to welcome you under the vibrant and energetic conditions that normally define our town, your presence during this period of significant hardship was deeply valued.

As you saw firsthand, the recent flooding has caused devastating impacts across Katherine. The places you visited, and the stories shared with you highlighted the full scale of loss, disruption, and trauma being experienced by our residents. Given your portfolio experience, we appreciate your understanding of the complexities, and long-term challenges associated with disaster response, recovery, and rebuilding.

Although your time in Katherine was necessarily limited, we wish to reinforce the discussions held during your visit and emphasise several critical issues that require federal advocacy and investment.

#### **Infrastructure Priorities Requiring Federal Support**

##### **A purpose-built evacuation and emergency shelter**

- Current reliance on three local schools as evacuation centres are not fit for purpose.
- Temporary school-based sheltering compromises privacy, dignity, cultural safety, and support for vulnerable individuals.
- Disruption to education creates additional wellbeing, social, and mental health challenges.
- A dedicated, regionally capable evacuation centre is essential for safeguarding the Big Rivers community.

##### **Relocation of the Katherine Hospital and mortuary**

- The current site is highly vulnerable to flooding and cannot remain operational in major emergencies.
- A resilient, accessible, and future-proof health precinct is needed to ensure continuity of critical services.



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ABN 4783 6889 865

### **A flood-resilient waste management facility**

- Flooding renders the current site inaccessible, disrupting waste operations for both Katherine and the wider Big Rivers region.
- This creates environmental, health, and financial risks during emergencies.
- A new, elevated, and resilient facility is essential for regional stability and environmental protection.

### **Secondary road access and bridge infrastructure**

- Recent floods closed all major arterial roads, halting movement of essential goods and services across the NT.
- When Katherine is cut off, the entire Territory is affected.
- A secondary bridge and alternative access routes are urgently required to ensure continuity of freight, emergency services, and supply chains.

### **Upgraded airport infrastructure**

The airport, despite being a critical emergency link, became inaccessible during the flood. Enhanced infrastructure and capacity to support heavier aviation assets would:

- enable rapid deployment of emergency resources,
- reduce reliance on vulnerable road and rail networks, and
- unlock long-term economic opportunities for the region.

### **Support for land access and planning constraints**

- Katherine's expansion is restricted by surrounding native title land.
- Coordinated planning support and improved pathways for land access are needed to unlock investment and enable the town to fulfil its role as a major regional hub.

Investing in this infrastructure priorities will reduce long-term government expenditure by preventing future disaster-related costs, while strengthening our region's ability to prepare for, withstand, and recover from extreme weather events.

These investments represent not just necessary expenditure, but strategic nation-building: safeguarding essential services, protecting supply chains, and supporting sustainable economic growth.

We also acknowledge the extraordinary contributions of community members, local businesses, and partner agencies throughout the recent emergency. Their unity, resilience, and tireless efforts brought comfort and stability during one of the most challenging periods in our town's history.



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KATHERINE NT 0851  
records@ktc.nt.gov.au  
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Fax 08 8971 0305  
ABN 4783 6889 865

We look forward to welcoming you back to Katherine under brighter circumstances, where we can showcase the true vibrancy, potential, and innovation that define our community. With continued advocacy and the right level of support, Katherine can become a national exemplar of preparedness, recovery capability, and regional development.

Thank you again for your time, leadership, and commitment to our community.

Yours sincerely



Joanna Holden  
**MAYOR OF KATHERINE**



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## 11 PETITIONS

### 11.1 PETITION - ELOISE SIMUDVARA - COMMUNITY INFORMATION SESSION TERRITORY ENERGY LINK

Organisation: Eloise Simudvarac

Report Type: Petitions

Attachments: 1. Petition - Eloise Simudvarac - Community Information Session Territory Energy Link - 17 April 2026 - ID252690 [11.1.1 - 10 pages]

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#### **Recommendation**

That Council receive the petition from Eloise Simudvarac regarding NT Department of Industry, Infrastructure and Logistics to uphold their promise to the Katherine community to host a community information session regarding the proposed Territory Energy Link and consideration stand as an order of a future meeting.

#### **Purpose of Report**

To table the petition received from Eloise Simudvarac regarding NT Department of Industry, Infrastructure and Logistics to uphold their promise to the Katherine community to host a community information session regarding the proposed Territory Energy Link.

#### **Background**

On the 17 April 2026 the council received a request to table the petition at the council meeting 21 April.

The Mayor will read the petition.

Petitions (By-law 143) can be tabled as per the below:

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

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

#### **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.

**From:** Eloise S <[eloise.simudvarac@gmail.com](mailto:eloise.simudvarac@gmail.com)>  
**Sent:** Friday, 17 April 2026 2:54 PM  
**To:** Records (KTC) <[records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)>; Toni Tapp-Coutts1 <[Toni.Tapp-Coutts1@ktc.nt.gov.au](mailto:Toni.Tapp-Coutts1@ktc.nt.gov.au)>  
**Cc:** [territoryenergylink.dli@nt.gov.au](mailto:territoryenergylink.dli@nt.gov.au)  
**Subject:** Doc 252690 Request to table petition at council meeting Tues 21 April

You don't often get email from [eloise.simudvarac@gmail.com](mailto:eloise.simudvarac@gmail.com). [Learn why this is important](#)

Good afternoon KTC and Toni,

Please find attached a petition to request a community consultation meeting in Katherine with DIPL, APA group and KTC, signed with 300 signatures.

We call on the NT Department of Industry, Infrastructure & Logistics (DITT) to uphold their promise to the Katherine community to host a community information session regarding the proposed Territory Energy Link.

We believe the Katherine community has a right to an information session with the opportunity to ask questions and receive information on the proposed corridor which is to run through the township of Katherine.

One of the proposed uses for the TEL is to transport fracked gas from the Beetaloo basin up to Darwin for export overseas, and the project will have a direct impact on landowners, homeowners, pastoral stations and communities along the proposed route. Additionally, it will have numerous environmental implications if it goes ahead, including impacts on native flora and fauna, as well as precious land and water resources which are already under the pump.

Much appreciated!

Have a great weekend,  
Eloise Simudvarac  
0401769523

Name	City	State	Postal Code	Country	Signed On
Eloise Simudvarac			850	Australia	2/13/2026
Penny Faw	NT		850	Australia	2/17/2026
Thomas He Katherine			850	Australia	2/17/2026
Jacinta Mo Katherine			850	Australia	2/17/2026
Luke Enright Katherine			850	Australia	2/17/2026
Garnet Me Katherine			850	Australia	2/17/2026
Bryn Picker Katherine			850	Australia	2/17/2026
Emily Knight Katherine			850	Australia	2/17/2026
Anita Bakh Katherine			850	Australia	2/17/2026
Olive Fawk Katherine			850	Australia	2/17/2026
Hannah Al Katherine			850	Australia	2/17/2026
Eugenie Co	KATHERINE		850	Australia	2/17/2026
Sam phelar Katherine			850	Australia	2/17/2026
Lori Martin	Edith		851	Australia	2/17/2026
Sue Edward	Mataranka		852	Australia	2/17/2026
Gabby Cian Katherine			850	Australia	2/17/2026
Simone Ha	Uralla		850	Australia	2/17/2026
Mia S	Katherine		850	Australia	2/17/2026
vayda Men	Katherine		850	Australia	2/17/2026
Dylan McB	Katherine		850	Australia	2/17/2026
Chenoa De	Brisbane		850	Australia	2/17/2026
Jo Nicol	katherine		850	Australia	2/17/2026
Jenna Sava	Edith		852	Australia	2/17/2026
Amber Giu	Katherine		850	Australia	2/17/2026
Jan Heerm	Darwin		810	Australia	2/17/2026
Caroline W	Katherine		850	Australia	2/17/2026
Lisa Curtis	Queanbeyan		2620	Australia	2/17/2026
Shaelee To	Katherine		850	Australia	2/17/2026
Tali White	Darwin		820	Australia	2/17/2026
Amanda Lil	Darwin		810	Australia	2/17/2026
louise visse	Katherine		850	Australia	2/17/2026
Ric Weeks	Katherine N.T		850	Australia	2/17/2026
Cait Daffey	Katherine		850	Australia	2/17/2026

Zoe Yates Katherine	850 Australia	2/17/2026
clare pearc northern territory	850 Australia	2/17/2026
Travis Enrig Katherine	850 Australia	2/17/2026
Mcdonnell Katherine	852 Australia	2/17/2026
Tanya Mari Melbourne	850 Australia	2/17/2026
Larni Mont Humpty Doo	836 Australia	2/17/2026
Madi Hohn Katherine	850 Australia	2/17/2026
Joe Schmid Katherine	850 Australia	2/17/2026
lauren kais Katherine	850 Australia	2/17/2026
Sally Tregge Katherine	853 Australia	2/18/2026
Petra Tenn Palmerston	832 Australia	2/18/2026
Bren Penze Katherine	850 Australia	2/18/2026
Kelly Milto Sydney	2037 Australia	2/18/2026
Will Floeck Zuccoli	832 Australia	2/18/2026
Dianne Clai Canberra	850 Australia	2/18/2026
Natasha Re Katherine East	850 Australia	2/18/2026
Niki Tumm Katherine	850 Australia	2/18/2026
Angus Picki Katherine	850 Australia	2/18/2026
Charlotte P Katherine	850 Australia	2/18/2026
Mahmoud Melbourne	3068 Australia	2/18/2026
Lisa Davids Katherine	850 Australia	2/19/2026
Wanirr Keij Mataranka	852 Australia	2/20/2026
Lynnie Niel Katherine	859 Australia	2/20/2026
Grace Kenr Katherine	850 Australia	2/21/2026
Rae Brown Katherine	850 Australia	2/21/2026
Tyra Ambje Katherine East	850 Australia	2/22/2026
Patrick Eid Illawong	2234 Australia	2/22/2026
Robert Mcl Killara	2071 Australia	2/22/2026
Darrell Foo Adelaide	5033 Australia	2/22/2026
Malihe Agh Hampton	3188 Australia	2/22/2026
Bianca Mcl Reservoir	3073 Australia	2/22/2026
Kerry Smith	850 Australia	2/22/2026
Sue McCarl Sydney	2191 Australia	2/22/2026
SallyAnn Sç Caulfield	3149 Australia	2/22/2026

Andrew McGlashan	3134 Australia	2/23/2026
David Willi: Glen Innes	2370 Australia	2/23/2026
Michelle Kr Rockhampton	4701 Australia	2/23/2026
Ian Fox	3242 Australia	2/23/2026
Tigerlily Hayward	2196 Australia	2/23/2026
sean basha Melbourne	3923 Australia	2/23/2026
Justin Youn Traralgon	3844 Australia	2/23/2026
Chloé De N Katherine	850 Australia	2/27/2026
Claudia Tay Darwin	820 Australia	2/27/2026
Gabrielle N Sydney	2127 Australia	2/27/2026
Vashti Bort Brisbane	4122 Australia	2/27/2026
Niamh bro Brisbane	4053 Australia	2/27/2026
Rach Ricciu Katherine	850 Australia	2/27/2026
Nate Lynch Katherine	850 Australia	2/27/2026
Deborah T BUNDABERG	4670 Australia	3/13/2026
Sue Thurlo Maryborough	4650 Australia	3/13/2026
Stephanie j Humpty Doo	836 Australia	3/13/2026
Ian Chappk Shepparton	3630 Australia	3/13/2026
Beth M Melbourne	3000 Australia	3/14/2026
Sandy May Adelaide River	846 Australia	3/14/2026
Cosmo Wh Katherine	850 Australia	3/18/2026
Carol Kerr Melbourne	3000 Australia	3/18/2026
Molly Hunt Katherine South	850 Australia	3/19/2026
Damien An Katherine East	850 Australia	3/30/2026
Louise Bro Darwin	810 Australia	3/30/2026
Niamh Cha Katherine	850 Australia	3/30/2026
Sonja Taaff Perth	6076 Australia	3/30/2026
Ray Elliott Port Pirie	5540 Australia	3/30/2026
Gaye Laren Katherine	3008 Australia	3/30/2026
Tiffany Bro Northern Territory	850 Australia	3/30/2026
Carol Lenn Brisbane	4000 Australia	3/30/2026
Jay Jessop Katherine	800 Australia	3/30/2026
Hayley Wal Katherine South	850 Australia	3/30/2026
Stella Justic Katherine	850 Australia	3/30/2026



Thi song lo Canberra	2602 Australia	3/30/2026
Fay Beding Katherine	850 Australia	3/30/2026
terry mchig Brisbane	4000 Australia	3/30/2026
WENDY DA Launceston	7250 Australia	3/30/2026
Gareth Rego	3079 Australia	3/30/2026
Gaynor Sch Adelaide	5006 Australia	3/30/2026
Dermod Ka Brisbane	4000 Australia	3/30/2026
chris tricke Melbourne	3930 Australia	3/30/2026
James And Brisbane	4000 Australia	3/31/2026
Levi Sinclai Darwin	810 Australia	3/31/2026
Christina Sl Katherine	850 Australia	3/31/2026
Dishan Coil COSSACK	850 Australia	3/31/2026
Stavros Ad Katherine	850 Australia	3/31/2026
Amanda Ke Katherine	850 Australia	3/31/2026
Russell Cad Katherine	850 Australia	3/31/2026
Sophie Rad Katherine	850 Australia	3/31/2026
Sarah Camj Katherine East	850 Australia	3/31/2026
Francine R Darwin	5000 Australia	3/31/2026
Drew Cook Katherine East	850 Australia	3/31/2026
Sue Dawso Perth	6000 Australia	3/31/2026
Suzanne Ta Katherine	850 Australia	3/31/2026
Max Paez Katherine	850 Australia	3/31/2026
Isla Hooper Katherine	850 Australia	3/31/2026
Clare Pearc Lorna Lim Terrace Driv	830 Australia	3/31/2026
Lynden Ain Parap	820 Australia	3/31/2026
Duane Pres Darwin	837 Australia	3/31/2026
Nina Chele Katherine	850 Australia	3/31/2026
Ciella Willi Darwin	810 Australia	3/31/2026
Josh Pyper Adelaide	5000 Australia	3/31/2026
Molly Smitl Katherine	850 Australia	3/31/2026
Mathew M Darwin	810 Australia	3/31/2026
Manoj Pan Katherine	850 Australia	3/31/2026
Tryphena P Alice Springs	870 Australia	3/31/2026
Eliza Good Katherine	850 Australia	3/31/2026

Liz Craven Katherine	850 Australia	3/31/2026
Alana Pfau Ross	873 Australia	3/31/2026
leah white Howard Springs	835 Australia	3/31/2026
Alfredo Per Pymont	2009 Australia	3/31/2026
Malakhi Du Katherine	850 Australia	3/31/2026
Ethan Grah Katherine South	850 Australia	3/31/2026
Madison R\ Katherine	850 Australia	3/31/2026
Eloise Fawc South Hedland	6722 Australia	3/31/2026
Jessy moss darwin	832 Australia	3/31/2026
Holly haye Darwin	850 Australia	3/31/2026
Sharii Harri Katherine	850 Australia	3/31/2026
Harley Dan Katherine East	850 Australia	3/31/2026
Franklin Hc Melbourne	3806 Australia	3/31/2026
Raukura riv NT	850 Australia	3/31/2026
Lisa Alexan Brisbane	4123 Australia	3/31/2026
Harriet Rov Katherine	850 Australia	3/31/2026
Nicole Tayl Katherine South	850 Australia	3/31/2026
leilani ryan Katherine East	5000 Australia	3/31/2026
Eddie Kenn hobart	7000 Australia	3/31/2026
Isla Fregon Katherine	5356 Australia	3/31/2026
Lucy Batge Lenah Valley	7008 Australia	3/31/2026
Mia Kurrajong	Nepal	3/31/2026
Kylie Stoth\ Katherine South	850 Australia	3/31/2026
Alana Fawc Yeppoon	4703 Australia	3/31/2026
Ashleigh Ri Katherine	850 Australia	3/31/2026
Finlay Lync Acacia Drive	850 Australia	3/31/2026
Dianne Sca Katherine	850 Australia	3/31/2026
Mary Molo Katherine	850 Australia	3/31/2026
Jahlita hoff Katherine East	850 Australia	3/31/2026
Karen Buss Katherine	851 Australia	3/31/2026
Anjali Palm Katherine	850 Australia	3/31/2026
Madeleine Ripponlea	3185 Australia	3/31/2026
Kristie Arg Katherine	850 Australia	3/31/2026
Miriam Sca Darwin	810 Australia	3/31/2026

Tarn Gidde Brisbane	4030 Australia	4/1/2026
ILFC (Dozer Fucking	850 Australia	4/1/2026
Janine Faw Rainbow Beach Qld	4581 Australia	4/2/2026
Megan Pick Katherine	851 Australia	4/3/2026
amaki اعظم Melbourne	3041 Australia	4/3/2026
Laurence A Melbourne	3000 Australia	4/7/2026
Paula T Bankstown	2200 Australia	4/7/2026
Jane Beard Melbourne	3217 Australia	4/7/2026
Andrea Alv Pascoe vale	3044 Australia	4/7/2026
Matty Alvis Melbourne	3204 Australia	4/7/2026
Landon Mc Katherine	5069 Australia	4/7/2026
Ginger Aris Katherine	859 Australia	4/7/2026
Rosa Cabre Hospitalet de Llobrega	8905 Spain	4/7/2026
Catherine \ Katherine	850 Australia	4/7/2026
mark grose Terang	3000 Australia	4/7/2026
Leila Khakr Gold Coast	4218 Australia	4/7/2026
Deanna Mz Sydney	2029 Australia	4/7/2026
Nelly PRES Mouroux	77120 France	4/7/2026
Consuelo S Strambino Fr Cerone	10019 Italy	4/7/2026
Jem Cash Katherine	850 Australia	4/7/2026
Marga Gili Palma	7003 Spain	4/7/2026
Roxana Mc Santiago	Chile	4/7/2026
Andréa Bra Sao Paulo	Brazil	4/7/2026
Analía Caia Rosario. Santa Fe	2000 Argentina	4/7/2026
Hannah Ge Katherine	850 Australia	4/8/2026
Gypsy-Lee Katherine East	850 Australia	4/8/2026
Meg Vincei Northcote	3070 Australia	4/8/2026
Lucille Treg Melbourne	3000 Australia	4/8/2026
Isobel Burc Katherine	850 Australia	4/10/2026
Sera Lisle Brisbane	4123 Australia	4/10/2026
Cathy Lisle Brisbane	4077 Australia	4/12/2026
Angela Lisl Brisbane	4000 Australia	4/12/2026
Kamahi Djc Katherine	850 Australia	4/12/2026
Mohamad Katherine	3127 Australia	4/12/2026

Issabell Sta Katherine		2484 Australia	4/12/2026
Eloise simu Katherine		850 Australia	4/13/2026
Madeleine Katherine		850 Australia	4/13/2026
courtney m Katherine		3143 Australia	4/13/2026
Dillon Sout Katherine		5000 Australia	4/13/2026
Poppy alvis Katherine		850 Australia	4/13/2026
Patrick Trip Katherine		2130 Australia	4/13/2026
Seta Sali Katherine		3032 Australia	4/13/2026
Katie Kelly Katherine		2000 Australia	4/13/2026
Mahalia Cr Katherine		850 Australia	4/14/2026
Yi-Jen TSAI Katherine		850 Australia	4/16/2026
Brian Farq Katherine	Baunga	850 Australia	14/4/26
Clayton Hu Katherine	Barunga	850 Australia	14/4/26
Jesse Alfar Katherine		850 Australia	14/4/26
Abel Banjo Katherine		850 Australia	14/4/26
Sam B Katherine		850 Australia	14/4/26
Josh E Katherine		850 Australia	14/4/26
Brooke A Katherine		850 Australia	14/4/26
Cathy N Katherine		850 Australia	14/4/26
Tracey Ran Katherine		850 Australia	14/4/26
Daniel Rise Katherine		850 Australia	14/4/26
Tom Rockli Katherine		850 Australia	14/4/26
Shaun Trau Katherine		850 Australia	14/4/26
Alvano Sub Katherine		850 Australia	14/4/26
George Ker Katherine		850 Australia	14/4/26
Cass Ka Katherine		850 Australia	14/4/26
Star LA Katherine		850 Australia	14/4/26
Victor Nieli Katherine		850 Australia	14/4/26
umbiri Katherine		850 Australia	14/4/26
Kevin Mur Katherine		850 Australia	14/4/26
Lazarus Ma Katherine		850 Australia	14/4/26
Deborah Pl Katherine		850 Australia	14/4/26
Frances M Katherine		850 Australia	14/4/26
Mia Le Katherine		850 Australia	14/4/26

Madison R\ Katherine	850 Australia	14/4/26
Lauren Ma\ Katherine	850 Australia	14/4/26
Janet Schul Katherine	850 Australia	14/4/26
Bella Lang Katherine	850 Australia	14/4/26
Tilly Towns Katherine	850 Australia	14/4/26
Juanita Tab Katherine	850 Australia	14/4/26
MAkela Pai Katherine	850 Australia	14/4/26
Meredith R Katherine	850 Australia	14/4/26
Tom Browe Katherine	850 Australia	14/4/26
Daisy Katherine	850 Australia	14/4/26
Rachel Wat Katherine	850 Australia	14/4/26
Patrick O'k\ Katherine	850 Australia	14/4/26
Aslheigh Ri Katherine	850 Australia	15/4/26
Tyra Ambje Katherine	850 Australia	15/4/26
Bethany Katherine	850 Australia	15/4/26
Mychelle Katherine	850 Australia	15/4/26
Christine St Katherine	850 Australia	15/4/26
Deslie Gree Katherine	850 Australia	15/4/26
Valerie Jon Katherine	850 Australia	15/4/26
Carol Doug Katherine	850 Australia	15/4/26
Nick Grang Katherine	850 Australia	15/4/26
Kelly Turne Katherine	850 Australia	15/4/26
Shalri Daha Katherine	850 Australia	15/4/26
Sarojini Lal Katherine	850 Australia	15/4/26
Joh Schumi Katherine	850 Australia	15/4/26
Van Hoang Katherine	850 Australia	15/4/26
Aiden Mcb Katherine	850 Australia	15/4/26
Shona Fors Katherine	850 Australia	15/4/26
Barb Hagge Katherine	850 Australia	15/4/26
Laisani Katherine	850 Australia	15/4/26
Somkid Ka\ Katherine	850 Australia	15/4/26
Belinda Gal Katherine	850 Australia	15/4/26
Lyn Stamfo Katherine	850 Australia	15/4/26
Jeff Pack Katherine	850 Australia	15/4/26

Tilly Stanie Katherine	850 Australia	15/4/26
Jacinta Mo Katherine	850 Australia	15/4/26
Olivia Brail Katherine	850 Australia	15/4/26
Natasha Pa Katherine	850 Australia	4/13/2026
Darcy Pow Katherine	850 Australia	4/13/2026
Laura Nels Katherine	850 Australia	4/13/2026
Aileysh Anc Katherine	850 Australia	4/13/2026
Annabelle J Katherine	850 Australia	4/13/2026
Angus Pick Katherine	850 Australia	4/13/2026
Asha Schm Katherine	850 Australia	31/3/26
Cyrus Katherine	850 Australia	31/3/26
Arun Georg Katherine	850 Australia	31/3/26
Andrew He Katherine	850 Australia	31/3/26
Jovan Lauri Katherine	850 Australia	31/4/26
Daniel Ma Nitmiluk	850 Australia	4/13/2026
Angus Mck Nitmiluk	850 Australia	4/13/2026
Tom Aingel Katherine	850 Australia	4/13/2026
Tom Fawkr Katherine	850 Australia	4/13/2026
Beth DG Katherine East	850 Australia	4/17/2026
Sinead F Kalano	850 Australia	4/17/2026
Harley Alle Cossack	850 Australia	4/17/2026
Zosha Cam Katherine East	850 Australia	4/17/2026
Georgia Katherine	850 Australia	4/17/2026
Rosie Alder Katherine	850 Australia	4/17/2026
Hannah Be Katherine	850 Australia	4/17/2026
Georgie Srr Katherine	850 Australia	4/17/2026
Rachel Ale Katherine	850 Australia	4/17/2026
Nick Farant Pine Creek	850 Australia	4/17/2026



## **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](mailto: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 CENTENARY TRIVIA SIGNS

Author: Christine Schindler, Events and Communications Coordinator  
Authoriser: Jo Brosnan (Manager Strategic Communications and Engagement),  
Casey Anderson (Acting Chief Executive Officer)  
Report Type: For decision  
Attachments: Nil

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#### **Officer Recommendation**

That Council

1. Approve the three nominated charities for one final public decision for the KC100 number plate auction as part of the Centenary of Katherine.
  - a. Katherine Museum
  - b. National Trust
  - c. RSPCA Katherine
2. Approve changes to the six trivia signs along the Stuart Hwy into Katherine as requested by the Centenary Action Working Group
  - a. Sign 1: Question: What happened to Katherine in 1942?
  - b. Sign 2: Hint: Wartime event
  - c. Sign 3: Answer: Bombing of Katherine
  - d. Sign 4: Question: Which town was gazetted in 1926
  - e. Sign 5: Hint: Next town south
  - f. Sign 6: Answer: Katherine

#### **Purpose of Report**

The purpose of this report is to seek Council's decision regarding:

1. The selection of a charitable organisation to receive the proceeds from the auction of the Centennial Commemorative Number Plate.
2. Approval for the installation of Centennial-themed trivia signage within the township to recognise and promote Katherine's history.

These initiatives are intended to support community engagement, commemorate the township's history, and provide a meaningful community benefit aligned with the Centennial event.

#### **Strategic Plan**

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

- 1.3.1 Develop a communication engagement strategy and action plan to guide Council communication
- 1.3.2 Improve consistency of our communications and engagement in alignment with our strategy.
- 1.3.3 Identify a number of tools to ensure our engagement is broad, inclusive and accessible to our diverse community.

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



- 1.4.1 Continually improve services and our tourism offerings.
- 1.4.2 Develop an Activate Katherine strategy with NTG and local stakeholders.
- 1.4.3 Enhance customer experiences at our Visitor Information Centre.

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

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

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

- 2.3.1 Support diversity by ensuring our communication and engagement is inclusive and accessible to all members of the community.
- 2.3.2 Welcome and connect the Defence community with the Katherine community.

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

- 5.1.3 Encourage knowledge of our art history, such as the Katherine Prize being the longest-running arts prize in the NT.

**Municipal Plan**

- 1.4.3.3 Deliver visitor experiences for the Centenary of Katherine 2026
- 3.1.1.2 Implement overarching centenary theme into 2026 events
- 3.2.3.1 Upgrade signage to include centenary celebration theme
- 5.3.3.1 Celebrate the Centenary of Katherine

**Background**

As part of preparations for the upcoming Centennial celebration of Katherine, the previous Centenary Advisory Committee and the current Centenary Action Working Group has been exploring initiatives that both commemorate the milestone and provide lasting value to the community.

Two proposed initiatives include:

**Centennial Number Plate Auction**

The commemorative number plate KC100 has been secured for auction as part of the Centennial celebrations. The auction is intended to generate funds that will be donated to a local charity or community organisation. This initiative provides an opportunity to support community services while also promoting the Centennial event.

Council must determine which charitable organisation will receive the proceeds from the auction to ensure transparency and alignment with community priorities.

**Trivia Signage**

It is also proposed that a series of trivia or historical information signs be installed throughout the township. These signs would highlight significant events, locations, and historical facts relating to the community's development over the past 100 years.

The signage aims to:

- Increase public awareness of the township's history
- Encourage community pride and engagement
- Provide an interactive experience for residents and visitors
- Complement the Centennial celebrations

**Discussion**

### Charity Selection

In determining the recipient of the auction proceeds, the Centenary Action Working Group has suggested these charities:

- Katherine Museum
- National Trust
- RSPCA Katherine

Once approved, the three charities will be put to public vote via Your Say Katherine. The final charity will be decided by a public vote. This will be launched towards the start of June and will be open for public vote for two weeks and announced in mid-June.

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### Trivia Signage

The proposed trivia signage would replace the current trivia questions on the signs between Edith Falls and the township of Katherine.

Proposed questions:

Sign 1: Question: What happened to Katherine in 1942?

Sign 2: Hint: Wartime event

Sign 3: Answer: Bombing of Katherine

Sign 4: Question: Which town was gazetted in 1926

Sign 5: Hint: Next town south

Sign 6: Answer: Katherine



### Consultation Process

Centenary Action Working Group was consulted for this report.



**Policy Implications**

There are no policy implications resulting from the decision.

**Budget and Resource Implications**

Events and Communications team will have to set up Your Say Katherine and run a social media campaign around the voting process. Estimated up to 16 hours of work.

Replacement trivia signage and installation expected to cost up to \$5,000.

**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 VISITOR INFORMATION CENTRE - FUNDING AND REPORTING - JULY - DECEMBER 2025

Author:	Rhett English, Manager Community Relations
Authoriser:	Casey Anderson (Acting Chief Executive Officer)
Report Type:	For decision
Attachments:	<ol style="list-style-type: none"><li>1. KVIC Total Sales Door Count Data July- Dec 2025 [<b>14.2.1</b> - ]</li><li>2. 1 Schedule C KTC Dashboard Jul Dec25 [<b>14.2.2</b> - 4 pages]</li><li>3. VIC P &amp; L 6 months Ended 31 Dec 2025 [<b>14.2.3</b> - 3 pages]</li></ol>

### **Officer Recommendation**

That Council endorses the six-month report on Katherine Visitor Information Centre Operational Funding.

### **Purpose of Report**

To present the six-month Katherine Visitor Information Centre operational funding report for the period 1 July to 31 December 2025 and seek Council's endorsement of the report for funding compliance purposes.

### **Strategic Plan**

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

1.2.1 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.

1.4.3 Enhance customer experiences at our Visitor Information Centre.

**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

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

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

4.2.4.6 Prudent financial management for stronger returns for ratepayers

4.2.4.7 Comply with financial legislative requirements

### **Background**

Katherine Town Council operates the Katherine Visitor Information Centre (VIC) under a funding agreement with the Northern Territory Government (NTG) Visitor Information Services Partnership Program.

Under this agreement, Council is required to provide six-monthly performance reporting, including financial performance (profit and loss), visitor servicing metrics and key performance indicators (KPIs) such as door counts, booking values and service delivery outcomes.

For the reporting period 1 July to 31 December 2025, Council has submitted the required Schedule C Performance Dashboard, supported by detailed booking data and a profit and loss statement.

During this period, the VIC continued to operate as a key service point for visitors to the Katherine region, providing itinerary planning, booking services and tourism information, while maintaining accreditation under the Australian Tourism Accreditation Program (ATAP).

### **Discussion**

Performance for the first six months of 2025/26 reflects strong visitor servicing activity, with 35,128 visitors recorded through the VIC, representing approximately half of the annual target of 70,000. The VIC continues to play a key role in supporting the regional visitor economy through itinerary planning, bookings, and information services.

Total booking value (VIC and online) reached \$576,332.59, with \$514,436.59 generated through the VIC and \$61,896.00 via online channels. While this is below the proportional annual target, it highlights an opportunity to increase digital conversion. The new Visit Katherine website, nearing completion ahead of the dry season, is expected to improve online engagement, enhance user experience and support increased booking uptake.

Financially, the VIC recorded revenue of \$270,368 against expenses of \$272,157, resulting in a minor operating deficit of \$1,789. This is primarily due to the timing of grant funding under the Visitor Information Services Partnership Program, with a greater proportion of funding recognised later in the financial year, while operating and staffing costs are incurred consistently to maintain service delivery and prepare for peak season demand.

Overall, performance remains sound, with strong commission-based income, consistent visitor numbers and continued reliance on in-person servicing. The current financial position is expected to normalise by year-end as remaining grant funding is received, with the VIC forecast to achieve a balanced or near-balanced outcome.

Key focus areas for the remainder of the financial year include increasing online bookings and digital engagement, strengthening partnerships with tourism operators and accommodation providers, monitoring operating costs, and progressing actions from the Visitor Services and Partnership Review.

### **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.








Two Year Grant Funding Agreement Schedule: Visitor Information Services Partnership Program

**SCHEDULE C**

PERFORMANCE REPORT DASHBOARD – Required each 6 months

1. Provide a profit and loss for visitor information centre, which clearly shows all revenue sources (including commissions from sales, retail sales, other grants etc.) and all expenditures relevant to the VIC. This profit and loss can be the same document provided to the KTC Councillors.
2. Please fill out the following template which outlines performance measures and required supporting documentation.

**FY25– 1 July 2025– 30 June 2026**

	Measure	Annual Target	6-month Result 1 Jul to 31 Dec 2025	6-month Result 1 Jan to 30 Jun 2026	Total	Status	Supporting Documentation to be Attached <sup>1</sup>	Status Legend	
	Door count – Katherine VIC	70,000	35128				Katherine VIC Total Door Count Data		Greater than 5% above target
	Booking value – Katherine VIC – Online – <b>TOTAL</b>	\$1,07 mil \$200,000 <b>\$1,270,000</b>	\$514,436.59 \$61,896.00 \$576,332.59				Katherine VIC Total Bookings (Sales)  KVIC P&L		More than 5% below target
									Within 5% of target

<b>Tourism NT Industry Development use only:</b>		
<input checked="" type="checkbox"/> Report successfully completed	<input type="checkbox"/> Report not successfully completed	
<b>Comments:</b>		
<b>Report reviewed by:</b>	<b>Date:</b>	<b>Signature:</b>
<b>Report approved by:</b>	<b>Date:</b>	<b>Signature:</b>

<b>KATHERINE VISITOR INFORMATION CENTRE - ANNUAL REPORT 1 July 2025 - 30 June 2026</b>		
<b>Key KPIs</b>	<b>1 July to 31 Dec 2025</b>	<b>1 Jan to 30 June 2026</b>
<b>Information Funding</b>	<b>\$151,200</b>	<b>\$151,200</b>
Quality Assurance – 80% i.e. Mystery Shopper	In progress	
Total Sales	\$549,785.64	
Visitor traffic numbers through VIC and arrival points	35,128	
VIC staff training	Ongoing training & system refreshers	
Meets accreditation compliance for visitor information service provision	Continue to hold accreditation with ATAP	
<b>Bookings</b>		
Total number of bookings made (tours, accommodation etc.)	383	
Average sales value per booking (\$)	<b>\$1,597.08</b>	
Total number of <u>visitors</u> bookings made (tours, accommodation etc.)	3574	
Average sales value per <u>visitor</u> number(\$)	<b>\$15.65</b>	
Total bookings amount year to date	\$611,681.64	
<b>Other - General</b>	Visit Katherine Website Project nearing completion.	

<p>Marketing Feedback</p>	<p>Feedback indicates:</p> <ul style="list-style-type: none"> <li>• Strong demand for Nitmiluk and Kakadu experiences</li> <li>• Continued interest in online booking options</li> <li>• Increased visitor demand for bundled and packaged experiences</li> <li>• Strong reliance on VIC staff for itinerary planning</li> </ul> <p>Opportunities identified:</p> <ul style="list-style-type: none"> <li>• Increase online booking uptake</li> <li>• Expand digital marketing conversion</li> <li>• Improve cross-promotion with accommodation providers</li> </ul>
<p>General Comments:</p>	<p>The VIC continues to be a cornerstone of the Katherine visitor economy.</p> <p>Key strengths:</p> <ul style="list-style-type: none"> <li>• High visitor servicing capability</li> <li>• Strong commission performance</li> <li>• Reliable door count tracking</li> <li>• Continued NTG funding compliance</li> </ul> <p>Key focus areas:</p> <ul style="list-style-type: none"> <li>• Increasing online booking conversion</li> <li>• Strengthening partnership marketing</li> <li>• Monitoring operating costs</li> </ul>
<p>Update on the implementation the recommendations from the “Katherine Tourism Visitor Services &amp; Partnership” review:</p>	<p>Progress to date:</p> <ul style="list-style-type: none"> <li>• Improved booking tracking and reporting alignment</li> <li>• Strengthened performance dashboard reporting (Schedule C compliance)</li> <li>• Continued stakeholder engagement with tourism operators</li> <li>• Monitoring integration opportunities with broader tourism strategy initiatives</li> </ul> <p>Further actions planned:</p> <ul style="list-style-type: none"> <li>• Review digital servicing strategy</li> <li>• Explore co-location or integration opportunities (subject to Council direction)</li> <li>• Strengthen regional partnership alignment</li> </ul>



Verification of support documentation and reports to acquittal (KTC):

<b>VIC Centre Manager: Chloe Hembrow</b>	<b>Date: 06/03/2026</b>
<b>KTC Authorised Person: Rhett English Relations</b>	<b>Position Manager Community</b>

<b>Tourism NT Industry Development use only:</b>	
<input type="checkbox"/> Report successfully completed	<input type="checkbox"/> Report not successfully completed
<b>Comments:</b>	
<b>Report reviewed by:</b> Andrea Jewell, Tourism Planning Officer	<b>Date:</b>
<b>Signature:</b>	
<b>Report approved by:</b> Rachel Telford, Executive Director	<b>Date:</b>
<b>Signature:</b>	

Rebecca Baguley  
CFO  
RBaguley

## Profit and Loss

### Katherine Town Council For the 6 months ended 31 December 2025

Services is C4 Visitor Information Services.

	ACTUALS YTD	JUL-DEC 2025 VISITOR INFORMATION SERVICES	YTD VARIANCE (BUDGET- ACTUALS)	ANNUAL BUDGET	REMAINING BUDGET
<b>Revenue</b>					
<b>Fees and Charges</b>					
<b>User Charges</b>					
43400 - User Charges - Waste Transfer	1,801.66	-	(1,801.66)	-	1,801.66 ↑
43500 - User Charges - Rentals & Hire	18,786.38	30,039.00	11,252.62	56,404.00	(37,617.62) ↓
<b>Total User Charges</b>	<b>20,588.04</b>	<b>30,039.00</b>	<b>9,450.96</b>	<b>56,404.00</b>	<b>(35,815.96)</b>
<b>Total Fees and Charges</b>	<b>20,588.04</b>	<b>30,039.00</b>	<b>9,450.96</b>	<b>56,404.00</b>	<b>(35,815.96)</b>
<b>Operating Grants</b>					
46510 - Grants NT Gov Operating - Tourism	151,200.00	157,080.00	5,880.00	315,560.00	(164,360.00) ↓
<b>Total Operating Grants</b>	<b>151,200.00</b>	<b>157,080.00</b>	<b>5,880.00</b>	<b>315,560.00</b>	<b>(164,360.00)</b>
<b>Other Income</b>					
<b>Recoveries</b>					
48110 - Other Revenue - Reimbursements, Sundry Sales	388.44	-	(388.44)	-	388.44 ↑
<b>Total Recoveries</b>	<b>388.44</b>	<b>-</b>	<b>(388.44)</b>	<b>-</b>	<b>388.44</b>
<b>VIC Income</b>					
44100 - Sales - Retail Sales	12,309.27	24,451.00	12,141.73	37,133.00	(24,823.73) ↓
44200 - Sales - Water/Stamp Sales	9,585.95	18,032.00	8,446.05	31,068.00	(21,482.05) ↓
44300 - Commissions Earned	76,296.45	-	(76,296.45)	-	76,296.45 ↑
<b>Total VIC Income</b>	<b>98,191.67</b>	<b>42,483.00</b>	<b>(55,708.67)</b>	<b>68,201.00</b>	<b>29,990.67</b>
<b>Total Other Income</b>	<b>98,580.11</b>	<b>42,483.00</b>	<b>(56,097.11)</b>	<b>68,201.00</b>	<b>30,379.11</b>
<b>Total Revenue</b>	<b>270,368.15</b>	<b>229,602.00</b>	<b>(40,766.15)</b>	<b>440,165.00</b>	<b>(169,796.85)</b>
<b>Expenses</b>					
<b>Employment Expenses</b>					
<b>Salaries &amp; Wages</b>					
51110 - Salaries & Wages Paid	187,055.14	117,046.00	(70,009.14)	234,092.00	(47,036.86) ↓
51210 - Superannuation Expense - Payroll	19,525.84	16,387.00	(3,138.84)	32,774.00	(13,248.16) ↓
<b>Total Salaries &amp; Wages</b>	<b>206,580.98</b>	<b>133,433.00</b>	<b>(73,147.98)</b>	<b>266,866.00</b>	<b>(60,285.02)</b>
Other Employment Costs	1,669.92	187.00	(1,482.92)	187.00	1,482.92 ↑
<b>Total Employment Expenses</b>	<b>208,250.90</b>	<b>133,620.00</b>	<b>(74,630.90)</b>	<b>267,053.00</b>	<b>(58,802.10)</b>

Profit and Loss

	ACTUALS YTD	JUL-DEC 2025 VISITOR INFORMATION SERVICES	YTD VARIANCE (BUDGET- ACTUALS)	ANNUAL BUDGET	REMAINING BUDGET	
<b>Materials &amp; Contracts</b>						
<b>Administration &amp; Management</b>						
<b>Administration Costs</b>						
52710 - Bank Fees & Charges	1,365.65	2,685.00	1,319.35	4,100.00	(2,734.35)	↓
52120 - Books & Magazines	288.06	-	(288.06)	-	288.06	↑
52130 - Memberships - Association & Professional	377.27	-	(377.27)	514.00	(136.73)	↓
52170 - Postage & Freight	98.45	383.00	284.55	500.00	(401.55)	↓
52180 - Printing & Photocopying	1,025.49	798.00	(227.49)	1,200.00	(174.51)	↓
52510 - General Advertising & Marketing	2,400.00	2,613.00	213.00	2,613.00	(213.00)	↓
52620 - Telephones & Communication Operational Costs	13,021.56	8,476.00	(4,545.56)	21,799.00	(8,777.44)	↓
59100 - Commissions & Fees Paid	-	14,495.00	14,495.00	30,941.00	(30,941.00)	↓
<b>Total Administration Costs</b>	<b>18,576.48</b>	<b>29,450.00</b>	<b>10,873.52</b>	<b>61,667.00</b>	<b>(43,090.52)</b>	
<b>Equipment &amp; Fittings &lt; \$5000</b>						
52320 - IT & Communications Equipment <\$5000	-	927.00	927.00	927.00	(927.00)	↓
<b>Total Equipment &amp; Fittings &lt; \$5000</b>	<b>-</b>	<b>927.00</b>	<b>927.00</b>	<b>927.00</b>	<b>(927.00)</b>	
<b>Professional Fees</b>						
52810 - Legal Fees	-	-	-	817.00	(817.00)	↓
52880 - Consultants - Operational	-	-	-	1,339.00	(1,339.00)	↓
<b>Total Professional Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,156.00</b>	<b>(2,156.00)</b>	
<b>IT Costs</b>						
52240 - IT Support Costs	836.40	-	(836.40)	-	836.40	↑
52270 - IT Licences & Subscriptions	30,169.43	6,730.00	(23,439.43)	7,607.00	22,562.43	↑
<b>Total IT Costs</b>	<b>31,005.83</b>	<b>6,730.00</b>	<b>(24,275.83)</b>	<b>7,607.00</b>	<b>23,398.83</b>	
54130 - General Supplies	2,436.21	3,074.00	637.79	5,125.00	(2,688.79)	↓
<b>Total Administration &amp; Management</b>	<b>52,018.52</b>	<b>40,181.00</b>	<b>(11,837.52)</b>	<b>77,482.00</b>	<b>(25,463.48)</b>	
Promotion & Engagement	64.50	-	(64.50)	-	64.50	↑
<b>Operating Consumables</b>						
54120 - Supplies - Grounds Maintenance	-	512.00	512.00	1,025.00	(1,025.00)	↓
54110 - Cleaning Consumables	634.62	2,562.00	1,927.38	5,125.00	(4,490.38)	↓
54180 - Stock Purchases	9,345.31	15,171.00	5,825.69	27,721.00	(18,375.69)	↓
<b>Total Operating Consumables</b>	<b>9,979.93</b>	<b>18,245.00</b>	<b>8,265.07</b>	<b>33,871.00</b>	<b>(23,891.07)</b>	
<b>Facility Operations</b>						
54250 - Cleaning Services	1,843.86	19,367.00	17,523.14	54,872.00	(53,028.14)	↓
54310 - Waste Collection Charges	-	1,687.00	1,687.00	2,150.00	(2,150.00)	↓
54330 - Electricity	-	3,557.00	3,557.00	10,809.00	(10,809.00)	↓

*Handwritten initials/signature*  
CFO

Profit and Loss

	ACTUALS YTD	JUL-DEC 2025 VISITOR INFORMATION SERVICES	YTD VARIANCE (BUDGET- ACTUALS)	ANNUAL BUDGET	REMAINING BUDGET	
54350 - Water & Sewerage	-	2,352.00	2,352.00	4,156.00	(4,156.00)	↓
54290 - Contracted Services Other	-	3,618.00	3,618.00	5,364.00	(5,364.00)	↓
55800 - Facility Security	-	236.00	236.00	1,064.00	(1,064.00)	↓
<b>Total Facility Operations</b>	<b>1,843.86</b>	<b>30,817.00</b>	<b>28,973.14</b>	<b>78,415.00</b>	<b>(76,571.14)</b>	
Infrastructure Maintenance	-	24,224.00	24,224.00	34,521.00	(34,521.00)	↓
<b>Total Materials &amp; Contracts</b>	<b>63,906.81</b>	<b>113,467.00</b>	<b>49,560.19</b>	<b>224,289.00</b>	<b>(160,382.19)</b>	
<b>Total Expenses</b>	<b>272,157.71</b>	<b>247,087.00</b>	<b>(25,070.71)</b>	<b>491,342.00</b>	<b>(219,184.29)</b>	
<b>Operating Surplus (Deficit)</b>	<b>(1,789.56)</b>	<b>(17,485.00)</b>	<b>(15,695.44)</b>	<b>(51,177.00)</b>	<b>49,387.44</b>	
<b>Net Capital Inflows (Outflows)</b>						
<b>Unmapped Accounts</b>						
51120 - Overtime Paid	-	(1,086.00)	(1,086.00)	(2,172.00)	2,172.00	↑
<b>Total Unmapped Accounts</b>		<b>(1,086.00)</b>	<b>(1,086.00)</b>	<b>(2,172.00)</b>	<b>2,172.00</b>	



### 14.3 POLICIES REVIEWED

Author:	Amanda Haigh, Manager Governance and Risk
Authoriser:	Casey Anderson (Acting Chief Executive Officer)
Report Type:	For decision
Attachments:	<ol style="list-style-type: none"><li>1. Policy - Elected Member Allowances and Support Policy - Draft March 2026 [<b>14.3.1</b> - 8 pages]</li><li>2. Policy - Public Art - V2 - Reviewed March 2026 [<b>14.3.2</b> - 7 pages]</li><li>3. Policy - Sufficient Interest in the Assessment Record - Reviewed March 2026 [<b>14.3.3</b> - 4 pages]</li><li>4. Policy - Investment - V4 - Reviewed April 2026 [<b>14.3.4</b> - 7 pages]</li><li>5. Policy - Procurement - V9 - Reviewed April 2026 [<b>14.3.5</b> - 16 pages]</li></ol>

#### **Officer Recommendation**

1. That Council approve the reviewed statutory policies:
  - a. Policy – Elected Members Allowances and Support – Version 1
  - b. Policy – Public Art – Version 2
  - c. Policy – Sufficient Interest in the Assessment Record – Version 3
  - d. Policy – Investment Policy - Version 4
  - e. Policy – Procurement – Version 9

#### **Purpose of Report**

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

- a. Policy – Elected Members Allowances and Support – Version 1
- b. Policy – Public Art – Version 2
- c. Policy – Sufficient Interest in the Assessment Record – Version 3
- d. Policy – Investment Policy - Version 4
- e. Policy – Procurement – Version 9

#### **Strategic Plan**

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

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

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

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

#### **Municipal Plan**

1.1.2.1 Workplace policies and Council By-Laws are reviewed regularly

1.1.2.2 Ensure compliance with local government legislation

4.2.1.1 All policies and procedures are up-to-date

#### **Background**

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

This report includes 6 policies requiring review.

## **Discussion**

### **Policy – Elected Members Allowances and Support – Version 1**

*Section 45, 106 and 109 (1) and (2) of the Local Government Act 2019 stipulate the requirements of professional development, allowances for elected members and the requirement to adopt a policy that members are entitled to payment or reimbursement for reasonable expenses for travel and accommodation necessary attending business of council and other reasonable expense and non-monetary benefits.*

The Council policy is to provide details on the provision of Elected Member allowances and reimbursement of expenses payable to provide the necessary support to Elected Members to effectively carry out their roles, encourage diverse representation on Council, and ensure compliance with *the Local Government Act 2019*.

The policy reviews have collated three policies into one policy: Reasonable Expenses for Travel and Accommodation by Elected Members Policy, Other Reasonable Expenses and Non-Monetary Benefits Received by Elected Members Policy, and Elected Member Professional Development Allowance Policy. The following changes were made to those policies:

- **Reasonable Expenses for Travel and Accommodation by Elected Members Policy – Version 3 -** Review included administrative amendments to remove duplication of information and improve flow of policy, inclusion of Insurance and vehicle registration verification requirements, and included Accountable Forms Policy.
- **Other Reasonable Expenses and Non-Monetary Benefits Received by Elected Members Policy – Version 3 -** Review included minor administrative amendment, addition of Remuneration Determination, and An Elected Members Portal with dedicated access to Council business papers and Business Cards.
- **Elected Member Professional Development Allowance Policy - Version 2-** Reviewed included administrative amendments, included section specific to professional development allowance, and removed reference not directly related to professional development policy purpose in the details section.

Additionally, the policy now includes reference to Elected Member Allowance entitlements as per the NT Remuneration Tribunal - Determination of Allowances for Members of Local Councils. Extra Meeting and Activity allowance has been included in section 4.1.1 to capture entitlements that may be accessed as per the Determination. No previous decision of Council has been made for Extra meeting and Activity Allowance or a policy adopted. Council are to consider 4.1.1 and requested to decide on the Extra meeting and Activity Allowance entitlement noting additional budget is required for the allowance.

Mayoral Motor Vehicle Allowance has also been added to section 4.1.2 to capture entitlements that may be accessed as per the Determination should the Mayor choose not to be provided with a council vehicle. The previous council policy only stated that the Mayor to be entitled to the use of a dedicated council vehicle for travel within the Northern Territory.

Should Council approve the additional allowances it has been recommended to apply the Extra Meeting and Activity allowance and Mayoral Motor Vehicle Allowance from 1 July 2026.

### **Policy - Public Art – Version 2**

*The Local Government Act 2019 rules that apply to this policy are covered under numerous sections that cover the Council powers to acquire and manage assets, procurement obligations, governance standards*

The policy establishes the framework for the acquisition, commissioning, management and decommissioning of public art, ensuring alignment with Council's strategic objectives, cultural responsibilities and asset management practices.

The policy review included minor administrative updates, formatting corrections, added decision authority, inclusion Policy Principles and updated legislative references.

### **Policy – Sufficient Interest in the Assessment Record – Version 3**

*Section 230 (5) of the Local Government Act 2019 Council may, by resolution, adopt a policy to provide for what constitutes a sufficient interest in the assessment record.*

The policy is describes the criteria for a person to be considered as having sufficient interest in the Council’s assessment record in accordance with section 230 (5) of the *Local Government Act 2019*.

Minor administrative amendments made in this revision include amendments in line with the policy template layout and inclusion of the Council Privacy Policy.

### **Policy – Investment – Version 6**

*Section 194 of the Local Government Act 2019 a Council may invest money not immediately required for the purposes of the council and may adopt an investment policy and investment must be in accordance with the council policy. If a Council does not have a policy for investing money, the Council may only invest money by banking money in an interest-bearing account with an ADI.*

The policy is to outline how Council’s investments will be managed, the principles that Council will apply in relation to balancing investment risk and return, identification of approved and prohibited investments and reporting requirements.

The policy review has included minor administrative amendments and clearer policy requirements for mandatory investment conditions and the investment register.

### **Policy – Procurement – Version 9**

*Regulation 33 Local Government (General) Regulations 2021 Council must adopt by resolution a policy for procurement of supplies that takes into account the principles:*

- (a) the enhancement of the capabilities of local enterprises and industries;*
- (b) the employment of Aboriginal people;*
- (c) ethical behaviour and fair dealings;*
- (d) environmental protection and sustainability;*
- (e) open and effective competition;*
- (f) value for money;*
- (g) any other principle the council considers appropriate.*

*Division 12 Local Government (General) Regulations 2021 outlines the requirements for Quotations and Tenders for supplies, and Collective Procurement.*

The policy is to provide guidance for consistency and control over procurement activities that demonstrate accountability to the Katherine community and apply best practice principles in purchasing.

The review included:

- Change of policy responsibility from Corporate Administration to Finance;
- Policy to be reviewed annually;
- Inclusion of extra definitions and updated current definitions to align with current practices and strengthen understanding;
- Purchase Order requirement changed to meet current practices;
- Purchasing Officer, due to Council not having a dedicated officer, to Procurement Lead a;
- Inclusion of Roles and Responsibilities section;

- Procurement methods refined;
- Inclusion of Standing Order Arrangement;
- Inclusion of record keeping requirements; and
- Administrative amendments for policy refinement and clearer understanding.

### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

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

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

### **Budget and Resource Implications**

#### **Policy – Elected Members Allowances and Expenses – Version 1**

Additional Budget in 2026-2027 will be required for the following allowances as per the 2026

Determinations of council member allowances:

- Extra Meeting and Activity allowance – Maximum \$12,000 for the Deputy Mayor and Councillors = \$72,000
- Mayoral Motor Vehicle Allowance - \$25,000
- Professional Development Allowance – increased \$2,500 entitlement and any unused allocation of the 2025-2026 allowance to be carried forward.

### **Risk, Legal and Legislative Implications**

Statutory policies require review within six months of the general election.

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

The 2026 Determinations of council member allowances apply from the 1 July 2026. The Determinations are legally binding.

Policies affected by the Tranche 2 Amendments to the Local Government Act, once released and in force, will be required to be reviewed to ensure the council policies meet any new requirements.

### **Environment Sustainability Implications**

There are no environmental sustainability implications.

### **Council Officer Conflict of Interest**

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





## COUNCIL POLICY

## ELECTED MEMBER ALLOWANCES AND EXPENSES POLICY

Type:	Council – Elected Member		
Owner:	Council		
Responsible Officer:	Chief Executive Officer		
Approval Date:		Next Review:	1/04/2030
Records Number:		Council/CEO Decision:	Council
Legislation Reference:	Section 45, 106 and 109 (1) and (2) of the Local Government Act 2019 Section 7B of the Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006		

## 1 PURPOSE

Elected Members are entitled to be paid allowances, be reimbursed for reasonable expenses and provided with the facilities needed for them to be able to perform the role of an Elected Member.

The purpose of this policy is to provide details on the provision of Elected Member allowances and reimbursement of expenses payable to provide the necessary support to Elected Members to effectively carry out their roles, encourage diverse representation on Council, and ensure compliance with *the Local Government Act 2019*.

The policy is to:

- set the council member allowances eligible for claim
- set out council member entitlements for payment or reimbursement of reasonable expenses for travel and accommodation necessary for attending council meetings and business of Council in accordance with a prior resolution.
- set out council member entitlements with being provided with other reasonable expenses and non-monetary benefits incurred or required as a result of undertaking official duties.
- identify the types of training or conferences that may be attended or undertaken by a council member using the professional development allowance.

## 2 SCOPE

This policy applies to elected members with Katherine Town Council.

## 3 DEFINITIONS

**Allowance** means a benefit, financial, material, or otherwise, payable and/or provided to an Elected Member in accordance with the *Local Government Act 2019* or the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

**CEO** means Chief Executive Officer.

**Elected Members** are the Mayor and Councillors who are elected by the community - noting that the legislation makes clear distinctions between different categories of Elected Members for the purpose of allowances, benefits, facilities, and services.

**Incidental expenses** mean minor but necessary expenses associated with your council-related travel – for example, a car parking fee, bus ticket or a charge for using the phone or internet for work-related purposes at your overnight accommodation. The reasonable amount for incidentals applies in full to each day of travel covered by the allowance, without the need to apportion for any part-day travel on the first and last day.

**Mandatory Training** means training courses for members approved by the Agency, must be about the responsibilities of being a member of council under the Act, and must be completed within 12 months of election.

**Non-monetary** means rewards that do not involve money.

**Other council business** means carrying out duties in relation to an appointed role (e.g. LGANT delegate), attending a conference, workshop, seminar, training session or other council business approved by council resolution; or carrying out other official duties for the Council.

**Professional Development** means education, training, or skill development engaged in for career progression. This can range from keeping up to date with changes and trends in local government, to education and conferences to learn new skills to advance your role.

**Reasonable** means appropriate or fair.

**Reimbursement** means repayment, in arrears, with sufficient documentation as required for expenses incurred by the elected member related directly to the approved business, for example taxi fares if no vehicle or hire car is included in the travel, and not for any personal expenses incurred.

## 4 DETAILS

Katherine Town Council will provide allowances and reimbursement for expenses to Elected Members in accordance with the *Local Government Act 2019*, the Northern Territory of Australia Remuneration Tribunal Determination of Allowances for Members of Local Councils, ministerial guidelines and relevant Council policy. Payments are limited to items expressly stated in legislation and/or this policy. Council determines payment amounts or reimbursement of other reasonable expenses when adopting the budget for each financial year.

### 4.1 ELECTED MEMBER ALLOWANCES

Katherine Town Council will pay all Elected Members the following allowances in accordance with the Remuneration Tribunal Determination of Allowances for Members of Local Councils Report on Determination relevant to the financial year.

The Elected Member Allowances (excluding the Professional Development Allowance) are to be paid in arrears by electronic funds transfer on a monthly basis to the nominated account via TFN (PAYG not withheld).

Council must publish the amounts of the allowances payable by the council on its website.

#### 4.1.1 Extra meeting and Activity allowance

From the 1 July 2026, Extra meeting/ Activity allowance may be accessed by the Deputy Mayor and Councillors for attendance at the following meetings, activities and functions for which they have been appointed as the member (or attending for the appointed member when they are not in attendance):

- attendance at Special Meetings of Council, Council Advisory Committee meetings and other council committees established by Council resolution
- attendance at meetings as the approved delegate for council by council resolution
- attendance at any function representing the Mayor on official Council duties

- attendance at functions as an invited representative of council approved by council resolution
- attendance at approved extra meetings of Council for planning, briefing or information sessions

If any eligible meeting already attracts an allowance paid by another body or organisation, Council will not duplicate the Extra Meeting Allowance for attendance at that meeting. To be eligible for extra meeting allowance the Elected Member must attend at least 75 per cent of the duration of the meeting or activity.

The Extra Meeting Allowance will be paid in accordance with the Determination of Allowances for Members of Local Councils, calculated each year during the budget process and displayed in the Municipal Plan.

Claims for Extra Meeting Allowance when they relate to Council-minuted meetings will be processed monthly based from attendance records in the meeting minutes. Other eligible claims will be paid on the approval of the Elected Member Activities reported each month after being approved by Council resolution. All claims for the financial year must be paid by the last payment run for the end of the financial year. The Mayor is not entitled to receive Extra Meeting Allowance; as it is provided for and included in the Allowance for the role.

#### 4.1.2 Provision of Motor vehicle

The Mayor is entitled to the provision of a Council supplied and maintained vehicle and the provision of such motor vehicle will be provided at the discretion of the Mayor. From the 1 July 2026, the Mayor may elect to receive a Principle Member Provision of Motor Vehicle Allowance instead of the a council vehicle as per Remuneration Tribunal Determination of Allowances for Members of Local Councils Report on Determination.

The use of a dedicated council vehicle will be for travel within the Northern Territory. Travel outside the Northern Territory may be granted by requesting permission from the Chief Executive Officer. Costs of travel outside the Northern Territory for personal purposes should be covered by the Mayor.

Any traffic infringement notices and fines are the individual responsibility of the driver of the vehicle.

### 4.2 TRAVEL AND ACCOMMODATION

Council is committed to ensuring that travel and accommodation arrangements, including payment and reimbursement of reasonable expenses, are administered in the most efficient and cost-effective manner.

Travel Allowance is when travel is undertaken that may be away from the ordinary place of work or home of a member. Travel allowance will only come into effect when a member has succeeded duration of travel over a twelve-hour period. Members who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

#### 4.2.1 Approved process

All travel and accommodation arrangements for approved Council business must be submitted on the Elected Members Travel Allowance Form in its entirety and approved by the CEO. Elected Members must provide all information to the Governance Officer who will support the process. The form acquittal process must be completed and approved by the CEO within seven days of returning from travel.

#### 4.2.2 Council meetings

If a council member is required to travel more than 50 km (each way) from their place of usual residence within the council area to attend a council meeting, the council member is entitled to payment or reimbursement of reasonable expenses for necessary travel and accommodation.

#### 4.2.3 Other council business

If a council member is required to travel to attend a conference, workshop, seminar, training session or other council business as an approved council delegate or representing the Mayor which has been approved by

council resolution, the council member is entitled to payment or reimbursement of reasonable expenses for necessary travel and accommodation.

For travel and accommodation expenses in relation to the use of a council member's professional development allowance, please refer to the section 4.4 Professional Development Allowance.

#### **4.2.4 Registration Fees, Accommodation and Travel bookings**

If the council member requires accommodation, it will be booked and paid for by the Council. Every effort must be made to ensure that the accommodation cost is at, or below, the amount set by the ATO Taxation Determination for the destination.

Where a council member chooses to self-provide private accommodation at a location, such as with friends or family, for which no payment was made to a commercial operator, the applicable payable rate will be a private accommodation allowance of \$45 per night. This is a flat rate to assist with any contribution to the household. Travel allowance for meals and incidentals are payable.

Camping allowance is payable to a council member who is required to be away overnight at a location where no commercial accommodation is available and must stay in a camp. The applicable rate is \$45 per night. Personal procurement of camping equipment remains the responsibility of the council member. Full travel allowances for meals and incidentals are payable.

Air travel is to be by the most reasonably economic means available and shall not include business or first class. If air travel is required, it will be booked and paid by the Council.

Car rental reservations will be booked and paid by the Council, who will select the best-priced vehicle.

Council will pay registration fees for any eligible business approved by council resolution.

#### **4.2.5 Mileage allowance**

Council vehicles are preferred for official travel. Special circumstances must exist for a council member to use their own private vehicle for council business (for example, when no council vehicle is available). The use of the private vehicle must be communicated to the CEO prior to travel. Mileage allowance will be paid in accordance with the Remuneration Tribunal Determination of Allowances for Members of Local Councils Report on Determination Vehicle Allowance where a council member uses their own private vehicle to attend a approved council meeting or council business in accordance with a council and are required to stay away from home overnight.

Mileage allowances cannot be claimed by passengers.

Council will not take responsibility for any damage relating to use of private vehicles. It is the responsibility of the owner of the vehicle to ensure they have appropriate insurance prior to use. Insurance and vehicle registration verification must accompany the mileage allowance claim.

#### **4.2.6 Traffic infringement notices and fines**

Traffic infringement notices and fines are the individual responsibility of the driver of the vehicle. Any traffic infringement notices, or fines incurred whilst the vehicle is in control of the council member must be paid by the council member.

#### **4.2.7 Travel allowance**

The amount payable for travel allowance (meals and incidentals) is to be in accordance with the ATO Taxation Determination.

All non-essential additional expenses such as telephone calls, room service or mini-bar supplies are the responsibility of the council member. Meal allowances are not to be paid when the meal is included in the cost of the meeting, conference, or other event.

#### 4.2.8 Travel Meals and Accommodation

Council has determined the following times for payable meals:

- Leave for travel before or at 7:00am – Entitled to a breakfast allowance
- Leave for travel after 7:00am No entitlement for a breakfast allowance
- Leave for travel before 11:59am or arrive at 1pm – Entitled to a lunch allowance
- Leave for travel after 12pm – No entitlement for lunch allowance.
- Arrive home (Katherine) before 7:00pm - No entitlement for a dinner allowance
- Arrive home at or after 7:00pm – Entitled to dinner allowance

Incidental claims are per each full 24 hour period.

Where an Elected Member is required to travel on a Saturday, Sunday or outside their ordinary working hours, the traveller will receive incidentals and relevant meal allowances.

#### 4.2.9 Accompanying partner

Travelling council members may be accompanied by a spouse or partner and share accommodation, subject to Council not incurring any additional expense.

#### 4.2.10 Payment of allowance

Travel allowances may be paid in advance of travel commencing, or as a reimbursement following the completion of travel.

If an accommodation cost is to be reimbursed, it must be for commercial accommodation such as a motel, a hotel or serviced apartment.

Alcohol purchases will not be reimbursed.

Within seven days of returning from travel, the Elected Member must submit the Travel Allowance Form acquittal section and, if applicable, a Reimbursement Form including all documentation substantiating the expenditure completed in its entirety to the Governance Officer.

#### 4.2.11 Cancellation and non-attendance

Where travel arrangements need to be changed or cancelled, the council member must inform the CEO and the Governance Officer as soon as possible to minimise any financial loss to the Council.

Where a council member fails to attend all or part of the business for which travel has been organised and paid, the council member is to notify the CEO as soon as practicable and provide the CEO with the reason(s) for non-attendance.

The CEO is to report any non-attendance at the next Ordinary Meeting of Council.

### 4.3 OTHER REASONABLE EXPENSES AND NON-MONETARY BENEFITS

Council is committed to providing non-monetary benefits to support council members to carry out their official duties in an accountable and transparent manner that ensures the proper use of council assets and resources.

#### 4.3.1 General expenses and benefits

Once per term of the Council, each council member will be provided with the following non- monetary benefits:

- an electronic device, such as an iPad or a tablet, with sufficient internet data to carry out their official duties.
- a council email address with calendar facility. A council member's calendar shall be available to other council members and council staff to facilitate the smooth running of council operations and

- as a record of their activities relating to undertaking official duties.
- An Elected Members Portal with dedicated access to Council business papers.
- Business Cards.
- name badge for their use.

Council members who cease their position within Council within seven days are required to return all portable attractive items that have been issued throughout their tenure to carry out their official duties. Portable attractive items must be accounted for in Council's minor asset register.

Council members wishing to use council resources, such for photocopying and printing, must arrange for the use of these resources through the CEO. Council resources may not be used for personal documents or for circulars, publications or election material.

#### 4.3.2 Additional benefits for Mayor

The Mayor is entitled to the following additional benefits to assist in undertaking official duties:

- mobile phone and suitable telecommunication plan;
- an office; and
- secretariat assistance (as agreed with the CEO).

#### 4.4 PROFESSIONAL DEVELOPMENT ALLOWANCE

Katherine Town Council is committed to ensuring that elected members have access to ongoing professional development to assist them to develop and maintain the skills and knowledge required to effectively perform their roles and responsibilities under the *Local Government Act 2019*.

Council is committed to recognising the most appropriate types of conferences and training opportunities that enable elected members to ensure they can fulfil their statutory roles and responsibilities. Professional development is an opportunity for elected members to develop and maintain the skills and knowledge required to effectively perform their roles and responsibilities under the *Local Government Act 2019*.

An elected members role is primarily strategic, representing the collective interests of residents, ratepayers and the local community, and they should not become involved in the day-to-day operations of the council.

To allow Councillors to make an effective transition from campaigning to governing, elected members will be provided professional development opportunities.

All elected members will receive an induction workshop as soon as possible after a council election. Under the Act, governance or other mandatory training may be required to be undertaken by Elected Members, within an agreed timeframe.

Throughout their term, elected members will receive ongoing governance training, as well as additional training activities addressing specific training needs identified by elected members and management.

An elected member of a council is entitled to be paid the professional development allowances determined by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

The Professional Development Allowance is to be used to cover the cost of travel to the course or conference (including vehicle, travel allowance and travel time), course or conference fees, meals, and accommodation for the duration of the course or conference.

Payment of the Professional Development Allowance is subject to approval by Council. Conditions of payment include confirmation of attendance for at least 75 per cent of the duration of the event unless non-attendance is supported by a medical certificate (in the case of illness or injury).

##### 4.4.1 Types of Conference and Training

The professional development allowance may be expended by approval from the Council, in relation to attending or undertaking the following types of conference and training within the Northern Territory or facilitated online:

- mandatory training relevant to being a council member;
- course of study or other training course relevant to performance as a council member;
- training, mediation or counselling recommended or ordered as part of a decision relating to a Code of Conduct complaint;
- training, mediation or counselling recommended by the Mayor or CEO; or
- a conference, seminar, symposium, expo or other similar event on a topic or function directly related to local government.

Costs for travel, accommodation and meals that are claimed in relation to use of the professional development allowance are to be paid from the council member's professional development allowance.

#### 4.4.2 High-Cost Training Courses

If a council member is attending a training course that exceeds the professional development allowance available in the current financial year:

- any remaining professional development allowance in the current financial year is to be expended to partially pay for the training course; and
- any remaining professional development allowance in the current financial year is to be expended to partially pay for the training course; and
- the outstanding cost of the training course may be expended against the professional development allowance of the council member in future financial years (only within the term of the Council).

Expenditure of the professional development allowance in future financial years will only be done on a reimbursement basis to a council member who has personally paid the remaining cost of the training course.

Access to reimbursement is subject to:

- the council member remaining to be a council member in the future financial year(s) when a claim for reimbursement is made; and
- any changes in the maximum amount of professional development allowance available in the future financial year(s) (which may reduce the reimbursement amount available).

Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one years remaining balance from a previous year. The maximum amount claimable by any councillor is the total sum of the one year for each year of the councillors elected term.

Proof of completion for each stage of the course is required before further payments can be claimed.

**5 ASSOCIATED POLICIES/DOCUMENTS**

Elected Members Code of Conduct

Accountable Forms Policy

Form – Travel Allowance - Elected Member

Form – Elected Member Reimbursement

**6 REFERENCES AND RELATED LEGISLATION**

*Local Government Act 2019*

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

NT Remuneration Tribunal - Determination of Allowances for Members of Local Councils

*Australian Tax Office’s Taxation Determination - Income tax: what are the reasonable travel and overtime meal allowance expense amounts?*

Revision History

Version	Revision date	Details of change	Responsible officer
1		<p>Policy created combining the following policies into one policy with the following changes to those policies and inclusion of all allowance entitlement information.</p> <p><b>Reasonable Expenses for Travel and Accommodation by Elected Members Policy</b> - Review included administrative amendments to remove duplication of information and improve flow of policy, inclusion of Insurance and vehicle registration verification requirements, and included Accountable Forms Policy.</p> <p><b>Other Reasonable Expenses and Non-Monetary Benefits Received by Elected Members Policy</b> - Review included minor administrative amendment, addition of Remuneration Determination, and An Elected Members Portal with dedicated access to Council business papers and Business Cards.</p> <p><b>Elected Member Professional Development Allowance Policy</b> - Reviewed included administrative amendments, included section specific to professional development allowance, and removed reference not directly related to professional development policy purpose in the details section.</p>	CEO
2			
3			





**KATHERINE**  
TOWN COUNCIL

**COUNCIL POLICY**

**PUBLIC ART POLICY**

Type:	<del>Corporate Council Policy- Community</del>		
Owner:	<del>Director, Community Services Manager Community Relations Chief Executive</del>		
Responsible Officer:	<del>Director, Community Services Manager Community Relations</del>		
Approval Date:	<del>May 2022</del>	Next Review:	<del>1/04/2030 March 2026</del>
Records Number:	203713	Council/CEO Decision:	CEO
Legislation Reference:	<del>N/A</del> <a href="#">Local Government Act 2019</a>		

**1 PURPOSE**

Katherine Town Council is committed to developing and supporting public art in Katherine. ~~The purpose of this policy is to provide guidelines for the effective acquisition, management and decommissioning of public art and art collections. This policy establishes the framework for the acquisition, commissioning, management and decommissioning of public art, ensuring alignment with Council’s strategic objectives, cultural responsibilities and asset management practices.~~

**2 SCOPE**

This policy applies to all elected members and Council staff who are engaged in the process of acquiring public art, either through commission, direct purchase or donation.

In addition, this policy serves as a guide to [Northern Territory Government](#), organisations, community groups and individuals who are submitting public art projects for Council’s consideration.

**3 DEFINITIONS**

**Acquisition** means receiving art works by way of engagement (commissioning), sponsorship, donation or bequest.

**Art** means ~~artistic works designed and created using a range of materials and forms. These may include (but are not limited to) free-standing sculptures, murals, installations, integrated design projects (where artwork is incorporated into architecture or applied to buildings), ephemeral art, socially engaged or artist-led participatory processes, and temporary performance works at festivals and cultural events.~~ ~~Art means artistic works designed and created from many different materials and forms, which may include (but not be limited to): free-standing sculptural artworks, murals, installations, integrated design projects (where artwork is integrated into the fabric of architecture or applied to buildings, for example), ephemeral art, socially engaged and artist-led participatory processes, and temporary performance works at festivals and cultural events.~~

**Bequest** means an existing artwork that has been privately or publicly donated via a will.

**Decommissioning** means the formal process to remove art from its active status, through methods including (but not limited to) sale, donation or disposal/destruction.

**Ephemeral art** means works created in non-permanent materials such as projection or lighting works where there is no physical object created.

**Public art** means work created for public spaces by visual artists, designers and craftworkers, including collaborations with musicians, writers and other performing artists. Public art is generally located in public spaces, either outdoors or within buildings, but this definition excludes works that are part of a museum, gallery, corporate or curated collection.

**Public space** includes, but is not limited to streets, squares, parks and spaces within buildings that are accessible to the general public and in the ownership of, or under the control of Council, Territory Government or Commonwealth Government agencies. Spaces accessible to the general public but in private ownership may also be considered public spaces.

## 4 DETAILS

Public art, as an element of good design, can reflect and showcase the character, identity and ambition of the community at any given time, as well as adding both social and economic value to capital works.

A key driving force behind the commissioning of public art is that it is reflective of the cultures and groups represented within the region. Any public art commissioned needs to reflect excellence in artistic merit while providing opportunities for artists at all stages of their career. Opportunities to collaborate with artists from outside the region should not be overlooked as this could provide skills development and capacity building opportunities for artists from the Katherine Region.

A paramount consideration for Council is ensuring cultural protocols are followed, as well as privileging the provision of First Nations peoples' access to, participation in and representation within public processes. Where possible, a First Nations curator will be engaged when commissions specifically invite Aboriginal artists to submit Expressions of Interest or when proposed artworks engage with subjects related to Aboriginal themes and histories.

The aim of public art is to:

- Ensure the development of high-quality public art to contribute to the amenity of the town, encouraging public ownership and pride in public spaces
- Contribute to the wellbeing and empowerment of communities through participation in helping to shape their environment, and
- Create landmarks that will become natural gathering places.

In exceptional instances, and on the advice of suitably qualified, external arts professionals, Council may consider acquiring or commissioning works of art that sit outside of these definitions, for instance in the case of culturally significant historical artworks or other crafted objects where the identity of the artist is unknown, or in the case of works by emerging artists with a limited history of professional practice.

## COMMISSIONING MODELS

- There are a number of commissioning models for the acquisition of public art. Any commissioning process should be open and fair, with expectations clearly defined and contractual obligations identified and documented.
- Direct Acquisition or Engagement** -
  - A single artist may be approached and asked to create an artwork or series of works. This should be a cautious approach, as although the client will be familiar with what will be created, responses may lack the diversity created through open commissioning processes. There are however many opportunities for establishing key relationships between the commissioner and the artist. In some situations, it may be the most appropriate response (e.g. specific cultural sites). Direct Acquisition or Engagement must comply with Council's Procurement Policy.
- Open Competition** -
  - A publicly advertised, open competition implemented through a tender or expression of interest process is a preferred way to commission art works. This is very successful when dealing with high value, iconic works as the competitive process favours experienced practitioners, or groups of practitioners who can suggest a diverse range of responses to site and deliver high quality outcomes. Council reserves the right not to commission a work if suitable concepts are not received.~~Council reserves to right to not commission a work should if no strong concepts be forthcoming.~~

### Limited Competition

#### Limited Competition -

A small number of artists are selected by an art consultant and asked to submit material for review and selection. This method may be used because the project requires a quick turnaround time so the lengthier expression interest process can be shortened. Additionally, the selected artists may have experience with a certain type of work targeted within the strategy or represent a group that may be selected to achieve outcomes other than public art, such as community development.

## INTELLECTUAL PROPERTY AND MORAL RIGHTS

Council recognises the *Copyright Act 1968* (Cth) protects the rights of attribution and integrity belonging to authors of artistic works, and the moral rights of individual artists (that is, the rights applying to artworks even once they belong to another party).

In addition to copyright and moral rights, Indigenous Cultural and Intellectual Property (ICIP) rights may also subsist in works. These are Indigenous people's rights to maintain, control, protect and develop their cultural heritage, traditional knowledge and traditional cultural expressions as conferred by Article 31(1) of the United Nations Declaration on the Rights of Indigenous Peoples. Free, prior and informed consent for the use of ICIP must be obtained from relevant Traditional Owner groups. ICIP rights should always remain with its traditional owners or custodians.

## SPONSORSHIP, DONATIONS, BEQUESTS AND MEMORIALS

## PUBLIC ART POLICY

Council may be offered donations and gifts of existing artworks, sculptures, memorials and other objects or be offered funds or sponsorship to have new works of public art produced.

Given the potential for a vast range in terms of quality, relevance and the ongoing responsibility and maintenance requirement, Council will not necessarily accept a gift or donation of public art. Council reserves the right to decline the offer of any work proposed for a public place which does not meet standards of safety, aesthetic, structural or durability requirements.

Council will consider requests for public art memorials proposed for commemoration, including nomination of sites, budget requirements and funding support and the engagement of artists based on the criteria set out below.

Conditions to accept any public artwork, sponsorship, donations, gifts or bequests are detailed below under 'Public Art Criteria'.

## PUBLIC ART EVALUATION CRITERIA PUBLIC ART CRITERIA

The Council's Criteria for Public Art include:

- Contribution to community or tourism experiences — high quality public art that represents aspects of the Katherine region, contributes to interpretation of the region or acts as a destination drawcard.
  - Building engagement and capacity in the community – involving the Katherine community in the concept design and/or delivery of public art works, providing opportunities to build the capacity of the local community to deliver public art works
  - Diversity of artworks – using temporary and replacement ephemeral art to add value to events and festivals, seasonal/short term art works
- Encouragement of economic activity – engaging with the business sector as property owners, developers, employers, patrons or funders, with public art being a means of enhancing the community and visitor experience.

Criteria for Approval:

The criteria for Council approval of public art, regardless of the commissioning model, are as follows:

- Demonstrated high quality arts practice and high standard of artistic excellence
- Original artwork that contributes to public amenity and experience
- Presents opportunities for community engagement and capacity building
- Located with access to the public
- Consideration of public safety, durability, environmental and climatic conditions, as well as the asset management and maintenance implications for Council
- Demonstrated sound project management and adequate budget
- Compliance with Local By-laws, policies and procedures and any other regulatory requirements.

Council recognises the cultural significance of the Katherine region and will engage with Traditional Owners where public art references Aboriginal cultural heritage, stories or sites.

Approval for the acquisition, installation or decommissioning of public art will be determined by Council or the Chief Executive Officer in accordance with Council's procurement and delegation frameworks.

## INSURANCE AND SAFE WORKING

Artists are generally responsible for their own insurance and are encouraged to seek specialist advice on what insurances are required and what protection they provide. Artists and subcontractors must hold public liability insurance and the principal artist should provide proof of such insurance to the Council. The artist is required to hold public liability insurance protecting Council against defects in the work for a specified time period (6-12 months warranty post-handover).

Where construction of the work is onsite a property owned by Council, then Council will provide public liability insurance for that site. The cost for the artist to insure the work off site and during transit to the installation site is to be included in the contract budget.

If Workers Compensation insurance is required, this should be the responsibility of the artist/practitioner and included in the contract budget. The principal artist is responsible for identifying and effectively managing the risks and hazards for the commission.

## REMOVAL, RELOCATION AND DECOMMISSIONING

Public art works have a finite lifespan. Council reserves the right to decommission a work when:

- The work is no longer relevant to its site or purpose
- The work poses a risk to public safety
- The work poses a risk to the environment, or
- There is deterioration or damage to the work beyond reasonable repair.

[Public artworks will be recorded and managed in accordance with Council’s Asset Management practices and lifecycle maintenance planning.](#)



## 3 POLICY PRINCIPLES

[Council is committed to:](#)

- [Respecting and embedding First Nations cultural protocols and engagement](#)
- [Delivering public art that reflects the identity and diversity of the Katherine community](#)
- [Ensuring transparency, fairness and value for money in commissioning processes](#)
- [Supporting artistic excellence and local capacity building](#)
- [Managing public art as a Council asset in line with lifecycle and risk management principles](#)

## 56 ASSOCIATED POLICIES/DOCUMENTS

### PUBLIC ART POLICY

Katherine Town Council Strategic Plan  
Katherine Town Council Municipal Plan  
Procurement Policy

[Asset Management Policy](#)

[Asset Register](#)

[Deed of Agreement for Artwork Loan Policy](#)

## 67 REFERENCES AND RELATED LEGISLATION

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*Local Government Act 2019*

Best Practices for Commissioning Art in Public Space, National Association for the Visual Arts

*Copyright Act 1968 (Cth)*

[Katherine Town Council By-Laws](#)

[Planning Act 1999 \(Northern Territory\)](#)

Revision History

Version	Approval date	Details of change	Responsible officer
1	May 2022	Creation	Director, Community Services
<a href="#">2</a>	<a href="#">March 2026</a>	<a href="#">Scheduled review completed. Policy updated to reflect Council Policy status, with minor administrative updates, formatting corrections; added decision authority, inclusion of strengthened Policy Principles and updated legislative references.</a>	<a href="#">Manager Community Relations</a>



## COUNCIL POLICY

## SUFFICIENT INTEREST IN THE ASSESSMENT RECORD

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	<del>Director, Corporate Services</del> <u>Manager Corporate Administration</u>		
Approval Date:	<del>28/04/2026</del> <u>28/07/</u>	Next Review:	<del>01/01/2025</del> <u>01/01/2027</u>
Records Number:	181211	Council/CEO Decision:	Council
Legislation Reference:	<u>Section 230 (5) of the Local Government Act 2019</u> <u>Rating Strategy Policy</u>		

**1 PURPOSE**

This policy describes the criteria for a person to be considered as having sufficient interest in the Council's assessment record in accordance with section 230 (5) of the *Local Government Act 2019*.

**2 SCOPE**

This policy applies to any requests made to Katherine Town Council in regards to access to council's assessment record in relation to an allotment.

**GENERAL CRITERIA**

In determining whether a person has a sufficient interest in the assessment record in relation to a particular parcel of land, the person must satisfy the criteria for one of the below options:

(a) the person provides a statutory declaration that declares the following:

- (i) a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and
- (ii) that the information inspected or copied from the assessment record will not be provided to third parties who have not been identified; and
- (iii) that the information inspected or copied from the assessment record will not be used for marketing purposes or any other purpose that has not been identified; or

(b) the person is a legal practitioner; or

(c) the person is a licensed conveyancer.



~~In determining the reasonableness of the explanation under (a), the CEO must take into account the public interest and the risk of a loss or detriment occurring to the owner or principal ratepayer as a consequence of refusing or granting access.~~

#### **CHARGES APPLIED**

~~In accordance with Section 230 (4) of the Local Government Act 2019, persons with sufficient interest may inspect or copy the assessment record, at fee fixed by the Council.~~

#### **CHARGES EXCLUDED**

~~In accordance with section 230 (6) of the Local Government Act 2019, an owner, occupier or lessee of the land or the adjoining land or the CEO of an agency are permitted to access the assessment record free of charge. The following are parties with sufficient interest.~~

- ~~• Northern Territory Governments Agencies, excluding the Department of Local Government.~~
- ~~• Federal Government Agencies~~
- ~~• Land Councils~~

### **3 DEFINITIONS**

**Assessment** means a record showing a brief description of each allotment within the area and a ~~statement~~ men of its assessed value, the charges imposed on non-rateable land in the area, name and address of the owner of the land, details if the owner is the principal ratepayer, details if the land is subject to a differential rate on the basis of its use and other information the council directed to be included in the record.

**Legal Practitioner** means a person or law practice entitled to practice the profession of law.

[Licensed Conveyancer](#) means a profession who specialises in property law and is licensed to handle the legal aspects of property transactions.

#### **4** DETAILS

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Licensed Conveyancer means a profession who specialises in property law and is licensed to handle the legal aspects

#### **4** ASSOCIATED POLICIES/DOCUMENTS

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of property transactions. Rating Strategy Policy

In determining whether a person has a sufficient interest in the assessment record in relation to a particular parcel of land, the person must satisfy the criteria for one of the below options:

(a) the person provides a statutory declaration that declares the following:

(i) a reasonable explanation – whether personal or professional in nature – for making a request to inspect or copy the assessment record; and

(ii) that the information inspected or copied from the assessment record will not be provided to third parties who have not been identified; and

(iii) that the information inspected or copied from the assessment record will not be used for marketing purposes or any other purpose that has not been identified; or

(b) the person is a legal practitioner; or

(c) the person is a licensed conveyancer.

In determining the reasonableness of the explanation under (a), the CEO must take into account the public interest and the risk of a loss or detriment occurring to the owner or principal ratepayer as a consequence of refusing or granting access.

#### **CHARGES APPLIED**

In accordance with Section 230 (4) of the *Local Government Act 2019*, persons with sufficient interest may inspect or copy the assessment record, at a fee fixed determined by the Council.

#### **CHARGES EXCLUDED**

In accordance with section 230 (6) of the *Local Government Act 2019*, an owner, occupier or lessee of the land or the adjoining land or the CEO of an agency are permitted to access the assessment record free of charge.

[Rating Strategy Policy](#)

**6 ASSOCIATED POLICIES/DOCUMENTS**

[Rating Strategy Policy](#)

[Privacy Policy](#)

**57 REFERENCES AND RELATED LEGISLATION**

*Local Government Act 2019*

*Local Government (General) Regulations 2021*

Revision History

Version	Approval date	Details of change	Responsible officer
1	27/04/2021	Created	CEO
2	25/07/2023	Revision	CEO
3	<u>28/04/2026</u>	<u>Revision and adoption of policy within 12 months of commencement of Council – 13th Council term.</u>	<u>Rates and Regulatory Affairs Coordinator</u>



## COUNCIL POLICY

## FINANCE – INVESTMENT POLICY

Type:	Council Policy - Finance		
Owner:	<del>Director Corporate Services</del> Chief Financial Officer		
Responsible Officer:	Manager Finance		
Approval Date:	26/04/2023	Next Review:	1 April 2027/1/04/2030
Records Number:	178209	Council/CEO Decision:	Council
Legislation Reference:	Part 10.2 <u>Section 194</u> of the <i>Local Government Act 2019</i>		

## 1 PURPOSE

Katherine Town Council must implement the principles of sound financial management. These include managing financial risks, pursuing spending and policies that are consistent with a reasonable degree of stability, ensuring decisions are made with future generations in mind and openly disclosing financial information through publishing annual financial statements.

Council can generate income through prudent investment of funds, while ensuring sufficient liquidity for Council's day to day operational commitments and limiting unnecessary exposure to risk.

The purpose of this policy is to outline how Council's investments will be managed, the principles that Council will apply in relation to balancing investment risk and return, identification of approved and prohibited investments and reporting requirements.

## 2 SCOPE

The policy applies to all Elected Members and Council employees with responsibility for making decisions on investing Council funds.

This Policy applies to all investments undertaken by Council.

## 3 DEFINITIONS

**ADI (Authorised Deposit-taking Institutions)** means institutions authorised by the Australian Prudential Regulation Authority (APRA) as a financial institution operating in Australia.

**Counterparty** refers to the other individual or institution to an agreement or contract.

**Interest rate risk** means the risk that potential movements in interest rates could result in increased uncertainty of investment returns and is managed by taking into account future cash flow requirements and diversification of investment maturities. To quantify the extent of diversification a report detailing the maturity profile of funds invested is monitored regularly.

**Prime** means the classification of borrowers, rates, or holdings in the lending market that are considered to be of high quality.

**Subordinated bank debt** means unsecured borrowing by a financial institution. If the issuing bank were liquidated, its subordinated debt would be paid only after its other debt obligations (including deposit obligations) are paid in full but before any payment to its stockholders.

#### 4 DETAILS

Council will invest its funds with consideration of risk and at the most favourable rate of interest available at the time for that investment type, while ensuring that Council's liquidity requirements are being met.

While exercising the power to invest, consideration will be given to value for money including the preservation of capital, liquidity, the return on investment and the investment institution's demonstration of local contribution through community benefits. Council will:

- ensure that funds are invested in accordance with legislative requirements
- identify the range of approved and prohibited investments
- set boundaries for exposure to the risks associated with investments
- ensure capital protection for Council funds
- ensure that Council maintains adequate control of its investments
- ensure that the investment portfolio is structured to provide sufficient liquidity to meet all reasonably anticipated cash flow requirements [as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment,](#) and
- establish a framework for monitoring investments.

#### Prudent Person Standard

Council's investments will be managed with the care, diligence and skill that a prudent person would exercise. Employees are to manage the investment portfolios to safeguard them in accordance with the spirit of this Investment Policy, and not for speculative purposes.

#### Ethics and Conflicts of Interest

All Employees responsible for Council's investment portfolio ~~shall~~ will refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. [This policy requires employees to disclose any conflict of interest to the Chief Executive Officer.](#)

#### Prohibited Investments

This policy prohibits any investment carried out for speculative purposes including:

- derivative based instruments
- principal-only investments or securities that provide potentially nil or negative cash flow
- standalone securities issued that have underlying futures, options, forwards contracts and swaps of any kind
- the use of leveraging (borrowing to invest)
- investment denominated in foreign currency or cryptocurrencies.
- currency trading (foreign exchange gains/losses)
- shares of any kind, and
- subordinated bank debt (all bank debt must be prime).

## APPROVED INVESTMENTS

Investments are limited to interest bearing deposits issued by an authorised deposit taking institution (ADI) only, unless a resolution is made by Council.

### Mandatory Conditions for Investments

All investments must comply with the mandatory conditions as follows:-

- ~~be~~ All investments must be in the name of Katherine Town Council. If using the services of an Investment Advisor or Broker, Council must ensure that ownership is retained.
- ~~All investments must be denominated in Australian dollars~~
- ~~All investments must be denominated in Australian dollars.~~

All investments must be placed with an authorised deposit taking institution (ADI) and through a licensed financial services institution with a current Australian Financial Services Licence issued by the Australian Securities and Investment Commission (ASIC).

Except for investments which are guaranteed by the Commonwealth Government or the Northern Territory Government, the amount invested with any one financial institution will not exceed 40% of the entire investment portfolio.

### Investment Maturity Terms

Council's investments should be able to be liquidated in a timely manner with minimal loss or penalty. The term to maturity of any investment may range from "at call" to one year. The maximum term for any investment should not exceed one ~~(1)~~ year without specific Council approval.

### Held to Maturity Investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the Council's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

### Liquidity

The term of investments must consider Council's liquidity requirements and the portfolio must be structured so that there are always sufficient funds available to meet cash flow requirements. Liquidity risk is minimised by only utilising investment products that are liquid.

## INVESTMENT PORTFOLIO

Preservation of capital is the principal objective of the investment portfolio and investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within accepted thresholds and parameters.

Investments are to comply with key criteria to:

- protect the principal
- limit overall credit exposure of the portfolio
- limit exposure to counterparty credit risk
- limit risks based upon maturity of investments
- limit the amounts invested in a particular product (concentration risk), with a particular financial institution or government authority to reduce credit, liquidity and market risks
- ensure conditions related to grant funding available to invest are complied with, and
- ~~ensure~~ funds are invested in accordance with legislative requirements.

- Credit ratings**

Credit ratings play an important role when making investment decisions. Credit ratings are a guide or standard for an investor to indicate the ability of a debt issuer or debt issue to meet the obligations of repayment of interest and principal – a poor credit rating is a risky investment. Global credit rating agencies such as Moody’s, Standard and Poor’s (S&P) and Fitch Rating make these independent assessments based on a certain set of market and non-market information.

Ratings do not guarantee the investment or protect Council against investment losses and should not be misinterpreted as an implicit guarantee of investments or entities that have such ratings. Even given this challenge, ratings provide the best independent information available.

The following table provides a comparison of the rating equivalents between the different rating agencies:

Major Rating Agencies Rating Guide for Long and Short Term Debt							
Moody's		S&P		Fitch		Risk	
Long Term	Short Term	Long Term	Short Term	Long Term	Short Term	Characteristic	
Aaa	P-1	AAA	A-1+	AAA	F1+	Prime	
Aa1		AA+		AA+		High Grade	
Aa2		AA		AA		High Grade	
Aa3		AA-	A-1	AA-	F1	Upper Medium Grade	
A1		A+		A+			
A2		A		A			
A3	P-2	A-	A-2	A-	F2	Lower Medium Grade	
Baa1		BBB+		BBB+			
Baa2		BBB		BBB			
Baa3	P-3	BBB-	A-3	BBB-	F3	Non-investment grade speculative	
Ba1		BB+		B			BB+
Ba2		BB					BB
Ba3		BB-	BB-				
B1		B+	B	B+	Highly Speculative		
B2		B		B			
B3	B-	B-					
Caa1	Not Prime	CCC+	C	CCC	C	Substantial Risks	
Caa2		CCC				Extremely Speculative	
Caa3		CCC-				In default with little prospect for recovery	
Ca		CC					
C		C					
/		D	/	DDD	/	In default	
/	DD						
/	D						

Credit rating agencies assign a value to the credit risk of different securities such as bonds and loans. For example, AAA is seen as the industry standard as the highest rating, and AAA, AA, A and BBB are widely seen as investment-quality securities. Ratings of BB or below are speculative grades which denote a higher credit risk or risk of default in the underlying security, but this often comes with a potentially higher return on an initial investment.

All investment proposals with financial institutions must be consistent with the following:

Moody's	S&P	Fitch	Maximum Percentage of Total Investments
P-1 Aaa	A-1 AAA	F-1+ AAA	100%
P-1 Aa+	A-1+ and A-1	F1+	90%
P-2	A2	F2	45%
P-3	A3	F3	25%
Not Prime	B, C and D	B,C and D	Prohibited

If the credit rating of any institution or investment is downgraded and, as a result, the investment no longer falls within the policy guidelines, it will be divested as soon as practicable.

### Investment Evaluation Criteria

The following criteria and weighting will be applied in considering the best value for money investment institution:

Rating description	Rating weighting	Interest rate weighting	Local benefit realised in previous financial year weighting	Total decision-making weighting
Prime	100%	% of best rate of interest offered	100% if local community benefits (grants). 50% if no local community benefit (grants)	Average % of all weightings
High grade	90%			
Upper medium grade	45%			
Lower medium grade	25%			

### Investment Advisor

If Council appoints an investment advisor, they must hold an Australian Financial Securities Licence issued by the Australian Securities and Investment Commission (ASIC) and their appointment as advisor must be approved by resolution of Council.

The advisor approved by Council resolution must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of the investment policy.

The advisor must be representative of a recognised reputable firm of investment advisors.

### INVESTMENT REGISTER

Council shall maintain an up to date Investment Register supported by appropriate documentary evidence for each investment held.

For Audit purposes, certificates must be obtained from the financial institutions confirming the investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.



## REVIEW AND REPORTING

The performance and value of the investment portfolio and conformity with this policy is reviewed internally on a quarterly basis and provided to the Audit and Risk Management Committee annually.

Council will maintain an up-to-date Investment Register supported by appropriate documentary evidence for each investment held.

For audit purposes, certificates must be obtained from the financial institutions confirming the investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

A monthly report will be provided to Council containing the following information:

- list of investments by financial institution
- total cash and investments held
- percentage exposure to individual financial institutions, and
- adherence to the investment limits set in this policy.

## 5 ASSOCIATED POLICIES/DOCUMENTS

[Financial Management Practice Handbook Financial Standard Operating Procedures](#)

~~Employee~~ Code of Conduct [for Employee Policy](#)

Conflicts of Interest ~~Policy~~ – [CEO and Employees](#) ~~and CEO~~ [Policy](#)

[Financial Delegations Policy](#)

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*

Australian Securities and Investments Commission (ASIC)

Australian Prudential Regulation Authority (APRA)

### Revision History

Version	Approval date	Details of change	Responsible officer
1	2013	Created	CEO
2	Sept 2019	Revised	CEO
3	14/04/2023	Revision for compliance with new <i>Local Government Act 2019</i>	Director, Corporate Services

## FINANCE – INVESTMENT POLICY

4	<a href="#">126/043/2026</a>	Review conducted <u>with minor grammatical changes, clearer policy requirements for mandatory conditions and investment register</u>	CFO
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## PROCUREMENT POLICY Version ~~98-0~~

Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	<del>Manager Corporate Administration</del> Chief Financial Officer		
Approval Date:	<del>22 July 2025</del>	Next Review:	<del>1/04/203027</del>
Records Number:	171627	Council/CEO Decision:	<del>OMC-2025-168</del>
Legislation Reference:	Division 12 of the <i>Local Government (General) Regulations 2021</i>		

### 1 Purpose

Katherine Town Council (Council) purchases goods, works and services from a range of suppliers as part of its normal operations to meet its key objectives. The (*Local Government (General) Regulations 2021*) outline a range of minimum standards with which Council must comply.

The purpose of this policy is to provide guidance for consistency and control over procurement activities that demonstrate accountability to the Katherine community and apply best practice principles in purchasing.

### 2 SCOPE

This policy applies to all Council staff involved in purchasing activities on behalf of Council, as delegated by the Chief Executive Officer (CEO). It also covers Elected Members in relation to tender approvals through the Council and management of conflict-of-interest situations.

### 3 DEFINITIONS

**Bid** means a supplier's formal offer submitted in response to a request issued by Council, outlining the proposed approach, pricing, and conditions for supplying the required goods, works and services.

**Big Rivers Region** means the geographical area comprising the local government areas of Katherine Town Council, Roper Gulf Regional Council and Victoria Daly Regional Council. The Region begins south of Kakadu National Park encompassing Pine Creek, extending over 500km south to Kalkarindji and stretching across the width of the Territory between Western Australia and Queensland borders.

**CEO** means the Chief Executive Officer of Katherine Town Council and includes a person appointed to act in that capacity.

**Collective procurement** means a procurement group of two or more entities (a council; a local government subsidiary; Local Government Association of the Northern Territory) that propose to

obtain supplies may form a group (a procurement group) to act collectively for the purpose of obtaining the supplies.

**Commercial-in-confidence** means information that, if released, may prejudice the business dealings of the party (e.g., discounts, rebates, profits, methodologies, and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.

**Contract** means the document, or collection of documents, that constitutes or evidences the final and legally binding agreement between Council and the Supplier for the delivery of goods, works or services.

**Cost** specifies a value exclusive of GST.

**Council Representative** means the nominated Council staff to receive tender communications.

**Council staff** includes the Chief Executive Officer and Council employees.

**Delegation** means an ~~authority-legislative power~~ given by the Council or Chief Executive Officer, through a written instrument, that enables a delegate to exercise specified powers or functions in an instrument to enable a delegate to act on Council's behalf.

**Electronic Document Records Management System** means Council's MAGIQ software, designed to manage and store electronic documents and records of Council.

**Emergency** means a sudden or unexpected occurrence requiring immediate action.

**Evaluation panel** means a panel of Council staff members and independent expert(s) appropriately skilled to undertake and determine the evaluation of a supplier.

**Expression of Interest (EOI)** means an invitation for suppliers to submit a proposal outlining their capability to provide specified goods, works and services. It generally includes an overview of the requirements and serves to gauge interest and qualifications. This invitation does not constitute a binding offer or contract.

**Local Buy** means a contractual arrangement established by the Local Government Association of Queensland with ~~the~~ LGANT as a signatory that enables Council to purchase a variety of goods, works and services from accredited suppliers without tendering. Local Buy is considered a Procurement Entity.

**Local contribution** means community involvement to support locals, use local suppliers and drive local development to enhance the economy within Katherine and the Big Rivers region.

**LGANT** means the Local Government Association of the Northern Territory.

**Natural Disaster** examples for subregulation (1)(g) include cyclones, floods, and bushfires as described in *Local Government (General) Regulations 2021*.

**NTG** means the Northern Territory Government.

**Period contract** is a contract for supplies for a specified period of time.

**Public Health Emergency** examples for subregulation (1)(j) are declared under the *Public and Environmental Health Act 2011* as described in *Local Government (General) Regulations 2021*.

**Procurement** means the end-to-end complete process of acquisition ~~ring of external~~ goods, works and services. This process spans covers planning and design; standards determination ~~development of standards~~ and specification ~~writings~~; preparation of quotation and tender documentation ~~procurement documentation~~; supplier evaluation and selection ~~of suppliers~~,

~~financing, contract administration, disposals, and other related functions~~ contract establishment and administration, financial processes, and disposal or close-out activities.

**Public request/tender** means an open and competitive market approach.

**Purchase order** refers to the official document issued by Council and authorised by the delegated authority, to record the purchase of goods, works and services. ~~It includes Council's Standard Terms and Conditions, is generated through Council's finance system, and must be signed by the Chief Executive Officer or authorised manager.~~ A purchase order cannot be approved by the same individual who raised it.

~~**Purchasing Officer** means the person making the purchasing decision, or providing a recommendation about a purchasing decision, in accordance with appropriate approvals, financial delegations and relevant policies.~~

**Price** specifies a value inclusive of GST.

**Procurement Lead** means the person responsible for managing or overseeing the procurement process for the acquisition of goods, works and services for Council.

**Request for Quotation (RFQ)** means the process of requesting a quotation from suitable suppliers, where Council knows exactly what is needed and is ~~looking for~~ seeking the best value ~~for-money~~ bid.

**Request for Proposal (RFP)** means the process of inviting parties to submit a formal ~~response~~ bid for the ~~supply~~ delivery of goods, works and services, followed by an evaluation of submissions and selection of a successful ~~respondent~~ supplier.

**Request for Tender (RFT)** means the process of formally inviting parties to submit a bid ~~responding in response~~ to a public advertisement, followed by an evaluation of submissions and contract award.

**Select request** means a non-public market approach ~~that is select~~ issued to one or more selected suppliers.

**Standing Offer Arrangement** means a contract established through a competitive procurement process that appoints one or more suppliers to provide goods, works and services to Council on an as-required basis for a defined period, under pre-agreed terms, conditions and pricing.

**Submission** ~~encompasses the terms~~ means any supplier response, including a quotation, proposal, bid, ~~and-or~~ tender.

**Supplier** means any external individual, partnership, or company engaged ~~to provide~~ in the delivery of goods, works and services to Council.

**Threshold** means the value above which a procurement, unless exempt, is subject to the mandatory procurement process.

**Value-for-money** means selecting the ~~supply~~ delivery of goods, works and services based on a balance between quality, performance, locality, and cost, considered on a case-by-case basis during an RFQ.

**Whole-of-life-cost** refers to the total cost of acquiring, operating, maintaining, and ultimately disposing of an asset, good or service over its entire useful life, including both upfront and ongoing costs.

## **4 ROLES AND RESPONSIBILITIES**

**Requisition Officer** initiates the procurement activity, prepares and submits the requisition, and provides supporting documentation.

**Purchasing Officer** undertakes procurement activities, ensures compliance with this Policy and the Regulations, obtains submissions, and recommends a purchasing decision.

**Delegate** approves expenditure and purchase orders in accordance with their financial delegation as defined in the Instrument of Delegation – CEO to Staff.

**Procurement Lead** is responsible for managing or overseeing the procurement process for the acquisition of goods, works and services on behalf of Council.

**CEO** is responsible for approving evaluation panels, endorsing recommendations, and exercising delegations as defined in the Instrument of Delegation – Council to CEO.

## 45 DETAILS

The primary goal of Council's procurement activities is to achieve the most beneficial outcomes for the Katherine community. This includes not only the cost of supplies, but also broader considerations such as whole-of-life cost, supplier past performance history, delivery capacity, local contribution, and associated commercial and operational risks.

Under Subdivision 1 Regulation 33 (*Local Government (General) Regulations 2021*), a council must, by resolution, adopt a policy for the procurement of supplies that considers the following principles:

- (a) *the enhancement of the capabilities of local enterprises and industries*
- (b) *the employment of Aboriginal people*
- (c) *ethical behaviour and fair dealings*
- (d) *environmental protection and sustainability*
- (e) *open and effective competition*
- (f) *value-for-money, and*
- (g) *any other principle the council considers appropriate.*

All monetary values stated in this policy **exclude GST** unless specifically stated otherwise.

There may be ~~emergencies, or~~ purchases where the defined methods of procurement will not necessarily deliver the best outcome for Council and other market approaches may be more appropriate. Exemptions to the requirements of this policy must be approved by the CEO and align with relevant regulations.

### ETHICAL BEHAVIOUR AND FAIR DEALINGS

Council's procurement activities will be performed with integrity and in a manner able to withstand scrutiny.

Elected Members and Council staff must conduct themselves in ways that are ethical and will:

- Treat potential and existing suppliers with equality and fairness
- Not seek or receive personal gain or use Council's name or purchasing power to make purchases other than for Council use
- Maintain the confidentiality of competing companies' sensitive information, such as pricing, specifications, submissions, or other commercial-in-confidence details
- Present a high standard of professionalism and probity
- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest (actual, potential, or perceived)
- Provide all potential suppliers with the same information and equal opportunity
- Be able to account for all decisions and provide feedback on them
- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities

Elected Members and Council staff must avoid any situation where private interests or conflicts could potentially interfere with their council duties. They should not engage in contract-related actions (evaluation, negotiation, recommendation, or approval) where they, their immediate family, or business partners have a direct or indirect interest or hold a position of influence or power in a business tendering for the work. The onus is on the Elected Member(s) and Council staff involved to promptly declare an actual, potential, or perceived conflict of interest to the Council or CEO, in accordance with Council's Code of Conduct policies.

All potential suppliers must be afforded an equal opportunity to bid or respond. Impartiality must be maintained in selecting suppliers so that it can withstand public scrutiny. The commercial interests of existing and potential suppliers must be protected.

### ACCOUNTABILITY AND TRANSPARENCY

Accountability in procurement means being able to explain and provide evidence on the process followed. The test of accountability is that an independent third party must be able to see clearly that a process has been followed and that the process is fair and reasonable. All procurement activities are to leave an audit trail for monitoring and reporting purposes and be recorded in Council's Electronic Document Records Management System (EDRMS).

### RESPONSIBLE FINANCIAL MANAGEMENT

The principles of responsible financial management in accordance with the (*Local Government Act 2019*) and its Regulations shall be applied to all procurement activities. Where the cost exceeds budget allocation, Council shall review the project scope and submit a report for expenditure variation to the allocated budget for further consideration.

Council staff must not authorise the expenditure of funds exceeding their financial delegations<sup>1</sup>. Council funds must be used responsibly to procure goods, works and services and every attempt must be made to contain the costs of the procurement process without comprising any of the procurement principles set out in this Policy.

### CONFLICTS OF INTEREST

Conflicts of interest must be managed in procurement under (*Local Government Act 2019*). A conflict of interest arises where a person's private interests and professional responsibilities are, could potentially be, or can be perceived to be in conflict.

A conflict of interest in procurement occurs when an individual with decision-making power, or the capacity to influence the decision-making process, also holds a personal or financial interest. A personal interest may involve relationships between parties that extend beyond a strictly professional context, while a financial interest exists if a Council staff ~~member~~ or Elected Member could personally benefit financially from a decision made.

All personnel involved in a procurement activity must declare any actual interest and any actual, potential, or perceived conflict of interest to the Council or CEO. Declaring a conflict of interest does not necessarily exclude ~~a Council staff member or,~~ Elected Member(s,) or independent experts from the procurement process. The ~~degree of impact of~~ the conflict ~~has,~~ or may have potential impact, will be ~~considered assessed and managed~~ with due regard to probity.

<sup>1</sup> Council Policy - Instrument of Delegation – CEO to Staff.



## CONFIDENTIALITY OF INFORMATION

Confidentiality of information provided by existing and potential suppliers must be maintained at all times, particularly commercially sensitive material such as, but not limited to costs (other than the value of the successful tenderers fixed price lump sum contract), discounts, rebates, profit, manufacturing, and product information.

Information received by Council that is commercial-in-confidence must not be disclosed and is to be stored in a secure location. Elected Members and Council staff are to maintain confidentiality of procurement information by not discussing or releasing:

- Information disclosed by suppliers in submissions or during tender negotiations
- Commercial-in-confidence information
- Pre-contract information including but not limited to information provided in quotations, proposals, and tenders or subsequently provided in pre-contract negotiations

Elected Members and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify on what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Tenderers should be advised that a report on the tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available for three years from the date of the awarded tender<sup>2</sup>.

Only successful tenders will be presented in open meetings of Council and published. Any other tendering reports are dealt with in closed meetings.

## LOCAL CONTRIBUTION

Council is committed to maximising opportunities for local content and ~~Aboriginal and Torres Strait Islander~~First Nations participation and employment throughout the procurement process. Council actively supports the growth of local, Katherine-based businesses and industries, and will seek to ensure that they have opportunities to bid for the supply delivery of goods, works and services. This commitment extends across the Big Rivers Region.

Local contribution criteria weighting of 30% will be applied to the assessment process for the purpose of value for Katherine and the Big Rivers Region.

The local contribution criteria evaluate the following principles:

- Contribution to local economy
- Local development and social contribution
- ~~Aboriginal and Torres Strait Islander~~First Nations business and engagement

While Council is committed to supporting local suppliers, there are certain types of goods, works and services that cannot be purchased from within the Northern Territory.

<sup>2</sup> Subdivision 1 Regulation 36(10)(b)(ii) and Regulation 49 (*Local Government (General) Regulations 2021*).

## PROCUREMENT POLICY

**56 COUNCIL'S PROCUREMENT FRAMEWORK**

**PROCUREMENT PRINCIPLES AND COMPLIANCE**

It is a breach of Subdivision 1 Regulation 43 (*Local Government (General) Regulations 2021*) to split purchases to manipulate the procurement thresholds.

Council's procurement processes will ensure:

- More than one person is involved in a transaction end to end
- Transparency in the procurement process
- A clearly documented audit trail exists for procurement activities
- Appropriate authorisations are obtained and documented
- Systems are in place for appropriate monitoring and performance measurement

A procurement method of a higher threshold may be used when deemed appropriate.

**PROCUREMENT METHODS AND THRESHOLDS**

Council's procurement methods for purchasing goods, works and services are:

<u>Cost</u>	<u>Description</u>
<b>Under \$10,000<sup>3</sup> (exclusive of GST)</b>	<ul style="list-style-type: none"> <li>- Issuance of a purchase order. Council process <del>recommends</del><u>requires</u> obtaining a verbal or written quote to issue a purchase order</li> <li>- <del>The Purchasing Officer is not required to seek quotations, but quotations may be sourced if there are multiple suitable suppliers</del></li> </ul>
<b>\$10,000 but not more than \$100,000<sup>4</sup> (exclusive of GST)</b>	<ul style="list-style-type: none"> <li>- <del>Issuance of</del><u>issuing</u> a purchase order (<del>or may also require a contract</del>) <u>following receipt of quotations (RFQ) or proposals (RFP) from select suppliers</u><del>after requesting quotations (RFQ) or proposals (RFP) from selected suppliers.</del></li> <li>- <del>The Purchasing Officer must obtain three</del><u>Three</u> written submissions <u>must be obtained</u>, and <del>recommend</del><u>a preferred supplier recommended</u> to the CEO or authorised Manager <u>for endorsement</u></li> <li>- <del>If, who will endorse the selection. If</del> three submissions cannot be obtained, written justification <u>must be provided</u><u>is required</u> and <u>approved by the CEO</u></li> <li>- A public tender may be used <del>at the Officer's discretion</del> <u>where appropriate</u></li> </ul>
<b>Above \$100,000 but not more than \$150,000<sup>5</sup> (exclusive of GST)</b>	<ul style="list-style-type: none"> <li>- <del>Issuance of</del><u>issuing</u> a purchase order (<del>or may also require a contract</del>) following a publicly <u>advertised</u> RFQ or RFP process</li> <li>- <del>All purchases within this range must be advertised in a local newspaper and on Council's website, with a minimum five business days allowed for submissions</del></li> <li>- Submissions are assessed and a recommendation is <del>given</del><u>provided</u> to the CEO <u>for endorsement</u><del>or authorised Manager</del></li> <li>- <del>A public tender may be used at the Purchasing Officer's discretion</del><u>where appropriate</u></li> </ul>

<sup>3</sup> Subdivision 1 Regulation 34(1) (*Local Government (General) Regulations 2021*).

<sup>4</sup> Subdivision 1 Regulation 34(2) and (3) (*Local Government (General) Regulations 2021*).

<sup>5</sup> Subdivision 1 Regulation 35 (*Local Government (General) Regulations 2021*).

<u>Cost</u>	<u>Description</u>
	<ul style="list-style-type: none"> <li>- <a href="#">Successful Supplier information to be published on the website<sup>6</sup></a></li> </ul>
<b>Above \$150,000<sup>7</sup> (exclusive of GST)</b>	<ul style="list-style-type: none"> <li>- A contract is executed and a purchase order issued following a public RFT</li> <li>- All purchases exceeding \$150,000 must be procured <u>via-through</u> public tender, based on the total anticipated expenditure over the engagement period</li> <li>- Tenders must be advertised <u>in a local newspaper and</u> on Council's website, with a minimum five business days <u>allowed</u> for submissions</li> <li>- <u>Submissions are assessed by an evaluation panel comprising of</u> at least three Council staff approved by the CEO</li> <li>- <a href="#">Council approval required for the selected tenderer<sup>8</sup></a></li> <li>- <a href="#">Notification in writing of outcome to all tenderers<sup>9</sup></a></li> <li>- <a href="#">Successful Tenderer information to be published on the website<sup>10</sup></a></li> </ul>

<b>Alternative procurement formats:</b>
<ul style="list-style-type: none"> <li>- Petty cash or credit card for smaller items in accordance with relevant Council policies</li> <li>- Under a collective purchasing agreement through a procurement group with two or more entities (other <u>Councils</u>, LGANT, a local government subsidiary, shared services, etc.)</li> <li>- <u>Facilitated through a procurement-Procurement entity-Entity<sup>11</sup></u></li> <li>- <u>Under a Standing Offer Arrangement</u></li> </ul>

**PROCUREMENT ENTITY ARRANGEMENT**

Whilst Council holds an active LGANT membership, Council can use the Local Buy procurement arrangement administered by the Local Government Association of the Northern Territory (LGANT) as a procurement method and the approved procurement entity. Quotations and tenders are not required for a supply if the supply is to be facilitated through the procurement entity's arrangements with Local Buy Pty Ltd.<sup>12</sup>

When using Local Buy, Council is not required to obtain three submissions, but a document explaining the rationale behind this decision shall be recorded.

**GRANT FUNDING**

Council seeks financial and/or in-kind support from an external organisation to conduct an event, project, or activity in return for specified benefits, such as sponsorship and grants. When Council seeks grant funding for a project, it generally requires a valid quotation to support the grant application. Quotations are requested from suppliers in good faith and do not guarantee automatic shortlisting or preferential treatment if the supplier participates in any subsequent procurement process. Grant funds may only be used to acquire goods, works and services directly supporting the objectives outlined in the grant agreement.

<sup>6</sup> Subdivision 1 Regulation 38 (3) (Local Government (General) Regulations 2021).

<sup>7</sup> Subdivision 1 Regulation 36 (Local Government (General) Regulations 2021).

<sup>8</sup> Subdivision 1 Regulation 36(8) (Local Government (General) Regulations 2021).

<sup>9</sup> Subdivision 1 Regulation 36 (10) (Local Government (General) Regulations 2021).

<sup>10</sup> Subdivision 1 Regulation 36 (10) (Local Government (General) Regulations 2021).

<sup>11</sup> Subdivision 1 Regulation 39(2) (Local Government (General) Regulations 2021).

<sup>12</sup> Memorandum of Understanding between Local Buy Pty Ltd and Local Government Association of the Northern Territory for the period 1 July 2025 to 30 June 2030.

**CONTRACTUAL CONSIDERATIONS**

<b>Period Contracts<sup>13</sup></b>	- Thresholds are based on the highest annual cost or budgeted spend.
<b>Extension Options<sup>14</sup></b>	- If Council intends to enter into a contract with extension options, the period of engagement is calculated to assume the option is exercised.
<b>Contract Variations<sup>15</sup></b>	- Must be within scope, accepted in writing, and reported to Council at the next meeting, if they exceed certain financial thresholds or increase costs by more than 10%.

**PROCUREMENT PROCESS**

Council’s procurement process includes three primary methods based on the value and complexity of the purchase: Request for Quotation (RFQ), Request for Proposal (RFP), and Request for Tender (RFT). Each method follows defined procedures to ensure transparency, fairness, and compliance with the *Local Government (General) Regulations 2021*.

If it is not practicable to obtain three submissions, Council must obtain as many as practicable and must record in writing its reasons for not obtaining three submissions. If fewer than three submissions are received, Council may withdraw the request, revise requirements, or widen distribution. Any change in procurement method must be recorded.

All decision justifications must be thoroughly documented and recorded in accordance with Council’s policies and procedures and saved in Council’s EDRMS.

**REQUEST FOR QUOTATION (RFQ)**

RFQs are appropriate for straightforward purchases where specifications are clear, and considerations are limited to value-for-money. An evaluation panel is not required although may be formed if deemed required for assessment to meet procurement principles and compliance.

Suppliers shall be promptly notified of the outcome once a decision has been made. The issuance of a purchase order serves as formal acceptance of a quotation. ~~All decision justifications must be recorded in line with Council’s policies and procedures.~~

**REQUEST FOR PROPOSAL (RFP)**

RFPs are used for more complex purchases requiring a formal assessment against predefined evaluation criteria. An evaluation panel is formed to assess submissions.

Suppliers shall be promptly notified of the outcome once a decision has been made. The issuance of a purchase order serves as formal acceptance of a proposal. ~~All decision justifications must be recorded in line with Council’s policies and procedures.~~

**REQUEST FOR TENDER (RFT)**

RFTs are used for high-value procurements. Tender documentation, including scope of works and response forms is available via the Tenderlink E-Tender Portal and at the Civic Centre.

Tenders must be lodged by the stated closing ~~date and deadline time~~. Late tenders will ~~not be accepted unless only be accepted if:~~

- There was a Council related system failure during electronic submission

<sup>13</sup> Subdivision 1 Regulation 40 (*Local Government (General) Regulations 2021*).  
<sup>14</sup> Subdivision 1 Regulation 41 (*Local Government (General) Regulations 2021*).  
<sup>15</sup> Subdivision 1 Regulation 42 (*Local Government (General) Regulations 2021*).

**PROCUREMENT POLICY**

- Access to the physical tender box was denied or hindered

The CEO may accept a late tender ~~where~~if these circumstances are substantiated.

Submissions must include the Response Schedule and Schedule of Rates and may be lodged via:

- ~~Electronic Tender Box (ETB)~~ Tenderlink E-Tender Portal (each e-Tender will have its own unique Electronic Tender Box)
- **Hand delivery into the Tender Box or courier service-delivery** at the Civic Centre
- **Email** to the relevant Council Representative
- **Prepaid post, air freight** to Katherine Town Council – PO Box 1071 KATHERINE NT 0851

Tenders should be addressed to the ~~Chief Executive Officer~~CEO and marked for the attention of the relevant Council Representative, unless otherwise stated.

Tenders will be opened as soon as practicable after the closing date and time. Tenders will be formally assessed using Council’s evaluation criteria by an evaluation panel approved by the CEO. ~~All decision justifications must be recorded in line with Council’s policies and procedures.~~

~~Following this, the CEO will provide a~~ Council report will be presented to Elected Members for discussion and approval of the successful-recommended tenderer. Council will ~~give~~provide written notice of the outcome to the successful tenderer and to each unsuccessful tenderer~~successful tender to both the successful tenderer and each of the unsuccessful tenderers~~. Additionally, ~~a~~ notice of the successful tender, including the name of the successful person/ or company, who submitted the successful tender, the supplies to be provided, and the tender price (including GST) will also be published on Council’s website.

#### **~~TENDERS AND EXPRESSIONS OF INTEREST (EOI)~~**

A ~~public tender~~procurement process may commence with a registration or Expression of Interest (EOI) stage ~~before a tender by public notice~~. An EOI stage may be appropriate where:

- ~~Ahead of the formal tender process,~~ Council wishes to consider whether those tendering~~bidding~~ possess the necessary resources and capability to successfully complete the project, or
- ~~Tendering costs are likely to be high, and Council seeks to ensure that suppliers incapable of fulfilling the requirement do not incur unnecessary expense,~~ or
- Council wishes to determine the level of interest from suppliers capable of tendering~~bidding~~ for the provision of goods, works and services, or
- ~~It is desirable to pre-qualify suppliers and goods to meet defined standards,~~ or
- Council is required to gain a greater understanding of its needs, the availability of relevant goods, works and services and the likely costs on the open market

An EOI process cannot be used to award a contract and does not constitute a compliant procurement method under Council’s procurement framework. Once the EOI stage is complete, Council must proceed to a formal RFQ, RFP or RFT process before any contract can be awarded.

#### **EVALUATION AND ASSESSMENT**

##### **FORMATION OF AN EVALUATION PANEL**

A panel will ~~be formed to evaluate submissions for RFP or RFT procurement methods~~assess RFP and RFT submissions. ~~The panel will consist of~~ It must include at least three Council staff ~~members~~ from ~~a minimum of~~ two different departments. Council staff should hold senior positions or be recognised as subject matter experts, ~~ensuring their involvement leads to the best outcomes for~~

#### **PROCUREMENT POLICY**

~~Council. The panel may include external subject matter experts from another council or LGANTLGANT or be an independent expert. The pProposed panel's will be submitted to thepanel must be approved by the CEO for final approval.~~

*Panel Formation workflow*



**ASSESSMENT CRITERIA**

~~Evaluation criteria are used by the nominated guide the evaluation panel in assessing and comparing supplier submissions. to assess and compare submissions proposed by potential suppliers.~~

~~With the CEO's approval, Ccomparative criteria may be used in placeinstead of primary criteria with the CEO's permission, whenwhere this is considered to be in Council's best interest for achieving an optimal outcome..~~

*Evaluation Criteria Table*

Primary Criteria	
<b>Cost</b>	Scored based on the lowest up-front cost in relation to the budget. Whole-of-life costs shall be considered as part of the final recommendation.
<b>Local Contribution</b>	Value for Katherine and <del>the</del> Big Rivers Region-: <ul style="list-style-type: none"> <li>- Contribution to local economy</li> <li>- Local development and social contribution</li> <li>- <del>Aboriginal and Torres Strait Islander</del>First Nations business and engagement</li> </ul>
<b>Competency</b>	Fit for Purpose: <ul style="list-style-type: none"> <li>- Goods, works and services meet the standards and specifications in the Scoping documentation</li> <li>- Proposed approach is appropriate for the operating environment and project objectives</li> <li>- Ability to manage logistics (inventory, distribution, deployment, commissioning, or implementation as relevant)</li> <li>- Demonstrated understanding of the problem and required outcomes</li> </ul> Quality: <ul style="list-style-type: none"> <li>- Compliance with relevant industry standards and regulations</li> <li>- Use of standardised project and service management or delivery methodologies</li> <li>- Mature risk identification, mitigation and reporting practices</li> <li>- Demonstrated commitment to collaboration, communication and transparent reporting</li> </ul> Capacity: <ul style="list-style-type: none"> <li>- <del>Sufficient personnel to manage workload without compromising quality or delivery</del>Sufficient personnel to resource the project</li> <li>- Availability and commitment of key personnel to the project</li> <li>- Access to necessary equipment and tools for project completion</li> <li>- Relevant qualifications, <u>licenses</u> and specialised skills</li> </ul>
<b>Past Performance</b>	Consideration of past performance may include: <ul style="list-style-type: none"> <li>- Experience on similar projects and performance</li> <li>- References provided by the supplier</li> </ul>

	<ul style="list-style-type: none"> <li>- Performance reports from prior Big Rivers Councils, NTG or LGANT work</li> <li>- History of on-time and within budget project delivery</li> <li>- Frequency of severity of defects or errors in past projects</li> <li>- Commitment to ethical practices</li> <li>- Clear, timely, and transparent communication</li> <li>- Quality of work (executed to a high standard with minimal defects)</li> </ul>
<b>Value-Adding</b>	<p>Focus on the costs and benefits of the response, such as:</p> <ul style="list-style-type: none"> <li>- <u>employment of Aboriginal and Torres Strait Islander staff, Extras offered at no additional charge</u></li> <li>- <u>Improved outcomes beyond the base requirement</u></li> <li>- Innovative solutions that <del>could provide deliver</del> additional value</li> <li>- Higher quality <del>products-goods</del> or services (<del>performance, durability, satisfaction</del>);</li> <li>- <u>Enhanced customer service support and after-sales service (troubleshooting, Account Manager, etc.), including troubleshooting and dedicated account management</u></li> <li>- Training, <u>onboarding</u>, and knowledge transfer (<del>availability, user guides, support articles</del>).</li> </ul>
<b>Comparative Criteria</b>	
<b>Scalability</b>	<p>Can the supplier manage increasing demands without compromising output or quality, such as:</p> <ul style="list-style-type: none"> <li>- Ability to adapt to increased workloads or expanded project scopes</li> <li>- Sufficiently resourced</li> <li>- Necessary infrastructure to support growth without service disruption</li> <li>- Integration of advanced technologies</li> </ul>
<b>Environmental Sustainability</b>	<p>Assess the environmental impact of the goods, works and services, such as:</p> <ul style="list-style-type: none"> <li>- Commitment to reducing their carbon footprint</li> <li>- Materials and components are sourced sustainably</li> <li>- Durability and lifespan of the product</li> <li>- Take-back or recycling program at the end of the product's life</li> <li>- Recycled materials are used in their products</li> </ul>
<b>Social</b>	<p><del>Council is committed to building stronger communities and achieving positive outcomes through its procurement activities.</del> Council's social sustainability approach aims to:</p> <ul style="list-style-type: none"> <li>- Ensure suppliers do not exploit workers and provide fair wages, <del>including inclusive business practices</del></li> <li>- Maintain <u>and grow a</u> social procurement program <del>to that</del> increases <u>social procurement local and regional</u> spend across Katherine and <u>the</u> Big Rivers region</li> <li>- Ensure sourced products are accessible to all segments of the community</li> <li>- Increase employment opportunities for <del>Aboriginal and Torres Strait Islander</del> <u>First Nations</u> people, people with disability, disadvantaged people and the long term unemployed</li> <li>- Improve gender equity</li> <li>- Prevent, detect and remove modern slavery from Council's supply chain</li> </ul>

**EVALUATION WEIGHTING**

The Procurement Lead may seek the CEO's approval to vary the default evaluation weighting or criteria where this is considered to be in Council's best interest to achieve an optimal outcome.

Default Evaluation Weighting and Criteria table	
Cost	30%
<b>Council's non-financial criteria weightings are as follows:</b>	
Local Contribution	30%
Competency	20%
Past Performance	15%
Value-Adding	5%

### EXCEPTIONS FROM PROCUREMENT POLICY

Quotations, proposals, and tenders are not required for the supplies consisting of, or related to, any of the following<sup>16</sup>:

- a) *the purchase of land, including the leasing or licensing of land,*
- b) *a contract for legal services,*
- c) *the acquisition of insurance entered into through a broker,*
- d) *the renewal of an existing licence,*
- e) *education or training in relation to existing equipment, licences, qualifications or software from a supplier endorsed by the supplier of the equipment, licence, qualification or software,*
- f) *a telecommunication service if:*
  - i. *the supply is ancillary to an existing telecommunications service; and*
  - ii. *the council believes on reasonable grounds that it is necessary to obtain the supply from the supplier of the existing service;*
- g) *recovery work during or immediately after a natural disaster and the council or local government subsidiary believes on reasonable grounds that it is necessary to obtain the supply from a particular supplier,*
- h) *the acquisition of a supply from a supplier if the council believes on reasonable grounds that it is unlikely that there is more than one supplier of the supply,*
- i) *the acquisition of a supply from a supplier if a Commonwealth or Territory funding agreement entered into by the council states that a particular supplier is to provide the supply,*
- j) *the acquisition of a supply from a particular supplier that is the only feasible option because of an event that caused major disruption to the council,*
- k) *the acquisition of a supply where:*
  - i. *obtaining a quotation or tender for the supply would cause major operational inconvenience or have other serious consequences of a similar nature for the council or local government subsidiary; and*
  - ii. *the council or local government subsidiary has not had prior opportunity to obtain a quotation or tender for the supply;*
- l) *a contract variation mentioned in regulation 42(4).*

All decision justifications must be thoroughly documented<sup>17</sup> and recorded in accordance with Council's policies and procedures and saved in Council's EDRMS.<sup>18</sup>

## 67 ASSOCIATED POLICIES/DOCUMENTS

<sup>16</sup> Subdivision 1 Regulation 38 (Local Government (General) Regulations 2021).

<sup>17</sup> Subdivision 1 Regulation 38(2)(3) (Local Government (General) Regulations 2021).

<sup>18</sup> Subdivision 1 Regulation 38(2)(3) (Local Government (General) Regulations 2021).



- Credit Card for Council Employees policy
- Code of Conduct for CEO policy
- Code of Conduct for Employees policy
- Confidential Information policy
- Conflict of Interest Employees and CEO policy
- Conflict of Interest Declaration form
- Elected Members Code of Conduct policy
- Gifts and Benefits CEO and Staff policy
- Infrastructure and Environment > Tenders & Quotations > Tender Templates
- Instrument of Delegation ~~of Powers and Functions- Council to CEO~~ policy
- [Instrument of Delegation – CEO to Staff policy](#)
- Katherine Town Council Project Toolkit > Procurement Templates
- [Value for Territory Assessment Framework](#)

## 78 REFERENCES AND RELATED LEGISLATION

- *Local Government Act 2019 and Local Government (General) Regulations 2021*
- Approval by Northern Territory Government (Department of Housing, Local Government and Community Development) to use the Memorandum of Understanding between Local Buy Pty Ltd and Local Government Association of the Northern Territory for the period 1 July 2025 to 30 June 2030 whilst [we-Council](#) hold an active LGANT membership. Refer to Subdivision 1 Regulation 39(2) (*Local Government (General) Regulations 2021*).
- [NTG Buy Local Plan](#)
- [NTG Value for Territory Assessment Framework](#)
- *Independent Commissioner Against Corruption Act 2017*

### REVISION HISTORY

Version	Approval date	Details of change	Responsible officer
1	July 2008	Initial policy	CEO
2	May 2015	Revision	CEO
3	May 2016	Revision	CEO
4	Nov 2016	Revision	CEO
5	Sept 2019	Revision	CEO
6	June 2022	Revised for compliance with new legislation and updated	Director Corporate Services
7	Jan 2025	Major revision, including formatting and: <ul style="list-style-type: none"> <li>- Updated Owner and Responsible Officer,</li> <li>- Amended policy revision timeframe in line with LGANT MoU,</li> <li>- Updated definitions, and clarified the distinction between requests for quotation and proposals,</li> <li>- Updated policy definition monetary values to be exclusive of GST (cost) aligning with the Act and Regulations,</li> <li>- Addition of Conflicts of Interest section,</li> <li>- Updated Local Contribution evaluation criteria to align with NT's Buy Local Plan and the LG Act and Regulations,</li> <li>- Expanded on the Procurement Entity Arrangement, Grant Funding, and Formation of a Procurement Panel sections,</li> <li>- Replaced facsimile with email in tender lodgement options,</li> <li>- Updated procurement evaluation criteria,</li> <li>- Verbatim exemptions to procurement from Regulations, and</li> <li>- Updated list of associated policies, documents and references.</li> </ul>	Snr. Business Analyst

8	July 2025	<b>Revision:</b> <ul style="list-style-type: none"> <li>- Align with the new MoU with LGANT and Local Buy Pty Ltd,</li> <li>- General editorial refinements</li> <li>- Added new definitions (Cost, Price), updated value-for-money,</li> <li>- Revised layout of Section 5 to enhance readability,</li> <li>- Added Conflict of Interest Declaration form to Associated policies/documents,</li> <li>- Fixed sequential numbering of headers.</li> </ul>	Snr. Business Analyst
<u>9</u>	<u>April 2026</u>	<b>Revision:</b> <ul style="list-style-type: none"> <li>- Change of policy responsibility from Corporate Administration to Finance;</li> <li>- Policy to be reviewed annually;</li> <li>- Inclusion of extra definitions and updated current definitions to align with current practices and strengthen understanding;</li> <li>- Inclusion of Roles and Responsibilities section;</li> <li>- Procurement methods refined;</li> <li>- Inclusion of Standing Order Arrangement;</li> <li>- Inclusion of record keeping requirements; and</li> <li>- Administrative amendments for policy refinement and clearer understanding.</li> </ul>	<u>Consultant Analyst and Chief Financial Officer</u>

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## 14.4 RATES CONCESSIONS POLICY

Author: Sheralea Clemow, Rates and Regulatory Affairs Coordinator  
Authoriser: Amanda Haigh (Manager Governance and Risk),  
Casey Anderson (Acting Chief Executive Officer)  
Report Type: For decision  
Attachments: 1. Policy Rates Concession V5 April 2026 DRAFT (2) [14.4.1 - 11 pages]

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### **Officer Recommendation**

That Council endorse and adopt the revised Rates Concessions Policy version 5.

### **Purpose of Report**

The purpose of this report is to review and consider the Rates Concessions Policy in accordance with section 247(2) and section 365 of the Local Government Act 2019, which requires Council to have a policy governing the granting of rate concessions and to ensure the policy remains current, compliant, and appropriate for the new term of Council.

### **Strategic Plan**

Not Applicable

### **Municipal Plan**

- 1.1.2.2 Ensure compliance with local government legislation
- 4.2.4.1 Comply with legislative requirements - Applications of AASB, NT Local Government Act 2019, Australian Taxation legislation and reporting requirements
- 4.2.4.2 Prudent financial management for stronger returns for ratepayers - Preparation of Annual Budget and Revisions, CAPEX Budget and Improved debtors management

### **Background**

As part of Council's ongoing policy review and the induction of the 13th Council, the Rates Concessions Policy has been identified as a statutory policy and is therefore required to be reviewed within six months of the commencement of the new Council term.

### **Discussion**

The Rates Concessions Policy outlines measures to assist ratepayers experiencing financial difficulty in meeting their rates obligations. It provides a consistent and transparent framework for assessing financial hardship and for considering applications to waive or defer rates and interest, or to grant Public Benefit Concessions.

Amendments and additional provisions have been made to the definitions within the policy to reflect new, more flexible arrangements for the remission of interest on compassionate grounds, as well as in circumstances where errors have occurred due to administrative oversight and/or settlement delays.

Further amendments include the introduction of a definition for immediate family members, applicable where ratepayers seek a waiver of rates for an additional dwelling (such as a separate part or unit). The policy has also been updated to include the Pensioner Concession Rebate, which is administered on behalf of and approved by the Northern Territory Concession Scheme Recognition Unit.

Year-to-date concessions indicate that Council has provided minimal assistance under the Rates Concessions Policy, comprising:

- one (1) Special Payment Arrangement (SPA) approved due to severe financial hardship, with payments set at \$20.00 per fortnight on an arrears balance of \$3,372.05. An interest remission has been applied for the 2025/2026 financial year;



- one (1) separate part or unit concession, resulting in a reduction of \$1,246.97; and
- twenty-two (22) Council-initiated record corrections in accordance with section 232 of the Act, totaling a reduction of \$8,742.47, relating to incorrect waste management charge levies, adjustments to separate parts or units (for example, properties no longer classified as an additional dwelling), and misclassification of allotment use, including properties becoming exempt under the Act due to changes in ownership.

In addition, a further total reduction of \$16,515.54 resulted from eleven (11) record corrections processed by application in accordance with section 233 of the Act. These included:

- corrections to waste management levies due to misdescription (for example, vacant land incorrectly recorded as developed);
- corrections where property use had been recorded inaccurately for waste management levies (for example, following the rollout of the new red-lid bin service);
- adjustments to exempt properties, such as Crown land, following changes in ownership; and
- administrative corrections to allotments resulting from misclassification of use (for example, a central business-zoned allotment used solely for residential purposes).

### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

This policy outlines the *Local Government Act 2019* and will replace all previous policy versions.

### **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.



**COUNCIL POLICY**

**RATES CONCESSIONS POLICY**

Type:	Council Policy		
Owner:	CEO		
Responsible Officer:	Manager Corporate Administration		
Approval Date:	<del>27/08/2024</del> <u>28/04/</u>	Next Review:	<del>01/06/2026</del> <u>2027</u>
Records Number:	178352	Council/CEO Decision:	Council
Legislation Reference:	Part 11.8 of the <i>Local Government Act 2019</i>		

**1 PURPOSE**

Property owners (ratepayers) in Katherine Town Council’s local government area are required to pay rates based on an assessed value of their property.

Council recognises that individuals can experience difficulty in meeting their responsibilities for the payment of rates and that it may be appropriate where financial hardship has been demonstrated to grant a concession to the payment of rates. Concessions may also be applied to meet public benefits, or to correct anomalies in the rating system.

This Policy provides a framework and guidance for applying rate concessions and outlines the criteria and circumstances for which rate concessions may be granted. There is no guarantee that a rate concession will be granted, as decisions are made on a case-by-case basis.

Katherine Town Council is committed to providing a transparent, impartial, and consistent process of application and consideration for rate concessions and/ or remission of interest accrued on overdue rates.

In accordance with section 251 of the *Local Government Act 2019*, Council must not agree to grant a rate concession for a financial year that does not fall entirely in the term of the Council.

**2 SCOPE**

This policy applies to all ratepayers in the Katherine Town Council area.

**3 DEFINITIONS**

**Authorised Officer** means the Council officer responsible for overseeing rates administration, or a delegated officer approved by the CEO.

**Deferment** means the postponement of payment, in whole or in part, for recovery at a later time. Deferment can be subject to any conditions determined by Council. Deferred rates are a charge on the land and may continue to accrue interest until the account is paid in full.

**Immediate family member** means spouse or domestic partner, children, parents or siblings of the ratepayer/owner.

**Financial hardship** means a ratepayer is unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Katherine Town Council.

**Pensioner Concession** means a concession for rates and garbage services provided to eligible members of the Northern Territory (NT) Concession Scheme, funded by the NT Government and facilitated by Katherine Town Council

**Public Benefit Concession** means concessions outlined in section 250 of the *Local Government Act 2019*. Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes: securing the proper development of its area; preserving buildings or places of historical interest; protecting the environment; encouraging cultural activities; promoting community health or welfare; encouraging agriculture; providing recreation or amusement for the public.

**Rates concession** means a waiver in whole or part of rates or a component of rates, or a deferment in whole or part of an obligation to pay rates or a component of rates.

**Ratepayer** means the registered owner of the property. Applications by third parties, other than the ratepayer, require written approval from the property owner.

**Relevant interest rate** means the rate of interest fixed by Council as the relevant interest rate and outlined in Council's annual Declaration of Rates and Charges.

**Remission of interest** means a waiver of interest in whole or part.

**Special Payment Arrangement** means an agreed payment arrangement between a ratepayer and Council whereby a fixed amount is agreed upon and paid in regular instalments, either on a weekly, fortnightly or monthly basis.

**Waiver** means removing the liability to pay and may include the whole or part of rates and/or legal charges for one rating period.

#### 4 DETAILS

Council's Annual Rates Notices for 1 July – 30 June each year are issued every August with the option to pay in four instalments. Instalment dates are as below:

- 30 September
- 31 November
- 31 January
- 31 March

Payment reminders are advertised in local print media and residents can sign up for a free quarterly SMS reminder service.

Council strongly encourages ratepayers to meet their rate and charges payment responsibilities. However, ratepayers experiencing financial hardship may apply for a special payment arrangement or rate concession. Rate concessions include:

1. deferment in whole or part of an obligation to pay rates or a component of rates, or
2. waiver in whole or part of rates or a component of rates, or
3. Public Benefit Concession for community organisations.

Council may grant a rate concession unconditionally or on conditions determined by the Council. If the ratepayer fails to comply with a condition, the Council may withdraw the concession and require the ratepayer to pay an amount, on or before a date specified in a written notice, to neutralise any benefit to the ratepayer of the rate concession.

In accordance with section 251 of the *Local Government Act 2019*, Council must not agree to grant a rate concession for a financial year that does not fall entirely in the term of the Council.

Unless otherwise stated within this policy, the Chief Executive Officer will make the decision about special payment arrangements and rate concessions and provide a regular report to Council on the number, type and financial implications of rate concessions being applied.

In the case that Council becomes aware of any ratepayer providing false or misleading information to gain a concession for which they would otherwise not be eligible, the agreement with Council will become null and void. Any charges which would have been waived or deferred will be restored to the full amount, including any interest not charged that would have otherwise been payable. Debt recovery proceedings may commence to recover any outstanding amounts.

## FINANCIAL HARDSHIP

Financial hardship is a change of circumstance which will affect the long-term ability of a ratepayer to pay rates and charges. Council recognises that not all circumstances are alike, and that financial hardship may arise from a range of individual circumstances, including but not limited to unemployment, sickness or injury, family breakdown, or property values increasing significantly which affects the ability of a pensioner to pay their rates.

Applicants will need to demonstrate they are experiencing financial hardship by providing a range of supporting evidence including (but not limited to):

- advice from a financial counsellor or advisor or legal representative
- evidence of loss of employment
- evidence of commonwealth income support payment, if applicable
- documents such as medical bills, notice of legal action pending in court, notice of repossession of assets such as a vehicle, goods, or mortgaged property
- evidence of commonwealth or northern territory welfare or pensioner concession allowances.

Relief from payment of rates on the grounds of financial hardship shall only apply to a natural person(s) who use the rated property as their principal place of residence.

Ratepayers seeking a rate concession should state their case in writing to the Chief Executive Officer, including whether the request is for a special payment arrangement, waiver or deferment and the relevant evidence of financial hardship. The Chief Executive Officer must be satisfied that the ratepayer will suffer increased financial hardship if a special payment arrangement or rate concession is not granted. All information will be treated as confidential.

Relief from payment of rates on the grounds of financial hardship will not apply to:

- commercial businesses
- clubs or organisations that hold a licence to sell liquor and/or operate gaming machines
- charges levied for services provided by Council, for example garbage collection.

## DEFERMENT OF RATES

Ratepayers experiencing severe financial hardship can apply for a deferment in whole or part of their rates.

Deferment of rates will only apply to residential allotments which are the principal place of residence of the applicant or to other properties used solely for residential purposes and will only be applicable for the current rating period.

A deferment of rates will not be back dated for previous rating period.

Application for deferment of rates because of severe financial hardship must be made on an annual basis.

Interest will not accrue against the deferred rates where severe financial hardship has been proven.

Council can decline or terminate a deferment application if the total outstanding balance of the rates and charges exceed 50% of the properties Unimproved Capital Value (UCV) as determined by the *Valuation of Land Act 1963*.

Rates deferred will be recovered at a future time - either when the ratepayer's circumstances change or when the property is sold. Until paid, deferred rates remain a charge against the land (see section 255 of the *Local Government Act 2019*).

### **SPECIAL PAYMENT ARRANGEMENT**

Ratepayers experiencing financial hardship who are unable to pay outstanding rates and charges through the four instalments options may apply for a deferment of rates by applying for a special payment arrangement, subject to the following conditions:

- the arrangement will only apply to the financial year the agreement was approved
- interest may continue to accrue on the outstanding rates and charges
- any default in the special payment arrangement may end the arrangement and result in the commencement of legal proceedings.

No recovery action will be taken while the arrangement is being maintained and where financial hardship conditions continue to exist.

Ratepayers must ~~be experiencing~~ ~~meet all the conditions required when applying for~~ severe financial hardship, for a remission of interest to be considered as a part of the Special Payment Arrangement.

### **WAIVER IN WHOLE OR PART**

Ratepayers experiencing severe financial hardship can apply for a waiver in whole or part of their rates for the current financial year.

Council recognises that ratepayers having been granted tenancy by way of a Crown Lease for a specific purpose, may experience difficulty in meeting their responsibilities for the payment of rates whilst in the process of substantially achieving the purpose of the Crown Lease. In this situation, Council will waive all rates until the association concerned has substantially achieved the purpose of the relevant Crown lease and are therefore deemed to be in occupation of the parcel of land in question.

### **CORRECTION OF RECORD**

~~Concessions granted due to the correction of a misclassification by Council officers will be granted on a case-by-case basis as part of general operational requirements to correct a record due to misclassification.~~

~~The concession will be granted for the financial year of which the correction was recorded, and the ratepayer will be afforded the option to fulfill the new levy balance by the end of the rating period.~~

~~No interest will accrue during the rating period of which the application was approved.~~

~~No recovery action will be taken during the rating period of which the application was approved.~~

~~The correction of the record is a reviewable decision under the Act and ratepayers have the right to apply to the CEO for a review within 28 days after the date of the decision.~~

~~Applications for review will be reviewed by an Administrative Review Committee and their recommendation will be received by Council to make the final decision. Adversely affected ratepayers may apply to NTCAT to review Councils final decision.~~

### **SEPARATE PARTS OR UNITS WITHIN AN ALLOTMENT**



Where a correction of record by Council has been conducted, the decision maker may grant a concession to waiver in whole or part any additional separate parts or units if upon application, a ratepayer can provide evidence that ascertains that:

- the separate part or unit is solely occupied and for the use of a family member/s
- proof of residence (not an investment)
- that the ratepayer declares that no rent/board is payable in respect of the family member/s occupying the separate part or unit

#### **WAIVER IN WHOLE OR PART**

Ratepayers experiencing severe financial hardship can apply for a waiver in whole or part of their rates for the current financial year.

Council recognises that incorporated community associations on having been granted tenancy by way of a Crown Lease for a specific purpose, may experience difficulty in meeting their responsibilities for the payment of rates whilst in the process of substantially achieving the purpose of the Crown Lease. In this situation, Council will waive all rates until the association concerned has substantially achieved the purpose of the relevant Crown lease and are therefore deemed to be in occupation of the parcels of land in question.

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## REMISSION OF INTEREST

~~Where rate payments are not received by the due date, the account will be deemed to be in arrears. Accounts in arrears will incur a penalty interest charge (at the relevant interest rate), calculated daily on the outstanding balance from the date the instalment became overdue until the date the account is paid in full. If rate payments are not received by the due date, the account will be in arrears. Accounts in arrears will incur a penalty (the 'relevant interest rate') calculated daily on the outstanding amount, from the date on which the missed instalment was due until the date the payment is made in full.~~

~~Ratepayers experiencing severe financial hardship may apply for remission of interest on arrears (a waiver) relating to the current financial year. Applications must demonstrate hardship in accordance with Council's financial hardship criteria listed above. Ratepayers may apply for remission from interest for accounts in arrears, for the current financial year.~~

~~The CEO may consider applications for a one-off remission of interest on compassionate grounds, assessed on a case-by-case basis. Acceptable compassionate grounds may include, but are not limited to:~~

- ~~• serious illness of the ratepayer or an immediate family member; or~~
- ~~• the death of an immediate family member.~~

~~In cases assessed on compassionate grounds, compliance with full financial hardship criteria is not required. Applicants seeking remission on compassionate grounds must provide supporting documentation, which may include;~~

~~medical invoices or statements; and/or  
copy of a funeral notice or similar~~

~~Remission from interest granted because of severe financial hardship will cease if the ratepayer:~~

- ~~• is no longer experiencing financial hardship~~
- ~~• sells or no longer occupies the property as the principal place of residence, or~~
- ~~• there has been a breach of any conditions applied to the remission of interest.~~

Remission of interest may also be provided if the interest was applied because of an anomaly, error or omission, such as:

- when a ratepayer has notified Council regarding a change of address in writing and Council has not amended the assessment record
- where Council has not been notified of a property sale or transfer
- internal financial processing of a payment where the payment has been allocated to another property, resulting in interest being charged incorrectly.

~~Remission from interest granted because of severe financial hardship will cease if the ratepayer:~~

- ~~• is no longer experiencing financial hardship~~
- ~~• sells or no longer occupies the property as the principal place of residence, or~~
- ~~• there has been a breach of any conditions applied to the remission of interest.~~

Remission of interest due to an anomaly, error or omission or due to a sale where the interest has accumulated during the settlement process will be granted by ~~Council officer~~ the authorised officer on a case-by-case basis.

## RATE CONCESSION POLICY

Remission of interest will not be considered if the ratepayer has remitted payment towards the incorrect assessment due to an error or omission committed by the ratepayer.

### **CORRECTION OF RECORD BY COUNCIL**

Council may, on its own initiative, amend an entry in the assessment record.

Corrections will be administered by the authorised officer on a case-by-case basis as part of normal operational requirements. In determining whether a correction is required, consideration may be given to matters including, but not limited to, where:

- an allotment is incorrectly classified as rateable land when it is not rateable;
- an allotment should be, but is not, classified as urban farm land;
- the recorded use of an allotment is incorrect;
- the entry contains another relevant misclassification or misdescription of an allotment;
- ownership or occupation of an allotment is recorded incorrectly;
- the applicant is incorrectly designated as the principal ratepayer for an allotment;
- the entry takes effect from an incorrect date; or
- the entry contains any other relevant error.

Where an assessment record reflects an incorrect use, misclassification, or misdescription of an allotment, Council may assess and request inspection of the property to determine whether the assessment should be amended.

For example, where an allotment is zoned Central Business but is demonstrated to be used solely for residential tenancy or occupation, Council may consider amending the assessment classification, subject to verification.

Applications seeking amendment on the basis of residential use must demonstrate that the allotment is used exclusively for residential purposes. The applicant must provide the following:

- a copy of the current residential tenancy agreement for the allotment;
- a statutory declaration confirming that the allotment is not used for any commercial or business purposes;  
and
- access to the allotment to enable an authorised officer to inspect the property and assess its current use and capabilities.

Council will assess each application on its merits, having regard to the evidence provided and the outcome of any inspection.

Where a ratepayer is significantly impacted by a correction, Council may grant a concession in the form of a payment extension, allowing the ratepayer to discharge the rates liability by the end of the relevant rating period without recovery action being implemented.

The correction of the record is a reviewable decision under the Act and ratepayers have the right to apply to the CEO for a review within 28 days after the date of the correction was registered.

Applications for review will be reviewed by an Administrative Review Committee, and their recommendation will be received by Council to make the final decision.

Adversely affected ratepayers may apply to NTCAT to review Councils final decision.

### **SEPARATE PARTS OR UNITS WITHIN AN ALLOTMENT**

Where a correction of record by Council has been conducted, the authorised officer may grant a concession to waiver in whole or part any additional separate parts or units if upon application, a ratepayer can provide evidence that ascertains that:

- the separate part or unit is solely occupied and for the use of a immediate family member/s
- proof of residence (not an investment)
- that the ratepayer and occupant of separate part or unit declares that no rent/board is payable in respect of the family member/s occupying the separate part or unitRemission of interest will not be granted if the ratepayer has remitted payment towards the incorrect assessment.

## **PUBLIC BENEFIT CONCESSIONS**

A rate concession waiver in whole or part may be granted to a ratepayer (usually a community organisation) if the Chief Executive Officer is satisfied that the concession will advance one or more of the purposes outlined in the Act and the organisation operates substantially for the benefit of youth, arts and culture, within the Katherine community.

Any application for a Public Benefit Concession requires a written submission by the organisation explaining why the submission should be considered and how it satisfies consideration as a public benefit.

Sporting and community organisations cannot apply for a rate concession on a property that caters for gambling or that holds a licence related to gambling.

A public benefit concession will not be permitted if the business or organisation primarily operates with the aim of making profits and/or is the recipient of alternative funding sources or income streams.

## **PENSIONER CONCESSION**

Eligible pensioner concession members of the Northern Territory (NT) Concession Scheme may receive concessions on local council rates and garbage services, subject to eligibility criteria.

A ratepayer can receive \$200.00 per annum for council rates, and up to \$150.00 per annum for garbage services (varying between regions) based on eligibility criteria.

Only one eligible member per household may receive the pensioner concession.

A claim for concession to the NT Concession Scheme must be made within:

- 6 months of a ratepayer incurring the cost or
- the financial year - whichever is greater.

A ratepayer can receive a concession on rates if they are a member who is:

- registered as the title holder and
- the person responsible for rates (the principal ratepayer)
- the property must be your primary place of residence

A concession will not be granted where:

- the applicant seeks concessions on more than one property within a rating year
- the rate notice is issued under a lease arrangement
- the rate notice is issued in a business or company name

For all initial claims, the concession amount will be reimbursed by direct deposit into the ratepayer's nominated bank account by the NT Concession and Recognition Unit.

For subsequent years, the NT Concession and Recognition Unit will automatically notify Council of eligible ratepayers prior to rates being levied.

Council will apply the approved concession directly to the ratepayer's assessment on behalf of the NT Concession and Recognition Unit.

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## 5 ASSOCIATED POLICIES/DOCUMENTS

Rating Strategy Policy (annual)

Declaration of Rates and Charges (annual)

Privacy Policy

Confidential Information Policy

Customer Service Charter

~~Financial Management Practice Handbook~~

## 6 REFERENCES AND RELATED LEGISLATION

*Local Government Act 2019*

*Valuation of Land Act 1963*

Local Government (General) Regulations 2021

### Revision History

Version	Approval date	Details of change	Responsible officer
1	24/5/2016	Created	CEO
2	24/2/2021	Revision for consistency with <i>Local Government Act 2019</i>	CEO
3	23/08/2022	Simplification and revision to clarify decision-maker is CEO; strengthened hardship provisions; removal of waiver of deferred rates after five years	CEO
4	27/08/2024	Revision for consistency with new introduced concession and Financial Management Practice Handbook	Manager Corporate Administration

### RATE CONCESSION POLICY

5	<a href="#">1728/04/2026</a>	<ul style="list-style-type: none"> <li>• <u>Revision and adoption of policy within 12 months of commencement of Council – 13<sup>th</sup> Council term.</u></li> <li>• <u>Inclusion of Pensioner Concession Rebate.</u></li> <li>• <u>Inclusion of new definitions including:</u> <ul style="list-style-type: none"> <li>○ <u>authorised officer</u></li> <li>○ <u>pension concession and</u></li> <li>○ <u>immediate family member in relation to separate parts or units concession.</u></li> </ul> </li> </ul>	Rates and Regulatory Affairs Coordinator
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## 14.5 REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM FUNDING AGREEMENT

Author: Matthew Arnott, Projects Portfolio Manager  
Authoriser: Casey Anderson (Acting Chief Executive Officer)  
Report Type: For decision  
Attachments: Nil

### **Officer Recommendation**

That Council approve of affixing the Common Seal and authorise the Mayor and Chief Executive Officer to sign the Regional Precincts and Partnerships Program funding agreement RPPDP000289 with the Northern Territory of Australia, Department of Logistics and Infrastructure.

### **Purpose of Report**

To seek Council approval to affix the Common Seal and sign the Regional Precincts and Partnerships Program funding agreement.

### **Strategic Plan**

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

2.2.1 Foster growth for a recreational precinct that connects sports, culture and recreation.

**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.

### **Municipal Plan**

2.2.1.1 Secure funding for the Katherine Sports Precinct expansion to include AFL field, Conference and Evacuation Centre, improved gym facilities and undercover sports courts

3.1.3.1 Incorporate indoor sports facilities in the design of the proposed Multipurpose Sports and Recreation Precinct

3.1.4.1 Funding for the Multipurpose Sports and Recreation Precinct which will include an AFL field, conference and evacuation centre, improved gym facilities and undercover sporting courts

### **Background**

In early 2024, the Katherine Town Council applied for grant funding for design plans relating to a Multipurpose Regional Sports, Recreation and Community Precinct at 24 Chambers Drive, Katherine East. The application was made to the Regional Precincts and Partnerships Program (rPPP), a Commonwealth funded initiative to deliver investment-ready precinct plans in remote and regional areas.

The funding was approved by the Hon Kristy McBain MP, Minister for Regional Development, Local Government and Territories.

On 13<sup>th</sup> August 2025 the Katherine Town Council CEO was informed that the funding application was successful by the A/g Assistant Secretary of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts; Partnerships and Projects Division.

### **Discussion**

The rPPP funding agreement is now available to sign with the Northern Territory Government via a Federation Funding Agreement. The funding agreement provides \$1,607,918 toward the project which encompasses both a masterplan and shovel-ready construction drawings. The funding agreement does not require a council co-contribution.



The proposed multi-purpose regional sports, recreation, and community precinct will be delivered in partnership with the Northern Territory Government, Katherine-based NGOs, Indigenous organisations, and local sporting and community groups to create a modern, all-weather destination for sport, recreation, community gatherings, and significant events.

At the heart of the project is the NT Government-owned Henry Scott Recreation Centre, which will become a modern indoor sports and community facility. The upgraded centre will provide competition-standard indoor courts for sports such as netball, basketball, and hockey; include change rooms, public amenities, and office space for allied health and community services and offer an air-conditioned venue for large social functions, conferences, and community events. The building will also serve as an evacuation centre during significant weather events, with space for NGOs to provide essential support services.

The new facility will be physically linked to the Katherine Aquatic Centre and other planned sporting developments, improving connectivity, parking, and pedestrian access across the 29-hectare Katherine Sports Ground. This centrally located precinct is already the sporting and active recreation heart of the community, attracting more than 240,000 visits annually and offering easy access from the CBD and Katherine East via cycle and walking paths.

The Katherine Sports Ground Masterplan 2018–2027 identified the need for a year-round, indoor facility to address seasonal heat and wet-season rainfall that limit outdoor sport and recreation. This new funding will deliver shovel-ready designs and documentation to make that vision a reality.

### **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.



## 14.6 SECOND BUDGET REVIEW 2025-2026

Author: Rebecca Baguley, Chief Finance Officer  
 Authoriser: Casey Anderson (Acting Chief Executive Officer)  
 Report Type: For decision  
 Attachments: 1. 2 nd Budget Review April Meeting [**14.6.1** - 8 pages]

### **Officer Recommendation**

That Council approve the 2<sup>nd</sup> Budget Review and projected reforecast of the financial position of Council for the 25-26 Financial year.

### **Purpose of Report**

To detail changes to Council’s published Municipal Plan Budget and inform Council of the reforecast end of financial year budget result for the 25-26 financial year.

### **Strategic Plan**

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

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

### **Municipal Plan**

4.2.4.6 Prudent financial management for stronger returns for ratepayers

4.2.4.7 Comply with financial legislative requirements

### **Background**

Council is required by legislation to conduct a 2<sup>nd</sup> Budget Review within designated timeframe

### **Discussion**

After conducting a review of Council’s Profit and Loss and Balance sheet as at 31 March, 2026, council managers and finance have revised the forecast Budget position for the 25-26 Financial year. Managers reviewed department budget v actuals, which has resulted in the following key changes to the 25-26 end of financial year reforecast position. This position is a forecast only, with 3 months of trading still to occur and damage assessments due to flooding still to be undertaken.

<b><u>INCOME</u></b>	<b><u>Account Name</u></b>	<b><u>1<sup>st</sup> Budget Review</u></b>	<b><u>2<sup>nd</sup> Budget Review</u></b>	<b><u>Variance</u></b>
	Commissions earned	\$166,069	\$80,188	(\$85,901)
	Landing Fees	\$458,087	\$550,000	\$91,913
	Waste Transfer – User Charges	\$1,461,688	\$1,186,972	(\$274,716)
<b><u>INCOME</u></b>	<b><u>Account Name</u></b>	<b><u>1<sup>st</sup> Budget Review</u></b>	<b><u>2<sup>nd</sup> Budget Review</u></b>	<b><u>Variance</u></b>
	Bank Interest	\$500,000	\$730,000	\$230,000



	Financial Assistance Grant - Roads	\$816,861	\$632,776	(\$184,085)
	Stat Charges – Parking Fines	\$65,167	\$6,500	(\$58,667)
<b>Expenditure</b>	<b>Name</b>	<b>1<sup>st</sup> Budget Review</b>	<b>2<sup>nd</sup> Budget Review</b>	<b>Variance</b>
	Contract Services Other	\$495,268	\$696,543	\$201,275
	Contract Services - Infrastructure	\$2,401,998	\$1,898,812	(\$503,186)
	Electricity	\$495,910	\$261,668	(\$234,242)
	Insurance Excess Claim	\$0.00	\$250,000	\$250,000
	Management Fees	\$616,000	\$365,702	(\$250,298)
	Plant & Equipment R&M	\$164,717	\$63,100	(\$101,617)
	Salaries and Super	\$5,400,076	\$4,581,879	(\$818,197)
	DRFA – Emergency Response	\$0.00	\$400,000	\$400,000
CAPEX	Lighting	\$150,000	\$22,000	(\$128,000)
	Improvements	\$300,000	\$50,000	(\$250,000)
	Furniture, Fittings & Equipment	\$150,000	\$50,000	(\$100,000)
	Footpaths & Cycleways	\$1,080,000	\$140,000	(\$940,000)

### **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.

## ANNUAL BUDGET AND LONG-TERM FINANCIAL PLAN 2025-2026

### Annual Budget Income and Expenditure Statement

Annual Budget Income and Expenditure Statement	2nd Budget Review FY 2026	Original Budget 2025-2026	Budget Review 2025-2026	Forecast 2026-2027	Forecast 2027-2028	Forecast 2028-2029	Forecast 2029-2030
	\$	\$	\$	\$	\$	\$	\$
<b>OPERATING INCOME</b>							
Rates	10,158,579	9,990,399	10,079,190	10,562,991	11,070,014	11,601,374	12,158,241
Waste Charges	1,612,903	1,645,818	1,666,687	1,765,022	1,869,158	1,979,439	2,096,225
Fees and Charges	2,766,259	2,525,689	2,505,490	2,564,980	2,623,519	2,683,462	2,744,844
Operating Grants & Subsidies	2,044,689	2,193,222	2,259,019	2,259,019	2,326,789	2,326,789	2,326,789
Bank & Investment Income	730,000	576,365	500,000	600,000	624,600	650,209	676,867
Other revenue	311,411	372,182	331,910	346,846	362,108	378,040	394,674
<b>TOTAL OPERATING INCOME</b>	<b>17,623,841</b>	<b>17,303,675</b>	<b>17,342,296</b>	<b>18,098,858</b>	<b>18,876,188</b>	<b>19,619,313</b>	<b>20,397,640</b>
<b>OPERATING EXPENDITURE</b>							
Employment Expenses	5,009,713	6,069,690	5,884,146	6,242,605	6,387,097	6,577,086	6,772,736
Materials & Contracts	7,932,671	8,350,845	8,696,845	9,088,202	9,488,083	9,905,559	10,341,405
Elected Member Allowances	312,000	275,520	275,520	415,040	415,040	415,040	415,040
Elected Member Expenses	54,500	55,000	55,000	55,000	55,000	55,000	55,000
Council Committee Allowances	54,500	29,615	14,000	25,000	25,000	25,000	25,000
Council Committee Costs	22,592	8,360	5,000	5,225	5,455	5,695	5,945
Depreciation, Amortisation & Impairment	6,178,351	4,800,007	6,178,242	6,226,196	6,254,230	6,284,539	6,305,841
Interest Expenses	38,000	58,416	36,051	156,353	238,645	222,942	206,875
Other Expenses	12,552	-	-	-	-	-	-
Finance Costs - Unwinding of WMF Discounting	650,000	465,321	637,509	664,603	692,849	711,902	731,480
<b>TOTAL OPERATING EXPENDITURE</b>	<b>20,264,879</b>	<b>20,112,774</b>	<b>21,782,313</b>	<b>22,878,224</b>	<b>23,561,399</b>	<b>24,202,763</b>	<b>24,859,322</b>
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>( 2,641,038)</b>	<b>( 2,809,099)</b>	<b>( 4,440,017)</b>	<b>( 4,779,366)</b>	<b>( 4,685,211)</b>	<b>( 4,583,450)</b>	<b>( 4,461,682)</b>

**Annual Budget Operating Position - 2025 2026**

<b>Annual Budget Operating Position</b>	<b>2nd Budget Review FY 2026</b>	<b>Annual Budget 2025-2026</b>	<b>Annual Budget 2025-2026</b>	<b>Forecast 2026-2027</b>	<b>Forecast 2027-2028</b>	<b>Forecast 2028-2029</b>	<b>Forecast 2029-2030</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>( 2,641,038)</b>	<b>( 2,809,099)</b>	<b>( 4,440,017)</b>	<b>( 4,779,366)</b>	<b>( 4,685,211)</b>	<b>( 4,583,450)</b>	<b>( 4,461,682)</b>
<i>less</i> Non-Cash Income	-						
<i>Add Back</i> Non-Cash Expenses	6,828,351	5,265,328	6,815,751	6,890,799	6,947,079	6,996,442	7,037,321
<b>TOTAL NON-CASH ITEMS</b>	<b>6,828,351</b>	<b>5,265,328</b>	<b>6,815,751</b>	<b>6,890,799</b>	<b>6,947,079</b>	<b>6,996,442</b>	<b>7,037,321</b>
<b>Less ADDITIONAL OUTFLOWS</b>							
Capital Expenditure	9,221,393	9,705,621	13,418,305	7,249,371	3,265,473	3,720,621	2,669,093
Borrowing Repayments (Principal Only)	-	-	-	250,000	333,333	333,333	333,333
Transfers to Reserves	1,000,000	-	-	-	-	-	-
Other Outflows	-	-	-	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>10,221,393</b>	<b>9,705,621</b>	<b>13,418,305</b>	<b>7,499,371</b>	<b>3,598,806</b>	<b>4,053,954</b>	<b>3,002,426</b>
<b>Add ADDITIONAL INFLOWS</b>							
Capital Grants Income	4,550,121	5,191,029	6,853,004	4,519,679	5,294,849	6,990,064	4,610,073
Prior Year Carry Forward Tied Funding	186,580	-	186,580	-	-	-	-
Other Inflow of Funds	72,178	72,178	72,178	150,000	100,000	100,000	100,000
Drawdown of Borrowings	2,000,000	2,000,000	2,000,000	-	-	-	-
Transfers from Reserves	1,933,738	-	1,933,738	-	-	-	-
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>8,742,617</b>	<b>7,263,207</b>	<b>11,045,500</b>	<b>4,669,679</b>	<b>5,394,849</b>	<b>7,090,064</b>	<b>4,710,073</b>
<b>NET BUDGETED OPERATING POSITION</b>	<b>2,708,537</b>	<b>13,815</b>	<b>2,929</b>	<b>( 718,259)</b>	<b>4,057,911</b>	<b>5,449,102</b>	<b>4,283,286</b>

**CAPITAL EXPENDITURE AND FUNDING BUDGET 2025-2026**

**By class of infrastructure, property, plant and equipment**

By class of Infrastructure, Property, Plant and Equipment	2nd Budget Review FY 2026	1st Budget Review 2025-2026	Annual Budget 2025-2026	Forecast 2026-2027	Forecast 2027-2028	Forecast 2028-2029	Forecast 2029-2030
	\$	\$	\$	\$	\$	\$	\$
<b>CAPITAL EXPENDITURE</b>							
Buildings & Other Structures	\$9,213,232	10,045,684	3,678,750	3,678,750	-	-	-
Improvements	50,000	300,000	500,000	500,000	500,000	500,000	500,000
Plant & Equipment	9,045	300,000	500,000	500,000	500,000	500,000	250,000
Furniture, Fittings & Equipment	50,000	150,000	100,000	100,000	100,000	100,000	100,000
Fleet	300,000	240,592	180,444	180,444	180,444	180,444	180,444
Infrastructure - Footpaths & Cycleways	206,639	-	500,000	500,000	600,000	600,000	600,000
Infrastructure - Roads	696,869	2,132,029	1,540,177	1,540,177	1,135,029	1,590,177	788,649
Infrastructure - Stormwater & Drainage	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Infrastructure - Street Lighting	22,000	150,000	150,000	150,000	150,000	150,000	150,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>10,647,785</b>	<b>13,418,305</b>	<b>7,249,371</b>	<b>7,249,371</b>	<b>3,265,473</b>	<b>3,720,621</b>	<b>2,669,093</b>
<b>CAPITAL EXPENDITURE FUNDING</b>							
Operating Income	1,803,198	2,372,805	3,105,061	3,105,061	2,576,311	2,576,311	2,326,311
Utilisation of Retained Earnings	-	-	-	-	-	-	-
Capital Grants	4,652,091	6,853,004	1,090,177	1,090,177	635,029	1,090,177	288,649
Deferred Capital Grants	186,580	1,933,738	-	-	-	-	-
Transfers from Cash Reserves	1,933,738	186,580	-	-	-	-	-
Borrowings	2,000,000	2,000,000	3,000,000	3,000,000	-	-	-
Sale of Assets (Including Trade-In)	72,178	72,178	54,133	54,133	54,133	54,133	54,133
Other Funding	-	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>10,647,785</b>	<b>13,418,305</b>	<b>7,249,371</b>	<b>7,249,371</b>	<b>3,265,473</b>	<b>3,720,621</b>	<b>2,669,093</b>

**STATEMENT OF FINANCIAL POSITION 2025-2026**

	2nd Budget Review FY 2026 \$	Annual Budget 30-Jun-26 \$	Annual Budget 30-Jun-26 \$	Forecast 30-Jun-27 \$	Forecast 30-Jun-28 \$	Forecast 30-Jun-29 \$	Forecast 30-Jun-30 \$
<b>ASSETS</b>							
<b>CURRENT ASSETS</b>							
Cash at Bank and On Hand	22,113,413	21,797,762	19,600,218	16,483,831	17,515,536	19,112,941	21,619,526
Trade and other receivables	2,514,999	2,960,023	3,534,108	3,697,897	3,867,853	4,045,660	4,231,682
Inventories	21,689	23,165	22,600	23,165	23,721	24,290	24,873
<b>Total Current Assets</b>	<b>24,650,101</b>	<b>24,780,950</b>	<b>23,156,926</b>	<b>20,204,893</b>	<b>21,407,110</b>	<b>23,182,891</b>	<b>25,876,081</b>
<b>NON-CURRENT ASSETS</b>							
Infrastructure, Property, Plant and Equipment	149,704,342	130,041,099	143,146,255	144,169,430	141,180,674	138,616,755	134,980,006
<b>Total Non-Current Assets</b>	<b>149,704,342</b>	<b>130,041,099</b>	<b>143,146,255</b>	<b>144,169,430</b>	<b>141,180,674</b>	<b>138,616,755</b>	<b>134,980,006</b>
<b>TOTAL ASSETS</b>	<b>174,354,443</b>	<b>154,822,049</b>	<b>166,303,181</b>	<b>164,374,323</b>	<b>162,587,784</b>	<b>161,799,646</b>	<b>160,856,087</b>
<b>LIABILITIES</b>							
<b>CURRENT LIABILITIES</b>							
Current Payables	1,182,886	1,612,566	2,771,605	2,840,895	2,909,077	2,978,895	3,050,388
Deferred Revenue	-	379,615	364,703	-	-	-	-
Current Provisions	608,956	619,345	627,225	646,042	665,423	685,385	705,947
Current Borrowings	-	-	-	-	-	-	-
<b>Total Current Liabilities</b>	<b>1,791,842</b>	<b>2,611,526</b>	<b>3,763,533</b>	<b>3,486,937</b>	<b>3,574,500</b>	<b>3,664,280</b>	<b>3,756,335</b>
<b>NON-CURRENT LIABILITIES</b>							
Employee Entitlements	33,162	54,361	34,156	35,181	36,237	37,324	38,443
Landfill Rehabilitation Provision	21,658,748	8,403,582	21,028,748	21,693,352	22,386,201	23,098,103	23,829,583
Borrowings	2,000,000	2,000,000	2,000,000	5,000,000	4,750,000	4,416,667	4,083,333
<b>Total Non-Current Liabilities</b>	<b>23,691,910</b>	<b>10,457,943</b>	<b>23,062,904</b>	<b>26,728,533</b>	<b>27,172,438</b>	<b>27,552,094</b>	<b>27,951,359</b>
<b>TOTAL LIABILITIES</b>	<b>25,483,752</b>	<b>13,069,469</b>	<b>26,826,437</b>	<b>30,215,470</b>	<b>30,746,938</b>	<b>31,216,374</b>	<b>31,707,694</b>
<b>NET ASSETS</b>	<b>148,870,691</b>	<b>141,752,580</b>	<b>139,476,744</b>	<b>134,158,853</b>	<b>131,840,846</b>	<b>130,583,272</b>	<b>129,148,393</b>
<b>EQUITY</b>							



Asset Revaluation Reserve	102,624,437	98,420,175	98,420,175	98,420,175	98,420,175	98,420,175	98,420,175
Other Reserves	14,651,023	8,121,899	14,651,023	14,651,023	14,651,023	14,651,023	14,651,023
Accumulated Surplus	31,595,231	35,210,506	26,405,546	21,087,654	18,769,648	17,512,073	16,077,196
<b>TOTAL COUNCIL EQUITY</b>	<b>148,870,691</b>	<b>141,752,580</b>	<b>139,476,744</b>	<b>134,158,852</b>	<b>131,840,846</b>	<b>130,583,271</b>	<b>129,148,394</b>

**STATEMENT OF CASH FLOW**

	2nd Budget Review FY 2026	Annual Budget 2025-2026	Annual Budget 2025-2026	Forecast 2026-2027	Forecast 2027-2028	Forecast 2028-2029	Forecast 2029-2030
	\$	\$	\$	\$	\$	\$	\$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>							
<b>RECEIPTS</b>							
Rates	9,964,030	9,855,070	9,809,053	10,486,817	10,990,031	11,517,393	12,070,064
Waste Charges	1,612,552	1,621,785	1,650,604	1,751,047	1,854,519	1,964,104	2,080,162
Fees and Charges	2,766,260	2,495,512	2,437,735	2,512,754	2,570,155	2,627,750	2,686,681
Operating Grants & Subsidies	2,044,689	2,193,222	2,259,019	2,259,019	2,259,019	2,259,019	2,259,019
Bank & Investment Income	730,000	566,314	486,413	1,477,793	2,465,830	3,104,825	3,743,799
Other revenue	311,441	372,182	330,999	346,281	361,552	377,471	394,091
<b>Sub-total</b>	<b>17,428,971</b>	<b>17,104,085</b>	<b>16,973,823</b>	<b>18,833,711</b>	<b>20,501,106</b>	<b>21,850,562</b>	<b>23,233,816</b>
<b>PAYMENTS</b>							
Employee Costs	( 5,099,713.00)	( 6,050,067)	( 5,864,883)	( 6,222,763)	( 6,366,660)	( 6,556,036)	( 6,751,054)
Materials & Contracts	( 7,932,671.00)	( 8,312,080)	( 8,555,177)	( 9,115,546)	( 9,686,536)	( 10,212,374)	( 10,756,545)
Elected Members Allowances & Expenses	( 312,000.00)	( 330,520)	( 330,520)	( 330,520)	( 330,520)	( 330,520)	( 330,520)
Council Committee Allowances & Expenses	( 54,500.00)	( 37,975)	( 19,000)	( 19,855)	( 20,729)	( 21,641)	( 22,593)
Interest Paid	( 38,000.00)	( 58,416)	( 36,051)	( 156,353)	( 238,645)	( 222,942)	( 206,875)
<b>Sub-total</b>	<b>( 13,436,884.00)</b>	<b>( 14,789,058)</b>	<b>( 14,805,631)</b>	<b>( 15,845,037)</b>	<b>( 16,643,090)</b>	<b>( 17,343,513)</b>	<b>( 18,067,587)</b>
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>3,992,087</b>	<b>2,315,027</b>	<b>2,168,192</b>	<b>2,988,674</b>	<b>3,858,016</b>	<b>4,507,049</b>	<b>5,166,229</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>							
<b>RECEIPTS:</b>							
Amounts Specifically for New or Upgraded Assets	4,550,121	5,191,029	6,853,004	1,090,177	635,029	1,090,177	288,649
Sale of Replaced Assets	72,178	72,178	72,178	54,133	54,133	54,133	54,133
<b>PAYMENTS:</b>							
Expenditure on Renewal/Replacement of Assets	( 10,426,732.00)	( 9,705,621)	( 13,418,305)	( 7,249,371)	( 3,265,473)	( 3,720,621)	( 2,669,093)
<b>Net Cash Provided by (Used in) Investing Activities</b>	<b>( 5,804,433.00)</b>	<b>( 4,442,414)</b>	<b>( 6,493,123)</b>	<b>( 6,105,061)</b>	<b>( 2,576,311)</b>	<b>( 2,576,311)</b>	<b>( 2,326,311)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>							
<b>RECEIPTS:</b>							

Proceeds from Borrowings	2,000,000	2,000,000	2,000,000	-	-	-	-
<b>PAYMENTS:</b>							
Repayment of Borrowings		-	-	-	( 250,000)	( 333,333)	( 333,333)
<b>Net Cash Provided by (Used in) Financing Activities</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>-</b>	<b>( 250,000)</b>	<b>( 333,333)</b>	<b>( 333,333)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<b>187,654</b>	<b>( 127,387)</b>	<b>( 2,324,931)</b>	<b>( 3,116,387)</b>	<b>1,031,705</b>	<b>1,597,405</b>	<b>2,506,585</b>
Cash & Cash Equivalents at Beginning of Period	21,925,149	21,925,149	21,925,149	19,600,218	16,483,831	17,515,536	19,112,941
<b>Cash &amp; Cash Equivalents at End of Period</b>	<b>22,112,803</b>	<b>21,797,762</b>	<b>19,600,218</b>	<b>16,483,831</b>	<b>17,515,536</b>	<b>19,112,941</b>	<b>21,619,526</b>

**CAPITAL EXPENDITURE AND FUNDING BUDGET**

	2nd Budget Review FY 2026	Annual Budget 2025-2026	1st Budget Review 2025-2026	Forecast 2026-2027	Forecast 2027-2028	Forecast 2028-2029	Forecast 2029-2030
	\$	\$	\$	\$	\$	\$	\$
<b>CAPITAL EXPENDITURE</b>							
Buildings & Other Structures	9,231,231	2,350,000	10,045,684	3,678,750	-	-	-
Improvements	50,000	4,300,000	300,000	500,000	500,000	500,000	500,000
Plant & Equipment	250,000	300,000	300,000	500,000	500,000	500,000	250,000
Furniture, Fittings & Equipment	-	150,000	150,000	100,000	100,000	100,000	100,000
Fleet	50,000	240,592	240,592	180,444	180,444	180,444	180,444
Infrastructure - Footpaths & Cycleways	140,000	1,080,000	1,080,000	500,000	600,000	600,000	600,000
Infrastructure - Roads	583,501	1,035,029	2,132,029	1,540,177	1,135,029	1,590,177	788,649
Infrastructure - Stormwater & Drainage	100,000	100,000	100,000	100,000	100,000	100,000	100,000
Infrastructure - Street Lighting	22,000	150,000	150,000	150,000	150,000	150,000	150,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>10,426,732</b>	<b>9,705,621</b>	<b>14,498,305</b>	<b>7,249,371</b>	<b>3,265,473</b>	<b>3,720,621</b>	<b>2,669,093</b>
<b>CAPITAL EXPENDITURE FUNDING</b>							
Operating Income	1,803,198	2,442,414	3,452,805	3,105,061	2,576,311	2,576,311	2,326,311
Utilisation of Retained Earnings	-	-	-	-	-	-	-
Capital Grants	4,431,038	5,191,029	6,853,004	1,090,177	635,029	1,090,177	288,649
Deferred Capital Grants	186,580	-	186,580	-	-	-	-
Transfers from Cash Reserves	1,933,738	-	1,933,738	-	-	-	-
Borrowings	2,000,000	2,000,000	2,000,000	3,000,000	-	-	-
Sale of Assets (Including Trade-In)	72,178	72,178	72,178	54,133	54,133	54,133	54,133
Other Funding	-	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>10,426,732</b>	<b>9,705,621</b>	<b>14,498,305</b>	<b>7,249,371</b>	<b>3,265,473</b>	<b>3,720,621</b>	<b>2,669,093</b>

## 14.7 TOURISM TOWN ASSET PROGRAM FUNDING - ROUND 5 - DEED OF VARIATION

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

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### **Officer Recommendation**

That Council:

1. Approves the affixing of the Common Seal to the Deed of Variation for the Tourism Town Asset Program Round 5 funding agreement; and
2. Authorises the Mayor and Chief Executive Officer to execute the Deed of Variation on behalf of Katherine Town Council.

### **Purpose of Report**

To seek Council approval to affix the Common Seal to the Deed of Variation for the Tourism Town Asset Program (TTAP) Round 5 funding agreement with Tourism and Events NT.

### **Strategic Plan**

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

1.2.1 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.**

1.5.3 Pursue grants for new and upgraded infrastructure and programs.

**3. SPORTS AND CIVIC EVENTS - 3.2 Brand Identity - Develop and implement a brand identity that is uniquely Katherine's**

3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

### **Municipal Plan**

1.2.1.1 Advance economic development within Katherine and the Big Rivers region

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

1.5.3.1 Seek funding for services and projects outside of Council budget

3.2.4.1 Active participation and completion of agreed actions as part of the Big Rivers Region Destination

Management Plan Implementation Team

### **Background**

Katherine Town Council entered into a Tourism Town Asset Program Round 5 Grant Agreement on 1 December 2025 for the relocation of the Visitor Information Centre (VIC) to co-locate with the Godinymayin Yijard Rivers Arts and Culture Centre (GYRACC).

At the Ordinary Meeting of Council on 24 February 2026, Council resolved not to proceed with the relocation.

Following this decision, Council sought approval from Tourism and Events NT to vary the agreement to redirect funding toward capital improvements at the existing Katherine Visitor Information Centre.

Tourism and Events NT has provided a Deed of Variation reflecting the agreed changes.

### **Discussion**

The Deed of Variation formalises changes to the original funding agreement, including a revised project scope focused on improving visitor infrastructure, interpretive signage and accessibility at the existing VIC, and extending the project completion date to 30 May 2026.

Executing the Deed enables Council to retain external funding and deliver priority infrastructure improvements that enhance visitor experience, support tourism outcomes, and align with Council's strategic direction following the decision not to relocate the facility.

### **Consultation Process**

No community consultation was required.

Consultation has occurred with Tourism and Events NT.

### **Policy Implications**

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

The project remains funded under the existing TTAP Round 5 funding arrangement, maintaining the required NT Government and Council contribution ratio.

Failure to execute the Deed may result in the inability to access or retain grant funding.

### **Risk, Legal and Legislative Implications**

The Common Seal must be affixed in accordance with section 38(2) of the *Local Government Act 2019* (NT).

### **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.

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## 14.8 FINANCIAL REPORT AS AT 31 MARCH 2026

Author: Rebecca Baguley, Chief Finance Officer  
Authoriser: Casey Anderson (Acting Chief Executive Officer)  
Report Type: For noting  
Attachments: 1. 31 March Financial Report to April Council Meeting [14.8.1 - 10 pages]

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### **Officer Recommendation**

That Council endorses the Finance Report for the month ending March 2026.

### **Purpose of Report**

This report is to present the financial position of Council for the year to dated ending 31 March 2026

### **Strategic Plan**

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

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

### **Municipal Plan**

4.2.4.3 Comply with Council's procurement policy

4.2.4.6 Prudent financial management for stronger returns for ratepayers

4.2.4.7 Comply with financial legislative requirements

### **Background**

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

The Financial Report is compliant with Local Government (General) Regulations 2021 – Part 2 (Division 7) Clause 17, Items 1 and 2, whereby material variances between the most recent actual income and expenditure of the council have been identified in detail against the first amended Municipal Plan Annual Budget adopted January 2026.

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

### **Discussion**

#### **FINANCIAL REPORTS**

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

The statutory reporting requirements are in accordance with the legislation.

#### **2<sup>nd</sup> Budget Review**

The 2<sup>nd</sup> Budget Review has been completed and is presented to Council as a separate report for acceptance and approval.

#### **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.



Certification by the CEO to the Council

Council Name:	Katherine Town Council
Reporting Period:	31/03/2026

That, to the best of the CEO's knowledge, information and belief:

- (1) The internal controls implemented by the Council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

Acting CEO Signed:



Date Signed:

20/04/2026

**NOTE:**

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

**Table 1.1 Monthly Income and Expenditure Statement**

Table 1.1 Monthly Income and Expenditure Statement					
	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Notes
	\$	\$	\$	\$	
<b>OPERATING INCOME</b>					
Rates*	10,132,184	9,312,031	820,153	10,158,579	* Rates Revenue is what is billed
Waste Charges**	1,612,522	1,075,269	537,253	1,612,903	** Waste Revenue is what is billed
Fees and Charges	1,730,349	1,844,173	(113,824)	2,766,259	Includes User Charges, Rental and Waste Transfer Charges
Operating Grants and Subsidies	1,246,091	1,363,126	(117,035)	2,044,689	Grants, Visitor Info Centre, Library
Interest / Investment Income	238,944	486,667	(247,723)	730,000	
Commercial and Other Income	230,622	207,607	23,015	311,411	Fuel Tax Credits, Recoveries
<b>TOTAL OPERATING INCOME</b>	<b>15,190,712</b>	<b>14,288,873</b>	<b>901,839</b>	<b>17,623,841</b>	
<b>OPERATING EXPENDITURE</b>					
Employee Expenses	3,805,675	3,339,809	465,866	5,009,713	Salaries and Wages
Materials and Contracts	4,869,844	5,288,448	(418,604)	7,932,671	Contracts, Admin, Grants, Commissions, Professional fees
Elected Member Allowances	166,789	208,000	(41,211)	312,000	
Elected Member Expenses	22,100	36,333	(14,233)	54,500	
Council Committee & LA Allowances	17,557	36,333	(18,776)	54,500	
Council Committee & LA Expenses	5,608	15,061	(9,454)	22,592	
Depreciation, Amortisation and Impairment	3,954,852	4,118,901	(164,048)	6,178,351	
Other Expenses	(109,255)	8,368	(117,623)	12,552	Loss on Disposal of Assets
Interest Expenses (Finance Costs)	23,630	25,333	(1,703)	38,000	
Gain/Loss on Remeasurement of Landfill	-	-	-	650,000	
<b>*TOTAL OPERATING EXPENDITURE</b>	<b>12,756,800</b>	<b>13,076,586</b>	<b>(319,786)</b>	<b>20,264,879</b>	
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>2,433,912</b>	<b>1,212,287</b>	<b>582,053</b>	<b>(2,641,038)</b>	

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

The total year-to-date (YTD) Operating Income at 31 March, is currently up on revised targets as a result of the 2<sup>nd</sup> Budget Review undertaken in April, identifying the following:

- (a) **Waste Charges Revenue** – User Charges and Rental Charges are above target by \$537,253
- (b) **Rates, Penalties & Interest** – slightly below full budget year target by \$26,395. Anticipated result on budget for EOFY.
- (c) **Statutory Charges** – Vehicle Parking and Fines YTD budget reduced to \$7,000 with YTD actuals currently at \$6,800. Litter fines up by \$11k on YTD
- (d) **Fees and Charges** – Additional Bin Charges YTD \$54k
- (e) **Interest Income** – P&I of investments rolled on maturity, Recalculation of investment revenue to be recorded by EOFY – expected to be around \$730k
- (f) **Water & Electrical recoveries** – Charges recovered from previous financial year expenditure of \$52k to be adjusted at EOFY.
- (g) **Operating Grants** - FAGS (Cwlth) funding budgeted to be received in June 2026
- (h) **Year to Date forecast** - Projected end of year forecast currently \$2.4M profit with adjustments due to be undertaken for Disaster Recovery expenditure and transfers to reserves to cover Waste Management Facility Make good provision expected to reduce this significantly.

**The total year-to-date (YTD) Operating Expenditure is down by \$319,786 on revised Monthly target following 2<sup>nd</sup> Budget Revision and reforecast EOFY Budget position;**

- (a) Salaries and Wages – is slightly up on reforecast position, however Salaries and wages will be down on original budget forecasted by \$1M at end of financial year due to workforce being well down on FTE, PTE and Casuals forecast in original budget.
- (b) Recruitment Costs – down by \$13k. Council utilising internal resources instead of outsourcing to Agencies.
- (c) Contract Employment Costs – budget revision undertaken to transfer Salaries and wages savings to offset Contract Employment expenditure (\$100k)
- (d) Printing and photocopying well down by \$15k on EOFY year target
- (e) Plant and Equipment Fuel and Oils – down by \$50k for current EOFY target
- (f) Plant & Equipment Purchases – Replacement playground equipment purchased after vandalism \$96k (insurance claim)
- (g) Elected Member Training and Personal Development costs down by \$30k

**Table 1.2 Monthly Operating Position**

<b>Table 1.2 Monthly Operating Position</b>				
	YTD Actuals	YTD Budget	YTD Variance	Annual Budget
	\$	\$	\$	\$
<b>BUDGETED OPERATING SURPLUS / (DEFICIT)</b>	2,433,912	1,212,287	582,053	<b>(2,641,038)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	(48,019)	-	48,019	-
Add Back Non-Cash Expenses NOTE (a)	3,954,852	4,118,901	(702,127)	6,828,351
<b>TOTAL NON-CASH ITEMS</b>	<b>3,906,833</b>	<b>4,118,901</b>	<b>(654,108)</b>	<b>6,828,351</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	7,178,534	6,147,595	(348,785)	9,221,393
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	1,000,000
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>7,178,534</b>	<b>6,147,595</b>	<b>(348,785)</b>	<b>10,221,393</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	3,161,530	4,435,029	1,273,499	4,550,121
Prior Year Carry Forward Tied Funding*	186,580	-	(186,580)	186,580
Other Inflow of Funds	70,040	36,089	(33,951)	72,178
Application of Retained Earnings	-	-	-	-
Transfers from Reserves - Civic Centre	-	-	-	-
Transfers from Reserves - Aquatic Centre - NOTE (b)	1,933,975	-	-	1,933,738
Drawdown of Borrowings - NOTE (c)	1,500,000	1,500,000	-	2,000,000
<b>*TOTAL ADDITIONAL INFLOWS</b>	<b>6,852,125</b>	<b>5,971,118</b>	<b>1,052,968</b>	<b>8,742,617</b>
<b>NET BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>6,014,336</b>	<b>5,154,711</b>	<b>1,329,699</b>	<b>2,708,537</b>

**NOTES TO TABLE 1.2 Monthly operating Position****Non-Cash Items**

- (a) Depreciation Expenditure – Revised in 2<sup>nd</sup> Budget Review to \$6,178,351 and Unwinding of the WMF discount provision of \$650,000 reforecast for EOFY. Non-cash expenses.
- (b) Transfers from Reserves – adjusted to reflect transfer to Aquatic centre reserve as per Council resolutions and proposed contribution of an additional \$1M for the Waste Management Facility “Make Good Provision”. To be approved by Council
- (c) Drawdown on Borrowings – Loan for Civic Centre – final \$500k for this financial year drawn down in April – total of \$2M at 30.06.2026

**Table 2.1 Capital Expenditure and Funding - by class of Infrastructure, property plant and equipment**

<b>Table 2.1 Capital Expenditure and Funding</b>				
<b>By class of infrastructure, property, plant and equipment</b>				
<b>CAPITAL EXPENDITURE</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Current Financial Year (Annual) Budget \$</b>
Buildings and Other Structures	6,444,131	5,286,750	1,157,380	9,213,232
Improvements	15,739	170,000	( 154,261)	50,000
Plant & Equipment	9,045	15,000	( 5,955)	9,045
Furniture, Fittings & Equipment		62,500	( 62,500)	50,000
Fleet	-	80,197	( 80,197)	300,000
Infrastructure Paths & Cycleways	-	140,395	( 140,395)	206,639
Infrastructure Roads	28,203	120,000	( 91,797)	696,869
Infrastructure Storm water & Drainage	24,499	30,000	( 5,501)	100,000
Infrastructure - Street Lighting			-	22,000
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>6,521,618</b>	<b>5,904,843</b>	<b>616,775</b>	<b>10,647,785</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	1,026,902	( 252,855)	1,279,758	1,803,198
Capital Grants	3,304,121	4,435,029	( 1,130,908)	4,652,091
Utilisation of Retained Earnings	-	-	-	-
Transfers from Cash Reserves	1,933,975		1,933,975	1,933,738
Borrowings	-	1,500,000	( 1,500,000)	2,000,000
Sale of Assets (Including Trade-In)	70,040	36,089	33,951	72,178
Deferred Capital Grants (carried forward)	186,580	186,580	-	186,580
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>6,521,618</b>	<b>5,904,843</b>	<b>616,775</b>	<b>10,647,785</b>

Revision of end of financial year forecast position indicates that capital expenditure will be reduced by \$1M due to delays in construction at the Civic Centre due to flooding. Expenditure milestones reforecast for 26-27 financial year.

Plant and Equipment costs well down on Budget, with minimal plant replaced in the financial year. Zimin Drive project delayed, with expenditure reforecast at \$140k for the year, majority of project expenses to be incurred in 26-27 once the project commences.

Capital grants down due to Roads to Recovery committed spend for 25-26 moved to 26-27 due to timing and resources. Street lighting expenditure moved to 26-27 Budget.

**Table 2.2. Report on Planned Major Capital Works**

Class of Assets	By Major Capital Project	Total Planned Budget \$ Life of Project	Grant Funding approved	Council Contribution - Life of Project	Council Contribution 25-26 Budget	Total Prior Year(s) Expenditure \$	YTD Actual Spend \$	Total Yet to Spend \$	Revised Project Completion Date
Buildings & Other Structures	Aquatic Centre Redevelopment	12,029,679	10,000,000	2,029,679	2,029,679	5,948,019.40	5,896,684.66	346,975	Mar-26
Buildings & Other Structures	Changing Places Aquatic centre	162,000	162,000			-	-	-	Mar-26
	Design Phase Aquatic Centre	300,000	300,000			300,000.00	-	-	
	<b>TOTAL AQUATIC CENTRE</b>	<b>12,491,679</b>	<b>10,462,000</b>	<b>2,029,679</b>	<b>2,029,679</b>	<b>6,248,019.40</b>	<b>5,896,684.66</b>		
Buildings & Other Structures	Civic Centre Upgrade	5,000,000		5,000,000	2,000,000	-	491.00	4,999,509	Dec-26
Buildings & Other Structures	Lindsay St Amenities upgrade LRCIP	324,000	324,000			248,508.60	-	-	complete
Buildings & Other Structures	Waste facility shed raise tipshop	350,000		350,000	350,000	-	350,000.00		complete
Improvements	x4 nature playgrounds	200,000		200,000	100,000	78,961.84	96,000.00	25,038	Dec-26
Improvements	Irrigation Upgrades: priority for Railway Terrace, Glencoe Park, Fuller Dog Pound	300,000		300,000	300,000	-	6,210.00	293,790	Jun-26
Improvements	Katherine Museum Visitor Experience Enhancement	421,255	250,000	172,500	71,500	250,000.00	111,055.63	-	Complete
Drains and Stormwater	Drains & Stormwater	80,000	40,000	40,000	40,000	-	19,481.25		Jun-26
Infrastructure - Footpaths & Cycleways	Zimin Drive Footpath/Cycleway	100,000		100,000			25,000.00		Jun-26
Infrastructure - Footpaths & Cycleways	New Shared Path - Zimin Drive	-					16,050.00		Dec-26
Infrastructure - Roads	First Street Improvement LRCI P4	1,080,000	756,000	324,000			-		TBA
Infrastructure - Roads	Local Road & Pavements: Sheppard, Needam, Zimin & Giles	339,990	339,990			329,854.06	12,153.35	-	complete
Infrastructure - Roads	Rural Intersection Upgrades: Helena/Florina, Hendry/Florina, Collins/Byers, Collins/Cragborn	635,029	635,029			-	-	635,029	Jun-26
Infrastructure - Roads	R2R - Council funded roads upgrades	400,000	400,000			-	-	400,000	Jun-26
Infrastructure- Outdoor Lighting	Street Light Audit	400,000		400,000					Dec-26
		150,000		150,000		-	-	22,000	Jun-26
<b>TOTAL</b>		<b>34,763,631.92</b>	<b>23,669,019</b>	<b>11,095,858</b>	<b>6,920,858</b>	<b>13,403,363.30</b>	<b>6,533,125.89</b>	<b>6,722,341.06</b>	

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

**Table 3. Monthly Balance Sheet Report as at 31 March, 2026**

<b>Table 3. Monthly Balance Sheet Report as at 31 March 2026</b>				
<b>BALANCE SHEET</b>			<b>YTD Actuals</b>	<b>Note Reference*</b>
			<b>\$</b>	
<b>ASSETS</b>				
<b>Cash at Bank</b>				
Tied Funds			17,992,850	(1)
Untied Funds			9,984,680	(1)
Trade Debtors			(559,595)	(2)
Rates & Charges Debtors			3,074,594	(2)
Other Current Assets			405,759	
<b>TOTAL CURRENT ASSETS</b>			<b>30,898,288</b>	
<b>Non-Current Financial Assets</b>				
Property, Plant and Equipment			131,958,599	
<b>TOTAL NON-CURRENT ASSETS</b>			<b>131,958,599</b>	
<b>TOTAL ASSETS</b>			<b>162,856,887</b>	
<b>LIABILITIES</b>				
Accounts Payable			110,228	(3)
ATO & Payroll Liabilities			(36,701)	(4)
Current Provisions			608,956	
Accruals			132,817	
Other Current Liabilities			375,675	
<b>TOTAL CURRENT LIABILITIES</b>			<b>1,190,975</b>	
<b>Borrowings</b>				
Non-Current Employee Provisions			33,160	
Waste Management Make Good Provision			20,391,239	
<b>TOTAL NON-CURRENT LIABILITIES</b>			<b>21,924,399</b>	
<b>TOTAL LIABILITIES</b>			<b>23,115,374</b>	
<b>NET ASSETS</b>			<b>139,741,513</b>	
<b>EQUITY</b>				
Asset Revaluation Reserve			104,883,037	
Reserves			8,188,161	(1)
Accumulated Surplus			26,670,314	
<b>TOTAL EQUITY</b>			<b>139,741,512</b>	

**Note 1. Tied Funds**

11210 · Imprest Petty Cash		1,127.68
11220 · Employee Liabilities (Provisions)		642,118.00
33310 Capital Renewal Reserve	6,487,646	
33520 Contingency Reserve	1,000,000	
33610 Municipal Election Reserv	100,000	
33620 Council Motion Funding R	600,515	
11230 · Equity Reserves		8,188,161.06
11240 · Waste Management Make Good		7,806,233.00
11250 · Unspent Loan funds for Civic Centre		1,118,132.50
11251 · Unspent Capital Grants		43,989.46
11260 · Deposits Held		193,088.00
		<b>17,992,849.70</b>
<b>Untied Funds - Cash and Cash Equivalent less Tied Funds</b>		<b>9,984,679.98</b>

**Note 1. Details of Cash and Investments Held**

<i>Cash at Bank consists of Term Deposites of \$22.8M with maturities as detailed below, with the remaining \$4.2M</i>	
<b>GENERAL FUND</b>	<b>\$</b>
Commonwealth Bank	
Balance as per bank statement as at 31 March 2026	27,977,529.68
Credit card balances	- 3,339.00
Balance of Imprest and Petty Cash	1,127.68
Plus net outstanding deposits/(withdrawals)	
<b>Adjusted cash at bank balance, 31 March 2026</b>	<b>27,975,318.36</b>

<b>INVESTMENTS</b>						
<b>INSTITUTION</b>	<b>PRINCIPAL</b>	<b>INTEREST</b>	<b>EFFECTIVE</b>	<b>MATURITY</b>	<b>INTEREST</b>	<b>INSTITUTION %</b>
	<b>\$</b>	<b>RATE</b>	<b>DATE</b>	<b>DATE</b>		
AMP	549,249	4.05%	28-Aug-25	31-Mar-26	13,102.97	
AMP	1,028,326	4.00%	14-May-25	1-May-26	39,668.03	
AMP	514,230	4.00%	14-May-25	14-May-26	20,569.21	
AMP	1,649,483	4.00%	14-Nov-25	14-May-26	32,899.28	
AMP	1,104,170	3.95%	29-Jun-25	29-Jun-26	43,614.73	
AMP	1,544,904	3.95%	30-Jun-25	30-Jun-26	61,023.70	27.9%
BOQ	524,117	4.00%	6-Nov-25	6-Nov-26	20,964.70	
BOQ	523,773	4.10%	8-Oct-25	8-Apr-26	10,707.93	4.6%
CBA	2,730,592	4.01%	26-May-25	26-May-26	109,496.74	
CBA	547,284	4.05%	1-Aug-25	31-Jul-26	22,104.29	
CBA	549,639	4.01%	31-May-25	29-May-26	21,919.74	16.7%
NAB	3,669,750	4.05%	11-Nov-25	11-Nov-26	148,624.88	
NAB	539,105	3.90%	11-Jul-25	13-Jul-26	21,140.30	
NAB	3,156,000	4.00%	30-Jul-25	30-Jul-26	126,240.00	
NAB	1,049,863	3.90%	6-Aug-25	6-Aug-26	40,944.66	
NAB	1,097,684	3.95%	4-Sep-25	4-Sep-26	43,358.51	
NAB	2,095,000	4.00%	14-Oct-25	14-Oct-26	83,800.00	50.7%
AMP (oncall)	566,466.00	variable	on call 30 days		5,850.00	
CBA	2,148,185.00	Variable	on call 30 days		25,675.00	
<b>Total Investments</b>					<b>891,704.65</b>	<b>100%</b>
<b>Total Funds</b>						



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

Council's Debtor Summary	Current	Past Due	Past Due	Past Due	Past Due	Total
		1 – 30 Days	31 – 60 Days	61-90 Days	90+ Days	
Rates Debtors	1,634,086		-	-	\$1,372,562.21	3,006,648
Trade Debtors	143,876	111,138	111,909	9,801	73,418	450,142
<b>TOTAL</b>	<b>1,777,962</b>	<b>111,138</b>	<b>111,909</b>	<b>9,801</b>	<b>1,445,980.21</b>	<b>3,456,790</b>

**Note 3. Statement on Trade Creditors**

(Council can select timing of the age of creditors)	Current	Past Due	Past Due	Past Due	Past Due	Total
		1 – 30 Days	31 – 60 Days	61-90 Days	90+ Days	
Trade Creditors*	38,576	69,618		1,000	0	109,193
Other Creditors	1,782		-	-	-	1,782
<b>Total Accounts Payable</b>	<b>40,358</b>	<b>69,618</b>	<b>0</b>	<b>1,000</b>	<b>-</b>	<b>110,976</b>

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

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

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

**KTC is due for refund this amount from ATO - GST	-	73,721
**Superannuation Payable Liability at 31 March 26		21,305
**Prepaid Fringe Benefits Tax	-	18,398

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

**Note 5. Current Ratio**

	%	
Current Ratio (current assets/current liabilities)	25.94	✔
Current Ratio adjusted for Tied Funds	10.84	✔

**P** Phocas Software  
<https://www.phocassoftware.com> › Resources › Blog

**Liquidity ratios: comparing current assets to current liabilities**

A current ratio of 1.5 to 2 is generally considered good. This means the company has \$1.50 to \$2 of current assets for every \$1 of current liabilities.

<b>Table 4. Member and CEO Council Credit Card Transactions for the Month</b>			
<i>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.</i>			
<i>Example:</i>			
<b>Cardholder Name:</b>	Casey Anderson		
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
10-Mar	\$291.65	XERO AU INV-50858089 HAWTHORN VIC	Financial Subscription
11-Mar	\$286.50	STARLINK INTERNET Sydney AUS	CEO House and WMF
11-Mar	\$20.00	NEWS PTY LIMITED SURRY HILLS NSW	Subscription
12-Mar	\$279.13	EZI*Happy HR Pty Ltd Essendon WesAUS	Subscription
20-Mar	\$12.00	NEWS PTY LIMITED SURRY HILLS NSW	Subscription
23-Mar	\$10.00	XRO: XERO CUSTOM CONNE MELBOURNE VIC	Financial Subscription
25-Mar	\$288.06	EZI*Happy HR Pty Ltd Essendon WesAUS	Subscription
26-Mar	\$771.88	Adobe Sydney AUS	Subscription
<b>Total</b>	<b>\$1,959.22</b>		

<b>Cardholder Name:</b>	Ingrid Stonhill		
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
5-Mar	184.67	Dropbox ZL6R9FYLP7LW db.tt/cchelpIRL	Subscription
16-Mar	28.57	OPENAI *CHATGPT SUBSCR SAN FRANCISCCA ##0326	ChatGPT fee
16-Mar	0.71	Bank Fees	ChatGPT Exchange rate fee
<b>Total</b>	<b>\$213.95</b>		



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## 14.9 COMMUNITY RELATIONS REPORT FOR THE MONTH OF MARCH 2026

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

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### **Officer Recommendation**

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

### **Purpose of Report**

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

### **Strategic Plan**

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

1.4.1 Continually improve services and our tourism offerings.

1.4.3 Enhance customer experiences at our Visitor Information Centre.

### **Municipal Plan**

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

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

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

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

3.4.6.2 Undertake library operations as per the funding agreement

3.4.6.4 Increase community participation

3.4.6.5 Partner with local organisations to enhance library services and programs

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

3.4.6.7 Deliver library programs and events for our community

### **Background**

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

### **Discussion**

March 2026 reflects the impacts of the recent *Katherine Flood 2026*, with closures and reduced access affecting both Library and VIC performance compared to March 2025.

Core activity declined across both services, including library borrowing, VIC bookings and revenue, and new memberships, consistent with disruption rather than demand.

Despite this, community engagement remained strong. Library visitation increased, supported by expanded programs, while the VIC maintained essential visitor servicing where possible.

Both services demonstrated resilience, maintaining operations, and supporting the community during disruption.

As conditions improve and the dry season commences, performance is expected to rebound across visitation, bookings and core library services.



**LIBRARY SERVICES**

Library usage in March 2026 reflects the impacts of the flood and associated closure periods when compared to March 2025. The library was closed from 9–13 March and again on 21 March 2026 due to the flood, pending building safety assessments and clearance to reopen.

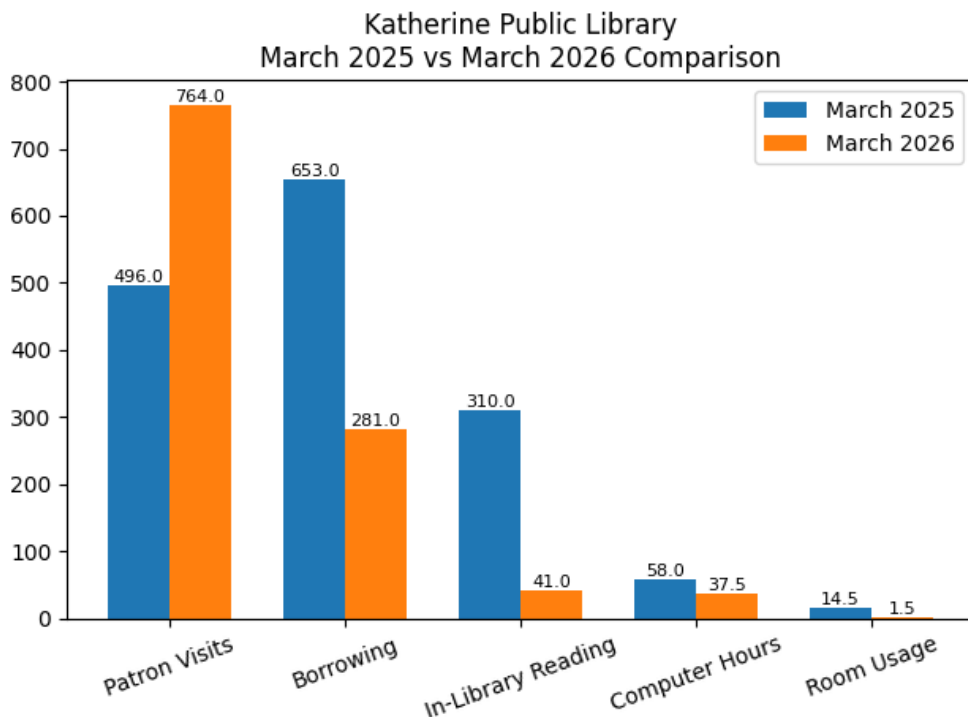
Traditional library usage metrics were impacted by flood events and associated closures. Book borrowing declined significantly from 653 to 281 (-57%), while in-library reading (soft loans) reduced from 310 to 41. These reductions are consistent with limited access to collections during closure periods and recovery activities, including cleaning and safety measures.

Public computer usage also decreased from 58 hours to 37.5 hours, and conference room usage dropped from 14.5 hours to 1.5 hours, reflecting reduced availability of spaces and services during the disruption period.

New memberships decreased from 19 to 6, likely due to reduced operating days, limited access to services, and a focus on restoring core operations rather than onboarding new users.

In contrast, patron visits increased from 496 in March 2025 to 764 in March 2026 (+54%), demonstrating strong community demand and a return to the facility when access was available. Program delivery remained consistent, with children’s programs including Toddler Rhyme Time, Storytime and Wiggle & Rhyme continuing as core offerings. No additional programs were delivered during this period, as efforts were focused on safely reopening and maintaining essential services. This continued to position the library as a safe and welcoming community space following disruption.

Overall, the March 2026 results demonstrate resilience in community engagement despite the impacts of the flood event. While visitation remained strong when the library was open, core service metrics such as borrowing, digital access, and memberships were temporarily constrained. As normal operations resume, there is an opportunity to rebuild these areas and re-engage users with the full suite of Library services.





March 26 Monthly Circulation Statistics Report Data	Totals		
Patron Count	764		
Public computer use (hours)	37.5		
Conference Room (hours)	1.5		
Circulation (Book Borrowing)	281		
Circulations (Returns)	268		
Soft Loan Circulation (Books read in the library)	41		
New Memberships	6		
March 26 Monthly Program Statistics Data	# of Programs	# of Attendees	
Toddler Rhyme Time	5	10	
Children's Storytime	4	6	
Wiggle & Rhyme	4	12	
Seniors Tech Support	4	8	
March 25 Monthly Circulation Statistics Report Data	Totals		
Patron Count	496		
Public computer use (hours)	58		
Conference Room (hours)	14.5		
Circulation (Book Borrowing)	653		
Circulations (Returns)	268		
Soft Loan Circulation (Books read in the library)	310		
New Memberships	19		
March 25 Monthly Program Statistics Data	# of Programs	# of Attendees	
Toddler Rhyme Time	2	4	
Children's Storytime	2	16	
Wiggle & Rhyme	2	10	
Seniors Tech Support	4	8	

**VISITOR INFORMATION SERVICES**

VIC performance in March 2026 reflects the impacts of the flood and associated disruption to visitor movement, access and service delivery when compared to March 2025.

The VIC was closed on 13–14 March and 21–22 March 2026 due to the flood event, while waiting for access clearance to safely reopen. During this period, visitor numbers and overall activity were reduced due to temporary closures, limited traveller movement, and broader regional disruption.

In addition, some visitors cancelled bookings as key attractions, including NT National Parks, were closed, further impacting booking activity and revenue.

Despite these challenges, the VIC continued to operate as a key service point when accessible, supporting visitors with information, bookings, and itinerary planning during a difficult period.

Total sales and booking activity for March 2026 are lower than March 2025, consistent with reduced visitation and limited tourism flow immediately following the flood event. This decline reflects short-term external factors, including access constraints, road conditions, and reduced visitor confidence, rather than underlying demand.

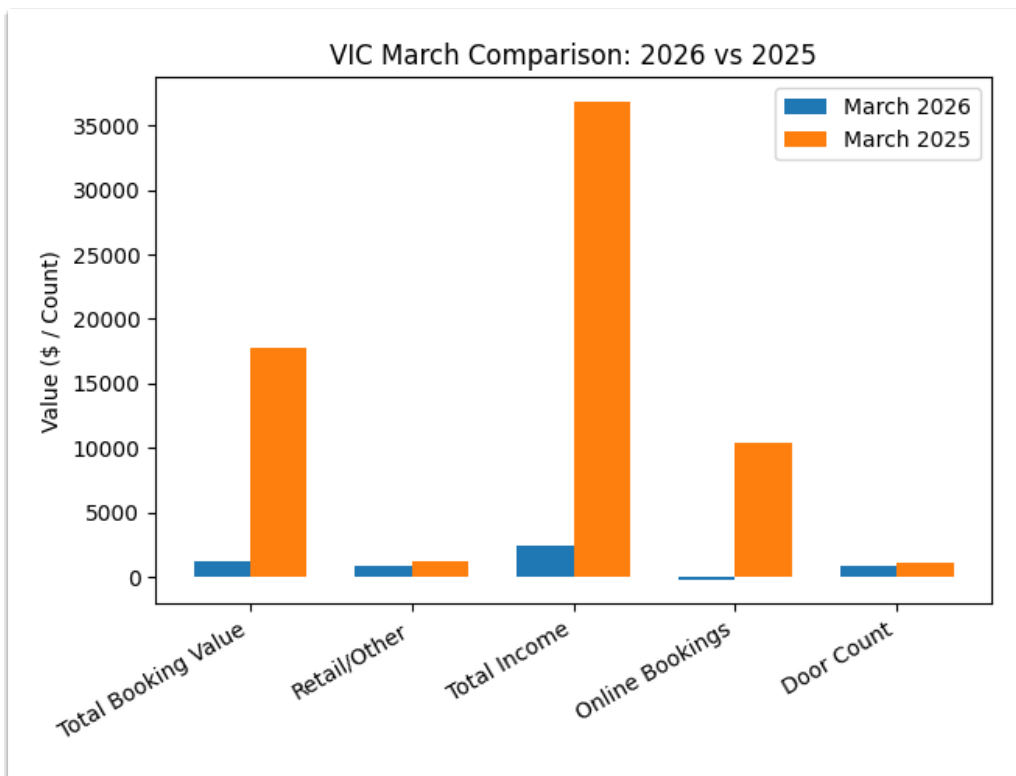
Commission-based income was similarly affected, with fewer bookings processed across tours, experiences and park passes. Retail sales also declined, reflecting reduced foot traffic through the centre.

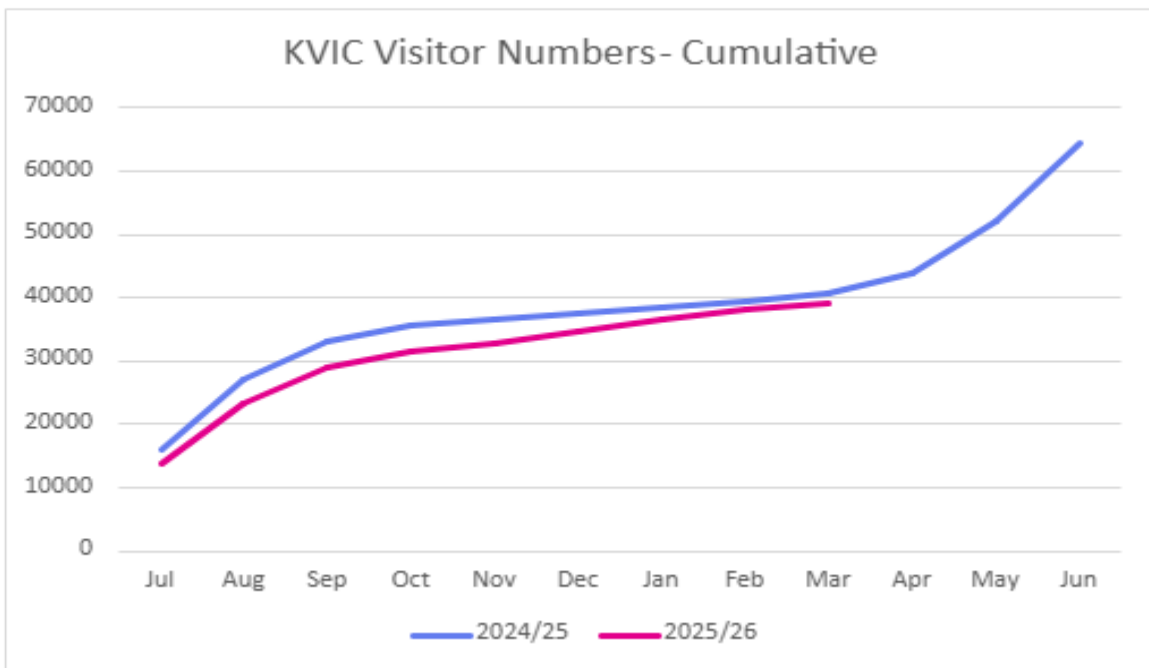
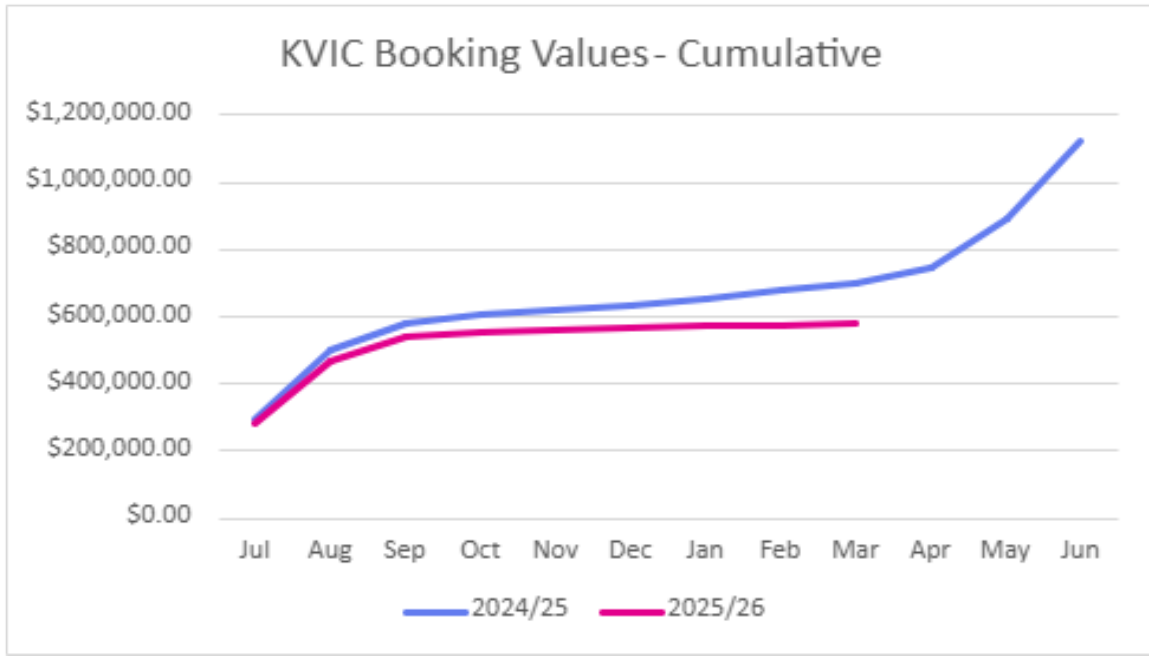


Operationally, the VIC maintained service delivery where possible, demonstrating adaptability and continuity. Staff continued to provide essential visitor services while preparing for the upcoming dry season.

When compared to March 2025, the March 2026 data shows a temporary decline across key performance indicators, including door counts, booking numbers and revenue. This is directly attributable to the flood event rather than performance issues.

Overall, the March 2026 results reflect a resilient service operating under constrained conditions. As access improves and the region transitions into the peak tourist season, visitation, bookings and revenue are expected to recover, supported by ongoing marketing activity and the rollout of the new Visit Katherine website to enhance digital engagement and booking conversion.





**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.



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## 14.10 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF MARCH 2026

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

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### **Officer Recommendation**

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

### **Purpose of Report**

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

### **Strategic Plan**

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

1.1.3 Improve transparency around issues affecting the community.

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

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

### **Municipal Plan**

1.1.2.2 Ensure compliance with local government legislation

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

1.3.3.2 Snap Send Solve

### **Background**

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

### **Discussion**

#### **Service Request Summary – March 2026**

In March 2026, Council received 154 service requests across all reporting channels.

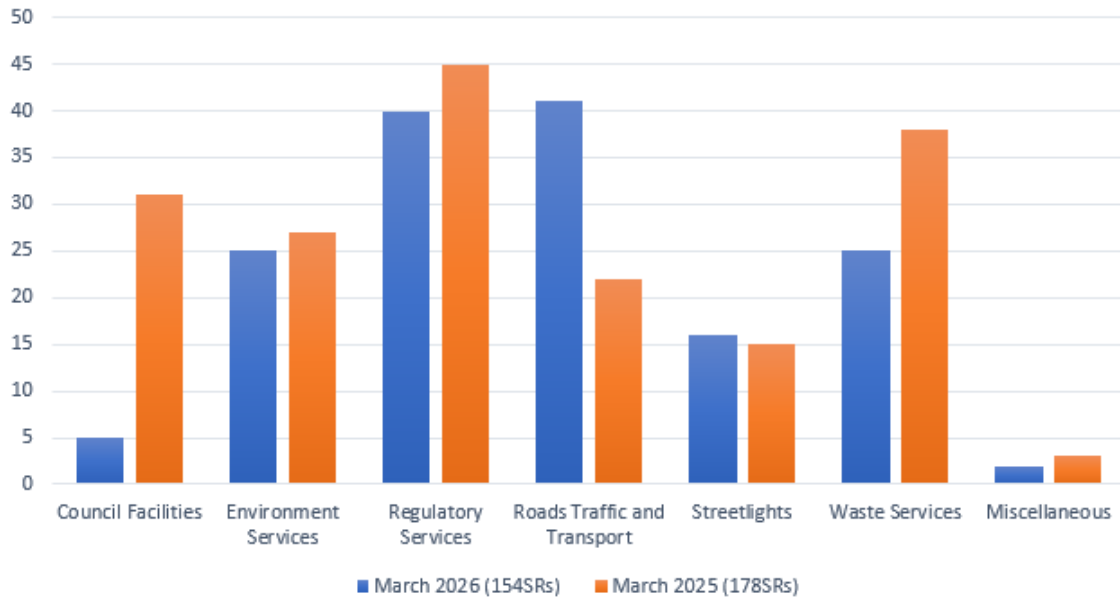
- 93 requests were resolved.
- 43 requests remain in progress.
- 18 requests are overdue.

This represents a 60% resolution rate, with 12% overdue, highlighting a number overdue tasks are a combination of flood damaged areas and resource allocation.

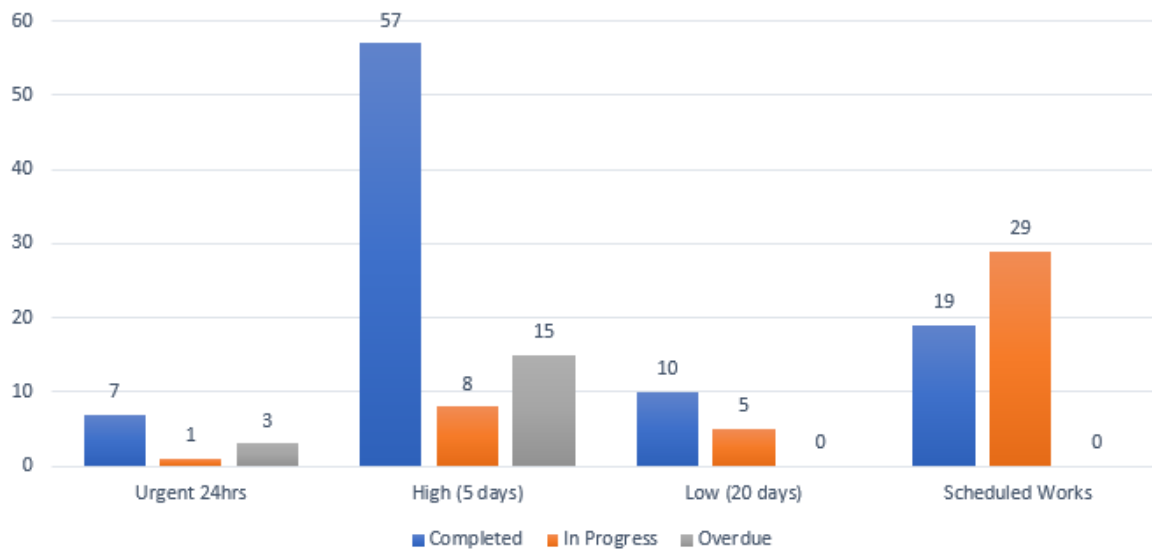
During the same period, 67 Snap Send Solve reports were submitted, primarily relating to potholes, facility maintenance, and damaged pavements/footpaths.



### INCIDENT TYPES COMPARISON MARCH

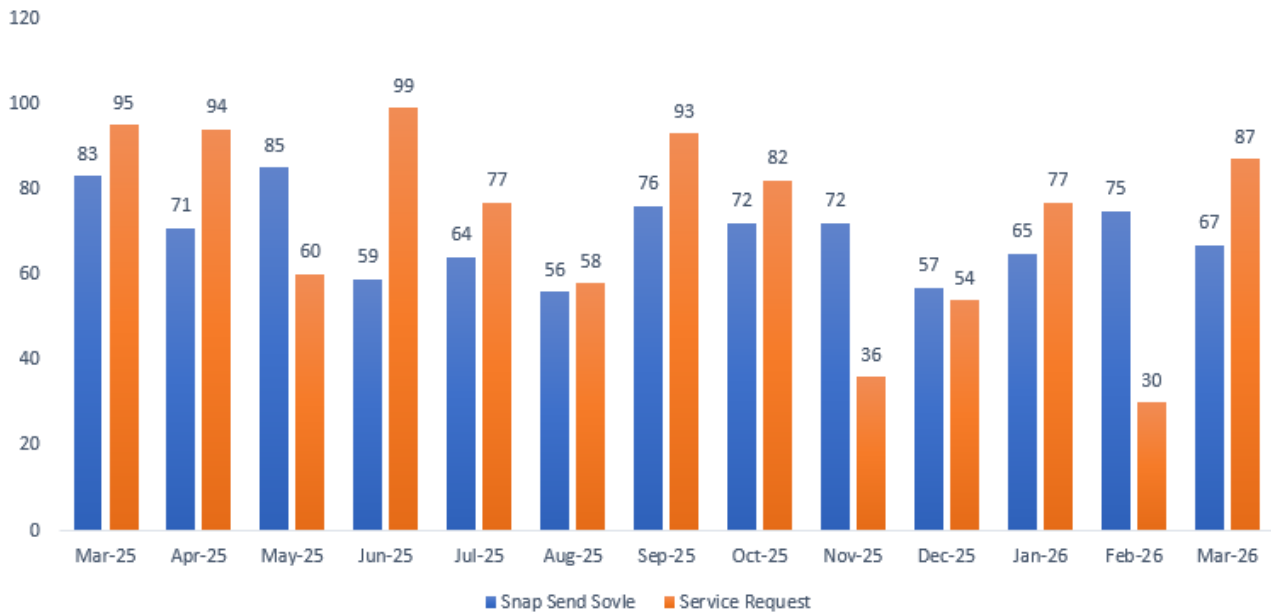


### 154 SERVICE REQUESTS - TRIAGING RESULTS - MARCH





### SNAP SEND SOLVE & SERVICE REQUESTS



#### Breakdown by Service Area

##### 1. Roads, Traffic & Transportation – 41 Requests

- 11 reports relating to drains and gutters
  - Issues included broken/missing drain lids and stormwater issues, largely caused by backflow due to the flooding.
- 4 reports of damaged footpaths
- 1 report of an overgrown laneway
- 3 miscellaneous road-sign requests
- 22 reports of road and flood damage, including potholes and surface deterioration

Road and drainage infrastructure experienced significant strain following heavy rainfall and flooding, contributing to the high volume of requests.

##### 2. Regulatory – 40 Requests

- 5 abandoned vehicle reports
- 2 animal attacks or menacing behaviour
- 9 lost or found dog reports
- 3 animal welfare or cruelty concerns
- 14 reports of dogs at large or causing nuisance
- 2 dwelling inspections
- 2 other animal-related requests
- 3 overgrown or unkempt land reports

Animal management remains a consistent service pressure, with dogs at large and lost/found animals making up the majority of regulatory requests.

### **3. Environment – 25 Requests**

- 9 overgrown allotments
- 1 erosion report
- 4 flood-related rubbish collection requests
- 1 broken sprinkler
- 10 reports of fallen trees

Environmental requests were heavily influenced by storm activity, particularly fallen trees and overgrown vegetation following significant rainfall.

#### **Additional Key Insights**

- Weather events are a major driver of service demand, particularly in Roads and Environment categories.
- Animal management remains a high-volume regulatory function, requiring ongoing community education and enforcement.

#### **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.



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## 14.11 ENVIRONMENTAL AND MUNICIPAL SERVICES REPORT FOR THE MONTH OF MARCH 2026

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

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### **Officer Recommendation**

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

### **Purpose of Report**

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

### **Strategic Plan**

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

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

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

2.1.3 Improve street lighting for safety.

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

7.1.6 Raise awareness to keep our town litter-free.

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

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

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

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

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

### **Municipal Plan**

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

7.1.7.1 Continue to implement the Waste Management Strategy

### **Background**

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

### **Discussion**

Municipal Services Update:

The depot team played an important role during the 2 major flood events in March; the team assisted the community in several ways including:

- Assisted in filling and delivering sandbags
- Sand bagged properties
- Helped residents move furniture to higher locations
- Relocated KTC plant and machinery to higher ground
- Helped prepare KTC facilities to minimise damage due to flooding
- Deployed signage and closed roads due to river rises and flooding







**Katherine Waste Management Facility (KWMF)**

The KWMF was severely impacted by the first flood event; the new dog pound had approximately 500mm of water go through the building with the facility remaining offline till further notice.

The tip face suffered complete inundation leaving several leachate ponds within the facility, as a result the facility could not open until testing of the leachate could be undertaken. The results of the tests showed levels of JET A1, Diesel, and Armonia. Council was able to engage a contractor to remedy the leachate ponds with the facility returning to full operation on Friday 27<sup>th</sup> March 2026, no further contamination was identified.







During the closure of the facility a temporary waste transfer station was established at the Katherine weighbridge located at Stuart Highway South with the assistance of the Northern Territory Government. The temporary facility accepted during its operation.

- General Waste – 1498.46 Tonnes
- Mattress – 16.64 Tonnes
- Tyres – 18.18 Tonnes
- Scrap Steel – 104.28 Tonnes

Council in conjunction with the Northern Territory Government was able to establish a kerbside hard rubbish collection in the areas that were flooded. During the collection period, approximately 100 industrial skips were deployed to businesses and residential properties. Council was able to continue wheelie bin kerbside collections in areas that were not flood impacted.

The trial hours of the waste management facility could not start in March due to the flood events and staff resources , it is expected the trial will commence in late May 2026

#### Mosquito Testing

Council staff undertook additional testing during March with assistance of NT Health staff; a fogging program took place in locations with high mosquito numbers. No infected mosquitos were found during the testing program.

#### Regulatory Services

Council staff assisted our partner agencies in the rescue of several animals from flood-affected properties

during the first flood event.

3 dogs were impounded in March with 1 dog returned to their owner.

#### Katherine Civil Airport

There were 896 air movements at the aerodrome in March. The significant increase in movements is attributed to the emergency response during the flood events; Council escorted several emergency vehicles airside to meet inbound aircraft to ensure safe and timely movements

Virgin flight VA 1461 ex Melbourne to Darwin diverted to the aerodrome on 26<sup>th</sup> March 2026 due to several safety incidents taking place at Darwin International Airport. Council in conjunction with the RAAF worked together to ensure a safe arrival and departure.

Line marking of the Regular Passenger Transport (RPT) and General Aviation (GA) aprons was completed in March.

#### Katherine Aquatic Centre

Due to the major flooding, the Katherine Aquatic Centre closed from 6 to 25 March.

This disrupted most programs and services, including school swimming, carnivals and community activities, all of which have been rescheduled where possible.

Learn to Swim resumed following reopening and continued to show strong participation, while Katherine Turtles Swimming Club maintained training where possible during operational periods.

Attendance for March saw 613 visits, a significant decrease from February (2,564) and January (2,615), reflecting the extended closure and reduced operating days. No school or group bookings were recorded during the month.

#### Emergency Management

The Local Emergency Management (LEC) committee stood up to ensure a coordinated response with our partner agencies to the two flood events. The acting Chief Executive Officer and Manager of Environment and Municipal attended daily meetings.

#### **Consultation Process**

There was no consultation process required for this report.

#### **Policy Implications**

There are no policy implications resulting from the decision.

#### **Budget and Resource Implications**

There are no budget and resource requirements.

#### **Risk, Legal and Legislative Implications**

There are no risk, legal and legislative implications.

#### **Environment Sustainability Implications**

There are no environmental sustainability implications.

#### **Council Officer Conflict of Interest**

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



## 14.12 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF MARCH 2026

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

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### **Officer Recommendation**

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

### **Purpose of Report**

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

### **Strategic Plan**

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

1.1.3 Improve transparency around issues affecting the community.

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

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

**3. SPORTS AND CIVIC EVENTS - 3.3 Accessibility and Mobility - Improve the accessibility of facilities and transport infrastructure and provide alternative transport solutions.**

3.3.2 Provide and maintain footpaths and bike paths for ease of movement around town, with a shared pathway strategy.

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

7.3.2 Monitor Council's monthly water-use.

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

**7. ENVIRONMENTAL SUSTAINABILITY - 7.4 Reduce Our Footprint - Optimise Council's products, services, and operations to increase efficiencies and reduce our emissions.**

7.4.5 Develop a tree-planting strategy.

### **Municipal Plan**

1.3.3.2 Snap Send Solve

1.3.3.3 Online Search - Cemetery

### **Background**

Katherine Town Council's Infrastructure Service and Projects Department continues to provide core services through various service deliverables to the Katherine Community and Municipality.

### **Discussion**

#### **PROJECT UPDATES**

Aquatic Centre Upgrade



The non-slip surface to the 50m pool concourse is now scheduled for complete removal and resurfacing. The new surface will provide more grit under foot, prioritising slip prevention. Rubber matting will continue to be provided in some entry locations for improved comfort under foot.

The BBQ installation is now complete, recycled bench seating to follow. The swimming club storage shed is awaiting an occupancy permit.



### Civic Centre Refurbishment

The Civic Centre project has experienced some delays during the design phase, including due to the flooding event. The building is 44 years old, and some age-related concerns have arisen during site investigations and permits. These are important to consider and plan for now, before construction begins, to ensure a smoother construction process and a safe site. These delays are now mostly resolved, and the building permit is expected imminently. Major construction works will begin immediately after the final permit issues, now later than originally planned.

### Regional Sports, Recreation and Community Precinct Masterplan (rPPP)

There were some delays to the pre-tender stakeholder engagement process while immediate post-flood repairs were the main priority. Thank you to Northern Territory Government and Katherine Town Council for taking the time to meet to discuss this future project during this extremely busy time. Thanks to this, we remain on track to release the tender close to our initial program, ensuring security of the funding for this future investment into Katherine sport, recreation and community.

### Zimin Drive Shared Path

Productive discussions surrounding land title permissions have taken place. The project is now moving back into a stage where the design can be finalised, full permissions sought, and then tendered for civil construction works.

## **INFRASTRUCTURE UPDATES**

### Flood Report

Following the 2026 flooding events, Council's Infrastructure Team has undertaken extensive damage assessments and initiated emergency repair works to restore Council-owned facilities and infrastructure to

operational condition.

Rural road networks have sustained significant damage. Temporary repairs have been implemented in several locations to maintain access and ensure continued access for residents. Infrastructure staff are currently compiling detailed damage data to support insurance claims and applications for Disaster Recovery Funding Arrangements (DRFA). Remedial works will be prioritised, with local contractors engaged wherever practicable. Identified damage includes potholing, shoulder erosion, sectional reseals, and structural damage to causeways. All recorded road damage will be subject to inspection by a qualified Civil Engineer to ensure public safety and determine appropriate permanent repair solutions.

Widespread electrical damage and water inundation has occurred across numerous Council facilities and public parks. Several above-ground bore pumps, along with power supplies to submersible pumps, require replacement. These impacts have temporarily reduced Council's capacity to irrigate green spaces while repair and replacement works are undertaken.

Stormwater assets were subjected to significant pressure during both flooding events. Two large sinkholes associated with underground stormwater infrastructure formed within road pavements, causing temporary road closures. To date, seven side entry pits have been identified being damaged and will require rebuilds. Inundation of several streets occurred due to stormwater system backflow, largely as a result of the elevated river levels. Council will be assessing potential system upgrades, including the installation of flood flaps at outlet points, subject to further investigation and engineering review.

Council continues to remove fallen and damaged trees across the municipality. Priority is being given to trees in hazardous locations and those structurally compromised with the potential to impact infrastructure or public safety.

The Infrastructure Team will continue to manage damage assessments and repair works over the coming months.



### Showgrounds

The Showgrounds mains electrical board was submerged to an estimated depth of 1.5 meters and requires a complete rebuild. As this board supplies power to the entire Showgrounds precinct, restoration is critical. Council is working closely with its electrical contractor and WorkSafe NT to reinstate power as soon as practical; however, freight availability is currently affecting delivery timelines. While the majority of pavilions remain structurally sound, damage has been identified to power points and switchboards. One pavilion requires a full ceiling replacement due to mould contamination, while another requires internal

wall linings to be removed. Cleaning and remediation works are underway where conditions allow.



**Sportsgrounds**

Damage at the Katherine Sportsgrounds has been relatively contained, affecting the Tennis, Cricket, BMX, and Netball facilities, with minor water damage also observed on Rugby Oval Two. Primary issues include damaged lighting control boards for the Netball and Tennis courts requiring replacement. Additionally, underground electrical cabling servicing Oval One lighting has been compromised, resulting in reduced lighting performance. The BMX clubhouse has experienced substantial water inundation and will require a formal builder’s assessment due to visible mould growth and early signs of floor structure swelling.



**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.



## 14.13 PEOPLE AND CULTURE REPORT FOR THE MONTH OF MARCH 2026

Author: Barbara Mason, Manager People and Culture  
Authoriser: Casey Anderson (Acting Chief Executive Officer)  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receive and note the People and Culture monthly report for March 2026.

### **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 for the month of March 2026.

### **Discussion**

#### ***Recruitment***

During the month of March, a comprehensive review and update of several key position descriptions was undertaken to ensure alignment with Council's current operational requirements, strategic objectives, and legislative obligations. The roles reviewed included:

- Executive Assistant
- Workplace Health and Safety Officer
- Finance Officer – Accounts Payable
- Visitor Centre Information Officer (Seasonal)

The updates focused on clarifying responsibilities, strengthening accountability, and ensuring each position accurately reflects contemporary expectations, particularly in areas such as governance, compliance, customer service delivery, and workplace safety.

In conjunction with the position description updates, the associated recruitment advertisements were redesigned to improve their clarity, relevance, and overall appeal to prospective candidates. This included strengthening key selling points, highlighting the benefits of working in a local government environment, promoting the liveability and lifestyle advantages of living and working in Katherine, and positioning Council as an employer of choice. Emphasis was placed on the unique opportunities offered by a regional Northern





Territory location, including community connection, work-life balance, and access to natural and cultural attractions.

The positions were advertised across multiple platforms to maximise reach and attract a diverse candidate pool, including:

- Katherine Town Council website
- Seek
- HappyHR
- Council Direct

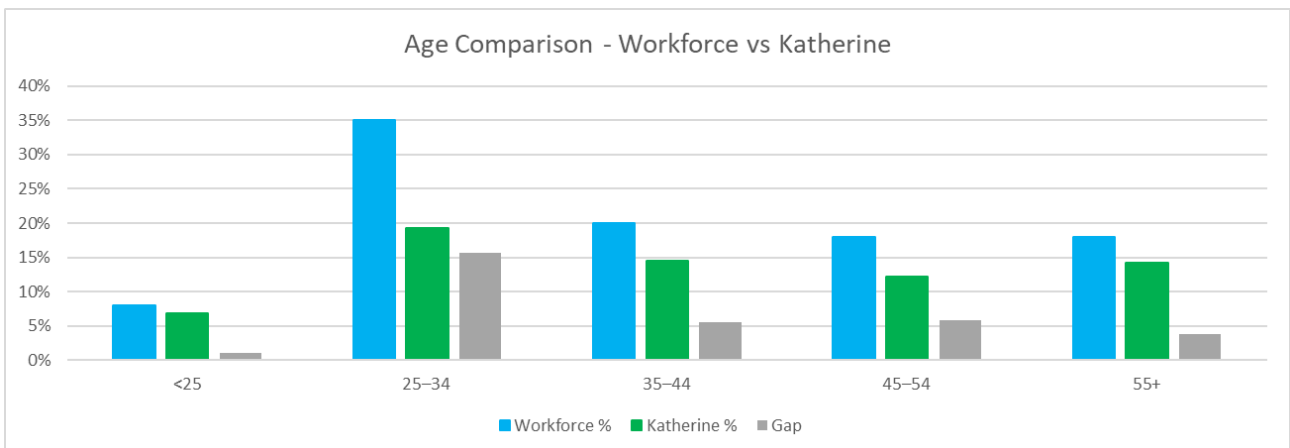
This targeted approach has resulted in a strong level of interest across all roles, indicating that the revised position descriptions and enhanced advertising strategy have been effective.

The recruitment process is now progressing to the next stage, with shortlisting and candidate assessment to commence. This will ensure that suitably qualified and capable candidates are identified to support Council’s operational and strategic priorities.

Council hired 2 new casual staff in the March – April 2026 period

**Demographics (end of March 2026)**

- 47 total staff – 42.6 full-time equivalent (FTE) headcount.
- 63% of staff identify as female, and 37% as male.
- Strong early-career representation (25-34 age group).

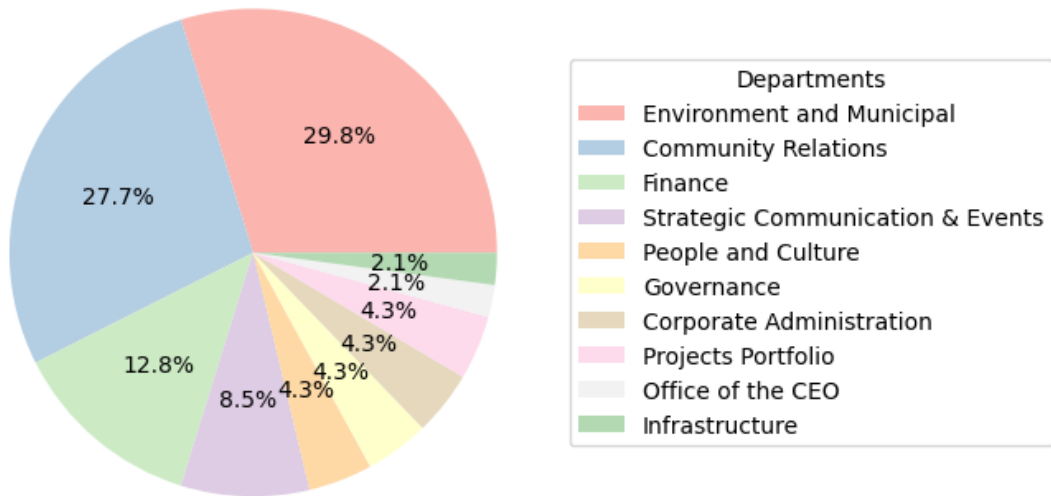


Comparison data sourced from [ABS 2021 Census Data](#) (age brackets used 20-24, 25-29, 30-34, 35-39,40-44,45-49,50-54,55-59,60-64,65-69).

- 65% full-time, 12% part-time, and 23% casual staff.
- Casual employees currently represent a significant proportion of Council’s workforce, largely driven by the seasonal nature of service delivery within the Visitor Information Centre and Library. While this approach has provided flexibility to meet fluctuating demand, a review of workforce composition has identified an opportunity to reduce reliance on casual engagements. It is intended that, where appropriate, casual roles be realigned into defined seasonal positions within the current structure. This will support improved workforce stability, enhance continuity of service, and provide greater clarity around workforce planning and resourcing. Transitioning to seasonal employment arrangements will also strengthen attraction and retention outcomes by offering more predictable employment conditions, while maintaining the flexibility required to meet peak operational periods. Importantly, this approach remains consistent with the current approved organisational structure, ensuring that any changes are implemented within existing frameworks while improving overall workforce effectiveness.



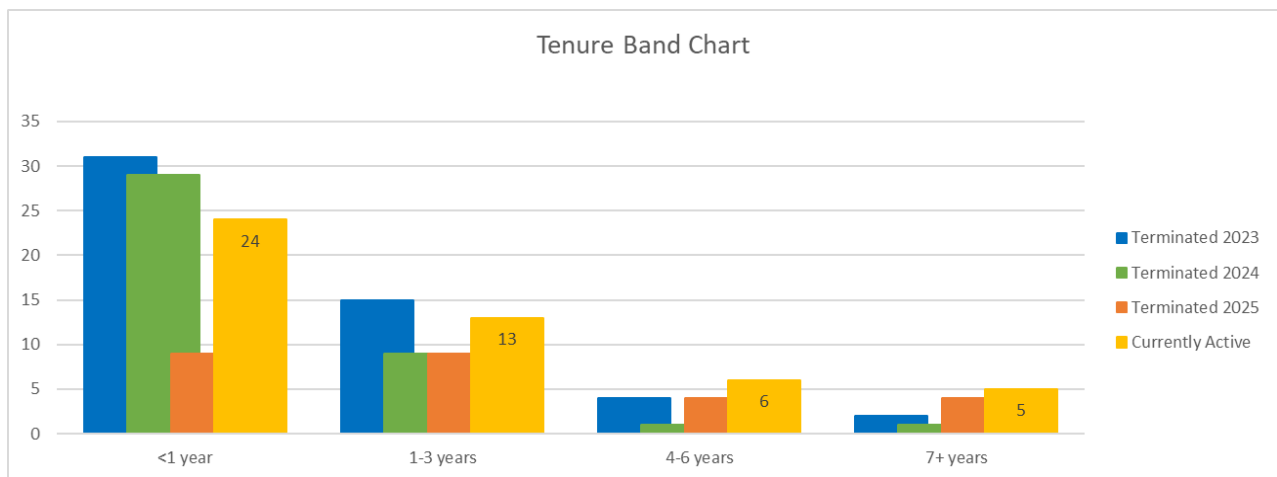
### Percentage of Staff by Department



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

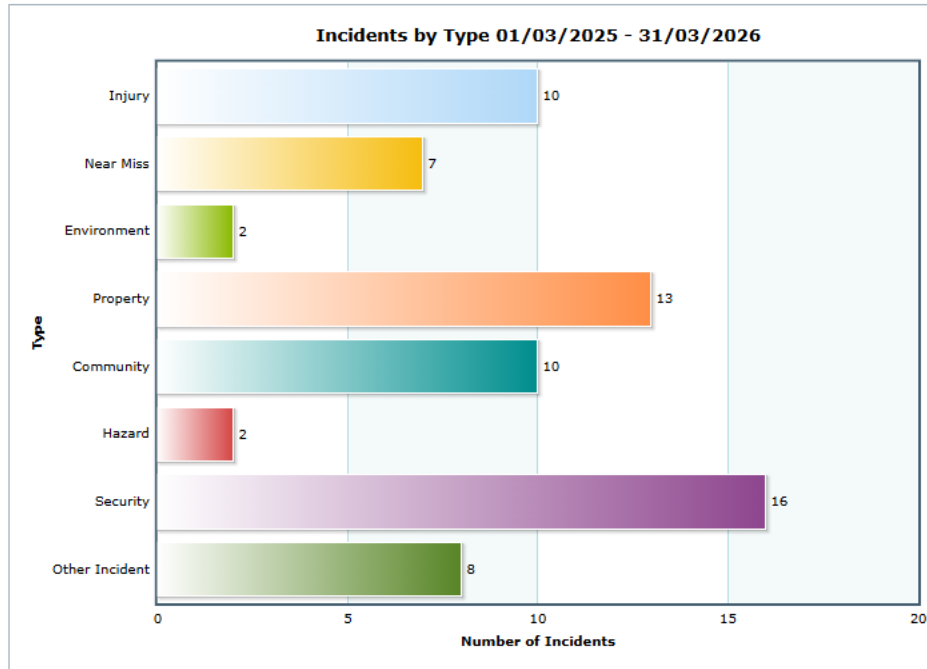
### Tenure

- 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 across our diverse divisions.



### Incidents

Causes of incidents for the month of March 2026 (Skytrust).



Note that incidents can have more than one incident type.

- Council staff reported 18 incidents this quarter compared to 15 last quarter.
  - + Civic Centre: 1 incidents reported.
  - + Library: 2 incidents reported.
  - + Visitors Centre: 2 incidents reported.
  - + Environment & Municipal Services: 2 incidents reported.

With the appointment of a dedicated Workplace Health and Safety Officer, Council will further strengthen its overall safety culture by increasing risk awareness, encouraging the reporting of near misses, and improving general WHS knowledge across the organisation.

Through a focus on education, practical guidance, and ongoing support, this role will empower employees and leaders to better identify hazards, respond proactively, and embed safe work practices into day-to-day operations. This approach will support continuous improvement and contribute to a safer, more informed, and more confident workforce.

### **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.

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## 14.14 STRATEGIC COMMUNICATIONS REPORT FOR THE MONTH OF MARCH 2026

Author: Jo Brosnan, Manager Strategic Communications and Engagement  
Authoriser: Casey Anderson (Acting Chief Executive Officer)  
Report Type: For noting  
Attachments: Nil

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### **Officer Recommendation**

That Council receives and notes the Strategic Communications report for March 2026.

### **Purpose of Report**

To provide Council with an overview of communication and engagement activities during the reporting period.

### **Strategic Plan**

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

1.1.3 Improve transparency around issues affecting the community.

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

**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.

### **Municipal Plan**

1.1.3.6 Increase social media engagement

1.1.3.7 Incorporate email campaigns to promote Council's educational initiatives

1.1.3.9 Communicate the outcomes of council meetings by implementing post council meeting video briefings

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

1.4.3.1 Implement and promote the new Visit Katherine website

1.5.3.1 Seek funding for services and projects outside of Council budget

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

3.1.1.2 Implement overarching centenary theme into 2026 events

### **Background**

This report provides Council with a monthly overview of communications activities, stakeholder engagement, and events delivered during the previous reporting period. It is intended to provide visibility into how Council information is shared with the community, how engagement is undertaken with our stakeholders, and how events are planned and delivered in line with Council priorities.

The report summarises key activities across corporate communications, social media, media, community engagement and civic, and community events. It also highlights emerging issues and lessons learned to support continuous improvement in the Council's communications and engagement practices.

## **Discussion**

### **Media Releases**

- Waste Management Working Group
- KTC Acknowledges Court Order

### **Grant Applications**

- Seniors Month grant

### **Stakeholder Engagement**

New projects on Your Say Katherine

- Waste Management Working Group EOI

Current projects on Your Say Katherine are:

- Katherine Civic Centre Upgrade
- Zimin Drive Shared Pathway

Other engagement projects:

- RPPP stakeholder engagement meetings with targeted stakeholders who can provide information that will help draft the tender.

### **Campaigns And Projects**

- Municipal Plan content and design
- Flood response information web page
- New Katherine Visitor Centre website – prelaunch checking and Joomla training

## **Community Events March 2026**

### **CANCELLED International Women’s Day – 8 March 2026**

This event was cancelled due to floods.

The event was focused on the role women have played in Katherine’s past and present, with young women also directing attention to the town’s future.

The event was sold out, with at least a hundred people expected on Thursday, 5 April. Flood warnings started on Friday, so the event was cancelled in the afternoon.

#### **Learnings:**

The community expressed a lot of interest in the topics, which would suggest incorporating them with a Centenary event if possible.

### **CANCELLED - Clean Up Australia Day BBQ - 16 March 2026**

This event was cancelled due to floods. As part of this annual Clean Up Australia activity to help communities keep their town clean and green, we engaged with seven businesses that donated 32 individual vouchers as part of a month-long event. Businesses who donated prizes were notified of the cancellation and agreed the prizes would go to another similar event.

#### **Learnings:**



There may be a better time of year to do this, potentially merging it with Welcome to the Wet where we would have another native plant giveaway.

### **Citizenship Ceremony – 24 March 2026**

This event was postponed to 17 April 2026.

### **School Holiday Pool Party – 7 April 2026**

Council hosted a free Pool Party from 11 am to 3 pm as part of the NT Government-funded free pool entry program for the school holidays.

The event featured a free BBQ, Mr Whippy ice creams, water games and a range of children's activities, with 248 people attending throughout the day.

Katherine Town Council staff brought giant outdoor games including cornhole and Jenga, which were well used and enjoyed by children. Police also attended and engaged positively with young people throughout the event.

Mychelle ran five organised pool games over approximately 45 minutes, with around seven to eight children aged between 8 and 13 participating. Diving games proved to be the most popular activity, where teams raced to retrieve objects from the bottom of the pool in the fastest time.

#### **Learnings:**

- Be prepared for larger crowds at future events.
- Improve monitoring and distribution of free ice creams, a more controlled system should be considered for future events.
- Better coordination is needed between food providers. Mr Whippy was scheduled to arrive at 1pm but arrived at 12.15pm, at the same time the BBQ was being served.
- Outdoor games such as cornhole, borrowed from the Library, were a successful activity and should be included again at future events.
- Continue to work with Regional Councils to coordinate with School Holiday Programs to maximize participation.

### **Youth Week Market - 10 April**

The Youth Week Market provided an opportunity for young people aged 12 to 25, service providers and community groups to come together through information stalls, fundraising activities and small business opportunities from 9 am - 3 pm in the roller-skating rink at the Y, on Friday 10<sup>th</sup> April.

Attendance was slow at first but gradually built throughout the day, with young people aged 8 to 17 participating. Laser Tag operated from 11 am to 1 pm and was a popular activity once numbers increased.

Eight stalls participated in the event, representing a mix of youth services, community organisations, family fundraisers and local creators, including Headspace, Katherine FM and government health services.

A lucky door prize draw for an e-scooter attracted strong interest, with around 30 entries received. A free BBQ was also provided, with approximately 100 sausages distributed. Fruit and bread were donated by Woolworths.

#### **Learnings**



- Promote transport arrangements and event information earlier through schools, community noticeboards and Council communication channels.
- Improve venue preparation by confirming tables, equipment, and layout requirements in advance.
- Increase signage, decorations and overall event presentation to create a stronger atmosphere.
- Provide clearer communication around expressions of interest for stallholders and event attendance information.

### **Upcoming events**

Citizenship Ceremony – 17 April, 2026

ANZAC DAY – 25 April, 2026

Seniors Expo – 30 April, 2026

### **Social Media Report**



March views showed a 181.1% increase in our overall social media views, showing strong content and engagement throughout the floods and keeping residents informed by sharing relevant information.

Top posts

1. The river cam has been repaired
  - Displayed 93,000 times across Facebook
  - 456 interactions: 386 likes, 22 comments, 64 shares

### **Consultation Process**

There was no consultation process required for this report.

### **Policy Implications**

There are no policy implications resulting from the decision.

### **Budget and Resource Implications**

There are no budget and resource requirements.

### **Risk, Legal and Legislative Implications**





There are no risk, legal and legislative implications.

**Environment Sustainability Implications**

There are no environmental sustainability implications.

**Council Officer Conflict of Interest**

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



## **15 REPORTS FROM COMMITTEES**

### **15.1 MINUTES FROM COMMITTEES**

## **16 ELECTED MEMBER ACTIVITIES**

### **16.1 ELECTED MEMBER ACTIVITIES MARCH 2026**

Report Type: For noting

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#### **Recommendation**

That Council receive and note the Elected Member activities for March 2026.

#### **Purpose of Report**

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

#### **Strategic Plan**

**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.

Deputy Mayor Mel Doyle	
Date	Activity attended
02 March	Administrative Review Committee
03 March	Centenary of Katherine Action Group Meeting
03 March	CONFIDENTIAL Special Meeting of Council
06 March	CONFIDENTIAL Special Meeting of Council
24 March	Ordinary Meeting of Council

Councillor Kathryn Whitehouse	
Date	Activity attended
03 March	CONFIDENTIAL Special Meeting of Council
04 March	Development Consent Authority Meeting
06 March	CONFIDENTIAL Special Meeting of Council
14 March	Volunteer - Clean Up
24 March	Ordinary Meeting of Council

Councillor Jim King	
Date	Activity attended
02 March	Administrative Review Committee
03 March	Centenary of Katherine Action Group Meeting
04 March	Development Consent Authority Meeting
06 March	CONFIDENTIAL Special Meeting of Council
24 March	Ordinary Meeting of Council

Councillor Toni Tapp-Coutts	
Date	Activity attended
24 March	Ordinary Meeting of Council
31 March	Centenary of Katherine Action Group Meeting

<b>Councillor Kathy Glass</b>	
<b>Date</b>	<b>Activity attended</b>
03 March	CONFIDENTIAL Special Meeting of Council
06 March	CONFIDENTIAL Special Meeting of Council

<b>Councillor Anjali Palmer</b>	
<b>Date</b>	<b>Activity attended</b>
03 March	CONFIDENTIAL Special Meeting of Council
06 March	CONFIDENTIAL Special Meeting of Council
24 March	Ordinary Meeting of Council



**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 24 MARCH 2026**

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

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(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) (ii) information that would, if publicly disclosed, be likely to: prejudice the maintenance or administration of the law.

Section Under the Act	The grounds on which part or the Council of Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(c) (iii) information that would, if publicly disclosed, be likely to: prejudice the security of the council, its members or staff.



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

## 20.2 CONFIDENTIAL BUSINESS ARISING FROM PREVIOUS MINUTES

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

Section Under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in Section 99(2) of the <i>Local Government Act 2019</i> .
Sub-clause and Reason:	(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 BY-LAW AMENDMENTS

## 20.4 CIVIC CENTRE PROJECT REVIEW



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 LEASE – THE OUTBACK F&B SERVICE PTY LTD – THE MEETING PLACE

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.

#### 20.6 SUBSIDY ASSESSMENT - SMILE-A-MILE TOY LIBRARY

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

#### 20.7 SUBSIDY ASSESSMENT - KATHERINE EAST CHILD CARE CENTRE

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

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

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

### 21 RESUMPTION OF OPEN MEETING

### 22 CLOSURE OF THE MEETING

The next Ordinary Meeting of Council will be held on 26 May 2026.