

Ordinary Council Meeting Agenda

Tuesday 26 April 2017

Open Forum 5.30pm

Ordinary Meeting 6.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

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

1. Welcome to the Country

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

Minutes of the Ordinary Council Meeting held 28 March 2017.

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

6. Business Arising from Previous Minutes

7. Conflict of Interest

Members Disclosure Conflict of Interest

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

8. Mayoral Business

Mayoral Business – Calendar of Events – March

9. Correspondence and Documents to be Tabled

10. Petitions

11. Questions

With Notice

Without Notice

12. Notice of Motion

Nil

13. Reports of Officers

13.1	Monthly Report of the Chief Executive Officer – March 2017	<u>1-5</u>
13.2	Monthly Report Corporate & Community Services Report – March 2017	<u>6-10</u>
13.3	Monthly Report Works & Services Division Report – March 2017	<u>11-16</u>
13.4	Monthly Financial Report – March 2017	<u>17-31</u>
13.5	2017 Local Government Election – Candidate Information Sessions	<u>32-33</u>
13.6	Amendments to Katherine Town Council By-Laws	<u>34-39</u>
13.7	Social Media – Policy Documents	<u>40-50</u>
13.8	Capital Funding Agreement for Hot Springs Revitalisation Project	<u>51-51</u>
13.9	Municipal Plan - Quarterly Review	<u>52-65</u>

14. Reports from Representatives on Committees

Nil

15. Late Agenda

Nil

16. General Business**17. Confidential Items**

- 17.1 Local Government (Accounting) Regulations Exemption Request
– Collection and Disposal of Garbage Contract _____

18. Next Ordinary Council Meeting

The fifth Ordinary Council Meeting for 2017 will be held on Tuesday 23 May 2017

19. Meeting Close



REPORT

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

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

REPORT TITLE: MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR MARCH 2017

Purpose of Report

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

Comment

The following projects and services were progressed in March 2017:

KTC 10 year Infrastructure Spreadsheet

KTC put in a submission to the NT Government on their 10 year Infrastructure Plan consultations during March 2017.

As a result of close partnership work with the Department of the Chief Minister, Department of Infrastructure, Planning and Logistics (DIPL), the Katherine Regional Economic Development Committee (KREDC) and others, it is very closely aligned with the NTG Chief Ministers, KREDC and DIPL submissions, with a bit more detail in some areas and a number of additional projects that expand into the regions.

KTC Audit Committee Meeting

On 20 February the KTC Audit Committee met. The Committee have expanded their remit to include a greater range of issues that are important to Council's overall financial and governance health.

2017 NT Municipal Operations Works Conference and Expo

As a result of a good idea from Mr David Moore (Acting Director of Works & Services), the planning for the 2017 NT Municipal Operations Works Conference and Expo is progressing well under Ms Cheriece Fry's guidance.

A brochure for the event has been compiled. There are apparently no similar events in Australia.

Election Service Agreement Arrangements

On 24 February 2017, Sophie Henderson (ECSM) and the CEO met with the Deputy Commissioner for the NT Electoral Commission to discuss the upcoming August 2017 Elections. A program for the associated activities is available.

Katherine Session of the Territory Economic Summits

On 27 February 2017 the Mayor, Deputy Mayor, a number of Elected Members and the CEO attended the Katherine Session of the Territory Economic Summits run by Luke Bowen and Deloitte's Consultants. The meeting was attended by very relevant Katherine representatives who commented on items such as the need for relevant business mentoring,

key regional projects, a united approach and how the Katherine Region had a diverse economic base and a strong entrepreneurial spirit.

Architectural/ Landscape Architecture/ Artistic Services Panel

A panel of four consultants has been selected for the provision of the above services as a result of an Expression of Interest process that was run through early 2017.

Staff Statistics

MARCH

Sick Leave Summary (excluding Maternity Leave)					
2017	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person YTD	Special Notes
Executive					
Sick/Family leave hours used	3	596.80	78.53	26.18	
Community Services					
Sick/Family leave hours used	4	197.20	25.95	6.49	
Community Services - Visitor Information Centre					
Sick/Family leave hours used	5	334.06	43.96	8.79	
Community Services - Library					
Sick/Family leave hours used	6	383.20	50.42	8.40	
Corporate Services					
Sick/Family leave hours used	6	801.21	105.42	17.57	
Works & Services					
Sick/Family leave hours used	4	564.20	74.24	18.56	
Sick/Family leave hours used	11	746.70	98.25	8.93	
Sick/Family leave hours used	2	227.00	29.87	14.93	
Waste Management					
Sick/Family leave hours used	4	231.60	30.47	7.62	
TOTALS	45	4081.97	537.10	11.94	

All figures are for 2016-2017 Financial Year.

Service Requests Received

Council received 97 service requests for the month of March 2017.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	16	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	2	Equipment Hire – Collars, Cages etc.	
Other Bins		Civic Centre		Carparks		Animal – Fowl	2	Street Lighting	
Domestic Rubbish Collection	3	Public Toilets	1	Road Opening/Closing (Telstra, Aurora etc.)		Animal at Large	9	Cemetery Burial Records	1
Litter	2	Showgrounds	1	Road Opening/Closing – Footpath/Driveways	1	Animal Cruelty	2	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	3	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals	2	Airport	2	Street – Road Cleaning		Animal Attack	3	Disabled Parking Permits	
Street and Other Lighting		Visitor Information Centre	1	Permit to Work Within NT Government Road Reserve		Animal Menace	5	Plaques and Headstones	
Sprinklers and Watering		Parks	1	Driveways		Animal Nuisance	6	Ombudsman Complaints	
General	2	BMX		Road Maintenance	2	Miscellaneous		Community – Festival or Events	
Waste Disposal – Asbestos – Other		Lindsey Complex		Footpaths	1	Parking Control	4	Alcohol Permit	
Weeds	1	Sportsground	1	Line Marking/Pavement Management		Unauthorised Camping	1	Planning and Development	
Trees & Vegetation	6	General	1	Traffic Management		Overgrown/Unkempt Land	3	Planning and Development	
Tenders/Quotations		Swimming Pool	1	Planning and Development		Dog Licence	1	Sign Request	1
Bores and Water Readings		Playgrounds and Equipment	2	Oversize Permits		After Hours Callout		Miscellaneous Requests	1
Waste Management Facilities	2	Skate Park		Bike Paths		Public Health Risk Activities		Tenders/Quotations	
		Hot Springs		Drains	4	Dangerous Animals		Licence or Permits – Mobile food van	
Total	34	Total	11	Total	8	Total	41	Total	3

Service Requests Completed

Council completed service requests for the month March 2017. Four (4) awaiting resolution

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	16	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	2	Equipment Hire – Collars, Cages Etc	–
Other Bins		Civic Centre		Carparks		Animal – Fowl	1	Street Lighting	
Domestic Rubbish Collection	3	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large	7	Cemetery Burial Records	1
Litter		Showgrounds		Road Opening/Closing – Footpath/Driveways	1	Animal Cruelty	2	Risk Management – Accidents – General	–
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	3	General Requests – Complaints	–
Mowing of Verges-Nature Strips-Ovals	3	Airport	1	Street – Road Cleaning		Animal Attack	3	Disabled Parking Permits	
Street and Other Lighting		Visitor Information Centre	1	Permit to Work Within NT Government Road Reserve Driveways		Animal Menace	5	Plaques and Headstones	
Sprinklers and Watering		Parks		Road Maintenance		Animal Nuisance	4	Ombudsman Complaints	
General	1	BMX			1	Miscellaneous		Community – Festival or Events	
Waste Disposal – Asbestos – Other		Lindsey Complex	Street	Footpaths	1	Parking Control	1	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	1	Planning and Development		Dog Licence		Sign Request	1
Bores and Water Readings		Playgrounds and Equipment	1	Oversize Permits		After Hours Callout		Miscellaneous Requests	
Waste Management Facilities		Skate Park		Bike Paths		Public Health Risk Activities		Tenders/Quotations	
		Hot Springs		Drains		Dangerous Animals		Licence or Permits – Mobile food van	–
Total	23	Total	5	Total	3	Total	28	Total	2

Complaints Received

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

Administration	March	YTD
Elected Members	0	
VIC	0	
Management	0	
Library	0	
Rangers	0	
Works	0	

* Statistics compiled over the calendar year.

Complaints Completed

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

Administration	March	YTD
Elected Members	0	
VIC	0	
Management	0	
Library	0	
Rangers	0	
Works	0	

* Statistics compiled over the calendar year.

OFFICER RECOMMENDATION

That it be recommended to Council:

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



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:
Schedule of Attachments:

Nil
Nil



REPORT

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

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

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

Purpose of Report

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

Library

Programs & Events March

- Broadband for Seniors – Computer Training – Tuesday & Thursday – Ongoing
- Wriggle & Rhyme – Tuesday – 9.30 am – 10.00 am
- Story Time – Wednesday - 10.30 am – 11.30 am – Ongoing
- Wriggle & Rhyme – Thursday – 10.30 am – 11.00 am – Ongoing
- Frillies Pajama Party – Thursday – 2 March - Event
- Movie Afternoon – ‘Aladdin’ – 31 March 2017 - Event

Displays March

- Frillies Book of the Month – 1 – 31 March 2017 – Display
- Book of the Month – 1 – 31 March 2017 - Display
- Arts, Craft and Bake – 7 – 31 March 2017 – Display
- National Youth Week – 31 March – 7 April 2017 - Display

Analysis/Comment March

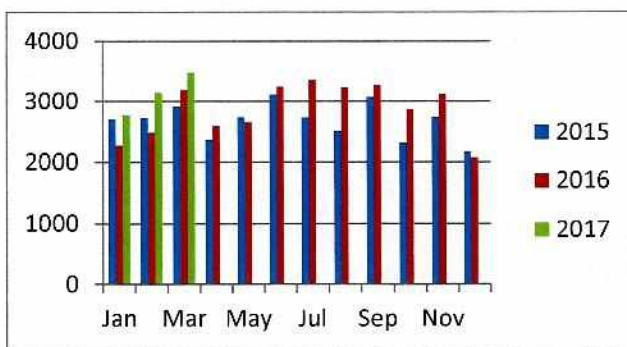
Movie Afternoon – This month the Library presented the movie ‘Aladdin’. Children quickly settled in with their bean bags and pillows to enjoy the movie. Recorded numbers were 36.

We welcomed the Frillies Club back for the school year. The theme for the event was a Pajama Party. Some of the children came dressed in their PJ's and brought their favorite toy. Recorded numbers were 28.

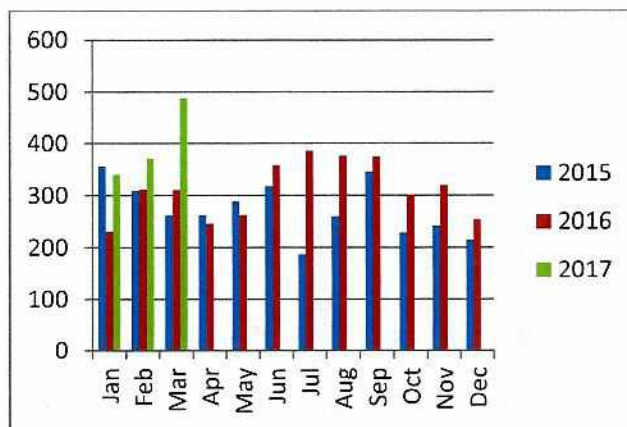
This month has seen the numbers rise again in patron, computer and children's programs/events. We are signing up new patrons to the Library and receiving positive feedback on the Library and staff. For example: The staff being helpful and taking the time to give a guided tour of the library. The range of items the library holds and how spacious it is.

A survey for Story Time and Wriggle & Rhyme started in mid-March and will continue until mid-April 2017. Results will be compiled and forwarded.

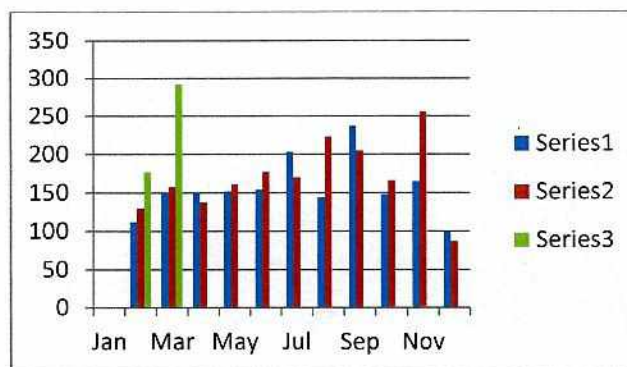
Patron Numbers



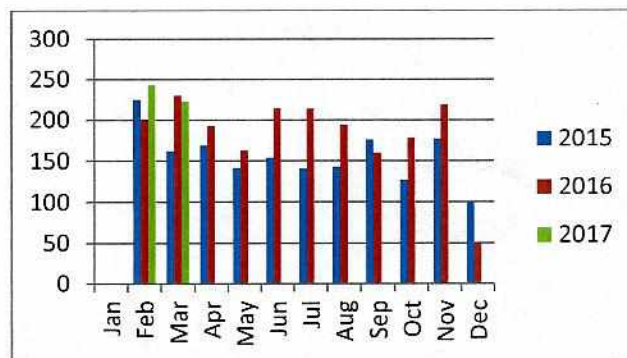
Computer Usage (Hours)



Story-time



Wriggle and Rhyme



Facebook



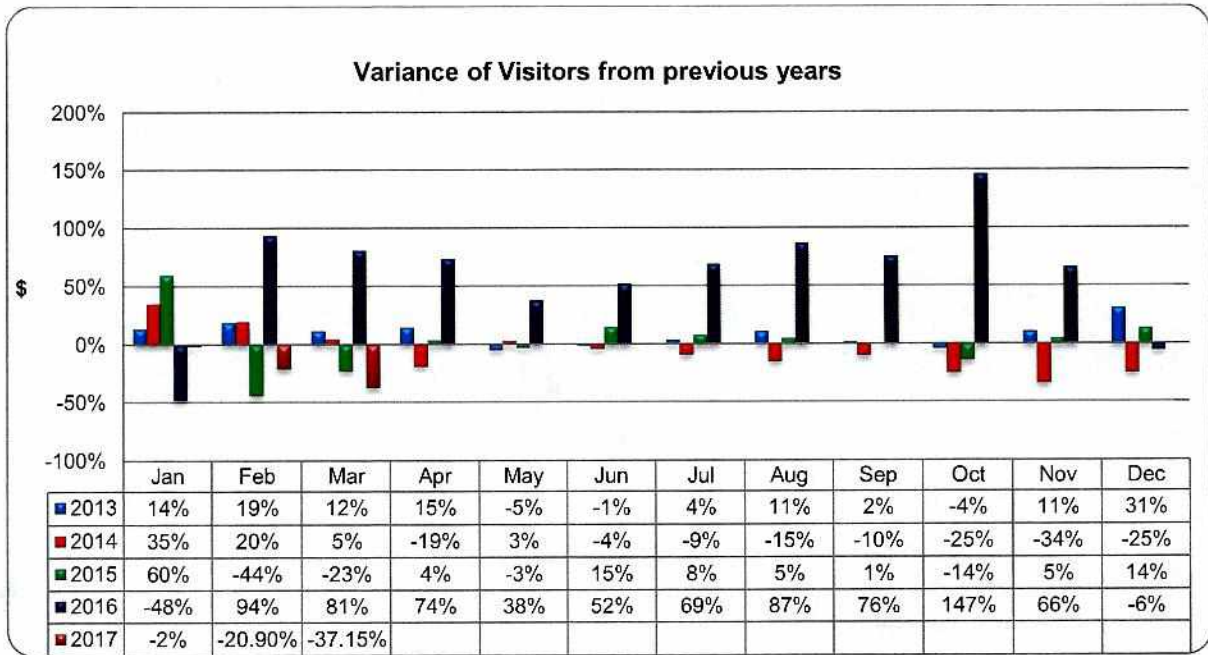
Visitor Information Centre

Feedback March

- 6 of the 3394 visitors (0.17%) completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.
- No Visitor Survey were completed.
- No Super Deed Nominations' were received.
- No Tourism NT secret shopper surveys were conducted.
- Improvements:
 - **Updated POS (Point of Sale) systems** – for faster and smoother transactions and to help reduce congestion at the front counter is being progressed.
- Most useful information in March: map and brochures; and for families, national park and road report information, as well as swimming areas.

Analysis/Comment March

- Total sales for March 2017 were \$13,993.90, a decrease of \$10,565 or -75% on March 2016. Visitor numbers for March 2017 were 3,394, a decrease of 1,261 or -37.15% on March 2016.
- Average sales per visitor for March 2017 were \$4.12 per visitor, compared to last year's average of \$5.28 per visitor.
- The reduction in visitor numbers as a result of a slower start to the season, has contributed to the lower sales figures.



OFFICER RECOMMENDATION

That it be recommended to Council:

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

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:
Schedule of Attachments:

Director Corporate & Community Services, Claire Johansson
 nil

KATHERINE TOWN COUNCIL



REPORT

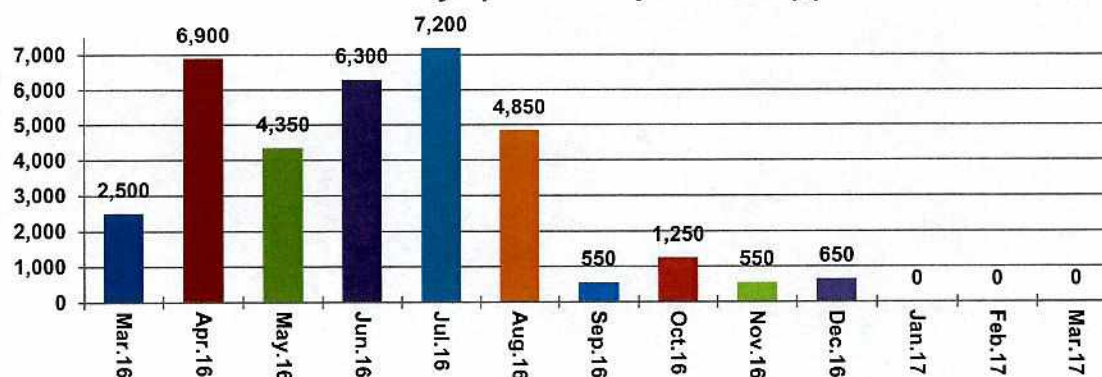
FOLDER: Local Governance / Council Meetings / Works & Services Reports
MEETING: ORDINARY COUNCIL MEETING - 26 APRIL 2017
REPORT TITLE: WORKS & SERVICES DIVISION REPORT FOR THE MONTH OF MARCH 2017

Purpose of Report

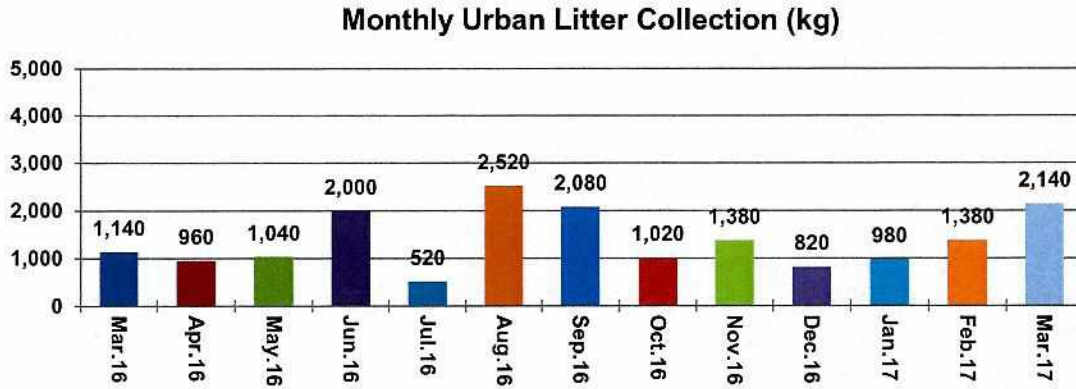
To inform Elected Members of tasks, activities and projects undertaken by the Works & Services Division, during the month of March 2017.

Facilities**Parks & Open Areas**

- Council contractor Cav's Mowing & Treelopping Service removed a fallen tree and pruned other trees at the Katherine Indigenous Women's Association Food Ladder site.
- Council contractor Katherine Mini Excavations, along with Council staff, removed non-compliant play equipment from Acacia Park.
- Council contractor Cav's Mowing & Treelopping Service removed dead trees from Hibiscus Court, Giles Street and Second Street.
- Council contractor Cav's Mowing & Treelopping Service removed hazardous (dead) trees from O'Shea Park and along Giles Street.
- Council staff installed a new flag pole at the Katherine Museum.
- Council staff installed a wheelie bin stand at the front of Dollars & Sense and at the Raymond Place walkway in preparation for the supply of 240L bins by Council contractor Cleanaway.
- Council staff removed a damaged tree from Fourth Street.
- Council Staff replaced nil broken, damaged and vandalised sprinkler components throughout the larger urban area; the total cost of these repairs and installations to date (2016/17 financial year) is \$15,050.00.

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 (2016/17 financial year) is 12,840kg.



Katherine Showgrounds

- Council contractors Stephen Murphy and Top End Backhoe Hire made repairs to a burst water main at the facility.

Katherine Sportsgrounds

- Council contractor Harris Builders installed the new (replacement) shade sail panel at the Adventure Play Park.
- Council staff pressure washed the play equipment at the Adventure Play Park.
- Council staff poisoned along all fence lines and assets within the facility.
- Council staff repaired the path area near the Don Dale Pavilion.
- Council Contractor All Regions Electrical, in conjunction with Council staff, fitted lights on the new towers on Oval 2.

Council Depot

- Council contractor Shockless Electrical installed an emergency generator at the site.
- Council staff repaired the pound door.

Katherine Memorial Cemetery

- There were three (3) burials during the month of March 2017.

Katherine Civil Airport

- Daily serviceability inspections were carried out by Council staff and Council contractor, RHADS Security, no issues were found.
- Council contractor Stephen Murphy cleaned out roof guttering at the Terminal Building.
- Council contractor Arafura Street Sweeping carried out a monthly sweeping of the RPT and GA Aprons during the month of March 2017.
- Council contractor Stephen Murphy in conjunction with Kleen Yards Katherine pumped out the septic tank.

- The risk assessment for the Katherine Airport which is part of the Transport Security Program was undertaken collaboratively with Defence; they have now forwarded the document to their Security Force Section for review and comments. Defence have indicated that the completed risk assessment should be returned to Council by mid-April.

Waste Management Transfer Station

- Council staff continued to spray the area for noxious weeds.
- Council contractor Randal Mullins is carrying out repairs to the Traxcavator; a D8 dozer has been hired off contractor whilst repairs are being undertaken.

Binjari

- Council hook bins are placed at the Top and Bottom Camps (alternating) and emptied on an as required basis, the weight of each bin is then recorded over the weighbridge located at the KTC Waste Management Transfer Station; 2,280kg of litter was collected during the month of March 2017.

Road Reserves

Road Pavements

- Council contractor Arafura Site & Street Sweeping carried out the scheduled sweeping and kerbside spraying for the month of March 2017; a total of 30,860kg of refuse was collected and disposed of at the Waste Management Transfer Station.
- Council contractor Territory Road Marking applied the second coat of line marking paint to Acacia Drive, Grevillea/Maluka Roads, Florina Road, First Street, Giles Street, and Railway Terrace.
- Council contractor Remote Civil made repairs to Emungalan Road and the river bike path.

Drainage Networks

- Council contractor Renoflo cleaned out blocked drains on Morris Road and Giles Street.

Wet Season Operations

- Council contractor Remote Civil repaired a section of flood damage pavement along Florina Road.
- Council staff repaired the hand rail under the High Level Bridge.
- Council staff repaired a washed out driveway on Morris Road.
- Council contractor Katherine Mini Excavations and Council staff removed sand build up from the Katherine Low Level.
- Council staff continued with the 'Slashing of Open Areas and Rural Road Reserves' program.
- Council staff mowed a number of unkempt nature strips throughout the Municipality.
- Council staff continued with spraying for weeds around street furniture.

Personnel & Services

Building Activities within the Municipality

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

Compliance

- Council staff continue to assist the Weeds Branch with conducting an audit of noxious weeds within the Katherine River Corridor.

Community Events

- Council staff and contractors carried out various tasks in preparedness for public hires/events held throughout several Council owned facilities during the month of March 2017.

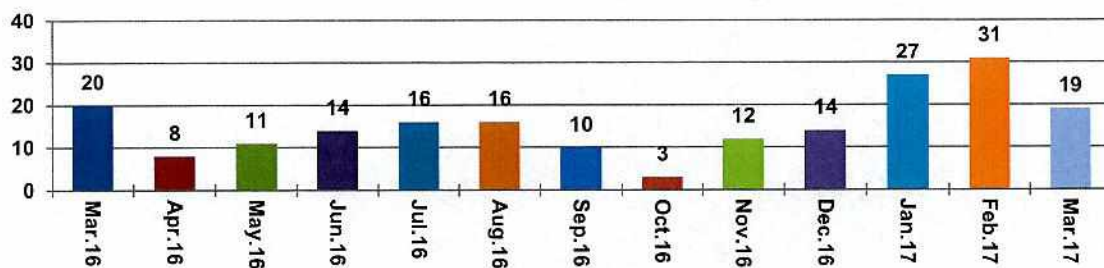
Personnel / Travel / Training & Conferences

- Four (4) staff members completed Traffic Management Training provided by Earthworks Training and Assessment Services.
- Nine (9) staff members obtained their High Risk Work Licences for fork truck use.
- Council Ranger and A/Operations Manager provided training to NT Police in regards to By-Law Compliance.

Inspectorate Services

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of March 2017.
- Continuation of the 'Mosquito Monitoring' program for Environmental Health.
- Pound Statistics for the month of March 2017 are as follows:
 - 7 dogs returned to their owners.
 - 10 dogs purchased by new owners.
 - 2 dogs were euthanized.
 - 7 other animals were euthanized.
- The total number of dogs impounded to date (2016/17 financial year) is 148.

Monthly Impoundment of Dogs



OFFICER RECOMMENDATION

That it be recommended to Council:

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



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Acting Director Works & Services, David Moore
Schedule of Attachments: Attachment A: Rangers Hourly Breakdown of Tasks - March 2017

TASK		ANIMAL CONTROL RANGER	PARKING RANGER	NOTES
DAY TO DAY DUTIES:	GENERAL OFFICE DUTIES / ERRANDS / TRAVEL / SMOKO		48.2	
MEETINGS / TRAINING:	INTERNAL / EXTERNAL		8	
INSPECTIONS:	VACANT LOTS / NATURE STRIPS / FACILITY HIRES / ASSET INSPECTIONS		5	
PARK PATROLS:	ILLEGAL CAMPING / LITTER / PERSONAL BELONGINGS		2.2	
PARKING PATROLS:			1.5	
ANIMAL CONTROL:	PATROLS / INVESTIGATION / CAPTURE / IMPOUND / RELEASE / CLEANING / OTHER		47.3	
VEHICLE PREPARATION:			2	
ABANDONED VEHICLES:	IMPOUND / RELEASE / DISPOSE		15	
LEAVE:	ANNUAL / SICK / PUBLIC HOLIDAY / OTHER		45.6	
NUMBER OF INFRINGEMENTS LETTERS / NOTICES TO COMPLY ISSUED VEHICLES IMPOUNDED				
INFRINGEMENTS:	PARKING ILLEGAL CAMPING LITTER ANIMAL CONTROL			
LETTERS / NOTICES:	VACANT LOTS / ANIMAL CONTROL ETC.		29	15 x Notice to Comply 2 x Vacant Lots - 12 x Ranger Called
IMPOUNDED:	ABANDONED VEHICLE/S		5	

REPORT

FOLDER: Local Governance / Council Meetings / Financial Report

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

REPORT TITLE: MONTHLY FINANCIAL REPORT – MARCH 2017

Purpose of Report

To receive and note the monthly financial report prepared by the Corporate Services Executive Manager 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 March 2017.



Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:

Schedule of Attachments:

Corporate Services Executive Manager, Alice Anastacio
Financial Report Executive Summary
Statements of Budget Comparison
Cash and Investment Reports
Debtors Report
Payment Listings

Financial Report Executive Summary

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

● On track ● Monitoring ● Items to note

Summary Operating Results

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

● **Budget Reviews/Variations**

NIL

● **Cash Position**

The cash flow is well positioned with investments maturing on a monthly basis; this reduces the risk of abnormal cash demands and/or peaks in capital expenditure.

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 \$553k due to the final rates installments be due at the end of March and payment received from Tourism NT.

	Feb-17	Mar-17
Rates debtors	1,335,727.74	868,710.82
Sundry debtors	203,401.63	81,153.87
Weighbridge debtors	73,302.43	109,657.93
Infringement - Animal	26,511.69	25,979.69
Infringement - Parking	11,768.00	11,622.00
Infringement - Litter/Camping	832.00	832.00
Total outstanding	1,651,543.49	1,097,956.31

Rates Debtors Analysis

Rates debtors have decreased by \$467k due to the final rates instalment being due at end of March with \$868k still outstanding. At the time of writing this report, the rates balance was \$631k with forty five (45) ratepayers sent to debt recovery. Of the forty five (45) ratepayers with overdue amounts and who made no contact with Council, letters of demand have been sent to thirty seven (37) ratepayers and overriding statutory charges have been recorded on seven (7) properties, as well as one (1) property being sold by Council.

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 March 2017.

	Feb-17	Mar-17
Current	186,805.76	47,485.19
Over 30 days	8,162.33	5,553.25
Over 60 days	(817.80)	2,865.75
Over 90 days	162.82	(3,612.64)
Over 120 days	9,088.52	5,441.76
Total	203,401.63	57,733.31

The overall reduction of \$146k in sundry debtors balance is due to payment by Tourism NT for the VIC Operational Grant Funding.

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 March 2017.

	Feb-17	Mar-17
Current	41,041.20	67,189.97
Over 30 days	27,592.85	37,665.82
Over 60 days	571.52	364.80
Over 90 days	231.00	340.48
Over 120 days	3,865.86	4,096.86
Total	73,302.43	109,657.93

The increase in weighbridge balance is due to new businesses using our waste facility. The 30 days March 2017 balance is expected to be reduced from April 2017 receipts. The balances in 60 days, 90 days & 120 days are closely being monitored. As always all reasonable efforts are being made to recover overdue debts.

KATHERINE TOWN COUNCIL STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 31 March 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
INCOME							
Rates and annual charges	6,998,417	-	6,998,417	4,205	6,908,930	6,998,417	-
Statutory charges	60,300	-	60,300	521	33,679	60,300	-
User charges	1,190,474	-	1,190,474	105,663	1,036,325	1,190,474	-
Grants, subsidies and contributions	1,770,510	172,131	1,942,641	25,114	1,457,258	1,942,641	-
Interest	350,900	-	350,900	7,012	199,478	350,900	-
Reimbursements	80,700	-	80,700	20,280	96,121	80,700	-
Other income	103,800	-	103,800	162,795	174,397	103,800	-
Total operating income	10,555,101	172,131	10,727,232	162,795	9,906,187	10,727,232	-
EXPENDITURE							
Employee costs	4,434,677	20,000	4,454,677	360,638	3,064,657	4,454,677	-
Materials, contracts and other expenses	4,848,302	528,429	5,376,731	396,110	3,716,730	5,376,731	-
Total Operating Expenses	9,282,979	548,429	9,831,408	756,747	6,781,387	9,831,408	-
Operating surplus/(deficit) before depreciation	1,272,122	(376,298)	895,824	(593,952)	3,124,799	895,824	-
Depreciation	3,896,889	-	3,896,889	324,741	2,922,669	3,896,889	-
Operating surplus/(deficit) before capital items	(2,624,767)	(376,298)	(3,001,065)	(918,693)	202,130	(3,001,065)	-
Net gain (loss) on disposal of assets	(85,466)	-	(85,466)	-	(15,227)	(85,466)	-
Amounts received specifically for new or upgraded asset	1,136,994	(130,406)	1,006,588	390,380	2,515,932	1,006,588	-
Net operating surplus/(deficit)	(1,573,239)	(506,704)	(2,079,943)	(528,313)	2,702,835	(2,079,943)	-

KATHERINE TOWN COUNCIL CAPITAL INCOME & EXPENDITURE

As at 31 March 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
Sources of capital funding							
General revenue used for capital purposes	1,271,719	341,621	1,613,340	27,149	756,742	1,613,340	-
Other capital revenue sources:							
Proceeds from sale of capital assets	93,000	-	93,000	-	-	93,000	-
Grants and subsidies	1,136,994	2,274,203	3,411,197	7,010	1,478,781	3,411,197	-
Transfers from internally restricted funds	579,650	(500,000)	79,650	20,850	20,850	79,650	-
Total capital funding	3,081,363	2,115,824	5,197,187	55,009	2,256,373	5,197,187	-
Application of capital funding							
Non current capital assets:							
Buildings and other structures	166,000	(32,000)	134,000	20,850	44,800	134,000	-
Plant and machinery	733,000	(476,406)	256,594	-	211,602	256,594	-
Infrastructure assets	1,413,563	2,302,167	3,715,730	11,520	406,822	906,563	-
Improvements	698,500	322,063	1,020,563	21,268	1,577,139	3,829,730	-
Furniture and equipment	70,300	-	70,300	1,371	16,010	70,300	-
Total	3,081,363	2,115,824	5,197,187	55,009	2,256,373	5,197,187	-
Total capital expenditure	3,081,363	2,115,824	5,197,187	55,009	2,256,373	5,197,187	-

CASH AND INVESTMENTS
31 March 2017

GENERAL FUND	\$
Commonwealth Bank	
Balance as per bank statement, 31 March 2017	795,196.28
Plus net outstanding deposits/(withdrawals)	4,635.66
Adjusted cash at bank balance, 31 March 2017	799,831.94

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	% FINANCIAL INSTITUTION
Commonwealth Bank	508,772.58		on call	on call	509,672.75	3.55%
National Australia Bank	5,000,000.00	2.65	22-Nov-16	21-Apr-17		
National Australia Bank	1,229,406.34	2.60	16-May-17	16-May-17	6,229,406.34	43.34%
Westpac Bank	2,264,988.06	2.60	7-Mar-17	4-Aug-17		
Westpac Bank	1,816,453.97	2.35	23-Dec-16	28-Apr-17		
Westpac Bank	1,551,381.42	2.70	29-Nov-16	28-Apr-17		
Westpac Bank	2,000,000.00	2.65	5-Jan-17	5-Jun-17	7,632,823.45	53.11%
Total Investments					14,371,902.54	100.00%
TOTAL FUNDS (incl internally restricted funds)					15,171,734.48	

Internally Restricted Funds

Provision for Asset Management	\$ 4,259,434
Provision for Employee Entitlements and Other Liabilities	1,236,552
Total	\$ 5,495,986

DEBTORS REPORT
31 March 2017

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	120+ days \$	TOTAL \$
Sundry	47,485.19	28,973.81	2,865.75	3,612.64	5,441.76	81,153.87
Weighbridge	67,189.97	37,665.82	364.80	340.48	4,096.86	109,657.93
Total						<u>190,811.80</u>
Infringements	Current \$	30+ days \$	60+ days \$	90+ days \$	> 12 months \$	TOTAL \$
Animal	-	899.00	-	4,459.00	20,621.69	25,979.69
Parking	-	-	-	1,927.00	9,695.00	11,622.00
Litter	-	-	-	-	482.00	482.00
Camping	-	-	-	-	350.00	350.00
Total						<u>38,433.69</u>
Rates	Current \$			Arrears incl interest & legal fees \$		TOTAL \$
	723,235.40			145,475.42		868,710.82
Grand Total						<u>1,097,956.31</u>

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

Date	Ref No	Payee	Description	Amount
1-Mar-17	1438/1-01	Deputy Commissioner of Taxation	Payroll deductions	34,406.04
30-Mar-17	1449/1002-01	Katherine Town Council Social Club	Payroll deductions	280.00
2-Mar-17	1439/1018-01	Telstra	Telephone all areas to 10 Feb 2017	5,474.23
31-Mar-17	1450/1018-01	Telstra	Telephone all areas to 10 March 2017	5,707.51
31-Mar-17	1450/1033-01	Mimi Arts and Crafts	Large book marks and canvas cards	220.00
31-Mar-17	1450/1055-01	Ms T T Coutts	Elected member allowance for March	1,280.58
2-Mar-17	1439/1255-01	Benash Maintenance Services	Security monitor DD, Depot, WMF, Lib & CEO	137.50
10-Mar-17	1442/1255-01	Benash Maintenance Services	Mthly FIP service Airport & CC Dc-2016	121.00
16-Mar-17	1444/1255-01	Benash Maintenance Services	Replace power point and investigate security alarm at CEO's house	604.40
31-Mar-17	1450/1255-01	Benash Maintenance Services	Security monitor DD, Depot, WMF, Lib & CEO	137.50
2-Mar-17	1439/1294-01	Sterling NT Pty Ltd	Contract cleaning January 2017	3,748.75
31-Mar-17	1450/1294-01	Sterling NT Pty Ltd	Contract cleaning March 2017	3,748.75
10-Mar-17	1442/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight	254.10
31-Mar-17	1450/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight	272.25
10-Mar-17	1442/1322-01	McCoy's Garden Engineering	Mow Kath East parks Feb-17	871.51
10-Mar-17	1442/144-01	Macs Hire	Staff uniform and parts for Massey Ferguson	1,892.30
16-Mar-17	1444/144-01	Macs Hire	Staff uniform	464.05
23-Mar-17	1445/144-01	Macs Hire	Fire fighting fittings, forklift operating signs and advisor signs	1,356.19
31-Mar-17	1450/144-01	Macs Hire	Cam lock fittings	102.13
10-Mar-17	1442/1692-01	Ibis Styles Hotels	VIC bookings	115.00
31-Mar-17	1450/1701-01	Charles Darwin University	Staff training	713.00
23-Mar-17	1445/171-01	Northern Territory News	Advertising	609.70
2-Mar-17	1439/1712-01	Transpacific Cleanaway Pty Ltd	Bin clearing Jan-2017	28,452.52
31-Mar-17	1450/1712-01	Transpacific Cleanaway Pty Ltd	Bin clearing Feb-2017	28,326.65
23-Mar-17	1445/1722-01	Riverview Tourist Village	VIC bookings	113.75
23-Mar-17	1445/1724-01	Haywire	Relocation phone extension	99.00
2-Mar-17	1439/1769-01	Compass Cleaning & Ground Maintenanc	Mthly clean VIC exeloo Feb-17	7,783.98
31-Mar-17	1450/1769-01	Compass Cleaning & Ground Maintenanc	Clean APT, SHG's, SPG's & Hot Springs March 2017	7,979.56
10-Mar-17	1442/1802-01	Top End Backhoe Hire	Hire of excavator to remove trees	638.00
16-Mar-17	1444/1802-01	Top End Backhoe Hire	Grave digging x 4	2,496.40
31-Mar-17	1450/1802-01	Top End Backhoe Hire	Grave digging	633.27
31-Mar-17	1450/1835-01	Mrs C F Miller	Mayoral allowance for March	5,929.67
10-Mar-17	1442/1888-01	Car Parts	Fan belt	34.65
23-Mar-17	1445/1889-01	Katherine Lock and Key	Combo locks, cricket ground, Hot Springs	116.01
2-Mar-17	1439/1912-01	Geofabrics Australasia Pty Ltd	50 meter coil	132.00
23-Mar-17	1445/1932-01	Toll Transport Pty Ltd	Freight Airport sealing	1,598.60
23-Mar-17	1445/194-01	Paraway Motel Management Pty Ltd	VIC bookings	191.50
2-Mar-17	1439/1949-01	RTM. Alice Springs Desert	VIC bookings	101.50
31-Mar-17	1450/2035-01	Chubb Fire & Security	Security alarms Apr-Jun	175.35
16-Mar-17	1444/2045-01	Dollars & Sense	Story time youth week	126.13
31-Mar-17	1450/2072-01	M2 Commander Pty Ltd	Library telephone system	113.16
23-Mar-17	1445/211-01	R&M Motorcycle Repairs	Polaris parts	112.00
10-Mar-17	1442/212-01	RJ Motors	Rego inspection truck	96.80
23-Mar-17	1445/212-01	RJ Motors	Dump truck booster replaced	552.70
23-Mar-17	1445/215-01	Raeco	Library supplies, labels, cases	203.26
31-Mar-17	1450/215-01	Raeco	Cd/dvd cases	21.32
31-Mar-17	1450/2179-01	Mr D B Higgins	Elected member allowance for March	1,280.58
23-Mar-17	1445/2185-01	Scatt's Plumbing Services	Annual testing of backflow prevention devices	990.00
10-Mar-17	1442/2191-01	Slingshot Haulage PTY LTD	Transport traxcavator	1,100.00
31-Mar-17	1450/2191-01	Slingshot Haulage PTY LTD	Dozer to dump	550.00
16-Mar-17	1444/2222-01	SecurePay Pty Ltd	Web payments monthly fee Feb-17	32.73
16-Mar-17	1444/2223-01	TBM Installations	Repair VIC aircon	222.75
31-Mar-17	1450/2223-01	TBM Installations	Airport x 3 Daikin units and CC aircon repairs	23,373.06

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 March 2017**

Date	Ref No	Payee	Description	Amount
2-Mar-17	1439/2232-01	CSA Contracting (NT) Pty Ltd	Repair ranger car	671.00
31-Mar-17	1450/2232-01	CSA Contracting (NT) Pty Ltd	Truck repairs	220.00
10-Mar-17	1442/226-01	Rowlands Quarry	Concrete	352.00
23-Mar-17	1445/226-01	Rowlands Quarry	Tonnes of 10 mm stone	2,487.10
2-Mar-17	1439/2271-01	Shady Lane Tourist Park	VIC bookings	367.50
16-Mar-17	1444/2271-01	Shady Lane Tourist Park	VIC bookings	245.00
23-Mar-17	1445/2276-01	Aurora Kakadu Resort	VIC bookings	104.13
23-Mar-17	1445/2292-01	The Perth Mint	Citizenship coins	520.30
31-Mar-17	1450/2320-01	Airpower (NT) Pty Ltd	Blades for Kubota	382.44
16-Mar-17	1444/234-01	Stephen Murphy	Sportsground repair	419.20
24-Mar-17	1447/2389-01	Rest Superannuation	Superannuation-March19-6	5,917.56
2-Mar-17	1439/2409-01	Nitmiluk Tours	VIC bookings	1,308.11
10-Mar-17	1442/2409-01	Nitmiluk Tours	VIC bookings	581.55
23-Mar-17	1445/2409-01	Nitmiluk Tours	VIC bookings	604.32
31-Mar-17	1450/2409-01	Nitmiluk Tours	VIC bookings	2,959.69
2-Mar-17	1439/2446-01	Flick Washroom Services	Clean 6x council facilities Feb-17	339.90
2-Mar-17	1439/2450-01	Renfree Pastoral Co Pty Ltd	Mow North & South Parks Feb-17	4,010.55
31-Mar-17	1450/2450-01	Renfree Pastoral Co Pty Ltd	Mow North & South Parks Mar-17	4,010.55
23-Mar-17	1445/2506-01	BookEasy Australia Pty Ltd	Bookeasy monthly fees Feb-17	198.00
24-Mar-17	1447/2516-01	AGEST	Superannuation-March19-11	3,874.92
24-Mar-17	1447/2549-01	CBUS	Superannuation-March19-14	785.00
2-Mar-17	1439/2553-01	Messages On Hold	Programming and equipment	1,381.35
24-Mar-17	1447/2554-01	MTAA Super	Superannuation-March19-15	533.43
2-Mar-17	1439/2558-01	RoperGulf Regional Council	Mower deck for kubota	5,436.10
23-Mar-17	1445/2568-01	Australian Outback Pest Control	Mayoral portrait	429.00
24-Mar-17	1447/2576-01	HostPlus Superannuation	Superannuation-March19-16	1,346.88
31-Mar-17	1450/2581-01	Mrs S Henderson	Reimbursement	288.29
10-Mar-17	1442/2614-01	Jason Rapley	Hotsprings and Tick Market toilet repairs, Airpor	3,472.44
23-Mar-17	1445/2614-01	Jason Rapley	Civic center and Showgrounds repairs	1,163.27
10-Mar-17	1442/262-01	Top End Rural Services	Irrigation fittings and poly pipe joiners	837.34
23-Mar-17	1445/262-01	Top End Rural Services	Pressure vessel	318.45
24-Mar-17	1447/2626-01	AMIST Superannuation	Superannuation-March19-18	654.90
2-Mar-17	1439/263-01	Top News	Newspapers for CC Feb-17	44.40
16-Mar-17	1444/263-01	Top News	Newspapers for Library Feb-17	249.80
24-Mar-17	1447/2638-01	MLC Super Fund	Superannuation-March19-20	490.50
2-Mar-17	1439/264-01	Travel North	Staff accommodation	300.00
31-Mar-17	1450/2644-01	Mrs E W Clark	Elected member allowance for March	1,280.58
23-Mar-17	1445/2658-01	United Card Services Pty Ltd	Fuel Feb-17	4,128.56
10-Mar-17	1442/2661-01	Hardt Transport Pty Ltd	Crane hire (delivery of light poles)	2,640.00
24-Mar-17	1447/2686-01	BT Super for Life	Superannuation-March19-24	919.06
31-Mar-17	1450/2687-01	Fulton Hogan Pty Ltd	Ezstreet bulk bag	1,760.00
10-Mar-17	1442/2721-01	Rhads Security	Open/close fun park gates Feb-17 and call out	700.40
2-Mar-17	1439/2750-01	North Australian News Pty Ltd	Jan-2017 Advertisements	819.71
23-Mar-17	1445/2750-01	North Australian News Pty Ltd	Advertisements Feb-2017	1,958.97
31-Mar-17	1450/2753-01	Earthworks Training and Assessment	Traffic management training course	2,680.00
10-Mar-17	1442/2767-01	Patow 24 Hour Tilt Tray Service	Tow unreg vehicle	93.50
23-Mar-17	1445/2767-01	Patow 24 Hour Tilt Tray Service	Tow unreg vehicle x 2	187.00
10-Mar-17	1442/2789-01	Territory Uniforms	Staff uniforms	537.65
31-Mar-17	1450/2789-01	Territory Uniforms	Staff uniforms	328.75
16-Mar-17	1444/2790-01	Highway QA Pty Ltd	Road Testing Florina Road	2,925.35
23-Mar-17	1445/2887-01	Territory Rural	Bags of dog food, steel posts, fence dropper, 8L spray bottle, coolant, grease, chlori clean and oil	1,807.25
6-Mar-17	1441/2891-01	Australian Government Director of	Passes for Jan-2017	380.00
16-Mar-17	1444/2891-01	Australian Government Director of	Passes for Feb-17	166.25
10-Mar-17	1442/2897-01	Tonkin Consulting	Quarry road access design	7,700.00
16-Mar-17	1444/2897-01	Tonkin Consulting	Lindsay Street parking design consultancy	3,575.00
10-Mar-17	1442/2919-01	Integrated Land Information System	Land search	137.00

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 March 2017**

Date	Ref No	Payee	Description	Amount
24-Mar-17	1447/2941-01	Unisuper	Superannuation-March19-31	166.96
31-Mar-17	1450/2950-01	Remote Civil Pty Ltd Rural & Remote	Repair potholes various locations	10,429.65
31-Mar-17	1450/2970-01	Mr S Rose	Elected member allowance for March	1,280.58
2-Mar-17	1439/3013-01	Dragonfly Catering	Canapes	103.40
16-Mar-17	1444/3013-01	Dragonfly Catering	Catering for OCM	961.02
31-Mar-17	1450/3013-01	Dragonfly Catering	Catering	190.00
16-Mar-17	1444/3023-01	Shockless Electrical Services Pty L	Generator for depot	20,638.90
10-Mar-17	1442/3043-01	E. E. Muir & Sons Pty Ltd	2 measure cups	16.50
16-Mar-17	1444/3043-01	E. E. Muir & Sons Pty Ltd	2 drums weed master	315.04
23-Mar-17	1445/3043-01	E. E. Muir & Sons Pty Ltd	Access, weed master etc	2,233.11
24-Mar-17	1447/3063-01	Quadrant Superannuation	Superannuation-March19-37	578.76
10-Mar-17	1442/3088-01	Territory Debt Collectors	Jetgo Aust commission	64.84
23-Mar-17	1445/3088-01	Territory Debt Collectors	Listing fees	99.00
24-Mar-17	1447/3108-01	ANZ One Path Superannuation	Superannuation-March19-33	1,060.10
28-Mar-17	1448/3140-01	IOOF- Pursuit Select Personal	Superannuation-March19-34	97.91
31-Mar-17	1450/3152-01	Mrs E Avenell	Reimbursement	74.53
23-Mar-17	1445/3230-01	Hidden Valley Ford	30K service CB86TK	540.00
24-Mar-17	1447/3279-01	Emergency Services & State Super	Superannuation-March19-39	827.60
10-Mar-17	1442/3280-01	Southern Cross Protection Pty Ltd	After hours callouts Feb-17	170.37
10-Mar-17	1442/3309-01	Alloy & Stainless Products Pty Ltd	Slasher blades and fittings	1,007.39
13-Mar-17	1443/3314-01	Renoflo Pipeline & Plumbing Solutio	Drain cleaning airport	52,756.00
31-Mar-17	1450/3319-01	Mr P Gazey	Elected member allowance for March	1,920.83
24-Mar-17	1447/3321-01	ING DIRECT Living Super	Superannuation-March19-40	1,873.38
31-Mar-17	1450/3344-01	Fletchers Plumbing & Gas Fitting	Bore line leak high level bridge	1,319.53
23-Mar-17	1445/3349-01	Argus Apartments Darwin	VIC bookings	312.00
16-Mar-17	1444/3363-01	Bunnings Group Ltd	Alum garden fence, panel etc	1,786.05
31-Mar-17	1450/3367-01	Australian Local Government Women's	2016/17 Membership	30.00
31-Mar-17	1450/3369-01	TenderLink	Artistic landscape services	165.00
2-Mar-17	1439/3370-01	Roadside Services & Solutions	Street sign poles & truck signs	1,518.88
31-Mar-17	1450/3370-01	Roadside Services & Solutions	TC traffic cone, stop slow with ext hand	1,023.90
2-Mar-17	1439/3372-01	AutoPro Katherine NT	Fuel can 20L	67.80
23-Mar-17	1445/3379-01	Blackadder Associates Pty Ltd	CEO performance review	6,984.50
16-Mar-17	1444/3385-01	Wright Express Australia Pty Ltd	Fuel Feb-17	529.13
16-Mar-17	1444/3386-01	Mr R Jennings	Reimbursement flight and tel charges	1,245.58
23-Mar-17	1445/3386-01	Mr R Jennings	Flights Drw-Per-Drw	1,004.00
31-Mar-17	1450/3386-01	Mr R Jennings	Telephone Reimbursement	775.63
10-Mar-17	1442/3393-01	Spray Grass NT	Geospray batter erosion control	28,784.80
16-Mar-17	1444/3394-01	HWL Ebsworth Lawyers	Rates recovery	27.40
23-Mar-17	1445/3394-01	HWL Ebsworth Lawyers	Renewal of ABC lease	517.00
31-Mar-17	1450/3394-01	HWL Ebsworth Lawyers	Professional services to 22-03-17	171.40
31-Mar-17	1450/3419-01	The Big Mower (NT) Pty Ltd	Repairs pole saw, blower and Hustler blade	908.65
16-Mar-17	1444/3424-01	Small Freight	Ex Farm World	27.00
31-Mar-17	1450/3424-01	Small Freight	Ex Airpower	27.00
2-Mar-17	1439/3442-01	eMerge IT Solutions Pty Ltd T/As No	Civic Centre WiFi Mar-2017	308.00
10-Mar-17	1442/3442-01	eMerge IT Solutions Pty Ltd T/As No	IT Services for Feb-2017	2,990.00
16-Mar-17	1444/3442-01	eMerge IT Solutions Pty Ltd T/As No	Xbox for youth week and photocopier mainten	2,515.00
23-Mar-17	1445/3442-01	eMerge IT Solutions Pty Ltd T/As No	Iphone 7 for VIC Manager	1,079.00
2-Mar-17	1439/3447-01	Arafura Site & Street Sweeping	Airport apron sweep	481.25
10-Mar-17	1442/3447-01	Arafura Site & Street Sweeping	Monthly street sweep of WTS Feb-17	8,223.60
2-Mar-17	1439/3450-01	Hat Creek Civil Pty Ltd	Hire of digger with grabber attachment	3,234.00
23-Mar-17	1445/3450-01	Hat Creek Civil Pty Ltd	Excavator and loader hire	5,060.00
16-Mar-17	1444/3455-01	Ms W Walters	Travel reimbursement	163.43
23-Mar-17	1445/3459-01	Portner Press Pty Ltd	Health and safety 2017 update	77.00
31-Mar-17	1450/3463-01	Florina Driving & Licensing	Forklift operating license	3,840.00
16-Mar-17	1444/3475-01	Durotank Pty Ltd	3000 L diesel fuel cube	13,920.50
31-Mar-17	1450/3476-01	Ms C Johansson	Reimbursement	275.93
23-Mar-17	1445/3486-01	GHD Pty Ltd	ESCP for Hotsprings	4,730.00
24-Mar-17	1447/3496-01	National Mutual Retirement Fund	Payroll deductions	461.84
2-Mar-17	1439/3500-01	Puma Energy Australia Fuels Pty Ltd	Unleaded fuel aromatic drum 200L	398.07
16-Mar-17	1444/3500-01	Puma Energy Australia Fuels Pty Ltd	Monthly fuel for Depot	10,955.75
10-Mar-17	1442/3514-01	ISKO Building & Design	Concept plan Don Dale, adventure playground	1,650.00

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 March 2017**

Date	Ref No	Payee	Description	Amount
16-Mar-17	1444/3517-01	AAM Survey	Survey - Lockhead Rd	7,151.27
31-Mar-17	1450/3517-01	AAM Survey	Survey - Lockhead Rd, First, Florina, Binjari	7,557.00
16-Mar-17	1444/3523-01	Impart Media Pty Ltd	Joomla training	748.00
23-Mar-17	1445/3527-01	LOGIQC Pty Ltd	Logiqc mgmt software for Feb-17	341.00
31-Mar-17	1450/3530-01	Alice Springs Resort Enterprises Pt	Staff accommodation	762.50
23-Mar-17	1445/3536-01	Latitude 12 Pty Ltd	Travel. lunch, incidental allowance	6,450.64
10-Mar-17	1442/3544-01	Pivotal Satellite Pty Ltd	Satellite phone monthly charge	30.00
31-Mar-17	1450/3570-01	Skycity Darwin Pty Ltd	Sophie accommodation	426.00
23-Mar-17	1445/3584-01	Ezko Property Services Pty Ltd	Mthly cleaning VIC Mar-17	3,694.06
31-Mar-17	1450/3595-01	Katherine Tool Store	Bolts and nuts	396.01
31-Mar-17	1450/3604-01	The Sweetest Things	Wreath anniversary bombing Katherine	120.00
16-Mar-17	1444/3609-01	Masterplan	Land clearing-234 Emungalan road	2,391.96
10-Mar-17	1442/3614-01	Katherine Mini Excavations	Dead pit at dump	310.20
23-Mar-17	1445/3614-01	Katherine Mini Excavations	Bobcat hire Low Level	594.00
23-Mar-17	1445/3616-01	H Hotel	Staff accommodation	116.10
16-Mar-17	1444/3638-01	Swan Business Advisory	Sitting fee audit and risk management committee	1,638.77
2-Mar-17	1439/3641-01	Fred Marrone FAPI JP	Valuation-hangar Kath Aviation,property consulti	8,000.00
16-Mar-17	1444/3646-01	Mr R Hill	Toilet ceiling repairs	110.00
2-Mar-17	1440/3660-01	Waste Recycling Industry Associatio	Registration Liam and David	300.00
16-Mar-17	1444/3661-01	Shade and Play	Playground audit	9,210.00
23-Mar-17	1445/3662-01	Top End Orienteers	Refund facility + key deposits	565.00
31-Mar-17	1450/3663-01	Petro Industrial	Air operated grease gun	322.52
31-Mar-17	1450/3664-01	Comn8	Speaker mic	239.14
31-Mar-17	1450/3665-01	Learning Discovery Pty Ltd	Picture story books	238.00
31-Mar-17	1450/3667-01	Ms M Helou	Reimbursement	47.67
10-Mar-17	1442/403-01	Darwin Plant Wholesalers	Materials - garden supplies	2,557.50
10-Mar-17	1442/425-01	Duncan Electrical Pty Ltd	CC repairs ceiling lights	1,496.00
16-Mar-17	1444/425-01	Duncan Electrical Pty Ltd	Repairs to Lindsay ,Giles auto toilet and Town Square	2,519.00
23-Mar-17	1445/425-01	Duncan Electrical Pty Ltd	Repairs to weighbridge equipment	198.00
31-Mar-17	1450/425-01	Duncan Electrical Pty Ltd	Electrical repairs	6,233.70
16-Mar-17	1444/461-01	Hirepower	2.5 ton forklit hire	231.00
31-Mar-17	1450/461-01	Hirepower	Compactor for 2 days and bobcat for 3 days	1,045.00
16-Mar-17	1444/48-01	Darwin Mitsubishi	Lights repair to Mitsubishi Challenger	532.52
23-Mar-17	1445/48-01	Darwin Mitsubishi	15K service to Mitsubishi Triton Waste Coord	350.00
10-Mar-17	1442/498-01	Katherine Plastering & Tiling	Footpath repair at various location and Showgrounds back gate footing	13,640.00
16-Mar-17	1444/498-01	Katherine Plastering & Tiling	Concrete footing installation Sportsground	4,556.20
16-Mar-17	1444/514-01	Katherine Vet Care Centre Pty Ltd	Vet Fees	726.00
23-Mar-17	1445/514-01	Katherine Vet Care Centre Pty Ltd	Vet Fees	374.00
10-Mar-17	1442/542-01	Darwin Central Hotel	Accommodation	138.00
23-Mar-17	1445/542-01	Darwin Central Hotel	Accommodation	120.00
31-Mar-17	1450/542-01	Darwin Central Hotel	Accommodation	138.00
2-Mar-17	1439/556-01	Beaurepaires Katherine	Mower trailer and Polaris tyres	800.00
10-Mar-17	1442/556-01	Beaurepaires Katherine	Tyre puncture and 3 x tyres	444.00
16-Mar-17	1444/556-01	Beaurepaires Katherine	Tyres and tyre repairs	689.00
31-Mar-17	1450/556-01	Beaurepaires Katherine	Tyres and tyre repairs	392.00
10-Mar-17	1442/573-01	Advanced Weighing Technology NT	WMF annual support for weigh bridge	1,320.00
10-Mar-17	1442/594-01	Happy Corner Store	Food & Beverages	90.00
16-Mar-17	1444/594-01	Happy Corner Store	Food & Beverages	270.00
31-Mar-17	1450/594-01	Happy Corner Store	Food & Beverages	270.00
2-Mar-17	1439/626-01	Katherine Office Supplies	Printing & Stationery	796.10
10-Mar-17	1442/626-01	Katherine Office Supplies	Printing & Stationery	106.12
16-Mar-17	1444/626-01	Katherine Office Supplies	Printing & Stationery	603.51
23-Mar-17	1445/626-01	Katherine Office Supplies	Printing & Stationery	395.59
31-Mar-17	1450/626-01	Katherine Office Supplies	Printing & Stationery	266.34
2-Mar-17	1439/630-01	Woolworths Limited	Kitchen supplies	153.15
10-Mar-17	1442/630-01	Woolworths Limited	BBQ items clean up Australia day	161.29
23-Mar-17	1445/630-01	Woolworths Limited	Frillies party shopping	162.69

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 March 2017**

Date	Ref No	Payee	Description	Amount
16-Mar-17	1444/638-01	Cavs Mowing & Treelopping Service	Weight reduction of limbs hanging over at Gorge Road and remove dead tree at Giles St	4,510.00
23-Mar-17	1445/638-01	Cavs Mowing & Treelopping Service	Community gardens on Second Street	1,155.00
31-Mar-17	1450/638-01	Cavs Mowing & Treelopping Service	Remove tree stump	440.00
30-Mar-17	1449/64-01	United Voice	Payroll Deductions	46.60
24-Mar-17	1447/65-01	Statewide Super	Payroll Deductions	17,022.09
30-Mar-17	1449/67-01	Child Support Agency	Payroll Deductions	530.72
10-Mar-17	1442/703-01	R Holt & Co Katherine Pty Ltd	Supply of concrete various locations	605.00
23-Mar-17	1445/71-01	YMCA Of Katherine Inc - Henry Scott	Operational Management Kath Aquatic Centre	20,345.00
23-Mar-17	1445/729-01	BOC Gases Australia Limited	Container service charges for Feb-2017	525.34
31-Mar-17	1450/737-01	Travelodge Mirambeena Resort Darwin	Accommodation	280.00
16-Mar-17	1444/75-01	Home Timber & Hardware Katherine	100 Tec Screws	201.60
2-Mar-17	1439/773-01	Dept of Defence Property Management	Rent	275.00
16-Mar-17	1444/773-01	Dept of Defence Property Management	Rent	275.00
31-Mar-17	1450/773-01	Dept of Defence Property Management	Rent	275.00
2-Mar-17	1439/782-01	Civica Pty Ltd	MLF - Authority assets Apr-17 and Authority managed service	13,021.89
31-Mar-17	1450/782-01	Civica Pty Ltd	Authority asset training, MLF Authority assets and Authority managed service	24,489.39
23-Mar-17	1445/81-01	Furniture Discounts	Works dept 4 draw metal grey filing cabinet and Panasonic and Sharp oven	1,508.00
10-Mar-17	1442/835-01	Katherine Mitre 10	Fastener, drill bits and bolts	362.57
23-Mar-17	1445/835-01	Katherine Mitre 10	Dyna bolts, hardware chain gal, shackle, turn buckle hook	188.55
31-Mar-17	1450/835-01	Katherine Mitre 10	Marking paint, grinding discs	133.20
2-Mar-17	1439/9-01	Australia Post (NT)	Postage	645.08
10-Mar-17	1442/91-01	Hohns	Steel plate	132.61
23-Mar-17	1445/91-01	Hohns	Welding ppe, electrodes, disks, plate li	827.88
10-Mar-17	1442/949-01	The Historical Society of Katherine	Kath Museum Op Allocation Dec-16	5,549.25
		TOTAL		649,997.20

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

Date	Ref No	Payee	Description	Amount
6-Mar-17	00102929	LJ Hooker PO Box 438	Refund of overpaid rates	312.00
7-Mar-17	00102930	Westpac Banking Corporation	Investment for 150 days @ 2.6% interest	2,264,988.06
16-Mar-17	00102931	RTM, Motor Vehicle Registry	Vehicle registration	913.60
15-Mar-17	00102932	RTM, Motor Vehicle Registry	Vehicle registration	822.85
17-Mar-17	00102934	RTM, Motor Vehicle Registry	Vehicle registration	705.85
23-Mar-17	00102937	Jacana Energy	Electricity	15,177.22
23-Mar-17	00102938	Vina Hornsby	Refund equipment deposit	197.00
23-Mar-17	00102939	Gusher Pty Ltd	Refund excess payment	30.00
31-Mar-17	00102943	Power Water	Water	8,965.35
31-Mar-17	00102944	Petty Cash (Please Pay Cash)	Vic Petty cash	177.60
31-Mar-17	00102945	NT Birds	NT bird books	120.00
		TOTAL		2,292,409.53

**Katherine Town Council
Payroll Payment Listing
For the Month of March 2017**

Date	Payee	Description	Amount
8-Mar-17	All staff	Pay period ended 8 March 2017	92,525.16
18-Mar-17	Staff Nos 202, 534 and 362	Annual Leave Cashout	24,694.06
22-Mar-17	All staff	Pay period ended 22 March 2017	91,923.71
31-Mar-17	Staff No 534	Termination pay	4,836.55
			\$ 213,979.48



REPORT

FOLDER: Local Government/Elections/Municipal Elections

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

REPORT TITLE: 2017 LOCAL GOVERNMENT ELECTION – CANDIDATE INFORMATION SESSIONS

Purpose of Report

The advise Council that the Local Government Association of the Northern Territory (LGANT) are offering to deliver information sessions to Katherine Town Council prior to the Local Government Elections in August 2017.

Background

LGANT, in partnership with the Northern Territory Electoral Commission (NTEC) and the Department of Housing & Community Development (DHCD) are offering to deliver information sessions for Councils prior to the Local Government Elections in August 2017. The information sessions will focus on the following items:

1. What a Council and an Elected Member does (roles and responsibilities); possible conflicts of interest to consider; Council decision making process as a whole rather than individually and the commitments required from a member on Council – provided by LGANT.
2. Electoral, nomination and voting process – provided by NTEC.
3. The role of Northern Territory Government; its funding and legislative responsibilities to ensure Council is compliant under the *Local Government Act* and related legislation – provided by DHCD.

The above session will run for approximately two (2) hours with an opportunity, for those who are interested in nominating for Council, to find out what is involved and to raise questions.

LGANT envisage that the information sessions will be held close to or on the day of an Ordinary Council Meeting to allow participants to see how Council meetings are organised and administered.

The proposed training in the major centres (i.e. Darwin, Katherine and Alice Springs) will be at no cost to Council. However, these sessions will also be open to other regional Council's to allow interested parties to attend. Alternatively, Council can consider holding the information sessions themselves with the appropriate resources being provided by LGANT and NTEC.

REPORT

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Council nominate the 23 May 2017 as well as a suitable time, for the information session, to coincide with the Ordinary Council Meeting on the 23 May 2017; and
2. That Council promotes the sessions throughout the community to ensure all residents are given a chance to attend in order to find out more about the role of an Elected Member.



Robert Jennings

CHIEF EXECUTIVE OFFICER

Delegation:

Community Services Executive Manager, Mrs Sophie Henderson

Schedule of Attachments:

Nil



REPORT

FOLDER: Legal Documents/Administration/Katherine Town Council – By-Laws

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

REPORT TITLE: AMENDMENTS TO KATHERINE TOWN COUNCIL BY-LAWS

Purpose of Report

To provide the By-Law drafting instructions to Council for approval.

Background

In 2016 Council approached the Local Government Association of the Northern Territory (LGANT) to be included in the proposal to update Council By-Laws under Department of Local Government grant funding. Katherine Town Council was successful in being included in said process.

Katherine Town Council nominated Mr Andrew Wilson (Acting Operations Manager [a/OM]) to be the instructing officer for this proposal. The a/OM then proceeded in discussing proposed amendments with Elected Members, Leadership Team and Department Manager's to determine, if any, changes that need to be made to ensure Council's By-Laws meet *Local Government Act* principles when applying By-Laws. From the variety of communications received, the a/OM determined that the following areas of Council's current By-Laws need amendments:

The content below has been provided by LGANT.

BY-LAW	CURRENT SITUATION	PROPOSED CHANGES
Entire By-Laws	The current By-Law makes references to the term "Clerk".	This term is no longer in use. Instead, the more common term used in contemporary language is Chief Executive Officer of the Council. Please replace all references to "Clerk" with "CEO".
	The By-Laws makes references to the term "guide dog".	Please replace the term "guide dog" with "assistance animal" throughout the By-Laws.
	The By-Laws makes references to the term "pound supervisor".	Please remove this reference. Instead, please make a provision that the CEO of the Council is the pound supervisor. The CEO will have the power to delegate this function.
	The By-Laws makes references to the term "registrar".	Please remove this reference. Instead, please make a provision that the CEO of the Council is the registrar. The CEO will have the power to delegate this function.
By-Laws 6 and 7	The By-Laws provides that the council may appoint a person to be the registrar and that the registrar keeps appropriate registers.	Under section 100 of the <i>Local Government Act</i> , Council is responsible for the appointment of the CEO (see section 100 of the <i>Local Government Act</i>). Section 103 of the <i>Local Government Act</i> makes it the CEO's responsibility to the appoint staff in



REPORT

		<p>accordance with a staffing plan approved by the Council. If Council appoints staff, they would be interfering with the CEO's function.</p> <p>To this end, please remove the provision that the council appoint the registrar. Instead, please provide that the CEO is the registrar and he/she should keep the appropriate registers.</p>
By-Law 12	The By-Law gives the power to Council to plan the numbering of areas of land adjacent to a road within the municipality.	The numbering of properties/land adjacent to a road in the Northern Territory is done by the Department of Infrastructure, Planning and Logistics. It is not a power that should also rest with the Council. As such, please delete this provision.
By-Law 87	The By-Law creates the offence of damaging a tree, plant, garden or grass strip in a public place.	At the moment, the By-Law is not understood to include precluding a person from parking in a park, reserve or sporting facility. All that can be done is for a council ranger to ask the person to move the vehicle (but the person does not have to move the vehicle). Please draft a provision that makes it an offence for a person to park a vehicle in a Council park, reserve, sporting facility or any other public place and not within an allocated parking area without a permit.
By-Law 99	The By-Law regulates certain activities in malls and other public places.	For By-Law 99(5), please insert the words "or public place" after the word "mall".
		For By-Law 99(7), please insert the words "or public place" after the word "mall".
		For By-Law 99(8), please exempt the prohibition from applying to assistance animals.
By-Law 100(8)	The By-Law defines "service vehicle".	<p>The definition among other things includes a vehicle that is under the control of an officer or employee of the Power and Water Corporation (PWC) and the Department of Planning and Infrastructure. PWC has now been split to Power and Water, Territory Generation and Jacana Energy while the Department is now called Department of Infrastructure, Planning and Logistics.</p> <p>Please update these references and preferably with titles that would outlast any future name changes similar to what is currently in the By-Law as "a corporation providing telecommunication services" (with regards to Telstra).</p>
By-Law 111	The By-Law provides for the application of the <i>Traffic Regulations</i> .	<p>The references to the <i>Traffic Regulations</i> are no longer accurate. The correct references should be Part 3, Division 3 of the <i>Traffic Regulations</i>.</p> <p>Please amend the By-Laws to refer to the correct provisions of the <i>Traffic Regulations</i>.</p>
By-Law 112	The By-Law provides for definitions of terms relating to the By-Laws on	<p>Please replace the term "Librarian" with "Library Manager".</p> <p>Please also change all references in the By-Laws</p>



REPORT

	public libraries.	of "Librarian" with "Library Manager".
By-Law 120(3)	The By-Law provides the powers of a Librarian.	Please repeal this provision which gives power to the Librarian to prohibit a child under the age of seventeen years, during school hours, entering or remaining in a library if the child is not under the supervision of an adult or guardian.
By-Law 121(1)(f)	The By-Law prescribes the conduct of persons in a library.	The By-Law provides that a person shall not enter or use the library if the person is unclean in dress or the person appears to the Librarian or an officer to be under the influence of drugs and/or alcohol. Please repeal the words "the person is unclean in dress or". In addition, please replace the word "officer" with "authorised person".

In addition to the changes mentioned above, Council would like the inclusion of the following new provisions in the By-Laws.

Animal Management

Part 3 of the By-Laws is titled "Animal management". By-Law 38 states that the purpose of the Part is to provide for the keeping of animals within the council area in a manner compatible with the enjoyment of residents of a congenial living environment. While Division 1 of Part 3 contains general provisions that apply to animals, there is no definition of what is an animal. In addition, the rest of Part 3 relates to the control of dogs.

The Council would like to explicitly control and manage other types of animals. These would include:

- Cats
- Poultry
- Emus
- Pigeons
- Ferrets
- Guinea pigs
- Rabbits
- Rodents
- Horses
- Donkeys
- Cattle
- Sheep
- Alpacas
- Llamas
- Goats
- Pigs
- Camels
- Buffaloes



REPORT

By-Law 53 provides that an occupier of premises must not keep more than the number of dogs or the number of dogs of a class or classes of dogs, as determined by the council, unless the premises is licensed. The By-Laws do not regulate other animals. It is proposed that the Council should also be able to determine the numbers of other animals that are kept in premises within the Council area. To this end, please draft a By-Law that extend the requirement for licensing of premises for the keeping of more than the number of animals, a class or classes of animals as determined by the Council.

Where a resident of the Council area keeps any animal, the person must ensure that the animal is kept in a contained manner that would prevent it from escaping or leaving the property unaccompanied by a person with effective control over it.

Where an animal is at large, the owner must take immediate action to remove or make arrangements to have the animal removed from the public place or from private land upon which the animal is trespassing.

It is worth noting that these new provisions will apply to the animals mentioned above and not to dogs, as the By-Laws already cover dogs.

Municipal Buildings

The current By-Laws do not regulate entry to, or conditions for remaining in, buildings owned by Council except libraries. It is proposed that conditions for entry and for continuing to stay in any Council building.

To this end, please draft By-Laws that a person can enter or remain in buildings owned by the Council as long as he/she is not adversely influenced by alcohol or any illegal drugs or substance. In addition, a person can enter or remain in buildings owned by the Council as long as he/she does not speak or act in a manner that is threatening or harassing to council employees or the lawful enjoyment of the building by other users or occupants. A person must leave if directed to do so by an authorised officer.

Municipal Reserves

The current By-Laws do not specifically provide for conditions of use or limitations on use that apply to Council reserves. It is proposed that such conditions be applied.

To this end, please draft By-Laws that allow the Council to determine the conditions of use, or limitations on use, that apply to any reserve or a class of reserves within the Council area. In determining those conditions or limitations, the Council may take into account:

- public health and safety
- that the activities of a person or group do not adversely affect the activities or enjoyment of another person or group;
- the constraints on use by persons necessary to provide for the conduct of organised sports events;
- whether the costs of operating or maintaining the Reserve are being contributed to by those who use the Reserve;
- the need to protect Council assets or infrastructure from wilful or unnecessary damage;
- emergency situations and disasters; and
- legislation and policy directives of the Commonwealth and State governments.



REPORT

To this end, a person entering a reserve will require authority from the Council to:

- organise any function or sports event in a Reserve;
- hawk, sell offer for sale or hire out or supply or promote any goods, articles or services in a reserve;
- enter or remain in any part of a reserve not set aside for public use;
- drive, ride or park any vehicle within a reserve, except on a designated access road or in a designated parking area within a reserve;
- ride a bicycle, scooter, skateboard or roller skates within a reserve, unless it is done so that it does not interfere with the use or enjoyment of the reserve
- use or permit to be used any remote controlled aeroplane, car, boat, aircraft (excluding kites) or similar apparatus in or over a reserve:
- use any amplifier, musical instrument or sound broadcasting equipment in a manner that is likely to disturb other persons;
- install or erect or place on or in any Reserve any item, equipment or thing which may damage the reserve any item or interfere with the use or enjoyment of the Reserve or any part thereof by any other person.

Dangerous Dogs

The current By-Laws, while making references to dangerous dogs, do not define what a dangerous dog is or whether special regulations apply to such dogs.

It is proposed that a dangerous dog be defined as one that attacks or menaces a person or one that an authorised person believes is destructive, dangerous, savage or a threat to the safety of the community. Such a dog would be declared as a dangerous dog with the Council serving a notice of the declaration on the owner of the dog.

A dangerous dog would need to be registered and its owner must comply with special conditions for such registration. These would include:

- (i) ensuring the dangerous dog is kept in a contained manner to prevent it from escaping or leaving the property without a person with effective control
- (ii) ensuring the dog is under the effective control of a person who is at least 18 years of age at all times when the dog is outside the premises where the dog is usually kept;
- (iii) ensuring the dog is controlled by a suitable leash at all times when the dog is outside the premises where the dog is usually kept;
- (iv) the owner must notify the Council within 24 hours if:
 - the owner intends to keep the dog at a different location to the premises where the dog is usually kept for a period exceeding 14 days – new address
 - the dog attacks or is alleged to have attacked a person or animal – the attack or alleged attack (or after the owner is made aware of the attack or alleged attack)
 - the dog is missing – after the owner becomes aware the dog is missing)
 - the ownership of the dog is transferred – after the transfer
- (v) where ownership of the dog is to be transferred, the owner of a dangerous dog must inform a prospective purchaser that the dog is a declared dangerous dog
- (vi) if the dog dies, the owner must notify the Council within 14 days after its death



REPORT

If the owner contravenes any of the conditions of registration more than once in a 12 month period, the Council may require the owner to show cause why the Council should not cancel the registration. The Council may, after 14 days and after taking into consideration any submission made by the owner, either cancel the registration of the dangerous dog or impose additional conditions on the registration of the dog.

Please see attached excerpts of By-Law 20 of the proposed Litchfield Council (Animal Management) By-Laws.

Parking of Vehicles on Council Controlled Land

Currently, the By-Laws regulate the parking of vehicles in council controlled off-street parking areas. There are no By-Laws that regulate on-street parking. One of the options presented to Officers was the possibility of installing meters and ticket vending machines. This possibility has yet to be considered in addition to any Community consultation that would be required.

The attached drafting instructions outline the points noted above in more detail. It is worth noting that once Council approved the attached drafting instructions no further changes can be made to the instructions unless Council makes another resolution changing the instructions. The costs and resources applied to enforcing those measures is being assessed.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Council resolves to approve the attached drafting instructions; and
2. That Council approves to have the By-Laws drafted.

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation:
Schedule of Attachments:

Community Services Executive Manager, Mrs Sophie Henderson
Drafting Instructions



REPORT

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

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

REPORT TITLE: SOCIAL MEDIA – POLICY DOCUMENTS

PURPOSE OF REPORT

To provide a copy of the updated Social Media Policy to Elected Members for their information and to adopt the amended policy.

BACKGROUND

The current policy was adopted by Council in August 2015. The attached policy has been amended to reflect Council's Communications Officer position that will be engaging to the local community through various Social Media platforms; the newly endorsed Communication Strategy and also includes best practice parameters.

OFFICER RECOMMENDATION

That it be recommended to Council:

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

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

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Katherine Town Council Social Media Policy

SOCIAL MEDIA POLICY



TITLE: SOCIAL MEDIA POLICY
ADOPTED BY: COUNCIL
RESPONSIBILITY: CHIEF EXECUTIVE OFFICER
NEXT REVIEW DATE: ~~28/09~~27/04/2018

Version	Decision Number	Adoption Date	History
1			DRAFT
2		27/08/2015	
3		28/09 <u>26/04/2017/2016</u>	
4			

SOCIAL MEDIA POLICY

1. POLICY STATEMENT

- 1.1 Katherine Town Council understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.
- 1.2 The objective of this policy is to ensure all the organisation's employees, elected members and contractors are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to Katherine Town Council.

2. COMMENCEMENT OF POLICY

This Policy will commence from ~~28/09/2016~~ 27/04/2017. It replaces all other policies, if any, relating to access to Social Media Platforms and social networking sites (whether written or not).

3. SCOPE

This policy applies to all employees; elected members; contractors; temporaries or subcontractors; working for or on behalf of either a company or any associated companies in the Council workplace (whether paid or unpaid), at Katherine Town Council who access social media for professional or social purposes whether via personal devices or those supplied by the Katherine Town Council.

4. DEFINITIONS

In this Policy:

- a) **Branding** refers to the name, term, design, symbol, or any other feature that identifies Katherine Town Council's product. This includes but not limited to, Katherine Town Council's corporate logo, letterhead and other images associated Katherine Town Council's corporate image.
- b) **Communications Officer** is Council's dedicated social media position that is responsible for coordinating Council's social media and websites. The Communications Officer also acts as a central point of contact for employees and external customers in relation to Council's social media platforms.
- c) **Computer** includes all laptops and desk top computers.
- d) **Confidential Information** includes but is not limited to trade secrets of Council; non-public information about the organisation and affairs of Council such as information which is personal information for the purposes of privacy law and all other information obtained from Council or obtained in the course of working or providing services to Council that is by its nature confidential.

- e) Hand Held Device includes all such devices which are owned and used by Council employees; elected members; contractors; temporaries or subcontractors, inside and outside working hours, in the workplace of Council or at any other place. Such devices include, but are not limited to, mobile phones, iPhones, iPads, tables and other handheld electronic devices used to access social networking sites or a social media platform.
- f) Social Media means forms of electronic communication (e.g. web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Instagram, Twitter, YouTube, and Foursquare.

5. REPRESENTING KATHERINE TOWN COUNCIL IN SOCIAL MEDIA

- 5.1 In consideration of the type of business of Council, any comments about or in connection with Council made in a social media platform must be factual and consistent information with Council's goals and objectives.
- 5.2 All employees; elected members; contractors; temporaries or subcontractors are restricted from making comments on behalf of Council or using Council's branding in any social media platforms unless otherwise authorised.
- 5.3 Only the following Katherine Town Council Employees and Elected Members are authorised to speak on behalf of Katherine Town Council on Social Media Platforms:

- a) Mayor
b) Chief Executive Officer
c) Communications Officer

~~The above elected member and employees of Katherine Town Council may direct specified employees to use social media for Katherine Town Council purposes. Only employees with appropriate training and knowledge who are expressly authorised by the Mayor or Chief Executive Officer or Communications Officer may use social media for Katherine Town Council purposes. If a person is provided with express permission by the Chief Executive Officer or Communications Officer to use social media the employee must provide information that is truthful, accurate and in the interests of the Katherine Town Council. The employee must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.~~

~~Employees who are required to use social media in the course of their work must:~~

- ~~• Use spell check and proof read each post;~~
- ~~• Understand the context before entering any conversation;~~
- ~~• Knew the facts and verify the sources;~~
- ~~• Be respectful of all individuals and communities with which the person interacts with online;~~
- ~~• Be polite and respectful of other opinions;~~
- ~~• Use KTC's branding appropriately;~~
- ~~• Seek to conform to the cultural and behavioural norms of the social media platform being used;~~

- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform the Mayor and/or Chief Executive Officer; and
- Understand and comply with any directions given by the Chief Executive Officer on topics that are not to be discussed for confidential, operational or legal reasons.

An employee required to use social media who has been trained and given express permission by the Mayor or Chief Executive Officer or Communications Officer should always be aware that Katherine Town Council may be liable for any posts made. Accordingly the employee should always seek guidance from the Mayor or Chief Executive Officer or Communications Officer if the employee is ever unsure about stating or responding to something on a social media site. Katherine Town Council has a number of social media sites including but not limited to www.ktc.nt.gov.au; www.visitkatherine.com.au; Katherine Town Council Facebook, Instagram and Twitter sites, Katherine Public Library Facebook, Visit Katherine Facebook, etc.

5.4.5.4 Council recognises that circumstances may arise in which Council employees; elected members; contractors; temporaries or subcontractors make mention of Council in social media. Unless authorised by Council, any comments made by Council employees; elected members; contractors; temporaries or subcontractors must contain a disclaimer that they are not representing Council and do not have authority to speak on behalf of Council, and the views of the Council employees; elected members; contractors; temporaries or subcontractors do not represent the views of Council.

Formatted: Indent: Hanging: 0.37 cm

The Mayor and CEO may direct specified employees to speak on behalf of Council on matters. An employee who has been given express permission by the Mayor or Chief Executive Officer or Communications Officer should always be aware that Katherine Town Council may be liable for any posts made. Accordingly the employee should always seek guidance from the Mayor or Chief Executive Officer or Communications Officer if the employee is ever unsure about stating or responding to something on a social media site.

Formatted: Indent: First line: 0 cm

6. CONFIDENTIAL INFORMATION

All employees; elected members; contractors; temporaries or subcontractors cannot comment on behalf of the Katherine Town Council unless expressly authorised by the Mayor or Chief Executive Officer. If the employee wishes to broadcast something (either as an initial broadcast or a response) then a request to the Mayor or Chief Executive Officer (or his/her authorised delegate) must be made.

~~6.2 An employee of Katherine Town Council is able to share links that Katherine Town Council has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Katherine Town Council.~~

7. PERSONAL USE

Employees and elected members at Katherine Town Council are permitted reasonable use of ~~social mediacomputers and hand held devices~~ for personal/private purposes on the condition that it does not interfere with the performance of their work.

~~7.1 Employees and elected members who use social media for personal/private purposes must not infer or state they are speaking on behalf of Katherine Town Council or use Katherine Town Council branding and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.~~

8. BEST PRACTICE

Council will endeavour to meet best practice and have used "*Social Media Law and Marketing – Fans, Followers and Online Infamy*", by Geoffrey Holland, Kathryn Crossley and Wenee Yap as a reference. Council will follow their guidelines with respect to the following topics, including but not limited to:

Formatted: Font: Italic

Formatted: Font: Italic

Formatted: Font: Italic

- 8.1 Set the Tone with our Audience
- 8.2 Identify Objectives
- 8.3 Handle Customer Reviews Effectively
- 8.4 Produce Content and Engage
- 8.5 Social Style Guide
- 8.6 Optimize Council's Accounts
- 8.7 Using #Hashtags
- 8.8 Social Media Strategy
- 8.9 Including Social in Email
- 8.10 Treat Each Social Platform as an Individual

8.9. SOCIAL MEDIA GUIDELINES

The following appears on Katherine Town Council's Facebook page:

"Welcome to the Katherine Town Council's official page on Facebook where you will find recent news, important alerts, photos and events.

To make a formal enquiry, click the "contact us" tab on the cover photo.

Posting Guidelines:

We welcome your posts but monitor and moderate content to ensure our Facebook community is friendly, respectful and inclusive for all visitors. While this is an open forum we have a few general housekeeping rules that we ask you to adhere to when contributing your views to Katherine Town Council's Facebook page. Failure to adhere to our page rules as well as Facebook's own page usage terms and conditions will result in your content being removed. Repeated violations will result in users being blocked from our page:

Substance - not spam!

This means don't repost other people's appeals, requests or offers, or post comments that are clearly off topic. If you see something offensive on Facebook, report it to Facebook or if you feel we really should know about it, please alert us using the Facebook personal message contact form on your Facebook page - don't share it or link it via our page's wall please.

Commercial Advertising, Promotions or hyperlinks don't belong here

Content that may constitute advertising, such as promotion of commercial interests, solicitations or endorsements of non-governmental products or services, will be removed.

The Katherine Town Council Facebook page is a place for us to promote OUR local community and Council/Government sponsored events. It is Council policy not to promote or otherwise endorse commercial or non-government/Council activities (excluding non-profit organisations). If you post anything to our page that contravenes this criteria we reserve the right to remove without consultation with you and/or the creator. Repeated violations of this policy may result in the user being blocked from our page.

(Note: The appearance of local advertising, sponsored stories or other Facebook generated promotions on our Facebook page does not constitute approval or endorsement by Katherine Town Council of the products or services advertised on this site.)

No non-government hyperlinks please

We cannot control the content contained on other websites, so we will remove any links we are not comfortable providing to our diverse online community. Don't link to commercial websites that promote products or services and remember we have fans from non-English speaking backgrounds and minors (13-17 years old)

Play nice. No one likes it when you are offensive

Formatted: Pattern: Clear (White)

We want everyone to feel comfortable joining our online community and to come here to find and enjoy the important information we provide. Comments containing obscene or vulgar language, abuse, personal attacks or hate speech of any kind, or offensive terms will be removed and the user reported to Facebook.

Protect your own personal privacy

Don't include your email address, phone numbers or home addresses on the public wall. If you need to report an issue to us or we ask you for more information, please use our confidential https encrypted 'contact me' form, located on the left hand side of our Facebook page.

Be aware that, depending on your Facebook profile privacy settings, by participating on Council's Facebook page, you may be making your information accessible to other people or organisations accessing Facebook. Katherine Town Council will not seek or collect your personal information from Facebook.

***COUNCIL STAFF PLEASE NOTE ***

Your personal interactions on our Facebook page are governed by your employment code of conduct and Council's official Social Media Policy and Admin instructions.

DO NOT post full names, email addresses, direct line phone numbers, personal details or similar information about other Council staff on this Facebook page or any other page on Facebook. Similarly do not provide official comment or make comments on behalf of Council on any matter unless you have been previously authorised by the CEO or Communications Officer.

If you are a Council staff member concerned about making comments or posting information, check with the Communications Officer at Katherine Town Council.

9-10. CONSEQUENCES OF BREACHING THE SOCIAL MEDIA POLICY

The policy constitutes a lawful instruction to all of ~~the organisation's employees, elected members and contractors~~ Council's employees; elected members; contractors; temporaries or subcontractors; breaches may lead to disciplinary action or termination by the Katherine Town Council or referral to appropriate external authorities where applicable. ~~Employees, elected members or contractors~~ Employees; elected members; contractors; temporaries or subcontractors who breach the policy may also be personally liable for their actions.

KATHERINE TOWN COUNCIL CONTACT

Any questions about this Policy should be directed to Chief Executive Officer 8972_5500.

VARIATIONS

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

ASSOCIATED DOCUMENTS

- *Local Government Act Code of Conduct*
- Katherine Town Council Employee and Elected Member Code of Conduct Policies
- Katherine Town Council Internet Use Policy
- Katherine Town Council Privacy Policy
- Communication Strategy
- Customer Service Charter

POLICY VERSION AND REVISION INFORMATION

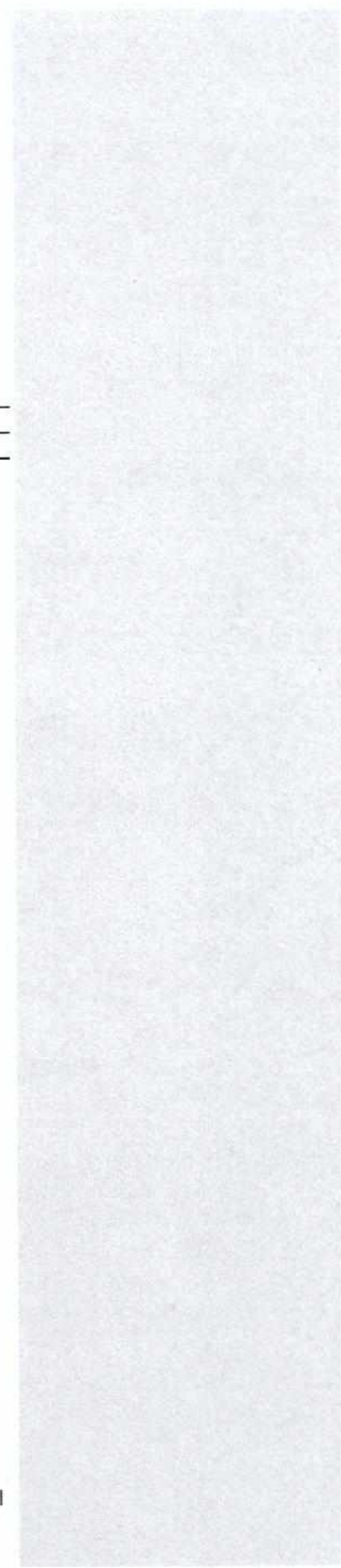
Policy Authorised by: Robert Jennings Original issue: 29/07/2014
Title: Chief Executive Officer
Policy Maintained by: Sophie Henderson Current version: 3
Title: Community Services Executive
Manager
Review date: ~~28/0927/04/2018/2017~~

Acknowledgement

I acknowledge:

- *receiving the Social Media Policy;*
- *that I will comply with the Policy; and*
- *that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.*

Name: _____
Signed: _____
Date: _____





REPORT

FOLDER: Finance \ Grant Funding \ Department of Transport \ Hot Springs Revitalisation Fund

MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017

REPORT TITLE: CAPITAL FUNDING AGREEMENT FOR HOT SPRINGS REVITALISATION PROJECT

Purpose of Report

To seek Council's approval to apply the Common Seal to the Capital Grant Funding Agreement between the Department of Transport and Katherine Town Council.

Background

Katherine Town Council applied for funding for the Hot Springs Revitalisation Project through the Regional Economic Infrastructure Fund managed by the Department of Transport to continue the works at the Hot Springs. Council will recommence work at the Hot Springs at the completion of the 2016-2017 wet season.

The Department of Transport has committed to funding of \$797,200 (excluding GST) for the infrastructure upgrades to the Hot Springs. In order to receive this funding Council must complete the Capital Grant Funding Agreement and attach the Common Seal.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the Mayor and Chief Executive Officer be authorised to affix the Common Seal on the Capital Funding Agreement between the Department of Transport and Katherine Town Council.

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

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Schedule of Attachments: Nil



REPORT

FOLDER: Governance / Compliance / Municipal Plan
MEETING: ORDINARY COUNCIL MEETING – 26 APRIL 2017
REPORT TITLE: MUNICIPAL PLAN – QUARTERLY REVIEW

Purpose of Report

To review the implementation of the Municipal Plan for 2016/2017.

Report

Attached is a status report detailing actions and key performance indicators identified in the Municipal Plan.

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council notes the status of the quarterly review of the Municipal Plan for 2016/2017 as at the 31 March 2017.

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

Robert Jennings
CHIEF EXECUTIVE OFFICER

Delegation: Community Services Executive Manager, Mrs Sophie Henderson
Attachment: Municipal Plan Action List 2016/2017

KATHERINE TOWN COUNCIL MUNICIPAL PLAN 2016/2017 ACTION LIST AS AT 31 MARCH 2017

ITEM	Action	OFFICER	STATUS
P9	<p>Opportunities & Challenges – Governance</p>	<p>Asset Management Plan</p> <p>Community Strategic Plan</p>	<p>New Asset Management staff commenced in March 2017. Asset Management Plan in progress.</p> <p>Council's Communications Officer has commenced drafting the document with an expectation that the document will be finalised by March 2017 at the latest.</p>
	<p>Waste Management Coordinator Position</p> <p>RAAF Tindal Works</p>	<p>DWS</p> <p>LT</p>	<p>Completed.</p> <p>Through membership on the KREDC, the Department of Defence project works have been given as great an opportunity as possible to go to local businesses. A request has been put in to determine the extent of local business involvement.</p>

<p>Daly River Road</p>	<p>LT</p>	<p>The Daly River Road project is gaining momentum as a result of good work by Regional Development Australia that may result in the trial of a new agricultural use.</p>
<p>Business Park/Industrial Hub</p>	<p>LT</p>	<p>Through membership on the KREDC, this project is being progressed. The change of NT Government may see even further progress. This item has been placed onto the Northern Territory Government ten (10) Year Infrastructure Plan and the Department of Infrastructure, Planning & Logistics have commenced planning the project.</p>
<p>Katherine East Neighbourhood Centre Development</p>	<p>LT</p>	<p>The planning amendment for the Neighbourhood Centre was adopted by the Department of Lands, Planning and the Environment. This project is being progressed by the Department of Infrastructure, Planning and Logistics.</p>

	<p>Hot Springs Revitalisation</p>	<p>CEO</p>	<p>The project has generally progressed well, with the carpark construction completed and the pop-up café doing good business. There have been approval issues that are currently being worked through which may impact on the completion date of the project. A new grant submission has been put in for the playgrounds and disability/emergency access. This second grant submission was successful, gaining a total of \$1.4M for the project overall thanks to the Department of Planning, Infrastructure & Logistics. Earth works to recommence early May 2017 with an expected completion of the first stage by September 2017.</p>
<p>P10</p>	<p>Opportunities & Challenges – Community</p>	<p>Flood Mitigation</p>	<p>LT</p> <p>Through membership on the Katherine Emergency Committee, individual projects such as the railway bridge camera website and other key projects are being progressed. Council was successful in receiving grants for a backup generator and extra diesel fuel tank at the Depot.</p>

MUNICIPAL PLAN 2015/2016

<p>Partnership meetings are continuing with the Departments of Infrastructure, Planning, RDA, Parks & Wildlife and many others.</p>	<p>LT</p>	<p>Developing and Strengthening Partnerships</p>	
<p>The Department of IPL has been progressing this project into the third consultation phase.</p>	<p>LT</p>	<p>Heavy Vehicle Alternative Route</p>	
<p>The Mayor and CEO met with Minister Gerry McCarthy to progress this matter.</p>	<p>LT</p>	<p>Territory Housing</p>	
<p>Strong support for the program has been delivered to the new Labor government that outlines the success of the scheme, whilst identifying areas for improvement. In a meeting with Mayor and the CEO, the Police Commissioner has supported the program quoting a potential 60% increase in crime in three months if the program was removed.</p>	<p>LT</p>	<p>Point of Sale Intervention</p>	

MUNICIPAL PLAN 2015/2016

	Opportunities & Challenges – Environment	Weed Eradication	DWS	Ongoing and now including the Waste Management Facility.
	Water Resources		DWS	Audit completed by Water Resources.
	Alternative Power		DWS	Ongoing
	ACTION		OFFICER	STATUS
P15	Works & Services – Goals and Key Performance Indicators	Supporting Council's mission of building a strong, sustainable and prosperous community through best practice for service delivery.	DWS	Progressing with Crown Land Native Title still outstanding. Awaiting acquisition by the Northern Territory Government.
		Civil Airport – ensure that the renovation works of the hardstand and the terminal capital upgrades are completed in the 2017/2018 financial year.	DWS	Works to commence in May 2017.
		Roads/footpaths – that 2,000m2 of urban and 61,000m2 of rural roads are resealed with efficient and effective management of budgeted expenditure.	DWS	Martin Terrace footpath completed. Reseal program in planning stage for an expected release date of May 2017.
		Sportsground – that the solar lighting around the cricket oval, for security, is installed in the 2016/2017 financial year.	DWS	Works completed.
		Katherine Hot Springs – complete the excavation works and the construction of the proposed project stage by the end of the 2016/2017 financial year.	DWS	Works expected to recommence in May 2017.

MUNICIPAL PLAN 2015/2016

		Waste Management – commencement of the waste management strategy to the region.	DWS	Waste Management Plan draft completed. Draft plan has been released and awaiting feedback.
	Provide relevant information to the community to ensure that Council has the capacity to meet agreed service and infrastructure needs and absorb unforeseen expectations.	That customer service satisfaction remains at the current rate.	DWS	Progressing and on track.
		That 100% of contracted, service delivery items and services budgeted items are completed and budget expenditure is effective and efficient.	DWS	Progressing and on track.
	Ensure policies, procedures and processes are transparent.	Commence record keeping of the number of community members and elected members at Sportsground and Showground Advisory Committee meetings.	DWS	This is now occurring at every committee meeting.
		Continue to record the number of complaints lodged and successfully resolved – ensure that 95% of these recorded complaints are resolved.	DWS	New procedures regarding notification of complaints introduced ensuring successful resolution.
		To monitor and increase, by 5%, community participation in Sportsground and Showground Advisory Committees and consultations regarding both facilities.	DWS	Figures to be compiled for the second quarterly report to evaluation participation levels.
	Improve strategic planning for the department.	Produce a Works & Services Department strategic plan with the full participation of department employees.	DWS	Expected completion in last quarter.
		AMP integration into the operation of the Department.	DWS	Under development.
		Ensure legislation and regulations are being met.	DWS	Ongoing

MUNICIPAL PLAN 2015/2016

ITEM	Action		OFFICER	STATUS
P19	Corporate & Community Services – Goals and Key Performance Indicators	Adhere to good customer service best practice and ensuring customer satisfaction with Council's service delivery.	DCCS	Expected to remain at current levels.
		Complete an online customer satisfaction survey as part of the Katherine Town Council website upgrade.	DCCS	This will be finalised and be included as part of the launch of the new website.
		Provide an innovative, user friendly and updated Council website.	DCCS	The new website is still progressing however the expected launch date has been extended to mid-2017 and is on track to this date.
	Ensure good communication and transparency.	Commence record keeping of the number of community members, elected members and senior staff attendance at community consultation meetings.	DCCS	Commenced and will continue to be documented at noted events.
		Ensure that less than 10% of Council resolutions are completed under a 'Confidential Council Meeting'.	DCCS	Achieving to date.
		Continue to record the number of complaints lodged and successfully resolved – ensure that 95% of these recorded complaints are resolved within timeframes.	DCCS	Records noted in monthly CEO report.
		To monitor and increase, by 5%, community participation in Council committees, events and consultations.	DCCS	Records now being kept.
		Complete annual review of Council's employee and elected members Code of Conduct.	CSEM	Updated Code of Conduct to Ordinary Council Meeting in early 2017 for

MUNICIPAL PLAN 2015/2016

				endorsement.
	Improve strategic planning for the department.	Annually update the Corporate & Community Services Department strategic plan with the full participation of department employees. Hold quarterly administration and financial workshops for department employees. Ensure legislation and regulations are being met.	CSEM	Strategic Plans updated and will be incorporated into the Municipal Plan for 2017-2018.
	Provide relevant, effective and efficient services.	Complete an annual audit of department resources. Complete annual audit for Council's service delivery plan.	CSEM'S DCCS CSEM CSEM	Continuing Ongoing Completed.
	Ensure that Council has the capacity to meet current and future service delivery needs.	Ensure own source funding is increased on a sustainable level and no more than an annual 9% increase. Ensure Council applies for a minimum of .05% of total revenue in grant applications. Receive an annual unqualified audit report. Compile an annual budget that is endorsed by both Council and the community. Compile an annual financial plan in accordance with National Accounting Standards. Long Term financial plan update.	DCCS DCCS CSEM CSEM DCCS DCCS	Achieving to date. Already meeting expectations. Completed. Completed. Currently progressing more detailed LTFP for the 2017-2018 budget. Currently progressing more detailed LTFP for

	ITEM	Action		OFFICER	STATUS
P24	Corporate & Community Services – Library - Goals and Key Performance Indicators	Supporting Council's mission of building a strong, sustainable and prosperous community.	Develop and implement an innovative promotion and marketing strategy to promote Library services. Improve marketing opportunities and attendance numbers at events and activities at the Library by 5% annually. Increase patron numbers by 1.5% annually. Increase computer usage by 5% annually. Record data of information shared regarding Library services (i.e. the number of emails, letters, advertisements and posters). Provide welcome packs to 95% of new patrons.	LM & CO LM & CO LM LM LPC & CO LM LM	Library staff are working with Council's Communication Officer to promote and market the Library. Library staff are working with Council's Communication Officer to improve marketing opportunities. This is ongoing in order to achieve an increase in patron numbers. Completed – as per monthly report details. Library staff are working with Council's Communication Officer to ensure correct recording of data. To date every new patron to the Library is provided with a welcome pack. Completed
		Supporting Northern Territory Library's mission of the Katherine Public Library playing the role of an important place for expression, reading and access to information.	Ensure best layout in order to provide a safe, welcoming and functional space for users. Improve attendance at Frillies, Wriggle & Rhyme and Storytime by 5%.	LM LPC	Completed Completed – as per monthly report details.

MUNICIPAL PLAN 2015/2016

							Currently working with the YMCA to coordinate events for Youth Week.
				LM	Identify and collaborate with stakeholders to identify youth participation issues and implement recommended activities and events.		Regular monitoring and information updates are displayed for patrons.
				LM	Monitor and access new alternative and emerging resource formats to ensure contemporary technologies are available to patrons.		Completed
				LM	Provide free access to Wi-Fi and more affordable access to hardstand computers and internet.		All patrons are informed of the Bolinda App in order to access free downloadable books.
				LM	Increase access to downloadable books by 10%.		When suitable training is available staff attend.
				LM	Increase staff training and development opportunities with a focus on information Technology.		Currently conducting a survey with a focus on Children's programs.
				LM	Identify and record service gaps through customer surveys and make improvements to noted service gap areas.		Participating as required.
				LM	Participate in Council co-ordinated events and activities.		Commenced – as per monthly report details.
				LM	Record number of likes, shares and comments on Katherine Public Library Facebook page.		
			Supporting more community engagement.				

			Increase program accessibility to Katherine Public Library activities and events that are held externally.	LM	Planned attendance at information days (for example Twilight markets and Tindal Expo).
ITEM	Action	OFFICER	STATUS		
P27 Corporate & Community Services – Visitor Information Centre - Goals and Key Performance Indicators	Improve the visitor experience.	VICM	We have already exceeded expected growth for the first quarter.	VICM	Completed and continuing to increase local product lines.
			Provide a space/stand for local product to be sold on commission basis (i.e. artwork, etc).		Completed and continuing to increase local product lines.
			Provide updated brochures and information packs to customers.		Ongoing throughout the year
			Provide welcome packs to all new residents.		Ongoing throughout the year
			Provide a customer satisfaction survey in all media platforms (i.e. hard copy, on-line, pre-paid post cards, etc).		Ongoing – hard copy customer surveys are placed on the counters and tables at the VIC. Facebook likes continue to increase and received a 4.5 star rating from TripAdvisor.
			Regularly provide demonstrations, networking nights and product update nights.		Two held but others will be ongoing throughout the year
			Ensure best layout of the Visitor Information Centre for visitor use.		Completed
			Upgrade to facility signage (branding of building).		Completed

MUNICIPAL PLAN 2015/2016

		Increase staff development and training opportunities.	VICM	Ongoing
		Full time and part time staff to actively participate in famils and visitor centre exchanges.	VICM	Ongoing
		Focus on online training opportunities for staff.	VICM	Ongoing
		Increase participation in team building activities.	VICM	Ongoing – regular meetings and functions.
		Ensure legislation, regulations and accreditation standards are being met.	VICM	Ongoing – VIC accreditation completed.
		Annual review of all policies and procedures.	VICM	Ongoing – VIC Co-ordinator continuing to update operations manual.
		Engagement and contact with Tourism Top End and Tourism NT.	VICM	Ongoing with a number of meetings and engagement opportunities attended (e.g.: TTE Xmas party).
		Use Council as a communication network and public consultation process.	VICM	Ongoing – VIC Facebook page has promoted events and notices.
		Actively participate in committees relating to tourism.	VICM	Ongoing – regularly attending LTAC and TTE meetings.
		Improve Katherine Town Council's presence within social & digital media platforms.	VICM	Completed – Facebook page has been created and published with local and Council events and Council events being posted. Website continues to be a work in
	Work across the industry.			
	Improve business sustainability.			

MUNICIPAL PLAN 2015/2016

			progress.
		Improve tourism through a digital presence in the Katherine region.	VICM Facebook page now live and website continues to improve.
		Upgrade the www.visitkatherine.com.au website.	VICM Almost completed
		Improve on-line booking usage and capabilities (interactive).	VICM Ongoing
		Record 'hits' to website (including sessions and page views) for tangible data.	VICM Completed
		Presence on other social media & digital platforms (sites).	VICM Completed
		Improve on-line search to make the Visitor Information Centre and/or Katherine Town Council to be the first to be shown.	VICM Completed – key word and search phrases altered
		Network staff computers and add additional cash registers.	VICM Completed