



# **LATE AGENDA**

**Ordinary Meeting of Council  
To be held on Tuesday 22 July 2025  
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*

## LATE AGENDA ITEMS

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## 17 LATE REPORTS OF OFFICERS

### 17.1 KATHERINE VISITOR INFORMATION CENTRE - FUNDING AND REPORTING - JAN - JUNE 2025

Author: Rhett English, Manager Community Relations  
Authoriser: Ingrid Stonhill, Chief Executive Officer  
Report Type: For decision  
Attachments: 1. KVIC - Total Sales and Door Count Data Jan- Jun 2025 [**17.1.1** - 1 page]  
2. KVIC - Profit and Loss Report Jan- Jun 2025 [**17.1.2** - 1 page]  
3. KVIC - Funding Agreement and Reporting Jan- Jun 2025 [**17.1.3** - 1 page]

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#### **Officer Recommendation**

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

#### **Purpose of Report**

To inform Council of our compliance and funding requirements.

#### **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 Continued collaborative partnership with Tourism Top End and the Top End Visitor Information Centre

4.2.4.1 Comply with legislative requirements - Applications of AASB, NT Local Government Act 2019, Australian Taxation legislation and reporting requirements

#### **Background**

The Katherine Visitor Information Center (KVIC) is funded through the Visitor Information Services Partnership Program, with this funding being for supportive operations at the KVIC. The attached report is for the six months of January-June 2025 based on the required performance measures of the dashboard template, including door count, number of bookings, and profit and loss for the visitor centre.

#### **Discussion**

The KVIC delivered strong performance outcomes for the January to June 2025 reporting period under the NT Government's Visitor Information Services Partnership Program. The Centre achieved a total booking value of \$472,418.96 (including \$95,557.18 in online bookings) and recorded 26,588 walk-in visitors, reflecting positive momentum as the region enters the peak tourism season. Financially, the VIC generated \$259,712.18 in total income—including \$168,645.95 in NT Government operational funding and \$58,404.11 in commission earnings—while maintaining operating expenses at \$146,184.68, resulting in a healthy net profit of \$113,527.50. This performance highlights the VIC's ongoing contribution to local tourism promotion, efficient financial management, and its alignment with Council's strategic objectives for economic development.

**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.

KATHERINE VISITOR INFORMATION CENTRE				TOTAL BOOKINGS (SALES) & DOOR COUNT DATA		
Month	Kakadu Park Pass @ 5%	Nitmiluk @ 15%	Other Commissions @ 15%	Total Booking Value	Retail/Other	
January	\$50.00	\$3,958.57	\$4,073.25	\$8,081.82	\$540.85	
February	\$50.00	\$6,679.57	\$3,063.30	\$9,792.87	\$814.45	
March	\$325.00	\$10,670.50	\$18,041.82	\$29,037.32	\$1,241.35	
April	\$275.00	\$32,397.32	\$15,648.75	\$48,321.07	\$2,248.00	
May	\$5,799.00	\$110,490.80	\$23,498.94	\$139,788.74	\$9,812.75	
June	\$9,620.00	\$153,373.00	\$74,404.14	\$237,397.14	\$15,695.10	
				TOTAL BOOKING VALUE*	\$472,418.96	
				(ONLINE)*	\$95,557.18	

\* Incl. vouchers

DOOR COUNT

Month	
January	794
February	872
March	1099
April	3200
May	8240
June	12383
TOTAL	26588

**Profit and Loss**

Katherine Town Council

For the 6 months ended 30 June 2025

Services is C4 Visitor Information Services.

<b>Account</b>	<b>Jan-Jun 2025</b>
<b>Trading Income</b>	
43500 - User Charges - Rentals & Hire	20,147.50
44100 - Sales - Retail Sales	7,560.07
44200 - Sales - Water/Stamp Sales	4,925.58
44300 - Commissions Earned	58,404.11
46510 - Grants NT Gov Operating - Tourism	168,645.95
48110 - Other Revenue - Reimbursements, Sundry Sales	28.97
<b>Total Trading Income</b>	<b>259,712.18</b>
<b>Gross Profit</b>	<b>259,712.18</b>
<b>Operating Expenses</b>	
51110 - Salaries & Wages Paid	98,057.93
51210 - Superannuation Expense - Payroll	13,158.08
51720 - Staff Travel & Accommodation Costs	251.82
52170 - Postage & Freight	137.18
52180 - Printing & Photocopying	226.66
52270 - IT Licences & Subscriptions	43.19
52510 - General Advertising & Marketing	1,200.00
52620 - Telephones & Communication Operational Costs	11,173.76
52710 - Bank Fees & Charges	2,711.25
54110 - Cleaning Consumables	1,183.77
54130 - General Supplies	755.29
54180 - Stock Purchases	3,596.34
54250 - Cleaning Services	1,020.98
54330 - Electricity	907.77
59710 - Community Engagement	402.95
90300 - Equipment Purchased >\$5000	11,357.71
<b>Total Operating Expenses</b>	<b>146,184.68</b>
<b>Net Profit</b>	<b>113,527.50</b>

**Finance Manager**

Desiree Rodgers


Date: 21-7-25








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 Councilors.
- 2. Please fill out the following template which outlines performance measures and required supporting documentation.

FY24 – Second half (January – June 2025)

	Measure	Annual Target	6-month Result	Status	Supporting Documentation to be Attached <sup>1</sup>	Status Legend	
	Door count – Katherine VIC	70,000	26,588		Attached		Greater than 5% above target
	Booking value – Katherine VIC – online	\$1 million \$220,000	\$472,418.96 \$95,557.18		Attached		More than 5% below target
							Within 5% of target

<sup>1</sup> Supporting documentation should include evidence of the RTO preparer and separate reviewer as a sign off, which should note the name, role, signature and date.