

# **Ordinary Meeting of Council Agenda**

**Wednesday 13 December 2017**

**Open Forum 5.30pm**

**Ordinary Meeting 6.00pm**

Council Chambers, Civic Centre,  
Stuart Highway, Katherine



Notice of Meeting of Council  
Notice is hereby given in accordance with Section 59  
of the Local Government Act

**1. Welcome to the Country**

I am honoured to be on the ancestral lands of Katherine's Aboriginal peoples. I acknowledge the First Australians as the traditional custodians of the continent, whose cultures are among the oldest living cultures in human history. I pay respect to the Elders of the community and extend my recognition to their descendants who are present.

**2. Opening Prayer**

Grant O God to this Council wisdom, understanding and sincerity of purpose in the Governance of this Municipality. Amen

**3. Present**

**4. Apologies and Leave of Absence**

**5. Confirmation of Previous Minutes**

5.1 Minutes of the Ordinary Meeting of Council held 28 November 2017.

The Minutes from Ordinary Meeting of Council 28 November 2017 be received and recorded as true and accurate.

**6. Business Arising from Previous Minutes**

**7. Conflict of Interest**

**Members Disclosure Conflict of Interest**

Council declares any conflicts of interest in line with Conflict of Interest Policy. A copy of this policy can be downloaded from [www.ktc.nt.gov.au](http://www.ktc.nt.gov.au) or obtained by emailing [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

**8. Mayoral Business**

**9. Correspondence and Documents to be Tabled**

**10. Petitions**

**11. Questions**



With Notice

Without Notice

**12. Notice of Motion**

**13. Reports of Officers**

<b>13.1</b>	Monthly Report of the Chief Executive Officer – November 2017	<u>3-8</u>
<b>13.2</b>	Monthly Report Corporate & Community Services Report – November 2017	<u>9-14</u>
<b>13.3</b>	Monthly Report Works & Services Division Report – November 2017	<u>15-19</u>
<b>13.4</b>	Monthly Finance Report – November 2017	<u>20-35</u>
<b>13.5</b>	Katherine Town Council Petty Cash Policy	<u>36-43</u>
<b>13.6</b>	Hydraulic Fracturing Inquiry Submission – Letter to Justice Pepper, 27 April 2017	<u>44-47</u>

**14. Reports from Representatives on Committees**

**15. Late Agenda**

**16. General Business**

**17. Confidential Items**

**18. Next Ordinary Meeting of Council**

The first Ordinary Meeting of Council for 2018 will be held on Tuesday 23 January 2018.

**19. Meeting Close**

SCANNED  
74393



# Katherine Town Council

## ELECTED MEMBERS LEAVE OF ABSENCE

I hereby advise of Leave of Absence from Council business, to commence from:-

7<sup>th</sup> DECEMBER to 29<sup>th</sup> DECEMBER inclusive,

Name: PETER GAZEY

Signature: [Signature] Date: 29/11/17

If a change to the delivery of Council Papers during the period of absence is required, please specify the details below:

CONTINUE EMAIL CORRESPONDENCE PLEASE.

Hold Papers at Council  or

Courier Papers to: \_\_\_\_\_

Civic Centre, Stuart Highway PO Box 1071 Katherine NT 0851 Australia  
Phone: 08 8972 5500 Fax: 08 8972 0305 email: [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)





SCANNED  
78529

# Katherine Town Council

---

## ELECTED MEMBERS LEAVE OF ABSENCE

I hereby advise of Leave of Absence from Council business, to commence from:-

11/12/17 to 4/1/18 inclusive,

Name: ELISABETH CLARK

Signature: E Clark Date: 4.12.17

If a change to the delivery of Council Papers during the period of absence is required, please specify the details below:

Hold Papers at Council



or

Courier Papers to: \_\_\_\_\_

---

Civic Centre, Stuart Highway PO Box 1071 Katherine NT 0851 Australia  
Phone: 08 8972 5500 Fax: 08 8972 0305 email: [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)



# REPORT

**FOLDER:** Local Governance / Council Meetings / Chief Executive Officer Report

**MEETING:** ORDINARY MEETING OF COUNCIL – 13 DECEMBER 2017

**REPORT TITLE:** MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR NOVEMBER 2017

---

## PURPOSE OF THE REPORT

To present the Report of the Chief Executive Officer for the month of November 2017.

## COMMENTS

The following projects and services were progressed through November 2017:

### Emungalan Road Bridge

On 27 October 2017, The Acting Director of Works & Services and the CEO met with representatives of the Department of Infrastructure, Planning and Logistics (DIPL) to discuss the options for the Emungalan Road Bridge with respect to approvals processes. It appears that approval requirements could extend the process for some years, so a community meeting with the Emungalan Road residents will be held to canvas the situation of building a lesser bridge on the existing alignments or to wait for an indeterminate period for an improved solution on a new alignment.

### LGANT Conference and Review of the Planning Act

On 1 to 3 November 2017, the Mayor, Deputy Mayor and CEO attended the LGANT Conference, AGM and CEO/ Mayor's Forums in Alice Springs. As part of the conference, the Mayor and CEO attended a workshop with other Council representatives and DIPL staff on the reform to the Planning Act. There were many areas of improvement identified, including:

- Enforcement of planning conditions and approvals
- DCA representation being from Councils, but members are required to participate as community representatives
- Greater integration of planning operations with other departments and federal government
- Clarity on the strategic objectives of the planning scheme to allow builders and residents to make informed choices
- Quicker processing of development applications
- Numerous regional and remote council issues

### Meetings with the Department of Business, Innovation and Trade

On 3 November 2017, the Mayor and CEO met with Scott Lovett (Executive Director, Department of Business, Innovation and Trade) to discuss Katherine's progress and PFAS. The CEO is developing up a priority project list to present to Scott, the Prime Minister and the Chief Minister in future meetings. The projects will be sourced from the Master Plan as well as recent discussions with the Education Committee, Chief Ministers Office, the Big Rivers Regional Economic Development Committee and other recently consulted groups.



### **Airport Lease Signed and Works Update**

On 8 November 2017, the jointly approved airport lease was signed by Council. The airport tender works are planned to be completed in December 2017.

### **NBN Installation Update**

The following Council facilities have been upgraded to NBN capability:

- Civic Centre
- Visitor Information (still awaiting a second line)
- Depot

Once the Library is installed Council will be installing Council software systems at all locations. This will increase Council's connectivity and capability from an operational perspective (i.e. lower response times to service requests, lower paper usage, etc).

### **RDANT (Regional Development Australia) Meeting**

On 14 November 2017 the CEO attended the quarterly RDANT meeting in Darwin. Agenda items included a number of projects across the NT that are being progressed such as the agricultural pilot in the Daly River Region, wireless internet to rural areas and a business prospectus for all of Northern Australia.

Thanks to the good work by RDANT officers, the NT has seen its most successful year of Building Better Regions Funding awardees.

### **Meeting with Sandra Nelson MLA**

On 18 November 2017, the Mayor and CEO met with Sandra Nelson to jointly discuss current and future key issues for Katherine, including youth projects, PFAS and agriculture.

### **Meeting with Minister Gary Higgins**

On 21 November 2017, the Mayor and CEO met with Minister Gary Higgins, Leader of the Opposition to present the Katherine Master Plan to him, his Chief of Staff and other advisors. Gary has written a letter to the Prime Minister to support our PFAS advocacy.

### **PFAS/ PFOA Update**

As Elected Members would be aware, the YMCA swimming pool was reopened since the last Ordinary Council Meeting as a result of the great work from many units in the organisation. My particular thanks to Liam Harte and Andrew Wilson (who both managed the project) and to the team (Jamie Craven, Allison, Jackson Moset Bernard, Smokey and Andrew Wilson) who removed 20 ton of sand in two litre buckets from the filtration system on a Saturday morning. Good work was also done by other key staff. Permanent solutions for the pool filtration systems are being considered next.

**Staff Statistics – NOVEMBER** (All figures are for 2017-2018 Financial Year.)

<b>Sick Leave Summary (excluding Maternity Leave)</b>					
<b>2017</b>	<b>Number of Permanent Employees</b>	<b>Total Hours Used</b>	<b>Total Days Lost</b>	<b>Total days lost per person YTD</b>	<b>Special Notes</b>
<b>Executive</b> Sick/Family leave hours used	3	0.00	0.00	0.00	
<b>Asset Management</b> Sick/Family leave hours used	2	69.30	9.12	4.56	
<b>Community Services</b> Sick/Family leave hours used	6	185.60	24.42	4.07	
<b>Community Services – Visitor Information Centre</b> Sick/Family leave hours used	5	32.70	4.30	0.86	
<b>Community Services – Library</b> Sick/Family leave hours used	6	72.50	9.54	1.59	
<b>Corporate Services</b> Sick/Family leave hours used	4	299.30	39.38	9.85	
<b>Works &amp; Services</b> Sick/Family leave hours used	5	156.10	20.54	4.11	
<b>Works &amp; Services – Depot</b> Sick/Family leave hours used	11	253.30	33.33	3.03	
<b>Works &amp; Services – Inspectorate</b> Sick/Family leave hours used	1	60.80	8.00	8.00	
<b>Waste Management</b> Sick/Family leave hours used	3	174.80	23.00	7.67	
<b>Totals</b>	<b>46</b>	<b>1304.4</b>	<b>171.63</b>	<b>3.73</b>	



**Service Requests Received**

Council received eighty five (85) service requests for the month of November 2017.

Environment	Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	14	Waste Management Transfer Station	Licence/Permits – Road Events		Abandoned Vehicle		Equipment Hire – Collars, Cages Etc	
Other Bins		Civic Centre	Carparks		Animal – Other		Street Lighting	1
Domestic Rubbish Collection	1	Public Toilets	Road Opening/Closing (Telstra, Aurora etc)	1	Animal at Large	7	Cemetery Burial Records	2
Litter	3	Showgrounds	Road Opening/Closing – Footpath/Driveways		Animal Cruelty		Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre	Street Signs		Animals – Lost and Found	7	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport	Street – Road Cleaning		Animal Attack	2	Disabled Parking Permits	
Street and Other Lighting	11	Visitor Information Centre	Permit to Work Within NT Government Road Reserve Driveways		Animal Menace	1	Plaques and Headstones	1
Sprinklers and Watering	2	Parks			Animal Nuisance	4	Ombudsman Complaints	
General		BMX	Road Maintenance	5	Miscellaneous		Community – Festival or Events	
Waste Disposal – Asbestos – Other	3	Lindsey Street Complex	Footpaths	2	Parking Control	1	Alcohol Permit	
Weeds		Sportsground	Line Marking/Pavement Management		Unauthorised Camping		Planning and Development	
Trees & Vegetation	3	General	Traffic Management		Overgrown/Unkempt Land	1	Planning and Development	
Tenders/Quotations		Swimming Pool	Planning and Development		Dog Licence		Sign Request	1
Bores and Water Readings		Playgrounds and Equipment	Oversize Permits		After Hours Callout		Miscellaneous Requests	
Waste Management Facilities	2	Skate Park	Bike Paths		Public Health Risk Activities		Tenders/Quotations	
		Hot Springs	Drains		Dangerous Animals		Licence or Permits – Mobile food van	
<b>Total</b>	<b>39</b>	<b>Total</b>	<b>Total</b>	<b>8</b>	<b>Total</b>	<b>23</b>	<b>Total</b>	<b>5</b>



**Service Requests Completed**

Council completed sixty three (63) service requests for the month November 2017. Twenty two (22) are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	13	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle		Equipment Hire – Collars, Cages Etc	
Other Bins		Civic Centre	2	Carparks		Animal – Other		Street Lighting	1
Domestic Rubbish Collection	1	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large	6	Cemetery Burial Records	2
Litter	1	Showgrounds	1	Road Opening/Closing – Footpath/Driveways	1	Animal Cruelty		Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	5	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport	2	Street – Road Cleaning		Animal Attack	1	Disabled Parking Permits	
Street and Other Lighting	10	Visitor Information Centre		Permit to Work Within NT Government Road Reserve		Animal Menace		Plaques and Headstones	1
Sprinklers and Watering	1	Parks		Driveways		Animal Nuisance	4	Ombudsman Complaints	
General		BMX		Road Maintenance	4	Miscellaneous		Community – Festival or Events	
Waste Disposal – Asbestos – Other Weeds	2	Lindsey Complex		Footpaths	1	Parking Control	1	Alcohol Permit	
Trees & Vegetation	1	Sportsground		Line Marking/Pavement Management		Unauthorised Camping		Planning and Development	
Tenders/Quotations		General		Traffic Management		Overgrown/Unkempt Land		Planning and Development	
Bores and Water Readings		Swimming Pool		Planning and Development		Dog Licence		Sign Request	1
Waste Management Facilities		Playgrounds and Equipment		Oversize Permits		After Hours Callout		Miscellaneous Requests	
		Skate Park		Bike Paths		Public Health Risk Activities		Tenders/Quotations	
		Hot Springs	1	Drains		Dangerous Animals		Licence or Permits – Mobile food van	
<b>Total</b>	<b>29</b>	<b>Total</b>	<b>6</b>	<b>Total</b>	<b>6</b>	<b>Total</b>	<b>17</b>	<b>Total</b>	<b>5</b>



**Complaints Received**

Council received zero (0)\* complaints for the month of November 2017.

<b>Administration</b>	<b>November</b>	<b>YTD</b>
Elected Members	0	1
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	1
Works	0	0

\* Statistics compiled over the calendar year.

**Complaints Completed**

Council completed zero (0)\* complaints for the month of November 2017.

<b>Administration</b>	<b>November</b>	<b>YTD</b>
Elected Members	0	1
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	1
Works	0	0

\* Statistics compiled over the calendar year.

**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

That the Chief Executive Officer Report for the month of November 2017 be received and noted.



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:**  
**Schedule of Attachments:**

Nil  
Nil

## KATHERINE TOWN COUNCIL



# REPORT

**FOLDER:** Local Governance / Council Meetings / Corporate and Community Services

**MEETING:** ORDINARY MEETING OF COUNCIL – 13 DECEMBER 2017

**REPORT TITLE:** CORPORATE AND COMMUNITY SERVICES REPORT FOR THE MONTH OF NOVEMBER 2017

## Purpose of Report

To present the Report for Corporate and Community Services for the month of November 2017.

## LIBRARY – 2017

### Programs & Events

Program	Date & Time
Broadband for Seniors – Computer Training	Tuesday & Thursday
Wriggle & Rhyme	Tuesday @ 9.30 – 10.00 am
Story Time	Wednesday @ 10.30-11.30 am
Wriggle and Ryme	Thursday @ 10.30-11.00 am
Movie Afternoon	Tuesday 24 November

Event	Date	Type of Event/Activity
Katherine Region of Writers	11 November	Meeting
Frillies Club – End of Year Party	30 November	Party

### Displays

Name	Date
Book Sale	14-25 November
Far Far Away	1-30 November

## Analysis / Comments

November has seen an improvement with Patrons, Wriggle & Rhyme and Story Time numbers when compared to October, but down on 2016. Computer use numbers were lower than 2016.

The Library had the annual Book Sale from 14 - 25 November 2017. The event was well attended with plenty of patrons coming into the Library to make purchases. The remainder of unsold items has been donated to various organizations in the Katherine Community such as Red Cross, Rock Ridge, Kintore School, etc.

Frillies Club held their end of year party on 30 November 2017. Making a snowman was the highlight of the party with one person wrapped in tissue paper and decorated. Frillies Club will resume again in March 2018.

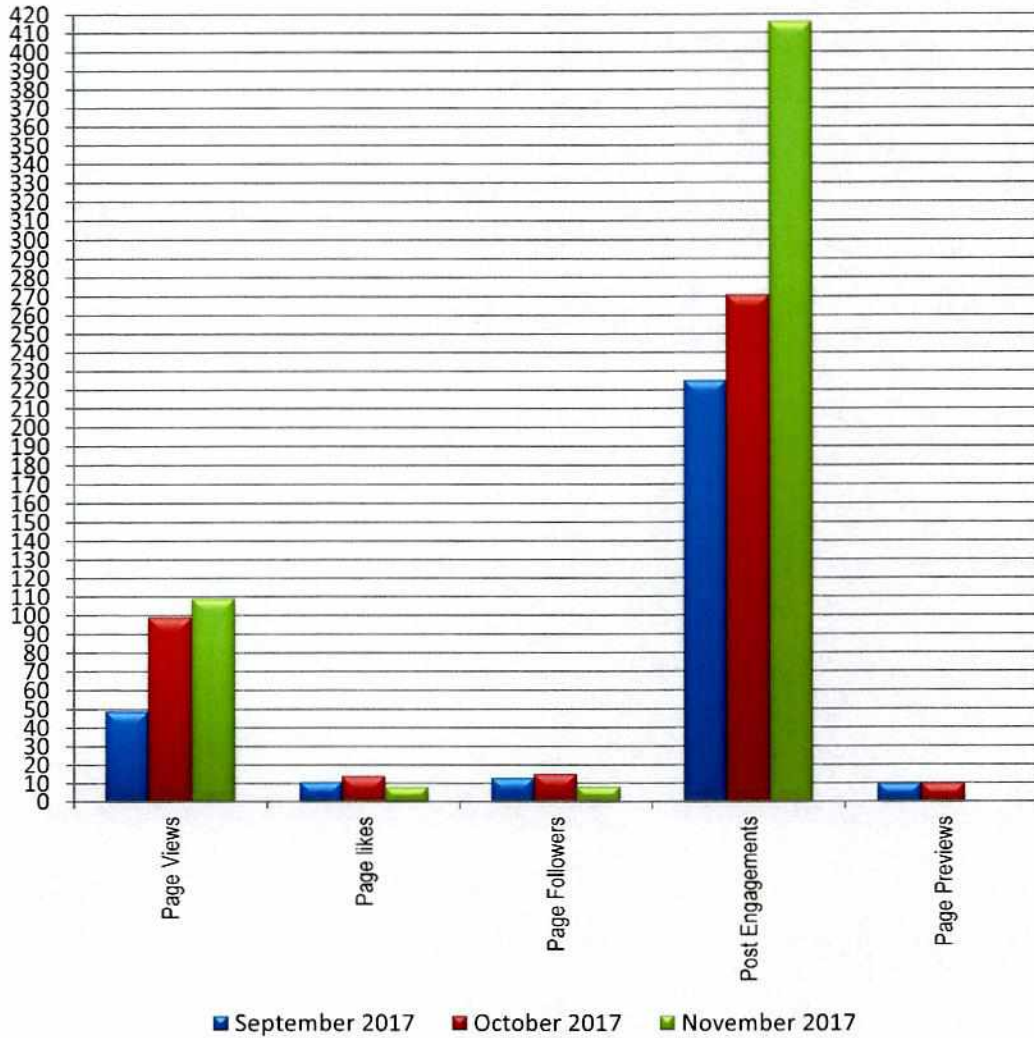


Movie Afternoon – This month’s movie was “Sing”. Children quickly settled in with their bean bags and pillows. Recorded numbers were 32.

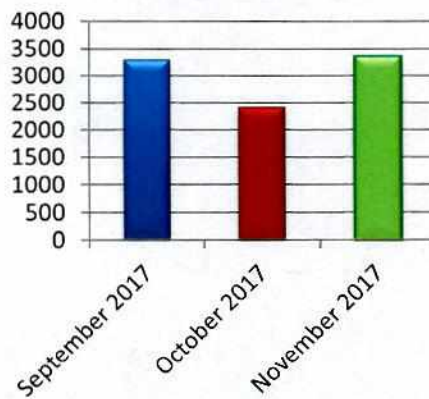
**RECOMMENDATIONS**

NIL

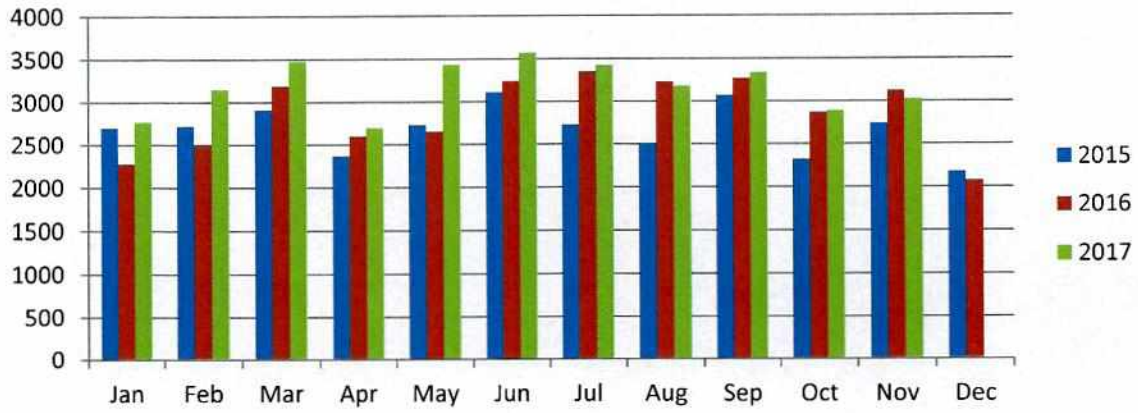
**Katherine Public Library Face Book Statistics**



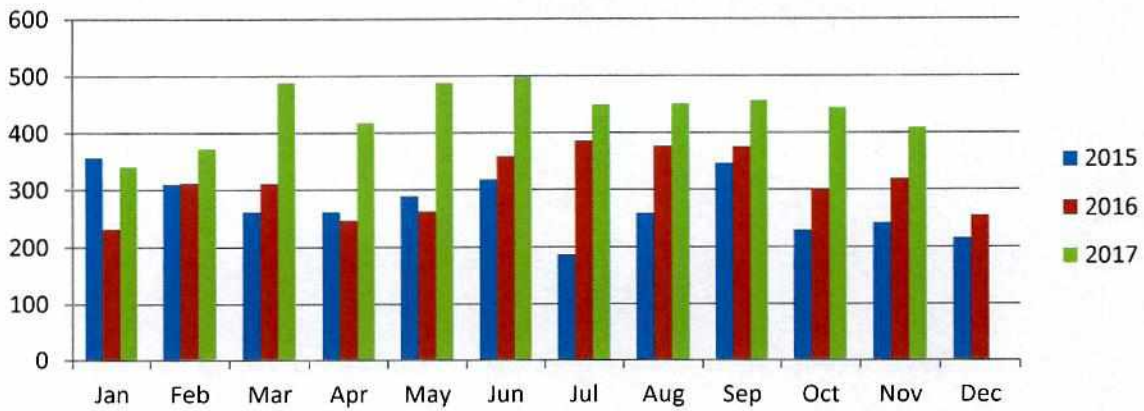
**Face Book Reach Statistics**



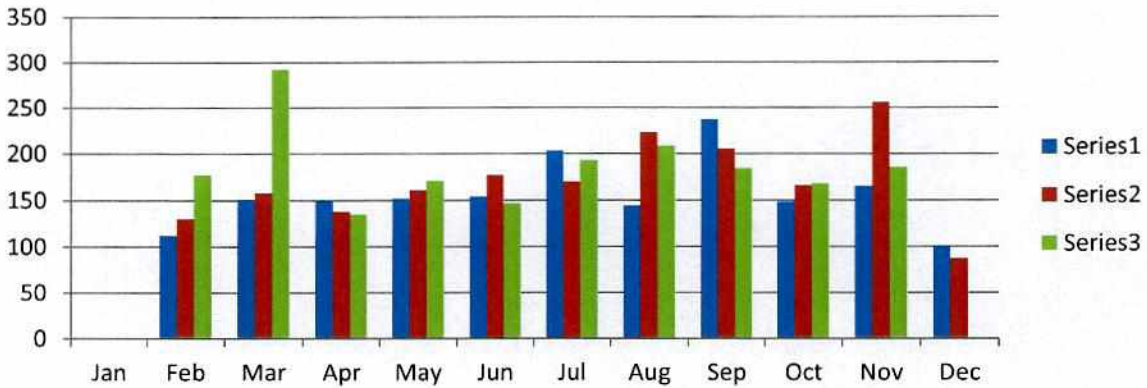
### Patron Numbers



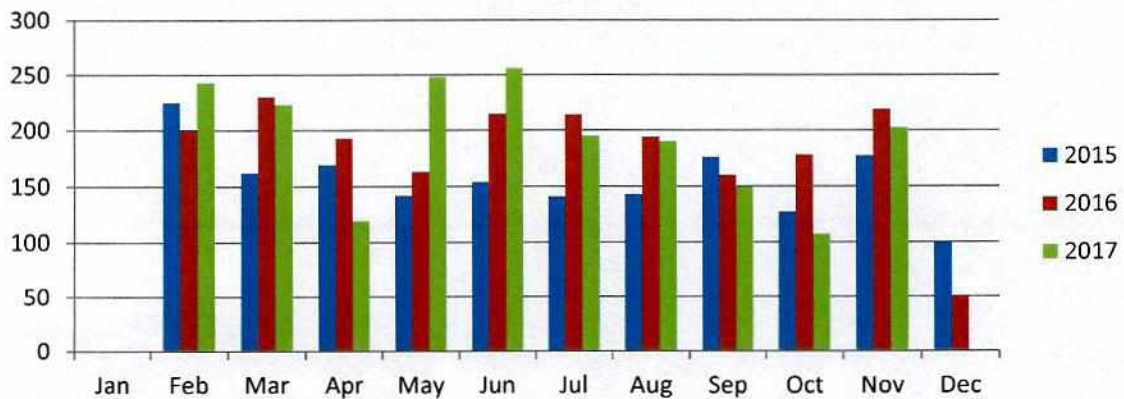
### Computer Usage



### Story Time



### Wriggle and Rhyme





## **VISITOR INFORMATION CENTRE**

### **Feedback – November 2017**

- 25 of the 3,931 visitors completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.
- We also received 4 Super Deed nominations which go out to staff that have exceeded customer expectations.

### **Improvements**

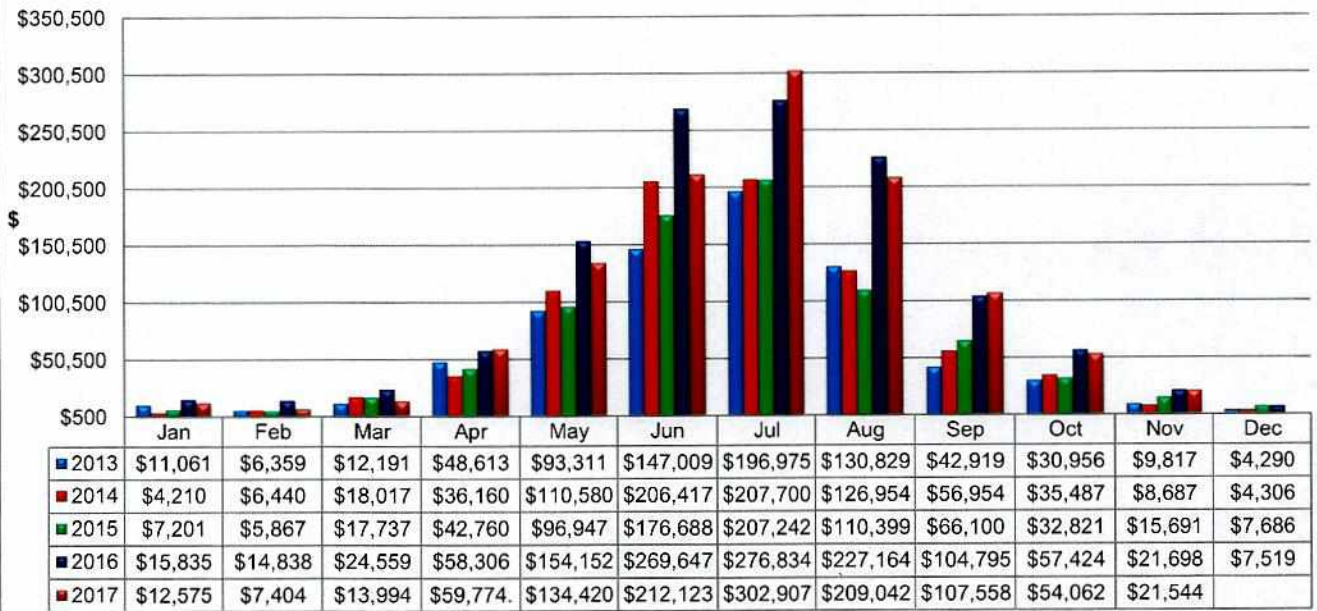
- ***Reducing customer service wait time.*** This is a work in progress and will roll over in the next dry season. Vend (our new PoS system) has also gone live on our iPad for the consulting stations in the New Year.
  - ***Using our outdoor facilities*** – Updates to the garden continue.
  - **Touch screen technology** on site consultation has occurred and next step is configuring the touch screens before installation.
  - ***Increase our conversion rate*** – Visitor Centre continued to see a positive change and trend in increased conversion rates throughout November.
- Most useful information in November –What's open and road conditions.

### **Analysis/Comment**

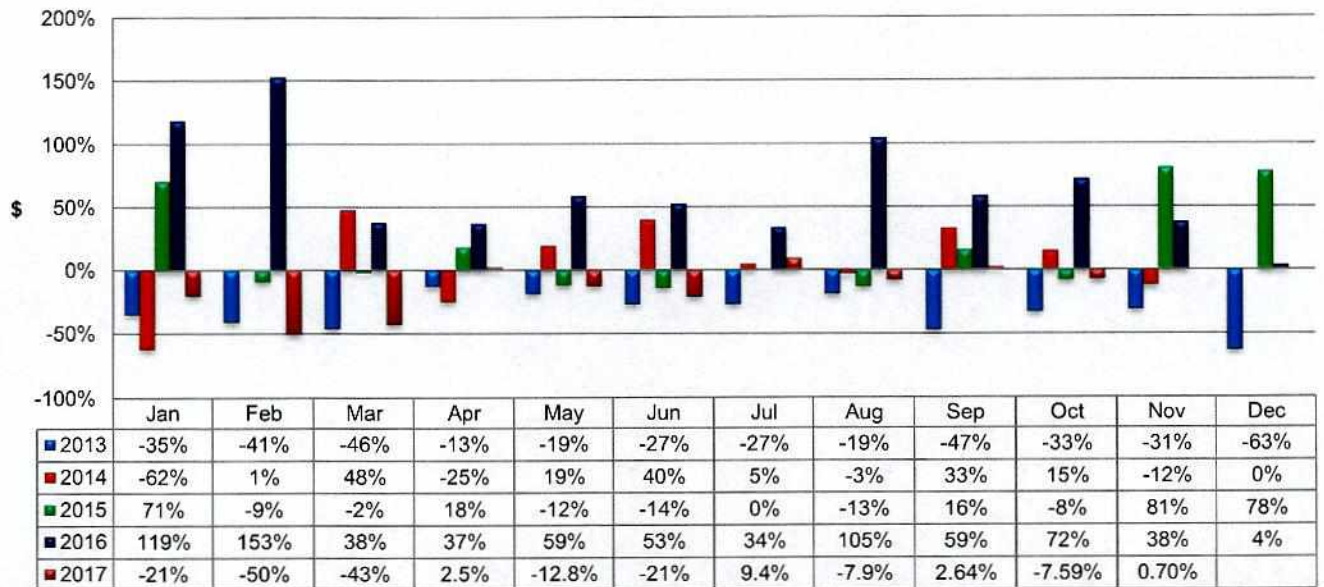
Total sales figure for November 2017 was \$21,544 a decrease of of \$154 or a 0.7% decrease on November 2016. Visitor numbers for November 2017 were 3,931 a decrease of 158 or a decrease of 3.86% on November 2016.

An average sale per visitor for November 2017 was \$5.48 per visitor, compared to last year's average of \$5.31 per visitor. An increase of 3.2% per visitor in November 2017 compared to November 2016.

### Value of Sales Calendar Year

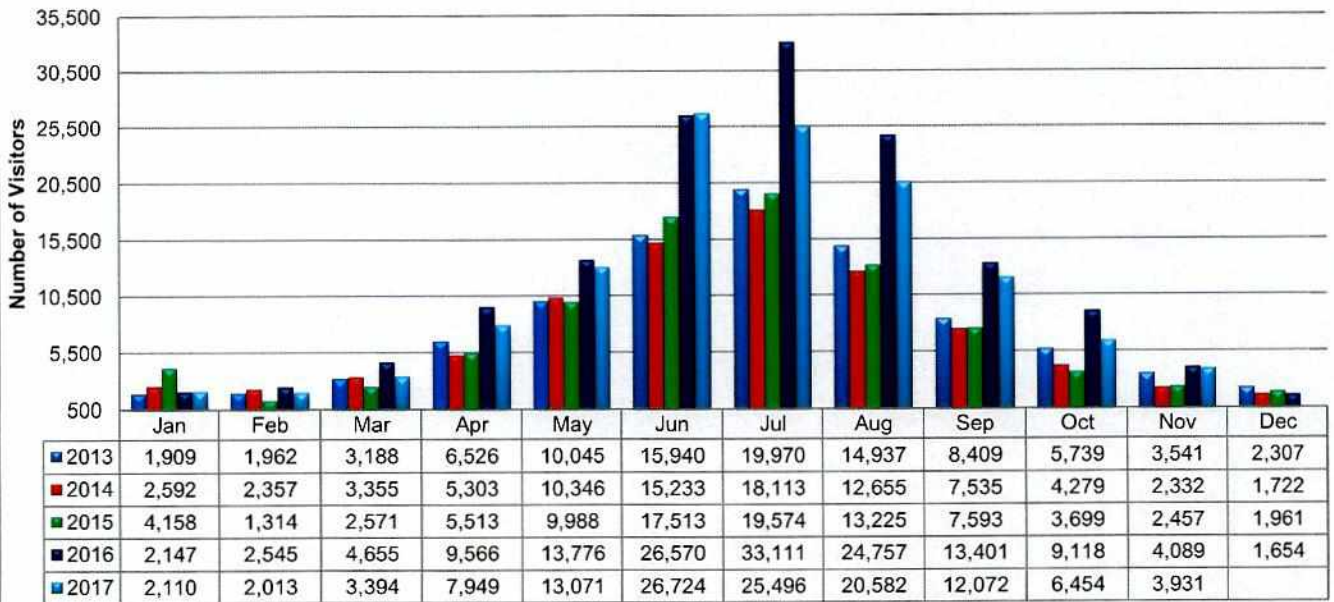


### Variance of Sales from previous years

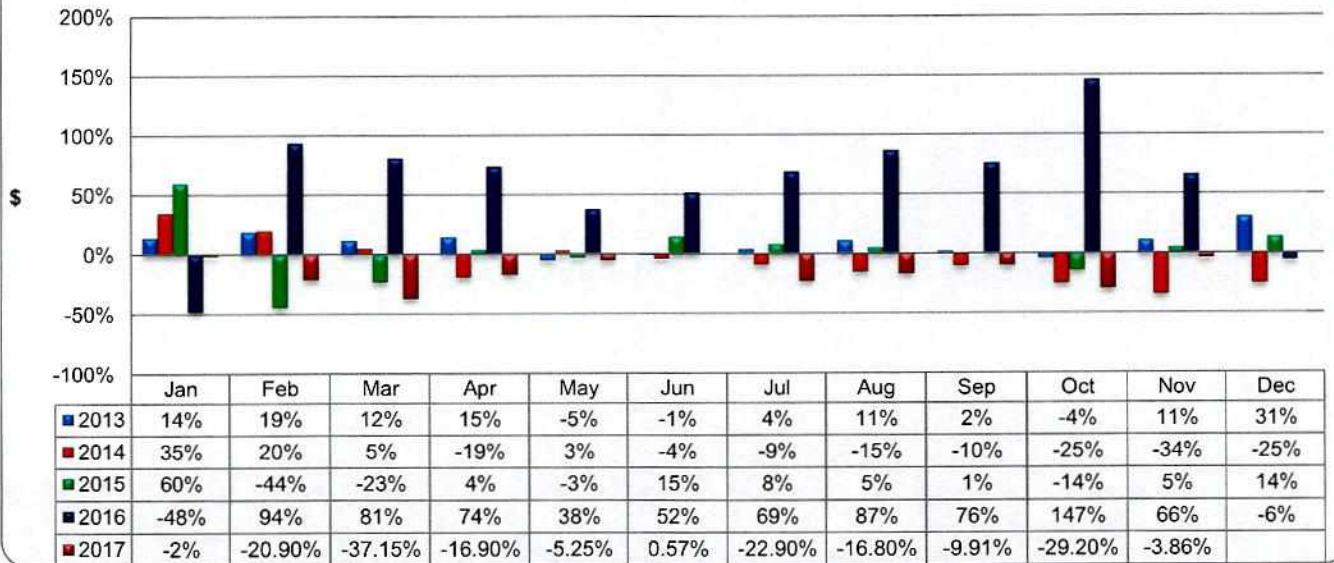




**Number of Visitors Calendar Year**



**Variance of Visitors from previous years**



**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

That the Corporate and Community Services report for the month of November 2017 be received and noted.

  
**Robert Jennings**  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Executive Assistant to the CEO, Sue Crammond  
**Schedule of Attachments:** NIL



# REPORT

**FOLDER:** Local Governance / Council Meetings / Works & Services Reports  
**MEETING:** ORDINARY MEETING OF COUNCIL - 13 DECEMBER 2017  
**REPORT TITLE:** WORKS & SERVICES DIVISION REPORT FOR THE MONTH OF NOVEMBER 2017

---

## **Purpose of Report**

To inform Elected Members of tasks, activities and projects undertaken by the Works & Services Division, during the month of November 2017.

## **Major Works**

- Council contractor, Cosa Cranes, and Council staff installed the first and largest stone at the RSL Cenotaph on Railway Terrace.
- Council staff drained and refilled the Aquatic Centre main pool to reduce the high PFAS reading which lead to the closure of the pool on 5 October.
- Council contractor Patow Towing transported the sand removed from the Aquatic Centre pool filters to RAAF Base Tindal for PFAS testing and storage.
- Council staff altered the soil erosion control at the Katherine Hot Springs as per advice received by the Department of Environment and Natural Resources.
- Council contractor, Shockless Electrical, installed cabling and light tower bases in preparation for future lighting at the top area of the Katherine Hot Springs.
- Council contractor, Drennan Builders, installed temporary fencing around suspected asbestos materials along the riverbank, behind the old Sport and Recreation Club in Giles Street.
- Council contractor, BT Asbestos Consultants, were engaged to undertake an independent inspection of the suspected asbestos materials found along the Katherine River Corridor.

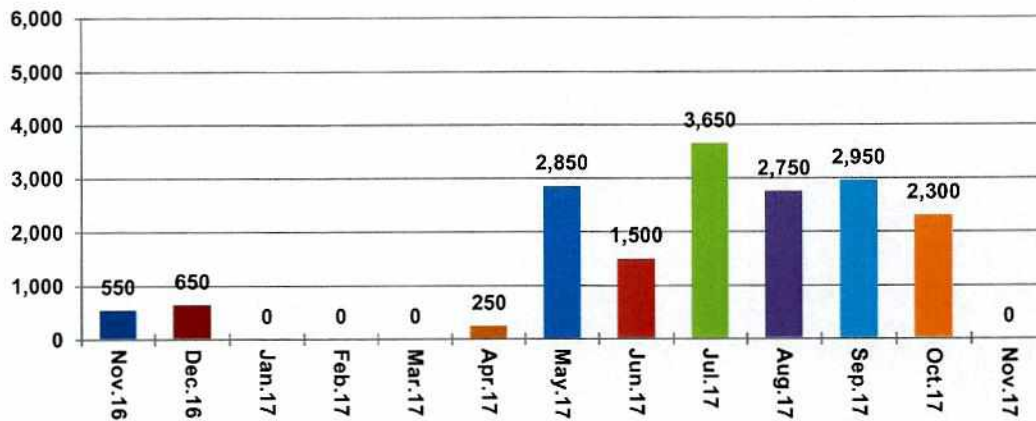
## **Facilities**

### **Parks & Open Areas**

- Council staff continued with the Mosquito Monitoring Program.
- Council Staff replaced nil broken, damaged and vandalised sprinkler components throughout the larger urban area; the total cost of these repairs and installations to date (2017/18 financial year) is \$11,650.00.

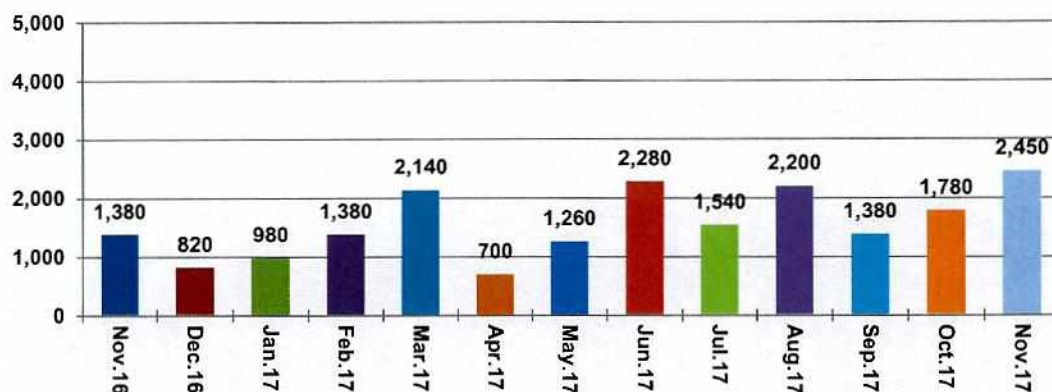


### Monthly Sprinkler Replacement (\$)



- The Urban Litter Collection statistic is based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area; Katherine Terrace is not included in these statistics. The total amount of litter collected by Council staff to date (2017/18 financial year) is 9,350kgs.

### Monthly Urban Litter Collection (kg)



#### Katherine Sportsgrounds

- Council staff increased the mowing and spraying programs.

#### Katherine Civic Centre

- Council contractor, Scatt's Plumbing, carried out repairs to the septic system.

#### Katherine Memorial Cemetery

- There were two (2) burials during the month of November 2017.
- Council staff planted 11 new trees throughout the area.

#### Katherine Civil Airport

- Daily serviceability inspections were carried out by Council staff and contractor, RHADS Security, reported no issues were found.

- Council contractor, Arafura Street Sweeping, carried out sweeping of the RPT and GA Aprons during the month of November 2017.

### **Waste Management Transfer Station**

- Council staff pushed in new roads at the Transfer Station to provide access for future eradication works on identified weed infestations.
- Tech Collect Scheme implemented at the Waste Management Facility is continuing to prove very successful; separating a total of 10m<sup>3</sup> of e-waste that would have otherwise ended up as landfill.

### **Binjari**

- Council hook bins were placed at Top and Bottom Camps (alternate weeks) and emptied on an as required basis. 2,140kgs of litter was collected during the month of November 2017.

### **Road Reserves**

#### **Road Pavements**

- Council contractor, Arafura Site & Street Sweeping, carried out the scheduled sweeping and kerbside spraying for the month of November 2017.

#### **Wet Season Operations**

- Council staff continued the Caltrop spraying program in and around the Katherine Township.
- Council staff secured the pedestrian handrail at Low Level Bridge in preparation for the onset of the wet season.
- Council staff pruned trees and removed fallen branches/debris throughout various locations, following a minor storm event.

### **Personnel & Services**

#### **Building Activities within the Municipality**

- Council considered the following number of planning applications during the month of November 2017:
  - 1 x Proposed Development Application
  - 1 x Variation of Development Permit

#### **Community Events**

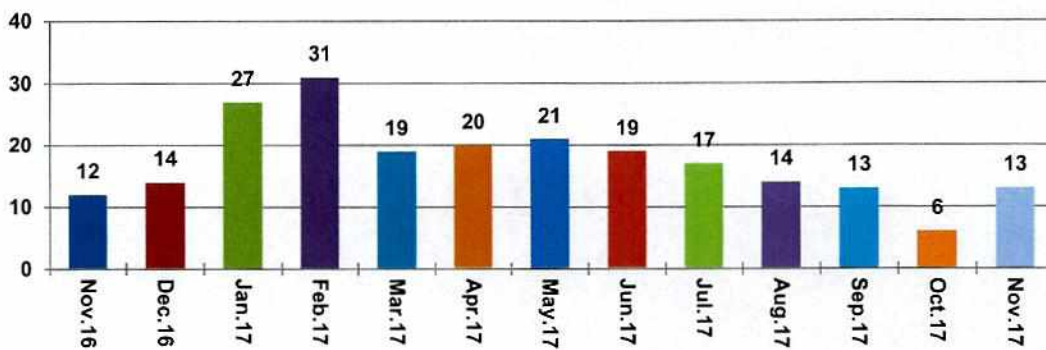
- Council staff and contractors carried out various tasks in preparedness for public hires/events held utilising several Council owned facilities during the month of November 2017.
- Council staff and contractors carried out grounds maintenance and beautification of the Cenotaph in O'Shea Park in preparation for Remembrance Day.
- Council staff and contractors carried out various tasks at Ryan Park in preparation for White Ribbon Day.



**Inspectorate Services**

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of November 2017.
- Pound Statistics for the month of November 2017 are as follows:
  - 9 dogs returned to their owners.
  - 1 dog purchase by new owners.
  - 3 dogs were euthanized.
  - 5 dogs were carried over.

**Monthly Impoundment of Dogs**



**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

- That the report of the Works & Services Division for the month of November, 2017 be received and noted.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Acting Operations Manager, Andrew Wilson  
**Schedule of Attachments:** Attachment A: Rangers Breakdown of Tasks - November 2017

RANGERS BREAKDOWN OF TASKS - NOVEMBER 2017

TASK		ANIMAL CONTROL RANGER	PARKING RANGER	NOTES
MEETINGS / TRAINING:	INTERNAL / EXTERNAL	4		
INSPECTIONS:	VACANT LOTS / NATURE STRIPS / FACILITY HIRES / ASSET INSPECTIONS	20		
PARK PATROLS:	ILLEGAL CAMPING / LITTER / PERSONAL BELONGINGS	4		
PARKING PATROLS:	CBD	20		
ANIMAL CONTROL:	PATROLS / INVESTIGATION / CAPTURE / IMPOUND / RELEASE / CLEANING / OTHER	35		
ABOUNDED VEHICLES:	IMPOUND / RELEASE / DISPOSE	1		
<b>NUMBER OF INFRINGEMENTS / LETTERS / NOTICES TO COMPLY ISSUED</b>				
INFRINGEMENTS:	PARKING ABANDONED VEHICLE ILLEGAL CAMPING LITTER ANIMAL CONTROL	2		
LETTERS / NOTICES:	VACANT LOTS / ANIMAL CONTROL ETC.	19		





# REPORT

**FOLDER:** Local Governance / Council Meetings / Financial Report

**MEETING:** ORDINARY MEETING OF COUNCIL – 13 DECEMBER 2017

**REPORT TITLE:** MONTHLY FINANCIAL REPORT – NOVEMBER 2017

## Purpose of Report

To receive and note the monthly financial report prepared by the Corporate Services Team and to adopt various budget changes.

## General

The Local Government (Accounting) Regulations 18 states:

- (1) *The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:*
  - (a) *the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month;*
  - (b) *the forecast income and expenditure for the whole of the financial year.*
- (2) *The report must include:*
  - (a) *details of all cash and investments held by the council (including money held in trust);*
  - (b) *a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts; and*
  - (c) *other information required by the council.*
- (3) *If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council's financial functions for the particular month.*

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

That Council endorse the Financial Report for the month of November 2017.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Acting Corporate Services Executive Manager, Ireneo Lalim

**Schedule of Attachments:** Financial Report Executive Summary  
Statements of Budget Comparison  
Cash and Investment Reports  
Debtors Report  
Payment Listings

## Financial Report Executive Summary

The following is a summary of the key issues and developments year to date.

● On track     
 ● Monitoring     
 ● Items to note

### Summary Operating Results

● The overall operating result to date, compared to budget is on track to meet forecast.

#### ● Budget Reviews/Variations

Materials, contracts and other expenses have been adjusted to reflect additional \$45,000 for Sportsground Oval resurfacing as per approved budget adjustment.

#### ● Cash Position

The cash flow is well positioned with investments maturing to meet future cashflow demands.

### Debtors Analysis

The table below shows the amount of debtors outstanding for the current and the previous month.

Debtors have shown an overall decrease of \$1,289,522 at the end of November.

	<b>Oct-17</b>	<b>Nov-17</b>
Rates debtors	3,516,031	2,890,112
Sundry debtors	714,358	56,708
Weighbridge debtors	127,867	124,914
Infringement - Animal	27,969	27,969
Infringement - Parking	10,083	10,083
Infringement - Litter/Camping	1,232	1,232
<b>Total outstanding</b>	<b>4,397,540</b>	<b>3,111,018</b>

### Rates Debtors Analysis

The outstanding amount is attributable to 2017/18 rates & charges being levied in July. The decrease in rates debtors is due to second quarter installment payments.



### Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days, 90 days and 120 days for the month of November 2017.

	<b>Oct-17</b>	<b>Nov-17</b>
Current	54,435	25,375
Over 30 days	650,101	13,004
Over 60 days	- 382	10,001
Over 90 days	- 2,886	- 108
Over 120 days	13,090	8,435
<b>Total</b>	<b>714,358</b>	<b>56,707</b>

The overall decrease is due to payment received for the invoice raised for Hotsprings revitalisation funding to Department of Transport.

### Weighbridge Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days, 90 days and 120 days for the month of November 2017.

	<b>Oct-17</b>	<b>Nov-17</b>
Current	48,961	41,031
Over 30 days	33,608	33,782
Over 60 days	12,341	8,737
Over 90 days	3,577	8,837
Over 120 days	29,380	32,527
<b>Total</b>	<b>127,867</b>	<b>124,914</b>

The balances in 60 days, 90 days & 120 days are closely being monitored with a number of accounts forwarded to Territory Debt Collectors for legal action.

Debtors are being reviewed for non recoverable debts.

# KATHERINE TOWN COUNCIL STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 30 November 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
<b>INCOME</b>							
Rates and annual charges	7,604,784	-	7,604,784	1,526	7,547,691	7,604,784	
Statutory charges	60,000	-	60,000	1,547	25,264	60,000	
User charges	1,428,208	-	1,428,208	101,047	542,135	1,428,208	
Grants, subsidies and contributions	1,999,985	-	1,999,985	216,654	698,925	1,999,985	
Interest	360,950	-	360,950	135,531	163,710	360,950	
Reimbursements	120,660	-	120,660	22,120	65,415	120,660	
Other income	104,810	-	104,810	1,190	59,363	104,810	
<b>Total operating income</b>	<b>11,679,397</b>	<b>-</b>	<b>11,679,397</b>	<b>479,614</b>	<b>9,102,503</b>	<b>11,679,397</b>	<b>-</b>
<b>EXPENDITURE</b>							
Employee costs	4,577,565	-	4,577,565	480,057	1,775,806	4,577,565	
Materials, contracts and other expenses	5,317,929	52,081	5,370,010	312,877	2,192,922	5,415,010	45,000
<b>Total Operating Expenses</b>	<b>9,895,494</b>	<b>52,081</b>	<b>9,947,575</b>	<b>792,933</b>	<b>3,968,728</b>	<b>9,992,575</b>	<b>45,000</b>
<b>Operating surplus/(deficit) before depreciation</b>	<b>1,783,903</b>	<b>-</b>	<b>1,731,822</b>	<b>313,319</b>	<b>5,133,775</b>	<b>1,686,822</b>	<b>-</b>
Depreciation	-	-	-	-	-	-	-
<b>Operating surplus/(deficit) before capital items</b>	<b>1,783,903</b>	<b>-</b>	<b>1,731,822</b>	<b>313,319</b>	<b>5,133,775</b>	<b>1,686,822</b>	<b>-</b>
<b>Net gain (loss) on disposal of assets</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>-</b>
Amounts received specifically for new or upgraded asset	756,162	2,144,545	2,900,707	-	-	2,900,707	-
<b>Net operating surplus/(deficit)</b>	<b>2,450,065</b>	<b>2,092,464</b>	<b>4,542,529</b>	<b>313,319</b>	<b>5,133,775</b>	<b>4,497,529</b>	<b>45,000</b>



# KATHERINE TOWN COUNCIL

## CAPITAL INCOME & EXPENDITURE

As at 30 November 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
<b>Sources of capital funding</b>							
General revenue used for capital purposes	1,107,900	42,105	1,150,005	87,375	323,270	1,150,005	-
Other capital revenue sources:							
Proceeds from sale of capital assets	121,000	-	121,000	-	-	121,000	
Grants and subsidies	756,162	3,824,131	4,580,293	64,288	959,492	4,580,293	-
Transfers from internally restricted funds	500,000	-	500,000	-	-	500,000	
<b>Total capital funding</b>	<b>2,485,062</b>	<b>3,866,236</b>	<b>6,351,298</b>	<b>151,663</b>	<b>1,282,762</b>	<b>6,351,298</b>	<b>-</b>
<b>Application of capital funding</b>							
Non current capital assets:							
Buildings and other structures	103,200	543,476	646,676	21,644	78,950	646,676	-
Plant and machinery	743,000	-	743,000	20,336	118,775	743,000	
Improvements	110,500	797,200	907,700	47,988	712,279	907,700	
Infrastructure assets	1,408,162	2,511,665	3,919,827	30,646	256,206	3,919,827	
Furniture and equipment	120,200	13,895	134,095	31,049	116,552	134,095	
Total	2,485,062	3,866,236	6,351,298	151,663	1,282,762	6,351,298	-
Brought forward amounts	-	-	-	-	-	-	
<b>Total capital expenditure</b>	<b>2,485,062</b>	<b>3,866,236</b>	<b>6,351,298</b>	<b>151,663</b>	<b>1,282,762</b>	<b>6,351,298</b>	<b>-</b>

PLEASE NOTE 2016/17 FINANCIAL YEAR HAS NOT BEEN FINALISED

**CASH AND INVESTMENTS**  
30 November 2017

<b>GENERAL FUND</b>	
<b>Commonwealth Bank</b>	\$
Balance as per bank statement, 30 September 2017	614,347.24
Plus net outstanding deposits/(withdrawals)	(2,690.74)
Adjusted cash at bank balance, 30 September 2017	<u>611,656.50</u>

**INVESTMENTS**

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	% FINANCIAL INSTITUTION
Commonwealth Bank	767,266.04		on call	on call	767,266.04	4.68%
Westpac Bank	1,000,000.00	2.70	6-Nov-17	6-Nov-18		
Westpac Bank	5,635,993.42	2.63	22-Nov-17	22-Nov-18		
Westpac Bank	2,000,000.00	2.64	27-Sep-17	24-Feb-18		
Westpac Bank	1,242,717.61	2.62	16-May-17	15-Feb-18		
Westpac Bank	2,304,240.25	2.70	6-Nov-17	6-Nov-17		
Westpac Bank	1,850,390.47	2.63	25-Sep-17	22-Feb-18		
Westpac Bank	1,592,673.15	2.47	27-Nov-17	27-Feb-18	15,626,014.90	95.32%
<b>Total Investments</b>					<u>16,393,280.94</u>	100.00%
<b>TOTAL FUNDS (incl internally restricted funds)</b>					<u>17,004,937.44</u>	

**Internally Restricted Funds**

Capital Depreciation Renewal Reserve	\$ 2,741,418
Asset Retirement Obligation Reserve	\$ -
Provision for Employee Entitlements and Other Liabilities	\$ 1,236,552
<b>Total</b>	<u>\$ 3,977,970</u>



**DEBTORS REPORT**  
**30 November 2017**

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	120+ days \$	TOTAL \$
Sundry	25,375	13,004	10,001 -	108	8,435	56,708
Weighbridge	41,031	33,782	8,737	8,837	32,527	124,914
<b>Total</b>						<u>181,622</u>

Infringements	Current \$	30+ days \$	60+ days \$	90+ days \$	> 12 months \$	TOTAL \$
Animal	616	-	-	6,002	21,351	27,969
Parking	50	-	-	-	10,033	10,083
Litter	200	-	-	-	482	682
Camping	200	-	-	-	350	550
<b>Total</b>						<u>39,284</u>

<b>Rates</b>	Current \$	2,664,058	Arrears incl interest & legal fees \$	226,053	<b>TOTAL \$</b>	2,890,112
<b>Grand Total</b>					<u><b>3,111,017</b></u>	

**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

Date	Ref No	Payee	Description	Amount
2-Nov-17	1523/3206-01	RemServ	Payroll Deduction	3,089.36
2-Nov-17	1523/64-01	United Voice	Payroll Deductions	23.30
2-Nov-17	1523/67-01	Child Support Agency	Payroll Deductions	265.36
3-Nov-17	1524/1018-01	Telstra	Telephone expenses for Oct 17	6,082.17
3-Nov-17	1524/1255-01	Benash Maintenance Services	Repairing Auto gate at Depot and payment for maintenance of Exit and emergence lighting	1,578.50
3-Nov-17	1524/1273-01	Scotmec Pty Ltd	Supply Chainsaw files	1,035.25
3-Nov-17	1524/144-01	Macs Hire	Supply 3 Packets of Squincher "Pops"	18.51
3-Nov-17	1524/164-01	Mr T Murphy	Hire Loader to spreading top soil - Cenotaph	2,210.00
3-Nov-17	1524/1650-01	The Top Saddlery & Bush Boutique	Supply staff uniform	114.25
3-Nov-17	1524/1692-01	Ibis Styles Hotels	VIC bookings	181.12
3-Nov-17	1524/1701-01	Charles Darwin University	Staff Training	30.00
3-Nov-17	1524/1769-01	Compass Cleaning & Ground Maintenance	Cleaning VIC Exeloo, Giles St Exeloo, CBD EMU BOB, Depot and Councils facilities-Oct 17	8,215.87
3-Nov-17	1524/1802-01	Top End Backhoe Hire	Grave digging services	636.45
3-Nov-17	1524/1889-01	Katherine Lock and Key	Supply 30 animal collars	409.79
3-Nov-17	1524/194-01	Paraway Motel Management Pty Ltd	VIC bookings	1,080.12
3-Nov-17	1524/2001-01	Territory Springwater Pty Ltd T/A P	Supply Bottled Water-Library	75.00
3-Nov-17	1524/209-01	Power Projects	Payment for installing LED Streetlights (Claim 3) and installing power and lighting in New Cenotaph	22,794.32
3-Nov-17	1524/2232-01	CSA Contracting (NT) Pty Ltd	Repair brake lights-CA88GT	975.70
3-Nov-17	1524/2269-01	Gagudju Lodge Cooida	VIC bookings	2,042.24
3-Nov-17	1524/2330-01	Aviair Pty Ltd	VIC bookings	663.25
3-Nov-17	1524/2339-01	Kakadu Lodge	VIC bookings	140.00
3-Nov-17	1524/2409-01	Nitmiluk Tours	VIC bookings	16,356.59
3-Nov-17	1524/2450-01	Renfree Pastoral Co Pty Ltd	Payment for mowing north and south parks in Oct 17	4,030.60
3-Nov-17	1524/2512-01	Katherine Aviation Pty Ltd	VIC bookings	507.50
3-Nov-17	1524/253-01	Terrace Emporium Pty Ltd	Purchase 2xGift Cards	50.00
3-Nov-17	1524/2767-01	Patow 24 Hour Tilt Tray Service	Transfer two containers at Showground	214.50
3-Nov-17	1524/2923-01	Top Didj & Art Gallery	VIC bookings	131.25
3-Nov-17	1524/2928-01	Lake Argyle Resort	VIC Bookings	226.62
3-Nov-17	1524/3003-01	Discovery Holiday Parks Lake Kununu	VIC bookings	147.00
3-Nov-17	1524/3088-01	Territory Debt Collectors	Listing fee	33.00
3-Nov-17	1524/312-01	Astral Contracting	Fixing water leak at Showground	206.03
3-Nov-17	1524/3166-01	Horizontal Falls Seaplane Adventure	VIC bookings	260.75
3-Nov-17	1524/3366-01	Katherine Outback Experience	VIC bookings	87.50
3-Nov-17	1524/3393-01	Spray Grass NT	Hydromulching services-Hot springs	10,560.00
3-Nov-17	1524/3424-01	Small Freight	Freight charges:Delivering consignment from Roadside Services	27.00
3-Nov-17	1524/3745-01	CSG Business Solutions Pty Ltd	Supply and installing smart boardroom system	15,284.50
3-Nov-17	1524/3751-01	Ms R A Mewburn	Reimbursement for Meals and Airport parking fee	120.79
3-Nov-17	1524/3754-01	Darwin Landscaping	Supply & install Concrete kerbing to Cenotaph	8,000.00
3-Nov-17	1524/425-01	Duncan Electrical Pty Ltd	Supply and Install rear gate at showgrounds, Lighting repair at Town square, Lindsay St and Civic centre, and install new power circuit for New Macrowave-Civic Centre	13,192.30
3-Nov-17	1524/461-01	Hire Power NT	Hire of Camera System and Forklift in Sept 17	1,507.00
3-Nov-17	1524/479-01	Norsign (NT) Pty Ltd	Supply direction signs-Hot Springs	818.69
3-Nov-17	1524/498-01	Katherine Plastering & Tiling	Constructing footpath and viewing platform for Cenotaph, and supply materials and labour for concrete Cenotaph slab and Steps for Memorial Stone down the railway Terrace	27,280.00
3-Nov-17	1524/525-01	Knotts Crossing Resort	VIC bookings	109.37
3-Nov-17	1524/638-01	Cavs Mowing & Treelopping Service	Removing dead trees/Stumps and pruning/trimming branches hanging over driveways-behind Hudspeth Road	1,237.50
3-Nov-17	1524/835-01	Katherine Mitre 10	Supply Speed set cement-30kg	305.89
3-Nov-17	1524/9-01	Australia Post (NT)	Postage charges for Sept 17	728.51

**PLEASE CALL THE FINANCE DEPARTMENT IF THERE IS ANY QUERY ON THIS REPORT, OTHERWISE THE QUERY COULD BE TAKEN ON NOTICE**



**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

Date	Ref No	Payee	Description	Amount
3-Nov-17	1524/91-01	Hohns	Cemetery - headstone mould and fabricating swing frame for mould	683.76
3-Nov-17	1524/949-01	The Historical Society of Katherine	Ground maintenance 01/07/2017 to 30/09/2017	5,549.25
10-Nov-17	1525/1255-01	Benash Maintenance Services	Repair to handheld extinguishers	1,817.53
10-Nov-17	1525/1322-01	McCoy's Garden Engineering	Mowing of east parks in Oct 17	963.46
10-Nov-17	1525/144-01	Macs Hire	Supply staff uniforms, Aluminium camlock, lay flat hose, gal brush, super clamps, squincher "pops", barrier tape and marking paint	1,313.93
10-Nov-17	1525/159-01	Modern Teaching Aids Pty Ltd	Storytime and school program event supplies	328.90
10-Nov-17	1525/1712-01	Transpacific Cleanaway Pty Ltd	Garbage collection fees-Depot Chardon St	7,018.20
10-Nov-17	1525/1722-01	Riverview Tourist Village	VIC bookings	341.25
10-Nov-17	1525/1724-01	Haywire	payment for installing and activating new line	198.00
10-Nov-17	1525/1802-01	Top End Backhoe Hire	Grave digging service	1,272.88
10-Nov-17	1525/1889-01	Katherine Lock and Key	Cutting existing BI lock keys	110.00
10-Nov-17	1525/1932-01	Toll Transport Pty Ltd	Freight charges-Delivering MHA Products from Sydney to Katherine	9,036.50
10-Nov-17	1525/2001-01	Territory Springwater Pty Ltd T/A P	Bottled Water for VIC-Oct 17	60.00
10-Nov-17	1525/2045-01	Dollars & Sense	Supplies for staff dinner-VIC	61.60
10-Nov-17	1525/2222-01	SecurePay Pty Ltd	Fraudguard services for web payments-Oct	37.68
10-Nov-17	1525/2287-01	Anbinik Kakadu Resort	VIC Bookings	430.50
10-Nov-17	1525/2292-01	The Perth Mint	Supply and delivery of Commemorative coins	266.20
10-Nov-17	1525/2409-01	Nitmiluk Tours	VIC bookings	1,111.34
10-Nov-17	1525/2509-01	AAT Kings	VIC Bookings	1,384.24
10-Nov-17	1525/262-01	Top End Rural Services	Supply Value box and poly barbed tee, poly joiners, poly fitting, solenoids, steel clips and hose barb	776.67
10-Nov-17	1525/263-01	Top News	Supply newspapers-VIC, Civic Centre and Library-Sept and Oct 17	409.44
10-Nov-17	1525/2648-01	Guluyambi Culture Cruises	VIC Bookings	298.38
10-Nov-17	1525/2721-01	Rhads Security	Airport Security:24hrs response when required	3,762.59
10-Nov-17	1525/2789-01	Territory Uniforms	Supply staff uniform	247.30
10-Nov-17	1525/2891-01	Australian Government Director of	Kakadu park passes for Sept and Oct 17	23,626.50
10-Nov-17	1525/2919-01	Integrated Land Information System	Land searches service-Variou	137.00
10-Nov-17	1525/2963-01	Top End Trophies	Supply KTC personalized name badges	135.00
10-Nov-17	1525/3059-01	Forest Works Ltd	Renewing chainsaw licence for Staff	150.00
10-Nov-17	1525/3088-01	Territory Debt Collectors	Debt collector commission	15.17
10-Nov-17	1525/312-01	Astral Contracting	Replacing 6 toilets seats at VIC	1,678.78
10-Nov-17	1525/3143-01	Boab Nominees Pty Ltd	VIC bookings	393.75
10-Nov-17	1525/3164-01	Quest Alice Springs	Accommodation for Mayor	459.00
10-Nov-17	1525/3187-01	Mr A Wilson	Reimbursement for drinks purchased for employees working at the pool	26.10
10-Nov-17	1525/3367-01	Australian Local Government Women's	2017/18 ALGWA NT corporate membership fee	120.00
10-Nov-17	1525/3388-01	Ezy Pool Care	Repair to Pool Vac (pool cleaner)	1,316.95
10-Nov-17	1525/3410-01	RECAP IV Operations No.1 Pty Ltd	VIC Bookings	318.50
10-Nov-17	1525/3423-01	All Regions Electrical	Install new solar regulators-Lindsay St	1,100.88
10-Nov-17	1525/3428-01	Everlon Bronze	Supply Rotunda Plaque and Memorial Plaques	774.82
10-Nov-17	1525/3442-01	eMerge IT Solutions Pty Ltd T/As No	VIC and Civic Centre wifi for Oct 17 and Network management services for Oct 17	3,298.00
10-Nov-17	1525/3544-01	Pivotel Satellite Pty Ltd	Satellite phone services for Oct 17	15.00
10-Nov-17	1525/3587-01	SWJR Nominees Pty Ltd T/As Lowrys	payment for providing financial acquittal report on "Road to recovery"	825.00
10-Nov-17	1525/3643-01	Arnhem Bushtucker	VIC Merchandise	340.50
10-Nov-17	1525/3687-01	Afrolon Eco Collection	Supply Hats-VIC Merchandise	921.50
10-Nov-17	1525/3718-01	Miss S M Ross	Meals and incidentals allowance for staff attending HR Conference	421.40
10-Nov-17	1525/3746-01	Hy-Tec Industries (NT) Pty Ltd	Supply container blocks	48.40
10-Nov-17	1525/3747-01	Local Government NSW	Registration fee for staff to attend HR conference	1,070.00
10-Nov-17	1525/3749-01	Camatic Pty Ltd	Supply Alpha bare and Tread mount	3,296.70



**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

Date	Ref No	Payee	Description	Amount
10-Nov-17	1525/3750-01	Allianz Australia Insurance Ltd	Insurance excesss for 3rd party injured at Showground	10,000.00
10-Nov-17	1525/3755-01	Territory Animal Solutions	Provision for Ranger services-From 9 to 20th Nov 17	3,850.00
10-Nov-17	1525/3756-01	Mr J Pratsch	Refund overpaid rates:Assessment#947	2,030.73
10-Nov-17	1525/425-01	Duncan Electrical Pty Ltd	Repairing tower lighting-Showgrounds, fixing power failure at Dump site, supply and installing new A/C - Amtax, Installing new irrigation power supply-Maluka Road, electrical inspection and testing prior to Katherine show, repair security lighting-Don dale building,and repair sewer pump	19,245.60
10-Nov-17	1525/461-01	Hire Power NT	Hire a solar powered light	1,584.00
10-Nov-17	1525/626-01	Katherine Office Supplies	Printing & Stationery	387.07
10-Nov-17	1525/630-01	Woolworths Limited	Purchase gifts, awards, platter for EMIS and kitchen supplies Lib and VIC	1,041.08
10-Nov-17	1525/638-01	Cavs Mowing & Treelopping Service	Trim tree @ Cnr VIC and Shepherd St and picking up woodchips	569.25
10-Nov-17	1525/782-01	Civica Pty Ltd	Authority assets maintenance for month of Dec 17	4,347.26
10-Nov-17	1525/97-01	Imparja Television	Tourism campaign expenses for August 17	484.00
13-Nov-17	1526/1662-01	Mrs A Anastacio	Reimbursement for Printer drum toner purchased	233.75
13-Nov-17	1526/3175-01	Quest Parap	Accommodation for staff	596.00
13-Nov-17	1526/3718-01	Miss S M Ross	Accommodation for staff	1,028.00
13-Nov-17	1526/3742-01	Miss J Poortinga	Reimbursement for meals expenses	71.89
16-Nov-17	1527/3206-01	RemServ	Payroll Deduction	2,301.10
16-Nov-17	1527/64-01	United Voice	Payroll Deductions	23.30
16-Nov-17	1527/67-01	Child Support Agency	Payroll Deductions	265.36
17-Nov-17	1528/1255-01	Benash Maintenance Services	FIP annual service CC & APT May 17	407.00
17-Nov-17	1528/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight charges	24.20
17-Nov-17	1528/1422-01	Katherine Regional Arts	Community grant for Junk festival 2018	5,500.00
17-Nov-17	1528/1712-01	Transpacific Cleanaway Pty Ltd	Garbage collection fees	3,030.17
17-Nov-17	1528/1802-01	Top End Backhoe Hire	Grave digging services and hire of excavator for excavation works-RSL project.	4,664.04
17-Nov-17	1528/1888-01	Car Parts	Supply TR Coupling	93.65
17-Nov-17	1528/1889-01	Katherine Lock and Key	Replacing lock to Main front door-VIC	265.08
17-Nov-17	1528/194-01	Paraway Motel Management Pty Ltd	VIC bookings	27.00
17-Nov-17	1528/2045-01	Dollars & Sense	Frillies, storytime & decorations supplies-Library	43.98
17-Nov-17	1528/2223-01	TBM Installations	Repair faulty A/C at the Airport	248.74
17-Nov-17	1528/2269-01	Gagudju Lodge Cooinda	VIC bookings	9,699.40
17-Nov-17	1528/2320-01	Airpower (NT) Pty Ltd	Purchasing new offset mower	21,120.00
17-Nov-17	1528/2352-01	Best Western Pine Tree Motel	VIC Bookings	2,382.63
17-Nov-17	1528/2401-01	GM Plumbing (NT) Pty Ltd	Vacuuming pool sand filters	1,870.00
17-Nov-17	1528/2409-01	Nitmiluk Tours	VIC bookings	3,154.90
17-Nov-17	1528/2658-01	United Card Services Pty Ltd	United card fuel purchases in Oct 17	4,020.55
17-Nov-17	1528/2897-01	Tonkin Consulting	On-going consulting services: Binjari sports masterplan	2,926.00
17-Nov-17	1528/3085-01	Crowhurst Goodline Katherine NT	Replacing hydraulic hose-Dump tractor	904.16
17-Nov-17	1528/3088-01	Territory Debt Collectors	Listing fees	66.00
17-Nov-17	1528/312-01	Astral Contracting	Disconnect water supply and drainage to Rodeo arena toilet block relocation. Install septic tank effluent trench at new location. Instal new drainage from toilet block to septic tank	4,542.00
17-Nov-17	1528/3164-01	Quest Alice Springs	Accommodation for staff	1,560.00
17-Nov-17	1528/3344-01	Fletchers Plumbing & Gas Fitting	Testing and analysing dirty water at Show grounds and pool pump repair and maienance	6,035.85
17-Nov-17	1528/3363-01	Bunnings Group Ltd	Supply Whirly bird and fence Alumin fitting	239.88
17-Nov-17	1528/3385-01	Wright Express Australia Pty Ltd	Puma card fuel purchases in Oct 17	533.70
17-Nov-17	1528/3424-01	Small Freight	Freight charges-Delivering Esky to Envirolab services	27.00
17-Nov-17	1528/3442-01	eMerge IT Solutions Pty Ltd T/As No	NBN connection charges and maintenance	1,874.74

**PLEASE CALL THE FINANCE DEPARTMENT IF THERE IS ANY QUERY ON THIS REPORT, OTHERWISE THE QUERY COULD BE TAKEN ON NOTICE**



**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

Date	Ref No	Payee	Description	Amount
17-Nov-17	1528/3467-01	Hema Maps Pty Ltd	Supply Hema maps- VIC Merchandise	1,970.13
17-Nov-17	1528/3511-01	Department of Attorney-General and	Fine enforcement fees for Jul-Sept 17	44.00
17-Nov-17	1528/3527-01	LOGIQC Pty Ltd	LOGIQC QMS software subscription fee	385.00
17-Nov-17	1528/3595-01	Katherine Tool Store	Supply Airbag charger, Letters & number	91.84
17-Nov-17	1528/3604-01	The Sweetest Things	Supply Wreath with ribbon	150.00
17-Nov-17	1528/3627-01	Queensland Community Newspaper Pty	Advertising traffic disruptions-White ribbon march	148.10
17-Nov-17	1528/3638-01	Swan Business Advisory	Sitting fee for chairperson-Audit committee	880.00
17-Nov-17	1528/3688-01	Avanser Pty Ltd	Provision of calls tracking services- from June 17 to No 17	819.50
17-Nov-17	1528/3755-01	Territory Animal Solutions	Provision of Ranger services from 30th Oct to 3rd Nov	1,925.00
17-Nov-17	1528/3757-01	Country Solar NT Pty Ltd	Supply and commissioning of 40.6kW solar- (First payment)	28,514.20
17-Nov-17	1528/3758-01	L.A.D Aust Pty T/A ICH internationa	Supply floating cables 200 series for Pool vac (pool cleaner)	883.80
17-Nov-17	1528/3759-01	Three Camels Unit Trust T/AS Uluru	VIC bookings	564.38
17-Nov-17	1528/425-01	Duncan Electrical Pty Ltd	Install new wall fan at Grandstand, replace submersible unit at Musuem bore,repair PA system at sport grounds, fixing faulty water urn at Civic centre, remeoval old fluoroand install new LED units at Depot, repair track lighting-VIC and repair and reconnect telephone line to Don Dale building	8,263.75
17-Nov-17	1528/514-01	Katherine Vet Care Centre Pty Ltd	Provision of Vet services	1,661.00
17-Nov-17	1528/556-01	Beaurepaires Katherine	Car service-CB40NR	261.00
17-Nov-17	1528/594-01	Happy Corner Store	Supply food & beverages	96.80
17-Nov-17	1528/626-01	Katherine Office Supplies	Printing & Stationery	1,337.09
17-Nov-17	1528/630-01	Woolworths Limited	Supply Bottled Water-WMF and kitchen supplies	389.05
17-Nov-17	1528/675-01	Katherine Auto Body Pty Ltd	Repairs & Maintenance - Mechanical	280.00
17-Nov-17	1528/782-01	Civica Pty Ltd	Provision of maintenance of Authority other modules- Dec 17	8,817.58
17-Nov-17	1528/835-01	Katherine Mitre 10	Supply Hydrochloric acid	19.48
17-Nov-17	1528/949-01	The Historical Society of Katherine	Community grant towards Wedding dress exhibition opening night event and purchase of commercial fridge	7,700.00
24-Nov-17	1529/1255-01	Benash Maintenance Services	Payment for periodic maintenance of hand Held Fire Equipments and callou to repair faulty phone lines	1,276.00
24-Nov-17	1529/1294-01	Sterling NT Pty Ltd	Cleaning Ryan Park toilets in Nov 17	3,748.75
24-Nov-17	1529/144-01	Macs Hire	Supply squincher ice blocks	100.29
24-Nov-17	1529/1712-01	Transpacific Cleanaway Pty Ltd	Garbage Collection Fees for Oct 17	29,158.03
24-Nov-17	1529/1737-01	Territory Roadmarking Pty Ltd	Pavement marking various works- Stop line, Pedestrian crossing, disabled parking, blue P symbol, speed hump, traffic control and single yellow line	6,095.50
24-Nov-17	1529/1769-01	Compass Cleaning & Ground Maintenanc	Cleaning VIC Exeloo, council facilities, depot, CBD EMU Bob, Giles St Exeloo and Lindsay St complex in Nov 17	7,908.90
24-Nov-17	1529/1802-01	Top End Backhoe Hire	Hire of Excavator for excavating trenches for power,grave digging services and clear drain at driveways and fill in any washout.	3,545.95
24-Nov-17	1529/1889-01	Katherine Lock and Key	Supply Dead bolts, Padlocks, keys and repair lock on C Centre chamber door	1,800.43
24-Nov-17	1529/2093-01	Landmark	Supply 2x20litres of hydraulic 68 oil	316.80
24-Nov-17	1529/2185-01	Scatt's Plumbing Services	Cleaning pool balance tank	3,916.53
24-Nov-17	1529/2223-01	TBM Installations	Carried out services on 3x Daikin split systems	341.00
24-Nov-17	1529/2269-01	Gagudju Lodge Cooinda	VIC bookings	346.50
24-Nov-17	1529/2352-01	Best Western Pine Tree Motel	VIC boking	838.26
24-Nov-17	1529/2404-01	Tradelink	Supply Septic tanks fittings	80.27
24-Nov-17	1529/2409-01	Nitmiluk Tours	VIC bookings	5,979.99



**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

Date	Ref No	Payee	Description	Amount
24-Nov-17	1529/2767-01	Patow 24 Hour Tilt Tray Service	Transporting Timber from Hot springs to Depot	313.50
24-Nov-17	1529/2887-01	Territory Rural	Supply Toilet papers rolls, dog food, super hdraulic and bin liners	1,147.95
24-Nov-17	1529/2897-01	Tonkin Consulting	On-going consultancy services-Binjari sports masterplan	6,050.00
24-Nov-17	1529/2900-01	Kakadu Cultural Tours	VIC Bookings	477.75
24-Nov-17	1529/3085-01	Crowhurst Goodline Katherine NT	Repairing Hose on Track loader-PN 213	1,891.75
24-Nov-17	1529/3130-01	Katherine Motel	VIC bookings	109.37
24-Nov-17	1529/3265-01	Australian Securities & Investments	Renewal fee for KTC-VIC Business name	82.00
24-Nov-17	1529/3346-01	Mr R Mullens	Repairs and services to Track Loader	2,862.33
24-Nov-17	1529/3363-01	Bunnings Group Ltd	Supply wall fans	207.10
24-Nov-17	1529/3366-01	Katherine Outback Experience	VIC bookings	150.00
24-Nov-17	1529/3424-01	Small Freight	Delivering Bundles Timbers to Nortruss from KTC	395.00
24-Nov-17	1529/3442-01	eMerge IT Solutions Pty Ltd T/As No	Meter Reads (printing expenses)- Oct 17	3,900.82
24-Nov-17	1529/3447-01	Arafura Site & Street Sweeping	Sweeping of urban and indust streets-Oct 17	9,639.96
24-Nov-17	1529/3508-01	ProWeld & Machining Pty Ltd	Supply Galvanised hand rails-Hot springs	3,528.25
24-Nov-17	1529/3527-01	LOGIQC Pty Ltd	LOGIQC software subscription for -Oct 17	385.00
24-Nov-17	1529/3573-01	Bores NT Pty Ltd	Drilling bore at Sports Ground	13,815.12
24-Nov-17	1529/3580-01	Worklogic Pty Ltd	Cost of drafting interview documents	2,172.55
24-Nov-17	1529/3683-01	Drennan Builders	Assessment and testing Asbestos contamination at Hot Springs	5,300.00
24-Nov-17	1529/3696-01	Reeap Pty Ltd	Build a fence - Cenotaph	10,068.19
24-Nov-17	1529/370-01	St John Ambulance	First aid supplies for VIC	88.91
24-Nov-17	1529/3718-01	Miss S M Ross	Reimbursement of travel expenses and parking fees	228.60
24-Nov-17	1529/3760-01	Oversite Solutions	Data collection services using Drone-Gory Road	1,245.00
24-Nov-17	1529/3761-01	SafeFlame	Supply 1000xLED taper candles:Amber classic	1,820.00
24-Nov-17	1529/403-01	Darwin Plant Wholesalers	Supply mature trees and fertisers for Cenotaph	6,790.30
24-Nov-17	1529/477-01	LGANT Local Government Association	Conference dinners and registration fees for CEO and elected Members	420.00
24-Nov-17	1529/525-01	Knotts Crossing Resort	VIC bookings	109.37
24-Nov-17	1529/537-01	Chamber of Commerce Northern Territ	3xregistrations for the 2017 customer service awards	180.00
24-Nov-17	1529/626-01	Katherine Office Supplies	Printing & Stationery	73.28
24-Nov-17	1529/630-01	Woolworths Limited	Supply fresh food and Baguettes	156.87
24-Nov-17	1529/638-01	Cavs Mowing & Treelopping Service	Removing Gum tree/fallen trees and Stumps from 4th St & Muluka Road	1,870.00
24-Nov-17	1529/682-01	Beagle Motor Inn (Westward Bound Pt	VIC bookings	126.87
24-Nov-17	1529/689-01	McIntyre Irrigation	Purchase two Borehole Pumps-Sportsground	9,064.00
24-Nov-17	1529/737-01	Travelodge Mirambeena Resort Darwin	Accommodation for staff	592.40
24-Nov-17	1529/835-01	Katherine Mitre 10	Supply roller paint kit	306.72
24-Nov-17	1529/91-01	Hohns	Supply chequer plate cut to size	177.99
24-Nov-17	1529/968-01	Katherine Sign Management	Supply& install new KTC logos &info plaque-C Centre	680.00
28-Nov-17	1530/1055-01	Ms T T Coutts	Alderman allowance for Nov 17	1,293.33
28-Nov-17	1530/1835-01	Mrs C F Miller	Mayor Allowances for Nov 17	5,989.00
28-Nov-17	1530/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	164.00
28-Nov-17	1530/2644-01	Mrs E W Clark	Alderman allowance for Nov 17	1,293.33
28-Nov-17	1530/3319-01	Mr P Gazey	Deputy Mayor allowance for Nov 17	1,940.00
28-Nov-17	1530/3726-01	Mr J R Zellej	Alderman allowance for Nov 17	1,293.33
28-Nov-17	1530/3732-01	Mr J Raynor	Alderman allowance for Nov 17	1,293.33
28-Nov-17	1530/3733-01	Aldermen M Hurley	Alderman allowance for Nov 17	1,293.33
29-Nov-17	1531/3206-01	RemServ	Payroll Deduction	2,301.10
29-Nov-17	1531/64-01	United Voice	Payroll Deductions	23.30
29-Nov-17	1531/67-01	Child Support Agency	Payroll Deductions	265.36
30-Nov-17	1532/1255-01	Benash Maintenance Services	Call outs to isolate FIP-Civic centre	198.00
30-Nov-17	1532/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight-Transporting pallet of black Bollards from Rhino Industrial to KTC	151.25
30-Nov-17	1532/144-01	Macs Hire	Supply Hose and Camlocks	2,114.55
30-Nov-17	1532/1469-01	Animal Care Equipment & Services Pt	Supply Animal catch poles	478.83

**PLEASE CALL THE FINANCE DEPARTMENT IF THERE IS ANY QUERY ON THIS REPORT, OTHERWISE THE QUERY COULD BE TAKEN ON NOTICE**



**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

Date	Ref No	Payee	Description	Amount
30-Nov-17	1532/1725-01	Project Building Certifiers PtyLtd	Site and final inspections & issue building permit in respect to Athletics Shed structure	1,780.00
30-Nov-17	1532/1802-01	Top End Backhoe Hire	Hire Excavator to remove Cycads and rock for Caravan parking at VIC	264.00
30-Nov-17	1532/209-01	Power Projects	Installation of LED streetlights project-Progress claim 2	13,564.10
30-Nov-17	1532/2185-01	Scatt's Plumbing Services	Repair disabled toilet at Civil Centre	697.82
30-Nov-17	1532/2191-01	Slingshot Haulage PTY LTD	Relocating toilet block within Show grounds	1,254.00
30-Nov-17	1532/2223-01	TBM Installations	Supply and installation of AC-Ceo's office	3,465.00
30-Nov-17	1532/2242-01	PPCA Ltd.	Licence for public performance for protected recordings and Musics for period:01/12/2017 to 30/11/2018	265.55
30-Nov-17	1532/2352-01	Best Western Pine Tree Motel	VIC Bookings	1,908.39
30-Nov-17	1533/2389-01	Rest Superannuation	Superannuation-NOV-17-PC-90-6	8,338.48
30-Nov-17	1532/2404-01	Tradelink	Supply Sewer plunger and brass bush	53.10
30-Nov-17	1532/2409-01	Nitmiluk Tours	VIC bookings	1,336.56
30-Nov-17	1532/2446-01	Flick Washroom Services	Monthly payment for supply sanitary disposal units in Oct 17	452.27
30-Nov-17	1533/2470-01	Hesta Super Fund	Superannuation-NOV-17-PC-1-9	920.79
30-Nov-17	1533/2516-01	AGEST	Superannuation-NOV-17-PC-1-11	9,943.14
30-Nov-17	1533/2549-01	CBUS	Superannuation-NOV-17-PC-1-14	1,227.72
30-Nov-17	1532/2553-01	Messages On Hold	Provision of programming and equipment for 3 Months-C Civic and VIC	1,450.41
30-Nov-17	1533/2554-01	MTAA Super	Superannuation-NOV-17-PC-1-15	1,020.57
30-Nov-17	1533/2576-01	HostPlus Superannuation	Superannuation-NOV-17-PC-1-16	2,789.91
30-Nov-17	1532/262-01	Top End Rural Services	Supply 63mm BlueLine pipes and Valves for irrigation fittings-RSL project	5,666.40
30-Nov-17	1533/2626-01	AMIST Superannuation	Superannuation-NOV-17-PC-1-18	987.12
30-Nov-17	1533/2638-01	MLC Super Fund	Superannuation-NOV-17-PC-1-20	1,263.87
30-Nov-17	1532/2659-01	Tourism Top End	Dinner for staff attending TTE meeting in Nov 17	55.00
30-Nov-17	1533/2686-01	BT Super for Life	Superannuation-NOV-17-PC-1-24	1,385.13
30-Nov-17	1532/2750-01	North Australian News Pty Ltd	Placing an advert for special and ordinary council meeting, proposed roads opening, part-time vacant position and Carols by candlelight event	1,813.79
30-Nov-17	1532/2772-01	Delta Water NT Pty Ltd TA Think Wat	Irrigation supplies for Rodeo and Bores	7,299.75
30-Nov-17	1533/2941-01	Unisuper	Superannuation-NOV-17-PC-1-31	675.38
30-Nov-17	1533/3108-01	ANZ One Path Superannuation	Superannuation-NOV-17-PC-1-33	2,373.14
30-Nov-17	1532/312-01	Astral Contracting	Repair vandalised basin in disabled toilet sport ground, irrigation water leak on oval 2 and water leak under kitchen sink and toilet at VIC	1,814.53
30-Nov-17	1533/3140-01	IOOF- Pursuit Select Personal	Superannuation-NOV-17-PC-1-34	142.52
30-Nov-17	1532/3143-01	Boab Nominees Pty Ltd	VIC bookings	135.62
30-Nov-17	1533/3279-01	Emergency Services & State Super	Superannuation-NOV-17-PC-1-39	1,247.46
30-Nov-17	1532/3370-01	Roadside Services & Solutions	Delivering PP Disabled signs	181.50
30-Nov-17	1532/3419-01	The Big Mower (NT) Pty Ltd	Repair and service to Hedge trimmer, polesaw 4 mix, Stihl leaf blower and Hedger	921.50
30-Nov-17	1532/3420-01	Mantra Pandanas	VIC Bookings	566.12
30-Nov-17	1532/3423-01	All Regions Electrical	Maintenance-Toilet block and Septic at Show grounds	1,055.31
30-Nov-17	1532/3424-01	Small Freight	Freight charges-Delivering 1xCarton from Road side to KTC	27.00
30-Nov-17	1532/3428-01	Everlon Bronze	Supply Plaques	1,016.40
30-Nov-17	1532/3442-01	eMerge IT Solutions Pty Ltd T/As No	VIC wifi for Dec 17, hosting services for council systems, NBN data connection and network management services for Nov 17	7,192.46
30-Nov-17	1532/3486-01	GHD Pty Ltd	Professional services rendered:Hot Springs progress inspection	2,719.20
30-Nov-17	1533/3496-01	National Mutual Retirement Fund	Payroll Deductions	808.77
30-Nov-17	1532/3538-01	Darwin in the Wet	Supply books-VIC Merchandise	62.85
30-Nov-17	1532/3580-01	Worklogic Pty Ltd	HR consultancy services rendered:Review interview processes	2,979.83

**Katherine Town Council  
EFT Payment Listing  
For the Month of November 2017**

<b>Date</b>	<b>Ref No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
30-Nov-17	1532/3584-01	Ezko Property Services Pty Ltd	Cleaning services rendered in Nov 17 at VIC, C Centre and Library	5,265.86
30-Nov-17	1532/3636-01	Fleetmatics	Subscription for field services from 17th to 30th Nov 17	107.78
30-Nov-17	1532/3683-01	Drennan Builders	Analysing and providing report on 5 suspected asbestos contaminated materials- Riverbank area	2,500.00
30-Nov-17	1532/3755-01	Territory Animal Solutions	Provision of Ranger services from 13 to 17th Nov 17	1,925.00
30-Nov-17	1532/3763-01	BT Asbestos Consultants	Surveying two sites for Asbestos removal	2,924.00
30-Nov-17	1532/461-01	Hire Power NT	Hire excavator for Cenotaph	1,001.00
30-Nov-17	1532/626-01	Katherine Office Supplies	Printing & Stationery	45.77
30-Nov-17	1532/630-01	Woolworths Limited	Supply Bottled water	227.27
30-Nov-17	1533/65-01	Statewide Super	Payroll Deductions	16,549.61
30-Nov-17	1532/729-01	BOC Gases Australia Limited	Hire of various gas Cylinders in Oct 17	249.00
30-Nov-17	1532/773-01	Dept of Defence Property Management	Rent for Nov and Dec 17-Airport	550.00
30-Nov-17	1532/9-01	Australia Post (NT)	Postage charges for Oct 17	1,095.81
30-Nov-17	1532/91-01	Hohns	Supply fabricated Dog cage	3,540.91
<b>Total</b>				<b>720,649.42</b>



**Katherine Town Council  
Cheque Payment Listing  
For the Month of November 2017**

<b>Date</b>	<b>Ref No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
6-Nov-17	00103076	Power Water	Water expenses for Oct 17	19,164.12
6-Nov-17	00103077	Westpac Banking Corporation	Term Deposit \$1 Mil @ 2.7% for 12 months	1,000,000.00
10-Nov-17	00103079	Katherine Cinemas 3	Gift voucher-National Children's week event	60.00
10-Nov-17	00103080	Allan and Josephine McGill	Elected members training expenses	624.00
17-Nov-17	00103082	RTM, Motor Vehicle Registry	Renew Tractor registration#910956	405.60
28-Nov-17	00103086	Power Water	Water expenses-Hot springs 19/09/17 - 19/10/17	2,772.76
30/11/2017	00103087	Mr J Pratsch	Overpaid Rates Refund	2,030.73
29/11/2017	PV-29-11-	Mr S R & Ms C R Round	Early bird competition prize winner	700.00
17/11/2017	00103085	Network Tindal	Refund for Facility, Key Deposits	565.00
17/11/2017	00103084	Kathleen Donald	Refund of Facility, Key Deposits	565.00
17/11/2017	00103083	Troppo Architects	Refund deposits of Facility, Key	565.00
16/11/2017	P.V.- 05-O	Kathy Martin	Refund for Cat Trap	145.00
		<b>TOTAL</b>		<b>1,027,597.21</b>

<b>Katherine Town Council Payroll Payment Listing For the Month of November 2017</b>			
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
1-Nov-17	All staff	Pay period ended 01 November 2017	101,669.93
15-Nov-17	All staff	Pay period ended 15 November 2017	97,817.87
16-Nov-17	90-6	Non cycle pay 16 November 2017	611.61
21-Nov-17	90-7	Non cycle pay 21 November 2017	3,779.91
29-Nov-17	All staff	Pay period ended 29 November 2017	97,917.66
		<b>Total</b>	<b>\$ 301,796.98</b>





# REPORT

**FOLDER:** Local Governance/Policy/Policy Decisions to be Actioned/Policy Manual Updates

**MEETING:** ORDINARY MEETING OF COUNCIL – 13 DECEMBER 2017

**REPORT TITLE:** KATHERINE TOWN COUNCIL – PETTY CASH POLICY

---

## PURPOSE OF REPORT

To provide a copy of the updated Katherine Town Council Petty Cash Policy to Elected Members for their information and to adopt the amended policy that established the parameters under which petty cash funds can be used for miscellaneous and business related expenditure of low value.

## BACKGROUND

The policy was originally adopted by Council in May 2016. The attached policy has only been amended to include the Depot Supervisor as a Cashier in order to provide efficiencies in operational practice at the Depot.

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

That the attached draft policy be received, noted and adopted.

A handwritten signature in black ink, appearing to read 'Robert Jennings'.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Community Services Executive Manager, Mrs Sophie Henderson  
**Schedule of Attachments:** Katherine Town Council Petty Cash Policy

# PETTY CASH POLICY



Formatted: Font: 9 pt  
Formatted: Font: (Default) Arial, 9 pt  
Formatted: Font: (Default) Arial  
Formatted: Justified  
Formatted: Font: (Default) Arial  
Formatted: Font: (Default) Arial



**TITLE:** PETTY CASH POLICY  
**ADOPTED BY:** COUNCIL  
**RESPONSIBILITY:** CHIEF EXECUTIVE OFFICER  
**NEXT REVIEW DATE:** ~~25/05/2017~~14/12/2018

Version	Decision Number	Adoption Date	History
1		24/05/2016	DRAFT
2		<u>13/12/2017</u>	
3			
4			

Formatted: Justified

## 1. PETTY CASH POLICY

- 1.1 The Petty Cash Policy ('Policy') relates to Katherine Town Council ('Katherine Town Council') and, where relevant, operates in conjunction with other related financial policies and procedures that include, but are not limited to, procurement, fraud protection and the instrument of delegation.

## 2. COMMENCEMENT OF POLICY

- 2.1 This Policy will commence from ~~24/05/2016~~14/12/2017. It replaces all other policies, if any, relating to petty cash (whether written or not).

## 3. SCOPE

- 3.1 The Policy relates to all full-time, part-time and casual employees of Katherine Town Council ('Employees'), as well as Elected Members, in the Katherine Town Council workplace.
- 3.2 The Policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

## 4. DEFINITIONS

- 4.1 In this Policy:

**Cashier** - The Council employee appointed to take responsibility for the day to day management of the Petty Cash Float. For the purpose of this policy the following positions will be Cashier's:

Accounts Receivable Officer (Civic Centre)  
 Tourism Manager (Visitor Information Centre)  
 Library Manager (Katherine Public Library)  
 Depot Supervisor (Depot)

## 5. PURPOSE

- 5.1 The purpose of the petty cash policy and associated procedures is to provide parameters under which petty cash funds can be used for miscellaneous and business related expenditure of low value, where payment through the accounts payable system is not justified or appropriate.

## 6. PRINCIPLES

- 6.1 The petty cash policy is intended to enable Council to balance the need for effective control over the acquisition of goods and services of low value, against the processing costs associated with low value acquisitions.

Formatted: Justified



**7. PROCEDURES**

**7.1 Responsibilities**

The Cashier is responsible for:

- Ensuring the petty cash fund is secure at all times;
- Retaining acceptable supporting documentation such as receipts and tax invoices for each transaction;
- Maintaining a petty cash register;
- Monitoring and reconciling the petty cash float; and
- Reporting the loss of funds to the Corporate Services Executive Manager as soon as any loss is discovered.

**7.2 Petty Cash Float**

Each petty cash float will consist of:

- \$300.00 - Civic Centre
- \$200.00 – Visitor Information Centre
- \$100.00 – Katherine Public Library
- \$100.00 - Depot

The petty cash float will be kept in a secure location at all times.

**7.3 Expenditure/Monetary Limit**

Petty cash may be used for the urgent direct acquisition of goods and services up to the maximum value of \$50.00 per transaction. Reimbursement for items of a higher value should be made through accounts payable and in accordance with Council's procurement policy.

**7.4 Petty Cash Approval**

Only Cashiers can authorise petty cash reimbursements and only on receipt of appropriate receipts and/or tax invoice.

NOTE: Under no circumstances is petty cash to be used for items of a personal nature.

**7.5 Reconciliation of Petty Cash Floats**

The Cashier must monitor the petty cash float balance and when reimbursements are required, the Cashier should reconcile the petty cash expense with the float. A reconciliation spreadsheet (see attached) and the appropriate receipts and/or tax invoices should be attached to a Payment Voucher. The Payment Voucher will need approval from the appropriate manager/supervisor and then forwarded to Accounts Payable for processing.

Formatted: Justified

## 8. CONSEQUENCES OF BREACHING THE PETTY CASH POLICY

- 8.1 Any breach of the Policy for employees may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment and Elected Members disciplinary action in accordance with the *Local Government Act*.

## 9. KATHERINE TOWN COUNCIL CONTACT

Any questions about this Policy should be directed to Chief Executive Officer 8972 5500.

## VARIATIONS

*Katherine Town Council reserves the right to vary, replace or terminate this Policy from time to time.*

## ASSOCIATED DOCUMENTS

- Employee and Elected Members - Code of Conduct
- Fraud Protection Policy
- Procurement Policy
- Instrument of Delegations Manual

## POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Robert Jennings	Original issue: 24/05/2016
Title: Chief Executive Officer	
Policy Maintained by: Alice Anastacio	Current version: 1
Title: Corporate Services Executive Manager	
Review date: <u>25/05/2017</u> <u>14/14/2018</u>	

Formatted: Justified







# REPORT

**FOLDER:** Community Relations / Resource Sector

**MEETING:** ORDINARY MEETING OF COUNCIL – 13 DECEMBER 2017

**REPORT TITLE:** HYDRAULIC FRACTURING INQUIRY SUBMISSION – LETTER TO JUSTIC PEPPER, 27 APRIL 2017

---

## Purpose of Report

To seek approval from the current Elected Members to re-send the submission to the Hydraulic Fracturing Inquiry that Council sent on 2 May 2017. This letter, dated 27 April, 2017 states Council's position on Hydraulic Fracturing in Katherine.

## Background

The Hydraulic Fracturing Inquiry (HFI) was held in 2017, prior to the September Council Elections. As a result of these elections the Council now has three (3) new Elected Members. The Council therefore seeks permission of current Elected Members to resend the letter to the HFI, stating that the 2017 to 2021 Elected Members support the position outlined in the submission.

## Recommendations

It is recommended to Council that:

1. The 2017 to 2021 Elected Members approve the resending of the Hydraulic Fracturing Inquiry submission to Justice Pepper, stating they are in support of the position outlined in the submission letter dated 27 April, 2017.

A handwritten signature in black ink, appearing to read 'Robert Jennings'.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Delegation: Executive Assistant, Ms Sue Crammond  
Attachments: Hydraulic Fracturing Inquiry submission, 27 April 2017



# Katherine Town Council

PO Box 1071  
Katherine NT 0851

Our Ref: Government Relations \ Agency \ Hydraulic Fracturing Taskforce

27 April 2017

The Honourable Justice Rachel Pepper  
Chair  
Hydraulic Fracturing Taskforce  
GPO Box 4396  
Darwin NT 0801

Dear Justice Pepper

## **KATHERINE TOWN COUNCIL SUBMISSION TO THE SCIENTIFIC INQUIRY INTO THE HYDRAULIC FRACTURING OF THE NORTHERN TERRITORY**

Thank you for the opportunity to comment on this important inquiry which stands to have a significant potential impact on our Katherine community and the region economically, socially and environmentally. Katherine Town Council endorse the consultative processes being undertaken by the Northern Territory Government into hydraulic fracturing to date.

The Town of Katherine is currently home to around 11,000 people and is the service centre for a region of around 25,000 people. The town is the centre of a number of major industries including tourism, agriculture, defence, conventional mining as well as government and non-government agencies. A number of these industries rely heavily on the considerable water resources currently available from the aquifers that lie within the region.

Our primary focus is on safeguarding Katherine and our region and our greatest concern is the effect of any potential contamination of the environment that could adversely impact our residents and our industries. Ultimately, as one of the caretakers for future generations of Katherine and the region, this is our greatest responsibility and one that we entrust the Taskforce to safeguard.

Council has a current resolution that was adopted at our 24 February 2015 Council meeting with respect to a moratorium, which reads as follows:

That Council support the community of Katherine and request a moratorium on unconventional oil and gas mining/ fracking within the whole of the Katherine Municipal Boundaries.

**CARRIED: 5/2**

Alderman Phillips and Mayor Miller wished it noted they voted against the motion.

A second Council resolution on 26 April 2017 endorsed the contents and submission of this letter to the Hydraulic Fracturing Taskforce.

Overall, on behalf of our community, Council sanction the ongoing moratorium on hydraulic fracturing of onshore unconventional reservoirs within the Katherine Town Council boundary. Further to our previous submissions (refer to our previous letter of 12 October



2016), our meeting of 21 February 2017 and in line with the recommendations from other organisations, Council makes the following points for consideration by the Taskforce:

1. In line with the strong position of our community, we seek a boundary to be placed around the Katherine Town Council that precludes any hydraulic fracturing of onshore unconventional reservoirs within the municipality.
2. Should hydraulic fracturing proceed within the Northern Territory, there must be a period of robust and exhaustive consultation, and the full implementation and ongoing rigorous enforcement of best-practice regulation. Adequate resources must be set aside to achieve these goals. Katherine Town Council seek to be involved in as much of the process as practicable to best represent our community.
3. The regulation of fracking and associated activity needs to have an appropriate level of independence. The oversight of compliance with the regulations must give stakeholders and the public confidence that the regulations are being fully adhered to and cannot be evaded.
4. A chemical spill during transportation of high risk materials to or from the drill site is believed to be one of the main hazards associated with fracking. Regulations should include either specific reference to conditions for the transportation of chemicals, or clearly described links to existing regulations guiding the safe transportation of chemicals throughout the Northern Territory.
5. Where possible, regulations should guide industries choice of chemicals to reduce the risks associated with a chemical spill and/or contamination of water resources. Where a number of chemicals are available to perform a single function and some are relatively low risk, any high-risk chemicals should be prohibited on the basis that there are acceptable low risk alternatives.
6. The protection of all aquifers must be the highest priority in the regulatory framework. For example, there could be a regulated minimum distance between any potable water resources and any fracking activity. It is worth noting that although Council seek a moratorium on hydraulic fracturing within the municipality boundary, the aquifers that the area relies on run considerably south of the municipality boundary. It is therefore logical to extend the protection to these aquifers as they are one of the primary causes for concern.
7. Wherever possible, fracking activities should only be undertaken using non-potable water resources. The use of potable water resources should only be possible following a strict and fully transparent approvals process. The impacts on ground water resources of any water use should be measured and managed proactively.
8. Regulations need to be conservative and appropriate for the local conditions. For example, the engineering and construction of waste water ponds must account for both extremes of rainfall events.
9. The necessity to negotiate with landholder's biosecurity plans that guide all land access for fracking and associated activities must be prescribed in the regulations. Biosecurity risks range from weed infestation through to the spread of pests and diseases which threaten agricultural productivity.
10. Appropriate industry bond arrangements must be in place to ensure that the capital exists to address any legacy issues.



11. The benefits of the production of these resources should flow on to benefit the Australian local market as well as the overseas markets.

Please do not hesitate to meet with or call with any queries on 8972 5500. We look forward to being included in the future consultation

Yours sincerely



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Copy Sandra Nelson MLA, Member for Katherine  
Hon Warren Snowden MP, Member of the Australian House of Representatives

**Note**

Points from this letter have been sourced from a number of articles including presentations given and points made by officers at Regional Development Australia, NT Chapter.

