

2ND ORDINARY COUNCIL MEETING

NOTICE OF MEETING

TUESDAY, 19 MARCH 2019

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.

LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

TABLE OF CONTENT

1	ACKNOWLEDGEMENT OF COUNTRY	Page 1
2	OPENING OF MEETING	Page 1
3	APOLOGIES AND LEAVE OF ABSENCE	Page 1
4	REQUEST FOR TELECONFERENCE	Page 1
5	DECLARATION OF INTEREST	Page 1
6	CONFIRMATION OF MINUTES	Page 1
7	MAYORAL REPORT	Page 1
8	DEPUTATIONS AND PRESENTATIONS	Page 1
9	PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)	Page 1
10	CONFIDENTIAL ITEMS	Page 1
11	PETITIONS	Page 2
12	NOTICES OF MOTION	Page 2
13	OFFICER REPORTS	
13.1	Receive and Note Reports	
13.1.1	Financial Report for the Month of February 2019	Page 3
13.1.2	Community Benefit Scheme Update	Page 26
13.2	Action Reports	
13.2.1	Change to Opening Hours – Civic Plaza and Recreation Centre	Page 32
13.2.2	Community Benefit Scheme Application – Gray Community Garden Inc	Page 35
13.2.3	Review of Council Policy <i>AD03 Liquor Licence</i>	Page 41
13.2.4	Review of Council Policy <i>FIN27 Related Party Disclosure</i>	Page 52
13.2.5	Review of Council Policy <i>FIN06 Investment</i>	Page 64
13.2.6	Review of Council Policy <i>RS03 Playground Risk Management</i>	Page 77
13.2.7	Risk Management and Audit Committee Meeting Minutes – 26 February 2019	Page 84
13.2.8	Palmerston Animal Management Advisory Committee Meeting – 27 February 2019	Page 92
14	INFORMATION AND CORRESPONDENCE	
14.1	Information	
14.1.1	LGANT Draft Executive Minutes – 21 February 2019	Page 101
14.2	Correspondence	
14.2.1	International Pancake Day – 5 March 2019	Page 112
15	REPORT OF DELEGATES	Page 113
16	QUESTIONS BY MEMBERS	Page 113
17	GENERAL BUSINESS	Page 113

TABLE OF CONTENT

18	NEXT ORDINARY COUNCIL MEETING	Page 113
19	CLOSURE OF MEETING TO PUBLIC	Page 113
20	ADJOURNMENT OF MEETING AND MEDIA LIAISON	Page 113

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 5 March 2019 pages 9685 to 9693 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

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

10.1 Confidential Items

ITEM	REGULATION	REASON
25.2.1	8(c)(iii)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iii) 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 that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

25.2.2	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, 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 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 REPORTS

13.1 Receive and Note Reports

13.1.1	Financial Report for the Month of February 2019	9/0199
13.1.2	Community Benefit Scheme Update	9/0182

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Financial Report for the Month of February 2019
REPORT NUMBER:	9/0199
MEETING DATE:	19 March 2019
Author:	Executive Manager Finance, Shane Nankivell
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

The purpose of this report is to present to Council the Financial Report for the Month of February 2019.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

KEY ISSUES

- Overall, Operating Income and Expenditure are in-line with budget expectations and cashflows.
- Underspending in Capital Expense has been identified, a review has been undertaken on the status of all capital works and timeframes. Measures are being put into place to ensure that projects are delivered in a timely and appropriate fashion, with several high value tenders having just closed or been awarded including; road reseals, irrigation, playgrounds and shade sails, and *Making the Switch*.

RECOMMENDATION

THAT Report Number 9/0199 entitled Financial Report for the Month of February 2019 be received and noted.

BACKGROUND

In accordance with Section 18 of the *Local Government (Accounting) Regulations* the proceeding months financial report must be presented to Council. The commentary below and the attachment present the financial position of Council at the end of February 2019.

DISCUSSION

Monthly cashflows for income and expenses have now been completed and are recorded in the report. This information details when income or expenses are expected to happen throughout the year with consideration of seasonality and appropriate timing of works. This allows for improved reporting for Elected Members and budget management for Council Officers.

Operating Income

- Total Operating Income is at 93% of the current budget.
- All Operating Income items are generally tracking as expected. Statutory Charges are modestly below budget representing a reduction in the number of parking fines issued. This will be reviewed to determine if an adjustment is required at the Third Quarter Budget Review.

Operating Expenditure

- Total Operating Expenditure is at 68% of the budget inclusive of commitments.
- Operating Expenditure is in line with budget expectations.

Capital Income

Capital Income is currently 10%. Council is expecting to receive \$10 million in gifted assets from developments, such as roads, parks and other infrastructure assets. These assets will pass to City of Palmerston once the development work is finalised throughout the financial year and the assets are taken up on Council's asset register.

Council is expecting to receive capital grants and contributions to the value of \$963,410. Currently 112% to the value of \$1,079,558 has been received, with higher than expected proceeds from Developer Contributions. An adjustment was made at the Second Quarter Budget Review, however further funds have been received in the interim, and another adjustment is expected at Third Quarter Budget Review.

Capital Expenditure

Overall Capital Expenditure is showing at 53% for the year including commitments raised. Underspending in Capital Expenditure has been identified and a review has been undertaken on the status of all capital works and timeframes. This includes a complete review of expected monthly cash flows for capital projects to ensure we can achieve the desired outcomes. Measures have been put into place to ensure that projects are delivered in a timely and appropriate fashion, with several high value tenders having just closed or been awarded including road reseals, irrigation, playgrounds, shade sails, and *Making the Switch*.

Loans

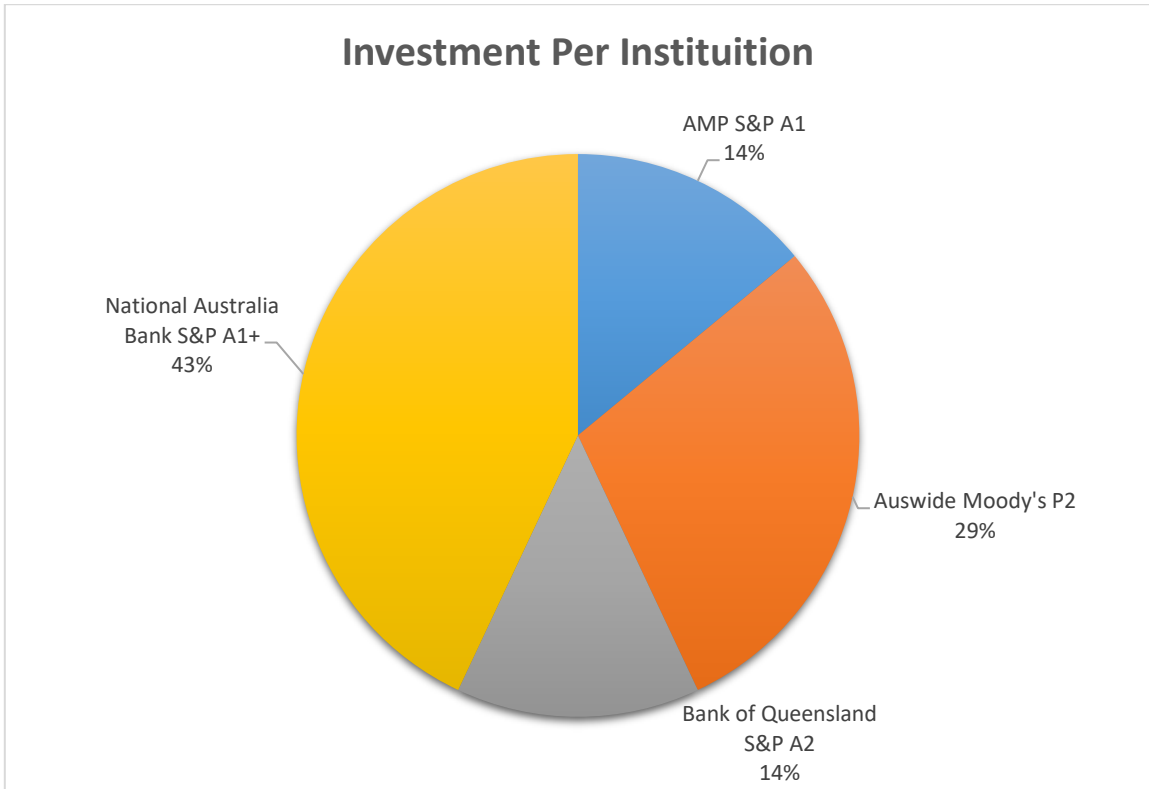
Council has approved an internal loan for \$3.675 million to fund an accelerated smart LED public and street lighting project and an external loan for \$2 million to fund the final stage of remediation works at the previous Archer Landfill site. Currently these loans have not been drawn upon. When they are drawn down details of these loans will be provided in the accompanying Finance Report.

A Place for People

Investments

As at 31 January 2019, Council held a total of \$21,162,732 in term deposits in five separate financial institutions.

The break up between the institutions is:



Outstanding Rates

A review is currently been undertaken on Council’s debt collection procedures in conjunction with Council’s debt collection agency to ensure that best practice is been applied to improve collection rates whilst still providing relief for ratepayers suffering from financial hardship. Trend analysis on the outstanding debt is also occurring, with the intention to identify if there are any commonalities in factors that Council may be able to address.

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 of 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 – February 2019

Financial Management Reports

February 2019

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

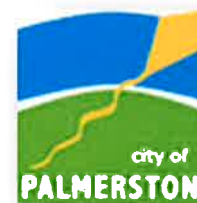


TABLE OF CONTENTS

February 2019

SECTION 1 – EXECUTIVE SUMMARY	1.1	Executive Summary
SECTION 2 – FINANCIAL RESULTS	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

28 February 2019

1.1 - Executive Summary as at % of year passed

67%

Results	Revised Budget 2019 \$	YTD Actual \$	YTD Committed \$	Budget Forecast \$	% Utilised
Operating Income					
Rates & Annual Charges	27,962,285	26,934,737	0	27,962,285	96%
Statutory Charges	166,500	79,931	0	166,500	48%
User Charges & Fees	1,435,240	1,011,044	0	1,435,240	70%
Interest & Investment Revenue	963,160	800,888	0	963,160	83%
Reimbursements	0	58,542	0	0	0%
Other Income	21,186	20,777	0	21,186	98%
Grants, Subsidies & Contributions	1,931,573	1,354,512	0	1,931,573	70%
Operating Income	32,479,944	30,260,430	0	32,479,944	93%
Operating Expenditure					
Employee Costs	-8,671,994	-5,250,924	-1,805	-8,671,994	61%
Professional Services	-1,689,667	-962,024	-218,941	-1,689,667	70%
Auditor's Remuneration	-35,000	-25,345	0	-35,000	72%
Bad and Doubtful Debts	0	5,895	0	0	0%
Operating Lease Rentals	-217,300	-98,726	-13,294	-217,300	52%
Energy	-1,323,387	-737,871	0	-1,323,387	56%
Materials & Contractors	-11,862,566	-6,659,732	-2,505,549	-11,862,566	77%
Depreciation, Amortisation & Impairment	-11,500,000	-7,666,664	0	-11,500,000	67%
Elected Members Expenses	-361,287	-180,326	0	-361,287	50%
Legal Expenses	-280,200	-235,074	-26,902	-280,200	93%
Water Charges	-1,388,759	-951,562	0	-1,388,759	69%
Telephone & Other Communication Charges	-226,000	-164,872	-17,840	-226,000	81%
Community Grants	-130,000	-65,545	-15,000	-130,000	62%
Other Expenses	-2,893,012	-1,694,412	-215,446	-2,893,012	66%
Borrowing Costs	-92,200	0	0	-92,200	0%
Operating Expenditure	-40,671,372	-24,687,181	-3,014,777	-40,671,372	68%
OPERATING SURPLUS/(DEFICIT)	-8,191,428	5,573,249	-3,014,777	-8,191,428	
Capital Income					
Net gain (loss) on disposal or revaluation of assets	60,600	74,716	0	60,600	123%
Developer Contributions	700,000	816,148	0	700,000	117%
Asset Income	10,000,000	0	0	10,000,000	0%
Grants received	263,410	263,410	0	263,410	100%
Capital Income	11,024,010	1,154,274	0	11,024,010	10%
Net SURPLUS / (DEFICIT) transferred to Equity Statement	2,832,582	6,727,523	-3,014,777	2,832,582	
Capital Expenditure					
Land Purchase	0	0	0	0	0%
Asset Purchase	-1,596,403	-740,001	-224,719	-1,596,403	60%
Asset Upgrade	-6,592,118	-1,884,527	-1,475,008	-6,592,118	51%
Capital Expenditure	-8,188,521	-2,624,528	-1,699,728	-8,188,521	53%
Less Non-Cash Expenditure	-11,500,000	-7,666,664	0	-11,500,000	67%
Plus Gifted Assets	10,000,000	0	0	10,000,000	0%
NET CAPITAL SURPLUS/(DEFICIT)	-3,855,939	11,769,660	-4,714,505	-3,855,939	
Borrowings	2,000,000	0	0	2,000,000	0%
Repayment of Borrowings	-208,814	0	0	-208,814	0%
Reserve Movement	2,064,753	0	0	2,064,753	0%
NET OPERATING SURPLUS/(DEFICIT)	0	11,769,660	-4,714,505	0	

Approved by: Executive Manager Finance

Section 2

Financial Results

28 February 2019

2.1 - Budget Summary Report as at

% of year passed
Cashflowed Estimate of Budget YTD

67%
94%

Operating Income

			%
Governance			
Office of the CEO	374,619	323,491	86.35%
Governance	374,619	323,491	86.35%
Corporate Services			
Financial Services	409,786	381,679	93.14%
Director Corporate Services	115,976	157,664	135.95%
Rates	21,109,994	20,051,004	94.98%
Corporate Services	21,635,756	20,590,347	95.17%
Community Services			
Arts & Culture	50,000	0	0.00%
Community Development	25,000	25,000	100.00%
Events Promotion	1,500	2,900	193.35%
Health and Wellbeing Services	9,000	9,000	100.00%
Library Services	735,440	697,689	94.87%
Senior Citizens	1,500	1,500	100.00%
Youth Services	324,000	0	0.00%
Director Lifestyle & Community	40,000	0	0.00%
Community Services	1,186,440	736,090	62.04%
Technical Services			
Animal Management	336,000	305,448	90.91%
Aquatic Centre	32,280	25,764	79.81%
Civic Centre	151,304	106,971	70.70%
Driver Resource Centre	10,000	7,033	70.33%
Gray Community Hall	16,800	8,581	51.08%
Director City Growth & Operations	31,780	9,445	29.72%
Parking & Other Ranger Services	144,500	46,168	31.95%
Private Works	120,000	53,693	44.74%
Recreation Centre	120,000	78,893	65.74%
Roads & Transport	441,454	342,621	77.61%
Stormwater Infrastructure	1,120	1,120	100.00%
Subdivisional Works	400,000	102,507	25.63%
Waste Management	6,999,791	6,996,499	99.95%
Odegaard Drive Investment Property	446,160	334,620	75.00%
Durack Heights Community Centre	1,940	223	11.48%
CBD Car Parking	330,000	190,917	57.85%
Technical Services	9,583,129	8,610,503	89.85%
	32,779,944	30,260,430	92.31%
	32,779,944	30,260,430	92.31%

Section 2
Financial Results
28 February 2019

2.1 - Budget Summary Report as at

% of year passed
 Cashflowed Estimate of Budget YTD

67%
 9%

Capital Income

			%
Corporate Services			
Director Corporate Services	60,600	74,716	123.29%
Corporate Services	60,600	74,716	123.29%
Technical Services			
Roads & Transport	263,410	263,410	100.00%
Subdivisional Works	10,400,000	816,148	7.85%
Technical Services	10,663,410	1,079,558	10.12%
	10,724,010	1,154,274	10.76%
	10,724,010	1,154,274	10.76%

Section 2 Financial Results 28 February 2019

2.1 - Budget Summary Report as at

% of year passed
Cashflowed Estimate of Budget YTD
Actual % Expenditure YTD (not including commitments)

67%
63%
61%

Operating Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Governance					
Elected Members	-385,796	-204,640	-3,469	-208,109	53.94%
Office of the CEO	-760,758	-615,557	-28,183	-643,740	84.62%
Governance	-1,146,554	-820,197	-31,652	-851,849	74.30%
Corporate Services					
Customer Services	-230,765	-144,518	0	-144,518	62.63%
Financial Services	-1,563,566	-1,106,933	-47,445	-1,154,378	73.83%
Human Resources	-435,946	-303,647	-2,101	-305,748	70.13%
Information Technology	-1,140,564	-701,699	-79,956	-781,655	68.53%
Director Corporate Services	-12,367,418	-8,145,342	-679	-8,146,021	65.87%
Public Relations and Communications	-398,860	-229,380	-27,685	-257,065	64.45%
Rates	-374,700	-301,969	-106	-302,075	80.62%
Records Management	-261,716	-152,627	-19,300	-171,927	65.69%
Corporate Services	-16,773,535	-11,086,115	-177,272	-11,263,387	67.15%
Community Services					
Arts & Culture	-150,500	-69,159	-1,335	-70,493	46.84%
Community Development	-1,027,063	-513,183	-21,478	-534,661	52.06%
Disabled Services	-3,000	0	0	0	0.00%
Events Promotion	-242,000	-131,648	-12,094	-143,741	59.40%
Families & Children	-31,100	-8,780	-4,043	-12,824	41.23%
Health and Wellbeing Services	-61,500	-25,412	-16,438	-41,851	68.05%
Library Services	-1,629,798	-879,933	-63,593	-943,526	57.89%
Senior Citizens	-3,500	-2,163	-195	-2,358	67.36%
Youth Services	-343,500	-3,501	-28,104	-31,605	9.20%
Director Lifestyle & Community	-334,973	-209,003	-543	-209,546	62.56%
Community Services	-3,826,934	-1,842,781	-147,823	-1,990,604	52.02%
Technical Services					
Animal Management	-111,330	-68,455	-5,675	-74,130	66.59%
Aquatic Centre	-705,281	-409,339	-113,783	-523,123	74.17%
Archer Sports Club	-7,334	-232	0	-232	3.16%
Civic Centre	-370,950	-235,102	-25,096	-260,198	70.14%
Depot	-70,383	-41,554	-9,298	-50,853	72.25%
Driver Resource Centre	-19,685	-7,042	-982	-8,024	40.76%
Emergency Operations	-10,000	0	0	0	0.00%
Gray Community Hall	-55,347	-28,449	-7,968	-36,417	65.80%
Director City Growth & Operations	-1,059,440	-915,002	-40,803	-955,805	90.22%
Open Space	-4,805,278	-2,795,896	-137,438	-2,933,334	61.04%
Parking & Other Ranger Services	-742,456	-471,830	-1,351	-473,181	63.73%
Plant & Equipment	-27,619	-26,063	-2,435	-28,498	103.18%
Private Works	-91,522	-56,451	0	-56,451	61.68%
Recreation Centre	-249,103	-148,982	-29,957	-178,939	71.83%
Roads & Transport	-2,233,673	-1,363,503	-72,744	-1,436,247	64.30%
Stormwater Infrastructure	-295,000	-225,765	-1,630	-227,395	77.08%
Street Lighting	-1,420,000	-978,236	-28,399	-1,006,635	70.89%
Subdivisional Works	0	-81	0	-81	0.00%
Waste Management	-6,295,322	-2,972,182	-2,131,606	-5,103,789	81.07%
Odegaard Drive Investment Property	-130,346	-85,530	0	-85,530	65.62%
Durack Heights Community Centre	-26,620	-13,249	-6,268	-19,517	73.32%
CBD Car Parking	-133,300	-80,112	-38,793	-118,905	89.20%
Goyder Square	-64,360	-13,969	-1,540	-15,509	24.10%
Technical Services	-18,924,350	-10,937,025	-2,655,768	-13,592,792	71.83%
	-40,671,372	-24,686,118	-3,012,515	-27,698,633	68.10%

Section 2 Financial Results 28 February 2019

2.1 - Budget Summary Report as at

% of year passed	67%
Cashflowed Estimate of Budget YTD	44%
Actual % Expenditure YTD (not including commitments)	32%

Capital Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Corporate Services					
Information Technology	-107,151	-82,746	0	-82,746	77.22%
Director Corporate Services	-291,000	-171,942	-31,239	-203,181	69.82%
Corporate Services	-398,151	-254,689	-31,239	-285,928	71.81%
Community Services					
Library Services	-101,000	-42,280	-10,654	-52,934	52.41%
Community Services	-101,000	-42,280	-10,654	-52,934	52.41%
Technical Services					
Aquatic Centre	-150,000	-96,521	-45,749	-142,270	94.85%
Civic Centre	-196,545	-158,000	-20,807	-178,807	90.98%
Depot	-10,000	0	0	0	0.00%
Driver Resource Centre	-14,000	0	0	0	0.00%
Director City Growth & Operations	-452,234	-159,257	-44,969	-204,226	45.16%
Open Space	-1,661,539	-371,258	-166,709	-537,967	32.38%
Recreation Centre	-93,000	0	-42,300	-42,300	45.48%
Roads & Transport	-2,622,052	-646,723	-183,863	-830,586	31.68%
Stormwater Infrastructure	-100,000	-9,280	-33,794	-43,074	43.07%
Street Lighting	-190,000	-77,576	-71,914	-149,490	78.68%
Subdivisional Works	-200,000	-117,985	-1,999	-119,984	59.99%
Waste Management	-2,000,000	-692,023	-1,045,731	-1,737,754	86.89%
Technical Services	-7,689,370	-2,328,622	-1,657,835	-3,986,457	51.84%
	-8,188,521	-2,625,591	-1,699,728	-4,325,319	52.82%

Section 2
Financial Results
2.2 Reserves Schedule

	Balance as at 1/07/2018	TO RESERVES				FROM RESERVES				Balance as at 30/06/2019
		Original Budget \$	Budget Reviews		Adopted Budget \$	Original Budget \$	Budget Review		Adopted Budget \$	
			1st Review \$	2nd Review \$			1st Review \$	2nd Review \$		
Externally Restricted Reserves										
Unexpended Grants Reserve	1,776,402	0	0	500,000	500,000	0	1,776,402	0	1,776,402	500,000
Developer Funds in Lieu of Construction	4,985,377	400,000	0	400,000	800,000	300,000	90,000	0	390,000	5,395,377
	6,761,779	400,000	0	900,000	1,300,000	300,000	1,866,402	0	2,166,402	5,895,377
Internally Restricted Reserves										
Election Expenses Reserve	150,000	100,000	0	0	100,000	0	0	0	0	250,000
Disaster Recovery Reserve	500,000	0	0	0	0	0	0	0	0	500,000
Strategic Initiatives Reserve	300,000	0	0	0	0	100,000	190,000	0	290,000	10,000
Unexpended Capital Works Reserve	845,482	0	0	0	0	0	845,482	0	845,482	0
Property Reserve	922,104	0	0	0	0	0	0	0	0	922,104
Plant and Equipment Reserve	271,632	0	0	0	0	0	0	0	0	271,632
Infrastructure Reserve	5,552,686	211,690	0	140,000	351,690	0	830,215	0	830,215	5,074,161
Community Grants Reserve	100,000	0	0	0	0	30,000	0	0	30,000	70,000
Waste Management Reserve	26,525	2,289,655	206,000	0	2,495,655	2,000,000	0	0	2,000,000	522,180
Streetlighting Reserve	311,063	0	0	0	0	0	0	150,000	150,000	161,063
City Centre Improvement Reserve	0	0	0	0	0	0	0	0	0	0
	8,979,491	2,601,345	206,000	140,000	2,947,345	2,130,000	1,865,697	150,000	4,145,697	7,781,139
Total Reserve Funds*	15,741,270	3,001,345	206,000	1,040,000	4,247,345	2,430,000	3,732,098	150,000	6,312,098	13,676,516


 Approved by: Executive Manager Finance

Section 2
Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 28/02/2019

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	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	2.75%	August 28, 2019	181		
AMP	S&P A1	\$ 1,500,000.00	2.80%	November 6, 2019	251	\$ 3,000,000.00	14.18%
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	May 8, 2019	69		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	May 22, 2019	83		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	July 3, 2019	125		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	July 31, 2019	153	\$ 6,000,000.00	28.35%
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.78%	July 17, 2019	139		
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.73%	October 9, 2019	223	\$ 3,000,000.00	14.18%
National Australia Bank	S&P A1+	\$ 7,555.40	1.55%				
National Australia Bank	S&P A1+	\$ 155,170.25	1.55%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.72%	March 13, 2019	13		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.72%	April 10, 2019	41		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.71%	April 24, 2019	55		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.73%	June 5, 2019	97		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.78%	June 19, 2019	111		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.77%	August 14, 2019	167	\$ 9,162,725.65	43.30%

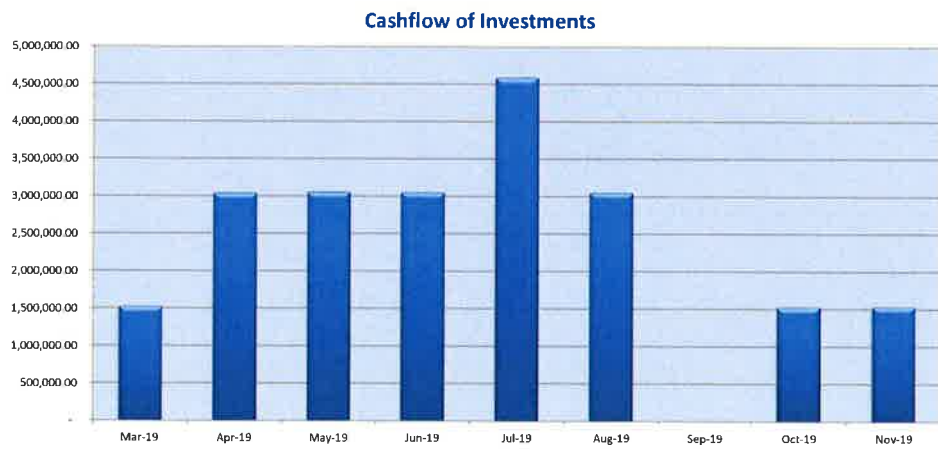
TOTAL SHORT TERM INVESTMENT	\$ 21,162,732.44	Average Days to Maturity	122.00
------------------------------------	------------------	---------------------------------	--------

% OF TOTAL INVESTMENT PORTFOLIO	A1 (max 100%) 57%	A2/P2 (max 80%) 43%	A3 (max 50%) 0%	100%
--	-------------------	---------------------	-----------------	------

Weighted Average Rate	2.75%	BBSW 90 Day Rate Benchmark	1.87%
------------------------------	-------	-----------------------------------	-------

GENERAL BANK FUNDS	\$ 5,386,339.07	Total Budget Investment Earnings	-\$ 400,000.00
---------------------------	-----------------	---	----------------

TOTAL ALL FUNDS	\$ 26,549,071.51	Year to Date Investment Earnings	-\$ 317,448.03
------------------------	------------------	---	----------------



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	\$ 6,773,335	\$ 334,620	\$ 85,530	\$ 249,090	\$ 134,724

Approved by:  Executive Manager Finance

Section 2 Financial Results 28 February 2019

2.4 Debtor Control Accounts

SUNDRY DEBTORS:						
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS
	208,051.71	207,007.54	394.86	250.00	50.00	349.31
RATES:						
REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	OVERDUE % OF RATES INCOME			
Feb-19	\$1,407,368	\$463,970	5.03%			
Feb-18	\$1,243,756		4.51%			
TOTAL OVERDUE \$	Charged in 2018/2019	Charged in 2017/2018	Charged in 2016/2017	Charged in 2015/2016	Charged Prior to 2015/2016	
\$1,407,368	\$1,030,986	\$248,999	\$90,348	\$29,467	\$7,568	
INFRINGEMENTS:						
			\$			
Animal Infringements			122,091.15			
Public Places			10,033.00			
Parking Infringements			164,678.38			
Litter Infringements			875.00			
Signs			0.00			
Other Law and Order			0.00			
Net Balance on Infringement Debts			297,677.53			


 Approved by: Executive Manager Finance

Section 2

Financial Results

2.5 - Financial Indicators

	Target	2019	2018	2017	2016	2015
Operating Surplus Ratio						
Total Operating Surplus/Deficit	0.00%	-25.22%	-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.						
Debt Service Ratio						
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						
Rate Coverage Percentage						
Rate Revenues	60%-75%	64.54%	61.38%	59.25%	60.02%	61.53%
Total Revenues						
This indicator shows the percentage of total revenue raised through rates income.						
Rates & Annual Charges Outstanding Percentage						
Rates & Annual Charges Outstanding	<5%	18.54%	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.						

SECTION 2

Financial Results

Creditor No.	Creditor Name	2.6 - Creditor Accounts Paid February 2019 Amount \$
4256	AMP Bank	1,500,000.00
4640	Bank of Queensland	1,500,000.00
V00848	Aldebaran Contracting Pty Ltd	319,660.00
639	Cleanaway Pty Ltd.	278,616.01
2	Australian Taxation Office - PAYG	140,664.00
712	Paradise Landscaping (NT) Pty Ltd	119,317.46
5104	JLM Civil Works Pty Ltd	91,516.49
938	Nightcliff Electrical	90,411.11
V00318	StatewideSuper Clearing House	82,112.57
1607	Sterling NT Pty Ltd	78,648.74
798	YMCA of the Northern Territory	72,775.79
2587	Top End RACE	71,620.56
V01848	Invision NT Pty Ltd	68,956.34
4190	National Australia Bank	60,103.86
549	City of Darwin	57,973.40
54	Powerwater	53,610.68
5508	Open Systems Technology Pty Ltd - CouncilFirst	46,838.00
V00295	Jacana Energy	37,490.01
4963	Centratech Systems Pty Ltd	34,261.50
V00773	Akron Group NT Pty Ltd	33,637.63
87	Industrial Power Sweeping Services Pty	27,904.55
V00476	Water Dynamics (NT) Pty Limited	27,853.51
47	Telstra Corporation Ltd	26,437.87
3683	Area9 IT Solutions	26,165.83
V01612	News Corp Australia	25,031.22
5254	True North	20,500.50
4355	Tonkin Consulting	18,759.40
5651	Minter Ellison Lawyers	18,335.09
V00582	Ezko Property Services (Aust) Pty Ltd	15,602.64
3438	NT Shade & Canvas Pty Ltd	15,246.00
V01565	Waste and Management Services Pty Ltd	14,765.77
V00228	Outback Tree Service	14,682.80
V01602	Humpty Doo Trees	13,832.50
V01629	Smarter Technology Solutions	13,728.00
V01812	C R Campbell - Electrical and Data Contractors	12,606.00
V01932	Auspole Products	12,545.50
5136	RMI Security	10,517.05
2161	GHD Pty Ltd	10,428.61
3787	Total Event Services T/A Top End Sounds P/L	9,900.00
5036	Dormakaba Aust P/L T/as Territory Door Services	9,581.00
V01009	Australian Parking and Revenue Control Pty Limited	9,487.94
V00599	Athina Pascoe-Bell	8,980.58
2199	SBA Office National	8,721.18
3936	Arafura Tree Services and Consulting	8,123.00
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	7,836.92
2965	KIK FM Pty Ltd	6,749.19
V00193	Amcom Pty Ltd	6,037.61
V01748	FE Technologies Pty Ltd	5,979.60
V01494	Paul Maher Solicitors	5,392.53
26	Viva Energy Australia Ltd	5,202.83
V01694	NT Advertising and Distribution	5,060.00
V00964	HD Enterprises Pty Ltd T/a HD Pumps	4,994.64
4606	MJK Enterprises NSW P/L T/A Kico Playground Inspec	4,950.00
V01571	Michael Spick	4,897.12
V01829	Master Blaster High Pressure Cleaning	4,812.50
V01899	Framelock Structures Pty Ltd	4,790.50


ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
V01209	Darwin Furniture P/L T/a Harvey Norman Furniture	4,512.00
V00368	iWater NT	4,378.00
4065	Southern Cross Protection Pty Ltd	4,291.69
1502	Figleaf Pool Products	4,111.30
2294	Modern Teaching Aids Pty Ltd	4,010.99
4320	Elton Consulting	3,960.00
V01779	NT Dance Company	3,800.00
V00315	HWL Ebsworth Lawyers	3,786.75
V01615	Autopia Management Pty Limited	3,729.12
V01389	Darwin Argos Painting	3,630.00
5357	Amiable Communications - Amy	3,520.00
V00271	Fuji Xerox Business Centre NT	3,364.21
2336	Flick Anticimex Pty Ltd	3,145.50
V00148	Land Development Corporation	3,069.57
V00022	Officeworks	3,062.95
V00939	Defend Fire Services Pty Ltd	2,933.45
2124	Food'll Do Catering Darwin (Grinners Catering)	2,740.00
3313	Zip Print	2,728.00
5615	EcOz Environmental Consulting	2,684.66
V01663	Jape Furnishing Superstore	2,656.00
V01732	Forrest PR	2,500.00
V01584	Salary Packaging Australia	2,334.78
V01921	Soundbar Pty Ltd T/a Mannys Fitzroy	2,317.00
5435	Access Hardware (NT) Pty Ltd	2,186.25
274	CSG Business Solutions (NT) Pty Ltd	2,161.36
V01865	Irma Lamaya trading as Co Lab Architecture	2,112.00
V00101	Bellamack Pty Ltd	2,100.00
V01920	Tenite Pty Ltd T/as B&K Revegetation & Landscaping	2,079.00
2186	Optus Billing Services Pty Ltd	2,068.00
V01573	Amber Garden	2,046.55
V00614	RTM - Dept. of the Attorney General and Justice	2,002.00
V00202	YACCA GOLD P/L T/A Central Business Equipment	1,993.75
123	Kerry's Automotive Group	1,988.15
943	Territory Asset Management Services	1,980.00
V01569	Benjamin Giesecke	1,963.22
V01570	Sarah Louise Henderson	1,896.55
V01572	Lucy Buhr	1,896.55
V01574	Dr Thomas A Lewis OAM	1,896.55
V01579	Damian Hale	1,896.55
350	IBM Global Financing Australia Limited	1,783.33
272	City Wreckers	1,694.00
1581	NT Broadcasters Pty Ltd	1,617.00
3099	Iron Mountain Australia Pty Ltd	1,604.35
V01944	Marie Patricia Tonks	1,500.00
V01949	Katrina Wattam	1,500.00
V01483	OfficeMax	1,492.08
4737	D & L Plumbing & Gasfitting	1,435.50
251	Territory Party Hire	1,425.10
V00860	Costojic Pty Ltd	1,400.00
4007	Ark Animal Hospital Pty Ltd	1,356.00
5551	Active Tree Services Pty Ltd	1,324.47
V01420	CENTRELINK (PAYROLL)	1,228.16
2977	Security & Technology Services P/L	1,204.50
V00351	Charles Darwin University	1,201.50
V01590	MSKK Pty Ltd T/A Trojon Contractors	1,198.00
V01810	Jacana Energy - Payroll Deductions	1,120.00
V01203	Tyreright Palmerston	1,113.60
V00377	Audio Technology NT Pty Ltd	1,107.15
48	Top End Line Markers Pty Ltd	1,102.20
1469	RTM - Police, Fire and Emergency	1,090.00
4825	OracleCMS	1,083.62

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
5611	Steelmans Tools and Industrial Supplies	1,064.80
V00659	NT Multiple Birth Club	1,000.00
V01516	United Nations Association of Australia NT Div	1,000.00
V01919	D&L landscaping Solutions	1,000.00
4883	Creative Light Studios - Shane Eecen	990.00
4679	iSentia Pty Ltd	913.22
V00943	Northern Territory Pest and Weed Control	902.00
2915	Territory Uniforms	850.06
V01922	Louise and Alan Moore	840.00
V01272	Storytime Pods Pty Ltd	806.08
V01928	Amart Furniture	766.00
256	The Bookshop Darwin	763.49
V00542	Industry Health Solutions	760.00
V01656	TAFE Queensland North	754.00
2557	The Lifestyle Studio	720.01
V00172	CIC-THD-PTY LTD	646.59
112	Beaurepairs	618.65
V01598	Social Playground Darwin	606.00
5	Australia Post	602.40
5594	Kevin McCarthy	600.00
4561	Bendesigns	591.80
4528	Miranda's Armed Security Officers Pty	529.10
3442	Chung Wah Society Inc.	528.00
215	Employee Assistance Services NT Inc (EASA)	507.47
V00303	MacKillop Catholic College	500.00
V00743	Merlo Group (NT) Pty Ltd T/as Autocrash Express	500.00
V01432	Vanessa Lowe	500.00
V01764	Come Walk With Me	500.00
V00730	The Burning Circus	495.00
V00068	RTM	478.00
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	469.08
V00334	Zumba with Adrijana	450.00
V01931	Taylor Smith	450.00
V01927	KM and MS Butcher	448.00
4398	Quality Indoor Plants Hire	443.30
V00258	Real Estate Central	441.90
V01925	Gina Francis	441.00
V01335	Accidental Health & Safety Brisbane South & NT	435.05
30	Colemans Printing Pty Ltd	403.70
617	Barnyard Trading	398.02
4120	EnvisionWare Pty Ltd	385.00
V01946	Tanya and Nathan Cole	366.05
4508	News 4 U	362.45
V00906	Quantified Tree Risk Assessment Limited	344.85
V00836	Daniel Parker t/as Palmerston Tennis Pro	330.00
V00399	Palmerston and Regional Basketball Association	300.00
V01604	Fitness is Within	300.00
V01831	Jeanneen McLennan	300.00
V01942	Richard Lay	299.00
V00787	Naomi Lacey	280.00
V01864	Helen Wallace	280.00
V01951	Anna Terziman	250.00
V01953	Danielle Suddaby	250.00
4889	Sarah Gerlach T/a To The Beat Dance Fitness	240.00
2394	Pola Seal Pty Ltd	220.00
V01826	Tick of Approval Pty Ltd	220.00
3788	HPA Incorporated	215.00
V01763	Leni Loves Trees Garden Maintenance	214.50
4744	Sue Little	200.00
V00702	YMCA of the Northern Territory Community Services	200.00
V01938	Payment Express Australia Pty Ltd	198.53

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
5011	A&J Communications	176.00
4856	Portner Press Pty Ltd	174.00
V00994	Frangipani Farm	160.00
V01933	Kirsty McCallum	150.00
V01957	Claire Crocombe	150.00
V01609	NT Recycling Solutions Pty Ltd - (NTRS)	138.88
V01691	Blackwoods	134.09
3428	Bunnings Group Limited	133.72
V00534	Church of Christ - Razelyn Laurente	125.00
V01941	Kandarp Vyas	125.00
V01952	Fan Chong	125.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	121.05
V01452	CrossFit Palmerston	110.00
V00548	Lindy Willing	100.00
V00602	Lee Savage	100.00
V01624	Karuna Yoga and Wellness	100.00
V01950	Trish Visser	100.00
86	Greening Australia NT	97.41
V01955	Edith Lee - (Top End Calisthenics)	90.00
V01368	Chris Kelly	83.00
V01154	Kelli Clark	70.00
V01659	Elizabeth Middleton	66.58
V01918	Maccas Cafe and Bakery	60.00
V01934	Powerpass - Bunnings Group Limited	57.73
V01924	Kelli West	52.00
V01745	Julia Kostanjevec	50.00
V01930	Christine Norris	50.00
V01940	Lesley Cresswell	50.00
V01935	Jessie Kirk Lee	45.00
V01769	Snows Run (NT) Pty Ltd T/as Territory Green Waste	40.00
35	WINC Australia Pty Limited	35.19
18	Integrated Land Information System	27.40
V01945	Mark McBain	25.00
V01923	Alexa Johnson	21.00
V01929	Glenn James Sturgeon	21.00
V01954	Nadia G Copland	20.40
V01939	Aidan & Katelyn Moon	20.00
		5,358,439.69
	Percentage of works undertaken by local suppliers (excludes investments placed)	87%
		
	Approved by: Executive Manager Finance	

SECTION 2

Financial Results

2.7 - Creditor Accounts Outstanding		February 2019
Creditor No.	Creditor Name	Amount \$
54	Powerwater	148,159.75
5104	JLM Civil Works Pty Ltd	110,214.61
V00318	StatewideSuper Clearing House	70,075.31
V01936	Arjays Sales & Services Pty Ltd	66,661.71
V01835	Deloitte Private Pty Ltd	38,102.90
900	Palmerston Golf & Country Club Inc	33,000.00
938	Nightcliff Electrical	30,228.09
53	Eggins Electrical	23,391.50
V01812	C R Campbell - Electrical and Data Contractors	19,208.50
V00773	Akron Group NT Pty Ltd	17,575.48
V00228	Outback Tree Service	16,670.50
V00582	Ezko Property Services (Aust) Pty Ltd	16,666.34
5142	Australian Catchment Management Pty Ltd	10,524.31
V01537	Ben's Tree Service Pty Ltd	8,145.50
V00250	Ward Keller	5,775.00
V01305	A. Noble & Son Ltd	5,115.00
V01966	A R and E K Gould	4,700.00
V01937	Australis Advisory Group Pty Ltd	4,510.00
V00476	Water Dynamics (NT) Pty Limited	4,400.00
3936	Arafura Tree Services and Consulting	4,312.00
2587	Top End RACE	4,279.33
3313	Zip Print	4,147.00
V00368	iWater NT	4,077.70
2394	Pola Seal Pty Ltd	3,980.00
V01602	Humpty Doo Trees	3,492.50
5272	Greville Fabrication Pty Ltd	3,255.84
V01814	N and M Klidas Nominees Pty Ltd T/A Vrahos Contr	3,240.00
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	3,236.99
256	The Bookshop Darwin	3,130.31
4963	Centratech Systems Pty Ltd	2,945.12
3428	Bunnings Group Limited	2,800.16
5615	EcOz Environmental Consulting	2,522.30
4120	EnvisionWare Pty Ltd	2,382.48
V01965	One on One Property Management	2,345.64
350	IBM Global Financing Australia Limited	1,783.33
35	WINC Australia Pty Limited	1,646.93
V01848	Invision NT Pty Ltd	1,448.00
V00193	Amcom Pty Ltd	1,437.57
5136	RMI Security	1,411.17
36	Darwin Lock & Key	1,386.44
V01335	Accidental Health & Safety Brisbane South & NT	1,383.98
V00681	NT Controls & Automation Pty Ltd	1,342.00
V01906	Darwin Automotive Pty Ltd (Darwin Motor Group)	1,309.97
V01694	NT Advertising and Distribution	1,188.00
4561	Bendesigns	1,183.05
V01948	Scorptec Computers -Scorpion Technoloty Unit Trust	1,093.30
2124	Food'll Do Catering Darwin (Grinners Catering)	1,085.00
V00475	Outback Batteries	1,072.80
V01697	Roussos Legal Advisory	959.20
4871	Reface Industries	953.25
2238	Hollands Print Solutions Pty Ltd	935.00
V01826	Tick of Approval Pty Ltd	935.00
V00939	Defend Fire Services Pty Ltd	902.32
V01203	Tyreright Palmerston	872.00
2977	Security & Technology Services P/L	868.95
V01118	Wilson Security Pty Ltd	860.21
272	City Wreckers	770.00

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	679.62
V00200	Hidden Valley Ford (Red Earth Automotive P/L)	624.55
112	Beaurepaires	618.65
3438	NT Shade & Canvas Pty Ltd	594.05
59	City of Palmerston	541.65
V00348	BH Communications & Cabling	533.50
V01959	Sally & Joanna Howie (parent Richard Howie)	500.00
185	Bridge Toyota	497.87
5757	Rutledge Engineeering (Aust) Pty Ltd	484.00
4737	D & L Plumbing & Gasfitting	475.20
V01452	CrossFit Palmerston	440.00
V01691	Blackwoods	370.84
V01964	A J Park Consulting Pty Ltd	361.15
943	Territory Asset Management Services	330.00
5551	Active Tree Services Pty Ltd	313.17
V00284	Wheelers Books	302.20
V01483	OfficeMax	295.45
1568	Battery World Darwin Pty Ltd	264.10
V01661	Patchy's Auto Electrics	264.00
V00902	Coles Motors	257.00
V01065	Forever Fitness and Training - (AL & MN Dainty)	255.00
22	Norsign Pty Ltd	194.15
V00943	Northern Territory Pest and Weed Control	165.00
5611	Steelmans Tools and Industrial Supplies	159.50
2915	Territory Uniforms	157.00
1502	Figleaf Pool Products	154.00
V01324	Leighs Catering	141.90
5036	Dormakaba Aust P/L T/as Territory Door Services	132.00
V01960	Kesiena Isiakpere	125.00
V01962	Ancy Varghese	125.00
V00689	State Library of Queensland	124.85
V00890	Laundryplus	118.00
V01967	Jasbeer Thind	100.00
4398	Quality Indoor Plants Hire	90.90
V01785	M&S Mowing Plus	88.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	72.63
V01573	Amber Garden	66.67
V01769	Snows Run (NT) Pty Ltd T/as Territory Green Waste	40.00
V01924	Kelli West	25.00
V01963	Joyce Quee	25.00
V01043	Abbey's Bookshop Pty Ltd	13.95
		721,219.89

Approved by: Executive Manager Finance



Section 2 Financial Results

2.8 - Waste Charges as at 28 February 2019

Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Rates & Charges	6,999,791	6,996,499	-	6,996,499	99.95%
Income	6,999,791	6,996,499	-	6,996,499	99.95%
Expenditure					
Employee Costs	(373,463)	-	-	-	0.00%
Office Administration Expenditure	-	(1,025)	-	(1,025)	0.00%
Professional Services	(65,000)	(14,568)	(9,681)	(24,249)	37.31%
Educational Resources	(50,000)	(14,405)	-	(14,405)	28.81%
Utilities	(14,293)	(6,580)	-	(6,580)	46.03%
Street Sweeping	(307,000)	(157,136)	(158,783)	(315,920)	102.91%
Litter Collection	(193,515)	(121,164)	(53,724)	(174,888)	90.37%
Domestic Bin Collection	(2,548,756)	(1,555,713)	(790,131)	(2,345,845)	92.04%
Kerb Side Collections	(98,000)	(13,095)	-	(13,095)	13.36%
Tip Recharge Domestic Bin collection	(632,950)	(262,463)	(316,946)	(579,410)	91.54%
Transfer Station	(1,595,000)	(686,021)	(647,429)	(1,333,450)	83.60%
Loan Repayments	(92,200)	-	-	-	0.00%
Tip Recharge Transfer Station	(325,145)	(140,012)	(154,911)	(294,923)	90.71%
Expenditure	(6,295,322)	(2,972,182)	(2,131,606)	(5,103,789)	81.07%
Profit/(Loss)	704,469	4,024,317	(2,131,606)	1,892,711	

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


 Approved by: Executive Manager Finance

Section 2 Financial Results

2.9 - Commercial Leases as at Commercial Leases

28 February 2019

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Library Services	32,040	23,839	-	23,839	74.40%
Director Corporate Services	65,976	49,622	-	49,622	75.21%
Aquatic Centre	32,280	25,764	-	25,764	79.81%
Civic Centre	151,304	106,971	-	106,971	70.70%
Income	281,600	206,196	-	206,196	73.22%
Expenditure					
Director Corporate Services	(11,520)	(4,228)	-	(4,228)	36.70%
Expenditure	(11,520)	(4,228)	-	(4,228)	36.70%
Profit/(Loss)	270,080	201,969	-	201,969	

Library Services includes lease held by Mosko's Market

Aquatic Centre includes the lease held by Tang Soo Do

Civic Centre includes the lease held by Adult Mental Health

Director of Corporate Services includes the leases held by Peter McGrath and Palmerston Re-Engagement Centre

McGees Management Fees charged to Director of Corporate Services each month



Approved by: Executive Manager, Finance

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	Community Benefit Scheme Update
REPORT NUMBER:	9/0182
MEETING DATE:	19 March 2019
Author:	Acting Director Lifestyle and Community, Amelia Vellar
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report provides Council with a summary of the Community Benefit Scheme 2018/2019 Financial Year applications processed to date.

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

- To date, Council has provided a total of \$95,044 in grants, scholarships, sponsorships, and donations including representation support.
- \$34,956 remains unallocated in the Community Benefit Scheme 2018/2019 budget.
- One application for \$4,142 is currently under consideration by Council.

RECOMMENDATION

THAT Report Number 9/0182 entitled Community Benefit Scheme Update be received and noted.

BACKGROUND

City of Palmerston presents a wide range of activities and events for the benefit of the Palmerston community, and in addition, supports other organisations' initiatives by providing Community Benefit Scheme funding to eligible applicants.

The annual budget for 2018/2019 is \$130,000. Due to the successful distribution of grants, scholarships, sponsorships and donations (including representation support) the Community Benefit Scheme 2018/2019 budget rests at \$34,956.

Council accepts Community Benefit Scheme applications all year-round and promotes the availability and application process at every opportunity. Most recently, successful applicants of representation support have, in turn, been very supportive of Council's promotion of their stories to advertise that category of funding to the wider community.

DISCUSSION

Since the previous Community Benefit Scheme update report in February, Council has received and approved six (6) eligible funding applications. One funding application is under consideration with a report currently before Council.

Walking Off the War Within Inc. received \$1,000 Sponsorship funding for a Community Walk Event, on 4 May 2019. The Walk is held in multiple locations throughout Australia in April and May. Support and funding by the City of Palmerston will assist in the purchase of water, sports drinks and first aid items for participants.

Walking off the War Within is a public walk to raise awareness of depression, post-traumatic stress disorder and suicide. The event is held in memory of Nathan Shanahan, a returned soldier and firefighter, and other fallen service Men and Women who have taken their own lives after battling mental health issues. In 2018, the NT organisation extended its focus to all first respondents and the NT Youth.

In 2019, its Youth focus continues to get our young people off social media and encourage them to open up to their peers, mentors and their families in an aim to reduce youth suicide rates in the Territory. Although this event will take place in the Darwin municipality, it is expected that Palmerston residents will be interested and participate, partly due to the high number of Defence Families that help make up our community. It is estimated in 2018, that over 250 Palmerston residents participated in the Walk.

Five (5) residents received funding to assist their participation in sporting activities; representing Palmerston, the Northern Territory and/or Australia. Council reports do not identify residents' personal details; however, the successful applicants have or will be participating in the following:

- Police Rugby World Cup, to be held in Hong Kong from 17 to 26 September 2019. Two successful residents join the previous applicant; Council is now supporting all three Palmerston members of the team.
- Australian under 18 Women's National Hockey Championships, to be held in Hobart from 8 to 14 April 2019.
- Australian under 15 Girls' National Hockey Championships, to be held in Narellan from 8 to 14 April 2019.
- BMX Australia's National series round one competition held in Sydney, 16-17 February 2019.

The remaining application under consideration is the Gray Community Garden Inc.'s request for \$4,142 to assist the group to purchase a trolley and trailer to aid movement of a range of items and materials, and a branded marquee structure which will be used at community events and markets for promotion. The Gray Community Garden's base is Harvest Corner, which wraps around Gray Hall and offers community garden membership to residents and complements the Gray Hall as a venue, adding value to the hall user experience.

The available funds are now reduced to \$34,956.

No requests for in-kind funding have been received via the Community Benefit Scheme, however Lifestyle and Community continues to facilitate direct customer requests for in-kind support through venue hire. This In-kind support to the community will be reported to Council on a regular basis, as a separate report part of the Lifestyle and Community quarterly report and as part of the Annual Report.

A table listing all successful funding applications and acquittals processed to 28 February 2019 for 2018/2019 is provided as **Attachment A**.

CONSULTATION PROCESS

Council will continue to promote this program to the Community via various methods. Successful applications will be posted to our website and, where appropriate, media releases will be circulated.

POLICY IMPLICATIONS

Council Policy *FIN18 Grants, Donations, Sponsorships and Scholarships*.

BUDGET AND RESOURCE IMPLICATIONS

The budget for the 2018/2019 financial year for grants, scholarships, sponsorships, and donations is \$130,000. To date, Council has awarded \$95,044 and \$34,956 remains in the Community Benefit Scheme Budget.

Please note that should the funding application from Gray Community Garden Inc. be successful the budget will be reduced by \$4,142 to \$30,814.

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: City of Palmerston Community Benefit Scheme Applications Processed to Date

City of Palmerston Community Benefit Scheme Applications Processed to Date

City of Palmerston Community Benefit Scheme Applications Approved as at 28 February 2019

Activity Project	Applicant	Amount Requested	Amount Received	Notes
Aridagawa Sister City Student Exchange Scholarship	Palmerston College	\$ 4,000 inc GST	\$3,636	2019 Aridagawa visit
ANZAC Day Services (3 years)	The Returned & Services League of Australia Palmerston	\$ 10,000	\$ 10,000	Final of 3-year agreement
Touch Football NT Titles	Touch Football NT	\$ 13,000	\$ 13,000	Final of 3-year agreement
PGA Championship	Cazaly's Club Palmerston, Palmerston Golf Club	\$ 30,000	\$ 30,000	First of 3-year agreement
Special Children's Christmas Party	AM Media (Special Children's Christmas Party)	\$ 1,000	\$ 1,000	2018 event
Christmas Bash	Palmerston 50+ Club Inc.	\$ 1,000	\$ 1,000	2018 event
Annual School Community Awards -to date	All Palmerston Schools	\$ 1,500 in total	\$ 1,500	Offered annually to all schools; 15 of 15 accepted
Launch Mental Health Week	NT Mental Health Coalition	\$ 2,000	\$ 2,000	2018 event
Buddy Benches in schools	Litchfield/Palmerston Rotary Club	\$ 4,000*	\$ 4,000*	2018 activity * exc. GST
Autism NT Luncheon 2018	Autism NT	\$ 1,818 *	\$ 1,818*	2018 activity * exc. GST
City of Palmerston Seniors Fortnight 2019	Palmerston and Rural Seniors Committee	\$ 15,000	\$ 15,000	First of three-year funding request
Year 12 Pool Party	YMCA Youth and Community Services Limited	\$ 1,840	\$ 1,840	2018 event
Art Practice Wellbeing program	Top End Mental Health Consumers Organisation	\$ 2,000	\$ 2,000	2019 activity
Graffiti Removal project	Mackillop Catholic College	\$ 500	\$ 500	2019 activity
Catering for Training Course	Come Talk/Walk With Me	\$ 500	\$ 500	
Family Fun Day	NT Multiple Births Club	\$ 1,000	\$ 1,000	2019 activity
International Women's Day Walk	United Nations Association of Australia	\$ 2,000	\$ 1,000	2019 event
Walk Event Sponsorship	Walking Off the War Within	\$ 1,000	\$ 1,000	2019 event
Palmerston/NT/Australian Representation - Sport	1. Resident, National All Schools Athletics Championships	\$ 250	\$ 250	Representation support
	1. Resident, School Sport Australia Track and Field Championships	\$ 250	\$ 250	
	2. Resident, School Sport Australia Track and Field Championships	\$ 250	\$ 250	
	1. Resident, Queensland Junior Teams Tennis Carnival	\$ 250	\$ 250	
	2. Resident, Queensland Junior Teams Tennis Carnival	\$ 250	\$ 250	
	3. Resident, Queensland Junior Teams Tennis Carnival	\$ 250	\$ 250	
	4. Resident, Queensland Junior Teams Tennis Carnival	\$ 250	\$ 250	
	5. Resident, Queensland Junior Teams Tennis Carnival	\$ 250	\$ 250	
	1. Resident, Australian Teams Championships, (Tennis)	\$ 250	\$ 250	
	1. Resident, Police Rugby World Cup	\$ 250	\$ 250	
2. Resident, Police Rugby World Cup	\$ 250	\$ 250		

City of Palmerston Community Benefit Scheme Applications Processed to Date

	3. Resident, Police Rugby World Cup	\$ 250	\$ 250	
	1. Resident, National Rugby Union 7's Championships	\$ 250	\$ 250	
	1. Resident -Super 10's National Camp (Tennis)	\$ 250	\$ 250	
	1. Resident - Aus. under 18 Women's National Hockey Championships	\$ 250	\$ 250	
	1. Resident - Aus. under 15 Girls' National Hockey Championships	\$ 250	\$ 250	
	1. BMX Australia's National series round one competition	\$ 250	\$ 250	
TOTAL			\$ 95,044	

Current Community Benefits Scheme Expenditure to Date

	Account Name	YTD	Commitment	YTD + Comm	Budget	Budget Available
Grants/Donations/Sponsorships/Scholarships Paid	Community Grants	\$ 67,044	\$ 28,000	\$ 95,044	\$ 130,000	\$ 34,956

In-Kind Support Approved to Date

Activity Project	Applicant	Amount Requested	Value In-Kind Support Received	Notes
Seniors Indoor Croquet Club	Seniors Indoor Croquet Club	\$ 500	\$ 500	Recreation Centre hire
Playgroup Venue hire	Tumbledown Tots Playgroup	\$ 500	\$ 500	Driver Resource Centre hire
TOTAL			\$ 1,000	

Applications Received and Under Assessment

Activity Project	Applicant	Amount Requested	Notes
Harvest Corner/ Gray Community Garden items	Gray Community Garden Inc.	\$ 4,142	Referred to Council for consideration
TOTAL VALUE		\$ 4,142	

13 OFFICER REPORTS

13.2 Action Reports

13.2.1	Change to Opening Hours – Civic Plaza and Recreation Centre	9/0186
13.2.2	Community Benefit Scheme Application – Gray Community Garden Inc	9/0183
13.2.3	Review of Council Policy <i>AD03 Liquor Licence</i>	9/0185
13.2.4	Review of Council Policy <i>FIN27 Related Party Disclosure</i>	9/0189
13.2.5	Review of Council Policy <i>FIN06 Investment</i>	9/0192
13.2.6	Review of Council Policy <i>RS03 Playground Risk Management</i>	9/0196
13.2.7	Risk Management and Audit Committee Meeting Minutes – 26 February 2019	9/0187
13.2.8	Palmerston Animal Management Advisory Committee Meeting – 27 February 2019	9/0191

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Change to Business Opening Hours – Civic Plaza and Recreation Centre
REPORT NUMBER:	9/0186
MEETING DATE:	19 March 2019
Author:	Human Resource Advisor, Ian Mathers
Approver:	Acting Executive Manager Organisational Services, Richard Iap

PURPOSE

This report seeks Council approval to adjust opening times of the Civic Plaza, Corner University Avenue and Chung Wah Terrace and the Recreation Centre, 11 The Boulevard.

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

- Customer Service is at the centre of everything the City of Palmerston does to deliver a high quality, value-for-money service that meets the diverse needs of the community. Our Customer Service goal is to place our customers, community and visitors at the centre of all we do.
- We are seeking a resolution from Council to change the opening times of the Civic Plaza, Corner University Avenue & Chung Wah Terrace and the Recreation Centre, 11 The Boulevard to offer longer business opening hours to deliver this service.

RECOMMENDATION

1. THAT Report Number 9/0186 entitled Change to Business Opening Hours – Civic Plaza and Recreation Centre be received and noted.
2. THAT the business opening times for Civic Plaza, Corner University Avenue & Chung Wah Terrace and Recreation Centre, 11 The Boulevard, be altered to 8:00 am to 5:00 pm, Monday to Friday.

BACKGROUND

At the council meeting held on 15 April 2008, Council made the following decision:

Section 8 Local Government Act - Council office opening times

DECISION NUMBER 7/0004 – 15/04/08

THAT in accordance with Section 8 of the Local Government Act the City of Palmerston sets the official open times for the Council office located at Civic Plaza, Corner University Avenue & Chung Wah Terrace from 8.15am to 5.00pm Monday to Friday, public holidays excluded.

CARRIED

To ensure continuity to the community, we would like to change the Recreation Centre opening hours to reflect the opening hours of Civic Plaza.

DISCUSSION

Customer Service is at the centre of all we do at the City of Palmerston (CoP). As part of the commitment to improved customer experience, opportunities for improvement have been identified including:

- Introduction of a Customers Service Charter
- New IT and online systems
- Policy and procedure for complaints handling
- Movement and renovation of the customer service area to downstairs at the Civic Plaza

It has been identified that there is an opportunity to improve the customer experience to the community by way of extending our opening hours.

Council's current opening hours are:

- | | | |
|------------------------------|--------------------|---------------------|
| • Civic Plaza | Monday to Friday | 8:15 am to 5:00 pm |
| • Recreation Centre | Monday to Friday | 8.15 am to 5.00 pm |
| • City of Palmerston Library | Monday to Thursday | 10.00 am to 6.00 pm |
| | Friday | 12.00 pm to 8.00 pm |
| | Saturday | 10.00 am to 1.00 pm |
| | Sunday | 1.00 pm to 4.00 pm |

By changing the morning opening hours by fifteen minutes at Civic Plaza and the Recreation Centre to 8:00 am, and creating a split shift system for staff, we will be providing the community with greater flexibility to engage with Council and allow Council to provide the enhanced service we are seeking to implement, at no extra cost.

The Civic Plaza Customer Service team is presently serviced by four (4) employees and the Lifestyle and Community team have eight (8) employees, who are already providing the coverage required to implement this change.

The Executive Leadership Team and affected staff support the opportunity to implement the City of Palmerston's customer focused ethos and affected change.

Headspace, our ground floor tenant, opens at 8:00 am, which aligns with the proposed new opening hours.

CONSULTATION PROCESS

Executive Leadership Team consulted with staff from appropriate departments regarding the proposed change.

Upon approval the Public will be notified of the change to opening hours at the Civic Plaza and Recreation Centre, thorough the City of Palmerston website, publications and updated signage.

POLICY IMPLICATIONS

No policy implications are resulting from this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report as it sits within the current budget framework.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Part 4.4 of the *Local Government Act* Section 47, Council office, subsection (2) states that:

- (2) A public office must be open to the public at reasonable times determined by the council.

The proposed change increases our coverage to the municipality and therefore does not detract from the requirements of the act.

This change falls within the Enterprise Agreement's normal span of hours and does not cause any industrial concerns.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

No environmental sustainability implications are resulting 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 this matter.

ATTACHMENTS

There is no attachment for this report.

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Community Benefit Scheme Application – Gray Community Garden Inc.
REPORT NUMBER:	9/0183
MEETING DATE:	19 March 2019
Author:	Manager Community Services, Jan Peters
Approver:	Acting Director Lifestyle and Community, Amelia Vellar

PURPOSE

This report seeks Council approval to award Community Benefit Scheme funding to the value of \$4,142 from the 2018/2019 budget to Gray Community Garden Inc.

Municipal Plan:

1. Community & Cultural Wellbeing
 - 3.1 Environment Sustainability
 - 3.1 We are committed to actively protecting and enhancing the environmental assets and infrastructure of the City of Palmerston, while supporting local businesses and industry in sustainable land use.

KEY ISSUES

- Gray Community Garden Inc manage the Community garden alongside Gray Community Hall, Harvest Corner.
- Ongoing development of Harvest Corner supports community garden members and the wider community.
- The organisation is requesting funds to purchase a trolley, trailer and branded marquee.
- It is recommended that Council approve the request for funding.

RECOMMENDATION

1. THAT Report Number 9/0183 entitled Community Benefit Scheme Application - Gray Community Garden Inc be received and noted.
2. THAT Council approve a Community Benefit Scheme funding of \$4,142 to Gray Community Garden Inc. for the purpose of purchasing assets that will improve the manual handling of goods by members and allow the group to promote itself and healthy lifestyle choices in Palmerston.

BACKGROUND

Gray Community Garden Inc. is the community organisation that manages the community garden alongside Gray Community Hall, Harvest Corner.

The group describe Harvest Corner as:

“Our garden is in the heart of Palmerston and right on the doorstep of Gray Community Hall. We are passionate about our local community and seek to become an informal hub of community activity. We invite any and all local community groups to contact us if they would like to use the garden for gatherings or events. Currently we have the Australian Breastfeeding Association, Alzheimer’s Australia, the Landcruiser Club, Roseberry Middle School and Gray Primary School all utilising the space.

Gardening in the tropics is a lot of fun with a variety of unusual and exceptionally tasty foods to experiment with. At Harvest Corner we have 40 different species of fruit trees, 2 large banana circles, a rain garden full of taro, huge amounts of sweet potato, numerous types of herbs and scores of vegetables throughout the year....and we are still planting more! We showcase many different aspects of gardening including wicking beds, aquaculture, raised beds, the banana circles, native foods, seed raising, swales, worm farms, composting, sheet mulching and hügelkultur. And there’s plenty of room for more ideas. So, come along and join us. There are plenty of things to learn and new friends to meet. Our garden is one for the whole family - children are especially welcome.”

Source: Harvest Corner Website <http://www.harvestcorner.org.au/>.

Gray Community Garden has previously applied for and successfully received funding through the Palmerston Place-Making Projects 2016/2017, to purchase and install two large mahogany tables and chairs.

At the Council meeting held on 18 July 2017, Council approved a grant of \$4,800.

Financial Support – Palmerston Place-Making Projects – Gray Community Garden Inc 8/1240

- 1. THAT Council receives Report Number 8/1240.*
- 2. THAT Council approve the grant to Gray Community Garden Inc. to the value of \$4,800.*

CARRIED 8/2797 – 18/07/2017

Council has received an application for the 2018/2019 Community Benefit Scheme.

DISCUSSION

The Gray Community Garden Inc has made application under the 2018/2019 Community Benefit Scheme for funding to:

- a large branded marquee structure in order to assist the members to actively and comfortably participate in community events such as markets, that promotes the community garden, as well as gardening generally and eating harvested food as healthy lifestyle choices,
- a trolley to move small items, and
- a trailer to transport larger items such as the marquee and loose materials such as soil that will support the gardeners in safe manual handling.

The total cost of the project as described above is \$8,284. The group have obtained 50% (\$4,142) of the funding from the Australian Government via the Stronger Communities Program, Round 4. They are seeking the balance being \$4,142 through Council's scheme.

The application has been reviewed and is considered to meet the criteria of the Community Benefit Scheme as described with City of Palmerston Policy FIN18 – Grants, Donations, Scholarships and Sponsorships, namely benefiting the Palmerston community.

This application is recommended for approval.

CONSULTATION

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

POLICY IMPLICATIONS

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

The policy states requests in excess of \$2,000 are required to be referred to Council with a recommendation.

BUDGET AND RESOURCE IMPLICATIONS

The financial implications to Council would be \$4,142 from the Community Benefit Scheme 2018/2019 operational budget. There is sufficient funding available in the budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Harvest Corner provides residents with opportunities to garden, socialise and share knowledge about sustainable living in Palmerston.

Gray Community Garden Inc. is a community leader in sustainability and healthy lifestyle practices.

Supporting this organisation to achieve its goals, benefits the Palmerston community and the Palmerston residential environment.

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: Terms of Agreement

Terms of Agreement

between
City of Palmerston
and
Gray Community Garden Inc.

For the period 1 July 2017 to 30 June 2020

Purpose

This Agreement has been developed to provide the City of Palmerston and Gray Community Garden Incorporated with a common understanding of their roles, responsibilities and liabilities in the ongoing management of the Harvest Corner Community Garden.

Shared Vision

Harvest Corner Community Garden is a sustainable garden space for all members of the community to enjoy, participate in and learn about gardening.

Background

Harvest Corner Community Garden was established in 2013 using grant funding received by the City of Palmerston from the Federal Government through the Healthy Communities Initiative. The garden is located adjacent to Gray Community Hall on the corner of Essington Avenue and Wright Crescent and falls within the bounds of the perimeter fence and the external walls of Gray Community Hall.

Communication

City of Palmerston will nominate a contact person for Gray Community Garden Inc. to approach with any queries on the garden. This contact person should receive all minutes of meetings held and be given the option of attending meetings. The superintendent of this agreement is the Director Corporate and Community Services.

Duration

This Agreement commences on **signing of this agreement** and expires on **30 June 2020** with the option for renewal. In the event of dissolution of Gray Community Garden Inc. this agreement becomes null and void and full responsibility for the garden will transfer back to the City of Palmerston.

Acknowledgement

City of Palmerston should be acknowledged for its role in creating the garden and as landholder of the ground on which the garden is built.

Permitted Use

The area occupied by the garden is to be used only for carrying out of the business of Gray Community Garden Incorporated, that is; administration, member's activities and meetings. The garden is only to be accessed between the hours of 6am and 8pm daily. The garden may not be sub-let.

Amendments to the Agreement

Amendments to this agreement may only be made if agreed to in writing between the partners.

Termination of Agreement

Either party may terminate the agreement at any time by advising the other in writing giving no less than 12 weeks' notice. Should the responsibilities outlined in this document not be met by Gray Community Garden Incorporated, City of Palmerston may advise the termination of this agreement giving no less than 4 weeks notice. In cases of termination of this Agreement, City of Palmerston will be under no obligation to provide any cash reimbursement or alternative premises.

Conditions of Responsibility**City of Palmerston has responsibility for:**

- Key infrastructure including fencing and gates, concrete driveway and pathways, shade structure and shed, will remain an asset of the City of Palmerston and therefore be covered by City of Palmerston Industrial Special Risk Insurance.
- Maintenance of key infrastructure.
- Provision of water to the garden to be used for irrigation
- Twice weekly removal of rubbish via the bins located outside Gray Community Hall. These bins, including standard and recycling, are shared between Gray Community Hall users and Harvest Corner Community Garden.
- Allowing access to the toilets located within Gray Community Hall via a key located in a secure location within the Harvest Corner Community Garden locked shed.

Gray Community Garden Incorporated has responsibility for:

- City of Palmerston strongly recommends adequate insurance be taken out for Third Party Property, Fire and Theft. All tools, Equipment supplies etc are the sole responsibility of Gray Community Garden Inc.
- The day to day management of the garden. For example, maintaining and providing equipment, supplies and materials for the running of the garden, managing membership, allocating plots, adjusting irrigation and so on.
- Maintaining, and replacing when necessary, equipment and tools used in the garden including the irrigation system and control unit.
- Using water responsibly by adhering to the agreed guidelines below
 - The irrigation control unit will be in a locked cabinet and each station will be programmed with preset run times to occur early morning or early evening.
 - Irrigation will be chosen and installed to be as water efficient as possible.
 - During the wet season watering times will be greatly reduced and the system will also be fitted with rain detection which means watering will not occur if there has been rain.
- Maintaining the key to Gray Community Hall that allows access to the toilets in a secure environment within the shed.
- Notifying City of Palmerston as soon as practicable of any incident which requires maintenance to key infrastructure
- Seeking approval from City of Palmerston for any additions or modifications to existing infrastructure.
- The Hirer shall not alter or add to the premises without the written consent of City of Palmerston (consent will not be unreasonably withheld) and will be at the sole cost of Gray Community Garden Inc.
- The Hirer shall be responsible for the cost of repair as a result of any damage caused by Gray Community Garden Inc.
- Maintaining public liability insurance
- Ensuring the garden is generally maintained in an attractive and accessible manner

- Ensuring that the garden is accessible to Council staff and contractors by securing gates using the padlocks supplied by City of Palmerston in combination with their own combination padlocks
- Ensuring any signage at the premises is erected in accordance with the City of Palmerston signs code
- Maintaining a no smoking policy

I hereby agree to the contents of this Agreement:

Organisation City of Palmerston

Signature *Jan Peters*

Print name *Jan Peters*

Position *Director Community Services*

Date *19.09.2017*

Organisation Gray Community Garden Inc.

Signature *Naomi Lacey*

Print name *Naomi Lacey*

Position *Vice Chairperson*

Date *19/9/17*

Nominated Contact Person from City of Palmerston

Name *..Danielle..Narris.....*

Email *..Danielle.narris@palmerston.nt.gov.au..*

Phone *..89359943.....*

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Review of Council Policy <i>AD03 Liquor Licence</i>
REPORT NUMBER:	9/0185
MEETING DATE:	19 March 2019
Author:	Acting Director Lifestyle and Community, Amelia Vellar
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council adoption of the revised Council Policy *AD03 Liquor Licence*.

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

- As part of Council's review of all its policies, Council Policy *AD03 Liquor Licence* has been reviewed.
- Elements of policies that provide commentary and outline legislative obligations are not required.
- This policy provides staff direction regarding the assessment of applications for the operation of licensed venues in the Palmerston municipality seeking a liquor licence.
- It does not contain any policy guidance on Council's approach to the provision of alcohol on Council premises.
- Council has reviewed the criteria that may be considered in the advice that Council provides on liquor licence applications within the Palmerston municipality.
- Council has also provided policy guidance on the management of alcohol on Council premises and how Council will consider sponsorship that incorporates the provision and/or promotion of alcohol.
- Due to the broader coverage of the policy, beyond response to liquor licence applications, it is recommended that it be renamed *AD03 Alcohol Management*.
- It is recommended that Council undertake 21 days public consultation on the draft policy.

RECOMMENDATION

1. THAT Report Number 9/0185 entitled Review of Council Policy *AD03 Liquor Licence* be received and noted.
2. THAT Council adopt Draft Council Policy *AD03 Alcohol Management* at **Attachment B** to Report Number 9/0185 entitled Review of Council Policy *AD03 Liquor Licence* for the purposes of 21 days public consultation.
3. THAT a further report with the outcomes of the public consultation, along with any recommended change to the Draft Council Policy *AD03 Alcohol Management* at **Attachment B** to Report Number 9/0185 entitled Review of Council Policy *AD03 Liquor Licence*, be presented to an Ordinary Council Meeting by the end of May 2019.

BACKGROUND

At the 1st Ordinary Council Meeting of 13 December 2016 Council made the following decisions:

DRAFT AD03 Liquor Licence Policy

8/1042

1. THAT Council receives Report Number 8/1042.

CARRIED 8/2381 - 13/12/2016

2. THAT Council endorses Attachment A to Report Number 8/1042.

CARRIED 8/2382 - 13/12/2016

The Policy Review Schedule endorsed by Council includes the requirement for *AD03 Liquor Licence* Policy to be reviewed in the 4th Quarter 2018.

This report considers the revised policy that provides guidance on how Council will respond to liquor licence applications in the Palmerston municipality and manage the appropriate and responsible consumption of alcohol on Council land.

DISCUSSION

Although most people consume alcohol in a socially responsible manner, alcohol misuse has the potential to cause considerable harm to individuals and to the wider community through violent and antisocial behaviour. The recently released Riley Report, commissioned by the Northern Territory Government, found that the Northern Territory continues to have the highest rates of alcohol related deaths, alcohol related burdens of disease and risky drinking behaviours.

The Riley Report also notes that the Northern Territory needs a comprehensive, coordinated and sustained approach to reducing alcohol related harm. As the tier of Government closest to the community, Local Governments are often the first point of call when a safety or health concern arises. The increasing numbers and concentration of licensed venues has resulted in increasingly vocal concerns by business, government agencies and residents about a range of negative impacts, most prominently, reduced amenity and reduced public safety or perceptions of public safety, and antisocial

A Place for People

behaviour. Council has begun to respond to these concerns, by restricting the rates concession offered by Council where a takeaway licence or commercial bar exists.

Council has reviewed the current Council Policy *AD03 Liquor Licence* with consideration of the Riley Report's approach of focussing on areas such as strengthening and supporting licensing and targeting the supply of alcohol, and to play its part in providing a co-ordinated response to the management of alcohol in the Northern Territory.

The policy is considered in two (2) parts:

- Council's responses to liquor licence applications.
- Guidance for the management of alcohol on Council premises.

Due to the broader coverage of the policy, its being recommended that Council rename the policy '*Alcohol Management*'.

Council's Response to Liquor Licence Applications

Licensing NT is responsible for the regulation of liquor licences for venues wishing to sell alcohol. While Council does not have any decision-making authority in the liquor licensing process it does have the opportunity to provide Licensing NT with comments about the possible impact of licensed venues or changes to venue operation on the Palmerston community.

The existing Council Policy *AD03 Liquor Licence* at **Attachment A** provides significant commentary on alcohol within the municipality, the operation of the *Liquor Act* and Council's Municipal Plan, as well as the criteria Council may use when deciding whether to support an application for a Liquor Licence.

Elements of policies are not required if they provide commentary or outline legislative obligations. Therefore, paragraphs 2.1, 2.2 and 2.3 have been removed from the proposed policy at **Attachment B** as they only provide commentary and do not contribute to the criteria to be considered when determining support for an application.

Additions have been made to the policy to reflect the relevant Outcome included in the Draft Community Plan, which will soon be considered by Council for adoption. This is Outcome 1 Family and Community, Palmerston is a safe and friendly community including Objective 1.2 that Council considers the social implications of all planning and decision-making when contributing to Territory planning processes.

The amended *AD03 Liquor Licence Policy* lays out assessment criteria that staff must consider and apply to all comments provided to Licensing NT in response to liquor licence applications for new licences or changes of existing licences under the NT Liquor Act. The assessment criteria include consideration of:

- proximity and impact to nearby land uses
- the hours of licence operation
- number of existing licences in the area
- any existing or previous complaints lodged
- design of premises
- level of security and surveillance
- any matters of non-compliance with other legislation
- the Community Impact Assessment with the application

Additionally, criteria 4.1.8 has been added to assess whether the license application conflicts with any of the draft Community Plan objectives.

Alcohol on Council Premises

Council recognises that alcohol consumption is widely accepted as part of the Australian culture, and plays a role in celebrations, dining, entertainment, sports activities, events and functions. Responsible supply and service of alcohol can also support the vitality of the local economy by supporting local employment in the retail and hospitality sectors.

However, this also needs to be balanced with Council's obligation to contribute to the Riley Report objective of a comprehensive, coordinated and sustained approach to reducing alcohol related harm by ensuring measures that are culturally appropriate and minimise risk and harm.

The recommended approach is that Council does not generally serve alcohol at Council events, however alcohol may be served at Council run limited access events (i.e. events that are ticketed or by invitation only) or unique events. This will be determined by the Chief Executive Officer on a case by case basis, with consideration of all relevant factors.

With regard to privately run events on Council premises, Council will allow the provision of alcohol subject to a thorough risk assessment and event plan being completed. If alcohol is to be served, organisers will need to advise Council that alcohol is being served, and if so, evidence will need to be provided that the organisers have complied with all relevant requirements and NT Police have been advised of the event. Council may also impose additional conditions as it sees fit.

In settings where sponsorship arrangements are being considered to assist in funding an event, Council will consider these on a case by case basis taking into account the nature of the package, and the alignment with Council's values.

CONSULTATION PROCESS

It is being recommended that this revised policy be adopted for the purposes of 21 days public consultation.

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

- Director Governance and Regulatory Services

POLICY IMPLICATIONS

If the proposed Council Policy *AD03 Alcohol Management* is adopted, it will replace the current version at **Attachment A** to this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a reputational risk to Council by not taking into consideration outcomes outlined in the Draft Community Plan.

The social implications of failing to address alcohol management are outlined in the Riley Report and include increased criminal activity, increased road death toll and an increase in alcohol related health outcomes.

Licensing NT is responsible for the regulation of liquor licences for venues wishing to sell alcohol, however Council risks reputational damage if it does not advocate the wishes of the community in responding to liquor licence applications.

ENVIRONMENT SUSTAIN ABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Current Council Policy *AD03 Liquor Licence*

Attachment B: Proposed Council Policy *AD03 Alcohol Management*

Name:	Liquor Licence		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Grown and Operations		
Approval Date:	13/12/2016	Next Review Date:	1/10/2018
Records Number:	365877	Council Decision:	8/2382

1 PURPOSE

This policy provides staff direction regarding the assessment of applications for the operation of licensed venues seeking a liquor licence in the Palmerston local government area.

This policy applies to all comments Council staff provide to the Northern Territory Government (NTG) (Licensing NT) in regards to liquor licence applications for new liquor licences or changes and/or operation of existing licences under the *NT Liquor Act (Liquor Act)*.

2 PRINCIPLES

2.1 Background

Alcohol plays a significant social role in Australia and liquor consumption in the Northern Territory is well above the average of most other states¹. Although most people consume alcohol in a socially responsible manner, alcohol misuse has the potential to cause considerable harm to individuals and to the wider community through violent and antisocial behaviour.

Like other communities across Australia, Palmerston has in recent years seen a proliferation and concentration of licensed premises in local areas. Many factors have contributed to this trend locally, including:

- The continuing dominant social role of alcohol;
- The high numbers of domestic and international visitors;
- Climatic conditions of the warm climate;
- High numbers of shift workers; and
- Substantial population growth.

As the tier of Government closest to the community, Local Governments are often the first point of call when a safety or health concern arises. The increasing numbers and concentration of licensed venues has resulted in increasingly vocal concerns by business, government agencies and residents about a range of negative impacts, most prominently, reduced amenity and reduced public safety or perceptions of public safety.

The Northern Territory Government (Licensing NT) is responsible for (amongst other regulatory roles) the regulation of liquor licences for venues wishing to sell alcohol. While Local Government does not have any decision making power in the liquor licensing process it does have the opportunity under the *Liquor Act* to provide comment to the NTG about the possible impact of licensed venues, or changes to venue operation on the local community.

The City of Palmerston is committed to providing a healthier and safer place for residents and visitors and a key aspect of this is via input Council provides on Liquor licence applications within the Palmerston Local Government Area.

¹ Caroline Gao, Rowan Ogeil and Belinda Lloyd – July 2014 – Alcohol's burden of disease in Australia

AD03

2.2 NT Liquor Act

In accordance with Section 47F (3)(e) of the *Liquor Act*, the City of Palmerston, as an agency or public authority that performs functions relating to public amenities, including health, education and public safety has the right to object to an application for the grant of a licence, a variation of a licence, an application for the substitution of other premises and an application for approval to make a material alteration to licensed premises.

Under the Section 47F (2) of the Act an objection may only be made on the ground that the grant of the licence, variation of conditions, substitution of other premises or material alteration may or will adversely affect:

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

In addition to comments provided under Section 47F, Licensing NT has indicated that they encourage and will accept all comments and or grounds for objection Council have on a proposed application including items such as planning non-compliance or matters of inconsistency with other legislation that may be relevant. While not specifically under 47F these non-compliance matters have a high relevance to ensuring compliance with legislation within the Northern Territory that are worthy of mention in Council's comments to Licensing NT.

Based on the above it is imperative that Council have a set criteria to consider relevant Liquor Licence applications to provide relevant comments under section 47F and other relevant Legislation and if required, object to those applications that are inconsistent with an area or locality.

2.3 City of Palmerston Municipal Plan

The Municipal Plan plays the leading role in Council's Strategic Planning Framework, guiding all other planning and reporting activities. It is based on four Strategic Focus areas which cover the services and responsibilities of Council: Community & Cultural Wellbeing; Economic Development; Environment & Infrastructure; Governance & Organisation.

The criteria and principles to consider relevant Liquor Licence applications are based on ensuring alignment with the City of Palmerston Municipal Plan, in particular the aspects relating to Community & Cultural Wellbeing.

The adoption and implementation of this policy seeks to advance the Strategic Focus areas of the Municipal Plan by ensuring Liquor Licence applications are consistent with outcomes sought for the City of Palmerston under the Municipal Plan.

3 DEFINITIONS

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

Term	Definition
Liquor Licence	Means a licence issued under the NT Liquor Act
Liquor	Means a beverage that contains more than 1.15% by volume of ethyl alcohol
Sensitive Land Use	<ul style="list-style-type: none"> - Schools, childcare centres and other places principally used by children - Seniors living residential developments

AD03

	<ul style="list-style-type: none"> - Community centres - Place of Public Worship - Other land uses identified at the time of an application
Residential Areas	Land contained within a residential zone under the NT Planning Scheme

4 POLICY STATEMENT

4.1 Assessment Criteria for Liquor Licence Applications

The following criteria, amongst others not specified that may also be relevant, should be considered by Council when considering a liquor licence application and formulating comments to Licencing NT:

- 4.1.1 Proximity and potential impacts on sensitive land uses. (Will the proposed licence impact on any nearby sensitive land uses by way of noise impacts, increased occurrences of itinerancy etc?)
- 4.1.2 Hours of operation. (Is the proposal consistent with the operating hours of the surrounding land uses?)
- 4.1.3 Number of existing/proposed/approved licensed venues in the locality. *Consideration of (represented spatially) existing / proposed / approved licensed venues in the locality with regards to the social conditions of the locality (a review of Socio- Economic Indexes for Areas (SEIFA) data if required)*
- 4.1.4 Number and nature of complaints lodged with Council in relation to an existing licensed premise. *(if applicable)*
- 4.1.5 The extent to which the premise has been designed to minimise the impacts of its activities on any adjacent residential development. *(Considerations include Crime Prevention Through Environmental Design Principles, noise attenuation measures, landscaping or fencing buffers between any car parking, service area, outdoor storage area and surrounding land use)*
- 4.1.6 Level of security and surveillance to be adopted by the licensed premises. *(Is the existing/proposed level of security and surveillance to be adopted by the licensed premises adequate for the locality or surrounding land uses?)*
- 4.1.7 Does the application raise any additional matters of non-compliance with other legislation that may be relevant? *(Does the proposed licence operation have the relevant Planning permits/approvals?)*

Should an application raise significant conflicts with the above criteria it may be in the interest of Council to object to an application on relevant grounds. An objection to an application should be made under Section 47 (F) of the *Liquor Act* and/or based on conflicts or non-compliance with other relevant legislation.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Municipal Plan

6 REFERENCES AND RELATED LEGISLATION

- 6.1 NT Liquor Act
- 6.2 NT Planning Act
- 6.3 NT Planning Scheme

Name:	Alcohol Management		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Lifestyle and Community		
Approval Date:	19/03/2019	Next Review Date:	21/03/2023
Records Number:		Council Decision:	

1 PURPOSE

This policy provides staff direction regarding the assessment of applications for the operation of licensed venues seeking a liquor licence in the Palmerston Municipality and guidance on Council's management of alcohol provision on Council premises.

This policy applies to all comments Council staff provide to the Northern Territory Government (NTG) (Licensing NT) in regard to liquor licence applications for new liquor licences or changes and/or operation of existing licences under the *Liquor Act*.

This policy will also demonstrate how Council will meet the City of Palmerston Community Plan commitment to consider the social implications of all planning and decision making when contributing to Territory planning processes.

2 PRINCIPLES

Council is committed to providing a healthier and safer place for residents and visitors and a key aspect of this is via input Council provides on liquor licence applications within the Palmerston municipality and responsible alcohol management on its own premises and public spaces.

It is imperative that Council have a set criterion to consider relevant Liquor Licence applications to provide relevant comments under section 47F of the *Liquor Act* and other relevant legislation and if required, object to those applications that are inconsistent with an area or locality.

3 DEFINITIONS

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

Term	Definition
Council Premises	Any land or buildings under the effective control of Council
Liquor Licence	Means a licence issued under the <i>Liquor Act</i>
Liquor	Means a beverage that contains more than 1.15% by volume of ethyl alcohol
Sensitive Land Use	<ul style="list-style-type: none"> - Schools, childcare centres and other places principally used by children. Seniors living residential developments; - Community Centres; - Places of Public Worship; and Other land uses identified at the time of an application.
Residential Areas	Land contained within a residential zone under the <i>NT Planning Scheme</i>

4 POLICY STATEMENT

4.1 Assessment Criteria for Liquor Licence Applications

Council will consider, but is not limited to, the following criteria when considering liquor licence applications and formulating comments to Licensing NT:

- 4.1.1 Proximity and potential impacts on sensitive land uses. *(Will the proposed licence impact on any nearby sensitive land uses by way of noise impacts, increased occurrences of itinerancy or antisocial behaviour etc?)*
- 4.1.2 Hours of operation. *(Is the proposal consistent with the operation hours of the surrounding land uses?)*
- 4.1.3 Number of existing/proposed/approved licensed venues in the locality. *Consideration of (represented spatially) existing/proposed/approved licensed venues in the locality with regards to the social conditions of the locality (a review of Socio-Economic Indexes for areas (SEIFA) data if required)*
- 4.1.4 Number and nature of complaints lodged with Council in relation to an existing licensed premise. *(if applicable)*
- 4.1.5 The extent to which the premise has been designed to minimise the impacts of its activities on an adjacent residential development. *(Considerations include Crime Prevention through Environmental Design Principles, noise attenuation measures, landscaping or fencing buffers between any car parking, service area, outdoor storage area and surrounding land use)*
- 4.1.6 Level of security and surveillance to be adopted by the licensed premises. *(Is the existing/proposed level of security and surveillance to be adopted by the licensed premises adequate for the locality or surrounding land uses?)*
- 4.1.7 Does the application conflict with Community Plan objectives?
- 4.1.8 Does the application raise any additional matters of non-compliance with other legislation that may be relevant? *(Does the proposed licence operation have the relevant Planning permits/approvals?)*
- 4.1.9 Information contained with the Community Impact Assessment that accompanies applications.

Should an application raise significant conflicts with the above criteria it may be in the interest of Council to object to an application on relevant grounds.

An objection to an application should be made under Section 47F of the *Liquor Act* and based on conflicts or non-compliance with other relevant legislation.

4.2 Alcohol at on Council Premises

- 4.2.1 Council does not generally serve alcohol at community events; however, alcohol may be served as appropriate at Council run limited access events (eg. ticketed or by invitation only events) or unique events. This will be determined by the Chief Executive Officer on a case by case basis, with consideration of all relevant factors.
- 4.2.2 Council is prepared to allow the consumption of alcohol at privately run events on Council premises (eg. parties, weddings) subject to written application advising of the provision of alcohol.

- 4.2.3 Organisers will need to demonstrate that they have complied with all relevant legislative and Council requirements and have engaged with NT Police.
- 4.2.3 Council also reserves the right to impose additional conditions, including security arrangements, recovery of cleaning costs and an increased bond if it is deemed necessary for private events on Council premises.

4.3 Sponsorship of Council Events

Where sponsorship arrangements incorporating provision or promotion of alcohol are being considered as a way of assisting to meet the costs of a Council event, consideration must be given to the following:

- The role, nature and value of the sponsorship package. The supply and service of alcohol as a main element of a sponsorship package is generally inconsistent with this policy, however an assessment of the role and purpose for the supply of alcohol will need to demonstrate alignment with the event setting.
- Should the event be an open access (ie. all ages), the service of alcohol must not compromise access to the event.
- The values of the sponsor must align with the values of Council as outlined in Council's Community Plan and requirements of Council policies as applicable.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Community Plan

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Liquor Act*
6.2 *Planning Act*
6.3 *Northern Territory Planning Scheme*

AGENDA ITEM:	13.2.4
REPORT TITLE:	Review of Council Policy <i>FIN27 Related Party Disclosure</i>
REPORT NUMBER:	9/0189
MEETING DATE:	19 March 2019
Author:	Executive Manager Finance, Shane Nankivell
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to adopt the revised Council Policy *FIN27 Related Party Disclosure*.

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 Policy *FIN27 Related Party Disclosure* has been reviewed.
- Policies are supposed to value-add to legislated requirements not merely restate legislation or provide procedural guidance.
- It is being recommended that Council retain Council Policy *FIN27 Related Party Disclosure* as it outlines how Council will meet its obligations under *AASB124 Related Party Disclosures*.
- Several amendments are recommended to remove the superfluous information captured within the current policy, and to promote clarity and conciseness of the remaining content.

RECOMMENDATION

1. THAT Report Number 9/0189 entitled Review of Council Policy *FIN27 Related Party Disclosure* be received and noted.
2. THAT Council adopt the updated Council Policy *FIN27 Related Party Disclosure* being **Attachment A** to Report Number 9/0189 entitled Review of Council Policy *FIN27 Related Party Disclosure*.

BACKGROUND

At the 2nd Ordinary Council Meeting of 21 March 2017 Council made the following decision:

FIN27 Related Party Disclosure Policy

GOC/0335

THAT Council adopt FIN27 Related Party Disclosure Policy.

CARRIED 8/2522 - 21/03/2017

Council Policy *FIN27 Related Party Disclosure* was scheduled to be reviewed in the first quarter of 2019. This review has now been completed and this report considers the outcome of that review.

DISCUSSION

Council Policy *FIN27 Related Party Disclosure* has been reviewed and is being recommended for retention with amendments. This policy follows the requirements of *AASB124 Related Party Disclosure (AASB124)*, however, provides more detail on how Council will follow the requirements of that accounting standard by providing a mechanism for collecting information on related party transactions, and how this information is to be used and disclosed. It also provides procedural directions relating to other accounting standards on how to identify related parties.

Retention of this policy is important as it also provides a public statement of Council's intent and process on complying with its disclosure obligations which is an important element of Council's transparency and accountability.

Policies are supposed to value-add to legislated requirements not merely restate legislation or provide procedural guidance. Consequently, during the review process the clauses that did not provide additional value as they simply restated the requirements of *AASB124* or were procedural in nature have been removed from the policy,

The remaining content of the policy has been retained with slight amendments to promote clarity and conciseness as well as revised formatting.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

If adopted, the revised Council Policy *FIN27 Related Party Disclosure* becomes a policy of Council

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

In preparing the annual financial statements, Council has a legislated obligation to comply with the Australian Accounting Standards. This policy helps ensure that that appropriate information and evidence is gathered to support the disclosures made in the annual financial statements.



Council's external auditors will review the documentation provided to satisfy themselves that it is complete, accurate and compliant with AASB124, and that Council is meeting its reporting obligations.

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: Proposed Council Policy *FIN27 Related Party Disclosure*

Attachment B: Current Council Policy *FIN27 Related Party Disclosure*

Name:	Related Party Disclosure		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Executive Manager Finance		
Approval Date:	19/03/2019	Next Review Date:	21/03/2023
Records Number:		Council Decision:	

1 PURPOSE

The purpose of this policy is to outline how Council will comply with the disclosure requirements under AASB124 *Related Party Disclosures*.

The policy will:

- Identify related parties, information and transactions about those parties
- Establish a system to capture and record transactions and information about those transactions; and
- Identify circumstances in which a disclosure is required

2 PRINCIPLES

Council is committed to complying with the requirements of the Australian Accounting Standard and providing open and transparent disclosures within the annual financial statements.

3 DEFINITIONS

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

Term	Definition
Close family members or close members of the family	<p>Are those family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include:</p> <ul style="list-style-type: none"> - that person's children and spouse or domestic partner; - children of that person's spouse or domestic partner; and - dependants of that person or that person's spouse or domestic partner. <p>For the purpose of AASB124 close family members can include extended members of a family, if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.</p>
Control	<p>Control of an entity is present when there is:</p> <ul style="list-style-type: none"> - power over the entity; and - exposure or rights to variable returns from involvement with the entity; and - the ability to use power over the entity to affect the amount of returns received.
Joint Control	<p>The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.</p>
Key management personnel or key management person (KMP)	<p>Person(s) having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. Specifically, KMP of Council are:</p> <ul style="list-style-type: none"> - the Mayor;

	<ul style="list-style-type: none"> - Elected Members; - the Chief Executive Officer; or - members of the Executive Leadership Team
Ordinary Citizen Transactions	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities (eg. Paying rates or other charges, using Council's public facilities as an individual)
Related party	<p>Is a person or entity that is related to the reporting entity.</p> <ol style="list-style-type: none"> I. Council subsidiaries; II. Entities who are associates of Council and Council subsidiaries; III. Joint ventures in which Council or a Council subsidiary is a joint venturer; IV. Council's KMP; V. A close family member of a KMP of Council; VI. Entities controlled or jointly controlled by a KMP of Council; or VII. Entities controlled or jointly controlled by a close family member of a KMP of Council; VIII. Other entities as specified in <i>AASB124</i>, paragraph 9(b)(iii),(iv), (v) and (viii).
Related party transaction	Is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Reporting entity	Is the entity that is preparing its financial statements.

4 POLICY STATEMENT

4.1 Identifying Related Party Transactions with KMP and their Close Family Members

KMP must provide a related party disclosure, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members to the Chief Executive Officer.

4.1.1 Related Party Disclosure Form

KMP will be required to complete a related party disclosure form as soon as a related party relationship exists or within 30 days of a specified notification period (even if no related party transactions exist).

4.1.2 Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure on the appropriate form to the Chief Executive Officer.

4.1.3 Specified Notification Periods

KMP have to provide a Related Party Disclosure Form in the following periods during a financial year:

- 30 days after initial approval of this policy;
- 30 days after a KMP commences their term or employment with Council;
- 30 November each year;
- 30 June each year.

4.1.4 Other Notifications

The notifications requirements under Section 4.1 are in addition to notifications a KMP must make to comply with other existing policies of Council.

4.1.5 Exclusions

The notification requirements under Section 4.1 do not apply to:

- For staff - salary and other employee benefits
- For Elected Members - transactions governed by Council policy EM02 *Elected Members Benefits and Support Policy*
- Transactions classified as ordinary citizen transactions as defined in this policy

4.1.6 Other Sources of Information

To ensure all related party transactions are captured and recorded other sources of information held by Council may be utilised; including, but not limited to:

- Minutes of Council and committee meetings;
- Council's Contracts Register
- Council's Tender Register
- Gifts and Benefits Register

4.2 Information Privacy

Information collected to comply with *AASB124 Related Party Disclosures* will only be used for that purpose and will not be disclosed for any other purposes.

5 ASSOCIATED DOCUMENTS

- 5.1 Related Party Disclosure by KMP form
- 5.2 Privacy Collection Notice Related Party Disclosures by KMP

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Local Government (Accounting) Regulations*
- 6.5 Australian Accounting Standards

Name:	Related Party Disclosure		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	21/03/2017	Next Review Date:	1/01/2019
Records Number:	365983	Council Decision:	8/2522

1 PURPOSE

This policy assists Council in complying with the disclosure requirements under AASB124 Related Party Disclosures.

The policy will:

- identify related parties, information and transactions about those parties
- Establish a system to capture and record transactions and information about those transactions
- Identify circumstances in which a disclosure is required
- Determine the disclosures to be made about those items in the Annual Financial Statements for complying with AASB124

2 PRINCIPLES

Section 131 Local Government Act Northern Territory and Section 12 of the Local Government (Accounting) Regulations require Council to prepare financial statements for each financial year in line with the accounting standards. For annual periods beginning on or after 1 July 2016 Council will comply with the Related Party Disclosures under AASB124.

3 DEFINITIONS

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

Term	Definition
Arm's length terms	Terms between parties that are reasonable in the circumstance of the transaction, where both parties have acted in their own interest, in the absence of the parties being related or influenced by the other.
Close family members or close members of the family	Are those family members who may be expected to influence, or be influenced by, that key management person in their dealings with Council and include: <ul style="list-style-type: none"> - that person's children and spouse or domestic partner; - children of that person's spouse or domestic partner; and - dependants of that person or that person's spouse or domestic partner. For the purpose of the AASB 124 close family members can include extended members of a family, if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.
Control	Control of an entity is present when there is: <ul style="list-style-type: none"> - power over the entity; and

FIN27

	<ul style="list-style-type: none"> - exposure or rights to variable returns from involvement with the entity; and <p>the ability to use power over the entity to affect the amount of returns received.</p>
Joint Control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key management personnel or key management person (KMP)	<p>Person(s) having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. Specifically, KMP of Council are:</p> <ul style="list-style-type: none"> - the mayor; - elected members; - the chief executive officer; - the directors; <p>other officers with delegations under Section 102 Local Government Act.</p>
Ordinary Citizen Transactions	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. (eg. Paying rates or other charges, using Council's public facilities as an individual)
Related party	<p>Is a person or entity that is related to the reporting entity.</p> <ol style="list-style-type: none"> I. Council subsidiaries; II. Entities who are associates of Council and Council subsidiaries; III. Joint ventures in which Council or a Council subsidiary is a joint venturer; IV. Council's KMP; V. A close family member of a KMP of Council; VI. Entities controlled or jointly controlled by a KMP of Council; VII. Entities controlled or jointly controlled by a close family member of a KMP of Council; <p>Other entities as specified in AASB 124, paragraph 9(b)(iii),(iv), (v) and (viii).</p>
Related party transaction	Is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Reporting entity	Is the entity that is preparing its financial statements.

4 POLICY STATEMENT

4.1 Disclosure Requirements under AASB 124

To comply with AASB 124, for annual periods beginning on or after 1 July 2016, Council will make the following disclosures in its General Purpose Financial Statements.

FIN27

- 4.1.1 Key management personnel (KMP) compensation in total and for each of the following categories:¹
- Short -term employee benefits;
 - Post-employment benefits;
 - Other long-term benefits; and
 - Termination benefits.
- 4.1.2 Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity²
- 4.1.3 For each category of transactions with a related party (as defined in this policy), Council will disclose the following information in Council General Purpose Financial Statements:
- The nature of the related party relationship;
 - The amount of the transactions;
 - The amount of outstanding balances, including commitments, and:
 - Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - Details of any guarantees given or received;
 - Provisions for doubtful debts related to the amount of outstanding balances; and
 - The expense recognised during the periods in respect if bad or doubtful debts due from related parties.
- 4.1.4 For each related party category specified in the definition of this policy, Council will disclose information specified in Section 4.1.3 for related party transactions of a similar nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the Financial Statements of Council, having regards to the following criteria:
- The nature of the related party relationship;
 - The significance of the transaction (individually or collectively) in terms of size or value;
 - Whether the transaction is carried out on non-arm's length terms;
 - Whether the nature of the transaction is outside normal day-to-day business operations.
- Decision on disclosure in aggregate or separate will be made in consultation with the Council's external auditor.

4.2 Identifying Council Related Party Relationships and Transactions

- 4.2.1 The Finance Manager is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated).
- 4.2.2 To determine whether Council has control or joint control of an entity, the Finance Manager is responsible for applying AASB 10 and ASSB 11.
- 4.2.3 To determine whether an entity is an associate of, or in a joint venture with Council or a Council subsidiary the Finance Manger is responsible for applying AASB 128.
- 4.2.4 Related party transactions are identified through Council's electronic business system and the Finance Manager is responsible to extract the information specified in Section 4.1.3 for the register of related party transactions. Furthermore, the Finance Manager is responsible to investigate any related party transactions as specified in Section 4.1.3 that are not kept in the electronic business system through manual investigation.

¹ See AASB 124, paragraph 17 and 17A

² See ASSB 124, paragraph 18A

4.3 Identifying Related Party Transactions with KMP and their Close Family Members

KMP must provide a related party disclosure, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members to the Chief Executive Officer.

4.3.1 Related Party Disclosure Form

At least 30 days before a specified notification period, the Finance Manager will provide KMP with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

4.3.2 Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure on the appropriate form to the Chief Executive Officer.

4.3.3 Specified Notification Periods

KMP have to provide a Related Party Disclosure Form in the following periods during a financial year:

- 30 days after initial approval of this policy;
- 30 days after a KMP commences their term or employment with Council;
- 30 November each year;
- 30 June each year.

4.3.4 Other Notifications

The notifications requirements under Section 4.3 are in addition to notifications a KMP must make to comply with other existing policies of Council.

4.3.5 Exclusions

The notification requirements under Section 4.3 do not apply to:

- (For staff) transactions disclosed under Section 4.1.1 (eg. Salary and other employee benefits)
- (For elected members) transactions governed by Council policy EM02 *Elected Members Benefits and Support Policy*
- Transactions classified as ordinary citizen transactions as defined in this policy

4.3.6 Information Extraction

Related party transactions are identified through Council's electronic business system and the Finance Manager is responsible to extract the information specified in Section 4.1.3 for the register of related party transactions. Furthermore, the Finance Manager is responsible to investigate any related party transactions as specified in Section 4.1.3 that are not kept in the electronic business system through manual investigation.

4.3.7 Other Sources of Information

To ensure all related party transactions are captured and recorded, the Finance Manager is responsible for reviewing, if required, other sources of information held by Council including, but not limited to:

- A register of interests of a KMP and of persons related to the KMP;
- Minutes of Council and committee meetings;
- Council's Contracts' Register
- Council's Tender Register
- Gifts and Benefits Register

4.4 Register of Related Party Transactions

The Finance Manager is responsible for maintaining and keeping up to date a register of related party transactions that captures and records information specified in Section 4.1.3 for each existing or potential related party transaction during a financial year.

4.4.1 Contents of the Register

The contents of the register of related party transactions must detail for each related party transaction:

- The description of the related party transaction;
- The name of the related party;
- The nature of the related party's relationship with Council;
- Whether the notified related party transaction is existing or potential;
- A description of the transactional documents subject of the related party transaction;
- The information specified in Section 4.1.3 of this policy.

4.5 Information Privacy

4.5.1 Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public. Disclosure will only occur where required under the Information Act.

- Information (including personal information) provided by a KMP in a related party disclosure; and
- Personal information contained in a register of related party transactions.

4.5.2 When Consent is Required

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

4.5.3 Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register or related party transactions for the purposes specified in Section 4.5.4:

- the Chief Executive Officer;
- the Director of Corporate and Community Services;
- the Finance Manager;
- an Auditor of Council;
- other officers as delegated by the Chief Executive Officer.

4.5.4 Permitted Purposes

A person specified in Section 4.5.3 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- to assess and verify a notified related party transaction;
- to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register or related party transactions;
- to comply with the disclosure requirements of AASB 124;
- to verify compliance with the disclosure requirements of AASB 124.

5 ASSOCIATED DOCUMENTS

- 5.1 Attachment A to Policy FIN27 – Related Party Disclosure by KMP form
- 5.2 Attachment B to Policy FIN27 – Privacy Collection Notice Related Party Disclosures by KMP
- 5.3 City of Palmerston Policies

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Information Act
- 6.2 Northern Territory Local Government Act
- 6.3 Northern Territory Local Government (Administration) Regulations
- 6.4 Northern Territory Local Government (Accounting) Regulations
- 6.5 Australian Accounting Standards
- 6.6 Ministerial Guidelines
- 6.7 Local Government General Instructions

AGENDA ITEM:	13.2.5
REPORT TITLE:	Review of Council Policy <i>FIN06 Investment</i>
REPORT NUMBER:	9/0192
MEETING DATE:	19 March 2019
Author:	Executive Manager Finance, Shane Nankivell
Approver:	Chief Financial Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to adopt the revised Council Policy *FIN06 Investment*.

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 Policy *FIN06 Investment* has been reviewed.
- The review was undertaken in line with *Ministerial Guideline 4 Investments*.
- It is been recommended that Council retain Council Policy *FIN06 Investment* as it provides a framework to minimise risk when Council invests surplus funds.
- Several amendments are recommended to ensure compliance with *Ministerial Guideline 4 Investments* and good practice including removing references to investing in property, which is to be undertaken on a case by case basis.

RECOMMENDATION

1. THAT Report Number 9/0192 entitled Review of Council Policy *FIN06 Investment* be received and noted.
2. THAT Council adopt the updated Council Policy *FIN06 Investment* being **Attachment A** to Report Number 9/0192 entitled Review of Council Policy *FIN06 Investment*.

BACKGROUND

At the 2nd Ordinary Council Meeting of 17 May 2016 Council made the following decision:

Review FIN06 Investment Policy

THAT Council adopt the amended FIN06 Investment Policy.

CARRIED 8/1979-17/05/2016

Council Policy *FIN06 Investment* was scheduled to be reviewed in the first quarter of 2019. This review has now been completed and this report considers the outcome of that review.

DISCUSSION

Ministerial Guideline 4 Investments (the Guideline) requires Council to have a policy which sets out the objectives of Council for the investment of money. This policy must also be passed by resolution of Council.

Council Policy *FIN06 Investments* outlines the requirements and frameworks that Council officers must operate within when undertaking financial investments as well as the type of investment that can be undertaken.

During the review process, consideration was given to the content and requirements of the Guideline. Consequently, it is recommended that several amendments be made to the policy to ensure compliance with the Guideline as well as improving the management of risk in relation to investments.

The recommended amendments include:

- Purpose and Principles - Aligning the purpose and principles of the policy with the investment objectives and strategy of the Council.
- Definitions - Updating the definitions so that they match the definitions within the Guideline.
- Risk Management - Replace the superfluous definitions of risk appetite and risk capacity that add no value to the content of the policy with the clear and concise investment strategy.
- Portfolio Credit Framework - Reduce the percentage of Council's portfolio that can be invested in both A2 or A3 (or equivalent) rated institutions from 80% to 60% and 50% to 40% respectively, thereby reducing Council's maximum exposure to institutions with lower credit ratings. Long term investment percentages have also been adjusted in line or more conservatively than the short-term percentages.
- Counterparty Credit Framework - Reduce the percentage of Council's portfolio that can be invested in a single institution across A1, A2 and A3 (or equivalent) rated institutions from unlimited to 60%, 60% to 40% and 40% to 30% respectively. This reduces Council's potential loss in the extremely unlikely event that an A1 institution fails, as the maximum amount of Council's portfolio that could be affected is reduced from a potential 100% to 60%, as well as limiting potential losses from failure of lower rated institutions. Long term investment percentages have also been adjusted in line or more conservatively than the short-term percentages.
- Property Investment - All references made to investing in property (with the exception of reporting) have been omitted. This type of investment is outside the scope of an investment policy, and any such investment should be made on a case by case basis with a supporting business case and Council resolution.
- Delegated Authorities - Removal of delegated authorities as this is covered under the Chief Executive Officer's delegation.
- Prohibited Investments - Removal of limiting clauses in relation to seeking ministerial approval to invest in unlisted companies and trusts and borrowing to invest in property which are contradictory to the Guideline which prohibits the use of borrowing to invest.
- Approved Investments - Minor alignment of permissible investments to those included in the Guideline.
- Benchmarking - Updated the performance benchmark for Enhanced/Direct Investments from the UBSWA Bank Bill to the BBSW 90- day rate as the UBSWA is a defunct index.
- Removal of superfluous procedural sentences throughout the policy.
- Removal of review and reporting sections of the policy as they are already outlined or are requirements of the *Local Government (Accounting) Regulations*.

- Grammatical and format improvements throughout the policy.

CONSULTATION PROCESS

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

It is not recommended that Council undertake public consultation as this policy is being prepared in line with Council's obligations under the Guideline.

POLICY IMPLICATIONS

If adopted, the revised Council Policy *FIN06 Investment* becomes the policy of Council.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Section 121 of the *Local Government Act* requires Council to comply with any investment guidelines that may be issued from time to time. The guidelines state the minimum requirements that must be included in a Council's investment policy as well as providing a sample policy.

The current policy has several minor inconsistencies with the Guideline. The amended policy addresses these issues and ensures compliance with the Guideline.

Although not all risk can be eliminated, the amended risk frameworks within the revised policy help further mitigate Council's risk when investing excess funds and thereby meet the objectives of the policy to preserve capital as the principle objective.

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: Proposed Council Policy *FIN06 Investment*

Attachment B: Current Council Policy *FIN06 Investment*

Name:	Investment		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Executive Manager Finance		
Approval Date:	19/03/2019	Next Review Date:	17/03/2020
Records Number:		Council Decision:	

1 PURPOSE

The purpose of this policy is to enable Council to invest surplus funds, with consideration of risk and at the most favourable rate of interest available at the time, for that investment type, while ensuring that council's liquidity requirements are being met. While exercising the power to invest, consideration is to be given to preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio must ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Council's risk tolerance.

2 PRINCIPLES

Council is committed to maximising appropriate investment returns whilst maintaining a conservative risk/return portfolio. All activities regarding Council's investments are exercised with the care, diligence and skill of a prudent person, and not undertaken for speculative purposes.

3 DEFINITIONS

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

Term	Definition
Credit Risk	Credit risk is the risk of loss to an investor due to counterparty's failure to pay the interest and/or repay principal of an investment.
Liquidity Risk	Liquidity risk is the risk that an investor is unable to realise the investment at a fair price within a timely period resulting in a loss upon realisation.
Market Risk	Market risk is the risk that the fair value or future cash flows of an investment will fluctuate due to changes in market prices.

4 POLICY STATEMENT

4.1 Risk Management

The risk of all assets included in the investment portfolio must be known, measurable and acceptable to Council.

4.1.1 As the principle objective of the Council is to preserve capital, the Council has a low tolerance to investment risk and a conservative, risk adverse investment strategy is required.

4.1.2 Risk Management Guidelines

To manage risk the following frameworks have been established and investments must comply with these frameworks. If any of Council's investments are downgraded such that they no longer fall within the investment policy requirements, they will be divested as soon as practicable but in a manner that does not give rise to an unnecessary loss to Council.

4.1.2.1 Portfolio Credit Framework

The Portfolio Credit Framework limits overall credit exposure of the investment portfolio. The limits on the percentage of the portfolio exposed to any particular credit rating category must be complied with as outlined in the following credit framework table.

Rating Table								
	Short Term < = 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit - as % of total Investment Portfolio	100%	60%	40%	10%	100%	60%	30%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

4.1.2.2 Counterparty Credit Framework

The Portfolio Credit Framework limits exposure to individual counterparties/institutions by its credit rating so that single entity exposure is limited, as detailed below.

Rating Table								
	Short Term < = 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit - as % of total Investment Portfolio	60%	40%	30%	5%	60%	40%	25%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

4.1.2.3 Term to Maturity Framework

The Term to Maturity Framework limits based upon maturity of securities. All investments have to be invested within the maturity constraints identified in the table below.

% of Total Investment Portfolio		
Duration	Minimum	Maximum
< = 12 months	50%	100%
>1 year < = 3 years	0%	50%
>3 years < = 5 years	0%	25%
>5 years	0%	10%

4.2 Prudent Person Rule

The investments of Council will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard it in accordance with the spirit of this policy and not for speculative purposes.

4.3 Ethics and Conflict of Interest

All staff involved in the investment process must refrain from activities, personal or otherwise, that would conflict with the proper execution and management of Council's Investment Portfolio. This policy requires all staff involved in the investment process to:

- Disclose in writing any actual, apparent or potential conflict of interest to the Chief Executive Officer;
- Avoid any actual, apparent or potential conflict of interest; and
- Control any actual, apparent or potential conflict of interest.

An independent advisor, where appointed, is also required to declare that they have no actual or perceived conflicts of interest.

4.4 Prohibited Investments

This policy prohibits any investments carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Share in an unlisted company, or contribute capital to an unlisted trust.
- The use of leveraging (borrow to invest) of an investment.
- Complex financial instruments that are not in line with the conservative risk appetite of Council; and
- Any kind of investments with counterparties without a credit rating.

4.5 Approved Investments

All investments with comply with the following:

4.5.1 Authorised Investments will be limited to:

- State or Commonwealth Government Bonds;
- Interest bearing deposits with an Authorised Deposit-taking Institution (ADI) (as defined under the *Banking Act 1959* (Commonwealth)).
- Bank accepted/endorsed bank bills;
- Bank negotiable Certificate of Deposits; and
- Managed funds with a minimum long-term Standard and Poor rating of A and short-term rating of A2;

4.5.2 Three competitive quotations are be sought to ensure Council receives the best rate of return whilst complying with this policy.

FIN06

- 4.5.3 All investment must be in the name of the City of Palmerston. Additionally, the City of Palmerston must be the beneficial owner of all investments.
- 4.5.4 All investments must be denominated in Australian Dollars.
- 4.5.5 Documentary evidence must be held for each investment and details thereof must be maintained in an Investment Register.

4.6 Benchmarking

Performance benchmarks must be established for all investments held or intended to be held. The benchmarks included in the following table are to be complied with for the relevant instruments.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	BBSW 90-day rate
Diversified	CPI + appropriate margin over rolling 3year periods (depending upon composition of funds)
Property Investment Portfolio	Review of performance, assess property's value and usefulness, compare to current cash rates

5 ASSOCIATED DOCUMENTS

- 5.1 Register of Delegations and Sub-Delegations

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Local Government (Accounting) Regulations*
- 6.3 *Australian Accounting Standards*
- 6.4 *Ministerial Guideline 4 Investments*

FIN06

Name:	Investment		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	17/05/2016	Next Review Date:	1/01/2019
Records Number:	365962	Council Decision:	8/1979

1 PURPOSE

This policy stipulates the mandatory requirements for the management of Council's cash and investment portfolio under legislative restrictions. The policy is designed to safeguard Council's cash and investment portfolio, achieve appropriate earnings and ensure sufficient liquidity to meet Council's business objectives over the long, medium, and short term.

2 PRINCIPLES

The City of Palmerston is committed to maximising appropriate investment returns under the constraints of legislation, whilst maintaining a conservative risk/return portfolio. All activities in regards to Council's investments and cash are exercised with the care, diligence and skill of a prudent person, and not for speculative purposes.

Investments are to be made in a manner that seeks to ensure the security and safeguarding of the investment portfolio, whilst ensuring cash flow requirements are met as and when they fall due, and Council's risk tolerance is taken into account.

3 DEFINITIONS

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

Term	Definition
Credit Risk	This is the risk of default by a counterparty and subsequent loss of capital or interest due from that counterparty.
Liquidity Risk	This is the risk that investments cannot be readily sold for "fair value" due to a lack of buyers. This could result in Council receiving less than full face value for an investment if needed to sell any investment prior to maturity.
Market Risk	This is the risk that the price of investments varies with market conditions such that the "fair value" is less than the amount paid for the investment by Council and Council may need to accept a loss should Council wish to sell the investment either prior to or at maturity. Market risk can also result in trading profits for Council should the market conditions move favourably resulting in a price increase for the investments held.

4 POLICY STATEMENT

4.1 Risk Management

The risk of all assets included in the investment portfolio must be known, measurable and acceptable to Council.

4.1.1 Risk Appetite is the amount and type of risk Council is prepared to pursue to take. It is based on Council's objectives and describes the 'comfort zone' Council wants to

FIN06

operate in. Risk Appetite draws a line between acceptable and unacceptable risk. Risk Appetite has to be within the risk capacity of an organisation. Risk Capacity is the amount of risk Council can afford to take, bear or sustain.

Council's Risk Appetite Statements for Investments activities:

Council has little or no appetite for risks that foreseeably may:

- Have a significant negative impact on Council's long term financial sustainability or assets
- Compromise the safety and welfare of staff, contractors and/or members of the community
- Constitute major legal noncompliance, or result in significant successful litigation against Council
- Significantly disrupt delivery of essential services
- Cause significant and irreparable damage to the environment
- Result in widespread and sustained damage to Council's reputation

Council has some appetite for risks that maintain and improve levels of service to the community, or that improve efficiency, reduce costs and/or generate additional income sources, so long as the tangible benefits from treating the risks are higher than the most cost-effective treatment costs, and there are no higher net benefit opportunities within Council's risk capacity.

4.1.2 Risk Management Guidelines

Council has to be aware and manage the market risk, credit risk and liquidity risk of the investment portfolio. To cover for risk the following frameworks have been established and decisions to invest are to comply with those. If any of Council's investments are downgraded such that they no longer fall within the investment policy requirements, they will be divested as soon as practicable but in a manner that does not give rise to an unnecessary loss to Council.

4.1.2.1 Portfolio Credit Framework

The Portfolio Credit Framework limits overall credit exposure of the investment portfolio. The limits on the percentage of the portfolio exposed to any particular credit rating category must be complied with as outlined in the following credit framework table.

Rating Table								
	Short Term <= 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB	BB+ to BB-
Maximum Limit – as % of total Investment Portfolio	100%	80%	50%	10%	100%	80%	30%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

4.1.2.2 Counterparty Credit Framework

The Portfolio Credit Framework limits exposure to individual counterparties/institutions by its credit rating so that single entity exposure is limited, as detailed below.

FIN06

Rating Table								
	Short Term < = 12 months				Long Term > 12 months			
Standard & Poor	A1	A2	A3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Moody's	P1	P2	P3	NP	Aaa to Aa3	A1 to A3	Baa1 to Baa3	Ba1 to Ba3
Fitch	F1	F2	F3	B	AAA to AA-	A+ to A-	BBB+ to BBB-	BB+ to BB-
Maximum Limit - as % of total Investment Portfolio	Unlimited	60%	40%	5%	Unlimited	50%	25%	5%

If a counterparty has different ratings with different rating agencies the most recent rating shall be applied.

4.1.2.3 Term to Maturity Framework

The Term to Maturity Framework limits based upon maturity of securities. All investments have to be invested within the maturity constraints identified in the table below.

% of Total Investment Portfolio		
Duration	Minimum	Maximum
< = 12 months	50%	100%
>1 year < = 3 years	0%	50%
>3 years < = 5 years	0%	25%
>5 years	0%	10%

4.1.3 Risk determination Property Investment Portfolio

In respect to investment return decision, Council will apply the following table in determining the appropriateness of property investment and development activities.

Level of Risk	Benchmark above 90day BBSW
Low	<2%
Medium	2% to 5%
High	5% to 10%
Speculative	>10%

In determining the level of risk Council is to consider the following, as a minimum:

- Council experience in the proposed type of development;
- Nature of tenancies;
- Funding sources;
- Term asset is to be held;
- Recent precedence.

4.2 Delegated Authorities

Under Section 101 of the Local Government Act the Chief Executive Officer is responsible to ensure that Council's assets and resources are properly managed and maintained. Delegated signatories for investments that do not require Council approval under this policy are the Chief Executive Officer, Director Corporate Services and Finance Manager.

Investment recommendations require at least three competitive quotations that are in line with Council's policies. Quotations are obtained by a responsible financial officer delegated by the Finance Manager. The responsible officer must be capable of understanding and explaining how an investment product works and must be able to interpret existing Council policies. Investment

FIN06

recommendations are approved by one of the delegated signatories. The release of funds will require approval in line with the Financial Delegation Policy before funds are released to the counterparty.

4.3 Prudent Person Rule

The investments of Council will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolio to safeguard it in accordance with the spirit of this policy and not for speculative purposes.

4.4 Ethics and Conflict of Interest

All staff involved in the investment process must refrain from activities, personal or otherwise, that would conflict with the proper execution and management of Council's Investment Portfolio. This policy requires all staff involved in the investment process to:

- Disclose in writing any actual, apparent or potential conflict of interest to the Chief Executive Officer;
- Avoid any actual, apparent or potential conflict of interest; and
- Control any actual, apparent or potential conflict of interest.

An independent advisor, where appointed, is also required to declare that they have no actual or perceived conflicts of interest.

4.5 Prohibited Investments

This policy prohibits any investments carried out for speculative purposes including:

- Derivative based instruments;
- Principle only investments or securities that provide potentially nil or negative cash flow;
- Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind;
- Share in an unlisted company, or contribute capital to an unlisted trust, unless the Minister in consultation with the Treasurer, approves the acquisition of such share;
- The use of leveraging (borrow to invest) of an investment other than a property investment;
- Complex financial instruments that are not in line with the conservative risk appetite of Council;
- Any kind of investments with counterparties without a credit rating.

Investments must not be made unless in accordance with Council's policies and/or Council resolution.

4.6 Approved Investments

4.6.1 Legal Name of Investments

All investment must be in the name of the City of Palmerston. Additionally, the City of Palmerston must be the beneficial owner of all investments.

4.6.2 Denomination

All investments must be denominated in Australian Dollars.

4.6.3 Documentary Evidence

Documentary evidence must be held for each investment and details thereof must be maintained in an Investment Register. The Finance Manager is responsible for the accurate, complete and timely maintenance of the Investment Register.

4.6.4 Authorised Investments

Authorised investment will be limited to:

- Any public funds or securities issued by or guaranteed by, the Commonwealth, any State or Territory of the Commonwealth;

FIN06

- Interest bearing deposits with, or debentures or bonds issued by, an Authorised Deposit-taking Institution (ADI), as defined under the Banking Act 1959 (Commonwealth), but excluding debt obligations;
- Bank accepted/endorsed bank bills;
- Managed funds with a minimum long-term Standard and Poor rating of A and short-term rating of A2;
- Property development and investments.

Any authorised investments for greater than 12 months are to be approved by Council resolution.

4.7 Property Development and Investment

The overall mix and nature of investment properties will provide a balanced source of income that complement existing financial holdings. All future investment and development activities will provide a return on investment over the planned investment period. If a decision is made to accept a property investment with no return on investment, then the reasons for that decision must be outlined in the resolution relating to that investment and development activity.

All property investment activities will be undertaken in accordance with Council's long-term plan and will reflect Council's ongoing commitment to financial sustainability. Borrowing for income generating property investments may be considered in line with relevant policy.

4.8 Benchmarking

Performance benchmarks must be established for all investments held or intended to be held. The benchmarks included in the following table are to be complied with for the relevant instruments.

Investment	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill
Diversified	CPI + appropriate margin over rolling 3year periods (depending upon composition of funds)
Property Investment Portfolio	Review of performance, assess property's value and usefulness, compare to current cash rates

4.9 Reporting

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis. Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as at 30 June each year and reconciled to the Investment Register.

A monthly report will be provided to the elected Council as part of the monthly financial report. The report will detail the investment portfolio in terms of performance, percentage exposure of total investment portfolio, maturity date and current market value as well as other indicators. Additionally, the report will include details of limits to ensure that the investment portfolio is being managed within policy limits and in accordance with the approved strategy.

4.10 Review of Policy

This policy will be amended so as to remain current whenever relevant legislation or standards are enacted or changed. Reviews are approved by Council resolution.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australian Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Local Government General Instructions

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.6
REPORT TITLE:	Review of Council Policy <i>RS03 Playground Risk Management</i>
REPORT NUMBER:	9/0196
MEETING DATE:	19 March 2019
Author:	Manager Infrastructure and Maintenance, Malcolm Jones
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to rescind Council Policy *RS03 Playground Risk Management*.

Municipal Plan:

4. Governance & Organisation

4.4 Systems

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

KEY ISSUES

- Council Policy *RS03 Playground Risk Management* has been reviewed.
- Policies are not required if they simply restate statutory obligations, outline operational procedures or do not add any value to Council's decision-making process.
- Council Policy *RS03 Playground Risk Management* is superfluous as it almost exclusively contains operational procedure which is not recommended in Council Policy. Therefore, it is recommended that the policy be rescinded.
- Council will continue with its ongoing inspection and maintenance program for playground infrastructure.

RECOMMENDATION

1. THAT Report Number 9/0196 entitled Review of Council Policy *RS03 Playground Risk Management* be received and noted.
2. THAT Council rescind City of Palmerston Policy Number *RS03 Playground Risk Management* being **Attachment A** to Report Number 9/0196 entitled Review of Council Policy *RS03 Playground Risk Management*.

BACKGROUND

At the 2nd Ordinary Council Meeting held on 16 May 2017 Council made the following decision:

13.1.3 *DRAFT Playground Risk Management Policy* 8/1169

1. THAT Council receives and notes Report Number 8/1169.
2. THAT Council adopts the *Playground Risk Management Policy RS03* in Attachment A to Report Number 8/1169.
3. THAT the *playground risk mitigations works* in Attachment B to Report Number 8/1169 be included in the 10 year Capital Works Program.

CARRIED 8/2659 - 16/05/2017

The Council Policy *RS03 Playground Risk Management* was scheduled to be reviewed in the first quarter of 2019. This review has now been completed and this report considers the outcome of that review.

DISCUSSION

The existing Council Policy *RS03 Playground Risk Management* provides guidance for the ranking and mitigation of risks around playgrounds. The focus is against proximity to hazards such as roads or waterbodies.

Consistent with other municipalities and public space owners around Australia, it is the requirement of Council to control and maintain public areas in a safe manner that does not pose a risk to the general public. The current policy exists to outline how operational assessments will be made of risk and consequence and what action is required in response. The policy does not add any value to Council's decision-making process or obligations, as risk assessment and response is a basic obligation of Council and forms part of the operational maintenance of Council assets and management of public safety.

The implementation of this policy led to the development of the long-term program to fence or place signage in areas of increased risk and is no longer required.

All playground equipment undergoes inspection on a continual basis in accordance with Australian Standards by appropriately authorised personnel and this will continue.

Based upon this, Council Policy *RS03 Playground Risk Management* is superfluous as it almost exclusively contains operational procedure and does not contribute to the program of risk assessment and response.

CONSULTATION PROCESS

There was no consultation undertaken in the preparation of this report. It is not recommended that Council undertake public consultation as the community will see no change in Council's operations as a result of rescinding this policy.

POLICY IMPLICATIONS

If rescinded, Council Policy *RS03 Playground Risk Management* will no longer be a policy of Council.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications as a result of rescinding Council Policy *RS03 Playground Risk Management*.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no legal or legislative risks associated with rescinding Council Policy *RS03 Playground Risk Management*.

Works on Council playgrounds would be undertaken and controlled to minimise safety risk within public spaces. Rescission of the policy would not alter or change the operational standards for works upon Council playgrounds.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environmental sustainability implications resulting 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: Council Policy *RS03 Playground Risk Management*

Policy Code:			
Name:	Playground Risk Management Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Technical Services		
Approval Date:	16/05/2017	Next Review Date:	16/05/2022
Records Number:		Policy Code:	RS03

1 PURPOSE

This policy is made to address the risks associated with the public use of council playgrounds.

2 PRINCIPLES

The City of Palmerston is committed to ensuring that risks associated with playground use are managed in a strategic way.

In addressing the City of Palmerston's Duty of Care it will apply best practice in the:

- Maintenance and inspections of playgrounds
- The location of new playgrounds
- Rating of risks associated with existing playgrounds
- The risk mitigation measures applied to existing playgrounds

3 DEFINITIONS

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

Term	Definition
Playground	An area of open space defined for play including any play equipment but excluding exercise equipment. The definition does not include sites and equipment provided for sport or general open space areas.
Playground Equipment	Equipment designed for play including manufactured equipment and soft-fall surfaces

4 POLICY STATEMENT

4.1 Risk Rating

The risk rating associated with playgrounds will be based on the following parameters

1. The level of development provided
2. The expected number of playground users at any one time
3. The playground frequency of use
4. Drainage hazards
5. Road hazards
6. Other hazards

The level of development, expected number of users at one time and frequency of use are parameters that represent the likelihood of an accident occurring.

The hazard types represent the consequences in the analysis.

4.2 Frequency of Assessments

All playgrounds will be assessed annually

4.3 Hazards

Hazards take many forms. The most obvious of these and most common in our parks and reserves are drainage channels, drainage infrastructure and roads. Other less frequent hazards such as dog exercise areas and drop-offs need to also be assessed. The hazard assessment tool is an iterative process that will deal with the most prominent hazard and once mitigated all hazards will be reviewed to ensure that less significant hazards have not become prominent.

4.4 Rating the Risk Criteria

The following criteria will be rated during a site inspection and the resulting likelihood and consequence of an accident occurring determined:

<u>The level of development provided (L)</u>	
Development	Risk Score
No Play Equipment	1
Basic Equipment	2
Medium Level Equipment	3
Regional or Special Use Equipment	4

<u>Number of users at any one time (U)</u>	
Number of Users	Risk Score
1-5 users	1
6-10 users	2
11+ users	3

<u>Frequency of use (F)</u>	
Frequency	Risk Score
1-2 days per week	1
3-7 days per week	2

4.5 Likelihood Rating

Likelihood of Incident occurring = L x U x F

Likelihood rating	
1 -8	Rare
9 - 17	Possible
18 - 24	Likely
>24	Almost Certain

4.6 Consequence of Hazard

<u>Water and other hazards within 30m</u>	<u>Consequence</u>
No hazards within 30m	Minor
Steep slopes and other minor hazards within 30m	Moderate
Drainage facilities within 30m that run during wet weather or drops of less than a metre	Major
Drainage facilities within 30m permanently holding water or drops greater than 3m	Catastrophic

<u>Roads within 30m</u>	<u>Consequence</u>
No roads within 30m	Insignificant
Local Access Rd within 30m	Minor
Urban Road within 30m with daily volume <2000vpd	Moderate
Collector Road within 30m	Major
Distributor or Sub-arterial Road within 30m	Catastrophic

4.7 Risk Evaluation

The risk will be evaluated from the following risk matrix

Low
 Medium
 High
 Extreme

LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPIC
ALMOST CERTAIN	M	H	E	E	E
LIKELY	L	M	H	E	E
POSSIBLE	L	M	M	H	E
RARE	L	L	M	M	H

4.8 Risk Mitigation

Once a risk has been evaluated the risk is to be mitigated in accordance with the following mitigation measures

Mitigation of Risk	
Low	Consideration should be given to signage at the site indicating the importance of child supervision at all times.
Medium	Provide a barrier between playground equipment and major hazard (may include dense vegetation or mounding) to increase distance between hazard and playground equipment to be greater than 30m; signage warning of the two highest rated hazards and information indicating importance of parental/carer supervision at all times
High	Fully fence to separate playground equipment from major hazard, including provision of gate(s); signage warning of all hazards rated HIGH and information indicating importance of parental/carer supervision at all times.
Extreme	Enclose area containing playground equipment and seating structures to create a family friendly area and separate playground equipment from hazard, including provision of gate(s); Signage warning of all hazards rated HIGH and recommending parental/carer supervision at all times.

5 ASSOCIATED DOCUMENTS

5.1 Playground Risk Management Record Sheet

6 REFERENCES AND RELATED LEGISLATION

AGENDA ITEM:	13.2.7
REPORT TITLE:	Risk Management and Audit Committee Meeting Minutes – 26 February 2019
REPORT NUMBER:	9/0187
MEETING DATE:	19 March 2019
Author:	Executive Assistant to Director Governance and Regulatory Services, Alyce Breed
Approver:	Director Governance and Regulatory Services, Chris Kelly

PURPOSE

This report seeks Council approval of the recommendations from the Risk Management and Audit Committee Meeting held on 26 February 2019.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

KEY ISSUES

- The Risk Management and Audit Committee met on 26 February 2019.
- Four (4) reports were presented at the Risk Management and Audit Committee meeting.
- The Agenda for the open session is available on Council's website.

RECOMMENDATION

1. THAT Report Number 9/0187 entitled Risk Management and Audit Committee Meeting Minutes – 26 February 2019 be received and noted.
2. THAT Council receive and note the Risk Management and Audit Committee Minutes being **Attachment A** to Report Number 9/0187 entitled Risk Management and Audit Committee Meeting Minutes – 26 February 2019.
3. THAT Council endorse the recommendations from the Risk Management and Audit Committee Meeting held on 26 February 2019:
 - a. The following items be removed from the Action Report:
 - RMA/0097 – Outstanding Management Responses
 - RMA/0104 – Risk Descriptions and Treatments
 - RMA/0132 – Ageing Report for Infringements
 - RMA9/0010 – Community Satisfaction Report; and

- the Committee be provided with a procedure on the management of outstanding infringements at the next Risk Management and Audit Committee meeting.
- b. The following items from Report Number 9RMA/008:
 - THAT Council endorses the strategic risk management approach included in the Strategic Risk Register at Attachment A to Report Number 9RMA/008 entitled Strategic Risk Register by the end of April 2019.
 - THAT KPMG be invited to present to Council about the Strategic Risk Register at Attachment A to Report Number 9RMA/008 entitled Strategic Risk Register by the end of April 2019.
- c. The following item from Report Number 9RMA/009:
 - THAT Council note the Management Responses to Appendix D – Audit Observations on Attachment A to Report Number 9RMA/009 entitled External Audit Closing Report 30 June 2018.

BACKGROUND

The Risk Management and Audit Committee is responsible for over viewing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure and assets of the Council.

DISCUSSION

The Risk Management and Audit Committee held a meeting on Tuesday 16 February 2019. Four (4) items were discussed by the Committee during the open session of the meeting:

- Action Report;
- Strategic Risk Register;
- 2018 Community Satisfaction Survey Report; and
- External Audit Closing Report 30 June 2018.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.



COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Risk Management and Audit Committee Minutes – 26 February 2019



COMMITTEE MINUTES

RISK MANAGEMENT & AUDIT COMMITTEE

Minute Book Page 93

CITY OF PALMERSTON

**Minutes of Risk Management and Audit Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 26 February 2019 at 5.30pm.**

COMMITTEE MEMBERS	Iain Summers (Chair) Mayor Athina Pascoe-Bell Deputy Mayor Sarah Henderson Alderman Amber Garden
STAFF	Acting Chief Executive Officer, Amelia Vellar Director Corporate Services, Chris Kelly Finance Manager, Shane Nankivell Assistant Finance Manager, Maxie Smith Minute Secretary, Alyce Breed
GALLERY	Dave Howie, Managing Partner KPMG Alec Purkis, Manager KPMG

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5.30pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence

Nil.

3.3 Leave of Absence Request

Nil.

Initials: _____



COMMITTEE MINUTES

RISK MANAGEMENT & AUDIT COMMITTEE

Minute Book Page 94

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

Moved: Mayor Pascoe-Bell
 Seconded: Deputy Mayor Henderson

THAT the minutes of the Risk Management and Audit Committee Meeting held Wednesday, 24 October 2018 pages 87 to 90, be confirmed.

CARRIED RMA9/0017 – 26/02/2019

6 WORK PLAN

6.1 Action Report

9RMA/006

Moved: Alderman Garden
 Seconded: Mayor Pascoe-Bell

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

1. THAT Report Number 9RMA/006 entitled Action Report be received and noted.
2. THAT Council endorses the following items to be removed from the Action Report:
 - RMA/0097-Outstanding Management Responses
 - RMA/0104-Risk Descriptions and Treatments
 - RMA/0132-Ageing Report for Infringements
 - RMA9/0010-Community Satisfaction Report
3. THAT the Committee be provided with a procedure on the management of outstanding infringements at the next Risk Management and Audit Committee meeting.

CARRIED RMA9/0018 – 26/02/2019

7 FINANCIAL REPORTING

Nil.

Initials: _____



COMMITTEE MINUTES

RISK MANAGEMENT & AUDIT COMMITTEE

Minute Book Page 95

8 INTERNAL CONTROLS AND RISK MANAGEMENT

8.1 Strategic Risk Register 9RMA/008

Moved: Mayor Pascoe-Bell

Seconded: Alderman Garden

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

1. THAT Report Number 9RMA/008 entitled Strategic Risk Register be received and noted.
2. THAT Council endorses the strategic risk management approach included in the Strategic Risk Register at Attachment A to Report Number 9RMA/008 entitled Strategic Risk Register.
3. THAT KPMG be invited to present to Council about the Strategic Risk Register at Attachment A to Report Number 9RMA/008 entitled Strategic Risk Register by the end of April 2019.

CARRIED RMA9/0019 – 26/02/2019

Dave Howie, Managing Partner and Alec Purkis, Manager of KPMG left Chambers at 7.04pm

8.2 2018 Community Satisfaction Survey Report 9RMA/010

Moved: Deputy Mayor Henderson

Seconded: Alderman Garden

THAT Report Number 9RMA/010 entitled 2018 Community Satisfaction Survey Report be received and noted.

CARRIED RMA9/0020 – 26/02/2019

9 WHISTLE BLOWING

Nil.

10 INTERNAL AUDIT

Nil.

Initials: _____



COMMITTEE MINUTES

RISK MANAGEMENT & AUDIT COMMITTEE

Minute Book Page 96

11 EXTERNAL AUDIT

11.1 External Audit Closing Report 30 June 2018

9RMA/009

Moved: Deputy Mayor Henderson

Seconded: Mayor Pascoe-Bell

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

1. THAT Report Number 9RMA/009 entitled External Audit Closing Report 30 June 2018 be received and noted.
2. THAT Council note the Management Responses to Appendix D – Audit Observations on Attachment A to Report Number 9RMA/009 entitled External Audit Closing Report 30 June 2018.

CARRIED RMA9/0021 – 26/02/2019

12 OTHER BUSINESS

Nil.

13 CORRESPONDENCE

Nil.

14 CONFIDENTIAL REPORTS

14.1 Confidential Items

Moved: Mayor Pascoe-Bell

Seconded: Alderman Garden

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:

ITEM	REGULATION	REASON
14.1	8(c)(iii)	This item is considered 'Confidential' pursuant to Section 65(2) of the <i>Local Government Act</i> and 8(c)(iii) of the <i>Local Government (Administration) Regulations</i> , 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 that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

CARRIED RMA9/0022 – 26/02/2019

Initials: _____



COMMITTEE MINUTES

RISK MANAGEMENT & AUDIT COMMITTEE

Minute Book Page 97

14.2 Moving Open Items into Confidential

Nil.

14.3 Moving Confidential Items into Open

Nil.

15 NEXT MEETING

The next Risk Management and Audit Committee meeting will be decided on for a date during June 2019.

16 ADJOURNMENT OF MEETING

Moved: Alderman Garden
Seconded: Deputy Mayor Henderson

THAT the meeting be adjourned.

CARRIED RMA9/0023 - 26/02/2019

The meeting adjourned at 7:19pm.



Iain Summers
CHAIR
Date: _____

AGENDA ITEM:	13.2.8
REPORT TITLE:	Palmerston Animal Management Advisory Committee Meeting - 27 February 2019
REPORT NUMBER:	9/0191
MEETING DATE:	19 March 2019
Author:	Ranger Administration Officer, Kristy Litster
Approver:	Director Governance and Regulatory Services, Chris Kelly

PURPOSE

This report seeks Council approval of the recommendations from the Palmerston Animal Management Advisory Committee meeting held on 27 February 2019.

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 Palmerston Animal Management Advisory Group met on 27 February 2019.
- Three (3) reports were presented at the Palmerston Animal Management Advisory Committee Meeting.
- Several matters of general business were raised and accepted from the floor of the meeting.

RECOMMENDATION

1. THAT Report Number 9/0191 entitled Palmerston Animal Management Advisory Committee Meeting 27 February 2019 be received and noted.
2. THAT Council receive and note the Palmerston Animal Management Advisory Committee meeting minutes being **Attachment A** to Report Number 9/0191 entitled Palmerston Animal Management Advisory Committee Meeting 27 February 2019.
3. THAT Council endorse the recommendations from the Palmerston Animal Management Advisory Committee meeting held on 27 February 2019, being:
 - a. The following items to be removed from the Action Report:
 - PAMRG/0117-Animal Management Activities/Initiatives
 - PAMRG/0119-Committee name
 - PAMRG/0126-Uniform Animal Management Laws

b. The following items from Other Business:

- THAT Council considers additional strategies to promote key messages about responsible pet ownership.
- THAT as part of Council's response to action item PAMRG/0125 Council consider strategies to attract new members to the Palmerston Animal Management Advisory Committee.
- THAT Council provides additional information on its website about the cat trap hire scheme.

BACKGROUND

The Palmerston Animal Management Advisory Committee is an advisory committee to Council consisting of Elected Members, staff, community representatives and stakeholders to further enhance and promote responsible animal management in the Palmerston municipality.

DISCUSSION

The Palmerston Animal Management Advisory Committee held a meeting on 27 February 2019. A copy of the minutes from the meeting is at **Attachment A**. Items considered by the committee during the meeting included:

- The Uniform Animal Management Legislation motion presented by Council at the Local Government Association of the Northern Territory Conference;
- Council's community engagement and initiatives 2018/19;
- Animal management education;
- Committee membership drive; and
- Information about Council's cat trap hire scheme.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

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

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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



COUNCIL REPORT

A Place for People

2nd Ordinary Council Meeting

ATTACHMENTS

Attachment A: Palmerston Animal Management Advisory Committee Minutes – 27 February 2019

PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE MINUTES

Minute Book Page 83

CITY OF PALMERSTON

**Minutes of Palmerston Animal Management Advisory Committee Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Wednesday, 27 February 2019 at 5:00pm.**

COMMITTEE MEMBERS	Alderman Amber Garden (Chair) Mayor Athina Pascoe-Bell Resident Michelle Walker Resident Jill Pascoe RSPCA Darwin, Danny Moore
STAFF	Director of Corporate Services, Chris Kelly Ranger Services Manager, Jeff Borella Senior Ranger, Shane Gartner Minute Secretary, Kristy Litster
GALLERY	Nil

1 ACKNOWLEDGMENT OF COUNTRY

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

2 OPENING OF MEETING

The Chair declared the meeting open at 5:08pm.

3 APOLOGIES

3.1 Apologies

Moved: Jill Pascoe
Seconded: Michelle Walker

THAT the apology received from Deputy Mayor Henderson, Shae Fisher, Shelter Manager RSPCA, Katrina Stafford, Top End Rehoming Group and Mandy Hall, resident for 27 February 2019 be received and noted.

CARRIED PAMAC9/0129 - 27/02/2019

Initials:

PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE **MINUTES**

Minute Book Page 84

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil.

4.2 Staff

Nil.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Michelle Walker

Seconded: Jill Pascoe

THAT the minutes of the Palmerston Animal Management Reference Group Meeting held on Wednesday, 30 January 2019, be confirmed.

CARRIED PAMAC9/0130 – 27/02/2019

6 CORRESPONDENCE

6.1 Top End Rehoming Group Desexing Program Tracking - Katrina Stafford

Moved: Mayor Pascoe-Bell

Seconded: Michelle Walker

THAT Correspondence entitled Top End Rehoming Group Desexing Program Tracking received from Katrina Stafford of Top End Rehoming Group be received and noted.

CARRIED PAMAC9/0131 – 27/02/2019

Initials:

PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE MINUTES

Minute Book Page 85

7 OFFICER REPORTS

7.1 Receive and Note

7.1.1 Local Government Association of the Northern Territory Conference – City of Palmerston Uniform Animal Management Legislation Motion PAMAC12

**Moved: Mayor Pascoe-Bell
Seconded: Jill Pascoe**

THAT Report Number PAMAC12 entitled Local Government Association of the Northern Territory Conference – City of Palmerston Uniform Animal Management Legislation Motion be received and noted.

CARRIED PAMAC9/0132 – 27/02/2019

7.1.2 Council’s Community Engagement and Initiatives 2018/19 PAMAC10

**Moved: Michelle Walker
Seconded: Mayor Pascoe-Bell**

THAT Report Number PAMAC10 entitled Council’s Community Engagement and Initiatives 2018/19 be received and noted.

CARRIED PAMAC9/0133 – 27/02/2019

7.2 Action Reports

7.2.1 Action Report PAMAC11

**Moved: Jill Pascoe
Seconded: Mayor Pascoe-Bell**

THAT the Palmerston Animal Management Advisory Committee recommend to the Council:

1. THAT Report Number PAMAC11 entitled Action Report be received and noted.
2. THAT Council endorses the following items to be removed from the Action Report:
 - PAMRG/0117-Animal Management Activities/Initiatives
 - PAMRG/0119-Committee name
 - PAMRG/0126-Uniform Animal Management Laws

CARRIED PAMAC9/0134 – 27/02/2019

Initials:

PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE **MINUTES**

Minute Book Page 86

8 OTHER BUSINESS

8.1 Increase the Education

Moved: Jill Pascoe
Seconded: Michelle Walker

THAT Council considers additional strategies to promote key messages about responsible pet ownership.

CARRIED PAMAC9/0135 - 27/02/2019

8.2 Membership Drive

Moved: Michelle Walker
Seconded: Jill Pascoe

THAT as part of Council's response to action item PAMRG/0125 Council consider strategies to attract new members to the Palmerston Animal Management Advisory Committee.

CARRIED PAMAC9/0136 - 27/02/2019

8.3 Cat Traps

Moved: Mayor Pascoe-Bell
Seconded: Jill Pascoe

THAT Council provides additional information on its website about the cat trap hire scheme.

CARRIED PAMAC9/0137 - 27/02/2019

9 NEXT MEETING

Moved: Michelle Walker
Seconded: Mayor Pascoe-Bell

THAT the next meeting for the Palmerston Animal Management Advisory Committee be held on Wednesday 27 March 2019 at 5:00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED PAMAC9/0138 - 27/02/2019

Initials:

PALMERSTON ANIMAL MANAGEMENT

ADVISORY COMMITTEE **MINUTES**

Minute Book Page 87

10 CLOSURE OF MEETING

Moved: Mayor Pascoe-Bell

Seconded: Danny Moore

THAT the Palmerston Animal Management Advisory Committee meeting, held in the Council Chambers, Civic Plaza, Palmerston on Wednesday, 27 February 2019 closed at 6:13 pm

CARRIED PAMAC9/0139 - 27/02/2019



Amber Garden
ALDERMAN

Date:

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.1.1 LGANT Draft Executive Minutes – 21 February 2019

THAT Council receive and note Item 14.1.1 entitled LGANT Draft Executive Minutes – 21 February 2019.

14.2 Correspondence

14.2.1 International Pancake Day – 5 March 2019

THAT Council receive and note Item 14.2.1 entitled International Pancake Day – 5 March 2019.

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

**MINUTES OF THE LGANT EXECUTIVE MEETING
HELD ON THURSDAY 21 FEBRUARY 2019
AT THE CLUB TROPICAL RESORT, DARWIN
COMMENCING AT 9:00 AM**

1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

Alderman Gary Haslett	Vice President – Municipal
Mayor Gawin Tipiloura	Vice President – Regional and Shire
Mayor Fay Miller	Executive – Municipal
Mayor Steven Edgington	Executive – Regional and Shires
Alderman Peter Pangquee	City of Darwin – <i>left meeting at 3.35 pm</i>
Mayor Maree Bredhauer	Executive – All Councils
Councillor Robert George	Executive – Regional and Shires
Councillor Bobby Wunungmurra	Executive – Regional & Shires
Mayor Damien Ryan	President – Municipal – <i>attended via teleconference from 10:30 am to 12:00 pm and 1:45 pm to 4:50 pm</i>
IN ATTENDANCE:	
Tony Tapsell	LGANT CEO
Peter McLinden	LGANT
Maree McLinden	LGANT
Jenny Jan	LGANT
Meredith Newall	LGANT
Elaine McLeod	LGANT – Secretariat

2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING – Nil

3. NOTIFICATION OF CONFLICT(S) OF INTERESTS

Members noted that Mayor Steven Edgington and Mayor Gawin Tipiloura had a conflict of interest with item 6.10 due to both nominating to be on the NT Grants Commission.

4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

RESOLUTION

THAT the minutes of the Executive meeting held on 12 December 2018 as circulated, be confirmed as a true and correct record of this meeting.

Moved: Mayor Miller
Seconded: Mayor Edgington
Carried

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

The following two topics were mentioned to be raised in General Business:

- Waste Management
- Allowances for Elected Members.

RESOLUTION

THAT the papers as circulated be received for consideration at the meeting and that members provide notification of matters to be raised in general business.

Moved: Alderman Panquee
Seconded: Mayor Tipiloura
Carried

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

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

6.1 2019-2020 Draft Strategic Plan and Annual Priorities

Discussion

Members reviewed the Strategic Plan and Annual Priorities and made improvements along the way and were supportive of the document.

Members discussed that while LGANT has been successful in lobbying for the reinstatement of a Minister for Local Government, it is important to continue to lobby to retain ministerial representation.

Members heard that the LGANT President and CEO attended a meeting with the Under Treasurer and the consultant who wrote the report on the Territory budget to discuss how local government can help with budget repair. Amongst other things, LGANT made suggestions at the meeting that:

- council operational grants be left alone
- changes be made to the legislation on conditionally rated land to allow councils to raise revenue.

There was discussion around having regular meetings with the Minister for Local Government and members agreed that LGANT should maintain a relationship with the Minister for Local Government including having a minimum of two formal meetings per year outside of general meetings.

Members spoke of the need for governance training for local authority members and agreed that this should be an annual priority for LGANT.

Members mentioned the importance of reflecting suggestions received from the LGANT Membership Survey in the Strategic Plan and letting members know they are being listened to.

6.2 2019-2020 Draft Annual Budget Including Membership Subscriptions

Discussion

Members were given an overview of LGANT membership subscription methodology.

RESOLUTION

That the Executive endorses the 2019-2020 draft LGANT annual budget which includes the actual percentage increase of 4.98% for membership subscriptions for presentation at the April 2019 general meeting.

Moved: Mayor Miller
Seconded: Mayor Bredhauer
Carried

6.3 Financial Reports for 31 December 2018

Discussion

Members discussed and noted the financial reports.

RESOLUTION

THAT the Executive receives and adopts the financial reports for 31 December 2018.

Moved: Mayor Miller
Seconded: Mayor Edgington
Carried

6.4 LGANT Chief Executive Officer Delegations and LGANT Organisational Chart

Discussion

Members went through the CEO delegations and LGANT organisational chart.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

RESOLUTION

THAT the Executive approves the LGANT organisational structure and CEO delegations and notes the delegations proposed from the LGANT CEO to LGANT staff.

Moved: Mayor Tipiloura
Seconded: Mayor Bredhauer
Carried

6.5 LGANT Policy Update – Aboriginal Living Areas

Discussion

Members agreed with the policy update.

Action

1. Update LGANT Policy Statements.

RESOLUTION

That the Executive approves changes to the LGANT policies on Aboriginal Urban Living Areas (town camps).

Moved: Councillor George
Seconded: Mayor Miller
Carried

6.6 Local Government Workforce and Future Skills Report

Discussion

Members noted the report and requested that the full report be sent to the Executive.

Action

2. Send a copy of the Local Government Workforce and Future Skills Report to Executive members.

RESOLUTION

THAT LGANT seeks input through the CEO Forum and from H/R and Governance Reference Group delegates over the recommendations in the Local Government Workforce and Future Skills Report for the Northern Territory.

Moved: Mayor Tipiloura
Seconded: Mayor Miller
Carried

6.7 National Procurement Network (NPN) – Not for Profit Access

Discussion

Members adopted the draft LGANT policy.

Action

3. Emma Peters from Local Buy to give a presentation to the Mayors and Presidents Forum.
4. Update LGANT Policy Statements.

RESOLUTION

That the Executive adopts the draft LGANT policy on “Joint procurement (Local Buy) and National Procurement Network (NPN) panel contracts for member councils and associates, Indigenous enterprises, not for profit organisations and charity institutions servicing the Northern Territory”.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

Moved: Mayor Bredhauer
Seconded: Councillor Wunungmurra
Carried

6.8 Joint Insurance Scheme and Discretionary Trust

Discussion

Being the only nomination from municipal councils, Rosemary Jennings of Katherine Town Council was endorsed as the municipal council representative on the Discretionary Trust Advisory Committee.

Gary Pemberton of Barkly Shire Council was endorsed as one of the regional and shire council representatives on the committee.

RESOLUTION

That the Executive accepts three nominations to be LGANT's representatives on the Discretionary Trust Advisory Committee.

Moved: Mayor Edgington
Seconded: Mayor Miller
Carried

Mark Sidey of Wagait Shire Council was endorsed as the other regional and shire council representative on the committee.

RESOLUTION

That the Executive accepts three nominations to be LGANT's representatives on the Discretionary Trust Advisory Committee.

Moved: Mayor Miller
Seconded: Mayor Tipiloura
Carried

6.9 Australian Logistics Council Northern Australia Working Group

Discussion

Members agreed that it is important to have LGANT representation on this working group.

Action

5. Call for nominations from councils to the Australian Logistics Council Northern Australia Working Group.

RESOLUTION

That the Executive approves LGANT representation on the "Australian Logistics Council Northern Australia Working Group" (Working Group) and that LGANT call for expressions of interest from members.

Moved: Mayor Miller
Seconded: Mayor Bredhauer
Carried

Mayor Steven Edgington and Mayor Gawin Tipiloura left the room due to a conflict of interest with item 6.10.

6.10 Nominations to the NT Grants Commission

Discussion

Members endorsed discussed the five nominations for the Minister's consideration and decided on the three that are to be submitted.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

Action

6. Advise the Minister and the Department of LGANT nominations for the NT Grants Commission.

RESOLUTION

That the Executive endorses the three nominations of Mayor Brian Pedwell, Mayor Gawin Tipiloura and Mayor Steven Edgington for the LGANT regional and shire councils representative on the NT Grants Commission for the Minister's consideration.

Moved: Mayor Miller
Seconded: Alderman Panquee
Carried

Mayor Steven Edgington and Mayor Gawin Tipiloura returned to the room.

**6.11 Robinson River Roads Project – Roads to Recovery
Discussion**

Members accepted the tender documentation after receiving a briefing.

RESOLUTION

That the Executive accepts the tender for Phillips Earthmoving Pty Ltd for the reseal of internal roads in the Robinson River Community and construction of new seal on the Robinson River road.

Moved: Councillor Wunungmurra
Seconded: Mayor Tipiloura
Carried

7. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING

- 7.1 Proposed Amendments to the LGANT Governance Charter Policy
- 7.2 2019/20 LGANT Budget Submission
- 7.3 Members' Satisfaction Survey
- 7.4 Council Motion – LGANT Policy Statement on Community Relations
- 7.5 Council Motion – Remote Engagement and Coordination Strategy
- 7.6 Council Motion – Stamp Duty Exemption for Council in the Northern Territory
- 7.7 Council Motion – Family Friendly Policies to Attract and Retain Elected Members
- 7.8 Council Motion – Uniform Policy Position in the use of Glyphosate
- 7.9 Council Motion – Uniform Animal Management Legislation
- 7.10 Council Motion – 2019/20 LGANT Executive Board Membership
- 7.11 Council Motion – Amendments to Section 79 of the *Local Government Act*
- 7.12 Council Motion – Energy Productivity, Efficiency Measures and Renewable Energy

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

7.13 NT Alcohol Policies and Legislation Review

Discussion

Ryan Neve of the Alcohol Review Implementation Team gave members an update on the review including:

- the 12 month report on reforms and outcomes is due out next week
- there will be a new *Liquor Act* in 2019
- Menzies School of Health Research has been commissioned to do a demand study to:
 - highlight services that are available for alcohol treatment
 - show where there are duplications or absence of services
- the Banned Drinkers Register (BDR) 12 month review has shown that:
 - there has been an increase in self-referrals
 - more people on the BDR are accessing services
- the final position on alcohol in communities will go forwards until after the May 2019 Federal election and a new Minister for Indigenous Affairs is appointed
- takeaway alcohol is the biggest risk for the Northern Territory as there is no control of how it is consumed
- Police auxiliaries at takeaway outlets are only allowed to ask two questions:
 1. a person's identification
 2. where the liquor will be consumed
- Ryan Neve will do an information session at the general meeting in April 2019.

Action

7. Send an invite to Ryan Neve to attend the general meeting in April 2019.

RESOLUTION

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

Moved: Mayor Bredhauer

Seconded: Mayor Miller

Carried

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

Nil.

9. PRESIDENT'S REPORT

10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED

10.1 Transfer of Local Roads from the NT Government to Local Government

Future Action

Future meetings of Regional Roads Committees:

- Alice Springs TBC
- Arafura Regional Roads Committee 22/02/19.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

10.2 Cemeteries

Future Action

Complete a submission on the consultation draft prior to 31 March 2019.

10.3 The Transfer of Barge Landings and Boat Ramps to Local Government

Future Action

No further action required.

10.4 Roadmap for Renewable Energy

Future Action

LGANT to work with member councils and Department of Local Government, Housing and Community Development to implement the program announced by the Minister.

10.5 Council Motion – Review of Natural Disaster Relief and Recovery Arrangements Conditions and Eligibility

Future Action

Councils and LGANT to provide submissions.

10.6 Council Motion – Improving Voting and Voter Turnout at Council Elections

Future Action

Provide progress reports.

10.7 Federal Blackspot Funding

Future Action

Review the Federal Budget in May 2019 to ascertain the status of Roads Safety Black Spot Funding. Awaiting confirmation of next Committee meeting.

10.8 Building Better Regions Fund – Local Road Mapping

Future Action

Provide progress reports.

10.9 LGANT Submission to the Aviation Inquiry

Future Action

Review the matter following the release of the Senate Committee's report.

10.10 Senate Inquiry into Regional Inequality

Future Action

Provide a progress report once the Senate releases its report.

10.11 Constitutional Recognition of Aboriginal and Torres Strait Islander People

Future Action

A formal business paper will be presented at the general meeting summarising the outcomes of the final report.

10.12 Independent Town Camps Review

Future Action

Review draft policy once received from the Department.

10.13 Draft LGANT Policies on Language, Literacy and Numeracy

Future Action

Draft letters to the Commonwealth and Territory governments about the policies.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

**10.14 LGANT Submission to the Territory Wide Logistics Master Plan – Discussion Paper
Future Action**

Follow up and report on the outcome of the submission once details are known.

**10.15 Coroner’s Report and Recommendations to do with Work Zone Traffic Management
Future Action**

Continue to attend DIPL meetings and provide progress reports. Awaiting draft legislation (May 2019) for consideration by local government.

**10.16 Regional Telecommunications Review
Future Action**

Follow up and report on the outcome of the submission once details are known.

Discussion

Members were told that the report has been released and outcomes will be brought to the next Executive meeting.

**10.17 East Arnhem Region – LGANT Road Network
Future Action**

Awaiting East Arnhem Regional Council decision.

**10.18 Health, Safety and Security Projects for Regional Council
Future Action**

Provide progress reports.

**10.19 Subdivision Development Guidelines
Future Action**

Councils to consider adopting the guidelines by formal resolution after they are released in the next couple of weeks.

**10.20 Land Use Planning Reforms
Future Action**

Include commentary in the next LGANT submission on Phase 2 of land use planning reforms once papers for it are released.

**10.21 Council Motion – Councils’ Legal Obligation to Manage and Maintain Aboriginal Land
Trust Land
Future Action**

Commission legal advice.

Discussion

Members were told that LGANT has sourced a lawyer with relevant experience and will send him a brief before the general meeting in April 2019.

**10.22 2018-28 Northern Territory Population Growth Strategy
Future Action**

The matter could be handled as part of the meeting to be held with the Chief Minister.

**10.23 ALGA Election Campaign
Future Action**

Provide progress reports following the ALGA Strategic Planning meeting on 13-14/02/19.

**10.24 Life Membership of LGANT Award
Future Action**

Put proposal to the Executive for consideration.

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

10.25 Local Government Environment Project Officer – Funding Agreement

Future Action

No further action required.

RESOLUTION

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

Moved: Mayor Miller
Seconded: Mayor Edgington
Carried

11. BUSINESS NOT YET FINISHED BUT INACTIVE

RESOLUTION

THAT the Executive accept the business not yet finished but inactive.

Moved: Mayor Tipiloura
Seconded: Councillor Wunungmurra
Carried

12. MEMBERS QUESTIONS – Nil

13. GENERAL BUSINESS

13.1 Superannuation for Elected Members

Members discussed the need for fair superannuation and remuneration for council elected members to be consistent with that of members of the NT Legislative Assembly and passed the following two resolutions for LGANT to take as motions to its general meeting in April 2019.

Action

8. Take motions on superannuation and remuneration for council elected members to the general meeting in April 2019.

RESOLUTION

THAT LGANT calls on the government to legislate for fair superannuation for Mayors, Presidents, Aldermen and Councillors which is a basic right for Federal, State and Territory Parliamentarians and everyone else in the Australian workforce.

Moved: Mayor Ryan
Seconded: Mayor Miller
Carried

RESOLUTION

THAT LGANT calls on the government to legislate for fair remuneration for Mayors, Presidents, Aldermen and Councillors via the NT Remuneration Tribunal which is a basic right for Federal, State and Territory Parliamentarians and everyone else in the Australian workforce.

Moved: Mayor Edgington
Seconded: Mayor Bredhauer
Carried

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

13.2 Big Rivers Waste Management Facility

Discussion

Members heard that:

- the Big Rivers Waste Management Working Group is looking at a regional waste facility and the governance and administration around it
- LGANT will be facilitating another Waste Management Symposium on 26-28 June 2019
- waste management is very expensive and comprehensive and includes the removal of:
 - scrap metal
 - tyres
 - waste from hydraulic fracking
 - solar panels
 - green waste.

RESOLUTION

THAT The Executive supports the Waste Management Symposium and that all councils be represented.

Moved: Mayor Miller
Seconded: Mayor Bredhauer
Carried

14. COMPLETED BUSINESS

14.1	Proposed Executive Meeting Dates for 2019
14.2	Joint Kimberley Northern Territory Forum
14.3	2018 National Local Roads and Transport Congress
14.4	ALGA Board Report – November 2018
14.5	NT Waste Management Symposium
14.6	National Procurement Network Report
14.7	ALGA Board Meeting Dates for 2019
14.8	LGANT CEO Performance Review
14.9	NT EPA draft Guidelines for Consultation – Recommended Land Use Separation Distances
14.10	Northern Territory Government Remote Housing
14.11	Administration and Legislation Advisory Committee
14.12	Submission on Remote Employment and Participation
14.13	2016-17 Local Government National Report
14.14	Changes to the <i>Pastoral Land Management Act</i>
14.15	Waste Management Regional Projects
14.16	2015-16 Local Government National Report
14.17	Environments and Indigenous Cardiometabolic Health

RESOLUTION

That the Executive recommends to LGANT that the items of completed business be removed from the Executive meeting agenda for the next meeting.

Moved: Mayor Miller
Seconded: Mayor Edgington
Carried

15. CONFIDENTIAL BUSINESS – Nil

**LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY**

16. NEXT MEETING

The next meeting of the LGANT Executive will be held on Monday, 18 March 2019 at 9:00 am in the LGANT Boardroom or by teleconference.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 4:50pm.

17. LIST OF ACTIONS FROM THE MEETING

ACTIONS	Item No
1. Update LGANT Policy Statements.	6.5
2. Send a copy of the Local Government Workforce and Future Skills Report to Executive members.	6.6
3. Emma Peters from Local Buy to give a presentation to the Mayors and Presidents Forum.	6.7
4. Update LGANT Policy Statements.	6.7
5. Call for nominations to the Australian Logistics Council Northern Australia Working Group.	6.9
6. Advise the Minister and the Department of LGANT nominations for the NT Grants Commission	6.10
7. Send an invite to Ryan Neve to attend the general meeting in April 2019	7.13
8. Take motions on superannuation and remuneration for council elected members to the general meeting in April 2019.	13.1



Foodbank Northern Territory PTY Ltd
ABN 64 141 539 442
9 Mel Road Berrimah NT 0828
P.O Box 38264 Winnellie NT 0821

P +61 8 8947 3669
E admin@bcnt.org.au

FOODBANKNT.ORG.AU

Luccio Cerarelli
City of Palmerston

Tuesday 12 March 2019

Dear Luccio,

On behalf of the Board of Management of Baptist Care NT and Foodbank NT, I would like to pass on our sincere thanks and gratitude for the support you have shown Foodbank NT for International Pancake Day which was held on the 5th of March.

With 20 volunteers, 12 schools, 8 corporate and community groups fundraising, 120 cartons of pancake mix, 10 Foodbank NT Ambassadors, 2 radio stations and 1 coffee van over 3800 pancakes were cooked from the promotion over three days raising more than \$3,000.00.

As the Northern Territory's leading food relief agency, Foodbank NT relies heavily on corporate support from sponsorship, in-kind donations and corporate volunteers from the Territory Business community to increase our capacity to hold promotional events, fundraisers and support program delivery.

The importance community volunteers through NT schools, community groups and individuals supporting our programs and fundraising activities also plays a vital role allowing Foodbank NT to engage with the community on all levels.

The combination of all this support guarantees that Foodbank NT has the capacity to meet demand to supply over 31,000 meals per month to Territorians who suffer from food insecurity.

Again on behalf of Baptist Care NT and Foodbank NT, I thank you for your support and your kindness for joining with us to support Territorians in need.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Paul Avery".

Paul Avery
Chief Executive Officer
Foodbank NT

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

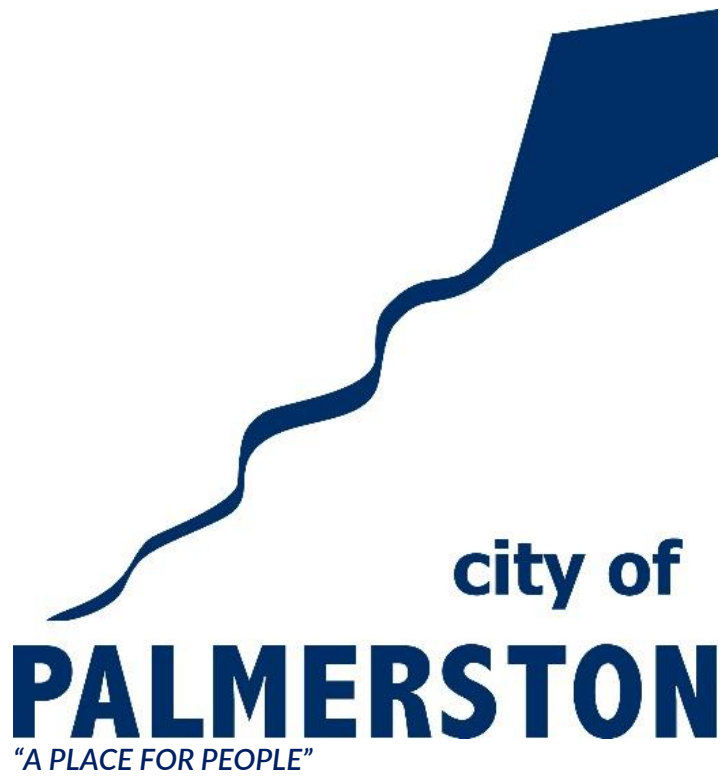
18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday 2 April 2019 at 5.30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

19 CLOSURE OF MEETING TO PUBLIC

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

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



**COUNCIL MEETING
MINUTES
TUESDAY, 5 MARCH 2019**

CITY OF PALMERSTON

Minutes of Council Meeting
held at Mother Teresa Catholic Primary School
16 Ginger Street, Zuccoli
on Tuesday 5 March 2019 at 5:30pm.

ELECTED MEMBERS

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

STAFF

Chief Executive Officer, Luccio Cercarelli
Director Corporate Services, Chris Kelly
Acting Director Lifestyle and Community, Amelia Vellar
Communications Officer, Samantha Abdic
IT System and Network Officer, Michael Schultz

GALLERY

Seven (7) members of the public
Will Zwar, NT News

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 OPENING OF MEETING

The Mayor declared the meeting open at 5:30 pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

Initials:

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Moved: Alderman Hale
Seconded: Alderman Spick

THAT the leave of absence received from Alderman Hale for 25 March to 3 April 2019 inclusive be received and noted.

CARRIED 9/0502 – 05/03/2019

4 REQUEST FOR TELECONFERENCING

Nil.

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

5.2 Staff

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Alderman Buhr
Seconded: Alderman Garden

THAT the minutes of the Council Meeting held on Tuesday, 19 February 2019 pages 9671 to 9679, be confirmed.

CARRIED 9/0503 – 05/03/2019

6.2 Business Arising from Previous Meeting

Nil.

Initials: _____

7 MAYORAL REPORT

7.1 Mayoral Update Report - February 2019 M9/008

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Henderson

THAT Report Number M9/008 entitled Mayoral Update Report - February 2019 be received and noted.

CARRIED 9/0504 - 05/03/2019

8 DEPUTATIONS AND PRESENTATIONS

Nil.

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Confidential Items

Moved: Alderman Garden
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 following confidential items:

ITEM	REGULATION	REASON
25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(i) 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 that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	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.

CARRIED 9/0505 - 05/03/2019

Initials: _____

10.2 Moving Open Items into Confidential

Nil.

10.3 Moving Confidential Items into Open

10.3.1 Palmerston Youth Festival Grant C9/0121

1. THAT Report Number C9/0121 entitled Palmerston Youth Festival Grant be received and noted.
2. THAT Council accept the Department of the Chief Ministers offer of ongoing grant funding of \$300,000 per annum to organise a week-long Palmerston Youth Festival in the July school holidays.
3. THAT Council, pursuant to Section 32 (2) of the Local Government Act 2008 (as amended), hereby delegates to the Chief Executive Officer, the power to finalise and enter the ongoing grant funding agreement with Northern Territory Government for a Palmerston Youth Festival.
4. THAT this matter be moved into Open following the joint public announcement with the Northern Territory Government.

CARRIED 9/0386 – 20/11/2018

11 PETITIONS

Nil.

12 NOTICES OF MOTION

12.1 Graffiti Buster Trailer

Moved: Alderman Lewis
Seconded: Alderman Spick

THAT a report be prepared outlining the feasibility of a "Graffiti Buster Trailer" to be funded, and made available, to members of the community or other suitable alternatives, to combat graffiti around Palmerston City, be presented to Council by the 2nd Ordinary Council meeting in May 2019.

CARRIED 9/0506 – 05/03/2019

Initials:

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Palmerston Senior Advisory Committee February Minutes 9/0175

Moved: Deputy Mayor Henderson
Seconded: Alderman Lewis

THAT Report Number 9/0175 entitled Palmerston Seniors Advisory Committee February Minutes be received and noted.

CARRIED 9/0507 – 05/03/2019

13.1.2 Palmerston Safe Communities Committee February Minutes 9/0176

Moved: Alderman Buhr
Seconded: Alderman Hale

THAT Report Number 9/0176 entitled Palmerston Safe Communities Committee February Minutes be received and noted.

CARRIED 9/0508 – 05/03/2019

13.1.3 Managing Road Network Safety Across the Municipality 9/0180

Moved: Alderman Buhr
Seconded: Deputy Mayor Henderson

THAT Report Number 9/0180 entitled Managing Road Network Safety across the Municipality be received and noted.

CARRIED 9/0509 – 05/03/2019

Initials: _____

13.2 Action Reports

13.2.1 City of Palmerston Common Seal – Northern Territory Government Funding Agreement – Palmerston Youth Music Project 9/0173

Moved: Alderman Garden
Seconded: Alderman Buhr

1. THAT Report Number 9/0173 entitled City of Palmerston Common Seal - Northern Territory Government Funding Agreement – Palmerston Youth Music Project be received and noted.
2. THAT in accordance with Section 26(2) of the *Local Government Act*, the Mayor and Chief Executive Officer be authorised to sign and seal the Service Agreement Funding Contract, Service Agreement Funding Contract TFSD-066-19 – Youth Music Project.

CARRIED 9/0510 – 05/03/2019

13.2.2 Council's Response to the Draft *Burial and Cremation Bill* (NT) 2018 9/0177

Moved: Alderman Buhr
Seconded: Alderman Garden

1. THAT Report Number 9/0177 entitled Council's Response to the Draft *Burial and Cremation Bill* (NT) 2018 be received and noted.
2. THAT Council endorse the submission being Attachment A to Report Number 9/0177 entitled Submission on the Draft *Burial and Cremation Bill* (NT) 2018 to be sent to the Department of Local Government, Housing and Community Development.

CARRIED 9/0511 – 05/03/2019

13.2.3 Review of Council Policy *RS01 Works on Council Verge* 9/0168

Moved: Alderman Buhr
Seconded: Alderman Lewis

1. THAT Report Number 9/0168 entitled Review of Council Policy *RS01 Works on Council Verge* be received and noted.
2. THAT Council rescind Council Policy *RS01 Works on Council Verge* being Attachment A to Report Number 9/0168 entitled Review of Council Policy *RS01 Works on Council Verge*.

CARRIED 9/0512 – 05/03/2019

Initials: _____

Minute Book Page 9691

1st Ordinary Council Meeting

13.2.4 Review of Domestic Kerbside Waste Collection Survey Results 9/0178

Moved: Alderman Spick

Seconded: Alderman Lewis

1. THAT Report Number 9/0178 entitled Review of Domestic Kerbside Waste Collection Survey Results be received and noted.
2. THAT Council maintain the existing service level for domestic kerbside waste and recycling services which includes the collection for single dwelling properties of a 120L general waste MGB twice weekly and a 240L recycling MGB once fortnightly as detailed in Report Number 9/0178 entitled Review of Domestic Kerbside Waste Collection Survey Results.
3. THAT Council receive and note the tabled updated results by the Chief Executive Officer regarding the kerbside waste collection survey results.

CARRIED 9/0513 – 05/03/2019

13.2.5 Outdoor City Dining Experience – On Frances Series 9/0174

Moved: Alderman Hale

Seconded: Deputy Mayor Henderson

1. THAT Council Report Number 9/0174 entitled Outdoor City Dining Experience – On Frances Series be received and noted.

CARRIED 9/0514 – 05/03/2019

Moved: Alderman Buhr

Seconded: Alderman Hale

2. THAT Council approve the On Frances Series as detailed within Report Number 9/0174 entitled Outdoor City Dining Experience – On Frances Series subject to partnering operators being members of the Palmerston and Litchfield Liquor Accord.

CARRIED 9/0515 – 05/03/2019

14 INFORMATION AND CORRESPONDENCE

Nil.

Initials:

15 REPORT OF DELEGATES

Nil.

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

17.1 MacKillop College Student Letters

Moved: Alderman Lewis
Seconded: Alderman Garden

THAT Council receive and note letters tabled by Alderman Lewis from students of MacKillop College regarding graffiti removal on Lambrick Avenue.

CARRIED 9/0516 - 05/03/2019

18 NEXT COUNCIL MEETING

Moved: Alderman Spick
Seconded: Alderman Garden

THAT the next Ordinary Meeting of Council be held on Tuesday, 19 March 2019 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0517 - 05/03/2019

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Lewis
Seconded: Alderman Buhr

THAT pursuant to Section 65(2) of the *Local Government Act* and Regulation 9 of the *Local Government (Administration) Regulations* the meeting be closed to the public to consider the Confidential Items of the Agenda.

CARRIED 9/0518 - 05/03/2019

Initials:

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Spick
Seconded: Alderman Lewis

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

CARRIED 9/0519 – 05/03/2019

The meeting adjourned at 6:22pm.



Athina Pascoe-Bell
MAYOR

Date: _____
