

CITY OF PALMERSTON

Notice of Council Meeting
To be held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 13 March 2018 at 6.30pm.



Luccio Cercarelli
Chief Executive Officer

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

Audio Disclaimer

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

Acknowledgement of Traditional Ownership

I respectfully acknowledge the past and present Traditional Custodians of this land on which we are meeting, the Larrakia people. It is a privilege to be standing on Larrakia country.

1 PRESENT

2 APOLOGIES

3 CONFIRMATION OF MINUTES

RECOMMENDATION

THAT the minutes of the Council Meeting held Tuesday, 6 March 2018 pages 9510 to 9514, be confirmed.

4 OFFICIAL MANAGER'S REPORT

4.1 Official Manager's Report

M8-10

5 REPORT OF DELEGATES

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

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

8 PETITIONS

9 DEPUTATIONS / PRESENTATIONS

10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

11 COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil

11.2 Economic Development and Infrastructure

Nil

11.3 Community Culture and Environment

Nil

12 INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

THAT the Information Items contained within the Information Agenda, be received.

12.3 Officer Reports

Nil

13 DEBATE AGENDA

13.1 Officer Reports

13.1.1	Financial Support – Cazaly's Palmerston Club, Northern Territory PGA Championship	8/1426
13.1.2	Review of Council Policy MEE03 – Audio Recording of Meetings	8/1427
13.1.3	Ezybill – Emailing of Rates Notices and Reminders	8/1429
13.1.4	Financial Report for the Month of February 2018	8/1430
13.1.5	City of Palmerston Library Easter Weekend Closure 2018	8/1431
13.1.6	City Centre Improvement Special Rate	8/1432

14 CORRESPONDENCE

15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

16 PUBLIC QUESTION TIME

At the invitation of the Chair.

17 OTHER BUSINESS – ALDERMAN REPORTS

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

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

18 CONFIDENTIAL REPORTS

18.1 Report Number 8/1428

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Director Corporate Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.1 Report Number 8/1428 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

- (a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual;

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

2. THAT Council orders that the minutes from the Confidential Council Meeting held on 13 March 2018, in relation to item number 18.1 Report Number 8/1428 and associated documents remain confidential and not available for public inspection.

19 CLOSURE

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 6 March 2018 at 6.30pm.**

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1 PRESENT

Elected Members:	Mark Blackburn, Official Manager
Staff:	Luccio Cercarelli, Chief Executive Officer Chris Kelly, Director Corporate Services Malcolm Jones, Acting Director City Growth and Operations Shane Nankivell, Finance Manager Samantha Abdic, Communications Officer Tree Malyan, Executive Assistant Alyce Breed, Minute Secretary
Gallery:	Lauren Roberts, NT News Melissa Mackay, 9 News 7 members of the gallery

2 APOLOGIES

Nil.

3 CONFIRMATION OF MINUTES

1. THAT the minutes of the Council Meeting held Tuesday, 20 February 2018 pages 9497 to 9509, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 20 February 2018 pages 366 to 369, be confirmed.

CARRIED 8/3042 – 06/03/2018

Initials: _____

4 OFFICIAL MANAGER'S REPORT

Nil.

5 REPORT OF DELEGATES

Nil.

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

Nil.

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

Nil.

8 PETITIONS

Nil.

9 DEPUTATIONS/PRESENTATIONS

Nil.

10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Nil.

11 COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil.

11.2 Economic Development and Infrastructure

Nil.

11.3 Community Culture and Environment

Nil.

12 INFORMATION AGENDA

12.1 Items for Exclusion

Nil.

12.2 Receipt of Information Reports

Nil.

Initials: _____

13 DEBATE AGENDA

13.1 Officer Reports

13.1.1 Review Procurement Policy 8/1423

1. THAT Report Number 8/1423 entitled Review of Procurement Policy be received and noted.
2. THAT Council where appropriate and it provides value for money, including a local content weighting, can utilise the Local Buy Procurement arrangement administered by the Local Government Association Queensland and available to Councils in the Northern Territory.
3. THAT Council rescind Council Policy FIN04 – Procurement Policy.
4. THAT Council adopt Policy FIN04 – Procurement Policy being **Attachment A** to Report Number 8/1423 entitled Review of Procurement Policy.

CARRIED 8/3043 – 06/03/2018

13.1.2 Change of Date for the Second Ordinary Council Meeting in March 8/1424

1. THAT Report Number 8/1424 entitled Change of Date for the Second Ordinary Council Meeting in March be received and noted.
2. THAT Council approve the change in date of the second Ordinary Council Meeting in March from 20 March to 13 March 2018 commencing at 6:30pm.

CARRIED 8/3044 – 06/03/2018

13.1.3 Reporting of Creditor Payments and Accounts 8/1425

1. THAT Report Number 8/1425 entitled Reporting of Creditor Payments and Accounts be received and noted.
2. THAT Council note that in addition to Council's legislative reporting requirements, the following information will be provided with the monthly financial statements:
 - a. List of creditor payments for the month by vendor
 - b. Value of outstanding accounts to creditors at the end of each month by vendor
 - c. Total value of credit card transactions each month

CARRIED 8/3045 – 06/03/2018

Initials: _____

14 CORRESPONDENCE

17.1 Development Consent Authority – Deputy Chief Minister Hon. Nicole Manison MLA

THAT Council receives the correspondence received from the Deputy Chief Minister Hon. Nicole Manison MLA regarding the outcome of requesting the Official Manager be appointed as Councils representative on the Development Consent Authority.

CARRIED 8/3046 – 06/03/2018

15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

16 PUBLIC QUESTION TIME

16.1 Antonio Mazza – 4 March 2018

Q: “In his letter to the ombudsman’s office of 19 July 2016, Ricki Bruhn said “Ms Peters did indicate that her husband, Greg Peters had been actively trying to purchase (Mosko’s Market), however Ms Hosking [the current and then-owner] had given no indication that she was prepared to sell the business to Mr Peters.” Does Council concede that this is misleading, given Ms Peters’ emails released under the Information Act show Ms Peters was, even on that very day, continuing to negotiate with Ms Hosking about the lease, and was on that day sent a copy of the signed lease?”

The Official Manager stated that this operational matter was managed by the former Chief Executive Officer. This matter has been investigated by the Ombudsman and Council has responded to the Ombudsman recommendations by adopting Policy AD04 Lease of Council property on 19 September 2017. A copy of this Policy is available on Council’s website.

Q: “Does Council concede that, given the volume and nature of emails from Ms Peters to Ms Hosking, that its negotiations with Ms Hosking were, in effect, negotiations by proxy with Ms Peters?”

The Official Manager stated that this question should be referred to Ms Peters for a formal response.

Q: “Ms Peters used her Council email address, at length, during work hours, to discuss the purchase of a business. Further, during work hours, she requested (and received) advice from a fellow Council staff member, Silke Reinhardt, about the purchase of that business. Was this an appropriate use of Council resources?”

The Official Manager replied with no and notes that this operational matter was investigated by the Chief Executive Officer at that time.

Initials: _____

16.1 Antonio Mazza – 4 March 2018 (continued)

Q: “Did Ms Peters withdraw from the sale negotiations as a result of inquiries from the Ombudsman?”

The Official Manager stated that this question should be referred to Ms Peters for a formal response.

Q: “Did Mr Bruhn, in his meeting with Ms Peters regarding the Ombudsman complaint, caution Ms Peters against further pursuing the purchase of Mosko’s? Were any meeting minutes or notes taken of that meeting?”

The Official Manager replied that he has been advised that this internal staffing matter was investigated by the Chief Executive Officer at that time and remains in confidence.

The Official Manager provided an opportunity for members of the gallery to ask questions.

Nil.

17 OTHER BUSINESS

Nil.

18 CONFIDENTIAL REPORTS

Nil.

19 CLOSURE

Meeting closed at 6.53pm



Mark Blackburn
Official Manager
Date:

ITEM NUMBER: **4.1** **Official Manager's Report**
FROM: **Mark Blackburn**
REPORT NUMBER: **M8-10**
MEETING DATE: **13 March 2018**

Summary:

My report provides Council with a monthly update on recent meetings and events of interest.

RECOMMENDATION

THAT Report Number M8-10 entitled Official Manager's Report be received and noted.

Media:

At the following Media Events, I promoted a range of Community Events available in the municipality.

Tuesday 13 February 2018

- Hosted a media presentation in collaboration with Tony Sievers MLA, Dr Stefan Saverimuttu (The Ark Animal Hospital) and Tess Cooper (Parks & Wildlife Commission of the NT) in relation to protecting Palmerston's waterways and wildlife.

Wednesday 14 February 2018

- ABC Radio Interview – Grass Roots.
- Radio Larrakia Interview.
- 104.9 Radio Interview with Katie Woolf.

Thursday 15 February 2018

- Territory FM Radio Interview with Presenter Mel Little.

Thursday 22 February 2018

- Interview with Channel 9 in relation to the upcoming election.
- Attended a joint media event with the City of Darwin in relation to the deployment of 5 mobile CCTV across the Darwin and Palmerston municipalities.

Tuesday 27 February 2018

- NT News Interview with Journalist Lauren Roberts in relation to the upcoming Palmerston election.

Wednesday 28 February 2018

- Territory FM Radio Interview with Presenter Mel Little.

Monday 5 March 2018

- ABC Radio Interview in relation to Procurement Policy going to the Council meeting on 7 March 2018.

Tuesday 6 March 2018

- ABC Radio Interview in relation to Community Meeting on Youth Crime that was held on Monday 5 March 2018.
- Channel 9 in relation to the up coming election.

Thursday 8 March 2018

- Territory FM Radio Interview with Presenter Mel Little.

Meetings:

Wednesday 21 February 2018

- I met with the Lia Finocchiaro MLA, to discuss a range of local issues.

Monday 26 February 2018

- The CEO and myself met with a representative from Royal Life Saving and a concerned local resident in relation to an incident at Sanctuary Lakes last year.

Events Attended

Monday 12 February 2018

- Attended the Chief Ministers – 2018 – The Year Ahead briefing.

Friday 23 February 2018

- Attended the Declaration of Nominations for the upcoming Palmerston election.

Tuesday 27 February 2018

- I participated in the Palmerston Library's Tunes and Tales program.

Monday 5 March 2018

- Attended the Community Meeting on Youth Crime held at Driver Primary.

Saturday 10 March 2018

- Participated in the International Women's Day Walk.

As this is my last Official Manager's report, I would like to thank the Chief Executive Officer and the Executive Leadership Team for their support. They are privileged to lead a really committed staff team at the City of Palmerston who work tirelessly for their community.

Thank you to local members Eva Lawler, Tony Sievers, Lia Finocchiaro, Terry Mills and Luke Gosling who are all very active in solving local community issues. It is important that incoming Council continues to work with the other levels of Government to make Palmerston a Place for People

Recommending Officer: Mark Blackburn, Official Manager

Any queries on this report may be directed to Mark Blackburn, Official Manager on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Schedule of Attachments: Nil



ITEM NUMBER:	13.1.1	Financial Support – Cazaly's Palmerston Club, Northern Territory PGA Championship
FROM:		Director of Community Services
REPORT NUMBER:	8/1426	
MEETING DATE:	13 March 2018	

Municipal Plan:

1. Community & Cultural Wellbeing

2.1 Tourism

2.1 We are committed to supporting tourism throughout our region

Summary:

This report provides Council with a request for financial assistance through the Community Benefit Scheme from Cazaly's Palmerston Club for \$30,000 to support the hosting of the 2018 Northern Territory PGA Championship in Palmerston.

RECOMMENDATION

1. THAT Report Number 8/1426 entitled Financial Support Cazaly's Palmerston Club, Northern Territory PGA championship be received and noted.
2. THAT Council approve sponsorship to Cazaly's Palmerston Club to the value of \$30,000 to support the 2018 Northern Territory PGA Championship to be held at the Palmerston Golf Club.
3. THAT the Cazaly's Palmerston Club request for a three (3) year sponsorship agreement be referred to the 2018/2019 Municipal Plan budget development for consideration by the 9th Council.

Background:

Cazaly's Palmerston Club proposes to host the Northern Territory's most elite golf tournament in Palmerston. The Northern Territory PGA Championship, which forms part of the ISPS Handa PGA Tour of Australasia is scheduled to be held in August 2018 at the Palmerston Golf Club. This week-long series of events and activities will have a similar programme to the 2017 event of the same name, **Attachment A: 2018 Cazaly's Northern Territory PGA Championship letter of request.**

This annual sporting event has grown to encompass a wide variety of outcomes including community engagement through active participation in programs, volunteering and spectating; development of golf as a recreational activity in the region; economic benefits to local businesses through accommodation and other costs; raising the profile of Palmerston as a tourist destination, **Attachment B: 2017 NT – PGA Post Tournament Report.**

With support from Council, Cazaly's and Palmerston Golf Course successfully developed and delivered the Northern Territory PGA Championships in 2016 and 2017.

The City of Palmerston has provided sponsorship for this event to be held in Palmerston for the past two consecutive years to the value of \$30,000 each year.

Cazaly's Palmerston Club requests support in the form of \$30,000 sponsorship to deliver the 2018 Northern Territory PGA Championship.

General:

Although the Cazaly's Palmerston Club might be considered commercial, and therefore ineligible to receive funds through Council's Community Benefit Scheme, the relevant policy FIN18 states that where a request for sponsorship is made which does not comply with the criteria and is deemed to have merit by the Chief Executive Officer, the request will be forwarded to Council for consideration.

Accordingly, at the request of Council's Chief Executive Officer, this application is presented to Council with a recommendation by staff to support this event in 2018.

As mentioned above, the hosting of the Northern Territory PGA Championship in Palmerston will result in significant community benefit including but not limited to:

- community engagement through active participation in programs, volunteering and spectating
- development of golf as a recreational activity in the region
- economic benefits to local businesses through accommodation and other costs
- raising the profile of Palmerston as a tourist destination.

Of note, is the organisation's preference to seek multi-year funding (2018, 2019, 2020, 2021). However, it is recommended that at this time a single funding agreement be reached for 2018 and future submissions for multi-year funding agreements be considered by the incoming Ninth City of Palmerston Council in their forward programming and future budget deliberations.

Commitments of sponsorship for this event are time sensitive, an agreement from Council now will assist Cazaly's to secure the event in Palmerston as part of the PGA Tour of Australasia calendar, support Cazalys to seek other sponsorship and secure City of Palmerston as a major sponsor

Financial Implications:

The financial implications to Council, should the Council approve funding, would be \$30,000 from the Community Benefit Scheme 2017/2018 operational budget.

The City of Palmerston commits to setting an annual amount in its budget process dedicated to initiatives that benefit the community. The budget for 2017/2018 for Grants, Donations, Sponsorships and Scholarships is \$100,000 and budget available currently rests at \$45,609.

Where budgeted funds are not expended during the financial year, excess funds are transferred to the Community Benefit Scheme Reserve, which currently has a reserve total of \$100,000.



Therefore, there is sufficient budget available to approve this funding request, and sufficient reserve funds to accommodate further community funding requests until end of this financial year, if required.

Council has previously supported and funded this event in 2016 and 2017 to the value of \$30,000 in each year.

Legislation/Policy:

Policy number FIN18 - Grants, Donations, Sponsorships and Scholarships

Recommending Officer: Jan Peters, Director of Community Services

Any queries on this report may be directed to Jan Peters, Director of Community Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Author: Jan Peters, Director of Community Services

Schedule of Attachments:

Attachment A: 2018 Cazaly's Northern Territory PGA Championship letter of request.

Attachment B: NT – PGA Post Tournament Report



CAZALYS

PALMERSTON CLUB

1st March 2018

Jan Peters

Director of Community Services

City of Palmerston

Email: jan.peters@palmerston.nt.gov.au

Dear Jan,

On the back of the successful staging of the 2017 Northern Territory PGA Championship, the PGA of Australia and the Palmerston Golf Course will continue to exhaust every option for the Northern Territory's most elite golf tournament to remain on the ISPS Handa PGA Tour of Australasia schedule, for many years to come.

With this in mind, our vision is to continue to enhance the event for both the sponsors and the community, and create a greater presence of the tournament in the Asia Pacific region.

Actively engaging surrounding communities through signage, promotions and Professional visitation will improve our ability to deliver on sponsor recognition, crowd numbers and increased business potential.

At the forefront of our minds are the event goals including promoting the game of golf and delivering an international sporting event to the Territory. Doing so will enable us to produce an event with moral and financial longevity.

One of the major components of the Northern Territory PGA Championship, was to involve the greater Northern Territory golfing public. This was achieved through the Path to Palmerston, where each NT Golf Club ran a Path to Palmerston qualifying event. The winners of both the Male and Female competitions received an invitation to compete in the Championship Pro-Am.

Junior golfers from across the Northern Territory enjoyed an opportunity of a lifetime, rubbing shoulders with their heroes and playing the tournament course just days out from the Championship at the Junior ProAm. Approximately 25 Juniors competed in the event which will no doubt inspire the next generation of Northern Territory golfers.

The Darwin public were treated to some one-on-one tuition from some of Australia's leading professionals in the lead up to the Championship. More than 30 keen golfers participated in the Championship clinic held on the Tuesday evening, enjoying the tuition and tips being offered by the professionals.

ATTACHMENT A

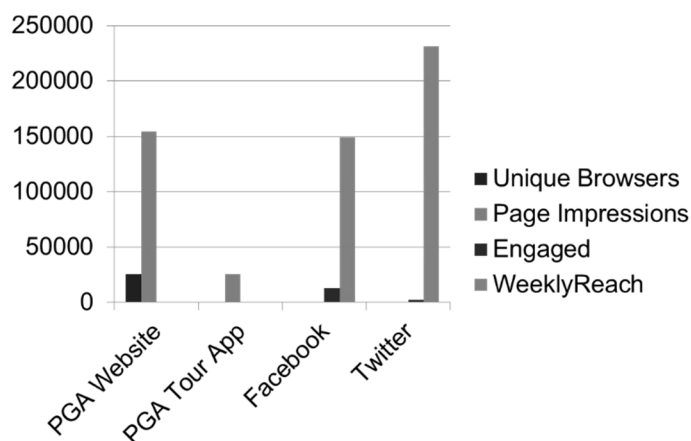
More than 155 amateurs, including sponsors and guests competed in the Championship Pro-Am on the Wednesday of Tournament week. Playing in a team competition, this event gives all of the Tournament's key stakeholders an opportunity to play alongside the country's finest golf professionals, while in a relaxed and light-hearted environment.

MEDIA & COMMUNICATIONS

Below is a breakdown of the marketing /branding for the 2017 NT PGA;

- Approximately 1000 TV commercials screened on SCTV & Channel Nine Darwin
- Approximately 200 Radio commercials on Mix 104.9
- 1 x Outside Broadcast on Mix 104.9 on Sunday 14th August
- 17,000 copies NT PGA Lift Out Guide in the NT News
- 6 x advertisements in the NT News
- 60 x A1 Event Posters
- Web & Social media exposure
- Roadside Banners
- Sponsor Display Banners

The below report indicates the reach of the PGA Media throughout the City of Palmerston NT PGA Championship.



ECONOMIC ANALYSIS

Cazalys 2017 NT PGA Championship returned an estimated \$1.5 million for the week into the Northern Territory's economy through accommodation, food and beverage, ancillary hire and travel expenses and tournament operations. This figure is predicted to increase with ongoing penetration into Asia, as 'golfing tourists' are attracted to play and stay in the Northern Territory throughout the year.

Whilst hard to gather 'actual data' surrounding economic impact of the tournament, we have listed below the estimated number of visitors (participants, spectators, support crew, artists, others travelling specifically for the event), their total length of stay and their estimates daily spend (accommodation, food, activities etc.) These figures do not include visitors who are already in town on vacation who attend the event.

Local suppliers also benefitted from the Tournament with a total spend of \$175,849.77 to produce the event. A detailed list is provided in our post tournament report.

ATTACHMENT A

	Competitors	Locals	Infra State Visitors	Path to Palmerston	Inter State Visitors	International Visitors	Totals
Visiting Specifically	120	2000	80	10	220	50	2480
Average Daily Spend	\$284	\$50	\$324	\$230	\$502	\$556	n/a
Average Length of Stay	7 Days	n/a	7 Days	3 Days	7 Days	10 Days	n/a
Totals	238,560	100,000	181,440	6,900	773,080	278,000	n/a
Grand Total	\$1,577,980						

* Figures supplied by the Australian Golf Industry Council / Sports Marketing

The Northern Territory PGA Championship remains on trend to meet its long-term vision of being a significant golfing spectacle for the Northern Territory, one which continues to attract broad media interest and tourism attendance.

With this in mind we are writing to you to seek funding assistance in the amount of \$30,000 in order for the event to be held. It is our preference to seek multi-year funding (2018, 2019, 2020, 2021) as the PGA and Palmerston Golf & Country Club have locked in this prestigious event into the Calander for years to come.

We appreciate the support of the Palmerston Council and your consideration of this proposal, and look forward to continuing this relationship well into the future.

Yours Sincerely,

Matthew Hewer
General Manager – 0401 859955



CAZALYS
PALMERSTON CLUB

**NORTHERN
TERRITORY
PGA
CHAMPIONSHIP**

2017 Cazalys
Northern Territory PGA
Championship
Post Tournament Report

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TOURNAMENT DESCRIPTION

Cazalys 2017 Northern Territory PGA Championship forms part of the ISPS PGA Tour of Australasia. Cazalys NT PGA Championship was a week long event attracting local, interstate and international participants to the Northern Territory. This week long event also incorporated several community activities designed to engage local communities and broadly develop the game of golf.



SOCIAL & COMMUNITY IMPACT

- By far the most significant benefactor of the Cazalys NT PGA Championship is the Palmerston Community and the surrounding region. The week long event acts as a valuable motivator and spectacle for the public, volunteer and corporate arena.
- The PGA has worked closely with many of the Local and Territory authorities and media outlets to build sustainable relationships and programs for the tournament.
- In working with local media and sponsors we have created significant awareness for the event and community across all mediums.



SOCIAL & COMMUNITY IMPACT CONT'D

- In working with local and intrastate sponsors we have generated and returned significant funds to the Palmerston community through food, beverage and accommodation.
- Cazalys NT PGA Championship remains on trend to meet its long term vision of being a significant golfing spectacle for the Northern Territory, one which continues to attract a broad media interest and tourism attendance.



TOURNAMENT OVERVIEW

Date: Monday 28th August – Sunday 3rd September

Venue: Palmerston Golf Course

Prizemoney: \$150,000

Starting Field: 120 Competitors including six elite amateurs

Winner: Travis Smyth (am) NSW 64, 68, 66, 67

Runner-Up: Deyen Lawwon VIC 67, 67, 69, 68

Low Amateur: Darren Beck NSW 67, 68, 67, 70

PLAYER SUMMARY

Cazalys Northern Territory PGA Championship attracted a class field in it's second year and spectators were treated to some high calibre of golf.

Darwin fans got a look into the future of Australian golf with 22-year old amateur Travis Smyth (pictured below) dominating the field to win the 2017 Northern Territory PGA Championship – presented by Cazalys Palmerston.



Smyth completed his romp to victory with a four-under 67 to finished at 19-under around the Palmerston layout, a commanding six shots ahead of runner-up Deyen Lawson (pictured below) with Darren Beck alone in third place at 12-under.



PLAYER SUMMARY CONTINUED....

ATTACHMENT B



Singapore-based Marcus Both is an infrequent participant on the ISPS HANDA PGA Tour of Australasia but took advantage of Darwin's close proximity to the Asian capital cities to make his debut in the Championship at Palmerston.

Marcus Both is a 3-time Asian Tour winner, who will enjoy a rare appearance in his homeland after plying his trade for more than 13 years in Asia.

Thailand was represented by Wisut Artjanawat and Pannakorn Uthaipas (pictured) while Jonathan Ke Jun Woo (Singapore) and Lion Wei Jie Goh (Malaysia) round out an Asian contingent that should find Darwin's dry season heat to their liking.



American Casey O'Toole is one of the most accomplished on the list of Asian Tour players, having claimed a victory and topping the Asian Development Tour money list in 2015 and easily retaining his main Tour card after a solid 2016 season.

COMMUNITY ENGAGEMENT PROGRAM



The focus surrounding this year's tournament was the Community Engagement Program, designed to interact with the greater Northern Territory Community.

JUNIOR PRO-AM

Junior golfers from across the Northern Territory enjoyed an opportunity of a lifetime, rubbing shoulders with their heroes and playing the tournament course just days out from the Championship. 25 Juniors competed in the event which will no doubt inspire the next generation of Northern Territory golfers.



CHAMPIONSHIP CLINIC

Hosted at the Flight Path Driving Range, the Darwin public were treated to some one-on-one tuition from some of Australia's leading professionals in the lead up to the Championship.

More than 20 keen golfers participated in the clinic held on the Tuesday evening, enjoying the tuition and tips being offered by the professionals.



CHAMPIONSHIP PRO-AM

More than 155 amateurs, including sponsors and guests competed in the inaugural Championship Pro-Am on the Wednesday of Tournament week.



Playing in a team competition, this event gives all of the Tournament's key stakeholders an opportunity to play alongside the country's finest golf professionals, while in a relaxed and light hearted environment.

CHAMPIONSHIP PRO-AM CONTINUED



MEDIA AND COMMUNICATIONS

This report indicates the reach of the PGA Media throughout Cazalys NT PGA Championship.

- Users (unique browsers) on pga.org.au increased by 8.12% year on year
- Page views (page impressions) on pga.org.au increased by 45% year on year ... the leader board page nearly doubled in views alone and most articles performed better this year.
- Facebook across our two accounts (PGA of Australia and PGA Tour of Australasia) impressions increased by 220%, reach increased by 125 % and engagement increased by 193%. The biggest influence for this increased was our video content.
- Users of the app increased by 50% this year.
- There were more than 115k video views across all channels for the week.

MEDIA AND COMMUNICATIONS CONTINUED

GOLF PLUS MEDIA WEBSITE, SOCIAL MEDIA, PRINT/ONLINE

Some of the key elements of the Year 1 objectives were to create social media and web platforms that did not exist for the inaugural championship in 2016.

WEBSITE

- A website www.ntpga.com.au was produced and went live one month prior to the tournament. Even though this was a relatively short lead time, a lot of content was produced before the first ball was hit.
- The content contained tournament information, building anticipation with updates on the quality field, the course and some history from the previous year. A section dedicated to tournament sponsors also allowed for live links back to sponsors' own websites, providing additional benefits for the supporters of the event.
- More importantly the content was centred around the objectives of major stakeholders such as City of Palmerston Council, NT Government, the golf course and Cazalys. The aim was to create a platform for crafted content that stakeholders could use and share for their own benefit and subsequently promote their cause, via involvement in the tournament.
- The bulk of this content's subject matter focussed on how Darwin and the Northern Territory are 'go ahead' locations, that is, a great place to visit, live and work.
- This content was promoted via the tournament's social media with stakeholders encouraged to 'share' via their own social media, boosting audience reach even further.
- There was a link setup from the PGA of Australia which has a large national and international audience. The link from their website went to the Tournament website, building traffic and awareness. There was also a link from the tournament website back to the PGA website for tournament live scores.

MEDIA AND COMMUNICATIONS CONTINUED

ATTACHMENT B

GOLF PLUS MEDIA WEBSITE, SOCIAL MEDIA, PRINT/ONLINE

WEBSITE

- During the tournament, the website was updated frequently with tournament updates and blog items on featured players, boosting interest for the audience and awareness of Darwin on a national level
- A post-tournament gallery was setup enabling viewers to access moments from the 2017 tournament
- The website remains live and all stakeholders including Government Departments can refer to it, link to it or share stories for their own promotion.
- The tournament website has since risen in Google searches and is performing well with rankings
- 2018 will see further gains in the website audience and reach. A main factor of this will be the amount of time that content can be built and shared digitally, in comparison to the short timeframe of a month ahead of the 2017 tournament.
- Additional features such as archived tournament history, updates on Darwin and the event stakeholders, will add to the tournament site's valuable content and archive of its history.
- Further promotion via digital marketing strategies will help build on the gains already made
- Continued involvement with NT Government Departments, especially in the tourism sector will further boost the reach and further build the audience of the Darwin and NT to a National market and an increasing Asian market

MEDIA AND COMMUNICATIONS CONTINUED

GOLF PLUS MEDIA WEBSITE, SOCIAL MEDIA, PRINT/ONLINE

SOCIAL MEDIA

ATTACHMENT B

Tournament Facebook and Instagram accounts were established. Preview material was posted with increasing frequency in the months leading up to the Tournament in late August.

During the Championship, regular updates were made, including links back to the tournament website blogs being posted simultaneously.

The reach of the Social Media pages grew to the tens of thousands and continue with posts being made following the completion of the Championship. In 2016, there was no social media or web presence to help promote Championship so the gains made in 2017 were considerable.

Again, we would expect to create more awareness in 2018 by way of an earlier lead time to create content and interest ahead of the event.

PRINT / ONLINE GOLF MEDIA

Northern Territory PGA Championship preview articles were able to be placed in local, Territory, national and international markets in advance of the Championship.

The PGA of Australia posted their own and additional content created by the Championship by way of preview articles and tournament coverage. The major golf publications in Australia also posted material created by the Championship in their tournament wraps following the event.

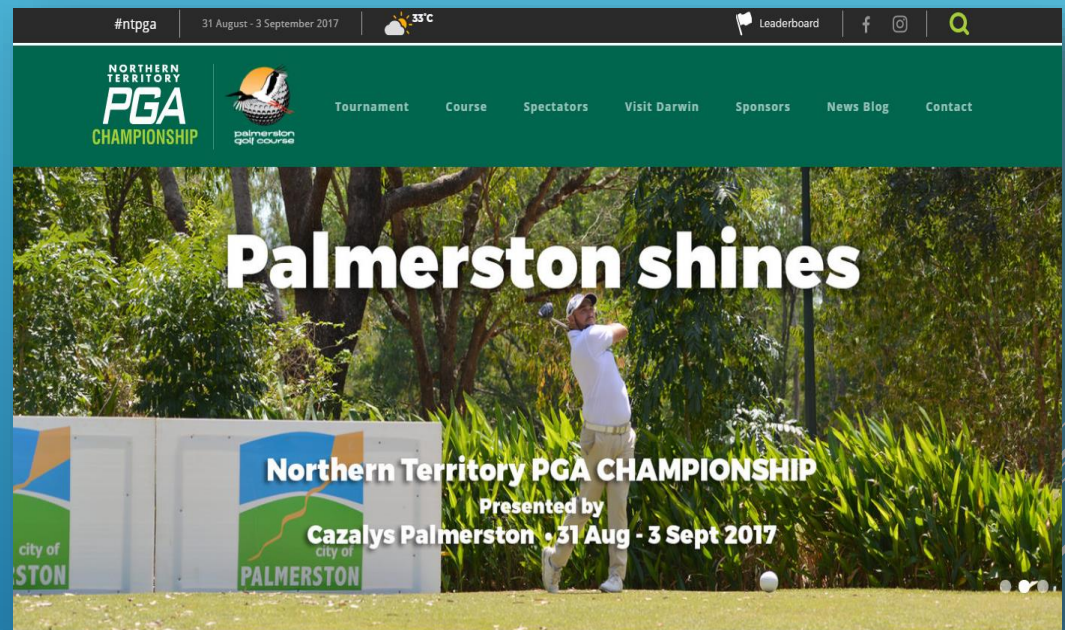
International markets included Indonesia, Malaysia and Vietnam, with publications such as OB Golf & Lifestyle, Golf Malaysia Magazine and Vietnam Golf Magazine posting news of the Championship via their online sites.

Cazalys Palmerston General Manager Noel Fahey also appeared on Golf Australia's weekly podcast 'Inside the Ropes' in the days leading up to the Championship, promoting the tournament to a national and international audience.

MEDIA AND COMMUNICATIONS CONTINUED

The below highlights the reach the PGA Media had for the duration of the Championship;

- NT News
- ABC Darwin
- Golfink
- Golf Australia
- Manuwatu Standard
- Newcastle Herald
- Sydney Morning Herald
- Illawarra Mercury
- OB Golf & Lifestyle
- Golf Malaysia Magazine
- Vietnam Golf Magazine
- Golf Australia Magazine Express




MEDIA AND COMMUNICATIONS CONTINUED

ATTACHMENT B

NT News
DARWIN 26-34°C

\$200 FIRST DEPOSIT BONUS



Travis Smyth with his crocodile trophy after winning the NT PGA Championship. Picture: Olivia McMillan/PGA Australia

Local sport


Amateur golfer Travis Smyth wins NT PGA Championship

GREY MORRIS, NT News
September 4, 2017 8:22am

NT News
DARWIN 26-34°C

NEWS SPORT ENTERTAINMENT LIFESTYLE BUSINESS REAL ESTATE CLASS

LOCAL AFL AFL SUPERCOACH CRICKET RUGBY LEAGUE RUGBY UNION RACING MOTOR SPORT



Travis Smyth tees off at the NT PGA Championship in Palmerston. Picture: GLENN CAMPBELL

Local sport

Victorian Frazer Droop equals Palmerston course record at NT PGA Championship

JOSH SPASARO, NT News
September 2, 2017 7:41am

DAY two of the 2017 NT PGA Championship at Palmerston was one Victorian Frazer Droop will never forget.

NT News
DARWIN 26-34°C

SIGN UP AND HAVE YOUR FIRST DEPOSIT MATCHED \$200

Subscribe today for access to every story NT News



Michael Sim will tee off in the Northern Territory PGA Championship at Palmerston Golf Club. (Picture: Mark Mestralle/Getty Images)

Local sport

Golfer Michael Sim hoping for strong showing in Northern Territory PGA Championship

GREY MORRIS, NT News
August 30, 2017 8:03am

MICHAEL Sim grinned when asked if he was keen to improve on his 20th place in last year's inaugural NT PGA at Palmerston Golf Club.

NT News
DARWIN 26-34°C

SIGN UP AND HAVE YOUR FIRST DEPOSIT MATCHED \$200

NEWS SPORT ENTERTAINMENT LIFESTYLE BUSINESS REAL ESTATE CLASS

LOCAL AFL AFL SUPERCOACH CRICKET RUGBY LEAGUE RUGBY UNION RACING MOTOR SPORT

REAL \$50 UP ON THE BIG RACES MONEY BACK TO \$50 ON THE SPRING CARNI

Subscribe today for access to every story NT News



Victorian James Nitties is gunning for the NT PGA title in his first visit to the Top End. Picture: BRETT COSTELLO

Local sport

Victoria golfer James Nitties aiming for top spot at this weekend's \$150,000 NT PGA

GREY MORRIS, NT News
August 31, 2017 9:37am

MEDIA AND COMMUNICATIONS CONTINUED



CAZALYS
PALMERSTON CLUB

NORTHERN
TERRITORY
PGA
CHAMPIONSHIP

AUG 31ST - SEPT 3RD

FREE ENTRY
Pop Up Restaurants
Garden Wine Bar





Michael Sim
4 x Winner on the
Nationwide Tour in the US



Dimi Papadatos
Former NZ Open & Current
VIC Open Champion



Nathan Green
2009 Canadian Open Winner

PALMERSTON GOLF COURSE



EXPERIENCE THE NT PGA CHAMPIONSHIP WITH 120
PROFESSIONAL AND AMATEUR GOLFERS
FROM AROUND AUSTRALASIA



CAZALYS
PALMERSTON CLUB



CITY OF
PALMERSTON



NORTHERN
TERRITORY
GOVERNMENT



BARGE
EXPRESS



ISPS HANDA
PGA TOUR
AUSTRALASIA



GREAT
NORTHERN



TREASURY
WINE ESTATES



INKERPORE



nutrize



LIZARDS
BAR & RESTAURANT



RYDGCS



MIX



GORE



Cellarbrations



Coca-Cola



MMC



KENNARDS



DPS



NT News



Asahi



TOP



The Silver Wedding



PALMERSTON



AURORA



Archer & Gallagher



COUNTRY
SOLAR



Kestrel



CAZALYS
PALMERSTON CLUB

NORTHERN
TERRITORY
PGA
CHAMPIONSHIP



NT News





Michael Sim
4 x Winner on the
Nationwide Tour in the US



Dimi Papadatos
Former NZ Open & Current
VIC Open Champion



Nathan Green
2009 Canadian Open Winner

PALMERSTON GOLF COURSE



EXPERIENCE THE NT PGA CHAMPIONSHIP WITH 120
PROFESSIONAL AND AMATEUR GOLFERS
FROM AROUND AUSTRALASIA



CAZALYS
PALMERSTON CLUB



CITY OF
PALMERSTON



NORTHERN
TERRITORY
GOVERNMENT



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TREASURY
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nutrize



LIZARDS
BAR & RESTAURANT



RYDGCS



MIX



GORE



Cellarbrations



Coca-Cola



MMC



KENNARDS



DPS



NT News



Asahi



TOP



The Silver Wedding



PALMERSTON



AURORA



Archer & Gallagher



COUNTRY
SOLAR



Kestrel

MEDIA AND COMMUNICATIONS CONTINUED

CHAMPIONSHIP MAP



PATH TO PALMERSTON

ATTACHMENT B



PATH TO PALMERSTON

Qualifying to be held at courses across Northern Territory

Play your way to the
**Northern Territory PGA
Championship Pro-Am**
at Palmerston Golf Course
Wednesday 30th August 2017

Talk to your local golf club for qualifying dates

More information

Justin Maker
Assistant State Manager — QLD/NT
0438 619 188



One of the major components of the City of Palmerston Northern Territory PGA Championship, was to involve the greater Northern Territory golfing public.

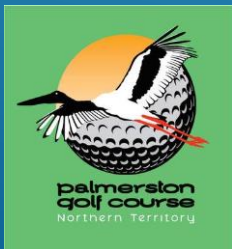
This was achieved through the Path to Palmerston, where each club ran a Path to Palmerston qualifying event. The winners of both the Male and Female competitions received an invite to compete in the Championship Pro-Am.



PATH TO PALMERSTON

Below are a list of clubs that hosted the 2017 Path to Palmerston Qualifying Events;

- Gove Golf Club
- Jabiru Golf Club
- RAAF Darwin Golf Club
- Humpty Doo Golf Club
- Palmerston Golf Course
- Darwin Golf Club
- Katherine Golf Club



PLAYER ENGAGEMENT

Throughout the Championship of Cazalys Northern Territory PGA, competing professionals had the opportunity to explore the sights of the Northern Territory.

This included a trip to Crocosaurus Cove, experiencing the 'Cage of Death', a Deep Sea Fishing opportunity, as well daily trips to Litchfield National Park, which headlined the sport segments of news bulletins around the country.

Professional golfers also spent time at Royal Darwin Hospital bringing cheer to some of Darwin's sick kids.



ECONOMIC ANALYSIS

Cazalys Northern Territory PGA 2017, attracted an entry list of 120 competitors. 114 professionals and 6 amateurs gained entry into the championship.

The following percentages outline the representation of the final field composition;

NSW	34%
NT	2.50%
QLD	22%
SA	6%
VIC	17.50%
WA	5%
Int	13%

ECONOMIC ANALYSIS CONTINUED

ATTACHMENT B

The Cazalys 2017 NT PGA Championship returned an estimated \$1,577,980 for the week into the Northern Territory's economy through accommodation, food and beverage, ancillary hire, travel expenses and tournament operations. This figure is predicted to increase with ongoing penetration into Asia, with 'golfing tourists' are attracted to play and stay in the Northern Territory throughout the year.

Whilst hard to gather 'actual data' surrounding economic impact of the tournament, we have listed below the estimated number of visitors (participants, spectators, support crew, artists, others travelling specifically for the event), their total length of stay and their estimates daily spend (accommodation, food, activities etc.) These figures do not include visitors who are already in town on vacation who attend the event.

A list of local suppliers has also been provided, outlining the work created by the NT PGA for local business.



ECONOMIC ANALYSIS CONTINUED

ATTACHMENT B

	Competitors	Locals	Intra State Visitors	Path to Palmerston	Inter State Visitors	International Visitors	Totals
Visiting Specifically	120	2000	80	10	220	50	426
Average Daily Spend	\$284	\$50	\$324	\$230	\$502	\$556	n/a
Average Length of Stay	7 Days	n/a	7 Days	3 Days	7 Days	10 Days	n/a
Totals	238,560	100,000	181,440	6,900	773,080	278,000	n/a
Grand Total	\$1,577,980						

* Figures supplied by the Australian Golf Industry Council / Sports Marketing

The above figures are indicative of the competitors, officials, caddies, families and friends that specifically attended the Northern Territory PGA Championship.

Local Suppliers to the NT PGA

COMPANY		\$ SPENT
SCTV	Southern Cross Television, TV Advertising Partner of the NT PGA operating in Darwin since 2003 employs 8 full time staff in its Darwin office.	\$15,500.00
News Limited	NT News has been serving the people of the Northern Territory for more than 60 years . The NT News reaches more than 64,000 people each day & employs 110 staff. NT News, media partner for the NT PGA.	\$6,000.00
Channel 9	Founded in 1971, Channel 9 Darwin supplied advertising for the NT PGA.	\$5,500.00
Mix 104.9fm	Darwin's premier radio station featured a 3 week PGA advertising campaign	\$7,280.00
Cannons Kitchen	Cannons Kitchen catering provided all meals associated with the tournament. Employing 25 staff for this event.	\$24,600.00
CUB, Lion, Coke, ALM	Suppliers of all beverages throughout the tournament.	\$25,000.00
Sporte Leisure	Supplier of all tournament shirts & caps for volunteers and pro-am players at the NT PGA.	\$17,372.50
Entertainment	Local musicians supplied entertainment throughout the tournament. A mix of DJs & soloists were employed for various events.	\$5,500.00
Darwin Carpet & Vinyl	A locally family owned business, Darwin Carpet & Vinyl employees 14 staff.	\$1000.00
Palmerston Cricket Club	Our local cricket club assisted by collecting golf balls from the driving range, twice daily. A donation to the Club was made for this service.	\$2500.00
Colemans Printing	Colemans Printing is a local printing company that provided all the banners and signage for the NT PGA.	\$4890.00
Sub Total		\$115,142.50

Local Suppliers to the NT PGA Cont'd

COMPANY		\$ SPENT
Territory Party Hire	A Territory owned and operated business with over 30 years of combined industry experience employing 12 staff. Suppliers of marquees & furniture for the NT PGA.	\$5,700.00
Golf Plus Media Widsom Creative	Consultancy on golf media, web design, social media & print	\$20,000.00
Top End Greenkeeping	Consultancy for course beautification to PGA Standard	\$13,750.00
Darwin Castles	Family owned & operated business since 2006 employing 9 staff. Darwin Castles provided children's entertainment, throughout the week long event	\$1727.27
Enchanted Moments	This family operated local business, supplier of event services for NT PGA Tournament Dinner.	\$8,000.00
Tempfence Darwin	Local business supplying temporary fencing for driving range & crowd control.	\$700.00
Shadeworks	Local business supplying shade for event	\$2,500.00
St John Ambulance	Supplied on-site volunteer first aid officers for the length of the tournament.	\$500.00
Global Headquarters	Locally owned business supplying all film services & graphics production for big screen.	\$5,630.00
L.O.F.T. Club Car	Supplier of additional golf carts to the Palmerston Golf Course for the NT PGA.	\$1500.00
Curby's Trophies	Family owned business operating in Darwin for the past 17 years, supplier of winner & perpetual trophies for the NT PGA	\$700.00
Grand Total		\$175,849.77


VISION

On the back of the successful staging of Cazalys 2017 Northern Territory PGA Championship, the PGA of Australia and the Palmerston Golf Course will continue to exhaust every option for the Northern Territory's most elite golf tournament to remain on the ISPS Handa PGA Tour of Australasia schedule for many years to come.

With this in mind, our vision is to continue to enhance the event for both the sponsors and the community, and create a greater presence of the tournament in the Asia Pacific region.

Actively engaging surrounding communities through signage, promotions and Professional visitation will improve our ability to deliver on sponsor recognition, crowd numbers and increased business potential.

At the forefront of our minds are the event goals including promoting the game of golf and delivering an international sporting event to the state. Doing so will enable us to produce an event with moral and financial longevity.

A series of several parallel white diagonal lines of varying lengths, starting from the right edge and extending towards the bottom left, creating a sense of motion and design.

EVENT PARTNERS

The 2017 City of Palmerston Northern Territory PGA Championship welcomed a host of partners to the inaugural Championship, each playing a pivotal role in the overall success of the event.

Treasury Wines

Nutri-Zone

De Silva Hebron

Kennards Hire

Department of Business

Channel 9

Core Traffic Control

Halikos

INGKERREKE

Northern Territory Government

Coca Cola

Barge Express

Cellarbration

Rydges Palmerston

Top End Greenkeeping

Garden Park Golf Link

Country Solar NT

Channel 7

Arthur J Gallagher

City of Palmerston

Asahi Schweppes

Aristocrat

Coopers

Dynamic Refrigeration Services

MMC

Top End Greenkeeping

Southern Cross TV

Fuji Xerox

City of Palmerston

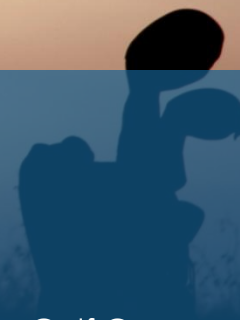




Contact

Steve Kotz
Club Manager
Palmerston Golf Course
Phone: 8932 1324
Email: manager@palmerstongolfcourse.com.au

Susan Heenan
Marketing Manager
Cazalys & The Palmerston Golf Course
Phone: 8932 8688 Mobile: 0425 297 642
Email: marketing@cazalysnt.com.au



ITEM NUMBER: 13.1.2 Review of Council Policy MEE03 – Audio Recording of Meetings

FROM: Chief Executive Officer

REPORT NUMBER: 8/1427

MEETING DATE: 6 February 2018

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

Purpose:

The purpose of this report is to review Council Policy MEE03 Audio Recording of Meetings.

RECOMMENDATION

1. THAT Report Number 8/1427 entitled Review of Council Policy MEE03 – Audio Recording of Meetings be received and noted,
2. THAT Council rescinds Policy MEE03 – Audio Recording of Meetings.

Background:

Council originally adopted policy MEE03 Audio Recording of Meetings at its Council Meeting held on 14 January 2014, for the purposes of minute taking. Since this time, the policy had been reviewed in 2015 and is now due to be reviewed by Council.

General:

A review of Council's minute taking process has been conducted, taking into consideration the use for 'audio recordings' for minute taking purposes and it has been found that Council has the appropriate resources and procedures to ensure accurate recording of minutes of a meeting without the need for audio recording.

Since 2014 the recording of minutes has rarely been utilised by staff in the finalisation of Council meeting minutes. Council minutes are on screen during Council meetings prior to a decision. Any amendments are made during the meeting and prior to Council voting. Furthermore the draft minutes are presented for confirmation by the Council at the next Ordinary meeting. Council at this stage has the ability to amend the minutes and agree that the minutes are of an accurate reflection.

It is being recommended that Policy Number MEE03 – Audio Recording of Meetings be rescinded.

Alternatively, should the Council continue to record meetings for minute taking purposes, it is recommended that once the minutes have been confirmed, the audio be deleted immediately after. **Attachment A** MEE03 Audio Recording of Meetings, Section 4.3.3 has been altered to reflect this change.

Financial Implications:

No financial implications to the Council have been identified.

Legislation/Policy:

Section 67 (1) of the Local Government Act

67 Minutes

- (1) The CEO must ensure that proper minutes of meetings of the council, local authorities, local boards and council committees are kept.

Recommending Officer: Luccio Cercarelli, Chief Executive Officer

Any queries on this report may be directed to Luccio Cercarelli, Chief Executive Officer on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Schedule of Attachments:

Attachment A: Draft MEE03 Audio Recording of Meetings



MEE03

Name:		Audio Recording of Meetings			
Type:		Council Policy			
Owner:		Chief Executive Officer			
Responsible Officer:		Director of Corporate Services			
Approval Date:		[Approval Date]	Next Review Date:		[Next Review]
Records Number:			Council Decision:		[Policy Code]
HISTORY					
Records Number:			Approval Date:	17/11/2015	Council Decision: 8/1753

1 PURPOSE

The purpose of this policy is to specify the arrangements for creating, storing, using, disclosing and destroying audio recordings of Ordinary and Special Council meetings and Committee meetings.

2 PRINCIPLES

The City of Palmerston is committed to the effective and responsible governance of Council administration. This policy ensures the minutes of meetings accurately reflect decisions made by Council.

3 DEFINITIONS

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

Term	Definition
Audio recording	Any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or DAT recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).

4 POLICY STATEMENT

4.1 Audio recordings will be made of all Ordinary and Special Council meetings and Standing Committee meetings, with the exclusion confidential matters identified as such under Section 8 of the Local Government (Administration) Regulations for the purposes of;

- 4.1.1 Assisting in the preparation of meeting minutes; and
- 4.1.2 Ensuring decisions of Council and Committees are accurately recorded; and
- 4.1.3 Verifying the accuracy of minutes prior to their confirmation.

4.2 Public Notification

4.2.1 In compliance with the Surveillance Act 2007, advice will be provided to the members of the public in attendance at meetings that an audio recording of the meeting will be made. The wording of the advice will be as follows:

MEE03

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

4.2.2 This advice will be displayed in the following manner:

- Displayed on the notice of agenda for meetings of Council and Standing Committees; and
- Displayed at the entry to Council Chambers or place where the meetings are held; and
- Verbally by the Chairperson at the commencement of the meeting.
-

4.3 Creation, Storage, Retention and Destruction of Recordings

4.3.1 Audio Recordings will be made in MP3 format using a digital recorder with one or more directional microphones.

4.3.2 Audio recordings will be stored securely by the Chief Executive Officer in such a manner that only those authorised have access to them.

4.3.3 Audio recordings will be deleted immediately following the Confirmation of Minutes.

4.4 Access to Recordings

4.4.1 Access by Elected Members

Requests by Elected Members for access to recordings for the purpose of ensuring the accuracy of meeting minutes will be made to the Chief Executive Officer, who will provide access by means of listening to the recordings at Council offices during business hours.

4.4.2 Access by Staff

4.4.2.1 Access is granted for the purposes of ensuring the accuracy of meeting minutes to the Chief Executive Officer, Director Corporate Services, Director Community Services and Director City Growth and Operations and the relevant minutes secretary of the meeting to which the recording relates.

4.4.2.2 All other requests for access by staff are to be made to the Chief Executive Officer and will only be granted in circumstances requiring the staff member to participate in ensuring the accuracy of meeting minutes.

4.4.3 Access by the Public

Access by members of the public will not be granted unless formal access is applied for under the access provisions Information Act.

4.5 Recording of meetings by Members of the Public

Members of the public may not record the proceedings of Council and Committee meetings except by resolution of Council (not Committee).

5 ASSOCIATED DOCUMENTS

- 5.1 Council Policy - MEE01 Access to Council and Committee Meetings and Confidential Minutes

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act
- 6.2 Local Government (Administration) Regulations
- 6.3 City of Palmerston (Procedures for Meetings) By-Laws

ITEM NUMBER: 13.1.3 Ezybill – Emailing of Rates Notices and Reminders
FROM: Director of Corporate Services
REPORT NUMBER: 8/1429
MEETING DATE: 13 March 2018

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

The purpose of this report is to inform Council of continuous improvement in the provision of rates notices and reminders to Palmerston ratepayers.

RECOMMENDATION

THAT Report Number 8/1429 entitled Ezybill – Emailing of Rates Notices and Reminders be received and noted.

Background:

The Council has received feedback that ratepayers would like to see Council introduce electronic rate notices.

Currently all City of Palmerston's rates notices are mailed via Australia Post to ratepayers with the exclusion of a small number of ratepayers that have elected to receive their notices via BPAY View. Council has been made aware of an emailing service offered by its current supplier in addition to the traditional print service.

The Council will be introducing a service of emailing rates notices and reminders as part of improving customer service.

General:

The technologies and processes now assist to allow Council to offer a service for the emailing of rate notices as an alternative to the traditional print and post via Australia Post method. To receive this service, a ratepayer simply needs to register via the Council website. The information provided is secure and remains private. Once registered, the ratepayer will receive all future rates notices by email. Rate payers may opt out of this service at any time.

The emailing of rates notices provides the community a more flexible, reliable and quicker avenue to receive their rates notices from the Council. It also increases environmental sustainability as there is no printing, paper waste or transport pollution associated with this method.

Ezybill is expected to be fully operational by August 2018 in time for the issuing of the 2018/2019 rates notices. Council will continue to post rates notices to ratepayers who do not wish to participate, and all existing payment channels will continue.

Council will undertake a communications campaign to inform ratepayers of this new channel and encourage participation.

Financial Implications:

The cost of providing this service will generate savings to Council now and into the future depending on the uptake of the service. The cost of the software set up is \$400 with a cost of \$0.50 per notice, this represents a saving of \$0.85 per notice compared to the traditional method.

Legislation/Policy:

Section 159 *Local Government Act*

This service will comply with legislative requirements and is in use with a number of Councils.

Recommending Officer: Chris Kelly, Director of Corporate Services

Any queries on this report may be directed to Chris Kelly, Director of Corporate Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Author: Shane Nankivell, Finance Manager

Schedule of Attachments:

None.



ITEM NUMBER: 13.1.4 Financial Report for the Month of February 2018
FROM: Director of Corporate Services
REPORT NUMBER: 8/1430
MEETING DATE: 13 March 2018

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

The purpose of this report is to present to Council the Financial Report for the month of February 2018.

RECOMMENDATION

THAT Report Number 8/1430 entitled Financial Report for the Month of February 2018 be received and noted.

Background:

The Local Government (Accounting) Regulations prescribes that:

18 Financial reports to Council

1. The CEO must, in each month, lay before a meeting of the Council a report, in a form approved by the Council. Setting out:
 - a. The actual income and expenditure of the Council for the period from the commencement of the financial year up to the end of the previous month;
 - b. The forecast income and expenditure for the whole of the financial year.
2. The report must include:
 - a. Details of all cash investments held by the Council (including any money held in trust);
 - b. A statement on the debts owed to the Council including aggregate amount owed under each category with a general indication of the age of the debts;
 - c. Other information required by the Council.

If a Council does not hold a meeting in a particular month, the report is to be laid before the Council Committee performing the Council's financial functions for the particular month.

General:

Financial Officers provide year to date financial information for the month ended 28 February 2018.

Operating Income

Total operating income is at 99% of the current forecasted budget. Rates & Charges are showing as 99% for the year as rate income is recognised in full when it is levied.

Grants, Subsidies & Contributions, currently showing as 125% is higher than anticipated due to an increase in Funds In Lieu Of Construction (FILOC) funds received compared to budget, as well as the reimbursement of streetlighting maintenance fees by the Northern Territory Government for the first quarter of 2017/18. These budget items will be adjusted at third budget review.

Other Income, at 121% is currently performing above expectations due to insurance reimbursements received for damaged play equipment, this will be adjusted at third review. The remaining income items are performing as anticipated.

Operating Expenditure

Across all areas, operating expenditure is currently 65% of budget for the full year. The budget is trending, and minor adjustments will be made at third review to reflect actuals which are currently over budget. All remaining expense items are tracking as forecasted.

Capital Income

Capital Income items are generally proceeding as anticipated. The \$5,000,000 budget for Asset Income relates to gifted assets received from developers throughout the year and will be adjusted at end of financial year. An adjustment of \$50,000 will need to be made at third review to reflect Council Decision 8/1863 for the sale of part lot 14730, Miller Court, Gunn.

Capital Expenditure

Overall Capital Expenditure is showing at 54% for the year, including Asset Upgrades at 57% for the full year, and Asset Purchases at 36%. Balance of works are anticipated to occur predominately after the wet season, when conditions are more favourable.

Financial Implications:

No significant issues have been identified in this review.

Legislation/Policy:

The review is undertaken in accordance with legislative and policy requirements.

Recommending Officer: Chris Kelly, Director of Corporate Services

Any queries on this report may be directed to Chris Kelly, Director of Corporate Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Author: Shane Nankivell, Finance Manager

Schedule of Attachments:

Attachment A: Financial Management Report – February 2018



Financial Management Reports

February 2018

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

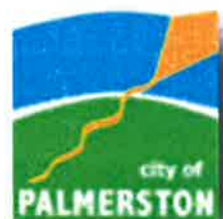


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2.5 Financial Indicators

2.6 Creditor Accounts Paid

2.7 Creditor Accounts Outstanding

2.8 Waste Charges

2.9 Commercial Leases

Section 2 Financial Results

1.1 - Executive Summary as at 28 February 2018

Results	Revised Budget 2018 \$	YTD Actual \$	YTD Committed \$	Budget Forecast \$	% Utilised
Operating Income					
Rates & Charges	26,709,566	26,569,003	0	26,709,566	99%
Statutory Charges	193,000	108,783	0	193,000	56%
User Charges	1,551,219	1,120,608	0	1,551,219	72%
Grants, Subsidies & Contributions	1,572,643	1,969,975	0	1,572,643	125%
Investment Income	746,160	684,346	0	746,160	92%
Other Income	53,500	64,496	0	99,850	121%
Operating Income	30,826,088	30,517,211	0	30,872,438	99%
Operating Expenditure					
Employee Costs	-8,208,035	-4,390,007	-35,350	-8,208,035	54%
Professional Services	-1,286,085	-795,310	-331,677	-1,286,085	88%
Auditor's Remuneration	-32,000	-90	0	-32,000	0%
Bad and Doubtful Debts	0	0	0	0	0%
Operating Lease Rentals	-206,300	-120,864	-55,419	-206,300	85%
Energy	-1,135,653	-735,609	0	-1,135,653	65%
Materials & Contractors	-12,307,223	-6,082,970	-2,706,014	-12,307,223	71%
Depreciation, Amortisation & Impairment	-8,820,000	-5,880,000	0	-8,820,000	67%
Elected Members Expenses	-327,959	-139,754	0	-327,959	43%
Legal Expenses	-61,500	-85,062	0	-61,500	138%
Landfill Rehabilitation	0	0	0	0	0%
Other Expenses	-4,405,053	-2,342,065	-244,694	-4,412,653	59%
Finance Charges PAN/Parking Structure	-13,877	0	0	-13,877	0%
Operating Expenditure	-36,803,685	-20,571,731	-3,373,154	-36,811,285	65%
OPERATING SURPLUS/(DEFICIT)	-5,977,597	9,945,481	-3,373,154	-5,938,847	
Capital Income					
Net gain (loss) on disposal or revaluation of assets	30,985	59,443	0	30,985	192%
Asset Income	5,000,000	0	0	5,000,000	0%
Grants received	678,380	543,600	0	689,380	80%
Capital Income	5,709,365	603,043	0	5,720,365	11%
Net SURPLUS / (DEFICIT) transferred to Equity Statement	-268,232	10,548,523	-3,373,154	-218,482	
Capital Expenditure					
Land Purchase	0	0	0	0	0%
Asset Purchase	-1,177,590	-327,315	-93,558	-1,217,916	36%
Asset Upgrade	-9,736,973	-4,007,338	-1,498,408	-9,746,397	57%
Capital Expenditure	-10,914,563	-4,334,653	-1,591,966	-10,964,313	54%
Less Non-Cash Expenditure	-8,820,000	-5,880,000	0	-8,820,000	67%
Plus Gifted Assets	5,000,000	0	0	5,000,000	0%
NET CAPITAL SURPLUS/(DEFICIT)	-7,362,795	12,093,870	-4,965,120	-7,362,795	
Borrowings	2,000,000	0	0	2,000,000	0%
Repayment of Borrowings	-35,192	0	0	-35,192	0%
Reserve Movement	5,397,986	0	0	5,397,986	0%
NET OPERATING SURPLUS/(DEFICIT)	0	12,093,870	-4,965,120	0	

Reviewed by: Finance Manager

Approved by: Director of Corporate Services

Section 2

Financial Results

28 February 2018

2.1 - Budget Summary Report as at Operating Income

	Revised Budget \$	YTD Actuals \$	%
Governance			
Office of the CEO	350,898	428,219	122.04%
Governance	350,898	428,219	122.04%
Corporate Services			
Financial Services	300,000	404,711	134.90%
Office of the Director Corporate Services	0	5,891	0.00%
Rates	20,060,426	19,495,541	97.18%
Corporate Services	20,360,426	19,906,143	97.77%
Community Services			
Events Promotion	0	3,500	0.00%
Library Services	690,856	667,668	96.64%
Senior Citizens	1,500	0	0.00%
Youth Services	5,000	3,300	66.00%
Community Services	697,356	674,468	96.72%
Technical Services			
Animal Management	392,000	303,310	77.38%
Aquatic Centre	77,291	51,528	66.67%
Civic Centre	162,333	119,690	73.73%
Driver Resource Centre	6,600	9,636	145.99%
Gray Community Hall	16,800	9,690	57.68%
Office of the Director Technical Services	43,250	37,551	86.82%
Parking & Other Ranger Services	175,000	102,254	58.43%
Private Works	110,000	80,310	73.01%
Recreation Centre	71,000	80,332	113.14%
Roads & Transport	383,489	352,494	91.92%
Stormwater Infrastructure	52,000	0	0.00%
Subdivisional Works	450,000	697,491	155.00%
Waste Management	6,682,860	7,092,601	106.13%
Odegaard Drive Investment Property	446,160	334,620	75.00%
Durack Heights Community Centre	2,830	782	27.63%
CBD Car Parking	345,795	236,093	68.28%
Technical Services	9,417,408	9,508,381	100.97%
	30,826,088	30,517,211	99.00%

Section 2

Financial Results

2.1 - Budget Summary Report as at 28 February 2018 Capital Income

	Revised Budget \$	YTD Actuals \$	%
Corporate Services			
Office of the Director Corporate Services	30,985	59,443	191.84%
Corporate Services	30,985	59,443	191.84%
Technical Services			
Open Space	0	11,000	0.00%
Roads & Transport	538,380	532,600	98.93%
Subdivisional Works	5,000,000	0	0.00%
Waste Management	140,000	0	0.00%
Technical Services	5,678,380	543,600	9.57%
	5,709,365	603,043	10.56%

Section 2 Financial Results

2.1 - Budget Summary Report as at 28 February 2018

Operating Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Governance					
Elected Members	-556,588	-349,176	-458	-349,634	62.82%
Office of the CEO	-724,134	-676,821	-8,028	-684,849	94.57%
Governance	-1,280,722	-1,025,996	-8,487	-1,034,483	80.77%
Corporate Services					
Customer Services	-212,945	-87,088	-177	-87,264	40.98%
Financial Services	-1,473,388	-849,213	-64,774	-913,987	62.03%
Human Resources	-230,363	-113,260	-614	-113,875	49.43%
Information Technology	-1,089,738	-575,205	-165,456	-740,660	67.97%
Office of the Director Corporate Services	-9,432,218	-6,202,966	-13,482	-6,216,448	65.91%
Public Relations and Communications	-385,517	-195,545	-10,296	-205,841	53.39%
Rates	-303,900	-290,445	-1,991	-292,437	96.23%
Records Management	-270,342	-155,722	-37,727	-193,449	71.56%
Corporate Services	-13,398,411	-8,469,444	-294,517	-8,763,961	65.41%
Community Services					
Arts & Culture	-127,000	-39,300	-5,169	-44,469	35.02%
Community Development	-856,228	-439,323	-14,422	-453,746	52.99%
Events Promotion	-273,300	-124,543	-22,574	-147,117	53.83%
Families & Children	-20,000	-7,437	-986	-8,423	42.12%
Health and Wellbeing Services	-62,500	-6,667	-11,077	-17,745	28.39%
Library Services	-1,539,299	-723,366	-42,618	-765,984	49.76%
Senior Citizens	-6,500	-1,979	-173	-2,152	33.11%
Youth Services	-50,500	-13,675	0	-13,675	27.08%
Office of the Director Community Services	-283,853	-138,728	-500	-139,228	49.05%
Community Services	-3,219,180	-1,495,019	-97,520	-1,592,539	49.47%
Technical Services					
Animal Management	-111,500	-62,196	-28,243	-90,439	81.11%
Aquatic Centre	-558,228	-334,235	-171,725	-505,960	90.64%
Archer Sports Club	-10,936	-1,601	0	-1,601	14.64%
Civic Centre	-388,645	-174,924	-28,428	-203,352	52.32%
Depot	-66,243	-31,910	-10,752	-42,661	64.40%
Driver Resource Centre	-31,348	-6,704	-1,524	-8,228	26.25%
Emergency Operations	-10,000	0	0	0	0.00%
Gray Community Hall	-73,976	-24,637	-9,639	-34,276	46.33%
Office of the Director Technical Services	-1,289,228	-713,360	-66,463	-779,823	60.49%
Open Space	-5,635,322	-2,462,790	-276,097	-2,738,887	48.60%
Parking & Other Ranger Services	-809,465	-413,040	-3,503	-416,542	51.46%
Plant & Equipment	-32,000	-36,393	-1,138	-37,531	117.29%
Private Works	-92,688	-52,963	0	-52,963	57.14%
Recreation Centre	-142,711	-149,571	-35,298	-184,869	129.54%
Roads & Transport	-2,478,888	-1,034,999	-217,888	-1,252,887	50.54%
Stormwater Infrastructure	-281,000	-161,617	-5,738	-167,355	59.56%
Street Lighting	-875,000	-610,187	-6,402	-616,589	70.47%
Subdivisional Works	0	-243	0	-243	0.00%
Waste Management	-5,591,174	-3,142,218	-2,062,010	-5,204,227	93.08%
Odegaard Drive Investment Property	-116,187	-79,039	-583	-79,622	68.53%
Durack Heights Community Centre	-54,738	-10,729	-7,173	-17,902	32.71%
CBD Car Parking	-218,584	-67,349	-38,577	-105,926	48.46%
Goyder Square	-37,510	-10,567	-1,449	-12,016	32.03%
Technical Services	-18,905,371	-9,581,271	-2,972,630	-12,553,901	66.40%
	-36,803,685	-20,571,731	-3,373,154	-23,944,884	65.06%

Section 2 Financial Results

2.1 - Budget Summary Report as at 28 February 2018

Capital Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Corporate Services					
Information Technology	-15,000	0	-8,792	-8,792	58.62%
Office of the Director Corporate Services	-213,600	-118,855	0	-118,855	55.64%
Corporate Services	-228,600	-118,855	-8,792	-127,647	55.84%
Community Services					
Community Development	-733	-1,806	0	-1,806	246.48%
Community Services	-733	-1,806	0	-1,806	246.48%
Technical Services					
Aquatic Centre	-42,368	-14,079	0	-14,079	33.23%
Civic Centre	-100,000	-73,117	0	-73,117	73.12%
Depot	-17,000	-4,400	0	-4,400	25.88%
Driver Resource Centre	-15,000	0	0	0	0.00%
Office of the Director Technical Services	-202,746	-39,870	-30,438	-70,308	34.68%
Open Space	-2,205,310	-861,621	-90,359	-951,981	43.17%
Recreation Centre	-10,000	0	0	0	0.00%
Roads & Transport	-2,819,930	-1,537,919	-301,850	-1,839,769	65.24%
Stormwater Infrastructure	-115,000	-7,633	-12,985	-20,617	17.93%
Subdivisional Works	0	-163,681	-23,628	-187,310	0.00%
Waste Management	-5,136,368	-1,509,669	-1,123,914	-2,633,582	51.27%
CBD Car Parking	-21,508	-2,003	0	-2,003	9.31%
Technical Services	-10,685,230	-4,213,993	-1,583,174	-5,797,167	54.25%
	-10,914,563	-4,334,653	-1,591,966	-5,926,619	54.30%

Section 2

Financial Results

2.2 Reserves Schedule

	Balance as at 01/07/2017	Original Budget \$	TO RESERVES Budget Reviews			Adopted Budget \$	Original Budget \$	FROM RESERVES Budget Review		Adopted Budget \$	Balance as at 30/06/2018
			1st Review \$	2nd Review \$				1st Review \$	2nd Review \$		
Externally Restricted Reserves											
Unexpended Grants Reserve	0	0	0	0	0	0	0	0	0	0	0
Developer Funds in Lieu of Construction*	4,669,920	250,000	0	0	250,000	0	0	0	0	0	4,919,920
	4,669,920	250,000	0	0	250,000	0	0	0	0	0	4,919,920
Internally Restricted Reserves											
Election Expenses Reserve	150,000	0	0	0	0	0	0	0	150,000	150,000	0
Disaster Recovery Reserve	500,000	0	0	0	0	0	0	0	0	0	500,000
Strategic Initiatives Reserve	500,000	0	0	500,000	500,000	500,000	0	0	0	500,000	500,000
Unexpended Capital Works Reserve	3,217,148	0	0	0	0	0	3,217,148	0	0	3,217,148	0
Property Reserve	1,077,343	0	0	500,000	500,000	500,000	155,240	0	0	655,240	922,104
Plant and Equipment Reserve	310,442	0	0	0	0	0	38,810	0	0	38,810	271,632
Infrastructure Reserve	4,108,758	500,000	0	3,556,000	4,056,000	3,500,000	662,149	864,000	5,026,148	3,138,610	3,138,610
Community Grants Reserve	100,000	0	0	0	0	0	0	0	0	0	100,000
Waste Management Reserve	1,313,229	3,430,217	0	0	3,430,217	4,174,069	0	0	0	4,174,069	569,377
Streetlighting Reserve	811,063	0	0	0	0	500,000	0	0	0	500,000	311,063
Masterplan Reserve	0	15,545,795	0	14,753,418	30,299,213	14,972,002	200,000	15,000,000	30,172,002	127,211	127,211
	12,087,982	19,476,012	0	19,309,418	38,785,430	24,146,071	4,273,346	16,014,000	44,433,416	6,439,996	6,439,996
Total Reserve Funds	16,757,902	19,726,012	0	19,309,418	39,035,430	24,146,071	4,273,346	16,014,000	44,433,416	11,359,916	11,359,916


Reviewed by: Finance Manager


Approved by: Director of Corporate Services

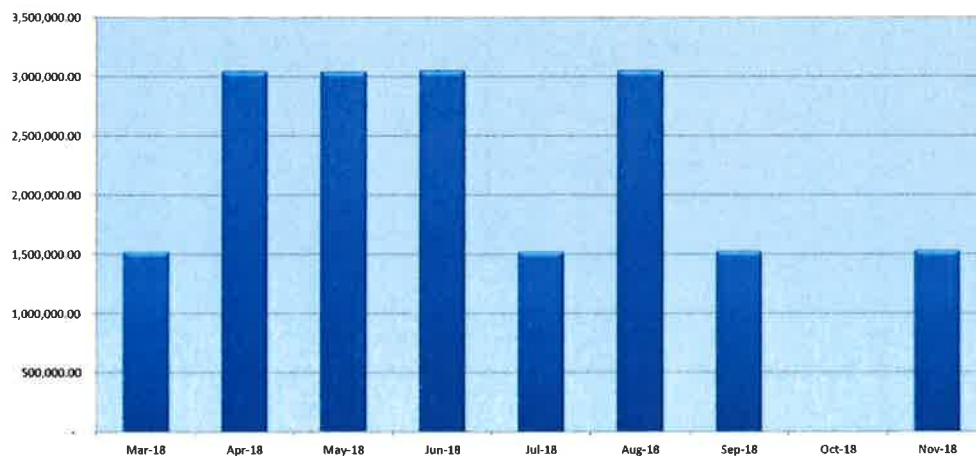
Section 2 Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 28/02/2018

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%
Auswide	S&P A3	\$ 1,500,000.00	2.65%	May 23, 2018	84	\$ 1,500,000.00	8.26%
AMP	S&P A1	\$ 1,500,000.00	2.65%	November 7, 2018	252	\$ 1,500,000.00	8.26%
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	July 18, 2018	140		
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	August 15, 2018	168		
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	September 12, 2018	196	\$ 4,500,000.00	24.78%
National Australia Bank	S&P A1+	\$ 7,439.33	2.80%				
National Australia Bank	S&P A1+	\$ 152,785.24	2.80%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	April 11, 2018	42		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.61%	May 9, 2018	70		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	June 6, 2018	98		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	June 20, 2018	112	\$ 6,160,224.57	33.92%
ME Bank	S&P A2	\$ 1,500,000.00	2.60%	April 25, 2018	56		
ME Bank	S&P A2	\$ 1,500,000.00	2.57%	August 29, 2018	182	\$ 3,000,000.00	16.52%
MyState	Moody's P2	\$ 1,500,000.00	2.57%	March 14, 2018	14	\$ 1,500,000.00	8.26%
TOTAL SHORT TERM INVESTMENT		\$ 18,160,231.36		Average Days to Maturity	118.00		
% OF TOTAL INVESTMENT PORTFOLIO	A1 (max 100%)	42%	A2/P2 (max 80%)	50%	A3 (max 50%)	8%	100%
Weighted Average Rate	2.63%		BBSW 90 Day Rate Benchmark		1.78%		
GENERAL BANK FUNDS		\$ 6,329,711.38		Total Budget Investment Earnings	-\$ 300,000.00		
TOTAL ALL FUNDS		\$ 24,489,942.74		Year to Date Investment Earnings	-\$ 300,370.62		

Cashflow of Investments



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARITIVE YTD YIELD AT CASH RATE OF 3%
48 Odegaard Drive, Rosebery	Fair Value	\$ 6,935,502	\$ 297,440	\$ 73,155	\$ 224,285	\$ 137,950

Reviewed by: Finance Manager

Approved by: Director Corporate Services

Section 2

Financial Results

28 February 2018

2.4 Debtor Control Accounts

SUNDRY DEBTORS:					
BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS
382,710.49	350,801.45	(645.17)	4,377.33	(60.00)	28,236.88
RATES:					
REPORT MONTH	OUTSTANDING \$	OUTSTANDING % OF RATES INCOME	OVERDUE \$	OVERDUE % OF RATES INCOME	
Feb-18	\$5,276,604	19.1%	\$1,243,756	4.5%	
Feb-17	\$4,616,263	17.5%	\$1,067,878	4.1%	
TOTAL OVERDUE \$	Charged in 2017/2018	Charged in 2016/2017	Charged in 2015/2016	Charged in 2014/2015	Charged Prior to 2014/2015
\$1,243,756	\$975,819	\$205,034	\$49,425	\$9,874	\$3,603
INFRINGEMENTS:					
		\$			
Animal Infringements		119,295.83			
Public Places		7,967.00			
Parking Infringements		176,283.99			
Litter Infringements		875.00			
Signs		0.00			
Other Law and Order		0.00			
Net Balance on Infringement Debts		<u>304,421.82</u>			

Reviewed by: Finance Manager

Approved by: Director Corporate Services

Section 2

Financial Results

2.5 - Financial Indicators

[illegible]

SECTION 2

Financial Results

2.6 - Creditor Accounts paid - February 2018

Creditor No.	Creditor Name	Amount \$
4256	AMP Bank	1,500,000.00
V00848	Aldebaran Contracting Pty Ltd	743,941.30
V00295	Jacana Energy	205,117.45
54	Powerwater	179,672.58
4816	CS Services NT	175,713.14
5104	JLM Civil Works Pty Ltd	159,355.20
4269	RTM - NT Electoral Commission	133,428.23
V00318	StatewideSuper Clearing House	129,605.76
2	Australian Taxation Office - PAYG	123,458.00
549	City of Darwin	78,032.80
798	YMCA of the Northern Territory	55,735.59
3683	Area9 IT Solutions	40,586.40
V01510	Jac Comrie Pty Ltd	21,726.73
V01232	Mark D Blackburn	21,606.75
V00773	Akron Group NT Pty Ltd	18,311.78
V00582	Ezko Property Services (Aust) Pty Ltd	16,991.94
4963	Centratech Systems Pty Ltd	16,741.89
2161	GHD Pty Ltd	15,621.10
4190	National Australia Bank	15,186.08
5760	Touch Football Australia	14,300.00
2587	Top End RACE	13,555.17
5031	All Aspects Recruitment & HR Services	12,450.68
3879	Litchfield Council	10,829.50
87	Industrial Power Sweeping Services Pty	10,406.33
V01009	Australian Parking and Revenue Control Pty Limited	9,455.69
1170	Territory Debt Collectors (TDC NT P/L)	8,472.00
V01431	Gigtek	7,700.00
48	Top End Line Markers Pty Ltd	7,525.10
V00101	Bellamack Pty Ltd	7,389.80
V00157	McArthur Management Services (Vic) P/L	7,260.00
V00223	HME Air Conditioning & Electrical Services	6,632.00
846	Nationwide News NT Division	6,541.67
47	Telstra Corporation Ltd	6,262.80
V00193	Amcom Pty Ltd	5,778.93
V00476	Water Dynamics (NT) Pty Limited	5,752.89
26	Viva Energy Australia Ltd	5,626.46
938	Nightcliff Electrical	5,564.12
V01135	SysAid Australia Pty Ltd	4,462.00
4414	JLL Infrastructure Advisory Pty Ltd	4,400.00
3936	Arafura Tree Services and Consulting	4,246.00
3886	Top End Sign Sales	3,938.00
V00860	Costojic Pty Ltd	3,920.00
V00299	EPAC Salary Solutions Pty Ltd	3,729.20
V00271	Fuji Xerox Business Centre NT	3,529.39
4065	Southern Cross Protection Pty Ltd	3,475.37
4737	D & L Plumbing & Gasfitting	3,223.00
V00614	RTM - Dept. of the Attorney General and Justice	3,102.00
2124	Food'll Do Catering Darwin (Grinners Catering)	2,856.50
V00368	iWater NT	2,590.50
V00315	HWL Ebsworth Lawyers	2,546.50
V00902	Coles Motors	2,521.90
V01498	Baptist Care Northern Territory	2,500.00
274	CSG Business Solutions (NT) Pty Ltd	2,457.84
256	The Bookshop Darwin	2,365.31
4320	Elton Consulting	2,297.35

Creditor No.	Creditor Name	Amount \$
V00939	Defend Fire Services Pty Ltd	2,261.16
3313	Zip Print	2,171.40
2186	Optus Billing Services Pty Ltd	2,068.00
V01446	Silent Disco King Australia	2,035.00
4336	Wavesound Pty Ltd	1,960.20
3099	Iron Mountain Australia Pty Ltd	1,925.34
V01345	GreenTec Pty Ltd	1,727.00
5757	Rutledge Engineering (Aust) Pty Ltd	1,613.70
289	Bolinda Publishing Pty Ltd	1,541.23
3647	Plastic Card Customization	1,536.11
V01052	Ken Brodie	1,500.00
V00964	HD Enterprises Pty Ltd T/a HD Pumps	1,477.29
2977	Security & Technology Services P/L	1,413.50
V01079	CAP22 Services Pty Ltd	1,404.11
1581	NT Broadcasters Pty Ltd	1,377.20
V00877	Gisela Pineiro T/as Artuition	1,350.00
253	Territory FM 104.1 Darwin - CDU	1,339.80
V01054	Kate Patten	1,324.00
V01502	Ryan Coppola & Anne Hebert	1,176.00
V01118	Wilson Security Pty Ltd	1,155.77
V00200	Hidden Valley Ford (Red Earth Automotive P/L)	1,114.00
V00681	NT Controls & Automation Pty Ltd	1,039.50
V01499	Shiner Town	1,000.00
V01516	United Nations Association of Australia NT Div	1,000.00
4825	OracleCMS	999.00
5508	Open Systems Technology Pty Ltd - CouncilFirst	965.25
3787	Total Event Services T/A Top End Sounds P/L	960.85
272	City Wreckers	924.00
4871	Reface Industries	919.02
4007	Ark Animal Hospital Pty Ltd	909.44
4679	iSentia Pty Ltd	840.62
5686	Aussie Telecom Pty Limited	815.22
5	Australia Post	809.90
V01496	Darwin Dive Company Pty Ltd	770.00
V00284	Wheelers Books	676.42
3504	Raeco International Pty Ltd	660.48
4528	Miranda's Armed Security Officers Pty	631.40
35	WINC Australia Pty Limited	599.96
3428	Bunnings Group Limited	590.04
5611	Steelmans Tools and Industrial Supplies	549.60
3442	Chung Wah Society Inc.	528.00
4029	Totally Workwear Palmerston	466.00
59	City of Palmerston	464.15
V01507	CDU - (PEET)	427.01
V01508	Geoff I Stewart	427.00
V01509	Roger Sharpe P/L ATF Roger Sharpe Super Fund	427.00
2009	The Big Mower (NT) Pty Ltd	422.05
V00246	Cohera-Tech Pty Ltd	410.00
V01272	Storytime Pods Pty Ltd	403.04
V00269	Faceboother Photobooth	390.00
2336	Flick Anticimex Pty Ltd	385.00
V01234	Mulga Security	385.00
V01495	Supreme Homes NT Pty Ltd	360.00
V01048	Perfect Greens	347.60
V01483	OfficeMax	339.13
215	Employee Assistance Services NT Inc (EASA)	310.00
V00872	Amadeus Music	300.00
V01150	Fire and Safety Australia	275.00
V00149	Signal One Pty Ltd	264.50
V01475	BullAnt Security Pty Ltd	262.90

Creditor No.	Creditor Name	Amount \$
4508	News 4 U	251.85
2064	Larrakia Nation Aboriginal Corporation	250.00
V00354	Elders Real Estate Palmerston	250.00
V01501	Ivy Eunice Simeon Magdirila (Church of Christ)	250.00
V01420	CENTRELINK (PAYROLL)	232.28
5315	Adamant Property Services Pty Ltd	220.00
V01489	Darwin Basketball Association Inc	220.00
5036	Dormakaba Aust P/L T/as Territory Door Services	198.00
4398	Quality Indoor Plants Hire	193.33
V01368	Chris Kelly	179.98
123	Kerry's Automotive Group	176.00
4856	Portner Press Pty Ltd	174.00
V00994	Frangipani Farm	160.00
18	Integrated Land Information System	137.00
V00210	J Branston	125.00
V01251	Danielle Hosea	125.00
V01493	Sheila Ravenswood	125.00
V01505	Netball NT	125.00
V01512	Spiritual Assembly of the Baha'is of Palmerston	125.00
V00166	Diamond International Events T/A Trina's Catering	121.00
V01497	Brenda Webster	100.00
V01515	Mella Martin-Hewitt	100.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	96.84
2017	Signs Plus	91.00
5568	Mr E F Gojar	79.99
86	Greening Australia NT	79.38
617	Barnyard Trading	71.70
V01492	Dianne Webber	52.00
V01513	Lachlan Macdonald	50.00
V01203	Tyreright Palmerston	40.00
41	Harvey Distributors	39.75
V00385	Automobile Association of Northern Territory -AANT	31.00
V01514	Luigi Cucchiaro	30.60
V01504	Sascha Smart	26.25
610	Data Centre Services (DCS)	24.86
V01351	Nerissa Calkin	22.00

3,921,795.42

Reviewed by: Finance Manager

Approved by: Director of Corporate Services

SECTION 2

Financial Results

2.7 - Creditor Accounts outstanding - February 2018

Creditor No.	Creditor Name	Amount
V01444	Top End Joinery Pty Ltd	\$ 15,486.90
5104	JLM Civil Works Pty Ltd	\$ 12,950.74
48	Top End Line Markers Pty Ltd	\$ 12,776.50
V01459	Tropical Water Solutions P/L	\$ 7,826.25
V00476	Water Dynamics (NT) Pty Limited	\$ 7,400.71
5410	Majestix Media Pty Ltd	\$ 5,077.83
5640	Think Water - Winnellie & Virginia	\$ 4,467.42
3438	NT Shade & Canvas Pty Ltd	\$ 3,960.00
V00228	Outback Tree Service	\$ 3,371.50
938	Nightcliff Electrical	\$ 2,782.00
238	The Australian Local Government Job Directory	\$ 1,963.50
3936	Arafura Tree Services and Consulting	\$ 1,804.00
V01345	GreenTec Pty Ltd	\$ 1,727.00
256	The Bookshop Darwin	\$ 1,424.79
V01496	Darwin Dive Company Pty Ltd	\$ 1,320.00
4825	OracleCMS	\$ 983.87
2	Australian Taxation Office - PAYG	\$ 934.92
712	Paradise Landscaping (NT) Pty Ltd	\$ 924.00
V01118	Wilson Security Pty Ltd	\$ 842.93
2977	Security & Technology Services P/L	\$ 830.50
237	National Flags	\$ 808.50
185	Bridge Toyota	\$ 591.51
5272	Greville Fabrication Pty Ltd	\$ 540.76
4776	Al's Panel Shop	\$ 500.00
2064	Larrakia Nation Aboriginal Corporation	\$ 450.00
5611	Steelmans Tools and Industrial Supplies	\$ 350.90
V01079	CAP22 Services Pty Ltd	\$ 343.86
V01483	OfficeMax	\$ 308.56
272	City Wreckers	\$ 308.00
V01506	XLNT Lawns	\$ 220.00
4561	Bendesigns	\$ 198.00
4398	Quality Indoor Plants Hire	\$ 193.33
289	Bolinda Publishing Pty Ltd	\$ 102.92
V00689	State Library of Queensland	\$ 66.00
3428	Bunnings Group Limited	\$ 42.75
		\$ 93,880.45

Reviewed by: Finance Manager

Approved: Director of Corporate Services

Section 2 Financial Results

2.8 - Waste Charges as at 28 February 2018

Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Rates & Charges	6,682,860	7,092,341	-	7,092,341	106.13%
Income	6,682,860	7,092,341	-	7,092,341	106.13%
Expenditure					
Professional Services	(60,771)	(34,766)	(25,726)	(60,492)	99.54%
Educational Resources	(20,000)	(14,860)	-	(14,860)	74.30%
Utilities	(15,150)	(7,047)	-	(7,047)	46.51%
Street Sweeping	(268,000)	(129,030)	(48,924)	(177,954)	66.40%
Litter Collection	(214,000)	(143,337)	(21,944)	(165,282)	77.23%
Domestic Bin Collection	(2,464,376)	(1,236,455)	(988,779)	(2,225,234)	90.30%
Waste Removal	-	(420)	-	(420)	0.00%
Kerb Side Collections	(90,000)	(98,793)	-	(98,793)	109.77%
Tip Recharge Domestic Bin collection	(570,000)	(355,831)	(214,169)	(570,000)	100.00%
Transfer Station	(1,575,000)	(919,575)	(664,570)	(1,584,145)	100.58%
Loan Repayments	(13,877)	-	-	-	0.00%
Tip Recharge Transfer Station	(300,000)	(202,103)	(97,897)	(300,000)	100.00%
Expenditure	(5,591,174)	(3,142,218)	(2,062,010)	(5,204,227)	93.08%
Profit/(Loss)	1,091,686	3,950,124	(2,062,010)	1,888,114	

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



Reviewed By: Finance Manager



Approved By: Director of Corporate Services

Section 2 Financial Results

2.9 - Commercial Leases as at 28 February 2018

Commercial Leases

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Library Services	30,000	23,839	-	23,839	79.46%
Aquatic Centre	77,291	51,528	-	51,528	66.67%
Civic Centre	162,333	119,690	-	119,690	73.73%
Income	269,624	195,056	-	195,056	72.34%
Expenditure					
Civic Centre	(16,800)	(7,412)	-	(7,412)	44.12%
Expenditure	(16,800)	(7,412)	-	(7,412)	44.12%
Profit/(Loss)	252,824	187,645	-	187,645	

Library Services includes lease held by Mosko's Market

Aquatic Centre includes the lease held by Tang Soo Do

Civic Centre includes leases held by Adult Mental Health and Peter McGrath

McGees Management Fees charged to Civic Centre each month



Reviewed By: Finance Manager



Approved By: Director of Corporate Services

ITEM NUMBER: 13.1.5 City of Palmerston Library Easter Weekend Closure 2018

FROM: Director of Community Services

REPORT NUMBER: 8/1431

MEETING DATE: 13 March 2018

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

This report provides intended notification of the City of Palmerston's Library operations over the 2018 Easter period.

RECOMMENDATION

1. THAT Report Number 8/1431 City of Palmerston Library Easter Weekend Closure be received and noted.
2. THAT Council approves the City of Palmerston Library closure on Sunday 1st April 2018.

Background:

In previous years City of Palmerston Library has closed for the Easter period, due to Easter Sunday 1st April 2018 falling between two (2) public holidays. Moreover, closing the library demonstrates Council's values towards a positive work place culture by actively providing work-life balance through the Council decision making processes.

Furthermore, Section 67 of the Local Government Act outlines requirements pertaining to Council Offices.

Clause (2) states: A public office must be open at reasonable times determined by Council.

General:

It is proposed that the City of Palmerston Library close from close of business Thursday 29th April, and re-open on Tuesday 2nd April 2018.

Good Friday	30 th March 2018 – Closed (Public Holiday)
Easter Saturday	31 st March 2018 – Closed (Public Holiday)
Sunday	1 st April 2018 – Closed
Easter Monday	2 nd April 2018 – Closed (Public Holiday)

The Public Holiday information has been extracted from the Office of the Commissioner for Public Employment NT <https://nt.gov.au/employ/for-employees-in-nt/nt-public-holidays>

Financial Implications:

There are no financial implications of the proposed closure of the Palmerston Library on Sunday 1st April 2018.

Legislation/Policy:

Local Government Act 2008

Palmerston (Public Places) By-Laws 2008

Recommending Officer: Jan Peters, Director of Community Services

Any queries on this report may be directed to Jan Peters, Director of Community Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Author: Sharon Tollard, Library Services Manager

Schedule of Attachments:

None.



ITEM NUMBER: 13.1.6 City Centre Improvement Special Rate
FROM: Chief Executive Officer
REPORT NUMBER: 8/1432
MEETING DATE: 13 March 2018

Municipal Plan:

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

Purpose:

This report seeks to update the Council on the status of the City Centre Improvement Special Rate.

RECOMMENDATION

1. THAT Report Number 8/1432 entitled City Centre Improvement Special Rate be received and noted.
2. THAT Council notes that the City Centre Improvement Special Rate made on the 25 July 2017 has been set aside by the Supreme Court in October 2017.

Background:

At the 1st Ordinary Council meeting in May 2017, Council resolved:-

City Centre Improvement Special Rate – Results of Consultation

8/1155

1. THAT Council receives Report Number 8/1155.

CARRIED 8/2634 – 02/05/2017

2. THAT Council set its Proposed City Centre Improvement Special Rate at \$200 per carpark shortfall bay for 2017/18.

CARRIED 8/2635 – 02/05/2017

3. THAT Council set a proposed City Centre Improvement Special Rate for inclusion in its draft Municipal Plan 2017-2022.

CARRIED 8/2636 – 02/05/2017

4. THAT the consultation period during which time comments on the City Centre Improvement Special Rate can be made remain open until such time as the closure of consultation on the Municipal Plan 2017-2022.

CARRIED 8/2637 – 02/05/2017

5. THAT Report Number 8/1155 and resolutions with the exception of Attachment D be brought back into the open session.

CARRIED 8/2638 – 02/05/2017

The Special rate was included in the 2017/2018 Municipal Plan:-

Declaration of Rates 2017/2018

8/1261

6. Pursuant to section 156 of the Act, Council declared the following special rate ("the City Centre Improvement Special Rate")
 - a. The purpose for which the City Centre Improvement Special Rate is to be imposed is to contribute to City Centre (as defined in Councils Master Plan) improvements it being the opinion of the Council that such improvements will be of special benefit to the ratepayers of the City Centre.
 - b. The amount to be raised by the City Centre Improvement Special Rate is \$200,000.
 - c. The City Centre Improvement Special Rate will be an amount of \$200.00 per car parking space.
 - d. The City Centre Improvement Special Rate will be levied on all rate-able land assessed to have a parking shortfall in the City Centre.
 - e. Proceeds of the City Centre Improvement Special Rate will be applied by the Council for the provision, operation and maintenance of land, facilities, services and enhancements for and in connection with any City Centre improvements.

CARRIED 8/2824 – 25/07/2017

At the Ordinary Council Meeting held on 17 October 2017, Council resolved:-

City Centre Special Rate

8/1341

1. THAT Council receives Report Number 8/1341.
2. THAT pursuant to Sections 164 and 166 of the Local Government Act Council grants a City Centre Improvement Special Rate (CCISR) concession of 100% to all properties within the City Centre that had a CCISR parking shortfall due to waivers granted by the Development Consent Authority prior to 1 July 2017.
3. THAT the decision only from Report Number 8/1341 be brought back into the open session.

CARRIED 8/2933 – 17/10/2017

General:

A current order by the Supreme Court in October 2017 has resulted in the City Centre Improvement Special Rate made on the 25 July 2017 being set aside.

This means that the Special Rate is of no effect.

Council is not required to undertake any further steps to remove the Special Rate. This order does not deal with, nor invalidates the City of Palmerston Car Parking Contribution Plan Central Business (July 2009).

The Car Parking Contribution Plan Central Business will be applied as appropriate to any developments within the City Centre area covered by the plan, with an identified parking shortfall. Council is currently undertaking a review of the Plan and this will be the subject of a future report to Council.

Financial Implications:

The City of Palmerston City Centre Improvement Special rate has not been applied in 2017/2018 as per Council Decision 8/2933. As a result of this decision, an adjustment was made at the first budget review of \$200,000.

The Car Parking Contribution Plan Central Business provides for a one off payment for development with identified shortfall in the required parking provision.

Legislation/Policy:

The Supreme Court order has set aside the City Centre Improvement Special rate.

Recommending Officer: Luccio Cercarelli, Chief Executive Officer

Any queries on this report may be directed to Chris Kelly, Director Corporate Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au.

Schedule of Attachments:

None

