

Ordinary Meeting of Council Agenda

Tuesday 24 July 2018

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 26 June 2018.

5.2 Minutes of the Special Confidential Meeting of Council 22 June 2018.

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 or obtained by emailing 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

13.1	Monthly Report of the Chief Executive Officer - June 2018	<u>1-7</u>
13.2	Monthly Report Corporate & Community Development - June 2018	<u>8-13</u>
13.3	Monthly Report Infrastructure and Environment Services - June 2018	<u>14-18</u>
13.4	Monthly Finance Report - June 2018	<u>19-35</u>
13.5	Overdue Debtors Report - June 2018	<u>36-41</u>
13.6	Tender 18/04 Modified Proposal – Shoulder Widening Florina and Gorge Road	<u>42-46</u>
13.7	Tender 18/06 – Sweeping of Urban and Industrial Streets Including Weed Eradication	<u>47-54</u>

14. Reports from Representatives on Committees

15. Late Agenda

16. General Business

17. Confidential Items

18. Next Ordinary Meeting of Council

The eighth Ordinary Meeting of Council for 2018 will be held on Tuesday 28 August 2018.

19. Meeting Close



REPORT

FOLDER: Local Governance / Council Meetings / Chief Executive Officer Report
MEETING: ORDINARY MEETING OF COUNCIL – 26 JULY 2018
REPORT TITLE: MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR JUNE 2018

PURPOSE OF THE REPORT

To present the Report of the Chief Executive Officer for the month of June 2018.

COMMENTS

The following highlight items for June 2018 are brought to Council's attention:

OTHER MEETINGS

The following meetings were also attended by the CEO in the June 2018 period:

CBD Revitalisation, Sports and Showgrounds Upgrades Funding Success

Thanks to the ongoing collaborative partnerships with NT Government, two further critical projects on the Katherine and Big Rivers Master Plan can now be delivered for our community using the generous \$11.4M of funding identified for these projects. This now means that six of the identified "Great 8" projects from the 10 year master plan commenced in 2015 have attracted funding.

Our sincere thanks to the NT Government, Sandra Nelson MLA and all community contributors for this success that will enrich our community socially, economically and environmentally. Community consultation has already occurred on both these projects and a program for the whole project (with further consultation) is being developed now.

Great work was done by Rebecca Mewburn (Community Support Officer) and Sue Crammond (Executive Assistant) in seeing this project to fruition.

Hot Springs Update

This project continues to be a primary focus for the organisation and a program of works for completing Stage 1 and the remaining works for the Stage 2 upper level will be released as soon as possible.

Edith Farms Community Meeting

Mayor Miller, Deputy Mayor Gazey, Alderman Lis Clark and Alderman Zelley attended an important community event at the fire shed in Edith Farms to listen to their needs. Capable facilitation was generously provided by Ms Lee Fortman.

As attested by residents, the meeting was a success; with Council actively taking the time to genuinely listen to their community. All Leadership Team members, including Sue Crammond (Executive Assistant), were in attendance. The action items identified at the meeting will be progressed over the next period. Thank you to all Elected Members for taking the time to create such a success.

Emungalan Bridge Community Meeting

Jamie Craven (XIE), Liam Harte (Sustainability Officer), Phil Harris (Department of Infrastructure Planning and Logistics) and the CEO met with the Emungalan Bridge community members in their regular meeting to progress the bridge. Liam has done some excellent work on identifying the



REPORT

legal framework and options that need to be followed and the results of this research were distributed.

Wayfinding Signage Project

Council have been successful in another element of the CBD project, with the securing of an \$85K grant for wayfinding signage. This aspect of the project was identified as a high priority from the community forum on the Main Street. Our thanks go to DIPL and Phil Harris who provided the funding.

Rebecca Mewburn (Community Support Officer) played a key role in securing this funding. Mode Design have provided a quote for the provision of the landscape architect services as part of the panel of architects previously endorsed by Council and have commenced with some good work on the project already.

Airport Works

Thanks to another \$825,000 grant by the NT Government and DIPL previously, the upgraded works to the airport apron (parking) have now been completed on budget and to scope. Thanks go to Jamie Craven (XIE) and Andrew Wilson (MERS) for their excellent work on this project.

Task	Responsible Officer	Status / Update
Council Meeting 26 June		
YTD Complaints table should have the * tag changed to reflect Fin Year	EA	Completed and reflected in this report.
3-Phase power electric car re-charging points at accommodation sites. Conversation with operators?	CEO	Item scheduled for consideration at next Chamber of Commerce quarterly meeting.
* Adopt the 2018-2019 Municipal Plan. * Adopt the 2018-2019 Budget. * Adopt Elected Member Allowances	XCCD	Completed Completed Completed
Look at ways of monitoring/measuring mains water usage at the YMCA pool.	XIE / MCERS	Until recently, the Henry Scott Building and Aquatic Centre mains water consumption was recorded from a single meter. The Aquatic Centre now has it's own sub-meter which allow us to track the actual usage against estimated usage and investigate any significant anomalies.
Speak to Defence with regard to YMCA pool water cost reimbursement	CEO / XIE	Discussed previously and YMCA are now working directly with Defence.
Check on all YMCA expenses after a 6 month period.	COO	Ongoing
Any savings realised by the reduction of street sweeping frequency could be put into mowing high-profile areas more often.	XIE	At the expiration of the current contract we can look to implement a reduced frequency schedule.
Development of a policy on Phasing out and Banning of Single use plastics at KTC venues, i.e. showgrounds and Lindsay Street.	XCCD	Ongoing
Update the Open Forum Rules, i.e. timing and questions.	EA	Completed and distributed at Open Forum 27/07/18

REPORT

Open Forum 26 June		
Dogs attacking Postie. What further measures can be put in place? Further education and notices?	MCERS / Rangers	Ongoing
Laneway Closure Trialling – how is that tracking?	MCERS	A trial is under way in the Finniss Place to Grevillea Park laneway. Residents have been given control over locking and unlocking the gates each morning and night. We await community feedback.
Check on WHS steel bin lids compliance. Council has them throughout the town?	XIE	Unable not find any legal requirement for Council to change from steel to plastic lids. There is a mix of steel and plastic lids around town, owned by both Council and Non-Council operators. However, the contractor has been asked to switch to plastic lids when replacements are required.
Set up an appointment / telephone call with Michael from MT Bins to address various issues raised around tender awarding.	EA / CEO	Appointment set for 31 August. First available date for all parties.
Shipping container outside the WMF. Will that continue to be available post 1 July?	XIE	This will no longer be available as it was evident well before the fee increase that the bin was largely used to disposal of commercial waste free of charge.

Council Meeting 22 May		
New survey methods at the VIC	VIC Mgr	Ongoing
Provide a report to Council on the solar panels. Send this out to the community in an appropriate manner too, e.g. FB post/website news?	XIE	See Infrastructure & Environment Service Report Website "Latest News" - 9 May Facebook Post - 17 July
Investigate ways to further reduce our electrical consumption, i.e. electricity audit.	XIE	Ongoing

Thirteen action items were completed from the May 2018 Council and Open Forum meetings.



REPORT

Staff Statistics – JUNE (2017-2018 Financial Year.)

Sick Leave Summary (excluding Maternity Leave)				
2018	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person
Executive Sick/Family leave hours used	6	13.60	1.79	0.30
Governance - Civic Sick/Family leave hours used	3	46.05	6.06	2.02
Governance - Assets Sick/Family leave hours used	1	3.60	0.47	0.47
Corporate and Community Development - Civic Centre Sick/Family leave hours used	10	27.35	3.60	0.36
Corporate & Community Development - Visitor Information Centre Sick/Family leave hours used	5	25.80	3.39	0.68
Corporate & Community Development - Library Sick/Family leave hours used	5	26.00	6.00	1.20
Infrastructure & Environment - Civic Sick/Family leave hours used	5	0.00	0.00	0.00
Infrastructure & Environment - Depot Sick/Family leave hours used	11	38.00	5.00	0.45
Infrastructure & Environment - Inspectorate Sick/Family leave hours used	2	0.00	0.00	0.00
Infrastructure & Environment - Waste Management Facility Sick/Family leave hours used	3	7.60	1.00	0.33
TOTALS	51	188.00	27.32	0.54



REPORT

Service Requests Received

Council received one hundred and eight (108) service requests for the month of June 2018.

Environment	Buildings/Facilities	Roads/Traffic/Parking	Inspectorate	Other Requests
Wheelie Bins	Waste Management Transfer Station	Licence/Permits – Road Events	Abandoned Vehicle	Equipment Hire – Collars, Cages Etc
Other Bins	Civic Centre	Carparks	Animal – Other	Streetlights
Domestic Rubbish Collection	Public Toilets	Road Opening/Closing (Telstra, Aurora etc)	Animal at Large	Cemetery Burial Records
Litter	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	General Requests – Complaints
Mowing of Verges-Nature Strips-Ovals	Airport	Street – Road Cleaning	Animal Attack	Disabled Parking Permits
Street and Other Lighting	Visitor Information Centre	Permit to Work Within NT Government Road Reserve	Animal Menace	Plaques and Headstones
Sprinklers and Watering	Parks	Driveways	Animal Nuisance	Ombudsman Complaints
General	BMX	Road Maintenance	Miscellaneous	Community – Festival or Events
Waste Disposal – Asbestos – Other	Lindsey Street Complex	Footpaths	Parking Control	Alcohol Permit
Weeds	Sportsground	Line Marking/Pavement Management	Unauthorised Camping	Planning and Development
Trees & Vegetation	General	Traffic Management	Overgrown/Unkempt Land	Planning and Development
Tenders/Quotations	Swimming Pool	Planning and Development Laneways	Dog Licence	Sign Request
Bores and Water Readings	Playgrounds and Equipment	Road Access	After Hours Callout	Miscellaneous Requests
Waste Management Facilities	Skate Park	Drains	Public Health Risk Activities	Tenders/Quotations
	Hot Springs		Dangerous Animals	Licence or Permits – Mobile food van
Total	29 Total	15 Total	10 Total	48 Total
				6

REPORT

Complaints Received

Council received zero (0)* complaints for the month of June 2018.

Administration	JUNE	FY
Elected Members	0	0
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	0
Works	0	0

* Statistics compiled over the financial year.

Complaints Completed

Council completed zero (0)* complaints for the month of June 2018.


Administration	JUNE	FY
Elected Members	0	0
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	0
Works	0	0

* Statistics compiled over the financial year.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the Chief Executive Officer Report for the month of June 2018 be received and noted.



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Nil
Schedule of Attachments: Nil



REPORT

FOLDER: Local Governance / Council Meetings / Corporate and Community Development

MEETING: ORDINARY MEETING OF COUNCIL – 24 JULY 2018

REPORT TITLE: CORPORATE AND COMMUNITY DEVELOPMENT REPORT FOR THE MONTH OF JUNE 2018

Purpose of Report

To present the Report for Corporate and Community Development for the month of June 2018.

COMMUNITY DEVELOPMENT

The Community Development team has continued furthering the Council engagement opportunities with the launch of the Katherine Town Council Instagram page (@katherinetowncouncil). This additional social media platform will work cohesively with the existing Council facebook page and aim to increase community reach.

June 2018 saw the launch of the Katherine School Holiday Program 2018 (29 June – 20 July). The brochure and all associated marketing has been produced by Katherine Town Council thanks to funding from the Northern Territory Government and contributions from YMCA Katherine, Kentish, Katherine Regional Arts, Katherine Isolated Childrens Services, Keep Talking Katherine, Somerville, Katherine Region Youth Group and Anglicare NT. The June-July School Holiday Program had been developed as a result of the huge success of the 2017-2018 Christmas Holiday Program. The brochure has been distributed through the Katherine Times (brochure insert and program liftout) and can be found through a number of local business, youth service providers as well as all Council offices.

LIBRARY

Programs & Events

Program	Date & Time
Story Time	Wednesdays, 10.30am - 11am (ongoing)
Wriggle & Rhyme	Tuesdays, 9.30am – 10.00am (ongoing)
Wriggle & Rhyme	Thursdays, 10.30am - 11am (ongoing)
GreenSnaps – Exhibition opening night	Friday 1 June 2018
Katherine Region of Writers – Monthly Meeting	Saturday 9 June 2018
Monthly Movie Afternoon - Zootopia	Friday 18 June 2018
Young Territory Authors Workshop	Saturday 23 June 2018

Displays

Name	Date
Animals (Theme of the month) – Childrens Area Display	1 – 30 June 2018
Mind & Body (Book Display)	1 – 30 June 2018

GreenSnaps Exhibition (Display)	1 – 16 June 2018
Do It For Dolly (Window Display)	15 – 30 June 2018

Analysis / Comments

GreenSnaps celebrated 10 years of bringing Territory Photographers together to showcase their work in a photography exhibition. The library has been a part of hosting the opening night and exhibition for the past eight (8) years. This year saw more entries come in from all over the Territory with many winners taking home some great prizes.

Movie Afternoon – This month's movie was "Zootopia". Children quickly settled in with their bean bags and pillows.

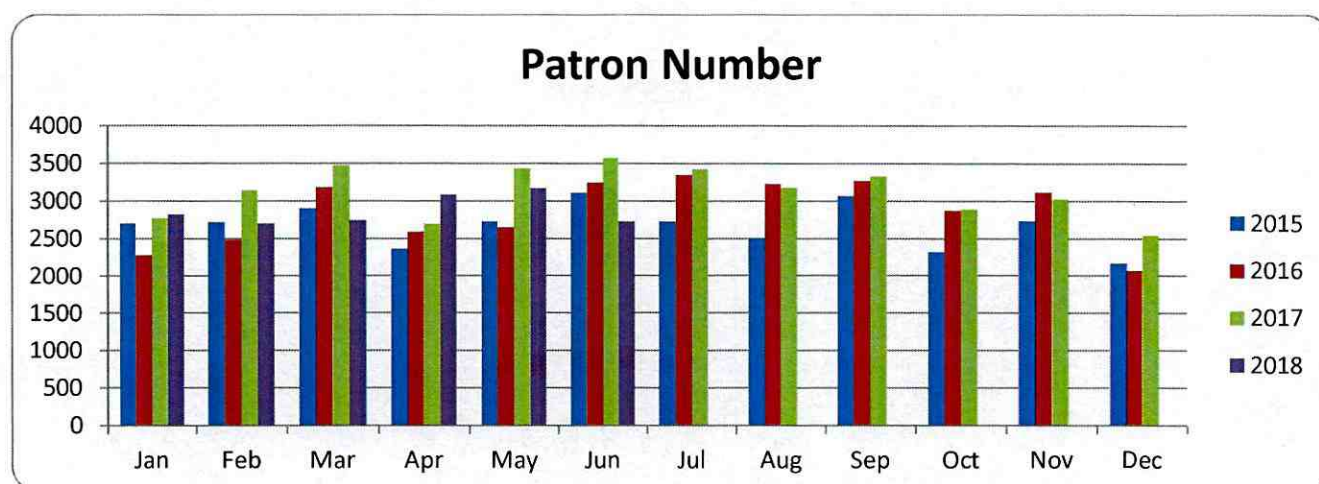
A second workshop was held on 23 June 2018 at the library for the up and coming Young Territory Author Award. This was well attended with more than 20 children with their parents/guardians. The finishing touches were applied to their writing skills. The library supplied free printing and binding for those children who were submitting their stories for the competition.

#Do it for Dolly# display was a great success. The library displayed long sheets of paper with "Bullying stops with" placed on front window panels. The end result was 46 signatures. Staff noticed positive conversations occurring with parents and children about bullying and encouraged them to sign it.

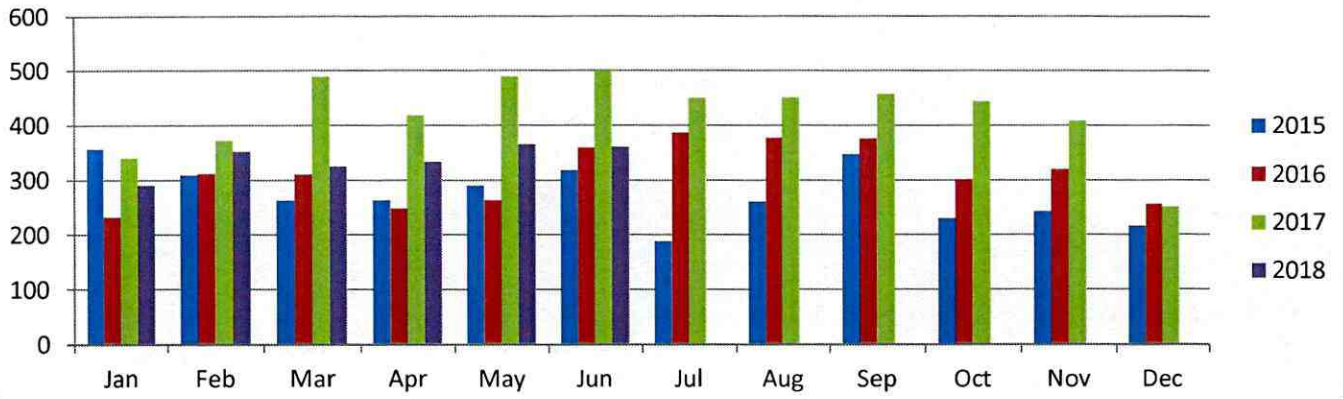
2018 has seen a decline in all aspect of the library. Patron numbers, Computers and Children Programs. This is concerning for the library Officers. Over the past four (4) months via social media the library has become aware of a number of new programs for babies and toddlers. It is noted that some of the new programs are occurring at the same time library programs and may be having an affect on program numbers.

RECOMMENDATIONS

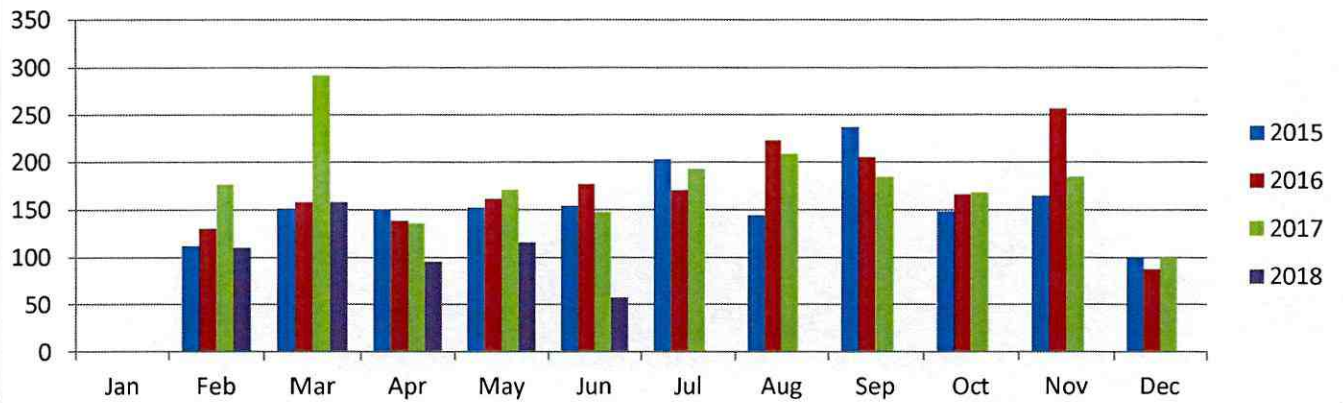
Due to declining numbers in the library's children programs the Library Manager will meet with the Executive Manager – Corporate and Community Development to discuss possible changes to programs.



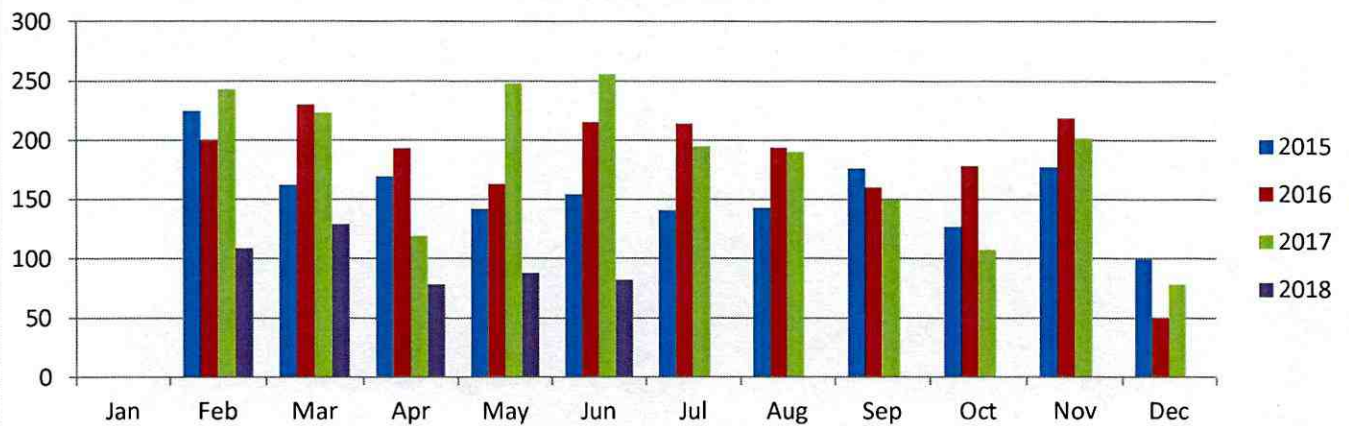
Computer Usage



Story Time



Wriggle & Rhyme



VISITOR INFORMATION CENTRE

Feedback

- 310 visitors (1.7%) completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.
- Three (3) Super Deed nominations were received.
- Improvements:
 - Reducing customer service wait time – Centre staff are now extremely familiar with booking systems, ResWeb and BookEasy, ensuring timely service.

Analysis/Comment

- Total sales figure for June 2018 were \$295,541.47 - an increase of 39% on June 2017.
- Visitor numbers for June 2018 were 17,364 - a decrease of 35% on June 2017.
- The average sale per visitor for June 2018 was \$17.02, compared to last year's June average of \$7.94 per visitor. This equates to an increase of 114.36% per visitor in June 2018 compared to June 2017.

Visitor sales and conversions continue to increase dramatically, with June 2018 being another record month in sales. June 2018 saw the second largest sales by month in the last six (6) years of available data.

The visitor numbers are noted to be significantly down on previous years however, it is noted that since the establishment of the garden area café patrons have been using the verandah entrance to the centre. As a result these figures are not captured in the door counter data. This statistic maybe impacting the *Average Sales Per Visitor* data displayed in the report. Options are being explored to increase the accuracy of this data.

Despite potential inaccuracies of centre visitor numbers, it is also important to note that the most recently available data from Toursim NT (*Domestic Visitation to the Northern Territory – Year ending March 2018*) portrays a decrease in visitor number for the entire Northern Territory (0.9%). In response to the downward trend, the Northern Territory Government has announced an immediate \$103M stimulus package to attract visitors and create more local jobs. The stimulus package will include:

- \$26.57M for smarter and more targeted tourism marketing
- \$56.24M for new tourism infrastructure and related tourism programs
- \$20.78M to further enhance our existing festivals, events and other tourism experiences

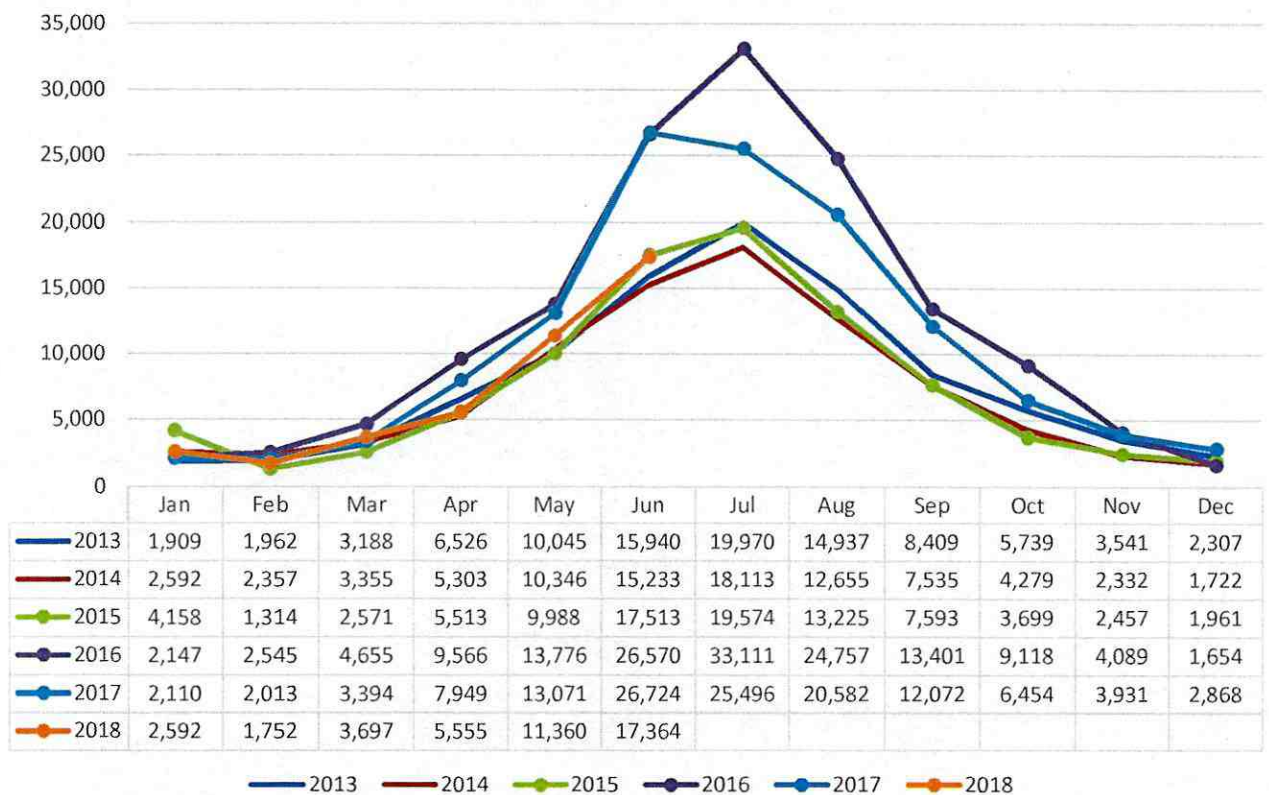
With the completion of the 2017/2018 Financial year the sales are totalled at \$1,290,728. This the Katherine Visitor Information Centre highest financial year sales for the last five (5) years.

FINANCIAL YEAR	Q1 (Jul – Sep)	Q2 (Oct – Dec)	Q3 (Jan – Mar)	Q4 (Apr – Jun)	TOTAL EOFY
2013-2014	\$370,723	\$45,063	\$28,667	\$353,157	\$797,610
2014-2015	\$391,608	\$48,480	\$30,805	\$316,395	\$787,288
2015-2016	\$383,741	\$56,198	\$55,231	\$482,105	\$977,275
2016-2017	\$608,792	\$86,640	\$33,973	\$406,318	\$1,135,724
2017-2018	\$619,506	\$96,052	\$32,364	\$542,805	\$1,290,728

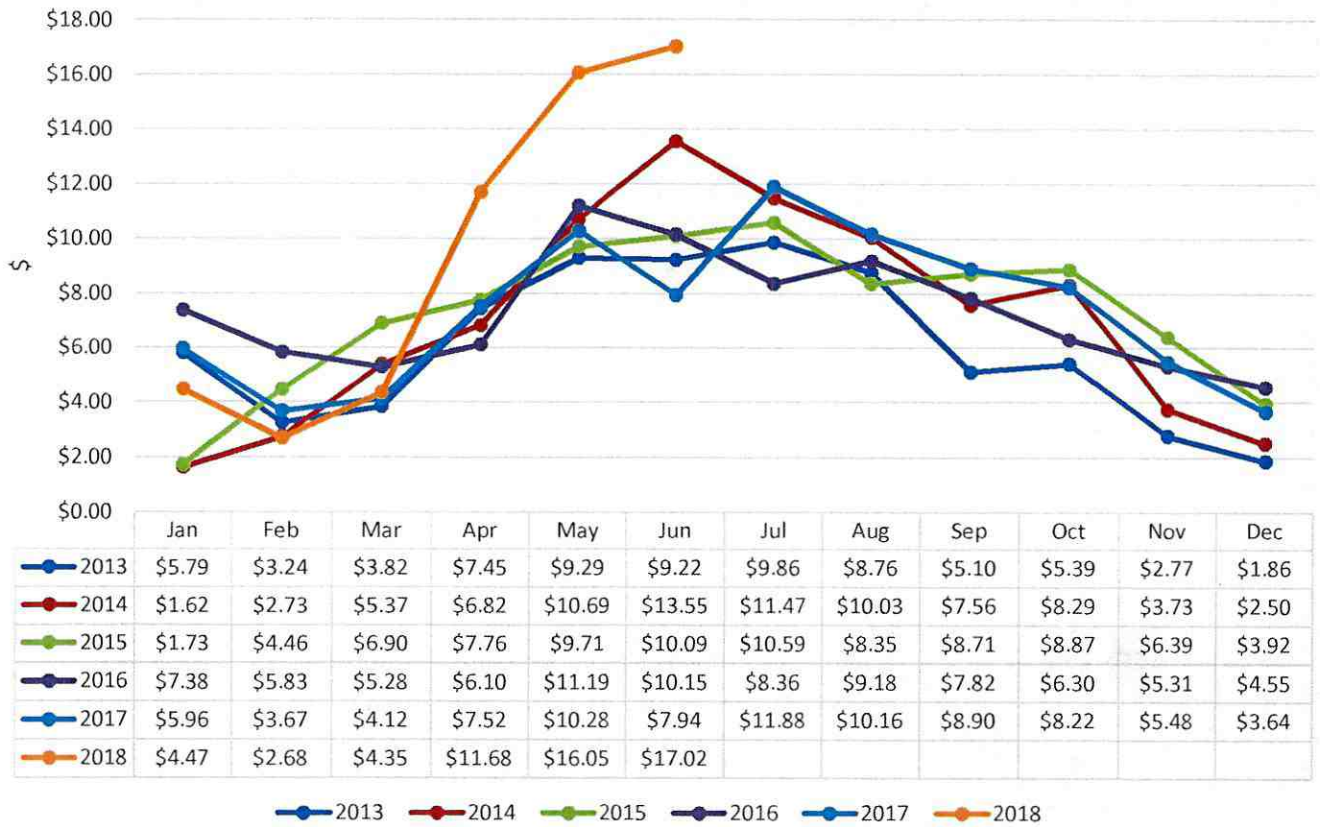
Value of Sales - Calendar Year



Number of Visitors - Calendar Year



Average Sales Per Visitor



OFFICER RECOMMENDATION

That it be recommended to Council:

That the Corporate and Community Services report for the month of June 2018 be received and noted.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Corporate & Community Development, Ms Rosemary Jennings
Schedule of Attachments: NIL



REPORT

FOLDER: Local Governance / Council Meetings / Works & Services Reports
MEETING: ORDINARY MEETING OF COUNCIL – 24 JULY 2018
REPORT TITLE: INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF JUNE 2018

Purpose of Report

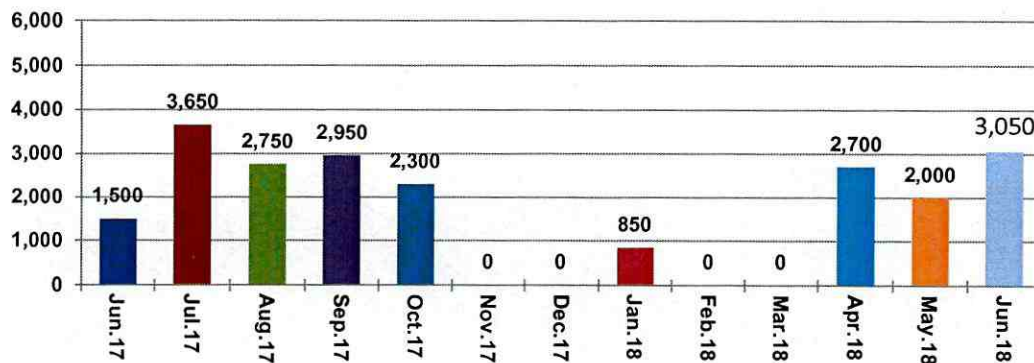
To inform Elected Members of tasks, activities and projects undertaken by the Environment & Infrastructure Services, during the month of June 2018.

Facilities

Parks & Open Areas

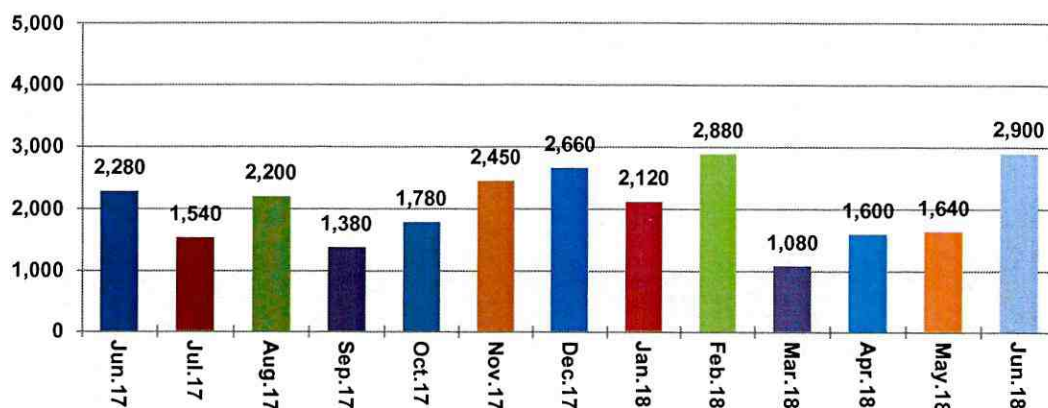
- Council staff continued with the Mosquito Monitoring Program.
- Council staff fertilised trees at the Cenotaph.
- Council Staff replaced 61 broken, damaged and vandalised sprinkler components throughout the larger urban area. The total cost of these repairs and installations to date (2017/18 financial year) is \$20,250.00 when compared to \$19,650 in the same months of the 2016/17 financial year.

Monthly Sprinkler Replacement (\$)



- The Urban Litter Collection statistics are 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 24,230kgs when compared to 17,080kgs in the same months of the 2016/17 financial year.

Monthly Urban Litter Collection (kg)



Katherine Sportsgrounds

- Council contractor Scatt's Plumbing installed new guide rails and chains to the pump out pit at the Sportsgrounds.
- Council contractor Katherine Doors and Windows repaired the glass panel at Don Dale Building doors.
- Council contractor Astral Plumbing repaired water leak at Oval 2.
- Council staff repaired 12 vandalised sprinklers at the Netball courts.

Katherine Showgrounds

- Council staff installed mesh panels on Norforce Pavilion.

Buildings

- Council contractor Astral Plumbing unblocked the Visitor Information Centre toilets.

Civic Centre Solar System Benefits

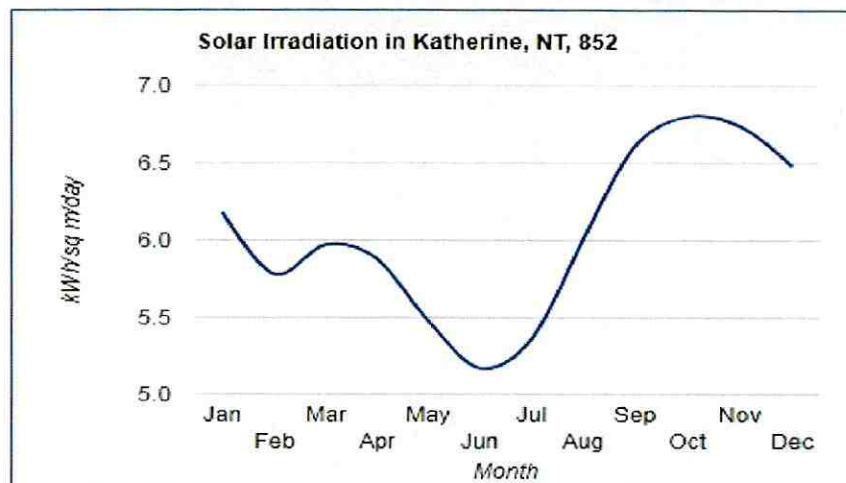
In May, Power and Water installed a new meter on the Civic Centre's 40kW solar system. This meter allows us to comprehensive track our electricity production and consumption statistics.

The table below summarises the electricity usage for the 67 days from 8 May to 12 July.

Period	Total Consumption (kWh)	Source	
	8/5/18 - 12/7/18 (67 Days)	% Generated	% Imported
Off Peak (6pm-6am)	7483.2	0.0%	100.0%
Peak (6am- 6pm)	10975.0	65.0%	35.0%
Total	18458.2		

During the peak billing hours of 6am to 6pm, which roughly corresponds to daylight hours, the solar system generated 65% of the Civic Centre's energy requirements. This equated to 7133kWh sourced from the sun and saving of \$2,500 on our power bill.

The period May to July has the lowest solar irradiation levels for Katherine (table below). As such, we expect to see greater savings throughout the remainder of the year.



Katherine Memorial Cemetery

- There were four (4) burials during the month of May 2018.
- Council contractors Katherine Tiling and Concreting and Top End Backhoe Hire installed new plinths at the Cemetery.
- Allyson Croydon (KTC Depot) is commended for her attention to detail and dedication to improving the amenity at both the Katherine Cemetery and the Town Square.

Waste Transfer Site

- Council hired a water truck from Ho's Hire for fire control at the facility.
- Council staff cleaned up the waste oil area at the facility.

Katherine Civil Airport

- Council contractor Arafura Street Sweeping carried out sweeping of the RPT and GA Aprons during the month of June 2018.
- Council staff and contractor, RHADS Security, carried out daily serviceability inspections. No issues were found.
- Council staff acted as Work Safety Officers for the duration of Airport Resealing and Line Marking Project from 20 to 27 June 2018.

Binjari

- Council hook bins were placed at Top and Bottom Camps (alternate weeks) and emptied on an as required basis. No litter was collected during the month of June 2018.

Road Reserves

Road Pavements

- Council contractor Arafura Site & Street Sweeping carried out the scheduled sweeping and kerbside spraying for the month of June 2018.
- Council staff conducted the following works at various areas:
 - Filled a sink hole by the footpath near Prior Park.
 - Reinstated bunting and warning signs for North Bank washout.
 - Installed culvert marker posts on Zimin Drive.

Personnel & Services

Tenders

- Council staff undertook site tours, tender evaluation and reporting for four tenders including:
 - Cleaning of Council Facilities
 - Streetsweeping and weed eradication
 - Mowing of Katherine East Parks
 - Aquatic Centre Management

Community Events

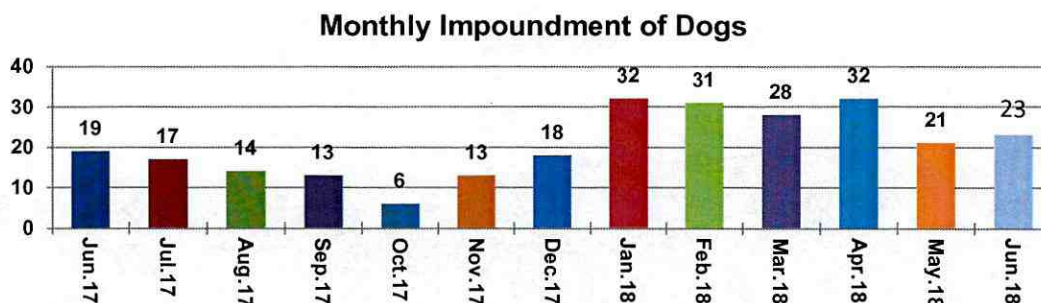
- Council staff and contractors carried out various tasks in preparation for public hires/events held in several Council owned facilities during the month of June 2018.

Building Activities within the Municipality

- Council considered the following number of planning applications during the month of June 2018:
 - 1 x Proposed Development Application

Inspectorate Services

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of June 2018.
- Pound Statistics for the month of June 2018 are as follows:
 - 14 dogs returned to their owners.
 - Three (3) dogs euthanized.
 - 13 cats euthanized.
 - Four (4) dogs sent to NT Rehoming Group
 - Two (2) dogs were carried over.



OFFICER RECOMMENDATION

That it be recommended to Council:

- That the report of the Infrastructure & Environment Services for the month of June 2018 be received and noted.

Robert Jennings

CHIEF EXECUTIVE OFFICER

Delegation:

Executive Manager – Infrastructure & Environment, Jamie Craven

Schedule of Attachments:

Attachment A: Rangers Breakdown of Tasks – June 2018

RANGERS BREAKDOWN OF TASKS – JUNE 2018

TASK		JOBS ATTENDED - MAY	JOBS ATTENDED - JUNE	%	NOTES
INSPECTIONS:	HIRE FACILITIES	9	3	-67%	
	VACANT LOT / OVERHANGING TREES	7	3	-57%	
	AIRPORT	0	0	0%	
	MOSQUITO	2	1	-50%	
	TOKEN BOX	4	3	-25%	
	FACILITY INSPECTIONS	12	16	33%	
	ILLEGAL CAMPING	4	13	225%	
PUBLIC SPACES:	GOODS STORED	0	0	0%	
	LITTER	2	0	-100%	
	TIMED	0	0	0%	
	CONTROLLED	29	23	-21%	
PARKING PATROLS:	ILLEGAL	13	8	-38%	
	ABANDONED VEHICLE	3	5	67%	
	IMPOUND / RELEASE	2	3	50%	
	AT LARGE	44	59	34%	
	BARKING	12	2	-83%	
ANIMAL CONTROL:	ATTACK	7	5	-29%	
	NUISANCE	5	6	20%	
	POUND CLEANING	5	25	400%	
	IMPOUND / RELEASE	19	16	-16%	
	REHOMING	7	10	43%	
	OTHER ANIMALS	10	15	50%	
	DOMESTIC	2	0	-100%	
ILLEGAL DUMPING:	COMMERCIAL	1	0	-100%	



REPORT

FOLDER: Local Governance / Council Meetings / Financial Report

MEETING: ORDINARY MEETING OF COUNCIL – 24 JUL 2018

REPORT TITLE: MONTHLY FINANCIAL REPORT – JUN 2018

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 JUN 2018.


Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Management Accountant, Anish P. Antony


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

 There will be a shortfall of \$3.1M in capital expenditure for 2017/18 due to works in progress and works yet to commence. This shortfall is not necessary representation of delays in projects, but more to grant funding projects spanning the financial years. The budget and expenditure will be rolled over to the 2018-19 financial year

Cash Position

Cash Position is further strengthened with the receipt of \$11.40 Mil grant for the CBD revitalisation project, Show Grounds and Sports Grounds upgrades. Short term cash flow is well positioned with investments maturing to meet short term cash flow demands. however, long term cash flow forecast identifies a short fall of at least \$10M in the next five (5) years to close the existing waste management facility, and a further large investment to establish a new facility.

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 \$377 K at the end of Jun 2018.

	May-18	Jun-18
Rates debtors	522,707	473,303
Sundry debtors	471,064	97,185
Weighbridge debtors	133,948	179,737
Infringement - Animal	27,575	27,501
Infringement - Parking	10,616	10,678
Infringement - Litter/Camping	1,232	966
Total outstanding	1,167,142	789,370

Rates Debtors Analysis

Rates debtors have decreased by \$49K with \$473K still outstanding. Every reasonable effort is being made to recover all outstanding rates.

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 Jun 2018.

	May-18	Jun-18
Current	448,505	85,341
Over 30 days	15,789	-1,344
Over 60 days	-17	8,079
Over 90 days	600	-27
Over 120 days	6,186	5,137
Total	471,064	97,185

The overall decrease of \$374K in sundry debtors balance is mainly attributable to payment received from Department of Infrastructure for the Airport (\$263K)

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 Jun 2018.

	May-18	Jun-18
Current	79,485	104,080
Over 30 days	22,218	62,891
Over 60 days	3,115	850
Over 90 days	5,720	515
Over 120 days	23,410	11,401
Total	133,948	179,737

Increase of \$45K in current weighbridge debtors is due to an invoice of \$10K issued to Cleanaway and \$58K invoice to NT Land Development. Diligent collection work during the month had a positive impact on the balance.

All debts over 120 days have been forwarded to the debt collection agency

KATHERINE TOWN COUNCIL STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 30 Jun 2018

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
INCOME							
Rates and annual charges	7,604,784		7,604,784	3,688	7,573,481	7,604,784	
Statutory charges	60,000	(15,000)	45,000	1,682	40,434	45,000	
User charges	1,428,208		1,428,208	188,889	1,393,559	1,428,208	
Grants, subsidies and contributions	1,999,985		1,999,985	641,441	2,223,572	1,999,985	
Interest	360,950		360,950	203,083	389,058	360,950	
Reimbursements	120,660	64,340	185,000	4,002	168,583	185,000	
Other income	104,810	45,190	150,000	490	148,138	150,000	
Total operating income	11,679,397	94,530	11,773,927	1,043,276	11,936,825	11,773,927	0
EXPENDITURE							
Employee costs	4,577,565	(583,643)	3,993,922	337,558	4,122,385	3,993,922	
Materials, contracts and other expenses	5,317,929	(1,017,929)	4,300,000	431,150	4,460,950	4,300,000	
Total Operating Expenses	9,895,494	- 1,601,572	8,293,922	768,708	8,583,336	8,293,922	-
Operating surplus/(deficit) before depreciation	1,783,903	1,696,102	3,480,005	274,568	3,353,489	3,480,005	-
Depreciation		81,256	81,256	6,771	81,256.00	81,256	
Operating surplus/(deficit) before capital items	1,783,903	1,614,846	3,398,749	267,796	3,272,233	3,398,749	-
Net gain (loss) on disposal of assets	(90,000)	159,000	69,000	(10,904)	58,096	69,000	-
Amounts received specifically for new or upgraded asset	756,162	2,681,865	3,438,027	12,015,826	15,994,651	3,438,027	
Net operating surplus/(deficit)	2,450,065	4,455,711	6,905,776	12,272,718	19,324,980	6,905,776	-

KATHERINE TOWN COUNCIL CAPITAL INCOME & EXPENDITURE

As at 30 Jun 2018

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
Sources of capital funding expended							
General revenue used for capital purposes	1,107,900	69,605	1,177,505	63,905	484,315	1,177,505	
Other capital revenue sources:							
Proceeds from sale of capital assets	121,000	(52,000)	69,000		58,096	69,000	
Grants and subsidies	756,162	2,193,480	2,949,642	586,881	2,106,283	2,949,642	
Brought forward		1,806,311	1,806,311			1,806,311	
Grants received this year and spent last year		505,885	505,885			505,885	
Transfers from internally restricted funds	500,000		500,000		511,500	500,000	
Total capital funding	2,485,062	4,523,281	7,008,343	650,786	3,160,195	7,008,343	0
Application of capital funding							
Non current capital assets:							
Buildings and other structures	103,200	562,145	665,345	6,636	285,524	665,345	
Brought forward		12,766	12,766		24,211	12,766	
Plant and machinery	743,000	(52,000)	691,000	54,545	746,520	691,000	
Brought forward							
Improvements	166,200	797,200	963,400	307	810,606	963,400	
Brought forward							
Infrastructure assets	1,405,162	889,845	2,295,007	579,938	968,648	2,295,007	
Brought forward		2,299,430	2,299,430		186,788	2,299,430	
Furniture and equipment	67,500	13,895	81,395	9,360	79,802	81,395	
Brought forward							
Total current capital expenditure	2,485,062	2,211,085	4,696,147	650,786	2,891,100	4,696,147	
Total brought forward amounts	-	2,312,196	2,312,196	-	210,999	2,312,196	
Grand total capital expenditure	2,485,062	4,523,281	7,008,343	650,786	3,102,099	7,008,343	

CASH AND INVESTMENTS
30 June 2018

	\$
Commonwealth Bank	530586
	<u>530586</u>

Balance as per bank statement, 30 Jun 2018
Plus net outstanding deposits/(withdrawals)
Adjusted cash at bank balance, 30 Jun 2018

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	% FINANCIAL INSTITUTION
Commonwealth Bank	13,046,637		on call	on call	13,046,637	45.19%
AMP	1,000,000		on call	on call		
AMP	2,000,000	2.65	20-Feb-18	19-Nov-18	3,000,000	10.39%
Westpac Bank	1,000,000	2.70	6-Nov-17	6-Nov-18		
Westpac Bank	5,635,993	2.63	22-Nov-17	22-Nov-18		
Westpac Bank	2,011,501	2.64	26-Feb-18	26-Feb-19		
Westpac Bank	2,304,240	2.70	6-Nov-17	6-Nov-18		
Westpac Bank	1,870,466	2.70	22-Feb-18	22-Feb-19	12,822,200	44.42%
Total Investments					<u>28,868,837</u>	100.00%
TOTAL FUNDS (incl internally restricted funds)					<u>29,399,423</u>	

Internally Restricted Funds	
Capital Depreciation Renewal Reserve	2,741,418
Total	<u>2,741,418</u>

DEBTORS REPORT

30 June 2018

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	120+ days \$	TOTAL \$
Sundry	85,341	-1,344	8,079	-27	5,137	97,185
Weighbridge	104,080	62,891	850	515	11,401	179,737
Total						<u>276,922</u>
Infringements	Current \$	30+ days \$	60+ days \$	90+ days \$	> 12 months \$	TOTAL \$
Animal	133	-	-	2,995	24,373	27,501
Parking	135	446	336	643	9,118	10,678
Litter						
Camping	-	-	-	-	966	966
Total						<u>39,145</u>
Rates	Current \$	Arrears incl interest & legal fees \$				TOTAL \$
	412,389	60,914				473,303
Grand Total						<u>789,370</u>

Katherine Town Council Cheque Payment Listing For the Month of Jun 2018				
Date	Ref No	Payee	Description	Amount
4-Jun-18	00103154	City of Darwin	Long Service Leave Transfer Cost -M Lindy	4,973.95
12-Jun-18	00103159	Power Water	Water expenses for April 2018	28,103.73
12-Jun-18	00103162	Jacana Energy	Electricity Expenses for March/April 18	51,822.17
25-Jun-18	00103164	RTM	Registration & Third Party Insurance	4,883.05
25-Jun-18	00103165	Katherine Cinemas 3	Gift voucher-National Children's week event-Library	60.00
26-Jun-18	00103170	RTM	Registration & Third Party Insurance	573.20
		TOTAL		90,416.10

**Katherine Town Council
EFT Payment Listing
For the Month of June 2018**

Date	Ref No	Payee	Description	Amount
1-Jun-18	1599/1055-01	Ms T T Coutts	Alderman allowances - May 2018	1,293.33
1-Jun-18	1599/1255-01	Benash Maintenance Services	To upgrade security system at Don Dale (Sportsground), Annual Fire panel servicing -AP Terminal,CC	4,262.23
1-Jun-18	1599/1314-01	Bishdun Pty Ltd trading as Nighthawk	Freight from Bunnings Darwin - 1PLT 240X120X130	205.70
1-Jun-18	1599/144-01	Macs Hire	Embroid 5xKTC Logo, Supply 2xpants,2xshirts, logo on shirts	228.45
1-Jun-18	1599/1498-01	Exmere Pty Ltd Katherine Camping &	Supply 2 Boxesx0.22 Bullets	19.00
1-Jun-18	1599/1712-01	Transpacific Cleanaway Pty Ltd	Garbage Collection fees for April 2018	28,914.10
1-Jun-18	1599/1769-01	Compass Cleaning & Ground Maintenance	CBD EMU BOB	9,320.87
1-Jun-18	1599/1835-01	Mrs C F Miller	Ald/Mayor Allowances	5,989.00
1-Jun-18	1599/1888-01	Car Parts	Supply 1xBattery	116.75
1-Jun-18	1599/2001-01	Territory Springwater Pty Ltd T/A P	Supply bottled water- VIC	60.00
1-Jun-18	1599/2045-01	Dollars & Sense	Shopping for Frillies Club- 29/05/18	37.61
1-Jun-18	1599/2185-01	Scatt's Plumbing Services	Repair a leak on a bore water - Roney Pk	1,633.75
1-Jun-18	1599/219-01	Repco	Supply 1xJockey Wheel - Yellow Tilt	108.90
1-Jun-18	1599/2223-01	TBM Installations	Supply & Installation of AC to leased space(Amtax) at VIC	10,296.00
1-Jun-18	1599/226-01	Rowlands Quarry	Supply 15T Cracker Dust	337.74
1-Jun-18	1599/2269-01	Gagudju Lodge Cooinda	VIC bookings	315.00
1-Jun-18	1599/2287-01	Anbinik Kakadu Resort	VIC booking	147.00
1-Jun-18	1599/2349-01	Stickers & Stuff	Supply 250xWater Bottles	1,000.00
1-Jun-18	1600/2389-01	Rest Superannuation	Superannuation-MAY-18A-6	3,676.73
1-Jun-18	1599/2409-01	Nitmiluk Tours	VIC bookings	20,736.95
1-Jun-18	1600/2470-01	Hesta Super Fund	Superannuation-MAY-18-9	1,308.20
1-Jun-18	1599/2474-01	TaxEd Pty Ltd	TaxEd Membership 1 July 2018 - 30 June 2019	1,995.00
1-Jun-18	1599/2512-01	Katherine Aviation Pty Ltd	VIC bookings	1,041.25
1-Jun-18	1600/2516-01	AGEST	Superannuation-MAY-18-11	7,744.35
1-Jun-18	1600/2549-01	CBUS	Superannuation-MAY-18-14	1,350.32
1-Jun-18	1599/2553-01	Messages On Hold	Provision of Programming & Equipment- 20/05/18 - 19/08/18	1,450.41
1-Jun-18	1600/2554-01	MTAA Super	Superannuation-MAY-18-15	680.38
1-Jun-18	1600/2576-01	Host Plus Superannuation	Superannuation-MAY-18-16	3,826.37
1-Jun-18	1599/262-01	Top End Rural Services	Bore Pump Motor - Lindsay St	2,269.70
1-Jun-18	1600/2626-01	AMIST Superannuation	Superannuation-MAY-18-18	618.28
1-Jun-18	1600/2634-01	Sun super	Superannuation-MAY-18-19	398.40
1-Jun-18	1600/2638-01	MLC Super Fund	Superannuation-MAY-18-20	842.58
1-Jun-18	1599/2644-01	Mrs E W Clark	Ald/Mayor Allowances	1,293.33
1-Jun-18	1600/2686-01	BT Super for Life	Superannuation-MAY-18-24	1,298.46
1-Jun-18	1600/2941-01	Unisuper	Superannuation-MAY-18-31	460.29
1-Jun-18	1599/3088-01	Territory Debt Collectors	Listing fees	66.00
1-Jun-18	1600/3108-01	ANZ One Path Superannuation	Superannuation-MAY-18-33	1,811.35
1-Jun-18	1599/312-01	Astral Contracting	Repair broken 80mm pipe at Showground, Repair water leak at Cinema Car Pk, PVC Repairs Oval 2 at Sportsground	2,502.69
1-Jun-18	1600/3140-01	IOOF- Pursuit Select Personal	Superannuation-MAY-18-34	87.44
1-Jun-18	1599/3143-01	Boab Nominees Pty Ltd	VIC bookings	271.25
1-Jun-18	1599/3253-01	Heli Spirit	VIC bookings	376.25

**Katherine Town Council
EFT Payment Listing
For the Month of June 2018**

Date	Ref No	Payee	Description	Amount
1-Jun-18	1599/3319-01	Mr P Gazey	Deputy Mayoral Allowance- May 2018	1,940.00
1-Jun-18	1599/3373-01	Discovery Holiday Parks Darwin	VIC bookings	294.00
1-Jun-18	1600/3375-01	Australian Ethical Super	Payroll Deductions	16.21
1-Jun-18	1599/3442-01	eMerge IT Solutions Pty Ltd T/As No	Wifi 2017-2018- Jun 18	84.00
1-Jun-18	1600/3496-01	National Mutual Retirement Fund	Payroll Deductions	576.12
1-Jun-18	1599/3524-01	All Style Custom Cakes	Supply 2xLarge Native Wreath, Ribbon, 1xmedium wreath - Dawn Service	435.00
1-Jun-18	1599/3584-01	Ezko Property Services Pty Ltd	Cleaning-Civic Centre 2017/18- May 18	5,265.86
1-Jun-18	1599/3726-01	Mr J R Zelley	Alderman allowances - May 2018	1,293.33
1-Jun-18	1599/3732-01	Mr J Raynor	Alderman allowances - May 2018	1,293.33
1-Jun-18	1599/3733-01	Aldermen M Hurley	Alderman allowances - May 2018	1,293.33
1-Jun-18	1599/3736-01	Wildlands Pty Ltd	VIC bookings	511.88
1-Jun-18	1599/3803-01	Jilkminggan Community Aboriginal Co	Supply 45 cards - VIC Merchandise	247.50
1-Jun-18	1599/3804-01	NDB Auto Electrics	Jump Start car - Battery Low	250.74
1-Jun-18	1599/3805-01	Ms L Johnson	Supply 3xBooks - Library - Intruder	74.85
1-Jun-18	1599/3806-01	NBN Co Ltd	Repair to NBN network damaged caused by KTC workers	1,510.37
1-Jun-18	1599/477-01	LGANT Local Government Association	LGANT Conference Attendees - Council Members	435.00
1-Jun-18	1599/525-01	Knotts Crossing Resort	VIC bookings	363.12
1-Jun-18	1599/626-01	Katherine Office Supplies	Printing & Stationery	88.94
1-Jun-18	1599/630-01	Woolworths Limited	Supply food & drinks for White ribbon night	237.30
1-Jun-18	1600/65-01	State wide Super	Payroll Deductions	11,527.07
1-Jun-18	1599/71-01	YMCA of the Northern Territory Ltd	Aquatic Center Operational management fee for May 2018	20,345.00
1-Jun-18	1599/81-01	Furniture Discounts	Supply 3xWorkstation, 3xMobile Pedestal	2,214.00
1-Jun-18	1599/835-01	Katherine Mitre 10	Supply 1x1L White Spirits - VIC	133.72
4-Jun-18	1601/1018-01	Telstra	Telephone - May 2018	7,533.59
4-Jun-18	1601/3187-01	Mr A Wilson	Meal Allowance for Staff - Training in Darwin	405.45
4-Jun-18	1601/3434-01	Western Australian Local Government	Supply 13x Position Description Reclassification	1,144.00
4-Jun-18	1601/3718-01	Miss S M Ross	Meal Allowance for Staff Training in Darwin	405.45
6-Jun-18	1602/3206-01	RemServ	Payroll Deduction	2,281.10
8-Jun-18	1603/1255-01	Benash Maintenance Services	Check/Repair fault sewage pump station at Aquatic centre, Monthly security monitoring fees - Apr 18	2,023.15
8-Jun-18	1603/1273-01	Scotmec Pty Ltd	Supply 2x Diesel 60" Mower, 1xFasttrak 48" Mower	60,000.00
8-Jun-18	1603/1322-01	McCoy's Garden Engineering	Mowing of east parks- May 2018	963.46
8-Jun-18	1603/1422-01	Katherine Regional Arts	Refund of Deposits - LSC & Town Square	1,130.00
8-Jun-18	1603/1692-01	Ibis Styles Hotels	VIC bookings	154.65
8-Jun-18	1603/1722-01	Outback Holiday Parks Pty Ltd T/A	VIC bookings	113.75
8-Jun-18	1603/1777-01	Katherine Holiday Park	VIC bookings	367.50
8-Jun-18	1603/1802-01	Top End Backhoe Hire	Grave Excavation Charges	1,336.55
8-Jun-18	1603/1888-01	Car Parts	Supply 2xSt/Steel Clamps - Street Signs	25.30
8-Jun-18	1603/2056-01	St Andrews Serviced Apartments	VIC bookings	240.63
8-Jun-18	1603/212-01	RJ Motors	Repairs to Hook Truck	4,565.05
8-Jun-18	1603/2185-01	Scatt's Plumbing Services	Back Flow & Meter Assembly - Sportsground	5,319.29
8-Jun-18	1603/2222-01	SecurePay Pty Ltd	Web Payments - Post-paid Plan 2 - Monthly	31.63
8-Jun-18	1603/2269-01	Gagudju Lodge Cooida	VIC bookings	1,165.50

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 June 2018**

Date	Ref No	Payee	Description	Amount
8-Jun-18	1603/2277-01	Kakadu Air Services P/L	VIC bookings	437.50
8-Jun-18	1603/2320-01	Airpower (NT) Pty Ltd	Supply 5x Blades for Baroness Mower	555.83
8-Jun-18	1603/2339-01	Kakadu Lodge	VIC bookings	280.00
8-Jun-18	1603/2409-01	Nitmiluk Tours	VIC bookings	22,051.61
8-Jun-18	1603/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	280.00
8-Jun-18	1603/263-01	Top News	Supply Newspapers -Civic centre 2017/18- May 18	905.49
8-Jun-18	1603/2758-01	Tourist Information Distributors	Ad of 1/2 page in Australia's Explorers	1,420.00
8-Jun-18	1603/3104-01	letsgokids	Half Page AD in 2018 Letsgo Kids	858.00
8-Jun-18	1603/3166-01	Horizontal Falls Seaplane Adventure	VIC bookings	1,622.00
8-Jun-18	1603/3187-01	Mr A Wilson	Fuel Reimbursement for Procurement Training	50.00
8-Jun-18	1603/3253-01	HeliSpirit	VIC bookings	9,262.74
8-Jun-18	1603/3394-01	HWL Ebsworth Lawyers	Professional Services Rendered-Sims Group	346.50
8-Jun-18	1603/3442-01	eMerge IT Solutions Pty Ltd T/As No	Meter Reads- Apr & May 2018	8,640.95
8-Jun-18	1603/3447-01	Arafura Site & Street Sweeping	Sweeping of urban indust streets - MAY 2018	9,639.96
8-Jun-18	1603/3764-01	A 'taste' of Katherine NT	Supply Jams & Chutney - VIC Retail	132.00
8-Jun-18	1603/3799-01	Pincha Salt	VIC Merchandise	402.60
8-Jun-18	1603/3800-01	Aquenta - A Jacobs Company	Construction Cost estimate for Florina guardrail replacements and earthworks	2,002.00
8-Jun-18	1603/3807-01	United Katherine	Supply Fuel premium - CC42EE	81.85
8-Jun-18	1603/3808-01	McKenzie Partners	Advertisements - Facebook	1,882.67
8-Jun-18	1603/434-01	Katherine Exposure Photographics	Gift Certificates for Green Snaps -Library	130.00
8-Jun-18	1603/461-01	Hire Power NT	1xScissor Lift - Removal of signs from Info bays, Hire of excavator for irrigation repair	484.00
8-Jun-18	1603/525-01	Knotts Crossing Resort	VIC bookings	113.75
8-Jun-18	1603/537-01	Chamber of Commerce Northern Territ	Registration for May Women in Business	35.00
8-Jun-18	1603/556-01	Beaurepaires Katherine	Tyre Repair - Hook Truck	280.50
8-Jun-18	1603/594-01	Happy Corner Store	Food & Beverages	125.00
8-Jun-18	1603/626-01	Katherine Office Supplies	Printing & Stationery	62.88
8-Jun-18	1603/630-01	Woolworths Limited	Kitchen Supplies	386.18
8-Jun-18	1603/682-01	Beagle Motor Inn (Westward Bound Pt	VIC bookings	122.50
8-Jun-18	1603/703-01	R Holt & Co Katherine Pty Ltd	Supply 1xCover Material - Dump Fire	15,246.00
8-Jun-18	1603/71-01	YMCA of the Northern Territory Ltd	Aquatic centre mgmt- May 2018	20,345.00
14-Jun-18	1604/3400-01	Mr C Erler	Meal allowance for Staff to attend training in Darwin	1,435.05
14-Jun-18	1604/3581-01	Mr S L Mannion	Meal allowance for Staff to attend training in Darwin	1,435.05
14-Jun-18	1604/3810-01	Robyn Marie Page & Trevor Roy Pilon	First Aid Training	140.00
15-Jun-18	1605/1314-01	Bishdun Pty Ltd trading as Nighthawk	Freight for Colemans Printing from Darwin	24.20
15-Jun-18	1605/1385-01	Northern Territory Appaloosa & West	Refunding Facility Deposit	250.00
15-Jun-18	1605/144-01	Macs Hire	Supply 1xFire Hose Nozzle - Depot Pound	23.82
15-Jun-18	1605/159-01	Modern Teaching Aids Pty Ltd	Books/Cassettes	268.19
15-Jun-18	1605/1802-01	Top End Backhoe Hire	Grave Excavation	1,272.90
15-Jun-18	1605/1829-01	Hidden Valley Tourist Park	VIC Bookings	262.50
15-Jun-18	1605/1889-01	Katherine Lock and Key	Supply & Install 2xBilock Deadbolts, 8xSPG Keys	628.61
15-Jun-18	1605/194-01	Paraway Motel Management Pty Ltd	VIC bookings	320.25
15-Jun-18	1605/2072-01	M2 Commander Pty Ltd	Service & Equipment System 16/06/18 - 15/09/18	113.16
15-Jun-18	1605/2185-01	Scatt's Plumbing Services	Blocked Toilet Norforce Bldg	110.00

**Katherine Town Council
EFT Payment Listing
For the Month of June 2018**

Date	Ref No	Payee	Description	Amount
15-Jun-18	1605/2269-01	Gagudju Lodge Cooinda	VIC bookings	1,843.63
15-Jun-18	1605/2271-01	Shady Lane Tourist Park	VIC bookings	715.75
15-Jun-18	1605/2409-01	Nitmiluk Tours	VIC bookings	28,576.53
15-Jun-18	1605/251-01	J Tagz Pty Ltd	Supply 1500 Dog Tags+ Freight	539.00
15-Jun-18	1605/2514-01	Bittersprings Cabins and Camping	VIC bookings	341.25
15-Jun-18	1605/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	420.00
15-Jun-18	1605/262-01	Top End Rural Services	Supply 1x blue line poly, 2xjoiners for East parks, Join	896.72
15-Jun-18	1605/272-01	Whitehouse Furnishers	Supply 6xChairs	489.00
15-Jun-18	1605/2721-01	Rhads Security	Open & Closing of Adventure Play Pk, alarm call outs, Aerodrome Recording	4,333.63
15-Jun-18	1605/2767-01	Patow 24 Hour Tilt Tray Service	Transport Baroness mower from sportsground	242.00
15-Jun-18	1605/2900-01	Kakadu Cultural Tours	VIC Bookings	1,093.75
15-Jun-18	1605/2923-01	Top Didj & Art Gallery	VIC bookings	689.50
15-Jun-18	1605/2924-01	Wetland Explorer Cruises	VIC bookings	113.75
15-Jun-18	1605/2951-01	Spectacular Jumping Crocodile Cruise	VIC bookings	457.50
15-Jun-18	1605/3031-01	Kimberley Air Tours	VIC Bookings	656.25
15-Jun-18	1605/312-01	Astral Contracting	Plumbing works at Showgrounds AFL, Repairs to Norforce Toilets, Check & Repair leaking cistern - Playground	1,239.47
15-Jun-18	1605/3130-01	Katherine Motel	VIC bookings	118.13
15-Jun-18	1605/3166-01	Horizontal Falls Seaplane Adventure	VIC bookings	1,622.00
15-Jun-18	1605/3366-01	Katherine Outback Experience	VIC bookings	1,719.36
15-Jun-18	1605/3385-01	Wright Express Australia Pty Ltd	Puma Fuel Card - May 2018	276.61
15-Jun-18	1605/3414-01	MAGIQ Software Ltd	1 Yr Licence Renewal & managed service - 16 Jun 18 to 15 Jun 19	13,051.87
15-Jun-18	1605/3500-01	Puma Energy Australia Fuels Pty Ltd	Supply 200Lt ULP Drum - Dump	5,108.89
15-Jun-18	1605/3544-01	Pivotel Satellite Pty Ltd	Thuraya 2017-2018-May 18	15.00
15-Jun-18	1605/3604-01	The Sweetest Things	Supply Cake for Bill Shorten Visit	20.00
15-Jun-18	1605/3636-01	Fleetmatics	Subscription fee for work field worker services	231.00
15-Jun-18	1605/3688-01	Avanser Pty Ltd	2x inbound rental 2017/18-tracking call	33.00
15-Jun-18	1605/3700-01	Hos Hire	Supply 1xWater Truck for Dump Fire	1,207.80
15-Jun-18	1605/3764-01	A 'taste' of Katherine NT	Retail Supples - VIC	54.00
15-Jun-18	1605/3809-01	Remote Area Group	Refund for Overcharge on Showground Camp	71.40
15-Jun-18	1605/3811-01	Australian Plant Society	Supply 6x Katherine Flora brochure	24.00
15-Jun-18	1605/537-01	Chamber of Commerce Northern Territ	Registration fee Women in Business Lunch	35.00
15-Jun-18	1605/556-01	Beaurepaires Katherine	Replace tyre on Emu Bob Trailer	111.00
15-Jun-18	1605/701-01	Lawrence & Hanson	Supply 3xSweep Bends,1xLTH Conduit	57.24
15-Jun-18	1605/729-01	BOC Gases Australia Limited	Hire of gas containers	362.28
15-Jun-18	1605/835-01	Katherine Mitre 10	Supply 2xLawn Rakes	512.06
15-Jun-18	1605/91-01	Hohns	Supply Angle Iron - Buntine Pavilion	309.32
21-Jun-18	1606/3206-01	RemServ	Payroll Deduction	1,766.97
22-Jun-18	1607/1294-01	Sterling NT Pty Ltd	Contract Cleaning	3,748.75
22-Jun-18	1607/144-01	Macs Hire	Supply 3xShirts, 3xShorts & Logos - Staff	1,281.28
22-Jun-18	1607/1692-01	Ibis Styles Katherine	VIC bookings	417.39
22-Jun-18	1607/1769-01	Compass Cleaning & Ground Maintenance	Refunding overpaid amount	40.00
22-Jun-18	1607/1889-01	Katherine Lock and Key	Replace backseat to disabled toilet to race stable & service 2 locks - showgrounds	225.50

Katherine Town Council EFT Payment Listing For the Month of June 2018				
Date	Ref No	Payee	Description	Amount
22-Jun-18	1607/1959-01	Manbulloo Homestead	VIC Bookings for 07/06/2018	161.87
22-Jun-18	1607/2001-01	Territory Springwater Pty Ltd T/A P	Bottled Water-Library	60.00
22-Jun-18	1607/212-01	RJ Motors	Supply 1xUniversal joint assembly- Spray unit, Rego Inspections for 6 plants	1,177.65
22-Jun-18	1607/2185-01	Scatt's Plumbing Services	Extra work required - Back flow - Sportsground, Repairs at Ryan Pk Toilets,burst irrigation line - DeJulia Pk	14,158.12
22-Jun-18	1607/2232-01	CSA Contracting (NT) Pty Ltd	Repair Voltage reducer for Trailer light	374.00
22-Jun-18	1607/2269-01	Gagudju Lodge Cooida	VIC bookings	4,112.49
22-Jun-18	1607/2271-01	Shady Lane Tourist Park	VIC bookings	382.37
22-Jun-18	1607/2277-01	Kakadu Air Services P/L	VIC bookings	437.50
22-Jun-18	1607/2293-01	Information Consultants Pty Ltd	FOI Training for 3 xStaff	2,970.00
22-Jun-18	1607/2299-01	Australian Stock Horse Society	Refunding Facility, Key Deposits	1,635.00
22-Jun-18	1607/2409-01	Nitmiluk Tours	VIC bookings	19,598.58
22-Jun-18	1607/2506-01	BookEasy Australia Pty Ltd	Bookeasy Fees 2017-2018- May 2018	470.36
22-Jun-18	1607/2535-01	Kununurra Cruises	VIC Booking	157.50
22-Jun-18	1607/262-01	Top End Rural Services	Supply Irrigation Fittings, valves, sprinklers,solenoids,...	1,936.44
22-Jun-18	1607/2887-01	Territory Rural	Supply Tork towell,Hand wash, Toilet paper	1,404.66
22-Jun-18	1607/2891-01	Kakadu National Park	Kakadu Passes - May 2018	27,608.90
22-Jun-18	1607/3085-01	Crowhurst Goodline Katherine NT	Repair oil leaks@main hydraulic control, Diagnose & repair electrical fault with Traxcavator	7,293.78
22-Jun-18	1607/312-01	Astral Contracting	Repair leaking pipe - Oval 2	557.39
22-Jun-18	1607/3166-01	Horizontal Falls Seaplane Adventure	VIC bookings	7,963.00
22-Jun-18	1607/3366-01	Katherine Outback Experience	VIC bookings	651.87
22-Jun-18	1607/3369-01	TenderLink	Supply 5xPublic tender advertising	863.50
22-Jun-18	1607/3381-01	National Pen	Supply 250xAssorted Pens,Handling,Shipping	434.01
22-Jun-18	1607/3413-01	EASA	1xEAP Counselling Session for May 2018	193.60
22-Jun-18	1607/3521-01	Tatiana Enterprises Pty Ltd T/A Pea	5xMonthly Multi point SEO -May to Sep 2018	1,100.00
22-Jun-18	1607/3539-01	Clayton Utz Lawyers	Consultancy Service	4,295.50
22-Jun-18	1607/3584-01	Ezko Property Services Pty Ltd	Cleaning-Civic Centre 2017/18- Jun 18	5,265.86
22-Jun-18	1607/3609-01	Masterplan	Planning advice & development app for rodeo relocation	2,047.07
22-Jun-18	1607/3638-01	Swan Business Advisory	Audit Committee Chairperson sitting Fee	880.00
22-Jun-18	1607/3717-01	The Pouncing Fox	Retail- VIC	713.00
22-Jun-18	1607/3813-01	Ibis Styles Kununurra	VIC Booking	401.62
22-Jun-18	1607/383-01	Colemans Printing Pty Ltd	Supply 1xCBD site map poster, 1xCBD site map print, 30xNote books, 4x flute signs - CBD Revitalisation	1,001.00
22-Jun-18	1607/425-01	Duncan Electrical Pty Ltd	VIC Electrical works for Cafe Relocation, Electrical works at Depot, Refit of data & Comms at Buntine pavilion, Refit power supply, switchboard after wall sheeting	17,416.30
22-Jun-18	1607/514-01	Katherine Vet Care Centre Pty Ltd	Vet Fees	797.30
22-Jun-18	1607/525-01	Knotts Crossing Resort	VIC bookings	385.00
22-Jun-18	1607/573-01	Advanced Weighing Technology NT	Calibration of WTS Weighbridge	3,228.50
22-Jun-18	1607/626-01	Katherine Office Supplies	Printing & Stationery	1,518.35
22-Jun-18	1607/630-01	Woolworths Limited	Itunes Gift Card - Frillies Program, Supply Food platter - EMIS & OMC, WTS Supplies, Kitchen supplies	607.23
22-Jun-18	1607/773-01	Department of Defence	Rent	275.00
22-Jun-18	1607/944-01	Historical Society of the Northern	VIC bookings	34.00

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 June 2018**

Date	Ref No	Payee	Description	Amount
29-Jun-18	1608/1055-01	Ms T T Coutts	Deputy Mayoral Allowances - Jun 2018	1,940.00
29-Jun-18	1608/144-01	Macs Hire	Supply 1xWelding hand piece	219.32
29-Jun-18	1608/1769-01	Compass Cleaning & Ground maintenance	Cleaning of Giles St Exeloo - June 2018	8,364.96
29-Jun-18	1608/1802-01	Top End Backhoe Hire	Grave Excavation Charges	636.45
29-Jun-18	1608/1835-01	Mrs C F Miller	Ald/Mayor Allowances	5,989.00
29-Jun-18	1608/2001-01	Territory Springwater Pty Ltd T/A P	Supply bottled water - VIC	120.00
29-Jun-18	1608/2056-01	St Andrews Serviced Apartments	VIC bookings	507.50
29-Jun-18	1608/209-01	Power Projects	Investigate & Repair Streetlights - 19 Walter Young St, Coolibah & Acacia /Coolibah intersection, Casuarina St	2,260.50
29-Jun-18	1608/2185-01	Scatt's Plumbing Services	Repair/Replace guide rails & chains Pump	3,841.03
29-Jun-18	1608/226-01	Rowlands Quarry	Cover material for Tip face Fire	6,408.07
29-Jun-18	1608/2269-01	Gagudju Lodge Cooida	VIC bookings	4,753.87
29-Jun-18	1608/2277-01	Kakadu Air Services P/L	VIC bookings	437.50
29-Jun-18	1608/2330-01	Aviair Pty Ltd	VIC bookings	663.25
29-Jun-18	1608/2340-01	Lake Argyle Cruises	VIC booking	157.50
29-Jun-18	1608/2359-01	Djilpin Arts Aboriginal Corporation	VIC Booking	280.00
29-Jun-18	1608/2409-01	Nitmiluk Tours	VIC bookings	31,141.34
29-Jun-18	1608/2446-01	Flick Washroom Services	Monthly payment for supply sanitary dispensers	467.53
29-Jun-18	1608/2514-01	Bittersprings Cabins and Camping	VIC bookings	455.00
29-Jun-18	1608/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	280.00
29-Jun-18	1608/2644-01	Mrs E W Clark	Ald/Mayor Allowances	1,293.33
29-Jun-18	1608/2658-01	United Card Services Pty Ltd	Fuel Cards - May 2018	2,897.64
29-Jun-18	1608/2750-01	North Australian News Pty Ltd	Public Tender	5,026.00
29-Jun-18	1608/2887-01	Territory Rural	Supply Dog Food, Chloriclean HDCC	303.20
29-Jun-18	1608/2950-01	Remote Civil Pty Ltd Rural & Remote	Shoulders & drain repairs Emungalan Rd@Crowhurst	5,497.80
29-Jun-18	1608/3051-01	Binjari Community Aboriginal Corpor	Delivery of municipal services - Jun 18	4,553.56
29-Jun-18	1608/3130-01	Katherine Motel	VIC bookings	459.39
29-Jun-18	1608/3143-01	Boab Nominees Pty Ltd	VIC bookings	135.62
29-Jun-18	1608/3204-01	Downer EDI Works Australia	Claim 2 - June 2018 - Airport Rehabilitation	637,759.10
29-Jun-18	1608/3253-01	HeliSpirit	VIC bookings	3,696.00
29-Jun-18	1608/3319-01	Mr P Gazey	Alderman Allowances - Jun 2018	1,293.33
29-Jun-18	1608/3366-01	Katherine Outback Experience	VIC bookings	542.50
29-Jun-18	1608/3442-01	eMerge IT Solutions Pty Ltd T/As No	Vic wifi 2017-2018 - Jun 18	230.00
29-Jun-18	1608/3508-01	ProWeld & Machining Pty Ltd	Supply Headstone Carrier - Cemetery	370.00
29-Jun-18	1608/3514-01	ISKO Building & Design	Showground camp toilet upgrade & building permit	5,071.00
29-Jun-18	1608/3565-01	Mataranka Roadhouse	vic Booking	892.49
29-Jun-18	1608/3726-01	Mr J R Zellely	Alderman Allowances - Jun 2018	1,293.33
29-Jun-18	1608/3732-01	Mr J Raynor	Alderman Allowances - Jun 2018	1,293.33
29-Jun-18	1608/3733-01	Aldermen M Hurley	Alderman Allowances - Jun 2018	1,293.33
29-Jun-18	1608/3745-01	CSG Business Solutions Pty Ltd	Base charge CSG retail display & 1 concurrent VMR Services	235.40
29-Jun-18	1608/3767-01	Permanent Pothole Solutions	Supply 1xpallet Asphalt in a bag premium for sealing of roads	2,200.00
29-Jun-18	1608/3786-01	Mrs R Bala	Reimbursement for DVD's Purchase for Library	33.71
29-Jun-18	1608/3814-01	Ms H Catton	Rates Refund	210.82

**Katherine Town Council
EFT Payment Listing
For the Month of June 2018**

Date	Ref No	Payee	Description	Amount
29-Jun-18	1608/3815-01	Motoscouts	Refunding Facility Deposit	520.00
29-Jun-18	1608/3816-01	PWC Indigenous Consulting	Refunding Facility Deposit	520.00
29-Jun-18	1608/3817-01	Comcat	Move 2 way Radio	398.87
29-Jun-18	1608/525-01	Knotts Crossing Resort	VIC bookings	309.75
29-Jun-18	1608/556-01	Beaurepaires Katherine	Repair Tyres for Polaris ,Replace scrubbed out fron tyres,Wheel alignment for Foton	561.00
29-Jun-18	1608/626-01	Katherine Office Supplies	Printing & Stationery	116.16
29-Jun-18	1608/630-01	Woolworths Limited	Dog Food - Pound	61.03
29-Jun-18	1608/835-01	Katherine Mitre 10	Supply 1xPrimer,1xGlue, 1xEnd Cap, 2x Spanners, 3xsprinklers, 2xshovels, welding rods, D/wash, hand wash, door seal, trailer plug	400.92
29-Jun-18	1608/9-01	Australia Post (NT)	Postage - May 2018	705.44
30-Jun-18	1612/1-01	Deputy Commissioner of Taxation	Payroll Deductions	71,231.80
30-Jun-18	1611/1-01	Deputy Commissioner of Taxation	GST	423,602.05
30-Jun-18	1609/2389-01	Rest Superannuation	Superannuation-June-18-6	3,692.14
30-Jun-18	1609/2470-01	Hesta Super Fund	Superannuation-June-18-9	1,481.96
30-Jun-18	1609/2516-01	AGEST	Superannuation-June-18-11	7,564.99
30-Jun-18	1609/2549-01	CBUS	Superannuation-June-18-14	1,603.04
30-Jun-18	1609/2554-01	MTAA Super	Superannuation-June-18-15	680.38
30-Jun-18	1609/2576-01	HostPlus Superannuation	Superannuation-June-18A-16	3,874.86
30-Jun-18	1609/2626-01	AMIST Superannuation	Superannuation-June-18-18	636.52
30-Jun-18	1609/2634-01	Sunsuper	Superannuation-June-18-19	398.40
30-Jun-18	1609/2638-01	MLC Super Fund	Superannuation-June-18-48	929.30
30-Jun-18	1609/2686-01	BT Super for Life	Superannuation-June-18-24	1,393.26
30-Jun-18	1609/2941-01	Unisuper	Superannuation-June-18-31	472.52
30-Jun-18	1609/3108-01	ANZ One Path Superannuation	Superannuation-June-18-33	1,560.02
30-Jun-18	1609/3140-01	IOOF- Pursuit Select Personal	Superannuation-June-18-34	94.22
30-Jun-18	1609/3496-01	National Mutual Retirement Fund	Payroll Deductions	576.12
30-Jun-18	1609/65-01	Statewide Super	Payroll Deductions	10,863.89
30-Jun-18	1610/690-01	L J Hooker	Overpaid Rates Refund	697.64
		TOTAL		1,854,580.25

**Katherine Town Council
Payroll Payment Listing
For the Month of June 2018**

Date	Payee	Description	Amount
8-Jun-18	Staff No 511&602	Backpay	\$ 833.01
6-Jun-18	All staff	Pay Period Ended 03/06/2018	108,635.27
20-Jun-18	All staff	Pay Period Ended 17/06/2018	110,987.33
			\$ 220,455.61

**Katherine Town Council
Non Creditor Payment Listing
For the Month of June 2018**

trn_dte	trn_ref	act_val	trn_ds1
Transaction Date	Trans Refe	act_val	Transaction Description
18/06/2018	1079208	655	Tahnee Thompson
18/06/2018	1079206	520	Sunrise Health Services Aboriginal Corpo
18/06/2018	1079205	520	National Disability Insurance Agency
18/06/2018	1079207	45	Amy Francis
Total		1,740.00	



REPORT

FOLDER: FINANCE / DEBT COLLECTION
MEETING: ORDINARY MEETING OF COUNCIL – 24 JULY 2018
REPORT TITLE: OVERDUE DEBTORS REPORT FOR THE MONTH OF JUNE 2018

Purpose of Report

To Update Elected Members with an analysis of overdue debtors' status excluding rates debtors

Debt Recovery Procedures

Council adhere to the following practice in handling its debtor situations:

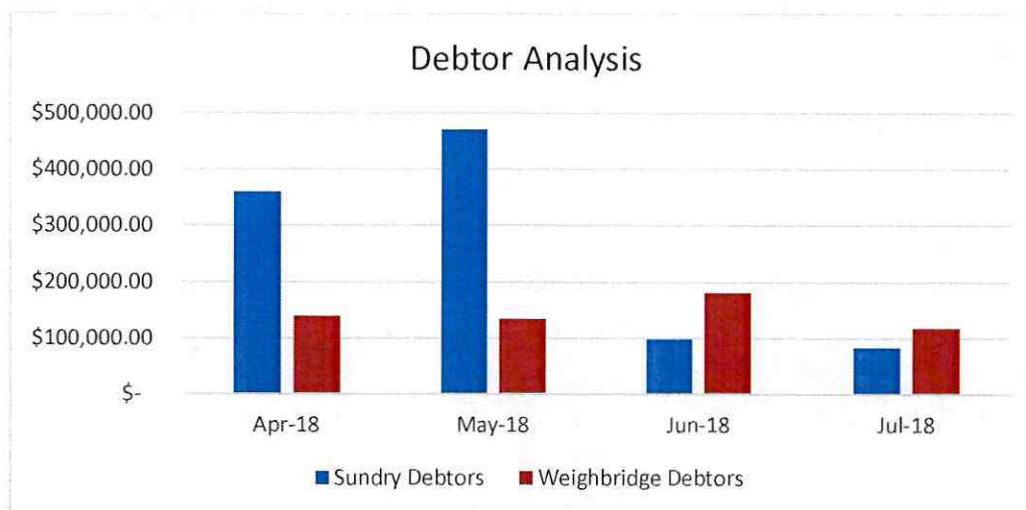
- a) Invoices are sent to debtors via their preferred method every week.
- b) Debtors are given 30 days to pay their accounts.
- c) If payment is not received within 30 days of the invoice date, a statement will be issued to the debtor advising of invoices still to be paid.
- d) If payment is not received within 60 days of the invoice date, an email is sent to the debtor attaching the overdue statement. Further to this, a phone call is made to the debtor advising the state of their account and requesting payments. At this point if the debtor requests invoices again, we send the copies of invoices. (If the debt relates to the weighbridge, debtors are advised that their accounts will be suspended until all outstanding balances are paid in full).
- e) If payment is not received within 90 days of the invoice date a phone call is made again and email with the overdue statement sent to the debtor demanding the payment immediately. (If the debt is relating to the weighbridge, as we advised the debtor when the debt was over 60 days, without further notice, the debtors account will be put on hold until a full payment is made).
- f) If payment is not received within 120 days of the invoice date, a letter is sent to the debtor advising that the debt recovery process will commence if the account is not paid in full within 7 days.
- g) If the overdue account is not paid within 7 days, the debt recovery process starts by sending the debtor to Territory Debt Collectors (TDC).
- h) The debtors will stay with the Debt Collectors until the debt amount is recovered or it is financially not viable to proceed with legal action. The Finance Team actively communicate with the debt collectors regarding the status of each debtor and the actions taken by the debt collectors to recover the debt amounts.
- i) Debt collectors will advise when it is not financially viable to take legal action against a debt and will give Council a recommendation to write the debt off.
- j) Further, if the debt amount is less than the fees charged by the debt collectors, the Council recommend that debt be written off.
- k) If a debt has been with the debt collectors for more than 3 years and the money has not been recovered, the Council recommend that debt be written off.

Debtor Analysis

The table below shows the amount of outstanding debtors for the current and previous months. July figures are as at 16 July 2018 to show the Council Members, the direction the debtor amounts are heading.

	Apr-18	May-18	Jun-18	Jul-18
Sundry Debtors	\$ 359,048.00	\$ 471,063.00	\$ 97,185.36	\$ 83,276.80
Weighbridge Debtors	\$ 138,484.00	\$ 133,948.00	\$ 179,736.92	\$ 118,374.48
Total	\$ 497,532.00	\$ 605,011.00	\$ 276,922.28	\$ 201,651.28

It shows that the overall debtor numbers have dropped drastically over the months. Please see below chart.



Our finance staff have actively improved the debt collection procedures by increasing the communication between the Council finance team and the debtors before sending them to debt collection. This strategy is to reduce the number of debtors and debt amounts before they reach 120 days overdue in order to avoid the use of debt collectors. The finance team has changed the method of sending invoices to email for many debtors where possible and this in return has increased the number of debtors paying on time.

Sundry Debtors

Below table breaks down the debtor amounts for Sundry debtors.

	Apr-18	May-18	Jun-18	Jul-18
Current	\$ 359,048.00	\$ 471,064.00	\$ 85,340.54	\$ 36,507.88
Over 30 days	\$ 963.00	\$ 15,789.00	-\$ 1,344.44	\$ 13,123.78
Over 60 days	\$ 3,425.00	-\$ 17.00	\$ 8,079.05	\$ 21,170.75
Over 90 days	-\$ 1,806.00	\$ 600.00	-\$ 27.00	\$ 7,973.05
Over 120 days	\$ 4,721.00	\$ 6,186.00	\$ 5,137.21	\$ 4,501.34
Total	\$ 366,351.00	\$ 493,622.00	\$ 97,185.36	\$ 83,276.80

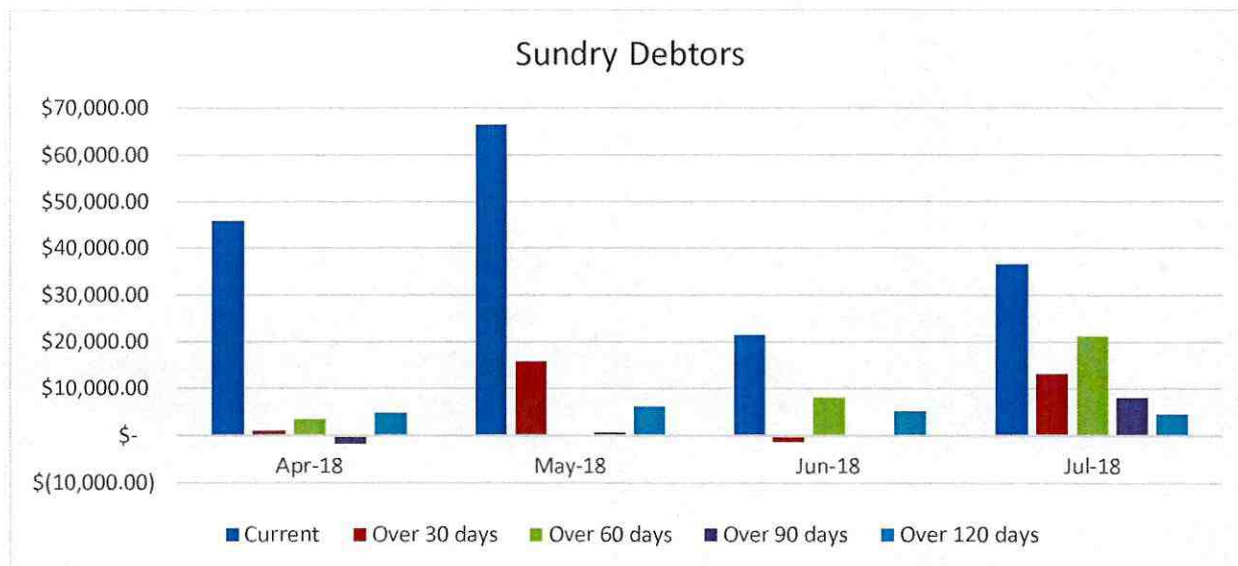
The drastic reduction of current debtors is due to the payments from Department of Infrastructure Planning and Logistics for grant invoices and the payment from debtor 3187/03 for the trade in of the old Traxcavator. To better reflect the actual debtor amounts, we have taken off the grant invoices and the Traxcavator trade-in invoice, as per the table below.

	Apr-18	May-18	Jun-18	Jul-18
Current	\$ 45,805.00	\$ 66,432.50	\$ 21,434.94	\$ 36,507.88
Over 30 days	\$ 963.00	\$ 15,789.00	-\$ 1,344.44	\$ 13,123.78
Over 60 days	\$ 3,425.00	-\$ 17.00	\$ 8,079.05	\$ 21,170.75
Over 90 days	-\$ 1,806.00	\$ 600.00	-\$ 27.00	\$ 7,973.05
Over 120 days	\$ 4,721.00	\$ 6,186.00	\$ 5,137.21	\$ 4,501.34
Total	\$ 53,108.00	\$ 88,990.50	\$ 33,279.76	\$ 83,276.80

The finance staff have improved the system by sending invoices through emails to many major debtors where possible. Due to this improvement, we have been receiving payments on time and in return this reduced the debt amount in June compared to previous months.

The increase in over 30 days and 60 days debtors in June and 60 days and 90 days debtors in July are due to debtor 4525/01, 3808/01, 1891/01 and 4128/01 invoices which the finance department back charged after recognising that the Council has provided a service but haven't invoiced during a reconciliation of all customer accounts. Further the increased number of hires in months of May and June has contributed to increased number of 30+ and 60+ days debtors in July. The finance staff have contacted the relevant parties to recover the debt amount.

Please see below graph showing the debtor movements for Sundry Debtors.



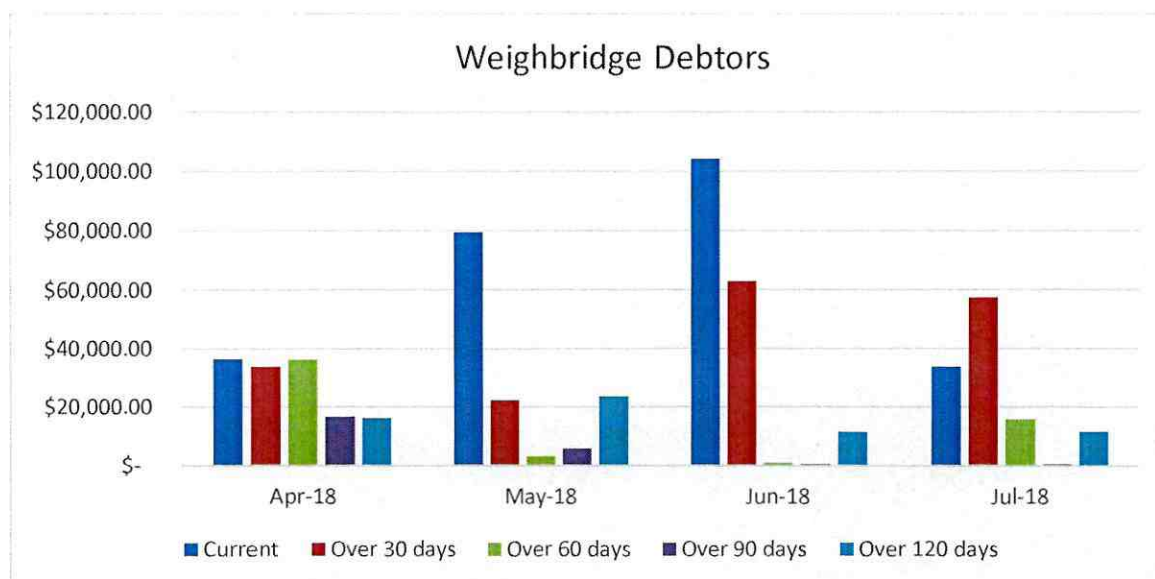
Debtor Analysis – Weighbridge Debtors

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

	Apr-18	May-18	Jun-18	Jul-18
Current	\$ 36,220.00	\$ 79,485.00	\$ 104,079.78	\$ 33,612.90
Over 30 days	\$ 33,685.00	\$ 22,218.00	\$ 62,891.30	\$ 57,212.86
Over 60 days	\$ 36,021.00	\$ 3,115.00	\$ 849.84	\$ 15,626.76
Over 90 days	\$ 16,523.00	\$ 5,720.00	\$ 514.77	\$ 437.76
Over 120 days	\$ 16,035.00	\$ 23,410.00	\$ 11,401.23	\$ 11,484.20
Total	\$ 138,484.00	\$ 133,948.00	\$ 179,736.92	\$ 118,374.48

The increase in current debt amount in June is due to a large invoice made out to customer 4297/03 and now the invoice has been paid. There is a reduction in overall Weighbridge debtors, mainly due to recovering debts from debtors 3476/03 and 4523/03. Further, as mentioned before, the change in method of sending invoices reduced the number of current debtors by on time payment receipts. The increase in over 30-day debtors in June is a result of current debtors in the month of May. Finance staff have actively communicated with the debtors and reduced the debt amount by 75.15% which is shown in 60+ day figures in the month of July. Over 30 days debtor amount in July will be reduced when the end of months payments are made by debtors in the end of July.

Please see below graph which shows the reduction in debtors over the periods.



Following Debtors totaling \$9660.68 has been referred to Debt Collectors and as the Council have not had a positive result from debt collectors so far, the debt amounts are on the watch as doubtful debts.

- 01) Debtor No. 4360/01 - \$1172.25 – Sundry Debtor
- 02) Debtor No. 4378/03 - \$507.67 – Weighbridge Debtor
- 03) Debtor No. 4488/01 - \$383.00 – Sundry Debtor
- 04) Debtor No. 3344/01 - \$6669.76 – Weighbridge Debtor
- 05) Debtor No. 4563 - \$189.00 – Sundry Debtor
- 06) Debtor No. 4273/01 - \$459.00 – Sundry Debtor
- 07) Debtor No. 4251/01- \$690.00 – Sunday Debtor

Recommendation**That it be recommended to Council that:**

1. The table below be considered to represent the list of bad debts. The finance team has made all reasonable efforts to recover the debt amounts by complying with Council's debt recovery procedures. The reasons behind each debt to be considered as unrecoverable is mentioned in the notes section.
2. The Elected Members authorise these debtors be written off as bad debts.

	Debtor Number	Total Amount of Debt	Financial Year the debt relates to	Date sent to debt collectors	Notes
1	3221/03	\$ 6.08	2017-2018	Nil	The debtor was very abusive towards staff when he was contacted about the unpaid invoice and indicated that he is not going to pay the debt. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.
2	3637/03	\$ 30.40	2016-2017	Nil	No contact details in the system. The letters we sent came back as they are no longer in the address provided. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.
3	4459/03	\$ 4,014.00	2015-2016	9/06/2016	Debt collectors advised us that the company has gone into liquidation and cannot recover the debt.
4	4588/01	\$ 52.50	2017-2018	Nil	No response to the calls and the emails. Haven't been replying to the letters. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process. After the debt collection, TDC charges another 10% of the collected amount.
5	4597/01	\$ 236.50	2017-2018	10/04/2018	Debt collector failed to communicate with the Debtor. The next step is to take legal action. The Debt Collectors recommended to write the debt off as the first course of legal action in fees would be more than the debt itself.
6	AD 720-035-873	\$ 10.00	2017-2018	Nil	Avdata advised that they do not have any contact details as it is an aircraft landing Fee at the Tindal Airport. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.

7	AD 720-035-892	\$ 23.99	2017-2018	Nil	Avdata was unsuccessful in collecting the debt amount. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.
8	AD 720-035-161	\$ 32.10	2017-2018	Nil	Avdata was unsuccessful in collecting the debt amount. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.
9	AD 720-035-623	\$ 10.78	2017-2018	Nil	Avdata was unsuccessful in collecting the debt amount. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.
10	AD 720-035-375	\$ 44.36	2017-2018	Nil	Avdata was unsuccessful in collecting the debt amount. It is not worth sending the debt collectors as TDC charges \$33.00 upfront to start the debt collection process.
11	AD 720-032-957	\$ 337.32	2016-2017	4/04/2017	Debt collected failed to communicate with the Debtor. The next step is to take legal action. The Debt Collectors recommended to write the debt off as the first course of legal action in fees would be more than the debt itself.
12	AD 720-033-473	\$ 37.07	2017-2018	18/07/2017	Debt collected failed to communicate with the Debtor. The next step is to take legal action. The Debt Collectors recommended to write the debt off as the first course of legal action in fees would be more than the debt itself.
13	AD 720-033-492	\$ 47.63	2017-2018	18/07/2018	Debt collected failed to communicate with the Debtor. The next step is to take legal action. The Debt Collectors recommended to write the debt off as the first course of legal action in fees would be more than the debt itself.
14	AD 720-035-375	\$ 3,381.42	2014-2015	14/08/2014	Debt collectors failed to make contact with the debtor and have not received any payments since 2014.
	Total	\$ 8,264.15			



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Manager – Customer, Finance & Administrative Services, Ms Vishva Wijesingha
Schedule of Attachments: NIL



REPORT

FOLDER: Tenders / Works /Shoulder Widening Florina and Gorge Roads

MEETING: ORDINARY COUNCIL MEETING –

REPORT TITLE: TENDER 18/04 MODIFIED PROPOSAL– SHOULDER WIDENING FLORINA AND GORGE ROADS

PURPOSE OF REPORT

To seek endorsement from Elected Members to award a modified proposal for Tender 18/04 Shoulder Widening Works Florina and Gorge Roads.

BACKGROUND

Tender T18/04 Shoulder Widening Florina and Gorge Roads was released for public tender inviting tenders from suitably qualified and experienced organisations to carry out the works.

The original scope of works for T18/04 involved remediation (primarily shoulder repairs) of a 900m section of Florina Road and 3.2km section of Gorge Road.

The Florina Road works are to be sourced from \$245,000 Roads to Recovery funding. The Gorge Road section will be a combination of \$300,000 Black Spot Program funding with an additional \$300,000 set aside by Council. These two projects combined in the same tender to save money overall for mobilisation costs.

Tender T18/04 Shoulder Widening Florina and Gorge Roads was advertised in the Katherine Times and available on Council's e-Tendering portal Tenderlink, with submissions closing at 2:00pm on Wednesday 6 June 2018. Two (2) valid tender submissions were received through Council's e-Tendering portal Tenderlink.

To address wheel rutting issues on the Florina Road section, the Tender Invitation originally specified a slurry rut correction treatment as per advice from our consultant. Subsequently, it was pointed out that this technique required specialised equipment that is not readily available in NT and is only really utilised for much larger projects where it becomes more cost effective. For this reason, both tenderers priced alternative methodologies and further investigation was made into what would be an acceptable alternative and how the process could remain fair.

PROCESS & ACTION TAKEN

In order to complete all cost items for the schedule of Rates, both tenderers did a straight substitute of the bitumen slurry item with a alternative treatment. Downer EDI proposed using a hot mix asphalt to fill in the ruts and Downes Graderways proposed full depth pavement repairs of the individual areas. Whilst both of these would potentially be acceptable solutions, both tenderers independently suggested that if they weren't bound by the Schedule of Rates a full rehabilitation of the pavement would be a far more economical and faster way to achieve the same desired outcome.

During site discussions, Downer EDI also suggested that further savings could also be made on the Gorge Road component of the project by reworking the existing shoulder material and topping up where necessary rather than importing the entire volume of shoulder pavement material as new. This provided a massive savings in terms of material costs, transport costs and time costs, as well as being a viable green solution to re-use otherwise waste materials. The same opportunity was given to the Downes Graderways to also try and achieve similar savings.



REPORT

Tenderer Modification Options

Below is a summary of both the original tendered prices and revised prices from both tenderers.

T18/04 SHOULDER WIDENING WORKS FLORINA ROAD AND GORGE ROAD						
Item	Description	Downes Graderways		Downer EDI Works		
		Tender Price	Revised Price	Tender Price	Revised Price	
1	PRELIMINARIES (across all works)					
	Total for PRELIMINARIES (Sub Total 1)	\$ 66,600.00	\$ 66,600.00	\$ 162,349.49	\$ 131,074.63	
2	PAVEMENT REHABILITATION - FLORINA ROAD					
	Total for SCHEDULE 2 (Sub Total 2)	\$ 215,268.27	\$ 283,500.00	\$ 318,063.71	\$ 207,159.71	
3	PAVEMENT REHABILITATION - GORGE ROAD					
	Total for SCHEDULE 3 (Sub Total 3)	\$ 380,902.28	\$ 311,400.00	\$ 710,547.27	\$ 264,390.47	
T18-04 - PROJECT TOTAL		\$ 662,770.55	\$661,500.00	\$1,190,960.47	\$602,624.81	

(Excluding GST)



KATHERINE TOWN COUNCIL

REPORT

SUMMARY OF TENDER NEGOTIATIONS

While it may seem inelegant that a change to the Tender Invitation was required, an expert consulted from the Department of Infrastructure Planning & Logistics pointed out that across the breadth of government procurement, it is common. As this tender was still in the assessment phase, this was an appropriate and convenient time for such negotiations to occur, to ensure the best processes are used, which produce the desired end product.

Due consideration has been taken to ensure all tenderers have been kept informed of the changes needing to be made to the Tender Invitation. They have been given a fair opportunity to present competitive costings for the new work required, which will enable an equitable assessment and comparison to be made.

RECOMMENDED SUBMISSION

Both tender submissions were assessed using the value for money (VFM) process prior to negotiations, the results of which are included as an attachment. The Non-Priced Criteria evaluation was extremely close with Downer EDI Works just coming out slightly ahead meaning the decision in this instance essentially comes down to price.

The Tender Assessment Panel recommends that Downer EDI Works represent the greatest Value for Money return to the Council for those works specified in T18/04 – Shoulder Widening Florina and Gorge Roads.

The modified works value of \$602,641.81 (GST exclusive) is well within the available project budget.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That the proposed works modification to Tender T18/04 – Shoulder Widening Florina and Gorge Roads, be awarded to Downer Edi Works at a cost of \$602,641.81 (GST exclusive).

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Director Corporate and Community Services, Claire Johansson

Attachments: A: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt); Value for Money (VFM) Scoring Matrix
 B: Value for Money (VFM) Assessment – Summary (based on tendered price)



KATHERINE TOWN COUNCIL

REPORT



BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

FACTSHEET: SCORING TENDERS

This Factsheet outlines the recommended tender assessment scoring method and provides a value for money assessment matrix and an accompanying descriptor scale, suitable for use in the procurement of most supplies.

VALUE FOR MONEY ASSESSMENT TOOL

The standard evaluation tool/spreadsheet is based on normalised evaluation methods. This method uses a weighted comparative evaluation matrix to determine which Tender represents the best value for money available in the market. It does this by examining the Tender against the stated selection criteria and the market responses received.

SCORING SCALE

SCORE *	DESCRIPTION
9	The panel is completely confident the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a very high standard.
7	The panel is confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a high standard.
5	The panel is reasonably confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements to a reasonable standard.
3	The panel has some reservations whether the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements. If Minor concern: rate higher (4) If Major concern: rate lower (1 or 2)
0	The Tenderer did not address the requirement or The panel is not confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and / or • Will be able to satisfactorily meet the requirement.

* 'In between' scores such as 2, 4, 6, 8 and 10 are acceptable.

Source: Government of Western Australia

REPORT



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	T18/04	SHOULDER WIDENING WORKS FLORINA ROAD AND GORGE ROAD	Downes Graderways	DOWNNER EDI WORKS
Budget	\$845,000.00	Value	\$729,047.61	\$1,310,056.52
Weighting	15%	Past Performance	8.33	8.67
	15%	Local Development and Value Adding	8.33	8.00
	20%	Capacity	8.33	8.67
			✓ 41.7%	✓ 42.3%
	50%	Price	58%	32%
		VFM Ranking	● 99.62%	● 74.58%

Recommended Tenderer:

Commentary:

With a VFM Score of:

Panel Members Endorsement:

Jamie Craven

Andrew Wilson

Sharna Ross

Date:

21/6/18

21/6/18.

21/6/18

[Signatures]



KATHERINE TOWN COUNCIL

REPORT

FOLDER: Tenders / Works / SWEEPING OF URBAN AND INDUSTRIAL STREETS INCLUDING KERBSIDE WEED ERADICATION

MEETING: ORDINARY MEETING OF COUNCIL – 24 JULY 2018

REPORT TITLE: TENDER 18/06 – SWEEPING OF URBAN AND INDUSTRIAL STREETS INCLUDING KERBSIDE WEED ERADICATION

PURPOSE OF REPORT

To announce the official withdrawal of initial winning tenderer and seek endorsement from Elected Members to re-award Tender 18/06 Sweeping of Urban and Industrial Streets Including Kerbside Weed Eradication to the second preference candidate.

BACKGROUND

Tender 18/06 Sweeping of Urban and Industrial Streets Including Kerbside Weed Eradication includes the regular scheduled street sweeping of Katherine urban street and car parks and also Binjari Community and the Katherine Airport.

This was initially awarded to Advance Sweepers and was endorsed by Council at the June OCM. However on July 9th Council received an official letter of withdrawal from Advance Sweepers citing the reason that after further considerations there would be an “insufficient yield vs outlay to establish the venture”.

FINANCIAL CONSIDERATIONS

Tender 18/06 – Sweeping of Urban and Industrial Streets Including Kerbside Weed Eradication was advertised in the Katherine Times on the 16th and 23rd May, with submissions closing at 2:00pm on Friday 8 June 2018. Excluding the withdrawn tender, three (3) valid tender submissions were received through Council’s e-Tendering portal Tenderlink; details to follow.

Budget Impact

The budget for the contract was estimated at \$110,000.00 (GST inclusive).

As referenced in the following Schedule of Rates Summary table, the three (3) remaining tenders and their respective submitted values (GST inclusive);

	<i>Schedule 1</i>
1. Advanced Sweepers	\$72,240.83
2. Arafura Site & Street Sweeping	\$108,053.00
3. GSR Industrial Solutions	\$114,664.00
4. Industrial Power Sweeping Services	\$155,089.44

NB: individual line item values are not shown in the summary due to commercial in confidence considerations.

Further commentary as to the Tender Assessment Panel’s interpretation of the price variance rationale is referenced within ‘Summary of Assessment’.



REPORT

VALUE FOR MONEY ASSESSMENT (VFM)

A qualitative (operational, non-priced criteria) and quantitative (goods and services, priced criteria) assessment of each valid tender submission was undertaken by an Assessment Panel comprising the following officers:

Sharna Ross – Governance Officer

Andrew Wilson – Manager – Compliance, Regulatory & Environmental Services

Jamie Craven – Executive Manager, Infrastructure & Environment

Section 1.13 of the tender document describes the method by which the Tender Assessment Panel shall review all valid submissions, outlines the relevant documentation which all tenderers should be familiar with, and provides the following percentage breakdown of the Non-Priced Criteria relevant to the specification (as agreed upon by the Panel prior to release of the specification).

PERCENTAGE WEIGHTINGS AND ASSESSMENT CRITERIA FROM RESPONSE SCHEDULES	
PAST PERFORMANCE	15%
LOCAL DEVELOPMENT AND VALUE ADDING	15%
CAPACITY	20%
PRICE	50%
TOTAL	100%

Commentary from the Panel regarding each tenderer's submission (including, but not limited to any perceived and/or actual risks or vulnerabilities, and any information supplied in addition to that which was requested), is collated and used to finalise the qualitative assessment of the Non-Priced Criteria; detail is provided further in the 'Summary of Assessment'.

The final Value for Money rating for each Tenderer is shown in the attached VFM Assessment – Summary (Attachments C) and referred to below:

1. Advanced Sweepers	107.13
2. Arafura Site & Street Sweeping	88.57
3. GSR Industrial Solutions	83.3
4. Industrial Power Sweeping Services	71.8



KATHERINE TOWN COUNCIL

REPORT**Summary of Assessment**

The following summary comprises the Panel's assessment of the individual tender submission's responses against the noted Non-Priced Criteria requirements and the average score from ten (10) allocated per criterion (refer Attachment C for scoring matrix).

Advanced Sweepers

Past Performance—6.67
Local Development and Value Adding—6
Capacity—6

Arafura Site & Street Sweeping

Past Performance – 7.67
Local Development and Value Adding – 6.33
Capacity – 8.33

GSR Industrial Solutions

Past Performance – 7
Local Development and Value Adding – 7.67
Capacity – 6.67

Industrial Power Sweeping Services

Past Performance – 8
Local Development and Value Adding – 6
Capacity – 7.67

Recommended Submission

The Tender Assessment Panel recommends Arafura Site & Street Sweeping as representing the greatest Value for Money return to the Council for those works specified in T18/06 – Sweeping of Urban and Industrial Streets Including Kerbside Weed Eradication.

Arafura Site & Street Sweeping are the incumbent contractor and achieved the highest scores for Non-Priced Criteria. Council is very confident that they will be able to carry out the work at a high standard.

The submission value of \$108,053 (GST inclusive) falls within the available project budget and accommodates all tender stipulations.

Although it may not have affected the original outcome of this assessment, Council may wish to review the percentage weighting given to the Non-Priced Criteria in future tenders.



KATHERINE TOWN COUNCIL

REPORT

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Tender T18/06 – Sweeping of Urban and Industrial Streets Including Kerbside Weed Eradication, be awarded to Arafura Site & Street Sweeping at their submitted schedule of rates price of \$108,053 (GST inclusive).

A handwritten signature in blue ink, appearing to read 'R. Jennings'.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Infrastructure & Environment, Jamie Craven

Attachments:

- A: Withdrawal of Tender Submission – Advanced Sweepers
- B: Tender Opening Declaration
- C: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt); Value for Money (VFM) Scoring Matrix
- D: Value for Money (VFM) Assessment



KATHERINE TOWN COUNCIL

REPORT



ADVANCE SWEEPERS



ABN: 77 138 900 526

Ref: T18/06

6 July 2018

Jamie Craven

Executive Manager – Infrastructure & Environment
Katherine Town Council
Lot 1865 Stuart Highway
PO Box 1071
KATHERINE NT 0851

T18/06 WITHDRAWAL OF TENDER SUBMISSION

Dear Jamie,

I write to advise Advance Sweepers wish to withdraw the subject tender submission.

The supplied tender was prepared with robust and accurate calculations and forecasts, and is representative of our company's capabilities and desire to form a business relationship with Katherine Town Council.

The decision to withdraw has been determined by the business owners due to insufficient yield versus outlay to establish the venture. It was perceived billable hours under the agreement were against fulltime provision of services. Given the duration of the contract's projected billable hours overall, proceeding with the agreement would not provide sufficient return on capital investment and associated expenses.

Request your due consideration and advice. Please direct any inquiries to the undersigned.

Yours sincerely,

Alli Gent-Diver
Contracts Manager
m: 0427 251 896
e: info@advancesweepers.com.au



KATHERINE TOWN COUNCIL

REPORT



BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

FACTSHEET: SCORING TENDERS

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SCORING SCALE

SCORE *	DESCRIPTION
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3	The panel has some reservations whether the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and • Will be able to satisfactorily complete the requirements. If Minor concern: rate higher (4) If Major concern: rate lower (1 or 2)
0	The Tenderer did not address the requirement or The panel is not confident that the Tenderer: <ul style="list-style-type: none"> • Understands the requirements; and / or • Will be able to satisfactorily meet the requirement.

* 'In between' scores such as 2, 4, 6, 8 and 10 are acceptable.

Source: Government of Western Australia

KATHERINE TOWN COUNCIL
REPORT



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	T18/06	Sweeping of Urban and Industrial Street including Kerbside Weed Eradication	ADVANCED SWEEPERS	ARAFURA Industrial Solutions	GSR Industrial Power Sweeping Services	
Budget	\$110,000.00	Value	\$72,240.83	\$108,053.00	\$114,664.00	\$155,089.44
Weightings	15%	Past Performance	6.67	7.67	7.00	8.00
	15%	Local Development and Value Adding	6.00	6.33	7.67	6.00
	20%	Capacity	6.00	8.33	6.67	7.67
	50%		✓ 31% ✓	38% ✓	35% ✓	36%
		Price	76%	51%	48%	35%
		VFM Ranking	● 107.13% ●	● 88.57% ●	● 83.30% ●	● 71.80%

Recommended Tenderer: **Advanced Sweepers**

Commentary: Very competitive price
Looking to establish permanent base in Katherine

With a VFM Score of: 107.13

Panel Members Endorsement:
 Jamie Craven _____ Date: 21/6/18
 Andrew Wilson _____ 26/6/18
 Sharna Ross _____ 26/6/18

