

Ordinary Meeting of Council Agenda

Tuesday 26 June 2018

Open Forum 5.30pm

Ordinary Meeting 6.00pm

Council Chambers, Civic Centre,
Stuart Highway, Katherine

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

1. Welcome to the Country

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

2. Opening Prayer

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

3. Present**4. Apologies and Leave of Absence****5. Confirmation of Previous Minutes**

5.1 Minutes of the Ordinary Meeting of Council held 22 May 2018.

The Minutes from Ordinary Meeting of Council 22 May 2018 be received and recorded as true and accurate.

5.2 Minutes of the Special Meeting of Council, held 12 June 2018.

The Minutes from the Special Meeting of Council 12 June 2018 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**9. Correspondence and Documents to be Tabled**

10. Petitions**11. Questions**

With Notice

Without Notice

12. Notice of Motion**13. Reports of Officers**

13.1	Monthly Report of the Chief Executive Officer - May 2018	1-9
13.2	Monthly Report Corporate & Community Development - May 2018	10-15
13.3	Monthly Report Infrastructure and Environment Services - May 2018	16-20
13.4	Monthly Finance Report - May 2018	21-32
13.5	Submissions Received after Public Consultation of - Draft Municipal Plan 2018/19	33-64
13.6	Declaration of Rates	65-71
13.7	Katherine Town Council – Rating Strategy	72-78
13.8	Audit Committee Meeting Minutes – 15 February & 5 June 2018	79-89
13.9	Lease – Australian Broadcasting Corporation – Lot 3216	90-90
13.10	Tender 18/05 - Cleaning of Council Facilities – Various Locations	91-97
13.11	Tender 18/07 - Mowing of Katherine East Parks	98-103

Appended to this document is the Katherine Town Council Municipal Plan 2018-19

14. Reports from Representatives on Committees**15. Late Agenda****16. General Business****17. Confidential Items****18. Next Ordinary Meeting of Council**

The seventh Ordinary Meeting of Council for 2018 will be held on Tuesday 24 July 2018.

19. Meeting Close

REPORT

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

MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018

REPORT TITLE: MONTHLY REPORT OF THE CHIEF EXECUTIVE OFFICER FOR MAY 2018

PURPOSE OF THE REPORT

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

COMMENTS

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

NTG Master Brand

The NT Government is currently consulting on a Master Brand process for the Territory and on 4 May 2018, the Mayor, Manager of the Visitor Centre and the CEO attended a meeting with consultants to provide input and listen to the directions from the input of around 1000 other people in the process so far. The brand is being developed to focus on the image of the territory itself and to attract potentially new Territorians to come here.

The process is quite insightful and we await the next stage of the process. When further information is provided, it will be brought to elected members' attention.

PFAS Letter to the Defence Minister and for Emungalan Road Bridge

The Sustainability Officer, Mr Liam Harte, has been putting considerable effort into the research and drafting of letters associated with the above projects. The draft letter to the Minister for Defence that outlines the potential framework is being developed in consultation with NT Government and will go out to community stakeholders in due course.

Mr Harte has also done research into the complex legal context that surrounds the Emungalan Road Bridge and a summary paper on the matter (that outlines the situation and potential options) has been provided to Emungalan Road residents and to Elected Members.

Parks and Reserves Operations

For the next months, the Infrastructure team will be focussing on improving the irrigation (and plantings where applicable) at the Sportsgrounds, Civic Centre and Hot Springs. Once these projects are achieved, subsequent focus projects will be identified.

The results of this process to date have been a marked improvement in the Sportsgrounds ovals and good planning for the implementation of works at the VIC. The Hot Springs plantings have been ordered and the planting is anticipated to occur in some areas shortly. Phil Beane, Manager of Infrastructure & Maintenance, has been doing a good job of reviewing the irrigation and planting systems.

Much of the team's attention over the next weeks will be on the preparation of the Showgrounds for the July 2018 event.

Waste Management Progress

The internal team for the Waste Management project is now supported with a cross-government team from NT Environmental Protection Authority, the Department of Infrastructure, Planning & Logistics (DIPL) and the Department of Environment and Natural Resources. The aim is that this team will meet regularly to support the goals and remove the barriers for the project.

CBD Revitalisation Meeting

In early May 2018, Ms Rebecca Mewburn, the Community Support Officer and the CEO submitted an application for funding of around \$85,000 for the design, fabrication and installation of wayfinding signage for the CBD area.

DIPL have been supporting Council in their vision to revitalise the main street and surrounds. If successful, this will provide funding for one more element of the overall CBD project that was first consulted with the community in 2016/17. Other elements already completed or in progress include the cenotaph, the cultural trail along Railway Terrace and the stick-on posters on empty shops.

OTHER MEETINGS

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

- A telephone conference with Ms Janna Poortinga, Regional Waste Coordinator and the Katherine Town Council CEO with the General Manager of Sims Metal – who are undertaking the regional car recycling project. The meeting clarified elements of the contract to enable the signing of the contract in the next weeks.
- On 9 May 2018, another ongoing meeting of the Iconic Arts Trail Committee to identify the strategic and regional implications of the project beyond the \$10M funding.
- On 10 May 2018, the CEO met with the Chamber of Commerce Executive to present the Great 8 and take questions. The big focus for the Chamber during the meeting was on the Main Street/ CBD project.

Attachments

- Letter – Nicole Manison, Minister for Infrastructure, Planning and Logistics – Response to KTC letter on Edith Farms area roads upgrade.

TASK	RESPONSIBLE OFFICER	STATUS / UPDATE
Council Meeting		
Update Ordinary Meeting of Council Minutes to reflect changes made by Alderman Tapp Coutts.	EA	Completed. Confirmed minutes uploaded to Council's website.
Well done to staff at library for Youth Film night and Writers Forum from EMs. Please pass the sentiment on.	XCCD	XXCD has passed Council's thanks onto the Library staff through the Library Manager.
Levels of rubbish & violence on the increase. EMIS item on how to combat.	EA	Completed. Placed on the EMIS Agenda for discussion on 12 June.
Attendance at Tom E Lewis funeral	CEO	Completed. CEO attended in Beswick on Monday 28 May.
Provide a report to Council on the solar panels. Send this out to the community in an appropriate manner too, e.g. FB post/ website news?	XIE	This will be considered as part of the July Ordinary Meeting of Council.
Investigate ways to further reduce our electrical consumption, i.e. electricity audit.	XIE	The possibility of and audit will be looked into during July.

TASK	RESPONSIBLE OFFICER	STATUS / UPDATE
22 May 2018		
Council Forum		
<p>Increase question time from 30 to 45 minutes. Suggestion of limiting number of questions per person and time limits.</p>	EA/ CEO	<p>Elected members decided to trial, for a period of approximately six (6) months the scheduling as below:</p> <ul style="list-style-type: none"> • 5.30-5.40pm – Dedicated session for questions specifically on the current OMC Agenda. • 5.40-6.00pm – Questions on any other matters - limited to one question per person initially.
<p>Letter to Minister for follow up on municipal boundaries of KTC to be made Hydraulic Fracturing free.</p>	EA	<p>Letter sent to the Minister for Primary Industries and Resources, seeking clarification on exemption from fracturing within the Katherine Municipal boundaries.</p>
<p>Timeslot in Council agenda for community questions – take to EMIS</p>	EA	<p>Elected members will review this toward the end of the Open Forum trial period, as above.</p>
<p>Cost to Council for Let's Talk Katherine, Community Forum.</p>	EA / XCCD	<p>Venue, facilitator and advertising expenses were shared between MLA's office and KTC. Costs associated with the Forum were \$1967.00. An invoice totalling \$908.50 was raised against the MLA's office to offset Council's expenses.</p>
<p>Valuer General devaluations – send letter to describe situation – refer powerpoint provided (or hand over the presentation with the VG's permission?)</p>	COO or XCCD	<p>COO responded to the query via email on 14 June 2018. The NT Valuer General has agreed to the release of his slideshow presentation given to Council on 12 February to interested members of the public.</p>
<p>Income of Pop-up shops? Commercial-In-Confidence</p>	XCCD	<p>Charges are in accordance with Katherine Town Council's Fees & Charges Structure.</p>
<p>Noted Police shopfront gone from shopping centre and state of crime in town – pass onto Commander</p>	Mayor / CEO - completed	<p>Mayor and CEO raised this with Cmdr Hollamby and Dept of the Chief Minister in Katherine.</p>

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

Sick Leave Summary (excluding Maternity Leave)					
2018	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person	Special Notes
Executive Sick/Family leave hours used	6	15.20	2.00	0.33	
Governance - Civic Sick/Family leave hours used	3	17.30	2.28	0.76	
Governance - Assets Sick/Family leave hours used	1	2.10	0.28	0.28	
Corporate and Community - Civic Centre Sick/Family leave hours used	10	35.90	4.72	0.47	
Corporate & Community Services - Visitor Information Centre Sick/Family leave hours used	5	0.00	0.00	0.00	
Corporate & Community Services - Library Sick/Family leave hours used	5	2.60	0.00	0.00	
Infrastructure & Environment - Civic Sick/Family leave hours used	5	3.60	0.47	0.09	
Infrastructure & Environment - Depot Sick/Family leave hours used	11	83.60	11.00	1.00	
Infrastructure & Environment - Inspectorate Sick/Family leave hours used	2	0.00	0.00	0.00	
Infrastructure & Environment - Waste Management Facility Sick/Family leave hours used	3	10.20	1.34	0.45	
TOTALS	51	170.50	20.09	0.39	



REPORT

Service Requests Received

Council received one hundred and thirteen (113) service requests for the month of May 2018.

Environment	Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
	Waste Management Transfer Station	Carparks	Licence/Permits – Road Events	Abandoned Vehicle	Animal – Other	Equipment Hire – Collars, Cages Etc	Streetlights	
Wheelie Bins	18					2		
Other Bins	1	2		1	Animal – Other	1	7	
Domestic Rubbish Collection	4				Animal at Large	8	2	
Litter	2	5			Animal Cruelty	1		
Hazardous Waste Disposal				1	Animals – Lost and Found	1		
Mowing of Verges-Nature Strips-Ovals	1			1	Animal Attack	6		
Street and Other Lighting				1	Animal Menace	1		
Sprinklers and Watering	6	2			Animal Nuisance	5		
General		1		4	Miscellaneous	1		
Waste Disposal – Asbestos – Other				2	Parking Control	2		
Weeds	1	3			Unauthorised Camping			
Trees & Vegetation	3			2	Overgrown/Unkempt Land	4	1	
Tenders/Quotations					Dog Licence		5	
Bores and Water Readings					After Hours Callout		1	
Waste Management Facilities					Public Health Risk Activities			
		1		1	Dangerous Animals	1	1	
Total	36	Total	Total	13	Total	33	Total	17

1 Licence or Permits – Mobile food van



KATHERINE TOWN COUNCIL

REPORT

Service Requests Completed
Council completed Eighty Five (85) service requests for the month May 2018. (28) are awaiting resolution.

Environment	Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
	Waste Management Transfer Station	Civic Centre	Licence/Permits – Road Events	Carparks	Abandoned Vehicle	Equipment Hire – Collars, Cages Etc	Street Lighting	
Wheelie Bins	18					2		
Other Bins	1	1		1	Animal – Other	1	5	
Domestic Rubbish Collection	3	Public Toilets	Road Opening/Closing (Telstra, Aurora etc)		Animal at Large	8	1	
Litter	1	Showgrounds	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	1		
Hazardous Waste Disposal		Katherine East Community Centre	Street Signs		Animals – Lost and Found	1		
Mowing of Verges-Nature Strips-Ovals	1	Airport	Street – Road Cleaning		Animal Attack	4		
Street and Other Lighting		Visitor Information Centre	Permit to Work Within NT Government Road Reserve		Animal Menace	1		
Sprinklers and Watering	6	Parks	Driveways		Animal Nuisance	4		
General		BMX	Road Maintenance	3	Miscellaneous			
Waste Disposal – Asbestos – Other		Lindsey Street Complex	Footpaths		Parking Control	2		
Weeds		Sportsground	Line Marking/Pavement Management		Unauthorised Camping			
Trees & Vegetation	2	General	Traffic Management		Overgrown/Unkempt Land	4		
Tenders/Quotations		Swimming Pool	Planning and Development		Dog Licence		2	
Bores and Water Readings		Playgrounds and Equipment	Laneways		After Hours Callout		1	
Waste Management Facilities		Skate Park	Bike Paths		Public Health Risk Activities			
		Hot Springs	Drains		Dangerous Animals	1		1
Total	32	Total	Total	4	Total	29	Total	10

REPORT

Complaints Received

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

Administration	MAY	YTD
Elected Members	0	1
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	1
Works	0	0

* Statistics compiled over the calendar year.

Complaints Completed

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

Administration	MAY	YTD
Elected Members	0	1
VIC	0	0
Management	0	0
Library	0	0
Rangers	0	1
Works	0	0

* Statistics compiled over the calendar year.

OFFICER RECOMMENDATION

That it be recommended to Council:

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



Claire Johansson
ACTING CHIEF EXECUTIVE OFFICER

Delegation: Nil
Schedule of Attachments: Nil



Progress of Emungalan Road Bridge Project

Background

For some time, Katherine Town Council, in partnership with the Department of Infrastructure, Planning and Logistics (DIPL), has had plans to undertake a project to upgrade the Leight Creek Crossing on Emungalan Road. This important project aims to provide a greater level of flood resilience to local residents by bridging the creek. Federal and Territory Governments have generously committed funding to complete the works, with Council supporting the project both financially and in-kind. Due to the high cost of constructing the upgraded bridge within the current road reserve, significant actions have been taken to identify and complete geotechnical assessments on a proposed new alignment. The new alignment traverses two private freehold titles, NT Portions 4793 and 6296, and crown land on portion 4799.

Steps have been taken to acquire parts of NT Portions 4793 and 6296 from the lot owners however, as members would be aware, a registered native title claim exists over portion 4799, on behalf of the Dagoman Aboriginal People. Before the project can progress further a process must be undertaken to ensure that requirements under the Native Title Act are satisfied.

Native Title Resolution

Since the last meeting Katherine Town Council have been working hard to progress the issue and have discussed the project with a lawyer employed by the Northern Land Council, the Native Title Representative Body for the registered claim. They advised that Council complete an assessment of the project under Section 24 KA (s24KA) of the Native Title Act (NTA) for Facilities for Services to the Public.

Based on our initial interpretation of the legislation, a self-assessment appears to indicate that the proposed construction of the bridge would be considered a valid act under s24KA, subject to the provision of procedural rights to the claimants as if they held ordinary title.

The dedication of a new road reserve and the construction of the bridge are two separate 'future acts' under the NTA, and as the responsible entity for the Crown Land this would likely require DIPL to also complete an assessment under s24KA. Furthermore, if at any point the land is acquired in fee simple by the Council, s24KA would not be valid as the non-extinguishment principle applies and compulsory acquisitions are not covered by this section.



What's Next?

If we are unable to move forward with s24KA other potential options initially appear to be an Indigenous Land Use Agreement (ILUA) or Section 24 MD (s24MD) of the NTA which is used for the treatment of acts that pass the freehold test.

Council has engaged a legal representative to identify and explore all options available to us including an s24KA, an ILUA and s24MD. We will continue to partner with DIPL and work with committee members to achieve the best outcome for all stakeholders.



REPORT

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

MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018

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

Purpose of Report

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

COMMUNITY DEVELOPMENT

The Community Development team (consisting of the Community Support Officer & Communications Officer) has been extremely busy, consulting in a number of capacities with external community stakeholders. Current representations include the Katherine Youth ITCG, Our Wellbeing Network (OWN), Katherine Youth Group (KYG) and the Katherine School Holiday Program group. Council is currently providing marketing and engagement support to these groups in various forms including development of promotional collateral.

May 2018 saw the launch of the annual "*Festivals of the Dry*" brochure. This project was collaboratively developed by the Community Development team in partnership with community event holders. The brochure has now been distributed through insertion in the Katherine Times and an unaddressed mail service. It can also be sourced at a number of local business and Council facilities. The brochure provides a comprehensive list of events occurring within the Katherine Region in the May to August period.

The Community Development team will be looking to greatly increase Council's visibility and engagement in the community through more thorough and targeted engagement strategies. Based on feedback received at the Edith Farms Waste Collection Services Consultation meeting on Saturday 26 May, the Community Development team will now begin the process of more formally consulting with and surveying the Edith Farms Community. This consultation will begin in July 2018, with outcomes provided to Council for further consideration.

LIBRARY

Programs & Events

Program	Date & Time
Broadband for Seniors – Computer Training	Tuesday & Thursday (ongoing)
Story Time	Wednesdays, 10.30am - 11am (ongoing)
Wriggle & Rhyme	Thursdays, 10.30am - 11am (ongoing)
Special Mothers Day Wriggle & Rhyme	Thursday 10 May 2018
Katherine Region of Writers – Monthly Meeting	Saturday 12 May 2018
National Families Week	5 – 21 May 2018
Monthly Movie Afternoon	Friday 18 May 2018

Young Territory Authors Workshop
 Author Reading by Leonie Johnson
 National Simultaneous Story Time

Saturday 19 May 2018
 Tuesday 22 May 2018
 Wednesday 23 May 2018

Displays

Name	Date
National Families Week – Childrens Display	15- 31 May 2018
National Families Week - Book Display	1 – 31 May 2018

Analysis / Comments

As of 2 May 2018, the Library extended their opening hours from 10am until 6.30pm every Wednesday. An advertising campaign through Katherine Times Newspaper and Social Media has promoted the extension, however, the first month has not been received as well as hoped. With increased promotion it is anticipated to improve in June. The trial will run for six (6) months, after which it will be reviewed for it's viability.

Wriggle & Rhyme held a successful Mother's Day event on Thursday 10 May 2018, with special guest singer and local personality, Ellen Amy. Ellen sang to the children, parents and care givers and joined us in an indulgent morning tea.

National Families Week was held from 15 to 21 May 2018 with many activities happening at the library ranging from colouring-in competitions, games, lucky door prizes and a movie afternoon. Over 20 entries were handed in for the colouring competition and 20 entries for the lucky door prize. We thank the local businesses who kindly donated the prizes. This was one of the Library's most successful National Families Weeks in recent years. As part of National Families Week the library brought forward the monthly movie session, featuring "Despicable Me 2". The event was also well received.

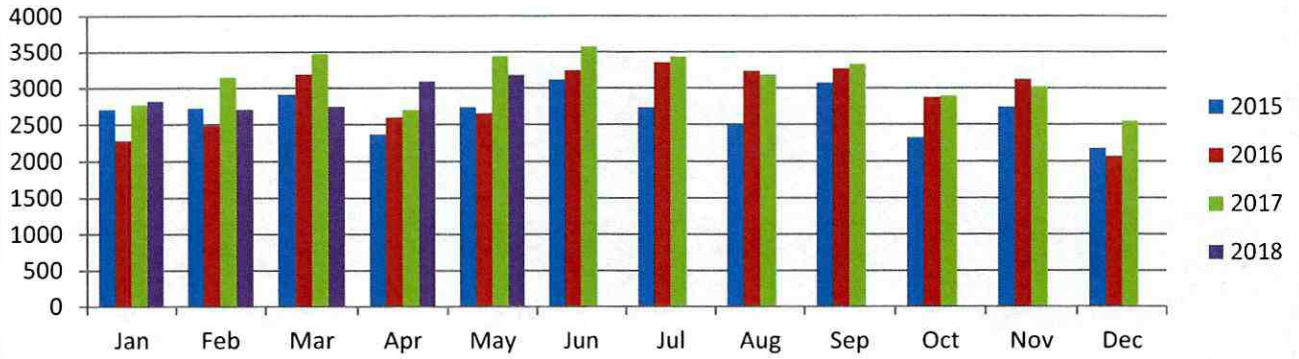
On 19 May 2018, a Young Territory Authors Award workshop was held at the Library for our up and coming young writers. Fourteen children and eight (8) adults attended the with local author Lyndal Carberry leading the group. The workshop provided guidance to writers on putting their imagination into words and created a platform for collaborative writing, where children were encouraged to deliberate and share their unique ideas. The workshop was well-attended and the Library look forward to organising the second workshop in June.

Author Leonie Johnson held a 'meet and greet' at the Library on 22 May 2018. Leonie is on a national tour to promote her new book '**Intruder**'.

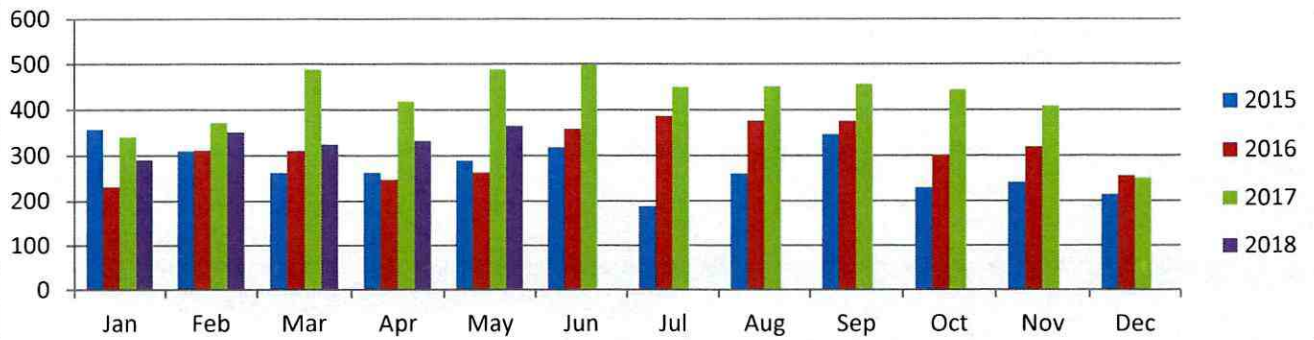
National Simultaneous Storytime was held on 23 May 2018. This is an annual campaign that aims to promote the value of reading to young Australians and encourage literacy and the enjoyment of books. It is a colourful, vibrant and fun National event that sees an Australian children's book (with age-appropriate themes) read at the same time across the country. This year's book '**Hickory Dickory Dash**' was read by Her Worship the Mayor Fay Miller.

This month has seen a slight increase in all areas of the library when compared to April 2018. The Katherine Public Library will continue consulting with the community to assist with implementing community centre activites and events.

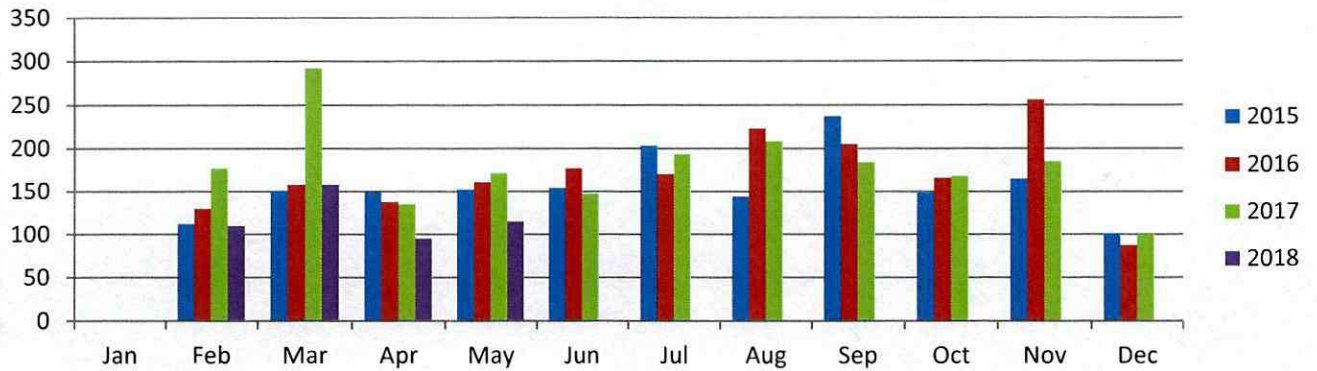
Patron Numbers



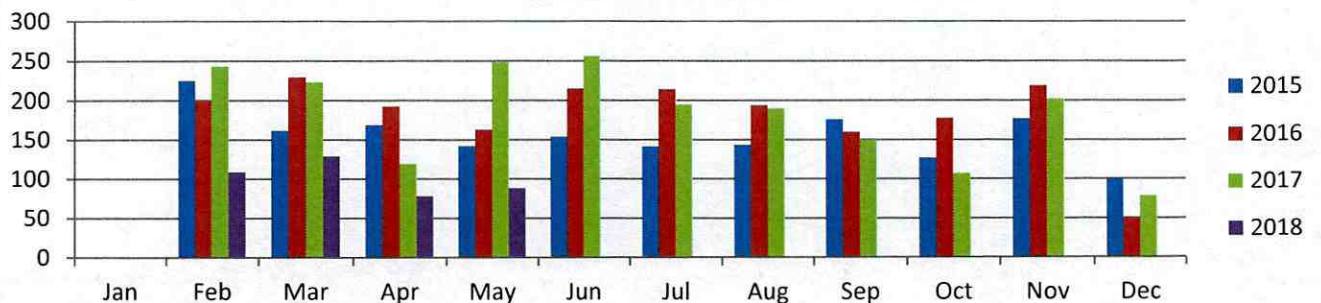
Computer Usage



Story Time



Wriggle & Rhyme



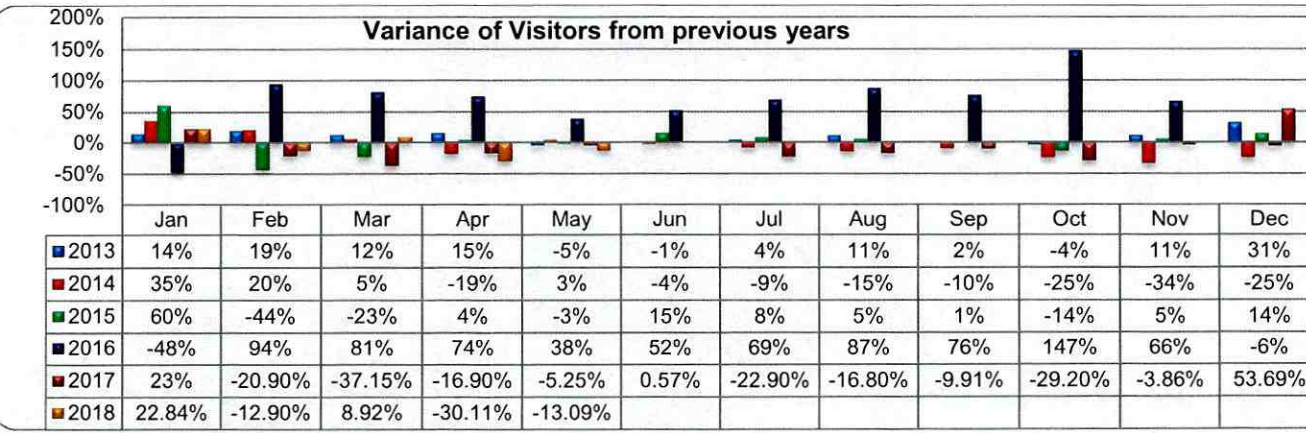
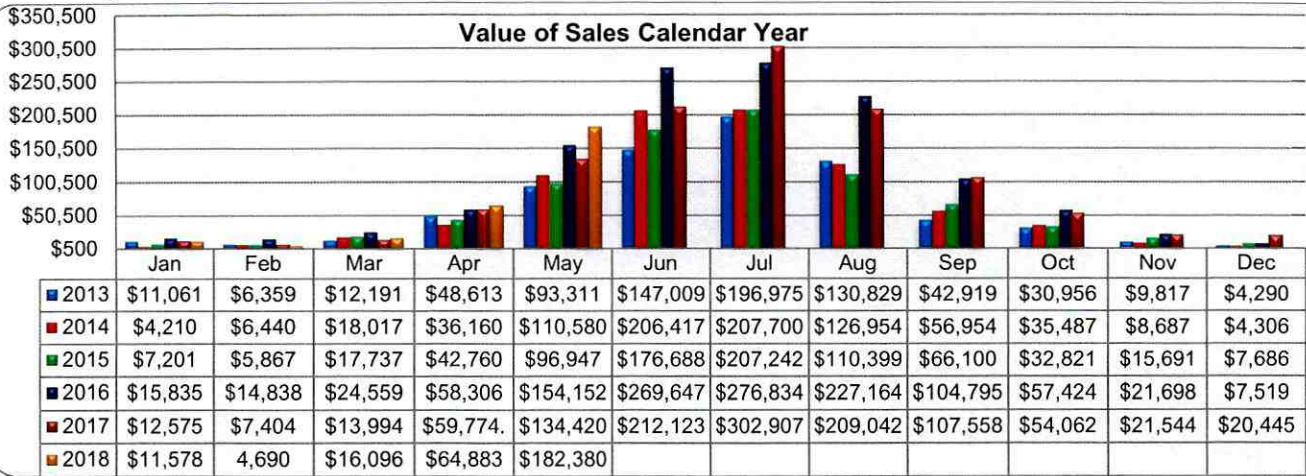
VISITOR INFORMATION CENTRE

Feedback

- 276 visitors completed customer service satisfaction surveys. All the surveys (100%) rated the level of service and information as excellent.
- Five (5) Super Deed nominations
- Improvements:
 - Reducing customer service wait time. Consideration of a ticketing system to prevent people from having to stand in a queue.
 - Using our outdoor facilities – Updates to the garden continue.
 - The second marketing teaser campaign for the Visitor Centre is now live. We will soon start measuring online activity and study the trends in the digital space.
 - Bookeasy system is being reviewed and is starting to work more effectively. Improvements still need to be actioned.

Analysis/Comment

- Total sales figure for May 2018 were \$182,380.77 - an increase of 35.67% on May 2017.
 - Visitor numbers for May 2018 were 11,360 - a decrease of 13.09% on May 2017.
 - The average sale per visitor for May 2018 was \$16.05, compared to last year's average of \$10.28 per visitor. This equates to an increase of 56.12% per visitor in May 2018 compared to May 2017.
 - Visitor sales and conversions continue to increase dramatically, with May 2018 being another record month in sales.
 - Visitor enquiries continue to be specific. The "walk-in" tourists seem to have done their research and know what products they want to book. The team have found that they don't need to provide as much information as they have in the past which is speeding up the customer service time per visitor.
 - Nitmiluk Tours have been our biggest seller in the month of May.
 - We have commenced a monthly analysis for the Visit Katherine Website to capture data and better understand our demographic.ie.
 - Who are they and where they are from?
 - What landing pages they go to?
 - What platforms do they use?
 - How long do they spend on our site?
 - How many of our customers return to our site from one month to the next
- Data will be collated and made available in July.



OFFICER RECOMMENDATION

That it be recommended to Council:

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



Claire Johansson

Acting CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Corporate & Community Development, Ms Rosemary Jennings

Schedule of Attachments: NIL



REPORT

FOLDER: Local Governance / Council Meetings / Works & Services Reports
MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018
REPORT TITLE: INFRASTRUCTURE & ENVIRONMENT SERVICES REPORT FOR THE MONTH OF MAY 2018

Purpose of Report

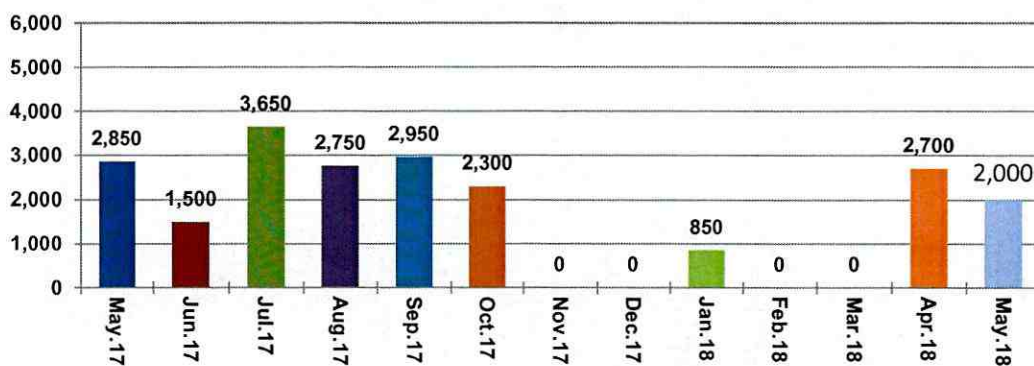
To inform Elected Members of tasks, activities and projects undertaken by the Environment & Infrastructure Services, during the month of May 2018.

Facilities

Parks & Open Areas

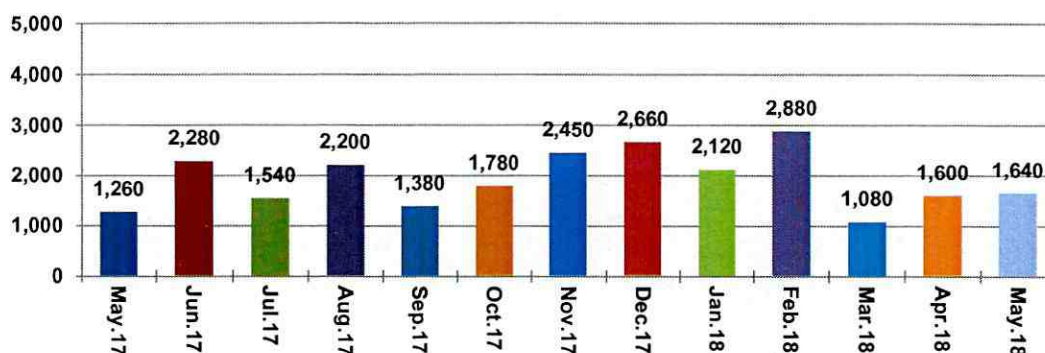
- Council staff:
 - Continued with the Mosquito Monitoring Program.
 - Removed dead trees and wire surrounds at the Cinema Car Park.
 - Reinstated the Low Level handrail.
 - Welded new locking plates at Ryan Park Toilets.
 - Installed signs to gates at Finnis Street access to Grevillea Park.
 - Replaced 40 broken, damaged and vandalised sprinkler components throughout the larger urban area. The total cost of these repairs and installations to date (2017/18 financial year) is \$17,200.00 when compared to \$18,150 in the same months of the 2016/17 financial year.
- Council contractor Katherine Tiling & Plastering installed a path at the Hot Springs.

Monthly Sprinkler Replacement (\$)



- The Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area. Katherine Terrace is not included in these statistics. The total amount of litter collected by Council staff to date (2017/18 financial year) is 21,330kgs when compared to 14,800kgs in the same months of the 2016/17 financial year.

Monthly Urban Litter Collection (kg)



Katherine Sportsgrounds

- Council staff:
 - Welded new locking plates at Don Dale Toilets.
 - Repaired broken pipe at the BMX area.
 - Poured slabs for water bubblers at the Sportsgrounds.
 - Pressure cleaned a large amount of blood stains at the Don Dale area.
 - Repaired holes that had been cut into the tennis courts chain link fence
- Council contractors:
 - Astral Plumbing and Where's Wally Plumbing repaired the irrigation to Oval two (2).
 - Duncan Electrical repaired an electrical fault at the BMX area.

Katherine Showgrounds

- Council staff:
 - Slashed the members car park the Showgrounds.
 - Modified the Buntine Pavilion doors.
 - Reinstated water lines and taps at the Campdraft area.
 - Installed a new lock to the toilet block at the Showgrounds.
 - Conducted a maintenance check at the Stock Yard.
 - Facilitated a 3-phase charging outlet for an electric vehicle passing through Katherine.
- Council contractors Astral Plumbing and Where's Wally Plumbing repaired the irrigation at the Showgrounds.

Buildings

- Council staff erected banners at the Museum.
- Council contractors:
 - Astral Plumbing unblocked the Visitor Information Centre toilets.
 - Duncan Electrical repaired an electrical fault at Lindsay Street Complex.

Katherine Memorial Cemetery

- There were four (4) burials during the month of May 2018.

Waste Management Facility

- Council staff worked over time to extinguish a fire at the Facility. Council also engaged Rowlands Quarry to supply cover materials to assist in extinguishing the fire.
- Council hired a water truck from Ho's Hire to wet down the dump face.
- Weighbridge had its annual calibration conducted.

Katherine Civil Airport

- Council staff and contractor, RHADS Security, carried out daily serviceability inspections. No issues were found.
- Council contractor Arafura Street Sweeping carried out sweeping of the RPT and GA Aprons during the month of May 2018.
- Council and contractor Dower Group completed stage one (1) of the GA and RPT reseal

Binjari

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

Road Reserves

Road Pavements

- Council contractor Arafura Site & Street Sweeping carried out the scheduled sweeping and kerbside spraying for the month of May 2018.
- Council staff conducted the following works at various areas:
 - slashed the path behind Casuarina Street School;
 - slashed the area behind Sandalwood Crescent;
 - slashed Victoria Highway frontage of Showgrounds;
 - removed weeds from roundabouts around the township;
 - repaired sinkhole on Lockheed Road;
 - replaced pavers at Giles Street;
 - slashed and pruned trees on Riverbank Drive;
 - repaired a water leak on Railway Terrace;
 - repaired potholes at First, Second, and Giles Streets;
 - installed new Hot Springs and Low Level direction signs;
 - erected Katherine Club's signs at the Information Bays;
 - installed "No Stopping on Bridge" signs at Emungalan Road.

Personnel & Services

Community Events

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

Tenders & Contracts

- Council staff undertook preparation of tender documentation for four tenders including;
 - Cleaning of Council Facilities
 - Street sweeping and weed eradication
 - Mowing of Katherine East Parks
 - Aquatic Centre Management

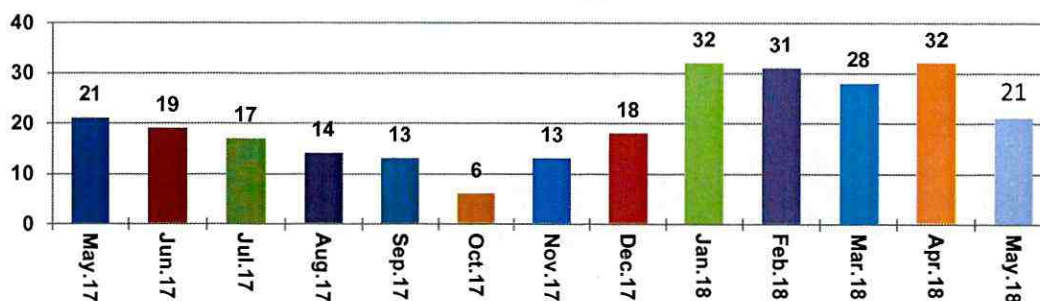
Building Activities within the Municipality

- Council considered the following number of planning applications during the month of May 2018:
 - 1 x Clearing of Native Vegetation
 - Use and development of land for the purpose of a service station

Inspectorate Services

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of May 2018.
- Pound Statistics for the month of May 2018 are as follows:
 - 10 dogs returned to their owners.
 - Two (2) dogs euthanized.
 - Three (3) dogs sent to NT Rehoming Group
 - One (1) dog was sent to RSPCA.
 - Five (5) dogs were carried over.

Monthly Impoundment of Dogs



OFFICER RECOMMENDATION

That it be recommended to Council:

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

CJohansson

Claire Johansson
ACTING CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Infrastructure & Environment, Jamie Craven
Schedule of Attachments: Attachment A: Rangers Breakdown of Tasks – May 2018

RANGERS BREAKDOWN OF TASKS – MAY 2018

TASK		JOB ATTENDED	NOTES
INSPECTIONS:	HIRE FACILITIES	9	
	VACANT LOT / OVERHANGING TREES	7	
	AIRPORT		
	MOSQUITO	2	
	TOKEN BOX	4	
PUBLIC SPACES:	FACILITY INSPECTIONS	12	
	ILLEGAL CAMPING	4	
	GOODS STORED		
	LITTER	2	
	TIMED		
PARKING PATROLS:	CONTROLLED	29	
	ILLEGAL	13	
	ABANDONED VEHICLE	3	
	IMPOUND / RELEASE	2	
	AT LARGE	44	
ANIMAL CONTROL:	BARKING	12	
	ATTACK	7	
	NUISANCE	5	
	POUND CLEANING	5	
	IMPOUND / RELEASE	19	
ILLEGAL DUMPING:	REHOMING	7	
	OTHER ANIMALS	10	
	DOMESTIC	2	
	COMMERCIAL	1	

REPORT

FOLDER: Local Governance / Council Meetings / Financial Report

MEETING: ORDINARY MEETING OF COUNCIL – 26 JUN 2018

REPORT TITLE: MONTHLY FINANCIAL REPORT – MAY 2018

Purpose of Report

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

General

The Local Government (Accounting) Regulations 18 states:

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

OFFICER RECOMMENDATION

That it be recommended to Council:

That Council endorse the Financial Report for the month of MAY 2018.



Claire Johansson
A/ CHIEF EXECUTIVE OFFICER

Delegation: Management Accountant, Anish P. Antony

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

Financial Report Executive Summary

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

● On track
 ● Monitoring
 ● Items to note

Summary

- There will be a shortfall of \$3.1M in capital expenditure for 2017/18 due to works in progress and works yet to commence. The budget and expenditure will be rolled over to the 2018-19 financial year

● Cash Position

Short term cash flow is well positioned with investments maturing to meet short term cash flow demands however, long term cash flow forecast identifies a short fall of at least \$10M in the next five (5) years to close the existing waste management facility, and a further large investment to establish a new facility.

Debtors Analysis

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

Debtors have shown an overall decrease of \$45 K at the end of May.

	Apr-18	May-18
Rates debtors	675,472	522,707
Sundry debtors	359,048	471,064
Weighbridge debtors	138,485	133,948
Infringement - Animal	28,030	27,575
Infringement - Parking	10,393	10,616
Infringement - Litter/Camping	1,232	1,232
Total outstanding	1,212,660	1,167,142

Rates Debtors Analysis

Rates debtors have decreased by \$153K with \$522K still outstanding. Every reasonable effort is being made to recover all outstanding rates.

Sundry Debtors Age Analysis

The table below compares age analysis of current, 30 days, 60 days, 90 days and 120 days for the month of May 2018.

	Apr-18	May-18
Current	351,745	448,505
Over 30 days	963	15,789
Over 60 days	3,425	-17
Over 90 days	-1,806	600
Over 120 days	4,721	6,186
Total	359,048	471,064

The overall increase of \$112K in sundry debtors balance is mainly attributable to invoices issued to Department of Infrastructure for the Airport (\$263K) and Way Finder Signage (\$42.5K), and an invoice issued to Hastings Deering for the trade in of the old Traxcavator (\$75.9K). The overall balance is positively impacted by accounts receivable collected during the month.

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 May 2018.

	Apr-18	May-18
Current	36,220	79,485
Over 30 days	33,685	22,218
Over 60 days	36,021	3,115
Over 90 days	16,523	5,720
Over 120 days	16,035	23,410
Total	138,485	133,948

Increase of \$43K in current weighbridge debtors is due to an invoice of \$27K issued to NT Land Development and \$16K invoice issued to Veolia Environment.

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

KATHERINE TOWN COUNCIL

STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 31 May 2018

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
INCOME							
Rates and annual charges	7,604,784	-	7,604,784	4,440	7,569,793	7,604,784	
Statutory charges	60,000		60,000	2,346	39,271	45,000	(15,000)
User charges	1,428,208	-	1,428,208	175,991	1,199,543	1,428,208	
Grants, subsidies and contributions	1,999,985	-	1,999,985	324,892	1,582,131	1,999,985	
Interest	360,950	-	360,950	2,240	185,975	360,950	
Reimbursements	120,660	-	120,660	16,768	171,160	185,000	64,340
Other income	104,810	34,083	138,893	309	144,676	150,000	11,107
Total operating income	11,679,397	34,083	11,713,480	526,986	10,892,549	11,773,927	60,447
EXPENDITURE							
Employee costs	4,577,565	-	4,577,565	312,650	3,753,922	3,993,922	(583,643)
Materials, contracts and other expenses	5,317,929	86,164	5,404,093	382,854	4,029,800	4,300,000	(1,104,093)
Total Operating Expenses	9,895,494	86,164	9,981,658	695,505	7,783,722	8,293,922	1,687,736
Operating surplus/(deficit) before depreciation	1,783,903	(52,081)	1,731,822	168,518	3,108,827	3,480,005	1,748,183
Depreciation	-	81,256	81,256	6,771	74,484.67	81,256	-
Operating surplus/(deficit) before capital items	1,783,903	133,337	1,650,566	175,290	3,034,343	3,398,749	1,748,183
Net gain (loss) on disposal of assets	(90,000)	-	(90,000)	69,000	69,000	69,000	159,000
Amounts received specifically for new or upgraded asset	756,162	2,681,865	3,438,027	104,233	3,978,826	3,438,027	-
Net operating surplus/(deficit)	2,450,065	2,548,528	4,998,593	2,057	7,082,168	6,905,776	1,907,183

KATHERINE TOWN COUNCIL CAPITAL INCOME & EXPENDITURE

As at 31 May 2018

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
Sources of capital funding expended							
General revenue used for capital purposes	1,107,900	69,605	1,177,505	45,737	422,010	1,177,505	
Other capital revenue sources:							
Proceeds from sale of capital assets	121,000		121,000	69,000	69,000	69,000	(52,000)
Grants and subsidies	756,162	2,193,480	2,949,642	259,724	1,519,402	2,949,642	-
Brought forward		1,806,311	1,806,311			1,806,311	-
Grants received this year and spent last year		505,885	505,885			505,885	-
Transfers from internally restricted funds	500,000	-	500,000	-	-	500,000	-
Total capital funding	2,485,062	4,575,281	7,060,343	374,461	2,010,412	7,008,343	-52,000
Application of capital funding							
Non current capital assets:							
Buildings and other structures	103,200	562,145	665,345	6,397	278,888	665,345	-
Brought forward		12,766	12,766		24,211	12,766	-
Plant and machinery	743,000	-	691,000	69,000	249,474	691,000	-
Brought forward							
Improvements	166,200	797,200	963,400	75,378	811,899	963,400	-
Brought forward							
Infrastructure assets	1,405,162	889,845	2,295,007	221,262	388,710	2,295,007	-
Brought forward		2,299,430	2,299,430		186,788	2,299,430	-
Furniture and equipment	67,500	13,895	81,395	2,425	70,442	81,395	-
Brought forward							
Total current capital expenditure	2,485,062	2,263,085	4,696,147	374,461	1,799,413	4,696,147	-
Total brought forward amounts	-	2,312,196	2,312,196	-	210,999	2,312,196	-
Grand total capital expenditure	2,485,062	4,575,281	7,008,343	374,461	2,010,412	7,008,343	-

CASH AND INVESTMENTS
31 May 2018

GENERAL FUND	
<u>Commonwealth Bank</u>	\$
Balance as per bank statement, 31 May 2018	540357
Plus net outstanding deposits/(withdrawals)	
Adjusted cash at bank balance, 31 May 2018	<u>540357</u>

INVESTMENTS

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	% FINANCIAL INSTITUTION
Commonwealth Bank	1,045,499		on call	on call	1,045,499	6.20%
AMP	1,000,000		on call	on call		
AMP	2,000,000	2.65	20-Feb-18	19-Nov-18	3,000,000	17.79%
Westpac Bank	1,000,000	2.70	6-Nov-17	6-Nov-18		
Westpac Bank	5,635,993	2.63	22-Nov-17	22-Nov-18		
Westpac Bank	2,011,501	2.64	26-Feb-18	26-Feb-19		
Westpac Bank	2,304,240	2.70	6-Nov-17	6-Nov-18		
Westpac Bank	1,870,466	2.70	22-Feb-18	22-Feb-19	12,822,200	76.02%
Total Investments					<u>16,867,700</u>	100.00%
TOTAL FUNDS (incl internally restricted funds)					<u>17,408,057</u>	
Internally Restricted Funds						
Capital Depreciation Renewal Reserve					2,741,418	
Total					<u>2,741,418</u>	

DEBTORS REPORT
31 May 2018

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	120+ days \$	TOTAL \$
Sundry	448,505	15,789	(17)	600	6,186	471,064
Weighbridge	79,485	22,218	3,115	5,720	23,410	133,948
Total						<u>605,012</u>
Infringements	Current \$	30+ days \$	60+ days \$	90+ days \$	> 12 months \$	TOTAL \$
Animal	-	-	133	3,461	23,981	27,575
Parking	471	336	201	442	9,166	10,616
Litter	-	-	-	266	350	616
Camping	-	-	-	266	350	616
Total						<u>39,423</u>
Rates	Current \$	Arrears incl interest & legal fees \$				TOTAL \$
	436,293	86,413				522,707
Grand Total						<u>1,167,142</u>

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

Date	Ref No	Payee	Description	Amount
1-May-18	1584/1055-01	Ms T T Coutts	Alderman Allowances - Apr 2018	1,293.33
1-May-18	1584/1835-01	Mrs C F Miller	Ald/Mayor Allowances - Apr 2018	5,989.00
1-May-18	1584/2644-01	Mrs E W Clark	Ald/Mayor Allowances - Apr 2018	1,293.33
1-May-18	1584/3319-01	Mr P Gazey	Deputy Mayoral allowance for April 18	1,940.00
1-May-18	1584/3726-01	Mr J R Zellej	Alderman allowance for April 18	1,293.33
1-May-18	1584/3732-01	Mr J Raynor	Alderman allowance for April 18	1,293.33
1-May-18	1584/3733-01	Aldermen M Hurley	Alderman Allowances - Apr 2018	1,293.33
1-May-18	1584/3789-01	Mr S G Parker	Returned wages for Staff	900.00
2-May-18	1585/1888-01	Car Parts	Supply Strove Lights	104.45
2-May-18	1585/219-01	Repco	Supply 1xTyre Inflator, 3xAir Fittings	372.83
4-May-18	1586/1018-01	Telstra	Telephone	5,641.37
4-May-18	1586/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight	42.35
4-May-18	1586/1322-01	McCoy's Garden Engineering	Mowing of east parks - Apr 18	963.46
4-May-18	1586/1422-01	Katherine Regional Arts	Refunding the Facility Deposit and Key Deposit	565.00
4-May-18	1586/144-01	Macs Hire	Supply Uniforms - Staff	817.04
4-May-18	1586/1654-01	Katherine Tree Maintenance	Tree trimming - First & Giles St	2,376.00
4-May-18	1586/1701-01	Charles Darwin University	Staff Training	80.00
4-May-18	1586/1712-01	Transpacific Cleanaway Pty Ltd	Garbage Collection Fees for March 2018	29,901.89
4-May-18	1586/1802-01	Top End Backhoe Hire	Expose leaking pipe at Showgrounds front	423.50
4-May-18	1586/1888-01	Car Parts	Supply 4xNut & Bolts Traxcavator	13.90
4-May-18	1586/1889-01	Katherine Lock and Key	Supply 1xPadlock	57.00
4-May-18	1586/2001-01	Territory Springwater Pty Ltd T/A P	Supply bottled water - VIC	75.00
4-May-18	1586/2014-01	Godinymayin Yijard Rivers Arts and	Hire Auditorium 5.00-9.00pm - Community Forum	1,127.00
4-May-18	1586/211-01	R&M Motorcycle Repairs	Repairs to Polaris 4WD	2,122.95
4-May-18	1586/2409-01	Nitmiluk Tours	VIC bookings	11,336.84
4-May-18	1586/2450-01	Renfree Pastoral Co Pty Ltd	Mowing north and south parks - Apr 18	4,030.60
4-May-18	1586/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	105.00
4-May-18	1586/262-01	Top End Rural Services	Supply Irrigation fittings-RSL	762.55
4-May-18	1586/272-01	Whitehouse Furnishers	Supply Rapidiline Cantilever Frame Visit	258.00
4-May-18	1586/2887-01	Territory Rural	Supply 2xJumbo Rolls	88.00
4-May-18	1586/2919-01	Integrated Land Information System	Land Title Search - 78 Victoria Hwy	27.40
4-May-18	1586/3023-01	Shockless Electrical Services Pty L	Restore power to Chambers power points	110.00
4-May-18	1586/3088-01	Territory Debt Collectors	Listing Fee - Territory Debt Collectors	99.00
4-May-18	1586/312-01	Astral Contracting	Investigate & Repair - 2xblow outs - Sportsground	640.25
4-May-18	1586/3253-01	HeliSpirit	VIC bookings	556.50
4-May-18	1586/3363-01	Bunnings Group Ltd	Supply AI Perimeter Panel, panel bracket	831.11
4-May-18	1586/3386-01	Mr R Jennings	Meal Allowance - LGANT Darwin Forum	28.50
4-May-18	1586/3413-01	EASA	EAP Counselling session - Mar 18	193.60
4-May-18	1586/3442-01	eMerge IT Solutions Pty Ltd T/As No	Vic wifi 2017-2018 - Apr 18	259.90
4-May-18	1586/3539-01	Clayton Utz Lawyers	Legal Advice	7,799.55
4-May-18	1586/3636-01	Fleatmatics	Subscription fee for work field worker services	231.00
4-May-18	1586/3791-01	Catholic Care NT	Refunding the Facility and Key Deposits	565.00
4-May-18	1586/3792-01	Arnhem Nursery	Deposit - Plants for Hot Springs	686.00
4-May-18	1586/383-01	Colemans Printing Pty Ltd	Supply 3000 A4 folded to 6 page DL - Youth Week	1,179.20
4-May-18	1586/556-01	Beaupaires Katherine	Supply 2xTyres, Fitting Light Truck, Tyre alignment	825.00
4-May-18	1586/626-01	Katherine Office Supplies	Printing & Stationery	77.61
4-May-18	1586/630-01	Woolworths Limited	Kitchen Supplies - WTS	141.20
4-May-18	1586/653-01	Sully Pty Ltd formerly trading as	Inspection & Risk Assessment Report	660.00
4-May-18	1586/773-01	Department of Defence	Airport Rent	550.00
4-May-18	1586/782-01	Civica Pty Ltd	Authority assets - Jun 18	13,464.63
4-May-18	1586/835-01	Katherine Mitre 10	Supply 3x2kg lawn seed, 1x1L seasoil fertilisers	431.78
4-May-18	1586/968-01	Katherine Sign Management	Replace Hot springs Riverlink Trail sign	800.00
10-May-18	1587/3206-01	RemServ	Payroll Deduction	2,281.10
11-May-18	1588/1255-01	Benash Maintenance Services	Monthly Fire Panel Service - Ap Terminal	121.00

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 May 2018**

Date	Ref No	Payee	Description	Amount
11-May-18	1588/1273-01	Scotmec Pty Ltd	Service & Repair to a 2 Honda Trimmers	308.00
11-May-18	1588/1294-01	Sterling NT Pty Ltd	Contract Cleaning	3,748.75
11-May-18	1588/1422-01	Katherine Regional Arts	Hire of Solar Screen - Anzac Day Film	1,452.00
11-May-18	1588/1585-01	Katherine Towing	Locksmith services - Toyota Hilux	110.00
11-May-18	1588/1654-01	Katherine Tree Maintenance	Slashing centre of Race Course	3,520.00
11-May-18	1588/1701-01	Charles Darwin University	Staff Training	360.00
11-May-18	1588/1802-01	Top End Backhoe Hire	Hire of Excavator - Nitmiluk Sportsground, Hot springs	1,061.50
11-May-18	1588/1818-01	Katherine Toyota	10K Service Rego CC83SO	328.69
11-May-18	1588/1888-01	Car Parts	Supply 2xBatteries for Traxcavator	612.15
11-May-18	1588/2001-01	Territory Springwater Pty Ltd T/A P	Bottled Water-Library - Apr	75.00
11-May-18	1588/212-01	RJ Motors	Check problem with Zero Turn Mower - Kubota	121.00
11-May-18	1588/219-01	Repco	Supply 2x5Lt 2-Stroke Fuel containers	33.70
11-May-18	1588/2222-01	SecurePay Pty Ltd	Web payments - Post-paid Plan 2 - Monthly	35.75
11-May-18	1588/2409-01	Nitmiluk Tours	VIC bookings	9,685.36
11-May-18	1588/2506-01	BookEasy Australia Pty Ltd	Bookeasy Fees 2017-2018- Apr 18	198.00
11-May-18	1588/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	140.00
11-May-18	1588/262-01	Top End Rural Services	Supply 6XIrrigation Fittings - BMX	33.48
11-May-18	1588/263-01	Top News	Library Paper & Magazines 17/18 - Jan -A	1,148.06
11-May-18	1588/2721-01	Rhads Security	Alarm Callouts, Security Service, Aerodrome	3,680.09
11-May-18	1588/2746-01	Anglicare NT	Refunding key and facility Deposits - in	565.00
11-May-18	1588/2950-01	Remote Civil Pty Ltd Rural & Remote	Repair washout on Florina Rd - Stabilise gravel	3,085.50
11-May-18	1588/3023-01	Shockless Electrical Services Pty L	Repairs to bore wiring damaged by grass fire	819.13
11-May-18	1588/3130-01	Katherine Motel	VIC bookings	100.63
11-May-18	1588/3253-01	HeliSpirit	VIC bookings	1,444.62
11-May-18	1588/3278-01	Darwin Human Resource & Computer Ac	Excel Introduction Course - Staff	950.00
11-May-18	1588/3310-01	Katherine Doors and Windows	Repair vandalised window at Showground	600.00
11-May-18	1588/3344-01	Fletchers Plumbing & Gas Fitting	Supply install new backflow at Civic Centre	5,398.68
11-May-18	1588/3442-01	eMerge IT Solutions Pty Ltd T/As No	Network management service, Supply 2xDux Ru	3,108.00
11-May-18	1588/3474-01	Mr G W Cooper	Reimbursement for Stationery, Flu vaccine	28.55
11-May-18	1588/3544-01	Pivotel Satellite Pty Ltd	Thurya 2017-2018 - May 18	15.00
11-May-18	1588/3616-01	H Hotel	Accom for CEO - 11/04/18 to 14/04/18	620.00
11-May-18	1588/3636-01	Fleetmatics	Subscription fee for work field worker services	234.79
11-May-18	1588/3651-01	Harris Builders	Cobalt drill & Si install bronze plaques	4,345.50
11-May-18	1588/3667-01	Ms M Helou	Meal reimbursement for various meetings	186.14
11-May-18	1588/3759-01	Three Camels Unit Trust T/AS Uluru	VIC bookings	70.00
11-May-18	1588/3793-01	Building Approvals NT	Preparation for Bldg certification- Hot springs	8,668.00
11-May-18	1588/412-01	Gagudju Crocodile Holiday Inn	Accommodation	165.37
11-May-18	1588/425-01	Duncan Electrical Pty Ltd	Electrical repairs at Katherine terrace, LSC, Sports	11,852.50
11-May-18	1588/461-01	Hire Power NT	Hire of Bobcat Plant Tralier - 05/04/18	1,259.50
11-May-18	1588/514-01	Katherine Vet Care Centre Pty Ltd	Vet Fees	357.50
11-May-18	1588/626-01	Katherine Office Supplies	Printing & Stationery	1,196.32
11-May-18	1588/630-01	Woolworths Limited	Supplies	406.06
11-May-18	1588/71-01	YMCA of the Northern Territory Ltd	Aquatic center mgmt - Apr 18	20,345.00
11-May-18	1588/835-01	Katherine Mitre 10	Supply 2xcans primer, Spraypaint, 1 Dust	105.31
15-May-18	1590/3787-01	Mr R D Hill	Rates Refund	300.00
17-May-18	1591/1002-01	Katherine Town Council Social Club	Payroll Deduction	780.00
18-May-18	1589/1-01	Deputy Commissioner of Taxation	Payroll Deductions	53,751.51
18-May-18	1593/129-01	Kelly Spraying	Pest Spraying - Airport	228.80
18-May-18	1593/1322-01	McCoy's Garden Engineering	Connect to town water irrigation system - GYRAAC	297.00
18-May-18	1593/144-01	Macs Hire	Supply 1xpair Safety Boots - Staff	333.48
18-May-18	1593/1692-01	Ibis Styles Hotels	VIC bookings	406.88
18-May-18	1593/1702-01	North Australian Helicopters Pty Lt	Booking for Dowlings - 12543	551.25
18-May-18	1593/1722-01	Outback Holiday Parks Pty Ltd T/A	VIC bookings	113.75
18-May-18	1593/1802-01	Top End Backhoe Hire	Grave Excavation charges	1,272.90

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 May 2018**

Date	Ref No	Payee	Description	Amount
18-May-18	1593/1889-01	Katherine Lock and Key	Service all paddle locks & doors dead lock	198.00
18-May-18	1593/209-01	Power Projects	Investigate & Repair St Lights- entire Tindal St, F	1,867.77
18-May-18	1593/2093-01	Landmark	Supply 2X20L Hydraulic oil -WMF	418.00
18-May-18	1593/2185-01	Scatt's Plumbing Services	Annual backflow testing- Ryan Pk, Museum,	990.00
18-May-18	1593/2269-01	Gagudju Lodge Cooinda	VIC bookings	756.00
18-May-18	1593/2409-01	Nitmiluk Tours	VIC bookings	3,533.62
18-May-18	1593/2512-01	Katherine Aviation Pty Ltd	VIC bookings	1,041.25
18-May-18	1593/263-01	Top News	Supply newspapers-VIC	81.00
18-May-18	1593/2659-01	Tourism Top End	Advertising Destination Katherine 2018/19	2,750.00
18-May-18	1593/2696-01	Australian Plastic Card Co P/L - Re	Supply 1000xLibrary cards, Freight	808.50
18-May-18	1593/2790-01	Highway QA Pty Ltd	Field Investigation for racetrack Rd at Lindsay St	5,721.67
18-May-18	1593/2812-01	Construction Estimating Pty Ltd TA	Preparation of a preliminary estimate for propose	792.00
18-May-18	1593/2887-01	Territory Rural	Supply Washroom Cleaner 5L & Liquid Bleach	2,093.42
18-May-18	1593/2951-01	Spectacular Jumping Crocodile Cruis	VIC bookings	236.25
18-May-18	1593/3023-01	Shockless Electrical Services Pty L	Upgrade lighting to LED - CC	44,284.08
18-May-18	1593/3051-01	Binjari Community Aboriginal Corpor	Delivery of municipal services - May 18	4,553.56
18-May-18	1593/312-01	Astral Contracting	Repair/Replace Tap, Repair pipe - Showgrounds	325.40
18-May-18	1593/3366-01	Katherine Outback Experience	VIC bookings	944.98
18-May-18	1593/3385-01	Wright Express Australia Pty Ltd	Puma Fuel Card - Apr 18	100.24
18-May-18	1593/3386-01	Mr R Jennings	Reimbursement of costs	2,040.00
18-May-18	1593/3402-01	Green Frog Systems Pty Ltd	Supply Lights for Hot Springs Project, Freight	6,258.16
18-May-18	1593/3442-01	eMerge IT Solutions Pty Ltd T/As No	Set up A/H msg for KTC phone Lines	323.00
18-May-18	1593/3500-01	Puma Energy Australia Fuels Pty Ltd	Bulk ULS Diesel - Dump -Apr 18	7,449.58
18-May-18	1593/3595-01	Normist Pty Ltd T/A Katherine Tool	Supply 10xSigns as per email	1,104.18
18-May-18	1593/3688-01	Avanser Pty Ltd	2x inbound rental 2017/18-tracking call	33.00
18-May-18	1593/3781-01	Investigation Compliance & Enforcem	Cert 4 in Govt Investigations- Staff	2,500.00
18-May-18	1593/3794-01	Mrs T Tanu	Reimbursement for Working With Children	69.00
18-May-18	1593/3795-01	Katherine Traffic Control	T.M.P, Closure of Railway Tce - ANZAC Day	1,831.12
18-May-18	1593/3796-01	Domino's Pizza	Supply Pizzas for Youth Week - Kath Libr	310.00
18-May-18	1593/383-01	Colemans Printing Pty Ltd	Printing 10000 festivals of the Dry brochure	3,690.50
18-May-18	1593/425-01	Duncan Electrical Pty Ltd	Supply Fluro lights-Athletics shed - Sportsground	7,966.20
18-May-18	1593/525-01	Knotts Crossing Resort	VIC bookings	113.75
18-May-18	1593/630-01	Woolworths Limited	Supply 3xPower board, 2xextension lead	250.30
18-May-18	1593/638-01	Cavs Mowing & Treelopping Service	Woks on 2 Mahoganies as per report from Nemu	2,750.00
18-May-18	1593/729-01	BOC Gases Australia Limited	Hire of gas containers - Apr 18	181.66
18-May-18	1593/835-01	Katherine Mitre 10	Supply 2xpkts Tek screws, 1xAnka bolts	144.69
18-May-18	1593/968-01	Katherine Sign Management	Supply 4xSigns - LANEWAY ACCESS	320.00
24-May-18	1594/3206-01	RemServ	Payroll Deduction	2,281.10
25-May-18	1595/1247-01	Randazzo Properties Pty Ltd	After Hours Air Conditioning 01/01/18 -30/03/18	3,271.84
25-May-18	1595/1255-01	Benash Maintenance Services	Stress alarm under CSO desk unable to reset	385.00
25-May-18	1595/1273-01	Scotmec Pty Ltd	Supply 1xHusqvarna Blower	279.00
25-May-18	1595/1294-01	Sterling NT Pty Ltd	Contract Cleaning	3,748.75
25-May-18	1595/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight	90.75
25-May-18	1595/144-01	Macs Hire	Supply 2xSigns - Smoking Permitted	432.23
25-May-18	1595/1692-01	Ibis Styles Hotels	VIC bookings	227.50
25-May-18	1595/1802-01	Top End Backhoe Hire	Grave Digging / back fill - Rita Braun	636.45
25-May-18	1595/1818-01	Katherine Toyota	24mth Service-30Km for CC26BL	732.36
25-May-18	1595/1888-01	Car Parts	Supply 1xRetractable Air Reel- Depot	249.05
25-May-18	1595/1889-01	Katherine Lock and Key	Repair Bi lock - Sprotsground Netball, F	269.19
25-May-18	1595/2001-01	Territory Springwater Pty Ltd T/A P	Bottled Water for VIC	60.00
25-May-18	1595/2014-01	Godinymayin Yijard Rivers Arts and	Kath Prize Arts Award, Lambert Award, Short cre	18,000.00
25-May-18	1595/2185-01	Scatt's Plumbing Services	Repair Leaks at Sportsgrounds	3,376.80
25-May-18	1595/2232-01	CSA Contracting (NT) Pty Ltd	Repairs to electrical problems with Hino	55.00
25-May-18	1595/2269-01	Gagudju Lodge Cooinda	VIC bookings	810.25
25-May-18	1595/2271-01	Shady Lane Tourist Park	VIC bookings	301.00
25-May-18	1595/2277-01	Kakadu Air Services P/L	VIC bookings	437.50
25-May-18	1595/2409-01	Nitmiluk Tours	VIC bookings	17,648.74
25-May-18	1595/2446-01	Flick Washroom Services	Monthly payment for supply sanitary dispenser	467.53
25-May-18	1595/2480-01	Seek Limited	Ad for Manager-Customer, Finance & Admin	363.00
25-May-18	1595/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	280.00
25-May-18	1595/2614-01	Jason Rapley	Construction of new front & back electric gates -S	11,382.22
25-May-18	1595/2658-01	United Card Services Pty Ltd	Fuel Cards - Apr 18	2,465.91

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 May 2018				
Date	Ref No	Payee	Description	Amount
25-May-18	1595/2750-01	North Australian News Pty Ltd	Ad - T48 Youth Week	3,557.45
25-May-18	1595/2887-01	Territory Rural	Supply 1x20L Hydraulic Oil,2x72L Bin lin	943.53
25-May-18	1595/2891-01	Kakadu National Park	Kakadu Passes - Apr 18	5,394.10
25-May-18	1595/2923-01	Top Didj & Art Gallery	VIC bookings	254.62
25-May-18	1595/3088-01	Territory Debt Collectors	Commission at 10% on \$379.34 paid - AACL	41.72
25-May-18	1595/312-01	Astral Contracting	Investigate/Repair Water leak at Sportsground, F	3,390.28
25-May-18	1596/3204-01	Downer EDI Works Australia	t17/02, Katherine Airport GA & RPT Rehabilitation - 1st invoice	229,947.40
25-May-18	1595/3253-01	HeliSpirit	VIC bookings	1,701.87
25-May-18	1595/3278-01	Darwin Human Resource & Computer Ac	EXCEL Intermediate Training - Staff	950.00
25-May-18	1595/3352-01	Gremlin Electronics	Repair Folding machine on 14/05/18	148.01
25-May-18	1595/3366-01	Katherine Outback Experience	VIC bookings	349.99
25-May-18	1595/3369-01	TenderLink	EOI18-03 Operating Tip Shop Tender	172.70
25-May-18	1595/3402-01	Green Frog Systems Pty Ltd	Supply 100w St lights,Cimcon Node 2% tolerance	11,160.05
25-May-18	1595/3413-01	EASA	1 EAP Counselling Session - Apr 18	193.60
25-May-18	1595/3442-01	eMerge IT Solutions Pty Ltd T/As No	Supply Point to Point Data connections Dec 17 -	23,367.15
25-May-18	1595/3463-01	Florina Driving & Licensing	4xForklift Licence,2xLight Truck Licence	2,800.00
25-May-18	1595/3511-01	Department of Attorney-General and	Fines Enforcement Fee - Jan -Mar 18	198.00
25-May-18	1595/3521-01	Tatiana Enterprises Pty Ltd T/A Pea	5xMonthly Multi point SEO - May 18	1,100.00
25-May-18	1595/3531-01	Coca-Cola Amatil Pty Ltd	Supply Bottled Water - VIC merchandise	88.29
25-May-18	1595/3539-01	Clayton Utz Lawyers	Employment Advice - Staff	2,720.85
25-May-18	1595/3570-01	Skycity Darwin Pty Ltd	Accommodation for Staff - 10/05/18,11/05/18	298.00
25-May-18	1595/3595-01	Normist Pty Ltd T/A Katherine Tool	Supply 1x100mm Bench ViceSwivel Base	79.00
25-May-18	1595/3667-01	Ms M Helou	Meal,Fuel for Bookeasy Work Seminar -Apr 2018	758.47
25-May-18	1595/3745-01	CSG Business Solutions Pty Ltd	Base charge CSG retail display & 1 concurrent VMR	235.40
25-May-18	1595/3797-01	Katherine Christian Convention Inc	Refund of Deposits after hire	1,010.00
25-May-18	1595/3798-01	Australian Institute of Management	Professional Membership - 01/06/18 - 31/05/19	399.00
25-May-18	1595/3799-01	Pincha Salt	Supply 39 Pots of Salt - Retail	128.70
25-May-18	1595/3801-01	Mr T Sherlock	Reimburse for Renewal of HR Risk Licence	63.00
25-May-18	1595/3802-01	Mr J Wright	Reimburse for Renewal HR Risk Licence	63.00
25-May-18	1595/425-01	Duncan Electrical Pty Ltd	Replace u/s passage light - VIC	4,977.50
25-May-18	1595/498-01	Katherine Plastering & Tiling	Re-Align Concrete Slab - Cenotaph	22,792.00
25-May-18	1595/514-01	Katherine Vet Care Centre Pty Ltd	Vet Fees	150.00
25-May-18	1595/556-01	Beaurepaires Katherine	Replace Mower trailer tyre	163.50
25-May-18	1595/626-01	Katherine Office Supplies	Printing & Stationery	30.40
25-May-18	1595/638-01	Cavs Mowing & Treelopping Service	Remove broken branch - Giles St	962.50
25-May-18	1595/71-01	YMCA of the Northern Territory Ltd	Aquatic center mgmt - Mar 2018	20,345.00
25-May-18	1595/835-01	Katherine Mitre 10	Supply Padbolt, Tek Screws	126.74
25-May-18	1595/9-01	Australia Post (NT)	Postage	2,173.72
25-May-18	1595/949-01	The Historical Society of Katherine	Ground maintenance 2017/18-Jan - Mar 18	11,098.50
25-May-18	1595/97-01	Imparja Television	Advertising	1,083.50
29-May-18	1597/3084-01	AMP Bank Ltd	Trf to AMP Saver Account	1,000,000.00
31-May-18	1598/1-01	Deputy Commissioner of Taxation	Payroll Deductions	41,347.06
		TOTAL		1,833,580.56

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

Date	Payee	Description	Amount
11-May-18	Staff No 600	Backpay	\$ 406.85
14-May-18	Staff No 204	Termination Pay	1,544.85
8-May-18	All staff	Pay Period Ended 06 May 2018	107,099.80
22-May-18	All staff	Pay Period Ended 20 May 2018	106,532.54
			\$ 215,584.04



REPORT

FOLDER: Local Governance / Compliance / Municipal Plan

MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018

REPORT TITLE: SUBMISSIONS RECEIVED AFTER PUBLIC CONSULTATION OF THE MUNICIPAL PLAN AND BUDGET

PURPOSE OF REPORT

To provide for Council's consideration information relating to pre-draft budget input from Elected Members and the public, all submissions received following the public release of the 2018/2019 draft Municipal Plan and Budget, and submit the revisions for adoption.

REPORT

Following input from Elected Members and the public prior to the draft budget preparation, and following adoption of the draft Municipal Plan and Budget at the Special Meeting of Council on 8 May 2018, the Municipal Plan and Budget were released for public comment, with an invitation to provide written submissions by close of business on Tuesday 5 June 2018.

SUBMISSIONS RECEIVED BY MEMBERS OF THE PUBLIC

Six (6) submissions were received by the closing date. The name of the submitter, the date received, as well as the general topic is noted below:

1. Colin Berry – 16 May 2018 – Objection to Mayor's wage increase
2. Annette Raynor – 21 May 2018 – Various queries
3. Greg Owens – NT Farmers – 4 June 2018 – Partnership opportunities
4. Karen Rhodes – 4 June 2018 – Casuarina Street footpath repairs
5. Amanda Kindgon – 5 June 2018 – Various submissions
6. Department of Housing & Community Development – 5 June 2018 – Various submissions

The submissions and detailed responses are provided below:

Submission 1 (Colin Berry, 16 May 2018)

No, to the mayors planned increase, especially when the ratepayers are getting charged more.

Submission 1 Response

Your position is noted. The increase to the Mayor's allowance was determined by Council members as being appropriate to the skills required of the role as well as the long hours of the position, often occupying many evenings a week on top of the regular day time hours work – if you look through the monthly meetings attended by the Mayor you will often see the number of events on top of the regular hours the Mayor performs in the office.

Submission 2.1 (Annette Raynor, 21 May 2018)

Food Ladder - I am under the understanding this has ceased to exist. Therefore, it should be removed.

Submission 2.1 Response

Fortunately, the Food Ladder enterprise is still operational with a current agreement in place for the use of the Warburton Street Complex. The latest work by the Food Ladder enterprise has been significant, achieving a number of positive community, economic and technical outcomes.

Submission 2.2 (Annette Raynor, 21 May 2018)

Council Service Delivery – Principal Activities:

This year's list is a lot shorter than last year's list, page 13.

- a. Has this list been grouped together under more broad headings? OR
- b. Should the 'Principal Activities' paragraph (at the top), state 'This is some of the services' NOT imply it is all of the services? OR
- c. Has the council dropped the missing services?

Submission 2.2 Response

Katherine Town Council has revised the original 'Principal Activities' as displayed in previous Municipal Plans in order to ensure it reflects current service provisions. Katherine Town Council has not removed any services, instead we have broadened the headings.

The 'Principal Activities' detailed in the 2018/19 Draft Municipal Plan are also now directly linked to program outcomes as detailed in Council Service Delivery plan.

Submission 2.3 (Annette Raynor, 21 May 2018)

The second sentence implies that the council pays for the second container for the Pop Rocket Café

- a. Is this what is meant? OR
- b. Will the Pop Rocket Café pay for the second container and the council is only working to assist this?

Submission 2.3 Response

Katherine Town Council is working to assist only. All expenses related to the container are to be borne by the proprietor.

Submission 2.4 (Annette Raynor, 21 May 2018)

What is meant by "be China ready"?

Submission 2.4 Response

Good question - 'China Ready' is an accreditation program used by the tourism industry that ensures business operators and service providers are equipped to cater for a potential influx of Chinese customers associated with the implementation of direct flights by Donghai Airlines from Shenzhen to Darwin as well as other marketing and promotional programs.

The accreditation program aims to equip service providers with cultural insights and understanding that are essential for successfully engaging with Chinese people.

Submission 2.5 (Annette Raynor, 21 May 2018)

Pages 57 & 60 – Housing & Community Amenities 2018/2019 Operating Expenditure Budget (Excluding Depreciation) & Funding the Municipal Plan
Katherine East Childcare is up approx. \$10,000.00, WHY?

Submission 2.5 Response

\$10,000 has been included in the budget to repaint the Centre.

Submission 2.6 (Annette Raynor, 21 May 2018)

Under the Aquatic Centre, the budget has over doubled, compared to last year's budget. WHY?

Submission 2.6 Response

There is an increase of \$80,000 in the operating costs of the Aquatic Centre for contractual services, this increase includes an increased cost for repairs and maintenance.

As per Katherine Town Council's Asset Management Plan renewals of assets (part thereof) are planned to ensure the works occur in a fiscally responsible manner whilst ensuring the facility is fit for purpose.

Given the age of the facility and the extensive renewals required at certain times it is anticipated these expenses will differ greatly from year to year, depending of the asset renewal required.

Submission 2.7 (Annette Raynor, 21 May 2018)

Operating income from the Waste Disposal Centre has doubled, compared to last year.

- a. Is this due to opening a new dump? OR
- b. Is this for starting clean-up of the current dump?
- c. WHY?

Submission 2.7 Response

Operating Income at the Waste Management Facility is predicted to double due to the following factors:

- Underestimation of 2017/18 income as a result of greater usage of the facility than anticipated;
- Increase in waste entering the facility from large scale commercial projects occurring in the region; and
- Proposed increases to the Waste Management Facility charges to assist in the rising cost of managing waste.

Submission 2.8 (Annette Raynor, 21 May 2018)

- a. Museum Operating Income has dropped by approx. \$80,000.00. WHY?
- b. You have 'Car Parking' & 'Car Parks (Capital)' under expenditure. Please explain the difference between them.

Submission 2.8 Response

- a. The budgeted income for the Museum was \$15,000 in 17/18 and is the same for 18/19. The income is a reimbursement of electricity costs.
- b. Car Park refers to existing asset maintenance whereas Car Parking (Capital) refers to new assets.

Submission 2.9 (Annette Raynor, 21 May 2018)

Page 65 – Katherine Region at a Glance – Airline Services
Please correct or delete the number of service per week.

Submission 2.9 Response

Thank you for your observation - amendment made to x 5 per week.

Submission 2.10 (Annette Raynor, 21 May 2018)

Budget - Page 4 – Waste Management Charges

- a. Why has the fees been removed from paragraph 2?

- b. This fee is no-longer listed in this document, (it was on page 4 of last year's document and previous years documents).

Submission 2.10 Response

At the time of collating the DRAFT 2018/19 Municipal Plan the tender for the *Collection and Disposal of Domestic Waste in the Katherine Municipality* was not finalised (it closed on 9 May 2018). As a result, figures were not available for publication. The charges associated with the service have been finalised after the adoption by Council (Special Meeting of Council – 12 June 2018) and appropriate charges listed in the amended 2018/19 Municipal Plan and in Katherine Town Council's Declaration of Rates.

Submission 2.11 (Annette Raynor, 21 May 2018)

Budget - Page 7 – KTC Budgeted Income Statement for Year Ending 30 Jun 2019 – Expenditure – Materials, Contracts & Other Expenses

- a. Bad Debts - Only budgeted for \$500.00. This is down \$30,000.00. How is the council dropping this by that amount?
- b. Elected Members Allowance & Elected Members Other Expenses. Elected Members Allowance, I understand – it's their pay. So what is the Elected Members Other Expenses?
- c. Museum Ground Maintenance. Why is there no figure or Zero cost for 2018/2019 Budget?

Submission 2.11 Response

- a. Budgeted bad debts have been estimated from a review of debtors and the likelihood of recovery.
- b. Elected Members Other Expenses refers to additional costs incurred to ensure the effective delivery of democratic services provided by elected officials. This includes (but not limited to) the following:
 - Council Meetings – advertising, printing, stationary and catering
 - Professional Memberships (Local Government Association of the NT)
 - Communications expenses i.e. mobile phones, iPads, IT services
 - Election costs (as applicable)
 - Professional Development & Training (as per Maximum Council Member Allowances for 2018-19)
- c. Oversight noted – Budget adjustment made

Submission 2.12 (Annette Raynor, 21 May 2018)

Budget - Page 11 – KTC budgeted Statement of Changes in Equity for the Year Ending 30 Jun 2019

Under Budget 2018/2019 Asset Revaluation Reserve – the 'Balance at the end of the previous reporting period' needs to be corrected.

Submission 2.12 Response

Oversight noted – Budget Adjustment made

Submission 2.13 (Annette Raynor, 21 May 2018)

- a. New dump fees have been added that have been kept very quiet. WHY?
- b. Commercial & Domestic pay the same for quite a number of items. WHY?
- c. You now expect ratepayers to pay garage fees, (which are no longer listed), then we will be charged for certain items on top of this. In addition, there has been **NO** consultation or public announcement of this.

Submission 2.13 Response

- a. As the KTC Fees & Charges have not been adopted by Council we are unable to confirm if these figures are correct and in turn promote the changes to the Community. Once the Municipal Plan & associated documentation have been formally adopted by Council, community information and education measures will be put in to place to inform the community of relevant changes. This will be led by the Council's Communications Team.
- b. Prior to the proposed 2018/19 Fees & Charges, Domestic users have not had to pay for waste over the weighbridge. Due to the increasing costs of managing waste and the stricter requirement for waste management, all cost increases and expansions have occurred in line with at least partially recovering the costs to Council (and the community overall). As listed in the Fees & Charges, costs have been determined on a Cost Recovery basis only to ensure waste is managed responsibly. The items noted in the Fees & Charges have been identified as un-common waste for both domestic and commercial users, but when disposed impose a large financial cost to Council and the community. The aim of these charges is to ensure that the items noted can be disposed of in a compliant, ethical and cost-effective manner.
- c. Domestic charges relate to uncommon waste items that pose a higher environmental risk and financial cost to Council and the community. Some items cannot simply be placed into landfill or recycled and require specific management. These include items such as fridges, where the gas must be safely and responsibly removed, prior to recycling. Charging individually for these items will ensure that the cost of management is payed upfront, providing a more sustainable model for running the waste facility.

Management of the waste facility remains one of the ongoing mandatory functions of Council that is likely to remain with Local Government. The result of not charging greater fees is securing a loan (or securing a larger loan) that will be an even greater cost to the rate payers through interest rates payments over a longer period of time.

Submission 2.14 (Annette Raynor, 21 May 2018)

Fees & Charges - Page 28 – Equipment Hire

Why is commercial & private fees exactly the same?

Submission 2.14 Response

Council owned equipment is primarily sourced for use by not only the Council itself when holding community events but for Non-For -Profits operating for the benefit of the Katherine community. Council's Fees & Charges are developed to ensure accessibility to the community. Private & Commercial Equipment hire entitles the hirer to exclusive use of a Council-owned asset and therefore limits accessibility to the wider community.

Submission 2.15 (Annette Raynor, 21 May 2018)

Fees & Charges - Page 43 – Vendors

- a. Why has street/roadside vendors fees gone down by approx. 50%, compared to last year?
- b. Mobile food vendor's fee has also decreased by approx. 50%, compared to last year. WHY?

Submission 2.15 Response

A discrepancy was noted in the 2017/2018 Fees & Charges which highlighted an inconsistency between Street/Roadside Vendors, Mobile Food Vendors & Fixed Food Vendors. The inconsistency meant that it was nearly 50% cheaper to operate a fixed food site as opposed to a mobile vendor. The reduction to the Street/Roadside vendors and Mobile

Food Vendor permits is to correct this inconsistency whilst acknowledging the significant variations for mobile/roadside operators when compared to fixed operators.

Submission 2.16 (Annette Raynor, 21 May 2018)

Now this leaves several obvious topics, which I will come to but it also raises the following questions regarding items that were budgeted for in **last year's KTC Municipal Plan** that have NOT occurred and do NOT appear in this year's plan.

1. AFL Oval Binjari
2. Movement of the Train from Ryan Park to Railway Precinct
3. Railway Terrace Upgrade/Revitalisation
4. Railway Bridge

Therefore, my questions are –

1. Is the money still put aside for each of these projects? OR
2. Is each project still occurring? OR
3. Has the money been used for something else? If so, WHAT?
4. Why hasn't any of these even been mentioned this year?

Submission 2.16 Response

1. Binjari Oval – The grant funding from NT Government was used to develop the Draft Masterplan which has now been completed. The next step will be to secure delivery of the Masterplan recommendations with discussions to occur with relevant stakeholders in the future.
2. Train relocation – The item in the 2016/17 Budget referred to grant funding held by Friends of North Australia Railways of \$28,000, for which Council was to be a partner in the project as the land owner/ manager. Subsequent to the 2017/18 Budget adoption, the group decided to put in for further funding to complete a more substantial project, essentially putting the project on hold. We understand that the group may have recently secured more funding, but until the project scope and additional funding is confirmed, we will not be able to estimate our budget allocation. In the case of this project and the next dot point, a budget revision will be made at an Ordinary Meeting of Council once the funding amounts (if any) are confirmed.
3. The Railway Terrace Upgrade/ Revitalisation and the Railway Bridge are now seen as part of a larger project of revitalising the Katherine CBD by Katherine Town Council in achieving the results of the community forum held on the topic in 2016/17. Whilst some funding for elements of this project are identified in the upgrade of parking and roundabouts, we await funding decisions by the NT Government to guide any budget allocations.

Submission 2.16 (Annette Raynor, 21 May 2018)

The Hot Springs are mentioned in several areas of this document. However, I must question on Page 12 you state Stage 1 is complete. Now technically this statement may be true, but a huge amount of work is required to repair Stage 1. Now on Page 15 - \$350,000.00 has been put aside for Stage 2.

1. Will this money be used to fix Stage 1, and therefore more money will be needed for Stage 2? OR
2. Do we have to find more money to fix Stage 1? OR
3. Is this amount of money enough to fix Stage 1 and complete Stage 2?

Submission 2.16 Response

The \$350,000 identified in the DRAFT 2018/2019 Municipal Plan will be for the completion of Stage 2 (Top Park Area). The works required for finalising Stage 1 have been sourced through current operational funds.

Submission 2.17 (Annette Raynor, 21 May 2018)

CPI is approx. 2% overall. Why then are our rates going up by 7.5%, which is over 3 times greater than CPI?

It should be noted wages are not rising to keep up and rates in Katherine have had record increases over the last few years.

The council has continually be informed that people are finding it hard to 'keep up' and yet you do not seem to care.

People are already defaulting and huge amounts of properties/houses are for sale.

You obviously don't want any ratepayers left in Katherine

Long-term residents and ratepayers are now looking, seriously, at leaving Katherine due to the never-ending rises. In addition, yes, other issues do play a role in this decision but KTC's lack of understanding is also playing a huge role. This is just the last straw.

The final question on rates is –

- a. WHY does the NTG & DHA only pay a minuet payment for their rates?
- b. The rates both of these pay, is NOT even equivalent to the **minimum** rate payment **you** set. WHY NOT?

Submission 2.17 Response

In line with Katherine Town Council's Long Term Financial Plan a 7.5% increase for 2018/19 was identified. This figure is a reduction from the previous year's rates increases and is part of a longer term planned decline to figures just above CPI. The Long Term Financial Plan provides Council with the ability to fund ongoing service delivery, and the renewal and replacement of assets without imposing excessive debt or rate increase on future generations as a result of greater loans than necessary. It is this greater debt on the community that Council is seeking to avoid by future planning and by making difficult leadership decisions.

The expected closure of Katherine's Waste Management Facility is estimated to be in within eight (8) years. At this time Council will incur the largest asset renewal financial impost on the Community in its term of existence. Current estimates have the rehabilitation of the existing facility at \$20m and the construction of the new facility at over \$20m. This cost has been forecast as a result of the good planning and comparing similar projects that have occurred in past years.

In the past two (2) years Council has developed Long Term Asset Management Planning which identifies the amount of capital required to renew existing infrastructure. This plan highlighted significant gaps in the cashflow required for identified renewals. To address this issue, Council have sought to find greater efficiencies in running the organisation as well as work in partnership with NT Government to achieve the vision and funding requirements.

- a. This is inaccurate. All properties in Katherine are rated in accordance with Council's Declaration of Rates.
- b. This is inaccurate. All properties in Katherine are rated in accordance with Council's Declaration of Rates. The minimum amount is the lowest rateable amount possible, regardless of zoning, UCV etc. The Minimum is used in the following circumstances:
 1. When the Differential Rating System calculates a rateable amount lower than the minimum amount set;
 2. Multiple Dwellings

Rating is based on the zoning, UCV and Multiplier.

Submission 2.18 (Annette Raynor, 21 May 2018)

Financial Statements in KTC Long Term Financial Plan 2019/2028 – starting on Page 11 to the end of this section.

All previous years have at least followed on from each other. This year this section does NOT follow on and is TOTALLY UNREADABLE. The 'fudge' factor is huge this year and seems a total waste of paper.

Submission 2.18 Response

The Long Term Financial Plan has been updated to include the actual expenditure and income from the previous financial period, (as is done annually).

The layout of the plan is in accordance with Local Government Long Term Financial Plan best practice however, any member of the community is welcome to contact Officers for interpretation or details of the LTFP.

The major change is the timing of the recognition of the increase in the valuation of non-current assets. Under current Australian Accounting Standards, it is recommended that non-current assets be revalued every least three (3) yearly in order to properly reflect fair market value. Council has in the past undertaken the revaluation in this timeframe however, into the future (after 2018/19 financial year) Council will revalue classes of assets on a rolling program (e.g. in the 2019/2020 financial year Council's plan is for the asset class of roads to be revalued, the following year will be another class of assets – land and buildings).

Submission 2.19 (Annette Raynor, 21 May 2018)

An increase of over \$21,000.00 for the Mayor is not just outrageous but shows you have lost touch with your electorate and the people you are supposed to be representing.

This is an increase of over 29%.

The average **FULL-TIME** wage in Katherine, according to the ABS is \$53,660.00.

The Katherine Mayor is – PART TIME, Has a vehicle supplied for TOTAL use, including Private Use, at NO cost, except to the ratepayers.

For this increase, is this now a FULLTIME position?

Submission 2.19 Response

Your position is noted. The increase to the Mayor's allowance was determined by Council members as being appropriate to the skills required of the role as well as the long hours of the position, often occupying many evenings a week on top of the regular day time hours work – if you look through the monthly meetings attended by the Mayor you will often see the number of events on top of the regular hours the Mayor performs in the office.

Submission 3 (Greg Owens – NT Farmers, 4 June 2018)

As part of the Katherine Town Council municipal plan & budget community consultation NT Farmers hereby identify potential partnering opportunities that may occur in 2018/2019. • Draft proposal The Sweetest Job Campaign (approx. \$10,000) • Scholarships for Katherine school leavers towards further education in horticulture and agriculture (approx. \$2,000)

Submission 3 Response

Thank you for your input into the Municipal Plan Community Consultation. There is an allocation of \$20k specifically to support Katherine Youth initiatives. The potential partnership with NT Farmers for a scholarship for Katherine school leavers (\$2k) is likely to be consistent with the purpose of the budget, and we will invite further communications.

Submission 4 (Karen Rhodes, 4 June 2018)

I am writing to bring your attention the current dilapidated state of the footpath behind Casuarina Street Public School. With this submission I am seeking the current path removed and replacement footpath installed which will last for many years to come. Included in this submission the request to add lighting over the path for at least 200m behind the school as to not hinder the dwellings which back onto this footpath.

Submission 4 Response

Community input into recommendations for repairs to infrastructure is greatly appreciated. This input will be considered as part of our prioritisation of works, based on service demand, in the 2019/20 financial year.

Submission 5.1 (Amanda Kingdon, 5 June 2018)

Email correspondence of complaint or town council related issues are not being responded to. When you call, and put on hold, there is a message that council will respond to emails within 10days and also make a follow up call to see if satisfied. I have submitted several emails and attended forums with complaints and this process is not being adhered to.

Is the Council mobile app being used? If not this is a quick and easy tool for community members to report issues and complaints that need to be addressed as long as a staff member is responsible for processing these according to procedures.

Website – Mostly good but I am unable to find up to date minutes of meetings of consultative, sub and advisory committees. Also unable to access draft development plans for Campdraft and Rodeo grounds at Showgrounds or Katherine Hot Springs plan and Flood Mitigation plans.

Submission 5.1 Response

Thank you for your feedback. Council aims to adhere to the Customer Service Charter which stipulates that way in which we feedback to the community. In line with service delivery KPI's for 2018/19 (please refer to page 25 of the Municipal Plan) it is Council's goal to ensure timely and quality service to the community.

Although the Council's new website is now live, the application is currently still in the development phase. It is anticipated this will be completed prior to the end of 2018.

Despite the absence of a formal application, due to the mobile compatibility of the new website, Council is receiving a large number of request through this function, and it has proved quite a useful resource for Council to quickly be notified and respond to issues.

In conjunction with Council's Marketing and Communication program, Council will continue to improve website functionality, ensuring it continues to be a useful resource for the community.

Submission 5.2 (Amanda Kingdon, 5 June 2018)

Overflowing rubbish bins is an issue especially at Sportsground and Railway Terrace car park area before BP. Combination recycling bins for containers, organic and general waste be good to see.

There is a fire hazard in Showgrounds with the dumping of green waste and trees that were removed from Rodeo area to the leftside of racecourse. The Trees planted through the Biodiversity redevelopment Project Grant which was supported by Katherine Country Club, Katherine Town Council, Greening Australia and Neds Nursery have been damaged and are don't appear to be maintained as the current irrigation system has been damaged.

Submission 5.2 Response

As part of Council's Waste Management Service Delivery (please refer page 46 of the Municipal Plan) Council will look to develop and implement effective recycling programs in the community.

With continued development of the Showgrounds the green waste and irrigation items will be addressed in the 2018/19 Financial year.

Submission 5.3 (Amanda Kingdon, 5 June 2018)

Caltrop around town streets & verges. I have had many a flat tyre on bicycle due to prickles or shattered glass lying around pathways. Tig Donnellan was a champion at removing caltrop from verges up and down Victoria Highway over the years.

I do not like the weed spraying from utes over streets. It kills grass as well and makes more exposed dirt. I do not use sprays on my property because of sensitivity to chemicals. There is **a plan to purchase a commercial spray machine**, will this cost \$64000? Where will this machine be used? I would like to see less use of weed spray within town streets and more environmentally friendly solutions.

I would like to see Council advise residents to look out for Caltrop on their properties by requesting community/residents to dig it up and remove it before seeding. As well as removing stagnant water where mozzies can dwell and breed. I would also like to see Council do a wet season verge rubbish drive – to encourage and support community to clean up before wet season.

Submission 5.3 Response

Katherine Town Council is continually exploring best practice methods for the management of weeds within the municipality and takes advice from the NT Weeds Management Branch in the most suitable and effective solutions. In addition to Caltrop, there are a number of identified weeds throughout the township that Katherine Town Council is responsible to manage. Council will continue to work closely with the NT Weeds Management Branch to identify and manage as well as educate the community. The spray unit has been budgeted for \$18,000 and will be used on rural road verges.

Council are working on better aligning our weeds management strategies as part of a greater service to the community.

Submission 5.4 (Amanda Kingdon, 5 June 2018)

Flying Fox in residents backyards. There are people letting fireworks off to scare them which stresses everyone out including pets. I don't mind them in the public parks but when they in your backyard it can be very stressful. It should not be left up to residents to move them on as one resident may do different way to another and it's not consistent which causes disturbance to other households. This has been an ongoing issue and Parks and Wildlife should be monitoring each mob's movements and providing ongoing support alongside Council.

Submission 5.4 Response

The Territory Legislation on this matter makes it difficult for both the Department of Tourism & Culture and the Council to deal with Flying Foxes in a way that would suit most residents. We will pass your complaint onto the relevant NT Department and advocate for a solution that can better suit environmental and community outcomes.

Submission 5.5 (Amanda Kingdon, 5 June 2018)

There needs to be more appropriate **trees planted for shade.** I had a beautiful shade tree that was not maintained by council and became diseased and was cut down several years

ago. It would be nice if Council could replace trees with something more appropriate for shade and coolness for residential streets.

I've noticed that trees are not pruned properly, especially Mahoganys, which makes them weak and susceptible to disease and falling.

Submission 5.5 Response

Council has budgeted a significant amount for the implementation of a tree maintenance program in 2018/19. This program aims to reduce the risks posed by a number of large tree species, including the African Mahogany. Council is also working on a management plan to increase the number of trees planted in the municipality.

Submission 5.6 (Amanda Kingdon, 5 June 2018)

Can Council provide assistance in the red tape to help reopen our beautiful Springvale Homestead?

Submission 5.6 Response

Whilst the property is in private hands, Council continue to be supportive of the project and understand the difficulties faced by the owner in progressing the proposal.

Submission 5.7 (Amanda Kingdon, 5 June 2018)

Can Council provide assistance in lobbying NT Government to **repair, renovate and maintain the Railway Bridge**? It is badly graffitied and looks disgraceful. It is the best view of the magnificent Katherine River in town and should be promoted more for seeing the sunrise or sunset over the Katherine River. Like Eiffel tower to Paris the Railway bridge to Katherine!

I do not agree with Jesus Loves Nachos graffiti being left there. This is disrespectful to the towns history and the hard work that was involved in building that bridge. Katherine Town Council need to support its renovation as soon as possible.

Submission 5.7 Response

We agree that the bridge is a great asset. The revitalisation of the Railway Bridge is one of the major projects identified in the Katherine Town Council master plan, with consideration required of its heritage listed status with any proposed works needing to be compliant with the heritage value of the bridge. A project plan has been put in place and discussions with various stakeholders progressed. We are currently lobbying for funding to achieve the next milestone of the project.

We understand that the NT Government has been planning the overall renovation of the bridge for some time and have undertaken some works like flood level marking and minor maintenance in the last year.

Submission 5.8 (Amanda Kingdon, 5 June 2018)

Entrance gateway to 'Old Gallon', another heritage site, which is private land needs upgrading can Council assist to liaise for owners to have this area available to Tourists. A fascinating history and heritage trail of signs are already there. There also needs to be more road lighting along Giles into Gorge road from The Mills Park past Morris road to bridge/creek.

Submission 5.8 Response

Thank you for your suggestion. This item can now be considered in a future meeting and we will get back to you on the discussions.

Submission 5.9 (Amanda Kingdon, 5 June 2018)

Have Council budgeted for upgrade/repairs to residents driveways? There are many driveways in Katherine South and Victoria Highway that need repair and maintenance.

Submission 5.9 Response

Repairs to driveway crossovers are the responsibility of the property owner and not the Council. Section 73 of the KTC by-laws states that Council may serve a notice under by-law 10 to the owner where it deems a driveway to be in a state of disrepair.

Submission 5.10 (Amanda Kingdon, 5 June 2018)

There is uneven footpath in front of Mahoganys Stuart Hotel which needs to be on the list of pathway repairs.

Submission 5.10 Response

This should be addressed at part of the footpath repairs included in the CBD Revitalisation Project for 2018/2019.

Submission 5.11 (Amanda Kingdon, 5 June 2018)

There is a need for seated shelters at Taxi signed areas. People are sitting on pavement or in gardens with shopping bags out in the rain and sun while waiting for taxis.

Submission 5.11 Response

This element is planned as part of the CBD Revitalisation project planning in collaboration with the Department of Infrastructure, Planning and Logistics. This will be added to the list of project outcomes for the project.

Submission 5.12 (Amanda Kingdon, 5 June 2018)

There is no lighting in the car park at Lindsay Street Complex. With more and more events happening at night and more visitors to town during dry season this car park needs to be well lit.

Submission 5.12 Response

Opportunities to increase lighting to the Lindsay Street Complex carpark will be explored in conjunction with the CBD Revitalisation Project.

Submission 5.13 (Amanda Kingdon, 5 June 2018)

Lindsay Street Complex should be allowed to take dogs on leash and doggy poo bags on post be placed in parks.

Submission 5.13 Response

All Council facilities (excluding the Katherine Sportsground, Hot Springs & Low Level Park) allow the presence of dogs in compliance with KTC By-Laws. The Lindsay Street Complex is not a Dog Restricted Area however, users must comply with the rules implemented by hirers. Council will explore further opportunities to encourage a dog friendly community.

Submission 5.14 (Amanda Kingdon, 5 June 2018)

Where is the **proposed Dog Park** suggested site in Katherine North and when will this eventuate?

Submission 5.14 Response

As identified in the Draft 2018/19 Municipal Plan, Stage 1 will consist of identifying a suitable location and initial formalisation works.

No location has been selected. This will be informed through community consultation.

Submission 5.15 (Amanda Kingdon, 5 June 2018)

I would like to see Council encouraging the use of cat cages for pet owners and secured fencing for dogs so as they are not able to escape. I like to see council introduce discounted desexing vouchers to community as well as micro chipping.

Submission 5.15 Response

Katherine Town Council's Regulatory Services Team aims for the continued expansion of community education activities. This includes educating community members on responsible animal ownership and working with residents to solve animal issues. Additionally, Katherine Town Council will be continuing the dog microchipping program and introducing a cat microchipping program in 2018/19.

Submission 5.16 (Amanda Kingdon, 5 June 2018)

Katherine Hot Springs has been a disaster and how was this project allowed to be signed off without proper consultation with community? An extremely important project for protecting the environment and such a popular area for all. Its been poorly managed. What is the date of completion and is there enough money to finish the project? What is the \$350000 going towards?

Submission 5.16 Response

Community consultation occurred over several months through a variety of mediums including print, social media, digital media and face-to-face meetings. Further consultation will occur prior to the finalisation of Stage 2 works.

It is anticipated that Stage 2 will be completed in time for the 2019 tourist season.

The funds budgeted for 2018/19 are for stage 2 works occurring in the top park area. These works will consist of a children's playground, formalised seating and landscaping.

Submission 5.17 (Amanda Kingdon, 5 June 2018)

There needs to be a **continuing pathway** from Katherine South Primary to through to the top of Hot Springs to rejoin the river trail to Low Level Reserve.

There needs to be better access for disabled. Pathways from car park to pop up café area.

Submission 5.17 Response

This project has been identified and will be recommended to Council as part of future budgets.

Submission 5.18 (Amanda Kingdon, 5 June 2018)

Heritage/history trail of signage around the town need to be replaced as they have perished and or have been damaged so they are unreadable. I have bought up at forums and was told that it was in the pipeline but the dry season is here and so are the tourist and they have not been replaced. Eg corner of Railway terrace and Victoria Highway. O'keefe House sign cnr Vic Hwy and Rundle Street park, Knotts Crossing and more.

Submission 5.18 Response

Auditing of Council signage will occur in the 2018/19 Financial year with replacements in order of necessity.

Additionally, Council will work with external parties having involvement in historical signage to ensure a collaborative and consistent approach.

Submission 5.19 (Amanda Kingdon, 5 June 2018)

The River trail track has fallen away as stated in this plan. How much will it cost to reinforce and will a new trail be established further in or should there be another bridge built over that area?

Submission 5.19 Response

Community consultation will help Council identify a practical and sustainable solution so that local and visitors can continue to enjoy the asset. Only after the finalised scope of works are known will Council be in a position to advise the cost and solution. A potential interim route is being mapped for use until the greater solution is identified and funded.

Submission 5.20 (Amanda Kingdon, 5 June 2018)

Affordable short term accommodation is missing. We have built a accommodation camp for FIFO workers but there is no affordable, safe, secure, short term accommodation for remote community visitors or homeless visiting people. This wet season there were many families young and old camping at night under the park/street shelters.

Submission 5.20 Response

Council plays a key role with the Katherine Accommodation Action Group and works with Government Departments and NGO's to advocate for this important issue. Advocacy work will continue in this area to improve access to essential housing and services for our most vulnerable residents.

Submission 5.21 (Amanda Kingdon, 5 June 2018)

Lockheed Road is deteriorating as it has a lot of traffic and the edges are not wide enough and no curbing or proper drainage. It is very narrow and dangerous for a high residential road. There needs to be line marking and a stop sign at Auster and Lockheed streets.

Submission 5.21 Response

Although adding kerbing and underground drainage to such a long length of road would not be affordable for Council in the near future, the edge breaking is already an identified issue that is near the top of the priority list for repairs.

Although not typically required at a T-junction, we will look at the need for a stop sign on Auster Street with regards to sight issues on the approach.

Submission 5.22 (Amanda Kingdon, 5 June 2018)

Council support investment and employment opportunities. What about signage for businesses? This need to be actively encouraged and supported by Council. I see Katherine Holiday Park has no sign at Zimin and Shadforth, tourists are missing the turn off. There is a very limited number of businesses advertising at the information bays.

Submission 5.22 Response

The overall issue has been identified by Council in a previous community consultation and some funding for signage has been secured in the last week by working in partnership with the Department of Infrastructure, Planning and Logistics as part of this CBD project. Whilst this signage you have indicated is out of the zone, it will be included as part of the ongoing plans for a signage review by Council and NTG.

The Railway Terrace Upgrade/ Revitalisation and the Railway Bridge are now seen as part of a larger project of revitalising the Katherine CBD by Katherine Town Council in achieving the results of the community forum held on the topic in 2016/17. Whilst some funding for elements of this project are identified in the upgrade of parking and roundabouts, we await funding decisions by the NT Government to guide any budget allocations.

Submission 5.23 (Amanda Kingdon, 5 June 2018)

New seating in grandstand is great but one row short is there another row coming before the show?

Whats the point of so many roller doors on Buntine Pavilion? Did Council pay for these? The Agricultural pavilion is in need of upgrade as well as Photography/art pavilion.

Entrance to Showgrounds to the right needs sealing, there are many large pot holes and exposed rocks.

I have requested to see the Showgrounds redevelopment plan for rodeo and campdraft area as it is not on the website. The Municipal Plan does not indicate very clearly what has been granted in total and what stage it is at and no indication of completion dates.

At the Showgrounds the No. 2 Bore is extremely noisy and leaking very badly and has been for quite a few years will this Bore be upgraded?

Submission 5.23 Response

There is currently no more funding left for any additional seating in the grandstand, however there are now more seats available than there were prior to the upgrade.

Roller doors allow the facility to become enclosed, increasing usage options whilst also allowing the flexibility to open it up when required. This was paid for through grant from NTG given to the Katherine District Show Society.

Sealing of the entrance to the showgrounds to the right is not a priority at this time considering its relatively low usage. However we will aim to rectify any potholes that create a hazard to motorists.

The specifics of the rodeo and campdraft relocation is still in the planning stage with only a concept design of the proposed layout. This planning has been done in full collaboration with campdraft users and event organisers from the beginning. KTC now has received a total of \$290K in grant funding from the Department of Sport and Recreation and the Katherine District Show Society have also obtained additional grant funding to contribute to the project. The purpose of this project is separate heavy vehicle and livestock movements away from pedestrians using the main entrance, and also establish separate campdraft and rodeo arenas that can be better utilized throughout the year.

There is no plan to upgrade the No. 2 bore in 2018 / 2019 financial year however the watering strategy at the Showgrounds is something that will be assessed which may include a change to the bore configuration in future years.

Submission 5.24 (Amanda Kingdon, 5 June 2018)

DPI - Street lighting on highways and main roads are not effective or even working most of the time. After many enquiries and reporting to Power and water there is still no plan for them to be upgraded? Parking bay area opposite Riverview Roadhouse and park needs lighting.

Submission 5.24 Response

We will pass on your concerns to the relevant NTG Department.

Submission 5.25 (Amanda Kingdon, 5 June 2018)

I cannot justify the Mayors allowance increase when I am struggling to pay my rates and not able to afford house insurance living in a flood zone. Many businesses are closing doors or trying to sell as overheads are increasing and repairs and maintenance of buildings are not being done. Does this mean the Mayors position is full time now or how is the position being re-classified?

Submission 5.25 Response

Your position is noted. The increase to the Mayor's allowance was determined by Council members as being appropriate to the skills required of the role as well as the long hours of the position, often occupying many evenings a week on top of the regular day time hours work –

if you look through the monthly meetings attended by the Mayor you will often see the number of events on top of the regular hours the Mayor performs in the office.

Submission 5.26 (Amanda Kingdon, 5 June 2018)

Are there any performance indicators in place for new Alderman's and staff? The information kits were not easily made available to community and for next election there needs to be more information on what the job of Mayor and Alderman entails.

Submission 5.26 Response

The duties of the Elected Members are prescribed by the Local Government Act. As the strategic board of the Council, their key performance indicators could be best described by the targets set in the Municipal Plan and the consequent quarterly reporting of these goals throughout the year.

If you are interested in the role, a number of hardcopy packages are available during elections, at the Civic Centre.

Submission 5.27 (Amanda Kingdon, 5 June 2018)

Katherine Town Council are suggesting a new waste management facility will be around \$20million. Will the NT Government contribute any monies to this new facility? And if not why not? With this estimated cost of \$20million will be more government regulations which will inflate the cost.

Is this the main reason for our rates to increase over the next 5 years?

Submission 5.27 Response

Katherine Town Council are in the initial planning phases of identifying a site for the new waste management facility. As such, discussions with NTG departments have not progressed to a point where funding options have been discussed.

Submission 5.28 (Amanda Kingdon, 5 June 2018)

I still see trailers of rubbish that are not secured. The tip attendant need to record those that come onto tip with unsecured loads and given warnings.

Submission 5.28 Response

Thank you for your suggestion. This is not something that Council can rightfully enforce and would typically come under the responsibility of the Police. Council will continue working with residents and relevant stakeholders to ensure education and compliance for the benefit of the community.

Submission 5.29 (Amanda Kingdon, 5 June 2018)

The Black Russian Café in Visitor Info Centre garden only serves coffee in takeaway cups this is not environmentally sustainable practice and these cups will add to our landfill very quickly in a dry season.

Submission 5.29 Response

Council are currently working through the strategic measures that involve considerable budget amounts and significant environmental impacts. Your observation is something we can include in our future deliberations.

Submission 5.30 (Amanda Kingdon, 5 June 2018)

I suggest a quarterly newsletter from Katherine Town Council summaries current projects and providing general information to ratepayers and community to improve communication and responsibilities for all in the community.

Submission 5.24 Response

As part of the Marketing & Communications service delivery, Council aims to implement and continually develop an Annual Communications Plan (refer page 27 of the Municipal Plan). This plan will help identify the best way to engage with the community and help encourage two way communication between the Council and the community.

Submission 6.1 (Department of Housing & Community Development, 5 June 2018)

The Budget for 2018-19 is to be separately located as a stand-alone document on the Council's website as per Section 128(3)(a). The draft Municipal Plan is consistent with the Act in terms of presenting the Budget within that document. However, the Department is of the opinion that s128(3)(a) when read in conjunction with s200(ha) and s24(4) of the Act requires that the Budget must be publicly available as a stand-alone item on the website in order to ensure that it is easily searchable by a member of the public.

Submission 6.1 Response

Noted for actioning.

Submission 6.2 (Department of Housing & Community Development, 5 June 2018)

Page 4 of the Budget – Under 'Elected Member Allowances' – The member allowances are to be fixed by Council in accordance with any Ministerial guidelines as per Section 71(2). The Annual Base Allowance for the Mayor has been set at \$86,121 which is higher than the maximum base allowance set for Katherine Council Mayor in 2018-19 of \$73,856.62.

Submission 6.2 Response

There is an error in the Mayor Allowance breakdown however the total allowances are in accordance with the Ministerial guidelines. The reporting of elected member allowances has been amended to:

Mayor – Annual Base Allowance \$73,856.62 and Electoral Allowance \$19,439.65 and the total of \$93,296 remains unchanged.

Submission 6.3 (Department of Housing & Community Development, 5 June 2018)

The Council Plan must contain or refer to any long-term community or strategic plan adopted by the council or a local authority or local board as per Section 23(1)(b)(i). Page 18 of the Plan makes reference to a 'Katherine Town Council Strategic Plan' but this plan could not be located on the website. We suggest adding a link in the document to where the Strategic Plan can be located or including it as an Appendix to the Municipal Plan.

Submission 6.3 Response

Katherine Town Council's Strategic Plan is under development with finalisation in the 2018/19 financial year. Note made in Municipal Plan.

Submission 6.4 (Department of Housing & Community Development, 5 June 2018)

The Council Plan must contain, or incorporate by reference, possible changes to the administrative and regulatory framework for delivering local government services as per Section 23(1)(c)(iii). Council must meet the requirements of the provision, however if there are no changes proposed for 2018-19 this can be noted in the plan.

Submission 6.4 Response

Noted – Amendment made.

Submission 6.5 (Department of Housing & Community Development, 5 June 2018)

Suggested Edits on Financial Information:

- 1) Page 63 of Plan – The figure for ‘Visitor Information Centre’ of \$86,430 is different to the detailed breakdown of \$80,519 on page 62.
- 2) Page 11 of LTFP – Under ‘Statement of Comprehensive Income by Nature and Type’:
 - a) The total expenditure in the LTFP of \$12,955,226 for 2018/2019 is different to the total expenses of \$10,068,978 in the Budget (expenses plus depreciation).
 - b) The ‘Changes in Valuation of non-current assets’ in the LTFP for 2018/2019 is stated as \$8,031,405 yet Page 8 of the Budget shows that figure as zero for 2018/2019.
 - c) The additional income in the LTFP under ‘Non-operating Grants, Subsidies & Contributions’ of \$545k for 2018/2019 is not reflected on Page 8 of the Budget.

Submission 6.5 Response

- 1) Noted – Amendment made.
- 2) a.) The total expenditure of the LTFP comprises \$9,943,106 for expenses plus asset renewal expenses from reserves of \$3,012,120. The Budget expenses are \$9,943,106 plus depreciation of \$125,872. Unlike the LTFP, the Income Statements contained in the budget do not contain capital expenditure and only reflect the Net Operating Position.
b.) Noted – Amendment to income statement made.
c.) \$545K for **Non-Operating Grant, Subsidies and Contributions** is listed on page 8 of the Budget below **Operating Surplus/(Deficit) before capital items** and is described as **Amounts received specifically for new or upgraded assets**.

Submission 6.6 (Department of Housing & Community Development, 5 June 2018)

Page 4 of the Budget – Under ‘Elected Member Allowances’ – Amend the period for the allowances to “2018/2019”.

Submission 6.6 Response

Noted – Amendment made.

ELECTED MEMBER COMMENT / RESPONSE

Responses to Elected Member comments are addressed in the attached document entitled “*Elected Member Pre-draft Budget Input 2018/19*” (Appendix 2).

CHANGES TO THE BUDGET

Changes to the Budget are noted and explained in the attached document entitled “*Memo of Changes – Budget 2018/19*” (Appendix 4)

CHANGES TO THE LONG TERM FINANCIAL PLAN

Changes to the Long Term Financial Plan are noted and explained in the attached document entitled “*Memo of Changes – Long Term Financial Plan 2018/19*”(Appendix 5)

CHANGES TO THE KTC FEES & CHARGES

Changes to the KTC Fees & Charges Structure are noted and explained in the attached document entitled “Memo of Changes – KTC Fees & Charges 2018/19” (Appendix 6).

OFFICER RECOMMENDATION

That Council:

1. Receive the submissions and note the responses to the Municipal Plan and Budget.
2. Note the attached memo (Appendix 3) relating to layout, spelling and grammar errors.
3. Note the attached memo (Appendix 4) of adjustments to the Budget.
4. Note the attached memo (Appendix 5) of adjustments to the Long Term Financial
5. Note the attached memo (Appendix 6) of adjustments to the KTC Fees & Charges.
6. Adopt the 2018-2019 Municipal Plan including the accepted submissions.
7. Adopt the 2018-2019 Budget.
8. Adopt the Elected Member Allowances



Claire Johansson
Acting CHIEF EXECUTIVE OFFICER

Delegation:

Chief Executive Officer Robert Jennings

Attachments:

Appendix 1 – Public Submissions Received
Submission 1 – Colin Berry
Submission 2 – Annette Raynor
Submission 3 – Greg Owens – NT Farmers
Submission 4 – Karen Rhodes
Submission 5 – Amanda Kingdon
Submission 6 – Department of Housing & Community Development

Appendix 2 - Elected Members Pre-draft Budget Input
Appendix 3 – Memo of changes – Municipal Plan
Appendix 4 – Memo of changes – Budget
Appendix 5 – Memo of Changes – Long Term Financial Plan
Appendix 6 – Memo of Changes – KTC Fees & Charges
Appendix 7 – 2018-2019 Municipal Plan including Budget & Long Term Financial Plan



MEMORANDUM

FOLDER: Local Governance / Compliance / Municipal Plan / Municipal Plan 2018
DATE: 19 JUNE 2017
FROM: EXECUTIVE MANAGER – CORPORATE & COMMUNITY DEVELOPMENT
TO: CHIEF EXECUTIVE OFFICER
RE: AMENDMENTS REQUIRED – DRAFT MUNICIPAL PLAN 2018/19

Pg #	Original / Error	Replacement / Correction	Reason for change (if applicable)
Entire Document	Local Government Act	Replaced with : <i>Local Government Act</i> (excluding Index)	
Entire Document	Use of ampersand	Replace ampersand with and (excluding position titles)	Sentence correction
1 (cover)	Replace Image	Replace Image	Replace Image
6	In 2017/2018, the major planning and implementation goals of the Katherine Town Council (KTC) were met and the organisation is moving confidently into more of the development and action phases for a number of strategies and major projects in 2018/19 in partnership with the community and the NT Government.	In 2017/2018, the major planning and implementation goals of the Katherine Town Council (KTC) were met. The organisation is now moving confidently into more of the development and action phases for a number of strategies and major projects in 2018/19 in partnership with the community and the Northern Territory Government (NT Government).	Sentence correction
6	This Municipal Plan will take us though the fourth year of a four year plan ending in 2018/2019 that aims to achieve a strong foundation for our community.	This Municipal Plan will take us through the fourth year of a four year plan ending in 2018/19 that aims to achieve a strong foundation for our community.	Spelling correction
6	This context is further explored in identifying key opportunities and challenges in community engagement as well as economic and community development initiatives.	This context is further explored in identifying key opportunities and challenges in community engagement as well as in economic and community development initiatives.	Sentence correction



MEMORANDUM

6	The strong relationship and results focus has delivered integrated plans that stand to strongly benefit the community through a partnership approach with NT Government, Federal Government and other key stakeholders.	The strong relationship and results focus has delivered integrated plans that stand to strongly benefit the community through a partnership approach with the NT Government, Federal Government and other key stakeholders.	Sentence correction
7	Replace Image	Replace Image	Replace Image
7	Removal of colons		Punctuation correction
8	Involvement Council will provide avenues of participation for and be accessible to the community.	Involvement Council will provide avenues of participation in and be accessible to the community.	Sentence correction
8	Responsibility Council will act with integrity and in a financially responsible, sustainable manner in the interests of the community.	Responsibility Council will act with integrity, in a financially responsible and sustainable manner in the interests of the community.	Sentence correction
10	Omission of statement regarding section 23(1)(c)(iii) of the Local Government Act.	In accordance with section 23(1)(c)(iii) of the Local Government Act, Katherine Town Council does not anticipate any changes to it's administrative and regulatory framework for delivering local government service for 2018/19.	Compliance
13	The removal of green waste from landfill will see a considerable reduction in greenhouse gases produced by landfill as well as assisting in the prolonged use of the facility. Furthermore, this project will see Council taking steps to sustainable waste management practices.	The removal of green waste from landfill will deliver a considerable reduction in greenhouse gases produced by landfill as well as assist in extending the life of the facility. Furthermore, this project will see Council taking steps towards sustainable waste management practices.	Sentence correction



MEMORANDUM

14	As one of Council highest used facilities, a large investment will be made across all areas of the sportsgrounds to assist in ensuring a facility that is fit for purpose.	As one of Council's most used facilities, a large investment will be made across all areas of the sportsgrounds to assist in ensuring a facility that is fit for purpose.	Sentence correction
14	2018/2019 will see the ongoing project of relocating the rodeo and campdraft arenas to ensure a suitable facility for all users. Additional works will also include upgrades to power, irrigation and ablution facilities.	During 2018/19, the relocation of the rodeo and campdraft arenas will continue, to ensure a suitable facility for all users. Additional works will also include upgrades to power, irrigation and ablution facilities.	Sentence correction
15	With river corridor works nearing completion Katherine Town Council will now turn our focus to the Katherine Hot Springs top park.	With river corridor works nearing completion Katherine Town Council will now focus on the Katherine Hot Springs top park.	Sentence correction
15	The Hot Springs Revitalisation Project plays an integral part in activating the river corridor and inking the Katherine River Loop Trail.	The Hot Springs Revitalisation Project plays an integral part in activating the river corridor and linking the Katherine River Loop Trail.	Spelling correction
15	The equipment will allow not only Council to live stream the Open Forums, but also public Ordinary Meetings of Council.	The equipment will allow not only Council to live stream the Open Forums, but also Ordinary Meetings of Council.	Sentence correction
18	2018/2019 will see a strong focus shift to formal community engagement. Alongside the development of the Katherine Town Council Strategic Plan, the Community Engagement Plan as well as the Communications Plan will allow Council to formalise and review how it engages with the Community, ensuring service delivery is targeted at the needs of the community.	2018/19 will see a strong focus shift to formal community engagement. Alongside the development of the Katherine Town Council Strategic Plan (due for completion in 2018/19), the Community Engagement Plan as well as the Communications Plan will allow Council to formalise and review how it engages with the Community, ensuring service delivery is targeted at the needs of the community.	Further clarification on status of Katherine Town Council Strategic Plan
18	The Library contains extensive	The Library contains extensive	Sentence correction



MEMORANDUM

	research capabilities, as the Library maintains a collection exceeding 24,000 items including a special collection of books and other items about Katherine and the Northern Territory.	research capabilities, maintaining a collection exceeding 24,000 items including a special collection of books and other items about Katherine and the Northern Territory.	
18	In addition to maintaining a large collection, the Library also develops and conducts a number of community based programs and events to meet the needs of the entire community. The Library Children's programs range from babies through to youth with the aim of continued literacy development, community inclusiveness and knowledge sharing.	The Library also develops and conducts a number of community based programs and events to meet the needs of the entire community. Children's programs range from babies through to youth with the aim of continued literacy development, community inclusiveness and knowledge sharing.	Sentence correction
18	The Library programs are also supported by a large range of events, held throughout the year that support community engagement, literacy skills and knowledge sharing. The Library is funded by Katherine Town Council with assistance from the Northern Territory Government.	The Library programs are also supported by a large range of events, held throughout the year that support community engagement, literacy skills and knowledge sharing. The Library is funded by Katherine Town Council with assistance from the Northern Territory Government.	Paragraph correction
19	Title: Visitor information Services	Title: Visitor Information Services	
19	The KVIC is funded by the Council, with funding assistance from Tourism NT.	The KVIC is funded by the Council, with assistance from Tourism NT.	Sentence correction
20	The newly formed governance team is responsible to ensure Council delivers a high standard	The newly formed governance team is responsible for ensuring Council delivers a high standard of	Sentence correction



MEMORANDUM

	of governance, service delivery, asset management and financial accountability.	governance, service delivery, asset management and financial accountability.	
20	The Council has significantly progressed long term asset management planning, and the output for the 2018/2019 year is continued improvement in asset management key performance indicators including Council's asset sustainability ratio.	The Council has significantly progressed long term asset management planning. Output for the 2018/2019 year is continued improvement in asset management key performance indicators including Council's asset sustainability ratio.	Sentence correction
20	<p>Financial Accountability</p> <p>The goals for the long-term financial plan are to support:</p> <ul style="list-style-type: none"> • Fiscal responsibility and financial sustainability • Transparency and accountability to the local community and other stakeholders • Appropriate levels of inter-generational equity • Delivery of reporting against financial targets and goals (financial key performance indicators including operating surplus ratio) • Managers to effectively plan and deliver services • The development of Council's annual budget 	<p>Financial Accountability</p> <p>The goals for the long-term financial plan are to support:</p> <ul style="list-style-type: none"> • Fiscal responsibility and financial sustainability. • Transparency and accountability to the local community and other stakeholders. • Appropriate levels of inter-generational equity. • Delivery of reporting against financial targets and goals (financial key performance indicators including operating surplus ratio). • Managers to effectively plan and deliver services. • The development of Council's annual budget. 	Punctuation correction
20	With the expiration of the Katherine Town Council Enterprise Bargaining Agreement in September 2018, opportunities arise for Council to ensure compliance of the National Employment	With the expiration of the Katherine Town Council Enterprise Bargaining Agreement in September 2018, opportunities arise for Council to ensure it is compliant with the National Employment Standards	Sentence correction



MEMORANDUM

	Standards		
21	Council has commenced the bargaining process for their Enterprise Bargaining Agreement (EBA) which is due to reach its nominal expiry date in September 2018.	Council has commenced the bargaining process for it's Enterprise Bargaining Agreement (EBA) which is due to reach its nominal expiry date in September 2018.	Sentence correction
21	<p>Workforce Planning</p> <p>Council will be developing a Workforce Plan that will assess the current work force profile of the Katherine community to;</p> <ul style="list-style-type: none"> • gain a strategic objective and direction for the future of Katherine's workforce: understanding Katherine's current workplace demographics, geographic distribution, changes to academic focus and various financial constraints will allow Katherine Town Council to identify the future staffing requirements, skill shortages or oversupply within the Katherine region ultimately providing the data needed to establish the strategic objective and long-term direction of Katherine's workforce. • better understand the current and future needs of the community's workforce in terms of changes in academic requirements, fluctuations in industries and changes to the ageing population. This may lead to the adaption of specific recruitment or training initiatives to assist in the establishment of new or advancement of necessary 	<p>Workforce Planning</p> <p>Council will develop a Workforce Plan that assesses the current work force profile of the Katherine community to;</p> <ul style="list-style-type: none"> • Gain a strategic objective and direction for the future of Katherine's workforce. Understanding Katherine's current workplace demographics, geographic distribution, changes to academic focus and various financial constraints will allow Katherine Town Council to identify the future staffing requirements, skill shortages or oversupply within the Katherine region, ultimately providing the data needed to establish the strategic objective and long-term direction of Katherine's workforce. • Better understand the current and future needs of the community's workforce in terms of changes in academic requirements, fluctuations in industries and changes to the ageing population. This may lead to the adaption of specific recruitment or training initiatives to assist in the establishment of new or advancement of necessary skills • Identify areas of concern. 	Sentence correction



MEMORANDUM

	<p>skills</p> <ul style="list-style-type: none"> • identify areas of concern: any issues that threaten the community's workforce will be identified, outlined and further explored to understand the impact of the threat to the Katherine region 	<p>Issues that threaten the community's workforce will be identified, outlined and further explored to understand the impact of the threat to the Katherine region</p>	
21	<p>Council will continue its relationship with Department of Education, Katherine High School and St Joseph's College in providing work placements for the work experience program. participants.</p>	<p>Council will continue its relationship with the Department of Education, Katherine High School and St Joseph's College in providing work placements for work experience program. participants.</p>	<p>Sentence correction</p>
22	<p>Katherine Town Council's management planning process involves two layers:</p> <ul style="list-style-type: none"> • A ten year Long Term Financial Plan • A Municipal Plan (incorporating the Annual Business Plan and Budget) 	<p>Katherine Town Council's management planning process involves two layers:</p> <ul style="list-style-type: none"> • A ten year Long Term Financial Plan; and • A Municipal Plan (incorporating the Annual Business Plan and Budget). 	<p>Punctuation correction</p>
23	<p>This will include access upgrades to the Eastern side of the racetrack. This will allow for the separation of pedestrians, heavy vehicles and livestock during major events.</p>	<p>This will include access upgrades to the Eastern side of the racetrack, and allow for the separation of pedestrians, heavy vehicles and livestock during major events.</p>	<p>Sentence correction</p>
23	<p>Council will also continue to work in collaboration with the Pop Rocket Café to establish a second container on site to potentially allow the availability of a dinner service.</p>	<p>Council will also continue to work in collaboration with the Pop Rocket Café to establish a second container on site to potentially allow for a dinner service.</p>	<p>Sentence correction</p>
51	<p>Incorrect Rates and Charges 2018/19 Estimate</p>	<p>Replace with correct amount</p>	<p>Rates amended as per rates modelling</p>
52		<p>Inclusion of updated chart</p>	<p>Incorporation of additional expenditure</p>



MEMORANDUM

55		Inclusion of updated chart	Incorporation of additional expenditure
56		Inclusion of updated chart	Incorporation of additional expenditure
57		Inclusion of updated chart	Incorporation of additional expenditure
60	Incorrect figure – Administration Expenses	Replace with correct figure in Administration Expenses, Total Expenditure and Rates Impact	Incorporation of additional expenditure, namely: \$20,000 for Asset Revaluation and \$20,000 for Constitutional Review
61	Incorrect figure – Toilets -Ryan Park	Replace with correct figures in Toilet – Ryan Park, Total Expenditure and Rates Impact	Incorporation of additional expenditure, namely: \$100,000 for Public Toilet Strategy.
61	Incorrect figure – Museum - Operating	Replace with correct figure Operating, Total Expenditure and Rates Impact	Incorporation of additional expenditure, namely: \$20,000 for Museum Wage Support
63		Inclusion of updated chart	Incorporation of additional expenditure



MEMORANDUM

FOLDER: Local Governance / Compliance / Municipal Plan / Municipal Plan 2018
DATE: 19 JUNE 2017
FROM: MANAGEMENT ACCOUNTANT
TO: CHIEF EXECUTIVE OFFICER
RE: AMENDMENTS REQUIRED – DRAFT BUDGET 2018/19

Pg #	Original / Error	Replacement / Correction	Reason for change (if applicable)
4	Omission of waste management charges.	The waste management charge and the minimum waste management levy will increase to \$333.27 and \$118.25 respectively. The waste management charge is levied for the provision of a 240 litre bin and free access to the waste management facility. The minimum waste management levy provides for free access to the waste management facility.	Figures unavailable at time of draft due to expiration of waste management contract.
4	Elected Members Allowance - Mayor - displayed incorrectly	Corrected to: Annual Base Allowance \$73,856.62 Annual Electoral Allowance \$19,439.65	Incorrection displayed.
5	Operating Revenue		Changes as per increase in rate modelling change.
5	Operating Expenditure		Changes as per additional expenditure items.
7	Income – Rates – Budget 2018/19 – incorrect amount	Update to correct amount – Rates – Budget 2018/19	Rates Modelling adjustment
7	Expenditure – Materials, contracts and other expenses – Community Grants	Update to correct amount - Expenditure – Materials, contracts and other expenses – Community Grants	Inclusion of additional expenditure, namely: \$20,000 Museum Wage Support
7	Expenditure – Materials, contracts and other expenses – Materials & Contracts	Update to correct amount - Expenditure – Materials, contracts	Inclusion of additional expenditure, namely:



MEMORANDUM

		and other expenses – Materials & Contacts	\$20,000 Constitutional Review \$20,000 Asset Revaluation \$100,000 for Public Toilet Strategy
8	Depreciation	Update to correct amount – Depreciation	Recognising additional depreciation of assets
8	Changes in valuation of non-current assets – not included in original budget statements	Update to include in budget statements	As per advice from Compliance.
9	Balance sheet adjustments have been made in the revised 2017/18 budget and corresponding adjustments in the 2018/19 budget to recognize the effect of unexpended grant money for major infrastructure budget (including Emungulan Bridge road – \$1.9M). Items affected are cash and cash equivalents, current liability and equity.		
12	The effect of above balance sheet adjustments has also been reflected in the cash flow statement for 2017/18 to reduce the cash expenditure by \$1.9M and 2018/19 adjusted to recognize the same expenditure in that financial year. Also the equity statement has been amended to reflect the changes.		



MEMORANDUM

FOLDER: Local Governance / Compliance / Municipal Plan / Municipal Plan 2018
DATE: 19 JUNE 2017
FROM: FINANCE FIXED ASSET MANAGEMENT OFFICER
TO: CHIEF EXECUTIVE OFFICER
RE: AMENDMENTS REQUIRED – LONG TERM FINANCIAL PLAN

The Long Term Financial Plans have been amended to reconcile with the 2018/19 Budget and consequential flow on effect in subsequent years. These amendments have been made to both the five (5) and eight (8) year plans.

The amendments relate directly to the increase in rates projected, the inclusion of additional expenditure for 2018/19 (listed below) and the timeframes for major capital works, significantly Emungalan Road Bridge.

Additionally, a formulation error was identified by Governance staff after adoption of the Draft Municipal Plan. This formula was corrected and in turn significantly affected the Statement of Comprehensive Income by Program

ADDITIONAL EXPENDITURE:

- \$20,000 Constitutional Review
- \$20,000 Asset Revaluation
- \$20,000 Museum Wage Support
- \$100,000 Public Toilet Strategy

STATEMENT AFFECTED (both 5 & 8 year plans)

- Statement of Comprehensive Income by Nature & Type
- Statement of Comprehensive Income by Program
- Statement of Cash Flow
- Statement of Financial Position
- Statement of Change in Equity
- Rates Setting Statement
- Ten Year Capital Works Program
- Depreciation Schedule
- Key Performance Indicators



MEMORANDUM

FOLDER: Local Governance / Compliance / Municipal Plan / Municipal Plan 2018
DATE: 19 JUNE 2017
FROM: EXECUTIVE MANAGER – CORPORATE & COMMUNITY DEVELOPMENT
TO: CHIEF EXECUTIVE OFFICER
RE: AMENDMENTS REQUIRED – KTC FEES & CHARGES 2018/19

Pg #	Original / Error	Replacement / Correction	Reason for change (if applicable)
Entire Document	Ampersand	Replacement of ampersand to "and" through entire document excluding document title and position titles	Consistency
Entire Document	Fees & Charges Structure	Removal of "structure"	Consistency
Entire Document		Italicize all reference to legislation (full title)	Consistency
Entire Document	Non-For-Profit	Not-For-Profit	Consistency
11	Commercial hire option missing	Insert Commercial	Oversight
26		Insert – Additional 240 litre garbage bin – Weekly Kerbside Collection service cost	Unavailable at time of compilation
29	Omission of steps and ramps with portable stage hire	Inclusion of steps and ramp	Clarification
29	PORTABLE PROJOTOR SCREEN	Correction to: PORTABLE PROJECTOR SCREEN	Spelling correction
33	Policy on use of Dog Traps – First sentence – Area	Correction to "are"	Spelling correction
	Policy on use of Dog Traps – Missing Detail	Add: Traps are available for a maximum of two (2) weeks only for no fee with an equipment deposit fee of \$145.	Omission
33	Policy on use of Cat Traps – First sentence – Area	Correction to "are"	Spelling correction
33	Environment & Regulatory Service Manager	Correction to: Manager – Compliance, Environment & Regulatory Services	Title correction



MEMORANDUM

33	Policy on use of Cat Traps – Missing Detail	Add: Traps are available for a maximum of two (2) weeks only for no fee with an equipment deposit fee of \$145.	Omission
34	Pro-Rata Dog Registration – September – Cost Recovery duplicated	Removal of duplication	Duplication
35	Anti Bark Collar – Equipment Deposit – No charge mode noted	Amend charge mode “Bond”	Omission
47	Spelling mistake - KATHERINE TOWN COUNCIL – HIRABLE FACILITIES	Correction of mistake - KATHERINE TOWN COUNCIL – HIREABLE FACILITIES	Spelling correction

KATHERINE TOWN COUNCIL**REPORT**

FOLDER: Finance / Rates / Declarations
MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018
REPORT TITLE: DECLARATION OF RATES

Purpose of Report

To declare the Rates and Charges for 2018/2019.

Background

Pursuant to the *Local Government Act* ('The Act') Council is required to declare general rates on allotments throughout the Council area before 31 July each year. The declaration of rates must state:

- Amount to be raised for general purposes and, if an amount is to be realised for a special purpose, the amount to be raised for the special purpose;
- The basis or bases for the rates; and
- If the rates are to be payable in instalments – the number of instalments and when they will be payable.

In accordance with the Municipal Plan Council has budgeted to raise \$6,866,241.61 in general rates on the basis of a combination of differential rates. Rates are levied with the option of payment in four equal instalments.

Current Position**Unimproved Capital Values (UCV)**

Rates payable are calculated on the basis of the unimproved capital values determined by the Australian Valuation Office as at 1 July 2016 in accordance with the Municipal Plan. Total minimum rate revenue has been increased for 2018/2019 by 7.5%.

Conditionally Rateable Land

Under the Act, pastoral leases are included as conditionally rateable land and conditionally rateable land is subject to Ministerial approval. The Municipality includes three pastoral leases and the Minister set a rate for these pastoral leases pursuant to a notice in the Government Gazette on 24 April 2018.

Waste Management Charge

The waste management charge has been increased by 7.5% for the 2017/2018 financial year.

Legal Advice

Legal advice confirms that the attached Declaration of Rates meets the requirements of the Act.

Certification of Assessment Record

The Local Government (Accounting) Regulations requires Council's Chief Executive Officer to check all available records to ensure that all rateable land is recorded in the assessment. This certification has been completed.

KATHERINE TOWN COUNCIL



REPORT

OFFICER RECOMMENDATION

That it be recommended to Council:

That items 1 to 8 in the attached Declaration of Rates & Charges be approved for the Financial Year ending 30 June 2019, pursuant to Part 11.5 of the Local Government Act.

A handwritten signature in cursive script that reads "C Johansson".

Claire Johansson

Acting CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Corporate & Community Development, Ms Rosemary Jennings
Schedule of Attachments: Katherine Town Council Declaration of Rates & Charges 2018/19

KATHERINE TOWN COUNCIL

DECLARATION OF RATES AND CHARGES FOR 2018/2019

1. Basis of Assessed Value

Pursuant to section 149(1) of the *Local Government Act* (the **Act**), Council adopts the unimproved capital value (as it appears on the valuation roll prepared by the Valuer-General under the *Valuation of Land Act*) as the basis of the assessed value of allotments in the Katherine municipality.

2. General Rate – Declaration

Pursuant to section 155 of the Act, Council, declares that in respect to the financial year ending 30 June 2019 Council intends to raise \$6,866,241.61 in rates for general purposes which will be raised by the application of differential valuation-based charges (**differential rates**) with differential minimum charges (**minimum amounts**) being payable in application of each of those differential rates.

3. Basis of Rate Calculation

Council hereby declares the following differential rates and minimum amounts payable in the application of those differential rates for the financial year ending 30 June 2019:

- a) In respect of the allotments of rateable land set out in the Differential Rates Schedule below rates are calculated by multiplying the applicable differential rate, as specified in the Differential Rates Schedule below, by the assessed value of each allotment or rateable land within those parts of the municipality being the different planning zones described alongside the applicable rate in the Differential Rates Schedule below with a minimum amount payable in the application of that rate being \$1,130.00 multiplied by the greater of:
- i) the number of separate residential parts or units that are adapted for separate occupation or use pursuant to section 148(4) of the Act on each such allotment of rateable land; and
 - ii) the number 1.

DIFFERENTIAL RATES SCHEDULE		
DIFFERENTIAL RATE	ZONE ACCORDING TO NT PLANNING SCHEME	MINIMUM AMOUNT
0.01373522	Single Dwelling Residential, Multiple Dwelling Residential, Medium Density Residential, Specific Use 1 (SD, MD, MR, SK1)	\$1,130.00
0.00186866	Agriculture (A)	\$1,130.00

0.00185919	Water Management (WM)	\$1,130.00
0.00327491	Rural (R)	\$1,130.00
0.00540224	Rural Living (RL)	\$1,130.00
0.02138386	Community Living, Specific Use 2, Specific Use 3, Community Purpose (CL, SK2, SK3, CP)	\$1,130.00
0.02452433	Central Business 1 (CB1)	\$1,130.00
0.01883652	Central Business 2 (CB2)	\$1,130.00
0.02454667	Central Business 3 (CB3)	\$1,130.00
0.01872924	Commercial (C)	\$1,130.00
0.03642768	Service Commercial (SC)	\$1,130.00
0.01083505	Future Development, Railway (FD, RW)	\$1,130.00
0.02370851	Caravan Parks, Tourist Commercial (CV, TC)	\$1,130.00
0.01393567	Light Industry (LI)	\$1,130.00
0.01318739	General Industry (GI)	\$1,130.00
0.00954716	Organised Recreation (OR)	\$1,130.00
Nil	Land which is otherwise non-rateable and land within that part of the municipality comprising Zone Utilities (U).	Nil

- b) In respect of rateable land within that those parts of the municipality known as Binjari Community and RAAF Base Tindal, rates will be raised by application of a differential rate of 0.00000001 multiplied by the assessed value of each allotment of rateable land within those parts of the municipality with a minimum amount payable in the application of that rate being \$1,130.00 multiplied by the greater of:
- i) the number of separate residential parts or units that are adapted for separate occupation or use pursuant to section 148(4) of the Act on each such allotment of rateable land; and
 - ii) the number one (1).
- c) In respect of rateable land within that part of the municipality over which there is a pastoral lease as defined in the *Pastoral Land Act*, being Pastoral Lease nos. 525, 735 & 801, rates will be raised by application of a differential rate of 0.000302 multiplied by the assessed value of the land within each such pastoral lease with a minimum amount payable in the application of that rate being \$371.99.
- d) In respect of all other rateable land within the municipality (including allotments not covered by the NT Planning Scheme), rates will be raised by application of a differential rate of 0.001884 multiplied by the assessed value of each allotment of rateable land within that part of the municipality with a minimum amount payable in the application of that rate being \$1,130.00 multiplied by the greater of:
- i) the number of separate residential parts or units that are adapted for separate occupation or use pursuant to section 148(4) of the Act on each such allotment of rateable land; and
 - ii) the number one (1).

4. Waste Management Charges

Pursuant to section 157 of the Act, Council declares the following charges for the purpose of enabling or assisting Council to meet the cost of garbage collection and the waste disposal service it provides for the benefit of residential land within the municipality and the occupiers of such land.

Council intends to raise \$1,237,284.30 by these charges.

For the purpose of this paragraph:

- “Residential dwelling” means dwelling house, flat or other substantially self-contained residential unit or building on residential land used or capable of being used for residential purposes and includes a unit within the meaning of the Unit Titles Act and the *Unit Titles Schemes Act*.
- “Residential land” means land used or capable of being used for residential purposes.

The following charges are declared:

- 4.1 A charge of \$333.27 per annum per residential dwelling in respect of the waste management service provided for the benefit of, or which Council is willing and able to provide for the benefit of, each residential dwelling within the municipality other than residential dwellings described in paragraphs 4.2 and 4.3.

The waste management service shall consist of:

- a) a kerbside collection service of one (1) garbage collection service per week, with a maximum of one 240 litre mobile garbage bin per garbage collection visit; and
- b) unlimited access by the occupiers of residential dwellings within the municipality to the Council’s Waste Management Facility (Dump) solely for the deposit of waste generated from such residential dwellings, excluding items declared as pay per disposal in Council’s Fees & Charges Structure 2018/19.

- 4.2 A charge of \$118.25 per allotment of land in respect of the waste management service provided for the benefit of residential land within the municipality, being residential land:

- a) on which Council is advised in writing by the land owner and it is confirmed that there is no residential dwelling; and
- b) to which Council is willing and able to provide a weekly kerbside collection service; and
- c) on which no commercial enterprise is conducted.

The waste management service shall consist of unlimited access to Council's Waste Management Facility (Dump) solely for the deposit of waste generated from such residential land, excluding items declared as pay per disposal in Council's Fees & Charges Structure 2018/19.

- 4.3 A charge of \$118.25 per allotment of land in respect of the waste management service provided for the benefit of residential land within the municipality and the occupiers of such land being residential land:
- a) to which Council is either not willing or not able to provide a weekly kerbside collection service; and
 - b) on which no commercial enterprise is conducted.

The waste management service shall consist of unlimited access to Council's Waste Management Facility (Dump) solely for the deposit of waste generated from such residential land, excluding items declared as pay per disposal in Council's Fees & Charges Structure 2018/19.

- 4.4 Where, in response to a written request from a person liable to a charge in respect of a residential dwelling, Council approves the request and provides an additional service in the form of the weekly kerbside collection of one or more additional 240 litre mobile garbage bins, a charge of \$333.27 per annum, per additional garbage bin shall apply to that residential dwelling.

The additional waste management service shall consist of the provision and collection of the number of additional 240 litre mobile garbage bins approved by Council in response to such written request, which charge shall be levied and paid in conjunction with the charge for the weekly kerbside collection service referred to in paragraph 5.1.a).

5. Payment of Rates & Charges

That, pursuant to section 161 of the Act, Council determines that rates and charges for the year 1 July 2018 to 30 June 2019 inclusive, shall be due and payable by four approximately equal instalments on the following dates, namely:

First Instalment - 30 September 2018

Second Instalment – 30 November 2018

Third Instalment – 31 January 2019

Fourth Instalment - 31 March 2019

Payment of all or any remaining instalments may be made on or before the due date of the next instalment.

Instalments falling due in a weekend or public holiday may be paid by the following business day, without incurring any penalty.

In accordance with section 160 of the Act, Council determines that the benefit to be given for the prompt payment of rates and charges and to encourage the early payment for the financial year ending 30 June 2019 shall be the conduct of an 'Early Bird Draw' whereby Council will offer a monetary prize to one (1) eligible ratepayer selected from the draw in an amount being the lesser of the current year's rates and \$700 subject to the following conditions:

- a) That the total amount of all rates and charges levied for the financial year ending 30 June 2019 in respect of any parcel of rateable land owned by the winning ratepayer, together with arrears (if any) must have been paid in full on or before the 30 September 2018.
- b) The payment will not extend to any part of the waste management charge.
- c) All Government agencies, Council Elected Members and Council employees are excluded from the draw.
- d) The winning ratepayer shall be notified by post..

6. Penalty for Late Payment

That pursuant to section 162 of the Act, Council determines that the relevant interest rate which accrues on overdue rates will be 9% per annum.

7. Recovery of Outstanding Rates & Charges

A ratepayer who fails to pay rates and charges on the due date for payment may face legal action for recovery of the principal amount of the rates and charges, interest accrued on the late payment and costs reasonably incurred by Council in recovering or attempting to recover rates and charges. Under section 173 of the Act, if rates and charges have been arrears for at least three (3) years, and an overriding statutory charge securing liability for the rates has been registered for at least six (6) months, Council may sell the land.



REPORT

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

MEETING: ORDINARY MEETING OF COUNCIL– 26 JUNE 2018

REPORT TITLE: KATHERINE TOWN COUNCIL – RATING STRATEGY

PURPOSE OF REPORT

To provide a copy of the Katherine Town Council Rating Strategy for Council's information and their consideration as to its adoption.

BACKGROUND

In order to meet Council's obligations under the *Local Government Act* and the *Local Government Act (Financial Regulations)* Council has determined the need for more transparency in relation to governance and financial operations.

OFFICER RECOMMENDATION

That it be recommended to Council:

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

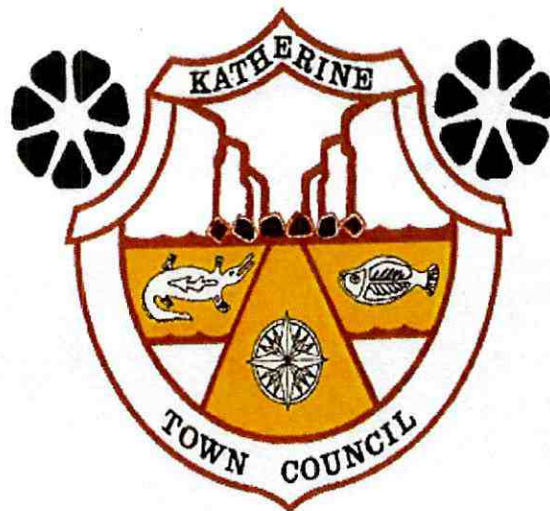
A handwritten signature in cursive script that reads 'cjohansson'.

Claire Johansson
Acting CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Corporate & Community Development, Ms Rosemary Jennings

Schedule of Attachments: Katherine Town Council Rating Strategy

RATING STRATEGY



TITLE: RATING STRATEGY

ADOPTED BY: COUNCIL

RESPONSIBILITY: CHIEF EXECUTIVE OFFICER

NEXT REVIEW DATE: 26/06/2019

Version	Decision Number	Adoption Date	History
1	1	27/06/2017	DRAFT
2	2	26/06/2018	1
3			
4			

1. RATING STRATEGY

The Rating Strategy relates to Council ('Katherine Town Council') and, where relevant, operates in conjunction with other related financial policies and procedures.

2. COMMENCEMENT OF STRATEGY

This Strategy will commence from 27/06/2018. It replaces all other strategies, if any, relating to rates (whether written or not).

3. SCOPE

The Strategy relates to all rateable properties as defined in the *Local Government Act*.

4. DEFINITIONS

4.1 In this Strategy:

Act – refer to the *Local Government Act*.

Council – refers to Katherine Town Council.

Regulations – refers to the Local Government (Accounting) Regulations.

5. PURPOSE

The purpose of the rating strategy and associated procedures is to provide considerations that include:

1. Assisting the community to better understand the relationship between Council's strategic plans for the community, its budget and the rates and charges structure.
2. Council's consideration of consistency and comparability in the imposition of rates on various sectors of the community, including but not limited to: residential, commercial, rural and agricultural.
3. Providing clear information around rate setting, thereby gaining greater community understanding of the issues.

6. PRINCIPLES

Rates are a major revenue source for the delivery of the many Council services and activities. Periodically Council will review its approach to the setting of rates, particularly as part of the annual Municipal Plan and Budget and also when reviewing the Long Term Financial Plan.

There are four main ways that Council raises money to provide infrastructure and services to the community:

- Rates and Charges
- Fees and Charges
- Grants and Subsidies
- Developer contributions and infrastructure charges levied on land being developed to pay for roads and pathways and public recreation.

Council will endeavour to ensure that future rate increases will be both reasonable and consistent across all land types. Council will also continue to actively seek alternate funding sources in an effort to reduce the impact of the rate burden on the community.

Each year Council seeks to raise an amount in general rate revenue that will provide a level of funding to enable Council to meet all of its operating expenses (including depreciation) and to make a significant contribution towards the capital works program.

The Act allows for Council to raise revenue to be spent for the purposes of its operations. Part 11.5 of the Act describes the requirements for the setting of rates. Council is able to raise revenue through a general rate, which applies to all rateable properties. Council may adopt one of three methodologies which include:

1. A fixed amount for each allotment; or
2. An amount (a valuation based charge) calculated as a proportion of the assessed value of each allotment; or
3. A combination of a fixed charge and a valuation based charge.

Council is currently using the valuation based charge. However, under the Act, Council may base the methodology on a specified minimum and the valuation based charge and state: 'whichever is the greater'. The valuation based methodology allows Council to take into account the locality of a property and the accessibility to facilities and services.

Council considers the impact of rate increases on residential, commercial, general and light industry, organised recreation, rural and agricultural zones as well as other zones within the municipality. It takes into account the goals set in the Municipal Plan, comments received from the community and the current economic conditions.

Council's rate setting and charges structure are based on the following principles, where applicable:

- **Equity** – Derived from an appropriate balance of the principals of user pays versus capacity to pay.
- **Effectiveness/Efficiency** – defined as meeting the financial, social economic, environmental or other corporate objectives of Council as stated in the Long Term Financial Plan.
- **Simplicity** – to ensure widespread community or stakeholder understanding and to minimise perceived inequities and hidden costs.
- **Sustainability** – revenue decisions support the financial strategies for the delivery of infrastructure and services identified in Council's Municipal Plan.

Therefore, changes in the valuation of different types of properties and the equity balance of the distribution of the rate burden are reflected in the Council decision to set a differential general rate based on the zone types across the entire municipality.

Katherine Town Council carries out the following processes in order to help determine what level of rates should be charged:

- evaluate and determine the range of services it needs to support the community as a whole; for example waste management and local roads;
- decide how much money is needed to fund services and infrastructure;
- establish how much funding it can expect to receive from the Federal and Territory governments and other income sources;
- determine how much money is required from rates and charges to cover the balance of expenditures; and
- decide on the best mix of rates and charges to provide services to the community.

Katherine Town Council must level a general or differential general rate on all rateable land. Council sets a rate to be levied equally on the unimproved capital value of the land and is expressed as a number of cents per dollar of valuation or a fixed minimum rate, whichever is the greater. The unimproved capital value that Council uses in this calculation is provided by the Department of Infrastructure Planning & Logistics. The fixed minimum rate component of individual properties will continue to provide approximately 30% of the total rate revenue and the remaining 70% is provided through the differential rates in the dollar.

In recognition of the variation in the level of services provided or available to occupiers of the different zones throughout Council's municipality, a differential rating factor has been applied. In setting the variable rate, Council is mindful to apply consistency across all properties and to ensure that the rate burden does not shift significantly from one zone to another.

Council applies the following differential rating strategies across the entire municipality, according to principal use of the land:

- The assumption that residential properties represent the majority number of properties.
- Acknowledgement that businesses can generate a greater relative consumption of Council's infrastructure and services, therefore being a greater draw on Council's resources.
- Acknowledgement that land owned by community groups and sporting associations are often eligible to receive rate concessions from Council.
- Acknowledgement of the economic and social importance of primary production to the municipality and therefore to support its long term viability.

Council has four waste collection levies for properties within the municipality.

1. A number of rural properties receive a discounted charge where their property is outside the weekly kerbside collection service area;
2. A number of residential properties receive a discounted charge where the land is certified as vacant and does not require a weekly kerbside collection service;
3. All other properties receive a full charge where the property receives a weekly kerbside collection service; and
4. An additional charge per annum, per additional garbage bin as per written request from a person liable to a charge in respect of a residential dwelling in conjunction with charge for the weekly kerbside collection service referred to in point 3.

Any surplus revenue over expense is kept in a dedicated reserve account for future replacement or upgrades of the Waste Management Facility.

7. CONSEQUENCES OF BREACHING THE RATING STRATEGY

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

8. 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 Strategy from time to time.

ASSOCIATED DOCUMENTS

- Employee and Elected Members - Code of Conduct
- Instrument of Delegations Manual
- *Local Government Act*
- Local Government (Accounting) Regulations
- Multiple Dwelling Policy
- Rates Concession Policy

POLICY VERSION AND REVISION INFORMATION

Policy Authorised by: Robert Jennings Title: Chief Executive Officer	Original issue: 27/06/2017
Policy Maintained by: Rosemary Jennings Title: Executive Manager – Corporate & Community Development	Current version: 2
Review date: 26/06/2019	



REPORT

FOLDER: Finance / Audit / Audit Committee
MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018
REPORT TITLE: AUDIT COMMITTEE MEETING MINUTES HELD ON 15 FEBRUARY AND 5 JUNE 2018

Purpose of Report

To receive and note the confirmed minutes of the Audit Committee meeting held on 15 February 2018 and the unconfirmed minutes of the Audit Committee meeting held on 5 June 2018.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Council receives, notes and endorses the confirmed minutes of the Audit Committee Meeting held on 15 February 2018.
2. That Council receives, notes and endorses the unconfirmed minutes of the Audit Committee Meeting held on 5 June 2018.

Claire Johansson
Acting CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Corporate & Community Development, Ms Rosemary Jennings
Schedule of Attachments: Audit Committee Meeting Minutes – 15 February 2018
Audit Committee Meeting Minutes – 5 June 2018



**AUDIT COMMITTEE MEETING HELD AT THE CIVIC CENTRE - KATHERINE
THURSDAY – 15 FEBRUARY 2018**

MINUTES

1. PRESENT

Ian Swan	Chairperson
Lokesh Anand	Independent
Jon Raynor	Alderman
Claire Johansson	Director of Corporate & Community Services (DCCS)
Anish Antony	Finance Officer (FO)
James Craven	Operational Fixed Asset Management Officer (OFAMO)
Rosemary Jennings	Community Support Officer (Secretariat)

2. OPENED

The meeting was opened at 12.35pm.

3. APOLOGIES

Fay Miller	Mayor
John Zelle	Alderman
Robert Jennings	CEO
Alice Anastacio	Corporate Services Executive Manager

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

MOVED: Johansson / Craven

That the minutes of the Audit Committee Meeting held on the 9 November 2017 be confirmed as a true and accurate record.

CARRIED: 6/0

Correction of spelling 'Amand' to 'Anand' in the following sections:

- 5. - Confirmation of Previous Minutes
- 7.1 - 2015/16 Audit and Financial Position

6. **BUSINESS ARISING**

6.1 **TERMS OF REFERENCE**

The Committee reviewed the ***Katherine Town Council Review of Audit Committee Charter July 2017*** document provided by Latitude 12.

Agreed amendments have been noted as tracked changes in Attachment 1.

Additionally, Lokesh (Independent) queried the requirements for the Council to revalidate the Council's Sub-Committees with the new Council. The DCCS advised that the representatives on committees had been taken to Council but not the actual requirement for the committee. Lokesh will research if this is a requirement and report back to the Committee.

6.2 **WASTE MANAGEMENT FACILITY – PRESENTATION**

DCCS requested that this presentation be deferred to the next Audit Committee Meeting.

7. **ITEMS FOR DISCUSSION**

7.1 **AIRPORT ASSETS**

The Chairperson advised that there was nothing to discuss on this item and it can be removed from the agenda.

7.2 **INVESTMENT OPPORTUNITIES**

The DCCS noted that most of the Council's investments is currently with one bank which is highly rated and is currently providing the best interest rates.

The Chair noted that this provided minimal risk as this bank is guaranteed by the RBA.

The FO noted they are currently relying on the banks to provide their own rating information and at this point in time there is no way to independently verify a banks rating.

Lokesh advised that through their current practice (RGRC) they invest through GovSecurities which provides rating information.

Lokesh also noted the recommendation provide by Latitude 12 in the Katherine Town Council Review of Investment Policy document – *With the exception of investments which are guaranteed by the Commonwealth or the Territory, the amount invested with any one financial institution shall not exceed 40% of the entire investment portfolio.*

Should this recommendation be adopted the current practice would have to change.

The FO acknowledged that the adoption of this recommendation would affect current long-term investments.

The DCCS noted that KTC have extended their investments terms up to 12 months whilst still considering the Council's cash flow needs and the best returns available.

The chair noted the requirement for this item to remain on the agenda.

7.3 AUDIT COMMITTEE WORK PROGRAM

The A/CSEM will update the Audit Committee Work Program and email out to the committee for feedback.

7.4 AUDIT COMMITTEE WORK EVALUATION

The Chair noted that for future reference this should be amended to '*Audit Committee Evaluation*'.

The committee agreed that this should be emailed to all members as well as the CEO and DCCS for completion and be returned to the secretariat for collation and result be provided at the committees next meeting.

7.5 REVIEW OF AUDIT COMMITTEE CHARTER – 12 JULY (Latitude 12)

Agenda item not required – covered in section 6.1 of current agenda and completed.

7.6 DRAFT FINANCE AND RISK POLICIES

The Chair advised that these items are the responsibility of the Council. The chair advised that they should first be dealt with by the Council. Should the Council wish to seek the audit committee's advice they could then refer the policies back to this committee.

8. NEXT MEETING

The next scheduled meeting has been set for Tuesday 5 June 2018 commencing at 10am.

9. MEETING CLOSED

Meeting closed by the Chairperson at 2.31pm.

**AUDIT COMMITTEE MEETING
ACTION ITEMS TABLE**

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS
15 May 2017	Recording of Depreciation – Email Department of Local Government to seek clarification on issues raised	Sophie Henderson	Emailed Department and awaiting response
	Valuation Policy	Committee	To be discussed at next meeting
	Residual Value of Assets – Email Department of Local Government to seek clarification on the use of residual value	Claire Johansson	Residual Value recognition has been included in the 2016/2017 Annual Financial Statements
14 August 2017	Lowry's Interim Report	Sophie Henderson	Emailed copy to committee members
	Evaluation Form	Sophie Henderson	Emailed copy to committee members
	Waste Management Facility	Sue Crammond	To organise that all Elected Members attend the February 2018 committee meeting (include adequate catering for all participants for lunch) and organise that the WMF Project Coordinator attends said meeting to provide a presentation on retirement obligations (rehabilitation), establishment costs for a new facility, the ongoing operational and maintenance cost, together with options for interim services if required
9 November 2017	Airport Assets	Claire Johansson	To contact the Department of Housing and Community Development (Local Government Division) in early 2018 regarding the new standard and its effect on Council's reporting requirements
	Audit Committee Work Program	Sophie Henderson	To forward a copy of the current Committee Members to the Chairperson To forward a copy of the current work program to Committee Members

	Audit Committee Evaluation	Sophie Henderson	To forward a copy of the current evaluation form to Committee Members
	Waste Management Facility	Claire Johansson	To organise project coordinator for presentation at the February 2018 meeting
20 February 2018	Audit Committee Program	Rosemary Jennings	To update program and forward to all members and relevant staff for review and feedback.
	Audit Committee Evaluation	Rosemary Jennings	To send to all committee members as well as CEO and DCCS for completion. Secretariat to collate result for next meeting.
	Draft Finance & Risk Policies	Claire Johansson	To take draft policies back to Council for action and referral back to audit committee, if required.



**AUDIT COMMITTEE MEETING HELD AT THE CIVIC CENTRE - KATHERINE
THURSDAY – 5 JUNE 2018**

MINUTES

1. PRESENT

Ian Swan	Chairperson (telephone)
Lokesh Anand	Independent
Jon Raynor	Alderman
Anish Antony	Management Accountant (MO)
Vishva Wijesingha	Finance Officer (Secretariat)

2. OPENED

The meeting was opened at 10.26am

3. APOLOGIES

Fay Miller	Mayor
Robert Jennings	Chief Executive Officer (CEO)
Claire Johansson	Chief Operations Officer (COO)
John Zelley	Alderman
James Craven	Executive Manager – Infrastructure & Environment (XIE)
Rosemary Jennings	Executive Manager – Corporate & Community Development (XCCD - Secretariat)

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

MOVED: Raynor / Anand

That the minutes of the Audit Committee Meeting held on the 05 June 2018 be confirmed as a true and accurate record.

CARRIED: 5/0

6. BUSINESS ARISING

6.1 TERMS OF REFERENCE

The committee has been advised by Rosemary Jennings that the ***Katherine Town Council Review of Audit Committee Charter July 2017*** still work in progress.

In the previous meeting under 6.1 it was agreed that Lokesh (Independent) will research the requirements for the Council to re-validate the Council's Sub-Committees with the new Council.

According to Lokesh's research, the statement made by COO in last meeting is correct and the Council does not need to change any procedures.

The discussion of the completion of the ***Katherine Town Council Review of Audit Committee Charter July 2017*** has been carried forward to the next Audit Committee Meeting.

6.2 WASTE MANAGEMENT FACILITY – PRESENTATION

COO requested that this presentation be deferred to the next Audit Committee Meeting due to Annual Leave.

This was agreed by all presented Committee Members.

7. ITEMS FOR DISCUSSION

7.1 2018-2019 BUDGET

Accounting for the Financial Assistance Grant was discussed as there is a new Accounting Standard in place giving the accountants a choice of recording the some of unused grants as income.

Lokesh (Independent) questioned the method Katherine Town Council use for recording the Financial Assistance Grant and Anish advised that the Council has already adopted the new method and recording the unused grants as income. Further an explanation was provided by Anish that only a projection of Grants for this financial year is shown in the budget and we haven't carried forward any values from previous financial year.

Lokesh raised a possible issue of using the new method of accounting for grants. As the Financial Assistance grant is never fully paid in advance, and when the Government pay the grant, approximate amount of 50% is paid first and then the remaining 50% is divided into 4 equal payments. Due to this, depending on the time of the receipt of Financial Assistance grant, the income can be overstated in one financial year and can be understated in next financial year. So, an assumption base approach need to be made that we account for the grant as we receive it.

The figure of cash and cash equivalent on the Balance Sheet was questioned by Lokesh. When comparing the values with the previous year, the cash and cash equivalent balance is decreasing while the interest on investments are increasing. So, the question was raised on how the interest on investments are increasing if the amount in the bank account is decreasing. Anish answered stating that the current balance on each questioned account need to be checked. Further Anish mentioned that the decrement of cash and cash equivalent figures are not an instant drop but a gradual one depending on capital expenditure.

Ian and Lokesh questioned the accounting of depreciation charge on the budget. Anish advised that the depreciation is calculated only on new assets. No depreciation was calculated for previously existing assets as the revaluation is still in progress. The whole committee presented agreed on calculating an actual depreciation figure and adding it to the budget as the current figure do not reflect a correct value. Discussion was done on when the next revaluation should be done as, in general, a revaluation is done in every 3 years. Anish need to check on when the last revaluation was done. Assuming that the last revaluation was done in 2016/2017 financial year, the committee agreed that the actual depreciation figures need to be reflected on 2017/2018 and 2018/2019 financial years. The next revaluation will be done in 2019/2020 financial year. Until the new revaluation is completed, the depreciation should be calculated using the previous rates. Anish and Claire will need to discuss this issue with Collin James, the Auditor. This method will bring the operating surplus on the budget down. The issue of miscalculation of depreciation will raise a possible question by the members of the community on why the council has increase the rates while having an operating surplus. This was brought into discussion by Ian and Lokesh. A discussion on the Budgeted Capital Funding Statement was done following the above issue by Lokesh. After accounting for the actual depreciation, the operating surplus on the budget could go neutral or become a deficit. Ian recommended that if this is the case, the Council can move the funds over from the Assets Revaluation Reserve.

Anish was given the task of doing the calculations and discussing the figures with Claire and Collin James.

Above discussions were moved by Lokesh and seconded by Jon.

7.2 INVESTMENT OPPORTUNITIES

The discussion of the topic was carried forward to the next meeting due to the absence of Claire. Informal suggestion was made by Ian to keep the investment opportunities as it is from last 2 years. The whole presented committee agreed upon Ian's suggestion.

7.3 AUDIT COMMITTEE WORK PROGRAM

Carried forward to the next meeting due to absence of several people on the committee.

7.4 AUDIT COMMITTEE WORK EVALUATION

Apology from Rosemary was provided to Ian in advance for the delay in completing the Audit Committee Work Evaluations. Everyone agreed on providing support to Rosemary on completing the task.

The question of the completion of Interim Financial audit was raised by Lokesh. Anish mentioned that the Auditors came 2 months ago and the status of the final report on the audit has not yet been provided by the Auditors. Anish's to follow up. The chair suggested that the final Audit Report need to be presented and reviewed by the Audit Committee before presenting it at the next Council Meeting.

No more issues were raised or discussed.

8. NEXT MEETING

No date was set for the next committee meeting due to the absence of previously mentioned members and a suggestion on a possible date was made by Ian, which is 25th of October 2018 and most suitable for him is the morning of above mentioned day as he has another meeting on the evening in Tiwi Island.

9. MEETING CLOSED

Meeting closed by the Chairperson at 11.14am

**AUDIT COMMITTEE MEETING
ACTION ITEMS TABLE**

MEETING DATE	ACTION ITEM	RESPONSIBLE OFFICER	STATUS
15 May 2017	Recording of Depreciation – Email Department of Local Government to seek clarification on issues raised	Sophie Henderson	Emailed Department and awaiting response
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9 November 2017	Airport Assets	Claire Johansson	To contact the Department of Housing and Community Development (Local Government Division) in early 2018 regarding the new standard and its effect on Council's reporting requirements
	Audit Committee Work Program	Sophie Henderson	To forward a copy of the current Committee Members to the Chairperson To forward a copy of the current work program to Committee Members
	Audit Committee Evaluation	Sophie Henderson	To forward a copy of the current evaluation

				form to Committee Members
	Waste Management Facility		Claire Johansson	To organise project coordinator for presentation at the February 2018 meeting
20 February 2018	Audit Committee Program		Rosemary Jennings	To update program and forward to all members and relevant staff for review and feedback.
	Audit Committee Evaluation		Rosemary Jennings	To send to all committee members as well as CEO and DCCS for completion. Secretariat to collate result for next meeting.
	Draft Finance & Risk Policies		Claire Johansson	To take draft policies back to Council for action and referral back to audit committee, if required.
05 June 2018	2018-2019 Budget		Anish Antony	To find out the last revaluation date
	2018-2019 Budget		Anish Antony & Claire Johansson	To discuss the calculation of actual depreciation figures to put on the budget with Collin James, the Auditor.
	2018-2019 Budget		Anish Antony	To follow up on the final report from Auditors for the interim financial audit.



REPORT

FOLDER: Legal Documents/Lease/Australian Broadcasting Corporation
MEETING: ORDINARY COUNCIL MEETING – 26 JUNE 2018
REPORT TITLE: LEASE – AUSTRALIAN BROADCASTING CORPORATION - LOT 3216

Purpose of Report

To approve a two (2) year lease to the Australian Broadcasting Corporation located at Lot 3216 – Visitor Information Centre – Corner of Lindsay Street and Katherine Terrace, Katherine.

Background

An office space within the Visitor Information Centre is currently leased to the Australian Broadcasting Corporation and has been since April 2005. The original lease in 2005 was for five (5) years with an option to extend for a further three (3) years. In 2013 the Australian Broadcasting Corporation determined to lease on a year by year basis only. The current lease expired on the 31 March 2018. On expiration of the current lease the lessee requested a two (2) year lease. The key conditions of the lease include:

- Permitted use as a broadcasting centre.
- Rent – at current commercial rates.
- Lease renewal – one renewal of two (2) years.
- Lessee responsible for all legal costs associated with actioning the lease.

HWL Ebsworth has been requested to prepare the new lease documentation.

OFFICER RECOMMENDATION

That it be recommended to Council:

That the Mayor and Chief Executive Officer be authorised to execute a two (2) year lease with a two (2) year renewal option for the office space within the Visitor Information Centre – Lot 3216 – Corner of Lindsay Street and Katherine Terrace and affix the Common Seal as required.

Handwritten signature of Claire Johansson in cursive.

Claire Johansson
Acting CHIEF EXECUTIVE OFFICER

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



REPORT

FOLDER: Tenders / Works / CLEANING OF COUNCIL FACILITIES – VARIOUS LOCATIONS

MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018

REPORT TITLE: TENDER 18/05 – CLEANING OF COUNCIL FACILITIES – VARIOUS LOCATIONS

PURPOSE OF REPORT

To seek endorsement from Elected Members to award Tender 18/05 Cleaning of Council Facilities – Various Locations.

BACKGROUND

Tender T18/05 Cleaning of Council Facilities – Various Locations includes the regular scheduled cleaning of various facilities at the Katherine Showgrounds and Sportsgrounds, Katherine Airport, Works Depot and Lindsay Street Complex. Also included in the tender were rates for one-off and major cleans at various locations.

FINANCIAL CONSIDERATIONS

Tender 18/05 – Cleaning of Council Facilities – Various Locations was advertised in the Katherine Times on the 16th and 23rd May, with submissions closing at 2:00pm on Friday 8 June 2018. Five (5) valid tender submissions were received, two (2) via the Tender Box at the Civic Centre and three (3) through Council's e-Tendering portal Tenderlink; details to follow.

Budget Impact

The scope and frequency of cleans has been reviewed in detail from the previous contract in line with seasonal usage patterns, and we have estimated the budget for the regular scheduled component to be \$40,000.00 (GST inclusive).

As referenced in the following Schedule of Rates Summary table, the five (5) tenders and their respective submitted values (GST inclusive);

Schedule 1

1. Ezko Property Specialists	\$36,769.81
2. Zippy Cleaning	\$99,407
3. Yaanma Services	\$35,074.24
4. Compass Cleaning	\$60,440
5. Sterling NT	\$56,832.6

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

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

VALUE FOR MONEY ASSESSMENT (VFM)

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

Sharna Ross – Governance Officer

Andrew Wilson – Manager – Compliance, Regulatory & Environmental Services

Jamie Craven – Executive Manager, Infrastructure & Environment

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

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

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

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

1. Ezko Property Specialists 91.56
2. Zippy Cleaning 58.79
3. Yaanma Services 96.69
4. Compass Cleaning 69.59
5. Sterling NT 75.19

Summary of Assessment

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

Ezko Property Specialists

Past Performance – 7.67
Local Development and Value Adding – 6
Capacity – 8.33

Zippy Cleaning

Past Performance – 8
Local Development and Value Adding – 6.67
Capacity – 8.33

Yaanma Services

Past Performance – 8
Local Development and Value Adding – 7.33
Capacity – 8.33

Compass Cleaning

Past Performance – 7.67
Local Development and Value Adding – 7.33
Capacity – 7

Sterling NT

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

Recommended Submission

The Tender Assessment Panel recommends Yaanma Services Pty Ltd as representing the greatest Value for Money return to the Council for those works specified in T18/05 – Cleaning of Council Facilities – Various Locations

Yaanma Services Pty Ltd returned significant scores across all Non-Priced Criteria, providing the least vulnerable alternative for Council's consideration, whilst demonstrating a strong commitment to the empowerment and provision of opportunities for Indigenous Australians.

The submission value of \$35,074.24 (GST inclusive) falls within the available project budget and accommodates all tender stipulations.

OFFICER RECOMMENDATION

That it be recommended to Council:


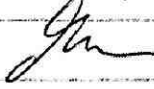

1. That Tender T18/05 – Cleaning of Council Facilities – Various Locations, be awarded to Yaanma Services Pty Ltd at their submitted schedule of rates price of \$35,074.24 (GST inclusive).



Claire Johansson
ACTING CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Infrastructure & Environment, Jamie Craven

Attachments:
A: Tender Opening Declaration
B: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt);
Value for Money (VFM) Scoring Matrix
C: Value for Money (VFM) Assessment

CONTRACT No:	T18/05	
PURPOSE:	Cleaning of Council Facilities	
ADVERTISED:	<i>In Katherine Times 16 & 23 May and E-Tender</i>	
CLOSING:	<i>Friday 8th June @ 1400hrs</i>	
OPENED:	<i>Friday 8th June @ 1523hrs</i>	
PRESENT:	<i>Andrew Wilson,</i>	<i>Jamie Craven,</i>
		
		<i>Sharna Ross</i>
		
RECEIVED:	BUSINESS NAME	VALUE \$ (Inc GST)
	<i>Compass Cleaning</i>	<i>60440</i>
	<i>Ezko Property Services</i>	<i>36769.81</i>
	<i>Zippy Cleaning</i>	<i>99407</i>
	<i>Yaanma Services (TJS Services)</i>	<i>35074.24</i>
	<i>Sterling NT</i>	<i>56832.6</i>



BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

FACTSHEET: SCORING TENDERS

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

VALUE FOR MONEY ASSESSMENT TOOL

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

SCORING SCALE

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

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

Source: Government of Western Australia



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	T18/05	Cleaning of Council Facilities - Various Locations	EZKO Property Specialists	Zippy Cleaning & Maintenance Services Pty Ltd	Yaanma Services Pty	Compass Cleaning	Sterling NT
Budget	\$40,000.00	Value	\$36,769.81	\$99,407.00	\$35,074.24	\$60,440.00	\$56,832.60
Weighting	15%	Past Performance	7.67	8.00	8.00	7.67	8.00
	15%	Local Development and Value Adding	6.00	6.67	7.33	7.33	8.00
	20%	Capacity	8.33	8.33	8.33	7.00	8.00
	50%		37% ✓	39% ✓	40% ✓	37% ✓	40%
	50%	Price	54%	20%	57%	33%	35%

VFM Ranking ● 91.56% ● 58.79% ● 96.69% ● 69.59% ● 75.19%

Recommended Tenderer: Yaanma Services
Commentary: Very well defined quality management systems
 Strong presence in Katherine region
 Supporter of programs to empower local Indigenous residents

With a VFM Score of: 96.69
Panel Members Endorsement:
 Jamie Craven: Date: 21/6/18
 Sharna Ross: 21/6/18
 Andrew Wilson: 21/6/18.

REPORT

FOLDER: Tenders / Works / MOWING OF KATHERINE EAST PARKS
MEETING: ORDINARY MEETING OF COUNCIL – 26 JUNE 2018
REPORT TITLE: TENDER 18/07 – MOWING OF KATHERINE EAST PARKS

PURPOSE OF REPORT

To seek endorsement from Elected Members to award Tender 18/07 Mowing of Katherine East Parks.

BACKGROUND

Tender T18/07 Mowing of Katherine East Parks includes the fortnightly mowing of all Katherine East Parks.

FINANCIAL CONSIDERATIONS

Tender 18/07 – Mowing of Katherine East Parks was advertised in the Katherine Times on the 16th and 23rd May, with submissions closing at 2:00pm on Friday 8 June 2018. Two (2) valid tender submissions were received, one (1) via the Tender Box at the Civic Centre and one (1) through Council's e-Tendering portal Tenderlink; details to follow.

Budget Impact

The estimated the budget for the contract was estimated to be \$12,000.00 (GST inclusive).

As referenced in the following Schedule of Rates Summary table, the two (2) tenders and their respective submitted values (GST inclusive);

Schedule 1

1. McCoys Garden Engineering \$12,439.02
2. Renfree Pastoral Company \$14,514.50

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

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

VALUE FOR MONEY ASSESSMENT (VFM)

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

Shama Ross – Governance Officer

Andrew Wilson – Manager – Compliance, Regulatory & Environmental Services

Jamie Craven – Executive Manager, Infrastructure & Environment

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

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

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

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

1. McCoys Garden Engineering 86.9
2. Renfree Pastoral Company 73.84

Summary of Assessment

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

Mowing of Katherine East Parks

Past Performance – 8

Local Development and Value Adding – 8

Capacity – 7.33

Renfree Pastoral Company

Past Performance – 7.33
Local Development and Value Adding – 6.33
Capacity – 6

Recommended Submission

The Tender Assessment Panel recommends McCoys Garden Engineering as representing the greatest Value for Money return to the Council for those works specified in T18/07 – Mowing of Katherine East Parks.

McCoys Garden Engineering returned significant scores across all Non-Priced Criteria, providing the least vulnerable alternative for Council's consideration. Both tenderers are very well regarded by Katherine Town Council however in this instance McCoys tender submission better presented their local development, value adding and capacity attributes whilst also being the lowest price.

The submission value of \$12,439.02 (GST inclusive) falls just outside the available project budget and accommodates all tender stipulations.

OFFICER RECOMMENDATION

That it be recommended to Council:

1. That Tender T18/07 – Mowing of Katherine East Parks, be awarded to McCoys Garden Engineering at their submitted schedule of rates price of \$12,439.02 (GST inclusive).






Claire Johansson

ACTING CHIEF EXECUTIVE OFFICER

Delegation: Executive Manager – Infrastructure & Environment, Jamie Craven

Attachments:
A: Tender Opening Declaration
B: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt);
Value for Money (VFM) Scoring Matrix
C: Value for Money (VFM) Assessment

CONTRACT No:	T18/07	
PURPOSE:	Mowing of Katherine East Parks	
ADVERTISED:	<i>In Katherine Times 16 & 23 May and E-Tender</i>	
CLOSING:	<i>Friday 8th June @ 1400hrs</i>	
OPENED:	<i>Friday 8th June @ 1522hrs</i>	
PRESENT:	<i>Andrew Wilson,</i>	<i>Jamie Craven,</i>
		
		<i>Sharna Ross</i>
		
RECEIVED:	BUSINESS NAME	VALUE \$ (Inc GST)
	<i>Renfree Pastoral</i>	14514.5
	<i>McCoys Garden Engineering</i>	12439.02



BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

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

Source: Government of Western Australia



VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	T18/07	Mowing of Katherine East Parks	McCoys Garden Engineering Company	Renfree Pastoral Company
Budget	\$12,000.00	Value	\$12,439.02	\$14,514.50
Weighting	15%	Past Performance	8.00	7.33
	15%	Local Development and Value Adding	8.00	6.33
	20%	Capacity	7.33	6.00
			39% ✓	33%
	50%	Price	48%	41%
		VFM Ranking	● 86.90%	● 73.84%

Recommended Tenderer: McCoys Garden Engineering

Commentary:

With a VFM Score of: 86.9

Panel Members Endorsement:

Jamie Craven

Andrew Wilson

Sharna Ross

Date:

21/6/18

21/6/18

21/6/18

[Signature]

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