



1ST ORDINARY COUNCIL MEETING

NOTICE OF MEETING

TUESDAY, 6 NOVEMBER 2018

The Ordinary Meeting of the City of Palmerston will be held in the Gray Community Hall, Corner Essington Avenue and Victoria Drive, Gray commencing at 5.30pm.

LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
- 3.2 Leave of Absence Previously Granted
- 3.3 Leave of Absence Request

4 REQUEST FOR TELECONFERENCE

5 DECLARATION OF INTEREST

- 5.1 Elected Members
- 5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 16 October 2018 pages 9575 to 9581 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

7.1 Mayoral Update Report – October 2018

M9/006

AGENDA ITEM: 7.1

REPORT TITLE: Mayoral Update Report – October 2018

REPORT NUMBER: M9/006

MEETING DATE: 6 November 2018

Author: Mayor, Athina Pascoe-Bell

PURPOSE

The purpose of this report is to provide a highlight summary of some recent activities.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- General collaboration with Australian and Northern Territory Governments.
- Exploring opportunities for funding.
- Strengthening collaborations with Australian Local Governments.
- Attendance at various activities and services in Palmerston.

RECOMMENDATION

THAT Report Number M9/006 entitled Mayoral Update Report – October 2018 be received and noted.

DISCUSSION

The following is a highlight summary of some of the recent activities. I will provide some further verbal updates at the meeting.

NORTHERN TERRITORY GOVERNMENTS - NEW YOUTH JUSTICE FACILITY

Council and I attended a public meeting held by business owners in Pinelands to discuss the NT Governments proposal of a new Darwin Rehabilitation Precinct and hear their concerns.

Businesses in the area expressed various concerns from safety, access through Pinelands and an overall general loss of business.

The precinct will incorporate the new Darwin Youth Justice Centre (and see Don Dale shut down), as well as an Alcohol and Rehabilitation Centre. The proposed location is Territory Government owned land at Lot 67, Hundred of Bagot, Pinelands. The site sits between the Stuart Highway and Tiger Brennan Drive.

STRATEGIC PLAN WORKSHOP

The Council conducted Day 2 and 3 of the Strategic Plan Workshop on the 14 and 15 October 2018 with approximately 50 community members attending. The purpose of these two days was for participants to articulate interest, ideas, concerns, perspectives and use these to finalise the plan. Broad community consultation on the draft Plan will be undertaken to ensure all the community have an opportunity to have their say.

I would like to thank all of the residents that participated in the forum.

WOMENS MORNING TEA

I hosted the second Women's Morning Tea with the Mayor, which was attended by twenty women of various ages and cultural backgrounds.

This is an opportunity for women to participate in an hour of informal conversation with a cuppa as well as the chance to share their thoughts on the Palmerston community. The women shared a little of their background stories, discussed upcoming Council events and their hopes for the Palmerston community.

"City of Palmerston has the strongest heartbeat of any council area I've lived in", was one of the comments made at the morning tea that I thought I would share with you all.

MEETING WITH MINISTER MOSS

I met with the Honourable Lauren Moss MLA, to provide her with a briefing of Council's *Prójects* and discussions were held in relation to working in collaboration with the Northern Territory Government to progress these projects in the future.

PALMERSTON CHILDREN'S WEEK EVENT

The Palmerston Children's Week event was held at the Recreation Centre and it was great to see so many parents, children, grandparents and caregivers in attendance.

Children's Week is an annual event undertaken around Australia to celebrate the right of children to enjoy childhood. It also is a time for children to demonstrate their talents, skills and abilities. This year's theme was "*the right to give your opinion and for adults to listen and take it seriously*".

I would like to this opportunity to thank the Children's Week Working Group as well as Palmerston's service and program providers for bringing us such a great event.

PALMERSTON'S OWN WRITERS - BOOK LAUNCH

I launched "*Got it Good - Writing from the North*" at the Palmerston Library. This book is the 5th Anthology from the "*Palmerston's Own Writers*" (POW) Group.

POW was started 20 years ago as an offshoot of the Palmerston Festival and the Poet in Residence program. They meet on the first Wednesday of every month at the Brennan Electorate office. POW is a varied group made up of 30 members of various ages and cultural backgrounds who just like writing factual, fiction, poetry and prose.

LAST FRIDAY NIGHT MARKETS

Council once again held its monthly stall at the last Friday Markets for 2018. The monthly stall is part of our commitment to connect with the community and to be more accessible.

I congratulate the Palmerston and Rural Market Association for another fantastic year and look forward to continuing Council's presence at the 2019 Markets.

PALMERSTON LAKE IDEA MEETING

Alderman Hale, the CEO and I met with the Chief Minister and Tony Sievers MLA, to discuss the Council's Palmerston Lake idea. The discussion was about how the Government thought the idea could progress.

The discussion was positive and explored how we progress the idea with benefit the Palmerston Community. It was suggested that given the location and the nature of the proposal that it should be referred to the NT Planning Commission. This was considered an appropriate option to progress the matter as the NT Planning Commission sets the strategic framework for integrated land use and transport and infrastructure planning.

The Commission consults with the community to develop strategic plans and policies for inclusion in the Planning Scheme and advisors on significant development proposals.

The Chief Minister will consider how to progress this matter and advise Council on what Government considers the most appropriate process and on how it can occur.

UPCOMING EVENTS REMINDER

Just by way of reminder to save the dates for the following upcoming events –

- Australia Day Nominations are currently open and close on 30 November 2018.
- Centenary of Armistice Day, Remembrance Day Ceremony Memorial Park, 11 November 2018 10:30-11am.
- Palmerston Carols and Tree Lighting, Goyder Square, 24 November 2018, 5-9pm

POLICY IMPLICATIONS

There are no policy implications relating to this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal and legislative implications relating to this report.

ATTACHMENTS

There are no attachments to this report.

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

THAT pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the following confidential items.

10.1 Confidential Items

ITEM	REGULATION	REASON
23.1	8(a)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(a) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
25.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.

10.2 Moving Open Items into Confidential

10.3 Moving Confidential Items into Open

11 PETITIONS

11.1 Closure of Laneway - Sextant Court and Harrison Circuit Woodroffe

1. THAT the petition presented by Alderman Henderson on behalf of Mr B Dawes regarding the Closure of Laneway - Sextant Court and Harrison Circuit Woodroffe be tabled at the 6 November 2018 meeting of Council.
2. THAT Council receives and notes petition dated 11 October 2018 by Mr B Dawes and that a report be presented to the Ordinary meeting of Council in December 2018 regarding the inclusion of the laneway between the end of Sextant Court and Harrison Circuit, Woodroffe as part of the Trial Laneway Treatment Program.

12 NOTICES OF MOTION

13 OFFICER REPORTS

13.1 Receive and Note Reports

13.1.1 Lifestyle and Community Quarterly Report July – September 2018 9/0100

1st Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Lifestyle and Community Quarterly Report July – September 2018
REPORT NUMBER:	9/0100
MEETING DATE:	6 November 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report summarises key activities undertaken by the Department of Lifestyle and Community in the quarter July – September 2018.

Municipal Plan:

1. Community & Cultural Wellbeing
 - 1.1 Healthy Communities
 - 1.2 Safe Communities
 - 1.3 Arts and Culture
 - 1.4 Recreation

KEY ISSUES

- Summary of activities, events, programs and services provided by Lifestyle and Community Department, July – September 2018.
- Grant applications submitted to support Council programs and events to the total of \$158,500.00.
- Edible Pocket Gardens initiative introduced in the City of Palmerston.
- 4991 participations in the Youth Drop in Sports program in the past quarter.
- Visitor numbers at Flicinics program in 2018 increased by 57.68% when compared to 2017.
- 39,503 visits to the Library this quarter.
- 16,849 visits to the Recreation this quarter and increase of 81.9% when compared to 2017.

RECOMMENDATION

THAT Report Number 9/0100 entitled Lifestyle and Community Quarterly Report July – September 2018 be received and noted.

BACKGROUND

The Lifestyle and Community Department provides a quarterly report to Council on key activities undertaken during the past quarter, provided as **Attachment A**.

DISCUSSION

Highlights from the Lifestyle and Community Quarterly Report include:

The Community Services Team have submitted the following grant applications during the past quarter to support planned Council programs and events.

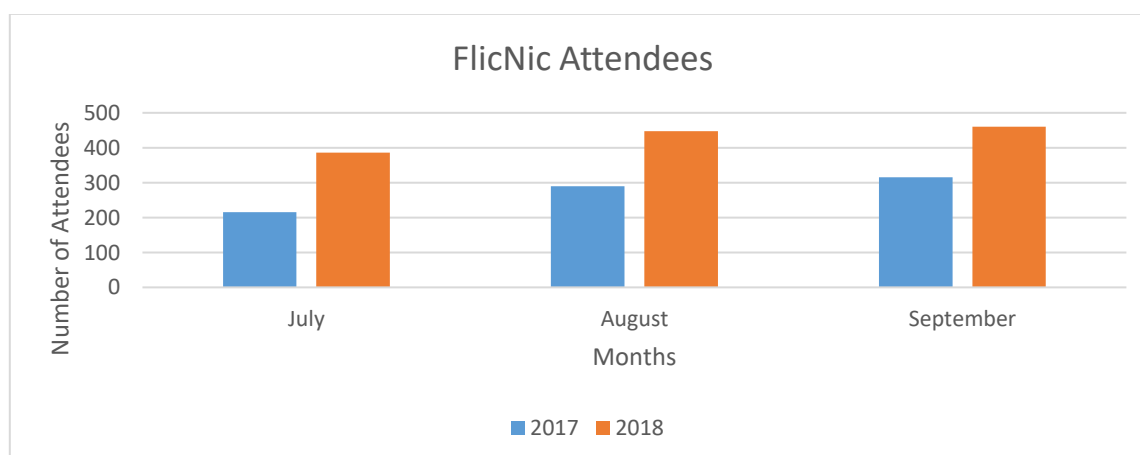
Project	Funding	Amount Sought	Status
Safe Pathways to School Project	Special Purpose Grant Funding Dept. Housing & Community Development	\$20,000	Under consideration
Recreation Centre Flooring and Painting	Community Sport Infrastructure Grant Program – Australian Sports Commission	\$50,000	Under consideration
Moulden Community Garden	Stronger Communities Program Dept Infrastructure, Regional Development and Cities	\$9,000	Under Consideration
Palmerston Youth Music Project	Palmerston Youth Activities Grant Territory Families	\$79,500	Under consideration

Following an overwhelming positive response throughout the consultation process and the approval from Council, the Edible Pocket Gardens initiative has been introduced in the City of Palmerston. A set of guidelines have been developed and Council Officers are currently working through the operational processes.

The Palmerston Youth Drop in Sports Program has continued at the Palmerston Recreation Centre. Over the past three months the program has had 4991 participations and as indicated below the participation numbers continue to grow each month.

July	Aug	Sept	Total
860	1500	2631	4991

Our FlicNics movie program every Saturday night under the stars at Goyder Square continues to be a very popular family friendly event. A comparison of the total attendees per movie with the previous quarter in 2017 and 2018 quarter is shown below.



The Library continues to be accessed by our community members in many ways. 2903 people participated in the 101 programs that were delivered throughout the last quarter and 885 hours were spent on public computers. In total the library experienced 39,503 visits and 29,196 library items were borrowed this quarter.

The Palmerston Recreation Centre bookings and visitation numbers also continue to grow. Number of hours booked have grown from 980.5 for the July – September 2017 quarter to 1516 for the same quarter this year, an increase of 42.9%. Visitation numbers to the Recreation centre have grown from 7,057 for July – September 2017 quarter to 16,849 for the July – September 2018 period. An increase of 81.9% when compared to the same time last year.

Overall it has been a very busy quarter for the Community Services and Library Teams with the majority of Council events and programs being delivered throughout the Dry Season. Some highlights for the upcoming quarter, October, November, December include:

- Children’s Week Event in the Recreation Centre on 23 October
- Halloween Family Night in Goyder Square on 27 October
- Citizenship Ceremony in Chambers on Monday 5 October
- Remembrance Day Events in Memorial Park on 11 November
- Palmerston Carols and Tree Lighting Event on 24 November
- School Holiday programs in December.

CONSULTATION PROCESS

There is no consultation process required for this report

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

All activities have been budgeted for within the 2018/2019 budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications for this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

The programs are designed to develop a strong and cohesive social life and environment for the Palmerston community and the various groups with in it. The programs deliver on Council’s vision of “A Place for People”.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: Lifestyle and Community Quarterly Report July – September 2018

1. Community and Cultural Wellbeing

1.1 Healthy Communities

We are committed to providing health and family support services to our community.

Edible Pocket Gardens

A new initiative for Palmerston, Edible Pocket Gardens has been introduced. Edible Pocket Gardens are a free-range style of garden where residents can nominate to use a small section of their local park or reserve to plant edible plants. The pocket gardens are not fenced, nor do they have garden beds, they are planted amongst the existing landscape. The produce is accessible to the whole community and not owned by the resident/group who tends to it. Edible Pocket Gardens are a great way of increasing the amount of fresh produce freely available to the community, without going through the formalities of a community garden. The Policy has been approved through Council, with Guidelines and operational processes currently being finalised.

Moulden Community Garden

Council was approached by a member of the community to discuss options for the development of a community garden in Moulden. A community meeting to discuss this proposal was scheduled and 9 members of the community attended. Options of location and types of garden were presented to the group for discussion and deliberation.

It was decided that an open and inclusive type of community garden in Strawbridge Park, Moulden was the best choice for this project.

The next stage in the development of this garden is consultation on the design, a community group will be guided through this process by Naomi Lacey from Harvest Corner Community Garden who is also a permaculture designer.

Further discussion will be held on the ongoing management of the space and the establishment of a Moulden Community Garden

Interest Group. If there is sufficient interest and support for the ongoing management a further report seeking council approval for the Garden establishment will be presented. Council Officers have submitted a grant application through the Stronger Communities funding to support the Garden establishment.



Activate

The 45 weeks of the Activate program continue in 2018, with blocks 3 and 4 running throughout this quarter. The Health Checks with a Registered Dietitian continued in block 4 with disappointing attendance once again. For this reason, they were not scheduled for block 5 and different options for nutrition related programs will be explored for 2019. As this was the first year of the new 45-week format of Activate a survey will be developed in late 2018 to help guide the direction Activate will take next year.

Activate KIDS

The next installment in the Activate KIDS (for kids aged 5-14 years) program for 2018 was GROOVE. The idea behind GROOVE is to move in your own way, without judgement or rules. These classes ran over five sessions during August and September in the Palmerston Recreation Centre. They were well attended with an average of 15 attendees at each of the five sessions. A Christmas school holiday version of the Activate KIDS program is currently being planned.

Yoga and Tai Chi

Traditionally yoga and tai chi have run separate to the Activate program but earlier in 2018 it was trialed solely in the program and not accessible to the wider community. After seeing numbers drop at these



usually very well attended activities, it was decided that they would once again be offered to the whole community. Immediately, numbers picked up again as can be seen from this image. 30-40 people from all walks of life enjoyed Yoga and Tai Chi in the Square until the end of the season in October.

Magical Parks

Magical Park is a digital game designed for kids from 6-11 years of age that uses geospatial Augmented Reality. It turns a normal park into a fantasy world that gets kids off the couch and physically active outside within safe boundaries. During the July school holiday period, the Magical Parks experience was live at Marlow Lagoon Recreation Reserve Oval from Saturday 7 July until Sunday 15 July. The APP was free to download however users were required to supply their own compatible smart device. No statistics were made available regarding the uptake of the program in Palmerston by GEO Games.

Youth Drop-In Sports Program (YDIS)

YDIS is a daily youth drop-in sports program at Palmerston Recreation Centre, which aims to provide a positive, fun and safe environment for young people of all backgrounds to participate at no cost in sport and active recreation. This program is a joint initiative between City of Palmerston (CoP), Northern Territory Government (NTG) and Palmerston and Regional Basketball Association (PaRBA).

The partnership delivers an after-school sports program from 3pm-5pm Monday to Thursday and 6pm-8pm Fridays from 1 September 2017 to 1 September 2018, including school holidays. The program provides a safe space for young people and offers access to various sports such as basketball, table tennis, ultimate frisbee, volleyball, badminton, indoor soccer, netball etc. PaRBA coordinates and runs the sport

sessions, CoP provides in-kind support of access to the PRC stadium and NTG provides funding for to PARBA for the program management. YDIS currently averages around 30-40 young people attending daily and around 80 attendees on Friday evenings. YDIS was supported with additional funding from the NTG to continue the program through until November 2018 whilst ongoing funding applications are assessed.

Youth Drop-In Sports Attendees

July	Aug	Sept	Total
860	1500	2631	4991

RU OK? Day

R U OK? Day was held on 13 September 2018 with staff from the City of Palmerston encouraging the community to start the conversation. Banners and posters were erected around Palmerston, with further information available at the Palmerston Recreation Centre. Council employees walked around Goyder Square in the morning to catch people on their way to work. Many conversations were had with positive feedback from all, including a couple of long conversations with people experiencing loneliness who said that these chats had made their day. It is hoped that Council will continue to hold activities to commemorate this day each year.



Seniors Forum

The 2018 Palmerston Seniors Forum was held at Cazaly’s Palmerston Club on Monday 20 August.

The event was hosted by Council and the Palmerston Seniors Advisory Committee (PSAC). Marg Lee a PSAC members was our MC for the event.

City of Palmerston was represented by Mayor Athina Pascoe-Bell, who opened the event and participated in workshops as well as addressing issues raised; Alderman Henderson who facilitated at the workshop session; and the Chief Executive Officer who also addressed issues raised. Staff from Council’s Community Services Development and Communications teams facilitated the event.

Catherine O’Connell, General Manager Operations, Palmerston Regional Hospital presented information and answered questions. This timely session was very well received and initiated a lot of discussion afterwards.

Also, in attendance and available for informal discussion and reporting were two representatives from the NT Police Force, Superintendent Antony Deutrom and Senior Sergeant Nathan Finn; Litchfield Council Community Development Officer, Jessica Watts and MLAs Lia Finocchiaro and Terry Mills.



A function of this event is consultative; workshops in small groups, attending seniors contribute ideas and suggestions for action table items for the Palmerston Seniors Advisory Committee (PSAC) to work on at their bi-monthly meetings. The participants were pleased to have Mayor Pascoe-Bell and Alderman Henderson assist at this section of the program, as well as address issues that arose.

13 completed Customer Activity Request Forms were submitted by participants; all identifiable site-specific issues were immediately tasked to Council Officers for action. Remaining issues were added to the Action Table for clarification prior to determination of action required.

Seniors Month Events for Palmerston and Rural Seniors

In 2016 Council resolved to fund The Palmerston and Rural Seniors Committee (PRSC), from the Community Benefit Scheme, to support the 2016, 2017 and 2018 Seniors Fortnight programs of activities.

This year was the final of three years covered by the current Memorandum of Understanding. Funding of \$12,000 each year supported a range of activities (offered to Palmerston and Rural Seniors). The two-week PRSC program included special events such as Opening and Closing Ceremonies; a movie morning at CMax Cinema; lunches; morning teas with bingo and trivia quizzes; bus trip to Museum and Trailer Boat Club; mystery bus trip; motorbike rides with BBQ, and a Darwin Harbour sunset cruise. Total event attendees this year amounted to 1,340.

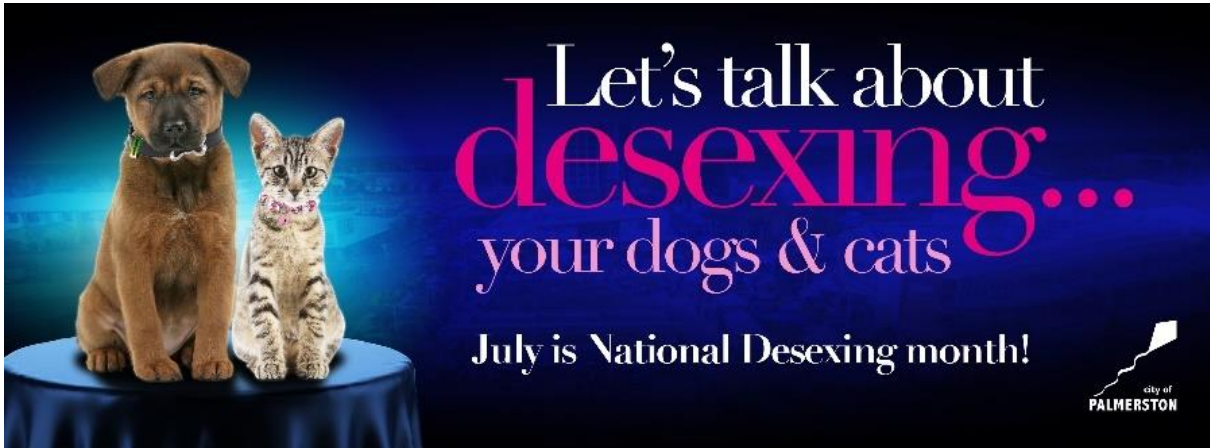
Grow Well Live Well Action Groups Launch

The Grow Well Live Well (GWLW) Action Groups Launch was supported by the City of Palmerston by providing the venue and equipment to host the event. GWLW is a collective impact group that began in 2014 to improve outcomes for at-risk children and young people in Palmerston. This group aims to put at-risk children and young people back on the right path with a focus on early-intervention, engagement and prevention solutions. The Action Groups were launched on Monday 20 August and members of the community were encouraged to join to contribute their knowledge, ideas and skills so that the work of Grow Well Live Well is community driven and owned. Over 100 people attended the launch from 10am to 11am at the Palmerston Recreation Centre.

Animal Management - National Desexing Month - July

Council offers significantly discounted registration fees for dogs if they are desexed. Council also offers free registration for desexed and microchipped dogs that have been adopted through community groups during their first financial year and reside within the Palmerston municipality.

A poster, Goyder Square TV and social media promotion plus newspaper advert were used to promote the core philosophies of National Desexing Month and encourage residents to contact local veterinarians who may be offering discounted desexing services.



1.2 Safe Communities

We are committed to ensuring the safety and security of our community.

Brekkie in the Park

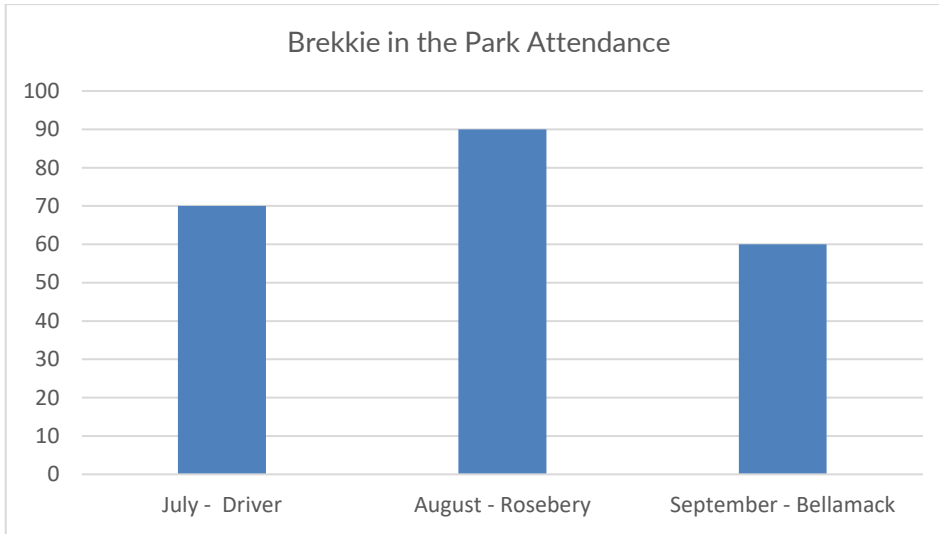
The final three Brekkie in the Park events of the series were held in July, August and September. These events encourage residents to explore the parks within the municipality.

The July Brekkie in the Park was supported by Mission Australia's Café One van. The Café One programs aims to assist young people to obtain valuable hospitality skills. The Lifestyle Studio provided free Yoga and Karate sessions in addition to Hockey NT providing the Hook in 2 Hockey activation to build hockey skills.

The August Brekkie in the Park was held in Rosebery Park with the Palmerston Sharks providing a healthy breakfast and activities from Hockey NT and the mobile fitness trailer.



The last Brekkie in the Park was held on Father's Day in Bellamack. Children made Father's Day sand cards and played in the Petting Zoo. Asthma Foundation NT supported the event by providing their photo booth to promote National Asthma Week from 1 – 7 September.



Trailer Bookings – July to September

Trailer	July	Aug	Sept	Total
BBQ	6 bookings lasting 21 days	4 bookings lasting 15 days	1 booking 2 days	11 bookings lasting 38 days
IMAGINATION	nil	1 booking lasting 2 days	2 bookings lasting 11 days	3 bookings lasting 13 days
MOVIE	nil	nil	nil	nil
SMOOTHIE BIKE	2 bookings lasting 3 days	3 bookings lasting 8 days	nil	5 bookings lasting 11 days

Water Safety Week

The City of Palmerston supported the 2018 Water Safety Week event, Aquafest, held in Palmerston on Saturday 29 September at 10am to 1pm. The Aquafest event was the closing event of Water Safety Week. City of Palmerston in conjunction with the YMCA provided Royal Life Saving NT access to the Palmerston Swimming and Fitness Centre pool, allowing them to provide event attendees free entry to the event. The event provided attendees a free sausage sizzle, face painting and the inflatable pool obstacle course and other giveaways.

Student Voice Positive Choice Flicnics Theme Night



The City of Palmerston is committed to improving the safety and wellbeing of our residents, as well as being a vibrant and inclusive community.

Initiatives such as Student Voice Positive Choice help create a positive shift in the community and a sense of connection and support for young people

Mayor Athina Pascoe-Bell attended the event and welcomed the group to speak and promote their message of ‘Let’s be awesome, respectful, brave and positive’.

The Lion King movie screening was preceded by several free activities including face painting, music and dancing, a photo booth and sand card making.

Approximately, 400 people attended the event on Saturday 8 September between 6.00pm and 8.30pm



1.3 Arts and Culture

We are committed to the fostering and promotion of arts and culture within our community.

Searching for Worlds Beyond our Solar System

As part of National Science Week, City of Palmerston proudly hosted NASA scientist’s Dr Megan Shabram and Dr Alexandre M Kling for two free presentations to the Palmerston community, ‘Searching for Life on the Worlds of Our Solar System and Beyond’.

Both presentations were held in the Palmerston Recreation Centre stadium on Monday 13 August 2018. The first, for Palmerston schools, had representation from 11 local schools and over 500 students. The second presentation which was open to the whole community had over 100 attendees.



Megan and Alexandre were engaging presenters and more than happy to talk at length with community members after the presentations.

There was a great range of positive feedback given to Council on the day and post event, with residents very happy Council was able to provide the opportunity for the Palmerston community to engage with NASA scientists.



Live in the Square

Six Live in the Square sessions were held this past quarter, every second Sunday at Goyder Square from 5 pm till 7.30pm as different acoustic tunes were performed from local songwriters and artists. The last Live in the Square for the dry season was held on the 9 September 2018, featuring Jigsaw Collective.

FlicNics

Free FlicNics movies every Saturday night under the stars at Goyder Square continues to be a popular family friendly event for 2018. A comparison of the total attendees per movie with the previous quarter in 2017 and 2018 quarter is shown below.

Month	Patrons 2017	Patrons 2018	Comparison from 2017 quarter to 2018
July	215	386	+79.53%
August	290	447	+54.13%
September	315	460	+46.03%
Total	820	1293	+57.68%

On Saturday 21 July 2018, City of Palmerston welcomed the Northern Territory Travelling Film Festival. The program is made up with short films of established and emerging filmmakers showcasing the breadth of stories of the Northern Territory.



Citizenship Ceremonies

National Citizenship Day was held on Monday 17th September 2018 at the Civic Centre in the Chambers from 6.00 pm to 7.30 pm. Twenty-seven new Australians affirmed their commitment to Australia receiving their citizenship certificates. The conferees came from Philippines, Kenya, United Kingdom, Argentina, Thailand and India.

Jessica Bartlett (2018 Young Citizen of the Year) and Serena Dalton (Citizen of the Year) assisted the Mayor during the ceremony. Entertainment was provided by Phoebe Wear.

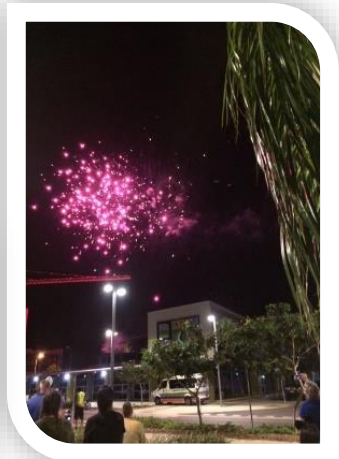
Art Classes - Palmerston Re-engagement Centre

Students at the Palmerston Re-engagement Centre completed their 12 art classes facilitated by Larrakia artist Shaun Lee, by painting fridges which will be used as garden beds, and two large shipping containers on their site.

Creative engagement activities such as this contribute to the personal focus, growth and self-worth of the young people involved, as well as grows their sense of community, and potentially the community's perception of the young people in turn.

Territory Day

Territory Day celebrates everything we love about living in the Territory. This year marks 40 years since the Northern Territory was granted Self-Government on 1 July 1978. Supported by Northern Territory Government, Territory Day 2018 was held at Goyder Square attracting over 1000 patrons to celebrate with their friends and families, live music from Wicked Smile, followed by a firework display.



NAIDOC Week_8 - 15 July 2018



City of Palmerston worked alongside the Palmerston NAIDOC Committee to support events throughout the 2018 NAIDOC Week. The theme of *'Because of Her, We Can!'* was reflected in the majority of the organising committee being strong local Indigenous women, who made a range of activities happen around their full-time work and family commitments.

The first ever Palmerston NAIDOC March opened the week, with community members marching from Goyder Square to Memorial Park for the flag raising ceremony, speeches, dances and lunch. City of Palmerston supported this event by arranging street closures and traffic management, park approvals, and the flag raising.

City of Palmerston staff also assisted in organising and attending the NAIDOC Family Day at Marlow's Lagoon on Sunday 15 July. This was very well attended and enjoyed by all.

Being involved in the committee was a great opportunity to strengthen relationships between the Council and local organisations and leaders (including Larrakia Nation, The Palmerston Family Centre, the YMCA and the Grassroots Action Palmerston Group). The key in these activities was in working alongside and supporting the wishes of the Aboriginal and Torres Strait Islander community and committee members, rather than leading or pushing outcomes.

**Women's Morning Tea with the Mayor, City of Palmerston Council Chambers,
Friday 21 September, 11am – 12pm**

15 local women attended the Morning Tea with City of Palmerston Mayor Athina Pascoe-Bell, who graciously opened council chambers to welcome women for casual conversation, tea and scones. There were a great bunch of women in the room from different areas and workplaces in Palmerston, who shared their passions and ideas for the wider community.



**Palmerston Women's Gathering – BBQ
Goyder Square, Saturday 25 August, 4pm – 6pm**

Palmerston women gathered together for a BBQ and to meet other engaged locals. Around 20 people were fed on a minimal budget, and a pleasant time was had by all.

Sanctuary Sessions 2 and 3

Sanctuary Sessions is a series of family-friendly music events held across the dry season at Sanctuary Lakes, sharing acoustic music from a variety of talented local musicians, food trucks, in a relaxed atmosphere. This is an initiative of the

Palmerston Young Producer's Team - a group of 5 young people, aged 13-23, who are working with City of Palmerston to bring live music and community events.

Sanctuary Sessions - July 14, 4pm - 7pm

Artists: Serina Pech, Shana Ray, Acid City (acoustic set), and Snapchat Regret (acoustic set).

Food Trucks: The Potato Man, Sunshine Smoothies and Juices

Audience: 300

Sanctuary Sessions - August 18, 4pm - 7pm

Artists: Casey Jane, Emma Rowe, Roy Boys and Pacific Fire Dancer Hale Wilson.

Food Trucks: Noi's Pad Thai, Sunshine Smoothies and Juices

Audience: 350

Beats + Clips - Youth program making short videos with Darwin Community Arts

This was a 4-week program for youth aged between 12-25 based around making videos and short films using iPad/ Tablets and smart phones. Facilitator Synta Routh was identified and paid by Darwin Community Arts. Unfortunately, attendance was low for this project, and deeper discussions must be facilitated next time with partner organisations dividing roles and responsibilities such as space use/advertising etc.

Library

39503 People visited the library

29,196 Library items were borrowed

885 Hours were spent on Public Pc's

2903 people attended library programs

101 Programs were delivered

13 July, the Library hosted Author Mr John Christensen, a retired lawyer who gave an interesting talk on Australia's Constitution.

3 August, the Library held an 'Open Day'. The Community were able to learn about the library and all the wonderful resources available. There were information stalls, face painting and the launch of the new Facebook groups with the first people signing up to the Facebook Community getting a free copy of the 'Barefoot Investor'.



ATTACHMENT A LIFESTYLE AND COMMUNITY

QUARTERLY REPORT July – September 2018

17 August, 3 staff from the library attended the 'Greensfield Living Community Retirement Village' to participate in their 'Games day for Seniors' which was part of Seniors month celebrations around Australia. The library took along robots, boardgames and iPad and talked about the 'Be Connected' program and the launch.

20 September, we held a Reading Hour accompanied by a lovely afternoon tea. We had a great turn out and found that creating a comfy space for people to read worked well.

29 September, saw the launch of 'Be Connected', which was well attended by members of the community. Morning tea was provided, and all the participants joined Be Connected with 7 more joining after a drop-in session held the following week.

On Wednesday afternoons the library has introduced 'Get Job Ready' sessions, these are free drop in sessions for any job seekers looking to update or create a Resume and to search and apply for jobs.

Library Programs and Services Delivered

The July School holidays offered a lot of fun for children aged 5-12 years old. 'Let your imagination run wild' was the theme, with an array of art and craft activities based on the popular children's novels; 'Make Goosebumps slime', 'A Rainbow Magic Fairy house' and Harry Potter monster book.

Some of the activities included cutting and pasting a Hairy MacLary Monster house, creating a Magic Faraway treehouse, making Goosebumps slime and a program finale Disco with a 'Cosplay theme' and prizes were given out for the best costumes.

Homework Group commenced in July and is held on a weekly basis in the library. Offering free study support for middle and high school's students from refugee, migrant and non-English speaking backgrounds. So far this has been very popular and is run by the Multicultural Council of the Northern Territory with venue support from Council.

Programs/Services	Number Held	Attendances				Totals
		Pre School	School	Youth	Adults	
Holiday	9	33	151	0	100	284
Literacy Based	0	0	0	0	0	0
Life Long learning	42	56	367	8	151	582
Story Time Sessions	23	719	22	1	663	1405
Nursery Time	12	206	1	0	241	448
Youth	9	0	1	83	2	86
Outreach	1	20	0	0	14	34
Digital Literacy Training	9	0	0	13	18	31
Homework Help	0	0	0	0	0	0
Home Service	4	0	0	0	33	33
Events	0	0	0	0	0	0
Orientations	0	0	0	0	0	0
Totals	109	1034	542	105	1222	2903

1.4 Recreation

We are committed to providing quality recreation and sporting facilities, parks, gardens playgrounds and open spaces for the benefit of our community.

	July	Aug	Sept	Total hours
Gray Community Hall	143.5 hours	166 hours	136 hours	445.5
Driver Resource Centre	143.5 hours	162.5 hours	152.5 hours	458.5
Joy Anderson Centre	206 hours	215 hours	186 hours	607
Durack Heights				
Art Room 1	33.5 hours	28 hours	26 hours	87.5
Art Room 2	6 hours	11.5 hours	6 hours	23.5

Gray Community Hall - Corner Essington Avenue and Victoria Drive, Gray.

Gray Hall continues to support the community with several long-term bookings and one-off celebratory bookings such as children's parties. Vacancies exist across several weekday evenings. Harvest Corner Community Garden, which wraps around three sides of Gray Hall, adds an extra dimension to the appeal of this community facility.

Driver Family Resource Centre - 29 Driver Ave, Driver

Driver Family Resource Centre now has long-term bookings across six days, with mornings being the preferred time for children's programs. Lead tenant Red Cross Australia has added to the appeal and utility of the grounds with the addition of an 'edible garden'.

Joy Anderson Centre - 25 Dillon Circuit, Gray

This facility is leased by Council from Territory Housing. Joy Anderson Centre (JAC) is a house that is provided by Council to Alzheimer's Australia NT to run programs for adults with dementia in a homely, safe environment. The long-running JAC Craft Group attends each week to hold a social arts and crafts session, and socialises with the other tenants.

The Heights Durack, Community Centre -33 Packard Avenue, Durack

Designed to provide a practical work space for performing and visual artists, art tuition and crafting groups, this facility overlooks the university lake. A range of features, both fixed and mobile, support practitioners to encourage cultural growth, social interaction, creativity and participation in the arts. Users include practicing and emerging artists, community groups and individuals.

Men's Shed - Corner Georgina Crescent and Toupein Road, Yarrowonga.

The Palmerston Men's Shed continues to lease space at the Council Depot, Georgina St, to facilitate its social and manual programs for local men.

Palmerston Recreation Centre - 11 The Boulevard, Palmerston

The Recreation Centre has continued to be utilised by the Community for a variety of events, including Paralympic selections, NASA presentation, training, meetings and dance classes.

The Recreation Centre Stadium monthly hour usage, for all bookings:

Month	Number of bookings	Number of Hours	Number of visits to Stadium
July	88	206.5	2070
August	113	260.5	3610
September	129	244	4871



ATTACHMENT A LIFESTYLE AND COMMUNITY

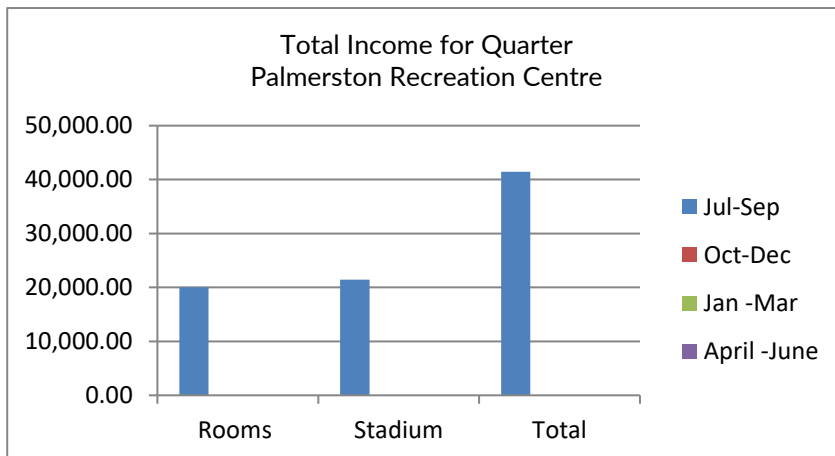
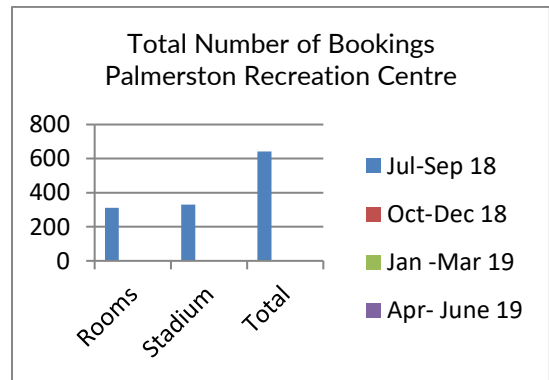
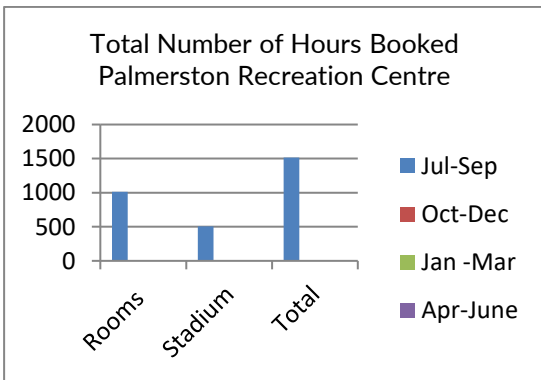
QUARTERLY REPORT July – September 2018

The Recreation Centre Community Rooms monthly hour usage for all bookings:

Month	Number of bookings	Number of Hours	Number of visits to community Rooms
July	108	339	2221
August	93	353.5	1778
September	111	319	2299

A comparison of total Recreation Centre bookings, hours booked and attendees from the same time last years is shown below and demonstrates the growing usage in both hours booked, visitation numbers and revenue.

	July -Sept 2017	July-Sept 2018	Year to Date
Number of hours booked	980.5	1516	1516
Number of Visits	7,057	16,849	16849
Revenue	\$19,644.40	\$41,447.50	\$41,447.50



3. Environment and Infrastructure

3.1 Environmental Sustainability

We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community.

Reboot Your Loot

Reboot Your Loot Car boot sale was held Saturday 11 August 2018. Reboot Your Loot allows residents, community groups and schools an opportunity to fundraise for a cause, unite communities and provides Council a way to carry out waste education and create awareness around issues of illegal dumping.



This event commenced 8 am till 11 am at the Civic Plaza car park. 60 sellers attended on the day. Food stalls were available from The Lions Club, Country Cuppa and Joe's Ginger Beers.

This event coincided with Palmerston Regional Hospital Community Open Day where Memorial Park car park was being utilised for their event, therefore brought approximately 1000 shoppers to visit Reboot Your Loot on the same morning.

4. Governance and Organisation

4.1 Responsibility

We are committed to corporate and social responsibility, the sustainability of council assets and services and the effective planning and reporting of Council performance to the community.

Funding Opportunities

In the past quarter the Community Services Department have submitted the following grant applications to support planned activities and programs.

Project	Funding	Amount Sought	Status
Safe Pathways to School Project	Special Purpose Grant Funding Dept. Housing & Community Development	\$20,000	Under consideration
Recreation Centre Flooring and Painting	Community Sport Infrastructure Grant Program – Australian Sports Commission	\$50,000	Under consideration
Moulden Community Garden	Stronger Communities Program Dept Infrastructure, Regional Development and Cities	\$9000	Approved

Palmerston Music Project	Youth	Palmerston Youth Activities Grant Territory Families	\$79,500	Under consideration
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Community Benefit Scheme

Council actively supports initiatives which benefit the Palmerston community. We allocate funds annually via the Community Benefit Scheme (CBS) by way of grants, donations, scholarships and sponsorships.

The following grants, donations and sponsorships have been awarded or committed in the first quarter of the 2018/2019 financial year.

Organisation	Activity/Project	Amount Received
<i>Three Palmerston Schools (middle years to secondary) – waiting on uptake of offers.</i>	Aridagawa Sister City Student Exchange Scholarship	n/a
<i>The Returned & Services League of Australia Palmerston Sub-Branch Inc.</i>	ANZAC Day Services (3 years)	\$10,000
<i>Touch Football NT</i>	Touch Football NT Titles	\$13,000
<i>Cazaly's Club Palmerston, Palmerston Golf Club</i>	PGA Championship	\$30,000
<i>AM Media (Special Children's Christmas Party)</i>	Special Children's Christmas Party	\$1,000
<i>Palmerston 50+ Club Inc.</i>	Christmas Bash	\$1,000
<i>All Palmerston Schools</i>	Annual School Community Awards -to date	\$1,100 to date
<i>NT Mental Health Coalition</i>	Launch Mental Health Week	\$2,000
<i>Litchfield/Palmerston Rotary Club Inc</i>	Buddy Benches in schools	\$4,000
	TOTAL	\$62,100

In addition, in-kind support may be offered, which does not affect the CBS budget.

Seniors Indoor Croquet Club	Recreation Centre hire	\$500
Tumbledown Tots Playgroup	Driver Resource Centre hire	\$500
	TOTAL IN-KIND VALUE	\$1,000

4.2 Service

We value and encourage participation in council activities by the community and are committed to delivering the highest possible levels of service and community engagement

Palmerston Safe Communities Committee (PSCC) works in partnership with Council and the NT Government, businesses and the community to reduce and prevent injuries, accidents and crime. The PSCC is committed to promoting the safety and wellbeing of Palmerston residents and visitors. Meetings are held bi-monthly with membership of over 60 people. Two (2) PSCC meetings were held during this quarter, on Thursday 2 August and Thursday 20 September at the Recreation Centre. Over 28 people attended the August meeting following a presentation of the 6-month review of the Banned Drinker Register and the 23 recommendations made by Menzies School of Health Research. The September meeting had no guest speaker however was still attended by 17 people and allowed those in attendance to network and share about upcoming projects.

Palmerston Kids Network (PKN) is a committed network of workers representing organisations who provide services and programs to children (0 -12years) and their families living in Palmerston. Meetings are held bi-monthly with a membership of over 100 Community Services providers and attendees to the meeting. One (1) PKN meeting was held during the quarter, on Thursday 2 August with 17 people in attendance. The meeting welcomed a guest speaker from Barama to speak about the new Parents Next program. It is a pre-employment program that assists parents with young children to identify their education and employment goals, develop a pathway to achieve their goals and link them to activities and services in the local community.

Palmerston Seniors Advisory Group (PSAG) changed its name to Palmerston Seniors Advisory Committee (PSAC) at its meeting 2 July 2018, which was approved at the 17 July Ordinary Council Meeting. Updated Terms of Reference, incorporating a Code of Conduct, were also considered and submitted to Council at that time, which were approved with amendments.

PSAC is an Advisory Committee to Council, providing advice and feedback in relation to issues that affect Palmerston and rural seniors who access services, businesses, events and activities in Palmerston. The Seniors Advisory Committee is comprised of 15 seniors, most residing in Palmerston, as well as rural-living seniors. PSAC meets bi-monthly.

The Committee facilitates the Palmerston Senior's Forum each year in conjunction with Council staff. All feedback and issues from workshops during the forum are collected and compiled into a priority action table. This action table is the focus of Seniors Advisory Committee discussions.

Following the 2018 Palmerston Seniors Forum, the Advisory Group met on 10 September to begin discussing the issues that arose at the forum; determining which should be included in the working action table.

Youth Inspiring Palmerston (YIP) is an advisory committee to Council. made up of young people from Palmerston. YIP meets once a month and aims to keep Council informed on issues which are important to young people in the City of Palmerston. . One YIP Meeting was held this quarter, in August.

Two current YIP members who are members of the NT Youth Round Table, are working with their peers from across the NT on various youth targeted projects. Through the Round Table, one YIP member is developing a project proposal for a youth focussed technology hub

Palmerston and Rural Youth Services (PARYS) Network provides a forum for workers in the youth sector to discuss local youth issues and develop strategies to deliver a range of services for Palmerston and rural young people aged 12-25. The Network meets once every six weeks at the Palmerston Recreation Centre and has a database membership of over 350 people, with 30 to 40 attendees each meeting. The most recent PARYS Network meeting occurred on 11 September 2018.

After consultation with PARYS Network members around what types of training and development members would be interested in, CoP organised a half day training session to be held on Tuesday 25 September at Palmerston Recreation Centre, free for the PARYS Network, facilitated by local business Balanced Choice. The themes of the training session were voted on by the PARYS Network, the chosen themes were:

- The Impact of Trauma – Understanding how trauma can shape a child's physical, psychological, and social development, and how this relates to the work we do.
- Engaging with Young People – Building strong relationships and working effectively with young people.
- Emotional Intelligence and Self-Regulation – Effectively managing and responding to experiences that trigger emotional reactions.



ATTACHMENT A
LIFESTYLE AND COMMUNITY

QUARTERLY REPORT July – September 2018

The training session had space for just over 40 people and booked out within a week of being sent out to the network. An additional session is being planned due to the many people who expressed interest but missed out due to reaching capacity.

13.2 Action Reports

13.2.1	Risk Management and Audit Committee Meeting 24 October 2018	9/0109
13.2.2	End of Financial Year 2017/18 Reserve Allocation	9/0106
13.2.3	First Quarter Budget Review 2018/19	9/0104
13.2.4	Adoption of the Draft City of Palmerston Annual Report 2017/18	9/0107
13.2.5	Community Benefit Scheme – Palmerston and Rural Seniors Committee Inc	9/0101
13.2.6	Multicultural Council NT Membership Renewal 2018/2019	9/0102
13.2.7	Driver Family Resource Centre Lease	9/0103
13.2.8	Recreation Centre In-Kind Support for Youth Activities	9/0105
13.2.9	Council Policy Review - FIN18 Grants, Donations, Scholarships and Sponsorships	9/0108

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Risk Management and Audit Committee Meeting 24 October 2018
REPORT NUMBER:	9/0109
MEETING DATE:	6 November 2018
Author:	Finance Manager, Shane Nankivell
Approver:	Director Corporate Services, Chris Kelly

PURPOSE

This report seeks Council approval of the recommendations from the Risk Management and Audit Committee meeting held on 24 October 2018.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- The Risk Management and Audit Committee met on 24 October 2018.
- Three (3) reports were presented at the Risk Management and Audit Committee Meeting.
- The agenda for the open session are available on Council's website.

RECOMMENDATION

1. THAT Report Number 9/0109 entitled Risk Management and Audit Committee Meeting 24 October 2018 be received and noted.
2. THAT Council receive and note the Risk Management and Audit Committee meeting minutes being **Attachment A** to Report Number 9/0109 entitled Risk Management and Audit Committee Meeting 24 October 2018.
3. THAT Council endorse the recommendations from the Risk Management and Audit Committee meeting held on 24 October 2018:

- a. THAT the Committee deems the Draft Financial Statements for the year ended 30 June 2018 at **Attachment A** (with minor amendments) and the accompanying financial review at **Attachment B** (with inclusion of feedback from the Risk Management and Audit Committee) to Report Number 9RMA/002 entitled Draft Annual Financial Statements 2017/2018 suitable for consideration by the Chief Executive Officer for certification and inclusion in the 2017/2018 Annual Report.
- b. THAT the Committee express its appreciation of the professionalism and timeliness in the preparation of financial statements by the management team and external auditors.

DISCUSSION

The Risk Management and Audit Committee held a meeting on 24 October 2018. Three (3) items were discussed by the Committee during the meeting:

- Action Report
- Draft Annual Financial Statements 2017/2018
- External Audit Plan for 30 June 2018

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

There are no policy implications relating to this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal and legislative implications relating to this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications relating to this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: Risk Management and Audit Committee Minutes – 24 October 2018

CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Wednesday 24 October 2018 at 5.30pm.**

COMMITTEE MEMBERS	Iain Summers (Chair) Mayor Athina Pascoe-Bell Alderman Amber Garden Alderman Sarah Henderson
STAFF	Chief Executive Officer, Luccio Cercarelli Director Corporate Services, Chris Kelly Finance Manager, Shane Nankivell Maxie Smith, Assistant Finance Manager Minute Secretary, Alyce Breed
GALLERY	MunLi Chee, Merit Partners Candice Thomson, Merit Partners

1 ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the traditional owners of the land on which we are meeting - the Larrakia People - and pay my respects to their elders, past, present and future.

2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence

Nil.

3.3 Leave of Absence Request

Nil.

Initials: _____

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

Moved: Alderman Garden
Seconded: Mayor Pascoe-Bell

THAT the minutes of the Risk Management and Audit Committee Meeting held Wednesday, 4 July 2018 pages 81 to 84, be confirmed.

CARRIED RMA9/0009 – 24/10/2018

6 WORK PLAN

6.1 Action Report 9RMA/001

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number 9RMA/001 entitled Action Report be received and noted.
2. THAT the items completed and recommended for removal be removed from the Action Report being Decision Numbers:
 - RMA9/0003
 - RMA/0140
3. THAT the Community Satisfaction Report (KPI's) Council report be presented to the next Risk and Audit Committee Meeting.

CARRIED RMA9/0010 – 24/10/2018

Initials: _____

Director Corporate Services left Chambers at 6.38pm.

Director Corporate Services returned to Chambers at 6.41pm.

7 FINANCIAL REPORTING

7.1 Draft Annual Financial Statements 2017/2018

9RMA/002

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report Number 9RMA/002 entitled Draft Annual Financial Statements 2017/2018 be received and noted.
2. THAT the Committee deems the draft financial statements for the year ended 30 June 2018 at **Attachment A** (with minor amendments) and the accompanying financial review at **Attachment B** (with inclusion of feedback from the Risk Management and Audit Committee) to Report Number 9RMA/002 entitled Draft Annual Financial Statements 2017/2018 suitable for consideration by the Chief Executive Officer for certification and inclusion in the 2017/2018 Annual Report.
3. THAT the Committee express its appreciation of the professionalism and timeliness in the preparation of financial statements by the management team and external auditors.

CARRIED RMA9/0011 - 24/10/2018

8 INTERNAL CONTROLS AND RISK MANAGEMENT

Nil.

9 WHISTLE BLOWING

Nil.

10 INTERNAL AUDIT

Nil.

11 EXTERNAL AUDIT

11.1 External Audit Plan for 30 June 2018

9RMA/003

Moved: Alderman Henderson
Seconded: Alderman Garden

THAT Report Number 9RMA/003 entitled External Audit Plan for 30 June 2018 be received and noted.

CARRIED RMA9/0012 - 24/10/2018

Initials: _____

12 OTHER BUSINESS

Nil.

13 CORRESPONDENCE

Nil.

14 CONFIDENTIAL REPORTS

14.1 Confidential Items

Nil.

14.2 Moving Open Items into Confidential

Nil.

14.3 Moving Confidential Items into Open

Nil.

15 NEXT MEETING

The next Risk Management and Audit Committee meeting will be decided on at the beginning of 2019.

16 ADJOURNMENT OF MEETING

Moved: Alderman Henderson
Seconded: Mayor Pascoe-Bell

THAT the meeting be adjourned.

CARRIED RMA9/0013 - 24/10/2018

The meeting adjourned at 7:01pm.



Iain Summers
CHAIR
Date: _____

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	End of Financial Year 2017/18 Reserve Allocation
REPORT NUMBER:	9/0106
MEETING DATE:	6 November 2018
Author:	Finance Manager, Shane Nankivell
Approver:	Director of Corporate Services, Chris Kelly

PURPOSE

This report seeks Council approval to allocate surplus 2017/18 funds to reserves.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Council's 2017/18 reserves have improved favourably compared to the forecast position by \$1.732 million.
- Council Policy *FIN19 Reserves* delegates to the Chief Executive Officer how any surplus funds are allocated. However, it is considered good governance that Council determines the final treatment of any surplus funds.
- Once specific purpose reserves are replenished it is recommended to allocate the remaining surplus funds into the infrastructure reserve to contribute towards *Prójects* works with \$500,000 allocated towards *Próject - Smart Cities*.

RECOMMENDATION

1. THAT Report Number 9/0106 entitled End of Financial Year 2017/18 Reserve Allocation be received and noted.
2. THAT Council adopts the end of financial year reserve movements for 2017/18 of:
 - (i) Transfers to Reserve:
 - \$60,000 transferred to the Infrastructure Reserve.
 - \$1,776,000 transferred to the Unexpended Grants Reserve.
 - \$500,000 transferred to the Disaster Recovery Reserve.
 - \$140,000 transferred to the Strategic Initiative Reserve.

- (ii) Transfers from Reserve:
- \$360,000 transferred from the Waste Management Reserve.
 - \$127,000 transferred from the City Centre Improvement Reserve.
 - \$257,000 transferred from the Developer Funds in Lieu of Construction Reserve.

BACKGROUND

At the 2nd Ordinary Council Meeting of 21 August 2018 Council made the following decision/s:

Fourth Quarter Budget Review 2017/18

9/0070

1. THAT Report Number 9/0070 entitled Fourth Quarter Budget Review 2017/18 be received and noted.
2. THAT Council adopts the Fourth Quarter Budget Review 2017/18, pursuant to Section 128 (2) of Local Government Act per **Attachment A** of Report Number 9/0070 entitled Fourth Quarter Budget Review 2017/18.
3. THAT Council adopts the capital roll-overs to the value of \$845,480 to fund the following projects from the 2017/18 budget in the 2018/19 financial year:
 - Marlow Lagoon Toilet & Change Room Upgrade - \$7,454
 - Zuccoli Supply Line Contribution - \$20,000
 - Library Building Capital Works - \$21,000
 - CCTV Installation - \$29,990
 - Widdup Park Access - \$30,000
 - Civic Centre Works - \$150,000
 - Carpark Strategy - \$52,234
 - Playground Structures - \$60,000
 - Reconstruction Wallaby-Holtze Road - \$274,802
 - Solar Panels and Energy Efficiency - \$200,000
4. THAT Council adopts the reserve movements for 2017/18 of:
 - \$150,000 transferred to the Election Expense Reserve.
 - \$845,480 transferred to the Unexpended Capital Works Reserve.
 - \$2,304,801 transferred to the Infrastructure Reserve.
 - \$322,756 transferred to the Developer Funds in Lieu of Construction Reserve.
 - \$367,400 transferred to the Waste Management Reserve.

As per **Attachment B** of Report Number 9/0070 entitled Fourth Quarter Budget Review 2017/18.

5. THAT Council adopts the reserves movement for 2018/19 to fund the capital roll-overs and to allocate the grant money received in 2017/18 for projects to be completed in 2018/19 of:
 - Capital Roll-overs for \$825,480 transferred from the Unexpended Capital Works Reserve.
 - Grants received in 2017/18 for works to be undertaken in 2018/19 of \$2,304,801 transferred from the Infrastructure Reserve.

CARRIED 9/0229 - 21/08/2018

DISCUSSION

The Annual Financial Statements have been recently completed. As part of this process end of year accruals, capitalisation of assets and other 'year-end' transactions have occurred. As Council reserve balances are calculated based on net working capital, these transactions have impacted on the reserve balances presented and adopted by Council in the Fourth Quarter Budget Review for 2017/18.

Overall, the reserves have improved favourably compared to the Fourth Quarter Budget Review 2017/18 by \$1.732 million. A significant portion of this increase is related to a reduction in Council's current liabilities, thereby freeing up additional funds to allocate to reserves. The table below identifies recommended adjustments from the Fourth Quarter Budget Review and reasons for adjustments:

Reserves \$'000	4 th Quarter Balance	EOFY Balance	Movement	Reason for adjustment
Property	922	922	-	
Plant & Equipment	272	272	-	
Infrastructure	5,493	5,553	60	Two transactions affect this reserve. Firstly, \$1.490 million in capital grants that were allocated to this reserve during the 4 th Quarter Budget Review are reallocated to the unexpended grants reserve to meet reporting requirements. Finally, the balance of the additional funds identified (excluding the increases below) during the end of financial year processes have been allocated to this reserve. This results in an increase of \$1.550 million. It is recommended that of this increase \$500,000 is set aside for <i>Próject - Smart Cities</i> and the remainder to remain in this reserve to potentially assist in funding other <i>Próject</i> works in the future.
Developer Funds	5,243	4,986	-257	During the capitalisation process, assets that were identified as developer funded assets (driveways in new developments) were funded from the Developer Funds Reserve.
Unexpended Capital	845	845	-	
Unexpended Grants	-	1776	1776	\$1.49 million of unexpended grants was allocated to the Infrastructure Reserve in the 4 th Quarter Budget Review.

				This balance has been transferred into the Unexpended Grants reserve to meet reporting requirements. Additional grant funding that relates to rollover capital works for \$286,000 has also been allocated to this reserve. These funds will be spent in the 2018/19 financial year.
Election Expenses	150	150	-	
Disaster Recovery	-	500	500	With additional funds identified during the year end processes, it is recommended to replenish this reserve to help fund any future potential disaster recovery action.
Strategic Initiatives	160	300	140	Funds drawn from this reserve in 2017/18 for strategic projects were unspent at the end of the financial year. It is recommended to return the funds to the reserve and redraw on them in the 2018/19 financial year to finalise the strategic projects.
Community Grants	100	100	-	
Street Lighting	311	311	-	
City Centre Improvement	127	-	-127	In this 2017-2022 Municipal Plan a City Centre Improvement Reserve was created. This reserve was to be funded from the Car Park Shortfall Levy and paid parking income expected to be generated from the Multi-Story Carpark. As neither of these revenue streams eventuated there are no funds to allocate to this reserve.
Waste Management	386	26	-360	End of year transactions identified additional costs associated with the previous Archer Landfill Site Remediation works undertaken. As these works relate to waste management it is appropriate that these works are funded from the Waste Management Reserve.
TOTAL	14,009	15,741	1,732	

CONSULTATION PROCESS

No consultation was required in the preparation of this report.

POLICY IMPLICATIONS

Council Policy *FIN19 Reserve* is currently under review and the review is due for completion in the 1st Quarter of 2019. The current policy delegates to the Chief Executive Officer the way that any surplus funds are to be allocated to the reserves. However, it is good governance for Council to decide on the treatment of any surplus funds.

BUDGET AND RESOURCE IMPLICATIONS

The budget and resource implications are described in the body of this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal or legislative implications with this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

There are no attachments to this report.

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	First Quarter Budget Review 2018/19
REPORT NUMBER:	9/0104
MEETING DATE:	6 November 2018
Author:	Finance Manager, Shane Nankivell
Approver:	Director Corporate Services, Chris Kelly

PURPOSE

This report seeks Council approval for the first review of the 2018/19 budget.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Overall, Council is operating in-line with budget with potential underspending identified in the capital works program. As these works are seasonal they will be monitored over the coming months and reviewed again during the Second Quarter Budget Review.
- Grant funding of \$50,000 has been secured from the Northern Territory Government to develop an Economic Development Plan on a dollar for dollar basis.
- Council received \$830,215 as a prepayment of its Financial Assistance Grant in 2017/18. This grant funding was placed into the Infrastructure Reserve to be drawn down upon this financial year, consequently grant income has been adjusted to reflect the pre-payment.
- Grant funding received last financial year for capital works to be undertaken this financial year as well as approved capital roll-overs have been brought into the Capital Works budget for 2018/19 for \$2,857,883.

RECOMMENDATION

1. THAT Report Number 9/0104 entitled First Quarter Budget Review 2018/19 be received and noted.

2. THAT Council adopts the First Quarter Budget Review 2018/19, pursuant to Section 128 (2) of *Local Government Act* per **Attachment A** of Report Number 9/0104 entitled First Quarter Budget Review 2018/19.
3. THAT Council approves the budget to develop and Economic Development Plan funded from a grant from the Northern Territory Government for \$50,000 and a transfer from the Strategic Initiative Reserve of \$50,000.
4. THAT Council adopts the reserve movements for 2018/19 of:
 - (i) Transfer to reserve:
 - \$206,000 transferred to Waste Management Reserve.

Transfers from reserve:

- \$190,000 transferred from Strategic Initiatives Reserve.
- \$830,215 transferred from Infrastructure Reserve.
- \$90,000 transferred from Funds in Lieu of Construction Reserve.
- \$1,776,000 transferred from Unexpended Grants Reserve.

As per **Attachment B** of Report Number 9/0104 entitled Fourth Quarter Budget Review 2018/19.

BACKGROUND

Council adopted the 2018/19 budget on 3 July 2018 as part of the Municipal Plan.

At the 2nd Ordinary Council Meeting of 21 August 2018 Council made the following decision/s:

Fourth Quarter Budget Review 2017/18 *9/0070*

1. THAT Report Number 9/0070 entitled *Fourth Quarter Budget Review 2017/18* be received and noted.
2. THAT Council adopts the *Fourth Quarter Budget Review 2017/18*, pursuant to Section 128(2) of *Local Government Act* per Attachment A of Report Number 9/0070 entitled *Fourth Quarter Budget Review 2017/18*.
3. THAT Council adopts the capital roll-overs to the value of \$845,480 to fund the following projects from the 2017/18 budget in the 2018/19 financial year:
 - Marlow Lagoon Toilet & Change Room Upgrade - \$7,454
 - Zuccoli Supply Line Contribution - \$20,000
 - Library Building Capital Works - \$21,000
 - CCTV Installation - \$29,990
 - Widdup Park Access - \$30,000
 - Civic Centre Works - \$150,000
 - Carpark Strategy - \$52,234
 - Playground Structures - \$60,000
 - Reconstruction Wallaby-Holtze Road - \$274,802
 - Solar Panels & Energy Efficiency - \$200,000

4. THAT Council adopts the reserve movements for 2017/18 of:
- \$150,000 transferred to the Election Expense Reserve.
 - \$845,480 transferred to the Unexpended Capital Works Reserve.
 - \$2,304,801 transferred to the Infrastructure Reserve.
 - \$322,756 transferred to the Developer Funds in Lieu of Construction Reserve.
 - \$367,400 transferred to the Waste Management Reserve

As per Attachment B of Report Number 9/0070 entitled Fourth Quarter Budget Review 2017/18

5. THAT Council adopts the reserves movements for 2018/19 to fund the capital roll-overs and to allocate the grant money received in 2017/18 for projects to be completed in 2018/19 of:
- Capital roll-overs for \$845,480 transferred from the Unexpended Capital Works Reserve.
 - Grants received in 2017/18 for works to be undertaken in 2018/19 of \$2,304,801 transferred from the Infrastructure Reserve.

CARRIED 9/0229 - 21/08/2018

DISCUSSION

The First Quarter Budget Review sees the delivery of a balanced budget with additional funds allocated to the Waste Reserve and a recommended draw down from the Strategic Initiative Reserve to co fund an Economic Development Plan with the Northern Territory Government. All other adjustments are either a reallocation of internal funds or a roll-over of funds from the previous financial year to finalise the projects they were identified for.

Operational Income

Council received \$830,215 as a prepayment of its Financial Assistance Grant in 2017/18. This grant funding was placed into the Infrastructure Reserve during the Fourth Quarter Budget Review 2017/18 to be drawn down upon this financial year, a corresponding adjustment in grant income has been made to reflect the pre-payment. This adjustment has been partly offset by an increase in the Annual Library Grant for \$32,744 which is identified to be used to help fund the RFID implementation at the Library (Council Decision 9/0182 - 17/07/2018), and successfully securing a \$50,000 grant from the Northern Territory Government to help fund the recommended Economic Development Plan.

Waste income has been revised upwards by \$240,000. This is to reflect the increase in the number of services provided since the original budget was prepared and is partially offset by an increase in waste related expenditure.

Operational Expenditure

During 2017/18 \$80,000 was returned to the Strategic Initiative Reserve. It is being recommended that this reserve is drawn upon to finalise the smart cities project for which the reserve was originally drawn (Council Decision 8/3034 - 20/02/2018). Council has received grant funding of \$50,000 from the Northern Territory Government to help fund an Economic Development Plan. The corresponding expense is included as well as Council's contribution towards the project that is recommended to be funded from the Strategic Initiative Reserve for \$50,000. All other variations within this category are internal movements with a slight reduction in operating expenditure for the Library identified to fund the remaining balance of the capital RFID project for the library.

A Place for People

Capital Income

Capital Income increased by \$60,600 due to the sale of replaced Council vehicles of \$46,000, and the sale a portion of road reserve for \$14,600. As many of the vehicles in Council's fleet are getting older and have relatively high kilometres travelled on them, the funds received from sale of fleet are recommended to be returned to the capital expenditure budget to assist with replacement of additional fleet vehicles within this financial year.

Capital Expenditure

During 2017/18 Council received capital grants to the value of \$1,776,00 to undertake capital projects in 2018/19. These funds were placed into the Unexpended Grants Reserve during the preparation of the annual financial statements and are now recommended to be transferred into the Capital Expenditure budget. Furthermore, as part of the Fourth Quarter Budget Review, Council approved capital roll-over projects for \$845,480 (Council Decision Number 9/0229 - 21/08/2018) and these funds have now also been brought into the capital works budget.

A budget for the first stage of the "Making the Switch" project has been set at \$150,000 with \$90,000 of these funds borrowed from the Funds in Lieu of Construction Reserve (Council Decision Number 9/0243 - 21/08/2018). The remaining \$60,000 comes from the Strategic Initiatives Reserve (8/3034 - 20/02/2018).

The remaining \$86,000 increase to Capital Expenditure is attributed to the \$46,000 increase to Fleet Replacement that is funded from corresponding capital income, and \$40,000 for the installation of the RFID system in the Palmerston Library, which is offset by the increase in Library grant funding and operational savings at the Library.

Reserves

At the end of the 2017/18 financial year, the total reserve balance was \$15,741,270, inclusive of recommended roll-overs of \$3,451,835 transferring funds between the two (2) financial years.

Through the First Quarter Budget Review 2018/19 process (excluding roll-overs), the total Reserves balance is expected to increase by a further \$66,000 by the end of the financial year. The movement in Reserves (excluding roll-overs) can be attributed to:

- The transfer of \$50,000 from Strategic Initiatives Reserve for an Economic Development Plan;
- The transfer of \$90,000 from the Funds in Lieu of Construction Reserve to start *Project - Making the Switch*.
- The transfer of \$206,000 to the Waste Management Reserve due to higher than originally budgeted income.

CONSULTATION PROCESS

In preparing this report the following City of Palmerston staff were consulted:

- Budget Officers
- Executive Leadership Team

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

During the 2018/19 financial year, improvements are being introduced to budget management processes. Budgets are being assessed to better match budgeted cashflows, with the timing of the actual expenditure throughout the year. This process has only recently been introduced and will be refined throughout the year. This will ensure there is more accountability in relation to budgets and that if there are any concerns over budget overspends or underspends they are identified and rectified in a timely manner.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In accordance with Section 128 of the *Local Government Act* the budget amendments will be published on Council's website and an advertisement will be placed in the NT News.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: Statement of Comprehensive Income

Attachment B: Statement of Reserves

STATEMENT OF COMPREHENSIVE INCOME
30/09/2018

	Original Budget	1st Review Increase/ (Decrease) \$	Revised Budget \$
Operating Income			
Rates & Annual Charges	27,687,085	240,000	27,927,085
Statutory Charges	166,500	0	166,500
User Charges & Fees	1,432,240	-45,000	1,387,240
Interest & Investment Revenue	963,160	0	963,160
Reimbursements	0	0	0
Other Income	1,500	0	1,500
Grants, Subsidies & Contributions	2,283,044	-747,471	1,535,573
Total Operating Income	32,533,529	-552,471	31,981,058
Operating Expenses			
Employee Costs	8,671,994	0	8,671,994
Professional Services	1,472,067	247,600	1,719,667
Auditor's Remuneration	35,000	0	35,000
Operating Lease Rentals	217,300	0	217,300
Energy	1,373,387	0	1,373,387
Materials & Contractors	11,759,215	-87,335	11,671,880
Depreciation, Amortisation & Impairment	11,500,000	0	11,500,000
Elected Members Expenses	361,287	0	361,287
Legal Expenses	220,000	25,000	245,000
Water Charges	1,388,759	0	1,388,759
Telephone & Other Communication Charges	226,000	0	226,000
Community Grants	100,000	30,000	130,000
Other Expenses	2,543,933	-38,921	2,505,012
Borrowing Costs	92,200	0	92,200
Total Operating Expenses	39,961,142	176,344	40,137,486
Net OPERATING SURPLUS / (DEFICIT)	-7,427,613	-728,815	-8,156,428
Capital Income			
Net gain (loss) on disposal or revaluation of assets	0	60,600	60,600
Developer Contributions	400,000	0	400,000
Asset Income	10,000,000	0	10,000,000
Grants received	328,410	0	328,410
Total Capital Income	10,728,410	60,600	10,789,010
Net SURPLUS / (DEFICIT) transferred to Equity Statement	3,300,797	-668,215	2,632,582
Capital Expenses			
Land Purchase	0	0	0
Asset Purchase	-995,000	-678,235	-1,673,235
Asset Upgrade	-5,025,638	-2,179,648	-7,205,286
Total Capital Expenses	-6,020,638	-2,857,883	-8,878,521
Less Non Cash Expenditure	-11,500,000	0	-11,500,000
Plus Gifted Assets	10,000,000	0	10,000,000
Net CAPITAL SURPLUS / (DEFICIT)	-1,219,841	-3,526,098	-4,745,939
Borrowings	2,000,000	0	2,000,000
Repayment of Borrowings	-208,814	0	-208,814
Reserve Movement	-571,345	3,526,098	2,954,753
NET OPERATING SURPLUS / (DEFICIT)	0	0	0

STATEMENT OF RESERVES - per Municipal Plan 2018/2019

OTHER RESERVES	Opening Balance \$ 01/07/2018	Transfers to Reserves \$	Transfers from Reserves \$	Balance at the EOY 2019 \$
Election Expenses Reserve	-	100,000	-	100,000
Disaster Recovery Reserve	-	-	-	-
Strategic Initiatives Reserve	160,000	-	(100,000)	60,000
Unexpended Grants Reserve	-	-	-	-
Unexpended Capital Works Reserve	-	-	-	-
Property Reserve	922,104	-	-	922,104
Plant & Equipment Reserve	271,632	-	-	271,632
Infrastructure Reserve	3,188,610	211,690	-	3,400,300
Developer Funds In Lieu Of Construction	4,919,920	100,000	-	5,019,920
Community Grants Reserve	100,000	-	(30,000)	70,000
Waste Management Reserve	18,446	289,655	-	308,101
Streetlight Reserve	311,063	-	-	311,063
City Centre Improvement Reserve	127,211	-	-	127,211
Total Reserves	10,018,986	701,345	(130,000)	10,590,331

Reserve balances as at 01/07/2018 above do not include 2017/18 year-end adjustments

STATEMENT OF RESERVES - Budget Movements 2019

OTHER RESERVES	Opening Balance \$ 01/07/2018	Original Budget 2019 to Reserves \$	Original Budget 2019 from Reserves \$	1st Review 2019 to Reserves \$	1st Review 2019 from Reserves \$	Balance at the EOY 2019 \$
Election Expenses Reserve	150,000	100,000	-	-	-	250,000
Disaster Recovery Reserve	500,000	-	-	-	-	500,000
Strategic Initiatives Reserve	300,000	-	(100,000)	-	(190,000)	10,000
Unexpended Grants Reserve	1,776,402	-	-	-	(1,776,402)	(0)
Unexpended Capital Works Reserve	845,482	-	-	-	(845,482)	(0)
Property Reserve	922,104	-	-	-	-	922,104
Plant & Equipment Reserve	271,632	-	-	-	-	271,632
Infrastructure Reserve	5,552,686	211,690	-	-	(830,215)	4,934,161
Developer Funds In Lieu Of Construction	4,985,377	400,000	(300,000)	-	(90,000)	4,995,377
Community Grants Reserve	100,000	-	(30,000)	-	-	70,000
Waste Management Reserve	26,525	2,289,655	(2,000,000)	206,000	-	522,180
Streetlight Reserve	311,063	-	-	-	-	311,063
City Centre Improvement Reserve	-	-	-	-	-	-
Total Reserves	15,741,270	3,001,345	(2,430,000)	206,000	(3,732,099)	12,786,516

Reserve balances as at 01/07/2018 include 2017/18 year-end adjustments

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Adoption of the City of Palmerston Annual Report 2017/18
REPORT NUMBER:	9/0107
MEETING DATE:	6 November 2018
Author:	Director Corporate Services, Chris Kelly
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council adoption of the City of Palmerston Annual Report 2017/18.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Council's Annual Report 2017/18 contains a comprehensive report on Council's activities throughout the year, including audited financial statements.
- City of Palmerston is the second largest local government in the Northern Territory managing \$710 million of infrastructure assets, almost 14,300 rate accounts and \$44.8 million of expenditure.
- This year saw Council:
 - provide \$281,756 in financial and in-kind support through grants, donations and sponsorships to 27 community groups and organisations and 11 schools;
 - welcome 150,737 visitors to the Palmerston Library, the equivalent of 4 times the population of Palmerston;
 - increase FlicNics attendance by 22.5%, with 1,660 people enjoying free movies in Goyder Square; and
 - host 1,500 attendees at Geekfest Top End
- Council also led a multi-layered recovery effort from the impacts of Tropical Cyclone Marcus in partnership with the Australian Defence Force and US Marine Corps.
- Council is required to provide a copy of the Annual Report 2017/18 to the Minister for Housing and Community Development by 15 November 2018.

RECOMMENDATION

1. THAT Report Number 9/0107 entitled Adoption of the City of Palmerston Annual Report 2017/18 be received and noted.
2. THAT Council adopt the City of Palmerston Annual Report 2017/18 being **Attachment A** to Report Number 9/0107 entitled Adoption of the City of Palmerston Annual Report 2017/18.
3. THAT Council note that in accordance with Section 199 of the *Local Government Act*, the adopted City of Palmerston Annual Report 2017/18 will be provided to the Minister for Housing and Community Development by 15 November 2018.

BACKGROUND

At the 1st Ordinary Council Meeting of 8 November 2017 Council made the following decision/s:

13.1.4 *Annual Report 2016/17* 8/1351

1. *THAT Council receives Report Number 8/1351.*
2. *THAT Council adopt the Annual Report 2016/2017 as amended with the administrative changes presented at the meeting.*
3. *THAT the Chief Executive Officer be instructed to send the Annual Report 2016/2017 to the Minister for Housing and Community Development on or before 15 November 2017.*

CARRIED 8/2945 - 08/11/2017

This report considers the City of Palmerston Annual Report 2017/18 for adoption.

DISCUSSION

Council's Annual Report 2017/18 contains a comprehensive report on Council's activities throughout the year, including audited financial statements. It provides an opportunity to inform the community of Council's achievements and financial position at the end of the financial year.

The Annual Report commences with messages from the Mayor and Chief Executive Officer, followed by a snapshot of 2017/18 for Council, a welcome message and some background information on Palmerston.

Chapters 1 to 4 report on Council's achievements in the 14 performance plan areas across the Strategic Focus areas of Community and Cultural Wellbeing, Economic Development, Environment and Infrastructure, and Governance and Organisation. This is then followed by Chapter 5 which contains the audited general purpose financial statements.

Focal points for the 2017/18 year include Council:

- providing \$281,756 in financial and in-kind support through grants, donations and sponsorships to 27 community groups and organisations and 11 schools;
- welcoming 150,737 visitors to the Palmerston Library, the equivalent of 4 times the population of Palmerston;
- increasing the number of FlicNics patrons enjoying free movies in Goyder Square by 22.5%;

- hosting 1,500 attendees at Geekfest Top End;
- providing comprehensive waste management services including:
 - over 1.2 million kerbside bin collections;
 - free collection of 128 tonnes of waste as part of the Pre-Cyclone Clean-Up; and
 - recycling 1,425 tonnes of waste;
- damage from Tropical Cyclone Marcus including:
 - 3,500 trees removed from public land;
 - 500 trees across roads; and
 - 6 damaged shade sails in Council parks;
- Council led the recovery effort for Palmerston in partnership with Australian Defence Force and US Marines;
- a comprehensive asset revaluation which revalued Council's infrastructure assets at \$710 million; and
- investment of over \$75,000 in training its 84 staff, of whom 59% are female.

Under Section 199(3) of the *Local Government Act*, the Annual Report must also contain an assessment of Council's performance against the objectives stated in the Municipal Plan. These are assessed through the Community Satisfaction Survey. Scores of 100 indicate that the community is "satisfied" with Council in that category. A score below this indicates where Council needs further improvement and a score above this indicates the community is happy with Council's performance. There was an increase in the majority of performance areas, with Council scoring over 100 in 4 of 14 performance areas.

Council previously considered a report which outlined how Council was responding in each of the 14 performance areas, however to respond to the two lowest scoring initiatives, service and safe communities, Council is undertaking the following initiatives:

- Council will provide brighter and focused lighting to fight crime and discourage anti-social behaviour through the recently approved \$3.65 million Smart LED Lighting Replacement Program;
- Council is undertaking a laneway improvement trial which may include lighting upgrades and safety assessments;
- Council has committed \$500,000 as part of a Smart Cities application. Proposed Smart City initiatives including improved and increased HD CCTV, Smart waste management and information sharing with NT Police;
- Council also hosts or supports a number of diversionary programs that engage at risk youth such as Youth Drop In Sports, Sports Nights, Art Program with Palmerston Re-engagement Centre students;
- as part of the continued drive towards enhancing customer service, Council will soon commence a review of the Customer Service Strategy and complaints management policies and procedures;
- Council is increasing its online service presence through the new customer streetlighting interface and online graffiti reporting; and
- Approximately 48% of residents have had contact with Council on a specific issue in the last year, of which 66% was by phone. In future surveys, Council will seek information on customer satisfaction with service provided by Council.

Council will provide a copy of the adopted City of Palmerston Annual Report 2017/18 to the Minister for Housing and Community Development after it has been adopted, prior to November 15 in accordance with Section 199 of the *Local Government Act*.

Following delivery of the Annual Report to the Minister for Housing and Community Development, the Annual Report 2017/18 will be available on Council's website in an enhanced interactive format.

CONSULTATION PROCESS

As the Annual Report is providing a summary of Council's activities and financial statements for the previous financial year, public consultation is not required.

As part of the preparation of the Annual Report 2017/18, numerous staff across Council provided content and reviewed the draft document. A draft version was also provided to Elected Members for their review prior to the report being presented to Council.

Council will be promoting the Annual Report after it has been adopted and provided to the Minister for Housing and Community Development. This will include an enhanced interactive version being provided on Council's website and a promotional video for social media and Council screens. A copy of the video will be played for Elected Members and the community at the Council meeting when this report is considered.

Council will also be submitting the enhanced online version of the Annual Report 2017/18 to the Australasian Reporting Awards to be held in June 2019.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget and resource implications from this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

To comply with Section 199 of the *Local Government Act*, Council is required to provide the Minister for Housing and Community Development, who has responsibility for Local Government, a copy of the adopted City of Palmerston Annual Report 2017/18 by November 15 2018.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report, however a number of the initiatives commenced during the 2017/18 financial year will reduce energy requirements and emissions for Council.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: City of Palmerston Annual Report 2017/18 (document exceeds file size, the City of Palmerston Draft Annual Report can be accessed on Council's Website <http://www.palmerston.nt.gov.au/council/meetings/council-meetings/2018> under subheading 6 November 2018 Attachments.

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.5
REPORT TITLE:	Community Benefit Scheme – Palmerston and Rural Seniors Committee Inc.
REPORT NUMBER:	9/0101
MEETING DATE:	6 November 2018
Author:	Director of Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to provide a three (3) year sponsorship agreement to Palmerston and Rural Seniors Committee Inc. to support the provision of the 2019, 2020 and 2021 Palmerston Seniors Fortnight Programs.

Municipal Plan:

1. Community & Cultural Wellbeing
 - 1.1 Healthy Communities
 - 1.1 We are committed to providing quality health and family support services to our community.

KEY ISSUES

- City of Palmerston has received a three-year funding request to support an established, annual event for local seniors.
- Council has approved this event for the last 3 years, with financial support in 2018 being \$12,000.
- Council have received and noted a presentation from the applicant organisation, the Palmerston and Rural Seniors Committee Inc. (PRSC) regarding ongoing sponsorship.
- PRSC requests sponsorship to provide certainty and allow for planning for Seniors Fortnight activities for 2019, 2020 and 2021.
- Amount requested is \$53,000 split over three (3) years, \$15,000 initially, rising to \$18,000 then \$20,000 for the final instalment.
- PRSC is offering Council Platinum Sponsor status in return.

RECOMMENDATION

1. THAT Report Number 9/0101 entitled Community Benefit Scheme – Palmerston and Rural Seniors Committee Inc. be received and noted.
2. THAT Council approve three (3) years Platinum Sponsorship to Palmerston and Rural Seniors Committee in the form of financial sponsorship being \$15,000 in 2018-2019, \$18,000 in 2019-2020 and \$20,000 in 2020-2021, to support the provision of the City of Palmerston Seniors Fortnight Program.

BACKGROUND

At the 1st Ordinary Council Meeting of 2 October 2018 Council received and noted a presentation by Marg Lee, President and Neville Driver, Public Officer of the Palmerston and Rural Seniors Committee Inc.

Triennium Funding Sponsorship 2019-2021

THAT the presentation by Marg Lee, President and Neville Driver, Public Officer of the Palmerston and Rural Seniors Committee Inc. be received and noted.

CARRIED 9/0296 – 02/10/2018

A Community Benefit Scheme funding application from the Palmerston and Rural Seniors Committee has subsequently been received by Council; requesting support as described in the presentation, and submission provided at that time.

DISCUSSION

The Palmerston and Rural Seniors Committee Inc. is a group of active senior community members who liaise with, represent and advocate for local seniors.

The Committee coordinates and promotes annual activities for the education, entertainment and wellbeing of local seniors, for two weeks during Seniors Month (August). Palmerston Seniors Fortnight is a successful and popular annual series of events and activities which benefit senior Palmerston residents.

City of Palmerston has assisted the Committee in various ways over preceding years, including sponsorship of the Palmerston Seniors Fortnight. The most recent agreement, a three-year sponsorship, expired in the 2017-2018 financial year, with the final instalment funding the 2018 City of Palmerston Seniors Fortnight.

Multiple sponsors support the PRCS to fund the Seniors Fortnight activities. City of Palmerston is the main sponsor; the previous (Platinum Sponsorship) agreement was funding to the value \$36,000 which was split over three (3) years to the value of \$12,000 per year.

The Palmerston and Rural Seniors Committee Inc. requests support in the form of Platinum Sponsorship to provide Seniors Fortnight activities for the 2019, 2020 and 2021 Seniors Fortnights. Amounts requested are \$15,000 initially, rising to \$18,000 then \$20,000 for the final instalment.

The three (3) year agreement will provide the group with certainty and allow planning to occur.

The Platinum sponsorship package offered by PRSC includes the following benefits in return for sponsorship:

- Naming rights for the Seniors Fortnight Program - City of Palmerston Seniors Fortnight Program.
- First preference for naming rights to an event in the City of Palmerston Seniors Fortnight Program.
Note: In recognition that commitments are already in place with existing sponsors for calendar events in 2019 City of Palmerston, as Platinum sponsor, will be provided with first preference to remaining 2019 events and be given first preference of events in future years of funding agreement.
- Advertisement – City of Palmerston logo and acknowledgement of Platinum Sponsorship printed in a prominent/prime position on all copies of the 2019, 2020 and 2021 Seniors Fortnight Program (notionally 550 copies distributed) and all marketing materials.
- Advertisement – City of Palmerston logo and acknowledgement of Platinum Sponsorship printed in a prominent/prime position on all new pull-up-banners owned by the PRSC, which are utilized at various functions throughout the year.
- Advertisement materials – City of Palmerston pull-up-banner and other promotional material such as additional signs, flyers, posters (if supplied) displayed at any PRSC event throughout the year – banner and other promotional materials supplied by City of Palmerston.
- Advertisement – Acknowledgement at the Opening and Closing Ceremony that the City of Palmerston is the Platinum Partner for City of Palmerston Seniors Fortnight Program and PRSC.
- Invitation to Her Worship the Mayor, (or her representative) to either open or close City of Palmerston Seniors Fortnight dependent on location.
- Prestige of sponsoring the major event in City of Palmerston Seniors Fortnight Program – being seen to meet community expectations towards and for seniors.
- Demonstrate to seniors within the community that their contribution to the community is valued.
- Demonstrate to business within the City of Palmerston that Council supports Seniors and the contribution by business is appreciated.
- Ticketed invitations to attend Opening and Closing Ceremony (up to five invitations annually).
- This is a highly successful and valued program undertaken by PRSC. The committee consists of volunteers to deliver the program. It is being recommended that the Council enter into a three (3) year funding agreement.

CONSULTATION PROCESS

Meetings between Council management and representatives of PRSC have progressed Council's understanding of the event and the Committee's needs. The presentation to Council on 2 October 2018 offered information and the opportunity for Elected Members to gain an understanding of the program and hear directly from the Palmerston and Rural Seniors Committee Inc.

As part of their program delivery the PRSC undertakes surveys to establish satisfaction rates of the event and activity participants. This data is used to assist planning subsequent events and activities.

POLICY IMPLICATIONS

Policy number FIN18 – Grants, Donations, Sponsorships and Scholarships.

BUDGET AND RESOURCE IMPLICATIONS

The budget for the 2018/2019 year for Grants, Donations, Sponsorships and Scholarships is \$130,000. To date, Council has awarded \$63,918 and \$66,082 remains in the 2018/2019 Community Benefit Scheme budget.

Should council approve \$15,000 sponsorship from this budget there will be \$51,082 remaining.

The Community Benefit Scheme Reserve currently contains \$70,000.

The budget for the 2019/2020 year for Grants, Donations, Sponsorships and Scholarships is anticipated to be \$130,000. Current committed funding for 2019/2020 is \$30,000 sponsorship of the PGA Championships 2020.

If supported Council would need to ensure adequate budget provisions in relevant years.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal and legislation implications.

If successful with this funding application the Palmerston and Rural Seniors Committee Inc. will enter a Memorandum of Understanding (MOU) with Council, which sets out all obligations of both the Committee and Council, in return for the agreed funding.

The MOU will be finalised and entered into by the CEO.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

There are no attachments for this report.



AGENDA ITEM: 13.2.6

REPORT TITLE: Multicultural Council NT Membership Renewal 2018/2019

REPORT NUMBER: 9/0102

MEETING DATE: 6 November 2018

Author: Director Lifestyle and Community, Jan Peters

Approver: Chief Executive Officer, Luccio Cercarelli

PURPOSE

The City of Palmerston will be renewing its membership with the Multicultural Council of the Northern Territory (MCNT) for 2018/2019. This report requests that Council nominate an Elected Member to be one of up to three possible delegates to represent the City of Palmerston as an Organisational Member of MCNT.

Municipal Plan:

- 1. Community & Cultural Wellbeing
 - 1.3 Arts and Culture
 - 1.3 We are committed to the fostering and promotion of arts and culture within our community, the awareness and promotion of our local history, and advocacy for increased cultural resources.

KEY ISSUES

- Multicultural Council NT (MCNT) has written to seek Council’s renewal of its Organisational Membership for 2018/2019.
- The Organisational Membership entitles the City of Palmerston to have up to three (3) Accredited Delegates with full voting rights as part of its membership.
- The Director Lifestyle and Community has been nominated by the CEO as a delegate.
- Nomination of an Elected Member to represent the City of Palmerston as part of the Organisational Membership is being sought.

RECOMMENDATION

1. THAT Report Number 9/0102 entitled Multicultural Council NT Membership Renewal 2018/2019 be received and noted.
2. THAT Alderman be nominated as a City of Palmerston representative to the Multicultural Council of the Northern Territory Inc.

BACKGROUND

At the Council meeting held on 21 April 2015, Council made the following decisions:

Multicultural Council NT Membership and Presentation CCE/0356 CCE/0357 CCE/0358

1. *THAT Council endorse City of Palmerston becoming an Associate Organisation Member of the Multicultural Council NT.*
2. *THAT Council nominate Mayor Abbott to present at a Multicultural Council NT Committee meeting.*
3. *THAT Council nominate Alderman McKinnon to represent Council at Multicultural Council NT meetings.*

CARRIED 8/1478-21/04/2015

The MCNT is a community-based non-profit organisation that advocates and provides direct services for individuals, families and communities from culturally and linguistically diverse (CALD) backgrounds in the Top End of the Northern Territory. The MCNT was established in 1977 as the Ethnic Communities Council of the Northern Territory (ECCNT). In 2000, the name was changed to Multicultural Council of the Northern Territory (MCNT) to reflect the inclusive and diverse nature of the organisation and to forge greater outreach with the wider community.

The MCNT is situated in Shop 15, Malak Shopping Centre, Malak Place, Malak. Throughout the year the MCNT invites its members to participate in community forums and information sessions.

DISCUSSION

City of Palmerston has been an Organisational Member of the MCNT and we are reviewing its membership. This is considered an important group given Palmerston's multi-cultural community.

There are three (3) categories of membership: Organisational Members, Individual Members and Associate Members, for the past three (3) years the City of Palmerston has renewed its Organisational Members Membership. This membership entitles up to three (3) accredited delegates with full voting rights to be nominated.

The Chief Executive Officer has nominated two (2) staff members being the Director Lifestyle and Community and Community Development Officer Arts and Culture. This report seeks an Elected Member to be nominated as the third membership nomination.

The Committee meets approximately two (2) times a year in an informal capacity, with invitations sent to all members for any events, forums and information sessions being organised by MCNT.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

There are no policy implications relating to this report.

BUDGET AND RESOURCE IMPLICATIONS

2018/2019 Renewal Membership will cost \$5 and be met within the 2018/2019 budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal and legislation implications relating to this report.

Corporate Membership to various organisations, professional bodies and groups is determined by the Chief Executive Officer under delegation where appropriate.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

There are no attachments to this report.

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.7
REPORT TITLE:	Driver Family Resource Centre Lease
REPORT NUMBER:	9/0103
MEETING DATE:	6 November 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to extend the current lease of Driver Family Resource Centre, by Red Cross Australia by one year, to end 30 June 2020.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Red Cross Australia currently have a lease over the Driver Family Resource Centre expiring 30 June 2019.
- Red Cross Australia have requested an extension of current lease for one year until 30 June 2020.
- Council Policy *AD04 Lease of Council Property* allows for Council to consider an alternate process related to long-term leasing of Council facilities.
- Red Cross and the Communities for Children program delivered from the Driver Resource Facility is considered to provide significant benefit to Palmerston families.

RECOMMENDATION

1. THAT Report Number 9/0103 entitled Driver Family Resource Centre Lease be received and noted.
2. THAT Council approve the extension of Red Cross Australia's existing lease of Driver Family Resource Centre by one year, to end 30 June 2020.

BACKGROUND

Red Cross Australia has a lease agreement for Driver Family Resource Centre in place which began 1 October 2015 and expires 30 June 2019. Upon signing the original lease, the organisation paid the amount in full for the term of the lease.

The lease arrangement is for the organisation to fulfil the duties of Core Tenant, as is the tradition of this facility, in exchange for a reduced rental cost of \$350 per month, or \$4,200 per year (GST Inc). As Core Tenant the organisation plays a role in the day-to-day management of the facility and provides an on-site presence which enhances security and communication.

As the Core Tenant Red Cross has full-time use of the two offices plus garden shed and restricted scheduled use (25 hours per week) of the shared program space including common area, activity room, kitchen and outside play area.

The facility has regular weekly bookings with other users including Playgroup NT, Save the Children Playgroup, Tumble Down Tots and the Seventh Day Adventist Church.

This community facility is unusual in its current form, it is limited to offer child care and creche facilities to the local community and would be costly to repurpose. The structure is such that it is useful for the provision of family programs based around suitable and safe children's play. It is not useful for typical community hall purposes, such as large meetings or celebrations due to the layout; a series of small rooms, and a communal child-scale toilet and ablutions room. Child-safe fencing and other child-friendly features such as low-height wash facilities, shaded lawn areas and sandpit make this an ideal site for the child-centred programs offered by the current user groups.

DISCUSSION

Having a user group such as Red Cross Australia, who delivers the Communities for Children project for 0 - 4-year-old, as Core Tenant, plus the other playgroup user groups, is an excellent outcome for Council. In the past there has been low interest in using the facility, other than occasional booking queries about morning availability.

Red Cross Australia uses the Driver facility as an extension of their Darwin offices, to allow for a presence in Palmerston. They provide children's and family support programs across one and a half days. Recently they began a new project on site - a shared edible garden for all users of the facility to be engaged in and benefit from.

Red Cross Australia's Community for Children funding contract has recently been extended allowing the program to be offered for an additional year, until June 2020, and they have requested an extension of their current lease of the facility to this date. This extension would be invoiced at the same rate as previously; \$4,200 per year (GST Inc).

It has been identified in Council Policy *AD04 Lease of Council Property* that "Council's role of participating in the marketplace via property ownership is to facilitate desired goals and objectives to ensure the growth and prosperity of the City, which if left to the private marketplace alone may not be achievable. In such cases, an alternative process is more appropriate."

This means that Council should assess the benefit to the community as well as commercial benefits. As this property is not easily purposed for commercial use, it is recommended Council consider the proposed opportunity.

Under Council Policy, the circumstances which give rise to an alternative process include:

- Where a sitting lessee propose an arrangement, which is of benefit to Council. Council may consider the pre-existing relationship with the lease. Section 4.2.2.11.

It is recommended that a one-year extension of the existing lease to Red Cross for the facilitation of the Communities for Children project, providing significant benefit to Palmerston Community which has been identified by Northern Territory Government as 'The Family City'. The Red Cross Communities for Children project aims to improve the coordination of support services for young families and children in Palmerston. The program aims to improve outcomes for families and children by funding a suite of early childhood and other family support services. Another key priority of the program is having a whole community approach to service delivery. This approach gives the community a stronger voice in the program, to strength support services and to coordinate delivery of culturally appropriate programs that are identified by the Community.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

Policy number *AD04 Lease of Council Property* allows for Council to undertake an alternative process if the alternative process where in Council's opinion an alternative lease approach will achieve greater benefits to the ratepayers.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications relating to this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

There are no attachments for this report.

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.8
REPORT TITLE:	Recreation Centre In-kind Support for Youth Activities
REPORT NUMBER:	9/0105
MEETING DATE:	6 November 2018
Author:	Directory Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to provide the use of the Recreation Centre as in-kind support for the 2018-2019 Palmerston Youth Activities program.

Municipal Plan:

1. Community & Cultural Wellbeing

1.4 Recreation

1.4 We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community.

KEY ISSUES

- In the past 12 months, Council has provided approximately \$39,000 in-kind support for youth activities.
- The Department of the Chief Minister acknowledges the substantial contribution that the City of Palmerston Council has provided to the youth activities during the past 12 months.
- During November 2018 – 31 October 2019, it is anticipated in-kind support could be up to the value of \$75,000.
- The Department requests Council consider continued support for youth activities.
- It is being recommended that Council continue to support Youth Activities in Palmerston as it is considered a highly valuable service.

RECOMMENDATION

1. THAT Report Number 9/0105 entitled Recreation Centre In-kind Support for Youth Activities be received and noted.
2. THAT Council approve continued in-kind support by providing the Palmerston Recreation Centre with lights and airconditioning at no cost for after school and school holiday Youth Activities in the Palmerston Recreation Centre until 31 October 2019 and that Council will continue to work in collaboration with Northern Territory Government to support these activities.

BACKGROUND

The City of Palmerston has been supporting the delivery of youth activities within the Palmerston Recreation throughout 2017 and 2018. Council entered a joint initiative with the Northern Territory Government (NTG) and the Palmerston and Regional Basketball Association (PaRBA) to offer the Youth Drop-In Sport program within the Recreation Centre Stadium.

The Youth Drop-In Sports program operates from 3pm till 5pm Monday to Thursday and from 6pm till 8pm on Fridays. The program is a daily drop in program that aims to provide a positive, fun and safe environment for young people of all backgrounds to participate at no cost in sport and active recreation. PaRBA deliver the drop-in program and are funded through the NTG Palmerston Youth Activities Grant. The City of Palmerston provides the venue (Palmerston Recreation Centre) as in-kind support and contributes to program planning.

Council has supported the Youth Drop-In Program from July 2017 – June 2018 where PaRBA delivered 48 weeks of activities, the Council in-kind support for this period was valued at \$28,800.

Council has further supported the program through an interim funding period, again in partnership with PaRBA and NTG for the period July 2018 till October 2018, or 17 weeks with an in-kind value of \$10,200.

In the most recent Community Services Quarterly report, it reported 4,991 participants in the program over three (3) months being an estimated average of 20,000 participants in the program per year.

DISCUSSION

The Department of the Chief Minister has written to Council acknowledging the substantial contribution that the City of Palmerston Council has provided to the youth activities during the past 12 months and requests that Council consider providing continued support for the next 12 month funding period from November 2018 – 31 October 2019. **Attachment A.**

The Palmerston Youth Activities 2018-19 Grant Funding Round closed on 20 September 2018. It is anticipated that several Community Organisations applying for grants may wish to run their activities within the Palmerston Recreation Centre. PaRBA have advised that they have requested funding for the Youth Drop-In Sports program for this period, totaling 50 weeks of the year and will be seeking similar venue in-kind support from the City of Palmerston.

It is recommended that Council again enter a joint initiative with the NTG and PaRBA to deliver the Palmerston Youth Drop-In Sports program. The in-kind venue hire support value would be \$57,500 as it includes air-conditioning and lights, to be used throughout the wet season. This will ensure maximum benefit and success of the program.

In addition to this there are likely to be requests for in-kind support to use the stadium space throughout the school holiday periods for evening events. Due to current paid user groups using the stadium space, the Centre may only be available for hire for evening events two (2) nights per week. Should Council support requests for in-kind support during school holidays for two (2) nights per week at four (4) hours per booking, with lights and air conditioning. The in-kind value support would be to the approximate value of \$16,320.

Furthermore, the Centre does receive request to support organisations such as Larrakia Nation and the YMCA, to provide other youth school holiday program activities within the community room spaces in the Recreation Centre.

It is expected the in-kind support value from Council for youth activities requested in **Attachment A** would be approximately \$75,000.

The programs delivered through the Palmerston Youth Activities 2018-19 Grant Funding are aimed at supporting and encouraging school holiday and after-hours activities throughout Palmerston. Such activities and programs ensure that young people in Palmerston and those visiting from surrounding communities have several options for things to do after school and during school holidays. After-hours and school holidays are important times for young people to expand their skill set, to network and make new friends and to develop pride in their community and self.

It is important that Council works in a collaborative way and continues to support the youth services sector to ensure our young people in Palmerston, particularly those at risk, have accessible safe and fun activities.

It is recommended that Council approve the continued support of youth programs and activities run in the Palmerston Recreation Centre and work with partnership with the NTG to support programs and initiatives funded through the Palmerston Youth Activities 2018-19 Grants during November 2018 through to 31 October 2019.

In acknowledgement of the in-kind support provided by Council, all programs receiving support will be required to include recognition of City of Palmerston in all program promotional materials and media opportunities.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The in-kind value of providing free use of the Recreation Centre for youth programs and initiatives including the Youth Drop-In Sports Program and activities two evenings per week during school holidays could be up to the value of \$75,000.

As this is in-kind support there will be no implications to the budget, any paid bookings for the space would take preference over in-kind bookings resulting in no implications to Recreation Centre revenue.



A Place for People

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications relating to this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

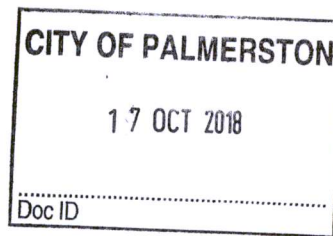
There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: Correspondence dated 11 October 2018 - Department of the Chief Minister



Ms Athina Pascoe-Bell
Mayor
City of Palmerston

11 October 2018

Top End Regional Office
Level 14 NT House
22 Mitchell Street
DARWIN NT 0801

Postal Address
GPO Box 4396
DARWIN NT 0801

T 08 8999 5236
E Sandra.schmidt@nt.gov.au

File Ref: TRIM No.

Dear Mayor Pascoe-Bell,

RE: CITY OF PALMERSTON SUPPORT FOR YOUTH ACTIVITIES

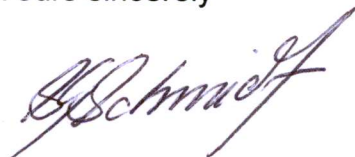
I would like to acknowledge the substantial contribution that the City of Palmerston Council has provided to the youth activities during the past 12 months. The Department of the Chief Minister has been actively involved in the coordination of youth activities and has valued the partnership approach and significant in kind support the City of Palmerston Council has provided to the delivery of activities for young people in Palmerston.

The Palmerston Youth Activities 2018-19 Grant Funding Application closed on 20th September. This grant provides funding through the Department of Territory Families, to deliver a range of engaging activities for young people aged 10-17. The target group for this funding is young people who have identified barriers to accessing activities in the community. This funding is for a 12 month period (November 2018 – Oct 31 2019) which will offer providers an opportunity to deliver activities and events over an extended time period and to measure outcomes of this work.

I am writing to request consideration of continued support from the City of Palmerston during this 12 month period. This in kind support has been invaluable for organisations to deliver youth activities at the Palmerston Recreation Centre and has provided an opportunity to strengthen these activities through a partnership approach.

I look forward to your response.

Yours sincerely



SANDRA SCHMIDT
Regional Executive Director Top End

1st Ordinary Council Meeting

AGENDA ITEM:	13.2.9
REPORT TITLE:	Council Policy Review - FIN18 Grants, Donations, Scholarships and Sponsorships
REPORT NUMBER:	9/0108
MEETING DATE:	6 November 2018
Author:	Director Lifestyle and Community, Jan Peters
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report presents the amended FIN18 Grants, Donations, Scholarships and Sponsorships Policy for Council consideration and approval. The FIN18 Policy has been amended to incorporate administrative changes and to include provision for sponsoring of Palmerston individuals and Palmerston teams representing Palmerston or the Northern Territory in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

- 4.1 We are committed to corporate and social responsibility, the sustainability of Council assets and services, and the effective planning and reporting of Council performance to the community.

KEY ISSUES

- Policy FIN18 requires reviewing and updating as part of good governance practices.
- Council have requested an additional level of support to enable individuals and teams representing Palmerston at various locations to be eligible for funding.
- This request recommends inclusion of individual and team sponsorship.

RECOMMENDATION

1. THAT Report Number 9/0108 entitled Review of Policy FIN18 Grants, Donations, Scholarships and Sponsorships be received and noted.
2. THAT Council rescind City of Palmerston Policy Number FIN18 Grants, Donations, Scholarships and Sponsorships being **Attachment A**.
3. THAT Council adopt City of Palmerston Policy FIN18 Grants, Donations, Scholarships and Sponsorships being **Attachment B** to Report Number 9/0108.

BACKGROUND

At the Ordinary Council Meeting held on 1 May 2018 Council made the following decision:

9th Council Committees and Representation 9/0016

2. *THAT Council abolish its standing Committees being the Governance & Organisation, Community, Culture & Environment and Economic Development & Infrastructure, with all officer reports being presented to the Ordinary Meetings of Council.*

CARRIED 9/0036 - 01/05/2018

The current FIN18 policy (**Attachment A**) requires administrative amendments to sections 4.2.3, 4.2.4 and 4.4 to reflect the decision above and the requirement to refer all applications, more than \$2,000 to an Ordinary Council meeting for consideration.

Also, at the Ordinary Council Meeting held on 16 October 2018 Council made the following decision:

Supporting Individuals

THAT a report be presented to Council regarding the options for providing support to individual and groups of Palmerston residents representing the Northern Territory by the 2nd Ordinary Meeting of November 2018.

CARRIED 9/0316 - 16/10/2018

Policy FIN18 – Grants, Donations, Scholarships and Sponsorships provides governance and outlines the methods by which support is provided through Council's Community Benefit Scheme (CBS).

Eligibility Criteria for all forms of funding are provided. Central to all successful applications is the criteria outlined in 4.1 Policy Statement:

4.1.1: All grants, donations and sponsorships must benefit the Palmerston community, and applications must identify how the proposed activity/item/event relates to the goals and strategies in the Municipal Plan.

The Policy has had two major amendments in the past couple of years, to ensure the CBS remains relevant and effective. Namely:

- Scholarships were lifted from the confines of Policy Statement 4.1.1 and individuals may now apply for educational support, where previously scholarships were offered only through Charles Darwin University.
- A further Category of Special Projects was added, which may be open to all, including business and individuals, depending on the project requirements.

This report proposes amendments to the Policy to reflect Council decisions.

DISCUSSION

Each year a small number of CBS applications are received from individuals and teams, requesting financial support to assist travel, often interstate, to attend sporting events such as championships, and other opportunities.

Currently applications that meet this description are ineligible for Community Benefit funding as:

- Individuals may only apply for scholarships or special projects.
- There is no perceived benefit to the wider Palmerston Community.
- There are no clear links to the City of Palmerston Municipal plan goals and strategies.

The FIN18 Policy has been amended to offer an additional category and broaden the eligibility criteria to support applicants, a Representing Palmerston category has been added that will facilitate Council providing a set amount of financial support to Palmerston residents representing Palmerston or the Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

The eligibility criteria for applications requires that individuals must be residents of Palmerston, or if the application is to support a team, the team must be a Palmerston based team. The Policy also includes a recommended set amount per application of \$250 for an individual or \$750 for a team. Where a team application is successful, a member of that team is ineligible to apply as an individual.

In response to a Council decision to dissolve Committees of Council in May 2018, the opportunity has been taken whilst reviewing the FIN 18 policy to remove all references that required applications to be presented to the Community Culture and Environment Committee and now require all applications, more than \$2000, to be referred to an Ordinary Council meeting for consideration. This has been the practise of the 9th Council. These amendments are reflected in clauses 4.2.3, 4.2.4 and 4.4 of **Attachment B**.

Additionally, clause 4.1.5 of the current Policy, **Attachment A**, has been removed, this clause excluded religious organisations and schools from applying for CBS funding unless there is clear community benefit to Palmerston. As 4.1.1 clearly states that all applications for funding must benefit the Palmerston Community, a clause excluding particular sectors of the community from applying except when there is clear benefit, is considered unnecessary and unequitable.

It is recommended that Council rescind the current City of Palmerston Policy, FIN18 Grants, Donations, Scholarships and Sponsorships (**Attachment A**) and adopt the reviewed Policy being **Attachment B**.

CONSULTATION PROCESS

There is no consultation process required for this report.

Council will undertake processes to inform the Community of these new changes and encourage applications.

POLICY IMPLICATIONS

Policy FIN18 - Grants, Donations, Scholarships and Sponsorships

BUDGET AND RESOURCE IMPLICATIONS

The CBS is funded for 2018/2019 to the value of \$130,000 to include funds for already committed ongoing sponsorships. The amended Policy, if approved, would be funded from this. Council will monitor the CBS funding and continue to provide monthly updates to Council on CBS budget expenditure and balance. A review of CBS budget to meet community requests and current commitments will be undertaken as part of Councils 2nd budget review and as part of future existing allocation budgets.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Amending the eligibility criteria of the CBS to allow individuals and teams to apply for funds to represent Palmerston or the Northern Territory will remove the risk of noncompliance with Council's own Policy FIN18.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENTS

Attachment A: Current Policy FIN18 – Grants, Donations, Scholarships and Sponsorships

Attachment B: Amended DRAFT FIN18 – Grants Donations, Scholarships and Sponsorships

Name:	Grants, Donations, Scholarships and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Community Services		
Approval Date:	20/02/2018	Next Review Date:	1/04/2019
Records Number:	365973	Council Decision:	8/3023

1 PURPOSE

The City of Palmerston actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships and sponsorships.

2 PRINCIPLES

The City of Palmerston is committed to the principles of open and transparent government, as well as ensuring Council is financially sustainable.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Donation	Where Council provides financial support for education or an educational activity. Acquittal of funds is not required. GST is applicable. Council is recognised for its contribution.
Scholarship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per details in the Agreed Conditions of Funding. Acquittal of funds is not required. GST is applicable.

4 POLICY STATEMENT

4.1 Criteria for all categories of Grants, Donations and Sponsorships from Council

- 4.1.1 All grants, donations and sponsorships must benefit the Palmerston Community, and applications must identify how the proposed activity/event/item relates to the goals and strategies in the Municipal Plan.
- 4.1.2 Each application must include a completed Community Benefit Scheme Application Form.
- 4.1.3 Community groups, incorporations and not for profit organisations are eligible to apply for grants, donations and sponsorships.

- 4.1.4 Applications by commercial entities will not be considered except in the incidence of an expression of interest for place-making activities in Palmerston.
- 4.1.5 Requests from religious organisations or schools are specifically excluded unless there is a clear community benefit to Palmerston.
- 4.1.6 Financial support will be restricted to one successful application per financial year.
- 4.1.7 A report detailing decisions made regarding requests will be tabled in full Council meeting each month, unless no requests were received.
- 4.1.8 A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and return to City of Palmerston prior to disbursement of funds.

- 4.2 **Authority Delegated to Chief Executive Officer**
 - 4.2.1 **Category 1 – Grant and Donation Requests for \$500 or less**

All requests to Council for grants or donations of \$500 or less are to be made at the discretion of the Chief Executive Officer, providing:

 - 4.2.1.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support, and must fulfil all criteria in 4.1 above.
 - 4.2.2 **Category 2 – Grant and Donation Requests for between \$501 and \$2,000**

All requests to Council for grants or donations of between \$501 and \$2,000 are to be made at the discretion of the Chief Executive Officer, providing:

 - 4.2.2.1 The organisation provides their details including most recent audited financials, proof of appropriate registration as an incorporated community group or not-for-profit organisation, applicable insurance details, contact details of elected office holders and minuted details of the organisation’s resolution to request funding.
 - 4.2.2.2 A letter of application which details the project, event, or material need, written by someone within the organisation holding an elected office must be submitted along with the completed Community Benefit Scheme Application Form.
 - 4.2.3 **Category 3 – Grant and Donation Requests in excess of \$2,000**

All requests for grants or donations in excess of \$2,000 are to be referred by the Chief Executive Officer to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.

 - 4.2.3.1 All requests must comply with requirements set out in 4.2.2 above.
 - 4.2.3.2 In addition, the organisation must submit a project brief including the projected budget.
 - 4.2.3.3 Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.
 - 4.2.3.4 A full acquittal of funds is required for grants but is not required for donations.
 - 4.2.4 **Sponsorship Requests Only**
 - 4.2.4.1 The Organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.
 - 4.2.4.2 Sponsorship requests up to \$2,000 are at the discretion of the Chief Executive Officer.
 - 4.2.4.3 Sponsorship requests in excess of \$2,000 are to be referred by the Chief Executive Officer to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.
 - 4.2.4.4 The organisation is responsible for the appropriate display of Council’s branding, as deemed appropriate by the Chief Executive Officer or Council.

- 4.2.4.5 The organisation must permit the City of Palmerston to attend funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.
- 4.2.4.6 Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.
- 4.2.4.7 No acquittal is required

4.3 Chief Executive Officer required to maintain register

- 4.3.1 The Chief Executive Officer is required to maintain a register of all grants, donations, scholarships and sponsorships made under delegation.

4.4 City of Palmerston Scholarships

All requests for Scholarship funding will be referred by the Chief Executive Officer to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.

- 4.4.1 Individuals are eligible to apply for scholarships.
- 4.4.2 Applicant must be a resident of Palmerston.
- 4.4.3 Applicant must be an Australian Citizen or holder of an Australian Permanent Resident Visa.
- 4.4.4 Applicant must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework.
- 4.4.5 Applicant must be enrolled full time or part time for the duration of the Scholarship.
- 4.4.6 If successful, a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions.
- 4.4.7 A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the Scholarship Agreement.

4.5 Special Projects

Council may elect to offer and promote Special Projects Expressions of Interest to encourage applications for financial support for various initiatives.

- 4.5.1 These may be short-term or long-term projects and will be offered as determined by full Council Meeting, including maximum value of and length of time of offer.
- 4.5.2 Funding for these Special Projects will be from the Community Benefits Scheme.
- 4.5.3 Application for these Special Projects will be via Expression of Interest, where the applicant meets eligibility as specified per Special Project criteria.
- 4.5.4 Special Project criteria may differ from 4.2 in that:
 - 4.5.4.1 Successful funding through the Community Benefit Scheme does not preclude successful Special Projects funding.
 - 4.5.4.2 Expressions of Interest may be accepted from businesses and individuals if there is clear community benefit.

4.6 Annual School Awards

Council will provide the sum of \$100 annually to all schools within the municipality for the purpose of a "City of Palmerston Community Service Award", to be awarded at the time and under the criteria deemed fit by the recipient school. Schools will be invited early in Term 1 to

apply for the funding by submitting details requested. Only schools responding to invitations as requested will be awarded funding.

4.7 Where criteria are not met

Where a request for a Grant, Donation, Scholarship or Sponsorship is made which does not comply with the criteria outlined above, and is deemed to have merit by the Chief Executive Officer, the request will be forwarded to the Community, Culture and Environment Committee for consideration, followed by a recommendation to Council.

4.8 Commitment to Funding

4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

4.8.2 Where budgeted funds are not expended during the financial year, excess funds will be transferred to a Reserve which will be maintained at no greater than \$100,000.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies
- 5.2 Community Benefit Scheme Application Form
- 5.3 Community Benefit Scheme Agreed Conditions for Funding
- 5.4 City of Palmerston Scholarship Application Form
- 5.5 City of Palmerston Scholarship Terms and Conditions
- 5.6 City of Palmerston Scholarship Agreement

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australia Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Palmerston By-Laws
- 6.7 Fines and Penalties (Recovery) Act

Name:	Grants, Donations, Scholarships and Sponsorships		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Lifestyle and Community		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Council Decision:	

1 PURPOSE

Council actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships and sponsorships.

2 PRINCIPLES

Council is committed to the principles of open and transparent government, as well as ensuring Council is financially sustainable.

3 DEFINITIONS

For the purposes of this Policy, the following definitions apply:

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation may need to acquit funds provided. GST is not applicable. Council is recognised for its contribution.
Scholarship	Where Council provides financial support for education or an educational activity. Acquittal of funds is not required. GST is applicable. Council is recognised for its contribution.
Donation	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is not required. GST is not applicable. Council is recognised for its contribution.
Sponsorship	Where Council provides financial or in-kind support to a community activity or event, and where Council is widely identified as a sponsor of the event as per details in the Agreed Conditions of Funding. Acquittal of funds is not required. GST is applicable.

4 POLICY STATEMENT

4.1 Criteria for all categories of Grants, Donations and Sponsorships from Council

- 4.1.1 All grants, donations and sponsorships must benefit the Palmerston Community, and applications must identify how the proposed activity/event/item relates to the goals and strategies in the Municipal Plan.
- 4.1.2 Each application must include a completed Community Benefit Scheme Application Form.
- 4.1.3 Community groups, incorporations and not for profit organisations are eligible to apply for grants, donations and sponsorships.

- 4.1.4 Applications by commercial entities will not be considered except in the incidence of an Expression of Interest for Special Projects in Palmerston.
- 4.1.5 Applications by individuals will not be considered except for Scholarships and for the purpose of Palmerston, Northern Territory or Australian representation.
- 4.1.6 Financial support will be restricted to one successful application per financial year.
- 4.1.7 A report detailing decisions made regarding requests will be tabled in full Council meeting each month.
- 4.1.8 A funding agreement prepared by Council, outlining conditions, must be signed by the successful applicant and returned to City of Palmerston prior to disbursement of funds.

4.2 Grants and Donation Requests

4.2.1 Category 1 – Grant and Donation Requests for \$500 or less

- 4.2.1.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.

4.2.2 Category 2 – Grant and Donation Requests for between \$501 and \$2,000

- 4.2.2.1 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.
- 4.2.2.2 The organisation provides their details including most recent audited financials, proof of appropriate registration as an incorporated community group or not-for-profit organisation, applicable insurance details, contact details of elected office holders and minuted details of the organisation's resolution to request funding.

- 4.2.2.3A letter of application which details the project, event, or material need, written by someone within the organisation holding an elected office must be submitted along with the completed Community Benefit Scheme Application Form.

4.2.3 Category 3 – Grant and Donation Requests in excess of \$2,000

- 4.2.3.1 All requests must comply with requirements set out in 4.2.1 and 4.2.2 above.
- 4.2.3.2 In addition, the organisation must submit a project brief including the projected budget.
- 4.2.3.3 Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.
- 4.2.3.4 A full acquittal of funds is required for grants but is not required for donations.

4.3 Sponsorships

- 4.3.1 The organisation must submit a copy of the Sponsorship Package which details all levels/categories of sponsorship including costs and benefits.

4

- 4.3.2 The organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer or Council.

- 4.3.3 The organisation must permit Council to attend the funded event/program for the purpose of taking photos and/or video recording. Council will seek permission from the individual/s photographed or recorded.

- 4.3.4 Where recurring annual sponsorship is agreed upon, the organisation must comply with criteria set out in the Agreement, and Council must resolve to provide the recurring funding.

4.3.5 No acquittal is required.

4.4 Scholarships

4.4.1 Individuals are eligible to apply for scholarships

4.4.2 Applicant must be a resident of Palmerston.

4.4.3 Applicant must be an Australian Citizen or holder of an Australian Permanent Resident Visa.

4.4.4 Applicant must be undertaking study or be enrolled in an accredited tertiary educational institution or training provider delivering qualifications adhering to the Australian Quality Training Framework.

4.4.5 Applicant must be enrolled full time or part time for the duration of the Scholarship.

4.4.6 If successful, a Scholarship Agreement will be developed with each applicant and include scholarship value, scholarship duration, ongoing eligibility and other obligations and conditions.

4.4.7 A scholarship may be terminated if the recipient ceases to meet the eligibility criteria, withdraws from his/her course or if the recipient breaches any conditions of the Scholarship Agreement.

4.5 Representation Support.

Council may decide to support individuals and teams representing Palmerston, Northern Territory or Australia in sporting and other challenges, activities and events within the Northern Territory, interstate and internationally.

Funding will be from the Community Benefits Scheme allocation.

4.5.2 Pre-determined amounts of support will be available for Individuals and Teams. Where a team application is successful, a member of that team is ineligible to also apply as an individual.

4.5.3 Individuals may apply for \$250 to assist their representation.

4.5.4 Teams may apply for \$750 to assist their representation.

4.5.5 Requests are to be made in writing, with description of purpose and need of financial or in-kind support and must fulfil all criteria in 4.1 above.

4.5.6 Application for representation funding will be via Grants/Donation Application, where the applicant meets eligibility.

4.5.7 Representation eligibility criteria:

4.5.7.1 Individuals must be Palmerston residents; or

4.5.7.2 Teams must be Palmerston-based.

4.5.8 Supporting documentation must include evidence of competition/activity/event participation.

4.6 Special Projects

Council may elect to offer and promote Special Projects Expressions of Interest to encourage applications for financial support for various initiatives.

4.6.1 These may be short-term or long-term projects and will be offered as determined by Council Decision, including maximum value of and length of time of offer.

4.6.2 Funding for Special Projects will be from the Community Benefits Scheme.

4.6.3 Application for these Special Projects will be via Expression of Interest, where the applicant meets eligibility as specified per Special Project criteria.

4.6.4 Special Project criteria may differ from 4.2 in that:

- 4.6.4.1 Successful funding through the Community Benefit Scheme does not preclude successful Special Projects funding.
- 4.6.4.2 Expressions of Interest may be accepted from businesses and individuals if there is clear community benefit.

4.7 Annual School Awards

Council will provide the sum of \$100 annually to all schools within the municipality for the purpose of a "City of Palmerston Community Service Award", to be awarded at the time and under the criteria deemed fit by the recipient school. Schools will be invited in July to apply for the funding by submitting details requested. Only schools responding to invitations as requested will be awarded funding

4.8 Where Criteria are not met

Where a request for a Grant, Donation, Scholarship or Sponsorship is made which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be referred, with recommendation, to Council for consideration and determination.

4.9 Responsibilities of the Chief Executive Officer

- 4.9.1 All requests under \$2,000 are at the discretion of the Chief Executive Officer, with the exception of scholarship applications.
- 4.9.2 Requests in excess of \$2,000 and all scholarship applications are to be referred by the Chief Executive Officer to Council with a recommendation.
- 4.9.3 The Chief Executive Officer is required to maintain a register of all grants, donations, scholarships and sponsorships made under delegation.
- 4.9.4 Where a request for a Grant, Donation, scholarship or Sponsorship is made which does not comply with the criteria outlined above and is deemed to have merit by the Chief Executive Officer, the request will be referred, with recommendation to Council for consideration and determination.

6 ASSOCIATED DOCUMENTS

- 6.1 Application forms will be available on Council's website.

7 REFERENCES AND RELATED LEGISLATION

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil

14.2 Correspondence

Nil

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

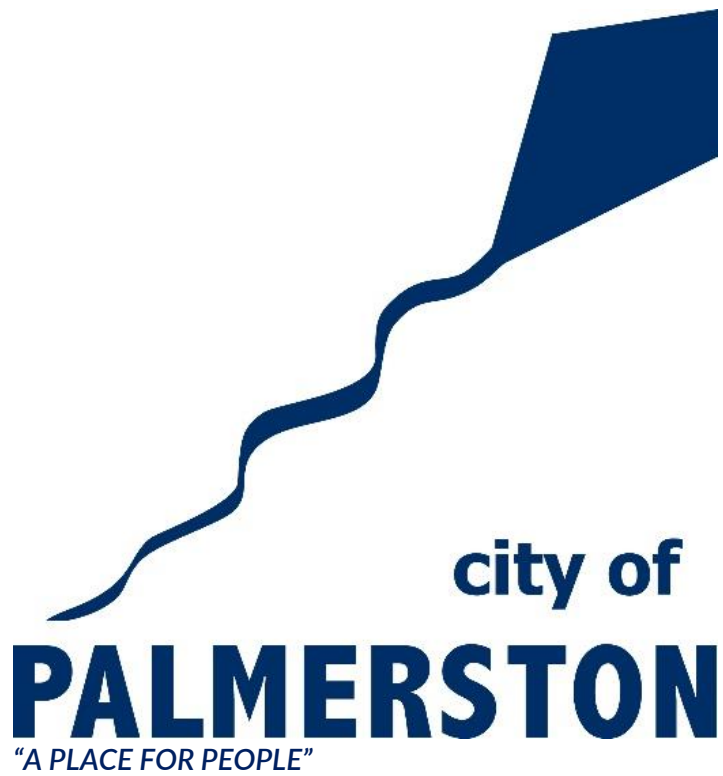
18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday 20 November 2018 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

THAT pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations, the meeting be closed to the public to consider the Confidential item of the Agenda.

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



**COUNCIL MEETING
MINUTES
TUESDAY, 16 OCTOBER 2018**

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 16 October 2018 at 5.32pm.**

ELECTED MEMBERS

Mayor Athina Pascoe-Bell
Deputy Mayor Mick Spick
Alderman Amber Garden
Alderman Benjamin Giesecke
Alderman Lucy Buhr
Alderman Damian Hale
Alderman Sarah Henderson
Alderman Tom Lewis

STAFF

Chief Executive Officer, Luccio Cercarelli
Director Corporate Services, Chris Kelly
Director Lifestyle and Community, Jan Peters
Director City Growth and Operations, Gerard Rosse
Finance Manager, Shane Nankivell
Communications Officer, Samantha Abdic
Minute Secretary, Alyce Breed

GALLERY

2 members of the public
James Sheridan, Branch Manager, Jardine Lloyd Thompson Pty Ltd
Will Zwar, NT News
Melissa Mackay, Nine News

1 ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the traditional owners of the land on which we are meeting - the Larrakia People - and pay my respects to their elders, past, present and future.

2 OPENING OF MEETING

The Mayor declared the meeting open at 5.32pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence

Nil.

3.3 Leave of Absence Request

Moved: Deputy Mayor Spick

Seconded: Alderman Hale

1. THAT the leave of absence received from Deputy Mayor Spick for 29 to 31 October 2018 inclusive be received and noted.

CARRIED 9/0307 - 16/10/2018

Moved: Alderman Buhr

Seconded: Alderman Garden

2. THAT the leave of absence received from Alderman Buhr for 1 to 2 November 2018 inclusive be received and noted.

CARRIED 9/0308 - 16/10/2018

4 REQUEST FOR TELECONFERENCING

Nil.

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

5.2 Staff

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Buhr

Seconded: Alderman Lewis

THAT the minutes of the Council Meeting held Tuesday, 2 October 2018 pages 9568 to 9574, be confirmed.

CARRIED 9/0309 - 16/10/2018

Initials: _____

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

Nil.

8 DEPUTATIONS AND PRESENTATIONS

8.1 Deputations

Nil.

8.2 Presentations

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Confidential Items

Moved: Alderman Garden
Seconded: Alderman Henderson

THAT the following items be confirmed and considered within the Confidential session of the Council meeting held on Tuesday, 16 October 2018.

ITEM	REGULATION	REASON
23.1	8(a)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(a) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
23.2	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.

CARRIED 9/0310 - 16/10/2018

Initials: _____

10.2 Moving Open Items into Confidential

Nil.

10.3 Moving Confidential Items into Open

Nil.

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Financial Report for the Month of September 2018 9/0098

Moved: Alderman Henderson

Seconded: Alderman Hale

THAT Report Number 9/0098 entitle Financial Report for the Month of September 2018 be received and noted.

CARRIED 9/0311 – 16/10/2018

13.1.2 Community Benefit Scheme September Update 9/0095

Moved: Alderman Garden

Seconded: Alderman Henderson

THAT Report Number 9/0095 entitled Community Benefit Scheme September Update be received and noted.

CARRIED 9/0312 – 16/10/2018

13.1.3 Corporate Services Quarterly Report July – September 2018 9/0099

Moved: Alderman Garden

Seconded: Alderman Hale

1. THAT Report Number 9/0099 entitled Corporate Services Quarterly Report July – September 2018 be received and noted.

2. THAT Council amend the Council Policy Review Schedule to move the review of Council Policy *TECH04 Waste Management* from 4th Quarter 2018 to 1st Quarter 2019.

CARRIED 9/0313 – 16/10/2018

Initials: _____

13.2 Action Reports

13.2.1 Graffiti Management of Private Property 9/0096

Moved: Alderman Henderson
Seconded: Alderman Lewis

1. THAT Report Number 9/0096 entitled Graffiti Management of Private Property be received and noted.
2. THAT Council endorse the trial of free graffiti removal kits for the community for a 12-month period and encourages the removal of graffiti on private property including fences be undertaken by the owner/occupier.
3. THAT a further report be presented to Council at the completion of the 12-month trial period on the outcomes of the free graffiti removal kits.

CARRIED 9/0314 - 16/10/2018

13.2.2 Thorak Regional Cemetery – Governance and Operating Structure 9/0097

Moved: Alderman Buhr
Seconded: Alderman Garden

1. THAT Report Number 9/0097 entitled Thorak Regional Cemetery – Governance and Operating Structure be received and noted.
2. THAT Council endorse the KPMG, Thorak Regional Cemetery Business Case (August 2018) being **Attachment A** to Report Number 9/0097 entitled Thorak Regional Cemetery – Governance and Operating Structure.
3. THAT Council jointly write with Litchfield Council and the City of Darwin Council to the Minister of Housing and Community Development and TOPROC, supporting the KPMG Thorak Regional Cemetery Business Case (August 2018) and its recommendations.
4. THAT Council write to thank Litchfield Council for the leadership role it has taken in looking to strengthen the governance arrangements and long-term financial sustainability of the Thorak Regional Cemetery given the important service it provides to the Top End community.

CARRIED 9/0315 - 16/10/2018

13.3 Moving Confidential Items into Open

23.1 Jardine Lloyd Thompson Pty Ltd

Moved: Deputy Mayor Spick
Seconded: Alderman Giesecke

THAT the confidential presentation by James Sheridan, Branch Manager of Jardine Lloyd Thompson Pty Ltd be received and noted.

CARRIED 9/0323 - 16/10/2018

Initials: _____

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Nil.

15 REPORT OF DELEGATES

Nil.

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

17.1 Supporting Individuals

Moved: Alderman Lewis

Seconded: Alderman Hale

THAT a report be presented to Council regarding the options for providing support to individual and groups of Palmerston residents representing the Northern Territory by the 2nd Ordinary Meeting of November 2018.

CARRIED 9/0316 - 16/10/2018

17.2 Council Workshop

Moved: Alderman Hale

Seconded: Alderman Lewis

THAT Council hold a workshop before the end of December 2018 to identify potential stakeholders for the development of a Palmerston Recreational Lake including their potential interests.

CARRIED 9/0317 - 16/10/2018

18 NEXT COUNCIL MEETING

Moved: Alderman Henderson

Seconded: Alderman Giesecke

THAT the next Ordinary Meeting of Council be held on Tuesday 6 November 2018 at 5.30pm in the Gray Community Hall, Gray.

CARRIED 9/0318 - 16/10/2018

Initials: _____

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Garden
Seconded: Alderman Hale

THAT pursuant to Section 65 (2) of the *Local Government Act* and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

CARRIED 9/0319 - 16/10/2018

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Lewis
Seconded: Deputy Mayor Spick

THAT the meeting be adjourned for 10 minutes for media liaison.

CARRIED 9/0320 - 16/10/2018

The meeting adjourned at 6:05pm.



Athina Pascoe-Bell
MAYOR

Date:
