

# Ordinary Meeting of Council Agenda

**Tuesday 28 November 2017**

**Open Forum 5.30pm**

**Ordinary Meeting 6.00pm**

Council Chambers, Civic Centre,  
Stuart Highway, Katherine

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

**1. Welcome to the Country**

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

**2. Opening Prayer**

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

**3. Present**

**4. Apologies and Leave of Absence**

**5. Confirmation of Previous Minutes**

5.1 Minutes of the Ordinary Meeting of Council held 24 October 2017.

The Minutes from Ordinary Meeting of Council 24 October 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**

LGANT Symposium for Mayors, Presidents and CEO's (2 days)  
Teleconference - re PFAS  
Katherine Community Radio Interview – re PFAS  
Chamber of Commerce Customer Service Awards  
SKY News Interview – re PFAS  
Elected Members Information Session x 2  
Big Rivers Regional Economic Development Committee  
Seniors Morning Tea – Thank You  
Save the Children presentation  
Special Meeting of Council

Meetings with Elected Members x 4  
 Broлга Award Judging - Darwin x 2 days  
 October Business Month Bendigo Bank Breakfast  
 Meeting with Xavier Schobben – NT EPA  
 Community PFAS Consultation Group  
 Meeting with community member x 4  
 Red Cross Carer’s Morning Tea – Kalano  
 Meeting with Rotary Katherine  
 KRAG meeting  
 Citizenship Ceremony / Casuarina Street School  
 Australian Tourism Awards – teleconference  
 Opening of United Service Station  
 Film Crew visit  
 LGANT Finance Reference Group dinner  
 NT Shelter – meeting with new CEO  
 Salvation Army – opening of new facility  
 October Council Meeting and Open Forum  
 Meeting with Chris McLennan Katherine Times  
 Foster and Kinship Awards – GYRACC  
 Officially open Katherine Swimming Carnival at Tindal Pool  
 Present Awards at end of Katherine Swimming Carnival at Tindal Pool  
 Travel to Alice Springs for LGANT Mayors & Presidents Forum, General Meeting and  
 AGM

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

**10. Petitions**

**11. Questions**

With Notice

Without Notice

**12. Notice of Motion**

**13. Reports of Officers**

<b>13.1</b>	Monthly Report of the Chief Executive Officer – October 2017	1-6
<b>13.2</b>	Monthly Report Corporate & Community Services Report – October 2017	7-13
<b>13.3</b>	Monthly Report Works & Services Division Report – October 2017	14-17
<b>13.4</b>	Monthly Finance Report – October 2017	18-31
<b>13.5</b>	Audit Committee Meeting Minutes Held on 9 November 2017	32-38
<b>13.6</b>	2016/2017 Annual Report Incorporating the Audited Financial Statements for the Year Ending 30 June 2017	39-128
<b>13.7</b>	Katherine Town Council – Minor and Attractive Items Policy	129-134
<b>13.8</b>	Budget Adjustment – Sportsground – Oval 2	135-136
<b>13.9</b>	Disposal of Obsolete Property	137-137
<b>13.10</b>	Occupation Licence over Lot 3023	138-143
<b>13.11</b>	Instrument of Delegations – CEO	144-146

<b>13.12</b>	Visitor Information Centre Partnership Agreement_____	147-166
<b>13.13</b>	Nomination to Represent on Committees – Development Consent Authority_____	167-168
<b>13.14</b>	Nomination to Represent on Committees - Youth Justice Reinvestment Project_____	169-169

**14. Reports from Representatives on Committees**

**15. Late Agenda**

**16. General Business**

**17. Confidential Items**

**18. Next Ordinary Meeting of Council**

The eleventh Ordinary Meeting of Council for 2017 will be held on Tuesday 12 December 2017.

**19. Meeting Close**



# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

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

---

## **PURPOSE OF THE REPORT**

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

## **COMMENTS**

The following projects and services were progressed through October 2017:

### **Airport Lease and Remediation Works**

The lease documents were signed by Council representatives and returned to the Department of Defence for countersigning. We expect to receive an executed copy soon. Downer Group, the contractor for the GA and RPT Apron resealing are moving toward a commencement date with the objective of completing the works prior to potential impacts of the wet season.

### **Big Rivers Regional Economic Development Committee (BRREDC)**

The Mayor and CEO attended the BRREDC on 10 October 2017. The progress of the Katherine East neighbourhood centre was discussed as well as the next steps in ensuring that the Department of Defence contracts provide the greatest economic value to the town as is possible.

On 13 October 2017, the CEO met with Lendlease representatives. It appears that Lendlease will have some positive news on the economic impact for Katherine as a result of the RAAF Tindal works – the extent will be confirmed at a future BRREDC meeting.

### **ABC Radio Interview**

The Mayor and CEO participated in a panel interview with ABC Radio to talk about the PFAS matters in Katherine. Other panellists included Xavier Schobben, Power & Water representatives, Defence representatives and Sandra Nelson MLA. A number of good points were raised by community members at the open session which were also supported by the panel.

### **Emungalan Road Bridge**

On 27 October 2017, The Acting Director of Works & Services and the CEO met with representatives of the Department of Infrastructure Planning and Logistics to discuss the options for the Emungalan Road Bridge with respect to Native Title. It appears Native Title could extend the process for some years, so a community meeting with the Emungalan Road residents will be held to discuss the situation further.

## **Website**

The completion of the new website is drawing closer. Officers have attended two rounds of training with the web developers, Peacock Digital. The partial handover of the site occurred on 24 November and Officers have been building content and checking operational integrity. The contractors are continuing their development work in concert. Issues of how to carry footage from the bridge webcam are close to resolutions and it is anticipated streaming to the webpage will be available at the site's "go live" date of 30 November 2017.

## **Other Meetings Attended by the CEO**

The following meetings were attended by the CEO since the last EMIS:

- On 12 October 2017, the CEO attended the PFAS Community Shop at the Oasis Shopping centre. Informative discussions were held with Defence officers and community representatives. In all, around 300 people attended the three day opening.
- On 13 October 2017, meeting with Warren Snowdon MP and local officers to detail the concerns of residents and Council regarding PFAS. Whilst there were some positives on progress, there were some key areas that needed greater focus.
- On 17 October 2017, governance training with Allan McGill along with Aldermen Clark, Raynor, Hurley and Zellely.
- On 18 October 2017, meeting of the first Katherine Community PFAS Committee.
- On 18 October 2017, the CEO presented the Master Plan to a small gathering of community.
- On 20 October 2017, meeting with Department of Business and Innovation representatives regarding export and import support for Katherine businesses for good and services.
- Numerous other meetings with community members, businesses and other stakeholders.

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

<b>Sick Leave Summary (excluding Maternity Leave)</b>					
<b>2017</b>	<b>Number of Permanent Employees</b>	<b>Total Hours Used</b>	<b>Total Days Lost</b>	<b>Total days lost per person YTD</b>	<b>Special Notes</b>
<b>Executive</b> Sick/Family leave hours used	3	0.00	0.00	0.00	
<b>Asset Management</b> Sick/Family leave hours used	2	22.80	3.00	1.50	
<b>Community Services</b> Sick/Family leave hours used	6	157.20	20.68	3.45	
<b>Community Services – Visitor Information Centre</b> Sick/Family leave hours used	5	32.70	4.30	0.86	
<b>Community Services – Library</b> Sick/Family leave hours used	6	55.00	7.24	1.21	
<b>Corporate Services</b> Sick/Family leave hours used	4	152.90	20.12	5.03	
<b>Works &amp; Services</b> Sick/Family leave hours used	5	71.50	9.41	1.88	
<b>Works &amp; Services – Depot</b> Sick/Family leave hours used	11	176.70	23.25	2.11	
<b>Works &amp; Services – Inspectorate</b> Sick/Family leave hours used	1	60.80	8.00	8.00	
<b>Waste Management</b> Sick/Family leave hours used	3	167.20	22.00	7.33	
<b>Totals</b>	<b>46</b>	<b>896.80</b>	<b>118.00</b>	<b>2.57</b>	

**Service Requests Received**

Council received ninety (90) service requests for the month of October 2017.

Environment	Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	17	Waste Management Transfer Station	Licence/Permits – Road Events		Abandoned Vehicle	2	Equipment Hire – Collars, Cages Etc	
Other Bins		Civic Centre	Carparks		Animal – Other	3	Street Lighting	10
Domestic Rubbish Collection	4	Public Toilets	Road Opening/Closing (Telstra, Aurora etc)		Animal at Large	6	Cemetery Burial Records	
Litter	3	Showgrounds	Road Opening/Closing – Footpath/Driveways	1	Animal Cruelty	1	Risk Management – Accidents – General	
Hazardous Waste Disposal		Katherine East Community Centre	Street Signs		Animals – Lost and Found	3	General Requests – Complaints	
Mowing of Verges-Nature Strips-Ovals		Airport	Street – Road Cleaning		Animal Attack	5	Disabled Parking Permits	
Street and Other Lighting		Visitor Information Centre	Permit to Work Within NT Government Road Reserve		Animal Menace	3	Plaques and Headstones	
Sprinklers and Watering	2	Parks	Driveways		Animal Nuisance	4	Ombudsman Complaints	
General		BMX	Road Maintenance	1	Miscellaneous	1	Community – Festival or Events	
Waste Disposal – Asbestos – Other		Lindsey Street Complex	Footpaths		Parking Control		Alcohol Permit	
Weeds	1	Sportsground	Line Marking/Pavement Management	1	Unauthorised Camping		Planning and Development	
Trees & Vegetation	10	General	Traffic Management		Overgrown/Unkempt Land	2	Planning and Development	
Tenders/Quotations		Swimming Pool	Planning and Development		Dog Licence		Sign Request	
Bores and Water Readings		Playgrounds and Equipment	Oversize Permits		After Hours Callout		Miscellaneous Requests	
Waste Management Facilities		Skate Park	Bike Paths		Public Health Risk Activities		Tenders/Quotations	
		Hot Springs	Drains	1	Dangerous Animals		Licence or Permits – Mobile food van	
<b>Total</b>	<b>37</b>	<b>Total</b>	<b>Total</b>	<b>4</b>	<b>Total</b>	<b>30</b>	<b>Total</b>	<b>10</b>



**Service Requests Completed**

Council completed eighty (80) service requests for the month October 2017. Ten (10) are awaiting resolution.

Environment		Buildings/Facilities		Roads/Traffic/Parking		Inspectorate		Other Requests	
New Wheelie Bins	17	Waste Management Transfer Station		Licence/Permits – Road Events		Abandoned Vehicle	2	Equipment Hire – Collars, Cages Etc	–
Other Bins	1	Civic Centre	2	Carparks		Animal – Other	3	Street Lighting	10
Domestic Rubbish Collection	4	Public Toilets		Road Opening/Closing (Telstra, Aurora etc)		Animal at Large	6	Cemetery Burial Records	
Litter	1	Showgrounds	1	Road Opening/Closing – Footpath/Driveways		Animal Cruelty	1	Risk Management – Accidents – General	–
Hazardous Waste Disposal		Katherine East Community Centre		Street Signs		Animals – Lost and Found	2	General Requests – Complaints	–
Mowing of Verges-Nature Strips-Ovals		Airport		Street – Road Cleaning		Animal Attack	2	Disabled Parking Permits	
Street and Other Lighting		Visitor Information Centre		Permit to Work Within NT Government Road Reserve		Animal Menace	3	Plaques and Headstones	
Sprinklers and Watering	2	Parks	1	Driveways	1	Animal Nuisance	4	Ombudsman Complaints	
General		BMX		Road Maintenance	1	Miscellaneous	1	Community – Festival or Events	
Waste Disposal – Asbestos – Other		Lindsey Complex		Footpaths		Parking Control		Alcohol Permit	
Weeds		Sportsground	3	Line Marking/Pavement Management		Unauthorised Camping		Planning and Development	
Trees & Vegetation	8	General	1	Traffic Management		Overgrown/Unkempt Land	1	Planning and Development	
Tenders/Quotations		Swimming Pool		Planning and Development		Dog Licence		Sign Request	
Bores and Water Readings		Playgrounds and Equipment		Oversize Permits		After Hours Callout		Miscellaneous Requests	
Waste Management Facilities		Skate Park	1	Bike Paths		Public Health Risk Activities		Tenders/Quotations	
		Hot Springs		Drains	1	Dangerous Animals		Licence or Permits – Mobile food van	–
<b>Total</b>	<b>33</b>	<b>Total</b>	<b>9</b>	<b>Total</b>	<b>3</b>	<b>Total</b>	<b>25</b>	<b>Total</b>	<b>10</b>

**Complaints Received**

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

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

\* Statistics compiled over the calendar year.

**Complaints Completed**

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

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

\* Statistics compiled over the calendar year.

**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

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



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Delegation:  
Schedule of Attachments:

Nil  
Nil



# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

**REPORT TITLE:** CORPORATE AND COMMUNITY SERVICES REPORT FOR THE MONTHS OF OCTOBER 2017

## Purpose of Report

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

## LIBRARY – 2017

### Programs & Events

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

Event	Date	Type of Event/Activity
Katherine Region of Writers	14 October 2017	Meeting
Halloween Movie Night – Hocus Pocus	27 October 2017	Party
Trick or Treat	31 October 2017	

### Displays

Name	Date
Halloween – Children's Area	4 - 31 October 2017
Scare Your Pants Off	3 – 31 October 2017
Health	28 Sept – 31 October 2017

## Analysis / Comments

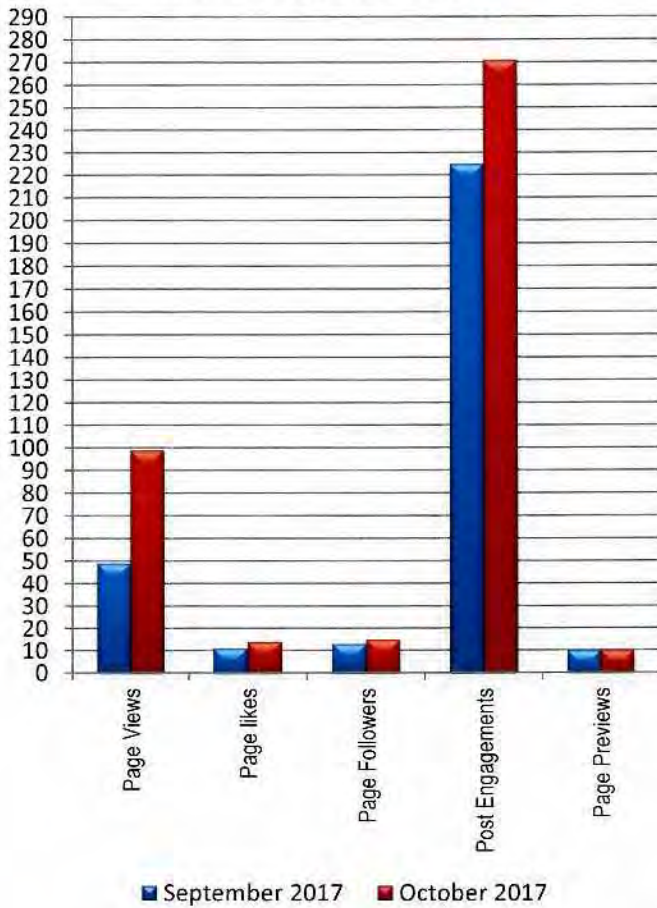
The last week in October is National Children's Week. To celebrate the week the Library organised a Halloween Themed Movie Night. The Movie night ran from 6pm - 8pm with food, drinks, tricks, treats, lucky door prizes and prizes for best dressed costume. The event was very successful and saw approximately 130 people attend.

To celebrate Halloween the Library also organized a Trick or Treat afternoon for children. The afternoon ran from 3pm - 4:30pm. Children were given Halloween themed jokes, coloring pages and treats. Approximately 15 children came to the Library to Trick or Treat.

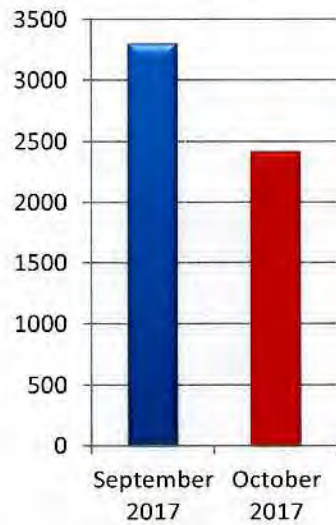
**RECOMMENDATIONS**

In conjunction with the Visitor Information Centre the Library would like to start a book swap corner. The book swap corner would provide an opportunity for tourists and locals alike to share their books with others. The book swap corner would be a great opportunity for Library users to swap an old book one for a new one.

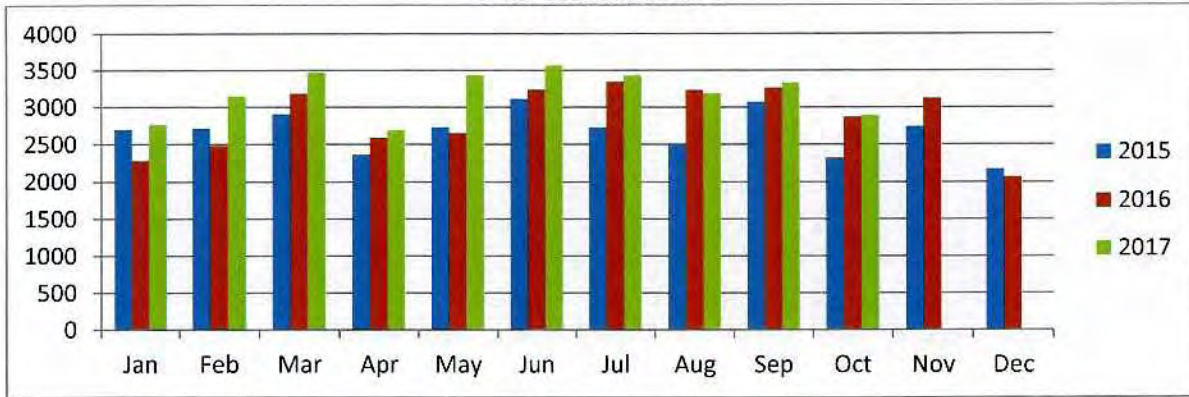
**Katherine Public Library  
Face Book Statistics**



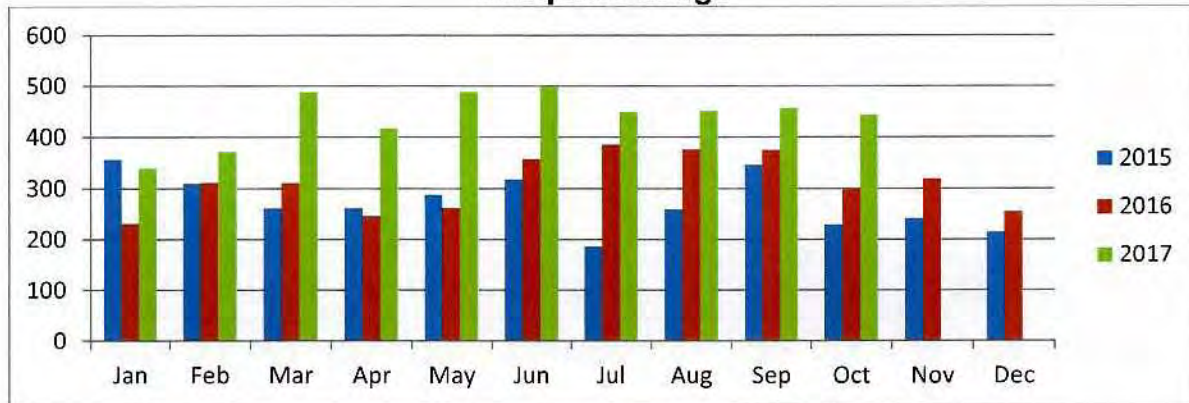
**Face Book Reach  
Statistics**



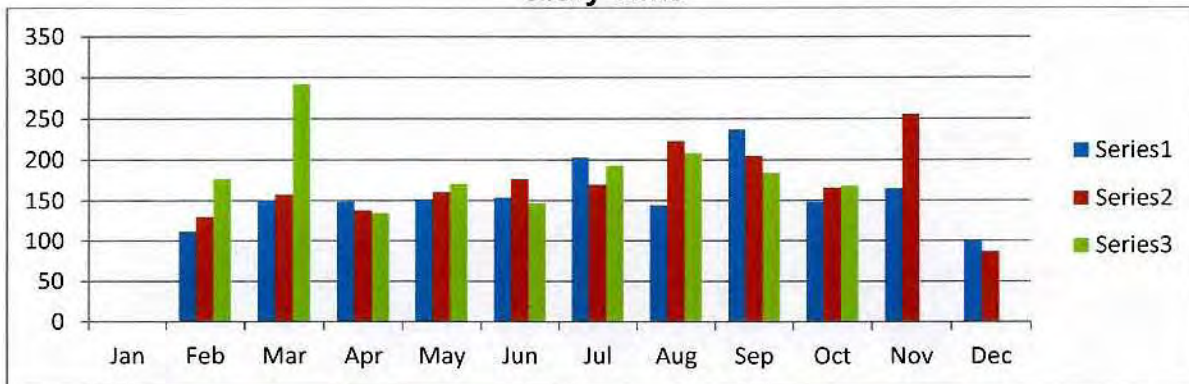
### Patron Numbers



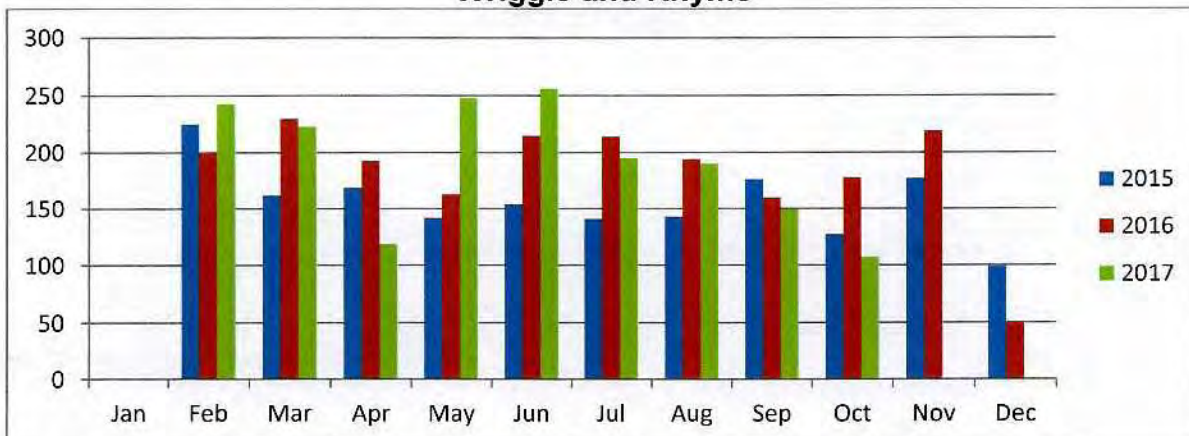
### Computer Usage



### Story Time



### Wriggle and Rhyme



## **VISITOR INFORMATION CENTRE**

### **Feedback – October 2017**

- 25 of the 6,454 visitors completed a customer service satisfaction survey. All the surveys (100%) rated the level of service and information as excellent.
- We received five (5) Super Deed nominations which go out to staff that have exceeded customer expectations.
- Most useful information in October – How to get out to the Gorge and what's open during the month of October as well as road conditions.

### **Improvements**

- ***Reducing customer service wait time.*** This is a work in progress and will roll over in the next dry season.
- ***Using our outdoor facilities.*** Updates to the garden continue.
- ***Touch screen technology.*** An after-hours online booking system which is accessible from the exterior of the VIC. (Work in Progress).
- ***Increase our conversion rate.*** Visitor Centre continued to see a positive change and trend in increased conversion rates throughout October.

### **New Idea**

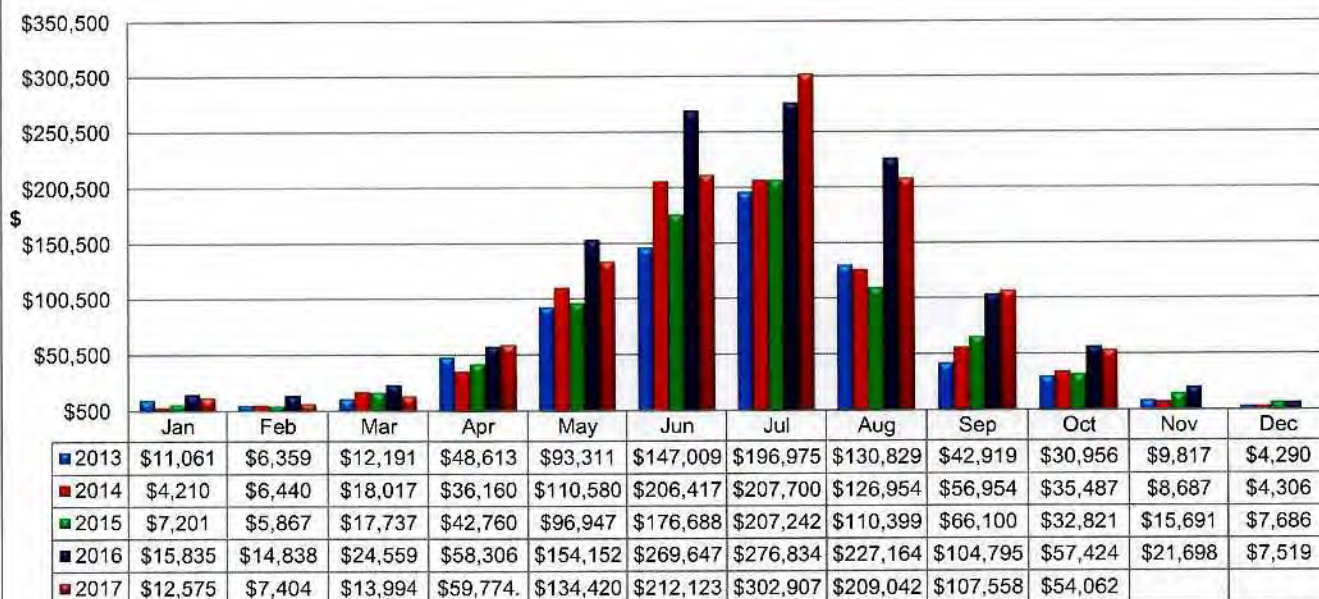
- A book swap corner at the Katherine Visitor Information Centre. Providing the opportunity for travellers to share their books with others and tagging their last location before they drop it off to start a trend of how far along the book has travelled. Travellers don't have the space to bring along many books with them on their journey so this would be a great opportunity for them to swap an old one for a new one.

### **Analysis/Comment**

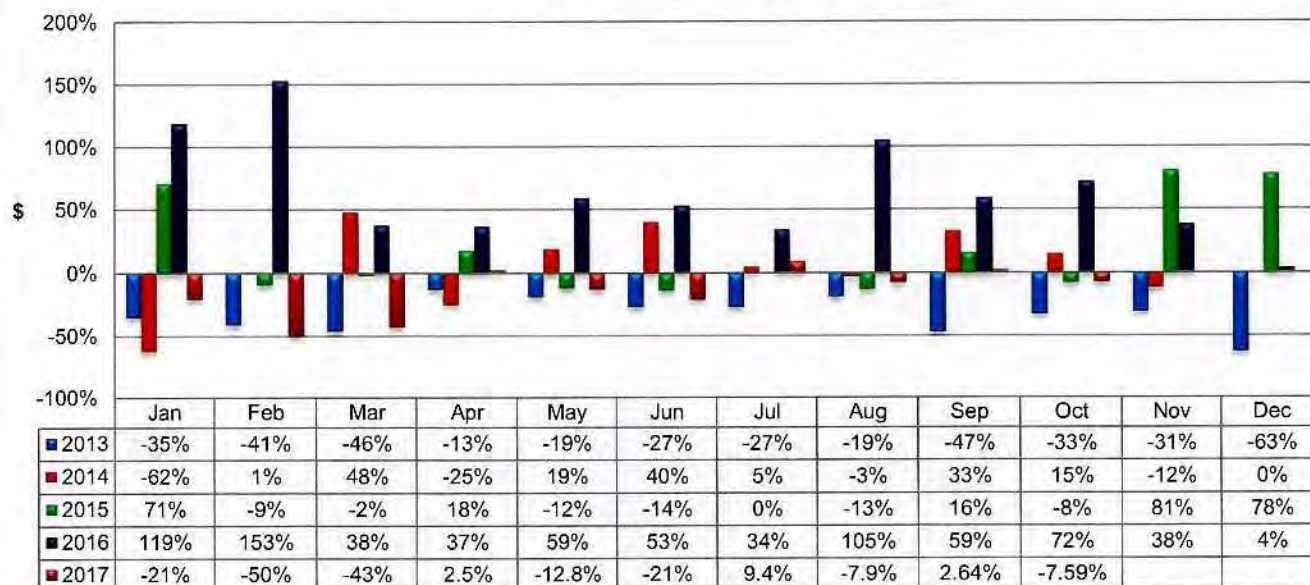
Total sales figure for October 2017 was \$53,063.2, a decrease of \$4,360. This was a 7.59% increase on October 2016. Visitor numbers for October 2017 were 6,454, a decrease of 2,664 or a decrease of 29.2% on October 2016.

An average sale per visitor for October 2017 was \$8.22, compared to last year's average of \$6.30 per visitor. This was an increase of 30.4% per visitor in October 2017 compared to October 2016.

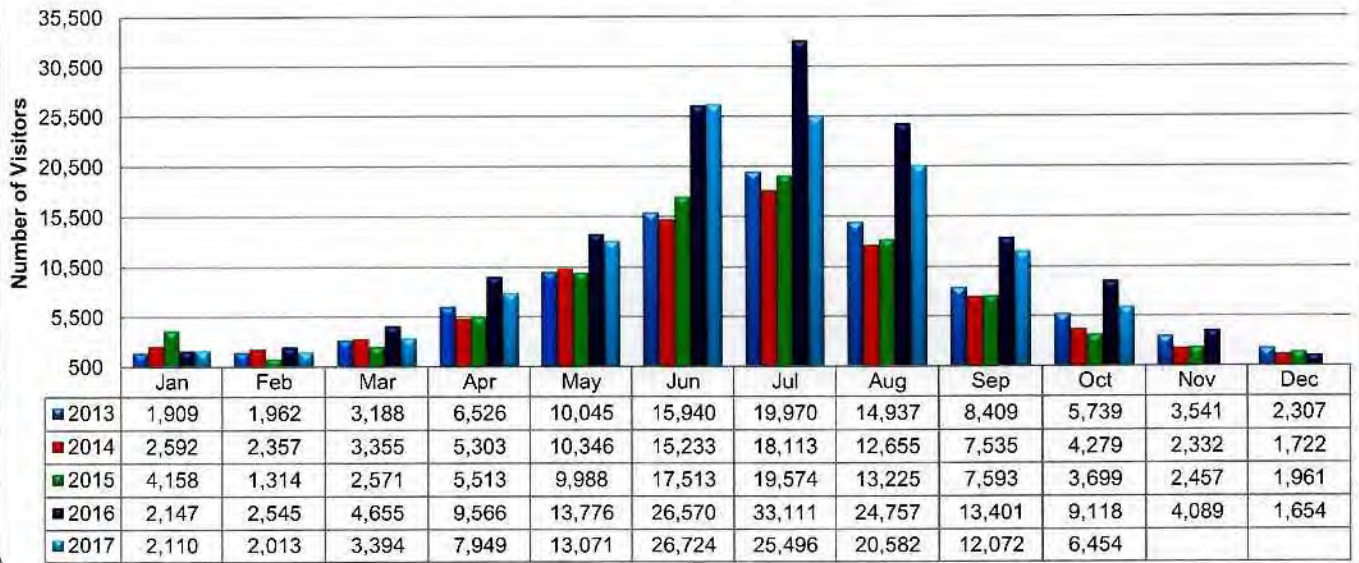
### Value of Sales Calendar Year



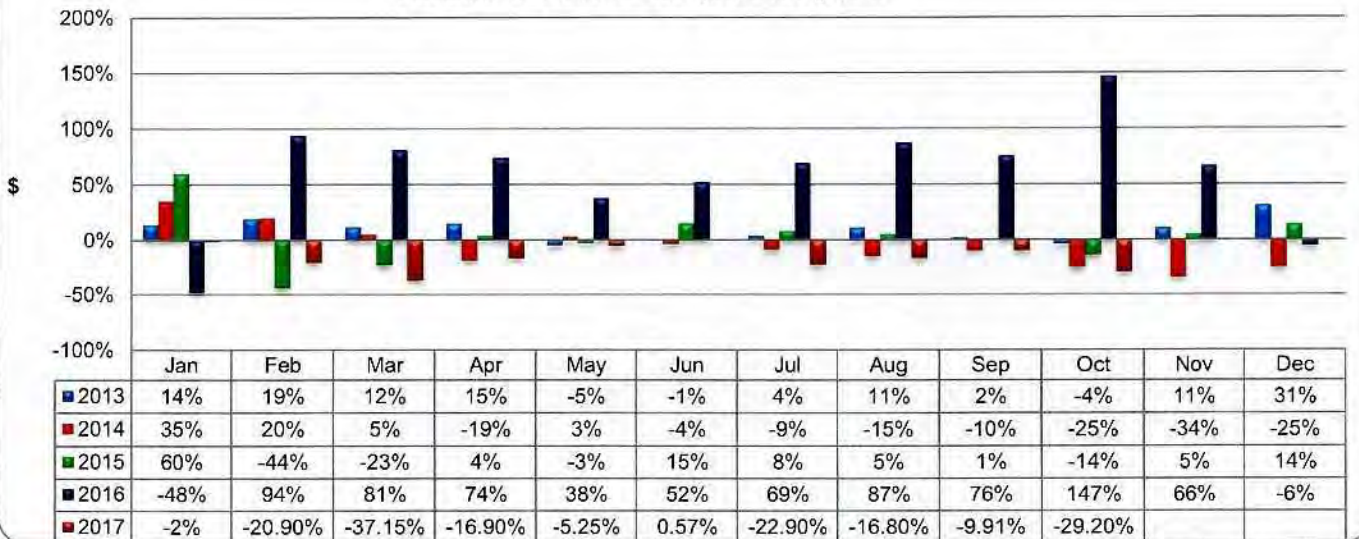
### Variance of Sales from previous years



Number of Visitors Calendar Year



Variance of Visitors from previous years



**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

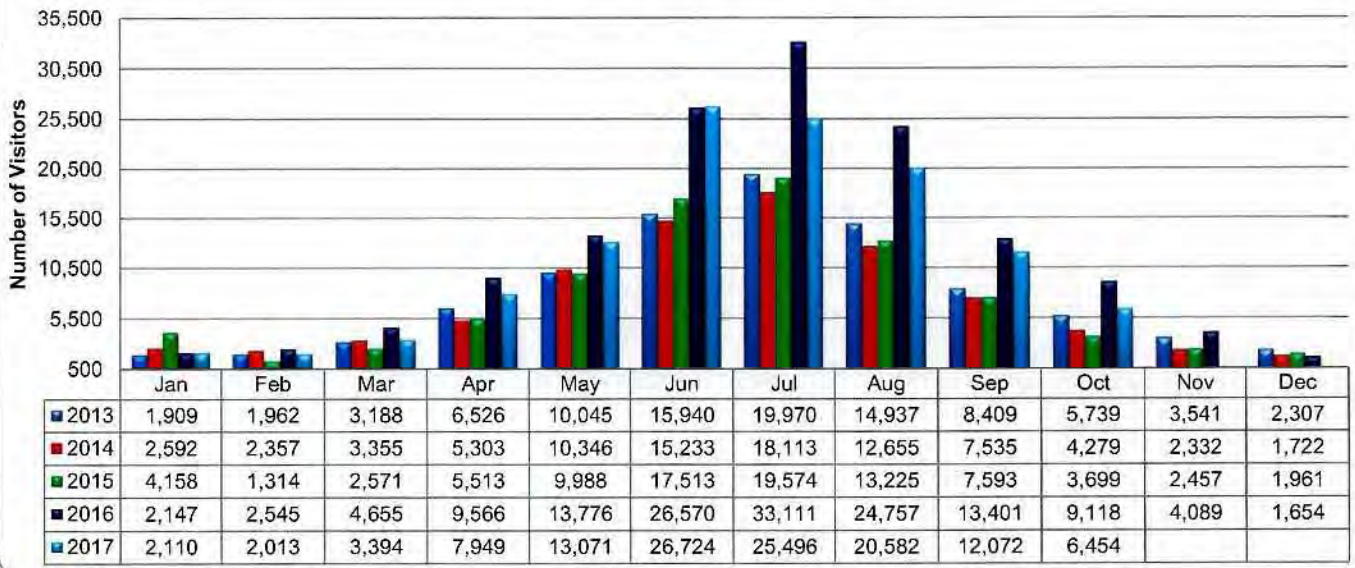
That the Corporate and Community Services report for the month of October 2017 be received and noted.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

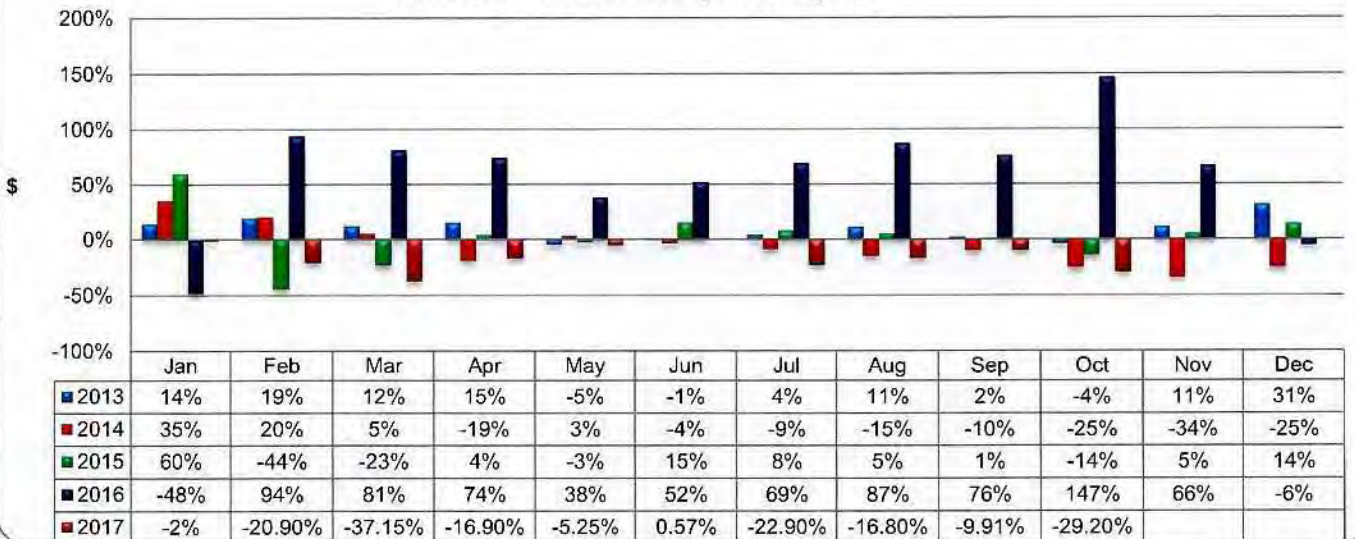
**Delegation:** Executive Assistant to the CEO, Sue Crammond  
**Schedule of Attachments:** NIL



Number of Visitors Calendar Year



Variance of Visitors from previous years



**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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



# REPORT

**FOLDER:** Local Governance / Council Meetings / Works & Services Reports  
**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017  
**REPORT TITLE:** WORKS & SERVICES DIVISION REPORT FOR THE MONTH OF OCTOBER 2017

---

## Purpose of Report

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

## Major works

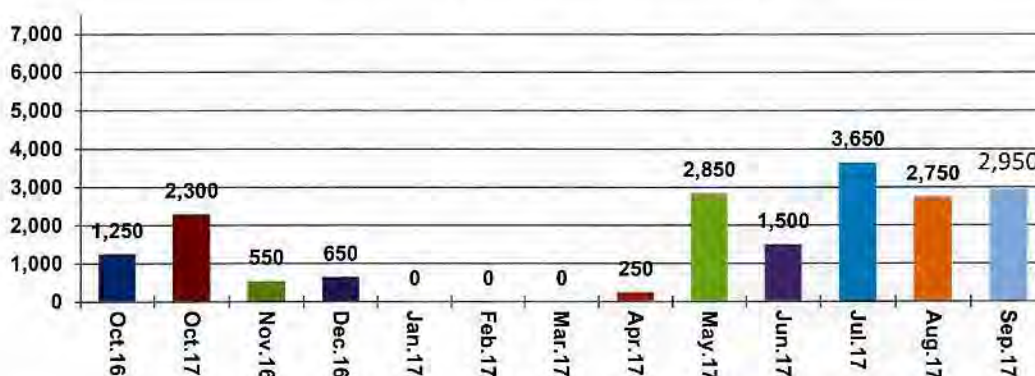
- Council contractor Katherine Tiles carried out concrete works at the RSL Cenotaph in Railway Terrace.
- Council staff planted new trees and shrubs and carried out irrigation works at the RSL Cenotaph in Railway Terrace.
- Council contractor ProWeld installed handrails at the Hot Springs.
- Council staff conducted soil erosion control and sprayed grass at the Hot Springs.

## Facilities

### Parks & Open Areas

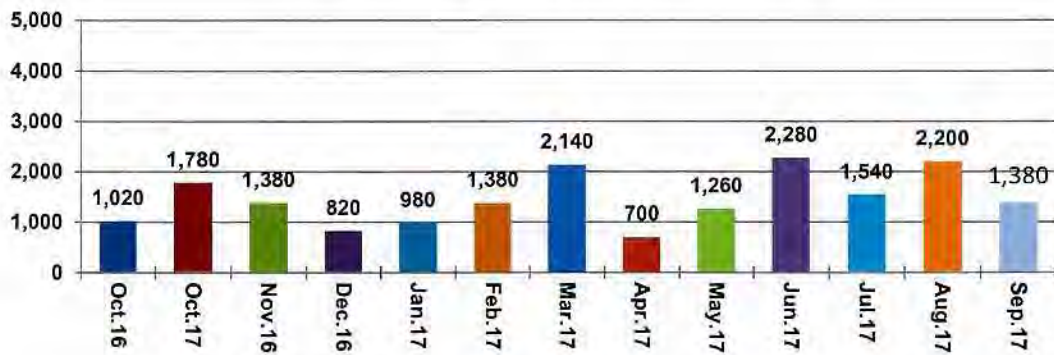
- Council staff commenced the Mosquito Monitoring Program.
- Council staff pruned trees at Lockheed Park and various other locations.
- Council replaced 46 broken, damaged and vandalised sprinkler components throughout the larger urban area. The total cost of these repairs and installations to date (2017/18 financial year) is \$11,650.00.

### Monthly Sprinkler Replacement (\$)



- Urban Litter Collection statistics are based on weights recorded over the weighbridge located at the Waste Management Facility and include refuse from areas throughout the broader urban area. Katherine Terrace is not included in these statistics. The total amount of litter collected by Council staff to date (2017/18 financial year) is 6,900kgs.

### Monthly Urban Litter Collection (kg)



#### Katherine Sportsgrounds

- Council contractor, Shockless Repairs, installed a new scoreboard at Oval 1.
- Council contractor, Scatt's Plumbing and Fig Leaf Pool, have worked together with Council staff in carrying out works at the pool which include; clearing out of pool pump, cleaning of filtration and refilling the Town Pool.

#### Katherine Memorial Cemetery

- There were three (3) burials and one (1) interment of ashes during the month of October 2017.

#### Katherine Civil Airport

- Daily serviceability inspections were carried out by Council staff and contractor, RHADS Security. No issues were found.
- Council contractor, Arafura Street Sweeping, carried out sweeping of the RPT and GA Aprons during the month of October 2017.

#### Waste Management Transfer Station

- Council contractor, Rowlands Quarries, supplied and delivered 700t of clean fill to the Waste Management Facility, which was used cover exposed waste and asbestos.
- Tech Collect Scheme implemented at the Waste Management Facility is proving to be very successful, separating 6m<sup>3</sup> of e-waste that would have otherwise ended up as land fill.
- A new traxcavator has been ordered and anticipated delivery date is Mid-2018.

#### Binjari

- Council hook bins were placed at Top and Bottom Camps (alternate weeks) and emptied on an "as required" basis. 980kgs of litter was collected during the month of October 2017.
- Council contractor Katherine Vet Care conducted Dog Day at Binjari.

#### Road Reserves

##### Road Pavements

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

- Depot staff carried out road patching at various locations around town.
- Council contractor, Pritchard Francis, undertook initial works for the Rowlands Culvert Guard Rail rectification.

**Personnel & Services**

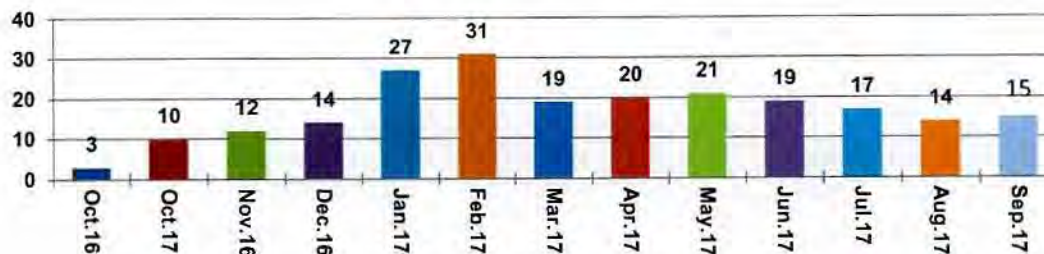
**Community Events**

- Council staff and contractors carried out various tasks in preparedness for public hires/events held in several Council owned facilities during the month of October 2017.
- Council Ranger Karmen Thomas resigned from her duties on 13 November 2017.
- Council has engaged William Green as a Ranger until March 2018.

**Inspectorate Services**

- Please refer to *Attachment A* for a full breakdown on the Regulatory Services conducted by Council Rangers over the month of October 2017.
- Pound Statistics for the month of October 2017 are as follows:
  - 3 dogs returned to their owners.
  - 3 dogs euthanized.
  - 4 dogs carried over.

**Monthly Impoundment of Dogs**



**OFFICER RECOMMENDATION**

**That it be recommended to Council:**

- That the report from the Works & Services Division for the month of October 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 – October 2017

RANGERS BREAKDOWN OF TASKS – OCTOBER 2017

TASK		ANIMAL CONTROL RANGER	PARKING RANGER	NOTES
MEETINGS / TRAINING:	INTERNAL / EXTERNAL	1		
INSPECTIONS:	VACANT LOTS / NATURE STRIPS / FACILITY HIRES / ASSET INSPECTIONS	2		
PARK PATROLS:	ILLEGAL CAMPING / LITTER / PERSONAL BELONGINGS	5		
PARKING PATROLS:	CBD	20		
ANIMAL CONTROL:	PATROLS / INVESTIGATION / CAPTURE / IMPOUND / RELEASE / CLEANING / OTHER	30		
ABANDONED VEHICLES:	IMPOUND / RELEASE / DISPOSE	6		2 x returned to owners   2 x crushed   2 x carried over
<b>NUMBER OF INFRINGEMENTS / LETTERS / NOTICES TO COMPLY ISSUED</b>				
INFRINGEMENTS:	PARKING ABANDONED VEHICLE ILLEGAL CAMPING LITTER ANIMAL CONTROL	1		
LETTERS / NOTICES:	VACANT LOTS / ANIMAL CONTROL ETC.	6		6 x Notice to comply
IMPOUNDED DOGS:	NUMBER OF DOGS IMPOUNDED RELEASED TO OWNER NEW OWNER EUTHANISED	9 2 3 4		



# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

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

---

## Purpose of Report

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

## General

The Local Government (Accounting) Regulations 18 states:

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

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

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

*Robert Jennings*




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

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


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

## Financial Report Executive Summary

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

 On track
  Monitoring
  Items to note

### Summary Operating Results

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

### Budget Reviews/Variations

Sources of capital funding and application of capital funding have been adjusted to reflect the brought forward grant funding (Emungalan Bridge) for the amount of \$1,5M plus interest earned from it (\$68,710) through term deposit and another \$13,895 to fund the purchase of Smart Board System.

### Cash Position

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

### Debtors Analysis

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

Debtors have shown an overall decrease of \$1,256,275.71 at the end of October.

	<b>Sep-17</b>	<b>Oct-17</b>
Rates debtors	4,296,142.00	3,516,031.48
Sundry debtors	1,181,776.58	714,358.47
Weighbridge debtors	136,663.90	127,866.82
Infringement - Animal	27,968.69	27,968.69
Infringement - Parking	10,033.00	10,083.00
Infringement - Litter/Camping	1,232.00	1,232.00
<b>Total outstanding</b>	<b>5,653,816.17</b>	<b>4,397,540.46</b>

### Rates Debtors Analysis

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

### Sundry Debtors Age Analysis

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

	<b>Sep-17</b>	<b>Oct-17</b>
Current	1,168,654.18	54,435.35
Over 30 days	(1,352.00)	650,100.91
Over 60 days	(2,475.70)	(382.00)
Over 90 days	5,162.38	(2,885.70)
Over 120 days	11,787.72	13,089.91
<b>Total</b>	<b>1,181,776.58</b>	<b>714,358.47</b>

The increase in over 30 days is due to invoice raised for Hotsprings revitalisation funding to Department of Transport (paid as of 07/11/17).

### **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 October 2017.

	<b>Sep-17</b>	<b>Oct-17</b>
Current	47,021.80	48,960.89
Over 30 days	39,998.50	33,608.20
Over 60 days	9,536.48	12,340.71
Over 90 days	31,556.72	3,576.56
Over 120 days	8,550.40	29,380.46
<b>Total</b>	<b>136,663.90</b>	<b>127,866.82</b>

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

Debtors are being reviewed for non recoverable debts.



# KATHERINE TOWN COUNCIL STATEMENT OF BUDGET ESTIMATE COMPARISON

As at 31 October 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
<b>INCOME</b>							
Rates and annual charges	7,604,784	-	7,604,784	6,539	7,546,166	7,604,784	
Statutory charges	60,000	-	60,000	1,987	23,637	60,000	
User charges	1,428,208	-	1,428,208	144,429	441,210	1,428,208	
Grants, subsidies and contributions	1,999,985	-	1,999,985	257,617	482,271	1,999,985	
Interest	360,950	-	360,950	664	28,180	360,950	
Reimbursements	120,660	-	120,660	19,451	43,295	120,660	
Other income	104,810	-	104,810	30,610	58,173	104,810	
<b>Total operating income</b>	<b>11,679,397</b>	<b>-</b>	<b>11,679,397</b>	<b>461,297</b>	<b>8,622,931</b>	<b>11,679,397</b>	<b>-</b>
<b>EXPENDITURE</b>							
Employee costs	4,529,133	-	4,529,133	325,713	1,295,750	4,529,133	
Materials, contracts and other expenses	5,385,520	52,081	5,437,601	420,530	1,880,045	5,437,601	
<b>Total Operating Expenses</b>	<b>9,914,653</b>	<b>52,081</b>	<b>9,966,734</b>	<b>746,242</b>	<b>3,175,795</b>	<b>9,966,734</b>	<b>-</b>
<b>Operating surplus/(deficit) before depreciation</b>	<b>1,764,744</b>	<b>-</b>	<b>1,712,663</b>	<b>284,945</b>	<b>5,447,136</b>	<b>1,712,663</b>	<b>-</b>
Depreciation	-	-	-	-	-	-	
<b>Operating surplus/(deficit) before capital items</b>	<b>1,764,744</b>	<b>52,081</b>	<b>1,712,663</b>	<b>284,945</b>	<b>5,447,136</b>	<b>1,712,663</b>	<b>-</b>
<b>Net gain (loss) on disposal of assets</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>-</b>
Amounts received specifically for new or upgraded asset	756,162	2,144,545	2,900,707	-	-	2,900,707	
<b>Net operating surplus/(deficit)</b>	<b>2,430,906</b>	<b>2,092,464</b>	<b>4,523,370</b>	<b>284,945</b>	<b>5,447,136</b>	<b>4,523,370</b>	<b>-</b>

# KATHERINE TOWN COUNCIL

## CAPITAL INCOME & EXPENDITURE

As at 31 October 2017

	Original Budget	Budget Reviews	Revised Budget	Monthly Actual	YTD Actual	End of Year Forecast	Budget Variation
<b>Sources of capital funding</b>							
General revenue used for capital purposes	1,107,900	10,710	1,118,610	98,982	252,068	1,132,505	13,895
Other capital revenue sources:							
Proceeds from sale of capital assets	121,000	-	121,000	-	-	121,000	
Grants and subsidies	756,162	2,272,921	3,029,083	186,937	879,031	4,597,793	1,568,710
Transfers from internally restricted funds	500,000	-	500,000	-	-	500,000	
<b>Total capital funding</b>	<b>2,485,062</b>	<b>2,283,631</b>	<b>4,768,693</b>	<b>285,918</b>	<b>1,131,099</b>	<b>6,351,298</b>	<b>1,582,605</b>
<b>Application of capital funding</b>							
Non current capital assets:							
Buildings and other structures	103,200	543,476	646,676	25,956	40,845	646,676	-
Plant and machinery	743,000	-	743,000	-	98,439	743,000	
Improvements	110,500	797,200	907,700	68,137	664,291	907,700	
Infrastructure assets	1,408,162	942,955	2,351,117	133,496	225,560	3,919,827	1,568,710
Furniture and equipment	120,200	-	120,200	58,330	101,964	134,095	13,895
Total	2,485,062	2,283,631	4,768,693	285,918	1,131,099	6,351,298	1,582,605
Brought forward amounts	-	-	-	-	-	-	
<b>Total capital expenditure</b>	<b>2,485,062</b>	<b>2,283,631</b>	<b>4,768,693</b>	<b>285,918</b>	<b>1,131,099</b>	<b>6,351,298</b>	<b>1,582,605</b>

PLEASE NOTE 2016/17 FINANCIAL YEAR HAS NOT BEEN FINALISED

CASH AND INVESTMENTS  
31 October 2017

<b>GENERAL FUND</b>	
<u>Commonwealth Bank</u>	\$
Balance as per bank statement, 30 September 2017	478,327.29
Plus net outstanding deposits/(withdrawals)	(128,406.24)
Adjusted cash at bank balance, 30 September 2017	<u>349,921.05</u>

**INVESTMENTS**

FINANCIAL INSTITUTION	PRINCIPAL \$	INTEREST RATE %	EFFECTIVE DATE	MATURITY DATE	FINANCIAL INSTITUTION TOTALS \$	% FINANCIAL INSTITUTION
Commonwealth Bank	766,267.25		on call	on call	766,267.25	5.00%
Westpac Bank	5,600,000.00	2.55	22-Aug-17	22-Nov-17		
Westpac Bank	2,000,000.00	2.64	27-Sep-17	24-Feb-18		
Westpac Bank	1,242,717.61	2.62	16-May-17	15-Feb-18		
Westpac Bank	2,289,189.30	2.59	4-Aug-17	4-Nov-07		
Westpac Bank	1,850,390.47	2.63	25-Sep-17	22-Feb-18		
Westpac Bank	1,568,710.14	2.63	29-Apr-17	27-Nov-17	14,551,007.52	95.00%
<b>Total Investments</b>					<u>15,317,274.77</u>	100.00%
<b>TOTAL FUNDS (incl internally restricted funds)</b>					<u>15,667,195.82</u>	

**Internally Restricted Funds**

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

**DEBTORS REPORT**  
**31 October 2017**

Category	Current \$	30+ days \$	60+ days \$	90+ days \$	120+ days \$	TOTAL \$
Sundry	54,435.35	650,100.91	382.00	2,885.70	13,089.91	714,358.47
Weighbridge	48,960.89	33,608.20	12,340.71	3,576.56	29,380.46	127,866.82
<b>Total</b>						<b>842,225.29</b>

Infringements	Current \$	30+ days \$	60+ days \$	90+ days \$	> 12 months \$	TOTAL \$
Animal	616.00	-	-	6,002.00	21,350.69	27,968.69
Parking	50.00	-	-	219.00	9,814.00	10,083.00
Litter	200.00	-	-	-	482.00	682.00
Camping	200.00	-	-	-	350.00	550.00
<b>Total</b>						<b>39,283.69</b>

**Note:** As the completion of the annual financial statements has occurred, finance staff will research the 120+ day debtors and provide a report to Council on bad debt write off recommendations.

<b>Rates</b>	<b>Current</b> \$	<b>Arrears incl interest &amp; legal fees</b> \$	<b>TOTAL</b> \$
	3,263,367.33	252,664.15	3,516,031.48
<b>Grand Total</b>			<b>4,397,540.46</b>

<b>Katherine Town Council Payroll Payment Listing For the Month of October 2017</b>			
<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
4-Oct-17	All staff	Pay period ended 04 October 2017	101,238.53
6-Oct-17	Non cycle 90/5	Pay period ended 06 October 2017	3,473.19
18-Oct-17	All staff	Pay period ended 18 October 2017	102,928.02
		<b>Total</b>	<b>\$ 207,639.74</b>



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

Date	Ref No	Payee	Description	Amount
6-Oct-17	1512/1002-01	Katherine Town Council Social Club	Payroll Deduction	848.00
6-Oct-17	1512/3206-01	RemServ	Payroll Deduction	2,695.23
6-Oct-17	1512/64-01	United Voice	Payroll Deductions	23.30
6-Oct-17	1512/67-01	Child Support Agency	Payroll Deductions	265.36
6-Oct-17	1513/1018-01	Telstra	Telephone expenses for Aug/Sept 17	6,664.95
6-Oct-17	1513/1255-01	Benash Maintenance Services	Provision of fire alarm monitoring services in Sept 17-(Ap Terminal & Civic Centre) and replacing 2 detectors at Civic Centre	612.26
6-Oct-17	1513/1294-01	Sterling NT Pty Ltd	Cleaning of Ryan park toilet in Sept 17	3,748.75
6-Oct-17	1513/1322-01	McCoy's Garden Engineering	Provision of mowing services in East parks-Sept 17	963.46
6-Oct-17	1513/144-01	Macs Hire	Supply Danger Signs, Cable ties and Picket Driver	234.31
6-Oct-17	1513/1802-01	Top End Backhoe Hire	Hire of Excavator to excavate foorpath-Anzac and excavating leaking pipe to repair	1,870.00
6-Oct-17	1513/1888-01	Car Parts	Service-Hustler Mower and supply reflectors	49.10
6-Oct-17	1513/212-01	RJ Motors	Repairs -Hino truck	4,267.22
6-Oct-17	1513/226-01	Rowlands Quarry	Supply of clean fill	529.06
6-Oct-17	1513/2330-01	Aviair Pty Ltd	VIC bookings	663.25
6-Oct-17	1513/2409-01	Nitmiluk Tours	VIC bookings	20,646.35
6-Oct-17	1513/263-01	Top News	Supply Newspapers in Sept 17(Civic centre) and Frillies club supplies- Library	103.56
6-Oct-17	1513/2721-01	Rhads Security	Alarm call outs, Aerodrome recording and open/close fun park gates-Sept 17	2,772.59
6-Oct-17	1513/3075-01	FARMWORLD NT PTY	Service-Rotera blade	438.69
6-Oct-17	1513/3143-01	Boab Nominees Pty Ltd	VIC bookings	406.87
6-Oct-17	1513/3166-01	Horizontal Falls Seaplane Adventure	VIC bookings	2,397.51
6-Oct-17	1513/3372-01	AutoPro Katherine NT	Supply diesel fuel cans	67.80
6-Oct-17	1513/3386-01	Mr R Jennings	Reimbursement for cost of tyres	349.00
6-Oct-17	1513/3442-01	eMerge IT Solutions Pty Ltd T/As No	Supply LED Monitor, Spare telephone and installation	1,711.34
6-Oct-17	1513/3443-01	Pine Creek Railway Resort	Booking for Wayne Hanna	148.75
6-Oct-17	1513/3485-01	Carroll & Richardson Flagworld Pty	Supply two flagpoles	2,904.00
6-Oct-17	1513/3702-01	Slate Look Concrete Plc	Repair concrete path in various location	5,840.00
6-Oct-17	1513/3737-01	Mr Garry Gallagher	Supply Books "A nice day for flying"-VIC	90.00
6-Oct-17	1513/425-01	Duncan Electrical Pty Ltd	Repairing faulty Water system and papers dispenser (Vic)	742.50
6-Oct-17	1513/477-01	LGANT Local Government Association	Payment for record Management disposal licence fee	387.00
6-Oct-17	1513/556-01	Beaurepaires Katherine	Car service-Ford Ranger Utility CB86TK and Toyota CC13SW	90.00
6-Oct-17	1513/626-01	Katherine Office Supplies	Assorted Stationeries	956.19
6-Oct-17	1513/667-01	Onsite Refridgeration & Aircondition	Repairs & Maintenance - Replacing Acs at Civic Centre	38,800.00
6-Oct-17	1513/689-01	McIntyre Irrigation	Supply Ultra Pop up Sprinklers	6,094.00
6-Oct-17	1513/701-01	Lawrence & Hanson	Supply conduit and Electrical Tape-Hot springs	127.83
6-Oct-17	1513/737-01	Travelodge Mirambeena Resort Darwin	Accommodation for Staff	1,068.00
6-Oct-17	1513/835-01	Katherine Mitre 10	Supply Tap starter, Hose fitting, Scissor and bag of sand	117.57
6-Oct-17	1513/91-01	Hohns	Suppy 6m Chequer plate lid	177.10
13-Oct-17	1514/1273-01	Scotmec Pty Ltd	Supply Honda blower and Repair to Honda hedger	611.10
13-Oct-17	1514/144-01	Macs Hire	Supply Embroid Ktc Logo, cable tie, duck tape, barrier mesh and Sqwincher sugar free.	650.19
13-Oct-17	1514/1654-01	Katherine Tree Maintenance	Removing dead tree/Branches on Railway Tce, Juke park ,27 Callistemon, Coolibah Cre,Third St, Heron Cres, Walalce St, Dakota St, Grevillea park, Lindsay St and Zimin Dr	98,691.45
13-Oct-17	1514/171-01	Northern Territory News	Placing an advert for vacant position in Waste management dept	938.00
13-Oct-17	1514/1912-01	Geofabrics Australasia Pty Ltd	Delivering Grassroots-Hot Springs	3,773.00
13-Oct-17	1514/194-01	Paraway Motel Management Pty Ltd	Accommodation and meals for consultant	175.00
13-Oct-17	1514/219-01	Repco	Supply 4 Stroke Fuel cans	84.26

**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 October 2017**

Date	Ref No	Payee	Description	Amount
13-Oct-17	1514/2202-01	Promotions Only	Supply Dog Leads	1,669.25
13-Oct-17	1514/2222-01	SecurePay Pty Ltd	Fraudguard services for web payments for Sept 17	45.10
13-Oct-17	1514/226-01	Rowlands Quarry	Supply ready mixed concrete- RSL Footpath	2,615.80
13-Oct-17	1514/2409-01	Nitmiluk Tours	VIC bookings	9,650.35
13-Oct-17	1514/262-01	Top End Rural Services	Solenoid valves and joiners irrigation supplies	389.18
13-Oct-17	1514/263-01	Top News	Supply newspapers & Magazines in Sept 17-Library	448.16
13-Oct-17	1514/2726-01	Mrs C A Kerr	Reimbursement for cost of purchasing Digital AV HDTV adapter	12.86
13-Oct-17	1514/2887-01	Territory Rural	Supply Tork roll towell	53.85
13-Oct-17	1514/2923-01	Top Didj & Art Gallery	VIC bookings	303.62
13-Oct-17	1514/3023-01	Shockless Electrical Services Pty L	Cost of installing electronic score board-Sportgrounds	2,831.07
13-Oct-17	1514/3031-01	Kimberley Air Tours	VIC bookings for Rudder and Preston	1,894.38
13-Oct-17	1514/3148-01	Wayoutback Desert Safaris Pty Ltd	VIC bookings for Mayella Kuikhoven	717.50
13-Oct-17	1514/3213-01	Vibe Hotel Darwin Waterfront	VIC bookings for Hansen	322.87
13-Oct-17	1514/3253-01	HeliSpirit	VIC bookings	564.37
13-Oct-17	1514/3341-01	Beaver Promotions	Supply Solar regulators	528.04
13-Oct-17	1514/3344-01	Fletchers Plumbing & Gas Fitting	Replacing basin trap - Showground	199.46
13-Oct-17	1514/3366-01	Katherine Outback Experience	VIC bookings	131.25
13-Oct-17	1514/3442-01	eMerge IT Solutions Pty Ltd T/As No	Printing expenses for Sept 17 and supply computer	6,593.27
13-Oct-17	1514/3489-01	Business Essentials Pty Ltd T/A Air	Placing an advert on Airmorth Aug/Sept 17 magazine Issue	1,925.00
13-Oct-17	1514/3527-01	LOGIQC Pty Ltd	LOGIQC software subscription for August	385.00
13-Oct-17	1514/3536-01	Latitude 12 Pty Ltd	Provision of WHS Consultancy in Oct 17	6,270.00
13-Oct-17	1514/3544-01	Pivotel Satellite Pty Ltd	Satellite phones services for Oct 17	15.00
13-Oct-17	1514/3595-01	Katherine Tool Store	Supply Holesaws and deep impact socket	45.05
13-Oct-17	1514/3609-01	Masterplan	Provision of report to DAS for DCA approval on Land clearing -16 Stuart Hwy.	468.60
13-Oct-17	1514/3696-01	Reeap Pty Ltd	Stairs tread nosing installation at Hot Springs	3,903.90
13-Oct-17	1514/3723-01	Miss A K Adan	Staff Uniform	432.19
13-Oct-17	1514/3739-01	Envirolab Services WA Pty Ltd	Water analysis and testing	1,449.80
13-Oct-17	1514/3740-01	Mr M Ryan	Supply Necklaces and Earrings-VIC Merchadise	126.00
13-Oct-17	1514/3741-01	Brook Technologies Pty Ltd T/A Sout	Supply Scoreboard controller for Rugby	396.00
13-Oct-17	1514/525-01	Knotts Crossing Resort	VIC bookings	153.12
13-Oct-17	1514/626-01	Katherine Office Supplies	Supply fabric ribbons, envilopes and crystal files	256.49
13-Oct-17	1514/630-01	Woolworths Limited	Supply Milk and water (Depot, Civic centre and Lib), Snacks for EMIS and platter items	400.80
13-Oct-17	1514/682-01	Beagle Motor Inn (Westward Bound Pt	VIC bookings	398.12
13-Oct-17	1514/835-01	Katherine Mitre 10	Supply water Cooler	39.00
13-Oct-17	1514/91-01	Hohns	Supply Steel mesh and reinforcing bar-Hot Springs	109.07
13-Oct-17	1515/3742-01	Miss J Poortinga	Meals allowance for her trip to Alice Spring-Training	503.70
18-Oct-17	1516/3743-01	MHA Products	Supply 12 Hazardous storage containers	4,336.20
18-Oct-17	1517/3206-01	RemServ	Payroll Deduction	2,301.10
18-Oct-17	1517/64-01	United Voice	Payroll Deductions	23.30
18-Oct-17	1517/67-01	Child Support Agency	Payroll Deductions	265.36
20-Oct-17	1518/1174-01	Katherine Hospital	Medical costs for staff -work related injury	509.00
20-Oct-17	1518/1255-01	Benash Maintenance Services	Repair exit lights at Katherine East childcare and Monthly security monitoring fees for August 17	1,079.10
20-Oct-17	1518/1314-01	Bishdun Pty Ltd trading as Nighthaw	Freight charges	181.50
20-Oct-17	1518/1650-01	The Top Saddlery & Bush Boutique	Supply Staff uniform	99.95
20-Oct-17	1518/1712-01	Transpacific Cleanaway Pty Ltd	Disposal of Oil Waste	1,871.72
20-Oct-17	1518/1722-01	Riverview Tourist Village	VIC bookings	113.75
20-Oct-17	1518/1777-01	BIG4 Katherine Holiday Park	VIC bookings	157.50
20-Oct-17	1518/1802-01	Top End Backhoe Hire	Hiring a Trencher, Excavator and Bobcat-RSL	6,226.00
20-Oct-17	1518/1888-01	Car Parts	Supply Bore motor fanbelt	178.90
20-Oct-17	1518/212-01	RJ Motors	Car service-Ford Ranger CB86TK	321.81
20-Oct-17	1518/226-01	Rowlands Quarry	Supply Normal 25 MPA concretes-Hot Springs	2,008.60
20-Oct-17	1518/2269-01	Gagudju Lodge Cooida	VIC bookings	80.50

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



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

Date	Ref No	Payee	Description	Amount
20-Oct-17	1518/2409-01	Nitmiluk Tours	VIC bookings	32,255.48
20-Oct-17	1518/2515-01	Marksies Stockmans Camp Tucker Nigh	VIC bookings	262.50
20-Oct-17	1518/262-01	Top End Rural Services	Supply irrigating fittings-BMX	90.43
20-Oct-17	1518/2887-01	Territory Rural	Supply Tork roll towell and toilet papers rolls	231.85
20-Oct-17	1518/2924-01	Wetland Explorer Cruises	VIC bookings	1,086.75
20-Oct-17	1518/3085-01	Crowhurst Engineering Katherine NT	Repair Hydradulic hose on track loader	967.79
20-Oct-17	1518/3209-01	Quest Palmerston	Accommodation for Mayor	577.20
20-Oct-17	1518/3372-01	AutoPro Katherine NT	Supply Motorcycle supercharge battery	68.95
20-Oct-17	1518/3385-01	Wright Express Australia Pty Ltd	Fuel expenditure with Pumacard incurred in Sept 17	392.20
20-Oct-17	1518/3402-01	Green Frog Systems Pty Ltd	Supply 60 and 100 watts LED lights and Nodes	49,997.82
20-Oct-17	1518/3419-01	The Big Mower (NT) Pty Ltd	Supply new blower and repair to Stihl BG 46 leaf blower	355.55
20-Oct-17	1518/3423-01	All Regions Electrical	Installing solar at Civil Centre	2,119.01
20-Oct-17	1518/3424-01	Small Freight	Delivering electrical wire rolls from Think Water	70.00
20-Oct-17	1518/3428-01	Everlon Bronze	Supply Broze plaque for Mataranka multipurpose sport court	494.36
20-Oct-17	1518/3442-01	eMerge IT Solutions Pty Ltd T/As No	Supply USB-Order backlog	39.95
20-Oct-17	1518/3500-01	Puma Energy Australia Fuels Pty Ltd	Supply Diesel fuel in Sept 17	422.35
20-Oct-17	1518/3508-01	ProWeld & Machining Pty Ltd	Supply post fences and Steel Hurdle for RSL project, and Tipper tool box	2,245.00
20-Oct-17	1518/3536-01	Latitude 12 Pty Ltd	Provisiion for Audit Committee Charter review, financial policies review and WHS consultancy services	14,296.40
20-Oct-17	1518/3609-01	Masterplan	Provision of professional services-car parking plan-Food van 23 Chamber drive	1,780.06
20-Oct-17	1518/3742-01	Miss J Poortinga	Meal and incidental allowance for staff	591.65
20-Oct-17	1518/3744-01	Desert Inns International Pty Ltd	VIC bookings	102.38
20-Oct-17	1518/514-01	Katherine Vet Care Centre Pty Ltd	Provision of Vet services in June, July and August 17	2,959.50
20-Oct-17	1518/626-01	Katherine Office Supplies	Supply Dividers	156.55
20-Oct-17	1518/630-01	Woolworths Limited	Supply Milk-Civic Centre	49.20
20-Oct-17	1518/91-01	Hohns	Supply gates and pairs of hinges	480.30
26-Oct-17	1519/120-01	Katherine & District Show Society	Deposit refunded for hiring KTC facilities-Showground	2,166.00
26-Oct-17	1519/1255-01	Benash Maintenance Services	Call outs fees	184.80
26-Oct-17	1519/1294-01	Sterling NT Pty Ltd	Cleaning of Ryan park toilet in Oct 17	3,748.75
26-Oct-17	1519/1330-01	Downes Graderways Pty Ltd	Removing trees on Florina Road and Construction of access road to Rockhole community	72,365.70
26-Oct-17	1519/1498-01	Exmere Pty Ltd Katherine Camping &	Supply 2x7.6 litres of water	98.00
26-Oct-17	1519/1662-01	Mrs A Anastacio	Reimbursement for HP printer purchased online	165.00
26-Oct-17	1519/1712-01	Transpacific Cleanaway Pty Ltd	Provision for garbage collection services in Sept 17	29,038.72
26-Oct-17	1519/1802-01	Top End Backhoe Hire	Hire of Excavator to clean block Culvert	132.00
26-Oct-17	1519/1889-01	Katherine Lock and Key	Supply of shackle Padlocks and Keys (Sportsgrounds), Bi lock shackles padlocks (depot) and removing key stuck in lock (Vic)	2,694.23
26-Oct-17	1519/1959-01	Manbulloo Homestead	VIC bookings for Phillip Brown	131.25
26-Oct-17	1519/2001-01	Territory Springwater Pty Ltd T/A P	Supply Bottled Water in Sept 17-Library and VIC Supplies for Storytime,Frillies, School Holiday programs	120.00
26-Oct-17	1519/2045-01	Dollars & Sense		49.48
26-Oct-17	1519/2093-01	Landmark	Supply galvanised fence dropper	182.60
26-Oct-17	1519/2232-01	CSA Contracting (NT) Pty Ltd	Testing and repair UHT fault-Hino truck	55.00
26-Oct-17	1519/226-01	Rowlands Quarry	Supply Ready mixed concrete-Footpath, Normal 25 MPA concrete (RSL) and Skate park path maintenance.	7,748.40
26-Oct-17	1519/2330-01	Aviair Pty Ltd	VIC bookings	1,137.50
26-Oct-17	1519/2409-01	Nitmiluk Tours	VIC bookings	10,656.61
26-Oct-17	1519/2446-01	Flick Washroom Services	Supply sanitary disposal units in Sept 17	452.27
26-Oct-17	1519/262-01	Top End Rural Services	Supply Value Solenoids, Joiners and irrigation fitting for showground	230.34

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

Date	Ref No	Payee	Description	Amount
26-Oct-17	1519/2658-01	United Card Services Pty Ltd	Fuel expenditure with United card in Sept 17	2,334.91
26-Oct-17	1519/2750-01	North Australian News Pty Ltd	Placing an advert:Rates due notice, vacant position and public tender	1,549.72
26-Oct-17	1519/2790-01	Highway QA Pty Ltd	Provision of professional service-Report on McAdam Road Extension	1,907.03
26-Oct-17	1519/2887-01	Territory Rural	Supply Liquid soap, Jumbo roll, Toilet paper rolls, 72 litres bin liners, Dog food and 40 litres of Superhydraulic oil	844.65
26-Oct-17	1519/3023-01	Shockless Electrical Services Pty L	Hire of Crane truck with Operator	247.50
26-Oct-17	1519/312-01	Astral Contracting	Repair solenoid valve at Civic centre	1,042.28
26-Oct-17	1519/3143-01	Boab Nominees Pty Ltd	VIC bookings	135.62
26-Oct-17	1519/3209-01	Quest Palmerston	Accommodation for CEO and elected member	1,267.55
26-Oct-17	1519/3344-01	Fletchers Plumbing & Gas Fitting	Fixing water leak at Sportsgrounds and Ronald Park	2,271.75
26-Oct-17	1519/3349-01	Argus Apartments Darwin	Accommodation for staff	1,404.00
26-Oct-17	1519/3366-01	Katherine Outback Experience	VIC bookings	48.12
26-Oct-17	1519/3370-01	Roadside Services & Solutions	Supply "irrigated by Bore water" signs	270.00
26-Oct-17	1519/3372-01	AutoPro Katherine NT	Supply Canvas seat covers and Floor mats	105.55
26-Oct-17	1519/3376-01	Mr D J Moore	Reimbursement for Airport parking fees	98.95
26-Oct-17	1519/3386-01	Mr R Jennings	Reimbursement for Meals, fuel, internet and telephone charges	355.87
26-Oct-17	1519/3419-01	The Big Mower (NT) Pty Ltd	Service STIHL BG 56 leaf blower	267.00
26-Oct-17	1519/3442-01	eMerge IT Solutions Pty Ltd T/As No	Supply Brother toner, internet cable, monitor and powerboard	382.70
26-Oct-17	1519/3447-01	Arafura Site & Street Sweeping	Sweeping Riverbank Drive and Airport in Oct 17	687.50
26-Oct-17	1519/3450-01	Hat Creek Civil Pty Ltd	Hiring Excavator, Loader, Side Tipper (Showgrounds) and watering at Hot spring and removing excess fill	25,140.26
26-Oct-17	1519/3500-01	Puma Energy Australia Fuels Pty Ltd	Supply Diesel Sept 17	422.51
26-Oct-17	1519/3584-01	Ezko Property Services Pty Ltd	Cleaning Public Library, Vic and Civi centre facilities in Oct 17	5,265.86
26-Oct-17	1519/3604-01	The Sweetest Things	Provision of Catering services-Grant Committee and supply wreath for police remembrance	210.00
26-Oct-17	1519/3651-01	Harris Builders	Repair to Katherine East Child care	2,467.90
26-Oct-17	1519/3683-01	Drennan Builders	Asbestos sample analysis from Rodeo toilet block site at Showground	4,400.00
26-Oct-17	1519/3704-01	Totalweld Sales and Services Kather	Supply Oxy guage, flashback arrestors & fitted Oxy hoses	580.00
26-Oct-17	1519/3738-01	Pritchard Francis Consulting	Inspection and reporting on damaged guardrail-Florina Rd	1,584.00
26-Oct-17	1519/3746-01	Hy-Tec Industries (NT) Pty Ltd	Delivering Concrete	524.81
26-Oct-17	1519/3748-01	Alice Springs Resort Enterprises Pt	Accommodation for Staff	407.00
26-Oct-17	1519/425-01	Duncan Electrical Pty Ltd	Installing new power supply at Showground for Roadway electric gate (i.e Supply pole, metering, switchboard, earthing and underground power reticulation)	10,714.00
26-Oct-17	1519/461-01	Hire Power NT	Hiring a Forklift from 18-22/09/17-Hot Springs, Excavator on 20/09/2017, Mini excavator, Bobcat, Modular Spreader and trencher in Sept 17 and Plant trailer on 25/09/2017	12,015.76
26-Oct-17	1519/498-01	Katherine Plastering & Tiling	Road maintenance on Gillard crescent and constructing footpath leading to CBD-RSL	10,318.00
26-Oct-17	1519/537-01	Chamber of Commerce Northern Territ	2017 Katherine Community directory listing fees	2,046.00
26-Oct-17	1519/556-01	Beaupaires Katherine	Car service-CB86TK and Replacing Hino truck tyre	487.00
26-Oct-17	1519/603-01	RTM Police, Fire and Emergency Serv	Renewal for 3x Firearm licences	414.00
26-Oct-17	1519/626-01	Katherine Office Supplies	Supply suspension file and pens	139.87
26-Oct-17	1519/630-01	Woolworths Limited	Supply bottled water, kitchen supplies and platter items for Emis and tour	201.18
26-Oct-17	1519/729-01	BOC Gases Australia Limited	Hire of Oxygen and Acetylene cylinders in Sept 17	424.20
26-Oct-17	1519/769-01	Australia Day Council Northern	Accommodation and registration fee for staff attending regional forum	350.00

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

<b>Date</b>	<b>Ref No</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
26-Oct-17	1519/835-01	Katherine Mitre 10	Supply Bolts, washer-Sportsgrounds, plastic garbage bins with lids, barrier, duct tapes and refilling gas bottle	349.10
26-Oct-17	1519/91-01	Hohns	Supply Angle iron and Checker plate	376.81
26-Oct-17	1519/968-01	Katherine Sign Management	Supply and installing Usher Rd sign	99.00
27-Oct-17	1520/2389-01	Rest Superannuation	Superannuation-Oct-17-PC-1-6	6,170.35
27-Oct-17	1520/2516-01	AGEST	Superannuation-Oct-17-PC-1-11	5,776.20
27-Oct-17	1520/2549-01	CBUS	Superannuation-Oct-17-PC-1-14	1,144.11
27-Oct-17	1520/2554-01	MTAA Super	Superannuation-Oct-17-PC-1-15	680.38
27-Oct-17	1520/2576-01	HostPlus Superannuation	Superannuation-Oct-17-PC-1-16	1,676.26
27-Oct-17	1520/2626-01	AMIST Superannuation	Superannuation-Oct-17-PC-1-18	658.08
27-Oct-17	1520/2638-01	MLC Super Fund	Superannuation-Oct-17-PC-1-20	842.58
27-Oct-17	1520/2686-01	BT Super for Life	Superannuation-Oct-17-PC-1-24	923.43
27-Oct-17	1520/2941-01	Unisuper	Superannuation-Oct-17-PC-1-31	450.20
27-Oct-17	1520/3063-01	Quadrant Superannuation	Superannuation-Oct-17-PC-1-37	19.59
27-Oct-17	1520/3108-01	ANZ One Path Superannuation	Superannuation-Oct-17-PC-1-33	1,656.13
27-Oct-17	1520/3140-01	IOOF- Pursuit Select Personal	Superannuation-Oct-17-PC-1-34	92.60
27-Oct-17	1520/3279-01	Emergency Services & State Super	Superannuation-Oct-17-PC-1-39	831.64
27-Oct-17	1520/3496-01	National Mutual Retirement Fund	Payroll Deductions	526.43
27-Oct-17	1520/65-01	Statewide Super	Payroll Deductions	11,529.43
30-Oct-17	1521/1055-01	Ms T T Coutts	Alderman allowance for Oct 17	1,293.33
30-Oct-17	1521/1835-01	Mrs C F Miller	Mayor Allowances for Oct 17	5,957.00
30-Oct-17	1521/2644-01	Mrs E W Clark	Alderman allowance for Oct17	1,366.12
30-Oct-17	1521/3319-01	Mr P Gazey	Deputy Mayor allowance for Oct 17	1,940.00
30-Oct-17	1521/3726-01	Mr J R Zelle	Alderman allowance for Oct17	1,293.33
30-Oct-17	1521/3732-01	Mr J Raynor	Alderman allowance for Oct 17	1,293.33
30-Oct-17	1521/3733-01	Aldermen M Hurley	Alderman allowance for Oct 17	1,293.33
31-Oct-17	1522/1-01	Deputy Commissioner of Taxation	Payroll Deductions	49,037.51



# REPORT

**FOLDER:** Finance / Audit / Audit Committee  
**MEETING:** ORDINARY COUNCIL MEETING – 28 NOVEMBER 2017  
**REPORT TITLE:** AUDIT COMMITTEE MEETING MINUTES HELD ON THE 9 NOVEMBER 2017

---

## Purpose of Report

To receive and note the minutes of the Audit Committee meeting held on the 9 November 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 the 9 November 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:** Audit Committee Meeting Minutes as at 9 November 2017



**AUDIT COMMITTEE MEETING HELD AT THE CIVIC CENTRE - KATHERINE  
THURSDAY – 9 NOVEMBER 2017**

**MINUTES**

---

**1. PRESENT**

Ian Swan	Chairperson (via teleconference)
Lokesh Anand	Independent
Colin James	Lowry's (Auditor)
Elisabeth Clark	Alderman
Jon Raynor	Alderman
John Zelle	Alderman
Robert Jennings	Chief Executive Officer (CEO)
Claire Johansson	Director of Corporate & Community Services (DCCS)
Ireneo Lalim	Finance Fixed Asset Management Officer
James Craven	Operational Fixed Asset Management Officer
Sophie Henderson	Community Services Executive Manager (Secretariat)
Rosemary Jennings	Community Support Officer (observing)

**2. OPENED**

The meeting was opened at 12.08pm.

**3. APOLOGIES**

Fay Miller	Mayor
Alice Anastacio	Corporate Services Executive Manager (CSEM)

**4. DISCLOURE OF INTERESTS**

Nil

**5. CONFIRMATION OF MINUTES**

MOVED: Lokesh Amand / Jamie Craven

That the minutes of the Audit Committee Meeting held on the 14 August 2017 be confirmed as a true and accurate record.

CARRIED: 12/0

## 6. BUSINESS ARISING

### 6.1 AIRPORT ASSETS

Council advised that a lease document has now been signed however consideration is now to be given to how the airport assets are to be recorded, if at all. The CEO advised that the lease term is for three (3) ten (10) year terms totaling thirty years. Council's DCCS advised that under the signed lease arrangements the assets built or owned by others and those leased items are under the ultimate control of the Department of Defence. The lease notes that Council is, however, responsible for maintaining Department of Defence controlled assets. Therefore, Council is not required to record said assets.

The Independent advised that a new Australian Accounting Standard will be released in 2019 regarding the requirement to record leases and the recognition of said lease in Council's records. The Chairperson recommended that Council and the Audit Committee have a watching brief on the agenda item. The item is to remain on the agenda until such time as the Australian Accounting Standard is finalised. The DCCS suggested that in the interim Council seek advice from the Department of Housing and Community Development (Local Government Division) in early 2018 regarding the new standard and its effect on Council's reporting requirements.

## 7. ITEMS FOR DISCUSSION

### 7.1 2015/2016 AUDIT AND FINANCIAL POSITION

The Chairperson noted from discussions held between Council, the Auditor and the Chairperson that Lowry's suggested notes to the account include that depreciation should be charged from 2016/2017 as this is a mandatory accounting standard.

The Auditor then provided the following items for discussion:

Change to Note 7.1 – currently reads in the draft document as *'An independent valuation of all classes of assets was undertaken by Opteon Property Group as at 30 June 2016. These assets have been valued at 'Fair Value' and adopted in the 2016/2017 Financial Statements.'* The recommended changes are to read as *'An independent valuation of all classes of assets was undertaken by Opteon Property Group as at 30 June 2016. Council is of the opinion that the valuation of all classes of assets has not materially changed since that date. Accordingly, these assets have been valued at 'Fair Value' and adopted in the 2016/2017 Financial Statements.'*

The Auditor noted that this change will make the Financial Statements clearer.

This would then reflect in the financials as recognizing no on the revalued assets. This change will affect Council's Statement of Comprehensive Income. However, it will reflect Council's true position and how Council performed in the 2016/2017 year. Council can also make a resolution to determine where reserves/depreciation is to sit. This resolution will not make any difference to net equity or total equity figures.

MOVED: Lis Clark / Lokesh Amand

The fair value assets revalued as at 30 June 2016 will show no depreciation. The amount will be shown as Capital Depreciation Renewal Reserve. Council will recognise depreciation for assets acquired or upgraded from the 1 July 2016.

CARRIED: 12/0

The Auditor noted that there were no major issues once the above issue was clarified with the Motion and believes a good set of statements have been produced.

The Auditor credited the staff for their dedication and enthusiasm for their roles.

The DCCS thanked Colin (Auditor), Ian (Chairperson) and Hazel (Auditor) for all their work.

MOVED: Lokesh Amand / John Zelle

That the amended Financial Statements as Audited be accepted and presented to Council for endorsement.

CARRIED: 12/0

NOTED: Colin James (Lowry's [Auditor]) left the meeting.

## **7.2 INVESTMENT OPPORTUNITIES**

The CEO advised that previous investments were being invested for a three (3) month period. The new process now extends the maturity time to enable Council to benefit from a stronger interest rate. This is still in accordance with Council's Investment Policy and does not change the risk factors. The DCCS advised that the process and policy are still a work in progress and is moving Council to a better alignment with cash flow, asset management and expenses occurred.

## **7.3 TERMS OF REFERENCE**

The review of the Audit Committee Charter has been completed. The DCCS suggested that the item be tabled for consideration.

MOVED: Sophie Henderson / Lis Clark

That the review of the Audit Committee Charter be tabled for consideration.

CARRIED: 12/0

The item is to be discussed at the next scheduled committee meeting. The CEO suggested that Committee members decide on the order of priority for amendments and at the next meeting one (1) priority at a time be discussed with each priority spread over a number of committee meetings.

## **7.4 AUDIT COMMITTEE WORK PROGRAM**

The Chairperson advised that the work program is being updated on an as required basis.

The Community Services Executive Manager is to forward to the Chairperson a list of all current Audit Committee Members and their contact details.

The Community Services Executive Manger is to email all committee members a copy of the current work program.

This item is to continue to remain as an agenda item.

**7.5 AUDIT COMMITTEE EVALUATION**

The Community Services Executive Manger is to email all committee members a copy of the current evaluation form.

This item is to continue to remain as an agenda item.

**7.6 WASTE MANAGEMENT FACILITY**

The CEO advised that Council had employed a new project coordinator to assist with this matter.

A presentation will be provided to the committee and Elected Members at the February 2018 meeting to clarify issues relating to the asset retirement obligations (rehabilitation), establishment costs for a new facility, the ongoing operational and maintenance cost, together with options for interim services if required.

**8. NEXT MEETING**

The next scheduled meeting has been set for Thursday the 15 February 2018 commencing at 2.00pm.

**9. MEETING CLOSED**

Meeting closed by the Chairperson at 1.24pm.



**AUDIT COMMITTEE MEETING  
ACTION ITEMS TABLE**

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

	Audit Committee Evaluation	Sophie Henderson	To forward a copy of the current evaluation form to Committee Members
	Waste Management Facility	Claire Johansson	To organise project coordinator for presentation at the February 2018 meeting



# REPORT

**FOLDER:** Local Governance/Compliance/Annual Report

**MEETING:** ORDINARY COUNCIL MEETING – 28 NOVEMBER 2017

**REPORT TITLE:** 2016/2017 ANNUAL REPORT INCORPORATING THE AUDITED ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDING 30 JUNE 2017

---

## Purpose of Report

To receive and note the 2016/2017 Annual Report incorporating the Audited Annual Financial Statements for the year ending 30 June 2017.

## Report

Attached is a copy of the 2016/2017 Annual Report prepared in accordance with the *Local Government Act* and Regulations 15, 16 & 17 of the Local Government (Accounting) Regulations.

## OFFICER RECOMMENDATION

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

1. That the 2016/2017 Annual Report and Audited Financial statements having been prepared in accordance with the *Local Government Act* and Local Government (Accounting) Regulations be endorsed, received and noted.
2. That pursuant to Section 199 of the *Local Government Act* that the 2016/2017 Annual Report be forwarded to the Minister and be published in the Katherine Times for details pertaining to access to copies and in its entirety on Council's website.

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Delegation: Community Services Executive Manager, Mrs Sophie Henderson  
Attachments: 2016/2017 Annual Report



**KATHERINE**  
TOWN COUNCIL

# ANNUAL REPORT 2016/17



## Index

<b>Message from the Mayor</b>	<b>3</b>
<b>Elected Members</b>	<b>4</b>
<b>Executive Summary</b>	<b>6</b>
<b>General Information</b>	<b>7</b>
Ordinary Council Meetings	7
Purpose of the Annual Report	7
Governance Structure/Organisational Systems	8
Information and Privacy Statement	8
Structure and Functions	8
Constitutional Arrangements	8
Types of Information held by Katherine Town Council	9
Assessing & Correcting Information held by Katherine Town Council	9
Financial and Other Records Management	9
Financial Assistance & Roads to Recovery Grants	9
<b>Council Service Delivery</b>	<b>10</b>
Principle Activities	10
<b>Organisational Structure</b>	<b>11</b>
<b>Municipal Plan Action List</b>	<b>12</b>
<b>Corporate &amp; Community Services Division Report</b>	<b>14</b>
Introduction	14
Corporate Information Technology	15
Financial Services	15
Human Resource Management	15
Community Events & Community Engagment	17
Tourism	17
Library	18
Visitor Information Centre	20
<b>Works &amp; Services Division Report</b>	<b>22</b>
Introduction	22
Facilities	24
Katherine Sportsgrounds & Showgrounds	27
Katherine Aquatic Centre	27
Katherine Memorial Cemetery	28
Katherine Civil Airport	28
Waste Management Transfer Station	29
Binjari Community	30
Roads	30
Carparks & Surrounds	32
Footpaths/Cycle paths	33
Drainage Networks	33
Traffic Control Devices - Regulatory, Warning and Advisory Signage	34
Wet Season Operations	35

## Message from the Mayor

As Mayor of our Council, I am very proud to present the Annual Report 2016/17 on behalf of Katherine Town Council to our community. This report for the 2016/17 year marks the move from the planning phases in 2014/15 to ongoing action phases on a number of significant projects as well as continuing work to improve our organisational services and community connection. These results are set to deliver greater enrichment through organisational effectiveness and the continued building of sustainable relationships with our community, our businesses, the Northern Territory Government and our many other stakeholders, as was our original aim since early 2015.

A very significant amount of work has been done on delivering services, with a very large volume of work achieved by the Works & Services Department (potentially more than has ever been achieved before) as well as the Corporate & Community Services Department in so many areas. Some of the highlights for the 2016/17 year include:

- Strong advocacy to all levels of government promoting Katherine's Strategic Plan with successful outcomes
- Council has been a strong advocate for representing the Community on a number of significant issues, the most prominent being contamination of PFAS to our water resources
- The Hot Springs ongoing revitalisation project works
- Relocation of the Community Markets to the Lindsay Street Complex
- Festivals of Dry and other programs were continued in 2016/17
- Considerable work to the Katherine Showgrounds and Sportsgrounds to upgrade the facilities
- Increased Aboriginal engagement and consultation to better represent our population
- The ongoing support of the Katherine Women's Indigenous Association community garden project by Council by the minimal cost long term lease of the land
- The number of late rate payments and consequent actions was massively reduced in 2016/17 as a result of improvements in processes
- Binjari Community infrastructure work ongoing
- Ongoing consultation with Arts Community relating to the NT Arts Trail
- Provided support for Commonwealth Development Grants
- Unqualified Audit Report
- Installation of LED Street Lighting and ownership of same
- Commenced relocation of the Camp Draft / Rodeo Arena
- Installation of roller doors to the Buntine Pavillion
- Record sales at the Visitor Information Centre
- Relocation of the Black Russian Caravan and development of garden at the Visitor Information Centre
- Beautification of the Civic Centre gardens
- Progressed the Asset Management Plan (extending to include stormwater drains)
- Engaged with the Community through social media, forums and consultations



I thank the retiring elected members for their support throughout the year. I look forward to working with the newly elected members as a team to promote leadership vision, intent on listening to our community to deliver excellent results and enriched relationships. I also sincerely thank all our staff and volunteers who work so hard to deliver the results identified in this report, through their ongoing integrity, attitude of service and caring for our community.

The future for Katherine as a centre for our region and the Northern Territory is now growing brighter with the positive attention and energy that we are now attracting as we achieve our potential in partnership with our community, NT Government and all our stakeholders.

Fay Miller  
MAYOR OF KATHERINE

## Elected Members

Seven (7) Elected Members govern Katherine Town Council. The Mayor and six (6) Aldermen are elected for a term of four (4) years. 2017 saw the elections come around and the Katherine community elected three (3) new Alderman in 2017 and re-elected three previous members back to Council. Our sincere thanks to the outgoing members - Donald (Henry) Higgins, Robbie Phillips and Steven Rose.

At the commencement of the term of this Council, a decision was made to appoint persons to the office of Deputy Mayor as required by the *Local Government Act*. This decision determined that all Aldermen would be appointed to the position on a rotational basis for a term of eight months each.



**Alderman Lis Clark**

Phone: 08 8972 2180

Email: [elisabeth.clark@ktc.nt.gov.au](mailto:elisabeth.clark@ktc.nt.gov.au)



**Alderman Toni Tapp Cutts**

Phone: 0419 839 033

Email: [toni.tapp-cutts@ktc.nt.gov.au](mailto:toni.tapp-cutts@ktc.nt.gov.au)



**Alderman Peter Gazey**

Phone: 08 8972 2601

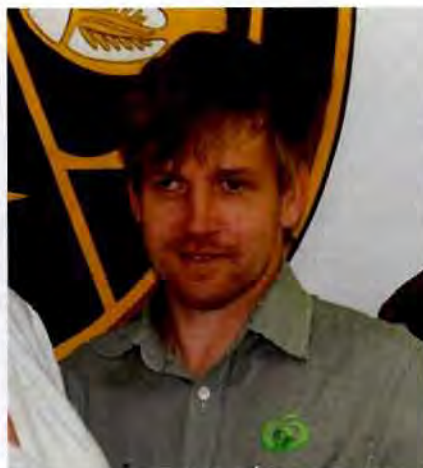
Email: [peter.gazey@ktc.nt.gov.au](mailto:peter.gazey@ktc.nt.gov.au)



**Alderman John Zellely**

Phone:

Email: [john.zellely@ktc.nt.gov.au](mailto:john.zellely@ktc.nt.gov.au)



**Alderman Matt Hurley**

Phone:

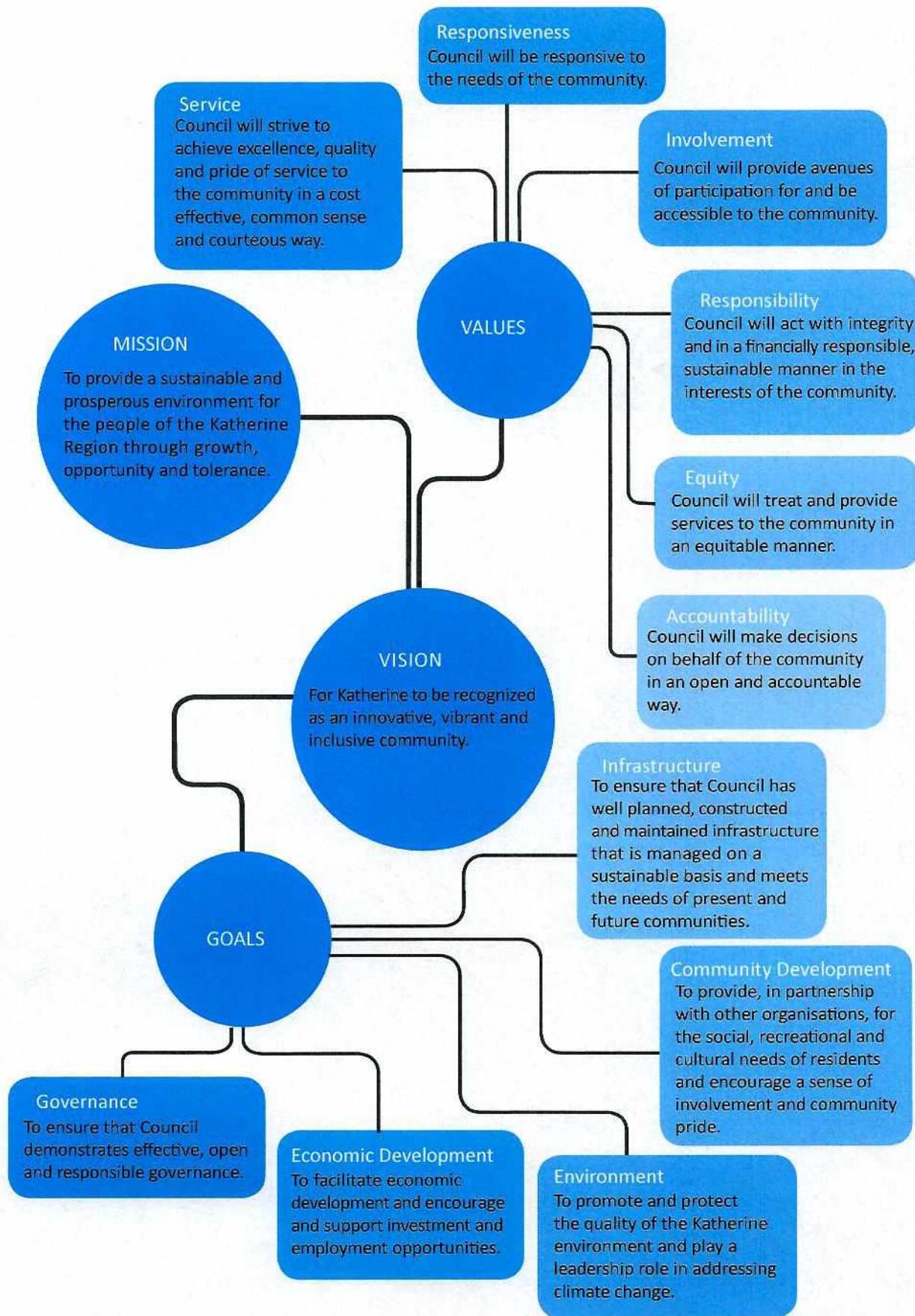
Email: [mathew.hurley@ktc.nt.gov.au](mailto:mathew.hurley@ktc.nt.gov.au)



**Alderman Jon Raynor**

Phone:

Email: [jon.raynor@ktc.nt.gov.au](mailto:jon.raynor@ktc.nt.gov.au)





## General Information

### 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 5.30pm, 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.

### Purpose of the Annual Report

Council's 2016/2017 Annual Report has been produced in accordance with the *Local Government Act* Chapter 4 - Part 4.1 - Division 2 - Point 30 (2), Chapter 10 - Part 10.7 - Point 131 and Chapter 14 - Part 14.1 - Point 199.

During this year of Council, the key aims of delivering a better connection to our community through improved engagement and listening as well as the development of long term financial strategies and sustainability are now beginning to be realised.



## General Information

### Governance Structure and Organisational Systems

#### Information and Privacy Statement

The NT *Information Act* provides the community with access to government information (unless the information is exempt); it protects the privacy of personal information held by public sector organisations; and it promotes efficient and accountable government through records and archives management. At the level of the individual, it generally gives people a right to access any of their own personal information held by the Council, if it is in the public interest to do so. People may also have the right to correct personal information held by the Council.

There are two sections of the *Information Act* that require the Council to publish information at least annually or to make a statement in its Annual Report. Section 11 of the Act requires the Council to publish information about its structure and functions, the kinds of information usually held by it and a description of its procedures for providing access to information and correcting personal information. Section 131 (2) of the Act directs the Chief Executive Officer to ensure the Annual Report includes a statement about how the Council complies with the records and archives management requirements of the Act.

Three (3) Freedom of Information requests were received by Council in the 2016/2017 financial year.

#### Structure and Functions

Katherine Town Council is constituted under the *Local Government Act* to be responsible for the local level of government and management of the area known as Katherine. The organisational structure of Katherine Town Council is described in other areas of this report. Council's roles, functions and objectives are detailed in the sections 11-13 of the Local Government Acts. The functions are listed as:

- To plan for the future requirements of its area for local government services;
- To provide services and facilities for the benefit of its area, its residents and visitors;
- To provide for the interests and well-being of individuals and groups within the council area;
- To carry out measures to protect its area from natural and other hazards and to mitigate the effects of such hazards;
- To manage and develop council facilities and services in its area in a sustainable way;
- To manage and develop for the benefit of its area all the resources available to the council; and
- Other functions assigned to the council under this or any other Act.

### Constitutional Arrangements

In accordance with the requirements of Section 23 of the *Local Government Act*, Council undertook an electoral review in 2014/15, 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.

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 elector survey. These arrangements are still valid for 2016/2017.

## General Information

### Types of information held by Katherine Town Council

The Council holds considerable information that can be broadly divided into these categories:

- Information about the day-to-day operations of the Council;
- Personal information about staff and Councillors;
- Information related to investigations of complaints about staff, Councillors or the Council's operations generally;
- Information about the management of the Council, including strategic and operational;
- Planning, contracts, memoranda of understanding, legal advice, financial reports and asset databases; and
- Information related to rates.

### Assessing and Correcting Information held by Katherine Town Council

People can access their own personal information and make changes at no cost. This must be arranged in advance and the process can be started by emailing [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au). Individual's can make application for information under the *Information Act* in order to access information about Katherine Town Council. Further information is available on Council's website at [www.ktc.nt.gov.au](http://www.ktc.nt.gov.au).

### Financial and Other Records Management

The Katherine Town Council complies with Part 9 of the Local Government Act to ensure that financial and other records are properly made and maintained.

### Financial Assistance & Roads to Recovery Grants

We acknowledge the receipt of the Financial Assistance and the roads to Recovery Grants from the Commonwealth. These grants play a significant role in the long-term financial sustainability of the Council. The grants are critical in facilitating the delivery of essential services for the community



## Council Service Delivery

### Principle Activities

Katherine Town Council provides a wide range of service 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

#### 2. Public Order and Safety

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

#### 3. Environmental Protection

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

#### 4. 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

#### 5. 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

#### 6. 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



# Organisational Structure



## Municipal Plan Action List

### Officer Title Key:

DWS = Director of Works and Services

LT = Leadership Team

CEO = Chief Executive Officer

DCCS = Director of Corporate and Community Services

CSEM = Community Services Executive Manager

LM = Library Manager

CO = Communications Officer

VICM = Visitor Information Centre Manager

DIPL = Department of Infrastructure, Planning and Logistics

Page no.	Item	Action	Officer	Status
P9	Opportunities & Challenges - Governance	Asset Management Plan	DWS	New Asset Management staff commenced in March 2017. Asset Management Plan in progress and determining current planning decisions.
		Community Strategic Plan	DCCS	Completed.
		Waste Management Coordinator Position	DWS	Completed
	Opportunities & Challenges - Economic	RAAF Tindal Works	LT	Through membership on the KREDC, the Department of Defence have provided the opportunity to review the EOI register for works and provide feedback on Katherine businesses that are not listed, so they may follow up with them to gauge interest.
		Daly River Road	CEO	The Daly River Road project is gaining momentum as a result of good work by Regional Development Australia that may result in the trial of a new agricultural use.
		Business Park/Industrial Hub	CEO	Through membership on the KREDC, this project is being progressed. The change of NT Government may see even further progress. This item has been placed onto the Northern Territory Government ten (10) Year Infrastructure Plan and the Department of Infrastructure, Planning & Logistics have commenced planning the project.
		Katherine East Neighbourhood Centre Development	CEO	We are in consultation with DIPL(the lead agency) who are progressing the works associated with the area planning, the development and the character of the area are being progressed.

Page no.	Item	Action	Officer	Status
P10	Opportunities & Challenges - Community	Flood Mitigation	LT	Through membership on the Katherine Emergency Committee, individual projects such as the railway bridge camera website and other key projects are being progressed. Council was successful in receiving grants for a backup generator and extra diesel fuel tank at the Depot.
		Developing & strengthening Partnerships	LT	Partnership meetings are continuing with the Departments of Infrastructure, Planning, RDA, Parks & Wildlife and many others.
		Heavy Vehicle Alternative Route	CEO	The Department of IPL has been progressing this project into the third consultation phase.
		Territory Housing	CEO	The Mayor and CEO met with Minister Gerry McCarthy to progress this matter.
		Point of Sale Intervention	CEO	Strong support for the program has been delivered to the new Labor government that outlines the success of the scheme, whilst identifying areas for improvement. In a meeting with Mayor and the CEO, the Police Commissioner has supported the program quoting a potential 60% increase in crime in three months if the program was removed.
	Opportunities & Challenges - Environment	Weed Eradication	DWS	Ongoing and now including the Waste Management Facility.
		Water Resources	DWS	Audit completed by Water Resources
		Alternative Power	DWS	Ongoing
	P15	Works & Services – Goals and Key Performance Indicators - Supporting Council's mission of building a strong, sustainable and prosperous community through best practice for service delivery.	Emungalan Road Bridge – ensure that full expenditure and acquittal of grant funds are completed by the end of the 2017/2018 financial year.	DWS
Civil Airport – ensure that the renovation works of the hardstand and the terminal capital upgrades are completed in the 2017/2018 financial year.			DWS	Works to commence in May 2017. Now scheduled for December 2017 due to some final engineering changes and a revised second tender.
Roads/footpaths – that 2,000m <sup>2</sup> of urban and 61,000m <sup>2</sup> of rural roads are resealed with efficient and effective management of budgeted expenditure.			DWS	Martin Terrace footpath completed. Reseal program in planning stage for an expected release date of May 2017. To be released as part of Asset Management Plan.
Sportsground – that the solar lighting around the cricket oval, for security, is installed in the 2016/2017 financial year.			DWS	Works completed.

Page no.	Item	Action	Officer	Status
		Katherine Hot Springs – complete the excavation works and the construction of the proposed project stage by the end of the 2016/2017 financial year.	DWS	Works expected to recommence in May 2017. Excavation and construction works due to be completed October 2017.
		Waste Management – commencement of the waste management strategy to the region.	DWS	Waste Management Plan draft completed. Draft plan has been released and awaiting feedback.
	Provide relevant information to the community to ensure that Council has the capacity to meet agreed service and infrastructure needs and absorb unforeseen expectations.	That customer service satisfaction remains at the current rate.	DWS	Progressing and on track.
		That 100% of contracted, service delivery items and services budgeted items are completed and budget expenditure is effective and efficient.	DWS	Progressing and on track.
	Ensure policies, procedures and processes are transparent.	Commence record keeping of the number of community members and elected members at Sportsground and Showground Advisory Committee meetings.	DWS	This is now occurring at every committee meeting.
		Continue to record the number of complaints lodged and successfully resolved – ensure that 95% of these recorded complaints are resolved.	DWS	There have been issues in recording this information. New procedures regarding notification of complaints introduced should ensure successful resolution.



Page no.	Item	Action	Officer	Status
		To monitor and increase, by 5%, community participation in Sportsground and Show-ground Advisory Committees and consultations regarding both facilities.	DWS	Figures to be compiled for the second quarterly report to evaluate participation levels.
	Improve strategic planning for the department.	Produce a Works & Services Department strategic plan with the full participation of department employees.	DWS	Expected completion in last quarter.
		AMP integration into the operation of the Department	DWS	Ongoing.
		Ensure legislation and regulations are being met.	DWS	Ongoing.
P19	Corporate & Community Services – Goals and Key Performance Indicators  - Adhere to good customer service best practice and ensuring customer satisfaction with Council's service delivery.	Ensure the staff to customer ratio remains the same.	DCCS	Expected to remain at current levels
		Complete an online customer satisfaction survey as part of the Katherine Town Council website upgrade.	DCCS	This will be finalised and be included as part of the launch of the new website.
		Provide an innovative, user friendly and updated Council website.	DCCS	The new website is still progressing however the expected launch date has been extended to late-2017 and is on track to this amended date.
	Ensure good communication and transparency.	Commence record keeping of the number of community members, elected members and senior staff attendance at community consultation meetings.	DCCS	Commenced and will continue to be documented at noted events.
		Ensure that less than 10% of Council resolutions are completed under a 'Confidential Council Meeting'.	DCCS	Achieving to date.
		Continue to record the number of complaints lodged and successfully resolved – ensure that 95% of these recorded complaints are resolved within timeframes.	DCCS	Records normally noted in monthly CEO report. There have been issues in recording this information.
		To monitor and increase, by 5%, community participation in Council committees, events and consultations.	DCCS	Records now being kept.

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

Page no.	Item	Action	Officer	Status
P24	Corporate & Community Services – Library - Goals and Key Performance Indicators  - Supporting Council's mission of building a strong, sustainable and prosperous community.	Develop and implement an innovative promotion and marketing strategy to promote Library services.	LM&CO	Library staff are working with Council's Communication Officer to promote and market the Library.
		Improve marketing opportunities and attendance numbers at events and activities at the Library by 5% annually.	LM&CO	Library staff are working with Council's Communication Officer to improve marketing opportunities.
		Increase patron numbers by 1.5% annually.	LM	This is ongoing in order to achieve an increase in patron numbers.
		Increase computer usage by 5% annually.	LM	Completed – as per monthly report details.
		Record data of information shared regarding Library services (i.e. the number of emails, letters, advertisements and posters).	LPC&CO	Library staff are working with Council's Communication Officer to ensure correct recording of data.
		Provide welcome packs to 95% of new patrons.	LM	To date every new patron to the Library is provided with a welcome pack.
	Supporting Northern Territory Library's mission of the Katherine Public Library playing the role of an important place for expression, reading and access to information.	Ensure best layout in order to provide a safe, welcoming and functional space for users.	LM	Completed
		Improve attendance at Frillies, Wriggle & Rhyme and Storytime by 5%.	LPC	Completed – as per monthly report details.
		Identify and collaborate with stakeholders to identify youth participation issues and implement recommended activities and events.	LM	Currently working with the YMCA to coordinate events for Youth Week.
		Monitor and access new alternative and emerging resource formats to ensure contemporary technologies are available to patrons.	LM	Regular monitoring and information updates are displayed for patrons.
		Provide free access to Wi-Fi and more affordable access to hardstand computers and internet.	LM	Completed.
		Increase access to downloadable books by 10%.	LM	All patrons are informed of the Bolinda App in order to access free downloadable books.
		Increase staff training and development opportunities with a focus on information Technology.	LM	When suitable training is available staff attend.

Page no.	Item	Action	Officer	Status
	Supporting more community engagement.	Identify and record service gaps through customer surveys and make improvements to noted service gap areas.	LM	Currently conducting a survey with a focus on Children's programs.
		Participate in Council co-ordinated events and activities.	LM	Participating as required.
		Record number of likes, shares and comments on Katherine Public Library Facebook page.	LM	Commenced – as per monthly report details.
		Increase program accessibility to Katherine Public Library activities and events that are held externally.	LM	Planned attendance at information days (for example Twilight markets and Tindal Expo).
P27	Corporate & Community Services – Visitor Information Centre - Goals and Key Performance Indicators  -Improve the visitor experience.	Increase visitor numbers by 1.7%.	VICM	Exceeded expected growth for the first quarter.
		Provide a space/stand for local product to be sold on commission basis (i.e. artwork, etc).	VICM	Completed and continuing to increase local product lines.
		Provide updated brochures and information packs to customers.	VICM	Ongoing throughout the year.
		Provide welcome packs to all new residents.	VICM	Ongoing throughout the year.
		Provide a customer satisfaction survey in all media platforms (i.e. hard copy, on-line, pre-paid post cards, etc).	VICM	Ongoing – hard copy customer surveys are placed on the counters and tables at the VIC. Facebook likes continue to increase and received a 4.5 star rating from TripAdvisor.
		Regularly provide demonstrations, networking nights and product update nights	VICM	Two held but others will be ongoing throughout the year.
		Ensure best layout of the Visitor Information Centre for visitor use.	VICM	Completed.
		Upgrade to facility signage (branding of building).	VICM	Completed.
		Increase staff development and training opportunities.	VICM	Ongoing.

Page no.	Item	Action	Officer	Status
		Full time and part time staff to actively participate in famils and visitor centre exchanges.	VICM	Ongoing.
		Focus on online training opportunities for staff.	VICM	Ongoing.
		Increase participation in team building activities.	VICM	Ongoing – regular meetings and functions.
	Work across the industry.	Ensure legislation, regulations and accreditation standards are being met.	VICM	Ongoing – VIC accreditation completed.
		Annual review of all policies and procedures.	VICM	Ongoing – VIC Co-ordinator continuing to update operations manual.
		Engagement and contact with Tourism Top End and Tourism NT.	VICM	Ongoing with a number of meetings and engagement opportunities attended (e.g.: TTE Xmas party).
		Use Council as a communication network and public consultation process.	VICM	Ongoing – VIC Facebook page has promoted events and notices.
		Actively participate in committees relating to tourism.	VICM	Ongoing – regularly attending LTAC and TTE meetings.
	Improve business sustainability.	Improve Katherine Town Council's presence within social & digital media platforms.	VICM	Completed – Facebook page has been created and published with local and Council events being posted. Website continues to be a work in progress.
		Improve tourism through a digital presence in the Katherine region.	VICM	Facebook page now live and website continues to improve.
		Upgrade the www.visitkatherine.com.au website.	VICM	Almost completed.
		Improve on-line booking usage and capabilities (interactive).	VICM	Ongoing.
		Record 'hits' to website (including sessions and page views) for tangible data.	VICM	Completed.
		Presence on other social media & digital platforms (sites).	VICM	Completed
		Improve on-line search to make the Visitor Information Centre and/or Katherine Town Council to be the first to be shown.	VICM	Completed – key word and search phrases altered.
		Network staff computers and add additional cash registers.	VICM	Completed.

### Introduction

Corporate and Community Services has achieved noteworthy outcomes for the Katherine Town Council and the Katherine Community during 2016/17 through diligent staff, effective management and engagement with key stakeholders.

Service highlights include:

- Record sales by the Visitor Information Centre Team.
  - The outstanding sales team has achieved this milestone despite decreased tourist numbers through increasing the conversation rate of sales. Significantly the sales team has also increased the average length of stay in Katherine from two (2) to four (4) days which delivers a flow on economic benefit for all of Katherine.
  - A completely revamped Visit Katherine website that makes it easier for visitors to find the website, gives them a really good reason to visit it, and is customer friendly.
- Increased level of participation by children in library programs, particularly Wriggle and Rhyme, and events for children.
  - Continued growth in Community participation of Council events and expanded marketing of Katherine through the Festivals of the Dry.
  - A comprehensive update of policies, particularly Workplace Health and Safety, to ensure compliance with current legislation.
  - Extending the implementation of our communications strategy through social media.
  - Enhancing our capacity to ensure compliance with applicable laws, regulation, rules and agreements, to preserve the integrity and reputation of Katherine Town Council. This was supported through a satisfactory audit by the Department of Housing and Community Development (Local Government).
  - Improving the systematic asset management planning process of developing, operating, maintaining, upgrading, and disposing of assets cost-effectively.
  - The external financial auditor commendation of Katherine Town Council's prudent and responsible approach to financial management.

Further details of the corporate and community activities are detailed in the following pages.

Income for Katherine Town Council is generated by rates, Australian Government grants and Northern Territory Government Grants and subsidies, service fees and charges and penalties. Formal budgets are prepared every year and the rates are set in July, in accordance with the Local Government Act.

Program budgets provide information on the services and costs associated with each individual program. Budget papers are available for public viewing in the Katherine Town Council Civic Centre and through the Council's website [www.ktc.nt.gov.au](http://www.ktc.nt.gov.au).

### Planning

The Corporate and Community Services action items within the Municipal Plan have been completed or nearing completion.

## Corporate & Community Services Division Report

### Corporate Information Technology

In late 2014 Council signed a new managed service agreement with Civica for the provision of the Authority software. The new agreement also includes the provision of the asset management software and mobile capability. The mobile capability will include access to online purchase orders, staff leave and salary entitlements, update for asset management requirements and a more user friendly interface for mobile users. These new arrangements, with a particular focus on Asset Management Planning have been a focus for both divisions of Council.

### Financial Services

Council received an unqualified audit in 2016/2017. During the 2014/2015 financial year Council's Corporate Services Department engaged a new auditor to ensure that Council retains best practice adherence and improve its future risk and financial management systems over the coming years.

### Human Resource Management

Staff performance management plans were updated in 2015; with additional steps now required, the rollout of these additional steps put a personal performance plan with specific key performance indicators for each key responsibility of the individual job description. This updated process has allowed Council to be more proactive with performance management and issues that may result.

Occupational Work health and Safety has been a major priority for the Katherine Town Council. This ensures the safety and wellbeing of our staff and those who visit Council facilities. The Council aspires to best-practice regarding OH&S legislation and requirements.

The Corporate & Community Services Division staff attended a variety of training and professional development throughout the year which included but is not limited to:

#### Darwin facilitated:

- Diploma in Library and Information Services
- Certificate IV in Business
- Certificate III in Business
- Health & Safety Representative Training
- LGANT Workshops (Finance Reference Group, Governance, Rates, Human Resource)
- Payroll Training

#### Katherine facilitated:

- Customer Service
- First Aid (as required)
- Human Resource Training
- Budgets
- Asset Management Training

#### Other locations:

- Visitor Information Centre famils
- Australia Day Council



## Corporate & Community Services Division Report

### Community Events

Katherine Town Council has had a busy and successful year of events with increased community participation.

#### 2016 Carols by Candlelight

The annual Carols by Candlelight, held in December each year, has gone from strength to strength with even more community engagement occurring. After the 2015 Carols by Candlelight, Council's Community Support Officer formed a sub-committee to assist in the co-ordination and management of future Christmas events, this initiative has been a great success so far with the 2016 Carols by Candlelight being a well attended and enjoyed event.



#### 2017 ANZAC Day

The ANZAC movie night was held at GYRAAC Amphitheatre lawns, the movie Gallipoli was show on the big screen. Families brought along picnic rugs and food and sat on the grass to enjoy the movie. It was an enjoyable night for all.

#### 2017 Australia Day

The 2017 Australia Day celebrations were held at the Godinymayin Yijard Rivers Arts & Culture Centre. Australia Day Ambassador Jake Gablonski and Memeber for Katherine Sandra Nelson were key note speakers for the event. This special day also saw the awarding of Young Citizen of the Year, Citizen of the Year, Community Event of the Year as well as welcoming new Australian Citizens.

#### 2017 Come and Try Sports Day

Due to adverse weather conditions and the looming flood watch in 2016 the Come and Try Sports Day was organised to be held indoors again regardless of the weather. 2017 was again a successful and well attend-ed event. Thanks to the staff of the YMCA for assisting in ensuring that the event was well run. The event was strongly attended by both sporting groups and members of the community with a lot of positive feedback received. The event demonstrated the importance of sporting groups within small communities, particular those with transient population.





## Corporate & Community Services Division Report

### 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.

As per previous years Katherine Town Council provided in-kind support for Territory Day 2016. The co-ordination included assisting with the equipment set up, catering requirements, marketing and advertising. The event was a success.

2017 saw the continuation of The Festivals of the Dry marketing strategy. The Festivals of the Dry concept sees the Council take a step back from event organisation, instead diverting its resources into assisting community groups to advertise their community events by use of an event calendar.

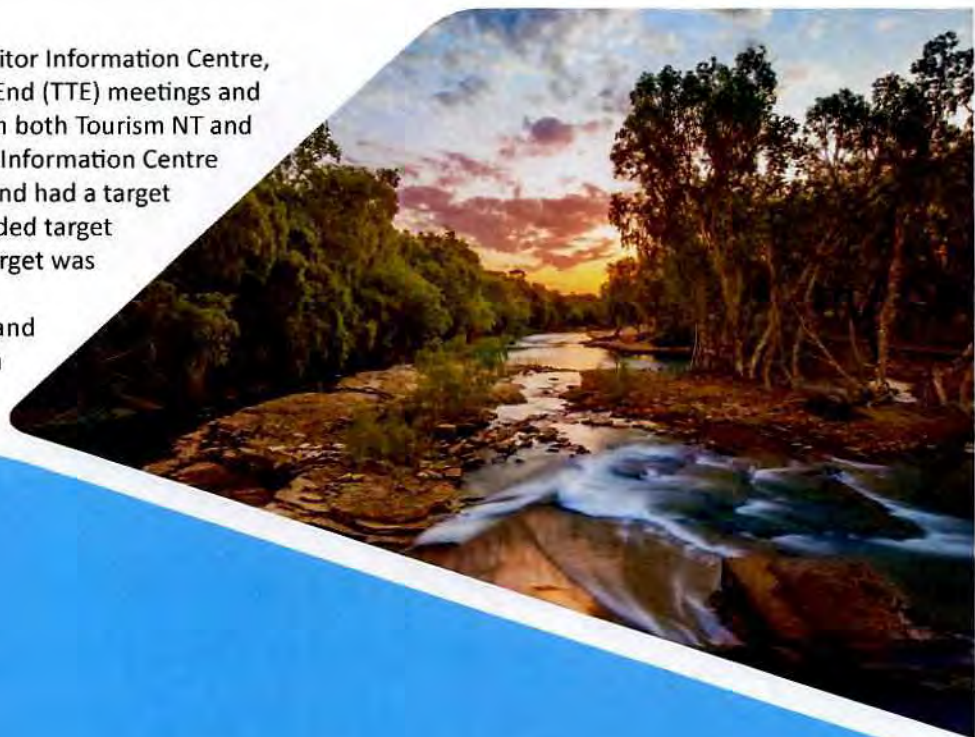
Katherine Town Council continues to reach out and engage with community and stakeholders to create enriching relationships to the benefit of the community.



### Tourism

Beyond the services provided by the Visitor Information Centre, Council participates in the Tourism Top End (TTE) meetings and continued partnership relationships with both Tourism NT and TTE. In 2016/2017 the Katherine Visitor Information Centre saw 141,391 visitors through the door and had a target of 122,855. Our sales figures well exceeded target at \$1,135,723 and our expected sales target was \$1,021,675.

We have new strategies for 2017/2018 and hope to see a trend in sales conversion throughout the year.



## Corporate & Community Services Division Report

### Library

Katherine Public Library is a well-established and vibrant facility that is conveniently located on the first floor, Randazzo Building, Katherine Terrace. The Library caters for the residents of Katherine, surrounding regions and visitors.

#### The Library offers the following services:

- Items for loan – Books, DVD's, Magazine's, Spoken Word (CD) and Music
- Reference Service
- Computer Access – including wireless internet (Free for 1 hour per day)
- Membership – Country Borrowers, Temporary Borrowers
- Broadband for Seniors – Free to Australian Seniors who hold an Australian Seniors Card
- Facsimile Service
- Scanning Service
- Photocopying
- Binding and Laminating Services

#### The most popular regular services include:

- Storytime for Children – age 3-5 years
- Wriggle & Rhyme for Babies – age 0-2 years
- Teddy Bear's Picnic
- Frillies Reading Club
- School Holiday Program
- Youth Week Events
- School Visits
- Senior Citizen's Computer Courses
- Greensnaps Exhibition

In addition to the above services the Katherine Public Library now offers exhibition/gallery space for local artists at no cost.



## Corporate & Community Services Division Report

### Library Services

Based on a calendar year - basic usage of the Library can be summarised as follows:

KATHERINE	2015	2016	2017
People Counter	35,851	35,102	37,002
Active Patrons	1,883	2,071	1,768
Inactive Patrons	993	1,060	N/A
Computer Usage	3,769	3,204	4,619
Story Time	1,616	1,761	2,029
Wriggle & Rhyme	1,824	1,864	2,104

Active patrons are those who have used their library card in the last two years. The Inactive patrons data was not included in the report supplied by NT libraries.

Circulation statistics on a calendar year basis are as follows:

TYPE OF ITEM	2015	2016	2017
Adult	27,397	28,954	13,996
Child	6,492	7,032	4,877
Country Borrower	1,027	1,301	573
Temporary	282	302	91

The Library is partially subsidised by the Northern Territory Government under a three (3) year agreement between Council and the Northern Territory Library Information Service. This Agreement expires on 30 June 2018, and Negotiation has commenced on a new agreement for the following three (3) years.

The financial position of the Katherine Library can be summarised as follows:

ITEM	2016/2017	NOTES
Operations	34,2060	
Rent	110,000	Paid by Northern Territory Government
Depreciation	11,111	
<b>TOTAL</b>	<b>463,171</b>	
NT Government Subsidy	387,950	Including rent
KTC Contribution	75,221	

The above figures do not include capital. The cost to Council of operating the Library is on the increase as a result of a reduction in NT Government library grants to Municipal Councils and an increase in operating costs such as salaries.

## Corporate & Community Services Division Report

### Visitor Information Centre



The Katherine Visitor Information Centre (KVIC) currently provides full access to all tourist operators and businesses in an unbiased manner. Tours, scenic flights and accommodation bookings are made through the Visitor Information Centre (VIC), with the standard commission rate of 12.5% and %10 for Nitmiluk flights. Information on local services such as auto and caravan repairs, medical, hair, beauty, massage requirements, and more are also provided.

The Visitor Information Centre's accreditation as a Tourism Accredited Provider is due for renewal in December 2017 for 2018.

The Visitor Information Centre achieved \$1,135,723 in sales, \$946,151.33 in bookings and \$189,571.67 in retail sales during 2016/2017 with 141,391 visitors accessing the VIC services during that time.

Tourism NT, Tourism Top End and the Katherine Town Council have a strong and mutually supportive partnership. In addition to Tourism NT 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. The relationship between Katherine Town Council, Tourism NT and Tourism Top End is highly valued and we work constructively with each other to ensure that the delivery standards are maintained and improved where required. We acknowledge the valuable funding support from Tourism NT during 2016/2017 of \$289,000 and 2017/2018 of \$293,000 which assisted and will continue to assist in subsidising the service.

## Corporate & Community Services Division Report

A redesign of the visitkatherine.com website has been developed, ensuring consistency throughout the site to enhance the ease of visitor navigation. Our next step is digital marketing, through leading people to our website for assistance with customising their itinerary, and ensuring their booking process is seamless.

Due to our fast growing retail section, a new Point of Sale (POS) system is being commissioned to streamline inventory management and itemise sales.

We have incorporated a popular portable café (Black Russian Caravan) into our garden area in conjunction with progressively expanding the ambience and benefit of that area for visitors.

We are striving to enhance our visitor experience and satisfaction of the service provided by the VIC through reducing the wait time for service (during the dry season), options to better accommodate large groups, (e.g. some floor consulting stations), and a dedicated person to respond to phone calls during peak demand times. The outcome of these initiatives is to improve sales.

We are continuing to develop and improve customised itineraries for all demographics covering all interests and customer wants and needs.

*As an organisation we strive to exceed customer expectations and grow tourism in the Northern Territory.*



## Works & Services Division Report

### Introduction

The Works and Services Division oversee facilities, buildings, grounds, roads, inspectorate services as well as numerous other services detailed in the following pages.

### Facilities

#### Parks & Open Areas

Council's Emu Bob Program (rubbish pick-up) resulted in 17,080kg of rubbish being collected through the main township; this figure does not include rubbish collected from Katherine Terrace (Stuart Highway).

Works on the Katherine Hot Springs Redevelopment Project recommenced after wet the season. Council's contractors Hat Creek Civil and Prospect Contractors kicked off the planned earthworks and the construction of the gabion rock wall. Other works including; installation of erosion control devices and erosion control jute matting, installation of a rock exit bed (rubble) as part of the soil and erosion plan, connection of town water to the Hot Springs toilet block and installation of new signage were carried out by Council Staff and various Contractors.

Council continued assisting the Department of Health with undertaking the Mosquito Monitoring Program.

General repairs and maintenance works in recreational parks, reserves and open areas throughout the Municipality were undertaken by both Council staff and contractors, including the following:

- Installation of a new light pole outside the McFarlane Street Primary School
- Removal of street lighting at Riverbank Drive.
- Development of a soil and erosion plan for the Hot Springs.
- Installation of drinking bubblers at exercise stations along the River corridor.
- Removal of graffiti on poles at Holtze Crescent.
- Installation of rubber soft-fall to the three (3) completed exercise stations along the Katherine Riverlink Trail and installation of equipment, including rubber soft-fall at the fourth exercise station located at the Katherine Hot Springs Top Park.
- Repairs to the Town Clock.
- Repairs to Glencoe Park fence.
- Removal of non-compliant play equipment from Acacia Park.
- Clean-up of the Hot Springs Top Park area in preparation for the reopening of the Pop Rocket Café.
- Removal of sand build up at Knotts Crossing.
- Retrofitting of Street Light Luminaires as per Tender T16/17
- Cleaning of laneways in Katherine East.
- Installation of the new RiverLink bollards from the Hot Springs to the Cemetery.
- Implement a weed/tree poison program at Low Level Reserve
- Installation of poles and shade sails over the four (4) exercise stations along the Katherine RiverLink Trail.
- Installation of a solar light on Giles Street near the exercise stations.
- Surveys at Railway Terrace drain, McAdam Road and Lindsay Street.
- Repairs to Dump Point.
- Road surface preparation for testing at First and Lindsay Streets roundabout.
- Completed subgrade testing at Lindsay Street roundabout.
- Pest control measures including the following works: baited ants at the Lindsay Street complex and the bore compounds throughout the Township.



New LED Street Light fitting

## Works & Services Division Report

Repairs, maintenance and often component replacement of numerous Council controlled bores and watering systems were conducted throughout the year, including:

- Installation of a smaller water meter at the Stuart Highway Memorial Park.
- Repairs of the town water supply at the Warburton Street Complex.
- Completion of trenching at the Cultural Centre and along Giles Street.
- Completion of trenching at exercise stations and installation of concrete pads along O'Shea Park.
- Connection of a bore line and installation of a pump start at GYRACC.
- Irrigation works for GYRACC, Oval two (2) and Giles Street trees.
- Cleaning of pipe line at First Street culvert.
- Installation and repairs to sprinkler at the Netball facilities.
- Replaced water meter at Roney Park.
- Post wet season irrigation system check and associated works.
- Council contractors Stephen Murphy, All Regions Electrical and Top End Rural Supplies installed a new bore pump at the Police Bore.
- 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.
- 393 sprinklers were replaced due to vandalism throughout urban parks this year, adding to the total cost of vandalism of some \$19,650.



## Works & Services Division Report



Routine mowing and slashing programs and vegetation maintenance was undertaken by both Council staff and contractors throughout the Municipality; including works in the following locations:

- Aerated and fertilised Rundle, Jukes and Dakota Parks.
- Vegetation maintenance:
- Removal of hazardous trees/branches from Callistemon Drive, on Light Court, Morris Park, O'Shea Park, Giles Street and in the CBD.
- Pruning of trees/branches from Sportsground Oval One (1), Ryan Park, Railway Terrace, Pioneer path, Lockheed Park, Civic Centre, Morris Park, Katherine East walkways, Cemetery, Wallace Court, Martin Terrace, Food Ladder site, Kirkpatrick and Shepherd Streets, Fourth Street, Callistemon Drive and Katherine East following on from a tree safety audit.
- Tree and ground stump removal on numerous termite damaged trees and palms along Riverbank Drive, at the intersection of Giles and Second Street, O'Shea Terrace, Second Street.
- Removal of two (2) unsafe snappy gums from the Wallace Street nature strip
- Pruning of a dangerous tree on Callistemon Drive.
- Removal of dead trees from Riverbank Drive, Coolibah Circuit, Hibiscus Court, Giles Street, Second Street, Third Street, Railway Terrace and opposite Katherine South School.
- Removal of unsafe trees from the Cinema carpark and at the Town Square.
- Conducted an audit of noxious weeds within the Katherine River Corridor.

Council staff conducted regular monitoring for weeds, largely throughout the rural areas, implementing eradication programs as follows:

- Ongoing identification and treatment of Neem trees throughout the entire Municipality with particular attention being paid to Shadforth Road and furniture.
- Continued identification and treatment of Caltrop outbreaks throughout the Municipality.
- Routine weed eradication by Council staff and contractors along urban and industrial streets, rural areas including the river corridor and around street furniture; this also includes the continued spraying of grasses along kerb and guttering throughout the urban areas.
- Sprayed roadside furniture for caltrop at Katherine South streets.
- Sprayed along Lansdowne Road in preparation for slashing.
- Completed rubber bush spraying along Murnburly Road.
- Sprayed saplings and noxious weeds along Florina Road and Murnburly Road.
- Aerial spraying for Bellyache bush at the Waste Management Facility.
- Identified and treated caltrop outbreaks along urban nature strips.

Council staff and contractors carried out the following garden renovations to the Civic Centre front garden:

- Laid out stones at the new Civic Centre garden.
- Installation and repairs to sprinklers at the Civic Centre gardens.
- Repairs and resealing of rear decking at the Civil Centre.



## Works & Services Division Report

### Buildings

Council contractor ISKO Services produced concept plans/drawings for the Don Dale building extension, the showgrounds toilet block and a new roof over the adventure playground.

General repairs and maintenance works throughout numerous facilities were undertaken by both Council staff and local contractors, including the following:

- Ongoing installation, minor repairs and servicing on all locking systems (new and old) throughout Council facilities.
- Installation of a new meter box at the Warburton Street Complex.
- Ongoing minor repairs and maintenance works on all toilet facilities, including public amenities, throughout the township such as leaking taps, cisterns and numerous blockages; works also included:
  - Repairs to the blocked Exeloo at the VIC
  - Repairs to blocked and leaking toilet at the Lindsay Street Complex, Katherine Hot Springs and Ryan Park.
  - Repairs to disabled toilets at the Works Depot, Lindsay Street Complex and a leak in the men's toilet at the Civic Centre
  - Repairs to an overflowing septic tank at the airport
  - Replaced power supply at the VIC Exeloo.
- Routine security panel and air conditioner servicing and maintenance throughout Council facilities, works also included:
  - Repairs to an air conditioner in the Katherine Civic Centre Arts Room.
- Routine servicing and maintenance to hand held fire equipment, smoke alarms, fire alarms and emergency lights throughout Council facilities, works also included:
  - Installation of two (2) fire hydrant heads at the airport.
  - Replacement of broken smoke detectors at the Katherine East Community Centre.
- Organised and cleaned up the Depot back area and installed steel racks and gravel bins.
- Tagged and tested electrical equipment at the Council Depot, Katherine Civic Centre, Katherine Library and Katherine Visitor Information Centre.
- Conducted a playground compliance check of 12 playgrounds.
- Cleaning of storage rooms at the Katherine Library, Katherine Civic Centre and Katherine Visitor Information Centre.
- Installation of a new flag pole at the Katherine Museum.
- Installation of a wheelie bin stand at the front of Dollar & Sense and at the Raymond Place walkway in preparation for the supply of 240L bins by contractor.
- Installation of an emergency generator at the Depot.
- Repairs to the pound door.
- Pest control measures required throughout Council owned facilities included the following works:
  - Ginger Ant treatment at the Visitor Information Centre
  - General pest control (ant and cockroach) at the Civic Centre and Visitor Information Centre



## Works & Services Division Report

### Katherine Sportsgrounds

Council contractor Steve Rose and Associates completed the lighting design plan for oval two (2) at Sportsgrounds.

Council contractor Sharyn Innis Consulting has been engaged to prepare a Sportsground Master Plan.

General repairs and maintenance works were undertaken by both Council staff and local contractors, including the following:

- Repairs to the alarm panel at the Don Dale Centre.
- Conduction of pest control for rats and ants at the Don Dale Centre and rats at the Netball toilets.
- Repairs to unblock the disabled toilets at the Fun Park.
- Removal of tree roots from Sportsground one (1).
- Repairs to a leaking tap at Sportsground one (1).
- Aerated and fertilised ovals one (1) and two (2).
- Re-seeding of Sportsground one (1) area.
- Cleaning of the Skate Park in preparation for repainting by Katherine Arts.
- Repairs to the bore at Sportsground Oval one (1) and two (2).
- Completed soil investigations at the Sportsground Oval two (2) for light tower installation.
- Installation of LED lighting at the BMX storeroom.
- Repairs to lights at the netball toilets and canteen areas
- Drilling of holes for footings for the lighting towers oval two (2).
- Repairs to the bore at Oval one (1).
- Installation of footings and electrical conduits in preparation for the installation for new lighting towers at Oval 2.
- Removal of three (3) Mahogany trees in the vicinity of the Don Dale Building.
- Repaired blocked sewer lines.
- Installation works for Bore No. 4 (near BMX facility).
- Installation of solar lights within the grounds.
- Ezy Pool Care supplied a new robotic pool cleaner.
- Removal of the old shade sail and installation of the new shade sail panel over the Adventure Play Park.
- Top dressing works on damaged areas of Oval 2.
- Installation of fencing around the spectator area at the Katherine Aquatic Centre.
- Poisoned along all fence lines and assets near the Don Dale Pavilion.
- Fitting of lights on the new towers on Oval 2.
- Repairs to a water leak located under the Don Dale Pavilion.
- Removal of old goal posts and goal post slippers from Oval 2.
- Repairs to damaged basketball/netball goal posts.
- Carried out asbestos testing and repair to the Tennis Club ceiling after a break-in. Asbestos testing results came back with a negative reading.
- Carried out work at Oval 2 filling low areas with washed sand from Holt Quarries.
- Repairs to the Skate Park flood lights.
- Repairs to irrigation at the YMCA.
- Repairs to water leaks around the area.
- Repairs to bore lines, irrigation repairs and trenching of new electrical lines between Bore 2 and Bore 3
- Disconnection of the old light towers at the Sportsground.
- Repairs to irrigation at Oval 2.



## Works & Services Division Report

### Katherine Showgrounds

Council contractor Sharyn Innis Consulting has been engaged to prepare a Showground Master Plan.

General repairs and maintenance works were undertaken by both Council staff and local contractors, including the following:

- Repairs to unblock the Rotary toilets.
- Repairs to the poultry shed toilets.
- Installation of a new irrigation system at the Model Aero Club and for trees along the Golf Course boundary.
- Cleaning up and clearing of the rear Showgrounds areas.
- Repairs to a water leak at Showgrounds.
- Repairs to ceiling fans at NORFORCE pavilion.
- Repairs to Showgrounds Oval bore line.
- Weed spraying of neem along Golf Club side of Showgrounds.
- Repairs to the new dripper system line at Rodeo grounds.
- Repairs to leaking toilets at the Buntine and NORFORCE pavilions.
- Repairs to rear gate and patching to the interior roads of the Showgrounds.
- Assembled seats for the Showground grandstand.
- Conducted electrical repairs on the McDouall Stuart Hall and Norforce Pavilion.
- Weed and grass spraying reduction program in the centre of the Racetrack and in and around the rodeo arena.
- Repairs to a burst water main at the facility.
- Installation of an internal access gate within the camp draft arena.
- Repairs to water leak on the town water supply and unblocked toilets.
- Removal of a dangerous branch from within the facility.
- Repairs to blocked septic at the Stuart McDowell Hall.
- Repairs to the oval light towers.

### Katherine Aquatic Centre

Formal leasing arrangements now see all operational and general maintenance of the facility being undertaken by the YMCA of Katherine.

Council staff and contractors carried out the following various repairs and maintenance works throughout the facility; these works form part of Council's responsibilities under the MOU with the YMCA:

- Replacement of a mechanical seal on the pool pump



## Works & Services Division Report

### Katherine Memorial Cemetery

Council staff and contractors arranged and facilitated 30 burials for the financial year.

General repairs and maintenance works were undertaken by both Council staff and local contractors, including the following:

- Cleaning up on the riverside bike path at the rear of the Cemetery.
- Aerated and fertilised the lawn.
- Pruning of trees within the Cemetery.
- Installation of a new backflow prevention device on the town water system.
- Repairs to blocked septic tanks at the Cemetery.

### Katherine Civil Airport

Council contractor Jason Rapley was engaged by Council to carry out the Reporting Officer Inspections until December 2016; this also included regular inspections and spot sweeping of the RPT and GA Aprons, as per standard operating procedures.

Council contractor Jason Rapley resigned from his Reporting Officer duties, as of 31 December 2016.

Renoflo recommenced drain cleaning at the Katherine Civil Airport.

Council contractor Arafura Street Sweeping was engaged by Council to carry out the Reporting Officer Inspections during February, March, April, May and June 2017; this also included regular inspections and spot sweeping of the RPT and GA Aprons, as per standard operating procedures.

Routine inspection operations for compliance, safety and general maintenance and repair identified the following key issues during the year:

- Repairs to the seal in a glass door and replacement of the door closure at the Civil Terminal.
- Replaced toilet seat in the female toilets at the Airport.
- Repairs to a leak in the fire hose.
- Replaced the collapsing ceiling at the Airports communications building workshop.
- Reinstated bathroom tiles and door seals and conduction of minor maintenance repairs to the Civil Terminal Building.
- Sprayed weeds in and around the area.
- Repainted the interior of the Terminal Building.
- Installation of air conditioners at the Terminal Building.
- Rehangng of the door to the Avdata room at the Terminal Building.
- Cleaning of roof guttering at the Terminal Building.
- Pumped out the septic tank.
- Inspection and carried out testing for asbestos at Katherine Airport Building; testing results has come back as no asbestos.



## Works & Services Division Report

### Katherine Town Council Waste Management Transfer Station

Council actively participates in several recycling initiatives at the Waste Management Transfer Station as part of long term environmental strategies for volume reduction into the landfill. Some of these initiatives include the following:

Removal of segregated waste streams for recycling initiatives throughout the larger Northern Territory, including:

- Bailing of approximately 20.06 tonnes of car tyres and approximately 125.90 tonnes of shredded tyres
- Storing of 18.96 tonnes of car batteries for collection
- Storing of 351.64 tonnes of steel for collection
- Collection of approximately 8,000 litres of waste oil
- Storing of 3,262 compliant (emptied and triple washed) containers, part of the drumMuster scheme, for collection
- Degassing and capturing of refrigerant products from stockpiled whitegoods, condensers, compressors and air conditioners etc. prior to their final disposal

In line with legislative requirements the following works have taken place at the facility:

- Council dry hired a wheeled loader from Hat Creek Civil while repairs were being made to KTC waste handler.
- As per KTC EPA licence requirements ground water testing was undertaken throughout the facility:
  - Results from routine water sampling, carried out in May at the Waste Management Facility, were within acceptable limits and do not show any significant differences from previous testing. Due to the topical nature of perfluorinated chemicals, the ground and surface water at the landfill was also tested for these pollutants. Surface water samples taken at the creek didn't contain measurable levels of PFAS. Groundwater concentrations of PFOS/PFHxS, at the bore onsite, were 0.14µg/L. The national health based guidance values for PFOS/PFHxS are 0.07µg/L for drinking water and 0.7µg/L for recreational use. The Department of Defence was notified and further testing has been carried out as part of the broader investigation.

General repairs and maintenance works were undertaken by both Council staff and local contractors, including the following:

- Repairs to the Traxcavator; a D8 dozer was hired whilst repairs were being undertaken.
- Continued to spray noxious weed in the area.
- Replaced the floor in a hook bulk bin.
- Relocation of litter capture fence.
- Replaced a broken pressure pump.



## Works & Services Division Report

### Binjari Community

As part of the operational responsibility which Council has with respect to the Binjari Community, the following repairs and maintenance works were undertaken by both staff and contractors:

- Permanent placement of Council hook bins, alternating between Top and Bottom camps and emptied on a regular basis, resulted in 24,920kg of litter being collected throughout the year.
- Removal of 52 abandoned vehicles to Katherine Waste Management Facility.
- Commenced with the design plans for the oval expansion.
- Removal of dangerous trees from top and bottom camps.
- Rewiring of basketball courts power supply.
- Continuation of the Binjari Dog Program.
- Aerial spraying for Bellyache bush.



### Roads

#### Streetlights

Council contractor Green Frog Systems were awarded Tender T16/14 – Supply & Delivery of LED Street Lights to the Katherine Township.

#### Roads

Council contractor Hat Creek Civil commenced earthworks on the rehabilitation of McAdam Road.



## Works & Services Division Report

### Road Pavements

Council's annual Resealing Program (combined 2014/15 and 2015/16 budget allocations) was undertaken by contractor Fulton Hogan; works comprised of rehabilitating/resealing sections of road pavement along the following:

- Pavement Rehabilitation
  - Florina Road between Krilloff and Ivanoff Roads (Long Johns Soak)
- Resealing of Urban Intersections
  - Maluka Road and Acacia Drive
  - Crawford and Chardon Streets
  - Giles Street and O'Shea Terrace
- Resealing of Rural Roads and Urban Streets
  - Florina Road, Giles Street, Giles and O'Shea Terrace, Lockheed Road and Lindsay Street
- Excavation, widening and strengthening of First Street culvert.
- Completion of surveys of the Emungalan Road (bridge) and Lindsay Street.
- Completed line marking on the new Florina Road works.
- Installation of guideposts to new works on Florina Road.
- Road patching at the Caltex roundabout, Florina Road and various locations within the CBD.
- Repairs to the Second Street parking and Ronan Court pedestrian signage.
- Installation of new flagtrax banner systems in Lindsay Street and Victoria Highway.
- Conducted pavement testing on Florina Road, outside Phoenix Park.
- Repairs to the road surface at the intersection of Cormack and Casuarina Streets due to soil subsidence.
- Repairs to the bus turning lane on Collins Road.

Council engaged the services of Aldebaran Contracting to continue the culvert widening on First Street.

Council contractor Hat Creek Contracting completed road shoulder reconstruction on Helena and Bray Roads, conducted geo-spraying along Florina Road and repaired the Florina Road creek washout including the placement of armour rock on the banks.

Remote Civil completed resealing works on First Street and rehabilitation works on Niceforo Road.

Council contractors Top End Backhoe Hire, NT Geo-Testing, NT Bores and Hat Creek Civil in conjunction with Council staff conducted excavation in preparation for geo-testing at Leight Creek (Nixon's Crossing).

AAM Surveys completed surveying Florina Road in the vicinity of Rowlands Quarries Pty Ltd and Rockhole community in preparation for new slip lanes.

Routine inspections resulted in the following general repairs and maintenance works being undertaken by Council staff and contractors:

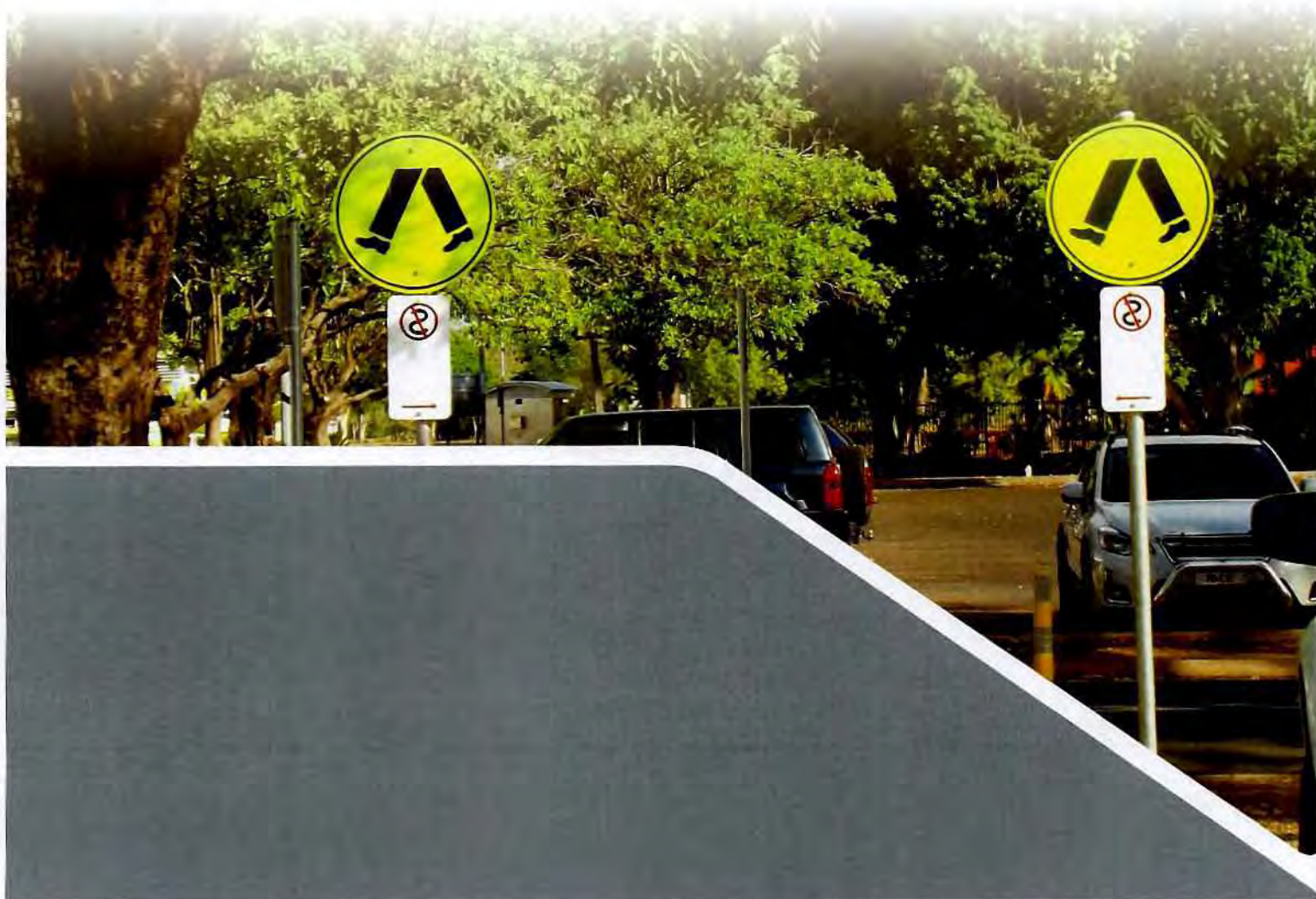
- Pavement repairs along Arndt Road, Crawford Street, Hibiscus Court, Donegan Crescent, Florina Road, Emungalan Road, Cossack Road, Morris Road, Quarry Road, Katherine Sportsgrounds internal roads including various sections throughout the CBD.
- Pothole repairs on the Gorge Road and Zimin Road edges.
- Installation of culverts on Quarry Road.
- Completed a crossover at Florina Road.
- Completed grade, water and roll works on Helena Road, Long John's Soak and Ivanoff Road on Florina Road.
- Grounds maintenance works at First Street culvert.
- Filled a sinkhole on Shadforth Road.
- Patched roads within the CBD at First Street roundabout, First Street at the Visitor Centre entrance and near the Kintore Clinic.
- Patched and repaired damaged sections of road pavements along Bicentennial Road, Needham Terrace and Gillard Crescent.
- Installation of stone on the nature strip at the intersection of Second Street and Giles Street in preparation of stonaset treatment.
- Applied second coat of line marking paint to Acacia Drive, Grevillea/Maluka Roads, Florina Road, First Street, Giles Street and Railway Terrace.

## Works & Services Division Report

### Carparks & Surrounds

Routine inspections resulted in the following general repairs and maintenance works being conducted by Council staff and contractors:

- Installation of speed cushions in Rapide Street either side of the school crossing.
- Installation of speed bumps on Rapide Street.
- Installation of "No Standing" signs at the pedestrian walkway at the Lindsay Street Complex carpark.
- Placed rocks at Shady Lane Road to prevent vehicle entry.
- Installation of "No Pets" signage at the Lindsay Street Complex.
- Installation of fencing at First Street culvert and wheel stops at Lindsay Street carpark.
- Excavation of intended parking areas along First Street, near Kintore Clinic, in preparation for the of laying new stone pavement.
- Installation of parking wheel stops in the Lindsay Street car park.
- Excavation of holes at the Katherine Hot Springs and Lindsay Street Complex car parks in preparation for tree planting.
- Excavation of damaged section of concrete at the intersection of Giles and Second Streets in preparation for the installation of new concrete parking areas (three (3) new additional parks created) and the installation of stone set verge.
- Construction and installation of tree guards for use at Katherine Hot Springs and Lindsay Street Complex car parks; upon completion of these works, trees were then planted.





## Works & Services Division Report

### Footpaths/Cycle paths

Council contractor Katherine Plastering and Tiling completed kerb guttering and wheelchair access on Martin Terrace.

Routine inspections resulted in the following general repairs and maintenance works being conducted by Council staff and contractors:

- Installation of concrete pads across Gory Road causeway.
- Excavation, plastering, tiling and repairs in Neal Place and Banksia Court footpaths.
- Alterations to Hot Springs pedestrian access.
- Repairs at Fourth Street and corner of Lindsay and Tindal Streets footpath.
- Installation of a new coloured footpath along First Street, near the Visitor Information Centre.
- Installation of bollards at Chambers Drive, along the boundary of Council owned land; works were undertaken as part of the conditions specified by the Development Consent Authority and at the request of the Department of Transport.
- Repairs to the foot/bike path in between Hot Springs and Low Level, the repairs required ground stabilisation and the damaged section of path was replaced with concrete.
- Repairs to four (4) damaged sections of footpath at Finnis Place.
- Repairs to Emungalan Road and the River bike path.



### Drainage Networks

Council contractor Aldebaran Contracting cleaned and repaired drains on Florina and Ivanoff Roads and continued roadworks on Florina Road including pipe installation.

Council contractor Hat Creek Contracting and Grass Spray NT rehabilitated a drain easement on Tokmakoff Road.

Routine inspections resulted in the following general repairs and maintenance works being undertaken by both Council staff and local contractors:

- Side Entry Pits repair/installation:
  - repairs on side entry pits lids in Hunt Court, Grevillea Road, Wallace Court, and at Katherine Civil Airport.
  - Repairs to a side entry pit on Elliot Street, Third Street and Wallace Court.
  - Repairs to a drain on Cossack Road due to erosion.
- Gate installation and fence repairs on Tokmakoff Road easement drain.
- Clearing of a drain at the intersection of Giles Street and Cameron Street in order to allow water to flow from the edge of the road into the drain.
- Cleaned out block drains on Morris Road and Giles Street.

## Works & Services Division Report

### Traffic Control Devices - Regulatory, Warning and Advisory Signage

Routine inspections of all signs throughout the Municipality resulted in the following general repairs and maintenance works being conducted by Council staff and contractors:

- Installation and repairs to damaged/missing street signs on Cox Crescent, Auster Street, Rapide Street, McDonald Street, Kurrajong Court, Second Street, Fourth Street, Elliot Street, Fuller Crescent, Lucy Street, Condon Street, Maluka Road, Riverbank Drive, Arndt Road, Acacia Drive and at the Lindsay Street and Giles/Second Streets roundabouts.
- Replacement of information bays signs.
- Installation of new School advisory signs on Grevillea Road and Rapide Street.
- Repairs to the chevron sign at the Courthouse roundabout.
- Installation of Traffic Control signage at Leight Creek, Chardon & Shadforth Roads, Campbell Terrace and Riverbank Drive.
- Installation of traffic control “give way” signage at Grevillea, Helena, Niceforo Roads and Callistemon Drive.
- Installation of “safety house” signage.
- Repairs to a school zone sign at Rapide Street and installation of new signage in and around Katherine South Primary School.
- Installation of new “Keep Left” signs at Martin Terrace.



## Works & Services Division Report

### Wet Season Operations

The 2016/17 'wet season' saw the following operations take place throughout the Municipality in preparation for ensuring localised inundation and potentially hazardous and/or vulnerable infrastructure and facilities:

- Reinstatement of Councils 'Slashing of Open Areas and Rural Road Reserves' Program.
- Revision and dissemination the Katherine Town Council Counter Disaster Plan to all key personnel.
- All park irrigation systems were shut down for the duration of the 'wet season'.
- Routine clearing of drainage systems on all Council buildings to prevent roofs potentially leaking.
- Secured the pedestrian handrail at the Low Level Bridge in preparation for the wet season onsets.
- Boat ramp and Katherine Hot Springs reserve due to rising river levels.
- Removal of sand and debris from the Low Level Bridge.
- Closing/reopening to all motorists and general public of Leight Creek (Nixon's Crossing) on Emungalan Road due to significant rain falls on one (1) occasion.
- 'Slashing of Open Areas and Rural Reserves' program which resulted in works being undertaken in and around Zimin Drive and Shadforth, Byers, Collins, Cragborn, Landsdowne, Quarry, Gorge, Murnburlu, Florina and Airport Roads including Bicentennial Road.
- Mowing a number of unkempt nature strips throughout Katherine East, Katherine South and along Giles Street.
- Continued Caltrop spraying program in and around Katherine South, Katherine North and the CBD.
- Continued with street furniture spraying throughout Katherine South and Katherine North.
- Removal of fallen branches/debris from the Katherine Sportsground, Katherine Memorial Cemetery and Jukes Park following a minor storm event.
- Cleaning of after storm damage in Katherine East removing numerous branches.
- "Water over the Road" signs on Florina and Emungalan Roads and conducted storm damage clean up along these roads and around the CBD.
- Repairs to the boat ramp boom gates.
- Sprayed noxious weeds along Florina, Uralla, Byers and Collins Roads.
- Repairs to a section of flood damage pavement along Florina Road.
- Repairs to the hand rail under the High Level Bridge.
- Repairs to a washed out driveway on Morris Road.
- Removals of sand build up from the Katherine Low Level.

Council's Ranger assisted the Department of Primary Industry and Fisheries in capturing/removing lost and/or stray animals from the Daly River Community after the evacuation of residents.



## Works & Services Division Report

### Personnel & Services

#### Building Activities within the Municipality

Council staff supported members of Councils Development Review Committee in undertaking the assessment of the following planning applications:

- 22 Proposed Development Applications.
- 1 Proposed Subdivision Applications.
- 1 Proposed Exceptional Development Permit Application.
- 1 Proposed Variation of Development Applications.
- 3 Proposed Variation of Development Permit Applications.
- 2 Proposed Amendment to NT Planning Scheme Application.
- 2 Clearing of Native Vegetation

#### Inspectorate Services

Council Rangers provided Regulatory Services to the community throughout the year, including conducting of early morning and late afternoon patrols aimed at By Law enforcement of illegal camping, littering and animal control, vacant lot and overgrown block inspections and parking patrols throughout the CBD environs.

#### Regulatory Statistics:

- Parking and vehicle impounding:
  - 18 abandoned vehicles were impounded.
  - 63 parking infringements were issued.
- Animal impounding:
  - 65 returned to their owners.
  - 42 new owners were found.
  - 20 dogs were returned to the VET.
  - 81 dogs were euthanized.
  - 47 other animals were euthanized.
  - 57 animal control infringements were issued.



## Works & Services Division Report

### Community Events

Council staff and contractors regularly assist in the preparation of facilities for community functions throughout the year including: Territory Day, Annual Katherine District Show, Mayoral Community Benefit Dinner Dance, Vietnam Veteran's (Long Tan) Day, National Police Remembrance Day, Remembrance Day, White Ribbon Day, Carols By Candlelight, Council's Annual Come & Try Sports Day, Anzac Day Commemorations, Simultaneous Storytime and Biggest Morning Tea.

The following works were undertaken by Council staff and contractors in preparation for Christmas festivities:

- Traffic management control was provided to contractors for the installation and removal of Christmas Decorations along Katherine Terrace, this also involved installation of the new flagtrax systems.
- Traffic management control was also provided for the Christmas Street Parade along Railway Terrace as part of the Katherine Christmas Street Party that was run by the Chamber of Commerce.
- Construction of a platform for the Christmas decorations at Lindsay Street complex.
- Erected Christmas banners along Katherine Terrace, Lindsay Street and Victoria Highway via the flagtrax banner systems.
- Installation of LED animated displays at the Lindsay Street Complex.
- Provided traffic control for the Christmas Street Parade and for School of the Air on Giles Street during their open day.





# **KATHERINE TOWN COUNCIL**

## **ANNUAL FINANCIAL STATEMENTS**

for the year ended

**30th June 2017**

**Katherine Town Council**  
**General Purpose Financial Reports**  
*for the year ended 30 June 2017*

TABLE OF CONTENTS

	<u>Page</u>
<b>Officer's Statement</b>	1
<b>Principal Financial Statements</b>	
Statement of Profit or Loss and Other Comprehensive Income	2
Statement of Financial Position	3
Statement of Changes in Equity	4
Cash Flow Statement	5
<b>Notes to, and forming part of, the Principal Financial Statements</b>	
Note 1 - Significant Accounting Policies	6
Note 2 - Income	13
Note 3 - Expenses	16
Note 4 - Asset Disposal	18
Note 5 - Current Assets	19
Note 6 - Capital Works-in-Progress	20
Note 7 - Property, Plant & Equipment	21
Note 8 - Liabilities	24
Note 9 - Reserves	25
Note 10 - Assets Subject to Restrictions	26
Note 11 - Reconciliation of Cash Flow Statement from Operating Activities	27
Note 12 - Functions	28
Note 13 - Financial Instruments	30
Note 14 - Commitments for Expenditure	32
Note 15 - Financial Indicators	33
Note 16 - Operating Leases	34
Note 17 - Superannuation	35
Note 18 - Interests in Other Entities	36
Note 19 - Contingencies & Assets & Liabilities not Recognised in the Statement of Financial Position	37
Note 20 - Events Occurring After Reporting Date	38
Note 21 - Restructure of the Council	39
Note 22 - Discontinued Operations	40
Note 23 - Related Party Transactions	41
<b>Auditors Independence Declaration</b>	42
<b>Independent Auditors Report</b>	43

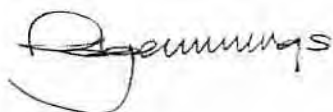
## KATHERINE TOWN COUNCIL

### ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2017

#### OFFICER'S STATEMENT

I, Robert Jennings, the Chief Executive Officer of the Katherine Town Council, certify that to the best of my knowledge, information and belief:

- (a) the General Purpose Financial Report has been properly drawn up in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the Local Government Act 2008, and the Local Government (Accounting) Regulations 2008 (with the exception of those where compliance with the Standards, the Act and the Regulations have been qualified) so as to present fairly the financial position of the Council as at 30 June 2017 and the results for the year then ended; and
- (b) the General Purpose Financial Report is in accordance with the accounting and other records of the Council.



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Katherine, 15 November 2017



## Katherine Town Council

**STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME**  
for the year ended 30 June 2017

	Notes	2017 \$	2016 \$
<b>INCOME</b>			
Rates	2	6,930,391	6,303,218
Statutory charges	2	39,718	52,169
User charges	2	1,368,364	1,127,375
Grants, subsidies and contributions	2	2,810,167	1,792,336
Investment income	2	393,444	428,974
Reimbursements	2	108,750	176,822
Other income	2	158,000	42,033
<b>Total Income</b>		<u>11,808,834</u>	<u>9,922,927</u>
<b>EXPENSES</b>			
Employee costs	3	3,894,730	3,922,394
Materials, contracts & other expenses	3	5,145,020	4,692,176
Depreciation, amortisation & impairment	3	81,256	-
<b>Total Expenses</b>		<u>9,121,006</u>	<u>8,614,570</u>
<b>OPERATING SURPLUS</b>		2,687,828	1,308,357
Net loss on disposal of assets	4	(14,057)	(83,245)
Amounts received specifically for new or upgraded assets	2	935,322	1,008,639
Physical resources received free of charge	2	-	132,659
<b>NET SURPLUS</b>		3,609,093	2,366,410
transferred to Equity Statement			
<b>Other Comprehensive Income</b>			
Capital Depreciation Renewal Reserve	9	(2,741,418)	-
Asset Retirement Obligation Reserve	9	-	-
Prior period adjustments			
Revaluation of property, plant and equipment		-	19,388,293
Fair value of property, plant and equipment		-	3,238,170
<b>Total Other Comprehensive Income</b>		<u>(2,741,418)</u>	<u>22,626,463</u>
<b>TOTAL PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME</b>		<u>867,675</u>	<u>24,992,873</u>

This Statement is to be read in conjunction with the accompanying Notes.

## Katherine Town Council

STATEMENT OF FINANCIAL POSITION  
as at 30 June 2017

	Notes	2017 \$	2016 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5	14,629,943	15,132,352
Trade & other receivables	5	921,103	674,614
Inventories	5	17,826	29,670
		<u>15,568,872</u>	<u>15,836,636</u>
<b>Total Current Assets</b>		<u>15,568,872</u>	<u>15,836,636</u>
<b>Non-current Assets</b>			
Property, Plant & Equipment	7	65,070,620	62,398,433
Capital Works-in Progress	6	854,966	303,197
		<u>65,925,586</u>	<u>62,701,630</u>
<b>Total Non-current Assets</b>		<u>65,925,586</u>	<u>62,701,630</u>
<b>Total Assets</b>		<u>81,494,458</u>	<u>78,538,266</u>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Trade & Other Payables	8	2,907,051	3,206,417
Provisions	8	306,536	653,717
		<u>3,213,587</u>	<u>3,860,134</u>
<b>Total Current Liabilities</b>		<u>3,213,587</u>	<u>3,860,134</u>
<b>Non-current Liabilities</b>			
Provisions	8	20,784	27,138
		<u>20,784</u>	<u>27,138</u>
<b>Total Non-current Liabilities</b>		<u>20,784</u>	<u>27,138</u>
<b>Total Liabilities</b>		<u>3,234,371</u>	<u>3,887,272</u>
<b>NET ASSETS</b>		<u>78,260,087</u>	<u>74,650,994</u>
<b>EQUITY</b>			
Accumulated Surplus		13,120,236	12,252,561
Asset Revaluation Reserves	9	62,398,433	62,398,433
Other Reserves	9	2,741,418	-
<b>TOTAL EQUITY</b>		<u>78,260,087</u>	<u>74,650,994</u>

This Statement is to be read in conjunction with the accompanying Notes.

## Katherine Town Council

### STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2017

	Notes	Accumulated Surplus \$	Asset Revaluation Reserve \$	Other Reserves \$	TOTAL EQUITY \$
Balance at 1 July 2016		12,252,561	62,398,433	-	74,650,994
<b>Net Surplus for Year</b>		3,609,093	-	-	3,609,093
<b>Other Comprehensive Income</b>					
Transfer between reserves					
Capital Depreciation Renewal Reserve	9	(2,741,418)	-	2,741,418	-
Asset Retirement Obligation Reserve	9	-	-	-	-
<b>Balance at 30 June 2017</b>		<u>13,120,236</u>	<u>62,398,433</u>	<u>2,741,418</u>	<u>78,260,087</u>
Balance at 1 July 2015		(12,740,312)	81,786,726	-	69,046,414
<b>Net Surplus for Year</b>		2,366,410	-	-	2,366,410
<b>Other Comprehensive Income</b>					
Prior period adjustments		22,626,463	(19,388,293)	-	3,238,170
<b>Balance at 30 June 2016</b>		<u>12,252,561</u>	<u>62,398,433</u>	<u>-</u>	<u>74,650,994</u>

This Statement is to be read in conjunction with the accompanying Notes.

## Katherine Town Council

### CASH FLOW STATEMENT for the year ended 30 June 2017

	Notes	2017 \$	2016 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<u>Receipts</u>			
Rates - general & other		6,983,479	6,209,617
Fees & other charges		1,192,430	3,342,200
Investment receipts		458,411	345,261
Grants utilised for operating purposes		3,015,668	1,926,761
Other operating receipts		234,721	966,435
<u>Payments</u>			
Employee Costs		(4,363,476)	(3,657,924)
Contractual services & materials		(5,433,080)	(4,591,048)
Other operating payments		(255,364)	(840,387)
<b>Net Cash Provided by Operating Activities</b>	11	<u>1,832,789</u>	<u>3,700,915</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<u>Receipts</u>			
Amounts specifically for new or upgraded assets		984,071	1,008,639
Sale of replaced assets		19,773	95,455
<u>Payments</u>			
Expenditure on renewal/replacement of assets		(3,339,042)	(1,825,892)
<b>Net Cash provided by (or used in) Investing Activities</b>		<u>(2,335,198)</u>	<u>(721,798)</u>
<b>Net Increase (Decrease) in cash held</b>		<u>(502,409)</u>	<u>2,979,117</u>
Cash & cash equivalents at beginning of period		<u>15,132,352</u>	<u>12,153,235</u>
<b>Cash &amp; cash equivalents at end of period</b>	5	<u>14,629,943</u>	<u>15,132,352</u>

This Statement is to be read in conjunction with the accompanying Notes.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Basis of Preparation**

##### **Compliance with Australian Accounting Standards**

This general purpose financial report has been prepared in accordance with applicable Australian Accounting Standards and Interpretations, the requirements of *Local Government Act, the Local Government (Accounting) Regulations* and other authoritative pronouncements of the Australian Accounting Standards Board.

The financial report was authorised for issue by certificate under clause 16 of the Local Government (Accounting) Regulations dated 15 November 2017.

##### **Historical Cost Convention**

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

##### **Critical Accounting Estimates and Judgements**

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying Council's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of this Note.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods.

##### **Key judgements**

###### *Employee benefits*

For the purpose of measurement, AASB 119: Employee benefits (September 2011) defines obligations for short-term employee benefits as obligations expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related services. The Council expects most employees will take their annual leave entitlements within 24 months of the reporting period in which they were earned, but this will not have a material impact on the amounts recognised in respect of obligations for employees' leave entitlements.

###### *Impairment*

The Council assesses impairment of property, plant and equipment at each reporting date by evaluating conditions specific to the Council and to the particular asset that may lead to impairment. If an impairment trigger exists, the recoverable amount of the asset is determined. This involves fair value less costs to sell or value-in-use calculations, which incorporate a number of key estimates and assumptions. There was no provision for impairment of property, plant and equipment at 30 June 2017 (2016: \$Nil).

##### **Rounding**

All amounts in the financial statements have been rounded to the nearest dollars.

### The Local Government Reporting Entity

Katherine Town Council is incorporated under the Local Government Act and has its registered and principal place of business at Lot 1865, Stuart Highway, Katherine, NT. These financial statements include the Council's direct operations and all entities through which Council controls resources to carry on its functions. In the process of reporting on the Council as a single unit, all transactions and balances between activity areas and controlled entities have been eliminated.

### Income recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Council obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

Where grants, contributions and donations recognised as income during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the amounts subject to those undischarged conditions are disclosed in these notes. Also disclosed is the amount of grants, contributions and receivables recognised as income in a previous reporting period which were obtained in respect of the Council's operations for the current reporting period.

In recent year the payment of untied financial assistance grants has varied from the annual allocation as follows:

	Cash Payment Received	Annual Allocation	Difference	
2014/15	\$373,788	\$370,648	+	\$3,140
2015/16	\$611,392	\$611,402	-	\$10
2016/17	\$551,781	\$552,509	-	\$728

Because these grants are untied, the Australian Accounting Standards require that payments be recognised as income upon receipt. Accordingly, the operating results of these periods have been distorted compared to those that would have been reported had the grants been paid in the year to which they were allocated.

The actual amounts of untied grants received during the reporting periods are disclosed in Note 2.

### Revenue from Services

Revenue from the rendering of service is recognised upon the delivery of the service to the customer.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

All revenue is stated net of the amount of goods and services tax.

### Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position. The Council did not have an overdraft during the year.

### Fair value of assets & liabilities

Fair value is the price the Council would receive to sell an asset or would have to pay to transfer a liability in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market value may be made having regard to the characteristics of the specific asset or liability. The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

Receivables for rates and annual charges are secured over the subject land, and bear interest at rates determined in accordance with the Local Government Act 2008. Other receivables are generally unsecured and do not bear interest.

The Council measures some of its assets and liabilities at fair value on either a recurring or non-recurring basis, depending on the requirements of the applicable Accounting Standard.

### **Inventories**

Inventories held in respect of stores have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential. Inventories held in respect of business undertakings have been valued at the lower of cost and net realisable value.

### **Goods & Services**

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid 30 days after the month of invoice. No interest is payable on these amounts.

### **Payments Received in Advance & Deposits**

Amounts (other than grants) received from external parties in advance of service delivery, and security deposits held against possible damage to Council assets, are recognised as liabilities until the service is delivered or damage reinstated, or the amount is refunded as the case may be.

### **Property, Plant & Equipment**

#### **Land under roads**

Council has elected not to recognise land under roads acquired prior to 1 July 2008 as an asset in accordance with AASB 1051 Land under Roads. Land under roads acquired after 30 June 2008 has not been recognised as in the opinion of Council it is not possible to reliably attribute a fair value, and further that such value if determined would be immaterial.

#### *Initial Recognition*

All assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

All non-current assets purchased or constructed are capitalised as the expenditure is incurred and depreciated as soon as the asset is held "ready for use". Capital works still in progress at balance date are recognised as other non-current assets and transferred to property, plant & equipment when completed ready for use.

#### *Subsequent Recognition*

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Additions acquired subsequent to a revaluation are recognised at cost until next revaluation of that asset class. Further detail of existing valuations, methods and valuers are provided at Note 7.

### **Depreciation of Non-Current Assets**

The residual value of major property, plant and equipment is recognised. The depreciable amount of an asset is determined after deducting the residual value and are then systematically depreciated over their useful lives on a straight-line basis which, in the opinion of Council, best reflects the consumption of the service potential embodied in those assets.

### **Borrowings**

Council has no borrowings as at 30<sup>th</sup> June 2017.

### **Employee Benefits**

#### **Employee provisions**

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based oncosts) measured in accordance with AASB 119.

#### *Short-term employee provisions*

Provision is made for the Council's obligation for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and annual leave. Short-term employee benefits are measured at the nominal amounts expected to be paid when the obligation is settled.

#### *Other long-term employee provisions*

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Long-term employee benefits are measured at the nominal amounts expected to be paid when the obligation is settled.

The Council's obligation for long-term employee benefits are presented as non-current employee provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

No accrual is made for sick leave as Council experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods.

### **Superannuation**

The Council makes employer superannuation contributions to the superannuation funds nominated by its employees.

### **Construction Contracts**

Council does not undertake construction contracts.

### **Leases**

Council does not currently have any finance lease arrangements.

### **Goods and Services Tax**

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except:



- where the amount of GST incurred is not recoverable from the taxation authority, it is recognised as part of the cost of acquisition of an asset or as part of an item of expense; or
- for receivables and payables which are recognised inclusive of GST, the net amount of GST recoverable from, or payable to the taxation authority is included as part of receivables or payables.

Cash flows are included in the cash flow statement on a net basis. The GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to the taxation authority is classified as operating cash flows.

### **Income Tax**

The Council is tax exempt under Section 50 – 25 of the Income Tax Assessment Act 1997, being a local governing body.

### **Comparative Figures**

When required by Accounting Standards, comparative figures have been adjusted to conform to changes in presentation for the current financial year.

### **New Accounting Standards for Application in Future Periods**

The AASB has issued a number of new and amended Accounting Standards that have mandatory application dates for future reporting periods, some of which are relevant to the Council. The Council has decided not to early adopt any of the new and amended pronouncements. The Council's assessment of the new and amended pronouncements that are relevant to the Council but applicable in future reporting periods are set out below:

**AASB 9: Financial Instruments and associated Amended Standards** (applicable to annual reporting periods beginning on or after 1 January 2018).

The Standard will be applicable retrospectively and includes revised requirements for the classification and measurement of financial instruments and revised recognition and derecognition requirements for financial instruments.

The Council does not expect any impact from the new classification, measurement and derecognition rules on the Council's financial assets and financial liabilities. There will also be no impact on the Council's accounting for financial liabilities, as the new requirements only affect the accounting for financial liabilities that are designated at fair value through profit or loss and the Council does not have any such liabilities. The new standard also introduces expanded disclosure requirements and changes in presentation. The new impairment model is an expected credit loss (ECL) model which may result in the earlier recognition of credit losses. The Council has not yet assessed how its own impairment provisions would be affected by the new rules.

**AASB15: Revenue from Contracts with Customers** (applicable to annual reporting periods beginning on or after 1 January 2017).

The new Standard will replace AASB 118 which covers contracts for goods and services and AASB 111 which covers construction contracts. The new standard is based on the principle that revenue is recognised when control of a good or service transfers to a customer – so the notion of control replaces the existing notion of risks and rewards. The standard permits a modified retrospective approach for the adoption. Under this approach entities will recognise transitional adjustments in retained earnings on the date of initial application (e.g. 1 July 2017), i.e. without restating the comparative period. They will only need to apply the new rules to contracts that are not completed as of the date of initial application.

Management is currently assessing the impact of the new rules. Council is unable to estimate the impact of the new rules on the Council's financial statements.

Council is of the view that none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

Accounting Standard AASB 16 Leases may have a material effect on the amounts disclosed in these reports, particularly in relation to Property, Plant & Equipment, but does not commence until the 2019/20 financial period, and it is not Council's intention to adopt this Standard early.

### **Economic Dependence**

The Council is dependent upon the ongoing receipt of grants from the Northern Territory Government to ensure the continuation of its activities.

At the date of this report, the management has no reason to believe that the Council will not continue to receive funding support from the government.

### **Financial Instruments**

#### *Classification and subsequent measurement*

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest method, or cost. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Amortised cost is calculated as the amount at which the financial asset or financial liability is measured at initial recognition less principal repayments and any reduction for impairment, and adjusted for any cumulative amortisation of the difference between that initial amount and the maturity amount calculated using the effective interest method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that exactly discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying amount with a consequential recognition of an income or expense in profit or loss.

#### *Financial assets at fair value through profit or loss*

Financial assets are classified at 'fair value through profit or loss' when they are held for trading for the purpose of short-term profit taking. Such assets are subsequently measured at fair value with changes in carrying value being included in profit or loss.

#### *Loans and receivables*

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

#### *Held-to-maturity investments*

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the Council's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial asset is derecognised.

#### *Financial liabilities*

Non-derivative financial liabilities other than financial guarantees are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss through the amortisation process and when the financial liability is derecognised.

### *Impairment*

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial asset has been impaired. A financial asset or a group of financial assets will be deemed to be impaired if, and only if, there is objective evidence of impairment as a result of the occurrence of one or more events (a "loss event"), which has an impact on the estimated future cash flows of the financial asset(s).

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors, or a group of debtors, are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter into bankruptcy or other financial reorganisation and changes in arrears or economic conditions that correlate with defaults.

When the terms of financial assets that would otherwise have been past due or impaired have been renegotiated, the Council recognises the impairment for such financial assets by taking into account the original terms as if the terms have not been renegotiated so that the loss events that have occurred are duly considered.

### *Derecognition*

Financial assets are derecognised where the contractual rights to receipt of cash flows expire or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are discharged, cancelled or have expired. The difference between the carrying amount of the financial liability, which is extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in the Statement of Profit or Loss and Other Comprehensive Income.

### *Impairment of Assets*

At the end of each reporting period, the Council reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs of disposal and value in use, is compared to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised in the Statement of Profit or Loss and Other Comprehensive Income.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset's class, the entity estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

Where an impairment loss on a revalued asset is identified, this is recognised against the revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that class of asset.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 2 - INCOME

	2017	2016
	\$	\$
<b>RATES REVENUES</b>		
General Rates	<u>5,831,558</u>	<u>5,284,428</u>
	<u>5,831,558</u>	<u>5,284,428</u>
<b>Annual Charges</b>		
Waste Management Service	1,034,376	934,342
Other	<u>64,457</u>	<u>84,448</u>
	<u>1,098,833</u>	<u>1,018,790</u>
	<u>6,930,391</u>	<u>6,303,218</u>
<b>STATUTORY CHARGES</b>		
Animal registration fees & fines	35,409	37,477
Parking fines / expiation fees	4,109	14,642
Other fines, penalties & expiations	<u>200</u>	<u>50</u>
	<u>39,718</u>	<u>52,169</u>
<b>USER CHARGES</b>		
Cemetery fees	64,015	68,569
Airport fees	317,325	228,802
Commission	107,749	108,369
Facility & equipment hire	37,055	54,704
Weighbridge fees	570,098	464,472
Sales - general	128,561	61,685
Rental income	136,173	131,831
Sundry	<u>7,388</u>	<u>8,943</u>
	<u>1,368,364</u>	<u>1,127,375</u>
<b>INVESTMENT INCOME</b>		
Interest on investments		
Banks & other financial institutions	<u>393,444</u>	<u>428,974</u>
	<u>393,444</u>	<u>428,974</u>

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### NOTE 2 - INCOME (continued)

	2017	2016
	\$	\$
<b>REIMBURSEMENTS</b>		
- other	<u>108,750</u>	<u>176,822</u>
	<u>108,750</u>	<u>176,822</u>
<b>OTHER INCOME</b>		
Insurance refunds	78,000	2,033
Management fees	<u>80,000</u>	<u>40,000</u>
	<u>158,000</u>	<u>42,033</u>
<b>GRANTS, SUBSIDIES, CONTRIBUTIONS</b>		
Amounts received specifically for new or upgraded assets	935,322	1,008,639
Other grants, subsidies and contributions	<u>2,810,167</u>	<u>1,792,336</u>
	<u>3,745,489</u>	<u>2,800,975</u>
The functions to which these grants relate are shown in Note 12.		
<b>Sources of grants</b>		
Commonwealth government	390,380	615,247
Northern Territory government	3,257,749	2,782,686
Other	<u>97,360</u>	<u>(596,958)</u>
	<u>3,745,489</u>	<u>2,800,975</u>

On 13 June 2017, Council received payment of the first instalment of the 2017/18 Grant Commission (FAG) grant. This has materially improved Council's operating results in the current year, as these amounts are recognised as income upon receipt. Similarly material adverse effects will be experienced when the timing of these grant payments is restored to normal schedule. It is not known when this will occur.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### NOTE 2 - INCOME (continued)

	2017	2016
	\$	\$
<b>Conditions over grants &amp; contributions</b>		
Grants and contributions which were obtained on the condition that they be expended for specified purposes or in a future period, but which are not yet expended in accordance with those conditions, are as follows:		
Unexpended at the close of the previous reporting period	989,000	356,330
Less: expended during the current period from revenues recognised in previous reporting periods		
Roads to Recovery	(730,000)	-
Hot Springs Rehabilitation/Revitalisation	(150,000)	-
Formalisation of Lindsay St Car Park	(109,000)	(356,330)
Subtotal	(989,000)	(356,330)
Plus: amounts recognised as revenues in this reporting period but not yet expended in accordance with the conditions		
Roads to Recovery	126,725	730,000
Wurli Wurlinjang Car Park	17,500	150,000
Formalisation of Lindsay St Car Park	-	109,000
Subtotal	144,225	989,000
Unexpended at the close of this reporting period and held as restricted assets	144,225	989,000
<b>PHYSICAL RESOURCES RECEIVED FREE OF CHARGE</b>		
Buildings & Other Structures	-	132,659
<b>TOTAL PHYSICAL RESOURCES RECEIVED</b>	-	132,659

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 3 - EXPENSES

	2017	2016
	\$	\$
<b>EMPLOYEE COSTS</b>		
Salaries and Wages	3,064,756	2,908,304
Employee leave expense	287,778	480,106
Superannuation	364,183	328,693
Workers' Compensation Insurance	37,469	32,274
Other	140,544	173,017
<b>Total Operating Employee Costs</b>	<u>3,894,730</u>	<u>3,922,394</u>
 <b>Total Number of Employees</b>	 <b>46</b>	 <b>49</b>
<i>(Full time equivalent at end of reporting period)</i>		
 <b>MATERIALS, CONTRACTS &amp; OTHER EXPENSES</b>		
<u>Prescribed Expenses</u>		
Auditor's Remuneration		
- Auditing the financial reports	15,295	23,727
Elected members' expenses	225,685	209,259
Subtotal - Prescribed Expenses	<u>240,980</u>	<u>232,986</u>
 <u>Other Materials, Contracts &amp; Expenses</u>		
Contractors	2,833,214	2,581,238
Electricity, water and sewerage	597,092	589,295
Insurance	186,380	191,399
Fuel and registration	124,136	97,183
Telephone	56,768	52,168
Legal expenses	68,273	208,711
Parts, accessories and consumables	451,310	323,376
Printing and stationery	21,674	20,885
Professional services	260,649	145,016
Advertising	79,113	54,925
Postage	15,998	14,879
Bank Charges	26,534	27,376
Community Grants	86,976	98,522
Subscriptions & Registrations	19,857	38,974
Sundry	76,066	15,243
Subtotal - Other Materials, Contracts & Expenses	<u>4,904,040</u>	<u>4,459,190</u>
	<u>5,145,020</u>	<u>4,692,176</u>

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 3 - EXPENSES (cont)

	2017	2016
<b>DEPRECIATION, AMORTISATION &amp; IMPAIRMENT</b>		
<b>Depreciation</b>		
Improvements	4,556	-
Buildings & Other Structures	7,567	-
Infrastructure	40,274	-
Plant & Machinery	23,476	-
Furniture, Fittings & Equipment	1,853	-
Other Infrastructure	3,530	-
	<u>81,256</u>	<u>-</u>



## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 4 - ASSET DISPOSAL

	2017	2016
	\$	\$
<b>PROPERTY, PLANT &amp; EQUIPMENT</b>		
<i>Assets renewed or directly replaced</i>		
Proceeds from disposal	19,773	95,455
Less: Carrying amount of assets sold	<u>33,830</u>	<u>178,700</u>
<b>Gain (Loss) on disposal</b>	<u>(14,057)</u>	<u>(83,245)</u>
 <b>NET LOSS ON DISPOSAL OF ASSETS</b>	 <u>(14,057)</u>	 <u>(83,245)</u>

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 5 - CURRENT ASSETS

	Notes	2017 \$	2016 \$
<b>CASH &amp; EQUIVALENT ASSETS</b>			
Cash on Hand and at Bank		71,112	19,750
Deposits at Call		<u>14,558,831</u>	<u>15,112,602</u>
		<u>14,629,943</u>	<u>15,132,352</u>
 <b>TRADE &amp; OTHER RECEIVABLES</b>			
Rates - General & Other		274,110	327,198
Accrued Revenues		130,578	162,548
Debtors - general		448,384	124,134
Prepayments		29,913	21,829
Sundry		<u>38,118</u>	<u>38,905</u>
Total		<u>921,103</u>	<u>674,614</u>
 <b>INVENTORIES</b>			
Trading Stock		<u>17,826</u>	<u>29,670</u>
		<u>17,826</u>	<u>29,670</u>

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 6 - CAPITAL WORKS-IN-PROGRESS

	2017	2016
	\$	\$
Capital Works-in-Progress	<u>854,966</u>	<u>303,197</u>
	<u>854,966</u>	<u>303,197</u>

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 7 - PROPERTY, PLANT & EQUIPMENT

	2016			2017				
	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT	AT FAIR VALUE	AT COST	ACCUM DEP'N	CARRYING AMOUNT
Land	6,636,200	-	-	6,636,200	6,636,200	-	-	6,636,200
Improvements	3,235,986	47,836	-	3,283,822	3,235,986	(4,556)	(4,556)	3,698,839
Buildings & Other Structures	15,129,850	22,900	-	15,152,750	15,129,850	(7,567)	(7,567)	15,238,859
Infrastructure	35,280,770	62,312	-	35,343,082	35,280,770	(40,274)	(40,274)	37,099,297
Plant & Machinery	760,945	50,485	-	811,430	732,465	(23,476)	(23,476)	1,008,220
Furniture, Fittings & Equipment	319,891	25,128	-	345,019	314,541	(1,853)	(1,853)	373,730
Other Infrastructure	826,130	-	-	826,130	826,130	(3,530)	(3,530)	1,015,475
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>62,189,772</b>	<b>208,661</b>	<b>-</b>	<b>62,398,433</b>	<b>62,155,942</b>	<b>(81,256)</b>	<b>(81,256)</b>	<b>65,070,620</b>

*This Note continues on the following pages.*

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 7 - PROPERTY, PLANT & EQUIPMENT

	2016 \$		CARRYING AMOUNT MOVEMENTS DURING YEAR \$				2017 \$
	CARRYING AMOUNT	Additions		Disposals	Depreciation	CARRYING AMOUNT	
		New/Upgrade	Renewals				
Land	6,636,200	-	-	-	-	6,636,200	
Improvements	3,283,822	359,783	59,790	-	(4,556)	3,698,839	
Buildings & Other Structures	15,152,750	-	93,676	-	(7,567)	15,238,859	
Infrastructure	35,343,082	720,708	1,075,781	-	(40,274)	37,099,297	
Plant & Machinery	811,430	248,746	-	(28,480)	(23,476)	1,008,220	
Furniture, Fittings & Equipment	345,019	35,914	-	(5,350)	(1,853)	373,730	
Other Infrastructure	826,130	128,600	64,275	-	(3,530)	1,015,475	
<b>TOTAL PROPERTY, PLANT &amp; EQUIPMENT</b>	<b>62,398,433</b>	<b>1,493,751</b>	<b>1,293,522</b>	<b>(33,830)</b>	<b>(81,256)</b>	<b>65,070,620</b>	

*This Note continues on the following pages.*

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 7 (cont) – PROPERTY, PLANT & EQUIPMENT

##### Valuation of Assets

An independent valuation of all classes of assets was undertaken by Opteon Property Group as at 30 June 2016. Council is of the opinion that the valuation of all classes of assets has not materially changed since that date. Accordingly these assets have been valued at 'Fair Value' and adopted in the 2016/17 Financial Statements.

##### Land under Roads

Council being of the opinion that it is not possible to attribute a value sufficiently reliably to qualify for recognition, land under roads has not been recognised in these reports. Land acquired for road purposes during the year is initially recognised at cost, but transferred to fair value at reporting date, effectively writing off the expenditure.

##### Capitalisation Thresholds

Capitalisation thresholds used by Council for a representative range of assets are shown below. No capitalisation threshold is applied to the acquisition of land or interests in land.

Office Furniture & Equipment	\$1,000
Other Plant & Equipment	\$1,000
Buildings - new construction/extensions	\$10,000
Park & Playground Furniture & Equipment	\$2,000
Road construction & reconstruction	\$10,000
Paving & footpaths, Kerb & Gutter	\$2,000
Drains & Culverts	\$5,000
Reticulation extensions	\$5,000
Sidelines & household connections	\$5,000
Artworks	\$5,000

##### Estimated useful lives

Plant, Furniture & Equipment	
Office Equipment	5 to 10 years
Office Furniture	10 to 20 years
Vehicles and Road-making Equip	5 to 8 years
Other Plant & Equipment	5 to 15 years
Building & Other Structures	
Buildings - masonry	50 to 100 years
Buildings - other construction	20 to 40 years
Park Structures - masonry	50 to 100 years
Park Structures - other construction	20 to 40 years
Playground equipment	5 to 15 years
Benches, seats, etc	10 to 20 years
Infrastructure	
Sealed Roads - Surface	15 to 25 years
Sealed Roads - Structure	20 to 50 years
Unsealed Roads	10 to 20 years
Bridges - Concrete	80 to 100 years
Paving & Footpaths, Kerb & Gutter	80 to 100 years
Drains & Culverts	80 to 100 years
Flood Control Structures	80 to 100 years
Dams and Reservoirs	80 to 100 years
Bores	20 to 40 years
Reticulation Pipes - PVC	70 to 80 years
Other Assets	
Artworks	indefinite

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 8 - LIABILITIES

	2017		2016	
	\$		\$	
<b>TRADE &amp; OTHER PAYABLES</b>	Current	Non-current	Current	Non-current
Goods & Services	636,085	-	271,646	-
Unexpended grants	2,048,110	-	2,102,704	-
Accrued expenses - employee entitlements	29,928	-	150,647	-
Accrued expenses - other	49,230	-	479,018	-
Deposits, Retentions & Bonds	143,698	-	202,402	-
	<u>2,907,051</u>	-	<u>3,206,417</u>	-

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Council during the reporting period which remain unpaid. The balance is recognised as a currently liability with the amounts normally paid within 30 days of recognition of the liability.

#### **EMPLOYEE PROVISIONS**

Employee entitlements (including oncosts)	306,536	20,784	652,676	27,138
Other	-	-	1,041	-
	<u>306,536</u>	<u>20,784</u>	<u>653,717</u>	<u>27,138</u>

Provisions are recognised when the Council has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 9 - RESERVES

<b>ASSET REVALUATION RESERVE</b>	1/07/2016	Transfers	30/06/2017
	\$	\$	\$
Land	6,636,200	-	6,636,200
Improvements	3,283,646	-	3,283,646
Buildings & Other Structures	15,152,750	-	15,152,750
Infrastructure			
- Roads, bridges, footpaths	36,169,201	-	36,169,201
Plant and equipment	811,345	-	811,345
Furniture, fittings and equipment	345,291	-	345,291
<b>Total Property, Plant &amp; Equipment</b>	<b>62,398,433</b>	<b>-</b>	<b>62,398,433</b>
<b>OTHER RESERVES</b>	1/07/2016	Transfers	30/06/2017
Capital Depreciation Renewal Reserve	-	2,741,418	2,741,418
Asset Retirement Obligation Reserve	-	-	-
<b>TOTAL OTHER RESERVES</b>	<b>-</b>	<b>2,741,418</b>	<b>2,741,418</b>
<b>TOTAL RESERVES</b>	<b>62,398,433</b>	<b>2,741,418</b>	<b>65,139,851</b>

#### **PURPOSES OF RESERVES**

##### **Asset Revaluation Reserve**

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of Property, Plant and Equipment.

##### **Other Reserves**

###### Capital Depreciation Renewal Reserve

This reserve is used to fund future capital renewals.

###### Asset Retirement Obligation Reserve

Council's Strategic Plan for the future includes taking into account the economic future useful life of the current waste transfer station and the cost required to cover the rehabilitation of the facility when it eventually closes for public service which is estimated at this stage to be in around nine to ten years from now.



## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 10 - ASSETS SUBJECT TO RESTRICTIONS

The uses of the following assets are restricted, wholly or partially, by legislation or other externally imposed requirements. The assets are required to be utilised for the purposes for which control was transferred to Council, or for which the revenues were originally obtained.

	2017	2016
<b>CASH &amp; FINANCIAL ASSETS</b>	<b>\$</b>	<b>\$</b>
Unexpended grants from:		
Deferred revenue	1,500,000	2,101,958
Non-reciprocal agreement	548,110	989,000
Binjari Funds	229,936	338,839
Airport Funds	-	739,018
	<b>2,278,046</b>	<b>4,168,815</b>
<b>TOTAL ASSETS SUBJECT TO EXTERNALLY IMPOSED RESTRICTIONS</b>	<b>2,278,046</b>	<b>4,168,815</b>

*The following liabilities, included in Note 8, may be discharged from restricted assets in the first instance.*

<i>Provisions</i>	<i>327,320</i>	<i>680,855</i>
	<i>327,320</i>	<i>680,855</i>

Deferred revenue of \$1.5M is restricted by a funding agreement with the Northern Territory Government.

Non-reciprocal agreements of \$548,110 are restricted with the Northern Territory Government.

Binjari funds are restricted with the Northern Territory Government.

Provisions are comprised of employee long service leave and annual leave entitlements.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 11 - RECONCILIATION OF CASH FLOW STATEMENT FROM OPERATING ACTIVITIES

(a) **Reconciliation of Cash**

Cash Assets comprise highly liquid investments with short periods to maturity subject to insignificant risk of changes of value. Cash at the end of the reporting period as shown in the Cash Flow Statement is reconciled to the related items in the Statement of Financial Position as follows:

	Notes	2017 \$	2016 \$
Total cash & equivalent assets	5	<u>14,629,943</u>	<u>15,132,352</u>
Balances per Cash Flow Statement		<u>14,629,943</u>	<u>15,132,352</u>

(b) **Reconciliation of Change in Net Assets to Cash  
from Operating Activities**

Net Surplus (Deficit)		3,609,093	2,366,410
Non-cash items in Income Statement			
Depreciation, amortisation & impairment		81,256	-
Net increase (decrease) in unpaid employee benefits		(473,213)	-
Non-cash asset acquisitions		-	(132,659)
Grants for capital acquisitions treated as Investing Activity		(984,071)	(1,008,639)
Net (Gain) Loss on Disposals		<u>14,057</u>	<u>83,245</u>
		<u>2,247,122</u>	<u>1,308,357</u>
Add (Less): Changes in Net Current Assets			
Net (increase) decrease in receivables		(246,489)	(228,492)
Net (increase) decrease in inventories		11,844	(29,670)
Net increase (decrease) in trade & other payables		(178,647)	2,532,728
Net increase (decrease) in other provisions		<u>(1,041)</u>	<u>117,992</u>
<b>Net Cash provided by (or used in) operations</b>		<u>1,832,789</u>	<u>3,700,915</u>

(c) **Non-Cash Financing and Investing Activities**

Acquisition of assets by means of:

- Physical resources received free of charge	3	<u>-</u>	<u>132,659</u>
Amounts recognised in Income Statement		<u>-</u>	<u>132,659</u>
		<u>-</u>	<u>132,659</u>

(d) **Financing Arrangements**

Unrestricted access was available at balance date to the following lines of credit:

Bank Overdrafts	100,000	100,000
Corporate Credit Cards	10,750	10,750

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

Katherine Town Council

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
for the year ended 30 June 2017

Note 12 - FUNCTIONS

REVENUES, EXPENSES AND ASSETS HAVE BEEN DIRECTLY ATTRIBUTED TO THE FOLLOWING FUNCTIONS & ACTIVITIES

	GENERAL PUBLIC SERVICES			PUBLIC ORDER & SAFETY			ECONOMIC AFFAIRS			ENVIRONMENTAL PROTECTION			HOUSING & COMMUNITY AMENITIES			
	BUDGET 2017	ACTUAL 2017	ACTUAL 2016	BUDGET 2017	ACTUAL 2017	ACTUAL 2016	BUDGET 2017	ACTUAL 2017	ACTUAL 2016	BUDGET 2017	ACTUAL 2017	ACTUAL 2016	BUDGET 2017	ACTUAL 2017	ACTUAL 2016	
<b>OPERATING REVENUES</b>																
Rates																
Statutory & User Charges	5,967,122	5,896,015	5,368,876	-	-	-	-	-	-	1,031,295	1,034,376	934,342	-	-	-	
Grants - NT recurrent	59,824	59,227	52,012	71,300	112,439	61,791	485,993	583,703	458,188	412,000	464,472	464,472	67,700	66,798	66,798	
Grants - NT capital	376,000	645,083	375,163	-	-	-	896,392	1,381,482	908,555	-	570,088	20,000	229,936	182,936	182,936	
Grants - Cwith recurrent	-	-	-	-	-	-	23,594	-	-	-	-	-	-	-	-	
Grants - Cwith capital	-	-	-	-	-	-	497,984	-	-	-	-	-	-	-	-	
Contributions & Donations	-	-	-	-	-	-	-	-	-	92,000	92,000	-	-	-	-	
Investment Income	310,000	332,168	375,326	-	-	-	40,000	61,276	53,605	-	-	-	-	-	-	
Reimbursements & Other Revenues	84,200	171,931	50,075	-	-	-	21,500	25,662	55,010	-	-	55,372	-	-	342	
<b>Total</b>	6,797,146	7,304,424	6,221,462	71,300	112,439	61,791	1,965,473	2,052,123	1,475,338	1,535,295	1,696,474	1,474,186	297,636	235,892	250,076	
<b>OPERATING EXPENSES</b>																
Employee Costs	1,482,718	1,290,438	1,292,931	228,868	156,282	175,209	1,271,825	1,441,242	1,595,340	560,935	487,496	358,117	30,433	18,115	50,554	
Materials, Contracts & Other	1,410,551	1,042,781	1,134,057	36,697	22,865	26,789	1,674,922	1,879,660	1,383,355	489,408	482,320	529,365	896,691	122,206	318,713	
Depreciation, Amortisation, Impairment	124,012	2,525	-	14	-	-	2,486,081	71,693	-	33,608	-	-	91,777	225	-	
<b>Total</b>	3,018,081	2,335,744	2,396,948	265,579	179,147	202,008	5,452,528	3,392,595	2,978,695	1,073,951	979,816	888,482	1,020,901	140,547	369,267	
<b>TOTALS</b>	3,778,065	4,668,680	3,824,514	(192,279)	(66,808)	(140,217)	(3,487,055)	(1,340,472)	(1,503,357)	461,344	716,658	587,704	(723,265)	95,345	(119,191)	
<b>TOTAL ASSETS UTILISED</b>	17,087,506	16,253,593	16,253,593	30,590	30,590	69,523	43,924,356	43,924,356	41,062,930	946,788	759,055	759,055	1,740,628	1,740,628	1,740,628	
<b>OPERATING REVENUES</b>																
Rates																
Statutory & User Charges																
Grants - NT recurrent																
Grants - NT capital																
Grants - Cwith recurrent																
Grants - Cwith capital																
Contributions & Donations																
Investment Income																
Reimbursements & Other Revenues																
<b>Total</b>																
<b>OPERATING EXPENSES</b>																
Employee Costs																
Materials, Contracts & Other																
Depreciation, Amortisation, Impairment																
<b>TOTALS</b>																
<b>TOTAL ASSETS UTILISED</b>																

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 12 (cont) - FUNCTIONS

The activities relating to Council functions are as follows:

##### **General Public Services**

Administrative, legislative and executive affairs, financial and fiscal affairs, general research and general services; also includes Natural Disaster relief.

##### **Public Order & Safety**

Fire protection; local emergency services; animal control and impounding; control of public places; control of signs, hoardings and advertising, community policing and probationary matters.

##### **Economic Affairs**

General economic, agriculture and forestry, fuel and energy, other labour and employment affairs, CDEP and transport and other industries, saleyards and tourism.

##### **Environmental Protection**

Waste management, pollution reduction, protection of biodiversity and landscape and protection and remediation of soil, ground water and surface water.

##### **Housing & Community Amenities**

Housing, housing and development and street lighting.

##### **Recreation, Culture and Religion**

Facilities and venues, recreation parks and reserves, culture and religion services, museums and libraries.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 13 - FINANCIAL INSTRUMENTS

##### Accounting Policies

Bank, Deposits at Call, Short Term Deposits	<p><b>Accounting Policy:</b> Carried at lower of cost and net realisable value; Interest is recognised when earned.</p> <p><b>Terms &amp; conditions:</b> Deposits are returning fixed interest rates between 1.25% and 1.55% (2016: 1.25% and 1.55%). Short term deposits have an average maturity of 173 days and an average interest rates of 2.61% (2016: 133 days, 2.87%).</p> <p><b>Carrying amount:</b> approximates fair value due to the short term to maturity.</p>
Property, Plant & Equipment	<p><b>Accounting Policy:</b> The depreciable amount of an asset is determined after deducting its residual value.</p> <p><b>Terms &amp; conditions:</b> The maximum residual value of an asset is recognised from external asset revaluation reporting.</p> <p><b>Carrying amount:</b> The residual value of an asset may increase to an amount equal to or greater than the asset's carrying amount. If it does, the asset's depreciation charge is zero unless and until its residual value subsequently decreases to an amount below the asset's carrying amount.</p>
Receivables - Rates & Associated Charges (including legals & penalties for late payment)	<p><b>Accounting Policy:</b> Carried at nominal values.</p> <p><b>Terms &amp; conditions:</b> Secured over the subject land, arrears attract interest of 17% (2016: 17%). Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries in the</p> <p><b>Carrying amount:</b> approximates fair value (after deduction of any allowance).</p>
Receivables - Fees & other charges	<p><b>Accounting Policy:</b> Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.</p> <p><b>Terms &amp; conditions:</b> Unsecured, and do not bear interest. Although Council is not materially exposed to any individual debtor, credit risk exposure is concentrated within the Council's boundaries.</p> <p><b>Carrying amount:</b> approximates fair value.</p>
Receivables - other levels of government	<p><b>Accounting Policy:</b> Carried at nominal value.</p> <p><b>Terms &amp; conditions:</b> Amounts due have been calculated in accordance with the terms and conditions of the respective programs following advice of approvals, and do not bear interest. All amounts are due by Departments and Agencies of the Governments of the Commonwealth &amp; State.</p> <p><b>Carrying amount:</b> approximates fair value.</p>
Liabilities - Creditors and Accruals	<p><b>Accounting Policy:</b> Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Council.</p> <p><b>Terms &amp; conditions:</b> Liabilities are normally settled on 30 day terms.</p> <p><b>Carrying amount:</b> approximates fair value.</p>

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 13 (cont) - FINANCIAL INSTRUMENTS

##### Liquidity Analysis

2017	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
	\$	\$	\$	\$	\$
<b>Financial Assets</b>					
Cash & equivalents	14,629,943			14,629,943	14,629,943
Receivables	891,190			891,190	891,190
<b>Total</b>	<b>15,521,133</b>	-	-	<b>15,521,133</b>	<b>15,521,133</b>
<b>Financial Liabilities</b>					
Trade & other payables	2,907,051			2,907,051	2,907,051
<b>Total</b>	<b>2,907,051</b>	-	-	<b>2,907,051</b>	<b>2,907,051</b>
<b>2016</b>					
<b>Financial Assets</b>					
Cash & equivalents	15,132,352			15,132,352	15,132,352
Receivables	652,785			652,785	652,785
<b>Total</b>	<b>15,785,137</b>	-	-	<b>15,785,137</b>	<b>15,785,137</b>
<b>Financial Liabilities</b>					
Trade & other payables	3,206,417			3,206,417	3,206,417
<b>Total</b>	<b>3,206,417</b>	-	-	<b>3,206,417</b>	<b>3,206,417</b>

All financial instruments are categorised as loans and receivables.

Note: Statutory receivables, such as rates, have been excluded from the above tables.

##### Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Council.

##### Summary of Financial Asset & Financial Liabilities

The carrying amounts for each category of financial instruments, measured in accordance with AASB 139 Financial Instruments: Recognition and Measurement as detailed in the accounting policies to these financial statements are as follow:

	2017	2016
	\$	\$
<b>Financial assets</b>		
Cash & cash equivalents	14,629,943	15,132,352
Trade & other receivables	891,190	652,785
<b>Total financial assets</b>	<b>15,521,133</b>	<b>15,785,137</b>
<b>Financial liabilities</b>		
Trade & other payables	2,907,051	3,206,417
<b>Total financial liabilities</b>	<b>2,907,051</b>	<b>3,206,417</b>

##### Risk Exposures

**Credit Risk** represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Council is the carrying amount, net of any provision for doubtful debts. In accordance with regulations, all Council investments are made with authorised deposit taking institutions. Except as detailed in Notes 5 in relation to individual classes of receivables, exposure is concentrated within the Council's boundaries, and there is no material exposure to any individual debtor.

**Market Risk** is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of Council's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor **currency risk** apply.

**Liquidity Risk** is the risk that Council will encounter difficulty in meeting obligations with financial liabilities. Liabilities have a range of maturity dates based on cash inflows. Council also has available a range of bank overdraft and short-term draw down facilities that it can access.

**Interest Rate Risk** is the risk that future cash flows will fluctuate because of changes in market interest rates. Most of Council's financial instruments - both assets and liabilities - are at fixed rates. Any such variations in future cash flows will not be material in effect on either Council income or expenditure.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 14 - COMMITMENTS FOR EXPENDITURE

	2017	2016
	\$	\$
<b>Capital Commitments</b>		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Capital Expenditure	<u>737,501</u>	<u>657,787</u>
These expenditures are payable:		
Not later than one year	<u>737,501</u>	<u>657,787</u>
	<u>737,501</u>	<u>657,787</u>
<b>Other Expenditure Commitments</b>		
Other non-capital expenditure committed for in relation to investment properties:		
Other Expenditure	-	523,551
These expenditures are payable:		
Later than one year and not later than 5 years	-	342,251
Later than 5 years	-	<u>181,300</u>
Minimum lease payments	<u>-</u>	<u>523,551</u>
Net Lease Liability	<u>-</u>	<u>523,551</u>

#### CAPITAL MANAGEMENT

The Council manages its capital to ensure that it will be able to continue as going concern. The Council's overall strategy remained unchanged throughout the year.

The capital structure of the Council consists of equity which includes Retained Earnings.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 15 - FINANCIAL INDICATORS

	2017	2016
<b>Current Ratio</b>		
<u>Current Assets - Externally Restricted Assets</u>	4.14:1	3.02:1
Current Liabilities		
<b>Rate Coverage Percentage</b>		
<u>Rate Revenues</u>	49.38%	53.25%
Total Revenues		
<b>Rates &amp; Annual Charges Outstanding Percentage</b>		
<u>Rates &amp; Annual Charges Outstanding</u>	4.45%	5.93%
Rates & Annual Charges Collectible		



## **Katherine Town Council**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017**

#### **Note 16 - OPERATING LEASES**

##### ***Leases providing revenue to the Council***

Council owns various buildings, plant and other facilities that are available for hire or lease (on a non-cancellable basis wherever practicable) in accordance with the published revenue policy. Rentals received from such leases are disclosed as Rental Income in Note 2.

##### **Investment Property**

Council does not hold Investment Property, accordingly no rentals received.

##### ***Lease payment commitments of Council***

Council has not entered into non-cancellable operating leases, in particular non-current asset leases.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 17 – SUPERANNUATION

The Council makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme).

Employer contributions are based on a fixed percentage of ordinary time earnings in accordance with superannuation guarantee legislation (9.50% in 2016/17; 9.50% in 2015/16). Council contributes an additional 4% for those employees who make voluntary superannuation contributions. No further liability accrues to the Council as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

#### **Contributions to Other Superannuation Schemes**

Council also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Council.

**Katherine Town Council**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
for the year ended 30 June 2017**

**Note 18 - INTERESTS IN OTHER ENTITIES**

Council does not participate in cooperative arrangements with other Councils and other bodies.

**Entities consolidated within these Statements**

There are not principal activities and entities conducted other than in the Council's own name.

**Joint Operations**

Council is not a party to any agreement for joint operations.

**Equity accounted Council Businesses**

Council does not have any interests in any other Council or business.

## **Katherine Town Council**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017**

#### **Note 19 - CONTINGENCIES & ASSETS & LIABILITIES NOT RECOGNISED IN THE STATEMENT OF FINANCIAL POSITION**

There are no assets that do not qualify for recognition in the Statement of Financial Position.

#### **BANK GUARANTEES**

Council has no guaranteed loans and other banking facilities advanced to others.

**Katherine Town Council**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS  
for the year ended 30 June 2017**

**Note 20 - EVENTS OCCURRING AFTER REPORTING DATE**

Council is not aware of any material or significant "non adjusting events" that should be disclosed.

## **Katherine Town Council**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017**

#### **Note 21 - RESTRUCTURE OF THE COUNCIL**

The Katherine Town Council was not part of a restructure of local government in the Northern Territory in this financial year. Accordingly no assets, liabilities or undertakings were transferred to this Council as part of a restructure of local government in the Northern Territory.

## **Katherine Town Council**

### **NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017**

#### **Note 22 - DISCONTINUED OPERATIONS**

The Katherine Town Council was not part of a restructure of local government in the Northern Territory in this financial year. Accordingly no operations of predecessor Councils were transferred to this Council as part of a restructure of local government in the Northern Territory.

## Katherine Town Council

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2017

#### Note 23 - RELATED PARTY TRANSACTIONS

##### KEY MANAGEMENT PERSONNEL

The Key Management Personnel of the Council include the Mayor, Councillors, CEO and certain prescribed officers under section 112 of the Local Government Act 1999. In all, 15 persons were paid the following total compensation:

	2017 \$
Salaries, allowances & other short term benefits	1,294,450
Post-employment benefits	-
Long term benefits	-
Termination benefits	-
<b>TOTAL</b>	<b>1,294,450</b>

Council did not receive any other contributions or fees, other than amounts paid as ratepayers or residents (e.g. rates, hire facility fees, etc).

##### PARTIES RELATED TO KEY MANAGEMENT PERSONNEL

Katherine Town Council Key Management Personnel including prescribed officers under section 112 of the Local Government Act declared the following:

Two (2) prescribed officers and one (1) elected member have a close family member who is employed by suppliers to Katherine Town Council. However, the relevant officers and elected member are excluded from procurement process with the relevant suppliers.

One (1) prescribed officer has a close family member who is employed on a casual basis.



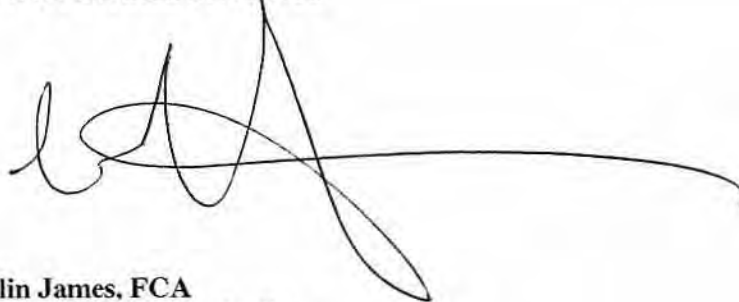
To the Council Members  
Katherine Town Council  
PO Box 1071  
Katherine NT 0851

### Auditors' Independence Declaration

I declare that, to the best of my knowledge and belief, during the year ended 30 June 2017 there have been:

- (i) no contraventions of the auditor independence requirements as set out in the requirements of the *Local Government Act* and the *Local Government (Accounting) Regulations* made under that Act, in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

**LOWRYS ACCOUNTANTS**



**Colin James, FCA**  
Registered Company Auditor

Darwin, 15 November 2017

**INDEPENDENT AUDITOR'S REPORT**
**TO THE ELECTED COUNCIL MEMBERS OF KATHERINE TOWN COUNCIL**
***Opinion***

We have audited the financial report of Katherine Town Council (the Council), which comprises the statement of financial position as at 30 June 2017, the statement of profit or loss and other comprehensive income, the statement of changes in equity, the cash flow statement for the year then ended and the notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial report of the Katherine Town Council has been prepared in accordance with the Local Government Act and the Local Government (Accounting) Regulations, including:

- (i) giving a true and fair view of the Council's financial position as at 30 June 2017 and of its financial performance for the year then ended;
- (ii) complying with Australian Accounting Standards.

***Basis for Opinion***

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the Council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

***Restriction on use***

The financial report has been prepared to assist the elected Council Members of Katherine Town Council in complying with the financial reporting requirements of the Local Government Act, referred to above.

As result, the financial report and this Independent Auditor's Report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Our report is intended solely for the elected Council Members of Katherine Town Council and should not be used by parties other than the elected Council Members of Katherine Town Council. We disclaim any assumption of responsibility for any reliance on this report, or on the Financial Report to which it relates, to any person other than the elected Council Members of Katherine Town Council or for any other purpose than that for which it was prepared.

***Chief Executive Officer's Responsibility for the Financial Report***

The Chief Executive Officer of Council is responsible for the preparation of the financial report that gives a true and fair view in accordance with the Australian Accounting Standards and relevant provisions of the Local Government Act and Local Government (Accounting) Regulations, and for such internal controls as the Chief Executive Officer determine are necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Chief Executive Officer is responsible for assessing the Council's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Chief Executive Officer either intend to cease operation, or have no realistic alternative but to do so.

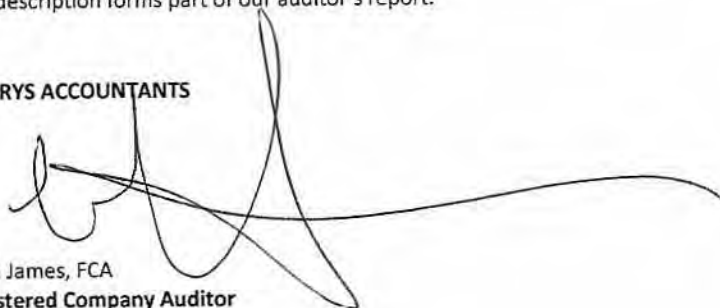
The elected Council Members of the Katherine Town Council are responsible for overseeing the Council's financial reporting process.

**INDEPENDENT AUDITOR'S REPORT****TO THE ELECTED COUNCIL MEMBERS OF KATHERINE TOWN COUNCIL*****Auditor's Responsibilities for the Audit of the Financial Report***

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: [http://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf)

This description forms part of our auditor's report.

**LOWRYS ACCOUNTANTS**A large, stylized handwritten signature in black ink, appearing to be 'Colin James', written over the company name.

Colin James, FCA  
**Registered Company Auditor**

Darwin, 15 November 2017



SWJR Nominees Pty Ltd  
ABN 49 078 887 171  
Cnr Coonawarra & Hook Roads  
PO Box 36394, Winnellie NT 0821  
Tel: 08 8947 2200  
Fax: 08 8947 1146  
lowrys.accountants@lowrys.com.au

15 November 2017

The Chief Executive Officer  
Katherine Town Council  
PO Box 1071  
Katherine NT 0851

Dear Chief Executive Officer

**AUDIT OF THE GENERAL PURPOSE FINANCIAL REPORT  
FOR THE YEAR ENDED 30 JUNE 2017**

We have completed our audit of Katherine Town Council for the financial year ended 30 June 2017 and have issue an unqualified audit opinion.

The report to the Council, including the 2017 management letter, includes all matters and issues arising from our audit which we consider appropriate for consideration by the Council.

**Enclosures**

1. We have enclosed three copies of the 2017 General Purpose Financial Report for distribution as follows:
  - One bound copy is for your records;
  - One unbound copy is for your records; and
  - One unbound copy is to be forwarded to the Northern Territory Grants Commission.

We have also forwarded an electronic copy for e-mail distribution.

2. We have also enclosed a signed copy of the 2017 management letter.

Please contact this office should you require any further assistance.

Yours faithfully  
Lowrys Accountants

A handwritten signature in black ink, appearing to read 'Colin James', is written over a horizontal line. The signature is stylized with loops and a long horizontal stroke extending to the right.

Colin James, FCA  
**Registered Company Auditor**



# REPORT

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

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

**REPORT TITLE:** KATHERINE TOWN COUNCIL – MINOR AND ATTRACTIVE ITEMS POLICY

---

## PURPOSE OF REPORT

To again provide a copy of the draft Katherine Town Council Minor and Attractive Items Policy to Elected Members for their information and to adopt the minor and attractive items policy that defines what a minor and attractive item is, who is responsible for said items and how they are recorded.

## BACKGROUND

The policy was originally adopted by Council in June 2016. The attached policy has only been amended to clarify in more detail the description of a minor and attractive item as well as to reflect recommended changes by the Department of Local Government.

## OFFICER RECOMMENDATION

**That it be recommended to Council:**

That the attached draft 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 Minor and Attractive Items Policy

# MINOR & ATTRACTIVE ITEMS POLICY



**TITLE: MINOR & ATTRACTIVE ITEMS POLICY**

**ADOPTED BY: COUNCIL**

**RESPONSIBILITY: CHIEF EXECUTIVE OFFICER**

**NEXT REVIEW DATE: 28/11/2018**

Deleted: 25/05/2017

Version	Decision Number	Adoption Date	History
1		24/05/2016	<b>DRAFT</b>
2		<u>28/11/2017</u>	
3			
4			

Deleted: May 2016

Deleted: 1

**1. MINOR & ATTRACTIVE ITEMS POLICY**

The Minor and Attractive Items Policy ('Policy') relates to Katherine Town Council ('Katherine Town Council').

**2. COMMENCEMENT OF POLICY**

This Policy will commence from 29/11/2017. It replaces all other policies, if any, relating to minor and attractive assets (whether written or not).

Deleted: 24/05/2016

**3. SCOPE**

- 3.1 The Policy relates to all employees of Council (whether full-time, part-time or casual) and temporary staff as well as Elected Members (collectively referred to as 'workers'); and
- 3.2 The Policy does not form part of any contract of employment with Katherine Town Council. Nor does it form part of any contract for service with Katherine Town Council.

**4. PURPOSE**

- 4.1 The purpose of the Minor & Attractive Items Policy is to identify, record and track Council items as minor and attractive items.

**5. SCOPE**

- 5.1 This policy applies to all items defined as a minor and attractive item and all workers who deal with minor and attractive items. A minor and attractive item purchased by Council, with Council funds, irrespective of the funding source and includes items gifted or donated to Council.
- 5.2 Council will comply with all relevant standards and legislation which requires written records of minor and attractive items. Council will maintain a register to record the receipt, movement and disposal of non-consumable items of a minor and attractive nature.

**6. DEFINITIONS**

**Accountable Officer** - The person or entity accountable for the Policy or Procedure and who coordinates its deployment. The Accountable Officer is also responsible for leading the review of the Policy or Procedure and will ensure that any Policy or Procedure has accurate and current Regulatory Compliance Instruments referenced. The Corporate Services Executive Manager is the accountable officer.

Deleted: May 2016

Deleted: 1



**Asset Capitalisation Threshold** - The amount which determines when acquisitions of Council will be classified as a minor or attractive asset. The Asset Capitalisation Threshold is \$1,000. All acquisitions less than the Asset Capitalisation Threshold will be expensed in the year of acquisition. All acquisitions greater than \$1,000 will be treated as assets of Council.

**Minor and Attractive Item** - Non-consumable items of a portable and desirable nature which are susceptible to theft or loss due to their portable nature and attractiveness for personal use or resale. Typical examples of such items include, but are not limited to, plant [e.g.: chainsaws, scissor lifts, whipper snippers, electric drills, etc.], computers, tablets, LCD monitors (above standard size only), computer hard drives, printers, cameras, mobile phones, mobile data devices, GPS devices, printers, etc.

**Minor and Attractive Items Register** - The whole of Council register that records the acquisition of items which satisfy the criteria of a minor and attractive item.

## 7. PRINCIPLES

7.1 The following principles apply:

7.1.1 Minor and attractive items do not meet the Asset Capitalisation Threshold and, consequently are expensed in the year of acquisition.

7.1.2 All workers involved in the purchasing, disposal, usage, transfer, keeping, allocation and/or management of minor and attractive items are responsible for maintaining up-to-date knowledge of this policy and related procedures, to ensure that Council complies with its legislative obligations.

7.1.3 Responsibility for the control and safe custody of a minor and attractive item remains with the manager/supervisor responsible for that area or the worker who has control and use of the minor and attractive item. Council will retain ownership of the minor and attractive item at all times.

7.1.4 Council will maintain a minor and attractive item register and minor and attractive items will be subject to an annual stocktake.

7.1.5 A minor and attractive item is a non-consumable item of a portable and desirable nature that satisfies either of the following criteria:

- a) the item is of a non-consumable nature, such as a minor plant, laptop computer, tablet, desktop computer, mobile phone or portable business/consumer electronic device of any Value less than \$4,999.99, with no lower limit; or
- b) a non-consumable item Valued between \$1,000 and \$4,999.99(exclusive of Goods and Services Tax (GST)).

7.1.6 The Corporate Services Executive Manager will review and may adjust the lower Value limit annually.

Deleted: May 2016

Deleted: 1

**8. BREACH OF THIS POLICY**

8.1 Any breach of the Policy may result in disciplinary action, including, but not limited to, issue of a warning, demotion, suspension or termination of employment.

**9. KATHERINE TOWN COUNCIL CONTACT**

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

**VARIATIONS**

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

**ASSOCIATED DOCUMENTS**

- Instrument of Delegation Policy
- Credit Card Policy
- Procurement Policy
- Fraud Protection Policy

**POLICY VERSION AND REVISION INFORMATION**

Policy Authorised by: Robert Jennings

Original issue: 24/05/2016

Title: Chief Executive Officer

Policy Maintained by: Alice Anastacio

Current version: 2

Title: Corporate Services Executive Manager

Review date: 28/11/2018

Deleted: 1

Deleted: 25/05/2017

Deleted: May 2016

Deleted: 1

## KATHERINE TOWN COUNCIL



# REPORT

**FOLDER:** Finance / budgeting / Budget 2017-18

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

**REPORT TITLE:** BUDGET ADJUSTMENT – SPORTSGROUND – OVAL 2

## Purpose of Report

The purpose of this report is to obtain approval of Council for an adjustment to the 2017/2018 Budget.

## Report

At the Ordinary Meeting of Council held on 27 June 2017 it was resolved to adopt the 2017/2018 Budget.

## Background

In accordance with the *Local Government Act* and in accordance with Financial Regulations a Council is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- Is incurred in a financial year before the adoption of the annual budget by the local government
- Is authorised in advance by Council resolution
- Is authorised in advance by the Mayor or President in an emergency

Approval is therefore sought for the budget adjustment detailed in the attachment for the reason specified.

Since the budget was adopted by Council on the 27 June 2017, officers have identified a budget that requires adjustment.

It is good management practice to revise the adopted budget when it is known that circumstances have changed. In keeping with this practice budgets are reviewed on a monthly basis. Officers have reviewed the adopted budget for the month of November 2017 and recommend alterations to the budget as tabled.

## OFFICER RECOMMENDATION

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

1. Approve the adjustments to the 2017/2018 Budget as detailed in this report and attachment, in accordance with the *Local Government Act*.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Delegation: Community Services Executive Manager, Mrs Sophie Henderson  
Attachments: Budget Adjustment

BUDGET ADJUSTMENT TABLE – 28 NOVEMBER 2017				
SOURCE OF FUNDS (FROM)		FUNDS TRANSFER (TO)		
ITEM	GENERAL LEDGER NO	AMOUNT	GENERAL LEDGER NO	AMOUNT
Sportsground – Oval 2 - Resurfacing		\$45,000	Sportsground Contractual - 3470/101/401	\$45,000

Whilst the lighting on Oval 2 has been a successful upgrade, it has highlighted the poor surface of the field. It is proposed to resurface Oval 2 with 50 mm of appropriate material and grass in preparation for the 2018 sporting season.



# REPORT

**FOLDER:** Property Management / Disposal / Asset Disposal and Auctions  
**MEETING:** ORDINARY MEETING OF COUNCIL– 28 NOVEMBER 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.

The following minor items have ceased to be operated under Council's information technology requirements.

NUMBER OF ITEMS	ITEM DESCRIPTION
1	IPad

**NB:** All data will be removed from devices prior to their disposal.

## 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.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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



# REPORT

**FOLDER:** Works / Reports / Reports 2017 / OCM General Reports  
**MEETING:** ORDINARY COUNCIL MEETING – 28 NOVEMBER 2017  
**REPORT TITLE:** OCCUPATION LICENCE OVER LOT 3023

---

## **Background**

Council Officers in conjunction with Department of Infrastructure, Planning and Logistics (Crown Land Estates) has been working towards an Occupation Licence over Lot 3023, Town of Katherine for over 12 months.

This area is known as the Randazzo Carpark and is situated on Railway Terrace. This parcel joins Katherine Town Council's Road Reserve and Katherine Town Council Lot 3023. Considerable work to renovate this lot and formalise it as a carpark has been undertaken by Department of Infrastructure, Planning and Logistics after consultation with KTC Officers.

The initial term of the Occupation Licence is 12 months, renewable up to five (5) years. Special conditions of the licence are attached and are generally normal conditions applied to such a licence.

## **OFFICER RECOMMENDATION**

**That it be recommended to Council:**

That Council:

1. Endorse the 12 month Occupation Licence and prior to the expiration, review and consider a five (5) year renewal.

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Acting Director Works & Services, David Moore  
**Attachment:** Special Conditions – Occupation Licence No. 3858



**Crown Land Estate**  
Level 1 Government Building  
5 First Street  
KATHERINE NT 0851

**Postal Address**  
PO Box 1171  
KATHERINE NT 0851

**T** 08 8973 8925  
**F** 08 8973 8944  
**E** [alana.pollard@nt.gov.au](mailto:alana.pollard@nt.gov.au)

**File Ref:** KOL3858

Mr Rob Jennings  
Chief Executive  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0851

Dear Mr Jennings

I refer to your correspondence of 23 August 2017 regarding Katherine Town Council's use of Lot 3023, Town of Katherine.

I am pleased to offer Katherine Town Council Occupation Licence No. 3858 over Lot 3023, Town of Katherine for the purpose of maintenance of public carpark.

The licence arrangement will be for a term of one year only, renewable up to a period of 5 years; and subject to:

- The special conditions contained within Occupation Licence No. 3858 (copy attached); and
- You obtaining a policy of public risk insurance in respect of the licensed area, for the term of the licence, and producing a Certificate of Currency to evidence such policy to the Regional Director, North, Department of Infrastructure, Planning and Logistics, Katherine.

This offer may be accepted by you arranging for the enclosed duplicate letter of offer, to be signed and dated by the appropriate officer on each page, thereby signifying your acceptance of the conditions of Occupation Licence No. 3858 and returning the endorsed document to:

Regional Director, North  
Department of Infrastructure, Planning and Logistics  
PO Box 1171  
KATHERINE NT 0851

Attention: Alana Pollard

Within fourteen days of the date of this letter, together with your evidence of public risk insurance. Please note that Occupation Licence No. 3858 will not be issued until such time as the above requirements have been met.

In the event that you cannot meet the above requirements within the time specified, this offer will automatically lapse, unless you have sought and been granted an extension of time prior to the expiry date.

Alana Pollard of this Department on telephone 8973 8925 is the contact officer. She would be pleased to answer any queries you may have in respect to this lease.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Claire Brown', written in a cursive style.

CLAIRE BROWN

Delegate of the Minister

23 August 2017

Regulation 37



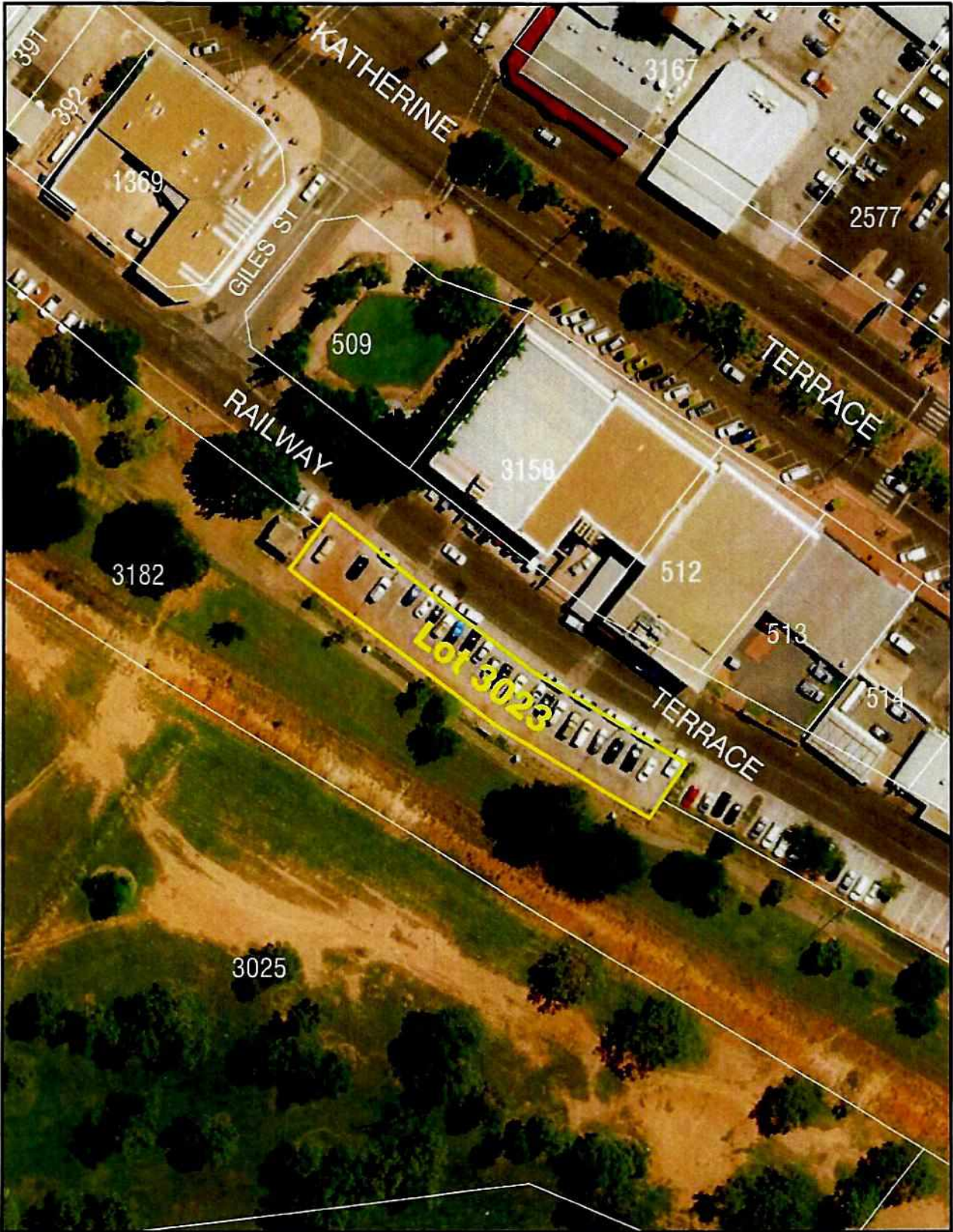
SPECIAL CONDITIONS

1. The fee for this licence shall be nil. This licence may be subject to an annual review.
2. The licence is granted for the purpose of maintenance of public carpark and the land may not be used for any other purpose (Crown Lands Regulation 29).
3. The licensee is not entitled to erect improvements without the prior approval of the Minister as provided for in Regulation 33(1) of the Crown Lands Regulations. Removal of any improvements from the licence area is to have the prior approval of the Minister (Crown Lands Regulation 33(2)).
4. The licensee shall, in respect of land included in the licence, ensure that at all times and to the satisfaction of the Minister, the land is kept clean, tidy and free from weeds, long grass, dry herbage, rubbish, carcasses of animals and other unsightly or offensive, poisonous, toxic or hazardous matter and harbour for insects, pest and the breeding of mosquitoes during the term and on expiration of the licence.
5. If the licensee fails to observe and carry out or to cause to be observed or carried out the conditions of clause 4 above on his part, the Territory shall have a right to enter onto the leased land and do all things necessary to that end and the expense and cost thereof (as determined by the Minister) shall be borne and payable by the licensee on demand.
7. Occupation Licence No. 3858 will not be renewed should native title be found to exist exclusively over Lot 3023, Town of Katherine.
8. The licensee acknowledges that the grant of an Occupation Licence does not confer any right to a lease, and that at any time notice to vacate the land within three (3) months may be served.
9. The licence shall not entitle the licensee to use the land for residential purposes.
10. The licence does not extend to cover the doing of any act or thing, which may become a danger or nuisance to the tenants or occupiers of adjoining lands.
11. The licensee shall obtain a policy of public risk insurance in respect of the licensed area and shall produce a Certificate of Currency to evidence such policy to the Regional Director, North Department of Infrastructure, Planning and Logistics, PO Box 1171, Katherine NT 0851.
12. The licensee shall enter, occupy and use the area entirely at the licensee's risk.
13. The licensee shall be totally responsible for the provision and costs of supplying power and water services to the area.
14. The licensee will at all times comply with any Control Plan and/or any Development Permit affecting the leased land.
15. Goods and Services Tax

15.1 For the purposes of this Clause unless the context otherwise requires:-

- (a) "GST" means any tax imposed on Supply by or through the New Tax System (Goods and Services Tax) Act 1999 ("the Act") and any related Tax Imposition Act. Where any other term is it shall have the meaning which it bears in the Act, or (if the term is not defined in the Act) then the meaning which it bears in the TPA;
- (b) "GST Rate" means the percentage amount GST payable determined under section 9-70 of the Act as amended from time to time; and
- (c) "Input Tax Credit", "Recipient", and "Supply" have the meaning they bear in the Act.

- 15.2 The parties acknowledge that the consideration under this Agreement is inclusive of GST, where GST is calculated using the GST Rate at the time of executing this agreement.
- 15.3 The Supplier shall provide the Recipient with a tax invoice and/or adjustments notes in relation to the Supply prior to an amount being paid by the recipient under this Agreement and shall do all things reasonably necessary to assist the Recipient to enable it to claim and shall do all things reasonably necessary to assist the Recipient to enable it to claim and obtain any input tax credit available to it in respect of a Supply.
- 15.4 Where the GST Rate is changed after the date of execution of this Agreement 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 that applies to the date of execution of this Agreement.



Lot 3023  
Katherine



Northern  
Territory  
Government

Department of Infrastructure, Planning and Logistics

0 10 20 30 40 50m

Scale 1: 1000 @ A4



Includes material © 2013 NTG. ALL RIGHTS RESERVED

Date: 19 April 2016

Drawing Name: Lot 3023 Katherine.dgn



# REPORT

**FOLDER:** Local Governance/Policy/Purchasing Delegations  
**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017  
**REPORT TITLE:** INSTRUMENT OF DELEGATIONS - CEO

---

## Purpose of Report

To seek approval from Council to delegate authority to the Chief Executive Officer in accordance with relevant legislation and in a format that accords with contemporary compliance requirements.

## Background

In October 2013 Council approved the following delegations on the Chief Executive Officer:

- a. THAT pursuant to Section 32 of the *Local Government Act* the Council hereby delegates to the Chief Executive Officer its powers and functions under the *Local Government Act* as set out in the Schedule below:

### **Schedule**

Section 112	Appointment of Authorised Persons
Section 244	Authorisation of persons to institute proceedings in the name of the Council

### **Various**

All of the powers and functions of the Council with the exception of the following:

- (1) Those matters referred to in Section 32 (3) of the Act
  - (2) Sections 22 and 24 regarding the adoption of the Municipal Plan
  - (3) Section 46 appointment to fill a casual vacancy on the Council
  - (4) Section 49 establishment of Local Boards
  - (5) Section 54 establishment of Council Committees
  - (6) Section 68 calling meetings for elections
- b. THAT pursuant to Section 112 of the *Local Government Act*, the Council appoints the Chief Executive Officer as an authorised person.
- c. THAT pursuant to Section 32 of the *Local Government Act* the Council hereby delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of the Council under the Katherine Town Council By-Laws, Part 3 – Animal Management.



# REPORT

## d. Financial Delegation

FINANCIAL DELEGATION		
POSITION	PURCHASE DELEGATION	PAYMENT DELEGATION
Chief Executive Officer	\$100,000	Unlimited – subject to properly authorised purchase commitments

### Notes:

1. Subject to being funded in Council's approved budget, the Chief Executive Officer is authorised to raise Council orders for the purchase of goods and services and is authorised to approve any and all payments provided they are properly authorised commitments.
2. The Chief Executive Officer is authorised to raise orders in excess of his/her threshold up to any amount but only where the expenditure is approved by Council resolution or the expenditure involves a fully budgeted item that recurs each year (e.g. Council annual insurance renewal).

## OFFICER RECOMMENDATION

### That it be recommended to Council:

1. The instrument of delegation to the Chief Executive Officer be amended to:

THAT pursuant to Section 32 of the *Local Government Act* the Council hereby delegates to the Chief Executive Officer its powers and functions under the *Local Government Act* as set out in the Schedule below:

### Schedule

Section 112 Appointment of Authorised Persons

Section 244 Authorisation of persons to institute proceedings in the name of the Council

### Various

All of the powers and functions of the Council with the exception of the following:

- (1) Those matters referred to in Section 32 (3) of the Act
- (2) Sections 22 and 24 regarding the adoption of the Municipal Plan
- (3) Section 46 appointment to fill a casual vacancy on the Council
- (4) Section 49 establishment of Local Boards
- (5) Section 54 establishment of Council Committees
- (6) Section 68 calling meetings for elections

THAT pursuant to Section 112 of the *Local Government Act*, the Council appoints the Chief Executive Officer as an authorised person.



# REPORT

THAT pursuant to Section 32 of the *Local Government Act* the Council hereby delegates to the Chief Executive Officer the power and authority to exercise all or any of the powers of the Council under the Katherine Town Council By-Laws, Part 3 – Animal Management.

## Financial Delegation

FINANCIAL DELEGATION		
POSITION	PROCUREMENT DELEGATION	PAYMENT DELEGATION
Chief Executive Officer	Up to \$100,000	Unlimited – subject to properly authorised purchase commitments

### Notes:

- a. Subject to being funded in Council's approved budget, the Chief Executive Officer is authorised to raise Council orders for the purchase of goods and services and is authorised to approve any and all payments provided they are properly authorised commitments.
  - b. The Chief Executive Officer is authorised to raise orders in excess of his/her threshold up to any amount but only where the expenditure is approved by Council resolution or the expenditure involves a fully budgeted item that recurs each year (e.g. Council annual insurance renewal).
2. The Principal Member (the Mayor) is authorised in accordance with Regulation 20 of the Local Government (Accounting) Regulations to sign cheques and approve electronic disbursements with an unlimited threshold (subject to properly authorised purchase commitments).

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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



# REPORT

**FOLDER:** Legal Documents/Agreements/Visitor Information Centre  
Operational Funding

**MEETING:** ORDINARY COUNCIL MEETING – 28 NOVEMBER 2017

**REPORT TITLE:** VISITOR INFORMATION CENTRE PARTNERSHIP AGREEMENT

---

## Purpose of Report

To seek approval to renew the Visitor Information Centre partnership agreement with Tourism NT for 2017/18.

## Background

Katherine Town Council has operated the Visitor Information Centre for the past eleven (11) years on the basis of agreements negotiated on a three year basis. Over this time the Visitor Centre has been completely refurbished with rental and commission income increasing significantly.

During this period reserves have been established which is indicated in the approved 2017/2018 budget in part for operational and capital purposes.

Tourism NT is now seeking a continuation of the current service level agreement and funding for the 2017/2018 financial year. A copy of the agreement is attached for Elected Member information.

## OFFICER RECOMMENDATION

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

1. That Council approves the renewal of the Visitor Information Centre operational funding agreement with Tourism NT for twelve months to 30 June 2018; and
2. That the Mayor and Chief Executive Officer be authorised to execute a one (1) year partnership agreement with Tourism NT for the 2017/2018 financial year and affix the Common Seal as required.

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

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**Delegation:** Executive Assistant to CEO – Ms Sue Crammond  
**Schedule of Attachments:** Partnership Agreement – Visitor Information Services 2017/18



**TOURISM NT**  
**NORTHERN TERRITORY**  
**AUSTRALIA**

**PARTNERSHIP AGREEMENT**  
**-VISITOR INFORMATION**  
**SERVICES**  
**2017/18**

**TOURISM NT**  
**KATHERINE TOWN COUNCIL ("VISP")**



## PARTNERSHIP AGREEMENT - VISITOR INFORMATION SERVICES

This AGREEMENT is made the \_\_\_\_\_ day of \_\_\_\_\_ 2017

### BETWEEN:

**TOURISM NT (ABN 17 435 764 236)**, Level 8, Charles Darwin Centre, 19 the Mall, Darwin in the Northern Territory of Australia ("**TOURISM NT**")

### AND:

**KATHERINE TOWN COUNCIL (ABN 47 836 889 865)**, Civic Centre, Stuart Highway, Katherine in the Northern Territory of Australia (the "**VISP**")

### THE BENEFITS OF VISITOR SERVICING

- Tourism outcomes – visitors have better experiences, stay longer, spend more, come back and tell others. Tourism businesses benefit from more customers.
- Community outcomes – enhanced sense of place and community esteem, focused use of community resources, employment opportunities. Local businesses benefit from visitor expenditure.
- Safety outcomes – enhanced information to avoid visitors getting lost and hurt.
- Environmental and cultural outcomes – directing tourism activity away from inappropriate places and areas susceptible to damage or cultural sensitivity, raised awareness in visitors.

### DEFINITION OF VISITOR SERVICING

Visitor servicing is defined as the provision, to visitors to Katherine, of:

- Unbiased information on attractions, events, retail and local services
- Information and/or booking services for accommodation, tours and attractions
- Maps and directional information
- Information on road conditions and transport options
- General advice on meeting visitor needs
- Booking facilities with the outlook to maximize tourism spend
- With the key objective of promoting the Northern Territory and its products

### FUNDING

- A. Tourism NT has agreed to provide funding to the VISP in order to assist the VISP to operate the Katherine VIC,
- B. Tourism NT will provide funding to the VISP in accordance with the terms and conditions set out in this Agreement.

## FUNDING SCHEDULE

Projects	Project Parameters	Performance Measures	Funding (GST Exc) 1 July 2017 to 30 June 2018
Column 1	Column 2	Column 3	Column 4
Visitor Information Services	<ul style="list-style-type: none"> <li>▪ Provide professional regional information through personnel, services, environment and collateral.</li> <li>▪ Provide booking facilities to enhance the visitor experience</li> <li>▪ Maintain working relationships with Tourism Central Australia, Tourism Top End and Battery Hill Mining Centre to ensure effective communication with the tourism industry</li> <li>▪ Alignment with the key message and branding of Tourism NT on any publications or refurbishment</li> <li>▪ Where required, support Tourism NT's efforts to enhance the provision of visitor information services throughout the Territory in the future.</li> <li>▪ Develop and implement an MOU for the 2017-18 financial year between KTC, TTE and Tourism NT</li> </ul>	<ul style="list-style-type: none"> <li>▪ Marketing activities</li> <li>▪ Visitor trends</li> <li>▪ Reporting on Key Performance Indicators (schedule a)</li> <li>▪ Provide an acquittal and Key Performance Indicator report (schedule b) by the following dates:               <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> report due: 10<sup>th</sup> Oct 17</li> <li>▪ 2<sup>nd</sup> report due 10<sup>th</sup> Jan 18</li> <li>▪ 3<sup>rd</sup> report due 10<sup>th</sup> Apr 18</li> <li>▪ 4<sup>th</sup> report due 10<sup>th</sup> Jul 18</li> </ul> </li> </ul>	\$293,000
Implementing recommendations from the "Katherine Tourism Visitor Services & Partnership" review that was undertaken by Bill Fox	<ol style="list-style-type: none"> <li>1. Implement key recommendations in the Bill Fox report, Attachment A.</li> <li>2. The following points are excluded:           <ul style="list-style-type: none"> <li>• Page 5 - VIC Management, transfer of Katherine VIC to TTE</li> <li>• Page 6 - RTO Membership, TTE amend fee structures then including the summary on page 9</li> <li>• Page 12 - Partnership Agreement between TTE, and KTC, this action will be replaced with a new MoU between KTC and TTE.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>▪ Activities identified in Column 2 are completed during the 2017-18 financial year</li> <li>▪ Provide updates as part of the acquittal and Key Performance Indicator report (schedule b) by the following dates           <ul style="list-style-type: none"> <li>▪ 1<sup>st</sup> report due: 10<sup>th</sup> Oct 17</li> <li>▪ 2<sup>nd</sup> report due 10<sup>th</sup> Jan 18</li> <li>▪ 3<sup>rd</sup> report due 10<sup>th</sup> Apr 18</li> <li>▪ 4<sup>th</sup> report due 10<sup>th</sup> Jul 18</li> </ul> </li> </ul>	N/A
		<b>TOTAL</b>	<b>\$293,000</b>

Funding Instalment (GST Ex)	Funding Instalment Period	Due date for provision of invoice by VISP
Column 1	Column 2	Column3
\$146,500	01 July 2017 – 1 February 2018	1 February 2018
\$146,500	1 April 2018 – 30 June 2018	1 April 2018

### Minimum Operating Hours

#### *November to February*

Monday to Friday 0900 to 1500

Saturday, Sunday and Public Holidays 0900 to 1200

#### *March to October*

Monday to Sunday 0900 to 1700

### **Closed: Christmas Day, Boxing Day, New Year's Day and Good Friday**

Opening hours may vary according to the visitor demand for services.

IT IS AGREED as follows:

**1. INTERPRETATION**

- (a) In this Agreement unless the contrary intention appears the following definitions will apply:
  - (i) **"Acquittal Reports"** is defined in clause 5(a);
  - (ii) **"Ad-hoc Report"** is defined in clause 5.5(a);
  - (iii) **"Ad-hoc Report Notice"** is defined in clause 5.5(a);
  - (iv) **"Dispute"** is defined in clause 10(a);
  - (v) **"Draft Review Report"** is defined in clause 6.5;
  - (vi) **"Funding"** means the amount referred to as "Total Funding" as per the Funding Schedule;
  - (vii) **"Funding Instalments"** means the instalments of the Funding specified in the Funding Schedule;
  - (viii) **"Funding Instalment Period"** means the period specified in the Funding Schedule;
  - (ix) **"Funding Schedule"** means the Schedule commencing on page 2 of this Agreement, which sets out the Project the VISP must undertake in accordance with this Agreement, the Funding payable by Tourism NT for such activities, and the Funding Instalments;
  - (x) **"Performance Measures"** means the performance measures specified in the Funding Schedule;
  - (xi) **"Project Parameters"** means the Project activities and the requirements pertaining to those activities specified in the Funding Schedule; and
  - (xii) **"Project"** means the Project specified in the Funding Schedule;
  - (xiii) **"Review Directions"** is defined in clause 6.4(a);
  - (xiv) **"Review Report"** is defined in clause 6.4;
  - (xv) **"Revised Funding Schedule"** means a Revised Funding Schedule pursuant to clause 5.3 or clause 6.4(b); and
  - (xvi) **"Statement of Performance and Funding Acquittal"** is defined in clause 5.1(b);
  - (xvii) **"Katherine VIC"** means the VIC operated by the VISP at the location chosen by the VISP at its discretion;
  - (xviii) **"KTC"** means the Katherine Town Council;
  - (xix) **"TTE"** means Tourism Top End;

- (xx) **"YTD Statement of Income and Expenditure"** is defined in clause 5.1(a);
  - (xxi) **"VIC"** means visitor information Centre;
  - (xxii) **"VIC Accreditation"** means VIC sector-specific accreditation with the Australian Tourism Accreditation Program administered by Tourism NT;
  - (xxiii) **"VIC Operating Profit"** is defined in clause 6.4(d)(iv);
  - (xxiv) **"VIC Operating Profit Notice"** is defined in clause 6.4(d)(iv); and
  - (xxv) **"VIC Operating Profit Proposal"** is defined in clause 6.6(a).
- (b) In the interpretation of this Agreement unless such interpretation is excluded by or repugnant to the context:
- (i) words importing the singular number include the plural number and vice versa;
  - (ii) words importing any gender include all other genders;
  - (iii) **"person"** includes a corporation;
  - (iv) all references to statutes also refer to statutes amending or re-enacting or replacing the statutes referred to and include a reference to all Proclamations Orders in Council regulations rules by-laws ordinances and any other instruments and directions (if any) made thereunder;
  - (v) all covenants warranties undertakings and agreements herein if entered into by more than 1 person are to be deemed to be joint and several;
  - (vi) 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; and
  - (vii) the Funding Schedule commencing on page 2 of this Agreement, and Schedules 1 located at the back of this Agreement, must be read and construed as part of this Agreement;
  - (viii) the Recitals referred to above form part of this Agreement and are to be interpreted having regard to this Agreement

## 2. PERIOD OF AGREEMENT

This Agreement operates from 1 July 2017 to 30 June 2018 (both days inclusive) (the "Term") unless terminated earlier in accordance with clause 2(b) or clause 7.

### **3. FUNDING**

#### **3.1 Payment of Funding**

Subject to this

Agreement:

- (a) Tourism NT will pay the Funding in the Funding Instalments to the VISP for the Project;
- (b) the VISP must provide a tax invoice for Funding in the Funding Instalment by the date specified in Part B, Column 3 of the Funding Schedule; and
- (c) the Funding Instalments will be paid by Tourism NT within 30 days of receipt of a tax invoice from the VISP.

### **4. BUY LOCAL REQUIREMENTS**

- (a) The Recipient acknowledges the Territory's:
  - I. Commitment to the development of business and industry in the Northern Territory; and
  - II. Support for Territory Enterprises
- (b) The Recipient must, except those cases where the Recipient can reasonably demonstrate to the Territory that it is impractical for commercial, technical or other reasons so to do;
  - I. Use labour, including apprentices and trainees and Indigenous labour, available within the Northern Territory; and
  - II. Use the services located and obtain supplies/material available within the Northern Territory

### **5. APPLICATION OF FUNDING AND PROJECT PARAMETERS**

- (a) The VISP must use the Funding for the Project and not for any other purpose.
- (b) The VISP must undertake the Project in accordance with the Project Parameters.
- (c) The VISP must ensure that any amount of the Funding not immediately required for expenditure is held at an approved financial institution in the name of the VISP, and that any interest earned on that account is applied and accounted for as though it formed part of the Funding. This should be acknowledged in the acquittal process and shown as a separate cost centre or in a separate bank statement.

### **6. REPORTING FOR SUBMISSION TO TOURISM NT**

- 6.1 The VISP must provide quarterly reporting acquittals as stated in the Funding Schedule.
- 6.2 The VISP must, by 31 July 2018 provide Tourism NT with the following (the "Acquittal Reports"):
  - (a) a year-to-date statement of income and expenditure in respect of the Katherine Visitor Information Centre (the "YTD Statement of Income and Expenditure"); and

- (b) a completed statement in the form set out in Schedule a and Schedule b (the "Statement of Performance and Funding Acquittal");
- (c) a Revised Funding Schedule for the current Funding Instalment Period prepared in accordance with clause 5.3.

### 6.3 Statement of Performance and Funding Acquittal

The VISP must complete the Statement of Performance and Funding Acquittal as follows:

- (a) in column 3 - outline the activities undertaken in accordance with the Project Parameters and provide details in relation to whether the Performance Measures have been achieved, or will be achieved by the end of the Term;
- (b) in column 4 - specify the amount of Funding acquitted to date; and
- (c) in column 5 - specify the projected expenditure of the Funding as at the end of the current Funding Instalment Period.

### 5.3 Revised Funding Schedule

- (a) The VISP must submit a revised Funding Schedule prior to the expiry of the agreement and the Funding amount specified against projects should be revised to reflect:
  - (i) any failure, or an anticipated failure, to achieve Performance Measures;
  - (ii) any portion of the Funding which has not been spent by the end of the Funding Instalment Period; and
  - (iii) any other event that may warrant an amendment to the Funding Schedule.
- (b) Tourism NT will:
  - (i) consider the Revised Funding Schedule during a Review undertaken in accordance with clause 6; and
  - (ii) may or may not approve the Revised Funding Schedule in its absolute discretion and subject to any amendments or conditions it considers appropriate.

### 5.4 Right to Inspect Records etc.

The VISP must, at all reasonable times give to persons authorised by Tourism NT permission to inspect any records, documents, statistical data and reports relevant to this Agreement.

### 5.5 Ad-Hoc Reports

- (a) Tourism NT may at its absolute discretion and at any time during the Term or within 12 months after the end of the Term, provide written notice (the "Ad-hoc Report Notice") that the VISP must provide an acquittal report in the format specified at Schedule 1 or in any other format specified in the written notice (an "Ad-hoc Report").
- (b) The VISP must provide an Ad-hoc Report within 4 weeks of receipt of an

Ad- Hoc Report Notice unless otherwise specified in the notice.

## **6. REVIEWS**

### **6.1 Objectives of Review**

Tourism NT, or a person appointed by Tourism NT, will conduct reviews (the "Reviews") to determine:

- (a) the extent to which the VISP is performing the Project in accordance with the Project Parameters;
- (b) the extent to which the VISP is achieving the Performance Measures;
- (c) whether to approve the Revised Funding Schedule submitted by the VISP;
- (d) the amount of any Negotiable Funding Instalments;
- (e) the operating profit (or loss) being achieved by the Katherine VIC; and
- (f) if the VISP is in breach of this Agreement.

### **6.2 Timeframes for Review**

- (a) Reviews may be carried out either annually or bi-annually during the course of the contract
- (b) The review will be carried out by a Tourism NT nominated employee
- (c) On completion of the review a draft report will be provided within 7 days to VISP for comments

### **6.3 Factors to be considered during Review**

When conducting the Reviews, Tourism NT will consider, amongst other things:

- (a) any reports provided by the VISP under clause 5;
- (b) feedback on performance from industry and other stakeholders; and
- (c) any comments on the draft Review Reports provided by the VISP in accordance with clause 6.5.

### **6.4 Review Report**

Within 2 weeks of completing the Reviews, Tourism NT will provide a report to the VISP (the "Review Report") which may:

- (a) direct the VISP to undertake measures to ensure satisfactory performance of the Project in accordance with the Project Parameters and achievement of the Performance Measures within a specified period of time (the "Review Directions");
- (b) either approve the Revised Funding Schedule submitted by the VISP, or substitute a Revised Funding Schedule formulated at Tourism NT's absolute



- discretion;
- (c) if the Funding under the Revised Funding Schedule is less than the Funding under the Funding Schedule-
- (i) direct the VISP to repay the amount of the discrepancy to Tourism NT within 14 days; or
  - (ii) specify that the Negotiable Funding Instalment payable for the following Funding Instalment period will be reduced by the amount of the discrepancy;
- (d) if the Funding under the Revised Funding Schedule is greater than the Funding under the Funding Schedule -
- (i) direct that the VISP issues a tax invoice to Tourism NT in respect of the discrepancy;
  - (ii) specify that the Negotiable Funding Instalment payable for the following Funding Instalment period will be increased by the amount of the discrepancy;
  - (iii) specify the Negotiable Funding Instalment for the following Funding Instalment Period (if applicable);
  - (iv) if the YTD Statement of Income and Expenditure specifies an operating profit in respect of the operation of the Katherine VIC (a "VIC Operating Profit"), or indicates that a VIC Operating Profit may be achieved by the end of the financial year – give notice to the VISP, for the purposes of clause 6.6, that negotiations in relation to the use of the VIC Operating Profit are required (the "VIC Operating Profit Notice"); and/or
  - (v) give notice to the VISP, for the purposes of clause 7, that a breach has occurred.

## 6.5 Operating Profits

In the event that Tourism NT provides a VIC Operating Profit Notice in the Review Report, negotiations will be conducted in accordance with the following:

- (a) within 14 days of the receipt of the notice, the VISP will provide to Tourism NT:
  - (ii) a statement of income and expenditure for the Katherine VIC as at 30 June for the relevant financial year; and
  - (iii) a proposal for expenditure of the VIC Operating Profit in a manner that will enhance tourism in the Katherine region,
 (the "VIC Operating Profit Proposal");
- (b) within 14 days of receipt of the VIC Operating Profit Proposal, Tourism NT must notify the VISP whether the VIC Operating Profit Proposal is satisfactory, providing reasons in the event that it is unsatisfactory;
- (c) within 14 days of the notification by Tourism NT under clause 6.6(b) that the VIC Operating Profit Proposal is unsatisfactory, the VISP must amend

and resubmit the VIC Operating Profit Proposal; and

- (d) in the event that the VIC Operating Profit Proposal resubmitted under clause 6.6(c) is unsatisfactory to Tourism NT, or if the VISP fails to resubmit the VIC Operating Profit Proposal by the required date, the VISP will be required to pay Tourism NT on demand the VIC Operating Profit.

## 7. BREACH

- (a) For the purposes of this clause, a minor breach of this Agreement will be deemed to have occurred if the VISP:
  - (i) fails to submit any of the Acquittal Reports required by clause 5;
  - (ii) fails to provide the Acquittal Reports required by clause 5 in a form satisfactory to Tourism NT;
  - (iii) fails to comply with the Review Directions made under clause 6.4(a) by the date specified in the Review Report; or
  - (iv) fails to comply with any other requirements under this Agreement, except a requirement which is a serious breach under sub-clause 7(b).
- (b) For the purposes of this clause, a serious breach of this Agreement will be deemed to have occurred if the VISP:
  - (i) uses the Funding for a purpose other than that specified in clause 4(a); or
  - (ii) fails to rectify a minor breach, as required by clause 7(c).
- (c) In the event of a minor breach, Tourism NT will give written notice to the VISP requiring the breach to be rectified within a reasonable period of time, as specified in the notice.
- (d) If the VISP commits a serious breach of this Agreement, the following will occur:
  - (i) Tourism NT will first consult with the VISP to determine the most effective way of dealing with the breach. Following such consultation Tourism NT will give written notice to the VISP setting out the steps agreed upon to rectify the serious breach; and
  - (ii) if the serious breach is not rectified within 28 days of such notice, Tourism NT may, at its option, suspend or discontinue payment of the Funding to the VISP or terminate this Agreement.
- (e) If Tourism NT elects to terminate the Agreement pursuant to clause 7(d) (ii), the VISP must repay to Tourism NT any part of the Funding not spent in accordance with this Agreement, as determined by Tourism NT in its absolute discretion, within 14 days of a request to do so by Tourism NT, and Tourism NT will not be liable to pay any further Funding Instalments.

## 8. INTELLECTUAL PROPERTY

- (a) The intellectual property and copyright in the Acquittal Reports produced by the VISP pursuant to clause 5 of this Agreement vests in the VISP.
- (b) The VISP grants to Tourism NT, at no cost, a non-exclusive, perpetual right

to use, reproduce and distribute the Acquittal Reports for any purpose whatsoever.

## 9. GOODS AND SERVICES TAX

- a) Any term used in this clause that is referred to in A New Tax System (Goods and Services Tax) Act 1999 will have the meaning which it has in that Act.
- (b) The parties acknowledge that the Funding under this Grant Agreement has been set exclusive of GST.
- (c) If the Recipient is not registered for GST, it warrants that it is not required to be registered for GST.
- (d) Where the Funding under this Grant Agreement becomes subject to GST, for whatever reason, the following will apply:
  - (i) the Funding under this Grant Agreement payable after the date the Funding becomes subject to GST will be increased by an amount equal to the relevant Funding multiplied by the appropriate GST Rate; and
  - (ii) the supplier will provide the recipient with a tax invoice and/or adjustment notes in relation to the supply prior to an amount being paid by the recipient under this Grant Agreement and will do all things reasonably necessary to assist the recipient to claim and obtain any Input Tax Credit available to it in respect of a supply; and
  - (iii) if the supplier is registered for GST, but subsequently ceases to be registered for GST, the supplier must immediately notify the recipient in writing of that fact, and must repay to the recipient within ten (10) Business Days an amount equal to 1/11 of the relevant amount paid, less the actual GST incurred by the supplier.
- (e) Any disbursements incurred by the recipient and which are reimbursed by the Territory must exclude the input tax credit able to be claimed by the recipient in respect of those amounts. Where clause 12.d applies these disbursements will then be grossed up for GST in accordance with that clause.

## 10. DISPUTE RESOLUTION

- (a) If a dispute arises between Tourism NT and the VISP as to any matter arising out of this Agreement (the "**Dispute**"), the party claiming the Dispute will notify the other party in writing of the Dispute.
- (b) Upon receiving written notice of the Dispute, the Chairperson or President of the VISP and the Chief Executive of Tourism NT will, within 5 working days of the notice, meet and attempt to resolve the Dispute.
- (c) If the Chairperson or President of the VISP and the Chief Executive of Tourism NT are unable to resolve the Dispute within 7 working days of it being referred to them, the party claiming the dispute will refer the matter to a mediator.
- (d) If the parties cannot agree to the identity of a mediator, then either or both of the parties may refer the matter to the President for the time being of the Law Society of the Northern Territory, who will nominate a mediator.
- (e) The parties will make available to the mediator all materials requested by it and will provide it with all other materials which are relevant to the determination.
- (f) The parties will bear the costs of such a mediator equally.

## 11. RELEASE AND INDEMNITY

- (a) The VISP releases to the full extent permitted by law Tourism NT its employees, servants, agents, contractors and invitees from all responsibility or liability for loss of or damage to any property, or injury or death to any person arising out of any involvement of Tourism NT its employees, servants, agents, contractors or invitees pursuant to this Agreement, except to the extent the loss, damage, injury or death was caused or contributed to by a negligent or willful act or omission of Tourism NT, or a breach of this Agreement by Tourism NT.
- (b) The VISP indemnifies and keeps indemnified Tourism NT its employees, servants, agents, contractors and invitees against all claims, demands, losses, suits, actions, damages, costs and expenses (claims) which Tourism NT its employees, servants, agents, contractors or invitees may sustain or incur or be or become liable in respect of, either arising from, caused by or contributed to (to the extent of such contribution), the carrying out of its activities including (without limiting the generality thereof):
  - (i) any act or omission (negligent or otherwise) of the VISP its employers, servants, agents, contractor or invitees; or
  - (ii) any default or failure by the VISP to observe or perform any of the terms, conditions, covenants, assurances or warranties on behalf of the VISP in this Agreement, except to the extent the Claim was caused or contributed to by a negligent or willful act or omission of Tourism NT, or a breach of this Agreement by Tourism NT.

## 12. NOTICES

- (a) All notices, approvals, consents, demands or other communications required or permitted to be given under this Agreement must be in writing and served:
  - (i) personally;
  - (ii) by post;
  - (iii) by facsimile transmission;
  - (iv) by email, provided that documents are sent in PDF format,at the address of the party set out below or at such other address as a party may have substituted for it by written notice to the other.
- (b) A notice, approval consent, demand or other communication is deemed to be given by the sender and received by the addressee, if:
  - (i) given by delivery in person, when delivered to the addressee;
  - (ii) sent by mail, on the second business day from and including the date of posting; or
  - (iii) sent by facsimile or email, on receipt of a complete and correct transmission report by the sender and if received by the addressee before 4.00pm (addressee's time) on a business day on that day otherwise it is deemed to be received at 9.00am on the next following business day in the place of receipt.

(c) For the purposes of this clause the address for service of each party is as follows:

(i) **Tourism NT**

Andrew Hopper  
Acting Deputy Chief  
Executive Officer  
GPO Box 1155  
DARWIN NT 0801

Telephone: (08) 8999 5256

Email: [Andrew.hopper@nt.gov.au](mailto:Andrew.hopper@nt.gov.au)

(ii) **VISP**

Chief Executive Officer  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0861

Telephone: (08) 8972 5500

Facsimile: (08) 8971 0305

Email: [records@ktc.nt.gov.au](mailto:records@ktc.nt.gov.au)

(d) The VISP must within 7 days of any change of the details specified in clause 12(c) (ii) advise Tourism NT of the change in writing.

### 13. GENERAL

- (a) A variation to this Agreement will not be enforceable unless it is in writing and signed by both parties.
- (b) The VISP must not transfer, assign or otherwise dispose of its rights, duties, benefits, obligations or interest under this Agreement without the prior written consent of Tourism NT.
- (c) This Agreement is to be construed and interpreted in accordance with the laws of the Northern Territory of Australia.
- (d) This Agreement constitutes the entire agreement between the parties related to the subject matter hereof, and supersedes any previous agreements or understandings with respect to the subject matter hereof.
- (e) The VISP, by virtue of this Agreement, is not and cannot be deemed to be in partnership with Tourism NT, nor an employee, servant or agent of Tourism NT. The VISP cannot bind or commit, or purport to bind or commit, Tourism NT in any way, nor pledge the credit of Tourism NT for any purpose whatsoever.

### 17. TERMINATION

17.1 Tourism NT may terminate this Agreement by providing written notice to Katherine Town Council if:-

- (a) In the reasonable opinion of Tourism NT, Katherine Town Council fails to carry out its obligations under this Agreement; or
- (b) Katherine Town Council becomes subject to any form of insolvency administration or arrangement.
- (c) The period of notice to be provided in accordance with Clause 18.1 will be dependent on the circumstances, but will be no less than twenty one calendar days.

17.2 Either party may terminate this Agreement by providing six months written notice to the other.

17.3 The provision of notice in accordance with Clauses 18.1 or 18.2 will include an agreed position regarding any advanced funds to Katherine Town Council must be returned and settled on date of termination.

## Schedule 1 (a)

**Partnership Agreement - Visitor Information Services  
Statement of Performance - Katherine Visitor Information Centre  
Katherine Visitor Centre Quarterly Report MONTH-MONTH 2017-18 FUNDING  
AGREEMENT KPI's**

Key KPIs	2016-17 Act	Target 2017-18	Current quarter Jul – Sept 2017	Year to Date
<b>Information Funding</b>				
Quality Assurance - 80% i.e. Mystery Shopper	100%	100%		
Total Sales	\$1,135,723	\$1,147,080		
Visitor traffic numbers through VIC and arrival points	141,391	142,805		
VIC staff training	Professional training courses: 1 Famils attended: 25 Product updates: 4	Professional training courses: 3 Famils attended: 50 Product Updates: 5		
Meets accreditation compliance for visitor information service provision	Holding current accreditation with ATAP	Holding current accreditation with ATAP		
<b>Booking</b>				
Total number of bookings made (tours, accommodation etc.)	3926	3965		
Average sales value per booking (\$)	\$259.93	\$265		
Total number of visitors booked (tours, accomm etc.)	5,208	5,312		
Average sales value per visitor number(\$)	\$6.39	6.52		
Total bookings year to date	\$946,151.33	974,535		
<b>Other - General</b>				
Marketing feedback:				
Visitor Feedback:				
Regional Feedback:				

Schedule 1 (b)

Partnership Agreement - Visitor Information Services  
Funding Acquitall - Katherine Visitor Information Centre

**Income & Expenditure Statement for the period xxxx to  
xxxx**

Actual

**INCOME**

Grant Revenue

TOTAL INCOME

\$ -

**EXPENDITURE**

Employee Expenses  
Operational Expenses

\$ -

TOTAL PROJECT EXPENDITURE

\$ -

SURPLUS /DEFICIT FOR THE PERIOD

\$ -

Signed





**EXECUTED** by the parties as an Agreement.

.....

.....  
(Signature of Executive Director)

.....

.....  
(Signature of Witness)

The Common Seal of **Katherine** )  
**Town Council** )  
was hereto affixed in accordance with )  
its articles of association in the )  
presence of: )

.....  
(Signature of Authorised Person)

.....  
(Signature of Authorised Person)

.....  
(Office Held)

.....  
(Office Held)

.....  
(Full Name of Authorised Person)

.....  
(Full Name of Authorised Person)



# REPORT

**FOLDER:** Government Relations / Committees / Development Consent Authority

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

**REPORT TITLE:** NOMINATIONS TO REPRESENT ON COMMITTEES – DEVELOPMENT CONSENT AUTHORITY

---

## Purpose of Report

To ascertain interest and availability of Elected Members to nominate for positions on the Development Consent Authority, Katherine Division.

## Report

The terms of appointment of the Council nominated members on the Katherine Division of the Development Consent Authority which Council nominated on 27 April 2016 will expire three months after the date of the declaration of the polls for the elections held on 26 August 2017.

In accordance with section 89 and 91 of the *Planning Act* Council may nominate two (2) persons to be appointed as members and one (1) person as the alternate member. At our 12 September, 2017 Ordinary Meeting of Council, Mayor Miller was nominated as a member and Alderman John Zelle as the alternate.

We now seek an additional nomination for the remaining position on the Development Consent Authority, Katherine Division.

## OFFICER RECOMMENDATION

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

1. Determine if a nomination is to be made; and
2. Endorses the nominated Mayor/Alderman through a formal resolution.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

Delegation: Executive Assistant, Ms Susan Crammond  
Attachments: Letter – Minister for Infrastructure, Planning and Logistics, Nicole Manison



DEPUTY CHIEF MINISTER  
MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

Parliament House  
State Square  
Darwin NT 0800  
minister.manison@nt.gov.au

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5547  
Facsimile: 08 8936 5609

Her Worship the Mayor of Katherine  
Ms Fay Miller  
Katherine Town Council  
PO Box 1071  
KATHERINE NT 0850

Dear Mayor Fay

The terms of appointment of the Council nominated members on the Katherine Division of the Development Consent Authority, that your Council nominated on 27 April 2016, will expire three months after the date of the declaration of the polls for the Council elections held on 26 August 2017.

In accordance with sections 89 and 91 of the *Planning Act*, you may nominate two persons to be appointed as members and one person to be appointed as the alternate member (for those members) of the Development Consent Authority.

Could you please provide to me within 30 days, your Council's nominations for members of the Katherine Division of the Development Consent Authority.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nicole Manison', with a long horizontal flourish extending to the right.

NICOLE MANISON

- 9-OCT 2017



# REPORT

**FOLDER:** Community Relations / Meetings / Elected Member Representatives on Committees

**MEETING:** ORDINARY MEETING OF COUNCIL – 28 NOVEMBER 2017

**REPORT TITLE:** NOMINATIONS TO REPRESENT ON COMMITTEE – YOUTH JUSTICE REINVESTMENT PROJECT

---

## Purpose of Report

To ascertain interest and availability of Elected Members to nominate for a position on the Youth Justice Reinvestment Project Committee.

## Report

The Youth Justice Reinvestment Project has approached Alderman Hurley, requesting a Council representative for their Committee. We are seeking Alderman nominations to the position, noting that Alderman Hurley has expressed interest in nominating.

This item was laid on the table at the October 2017 Council meeting, in anticipation of a decision at the November 2017 meeting.

## OFFICER RECOMMENDATION

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

1. Determine if a nomination is to be made; and
2. Endorses any such nomination through a formal resolution.

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

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