

## **2<sup>nd</sup> ORDINARY COUNCIL MEETING**

### **NOTICE OF MEETING**

**TUESDAY, 21 AUGUST 2018**

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, commencing at 5.30pm.

A handwritten signature in black ink, appearing to read "Luccio Cercarelli", is positioned above a horizontal line.

**LUCCIO CERCARELLI**  
**CHIEF EXECUTIVE OFFICER**

# TABLE OF CONTENT

<b>1</b>	<b>ACKNOWLEDGEMENT OF COUNTRY</b>	<b>Page 1</b>
<b>2</b>	<b>OPENING OF MEETING</b>	<b>Page 1</b>
<b>3</b>	<b>APOLOGIES AND LEAVE OF ABSENCE</b>	<b>Page 1</b>
<b>4</b>	<b>REQUEST FOR TELECONFERENCE</b>	<b>Page 1</b>
<b>5</b>	<b>DECLARATION OF INTEREST</b>	<b>Page 1</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES</b>	<b>Page 1</b>
<b>7</b>	<b>MAYOR'S REPORT</b>	<b>Page 1</b>
<b>8</b>	<b>DEPUTATIONS AND PRESENTATIONS</b>	
	8.1 Land for Thai Community Culture Hall	Page 1
<b>9</b>	<b>PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)</b>	<b>Page 1</b>
<b>10</b>	<b>CONFIDENTIAL ITEMS</b>	<b>Page 1</b>
<b>11</b>	<b>PETITIONS</b>	<b>Page 2</b>
<b>12</b>	<b>NOTICES OF MOTION</b>	<b>Page 2</b>
<b>13</b>	<b>OFFICER'S REPORTS</b>	
	13.1 Receive and Note Reports	
	13.1.1 Financial Report for the Month of July 2018	Page 3
	13.2 Action Reports	
	13.2.1 Fourth Quarter Budget Review 2017/18	Page 26
	13.2.2 City of Palmerston Strategic Plan Development	Page 35
	13.2.3 Graffiti Management	Page 40
	13.2.4 Domestic Kerbside Waste and Recycling Services Tender	Page 45
	13.2.5 Council to the Community	Page 53
	13.2.6 Free December Car Parking Trial and Christmas Holiday Arrangements	Page 56
<b>14</b>	<b>INFORMATION AND CORRESPONDENCE</b>	<b>Page 60</b>
<b>15</b>	<b>REPORT OF DELEGATES</b>	<b>Page 60</b>
<b>16</b>	<b>QUESTIONS BY MEMBERS</b>	<b>Page 60</b>
<b>17</b>	<b>GENERAL BUSINESS</b>	<b>Page 60</b>
<b>18</b>	<b>NEXT ORDINARY COUNCIL MEETING</b>	<b>Page 60</b>
<b>19</b>	<b>CLOSURE OF MEETING TO PUBLIC</b>	<b>Page 60</b>
<b>20</b>	<b>ADJOURNMENT OF MEETING AND MEDIA LIAISON</b>	<b>Page 60</b>

**1** ACKNOWLEDGEMENT OF COUNTRY

---

**2** OPENING OF MEETING

---

**3** APOLOGIES AND LEAVE OF ABSENCE

---

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

**4** REQUEST FOR TELECONFERENCE

---

**5** DECLARATION OF INTEREST

---

- 5.1 Elected Members
- 5.2 Staff

**6** CONFIRMATION OF MINUTES

---

6.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 7 August 2018 pages 9516 to 9524 be confirmed.

6.2 Business Arising from Previous Meeting

**7** MAYORAL REPORT

---

**8** DEPUTATIONS AND PRESENTATIONS

---

- 8.1 Land for Thai Community Culture Hall  
*Presentation by Public Officer and Committee Member of the NT Thai Association.*

**9** PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

---

**10** CONFIDENTIAL ITEMS

---

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

10.1 Confidential Items

ITEM	REGULATION	REASON
25.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.

- 10.2 Moving Open Items into Confidential
- 10.3 Moving Confidential Items into Open

**11** PETITIONS

---

**12** NOTICES OF MOTION

---

**13** OFFICER'S REPORTS

---

13.1 Receive and Note Reports

13.1.1 Financial Report for the Month of July 2018

9/0072

<b>AGENDA ITEM:</b>	13.1.1
<b>REPORT TITLE:</b>	Financial Report for the Month of July 2018
<b>REPORT NUMBER:</b>	9/0072
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Finance Manager, Shane Nankivell
<b>Approver:</b>	Director Corporate Services, Chris Kelly

## PURPOSE

The purpose of this report is to present to Council the Financial Report for the Month of July 2018.

### Municipal Plan:

#### 4. Governance & Organisation

##### 4.1 Responsibility

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

## KEY ISSUES

- Rates and Annual Charges for 2018/2019 will be levied in the month of August 2018.
- Purchase orders for ongoing contracts are raised at the beginning of the financial year and are shown as committed costs.
- Operating Income for subdivisional works is at 98.54% of budget for the financial year, this relates to Stage 1 of the Zuccoli development.

## RECOMMENDATION

THAT Report Number 9/0072 entitled Financial Report for the Month of July 2018 be received and noted.

## BACKGROUND

At the 2<sup>nd</sup> Ordinary Council Meeting on the 17 July 2018 Council resolved:

13.1.1 *Financial Report for the Month of June 2018* 9/0045

*THAT Report Number 9/0045 entitled Financial Report for the Month of June 2018 be received and noted.*

CARRIED 9/0177 - 17/07/2018

## **DISCUSSION**

In accordance with Section 18 of the *Local Government (Accounting) Regulations* finance officers have prepared the previous month's financial report.

### Operating Income

- Total operating income is at 2% of the current budget.
- Rates and annual charges for 2018-19 will be levied in the month of August, and currently the only income shown against rates is rates and annual charges paid in advance.
- User Charges and Fees are currently at 18%, this amount includes dog registrations and purchases of annual parking permits.
- Operating Income for subdivisional works is at 98.54% of budget for the financial year, this relates to Stage 1 of the Zuccoli development.

### Operating Expenditure

- Across all areas, operating expenditure is currently 9% of budget for the full year.
- Purchase orders are raised for ongoing contracts at the start of the financial year, these commitments are represented in the YTD committed column, as these expenses occur they transfer into the actuals column.

### Capital Income

Capital Income is currently 1%. This is because \$10,000,000 of the Subdivisional Works budget relates to gifted assets. These assets will pass to City of Palmerston once the development work is finalised throughout the financial year.

### Capital Expenditure

Overall Capital Expenditure is showing at 3% for the year. Additional capital budget will be available if the recommended roll-overs are approved during the Fourth Quarter Budget Review 2017-18, which is also on this agenda.

## **CONSULTATION PROCESS**

There was no consultation required for this report.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

Budget and resource implications as outlined in the body of the report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

The *Local Government (Accounting) Regulations* prescribes that:

### *18 Financial reports to Council*

1. *The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council. Setting out:*
  - a. *The actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month;*
  - b. *The forecast income and expenditure for the whole of the financial year.*
2. *The report must include:*
  - a. *Details of all cash investments held by the Council (including any money held in trust);*

- b. *A statement on the debts owed to the Council including aggregate amount owed under each category with a general indication of the age of the debts;*
- c. *Other information required by the Council.*

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

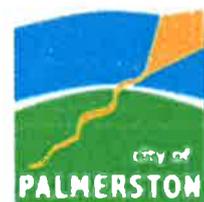
### **ATTACHMENTS**

**Attachment A:** Financial Management Report – July 2018

# Financial Management Reports

July 2018

- ❖ 1. Executive Summary
- ❖ 2. Financial Results



# TABLE OF CONTENTS

July 2018

<b>SECTION 1 – EXECUTIVE SUMMARY</b>	1.1	Executive Summary
<b>SECTION 2 – FINANCIAL RESULTS</b>	2.1	Budget Summary Report
	2.2	Reserves Schedule
	2.3	Investments Management Report
	2.4	Debtor Control Accounts
	2.5	Financial Indicators
	2.6	Creditor Accounts Paid
	2.7	Creditor Accounts Outstanding
	2.8	Waste Charges
	2.9	Commercial Leases

**Section 2**  
**Financial Results**  
**31 July 2018**

**1.1 - Executive Summary as at**  
% of year passed

8%

Results	Budget 2018 \$	YTD Actual \$	YTD Committed \$	Budget Forecast \$	% Utilised
<b>Operating Income</b>					
Rates & Annual Charges	27,687,085	178,853	0	27,687,085	1%
Statutory Charges	166,500	5,359	0	166,500	3%
User Charges & Fees	1,432,240	257,795	0	1,432,240	18%
Interest & Investment Revenue	963,160	114,587	0	963,160	12%
Reimbursements	0	0	0	0	0%
Other Income	1,500	117	0	1,500	8%
Grants, Subsidies & Contributions	2,283,044	1,500	0	2,283,044	0%
<b>Operating Income</b>	<b>32,533,529</b>	<b>558,211</b>	<b>0</b>	<b>32,533,529</b>	<b>2%</b>
<b>Operating Expenditure</b>					
Employee Costs	-8,671,994	-474,581	-1,151	-8,671,994	5%
Professional Services	-1,472,067	-143,273	-488,527	-1,472,067	43%
Auditor's Remuneration	-35,000	18,000	0	-35,000	-51%
Operating Lease Rentals	-217,300	-10,742	-65,620	-217,300	35%
Energy	-1,373,387	-51,132	0	-1,373,387	4%
Materials & Contractors	-11,759,215	-139,643	-679,531	-11,759,215	7%
Depreciation, Amortisation & Impairment	-11,500,000	-958,333	0	-11,500,000	8%
Elected Members Expenses	-361,287	-1,200	0	-361,287	0%
Legal Expenses	-220,000	-2,158	0	-220,000	1%
Water Charges	-1,388,759	0	0	-1,388,759	0%
Telephone & Other Communication Charges	-226,000	-16,576	-56,687	-226,000	32%
Community Grants	-100,000	-900	-53,000	-100,000	54%
Other Expenses	-2,543,933	-181,182	-230,974	-2,543,933	16%
Borrowing Costs	-92,200	0	0	-92,200	0%
<b>Operating Expenditure</b>	<b>-39,961,142</b>	<b>-1,961,720</b>	<b>-1,575,491</b>	<b>-39,961,142</b>	<b>9%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>-7,427,613</b>	<b>-1,403,510</b>	<b>-1,575,491</b>	<b>-7,427,613</b>	
<b>Capital Income</b>					
Net gain (loss) on disposal or revaluation of assets	0	7,372	0	0	0%
Developer Contributions	400,000	69,073	0	400,000	17%
Asset Income	10,000,000	0	0	10,000,000	0%
Grants received	328,410	0	0	328,410	0%
Capital Income	10,728,410	76,445	0	10,728,410	1%
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>3,300,797</b>	<b>-1,327,065</b>	<b>-1,575,491</b>	<b>3,300,797</b>	
<b>Capital Expenditure</b>					
Land Purchase	0	0	0	0	0%
Asset Purchase	-945,000	-10,784	-17,171	-945,000	3%
Asset Upgrade	-5,075,638	0	-132,318	-5,075,638	3%
<b>Capital Expenditure</b>	<b>-6,020,638</b>	<b>-10,784</b>	<b>-149,489</b>	<b>-6,020,638</b>	<b>3%</b>
Less Non-Cash Expenditure	-11,500,000	-958,333	0	-11,500,000	8%
Plus Gifted Assets	10,000,000	0	0	10,000,000	0%
<b>NET CAPITAL SURPLUS/(DEFICIT)</b>	<b>-1,219,841</b>	<b>-379,516</b>	<b>-1,724,980</b>	<b>-1,219,841</b>	
Borrowings	2,000,000	0	0	2,000,000	0%
Repayment of Borrowings	-208,814	0	0	-208,814	0%
Reserve Movement	-571,345	0	0	-571,345	0%
<b>NET OPERATING SURPLUS/(DEFICIT)</b>	<b>0</b>	<b>-379,516</b>	<b>-1,724,980</b>	<b>0</b>	

Reviewed by: Finance Manager

Approved by: Director of Corporate Services

## Section 2 Financial Results

### 2.1 - Budget Summary Report as at

31 July 2018

% of year passed

8%

#### Operating Income

	Budget \$	YTD Actuals \$	%
<b>Governance</b>			
Office of the CEO	747,293	0	0.00%
<b>Governance</b>	<b>747,293</b>	<b>0</b>	<b>0.00%</b>
<b>Corporate Services</b>			
Financial Services	400,000	39,361	9.84%
Rates	21,074,794	180,459	0.86%
<b>Corporate Services</b>	<b>21,474,794</b>	<b>219,820</b>	<b>1.02%</b>
<b>Community Services</b>			
Arts & Culture	10,000	0	0.00%
Community Development	18,000	0	0.00%
Events Promotion	1,500	0	0.00%
Library Services	710,696	14,266	2.01%
Senior Citizens	1,500	1,500	100.00%
Youth Services	24,000	0	0.00%
<b>Community Services</b>	<b>765,696</b>	<b>15,766</b>	<b>2.06%</b>
<b>Technical Services</b>			
Animal Management	336,000	71,237	21.20%
Aquatic Centre	77,280	6,441	8.33%
Civic Centre	161,280	32,837	20.36%
Driver Resource Centre	10,000	646	6.46%
Gray Community Hall	16,800	1,043	6.21%
Office of the Director Technical Services	23,000	55	0.24%
Parking & Other Ranger Services	144,500	2,959	2.05%
Private Works	120,000	7,650	6.38%
Recreation Centre	120,000	14,277	11.90%
Roads & Transport	898,995	0	0.00%
Subdivisional Works	100,000	98,537	98.54%
Waste Management	6,759,791	0	0.00%
Odegaard Drive Investment Property	446,160	74,360	16.67%
Durack Heights Community Centre	1,940	0	0.00%
CBD Car Parking	330,000	81,656	24.74%
<b>Technical Services</b>	<b>9,545,746</b>	<b>391,697</b>	<b>4.10%</b>
	<b>32,533,529</b>	<b>627,283</b>	<b>1.93%</b>

## Section 2 Financial Results

2.1 - Budget Summary Report as at  
% of year passed

31 July 2018  
8%

### Capital Income

	Budget \$	YTD Actuals \$	%
<b>Corporate Services</b>			
Office of the Director Corporate Services	0	7,372	0.00%
<b>Corporate Services</b>	0	7,372	0.00%
<b>Technical Services</b>			
Office of the Director Technical Services	65,000	0	0.00%
Roads & Transport	263,410	0	0.00%
Subdivisional Works	10,400,000	0	0.00%
<b>Technical Services</b>	10,728,410	0	0.00%
	10,728,410	7,372	0.07%

**Section 2**  
**Financial Results**  
31 July 2018

2.1 - Budget Summary Report as at  
% of year passed

8%

**Operating Expenditure**

	Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
<b>Governance</b>					
Elected Members	-485,796	-2,792	-870	-3,661	0.75%
Office of the CEO	-705,758	-84,308	0	-84,308	11.95%
<b>Governance</b>	<b>-1,191,554</b>	<b>-87,100</b>	<b>-870</b>	<b>-87,970</b>	<b>7.38%</b>
<b>Corporate Services</b>					
Customer Services	-230,765	-12,656	0	-12,656	5.48%
Financial Services	-1,428,966	-63,191	-16,852	-80,043	5.60%
Human Resources	-435,946	-23,960	0	-23,960	5.50%
Information Technology	-1,151,564	-96,743	-194,063	-290,806	25.25%
Office of the Director Corporate Services	-12,250,898	-984,021	-70	-984,092	8.03%
Public Relations and Communications	-398,860	-22,213	-38,560	-60,773	15.24%
Rates	-339,500	-86,938	0	-86,938	25.61%
Records Management	-261,716	-9,985	-72,295	-82,280	31.44%
<b>Corporate Services</b>	<b>-16,498,215</b>	<b>-1,299,707</b>	<b>-321,840</b>	<b>-1,621,547</b>	<b>9.83%</b>
<b>Community Services</b>					
Arts & Culture	-117,500	-16,039	-300	-16,339	13.91%
Community Development	-990,063	-43,699	-56,975	-100,674	10.17%
Disabled Services	-6,000	0	0	0	0.00%
Events Promotion	-272,000	-19,874	-14,172	-34,046	12.52%
Families & Children	-31,100	-125	-1,057	-1,182	3.80%
Health and Wellbeing Services	-52,500	-1,084	-7,599	-8,683	16.54%
Library Services	-1,647,054	-59,636	-15,748	-75,384	4.58%
Senior Citizens	-6,500	-259	0	-259	3.99%
Youth Services	-43,500	0	-600	-600	1.38%
Office of the Director Community Services	-321,973	-20,110	-15,177	-35,286	10.96%
<b>Community Services</b>	<b>-3,488,190</b>	<b>-160,825</b>	<b>-111,629</b>	<b>-272,454</b>	<b>7.81%</b>
<b>Technical Services</b>					
Animal Management	-110,330	-8,952	0	-8,952	8.11%
Aquatic Centre	-685,281	-2,140	-357,621	-359,760	52.50%
Archer Sports Club	-7,334	-24	0	-24	0.33%
Civic Centre	-381,470	-24,635	-14,414	-39,049	10.24%
Depot	-70,383	-4,105	-3,520	-7,624	10.83%
Driver Resource Centre	-31,685	-2,523	-1,249	-3,772	11.90%
Emergency Operations	-10,000	-5,845	-13,410	-19,255	192.55%
Gray Community Hall	-71,847	-1,347	-3,664	-5,011	6.97%
Office of the Director Technical Services	-1,104,440	-73,659	-48,187	-121,846	11.03%
Open Space	-4,817,592	-65,176	-124,428	-189,604	3.94%
Parking & Other Ranger Services	-743,456	-44,502	-4,092	-48,594	6.54%
Plant & Equipment	-27,619	0	-3,929	-3,929	14.23%
Private Works	-91,522	-5,363	0	-5,363	5.86%
Recreation Centre	-244,103	-16,707	-13,857	-30,563	12.52%
Roads & Transport	-2,208,673	-46,832	-64,242	-111,073	5.03%
Stormwater Infrastructure	-295,000	-1,538	-5,720	-7,258	2.46%
Street Lighting	-1,270,000	-83,995	-38,463	-122,457	9.64%
Waste Management	-6,261,322	-3,381	-342,646	-346,026	5.53%
Odegaard Drive Investment Property	-130,346	-11,898	-32	-11,930	9.15%
Durack Heights Community Centre	-23,120	0	-110	-110	0.48%
CBD Car Parking	-133,300	-10,520	-101,070	-111,589	83.71%
Goyder Square	-64,360	-950	-500	-1,450	2.25%
<b>Technical Services</b>	<b>-18,783,184</b>	<b>-414,088</b>	<b>-1,141,152</b>	<b>-1,555,240</b>	<b>8.28%</b>
	<b>-39,961,142</b>	<b>-1,961,720</b>	<b>-1,575,491</b>	<b>-3,537,211</b>	<b>8.85%</b>

## Section 2 Financial Results 2.2 Reserves Schedule

	Balance as at 01/07/2018	TO RESERVES Budget Reviews					FROM RESERVES Budget Review					Balance as at 30/06/2019
		Original Budget \$	1st Review \$	2nd Review \$	3rd Review \$	Adopted Budget \$	Original Budget \$	1st Review \$	2nd Review \$	3rd Review \$	Adopted Budget \$	
<b>Externally Restricted Reserves</b>												
Unexpended Grants Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Developer Funds In Lieu of Construction	4,919,920	400,000	0	0	0	400,000	300,000	0	0	0	300,000	5,019,920
	<b>4,919,920</b>	<b>400,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>300,000</b>	<b>5,019,920</b>
<b>Internally Restricted Reserves</b>												
Election Expenses Reserve	0	100,000	0	0	0	100,000	0	0	0	0	0	100,000
Disaster Recovery Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Strategic Initiatives Reserve	160,000	0	0	0	0	0	100,000	0	0	0	100,000	60,000
Unexpended Capital Works Reserve	0	0	0	0	0	0	0	0	0	0	0	0
Property Reserve	922,104	0	0	0	0	0	0	0	0	0	0	922,104
Plant and Equipment Reserve	271,632	0	0	0	0	0	0	0	0	0	0	271,632
Infrastructure Reserve	3,188,610	211,690	0	0	0	211,690	0	0	0	0	0	3,400,300
Community Grants Reserve	100,000	0	0	0	0	0	30,000	0	0	0	30,000	70,000
Waste Management Reserve	18,446	2,289,655	0	0	0	2,289,655	2,000,000	0	0	0	2,000,000	308,101
Streetlighting Reserve	311,063	0	0	0	0	0	0	0	0	0	0	311,063
City Centre Improvement Reserve	127,210	0	0	0	0	0	0	0	0	0	0	127,210
	<b>5,099,065</b>	<b>2,601,345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,601,345</b>	<b>2,130,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,130,000</b>	<b>5,570,410</b>
<b>Total Reserve Funds*</b>	<b>10,018,985</b>	<b>3,001,345</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,001,345</b>	<b>2,430,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,430,000</b>	<b>10,590,330</b>

\* Opening balance of reserves will change once the annual financial statements are finalised.

Reviewed by: Finance Manager

Approved by: Director of Corporate Services

**Section 2**  
**Financial Results**  
**31 July 2018**

**2.1 - Budget Summary Report as at**  
% of year passed

8%

**Capital Expenditure**

	Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
<b>Corporate Services</b>					
Information Technology	-50,000	0	0	0	0.00%
Office of the Director Corporate Services	-245,000	0	0	0	0.00%
<b>Corporate Services</b>	<b>-295,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
<b>Technical Services</b>					
Aquatic Centre	-110,000	0	0	0	0.00%
Civic Centre	-15,000	0	0	0	0.00%
Depot	-30,000	0	0	0	0.00%
Driver Resource Centre	-14,000	0	0	0	0.00%
Office of the Director Technical Services	-200,000	0	-10,054	-10,054	5.03%
Open Space	-1,429,000	0	-1,750	-1,750	0.12%
Recreation Centre	-53,000	0	0	0	0.00%
Roads & Transport	-1,474,638	0	-80,416	-80,416	5.45%
Stormwater Infrastructure	-100,000	0	0	0	0.00%
Subdivisional Works	-300,000	-10,784	-5,999	-16,783	5.59%
Waste Management	-2,000,000	0	-51,270	-51,270	2.56%
<b>Technical Services</b>	<b>-5,725,638</b>	<b>-10,784</b>	<b>-149,489</b>	<b>-160,273</b>	<b>2.80%</b>
	<b>-6,020,638</b>	<b>-10,784</b>	<b>-149,489</b>	<b>-160,273</b>	<b>2.66%</b>

Section 2  
Financial Results

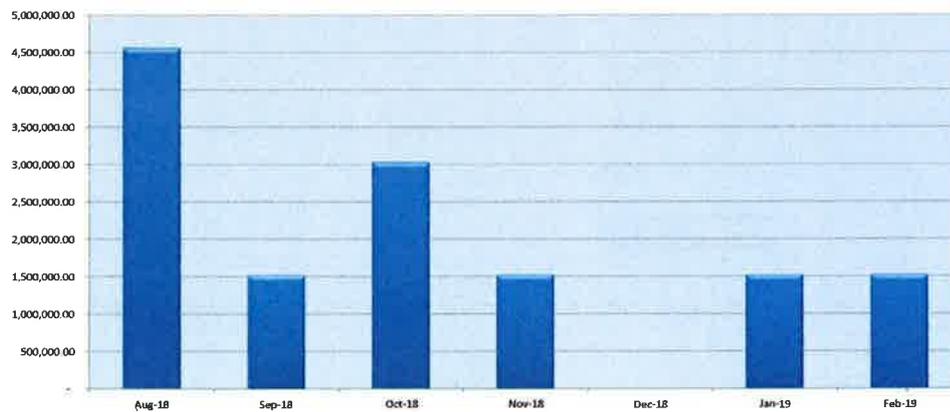
2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 31/07/2018

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	WEIGHTED AVERAGE RATE	INSTITUTION TOTALS	%COUNTER PARTY
People's Choice Credit Union	S&P A2	\$ 6.79	0.00%				\$ 6.79	0.00%
AMP	S&P A1	\$ 1,500,000.00	2.65%	November 7, 2018	99	0.002909684		
AMP	S&P A1	\$ 1,500,000.00	2.65%	October 10, 2018	71	0.002909684		
AMP	S&P A1	\$ 1,500,000.00	2.85%	February 27, 2019	211	0.003129283	\$ 4,500,000.00	32.94%
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.55%	August 1, 2018	1	0.002799885	\$ 1,500,000.00	10.98%
Bank Australia	S&P A2	\$ 1,500,000.00	2.95%	January 2, 2019	155	0.003239083	\$ 1,500,000.00	10.98%
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	August 15, 2018	15	0.002964584		
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	September 12, 2018	43	0.002964584	\$ 3,000,000.00	21.96%
National Australia Bank	S&P A1+	\$ 7,487.77	2.80%			0.000015347		
National Australia Bank	S&P A1+	\$ 153,780.48	2.80%			0.000315187		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.73%	October 24, 2018	85	0.002997524	\$ 1,661,268.25	12.16%
						0.000000000		
ME Bank	S&P A2	\$ 1,500,000.00	2.57%	August 29, 2018	29	0.002821845	\$ 1,500,000.00	10.98%

<b>TOTAL SHORT TERM INVESTMENT</b>	\$ 13,661,275.04	<b>Average Days to Maturity</b>	79.00
<b>% OF TOTAL INVESTMENT PORTFOLIO</b>	A1 (max 100%) 44%	A2/P2 (max 80%) 56%	A3 (max 50%) 0%
<b>Weighted Average Rate</b>	2.71%	<b>BBSW 90 Day Rate Benchmark</b>	1.96%
<b>GENERAL BANK FUNDS</b>	\$ 4,728,464.63	<b>Total Budget Investment Earnings</b>	-\$ 400,000.00
<b>TOTAL ALL FUNDS</b>	\$ 18,389,739.67	<b>Year to Date Investment Earnings</b>	-\$ 32,704.74

Cashflow of Investments



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 3%
48 Odegaard Drive, Rosebery	Fair Value	\$ 6,935,502	\$ 74,360	\$ 11,898	\$ 62,462	\$ 17,101

Reviewed by: Finance Manager

Approved by: Director Corporate Services

**Section 2  
Financial Results**

**2.4 Debtor Control Accounts**

31 July 2018

<b>SUNDRY DEBTORS:</b>					
<b>BALANCE</b>	<b>CURRENT</b>	<b>30 DAYS</b>	<b>60 DAYS</b>	<b>90 DAYS</b>	<b>OVER 90 DAYS</b>
	322,913.17	297,257.79	14,854.19	(90.72)	10,891.91
<b>RATES:</b>					
<b>REPORT MONTH</b>	<b>OVERDUE \$</b>	<b>OVERDUE % OF RATES INCOME</b>			
Jul-18	\$811,993	0.00%			
Jul-17	\$632,597	0.00%			
<b>TOTAL OVERDUE \$</b>	<b>Charged in 2018/2019</b>	<b>Charged in 2017/2018</b>	<b>Charged in 2016/2017</b>	<b>Charged in 2015/2016</b>	<b>Charged Prior to 2015/2016</b>
\$811,993	\$10,361	\$603,096	\$148,705	\$38,808	\$11,022
<b>INFRINGEMENTS:</b>					
		\$			
Animal Infringements		115,935.44			
Public Places		10,033.00			
Parking Infringements		155,899.71			
Litter Infringements		875.00			
Signs		0.00			
Other Law and Order		0.00			
<b>Net Balance on Infringement Debts</b>		<u><u>282,743.15</u></u>			

  
Reviewed by: Finance Manager

  
Approved by: Director Corporate Services

## Section 2

### Financial Results

#### 2.5 - Financial Indicators

	Target	2019	2018	2017	2016	2015
<b>Operating Surplus Ratio</b>						
Total Operating Surplus/Deficit	0.00%	-22.83%	-26.12%	-5.16%	-39.40%	-20.18%
Total Operating Income						
This indicator shows the extent to which operational expenses are covered by operational income, and if in surplus, how much is available to use for other purposes such as capital expenses. This has been calculated from the forecast budget.						
<b>Debt Service Ratio</b>						
Net Debt Service Cost	<5%	0:00%	0:00%	0:00%	0:00%	0:00%
Operating Revenue						
A Council's debt service ratio shows Council's debts (principal + interest) in relation to Council's income. Palmerston currently has no loans payable, and therefore the debt ratio is 0:0						
<b>Rate Coverage Percentage</b>						
Rate Revenues	60%-75%	64.33%	61.38%	59.25%	60.02%	61.53%
Total Revenues						
This indicator shows the percentage of total revenue raised through rates income.						
<b>Rates &amp; Annual Charges Outstanding Percentage</b>						
Rates & Annual Charges Outstanding	<5%	2.93%	3.47%	3.57%	3.16%	3.47%
Rates & Annual Charges Collectible						
This percentage shows Council's total rates outstanding against rates payable to Council in this financial year. The rate will decrease as instalment dates pass.						
Rates for 2018/19 have not yet been levied, and are not included in the rates and charges outstanding for July.						

## SECTION 2

### Financial Results

2.6 - Creditor Accounts Paid July 2018

Creditor No.	Creditor Name	Amount \$
4256	AMP Bank	1,500,000.00
V01668	Bank Australia Limited	1,500,000.00
5104	JLM Civil Works Pty Ltd	513,873.57
639	Cleanaway Pty Ltd.	219,997.21
4816	CS Services NT	169,925.73
938	Nightcliff Electrical	158,748.62
2	Australian Taxation Office - PAYG	131,136.00
46	Downer EDI Works Pty Ltd	124,853.07
V01088	RTM - Dept of Infrastructure, Planning & Logistics	95,631.67
1607	Sterling NT Pty Ltd	79,321.94
V00228	Outback Tree Service	69,655.30
V00295	Jacana Energy	64,354.53
V00476	Water Dynamics (NT) Pty Limited	54,950.21
90	Local Government Association of the NT (LGANT)	51,617.00
V00440	Vanderfield Northwest Pty Ltd T/a Darwin Isuzu Ute	50,086.01
549	City of Darwin	49,074.40
3438	NT Shade & Canvas Pty Ltd	46,545.40
712	Paradise Landscaping (NT) Pty Ltd	45,174.73
54	Powerwater	37,011.14
798	YMCA of the Northern Territory	33,966.80
4606	MJK Enterprises NSW P/L T/A Kico Playground Inspec	31,790.00
V01602	Humpty Doo Trees	26,906.00
V00773	Akron Group NT Pty Ltd	26,642.78
3683	Area9 IT Solutions	26,508.61
4660	Assetic Australia Pty Ltd	25,835.70
4190	National Australia Bank	23,855.23
V01662	Bannerconda	22,275.00
V01629	Smarter Technology Solutions	21,450.00
V01650	Enhance Management Pty Ltd t/a Enhance Research	20,515.00
V00348	BH Communications & Cabling	19,795.50
V00582	Ezko Property Services (Aust) Pty Ltd	19,507.64
87	Industrial Power Sweeping Services Pty	17,091.76
1170	Territory Debt Collectors (TDC NT P/L)	17,067.00
3880	PAWS Darwin Limited	15,472.20
4562	NT Repairs and Painting	14,165.31
V01592	Sage Constructions Pty Ltd	11,690.40
4963	Centratech Systems Pty Ltd	11,008.56
5254	True North	10,862.78
3936	Arafura Tree Services and Consulting	10,813.00
V01009	Australian Parking and Revenue Control Pty Limited	9,226.18
48	Top End Line Markers Pty Ltd	9,015.60
V00599	Athina Pascoe-Bell	8,980.58
3971	Pipeline Renovations Pty Ltd trading as RenoFLO	8,682.70
2977	Security & Technology Services P/L	8,343.90
47	Telstra Corporation Ltd	8,184.69
V01565	Waste and Management Services Pty Ltd	8,150.48
V01437	GWI Pty Ltd	7,535.00
26	Viva Energy Australia Ltd	6,922.05
4561	Bendesigns	6,096.81
V01062	Essential Theatre Inc	5,716.70
V01667	Tom Anderson	5,445.00
3787	Total Event Services T/A Top End Sounds P/L	4,950.00
V00279	CAM Interiors	4,892.80
4737	D & L Plumbing & Gasfitting	4,648.00
V00101	Bellamack Pty Ltd	4,620.00

Creditor No.	Creditor Name	Amount \$
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	4,610.05
V00939	Defend Fire Services Pty Ltd	4,371.51
1502	Figleaf Pool Products	4,272.10
V01345	GreenTec Pty Ltd	4,048.00
4355	Tonkin Consulting	3,877.50
V01615	Autopia Management Pty Limited	3,729.12
V01683	KPS & Associates Pty Ltd	3,480.00
4065	Southern Cross Protection Pty Ltd	3,474.51
V00271	Fuji Xerox Business Centre NT	3,364.21
5036	Dormakaba Aust P/L T/as Territory Door Services	3,333.00
V01569	Benjamin Giesecke	3,246.55
V00368	iWater NT	3,212.00
V00193	Amcom Pty Ltd	3,142.70
V01579	Damian Hale	3,096.75
1580	The Exhibitionist	2,996.40
4730	Sign City (NT) Pty Ltd	2,986.50
V01649	Education Technology Specialists	2,909.94
V01079	CAP22 Services Pty Ltd	2,852.00
350	IBM Global Financing Australia Limited	2,765.20
V00931	Concort Pty Ltd T/A - Allabout Blinds	2,740.00
V01389	Darwin Argos Painting	2,500.00
274	CSG Business Solutions (NT) Pty Ltd	2,457.84
4320	Elton Consulting	2,291.30
256	The Bookshop Darwin	2,213.61
V00730	The Burning Circus	2,200.00
V01234	Mulga Security	2,178.00
V01612	News Corp Australia	2,170.16
5131	Core Traffic Control Pty Ltd	2,167.00
V00250	Ward Keller	2,105.40
V01486	Brainium Labs Pty Ltd	2,100.00
2186	Optus Billing Services Pty Ltd	2,068.00
V00200	Hidden Valley Ford (Red Earth Automotive P/L)	2,060.45
V01570	Sarah Louise Henderson	2,046.55
V01571	Michael Spick	2,046.55
V01572	Lucy Buhr	2,046.55
V01671	Chrysyia Investments Pty Ltd	2,029.50
V01274	Darwin Production Services	1,922.50
V01573	Amber Garden	1,896.55
2130	TaxEd Pty Ltd	1,895.00
V00808	Karen Le Bretton	1,800.00
V01663	Jape Furnishing Superstore	1,794.00
5	Australia Post	1,748.70
V01574	Dr Thomas A Lewis OAM	1,746.55
3428	Bunnings Group Limited	1,690.79
2587	Top End RACE	1,630.42
1581	NT Broadcasters Pty Ltd	1,603.80
2336	Flick Anticimex Pty Ltd	1,551.32
3099	Iron Mountain Australia Pty Ltd	1,546.18
V01614	The Governors	1,500.00
V00614	RTM - Dept. of the Attorney General and Justice	1,483.20
2557	The Lifestyle Studio	1,440.00
2124	Food'll Do Catering Darwin (Grinners Catering)	1,437.50
112	Beaupaires	1,421.27
3313	Zip Print	1,380.50
3189	Seek Limited	1,347.50
V01054	Kate Patten	1,344.00
V01610	Zone 3 Darwin	1,320.00
238	The Australian Local Government Job Directory	1,309.00
V01584	Salary Packaging Australia	1,290.38
5713	Clean Fun T/A Giggling Geckos Jumping Castle Hire	1,285.00

Creditor No.	Creditor Name	Amount \$
5094	Urban Development Institute of Australia	1,200.00
V01656	TAFE Queensland North	1,165.00
4007	Ark Animal Hospital Pty Ltd	1,138.85
2238	Hollands Print Solutions Pty Ltd	1,108.64
3098	Roadshow Films Pty Ltd	1,100.00
V01664	BCA Engineers Pty Ltd	1,100.00
566	Stickers & Stuff	1,060.00
V00828	Iain Summers	1,054.90
4825	OracleCMS	1,000.19
5142	Australian Catchment Management Pty Ltd	980.10
V00975	Marianth Mastoros	951.00
V01483	OfficeMax	937.20
272	City Wreckers	924.00
4679	iSentia Pty Ltd	853.38
30	Colemans Printing Pty Ltd	807.40
V01660	RTM - Dept of Enviroment and Natural Resources	800.94
V01082	Real Estate Institute of NT Inc	773.28
V00943	Northern Territory Pest and Weed Control	770.00
2199	SBA Office National	753.00
5508	Open Systems Technology Pty Ltd - CouncilFirst	750.75
5551	Active Tree Services Pty Ltd	665.81
V01661	Patchy's Auto Electrics	663.96
V01422	The Sublimes Music Show	660.00
V00265	Gerard Rosse	621.00
V01627	Michael D'Lemos	600.00
V00876	Display Me	582.76
4528	Miranda's Armed Security Officers Pty	553.30
5007	Goldfishbowl Swim School	550.00
V01081	Broadband Alliance Inc.	544.50
5272	Greville Fabrication Pty Ltd	508.20
V00363	Mission Australia	500.00
V01144	Palmerston and Rural Swimming Club	500.00
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	473.44
V01680	JA & SM McKenzie	426.97
V01272	Storytime Pods Pty Ltd	403.04
V01452	CrossFit Palmerston	400.00
V00073	Off the Leash	385.00
V01420	CENTRELINK (PAYROLL)	382.23
V00542	Industry Health Solutions	380.00
846	Nationwide News NT Division	353.00
V01679	Kevin's Mobile Disco	350.00
V01670	Ann Marie Roberts	335.41
399	St John Ambulance (NT) Incorporated	330.00
943	Territory Asset Management Services	330.00
V01645	Darwin Nutrition & Dietetics Clinic	330.00
4731	Yeni Redding	300.00
V00166	Diamond International Events T/A Trina's Catering	297.00
V01245	PlanPro Insight Pty Ltd	297.00
185	Bridge Toyota	287.41
35	WINC Australia Pty Limited	284.35
4508	News 4 U	264.05
4029	Totally Workwear Palmerston	237.00
3570	Palmerston College	200.00
V00099	Palmerston Lions	200.00
4398	Quality Indoor Plants Hire	193.33
V01065	Forever Fitness and Training - (AL & MN Dainty)	180.00
V01672	Abode New Homes Pty Ltd	180.00
5611	Steelmans Tools and Industrial Supplies	155.00
5101	Lia Finocchiaro	150.00
2294	Modern Teaching Aids Pty Ltd	135.03

Creditor No.	Creditor Name	Amount \$
V00534	Church of Christ - Razelyn Laurente	125.00
V01203	Tyreright Palmerston	125.00
V01297	Isamu Kato	125.00
V01628	National Disability Insurance Agency (NDIS)	125.00
V01678	Prajjwal Man Ratbhandari	125.00
V00890	Laundryplus	123.53
V01624	Karuna Yoga and Wellness	120.00
V01653	Joy Greer	120.00
V01684	Elli Belle	120.00
3834	Good Shepherd Lutheran College	100.00
469	Durack School	100.00
5126	Rosebery Primary School	100.00
895	Bakewell Primary School	100.00
V01030	Forrest Parade School	100.00
V01561	L W Bestmann	100.00
4856	Portner Press Pty Ltd	97.00
V00994	Frangipani Farm	80.00
5568	Mr E F Gojar	79.99
V01676	Jessica Lightowler	70.00
V01689	Megan Barnes	60.00
86	Greening Australia NT	50.51
201	Spotless Facility Services Pty Ltd (T/A Ensign)	48.42
V01665	Nikkola Martin	45.00
V01666	Michelle Bunny	45.00
V01674	Peter Hay	45.00
V01677	Kellie Shirra	45.00
V01692	Dorothea J Murphy	45.00
V01669	Daniel Townsend	20.00

5,658,016.27

  
 \_\_\_\_\_  
 Reviewed by: Finance Manager

\_\_\_\_\_  
 Approved by: Director of Corporate Services

## SECTION 2 Financial Results

2.7 - Creditor Accounts Outstanding July 2018

Creditor No.	Creditor Name	Amount \$
V00295	Jacana Energy	169,497.87
938	Nightcliff Electrical	41,871.30
798	YMCA of the Northern Territory	22,741.13
V00773	Akron Group NT Pty Ltd	18,148.57
V00476	Water Dynamics (NT) Pty Limited	17,581.93
V00318	StatewideSuper Clearing House	12,060.16
5104	JLM Civil Works Pty Ltd	11,200.20
V01540	Reg Bobcat Hire	11,000.00
1469	RTM - Police, Fire and Emergency	9,966.00
V00855	ESRI Australia	8,019.00
V01602	Humpty Doo Trees	6,430.00
5615	EcOz Environmental Consulting	5,872.74
V00682	Leigh Dyson Plumbing	5,765.10
3438	NT Shade & Canvas Pty Ltd	4,268.00
2587	Top End RACE	3,268.78
V01586	RSEA Safety Pty Ltd	3,149.14
4561	Bendesigns	2,639.78
V00368	iWater NT	2,553.10
5131	Core Traffic Control Pty Ltd	2,535.50
V01118	Wilson Security Pty Ltd	2,137.74
53	Eggins Electrical	1,760.00
V01592	Sage Constructions Pty Ltd	1,691.25
V00193	Amcom Pty Ltd	1,409.33
V01693	Bremner Brogan	1,332.10
3313	Zip Print	1,281.50
272	City Wreckers	1,232.00
5122	NT Electrical Group	1,177.00
2124	Food'll Do Catering Darwin (Grinners Catering)	1,080.00
V01256	Melanie Gray	900.00
5085	Xavier Beaubois & Troy Moore T/a Amazing Drumming	770.00
V01656	TAFE Queensland North	699.00
5036	Dormakaba Aust P/L T/as Territory Door Services	665.50
V00073	Off the Leash	660.00
V01106	Darwin Toilet Hire	594.00
V00166	Diamond International Events T/A Trina's Catering	555.50
3098	Roadshow Films Pty Ltd	550.00
V00200	Hidden Valley Ford (Red Earth Automotive P/L)	550.00
V01483	OfficeMax	540.50
V00939	Defend Fire Services Pty Ltd	462.00
V01452	CrossFit Palmerston	400.00
2505	Public Libraries Australia Ltd	395.00
185	Bridge Toyota	354.75
4891	CH Pty Limited T/a Piperight Services	337.70
2557	The Lifestyle Studio	330.00
4737	D & L Plumbing & Gasfitting	320.00
2977	Security & Technology Services P/L	319.00
V01687	Jay Hribar	300.00
V01686	Mitchell Raby	250.00
5410	Majestix Media Pty Ltd	242.00
V01234	Mulga Security	242.00
4731	Yeni Redding	240.00
V01685	Shannen Cubis	200.00
4398	Quality Indoor Plants Hire	193.33
V00542	Industry Health Solutions	190.00
2236	The Top Ender Tri-Services Magazine Inc	160.00
3504	Raeco International Pty Ltd	143.76
V00943	Northern Territory Pest and Weed Control	121.00

Creditor No.	Creditor Name	Amount \$
V01624	Karuna Yoga and Wellness	120.00
4029	Totally Workwear Palmerston	115.50
1094	Gray Primary School	100.00
1650	Driver Primary School	100.00
3683	Area9 IT Solutions	88.00
5611	Steelmans Tools and Industrial Supplies	79.00
V00994	Frangipani Farm	60.00
3428	Bunnings Group Limited	23.90
		<b>384,040.66</b>

Reviewed by: Finance Manager

Approved: Director of Corporate Services

## Section 2 Financial Results

### 2.8 - Waste Charges as at 31 July 2018 Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
<b>Income</b>					
Rates & Charges	6,759,791	-	-	-	0.00%
<b>Income</b>	6,759,791	-	-	-	0.00%
<b>Expenditure</b>					
Employee Costs	(373,463)	-	-	-	0.00%
Office Administration Expenditure	-	-	(547)	(547)	0.00%
Professional Services	(65,000)	-	(9,681)	(9,681)	14.89%
Educational Resources	(50,000)	(1,165)	(4,600)	(5,765)	11.53%
Utilities	(14,293)	(440)	-	(440)	3.08%
Street Sweeping	(273,000)	-	(304,494)	(304,494)	111.54%
Litter Collection	(193,515)	(1,380)	(19,774)	(21,154)	10.93%
Domestic Bin Collection	(2,548,756)	-	-	-	0.00%
Kerb Side Collections	(98,000)	-	-	-	0.00%
Tip Recharge Domestic Bin collection	(632,950)	-	-	-	0.00%
Transfer Station	(1,595,000)	(396)	(3,550)	(3,946)	0.25%
Loan Repayments	(92,200)	-	-	-	0.00%
Tip Recharge Transfer Station	(325,145)	-	-	-	0.00%
<b>Expenditure</b>	<b>(6,261,322)</b>	<b>(3,381)</b>	<b>(342,646)</b>	<b>(346,026)</b>	<b>5.53%</b>
<b>Profit/(Loss)</b>	<b>498,469</b>	<b>(3,381)</b>	<b>(342,646)</b>	<b>(346,026)</b>	

Expenditures not included in reconciliation are waste related depreciation, overheads and capital works.

  
Reviewed by: Finance Manager

  
Approved by: Director of Corporate Services

## Section 2 Financial Results

### 2.9 - Commercial Leases as at Commercial Leases

31 July 2018

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
<b>Income</b>					
Library Services	32,040	7,835	-	7,835	24.45%
Aquatic Centre	77,280	6,441	-	6,441	8.33%
Civic Centre	161,280	32,837	-	32,837	20.36%
<b>Income</b>	<b>270,600</b>	<b>47,112</b>	<b>-</b>	<b>47,112</b>	<b>17.41%</b>
<b>Expenditure</b>					
Civic Centre	(11,520)	(1,273)	-	(1,273)	11.05%
<b>Expenditure</b>	<b>(11,520)</b>	<b>(1,273)</b>	<b>-</b>	<b>(1,273)</b>	<b>11.05%</b>
<b>Profit/(Loss)</b>	<b>259,080</b>	<b>45,839</b>	<b>-</b>	<b>45,839</b>	

Library Services includes lease held by Mosko's Market

Aquatic Centre includes the lease held by Tang Soo Do

Civic Centre includes leases held by Adult Mental Health, Peter McGrath and Palmerston Re-Engagement Centre

McGees Management Fees charged to Civic Centre each month



Reviewed by: Finance Manager



Approved by: Director of Corporate Services

13.2 Action Reports

13.2.1	Fourth Quarter Budget Review 2017/18	9/0070
13.2.2	City of Palmerston Strategic Plan Development	9/0074
13.2.3	Graffiti Management	9/0066
13.2.4	Domestic Kerbside Waste and Recycling Services Tender	9/0067
13.2.5	Council to the Community	9/0073
13.2.6	Free December Car Parking Trial and Christmas Holiday Arrangements	9/0057

<b>AGENDA ITEM:</b>	13.2.1
<b>REPORT TITLE:</b>	Fourth Quarter Budget Review 2017/18
<b>REPORT NUMBER:</b>	9/0070
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Finance Manager, Shane Nankivell
<b>Approver:</b>	Director Corporate Services, Chris Kelly

## PURPOSE

This purpose of this report is to seek Council approval for the fourth review of the 2017/18 budget and capital roll-overs to 2018/19.

### Municipal Plan:

#### 4. Governance & Organisation

##### 4.1 Responsibility

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

## KEY ISSUES

- The 4<sup>th</sup> Quarter Budget Review indicates an improvement of \$3,990,437 in Council's financial position compared to the 2017/18 Budget.
- Council received capital grants of \$1,490,000 in the Fourth Quarter for works in 2018/19 these will be transferred to reserve.
- Council received \$830,000 of its 2018/19 allocation of the financial assistance grant in 2017/18. This will be transferred to reserve to fund operations in 2018/19.
- \$845,480 of capital roll-overs are recommended to complete several projects from the 2017-18 budget.
- The waste fund has generated an improvement of \$367,400 above budget. As this relates to waste services is it recommended that this is transferred to the waste reserve.
- An additional \$900,000 has been allocated in this quarter to the recovery efforts from Cyclone Marcus. This has been funded from operational savings.

## RECOMMENDATION

1. THAT Report Number 9/0070 entitled Fourth Quarter Budget Review 2017/18 be received and noted.

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

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

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

## **BACKGROUND**

Council adopted the 2017/18 budget on 25 July 2017 as part of the Municipal Plan.

The First Quarter Budget Review was adopted by Council on 12 December 2017. Key items from the 1<sup>st</sup> Quarter Budget Review were; removal of the special rate for parking shortfalls of \$200,000 and rolling over the capital carryover works from the previous financial year of \$3,217,148.

The Second Quarter Budget Review was adopted by Council on 30 January 2018 with key items being; removal of the capital project for the construction of the multi-story carpark and the identification and correction of an inconsistency in employee costs and an allocation for 2 new FTEs.

The Third Quarter Budget Review was adopted by Council on 15 May 2018 with key items being; the deferral of non-urgent capital projects and a draw down on reserves for \$500,000 to fund the clean-up of Cyclone Marcus for \$2,000,000 and a postponement of the loan for \$2,000,000 to fund the Archer Landfill rehabilitation to the 2018-19 financial year.

The decision for the 3<sup>rd</sup> budget review is below:

**Third Quarter Budget Review 2017/18**

**9/0017**

1. THAT Report Number 9/0017 entitled Third Quarter Budget Review 2017/18 be received and noted.
2. THAT Council adopts the reserve movements as per **Attachment B** of Report Number 9/0017 entitled Third Quarter Budget Review 2017/18 being:
  - \$500,000 drawn from the Disaster Recovery Reserve;
  - \$550,931 drawn from the Waste Management Reserve; and
  - \$50,000 allocated to the Infrastructure Reserve.
3. THAT Council adopts the Third Quarter Budget Review 2017/18, pursuant to Section 128 (2) of Local Government Act as per **Attachment A** of Report Number 9/0017 entitled Third Quarter Budget Review 2017/18.

**CARRIED 9/0064 - 15/05/2018**

**DISCUSSION**

The Fourth Quarter Budget Review has accounted for budget variances identified in the final quarter which has resulted in a surplus of funds compared to budget of \$3,990,437.

The items of material value that have been adjusted are individually listed below:

**Operating Income**

<b>Category</b>	<b>Increase/Decrease</b>	<b>Amount</b>	<b>Description</b>
Rates	Increase	\$312,000	Growth in both residential and commercial properties resulted in a slight improvement over budget.
Rates	Increase	\$92,000	Provision for rate concessions and rate write-offs was not required.
Rates	Increase	\$254,000	Growth in the number of waste services has resulted in an improvement over budget.
Grants, Subsidies & Contributions	Increase	\$830,000	Prepayment of part of the 2018/19 Financial Assistance Grant from the Federal Government. This is recommended to be put in reserves to fund operations in 2018/19 as per the Municipal Plan.
Grants, Subsidies & Contributions	Increase	\$87,000	Reimbursement of streetlighting costs not previously expected.
Investment Income	Increase	\$145,000	Council's investment portfolio performed stronger than anticipated with improving investment rates.

### Operating Expenditure

Category	Increase/Decrease	Amount	Description
Employee Costs	Decrease	\$294,000	Vacancies across roles has resulted in a minor saving in employee costs.
Professional Service	Decrease	\$369,000	Unspent consultancy budgets.
Materials & Contracts	Increase	\$900,000	Additional Clean-up costs from Cyclone Marcus accounted for.
Materials & Contracts	Decrease	\$775,000	Savings identified and reduction of operational works undertaken in Open Space due to cyclone Marcus.

### Capital Income

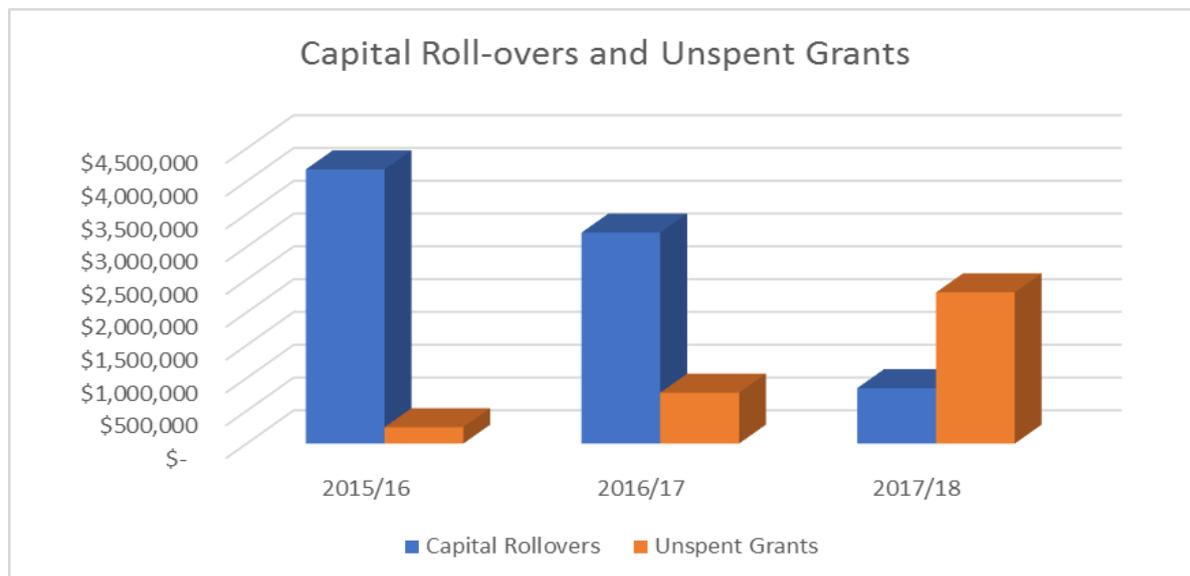
Category	Increase/Decrease	Amount	Description
Developer Contributions	Increase	\$322,000	Higher than originally budgeted contributions received from developers for asset construction.
Grants Received	Increase	\$1,000,000	Grant received for road assets in Johnston and Zucoli for works to be completed in 2018/19.
Grants Received	Increase	\$490,000	Grant received for revitalisation projects within Palmerston for works to be completed in 2018/19

### Capital Expenditure

Category	Increase/Decrease	Amount	Description
Various	Decrease	\$1,287,000	This represents projects that have been finalised under budget such as stage 1 of Archer Rehabilitation of \$113,000 and the proposed capital roll-overs of \$845,000

It is recommended that the surplus to budget of \$3,990,437 (of which \$2,304,801 is grants received) is allocated to capital roll-overs and for the balance to be transferred into reserves. Some of these reserves will be used in 2018/19 where appropriate, such as grants received for works to be undertaken in 2018/19.

## Capital Roll-overs



In the previous two financial years, Council has rolled over \$4.18 million and \$3.22 million in unspent capital projects into the following financial years. It is also noted that there has been limited grant monies that were unspent in the previous two years predominately due to limited grants received. This financial year sees a reduction in the recommended capital roll-overs as projects have been finalised or deferred during previous budget reviews to help fund the clean-up from Cyclone Marcus. Unspent grants funds have increased significantly as this relates to grants received in June 2018, for works to undertake in the 2018/19 financial year. This grant income is accounted for in the reserves section of this report.

Several capital projects that were budgeted for in 2017/18 are recommended to have their budgets rolled over into the 2018/19 financial year. The budgets are recommended to be rolled over in order to complete the projects that have already commenced and are committed to and to undertake those projects that did not occur in the 2017/18 financial year due to several reasons most notably the focus on the cyclone clean-up. The projects recommended for roll over are:

Project	Amount	Commenced
Marlow Lagoon Toilet & Change Room Upgrade	\$ 7,454	Yes
Zuccoli Supply Line Contribution	\$ 20,000	Council Decision – Staged Funding
Library Building Capital Works	\$ 21,000	Design completed, contractor secured with work to commence in August
CCTV Installation	\$ 29,990	Yes
Widdup Park Access	\$ 30,000	No
Civic Centre Works	\$ 150,000	Under design
Carpark Strategy	\$ 52,234	Yes
Playground Structures	\$ 60,000	Yes
Reconstruction of Wallaby-Holtze Road	\$ 274,802	Yes
Solar Panels	\$ 200,000	Yes

The Zuccoli Supply Line Contribution relates to an agreement in place with the Northern Territory Government where Council allocates \$20,000 a year for 10 years to reserve to make a one-off contribution of \$200,000 towards the project in 10 years' time.

The Civic Centre works relates to an unspent portion of \$50,000 from the 2017/18 year for painting of the Civic Centre. It is recommended that savings of \$100,000 of capital from the Wallaby-Holtze Reconstruction be reallocated to the Civic Centre and the balance of \$150,000 be repurposed for a refurbishment of the building to modernise the layout with particular focus on improving the customer service experience for ratepayers and improving access for all.

It is therefore recommended that \$845,480 be transferred to the Unexpended Capital Works Reserve, which is the total of the capital roll-overs for 2017/18. There would then be a corresponding transfer from reserve (excluding the Zuccoli Supply Line Contribution) in the 2018/19 financial year to fund to identified projects above.

## **Reserves**

The remaining surplus funds of \$3,144,957 are recommended to be transferred into the various reserves that the income or savings is related to.

\$367,400 is recommended to be transferred to the Waste Management Reserve. This is the balance of the savings from the Archer Rehabilitation Stage 1 project and the surplus of the waste fund. As these funds originally came from the Waste Management Reserve or are raised specifically for waste services it is recommended that Council transfer the money to this reserve.

An amount of \$2,304,801 is recommended for transfer into the Infrastructure Reserve. This represents the prepayment of the Financial Assistance Grant that will need to be drawn upon in the 2018/19 financial year to fund operations as identified in the Municipal Plan, as well as capital grants for roads in Johnston and Zuccoli and the Palmerston Revitalisation Grant. Both of these capital grants will also need to be transferred from reserve in the 2018/19 financial year to fund the projects that the grants were received for.

\$322,756 is recommended to be transferred to the Developer Funds in Lieu of Construction Reserve as this is the balance of funds received from developers in excess of the related assets constructed in 2017/18.

Finally, the balance of savings identified in the Fourth Quarter Budget Review is recommended to be transferred to the Election Reserve. This will see it return to a balance of \$150,000. It is recommended that the surplus is allocated to this reserve as this reserve was depleted during the 2017/18 financial year due to the Council elections occurring out of sync with the rest of the neighbouring Councils, consequently increase the costs of holding the election. Replenishing this reserve with the identified surplus allows Council to have sufficient funds available for the next election and any potential bi-election that may occur during the term of this Council.

In relation to the Disaster Recovery Reserve, grant funding received from the Northern Territory Government as part of the Natural Disaster and Recovery Relief Scheme will be recommended to be transferred to replenish the Disaster Recovery Reserve when the grant is received.

## **Conclusion**

The Fourth Budget Review has balanced the budget for the financial year and has allocated surplus funds to budget to both the recommended capital roll-overs and reserves where appropriate. \$845,480 has been identified for capital roll-over projects to be finalised in the 2018/19 financial year. The annual financial statements are currently being prepared and based on the final financial position following external audit, the reserve balances may be adjusted where required to reflect actual performance.

## **CONSULTATION PROCESS**

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

- Budget Officers
- Executive Leadership Team

## **POLICY IMPLICATIONS**

Council Policy FIN02 Financial Management.

## **BUDGET AND RESOURCE IMPLICATIONS**

Budget and resource implications are outlined in Discussion section of the report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

The recommendation is compliant with Section 128 of the *Local Government Act*.

A clearly articulated notice on the budget adjustment within the NT News will be placed by staff as required by the *Local Government Act*.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

## **ATTACHMENTS**

**Attachment A:** Statement of Comprehensive Income

**Attachment B:** Statement of Reserves

STATEMENT OF COMPREHENSIVE INCOME  
30/06/2018

	Original Budget	1st Review Increase/ (Decrease) \$	2nd Review Increase/ (Decrease) \$	3rd Review Increase/ (Decrease) \$	4th Review Increase/ (Decrease) \$	Revised Budget \$
<b>Operating Income</b>						
Rates	26,909,566	-200,000	0	224,000	727,000	27,660,566
Statutory charges	193,000	0	0	0	-16,440	176,560
User charges	1,930,928	120,291	-500,000	87,000	-187,375	1,450,844
Grants, subsidies and contributions	2,087,697	-765,054	0	153,787	1,023,961	2,500,391
Investment income	746,160	0	0	100,000	145,154	991,314
Other income	52,500	1,000	0	8,650	17,110	79,260
<b>Total Operating Income</b>	<b>31,919,851</b>	<b>-843,763</b>	<b>-500,000</b>	<b>573,437</b>	<b>1,709,410</b>	<b>32,858,935</b>
<b>Operating Expenses</b>						
Employee costs	7,344,035	0	864,000	0	-294,000	7,914,035
Professional Services	720,942	565,143	0	421,000	-369,600	1,337,485
Auditor's Remuneration	32,000	0	0	0	-3,800	28,200
Bad and Doubtful Debts	0	0	0	0	0	0
Operating Lease Rentals	206,300	0	0	0	-27,375	178,925
Energy	1,260,422	-124,769	0	0	39,900	1,175,553
Materials & Contractors	12,212,723	500	94,000	2,375,603	18,192	14,701,018
Depreciation, amortisation & impairment	8,820,000	0	0	0	0	8,820,000
Elected Members Expenses	357,959	-30,000	0	0	-71,782	256,177
Legal Expenses	61,500	0	0	143,000	400,002	604,502
Landfill Rehabilitation	0	0	0	0	0	0
Other Expenses	4,767,234	-362,181	0	450	1,361,216	5,766,719
Finance Charges PAN/Parking Structure	174,649	0	-160,772	-13,877	0	0
<b>Total Operating Expenses</b>	<b>35,957,764</b>	<b>48,693</b>	<b>797,228</b>	<b>2,926,176</b>	<b>1,052,753</b>	<b>40,782,614</b>
<b>Net OPERATING SURPLUS / (DEFICIT)</b>	<b>-4,037,913</b>	<b>-892,456</b>	<b>-1,297,228</b>	<b>-2,352,739</b>	<b>656,657</b>	<b>-7,923,679</b>
<b>Capital Income</b>						
Net gain (loss) on disposal or revaluation of assets	30,985	0	0	60,000	-27,000	63,985
Developer Contributions	250,000	0	0	0	322,756	572,756
Asset Income	5,000,000	0	0	0	0	5,000,000
Grants received	678,380	0	0	8,000	1,750,410	2,436,790
<b>Total Capital Income</b>	<b>5,959,365</b>	<b>0</b>	<b>0</b>	<b>68,000</b>	<b>2,046,166</b>	<b>8,073,531</b>
<b>Net SURPLUS / (DEFICIT) transferred to Equity Statement</b>	<b>1,921,452</b>	<b>-892,456</b>	<b>-1,297,228</b>	<b>-2,284,739</b>	<b>2,702,823</b>	<b>149,852</b>
<b>Capital Expenses</b>						
Land Purchase	0	0	0	0	0	0
Asset Purchase	15,135,120	542,470	-14,500,000	-64,361	-268,788	844,441
Asset Upgrade	6,898,553	2,838,420	0	-2,844,255	-1,018,826	5,873,892
<b>Total Capital Expenses</b>	<b>22,033,673</b>	<b>3,380,890</b>	<b>-14,500,000</b>	<b>-2,908,616</b>	<b>-1,287,614</b>	<b>6,718,333</b>
Less Non Cash Expenditure	8,820,000	0	0	0	0	8,820,000
Plus Gifted Assets	-5,000,000	0	0	0	0	-5,000,000
<b>Net CAPITAL SURPLUS / (DEFICIT)</b>	<b>-16,292,221</b>	<b>-4,273,346</b>	<b>13,202,772</b>	<b>623,877</b>	<b>3,990,437</b>	<b>-2,748,481</b>
Borrowings	12,000,000	0	-10,000,000	-2,000,000	0	0
Repayment of Borrowings	-127,838	0	92,646	35,192	0	0
Reserve Movement	-4,420,059	-4,273,346	3,295,418	-1,340,931	3,990,437	-2,748,480
<b>NET OPERATING SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

STATEMENT OF RESERVES - per Municipal Plan 2017-2022

OTHER RESERVES	Opening Balance \$ 01/07/2017	Transfers to Reserves \$	Transfers from Reserves \$	Balance at the EOY 2018 \$
Election Expenses Reserve	232,038	-	-	232,038
Disaster Recovery Reserve	348,143	-	-	348,143
Strategic Initiatives Reserve	500,000	-	(500,000)	-
Unexpended Grants Reserve	168,054	-	-	168,054
Unexpended Capital Works Reserve	-	-	-	-
Property Reserve	898,962	-	(500,000)	398,962
Plant & Equipment Reserve	265,847	-	-	265,847
Infrastructure Reserve	3,800,834	500,000	(3,500,000)	800,834
Developer Funds In Lieu Of Construction	4,527,227	250,000	-	4,777,227
Community Grants Reserve	100,000	-	-	100,000
Waste Management Reserve	946,494	-	(743,852)	202,642
Streetlight Reserve	921,842	-	(500,000)	421,842
City Centre Improvement Reserve	-	15,073,793	(14,500,000)	573,793
<b>Total Reserves</b>	<b>12,709,441</b>	<b>15,823,793</b>	<b>(20,243,852)</b>	<b>8,289,382</b>

Reserve balances as at 01/07/2017 above do not include 2016/17 year-end adjustments

STATEMENT OF RESERVES - Budget Movements 2018

OTHER RESERVES	Opening Balance \$ 01/07/2017	Original Budget 2018 to Reserves \$	Original Budget 2018 from Reserves \$	1st Review 2018 to Reserves \$	1st Review 2018 from Reserves \$	2nd Review 2018 to Reserves \$	2nd Review 2018 from Reserves \$	3rd Review 2018 to Reserves \$	3rd Review 2018 from Reserves \$	4th Review 2018 to Reserves \$	4th Review 2018 from Reserves \$	Balance at the EOY 2018 \$
Election Expenses Reserve	150,000	-	-	-	-	-	(150,000)	-	-	150,000	-	150,000
Disaster Recovery Reserve	500,000	-	-	-	-	-	-	-	(500,000)	-	-	-
Strategic Initiatives Reserve	500,000	-	(500,000)	-	-	500,000	-	-	(340,000)	-	-	160,000
Unexpended Grants Reserve	-	-	-	-	-	-	-	-	-	-	-	-
Unexpended Capital Works Reserve	3,217,148	-	-	-	(3,217,148)	-	-	-	-	845,480	-	845,480
Property Reserve	1,077,343	-	(500,000)	-	(155,240)	500,000	-	-	-	-	-	922,103
Plant & Equipment Reserve	310,442	-	-	-	(38,810)	-	-	-	-	-	-	271,632
Infrastructure Reserve	4,108,758	500,000	(3,500,000)	-	(662,149)	3,556,000	(864,000)	50,000	-	2,304,801	-	5,493,410
Developer Funds In Lieu Of Construction	4,669,920	250,000	-	-	-	-	-	-	-	322,756	-	5,242,676
Community Grants Reserve	100,000	-	-	-	-	-	-	-	-	-	-	100,000
Waste Management Reserve	1,313,229	3,430,217	(4,174,069)	-	-	-	-	2,149,069	(2,700,000)	367,400	-	385,846
Streetlight Reserve	811,063	-	(500,000)	-	-	-	-	-	-	-	-	311,063
City Centre Improvement Reserve	-	15,545,795	(14,972,002)	-	(200,000)	14,753,418	(15,000,000)	-	-	-	-	127,211
<b>Total Reserves</b>	<b>16,757,903</b>	<b>19,726,012</b>	<b>(24,146,071)</b>	<b>-</b>	<b>(4,273,347)</b>	<b>19,309,418</b>	<b>(16,014,000)</b>	<b>2,199,069</b>	<b>(3,540,000)</b>	<b>3,990,437</b>	<b>-</b>	<b>14,009,421</b>

Reserve balances as at 01/07/2017 are inclusive of 2016/17 year-end adjustments

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	City of Palmerston Strategic Plan Development
<b>REPORT NUMBER:</b>	9/0074
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Director Corporate Services, Chris Kelly
<b>Approver:</b>	Chief Executive Officer, Luccio Cercarelli

## PURPOSE

This report seeks Council approval for the process of the preparation of the Strategic Plan.

### Municipal Plan:

#### 4. Governance & Organisation

##### 4.1 Responsibility

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

## KEY ISSUES

- Council has partnered with democracyCo to undertake the community engagement and support the drafting of the Strategic Plan.
- The recommended timetable will see the Strategic Plan adopted in February 2019, which will be sufficient time to inform the budget development process.
- The recommended process includes 2 rounds of public consultation.
- It is recommended that Council commit to adopting all relevant and feasible outcomes of the Strategic Plan development process as part of the draft Strategic Plan released for public consultation.

## RECOMMENDATION

1. THAT Report Number 9/0074 entitled City of Palmerston Strategic Plan Development be received and noted.
2. THAT Council endorse the process for Strategic Plan development in Report Number 9/0074 entitled City of Palmerston Strategic Plan Development as contained within **Attachment A** to Report Number 9/0074 entitled City of Palmerston Strategic Plan Development.
3. THAT Council commit to accepting all relevant and feasible outcomes from the Strategic Plan development process for inclusion in the draft City of Palmerston Strategic Plan that will be released for public consultation.

4. THAT Council commit to the Vision of the City of Palmerston as “A Place for People” and note that changes to the Vision will not be considered as part of the Strategic Planning process as contained in this report entitled City of Palmerston Strategic Plan Development.

## BACKGROUND

As part of the City of Palmerston Municipal Plan 2018/19, Council committed to preparing a Strategic Plan by the end of November 2018. Council have appointed democracyCo, who are undertaking the Strategic Plan for City of Darwin. Council is seeking to provide an innovative and engaging process in the development of the Strategic Plan.

A Strategic Plan is a document that sets a vision and priorities for Council over a ten-year period which ensures that all parties are working towards agreed outcomes. It provides a long-term plan that goes beyond the four-year cycle of a Council. It also contains success measures which provide guidance on how the organisation is tracking towards these goals providing more accountability and transparency. This document will be informed by current and future documents including the Long-Term Financial Plan, Community Infrastructure Plan, Economic Development Plan and Rating Strategy.

Council held a workshop on 9 August 2018, and the outcome of this workshop was that Council supported the process and the timeframes reflected in this report.

## DISCUSSION

The recommended Strategic Plan process is outlined in **Attachment A** with the opportunities for community-wide consultation and participation highlighted in yellow.

The major component will be a Forum with approximately 50 participants. Council staff and democracyCo are recommending that applicants are recruited from a third-party email list and Council's community email database. This will provide a sufficient sample group to recruit 50 participants. It is recommended Council recruit electronically, rather than by post as electronic is more cost effective and has a higher response rate. By sourcing applicants from several lists, Council will get a mix of ratepayers and residents as well as business owners.

The selection will be undertaken by democracyCo to ensure complete independence from Council. The random selection will ensure that members of the public who do not normally engage with Council are given the opportunity to provide their ideas and input into the future of their community. The proposed process also recommends engaging with the Larrakia people, the traditional owners of Palmerston and surrounding lands, and local youth. There will be a dedicated workshop for Council staff to share their ideas as well as provide feedback on the workability of outcomes from the first day of the Forum. This feedback will be considered in the remaining Forum days.

The Forum will use a process known as “Deliberative Democracy”. Deliberative Democracy emphasises the right, opportunity, and capacity of anyone who is subject to a collective decision to participate (or have their representatives participate) in consequential deliberation about that decision. Whilst this process has been used increasingly by governments in Australia, it is a new and innovative process for the City of Palmerston and our community. There are many benefits to using a deliberative democratic approach, including:

- a greater likelihood of a good decision (because citizens do a more adequate job of canvassing the facts and values that ought to guide the decision);
- a greater likelihood of mutual understanding and consensus among citizens;
- more enduring solutions as people are brought on the journey of policy development;
- more activated communities; and
- development of innovative ideas.

The result of the proposed Forum will be Mission Statements, strategic focus areas and priority actions. This process will not be considering changes to Council's Vision as Council are committed to the current

Vision of “A Place for People” as it reflects Palmerston’s position as a broad inclusive community focused on lifestyle, and staff have provided feedback that the organisation is committed to this Vision.

The Mission Statements from the Forum will be 5-8 statements which encapsulate what is important and should be the focus of Council’s work over the next 10 years. These inform Council’s strategic focus areas and priority actions.

Council will work in partnership with democracyCo to take the work of the Forum and convert it into a draft Strategic Plan which will then be publicly advertised for 35 days in accordance with Council Policy *COMM03 Community Consultation*.

Council staff have previously advised that the intended date for completion of this process will be November 2018. Having engaged democracyCo and mapped out a proposed process that includes 2 rounds of public consultation, Council staff have recommended a timeframe that will see Council endorse a Strategic Plan for consultation in November 2018 and adopt in February 2019. Council staff are confident this will be enough time to inform the budget development process.

The recommended timeframe will see sessions held within school holidays, however the risk of this is mitigated because participants will be informed of the Forum dates as part of the selection process and will not be selected if they are not available for any of the 3 days. Council will ensure that there are enough invitations issued to attract 50 participants.

## **CONSULTATION PROCESS**

The Forum is designed to provide a representation of the community in a group setting that is not so large that it cannot be facilitated. It is not designed to be a statistically significant survey group, as the community is able to provide feedback through two community-wide consultation processes, namely the ideas survey at the beginning of the process and consultation on the draft Strategic Plan prior to adoption.

It is recommended that to ensure community ownership of the Strategic Plan, that Council endorse relevant and feasible outcomes from the Forum as part of the final document. Matters that are outside the scope of local government responsibilities or are not possible given Council’s resources will not be considered as part of the Strategic Plan, however will be acknowledged and responded to where possible.

Council will invite residents at random to nominate for the Forum, with a group of 50 participants to be selected. Elected Members and their families will not be eligible to be part of this group; however Elected Members are encouraged to participate in the Forum. democracyCo will use a process known as “stratification” that selects a representative group that is reflective of Council’s rich community fabric and includes representation based on age, gender, recent migrants, people with a disability, recent arrivals to Palmerston, seniors, renters and homeowners. Selected participants in the Forum will receive a \$150 voucher to be spent at their choice of local businesses as an acknowledge of their participation.

Staff will be encouraged to attend a forum on 1st October to provide their suggestions and feedback on the workability of the outcomes from the first day of the Forum. Elected Members are encouraged to attend and participate in the Forum.

Council will develop a communications strategy for the Strategic Plan to ensure the broader community are fully informed of their opportunities to participate in the initial Have Your Say Survey and the consultation on the draft Strategic Plan.

## **POLICY IMPLICATIONS**

The Strategic Plan may have policy implications; however these will be considered in more detail when the draft Strategic Plan is presented to Council.

Public consultation at the beginning of the process and for the draft Strategic Plan will occur in accordance with Council Policy *COMM03 Community Consultation*.

## **BUDGET AND RESOURCE IMPLICATIONS**

\$100,000 funding has been set aside in the 2018/19 Municipal Plan to meet the costs of the Strategic Plan. Following detailed planning and feedback from the August 9 workshop, the initial quote from democracyCo has slightly increased to an estimated \$50,500, excluding travel costs, however Council will have additional costs including travel, external recruitment database which is estimated to cost \$3,500, Indigenous Forum facilitation of approximately \$5,000, a \$150 voucher for participants in recognition of their involvement and associated costs of hosting the forum. Any savings will be reinvested into Council's budget to be reused as determined by Council in a future Budget Review.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

The *Local Government Act* does not require Council to have a Strategic Plan, however it is considered good governance to have a Strategic Plan for the next 10 years prepared in consultation with the community and updated regularly. Once the strategic Plan is adopted, future Municipal Plans are required to refer to the Strategic Plan in accordance with Section 23(b)(i) of the *Local Government Act*.

There is a risk that Council may receive negative publicity due to new initiatives or changes proposed to current policy, however as this process involves extensive community participation and consultation resulting in community members owning the Strategic Plan, the risk of this is mitigated.

There is also reputational risk to Council if it does not fully adopt the outcomes of the Forum. Council staff are recommending that Council publicly commit to adopting all relevant and feasible outcomes of the Forum as part of the Strategic Plan.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environmental sustainability implications from this report.

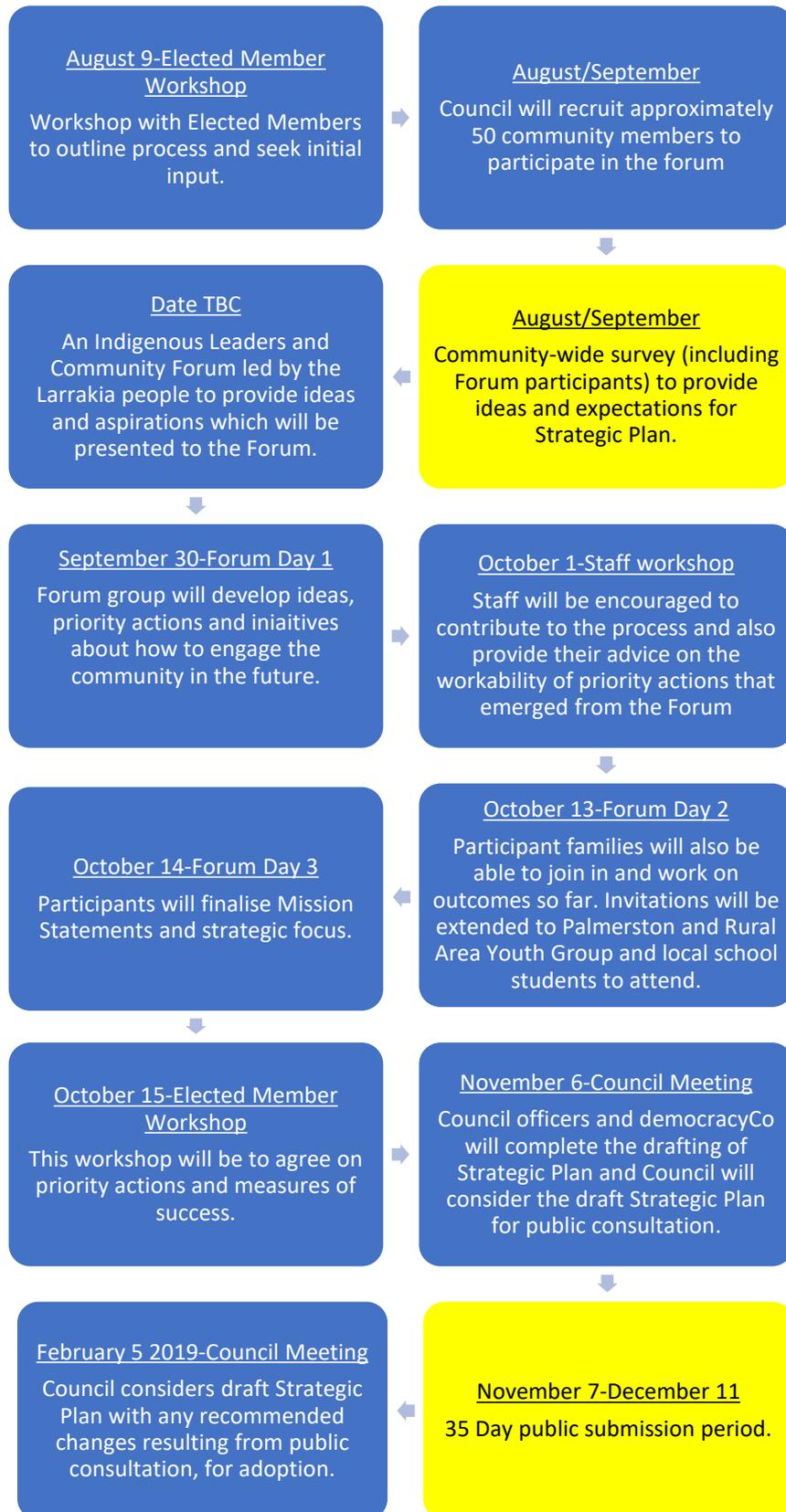
## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

## **ATTACHMENTS**

**Attachment A:** Strategic Plan Timetable

STRATEGIC PLAN TIMETABLE



<b>AGENDA ITEM:</b>	13.2.3
<b>REPORT TITLE:</b>	Graffiti Management
<b>REPORT NUMBER:</b>	9/0066
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Environment and Emergency Operations Officer, Rishenda Moss
<b>Approver:</b>	Director City Growth and Operations, Gerard Rosse

## PURPOSE

This report outlines for Council the existing practices and recommends opportunities for improvement relating to graffiti management across the municipality.

### Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

## KEY ISSUES

- Council requested a report relating to graffiti management.
- Council currently has a range of elements that contribute to graffiti management practices.
- Improvements to graffiti management which could be implemented include an improved customer reporting portal and a proactive community mural program.

## RECOMMENDATION

1. THAT Report Number 9/0066 entitled Graffiti Management be received and noted.
2. THAT Council endorse the implementation of the graffiti management improvement initiatives and programs being an improved customer reporting portal and a community based public art mural program as outlined in Report Number 9/0066 entitled Graffiti Management.
3. THAT a report be presented to Council at the 2<sup>nd</sup> Ordinary meeting in October 2018, outlining how Council will manage graffiti on private fences following research of initiatives and practices utilised by other Council's.

## **BACKGROUND**

At the 2<sup>nd</sup> Ordinary Council Meeting of 15 May 2018 Council resolved the following:

### ***Graffiti Management***

*THAT a report be presented to Council by August 2018 which outlines existing practices and/or policies and opportunities for improvement in relation to graffiti management across the municipality.*

**CARRIED 9/0079 - 15/05/2018**

## **DISCUSSION**

### ***Graffiti in Palmerston***

It is noted that graffiti occurs within all municipalities across Australia and the City of Palmerston is not immune to this behaviour. Graffiti occurs on both Council and non-Council properties including roads, and is a criminal offence. The City of Palmerston continues to engage with NT Police, Power Water and the Northern Territory Government to ensure coordination of graffiti removal and management occurs within our city.

### ***Existing Practices and/or Policies***

Council's graffiti management practices include:

On Council Property:

- Graffiti is to be removed within 5 working days.
- Graffiti that is deemed to be offensive in nature is to be removed within twenty-four hours of being reported.

Non-Council Property:

- Upon receiving a report of graffiti on non-Council property, staff will determine if the graffiti is a) on private property or b) on another agencies property i.e. Power Water Corporation infrastructure.

If the graffiti is on private property, residents have the ability to access a financial assistance in the form of reimbursement of up to \$50.00 from Council. The form and further information for residents is available on Council's website <https://www.palmerston.nt.gov.au/community/community-safety/graffiti-management>.

Since acquiring the streetlight network Council has ensured that graffiti removal on these assets is carried out in a safe and practicable manner. This includes matters like traffic management plans/risk assessments are in place for working on infrastructure on the different hierarchy of roads, appropriate materials are used for the removal and relevant qualified personnel contacted where appropriate.

If the graffiti is on other infrastructure that may belong to another service provider such as Power Water or Northern Territory Government, Council staff will phone the relevant department and advise them of the location and nature of the graffiti.

It is acknowledged that customers currently report graffiti via email and phone through to Council's administration, staff and ultimately this is passed on to councils' contractors. It is noted that this reporting avenue and action response time can be improved, and officers have investigated a potential option for this to occur.

## **Community Services and programs**

Councils Community Services section also undertakes a range of programs and projects that both directly and indirectly relate to graffiti management, these include:

- Over the past 12 months Council has worked directly with local artists and young people to design and paint two graffiti art murals on two exterior walls of the Palmerston Recreation Centre (PRC). The goals of these mural projects were to:
  - o Bring public art into the Palmerston CBD
  - o Increase the amenity of the local area
  - o Assist in building a sense of pride in the space and surrounding area
  - o Reduce illegal graffiti
  - o Build a sense of responsibility for young people involved in the projects
  - o Provide opportunities for local artists

Council supports a range of youth activities to occur in the PRC, many young people value these programs and the centre greatly, through this Council has engaged attending young people in constructive conversation around illegal graffiti. There has been a noticeable reduction in graffiti occurring on the PRC building over the past 4 months, since murals were painted, and efforts have been made to communicate with local young people.

## **Opportunities for Improvement**

A number of opportunities exist to improve graffiti management, these include:

### **Improving Reporting:**

- Community reporting of graffiti:

Councils Geographical Information System (GIS) system has the ability to incorporate a customer GIS reporting portal to the website to identify graffiti and notify staff and contractors of its occurrence. This has the potential to vastly improve response times when graffiti is reported.

This customer interface improvement would allow residents to log graffiti occurrence via their computer or smart phone and place a 'dot' on a map indicating the location of the graffiti. They would also have the ability to take and upload a photo of the graffiti thus enabling staff to determine whether the graffiti is offensive in nature and Council remove it under current service level provisions or notify other asset owners (PWC or NTG etc). The system would result in improved and timely communications including a status response to residents when completed.

This particular portal could be implemented within internal budgets and resources by early November 2018.

### **Proactive Preventive Community Programs:**

- Community Activities and Engagement:

It is well known that the providing community with a sense of ownership of key public areas that are sometimes targeted by graffiti perpetrators can reduce the occurrence of graffiti. A public art mural program could provide a sense of ownership and divert graffiti perpetrators and a more appropriate direction.

There is great opportunity to beautify Palmerston with public art and to increase the sense of safety in the community by painting over prominent walls which are regularly tagged and there are many talented local artists who would be available to help beautify Palmerston's walls.

Painting murals in suburban parks would revitalise areas which to the community may appear neglected and working in collaboration with the community to create the murals will help build a sense of pride and responsibility in the community. This program could provide both an opportunity to discourage graffiti vandalism by instilling a sense of pride and also improve the aesthetics of Councils assets. Such a program could also be used as a mechanism to reach into the youth community to engage with youths to discourage graffiti thought art diversion.

This particular program is scalable however initially it is recommended a budget of \$15,000 would be required. An initial budget of this size can be accommodated via existing operational resources (painting and refurbishments etc) and would also result in the visual improvement to some Councils' buildings and facilities.

### **Graffiti on Fences:**

- The management of graffiti on fences has primarily been the responsibility of the adjoining land owner. Currently Council assists residents whose fence the graffiti may be on by writing to them advising them it and their entitlement to claim the graffiti reimbursement fee. In instances where graffiti may be on a rear fence that adjoins a road or side fence that faces a laneway, removal can sometimes prove problematic in that the graffiti is not removed and the management of this type of graffiti requires further research. It is recommended that Council staff investigate what initiatives and practices other Council's employ and provide a further report to Council on this issue.

## **CONSULTATION PROCESS**

Council staff will ensure that existing service levels and rebates are advertised more including webpage and social media.

The community will be informed about the new initiatives if implemented and these will become part of a regular communication for graffiti management in Palmerston.

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

- Asset Officers.
- Community Development Officer – Youth, Sport and Recreation.

In preparing this report, the following external parties were consulted:

- Northern Territory Government
- NT Police

## **POLICY IMPLICATIONS**

There is currently no policy in relation to graffiti management.

## **BUDGET AND RESOURCE IMPLICATIONS**

Each year a budget is set for graffiti management. These figures are usually based on the previous year's expenditure on graffiti.

In last financial year, an operational budget a total of \$28,150 was allocated \$20,396 being expended on graffiti management.

Expenditure on graffiti will fluctuate based on activity where required, additional funds will be sought via budget reviews.

Both improvement initiatives identified can at this stage be incorporated within the existing 2018/2019 operational budget.

The implementation of improvement measures has the potential to reduce Councils expenditure on graffiti management and GIS portal would also reduce staff administration and resources utilised for the reporting of graffiti.

### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There is no risk, legal or legislative implementations resulting from this report.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Improved graffiti management will result in the improved urban environment for the community.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

There are no attachments for this report.

<b>AGENDA ITEM:</b>	13.2.4
<b>REPORT TITLE:</b>	Domestic Kerbside Waste and Recycling Services Tender
<b>REPORT NUMBER:</b>	9/0067
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Environment & Emergency Operations Officer, Rishenda Moss
<b>Approver:</b>	Director City Growth and Operations, Gerard Rosse

## PURPOSE

The purpose of this report is to seek Council direction on service levels regarding the new Domestic Kerbside Waste and Recycling Contract to allow public tenders to be called.

### Municipal Plan:

3. Environment & Infrastructure

3.3 Waste

3.3 We are committed to providing comprehensive and effective waste management services to our community.

## KEY ISSUES

- The current Domestic Kerbside Waste Collection Contract is due to expire on 3 July 2019.
- Waste Services levels traditionally have received good feedback as part of Council's annual Community Survey's.
- This report includes data collected throughout the current contract term from July 2014 to 30 June 2018 regarding tonnages collected annually, bin lifts/presentations and the amount of waste produced per household on a yearly basis.
- It is an opportune time to review key elements of the service, contract conditions and to re-tender in the public market.
- It is important to note that a change of service levels is not being recommended, it is being proposed that community consultation be undertaken on service levels based on potential benefits including market tested costs.
- It is recommended to engage in a city-wide community consultation to gain valuable feedback regarding current and potential service levels prior to awarding any new contract.

## RECOMMENDATION

1. THAT Report Number 9/0067 entitled Domestic Kerbside Waste and Recycling Services Contract be received and noted.

2. THAT Council approve seeking public tenders for Domestic Kerbside Waste and Recycling Services as follows:
  - a. The periodic contract be for a period of eight (8) years subject to Ministerial approval.
  - b. That Council seek submissions for alternate primary service levels being:
    - i. Existing Service Levels

Single Dwelling (SD) rated properties

      - 120L general waste bin collected twice weekly
      - 240L recycle bin collected fortnightly

Multiple Dwelling (MD) rated properties

      - 240L general waste bins collected four times per week
      - 240L recycle bins collected weekly
    - ii. Alternate Service Levels

Single Dwelling (SD) rated properties

      - 240L general waste bin collected weekly
      - 240L recycle bin collected fortnightly

Multiple Dwelling (MD) rated properties

      - 240L general waste bins collected twice weekly
      - 240L recycle bins collected weekly
  - c. That prior to award of contract, Council will undertake community consultation regarding service levels with consideration of financial factors to inform a final level of service.
3. THAT Council seek approval from the Minister for Local Government and Housing to enter into a periodic contract for a term of eight years in accordance with General Instruction No.4 Procurement and that no contract be awarded until approval is granted.
4. THAT following community consultation a report be presented to Council on the consultation outcomes, to determine final service levels and to award the contract.

## BACKGROUND

In March 2014 Council awarded tender TS2014/01 – Domestic Kerbside Waste Collection to Transpacific Cleanaway.

This item was presented to the Special Council Meeting of 20 March 2014 with the following decision/s made:

***Tender TS2014/01 – Domestic Kerbside Waste Collection*** **8/0457**

1. *THAT Council receives Report Number 8/0457.*
2. *THAT subject to the Key Performance Indicators being clearly defined, Council award contract TS2014/01 – Domestic Kerbside Waste Collection to Transpacific Cleanaway Pty Ltd for the alternate amount of \$2,188,618 (GST exclusive).*

**CARRIED 8/0995 – 20/03/2014**
3. *THAT Clause 9.8 – Termination for Convenience be deleted from the Contract as requested by Transpacific Cleanaway.*

4. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2014/01 – Domestic Kerbside Waste Collection.

CARRIED 8/0996 – 20/03/2014

The term of the Domestic Kerbside Waste Collection contract was for an initial period of five years with a possible extension for a further three years. The initial contract term expires on 3 July 2019.

Council obtained legal advice in February 2018 confirming there are no legal implications should Council decide not to grant a three-year extension it is also timely to allow Council to modernise its contract to ensure value for money and to optimise service delivery to the community.

As the municipality has grown substantially over the past four years it is now an opportune time to undertake an evaluation of waste collection services and gain a clear understanding of the required service levels from the community through an extensive consultation process.

In July 2018 the Chief Executive Officer wrote to the Councils current contractor advising them of Council's intention of not to offer the three-year extension at the conclusion of the initial contract term.

There are significant lead times in this process and work has commenced to ensure a seamless transition.

## DISCUSSION

Council intends to call for tenders in 2018 for the collection of kerbside waste and recycling.

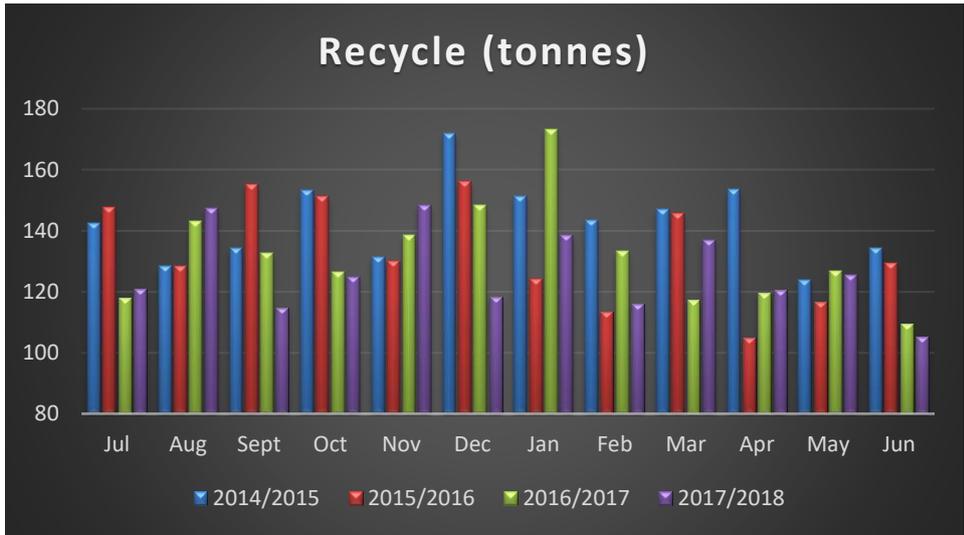
Currently the level of service provided to the community for kerbside waste collection is:

- Single Dwelling (SD) rated properties
  - 120L general waste bin collected twice weekly
  - 240L recycle bin collected fortnightly
- Multiple Dwelling (MD) rated properties
  - 240L general waste bins collected four times per week
  - 240L recycle bins collected weekly

The number of bins provided to MD properties is dependent on the number of units in the complex.

In determining potential service levels, consideration has also been given to data collected over the last four (4) years. That data is as follows:

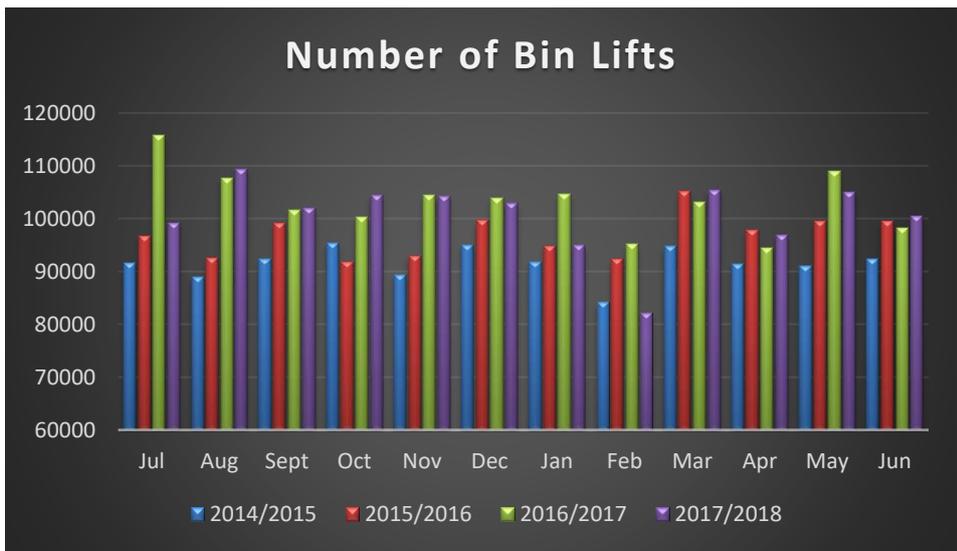




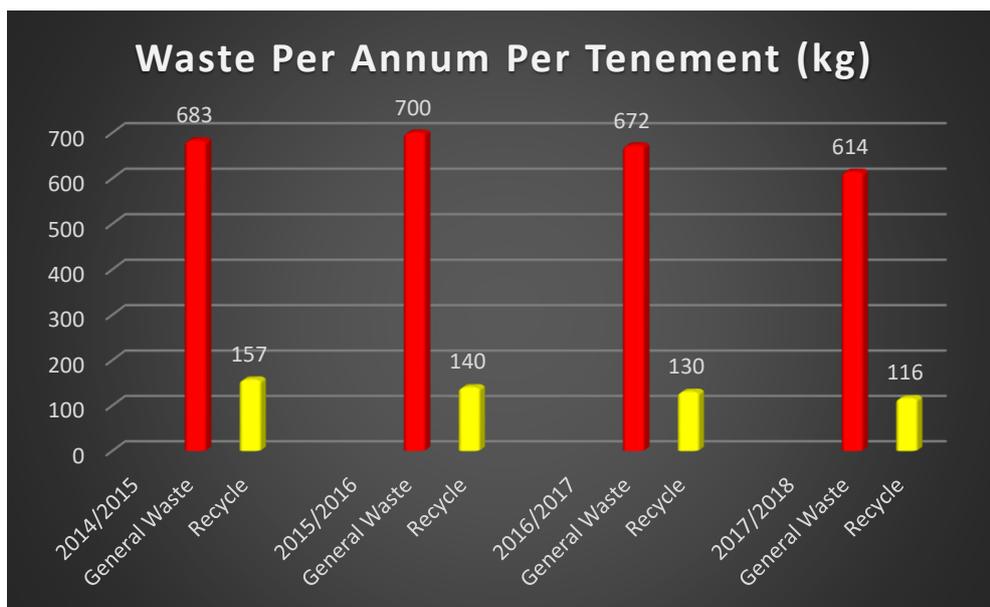
The graph below shows the number of bins that were collected per month over the past four years.

When analysed in detail this graph represents on average each household places their:

- General waste bins out for collection 84 times per year out of a possible 104.
- Recycle bins out for collection 17 times per year out of a possible 26.



The below graph indicates on average, the amount each household in the municipality produces. An interesting trend is that despite the increase in the number of households, the past three years has seen a 12% decrease in the amount of general waste being produced and since 2014, a decrease of 26% has occurred in recycling. When considered with presentation rates it is possible that bins are being placed out for collection with less waste than the capacity of the bin.



Some contributing factors for this trend may be:

- The Inpex project moving from a construction phase to operational.
- Relocation of defence force units from Darwin to other locations in Australia.
- The implementation of reusable bags and packing in supermarkets.

#### Annual Survey

Council also undertakes an annual customer survey including a question relating to waste collection and disposal and recycling services or facilities, including green waste, hard waste or hazardous waste. The survey does not separate kerbside, Archer Transfer Station, pre-cyclone hard waste collection or other waste services but provides an overall score of satisfaction. The following are scores received for all waste services, with a key performance index of 100 indicating that the community is satisfied.

Year	2012	2013	2014	2015	2016	2017
Key Performance Index	129.69	129.94	133.40	129.25	136.83	125.89

It should be noted that scores for 2018 have not been finalised with the annual survey being completed only recently.

As can be seen, all waste services have measured well above the satisfactory mark being 100 since 2012. This is an important consideration when considering a service review and strengths the need to ensure the community is consulted on any alternatives including potential benefits so that they are informed after providing feedback. It is also important to note that the annual survey question relates to all waste services, given the significance of the kerbside service it is being recommended that detailed and service specific community consultation would better inform Council and the community regarding the Domestic Kerbside Waste and Recycling level of service.

Based on the data, it is considered that the current service level adequately caters for the residential / kerbside waste needs, in fact it may be considered that a reduced capacity service could be introduced.

Reduced capacity is not being recommended as it is considered that significant community education and consultation should be undertaken, consideration and implementation of waste diversion options prior to such a change. Should Council wish to explore this, it is recommended that this engagement occur in future years.

That said, it has been identified that Council could retain the capacity service level but potentially reduce operational costs by conversion of the 120L bins twice a week to a 240L bins once a week, being a similar service to that in Darwin. This would potentially reduce the number of trucks required to service the community and therefore the costs.

It should be noted that this change in service would require a replacement of all current 120L domestic bins to 240L bins. This will come at a cost however it is considered worth testing the commercial market place as the cost of the new bins may be offset by other savings and in fact the service may be able to be delivered at a lower cost than the existing service.

It is being recommended that the tender document will call for two alternate submissions to be provided to allow factual financial comparisons. One will be based on the current level of service and the other will be for the following:

- Single Dwelling (SD) rated properties
  - 240L general waste bin collected weekly
  - 240L recycle bin collected fortnightly
- Multiple Dwelling (MD) rated properties
  - 240L general waste bins collected twice weekly
  - 240L recycle bins collected weekly

The number of bins provided to MD properties is dependent on the number of units in the complex.

It is envisaged that tenders will be called on varying services levels. That is, tenders will seek prices for services levels as they stand but also seek prices for an alternative level of service being larger bins at less frequency.

Once tenders have been received, Council will then have the opportunity to consult extensively with the community as to what service provision they would prefer, highlighting any potential benefits that may be offered and outlining any changes to scheduling of services.

Councils probity auditors (Merit Partners), legal advisors (Paul Maher solicitors) for this matter in conjunction with the Director City Growth and Operations, and Strategic Procurement Advisor are currently fine tuning the procurement model to ensure good governance practices are upheld. It is important to note that this report is not recommending a change to service levels but endeavours to outline a process to test the market and consult with the community.

In reviewing service levels and tender documentation Council has sought independent advice from a specialist waste consultant.

Other highlights from the proposed tender document, to improve outcomes for the community will include:

- Bonus KPI measures for exceptional performance rather than penalties which has the potential to improve delivery and costs.
- Improved efficiency in service provision and routes i.e. possibly operating up to seven days a week.
- A range of options for scheduled service levels.
- A focus on providing vehicles that are environmentally sustainable and offer up to date recording and tracking technology.
- That Council will undertake education on recycling and waste diversion to improve outcomes.

General Instruction No.4 – Procurement, issued by the Department of Local Government and Community Services in 2015 states that period contract must not be for a term more than three years (this includes any extension period if there is an option to extend the contract). The Instruction states however that Council may seek approval from the Department to enter into a periodic contract for a term longer than three years.

It is recommended that Council approve an application to the Minister for an exemption from compliance to offer a contract term for a period of eight years as it is considered an appropriate period to attract competitive and value for money, pricing and is a common period for these types of services.

## **CONSULTATION PROCESS**

Council will carry out a Level 2 – City-Wide community consultation. This will enable the community to provide feedback through a variety of medians. The consultation will primarily seek the community's preference as to what level of service they prefer and include potential Domestic Waste Charge that is informed by market tested pricing. A summary of submissions received from the consultation will be presented to Council at a later meeting.

The following City of Palmerston staff have been consulted:

- Chief Executive Officer
- Strategic Procurement Advisor

In preparing this report the following external parties were consulted:

- Director Waste and Management Services (Waste services Consultant)
- Paul Maher Solicitors (Legal Advisors)
- Merit Partners (Probity Auditors)

## **POLICY IMPLICATIONS**

COMM03 Community Consultation  
TECH04 Waste Management

Minor adjustments maybe required of Policy TECH04 if required these will be presented to Council for approval.

Policies can be viewed at <https://www.palmerston.nt.gov.au/council/about-council/policies>.

## **BUDGET AND RESOURCE IMPLICATIONS**

Council Domestic Kerbside Waste and Recycling Service expenditure is included within the waste management budget which in 2017/2018 the Domestic Kerbside Waste and Recycling Service was \$3.09 million the 2018/2019 adopted budget is \$ 3.18 million

The Domestic Waste Charge was \$530 for 2017/2018 and \$510 in 2018/2019. This is the charge which is included on residential rates notices for all waste services.

Council's waste charges are set out in the Adopted Municipal Plan and Declaration of Rates 2018/2019.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

Given the significant value of this contract, Council staff have engaged the services of a probity auditor, Merit Partners and legal firm, Paul Maher Solicitors, for the procurement process. Councils' probity auditor and legal firm are aware of the proposed procurement methodology and will provide advice to ensure risks are managed including fine tuning the procurement model to ensure good governance practices are upheld. The Procurement process once commenced will be undertaken in strict confidentiality as per normal practice and will be overseen by Councils appointed probity auditors for the entire duration.

The probity auditor will attend Council meetings as required.

There has been ongoing media coverage regarding recycling in Australia and impacts of changing overseas markets. Council services have not been affected, however this will continue to be closely monitored.

There is a risk that the community will not support a change in service levels without an offset considered of value, i.e. a reduction in the Domestic Waste Charge which highlights the importance of effective consultation with the community as part of the process. It is important that messaging to the community is clear and regular being no change in service is being recommended at this stage nor will it be considered without significant community consultation.

Council is required to obtain Ministerial approval for a contract exceeding three (3) years.

The contract will exceed \$5 million therefore a report will be presented to Council to award the contract.

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Current recycling and contamination rates could be improved. This will be achieved by improving education, undertaken directly by Council and recovery rates within this contract.

Exploring waste diversion options into the future could further improve environmental outcomes.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

There are no attachments for this report.

<b>AGENDA ITEM:</b>	13.2.5
<b>REPORT TITLE:</b>	Council to the Community
<b>REPORT NUMBER:</b>	9/0073
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Director Corporate Services, Chris Kelly
<b>Approver:</b>	Chief Executive Officer, Luccio Cercarelli

## PURPOSE

The purpose of this report is to recommend that Council trial holding two Ordinary Council Meetings this financial year within the suburbs of Palmerston.

### Municipal Plan:

#### 4. Governance & Organisation

##### 4.2 Service

4.2 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.

## KEY ISSUES

- Council holds two Ordinary meetings a month in Civic Plaza located in the City Centre, except during the Christmas school holiday period.
- Council requested consideration of options for taking Ordinary Council Meetings to the community by holding them in the suburbs of Palmerston.
- It has been identified that there are opportunities to hold Ordinary Council Meetings in the centre and south of Palmerston, in addition to meetings in Civic Plaza located in the northern part of the municipality.
- It is recommended that to encourage greater participation that Council trial Ordinary Meetings being held in Gray on the 6<sup>th</sup> November 2018 and Zuccoli on 5<sup>th</sup> March 2019 to take Council to the community.

## RECOMMENDATION

1. THAT Report Number 9/0073 entitled Council to the Community be received and noted.
2. THAT Council approve a trial of Council to the Community Meetings by holding the First Ordinary Meeting on 6<sup>th</sup> November 2018 at Gray Community Hall, Gray and the First Ordinary Meeting on 5<sup>th</sup> March 2019 at the Mother Teresa Catholic Primary School, Zuccoli.
3. THAT a further report be presented on the outcomes of the trial of Council to the Community at its conclusion, including consideration of holding an outdoor meeting “under the stars” in Dry Season 2019.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting of 5 June 2018 Council resolved:

### 17.1 Council Meetings-Community Locations

*THAT a report be presented to Council in August 2018, exploring options including the logistical requirements, possible locations and costs of taking Council to the community by holding up to three Ordinary Council Meetings per financial year within the Palmerston suburbs.*

CARRIED 9/0095 – 05/06/2018

This report explores options for Council consideration.

## DISCUSSION

The Palmerston community have several different ways to participate in Ordinary Council Meetings and engage with their Elected Members. Ordinary Council Meetings are currently held in Council Chambers at the Civic Plaza, City Centre on the first and third Tuesday of every month, commencing at 5.30pm. It is normal practice for only one meeting to be held during the months of January and December each year due to school and Christmas holidays. These are preceded by a 30-minute public forum where members of the community can discuss any issue with Council in an informal environment. Members of the community also can lodge written questions to be answered in Council meetings in accordance with MEE03 Public Question Time. All Council meetings are open to the public to attend.

Civic Plaza is no more than 10 minutes car travel from any suburb. It makes Council Chambers a very accessible location for residents except for those without transport or with mobility issues. Despite the location and ease of access, very few members of the public have attended Council meetings at Civic Plaza.

The intention of taking Council meetings to the community is to provide equitable and easier access for residents. Therefore, given that not many residents are coming to Civic Plaza to participate in Ordinary Council Meetings, taking Council meetings out to community venues in the suburbs of Palmerston may provide greater opportunities and access for residents, particularly those within walking distance, and a community venue may be considered a less formal environment and more welcoming to the public.

To gauge community interest in Ordinary Council Meetings in the suburbs, it is recommended that two Ordinary Meetings be held this financial year as a trial. If these meetings prove to be successful, Council can consider holding a greater number of meetings in subsequent years in other suburbs, including an outdoor meeting "under the stars" in Dry Season next year.

Appropriate community venues will need to meet the following criteria:

- adequate space to host Chambers seating and seating capacity for up to 50 people;
- ample safe parking (with lighting);
- access to power, lights and be indoors;
- the area needs to be accessible to all; and
- adequate technology to accommodate meeting requirements.

Many Community facilities are extensively utilised by Community groups. A review has been undertaken of potential locations which address needs criteria, are available at the required times and provide a geographical spread across the municipality. Two potential locations have been identified for the trial, being:

- Gray Community Hall, Gray (Council owned facility); and
- Mother Teresa Catholic Primary School, Zuccoli (Private school).

In reviewing the Council meeting dates and availability of locations, it is being recommended that Council hold its First Ordinary Meeting on 6 November 2018 at Gray Community Hall and the First Ordinary

Meeting on 5 March 2019 at the Mother Teresa Catholic Primary School. To maximise opportunity in selecting the dates, consideration has also been given to community events calendar and school holiday periods.

### **CONSULTATION PROCESS**

Given the change of venue Council would need to undertake additional advertising to ensure the community was aware of the meeting location.

Council staff have met with staff from Mother Teresa Catholic Primary School who have indicated their support for hosting the Council to the Community Meeting on 5 March 2019.

### **POLICY IMPLICATIONS**

There are no policy implications from this report.

### **BUDGET AND RESOURCE IMPLICATIONS**

Council's costs to promote and manage Council to the Community are estimated to be an additional \$2,500 per meeting which would be used to fund promotion, staff costs, equipment and any catering for guests.

This could be funded through current budget allocations.

### **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

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

### **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications from this report.

### **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

### **ATTACHMENTS**

There are no attachments for this report.

<b>AGENDA ITEM:</b>	13.2.6
<b>REPORT TITLE:</b>	Free December Car Parking Trial and Christmas Holiday Arrangements
<b>REPORT NUMBER:</b>	9/0057
<b>MEETING DATE:</b>	21 August 2018
<b>Author:</b>	Director Corporate Services, Chris Kelly
<b>Approver:</b>	Chief Executive Officer, Luccio Cercarelli

## PURPOSE

This report seeks Council approval of a time restricted free car parking trial, Ordinary Council Meeting dates in December 2018 and January 2019 and community facility opening times for the Christmas/New Year holiday period.

### Municipal Plan:

#### 4. Governance & Organisation

##### 4.3 People

4.3 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.

## KEY ISSUES

- Council staff are recommending a trial of time restricted free car parking in the City Centre for December 2018. This trial is designed to attract visitors during the peak shopping and holiday period.
- Council holds Ordinary Council meetings on the first and third Tuesday of every month, and it is normal practice for only one meeting to be held during the months of January and December each year due to school and Christmas holidays.
- Council staff are further recommending a closure of community facilities from 12.00pm Monday 24 December 2018, reopening Wednesday 2 January 2019 due to the reduced volume of Council business.
- It is not unusual for Councils or private businesses to close during this period.
- Given public holidays and weekends during this period the closure is effectively for 3 business days.
- Council will continue to provide essential services, including waste collection and animal management, as well as the Palmerston Fitness and Aquatic Centre and Archer Waste Management Facility over this period.
- Regular users of Council facilities such as the Recreation Centre will still have access during this period if they desire.

## RECOMMENDATION

1. THAT Report Number 9/0057 entitled Council Arrangements for Christmas and New Year be received and noted.

2. THAT Council approve a trial for a Christmas Festive period time restricted free car parking in the City Centre from Monday 3<sup>rd</sup> December 2018 until Wednesday 2<sup>nd</sup> January 2019 and that this be extensively publicised from mid-November 2018.
3. THAT in accordance with Section 58(1) of the *Local Government Act* Council hold one Ordinary Council Meeting in December 2018 on Tuesday 11 December 2018 commencing at 5.30pm and one Ordinary Council Meeting in January 2019 on Tuesday 29 January 2019 commencing at 5.30pm.
4. THAT Council approves the closure of the Council Depot, Civic Plaza, Recreation Centre and Library from 12.00pm Monday 24 December and reopening Wednesday 2 January 2019.
5. THAT Council note the Palmerston Swimming and Fitness Centre and Archer Waste Management Facility will maintain normal operating hours and other essential services will continue including waste collection and animal management between Monday 24 December 2018 and Wednesday 2 January 2019.
6. THAT a public notice be provided for the changes to the meeting dates and closure of Council facilities for the Christmas Holiday period.

## **BACKGROUND**

At the 2<sup>nd</sup> Ordinary Council Meeting held on 17 October 2017, Council made the following decisions:

**13.1.2 Christmas and New Year Council Meeting Dates 2017/2018 8/1330**

1. THAT Council receives Report Number 8/1330.
2. THAT the December 2017 meeting of Council be held on Tuesday 12 December 2017 and the January 2018 meeting of Council be held on 30 January 2018 in lieu of the currently scheduled monthly meetings.
3. THAT a public notice be provided for the changes to the meeting dates.

**CARRIED 8/2918 - 17/10/2017**

**13.1.3 Council Offices, Palmerston Library and Recreation Centre Closure - Christmas and New Year's 2017/2018 8/1331**

1. THAT Council receives Report Number 8/1331.
2. THAT Council approves the altered Palmerston Library customer service hours for Friday 22 December 2017 from the current customer service hours of 12 noon to 8pm, to 10am to 3pm.
3. THAT Council approves the altered Palmerston Recreation Centre customer service hours for Friday 22 December 2017 from the current customer service hours of 8:15am to 5pm to the proposed 8:15am to 3pm.
4. THAT Council approves the closure of the Palmerston Library and Recreation Centre for the Christmas period from and inclusive of Saturday 23 December, re-opening Wednesday 27 December 2017.
5. THAT Council approves the closure of the Palmerston Library and Recreation Centre for the New Year's period from and inclusive of Saturday 30 December 2017, re-opening Tuesday 2 January 2018.

6. THAT a public notice be provided for the changes to the operating hours of Council offices for the Christmas and New Year's period.

CARRIED 8/2919 - 17/10/2017

This report recommends options for Ordinary Council Meetings and community facilities over the Christmas/New Year period for Council's consideration.

## **DISCUSSION**

### ***City Centre Carparking Trial***

With the reduction in activity in the City Centre over the holiday period, Council staff are recommending that Council trial time restricted free parking for month of December. As Council does not charge for parking on weekends and public holidays, this means that paid parking will recommence on Wednesday 2 January 2019. This will support local businesses by encouraging members of the community who traditionally take leave over this period to visit the City Centre to dine and shop, helping local businesses take full advantage of this peak retail trading period. Council's Ranger staff will still undertake enforcement of time periods, however there will be no charge for parking. Signage will be placed in parking areas, including on meters and Council will inform the community through an extensive awareness campaign commencing in mid-November.

### ***Council Meetings***

Ordinary Council Meetings are currently held in Council Chambers at the Civic Plaza, City Centre on the first and third Tuesday of every month, commencing at 5.30pm. In recent years, Council has reduced the number of Ordinary Council meetings in the months of December and January to one meeting per month, to allow staff and Elected Members to take leave over the holiday season. Even with this reduced meeting schedule, Council is exceeding its requirements in Section 58(1) of the *Local Government Act* which requires Council to have a minimum of one meeting every two months.

Council could decide to hold meetings as currently scheduled, however as many staff traditionally take leave over this period, there would not significant business for Council to consider at these meetings. Also, the first Tuesday in January is New Year's Day public holiday. It is therefore proposed that an Ordinary Council meeting be held on Tuesday 11 December 2018, in lieu of the two meetings currently scheduled for the first and third Tuesdays in December 2018. Holding this meeting on the second Tuesday of December will ensure that Council has the financial report for November available for consideration at the meeting in accordance with Regulation 18(1) of the *Local Government (Accounting) Regulations*. It is also proposed that Council meet on Tuesday 29 January 2019 only, in lieu of the two meetings currently scheduled for January 2019.

### ***Community Facility Closure***

The number of public holidays between Christmas and New Year mean it is practical and economically advantageous to have the Council close during this period. This closure also provides all staff with the opportunity to take leave and travel over the holiday season, instead of requiring a significant staff contingent to work over this period, when there is not a significant demand and services can be provided through other means. Staff will be required to take leave during this period, which given the public holidays and weekends, amounts to 3 business days.

It is being recommended that the Council Depot, Civic Plaza, Recreation Centre and Library be closed to the public from 12:00pm 24 December 2018, reopening 2 January 2019. As they are operated by external staff, the Palmerston Swimming and Fitness Centre and Archer Waste Management Facility will continue normal operating hours. Waste collection services will still operate as normal.

Contractors will be on call to work through the holiday period to deal with other operational requirements during this period. Council staff will also ensure that there are Rangers and resources available to provide essential services, including responding to dog attacks, road, stormwater and footpath maintenance and cyclone response.

## **CONSULTATION PROCESS**

In preparing this report, Council staff were informed. If the recommendations are accepted, Council staff will be further informed in accordance with Council's obligations under the Enterprise Agreement.

The community will be informed of changes to meetings dates, facility opening times and CBD carparking arrangements by a public notice published in the NT News, as well as awareness campaign. Additional signage will be placed in the City Centre including on meters to inform visitors of the trial changes to parking costs.

## **POLICY IMPLICATIONS**

There are no policy implications from this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

Adopting the proposed Christmas closedown will reduce staff leave liability across the organisation and provide staff with the opportunity to take leave.

It is estimated that the City Centre Carparking trial will cost \$17,200 based on the income received in December 2017. Council has capacity to manage this reduction in revenue.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There is a risk that the community may not support the closure of community facilities over the Christmas/New Year period, however this will be mitigated by informing the community in advance. A closedown is also common practice in many workplaces including many Northern Territory Government departments. Council will also continue to provide essential services, including waste management, animal management, as well as the Palmerston Fitness and Aquatic Centre over this period. Customers will also be able to continue to make on-line payments.

Council is required to inform staff of any closure in accordance with its obligations under the Enterprise Agreement.

There is a risk that the free carparking trial will attract a negative response from Annual Carparking Permit holders, however the Annual Carparking Permit is significantly cheaper than paying for daily parking, even if the month of December is free.

Essential services will still be provided over this period. Archer Waste Management Facility will continue normal operating hours and waste collection services will still operate as normal. Council will ensure that other operational requirements during this period such as grasscutting and irrigation are attended to by contractors. Council staff will also ensure that there are Rangers and resources available to provide essential services, including responding to dog attacks, road, stormwater and footpath maintenance and cyclone response.

These recommendations are in accordance with Section 47(2) of the *Local Government Act* as it is reasonable for Council offices to be closed over the 3 business days between Christmas and New Year, similar to many other Councils and private businesses.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environmental sustainability implications from this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

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

## **ATTACHMENTS**

There are no attachments for this report.

**14 INFORMATION AND CORRESPONDENCE**

---

**15 REPORT OF DELEGATES**

---

**16 QUESTIONS BY MEMBERS**

---

**17 GENERAL BUSINESS**

---

**18 NEXT ORDINARY COUNCIL MEETING**

---

THAT the next Ordinary Meeting of Council be held on Tuesday 4 September 2018 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

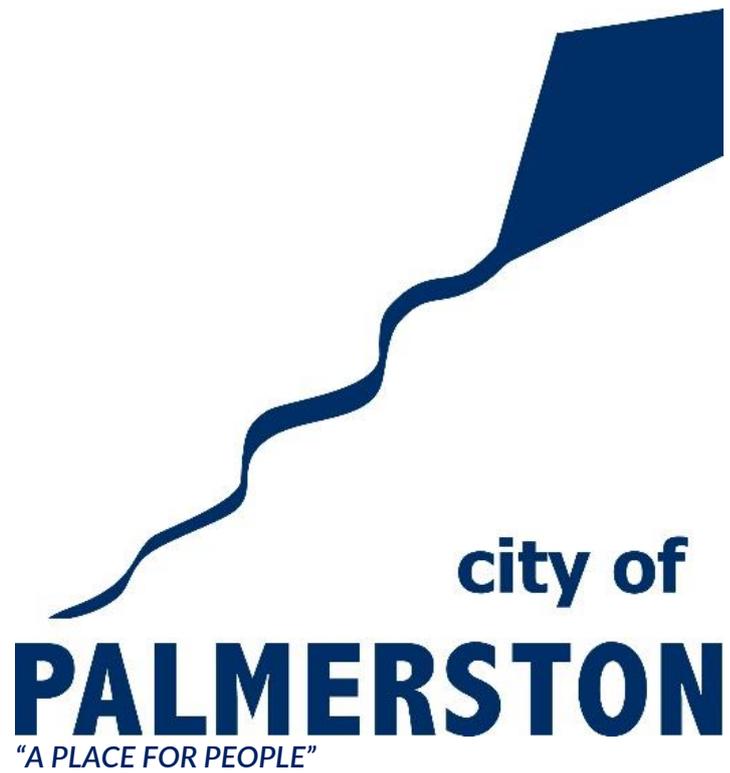
**19 CLOSURE OF MEETING TO PUBLIC**

---

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

**20 ADJOURNMENT OF MEETING AND MEDIA LIAISON**

---



**COUNCIL MEETING  
MINUTES  
TUESDAY, 7 AUGUST 2018**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 7 August 2018 at 5.30pm.**

---

### ELECTED MEMBERS

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

### STAFF

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

### GALLERY

Shane Dexter, Regional Director, Department of Chief Minister  
Sandra Schmidt, Regional Executive Director, Department of Chief Minister  
Melissa Mackay, Nine News  
Will Zwar, NT News

---

## 1 ACKNOWLEDGEMENT OF COUNTRY

*I respectfully acknowledge the Traditional Custodians of the land on which we are meeting, the Larrakia people and pay my respects to their elders; past, present and emerging.*

---

## 2 OPENING OF MEETING

The Mayor declared the meeting open at 5.30pm.

---

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Nil.

Initials: \_\_\_\_\_

3.2 Leave of Absence

Nil.

3.3 Leave of Absence Request

Nil.

## 4 REQUEST FOR TELECONFERENCING

---

Nil.

## 5 DECLARATION OF INTEREST

---

5.1 Elected Members

Nil.

5.2 Staff

Nil.

## 6 CONFIRMATION OF MINUTES

---

6.1 Confirmation of Minutes

Moved: Deputy Mayor Hale

Seconded: Alderman Buhr

THAT the minutes of the Council Meeting held on Tuesday, 17 July 2018 pages 9504 to 9511, be confirmed.

CARRIED 9/0195 – 07/08/2018

6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

---

7.1 Mayoral Update Report – July 2018

M9/003

Moved: Mayor Pascoe-Bell

Seconded: Alderman Giesecke

THAT Report Number M9/003 entitled Mayoral Update Report – July 2018 be received and noted.

CARRIED 9/0196 – 07/08/2018

## 8 DEPUTATIONS AND PRESENTATIONS

---

8.1 Deputations

Nil.

Initials: \_\_\_\_\_

8.2 Presentations

Northern Territory Government Priorities in Palmerston

Moved: Alderman Spick  
Seconded: Alderman Henderson

THAT the presentation by Sandra Schmidt, Regional Executive Director and Shane Dexter, Regional Director, Department of the Chief Minister be received and noted.

CARRIED 9/0197 – 07/08/2018

**9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)**

Nil.

**10 CONFIDENTIAL ITEMS**

10.1 Confidential Items

Moved: Alderman Garden  
Seconded: Alderman Spick

THAT the following items be confirmed and considered within the Confidential session of the Council meeting held on Tuesday, 7 August 2018.

ITEM	REGULATION	REASON
25.2.1	8(b)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(b) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
25.2.2	8(a)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(a) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED 9/0198 – 07/08/2018

10.2 Moving Open Items into Confidential

Nil.

10.3 Moving Confidential Items into Open

Nil.

Initials: \_\_\_\_\_

## 11 PETITIONS

---

Nil.

## 12 NOTICES OF MOTION

---

Nil.

## 13 OFFICERS REPORTS

---

### 13.1 Receive and Note Reports

13.1.1 Community Benefit Scheme July Update 9/0055

Moved: Alderman Henderson  
Seconded: Alderman Buhr

THAT Report Number 9/0055 entitled Community Benefit Scheme July Update be received and noted.

CARRIED 9/0199 – 07/08/2018

### 13.2 Action Reports

13.2.1 Appointment of the Deputy Mayor – September 2018 to February 2019 9/0063

Moved: Deputy Mayor Hale  
Seconded: Alderman Lewis

1. THAT Report Number 9/0063 entitled Appointment of the Deputy Mayor – September 2018 to February 2019 be received and noted.

CARRIED 9/0200 – 07/08/2018

Moved: Alderman Henderson  
Seconded: Deputy Mayor Hale

2. THAT Council appoint Alderman Spick as Deputy Mayor for a period of five (5) months in accordance with Council Policy EM01 Elected Members, commencing 19 September 2018 to 19 February 2018 (inclusive).

CARRIED 9/0201 – 07/08/2018

13.2.2 Council Policy Review Schedule 9/0065

Moved: Alderman Spick  
Seconded: Alderman Garden

1. THAT Report Number 9/0065 entitled Council Policy Review Schedule be received and noted.

CARRIED 9/0202 – 07/08/2018

Initials: \_\_\_\_\_

13.2.2 Council Policy Review Schedule (continued) 9/0065

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Buhr

2. THAT Council endorses the Policy Review Schedule at **Attachment A** to Report Number 9/0065 entitled Council Policy Review Schedule as amended to move the review of Council Policy EM05 Political Involvement in Council Events from 3<sup>rd</sup> Quarter 2019 to 1<sup>st</sup> Quarter 2019 and move the review of Council Policy FIN18 Grants, Donations, Scholarships and Sponsorships from 1<sup>st</sup> Quarter 2020 to 2<sup>nd</sup> Quarter 2019.

CARRIED 9/0203 – 07/08/2018

13.2.3 2017-18 Special Purpose Grant Partial Acquittal CCTV Camera Installation 9/0056

Moved: Deputy Mayor Hale  
Seconded: Alderman Henderson

1. THAT Report Number 9/0056 entitled 2017-18 Special Purpose Grant Partial Acquittal CCTV Camera Installation be received and noted.
2. THAT Council approve the 2017/2018 partial Acquittal of Special Purpose Grant to the value of \$32,008.32 – to install CCTV cameras and operating systems at the Palmerston Recreation Centre, Palmerston Swimming and Fitness Centre, Palmerston Library and Civic Building public areas outlined in **Attachment A** to Report Number 9/0056 entitled 2017-18 Special Purpose Grant Partial Acquittal CCTV Camera Installation.

CARRIED 9/0204 – 07/08/2018

13.2.4 Building the Territory 2018 Conference 9/0054

Moved: Deputy Mayor Hale  
Seconded: Alderman Henderson

1. THAT Report Number 9/0054 entitled Building the Territory 2018 Conference be received and noted.
2. THAT Council approve the attendance of the Mayor to the Building the Territory 2018 Conference on 5-6 September 2018 held in Darwin.

CARRIED 9/0205 – 07/08/2018

Initials: \_\_\_\_\_

13.2.5 Risk Management and Audit Committee Meeting 4 July 2018 9/0058

Moved: Alderman Garden  
Seconded: Alderman Buhr

1. THAT Report Number 9/0058 entitled Risk Management and Audit Committee Meeting 4 July 2018 be received and noted.
2. THAT Council endorse the recommendations from the Risk Management and Audit Committee meeting held on 4 July 2018, namely:

A. Update on Response to the Independent Investigator's Report

1. THAT the Risk Management and Audit Committee be provided with a detailed report in the October 2018 Meeting outlining Council's response to each of the recommendations contained in the Independent Investigator's Report at **Attachment A** including a reference to the Council's risk register.

B. External Audit Plan for Review of Financial Year Ended 30 June 2018

1. THAT the Risk Management and Audit Committee recommend to Council the proposed draft External Audit Plan of Council's financial statements for the financial year ended 30 June 2018 as **Attachment A** to Report Number RMA/074 entitled External Audit Plan for Review of Financial Year ended 30 June 2018.
2. THAT the Risk Management and Audit Committee recommends that Merit Partners be asked to risk rate items contained within section 6.3 of **Attachment A** to Report Number RMA/074 entitled External Audit Plan for Review of Financial Year ended 30 June 2018.
3. THAT a further report be provided to the Risk Management and Audit Committee which includes management responses for the October 2018 meeting.

C. Action Report

1. THAT the items completed and recommended for removal be removed from the Action Report being Decision Numbers:
  - RMA/0121
  - RMA/0122
  - RMA/0125
  - RMA/0129
  - RMA/0134
  - RMA/0135
  - RMA/0136
  - RMA/0137
  - RMA/0138
  - RMA/0139

D. Risk Management and Audit Committee Schedule 2018/19

1. THAT the Committee adopts the amended 2018/19 Risk Management and Audit Committee Schedule with the following amendments:

Initials: \_\_\_\_\_

13.2.5 Risk Management and Audit Committee Meeting 4 July 2018 (continued) 9/0058

- Annual Report KPI's to be considered with financial statements in October
- Interim Audit Report to be considered in July
- Risk Review to be considered in both October and February
- Inclusion of Committee Schedule review in June

E. Internal Audit of Front Counter Controls

1. THAT the Risk Management and Audit Committee endorse the proposed management response as **Attachment B** to Report Number RMA/075 entitled Internal Audit of Front Counter Controls to the Internal Audit of Front Counter Controls Report as **Attachment A** to Report Number RMA/075 entitled Internal Audit of Front Counter Controls.
2. THAT these decisions be moved into the Open session.

CARRIED 9/0206 – 07/08/2018

13.2.6 Edible Pocket Gardens 9/0060

Moved: Alderman Buhr  
Seconded: Alderman Spick

1. THAT Report Number 9/0060 entitled Edible Pocket Gardens be received and noted.
2. THAT Council approve Draft Policy COMM04 Edible Pocket Gardens as **Attachment A** to Report Number 9/0060 entitled Edible Pocket Gardens for a 21-day city wide community consultation in August 2018.

CARRIED 9/0207 – 07/08/2018

13.2.7 Moulden Community Garden Proposal 9/0061

Moved: Deputy Mayor Hale  
Seconded: Alderman Henderson

1. THAT Report Number 9/0061 entitled Moulden Community Garden Proposal be received and noted.
2. THAT Council approve, in principle, the development of an open community garden in Strawbridge Park, Moulden to allow for further community consultation.
3. THAT a further report be presented to Council on the outcomes of further exploration and community consultation outcomes regarding an open community garden in Strawbridge Park, Moulden.

CARRIED 9/0208 – 07/08/2018

Initials: \_\_\_\_\_

## 14 INFORMATION AND CORRESPONDENCE

---

### 14.1 Information

Nil.

### 14.2 Correspondence

Nil.

## 15 REPORT OF DELEGATES

---

### 15.1 Palmerston Animal Management Reference Group

Moved: Alderman Garden  
Seconded: Alderman Buhr

THAT the verbal report provided from Alderman Garden regarding the Palmerston Animal Management Reference Group be received and noted.

CARRIED 9/0209 – 07/08/2018

### 15.2 Palmerston Safe Communities Committee (PSCC)

Moved: Deputy Mayor Hale  
Seconded: Alderman Spick

THAT the verbal report provided by Deputy Mayor Hale regarding the recent Palmerston Safe Communities Committee (PSCC) be received and noted.

CARRIED 9/0210 – 07/08/2018

## 16 QUESTIONS BY MEMBERS

---

THAT the following Question by Members be received and noted.

### 16.1 Adult Night Classes

Moved: Alderman Lewis  
Seconded: Deputy Mayor Hale

Does Council have availability within its venues to facilitate Adult Night Classes, conducted by Casuarina Senior College?

*A response was provided by the Director Community Services indicating that there are potentially suitable venues and that Council can provide these at a fee and charge. The Director advised that Casuarina Senior College will be contacted directly to discuss not only our venues but other potential locations within Palmerston to hold Adult Night Classes.*

CARRIED 9/0211 – 07/08/2018

Initials: \_\_\_\_\_

## 17 GENERAL BUSINESS

---

Nil.

## 18 NEXT COUNCIL MEETING

---

Moved: Alderman Buhr  
Seconded: Alderman Garden

THAT the next Ordinary Meeting of Council be held on Tuesday 21 August 2018 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0212 – 07/08/2018

## 19 CLOSURE OF MEETING TO PUBLIC

---

Moved: Alderman Spick  
Seconded: Alderman Lewis

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

CARRIED 9/0213 – 07/08/2018

## 20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

---

Moved: Alderman Buhr  
Seconded: Alderman Henderson

THAT the meeting be adjourned for 30 minutes for media liaison and meals.

CARRIED 9/0214 – 07/08/2018

The meeting adjourned at 6:48pm.



---

Athina Pascoe-Bell  
MAYOR

Date:

---