



LATE AGENDA

**Ordinary Meeting of Council
To be held on Tuesday 23 July 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*



LATE AGENDA ITEMS

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17 LATE REPORTS OF OFFICERS

17.1 VISITOR INFORMATION CENTRE OPERATIONAL FUNDING PROGRESS REPORT

Author: Irenee McCreevy, Manager People & Culture
Authoriser: Ingrid Stonhill, Chief Executive Officer
Report Type: For decision
Attachments: 1. Six Month Report Year 1 Jan 2024 to 30 Jun 2024 [17.1.1 - 2 pages]
2. Katherine Town Council Visitor Information Services Actual vs Budget 17 July 2024 [17.1.2 - 1 page]

Officer Recommendation

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

Purpose of Report

To inform Council of our compliance with funding requirements.

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

3.2 Community Services - Visitors Information Services

3.2.1 Increase total sales.

3.2.2 Deliver positive customer experiences.

3.2.3 Promote Katherine and educate customers on local culture and experiences.

3.2.4 Collaborate with Tourism NT on its tourism strategy for the NT.

Background

The Visitor Information Centre is Funded through the Visitor Information Services Partnership Program with this funding being for support of operations at the Katherine Visitor Information Centre. The attached report is the mid-term report based on the required performance measures of in the dashboard template being door count, number of bookings and a profit and loss for the visitor centre.

Discussion

This report is for the calendar year to 30 June so only shows one month of dry season, this is why the reporting is as tracking on target for door count while less than 50%. While our in-centre bookings are at 50% of the annual target the centre is below target on online bookings.

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

FY24 – Second half (January – June 2024)

	Measure	Annual Target	6-month Result	Status	Supporting Documentation to be Attached ¹	Status Legend	
	Door count – Katherine VIC	70,000	27,870 <i>(VIC 27,242 Online 628)</i>				Greater than 5% above target
	Booking value – Katherine VIC – online	\$1.12 million \$220,000	\$610,028.99 \$95,557.18				More than 5% below target
							Within 5% of target

¹ 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.

Katherine Town Council

Manager Community Relations Signature:

Date:

Chief Executive Officer Signature:

Date:

Tourism NT Industry Development use only:

Report successfully completed

Report not successfully completed

Comments:

Report reviewed by:
Report approved by: Kristina Dickman, Senior Director, Regional Development

Date:
Date:

Signature:
Signature:

Visitor Information Services Actual vs Budget 2024

Katherine Town Council

For the year ended 30 June 2024

Services is C4 Visitor Information Services.

Account	2023-24 (Actual)	2023-24 (Budget)	Var (\$)	Var (%)
Operating Income				
44900 - Cancellation Fees	45.46	1,650.00	(1,604.54)	-97.24%
44300 - Commissions Earned	130,199.39	124,676.00	5,523.39	4.43%
46510 - Grants NT Gov Operating - Tourism	298,000.00	293,004.00	4,996.00	1.71%
44100 - Sales - Retail Sales	24,229.46	22,853.00	1,376.46	6.02%
44200 - Sales - Water/Stamp Sales	20,271.61	22,853.00	(2,581.39)	-11.30%
Total Operating Income	472,745.92	465,036.00	7,709.92	1.66%
Total Operating Income				
	472,745.92	465,036.00	7,709.92	1.66%
Operating Expenditure				
54250 - Cleaning Services	2,906.60	3,000.00	(93.40)	-3.11%
54480 - Plant Hire - Internal	0.00	27,453.00	(27,453.00)	-100.00%
55100 - Contractor Services - Infrastructure	1,720.00	3,894.00	(2,174.00)	-55.83%
54330 - Electricity	5,426.57	13,296.00	(7,869.43)	-59.19%
54180 - Stock Purchases	23,790.05	44,304.00	(20,513.95)	-46.30%
54350 - Water & Sewerage	0.00	5,316.00	(5,316.00)	-100.00%
51180 - Accrued Wages & Entitlements	8,026.20	0.00	8,026.20	0.00%
52710 - Bank Fees & Charges	3,772.11	11,520.00	(7,747.89)	-67.26%
54110 - Cleaning Consumables	503.30	2,220.00	(1,716.70)	-77.33%
59100 - Commissions & Fees Paid	18,659.78	26,580.00	(7,920.22)	-29.80%
54290 - Contracted Services Other	13,772.00	16,884.00	(3,112.00)	-18.43%
52950 - Council Functions	0.00	1,500.00	(1,500.00)	-100.00%
51390 - Employee Costs - Other	0.00	10,000.00	(10,000.00)	-100.00%
52510 - General Advertising	2,400.00	30,000.00	(27,600.00)	-92.00%
54130 - General Supplies	2,076.49	5,000.00	(2,923.51)	-58.47%
52320 - IT & Communications Equipment <\$5000	1,703.64	5,500.00	(3,796.36)	-69.02%
52240 - IT Support Costs	1,568.18	10,000.00	(8,431.82)	-84.32%
52810 - Legal Fees	750.00	0.00	750.00	0.00%
52130 - Memberships - Association & Professional	471.82	0.00	471.82	0.00%
52310 - Office Equipment Costs <\$5000	0.00	2,000.00	(2,000.00)	-100.00%
52330 - Office Furniture & Fittings <\$5000	0.00	7,000.00	(7,000.00)	-100.00%
52170 - Postage & Freight	158.34	1,500.00	(1,341.66)	-89.44%
52180 - Printing & Photocopying	1,779.71	3,000.00	(1,220.29)	-40.68%
51110 - Salaries & Wages Paid	253,277.17	323,514.00	(70,236.83)	-21.71%
52270 - IT Licences & Subscriptions	6,453.27	5,000.00	1,453.27	29.07%
51870 - Staff Uniforms	54.55	0.00	54.55	0.00%
52160 - Subscriptions, Publications & Reports	167.09	5,000.00	(4,832.91)	-96.66%
51290 - Superannuation Accrued	680.11	0.00	680.11	0.00%
51210 - Superannuation Expense - Payroll	30,173.77	36,547.00	(6,373.23)	-17.44%
52620 - Telephones & Communication Operational Costs	23,312.52	20,376.00	2,936.52	14.41%
51710 - Training, Conferences & Seminars	227.28	0.00	227.28	0.00%
Total Operating Expenditure	403,830.55	620,404.00	(216,573.45)	-34.91%
Net Operating Surplus/(Deficit)				
	68,915.37	(155,368.00)	224,283.37	-144.36%