



MINUTES

**Ordinary Meeting of Council
Held on Tuesday 27 January 2026**

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



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 - 27 January 2026 open at 6:01 pm.

4 ATTENDANCE

4.1 PRESENT

ELECTED MEMBERS

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

OFFICERS

- Casey Anderson – Acting Chief Executive Officer
- Amanda Haigh – Manager Governance and Risk - Minute Taker
- Brett Kimpton – Manager Environment and Municipal Services
- Matt Arnott - Manager Project Portfolio
- Rhett English - Manager Community Relations
- Rebecca Baguley – Chief Finance Officer
- Meredith Blair – Finance Manager
- Kimberly Worrigal – Contracts Coordinator

PUBLIC - 9

4.2 APOLOGIES

Council noted the apology of Councillor Whitehouse.

4.3 LEAVE OF ABSENCE

Councillor Whitehouse is on leave of absence for this meeting.

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



7 CONFIRMATION OF PREVIOUS MINUTES

7.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL 9 DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-001

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

That Council confirm the minutes of the Ordinary Meeting of Council held on 9 December 2025 as a true and accurate record.

CARRIED 6|0

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

Discussion

Clarification was sought on the item 6.3 page 29 that the Mayor would report back to council discussions at the GYRACC meetings. The appointment only relates to the AGM. Note: this relates to the next item on the agenda.

7.2 MINUTES OF THE SPECIAL ORDINARY MEETING OF COUNCIL 17 DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-002

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

That Council confirm the minutes of the Special Ordinary Meeting of Council held on 17 December 2025 as a true and accurate record.

CARRIED 6|0

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

8 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 ACTION UPDATE JANUARY 2026

COUNCIL RESOLUTION OMC-2026-003

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

1. That Council receive and note the Action update.
2. That Council remove action 23-09-2025 14.1 from the action list.

LOST 0|6

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

Discussion on the status of various ongoing actions including:

- clarified that the telecommunications lease with NBN is still under negotiation, as NBN requested an extension beyond the current policy limits. The Council is working to resolve the issue, and the action item remains open.
- the policy regarding legal representation costs for Elected Members and Council employees needs to be revisited with the incoming Council, with a review scheduled for March.
- Waste Management Facility Trading Hours update that staff consultations regarding rostering and contract compliance for the waste management facility's trading hours are ongoing, with a follow-up meeting scheduled for early February and a further update to be provided at the February Council meeting.

Noted the RAP is still not on the action list, which was raised as new business in the meeting on the 23 September 2025. Followup required and requested for the RAP to be placed back on the action list.

Requested to defer recommendation number 2.



9 MAYORAL BUSINESS

9.1 MAYOR ACTIVITIES DECEMBER 2025

COUNCIL RESOLUTION

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

That Council receive and note the Mayoral activities for December 2025.

COUNCIL RESOLUTION OMC-2026-004

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

That the Mayor will remove the following activities as she did not attend them:

- 10 December Centenary of Katherine - Community Action Group meeting
- 16 December End of Year Celebration - Big Rivers Regional Coordination Committee

CARRIED 7|0

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

9.2 COUNCILLOR GOALS FIRST 6 TO 12 MONTHS UPDATE

COUNCIL RESOLUTION OMC-2026-005

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

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

CARRIED 6|0

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

Discussion

Noted more information will be provided in the updates going forward.

10 CORRESPONDENCE AND DOCUMENTS

10.1 CORRESPONDENCE INCOMING DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-006

Moved: Councillor Glass; **Seconded:** Councillor Palmer

That Council receive and note the Incoming Correspondence:

- Attachments: 1. Letter - NTLRC - Review of S182 LG Act 2019 - 24 Nov 2025 - 244068 [10.1.1 - 1 page]



- 2. Letter - Minister LG - REsponse to request for extension - 28 Nov 2025 [10.1.2 - 2 pages]
- 3. Invitation - Katherine Seniors Citizen Community Christmas Party - 2 Dec 2025 - ID244297 [10.1.3 - 1 page]
- 4. Minister for Lands, Planning and Environment - DCA Appointments - 2 Dec 2025 - ID245234 [10.1.4 - 1 page]

CARRIED 6|0

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

10.2 CORRESPONDENCE OUTGOING DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-007

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

That Council receive and note the Outgoing Correspondence:

- Attachments:
- 1. Letter - Minister for Local Government - Request for Funding - Katherine Aquatic Centre - 17 Nov 2025 [10.2.1 - 1 page]
 - 2. Letter - Hon Steven Edgington - Service Level Delivery Assessment - 12 Dec 2025 - I D 245383 [10.2.2 - 2 pages]
 - 3. Email - Hon Steven Edgington - Service Level Delivery Assessment - 12 Dec 2025 - I D 245390 [10.2.3 - 2 pages]
 - 4. Email - Minister Edgington - Submission of Annual Report Delay - 12 Dec 2025 - I D 245392 [10.2.4 - 1 page]

CARRIED 6|0

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

Discussion

Council thanked NTG for the financial support to allow for free access for the pool. Report's indicate this has been very successful over the January school holiday period.

11 PETITIONS

12 PUBLIC QUESTION TIME (MATTERS REFERRED TO THE AGENDA)

There were no Questions from the Gallery at the Ordinary Meeting of Council - 27 January 2026

| Question | Response |
|--|---|
| In the Mayor activities 10 December was a LGANT briefing on the Local Government Act tranche 2 amendments. Was there any update on these amendments? | The information is not for public distribution and no further updates have been provided. |
| Item 14.1 is the Call for Motion from ALGA, what ideas are Council proposing and which Elected Members will attend the conference? | No motions at this point and no decision of who will attend yet. |



| | |
|---|---|
| Page 94 table 1.2 monthly drawdown borrowings show \$1m where other figures say it is different? | The transfers are to reserves and the drawdown for the borrowings is for the loan. Investigations have been undertaken on the Civic Centre upgrade. |
| In the budget review table there is transfer of reserves for the aquatic centre upgrade. Is this surplus from the project going back into reserves? | This was a previous council decision which now has been expended and moving the funds into operating. |
| The late agenda seeking approval for the CEO and Governance Officer to be signatories, should this be the Mayor and CEO? | Mayor has no financial delegation, the financial delegation sits with the CEO then is delegated. |

13 NOTICE OF MOTION

14 REPORTS OF OFFICERS

14.1 CALL FOR MOTIONS: 2026 ALGA NATIONAL GENERAL ASSEMBLY

COUNCIL RESOLUTION

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

1. That Council consider motions to submit to the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026.
2. That Council approve the elected members and CEO to attend the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026.

Discussion

Council noted that it is not proposed to send the entire Elected Members to the conference.

AMENDMENT RESOLUTION OMC-2026-007

Moved: Councillor Palmer; **Seconded:** Councillor Glass

That Council consider motions to submit to the 2026 National General Assembly of Local Government (NGA) in Canberra from 23 to 25 June 2026 at the next Ordinary Meeting of Council.

CARRIED 7|0

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

14.2 NOMINATION - MEMBERSHIP TO THE MINISTERS ADVISORY COUNCIL ON MULTICULTURAL AFFAIRS (MACMA)

COUNCIL RESOLUTION OMC-2026-008

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

That Council endorses Councillor Palmer to be nominated for membership on the Minister's Advisory Council on Multicultural Affairs (MACMA).

CARRIED 6|0

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

14.3 GRANT AGREEMENT - AQUATIC CENTRE FREE ENTRY 2025/2026

COUNCIL RESOLUTION OMC-2026-009

Moved: Councillor Glass; **Seconded:** Councillor Palmer

Council approves the Mayor and Acting Chief Executive Officer to execute Grant Agreement KATHAQ00001 for the Katherine Aquatic Centre, enabling free entry during the school holiday periods, specifically December 2025/January 2026 and April 2026.

CARRIED 6|0

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

Discussion

Council acknowledged the support from NTG.

14.4 FIRST BUDGET REVIEW 2025-2026

COUNCIL RESOLUTION OMC-2026-010

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

1. That Council

- a. Note the first Budget Review for 2025-2026.
- b. Adopt and Approve the Amended 2025-2026 budget with a forecast Net surplus of \$2,929.
- c. Approve the adoption of Council's amended Long-term financial plan which reflects the Amended 2025-2026 Budget

In accordance with Local Government (General) Regulations 2021, Division 4, Item 11 Reserves;

2. That Council

- a. Approve the transfer of reserve funding of \$933,737 previously set-aside for the Aquatic Centre Capital upgrade into the Capital Budget for 25-26.

CARRIED 6|0

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

14.5 FINANCE REPORT DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-011

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

That Council endorses the Finance Report for the month of December 2025.



CARRIED 6|0

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

Discussion

Revised report attached, noting the original report in the agenda had a few words missing.

14.6 COMMUNITY RELATIONS REPORT FOR THE MONTH OF DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-012

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

That Council receive and note the Community Relations Department report for the month of December 2025.

CARRIED 6|0

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

Discussion

Council paid recognition of the great work of the Visitor Information Centre and library staff.

14.7 CORPORATE ADMINISTRATION REPORT FOR THE MONTH OF DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-013

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

That Council receives and note the Corporate Administration Report for the month of December 2025.

CARRIED 6|0

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

Discussion

Council's fourth consecutive award for the Snap Send Solve community engagement tool, with a media release planned.

Council highlighted ongoing work in animal management and improvements at the library and Visitor Information Centre.

Council discussed the need for continued focus on dog registrations and noted the old dog pound site is still operational.

14.8 ENVIRONMENTAL AND MUNICIPAL SERVICES REPORT FOR THE MONTH OF DECEMBER 2025



COUNCIL RESOLUTION OMC-2026-014

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

That Council receives and notes the report of the Environmental and Municipal Services Department for December 2025.

CARRIED 6|0

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

Discussion

Noted that reporting indicates that most waste at the facility comes from commercial activity and Council's kerbside service.

The Council also discussed the well-attended Binjari Community Fund Day and ongoing improvements at the new dog pound facility.

14.9 INFRASTRUCTURE AND PROJECTS REPORT FOR THE MONTH OF DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-015

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

That Council receive and note the report of the Infrastructure Services Department for December 2025.

CARRIED 6|0

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

Discussion

Noted the report detailed the planting of 12 new native trees at local parks to replace those removed for safety reasons, with Council expressing support for ongoing green initiatives.

15 REPORTS FROM COMMITTEES

15.1 MINUTES FROM COMMITTEES

16 ELECTED MEMBER ACTIVITIES

16.1 ELECTED MEMBER ACTIVITIES DECEMBER 2025

COUNCIL RESOLUTION OMC-2026-016

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

That Council receive and note the Elected Member activities for December 2025.

CARRIED 6|0

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



AGAINST: Nil

17 LATE AGENDA

17.1 EXTENSION OF EXTERNAL AUDITOR APPOINTMENT

COUNCIL RESOLUTION OMC-2026-017

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

That Council appoints KPMG as Council's external audit service provider for a further 12-months period to undertake the external audit for the 2025/2026 financial year.

CARRIED 6|0

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

AGAINST: Nil

17.2 ATO AND BANK SIGNATORY AUTHORISATIONS

COUNCIL RESOLUTION OMC-2026-018

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

That Council approve:

1. The appointment of Casey Anderson, Acting Chief Executive Officer (ACEO) as an authorised signatory on Katherine Town Council's account held with the National Australia Bank (NAB) and;
2. The appointment of Casey Anderson, (ACEO) and Amanda Haigh, Manager Governance and Risk as an authorised signatory on Katherine Town Council's account held with the Bank of Queensland (BOQ) and;
3. The appointment of Casey Anderson, (ACEO) as the Relationship Authorisation Manager for Katherine Town Council's account held with the Australian Taxation Office (ATO).

CARRIED 6|0

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

AGAINST: Nil

Discussion

For awareness noted council has investments that are coming up for review and need to have current signatories to be able to reinvest those funds as decided by the Council.

18 GENERAL BUSINESS

Councillor Coutts raised the following:

- Noted disappointment that Council were not successful in a position on the Place Names Committee.
- Katherine East Area Plan and stage 2 development report raised and suggested that council should buy land for the library and visitor centre, near the community centre. There is opportunity for aged care and low income accommodation within the plan, noting council consider within the 2026-27 Municipal Plan. Also noted that previously there was allocation of a site for the new Cemetery which now is not within the plan. Requested for a briefing from NTG to be organised.



- The Walkway next to ANZ requires a pedestrian crossing on Railway Terrace and requested for inclusion in the next Municipal Plan.
- Regarding the Centenary number plates Elected Members expressed disappointed that Council were not informed about the release after being an initiative of the Council Centenary of Katherine 2026 Advisory Committee. Mayor advised that she had spoken with various Ministers and expressed Councils disappointment.

Councillor Glass raised the following:

- Queried why the past councillors where not invited to the events like Australia Day and the pool opening. The Mayor noted the previous Council has been recognised in press releases, speeches and a plaque installed at the Aquatic Centre.
- Dukes Park is used by many families and only has one swing and recommends equipment upgrades in the park be included in the Municipal planning.
- The lawn cemetery new site needs to be revisited and the rules be abided by to show respect for loved ones. Acting CEO advised that we are looking at dedicating a staff member three days a week to provide tender loving care at the Lawn Cemetery.
- Stated there are hairline fractures in both the high- and low-level bridges. If the bridges fail this will be an issue for Katherine. Wants Council to act on this issue.
- Regarding the Edith Bridge name change, queried if the Mayor was undertaking consultation for the name change. Mayor advised a request for a letter of support had been received from the local member. As agreed by the Council a reply was sent asking if the Jawoyn had been consulted. No response has been received to date.

Councillor King recognised Malcolm Brooks who sadly passed away and was buried last Monday. Councillor read out portions of the extract attached.

Councillor Coutts advised of her planned leave of absence being on the 12 to 15 February and 22 February to 8 March.

19 CLOSURE OF MEETING TO PUBLIC

The open meeting was declared closed to the public at 7:09 pm.

COUNCIL RESOLUTION OMC-2026-019

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.

CARRIED 6|0

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

20 CONFIDENTIAL ITEMS



20.1 CONFIRMATION OF PREVIOUS CONFIDENTIAL MINUTES 9 DECEMBER 2025

| | |
|------------------------|--|
| 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. |

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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: | (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 |

20.2 BUSINESS ARISING FROM PREVIOUS CONFIDENTIAL MEETINGS

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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: | (c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |

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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: | (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. |

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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: | (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> . |
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| 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 |
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20.3 LEASING OF THE COUNCIL PROPERTY - 35 NEEDHAM TERRACE - SMILE-A-MILE TOY LIBRARY

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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: | (c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |

20.4 TENDER AWARD - T25-13 - CLEANING ALL FACILITIES

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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: | (c) (i) information that would, if publicly disclosed, be likely to: cause commercial prejudice to, or confer an unfair commercial advantage on, any person. |

COUNCIL RESOLUTION OMC-2026-023

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

That Council:

1. Award Tender 25-13 – Cleaning All Facilities to *Power Clean NT Pty Ltd* for the amount of Three Hundred and Sixteen Thousand, Four Hundred and Seventy Dollars (\$316,470.00) excluding GST.
2. Release the resolution to the public minutes and for notification on council website.

CARRIED 6|0

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

20.5 KATHERINE TOWN COUNCIL - INVESTIGATION REPORT - DHLGCD

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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: | 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 |



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| | | that could, if publicly disclosed, cause prejudice to the individual. |
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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: | (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 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-2026-024

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

4. That Council approves the attendance of all Elected Members, A/CEO and Manager of Governance and Risk to attend the Australian Institute of Company Directors (ACID) course, organised by LGANT.

5. That Council approves releasing the recommendation number 4 to the public minutes and recommendations 1,2 and 3 are to be added to the review list.

CARRIED 6|0

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

21 RESUMPTION OF OPEN MEETING

The open meeting resumed at 7:41 pm.

22 CLOSURE OF THE MEETING

The Ordinary Meeting of Council - 27 January 2026 was declared closed at 7:41 pm.

The next Ordinary Meeting of Council will be held on 24 February 2026.



14.5 FINANCE REPORT DECEMBER 2025

Author: Rebecca Baguley, Chief Financial Officer
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: 1. Finance Report December 2025 [14.5.1 - 10 pages]

Officer Recommendation

That Council endorses the Finance Report for the month of December 2025.

Purpose of Report

This report is to present to the Council the Financial position of Council for the month of December 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 at all times.

Municipal Plan

- 1.1.2.2 Ensure compliance with local government legislation
- 1.1.2.3 Ensure compliance with other legislation applicable to Council
- 4.2.1.3 Finance policies and procedures are up-to-date and followed
- 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 adopted Municipal Plan Annual Budget.

Accordingly, the commentary attached presents the preliminary financial position of the council at the end of December 2025 with the Chief Executive Officer (CEO) Certification.

Discussion

Table 1.1 Monthly Income and Expenditure Statement, - Review of Operating Income

The total year-to-date (YTD) operating income exceeds budget expectations by 0.62%. This is due to the following factors: -

- a) Rates Revenue is 6.87% above YTD forecast with a positive variance of \$647,753 for December
- b) Waste Charges (Rates) is 19.5% above YTD forecast result.
- c) Interest for Investment Income is \$239,466 above YTD December. At-call investment interest received of \$35,525 YTD now included in the Budget forecast. 9 of the total 17 Investments are due to mature by 30 June 2026.
- (d) Operating grants revenue is currently 49.15% below budget expectations, primarily due to timing. Council has received 75% of the total Commonwealth Financial Assistance Grant funding. 2025-2026 year – totaling \$322,940. Council received \$658,144 as an early payment made in June



2025 for the 2025-2026 Financial year. The total approved Commonwealth FAG was \$1,304,024.

Table 1.1 - Monthly Income and Expenditure Statement - Review of Operating Expenditure

YTD operating expenditure is 13.91% below budget for the month of December, attributed to the following factors:

- a) Employee expenses are 16.31% below YTD budget due to vacancies in several positions will be filled in the coming months. A reforecast of employee expenses will be undertaken in the bi-annual Budget Review.
- b) Materials and Contracts expenditure constitutes the largest variance in expenditure with a variance of (\$1,139,4743) against YTD Budget forecast. This is attributed to contract payments scheduled for December now due in January of \$666,000.
- c) Election Expenses – down on original forecast. The savings will be transferred to offset hire of Meeting rooms for the Council meetings.

Monthly payments have been processed for all approved suppliers, with disbursements occurring on a weekly basis.

Table 3. Monthly Balance Sheet Report and Notes 2 & 3. Statement on Debts Owed to Council (Accounts Receivable) and Statement of Debts owed by Council (Accounts payable)

a) Aged Payables - Trade Creditors

A total of \$15,455 was due at 31.12.2025 - With \$14,455 applicable to 50% retention monies payable on completion of contracted work. The supplier will be paid in January.

Other Creditors - \$1,120 relates to Council's Social Club – payroll liabilities

b) Aged Receivables – Trade Debtors

Indicates 57.79% of debtors (excluding infringements and rates) have outstanding balances for more than 90 days. Follow-up actions continue through the issuance of monthly statements and follow-up direct calls.

Rates Revenue – Of the \$10,077,518 invoiced in 25-26, \$3,842,435, is current as at 31 December.

\$1,498,470.68 (28.2%) of total Aged Receivables relates to unpaid rates from the 2024/2025 financial year and prior periods. A comprehensive update is provided in the Corporate Services report for November regarding rates debtors.

Consultation Process

- Rates and Regulatory Affairs Co-Ordinator
- Financial Accountant
- Financial Consultant – CFO Business Associates

Policy Implications

There are no policy implications

Budget and Resource Implications

The Bi-Annual Budget Review has been completed with a separate report provided to council as at 31 December, 2025.

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

The Author and Approving Officers declare they do not have a conflict of interest in relation to this report.

Certification by the CEO to the Council

| | |
|--------------------------|------------------------|
| Council Name: | Katherine Town Council |
| Reporting Period: | 31/12/2025 |

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.

A/CEO Signed *Clayton Anderson*
Date Signed 19 / 01 / 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

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-------------------|-------------------|---------------------|---------------------|
| OPERATING INCOME | | | | |
| Rates* | 10,077,518 | 9,429,765 | 647,753 | 9,990,399 |
| Waste Charges** | 1,612,766 | 1,349,570 | 263,196 | 1,645,818 |
| Fees and Charges | 1,257,676 | 1,341,824 | (84,148) | 2,525,689 |
| Operating Grants and Subsidies | 932,171 | 1,833,046 | (900,875) | 2,193,222 |
| Interest / Investment Income | 547,884 | 308,418 | 239,466 | 576,365 |
| Commercial and Other Income | 118,797 | 194,486 | (75,689) | 372,182 |
| TOTAL OPERATING INCOME | 14,546,812 | 14,457,109 | 89,703 | 17,303,675 |
| OPERATING EXPENDITURE | | | | |
| Employee Expenses | 2,544,858 | 3,040,805 | (495,947) | 6,069,690 |
| Materials and Contracts | 3,246,029 | 4,385,502 | (1,139,473) | 8,350,845 |
| Elected Member Allowances | 104,159 | 137,760 | (33,601) | 275,520 |
| Elected Member Expenses | 17,912 | 44,384 | (26,472) | 55,000 |
| Council Committee & LA Allowances | 880 | 7,640 | (6,760) | 29,615 |
| Council Committee & LA Expenses | 235 | 3,333 | (3,098) | 8,360 |
| Depreciation, Amortisation and Impairment | 2,588,743 | 2,400,003 | 188,740 | 4,800,007 |
| Other Expenses | (109,255) | - | 109,255 | - |
| Interest Expenses (Finance Costs) | 6,134 | 16,943 | 10,809 | 58,416 |
| Gain/Loss on Remeasurement of Landfill | - | - | - | 465,321 |
| *TOTAL OPERATING EXPENDITURE | 8,399,695 | 10,036,370 | (1,396,547) | 20,112,774 |
| OPERATING SURPLUS /(DEFICIT) | 6,147,117 | 4,420,739 | 1,726,378 | (2,809,099) |

*NOTE: Rates Revenue is what is billed and not received

**NOTE: Waste Revenue is what is billed and not received

Table 1.2 Monthly Operating Position

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-------------------|------------------|--------------------|---------------------|
| BUDGETED OPERATING SURPLUS / (DEFICIT) | 6,147,117 | 4,420,739 | 1,726,378 | (2,809,099) |
| Remove NON-CASH ITEMS | | | | |
| Less Non-Cash Income | (48,019) | - | 48,019 | - |
| Add Back Non-Cash Expenses | 2,549,528 | 2,400,003 | (149,525) | 5,265,328 |
| TOTAL NON-CASH ITEMS | 2,501,509 | 2,400,003 | (101,506) | 5,265,328 |
| Less ADDITIONAL OUTFLOWS | | | | |
| Capital Expenditure | 5,554,923 | 6,362,343 | 807,420 | 9,705,621 |
| Borrowing Repayments (Principal Only) | - | - | - | - |
| Transfer to Reserves | - | - | - | - |
| Other Outflows | - | - | - | - |
| TOTAL ADDITIONAL OUTFLOWS | 5,554,923 | 6,362,343 | 807,420 | 9,705,621 |
| Add ADDITIONAL INFLOWS | | | | |
| Capital Grants Income | 2,979,471 | 4,435,029 | 1,455,558 | 5,191,029 |
| Prior Year Carry Forward Tied Funding* | 186,580 | - | (186,580) | - |
| Other Inflow of Funds | 70,040 | 36,089 | (33,951) | 72,178 |
| Application of Retained Earnings | - | - | - | - |
| Transfers from Reserves | 1,000,000 | - | (1,000,000) | - |
| Drawdown of Borrowings | 1,000,000 | 1,000,000 | - | 2,000,000 |
| *TOTAL ADDITIONAL INFLOWS | 5,236,091 | 5,471,118 | 235,027 | 7,263,207 |
| NET BUDGETED OPERATING SURPLUS / DEFICIT | 8,329,794 | 5,929,517 | 1,052,480 | 13,815 |

*NOTE: Prior year Carry Forward Tied Funding is subject to audit and may change

Table 2.1 Capital Expenditure and Funding
By class of infrastructure, property, plant and equipment

| CAPITAL EXPENDITURE | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Current Financial Year (Annual) Budget \$ |
|---|-------------------|------------------|--------------------|---|
| Land and Buildings | 15,739 | 170,000 | (154,261) | 2,350,000 |
| Facilities & Improvements | 5,412,300 | 5,286,750 | 125,550 | 4,300,000 |
| Plant & Machinery | 9,045 | 125,000 | (115,955) | 300,000 |
| Furniture, Fittings & Equipment | - | 62,500 | (62,500) | 150,000 |
| Fleet | - | 80,197 | (80,197) | 240,592 |
| Infrastructure Paths & Cycleways | - | 140,395 | (140,395) | 1,080,000 |
| Infrastructure Roads | 28,203 | 120,000 | (91,797) | 1,035,029 |
| Infrastructure Storm water & Drainage | 24,499 | 30,000 | (5,501) | 100,000 |
| Infrastructure - Outdoor Lighting | - | - | - | 150,000 |
| | | | | |
| TOTAL CAPITAL EXPENDITURE | 5,489,788 | 6,014,843 | (525,055) | 9,705,621 |
| | | | | |
| TOTAL CAPITAL EXPENDITURE FUNDED BY: | | | | |
| Operating Income (amount allocated to fund capital items) | 1,297,686 | 543,724.81 | 753,961 | 2,442,414 |
| Capital Grants | 3,122,062 | 4,435,029 | (1,312,967) | 5,191,029 |
| Utilisation of Retained Earnings | - | - | - | - |
| Transfers from Cash Reserves | 1,000,000 | - | 1,000,000 | - |
| Borrowings | - | 1,000,000 | (1,000,000) | 2,000,000 |
| Sale of Assets (Including Trade-In) | 70,040 | 36,089 | 33,951 | 72,178 |
| Other Funding | - | - | - | - |
| | | | | |
| TOTAL CAPITAL EXPENDITURE FUNDING | 5,489,788 | 6,014,843 | (525,055) | 9,705,621 |

Table 2.2. Quarterly Report on Planned Major Capital Works

| Class of Assets | By Major Capital Project | Total Prior Year(s) Expenditure \$ | YTD Actual Spend \$ | Total Planned Budget \$ | Total Yet to Spend \$ | Expected Project Completion Date |
|--|---|------------------------------------|---------------------|-------------------------|-----------------------|----------------------------------|
| Buildings & Other Structures | Aquatic Centre Redevelopment | 6,548,019.40 | 4,942,654.41 | 10,162,000 | - | Oct-25 |
| Buildings & Other Structures | Changing Places Aquatic centre | - | - | 162,000 | 162,000 | Dec-26 |
| Buildings & Other Structures | Civic Centre Upgrade | - | - | 5,000,000 | 5,000,000 | Dec-26 |
| Buildings & Other Structures | Carpark Shelters Civic Centre (Solar) | - | - | 250,000 | 250,000 | Dec-26 |
| Buildings & Other Structures | Lindsay St Amenities upgrade LRCI | 248,508.60 | 3,081.90 | 324,000 | 72,410 | Oct-25 |
| Buildings & Other Structures | Waste facility shed raise tipshop | - | 344,573.54 | 350,000 | 5,426 | Jun-25 |
| Improvements | x4 nature playgrounds | 78,961.84 | 12,657.50 | 200,000 | 108,381 | Jun-25 |
| Improvements | Irrigation Upgrades: priority for Railway Terrace, Glencoe Park, Fuller Park | - | - | 400,000 | 400,000 | Jun-26 |
| Infrastructure - Footpaths & Cycleways | Zimin Drive Footpath/Cycleway | - | 16,050.00 | 1,080,000 | 1,063,950 | Jun-26 |
| Infrastructure - Roads | First Street Improvement LRCI P4 | 329,854.06 | 12,153.35 | 350,000 | 7,993 | Jun-26 |
| Infrastructure - Roads | Local Road & Pavements: Sheppard, Needam, Zimin & Giles | - | - | 635,029 | 635,029 | Jun-26 |
| Infrastructure - Roads | Rural Intersection Upgrades: Helena/ Florina, Hendry/ Florina, Collins/Byers, Collins/Craigborn | - | - | 400,000 | 400,000 | Jun-26 |
| Infrastructure- Outdoor Lighting | Solar Streetlight Trial | - | - | 150,000 | 150,000 | Jun-26 |
| Plant & Equipment | 30 Tonne Excavator | - | - | 300,000 | 300,000 | Jun-26 |
| TOTAL | | 7,205,343.90 | 5,331,170.70 | 19,763,029.00 | 7,226,514.40 | |

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

| BALANCE SHEET | YTD Actuals \$ | Note Reference* |
|--------------------------------------|--------------------|-----------------|
| ASSETS | | |
| Cash at Bank | | |
| Tied Funds | 18,695,750 | (1) |
| Untied Funds | 8,931,173 | (1) |
| Trade Debtors | 206,293 | (2) |
| Rates & Charges Debtors | 5,347,819 | (2) |
| Other Current Assets | 771,080 | |
| TOTAL CURRENT ASSETS | 33,952,115 | |
| Non-Current Financial Assets | - | |
| Property, Plant and Equipment | 133,324,707 | |
| TOTAL NON-CURRENT ASSETS | 133,324,707 | |
| TOTAL ASSETS | 167,276,822 | |
| LIABILITIES | | |
| Accounts Payable | 58,217 | (3) |
| ATO & Payroll Liabilities | (11,775) | (4) |
| Current Provisions | 608,956 | |
| Accruals | 132,817 | |
| Other Current Liabilities | 239,548 | |
| TOTAL CURRENT LIABILITIES | 1,027,763 | |
| Borrowings | 1,000,000 | |
| Non-Current Employee Provisions | 33,160 | |
| Waste Management Make Good Provision | 20,391,239 | |
| TOTAL NON-CURRENT LIABILITIES | 21,424,399 | |
| TOTAL LIABILITIES | 22,452,162 | |
| NET ASSETS | 144,824,660 | |
| EQUITY | | |
| Asset Revaluation Reserve | 98,420,175 | |
| Reserves | 9,121,899 | (1) |
| Accumulated Surplus | 30,887,983 | |
| TOTAL EQUITY | 138,430,057 | |

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 | 1,933,738 |
| 33610 Municipal Election Reserve | 100,000 |
| 33620 Council Motion Funding Reserve | 600,515 |
| 11230 · Equity Reserves | 9,121,899.04 |
| 11240 · Waste Management Make Good | 7,731,354.00 |
| 11250 · Unspent Loan funds for Civic Centre | 1,000,000.00 |
| 11251 · Unspent Capital Grants | 43,989.46 |
| 11260 · Deposits Held | 155,262.00 |
| | 18,695,750.18 |

Untied Funds - Cash and Cash Equivalents less Tied Funds **8,931,172.50**

Note 1. Details of Cash and Investments Held

| | |
|---|----------------------|
| <i>Cash at Bank consists of Term Deposits of \$22.8M with maturities as detailed below, with the remaining \$4.2M</i> | |
| GENERAL FUND | \$ |
| Commonwealth Bank | |
| Balance as per bank statement as at 31 Dec 2025 | 27,626,922.68 |
| Credit card balances | 6,455.00 |
| Balance of Imprest and Petty Cash | 1,127.68 |
| Plus net outstanding deposits/(withdrawals) | |
| Adjusted cash at bank balance, 31 Dec 2025 | 27,621,595.36 |

| INVESTMENTS | INSTITUTION | PRINCIPAL \$ | INTEREST RATE | EFFECTIVE DATE | MATURITY DATE | INTEREST | INSTITUTION TOTALS \$ | % |
|-------------|--------------------------|-----------------|------------------|-------------------|------------------|-------------------|--------------------------|-------------|
| | 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 | 6,390,362.27 | 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 | 1,047,890.30 | 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 | 3,827,515.04 | 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 | 11,607,401.82 | 50.7% |
| | AMP (oncall) | 564,578.00 | | on call | on call 30 days | | | |
| | CBA | 2,132,022.00 | | on call | on call 30 days | | 2,696,600.00 | |
| | Total Investments | | | | | 860,179.65 | 25,569,769.43 | 100% |
| | Total Funds | | | | | | 27,626,922.50 | |

Note 2. Statement on Debts Owed to Council (Accounts Receivable)

| Council's Debtor Summary | Current | Past Due 1 – 30 Days | Past Due 31 – 60 Days | Past Due 61-90 Days | Past Due 90+ Days | Total |
|--------------------------|------------------|-------------------------|--------------------------|------------------------|----------------------|------------------|
| Rates Debtors | 3,842,435 | - | - | - | 1,509,245.89 | 5,351,681 |
| Trade Debtors | 1,102 | 24,245 | 17,034 | 6,890 | 67,469 | 116,741 |
| TOTAL | 3,843,537 | 24,245 | 17,034 | 6,890 | 1,576,715.25 | 5,468,422 |

Note 3. Statement on Trade Creditors

| <i>(Council can select timing of the age of creditors)</i> | Current | Past Due 1 – 30 Days | Past Due 31 – 60 Days | Past Due 61-90 Days | Past Due 90+ Days | Total |
|--|----------------|-------------------------|--------------------------|------------------------|----------------------|----------------|
| Trade Creditors* | 99,966 | 14,455 | - | 1,000 | 0 | 115,421 |
| Other Creditors | 1,120 | - | - | - | - | 1,120 |
| Total Accounts Payable | 101,086 | 14,455 | 0 | 1,000 | - | 116,541 |

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 | 29,763 |
| **Superannuation Payable Liability at 31 Dec 25 | 36,707 |
| **Prepaid Fringe Benefits Tax | 12,265 |

**Note this is an estimate only due to timing of reports

Note 5. Current Ratio

| * NT Local Government Regulatory Framework | LGR Benchmark | % |
|--|---------------|-------|
| Current Ratio (current assets/current liabilities) | 0 to + 10% | 33.03 |

| | | |
|---------------------------------------|------------|-------|
| Current Ratio adjusted for Tied Funds | 0 to + 10% | 14.84 |
|---------------------------------------|------------|-------|

Table 4. Member and CEO Council Credit Card Transactions for the Month

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.

Example:

Cardholder Name: Casey Anderson

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|----------------|---------------------------------------|-----------------------------------|
| 1-Dec | 233.65 | Woolworths Online BellaVista | General Office amenities |
| 1-Dec | 31.75 | Dollar and Sense KATHERINE | General Office amenities |
| 3-Dec | \$154.00 | XPNA.CO LANE COVE WENSW | Financial Subscription |
| 8-Dec | \$223.90 | ZOOM.COM 888-799-9666 SAN JOSE CA | Meeting Software Subscription |
| 9-Dec | \$291.65 | XERO AU INV-48562348 HAWTHORN VIC | Financial Subscription |
| 11-Dec | \$286.50 | STARLINK INTERNET Sydney AUS | CEO Internet |
| 17-Dec | \$97.73 | Dollar and Sense KATHERINE | General Office amenities |
| 17-Dec | \$20.00 | NEWS PTY LIMITED SURRY HILLS NSW | Subscription |
| 22-Dec | \$10.00 | XRO: XERO CUSTOM CONNE MELBOURNE VIC | Financial Subscription |
| 23-Dec | \$9.14 | LS The Black Russian C Katherine AUS | Coffee - Indo Consulting Meetings |
| 24-Dec | \$73.65 | WOOLWORTHS 5636 KATHERINE NT | Catering - Staff Farewell |
| 24-Dec | \$2,679.68 | TRAVELMANAGERS HAYMARKET NSW | Flight and Accommodation bookings |
| 29-Dec | \$321.55 | EZI* Happy HR Pty Ltd Essendon WesAUS | Subscription |
| 29-Dec | \$12.00 | NEWS PTY LIMITED SURRY HILLS NSW | Subscription |
| 29-Dec | \$771.88 | Adobe Sydney AUS | Subscription |
| 30-Dec | \$370.20 | Woolworths Online BellaVista | General Office amenities |
| | | | |
| | | | |
| | | | |
| | | | |
| Total | 5587.28 | | |

Cardholder Name: Ingrid Stonhill

| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|-----------------|-----------------------------|----------------------------|
| 3-Dec | \$92.52 | Intuit Mailchimp Sydney AUS | Subscription |
| 15-Dec | \$0.75 | Bank Fees & Charges | ChatGPT Exchange rate fee |
| 15-Dec | \$30.16 | Openai *ChatGPT | ChatGPT fee |
| | | | |
| | | | |
| Total | \$123.43 | | |

