

CITY OF PALMERSTON

**Notice of Council Meeting
To be held in Council Chambers, Civic Plaza, Palmerston
On Tuesday, 5 April 2016 at 6:30pm**

AGENDA

Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings, available on Council's Website.

1. PRESENT

2. APOLOGIES

Alderman Carter – Leave of Absence

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

3. CONFIRMATION OF MINUTES

RECOMMENDATION

1. THAT the minutes of the Council Meeting held Tuesday, 15 March 2016 pages 8499 to 8524, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 15 March 2016 pages 211 to 212, be confirmed.
3. THAT the minutes of the Special Council Meeting held Tuesday, 29 March 2016 pages 8525 to 8527, be confirmed.

4. MAYOR'S REPORT

- | | |
|--|--------------|
| 4.1 Mayor's Report | M8-18 |
| 4.2 Mayoral Invitation - Northern Territory Young Achiever Awards 2016 Gala Presentation Dinner | M8-19 |

5. REPORT OF DELEGATES

6. QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS BEEN GIVEN

7. QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS NOT BEEN GIVEN

8. PETITIONS

9. DEPUTATIONS / PRESENTATIONS

10. CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

11. COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil

11.2 Economic Development and Infrastructure

Nil

11.3 Community Culture and Environment

Nil

12. INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

THAT the information items contained within the Information Agenda, be received.

12.3 Officer Reports

12.3.1 Action Report

8/0848

12.3.2 LGANT Executive Minutes – 15 March 2016

8/0852

13. DEBATE AGENDA

13.1 Officer Reports

13.1.1	Development Consent Authority Appointment	8/0850
13.1.2	Appointment of Deputy Mayor	8/0851
13.1.3	Liquor Licence Application – “Enchanted Moments Pty Ltd” - Events Catering and Takeaway Sales – (1/11) Coonawarra Road, Winnellie	8/0853

14. CORRESPONDENCE

15. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

16. PUBLIC QUESTION TIME

At the invitation of the Chair

17. OTHER BUSINESS – ALDERMAN REPORTS

By-law 14(8) provides that the Chairman must not accept a motion without notice if the effect of the motion would, if carried, be to incur expenditure in excess of \$1,000 unless

- a) the motion relates to the subject matter of a committee’s or sub committee’s recommendations (as the case may be, or an officer’s report that is listed for consideration on the business paper; or*
- b) the matter is urgent*

18. CONFIDENTIAL REPORTS

18.1 Application – Remission of Interest 107440	8/0849
--	---------------

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Corporate and Community Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 18.1 Application – Remission of Interest 107440 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

- (b) information about the personal circumstances of a resident or ratepayer;

This item is considered confidential pursuant to Regulation 8 (b) of the Local Government (Administration) Regulations.

- 2. THAT Council orders that the minutes from the Confidential Council meeting held on 5 April 2016, in relation to confidential item number 18.1 Application – Remission of Interest 107440 and the report and associated documentation remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

18.2 Sale of Land – Lot 10029 and Part Lot 9608, 14 The Boulevard, Palmerston - Update

8/0854

RECOMMENDATION

- 1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Corporate and Community Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 18.2 Sale of Land – Lot 10029 and Part Lot 9608, 14 The Boulevard, Palmerston and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

- (c) information that would, if publicly disclosed, be likely to:

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or

This item is considered confidential pursuant to Regulation 8 (c)(i) of the Local Government (Administration) Regulations.

- 2. THAT Council orders that the minutes from the Confidential Council meeting held on 5 April 2016, in relation to confidential item number 18.2 Sale of Land – Lot 10029 and Part Lot 9608, 14 The Boulevard, Palmerston and the report and associated documentation remain confidential and not available for public inspection.

19. CLOSURE

Ricki Bruhn

Ricki Bruhn
Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

ITEM NO. 4.1 Mayor's Report

FROM: Ian Abbott
REPORT NUMBER: M8-18
MEETING DATE: 5 April 2016

Summary:

My report provides Council with an update on recent meetings or events of interest to Elected Members.

General:

Wednesday, 9 March 2016

- 11:30am – Meeting with Minister Canavan, Minister for Northern Australia
National Stronger Regions Funding Round 3
- 4:30pm – Meeting with Tony Sievers, NT Labor Brennan
Traffic Issues on Farrar Boulevard
- 5:00pm – Attended Workshop on the Draft Community Infrastructure Plan

Thursday, 10 March 2016

- 8:30am – Attended the Governance and Organisation Committee Meeting
- 9:30am – Attended the Economic Development and Infrastructure Committee Meeting

Saturday, 12 March 2016

- 9:00am – International Women's Day Event

Monday, 14 March 2016

- 8:30am – Attended Sacred Heart Catholic Primary School Assembly
- 5:00pm – Meeting with Basketball NT and Adelaide 36ers

Tuesday, 15 March 2016

- 2:50pm – Teleconference Regional Capitals Australia Board Meeting
- 5:30pm – Attended Workshop Stage 1 of Arts Strategy
- 6:30pm – Chaired Ordinary Council Meeting
- 9:00pm – Attended 2nd Capital Works Workshop

Thursday, 17 March 2016

- 6:30pm – Attended the LG Professionals Australia NT Management Challenge
Presentation Dinner

Monday, 21 March 2016

10:00am – Read a story at Rising Stars Early Learning Centre for Harmony Day
4:00pm – TOPROC agenda Briefing with City of Darwin

Tuesday, 22 March 2016

9:00am – Chaired TOPROC Meeting

Wednesday, 23 March 2016

10:30am – Interview with Radio Larrakia

Thursday, 24 March 2016

9:45am – Attended Tunes and Tales at the Palmerston Library
10:45am – Attended Neighbour Day Morning Tea at the Palmerston Library
2:30pm – Attended Neighbour Day Afternoon Tea at Grey Community Hall
4:00pm – Chaired Palmerston Animal Management Reference Group Meeting

RECOMMENDATION

THAT Council receives Report Number M8-18.

Recommending Officer: Ian Abbott, Mayor

Any queries on this report may be directed to Ian Abbott on telephone (08) 8935 9902 or email ian.abbott@palmerston.nt.gov.au

Schedule of Attachments:

Nil

ITEM NO. 4.2

Mayoral Invitation – Northern Territory Young Achiever Awards 2016 Gala Presentation Dinner

FROM: Ian Abbott
REPORT NUMBER: M8-19
MEETING DATE: 5 April 2016

Summary:

Elected Members have requested that Mayoral Invitations and Conference requests that I wish to attend which incur a cost to Council, be provided as a separate report.

General:

The Northern Territory Young Achiever Awards Gala Presentation Dinner will be held on Saturday, 16 April 2016 at SkyCity Darwin. I have received an invitation from Channel 9 and the Award Sponsors to attend this prestigious event.

The Awards are in celebration of youth achievement, recognising and rewarding young people who have made outstanding achievements for their community.

There are six finalists listed from Palmerston and I believe this would be a good opportunity to support these young achievers. I have provided a list of the 2016 finalists as an attachment to this report.

Financial Implications:

Tickets are \$120 each, I request council approval for myself, plus guest to attend.

RECOMMENDATION

1. THAT Council receives Report Number M8-19.
2. THAT the Mayor plus one guest attend the 2016 Gala Presentation Dinner – Northern Territory Young Achiever Awards on Saturday, 16 April 2016 at SkyCity Darwin.

Recommending Officer: Ian Abbott, Mayor

Any queries on this report may be directed to Ian Abbott on telephone (08) 8935 9902 or email ian.abbott@palmerston.nt.gov.au

Schedule of Attachments:

Attachment: 2016 Finalist Listing

NORTHERN TERRITORY Northern Territory Young Achiever Awards

2016 FINALIST LISTING

AustralianSuper Career Kick Start Award

- **Jessica Webb - COCONUT GROVE**

Jessica Webb, 25 of Coconut Grove was granted a University Postgraduate Research Scholarship to undertake her current PhD research investigating antibiotic resistance and virulence in *Burkholderia pseudomallei*, the causative agent of melioidosis. Melioidosis is an endemic disease in the Northern Territory adversely affecting mental and physical health. Jessica was awarded an internationally competitive American Society for Microbiology travel grant in 2015, allowing her to present at the 115th Annual General Meeting of the American Society for Microbiology. Jessica volunteers at HealthLAB, a mobile health service educating Territorians about their health.

- **Jessie Spargo - RAPID CREEK**

Jessie Spargo, 23 of Rapid Creek undertook her honours project at Menzies School of Health Research. Her project focused on the emerging zoonotic malaria parasite, *Plasmodium knowlesi* and its interaction with the human body. She presented a poster of her project at the Australasian Society for Immunology. Jessie has undertaken several internships to research infectious diseases such as Influenza, Hepatitis B and the Melioidosis group. She was approached to assist on a unique study, investigating canine transmissible venereal tumour in dogs, in a hope to combat Tasmanian Devil Facial Tumour disease.

- **Philadelphia Hughes - MARRARA**

Philadelphia Hughes, 27 of Marrara started working as a Telesales Consultant, was promoted to Business Development Representative and then decided to study. On completion of her Certificate IV in Frontline Management, she was awarded Most Outstanding Student. Philadelphia undertook an Indigenous Cadetship and has completed her first year Bachelor of Psychological Science degree. She won the National Training Awards for Aboriginal and Torres Strait Islander Student of the Year and is now the Australian Ambassador. Philadelphia volunteers as a Lifeline Crisis Support Counsellor and the University Aboriginal Student Ambassador.

- **Taylor Fishlock - KATHERINE**

Taylor Fishlock, 23 of Katherine commenced her Electrical Apprenticeship in 2011. She won the 2014 NECA South Australia/Northern Territory, Industrial Electrician Apprentice of the Year. Last year Taylor won the Northern Territory Training Awards Apprentice of the Year and was Runner up Apprentice of the Year in the National titles. Taylor competes in Judo at both NT and National levels and represented Australia at the Oceania Games. She completed her Certificate III in Electrotechnology in 2015 as a qualified Electrician and has been promoted to Leading Hand.

Charles Darwin University Arts Award

• Eleanor Dixon - ELLIOT

Eleanor Dixon, 24 of Elliot is a musician. She mentors Indigenous Female musicians, encouraging them to participate in the Desert Divas and Sista Sounds programs run by Music NT. She represented the Northern Territory at the recent Australians Worldwide Music Expo, speaking about the real challenges for Indigenous musicians across Australia. Eleanor volunteers and supports local events including the Desert Harmony Festival, Winajikarri Music Centre and Bush Bands Bash. Eleanor was awarded the 2015 Barkly NAIDOC Week Culture Award in recognition for outstanding achievement in Performance, Creative Arts and/or Cultural Endeavours.

• Hayley Kelly – ANULA

Hayley Kelly, 18 of Anula is the first Northern Territory person to receive a 100% score in the Advanced 1 Ballet examinations and only the 5th in Australasia. She has performed multiple times with The Darwin School of Ballet and The Beat Festival. She performed in two special Darwin productions about the effect bullying, alcohol and drugs has on teenagers. Hayley is currently completing a Diploma in Dance and has just been accepted into the 'Sydney Dance Company Pre-Professional Year, where she will undergo a year of full time training.

• Jeremiah Rasing - MILLNER

Jeremiah Rasing, 25 of Millner founded "BreakdanceNT" and the Rasing Foundation. BreakdanceNT has organised some of Darwin's largest hip hop festivals, including D-Town Battles and Breaking the Silence. They have partnered with Headspace Darwin and ShoutOut to promote the importance of positive mental health. Jeremiah was awarded the 2013 Darwin's Young Citizen of the Year for his commitment to mental health and contribution to dance in the Northern Territory. The Rasing Foundation endeavours to end youth suicide in the Northern Territory by using art to promote the importance of positive mental health.

• Jonathon Saunders - MOULDEN

Jonathon Saunders, 29 of Moulden is one of only a few contemporary urban Indigenous artists working in Darwin, where he has exhibited in more than 16 art shows and exhibitions. Using both street art and digital methods Jonathon puts comic superheros in indigenous settings, exploring themes of morality and cultural identity. His current work incorporates stencil and digital techniques. Jonathon works extensively with high school students sharing his knowledge and encouraging their expression through art. He is an active member of the Darwin arts environment and supports other Indigenous Artists and Arts Workers.

ConocoPhillips Environment Award

• Amanda Lilleyman - DARWIN

Amanda Lilleyman, 28 of Darwin is studying migratory shorebird ecology in Darwin Harbour for her PhD research. Considered a local expert on shorebirds, she is often contacted by the media for opinion pieces and research publications. Amanda coordinated a team of shorebird researchers to help catch, band and track shorebirds in Darwin Harbour for the fieldwork data collection stage of her PhD project. She successfully organised the 9th Australasian Shorebird Conference in Darwin with an attendance of 120 delegates. Amanda was the recipient of the 2013 ANZ Holsworth Wildlife Research Award.

• **Meg Humphrys - ALICE SPRINGS**

Meg Humphrys, 25 of Alice Springs volunteered for Arid Lands Environment Centre, before working as a District Weeds Officer in Tennant Creek, where she led the NT Rubber Bush Project and conducted on-ground and aerial trials. Meg delivered the Weeds and Biodiversity sections of the Rangeland Management Courses that were given to stations across the Barkly. Meg is now a Rangeland Monitoring Officer in Alice Springs and also runs evening tours at Alice Springs Desert Park, promoting conservation and sharing her knowledge on the amazing inhabitants of central Australia.

• **Raine Pugh - KIDMAN SPRINGS**

Raine Pugh, 28 of Kidman Springs works at Coolibah Crocodile Farm and Kidman Springs Station. Her tasks include weed management, wildfire control, feral animal eradication and wild crocodile management. Raine is completing a Certificate 4 in Agriculture and a Diploma in Equine Tactile Therapy. She volunteers on a project preserving the natural habitat of the endangered Purple Crown fairy wrens and teaches indigenous locals to collect crocodile eggs, creating employment opportunities for them. Raine was 1 of 18 in Australia selected to attend the 2011 Australian Women in Agriculture Leadership Program.

Genesee & Wyoming Australia Indigenous Achievement Award

• **Benjamin Kenny - ALICE SPRINGS**

Benjamin Kenny, 29 of ALICE SPRINGS was a ranger in Watarrka National Park whilst completing Certificate III in Conservation and Land Management. He has just been promoted to Kaltukatjara Ranger Coordinator based at Docker River community. Benjamin is actively engaged with radio and television to promote the Indigenous Protected Areas and the Kaltukatjara rangers. He was appointed as a mentor for young Aboriginal stockmen coming into the cattle industry through stations across central Australia. Benjamin's aim is to not only progress his career but inspire more young Aboriginal Rangers.

• **Ethan Satour - ALICE SPRINGS**

Ethan Satour, 21 of Alice Springs works as a stable hand for Riding for the Disabled Alice Springs. Suffering a stroke at birth has left him with visual impairments and mild right cerebral palsy. Ethan was the first Indigenous para-equestrian rider to represent the Northern Territory in the 2015 Riding for the Disabled National Championships. He has his sights set on the Para-Olympics. Nathan is continuing further education and has been teaching young Indigenous kids to ride horses, becoming a role model and a friend to them.

• **Jerome Gilbert - NAUIYU**

Jerome Gilbert, 23 of Nauiyu works as an Aboriginal Community Worker at Nauiyu Health Centre and has a Certificate 3 in Community Services. In 2015, at the Chief Ministers Youth Round Table, they discussed Jerome's project for targeting bullying and suicide prevention. Jerome held meetings, brainstorming with young people about bullying and how it can lead to suicide. Working with NT Health Dept, Anglicare, Red Dust and Carers NT, Jerome held a healing camp on Tipperary Station. A Safetalk teaching session about suicide was held and a video was produced.

• **Quitaysha Thompson - MUIRHEAD**

Quitaysha Thompson, 26 of Muirhead is a mother of two, works full time and has completed a degree in Humanitarian and Community studies. She is passionate about closing the gap around health and education. Quitaysha is currently involved in an Influenza research study at Menzies School of Health Research, investigating how immune T cells in Aboriginal people respond differently to non-Aboriginal people. She won the inaugural George and Robyn Hewitson Top Remote Year 12 Graduate Award and is seen by her Kalkaringi community as a young leader and role model.

Glencore McArthur River Mining Regional and Rural Initiative Award

• **Eleanor Dixon - ELLIOT**

Eleanor Dixon, 24 of Elliot was awarded the 2015 Barkly NAIDOC Week Culture Award in recognition for outstanding achievement in Performance, Creative Arts and/or Cultural Endeavours. Eleanor advocates for Indigenous musicians and women living in remote communities and mentors young women in MusicNT's Sista Sounds program. She is spokesperson for women in the Marlinja community on issues such as drugs and alcohol and support services available for young mothers. Eleanor volunteers at local events including the Desert Harmony Festival, Winajikarri Music Centre and Bush Bands Bash.

• **Erica Hamilton - ALICE SPRINGS**

Erica Hamilton, 18 of Alice Springs volunteers with the National Pioneer Women's Hall of Fame and their weekly community radio program 'Ordinary Women with Extraordinary Lives'. She volunteers with annual events such as King of the Mountain and the Rotary Henley on Todd Regatta, and teaches at the local YMCA. Erica received an honourable mention in the Melaluca Awards for her proposal for recycling the water at local sewage ponds. She is passionate about her work and making the Northern Territory a better place for the future.

• **Ryan Gaskon - ALICE SPRINGS**

Ryan Gaskon, 18 of Alice Springs is a YMCA climbing instructor and enjoys passing on his knowledge, passion and enthusiasm to younger climbers. Ryan co-ordinates and participates in recreational climbing events with his local climbing club. He was involved in the initial developments of the Red Centre Nats, now a fixed annual event increasing tourism to the community and boosting the economy. After completing tertiary studies, Ryan hopes to return to Alice Springs and work in the Adventure Tourism industry showcasing the Northern Territory to national and international tourists.

Minister for Young Territorians Excellence in Youth Leadership Award

• **Brittany Ward - BEES CREEK**

Brittany Ward, 25 of Bees Creek has, over the last ten years, led initiatives using sport as a tool to tackle adversity experienced by young people living in urban and remote communities. Brittany is Tournament Manager of Midnight Basketball Darwin and is working to create a stand-alone Basketball Tournament in the East Arnhem Region. She is Founder and Coordinator of Rising Stars Basketball, a program for young people with Intellectual Disabilities. Brittany has raised over \$2,000 for the Life Education Northern Territory through a public Free Throw-Athon at the Palmerston YMCA.

• **Ira Racines - ROSEBERY**

Ira Racines, 27 of Rosebery is a dedicated local leader of YEAH Darwin. Ira has hosted a YEAH Stall at Summer Sessions, organised attendance and support for the Australia's World AIDS Day and Northern Territory's World Hepatitis Day. Ira provides peer education sessions to Palmerston Senior College Students and has established and facilitated a support group for LGBTIQ & Gender diverse youth. Ira strives to do the best he can to support YEAH and forge long lasting partnerships with the local and wider community.

• **Sarah McLaughlin - DURAK**

Sarah McLaughlin, 21, Durak has been a member of St John Ambulance NT for the past thirteen years. She creates a full training program and social calendar each year for the Casuarina Cadet Division. Sarah led a St John Ambulance team on a health care and first-aid project in East Timor in 2015, and was the youngest team member. Sarah has a passion to improve health and wellbeing in Aboriginal Communities, and is currently researching and planning a proposal to put to the St John Board.

PTTEP Australasia Health and Wellbeing Award

• **Carly Clyant - ALICE SPRINGS**

Carly Clyant, 26 of Alice Springs is an experienced dietitian dedicated to improving the nutritional status in remote Indigenous communities. Carly has developed and been involved in a number of nutritional programs in the NT and the UK. Carly has worked with many NT remote community stores to develop store strategies to promote and encourage healthy eating e.g. providing "shelf talker" labels to stores and developing store nutrition policies. Carly is studying towards a Masters in Public Health Nutrition to further her ambitions of improving existing health-promoting environments.

• **Jessica Webb - COCONUT GROVE**

Jessica Webb, 25 of Coconut Grove is currently undertaking a PhD on Melioidosis, an endemic disease that affects many Territorians each year. Jessica volunteers with HealthLAB, as well as the Burns course at the Royal Darwin Hospital. She has also educated the Indigenous patients at the Nightcliff Renal Unit about bacterial infections common with dialysis treatment. Jessica was awarded an American Society travel grant, where she presented a poster about her work on antibiotic resistance mechanisms in *B. pseudomallei*, at the 115th Annual General Meeting.

• **Rebecca Ellison - ALAWA**

Rebecca Ellison, 27 of Alawa studied Sport and Exercise Science while competing in cycling and triathlons, but turned to women's health after the birth of her son. She has since studied teaching and nutrition and is currently studying Herbal Medicine. Rebecca is President of the Childbirth Education Association where she aims to improve the confidence of pregnant women and mothers. Rebecca started a business, 'Nourished Strong', a holistic women's and infant's health consultancy, focusing on a natural approach to fertility, pregnancy and infancy through nutrition, body awareness and gentle parenting

Somerville Community Service Award

• Alicia Kent - KARAMA

Alicia Kent, 22 of Karama volunteers roles with Headspace, ShoutOut, YEAH and City of Darwin Youth Advisory Group, where she participated in the CEO Sleepout raising money for homelessness. Alicia initiated a Midnight Basketball donation drive, collecting brand new socks, drink bottles and second hand shoes for young people who couldn't afford them. She was successful asked Coles to donate fruit for 80 people every Saturday for 7 weeks. She is passionate about youth and mental health work and is currently undertaking a Diploma of Youth Work.

• Jarrod John Rollo - KARAMA

Jarrold John Rollo, 15 of Karama is passionate about spreading cancer awareness throughout the local and wider Aboriginal and Torres Strait Islander community. Jarrod successfully organised his third Pink Rugby Game and with the assistance of generous companies and the National Rugby League Northern Territory they raised over \$3,000 for the Royal Darwin Hospital Hospice. He is now looking to host a 'Blue Game', for Beyond Blue Depression & Anxiety and a 'Closing the Gap' Game for Aboriginal and Torres Strait Islanders. Jarrod hopes these will become a regular fixture.

• Nicole Richards - LARAPINTA

Nicole Richards, 24 of Larapinta volunteers at the Alice Springs Hospital, Anglicare NT, Tourism Central Australia and Volunteering SA&NT. She also volunteers at community events such as the Finke Desert Race, YMCA King of the Mountain Race, and the RSL Anzac Day Service. Nicole works as a Reservations Manager at Lasseter's Hotel, where she organised a Relay for Life team to raise funds for the Cancer Council. Nicole conducted a sales trip to Sydney and hosted site inspections leading to a conference conversion, bringing over 15,000 visitors to the area.

• Tristan Perriam - BELLAMACK

Tristan Perriam, 20 of Bellamack is a dedicated young leader in the Palmerston community. He volunteers his time with the Salvation Army, Army Cadets and the 'Youth Inspiring Palmerston', youth advisory group. For the Salvation Army, he helps put together and distribute hampers to those in need at Christmas time. In Army Cadets he has attained the rank of Cadet Corporal, and leads a group of 11 younger cadets on weekly training nights. Tristan was heavily involved in the event planning for activities run in Youth Week 2015.

NT Government Small Business Achievement Award

• Avon Collis - DARWIN

Avon Collis, 28 of Darwin owns a Gloria Jean's franchise and supports local organisations at sporting events by donating labour and materials and allowing them to retain the profits made. He has taken on many work experience candidates from schools to assist them with their future careers. Avon started the 'Community Sipper' program, where his business donates \$5 to participating community organisations for every 10 drinks bought at his store. Avon is currently studying a Bachelor of Commerce majoring in Entrepreneurship and Innovation to further his business knowledge.

• **Brooke Ottley - MILLNER**

Brooke Ottley, 26 of Millner is a young, creative and socially conscious entrepreneur. Brooke runs her own Airbnb, a website for people to list, find, and rent lodgings since 2012. She also runs a freelance design consultancy, offering graphic design and photography services, whilst being a full-time leader in the creative design team at Batchelor Institute. Through Brooke's innovation with Airbnb, she has contributed to the local and wider community by providing sustainable tourism. Brooke has recruited four other Darwin Airbnb hosts who are now running their own successful businesses.

• **Trevor Oliver - LUDMILLA**

Trevor Oliver, 28 of Ludmilla launched Territory Laundry Services in 2014, providing commercial laundering for hotels and restaurants. Trevor supports and sponsors various not for profit organisations, such as the 'Taminmin Fishos'. This program encourages "at risk" youth or those who have experienced alcohol or drug misuse to get outdoors and experience nature. His business also sponsors the Starlight Children's Foundation and Young Diggers. In twelve months Trevor's business has grown from two staff members, to twelve during the peak season. Trevor is studying to be a Certified Practising Accountant.

NT Government Young Carer's Award

• **Bethany Bre-Ann O'Shea - DRIVER**

Bethany Bre-Ann O'Shea, 17 of Driver has, for several years been a carer for her Mum who suffers from mental illness and diabetes. Bethany has taken full responsibility to give her mother the best care possible. She cares for her little sister, who also has diabetes. Bethany is the current Northern Territory Representative for 'Young Carers', and the 2016 recipient of the NT Division of the Young Carer Award. During school holidays, Bethany assists Carers NT by taking young carers on outings to provide some respite from their caring role.

• **Eloy Mason - ALAWA**

Eloy Mason, 14 of Alawa cares for his 15 year old brother, Igen, who has severe autism and limited communication skills. Eloy assists his brother with public outings and joins him in activities such as drama, athletics and singing. Eloy is a member of the Darwin Young Carers Program and has participated in Drumbeat, mentoring young people with disabilities. He is also a member of the CemeNTstars, a drama group for people with intellectual disabilities. Eloy also helps with his brother Omri who has learning and communication difficulties.

• **Jessica Puetz - WANGURI**

Jessica Puetz, 20 of Wanguri cares for her mother who has recently been diagnosed with metastatic terminal lung cancer. Jessica schedules and drives her mother to appointments, and assists her with walking. She has three part time jobs, one of which is working with special needs children at the Nemarluk School. Jessica is currently studying to become a teacher and hopes to become a special needs teacher in the future. She will study online so as to continue taking care of her mother as her cancer progresses.

• **Kyaw Naing - THE GARDEN**

Kyaw Naing, 23 of The Garden has cared for his mother who suffers with mental illness since 2007. His mother sometimes needs 18 hours of care a day and Kyaw is responsible for her psychological and emotional wellbeing. Since arriving from Indonesia in 2011, Kyaw has completed a Certificate IV in English and is completing a Bachelor of Commerce. He is active in his local community and volunteers as Imam of the Islamic Society of Palmerstone and is member of the Australian National Imams Consultative Forum.

NT Government Young Indigenous Educator Award

• **Anjelica Durrurrnga - RAMINGINING**

Anjelica Durrurrnga, is the Families as First Teachers, Family Liaison Officer at Ramingining School. Angelica works with families to develop their understanding of the Yolngu and Balanda culture. She trains them in conversational learning and the Abcedarian approach. Angelica participated in the production of a Visible Learning video and presented to her peers at a professional development session. She has been a guest presenter at two Families as First Teachers conferences. Angelica created the 'Mother's Garden', where families can come to sit and work.

• **Kate Axten - ALICE SPRINGS**

Kate Axten, 26, of Alice Springs joined Centralian Middle School in 2014 as a graduate Year 7 teacher. She has coached the local and school basketball teams and is currently player and assistant coach of the Yirara girls' soccer team. Kate was selected among 10 other Indigenous Australians for the Classic Wallabies Exchange to South Africa, a volunteer leadership program for Indigenous youth. Kate received a 2015 NAIDOC Award for Female 25 and over and she plans to undertake a Master's Degree in Education.

• **Lisa Kunoth - UTOPIA**

Lisa Kunoth, 28 of Utopia is an Assistant Teacher at Apungalindum Homeland Learning Centre. Lisa makes use of her local language knowledge blended with appropriate English to ensure that all students understand the lessons. She has integrated a new Activeboard into the literacy block, effectively using it for the delivery of the Jolly Phonics Program and the PM Reading Program. She uses Nelsons Maths and Rainforest Maths activities to support maths concepts. Lisa has introduced the Accelerated Literacy Program into her classroom, with successful outcomes for her students.

Zip Print Sports Award

• **Abby Cubillo - KARAMA**

Abby Cubillo, 16 of Karama started playing basketball in 2007 and has since played in 5 National Championships and captained the Under 18 team in 2015. Abby was selected as the only Northern Territory representative in the Australian National U17 Sapphires Team, competing in the 2016 FIBA Oceania Qualifying Tournament. Her short term goal is to settle into the AIS and gain selection in the Australian U17 Sapphires Team to compete in the 2016 World Championships in Spain. Her long term goal is to advance to the WNBL.

• **Bryce Fullwood - WINNELLIE**

Bryce Fullwood, 17 of Winnellie is the first Territorian to race in the National Series of the 2015 V8 Supercars Dunlop Series. Originally racing Go Karts, Bryce represented Australia at the 2014 World Championships and has 8 State Titles, numerous wins and top 5 podiums. He is passionate about giving back to the Darwin Karting Association and is a great Ambassador for his Club. Bryce aims to finish top 10 in the 2016 V8 championships and become the first full time V8 Supercar driver from the Northern Territory.

• **Jacob Moore - ALICE SPRINGS**

Jacob Moore, 16 of Alice Springs has been in the Australian National Table Tennis Squad for three years. In the last 12 months he has won Bronze in both the U21 doubles at the ITTF Oceania Cup and the U18 Pacific School Games. Jacob volunteered to coach table tennis players from Katherine Special School at the International Pacific School Games. He hopes to continue to work for Table Tennis NT and accomplish his goals to be the top U18 player in Australia and represent Australia in the Olympic Games.

• **Katelyn Simpson - PALMERSTON**

Katelyn Simpson, 13, Palmerston joined the Noonamah Horse and Pony Club when she was 6. She competes in the Rodeo sports of Barrel Racing, Break Away Roping and Pole Bending. Katelyn was the first Northern Territorian to win a National Rodeo Council Australian Title for Barrel Racing. She is driven to represent Australia and put a spotlight on rodeo sports. Katelyn won the 2016 Australian High School Rodeo Association title for Junior Pole Bending and will travel to America for the 2016 US National High School Rodeo Association competition.

ITEM NO. 12.3.1 **Action Report**

FROM: Chief Executive Officer

REPORT NUMBER: 8/0848

MEETING DATE: 5 April 2016

Municipal Plan:

4. Governance & Organisation

4.3 People

We value our people, and the culture of our organisation. We are committed to continuous improvement

Summary:

This report outlines individual action items outstanding from previous Council Meetings. Council is asked to receive this report:

Dec #	Task Date	Matter	Action	Update
8/0949	18/02/2014	Car Parking Contribution Plan Update	Matter on the table	
8/1126	17/06/2014	Reconstruct Radford Road	Council to enter into a memorandum of understanding regarding the use of any contractor security held by LDC.	Construction work in progress.
8/1354	09/12/2014	Draft Palmerston City Centre Master Plan 2014 and associated documents	<ul style="list-style-type: none">- Draft Palmerston City Centre Parking Strategy to be presented to and considered by the City of Palmerston's Car Parking Committee.- Final documents and application submission to amend the NT Planning Scheme be submitted to Council for endorsement at the Council meeting scheduled 17 February 2015.- Mayor to forward a letter to the Minister for Lands and Planning to inform the NT Government of the public consultation process for the Draft City Centre Master Plan "package", prior to lodgement of the formal rezoning application with the Minister in 2015.	<p>Council has adopted the Palmerston City Centre Master Plan and associated documents. Council adopted the Palmerston City Centre Parking Strategy on 2 June 2015.</p> <p>Planning Scheme amendment package has been lodged with Strategic Town Planning branch of DLPE.</p>

8/1666		The Heights Durack Eastern Collector Road	Mayor and CEO to be delegated the ability to apply Council's seal and to sign all documents for the establishment of a road access easement on Lot 11504, 80 University Avenue, Durack.	Awaiting construction and transfer documents from developer. No further action expected until mid to late 2016.
8/1707	20/10/2015	Bi-Annual Council Meetings in Community Venue	Council to trial the holding of two Council meetings in 2016 in community venues with a budget allocation of \$4,600.	Meetings will be scheduled in line with Chambers roof repairs approximately April / May 2016.
8/1714	20/10/2015	Joy Anderson Centre	CEO to write to the Dept. of Housing, to seek consideration for the freehold title of the Joy Anderson Centre, to be transferred to the City of Palmerston as a community asset.	Letter received by CEO Dept Housing, advising they are currently undertaking a review into NT Government Housing Programs and are unable to comment on future arrangements until the review is completed.
8/1764	17/11/2015	- Costs for Fencing of Playgrounds in Parks	- Council to conduct a level 1 consultation with Palmerston families in 2016, in regards to fencing and partial fencing of some Palmerston playgrounds in our parks.	- A report on the cost of undertaking consultation was provided to the meeting held on 8/12/2015.
8/1768	17/11/2015	- Fencing Options Level 1 Consultation	- Report to be provided to Council regarding the cost of undertaking a Level 1 consultation on fencing options for playgrounds.	
8/1773	8/12/2015	Motorbike Parking on Private Property/Verges	DTS to approach the owner of Highway House regarding the storage of a motorcycle adjacent to Ben and Sam's Café and Bakehouse.	Completed.
8/1776	8/12/2015	Goyder Walking Trail	A draft Goyder Walking trail be provided to Council for consideration.	Heritage Study (CCE/0482) to be undertaken to inform possible Goyder Walking trail. Staff are working on commissioning a consultant for the study.
8/1777 8/1780	8/12/2015	Recreational Fishing – Durack Lakes and Marlow Lagoon	- Signage to be erected at Lake 5, 6 and 10 Durack Lakes and Marlow Lagoon. - Estimated cost to construct recreational fishing infrastructure at lakes 5, 6 and 10 be provided to Council for consideration prior to its inclusion in the draft 2016/17 budget.	Estimated costs for the fishing infrastructure were provided to the Capital Works Workshop held on 3/12/2015.

		Community Infrastructure Plan	Progress update.	First workshop on the Plan was held 9/3/2016. A report to Council seeking formal endorsement will follow. Once endorsed, the Plan will undertake Public consultation in March / April 2016.
8/1815	2/02/2016	Timed Parking Signs on The Boulevard Stage 1	Timed parking signs to be installed on The Boulevard Stage 1.	Completed.
8/1831	16/02/2016	Arch Rival Bar – Alfresco Dining	Arch Rival Bar & Grill will be advised in writing that should an unconditional bank guarantee or cash security deposit to the value of \$20,000 satisfactory to the Chief Executive Officer not be lodged with Council by 11th March 2016 the current Alfresco Dining licence will be revoked and the site reinstated at no cost to Council.	Completed.
8/1845	17/02/2016	Sale of Land - Lot 10029 and Part Lot 9608	Council set the method of sale for Lot 10029 and part Lot 9608 as a direct sale to any interested buyer following the advertising of the property, based on the considerations documented in Report 8/0824. The CEO will bring any offer of purchase for Lot 10029 and part Lot 9608 to Council for its consideration.	Update confidential report has been submitted to the Council meeting to be held on 15/3/2016. A further confidential report has been submitted to the Council meeting to be held on 5/4/2016.
8/1852	1/03/2016	Power to Sell Land – Assessments 105694 and 105669	Mayor and Chief Executive Officer be authorised to sign and seal all documentation in relation to the sale of land for non-payment of rates for the above mentioned properties.	
8/1853	1/03/2016	Operating Costs – Recreation Facilities	Report to be prepared for Council regarding the cost of operating its recreation facilities.	
8/1870	15/03/2016	Transfer of Park Lots 11789 and 12778 – Zuccoli Stage 1 Subdivision	Mayor and CEO be authorised to sign and seal all documentation in relation to the transfer of Lots 11789 and 12778 in Zuccoli Subdivision Stage 1 from the developer, Urbex Pty Ltd, to the City of Palmerston	Completed

8/1870	15/03/2016	Disability Access Program	As part of the annual disability access program development elected members receive an email from staff seeking any projects that may have been raised by the community with them four (4) weeks prior to the proposed program being presented to the Economic Development and Infrastructure Committee.	Procedure being amended.
8/1870	15/03/2016	Transfer of Open Space Lots in The Heights Durack	Mayor and CEO be authorised to sign and seal all documentation in relation to the transfer of ownership of Lots 11887, 12081, 12401, 12648, 12690 and 12817 from the Charles Darwin University to the City of Palmerston.	Completed
8/1872	15/03/2016	PAMRG Meeting 3 & 17 December 2015, and 28 January 2016	The 'Palmerston Dog Owner Guide' be printed and delivered to all Palmerston residential properties.	
8/1872	15/03/2016	Expression of Interest Community Activities	EOI to be released to the public calling for submissions to host regular or one off community place making activities in Palmerston.	
8/1875	15/03/2016	Awning Agreement – Lot 11020 (164) Forrest Parade, Rosebery	Mayor and CEO be authorised to sign and seal the Permit Agreement relating to the erection of a veranda style awning over a section of the footpath on the Haydon Street frontage relating to Lot 11020 (164) Forrest Parade, Rosebery.	Completed
8/1889	15/03/2016	Participation of Political Parties and Politicians at Council Events and Activities	Report to be provided to the GOC to determine the level of participation that Political Parties and Politicians may have in Council coordinated events and activities.	Report prepared for April GOC Meeting.

RECOMMENDATION

THAT Council receives Report Number 8/0848.

Recommending Officer: Ricki Bruhn, Chief Executive Officer.

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au

ITEM NO. 12.3.2 **LGANT Executive Minutes – 15 March 2016**

FROM: Chief Executive Officer

REPORT NUMBER: 8/0852

MEETING DATE: 5 April 2016

Municipal Plan:

4. Governance & Organisation

4.3 People

We value our people, and the culture of our organisation. We are committed to continuous improvement and innovation whilst seeking to reduce the costs of Council services through increased efficiency

Summary:

At the General Meeting of LGANT in March 2010, it was agreed that draft minutes of each Executive Meeting be made available for Council's information.

General:

The LGANT Executive Meeting draft meeting minutes will be sent out approximately on a monthly basis.

The draft minutes of the Executive Meeting held Tuesday, 15 March 2016 and the Local Government Act Review – Regulation of LGANT are attached for information.

Financial Implications:

Nil

Policy / Legislation:

Nil

RECOMMENDATION

THAT Council receives Report Number 8/0852.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au

Schedule of Attachments:

Attachment A: LGANT Executive Meeting Draft Minutes – 15 March 2016

Attachment B: Local Government Act Review – Regulation of LGANT

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

**MINUTES OF THE LGANT EXECUTIVE MEETING
HELD ON TUESDAY 15 MARCH 2016 IN THE LGANT OFFICE
COMMENCING AT 10:09 AM**

1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

Mayor Damien Ryan	President
Alderman Bob Elix	Vice-President – Municipal
Councillor Greg Sharman	Executive – Regional & Shires
Mayor Lothar Siebert	Executive – Regional & Shires
Councillor Kaye Thurlow	Executive – All Councils
IN ATTENDANCE:	
Tony Tapsell	LGANT CEO
Peter McLinden	LGANT
David Jan	LGANT
Camden Smith	LGANT
David Willing (<i>until 11:00am</i>)	Department of Local Government & Community Services

2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING

President Barb Shaw	Executive – Regional & Shires
Mayor Fay Miller	Executive – Municipal
Mayor Tony Jack	Vice-President – Regional & Shires
Alderman Gary Haslett	Executive – Municipal

RESOLUTION

That members:

1. accept the acknowledgements from members that they are unable to attend the meeting
2. approve the applications from members for leave of absence from the meeting.

Moved: Mayor Siebert

Seconded: Councillor Sharman

Carried

3. NOTIFICATION OF CONFLICT(S) OF INTERESTS - Nil

4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

RESOLUTION

THAT the minutes of the previous Executive meeting held on Friday 5 February 2016 be confirmed as a true and correct record of that meeting.

Moved: Councillor Sharman

Seconded: Councillor Thurlow

Carried

5. ACCEPTANCE OF THE AGENDA AND NOTIFICATION OF GENERAL BUSINESS ITEMS

RESOLUTION

THAT the papers as circulated be received for consideration at the meeting.

Moved: Alderman Elix

Seconded: Mayor Siebert

Carried

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

6. DECISIONS THE EXECUTIVE IS BEING ASKED TO MAKE THIS MEETING

6.1 LGANT Financial Reports for 31 January 2016

Discussion

Members requested the following amendments to future financial reports:

- *Statement of Cash Flows*
 - remove 'Receipts from rates & charges'
 - Receipts from user charges & Fees – break down into two sections:
 - Memberships
 - User charges and fees
 - Cash Flows from Financing Activities – Receipts – should be zero
- *Statement of Financial Position*
 - Reserve Asset Revaluation – what does this constitutes
 - Reserve Property, Mobile Equipment & Other – break down into sections, ie Employee Entitlements, Mobile Equipment etc.

RESOLUTION

THAT the Executive receives and adopts the financial reports for 31 January 2016.

Moved: Alderman Elix
Seconded: Councillor Sharman
Carried

ACTION

1. Amend financial statements as requested.

6.2 NT Election Document

Discussion

Members requested the following amendments to the NT Election Document:

- Page 1 – add 'Northern' to the title and header
- Page 4 – add West Daly Regional Council to Table 2
- Page 8 – remove the two dot points
- Page 11 – update Public Libraries to reflect the recent media release
- Page 11 – have a look at what TOPROC is doing in regard to land use planning.

1. Street Lighting

Members were told that LGANT is waiting for a letter from the Chief Minister on street lighting to arrive to take it to the general meeting.

2. Land Use Planning

Members heard that the Litchfield Council has had its Planning Officer appointed to the Development Consent Authority (DCA) with questions raised about potential conflicts of interest. Members asked the LGANT CEO to check with council.

There were two issues raised at the recent Environment, Transport and Infrastructure Reference Group last week in regards to land use planning:

- i. more resources needed to allow the Department of Planning to complete land use planning for regional communities
- ii. having council master plans incorporated under the *Planning Act*.

Members requested that Minister Tollner be asked to talk about land use planning at the general meeting, as well as the operational subsidy.

RESOLUTION

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

THAT the Executive endorses the revised draft LGANT NT Election Document (with changes) for inclusion in the agenda for the April 2016 LGANT general meeting.

Moved: Mayor Siebert
Seconded: Alderman Elix
Carried

ACTION

2. Amend NT Election Document as requested and include in the agenda for the general meeting.
3. CEO to contact Litchfield Council about appointment to the DCA.
4. Request Minister Tollner talk about land use planning and the operational subsidy at the general meeting.

6.3 Balanced Environment Strategy Discussion Draft**Discussion**

Members were told there was no mention of local government, solar resources, climate change and natural resource management strategies in this document.

LGANT will amend the submission to mention the above and include ecological sustainable development in the principles in the document.

RESOLUTION

THAT the Executive approves the draft LGANT submission (with changes) on the Northern Territory Government's Balanced Environment Strategy Discussion Draft.

Moved: Alderman Elix
Seconded: Mayor Siebert
Carried

ACTION

5. Amend submission to add the points raised.

6.4 Nomination of Alternate Member/Observer to the Animal Welfare Advisory Committee**Discussion**

Members nominated Alderman Geoff Carter as the alternate member/observer to the Animal Welfare Advisory Committee.

RESOLUTION

THAT the Executive endorses the nomination of Alderman Geoff Carter as an alternate member/observer to the Animal Welfare Advisory Committee.

Moved: Councillor Thurlow
Seconded: Mayor Siebert
Carried

ACTION

6. Advise the Department and nominees of the Executive decision.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

6.5 LGANT Policies**Discussion**

Members approved changes to the LGANT policies.

RESOLUTION

THAT the Executive approves the proposed LGANT policies.

Moved: Mayor Ryan

Seconded: Mayor Siebert

Carried

ACTION

7. Update LGANT policy document.

7. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING**7.1 2016-2017 LGANT Strategic Plan and Annual Priorities****Future Action**

Include as an agenda item for the 14 April 2016 general meeting.

Discussion

Members noted the report.

7.2 2016-2017 Budget Including Member Subscriptions**Future Action**

Include as an agenda item for the 14 April 2016 general meeting.

Discussion

Members noted the report.

7.3 Anti-Corruption, Integrity and Misconduct Commission Inquiry**Future Action**

Review the report from the Commissioner if and when it becomes available.

Discussion

Members noted the report.

7.4 Community Champions**Future Action**

Contact regional councils requesting feedback on the extent to which they have been contacted by Community Champions.

Discussion

Members requested that Minister Tollner be asked to speak about Community Champions at the general meeting and how they are reporting back to Ministers.

ACTION

8. Request Minister Tollner to speak about Community Champions at the general meeting and how they are reporting back to Ministers.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

7.5 Australian Local Government Women's Association MOU

Future Action

Members heard that LGANT has contacted the ALGWA President for a copy of its MOU.

Discussion

Members asked that LGANT present the MOU at the general meeting.

ACTION

9. LGANT to present the ALGWA MOU at the general meeting.

RESOLUTION

What decision is the Executive being asked to make?

THAT the Executive receives and notes the reports on actions required to be done from the last meeting.

Moved: Councillor Sharman
Seconded: Councillor Thurlow
Carried

8. BUSINESS WHICH ONLY REQUIRES THE EXECUTIVE TO RECEIVE AND NOTE INFORMATION

8.1 ALGA Board Report

Discussion

Members noted that most items would be referred to the March 2016 Board meeting.

RESOLUTION

THAT the Executive receives and notes the ALGA Board Report for February 2016.

Moved: Alderman Elix
Seconded: Councillor Thurlow
Carried

8.2 LGANT General Meeting Agenda and Program

Discussion

Members heard that there will be an online version of the Census made available and that personal information will be linked to it. Members heard this could potentially discourage people from completing the Census which would lead to less funding for communities due to low counts.

Members were informed that there were two updates to the conference program:

- 9:15am The Hon David Tollner MLA
- 10:30am David Willing, Executive Director – Local Government, Department of Local Government and Community Services.

RESOLUTION

THAT the Executive receives and notes the report on the general meeting agenda and program (as amended) for 14 April 2016.

Moved: Alderman Elix
Seconded: Councillor Thurlow
Carried

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

8.3 National HR Benchmarking Definitions**Discussion**

Members noted the report and heard that LGANT is working with councils on standardising and having annual collections of workforce data.

RESOLUTION

THAT the Executive receives and notes the report on the collection of national workforce data.

Moved: Councillor Sharman
Seconded: Councillor Thurlow
Carried

8.4 IT Vision Training Report**Discussion**

Members noted the training that LGANT officers had undertaken.

RESOLUTION

THAT the Executive receives and notes the report on the IT Vision Training Report.

Moved: Councillor Thurlow
Seconded: Mayor Siebert
Carried

8.5 ALGA – Road and Transport Advisory Committee (RATAC) Meeting**Discussion**

Members asked for a list of income earning facilities that can be connected to light poles. LGANT officers will follow this up with the LGAQ.

RESOLUTION

THAT the Executive receives and notes the report on the ALGA Road and Transport Advisory Committee meeting.

Moved: Alderman Elix
Seconded: Councillor Sharman
Carried

ACTION

10. Obtain a list of income earning facilities that can be connected to light poles.

8.6 New Library Management System for NT Libraries**Discussion**

Members requested to be informed which councils are using the Library Management System in their libraries.

RESOLUTION

THAT the Executive receives and notes the report on the new library management system for NT libraries.

Moved: Mayor Siebert
Seconded: Councillor Thurlow
Carried

ACTION

11. Provide a list of councils which are using the Library Management System.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY****9. PRESIDENT'S REPORT****10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED****10.1 Administration & Legislation Advisory Committee****Future Action**

Provide progress reports.

Discussion

Members noted the report.

10.2 The Transfer of Local Roads from the NT Government to Local Government**Future Action**

Arrange a meeting in 2016 with the new CEO Of the Department of Transport, Andrew Kirkman.

Discussion

Members noted the report.

10.3 White Paper on Taxation**Future Action**

No further action is required given the white paper process has been shelved in place of other approaches by the government.

Discussion

This item is to be removed from the agenda.

10.4 Land Development in the Northern Territory**Future Action**

Establish regional working groups amongst councils that can feed into the Management Committee.

Discussion

Members heard that the NT Government has appointed the LGANT CEO to a newly formed Management Committee for the development of Uniform Subdivision Guidelines. The Committee is also made up of representatives from:

- Urban Development Institute (the developers)
- Department of Transport
- Department of Resource Management
- Department of Infrastructure
- Power and Water Authority
- Telstra
- National Broadband Network.

The draft guidelines were released at the meeting and circulated to all councils by LGANT. Members heard there will be a number of technical committees set up to provide feedback to the Management Committee. Eventually the government will enshrine these guidelines into the NT Planning Scheme.

10.5 Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples**Future Action**

Follow up with councils if they have passed resolutions.

Discussion

Members noted the report.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

10.6 Arts and Cultural Policy Reference Group**Future Action**

Report details of the government's policy once released.

Discussion

Members noted the report.

10.7 Belyuen, Coomalie, Wagait Local Government Advisory Group**Future Action**

Include issue of boundary changes in the agenda for the April 2016 general meeting.

Discussion

Members noted the report.

10.8 Draft Submission on the *Cemeteries Act***Future Action**

Monitor development of legislation once it is known.

Discussion

Members noted the report.

10.9 Financial Assistance Grants**Future Action**

Continue to pursue with councils their work on reporting about FAGs in their annual reports.

Discussion

Members heard that at the recent FRG meeting members were encouraged to mention financial assistance grants in their annual reports.

10.10 Draft Darwin Regional Transport Plan**Future Action**

Await Government response and release of the final plan and assess in terms of LGANT submission.

Discussion

Members noted the report.

10.11 Heavy Vehicle Task Force**Future Action**

Waiting for Department of Transport invitation on further follow up meetings.

Discussion

Members noted the report.

10.12 Waste Management Regional Projects**Future Action**

The appointment of a coordinator for the Big Rivers region is expected in March/April 2016. Katherine Town Council is hosting the position.

Discussion

Members noted the report.

10.13 National State of the Assets Report 2014**Future Action**

Provide progress reports to EITRG.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

Discussion

Members noted the report.

10.14 Establishing a Territory Wide Local Government Insurance Scheme**Future Action**

Work on the development of an expression of interest to give to insurance brokers.

Discussion

Members noted the report.

10.15 Review of the *Local Government Act***Future Action**

Await release of the Department's consultation paper and prepare a response to it.

Discussion

The issue of Parliamentary Privilege for local government elected members was raised and members discussed the possibility of bringing this up during the Review of the *Local Government Act* at the general meeting.

10.16 Nominations to the Heritage Council**Future Action**

Await formal notice of appointment and alter records.

Discussion

Members noted the report.

10.17 White Paper for Developing Northern Australia**Future Action**

Monitor the implementation of the White Paper recommendations.

Discussion

Members noted the report.

10.18 Visitations by Ministers and Community Champions**Future Action**

Obtain feedback from councils on notifications.

Discussion

Members noted the report.

10.19 Council Raising Own Source Revenue**Future Action**

Put item on the agenda for the next FRG meeting on 9 March 2016.

Discussion

Members noted the report.

10.20 The Transfer of Barge Landings, Boat Ramps and Airstrips to Local Government**Future Action**

Provide details of the Department of Transport's address to delegates at the EITRG meeting on 10 March 2016.

Discussion

Members noted the report.

10.21 Local Government Excellence Report Update

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

Future Action

Progress report number 3 was submitted to the Department along with information on training attendance and feedback.

Discussion

Members noted the report.

10.22 Nominations to the NT Weeds Advisory Committee**Future Action**

Pending advice from the above reference group, there could be no further action required.

Discussion

Members noted the report.

10.23 2015-16 LGANT Budget Submission**Future Action**

Review response from the government on the release of its annual budget for 2016/17.

Discussion

Members noted the report.

10.24 Submission to the Housing Strategy Consultation Draft**Future Action**

Await Government response and release of the final strategy.

Discussion

Members noted the report.

10.25 Draft Submission on the Oil and Gas Industry Development Strategy**Future Action**

Await Government response and release of the final strategy.

Discussion

Members noted the report.

10.26 LGANT Representation on External Committees**Future Action**

Await response from Departments responsible for the above committees.

Discussion

Members noted the report.

10.27 White Paper on Reform of the Federation**Future Action**

No further action required given the white paper process has been abandoned.

Discussion

Members noted the report.

RESOLUTION

THAT the Executive receives and notes the reports on business from previous meetings that is not yet finished.

Moved: Councillor Thurlow

Seconded: Mayor Siebert

Carried

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

11. BUSINESS NOT YET FINISHED BUT INACTIVE - Nil**12. MEMBERS QUESTIONS****Question:**

Who is authorised to close a local authority meeting or council meeting if the meeting becomes disruptive?

Answer:

Only the Chair can authorise closure of a meeting provided such authority resides in council policy or by-laws.

13. GENERAL BUSINESS**13.1 Regulation of LGANT**

David Willing from the Department of Local Government and Community Services spoke to the Executive about the regulation of LGANT. Members heard that during the review of the *Local Government Act* ('the Act') it was observed that LGANT is incorporated under the Act and there is no law requiring compliance or annual reporting that LGANT is required to do. The attached paper was provided showing a comparison of the legislation in other jurisdictions and two options that LGANT could possibly take, although these are not the only options.

Members heard that under current legislation there is no oversight of LGANT or compliance regulation nor is there a mechanism for an investigation if necessary in the future. It was mentioned that LGANT's constitution and governance charter covered off most of these areas.

There was concern expressed that there was only one elected member out of the eleven members on the Review of the *Local Government Act* Working Group. Members were told that a consultation paper will be sent to all councils by the end of this month.

There was discussion around the problems local authority members are having understanding Guideline 8. Department staff are available to attend council meetings on request to explain the changes to Guideline 8.

The Department will present on the draft findings of the eleven points that have been reviewed by the Working Group at the general meeting.

ACTION

12. Prepare a business paper for the general meeting on review of the *Local Government Act* and regulation of LGANT.

14. COMPLETED BUSINESS**RESOLUTION**

THAT the Executive approves the removal of items of completed business from the agenda for the next meeting.

Moved: Alderman Elix

Seconded: Mayor Siebert

Carried

15. CONFIDENTIAL BUSINESS - Nil**16. NEXT MEETING**

The next meeting of the LGANT Executive will be held on Tuesday 19 April 2016 at 10:00am in the LGANT Boardroom.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12:04pm.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

17. LIST OF ACTIONS FROM THE MEETING

ACTIONS
1. Amend financial statements as requested.
2. Amend NT Election Document as requested and circulate to Executive members before the general meeting.
3. CEO to contact Litchfield Council re appointment to DCA.
4. Request Minister Tollner talk about land use planning and the operational subsidy at the general meeting.
5. Amend submission to add that solar resources and ecological sustainable development be principles in the document.
6. Advise Committee and nominees of nomination.
7. Update LGANT policies.
8. Request Minister Tollner to speak about Community Champions at the general meeting and how they are reporting back to Ministers.
9. LGANT to present the ALGWA MOU at the general meeting.
10. Obtain a list of income earning facilities that can be connected to light poles.
11. Provide a list of councils which are using the Library Management System.
12. Prepare a business paper for the general meeting on review of the <i>Local Government Act</i> and regulation of LGANT.

LOCAL GOVERNMENT ACT REVIEW – REGULATION OF LGANT**Sub-topics include (but are not limited to):**

- Audited financial statements
- Procurement

Current NT provisions:***LOCAL GOVERNMENT ACT*****27 Local government subsidiary**

...

(3) LGANT may exercise the powers of a council under this section to form a local government subsidiary, or to participate with a council or 2 or more councils in the formation of a local government subsidiary and, if it does so, a reference in this Division to a council or a constituent council extends to LGANT.

242 Continuance of the Local Government Association

(1) The Local Government Association of the Northern Territory continues.

(2) The Association is a body corporate.

(3) The Association has full legal capacity:

(a) to acquire, hold or dispose of real or personal property; and

(b) to acquire or incur any other rights, powers, obligations and liabilities that may attach to a body corporate.

(4) The Association is to be administered in accordance with its constitution (which may be amended from time to time in accordance with procedures for amendment contained in the constitution).

(5) The Association acts, in accordance with its constitution:

(a) through officers or employees with authority to act on its behalf; or

(b) through agents appointed to act on its behalf; or

(c) under its common seal.

...

LOCAL GOVERNMENT (ACCOUNTING) REGULATIONS**30 Quotations and tenders not required in certain circumstances**

...

(2) Subject to subregulation (3) and any contrary direction by the council, quotations or tenders are not required if the supplies are to be obtained under a contract to which any of the following is a party:

(a) the Territory;

(b) the Commonwealth;

(c) a State or another Territory;

(d) another council;

(e) a local government subsidiary;

(f) LGANT.

...

Differences in other jurisdictions' legislation:

- **NSW** –The Local Government and Shires Association of New South Wales (also known as Local Government NSW) is the peak industry association that represents the interests of all 152 NSW general purpose councils, 12 special purpose councils and the NSW Aboriginal Land Council.

It is a registered organisation under the *Industrial Relations Act 1996* (NSW). It is required to provide audited financial reports, annual returns and other information to the Fair Work Commission in accordance with the *Fair Work (Registered Organisations) Act 2009* (Cth).

- **Queensland** – The Local Government Association of Queensland Ltd (LGAQ) is the peak body for local government in Queensland and its membership includes the Brisbane City Council and any local government constituted under the Local Government Act 2009 (Qld).

It is registered under the *Industrial Relations Act 1999* (Qld) and has to make financial disclosure statements and keep various registers (e.g. gifts and hospitality) under that Act. It is also incorporated under the *Corporations Act 2001* (Cth) and has reporting obligations under that Act and is regulated by the Australian Securities and Investments Commission.

- **SA** – The Local Government Association of South Australia (LGASA) is a creature of the *Local Government Act 1999* (SA). Its powers under the Act are very similar to LGANT with one key difference: its constitution cannot be altered or revoked without approval of the Minister.¹

LGASA's constitution provides that it must:

- ensure appropriate policies, practices and procedures of internal control are implemented and maintained as section 125 of the *Local Government Act 1999* would require if LGASA were a Council;
 - prepare and maintain accounting records in accordance with all relevant Australian Accounting Standards, and consistent with the obligations set out at subsection 124(1) of the *Local Government Act 1999*; and
 - prepare and have audited financial statements consistent with the obligations set out at subsection 127(1) of the *Local Government Act 1999*.
- **Tasmania** – The Local Government Association of Tasmania (LGAT) is a creature of the *Local Government Act 1993* (Tas). Its powers under the Act are very similar to LGANT.² It has its annual financial reports independently audited.
 - **Victoria** – The Victorian Local Governance Association (VLGA) is an incorporated association under the *Associations Incorporation Reform Act 2012* (Vic). It is subject to financial reporting obligations (e.g. audited financial statements) and other obligations under that Act.
 - **WA** – The Western Australian Local Government Association (WALGA) is a creature of the *Local Government Act 1995* (WA). Its powers under the Act are similar to LGANT but it cannot change the objects of its constitution without the Minister's approval.³

¹ *Local Government Act 1999* (SA) sch 1 cl 1(4).

² *Local Government Act 1993* (Tas) ss 325-330.

Comments:

Along with LGAT, LGANT is the least legislatively regulated local government association in Australia. However, LGAT elects to have its financial reports independently audited.

Just about any other organisation in the Territory that receives public funding must report to and can be investigated by a regulatory body. This includes registered associations, corporations incorporated under the *Corporations Act 2001* and corporations incorporated under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006*.

As LGANT receives significant amounts of public funding from the Territory and the Commonwealth, it should be subject to some form of regulatory oversight.

The following options are presented in no particular order of preference:

Option 1

LGANT could have its stature as a body corporate under the Act removed and have to:

- register as an association registered under the *Associations Act*;
- incorporate under the *Corporations Act 2001*; or
- otherwise become incorporated.

LGANT could choose how it wished to become incorporated. It is expected that it would, among other requirements, have to provide audited financial statements to a regulatory body. In the event that non-compliance was suspected, the relevant regulatory body would have investigative powers.

Option 2

If LGANT remains under the *Local Government Act*, it should:

- have to provide audited financial statements to the Department;
- be subject to compliance reviews and investigations;
- be subject to the procurement rules in the *Local Government (Accounting) Regulations*; and
- have to comply with any Guideline issued by the Minister.

The results of compliance reviews or investigations, which may include recommendations, would be provided to LGANT's board.

³ *Local Government Act 1995 (WA)* s 9.58.

ITEM NO. 13.1.1 **Development Consent Authority Appointment**

FROM: Chief Executive Officer

REPORT NUMBER: 8/0850

MEETING DATE: 5 April 2016

Municipal Plan:

4. Governance & Organisation

4.4 Systems

We are committed to ensuring the systems and processes of Council support the organisation in delivering the best possible services to the community

Summary:

The term of the Palmerston Division of the Development Consent Authority (DCA) expires on 30 June 2016. Council are now required to nominate two (2) persons to be appointed as members and to nominate one person as an alternate member.

General:

Council received a letter from the Minister for Lands and Planning dated 9 March 2016, notifying Council of the expiring appointment. The letter requests that Council provide a list of its nominated members within 30 days.

Financial Implications:

Nil

Policy / Legislation:

In accordance with sections 89 and 91 of the Planning Act

RECOMMENDATION

1. THAT Council receives Report Number 8/0850.
2. THAT Council nominate _____ and _____ for appointment to the Palmerston Division of the Development Consent Authority, with _____ as an alternate member.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment: Copy of Letter received from Minister for Lands and Planning



MINISTER FOR LANDS AND PLANNING

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8928 6622
Facsimile: 08 8928 6509

His Worship the Mayor of Palmerston
Mr Ian Abbott JP
City of Palmerston
PO Box 1
PALMERSTON NT 0831



Dear Mayor

The terms of appointment of the Council nominated members on the Palmerston Division of the Development Consent Authority expire on 30 June 2016.

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

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

Yours sincerely

DAVID TOLLNER
09-MAR 2016

ITEM NO. 13.1.2 **Appointment of Deputy Mayor**

FROM: Chief Executive Officer

REPORT NUMBER: 8/0851

MEETING DATE: 5 April 2016

Municipal Plan:

4. Governance & Organisation

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

Summary:

The report provides details of the arrangements that have been put in place for the appointment of Deputy Mayor.

Background:

Council made the following decision at its meeting held 10 April 2012:-

Section 43(2) Local Government Act – Role, Appointment and Term of Deputy Mayor

1. *THAT the term of office for Deputy Mayor be set at 12 months;*
2. *THAT the method of appointment for the role of Deputy Mayor be conducted by a show of hands.*

CARRIED 8/0009 - 10/04/2012

General:

Council appointed Alderman Sue McKinnon as Deputy Mayor at its first meeting in April 2015 for a period of 12 months, the term will be completed on 10 April 2016. Council are now required to appoint a new Deputy Mayor from 11 April 2016 for the next 12 months.

In accordance with Council Decision Number 8/0987, a small celebration to pay tribute to the Deputy Mayor will be held following its Council Meeting on Tuesday 5 April 2016, to which a press release will be sent out providing public notice on the event.

Financial Implications:

Nil

Policy / Legislation:

Council Policy – Elected Members EM01

4.4 Role of the Mayor and Deputy Mayor

4.4.4 The Deputy Mayor shall be appointed for a period of one year, with the appointment being conducted at the first meeting of Council to be held after each general election and again at each 12 month anniversary thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.

Local Government Act Section 43 (2)

43 Role of principal member (and deputy or acting principal member)

- (2) The role of the deputy principal member of a council is to carry out any of the principal member's functions when the principal member:
- (a) delegates the functions to the deputy; or
 - (b) is absent from official duties because of illness or for some other pressing reason; or
 - (c) is on leave.

RECOMMENDATION

1. THAT Council receives Report Number 8/0851.
2. THAT Council appoint _____ to the office of Deputy Mayor for the term of 12 months commencing 11 April 2016.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

Schedule of Attachments:

Nil

The following outlines the applicant's intentions for events component and Gift baskets and deliveries:

Weddings & Corporate Events Bar Service:

Time required for liquor licence is 7 days a week 12midday to 12midnight.

Procedures:

- Permits and permissions will be obtained should the event be on public grounds from the relevant governing body.
- Variances to licensing and relevant persons, organizations or companies will be applied for should the client require service outside of the current licence application.
- Should the event be in a private residence all close neighbours will be notified by mail no later than 3 days in advance that this event will be happening.
- Should the event be held on a property that is owned by another person or company, permission will be sought from the relevant person(s).
- No alcohol will be allowed to leave the premises of the event except by Enchanted Moments staff.
- Persons under the age of 25 will be required to show ID before being served.
- No alcohol will be supplied to anyone who appears intoxicated.
- Only staff over the age of 18 who hold a current RSA certificate will be allowed to serve alcohol.
- All NT liquor Act rules will be observed.
- Other beverages such as water or soft drinks will be offered at all events.

Gift Baskets & Balloons:

The time required for sale and delivery of gift baskets with alcohol included is 11am to 9pm.

Procedures:

- Any person wishing to buy or order a gift basket which includes alcohol must be over the age of 18. ID will be sought for anyone under the age of 25 years.
- Gourmet baskets and balloon arrangements including wine will be on display in the shop and will be required for both sale and delivery.
- Deliveries and sales will only be conducted by a responsible adult over the age of 18 years.
- If alcohol baskets are being delivered they will only be left with adults over 18 years of age.
- Baskets will not be left with anyone who appears to be intoxicated.
- Alcohol baskets or balloon arrangements will not be delivered to an alcohol free house or restricted areas or public places unless consent from the owner has previously been obtained.
- No alcohol baskets will be left unattended at any address. If no one is home they will be returned to the store.
- Each basket will hold no more than 5 litres of alcohol. The usual amount per basket or arrangement will be no more than one 750ml bottle; it will be unusual to have an order for a basket containing this much but it needs to be allowed for just in case. At all times the liquor will be only a minor component to the delivery (no more than 49% of the overall dollar value).

- The alcohol that will be supplied will be beer, wine and occasional spirits.
- Alcohol will not be supplied alone, it will only be supplied in conjunction with a gift basket or balloons and it will constitute no more than 49% of the overall monetary value of all items.
- Gift basket and balloon arrangements start at a cost of \$55 up to \$1,000 + depending on what the client requires. Once again the alcohol will only constitute 49% of the overall value.
- Sales of balloon deliveries will be advertised through online companies such as Funky Balloons online and Balloons Online as their Darwin distributors. More may be added in time. Sales will also be via web site, social media, storefront and via phone orders.
- Sales of gourmet baskets will be via web sites, social media, storefront and via phone orders.

NT Liquor Act:

In accordance with Section 47F of the *Liquor Act*, the City of Palmerston, as a public authority that performs functions relating to public amenities has the right to object to an application for the granting of a licence. Under the Act an objection may only be made on the ground that the grant of the licence may or will adversely affect:

- (a) *the amenity of the neighbourhood where the premises the subject of the application are or will be located; or*
- (b) *health, education, public safety or social conditions in the community.*

General:

While the warehouse operation of the proposal license is not within the Palmerston Municipality the operation of the business has the potential to occur in the Palmerston area. In that regard the applicant appears to have sound procedures proposed for the operation of both the Weddings & Corporate Events Bar Service and the Gift Baskets & Balloons sales which if implemented should mitigate any adverse impact on the Palmerston community.

In general, Council officers do not object to the proposal on the basis that the procedures for the Weddings & Corporate Events Bar Service and the Gift Baskets & Balloons sales as outlined in the application material (business plan) form part of the formal conditions on the license if approved by liquor licensing.

A further condition in relation to the Gift Baskets & Balloons deliveries and sales that should be included is that deliveries and sales of gift baskets containing alcohol should be made by an employee that is over the age of 18 and who holds a current RSA certificate.

Financial Implications:

There are no financial implications for Council as a result of this proposal.

Legislation / Policy:

There are no legislation or policy implications for Council as a result of this proposal.

RECOMMENDATION

1. THAT Council receives Report Number 8/0853.
2. THAT the attachment to Report Number 8/0853 be endorsed.

Recommending Officer: Mark Spangler, Director of Technical Services

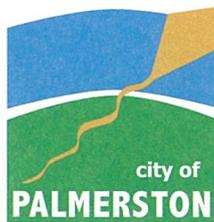
Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au.

Author: Gerard Rosse, Manager Planning and Environment Services.

Schedule of Attachments:

Attachment A: Council's draft letter of comment for a Liquor Licence Application – "Enchanted Moments Pty Ltd" - Events Catering and Takeaway Sales – (1/11) Coonawarra Road, Winnellie.

Attachment B: Liquor Licence Application.



Please include the following reference in all correspondence

File: Enchanted Moments LL

ID: MAS:gr

5 April 2016

Telephone

(08) 8935 9922

Facsimile

(08) 8935 9900

Email

palmerston@palmerston.nt.gov.au

Civic Plaza

1 Chung Wah Terrace

www.palmerston.nt.gov.au

Director-General
Department of Business
GPO Box 1154
DARWIN NT 0801

Dear Sir/Madam,

**Liquor Licence Application – “Enchanted Moments Pty Ltd” - Events
Catering and Takeaway Sales – (1/11) Coonawarra Road, Winnellie**

Thank you for the Liquor Licence Application referred to this office on 4 March 2016 concerning 1/11 Coonawarra Road, Winnellie

The following comments are provided for consideration by the Director-General:

Council does not object to the granting of the proposed Liquor Licence subject to the following:

- a) That the procedures for the Weddings & Corporate Events Bar Service and the Gift Baskets & Balloons sales as outlined in the application material (business plan) form part of the formal conditions on the license if approved by liquor licensing; and
- b) A further condition in relation to the Gift Baskets & Balloons deliveries and sales be included to ensure that deliveries and sales of gift baskets containing alcohol be made by an employee that is over the age of 18 and who holds a current RSA certificate.

If you require any further discussion in relation to this application please feel free to contact me on 8935 9958.

Yours sincerely

Mark Spangler
Director Technical Services

Please address all
correspondence to
Chief Executive Officer
PO Box 1
Palmerston NT 0831
ABN 42 050 176 900

LIQUOR ACT

2nd NOTICE OF APPLICATION FOR A LICENCE

TO SELL LIQUOR

ENCHANTED MOMENTS EVENTS PTY LTD

ENCHANTED MOMENTS EVENTS PTY LTD, hereby give notice that they have applied to the Director-General of Licensing for a Liquor Licence to sell liquor for the purposes of catering at Wedding & Corporate Events, and the provision of Gift Baskets & Balloons, its office premises to be located at 1/11 Coonawarra Road, Winnellie NT 0820.

The business will operate as a Weddings and Events Company, providing a Bar Service at a range of corporate events throughout Darwin. Given the nature of this business, no further / specific information can be provided, as the type of events, times / dates, and the venue locations will vary as per the needs of each of the applicant's clients. In any case, the applicant is required to seek a Permit through the relevant Local Council for each event. The business will also provide Gift Baskets and Balloons, which in some cases will include alcohol products. These sales will be conducted by way of deliveries via online and telephone sales, as well as purchases direct from the company's office location. The office premises will also be used for the storage of the alcohol.

PROPOSED TRADING DETAILS for the sale of liquor are as follows:

Weddings & Corporate Events Bar Service:

- Seven days per week between the hours of 12:00 and 23:59.

Gift Baskets & Balloons Service:

- Seven days per week between the hours of 11:00 and 21:00.

This is the second and final notice of the application.

The objection period will close on Monday, 4 April 2016.

Pursuant to Section 47F (2) of the *Liquor Act* an objection may only be made on the ground that the grant of the licence may or will adversely affect:

- (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) health, education, public safety or social conditions in the community.

Only those persons, organisations or groups described in Section 47F (3) of the *Liquor Act* may make an objection. Section 47G of the *Liquor Act* requires the Director-General of Licensing to inform the applicant of the substance of any objection. This will include the identity and where relevant the address of the objector. Objections to this application should be lodged in writing with the Director-General of Licensing within thirty (30) days of the commencement date of the objection period.

For further information regarding this application contact the Director-General of Licensing on telephone 8999 1800. Objections to this application should be lodged in writing with the Director-General of Licensing, Licensing NT, GPO Box 1154, Darwin, or e-mailed to:

Director-GeneralofLicensing.DOB@nt.gov.au

within thirty (30) days of the commencement date of the objection period.

Dated this 4th Day of March 2016.

Section 6 (2) Public Interest, statement concerning.

In reference to a Liquor Licence, the following areas of the Act need to be answered from section 2 (a to n)

Answers may be in dot point and may or may not be applicable to your type of Licence or premises, please answer to your best ability and knowledge.

6 Public interest criteria in respect of licence or licensed premises

(1) When the Commission has regard to the objects of this Act in:

(a) considering or determining an application under this Act in respect of a licence or licensed premises; or

the Commission must, when taking into account the public interest in the sale, provision, promotion and consumption of liquor, consider any of the criteria specified in subsection (2) that are relevant to the application or conditions.

(2) For subsection (1), the criteria are the following:

(a) harm or ill-health caused to people, or a group of people, by the consumption of liquor is to be minimised;

- Always have H₂O or soft drinks available at a reasonable price
- Ensure that guests are eating whilst drinking
- Only serving standard sized drinks in a responsible manner

(b) liquor is to be sold, or sold and consumed, on licensed premises in a responsible manner;

- standard sized drinks served
- availability to buy or midstrength beer.
- Supply a max of 4 drinks to one person at a time.

(c) public order and safety must not be jeopardised, particularly where circumstances or events are expected to attract large numbers of persons to licensed premises or an area adjacent to those premises;

- security staff need to be hired for the predicted persons
- car park control needs to be considered along with noise.

(d) *the safety, health and welfare of persons who use licensed premises must not be put at risk;*

- cease service to anyone who appears to be intoxicated
- remove obnoxious, rowdy or rude guests
- offer soft drinks or water to anyone starting to show effects of alcohol.

(e) *noise emanations from licensed premises must not be excessive;*

- notify surrounding neighbours if an event is going to be noisy
- turn music down at 11 pm
- remove from premises anyone who is excessively noisy

(f) *business conducted at licensed premises must not cause undue offence, annoyance, disturbance or inconvenience to persons who reside or work in the neighbourhood of the premises or who are making their way to or from, or using the services of, a place of public worship, hospital or school;*

- minimize rubbish that may blow around by using bins with lids
- clean up around area after each event
- Ensure no glass leaves the event
- Encourage guests to remember others in the neighbourhood
- Ensure adequate security

(g) a licensee must comply with provisions of this Act and any other law in force in the Territory which regulate in any manner the sale or consumption of liquor or the location, construction or facilities of licensed premises, including:

(i) by-laws made under the Local Government Act; and

director general

(ii) provisions of or under the Planning Act;

- all renovations must be applied to relevant council and licences Director General before any work starts

(h) each person involved in the business conducted at licensed premises must receive suitable training relevant to the person's role in the conduct of the business;

- Nominee must sit and pass an examination
- all staff must have an appropriate RSA certificate.
- Staff must be made aware of any signage around venue and its meaning.
- staff must be guided by company policies

(i) the use of credit in the sale of liquor must be controlled;

- all drinks must be paid up front.

(j) practices which encourage irresponsible drinking must be prohibited;

- No advertisement for free drinks of half price drinks
- No encouragement of drinking excess in a short period of time.

(k) it may be necessary or desirable to limit any of the following:

(i) the kinds of liquor that may be sold;

- low to mid strength beer
- limited spirits

(ii) the manner in which liquor may be sold;

- Beverage packages for events. paid for by client
- cash bar.

(iii) the containers, or number or types of containers, in which liquor may be sold;

- standard sized wine glasses.
- Beer stubbies
- Max of 4 to any one person at ^{one} any time.

(iv) the days on which and the times at which liquor may be

sold;

(l) *it may be necessary or desirable to prohibit persons or limit the number of persons who may be on licensed premises, on any particular part of licensed premises or in an adjacent area subject to the control of the licensee;*

- Ensure you know the capacity of a venue and adhere to that capacity

(m) *it may be necessary or desirable to prohibit or limit the entertainment, or the kind of entertainment, which may be provided on licensed premises or in an adjacent area under the control of the licensee;*

- Entertainment that is overly loud or unsuitable for a particular area is to be avoided

(n) *it may be necessary or desirable to prohibit or limit promotional activities in which drinks are offered free or at reduced prices.*

- limited hours such as happy hours.
- No encouragement to skull drinks

BUSINESS PLAN

LIQUOR LICENCE

*Enchanted
Moments*



the event specialist



Enchanted Moments Events Pty Ltd

Unit 1/111 Coonawarra Road

WINNELLIE

NT 0820

Debra Barnett

Phone: 0417 88 9750 or 8984 3336

18th February 2016

Executive Summary

The Company

Enchanted Moments commenced trading in 1998 in a small trolley in Casuarina Square. Over the years we have expanded our operation from the initial service of balloons for delivery and decor to include all event styling, theming and management.

The Ownership

The company is structured as a corporation with equal directors Debra Barnett & Alleyne Prewett.

The Management

Enchanted Moments is managed by Debra Barnett and Allan Prewett who together direct several employees.

Debra is in charge of HR and Finance

Allan is in charge of Operations.

The Goals and Objectives

Enchanted Moments endeavors to continue to create events for the Darwin Community for many years to come. We continually strive to find new services and products that assist our clients and their events.

We are in the process of offering our clients the following new services:

- Champagne packages for post weddings.
- Beverage and bar packages for all events both corporate and private.
- Gift baskets for sale and delivery
- Balloon deliveries with alcohol including online sales



The Product - Weddings & Corporate Events

Enchanted Moments services all of Darwin events. We style and manage for events such as weddings, corporate parties to small intimate private affairs. Some of our services include:

- Linen hire and installation
- Flower arrangements including silk and fresh
- Theming props large and small
- Specialty lighting including LED lighting, fairy lights and festoon lights
- Hardware such as tables, chairs and catering equipment.
- Bar Organization and Service for all events

Licensing Specifics

Weddings & Corporate Events Bar Service

Time required for liquor licence is 7 days a week 12midday to 12midnight.

Procedures

- Permits and permissions will be obtained should the event be on public grounds from the relevant governing body.
- Variances to licensing and relevant persons, organizations or companies will be applied for should the client require service outside of the current licence application.
- Should the event be in a private residence all close neighbors will be notified by mail no later than 3 days in advance that this event will be happening.
- Should the event be held on a property that is owned by another person or company, permission will be sought from the relevant person(s).
- No alcohol will be allowed to leave the premises of the event except by Enchanted Moments staff.
- Persons under the age of 25 will be required to show ID before being served.
- No alcohol will be supplied to anyone who appears intoxicated.
- Only staff over the age of 18 who hold a current RSA certificate will be allowed to serve alcohol.
- All NT liquor Act rules will be observed.
- Other beverages such as water or soft drinks will be offered at all events.

Outside Event Bar Example



The Product - Gift Baskets & Balloons

Enchanted Moments now offers gift baskets and balloon arrangements for pickup or delivery for all occasions. Some examples of occasions are:

- Valentine's Day
- Birthday
- Get Well
- Baby Welcome
- Thank you
- Wedding



Gift Basket Example

Licensing Specifics

Gift Baskets & Balloons

The time required for sale and delivery of gift baskets with alcohol included is 11am to 9pm

Procedures

- Any person wishing to buy or order a gift basket which includes alcohol must be over the age of 18. ID will be sought for anyone under the age of 25 years.
- Gourmet baskets and balloon arrangements including wine will be on display in the shop and will be required for both sale and delivery.
- Deliveries and sales will only be conducted by a responsible adult over the age of 18 years.
- If alcohol baskets are being delivered they will only be left with adults over 18 years of age.
- Baskets will not be left with anyone who appears to be intoxicated.
- Alcohol baskets or balloon arrangements will not be delivered to an alcohol free house or restricted areas.
- No alcohol baskets will be left unattended at any address. If no one is home they will be returned to the store.
- Each basket will hold no more than 5 liters of alcohol. The usual amount per basket or arrangement will be no more than one 750ml bottle; it will be unusual to have an order for a basket containing this much but it needs to be allowed for just in case. At all times the liquor will be only a minor component to the delivery (no more than 49% of the overall dollar value).
- The alcohol that will be supplied will be beer, wine and occasional spirits.
- Alcohol will not be supplied alone, it will only be supplied in conjunction with a gift basket or balloons and it will constitute no more than 49% of the overall monetary value of all items.
- Gift basket and balloon arrangements start at a cost of \$55 up to \$1,000 + depending on what the client requires. Once again the alcohol will only constitute 49% of the overall value.
- Sales of balloon deliveries will be advertised through online companies such as Funky Balloons online and Balloons Online as their Darwin distributors. <http://darwin.funkyballoons.com.au/> or <http://www.balloons.net.au/darwin/>. More may be added in time. Sales will also be via web site, social media, storefront and via phone orders.
- Sales of gourmet baskets will be via web sites, social media, storefront and via phone orders.



Balloon Delivery
Example

CONDITIONS SUGGESTED FOR DARWIN ONLINE ORDERS

(We are happy to add or change anything that is required).

- * Only up to 2L of alcohol can be delivered in a single order
 - * The recipient of the gift order cannot be the same person ordering
 - * Alcohol MUST be accompanied with a balloon bouquet - it cannot be sold separately
 - * Alcohol MUST constitute no more than 49% value of the delivery
 - * The Purchaser and the Recipient of the gift must be over 18 years of age
 - * No alcohol will be delivered to a premises that is alcohol free
 - * No alcohol will be left with anyone who appears intoxicated
- Any contradictions to the above seen in a gift order may result in cancellation of the order

CONDITIONS LISTED ON FUNKY BALLOON PERTH ONLINE SALES WEB SITE

WARNING: Please note that due to Western Australia's Liquor Control Act 1988 -

- * Only up to 2L of alcohol can be delivered in a single order
 - * The recipient of the gift order cannot be the same person ordering
 - * Alcohol MUST be accompanied with a balloon bouquet - it cannot be sold separately
 - * Inclusion in an order means gift must be delivered - store pickup is not permissible
 - * The Purchaser and the Recipient of the gift must be over 18 years of age
- Any contradictions to the above seen in a gift order may result in cancellation of the order

Community Impact Analysis

We have been asked on several occasions to organize baskets such as this and we have declined. We now feel that the time is right for us to offer this service to Darwin. We feel that we have a point of difference with the florists in that we can custom make all our products to the clients wishes. There is only one other Darwin home based business that appears to be able to offer the full services that we are going to offer.

Analysis Points

- As we are not offering the sale of alcohol alone we feel that there will be no conflict of interest by the bottle shops or other liquor outlets around our area.
- The area surrounding us is industrial and commercial so there is not impact on any residential areas.
- There is currently no one in the Winnellie / Berrimah area that is offering this service.
- We are willing to abide by all rules and regulations required of us.
- As takeaway alcohol will constitute only a minor (less than 5% of our overall turnover) the risk to the public is insignificant. This service is an add-on to our current services and is and will not be our core product.

THERE ARE MANY INTERSTATE COMPANIES THAT CLAIM THEY SEND TO DARWIN.

Here is a list of few.

- www.basketbasket.com.au
- www.hampersonly.com.au
- www.1300hampers.com.au
- www.giftbasketboutique.com.au

TERRITORY COMPANIES CURRENTLY SERVICING THIS MARKET

- www.territorygiftbaskets.com.au (appears to be a home based business)
- Silver Grevillea florist (hospital)
- Fantastic Floral (Darwin City)
- Flowers from the Heart (Nightcliff)
- Elise Flowers (Palmerston)
- Green Goddess (Millner)

Marketing Plan

The Target Market

Our targeted market is predominately female between the ages of 20 to 50, however this is not essential as we have several clients who are male and organize events for companies.

Established Customers

Enchanted Moments is the preferred supplier for several major function venues around Darwin. We also have several clients that have used us for many years.

Pricing

Enchanted Moments maintains a competitive pricing structure that is comparable to other suppliers in Darwin. We offer a fair price for our clients that ensures our business viability.

Advertising

Enchanted Moments predominately has maintained and grown by word of mouth. We promise only what we can deliver and deliver all that we promise.

Advertising mediums used are:

- Television
- Radio
- Social Media
- Web site
- Online Sales Ordering companies
- Word of mouth

SWOT Analysis (Strengths/Weaknesses/Opportunities/Threats)

Strengths

We are an organised company who believes that our reputation precedes the clients requirements.

Weaknesses

We often take on too much work in the dry season. To date we have never not completed anything but it does put staff under pressure. We are sometime short on cash flow as our seasons fluctuate.

Opportunities

There is many more avenues that we can move into such as Expo panels, Catering, Photography just to name a few.

Threats

There is always a possibility of a large multinational company coming into Darwin and taking a large share of the market.

Operations

Operational Facilities

Enchanted Moments operates out of a 700m2 warehouse and showroom. We are currently at maximum capacity and will look at moving in the next 18 months.

Staffing

We operate with the following staff:

- Manager HR and Finances
- Receptionist / Sales Executive
- Manager of Operations and Design
- Team Leader Operations
- Florist
- Seamstress and Laundry assistant.
- Several Casual staff through the busy dry season

All our staff work with a very detailed policy and operations manuals which includes all policies relating to alcohol. This has been created by our HR company Employsure and abides by all laws and regulations that are pertinent to the Territory. We conduct regular meeting with our staff to ensure that they are fully up to date with any changes to the company. All new employees will be required to hold a current RSA certificate for NT. All existing staff that are required to work behind a bar also hold a RSA Certificate for NT.

Suppliers

Our suppliers come from within Australia and overseas. We have sourced a local supplier for Alcohol being OZ North Food & Liquor Wholesalers contact - Mark Marle phone 8981 3386.

Licensing Conditions

As a company who has been established in Darwin since 1998 and has a good reputation, we feel that a liquor license will not be difficult for us to maintain correctly. We are willing to abide by all rules and regulations requested of us.

Some other relevant points.

- All alcohol will be purchased from a reputable wine wholesaler here in Darwin.
- All supply and storage requirements will be adhered to.
- Minimal quantities will be maintained in store. All excess will be locked in the manager's office.
- Through market research we have found that there is a need for good quality reliable gift basket suppliers in Darwin which is the reason we have requested a licence.