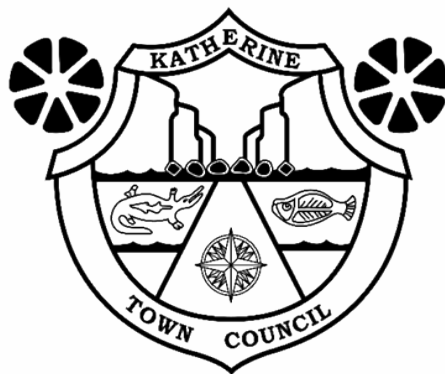




MINUTES

**Special Meeting of Council
Held on Wednesday 17 December 2025**

Katherine Library, Conference Room
15 Katherine Terrace, 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 Special Meeting of Council - 17 December 2025 open at 12:39 pm.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

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

OFFICERS

- Casey Anderson – Acting Chief Executive Officer
- Amanda Haigh – Manager Governance and Risk
- Martene Johnson - Executive Assistant and Minute Taker
- Sanjay Kuhan - Financial Accountant

4.2 APOLOGIES

Nil

4.3 LEAVE OF ABSENCE

Nil

5 DECLARATION OF INTEREST

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

Nil conflicts declared.

6 REPORTS OF OFFICERS

6.1 ANNUAL REPORT 2024/2025

COUNCIL RESOLUTION SMC-2025-16

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

1. The Council approves the 2024/2025 Annual Report, including the Audited Financial Statements for the year ending 30 June 2025.
2. The Council note that in accordance with Section 290 (1) of the Local Government Act 2019, the approved Katherine Town Council 2024/2025 Annual Report incorporating the Audited Financial statements for the year ended 30 June 2025 and will be provided to the Minister for Local Government.
3. That Council note that in accordance with Section 290 (2), that the endorsed Katherine Town Council Annual Report 2024/2025, incorporating the audited financial statements for the year ended 30 June 2025, will be published on Council's website. Following the delivery of the report to the Minister, a copy will be provided to the Department Housing, Local Government, and Community Development.

CARRIED 7|0

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

Discussion - Council noted the significant effort undertaken by all staff in completing both the audited financial statements and the Annual Report. Council express its appreciation and formally extended thanks to staff for their dedication and commitment in achieving these outcomes.

6.2 APPROVAL FOR STAFF STANDOWN PERIOD WITHOUT LEAVE 2025

COUNCIL RESOLUTION

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

That Council approve:

- a. The closure of Council Offices and operations from Monday 29 December 2025 to Friday 2 January 2026 is inclusive, and to grant staff time off during this period without the requirement to use annual or other leave. Operations exempted from this closure period would be services which we are mandated to deliver such as the Waste Management Facility, Visitors Information Centre, Municipal Services and the Rangers. Staff required to work during this period would be granted the equivalent time as "Time in Lieu" to be used as soon as practical after the Christmas closure period.
Or:
- b. Grant all full-time staff an additional 7.6 hours' leave and all staff that are employed either on part-time or casual basis will be granted leave on a pro rata basis which will be calculated on the standard hours worked and in accordance with the employee's contract. These additional hours are to be taken by 31 January 2026 unless otherwise negotiated in exceptional circumstances.

Discussion - Council noted that the organisation will be closed from 29 December 2025 through 2 January 2026, during which staff traditionally take annual leave. Two options were considered for this period:

- a. Grant staff the full closure period without deduction from annual leave entitlements. This will equate to 4 days paid given New Years is a Public Holiday.
- b. Grant staff one day (7.6 hours) of additional leave.

Council discussed both options and agreed that recognition of staff contributions should be reflected in the chosen arrangement.

AMENDMENT RESOLUTION SMC-2025-17

Moved: Councillor King; **Seconded:** Councillor Glass

That Council approve:

- a. The closure of Council Offices and operations from Monday 29 December 2025 to Friday 2 January 2026 is inclusive, and to grant staff time off during this period without the requirement to use annual or other leave. Operations exempted from this closure period would be services which we are mandated to deliver such as the Waste Management Facility, Visitors Information Centre, Municipal Services and the Rangers. Staff required to work during this period would be granted the equivalent time as "Time in Lieu" to be used as soon as practical after the Christmas closure period.

CARRIED 7|0

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

6.3 APPOINTMENT JOANNA HOLDEN, MAYOR, MEMBER REPRESENTATIVE KATHERINE REGIONAL CULTURAL PRECINCT LIMITED

COUNCIL RESOLUTION SMC-2025-18

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

1. That Council approve the appointment of Joanna Holden, Mayor as the Katherine Town Council member representative for The Katherine Regional Cultural Precinct Ltd Annual General Meeting of the members.
2. That Council authorises Joanna Holden, Mayor to make decisions on behalf of and in the interest of Council as its member representative at the Annual General Meeting of The Katherine Regional Cultural Precinct Ltd Annual General Meeting of the members.

CARRIED 7|0

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

7 CLOSURE OF MEETING TO THE PUBLIC

Nil



8 CONFIDENTIAL ITEMS

9 RESUMPTION OF OPEN MEETING

Nil

10 CLOSURE OF THE MEETING

The Special Meeting of Council - 17 December 2025 was declared closed at 12:49 pm.

UNCONFIRMED