



# **Ordinary Meeting of Council Agenda**

**Tuesday 27 June 2017**

**Open Forum 5.30pm**

**Ordinary Meeting 6.00pm**

Council Chambers, Civic Centre,  
Stuart Highway, Katherine



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

**1. Welcome to the Country**

**2. Opening Prayer**

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

**3. Present**

**4. Apologies and Leave of Absence**

Alderman Donald Higgins 14 June 2017 – 5 July 2017

**5. Confirmation of Previous Minutes**

5.1 Minutes of the Ordinary Council Meeting held 23 May 2017.

The Minutes from Ordinary Council Meeting 23 May 2017 be received and recorded as true and accurate.

**6. Business Arising from Previous Minutes**

**7. Conflict of Interest**

**Members Disclosure Conflict of Interest**

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

**8. Mayoral Business**

Mayoral Business – Calendar of Events – May  
Presentation of Trophies – Katherine Tennis Club Tournament  
Savannah Way Project – teleconference  
NT News Interview – NTG Budget  
Lendlease Update  
Municipal Expo  
Meeting with KTC, Tourism NT and Tourism Top End  
Tourism Top End – Katherine meeting and dinner  
Meeting with Bill Mackenzie – BESPOKE  
Chamber of Commerce – Business at Sunset  
Meeting with community member x 8  
NTG Budget presentation  
Savannah Way Ltd Board meeting – teleconference  
Peter Donovan – Unemployed Youth Program



Elected Members Information Session x 2  
 Meeting with Department of Chief Minister – Jodie Ryan and Bridgette Bellenger  
 Lendlease – Defence Airport Project update  
 Special Council meeting  
 Katherine Local Tourism Advisory Committee meeting  
 KRAG (Katherine Region Action Group)  
 Expression of Interest session for Sport & Rec Club site – GYRACC  
 ABC Radio Interview  
 Mother's Day Walk/Run  
 SKAL Networking dinner meeting (tourism)  
 Meeting with Minister Uibo  
 Workshop the Savannah Way Project with CEO and VIC Manager  
 Meeting with Katherine Research Station – Agricultural Diversification Team  
 Katherine markets  
 Memorial Service  
 KRAG Planning session for Alcohol Policy Review  
 Katherine Mining Services Golf Day opening  
 Opening Welcome at Katherine Mining Services Forum  
 Funeral – Father Mark McGuinness  
 Meeting – re Katherine Meatworks Site  
 Local Government Election Information Session  
 May Council Meeting – Open Forum  
 Katherine Library – Book Reading – National Simultaneous Story Time  
 Tourism Advertising and Marketing – CEO and VIC Manager  
 ABC Grassroots radio session  
 Southern Cross TV – Kayla Robinson  
 Meeting with Sarah Lillecrapp, Dept of Business and Innovation re October Business Month

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

**10. Petitions**

**11. Questions**

With Notice

Without Notice

**12. Notice of Motion**

Nil

**13. Reports of Officers**

<b>13.1</b>	Monthly Report of the Chief Executive Officer – May 2017	1-5
<b>13.2</b>	Monthly Report Corporate & Community Services Report – May 2017	6-11
<b>13.3</b>	Monthly Report Works & Services Division Report – May 2017	12-16
<b>13.4</b>	Monthly Financial Report – May 2017	17-30
<b>13.5</b>	Submissions Received after Public Consultation of Draft Municipal Plan	



	2017/2018	31-221
<b>13.6</b>	Declaration of Rates	222-233
<b>13.7</b>	Katherine Town Council – Rating Strategy	234-240
<b>13.8</b>	Shared Service Agreement	241-271
<b>13.9</b>	Disposal of Obsolete Property	272-273
<b>13.10</b>	Public Library Services Funding Agreement – Katherine Public Library	274-294
<b>13.11</b>	Audit Committee Meeting Minutes	295-300
<b>13.12</b>	Community Grants – Updated Guidelines for the 2017-2018 Funding Round	301-305
<b>13.13</b>	2017 – Local Government Election – Amendments to Ordinary Meetings of Council	306-307
<b>13.14</b>	Katherine Town Council's Christmas & New Year Arrangements for 2017/2018	308-309
<b>13.15</b>	Amendment to the Katherine Town Council Development Guidelines – Street Lighting	310-314
<b>13.16</b>	Disposal of Obsolete Property	315-315
<b>13.17</b>	Local Government (Accounting) Regulations Exemption – Procurement For Core Municipal Services to Binjarri Community	316-318
<b>13.18</b>	Minutes of the Katherine Showgrounds and Multipurpose Advisory Committee Meeting held at the Katherine Civic Centre Thursday 15 June 2017	319-322
<b>13.19</b>	T17/01 Architectural, Artistic & Landscape Design Services – Summary Advice	323-330
<b>13.20</b>	Tender 17/03 – Cleaning of Ryan Park Toilets	331-340
<b>13.21</b>	Memorandum of Understanding – Katherine Town Council and Blast Coffee Group	341-351

#### **14. Reports from Representatives on Committees**

Nil

#### **15. Late Agenda**

Nil

#### **16. General Business**

Mayor Fay Miller pays her respects to Gillian Hagger and family for the recent loss of their husband, father and grandfather.

Edward George (Ted) Hagger was born 20<sup>th</sup> March 1936 and died on 27<sup>th</sup> May 2017. Ted has been interred in the Katherine Cemetery.

Ted's son Mark read the Eulogy at his funeral which I now include:

##### **Eulogy**

Dad was not a man of fancy long words, but he understood the benefit of being able to speak well. He was a man of action, which my siblings and I would occasionally discover.

He and Mum ensured that we received an education that was considered best for each of us. That included formal education for some and life experiences for a couple others. I don't believe any of us have regretted their decisions.

Born in 1936 his early childhood was during the depression years and with that came his penchant for frugality. On many occasions I'd go to toss a small length of steel or piece of



timber and he'd say "don't throw that away, you never know when we might need it." He'd often weld multiple pieces of steel together to get a longer length to use as an upright or cross member in one of his construction projects. I often wonder what the building inspector would say, but they weren't invited out to do any inspections.

Our adventure to the Territory started in 1968 when Ted brought us all to the NT to look at managing a pig husbandry program at Tipperary Station. The 200 miles from Darwin and the need for us to participate in School of the Air education put paid to that and he took a job as a tyre salesman with Dunlop in Darwin.

Wil lived at "Sky City Casino" for a few months (then known as Mindil Beach Caravan Park) before moving to Winnellie, where the current Beaurepaires is (next to Brooks Equipment Hire).

After nine months in Darwin we moved to Katherine where Dad and Mum took up an opportunity to start a tyre service.

Ted's Tyre Service was established and served the Katherine and outer region well for some eight years before economic circumstances pointed to a change of direction. I well remember the Sundays where Dad was called upon to fit tyres to cattle trucks in order for the operators to service their clients. They could have come in on the Saturday morning but chose to spend their weekends on the booze, expecting our father to work on Sunday to fix their problems. The fact that he did, I believe, has contributed to the esteem with which he is held.

After a number of years in the tyre game, Mum and Dad took up an offer from the multinationals and sold their interest in the tyre service.

He then went into business with Jim King, Pinky Morrison and Bob Prosser, and established a transport network that serviced the regional communities of Hooker Creek, Wave Hill and Borroloola that went for many years.

Many a countryman and community resident received a great service (including ice cold beer) from CTK Transport during the years it operated.

Unfortunately, pigs were his ultimate downfall, where after establishing a piggery to provide local pork to local businesses, the bank decided they need more in repayments than the piggery could afford. It closed and Dad and Mum lost almost everything.

Despite this, he continued to be a vibrant figure in my life and that of the community. He was an inaugural member of the Katherine Town Council, and a firm advocate for political justice in the local, Territory and Federal scenes.

His comments regarding political situations sometimes became a little stifling but they were his ideals and he held to them.

He leaves a wife (Gillian) and five children, who along with him have contributed to the making of Katherine through the business, financial, medical, conservation and social dynamics of the town.

While there was much more to this husband and father I wish to commend to you a man, Edward George (Ted) Hagger.

Rest In Peace (although he's probably making merry with his mates who are there with him).



**17. Confidential Items**

**18. Next Ordinary Council Meeting**

The seventh Ordinary Meeting of Council for 2017 will be held on Tuesday 25 July 2017

**19. Meeting Close**





# REPORT

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

**MEETING:** ORDINARY COUNCIL MEETING – 27 JUNE 2017

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

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## Purpose of Report

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

## Comment

The following projects and services were progressed in May 2017:

### Airport Update

Elected Members will recall that they made a decision to uphold the meter square rate at a previous meeting of Council. The next meetings with tenants at the airport has been set to finalise the discussions regarding the fee structure. Once these negotiations are completed, that will address all the conditions of the Council resolution and allow the whole project (and the final signing of the lease) to be progressed.

### Hot Springs Update

Works at the Hot Springs recommenced on 29 April 2017 with the earthworks on site. The cut has been transported to a number of locations around Katherine including Railway Terrace to allow for first stage of filling the open drain as part of the revitalisation works.

The architect engaged for the project, visited Katherine on 20 and 21 April and met with Council representatives and a community group to progress design ideas and construction details. The architect is now progressing the design of the overall landscaping as well as a conceptual playground sculptural element and will return in due course to hold further community consultation.

### Emungalan Road Update

Council are working with the Department of Infrastructure, Planning and Logistics to progress the Native Title aspects of the project. All work that is able to be done without Native Title resolution has been completed, including the geotechnical investigations.

### Railway Terrace Update

Apart from the fill that has been arriving on site for the first stage of the installation of culverts in the open drain, a number of other elements of the project are being progressed:

- Further master planning of the whole precinct is planned with the assistance of one of the panel of designers under a grant funding round. This planning will consider the cultural trail idea proposed by Mimi Arts
- Officers will be meeting with Katherine Regional Arts (KRA) regarding their progress on the kinetic sculpture.
- Officers are working closely with the RSL and now with RAAF Tindal to progress the Cenotaph. Officers are also working with Trevor Hormen to progress the





# REPORT

relocation of the engine to form a railway museum precinct. Both these projects have been successful in attracting funding.

- Community engagement for other areas of the land will be put into place to determine additional uses.

## **Proposed NTG Budget Announcements for Katherine**

The following projects above operation funding amounts were identified for the Katherine and the region:

- Establishing the Katherine Logistics and Agribusiness Hub
- Construction of a new \$8M Fire Station
- Re-development of the existing PFES complex on Stuart Highway will see Policing activities occupy 100% the site.
- Land for Building Retirement Villages
- Support for Project Sea Dragon
- \$106M to commence the \$1.1B 10 Year package, to improve remote housing, create jobs and restore local decision making.
- \$68M under the national partnership agreement on Remote Housing to construct and upgrade homes and invest in remote infrastructure
- \$10M over 4 years for infrastructure upgrades to Nitmiluk National Park
- \$2.5M for schools and \$300K for school infrastructure
- Redevelopment of the Katherine Sport and Rec site

## **Other Stakeholder Meetings**

Stakeholder meetings were also held between the KTC Senior Officers and the following parties during the month of May 2017:

- RAAF Tindal
- Tourism Top End Board
- Jawoyn Board
- Local Tourism Advisory Committee on projects that were investment ready
- Visit to the Food Ladder/ Katherine Indigenous Women's Association site on the one year anniversary
- Katherine Market Stalls community engagement
- Deputy Chief (DC) Minister Nicole Manison Budget Luncheon
- Indigenous Business Australia (IBA)
- Department of the Chief Minister
- Katherine Museum
- Regional Development Australia
- Coffey (RAAF Tindal Contractors)
- Sandra Nelson MLA
- Selena Uibo MLA
- Nitmiluk Park Board Sub-Committee
- Godinymayin Yijard Rivers Arts and Cultural Centre
- Lend Lease (RAAF Tindal Contractors)
- Showgrounds and Sportsgrounds Representatives
- Department of Infrastructure, Planning and Logistics
- Katherine RSL
- Tourism NT
- NT Planning Commission
- Katherine Regional Economic Development Committee Transport Working Group
- Savannah Way Representatives
- Northern Territory Iron Ore
- Katherine Times





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## Staff Statistics – MAY (All figures are for 2016-2017 Financial Year.)

Sick Leave Summary (excluding Maternity Leave)					
2017	Number of Permanent Employees	Total Hours Used	Total Days Lost	Total days lost per person YTD	Special Notes
<b>Executive</b>					
Sick/Family leave hours used	3	622.20	81.87	27.29	
<b>Community Services</b>					
Sick/Family leave hours used	4	222.10	29.22	7.31	
<b>Community Services - Visitor Information Centre</b>					
Sick/Family leave hours used	5	390.26	51.35	10.27	
<b>Community Services - Library</b>					
Sick/Family leave hours used	6	440.00	57.89	9.65	
<b>Corporate Services</b>					
Sick/Family leave hours used	6	903.36	118.86	19.81	
<b>Works &amp; Services</b>					
Sick/Family leave hours used	5	617.00	81.18	16.24	
Sick/Family leave hours used	11	831.10	109.36	9.94	
Sick/Family leave hours used	1	246.80	32.47	32.47	
<b>Waste Management</b>					
Sick/Family leave hours used	4	236.10	31.07	7.77	
<b>TOTALS</b>	<b>45</b>	<b>4508.92</b>	<b>593.28</b>	<b>13.18</b>	

## Service Requests Received and Completed

The system which reports on Service Requests is producing inaccurate data but we hope to have this resolved by the September 2017 Council Meeting. The information below reflects an estimated position.

Council received 98 service requests for the month of May. Of those, 81 were completed, leaving 17 outstanding/pending.

The table below provides a brief update on some of these outstanding items.





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## Incomplete Service Requests – Report by Exception

<b>Id</b>	<b>Department</b>	<b>Category</b>	<b>Status</b>	<b>Complaint</b>	<b>Comment</b>
73614	Ranger	Nuisance	Pending	Barking Dog	Double up of allocation to Ranger
73627	Ranger	Nuisance	Pending	Barking Dog	Double up of allocation to Ranger
73704	Buildings	Sportsground	Pending	Broken lights & toilet	Double up of allocation to Works
73713	Ranger	Menace	Pending	Dog chased child	Message left with owner of dog. No return call
73805	Ranger	Unauthorised camp	Pending	Unauthorised camping	Rangers managing camper removal
73883	Ranger	Parking	Pending	Parking on Footpath	No comments
74014	Ranger	Nuisance	Pending	Puppies roaming	Ranger monitoring street
74159	Ranger	Nuisance	Pending	Overpopulation of Cats	Unable to contact owner.

## Complaints Received

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

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

\* Statistics compiled over the calendar year.

## Complaints Completed

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

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

\* Statistics compiled over the calendar year.





# REPORT

## **OFFICER RECOMMENDATION**

### **That it be recommended to Council:**

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

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Delegation:	Nil
Schedule of Attachments:	Nil





# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

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

## Purpose of Report

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

## LIBRARY

### Programs & Events

Program	Date & Time
Broadband for Seniors Computer Training	Tuesday & Thursday
Wriggle & Rhyme	Tuesday, 9.30 to 10.00 am
Story Time	Wednesday, 10.30 to 11.30 am
Wriggle & Rhyme	Thursday, 10.30 to 11.00 am

Event	Date	Type of Event/Activity
Young Territory Author Awards	6 May 2017	Writers Workshop
Cartoons and Cereal	20 May 2017	Children's Event
National Simultaneous Story Time	24 May 2014	Story Reading
Movie Afternoon	26 May 2017	David Attenborough's Smart Sharks
Special Story Time	31 May 2017	Seed Library
Katherine Region of Writers	13 May 2017	Monthly Meeting

### Displays

Family Story Book	4 May – 31 May 2017
Family Time	10 May – 29 May 2017
Families Week	19 May – 30 May 2017

### Analysis / Comments

Tom Curtain was a special guest for our Mother's Day Wriggle and Rhyme on Thursday 11 May 2017. Tom brought along his "side kick" Brad to help out with singing and entertaining the children. Tom not only sang the traditional songs but some of his own songs.

Movie Afternoon – This month the Library presented a documentary 'Smart Sharks', by David Attenborough. Children quickly settled in with their bean bags and pillows. Recorded numbers were 26.

Simultaneous Story Time was held on 24 May 2017. Her Worship the Mayor Fay Miller was the guest reader and entertained the children while reading "The Cow Tripped Over the



Moon". National Simultaneous Story Time is when all around Australia, Libraries, Schools and day care centers read the same book at the same time.

On 31 May 2017, Alderman Lis Clark read a story to the group base on the theme of "seeds". She also assisted children and their parents/care givers to make craft which consisted of planting a seed into a small container and the creation of a small bug.

A Story Time and Wriggle and Rhyme survey was conducted through the months of April and May 2017. Below are the results.

Out of 42 surveys compiled from the children programs, 38 were above average and 4 were average. All parents and guardians enjoyed the programs that the Library supplies. There were three (3) suggestions made:

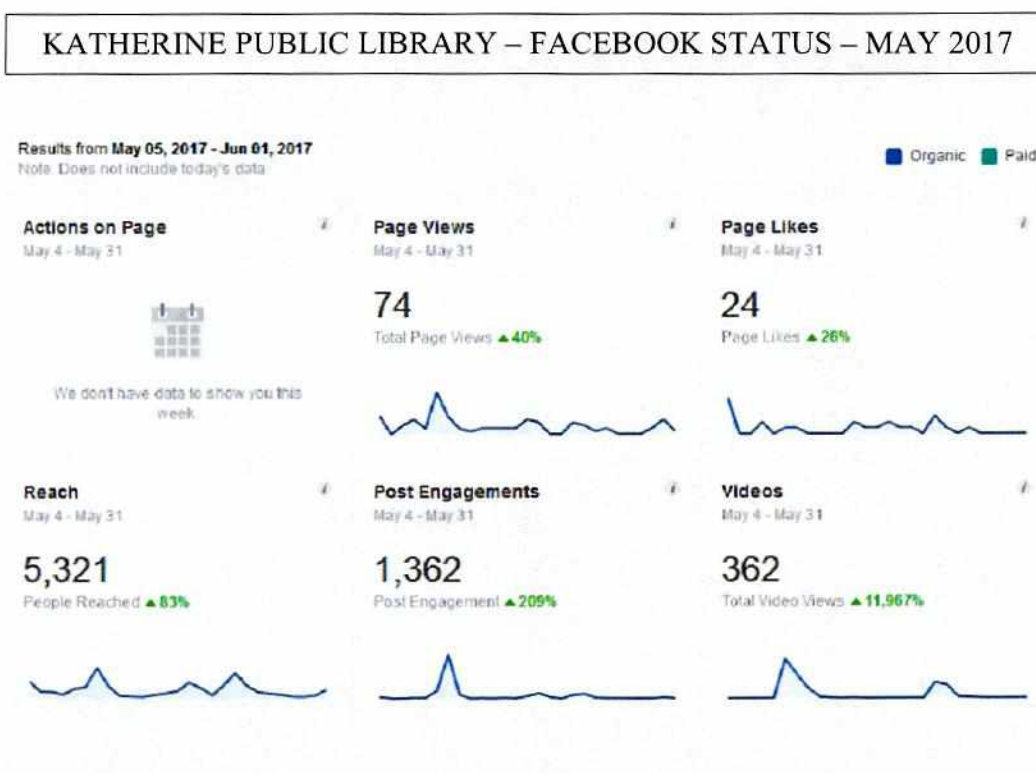
1. Have another Story Time through the week;
2. Have a Wriggle & Rhyme in the afternoon; and
3. Move the non-fiction junior books to the junior fiction.

Other comments were – "Fun and Friendly", "love the atmosphere" "look forward to coming back" "staff make it fun".

A writer's workshop was held at the Library to help encourage young authors to enter into the Young Territory Author Awards that are held every year. A local writer ran the workshop on Saturday 6 May 2017. Young authors were asked to bring in some of their stories to work on plot and character development. Entry forms for the Young Territory Author Awards can be collected at the Library or found on-line.

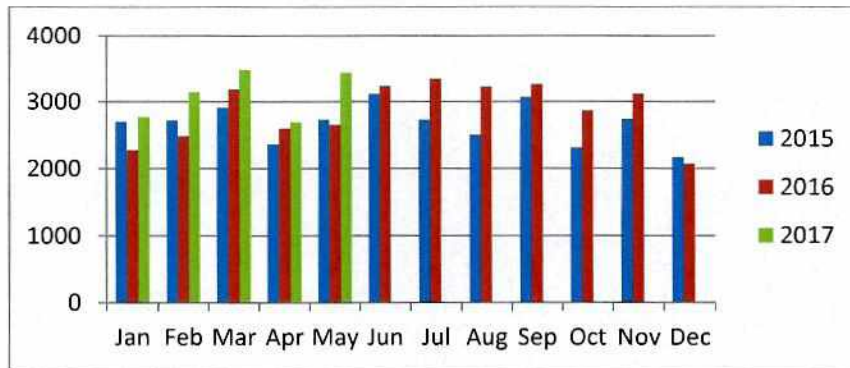
As the Library has organised different events in the afternoons for children over the past years, Officers decided that, as the Library was celebrating Families Week we would put together a "Cartoons and Cereal" morning. This event was held on Saturday 20 May 2017. Recorded numbers were 10.

## Facebook

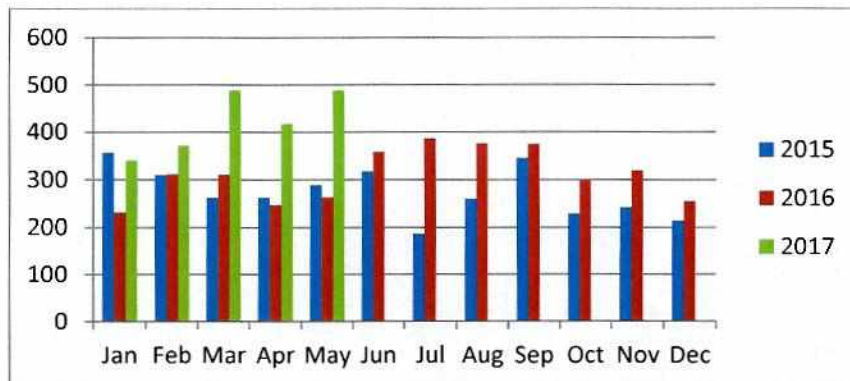




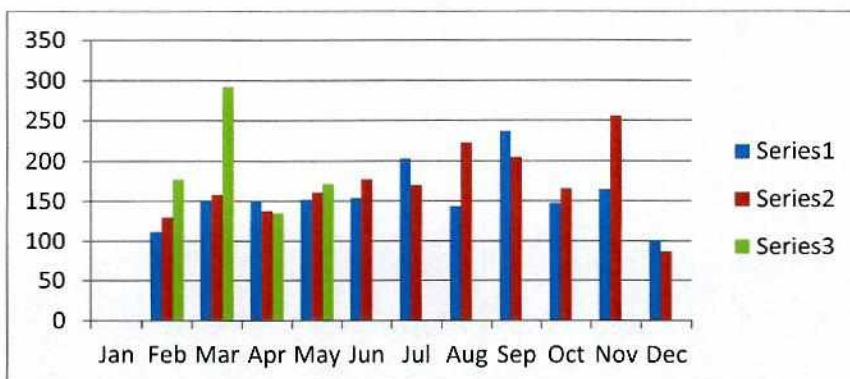
**Patron Numbers**



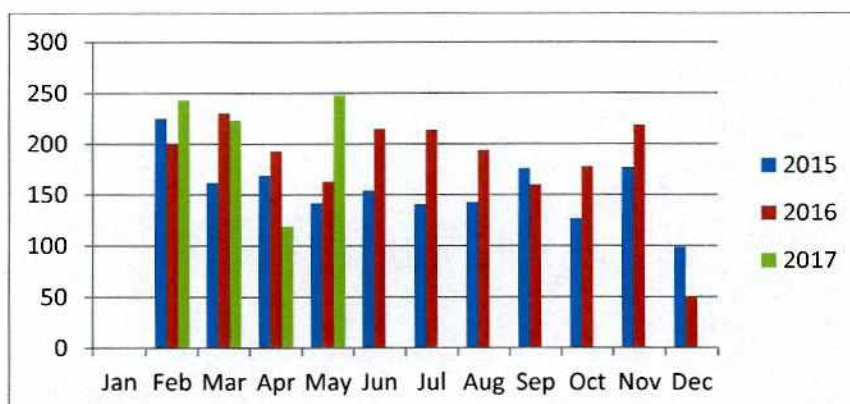
**Computer Usage**



**Story Time**



**Wriggle and Rhyme**



## **VISITOR INFORMATION CENTRE**

### **Feedback**

- Forty (40) of the 13,071 visitors (0.31%) completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.
- Six (6) Super Deed Nominations were received
- Improvements (same as April)
  - ***Reducing customer service wait time***
  - In addition to our Point of Sale (POS) systems, we are adding a couple of consulting stations on the floor for a more personal interaction with customers that come as groups.
  - ***Using our outdoor facilities***
  - Creating activities outside for a better atmosphere. (An example of an activity is hosting an event where we offer tastings of the products we sell at the VIC such as tea tastings and chutney tastings. We also plan to have special guest features, such as a live band every now and again).
  - ***Increase our conversion rate sales:***  
Our plan in 2017/2018 is to drive sales within our region, focusing on converting our visitor numbers into sales through targeted digital marketing (reaching our customers before they arrive to Katherine) in order for them to have set plan/itinerary to spend more money and time within the Katherine region.
- Most useful information in May:  
How much there is to do in Katherine, along with information on the Savannah Way and Kakadu National Park.

### **Analysis / Comment May**

- Total sales figure for May 2017 was \$134,420.41, a decrease of \$19,731.59 or a 12.8% decrease on May 2016. Visitor numbers for May 2017 were 13,776, a decrease of 705 or a decrease of 5.25% on May 2016.
- An average sale per visitor for May 2017 was \$10.28 per visitor, compared to last year's average of \$11.19 per visitor.
- Sales conversion rate decrease of 8.1% per visitor in May 2017 compared to May 2016.

**Note:** We will continue to provide exceptional customer service and focus on selling the experiences that Katherine has to offer. Our aim is to see a dramatic increase in visitor spend within Katherine and continue to increase our conversion rate month to month and overall, annually.

## **OFFICER RECOMMENDATION**

### **That it be recommended to Council:**

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

  
Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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

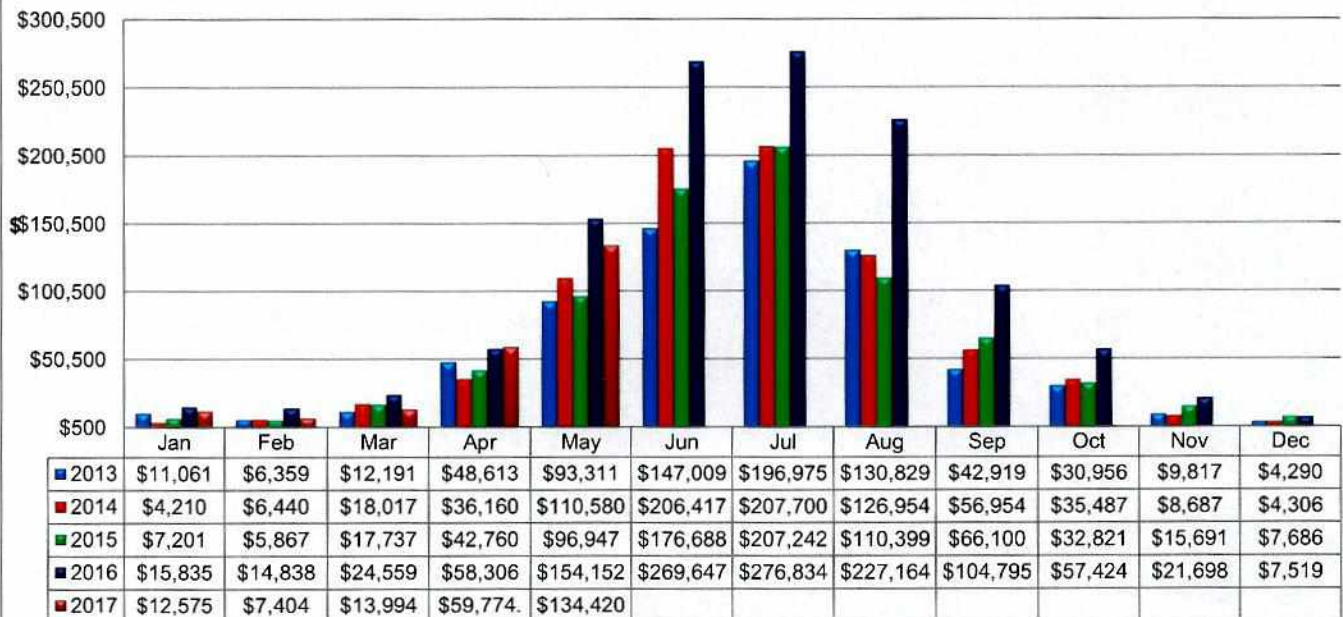
Director Corporate & Community Services, Claire Johansson  
nil



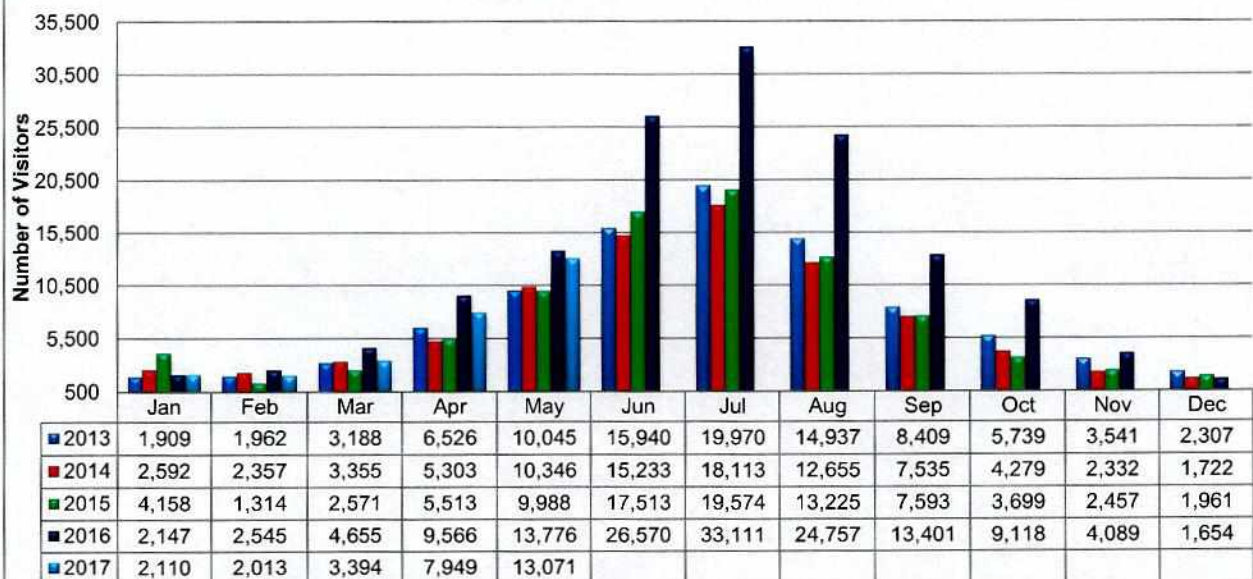


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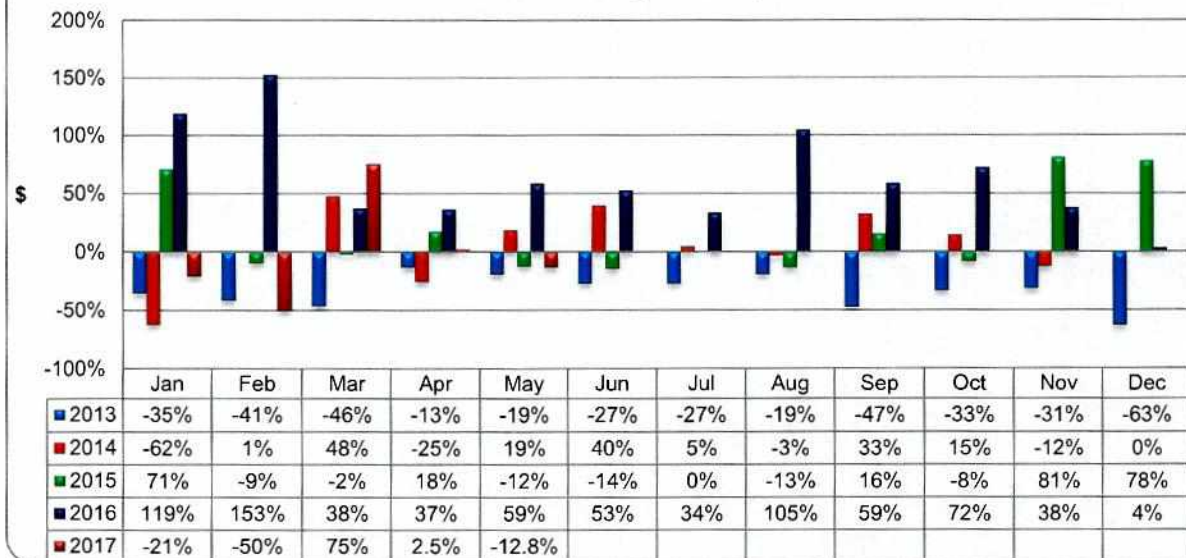
**Value of Sales Calendar Year**



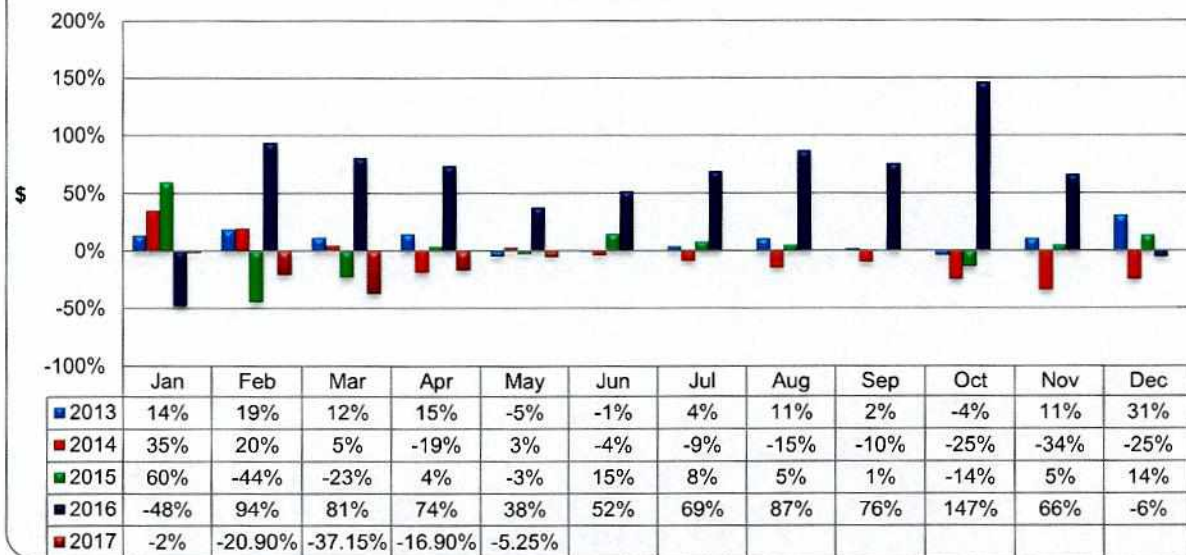
**Number of Visitors Calendar Year**



Variance of Sales from previous years



Variance of Visitors from previous years







# REPORT

**FOLDER:** Local Governance / Council Meetings / Works & Services Reports  
**MEETING:** ORDINARY MEETING OF COUNCIL - 27 JUNE 2017  
**REPORT TITLE:** WORKS & SERVICES DIVISION REPORT FOR THE MONTH OF MAY 2017

## Purpose of Report

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

## Major works

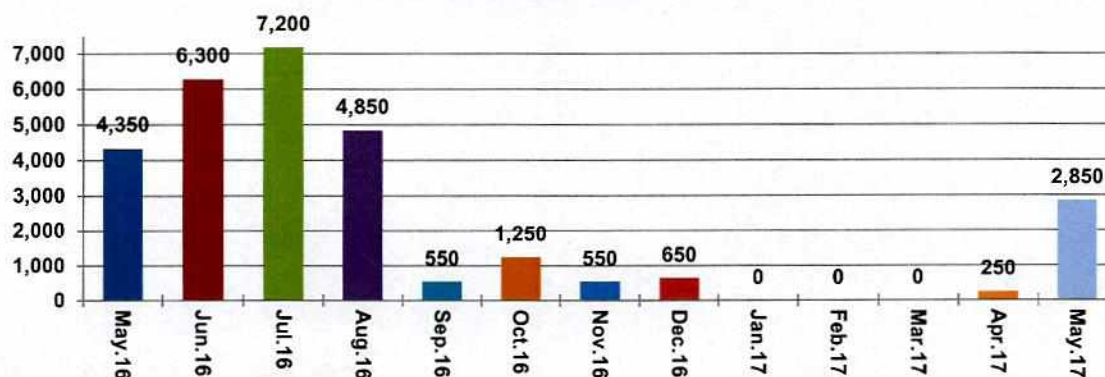
- The Katherine Hot Springs Redevelopment Project recommenced after wet season. Council contractor's Hat Creek Civil commenced earthworks and Council contractors Prospect Contractors commenced with the construction of the gabion rock wall.
- Council contractor Hat Creek Civil commenced earthworks on the rehabilitation of McAdam Road.
- Council contractor McIntyre Irrigation in conjunction with Top End Backhoe Hire and All Regions Electrical completed the installation of a new bore, Sportsgrounds Bore 4, situated within the BMX compound enabling watering of the Cricket Ground.

## Facilities

### Parks & Open Areas

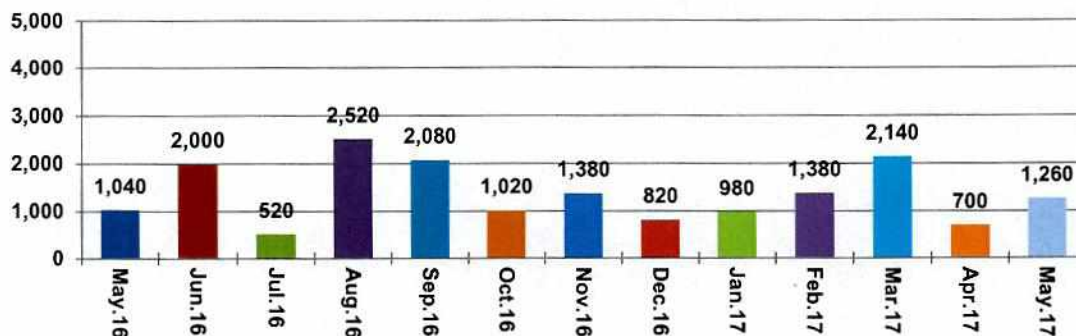
- Council contractor Cav's Mowing and Tree Lopping Service removed a dead tree from Coolibah Circuit; they also completed tree pruning along Callistemon Drive in accordance with the KTC Tree Audit.
- Council staff continued with weed spraying in the river corridor.
- Council contractor Tom Murphy removed sand build up from Knotts Crossing.
- Council contractor Murphy Plumbing repaired a water leak at Roney Park.
- Council Staff replaced 57 broken, damaged and vandalised sprinkler components throughout the larger urban area; the total cost of these repairs and installations to date (2016/17 financial year) is \$18,150.00.

**Monthly Sprinkler Replacement (\$)**



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

**Monthly Urban Litter Collection (kg)**



#### **Katherine Showgrounds**

- Council contractor Murphy Plumbing repaired water leak on the town water supply.
- Council contractor Murphy Plumbing unblocked toilets.
- Council contractor Cav's Mowing & Tree Lopping Service removed a dangerous branch from within the facility.

#### **Katherine Sportsgrounds**

- Council contractor Katherine Mini Excavations removed all the old goal posts and goal post slippers from Oval 2.
- Council contractor Pro Weld repaired damaged basketball/netball goal posts.
- Council contractors Murphy Plumbing and Scatt's Plumbing Services located and repaired a water leak located under the Don Dale Pavilion.
- Council contractor Drennan Builders carried out asbestos testing and repair to the Tennis Club ceiling after a break-in. Asbestos testing results came back with a negative reading.
- Council staff carried out work at Oval 2 filling low areas with washed sand from Holt Quarries.
- Council contractor Duncan Electrical carried out repairs to the Skate Park flood lights.
- Council staff carried out repairs to irrigation at the YMCA.

#### **Katherine Memorial Cemetery**

- There was one (1) burial during the month of May 2017.

#### **Katherine Civil Airport**

- Council staff assembled and installed new seating at the Civil terminal.
- Daily serviceability inspections were carried out by Council staff and Council contractor, RHADS Security, no issues were found.
- Council contractor Arafura Street Sweeping carried out a monthly sweeping of the RPT and GA Aprons during the month of May 2017.



### **Waste Management Transfer Station**

- As per KTC EPA licence requirements ground water testing was undertaken throughout the facility; test results will be available in June.

### **Binjari**

- Council hook bins are placed at Top and Bottom Camps (alternate weeks) and emptied on an as required basis; 1,480kg of litter was collected during the month of May 2017.

### **Road Reserves**

#### **Road Pavements**

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

### **Nature Strips and Footpaths**

- Council staff identified and treated Caltrop outbreaks along urban nature strips.

### **Personnel & Services**

#### **Community Events**

- Council staff and contractors carried out various tasks in preparedness for public hires/events held throughout several Council owned facilities during the month of May 2017.
- KTC By-Law drafting instructions are now with the Department of the Attorney-General and Justice for drafting.
- Council staff organised and hosted the 2017 NT Municipal Operations Works Conference & Expo; 28 Exhibitors, six (6) Territory Councils and other Local Government Departments attended presentations over the two day event.

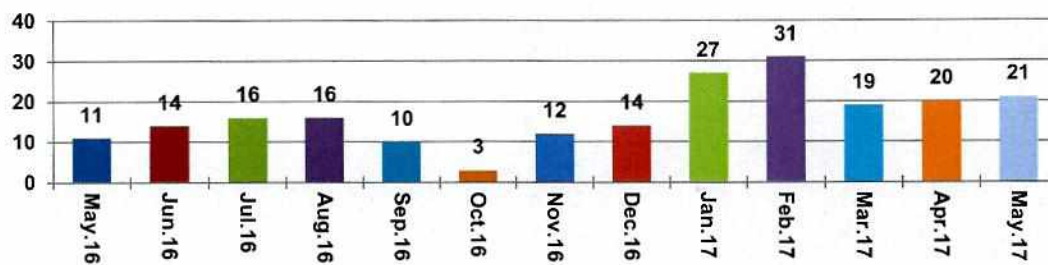
#### **Personnel / Travel / Training & Conferences**

- Three (3) staff members completed the welding module as part of their 'Rural Operations Certificate' facilitated by Charles Darwin University in Katherine.

#### **Inspectorate Services**

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of May 2017.
- Continuation of the 'Mosquito Monitoring' program for Environmental Health.
- Pound Statistics for the month of May 2017 are as follows:
  - 3 dogs returned to their owners.
  - 6 dogs purchased by new owners.
  - 12 dogs were euthanized.
  - 5 other animals were euthanized.

### Monthly Impoundment of Dogs



### OFFICER RECOMMENDATION

**That it be recommended to Council:**

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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



## ATTACHMENT A:

## RANGERS HOURLY BREAKDOWN OF TASKS - MAY 2017

TASK		ANIMAL CONTROL RANGER	RANGER IRRIGATION	NOTES
DAY TO DAY DUTIES:	GENERAL OFFICE DUTIES / ERRANDS / TRAVEL / SMOKO	52.8	22.5	
MEETINGS / TRAINING:	INTERNAL / EXTERNAL	12	6	
INSPECTIONS:	VACANT LOTS / NATURE STRIPS / FACILITY HIRES / ASSET INSPECTIONS	5	3	
PARK PATROLS:	ILLEGAL CAMPING / LITTER / PERSONAL BELONGINGS	2	10.65	
PARKING PATROLS:		5.5	15	
ANIMAL CONTROL:	PATROLS / INVESTIGATION / CAPTURE / IMPOUND / RELEASE / CLEANING / OTHER	48.5	32.65	
VEHICLE PREPARATION:		2	7.5	
ABANDONED VEHICLES:	IMPOUND / RELEASE / DISPOSE	9	0	
LEAVE:	ANNUAL / SICK / PUBLIC HOLIDAY / OTHER	38	49.5	
IRRIGATION:			28	
NUMBER OF INFRINGEMENTS   LETTERS / NOTICES TO COMPLY ISSUED   VEHICLES IMPOUNDED				
INFRINGEMENTS:	PARKING ILLEGAL CAMPING LITTER ANIMAL CONTROL	17		9 x Dog at Large   4 x Unregistered   1 x Menacing   3 x Attack
LETTERS / NOTICES:	VACANT LOTS / ANIMAL CONTROL ETC.	26	6	8 x Dog Notices   12 x Ranger Calls   Notice to Comply: 12
IMPOUNDED:	ABANDONED VEHICLE/S	1		



# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

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

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## **Purpose of Report**

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

## **General**

The Local Government (Accounting) Regulations 18 states:

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



**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

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



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:**

**Schedule of Attachments:**


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

## **Financial Report Executive Summary**

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

 On track
  Monitoring
  Items to note

### **Summary Operating Results**

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

#### **Budget Reviews/Variations**

**Rates Income** - A decrease of \$65k due to cost of legal fees to be recovered being lower than estimated. Offset by a corresponding decrease in expenditure

**Statutory Charges** - A decrease of \$20k due to parking not being monitored.

**User Charges** - An increase of \$214k due to actuals being higher than expected.

**Interest Income** - An increase of \$36k due to actual interest to be earned being higher than expected..

#### **Cash Position**

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

### **Debtors Analysis**

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

Debtors have shown an overall decrease of \$380k at the end of May.

	<b>Apr-17</b>	<b>May-17</b>
Rates debtors	517,108.37	324,526.13
Sundry debtors	202,447.15	51,241.45
Weighbridge debtors	109,480.29	69,624.23
Infringement - Animal	24,021.69	27,186.69
Infringement - Parking	10,324.00	10,324.00
Infringement - Litter/Camping	832.00	832.00
<b>Total outstanding</b>	<b>864,213.50</b>	<b>483,734.50</b>

### **Rates Debtors Analysis**

Rates debtors have decreased by \$192k with \$324k 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 2017.

	<b>Apr-17</b>	<b>May-17</b>
Current	182,117.43	31,448.29
Over 30 days	9,986.88	12,044.80
Over 60 days	3,524.94	1,141.94
Over 90 days	551.30	2,102.83
Over 120 days	6,266.60	4,503.59
<b>Total</b>	<b>202,447.15</b>	<b>51,241.45</b>

The overall decrease of \$151k in sundry debtors balance is mainly attributable to payment by Tourism NT of the 2016/17 second half VIC Operational Grant Funding.

### Weighbridge Debtors Age Analysis

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

	<b>Apr-17</b>	<b>May-17</b>
Current	38,739.25	42,205.76
Over 30 days	57,228.99	15,684.88
Over 60 days	9,174.72	6,829.36
Over 90 days	372.46	644.88
Over 120 days	3,964.87	4,259.35
<b>Total</b>	<b>109,480.29</b>	<b>69,624.23</b>

# KATHERINE TOWN COUNCIL

## STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 31 May 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
<b>INCOME</b>							
Rates and annual charges	6,998,417	-	6,998,417	8,160	6,926,692	6,933,417	(65,000)
Statutory charges	60,300	-	60,300	3,567	37,596	40,300	(20,000)
User charges	1,190,474	-	1,190,474	116,109	1,243,975	1,404,974	214,500
Grants, subsidies and contributions	1,770,510	172,131	1,942,641	289,883	1,949,125	1,942,641	-
Interest	350,900	-	350,900	13,990	300,186	386,900	36,000
Reimbursements	80,700	-	80,700	11,790	125,830	80,700	-
Other income	103,800	-	103,800	595	175,342	103,800	-
<b>Total operating income</b>	<b>10,555,101</b>	<b>172,131</b>	<b>10,727,232</b>	<b>444,094</b>	<b>10,758,745</b>	<b>10,892,732</b>	<b>165,500</b>
<b>EXPENDITURE</b>							
Employee costs	4,434,677	20,000	4,454,677	465,691	3,830,248	4,454,677	-
Materials, contracts and other expenses	4,848,302	528,429	5,376,731	412,588	4,517,008	5,376,731	-
<b>Total Operating Expenses</b>	<b>9,282,979</b>	<b>548,429</b>	<b>9,831,408</b>	<b>878,279</b>	<b>8,347,256</b>	<b>9,831,408</b>	<b>-</b>
<b>Operating surplus/(deficit) before depreciation</b>	<b>1,272,122</b>	<b>(376,298)</b>	<b>895,824</b>	<b>(434,185)</b>	<b>2,411,489</b>	<b>1,061,324</b>	<b>-</b>
Depreciation	3,896,889	-	3,896,889	324,741	3,572,151	3,896,889	-
<b>Operating surplus/(deficit) before capital items</b>	<b>(2,624,767)</b>	<b>(376,298)</b>	<b>(3,001,065)</b>	<b>(758,926)</b>	<b>(1,160,662)</b>	<b>(2,835,565)</b>	<b>-</b>
<b>Net gain (loss) on disposal of assets</b>	<b>(85,466)</b>	<b>-</b>	<b>(85,466)</b>	<b>-</b>	<b>(15,227)</b>	<b>(85,466)</b>	<b>-</b>
Amounts received specifically for new or upgraded assets including brought forward amounts	1,136,994	1,378,938	2,515,932	-	2,515,932	2,515,932	-
<b>Net operating surplus/(deficit)</b>	<b>(1,573,239)</b>	<b>1,002,640</b>	<b>(570,599)</b>	<b>(758,926)</b>	<b>1,340,043</b>	<b>(405,099)</b>	<b>-</b>



# KATHERINE TOWN COUNCIL

## CAPITAL INCOME & EXPENDITURE

As at 31 May 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
<b>Sources of capital funding</b>							
General revenue used for capital purposes	1,271,719	341,621	1,613,340	42,856	800,548	1,613,340	-
Other capital revenue sources:							
Proceeds from sale of capital assets	93,000	-	93,000	-	-	93,000	-
Grants and subsidies	1,136,994	2,274,203	3,411,197	256,128	1,818,433	3,411,197	-
Transfers from internally restricted funds	579,650	(500,000)	79,650	30,771	56,283	79,650	-
<b>Total capital funding</b>	<b>3,081,363</b>	<b>2,115,824</b>	<b>5,197,187</b>	<b>329,755</b>	<b>2,675,265</b>	<b>5,197,187</b>	<b>-</b>
<b>Application of capital funding</b>							
Non current capital assets:							
Buildings and other structures	166,000	(32,000)	134,000	-	84,258	134,000	-
Plant and machinery	733,000	(476,406)	256,594	-	248,745	256,594	-
Infrastructure assets	1,413,563	2,302,167	3,715,730	108,015	524,102	906,563	-
Improvements	698,500	322,063	1,020,563	207,833	1,785,472	3,829,730	-
Furniture and equipment	70,300	-	70,300	13,906	32,687	70,300	-
<b>Total</b>	<b>3,081,363</b>	<b>2,115,824</b>	<b>5,197,187</b>	<b>329,755</b>	<b>2,675,265</b>	<b>5,197,187</b>	<b>-</b>
<b>Total capital expenditure</b>	<b>3,081,363</b>	<b>2,115,824</b>	<b>5,197,187</b>	<b>329,755</b>	<b>2,675,265</b>	<b>5,197,187</b>	<b>-</b>

**CASH AND INVESTMENTS****31 May 2017**

<b><u>GENERAL FUND</u></b>	\$
<b><u>Commonwealth Bank</u></b>	
Balance as per bank statement, 31 May 2017	22,972.35
Plus net outstanding deposits/(withdrawals)	( 28,189.95 )
Adjusted cash at bank balance, 31 May 2017	<u>( 5,217.60 )</u>

**INVESTMENTS**

<b>FINANCIAL INSTITUTION</b>	<b>PRINCIPAL \$</b>	<b>INTEREST RATE %</b>	<b>EFFECTIVE DATE</b>	<b>MATURITY DATE</b>	<b>FINANCIAL INSTITUTION TOTALS \$</b>	<b>% FINANCIAL INSTITUTION</b>
Commonwealth Bank	390,183.93		on call	on call	390,183.93	2.63%
Bendigo Bank	5,554,452.05	2.55	21-Apr-17	22-Aug-17	5,554,452.05	37.40%
National Australia Bank	1,242,717.61	2.62	16-May-17	15-Feb-18	1,242,717.61	8.37%
Westpac Bank	2,264,988.06	2.60	7-Mar-17	4-Aug-17		
Westpac Bank	1,830,604.89	2.63	28-Apr-17	25-Sep-17		
Westpac Bank	1,568,710.14	2.63	29-Apr-17	27-Nov-17		
Westpac Bank	2,000,000.00	2.65	5-Jan-17	5-Jun-17	7,664,303.09	51.61%
<b>Total Investments</b>					<b>14,851,656.68</b>	100.00%
<b>TOTAL FUNDS (incl internally restricted funds)</b>					<b>14,846,439.08</b>	

**Internally Restricted Funds**

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



**DEBTORS REPORT**  
**31 May 2017**

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	120+ days \$	TOTAL \$
Sundry	31,448.29	12,044.80	1,141.94	2,102.83	4,503.59	51,241.45
Weighbridge	42,205.76	15,684.88	6,829.36	644.88	4,259.35	69,624.23
<b>Total</b>						<u>120,865.68</u>
	Current \$	30+ days \$	60+ days \$	90+ days \$	> 12 months \$	TOTAL \$
Infringements						
Animal	3,265.00	-	-	4,463.00	19,458.69	27,186.69
Parking	-	-	-	853.00	9,471.00	10,324.00
Litter	-	-	-	-	482.00	482.00
Camping	-	-	-	-	350.00	350.00
<b>Total</b>						<u>38,342.69</u>
	Current \$	Arrears incl interest & legal fees \$				TOTAL \$
Rates	266,474.60	58,051.53				324,526.13
<b>Grand Total</b>						<u>483,734.50</u>

<b>Katherine Town Council Cheque Payment Listing For the Month of May 2017</b>				
<b>Date</b>	<b>Ref No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
15-May-17	00102957	RTM, Motor Vehicle Registry	Vehicle registration	1,095.50
15-May-17	00102959	Power Water	Water & sewerage	25,096.07
15-May-17	00102960	Northern Territory Electoral Commis	2017 Local Govt Election	20,000.00
15-May-17	00102962	Jacana Energy	Electricity	17,213.28
5-May-17	00102965	Katherine Christian Convention Inc	Refund of deposits	1,175.00
16-May-17	00102966	RTM, Motor Vehicle Registry	Vehicle registration	180.00
16-May-17	00102967	Westpac Banking Corporation	Term deposit for 275 days @ 2.62%	1,242,717.61
26-May-17	00102968	City of Darwin	Employee transfer of long service leave	3,738.32
26-May-17	00102972	Power Water	Water & sewerage	17,674.57
26-May-17	00102976	Jacana Energy	Electricity	53,539.02
		<b>TOTAL</b>		<b>1,382,429.37</b>



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

Date	Ref No	Payee	Description	Amount
19-May-17	1463/3652-01	Agrimuster Pty Ltd	Spraying Bellyache in the dump	2,194.50
26-May-17	1467/3423-01	All Regions Electrical	Sportsground: Lights	14,846.98
5-May-17	1460/3524-01	All Style Custom Cakes	Wreaths Anzac Day	310.00
12-May-17	1461/3524-01	All Style Custom Cakes	Anzac Day wreath	50.00
12-May-17	1461/3447-01	Arafura Site & Street Sweeping	Sweeping new subdivision	1,100.00
19-May-17	1463/3447-01	Arafura Site & Street Sweeping	Airport sweeping-Mar-17	412.50
26-May-17	1467/3447-01	Arafura Site & Street Sweeping	Sweeping urban, industrial streets + weeds and East Side Casuarina Street	9,461.10
26-May-17	1467/312-01	Astral Contracting	Water conector, valve repair and contract plumbing	1,290.01
5-May-17	1460/9-01	Australia Post (NT)	Postage	791.44
12-May-17	1461/911-01	Australian Airports Association	Membership 2016-2017 and 2017-2018	2,818.75
19-May-17	1463/2891-01	Australian Government Director of	Kakadu pass for Apr-17	7,349.23
31-May-17	1469/2891-01	Australian Government Director of	Kakadu Pass disputed amount	71.25
5-May-17	1460/3372-01	AutoPro Katherine NT	Car battery	178.40
5-May-17	1460/682-01	Beagle Motor Inn (Westward Bound Pt	VIC bookings	140.00
12-May-17	1461/556-01	Beaurepaires Katherine	Tyre repair	143.00
5-May-17	1460/1255-01	Benash Maintenance Services	Test and tag of appliances Depot	809.05
12-May-17	1461/1255-01	Benash Maintenance Services	Alarm code set up and security monitoring	253.00
12-May-17	1461/3051-01	Binjari Community Aboriginal Corpor	Fire break,slash,mow & emu bob Apr-17	4,553.56
12-May-17	1461/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight ex Geo Fabrics	254.10
5-May-17	1460/3143-01	Boab Nominees Pty Ltd	VIC bookings	113.75
19-May-17	1463/3143-01	Boab Nominees Pty Ltd	VIC bookings	910.00
26-May-17	1467/3143-01	Boab Nominees Pty Ltd	VIC bookings	227.50
19-May-17	1463/729-01	BOC Gases Australia Limited	Oxygen,Argon,Acetylene & CO2 Apr-17	173.62
19-May-17	1463/3676-01	Bodan Constructions Pty Ltd	Picture frame removal chambers	93.50
19-May-17	1463/3485-01	Carroll & Richardson Flagworld Pty	4 flagpoles	4,433.00
12-May-17	1461/638-01	Cavs Mowing & Treelopping Service	Various Vacant lots	825.00
26-May-17	1467/1701-01	Charles Darwin University	Staff Training	4,901.00
19-May-17	1463/782-01	Civica Pty Ltd	MLF - Authority assets Jun-17 and Authority managed services	13,021.89
26-May-17	1467/3531-01	Coca-Cola Amatil Pty Ltd	Water for VIC merchandise	176.27
12-May-17	1461/1769-01	Compass Cleaning & Ground Maintenanc	Clean APT,SHG's,SPG's & Hotsprings Apr17	5,555.00
26-May-17	1467/3115-01	COSA Cranes	Crane hire	5,082.14
19-May-17	1463/698-01	Created 2 Print (Cruickshank)	Cheque printing	1,012.00
19-May-17	1463/2232-01	CSA Contracting (NT) Pty Ltd	Trailer repair	17.60
26-May-17	1467/2232-01	CSA Contracting (NT) Pty Ltd	Repairs to Traxcavator's aircon and Toyota Hilux lights	761.20
26-May-17	1467/542-01	Darwin Central Hotel	Accommodation	138.00
19-May-17	1463/2465-01	DB Informatics Pty Ltd	Website hosting and support	3,256.00
26-May-17	1467/2772-01	Delta Water NT Pty Ltd TA Think Wat	80MM water metre pulse HD and 1.5mm2 x 13 core x 500m coil	4,213.00
26-May-17	1467/773-01	Dept of Defence Property Management	Airport rent for May and June	550.00
18-May-17	1464/1-01	Deputy Commissioner of Taxation	PAYG deductions net of GST credit	37,960.51
12-May-17	1461/3013-01	Dragonfly Catering	Expo supplies, lunch for ministers visit and finger platter	7,780.82
19-May-17	1463/3013-01	Dragonfly Catering	Anzac day 2017	2,159.19
19-May-17	1463/3678-01	Dynamic Gift International Pty Ltd	1 colour printed 4gb usb drives with wooden box	403.43
12-May-17	1461/3043-01	E.E. Muir & Sons Pty Ltd	Kamba M20L and Weed Master Argo 20L	659.01
19-May-17	1463/3043-01	E.E. Muir & Sons Pty Ltd	Mako	539.55
19-May-17	1463/3679-01	Easy Signs Pty Ltd	Novelty cheque artwork and printing	350.90
12-May-17	1461/3442-01	eMerge IT Solutions Pty Ltd T/As No	Toners (Brother and Fuji) and meter reads for April 2017	2,976.03
19-May-17	1463/3442-01	eMerge IT Solutions Pty Ltd T/As No	Brand new photo copier Xerox DC-V1-C4471, Mainstreet/VIC WiFi May-2017, CC wifi, WMF fax machine/printer and lifeproof case	14,101.86

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 2017**

Date	Ref No	Payee	Description	Amount
26-May-17	1467/3442-01	eMerge IT Solutions Pty Ltd T/As No	Telephone Upgrade - Library - hardware, VIC usb adaptor & keyboard/mouse and POS equipment	6,302.36
26-May-17	1467/3428-01	Everlon Bronze	Rectangular plaque	611.71
26-May-17	1467/3584-01	Ezko Property Services Pty Ltd	Cleaning Civic Center, Library and VIC -May-17	5,265.86
12-May-17	1461/3344-01	Fletchers Plumbing & Gas Fitting	Repairs Hotsprings' carpark water leak	407.47
19-May-17	1463/2446-01	Flick Washroom Services	Clear 6 sanitary units Apr-17	339.89
26-May-17	1467/2269-01	Gagudju Lodge Cooina	VIC bookings	470.74
12-May-17	1461/1912-01	Geofabrics Australasia Pty Ltd	Gabion cages	49,384.72
5-May-17	1460/3402-01	Green Frog Systems Pty Ltd	Plug and play wireless controllers	11,428.56
19-May-17	1463/3402-01	Green Frog Systems Pty Ltd	Supply GFS street lights	110,000.00
26-May-17	1467/3450-01	Hat Creek Civil Pty Ltd	Hotsprings equipment hire and resheeting of McAdam Road	70,499.00
19-May-17	1463/3253-01	HeliSpirit	VIC bookings	945.00
12-May-17	1461/461-01	Hire Power NT	Dual grade hire - 20-03-17	77.00
19-May-17	1463/461-01	Hire Power NT	Bobcat hire	1,001.00
26-May-17	1467/944-01	Historical Society of the Northern	VIC bookings	36.00
5-May-17	1460/91-01	Hohns	6 MM plate cut	818.36
12-May-17	1461/3669-01	Howson Management	Asset management planning progress payment	17,958.36
5-May-17	1460/3394-01	HWL Ebsworth Lawyers	Legal fees	7,831.21
12-May-17	1461/2919-01	Integrated Land Information System	Land search	411.00
26-May-17	1467/3682-01	IPAA Victoria	Professional membership	235.00
12-May-17	1461/3514-01	ISKO Building & Design	Don Dale Sportsground building extension concept plans and cost estimate report, shade structure concept plans and cost estimate report and toilet block cost estimate report	6,120.40
26-May-17	1467/3514-01	ISKO Building & Design	Don Dale extension drafting services for construction tender documents plans, Structural engineering section 40 certificate and fire safety report	8,470.00
26-May-17	1467/3493-01	Jodi Bilske Photographics	VIC: A4 mounted prints	111.65
19-May-17	1463/2512-01	Katherine Aviation Pty Ltd	VIC bookings	1,051.85
19-May-17	1463/2722-01	Katherine Fresh Fruit & Vegie Marke	Supplies for NT works conf & expo	635.15
5-May-17	1460/1889-01	Katherine Lock and Key	Bi lock keys	397.90
12-May-17	1461/1889-01	Katherine Lock and Key	Instruct on how to open roller door Showgrounds and repairs to door lock	269.50
26-May-17	1467/1889-01	Katherine Lock and Key	Door keys	350.24
12-May-17	1461/3614-01	Katherine Mini Excavations	Removal of Acacia Park and leveling of site	415.80
12-May-17	1461/835-01	Katherine Mitre 10	Gas refill-expo	36.72
19-May-17	1463/835-01	Katherine Mitre 10	Dyna bolts	18.50
12-May-17	1461/626-01	Katherine Office Supplies	Printing & Stationery	128.65
19-May-17	1463/626-01	Katherine Office Supplies	Printing & Stationery	72.37
12-May-17	1461/968-01	Katherine Sign Management	Install Gallipoli movie info	770.00
26-May-17	1467/3595-01	Katherine Tool Store	PPE: Safety Helmet	17.94
26-May-17	1468/1002-01	Katherine Town Council Social Club	Social Club deductions	24.00
19-May-17	1463/514-01	Katherine Vet Care Centre Pty Ltd	Vet Fees	693.00
19-May-17	1463/129-01	Kelly Spraying	Pest control CEO house	107.80
5-May-17	1460/525-01	Knotts Crossing Resort	VIC bookings	1,134.86
19-May-17	1463/525-01	Knotts Crossing Resort	VIC bookings	42.88
5-May-17	1460/3536-01	Latitude 12 Pty Ltd	Workplace health & safety May-17	5,940.00
26-May-17	1467/3536-01	Latitude 12 Pty Ltd	Work health and safety June-17	5,940.00
26-May-17	1467/3104-01	letsgekids	Half page ad in NT edition	836.00
12-May-17	1461/477-01	LGANT Local Government Association	LGANT rego and meeting procedures training	1,155.00
26-May-17	1467/3681-01	Litchfield Escapes	VIC bookings	240.00
5-May-17	1460/3527-01	LOGIQC Pty Ltd	Logic software training	352.00
19-May-17	1463/3527-01	LOGIQC Pty Ltd	Subscription fee	385.00

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 2017**

Date	Ref No	Payee	Description	Amount
12-May-17	1461/144-01	Macs Hire	Staff uniforms, spary units and Massey Ferguson parts	1,043.83
26-May-17	1467/144-01	Macs Hire	Uniform embroidery	13.20
19-May-17	1463/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	131.25
19-May-17	1463/1322-01	McCoy's Garden Engineering	Mow Kath East parks Apr-17	871.51
26-May-17	1467/2553-01	Messages On Hold	Programming & equipment	1,381.35
19-May-17	1463/3677-01	Mode Design Corp PL	Katherine and Big River Region master plan presentation and brochure	7,081.25
19-May-17	1463/3404-01	Mojo Collective Pty Ltd	Printing and delivery of 6000 events calendar	5,160.00
26-May-17	1467/2179-01	Mr D B Higgins	Ald/Mayor Allowances	1,267.92
19-May-17	1463/3376-01	Mr D J Moore	Meals Reimbursement (3 people)	94.90
26-May-17	1467/3319-01	Mr P Gazey	Dep Mayor allowance May-17	1,901.83
12-May-17	1461/3646-01	Mr R Hill	Maintenance to Ceo house - repairs to timber doors and replacement of broken glass	460.00
12-May-17	1461/3386-01	Mr R Jennings	Telephone and car wash reimbursement	139.85
26-May-17	1467/3386-01	Mr R Jennings	Telephone reimbursement month of April 2	127.85
26-May-17	1467/3346-01	Mr R Mullens	Repair track loader (Traxcavator)	53,147.82
26-May-17	1467/2970-01	Mr S Rose	Ald/Mayor Allowances	1,267.92
26-May-17	1467/1835-01	Mrs C F Miller	Ald/Mayor Allowances	5,921.67
26-May-17	1467/2644-01	Mrs E W Clark	Ald/Mayor Allowances	1,267.92
19-May-17	1463/2581-01	Mrs S Henderson	Reimbursement	64.65
5-May-17	1460/1716-01	Ms C Vernon	Consultants accommodation and travel	1,453.60
26-May-17	1467/1055-01	Ms T T Coutts	Alderman Allowance May-17	1,267.92
12-May-17	1461/2409-01	Nitmiluk Tours	VIC bookings	19,048.00
19-May-17	1463/2409-01	Nitmiluk Tours	VIC bookings	16,343.89
26-May-17	1467/2409-01	Nitmiluk Tours	VIC bookings	11,430.45
26-May-17	1467/3435-01	NSW Business Chamber Ltd	HR Advance Premium Renewal	1,300.00
26-May-17	1467/194-01	Paraway Motel Management Pty Ltd	VIC bookings	191.50
19-May-17	1463/3544-01	Pivotal Satellite Pty Ltd	Satellite phone monthly charge Apr-17	15.00
5-May-17	1460/3459-01	Portner Press Pty Ltd	Health and safety update	77.00
19-May-17	1463/3500-01	Puma Energy Australia Fuels Pty Ltd	Monthly diesel fuel WMF and unleaded fuel	4,332.46
4-May-17	1459/3206-01	RemServ	Payroll Deduction	1,926.97
22-May-17	1465/3206-01	RemServ	Payroll Deduction	2,321.10
12-May-17	1462/2450-01	Renfree Pastoral Co Pty Ltd	Mow North & South Parks Apr-17	4,010.55
19-May-17	1463/219-01	Repco	Liquid soap and dispenser	98.60
12-May-17	1461/2721-01	Rhads Security	Open/close fun park, low level, and call outs	5,703.68
12-May-17	1461/212-01	RJ Motors	Repairs to Isuzu tipper truck, Massey Ferguson, Kia Sorento and Mitsubishi Triton	1,157.40
19-May-17	1463/212-01	RJ Motors	Parts and repairs to Hook Truck and Kubota mower	3,897.24
26-May-17	1467/212-01	RJ Motors	Hook Truck parts	4,200.81
12-May-17	1461/2185-01	Scatt's Plumbing Services	Repair storm water drain	3,706.05
12-May-17	1461/1273-01	Scotmec Pty Ltd	Speed feed head	55.30
12-May-17	1461/2222-01	SecurePay Pty Ltd	Web payments-Apr-17	32.45
19-May-17	1463/3023-01	Shockless Electrical Services Pty L	Repairs to damaged meterbox	432.85
19-May-17	1463/2191-01	Slingshot Haulage PTY LTD	Transport dozer to dump	990.00
12-May-17	1461/3424-01	Small Freight	Ex Think water	121.00
26-May-17	1467/370-01	St John Ambulance	Staff Training	52.05
12-May-17	1461/234-01	Stephen Murphy	Plumbing repairs at various locations	4,372.20
26-May-17	1467/234-01	Stephen Murphy	Plumbing repairs at Airport, Showgrounds and Sportsground	391.90
26-May-17	1467/2349-01	Stickers & Stuff	100x yellow tote bag; 100x orange tote bag	1,266.00
26-May-17	1467/3638-01	Swan Business Advisory	Council's Audit & Risk Management Committee	1,655.52
19-May-17	1463/3582-01	T & M Mullen Pty Ltd	Dozer hire-14-03-17 to 17-04-17	19,250.00
5-May-17	1460/1018-01	Telstra	Telephone	6,169.25
26-May-17	1467/253-01	Terrace Emporium Pty Ltd	Work safety boots PPE	229.00
5-May-17	1460/3088-01	Territory Debt Collectors	Suffren Contracting and plant hire matter	52.98
26-May-17	1467/3088-01	Territory Debt Collectors	Kakadu Air Services and Flight Advantage - listing fee	66.00

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

<b>Date</b>	<b>Ref No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
12-May-17	1461/2887-01	Territory Rural	Toilet rolls	328.85
26-May-17	1467/2789-01	Territory Uniforms	Staff uniforms	354.60
19-May-17	1463/949-01	The Historical Society of Katherine	Out back life books by Toni Tapp	96.00
19-May-17	1463/3604-01	The Sweetest Things	Fund raising morning tea CC	50.00
12-May-17	1461/2897-01	Tonkin Consulting	Design Florina, Rowlands Quarry, Rockhole consult and Showgrounds drawings	21,780.00
19-May-17	1463/2897-01	Tonkin Consulting	Binjari masterplan consult	1,705.00
19-May-17	1463/2923-01	Top Didj & Art Gallery	VIC bookings	131.25
12-May-17	1461/1802-01	Top End Backhoe Hire	Showgrounds hire of excavator, truck and bobcat	797.50
19-May-17	1463/1802-01	Top End Backhoe Hire	Hire excavator 2 hours and grave digging	897.27
26-May-17	1467/1802-01	Top End Backhoe Hire	Hire of excavator & bobcat	3,778.50
12-May-17	1461/263-01	Top News	Newspapers for CC Apr-2017	44.40
26-May-17	1467/263-01	Top News	Newspapers for Library 2016/2017	272.45
26-May-17	1467/2658-01	United Card Services Pty Ltd	Fuel Card Apr-17	2,042.18
25-May-17	1466/3213-01	Vibe Hotel Darwin Waterfront	VIC Manager's 2 night accommodation	340.00
12-May-17	1461/630-01	Woolworths Limited	Fresh food platter, expo supplies and breakfast	419.41
19-May-17	1463/630-01	Woolworths Limited	Movie afternoon shopping for kitchen	75.69
19-May-17	1463/3385-01	Wright Express Australia Pty Ltd	Fuel Apr-17	213.97
		<b>TOTAL</b>		<b>711,449.60</b>



<b>Katherine Town Council Payroll Payment Listing For the Month of May 2017</b>			
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
3-May-17	All staff	Pay period ended 3 May 2017	97,197.98
17-May-17	All staff	Pay period ended 17 May 2017	94,812.24
31-May-17	All staff	Pay period ended 31 May 2017	96,776.22
		<b>Total</b>	<b>\$ 288,786.44</b>



# REPORT

**FOLDER:** Local Governance / Compliance / Municipal Plan

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

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

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## **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 2016/2017 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 9 May 2017, the Municipal Plan and Budget were released for public comment, with an invitation to provide written submissions by close of business on Friday 9 June 2017.

## **SUBMISSIONS RECEIVED BY MEMBERS OF THE PUBLIC**

Three 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. Chamber of Commerce NT – 24 May 2017  
Rates rise
2. Mike Reed – 6 June 2017  
Identification and Presentation of WWII sites of significance in Katherine
3. Division of Local Government – 8 June 2017  
Minor edits and inclusion of the early payment of 2017-18 financial assistance grants

The submissions and detailed responses are provided below:

### **Submission 1 (Chamber of Commerce NT - Katherine, 24 May 2017)**

We request that Katherine Town Council reconsider the position on this rate increase of 9% with a view to reducing the increase to a level reflecting CPI (refer to attached letter).

### **Submission 1 Response**

In accordance with the intention of the Ten Year Long Term Financial Plan of 2015/16, this will be the last year of 9% rate increases for the foreseeable future. The short term increase in rates is driven by the strategic financial and asset management planning to address a backlog of asset renewal and maintenance, and the handover of street lighting assets to Council. Refer to Appendix two (2).

### **Submission 2 (Mike Reed, 6 June 2017)**

Identification and Presentation of WWII sites of significance in Katherine



### **Submission 2 Response**

All opportunities to better promote and present Katherine for visitors and residents are supported.

Identified in the Municipal Plan 2017/18 Council will compile a vision document for a public art program to assist in the revitalisation of public places and spaces through connections with our history, culture, stories and diversity.

This proposal will be considered in the vision documentation.

### **Submission 3 (Minor edits and inclusion of the early payment of 2017-18 financial assistance grants)**

#### **Submission 3 Response**

Minor edits have been actioned.

The June 2017 early payment of 2017-18 financial assistance grants has been incorporated into the budget.

#### **Elected Member Comment / Response**

Responses to Elected Member comments are addressed in the attached document entitled "*Elected Member Pre-draft Budget Input 2017/18*".

### **CHANGES TO THE LONG TERM FINANCIAL PLAN**

The following changes were made to the long term financial plan:

Page three (3) Paragraph five (5) Line three (3)

Replace \$6 M for 50% with \$12 M for 100%

Rationale: To plan for the full road renewal requirements, and applying the estimated residual value of assets.

Page six (6) first Paragraph under heading 2.3 Risks Second sentence

Replace \$1.5 M with \$1 M

Rationale: To reduce the amount of extra fees and charges to fund a new waste management facility. The full financial implications of rehabilitating the current waste management site and commissioning a new waste management site will be better informed on completion of the work in progress in developing a strategic waste management plan.

Page seven (7) second paragraph second sentence

Replace 2019/20 with 2021/2022

Rationale: Amendment reflects an adjustment to the asset management plan renewal program.

Page seven (7) third paragraph second sentence

Replace \$127 M with \$134 M

Rationale: \$127 M excludes the value of land, \$134 M includes the value of land

Page seven (7) fourth paragraph first sentence

Replace *pf* with *of*

Rationale: spelling correction

Page seven (7) paragraph five (5) third sentence

Replace \$2.4 M with \$2.8 M, and 50% with 56%

Rationale: Amendment reflects an adjustment to the asset management plan renewal program.

Page seven (7) paragraph six (6) fourth sentence

Replace 50% with *average* 56%

Rationale: Amendment reflects an adjustment to the asset management plan renewal program.

Page nine (9) paragraph four (4) first and second sentences

Remove: *as remaining at a constant level with no allowance for indexation. This will increase inflationary pressures with the known allowances for indexation.*

Rationale:

Advice received after the publication of the draft Municipal Plan that indexation will be included in the Financial Assistance and Operating Grants.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Comprehensive Income by Nature and Type

Year 2017/2018

Line Item: Operating Grants, Subsidies & Contributions

Replace 1,893,120 with 2,107,795

Rationale: Advice received after the publication of the draft Municipal Plan of increased line item value.

Causal sequence changes: A change in the 2018/19 line item value stimulated a causal sequence adjustment in subsequent years.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Comprehensive Income by Nature and Type

Year 2017/2018

Line Item: Materials & Contracts

Replace (4,614,183) with (4,597,966)

Rationale: Advice received after the publication of the draft Municipal Plan of decreased line item value.

Causal sequence changes: A change in the 2018/19 line item value stimulated a causal sequence adjustment in subsequent years.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Comprehensive Income by Nature and Type

Year 2018/19

Line Item: Changes in Valuation of non-current assets

Replace 7,690,904 with 8,075,435

Rationale: An adjustment to recognise the value of an additional plant item (traxcavator), and the inclusion of land.

Causal sequence changes: A change in the 2018/19 line item value stimulated a causal sequence adjustment in subsequent years.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Comprehensive Income by Program

Year 2017/18

Line Items: *Income lines -Governance (General Public Services), Recreation and Culture, Economic Services, and Expenditure line – Community Amenities*



Causal sequence changes: The above listed changes in the Statement of Comprehensive Income by Nature stimulated a causal sequence adjustment in the Statement of Comprehensive Income by Program.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Cash Flows  
Year 2017/18

Line Items: *Receipts line Operating Grants, Subsidies & Contributions, Payments line Materials & Contracts and Cash*

Causal sequence changes: The previously listed changes in the Statement of Comprehensive Income by Nature stimulated a causal sequence adjustment in the Statement of Cash Flows, (compounded by the recognition of GST).

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Financial Position  
Year 2017/18

Line Items: *Current Assets line Cash and Cash Equivalents and Non-current assets lines - Property, Plant and Equipment and Infrastructure, and Net Assets*

Causal sequence changes: Changes in the Depreciation Schedule stimulated a causal sequence amendment in the Statement of Financial Position. Listed below are the changes in the Depreciation Schedule.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Changes in Equity  
Year 2017/18

Line Items: *Net Result and Balance 30 June*

Causal sequence changes: Previously listed adjustments in the Statement of Comprehensive Income by Nature and Type stimulated a causal sequence amendment in the Statement of Changes in Equity.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Changes in Equity  
Year 2017/18

Line Items: *Asset Revaluation Reserve Balance 1 July*

Causal sequence changes: The listed adjustments in Depreciation Schedule stimulated a causal sequence amendment in the Statement of Changes in Equity.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Rate Setting Statement  
Year 2017/18

Line Items: *Other Revenues, Revenues Sub-total, All Operating Expenses and Estimated Surplus/(Deficit) June 30 C/Fwd*

Causal sequence changes: The listed adjustments in Statement of Comprehensive Income by Nature and Type stimulated a causal sequence amendment in the Rate Setting Statement.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Ten Year Program Capital Works Program  
Year 2017/18

Line Items: *Added to Additional Heavy Plant Line the amount of \$500,000 for the acquisition of an additional traxcavator, and added to Additional Small Plant \$99,000 for the purchase of plant (as listed in the draft budget)*

*Years 2018/2019 onwards: Applied 100% of renewal / replacement values, per category, (less residual value) as per NAMS Plus (IPWEA) formulas.*

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Ten Year Program Capital Works Program  
Year 2018/19 onwards

Line Items: *Included line item costs to Replacement of Buildings, Existing Fleet, Existing Small Plant, Furniture & Equipment, Carpark, Local Road Reseals and Repairs, Infrastructure (Footpaths etc.), Lighting, Improvement, Drainage and Irrigation, Decommissioning and Carried Forward Projects.*

Rationale: Ten Year Capital Works Program updated in accordance with Asset Management Plan schedule.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Depreciation Schedule

Title amended from *Depreciation Schedule* to *Depreciation Schedule (Recognising Residual Value)*

Rationale: Residual value recognised

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Depreciation Schedule (Recognising Residual Value)

Year 2018/19 onwards

Line Item: *Land Acquisition (Fair Value Adjustment) appreciation of land (future revaluations) to six (6) %*

Rationale: More closely aligned to current inflationary trends.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Depreciation Schedule (Recognising Residual Value)

Year 2017/18 onwards

Line Items: *Buildings Renewal, Buildings Disposal, Plant & Equipment Replacement, Plant & Equipment Disposal, Furniture and Equipment Replacement, Furniture and Equipment Disposal, Infrastructure Renewal and Infrastructure Disposal adjusted from Asset Management Plan renewals.*

Rationale: Maintain currency of LTFP from AMP.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Statement of Depreciation Schedule (Recognising Residual Value)

Year 2018/19 onwards

Line Items: *Land Acquisition (Fair Value Adjustment) adjusted incrementally by Current Replacement Cost.*

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards

Line Items: *Operating Surplus Ratio*

Causal sequence changes: Changes in the Statement of Comprehensive Income by Nature & Type stimulated a causal sequence adjustment in the Key Performance Indicators.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards

Line Items: *Current Ratio*

Causal sequence changes: Changes in the Statement of Financial Position stimulated a causal sequence adjustment in the Key Performance Indicators.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards



Line Items: *Rates Coverage Ratio*

Causal sequence changes: Changes in the Statement of Comprehensive Income by Nature and Type stimulated a causal sequence adjustment in the Key Performance Indicators.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards

Line Items: *Debt Service Coverage Ratio*

Causal sequence changes: Changes in the Statement of Comprehensive Income by Nature and Type stimulated a causal sequence adjustment in the Key Performance Indicators.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards

Line Items: *Asset Sustainability Ratio*

Causal sequence changes: Changes in the Ten Year Capital Works Program and the Depreciation Schedule (Recognising Residual Value) stimulated a causal sequence adjustment in the Key Performance Indicators.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards

Line Items: *Asset Consumption Ratio*

Causal sequence changes: Changes in the Statement of Financial Position and Ten Year Capital Works Program stimulated a causal sequence adjustment in the Key Performance Indicators.

Page titled Katherine Town Council Long Term Financial Plan 2017 – 2027 Key Performance Indicators

Year 2017/18 onwards

Line Items: *Asset Renewal Ratio*

Causal sequence changes: Changes in the Ten Year Capital Works Program stimulated a causal sequence adjustment in the Key Performance Indicators.

### **OFFICER RECOMMENDATION**

#### **That Council:**

1. Receive the submissions and note the responses to the Municipal Plan and Budget.
2. Note the attached memo relating to layout, spelling and grammar errors.
3. Note the adjustments to the Long Term Financial Plan
4. Adopt the 2017-2018 Municipal Plan including the accepted submissions.
5. Adopt the 2017-2018 Budget.
6. Adopt the Elected Member Allowances



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:**

**Attachments:**

Chief Executive Officer Robert Jennings

Submission 1 – Chamber of Commerce NT Katherine

Submission 2 – Mike Reed

Submission 3 – Division of Local Government

Appendix 1 - Elected Members and Community Pre-draft  
Budget Input

Appendix 2 – Response to Chamber of Commerce NT  
Katherine

Appendix 3 – Memo of changes

Appendix 4 – 2017-2018 Municipal Plan



## **Chamber of Commerce NT - Katherine: Concern over continued high Council Rate Rises**

**From :** Kevin Grey 'Kevin.Grey@nt-tech.com.au'

**To :** records 'records@ktc.nt.gov.au';

**Cc :** Robert Jennings 'robert.jennings@ktc.nt.gov.au'; Fay Miller 'fay.miller@ktc.nt.gov.au'; Rebecca Osmotherly (rebecca@topendtax.com.au) 'rebecca@topendtax.com.au'; 'Katherine' 'Katherine@chambernt.com.au';

**Sent :** 24 May 2017 17:42:32

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Hi Robert,

On behalf of CCNT – Katherine I write to express our concern at the 9% rate rise in the current Financial Plan.

Our concerns are that this rise coupled with the recent high insurance premiums, putting upward pressure on wages and further financial pressure on Katherine businesses, will invariably lead to business closures or impede business viability.

This increase is out of step with the low CPI and low level of wages growth.

At a time when the Northern Territory is experiencing stagnant population growth and a recent downturn in the economy due to mining and the completion of the Inpex construction phase, this increase will further hurt business.

The Chamber of Commerce is very supportive of Council and the great work that has and will continue to be done for Katherine. We are worried that this large increase sends a negative message that Katherine Town Council are out of touch with its constituents.

We simply will not be able to sustain local services if increases to the cost base on this scale continue to occur.

We request that Katherine Town Council reconsider the position on this rate increase of 9% with a view to reducing the increase to a level reflecting CPI.

Thank you , please contact me at any time if you wish to discuss further on 0438 728810.

Regards

Kevin Grey

Chairperson: CCNT – Katherine

52 Katherine Tce, Katherine, NT, 0850  
Ph: 1300 688 324  
Fx: 08 8972 8899

**“Every dollar you spend . . . or *don't* spend . . . is a vote you cast for the world you want.” — L.N. Smith, *Sunrise Over Disney***



Submission 2

PO Box 1771  
Katherine 0851

Mr R Jennings  
Chief Executive Officer  
Katherine Town Council

Dear Robert,

**RE: A Submission on the Draft Katherine Town Council Municipal Plan 2017-2018**

I attach for consideration a submission for the identification and presentation of WWII sites of significance in Katherine for the purpose of developing a new attraction for visitors.

Tourism is a major contributor to the economy of Katherine with potential to expand and provide employment opportunities and economic growth within the local community.

It is well recognized in the tourism industry that the key to achieving growth is an increase in the length of visitor stay and in turn, the key to extending length of stay is to expand the range of product and activities offered to visitors.

Incremental means of achieving an increase in the length of stay are frequently overlooked in the search for the Holy Grail of tourism - a major new development. This approach frequently results in modest projects with potential to hold visitors in town for an extra day and/or overnight to be overlooked.

In this context it is proposed that development of a self-guided interpretive walk (or hired bicycle ride) for WWII history sites would create a completely new activity for inclusion in the product range on offer to visitors with potential to increase their length of stay.

It is requested that the proposal be incorporated in the 2017-2018 Municipal Plan.

To provide further background information in support of the submission I have also attached a copy of my book 'Our War' detailing the scope of WWII activity across the Northern Territory and a series of six posters of enemy actions against Australia.

Should it be desired I would be pleased to discuss the submission with you or members of Council.

Yours sincerely



Mike Reed

6/6/2017

EMAIL: [mike@reedy.com.au](mailto:mike@reedy.com.au)

MOBILE: 0429 723 370

**A Submission on the Draft  
Katherine Town Council  
Municipal Plan 2017-2018**

**WWII HISTORY OF KATHERINE**



**A Proposal to Identify WWII  
Sites of Significance**



### **The Submission**

This submission proposes that WWII sites of significance within the Katherine township be identified to inform local residents about our wartime history and enhance the local tourism industry through provision of additional activities available to visitors, potentially increasing their length of stay in Katherine.

Katherine was a major wartime hub supporting operations of the Australian Army, Royal Australian Air Force, United States Army and the United States Army Air Force. Whilst there is a growing interest in the Territory's wartime history it is not readily accessible or well presented beyond Darwin and isolated sites along the Stuart Highway, many of which are falling into disrepair. Walking the streets of Katherine there is nothing to suggest that hundred's of thousands of military personnel served in or passed through the town during WWII.

Beyond social benefits of an historically aware community tangible economic benefits are achievable by expanding the interests and activities offered to visitors with direct positive outcomes to the local tourism industry through increased visitor satisfaction levels and length of stay.

Council has developed a well defined and structured river walk which coincidentally passes numerous wartime sites well suited to interpretive presentation through use of available archival material and photographic references.

These sites are identified on the accompanying map and means by which sites may be presented and progressively improved are explored under the heading '*A Story Worth Telling*'. Examples of wartime images on the last two pages of this submission demonstrate the depth of material available for presentation of the wartime history of Katherine.

Preparation of the Council's Municipal Plan presents an opportunity to better promote and present the town's military history. It is recommended actions proposed in this submission be incorporated into the Municipal Plan for the purposes of enhancing community amenity and economic activity.

This Submission was prepared and presented by Mike Reed

PO Box 1771 Katherine 0851

Email: [mike@reedy.com.au](mailto:mike@reedy.com.au) Mob: 0429 723 370

### WWII SITES FOR INTERPRETATION ALONG THE RIVER WALK





5



North Australian Observer Unit mounted patrol.  
The NAOU was based in Katherine.



Troops on parade, Australian Army headquarters,  
Katherine.



Early stage of construction, low level bridge,  
Katherine.



Australian Army General Hospital, Katherine.





**AUSTRALIA IN WWII SPECIAL ISSUE POSTERS**

# A WARTIME TERRITORY

**Legend:**

- Airstrips
- Military Garden Sites
- Defence Sites
- Transport Depots/Staging Camps
- Military Hospitals, Medical Receiving Stations

**Japanese Aircraft:** Val, Kate, Zero, Dinah, Betty, Nell

**Japanese Submarine:** I-124 Submarine, sunk 20 Jan 1942

**Darwin City:** East Point, The Civil 'Drome', RAAF Station, Sattler, 27-Mile-Strauss, Hughes, The 34-Mile-Livingstone, Manton Dam

**Did You Know?**

- The first raid on Darwin was from four submarines on 20 January 1942.
- The attack was called off following the sinking of the submarine I-124 with loss of its 80 crew.
- The first air raid on 19 Feb 1942 killed 235 people, and sank 11 ships.
- A second attack followed the same day.
- Regular raids with up to 60 aircraft took place until the last raid, on Adelaide River, in Nov 1943.
- The attacks occurred between Exmouth WA and Townsville in Qld, but most were against the Territory.
- The most southern raid was against Katherine.
- The attacks were eventually defeated by radar, searchlights, AA batteries and fighters working together.
- Bomber forces, largely from the USA, began an offensive against the enemy.
- Hundreds of thousands troops passed through the Territory.
- Around 200 Japanese aircrew died and their remains and aircraft are scattered across the Top End.
- Nearly 500 USA personnel made up a large proportion of the Allied casualties.
- Around 2000 people were killed in the actions in northern Australia.
- The war in northern Australia has been largely left out of school history curriculums.

**Japanese flight inbound for the first raid 19 February 1942 more than 100 raids over 2 years**

**Searchlights - one of many**

**Anti aircraft guns - one of many**

**Coomalie**

**Burrell Creek - the 88-Mile Chemical Warfare Depot**

**Brooks Creek**

**McDonald**

**Snake Creek**

**Fenton and Long**

**Hayes Creek**

**Pine Creek**

**Katherine**

**Manbulloo**

**Nackeroo base**

**No 86 US Hospital**

**North Australia Railway**

**Matarranka**

**Gorrie**

**Larrimah**

**Birdum**

**Daly Waters**

**Dunmarra**

**Newcastle Waters**

**Elliott Staging Camp**

**Banka Banka Staging Camp**

**Morphett Creek**

**Churchills Head**

**The Three Ways**

**Tennant Creek**

**Bonney Well**

**Wauchope**

**Cabbage Gum Bore**

**Devils Marbles**

**Spinifex Bore and Wycliffe Well army farms**

**Barrow Creek and New Barrow Bore Staging Camps**

**Ti Tree store**

**Military convoys moving supplies north to Darwin**

**Alice Springs**

**Seven-Mile Aerodrome**

**Adelaide to Alice Springs Railway**

**Army Headquarters, Alice Springs**

**Trucks on the Stuart Highway**

**Trucks arrive by rail in Alice Springs**

**Soldiers take a rest at Devils Marbles**

**US 808th Engineers arrive at Noonamah siding 1942**

**PMG linesman Jack Corbell stands in the crater at the Gallon Licence store following the bombing of Katherine. (Katherine Historical Society)**

**Catalina at Doctors Gully**

**P-40F Kittyhawk Star Dust pictured at Strauss airstrip on 23 August 1942 (Alford Collection)**

**Spitfire**

**Kittyhawk**

**Hudson**

**B-24 bomber**

**B-25 bomber**

**Research by Military Historian Dr Tom Lewis OAM**

**Posters in the series: WWII Air Combat Flights Against Australia, WWII Enemy Surface Vessel Actions Around Australia, WWII In Broome And The Northwest, The Tivi Islands And WWII**





## THE TIWI ISLANDS AND WWII

**A STORY OF 'FIRSTS'** - five events of WWII on the Tiwi Islands tell of bravery, sacrifice and tragedy when war came to Australia.

1) **The first Allied casualty in Australia** was USAAF pilot Robert Buel, on February 15, 1942 while providing air cover for a Darwin to Timor shipping convoy being shadowed and attacked by Imperial Japanese Navy (IJN) H6K4 Mavis flying boats.

Buel located and fired on one of the well armed flying boats which, ablaze, crashed into the sea however fire from the flying boats 20mm cannon hit Buel's P-40E fighter, killing him as it crashed into the sea off the Tiwi Islands.

2) **The first enemy air attack on Australia** was by nine A6M2 Zero fighters of the main force of aircraft sent to bomb Darwin on February 19, 1942. Seeing a USAAF C53 aircraft on the Bathurst Island Airstrip the Zeros peeled off for a strafing attack, destroying the aircraft, below, and hitting the Catholic Church. This was the first attack on ground assets in Australia, after which the Zeros rejoined the Darwin raid.



In the recent photograph of the Catholic Church can be seen the small radio hut from which Father McGrath transmitted an unheeded warning to Darwin of the impending Japanese air raid.



3) **The first POW captured in Australia** was apprehended on Melville Island on February 19, 1942. Japanese pilot Hajime Toyoshima, returning to the aircraft carrier *Hiryu* crash landed (top right) due to damage sustained in the first air raid on Darwin.



Suffering only minor injuries Toyoshima was captured by Melville Island man Matthias Ulungura. In a courageous act Matthias, left, walked up behind the pilot and pretending he had a gun, stuck the handle of a tomahawk in Toyoshima's back, instructing him to 'stick em up'. The pilot raised his hands and Matthias took the service pistol from the pilot's holster.

The pilot, with bandaged face, was handed over to authorities, right, and transferred to a POW camp at Cowra, NSW.



### AIRCRAFT IDENTIFICATION Courtesy of Carrier Attack



**Mitsubishi A6M2 Zero**, type flown by pilot Toyoshima and in Bathurst Island attack



**Aichi D3A1 Val Divebomber**, attacked the *Florence D* and *Don Isidro*.



**Kawanishi H6K4 Mavis Flying Boat**, shot down by pilot Robert Buel.



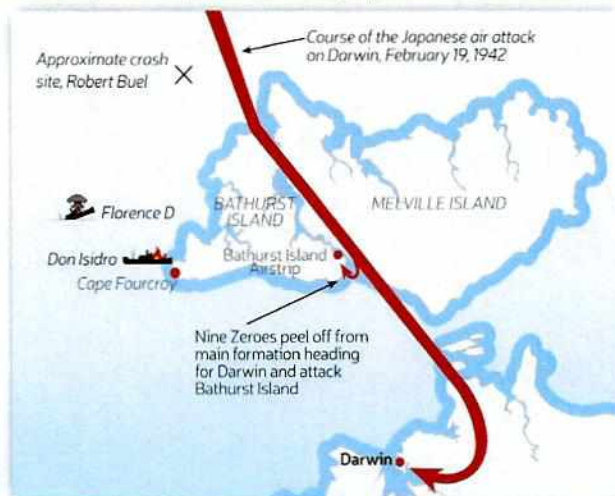
**Curtiss P-40E Fighter**, flown by Robert Buel.

### RECOMMENDED READING:

Detailing every aspect of the action 'Carrier Attack' (Lewis and Ingman) is the definitive record of the roles played by Japanese, Australian and United States forces leading up to, during and after the first raids on Darwin.

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Meanwhile, about thirty miles north and with the forward holds loaded with ammunition the captain of *Florence D* ordered the crew to the stern, a wise measure as accurate bombing by the Val pilots hit a forward hold causing ammunition to explode, after which the ship soon sank. About 40 survivors reached Bathurst Island, some walking inland for help, others were rescued by HMAS *Warrambool*.

4) **The first ships lost to enemy aircraft** in Australian waters were destroyed off the coast of Bathurst Island. In early 1942 the Philippines were part occupied by the Japanese Army and the IJN had virtually blockaded supply routes by sea. To get supplies through to their forces the United States Army acquired the 2,638 ton freighter, the *Florence D*, and the *Don Isidro*, a 3,260 ton passenger liner.

After taking on 700 tons of cargo the *Don Isidro* joined *Florence D* in Java and fully laden they left on February 14, travelling east to the Tiwi Islands expecting to head north to the Philippines.

Both ships came under surveillance by Japanese aircraft and on February 19 when some 30 miles apart off the coast of Bathurst Island, the *Florence D* rescued the crew of a US PBV Catalina flying boat shot down by Japanese aircraft. Soon after, a divebomber returning from the Darwin raid observed the *Don Isidro* which led to a strafing attack by Zero fighters, destroying the lifeboats, without which it was decided to make for Darwin.

Both vessels escaped an attack by floatplanes but experienced pilots flying 18 Val divebombers from the carriers *Hiryu* and *Soryu* found their mark. Heavily damaged and ablaze, the *Don Isidro* was beached near Cape Fourcroy, below, 84 survivors reaching shore.



5) **Two Tiwi Island men were the first** Aboriginal members to conduct operations with the Allied Intelligence Bureau. Under Sub-Lieutenant John Gribble, Royal Australian Navy Reserves, a patrol of 35 Melville Island Aborigines was formed as a Coast Watch operation in September 1942. Duties included onshore patrols on Bathurst and Melville Islands looking for downed airmen and on the armed launch *Amity* patrolling the coast.



Two members, however, performed secret missions about

which little is known. The first, and likely only Aboriginal members of the Allied Intelligence Bureau were Holder Adams, above, second from left, and another unidentified Melville Island man.

Performing extraordinary duties Holder Adams and his colleague were taken by submarine to occupied Timor and put ashore to gather intelligence on Japanese military installations and activity.

A brief mention in Australian War Memorial records, "Holder Adams was one of two men from Melville Island sent to Timor aboard Allied submarines as part of Allied Intelligence Bureau patrols" is the only known reference. The reference to 'submarines' suggests more than one patrol may have been undertaken in this little known but fascinating piece of WWII history.

Research by Military Historian Dr Tom Lewis OAM





# WWII AIR COMBAT FLIGHTS AGAINST AUSTRALIA

**There were 188 aircraft in the first Darwin raid on February 19, 1942.**

The Imperial Japanese Navy (IJN) commenced aircraft missions against Northern Australia on February 10, 1942, the last air raid was against Adelaide River on November 11, 1943 and reconnaissance flights continued until July 20, 1944.

DATE CODE: Underscored ( 5 ) = reconnaissance flight

Blue = 5-20 aircraft in mission; Red = 21-40; Green = 41-75

Most mission information is sourced from Japanese military records for aircraft on bombing, strafing and reconnaissance actions against Australian land and coastal shipping targets.

Where more than one destination was included in a single mission, an action has been recorded against each location. Multiple dates indicate the number of actions that day.



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Research by Military Historian Dr Tom Lewis OAM





# WWII ENEMY MARINE ACTIONS AGAINST AUSTRALIA

## JAPANESE SUBMARINE ACTIONS, AUSTRALIA, 1942

I-27, Jan 12 NT Mine laying, 37 mines laid  
 I-22, Jan 15 QLD Mine laying, 30 mines laid  
 I-23, Jan NT Mine laying, Unknown number laid  
 I-24, 16 Jan NT 27 mines laid  
 I-23, Jan 20 NT Attacked three US Navy ships, all escaped  
 I-24, Jan 20 NT Submarine sunk by HMAS Deloraine  
 I-21, Jan 21 NT Allied warships attacked I-21 which escaped  
 I-25, Feb 17 NSW Sydney harbour, floatplane reconnaissance flight  
 I-25, Feb 26 VIC, Melbourne, floatplane reconnaissance flight  
 I-25, Mar 1 TAS, Hobart, floatplane reconnaissance flight  
 I-2, Mar 1 WA, Port of Torpedoed, sunk  
 I-1, Mar 3 WA, Sinter torpedoed, sunk  
 I-3, Mar 3 WA, Norbado, gun attack, damaged  
 I-3, Mar 3 WA, Tongoro torpedo attack, undamaged  
 I-1, Mar 9 NT Australian soldiers in boat captured off Terror  
 I-29, May 16 NSW Willen gun attack, damaged  
 I-25, May 23 NSW Sydney, floatplane reconnaissance flight  
 I-21, May 30 NSW Sydney, floatplane reconnaissance flight  
 I-29, I-21, I-24, I-22, I-27, Midjet Submarines, M-14, M-24, M-21, May 31 NSW Sydney harbour, HMAS Kutubul torpedoed, sunk  
 I-24, Jun 3 NSW Age, gun attack, damaged  
 I-24, Jun 3 NSW Iron Chieftain, torpedoed, sunk  
 I-27, Jun 4 NSW Barwon, torpedo/gun attack, escaped  
 I-27, Jun 4 NSW Iron Crown, torpedo attack, sunk  
 I-24, Jun 5 NSW Echunga, chased, undamaged  
 I-24, Jun 8 NSW Sydney gun attack, buildings damaged  
 I-21, Jun 8 NSW Newcastle, gun attack, buildings damaged  
 I-24, Jun 9 NSW Orestes, gun attack, damaged  
 I-17, Jul 20, NSW, George S Livanos, torpedoed, sunk  
 I-17, Jul 21, NSW, Coast Farmer, torpedoed, sunk  
 I-17, Jul 22, NSW, William Dawes, torpedoed, sunk  
 I-24, Jul 23 NSW, Guatemala, torpedoed, sunk  
 I-175, Jul 23 NSW, Allora, torpedoed, damaged  
 I-175, Jul 24 NSW, Murda, torpedo attack, undamaged  
 I-17, Jul 27 NSW, Costena, torpedo attack, undamaged  
 I-175, Aug 3 NSW, Dureenbee, gun attack, sunk  
 I-32, Aug 4 WA, Kotomboa, gun attack, chased, escaped  
 RO-33, Aug 7 QLD, Mamutu, gun attack, sunk  
 I-162, I-165, Aug Nov NT Patrols, operating from base in Penang

## 1943

I-27, Jan 18 NSW Kalingo torpedoed, sunk  
 I-21, Jan 18 NSW, Mobilube torpedoed, towed to port  
 I-21, Jan 22 NSW, Peter H Burnett torpedoed, damaged  
 I-165, Jan 28 WA, Gun attack on Port Gregory, no effect  
 I-21, Feb 8 NSW, Iron Knight torpedoed, sunk  
 I-21, Feb 10 NSW, Star King torpedoed, sunk  
 I-21, Feb 19 NSW, Sydney, floatplane reconnaissance flight  
 I-6, I-26, Mar QLD, Mine laying, Brisbane waters, swept and cleared  
 Unknown, Mar 18 QLD, Charles S Jones, torpedoed, survived  
 I-26, Apr 11 NSW, Recina torpedoed, sunk  
 I-26, Apr 24 QLD, Kiwarra torpedoed, sunk  
 I-177, Apr 26 NSW, Limerick torpedoed, sunk  
 I-178, 27 Apr NSW, Lydia M Childs, torpedoed, sunk  
 I-180, Apr 29 NSW, Wollongbar torpedoed, sunk  
 I-180, May 5 NSW, Fingal torpedoed, sunk  
 I-180, May 12 NSW, Canadale torpedoed, damaged  
 I-180, May 12 NSW, Ormiston torpedoed, damaged  
 I-177, May 14 Q, AHS Centaur torpedoed, 268 fatalities  
 I-174, May 29 NSW, Sheldon Jackson, attacked, undamaged  
 I-174, Jun 1 QLD, Point San Pedro, attacked, undamaged  
 I-174, Jun 4 QLD, Edward Chambers, attacked, escaped  
 I-174, Jun 6 NSW, John Bartram, attacked, undamaged  
 I-24, Jun 9 NSW, Orestes, gun attack, damaged  
 I-24, Jun 12 NSW, Guatemala, torpedoed, sunk  
 I-174, Jun 16 NSW, Portmar, torpedoed, sunk  
 I-174, Jun 16 NSW, LST 469, torpedoed, damaged  
 I-365, Sep 14 WA, Reconnaissance of Australian defences

## 1944

I-165, May 31 WA, Reconnaissance of Australian defences

## GERMAN U-BOAT ACTIONS, AUSTRALIA, 1944

U-862, Dec 9 SA, Illuso, gun attack, damaged  
 U-862, Dec 14 TAS, Attack called off when aircraft sighted  
 U-862, Dec 25 NSW, Robert J Walker, torpedoed, sunk

## 1945

U-862, Feb 5 WA, Peter Sylvester, torpedoed, sunk

## ENEMY SURFACE ACTIONS BY GERMAN AUXILIARY CRUISERS (RAIDERS)

Five German raiders, converted merchant ships armed with concealed guns, torpedo tubes and fitted for mine laying, conducted operations from August 1940 through June 1943 off the western, southern and south eastern coasts attacking shipping and laying mines.

Between August and November 1940 actions by, or mines laid by raiders *Orion*, *Penguin* and *Storstad* sank the merchant ships *Cambridge*, *City of Rayville*, *Nimbin*, *Millimul* and damaged *Hertford*. Mines were laid off the South Australian coast, Sydney and Melbourne and Japanese submarines laid mines off Darwin and in Torres Strait (📍).

Off the West Australian coast in November 1940 the raider *Penguin* captured and sank the merchant vessel *Maimoa* and also sank the merchantman *Port of Brisbane* in December.

South-west of Carnarvon in November 1941 the Australian cruiser *HMAS Sydney* was sunk in a mutually destructive encounter with the German raider *Kormoran*.

The raider *Michel* sank the *Hoegh Silverdawn* and *Ferncastle* off Western Australian in June 1943, the last action by German raiders in Australian waters.



HMAS Deloraine sank the submarine I-124 off Darwin on January 20, 1942

**1400**

The symbol used by the Japanese to identify their submarines was recognised as 'T' by Allied forces



The loss of HMAS Sydney and all 645 crew on November 19, 1941 was Australia's biggest Naval disaster.

The German raider *Kormoran* was also sunk, with a loss of 80 lives. The exact location of the battle was not known until both wrecks were discovered south-west of Carnarvon by 'The Finding Sydney Foundation' in March 2008, 112 nautical miles, (207kms) off Sheep Point



A converted merchant ship, *Kormoran* was fitted for mine laying, armed with six 150mm guns, five anti-aircraft guns, six torpedo tubes and carried two floatplanes in cargo holds. Sailing under flag of other nations, raiders approached target vessels before concealed guns were exposed for battle



The Australian Hospital Ship *Centaur* was torpedoed off North Stradbroke Island on May 14, 1943. Of the 332 medical and civilian crew 268 were killed



SS Kowarna, torpedoed by the Japanese submarine I-26 off the Queensland coast on April 24, 1943



Japanese midget submarine destroyed and recovered from Sydney harbour

Iron Chieftain, sunk near Sydney during torpedo attack by Japanese submarine I-24



Crew of the U-Boat U-862 manning its 105mm deck gun



SS Port of Brisbane, sunk in Indian Ocean off Western Australia by German raider *Penguin*



Nimbin, sank off Sydney when it struck a mine laid by the German raider *Penguin*



E14Y Glen float plane launching from a submarine. Floats and wings were removed to enable storage in the hangar (foreground). These aircraft conducted reconnaissance flights over Sydney, Melbourne and Hobart





## AUSTRALIAN BASED COMBAT AIRCRAFT OF WWII

This selection depicts some, but not all combat aircraft operated by Allied forces in northern Australia during WWII. Forces that operated each type appear following the aircraft name and the state or territory in which they were based at some time during the war appear after the aircraft notes.



**Supermarine Spitfire.** (RAF, RAAF). Aircraft of RAAF's 2 Operational Training Unit at Mildura, VIC. Spitfires were based at Darwin and Milingimbi Island off the Arnhem Land coast. [NT]

Australia's leading WWII fighter Ace, right, Group Captain Clive R Caldwell DFC and bar, DSO, served in many campaigns including Darwin, seen here in his Spitfire MKIIIC showing markings of enemy 'kills', New Guinea, 1945



**CAC Wirraway**, multi-role aircraft. (RAAF). Served many tasks with 5 Squadron, Mareeba QLD and reconnaissance patrols with 87 Squadron Coomalie NT. The Wirraway served as a training aircraft until 1958. [QLD, NT]



**Bristol Beaufighter** multi-role fighter. (RAAF). 'Whispering death' to the Japanese. A 31 Squadron aircraft, Coomalie Airstrip NT. [QLD, NT]



**Boeing B-17 Flying Fortress.** (USAAF). August 1942, B-17's of 64th Squadron, 43rd Bombardment Group, first to use the newly completed Fenton Airstrip NT, refueled from drums. B-17's operated extensively from QLD airstrips. [QLD, NT]



**Bell P-39 Airacobra** fighter. (USAAF, RAAF). The RAAF operated 22 P-39's, July 1942 to October 1943. [QLD]



**De Havilland Mosquito**, (RAAF) of 87 (photo reconnaissance) Squadron, Coomalie Airfield NT with CAC Boomerang in foreground. 1945. [QLD, NT]



**Curtis P-40** (USAAF, RAAF). 84 Squadron RAAF, Horn Island QLD. With 848 acquired it was the most plentiful RAAF WWII combat aircraft. [QLD, NT, WA]



**Lockheed Hudson** light bomber RAAF. These aircraft of 2 Squadron set to go on a mission. [QLD, NT, WA]



**Vultee Vengeance** dive bomber. (RAAF). 12 Squadron Batchelor NT, April 1943. The RAAF operated 322 of the type in 12, 21, 23 and 24 Squadrons. [QLD, NT]



**Consolidated B-24 Liberator** bomber. (USAAF, RAAF). A B-24 of 319 Squadron, 90th Bombardment group USAAF at take-off, Fenton Airstrip. The USAAF 380th Bombardment Group received two citations for the longest combat missions in WWII. Flying a total of 954 missions from Fenton NT and Corunna Downs WA, missions ranged as far as Borneo and Surabaya in the Netherlands East Indies (now Indonesia), a round trip of approximately 4,300 kilometres. 24 Squadron RAAF flew similar B-24 missions from Manbulloo and Fenton airstrips, NT. [QLD, NT, WA]



**North American B-25 Mitchell** bomber. (USAAF, RAAF, NEIAF). Over the coast near Darwin, 18 Squadron RAAF, a composite squadron with the Netherlands East Indies Air Force, markings of which appear on these aircraft, 1943. [QLD, NT, WA]



**Consolidated PBV Catalina.** (RAF, RAAF, US Navy). Long range flying boat, anti-submarine patrols and mine laying. This aircraft of 43 Squadron RAAF, possibly flown by Flight Lieutenant R N D Miller, right, while based at Karumba in the Gulf of Carpentaria. 43 Squadron also served in Darwin. [QLD, NT, WA]. A resident of Alice Springs, Damien Miller had extensive remote area flying experience and was a senior pilot with Connellan Airways for many years after the war.



**CAC C-12 Boomerang** (RAAF). Designed and built in Australia, aircraft of 5 (Tactical Reconnaissance) Squadron, Mareeba, QLD April, 1944. [QLD, NT]



**North American P-51 Mustang.** (USAAF, RAAF). Aircraft of 84 Squadron RAAF flying from Townsville, July 1945. Also served in the Korean war. [QLD]



**Bristol Beaufort** bomber. (RAAF). One of 7 Squadron, Ross River Airfield, Townsville. Extensive service totaling 701 aircraft. Beauforts of 1 Squadron operated from Gould Airfield near Darwin in 1944. [QLD, NT]

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## Submission 3

## Feedback on the Municipal Draft Plan 2017/18 from the Division of Local Government

**From :** Pauline Williams 'Pauline.Williams@nt.gov.au'

**To :** records 'records@krc.nt.gov.au';

**Cc :** Abdus Sattar 'Abdus.Sattar@nt.gov.au'; LG Compliance 'LG.Compliance@nt.gov.au';

**Sent :** 8 June 2017 14:37:08

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Our Ref: LGR2016/00074

To Katherine Town Council

The Department is providing feedback on the draft Municipal plan, assisting the council's continuous improvements in developing future plans.

1. There are no issues with the legislative requirements.

### 2. Suggestions / minor edits

- Page 10 and Page 11 (for consistency) reference to a Community Plan – Page 10 – 'interim Master which will be named the Strategic Community Plan 2018/19'. Then on page 11 it is referred to as Community Strategic Plan 18/19
- Page 12, second paragraph- *makes reference* to Katherine Regional Economic Development Committee Master Plan – could not locate this document on the council's website.
- Page 12, third para - *makes reference* to the Katherine Region Master Plan  
To assist the public in navigating to a long term plan it would be useful to provide a link or to where these documents can be located.
  - Have located a document from the NTG website – which appears to contain some of the major projects listed in the KTC draft Plan
  - [https://economicsummit.nt.gov.au/\\_data/assets/pdf\\_file/0009/407691/discussion-draft-10-year-infrastructure-plan.pdf](https://economicsummit.nt.gov.au/_data/assets/pdf_file/0009/407691/discussion-draft-10-year-infrastructure-plan.pdf)
- Page 20 (for consistency) – dot point under Committees – Occupational Health & Safety Committee – page 19 refers to it as Workplace Health & Safety Committee

### 3. Budget

Please include in the council's 2017-18 budget the early payment of 2017-18 financial assistance grants.

### 4. Things to Note:

**Rates Declaration.** The department is not providing comments on the rates declarations. It is not within the scope. Councils are encouraged to seek legal advice.

This feedback was a joint effort between the Departmental Regional Staff and the Compliance unit.



Should you have any queries please contact the Sustainability and Compliance Unit or email [lg.compliance@nt.gov.au](mailto:lg.compliance@nt.gov.au)

Regards

**Pauline Williams**

Senior Compliance Officer

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Our Vision: Creating a public sector that provides the highest quality service to Territorians.

Our Values: **Commitment to Service** | **Ethical Practice** | **Respect** | **Accountability** | **Impartiality** | **Diversity**

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**Appendix 1**

**Elected Members Pre-draft Budget Input 2017/18**

**ELECTED MEMBERS  
PRE-DRAFT BUDGET INPUT  
  
2017/18**



Knotts Crossing Reserve .....	3
Ryan Park.....	3
Lindsay Street Complex.....	3
Nativity scene and Christmas Lighting .....	4
Railway Terrace .....	4
Urban and Rural Reseal / Roads.....	4
Footpaths .....	5
Town Square .....	6
Assistant Works Manager - vehicle works .....	6
Kubota 2800 mm cut 5 deck oval mower .....	6
Off verge slasher .....	7
VIC replacement of air conditioners .....	7
Civic Centre .....	8
Depot garden beds.....	8
Play Park.....	9
Solar for one or more of our facilities.....	9
Civic Centre Car Park.....	9
Arts .....	9
Waste Management Facility .....	10
Aquatic Centre.....	10
New Replacement Toilets .....	10
Communications Equipment.....	10
Tree Management.....	11
20 Year Anniversary of 1998 Flood .....	11
Mowing .....	11
Nature Strips .....	11
Street Sweeping .....	11
Katherine Museum.....	12
Katherine Public Library .....	12
Dogs.....	13
Reserves .....	13
Rate Increases .....	13

BUDGET ITEM	ELECTED MEMBERS CONSIDERATION	COUNCIL RESPONSE AND RECOMMENDATION
Knotts Crossing Reserve	Noted and agreed	No further action
Ryan Park	Requested information about Ryan Park solar lights positioning, and are they to improve safety in park?  Query – where is the money coming from to move Railway Terrace train	The installation of three (3) solar lights is planned and the intention is to improve safety through better lighting  Noted Funding to move the Railway train has been sourced from an external interest group and the income and expenditure to move the train would be a nil effect for ratepayers.  Noted
Lindsay Street Complex	Query - why the need for the fence and does it represent value for money. Elected Members not supportive of garden bed due to maintenance costs Officers to consider Elected Members feedback from the market committee for: - a larger dog sign - An area for dogs - Relocated the existing sign on the gate as it can't be seen when the gate is open.	Removed from draft budget    For consideration in works and maintenance rather than capital  No adjustment to capital budget



BUDGET ITEM	ELECTED MEMBERS CONSIDERATION	COUNCIL RESPONSE AND RECOMMENDATION	ACTION
Nativity scene and Christmas Lighting	No provision in the budget for additional Christmas Lighting	Consider adding an extra \$5K into capital for nativity scene and Christmas Lighting.	<p>A review of the budget and other considerations identified that to increase expenditure on Christmas Lighting will require additional expenditure to install additional electrical outlets.</p> <p>No additional expenditure on Christmas Lights to be added to the draft budget however, Council would research and apply for available Grant funding.</p>
Railway Terrace	2 X \$50K included in the budget for Railway Terrace	Query - is this the correct or a duplication	\$1 X \$50K removed from Railway Terrace
Urban and Rural Reseal / Roads	\$1.280K included in the budget for roads	<p>Identify the work plan for roads and costings in 2017/18 and recheck budget allocation.</p> <p>Report on what road reseals are included in the plan</p> <p>Consider the storage of gravel / a gravel pit under the control of KTC for future works</p>	<p>See attached draft plan from Asset Management Plan for 2017/18 with road works, identifying which roads, estimated cost and amount of works. Noting the planned scope of works will be dependent on obtaining current quotes and any variances to construction type.</p> <p>Draft budget allocation for roads is insufficient to cover required works in accordance with the Asset Management Plan however, Council will prioritise the required road works schedule to complete the highest priority works</p>

BUDGET ITEM	ELECTED MEMBERS CONSIDERATION	COUNCIL RESPONSE AND RECOMMENDATION	ACTION
Footpaths	\$50K in the budget for footpaths	Advise on where the footpath works are planned.  How much new footpath will be constructed?	<p>See attached draft plan from Asset Management Plan for 2017/18 path works, identifying which paths, estimated cost and amount of works. Noting the planned required scope of works will be dependent on obtaining current quotes and any variances to construction type</p> <p>Increased the budget for paths from \$50K to \$150K (and remove Arndt Road works from the priorities) for the upcoming financial year</p> <p>Revised development guidelines require developer contributions that will include footpaths.</p> <p>The new area of Katherine East will be bonded, and therefore include footpaths in the development.</p> <p>Council was caught in past with development, with the new arrangements this will hopefully be fixed into the future.</p> <p>There is an ongoing expense river side.</p>



			<p><b>For noting and future budget considerations:</b></p> <p>There is approximately 4600m<sup>2</sup> of asphalt bike/cycle paths that have in many places deteriorated almost back to dirt in Katherine East. Some areas are basically just a motorbike trail now however; they are labeled as a cycleway in the Katherine Tourist map (even though there are places which are unpassable on a bike).</p> <p>The matter will be subject to review in the Asset Management Plan with consideration given to the community's required level of service (acceptable condition of the assets), the community demand (volume of use), the life cycle costs to maintain the asset, and risk to the community and users of the asset.</p>
<b>Town Square</b>	\$3K included to upgrade irrigation	The upgrade needs to be done properly Landscape needs to connect with cenotaph, Railway Terrace etc.	Noted and works will be informed by a Master Plan for the area including a traffic study
<b>Assistant Works Manager - vehicle works</b>	\$30K included to replace vehicle	Check on which vehicle / title  Check on purchase of an electric vehicle for around town vehicles - administration or rangers vehicle	Vehicle is noted as the Assistant Works Manager vehicle in the Asset Register however, the vehicle is used by the depot  Currently the Rangers share the pool of vehicles with the depot and a small electric car will limit the carrying capacity (Works equipment and dog and environmental equipment). The primarily administration vehicle is used for travel between Katherine and Darwin as well as around town (mail, banking etc.).
<b>Kubota 2800 mm cut 5 deck oval</b>	\$74K include to purchase the mower	Is this a replacement or new mower?	It is a new mower, additional to fleet with better capacity, up to 2.25 m to slash from the edge of the road, particularly for rural roads.

<b>mower</b>				
<b>Off verge slasher</b>	\$25K included for an off verge slasher	Advise on what verge slashing is included, how often and what machinery will be used  Advised that weed control needs to occur before slashing	All areas including rural and parks. It is suitable to use on slopes and from the road when wet.	
<b>VIC replacement of air conditioners</b>	\$20K included to replace air conditioners		Item removed from budget on further analysis	
<b>Civic Centre replacement of air conditioners</b>		Follow up and provide advice on replacement requirements and consider reinstating the ducted system installation  Accepted advice to install split systems rather than a ducted system	<p>It is expected that reinstating the ducted system would be far more expensive to install, maintain and operate, as this would require a whole new central chiller plant. The plant that was previously used is now the records room and there is no guarantee that the existing ductwork/chilled water pipework is still useable. There is a past report (from 2001) identifying that the ducted system was ineffective for this building (apart from its age at the time). Additionally because the space it is not in use all the time, the scale of economy is not in our favour for a central chiller/air handling units setup (e.g. running and maintaining the chiller, water distribution system, water treatment etc.).</p> <p>At the time it was decided that there was no viable way of installing adequate return air ducting in the building meaning that the entire roof space is getting "air conditioned" at great cost.</p>	



			Accept advice to install split systems rather than a ducted system
<b>Civic Centre</b>	<p>\$53K included upgrade lighting at the Civic Centre – change over the lighting to LED lighting to reduce recurrent electricity costs</p>	<p>Officers to distribute LED / solar power report to Elected Members</p> <p>Officers to consider an option that supports LED lighting at the civic centre with solar panels to further reduce the cost of electricity and be more environmentally friendly</p> <p>Include improving safe access to the Civic Centre particularly at night – recommendation is for a light at the bottom of the front stairs, and repair the sinking paving at the top of the stairs</p> <p>Include improving the presentation of the Civic Centre – recommendation is to sweep / use a blower to clear the entry of debris.</p>	<p>Increase budget to include \$62.7K for solar panels.</p> <p>Works to be undertaken from operations maintenance budget</p>
<b>Depot garden beds</b>	<p>\$10K included to upgrade the garden beds and install irrigation outside the depot</p>	<p>Query \$10K spend, what maintenance is planned</p> <p>How are we looking after what we have including roundabouts, Town Square etc.</p> <p>Excessive amount of money for depot</p> <p>Use natives,</p> <p>Not supported</p>	<p>Removed budget allocation for depot gardens and irrigation upgrade. The budget item should have been described as a garden bed for the Lindsay Street Complex.</p>

<b>Play Park</b>		<p>Requested:</p> <ul style="list-style-type: none"> <li>• more play equipment in the open area</li> <li>• another two swings</li> <li>• appropriate equipment for under 5 years</li> </ul> <p>Replace shade sails with a fixed roof Full plan for Play Park and undertake actions over the coming years Removal and disposal plan for decommissioning of other play grounds equipment</p>	Replacement of shade sails with a fixed roof structure is subject to a community grant.
<b>Solar for one or more of our facilities</b>		Find report and send to Elected Members Civic centre and then depot Environmentally friendly solar car need to be cost effective	<p>Solar panels for the Civic Centre are included in the budget Currently a solar car would be less than practical considering the weight and equipment carry capacity required from vehicles.</p>
<b>Civic Centre Car Park</b>	\$30K included to upgrade Civic Centre Car Park	Consider car park shade in the Civic centre with solar panels on top Query – Relocate shade cloth from play park for use at the Civic Centre and replace play park shade with a fixed structure	Car Park upgrade removed from budget
<b>Arts</b>		<p>Consider incorporating art into the township with project work Develop a long term vision document for Arts. Need to develop art along the river Consider (In-kind) contribution of \$20K to develop art vision document in Municipal Plan</p>	Arts elements will be incorporated into funded projects such as the Hot Springs and the Railway Terrace Revitalisations.



<b>Waste Management Facility</b>	Included \$500K for the replacement of the traxcavator, and \$12K to replace the office floor	Research best practice methods / machinery for use at the waste management facility, consider the use and cost of a compactor that compacts at the same time Kamatsu brand has good resale value	A multipurpose traxcavator is proposed for the replacement traxcavator. Research indicates that Kamatsu do not have a 'like vehicle'.
<b>Aquatic Centre</b>	Cost to replace the spray park controller for \$11K	The controller was replaced last year Research why the controller continues to need to be replaced and consider if there is a better option to repair Consider more shade at the Aquatic Centre	Description should read for roller doors rather than controller An item for discussion when the new YMCA CEO commences in May 2017.
<b>New Replacement Toilets</b>	Budget allocation of \$200K to replace two 'silver bullet' toilets in the budget – possible areas are the Post Office and the VIC toilets. Currently the existing toilets are expensive to repair and maintain	Consider sale of 'silver bullet' toilets, may realise \$20K for them Suggested purchase of flat pack metal frame toilets @ approximately \$30-\$40 K each, that are cleaned via hosing out Include the use of solar panels to operate toilets Rationalising toilets across the township including Ryan Park and Railway Terrace	The Master Plan for the Railway Terrace area will include the consideration of toilet facilities.  Removed budget allocation for silver bullet replacement in this year's budget, with the intention of ear marking money in reserves to improve toilet facilities
<b>Communications Equipment</b>	No budget allocation for communications equipment	Noted the use of Skype to maintain contact for staff and Elected Members while away from Katherine, and live streaming of KTC Council Meetings via Katherine Times. Purchase equipment to undertake KTC live streaming Council Meetings and be available via Katherine Town Council website Purchase computer equipment to video conference / Skype	Included \$5K to budget for communications equipment.

<b>Tree Management</b>		Need to continue with tree management plan documentation and actions, as previously discussed.	Ongoing
<b>20 Year Anniversary of 1998 Flood</b>		Consider including \$10K into the budget for commemoration exhibits of the 1998 Katherine floods. Areas for exhibits could include GYRACC. Department of Defence to be included in the commemoration	Included an additional \$5K to General Council Functions budget allocation
<b>Mowing</b>		Check and feedback on the mowing contract for inclusion/exclusion of Shepherd Street	Mowing contract includes Sheppard Street
<b>Nature Strips</b>		Noted that nature strips on main arterial roads need to be mowed and maintained. Noted Edith Farms roads / nature strips are the responsibility of NT Gov. Costing and planning for mowing of nature strips on main arterial roads to be undertaken. Roads to include Chambers Drive, entrance to Crawford Street and Callistemon Weed spraying to be included in maintenance of nature strips Riverbank Drive requires a maintenance plan	Chambers Drive is not included as it is not a Katherine Town Council. Land that is either crown land or under the control of the Department of Transport are not maintained by Katherine Town Council.
<b>Street Sweeping</b>		Noted the cost of street sweeping and requested a review of costs to include. Considering street sweeping be done as a seasonal activity i.e. only in the Dry and save the Wet season costs for reallocation to mowing and nature strip maintenance	Noted Most rubbish washes away in the wet season.



<b>Katherine Museum</b>		<p>Elected Members supported the following actions for the Museum</p> <p>Respond to the Katherine Museum's request for KTC to fund a part time administration person for options such as:</p> <p>KTC undertake some identified tasks e.g. asset management, marketing etc. in lieu of funding a part time administration person</p> <p>Consider free entry for locals bringing visitors to the Katherine Museum</p> <p>The Katherine Museum requires a marketing plan to get more people through the door and capitalise on the number of visitors (260K visitors) who drive past the Museum on the way to Nitmiluk</p> <p>KTC to engage with the Katherine Museum in a series of meetings</p>	<p>Based on Katherine Museum advice Council will provide:</p> <p>A physical person located at the front desk of the Katherine Museum during the peak tourist season – i.e. from April to September, 2-4:30 pm Monday to Thursday and 10:00 – 4:30 pm on Fridays.</p> <p>2-3 hours per week for gardening. Tasks would include whipper snipper, weeding and mulching. All day, once a month gardening duties.</p> <p>KTC Officers have met with the Katherine Museum and agreed that a KTC Officer would be invited to the Katherine Museum Committee meetings</p> <p>Adjusted budget allocation to include \$21.9K</p>	
<b>Katherine Public Library</b>	<p>The Katherine Public Library had requested an additional budget allocation to increase staffing hours at the library, on the basis of making savings in contractor costs and therefore be cost neutral.</p> <p>The proposal was analysed and not included in the budget as it would increase actual costs.</p>	<p>Elected Members supported Officers analysis and endorsed no increase in actual spend for additional library hours.</p>	No budget amendment	

<b>Dogs</b>	Consideration to include free / subsidised microchipping for desexed and registered dogs, and the commencement of the Doggie Day	Noted Require a whole management plan for dogs, including rural living dogs. Require updated dog information for Elected Members market stall. Undertake cost benefit analysis to train Rangers in microchipping animals	\$5K in total allocated for animal welfare which includes pound dog food, traps and tags etc. and \$6K for contractual services. Limited budget capacity to subsidise microchipping
<b>Reserves</b>	The budgeting process to include the allocation of cash surplus to reserves for items such as an Asset Management Reserve. This is planned to occur on an annual basis. The 2017/18 budget to include a transfer to reserves of at least \$150K	Noted	Budget surplus of \$324,454 which allows for \$150K transfer to reserves.
<b>Rate Increases</b>	9% rate rise for non-rural living rate payers and the 18% increase for rural living rate payers On review of the proposed 18% increase for rural living rate payers it appears to be excessive and the rate rise has been adjusted back to 9%	Noted	Amendment status of 9% remained.



**Response 1 (Chamber of Commerce NT - Katherine, 24 May 2017)**

It can be noted that a 9% rate rise would certainly not have been Elected Members and Senior members preference if there was any other method around this situation.

In the last two years, Council has undertaken considerable strategic financial and governance work to resolve the issues that have led to this need for an elevated rate rise and to maintain all Council assets to a suitable level in a sustainable manner. In doing so, Council have also tried their best to deliver the increase required in a manner that reduces (as much as possible) the impact on businesses by spreading the heaviest load over a three year period.

As a result of this planning and in accordance with the intention of the 10 year Long Term Financial Plan of 2015/16, this will be the last year of 9% rate increases for the foreseeable future. The following major factors have contributed to the position taken in the long term financial plan on rates income:

- Ever tightening environmental legislation and compliance associated with all waste management facilities in Australia that have increased the costs of running and the eventual rehabilitation of the current facility as well as significant costs associated with securing, developing and operating a new facility. This element will conservatively account for around \$10 to 20 million. Additional funds will also need to be sourced by reviewing fees and charges at the waste management facility in this case.
- As identified in previous Council meeting reports and media articles, the responsibility for street lighting on Council managed roads were given to Council in early 2017. Again, this handover of asset was not foreseeable and has meant the redirection of funds that could have been spent on roads into street lighting assets. We are hoping that the efficiency savings from the street lighting will provide additional benefits in the long term.
- What is predictable is the eventual handover of the responsibility of 180 kilometres of NT Government roads, as outlined during the restructuring of Council boundaries in 2008. This item itself will account for several millions of dollars in an on ongoing manner within the long term financial plan.
- Katherine has been going through considerably more development in the last two years than previous years and Council has a key role to play in the review of the proposals and the consequent compliance and administration works.
- Environmental work on weeds has been increased over the last two years to meet legislative responsibilities on Council owned and managed land.
- The natural ageing of expensive infrastructure (such as roads and culverts) that were last fully upgraded after the 1998 flood has meant that the present road infrastructure is all due for upgrade around the same time. It is the strategic financial work that we are doing currently that will ensure that this short term high increase in rates can be better distributed.
- With respect to the CPI, it is worth noting that the basket of goods that Council commonly needs (like bitumen and concrete) is driven by different underlying factors than the standard CPI.

In light of the cost impacts of the above factors, and the fact that a single percentage of increase derives \$70,000 of additional income, Katherine Town Council have actually been on the lower end of the scale in setting their potential rate increases. To achieve this measured approach, our focus has also been placed on general efficiencies as well as other sources of income such as fees and grants. Examples of this situation are outlined below:

**Grant Success**

- Along with the support of Sandra Nelson MLA and NT Government, Council has been very successful in attracting around \$6.5M of confirmed funding and a pipeline of



potential projects worth about \$50M+. This funding allows the projects that are planned for the region listed in the Master Plan document (attached) to proceed without an additional rates burden on the community. Projects identified in the \$6.5M include:

- Emungalan Road Bridge
- Hot Springs Redevelopment
- Katherine East Community Centre
- Blackspot funding for Florina and Gorge Roads
- Sportsgrounds lighting on Oval 2
- Council have also been working with community groups to construct another \$0.8M of projects such as the Buntine Pavilion, the cenotaph and showgrounds upgrades that will enhance our community.

#### **Efficiencies**

- The new streetlights with old lamp technology have been replaced with LEDs as well as central monitoring both of which should now markedly reduce long term costs.
- The way we are approaching our road maintenance has changed to allow the fixing of underlying problems rather than only surface repair.

#### **Effectiveness**

- Council have been working with Sandra Nelson MLA and NT Government to deliver what the community has told us is important and will deliver on enriched economic, social and environmental outcomes.
- There has been strong advocacy on matters such as alcohol management, aboriginal representation, tourism opportunities and hydraulic fracturing that all have the capacity to impact the economic future of our town.

#### **Fee Structure and Commercial Activities**

- Council is in essence a user-contributes entity (rather than a user-pays entity), where the cost of major infrastructure like the sports grounds, showgrounds and other major infrastructure are run at a significant financial loss. This financial loss is knowingly borne to provide for the benefit of community aspects, such as servicing the 5,000 users and spectators per week at the Sportsgrounds.
- Other areas of commercial activity are being reviewed, including the airport and the Visitor Information Centre that for the first time last year earned \$1M in revenue from sales.
- Fees for all facilities have been reviewed to retain as much benefit to the community and encourage activities like the current pop-up shop activities that develop the economic potential of the Township.

In summary, the rate rise is part of a governance approach to securing the long term future of our community by taking a responsible approach to the safe and sustainable management of community assets. Council has planned this so that there will be a reduction in the 2018/19 rate increase.





## MEMORANDUM

**FOLDER:** Local Governance / Compliance / Municipal Plan

**DATE:** 19 June 2017

**FROM:** Community Services Executive Manager

**RE:** Points of Clarification – Draft Municipal Plan – 1 July 2017 to 30 June 2018

**TO:** Chief Executive Officer

### Municipal Plan

#### Entire Document

X Local Government Act  
✓ *Local Government Act*

#### P3 Formatting

X Appendices – no page number  
✓ Appendices – page number 46

X Katherine region at a glance  
✓ Katherine Region at a glance

#### P4 Grammar – Third paragraph

X lighting on Council managed and ongoing  
✓ lighting on Council managed land and ongoing

X Katherine Southside Hub/In-Land port  
✓ Katherine Southside Hub/In-Land Port

X Katherine Mitigation Works in with NT  
✓ Katherine Flood Mitigation Works in partnership with NT



X ✓	Grammar – Fourth paragraph
	tourism services, well as tourism services, as well as
X ✓	Grammar – Fifth paragraph
	(10) year integrated plan to map (10) year integrated plan to enable us to map
X ✓	realistic rate increase for our community in future
	realistic rate increase in future
X ✓	replacement of road, park, building and plant
	replacement of roads, parks, building and plant
X ✓	Grammar – Sixth paragraph
	Elected Members and staff elected members and staff
X ✓	Grammar – Seventh paragraph
	2017 after which there may newly elected members to Katherine 2017 which may see newly elected members on Katherine
P10	Amendments – throughout page
X ✓	ten
	ten (10)
P11	Amendments – third paragraph
X ✓	Committee Plan that works though many
	Committee Plan that works through many
X ✓	Amendments – fifth paragraph
	benefit the community though successful benefit the community through successful





<b>P12</b>	Amendments – fifth paragraph
X	work in partnership with our Chamber of
✓	work in partnership with the Chamber of
	Amendments – sixth paragraph
X	to provide some hope for our sustainable
✓	to provide a positive and sustainable
<b>P14</b>	Amendments – Streetlights
X	Streetlight ownership (those located....)
✓	Ownership of streetlights (located on ....)
<b>P15</b>	Amendments – Katherine Town Council Waste Management Facility (WMF)
X	Council will engage in paint and tyre stewardship programs (recycling and reduction/collection).
✓	Council will engage in paint and tyre recycling and reduction/collection programs.
	Amendments – Doggy Day
X	registration fee for your dog of \$125
✓	registration fee of \$125
<b>P16</b>	Amendments – Community Projects – third point
X	Katherine Show Society – \$190,000
✓	Katherine Show Society - \$190,000 – Completed 2017
<b>P17</b>	Amendments – first paragraph
X	that will support to our community
✓	that will support our community
<b>P18</b>	Amendments – second paragraph
X	subsidies, service fees and charges and
✓	subsidies, service fees, charges and



X ✓	Amendments – seventh paragraph of a minimum of two members of a minimum of two (2) members
X ✓	Amendments – eighth paragraph Code of Conduct as well as a number of relevant Code of Conduct and relevant
X ✓	Amendments – ninth paragraph Key Performance Indicators as well as to identify Key Performance Indicators and to identify
P20	Grammar – second paragraph
X ✓	administrative support and pform a administrative support and perform a
P22	Amendments – third strategy goal
X ✓	Annual review of Corporate & Community divisions policy, procedures and practices to assist in implementation Annual financial reviews Annual review of Corporate policy, procedures and practices to assist in implementation of the Annual financial reviews
P27	Amendments – Financial Position
X ✓	Katherine Public Library is provided by Katherine Katherine Public Library is funded by Katherine
	Photograph blurb
X ✓	Book reading with Author (left) and Book reading with Author Jacqueline Susan Harris (left)
P28	Amendments – first paragraph
X ✓	has set the following main goals has set the following goals





<b>P29</b>	Amendments – fourth strategy goal
X	easy to access to training in IT
✓	easy access to training with relation to IT
	Amendments and formatting – fourth KPI
X	work with council and age care
✓	work with Council and aged care
✓	Close bracket at end of first sentence
X	(wheel chair friendly, adequate lightening, ....)
✓	(wheel chair friendly, adequate lighting, ....)
<b>P30</b>	Amendments – first paragraph
X	Our goal is for our customers
✓	Our goals is for customers
	Amendments – Visitor and Operator Updates
X	Our Visitor Information Centre
✓	The Visitor Information Centre
	Amendments – Financial Position
X	The Visitor Information Centre is provided by Katherine
✓	The Visitor Information Centre is funded by Katherine
<b>P31</b>	Amendments – second strategy goal
X	actively participate and visitor centre
✓	actively participate in famils and visitor centre
X	outdoor area and double the
✓	outdoor area for visitors to hand around in and double the

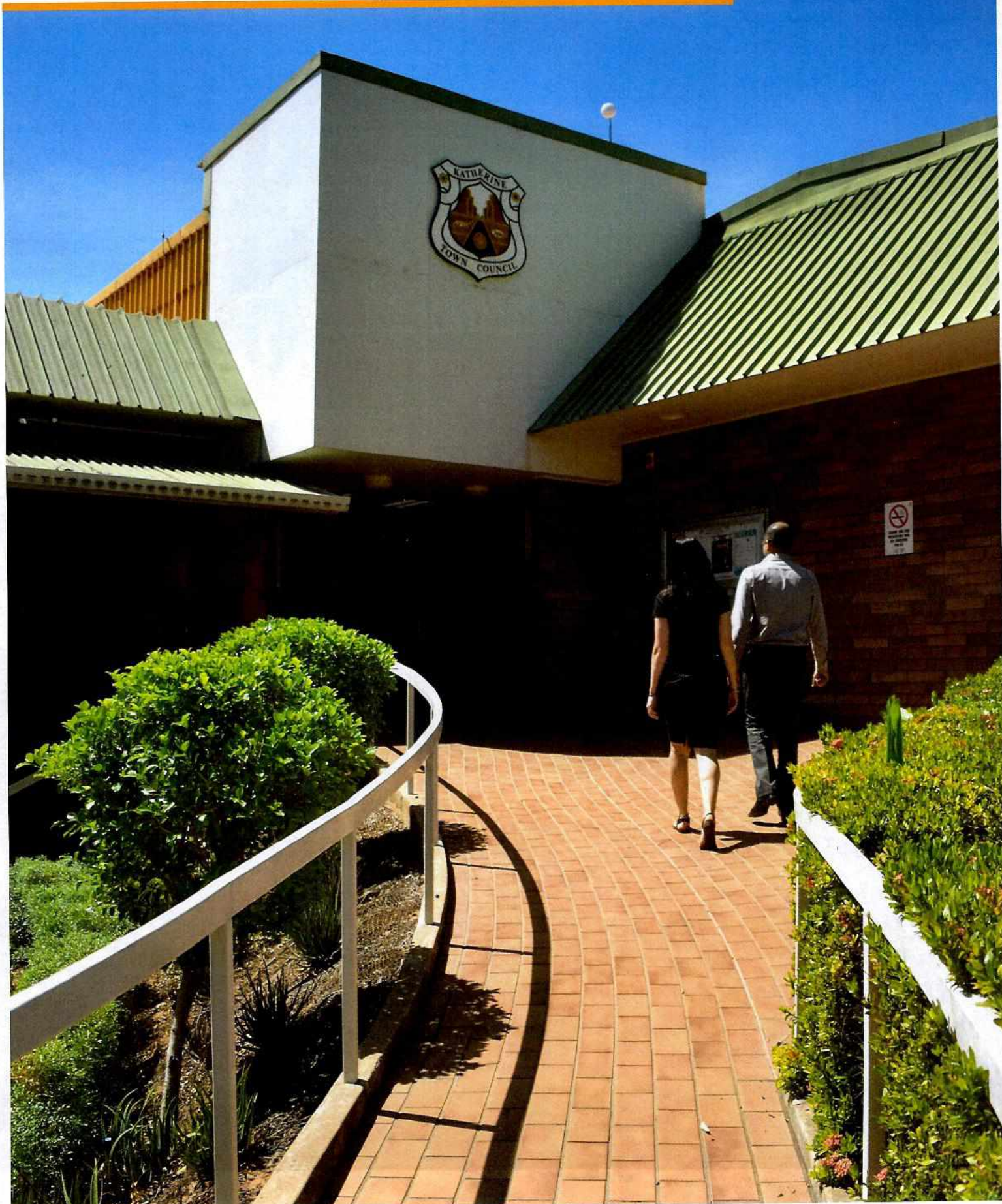


<b>P32</b>	Amendments – first strategy goal
X	marketing and remarketing Consistent internal
✓	marketing and consistent remarketing internal
X	Ensure all staff new and old is knowledgeable
✓	Ensure all staff new and old are knowledgeable
<b>P34</b>	Amendments – Waste Management Charges
X	Waste disposal service to land within the
✓	Waste disposal service within the
X	The minimum waste management levy
✓	The Minimum Waste Management levy
X	The minimum Waste Management provides
✓	The minimum annual Waste Management fee provides
<b>P36</b>	Insert additional photograph
<b>P38 – 50</b>	Remove duplication of graphs
<b>P51</b>	
X	Katherine region at a glance
✓	Katherine Region at a glance
<b>Appendix 4</b>	Point (d)
X	arrangements will remain in effect at the next
✓	arrangements will remain in effect at the next scheduled Local Government election.
	Amendments – second column – no heading
✓	Council Meetings





# Katherine Town Council Municipal Plan 2017-2018







**For further information please contact:**

Katherine Town Council,  
Civic Centre  
Lot 1865 Stuart Highway

PO Box 1071  
Katherine NT 0851



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Appendix 2	Katherine Town Council Budget 2017/2018
Appendix 3	Long Term Financial Plan 2017-2027
Appendix 4	Constitutional Arrangements
Appendix 5	An Evolving Master Plan for Katherine and the Big Rivers Region
Appendix 6	Organisational Chart, Katherine Town Council
Appendix 7	Fees and Charges, Policy and Structure 2017/2018

## Message from the Mayor

The Municipal Plan is Council's annual planning document that identifies the services we will deliver to our community along with our annual budget and long term financial plan. After a successful 2016/17, where a strong foundation was built, it is again my pleasure to present our Municipal Plan for the financial year 2017/18.

The good work set in motion in the previous two (2) Municipal Plans of increasing community engagement and strategic planning to map our sustainable future is programmed to continue into 2017/18. Using a listening leadership approach, we will continue to advocate on core issues and engage strongly with our community using our increased website presence, new Facebook page, committees, newsletter, service centres, forums and stakeholder meetings. Continuation of the successful partnerships created with NT Government and our community are key to the success of Katherine.

The year 2017/18 will also see the continuation of the projects and services identified in the interim master plan. Key amongst the projects and sense are the completion at the Hot Springs project, upgrade works to the Katherine Civil Airport, street lighting on Council managed land and ongoing advocacy for our community on priority issues. Future projects being progressed include the Savannah Way promotion, the development at Katherine Southside Hub/In-Land Port and the Katherine Flood Mitigation Works in partnership with NT Government.

All this is in addition to our regular operational library, parks, roads, stormwater, ranger, administration, events and tourism services, as well as partnerships with numerous communities groups to serve the community.

This important engagement work is supported by sound financial sustainability planning that has seen the completion on all the first steps of the Asset



Management Plan into a ten (10) year integrated plan to enable us to map our long term financial future and achieve ongoing realistic rate increases in future years. Through these strategies, Council will be able to better manage the resources we hold for the community as well as plan for the maintenance and replacement of roads, parks, buildings and plant assets to service levels that meet community expectations.

Our Council's elected members and staff stand united for the benefit of our community as we move into 2017/18 and we look forward to delivering on enriching services and meaningful results for our community through leadership, listening and partnership.

Local Government elections will be held in August 2017 which may newly elected members on Katherine Town Council.

  
Fay Miller



## Elected Members



Her Worship the Mayor Fay Miller  
Email: [fay.miller@ktc.nt.gov.au](mailto:fay.miller@ktc.nt.gov.au)  
Phone: 8972 5500



Deputy Mayor Peter Gazey  
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Phone: 8972 2601



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Phone: 0419 839 033



Alderman Elisabeth Clark  
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Phone: 8972 2180



Alderman Steven Rose  
Email: [stevenrose@rosetekcomputers.com](mailto:stevenrose@rosetekcomputers.com)  
Phone: 0488 566 408



## Executive Summary

In 2016/17 the major planning goals of the Katherine Town Council were met and the organisation can now move confidently into the development and action phases for a number of strategies and major projects in 2017/18 and beyond. This Municipal Plan will take us through the third year of a four year plan ending in 2018/19 that aims to achieve a meaningful difference for our community.

This document first looks at the greater context of the Municipal Plan within the framework of the *Local Government Act* and the vision to have Katherine recognised as an innovative, vibrant and inclusive community. This context is further explored in identifying key opportunities and challenges in community engagement as well as economic and community development initiatives. 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. See Appendix 1 for Katherine region at a glance.

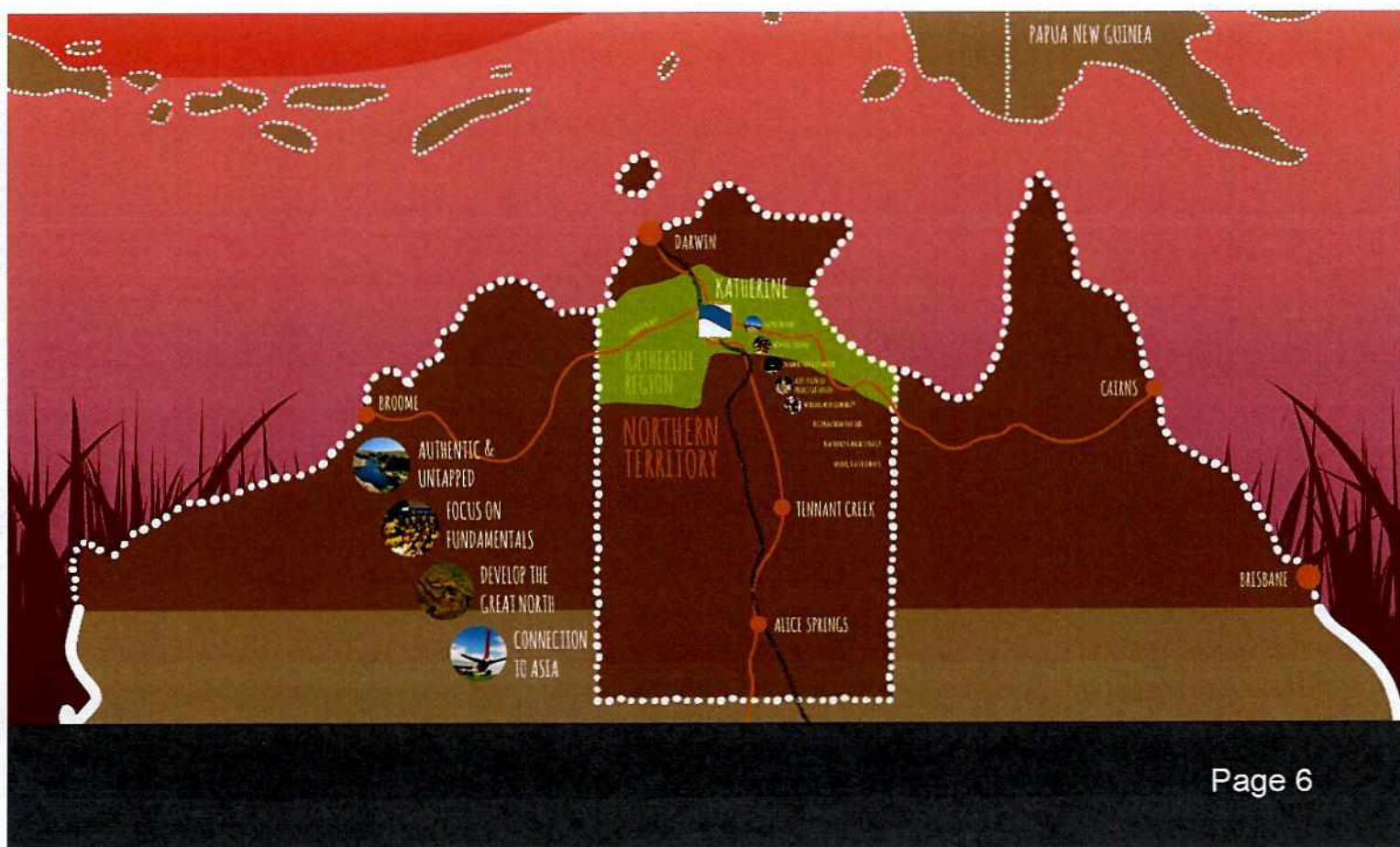
Council's service delivery areas are then outlined and analysed to provide the reader with a guide to the wide range of services offered and the strategies and resources that have been put into place to

deliver successful infrastructure, corporate and community services.

Beyond the considerable operational works, there are also several major projects that can be advanced, including the Hot Springs revitalisation, the completion of the oval lighting for the sports grounds, the Railway Terrace works, the upgrading of the Buntine Pavilion at the Showgrounds, works to Giles Street and completion of the apron works to the Katherine Civil Airport.

Key amongst our strategies are the Asset Management Planning and community consultation methodologies that will be further progressed in 2017/18. The interaction with our community through the completed website and major events will be a key focus. The vision and values work done in 2016/17 will also be further developed into actions and behaviours for our organisation to better serve our community.

The "Funding of the Municipal Plan" section provides a budget summary and breaks down some of the relative costs of the budget (see Appendix 2 for the Katherine Town Council Budget 2017/2018 ) and the Long Term Financial Plan 2017/2027 (see Appendix 3).





## Our Vision and Mission

### **Vision**

For Katherine to be recognised as an innovative, vibrant and inclusive community.

### **Mission**

To provide a sustainable and prosperous environment for the people of the Katherine Region through growth, opportunity and tolerance.





# Our Values and Goals

## Values

### Service

Council will strive to achieve excellence, quality and pride of service to the community in a cost effective, common sense and courteous way.

### Responsiveness

Council will be responsive to the needs of the community.

### Involvement

Council will provide avenues of participation for and be accessible to the community.

### Responsibility

Council will act with integrity and in a financially responsible, sustainable manner in the interests of the community.

### Equity

Council will treat and provide services to the community in an equitable manner.

### Accountability

Council will make decisions on behalf of the community in an open and accountable way.

## Goals

### Infrastructure:

To ensure that Council has well planned, constructed and maintained infrastructure that is managed on a sustainable basis and meets the needs of present and future communities.

### Community Development:

To provide, in partnership with other organisations, for the social, recreational and cultural needs of residents and encourage a sense of involvement and community pride.

### Environment:

To promote and protect the quality of the Katherine environment and play a leadership role in addressing climate change.

### Economic Development:

To facilitate economic development and encourage and support investment and employment opportunities.

### Governance:

To ensure that Council demonstrates effective, open and responsible governance.

*Her Worship the Mayor Fay Miller, Katherine Town Council CEO Robert Jennings and Sandra Nelson MLA: Member for Katherine*





# Local Government Act

This Plan is prepared in accordance with the requirements of the Northern Territory *Local Government Act*. Relevant sections of the Act include:

## Part 3.2 Municipal or shire plans

### Municipal or shire plans

Each council must have a plan for its area.

The plan for a municipal council is called the ***municipal plan*** and for a shire council, the ***shire plan***.

A council's municipal or shire plan must be accessible on its website, available for inspection at the council's public office and available for purchase at a fee fixed by the council.

### Contents of municipal or shire plan

A municipal or shire plan:

(a) must contain:

- (i) a service delivery plan for the period to which the municipal or shire plan relates prepared in accordance with planning requirements specific in a relevant regional management plan; and
- (ii) any long-term community or strategic plans adopted by the council or a local board and relevant to the period to which the municipal or shire plan relates; and
- (iii) the council's long-term financial plan; and
- (iv) the council's budget; and

(b) must contain the council's most recent assessment of:

- (i) the adequacy of constitutional arrangements presently in force for the council under this Act and, in particular, whether they provide the most effective possible representation for the area; and
- (ii) the opportunity and challenges for local government service delivery in the council's area; and
- (iii) possible changes to the administrative and regulatory framework for delivering local government services in the council's area over the period to which the plan relates; and
- (iv) whether possibilities exist for improving local government service delivery by co-operation with other council's, or with government agencies or other organisations;

(c) must define indicators for judging the standard of its performance.

See Appendix 4 for the Constitutional Arrangements and Appendix 5 for An Evolving Master Plan for Katherine.



## Opportunities and Challenges in Service Delivery

Opportunities and challenges for the Katherine township and region have been divided into the four pillars of sustainability, namely governance, community, economic and environment.

### Governance

The results of the relationship work with NT Government and our committed local MLA Sandra Nelson over the past two years has seen a strengthening of collaboration and alignment on key projects and services for the township and the region. The inclusion of a number of Katherine Town Council's and the region's major projects into the NT Government's ten(10) Year Infrastructure Plan at the end of 2016/17 was a highlight of this collaboration. In 2017/18, the support and progression of the projects and services identified in this ten(10) Year Infrastructure Plan by all authorities involved will be both a major opportunity and challenge.

Other important and opportune governance relationships to be further cultivated include those with the Jawoyn and other Aboriginal Peoples, the Australian Federal Government as well as adjoining municipalities. Some good work has already been achieved in these areas.

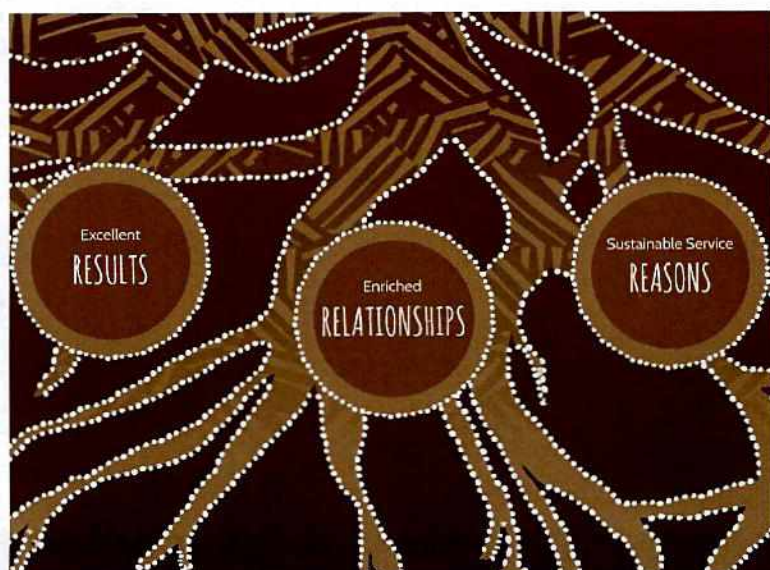
The interim Master Plan document that has brought so much success to the township will soon need to be

evolved into a Strategic Community Plan in 2018/19, with a Strategic Vision document being planned for 2017/18. The interrelationship between these plans will also need to be determined. The completion of both these plans will ensure that the Katherine Town Council is able to better deliver on our communities' needs and wants.

The ongoing work of the Asset Management Plan and its integration with the Long Term Financial Plan and Municipal Plan will continue into 2017/18. As a key manager of community assets, the accurate and practical development of the integrated plans and their application are both a challenge and an opportunity in delivering more effective services to our community. Good work has already been progressed in previous years to allow this project to be completed.

A significant component of the Asset Management planning will revolve around the Waste Management Facility. To this end, the additional two year tenure of the joint Waste Management Coordinator position will ensure that a comprehensive plan for this asset and an eventual new facility can be created and delivered.

As required by the *Local Government Act*, a constitutional review has been completed. These recommendations have been outlined in Appendix 4).





# Opportunities and Challenges in Service Delivery

## Community

Many of the community challenges and opportunities remain similar to previous years, although there has been good progress in a number of areas.

Ultimately, the delivery of a Strategic Community Plan should allow a greater say by the community on Council's overall direction. This document is planned to be completed in 2018/19.

Key projects that will benefit the community in 2017/18 include the ongoing implementation of the Flood Mitigation Committee Plan that works through many key players within government to provide strategies. This includes works that will reduce the impact of a future flood, as well as the design development, commencement of the Railway Terrace project works and the Hot Springs Revitalisation completion. Documentation of the Emungalan Road bridge works for the benefit of the residents on this road who are often affected during the wet season is progressing, but has been held up with planning issues that need resolution.

Advocacy by Council for senior's amenities in the planning for Katherine East is in addition to a partnership between Council and the local member Sandra Nelson MLA for a multi-use community facility in the area. Council is partnering with the capable Department of Infrastructure, Planning and Logistics on a number of projects across the townships which will add community value to the municipality.

Collaborative work already in place with many groups will continue to benefit the community through successful events, activities and a greater unity within the township. Some of these groups are identified below, with a full list of committees detailed in the Council Service Delivery section of this document.

- Binjari Community
- Community Safety Committee
- Community Helping Action Information Network (CHAIN)
- Food Ladder
- Godinymayin Yijard River Arts and Cultural Centre
- Jawoyn Association
- Kalano Community
- Katherine Accommodation Action Group
- Katherine Flood Mitigation Committee
- Katherine Historical Society Committee
- Katherine Indigenous Women's Association
- Katherine Men's Group
- Katherine Showgrounds and Multi-Purpose Centre Advisory Committee
- Katherine Sportsgrounds Advisory Committee
- Katherine Youth Interagency Committee
- Mimi Arts
- Minister Seniors Advisory Committee
- Nitmiluk Park and Tours Board
- RAAF Tindal Executive
- Regional Development Australia - NT Region
- Rise Ventures
- YMCA NT Board
- Wurli-Wurlinjang Aboriginal Health Board



Amongst the numerous challenges being addressed by government and non-governments groups remains the strategic plan to better address the entire range of housing needs for the Katherine region as well as to retain the successful aspects of the Point of Sale Intervention (previously referred to as Temporary Beat Locations) work by the NT Police and incorporate the benefits of the soon to be implemented Banned Drinkers Register (BDR).



## Opportunities and Challenges in Service Delivery

### Economic

With the completion of the first stage of the Hot Springs project in mid-2017/18 and the completion of the second stage in late 2017/18, the tourism potential inherent in the project should continue to be realised, whilst also providing for additional recreation amenities for our community.

Other significant projects that will be progressed include the preparation work on the In-land Port/ Katherine Southside Hub, the Savannah Way revitalisation, the ongoing elements of the Railway Terrace project, the Katherine East development and the upgrading of the Katherine Civil Airport works. These projects all represent opportunities for the region and greater details on each of them can be found within the Katherine Regional Economic Development Committee Master Plan.

Advocacy work must also continue on the Katherine Region Master Plan, encouraging the greatest use of local content for the spending at RAAF Tindal and ensuring that our local businesses are provided with the support they need to prosper.

Visit <https://economicsummit.nt.gov.au> to view some of the major projects listed in the Katherine Town Council Draft Plan.

The decision of the NT Government appointed taskforce to investigate Hydraulic Fracturing could provide both future opportunity and challenges for the township and the region. Other projects with significant potential impact on the region are the Project Sea Dragon prawn farm and the Expression of Interest process currently underway on the old Katherine Sport & Recreation Club site.

The Strategic Vision to be developed in 2017/18 will also identify areas for economic growth and support. The ongoing mandate to work in partnership with the Chamber of Commerce, Nitmiluk Board and other economic entities will continue.

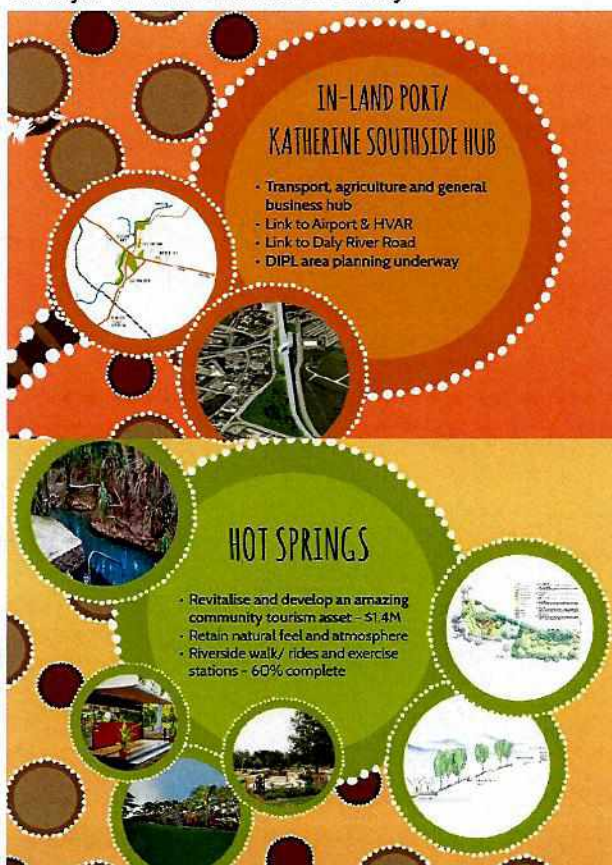
Despite the continuing uncertain world economic

climate, the diverse economic base of Katherine is currently still able to provide a positive and sustainable economic future.

### Environment

Council's environmental focus on weed eradication, waste strategies, solar lighting and power remain consistent in 2017/18. In particular, the ongoing advocacy for our major environmental resource of water, now that there is a NT Government Katherine Water Advisory Committee, is a high priority for Katherine Town Council in 2017/18 and beyond. The partnership with RAAF Tindal and Sandra Nelson MLA in investigating the impacts and solutions for the PFAS chemical use in and around the RAAF base will continue.

The importance of the Waste Management Facility has already been highlighted in the governance section. The shift of ownership and responsibility for street lighting to Council on Council owned roads and the introduction of new LED street lighting will be a major shift in business activity.





# Council Service Delivery

## Principal Activities

Katherine Town Council provides a wide range of services for the benefit of the community which are listed below.

### 1. General Public Services

- Rates
- Administration Services
- Electronic Data Processing
- Elected Members
- Public Debt Transactions
- Grants
- Consultative Services
- Community Engagement

### 2. Public Order and Safety

- Regulations
- Dogs and other Animals
- Fire Control
- Car Parking
- Counter Disaster
- Pound Facility

### 3. Housing and Community Amenities

- Cemetery
- Katherine East Early Learning Centre
- Katherine East Child Care Centre
- Housing
- Stormwater Drainage
- Public Toilets
- Binjari
- Street Lighting
- Street Sweeping

### 4. Recreation and Culture

- Community Halls
- Sporting Venues
- Playgrounds and Aquatic Centre
- Parks, Gardens and Reserves
- Museum
- Library Facility
- Community Services
- Other Recreational & Cultural Activities
- River Reserve
- Hot Springs

### 5. Economic Affairs

- Bridges and Culverts
- Kerbs, Guttering and Driveways
- Footpaths and Cycleways
- Nature Strips
- Town Square
- Traffic Management
- Katherine Airport
- Plant and Machinery
- Depot
- Visitor Information Centre
- External Contracts
- Municipal Depot
- Waste Management Depot
- Civic Centre

### 6. Environmental Protection

- Noxious Weeds
- Mosquito Control
- Waste Management Services
- Litter Control





## Council Service Delivery

### Works and Services Division

#### Infrastructure - Roads & Buildings:

##### Emungalan Bridge

Land acquisition is slowing the progress on the construction of the bridge. Geo-testing will be completed in preparation for bridge design and costings awaiting the land acquisition. Grant funding of three million dollars has been secured for the project.

##### Streetlights

Ownership of streetlights (located on Council controlled roads) was transferred to Katherine Town Council from the Power and Water Corporation on 1 February 2017.

Katherine Township will have approximately 860 streetlights upgraded to Smart City LED lighting. It is envisaged that the changeover to LED will reduce the street light consumption tariff by up to 50% and maintenance by up to 80%. The smart city lighting will allow for various innovations, such as web based monitoring for outages and consumption, thus reducing maintenance costs and improving service delivery.

##### Roads & Footpaths

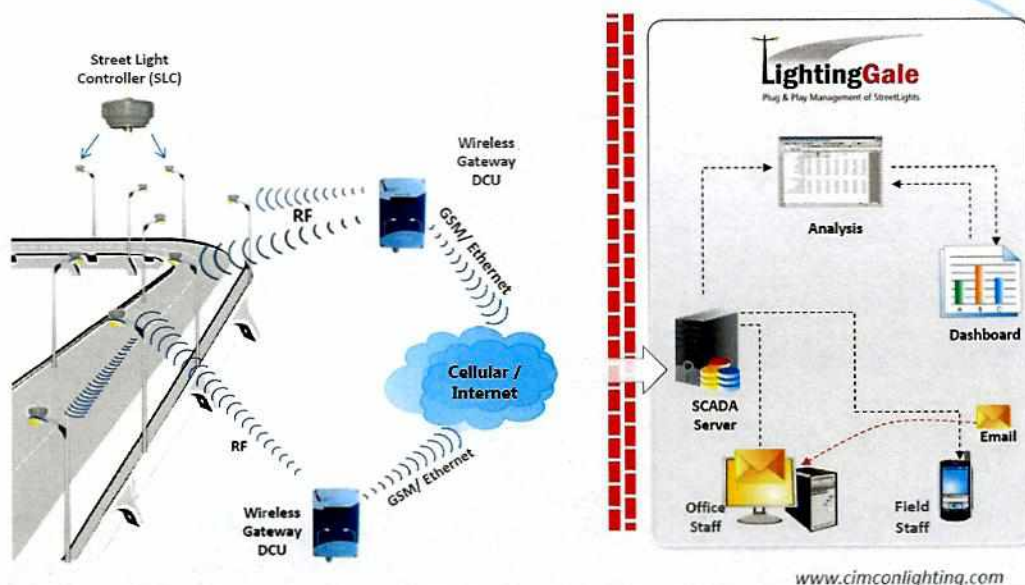
Council will continue its rolling maintenance program for roads with approximately 63,000m<sup>2</sup> to be resealed.

Remediation of First Street and Lindsay Street pavements is planned early in the year to alleviate the poor quality of the road surface.

Council will commence road widening and shoulder strengthening projects along Giles Street and Gorge Road. This will also include resealing works to some sections of the roadway.

Council will construct 200 lineal metres of new footpath along Riverbank Drive linking the Katherine Hot Springs to the Victoria Highway; this will then complete the Riverbank Drive link from the Katherine Museum through to Victoria Highway. Works will also include the construction of a stormwater spur along Riverbank Drive to Victoria Highway.

### CIMCON Lighting System Overview







Buntine Pavilion, Katherine Sportsgrounds

## Council Service Delivery

### Works and Services Division

#### Infrastructure - Roads & Buildings:

##### Katherine Town Council Waste Management Facility (WMF)

New and improved 'tip face' management design and procedures will be introduced in order to reduce the working size of the 'tip face', extending the life of the WMF to an estimated 21 years. Council will engage in paint and tyre recycling and reduction/ collection programs.

Council will continue to host the Big Rivers Region Waste Management Coordinator, supported by the Department of Health, LGANT and Roper Gulf, Victoria Daly and West Daly Regional Councils.

#### Parks, Gardens & Reserves:

##### Katherine Sportsgrounds

Using \$250,000 funding received from the NTG, work will commence on an extension to the existing Don Dale Pavilion creating a Community Centre. The centre will include additional storage areas for sports ground users and a large meeting room.

Council, in partnership with Rise Ventures, will renovate the old Athletics Canteen on Oval 1; these renovations will see the building being fully enclosed and have internal partitions installed to create further storage.

##### Katherine Showgrounds and Multi-Purpose Centre

Preliminary earthworks for the construction of a new reserve within the existing boundaries will be undertaken by utilising excavated dirt from the Katherine Hot Springs projects. This project will be staged dependent on the quantities of dirt available.

Stage two of the grandstand seating replacement project will commence and see the installation of a further 80 new seats replacing existing unserviceable seats.

#### Railway Terrace

Council will commence the staged covering of the Railway Terrace drain beginning at the Railway Terrace car park (Victoria Highway end); it is envisioned that the drain being covered will give more usable space that is easily maintained. The first stage will see approximately 78 metres of new stormwater drain laid at the base of the existing open drain.

#### Events:

##### Doggy Day

Katherine Town Council will be hosting a Doggie Day event on 8 July 2017, to be held on the Civic Centre grounds. This will be an opportunity for residents and their dogs to attend the free event, talk to Council Officers, visit the grooming, vet and dog related stalls. Prizes and dog activities will also be scheduled. Council will implement a Life Time Registration fee of \$125 if your dog is desexed and microchipped. This will come into effect 1st July 2017.





## Council Service Delivery

### Works and Services Division

#### Parks, Gardens & Reserves:

##### Katherine Hot Springs

Council has received a further \$797,200 in grant funding for continued works at the Hot Springs which will allow for landscaping and the installation of a playground in the top park.

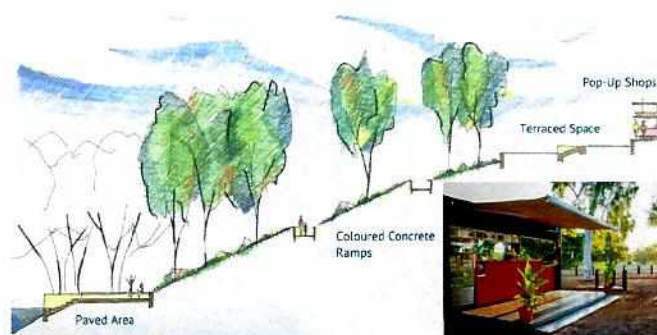
##### Binjari Community

Planning for an AFL sized oval to be constructed in the existing oval area, will be completed and funding sourced for the construction. This oval will provide an opportunity for better connection between the Binjari Community and Katherine township allowing for sport to be played on the only full sized AFL oval in the region.

##### Community Projects

Council will project manage the following projects being constructed at Council owned facilities as a result of successful grant funding from various community groups:

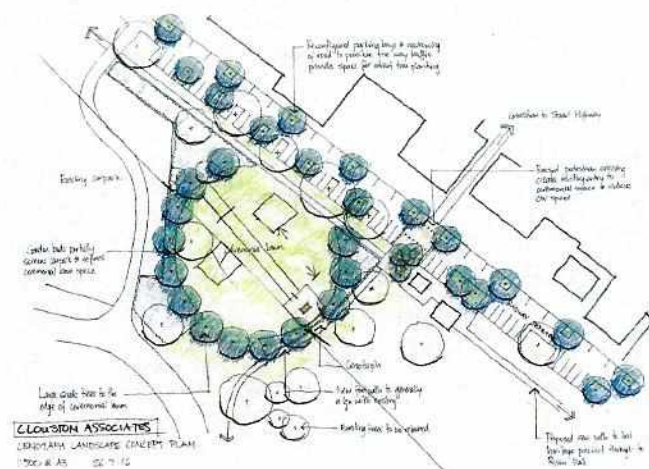
- The relocation of the steam engine from Ryan Park to the Heritage Railway Station on Railway Terrace. Friends of the North Australia Railway - \$28,000.
- The enclosure of the Buntine Pavilion creating a new fully enclosed venue for community use. Katherine Show Society - \$190,000. – Completed 2017
- The installation and replacement of new power bollards (mushrooms) with wireless controlled units enabling superior management of the use of electricity throughout the centre. Katherine Show Society - \$183,000.
- Construction of a turf club members pavilion within the showgrounds area. Katherine Turf Club - \$200,000.
- Construction of a new RSL Cenotaph on Railway Terrace. Katherine Sub branch RSL - \$181,000.



Possible Hot Springs playground design



Steam engine, Ryan Park



Cenotaph designs, Railway Terrace



## Council Service Delivery

### Works and Services Division

The Works and Services Department will continue to strive to provide excellent levels of service that will support our community. Council will ensure that the following main goals are achieved through matching key performance indicators.

Strategy Goal	Activity	Key Performance Indicators
Supporting Council's mission of building a strong, sustainable and prosperous community through best practice for service delivery	Strengthen working relations with Territory Government and other non-government agencies  Coordinate good practice	Leight Creek Bridge – ensure that the land acquisition and the geo-testing is completed in order to complete the bridge design which will enable Council to fully expend and acquit the grant funds by the end of the 2017/2018 financial year  Street Lighting – ensure the changeover to LED street lighting is completed by the end of the 2017/2018 financial year  Roads – that 63,000m <sup>2</sup> of roads are resealed with 100% of budgeted costs expended  Footpaths – that 200LM of new footpaths to be built  Katherine Hot Springs – complete the works and the construction of the proposed project by the end of the 2017/2018 financial year  Binjari Community – ensure that the planning and construction of an AFL sized oval (dependent on funding) commences by the end of the 2017/2018 financial year
Provide relevant information to the community to ensure that Council has the capacity to meet agreed service and infrastructure needs and absorb unforeseen expectations	Ensure Council and community interests are represented  Improve community awareness and access to services  Ensure that Council consults with users and non-users; particularly hard to reach groups  Use Council as a communication network for public consultations	That customer service satisfaction remains at the current rate  That contracted services budgeted costs are 100% expended  That budgeted service delivery items are 100% expended
Ensure policies, procedures and processes are transparent	Ensure effective governance and asset management practices  Continue to develop and update Works & Services policies and procedures	Ensure consistent attendance of community members and elected members at Sportsground and Showground Advisory consultation meetings  Continue to record the number of complaints lodged and successfully resolved – ensure that 95% of these recorded complaints are resolved
Improve strategic planning for the department	Long term strategic planning  Hold quarterly Works & Services team meetings	Produce a Works & Services Department strategic plan with the full participation of department employees by the end of the 2017/2018 financial year  Ensure legislation and regulations are being met



## Council Service Delivery

### Corporate and Community Services Division



The Corporate & Community Service Division oversees corporate administration, economic development, financial services, human resources management, information technology, corporate information management, risk management, tourism, events and audits.

Income for Katherine Town Council is generated by rates, Australian Government grants, Northern Territory Government grants and subsidies, service fees, charges and penalties. The Katherine Town Council is a corporate body with formal budgets prepared every year and the rates set in July in accordance with the *Local Government Act*.

Katherine Town Council's management planning process involves two layers:

- A Ten-Year Long Term Financial Plan
- A Municipal Plan (incorporating the Annual Business Plan and Budget)

These plans help monitor performance and include review methods to ensure agreed aims are achieved. Katherine Town Council plans comply with the *Local Government Act*.

Program budgets provide information on services and costs associated with each individual program and budget papers are available for public scrutiny at the Civic Centre and on our website.

The functions performed by Corporate and Community Services are to provide community services and to help support other departments to provide services to the community.

#### Administration Services

#### Staff/Human Resources

Katherine Town Council currently employs 38 full time staff and a number of part time and casual staff. All staff vacancies are advertised externally through local and state media such as the Katherine Times and NT News. Vacancies are also available on the Council website. Interview panels consist of a minimum of two (2) members made up of the following people:

- HR representative
- Related department member (i.e. representatives from Works & Services, Library etc)

In most cases interview panels will also include an independent member.

New staff are provided with an induction manual with relevant policies and information about Council and all staff are required to sign a Code of Conduct and relevant HR policies and procedures.

Annual and probation performance appraisals are undertaken to provide two way feedback, set Key Performance Indicators and to identify any future development requirements.

In September 2016 Katherine Town Council engaged the services of Helen Rees, Founder and Director of Frameworks for Change to review and implement an improved performance framework that would support performance, engagement and alignment of all staff within Katherine Town Council.

Through an extensive consultation process with a significant cross-section of staff the organisation is nearing the implementation stage of this framework. Katherine Town Council foresees the completion of this project by the end of 2017.

Katherine Town Council completed negotiations for a new Enterprise Agreement at the end of 2015. The agreement was negotiated along the same lines as the previous agreement and was approved by the Fair Work Commission in February 2016. This Enterprise Agreement is set to expire in September 2018. Negotiations are planned to commence on a new EBA in late 2017.

Council is now required to maintain an up-to-date statement of the Council's employment policies. This statement is on Council's website and is based on material produced by the West Australian Local Government Association. On an annual basis Council's HR representatives ensure that all relevant policies and procedures are updated to reflect any change to Acts/Regulations. To assist in this Council purchased, in 2014, the HR Advantage Tool. This tool was created in conjunction with the Chamber of Commerce NT.

See Appendix 6 for Katherine Town Council Organisational Chart.



# Council Service Delivery

## Corporate and Community Services Division

### Workplace Health & Safety

Council is bound by Workplace Health & Safety Acts/ Regulations. Council has a current Workplace Health & Safety Policy and holds regular meetings in all operational areas.

In 2015 Council implemented a Workplace Health & Safety Committee. This committee consists of Councils Health & Safety Representative's (HSR's), Executive Staff and any employee who wishes to be involved in the direction of the organisations Health & Safety. Through the positive collaboration of the Workplace Health & Safety Committee, Katherine Town Council has recently engaged the services of Latitude 12 to provide consultation in all aspects of Council's Workplace Health & Safety requirements. This includes a complete review of existing policies and procedures along with extensive expansion to strengthen Council's approach to Workplace Health & Safety. The implementation of this work will continue in to 2017/2018, ensuring a safer workplace for all.

Training in regards to Workplace Health & Safety includes, but is not limited to, Health & Safety Representative Training, First Aid Training and Fire Warden Training.

All staff are encouraged to complete accredited First Aid Training.

### Customer Service

Council has a Customer Service Charter which is displayed in all Council work areas. The Charter sets out standards employees will achieve when dealing with the public in person, via written correspondence and in response to complaints.

Council registers all service requests and complaints through the Customer Action Requests module in InfoXpert. This system allows for the tracking of service requests and complaints from the time the service request/complaint is recorded to completion. Council has an after-hours call centre responsible for actioning Katherine residents service requests. If any call is deemed an emergency on-call Council staff are sent to attend.

### Civic Centre Capital Projects

Capital Projects planned for the Civic Centre in 2017/2018 include:

- LED Lighting Upgrade
- Air-conditioning Upgrade
- Solar installation

### Elected Members – Training/Support

Elected Member support is available through the Community Services Department via the Director of Corporate & Community Services.

Council has an ongoing commitment to budget for training each year. Specific local government training is normally presented on a group basis by either the NT or WA Local Government Associations. However, in recent years Council has commenced investigating alternative training providers.





# Council Service Delivery

## Corporate and Community Services Division

### Committees

Council has a number of internal advisory committees. These committees provide advice to Council on specific matters and membership is made up of interested parties and/or users of Council facilities.

Staff provides administrative support and perform a coordination role, assisting the following internal advisory committees:

- Administrative Review Committee
- Audit Committee
- Katherine Town Council – Festival Grants Committee
- Katherine Town Council – Community Benefit Grants Committee
- Katherine Sportsgrounds Advisory Committee
- Katherine Showgrounds and Multi-Purpose Centre Advisory Committee
- Lambert Art & Craft Trust Management Committee
- Occupational Health & Safety Committee

Council maintains membership on the following committees:

- Australian Local Government Women's Association NT
- Community Helping Action Information Network
- Community Safety Committee
- Development Consent Authority
- Emergency Management Committee
- GYRACC Board of Management
- Katherine Accommodation Action Group
- Katherine Chamber of Commerce
- Katherine Flood Mitigation Committee
- Katherine Historical Society Committee
- Katherine Region Action Group
- Katherine Regional Economic Development Committee
- Katherine Youth Interagency Committee
- Katherine Water Advisory Committee
- Local Government Association of the Northern Territory – Executive Committee
- Local Tourism Advisory Committee – Katherine
- Minister Seniors Advisory Committee
- Nitmiluk Park Board
- Nitmiluk Tours Board
- Northern Territory Population Reference Group
- NT Weeds Committee
- Regional Development Australia - NT Region
- RRR Project NT Reference Group
- Savannah Way Board
- Tourism Top End Katherine Region Group
- YMCA NT Board

### Information Technology

Council's database - Authority - is a specialised Local Government financial package widely used throughout Australia. Authority is an effective tool in the management of Council financial and rating systems. In November 2014 Council approved a new five year arrangement where Civica, the provider of Authority, remotely hosts the server and provides services such as backups and updates. This new agreement provides more efficient systems to enable both transparent financial controls but also quality asset management. It also includes constant upgrades to Council's current financial software package.

### Privacy/Records

Katherine Town Council is required to comply with the Information Act of the Northern Territory. The InfoXpert Document Management System is an important tool in meeting the requirements of the *Information Act*. Council's Community Services Executive Manager and Records Officer are trained Privacy Officers.





## Council Service Delivery

### Corporate and Community Services Division

The Corporate and Community Services Division wholeheartedly strive to provide excellent customer service and support to our community and we are keen to ensure that the following main goals are achieved through matching key performance indicators.

Strategy Goal	Activity	Key Performance Indicators
Increase the economic, social and structural viability of Katherine Town Council: <ul style="list-style-type: none"> <li>• Prepare roadmap for reform</li> <li>• Identify legislative options to facilitate reform process</li> <li>• Seek high level strategic advice</li> <li>• Seek Council approval for all proposed reform</li> </ul>	Improve and strengthen working relationships between Territory Government and Katherine Town Council  Continue to explore opportunities for links between Katherine Town Council, regional and municipal Northern Territory Council's, NT Government and Federal Government	Ensure reform through opportunities for capacity building through strengthening partnerships and relationships
Ensure policy settings support innovation and sustainability within the department: <ul style="list-style-type: none"> <li>• Work with stakeholders to establish policies and guidelines to deliver Council priorities</li> <li>• Maintain transparency</li> </ul>	Continue to maintain relationships with all stakeholders  Complete annual audit of department resources	Funding methodologies reflect long term improvement
Build good governance in the Corporate & Community Services Department and provide effective regulation: <ul style="list-style-type: none"> <li>• Maintain effective systems and processes that promote good practice</li> <li>• Provide advice and support to achieve effective complaint resolution</li> <li>• Maintain processes to manage statutory requirements</li> <li>• Abide by the Local Government Act</li> </ul>	Coordinate good practice  Continually improve community awareness and access to services  Encourage, support and facilitate the development of Principles of Governance for Katherine Town Council	Continually build upon the framework for good governance and effective regulation
People & Culture: <ul style="list-style-type: none"> <li>• Staff attraction and retention</li> <li>• Develop tools, guidelines, training and development opportunities and provide advice and support to improve performance</li> <li>• Develop recognition programs to reward and promote best practice</li> </ul>	Increase staff development and training opportunities - \$1,500 to be budgeted for each full time staff member  HR Consultant to assist with the creation of new Values & Behaviours for Council employees and to also assist with the construction of a new performance review process  Implement mentoring program	Build and strengthen the capacity of the Corporate & Community Services team  Acknowledgeable Council's skilled staff that are fundamental to continually enable the community to access the services  It is essential to develop and foster innovation and creativity that recognizes staff achievements and value

# Council Service Delivery

## Corporate and Community Services Division

Strategy Goal	Activity	Key Performance Indicators
<p>Strengthen the capacity of Katherine Town Council in order to meet community aspirations:</p> <ul style="list-style-type: none"> <li>• Maintain systems, standards and benchmarks to monitor capacity, risk and performance</li> <li>• Provide information to the community to increase awareness and improve engagement within the community</li> </ul>	<p>Promote best practice approaches</p> <p>Annual review of code of conduct and associated outcomes</p> <p>Update social media policy and procedures</p> <p>Update communication strategy annually</p>	<p>Ensure improvements to enable delivery of services within approved budget parameters</p>
<p>Strengthen communication with other Council Departments:</p> <ul style="list-style-type: none"> <li>• Building a relationship based on developing joint solutions</li> <li>• Having regular and informal dialogue where there is a free flow of strategic information</li> <li>• Seek to understand the impact of Financial and Administration work on Council's Departments</li> <li>• Being approachable</li> </ul>	<p>Encourage, support and facilitate good working relationships</p> <p>Integrated communications</p> <p>Long term strategic planning</p>	<p>Develop a united relationship within Council</p>
<p>Achieve sustainable improvements in financial management:</p> <ul style="list-style-type: none"> <li>• Annual review of financial indicators and benchmarks</li> <li>• Annual Unqualified Audit Report</li> <li>• Compile annually a Long term financial plan in accordance with National Accounting Standards</li> </ul>	<p>Hold quarterly Financial and Administration Workshops &amp; in-house training</p> <p>Annual review of Corporate policy, procedures and practices to assist in implementation of the Annual financial reviews</p> <p>Continue to develop and update financial policies</p> <p>Continually promoting good financial practices</p> <p>Ensure Council and community interests are represented</p> <p>Provide annual detailed budget that supports Council's Municipal Plan</p> <p>Provide on an annual basis an outline of the financial position of Council for the next ten years indicating Council's long term financial sustainability</p>	<p>Meet key financial indicators</p>



# Council Service Delivery

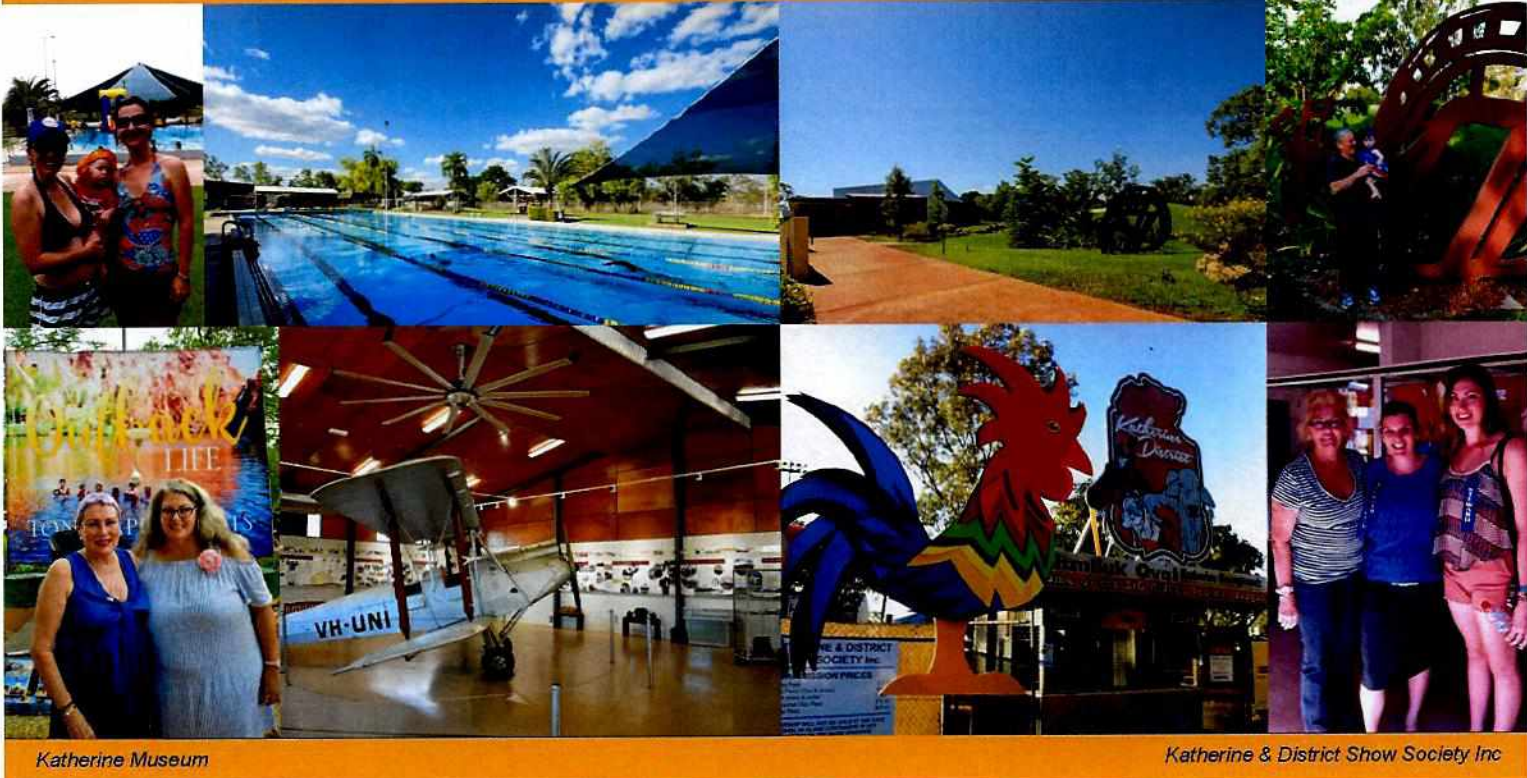
## Corporate and Community Services Division

### Community Engagement

Our community services are dedicated to facilitating collaborative relationships, advocating for and enabling a flourishing Katherine community and supporting community interests and events. Our plan is to continue to financially support cultural, recreational and community services and groups. These groups continue to include:

Katherine Aquatic Centre

Godinymaylin Yijard Rivers and Arts &amp; Culture Centre



Katherine Museum

Katherine &amp; District Show Society Inc

### Communication and Engagement Plan

In February 2017 the *Communication and Engagement Plan* was endorsed to connect the goals within the Municipal Plan, the Customer Service Charter and the Staff Communication Strategy. The core of our communication strategy is to promote positive public relations that reflect the values of Council. We aim to deliver excellent results, enrich relationships that underpin the reasons we serve our community.





# Council Service Delivery

## Corporate and Community Services Division

### Events

Our plan for 2017/18 includes continuing with community events and celebrations:



Come and Try Sports Expo



Australia Day Celebrations



Binjari Doggy Day



Library Movie Night—National Youth Week



Carols by Candlelight



Clean Up Australia Day



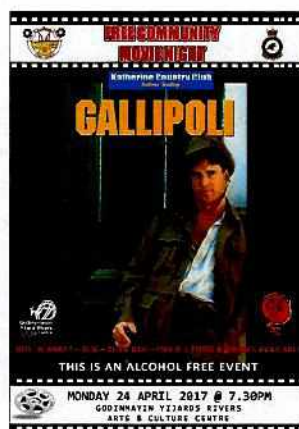
# Council Service Delivery

## Corporate and Community Services Division

### Events continued:



Welcome to the Katherine Region



ANZAC Movie Night

### Community Grants

Our plan for 2017/18 also includes continuing to offer grants to not-for-profit organisations to hold community events.





## Council Service Delivery

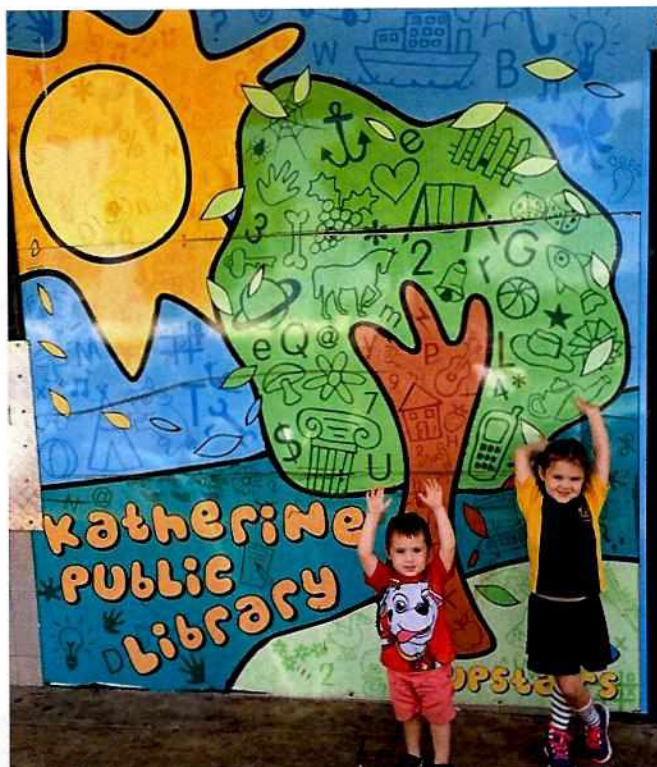
### Corporate and Community Services Division

#### Library Services

The Library is an essential part of the Katherine community. It is utilised as a hub to meet, spend time, work, play, study, exhibit and hold an event. With more than 35,000 visitors per year, the Library boasts a relaxing atmosphere with state of the art technology for its users.

The Katherine Public Library aims to be a dynamic public library service which provides a welcoming, inclusive and stimulating environment. The lifelong habits of learning, self-empowerment and self-expression are encouraged. A love of reading is nurtured and patrons can meet their educational, informational and recreational needs.

We have extensive research capabilities, as the Library has over 24,000 items in the collection, including a special collection of books and other items about the Northern Territory and Katherine Region. Our resources include large print books, graphic novels, books in other languages, DVDs, videos, music CDs, magazines and newspapers. We have comprehensive services and programs for a broad range of community age groups.



#### Children's Programs

We run regular programs for children aimed at developing literacy, promoting reading and use of the library resources, contributing to community development and the sharing of knowledge.

#### Wriggle and Rhyme

This is a program aimed at assisting parents in interacting with their child in order to develop their literacy skills from a young age using songs, rhymes and finger plays. This program is for parents and babies up to 2 years of age and is on every Tuesday at 9.30 am and Thursday at 10.30 am.

#### Storytime

This program is aimed at stimulating children's listening skills, imagination and interest in reading, through the use of picture books, music, puppets and felt board stories and other activities. This is for preschool aged children, and is on every Wednesday at 10.30 am.

#### Frillies Club

This is a fun club for 6-12 year olds with lots of varied activities during school terms. Activities we have held include Easter Egg Hunt, Halloween, board games, felt toy making and craft just to name a few.





## Council Service Delivery

### Corporate and Community Services Division

#### Broadband for Seniors

This program provides senior Australians, aged 50 years and over, with a friendly and secure environment to receive computer and internet training. The internet connection and seniors computers in the Library can be used by senior citizens for practice and personal use outside of scheduled training times.

#### Meetings

The Katherine Region of Writers meets regularly at the Library and everyone interested in writing is most welcome to join.

#### Community Events

The Library has a calendar of events throughout the year that support community engagement, literacy, skills and knowledge sharing. The events are published on the Katherine Public Library Facebook page.

#### Financial Position

Katherine Public Library is funded by Katherine Town Council with assistance from the Northern Territory Government. The 2017/18 budget overview is listed below.

#### Income

Operating grants	252,682
Other income	17,400
<b>Total</b>	<b>270,082</b>

#### Expenditure

Items before depreciation	417,610
Depreciation	12,207
<b>Total</b>	<b>429,817</b>

<b>Council Contribution</b>	<b>159,735</b>
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Book reading with Author Jacqueline Susan Harris (left) and Lindy, Library Assistant





# Council Service Delivery

## Corporate and Community Services Division

### Our Service, Our Plans and Our Community

The staff at the Katherine Public library are passionate about providing a high quality community space and service. The Library has set the following goals which will be achieved through matching key performance indicators.

Strategy Goal	Activity	Key Performance Indicators
<b>Collection &amp; Services:</b> The constantly changing profile of the Katherine community requires the Katherine Public Library to continually improve services The Library collection, in all its formats, is the Libraries lifeblood and the core reason for being The collection must remain current, be visually inviting and accessible	Further develop and promote the Indigenous Resources Collection Monitor and assess new alternative and emerging resource formats to ensure contemporary technologies are available to patrons, e.g. online audiobook access Participate in Territory wide committees and working groups to ensure the library service stays abreast of new industry developments and initiatives	Monitor circulation and resource collection - increase usage by 5% Raise professional profile by improving community awareness of library services by promoting through local paper, social media and in-house Attend two (2) meetings organised by Northern Territory Libraries
<b>Child Services:</b> Identify patron levels through Northern Territory Libraries (NTL) reporting and surveys The Library services for children are constantly evolving to meet the community needs and expectations	Provide pathways for participants of story-time and other popular children and parent sessions and to also engage in other Council services	Patronage levels to be identified by surveys of participants – increase participation by 2% Provide relevant information such as flyers, posters by using emails, local paper, newsletters, letters Deliver a yearly calendar of community focused programs and events that increase reading and digital literacy
<b>Youth Services:</b> Identify patron levels through NTL reporting and surveys Identify and improve youth patron levels	In partnership with Council and local schools, consult and engage with young people to identify and shape library and youth services that meet their needs Address social disadvantage issues of local youth Enhanced integration of cultural programs, potential for increased visits to library services	Provide one culture program per calendar year Attend the Youth forum Participate in National Youth Week Provide free internet for youth





## Council Service Delivery

### Corporate and Community Services Division

Strategy Goal	Activity	Key Performance Indicators
<b>Information &amp; Communication Technology:</b> Library services play an important role in enabling the community to access the latest in new developments in technology, recreation and educational information The Library can act as a conduit for any disadvantaged people who for a range of reasons have difficulty accessing services	Undertake a usability review of the Library website to ensure that it is informative, accessible to all users and a point of access to the community's information needs	Reviews will be conducted twice a year and recommendations implemented to ensure the Library page has easy access and has up to date information New & emerging technologies will be introduced to enhance services when available and budget allows
<b>Community Engagement:</b> Good customer service is vital to the success and efficiency of the Library The Library acts as a conduit for local stakeholders	Regularly consult with users and non-users; particularly hard to reach groups such as seniors, youth and people with disabilities	Consult with regular users and community based organisations Attend senior citizen meetings, youth focused committee meetings and make direct contact with disability services
<b>People and Culture:</b> Knowledgeable and skilled staff are fundamental to enabling the community to access the services It is essential to develop and foster innovation and creativity that recognizes staff achievements and importance	Ensure all new Library staff participate in Council's induction program, all training and professional development opportunities, and have access to best practice learning Review Library staff and service profile to support alignment with effective service delivery and community expectations	The improvement in the delivery of the Katherine Public Library mission through staff attendance 100% attendance at staff meeting held four times a year Annual review of position description Annual review of strategic plan
<b>Senior Citizens:</b> Welcoming space that meets the needs of our aging population Easy access to training with relation to IT Available space for Seniors that will be suitable for events and functions	Senior programs including IT support	Work with council and aged care organisations e.g., make direct contact with seniors and carers to accommodate to their needs (disability services are available) Provide a safe and welcoming environment (wheel chair friendly, adequate lighting, sturdy arm chairs, etc that are suitable to requirements)
<b>Finances and Assets:</b> Building and spaces that are welcoming, accessible, attractive and adaptable to a range of activities are vital to the Library	Effective governance and asset management Provide a safe environment Provide a functional and welcoming environment	Participate in budget process to ensure efficient and effective financial planning (budget and assets) Source alternative revenue opportunities including grants for senior programs and youth services Ensure maintenance is cost effective and work completed within 5 business days Ensure the library is a safe and welcoming place (lighting is adequate and ensure easy access for all users)



# Council Service Delivery

## Corporate and Community Services Division

### Katherine Visitor Information Centre



At the Katherine Visitor Information Centre our goal is for customers to have an excellent experience.

We aim to provide all customers with exceptional service while informing them of everything that Katherine has to offer. Our hope is that by going above and beyond, our customers will want to extend their stay in Katherine.

The Katherine Visitor Information Centre is a one-stop-shop as we provide information and take bookings for all of the activities in Katherine. Our friendly staff take pride in customising packages to suit all individual needs.

#### Partnerships

Tourism NT, Tourism Top End and the Katherine Town Council have a strong and mutually supportive partnership. In addition to supporting the Visitor Information Centre under a funding agreement, Tourism NT also assists through the Local Tourism Advisory Committee (LTAC) to enable the Katherine Town Council, Visitor Information Centre and local tourism operators to increase tourism for the Katherine region.

#### Visitor and Operator Updates

The Visitor Information Centre provides a monthly Tourism Newsletter which is circulated to operators, local businesses, community groups, local and state government and other visitor information centres in the Northern Territory.

#### Financial Position

The Visitor Information Centre is funded by Katherine Town Council with funding assistance from Tourism NT. The 2017/18 budget overview is listed below.

#### Income

Operating grants	289,000
Commission on sales	134,000
Other income	<u>123,500</u>
Total	546,500

#### Expenditure

Items before depreciation	669,692
Depreciation	<u>75,157</u>
Total	198,349

<b>Council Contribution</b>	<b>198,349</b>
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# Council Service Delivery

## Corporate and Community Services Division

### Our Service, Our Plans and Our Community

The staff at the Visitor Information Centre are enthusiastic about promoting Katherine as a must visit destination and the Visitor Information Centre has set the following main goals which will be achieved through matching key performance indicators.



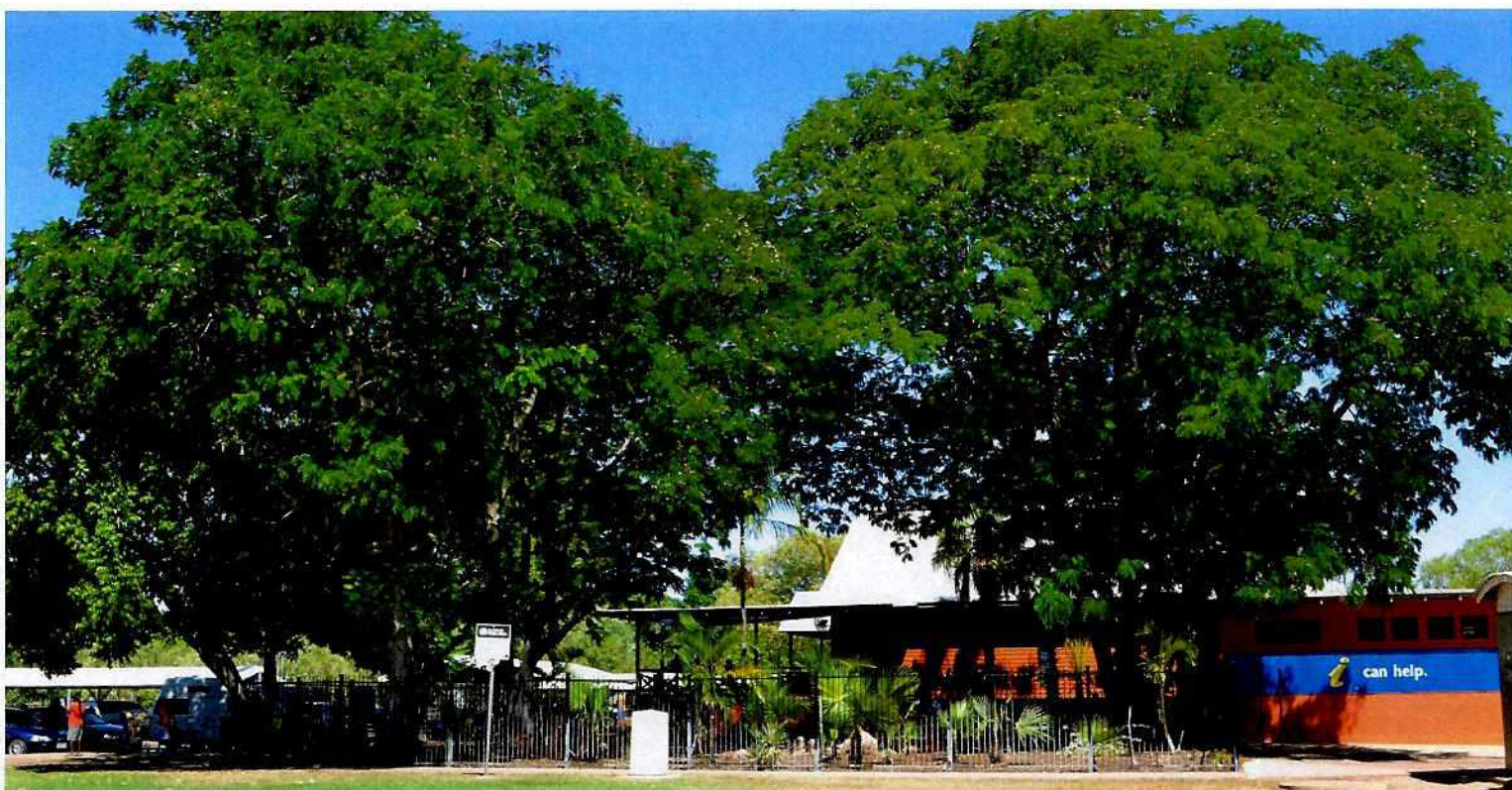
Strategy Goal	Activity	Key Performance Indicators
<p>Raise the awareness of tourism within the Katherine region across Australia and beyond</p> <p>Increase the value of the visitor spend</p>	<p>Daily targeted marketing and re-marketing through several digital and print platforms.</p> <p>Digital Platforms:</p> <ul style="list-style-type: none"> <li>• Google Search</li> <li>• Google Google Display Network (GDN)</li> <li>• Trading Desk Banners (Display and remarketing)</li> <li>• Facebook remarketing lead generation (using Facebook to capture data and enquires through social media)</li> </ul> <p>Target prospect by the following:</p> <p>Demographic (age /job/interests/ income)</p> <p>Creating awareness campaigns</p> <p>Creating a KVIC brochure or flyer</p>	<p>Increasing the awareness, visitor numbers and sales of prospects within the Katherine region across Australia and beyond</p> <p>Improve delivery of the tourism services to Tourism Top End members as per contractual agreement with Tourism Top End</p> <p>Improve the provision of visitor information services that support Tourism NT</p> <p>Improve generic on-line search of the Katherine Visitor Information Centre (measurable through Google Analytics and remarketing)</p>
<p>Improve our customer experience</p>	<p>Innovative booking technology and new consulting strategy to reduce customer wait time within the KVIC</p> <p>Provide updated brochures and information packs to customers</p> <p>Increase staff development and training opportunities (hands on and online)</p> <p>Full time and part time staff to actively participate in famils and visitor centre exchanges</p> <p>Ticketing system on arrival with a volunteer host to welcome visitors.</p> <p>Make use of the outdoor area for visitors to hang around in and double the consulting stations, three (3) on the floor three (3) at the desk</p>	<p>Maintain exceptional standards of our CSS scores, measured by surveys sent via email or in house. Measure the improvement using Tourism Top End operator surveys (mystery shopper, super deeds)</p> <p>Improve visitor knowledge of their surroundings within the Katherine region</p> <p>Reduce the number of people standing in line waiting to be served. Creating an environment where people can sit, relax, surf the web while waiting their turn – resulting in a much happier, stress free, enjoyable environment</p>
<p>Increase the financial sustainability of the Visitor Information Centre</p>	<p>Healthy competition by implementing and internal reward system</p>	<p>Higher achievements, a more proactive environment, driving the team to meet our monthly sales targets</p>



## Council Service Delivery

### Corporate and Community Services Division

Strategy Goal	Activity	Key Performance Indicators
Improve business relationships, innovation and sustainability both internal and external	<p>Update all computer programs and introduce a new POS system (Vend)</p> <p>Actively participate in committees relating to tourism</p> <p>Organize regular meetings with all local operators providing updates and feedback, sharing new ideas</p> <p>Consistently update the VIC website and also update the brand image and style guide of the KVIC</p> <p>Targeted social media marketing and consistent remarketing internal staff meetings highlighting achievements, discussing feedback, brainstorming</p> <p>Annual review of all policies and procedures</p> <p>Engagement &amp; contact with Tourism Top End &amp; Tourism NT</p> <p>Use Council as a communication network and public consultation process</p>	<p>Improve the sales process at the Visitor Information Centre in order to create a smooth and fast transaction for both the customer and employee</p> <p>Strengthen/maintain the relationship between the Visitor Information Centre and the tourism industry partners</p> <p>Strengthen/maintain the relationship between the Visitor Information Centre and all operators</p> <p>Improve the Visitor information website across both function and aesthetics</p> <p>Increase the awareness and numbers of followers on our social media platforms</p> <p>Enhance our level of team bonding. Listening more to the voices within the team and considering the team's input and ideas</p> <p>Ensure legislation, regulations and accreditation standards are being met</p> <p>Ensure all staff new and old are knowledgeable about the latest policies and procedures relevant to them</p> <p>Build/maintain/enhance relationship with Tourism Top End and Tourism NT</p>





# Council Service Delivery

## Corporate and Community Services Division

### Financial Management

Council's financial management is governed by the *Local Government Act* and Accounting Regulations. Council independent financial auditors for 2017/18 are Lowry's Accountants. Financial Statements are compiled in accordance with relevant accounting standards.

The 2017/18 Katherine Town Council Budget (Appendix 2) and Council's 2017-2017 Long Term Financial Plan (Appendix 3) is part of this Municipal Plan.

### Investments

Council invests money not required to meet immediate operational needs. Legislation restricts whom Council can invest with to minimise risk to ratepayer funds. Council regularly sources investment options ensuring that funds will be invested appropriately to obtain an optimum return with minimum risk. Returns on investments are lower due to the ongoing interest rate cuts by the Reserve Bank.

Council's estimated interest revenue in 2017/18 is \$360,950.

Council's investment policy was reviewed in March 2016 as per the investment guidelines by the Minister for Local Government.

### Loans

Council does not have any outstanding loans nor does the 2017/18 budget make provision for any loans.

### Rates

Council charges rates using the Differential Rating System. Council calculates rates by using the Unimproved Capital Value of the property and a rate in the dollar as set out in the annual Rates Declaration.

Each zone has its own rate in the dollar. Land that falls outside the NT Planning Scheme is treated in the Rates Declaration as Agricultural. Commercial and Industrial properties are charged at a higher rate in the dollar than Urban Residential properties and urban residential properties are higher than rural.

The concept of Multiple Residential units is defined in the *Local Government Act* as "separate parts or units that are adapted for separate occupation or use".

Rates are calculated by:

- multiplying the rate in the dollar by the Unimproved Capital Value (UCV); or
  - the minimum amount for the applicable zone by the number of separate parts; or
  - the number 1;
- or whichever is the greater.

Under the *Local Government Act*, Pastoral Leases and Mining Tenements are considered to be conditionally rated. There are three conditionally rated Pastoral Leases in the Municipality. Council does not specifically rate Mining Tenements, however there are a number of extractive industry operations included within the Agricultural zone that could be treated separately as Mining Tenements.





# Council Service Delivery

## Corporate and Community Services Division

### Waste Management Charges

Where the Council provides, or is willing and able to provide a waste disposal service to within the Municipal Boundary, pursuant to the *Local Government Act*, Council will charge a fixed rate for the service as an annual charge for each parcel of land. Where multiple residential units exist on a parcel of land, the fee times the number of residential units on each parcel will be multiplied to give the annual charge.

The Waste Management charge and the minimum Waste Management levy for 2017/18 are being levied at a rate of \$310 and \$110 respectively. The Waste Management charge is levied for the provision of a 240 litre bin, weekly kerbside collection, and free access to the Waste Management Facility. The minimum annual Waste Management fee provides for free access to the Waste Management Facility only.

For properties included within the Municipality, where a 240 litre weekly bin service is either not required or considered impractical Council has determined the following:

- Business – where a business is operating from a landholding, waste disposal charges are levied on a per tonne basis when waste is taken to the Waste Management Facility.
- Residential – where Council is either not willing or not able to provide a weekly roadside collection service; and
- Vacant – when a landholding is principally residential, with an annual written notification from the owner of its vacant status, a minimum waste charge is levied which gives unlimited access to the Waste Management Facility.





# Council Service Delivery

## Corporate and Community Services Division

### Other Revenue

Council's major recurrent revenue sources are:

Revenue Source	2013/14 Actual \$	2014/15 Actual \$	2015/16 Actual \$	2016/17 Estimate \$	2017/18 Estimate \$
Rates & Charges	4,981,566	5,751,932	6,303,218	6,998,417	7,625,579
Federal Financial Assistance Grants	489,352	1,010,143	986,555	987,392	836,162
Roads to Recovery Funding	223,699	215,081	615,247	497,994	430,162
Binjari NT Operational Funding	216,162	223,943	182,936	229,936	229,936
Library Operational Funding	243,228	252,682	252,682	252,682	252,682
Waste Management Commercial Charges	365,111	383,509	464,272	412,000	480,000
Airport Usage Fees	205,313	158,977	228,802	180,000	290,000
Visitor Information Centre Operating	285,000	285,000	285,000	285,000	289,000
Interest Revenue	410,218	388,110	428,974	350,900	360,950
Fees & Charges	417,859	403,754	434,301	599,674	646,009
<b>TOTAL</b>	<b>7,837,508</b>	<b>9,073,131</b>	<b>10,181,987</b>	<b>10,793,995</b>	<b>11,440,479</b>

### Fees and Charges

Fees and Charges for 2017/18 are attached (see Appendix 7)



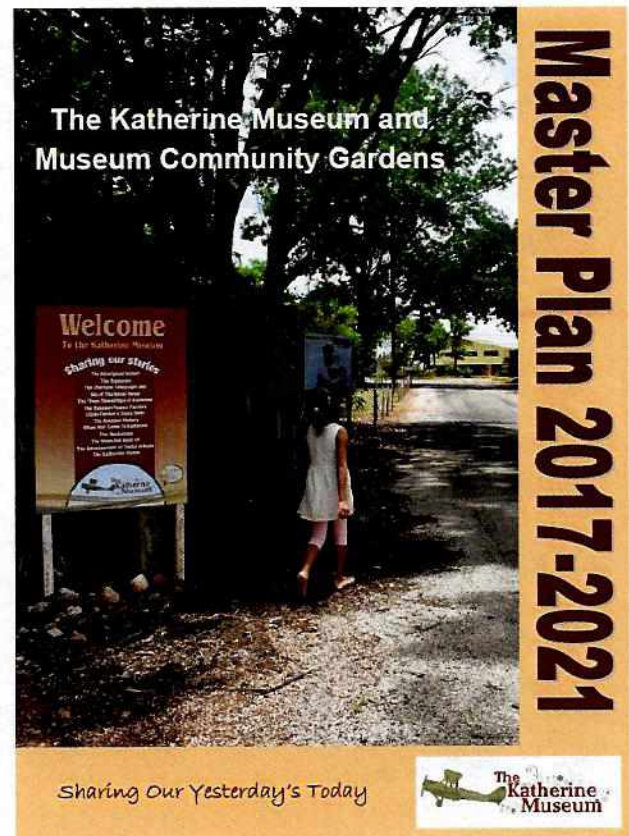


## Community Partnerships

### Katherine Museum

Katherine Town Council recognises the importance of the Katherine Museum's contribution to the region and visitors alike. Following on from the recently completed Katherine Museum and Museum Community Gardens Master Plan 2017-2021, Council intends to contribute financial support to the following areas:

- Customer Service (Front Counter Staff) – 2.5 hours each day [Mon – Thurs] and 5.5 hours each Friday - 372 hours annually
- Grounds Works – 12 hours for one month and then 1.5 hours each week for the remainder of the year - 117.6 hours annually



### Public Art Plan

In 2017/18 Council will compile a vision document for a public art program to assist in the revitalisation of public places and spaces through connections with our history, culture, stories and diversity. The document will underline the importance of visual arts in the public realm as well as identifying the unique qualities of our region. The document will also focus on why Katherine is a special place to live, work or visit and will raise awareness of the many opportunities for exploring and reinforcing the regions identity through public art.





## Funding the Municipal Plan

This year's budget is one that plans for a sustainable future for the organisation and the community over the next 10 to 15 years. The budget takes into account the grant sources and the increasing costs by careful management of expenditure, income and service levels. Further work will be done on these aspects in the following financial years.

Some of the highlights of the budget include:

- Footpaths – operational plus capital expenditure
- Rural slashing
- Simplification of fees
- Ongoing services – rangers, events, community grants etc.
- Major capital items include:
  - ♦ \$1,250,162 Roads

- ♦ \$115,000 New Footpaths
- ♦ \$743,000 Plant and Machinery
- ♦ \$65,000 Civic Centre Air-Conditioning Split System replacement
- ♦ \$62,700 Civic Centre Solar Panels
- ♦ \$50,000 Railway Terrace Drain Covering
- ♦ \$53,000 Civic Centre Lighting Upgrade (LED)
- ♦ \$40,405 Footpaths Maintenance

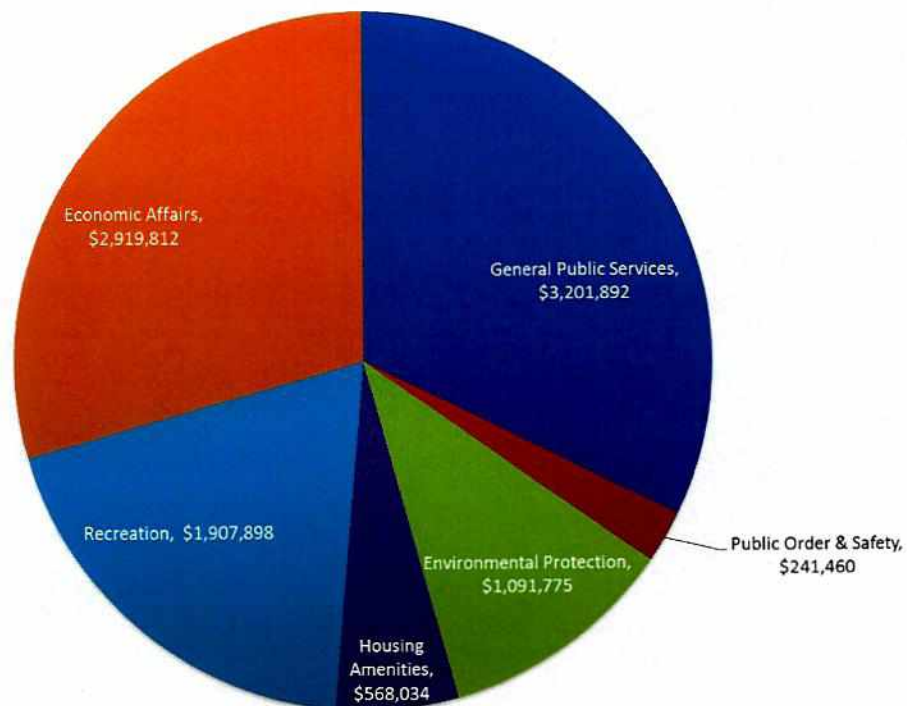
The following diagrams provide a snapshot view of the proportion of expenditure for capital and operational expenditure across a number of areas. A comprehensive annual budget for 2017/18 is provided and attached for review.



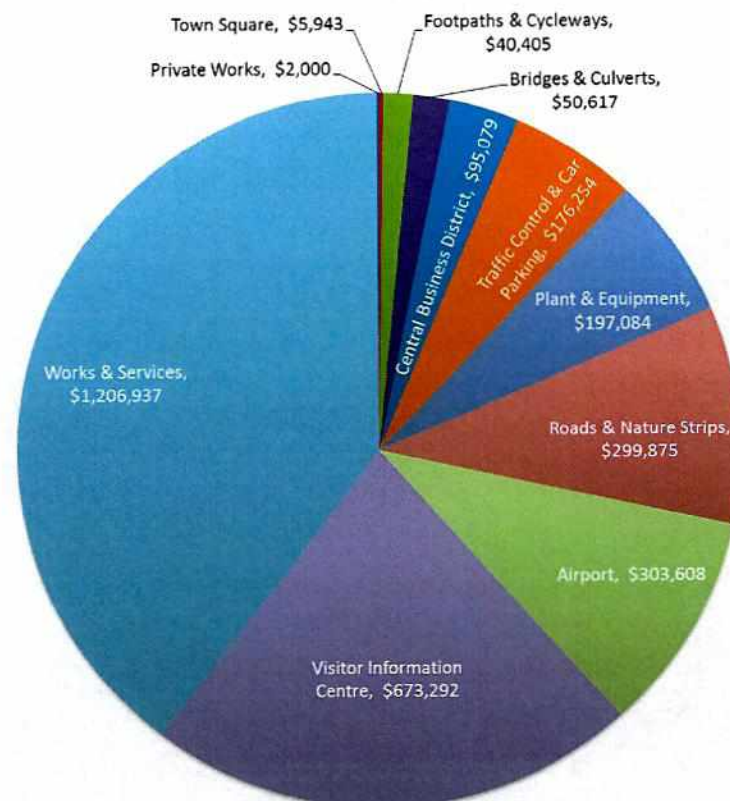


## Funding the Municipal Plan

### KATHERINE TOWN COUNCIL 2017/2018 TOTAL OPERATING EXPENDITURE BUDGET (Excluding Depreciation)



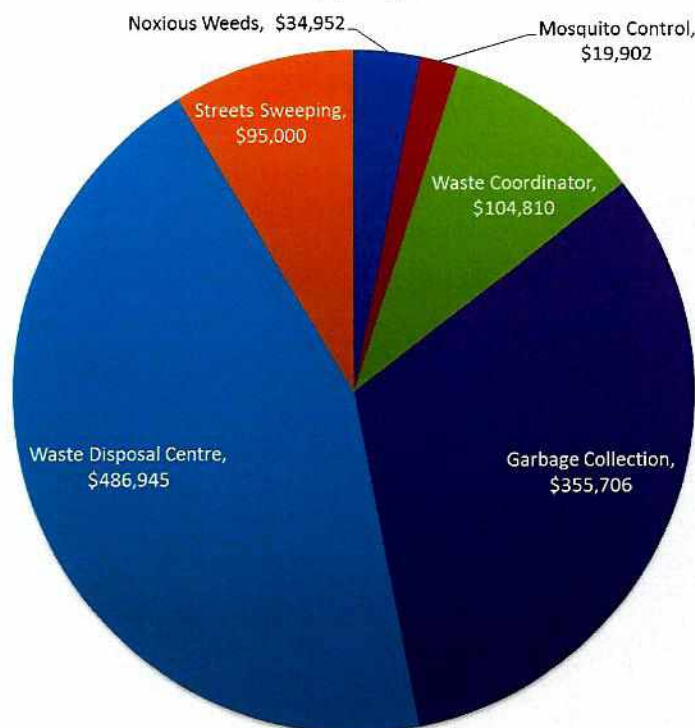
### ECONOMIC AFFAIRS 2017/18 OPERATING EXPENDITURE BUDGET (Excluding Depreciation) \$3,051,094



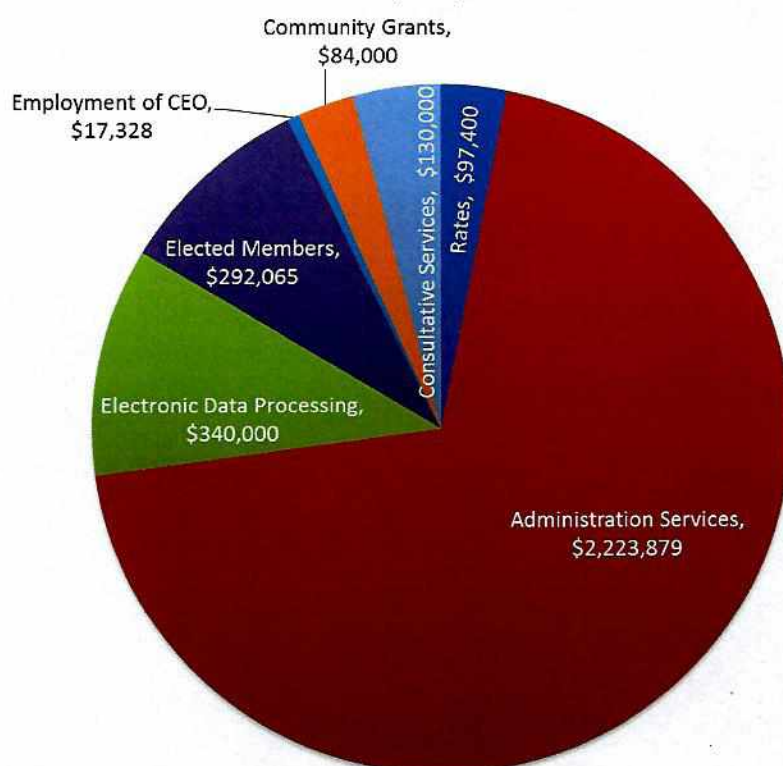


## Funding the Municipal Plan

### ENVIRONMENTAL PROTECTION 2017/18 OPERATING EXPENDITURE BUDGET (Excluding Depreciation) \$1,097,314

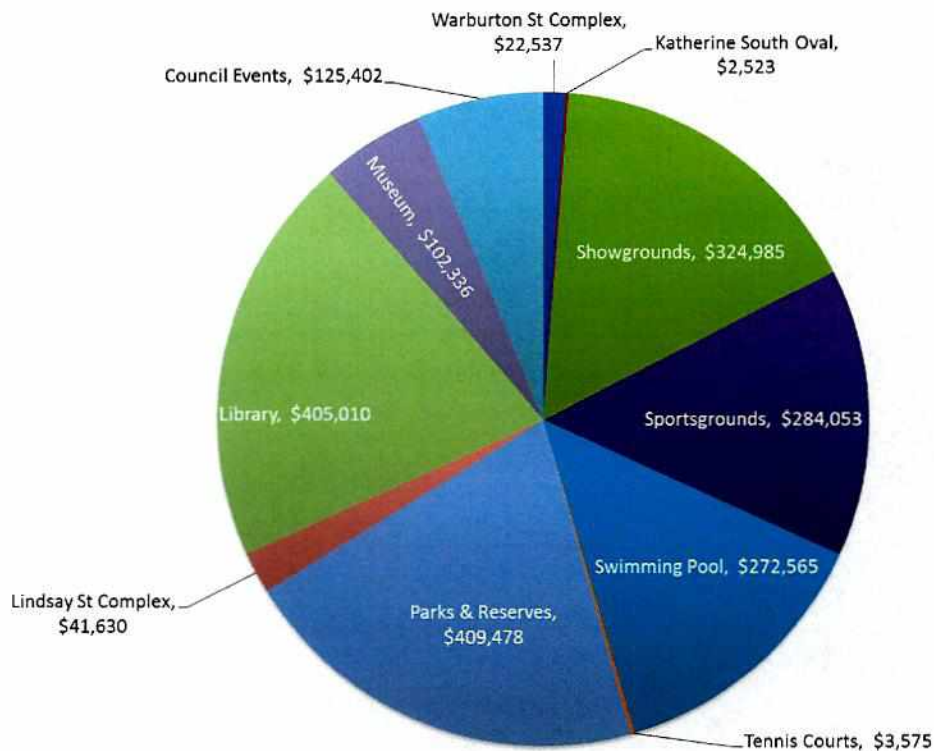


### GENERAL PUBLIC SERVICES 2017/18 OPERATING EXPENDITURE BUDGET (Excluding Depreciation) \$3,184,673

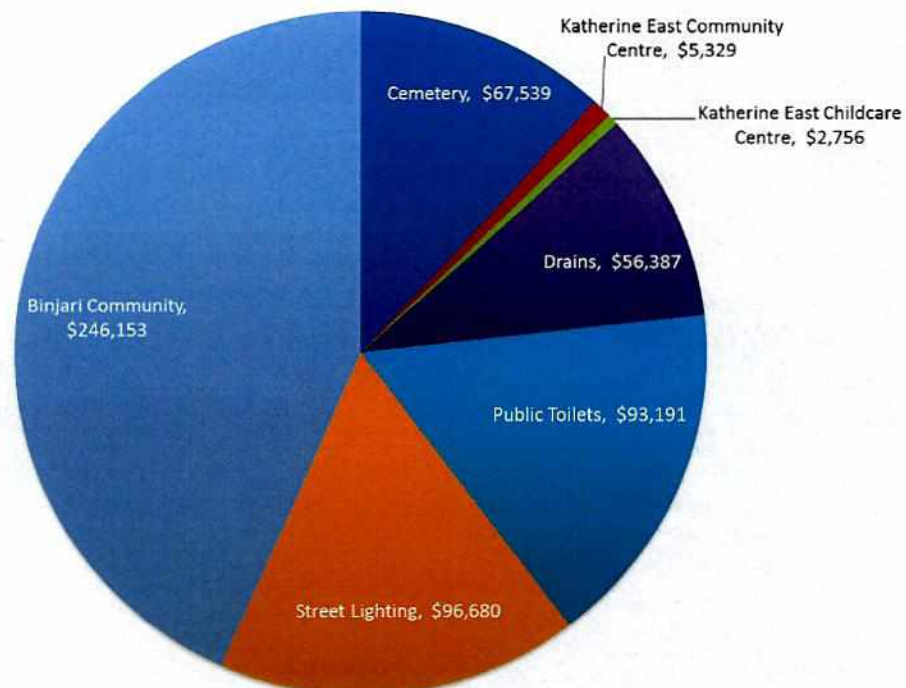


## Funding the Municipal Plan

### RECREATION & CULTURE 2017/18 OPERATING EXPENDITURE BUDGET (Excluding Depreciation)



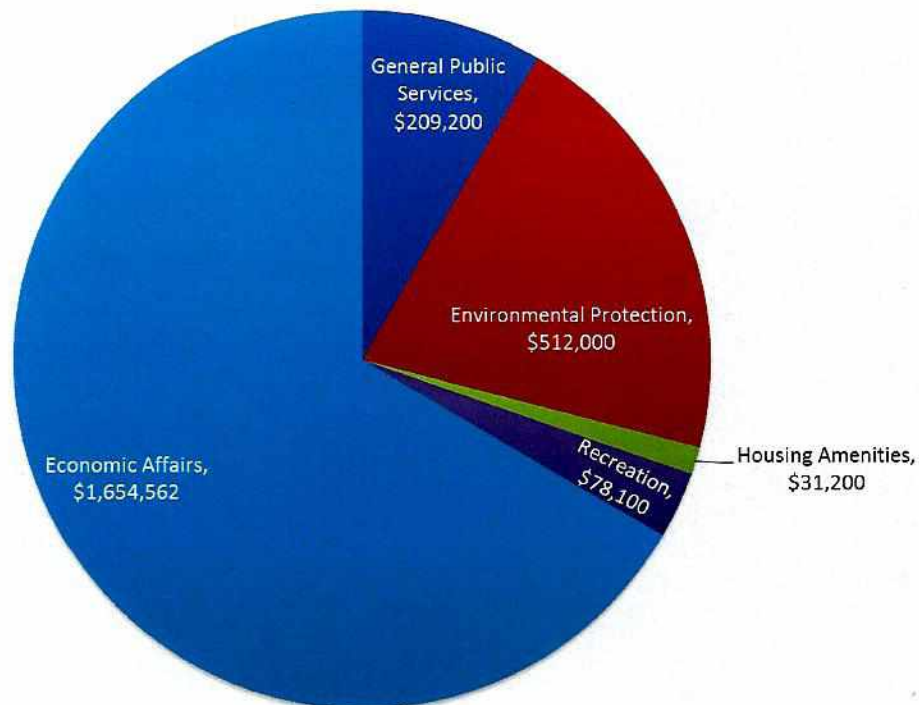
### HOUSING & COMMUNITY AMENITIES 2017/18 OPERATING EXPENDITURE BUDGET (Excluding Depreciation) \$568,034



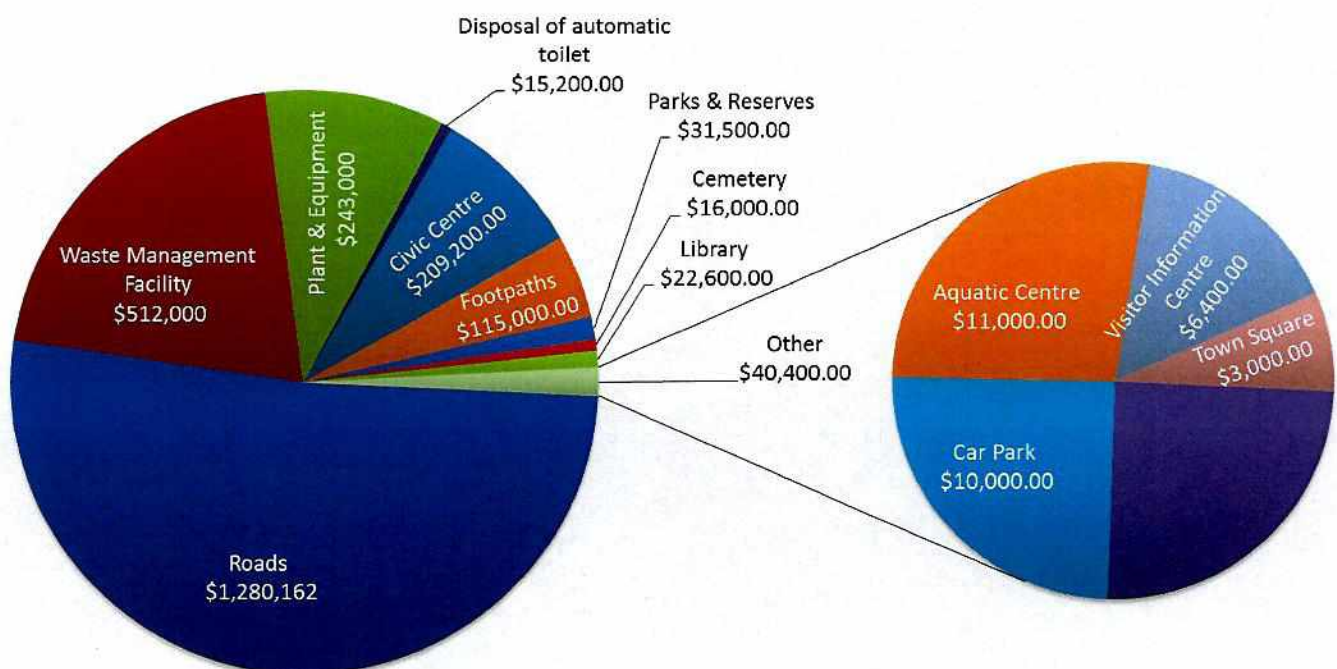


## Funding the Municipal Plan

KATHERINE TOWN COUNCIL  
2017/18 CAPITAL BUDGET BY FUNCTION



KATHERINE TOWN COUNCIL  
2017/18 CAPITAL EXPENDITURE BUDGET  
\$2,248,062



## Funding the Municipal Plan

WHERE IS THE REVENUE FROM RATES SPENT?					
	Income	Expenditure	Total Income	Total Expenditure	Rates impact
<b>Administration</b>	\$ 855,000				
<b>Operational</b>					
Administration expenses		\$ 2,223,879			
Rates		\$ 97,400			
EDP expenses		\$ 340,000			
Elected Members		\$ 292,065			
Community Grants		\$ 84,000			
Employment of CEO		\$ 15,413			
Consultative Services		\$ 130,000	\$ 855,000	\$ 3,182,758	
<b>Capital</b>		\$ 209,200		\$ 209,200	-2,536,958
<b>Public Order and Safety</b>					
<b>Inspectorial</b>	\$ 71,000	\$ 241,460	\$ 71,000	\$ 241,460	-170,460
<b>Environmental Protection</b>					
Noxious Weeds		\$ 34,952		\$ 34,952	-34,952
Garbage Collection		\$ 350,167		\$ 350,167	-350,167
Streetsweeping		\$ 95,000		\$ 95,000	-95,000
<b>Waste Disposal Centre</b>					
Operating	\$ 480,000	\$ 486,945			
Capital	\$ 80,000	\$ 512,000	\$ 560,000	\$ 998,945	-438,945
<b>Cemetery</b>					
Operations	\$ 66,700	\$ 67,539			
Capital	\$ -	\$ 16,000	\$ 66,700	\$ 83,539	-16,839
<b>Community Buildings</b>					
Katherine East Community Centre	\$ 5,200	\$ 5,329			
Katherine East Child Care Centre		\$ 2,756	\$ 5,200	\$ 8,084	-2,884
<b>Community Complexes</b>					
Warburton Street Complex	\$ 43,409	\$ 22,537			
Lindsay Street Complex	\$ 2,000	\$ 39,992	\$ 45,409	\$ 62,529	-17,121
<b>Sporting Facilities</b>					
<b>Showgrounds</b>					
Operating	\$ 46,800	\$ 303,159			
Capital	\$ -	\$ 10,000	\$ 46,800	\$ 313,159	
<b>Sportsground</b>					
Operating	\$ 9,200	\$ 263,610	\$ 9,200	\$ 263,610	
<b>Tennis Courts</b>					
Operating	\$ 5,471	\$ 3,575	\$ 5,471	\$ 3,575	
<b>Swimming Pool</b>					



## Funding the Municipal Plan

WHERE IS THE REVENUE FROM RATES SPENT?					
	Income	Expenditure	Total Income	Total Expenditure	Rates Impact
Operating	\$ 30,363	\$ 272,565			
Capital	\$ -	\$ 11,000	\$ 30,363	\$ 283,565	
			\$ 91,834	\$ 863,909	-772,075
<b>Parks &amp; Reserves</b>					
<b>Bores and Irrigation</b>					
Bore Maintenance	\$ -	\$ 29,200	\$ -		
<b>Open Areas</b>					
All unnamed open areas		\$ 15,724			
Civic Centre Grounds		\$ 22,066			
<b>Katherine North Parks</b>					
Operating		\$ 49,288	\$ -		
Capital		\$ 2,000			
<b>Katherine River Reserve</b>					
Operating		\$ 80,449			
<b>Katherine South Parks</b>					
Operating		\$ 87,515			
Capital		\$ 12,500			
<b>Knotts Crossing Reserve</b>					
Operating		\$ 7,813			
Capital		\$ 15,000			
<b>Katherine East Parks</b>					
Operating		\$ 78,945			
Capital		\$ 2,000			
Railway Terrace		\$ 2,000			
Trees and shrubs		\$ 5,000	\$ -	\$ 409,500	-409,500
<b>Nature Strips</b>					
Township		\$ 93,620			
Rural		\$ 66,957			
Katherine East		\$ 41,823			
Town Square		\$ 8,943			
CBD		\$ 84,014		\$ 295,357	-295,357
<b>Drains</b>					
Open unlined drains		\$ 8,553			
Enclosed drains		\$ 47,834		\$ 56,387	-56,387
<b>Toilets</b>					
Ryan Park		\$ 61,641			
Giles Street		\$ 11,290			
VIC Grounds		\$ 20,260		\$ 93,191	-93,191
Street lighting		\$ 96,680		\$ 96,680	-96,680
<b>Katherine Library &amp; Information Service</b>					
Operating	\$ 270,082	\$ 403,298			
Capital		\$ 12,600	\$ 270,082	\$ 415,898	-145,816
<b>Museum</b>					
Operating	\$ 15,000	\$ 102,336			
Capital		\$ 10,000	\$ 15,000	\$ 112,336	-97,336
<b>Council Functions</b>					
Miscellaneous	\$ -	\$ 100,600			
Clean Up Australia Day		\$ 2,100			

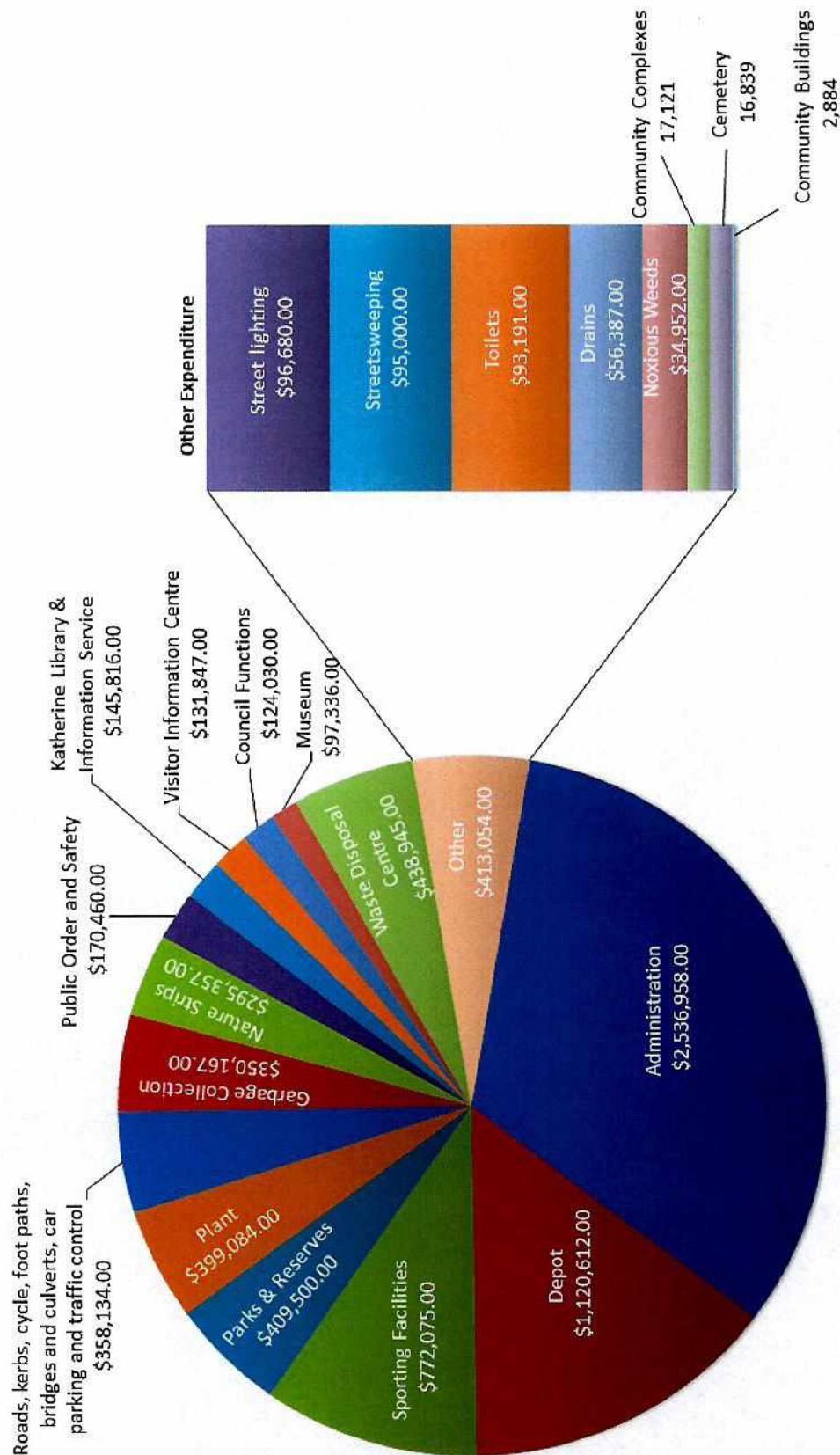
## Funding the Municipal Plan

WHERE IS THE REVENUE FROM RATES SPENT?					
	Income	Expenditure	Total Income	Total Expenditure	Rates impact
Australia Day	\$ 1,300	\$ 22,630	\$ 1,300	\$ 125,330	-124,030
Roads, kerbs, cycle, foot paths, bridges and culverts, car parking and traffic control					
Roads Maintenance	\$ 615,892				
Sealed roads - township		\$ 42,001			
Sealed roads - rural		\$ 42,717			
Roads Capital	\$ 765,162	\$ 1,280,162			
Traffic control	\$ 9,000	\$ 169,598			
Bridges and Culverts		\$ 49,877			
New car park (capital)		\$ 10,000			
Cycleways & footpaths					
Operating		\$ 38,833			
Capital		\$ 115,000	\$ 1,390,054	\$ 1,748,188	-358,134
Visitor Information Centre					
Operating	\$ 546,500	\$ 671,947			
Capital		\$ 6,400	\$ 546,500	\$ 678,347	-131,847
Depot		\$ 1,120,612		\$ 1,120,612	-1,120,612
Plant					
Capital	\$ 41,000	\$ 243,000			
Operating		\$ 197,084	\$ 41,000	\$ 440,084	-399,084
	\$ 3,959,079	\$ 11,722,453	\$ 3,959,079	\$ 11,722,453	-7,763,375



## Funding the Municipal Plan

### WHERE THE REVENUE FROM RATES IS SPENT (excluding depreciation)





Riverlink Trail



Hot Springs

<b>Appendix 1</b>	Katherine Region at a Glance
<b>Appendix 2</b>	Katherine Town Council Budget 2017/2018
<b>Appendix 3</b>	Long Term Financial Plan 2017-2027
<b>Appendix 4</b>	Constitutional Arrangements
<b>Appendix 5</b>	An Evolving Master Plan for Katherine and the Big Rivers Region
<b>Appendix 6</b>	Organisational Chart, Katherine Town Council
<b>Appendix 7</b>	Fees and Charges, Policy and Structure 2017/2018



## Appendix 1

# Katherine region at a glance

## Transportation

Adelaide to Darwin Railway Link  
Freight access  
Industrial zoning for Business Park  
Road and Rail Transport Hub

## Clubs/Accommodation/Restaurants

3 clubs, 2 hotels, 4 motels  
9 caravan parks and numerous smaller establishments including bed and breakfast  
13 restaurants and cafes

## Natural Resources

Water availability for consumptive uses  
Mining and exploration, solar energy  
Productive land for agriculture, horticulture and pastoral production  
Cultural heritage - ecotourism

## Education

Public primary, middle and high schools  
Charles Darwin University Campus  
School of the Air  
Special Needs School  
Catholic College

## Arts/Recreation

Museum  
Cinema

## Shopping

CBD retail traders  
Speciality stores  
Supermarkets  
4 major banks

## Childcare Facilities

Childcare Centre  
After School Care  
Early Learning Centre  
Family Day Care

## Health Facilities

1 Hospital  
1 Medical Clinic  
1 Indigenous Medical Clinic

## Sporting Facilities

4 Sporting Ovals (3 Illuminated)  
20 Sporting Clubs  
YMCA  
Aquatic Centre  
Speedway  
Pony Club  
Motorcross Track  
Golf Course

## Service Stations

9 Service Stations

## Airline Services

Darwin/Katherine/Tennant Creek/  
Alice Springs  
– x3 per week Charter Service

## Other

Chamber of Commerce



Appendix 2



**KATHERINE TOWN COUNCIL  
BUDGET  
2017/2018**



## **ANNUAL BUDGET**

Council is required to prepare an annual budget in accordance with *Local Government Act (The Act)*

The Act states:

- (1) A council must prepare a budget for each financial year.
- (2) The budget for a particular financial year must:
  - (a) outline:
    - (i) the council's objectives for the relevant financial year; and
    - (ii) the measures the council proposes to take, during the financial year, towards achieving those objectives; and
    - (iii) the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives; and
  - (b) contain estimates of revenue and expenditure for the financial year (differentiating between operating and capital expenditure); and
  - (c) state the amount to be allocated to the development and maintenance of each class of infrastructure for the financial year; and
  - (d) state the amount the council proposes by way of rates, and set out the rates structure, for the financial year; and
  - (e) contain an assessment of the social and economic effects of its rating policies; and
  - (f) state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances.

### **Council objectives for the 2017/18 year**

Katherine Town Council's objectives for the 2017/18 year are:

- To ensure that community infrastructure is managed in a sustainable way for the benefit of Katherine residents.
- To ensure value for money and careful scrutiny of all operations to avoid waste and to improve productivity
- To adopt as a priority the sustainable management of community assets held by Council.
- To provide leadership and facilitate economic and community development.
- To support strong actions necessary to reduce anti-social behavior.
- To ensure, where appropriate and achievable, that Council activities are sustainable and based on a user pays approach.
- To fund and pre-plan initiatives in order to maximize Council's success in obtaining grant funding.

### **Measures Council proposes to take to achieve the above objectives**

- Council is currently in the process of preparing an Asset Management Plan to ensure all infrastructure assets are identified and their whole of life costs are available.
- In conjunction with other tiers of government, Council is currently developing an economic development strategy aimed at positioning the community to benefit from projected growth and development.
- Council will place a focus on using good urban design principles aimed at reducing concentrations of anti-social behavior in the Central Business District (CBD).
- Sustainability strategies will be based on equity principles, user pay models and sound financial principles.

### **Indicators Council intends to use as a means of assessing its efficiency in achieving above objectives**

- An improved Asset Management Plan is being developed to better align with our Long Term Financial Plan.
- An economic development strategy that supports and informs growth within Katherine.
- There are measurable reductions in anti-social behaviours within the CBD.
- Public open space in the CBD is attractive and regularly used by a wide cross-section of the community.
- Rates, fees and charges reflect greater equity across the community.



## Rates

Council charges rates using the Differential Rating System. Council calculates rates by using the Unimproved Capital Value (UCV) of the property and a rate in the dollar or a minimum rate as set out in the annual rates declaration.

Each zone has its own rate in the dollar. Land that falls outside the NT Planning Scheme is treated in the Rates Declaration as Agricultural. Commercial and industrial properties are charged at a higher rate in the dollar than residential properties.

For the 2017/18 financial year, Council is budgeting for a 9% increase on its current rates.

In accordance with the requirements of the *Local Government Act*, it is proposed that for the 2017/18 financial year Council will levy the following rates:

<b>Town Planning Zone</b>	<b>Zone Code</b>	<b>Rate in the Dollar</b>
Single Dwelling, Multiple Dwelling, Medium Dwelling Specific Use 1	SD, MD, MR SK1	.0127820
Agricultural	A	.0017530
Water Management	WM	.0017876
Rural	R	.0030655
Rural Living	RL	.0050270
Community Living, Specific Use 2, Specific Use 3, Community Purpose	CL, SK2, SK3, CP	.0199628
Central Business 1	CB1	.0228161
Central Business 2	CB2	.0175239
Central Business 3	CB3	.0229044
Commercial	C	.0174294
Service Commercial	SC	.0338862
Future Development, Railway	FD, RW	.0101024
Caravan Parks, Tourist Commercial	CV, TC	.0220544
Light Industry	LI	.0129634
General Industry	GI	.0122678
Organised Recreation	OR	.0088821

Minimum rate has increased from \$963 to \$1,050.

### Waste Management Charges

Where the Council provides, or is willing and able to provide a waste disposal service to land within the Municipal Boundary, pursuant to the *Local Government Act*, the Council will charge a fixed rate for the service as an annual charge for each parcel of land. Where multiple residential units exist on a parcel of land, the fee times the number of residential units on each parcel will be multiplied to give the annual charge.

The waste management charge and the minimum waste management levy will increase to \$310 and \$110 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 provides for free access to the waste management facility.

Council charges a tonnage charge for commercial business users to dispose of waste at the waste management facility. Businesses are not liable for the waste management charge unless they require a 240 litre bin service.

### Assessment of Social and Economic Effects of the Rating Policy

Council has in many years continued to make conscious decisions to minimise the social and economic effects of its rating policy by keeping any increases in rates to a minimum. As part of its financial planning and budget processes, the rate revenue required to meet expenditure needs is calculated taking into account other sources of revenue. The structure of the rating system is then determined, considering how the rates are levied between, and within, various categories of ratepayers.

In relation to payment of rates Council has a rating policy which allows for payment of rates by instalments. Council is sympathetic to ratepayers who have difficulty in meeting their payment obligations by allowing them to enter into an arrangement with no recovery action being taken provided the arrangement is being adhered to. Council also offers deferment of rates (for recovery at a later time) in some cases.

### Elected Member Allowances

In accordance with *Local Government Act*, Katherine Town Council proposes to pay the following elected member allowances in 2017/18:

Allowance Type	Mayor	Deputy Mayor	Alderman
Annual Base Allowance	\$ 66,518	\$ 19,955	\$ 12,195
Annual Electoral Allowance	\$ 5,542	\$ 3,325	\$ 3,325
<b>Total</b>	<b>\$ 72,060</b>	<b>\$ 23,280</b>	<b>\$ 15,520</b>

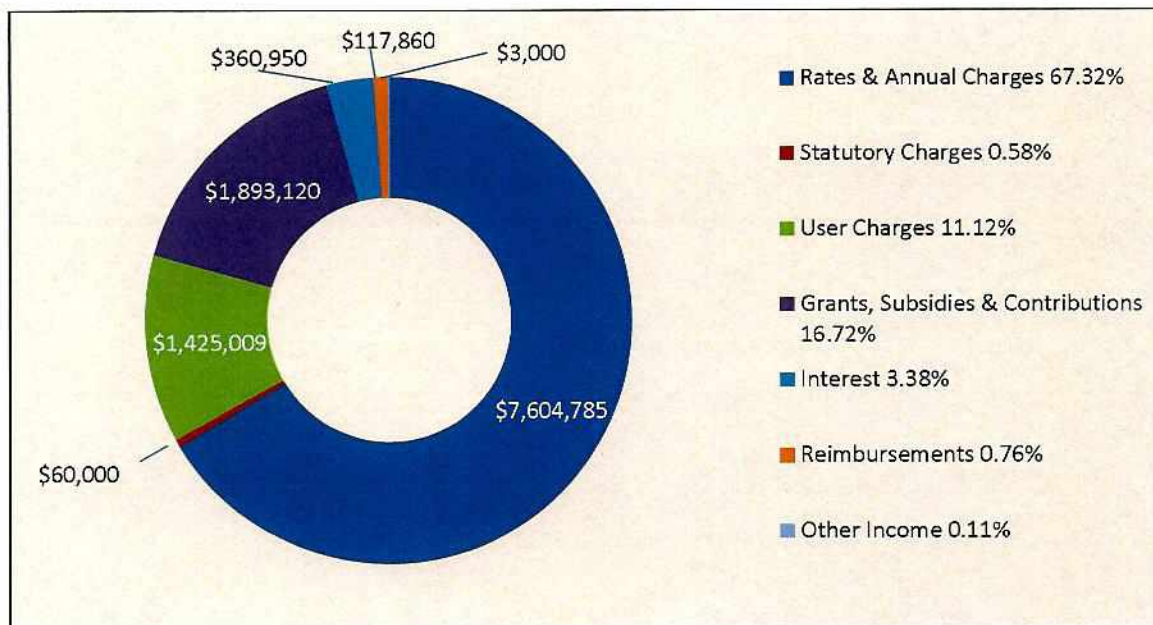
The total amount budgeted for the above allowances is \$172,940.



## FINANCIAL SUMMARY

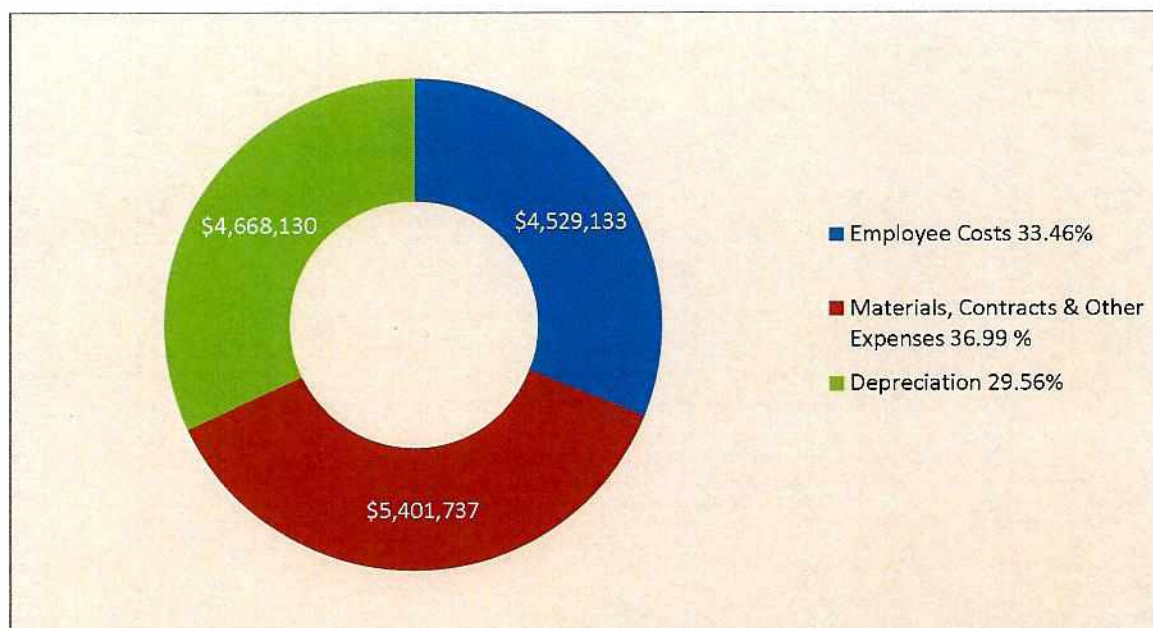
### TOTAL OPERATING REVENUE

Operating revenue of \$11.4 million budgeted in 2017/2018 is summarised below by major category.



### TOTAL OPERATING EXPENDITURE

Operating revenue of \$14.6 million budgeted in 2017/2018 is summarised below by major category.



**Budgeted Financial Statements**

Budgeted financial statements for 2017/18 on the following pages are:

**Budgeted Income Statement**

This statement (sometimes called the Profit and Loss Statement) summarises all sources of Council's income and all operating expenses including depreciation.

The Net Operating Surplus/(Deficit) measures Council's financial performance. This figure is calculated by deducting the total operating expenses from the total operating income/revenue.

**Budgeted Balance Sheet**

This statement (sometimes called Statement of Financial Position) summarises Council's expected total assets and liabilities at the end of the year. The difference between the total assets and total liabilities is called equity – the larger the equity, the stronger the financial position.

**Budgeted Capital Funding Statement**

This statement provides details of Council's capital expenditure and the sources of funds to be used to finance the expenditure.

**Budgeted Statement of Changes in Equity**

This statement summarises Council's equity throughout the financial year. Council's equity can change as a result of a surplus or deficit as recorded in the Income Statement and an increase or decrease in the net value of non-current assets resulting from a revaluation of those assets.

**Budgeted Cash Flow Statement**

This statement summarises the actual flows of cash for a period and explains the change in the cash balance held from the start of the period through to the end of the reporting period. This shows where Council received its cash from and then what it spent it on.



**Katherine Town Council  
Budgeted Income Statement  
For the Year Ending 30 June 2018**

	Revised 2016/17 \$	Budget 2017/18 \$
<b>INCOME</b>		
Rates	6,998,417	7,604,785
Statutory charges	60,300	60,000
User charges	1,196,474	1,425,009
Grants, subsidies and contributions	1,865,510	2,107,795
Interest	350,900	360,950
Reimbursements	80,700	117,860
Other income	2,800	3,000
	<u>10,555,101</u>	<u>11,679,399</u>
<b>EXPENDITURE</b>		
Employee Costs		
Salaries & Wages	3,078,336	3,219,607
Provisions	709,355	715,330
Superannuation	389,454	405,800
Training	110,497	104,600
Other	85,670	83,796
	<u>4,373,313</u>	<u>4,529,133</u>
Materials, contracts and other expenses		
Advertising	95,600	119,500
Bad Debts	1,500	30,500
Bank Charges	32,000	39,700
Book Purchases	5,000	5,000
Community Grants	98,000	84,000
Consultant	302,500	270,000
Council Elections	20,000	60,000
Debt Collection Costs	22,770	23,000
Elected Members Allowance	171,234	172,940
Elected Members Other Expenses	89,859	78,259
Electricity	353,647	302,287
Fuel	110,000	97,400
Insurance	228,739	228,817
Management Fees	80,000	80,000
Materials & Contracts	3,032,667	3,284,500
Merchandise Purchases	51,478	63,000
Museum Grounds Maintenance	22,497	22,497
Postage	13,700	21,200
Printing & Stationery	31,058	33,500
Rent	15,370	4,000
Sewerage	97,642	97,869
Subscriptions	27,450	25,550
Telephone	72,960	59,420
Vehicle Registrations	18,500	24,000
Water	118,950	158,581
	<u>5,113,121</u>	<u>5,385,520</u>
<b>Total Operating Expenses</b>	<u>9,486,434</u>	<u>9,914,653</u>
<b>Operating Surplus/(Deficit)</b>		
<b>before depreciation</b>	<u>1,068,667</u>	<u>1,764,746</u>
<b>Depreciation</b>	<u>3,896,889</u>	<u>4,668,130</u>

**Katherine Town Council**  
**Budgeted Income Statement**  
**For the Year Ending 30 June 2018**

	Revised 2016/17 \$	Budget 2017/18 \$
<b>Operating Surplus/(Deficit)</b>		
<b>before capital items</b>	(2,828,222)	(2,903,384)
Net gain (loss) on disposal of assets	(85,466)	(90,000)
Amounts received specifically for new or upgraded assets	1,022,994	756,162
<b>Net Operating Surplus/(Deficit)</b>	(1,890,694)	(2,237,222)
<b>NET RESULT</b>	(1,890,694)	(2,237,222)
<b>OTHER COMPREHENSIVE INCOME</b>		
Changes in Valuation of non-current assets	7,083,255	-
Total Other Comprehensive Income	7,083,255	-
<b>TOTAL COMPREHENSIVE INCOME</b>	5,192,561	(2,237,222)



**Katherine Town Council  
Budgeted Balance Sheet  
As at 30 June 2018**

<b>Actual 2015/16 \$</b>		<b>Revised 2016/17 \$</b>	<b>Budget 2017/18 \$</b>
<b>ASSETS</b>			
<b>Current Assets</b>			
15,132,352	Cash and cash equivalents	11,264,266	11,120,134
674,614	Trade and other receivables	583,641	706,778
29,670	Inventories	35,409	39,592
<u>15,836,636</u>		<u>11,883,316</u>	<u>11,866,504</u>
<b>Non-Current Assets</b>			
Infrastructure, Property,			
62,398,433	Plant and Equipment	64,489,117	62,189,772
303,197	Capital works in progress	303,197	-
<u>62,701,630</u>		<u>64,792,314</u>	<u>62,189,772</u>
<u><b>78,538,266</b></u>	<b>TOTAL ASSETS</b>	<u><b>76,675,630</b></u>	<u><b>74,056,276</b></u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
3,206,417	Trade and other payables	3,200,000	3,021,996
653,717	Provisions	690,330	691,352
<u>3,860,134</u>		<u>3,890,330</u>	<u>3,713,348</u>
<b>Non-Current Liabilities</b>			
27,138	Provisions	25,000	28,512
<u>27,138</u>		<u>25,000</u>	<u>28,512</u>
<u><b>3,887,272</b></u>	<b>TOTAL LIABILITIES</b>	<u><b>3,915,330</b></u>	<u><b>3,741,860</b></u>
<u><b>74,650,994</b></u>	<b>NET ASSETS</b>	<u><b>72,760,300</b></u>	<u><b>70,314,418</b></u>
<b>EQUITY</b>			
12,252,561	Accumulated Surplus/(Deficit)	10,361,867	8,124,645
62,398,433	Asset Revaluation Reserve	62,398,433	62,189,772
<u><b>74,650,994</b></u>	<b>TOTAL EQUITY</b>	<u><b>72,760,300</b></u>	<u><b>70,314,418</b></u>

**Katherine Town Council  
Budgeted Capital Funding Statement  
For the Year Ended 30 June 2018**

	2016/17 \$	2017/18 \$
<b>Sources of capital funding</b>		
General revenue used for capital purposes	1,613,340	1,607,900
Other capital revenue sources:		
Proceeds from the sale of capital assets	93,000	121,000
Grants and subsidies	3,411,197	756,162
Transfer from internally restricted funds	79,650	500,000
	<u>5,197,187</u>	<u>2,485,062</u>
<b>Application of capital funding</b>		
Non current capital assets :		
Buildings & Other Structures	134,000	103,200
Furniture, Fixture & Equipment	70,300	120,200
Improvements	3,829,730	110,500
Infrastructure	906,563	1,408,162
Plant & Equipment	256,594	743,000
	<u>5,197,187</u>	<u>2,485,062</u>



**KATHERINE TOWN COUNCIL**  
**Budgeted Statement of Changes in Equity**  
**For the Year Ended 30 June 2018**

	Accumulated Surplus/ (Deficit)	Asset Revaluation Reserve	Total Equity
	\$	\$	\$
<b>Budget 2016/17</b>			
Balance at end of previous reporting period	10,361,867	62,189,772	72,551,639
<b>Net surplus/(deficit) for the year</b>	<u>(2,237,222)</u>	-	<u>(2,237,222)</u>
<b>Balance at end of period</b>	<b>8,124,645</b>	<b>62,189,772</b>	<b>70,314,417</b>
<b>Budget 2016/17</b>			
Balance at end of previous reporting period	12,252,561	62,398,433	74,650,994
Net surplus/(deficit) for the year	<u>(1,890,694)</u>	-	<u>(1,890,694)</u>
<b>Balance at end of period</b>	<b>10,361,867</b>	<b>62,398,433</b>	<b>72,760,300</b>
<b>Actual 2015/16</b>			
Balance at end of previous reporting period	(12,740,312)	81,786,726	69,046,414
Net surplus/(deficit) for the year	2,366,410	-	2,366,410
Other Comprehensive Income - Prior Period Adjustments	22,626,463	(19,388,293)	3,238,170
<b>Balance at end of period</b>	<b>12,252,561</b>	<b>62,398,433</b>	<b>74,650,994</b>

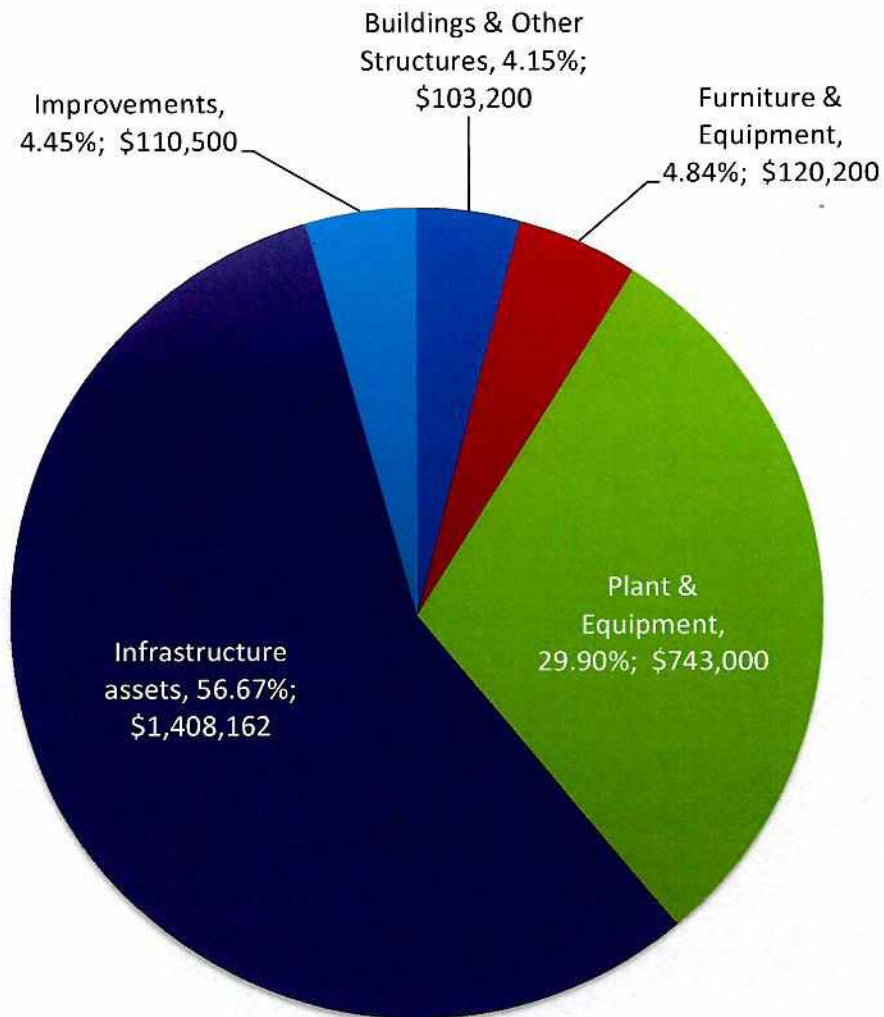
**Katherine Town Council  
Budgeted Cash Flow Statement  
For the Year Ending 30 June 2018**

<b>Actual 2015/16 \$</b>		<b>Revised 2016/17 \$</b>	<b>Budget 2017/18 \$</b>
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
12,445,013	Operating receipts	10,332,198	11,473,036
345,261	Investment receipts	350,900	360,950
<u>(9,089,359)</u>	Operating payments to suppliers and employees	<u>(9,968,487)</u>	<u>(10,370,218)</u>
<u>3,700,915</u>	<b>Net Cash provided by (or used in) operating activities</b>	<u>714,611</u>	<u>1,463,768</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
<b>Receipts</b>			
1,008,639	Amounts specifically for new or upgraded assets	1,022,994	756,162
95,455	Sale of replaced assets	93,000	121,000
<b>Payments</b>			
<u>(1,825,892)</u>	Expenditure on renewal/replacement of assets	<u>(5,698,691)</u>	<u>(2,485,062)</u>
<u>(721,798)</u>	<b>Net Cash provided by (or used in) investing activities</b>	<u>(4,582,697)</u>	<u>(1,607,900)</u>
2,979,117	<b>Net increase (decrease) in cash held</b>	(3,868,086)	(144,132)
<u>12,153,235</u>	Cash and cash equivalents at beginning of period	<u>15,132,352</u>	<u>11,264,266</u>
<u>15,132,352</u>	<b>Cash at end of reporting period</b>	<u>11,264,266</u>	<u>11,120,134</u>



### CAPITAL WORKS PROGRAM

Capital expenditure of \$2,485,062 budgeted for 2017/18 is summarized below by major class.



### CAPITAL WORKS SUMMARY 2017/2018

AREA	ITEM DETAIL	Revised 2016/17	Budget 2017/18
Civic Centre	Communications equipment	-	5,000
Civic Centre	Solar panels	-	62,700
Civic Centre	Split system replacement x 12	-	65,000
Civic Centre	Lighting upgrade (LED)	-	53,000
Civic Centre	Photocopier replacement 3375	16,000	-
Civic Centre	Upgrade telephone system	19,000	-
Civic Centre	PC replacement	9,000	-
Civic Centre	Cash register	5,000	-
Civic Centre	Computer replacement x 4	-	10,000
Civic Centre	Ipads (Elected Members x 7)	-	8,500
Civic Centre	Mobile phone replacement	-	5,000
Civic Centre	Ipads & mobile phones	8,400	-
Cemetery	Continuation CF Plinth Extensions	13,500	16,000
Cemetery	Irrigation Upgrade (New Works)	6,000	-
Cemetery	Installation of cemetery boards in rotunda	3,000	-
Ryan Park Toilet	Disposal of automatic toilet	-	15,200
Waste Management Facility	New Traxcavator 963D	-	500,000
Waste Management Facility	Replace office flooring	-	12,000
Waste Management Facility	Waste Management Planning	-	-
Showgrounds	AFLNT Oval Upgrade	20,105	-
Showgrounds	Showgrounds seating stage (2)	-	10,000
Showgrounds	Horse yards shelter beams (rotted)	7,000	-
Showgrounds	Toilets	10,000	-
Showgrounds	Replace spectator grandstand seating	10,000	-
Sportsground	Infrastructure upgrade	450,000	-
Aquatic Centre	Front roller door	-	11,000
Tennis Courts	Multi use capability; Tennis/Netball courts	42,000	-
Hot Springs	Hot Springs revegetation/revitalisation	451,958	-
Katherine North Parks	Playground compliance	3,000	2,000
Knotts Crossing Reserve	New bollards & gate	-	15,000
Katherine South Parks	Playground compliance	3,000	2,000
Katherine South Parks	Ryan Park solar light x3 @ \$3500/each	-	10,500
Katherine East Parks	Playground compliance	3,000	2,000
Lindsay St Complex	Nativity scene & Christmas lighting	5,000	-
Lindsay St Complex	Formalisation of Lindsay St Complex Car Park	109,000	-
Library	Staff computers	3,800	-
Library	Computer replacement	-	8,600
Library	Tables & chairs (children)	1,500	4,000



### CAPITAL WORKS SUMMARY 2017/2018

AREA	ITEM DETAIL	Revised 2016/17	Budget 2017/18
Library	Upgrade telephone system	4,000	-
Library	1998 Flood Anniversary Exhibits	-	10,000
Roads	Roads to Recovery	971,540	430,162
Roads	Railway Tce drain fill	-	50,000
Roads	Shoulder reconstruction	150,000	-
Roads	Emungalan Road Causeway	1,618,540	-
Roads	Black Spot	-	600,000
Roads	Urban street reseals	250,000	100,000
Car Park	Wurli-wurlinjang	-	10,000
Roads	Rural road reseals	550,000	100,000
Footpaths	Rolling installation program; schools & service centre connectivity	50,000	115,000
Town Square	Irrigation upgrade	-	3,000
Plant & Equipment	Works vehicle (AWM manager's car)	-	30,000
Plant & Equipment	Depot Utilities	-	30,000
Plant & Equipment	New Tipper Truck	77,000	-
Plant & Equipment	Finance Manager vehicle	-	44,000
Plant & Equipment	Kubota tractor	80,000	-
Plant & Equipment	Kubota 2800mm cut 5 deck oval mower	-	74,000
Plant & Equipment	Mayor's vehicle	50,000	-
Plant & Equipment	Quad bike 507	-	-
Plant & Equipment	Hilux single cab pl182 ECM	-	40,000
Plant & Equipment	Hilux single cab pl169	26,000	-
Plant & Equipment	Offset verge slasher	-	25,000
Airport	Terminal airconditioning replacement	30,000	-
Airport	Communications building ceiling	18,000	-
Airport	Streetlighting upgrade	16,650	-
Airport	Terminal internal fixtures upgrade	15,000	-
Visitor Information Centre	PC replacements	3,600	3,800
Visitor Information Centre	Computer & EFTpos	-	2,600
Visitor Information Centre	Painting exterior walls	45,000	-
Municipal Depot	Flood resilience project	23,594	-
Municipal Depot	Extension to outside storage (undercover)	8,000	-
	<b>TOTAL CAPITAL WORKS PROGRAM</b>	<b>5,186,187</b>	<b>2,485,062</b>

KATHERINE TOWN COUNCIL

LONG TERM FINANCIAL PLAN

2017/2027



# **Katherine Town Council Long Term Financial Plan 2017 - 2027** **Statement of Comprehensive Income by Nature and Type**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>INCOME: REVENUES FROM ORDINARY ACTIVITIES</b>										
EXCLUDING PROFIT ON ASSET DISPOSAL, NON-OPERATING GRANTS, SUBSIDIES & CONTRIBUTIONS										
Rates	7,559,816	8,126,803	8,736,313	9,304,173	9,908,944	10,553,026	11,238,973	11,969,506	12,747,524	13,576,113
Rates Growth	44,969	7,744	6,531	-	-	-	-	-	-	-
Operating Grants, Subsidies & Contributions	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795
Fees & Charges	1,485,009	1,534,014	1,584,636	1,636,929	1,690,948	1,746,749	1,804,392	1,863,937	1,925,447	1,988,987
Waste Facility Increase Charges	-	-	1,000,000	1,032,500	1,066,056	1,100,703	1,136,476	1,173,411	1,211,547	1,250,923
Interest Earnings	360,950	369,974	379,223	388,704	398,421	408,382	418,591	429,056	439,783	450,777
Other Revenue	120,860	120,860	120,860	120,860	120,860	120,860	120,860	120,860	120,860	120,860
<b>Total Revenue</b>	<b>11,679,399</b>	<b>12,267,189</b>	<b>13,935,359</b>	<b>14,590,961</b>	<b>15,293,025</b>	<b>16,037,515</b>	<b>16,827,087</b>	<b>17,664,565</b>	<b>18,552,955</b>	<b>19,495,454</b>
<b>EXPENDITURE: EXPENSES FROM ORDINARY ACTIVITIES</b>										
EXCLUDING LOSS ON ASSET DISPOSAL										
Employee Costs	(4,529,133)	(4,687,652)	(4,851,720)	(5,021,530)	(5,197,284)	(5,379,189)	(5,567,460)	(5,762,322)	(5,964,003)	(6,172,743)
Materials & Contracts	(4,597,966)	(4,749,699)	(4,906,439)	(5,068,352)	(5,235,608)	(5,408,383)	(5,586,859)	(5,771,226)	(5,961,676)	(6,158,411)
Utilities	(558,737)	(581,086)	(604,330)	(628,503)	(653,643)	(679,789)	(706,981)	(735,260)	(764,670)	(795,257)
Depreciation	(4,668,130)	(4,831,733)	(5,040,563)	(5,040,563)	(5,126,329)	(5,342,997)	(5,342,997)	(5,433,909)	(5,663,576)	(5,663,576)
Interest Expenses	-	-	-	-	-	-	-	-	-	-
Insurance	(228,817)	(231,105)	(233,416)	(235,750)	(238,108)	(240,489)	(242,894)	(245,323)	(247,776)	(250,254)
Other Expenditure	-	-	-	-	-	-	-	-	-	-
<b>Total Expenditure</b>	<b>(14,582,783)</b>	<b>(15,081,276)</b>	<b>(15,636,468)</b>	<b>(15,994,698)</b>	<b>(16,450,971)</b>	<b>(17,050,846)</b>	<b>(17,447,191)</b>	<b>(17,948,038)</b>	<b>(18,601,701)</b>	<b>(19,040,241)</b>
<b>Sub-total</b>	<b>(2,903,384)</b>	<b>(2,814,087)</b>	<b>(1,701,110)</b>	<b>(1,403,737)</b>	<b>(1,157,946)</b>	<b>(1,013,331)</b>	<b>(620,104)</b>	<b>(283,473)</b>	<b>(48,746)</b>	<b>455,213</b>
Non-Operating Grants, Subsidies & Contributions	-	-	-	-	-	-	-	-	-	-
Profit on Asset Disposals	756,162	515,081	1,128,977	793,054	793,054	793,054	793,054	793,054	793,054	793,054
Loss on Asset Disposals	(90,000)	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>666,162</b>	<b>515,081</b>	<b>1,128,977</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>
<b>NET RESULT</b>	<b>(2,237,222)</b>	<b>(2,299,006)</b>	<b>(572,133)</b>	<b>(610,684)</b>	<b>(364,893)</b>	<b>(220,277)</b>	<b>172,950</b>	<b>509,580</b>	<b>744,308</b>	<b>1,248,266</b>
<b>Other Comprehensive Income</b>										
Changes in Valuation of non-current assets	-	8,075,315	-	-	8,559,834	-	-	9,073,424	-	-
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>8,075,315</b>	<b>-</b>	<b>-</b>	<b>8,559,834</b>	<b>-</b>	<b>-</b>	<b>9,073,424</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(2,237,222)</b>	<b>5,776,309</b>	<b>(572,133)</b>	<b>(610,684)</b>	<b>8,194,941</b>	<b>(220,277)</b>	<b>172,950</b>	<b>9,583,005</b>	<b>744,308</b>	<b>1,248,266</b>

# Katherine Town Council Long Term Financial Plan 2017 - 2027

## Statement of Comprehensive Income by Program

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>INCOME: REVENUES FROM ORDINARY ACTIVITIES</b>										
EXCLUDING PROFIT ON ASSET DISPOSAL AND NON-OPERATING GRANTS, SUBSIDIES & CONTRIBUTIONS										
Governance (General Public Services)	7,502,278	7,879,846	8,951,397	9,372,524	9,823,495	10,301,720	10,808,902	11,346,858	11,917,516	12,522,931
General Purpose Funding (Public Order and Safety)	71,000	74,573	84,714	88,700	92,968	97,493	102,293	107,384	112,785	118,514
Law, Order, Public Safety (Environmental Protection)	1,728,922	1,815,933	2,062,875	2,159,925	2,263,853	2,374,061	2,490,943	2,614,916	2,746,426	2,885,946
Waste Facility Increase Charges	-	-	-	-	-	-	-	-	-	-
Education and Welfare	-	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-	-
Community Amenities	301,836	317,027	360,138	377,081	395,225	414,465	434,870	456,513	479,472	503,830
Recreation and Culture	441,836	464,072	527,179	551,981	578,540	606,705	636,574	668,257	701,865	737,520
Transport	-	-	-	-	-	-	-	-	-	-
Economic Services	1,633,528	1,715,739	1,949,056	2,040,751	2,138,944	2,243,072	2,353,504	2,470,638	2,594,891	2,726,713
Other Property and Services	-	-	-	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>11,679,399</b>	<b>12,267,189</b>	<b>13,935,359</b>	<b>14,590,961</b>	<b>15,293,025</b>	<b>16,037,515</b>	<b>16,827,087</b>	<b>17,664,565</b>	<b>18,552,955</b>	<b>19,495,454</b>
<b>EXPENDITURE: EXPENSES FROM ORDINARY ACTIVITIES</b>										
EXCLUDING LOSS ON ASSET DISPOSAL AND FINANCE COSTS										
Governance (General Public Services)	(3,201,892)	(3,311,344)	(3,433,246)	(3,511,901)	(3,612,083)	(3,743,796)	(3,830,820)	(3,940,789)	(4,084,312)	(4,180,600)
General Purpose Funding (Public Order Safety)	(241,460)	(249,714)	(258,906)	(264,838)	(272,393)	(282,325)	(288,888)	(297,181)	(308,004)	(315,266)
Law, Order, Public Safety (Environmental Protection)	(1,091,775)	(1,129,096)	(1,170,661)	(1,197,481)	(1,231,641)	(1,276,552)	(1,306,225)	(1,343,723)	(1,392,661)	(1,425,493)
Health	-	-	-	-	-	-	-	-	-	-
Education and Welfare	-	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-	-
Community Amenities	(551,817)	(570,681)	(591,689)	(605,245)	(622,510)	(645,210)	(660,208)	(679,160)	(703,895)	(720,489)
Recreation and Culture	(1,907,898)	(1,973,116)	(2,045,754)	(2,092,622)	(2,152,317)	(2,230,800)	(2,282,654)	(2,348,181)	(2,433,701)	(2,491,077)
Transport	-	-	-	-	-	-	-	-	-	-
Economic Services	(2,919,812)	(3,019,622)	(3,130,784)	(3,202,510)	(3,293,867)	(3,413,976)	(3,493,333)	(3,593,614)	(3,724,493)	(3,812,299)
Depreciation	(4,668,130)	(4,831,733)	(5,040,563)	(5,040,563)	(5,126,329)	(5,342,997)	(5,342,997)	(5,433,909)	(5,663,576)	(5,663,576)
<b>Total Expenditure</b>	<b>(14,582,783)</b>	<b>(15,081,276)</b>	<b>(15,636,468)</b>	<b>(15,994,698)</b>	<b>(16,450,971)</b>	<b>(17,050,846)</b>	<b>(17,447,191)</b>	<b>(17,948,038)</b>	<b>(18,601,701)</b>	<b>(19,040,241)</b>
<b>Net Result from Operating Activities</b>	<b>(2,903,384)</b>	<b>(2,814,087)</b>	<b>(1,701,110)</b>	<b>(1,403,737)</b>	<b>(1,157,946)</b>	<b>(1,013,331)</b>	<b>(620,104)</b>	<b>(283,473)</b>	<b>(48,746)</b>	<b>455,213</b>



# Katherine Town Council Long Term Financial Plan 2017 - 2027 Statement of Comprehensive Income by Program

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>NON-OPERATING GRANTS, SUBSIDIES, CONTRIBUTIONS</b>										
Law, Order, Public Safety	-	-	-	-	-	-	-	-	-	-
Recreation and Culture	-	-	-	-	-	-	-	-	-	-
Education and Welfare	-	-	-	-	-	-	-	-	-	-
Transport (R2R)	756,162	215,081	828,977	493,054	493,054	493,054	493,054	493,054	493,054	493,054
Economic Services (Black Spot)	-	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000
<b>Sub-total</b>	<b>756,162</b>	<b>515,081</b>	<b>1,128,977</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>	<b>793,054</b>
<b>PROFIT / (LOSS) ON DISPOSAL OF ASSETS</b>										
Governance	-	-	-	-	-	-	-	-	-	-
General Purpose Funding	-	-	-	-	-	-	-	-	-	-
Law, Order, Public Safety	-	-	-	-	-	-	-	-	-	-
Health	-	-	-	-	-	-	-	-	-	-
Education and Welfare	-	-	-	-	-	-	-	-	-	-
Housing	-	-	-	-	-	-	-	-	-	-
Community Amenities	-	-	-	-	-	-	-	-	-	-
Recreation and Culture	-	-	-	-	-	-	-	-	-	-
Transport	(90,000)	-	-	-	-	-	-	-	-	-
Economic Services	-	-	-	-	-	-	-	-	-	-
Other Property and Services	-	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>(90,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET RESULT</b>	<b>(2,237,222)</b>	<b>(2,299,006)</b>	<b>(572,133)</b>	<b>(610,684)</b>	<b>(364,893)</b>	<b>(220,277)</b>	<b>172,950</b>	<b>509,580</b>	<b>744,308</b>	<b>1,248,266</b>
<b>OTHER COMPREHENSIVE INCOME</b>										
Changes in Valuation of non-current assets	-	8,075,315	-	-	8,559,834	-	-	9,073,424	-	-
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>8,075,315</b>	<b>-</b>	<b>-</b>	<b>8,559,834</b>	<b>-</b>	<b>-</b>	<b>9,073,424</b>	<b>-</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(2,237,222)</b>	<b>5,776,309</b>	<b>(572,133)</b>	<b>(610,684)</b>	<b>8,194,941</b>	<b>(220,277)</b>	<b>172,950</b>	<b>9,583,005</b>	<b>744,308</b>	<b>1,248,266</b>

# Katherine Town Council Long Term Financial Plan 2017 - 2027 Statement of Financial Position

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>ASSETS</b>										
<b>CURRENT ASSETS</b>										
Cash and Cash Equivalents	11,120,135	11,039,294	11,750,782	13,122,828	4,915,604	8,763,232	13,698,204	18,541,544	21,991,072	7,945,027
Receivables	706,778	735,049	764,451	795,029	826,830	859,904	884,300	930,072	967,274	1,005,965
Inventories	39,592	41,176	42,823	44,535	46,317	48,170	50,096	52,100	54,184	56,352
Inventories - Land Held for Resale	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>11,866,505</b>	<b>11,815,518</b>	<b>12,558,056</b>	<b>13,962,393</b>	<b>5,788,751</b>	<b>9,671,305</b>	<b>14,642,600</b>	<b>19,523,716</b>	<b>23,012,531</b>	<b>9,007,344</b>
<b>NON-CURRENT ASSETS</b>										
Receivables	-	-	-	-	-	-	-	-	-	-
Inventories	-	-	-	-	-	-	-	-	-	-
Property, Plant and Equipment	26,943,072	30,131,096	29,551,279	29,365,553	31,341,338	30,245,664	28,488,790	30,036,974	29,710,318	28,201,090
Infrastructure	37,587,762	39,947,406	38,923,507	36,795,447	50,879,448	47,553,139	44,181,830	45,994,668	43,977,067	60,375,749
<b>Total Non-Current Assets</b>	<b>64,530,834</b>	<b>70,078,502</b>	<b>68,474,786</b>	<b>66,161,000</b>	<b>82,220,786</b>	<b>77,798,804</b>	<b>72,670,620</b>	<b>77,031,642</b>	<b>73,687,385</b>	<b>88,576,839</b>
<b>TOTAL ASSETS</b>	<b>76,397,339</b>	<b>81,894,020</b>	<b>81,032,842</b>	<b>80,123,393</b>	<b>88,009,537</b>	<b>87,470,108</b>	<b>87,313,220</b>	<b>96,555,358</b>	<b>96,699,915</b>	<b>97,584,184</b>
<b>LIABILITIES</b>										
<b>CURRENT LIABILITIES</b>										
Payables	3,021,996	3,142,876	3,268,591	3,399,335	3,535,308	3,676,720	3,823,789	3,976,741	4,135,810	4,301,243
Current Portion of Long Term Borrowings	691,352	719,006	747,766	777,677	808,784	841,135	874,781	909,772	946,163	984,009
Provisions	3,713,348	3,861,882	4,016,357	4,177,011	4,344,092	4,517,855	4,698,570	4,886,512	5,081,973	5,285,252
<b>Total Current Liabilities</b>										
<b>NON-CURRENT LIABILITIES</b>										
Long Term Borrowings	28,512	29,652	30,839	32,072	33,355	34,689	36,077	37,520	39,021	40,581
Provisions	28,512	29,652	30,839	32,072	33,355	34,689	36,077	37,520	39,021	40,581
<b>Total Non-Current Liabilities</b>										
<b>TOTAL LIABILITIES</b>	<b>3,741,860</b>	<b>3,891,534</b>	<b>4,047,196</b>	<b>4,209,083</b>	<b>4,377,447</b>	<b>4,552,545</b>	<b>4,734,646</b>	<b>4,924,032</b>	<b>5,120,994</b>	<b>5,325,833</b>
<b>NET ASSETS</b>	<b>72,655,479</b>	<b>78,002,486</b>	<b>76,985,647</b>	<b>75,914,310</b>	<b>83,632,090</b>	<b>82,917,564</b>	<b>82,578,574</b>	<b>91,631,326</b>	<b>91,578,922</b>	<b>92,258,350</b>



# Katherine Town Council Long Term Financial Plan 2017 - 2027

## Statement of Financial Position

	2016/17	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>NET CURRENT ASSETS</b>											
<b>CURRENT ASSETS</b>											
Cash and Cash Equivalents	11,264,266	11,120,135	11,039,294	11,750,782	13,122,828	4,915,604	8,763,232	13,698,204	18,541,544	21,991,072	7,945,027
Receivables	583,641	706,778	735,049	764,451	795,029	826,830	859,904	894,300	930,072	967,274	1,005,965
Inventories	35,409	39,592	41,176	42,823	44,535	46,317	48,170	50,096	52,100	54,184	56,352
Inventories - Land Held for Resale	-	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>11,883,316</b>	<b>11,866,505</b>	<b>11,815,518</b>	<b>12,558,056</b>	<b>13,962,393</b>	<b>5,788,751</b>	<b>9,671,305</b>	<b>14,642,600</b>	<b>19,523,716</b>	<b>23,012,531</b>	<b>9,007,344</b>
<b>CURRENT LIABILITIES</b>											
Payables	3,200,000	3,021,996	3,142,876	3,268,591	3,399,335	3,535,308	3,676,720	3,823,789	3,976,741	4,135,810	4,301,243
Current Portion of Long Term Borrowings	-	-	-	-	-	-	-	-	-	-	-
Provisions	690,330	691,352	719,006	747,766	777,677	808,784	841,135	874,781	909,772	946,163	984,009
<b>Total Current Liabilities</b>	<b>3,890,330</b>	<b>3,713,348</b>	<b>3,861,882</b>	<b>4,016,357</b>	<b>4,177,011</b>	<b>4,344,092</b>	<b>4,517,855</b>	<b>4,698,570</b>	<b>4,886,512</b>	<b>5,081,973</b>	<b>5,285,252</b>
<b>NET CURRENT ASSETS</b>	<b>7,992,986</b>	<b>8,153,157</b>	<b>7,953,637</b>	<b>8,541,699</b>	<b>9,785,382</b>	<b>1,444,659</b>	<b>5,153,449</b>	<b>9,944,031</b>	<b>14,637,203</b>	<b>17,930,558</b>	<b>3,722,093</b>
LESS: Restricted Reserves	-	-	-	-	-	-	-	-	-	-	-
LESS: Restricted Muni	-	-	-	-	-	-	-	-	-	-	-
ADD: Current Long Term Borrowings	-	-	-	-	-	-	-	-	-	-	-
ADD: Cash-backed Leave Reserve	-	-	-	-	-	-	-	-	-	-	-
<b>OPENING/CLOSING FUNDS</b>	<b>7,992,986</b>	<b>8,153,157</b>	<b>7,953,637</b>	<b>8,541,699</b>	<b>9,785,382</b>	<b>1,444,659</b>	<b>5,153,449</b>	<b>9,944,031</b>	<b>14,637,203</b>	<b>17,930,558</b>	<b>3,722,093</b>

# **Katherine Town Council Long Term Financial Plan 2017 - 2027** **Statement of Cash Flows**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>										
<b>RECEIPTS</b>										
Rates	7,604,785	8,134,547	8,742,844	9,304,173	9,908,944	10,553,026	11,238,973	11,969,506	12,747,524	13,576,113
Operating Grants, Subsidies & Contributions	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795	2,107,795
Fees & Charges	1,627,510	1,687,415	1,743,100	1,800,622	1,860,043	1,921,424	1,984,831	2,050,331	2,117,992	2,187,885
Waste Facility Increase Charges	-	-	1,000,000	1,032,520	1,066,056	1,100,703	1,136,476	1,173,411	1,211,547	1,250,923
Interest Earnings	360,950	369,374	379,223	388,704	398,421	408,382	418,591	429,056	439,783	450,777
Goods and Services Tax	-	-	-	-	-	-	-	-	-	-
Other Revenue	132,946	132,946	132,946	132,946	132,946	132,946	132,946	132,946	132,946	132,946
<b>Sub-total</b>	<b>11,833,986</b>	<b>12,432,677</b>	<b>14,105,908</b>	<b>14,766,740</b>	<b>15,474,206</b>	<b>16,224,276</b>	<b>17,019,612</b>	<b>17,863,045</b>	<b>18,757,586</b>	<b>19,706,439</b>
<b>PAYMENTS</b>										
Employee Costs (Operating Only)	(4,529,133)	(4,687,652)	(4,851,720)	(5,021,530)	(5,197,284)	(5,379,189)	(5,567,460)	(5,762,322)	(5,964,003)	(6,172,743)
Materials & Contracts	(5,053,531)	(5,224,669)	(5,397,083)	(5,575,187)	(5,759,168)	(5,949,221)	(6,145,545)	(6,348,348)	(6,557,844)	(6,774,252)
Utilities (gas, electricity, water, etc.)	(558,737)	(581,086)	(604,330)	(628,503)	(653,643)	(679,789)	(706,981)	(735,260)	(764,670)	(795,257)
Insurance	(228,817)	(231,105)	(233,416)	(235,750)	(238,108)	(240,489)	(242,894)	(245,323)	(247,776)	(250,254)
Interest	-	-	-	-	-	-	-	-	-	-
Other Expenditure	-	-	-	-	-	-	-	-	-	-
<b>Sub-total</b>	<b>(10,370,218)</b>	<b>(10,724,513)</b>	<b>(11,086,549)</b>	<b>(11,460,971)</b>	<b>(11,848,203)</b>	<b>(12,248,687)</b>	<b>(12,662,880)</b>	<b>(13,091,252)</b>	<b>(13,534,292)</b>	<b>(13,992,506)</b>
<b>Net Cash Provided by (Used in) Operating Activities</b>	<b>1,463,768</b>	<b>1,708,164</b>	<b>3,019,359</b>	<b>3,305,769</b>	<b>3,626,003</b>	<b>3,975,589</b>	<b>4,356,732</b>	<b>4,771,793</b>	<b>5,223,294</b>	<b>5,713,933</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>										
Payments for Development of Land Held for Resale	-	-	-	-	-	-	-	-	-	-
Payments for Purchase of Property, Plant & Equipment	(1,004,200)	(1,927,886)	(1,255,587)	(1,649,677)	(644,731)	(849,854)	(188,653)	(137,267)	(1,735,603)	(553,031)
Payments for Construction of Infrastructure	(1,480,862)	(376,200)	(2,181,260)	(1,077,100)	(11,981,550)	(71,160)	(26,160)	(584,240)	(831,216)	(20,000,000)
Advances to Community Groups	-	-	-	-	-	-	-	-	-	-
Proceeds from Advances	-	-	-	-	-	-	-	-	-	-
Grants / Contributions for the Development of Assets	756,162	515,081	1,128,977	793,054	793,054	793,054	793,054	793,054	793,054	793,054
Proceeds from Sales (excluding Land)	121,000	-	-	-	-	-	-	-	-	-
Proceeds from Sale of Land	-	-	-	-	-	-	-	-	-	-
<b>Net Cash Provided by (Used in) Investing Activities</b>	<b>(1,607,900)</b>	<b>(1,789,005)</b>	<b>(2,307,870)</b>	<b>(1,933,724)</b>	<b>(11,833,228)</b>	<b>(127,961)</b>	<b>578,241</b>	<b>71,547</b>	<b>(1,773,766)</b>	<b>(19,759,978)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<b>(144,132)</b>	<b>(80,841)</b>	<b>711,489</b>	<b>1,372,046</b>	<b>(8,207,225)</b>	<b>3,847,628</b>	<b>4,934,973</b>	<b>4,843,339</b>	<b>3,449,528</b>	<b>(14,046,045)</b>
Cash at Beginning of Year	11,264,267	11,203,135	11,039,294	11,750,782	13,122,828	4,915,604	8,763,232	13,698,204	18,541,544	21,991,072
Cash at the End of Year	11,120,135	11,039,294	11,750,782	13,122,828	4,915,604	8,763,232	13,698,204	18,541,544	21,991,072	7,945,027



# **Katherine Town Council Long Term Financial Plan 2017 - 2027** **Statement of Changes in Equity**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>EQUITY</b>										
<b>RETAINED SURPLUS</b>										
Balance 1 July	10,361,867	8,124,645	5,825,639	5,253,506	4,642,823	4,277,930	4,057,653	4,230,602	4,740,183	5,484,490
Transfer from / (to) Reserve	-	-	-	-	-	-	-	-	-	-
Net Result	(2,237,222)	(2,299,006)	(572,133)	(610,684)	(364,893)	(220,277)	172,950	509,580	744,308	1,248,256
<b>Balance 30 June</b>	<b>8,124,645</b>	<b>5,825,639</b>	<b>5,253,506</b>	<b>4,642,823</b>	<b>4,277,930</b>	<b>4,057,653</b>	<b>4,230,602</b>	<b>4,740,183</b>	<b>5,484,490</b>	<b>6,732,757</b>
<b>ASSET REVALUATION RESERVE</b>										
Balance 1 July	64,530,834	64,530,834	72,176,847	71,732,140	71,271,487	79,354,160	78,859,911	78,347,972	86,891,143	86,094,431
Asset Revaluation Reserve Adjustment	-	(429,302)	(444,707)	(460,653)	(477,161)	(494,249)	(511,940)	(530,253)	(796,711)	(568,838)
Total Other Comprehensive Income	-	8,075,315	-	-	8,559,834	-	-	9,073,424	-	-
<b>Balance 30 June</b>	<b>64,530,834</b>	<b>72,176,847</b>	<b>71,732,140</b>	<b>71,271,487</b>	<b>79,354,160</b>	<b>78,859,911</b>	<b>78,347,972</b>	<b>86,891,143</b>	<b>86,094,431</b>	<b>85,525,594</b>
<b>TOTAL EQUITY</b>										
<b>Balance 30 June</b>	<b>72,655,479</b>	<b>78,002,486</b>	<b>76,985,647</b>	<b>75,914,310</b>	<b>83,632,090</b>	<b>82,917,564</b>	<b>82,578,574</b>	<b>91,631,326</b>	<b>91,578,922</b>	<b>92,258,350</b>
<b>Net Assets as Balance Sheet</b>	<b>72,655,479</b>	<b>78,002,486</b>	<b>76,985,647</b>	<b>75,914,310</b>	<b>83,632,090</b>	<b>82,917,564</b>	<b>82,578,574</b>	<b>91,631,326</b>	<b>91,578,922</b>	<b>92,258,350</b>

# Katherine Town Council Long Term Financial Plan 2017 - 2027

## Rate Setting Statement

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>REVENUES</b>										
Rate Levies (Under adopted assumptions)	7,604,785	8,134,547	8,742,844	9,304,173	9,908,944	10,553,026	11,238,973	11,969,506	12,747,524	13,576,113
Other Revenue	4,740,776	4,647,724	6,321,491	6,079,842	6,177,134	6,277,543	6,381,168	6,488,113	6,598,485	6,712,395
<b>Revenues Sub-total</b>	<b>12,345,561</b>	<b>12,782,270</b>	<b>15,064,336</b>	<b>15,384,015</b>	<b>15,086,079</b>	<b>16,830,569</b>	<b>17,620,140</b>	<b>18,457,619</b>	<b>19,346,009</b>	<b>20,288,507</b>
<b>EXPENSES</b>										
All Operating Expenses	(14,582,783)	(15,081,276)	(15,636,468)	(15,994,698)	(16,450,971)	(17,050,846)	(17,447,191)	(17,948,038)	(18,601,701)	(19,040,241)
<b>Net Operating Profit/(Loss)</b>	<b>(2,237,222)</b>	<b>(2,299,006)</b>	<b>(572,133)</b>	<b>(610,684)</b>	<b>(364,893)</b>	<b>(220,277)</b>	<b>172,950</b>	<b>509,580</b>	<b>744,308</b>	<b>1,248,266</b>
<b>NON CASH ITEMS</b>										
(Profit)/Loss on Asset Disposals	90,000	-	-	-	-	-	-	-	-	-
Movements in Provisions and Accruals	-	-	-	-	-	-	-	-	-	-
Movement in Non Current Debtors	-	-	-	-	-	-	-	-	-	-
Depreciation on Assets	4,668,130	4,831,733	5,040,563	5,040,563	5,126,329	5,342,997	5,342,997	5,433,909	5,663,576	5,663,576
<b>Sub-total</b>	<b>4,758,130</b>	<b>4,831,733</b>	<b>5,040,563</b>	<b>5,040,563</b>	<b>5,126,329</b>	<b>5,342,997</b>	<b>5,342,997</b>	<b>5,433,909</b>	<b>5,663,576</b>	<b>5,663,576</b>
<b>CAPITAL EXPENDITURE AND REVENUE</b>										
Development of Land Held for Resale	(203,700)	(1,372,716)	(941,430)	(1,459,153)	(560,530)	(9,660)	(8,370)	(20,580)	(1,570,675)	(471,030)
Purchase Land and Buildings	(1,240,162)	-	-	-	(11,598,750)	-	-	-	(247,500)	-
Infrastructure Assets - Roads	(240,700)	(376,200)	(2,181,260)	(1,077,100)	(382,800)	(71,160)	(26,160)	(584,240)	(583,716)	(20,000,000)
Infrastructure Assets - Other	(743,000)	(435,166)	(271,350)	(150,623)	(61,640)	(603,302)	(151,085)	(85,090)	(154,435)	(80,400)
Purchase Plant and Equipment	(57,500)	(120,004)	(42,807)	(39,901)	(22,561)	(236,892)	(29,198)	(31,597)	(10,493)	(1,601)
Purchase Furniture and Equipment	121,000	-	-	-	-	-	-	-	-	-
Proceeds Disposal of Assets	-	-	-	-	-	-	-	-	-	-
Repayment of Debentures	-	-	-	-	-	-	-	-	-	-
Proceeds from New Debentures	-	-	-	-	-	-	-	-	-	-
Self-supporting Loan Principal	-	-	-	-	-	-	-	-	-	-
Transfers to Reserves	-	-	-	-	-	-	-	-	-	-
Transfers from Reserves	-	-	-	-	-	-	-	-	-	-
<b>Net Cash From Investing Activities</b>	<b>(2,364,062)</b>	<b>(2,304,086)</b>	<b>(3,436,847)</b>	<b>(2,726,777)</b>	<b>(12,626,281)</b>	<b>(921,014)</b>	<b>(214,813)</b>	<b>(721,507)</b>	<b>(2,566,819)</b>	<b>(20,553,031)</b>
<b>ESTIMATED SURPLUS/(DEFICIT) JULY 1 B/FWD</b>	<b>7,992,986</b>	<b>8,153,157</b>	<b>7,953,637</b>	<b>8,541,699</b>	<b>9,785,382</b>	<b>1,444,659</b>	<b>5,153,449</b>	<b>9,944,031</b>	<b>14,637,203</b>	<b>17,930,558</b>
<b>ESTIMATED SURPLUS/(DEFICIT) JUNE 30 C/FWD</b>	<b>8,153,157</b>	<b>7,953,637</b>	<b>8,541,699</b>	<b>9,785,382</b>	<b>1,444,659</b>	<b>5,153,449</b>	<b>9,944,031</b>	<b>14,637,203</b>	<b>17,930,558</b>	<b>3,722,093</b>
	<b>(3,325)</b>	<b>428,162</b>	<b>443,521</b>	<b>459,420</b>	<b>475,878</b>	<b>492,915</b>	<b>510,552</b>	<b>528,810</b>	<b>547,711</b>	<b>567,277</b>



## Katherine Town Council Long Term Financial Plan 2017 - 2027

### Ten Year Capital Works Program

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>LAND AND BUILDINGS</b>										
Land Purchased for Resale	-	-	-	-	-	-	-	-	-	-
Renewal/ Upgrade of Buildings	203,700	-	-	-	-	-	-	-	-	-
Replacement of Buildings	-	1,372,716	941,430	1,459,153	560,530	9,660	8,370	20,580	1,570,675	471,030
New Buildings	-	-	-	-	-	-	-	-	-	-
<b>Total Land and Buildings</b>	<b>203,700</b>	<b>1,372,716</b>	<b>941,430</b>	<b>1,459,153</b>	<b>560,530</b>	<b>9,660</b>	<b>8,370</b>	<b>20,580</b>	<b>1,570,675</b>	<b>471,030</b>
Proceeds from Sale of Land	-	-	-	-	-	-	-	-	-	-
Book Value Assets Sold	-	-	-	-	-	-	-	-	-	-
<b>Profit / (Loss) on Sale</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MOTOR VEHICLES</b>										
Existing Fleet	144,000	150,800	184,250	63,650	61,640	60,300	100,500	48,240	95,810	-
Additional Vehicles	-	-	-	-	-	-	-	-	-	-
<b>Total Motor Vehicle Purchases</b>	<b>144,000</b>	<b>150,800</b>	<b>184,250</b>	<b>63,650</b>	<b>61,640</b>	<b>60,300</b>	<b>100,500</b>	<b>48,240</b>	<b>95,810</b>	<b>-</b>
Proceeds of Sale	121,000	-	-	-	-	-	-	-	-	-
Book Value Assets Sold	211,000	-	-	-	-	-	-	-	-	-
<b>Profit / (Loss) on Sale</b>	<b>(90,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>PLANT AND EQUIPMENT</b>										
Existing Heavy Plant	-	-	-	-	-	-	-	-	-	-
Existing Small Plant	-	274,366	87,100	86,973	-	543,002	50,585	36,850	58,625	80,400
Additional Heavy Plant	500,000	-	-	-	-	-	-	-	-	-
Additional Small Plant	99,000	-	-	-	-	-	-	-	-	-
<b>Total Plant and Equipment</b>	<b>599,000</b>	<b>274,366</b>	<b>87,100</b>	<b>86,973</b>	<b>-</b>	<b>543,002</b>	<b>50,585</b>	<b>36,850</b>	<b>58,625</b>	<b>80,400</b>
Proceeds of Sale	-	-	-	-	-	-	-	-	-	-
Book Value Assets Sold	-	-	-	-	-	-	-	-	-	-
<b>Profit / (Loss) on Sale</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Katherine Town Council Long Term Financial Plan 2017 - 2027

### Ten Year Capital Works Program

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>FURNITURE AND EQUIPMENT</b>										
Furniture & Equipment	57,500	120,004	42,807	39,901	22,561	236,892	29,198	31,597	10,493	1,601
Proceeds of Sale	-	-	-	-	-	-	-	-	-	-
Book Value Assets Sold	-	-	-	-	-	-	-	-	-	-
<b>Profit / (Loss) on Sale</b>	-	-	-	-	-	-	-	-	-	-
<b>INFRASTRUCTURE - ROADS (Would be supported by detailed schedules of road projects)</b>										
Carpark	10,000								247,500	
RoundABOUTs	200,000									
Black Spot Projects	600,000									
Roads to Recovery Projects	430,162									
Local Road Reseals and Repairs	-	-	-	-	11,598,750	-	-	-	-	-
Carried Forward Projects	-	-	-	-	-	-	-	-	-	-
Developers Projects - New	-	-	-	-	-	-	-	-	-	-
Asset Management Renewal Back Log	-	-	-	-	-	-	-	-	-	-
<b>Total Infrastructure Roads</b>	<b>1,240,162</b>	-	-	-	<b>11,598,750</b>	-	-	-	<b>247,500</b>	-
<b>INFRASTRUCTURE - OTHER (Would be supported by detailed schedules of projects)</b>										
Infrastructure (Footpaths etc)	115,000	49,000	1,561,700	744,100	352,800			584,240		
Lighting	10,500	-	584,240							
Improvement	41,000	317,200	12,520	87,640		71,160	6,160		547,316	
Drainage and Irrigation	53,000	10,000	22,800	245,360	30,000		20,000		36,400	
Decommissioning	21,200	-	-	-	-					
New Asset Acquired Infrastructure	-	-	-	-	-	-	-	-	-	20,000,000
<b>New Asset Acquired</b>	<b>599,000</b>	-	-	-	-	-	-	-	-	<b>20,000,000</b>



## Katherine Town Council Long Term Financial Plan 2017 - 2027

### Ten Year Capital Works Program

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
Total Infrastructure Other	240,700	376,200	2,181,260	1,077,100	382,800	71,160	26,160	584,240	583,716	20,000,000
CAPITAL WORKS	1,886,062	2,304,086	3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	553,031
CAPITAL WORKS	2,485,062	2,304,086	3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	20,553,031
TOTAL PROCEEDS	121,000	-	-	-	-	-	-	-	-	-
TOTAL BOOK VAL	211,000	-	-	-	-	-	-	-	-	-
TOTAL PROFIT ON	-	-	-	-	-	-	-	-	-	-
TOTAL (LOSS) ON	(90,000)	-	-	-	-	-	-	-	-	-
NPV RATE 5% (BELOW)										
0.05										
NPV OF CAPITAL	1,796,250	2,194,368	3,273,188	2,596,930	12,025,030	877,156	204,584	687,150	2,444,590	526,696

# Katherine Town Council Long Term Financial Plan 2017 - 2027 Depreciation Schedule (Recognising Residual Value)

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>LAND AND BUILDINGS</b>										
Dep'n Rate: 0.030992723										
Land Purchased for Resale	-	-	-	-	-	-	-	-	-	-
Book Value of Land	6,636,200	398,172	-	-	422,062	-	-	447,386	-	-
Land Acquisition (Fair Value Adjustment)	-	-	-	-	-	-	-	-	-	-
Land Disposed	-	-	-	-	-	-	-	-	-	-
<b>Total Land</b>	<b>6,636,200</b>	<b>7,034,372</b>	<b>7,034,372</b>	<b>7,034,372</b>	<b>7,456,434</b>	<b>7,456,434</b>	<b>7,456,434</b>	<b>7,903,820</b>	<b>7,903,820</b>	<b>7,903,820</b>
Book Value of Buildings and Improvements (CR)	41,130,590	43,598,425	43,598,425	43,598,425	46,214,331	46,214,331	46,214,331	48,987,191	48,987,191	48,987,191
New Buildings Acquired	-	-	-	-	-	-	-	-	-	-
Buildings Renewal	203,700	1,372,716	941,430	1,459,153	560,530	9,660	8,370	20,580	1,570,675	471,030
Buildings Disposed	(203,700)	(1,372,716)	(941,430)	(1,459,153)	(560,530)	(9,660)	(8,370)	(20,580)	(1,570,675)	(471,030)
<b>Total Buildings</b>	<b>41,130,590</b>	<b>43,598,425</b>	<b>43,598,425</b>	<b>43,598,425</b>	<b>46,214,331</b>	<b>46,214,331</b>	<b>46,214,331</b>	<b>48,987,191</b>	<b>48,987,191</b>	<b>48,987,191</b>
Depreciation	(1,274,749)	(1,351,234)	(1,351,234)	(1,351,234)	(1,432,308)	(1,432,308)	(1,432,308)	(1,518,246)	(1,518,246)	(1,518,246)
Accumulated Depreciation	(22,561,054)	(22,539,572)	(22,949,376)	(22,841,457)	(23,713,235)	(25,135,883)	(26,559,821)	(28,057,487)	(28,005,059)	(29,052,275)
<b>Book Value of Buildings</b>	<b>18,569,536</b>	<b>21,058,853</b>	<b>20,649,050</b>	<b>20,756,969</b>	<b>22,501,096</b>	<b>21,078,448</b>	<b>19,654,510</b>	<b>20,929,704</b>	<b>20,982,132</b>	<b>19,934,916</b>
<b>MOTOR VEHICLES</b>										
Dep'n Rate: 0.145439825										
Existing Fleet (CRC)	-	-	-	-	-	-	-	-	-	-
Vehicle Acquisition	-	-	-	-	-	-	-	-	-	-
Vehicle Disposal	-	-	-	-	-	-	-	-	-	-
<b>PLANT AND EQUIPMENT</b>										
Existing Heavy Plant (CRC)	2,034,310	2,791,309	2,791,309	2,791,309	2,958,787	2,958,787	2,958,787	3,136,314	3,136,314	3,136,314
Additional Plant & Equipment	599,000	-	-	-	-	-	-	-	-	-
Plant & Equipment Replacement	-	435,166	271,350	150,623	61,640	603,302	151,085	85,090	154,435	80,400
Plant & Equipment Disposal	-	(435,166)	(271,350)	(150,623)	(61,640)	(603,302)	(151,085)	(85,090)	(154,435)	(80,400)
<b>Total Plant &amp; Equipment</b>	<b>2,633,310</b>	<b>2,791,309</b>	<b>2,791,309</b>	<b>2,791,309</b>	<b>2,958,787</b>	<b>2,958,787</b>	<b>2,958,787</b>	<b>3,136,314</b>	<b>3,136,314</b>	<b>3,136,314</b>
Depreciation	(295,870)	(382,988)	(405,967)	(405,967)	(405,967)	(430,325)	(430,325)	(430,325)	(456,145)	(456,145)
Accumulated Depreciation	(1,262,835)	(1,210,657)	(1,345,275)	(1,600,619)	(1,944,946)	(1,771,970)	(2,051,210)	(2,396,446)	(2,698,156)	(3,073,901)
<b>Book Value of Motor Vehicles, Plant &amp; Equipment</b>	<b>1,370,475</b>	<b>1,580,651</b>	<b>1,446,034</b>	<b>1,190,690</b>	<b>1,013,841</b>	<b>1,186,817</b>	<b>907,577</b>	<b>739,868</b>	<b>438,158</b>	<b>62,413</b>



# **Katherine Town Council Long Term Financial Plan 2017 - 2027** **Depreciation Schedule (Recognising Residual Value)**

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>FURNITURE AND EQUIPMENT</b>										
Dep'n Rate: 0.100308472										
Existing Furniture & Equipment (CRC)	735,485	779,614	779,614	779,614	826,391	826,391	826,391	875,974	875,974	875,974
Additional F and E Acquired plus Fair Value Adjtu	-	-	-	-	-	-	-	-	-	-
Furniture and Equipment Replacement	57,500	120,004	42,807	39,901	22,561	236,892	29,198	31,597	10,493	1,601
Furniture and Equipment Disposed	(57,500)	(120,004)	(42,807)	(39,901)	(22,561)	(236,892)	(29,198)	(31,597)	(10,493)	(1,601)
<b>Total Furniture &amp; Equipment</b>	<b>735,485</b>	<b>779,614</b>	<b>779,614</b>	<b>779,614</b>	<b>826,391</b>	<b>826,391</b>	<b>826,391</b>	<b>875,974</b>	<b>875,974</b>	<b>875,974</b>
Depreciation	(73,775)	(73,775)	(78,202)	(78,202)	(82,894)	(82,894)	(82,894)	(87,868)	(87,868)	(87,868)
Accumulated Depreciation	(368,624)	(322,395)	(357,790)	(396,091)	(456,424)	(302,426)	(356,122)	(412,393)	(489,768)	(576,034)
<b>Book Value of Furniture &amp; Equipment</b>	<b>366,861</b>	<b>457,219</b>	<b>421,824</b>	<b>383,523</b>	<b>369,967</b>	<b>523,965</b>	<b>470,269</b>	<b>463,582</b>	<b>386,207</b>	<b>299,940</b>
<b>TOTAL PROPERTY PLANT AND EQUIPMENT</b>										
New Property Plant and Equipment	-	398,172	-	-	422,062	-	-	447,386	-	-
<b>Total</b>	<b>51,135,585</b>	<b>54,203,720</b>	<b>54,203,720</b>	<b>54,203,720</b>	<b>57,455,943</b>	<b>57,455,943</b>	<b>57,455,943</b>	<b>60,903,300</b>	<b>60,903,300</b>	<b>60,903,300</b>
Depreciation	(1,644,394)	(1,807,997)	(1,835,403)	(1,835,403)	(1,921,169)	(1,945,527)	(1,945,527)	(2,036,440)	(2,062,259)	(2,062,259)
Fair Value Adjustment	3,068,135	-	-	-	3,252,223	-	-	3,447,357	-	-
<b>Book Value of Total Property Plant and Equipm</b>	<b>26,943,072</b>	<b>30,131,096</b>	<b>29,551,279</b>	<b>29,365,553</b>	<b>31,341,338</b>	<b>30,245,664</b>	<b>28,488,790</b>	<b>30,036,974</b>	<b>29,710,318</b>	<b>28,201,090</b>
<b>INFRASTRUCTURE (ALL)</b>										
Existing Infrastructure	83,453,000	88,460,180	88,460,180	88,460,180	93,767,791	93,767,791	93,767,791	99,393,858	99,393,858	99,393,858
New Infrastructure Developed	-	-	-	-	-	-	-	-	-	-
Infrastructure Renewal	1,480,862	376,200	2,181,260	1,077,100	11,981,550	71,160	26,150	584,240	583,716	-
Infrastructure Disposed	(1,480,862)	(376,200)	(2,181,260)	(1,077,100)	(11,981,550)	(71,160)	(26,150)	(584,240)	(583,716)	-
<b>Total Infrastructure</b>	<b>83,453,000</b>	<b>88,460,180</b>	<b>88,460,180</b>	<b>88,460,180</b>	<b>93,767,791</b>	<b>93,767,791</b>	<b>93,767,791</b>	<b>99,393,858</b>	<b>99,393,858</b>	<b>119,393,858</b>
Depreciation	(3,023,736)	(3,023,736)	(3,205,160)	(3,205,160)	(3,205,160)	(3,397,469)	(3,397,469)	(3,397,469)	(3,601,317)	(3,601,317)
Fair Value Adjustment	5,007,180	-	-	-	5,307,611	-	-	5,626,067	-	-
Accumulated Depreciation	(45,865,238)	(48,512,774)	(49,536,673)	(51,664,733)	(42,888,342)	(46,214,652)	(49,585,961)	(52,399,190)	(55,416,792)	(59,018,109)
<b>Book Value Infrastructure</b>	<b>37,587,762</b>	<b>39,947,406</b>	<b>38,923,507</b>	<b>36,795,447</b>	<b>50,879,448</b>	<b>47,553,139</b>	<b>44,181,830</b>	<b>46,994,668</b>	<b>43,977,067</b>	<b>60,375,749</b>
Total Assets Fair Value	64,530,834	70,078,502	68,474,786	66,161,000	82,220,786	77,798,804	72,670,620	77,031,642	73,687,385	88,576,839
Total Assets Current Replacement Cost	134,588,585	142,663,900	142,663,900	142,663,900	151,223,734	151,223,734	151,223,734	160,297,158	160,297,158	180,297,158
<b>Total Depreciation</b>	<b>(4,668,130)</b>	<b>(4,831,733)</b>	<b>(5,040,563)</b>	<b>(5,040,563)</b>	<b>(5,126,329)</b>	<b>(5,342,997)</b>	<b>(5,342,997)</b>	<b>(5,433,909)</b>	<b>(5,663,576)</b>	<b>(5,663,576)</b>
Depreciation on New Assets	(59,900)	-	-	-	-	-	-	-	-	(580,000)
Accumulated Depreciation	(70,057,751)	(72,585,398)	(74,189,114)	(76,502,900)	(69,002,948)	(73,424,931)	(78,553,114)	(83,265,516)	(86,609,774)	(91,720,319)

## Katherine Town Council Long Term Financial Plan 2017 - 2027

### Key Performance Indicators

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>OPERATING SURPLUS RATIO</b>										
Operating Revenue	11,679,399	12,267,189	13,935,359	14,590,961	15,293,025	16,037,515	16,827,087	17,664,565	18,552,955	19,495,454
Less Operating Exp incl interest & depreciation less estimated residual value depreciation	(14,582,783)	(15,081,276)	(15,636,468)	(15,994,698)	(16,450,971)	(17,050,846)	(17,447,191)	(17,948,038)	(18,601,701)	(19,040,241)
= Net Operating Surplus	2,903,384	2,814,087	1,701,110	1,403,737	1,157,946	1,013,331	620,104	283,473	-	48,746
Divided by Own Source Revenue (Rates)	7,604,785	8,134,547	8,742,844	9,304,173	9,908,944	10,553,026	11,238,973	11,969,506	12,747,524	13,576,113
<b>Ratio Target - (+ve) Between 0% and 15%</b>	<b>38.18%</b>	<b>-34.59%</b>	<b>-19.46%</b>	<b>-15.09%</b>	<b>-11.69%</b>	<b>9.60%</b>	<b>-5.52%</b>	<b>2.37%</b>	<b>0.38%</b>	<b>3.35%</b>
<b>CURRENT RATIO</b>										
Current Assets	11,866,505	11,815,518	12,558,056	13,962,393	5,788,751	9,671,305	14,642,600	19,523,716	23,012,531	9,007,344
Less Restricted Assets	-	-	-	-	-	-	-	-	-	-
= Net Current Assets	11,866,505	11,815,518	12,558,056	13,962,393	5,788,751	9,671,305	14,642,600	19,523,716	23,012,531	9,007,344
Divided by Current Liabilities less Current Liabilities ass'd with Restricted Assets	3,713,348	3,861,882	4,016,357	4,177,011	4,344,092	4,517,855	4,698,570	4,886,512	5,081,973	5,285,252
= Net Current Liabilities	3,713,348	3,861,882	4,016,357	4,177,011	4,344,092	4,517,855	4,698,570	4,886,512	5,081,973	5,285,252
<b>Ratio Target &gt; or = to 1:1</b>	<b>3.20</b>	<b>3.06</b>	<b>3.13</b>	<b>3.34</b>	<b>1.33</b>	<b>2.14</b>	<b>3.12</b>	<b>4.00</b>	<b>4.53</b>	<b>1.70</b>
<b>RATES COVERAGE RATIO</b>										
Total Rates Revenue	7,604,785	8,134,547	8,742,844	9,304,173	9,908,944	10,553,026	11,238,973	11,969,506	12,747,524	13,576,113
Divided by Total Expenses	14,582,783	15,081,276	15,636,468	15,994,698	16,450,971	17,050,846	17,447,191	17,948,038	18,601,701	19,040,241
<b>Ratio Target &gt; or = to 40%</b>	<b>52.1%</b>	<b>53.9%</b>	<b>55.9%</b>	<b>58.2%</b>	<b>60.2%</b>	<b>61.9%</b>	<b>64.4%</b>	<b>66.7%</b>	<b>68.5%</b>	<b>71.3%</b>



## Katherine Town Council Long Term Financial Plan 2017 - 2027

### Key Performance Indicators

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>DEBT SERVICE COVERAGE RATIO</b>										
Operating Surplus before Interest & Depreciation										
= Operating Revenue	11,679,399	12,267,189	13,935,359	14,590,961	15,293,025	16,037,515	16,827,087	17,664,565	18,552,955	19,495,454
Less Operating Expenses	(14,582,783)	(15,081,276)	(15,636,468)	(15,994,698)	(16,450,971)	(17,050,846)	(17,447,191)	(17,948,038)	(18,601,701)	(19,040,241)
Except Interest Expense and Depreciation	4,668,130	4,831,733	5,040,563	5,040,563	5,126,329	5,342,997	5,342,997	5,433,909	5,663,576	5,663,576
= OSBID	1,764,746	2,017,646	3,339,453	3,636,826	3,968,383	4,329,666	4,722,893	5,150,436	5,614,831	6,118,789
Divided by Principal and Interest										
Ratio Target > or = 2	>2	>2	>2	>2	>2	>2	>2	>2	>2	>2
<b>ASSET SUSTAINABILITY RATIO</b>										
Capital Renewal Expenditure	1,886,062	2,304,086	3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	553,031
Divided by Depreciation Expense less Estimated Depreciation on Residual Value	4,668,130	4,831,733	5,040,563	5,040,563	5,126,329	5,342,997	5,342,997	5,433,909	5,663,576	5,663,576
Ratio Target 90% to 100%	40.4%	47.7%	68.2%	54.1%	246.3%	17.2%	4.0%	13.3%	45.3%	9.8%
<b>ASSET CONSUMPTION RATIO</b>										
Deprec'd Replace't Cost Assets (Written Down Value)	64,530,834	70,078,502	68,474,786	66,161,000	82,220,786	77,798,804	72,670,620	77,031,642	73,687,385	88,576,839
Divided by Current Replacement Cost	134,588,585	142,663,900	142,663,900	142,663,900	151,223,734	151,223,734	151,223,734	160,297,158	160,297,158	180,297,158
Ratio Target 50% to 75%	47.9%	49.1%	48.0%	46.4%	54.4%	51.4%	48.1%	48.1%	46.0%	49.1%
Assumed Current Replacement Cost	134,588,585									
Renewal (New Assets Acquired at Cost)	1,886,062	2,304,086	3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	553,031
New Assets Acquired at Cost	599,000	-	-	-	-	-	-	-	-	20,000,000
Depreciation on New Assets	(59,900)	-	-	-	-	-	-	-	-	(580,000)
Fair Value Revaluation (6% - 3-yearly)		8,075,315			8,559,834			9,073,424		
New Current Replacement Cost	134,588,585	142,663,900	142,663,900	142,663,900	151,223,734	151,223,734	151,223,734	160,297,158	160,297,158	180,297,158
			3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	553,031
<b>ASSET RENEWAL FUNDING RATIO</b>										
Net Present Value of Planned Renewal Expenditure	1,886,062	2,304,086	3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	553,031
Divided by NPV of Asset Mgmt Plan Projections	1,886,062	2,304,086	3,436,847	2,726,777	12,626,281	921,014	214,813	721,507	2,566,819	553,031
Ratio Target 95% to 105%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

# Katherine Town Council Long Term Financial Plan 2017 - 2027

## Variable Assumptions Underpinning the Plan

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>OPERATING REVENUES</b>										
Rates - Annual Increases	9.0%	7.5%	7.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%	6.5%
Rates - Growth in Rate Base	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Operating Grants, Subsidies and Contributions	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Non-operating Grants, Subsidies, Contbns	0.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
Fees and Charges	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%
Service Charges										
Interest Earnings	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Other revenue	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>OPERATING EXPENSES</b>										
Employee Costs	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%
Materials and Contracts	4.0%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%	3.3%
Utility Charges	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Depreciation on Non-current Assets (see below)										
Interest Expense (based on estimated borrowings)	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Insurance Expense	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%	1.0%
Other Expenditure	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%
<b>CAPITAL ASSETS</b>										
Average Depreciation - Buildings	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%	2.5%
Average Depreciation - Other	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
Average Depreciation - Infrastructure Roads	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%	2.9%
Average Depreciation - Infrastructure Other	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%	2.0%



## Appendix 4

# Constitutional Arrangements

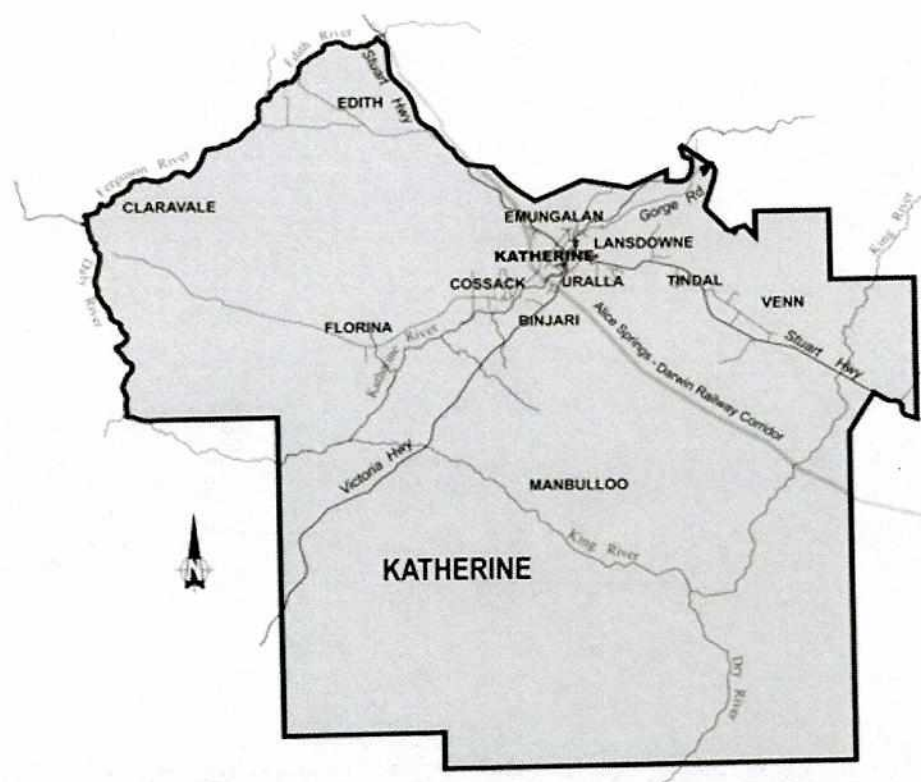
In accordance with the requirements of Section 23 of the *Local Government Act*, Council undertook an electoral review in late 2015, through the engagement of an external consultant, which assessed the adequacy of its existing constitutional arrangements, to provide the most effective possible representation for the Council area.

It is mandatory for the review to be undertaken at least once in the Council's term and must be completed at least twelve months before the next general election which was originally scheduled for March 2016.

The results of the review were adopted through a Council resolution and recommended to the Minister for the Department of Local Government and Community Services. The Minister has acknowledged receipt of the review report, and also commended the Council for the preparation of a discussion paper and on conducting an electoral survey.

The recommendations to the Minister were:

- a) The principal member of the elected Council be the Mayor, to be elected by the community at Council-wide elections, as per the provisions of Section 44(1) of the Act.
- b) The elected members of Council (excluding the Mayor) will continue to bear the title of Alderman.
- c) The elected Council will comprise the Mayor and six (6) Aldermen (i.e. total of seven (7) elected members).
- d) The council area will not be divided into wards (i.e. the existing "no wards" structure is to be retained). In addition, Council resolved that neither its name nor its municipal boundaries be changed at this time. It is the intention of Council that the existing constitutional arrangements will remain in effect at the next scheduled Local Government election.





# Constitutional Arrangements

## Mayor and Alderman

Seven Elected Members govern Katherine Town Council. The Mayor and six (6) Aldermen are elected for a term of four years. In recent years the Deputy Mayor position has been elected for an eight month term to give all Elected Members an opportunity to experience the role.

Council Members are elected to represent the whole of the Municipality and it is not intended to implement the ward based system that applies in the Regional Councils. Further it is believed that seven (7) Elected Members is an appropriate number to represent a Municipality with a population of some 10,000 residents.

The Mayor is popularly elected and this arrangement has served Katherine well for many years. A change to the method of electing the Mayor is not contemplated.

This financial year the Elected Member allowances are adjusted by 1%.

## Ordinary Council Meetings

Ordinary Meetings of Council are open to the public, with community attendance and participation welcome. The only exception is when Council is dealing with confidential matters, which is called a 'Confidential Session' and may involve matters of legal, personal, or commercial nature. There is a notation on the agenda relating to such matters.

Ordinary Council Meetings are held on the 4th Tuesday of each month commencing at 6.00 pm. Changes to this may occur with all alterations being advertised prior to the meeting. At 5.30 pm prior to each Ordinary Meeting Council has an Open Forum where members of the community are able to raise any issues they wish with Elected Members.

Citizenship ceremonies are conducted at the beginning of each Ordinary Council Meeting if required.

It should be noted that all decisions by Elected Members are made on the basis of notices of motion and reports presented at the monthly Ordinary Council Meeting.

## Council Meetings

The Agenda for an Ordinary Meeting of Council provides the order in which reports will be discussed. Copies of the agenda may be obtained from the front counter at the Civic Centre on the Friday before the Ordinary Meeting and on the Council website at [www.ktc.nt.gov.au](http://www.ktc.nt.gov.au).

There is a specific section in the agenda for Elected Members to disclose any conflict of interest.





AN EVOLVING MASTER PLAN FOR  
**KATHERINE**  
AND THE BIG RIVERS REGION





OPPORTUNITY



PRIORITY



COLLABORATIVE PARTNERSHIPS

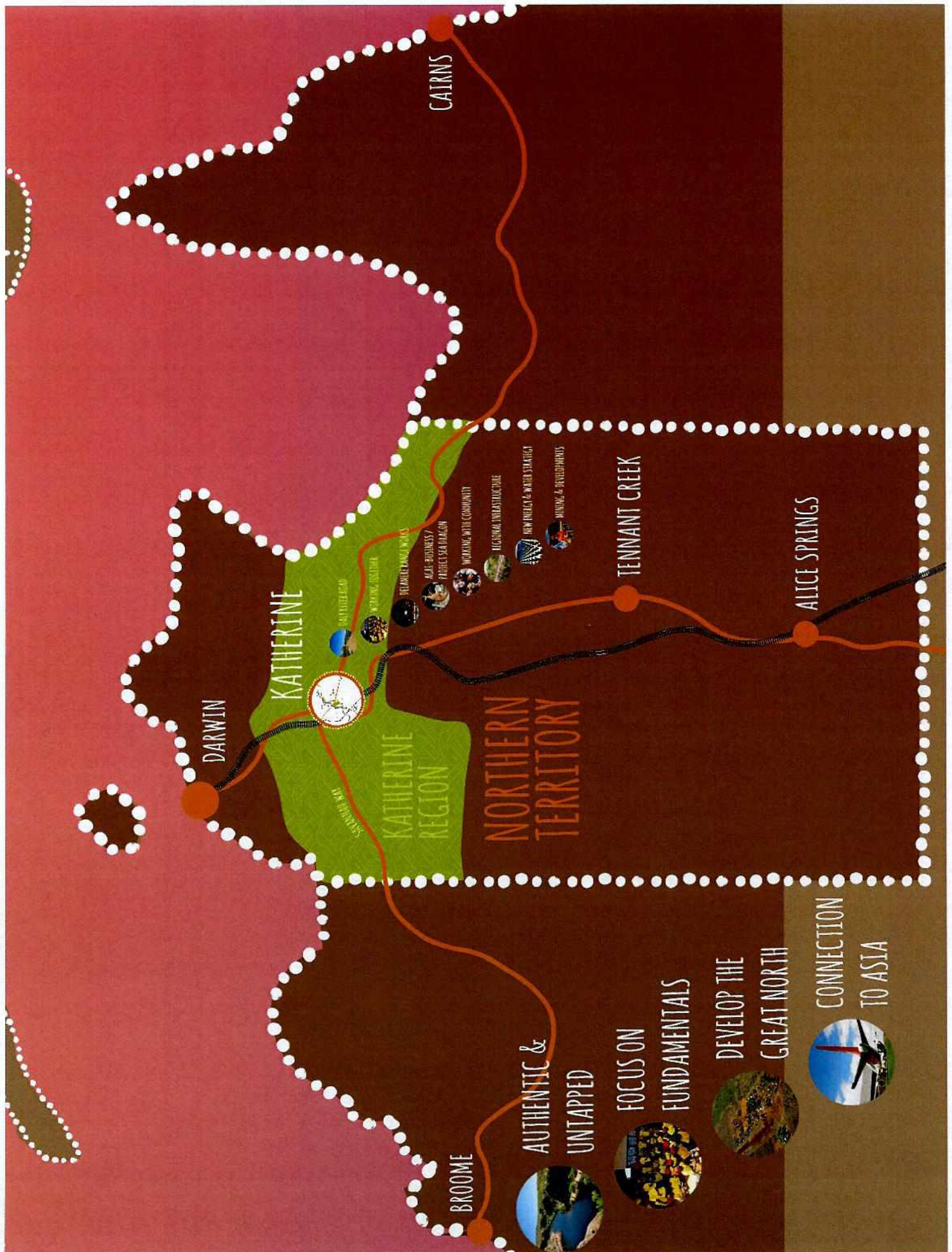


















DALY RIVER ROAD



WORKING TOGETHER



DELAMERE RANGE WORKS



AGRI-BUSINESS /  
PROJECT SEA DRAGON





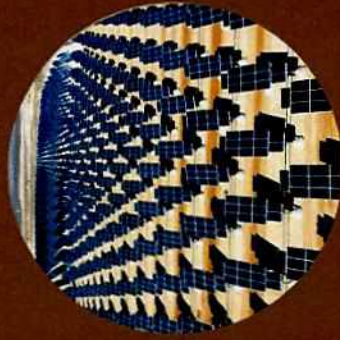
## WORKING WITH COMMUNITY



## REGIONAL INFRASTRUCTURE



## NEW ENERGY & WATER STRATEGY



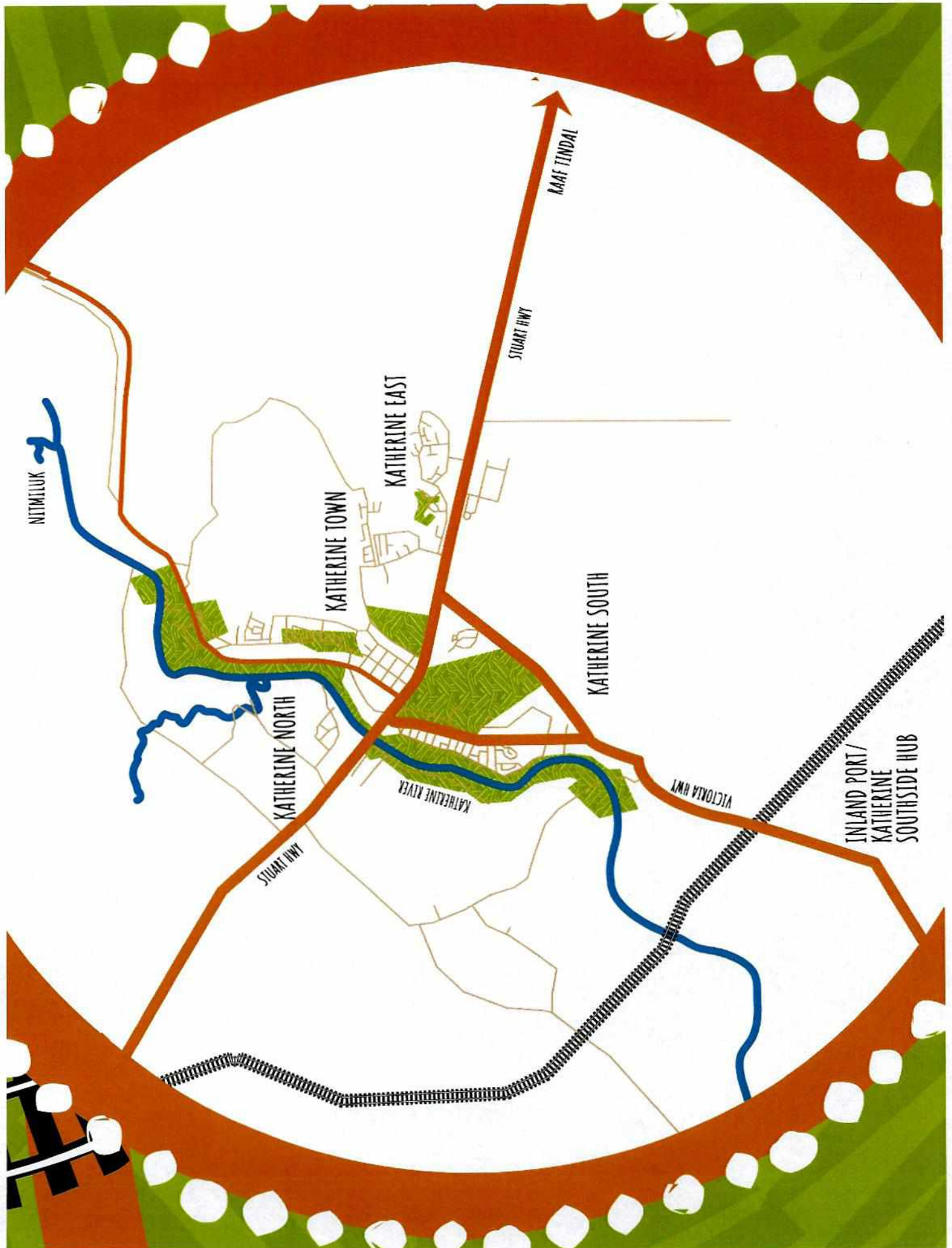
## MINING & DEVELOPMENTS



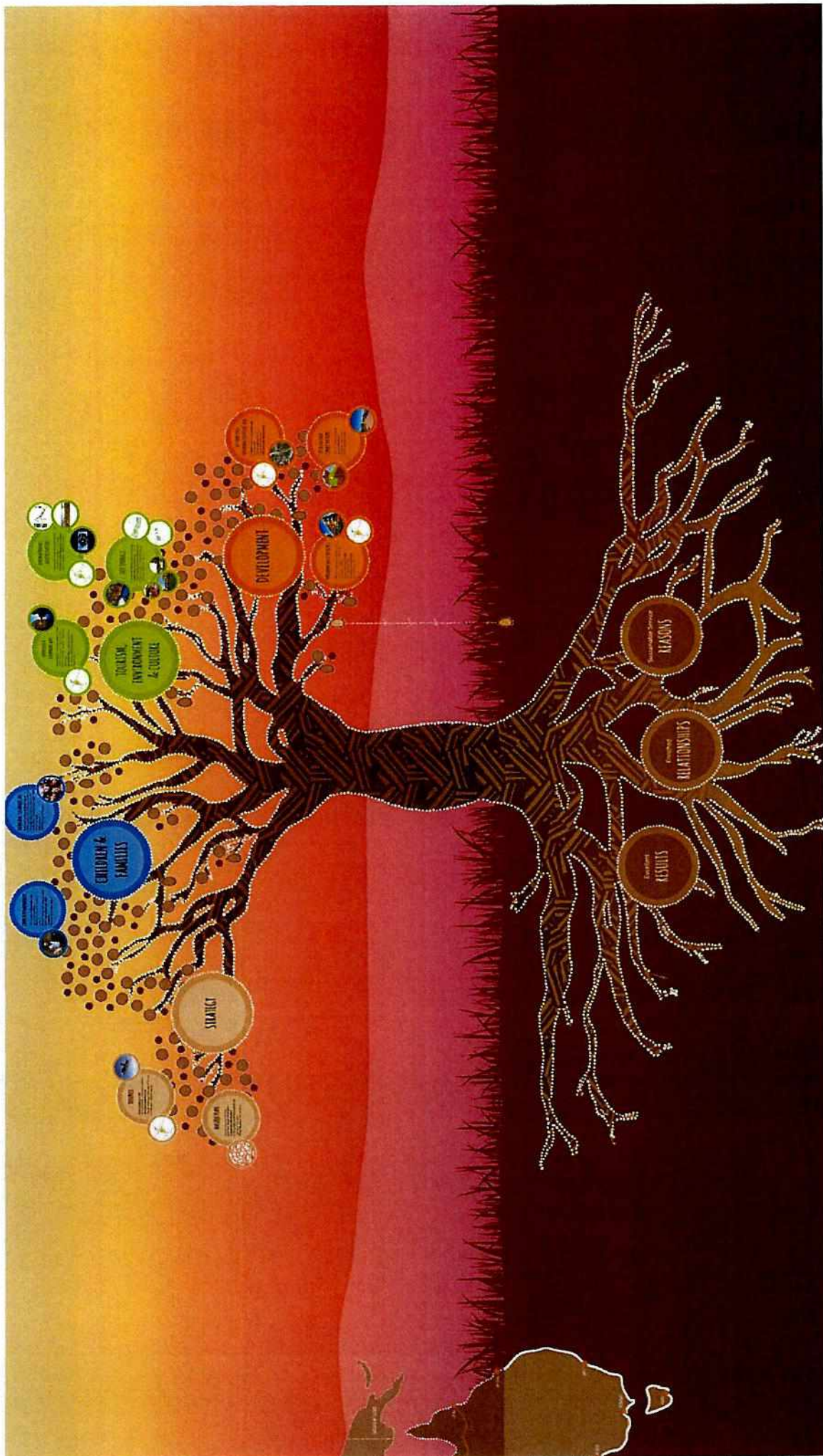




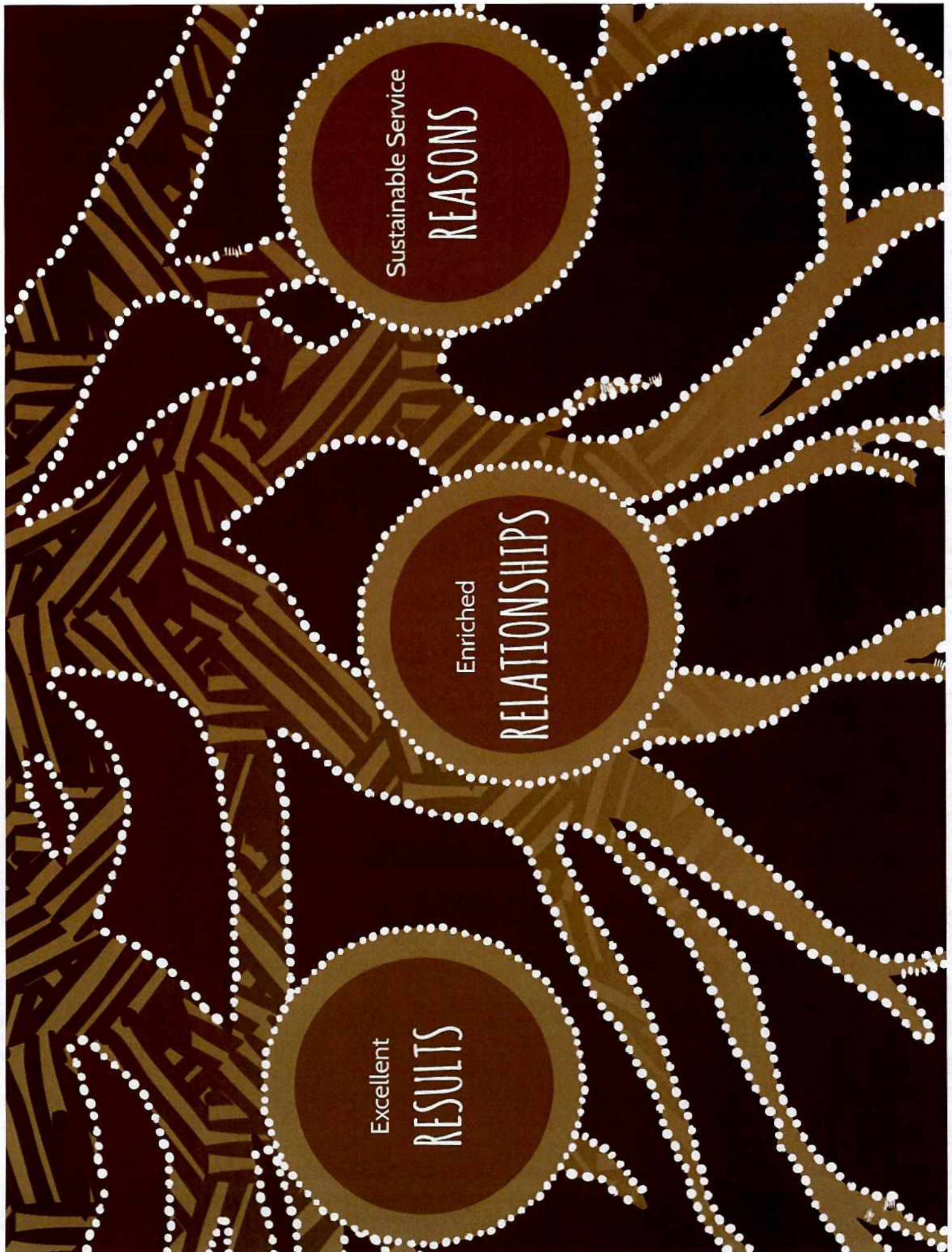




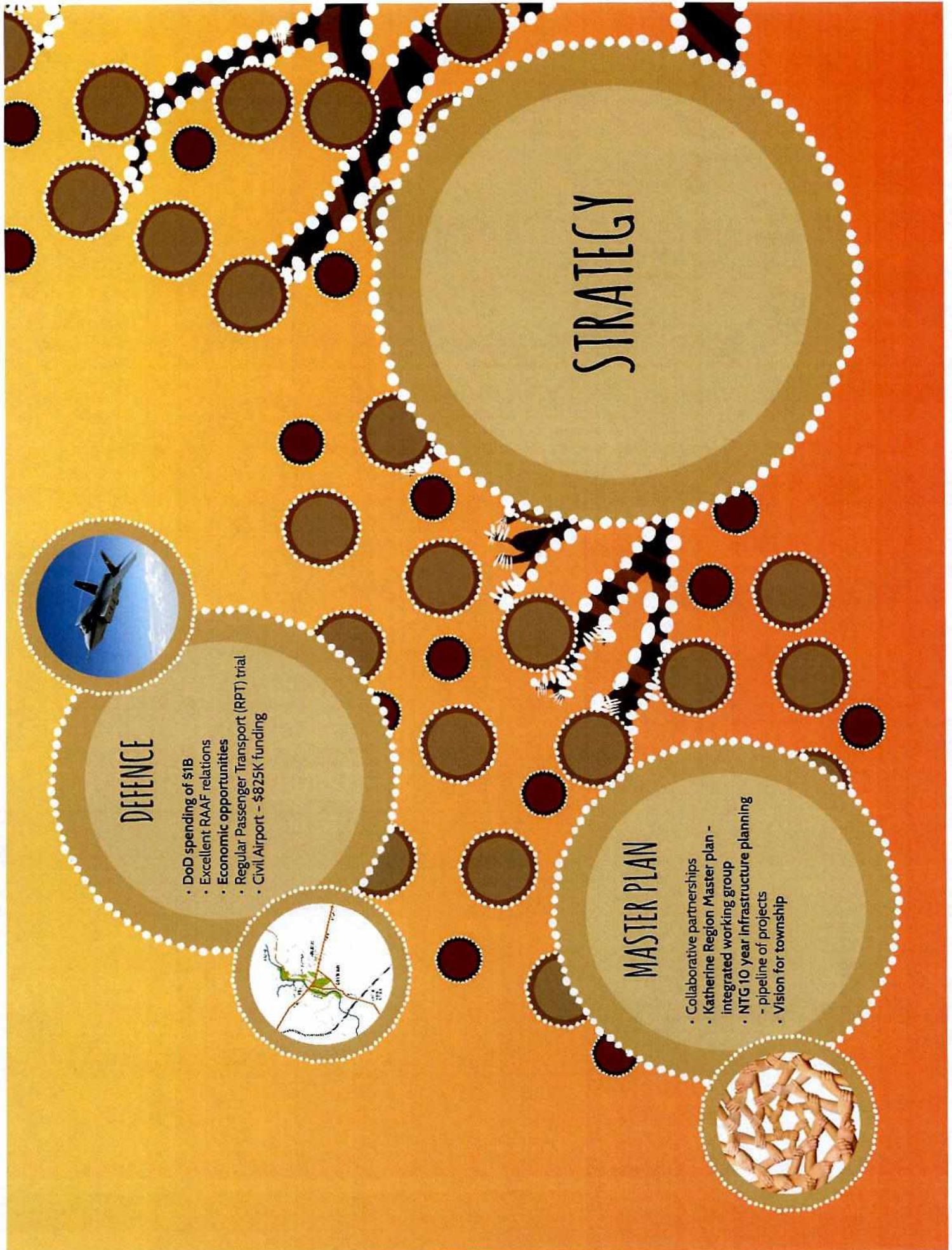














# MASTER PLAN

- Collaborative partnerships
- Katherine Region Master plan - integrated working group
- NTG 10 year infrastructure planning
  - pipeline of projects
- Vision for township









# CHILDREN & FAMILIES

## ABORIGINAL COLLABORATIONS

- Working with boards + Binjari Community
- Housing / education / youth / health
- Godinymayin Yijard Rivers Arts & Culture Centre
- Mimi Arts
- RISE Ventures
- KIWA Community Garden



## COMMUNITY PARTNERSHIPS

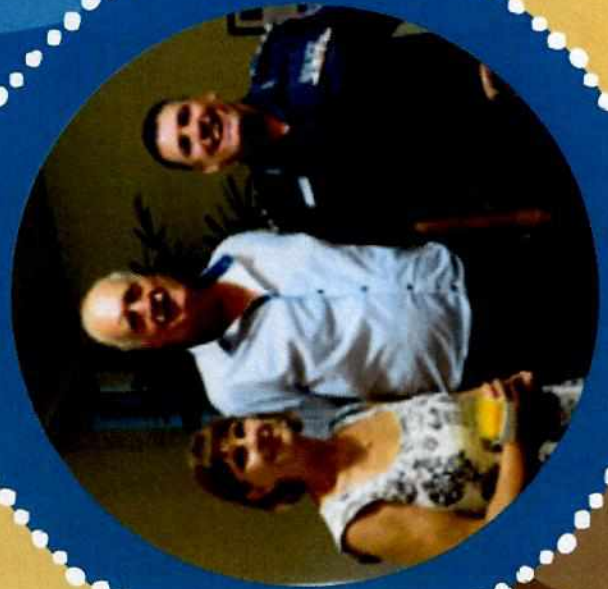
- Community & government group partnerships
- Safety / childcare / youth / seniors
- Everything Katherine website, SCP
- Community Facilities - 60% complete
- Festivals of the Dry - Year 3





# COMMUNITY PARTNERSHIPS

- Community & government group partnerships
- Safety / childcare / youth / seniors
- Everything Katherine website, SCP
- Community Facilities - 60% complete
- Festivals of the Dry - Year 3





## ABORIGINAL COLLABORATIONS

- Working with boards + Binjari Community
- **Housing** / education / youth / health
- Godinymayin Yijard Rivers Arts & Culture Centre
- Mimi Arts
- RISE Ventures
- KIWA Community Garden





# TOURISM, ENVIRONMENT & CULTURE

## NITMILUK & SAVANNAH WAY

- Nitmiluk VIC + attractions
- 260,000 people - Uluru to Kakadu
- River connection projects - Museum + KSRC site + Hot Springs
- Savannah Way - cultural tourism in the regions, Katherine Outback Experience



## RAILWAY TERRACE REVITALISATION

- Creation of a meaningful community + economic corridor + main street
- Railway bridge concept / cultural trail / sculpture, part funded
- Community consultation



## HOT SPRINGS

- Revitalise and develop an amazing community tourism asset - \$1.4M
- Retain natural feel and atmosphere
- Riverside walk / rides and exercise stations - 60% complete



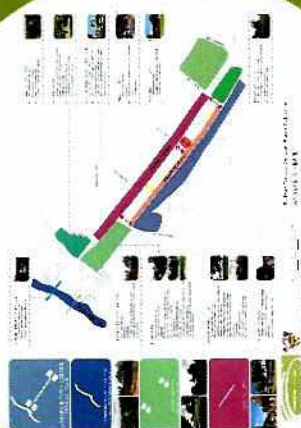




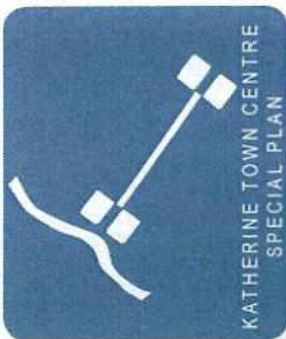


RAILWAY TERRACE  
REVITALISATION

- Creation of a meaningful community + economic corridor + main street
- **Railway bridge concept / cultural trail / sculpture**, part funded
- Community consultation

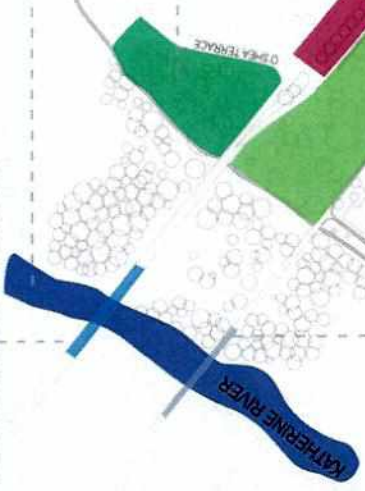






**STUART HIGHWAY BRIDGE**

- Signifies arrival into town from north
- Provides solid views of River below
- Provides a gauge for extreme River levels



**HISTORIC RAILWAY BRIDGE**

- Historic icon of the town
- Reminder of railway history
- Good sight bridge from Stuart Highway Bridge
- Good view of river and town from bridge
- Provides a gauge for the rise and fall of the river during wet and dry seasons

**RYAN PARK**

- Commonly used as a rest stop
- Unidentified by locals and visitors
- Good shade
- Good connection to railway bridge & heritage corridor
- Restored train locomotive engine major attraction
- Only park in town centre with built
- Good view of river and town from park
- No local sense of pedestrian circulation
- Good shade under mature trees
- Large Mahogany trees may need to be removed in the future
- Vehicle/pedestrian access conflicts
- Land ownership boundaries & assets shared between DLPE & KTC need to be determined

**LINEAR PARKLANDS**

- Historic parkland at the heart of town
- Historic significant railway corridor
- Heritage listed items such as railway station, railway line, railway water tower, memorabilia etc.
- Linking pathway mostly following old railway line
- Large open clean takes up the majority of space
- Adequate parking facilities at either end & along
- Railway Terrace
- Scattered trees
- Lacking a sense of continuity
- Poor amenities & lack of attractions for people
- Hidden gem - could become major attraction

**RAILWAY TERRACE**

- Streetscape dominated by lack of house buildings
- Linking park, parking & driveway connects the western edge
- Onstreet parking dominates western edge



LANDSCAPE ARCHITECTS • URBAN DESIGNERS • LANDSCAPE PLANNERS  
LEVEL 1 • 1 BRASS STREET • KATHERINE 1318 • 08 9040 1118 • 08 9040 1119 • 08 9040 1120



# Railway Terrace Concept Plan • Katherine ANALYSIS PLAN

**KATHERINE RIVER**

- The iconic symbol of the town
- Native vegetation over edge
- Deep cutting and steep edges
- Culturally and environmentally significant

**O SHEA PARK**

- Centrepiece - noise from the Stuart Highway detracts from the sense of occasion during ceremonies
- Start/finish of wet trail
- Native trees characterise the space
- Combined with Ryan Park & River provides green entry into town from the north

**MAIN STREET (Stuart Highway)**

- Economic and social heart of Katherine
- Wide roads, on street parking & landscaped median
- Typical of country town main street
- Streetscape & building heritage listed & run down
- Many buildings elevated above street level creating numerous ramps and steps

**TOWN SQUARE**

- Mostly used by events
- Lacks size and flexibility to be able to cater for different events
- Visually cluttered

**VISITOR INFORMATION PRECINCT**

- Major tourist destination
- Memorable by building & and statue of Sibus Singh
- Well maintained landscape surrounds

**SHADY CARPARK**

- Popular rest & parking spot for catwalkers
- Combined with visitor information precinct forms green entry into town from south
- Good shade from mature trees



VIEWING  
PLATFORM

SHADE CANOPY

OUTDOOR DINING

SCULPTURAL ENTRY

SUSPENDED BOARD WALK

SUSPENDED DECK

CAFE/FUNCTION FACILITY



SIGNAGE

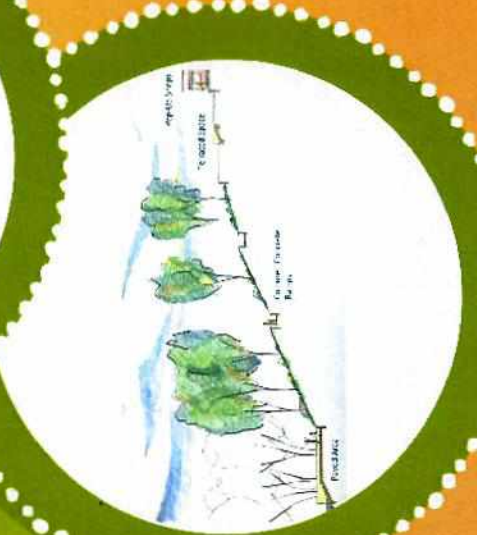
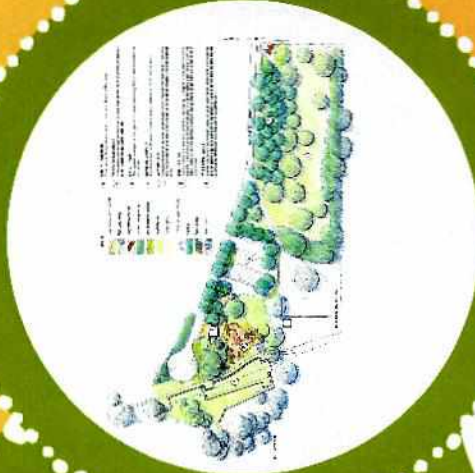
INTERPRETIVE GROUND DETAILING

BALUSTRADE AND PLANTING BUFFER TO SLOPE



# HOT SPRINGS

- Revitalise and develop an amazing community tourism asset - \$1.4M
- Retain natural feel and atmosphere
- Riverside walk / rides and exercise stations - 60% complete





## LEGEND

Coloured / textured concrete

Plain concrete path

Entry statement / sign

Native screen planting

Low ornamental planting

Irrigated grass

Dryland grass

Existing tree to be retained

New tree

Picnic shelter

Fitness station

## ENTRY STATEMENT

Visually prominent entry statement to entice people to visit the park and hot springs.

## TREES OF KATHERINE

Grove planting of native trees endemic to the Katherine region showcases the unique flora and creates a point of interest and educational experience.

## EVENT SPACE

This large open space provides the opportunity for larger events and gatherings under the shade of the existing trees.

## CENTRAL CARPARK

Sealed carpark provides formalised parking for caravans and is centrally located to all the facilities.

## ACTIVITY HUB

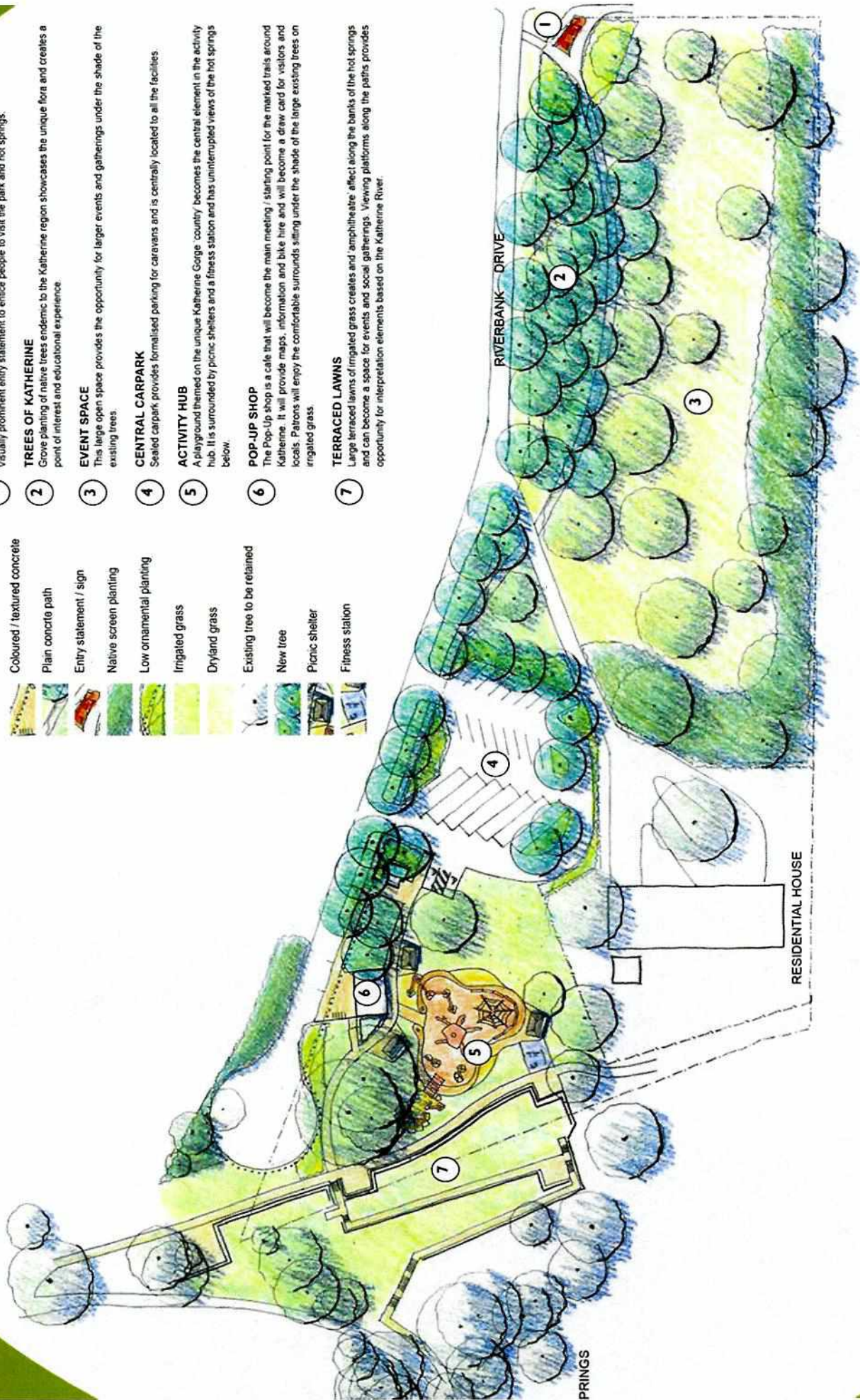
A playground themed on the unique Katherine Gorge 'country' becomes the central element in the activity hub. It is surrounded by picnic shelters and a fitness station and has uninterrupted views of the hot springs below.

## POP-UP SHOP

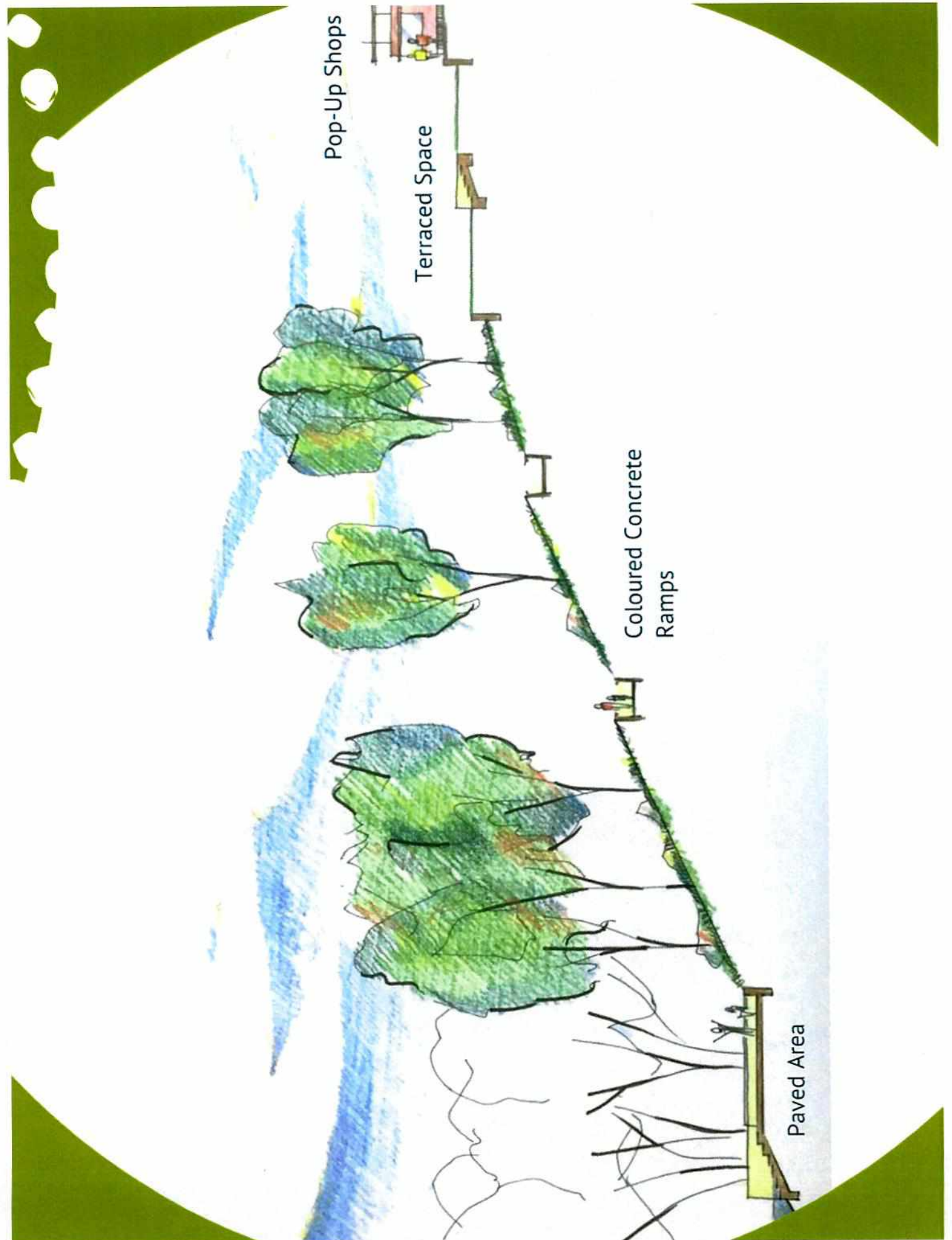
The Pop-Up shop is a cafe that will become the main meeting / starting point for the marked trails around Katherine. It will provide maps, information and bike hire and will become a draw card for visitors and locals. Patrons will enjoy the comfortable surrounds sitting under the shade of the large existing trees on irrigated grass.

## TERRACED LAWNS

Large terraced lawns of irrigated grass creates an 'amphitheatre' effect along the banks of the hot springs and can become a space for events and social gatherings. Viewing platforms along the paths provides opportunity for interpretation elements based on the Katherine River.













# DEVELOPMENT

## IN-LAND PORT/ KATHERINE SOUTHSIDE HUB

- Transport, agriculture and general business hub
- Link to Airport & HVAR
- Link to Daly River Road
- Community consultation



## DOUGLAS DALY CONNECTOR ROAD

- Tourism / community and agricultural benefit
- Pilot planned



## KATHERINE EAST/ HOUSING

- Flood mitigation work, ambulance centre, mapping, mitigation - \$25M
- Linear experience of CBD
- New fire station
- Retirement village, community centre?





# IN-LAND PORT/ KATHERINE SOUTHSIDE HUB

- Transport, agriculture and general business hub
- Link to Airport & HVAR
- Link to Daly River Road
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# DOUGLAS DALY CONNECTOR ROAD

- Tourism / community and agricultural benefit
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# KATHERINE EAST/ HOUSING

- Flood mitigation work, ambulance centre, mapping, mitigation - \$25M
- Linear experience of CBD
- New fire station
- Retirement village, community centre?





# KATHERINE AND THE BIG RIVERS REGION

AN OVERVIEW MASTERPLAN FOR

## AUSTRALIA

- Integrated government working group at Federal and Territory level with KREDC
- RAAF Tindal

## NORTHERN TERRITORY

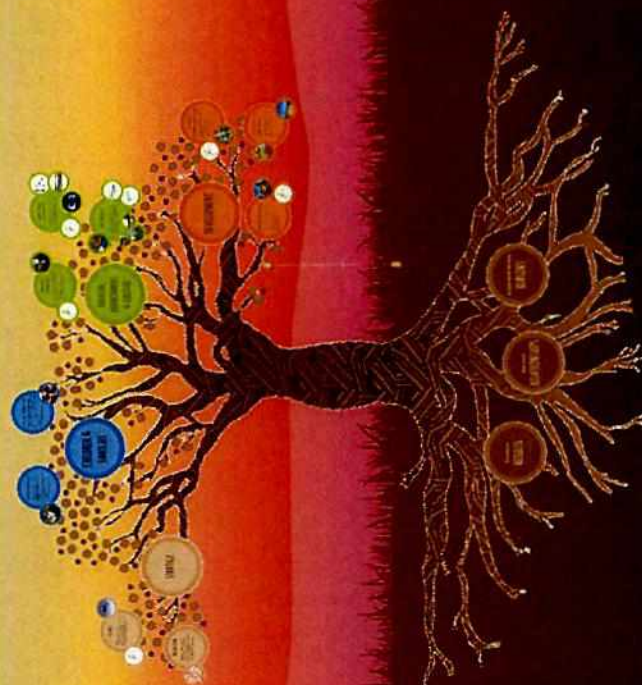
- Regional Infrastructure
- Savannah Way
- Road to Daly River

## KATHERINE BIG RIVERS REGION

- Masterplan for the Region
- Cultural Tourism - Nitmiluk & Railway Terrace
- Airport Development

## TOWN OF KATHERINE

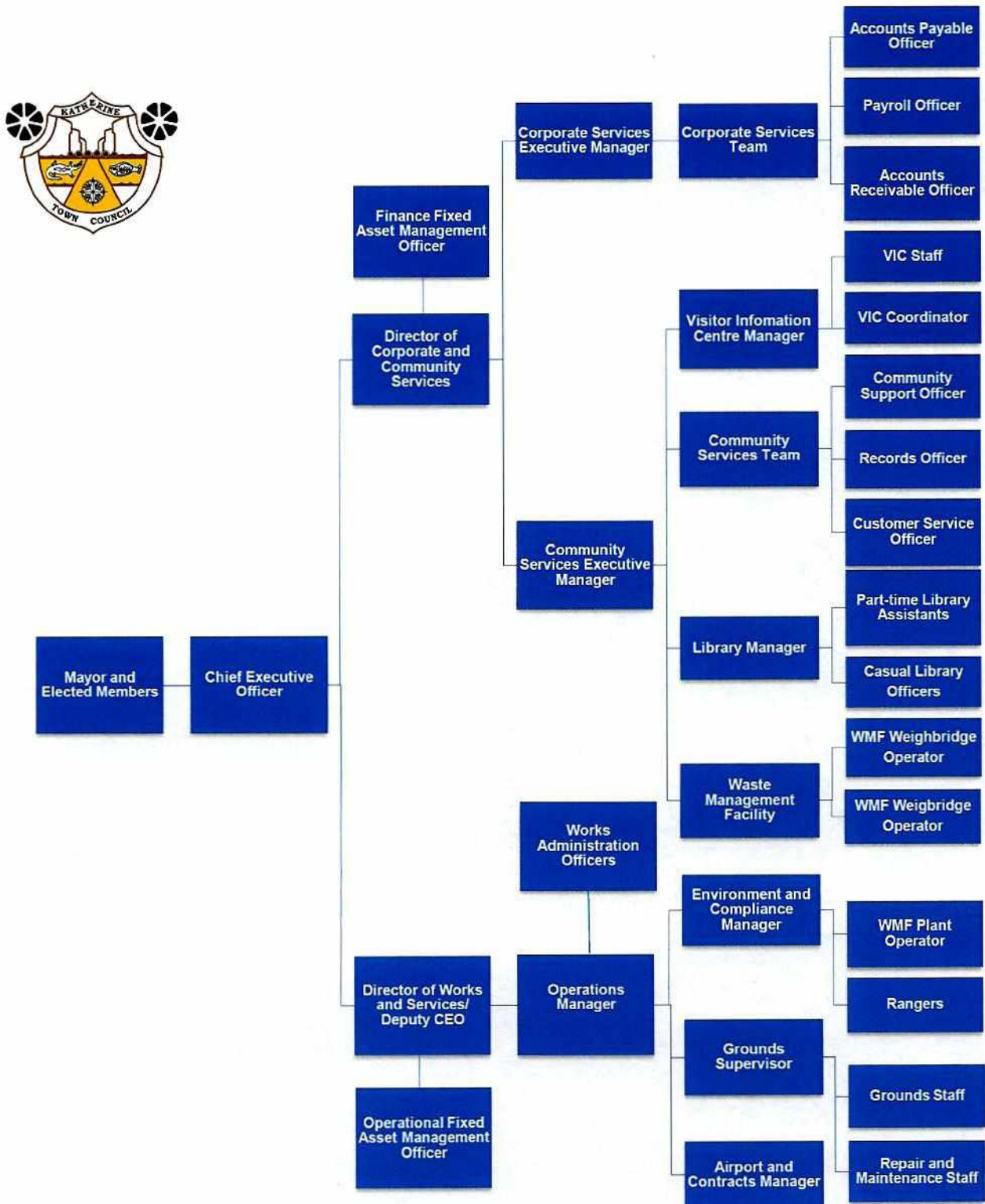
- Community Safety
- In-land Port
- Hot Springs
- Housing / Retirement Village



For further information contact:  
Robert Jennings on 0427 472 075

## Appendix 6

# Organisational Chart





Appendix 7



**KATHERINE TOWN COUNCIL  
FEES AND CHARGES STRUCTURE  
2017/2018**

Effective 1 July 2017

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## LIST OF FACILITIES FOR HIRE

BUILDING/FACILITY NAME
Civic Centre – Committee Room
Civic Centre – Chambers
Civic Centre – Grounds
Lindsay Street Complex
Park – Dakota Park
Park – DeJulia Park
Park – Fordham Park
Park – Forscutt Park
Park – Fuller Park
Park – Giles Park
Park – Glencoe Park
Park – Grevillea Park
Park – Jukes Park
Park – Knott's Crossing
Park – Lockheed Park
Park – Maluka Park
Park – Morris Park
Park – O'Shea Park
Park – Prior Park
Park – Ronan Park
Park – Roney Park
Park – Rundle Park
Park – Ryan Park (Ablutions)
Park – Styles Park
Park – Town Square
Park – Wallace Park
Park – WalterYoung Park
Showgrounds – Ablutions (Disabled)
Showgrounds – Ablutions (Near Old Secretaries Office)
Showgrounds – Ablutions (Near Poultry Pavilion)
Showgrounds – Ablutions (Rodeo Arena - Demountable)
Showgrounds – Ablutions (Rodeo Arena)
Showgrounds – Ablutions (Main Entrance Road)
Showgrounds – Ablutions (Rotary)
Showgrounds – Ablutions (Stables)
Showgrounds – Agricultural Pavilion
Showgrounds – Buntine Pavilion



Showgrounds – Camp Grounds
Showgrounds – Commercial Pavilion
Showgrounds – Cooking Pavilion
Showgrounds – Equestrian Storage Shed
Showgrounds – Grandstand (Kiosk 1)
Showgrounds – Grandstand (Kiosk 2)
Showgrounds – Grandstand (Change Rooms)
Showgrounds – Model Aero Club Field
Showgrounds – Needlework Pavilion
Showgrounds – Oval
Showgrounds – Parks & Wildlife Timber Pavilion
Showgrounds – Polocrosse Field
Showgrounds – Poultry Pavilion
Showgrounds – Racecourse
Showgrounds – Rodeo Arena
Showgrounds – Rodeo Secretaries Office
Showgrounds – Rotary Pavilion
Showgrounds – Dog Arena
Showgrounds – Stables/Pens
Showgrounds – Sturt McDowell Building (McDouall Stuart Hall)
Showgrounds – Trading Pavilion
Showgrounds – Transport & Works Pavilion
Sportsground – Oval No 1
Sportsground – Oval No 2
Sportsground – Oval No 3 (Baseball Field)
Sportsground – Oval No 4 (Cricket Oval)
Sportsground – Ablutions (BMX Track) (No 3)
Sportsground – Ablutions (Near Stuart Hwy) (No 1 A)
Sportsground – Ablutions (Near Netball Courts) (No 2)
Sportsground – Ablutions (Softball Oval) (No 1 B)
Sportsground – Baseball Kiosk (Near Oval No 3)
Sportsground – Baseball Shed (Near Oval No 3)
Sportsground – BMX Facility
Sportsground – Don Dale Ablutions (No 4)
Sportsground – Don Dale Change Room (Near Oval No 1)
Sportsground – Don Dale Change Room (Near Oval No 2)
Sportsground – Cricket Storage Shed (Near Oval No 4)
Sportsground – Don Dale Pavilion (Room A)
Sportsground – Don Dale Pavilion (Room B)
Sportsground – Don Dale Pavilion (Room C)

Sportsground – Don Dale Pavilion (Room D)
Sportsground – Don Dale Pavilion (Room E)
Sportsground – Don Dale Pavilion (Room F) (Canteen) (Storage Rooms)
Sportsground – Don Dale Pavilion (Room G)
Sportsground – Don Dale Pavilion (Room H)
Sportsground – Don Dale Pavilion (Room J)
Sportsground – Multi-Sports Shed
Sportsground – Netball Kiosk
Sportsground – Skate Park
Sportsground – Storage Facility (Near Play Park) (No 1)
Sportsground – Storage Facility (Near end of Oval No 1) (No 2)

## **PRICE LISTING FOR HIRES - ALL FIGURES APPEARING IN BOLD ARE EXEMPT FROM GST**

NOTE: for up to 3 facilities on one hire plus one ablution block

### Daily Hire

Daily hire allocations will be made on a half or full day basis. A half day hire is defined as any 4 hour period and a full day hire is any 24 hour period. Allocation of specific grounds is made for the designated application purpose only. Each individual half or full day hire is for one organisation only. A daily hire does not necessarily provide clubs and/or associations with exclusive use of the facility. Daily hires are not guaranteed and will be subject to the application process.

Daily hires are subject to fees and charges as per the Katherine Town Council's Fees and Charges Structure.

### Short Term Hire

Short term hire allocations will be made on a 10 week basis (sporting season). If additional weeks are required a weekly hire cost can be arranged with Council. Allocation of specific grounds is made for both training and match playing purposes (maximum of three facilities per hire plus one ablution block). A short term hire does not provide clubs and/or associations with exclusive use of the facility. Each individual short term hire is for one organisation only. Short term hires are only available for consistent/regular users. Short term hires are not guaranteed from year to year and will be subject to the application process.

Short term hires are subject to fees and charges as per the Katherine Town Council's Fees and Charges Structure.

### Long Term Hire

Long term hire allocations will be made on a yearly calendar basis. Allocation of specific grounds is made for the designated application purpose only (maximum of three facilities per hire plus one ablution block). A long term hire does not provide clubs and/or associations with exclusive use of the facility. Each individual long term hire is for one organisation only. Long term hires are only available for consistent/regular users. A long term hire applies to the following:

1 January to the 31 December – payment required financial year basis

Long term hires are not guaranteed from year to year and will be subject to the application process.

Long term hires are subject to fees and charges as per the Katherine Town Council's Fees and Charges Structure.



Daily Hire – Community Group (Not for Profit)

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$97.00	\$4.00 (e.g. Low User)	\$101.00

Daily Hire – Community Group (Commercial Enterprise) (Local, State, Federal Government, Schools)

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$129.00	\$8.20 (e.g. Medium User)	\$137.20

Daily Hire – Commercial Organisation

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$1,912.00	\$23.80 (e.g. High User)	\$1,935.80

Daily Hire – Specific (Council Approved)

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$97.00	\$4.00 (e.g. Low User)	\$101.00

Daily Hire – Personal

Replacement & Maintenance Cost	Daily Hire Charge	Power/Water Costs	Total
\$676,298	\$129.00	\$8.20 (e.g. Medium User)	\$137.20

Short Term Hire – Community Group (Not for Profit)

Replacement & Maintenance Cost	Short Term Hire Charge	Power/Water Costs	Total
\$676,298	\$310.00	\$4.00 x 7 days x 10 weeks	\$590.00

Short Term Hire – Community Group (Commercial Enterprise)

Replacement & Maintenance Cost	Short Term Hire Charge	Power/Water Costs	Total
\$676,298	\$520.00	\$8.20 x 7 days x 10 weeks	\$1,094.00

Short Term Hire – Specific (Council Approved)

Replacement & Maintenance Cost	Short Term Hire Charge	Power/Water Costs	Total
\$676,298	\$310.00	\$4.00 x 7 days x 10 weeks	\$590.00

Long Term Hire – Community Group (Not for Profit) – 12 months

Replacement & Maintenance Cost	Long Term Hire Charge	Power/Water Costs	Total
\$676,298	\$520.00	\$4.00 x number of days nominated (e.g. 365 days)	\$1,980.00

Long Term Hire – Community Group (Commercial Enterprise) – 12 months

Replacement & Maintenance Cost	Long Term Hire Charge	Power/Water Costs	Total
\$676,298	\$722.00	\$4.00 x number of days nominated (e.g. 365 days)	\$2,182.00

Long Term Hire – Specific (Council Approved) – 12 months

Replacement & Maintenance Cost	Long Term Hire Charge	Power/Water Costs	Total
\$676,298	\$520.00	\$4.00 x number of days nominated (e.g. 365 days)	\$1,980.00

**KEY DEPOSITS**

## Notes:

1. Keys are to be returned at the completion of the hire (daily, short term, long term hire). If keys are not returned Council will invoice the hirer for the cost of replacement of locks and keys.
2. Key deposits are required at a cost of \$45.00 per key and \$180.00 per set of keys required to complete the hire.
3. Keys are available for collection on the working day prior to the event/hire – unless approved by prior arrangement.
4. An additional charge of \$22.00 per key will be levied in addition to keeping the deposit for keys that are not returned at the completion of any hire.

**\$45.00 PER KEY****\$180.00 PER SET OF KEYS – THE NUMBER OF KEYS REQUIRED TO COMPLETE THE HIRE**



## **FACILITY DEPOSITS**

### **Notes:**

1. Each facility requested will require a deposit. Katherine Town Council will accept purchase orders for payment of facility hires. The deposit will be held by Council until the completion of the hire and all inspections have occurred. Once inspections are completed the deposit will be returned to the hirer.
2. If in Council's opinion there is a possibility of higher risk of damage to a Council facility Council reserves the right to increase the amount of deposit. (For example: Circus could be \$1,500.00)

**\$520.00** PER FACILITY AS PER NOTE ON PAGE 3

## **TEA & COFFEE COSTS**

\$2.20 per head

## **HIRE OF BUILDINGS**

### **Notes:**

1. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
2. All items are to be returned to their original position at the completion of the hire/use.
3. Hirers are responsible for any damage that occurs or if the facility is left in an excessively dirty state. All rubbish is expected to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a specific time limit to remedy the situation. Otherwise, Council will organise the cleaning and the fees incurred in doing so will be taken from the Hirer's deposit.
4. Any additional days added to a hire will incur additional cleaning costs.

### Insurance Schedule

That the hirer hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

That personal hirer's hold personal liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location.

## HIRE OF PARKS

### Notes:

1. If in Council's opinion there is a possibility of higher risk of damage to a Council facility Council reserves the right to increase the amount of deposit.
2. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
3. Any additional days added to a hire will incur additional cleaning costs.
4. Parks cannot be hired exclusively as they are public areas.
5. All equipment assembled within a park is to be dismantled and removed at the completion of the hire.

### Insurance Schedule

That the hirer hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000

That personal hirer's hold personal liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location.

## HIRE OF SPORTING & SHOWGROUND FACILITIES

### Notes:

1. If in Council's opinion there is a possibility of higher risk of damage to a Council facility Council reserves the right to increase the amount of deposit.
2. No parking within the grounds is permitted without prior Council approval.
3. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule. If this occurs an alternative venue will be provided where possible.
4. Some lighting is supplied via a token system. Tokens can be purchased from Katherine Town Council for \$2.70 each. Please note that each token system within Council owned property operates differently. Council will advise on how the each token system operates on request.
5. All items are to be returned to their original position at the completion of the hire/use.
6. Hirers are responsible for any damage that occurs or if the facility is left in an excessively dirty state. All rubbish is expected to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a specific time limit to remedy the situation. Otherwise, Council will organise the cleaning and the fees incurred in doing so will be taken from the Hirer's deposit.
7. Any additional days added to a hire will incur additional cleaning costs.
8. Hires for the Showgrounds includes free **un-powered** camping and stock stabling two (2) days prior to an endorsed event, during competitions and one (1) day following. Hires must advise numbers of campers during competitions.
9. Customers requiring daily cleaning charges for their facility hire will be charged at a rate of \$60 per day.
10. Camping at the Showgrounds is intended for hirers of the facility only.
11. Department of Defence camping applications are to include buildings/facilities that they require.

### Insurance Schedule

That the hirer hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

That personal hirer's hold personal liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location.



**Camping – Overflow & Big Rigs (Per 7 Day Week)**

Description	Daily Charge	Weekly Charge
Unpowered Sites - 2 Adults/Children Free	24.00	142.00
Powered Sites – 2 Adults Only	41.00	247.00
Powered Sites – Additional Adult	8.60	51.40
Powered Sites – Children	6.50	39.00
Defence Force – Per Head	8.60	51.40

**Camping Fees (Travelling with Stock) (Per 7 Day Week)**

Description	Daily Charge	Weekly Charge
Unpowered Sites - 2 Adults/Children Free	24.00	142.00
Powered Sites – 2 Adults Only	41.00	247.00
Powered Sites – Additional Adult	8.60	51.40
Powered Sites – Children	6.50	39.00
Stock – Per Head	1.75	10.50

**Stables/Pens (Per 7 Day Week)**

Description	Daily Charge	Weekly Charge
Stock – Per Head	1.75	10.50

## CIVIC CENTRE & KATHERINE PUBLIC LIBRARY

### General Administration

<b>4.1 Civic Centre, Visitor Information Centre &amp; Katherine Public Library</b>		<b>Charges</b>
Municipal Plan (Hard Copy)	Black & White Only	\$15.50
Binding up to 16mm (Small)		\$6.20
Binding over 16mm (Large)		\$11.20
Laminating A4		\$6.20
Laminating A3		\$11.20
Other Laminating (per Metre)		\$22.70
Photocopying	Black – A4	30c per side
	Black – A3	50c per side
	Colour – A4	50c per side
	Colour – A3	\$1.80 per side
Library Bags		\$4.50
Temporary (Deposit) Borrowers (Limit 2 Books)		<b>\$60.00</b>
Inter Library Loans	Local	Free
	Local (Research Only)	Free
	Interstate	\$25.00
Lost/Damaged/Overdue Items	Value of Item plus Administrative Fee	\$8.00
Lost and Damaged Inter Library Loans	Value of Item plus Administrative Fee	\$45.00
Overdue Items		\$3.00
Internet Access – Library Computers	Members	Free
	Non Members – per hour	\$2.00
Internet Access – Library Wireless	Per 1 hour every 24 hours	Free
Computer Usage	No Internet Access Allowed	Free
Facsimile Outgoing – Local & STD	Entire Document	\$2.00
Facsimile Incoming	Entire Document	Free
Colour Scan	Entire Document	\$2.00



## Permanent Line Marking

- Approval must be sought from Council's Director of Works & Services or Operations Manager prior to a user group commencing permanent line marking of a park or reserve.
- Only approved poison is to be used.
- Poison shall be carried out 2 per season only.
- Line is not to exceed 50/75mm in width.
- Council will inspect all permanent line marking at the end of each sporting season. If turf repairs are needed to be undertaken they shall be at the user's expense.

## CEMETERY

### Cemetery Charges

<b>6.1 Charges</b>	<b>\$</b>
Adult	2,359.00
Child	1,772.00
Exclusive Right of Burial (Reservation of Site – Cemetery Regulations 29 (1))	10.00
Burial of Ashes	524.80
Undertaker's Annual Licence	<b>1,250.00</b>

### Cemetery Policy

1. Grounds: The Katherine Cemetery is to be maintained as a high standard Lawn Cemetery. Grass length will be kept below 70mm and Glyphosate or equivalent will be applied to keep headstones and plinths free of grass and weeds. The Cemetery grounds will be irrigated during the dry season.
2. Amenities: Toilet facilities will be provided and maintained at the Cemetery. The Rotunda will be maintained as a shady retreat for families and visitors.
3. Mobile Shade Structure: A mobile shade structure will be provided and maintained by Council. Deployment of the shade structure for funerals will be the responsibility of the Funeral Director.
4. Graves: The digging of graves will be approved by Council. The staggering of grave sites will be undertaken as follows:

XXXX	UNUSED
UNUSED	XXXX
XXXX	UNUSED
UNUSED	XXXX
XXXX	UNUSED

Unused sites will not be allocated until a minimum of 12 months after the use of the neighbouring sites. All graves will be dug to a minimum depth of 2.1 metres to accommodate a double grave. Backfilling will be carried out using the original excavated material. When the grave begins to settle the site will be speared and topped up with soil as required. Grass seed will be sown. Double burials in graves will be pursuant to Regulation 19 of the Cemeteries Regulations 1981 and the Northern Territory Cemeteries Act 1980. Council will supply each grave site with a single head stone measuring at the base 600mm x 200mm and at the top 100mm x 600mm and 300mm high. Relatives of the deceased may purchase headstones of marble or similar material. However, they must be of the same dimensions.

#### Plaques

Council will supply each grave site with an identification plaque measuring 137mm x 102mm made of bronze. Relatives may order larger plaques at their own cost. Plaques will be attached as soon as possible after burial.

Old Katherine Cemetery

Council assumed control of the Katherine Cemetery on the first day of July 1978 and acknowledges that precise identification of some specific grave sites prior to this date has proved difficult. In these cases, Council will supply a plaque measuring 203mm x 76mm of bronze that will be mounted in the rotunda at the Cemetery.

Cremated Remains

Council will provide a specific area at the Cemetery in which cremated remains may be interred, either permanently or temporarily. A plaque, measuring 229mm x 229mm will be provided for these interments. A request to remove cremated remains must be in writing to the Chief Executive Officer and must be in the form as required by the Council.

Cemetery Fees

Cemetery fees will be reviewed annually in line with the Cemeteries Act and Regulations and be set on a cost recovery basis. Where relatives, at their own cost provide alternative headstones and plaques, burial fees will be adjusted accordingly.

Fencing

Fencing or the erection of private decorative gardens at gravesites in the Katherine Cemetery is prohibited in order to maintain the visual amenity of the Lawn Cemetery and enable effective maintenance.

## ANIMALS

### Pound Operating Hours (Release of Dogs)

Residents are advised that the Pound operates by appointment only. Please call the Civic Centre on (08) 8972 5500 to make an appointment with a Ranger.

There is available an afterhours drop off cage (for dogs only).

### Dog Registration Fees

Yearly Registration Fee: (1<sup>st</sup> July to 30<sup>th</sup> June)

Pro-Rata Registration is only for new dog registrations. In any other circumstance the owner is to pay the full amount for the Yearly Registration Fee (e.g. fined for unregistered dog).

Entire Dog: \$56.00  
Desexed: \$25.00

Pro-Rata Dog Registration	*Entire Dog	*Desexed Dog
Month	\$	\$
July	56.00	25.00
August	51.30	22.90
September	46.70	20.80
October	42.00	18.80
November	37.40	16.70
December - June	32.70	14.60

### Lifetime Dog Registration Fees

For a desexed (vet certificate must be supplied – Statutory Declaration is not sufficient evidence unless dog is already in Council system) and microchipped dog (evidence must be provided) a one off payment of \$125.00 for lifetime registration. (NO REFUNDS.)



## All Renewals

	<b>After Early Bird</b>	<b>Early Bird</b>
Entire Dog	<b>\$56.00</b>	<b>\$51.00</b>
Desexed	<b>\$25.00</b>	<b>\$21.00</b>

Pensioner Concession is ½ price (Proof of Concession – i.e. Health Care Card, Pensioner Card, Disability Card, etc)

Guide Dogs are a Free Registration

## Replacement Tags

Replacements tags are available from the Civic Centre at a cost of **\$3.00** each.

## Dog Registration - Refund

The following are acceptable to approve refund:

- proof of dog re-registration at a new location – i.e. outside Katherine Town Council municipality
- or formal proof of animal's status (i.e. death certificate)

Refund is to be in line with the above pro-rata guide.

## Policy on use of the Pound by Council Elected Members, Employees, Contractors, Residence

Council does not allow Elected Members, Employees, Contractors or Residence to use the Pound for the kennelling of their personal dogs and/or cats for the purpose of holidays, trips, work events, etc.

**Dog Registration Fees (More than two (2) dogs) (Applicable only to Rural Living Zoning)**Yearly licence fee     **\$95.00**

<b>*Pro-Rata Dog Licence</b>	
<b>Month</b>	<b>*\$</b>
July	<b>95.00</b>
August	<b>87.10</b>
September	<b>79.20</b>
October	<b>71.30</b>
November	<b>63.40</b>
December - June	<b>55.50</b>

Pensioner Concession is ½ price  
 Guide Dogs are a Free Registration

**Policy for Registration of more than two (2) dogs**

1. Katherine Town Council's new Animal By Laws state that there are no further registrations for residential properties for more than two (2) dogs. Licences will only be issued to those properties zoned Rural Living. All current licences will remain in place unless allowed to expire – includes replacing one dog for another and increasing the licence to a maximum of four dogs. Any properties zoned outside of Rural Living (excluding town) are not required to hold a licence for more than two dogs. Further information can be provided by calling the Rangers on (08) 8972 5500.
2. An application, pursuant to the current By Law 47, is to be lodged.
3. A licence fee per annum is to be paid on receipt of application.
4. The written consent of the registered proprietor of the property is to be lodged with the application.
5. A maximum of four dogs per property can be licenced.
6. The residential property is to be inspected by Ranger staff to ensure adequate facilities are provided prior to an application being approved.
7. The licence is to be endorsed with the condition that the property may, after written notice, be inspected to confirm the conditions of the licence are being complied with.
8. The Council reserves the right to cancel a licence at any time and refund, on a pro-rata basis, any outstanding fees.
9. The applicant is to be notified in writing, pursuant to By Law 15, and the fee refunded in full within 28 days when an application for a licence is refused.



## **Pound / Impound Fees**

Registered Dog	<p><b>\$103.00</b> initial impound fee (first 24 hour period) <b>\$ 18.50</b> every subsequent 24 hour period or part thereof (excluding weekends and public holidays) Release of an animal is conditional upon payment of impound fees, registration and any other outstanding infringements in accordance with By Lay 67.</p>
Unregistered Dog	<p><b>\$173.00</b> initial impound fee (first 24 hour period) <b>\$ 18.50</b> every subsequent 24 hour period or part thereof (excluding weekends and public holidays) Release of an animal is conditional upon payment of impound fees, registration and any other outstanding infringements in accordance with By Lay 67.</p>
Other Animal (i.e. cattle, bird, etc)	<p><b>\$103.00</b> initial impound fee (first 24 hour period) <b>\$ 18.50</b> every subsequent 24 hour period or part thereof (excluding weekends and public holidays) In addition to the initial impound fee (as above), any further expenses incurred will be passed on the animal's owner, in line with By Law 40.</p>

## **Policy on use of the Pound by the RSPCA**

1. The Council will accept only dogs that are of good health and well being.
2. No dog that is apparently whelping or 'in pup' will be accepted.
3. All costs, including veterinary care when required or euthanizing of dogs, will be borne by the RSPCA.
4. Cost of goods will be offset by RSPCA supplied food donations.
5. The Council will provide shelter and reasonable care with appropriate security levels maintained within the Pound.
6. Any responsibility for loss or injury to any dog will be borne by the RSPCA.
7. Any RSPCA dog shall be kept for no longer than eight working days at which point the dog will be euthanized or removed by the RSPCA personnel from the pound.
8. Any RSPCA dog released must be registered with the Council if housed within the Municipality.
9. Any RSPCA dogs will be impounded or released only during normal Pound operating hours.
10. Any service provided outside of these hours for RSPCA will be subject to the appropriate call out fees or costs incurred by the Council.

## **Surrender of Dogs to the Pound**

1. A fee of **\$200.00** is levied to assist in covering costs.
2. A declaration form and proof of ownership must be signed by the owner(s) on the surrender of the animal.
3. The Council will accept only dogs of good health and well being.
4. No dog that is apparently whelping or 'in pup' will be accepted.
5. No dog shall be kept for more than four working days and, at the completion of which if the dog is not rehoused, the dog shall be euthanized (By Law Section 40 - Destruction of Impounded Dogs).
6. Any Dog will be impounded or released only during normal Pound operating hours.
7. This Policy will only be applicable to the owner of the dog, who wishes to surrender the animal.

## **Policy on Purchasing Dogs housed in the Pound**

Dogs that are housed in the Pound may be purchased at the cost of registration.

**Policy on use of Dog Traps**

Deposit only **\$230.00**

1. The Council will provide dog traps during normal operating hours for the Civic Centre for the fee noted at point 4.
2. Dogs caught in Council traps will only be collected between normal Pound operating hours.
3. It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.
4. Traps provided will be charged for as follows:
  - A fee of \$166.00 for the delivery and collection of a trap;
  - a A fee of \$166.00 for the collection and impounding of animals caught outside normal working hours.
5. Where deemed necessary by the Chief Executive Officer, the Environment & Compliance Manager will be authorised to set dog traps on private land after gaining permission of the owner and on public land, the cost of delivery, collection and servicing of these traps to be borne by the Council.
6. Traps are available for a maximum of two (2) weeks only.
7. An additional fee of \$60.00 a day will be levied when late returning of the trap occurs.

**Policy on use of Cat Traps**

Deposit only **\$145.00**

1. The Council will provide cat traps during normal operating hours for the Civic Centre for the fee noted at point 4.
2. Cats caught in Council traps are the responsibility of the hirer.
3. It is the hirer's responsibility to collect and return traps to the Civic Centre during normal operating hours.
4. Traps provided will be charged for as follows:
  - A fee of \$166.00 for the delivery and collection of a trap;
5. Traps are available for a maximum of two (2) weeks only.
6. An additional fee of \$60.00 a day will be levied when late returning of the trap occurs.

**Anti-Bark Collars**

Charge of anti-bark training collar per week (max two weeks) **\$33.00**  
 Deposit **\$230.00**

1. The Council will provide anti-bark collars during normal operating hours for the Civic Centre.
2. It is the hirer's responsibility to collect and return the collars to the Civic Centre during normal operating hours.
3. Collars are available for a maximum of two (2) weeks only.
4. An additional fee of \$60.00 a day will be levied when late returning of the collar occurs.



## INFRINGEMENTS

Note:

1. Infringement notices issued must be paid within 14 days from date of issue otherwise an additional administration cost of \$33.00 will be incurred.

### Infringements - Litter

Infringement Type	Regulation	\$
<b>8.1 Litter</b>		
Depositing litter on land or allowing litter to remain on land.	By Law 30(1)	<b>100.00</b>

## Infringements - Parking

Infringement Type	Regulation	\$
<b>8.2 Parking</b>		
Parking for longer than indicated.	Australian Road Rule 205 (1)	<b>40.00</b>
Stopping within 10m from the nearest point of an intersection.	Australian Road Rule 170 (3)	<b>50.00</b>
No stopping in an area to which a NO PARKING sign applies.	Australian Road Rule 168 (1)	<b>50.00</b>
Stopping on path. No stopping on a path, dividing strip or nature strip.	Australian Road Rule 197 (1)	<b>50.00</b>
No stopping within 1m of a fire hydrant.	Australian Road Rule 194 (1)	<b>50.00</b>
No stopping in an area to which a NO STOPPING sign applies.	Australian Road Rule 167	<b>50.00</b>
Stopping in a Taxi zone.	Australian Road Rule 182 (1)	<b>50.00</b>
Stopping in a Loading zone.	Australian Road Rule 179 (1)	<b>50.00</b>
No Stopping on a road with a yellow edge line.	Australian Road Rule 169	<b>50.00</b>
Stopping in a parking area for people with disabilities.	Australian Road Rule 203 (1)	<b>135.00</b>
Park on road positioning vehicle to face direction of travel.	Australian Road Rule 208 (2) (a)	<b>40.00</b>
Position the vehicle so the vehicle does not unreasonably obstruct other vehicles.	Australian Road Rule 208 (8)	<b>40.00</b>



**Infringements - Dogs**

<b>Infringement Type</b>	<b>Regulation</b>	<b>\$</b>
<b>8.3 Dogs</b>		
Keeping a dog which is not registered.	By Law 52(1)	<b>100.00</b>
Dog, when at large, is not under effective control.	By Law 56(1)	<b>100.00 – First Offence 200.00 – Second &amp; Subsequent Offence</b>
Dog attacks a person or animal.	By Law 58(1)(a)	<b>600.00 – Attack on Person 200.00 – Attack on Animal</b>
Dog menacing person or animal.	By Law 58(1)(b)	<b>300.00 – Menace on Person 100.00 – Menace on Animal</b>
Dog is present in a restricted area and the presence of the dog is prohibited.	By Law 54(2)	<b>100.00 – First Offence 200.00 Second &amp; Subsequent Offence</b>
Unauthorised removal of a registration tag from a registered dog.	By Law 55(1)	<b>100.00</b>
Enticing a dog to act in manner that may render owner liable to prosecution.	By Law 57	<b>150.00</b>
Dog chasing vehicles.	By Law 59	<b>150.00</b>
Dog that, either by itself or in concert with other dogs, is a nuisance.	By Law 60(1)	<b>150.00</b>
Abandoning a dog within the municipality.	By Law 61	<b>150.00</b>
Obstructing pound supervisor in the execution of his/her duties.	By Law 62(1)	<b>150.00</b>
Keeping more than 2 dogs unless the premises are licensed.	By Law 53	<b>100.00</b>

**Infringements - Miscellaneous**

<b>Infringement Type</b>	<b>Regulation</b>	<b>\$</b>
<b>8.4 Miscellaneous</b>		
Camping in a public place other than in a caravan area.	By Law 93(1)(a)(d)	<b>100.00</b>
Burn or heat any material, thing or substance giving off an offensive odour.	By Law 32	<b>100.00</b>
Lights or causes to be lit a fire in the open air without a permit.	By Law 33(1)(2)	<b>100.00</b>
Break or cause to break glass in a public place.	By Law 35(1)	<b>100.00</b>
Spit in a public place.	By Law 36(4)	<b>100.00</b>
Throws or discharges a stone or other object into, from or in a public place.	By Law 37(1)(a)	<b>100.00</b>

Note: Refer to By Laws 20 and 21 (2)(c) – General and Fixed Penalties

**Impounding of Abandoned Vehicles**

Towage Fees	\$ At cost
Storage Fees	@ \$33.00 per week
Administration Fee	\$ 68.00
Advertisement Costs	\$ 108.00 (Per Advert)
Inspector's Costs (3 Hours)	\$ 180.00
Council Vehicle Use	\$ 14.00

**Sale of Vehicles**

Administration Fee	\$ 68.00
Advertisement Costs	\$ 108.00 (Per Advert)
Inspector's Costs (3 Hours)	\$ 180.00
Council Vehicle Use	\$ 14.00

Note: Katherine Town Council is required to adhere to the Uncollected Goods Act Part 4 Sections 26 to 30.



## VACANT LAND

### Mowing / Rubbish Removal

#### Land to be Cleared

1. Where, in the opinion of the Council, there is on land:
  - (a) plants, grass or weeds:
    - (i) that are, or are likely to become, injurious, flammable or noxious; or
    - (ii) that have become unkempt; or
  - (b) litter (including unsightly car bodies, machinery or other chattels), the Council may cause a notice under By Law 10 to be served on:
  - (c) the occupier of the land; or
  - (d) where the Council is unable to ascertain the identity of the occupier, the owner of the land, requiring the land to be cleared or tidied, litter to be placed in a vermin proof receptacle of a kind specified or any other action set out in the notice to be taken.
2. The period within which the work must be carried out under clause (1) is to be specified in the notice, being a period of not less than 2 days and not more than 21 days after the date of service of the notice.

#### Note:

1. Any area within the Municipality that is deemed to require maintenance attention in line with By Law 31 – i.e. privately owned vacant land, will be charged at the cost of the necessary work plus an administrative fee of \$24.00.

## SIGNS

### Cluster Sign / Information Bays

1. A permit fee of **\$67.00** per annum is payable to Council.
2. Permits are valid for 12 months commencing on the 1<sup>st</sup> July of each year.
3. The applicant must supply and maintain the sign in reasonable condition.
4. The sign must comply with Council's By Laws and Signs Code.
5. Damaged or faded signs will be removed by Council and the owner will be required to repair or replace the sign prior to re-installation.
6. Each premise is entitled to one (1) sign per information bay only.

<b>Pro-Rata Fee</b>	
<b>Month</b>	<b>*\$</b>
July	<b>67.00</b>
August	<b>61.60</b>
September	<b>56.20</b>
October	<b>50.80</b>
November	<b>45.40</b>
December - June	<b>40.00</b>

## ROAD OPENING / CLOSING

### Application to Open & Close a Road / Footpath – Permit to Work

Individual application fee to open or close a road / footpath is **\$102.00** each.

#### Note:

Payment of fees does not guarantee approval for commencement of on-site works. Applicants are required to be fully compliant with Council's Permit to Work documentation.

## RATES

### Rate Searches

Rate search applications are **\$70.00** each.

### Dishonoured Direct Debits & Cheques

For any dishonoured direct debit and/or cheques there will be an administration fee of \$22.00 per transaction plus bank fees. These costs will be allocated against the property or invoiced to the individual.

### Rates Notices – Previous Years

For any request from rate payers for a copy of previous financial year/s Annual Rates Notices an administration fee of \$22.00 per transaction will apply. This cost is not associated with current financial year rate supplementary notice requests which are provided at no cost.

## FREEDOM OF INFORMATION

The Information Act gives people the right to access information from Northern Territory Government agencies, including councils, subject to a number of exemptions to protect public and private interests. This does not include information that is already available under an existing "access arrangement", such as council minutes, which are available without applying under the Act.

The Act has three main aims, which fall into the following categories:

### Availability

Council is required to make available to you documents about its functions and operations. This includes information about its structure, decision-making processes, public participation through boards, councils or committees, and policy documents. You can download some of these documents, from Council's website. You can also ask to see such documents or purchase copies at the Civic Centre.

### Access

The Act also gives you the right to apply for documents, including those about you, held by Council. You can examine and have copies of these documents. You also have rights of appeal if Council does not give you access to documents you want to see.

### Amendment

You can apply for information about your personal affairs to be changed if you believe it is inaccurate, incomplete, out-of-date or misleading.

Some documents are exempt under the Act to protect essential public interests or the personal or business affairs of others. Sometimes part of a document may not be available if it contains information which is exempt (e.g. name and address of complainant/s). If you are refused access to a document or given partial access only, Council must give you written reasons for the decision. Council must also tell you of your rights of appeal.

### Application Costs

There is no application fee to look at documents about your personal affairs. You can also ask for copies of these documents for 20c per A4 page.

However, there is an application fee of \$30.00 for requests for access to non-personal affairs documents (i.e. complaints made by another person) and other charges for processing and making photocopies.

See <http://www.oaic.gov.au/> for the fee structure under the Act.

The Act requires that your application be made in writing, please address your letter to:  
Community Services Executive Manager  
Katherine Town Council  
PO Box 1071  
KATHERINE NT



## VENDORS

### **Street / Roadside Vendors**

Permit fee of **\$620.00**, payable upon application.

Application valid for a one (1) month period.

The sites set out in the schedule below are available for use by 'roadside' vendors for the purpose of selling fruit & vegetables and other general merchandise, that such sites be available upon application for a permit and subject to the following conditions:

1. That the applicant has completed an application for approval to operate a stall form, available from Council.
2. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
3. That the permit holder must ensure that the area surrounding the site is kept free of litter.

#### Insurance Schedule

That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

Sites as approved by the Chief Executive Officer.

### **Display Goods in Public Place/Handbill Permit**

Permit Fee of **\$145.00**, payable on application.

Application valid for a 12 month period.

A permit to display goods in public places and/or a handbill permit is subject to the following conditions:

1. That the applicant has completed an application to display goods in a public place form and/or Handbill Permit, available from Council.
2. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
3. Goods do not obstruct pedestrians.
4. That the permit holder must ensure that the area surrounding the site is kept free of litter.

#### Insurance Schedule

That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

## Mobile Food Vendors

Permit Fee of **\$620.00**, payable on application.  
Application valid for a one (1) month period.

A permit to operate a Mobile Food Van is subject to the following conditions:

1. Advertising of Mobile Food Van must occur prior to application approval.
2. That the applicant has completed an application for approval to operate a Mobile Food Van form, available from Council.
3. An applicable Department of Health Food Licence be sighted.
4. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
5. That the permit holder must ensure that the area surrounding the site is kept free of litter.
6. Location and timeframe of the Mobile Food Van is subject to approval by Council's CEO.

### Insurance Schedule

That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

Sites as approved by the Chief Executive Officer.

## Fixed Food Vendors

Permit Fee of **\$4,000.00**, payable on application.  
Application valid for a one (1) year period.

A Fixed Food Vendor can be best described as a pop-up café that is situated at an approved site and on Council land.

An application to operate a Fixed Food Vendor is subject to the following conditions:

7. Advertising of Fixed Food Vendor must occur prior to application approval.
8. That the applicant has completed an application for approval to operate a Fixed Food Vendor.
9. An applicable Department of Health Food Licence be sighted.
10. That no objections are received from or on behalf of permanent businesses selling similar goods/merchandise.
11. That the application holder must ensure that the area surrounding the site is kept free of litter.
12. Location and timeframe of the Fixed Food Vendor is subject to approval by Council's CEO.

### Insurance Schedule

That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

Site as approved by the Chief Executive Officer.

## Sidewalk Cafes

Permit Fee of **\$145.00**, payable on application.  
Application valid for a 12 month period.

A permit to operate a Sidewalk Cafe is subject to the following conditions:

1. A maximum of 4 chairs per table.
2. That the permit holder must ensure that the area surrounding the site is kept free of litter.
3. That the permit holders must ensure that the area is not causing an obstruction.

### Insurance Schedule

That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.



### **Busking**

Permit Fee of **\$29.00** per application.

Application is valid for one calendar month.

A permit to Busk is subject to the following conditions:

1. Permits are valid only between 10.00 am and 6.00 pm daily or as otherwise determined by Council.
2. Permits are valid for a maximum of four (4) sessions per permit.
3. Permits are not transferable.
4. Buskers must avoid behaviour which may cause annoyance to the general public at any one place.
5. Periods of activity are not to be longer than 60 minutes at any one place.
6. Use of illegal drugs including alcohol is not permitted.
7. The use of amplification is not permitted unless specifically approved by Council.
8. If a busking act involves more than one (1) person, permits must be obtained for each person.
9. All permits are issued at the discretion of the Chief Executive Officer or his delegate.
10. Permits must be available for inspection at all times.
11. Failure to comply with these conditions may cause permits to be revoked.

### Insurance Schedule

That the permit holder hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at this location. Minimum cover \$10,000,000.

## WASTE MANAGEMENT FACILITY

### Weighbridge Charges

It is Council's policy that a levy is charged for the dumping of rubbish at the Katherine Waste Management Facility as follows:

1. Domestic users disposing of waste via private motor vehicles, including trailers, will be at no cost.
2. Commercial and/or industrial users disposing of waste via commercial and/or industrial vehicles of all configurations – i.e. small and/or large trucks including trailers, will be at \$76.00 (including GST) per tonne. This does not include contractors engaged by Council for the collection and disposal of residential garbage pursuant to Council contracts.
3. Asbestos from the Katherine municipality, Roper Gulf Shire and Victoria Daly Shire regions (**subject to written authorisation from Council**) will be at \$228.00 (including GST) per tonne.
4. Waste tyres to be disposed of and/or stored by commercial users in accordance with Council's Environment Protection Licence requirements will be charged as follows:
  - Processed tyres, **with preapproval from Council**, will be at \$76.00 (including GST) per tonne.
  - Whole tyres, including processed tyres **without** preapproval from Council, will be at \$425.00 (including GST) per tonne.
5. Commercial dumping of vehicles \$84.00 (including GST) per vehicle.
6. The dumping of private vehicles is at no cost.
7. Disposal of dead animals by all users will be charged as follows:
  - \$99.00 (including GST) per large animal (larger animals classed as horses, donkeys, camels, etc).
  - \$99.00 (including GST) for the first small animal with subsequent small animals dumped at the same time at no extra charge.
8. Operator and machinery hire to bury/move waste will be at \$187.00 (including GST) per hour.

#### Note – Terminology – Waste Tyres

**Processed Tyres:** Tyres that have had the walls removed and tread cut into several pieces to ensure the vessel (tyre) will not hold air/water; "processed tyres" shall be **disposed** of at the tip face and will be charged at the reduced rate (**subject to preapproval from Council**).

Disposal of processed tyres **without** preapproval from Council will result in commercial users being charged at the whole tyre rate.

**Whole Tyres:** Tyres ready for bailing and/or tyres already bailed; "whole tyres" are **stored** in designated areas and will be charged at a higher rate.



## AIRPORT

### Airport – Aircraft Usage Fees

The charge for Airport Usage is based on the certified maximum take-off weight of the aircraft. The charge may apply to the entry to or departure from the leased area by the aircraft and may be calculated as follows:

	Charge	\$
<b>FUELLED AIRCRAFT</b>		
Rate per 1,000kg pro rata each landing		21.81
Minimum Charge		21.81

### Airport – Non Arrival Charge

When an aircraft does not land after notifying Council of their intention to land, the following fees will apply:

Weekdays between 7.30am and 4.36pm	No charge
After hours weekdays	\$257.00 (including GST)
Weekends and Public Holidays	\$510.00 (including GST)

### Airport – Parking Fees

A charge will be levied for the parking of aircraft to be calculated as follows:

Airport Parking Fees	Charge	\$
<b>AIRCRAFT 5700KG &amp; UNDER</b>		
Per Day		9.80
Per Week		34.00
Per Annum (Eligible are those aircraft based at Kath Airport longer than 3 months)		616.00
<b>AIRCRAFT OVER 5700KG</b>		
Per tonne/per day		5.00
Minimum charge		34.00
<b>AIRSIDE LAND USAGE FEES</b>		
Rate per M <sup>2</sup> per annum		5.00
<b>GROUND SIDE LAND USAGE FEES</b>		
Rate per M <sup>2</sup> per annum		5.00
<b>LAND SEGREGATED FOR EXCLUSIVE USE</b>		
Rate per M <sup>2</sup> per annum		15.00
<b>OFFICE/STORAGE FACILITIES FEES</b>		
Rate per M <sup>2</sup> per annum		112.00
<b>OUTSIDE LUGGAGE HANDLING AREA FEES</b>		
Rate per M <sup>2</sup> per annum		95.00
<b>TAXI AND PRIVATE HIRE CAR USAGE FEES</b>		
Includes 2 reserved car bays		Nil
<b>PUBLIC CAR RENTAL USAGE FEES</b>		
(Rate per annum includes 1 desk space in terminal building and 2 car bays.)		1,051.00

## MISCELLANEOUS

### Equipment Hire

Notes:

1. If in Council's opinion there is a possibility of higher risk of damage to Council equipment Council reserves the right to increase the amount of deposit.
2. All hirers are to be advised that the Council's requirements for meetings etc must take precedence and, on occasions, a booking may have to be cancelled in terms of this rule.
3. Equipment hired is not to be taken out of the municipality of Katherine.
4. Hirers are responsible for any damage that occurs.
5. Cool Room Hire conditions – cool room must be towed empty.
6. It is the Hirer's responsibility to collect and return the Cool Room to the Council Depot in Crawford Street by 8.00am on the first working day after the hire.
7. The Cool Room is only available for hire within the Katherine Municipality.

	Daily Charge		1/2 Day or part thereof		*Equipment Deposit
	Community Groups	Commercial/ Other	Community Groups	Commercial/ Other	
<b>17.1 Equipment Hire</b>	\$	\$	\$	\$	\$
Mobile Cool Room	136.00	854.00	68.00	408.00	1,000.00
Lectern	17.00	32.00	8.00	17.00	250.00
Teleconference Telephone	Nil	Nil	Nil	Nil	Nil
Electronic Whiteboard	Nil	Nil	Nil	Nil	Nil
Digital Televisions x 2	Nil	Nil	Nil	Nil	Nil
Portable Projector Screen	17.00	32.00	8.00	17.00	250.00
Portable Stage (8 pieces 3m x 1.2m each)	165.00	324.00	79.00	162.00	250.00

The following items are for Council's use and activities and are not to be hired out in any circumstance:

- Portable Grandstand (Aluminium)
- Sound System
- Digital Camera
- Data Projector
- PA system
- Easels
- Gazebos

**Note:** The teleconference telephone, electronic whiteboard and the digital televisions listed above are available for hire at no cost during Chamber and Committee Room Hires – however, any damage that occurs will be the responsibility of the hirer to repair and/or replace





## KATHERINE TOWN COUNCIL FACILITY HIRE/USER AGREEMENT

### HIRER/USER INFORMATION

Name of Hirer/User:					
Name to be Used on Invoice:					
Postal Address for Invoice:					
Name of Representative:					
Postal & Street Address:					
PHONE/ MOBILE		FAX		EMAIL	

### HIRE DETAILS

Hire Purpose:					
Date(s) & Time(s):					
Type of Hire:	<input type="checkbox"/> ½ Day	<input type="checkbox"/> Daily	<input type="checkbox"/> Short Term	<input type="checkbox"/> Long Term	
Expected Numbers Attending:		Expected Number of Campers		Powered/Unpowered	

### FACILITY AND/OR EQUIPMENT REQUIREMENTS

Venue:	Keys:	List of facilities required:	Keys:
(1)		(2)	
(3)		(4)	
(5)		(6)	
(7)		(8)	
(9)		(10)	
Equipment Requirements <small>(Hire Rates Apply)</small>	(1)	(2)	
Tea/Coffee Requirements <small>(Please Circle) (\$2.20 per person)</small>	Numbers:	YES	NO

**PLEASE READ AND SIGN THE TERMS AND CONDITIONS ON THE BACK OF THIS FORM**

### OFFICE USE ONLY

FACILITY HIRE COST:	\$	Copy of the emergency action plan provided to hirer/user: Copy of facility map provided to hirer/user. <b>YES</b> <b>NO</b> <small>(Please Circle)</small>	
CAMPING COSTS:	\$		
TEA/COFFEE COSTS: (\$2.20 per Person)	\$		
POWER REQUIREMENTS	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
POWER COST:	\$	Keys Supplied	Returned
ALL DEPOSIT COSTS (FACILITIES, KEYS, EQUIPMENT HIRE, ADDITIONAL, ETC):	\$	Deposit is returned to name on form at the completion of the hire and after an inspection is finalised	
		Copy of Public Liability Policy Attached: <b>YES</b> <b>NO</b> <small>(Please Circle)</small>	
<b>TOTAL HIRE COSTS</b>	<b>\$</b>	Confirmation Sent:...../...../.....	
Invoice No	Date Raised	Confirmation Method: .....	
Date Paid		Booking Officer: .....	
Inspection Completed		Inspecting Officer: .....	



<b>Bookings</b>	<ul style="list-style-type: none"> <li>All hirers/users must have completed this "Facility Hire Application Form"</li> <li><b>All keys are to be returned at the completion of the hire</b></li> <li>Hires/users must be 18 years or older and be in attendance at all times</li> <li>Hirers/users should determine what resources are available and ensure that these are appropriate for their use</li> <li>Katherine Town Council reserves the right to reject or alter any bookings in order to maximize its goals and objectives</li> <li>It is the hirers/users responsibility to ensure they have written booking confirmation and that those details are correct</li> <li>Hirer/user should provide any relevant information prior to the hire (only unpowered camping is included in Showground Hires)</li> <li>Hirers should endeavour to give a minimum of 24 hours' notice for cancellations</li> </ul>
<b>Supervision</b>	<ul style="list-style-type: none"> <li>The hirer/user must ensure behaviour policies and emergency action plans and procedures are understood and followed. This includes, but is not limited to, the facility layout, entry/exits, emergency exits and assembly areas</li> <li>The hirer/user must ensure that all reasonable directions given by Katherine Town Council staff are obeyed</li> <li>The facility must be maintained in a safe condition at all times.</li> <li>The hirer/user must notify Katherine Town Council of any risk, hazard, dangerous occurrence or issue relating to safety, be it human, environmental or physical</li> <li>Any incident requiring first aid should be reported to Katherine Town Council</li> <li>Any hirer/user and/or other person not complying with or enforcing the provision of these conditions may be directed to leave the facility by Katherine Town Council staff</li> <li>Katherine Town Council takes no responsibility for any hirer/users personal property whilst at the facility nor does Katherine Town Council accept any responsibility for any property of any person the hirer/user allows into the facility</li> <li>Without limiting the scope of the following indemnity clause, the indemnity from the hirer/user to Katherine Town Council shall include such damage to property</li> <li>Any motor vehicle driven or parked in the confines of the facility is entirely at the owner's risk and no responsibility is accepted by Katherine Town Council for theft or damage thereto and without limiting the scope of the following indemnity clause, the indemnity from the hire/user to Katherine Town Council shall include theft or damage</li> </ul>
<b>Set Up and Clean Up</b>	<ul style="list-style-type: none"> <li>All hires must finish on time or penalties will apply (Any outside office hour requests will incur a penalty)</li> <li>Set up of equipment required by the hirer/user must be incorporated into the period of the hire – additional costs apply outside of hire period</li> <li>Dismantling of equipment required by the hire/user must be incorporated into the period of the hire – additional costs apply outside of hire period</li> <li>Clean up time must be incorporated into the period of the hire – additional costs apply outside of hire period</li> <li>Commercial hires are to organise own rubbish collection and removal</li> <li>All Rodeo Arena hires are to insure dust suppression on the arena, the tilling and watering of arena</li> </ul>
<b>Insurance and Liability</b>	<ul style="list-style-type: none"> <li>All hirers/users must maintain a public liability policy of insurance for the amount of not less than \$10 million for each and every occurrence, unlimited during the period of use</li> <li>Hirers/users must provide Katherine Town Council with a copy of a certificate of currency or cover note on the above public liability policy of insurance</li> <li>The hirer/user must indemnify Katherine Town Council from and against all actions, claims, penalties, demands, costs, expenses or damages in any way related to any act or omission of Katherine Town Council or of any person acting on behalf of Katherine Town Council in respect to the use of the facility</li> </ul>
<b>Expectations of Behaviour</b>	<ul style="list-style-type: none"> <li>Smoking is not permitted at any Katherine Town Council facility</li> <li>Alcohol is only permitted with Liquor Commission approval</li> <li>Katherine Town Council staff may refuse entry to any person(s), if in the opinion of the staff member, such person(s) are under the influence of alcohol or drugs</li> <li>Katherine Town Council staff may direct any person(s) to leave the facility, if in the opinion of the staff member, such person(s) are under the influence of alcohol or drugs</li> <li>Katherine Town Council facilities and equipment must be maintained in a good condition</li> <li>Replace of facility or equipment damaged through misuse will be the responsibility of the hirer/user</li> <li>Katherine Town Council encourages access to all groups – any individual or group, which through their behaviour limits the enjoyment of other users, will be asked to leave the facility</li> <li>Animals (with the exception of registered guide and assistance dogs) are not to enter the facility unless prior approval is given</li> </ul>
<b>Payment</b>	<ul style="list-style-type: none"> <li>Payment for any hire must be made following receipt of confirmation and prior to the hire or at any other time as agreed by Katherine Town Council</li> <li>Where the hirer/user is invoiced payment is required within 14 days of account being issued</li> <li>If a hire runs for longer than the period specified, payment must be made on the day or within 7 business days or penalties will apply</li> <li>The hirer/user is to advise Katherine Town Council as soon as they are aware that the hire period is likely to be extended</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>All hirers/users are responsible for assisting Katherine Town Council in maintaining a clean and tidy facility</li> <li>All foodstuffs, rubbish, etc is to be removed and placed in suitable/available receptacles</li> <li>Any facility left in an unacceptable condition or if any deficiencies in clean up or damage are found, the hirer/user will bear the costs</li> <li>Any additional cleaning requirements before/during/after the event will attract an additional fee</li> </ul>
<b>Marketing &amp; Fundraising</b>	<ul style="list-style-type: none"> <li>Katherine Town Council must be advised of all promotional and fundraising activities relating to the hire</li> <li>The sale of items must be done by agreement – this includes the sale of food and merchandise</li> <li>The sale of certain items (i.e. food) must be done in accordance with any applicable (local) law</li> <li>The sale of items by the hirer/user to act as fundraising is acceptable if advise is given to Katherine Town Council prior to the sale of such items</li> </ul>
<b>Disclaimer</b>	<p><i>I/We, the undersigned, approve of the above application on behalf of the user/hirer, and in doing so agree that Katherine Town Council and it's officers, staff, contractors and agents shall be released from, and not incur, any responsibility or liability whatsoever for any accidents or injuries, or for any damage to or loss of property to the hirer/user or persons associated with the hirer/user. I further authorize Katherine Town Council to obtain medical, and/or ambulance assistance in the case of an accident or emergency involving the hirer/user or persons associated with the hirer/user and I agree that the hirer/user or persons associated with the hirer/user will bear all costs thereby incurred.</i></p>
<b>Signed by Hirer/User</b>	
<b>Date</b>	



## KATHERINE TOWN COUNCIL



# REPORT

**FOLDER:** Finance / Rates / Declarations  
**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017  
**REPORT TITLE:** DECLARATION OF RATES

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### **Purpose of Report**

To declare the Rates and Charges for 2017/2018.

### **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 \$6,350,674.00 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 2017/2018 by 9%.

#### **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 20 April 2017.

#### **Waste Management Charge**

The waste management charge has been increased by 9% for the 2017/2018 financial year.

#### **Other Issues**

The declaration of rates also provides for interest to accrue on the late payment of rates. For a number of years interest has accrued on the late payments at 17%, a percentage that is proposed to be lowered for 2017/2018 to 9%.

#### **Legal Advice**

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

**KATHERINE TOWN COUNCIL****REPORT****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.

**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

That Council makes the following declaration in regard to Rates and Charges for 2017/2018:

***Local Government Act*****KATHERINE TOWN COUNCIL  
DECLARATION OF RATES AND CHARGES FOR 2017/2018**

Katherine Town Council ("Council") makes the following declaration of rates pursuant to the *Local Government Act* ("Act").

1. That pursuant to the Act, Council adopts as the basis of the assessed value of allotments within the Municipality, the Unimproved Capital Value as it appears on the Valuation Roll prepared by the Valuer-General in accordance with the *Valuation of Land Act*.
2. That pursuant to the Act, Council hereby declares:
  - a) The amount it intends to raise for general purposes by rates is \$6,350,674.00. Those rates will be raised by application of the following differential valuation-based charges ("differential rates") to the assessed value of the rateable land listed opposite to those rates, with the following differential minimum charges ("minimum amounts") payable in the application of the differential rates as follows:



## KATHERINE TOWN COUNCIL



## REPORT

DIFFERENTIAL RATES	ALLOTMENTS TO WHICH RATES APPLY
Nil	Land which is otherwise non-rateable and land within that part of the municipality comprising Zone U ( <b>Utilities</b> ) of the NT Planning Scheme, nil rates.
0.000299%	Of the assessed value of every allotment of rateable land within that part of the municipality comprising a <b>Pastoral Lease</b> as defined in the <i>Pastoral Land Act</i> , being Pastoral Lease nos 525, 735 & 801, with the minimum amount payable in the application of that differential rate being \$368.31
0.000001%	Of the assessed value of every allotment of rateable land within that part of the municipality comprising <b>Binjari Community</b> , with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by the number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land.
0.000001%	Of the assessed value of every allotment of rateable land within that part of the municipality comprising <b>RAAF Base Tindal</b> , with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by the number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land.
0.175300%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone A (<b>Agriculture</b>) of the NT Planning Scheme (excluding Pastoral Leases), with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(a) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(b) The number 1;</p> <p>Whichever is greater.</p>

## KATHERINE TOWN COUNCIL



## REPORT

0.178762%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone WM (<b>Water Management</b>) of the NT Planning Scheme (excluding Pastoral Leases), with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(c) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(d) The number 1;</p> <p>Whichever is greater.</p>
0.306553%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone R (<b>Rural</b>) of the NT Planning Scheme (excluding Pastoral Leases), with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(e) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(f) The number 1;</p> <p>Whichever is greater.</p>
0.502699%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone RL (<b>Rural Living</b>) of the NT Planning Scheme (excluding Pastoral Leases), with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(g) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(h) The number 1;</p> <p>Whichever is greater.</p>



## KATHERINE TOWN COUNCIL



## REPORT

1.996276%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone CL (<b>Community Living</b>), SK2 (<b>Specific Use</b>), SK3 (<b>Specific Use</b>) or CP (<b>Community Purpose</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(i) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(j) The number 1;</p> <p>Whichever is greater.</p>
1.278200%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone SD (<b>Single Dwelling Residential</b>), MD (<b>Multiple Dwelling Residential</b>), MR (<b>Medium Density Residential</b>) or SK1 (<b>Specific Use</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(k) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(l) The number 1;</p> <p>Whichever is greater.</p>
2.205443%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone CV (<b>Caravan Parks</b>) or TC (<b>Tourist Commercial</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(m) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(n) The number 1;</p> <p>Whichever is greater.</p>

## KATHERINE TOWN COUNCIL



## REPORT

2.281605%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone CB1 (<b>Central Business</b>) of the NT Planning Scheme as it relates to Lots 3, 4, 5, 6, 7, 8, 9, 12, 13, 19, 20, 26, 27, 28, 29, 30, 31, 32, 35, 36, 37, 47, 48, 49, 50, 51, 58, 61, 64, 65, 67, 68, 69, 70, 71, 72, 73, 74, 270, 271, 385, 386, 387, 388, 389, 390, 509, 512, 513, 514, 518, 1369, 1868, 1869, 1870, 1871, 1872, 1881, 1882, 1883, 1884, 1885, 2017, 2577, 2918, 2921, 2951, 3046, 3047, 3133, 3134, 3158, 3166, 3167, 3174, 3175, 3208 and 3239 with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(o) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(p) The number 1;</p> <p>Whichever is greater.</p>
1.752392%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone CB2 (<b>Central Business</b>) of the NT Planning Scheme as it relates to Lots 2016, 2017, 3114, 3115, 3116 and 3117 with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(q) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(r) The number 1;</p> <p>Whichever is greater.</p>



## KATHERINE TOWN COUNCIL



## REPORT

2.290441%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone CB3 (<b>Central Business</b>) of the NT Planning Scheme as it relates to Lots 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 446, 447, 454, 519, 520, 521, 522, 1342, 2419, 2517 and 2931 with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(s) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(t) The number 1;</p> <p>Whichever is greater.</p>
1.742936%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone C (<b>Commercial</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(u) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(v) The number 1;</p> <p>Whichever is greater.</p>
3.388622%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone SC (<b>Service Commercial</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(w) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(x) The number 1;</p> <p>Whichever is greater.</p>

## KATHERINE TOWN COUNCIL



## REPORT

1.296341%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone LI (<b>Light Industry</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(y) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(z) The number 1;</p> <p>Whichever is greater.</p>
1.226784%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone GI (<b>General Industry</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(aa) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(bb) The number 1;</p> <p>Whichever is greater.</p>
1.010235%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone FD (<b>Future Development</b>) or RW (<b>Railway</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(cc) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(dd) The number 1;</p> <p>Whichever is greater.</p>



## KATHERINE TOWN COUNCIL



## REPORT

0.888207%	<p>Of the assessed value of every allotment of rateable land within that part of the municipality comprising Zone OR (<b>Organised Recreation</b>) of the NT Planning Scheme, with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(ee) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(ff) The number 1;</p> <p>Whichever is greater.</p>
0.175300%	<p>Of the assessed value of every allotment of rateable land within the rest of the municipality (including the area not covered by the NT Planning Scheme), with the minimum amount payable in the application of that differential rate being \$1,050.00 multiplied by:</p> <p>(gg) The number of separate parts or units that are adapted for separate occupation or use (pursuant to section 148(4) of the Act) on each allotment of land; or</p> <p>(hh) The number 1;</p> <p>Whichever is greater.</p>

## 3. Waste Management Charges

Council declares that the amount it intends to raise in respect of the waste management services it provides for the benefit of all residential land within the municipality and the occupiers of such land is \$1,124,112.00.

Pursuant to the Act Council declares the following charges in respect of the waste management service it provides for the benefit of all residential land within the municipality and the occupiers of such land.

For the purpose of interpretation of this paragraph 3:

“residential dwelling” means a 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.

## KATHERINE TOWN COUNCIL



## REPORT

The following charges are declared:

- 3.1 A charge of \$310.00 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 a residential dwelling as described in paragraphs 3.2 and 3.3 and the occupiers of such land.

The waste management service shall consist of:

- a) A roadside collection service of one 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 land within the municipality to the Council's Waste Management Facility (Dump) solely for the deposit of waste generated from such residential dwelling.

- 3.2 For each allotment of land within the municipality, being residential land:

- a) on which Council is advised in writing by the property owner and it is confirmed that there is no residential dwelling; and
- b) to which Council is willing and able to provide a weekly roadside collection service; and
- c) is not a commercial enterprise,

a charge of \$110.00 per allotment of land in respect of the waste management service provided for the benefit of such residential land and the occupiers of such residential land.

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.

- 3.3 For each allotment of land within the municipality being residential land:

- a) to which Council is either not willing or not able to provide a weekly roadside collection service; and
- b) is not a business enterprise,

a charge of \$110.00 per allotment of land in respect of the waste management service provided for the benefit of such residential land and the occupiers of such land.

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.



## KATHERINE TOWN COUNCIL



# REPORT

### 4. Instalments

That pursuant to the Act Council determines that rates and charges shall, for the financial year ending 30 June 2018, be due and payable by four approximately equal instalments on 30/09/17, 30/11/17, 31/01/18, 31/03/18 and otherwise in accordance with the provisions of the Act. Instalments falling due on a weekend or public holiday may be paid by the following business day, without incurring any penalty.

### 5. Interest on Unpaid Rates Only

That pursuant to the Act, Council determines that the relevant interest rate is fixed at 9.00% per annum.

### 6. Recovery of Outstanding Rates and 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 late payment and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges. Under the Act, Council has the power to sell a ratepayer's property in order to recover outstanding rates.

### 7. Prompt Payment Draw

That pursuant to the Act, Council determined that the benefit to be given for the prompt payment of rates and charges to encourage the early payment for the financial year ending 30 June 2018 shall be the conduct of an Early Bird Draw whereby Council shall refund to the ratepayer selected from the draw the amount of \$700.00, subject to the following conditions:

- a) That the total amount of all rates and charges levied for the financial year ending 30 June 2018 in respect of any parcel of rateable land together with arrears (if any) be paid in full on or before the 30 September 2017.
- b) All Government agencies, Council Elected Members and Council employees are excluded from the draw.

# KATHERINE TOWN COUNCIL



## REPORT

The winning ratepayer shall be notified by post.

A handwritten signature in blue ink, which appears to read 'Robert Jennings', is written over the printed name.

Robert Jennings

**CHIEF EXECUTIVE OFFICER**

**Delegation:**

Community Services Executive Manager, Mrs Sophie Henderson

**Schedule of Attachments:**

Nil





# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL– 27 JUNE 2017

**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 blue ink, appearing to read 'Robert Jennings'.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Community Services Executive Manager, Mrs Sophie Henderson  
**Schedule of Attachments:** Katherine Town Council Rating Strategy

# RATING STRATEGY





**TITLE: RATING STRATEGY**

**ADOPTED BY: COUNCIL**

**RESPONSIBILITY: CHIEF EXECUTIVE OFFICER**

**NEXT REVIEW DATE: 26/06/2018**

Version	Decision Number	Adoption Date	History
<b>1</b>		27/06/2017	<b>DRAFT</b>
<b>2</b>			
<b>3</b>			
<b>4</b>			

## 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 28/06/2017. 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 two waste collection levies for properties within the municipality.

1. A number of rural properties receive a discounted charge where there property is outside the weekly wheelie bin collection area; and
2. All other properties receive a full charge where the property receives a weekly wheelie bin collection.

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	Original issue: 27/06/2017
Title: Chief Executive Officer	
Policy Maintained by: Alice Anastacio	Current version: 1
Title: Corporate Services Executive Manager	
Review date: 26/06/2018	

# REPORT

**FOLDER:** Government Relations/Agreements  
**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017  
**REPORT TITLE:** SHARED SERVICES AGREEMENT

---

## Purpose of Report

To seek endorsement for Katherine Town Council to enter into a national Shared Services Agreement.

## Background

Voluntary regional cooperation between local governments was first encouraged by the Whitlam government in the mid-1970s. Advocates of regional cooperation argue that a well-established regional organisation undertaking a range of shared services, joint planning and special projects can achieve significant cost saving and service improvements, develop additional capacity and at the same time retain the benefits of a smaller Council. Most local Councils participate in some form of collaborative process to share in available knowledge. This type of Shared Services Agreement will allow Katherine Town Council to access a range of benefits including:

- Economies of scale – access to resources, products and services;
- Economies of scope – Council's able to work together to achieve a critical mass in order to provide a wide range of services;
- Improved service quality – through greater access and specialisation;
- Organisation development – through the sharing of staff skills and expertise; and
- Increased strategic capacity – allow Council to plan and act more strategically and effectively through a combination of all of the above noted points.

The parameters of the attached Shared Services Agreement are outlined as follows:

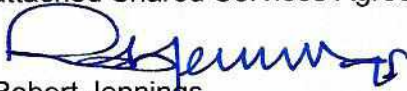
- **Voluntary Membership** – comprising of local Councils.
- **A Constitution** – comprising of nominated members of the Shared Services Agreement.
- **Management by a Board** – comprising of representatives of Council's participating in the Shared Services Agreement.
- **Contributions** – members of the Shared Services Agreement contribute through in-kind support and annual financial costs to assist with the running of the Agreement and associated responsibilities.

NB: Page 10 of the Agreement refers to a Commence Date of 1 April 2015. This refers to the date the Charter was formed.

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

That the Mayor and Chief Executive Officer be authorised to affix the Common Seal to the attached Shared Services Agreement.

  
Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Community Services Executive Manager, Sophie Henderson  
**Schedule of Attachments:** Shared Services Agreement



## **LOCAL GOVERNMENT SHARED SERVICES AGREEMENT**

---

**SORELL COUNCIL**  
(ABN 12 690 767 695)

AND

**BRIGHTON COUNCIL**  
(ABN 12 505 460 421)

AND

**SOUTHERN MIDLANDS COUNCIL**  
(ABN 68 653 459 589)  
AND

**TASMAN COUNCIL**  
(ABN 63 590 070 717)

AND

**HUON VALLEY COUNCIL**  
(ABN 77 602 207 026)

AND

**CENTRAL HIGHLANDS COUNCIL**  
(ABN 30 472 494 899)

AND

**GLENORCHY CITY COUNCIL**  
(ABN 19 753 252 493)

AND

**GLAMORGAN SPRING BAY COUNCIL**  
(ABN 95 641 533 778)

AND

**CITY OF PALMERSTON COUNCIL**  
(ABN 42 050 176 900)

AND

**COOMALIE COMMUNITY GOVERNMENT COUNCIL**  
(ABN 42 050 176 900)

AND

**LITCHFIELD COUNCIL**  
(ABN 45 018 934 501)

AND

**WAGAIT SHIRE COUNCIL**  
(ABN 65 843 778 569)

AND

**WEST ARNHEM REGIONAL COUNCIL**  
(ABN 45 065 336 873)



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#### LOCAL GOVERNMENT SHARED SERVICES AGREEMENT

---

**Date:**

**Parties:**

**Name:** **SORELL COUNCIL (ABN 12 690 767 695)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

**Notice Details:** 47 Cole Street,  
Sorell TAS 7172

**Contact:** General Manager

---

**Name:** **BRIGHTON COUNCIL (ABN 12 505 460 421)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

**Notice Details:** 1 Tivoli Road,  
Old Beach TAS 7030

**Contact:** General Manager

---

**Name:** **SOUTHERN MIDLANDS COUNCIL (ABN 68 653 459 589)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

**Notice Details:** 71 High Street,  
Oatlands TAS 7120

**Contact:** General Manager

---

**Name:** **TASMAN COUNCIL (ABN 63 590 070 717)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

**Notice Details:** 1713 Main Road,  
Nubeena TAS 7184

**Contact:** General Manager

Name: **HUON VALLEY COUNCIL (ABN 77 602 207 026)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 40 Main Street  
Huonville TAS 7109

Contact: General Manager

---

Name: **CENTRAL HIGHLANDS COUNCIL (ABN 30 472 494 899)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 6 Tarleton Street  
Hamilton TAS 7140

Contact: General Manager

---

Name: **GLENORCHY CITY COUNCIL (ABN 19 753 252 493)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 374 Main Road,  
Glenorchy TAS 7010

Contact: General Manager

---

Name: **GLAMORGAN SPRING BAY COUNCIL (ABN 95 641 533 778)**, a municipal council established pursuant to the *Local Government Act 1993* (Tas)

Notice Details: 9 Melbourne Street,  
Triabunna TAS 7190

Contact: General Manager



Name: **CITY OF PLAMERSTON COUNCIL (ABN 42 050 176 900)**, a municipal Council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: 7 Bees Creek Road, Freds Pass,  
Northern Territory 0836

Contact: Chief Executive Officer

---

Name: **COOMALIE COMMUNITY GOVERNMENT COUNCIL (ABN 42 050 176 900)**, a municipal Council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: 141 Cameron Road, Batchelor,  
Northern Territory 0845

Contact: Chief Executive Officer

---

Name: **LITCHFIELD COUNCIL (ABN 45 018 934 501)**, a municipal council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: 7 Bees Creek Road, Freds Pass,  
Northern Territory 0836

Contact: Chief Executive Officer

---

Name: **WAGAIT SHIRE COUNCIL (ABN 65 843 778 569)**, a municipal council established pursuant to the *Local Government Act 2016 (NT)*

Notice Details: Lot 64 Tower Road, Wagait Beach,  
Northern Territory 0801

Contact: Chief Executive Officer

Name: **WEST ARNHEM REGIONAL COUNCIL (ABN 45 065 336 873)**, a  
municipal council established pursuant to the *Local Government Act 2016*  
(NT)

Notice Details: 13 Tasman Crescent, Jabiru  
Northern Territory 0801

Contact: Chief Executive Officer



**BACKGROUND:**

- A. The Councils have, for some time, identified the benefits to be derived by providing personnel and services to each other on commercial terms.
- B. The benefits include but are not limited to:
  - (a) enabling access to skills and expertise where Councils are not able to economically engage people in full-time roles in order to access those skills and expertise;
  - (b) enabling Councils to fully deploy their existing human resources and generate revenue from them;
  - (c) securing enhanced economic outcomes and the best possible cost-efficiencies by recruiting and retaining personnel who are core to service delivery and/or personnel who offer the opportunity for revenue generation to support their role;
  - (d) establishing a co-ordinated cross-Council approach to future recruitment needs to avoid duplication; and
  - (e) providing opportunities for Councils to secure commercial returns on their investment in the development of systems, services, programmes and methods which are designed to enhance operational efficiencies, by making these items available to other Councils.
- C. The arrangements referred to in paragraphs A and B have previously been undertaken on an *ad hoc* basis. The parties to this Agreement wish to establish a more formal arrangement for the provision of the Services so that:
  - (a) a party who may not otherwise have access to the expertise, skills or commitment required to secure those Services by other means can do so on agreed terms;
  - (b) the party providing those Services can secure enhanced cost-effectiveness by securing payment for the provision of the Services; and
  - (c) there is a more formal basis on which to act co-operatively to achieve cost-efficiencies through the sharing of personnel, skills, knowledge, systems, programs, and, where appropriate, generating revenue for the provision of them.
- D. The parties have entered into this Agreement to set out the terms and conditions on which the Services will be provided.

**IT IS AGREED AS FOLLOWS:**

**1. DEFINITIONS AND INTERPRETATION**

**1.1. Definitions**

In this Agreement, unless the contrary intention appears:

**Agreement** means this local government shared services agreement.

**Business Day** means a day that is not a Saturday, Sunday or public holiday in Tasmania or the Northern Territory

**Chairman** means the chairman of the Committee, being an independent person appointed by the Committee from time to time.

**Chief Administrator** means the person in charge of the administration and co-ordination of provision of Services as appointed by the Committee from time to time.

**Client** has the meaning given in clause 5.1(a) of this Agreement.

**Commencement Date** means the 1st day of April 2015.

**Commented [S1]:** Please note this date will stay

**Committee** means the initial committee as named in Schedule Three and such other members as are appointed pursuant to the terms of this Agreement.

**Committee Member** has the meaning given in clause 4.2 of this Agreement.

**Confidential Information** means information that is by its nature confidential or, when it is received, is marked as confidential in nature, but does not include information which:

- (a) is or becomes public knowledge other than by:
  - (i) breach of this Agreement; or
  - (ii) any other unlawful means;
- (b) is in a party's possession without restriction in relation to disclosure before the date of receipt from the other;
- (c) has been independently developed or acquired by the party receiving or obtaining it; or
- (d) is disclosed by compulsion of law, including during testimony before any judicial or quasi-judicial court or tribunal, under court subpoena, parliamentary order or as part of discovery during legal proceedings;

**Deed of Accession** means the deed in Annexure C.

**Employee** means a person who is:

- (a) employed by a party; or
- (b) engaged by a party as an independent contractor,

and can provide Services listed in Annexure A, including such other persons appointed by the parties or the Committee from time to time.

**Fee** means the Fee charged for the provision of each Service set out in Schedule One (Long Term Work) and Schedule Two (Intermittent Work).

**Initial Review Date** means the date which is 1 year after the Commencement Date.

**Intellectual Property Rights** includes copyright, except for copyright in "artistic works" as that expression is defined in the *Copyright Act 1968* (Cth), rights in relation to inventions (including patent rights), registered and unregistered trademarks (including service marks), registered designs, Confidential Information (including trade secrets and know how), and other rights resulting from the intellectual activity in the industrial, scientific, literary or artistic fields, but does not include Moral Rights.

**Intermittent Work** means irregular, once-off or intermittent provision of a particular Service by a Provider to a Client.

**Long Term Work** means the regular, ongoing provision of a particular Service by a Provider to a Client.

**Moral Rights** means the right of integrity of authorship, the right of attribution of authorship and the right not to have authorship falsely attributed, more particularly as conferred by the *Copyright Act 1968* (Cth), and the rights of a similar nature anywhere in the world whether existing before, on or after the commencement of this Agreement.

**Provider** has the meaning given in clause 5.1(a) of this Agreement.



**Review Date** means the date determined by the Committee but which shall be no more than three years after the Initial Review Date.

**Services** means the services listed in Annexure A.

**Whole of Model Costs** has the meaning given in clause 4.7 of this Agreement.

## 1.2. Interpretation

The following rules apply to the interpretation of this Agreement unless the context requires otherwise.

- (a) the singular includes the plural, and the converse also applies;
- (b) if a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (c) a reference to a clause or schedule is a reference to a clause of or a schedule to this Agreement;
- (d) a reference to a party to this Agreement or another agreement or document includes the party's successors, permitted substitutes and permitted assigns (and, where applicable, the party's legal personal representatives); and
- (e) a reference to legislation or to a provision of legislation includes a modification or re-enactment of it, a legislative provision substituted for it and a regulation or statutory instrument issued under it.

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## 2. INTENT AND OBJECTIVES

### 2.1 Statement of Intent

The intention of the parties to this Agreement is to document the basis on which the Services are to be provided and the infrastructure to support the objectives of this Agreement.

### 2.2 Objectives

The objectives of this Agreement are:

- (a) to develop a cooperative relationship between the parties;
- (b) to enable parties to have ready and cost-effective access to the kinds of expertise and skills contained within the Services;
- (c) to establish the Committee to facilitate and co-ordinate the provision of Services;
- (d) to set up a single, easily referable document detailing:
  - (i) the responsibilities of all parties in both the provision of and use of the Services;
  - (ii) the administration of the Committee; and
  - (iii) the fees for the provision of Services.

---

## 3. TERM

### 3.1 Term

This Agreement commences on the Commencement Date and will continue, subject to clause 3.3, until the Review Date.

### 3.2 Becoming a Party to this Agreement

- (a) If a Council who is not a party to this Agreement wishes to become a party, that Council must sign the Deed of Accession agreeing to be bound by the terms and conditions in this Agreement.
- (b) A Council shall be bound by this Agreement on and from the date of the Deed of Accession.
- (c) Upon becoming a party to this Agreement, the relevant Council must nominate a Committee Member.

### 3.3 Extension of Term

Unless any material issues arise, the intention of the parties is that this Agreement shall continue on and from the Review Date on the current terms of this Agreement, save and except for any possible variation of Services and/or Fees to be agreed by the parties and such variations shall be in writing and signed by all the parties to this Agreement.

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## 4. COMMITTEE

### 4.1 Establishment of Committee

The Committee shall be established on and from the Commencement Date.

### 4.2 Composition of Committee

- (a) The Committee shall comprise:
  - (i) a representative appointed by each party ("Committee Member");
  - (ii) a Chairman; and
  - (iii) a Chief Administrator.

The parties acknowledge and agree that the Committee, Chairman and Chief Administrator is comprised of those persons listed in Schedule 3.

- (b) A Committee Member who cannot attend a meeting may be represented by a proxy. The notice of the name of the proxy shall be notified to the Chief Administrator prior to the meeting.
- (c) A proxy for a Committee Member may be appointed for all general meetings, or for any number of general meetings, or for a particular general meeting.

### 4.3 Voting at Committee meetings

- (a) Each Committee Member present shall have one vote at Committee meetings.
- (b) A decision of the Committee may be taken by physical presence or by teleconference attendance or by email.
- (c) The Committee agrees that a proxy under clause 4.2(b) and (c) shall have the same voting power as the Committee Member.

### 4.4 Change in Committee Members

At any time, a party may, by notice in writing to the Committee, remove their representative Committee Member and appoint a replacement Committee Member.



#### **4.5 Obligations of Committee**

The Committee is responsible for:

- (a) the administration of this Agreement and the co-ordination of Services;
- (b) reviewing the Services and Fees; and
- (c) subject to the provision in this Agreement, establishing additional rules surrounding the administration processes for delivering the Services.

#### **4.6 Meetings of Committee**

- (a) The Committee must meet at least six (6) times each calendar year to review and discuss the administration of the Agreement and the co-ordination of Services.
- (b) Additional or special Committee meetings may be called by the Chairman after consultation with the Chief Administrator or at the request of three Committee Members.

#### **4.7 Quorum of Committee**

- (a) A quorum is the number of Committee Members required to be present in order to conduct the Committee meeting.
- (b) No business is to be transacted at any meeting unless a quorum of Committee Members is present.
- (c) A quorum of the Committee consists of 5 Committee Members that are entitled to vote.
- (d) If a quorum is not present then the Chairman, after the consultation with the Chief Administrator, is to reschedule the meeting to a later date or adjourn the meeting to a later date.
- (e) At the adjournment of a meeting, the Chairman is to advise the Committee Members present of the date and time that the meeting is to be resumed.
- (f) If a meeting is adjourned, the Chief Administrator is to advise the Committee Members not present at the meeting that the meeting was adjourned and the date and time for the resumption of the meeting.
- (g) The Chief Administrator to advise the Committee Members of the date and time of the rescheduled meeting.

#### **4.8 Obligations of the Chief Administrator**

The Chief Administrator is responsible for:

- (a) provide regular reporting to the Committee;
- (b) meet response times associated with the priority assigned to issues;
- (c) providing reports to the parties in relation to the Services and this Agreement; and
- (d) administration and collection of the Whole of Model Costs.

#### **4.9 Costs of Setting Up Services Arrangement**

The Committee Members agree that:

- (a) Services arrangements with non-member Client entered into on or before 30 November 2015 are not subject to any surcharge costs.
- (b) Services arrangements entered into on or after 1 December 2015 with non-member Client will incur a five (5)% surcharge to cover administration and reporting costs.

#### 4.10 Ongoing Costs of Services Arrangement

The costs for the ongoing administration and coordination of the Services ("**Whole of Model Costs**") shall be payable as follows:

- (a) The Whole of Model Costs per annum shall be divided into two (2) equal parts ("**Parts**");
- (b) One (1) Part shall be divided between the Providers in proportion to the total hours of Services that Provider has provided in that year; and
- (c) One (1) Part shall be divided between the Clients in proportion to the total hours of Services that Client has received in that year.

Each Provider and Client must pay their proportion of the Whole of Model Costs in accordance with the terms set out in the invoice for payment issued by the Committee.

#### 4.11 Chairman and Chief Administrator

- (a) The Committee shall appoint:
  - (i) a Chairman to chair Committee meetings; and
  - (ii) a Chief Administrator to manage the administration and co-ordination of the Services in writing from time to time.

Such persons shall be in addition to the Committee Members for each of the parties unless otherwise agreed by the parties in writing.
- (b) The parties shall ensure that their Committee Members agree to appoint the Chairman and Chief Administrator named in Schedule 3 as the initial Chairman and Chief Administrator.
- (c) The Committee may remove a Chairman or Chief Administrator and appoint a replacement Chairman or Chief Administrator from time to time by absolute majority.
- (d) The Committee shall determine the detailed role description and responsibilities and payment arrangements for the Chairman or Chief Administrator by absolute majority.

## 5 SERVICES

### 5.1 Provision of Services

The Services shall be provided as follows:

- (a) A party ("**Client**") shall contact another party ("**Provider**") who has an Employee which meets their needs, noting their preferred Employee and the estimated hours and details of work required from the Employee.
- (b) The Client and the Provider agree that the Chief Administrator may facilitate the process referred to under clause 5.1 (a).
- (c) The Provider shall advise the Client as to the availability of the requested Employee.
  - (i) **If the Employee is available** – the Provider and the Client shall draw up and sign the terms of engagement for that Employee, including the relevant Fee for the required Services.



- (ii) **If the Employee is unavailable** – the Provider and the Client may:
  - (A) agree on an alternative Employee of the Provider which meets the Client's need, such terms of engagement to be negotiated pursuant to clause 5.1(b)(i); or
  - (B) the Client may contact other Providers with an Employee which meets their needs.

## 5.2 Fees for Services

- (a) The Fees for Services shall be charged as follows:
  - (i) for Long Term Work – the Fees in Schedule 1 attributable to the expertise of the engaged Employee; and
  - (ii) for Intermittent Work – the Fees in Schedule 2.
- (b) The Provider shall invoice the applicable Fee to the Client directly.
- (c) The Client shall pay the invoice in accordance with the payment terms set out in the invoice.
- (d) The Provider shall supply the details of the hours of Services provided under this Agreement to the Chief Administrator every month.

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## 6 RESPONSIBILITIES AND RISK

### 6.1 Provider Responsibilities

In terms of this Agreement, the Providers will undertake to:

- (a) provide the Services as defined in this Agreement;
- (b) meet the requirements of this Agreement;
- (c) respond to requests (including escalation requests) in a timely and professional manner;
- (d) meet response times associated with the priority assigned to issues;
- (e) retain records and provide access to those records;
- (f) ensure the availability of a representative as required;
- (g) ensure that agreements entered into with other parties for the provision of Services pursuant to clause 5.1 that involve providing Employees contain provisions regarding the Employee's entitlements, insurances, workers' compensation and other entitlements and risks for the duration of the Services they provide; and
- (h) ensure service agreements exist for third party support contracts that impact Service levels.

### 6.2 Client Responsibilities

In terms of this Agreement, the Clients will undertake to:

- (a) make available Client representatives as required;
- (b) provide feedback on the quality and timeliness of Service delivery;
- (c) provide all reasonable assistance to Providers engaged to provide the Services requested by the Client; and
- (d) ensure relevant staff are aware of and are compliant with this Agreement.

### 6.3 Data Management

Each party acknowledges and agrees that they will have access to information, reports, data and other relevant documents ("Data") relating to one or more of the other parties stemming from the provision of Services, and each party will use its best endeavours to protect the confidentiality and privacy of such Data.

### 6.4 Information Security Management

Each party acknowledges and agrees that they will implement and maintain policies, standards, guidelines and control mechanisms to protect and secure information and Data it receives through the provision or receipt of Services.

### 6.5 Third Party Arrangements

- (a) If any of the Services requires third parties to be engaged, the parties shall negotiate together with the relevant third party provider to set the terms of engagement.
- (b) Each party shall enter into a separate agreement with any required third party provider which shall be on the same terms and conditions negotiated with that third party pursuant to clause 6.5(a).
- (c) For the avoidance of doubt, for each third party provider engaged, each of the relevant parties shall have agreements on the same terms and conditions as the other parties.

---

## 7 MONITORING AND REVIEW OF SERVICES

### 7.1 Quality of Services

- (a) The quality of Services delivered under this Agreement will be formally monitored and reviewed annually by the Committee to provide a basis for quality control.
- (b) Any:
  - (i) deficiencies identified between the expected Services and those delivered; or
  - (ii) concerns regarding the quality of Services,
 shall be addressed in accordance with clause 8.

### 7.2 Continuous Improvement

The intent of the Provider is to provide a Service subject to continuous improvement processes, incorporating feedback from the Client directly or received from the Committee via its reporting. The parties will actively seek opportunities to enhance the delivery of Services to ensure that the Client receives the optimum Service available, having regard to the nature of the Service and the Employee requested.

### 7.3 Review of Services and Agreement

- (a) The Committee will review this Agreement and the Services provided under this Agreement at the Review Date, and at such other times as the Committee may unanimously agree in writing.
- (b) Reviews may include:
  - (i) effectiveness and accuracy of this Agreement to the needs of the parties;
  - (ii) appropriateness of reporting;
  - (iii) quality of Services being delivered;
  - (iv) feedback from Clients on Services received;
  - (v) outcomes of resolution of Complaints and other issues with Services;



- (vi) clarify or change responsibilities under this Agreement;
- (vii) addition or removal of certain Services; and
- (viii) such other aspects of the Services or the Agreement which the Committee deems necessary.
- (c) The parties agree to provide all reasonable assistance to the Committee to assist in the conduct of a review of the Services or this Agreement, including but not limited to providing access to a party's records or premises from which the Services are provided.
- (d) The Committee will, in conducting a review, use its best endeavours to cause minimal interruption to the parties in the provision or receipt of Services or conduct of their other Council business.
- (e) The Committee shall provide a report to the parties detailing the outcomes of each review.

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## **8 RESOLUTION OF COMPLAINTS REGARDING SERVICES**

### **8.1 Issues with Services**

- (a) If a Client takes issue with the Services provided by an Employee, the Client shall first provide notice to the Provider of their concerns.
- (b) The Client and the Provider shall discuss the Client's concerns and negotiate a resolution in good faith.
- (c) Any outcome reached between the Client and the Provider shall be notified to the Committee for their records.

### **8.2 Resolution of Complaints**

- (a) If the Client and the Provider are unable to resolve the issues raised by the Client in respect of the Services ("**Complaint**") within a reasonable time of the Client and the Provider meeting pursuant to clause 8.1(b), either the Client or the Provider shall notify the Chief Administrator of the Complaint, providing sufficient details regarding:
  - (i) the nature of the Complaint; and
  - (ii) the attempt by the Client and Provider to resolve the Complaint.
- (b) The Chief Administrator shall then refer the Complaint to a suitably qualified person (having regard to the nature of the Complaint) ("**Arbitrator**") to resolve the Complaint.
- (c) The Client and the Provider shall provide all reasonable assistance to the Arbitrator to assist them in resolving the Complaint within a reasonable time of the Arbitrator's appointment.
- (d) The determination of the Arbitrator shall be final and binding on the Client and the Provider.
- (e) The Arbitrator shall notify the Committee of their decision on the Complaint.

---

## **9 GST**

### **9.1 Interpretation**

Words or expressions used in this clause 9 which are defined in the *A New Tax System (Goods and Services Tax) Act 1999* (Cth) have the same meaning in this clause 9.

**9.2 GST Payable**

- (a) If the whole or part of any Supply is the consideration for a Taxable Supply for which the payee is liable for GST, the payer must pay to the payee an additional amount equal to the GST Amount, either concurrently with payment in respect of the Supply or as otherwise agreed by the parties in writing.
- (b) The payee will provide to the payer a Tax Invoice at the same time the GST Amount is payable.

**9.3 Exchange of Information**

The parties agree to exchange such information as is necessary to enable each party to accurately assess its rights and obligations under this clause 9.

---

**10 INTELLECTUAL PROPERTY RIGHTS****10.1 Ownership of Intellectual Property Rights**

- (a) Intellectual Property Rights regarding the Services vest in the Provider.
- (b) Intellectual Property Rights regarding information or other Data provided in compliance with this Agreement (excluding such information or Data provided as part of a Service) vests in the party who provided the information or Data.

**10.2 Licence of Intellectual Property Rights**

The Provider grants to the Client a non-exclusive licence to use the Intellectual Property Rights in connection with the relevant Services provided.

**10.3 Protection of Intellectual Property and Moral Rights**

The Client must:

- (a) take all reasonable steps to protect the Intellectual Property Rights to which the Client gains access via use of the Services; and
- (b) ensure that neither the Client nor the Client's employees, agents, volunteers or subcontractors:
  - (i) infringes any person's Intellectual Property Rights or Moral Rights; or
  - (ii) authorises the infringement of such rights.

---

**11 CONFIDENTIALITY****11.1 Approval to Disclose**

A party ("Party A") must not disclose Confidential Information belonging to another party ("Party B") except where Party A has obtained the prior written approval to disclose from Party B or where such disclosure is required by law.

**11.2 Undertakings**

Each party must:

- (a) make every reasonable effort to ensure that the party's employees, volunteers, agents and subcontractors are aware of and comply with the obligations of confidentiality in this clause 11;
- (b) together with such relevant employees, volunteers, agents and subcontractors provide written undertakings reasonable required by the other parties relating to the non-disclosure of Confidential Information under this clause 11; and



- (c) notify the other parties if that party knows or suspects that Confidential Information has been disclosed in breach of this clause 11.

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## **12 DISPUTE RESOLUTION**

### **12.1 Application of this Clause 12**

This clause 12 shall apply to all disputes in respect of this Agreement other than disputes regarding the provision of Services which are to be resolved according to the process in clause 8 of this Agreement.

### **12.2 Dispute Resolution Process**

For any dispute to which this clause 12 applies:

- (a) a party must serve notice of the dispute (detailing the nature of the dispute) to all the other parties;
- (b) representatives of the parties must meet to discuss a resolution to the dispute; and
- (c) if the parties are unable to resolve the dispute under clause 12.2(b) within a reasonable time, the dispute shall be referred to an independent expert to be appointed by agreement of the parties or, failing agreement, by the President of the Law Society of Tasmania ("Expert"). The determination of the Expert shall be final and binding on the parties, and the parties shall bear the costs of the Expert equally.

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## **13 NOTICES**

### **13.1 Address for Notices**

Any notice, request, or other communication to be given or served under this Agreement must be in writing and:

- (a) delivered by hand;
- (b) sent by post;
- (c) sent by facsimile; or
- (d) sent by email,

to the address nominated by the party in writing and provided to the other parties and the Committee.

### **13.2 Receipt of Notice**

Any notice, request or other communication will be deemed to be received:

- (a) if delivered by hand, on the date of deliver;
- (b) if sent by post within Australia, upon the expiry of five (5) Business Days after the date on which it was sent;
- (c) if sent by facsimile, upon the sender receiving an acknowledgment that the communication has been properly transmitted to the recipient; and
- (d) if sent by email, upon the sender receiving an acknowledgment that the communication has been properly transmitted to the recipient.

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## **14 MISCELLANEOUS**

### **14.1 No Assignment**

No party may assign their rights, interests or obligations under this Agreement without the prior written consent of all the other parties.

**14.2 Survival**

Any part of this Agreement which is expressed to survive the natural expiration or earlier termination of this Agreement will so survive in full force and effect.

**14.3 Severability**

- (a) If the whole or any part of a provision of this Agreement or its application to a person or circumstance is or becomes void, invalid, illegal or unenforceable, then so far as possible, the provision will be read down to the extent necessary to ensure that it is not void, illegal, invalid or unenforceable.
- (b) If a provision of this Agreement, or part of it, cannot be so read down, then the provision, or part of it, will be taken to be void and severable and the remaining provisions of this Agreement will not be affected or impaired in any way.
- (c) Clauses 14.3(a) and 14.3(b) have no effect if the act of severance alters the fundamental nature of this Agreement, or is contrary to public policy.

**14.4 Approvals and Consent**

- (a) A party may give conditionally or unconditionally or withhold its approval or consent in its absolute discretion unless this Agreement expressly provides otherwise.
- (b) By giving its approval or consent a party does not make or give any warranty or representation as to any circumstance relating to the subject matter of the relevant consent or approval.

**14.5 Remedies Cumulative**

The rights and remedies provided in this Agreement are in addition to other rights and remedies given by law independently of this Agreement.

**14.6 No partnership or agency**

Except as expressly provided for in this Agreement, nothing contained or implied in this Agreement will:

- (a) constitute, or be taken to constitute, a party to be the partner, agent or legal representative of any other party for any purpose whatsoever or create or be taken to create any partnership; or
- (b) create or be taken to create any relationship of agency or trust as between the parties.

**14.7 Compliance with Laws**

Each of the parties agrees that, in carrying out its obligations under this Agreement, it must comply with the provisions of all relevant laws.

**14.8 Partial Exercise of Rights**

If a party does not exercise a right or remedy fully or at a given time, the party may still exercise such right at a later date.

**14.9 Variation and Waiver**

A provision of this Agreement or a right created under it, may not be waived or varied except in writing, signed by the party or parties to be bound.

**14.10 Counterparts**

- (a) This Agreement may be executed in any number of counterparts.
- (b) All counterparts will be taken to constitute one (1) agreement.



- (c) The parties agree that if necessary, they may exchange faxed copies of counterparts, and those faxed copies will be taken to constitute one (1) agreement.

**14.11 Governing law and jurisdiction**

The laws of Tasmania govern the operation of this Agreement, and the parties submit to the non-exclusive jurisdiction of the Courts of Tasmania.

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**SIGNING CLAUSES**

Signed by the parties as a deed.

**THE COMMON SEAL** of the **SORELL COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:- )  
 )  
 ) .....  
 ) Common Seal of the Sorell Council

.....  
 Signature of authorised person

.....  
 Name of authorised person

.....  
 Position held by authorised person

**THE COMMON SEAL** of the **BRIGHTON COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:- )  
 )  
 ) .....  
 ) Common Seal of the Brighton Council

.....  
 Signature of authorised person

.....  
 Name of authorised person

.....  
 Position held by authorised person

**THE COMMON SEAL** of the **SOUTHERN MIDLANDS COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:- )  
 )  
 ) .....  
 ) Common Seal of the Southern Midlands Council

.....  
 Signature of authorised person

.....  
 Name of authorised person



Position held by authorised person

**THE COMMON SEAL** of the **TASMAN COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-

)  
)  
) .....  
) Common Seal of the Tasman Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person

**THE COMMON SEAL** of the **HUON VALLEY COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-

)  
)  
) .....  
) Common Seal of the Huon Valley Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person

**THE COMMON SEAL** of the **CENTRAL HIGHLANDS COUNCIL** was affixed pursuant to a resolution of said Council by the following by the duly authorised person:-

)  
)  
) .....  
) Common Seal of the Central Highlands Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person

**THE COMMON SEAL of the GLENORCHY** )  
**CITY COUNCIL** was affixed pursuant )  
 to a resolution of said Council by the following ) .....  
 by the duly authorised person:- ) Common Seal of the Glenorchy City  
 Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person

**THE COMMON SEAL of the GLAMORGAN** )  
**SPRING BAY COUNCIL** was affixed pursuant )  
 to a resolution of said Council by the following ) .....  
 by the duly authorised person:- ) Common Seal of the Glamorgan Spring Bay  
 Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person

**THE COMMON SEAL of the CITY OF** )  
**PALMERSTON COUNCIL** was affixed pursuant )  
 to a resolution of said Council by the following ) .....  
 by the duly authorised person:- ) Common Seal of the City of Palmerston  
 Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person



**THE COMMON SEAL** of the **COOMALIE** )  
**COMMUNITY GOVERNMENT COUNCIL** )  
 was affixed pursuant to a resolution of said Council ) .....  
 by the following by the duly authorised person:- ) Common Seal of the Coomalie Community  
 Government Council

.....  
 Signature of authorised person

.....  
 Name of authorised person

.....  
 Position held by authorised person

**THE COMMON SEAL** of the **LITCHFIELD** )  
**COUNCIL** was affixed pursuant to a resolution )  
 of said Council by the following by the duly ) .....  
 authorised person:- ) Common Seal of the Litchfield Council

.....  
 Signature of authorised person

.....  
 Name of authorised person

.....  
 Position held by authorised person

**THE COMMON SEAL** of the **WAGAIT** )  
**SHIRE COUNCIL** was affixed pursuant to a )  
 resolution of said Council by the following by the ) .....  
 duly authorised person:- ) Common Seal of the Wagait Shire Council

.....  
 Signature of authorised person

.....  
 Name of authorised person

.....  
 Position held by authorised person

**THE COMMON SEAL** of the **WEST ARNHEM** )  
**REGIONAL COUNCIL** was affixed pursuant to a )  
resolution of said Council by the following by the ) .....  
duly authorised person:- ) Common Seal of the West Arnhem Regional  
Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person



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**SCHEDULE 1 – FEES FOR LONG TERM WORK**

<i>Hourly Rates (Min 50 hours p/a) (exclusive of GST)</i>				
<b>Level of Employee Engaged</b>	<b>Ordinary Rate</b>	<b>Penalty Rate (1.5)</b>	<b>Penalty Rate (2.0)</b>	<b>Penalty Rate (2.5)</b>
Administrative	\$72	\$97	\$122	\$147
Professional	\$82	\$110	\$139	\$167
Senior	\$92	\$124	\$156	\$188
Manager	\$107	\$144	\$181	\$218

\* Hourly rates will increase in line with the consumer price index (CPI Australia– March quarter) effective from 1st July each year for the term of this Agreement.

\*\* Hourly rates shown in ‘Schedule 1’ are to be used as a guide for Councils as they proceed to form a Service Agreement. Client and Provider Councils can agree to customise Service Agreements as they see fit.

\*\*\* Calculation of penalty rates methodology: Ordinary rate + Increase employee hourly rate due to application of penalty rate = Penalty charge out rate. Penalty rates may only be charged when approved by Client Council General Manager.

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**SCHEDULE 2 – FEES FOR INTERMITTENT WORK**

<b>Level of Employee Engaged</b>	<b>Ordinary Rate</b>	<b>Penalty Rate (1.5)</b>	<b>Penalty Rate (2.0)</b>	<b>Penalty Rate (2.5)</b>
Administrative	\$87	\$117	\$147	\$178
Professional	\$97	\$130	\$164	\$198
Senior	\$107	\$144	\$181	\$219
Manager	\$122	\$164	\$206	\$249

\* Hourly rates will increase in line with the consumer price index (CPI Australia– March quarter) effective from 1st July each year for the term of this Agreement.

\*\* Hourly rates shown in ‘Schedule 1’ are to be used as a guide for Councils as they proceed to form a Service Agreement. Client and Provider Councils can agree to customise Service Agreements as they see fit.

\*\*\* Calculation of penalty rates methodology: Ordinary rate + Increase employee hourly rate due to application of penalty rate = Penalty charge out rate. Penalty rates may only be charged when approved by Client Council General Manager.

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**SCHEDULE 3 – COMMITTEE**

<b><u>POSITION</u></b>	<b><u>NAME</u></b>	<b><u>COUNCIL/ORGANISATION</u></b>
<b>Chairman:</b>	Mr Peter Murfett	Murfett Management Pty Ltd
<b>Chief Administrator:</b>	Mr Gavin Boyd	Brighton Council
<b>Committee Members:</b>	Mr Robert Higgins	Sorell Council
	Mr Ronald Sanderson	Brighton Council
	Mr Timothy Kirkwood	Southern Midlands Council
	Mr Robert Higgins	Tasman Council
	Ms Simone Watson	Huon Valley Council
	Mrs Lyn Eyles	Central Highlands Council
	Mr Peter Brooks	Glenorchy City Council
	Mr David Metcalf	Glamorgan Spring Bay Council



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**ANNEXURE A – DEED OF ACCESSION**

**THIS DEED OF ACCESSION** is made on the       day of       20

**BY:**       **COUNCIL**  
of        
("New Council")

**BACKGROUND:**

- A. Pursuant to the terms of a Local Government Shared Services Agreement dated the       day of 20 ("Agreement") between the Councils who are a party to that Agreement as at the date of this Deed of Accession ("Existing Councils"), the New Council is required to execute this Deed of Accession to become part of the shared services arrangement under the Agreement.
- B. The New Council is prepared to become a part of the Agreement and to be bound by the terms and conditions of the Agreement pursuant to this Deed of Accession.

**IT IS AGREED:**

**1. Interpretation**

Unless the context otherwise permits:

- (a) terms which are defined in the Agreement shall have the same meaning when used in this Deed of Accession; and
- (b) the interpretation provision in clause 1 of the Agreement shall also apply to the interpretation of this Deed of Accession.

**2. New Council to be Bound**

The New Council covenants in favour of the Existing Councils as at the date of this Deed of Accession that the New Council will, on and from the date of this Deed of Accession, comply with, perform and observe the provisions of the Agreement with the intention that such provisions will be binding on the New Council as fully and effectually and in the same manner and to the same extent as if the New Council were a party to the Agreement with effect from the date of this Deed of Accession.

**3. Initial Contribution to Whole of Model Costs**

The New Council acknowledges that the Existing Councils have been contributing to the costs of administering and coordinating the provision of Services for some time. On this basis, the New Council agrees to pay any initial contribution to the Whole of Model Costs as notified by the Committee in writing.

**4. Nomination of Employees**

Upon signing this Deed of Accession, the New Council must nominate Employees and Services which it wishes to make available to the Existing Councils to the Committee in writing.

#### **5. Appointment of Committee Member**

Upon signing this Deed of Accession, the New Council must appoint a Committee Member to the Committee in writing.

#### **6. Notices**

For the purposes of the Notices clause of the Agreement, the New Council's address for service is the address noted on the first page of this Deed of Accession.

#### **7. Governing Law**

This Deed of Accession is governed by and construed in accordance with the law from time to time in force in Australia and the New Council submits to the non-exclusive jurisdiction of the Courts of Australia.

#### **EXECUTED by the New Council as a Deed**

<b>THE COMMON SEAL</b> of the NEW	)	
<b>COUNCIL</b> was affixed pursuant to a	)	
resolution of said Council by the following	)	.....
by the duly authorised person:-	)	Common Seal of the New Council

.....  
Signature of authorised person

.....  
Name of authorised person

.....  
Position held by authorised person





# REPORT

**FOLDER:** Property Management / Disposal / Asset Disposal and Auctions

**MEETING:** ORDINARY MEETING OF COUNCIL– 27 JUNE 2017

**REPORT TITLE:** DISPOSAL OF OBSOLETE PROPERTY

## Purpose of Report

To dispose of Katherine Town Council unused and outdated minor assets.

## Background

In accordance with Local Government requirements approval is sought to dispose of the items listed below.

## Analysis

Katherine Town Council currently has a number of items which are either obsolete, no longer function or are excess to Council requirements.

It is proposed to dispose of the following unserviceable items at the Waste Management facility.

NUMBER OF ITEMS	ITEM DESCRIPTION
1	Commander Telephone System – Library (5 handsets)
1	Telephone System – Depot (2 handsets)
1	Telephone System – Visitor Information Centre (4 handsets)
1	Simpson Dishwasher – Visitor Information Centre
1	Computer System – Visitor Information Centre
1	TV – Hantarex – Visitor Information Centre
1	Camber – Tandberg 800 – Visitor Information Centre
1	HTC Mobile Phone – Visitor Information Centre Manager
1	Commander Telephone System – Civic Centre (25 handsets)
1	Teleconference Machine – Civic Centre
2	Laptops – Elected Members
2	Computer Servers
1	APost Folding Machine
2	Computer Systems
3	Computer Harddrives

**NB:** All data will be removed from devices prior to their disposal.



# REPORT

## OFFICER RECOMMENDATION

### **That it be recommended to Council:**

That the Mayor and Chief Executive Officer be authorised to dispose of the obsolete items as listed above.

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

Robert Jennings

**CHIEF EXECUTIVE OFFICER**

**Delegation:**

Community Services Executive Manager, Mrs Sophie Henderson

**Schedule of Attachments:**

Nil





# REPORT

**FOLDER:** FINANCE / GRANT FUNDING / NORTHERN TERRITORY LIBRARY  
/ KATHERINE PUBLIC LIBRARY FUNDING

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** PUBLIC LIBRARY SERVICES FUNDING AGREEMENT –  
KATHERINE PUBLIC LIBRARY

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## Purpose of Report

To present for consideration and potential endorsement a funding agreement from Northern Territory Library for the provision of Public Library Services for 2017-2018.

## Background

Katherine Town Council provides Public Library Services with a financial contribution towards the cost of delivery being met by the Northern Territory Government through Northern Territory Library. The contribution level for the 2017/2018 financial year is \$283,379 inclusive of GST. The current financial year's agreement has now been provided and before accessing payment Council is required to sign and seal the document and then submit a tax invoice.

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

Determines to approve the use of the Council seal and accept the funding agreement for Public Library Services for 2017/2018.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:**  
**Attachment:**

Community Services Executive Manager, Mrs Sophie Henderson  
Funding Agreement – Library Services

# **FUNDING AGREEMENT FOR PUBLIC LIBRARY SERVICES**

**BETWEEN**

**NORTHERN TERRITORY OF AUSTRALIA  
represented by its agency  
the Department of Tourism and Culture**

**AND**

***KATHERINE TOWN COUNCIL***

**Solicitor for the Northern Territory**  
68 The Esplanade, Darwin  
GPO Box 1722, Darwin NT 0801  
Telephone: 08 8935 7806 Facsimile: 08 8935 7810  
File no: 20170437



## AGREEMENT

### PARTIES

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#### BETWEEN:

The **NORTHERN TERRITORY OF AUSTRALIA** represented by its agency, the Department of Tourism and Culture ("**the Territory**")

#### AND:

The entity named at Item 1 of Schedule 1 ("**the Recipient**")

### BACKGROUND

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- A. The Territory has allocated funding to assist local authorities and organisations to provide core public library services in the Northern Territory.
- B. The Recipient provides public library services for the benefit of its local community.
- C. The Territory agrees to support the Recipient's delivery of public library services by providing funding in accordance with the terms and conditions of this Agreement.

### AGREED TERMS

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#### 1. DEFINITIONS AND INTERPRETATION

##### Definitions

1.1 In this Agreement unless a contrary intention appears:

- (a) "**Agreement**" means this document and includes any schedules and annexures;
- (b) "**Asset**" means any item of personal, real or incorporeal property, with a price or value of \$1,000 or more (exclusive of GST);
- (c) "**Business Day**" means a day which is not a Saturday, Sunday or public holiday in Darwin in the Northern Territory;
- (d) "**Commencement Date**" means the date specified at Item 5;
- (e) "**Item**" means an Item in Schedule 1 of this Agreement;
- (f) "**Funding**" means the total amount of funding the Territory will pay the Recipient during the Term as set out in Item 6 (plus any applicable indexation) and includes the whole or any part of the Funding and any interest accrued on the Funding or any part of it;
- (g) "**Records**" means the information, records and accounts which the Recipient must keep and maintain pursuant to clause 7.1;
- (h) "**Reports**" means the reports, statements and information which the Recipient must provide to the Territory pursuant to clause 8.1;
- (i) "**Schedule**" means a schedule to this Agreement;
- (j) "**Services**" means the public library services specified in Schedule 3; and
- (k) "**Term**" means the period specified in Item 5 of Schedule 1 and, if extended in accordance with this Agreement, includes the initial term and the extended term.

##### Interpretation

1.2 In this Agreement, unless the contrary intention appears:

- (a) if a word or phrase is defined, its other grammatical forms have a corresponding meaning;
- (b) words importing the singular number include the plural number and vice versa;
- (c) words importing any gender include all other genders;
- (d) the word "including" is not a word of limitation, and is to be interpreted as though it were immediately followed by the words "but not limited to";
- (e) "person" includes a corporation;
- (f) headings and sub-headings have been included for ease of reference only and this Agreement is not to be construed or interpreted by reference to such headings or sub-headings;
- (g) a reference to a party or parties means a party to this Agreement and includes the officers, employees, agents and subcontractors of that party;
- (h) a reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them; and
- (i) no rules of construction apply to the disadvantage of a party on the basis that that party was responsible for the preparation of this document or any part of it.

## **2. OBJECTIVES**

The parties' objectives in entering into this Agreement are to:

- 2.1 ensure Northern Territory residents have access to information and their documentary heritage;
- 2.2 encourage and improve literacy amongst Northern Territory residents;
- 2.3 improve the Recipient's library performance in the six areas of outcome measures listed in the "Guidelines, Standards and Outcome Measures for Australian Public Libraries, July 2016" (at <https://www.alia.org.au/node/184/public-libraries>);
- 2.4 ensure the Recipient:
  - (a) provides and continues to provide its community with free access to library services;
  - (b) maintains adequate library facilities and a satisfactory library environment;
  - (c) maintains appropriate reading and research material in the library, including access to the internet; and
  - (d) encourages community development and improve the quality of life of the residents within its community through library services.

## **3. DURATION OF AGREEMENT**

3.1 This Agreement commences on the Commencement Date and will expire on the later of:

- (a) the end of the Term; or
- (b) the date when the Recipient has provided the Territory with everything required to fully acquit the Funding,

unless earlier terminated in accordance with this Agreement.

3.2 This Agreement may be extended prior to expiry for a further period as agreed



between the parties in writing.

- 3.3 Where this Agreement is extended, the Territory may undertake a review of the operation of the Agreement during the final year of the Term and the Recipient must fully cooperate with that review.

#### **4. FUNDING**

##### **Payment of Funding**

- 4.1 Subject to the provisions of this Agreement, the Territory will pay the Recipient the Funding for the performance of the Services in equal instalments (or such other instalments as the Territory notifies the Recipient in writing) on 30 August of the first year and each subsequent year of this Agreement.
- 4.2 The Funding will be paid into the Recipient's bank account, the details of which are set out at Item 7, which bank account must be:
- (a) in the Recipient's sole name and control;
  - (b) held with an authorised deposit-taking institution under the *Banking Act 1959* (Cth);
  - (c) an interest bearing account of a type appropriate for the amount of the Funding and for the purposes of the Services; and
  - (d) the only account used by the Recipient for receipt and expenditure of the Funding.
- 4.3 The parties acknowledge that the Funding may be eligible for indexation in accordance with parameters applied to Territory grant budgets and if so, the Funding will be indexed in accordance with those parameters.
- 4.4 Notwithstanding any other provision of this Agreement, the Territory is under no obligation to pay the Funding or any part of it if the Recipient has failed to comply with the reporting and acquittal requirements at clause 8.

##### **Use of Funding**

- 4.5 The Recipient must:
- (a) use the Funding (including any interest earned on the Funding), solely for the purpose of providing the Services; and
  - (b) ensure that any amount of the Funding not immediately required for expenditure is held in the Recipient's bank account and any interest earned on those monies is applied and accounted for as though it formed part of the Funding provided by the Territory;
- 4.6 The Recipient may use the Funding to acquire or create an Asset provided that it first obtains the consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.
- 4.7 The Recipient must not commit or use the Funding to re-locate a library or premises from which the Services are provided without first consulting with and obtaining the written approval of the Territory.

##### **Further Funding**

- 4.8 The Territory may in its discretion pay an additional allocation of funds to the Recipient in an amount, on a date and in a manner determined by the Territory and, save for clause 4.1, the additional allocation will be subject to the terms and conditions of this Agreement as if it were the original Funding.
- 4.9 The Recipient acknowledges that the Territory:
- (a) is under no obligation to provide any further monies to the Recipient if the

Recipient's expenditure on the Services exceeds the Funding and the Recipient accepts responsibility for any additional expenditure or costs incurred in the Services; and

- (b) will have no responsibility for any costs associated with the upkeep and management of the Services or Assets acquired using the Funding.

### **Local Suppliers**

4.10 The Northern Territory Government actively supports local business through procuring its goods and services in accordance with the Buy Local Plan. Government grant recipients are strongly encouraged to adopt similar principles when procuring their own goods and services. For more information visit [www.buylocal.nt.gov.au](http://www.buylocal.nt.gov.au).

## **5. THE SERVICES**

5.1 The Recipient must:

- (a) deliver the Services within the region specified at Item 8 and to the commitment levels set out at Schedule 3;
- (b) carry out the Services diligently, effectively and to a reasonable professional standard and in accordance with this Agreement;
- (c) adequately resource the Services with competent employees;
- (d) comply with the provisions of any applicable statutes, regulations and by-laws in force from time to time including, if applicable, the *Local Government Act* (NT) and the Local Government (Accounting) Regulations;
- (e) obtain at its own cost all permits, approvals and licences required to be taken out from time to time by the Recipient in connection with its performance of the Services and must keep such permits, approvals and licences current;
- (f) use all reasonable endeavours to meet the objectives at clause 2;
- (g) keep the Territory fully informed on as to the progress of the Services and participate in such meetings and provide such information as is reasonably requested by the Territory relating to the conduct and progress of the Services and the expenditure of the Funding;
- (h) comply, in a timely fashion, with all reasonable requests or directions of the Territory in respect of the Services; and
- (i) promptly advise the Territory in writing of any relevant matters that might affect the Recipient's ability to continue to provide or to complete the Services or to meet any of the Recipient's obligations under this Agreement.

5.2 The Recipient warrants that it will, at its own cost, take reasonable steps to ensure that its employees are appropriately screened, suitably qualified, experienced and trained to undertake their duties in accordance with this Agreement and legislation, including, if necessary, criminal history checks and working with children clearances.

5.3 The Recipient must not engage subcontractors to deliver the Services without the prior written consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.

5.4 The Recipient is responsible for the Services and for ensuring that it complies with this Agreement, and will not be relieved of that responsibility because of any:

- (a) involvement by the Territory in the performance of this Agreement, including the Territory commitments set out in Schedule 2; or



- (b) subcontracting by the Recipient of any part of this Agreement.
- 5.5 The Recipient will be liable to the Territory for the acts and omissions of any sub-contractor and their respective employees and agents as if they were the acts or omissions of the Recipient.
- 5.6 The Recipient must not suspend or cease the provision of the Services without the prior written consent of the Territory, which consent may be withheld, or given subject to conditions, in the Territory's absolute discretion.
- 5.7 If the Recipient suspends any of the Services, whether with the consent of the Territory or otherwise, the Recipient must immediately notify the Territory of that suspension, with detailed reasons, and the Territory may in its absolute discretion take action pursuant to clause 15.

## **6. TERRITORY COMMITMENTS**

The Territory will endeavour to meet the commitments and commitment levels set out in Schedule 2.

## **7. RECORDS**

- 7.1 The Recipient must keep and maintain all information, records and accounts (including all receipts and invoices):
  - (a) in accordance with accounting principles generally applied in commercial practice;
  - (b) as required by law;
  - (c) so that at all times the receipt and expenditure of the Funding is identifiable and ascertainable; and
  - (d) as necessary to provide a complete and detailed record and explanation of the implementation and progress of the provision of the Services.
- 7.2 The Recipient must provide to the Territory the Records within ten (10) Business Days of the request.
- 7.3 The Recipient must keep all Records for a period of six (6) years after the expiry or earlier termination of this Agreement.
- 7.4 The Recipient must, at all reasonable times, give to the Territory and persons authorised by the Territory, permission to inspect, audit and take copies of all Records (and permission to enter the Recipient's premises to do so), and in this respect the Recipient must fully cooperate with, and provide all assistance reasonably requested by, the Territory.
- 7.5 This clause 7 survives the expiry or earlier termination of this Agreement for a period of six (6) years.

## **8. REPORTING AND ACQUITTAL**

- 8.1 In order to acquit the Funding, the Recipient must, no later than 31 October in each year (or such other date as may be agreed by the parties in writing), provide the Territory with:
  - (a) a copy of the Recipient's audited financial statements for the most recent financial year, including income and expenditure statements and balance sheets, which must clearly identify the Funding and the expenditure of the Funding, undertaken by a qualified auditor with appropriate professional registration; and
  - (b) an outcomes report detailing the progress of the delivery of the Services against the service and commitment levels specified in Schedule 3 and measuring the Recipient's performance of the Services against the parties'

objective to meet the outcome measures at clause 2.3.

8.2 If:

- (a) the Recipient fails to submit a Report in the time or manner required, or at all; or
- (b) the Territory considers that a Report is deficient in some way, the Territory may, in its absolute discretion:
- (c) give the Recipient a notice requiring the Recipient to submit or resubmit the Report, and the Recipient must do so within the time, and in accordance with any request, specified in the notice; or
- (d) take action under clause 15.

8.3 This clause 8 survives the termination of this Agreement until such time as the Recipient has acquitted the Funding and submitted Reports to the satisfaction of the Territory.

## 9. PRIVACY

9.1 The Recipient must deal with all Personal Information in a manner which is consistent with the *Information Act* (NT), including the Information Privacy Principles set out in that Act or any 'code of practice' approved under that Act, as if the Recipient were a public sector organisation.

9.2 This clause 9 survives the expiry or earlier termination of this Agreement.

## 10. REPAYMENT OF UNSPENT OR MISUSED FUNDING

10.1 If, at the expiry or earlier termination of this Agreement ("the Relevant Date"), the Recipient still has any part of the Funding (excluding any part of the Funding legally committed for expenditure in accordance with this Agreement and which falls for payment thereafter), the Recipient must, within ten (10) Business Days of the Relevant Date, advise the Territory of that fact, and return the remaining part of the Funding to the Territory, unless the Territory agrees in writing that the Recipient may retain the remaining part of the Funding for a purpose approved by the Territory

10.2 If at any time:

- (a) the Territory forms the reasonable opinion that the Funding has not been used, spent or committed for expenditure in accordance with this Agreement; or
- (b) it cannot, by reconciliation of the Records be shown to the reasonable satisfaction of the Territory the Funding has been spent or committed in accordance with this Agreement,

the Territory may, at its discretion, by written notice require the Recipient to:

- (c) repay the Funding or any part of it to the Territory in the manner described in the notice within ten (10) Business Days of the notice; or
- (d) deal with the Funding or any part of it in accordance with any instructions of the Territory set out in the notice.

10.3 Prior to issuing a notice pursuant to clause 10.2 the Territory will give the Recipient a reasonable opportunity to respond to any concerns that the Territory may have regarding the expenditure of the Funding.

10.4 A failure to comply with the repayment obligations under this clause 10 will:

- (a) result in interest accruing on the outstanding amount of the Funding at the rate set by the Territory in its 30 Day Payment Policy or any substituted



policy, or, if no rate is set in any such policy, the 90 day bank bill rate published by the Reserve Bank of Australia as at the immediately preceding 1 June and which interest will be payable in addition to the principal amount and will continue to accrue on outstanding monies until full payment of the principal and interest is received; and

- (b) entitle the Territory to take action pursuant to clause 15.
- (c) Any amount owed to the Territory under this Agreement (including any interest) will, without prejudice to any other rights available to the Territory under this Agreement or at law or in equity, be recoverable by the Territory as a debt due to the Territory by the Recipient without further proof of the debt being necessary.

## **11. INSURANCE**

11.1 The Recipient must effect and keep in force appropriate insurance policies including:

- (a) loss, damage or theft of any property used in connection with the delivery of the Services;
- (b) public liability cover for a minimum amount of \$20 million in relation to any single event; and
- (c) workers compensation insurance required by law.

11.2 The Recipient must provide the Territory with evidence of the currency of insurance policies within five (5) Business Days of any request by the Territory.

11.3 The Recipient must not do or omit to do any act where the insurance required under this clause 9 may be rendered void or voidable.

## **12. RISK**

The Recipient accepts all risks in respect of this Agreement and the Services, including the risk of:

12.1 the actual cost of providing the Services being greater than anticipated;

12.2 the Services not being supplied in accordance with the requirements of any contract between the Recipient and any third party;

12.3 all liabilities associated with:

- (a) health and safety;
- (b) employee entitlements;
- (c) payments and liabilities to third parties, including to contractors and subcontractors; and

12.4 compliance with laws.

## **13. RELEASE**

13.1 The Recipient releases to the full extent permitted by law, the Territory and its officers, employees, agents, subcontractors, visitors and invitees (in this clause referred to as "those released") from all responsibility or liability for the risks referred to in clause 12, loss of or damage to any property, or injury or death to any person, or any other loss or damage whatsoever, arising out of any involvement of those released pursuant to this Agreement.

13.2 This clause 13 survives the expiry or earlier termination of this Agreement.

## **14. INDEMNITY**

14.1 The Recipient indemnifies and keeps indemnified and holds harmless the Territory, its officers, employees, agents, volunteers, subcontractors, visitors or

invitees (in this clause referred to as 'those indemnified') from and against any loss, damage, expense (including legal costs and expenses on a solicitor/own client basis) or other liability, incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person against any of those indemnified arising out of or in connection with:

- (a) the Services; and
- (b) the Recipient's breach of this Agreement;
- (c) the risks referred to in clause 12,

except to the extent that any unlawful or negligent act or omission of the Territory or its employees or agents contributed to the loss, damage, expense or liability.

14.2 This clause 14 survives the expiration or early termination of this Agreement.

## **15. SUSPENSION AND TERMINATION**

### **Right of Territory to Suspend or Terminate**

15.1 If:

- (a) notwithstanding any other clause in this Agreement, as a result of any change in Territory or Commonwealth government policy, the Funding for the Services is to cease or be reduced;
- (b) the Recipient has failed to comply with a notice provided by the Territory requiring that the Recipient remedy a breach of the terms and conditions of this Agreement within the time specified in the notice;
- (c) the Recipient is dissolved, becomes insolvent, stops payment of its debts or is unable to pay its debts as and when they fall due, or the Recipient enters into an arrangement or composition with its creditors or is placed into receivership or liquidation, whether voluntary or otherwise, or the Territory reasonably suspects that any of these things have occurred or may occur;
- (d) the Recipient (including any officer, employee or member of the Recipient), is in the reasonable opinion of the Territory, guilty of any misconduct, misbehaviour, incompetence, carelessness or gross inefficiency in the discharge of its duties under the terms and conditions of this Agreement, or is convicted of any criminal offence, or the Territory reasonably suspects this has occurred or may occur;
- (e) the Recipient is, in the reasonable opinion of the Territory, unable or unwilling, for any reason, to undertake the continuation or completion of the Services in a manner satisfactory to the Territory; or
- (f) any clause in this Agreement provides that this clause 15 applies;

the Territory may, in its absolute discretion and by written notice to the Recipient, immediately:

- (g) suspend this Agreement and/or dealings with the Funding, and clause 15.2 will apply; or
- (h) terminate this Agreement.

15.2 If the Territory suspends dealings with the Agreement and/or Funding the Territory may:

- (a) end the suspension by written notice to the Recipient, subject to such preconditions (including variations to this Agreement) which the Territory may require; and/or
- (b) if the matter is not resolved to the satisfaction of the Territory, immediately terminate this Agreement by further written notice to the Recipient.



15.3 For the duration of any suspension, the Recipient must:

- (a) hold the Funding in utmost good faith for use only in accordance with the directions of the Territory and must cease all other dealings with the Funding; and
- (b) if the Territory directs, cease performing the Services or perform the Services with such conditions or limitations as the Territory may direct,

and the Territory will not be liable to the Recipient for any suspension of this Agreement and is not obliged to pay the Recipient any part of the Funding during the period of the suspension.

15.4 On termination:

- (a) the Recipient must hold the Funding in utmost good faith for use only in accordance with the directions of the Territory and will cease all other dealings with the Funding; and
- (b) the Territory will not be liable to pay any part of the Funding not already paid, and clauses 10.1, 10.4(a) and 10.4(c) will apply.

15.5 The Territory will not be liable to the Recipient for termination of this Agreement, and in any event, the Territory will not be liable to pay any amount in excess of the amount of the Funding remaining unpaid under this Agreement at the date of termination.

15.6 Termination of this Agreement does not affect any accrued right or liability of any party, nor will it affect the coming into force, or the continuation in force, of any provision of this Agreement that is expressly, or by implication, intended to come into or continue to be in force on or after the termination.

## **16. GOODS AND SERVICES TAX**

16.1 Any term used in this clause that is referred to in *A New Tax System (Goods and Services Tax) Act 1999* (Cth) will have the meaning which it has in that Act.

16.2 The Funding provided under this Agreement is inclusive of GST, with GST calculated using the GST Rate at the Commencement Date, and therefore the Territory will not be liable to pay the Recipient any additional amounts, over and above the Funding, for any GST incurred by the Recipient when the Recipient receives the Funding.

16.3 The Recipient and the Supplier agree that if the Supplier is registered for GST purposes the Recipient will issue to the Supplier Recipient Created Tax Invoices ("RCTI's") in respect of the Supply on the following terms and conditions:

- (a) both the Recipient and the Supplier acknowledge that they are or will be registered for GST when the invoice is issued and the RCTI must show the Supplier's Australian Business Number ("ABN");
- (b) the Recipient and Supplier must reasonably comply with their obligations under the Act and any rulings or determinations issued by the Tax Commissioner;
- (c) the Supplier agrees that the Recipient can issue tax invoices in respect of the Supply;
- (d) the Supplier will not issue tax invoices in respect of the supplies;
- (e) the Supplier will notify the Recipient if it ceases to be registered for GST purposes; and
- (f) the Recipient will notify the Supplier if it ceases to be registered for GST.

16.4 Where the GST Rate is changed after the Commencement Date, the consideration

under this Agreement will be increased or decreased so that the consideration remains inclusive of GST, with GST calculated using the new GST Rate from the date of the change of the GST Rate.

## **17. DISPUTE RESOLUTION**

- 17.1 Each party must follow the procedures in this clause 17 before starting court proceedings (except for urgent injunctive or declaratory relief).
- 17.2 Any party to this Agreement who wishes to claim that a dispute has arisen must give written notice to the other party setting out details of the dispute.
- 17.3 Within five (5) Business Days of the provision of the written notice, the parties must meet to take whatever actions or investigations as each deems appropriate, in order to seek to resolve the dispute.
- 17.4 If the dispute is not resolved within five (5) Business Days of that meeting (or within such further period as the parties may agree is appropriate) then the parties must refer the dispute to the parties' Chief Executive Officers (or equivalent position or nominee with authority to intervene, direct resolution or settle the dispute) for resolution or, if resolution cannot be reached, agree a process for resolving the whole or part of the dispute through means other than litigation, such as further negotiations, mediation, conciliation or independent expert determination.
- 17.5 Despite the existence of a dispute, both parties must (unless requested in writing by the other Party not to do so) continue to perform their respective obligations under this Agreement.

## **18. NOTICES**

- 18.1 Any notice, approval, consent, demand or other communication required or permitted to be given under this Agreement must be in writing and given in one of the following ways:
  - (a) by hand delivering to the relevant person;
  - (b) by sending a letter through registered mail to the relevant address for service; or
  - (c) by sending an email to the relevant email address,
 at the Address for Service of Notices for the relevant party in Schedule 1, or such other contact person, address or email address as may be advised by a party in writing from time to time.
- 18.2 A notice given under clause 18.1 is deemed to be given, in the case of:
  - (a) hand delivery, immediately on delivery;
  - (b) registered mail, on the third Business Day after posting; and
  - (c) email on the following Business Day unless within 24 hours of sending, the sender receives an automated electronic message that the email has not been delivered or that the email address is unattended in which case notice is not deemed given,
 but if such delivery or receipt is later than 4.00pm (addressee's time) on a Business Day, it is deemed to be received at 9.00am on the next Business Day in the place of receipt.

## **19. GENERAL**

### **Nature of Relationship**

- 19.1 No relationship of any kind is created between the parties by this Agreement except by what is expressly stated in this Agreement.



### **Assignment**

- 19.2 The Recipient must not transfer, assign or otherwise dispose of its rights, duties, benefits, obligations or interest under this Agreement without the prior written consent of the Territory.

### **Amendments**

- 19.3 No alteration, addition or amendment may be made to this Agreement other than in writing signed by each of the parties.

### **Waiver**

- 19.4 No waiver of any condition or covenant contained in this Agreement or failure to exercise a right or remedy by either of the parties implies or constitutes a further waiver by a party of that condition or covenant, right or remedy or of any other condition, covenant, right, or remedy.

### **Severability**

- 19.5 If a court determines that a word, phrase, sentence, paragraph or provision in this Agreement is unenforceable, illegal or void then it shall be severed and the other provisions of this Agreement shall remain operative.

### **Governing Law**

- 19.6 This Agreement is to be construed and interpreted in accordance with the laws of the Northern Territory of Australia and the parties submit to the jurisdiction of the courts in Darwin in the Northern Territory.

### **Intervening Event**

- 19.7 If the Recipient is unable, wholly or in part, to carry out its obligations under this Agreement due to: natural disasters, strikes, lockouts, or other industrial disturbances, war, unavoidable accident, fire, flood, or explosion (an "Intervening Event"):
- (a) the Recipient must give the Territory notice of the Intervening Event and insofar as is known, the probable extent to which it will be unable to perform or will be delayed in performing its obligations, and its obligations must be suspended so far as it is affected by the Intervening Event;
  - (b) once the Intervening Event has ended, the Recipient must carry out all acts which it would have been liable to carry out had the Intervening Event not occurred; and
  - (c) the Recipient must take all reasonable steps to eliminate the Intervening Event and resume performance as promptly as practicable.

**Entire Agreement**

19.8 The Agreement constitutes the entire agreement between the parties related to the subject matter hereof, and supersedes any previous agreements or understandings.

**IN WITNESS WHEREOF** the parties have executed this as an Agreement.

**SIGNED** by ..... )  
 for and on behalf of the **NORTHERN** )  
**TERRITORY OF AUSTRALIA** pursuant to a )  
 delegation under the *Contracts Act* in the )  
 presence of: )

.....  
 Signature

Date: ...../...../.....

.....  
 Signature of Witness

.....  
 Name of Witness

The **COMMON SEAL** of ..... )  
 ..... )  
 was hereto affixed in pursuance of a resolution )  
 of the Council and in accordance with the )  
*Local Government Act* in the presence of: )

Date: ...../...../.....

.....  
 Signature of Witness

.....  
 Name of Witness



## SCHEDULE 1

Item No.	Description	Details
1.	<b>Recipient</b>	<i>Katherine Town Council</i> ABN: 47 836 889 865
2.	<b>Recipient Address for Services of Notices</b> (clause 18.1)	Attention: Mayor Physical address: Civic Centre, Lot 1865 Stuart Highway Postal address: PO Box 1071 Katherine NT 0851 Telephone: 08 8972 5500 Email: records@ktc.nt.gov.au
3.	<b>Territory's Address for Service of Notices</b> (clause 18.1)	Attention: Patrick Gregory Physical address: Level 1 Darwin Plaza Smith Street Mall Darwin Postal address: GPO Box 42 Darwin NT 0801 Telephone: 08 8922 0720 Email: Patrick.gregory@nt.gov.au
4.	<b>Commencement Date</b> (clause 1.1(d))	<i>1<sup>st</sup> July 2017</i>
5.	<b>Term</b> (clause 1.1(k))	<i>1 year</i>
6.	<b>Funding</b> (clause 1.1(f))	\$283,379 inclusive of GST
7.	<b>Recipient's Bank Account</b> (clause 4.2)	Account name: Katherine Town Council BSB: 065-902 Account number: 10339697
8.	<b>Region for delivery of Services</b> (clause 5.1(a))	<i>Katherine Town</i>

## SCHEDULE 2

### TERRITORY COMMITMENTS

ServiceID	Service	Commitment
N1	Manage Public Library Funding Agreement on behalf of the Northern Territory Government	<ul style="list-style-type: none"> <li>• Provide information on annual grant funding prior to end of previous financial year</li> </ul>
N2	Develop NT public library sector by providing opportunities for all public libraries to collaborate and share information and by supporting the implementation of Territory-wide and national library frameworks in the Northern Territory	<ul style="list-style-type: none"> <li>• Convene Public Libraries Strategic Development Committee meetings at least twice per year</li> <li>• Provide an online platform for sectoral communications and information sharing</li> <li>• Collaborate with public libraries to progress the Vision 2017-2023 agenda</li> <li>• Disseminate and promote the adoption of the Standards, Guidelines and Outcome Measures for Australian Public Libraries 2016</li> <li>• Disseminate and promote the adoption of the Aboriginal and Torres Strait Islander Protocols for Libraries, Archives and Information Services and participate in their update.</li> </ul>
N3	In collaboration with the sector, develop and deliver an annual public libraries sectoral development program	<ul style="list-style-type: none"> <li>• Convene Library Sector Learning Working Group</li> <li>• Develop annual sectoral learning program in collaboration with Library Sector Learning Working Group</li> <li>• Encourage peer learning through development of Lead Learners program</li> <li>• Convene Aboriginal Community Libraries Working Group</li> <li>• Convene Programming Working Group</li> </ul>
N4	Represent the Northern Territory public library sector in national forums	<ul style="list-style-type: none"> <li>• Represent the sector in the Australian Public Library Alliance (APLA), National and State Libraries Australasia (NSLA), International Federation of Library Associations (IFLA) and other national and international groups</li> </ul>



		<p>as required.</p> <ul style="list-style-type: none"> <li>• Coordinate sectoral responses to information requests from organisations such as the Australian Library and Information Association</li> </ul>
N5	Provide advisory services relating to strategic library development issues for Municipal libraries; advisory services relating to both strategic and operational issues for Rural libraries and Remote Aboriginal Community libraries.	<ul style="list-style-type: none"> <li>• Provide support for sectoral development and operational issues through the LibrariesNT Service Desk</li> <li>• Visit each public library annually to provide onsite support and advisory services</li> <li>• Answer any public reference inquiries forwarded from public libraries</li> </ul>
N6	Provide centralised sectoral reporting and evaluation capabilities.	<ul style="list-style-type: none"> <li>• Provide annual report on NTL and public libraries' key statistics and achievements against ALIA Public Libraries outcome areas, performance against schedules, and expenditure.</li> <li>• Coordinate sectoral reporting to national public library statistics.</li> <li>• Provide online tool for statistical reporting</li> </ul>
N7	Management of Library Resource Allocation (LRA) funding.	<ul style="list-style-type: none"> <li>• Review LRA amount per council on an annual basis according to a transparent methodology.</li> <li>• Undertake procurement and contract management relating to the purchase of library resources.</li> <li>• Convene Collections Development Working Group</li> <li>• Manage subscriptions to Territory-wide eResources in collaboration with Collections Development Working Group</li> </ul>
N8	Provide a shared Library Management System for all Territory public libraries.	<ul style="list-style-type: none"> <li>• Manage selection, procurement and annual license payments for Library Management System</li> <li>• Ensure LMS is regularly upgraded and enhanced</li> <li>• Manage relationships with LMS vendor</li> <li>• Implement LMS user agreements with councils and deliver services to the standards documented in these agreements</li> <li>• Provide support for LMS issues</li> </ul>

		<p>through the LibrariesNT Service Desk</p> <ul style="list-style-type: none"> <li>• Convene Library Management System Working Group</li> <li>• Provide capacity for public libraries to run their own LMS reports as required</li> <li>• Provide LMS learning sessions</li> </ul>
N9	Provide free community Wi-Fi internet services to Indigenous communities	<ul style="list-style-type: none"> <li>• 46 communities serviced with NBN internet plans</li> </ul>
N10	Provide Community Stories digital keeping place software to Indigenous communities	<ul style="list-style-type: none"> <li>• All Remote Aboriginal Community libraries have access to Community Stories on request and with relevant learning and support.</li> </ul>
N11	Participate in Connect NT Inter Library Loan network	<ul style="list-style-type: none"> <li>• Provide Inter Library Loan service, including postage, from the NTL General Collection to libraries in the network, with postage paid both ways.</li> </ul>



### SCHEDULE 3

#### PUBLIC LIBRARY SERVICE

ServiceID	Service	Commitment
M1	Provide free core library services to meet local requirements but available to all NT residents as required.	<ul style="list-style-type: none"> <li>• Deliver library services within the overarching framework provided by the Guidelines, Standards and Outcome Measures for Australian Public Libraries and Connected Communities: Vision for Northern Territory Public Libraries 2017-2023.</li> <li>• Provide free entrance to the library during times determined by local requirements and guided by Guideline G12.5 in the Guidelines, Standards and Outcome Measures for Australian Public Libraries.</li> <li>• Develop library collections and lend collections to the public.</li> <li>• Support library users to effectively utilise collections, technology and spaces.</li> <li>• Provide regular programming reflecting community requirements and make space available for other organisations to run community programs.</li> <li>• Promote library services to the community.</li> <li>• Deliver services to community through outreach programs.</li> </ul>
M2	Develop collections to meet the current, emerging and future needs of the local community.	<ul style="list-style-type: none"> <li>• Purchase collection materials through Library Resource Allocation funding and any additional council funding in accordance with local Collection Development policies.</li> <li>• Active participation in Collections Development Working Group.</li> </ul>
M3	Provide a suitable physical facility that meets community requirements	<ul style="list-style-type: none"> <li>• Space is welcoming, comfortable and well maintained.</li> </ul>
M4	Provide collections and services that support early	<ul style="list-style-type: none"> <li>• Maintain space and collections for children within library.</li> <li>• Provide family reading programs</li> </ul>

	childhood development	such as Storytime.
M5	Provide access to digital technology	<ul style="list-style-type: none"> <li>• Free public access to up to date computer equipment and standard software.</li> <li>• Public access to printing.</li> <li>• Provide free Wi-Fi internet service.</li> </ul>
M6	Support shared Territory-wide Library Management System	<ul style="list-style-type: none"> <li>• Participate in the Library Management System Working Group.</li> </ul>
M7	Ensure that staff have sufficient capability to deliver the library service	<ul style="list-style-type: none"> <li>• Ensure that all library staff are encouraged and supported to maintain a process of continuing professional development ensuring ongoing growth in staff knowledge, skills and capacity.</li> <li>• Active participation in Library Sector Learning Working Group.</li> </ul>
M8	Provide reports on library services and financial management as required	<ul style="list-style-type: none"> <li>• Annual financial grant acquittal provided by 31 October.</li> <li>• Annual Outcomes Report provided by 30 September.</li> <li>• Service usage data entered into online statistical collection tool monthly, quarterly or annually as requested.</li> </ul>
M9	Participate in sectoral development activities	<ul style="list-style-type: none"> <li>• Representative from Council to be a member of and actively participate in Public Libraries Strategic Development Committee.</li> <li>• Ensure that the library service is encouraged and supported to develop and implement contemporary, creative and innovative practices, programs and processes.</li> <li>• Ensure that library programs and services meet the priorities of the library's community through engagement, consultation and evaluation. Ongoing evaluation of library programs and services is used to monitor implementation, quality and effectiveness of library operations.</li> <li>• Provide Lead Learners for sectoral development activities.</li> </ul>



M10	Provide reciprocal borrowing privileges to applicants who are members of any other public library service in the NT	<ul style="list-style-type: none"><li>• Full participation in Connect NT.</li></ul>
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# REPORT

**FOLDER:** Finance / Audit / Audit Committee

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** AUDIT COMMITTEE MEETING MINUTES HELD ON THE 15 MAY 2017

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## **Purpose of Report**

To receive and note the minutes of the Audit Committee meeting held on 15 May 2017.

## **OFFICER RECOMMENDATION**

**That it be recommended to Council:**

1. That Council receives, notes and endorses the minutes of the Audit Committee Meeting held on 15 May 2017.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Community Services Executive Manager, Mrs Sophie Henderson  
**Schedule of Attachments:** Audit Committee Meeting Minutes as at 15 May 2017





**AUDIT COMMITTEE MEETING HELD AT THE CIVIC CENTRE - KATHERINE  
MONDAY – 15 MAY 2017**

**MINUTES**

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**1. PRESENT**

Ian Swan	Chairperson
Elizabeth Clark	Alderman
Aswin Kumar	Latitude 12 Consultant
Alice Anastacio	Acting Director Corporate & Community Service (DCCS)
Claire Johansson	Acting Chief Executive Officer (CEO)
Ireneo Lalim	Finance Fixed Asset Management Officer
James Craven	Operational Fixed Asset Management Officer
Sophie Henderson	Community Services Executive Manager (Secretariat)

**2. OPENED**

The meeting was opened at 11.35am.

**3. APOLOGIES**

Nil

**4. DISCLOURE OF INTERESTS**

Nil

**5. CONFIRMATION OF MINUTES**

MOVED: Johansson/Anastacio

That the minutes of the Audit Committee Meeting held on the 20 February 2017 be confirmed as a true and accurate record.

CARRIED: 8/0

**6. BUSINESS ARISING**

**6.1 RECORDING OF DEPRECIATION**

The Chairperson advised that he had held a conversation with Colin James from Lowry's Accountants (Auditor) regarding the recording of depreciation. The committee determined that all parties are happy with the current arrangement in recording of depreciation. However, Council is still to contact the Department of Local Government and request further clarification regarding issues raised at the March 2017 Local Government Finance Reference Group meeting.

MOVED: Johansson/Anastacio

That Council approaches the Department of Local Government to raise the matter of recording depreciation and request the Department advise a preference or any concerns and to seek clarification.

CARRIED: 8/0

## 6.2 AIRPORT ASSETS

The Acting CEO discussed the recording of depreciation and Council's current assumption of using a straight line with no residual value. The Acting CEO noted that the National Accounting Standards notes that recognizing residual value is warranted. Council owned assets that are in a good condition (condition determined by an independent valuer) and the residual value determined by an expert opinion will be recorded using residual value and will assume the value at industry standard. It was also noted that a risk assessment will be completed as part of the above process in order to work out percentages to be applied.

The committee determined to seek further advice from the Department of Local Government regarding the proposal to use residual value.

MOVED: Johansson/Clark

To seek advice from the Department of Local Government to recognise residual value in Council accounts by using the revaluation condition report and expert opinion and apply risk mitigation factors.

CARRIED: 8/0

Council will continue to take the view that the current lease for the Katherine Airport will be seen as an ongoing issue regardless of current expiry dates and that Council will write off the assets at the end of said lease. However, it is important that Council recognizes residual value and reports depreciation. The Acting DCCS noted that the Katherine Airport does not currently have an updated independent valuation on applicable assets and that Council will require an updated independent valuation. It was accepted that Council will only do renewables on some assets and those assets built by others would not be recorded. The Chairperson noted that using different rates for both types of asset, the recognition under a sub-lease is acceptable as long as the sub-lease denotes the responsibility that the asset is under the leasee's control.

The Latitude 12 representative noted that Council does not own the assets and that the assets are only leased and a condition of the current lease are to maintain the assets. In principal the committee agreed with the statement from Latitude 12.

Clarification was sought on the lease and whether or not it can be considered a financial lease or an operational lease.

MOVED: Johansson/Anastacio

Assets that are on Council land that are owned by another party will be recorded as a financial lease.

CARRIED: 8/0



## **7. ITEMS FOR DISCUSSION**

### **7.1 LATITUDE 12 PRESENTATION – INDEPENDENT FINANCIAL RISK ASSESSMENT**

Mr Aswin Kumar provided a presentation on Latitude 12's experience and skills relating to providing Council an independent financial risk compliance review. A copy of the presentation can be made available to any committee member who requests a copy.

The audit or compliance review can be made up of a full review or a desktop audit. The committee determined that the review would be of Council's financial policies and procedures with a focus on internal, external and contractual compliance. A copy of a risk management analysis is to be provided by Latitude 12 at a date to be determined by Council. The committee endorses the independent review.

### **7.2 INVESTMENT OPPORTUNITIES**

No changes at this time. However, the item is to continue to remain as an agenda item.

### **7.3 TERMS OF REFERENCE**

The current Charter for the committee is to be incorporated into the review being conducted by Latitude 12. This item is to continue to remain as an agenda item.

### **7.4 AUDIT COMMITTEE WORK PROGRAM**

The Chairperson advised that the work program is slowly being updated.

The Acting CEO noted the updated Key Performance Indicators as noted in the draft Long Term Financial Plan. It was noted that page 5 of the notes within the plan outlined additional information pertaining to the Key Performance Indicators. A request was put to the committee to recommend any further Key Performance Indicators. The committee determined that no additional Key Performance Indicators are required at this time. However, the Long Term Financial Plan should be placed on the agenda for the next committee meeting to determine the best process for an asset's end of life process, long term spend recording and replacement (i.e. Waste Management Facility and Cemetery).

### **7.5 AUDIT COMMITTEE EVALUATION**

No changes at this time. However, the item is to continue to remain as an agenda item.

### **7.6 WASTE MANAGEMENT FACILITY**

As noted in item 7.4 Council's Audit Committee will be discussing the Long Term Financial Plan with a focus on determining the best process for an asset's end of life process, long term spend recording and replacement. The committee will discuss this item further at the next committee meeting and will also include the costs associated with the rehabilitation of the current site.

8. **NEXT MEETING**

The next scheduled meeting has been set for August 2017. A date is to be set once the draft financial statements have been completed by Lowry's Accountants. The committee will then be given two weeks' notice of planned meeting.

9. **MEETING CLOSED**

Meeting closed by the Chairperson at 1.28pm.



**AUDIT COMMITTEE MEETING  
ACTION ITEMS TABLE**

<b>MEETING DATE</b>	<b>ACTION ITEM</b>	<b>RESPONSIBLE OFFICER</b>	<b>STATUS</b>
20 February 2017	Independent Risk Assessment – Latitude 12	Sophie Henderson	Contacted Latitude 12 to request a presentative attend to discuss
	Terms of Reference – Forward current Charter to members	Sophie Henderson	Copy forwarded to all members
	Works Program – Charter and LTFP Works Program – Forward copy of Workforce Plan to Chairperson Works Program – Promulgate Council Details Works Program	Sophie Henderson  Alice Anastacio	Copy forwarded to all members Copy forwarded to Chairperson Copy forwarded to Chairperson  Copy of Council report that outlines dates for the budget process is to be forwarded to members
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	



# REPORT

**FOLDER:** Finance / Grant Funding / KTC Community Grants 2017

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** COMMUNITY GRANTS – UPDATED GUIDELINES FOR THE 2017-2018 FUNDING ROUND

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## Purpose of Report

To accept the updated changes to the Community Grants Guidelines for 2017-2018.

## Background

It was determined during the 2017-2018 draft budget process that the Festival Grants that had been offered in the past for the purpose of assisting community groups with small grants of up to \$500 to organise an event during the Katherine Festival were no longer relevant. However, Council has developed the Community Grants Program to provide a transparent and accountable system of distributing funds by application, to community groups, organisations and individuals to assist in the development and implementation of innovative initiatives. The grants assist the local community in achieving community development principles and to further contribute to the betterment and the well-being of the citizens of Katherine and the enhancement of our environment.

The Community Grants Committee met on the 30 May 2017 to draft new guidelines where the Festival Grants were incorporated into the Community Grants. The attached amended guidelines show the recommended changes.

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

1. That Council approve the amended Community Grant Guidelines for 2017-2018.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Community Services Executive Manager, Mrs Sophie Henderson  
**Schedule of Attachments:** Community Grant Guidelines for 2017-2018





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## Community Grants - Guidelines

### About the Program

**Funding through this Grant Program is available to assist community groups and major events within Katherine.**

**Applicants may apply for up to \$2,000 for community groups or \$5,000 for major events. The application process will be as per the following criteria:**

- The submission has demonstrated cost effectiveness and soundness
- The applicant group is contributing resources, within their capacity
- Other sources of funding are not readily available
- Benefits the whole or part of the community of Katherine
- Location and community access to the planned events and activities
- Enhance the development of community based initiatives

### Conditions of the Grants:

- Funds are not granted retrospectively.
- Funds may not be used for any other purpose without prior approval of Katherine Town Council.
- The grant recipient will advise Katherine Town Council of any changes within the organisation as soon as possible after they occur (for example, change of project date, executive personnel changes, contact details).
- The grant recipient will obtain all appropriate approvals/permits, insurance cover etc relating to the project for which the grant is awarded. A copy of the public liability insurance Certificate of Currency should be included with the grant application.
- The grant recipient will acknowledge the Katherine Town Council in all documentation and promotion of the funded project. A copy of the Katherine Town Council logo will be forwarded to all recipients upon request.
- Where there is a need for Council services in relation to the funded project, the grant recipient will ensure that the budget adequately covers the costs of these services.
- If the project runs over budget, Katherine Town Council is in no way responsible for meeting the shortfall.
- An evaluation form and financial acquittal is to be forwarded to Katherine Town Council within 3 months of completion of the project. This should provide a brief overview of the project.
- No organisation will receive further funding until all previous community grant monies have been satisfactorily acquitted.
- Details supplied by your organisation in your grant submission, including the name of the organisation, the amount, purpose and reasons for approval or non-approval may be published and used by the Katherine Town Council in any form and at any time.
- The total funding is limited and subject to annual variation by Council and as such, all applications will be assessed on relative merit. It is not possible to approve all requests for assistance, therefore grant funding should not be deemed automatic, nor should it be anticipated.

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### Budget:

Applicants need to declare all sources of income relevant to the project. These could include such things as grants from other funding agencies, sponsorship, admission or stallholder fees or fundraising activities.

It is important to note that 'in-kind' contributions are still recognised as income, providing that there is a corresponding entry in the expenditure column.

In the application budget section the total income of the project must equal the total expenditure of the project. Types of expenditure can include such things as:

- Professional wages and fees
- Insurance, including public liability (please note that this is classed as in-kind)
- Local travel and transport
- Materials and capital items
- Services including street permits
- Venue and equipment hire including charges for electricity
- Advertising and publicity

### Application Lodgment Dates

Please note that applications handed in after the grant round closing date will not be assessed.

**Closing Date:** 22 September 2017  
**Funds Available:** As soon as selection is completed

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### Application Eligibility

#### To be eligible, the proposal must:

- Take place within the Katherine Town Council local authority area
- Generally be one-off, as no guarantees of ongoing funding will be made.

#### To be eligible, the applicant must:

- Be an incorporated group or organisation or be auspiced by another organisation that is incorporated and able to manage the grant on behalf of the applicant.
- A copy of a Certificate of Incorporation (registration number if certificate unavailable) or equivalent must be supplied.
- Consideration will also be given to purely volunteer groups and individuals.
- Be operating on a non-profit basis.
- Be able to demonstrate effective management skills and be financially accountable.
- Be able to make a reasonable contribution and/or attract other funding or sponsorship to the project.
- Provide details of other sources of funding sought and obtained.
- Provide details of all professionals to be employed on the project or appointed person or committee member.
- Provide a Certificate of Currency for appropriate Public Liability Insurance.

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- Provide a summary of the applicants past history of successful grant applications and have completed the acquittal of previous grants

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#### The program does not fund:

- Organisations that operate for commercial purposes.
- The cost of public liability insurance.
- Organisations that have not satisfactorily acquitted previous grant applications to Council by the due date.
- Projects or events that are run for commercial purposes.
- Ongoing operational or administrative costs.
- Uniforms.
- Retrospectively (i.e. for a project that is completed or already underway).
- Travel and accommodation outside of the Municipality – except where a judge and/or consultant that cannot be found locally – however, must be able to show value adding and upskilling to the community.
- Activities that are the primary responsibility of other funding agencies.

#### Who Can't Apply?

The following organisations are not eligible to apply:

- Political organisations.
- Government departments – state or federal.
- For profit groups/commercial organisations.
- Individuals (unless auspiced by an incorporated body).
- Tertiary education institutions.

Deleted: (includes schools)

#### How Do I Apply?

- Complete all details in the Community Grant Application Form.
- Attach any supporting documentation, eg any written quotations, public liability insurance.
- Submit your application by close of business on the closing date.

**If you require assistance to fill out the application or need further information you can contact Katherine Town Council on 8972 5500 for advice.**

Applications may be lodged by any of the following means:

- E-Mail: [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)
- Fax: (08) 8971 0305
- Post: Katherine Town Council  
PO Box 1071  
KATHERINE NT 0851
- Hand deliver to: Katherine Town Council  
Civic Centre  
Stuart Highway  
KATHERINE NT 0850

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## What Can I Apply For?

**It is important that your application details what this initiative will achieve in the long and short term. The following table details some examples of eligible and ineligible projects.**

Examples of some eligible projects:	Examples of ineligible projects:
<ul style="list-style-type: none"> <li>• inaugural events</li> <li>• projects targeted at the community</li> <li>• major events aimed at the community as a whole</li> <li>• <u>school fete with community engagement</u></li> <li>• <u>festival</u></li> </ul>	<ul style="list-style-type: none"> <li>• competition / membership fees</li> <li>• overheads and service charges involved with running an organisation</li> <li>• food items</li> <li>• travel for teams or individuals to State or National competition and carnivals</li> </ul>

## How Will My Application Be Assessed?

Late applications will not be accepted and Katherine Town Council can only assess applications that are complete, and submitted by the closing date. If your organisation fails to submit a complete application, it will not be assessed.

Applications will be assessed by a committee made up of Katherine Town Council Elected Members, staff and community representatives. The committee will provide the recommendations to an Ordinary Meeting of Council.

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Funding is competitive and it is not possible to always fund all requests. Applications are assessed in line with this guideline. Preference will be given to those applications who do not currently receive Council funding.

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Katherine Town Council's decision will be final and no correspondence will be entered into.

## How Will I Know My Application Is Successful?

Applicants will be notified of the result of their application by mail. If your application is successful, you will receive a Funding Agreement. Your organisation must comply with all conditions outlined in this Agreement. The Agreement will outline the level of funding approved and the approved initiative. Your organisation will be required to sign the agreement as indicated and return it to Katherine Town Council before the funds can be paid.

Grant Funding will be paid directly into your organisations, or your nominated incorporated association's, bank account. Your organisation will be required to keep records of the grant expenditure and may have to submit evidence if Katherine Town Council ask for this.

## What If My Organisation is GST Registered?

- The grant will be 'grossed up' by the GST amount.
- A tax invoice will need to be supplied by the successful organisation or a Statement by a Supplier form completed.
- It is your organisation's responsibility to pay the GST component to the Australian Taxation Office.

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# REPORT

**FOLDER:** Local Government/Elections/Municipal Elections

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** 2017 LOCAL GOVERNMENT ELECTION – AMENDMENTS TO ORDINARY MEETINGS OF COUNCIL

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## Purpose of Report

To inform Council that due to the upcoming Local Government Elections the scheduled August and September 2017 Ordinary Council Meetings will need to be moved to alternative dates in order to meet *Local Government Act* requirements.

## Background

Under Katherine Town Council's Caretaker Policy the caretaker period will apply from the close of nominations on Nomination Day (3 August 2017) until the Declaration of the Results of the Election (4 September 2017), pursuant to Regulation 56 of the Northern Territory *Local Government (Electoral) Regulations*.

In order to hold an August 2017 Ordinary Council Meeting prior to the close of nominations (i.e. 3 August 2017) Council would only have two (2) working days in August to choose. However, under the *Local Government Act* Council is only required to hold an Ordinary Council Meeting at least once in each successive period of two (2) months. Therefore, the recommendation below is to cancel the scheduled August 2017 meeting altogether and ensure all major policy decisions are completed in July 2017 or await the amended September 2017 Ordinary Council Meeting.

Under the Local Government (Accounting) Regulations Part 9, Point 19 (2) the CEO must ensure that, at least once in each month, the balance of an authorised account is reconciled with income and expenditure that has been or should have been paid into, or from, the account. In order for this action to occur Council will need to convene a Corporate Services (Financial) Committee to meet and endorse income and expenditure for July 2017. This committee normally only includes the Director of Corporate & Community Services, Corporate Services Executive Manager, Accounts Receivable Officer, Accounts Payable Officer and Payroll Officer. However, the CEO will be in attendance and it would be recommended that at least one (1) Elected Member attend to ensure a transparent process and the due diligence has applied. A copy of the minutes from this meeting can then be provided at the next Ordinary Council Meeting.

Under the *Local Government Act* Chapter 6, Point 58 (3) Council is required to hold its first Ordinary Meeting of Council within fourteen (14) days after the conclusion of a general election.



# REPORT

## OFFICER RECOMMENDATION

### **That it be recommended to Council:**

1. That Council cancel the scheduled August 2017 Ordinary Council Meeting; and
2. Convene, on the 2 August 2017 at 3pm, a Corporate Services (Financial) Committee Meeting to ensure that the authorised account for July 2017 are reconciled with income and expenditure; and
3. Nominate at least one (1) Elected Member to attend the Corporate Services (Financial) Committee Meeting.
4. Nominate the 12 September 2016 to replace the current scheduled Ordinary Council Meetings for September 2017.

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:**

Community Services Executive Manager, Mrs Sophie Henderson

**Schedule of Attachments:**

Nil





# REPORT

**FOLDER:** Local Governance / Media Relations / Administration

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** KATHERINE TOWN COUNCIL'S CHRISTMAS AND NEW YEAR ARRANGEMENTS FOR 2017/2018

## **Purpose of Report**

To advise the Elected Members of the Katherine Town Council's Christmas and New Year arrangements for 2017/2018.

In accordance with Council's current schedule of meeting dates it is proposed that the meeting cycle for December 2017 is as follows:

### **December 2017**

Ordinary Council Meeting                      Tuesday 12 December 2017

It is proposed to close the Council offices on the following days over the Christmas period:

Civic Centre	25 December 2017 until the 2 January 2018 inclusive
Library	25 December 2017 until the 2 January 2018 inclusive
Depot & Inspectorate	25, 26 and 27 December 2017 and 1 January 2018
Visitor Information Centre	25, 26 and 27 December 2017 and 1 January 2018
Waste Management Station	25 December 2017

It is proposed that the Visitor Information Centre reduce operating hours for the following days over the Christmas period:

Visitor Information Centre	28 December 2017 until 31 December 2017 inclusive – opening hours 10.00am till 2.00pm
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## **OFFICER RECOMMENDATION**

### **That it be recommended to Council:**

1. It is proposed that the meeting cycle for December 2017 be as follows:

### **December 2017**

Ordinary Council Meeting                      Tuesday 12 December 2017

2. That the Council offices be closed as follows:

Civic Centre	25 December 2017 until the 2 January 2018 inclusive
Library	25 December 2017 until the 2 January 2018 inclusive
Depot & Inspectorate	25, 26 and 27 December 2017 and 1 January 2018
Visitor Information Centre	25, 26 and 27 December 2017 and 1 January 2018
	28 December 2017 until 31 December 2017 inclusive – opening hours 10.00am till 2.00pm
Waste Management Station	25 December 2017

3. That the Visitor Information Centre reduce operating hours as follows:

Visitor Information Centre	28 December 2017 until 31 December 2017 inclusive – opening hours 10.00am till 2.00pm
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Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

<b>Delegation:</b>	Community Services Executive Manager, Sophie Henderson
<b>Schedule of Attachments:</b>	Nil





# REPORT

**FOLDER:** Local Governance/Development Guidelines

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** AMENDMENT TO THE KATHERINE TOWN COUNCIL  
DEVELOPMENT GUIDELINES – STREET LIGHTING

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## **Purpose of Report**

To seek endorsement for the amendment of the Katherine Town Council Development Guidelines section 3.2.8 Street Lighting requirements and Section 3.2.8a technical specifications for street lights.

## **Background**

The transfer of ownership of Street Lights from Power and Water to Katherine Town Council was completed through a Deed to assume ownership on 1 February 2017.

Subsequently Council has commenced the replacement of street lights in accordance with the specifications and products supplied from Tender 16-14, which is a fully integrated system with a central management system.

Developments that require the installation of Street Lights that will become the responsibility of Katherine Town Council must be fully compliant with the current Council controlled Street Lighting Assets, to prevent additional costs and complexities associated with alternative lighting.

## **Report**

The Katherine Town Council Development Guidelines – 3.2.8 Street Light requirements be amended to:

The Developer is to engage with Katherine Town Council for the supply and installation of Street Light Assets for any development where the Katherine Town Council will assume the Street Light Asset.

3.2.8a referred to as appendix L be amended to reflect the type and standard of light adopted by Katherine Town Council.

## **OFFICER RECOMMENDATION**

### **That Council:**

1. Receives and adopts the replacement of Katherine Town Council Development Guidelines 3.2.8 Street Lighting requirements to:

The Developer is to engage with Katherine Town Council for the supply and installation of Street Lights for any development where the Katherine Town Council will assume the Street Light asset.

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2. Receives and adopts the amended technical specification for street lights of Katherine Town Council Development Guidelines 3.2.8a referred to as appendix L (attached).



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

<b>Delegation:</b>	A/ Director Works and Services, David Moore
<b>Attachments:</b>	KTC Development Guidelines p.16 Appendix L – Technical Specifications



Where Development occurs with unconstructed, partially or fully constructed street frontages and/or partially or fully constructed existing drainage systems, Council may require the following:

- Partial or full reconstruction of the abutting road and/or the surrounding road(s) including road pavements, kerbs and gutters, footpaths, crossovers and driveways, shared footways and bikeways, verges and landscaping/streetscape works;
- Partial or full reconstruction of the abutting, internal and/or out-falling drainage system;
- Partial or full construction of new shared internal access roads or driveways and associated drainage where access easements or battle-axe legs apply;
- Extension of services or provision for extension of services (conduits) from the front boundary to the top of the battle-axe leg or access easement.
- Internal drainage where necessary and the provision of appropriate easements where the proposed drainage from one site or allotment is concentrated and discharges over another allotment being created or downstream thereof.
- Removal of existing driveways and crossings where necessary and replacement with kerb and/or kerb and channel.

All Developments shall be adequately drained to Council requirements.

### 3.2.8 Street Lighting requirements

Council is the authority responsible for Street lighting and other lighting in areas determined by Council, within the Katherine Town Council Local Government area of Katherine, Council pays Power and Water Corporation for electricity consumption. Public area (e.g. Parks) lighting outside of road reserves will generally be owned and operated by Council. These networks are metered and the meter is to be registered in Council's name as soon as the works are placed On Maintenance.

The Developer is to provide street and other lighting in public areas of the Development in accordance with current Australian Standards. All roads, pathways and carparks shall have lighting to Power and Water Corporation and Council Standards and specifications. Other public places such as playgrounds or barbeques shall have lighting as directed by the Officer.

Council will specify the required lighting categories as described in the Australian Standards.

Council will be responsible for tariff payments, repairs and maintenance and capital replacement charges of street and other area lighting only after the works have been placed On Maintenance by Council and the Developer has arranged to have the works transferred to Council's name.

#### 3.2.8a Technical Specifications for Street Lights

Refer to Appendix L

### 3.2.9 Environmental Management

Pollution of the waterways, rivers and drains can be caused by stormwater discharge, manual transportation or air blown sediments or pollutants from a Development site. To cause or allow this is an offence under a variety of Acts, Regulations and By-laws.

The Developer shall be responsible for adequately addressing any potential Environmental matters such as clearing of vegetation, stormwater drainage management and erosion & sediment control in relation to the proposed Development works.

Based on the type and size of Development Works, an Environmental Management Plan and/or Vegetation Management Plan may be required to be submitted to Council prior to granting of design approval.

In respect to Erosion & Sediment Control, a suitable management plan shall be submitted for all Developments. This plan shall be based on the Guidelines produced by the Northern Territory Government - Department of Natural Resources, Environment, the Arts and Sport.

In respect to fill material, such material shall be solid, inert and non-hazardous.

## Certifications

IES LM79-08, "Electrical and Photometric Measurements of Solid-State Lighting Products"  
 AS/NZS 1158 series and CIE S025 using the **absolute** method.  
 compliance with the relevant requirements of Clause 5.7 of SA/SNZ TS 1158.6:2015  
 Complies to ANZ 60598.2.3 part 2,3 for outdoor luminaires  
 P category lighting to ANZ 11583.1 P4 with independent certification minimum spacing of 55M  
 Global Mark declaration of suitability for use on Australian power networks  
 Certification of load testing to AEMO NEM for inclusion on the non-metered load table for under 50W  
 and under 100W  
 ACMA and RCM compliance for use on Australian power networks  
 IK 09 or greater certification

## PE CELL

Full ANSI C136.41 7-pin Dimming Receptacle  
 Dimming capability  
 IP65 Water test with NEMA-7 receptacle fitted

## Surge Arrestor

LED fitting minimum 445 Joule CATB (6 kV/3 kA)  
 When fitted with Smart controller (eg Cimcon 3100-7p 700 Joule CATC (20 kV/10 kA)

## Fixtures and fittings

Stainless steel 316 grade screws and mounting accessories designed to EN 60598-1

## LED

SuperBright class 130lm/w efficacy LED arrays are required with Photometric, LM-79 and LM-80 test reports from a NATA accredited Laboratory  
 Precise Light Distribution  
 COB LED arrangement (CREE XP-E family or similar)

## Driver

Certified driver rated to 80 Degrees, with 0-10 or PWM dimming.

## Remote Power head option and solar ready

Optional 48VDC, where the Mains LED driver is remotely located up to 22m away from the LED head unit. This is for remote areas where access to repairing the light fitting is cost prohibited.

## Australian support and warranty

5 year in Australia support including carry of spare parts.

## Vandal resistance

The unit is able withstand rock impacts to the shell and LED and still maintain function correctly  
 tempered-glass lenses meeting IK09

## LED housing

Ultra Modern LED fitting, with Cast aluminium and mildew and marine rated paintz

## Smart controller Nema-7

System must be compatible with the Cimcon 3100 series controllers and software with the following minimum specifications.

Controller	Powerful 32-bit Microcontroller
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Real Time Clock	Battery-Backed RTC
Power Metering	Parameters measured: Voltage, Current, Power Factor, Frequency, kW and kWh
Switching Capacity	15 A Max
Power Supply	Universal AC input 85 V-264 V, 50/60 Hz (305 and 480 V optional)
Radio Communication	2.4 GHz, IEEE 802.15.4 RF Data Rate: 250 kbps Receiver Sensitivity: -104 dBm Network Fault Tolerance: Self-healing mesh Data Protection: 128-bit AES encrypt Hardware: IEEE 802.15.4-2003 CSMA-CA algorithm Transmit Power: +20 dBm Network Type: Self-forming mesh network Open Field Range: 5000 ft/1.5 km
GPS Module Specifications	Receiver Type: 22 Tracking/66 Acquisition Channel GPS Receiver GPS L1, C/A Code Max. Update rate: 10 Hz Sensitivity: Tracking: -165 dBm Reacquisition: -160 dBm Cold starts: -147 dBm Time-To-First-Fix: Cold starts: 31s (typical) Warm starts: 30s Hot starts: <1s EPO Assist: 13s(CTTFF) Accuracy: Automatic Positioning: 2.5m CEP Speed: 0.1m/s
Dimming Interface	Control Voltage: 0-10 V Maximum Current: 10 mA with Short Circuit protection or PWM Dimming: 10 V p-p, 400 Hz Maximum Current: 10 mA (Sink) or DALI
Sensor tilt sensor Inputs	Provision of one tilt sensor inbuilt with Digital input and one Analog input that can be used for motion-based lighting controls, adaptive lighting or advanced lighting controls
Surge Protection	Standard: 410 Joule CATB (6 kV/3 kA), Optional: 700 Joule CATC (20 kV/10 kA)
Operating Conditions	-30°C to +70°C / -22°F to +158°F (-40°C optional), 20% to 90% Rh non-condensing; IP66
Central Management System	Web-based software allows remote configuration, monitoring, control, and reporting



# REPORT

**FOLDER:** Property Management / Disposal / Asset Disposal and Auctions  
**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017  
**REPORT TITLE:** DISPOSAL OF OBSOLETE PROPERTY

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## Purpose of Report

To seek Elected Members endorsement for the disposal of capital items.

1. Four (4) 17 metre light towers currently in site at Sportsground Oval 2. These towers and lights have been replaced by eight (8) new LED lighting towers. The assets in question are beyond economical repair.
2. Approximately 855 Mercury Vapor and Metal Halide type street light luminaires. These luminaires have been replaced by new LED type luminaires and are of no further use to Council.

## Background

In accordance with Local Government Act (Financial Regulations) and Katherine Town Council's Disposal of Asset Policy Council is required to write off money, property or assets. In accordance with Council's Disposal of Asset Policy these items require Council approval for disposal.

## OFFICER RECOMMENDATION

That the Elected Members endorse the disposal of capital items by the following methods:

1. Four (4) light towers advertised locally for sale, removal and making good of the area (less electrical disconnection to be undertaken prior by Council contractors).
2. Approximately 855 luminaires to be offered for sale via Grays Online to be sold in lots determined by Grays Online and for collection at the Council Depot as required.
3. Unsold or damaged lights will be recycled by a Waste Disposal company.

  
Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:**

A/Director Works & Services, David Moore





# REPORT

**FILE:** WORKS \ CORRESPONDENCE \ REPORTS

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** LOCAL GOVERNMENT (ACCOUNTING) REGULATIONS  
EXEMPTION REQUEST – PROCUREMENT FOR CORE MUNICIPAL  
SERVICES

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## **Purpose of Report**

To approve a Department of Local Government Exemption Request to allow Binjari Community Aboriginal Corporation to continue completing core municipal services on behalf of Katherine Town Council.

## **Background**

Council receives funding from the Department of Local Government for the supply of Core Municipal Services at Binjari Community.

For the past three (3) years Council has in turn contracted Binjari Community Aboriginal Corporation to complete some of these works using an exemption from the Department of Local Government. This process fosters pride and engagement in the community by community members.

The core services undertaken by Binjari Community Aboriginal Corporation are attached (approximately \$55K). This process is supported by Binjari Community Aboriginal Corporation Board and officers of Katherine Town Council.

## **OFFICER RECOMMENDATION**

### **That it be recommended to Council:**

That the Chief Executive Officer be authorised to execute a Local Government (Accounting) Regulations Exemption Request for the Binjari Community Aboriginal Corporation contract without the necessity to obtain addition quotes for services.

  
Robert Jennings  
CHIEF EXECUTIVE OFFICER

**Delegation:** A/Director Works & Services David Moore  
**Schedule of Attachments:** Binjari Core Municipal Services

<b>ADMINISTRATION MANAGEMENT/SUPERVISION P/ANNUM</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2017/18</b>
<b>TOTAL</b>		<b>\$34,324.66</b>	<b>\$5,000.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>
<b>FIRE BREAK SLASHING INCL. ROAD VERGE SLASHING</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
four (4) cuts wide 7.97km	\$ x 3 runs				
<b>TOTAL</b>		<b>\$3,665.74</b>	<b>\$3,665.74</b>	<b>\$3,665.74</b>	<b>\$3,665.74</b>
<b>GARBAGE COLLECTION</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
Forty-two (42) 240l wheelie bins emptied once p/wk	\$ x 52wks				
Replacement component for forty-two (42) 240l wheelie bins p/yr	\$ x 42 bins				
<b>TOTAL</b>		<b>\$35,435.49</b>	<b>\$35,435.49</b>	<b>\$35,435.49</b>	<b>\$35,435.49</b>
<b>IRRIGATION &amp; CONTRACTUAL SERVICES</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
Inspections & Maintenance one (1) day p/wk for eight (8) hrs p/day over nine (9) mths (Dry Season) = 36 inspections p/annum	\$ x 288hrs				
Essential Services; power to bore			\$1,545.00	\$1,545.00	\$1,545.00
Plant Hire	\$ x 288hrs				
<b>TOTAL</b>		<b>\$16,329.21</b>	<b>\$16,329.21</b>	<b>\$16,329.21</b>	<b>\$16,329.21</b>
<b>STREET LIGHTING</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
Consumables and Vandalism Damage					
<b>TOTAL</b>		<b>\$9,219.89</b>	<b>\$9,219.89</b>	<b>\$9,219.89</b>	<b>\$9,219.89</b>
<b>ANIMAL CONTROL</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
<b>Initial:</b> Registration and Control two (2) days for eight (8) hrs p/day	\$ x 16hrs				
Veterinarian Fees					
Plant Hire	\$ x 16hrs				
<b>Ongoing:</b> one (1) day p/ftn for eight (8) hrs p/day	\$ x 208hrs				
Plant Hire	\$ x 208hrs				
<b>TOTAL</b>		<b>\$19,439.53</b>	<b>\$19,439.53</b>	<b>\$19,439.53</b>	<b>\$19,439.53</b>
<b>MINOR REPAIRS AND MAINTENANCE PROGRAM</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
Pruning Trees, Road Pavement repairs, Guidepost/Signage repairs/replacement, Oval & Parks fencing repairs one (1) day p/ftn for eight (8) hrs p/day	\$ x 208hrs				
Plant Hire	\$ x 208hrs				
<b>TOTAL</b>		<b>\$11,885.88</b>	<b>\$11,885.88</b>	<b>\$11,885.88</b>	<b>\$11,885.88</b>
<b>CONTRACTUAL SERVICES</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
Based on yearly minor repairs and maintenance (Street Lighting, Plumbing and Irrigation) by Electricians and/or Plumbers	p/annum				
<b>TOTAL</b>		<b>\$6,331.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>STREET SWEEPING</b>		<b>2014/15</b>	<b>2015/16</b>	<b>2016/17</b>	<b>2016/17</b>
one (1) sweep p/mth including travel time for five (5) hrs p/sweep over twelve (12) mths p/yr	\$ x 60hrs				
<b>TOTAL</b>		<b>\$7,553.65</b>	<b>\$7,553.65</b>	<b>\$7,553.65</b>	<b>\$7,553.65</b>



EMU-BOB SERVICE		2014/15	2015/16	2016/17	2016/17
one (1) day p/wk for eight (8) hrs p/day	\$ x 416hrs				
Plant Hire Utility	\$ x 416hrs				
TOTAL		\$23,549.60	\$23,549.60	\$23,549.60	\$23,549.60

WEED CONTROL		2014/15	2015/16	2016/17	2016/17
six (6) times p/yr for eight (8) hrs p/day	\$ x 48hrs				
Vehicle Hire - Quad Bike	\$ x 48hrs				
Vehicle Hire - Utility	\$ x 48hrs				
Vehicle Hire - Trailer/s	\$ x 48hrs				
TOTAL		\$3,998.99	\$3,998.99	\$3,998.99	\$3,998.99

STREET POISONING / OVALS SURROUNDS / BORE COMPOUNDS /		2014/15	2015/16	2016/17	2016/17
eight (8) times p/yr for eight (8) hrs p/day	\$ x 64hrs				
Vehicle Hire - Utility	\$ x 64hrs				
TOTAL		\$5,220.90	\$5,220.90	\$5,220.90	\$5,220.90

CONTRACTUAL SERVICES		2014/15	2015/16	2016/17	2016/17
Based on yearly maintenance expenses for Top Bore only	p/annum				
TOTAL		\$6,887.15	\$0.00	\$7,000.00	\$7,000.00

MOWING		2014/15	2015/16	2016/17	2017/18
Top Oval - once p/ftn	\$ x 26 mows				
Nature Strips and Parks - once p/mth	\$ x 12 mows				
Workshop Area - once p/quarter	\$ x 4 mows				
Bore Compound (Top) - once p/quarter	\$ x 4 mows				
Children's Play Ground - once p/quarter	\$ x 4 mows				
Community Shed Area - once p/quarter	\$ x 4 mows				
Bottom Park Area - once p/ftn	\$ x 26 mows				
17 Vacant Blocks - once p/quarter	\$ x 68 mows				
TOTAL		\$22,549.85	\$22,549.85	\$22,549.85	\$22,549.85

TWELVE YEAR ROAD MAINTENANCE PROGRAM		2014/15	2015/16	2016/17	2017/18
All Roads - Reseal Component	4580Lm x 7m = 32060m <sup>2</sup> x \$5.16 m <sup>2</sup> = \$165,429.60 ÷ 12 = reconstruction program figure	\$13,785.80 p/annum	\$13,785.80 p/annum	\$13,785.80 p/annum	\$13,785.80 p/annum
Access Road and Bottom Area - Shoulders	3940Lm @ \$11,441.55 p/km (each side of road) = \$45,079.71 ÷ 12 = reconstruction program figure	\$3,756.64 p/annum	\$3,756.64 p/annum	\$3,756.64 p/annum	\$3,756.64 p/annum
TOTAL		\$17,542.44	\$17,542.44	\$17,542.44	\$17,542.44

	\$223,934.71	\$182,936.17	\$229,936.17	\$229,936.17
<b>TOTAL OPERATIONS</b>	<b>\$223,935</b>	<b>\$182,936</b>	<b>\$229,936</b>	<b>\$229,936</b>

Items for continuation of contractual negotiation with Community

## KATHERINE TOWN COUNCIL



# REPORT

**FOLDER:** Community Relations/Committees/Katherine Showgrounds and Multi-Purpose Centre Advisory Committee/2017 Showgrounds and Multi-Purpose Centre Advisory Committee Meetings

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** MINUTES OF THE KATHERINE SHOWGROUNDS AND MULTI-PURPOSE CENTRE ADVISORY COMMITTEE MEETING – 15 JUNE 2017

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**Purpose of Report**

To provide Elected Members with the Minutes of the Katherine Showgrounds and Multi-Purpose Centre Advisory Committee meeting held on 15 June 2017.

**OFFICER RECOMMENDATION**

That it be recommended to Council:

That the Minutes of the Katherine Showgrounds and Multi-Purpose Centre Advisory Committee meeting held on 15 June 2017 be received and noted.

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Acting Director Works & Service, David Moore  
**Attachments:** Minutes of the Katherine Showgrounds and Multi-Purpose Centre Advisory Committee Meeting held on 15 June 2017.





**MINUTES OF THE KATHERINE SHOWGROUNDS AND MULTI-PURPOSE ADVISORY  
COMMITTEE MEETING HELD AT THE KATHERINE CIVIC CENTRE THURSDAY 15  
JUNE 2017 AT 5.30PM**

**1. WELCOME**

Meeting opened - 5:30pm

**In Attendance:**

Alderman Clark	KTC Elected Member (SHG Chair)
Suzanne Sinclair	Katherine District Show Society
Anna Kerwin	Australian Stock Horse Society (ASHS)
Jai Hunt	Katherine Model Aero Club Vice President
Sam Tapp	Member of the Australian Campdraft Association
Lee Hunt	Katherine Model Aero Club President
David Flood	Blue Eagle Muay Thai Training and Fitness
Daryl Francis	Katherine Scouts
David Moore	KTC Acting Director Works & Services
Agnes Adan	KTC Works Administration Officer (Minute Taker)

**2. APOLOGIES**

Bill Daw	Katherine Turf Club Secretary
Vicki Williams	NT Appaloosa & Western Performance Club

**3. CONFIRMATION OF PREVIOUS MINUTES**

**3.1 6 December 2016 - Meeting**

Moved: Suzanne Sinclair / Jai Hunt

That the minutes from the Katherine Showgrounds Advisory and Multi-Purpose Advisory Committees meeting held on 6 December 2016 be confirmed as a true and accurate record.

Carried: 9 / 0

**4. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4.1 Official Change re: Renaming of Facility i.e. Signage, VIC**

Acting Director Works & Services (ADWS) David Moore advised that the motion to vote for a change of name from Katherine Showgrounds to "**Katherine Showgrounds and Multi-Purpose Centre**" was passed at the Ordinary Council meeting on 22 November 2016. The KTC ratified the changes and confirmed name has been changed.

**4.2 Disabled Toilet Universal Key**

ADWS advised that Vicki Williams will discuss the matter on the next committee meeting.



## 5. GENERAL BUSINESS

### 5.1 Signs for Internal Road

Katherine District Show Society Representative Sue Sinclair proposed to the committee that naming of internal roads at the Showgrounds should be considered.

The Chair advised Sue to submit a proposal letter to the Council with the names of the internal road to be considered on the next Council meeting.

#### Comments:

- No certain process of naming internal roads at this stage for Local Government properties.

ADWS will submit a report to Council once the proposal is finalised.

### 5.2 Auto Gate Access – Disabled and Multiple Access with Hires

ADWS advised that Vicki Williams will discuss the matter on the next committee meeting on.

### 5.3 Parking around the Front, Rodeo Gates and in the Truck Turning Area

ADWS informed the Committee that temporary “No Parking” signs have been put up around and that people are still parking those areas.

### 5.4 Draft Master Plan

ADWS advised the Committee that all comments should be sent to Sharyn Innes to finalise the Master Plan.

ADWS will also ask the Rodeo Arena Group Committee for comments.

## 6. OTHER BUSINESS

### 6.1 Toilet Blocks and Bore

Australian Campdraft Association Member Sam Tapp inquired about the toilet blocks and bore being moved?

ADWS informed the Committee that the toilet blocks and bore are being moved and is part of the plan (as attached).

### 6.2 Dog Exercise Area

Australian Stock Horse Society Representative Anna Kerwin raised concerns about hygiene issues around the exercise area.

#### Action:

ADWS to arrange for water to be turned off and emptied.

### 6.3 Pedestrian Gate

- Blue Eagle Muay Thai Training and Fitness Representative David Flood requested that pedestrian gate locked after hours.





Action:

ADWS to speak to Julie Hunter from AFL regarding the issue and Anna Kerwin in regards to moving the fridge in the Showgrounds.

**7. DATE OF NEXT MEETING**

Tuesday, 1 August 2017 at Civic Centre 5:30pm

**7.1 MEETING CLOSED**

6:30pm

TO BE CONFIRMED



# REPORT

**FOLDER:** Tenders/Works/Tenders and Quotations Register

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** T17/01 ARCHITECTURAL, ARTISTIC & LANDSCAPE DESIGN SERVICES – SUMMARY ADVICE

## Purpose of Report

To inform and provide Council a summary of the successful panel members for T17/01 – Architectural, Artistic & Landscape Design Services

## Report

EOI – T17/01 - Architectural, Artistic & Landscape Design Services was released to the open market as part of Councils regular contract management practices, to garner local interest and fair value for the works and services being delivered to the Katherine Municipality.

The Documents were released on Wednesday 01 February 2017 and closed at 2:00pm on Friday 15 February 2017 with Council officers Community Services Executive Manager Sophie Henderson, Airport & Contracts Manager Scott Mannion and Operational Fixed Asset Management officer Jamie Craven in attendance for the opening of the Tender Box

T17/01 Architectural, Artistic & Landscape Design Services, being within Council officer's internal delegations, were critically assessed in accordance with the Local Government Act, endorsed Council Policies and procedures and awarded in line with standard contract management requirements. In compiling this data through due process, Council has adhered to the principles of 'value for money' in accordance with the Local Government (Accounting) Regulations.

In the interest of public accountability and general service delivery information, those Panel members are now presented to Council as outlined below.

<b>Company</b>	<b>(40HRS)</b>	<b>Value For Money (VMF) Score</b>
Tropo Architects	\$5,672.00	52.04%
Clouston Associates	\$6,399.00	51.76
Mode Corp Pty Ltd	\$7,112.00	51.38
Richard Hammond	\$5,600.00	50.33

*\*Prices are exclusive of GST*

*\*\*Pricing has been calculated to 40 hours*

For Council's further review each of the noted award recommendations (assessments) is provided as an attachment to this report





# REPORT

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

1. That the summary advice for the noted four (4) Period Contracts for services be noted and received

A handwritten signature in blue ink, appearing to read 'R. Jennings', written over the printed name and title.

Robert Jennings

**CHIEF EXECUTIVE OFFICER**

**Delegation:** Acting Director Works & Services, David Moore

**Attachments:** Memorandum – T17/01 – Architectural, Artistic & Landscape Design Services



## MEMORANDUM

FOLDER: Tenders/Works/Architectural, Artistic & Landscape Design Services

DATE: 20 March 2016

FROM: AIRPORT AND CONTRACTS MANAGER

RE: EOI - T17/01 – ARCHITECTURAL, ARTISTIC & LANDSCAPE DESIGN SERVICES

TO: CHIEF EXECUTIVE OFFICER

CC: DIRECTOR WORKS & SERVICES

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### PURPOSE

Under the Northern Territory Local Government Act, procurement for consultant services is exempt from the normal Council approval and tender requirements.

However for assessment purposes Council utilised "The Value for Money Assessment Tool" in assessing submissions for T17/01.

The Value for Money (VFM) Assessment excel spreadsheet is a tool used in the tender assessment process to assist the Tender Assessment Panel to determine the best value for money outcome.

Due to the value amount of contract *T17/01 – ARCHITECTURAL, ARTISTIC & LANDSCAPE DESIGN SERVICES* being within the specific Council Officers delegation a Tender Report is not required to be submitted to Council and can therefore be endorsed by the appropriate Officer.

As such Council's Airport and Contracts Manager hereby seeks endorsement through the Operations Manager, of the Chief Executive Office for selection of panel members for contract T17/01 – Architectural, Artistic & Landscape Design.

Successful panel members will be engaged throughout the year for the respective projects on their suitability for each project based on their submission response.





## BACKGROUND

Katherine Town Council has a number of upcoming projects that will require considered landscape, artistic and architectural design services. The aim is to provide these services in a way that satisfies the high aesthetic, functional, community and environmental aspirations and needs of the Council, the community and other key stakeholders.

## VALUATION

Ten (10) companies submitted EOI for T17/01 with Three (3) companies being selected for Panel Membership.

Valuations were carried out by using price which carried a 25% weighting, past performance 20%, local development 10% & Capacity 40%.

The pricing component was formulated by using Forty (40) hours as a common factor, each submission was then divided into a percentage of estimated works to be carried out by senior staff opposed to other staff, percentages assigned were 40% for senior and 60% by other staff.

Using the rates submitted by each company a price was formulated using the above percentages which were then added to the VFM for a weighted score (25%).

The Tenders weighted score against the non-priced criteria is totalled and the sum normalised within the VFM spreadsheet.

Each Tender's normalised price score and normalised score from the qualitative assessment are then added together to determine the Tenderer's final assessment score (See attached VFM assessment summary).

In the original assessment Clouston's price submission was omitted from the pricing evaluation. On revaluation Clouston's tender came in second with a VMA score of 51.76%.

Comparable pricing structures and final VFM score from submissions received for the four (4) successful Tenderer's, GST exclusive;

1. Troppo Architects	\$5,672.00 (40hrs) VMF Score - 52.04%
2. Clouston Associates	\$6,399.00 (40hrs) VMF Score - 51.76%
3. Mode Corp Pty Ltd	\$7,112.00 (40hrs) VFM Score - 51.38%
4. Richard Hammond	\$5,600.00 (40hrs) VMF Score - 50.33%

**RECOMMENDATION**

Recommendation is therefore in favour of Troppo Architects, Clouston Associates, Mode Corp Pty Ltd and Richard Hammond being accepted as panel members for Architectural, Artistic and Landscape Design Services for Katherine Town Council.

The three applicants have all demonstrated their ability and capacity to provide high quality and professional Architectural and landscape designs with a focus on aesthetic structures taking into account the natural surrounding environment & community expectations. All employees are highly experienced with multiple awards, and have extensive experience operating in the NT and surrounding regions with a good understanding of the Top End weather conditions.

**RECOMMENDING OFFICER**

POSITION: AIRPORT & CONTRACTS MANAGER

NAME: SCOTT MANNION

SIGNATURE:

A handwritten signature in black ink, appearing to be 'SM'.

DATE:

22 March 2017

**ENDORISING OFFICER**

POSITION: A/OPERATIONS MANAGER

NAME: ANDREW WILSON

COMMENT:

SIGNATURE:

A handwritten signature in black ink, appearing to be 'AW'.

DATE:

22 March 2017





APPROVING OFFICER

POSITION: CHIEF EXECUTIVE OFFICER

NAME: ROBERT JENNINGS

SIGNATURE:

A handwritten signature in blue ink, appearing to read "R. Jennings", is written over the printed name.

DATE:

22 March 2017

Attachments:

1. Value For Money (VFM) Assessment -Summary
2. Declaration (Scott Mannion)

## OATHS ACT

## STATUTORY DECLARATION

Section 23C(1)

I, Scott Mannion of 3200 Edith Farms Road NT, do solemnly and sincerely declare that I did not open or disclose information to any 3<sup>rd</sup> party within or outside The Katherine Town Council regarding submissions of EOI T71/01 Architectural, Artistic & Landscape Design Services received before the closing date of 15<sup>th</sup> February 2017

All Submissions were opened at 1430hrs Friday the 15<sup>th</sup> February 2017 and received equal consideration and fair assessment

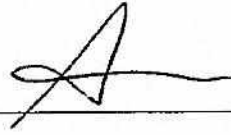
And I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular.

Declared at Katherine Town Council Civic Centre, Katherine NT

On the 22<sup>nd</sup> day of March 2017.

(3) Signed: 

Before me

(4) Witness: 

(5) Witness Name & Address: ANDREW WILSON  
MONEY ROAD KATHERINE

NOTE: A person wilfully making a false statement in a statutory declaration is liable to a penalty of \$2,000 or imprisonment for 12 months, or both.

- 
- (1) Name and address of person making the declaration
  - (2) Here insert the matter declared to either directly following the word "declare" or, if the matter is lengthy, insert the words "as follows" and thereafter set out the matter in numbered paragraphs
  - (3) Signature of the person making the declaration
  - (4) Signature of the person before whom the declaration is made
  - (5) Name and contact address or telephone number of person before whom the declaration is made legibly written, typed or stamped.
  - (6) This declaration may be made before any person who has attained the age of 18 years.





# VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	0	<Tender descriptor>	(company)	(company)2	(company)3	(company)4	(company)5	(company)6	(company)7	(company)5	(company)6	(company)7
Tender	T17/01	Architectural, Artistic & Landscaping Design Services	Mode	Clouston	Fyfe	TPG	Dik	Tropo	Quadsdesign	Richard Hammond	Oliver & Wolf	Armsign

Mean Price	\$6,176.00	Value	\$7,112.00	\$6,399.00	\$6,392.00	\$9,100.00	\$ 7,797.00	\$ 5,672.00	\$ 5,400.00	\$ 5,600.00	\$ 4,400.00	\$ 5,264.00
Weightings	20%	Past Performance	8.17	8.00	6.83	6.83	7.33	6.67	6.33	7.17	6.67	5.00
	10%	Local Development and Value Adding	7.50	6.00	6.00	6.00	6.33	7.33	6.67	5.67	5.67	5.33
	40%	Capacity	7.83	7.67	6.83	6.83	7.00	7.33	6.17	7.00	5.17	5.17
	70%											
										</		

Recommended Tenderer:

Tropo Architects Clouston Associates Mode Corp Pty Ltd Richard Hammond

Commentary:

All companies selected for panel membership have all demonstrated their ability and capacity to provide high quality and professional Architectural and landscape designs with a focus on aesthetic structures taking into account the natural surrounding environment & community expectations. All Employees are highly experienced with multiple awards. All companies have extensive experience operating in the Nt and surrounding regions with a good understanding of the local conditions

With a VFM Score of:

52.04% 51.76% 51.38% 50.33%

Panel Members Endorsement:

Scott Mannion

 28 Nov 17

Jamie Craven

 28 Nov 17

Sophie Henderson

 22 Nov 17



# REPORT

**FOLDER:** Tenders / Works /Cleaning of Ryan Park Toilets  
**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017  
**REPORT TITLE:** TENDER 17/03 – CLEANING OF RYAN PARK TOILETS

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## PURPOSE OF REPORT

To seek endorsement from Elected Members to award Tender 17/03 Cleaning of Ryan Park Toilets

## BACKGROUND

Tender T17/03 Cleaning of Ryan Park was released for public tender with two (2) options being presented:-

- Option 1 – Pricing based on the cleaning of Ryan Park toilets being carried out twice (2x) daily during the Dry Season (01 May – 30 September) & once (1x) daily during the wet season (01 October – 30 April)
- Option 2 – Pricing based on cleaning the Ryan Park toilets twice (2x) daily for both the dry and wet seasons

## FINANCIAL CONSIDERATIONS

Tender 17/03 – Cleaning of Ryan Park was advertised from Wednesday 01 June for a period of Two (2) weeks, with submissions closing at 2:00pm on Friday 24 June 2017. Five (5) valid tender submissions were received and One (1) invalid submission received, one (1) via the Tender Box at the Civic Centre and Five (5) through Council's e-Tendering portal Tenderlink; details to follow.

## Budget Impact

The budget estimate was \$42,000.00 (GST exclusive) T17/03 Cleaning of Ryan Park Toilets. The estimates are in line with market value assessments and industry expectations. As referenced in the following Schedule of Rates Summary table, the six (6) tenders and their respective submitted values (GST exclusive), including percentage variances are as follows:

	OPTION 1		OPTION 2	
1. AQNP Solutions:	\$43,344.00	+46%	\$60,984.00	+47%
2. Comley Carpet Care	\$53,184.00	+79%	\$72,732.00	+75%
3. Sterling NT Pty Ltd:	\$27,079.92	-9%	\$37,117.32	-11%
4. Compass Cleaning:	No Submission		\$32,727.27	-21%
5. LG Hodgkin:	\$43,464.00	+47%	\$50,577.00	+22%
6. Ezko:	\$45,324.00	+53%	\$63,594	+53%



# REPORT

NB: individual line item values are not shown in the summary due to commercial in confidence considerations; sub-totals and associated percentage variances across each of the Two (2) schedules & options are referenced for comparative purposes only.

Compass Cleaning's submission was ruled as being invalid, due to the pricing schedules not being correctly completed. Compass Cleaning failed to submit a price for option one (1) and did not list line item prices for option two (2). However Katherine Town Council still carried out the Value for Money assessment and comparison in line with KTC's procurement policies.

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



# KATHERINE TOWN COUNCIL

## REPORT



### T17/03 - CLEANING OF RYAN PARK TOILETS

Item	Description	Unit	Q	Unit Rate	Total Cost	Remarks	AQNP SOLUTIONS	COMLEY CARPET CARE & CLEANING	STERLING HT	COMPASS CLEANING	LG HODGKIN	EZKO
1	Per Scheduled clean Ryan Park Toilets (Sub Total 1)				\$ 23,652.00		\$ 43,344.00	\$ 53,184.00	\$ 27,079.32	\$ 43,464.00	\$ 43,464.00	\$ 45,324.00
2	Per Scheduled clean Ryan Park Toilets (Option 2)						\$ 60,984.00	\$ 72,732.00	\$ 37,117.32	\$ 50,577.00	\$ 50,577.00	\$ 63,594.00
	Ryan Park Toilets (Sub Total 2)				\$ 41,622.00		\$ 43,344.00	\$ 53,184.00	\$ 27,079.32	\$ 43,464.00	\$ 43,464.00	\$ 45,324.00
	(Option 1) T17-03 - (Excluding GST)				\$ 29,652.00		\$ 43,344.00	\$ 53,184.00	\$ 27,079.32	\$ 43,464.00	\$ 43,464.00	\$ 45,324.00
	(Option 1) T17-03 - (Including GST)				\$ 32,617.20		\$ 47,678.40	\$ 58,502.40	\$ 29,787.91	\$ 47,810.40	\$ 47,810.40	\$ 49,856.40
	(Option 2) T17-03 - (Excluding GST)				\$ 41,622.00		\$ 60,984.00	\$ 72,732.00	\$ 37,117.32	\$ 50,577.00	\$ 50,577.00	\$ 63,594.00
	(Option 2) T17-03 - (Including GST)				\$ 45,784.20		\$ 67,082.40	\$ 80,005.20	\$ 40,829.05	\$ 55,634.70	\$ 55,634.70	\$ 69,953.40



# REPORT

## VALUE FOR MONEY ASSESSMENT (VFM)

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

Scott Mannion – Airport & Contracts Manager  
 Andrew Wilson – Operations Manager  
 Jamie Craven – Operational Fixed Asset Management Officer

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	10%
LOCAL DEVELOPMENT AND VALUE ADDING	10%
CAPACITY	20%
PRICE	60%
<b>TOTAL</b>	<b>100%</b>

*\* T16-03 – Florina Road – Widening of Road Shoulders and Culvert Infrastructure*

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'.

Submissions must receive a minimum of 50% of the available score for the Non-Priced Criteria in order for their price to be considered further – refer red banner across VFM Assessment – Summary (Attachment E).

- As the value of the Non-Priced Criteria in this instance is 40%, the minimum score necessary for each submission is 20%; each bid successfully achieved this first threshold.

Comparative to the project's budget estimate, submissions are then given a score which represents the portion of the maximum percentage available for the Priced Criteria.

- As the value of the Priced Criteria in this instance is 60%, values over this threshold represent a tender submission which comes in below the budget estimate, whereas those values which are at 60% or less demonstrate submissions which are equivalent to, or more expensive than the estimate.

Final scores over 80% notionally present an established Value for Money return on the specific project works, whilst variances of 2% can also be considered as equivalent submissions for the purpose of determining the greater value investment.



# REPORT

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

	OPTION 1	OPTION 2
1. AQNP Solutions:	36.59%	32.62%
2. Comley Carpet Care	26%	22.41%
3. Sterling NT Pty Ltd:	59.64%	57.75%
4. Compass Cleaning:	0.00%	53.54%
5. LG Hodgkin:	34.46%	38.83%
6. Ezko:	36.49%	32.10%

## 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 D for scoring matrix).

Compass Cleanings submission was deemed invalid due to incomplete pricing schedule being submitted

### AQNP SOLUTIONS

Past Performance – 8  
Local Development and Value Adding – 4.33  
Capacity – 7

### Comley Carpet Care & Cleaning Services

Past Performance – 8  
Local Development and Value Adding – 7.33  
Capacity – 4

### Sterling NT Pty Ltd

Past Performance – 8  
Local Development and Value Adding – 7.33  
Capacity – 7.67

### Compass Cleaning

Past Performance – 7.33  
Local Development and Value Adding – 5  
Capacity – 6



# REPORT

## L.G Hodgkin

Past Performance – 7.33  
Local Development and Value Adding – 5  
Capacity – 6

## Ezko

Past Performance – 8  
Local Development and Value Adding – 5.67  
Capacity – 7

## Recommended Submission

The Tender Assessment Panel recommends Sterling NT Pty Ltd as representing the greatest Value for Money return to the Council for those works specified in T17/03 – Cleaning of Ryan Park Toilets option Two (2)

Sterling NT Pty Ltd returned significant scores across all Non-Priced Criteria, providing the least vulnerable alternative for Council's consideration, whilst presenting a heightened contribution to the local community by having a local presence employing local staff

It is recommended that option two (2) be chosen as it provides the best VFM being only (approximately) ten thousand dollars difference between the two options

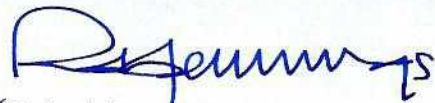
Furthermore with Ryan park toilets situated on the Stuart Highway, and being the first ablution block available when travelling to Katherine from the North & located at the beginning of the Katherine CBD, it would be most beneficial in maintaining clean toilets as much as possible for visitors, to help promote Katherine as a favourable destination

The submission value of \$37,117.32 (GST exclusive) falls within the available project budget and accommodates all tender stipulations; the variance from the estimate is reflective of the realistic market value for the procured works.

## OFFICER RECOMMENDATION

### **That it be recommended to Council:**

1. That Tender 17/03 – Cleaning of Ryan Park Toilets, be awarded to Sterling NT Pty Ltd at their submitted schedule of rates price of \$37,117.32 (GST exclusive).



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

### **Delegation:**

Operations Manager (acting) Director Works & Services,  
David Moore

### **Attachments:**

- A: Business Validation Checks
- B: Best Practice Guidelines for Tender Assessment – FS#1 (excerpt); Value for Money (VFM) Scoring Matrix
- C: Value for Money (VFM) Assessment – Option 1
- D: Value for Money (VFM) Assessment – Option 2



# REPORT

## T17/03 Cleaning of Ryan Park Toilets

Company	AQNP	Comley	Sterling	Compass	L.G. Hodgkin	Ezko
E-Tender Box	✓	✓	✓		✓	✓
Sealed envelope				✓		
Rec'd before Closing date				✓		
Response Schedules						
Declaration by Tendered	✓	✓	✓	✓	✓	✓
Schedule of Rates	✓	✓	✓	✗	✓	✓
Indemnities						
Public Liability Insurance	✓	✓	✓	✓	✓	✓
Workers Compensation Insurance Cover	✓	✓	✓	✓	✓	✓
Endorsement	✓	✓	✓	✓	✓	✓
Responses to Assessment Criteria						
Past Performance	✓	✓	✓	✓	✓	✓
Local Development & Value Adding	✓	✓	✓	✓	✓	✓
Capacity	✓	✓	✓	✓	✓	✓

**Date & Time Tenderbox Opened**

29/05/2016 @ 1400hrs

**Present at Tender box Opening**

Scott Mannion

Andrew Wilson

Jamie Craven

**Tender Pre Check list Checked by -**

Scott Mannion

Witness-

**Comments -**

Compass Cleaning did not submit a bid for option one and did not list line values for option two

Thankyou

**Scotty Mannion**

Airport & Contracts Manager  
 Works & Services Department  
 Katherine Town Council  
 P: 8972 5520  
 M: 0418 853 395

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# REPORT



## BEST PRACTICE GUIDELINES FOR TENDER ASSESSMENT – FS#1

### FACTSHEET: SCORING TENDERS

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

### VALUE FOR MONEY ASSESSMENT TOOL

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

### SCORING SCALE

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

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

Source: Government of Western Australia



# KATHERINE TOWN COUNCIL

## REPORT



### VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY

Tender	0	<Tender descriptor>	(company)	(company)2	(company)3	(company)4	(company)5	(company)6
Tender	T17/03	Cleaning of Ryan Park Toilets (Option 1)	AQNP SOLUTIONS	COMLEY CARPET CARE & CLEANING	STERLING NT	COMPASS CLEANING	LG HODGKIN	EZKO
Budget	\$ 32,617.20	Value	\$43,344.00	\$53,184.00	\$27,079.92	\$0.00	\$ 43,464.00	\$ 45,324.00
Weighting	15%	Past Performance	8.00	8.00	8.00	7.00	7.33	8.00
	15%	Local Development and Value Adding	4.33	7.33	7.33	5.67	5.00	5.67
	20%	Capacity	7.00	4.67	7.67	4.33	6.00	7.00
	50%		33% ✓	32% ✓	38% ✓	28% ✓	31% ✓	35%
	50%	Price	4%	-6%	21%	50%	4%	2%
		VFM Ranking	36.59% 🟡	26.00% 🟢	59.65% 🟢	0.00% 🟡	34.46% 🟡	36.49%

STERLING NT PTY LTD

#### Recommended Tenderer:

#### Commentary:

Professional company with high level of quality management systems in place. Good use of local employees. Excellent risk management & demonstrated a capacity to carry out works at good standards.  
Submission is within budget considerations and reflects best value for money.

#### With a VFM Score of:

59.65%

#### Panel Members Endorsement:

Scott Mannion

Andrew Wilson

Jamie Craven

#### Date:

22 June 2017

22/6/17

22/6/17





## KATHERINE TOWN COUNCIL

## REPORT

VALUE FOR MONEY (VFM) ASSESSMENT - SUMMARY									
Tender	0	<Tender descriptor>	(company)	(company)2	(company)3	(company)4	(company)5	(company)6	
Tender	T17/03	Cleaning of Ryan Park Toilets (Option 2)	AQNP SOLUTIONS	COMLEY CARPET CARE & CLEANING	STERLING NT	COMPASS CLEANING	LG HODGKIN	EZKO	
Budget	\$ 45,784.20	Value	\$ 60,984.00	\$ 72,732.00	\$ 37,117.32	\$ 32,727.27	\$ 50,577.00	\$ 63,594.00	
Weighting	15%	Past Performance	8.00	8.00	8.00	7.33	7.33	8.00	8.00
	15%	Local Development and Value Adding	4.33	7.33	7.33	5.00	5.00	5.67	5.67
	20%	Capacity	7.00	4.67	7.67	6.00	6.00	7.00	7.00
	50%		33% ✓	32% ✓	38% ✓	31% ✓	31% ✓	35% ✓	35%
	50%	Price	0%	-10%	19%	23%	8%	-2%	-2%
VFM Ranking			32.26% ●	22.41% ●	57.75% ●	53.54% ●	38.83% ●	32.10% ●	32.10%

## Recommended Tenderer:

Sterling NT Pty Ltd.

## Commentary:

Professional company with high level of quality management systems in place. Good use of local employees. Excellent risk management

Demonstrated a capacity to carry out works at good standards.

Submission is within budget considerations and reflects best value for money.

## With a VFM Score of:

57.75%

## Panel Members Endorsement:

Scott Mannion

Andrew Wilson

Jamie Craven

## Date:

22 June 2017

22/6/17

22/6/17

# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 27 JUNE 2017

**REPORT TITLE:** MEMORANDUM OF UNDERSTANDING FOR BLAST COFFEE GROUP

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## **Purpose of Report**

The aim of this report is to seek Council endorsement of the Memorandum of Understanding (MoU) between Katherine Town Council and the Blast Coffee Group that identifies the relationship and obligations of the parties.

## **Background**

The Blast Coffee Group has been operating their single container Pop-Up Café at the carpark level of the Hot Springs since the 2016 dry season and have obtained all the required approvals to operate from the site to date. Council Officers are supportive of the business as part of the overall development of the Hot Springs that benefits the local community and the tourism economy of Katherine.

A one year agreement was drawn up and signed for the first year of use. The café has been a success to date, being frequented by locals and tourists as a food venue as well as part of the hot springs experience. Further work on the terraces levels is currently being undertaken and funding has been obtained for further works to the upper levels.

## **Comment**

Council endorsement would not ordinarily be required for an operational matter such as this MoU, however as a result of some of the potential perception of precedents being set in the agreement, it was considered pertinent for Council to review and endorse the MoU.

Generally this MoU (attached) identifies the details of the parties involved, the three (3) year duration of the agreement, fees, the hirer's obligations and Council's obligations. There are two key aspects of consideration that are explained in more detail:

### **Fee and Time of Payment**

Under part 5 of the MoU, it states that "The Hirer will be required to pay \$4,000 per container unit for year one (1) of the MoU with subsequent years fees to be charged in line with the KTC Fees and Charges Structure. Hire fee to be charged on a pro rata monthly basis."

As pop-up businesses are a more recent addition to the fee and charges structure, research was done on setting the appropriate fee for such activities. This research was conducted by investigating existing fees & charges implemented by other Local Governments in the Northern Territory for similar operations. The determination of the annual fee was given with consideration to existing fees structures around the Northern Territory and the prominent location of the venture.

Pop-up businesses add another layer of business activity to the Katherine community and in this particular instance provide an innovative method of providing flood resistance and the ability to relocate during the slower economic activity of the wet season.





# REPORT

## **Alcohol**

The MoU states under 6.4.1 "that alcohol may be sold and consumed on or in the immediate vicinity of the Premises only in accordance with the Council's consent and at all times in accordance with the NT Liquor Act."

The MoU then states that "the Hirer will provide the Council with a copy of an approved and current NT Liquor Licence as well as agree to implement and maintain an accredited Responsible Service of Alcohol Program at all time with proof of such to be made available to Council."

The intent behind these provisions is to make allowance for the Blast Coffee Group to operate as a dinner venue from a second ancillary container and to serve alcohol with the dinner.

Council consideration on the appropriateness of this activity should take into account the nearby swimming location of the hot springs and if there is any link to the promotion of alcohol at Council endorsed venues.

With respect to the nearby swimming activity, it should be noted that the risk of people under the influence of alcohol from other venues using the Hot Springs already exists currently and some new signage is being prepared to account for this activity. Should the venue be provided with a licence to serve alcohol, Council Officers intend to undertake a further investigation to ensure that public safety is still reasonably served by the provision of signage and other appropriate measures that will also reduce the risk to Council.

With respect to the promotion of alcohol at a Council endorsed venue, this too is something that occurs in a somewhat commercial capacity in other Council venues such as the Katherine Sportsgrounds and Katherine Showgrounds. It seems reasonable that if the professional and legal body of Licencing NT is satisfied with the consumption of alcohol and the safety of patrons on the site, then Council are well placed to also endorse the activity on safety grounds. There may be a further ethical dimension that Council members wish to consider.

Based on the above considerations, Officers recommend an endorsement of the MoU based on the position that the MoU provides economic and community benefit to Katherine and reasonably mitigates the risks and other factors associated with the agreement.

## **OFFICER RECOMMENDATION**

### **That it be recommended to Council:**

That Council endorse the Memorandum of Understanding (MoU) between Katherine Town Council and the Blast Coffee Group (attached) and authorise the CEO to sign the MoU on behalf of Council for a period of three (3) years.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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

Chief Executive Officer  
Draft Memorandum of Understanding between Katherine Town  
Council and the Blast Coffee Group



## **MEMORANDUM OF UNDERSTANDING**

**KATHERINE TOWN COUNCIL**

**AND**

**BLAST COFFEE GROUP**

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**PREMISES:** Katherine Hot Springs Top Park  
Part Lot 1932, 78 Riverbank Drive  
KATHERINE NT 0850

**BETWEEN:** Corporation of the Katherine Town Council  
Civic Centre, Stuart Highway  
PO Box 1071  
KATHERINE NT 0851

**AND**

Blast Coffee Group  
PO Box 1253  
KATHERINE NT 0850

### **1. Purpose**

The purpose of this Memorandum of Understanding (MoU) is to clearly define the relationship between the two Parties for the use of land as depicted in Attachment A at the Katherine Hot Springs Top Park, Part Lot 1932, 78 Riverbank Drive, Katherine NT 0850.

### **2. MoU Term**

The term of the MoU will be in effect for three (3) years between the dates 1 May 2017 to 30 September 2019.



### **3. Definitions**

'Hirer'	Blast Coffee Group
'Council'	Katherine Town Council
'Parties'	Hirer and Council
'Premises'	Katherine Hot Springs Top Park (as depicted in Attachment A) Part Lot 1932, 78 Riverbank Drive KATHERINE NT 0850

### **4. Use of Premises**

For the purpose of locating up to two (2) container Popup Cafes or ancillary containers to the Popup Café, and activities associated with the running of, a Popup Café or Cafes and bike hire operations.

### **5. Fee and Time of Payment**

The Hirer will be required to pay \$4,000 per container unit for year one (1) of the MoU with subsequent years fees to be charged in line with the KTC Fees and Charges Structure. Hire fee to be charged on a pro rata monthly basis.

### **6. The Hirers Obligations**

#### **6.1. Utilities and Outgoings**

**6.1.1.** The Hirer will pay for public utilities, whether supplied by a public authority or private authority, and outgoings including amongst other things:

- Power and water service charges, including the cost of water and excess water and electricity consumed on the Premises.
- Telephone and emergency services or any service charge or tax that may become due as a consequence of tenancy of the Premises.

**6.1.2.** The Council shall arrange for two (2) 240l wheelie bins to be available to the Hirer for waste. The Hirer will empty on a daily basis.

#### **6.2. Use of Premises**

The Hirer will not use or allow the Premises to be used for any purpose or activity other than that set out in ITEM 4 of the MoU, without the prior consent in writing of the Council.

#### **6.3. Legislation**

The Hirer will comply (at its own cost and expense in all things) with the provisions of all Acts, Regulations, By-Laws and all directions and orders of any Federal, Territory and, or Local Government or Semi-Government authority in relation to the Premises.

**6.4. Alcohol**

- 6.4.1. That alcohol may be sold and consumed on or in the immediate vicinity of the Premises only in accordance with the Council's consent and at all times in accordance with the NT Liquor Act.
- 6.4.2. That the Hirer will provide the Council with a copy of an approved and current NT Liquor Licence as well as agree to implement and maintain an accredited Responsible Service of Alcohol Program at all times with proof of such to be made available to Council.

**6.5. Maintenance and Repair**

- 6.5.1. That the Hirer will notify the Council as soon as it becomes aware of any defects of the Premises.
- 6.5.2. That the Hirer will keep the Premises in good repair (with fair wear and tear and damage by fire, storm, tempest, act of god, war, riot, civil commotion and earthquake excepted).
- 6.5.3. That the Hirer will supply and replace, fit or install items, which are reasonably necessary to maintain and preserve the condition of the Premises. The Hirer will continue to maintain those items during the term of this MoU.
- 6.5.4. That all plumbing and drainage on the Premises must be maintained by the Hirer in good working order and be kept free from all blockages.
- 6.5.5. That the Hirer must keep the Premises in a clean and sanitary condition free from dirt, rubbish and vermin.
- 6.5.6. That the Hirer will ensure the use of suitable materials to prevent food and cooking spills in concreted areas.
- 6.5.7. That the obligations imposed upon the Hirer in this clause are to be carried out at the Hirers cost.

**6.6. Erection/Demolition of Building**

Unless with Council's written consent, (which consent will not be unreasonably held) the Hirer will not make any structural changes to the Premises such as erecting or demolishing any buildings. Any approved works to the Premises must be carried out in accordance with all Development approvals.

**6.7. Painting and Graffiti**

The Hirer must maintain a clean, neat and tidy appearance within the Premises and around the immediate exterior of the Premises at all time, during the full term of the MoU.

**6.8. Sign**

The Hirer must not put up, attach or erect any signs on or around the immediate exterior of the Premises unless it has received the Council's written consent.



**6.9. Display of Materials**

The Hirer must not, or allow others to display or distribute materials, which is of a libellous or defamatory nature. A breach of this provision will lead to the termination of this MoU and may result in legal proceedings.

**6.10. Security**

**6.10.1.** The Hirer must keep the Premises securely locked at all times when the Premises are not occupied or open for recreational activities.

**6.10.2.** The Council will provide numbered keys to the Hirers nominated personnel. Replacement keys must be obtained from Council and will incur a fee. No copies of the keys may be made or taken by the Hirer.

**6.10.3.** The Hirer must not change any locks on the Premises.

**6.10.4.** If the Hirer installs an electronic security system within the Premises the Council must be provided with overriding control of the security panel.

**6.11. Offensive Activities**

The Hirer must not create a nuisance or disturbance either for the Council or the occupiers of adjoining lands, nor will it carry on any offensive or dangerous trade from the Premises.

**6.12. Offences**

The Hirer must not carry out any activity or do anything or fail to do something, which is or may become an offence under any Act or Regulation or By-Law.

**6.13. Assignment**

**6.13.1.** The Hirer is not permitted to transfer, assign, sublet or otherwise give up possession of the Premises unless it has received the Council's consent. The Council agrees that it will not unreasonably withhold its consent provided that the proposed new Hirer is a body, which carries on a comparable function.

**6.13.2.** The Hirer will be responsible to satisfy to Council that any proposed new Hirer will be a suitable body to use and occupy the Premises.

**6.14. Surrender**

**6.14.1.** Upon the expiration or earlier termination of the term, the Hirer will peacefully and quietly surrender and give up possession of the Premises.

**6.14.2.** The Hirer is obliged to leave the Premises in a good order, condition and cleanliness.

**6.14.3.** The Council may request the Hirer to remove all the Hirer's fixtures and fittings and in doing so cause no damage to the Premises. The Hirer will be responsible for repairing at its own cost, any damage caused in removing its fixtures and fittings.

- 6.14.4.** Any reasonable costs incurred by the Council in cleaning or repairing any damage caused by the Hirer in surrendering the Premises, may be recovered by the Council from the Hirer.

**6.15. Indemnification**

The Hirer will indemnify and hold the Council harmless from and against all actions, claims, demands, losses, damages, costs and expenses for which the Council is or may be, or become liable in respect of, or arising from:

- 6.15.1.** The negligent use, misuse, waste or abuse by the Hirer of water, gas electricity, oil and other services and facilities of the Premises;
- 6.15.2.** Overflow leakage or escape of water (including rain water) fire, gas, electricity, or other harmful; agent in or from the Premises, but having origin within the Premises, or caused or contributed to by any act or omission by the Hirer;
- 6.15.3.** Loss damage or injury from any cause whatsoever, to property or persons, caused or contributed to by the use of the Premises by the Hirer;
- 6.15.4.** Loss damage or injury from any cause whatsoever to property or person inside or outside the Premises caused or contributed to by the neglect or default of the Hirer;
- 6.15.5.** Loss damage or injury from any cause whatsoever to property or persons inside or outside the Premises, caused or contributed to by the Hirers neglect or to observe or perform any of obligations contained in this MoU, provided that the Hirer shall be liable under this clause only to the extent to which such damages or injury is not recoverable under insurance effected on the Premises by the Council or pursuant to the MoU.

**7. Councils Obligations**

**7.1. Quiet Possession**

The Council agrees with the Hirer that while the Hirer pays all payable fees and keeps its obligations, which are contained in this MoU, then the Hirer may use the Premises for the purpose set out in ITEM 4 of this MoU.

**7.2. Maintenance**

The Council will be responsible for maintenance and repair of the 'structure' of the Premises at its own expense. The items listed below detail the items which Council considers to be structural in nature:

- 7.2.1.** parks/gardens
- 7.2.2.** footpaths
- 7.2.3.** bollards
- 7.2.4.** toilets



The Council will determine the appropriate standard of maintenance to be effected. However, if the Premises require Council to carry out repairs because of something done, or not done by the Hirer, then any cost incurred by Council in carrying out the repair works or maintenance may be recovered by the Council from the Hirer.

## **8. Mutual Obligations**

### **8.1. Ownership of Improvements**

**8.1.1.** That unless the Hirer obtains the Council's written acknowledgement, then, irrespective of whether the Council or the Hirer purchased them, all structure, improvements, fixtures and fittings located on the Premises at any time during the term will become the property of, and belong to the Council with the exception of the Popup Cafes/container units.

### **8.2. Insurance**

**8.2.1.** The Hirer must obtain insurance for its own furniture, fittings and contents which are located on the Premises.

**8.2.2.** The Hirer must maintain a public liability policy of insurance for the amount of not less than \$10 million for each and every occurrence, unlimited during the period. The Hirer must provide Council with a copy of a certificate of currency on the above public liability policy of insurance.

### **8.3. Default**

**8.3.1.** If, the Hirer commits any breach of this MoU which is either not capable of being completely put right, or is not put right within 14 days from the date of the Council's notice to the Hirer, identifying the breach and requiring it to be put right;

**8.3.2.** Then, the Council will be entitled to terminate the MoU and may enter into the possession of the Premises. The right to terminate the MoU and enter into the possession will not reduce the Council's right to take any other action for any of the Hirer's previous breaches.

### **8.4. Council Works**

The Council and any persons authorised by the Council may carry out any additions and/or alterations to the Premises (however not altering the size, location and amenities of the Premises). The Council will use its best endeavours to cause as little disturbance as possible to the Hirer.

### **8.5. Waiver**

The failure or omission by the Council to take any action for the breach of any terms of the MoU will not stop the Council from taking action in relation to any other breaches of the same or any other term or condition of the MoU.

**8.6. Notice**

Any notice which is required to be given by either Party must be given by delivering it or posting it to the other Party at the address appearing in the MoU or other place previously nominated. Notices to the Council must be addressed to the Chief Executive Officer.

**8.7. Severance**

If any provision or obligation of this MoU is invalid, unlawful or not applicable, then it will be deleted from the MoU without affecting any other of the Parties obligations under the MoU.

**8.8. Conditional Hire**

This Hire is subject to the Hirer obtaining at its own expense any necessary approvals or consents.



The Parties acknowledge the preceding clauses by their execution of this Memorandum of Understanding.

Executed the \_\_\_\_\_ day of \_\_\_\_\_ 2017

Signed by:

  
\_\_\_\_\_  
CHIEF EXECUTIVE OFFICER  
KATHERINE TOWN COUNCIL

  
\_\_\_\_\_  
PROPRIETOR/S  
BLAST COFFEE GROUP

In the presence of:

\_\_\_\_\_ WITNESS 1

\_\_\_\_\_ WITNESS 2

ATTACHMENT A: Part Lot 1932 Katherine

