



LATE AGENDA

**Ordinary Meeting of Council
To be held on Tuesday 28 October 2025
At 6:00 pm**

**Knotts Crossing Resort
10 Cameron Street, Katherine**

The Acting 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 DETERMINATION FOR PAYMENT OF ELECTED MEMBER ALLOWANCES

Author: Casey Anderson, Manager Corporate Administration
Authoriser: Casey Anderson, Acting Chief Executive Officer
Report Type: For decision
Attachments: Nil

Officer Recommendation

1. That Council approve Elected Members allowance payments via TFN (PAYG not withheld)

Purpose of Report

That the Elected Members are required to make a decision on how elected members allowances will be paid. The options are listed below and must be made by consensus "all in".

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.

Municipal Plan

1.1.2.2 Ensure compliance with local government legislation

Background

In previous arrangements, elected members' allowances were paid through an ABN to avoid processing through the Council employee payroll system.

This was intended to prevent confusion, as being paid through a TFN is processed through Council's payroll system and may give the impression that elected members are employees for taxation purposes, potentially leading some to assume entitlements or obligations similar to Council staff. Previous Council decision.

14.8 ELECTED MEMBERS ALLOWANCE PAYMENTS REPORT

Purpose	: To inform Council of the current legal tax requirements relating to their allowances being ordinary income and the payment process effective 01 July 2022.
Moved	: Councillor Trembath
Seconded	: Deputy Mayor Henderson
Minute No.26.07.2022-OM9 That Council formally receive and note the new process of Elected Members' allowance payments (with PAYG withholding) via the payroll system effective 01 July 2022, and retention of Elected Members' Tax File Number (TFN), Date of Birth and TFN Declaration Forms on file.	
CARRIED 5/ 0	

Discussion

The newly appointed Elected Members are required to make a decision on how elected members allowances will be paid. The options are listed below and must be made by consensus "all in".

Option 1: Payment through an ABN:

- Members must provide an ABN for payment processing.
- No PAYG tax is withheld by Council; members are responsible for declaring the payments as

income and managing their own tax and GST obligations.

- If a member does not provide an ABN, Council must withhold the top tax rate as prescribed by the Australian Tax Office (ATO) from their allowance.

Option 2: Payment through a TFN (PAYG withheld):

- PAYG deducted from allowance.
- Payments are treated as an allowance for taxation purposes.
- It is important that Elected Members understand that this does not make them employees, and under the Fair Work Act and other applicable legislation, they are not classified as workers.

Option 3: Payment through a TFN (PAYG not withheld)

- Payments are treated as an allowance for taxation purposes.
- No PAYG tax is withheld by Council; members are responsible for declaring the payments as income and managing their own tax and GST obligations.
- It is important that Elected Members understand that this does not make them employees, and under the Fair Work Act and other applicable legislation, they are not classified as workers.

ATO Guidance

- The Australian Taxation Office (ATO) generally considers elected members' allowances to be assessable income, best reported through PAYG/TFN arrangements.
- While some councils have previously been paid via ABN, the ATO now expects PAYG/STP reporting for clarity and compliance.

Consultation Process

Elected Members were informed of the previous council decision prior to the September allowance being paid.

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.

17.2 FINANCE REPORT SEPTEMBER 2025

Author: Sheralea Clemow, Rates and Regulatory Affairs Coordinator
Authoriser: Casey Anderson (Manager Corporate Administration)
Report Type: For decision
Attachments: 1. Finance Report - September Signed [17.2.1 - 9 pages]

Officer Recommendation

That Council endorses the Finance Report for the Month of September 2025.

Purpose of Report

In accordance with the Local Government (General) Regulations 2021 – Part 2 (Division 7), this report is to present to the Council the Financial position of Council for September 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

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.

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

Discussion

This correction does not impact the financials and is purely a reporting adjustment.

Total year-to-date (YTD) operating income exceeds budget expectations by 0.9%.

Actual interest revenue remains above budget projections at 84.17% due to higher cash balances.

Operating grants revenue is currently –78.06% below budget expectations, primarily due to timing.

Total YTD operating expenditure is –9.95% below budget for the month of September, attributed to a decrease in work undertaken than originally forecasted.

Employee-related expenses are –14.41% below the overall budget, largely due to ongoing vacancies in several positions.

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

Currently, 10.23% 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 calls.

Of the total outstanding rates balance, 18.66% relates to unpaid rates from the 2024/2025 financial year

and prior financial year periods. A detailed report has been prepared in the Corporate Administration report to Council.

These reports are subject to amendment resulting from finalisation of the 2024/2025 financial year financial statements; any adjustments, particularly to assets and liabilities, will have a flow-on material impact on the 2025/2026 financial reports. The attached financial reports should be considered with this in mind.

An administrative typographical error resulted in the incorrect presentation of the rate debtors figures on the balance sheet provided to Council in August. The correct rate debtors balance as of 31 August 2025 was \$9,874,951, with 90+ days overdue rate debtors balance at \$1,728,630.

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.

Certification by the CEO to the Council

Council Name:	Katherine Town Council
Reporting Period:	27/10/2025

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.

CEO Signed

Clarey Anderson

Date Signed

27 OCTOBER 2025

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	10,023,704	9,124,289	899,415	9,990,399
**Waste Charges	1,622,930	1,201,446	421,484	1,645,818
Fees and Charges	632,462	655,362	(22,900)	2,525,689
Operating Grants and Subsidies	354,246	1,614,681	(1,260,435)	2,193,222
Interest / Investment Income	278,558	151,254	127,304	576,365
Commercial and Other Income	96,785	145,603	(48,818)	372,182
TOTAL OPERATING INCOME	13,008,685	12,892,635	116,050	17,303,675
OPERATING EXPENDITURE				
Employee Expenses	1,439,872	1,682,322	(242,450)	6,069,690
Materials and Contracts	1,809,226	2,083,091	(273,865)	8,350,845
Elected Member Allowances	47,320	68,880	(21,560)	275,520
Elected Member Expenses	2,473	39,386	(36,913)	55,000
Council Committee & LA Allowances	-	-	-	29,615
Council Committee & LA Expenses	-	-	-	8,360
Depreciation, Amortisation and Impairment	1,200,002	1,200,002	-	4,800,007
Other Expenses	(70,040)	-	70,040	-
Interest Expenses (Finance Costs)	-	-	-	58,416
Gain/Loss on Remeasurement of Landfill	-	-	-	465,321
*TOTAL OPERATING EXPENDITURE	4,428,853	5,073,681	(504,748)	20,112,774
OPERATING SURPLUS /(DEFICIT)	8,579,832	7,818,954	760,878	(2,809,099)

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

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

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / (DEFICIT)	8,579,832	7,818,954	760,878	(2,809,099)
Remove NON-CASH ITEMS				
Less Non-Cash Income			-	
Add Back Non-Cash Expenses	1,129,961	1,200,002	70,040	5,265,328
TOTAL NON-CASH ITEMS	1,129,961	1,200,002	70,040	5,265,328
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	3,247,116	4,392,500	1,145,384	9,705,621
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	3,247,116	4,392,500	1,145,384	9,705,621
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,935,482	2,850,000	(85,482)	5,191,029
*Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	70,040	-	(70,040)	72,178
Application of Retained Earnings	-	-	-	-
Transfers from Reserves	1,000,000	-	(1,000,000)	-
Drawdown of Borrowings	500,000	-	(500,000)	2,000,000
*TOTAL ADDITIONAL INFLOWS	4,505,522	2,850,000	(1,655,522)	7,263,207
NET BUDGETED OPERATING SURPLUS / DEFICIT	10,968,200	7,476,456	(1,969,988)	13,815

These reports are subject to amendment resulting from finalisation of the 2024-25 financial year financial statements; any adjustments, particularly to assets and liabilities, will have a flow-on material impact on the 2025-26 financial reports.

*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	-	-	-	2,350,000
Facilities & Improvements	3,279,456	4,180,131	(900,676)	4,300,000
Plant & Machinery	9,045	75,000	(65,955)	300,000
Furniture, Fittings & Equipment	-	37,500	(37,500)	150,000
Fleet	-	-	-	240,592
Infrastructure Paths & Cycleways	-	-	-	1,080,000
Infrastructure Roads	10,000	40,000	(30,000)	1,035,029
Infrastructure Storm water & Drainage	-	10,000	(10,000)	100,000
Infrastructure - Street Lighting	-	-	-	150,000
			-	
TOTAL CAPITAL EXPENDITURE	3,298,501	4,342,631	(1,044,130)	9,705,621
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	292,979	992,631	(699,652)	2,442,414
Capital Grants	2,935,482	2,850,000	85,482	5,191,029
Utilisation of Retained Earnings	-	-	-	-
Transfers from (Equity) Reserves	-	-	-	-
Borrowings	-	500,000	(500,000)	2,000,000
Sale of Assets (Including Trade-In)	70,040	-	70,040	72,178
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE FUNDING	3,298,501	4,342,631	(1,044,130)	9,705,621

Last Financial Year is still being finalised and infrastructure invoices are subject to variable timing

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	2,911,669.19	10,162,000	702,311	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	-	324,000	75,491	Oct-25
Buildings & Other Structures	Waste facility shed raise tipshop	-	341,579.14	350,000	8,421	Jun-25
Improvements	x4 nature playgrounds	78,961.84	-	200,000	121,038	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	-	-	1,080,000	1,080,000	Jun-26
Infrastructure - Roads	First Street Improvement LRCI P4	329,854.06	10,000.00	350,000	10,146	Jun-26
Infrastructure - Roads	Local Road & Pavements: Sheppard, Needam, Zimmin & Giles	-	-	635,029	635,029	Jun-26
Infrastructure - Roads	Rural Intersection Upgrades: Helena/ Florina, Hendry/ Florina, Collins/Byers, Collins/Cragborn	-	-	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	3,263,248.33	19,763,029.00	9,294,436.77	

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	17,421,793	(1)
Untied Funds	11,207,022	(1)
Trade Debtors	646,148	(2)
Rates & Charges Debtors	9,031,974	(2)
Other Current Assets	594,474	
TOTAL CURRENT ASSETS	38,901,410	
Non-Current Financial Assets	-	
Property, Plant and Equipment	113,616,669	
TOTAL NON-CURRENT ASSETS	113,616,669	
TOTAL ASSETS	152,518,079	
LIABILITIES		
Accounts Payable	2,171,656	(3)
ATO & Payroll Liabilities	(32,348)	(4)
Current Provisions	608,956	
Accruals	111,196	
Other Current Liabilities	553,645	
TOTAL CURRENT LIABILITIES	3,413,105	
Borrowings	500,000	
Non-Current Provisions	33,162	
Other Non-Current Liabilities	7,486,931	
TOTAL NON-CURRENT LIABILITIES	8,020,093	
TOTAL LIABILITIES	11,433,198	
NET ASSETS	141,084,882	
EQUITY		
Asset Revaluation Reserve	98,419,938	
Reserves	9,121,899	(1)
Accumulated Surplus	33,607,874	
TOTAL EQUITY	141,149,711	

Note 1. Tied Funds

11210 · Imprest Petty Cash		1,127.68
11220 · Employee Liabilities (Provisions)		642,117.71
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		7,486,931.00
11250 · Unspent Capital Grants		-
11260 · Deposits Held		169,717.97
		17,421,793.40
Untied Funds - Cash and Cash Equivalents less Tied Funds		11,207,021.97

Note 1. Details of Cash and Investments Held

Cash at Bank consists of Term Deposits of \$24.4M with maturities as detailed below, with the remaining \$4.2M available at CBA Bank.

GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement as at 30 September 2025	28,628,815.37
Credit card balances	- 9,389.93
Balance of Imprest and Petty Cash	1,127.68
Plus net outstanding deposits/(withdrawals)	
Adjusted cash at bank balance, 30 September 2025	28,620,553.12

INVESTMENTS							
INSTITUTION	PRINCIPAL \$	INTEREST RATE	EFFECTIVE DATE	MATURITY DATE	INTEREST	INSTITUTION TOTALS \$	INSTITUTION %
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	1,573,184	4.85%	14-Nov-24	14-Nov-25	76,299.40		
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	6,314,062.87	28.1%
BOQ	500,000	4.80%	5-Nov-24	5-Nov-25	24,000.00		
BOQ	512,216	4.50%	6-Apr-25	8-Oct-25	11,556.44	1,012,216.43	4.5%
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	3,827,514.99	17.0%
NAB	3,500,000	4.85%	11-Nov-24	11-Nov-25	169,750.00		
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	2,000,000	4.75%	14-Oct-24	14-Oct-25	95,000.00	11,342,652.00	50.4%
AMP (oncall)	562,695.20		on call	on call 30 days			

CBA	2,122,764.24		on call	on call 30 days		2,685,459.44	
Total Investments					939,788.72	25,181,905.73	100%
Total Funds						28,628,814.97	

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*	7,380,196	-	-	-	1,693,586.13		9,073,782
Trade Debtors	540,981	16,690	9,433	13,742	66,221		647,067
TOTAL	7,921,177	16,690	9,433	13,742	1,759,807.13		9,720,849

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	416,600	1,719,140	5,163	0	29,443		2,170,346
Other Creditors	2936.11		-	-	-		2,936
Total Accounts Payable	419,536	1,719,140	5,163	0	29,442.77		2,173,282

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	177,458
**Prepaid Fringe Benefits Tax	2,538

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

Note 5. Current Ratio

Current Ratio (current assets/current liabilities)	11.40
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Current Ratio adjusted for Tied Funds	6.29
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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.

Cardholder Name: Ingrid Stonhill

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
3-Sep	\$23.28	Maidens Lane	Meeting
15-Sep	30.18	Openai *ChatGPT	ChatGPT Subscription
15-Sep	\$0.75	Openai *ChatGPT	ChatGPT Exchange rate fee
1-Oct	\$92.18	MailChimp	AI Powered Marketing Subscription
Total	\$146.39		