



LATE AGENDA

Ordinary Meeting of Council
To be held on Tuesday 10 December 2024
At 12:00 pm

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

The 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*



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17 LATE REPORTS OF OFFICERS

17.1 FIRST BUDGET REVIEW 2024-2025

Author: Desiree Rodgers, Finance Manager
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For noting
Attachments: 1. Katherine LTFP Reports - First Budget Review 2024 [17.1.1 - 2 pages]

Officer Recommendation

1. That Council
 - a. Note the first budget review for 2024-2025.
 - b. Adopt the amended 2024-2025 budget.
 - c. Approve the re purposing of the Contingency Reserve to Aquatic Centre Contingency Reserve of \$1,000,000.

Purpose of Report

The purpose of this report is to present to the council the First Budget Review for 2024-2025.

Strategic Plan

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

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

Municipal Plan

2.1 Corporate Services - Financial Services

- 2.1.1 Adhere to internal financial procedures.
- 2.1.2 Comply with legislative requirements.
- 2.1.3 Prudent financial management for stronger returns for ratepayers.
- 2.1.4 Sustainable long-term finances and current risk management practices.

Background

In accordance with the Local Government Act 2019 (General) Regulations 9, Council is required to undertake two budget reviews during the financial year. Accordingly, Council's finance team have conducted first review of the 2024-2025 budget in consultation with the Executive Team. This report presents Council with the first budget review.

Discussion

The first budget review 2024-2025 proposed changes:

- Budget review has adjusted fees and charges using the end of year 2024 final results - previously based on up to March 2024.
- Other revenue includes insurance recoveries.
- Repurposing of Contingency Reserve of \$1,000,000 to Aquatic Centre Contingency Reserve
- Transfer in from carry forward Capital Grants \$799,120 all for NTG projects.
- Insurance returns for Pool Shade \$133,737.98 included in revenue and in transfers to Aquatic Centre reserves
- Savings from Pool Management deducted from Materials and Contracts and transferred to Aquatic



Contingency Reserves \$300,000

- Defer Civic Centre Loan until March and recast timing of expenditures
- Aquatic Centre expenditures recast to reflect varied contract timings

Consultation Process

CEO and the Managers

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.

TABLE 1.1 Annual Budget Income and Expenditure

	Budget Current	1st Budget Review	Variance
	FY 2025	FY 2025	FY 2025
	\$	\$	\$
OPERATING INCOME			
Rates	9,451,844	9,451,844	-
Waste Charges	1,554,125	1,554,125	-
Fees and Charges	2,221,917	2,390,015	168,098
Operating Grants & Subsidies	1,934,232	1,934,232	-
Bank & Investment Income	671,500	671,500	-
Other revenue	291,138	319,318	28,180
TOTAL OPERATING INCOME	16,124,756	16,321,034	196,278
OPERATING EXPENDITURE			
Employment Expenses	5,701,033	5,798,276	97,243
Materials & Contracts	8,369,081	7,971,838	- 397,243
Elected Member Allowances	241,500	241,500	-
Elected Member Expenses	43,960	43,960	- 0
Council Committee Allowances	14,000	14,000	0
Council Committee Costs	10,000	10,000	- 0
Depreciation, Amortisation & Impairment	4,866,133	4,679,287	- 186,846
Interest Expenses	49,589	14,703	- 34,886
Other Expenses		-	-
Finance Costs - Unwinding of WMF Discounting	406,116	406,116	-
TOTAL OPERATING EXPENDITURE	19,701,412	19,179,680	- 521,732
BUDGETED OPERATING SURPLUS / DEFICIT	- 3,576,656	- 2,858,646	718,010

TABLE 1.2 Annual Budget Operating Position

	Budget Current	1st Budget Review	Variance
	FY 2025	FY 2025	FY 2025
	\$	\$	\$
BUDGETED OPERATING SURPLUS / DEFICIT	- 3,576,656	- 2,858,646	718,010
<i>less</i> Non-Cash Income			
<i>Add Back</i> Non-Cash Expenses	5,272,249	5,085,403	- 186,846
TOTAL NON-CASH ITEMS	5,272,249	5,085,403	- 186,846
Less ADDITIONAL OUTFLOWS			
Capital Expenditure	20,605,460	18,069,650	- 2,535,810
Borrowing Repayments (Principal Only)	-	-	-
Transfers to Reserves	-	433,738	433,738
TOTAL ADDITIONAL OUTFLOWS	20,605,460	18,503,388	- 2,102,072
Add ADDITIONAL INFLOWS			
Capital Grants Income	15,940,164	14,490,164	- 1,450,000
Prior Year Carry Forward Tied Funding	-	799,190	799,190
Proceeds from Sale of Assets	-	46,000	46,000
Donation of Assets	-	-	-
Transfers from Reserves	-	-	-
Drawdown of Borrowings	3,000,000	1,000,000	- 2,000,000
TOTAL ADDITIONAL INFLOWS	18,940,164	16,335,354	- 2,604,810
NET BUDGETED OPERATING POSITION	30,297	58,723	28,426

TABLE 2.1 By class of infrastructure, property, plant and equipment

	Budget Current	1st Budget Review
	FY 2025	FY 2025
	\$	\$
CAPITAL EXPENDITURE		
Buildings & Other Structures	10,890,000	9,385,962
Improvements	7,955,000	6,954,596
Plant & Equipment	500,000	501,000
Furniture, Fittings & Equipment	-	-
Fleet	155,296	120,296
Infrastructure - Footpaths & Cycleways	-	40,436
Infrastructure - Roads	1,005,164	870,797
Infrastructure - Stormwater & Drainage	100,000	100,000
Infrastructure - Street Lighting	-	96,562
TOTAL CAPITAL EXPENDITURE	20,605,460	18,069,650
CAPITAL EXPENDITURE FUNDING		
Operating Income	1,619,296	2,533,486
Utilisation of Retained Earnings	-	-
Capital Grant Income	15,940,164	14,490,164
Transfers from Cash Reserves	-	-
Drawdown of Borrowings	3,000,000	1,000,000
Proceed from Sale of Assets	46,000	46,000
Other Funding	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	20,605,460	18,069,650

17.2 POLICIES 2.0

Author: Nikola Faberova, Executive Assistance Governance
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: 1. Draft - Elected Member Professional Development Allowance Policy - ID177353
[17.2.1 - 4 pages]

Officer Recommendation

1. That Council approve the reviewed policies below:
 - a) Professional Development Allowance Policy

Purpose of Report

For the Council to approve the reviewed policies below:

- Professional Development Allowance

Strategic Plan

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

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

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

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

Municipal Plan

1.1.2.1 Workplace policies and Council By-Laws are reviewed regularly

4.2.1.1 All policies and procedures are up-to-date

4.2.1.3 Finance policies, procedures and manuals are up-to-date and followed

Background

Council policies are a key component of the governance framework for all local governments in the Northern Territory (NT). Policies are developed to provide boundaries, guidelines and consistency for the achievement of strategic and operational directions, taking into consideration legal requirements, best practice and quality standards. Policies support the strategic direction and guide Katherine Town Council's decision-making processes. Policies set parameters for decision-making and show the "why" behind actions.

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

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

Discussion

Policies have been reviewed, and each policy's recommended changes are described below.

Elected Member Professional Development Allowance Policy

The purpose of this policy is to identify the types of training or conferences or training that may be attended or undertaken by a council member using the professional development allowance.

The policy was reviewed and transferred to the updated policy template. The policy now includes reference to the Remuneration Tribunal Determination and change of approval to the Council, not the Mayor or CEO as per the determination.

Consultation Process

There was no consultation process required for this report.

Policy Implications

Previous policies will be rescinded, and these will be in affect once approved by Council.

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

ELECTED MEMBER PROFESSIONAL DEVELOPMENT ALLOWANCE

Type:	Council		
Owner:	Chief Executive Officer		
Responsible Officer:	Manager Governance and Risk		
Approval Date:		Next Review:	1 October 2025
Records Number:	177353	Council/CEO Decision:	Council
Legislation Reference:	Section 45 and 106 of the <i>Local Government Act 2019</i> section 7B of the <i>Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006</i>		

1 PURPOSE

The purpose of this policy is to identify the types of training or conferences or training 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.

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.

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 governance by learning new skills to advance your role.

Reimbursement means repayment, in arrears, with sufficient documentation as required.

4 DETAILS

Council is committed to recognising the most appropriate types of conferences and training opportunities that enable a council member to develop capabilities in the member's role. Professional development for elected members is important to know your governance obligations.

First and foremost, when using social media, councillors should have at the forefront of their mind, the roles and responsibilities under the *Local Government Act 2019*. Importantly, a councillor's role is primarily a strategic one and they should not become involved in the day-to-day operations of the council.

A councillor's role is to represent the collective interests of residents, ratepayers and the local community.

Councillors also have a legal duty to uphold and represent accurately the policies and decisions of the council. This means that where council makes a decision you disagree with (and may have voted against at the council meeting), you must be careful to express this is your personal view and not the decision of council.

Councillors must adhere to the Code of Conduct and any related policies such as a dedicated social media policy. Both place constraints on how social media is used by elected officials and it is likely some new councillors will need to make adjustments to their style and online presence.

It is vital that councillors understand the rules of the Katherine Town Council. Stepping into elected leadership will require elected members to review and likely change the way they operate such as use social media. To make an effective transition from campaigning to governing, elected members will be provided professional development opportunities.

A 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*.

Professional Development Allowance is an inclusive allowance which covers costs associated with the Professional Development activities including registration and attendance fees, travel costs including vehicle, travel allowance and travel time.

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

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:

- (a) mandatory training relevant to being a council member;
- (b) course of study or other training course relevant to performance as a council member;
- (c) training, mediation or counselling recommended or ordered as part of a decision relating to a Code of Conduct complaint;
- (d) training, mediation or counselling recommended by the Mayor or CEO; or
- (e) 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.

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:

- (a) any remaining professional development allowance in the current financial year is to be expended to partially pay for the training course; and
- (b) 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:

- (a) the council member remaining to be a council member in the future financial year(s) when a claim for reimbursement is made; and
- (b) 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

Reasonable Expenses for Travel and Accommodation by Elected Members Policy

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

Revision History

Version	Approval date	Details of change	Responsible officer
1	26/10/2021	Created	CEO
2	3/12/2024	Reviewed, transferred to updated policy template, inclusion of Remuneration Tribunal Determination, amended approval to be the Council not the Mayor or CEO as per the determination, inclusion of clearer explanation of the link between the role and professional development to enable an elected member to enhance skills in governance obligations.	Manager Governance and Risk

17.3 KATHERINE LIBRARY CHRISTMAS CLOSURE

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

Officer Recommendation

That Council notes the Katherine Public Library will be closed for the Christmas period on Saturday, 21 December 2024, and will reopen on Tuesday, 7 January 2025.

Purpose of Report

To inform the Council that the Katherine Public Library's closure dates have been revised.

The library will now close from Saturday, 21 December 2024 due to NT Property Management's decision to close the Randazzo Building from Friday, 20 December 2024.

Strategic Plan

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

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

Municipal Plan

Not Applicable

Background

The library was originally scheduled to close on Wednesday, 25 December 2024, and reopen to the public on Tuesday, 7 January 2025.

Please note that the library is always closed on Monday and operates from Tuesday to Saturday, with Saturday hours from 9:00 AM to 12:00 PM.

Discussion

Katherine Town Council has been advised by NT Property Management, the managers of the Randazzo Building, that the building will be closed from Friday, 20 December 2024, to Thursday, 2 January 2025.

To avoid disruptions to library services, the Katherine Public Library will remain open as usual on Friday, 20 December 2024, and will now close from Saturday, 21 December 2024.

Operations will resume on Tuesday, 7 January 2025.

Katherine Town Council will up the closure information available to the public.

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.