

CITY OF PALMERSTON

**Notice of Council Meeting
To be held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 21 November 2017 at 6.30pm**


Cathryn Hutton
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. The minutes of this Council Meeting will be made available on the Council 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

1. THAT the Confidential Special Council Meeting minutes held Wednesday, 8 November 2017 pages 343 to 344, be confirmed.
2. THAT the minutes of the Council Meeting held Wednesday, 8 November 2017 pages 9435 to 9591, be confirmed.
3. THAT the Confidential minutes of the Council Meeting held Wednesday, 8 November 2017 pages 345 to 346, be confirmed.

4 OFFICIAL MANAGER REPORT

5 REPORT OF DELEGATES

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

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

8 PETITIONS

9 DEPUTATIONS / PRESENTATIONS

10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

11 COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil

11.2 Economic Development and Infrastructure

Nil

11.3 Community Culture and Environment

Nil

12 INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

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

12.3 Officer Reports

12.3.1	Action Report	8/1360
12.3.2	Technical Services Quarterly Report July – September 2017	8/1364

13 DEBATE AGENDA

13.1 Officer Reports

13.1.1	Communications Service Review	8/1362
13.1.2	TS2017/15 – Reseal Various Roads 2017-2018	8/1363
13.1.3	Financial Report for the Month of October 2017	8/1365
13.1.4	Recognition of Service to the Community Policy	8/1367
13.1.5	Review of Council Policies relating to Elected Members and Meetings	8/1368
13.1.6	Request to Handover Roads – Northern Territory Government	8/1369

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 Confidential Action Report

8/1361

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Director of Corporate Services, Investigator 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 Confidential Action Report 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:

- (e) information provided to the council on condition that it be kept confidential.

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 21 November 2017 in relation to item number 18.1 Confidential Action Report remain confidential and not available for public inspection.

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Director of Corporate Services, Investigator 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 18.2 Financial Hardship Application - 105874 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the minutes from the Confidential Council Meeting held on 21 November 2017, in relation to item number 18.2 Financial Hardship Application - 105874 the report and associated documents remain confidential and not available for public inspection for a period of 12 months or as determined by the Chief Executive Officer.

19 CLOSURE



ITEM NUMBER: 12.3.1 Action Report

FROM: Chief Executive Officer

REPORT NUMBER: 8/1360

MEETING DATE: 21 November 2017

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

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

RECOMMENDATION

THAT Council receives Report Number 8/1360.

General:

Dec #	Task Date	Owner	Matter	Action	Update
8/0949	18/02/2014	DTS	Car Parking Contribution Plan Update	Matter on the table	No further update available
8/1666		DTS	The Heights Durack Eastern Collector Road	Mayor and CEO to be delegated the ability to apply Council's seal and to sign all documents for the establishment of a road access easement on Lot 11504, 80 University Avenue, Durack.	Awaiting construction and transfer documents from developer. No further action required from Council

8/2225	06/09/2016	DCOMM	Thai Temple and NT Thai Association	Council are to further consider the request by Thai Temple and NT Thai Association for land following the completion of the land use plan for Marlow Lagoon and adjoining Crown Land.	The NT Thai Association Inc presented to Council on 18 April 2017. Association have been advised that further negotiations are linked to the outcomes of the Council Land Use Plan. Meeting with NT Thai Assoc, Official Manager and DCOMM was held 27 July 2017. Further meeting held with Official Thai Contingent on 28 September 2017. Land Use Plan Development work commissioned to NPC October 2017.
8/2330	15/11/2016	DTS	Durack Seepage Water Capture	Council to undertake the design and documentation of a low flow capture system in Durack.	Waiting on outcome of Bellamack supply to Zuccoli.
8/1268	13/12/2016	DTS	Palmerston Animal Management Reference Group Meeting 24 November 2016	Staff to assess environment grants that may be available for information signage related to the effects of feeding native animals.	Grant has been submitted, waiting on approval from the EPA.
8/2368	13/12/2016	DCORP	Service Review of Communications and Marketing	Council to undertake a service review of its communications and marketing.	Completed. In this agenda.
8/2428	17/01/2017	DTS	Additional Driveway Access to Lot 3968 (38) Gunter Circuit, Woodroffe	Council to prepare a 'driveway policy' that sets the requirements and assessment standards for considering second driveway applications.	DRAFT expected to be presented to Council at its meeting in December.
8/2470	21/02/2017	DTS	Proposal for Developing Water Sensitive Urban Design (WSUD) Guidelines	Council resolves to develop Water Sensitive Urban Design (WSUD) Guidelines for the City of Palmerston.	Awaiting DRAFT from consultant.
8/2655	16/05/2017	DCORP	Risk Management and Audit	Staff to provide a report to the Governance and Organisation Committee on the establishment of	A report to the GOC with regards to the establishment of

			Committee Meeting	financial sustainability ratios for the municipal plan and how they are reported in the monthly financial report.	financial sustainability ratios and proposed targets will be brought to the next meeting.
8/2663	16/05/2017	DCOMM	Queen's Baton Relay	Council to host a Commonwealth Games 2018 Queens Baton Relay community celebration event in Goyder Square on Friday 2 March 2018.	Council have received Community Planning Guide from GOLDOC and have begun work on Management Plans for: traffic, risk, support services and security and emergency. Palmerston Baton Bearers announcements made and promoted in October.
8/2677	16/05/2017	DCORP	Condition Audit on Street Lighting Assets	(RECOMMENDATION ONLY RELEASED FROM CONFIDENTIAL) THAT Council carry out a condition audit on street lighting assets being transferred to Council on 1 January 2018.	Progressing with Audit of street light assets.
8/2773	04/07/2017	DTS	Marlow Lagoon Land Use Plan	CEO to seek fee proposals to develop Land Use Plan and be referred to the first quarter budget review in 2017/2018	Development of Land Use Plan underway.
8/2776	04/07/2017	CEO	Expressions of Interest – CEO Performance Appraisal Contract	Matter lay on the table	Completed. Matter to be retrieved at the 21 November 2017 Council Meeting.
8/2790	18/07/2017	DTS	Proposed Permanent Closure of a Section of the Wallaby Holtze Road Reserve	<ul style="list-style-type: none"> - The Mayor to write to the Minister responsible for the administration of the Local Government Act seeking the consent of the Minister to the road closure of the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrowonga Road) in Yarrowonga north. - Mayor and CEO be authorised to sign and seal documentation to permanently close the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrowonga Road) in 	Survey has been undertaken and will be submitted to the Surveyor Generals Office by the consultant.

				Yarrowonga north after receiving written consent for the closure from the Minister.	
8/2791	18/07/2017	DTS	Closure of Durack Drive, Archer	<ul style="list-style-type: none"> - The Mayor to write to the Minister responsible for the administration of the <i>Local Government Act</i> seeking the consent of the Minister to the road closure. - Mayor and CEO be authorised to sign and seal documentation to permanently close Durack Drive, Archer after receiving written consent for the closure from the Minister. 	Survey has been undertaken and will be submitted to the Surveyor Generals Office by the consultant.
8/2814	25/07/2017	DCORP	Rating Strategy	An independent review of Council's Rating Strategy be commissioned to inform a review of FIN25 Rating Policy to be undertaken during the 2017/2018 financial year.	Underway.
8/2901	3/10/2017	DTS	The Boulevard Stage 2 Bus Stops	CEO to liaise with the Passenger Transport representatives of the DIPL to confirm the construction and implementation of the bus stops given the Council's preference for in-lane bus stops.	Contacted PT, meeting to be arranged to progress implementation
8/2945	08/11/2017	CEO	Annual Report 2016/2017	CEO to send the Annual Report 2016/2017 to the Minister for Housing and Community Development on or before 15 November 2017.	Completed.
8/2947	08/11/2017	DTS	Affixation of Common Seal – General Consent for Gateway – Yarrowonga Road Easements	Official Manager and Chief Executive Officer to sign and seal form 93, General Consent for the Drainage Easement for Lot 7766, Town of Palmerston or should they be consolidated their future lot	Completed.
8/2949	08/11/2017	CEO	Elected Member Training and Induction	Regular public information sessions outlining the roles and responsibilities of an Elected Member be held in the lead up to the 2018 general election, commencing in November 2017.	In process.

Recommending Officer: Cathryn Hutton, Chief Executive Officer

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

ITEM NUMBER: 12.3.2 Technical Services Quarterly Report July – September 2017
FROM: Director of Technical Services
REPORT NUMBER: 8/1364
MEETING DATE: 21 November 2017

Municipal Plan:

1. Community & Cultural Wellbeing
2. Economic Development
3. Environment & Infrastructure
4. Governance & Organisation

Summary:

This report summarises outcomes in the key activities undertaken by Council's Technical Services Department during the July to September 2017 quarter.

RECOMMENDATION

THAT Council receives and notes Report Number 8/1364.

General:

Council's Technical Services Department reports on key activities relating to the Municipal Plan outcomes on a quarterly basis.

Key Activities and Issues

During the quarter activities of interest and works undertaken included:

- Contract TS2017/03 – Archer Landfill Rehabilitation – Stage 2 was awarded to Aldebaran Contracting Pty Ltd for the amount of \$2,312,270.00 (exclusive of GST) on 4th July 2017.
- Contract TS2017/08 – Grounds Maintenance Palmerston East was awarded to Paradise Landscaping (NT) Pty Ltd for the amount of \$303,355.21 (GST exclusive) on 4th July 2017.
- Contract TS2017/09 – Grounds Maintenance Palmerston West was awarded to Paradise Landscaping (NT) Pty Ltd for the amount of \$417,601.45 (GST exclusive) on 4th July 2017.
- Contract TS2017/05 – Playground Refurbishment Various Locations was awarded to Adventure Plus for the amount of \$180,000 (GST exclusive) on 18th July 2017.
- Tender TS2017/11 Landscape Maintenance Area 1 – Durack and Marlow Lagoon, TS2017/12 Landscape Maintenance Area 2 – Bakewell, Farrar, Gunn and Yarrawonga, TS2017/13 Landscape Maintenance Area 3 – Driver, Gray, Moulden and Woodroffe and TS2017/14

Landscape Maintenance Area 4 – Rosebery, Bellamack, Johnston and Zuccoli was advertised from 10 August 2017. Closing date for tenders 31 August 2017.

- Tender TS2017/07 – Electrical Maintenance Contract was advertised from 17 August 2017. Closing date for tenders 7 September 2017.
- Contract TS2017/06 – Yarrawonga & Wallaby Holtze Road Upgrade was awarded to JLM Civil Works Pty Ltd for the amount of \$1,058,389.64 (GST exclusive) on 19th September 2017.
- Tender TS2017/15 Reseal Various Roads was advertised on 30 September and 5 October. Closing date for tenders 23 October 2017.

Workshops held with Elected Members

During the quarter no workshops were held with the Elected Members.

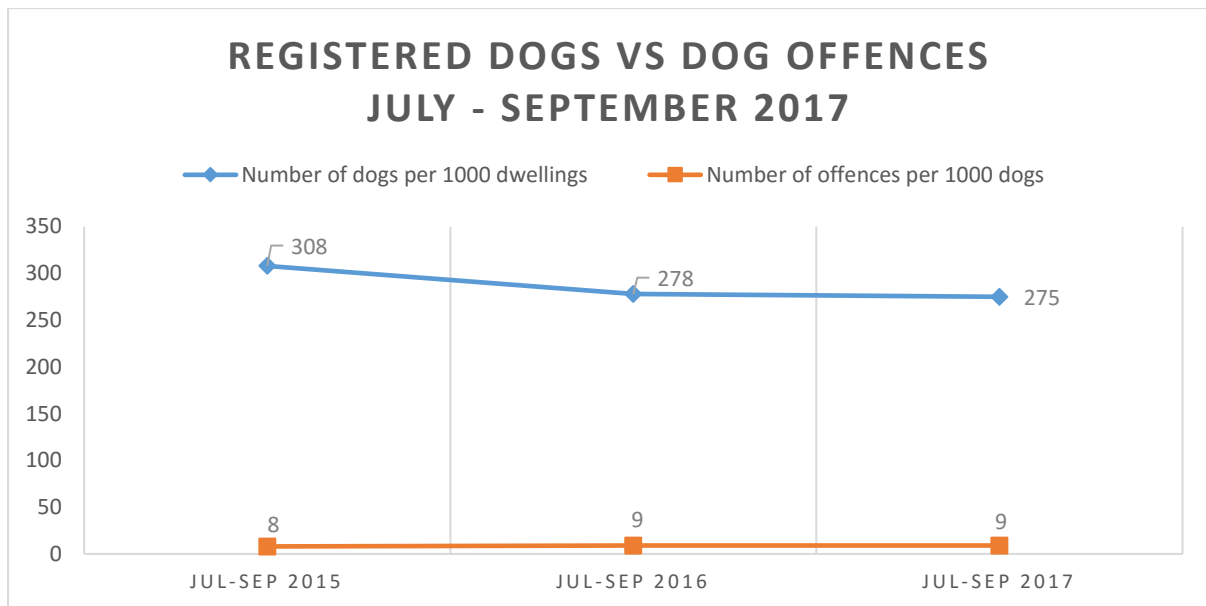
1. Community & Cultural Wellbeing

1.2 Safe Communities

Animal Management/Regulatory Services

	Work Description	Outcome Qty	Unit	Comment	
Customer Complaints	Response to customer complaints: <i>Animals</i>	361	Number of Customer Action Requests completed	Animal related	361
Customer Complaints	Response to customer complaints: <i>Public places</i>	85	Number of Customer Action Requests completed	Vehicle related	53
				Other By-laws	32
Enforcement By-laws. Traffic Regulations	Infringement notices: <i>Parking, Public Places</i>	743	Number of Parking and Public places infringement notices issued	Parking	743
				Public Places	0
Enforcement Animal Management By-laws	Infringement notices: <i>Animals</i>	37	Number of Animal Management infringement notices issued	At large	20
				Attack	7
				Unregistered	9
				Menace	1
				Licence	0
Enforcement Traffic Regulations	Abandoned Vehicles	28	Number of Vehicles removed	Removed by owner or persons unknown	14
				Removed by Council	14
Registration Compliance	Animals: <i>Dog registrations for 2017/18</i>	3852	Number of dogs registered by end of first quarter	De-Sexed animals	3053
	Micro chipped dogs	2696		Entire animals registered by end of first quarter	799
Pound Operations	Dogs impounded	129	Number of dogs impounded	Released to owner	94
				Euthanized	8
				Rehomed	27

Animal Management/Regulatory Services (continued)



Amount issued for parking offences during this period	\$30,995.00
Variations (Reminder Letter Fee of \$33)	\$ 4,063.00
Amount received for parking offences during this period	\$19,267.00
Budget Balance (amount left owing to Council)	\$15,791.00

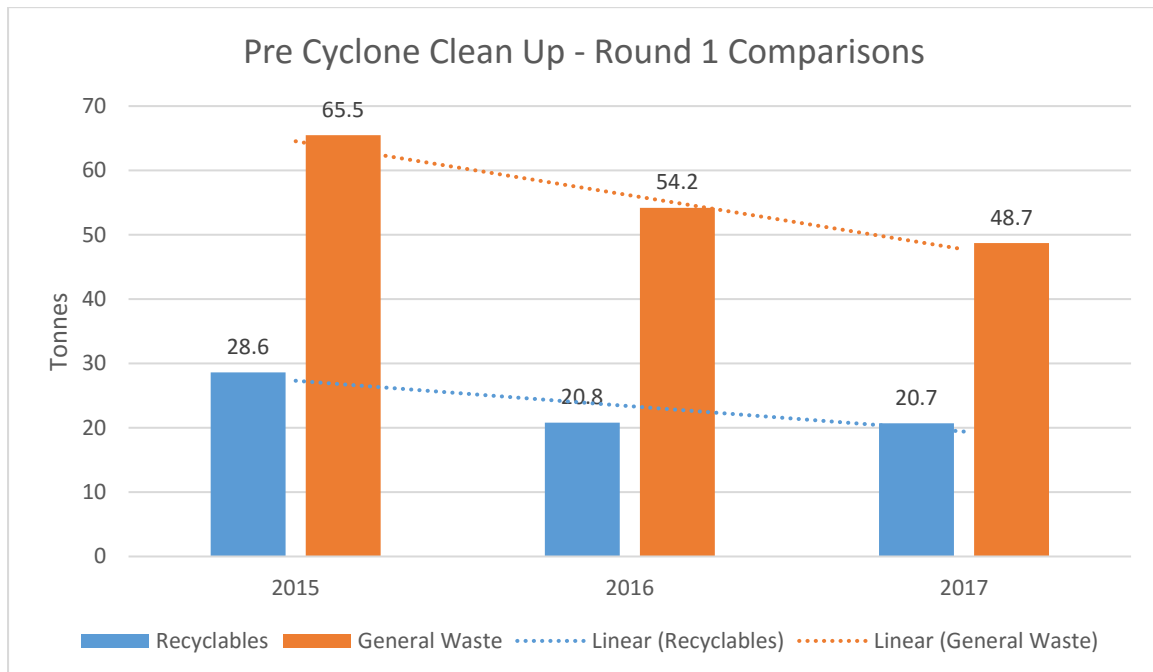
Amount issued for animal management offences	\$ 4,705.00
Variations (Reminder Letter Fee of \$33)	\$ 759.00
Amount received for animal management offences	\$ 1,583.00
Budget Balance (amount left owed to Council)	\$ 3,881.00

Figures from Fines Recovery Unit (FRU) are not available for this reporting period and will be provided at the next quarterly review. *(figures are provided on a six-month interval)*

All overdue amounts have been referred to FRU.

Cyclone, Disaster and Emergency Management

- Pre Cyclone Clean Up brochures printed and delivered to all residential properties.
- Council completed round 1 of the Pre Cyclone Clean Up program. The suburbs of Durack, Marlow Lagoon, Driver, Gray, Moulden and Woodroffe were completed during this round. A total of 48.7 tonnes of general waste and 20.7 tonnes of recyclables was collected.

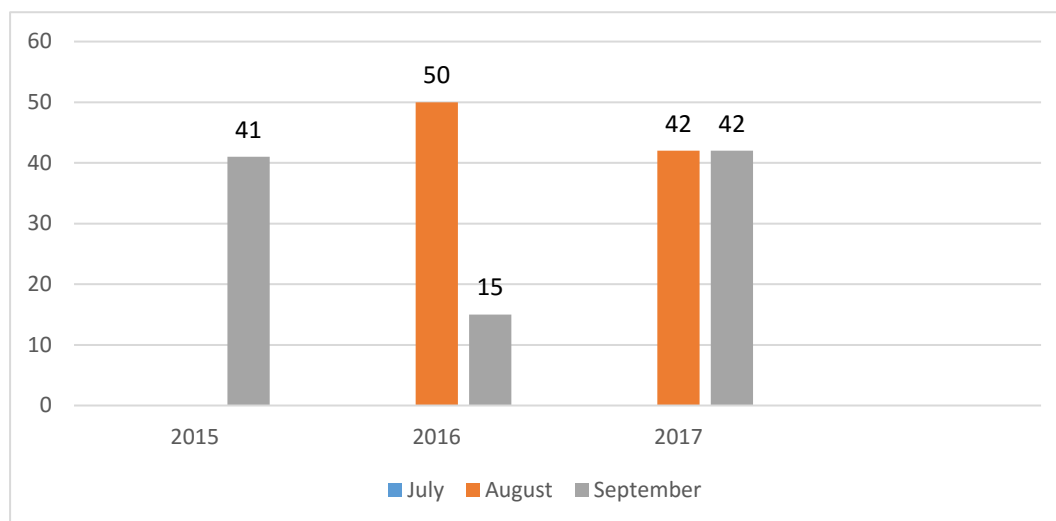


- Updating of the Cyclone Counter Disaster Plan commenced.

Street Lighting

Light audits throughout the municipality are carried out approximately every six weeks. Lights were inspected twice during the quarter and the results are as follows:

Number of lights found not to be operational after audits			
Year	July	August	September
2015	no audit undertaken	no audit undertaken	41
2016	no audit undertaken	50	15
2017	no audit undertaken	42	42



- Five Park light poles were replaced at Flinders Park, Durack, Sirius Park, Woodroffe, Tracey drain pathway, Woodroffe and Marlow Lagoon Recreation Area under the Capital Works 2017/18 Program.

Total of \$35,363.00 (29%) of the public lighting maintenance budget was spent during this quarter.

1.4 Recreation

Sporting, Recreational and Leisure Facilities and Programs

- As part of contract TS2017/02 Design, Supply and Installation of Shade Sails, installation of shade sails was completed in Marlow Lagoon Recreation Area and Sibbald Park, Woodroffe.
- Irrigation systems were replaced in Dillon Park, Gray, along Buscall Ave and Lambrick Ave.
- A covered picnic shelter and a disability accessible BBQ was installed at Marlow Lagoon Recreation Area Dog Park.

These projects were undertaken as part of the Capital Works Program

Walking and Cycling Infrastructure – Concrete

- 227m² of damaged concrete footpath was replaced along road reserves and laneways in the suburbs of Driver, Gray, Moulden and others expending 9% of the footpath maintenance budget.
- 36 trip hazards were removed from various footpaths and cycle paths within the municipality expending 1.5% of the footpath maintenance budget.

- 125m edge drop off pathway was repaired in Rosebery expending 0.5% of the footpath maintenance budget.
- 16 trip hazards were removed from footpaths and cycle paths in various parks throughout the municipality expending 1% of the footpath maintenance budget.
- A total of 437m² of damaged footpath was replaced along the walkway of Driver drain, Long Park, Driver, Hayes Park, Durack, the walkway along the golf course and other various parks expending 1% of the footpath maintenance budget.

Walking and Cycling Infrastructure – Asphalt

- 28m² of asphalt footpath was replaced in Bakewell and Rosebery costing 1% of the footpath maintenance budget.

\$65,087.00 (29%) of the footpath maintenance budget was spent during this quarter.

Parks, Gardens and Playgrounds

- 42 routine safety park inspections were carried out.
- 55 inspections on mowing were carried out in regards to contract compliance.
- 42 routine safety inspections were carried out on play equipment by Council officers.
- 311 routine safety inspections were carried out on play equipment by Council's contractor.
- 28 requests were received from residents to inspect trees.
- 43 locations were recorded that required tree works to be carried out.
- 51 requests were received from residents regarding irrigation.
- A total of 304 instructions were issued to repair irrigation systems, 108 of these were carried out by the CoP Irrigation Maintenance staff, 131 were carried out by contractors and 65 remain to be completed.
- 25 park bookings have been processed.
- 225 customer service requests/enquiries were received in relation to open space matters. *These figures do not include all general phone call enquiries received by staff*
- 157 customer service requests/enquiries were completed. *These figures do not include all general phone call enquiries received by staff.*

Lake Cleaning

Name of Lake		Number of times cleaned out	Number of hours taken to clean
Sanctuary Lakes	Lake 1	1	52.5
	Lake 2	2	97
	Lake 3	0	0
Durack Lakes	Lake 1	1	37
	Lake 2	0	0
	Lake 3	0	0
	Lake 4	1	27
	Lake 5	1	21
	Lake 6	1	40
	Lake 7	1	12
	Lake 8	1	28
	Lake 9	0	0
	Lake 10	0	
	Lake 10 B	0	0

Lost Hours (Due to Equipment Breakdown)

Month	No. of lost hours
July	91
August	45
September	30
Total:	166

Waste (Lake Weed) Delivered to Archer Waste Transfer Station)

Month	No. of trips	Cubic meters
July	7	28
August	21	84
September	20	80
Total:	48	192

CBD Cleaning & Landscape Maintenance

Landscape Maintenance & Cleaning

<i>Activities</i>	<i>Month</i>	<i>No. of hours</i>
<i>Garden bed weeding</i>	July	27
	August	27
	September	62
	Total:	116
<i>Garden bed mulching</i>	July	0
	August	6
	September	29
	Total:	35
<i>Litter pickup</i>	July	54
	August	101
	September	96
	Total:	251
<i>Pruning</i>	July	47
	August	49
	September	34
	Total:	130

Streetscapes and Open Spaces

- Street tree pruning clearances completed in the suburbs of Gunn, Marlow Lagoon, Moulden, Woodroffe and Gray.

2.3 City Planning

Development Clearances

- 12 development clearances have been issued in various locations.
- Two unit title clearances were granted.

Subdivisional Works

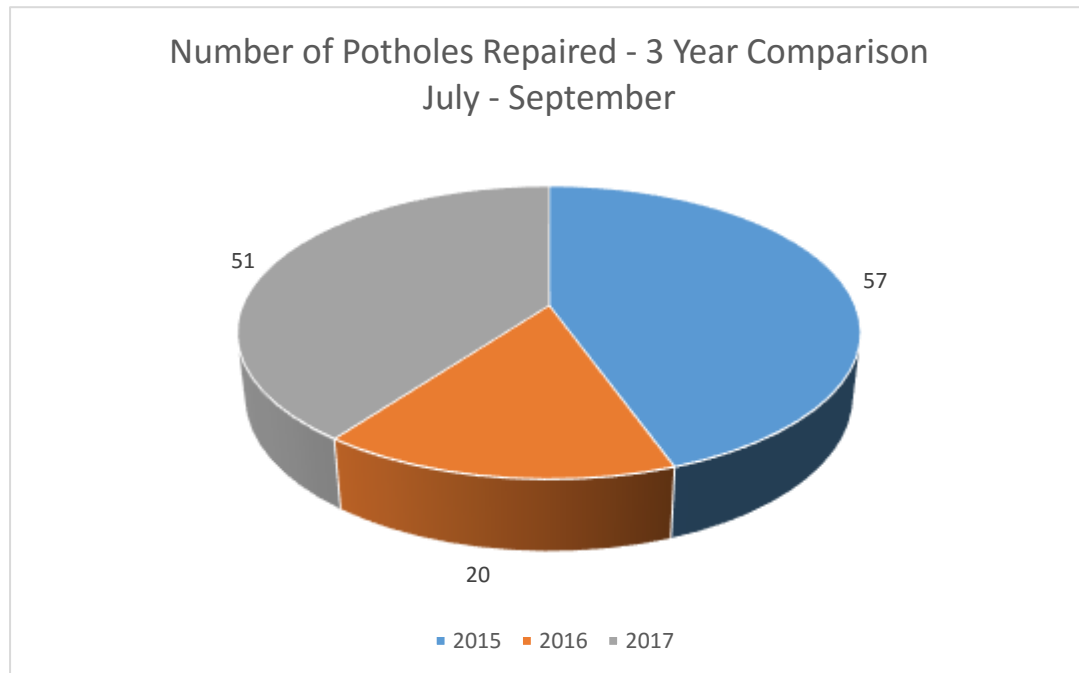
- Landscape design review undertaken for the streetscapes in Zuccoli Stage 1, Phase 3.3.
- Landscape and irrigation design review undertaken for the streetscapes in Zuccoli Stage 3A.
- Dat Bing Gwa Park in Zuccoli Stage 2E handed over to Council.

3. Environment & Infrastructure

3.2 Assets and Infrastructure

Roads, Bridges, Footpaths and Car Parking

- 51 potholes were repaired across the municipality with hot mix expending 2% of the road maintenance budget.



- 228m² of road sections in Yarrawonga, Farrar, Gunn, Bakewell, Woodroffe and a car park within the CBD were reconstructed expending 19.4% of the road maintenance budget.
- 841m pavement edge drop off was repaired in Marlow Lagoon expending 5.6% of the road maintenance budget.

\$56,588.00 (27%) of the road maintenance budget was spent during this quarter.

- Line marking works have been carried out at the Maluka Drive & Terry Drive intersection, Buscall Avenue school crossing, Forrest Parade & Hutchinson Terrace roundabout and the car park opposite the Australia Post Delivery Centre in the CBD.

\$5,607.00 (10%) of the line marking budget was spent during this quarter.

- 29 street signs including street name signs have been replaced throughout the municipality expending 16% of the road furniture maintenance budget.
- 33 vandalised street signs have been repaired and reinstated expending 25% of the vandalism budget.
- Graffiti has been removed from 13 signs in various locations costing 13% of the annual graffiti budget.
- Six bollards have been installed in various locations expending 1% of the road furniture maintenance budget.

\$21,804.00 (17%) of the road furniture maintenance budget was spent during this quarter.

\$15,573.00 (25%) of the vandalism budget was spent during this quarter.

- 112.23km of minor roads were swept across the suburbs of Bakewell, Bellamack, Rosebery, Gunn, Woodroffe, Driver, Moulden, Gray, Durack, Pinelands and Marlow Lagoon.
- 35.6km of sub-arterial and distributor roads were swept.
- All footpaths, roads and car parks within the CBD area were swept 13 times.
- All footpaths/ cycle paths across the municipality were swept three times.
- There were two instances of oil spills which required cleaning, these were in the car park next to the Library and in Tassel Street, Zuccoli.

\$74,529.00 (28%) of the street sweeping budget was spent during this quarter.

Driveways

- 47 new driveways have been constructed in various new developments.
- Maintenance works were carried out on five damaged driveways consuming a total of \$4562.50 (18.25%) from the driveway maintenance budget.
- 32 permits were issued to construct driveways in various locations.
- 106 driveway plans were approved in various locations.
- Seven applications were received and processed for driveway reimbursements.

\$4562.50 (18.25%) of the driveway maintenance budget was spent during this quarter.

Works on Council Reserves

- 26 permits were issued to undertake various works in public places within the municipality.

Council Buildings and Facilities

Aquatic Centre

- Monthly audits of the air conditioner were undertaken.
- Repairs were carried out on the air conditioner costing 9% of the building maintenance budget.
- Repairs were carried out on the vandalised kiosk roller shutter door costing 17% of the vandalism budget.
- Light gloves were replaced costing 1% of the building maintenance budget.
- Repairs were carried out to the irrigation costing 1% of the building maintenance budget.
- Repairs were carried out on the fire door handle of the common door between YMCA and the Karate Studio costing 2% of the building maintenance budget.
- Pressure cleaning of the front veranda to the building was carried out costing 2% of the building maintenance budget.
- Repairs were carried out on the damage retractable shade sail cable costing 10% of the swimming pool maintenance budget.
- Monthly audits of the pool were carried out.
- Monthly audits of the pump house were carried out.
- Servicing on 3 of the pool pumps was carried out.
- Repairs were carried out on the leak from pump 2 costing 1% of the swimming pool maintenance budget.
- Repairs were carried out on the plant room door lock.
- Repairs were carried out on the pool ladder.

\$13,291.00 (27%) of the building maintenance budget was spent during this quarter.

\$6,318.00 (16%) of the swimming pool maintenance budget was spent during this quarter.

\$1,614.00 (16%) of the vandalism budget was spent during this quarter.

Library

- Monthly audits of the air conditioner were undertaken.
- Testing and tagging of all electrical portable equipment commenced.
- Monthly audits were carried out on fire services including a half yearly equipment testing and tagging in accordance with AS1851.
- Fire evacuation drill was carried out.
- Quarterly pest treatment was carried out.

- General air conditioning maintenance works were carried out costing 1% of the building maintenance budget.
- Repair works to replace the damaged ceiling in the café were completed.
- Various plumbing repairs were carried out costing 1.5% of building maintenance budget.
- Minor repairs were carried out on various doors costing 2.5% of the building maintenance budget.
- Shampoo cleaning of the carpets and cleaning of the windows in the Community room was completed.
- The front veranda and ramp to the library building was pressure cleaned costing <1% of the building maintenance budget.
- Graffiti in various locations on the building at various times was removed.
- Three window panels including tinting was replaced due to vandalism costing 53% of the vandalism budget.
- Light gloves were replaced costing 3% of the building maintenance budget.
- Painting of the exterior of the building was completed under the 2016/17 Capital Works Program, costing \$27,454.55.

\$18,110.00 (30%) of the building maintenance budget was spent this quarter.

Civic Plaza

- Monthly audits of the air conditioner were undertaken.
- Monthly audits were carried out on fire services including a half yearly equipment testing and tagging in accordance with AS1851.
- Testing and tagging of all electrical portable equipment commenced.
- Fire evacuation drill was carried out.
- Quarterly pest treatment was carried out.
- Quarterly lift maintenance was carried out.
- Minor plumbing maintenance works were carried out costing 1% of the building maintenance budget.
- A small number of light globes were replaced costing 1% of the building maintenance budget.
- Various services call outs were made during the period to repair the AC costing 1% of the building maintenance budget.
- Minor electrical works were carried out in the Technical Services and Corporate Services areas costing 1% of the building maintenance budget.

\$13,396.00 (11%) of the building maintenance budget was spent this quarter.

Driver Resource Centre

- Two Bi-monthly audits of the air conditioner were completed.
- Monthly audits were carried out on fire services including a half yearly equipment testing and tagging in accordance with AS1851.
- Testing and tagging of all electrical portable equipment commenced.
- Quarterly pest treatment was carried out.
- Minor irrigation repairs were completed costing 3% of the building maintenance budget.

\$2,300.00 (9%) of the building maintenance budget was spent this quarter.

Gray Community Hall

- Two Bi-monthly audits of the air conditioner were completed.
- Quarterly pest treatment was carried out.
- Testing and tagging of all electrical portable equipment commenced.
- One fire extinguisher and other various fire equipment was replaced costing 1.5% of the fire system control service budget.
- A broken light cover was replaced costing 1% of the building maintenance budget.
- Damaged fly screens for the windows at the back of the building were replaced costing 1.5% of the building maintenance budget.
- Minor repairs were carried out on the tables costing 1% of the building maintenance budget.

\$3,368.00 (10%) of the building maintenance budget was spent this quarter.

Recreation Centre

- Monthly audits of the air conditioner were undertaken.
- Monthly audits were carried out on fire services including a half yearly equipment testing and tagging in accordance with AS1851.
- Various repairs carried out on the air conditioner costing 1% of the building maintenance budget.
- Testing and tagging of all electrical portable equipment commenced.
- Necessary repairs were carried out on various fire equipment costing 17% of the fire system control service budget.
- Quarterly pest treatment was carried out.
- Replaced two hot water circulating pumps costing 8% of the building maintenance budget.
- Replaced control module on the front automatic door costing 4% of the building maintenance budget.

- Minor plumbing maintenance repairs were carried out costing 2% of the building maintenance budget.
- Repairs were carried out on the basketball court score board costing 3.5% of the building maintenance budget.
- Installed four LED down lights with 360° sensor and a two-way switch in the corridor between the stadium and community rooms costing 5.5% of the building maintenance budget.
- General repairs to lights were undertaken costing 1% of the building maintenance budget.
- General repairs within the building entrance were undertaken costing 2% of the building maintenance budget.
- Soap dispensers installed in all toilets costing 2% of the building maintenance budget.
- Painting undertaken on the outside of the building in the basketball court to cover graffiti costing \$2,475 of the graffiti maintenance budget.
- Other various general repairs were carried out costing 6% of the building maintenance budget.

\$20,747.00 (51.86%) of the building maintenance budget was spent this quarter.

Council Depot

- Two Bi-monthly audits of the air conditioner at depot and incubator were completed.
- Quarterly pest treatment was carried out.
- Testing and tagging of all electrical portable equipment including the generator commenced.
- Repairs to fix a water leak located at the side of the dog pound was undertaken costing 3.5% of the building maintenance budget.
- Quotation received for painting of the office, works will be completed under the 2017/18 Capital Works Program.

\$3,024.00 (15.12%) of the building maintenance budget was spent this quarter.

Durack Community Centre

- Annual major pest treatment was undertaken.
- Testing and tagging of all electrical portable equipment commenced.

\$434.00 (2%) of the building maintenance budget was spent this quarter.

Bridges

- General maintenance repairs were undertaken following inspections carried out on bridges and major culverts in Rosebery, Moulden, Woodroffe and Marlow Lagoon.

Marlow Lagoon Amenities

- Refurbishment works completed on the existing toilet block to renovate into change rooms.

Lakes

- Repairs carried out on the leaking weir at Lake 1.

Stormwater Infrastructure

- 83 stormwater connections were approved in various locations.
- 67 clearance letters were issued for stormwater connections.
- 12 stormwater pit lids and lintels was replaced and 3 pit lids were reinstated expending 4% of the stormwater maintenance budget.
- Drains in various locations across the municipality including Gray, Moulden, Durack and Gunn were cleaned of silt and vegetation costing 23.5% of the stormwater maintenance budget.
- Drain edge in Woodroffe was repaired costing 0.5% of the stormwater maintenance budget.

\$67,576.00 (28%) of the stormwater maintenance budget was spent during this quarter.

Assets

The following quarterly report format has been changed from previous reports to illustrate a more accurate representation of inspections and reflects the impact of the GIS software that allows this.

In previous reports category 2 and 3 defects that have already been identified in past inspections and have not changed in status have been included in the figures.

Since they have been captured in past inspections there is no reason for reidentifying these defects thus they have been excluded from the figures.

While category 2 and 3 defects are monitored only further deterioration in condition is noted, this allows for a more accurate depiction of the defect identification and rectifications occurring on the transport and stormwater infrastructure.

The inspections by the Asset team are routine inspections carried out in accordance with Risk Based Infrastructure Inspection Manual. These identified defects do not include those identified by other staff during planned or unplanned visual checks of the infrastructure network and customer related requests.

Non-Secured Stormwater Drains

The annual inspections of non-secured stormwater pits commenced this quarter in August 2017, the suburbs of Yarrowonga, Pinelands, Driver, Durack, Marlow Lagoon, and CBD have been inspected. The asset team also identified defects in Gray, Gunn, Moulden, and Woodroffe in this period.

All category 1 defects in relation to stormwater infrastructure in these suburbs have been either repaired or scheduled for future repair. These do not include those identified by other staff.

Table 1: Summary of defects identified on non-secured stormwater structures by suburb

Suburb	Defects Identified	Defects Rectified
Bakewell	0	0
Bellamack	0	0
CBD	3	2
Driver	5	5
Durack	12	12
Farrar	0	0
Gray	1	1
Gunn	7	7
Johnston	0	0
Marlow Lagoon	1	1
Moulden	1	1
Pinelands	4	4
Rosebery	0	0
Woodroffe	1	1
Yarrowonga	8	8
Zuccoli	0	0
TOTAL	43	42

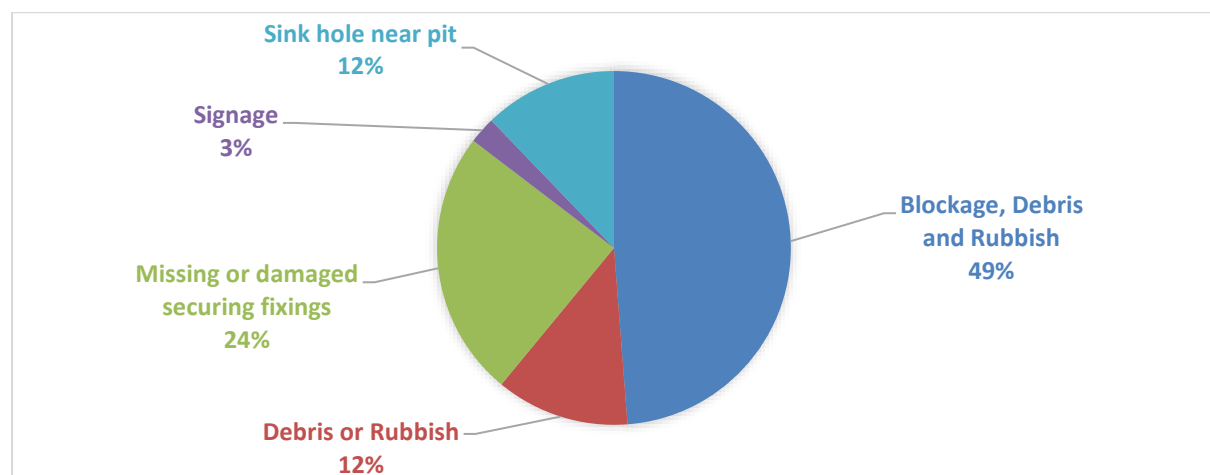
Secured Stormwater Drains

Secured stormwater pits inspection for this quarter were carried out for the 'pre- wet season' inspection in the CBD, Bakewell, Driver, Farrar, Gray, Gunn, Johnston, Marlow Lagoon, Moulden, Rosebery, Woodroffe and Zuccoli. All damage identified in relation to nuts, bolts and straps of secured drains have been repaired or are in progress. Removal of sediment and vegetation build-up around pits in Driver, Gray, Moulden, Woodroffe, and Bakewell has been completed or is in progress to remove blockages allowing more effective drainage and visualisation of structures.

Table 2: Summary of secured stormwater drain inspection by suburb.

Suburb	Total no. of Pits	Damaged Pits or Hazards	Pits or Hazards Rectified
Bakewell	5	2	2
CBD	24	0	0
Driver	17	10	10
Farrar	3	0	0
Gray	51	15	15
Gunn	8	2	2
Johnston	2	0	0
Marlow Lagoon	2	0	0
Moulden	49	8	8
Roseberry	5	0	0
Woodroffe	36	5	5
Zuccoli	7	0	0
TOTAL	209	42	42

Chart 1: Breakdown of secured stormwater defects.



Road Inspections

The Asset team have completed road inspections in the CBD and the suburbs of Farrar, Johnston, Bellamack, Zuccoli, Durack, Driver, Moulden, Marlow Lagoon, Yarrawonga, and Pinelands. All category 1 defects in relation to roads in these suburbs have been either repaired, scheduled for repair, or forwarded to the responsible external stakeholder. These do not include those identified by other staff.

Table 3: Summary of road inspections by suburb.

Suburb	Roads inspected (#)	Roads inspected (Km)	Road risks identified
Bakewell	N/A	N/A	1
Bellamack	33	13.040 km	1
CBD	12	3.146 km	2
Driver	46	15.385 km	5
Durack	88	22.590 km	1
Farrar	28	9.507 km	1
Gray	N/A	N/A	1
Gunn	N/A	N/A	2
Johnston	30	11.132 km	0
Marlow Lagoon	14	14.447 km	0
Moulden	49	15.919 km	7
Pinelands	6	3.834 km	15
Roseberry	N/A	N/A	0
Woodroffe	N/A	N/A	3
Yarrawonga	13	6.622 km	3
Zuccoli	37	11.409 km	1
TOTAL	356	127.031 km	43

Table 4: Summary of road inspections by defects

Suburb	Defects								
	Bleeding or Flushing	Signage	Debris or Rubbish or loose materials	Cracking	Guidepost and Delineators	Line Marking & RRPMs	Pot Holes	Wheel Ruts & Depressions	Kerb/ Gutter
Bakewell		1							
Bellamack		1							
CBD				2					
Driver							3		2
Durack		1							
Farrar		1							
Gray		1							
Gunn		2							
Johnston									
Marlow Lagoon									
Moulden		5	1				1		
Pinelands			1				14		
Roseberry									
Woodroffe		1					2		
Yarrowonga			1				1		1
Zuccoli							1		
Total	43								

Footpath Inspections

The Asset team have completed path inspections in the CBD and the suburbs of Farrar, Johnston, Bellamack, Zuccoli, Durack, Driver, Moulden, Marlow Lagoon, Yarrowonga, and Pinelands. All category 1 defects in relation to paths in these suburbs have been either repaired, scheduled for repair, or forwarded to the responsible external stakeholder. These do not include those identified by other staff.

Table 5: Summary of footpath inspections by defects for rectification

Suburb	Defects						
	Trip Hazard	Cracking	Edge Drop Off	Debris or Rubbish	Slippery Surface	Other	TOTAL
Bakewell							
Bellamack	16	27					43
CBD	10	1					11
Driver		3	1				4
Durack	1	1					2
Farrar	1						1
Gray							
Gunn							
Johnston							
Marlow Lagoon							
Moulden	1	6	1			1	9
Pinelands							
Roseberry							
Woodroffe							
Yarrowonga		1					1
Zuccoli	7	3					10
TOTAL	81						

Goyder Square Inspections

The Asset team continues to conduct weekly inspection of Goyder Square on Mondays since directed in March 2017 with the aim to keep the central hub of the CBD in pristine condition and monitor the impact of the Palmerston Markets as well as other community events. Data is currently being collected on ArcGIS to keep a record of defects and issues occurring on Goyder Square.

This doesn't include works identified and raised by other technical services staff.

Inspections conducted by Asset Inspection Officers in accordance with the Risk Based Infrastructure Inspection Manual.

3.3 Waste

Kerbside Waste Collection and Recycling

- 1987.8 tonnes of domestic waste were recorded
- 382.8 tonnes of recyclable waste were recorded
- There were 182 requests for new bin services
- 61 stolen bins reported and replaced
- 197 damaged bins repaired and replaced
- 18 requests were received for bins not being cleared on their scheduled days. (in most instances trucks were organised to go back to clear missed bins on the same day or the next business day)
- One request was received to upgrade from a 120L general waste bin to a 240L general waste bin
- No requests were received for additional waste services

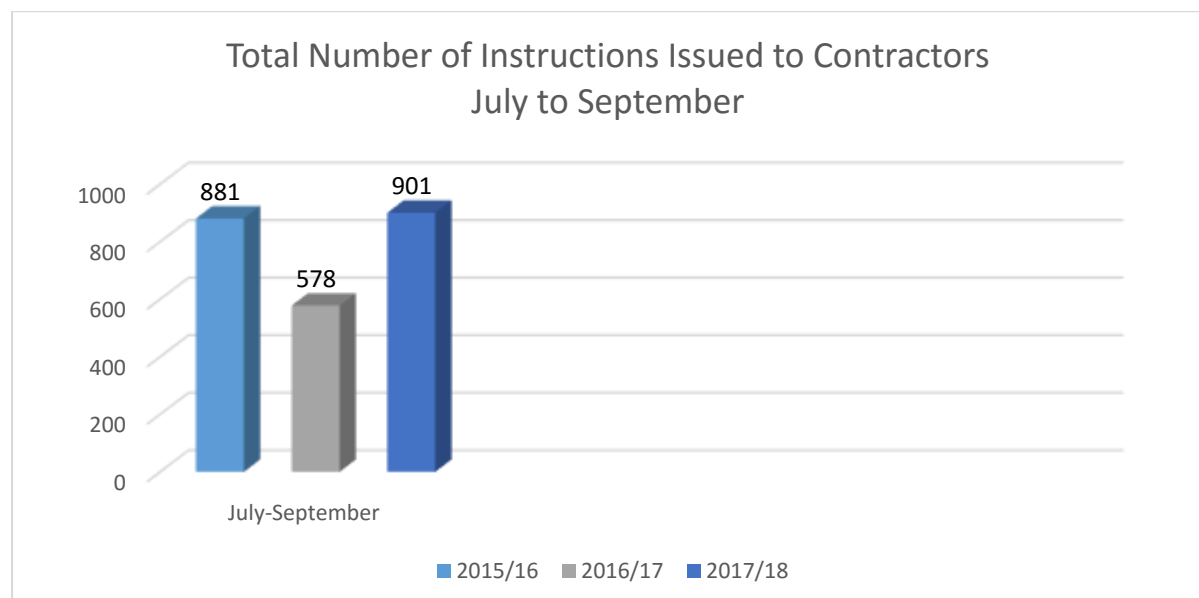
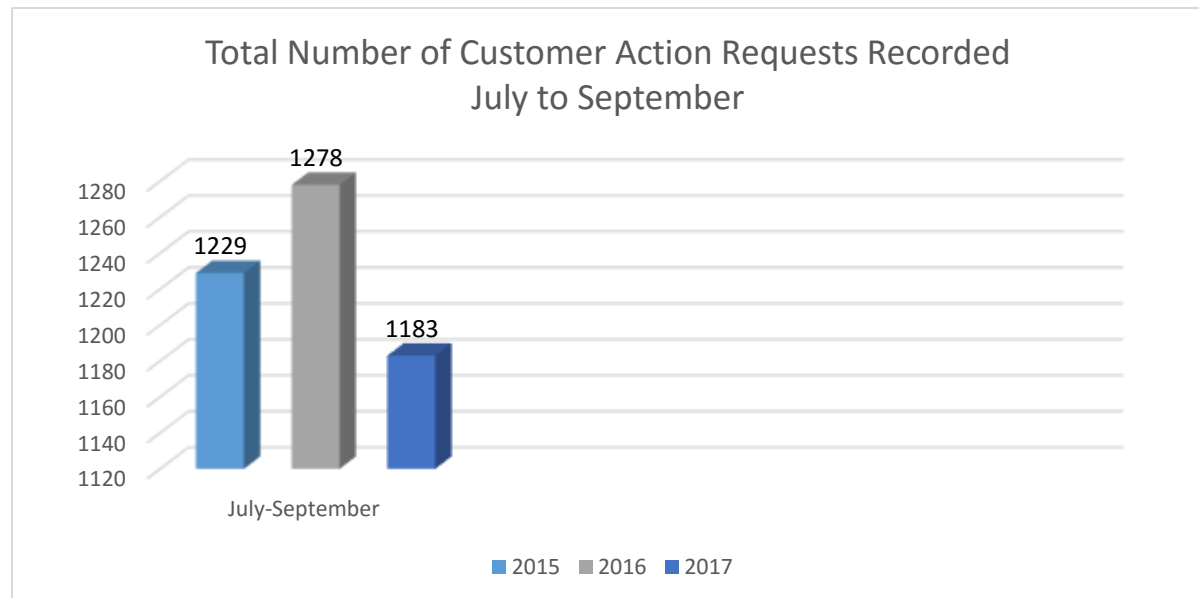
Hard and Green Waste facilities Breakup

- 9.8 tonnes of paper/carboard
- 87.8 tonnes of steel/metal
- 14.2 tonnes of batteries
- 0.13 tonnes of aluminium cans
- 14 (240L) bins of clear glass
- 3 (240L) bins of brown glass
- 6 (240L) bins of green glass
- 17 (240L) bins of plastic containers
- 9 (240L) bins of small electronics
- 7000 litres of oil
- 193 litres of paint
- 1845m³ of mulch was sold

4. Governance

4.2 Service – Customer Service Standards

A total of 1183 requests/complaints were received within Technical Services and recorded in NAV throughout the reporting period. These figures do not include all general phone call enquiries received by staff or requests/complaints recorded in InfoXpert.



4.3 People – Human Resources and Workforce Development

Number of staff who attended a conference.

Nothing to report this quarter.

Number of staff members who are currently undertaking work related study

Nothing to report this quarter.

Number of staff who attended training and what course.

- Three Ranger Service Officers attended an animal management workshop on 20th September 2017.

Number of staff members employed/resigned during the period

Nothing to report this quarter.

Financial Implications:

Nil

Legislation/Policy:

Nil

Recommending Officer: Mark Spangler, Director of Technical Services

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

Schedule of Attachments:

Nil

ITEM NUMBER: 13.1.1 Communications Review
FROM: Director of Corporate Services
REPORT NUMBER: 8/1362
MEETING DATE: 21 November 2017

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 Council with the results of the Communications Review.

RECOMMENDATION

1. THAT Council receives Report Number 8/1362.
2. THAT Council endorses the development of a Communication Strategy to be presented to the 2nd Ordinary Council Meeting in February 2018.

Background:

At the Council meeting of the 13 December 2016 Council resolved in Decision 8/2368 to undertake a service review of communications and marketing.

General:

Council's service review aimed to achieve several outcomes:

- Provide Council with an understanding of the tasks undertaken by each staff member.
- Identify and allocate any new tasks consistent with staff position descriptions.
- Outline approval processes
- Improve sharing of relevant information within Council.
- Ensure timeliness of communications material
- Evaluate Council's social media presence

The review was a multi stage process completed in conjunction with relevant staff. During this process, there was also feedback provided by MANEX and individual staff members to Director of Corporate Services.

The Review made determined the following Action Plan:-

Action	Staff Responsible	Due Date
Develop a Communications Strategy	Director of Corporate Services	3 months
Communications Officer to attend Divisional Meetings	Communications Officer	Immediately and ongoing
Maintain a Forward Plan of Media Opportunities	Communications Officer	Immediately and ongoing
Draft a Social Media Management Plan	Director of Corporate Services	1 month
Update Council's Website	Communications Team	6 months
Ensure a Photographer attends all Council events	Media Projects Officer	Immediately and ongoing
Examine purchasing media from alternative sources	Media Projects Officer	Immediately
Review Sponsorship Agreement Template	Director of Community Services	Immediately
Review Media Release Recording Form	Media Projects Officer	Immediately
Create an image library on Council's website	Graphic Designer	3 months
Review GSTV01 Policy	Media Projects Officer	3 months
Communications Officer to attend Council and media events	Communications Officer	Immediately
Transfer responsibility for Community Noticeboard to Graphic Designer	Graphic Designer	Immediately
Prepare a 12 month Workflow Plan	Communications Team	Immediately

Financial Implications:

There is minimal cost associated with the recommendations and these costs will be meet from existing Budget allocations.

Legislation/Policy:

GSTV01 Goyder Square TV Screen Content and Usage Policy

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: Chris Kelly, Director of Corporate Services

Schedule of Attachments:

Attachment A: City of Palmerston Communications Service Review



CITY OF PALMERSTON

COMMUNICATIONS REVIEW

SCOPE

At the Council meeting of the 13th December 2016, Council resolved to undertake a service review of communications and marketing.

The Director of Corporate Services commenced this review in October. This review will achieve several outcomes:

- Provide Council with an understanding of the tasks undertaken by each staff member.
- Identify and allocate any new tasks consistent with staff position descriptions.
- Outline the approval process for content
- Improve sharing of relevant information within Council.
- Ensure timeliness of communications material
- Evaluate Council's social media presence

The review was a multi stage process completed in conjunction with relevant staff according to the timetable below. During this process, there was also feedback provided by MANEX and individual staff members to Director of Corporate Services.

STAGE	DATE OF COMPLETION
Each staff member list the tasks they are responsible for and identify any new tasks they wish to be responsible for	<i>Friday 20th October</i>
DCORP to review and make changes to work list in consultation with staff members individually	<i>Tuesday 24th October</i>
DCORP to draft review and present draft review to staff for factchecking and feedback	<i>Friday 3rd November</i>
Staff feedback due	<i>Wednesday 8th November</i>
Report presented to CEO	<i>Friday 10th November</i>
Report presented to Council	<i>Tuesday 21st November</i>



CURRENT STRUCTURE

The current structure of the Communications Team for the City of Palmerston is three full time staff which comprise a Communications Officer, Graphic Designer and a Media Projects Officer who all report individually and collectively to the Director of Corporate Services. The tasks they undertake are outlined below.

Communications Officer

- Develop and maintain relationships with journalists and media outlets
- Draft and distribute media release
- Develop, contribute and review Council's publications – Annual Report, Municipal Plan
- Response to media queries
- Monitor daily media and advise on reactive media opportunities
- Attend Council meetings
- Co-ordinate and book media opportunities – radio interviews media/press calls
- Attend public events
- Develop and co-ordinate the placement of advertisements for print, radio and television including:
 - Full page monthly advertorial in The Sun
 - Public notices/job advertisements/tenders in the NT News
 - Community events promotion
- Maintain and upkeeping of the Council's community notice board and display holders in Civic Plaza
- Maintain oversight of the website, including creating pages, providing content, updating relevant information, documents and images, assisting staff who work on the website.
- Manage the City of Palmerston Facebook page, Twitter account and provide relief for managers of other pages in their absence.
- Support Mayor's communications
- Produce design briefs to Graphic Design for all community events - review and approve artwork drafts
- Oversee text content and messaging on Council's publications
- Manage contracts and finances in accordance with delegations

Graphic Designer

- Develop design briefs to meet internal client needs
- Conceptualise, design and produce artworks for a wide range of print and electronic materials
- Co-ordinate the design, creation, formatting and printing of visual and electronic communication
- Provide direction and advice to the organisation on publication design and corporate visual images
- Develop, implement and maintain the organisation's corporate identity
- Develop a digital brand style guide for the City of Palmerston
- Working with a range of media and keep up to date with emerging technologies

Media Projects Officer

- Develop, produce and edit video content in conjunction with internal and external stakeholders
- Develop and co-ordinate the placement and scheduling of programs on Goyder Square television
- Engage interested individuals, community groups and organisations for the development of the Goyder Square television content
- Undertake and oversee content management software to ensure daily schedules are applied appropriately
- Develop and implement the live streaming of events (*Palmerston/Darwin/Litchfield greater region*) to the Goyder Square television for major occasions and events.

EVALUATION

Council is in a unique position in that it has a wide variety of skills not normally found within an organisation of this size. Council also has many channels available for it to use to disseminate information to its residents and ratepayers including traditional media, social media, website, direct communication and the Goyder Square Television Screen.

The ongoing challenge for the Communications Team is to help Council improve its reputation, communicating to the community that Council is committed to teamwork, accountability, sustainability, self-sufficiency, quality resources and a culture of continuous improvement.

Over the last 12 months, Council's performance ratings in the community have reduced, however, Council continues to earn above satisfactory performance ratings from residents for library programs and services, events, support and advocacy, parks, community facilities, road network, drainage and waste management. Council will build on that achievement this year spending over \$33 million providing a comprehensive suite of services to ratepayers.

Council has a good story to tell residents about how it is managing their community and investing their resources. Council is attempting to communicate this message; however, this can be done more effectively.

Communication Strategy

Council does not have a strategy outlining its vision for communications with residents, ratepayers and other key external stakeholders. It is recommended that a Communication Strategy be developed that provides guidance and resources to staff members to achieve the vision. The Strategy will include but will not be limited to discussion of:

- Media approaches including media promotion (free and paid content)
- Opportunities for promoting good news stories and improving reputation
- Ensuring timely responses to community concerns and issues raised through various external media avenues

Internal Information Sharing

Council's three divisions of Community Services, Technical Services and Corporate Services hold regular meetings to enable staff to provide management and colleagues with updates on the implementation of Council's works and services. Currently the Communications Team do not attend these internal meetings (other than Corporate Services), however these meetings present an ideal opportunity for the Communications Officer to learn more about Council projects and promote them within the community.

Some Council projects and initiatives require a Communications Plan to be developed as part of the project planning process. These projects include major projects and projects with a significant external impact or visibility. Future attendance at divisional meetings will give the Communications Officer the opportunity to prepare Communications Plans where necessary and maintain a forward plan of media opportunities.

Managing Council's Social Media

Council currently has five social media pages, four on Facebook and one Twitter account. The Facebook accounts are the City of Palmerston main account, City of Palmerston Library, Activate and Palmerston Youth. Council has a strong following on the main Facebook page with 10,183 people following out of an estimated population of 33,695, that represents approximately 30% of residents. This compares favourably to Darwin with a larger population which has 7,707 Facebook followers, Alice Springs with a slightly smaller population and 2,993 followers and Burwood, a similar sized municipality in New South Wales 2,873 followers. This can be attributed in part to the higher levels of digital literacy among Palmerston's population, however it would also be due to the engagement efforts of the Communications Team. The other topic specific pages have a smaller following and are not as active.

SOCIAL MEDIA CHANNEL	NUMBER OF FOLLOWERS
City of Palmerston	10,183
City of Palmerston Library	1,295
Activate	1,638
Palmerston Youth	1,167
Twitter	1,252

Social media pages are most effective when stakeholders have a relationship with the Council because the content is regularly updated and the engagement is instantaneous. Due to Council's limited resources, it is recommended that Council focus its energies on a small number of active channels. Whilst it is not recommended that Council deactivate any pages due to stakeholder impact, it is not recommended to increase the number of Facebook pages.

Within the organisation, there does not appear to be any documented process for content management including Administrator roles, deriving content, sharing content, managing commercial or political content, approving content, monitoring posts or comments and approving responses. The Communications Officer seeks approval from the relevant Program area or Director which appears to be satisfactory, however this process needs to be formalised. There is also no documented strategy for increasing engagement on existing channels or introducing new channels such as Instagram. Therefore, it is recommended that Council draft a Social Media Management Plan to increase engagement online, document all necessary procedures and assign clear responsibilities to members of the Communications Team.

Upgrading Council's Website

In the Municipal Plan 2017-2022, Council committed to upgrading its website. In May 2018, Council reaches the end of its contract with the current web hosting provider. This presents two opportunities, namely to negotiate a more favourable commercial arrangement and update the website. Other local government authorities are moving to a search based interface which Council officers are recommending. The Communications Team are working with other parts of the organisation, as part of the Council's Digital Strategy, to implement Smart Forms, online payment channels, additional content and new customer management tools. These elements will be incorporated as part of any website upgrade.

Council's Image Library

Feedback received during this review indicates that Council does not currently have an adequate stock of images. There is not a wide variety of images for use in promotional material and there is no mechanism to share images with residents and businesses looking to promote Palmerston. Also, Council does not have a stock of images of the region to use for tourism and investment attraction.

To address this, it is recommended the Communications Team do the following:

- Ensure a photographer, in the first instance the Media Projects Officer, is made available for all Council managed or sponsored events to take photographs. If the Media Projects Officer is unavailable, it is his/her responsibility to ensure that photographs are taken and Media Release Forms are signed.
- Investigate cost effective software options for capturing and indexing Council's visual resources.
- Ensure that Council sponsorship agreements give Council the right to take and use media recording and images for its own use.
- Examine purchasing licenses to use photographs from external agencies of the surrounding region and major events to supplement Council's image gallery

Council should also make an image gallery available on its website to allow residents and businesses to download images of Palmerston and the region free of charge to promote Palmerston as a tourism and investment destination. A review of the Council's Media Recording Release Form is required to ensure that it gives permission for 3rd parties to use images for promoting Palmerston.

Goyder Square Television

The Goyder Square television is an important asset for Council to communicate with the public and provide entertainment and recreation opportunities for the community. It is recommended GSTV01 Goyder Square TV Screen Content and Usage Policy is reviewed and Council identify further opportunities to optimise this asset for community benefit.

Operational Changes

It is a common requirement for Communications staff in government to accompany the nominated spokesperson on all public engagements, Council meetings and to events where a media presence is anticipated. It is recommended that the Communications Officer is available to meet this requirement.

Currently the position description of the Communications Officer includes responsibility for managing the material on the Community Noticeboard in Civic Plaza. As the Graphic Designer is responsible for preparing collateral and promotional material, it is more efficient that when finalised, he/she ensures that where appropriate, material is placed on the Community Noticeboard in Civic Plaza, rather than involve another staff member for a minor task. Responsibility for placing material in other Council facilities will not change.

A significant component of the tasks undertaken by the Communications Team are recurring as they respond to legislative timeframes or regular Council events. It is recommended that a 12-month plan for the 2018 calendar year be adopted incorporating known activities. This plan should incorporate sufficient lead time to ensure that promotional material is in market for four weeks and at least two weeks is provided for preparation and approval. By documenting this six-week timeframe as well as noting other commitments such as Council and Committee meetings, all staff can work collaboratively to meet the requirements of the organisation.

ACTION PLAN

ACTIONS	STAFF RESPONSIBLE	DUE DATE
Develop Communications Strategy	Director of Corporate Services	3 months
Communications Officer to attend Divisional Meetings	Communications Officer	<i>Immediately and ongoing</i>
Maintain a Forward Plan of Media Opportunities	Communications Officer	<i>Immediately and ongoing</i>
Draft a Social Media Management Plan	Director of Corporate Services	2 months
Update Council's Website	Communications Team	6 months
Ensure a Photographer attends all Council events	Media Projects Officer	<i>Immediately and ongoing</i>
Examine purchasing media from alternative sources	Media Projects Officer	<i>Immediately</i>
Review Sponsorship Agreement Template	Director of Community Services	<i>Immediately</i>
Review Media Release Recording Form	Media Projects Officer	<i>Immediately</i>
Create an image library on Council's website	Graphic Designer	3 months
Review GSTV01 Policy	Media Projects Officer	3 months
Communications Officer to attend Council and media events	Communications Officer	<i>Immediately</i>
Transfer responsibility for Community Noticeboard to Graphic Designer	Graphic Designer	<i>Immediately</i>
Adopt a 12 month Workflow Plan	Communications Team	<i>Immediately</i>

ITEM NUMBER: 13.1.2 TS2017/15 – Reseal Various Roads 2017-2018
FROM: Director of Technical Services
REPORT NUMBER: 8/1363
MEETING DATE: 21 November 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

Summary:

The Downer EDI Works Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/15 – Reseal Various Roads 2017-2018.

RECOMMENDATION

1. THAT Council receives Report Number 8/1363.
2. THAT Council award contract TS2017/15 – Reseal Various Roads 2017-2018 to Downer EDI Works Pty Ltd for the amount of \$477,760.89 (GST exclusive).
3. THAT Council authorise the Official Manager and Chief Executive Officer in accordance with Section 26 (2) of the Local Government Act to sign and seal all required contract documentation for the contract TS2017/15 – Reseal Various Roads 2017-2018.

Background:

Tenders were sought for contract TS2017/15 – Reseal Various Roads 2017-2018 through an advertisement placed on Tenders.Net, in the NT News on Saturday 30 September 2017 and Thursday 5 October 2017 as well as on the Council website from Friday 29 September 2017.

Nine (9) contractors downloaded the tender from Tenders.Net. Three (3) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel at 3:00pm one hour after the closing time of 2.00pm on Monday 23 October 2017.

All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2017/15 – Reseal Various Roads 2017-2018		
Tenderer		
Ref	Non-price Criteria	Weighting
1	Local industry	20%
2	Past performance experience	10%
3	Resources	5%
4	Methodology knowledge and skills	5%
Sub total		40%
Tendered Price		60%

General:

The received tenders with prices (GST exclusive) are as follows:

<i>Tenderers Name</i>	<i>Tendered Amount</i>
Fulton Hogan	\$680,564.73
Downer EDI Works Pty Ltd	\$477,760.89
NT Bitumen and Asphalt	\$949,616.00

The Tender Evaluation Panel reviewed the documents provided by each tenderer. The tender submitted by Fulton Hogan was deemed to be non-conforming by the Panel.

The two other Contractors assessed by the Tender Evaluation Panel were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers' current commitments. Assessment was performed based on the documents supplied.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Downer EDI Works Pty Ltd, was considered to offer best value for money.

Financial Implications:

Funds have been allocated in the 2016/2017 budget.

Legislation/Policy:

City of Palmerston Procurement Policy.



Recommending Officer: Mark Spangler, Director of Technical Services

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

Author: Rishenda Moss, Environment and Emergency Management Officer.

Schedule of Attachments:

Nil.



ITEM NUMBER: 13.1.3 Financial Report for the Month of October 2017
FROM: Director of Corporate Services
REPORT NUMBER: 8/1365
MEETING DATE: 21 November 2017

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:

Financial Report for the month of October 2017.

RECOMMENDATION

THAT Council receives Report Number 8/1365.

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 31 October 2017.

Financial Implications:

Nil.

Legislation/Policy:

Council policies, the *Local Government Act 2008* (NT) and associated regulations and the Australian Accounting Standards.

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 – October 2017



Financial Management Reports

October 2017

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

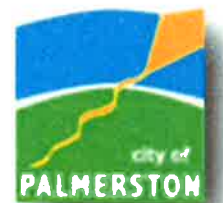


TABLE OF CONTENTS

October 2017

SECTION 1 – EXECUTIVE SUMMARY

1.1 Executive Summary

SECTION 2 – FINANCIAL RESULTS

2.1 Budget Summary Report

2.2 Investments Management Report

2.3 Reserves Schedule

2.4 Debtor Control Accounts

2.5 Creditor Accounts Paid

2.6 Creditor Accounts Outstanding

2.7 Statement of Credit Card Transactions

2.8 Waste Charges

2.9 Commercial Leases

Section 2 Financial Results

1.1 - Executive Summary as at 31 October 2017

Results	Budget 2018	YTD Actual	YTD Committed	YTD Actual + Committed	Non-Committed Forecast	Total YTD Forecast	% Utilised
Operating Income							
Rates & Charges	-26,909,566	-26,308,559	0	-26,308,559	-401,007	-26,709,566	99%
Statutory Charges	-891,250	-392,066	0	-392,066	-499,184	-891,250	100%
User Fees & Charges	-1,193,678	-344,081	0	-344,081	-932,597	-1,276,678	107%
Operational Grants Received	-2,087,697	-864,880	0	-864,880	-457,763	-1,322,643	63%
Investment Income	-746,160	-367,355	0	-367,355	-378,805	-746,160	100%
Other Income	-91,500	-13,780	0	-13,780	-78,720	-92,500	101%
Operating Income	-31,919,851	-28,290,720	0	-28,290,720	-2,748,077	-31,038,797	97%

Operating income is not expected to reach the original budget. This is due to receiving a portion of the 2017-18 financial assistance grant in advance in the 2016-17 financial year, as well the removal of the city centre improvement special levy. Council is however expecting to receive additional lease income. These adjustments are recognised in the 1st budget review.

Capital Income							
Capital Income	-5,959,365	-790,945	0	-790,945	-5,168,420	-5,959,365	100%
Add Gifted Assets	5,000,000	0	0	0	5,000,000	5,000,000	100%
Capital Income	-959,365	-790,945	0	-790,945	-168,420	-959,365	100%

Budgeted Capital Income includes \$588k for R2R and \$250k for Developer Funds in Lieu of Construction. These are anticipated to be received in full, showing the forecasted budget to be 100% at year end.

Operating Expenditure							
Employee Expenses	7,234,035	2,150,426	9,490	2,159,916	5,034,119	7,194,035	99%
Professional Services	814,442	455,331	733,660	1,188,990	104,923	1,293,913	159%
Insurance	458,000	330,649	95,864	426,513	22,987	449,500	98%
Utilities	2,720,974	666,180	0	666,180	1,709,725	2,375,905	87%
Depreciation	8,820,000	2,940,000	0	2,940,000	5,880,000	8,820,000	100%
Less Depreciation	-8,820,000	0	0	-2,940,000	-5,880,000	-8,820,000	100%
Elected Member Allowances	357,959	58,725	0	58,725	254,234	312,959	87%
Contractors & Materials	12,212,723	3,075,003	4,253,388	7,328,392	5,044,831	12,373,223	101%
Other Expenses	3,339,631	837,519	429,878	1,267,397	2,072,234	3,339,631	100%
Operating Expenditure	27,137,764	10,513,832	5,522,281	13,096,113	14,243,053	27,339,166	101%

It is anticipated that to date, the remaining non-committed expense is for remedial and reactive works completed as part of Council's normal operations, and all contracted works have purchase orders raised for the remainder of the financial year. Professional Services are showing as above budget for 2017-18 predominately due to unforeseen legal expenses. This has been mostly offset by identified savings in utility costs and elected member expenses. These adjustments have been addressed as part of the 1st budget review for 2017-18.

Capital Expenditure							
Capital Expenses	22,033,673	1,341,413	3,750,186	5,091,598	20,212,965	25,304,563	115%
Capital Expenditure	22,033,673	1,341,413	3,750,186	5,091,598	20,212,965	25,304,563	115%

It is anticipated that capital expenditure for the 2017-18 financial year will increase by \$3,167,890 in line with the capital expense rollovers from the previous financial year. These rollovers are included in the 1st budget review for 2017-18.

Net (Surplus)/Deficit	16,292,221	-17,226,421	9,272,467	-10,893,954	31,539,521	20,645,567	
------------------------------	-------------------	--------------------	------------------	--------------------	-------------------	-------------------	--

	Budget 2018
Reserves	
Movements to Reserves	19,726,012
Movements from Reserves	-24,146,071
Reserves	-4,420,059
Borrowings	
Borrowings	-12,000,000
Repayment of Borrowings	127,838
Borrowings	-11,872,162
Net Balance Sheet Movements	-16,292,221
Total	0

Reviewed by: Finance Manager

Approved by: Director Corporate Services

Section 2

Financial Results

31 October 2017

2.1 - Budget Summary Report as at Operating Income

	Original Budget	Total Budget (Inc. Revisions)	YTD Actuals	%
Governance				
Office of the CEO	-714,856	-714,856	-163,626	22.89%
Governance	-714,856	-714,856	-163,626	22.89%
Corporate Services				
Financial Services	-300,000	-300,000	-190,002	63.33%
Office of the Director Corporate Services	0	0	-4,612	0.00%
Rates	-20,060,426	-20,060,426	-19,268,613	96.05%
Corporate Services	-20,360,426	-20,360,426	-19,463,227	95.59%
Community Services				
Library Services	-679,712	-679,712	-627,230	92.28%
Senior Citizens	-1,500	-1,500	0	0.00%
Youth Services	-5,000	-5,000	-2,000	40.00%
Community Services	-686,212	-686,212	-629,230	91.70%
Technical Services				
Animal Management	-392,000	-392,000	-235,776	60.15%
Aquatic Centre	0	0	-25,764	0.00%
Civic Centre	-162,333	-162,333	-65,474	40.33%
Driver Resource Centre	-3,600	-3,600	-7,310	203.06%
Gray Community Hall	-16,800	-16,800	-6,788	40.40%
Office of the Director Technical Services	-43,250	-43,250	-33,624	77.74%
Parking & Other Ranger Services	-175,000	-175,000	-56,338	32.19%
Private Works	-110,000	-110,000	-44,735	40.67%
Recreation Centre	-31,000	-31,000	-22,692	73.20%
Roads & Transport	-795,729	-795,729	-117,498	14.77%
Stormwater Infrastructure	-52,000	-52,000	0	0.00%
Subdivisional Works	-200,000	-200,000	-23,138	11.57%
Waste Management	-6,682,860	-6,682,860	-7,050,412	105.50%
Birripa Court Investment Property	-446,160	-446,160	-185,900	41.67%
Durack Heights Community Centre	-1,830	-1,830	-518	28.32%
CBD Carparking	-1,045,795	-1,045,795	-158,672	15.17%
Technical Services	-10,158,357	-10,158,357	-8,034,637	79.09%
	-31,919,851	-31,919,851	-28,290,720	88.63%

Section 2

Financial Results

2.1 - Budget Summary Report as at 31 October 2017

Capital Income

	Original Budget	Total Budget (inc. Revisions)	YTD Actuals	%
Corporate Services				
Office of the Director Corporate Services	-30,985	-30,985	-798	2.58%
Corporate Services	-30,985	-30,985	-798	2.58%
Technical Services				
Roads & Transport	-538,380	-538,380	-532,600	98.93%
Subdivisional Works	-5,250,000	-5,250,000	-257,547	4.91%
Waste Management	-140,000	-140,000	0	0.00%
Technical Services	-5,928,380	-5,928,380	-790,147	13.33%
	-5,959,365	-5,959,365	-790,945	13.27%

Section 2 Financial Results

2.1 - Budget Summary Report as at 31 October 2017

Operating Expenditure

	Original Budget	Total Budget (inc. Revisions)	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Governance						
Elected Members	492,588	492,588	144,566	880	145,446	29.53%
Office of the CEO	501,134	501,134	374,779	7,946	382,725	76.37%
Governance	993,722	993,722	519,345	8,826	528,172	53.15%
Corporate Services						
Customer Services	153,059	153,059	45,497	6,822	52,320	34.18%
Financial Services	1,364,685	1,364,685	540,712	95,864	636,576	46.65%
Human Resources	221,004	221,004	59,717	187	59,904	27.11%
Information Technology	1,120,389	1,120,389	336,976	285,226	622,202	55.53%
Office of the Director Corporate Services	9,355,978	9,355,978	3,062,617	4,091	3,066,708	32.78%
Public Relations and Communications	375,174	375,174	99,048	21,701	120,749	32.18%
Rates	328,900	328,900	268,764	2,003	270,767	82.32%
Records Management	263,973	263,973	76,719	66,641	143,360	54.31%
Corporate Services	13,183,162	13,183,162	4,490,049	482,536	4,972,586	37.72%
Community Services						
Arts & Culture	127,000	127,000	5,370	26,530	31,900	25.12%
Community Development	839,040	839,040	205,403	35,000	240,403	28.65%
Events Promotion	273,300	273,300	70,820	12,678	83,498	30.55%
Families & Children	20,000	20,000	5,299	474	5,773	28.86%
Health and Wellbeing Services	62,500	62,500	5,520	855	6,375	10.20%
Library Services	1,455,501	1,455,501	338,265	48,443	386,707	26.57%
Senior Citizens	6,500	6,500	1,715	0	1,715	26.38%
Youth Services	50,500	50,500	5,797	351	6,148	12.18%
Office of the Director Community Services	272,875	272,875	62,685	474	63,158	23.15%
Community Services	3,107,216	3,107,216	700,873	124,804	825,677	26.57%
Technical Services						
Animal Management	112,063	112,063	30,075	54,854	84,929	75.79%
Aquatic Centre	392,092	392,092	148,343	286,479	434,822	110.90%
Archer Sports club	10,977	10,977	1,426	0	1,426	12.99%
Civic Centre	419,850	419,850	74,941	41,729	116,670	27.79%
Depot	76,795	76,795	11,077	13,284	24,362	31.72%
Driver Resource Centre	31,348	31,348	3,885	3,093	6,978	22.26%
Emergency Operations	10,000	10,000	0	0	0	0.00%
Gray Community Hall	73,857	73,857	11,290	15,406	26,696	36.15%
Office of the Director Technical Services	1,214,305	1,214,305	300,756	99,701	400,457	32.98%
Open Space	5,559,128	5,559,128	1,252,384	214,537	1,466,921	26.39%
Parking & Other Ranger Services	765,569	765,569	201,958	1,676	203,634	26.60%
Plant & Equipment	0	0	30,544	992	31,536	0.00%
Private Works	87,839	87,839	26,300	0	26,300	29.94%
Recreation Centre	203,347	203,347	71,002	53,716	124,718	61.33%
Roads & Transport	2,379,384	2,379,384	598,627	38,069	636,696	26.76%
Stormwater Infrastructure	281,000	281,000	94,775	8,260	103,035	36.67%
Street Lighting	905,043	905,043	271,721	51,328	323,049	35.69%
Waste Management	5,556,210	5,556,210	1,419,774	3,749,594	5,169,368	93.04%
Birripa Court Investment Property	116,253	116,253	45,378	32	45,411	39.06%
Durack Heights Community Centre	61,738	61,738	4,539	10,170	14,709	23.83%
CBD Carparking	379,356	379,356	199,022	263,195	462,217	121.84%
Goyder Square	37,510	37,510	5,746	0	5,746	15.32%
Technical Services	18,673,664	18,673,664	4,803,564	4,906,115	9,709,679	52.00%
	35,957,764	35,957,764	10,513,832	5,522,281	16,036,113	44.60%

Section 2 Financial Results

2.1 - Budget Summary Report as at 31 October 2017

Capital Expenditure

	Original Budget	Total Budget (Inc. Revisions)	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Corporate Services						
Office of the Director Corporate Services	180,000	180,000	27,165	0	27,165	15.09%
Corporate Services	180,000	180,000	27,165	0	27,165	15.09%
Community Services						
Community Development	0	0	1,806	0	1,806	0.00%
Community Services	0	0	1,806	0	1,806	0.00%
Technical Services						
Civic Centre	100,000	100,000	0	73,117	73,117	73.12%
Depot	17,000	17,000	0	0	0	0.00%
Driver Resource Centre	15,000	15,000	0	0	0	0.00%
Office of the Director Technical Services	0	0	21,520	38,425	59,945	0.00%
Open Space	1,343,120	1,343,120	584,149	315,194	899,343	66.96%
Recreation Centre	10,000	10,000	0	0	0	0.00%
Roads & Transport	1,513,553	1,513,553	412,984	1,058,953	1,471,938	97.25%
Stormwater Infrastructure	115,000	115,000	7,633	12,985	20,617	17.93%
Subdivisional Works	0	0	57,729	12,442	70,172	0.00%
Waste Management	4,240,000	4,240,000	226,424	2,239,070	2,465,494	58.15%
CBD Carparking	14,500,000	14,500,000	2,003	0	2,003	0.01%
Technical Services	21,853,673	21,853,673	1,313,442	3,750,186	5,063,628	23.17%
	22,033,673	22,033,673	1,341,413	3,750,186	5,091,598	23.11%

Section 2 Financial Results

2-2 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 31/10/2017

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	WEIGHTED AVERAGE RATE	INSTITUTION TOTALS	%COUNTER PARTY
People's Choice Credit Union	S&P A2	\$ 6.79	0.00%				\$ 6.79	0.00%
Auswide	S&P A3	\$ 1,500,000.00	2.80%	December 20, 2017	50	0.001984932	\$ 1,500,000.00	7.09%
AMP	S&P A1	\$ 1,500,000.00	2.75%	January 17, 2018	78	0.001949487		
AMP	S&P A1	\$ 1,500,000.00	2.55%	February 28, 2018	120	0.001807706	\$ 3,000,000.00	14.18%
Beyond Bank	S&P A2	\$ 1,500,000.00	2.70%	November 8, 2017	8	0.001914041		
Beyond Bank	S&P A2	\$ 1,500,000.00	2.70%	December 6, 2017	36	0.001914041	\$ 3,000,000.00	14.18%
National Australia Bank	S&P A1+	\$ 7,401.57	2.80%			0.000009794		
National Australia Bank	S&P A1+	\$ 152,009.16	2.80%			0.000201152		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.54%	January 3, 2018	64	0.001800617		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.57%	February 14, 2018	106	0.001821884		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	April 11, 2018	162	0.001843151		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.61%	May 9, 2018	190	0.001850240		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	June 6, 2018	218	0.001843151		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	June 20, 2018	232	0.001843151	\$ 9,159,410.73	43.29%
ME Bank	S&P A2	\$ 1,500,000.00	2.65%	November 22, 2017	22	0.001878596		
ME Bank	S&P A2	\$ 1,500,000.00	2.60%	April 25, 2018	176	0.001843151	\$ 3,000,000.00	14.18%
MyState	S&P A2	\$ 1,500,000.00	2.57%	March 14, 2018	134	0.001821884	\$ 1,500,000.00	7.09%

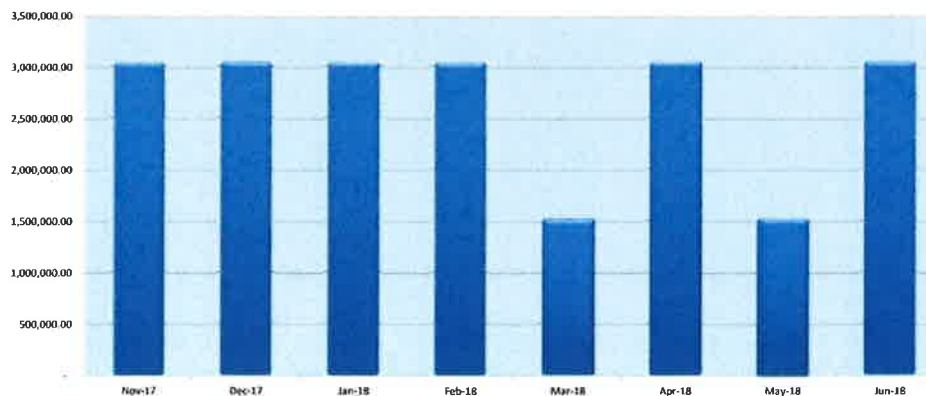
TOTAL SHORT TERM INVESTMENT	\$ 21,159,417.52	Average Days to Maturity	114.00	Weighted Average	2.63%	100.00%
------------------------------------	------------------	---------------------------------	--------	-------------------------	-------	----------------

% OF TOTAL INVESTMENT PORTFOLIO	A1 (max 100%) 57%	A2 (max 80%) 36%	A3 (max 50%) 7%	TOTAL	100%
--	-------------------	------------------	-----------------	--------------	------

GENERAL BANK FUNDS	\$ 5,117,863.16	Total Budget Investment Earnings	-\$ 300,000.00
---------------------------	-----------------	---	----------------

TOTAL ALL FUNDS	\$ 26,277,280.68	Year to Date Investment Earnings	-\$ 156,609.07
------------------------	------------------	---	----------------

Cashflow of Investments



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 3%
48 Odegaard Drive, Rosebery	Cost	\$ 6,600,000	\$ 182,520	\$ 45,378	\$ 137,142	66,181

Reviewed by: Finance Manager

Approved by: Director Corporate Services

Section 2

Financial Results

2-3 Reserves Schedule

	Balance as at 01/07/2017	TO RESERVES		FROM RESERVES		Balance as at 30/06/2018
		Original Budget	Adopted Budget	Original Budget	Adopted Budget	
Externally Restricted Reserves						
Unexpended Grants Reserve	0	0	0	0	0	0
Developer Funds in Lieu of Construction*	4,669,920	250,000	250,000	0	0	4,919,920
	4,669,920	250,000	250,000	0	0	4,919,920
Internally Restricted Reserves						
Election Expenses Reserve	150,000	0	0	0	0	150,000
Disaster Recovery Reserve	500,000	0	0	0	0	500,000
Strategic Initiatives Reserve	500,000	0	0	500,000	500,000	0
Unexpended Capital Works Reserve	3,217,148	0	0	0	0	3,217,148
Property Reserve	1,077,342	0	0	500,000	500,000	577,342
Plant and Equipment Reserve	310,442	0	0	0	0	310,442
Infrastructure Reserve	4,108,758	500,000	500,000	3,500,000	3,500,000	1,108,758
Community Grants Reserve	100,000	0	0	0	0	100,000
Waste Management Reserve	1,313,228	3,430,217	3,430,217	4,174,069	4,174,069	569,376
Streetlighting Reserve	811,063	0	0	500,000	500,000	311,063
Masterplan Reserve	0	15,545,795	15,545,795	14,972,002	14,972,002	573,793
	12,087,981	19,476,012	19,476,012	24,146,071	24,146,071	7,417,922
Total Reserve Funds	16,757,901	19,726,012	19,726,012	24,146,071	24,146,071	12,337,842

*Developer Funds in Lieu of Construction is currently listed as Unrestricted in FIN19 Reserves Policy. FIN19 will be amended shortly to show this reserve as Restricted.

The opening balances for reserves have changed during the year end process. They have been updated in line with the Annual Report.


Reviewed by: Finance Manager


Approved by: Director Corporate Services

Section 2 Financial Results 31 October 2017

2-4 Debtor Control Accounts

SUNDRY DEBTORS:						
BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	
	104,704.11	19,405.65	29,902.44	14,181.66	26,136.80	15,077.56
RATES:						
REPORT MONTH	OUTSTANDING \$	OUTSTANDING % OF RATES INCOME	OVERDUE \$	OVERDUE % OF RATES INCOME		
Oct-17	\$14,502,034	53.0%	\$1,023,302	3.7%		
Oct-16	\$13,667,248	52.0%	\$801,167	3.1%		
TOTAL OVERDUE \$	Charged in 2017/2018	Charged in 2016/2017	Charged in 2015/2016	Charged in 2014/2015	Charged Prior to 2014/2015	
\$1,023,302	\$588,275	\$330,786	\$68,473	\$18,941	\$16,827	
INFRINGEMENTS:						
		\$				
Animal Infringements		122,640.86				
Public Places		9,356.00				
Parking Infringements		175,881.00				
Litter Infringements		875.00				
Signs		0.00				
Other Law and Order		0.00				
Net Balance on Infringement Debts		308,752.86				


 Reviewed by: Finance Manager


 Approved by: Director Corporate Services

SECTION 2

Financial Results

2.5 - Creditor Accounts paid - October 2017

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V01337	Nicole Natar	ANIMAL 116999 OVERPAYMENT DOG REGO	Animal # 116999 overpayment dog rego	\$ 10.50
59	City of Palmerston	PETTY CASH RECOUP - FINANCE 26/9/17	PETTY CASH RECOUP - FINANCE 26/9/17	\$ 234.40
V01362	Jade Rogers	ANIMAL 124537 REFUND OVERPAYMENT	Animal 124537 refund overpayment dog rego	\$ 10.50
V00068	RTM	CLT 2255 TO 30 AUG 2017	Lodgement Extension fee CLT 2255 to 30 Aug 2017	\$ 300.00
59	City of Palmerston	PETTY CASH RECOUP - LIB - OCT 2017	Petty Cash Recoup - Library - 25 Oct 2017	\$ 146.85
V01392	Dell Humphries	ANIMAL 129745 REFUND PRO RATA	Animal 129745 refund pro rata dog rego	\$ 43.50
4190	National Australia Bank	NAB CCC - AUG 2017	NAB CCC - August 2017	\$ 6,868.04
5023	National Australia Bank	TD MATURITY 20/06/2018	TD Maturity 20/06/2018	\$ 1,500,000.00
1568	Battery World Darwin Pty Ltd	IN8010155265	Battery World - Replacement battery	\$ 275.00
4914	CareerSpot Pty Ltd	CS4082	Advertising Smart Cities Technology Officer	\$ 188.10
V00682	Leigh Dyson Plumbing	INV20170913C	Haydon Park - supply & install dual tap assembly	\$ 1,100.00
5533	Custom Av Pty Ltd	00369069	Supply Warden Caps	\$ 55.66
4963	Centratech Systems Pty Ltd	INV-3692	Bill Lewis South Mother board	\$ 4,770.15
3428	Bunnings Group Limited	2315/01623492	Swimming pool net and pole for cleaning lakes	\$ 45.89
610	Data Centre Services (DCS)	669000093	DCS17 Usage MF CPU - August 2017	\$ 90.35
3504	Raeco International Pty Ltd	509441	Library Raeco order September	\$ 1,461.95
V00682	Leigh Dyson Plumbing	INV20170913B	Cornwallis Park replace and check valves	\$ 1,859.00
V00682	Leigh Dyson Plumbing	INV20170913A	Replace double check valve, strainer and lockable	\$ 2,937.00
3683	Area9 IT Solutions	SIN47085	Cisco Wi-Fi AP's x4 Maintenance Renewal	\$ 259.03
V00368	iWater NT	INV-0009	Install irrigation and supply Marlow Lagoon Dog Pk	\$ 3,509.00
4398	Quality Indoor Plants Hire	68917	Plant hire - Recreation Centre - September 2017	\$ 90.93
4398	Quality Indoor Plants Hire	69917	12 Months plant hire for Civic Centre - Sept 2017	\$ 102.40
4871	Reface Industries	28603	Library Reface order September	\$ 727.08
112	Beaurepaires	6409333741	Tyres and wheel alignment for Rego No: CA18AN	\$ 1,342.63
272	City Wreckers	00017134	Towing and Storage of Blue/Holden/Wagon/NT-923235	\$ 154.00
272	City Wreckers	00017135	Towing & Storage of Red/Toyota/Hatchback/NT-CB21NI	\$ 154.00
V00773	Akron Group NT Pty Ltd	00009707	Dead Cat Maurice Tce	\$ 253.00
2965	KIK FM Pty Ltd	09010002	Garage Sale Trail radio audio	\$ 135.00
938	Nightcliff Electrical	7234	Park lights woodroffe sibbald Cres Geoid Park	\$ 785.23
5611	Steelmanns Tools and Industrial Supplies	85276	2 Printer cartridges for depot office	\$ 165.00
5104	JLM Civil Works Pty Ltd	00007625	Straighten the sign post Job No. 368	\$ 67.10
5104	JLM Civil Works Pty Ltd	00007626	Straighten the sign post Job No. 367	\$ 67.10
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	4255	Reg check on truck (CA50XT)	\$ 111.32
2124	Food'll Do Catering Darwin (Grinners Catering)	7975	Seniors meeting light lunch	\$ 209.00
4825	OracleCMS	00134407	After Hour Call Service - Nov 2016 / Jan 2017	\$ 1,168.24
36	Darwin Lock & Key	129752	Supply & Deliver - 204 Customer Key	\$ 200.09
256	The Bookshop Darwin	BD15694	Library Bookshop BD4307	\$ 2,098.98
5104	JLM Civil Works Pty Ltd	00007644	Straighten the Sign Post Job No. 369	\$ 67.10
5104	JLM Civil Works Pty Ltd	00007647	Blood removal CBD	\$ 121.00
5104	JLM Civil Works Pty Ltd	00007650	Signage Driver	\$ 110.00
V00073	Off the Leash	00001962	Garage Sale Trail-October 2017 magazine	\$ 385.00
123	Kerry's Automotive Group	GMGF491563	Service for CB02JN	\$ 700.60
5104	JLM Civil Works Pty Ltd	00007645	Straighten the Unidirectional Sign Post JN.370	\$ 67.10
5104	JLM Civil Works Pty Ltd	00007648	Cut protruding rio rod from ram.	\$ 77.00

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5104	JLM Civil Works Pty Ltd	00007649	Graffiti CBD	\$ 30.25
4762	Squiz Australia Pty Ltd	10047990	Monthly excess hosting charges - 14/8/17-13/9/2017	\$ 55.00
4816	CS Services NT	00004662	Pre cyclone clean up round 1 - receive & sort	\$ 2,805.00
3313	Zip Print	18453	Streetball collateral	\$ 220.00
3189	Seek Limited	95300687	Seek Bulk Ads *5 - 14 Sep 2017	\$ 1,595.00
272	City Wreckers	00017181	Towing & Storage of White/Holden/Station Wagon	\$ 154.00
5104	JLM Civil Works Pty Ltd	00007651	Cleaning services of various signs at Depot	\$ 165.00
V01079	CAP22 Services Pty Ltd	00002608 - 14-SEP-17	CAP22 W/E- 10/09/17	\$ 377.69
5104	JLM Civil Works Pty Ltd	00007652	Pick up discarded needles in Scenic Park.	\$ 110.00
5104	JLM Civil Works Pty Ltd	00007653	Pick up discarded needles in Lancewood Park	\$ 110.00
3438	NT Shade & Canvas Pty Ltd	00001536	WKJMP - repair the vandalised section of rubber	\$ 880.00
272	City Wreckers	00017182	Towing & Storage of Brown/Hyundai/Wagon/nil plates	\$ 154.00
938	Nightcliff Electrical	7007	Remove and replace pole O500 in Sirius Park	\$ 22,533.50
V00773	Akron Group NT Pty Ltd	00009728	Dead Dog Temple Tce / Waterhouse Cres	\$ 253.00
V00773	Akron Group NT Pty Ltd	00009727	Please collect dead cat on footpath 29 Lockwood	\$ 253.00
5104	JLM Civil Works Pty Ltd	00007646	Speed trailer service Temple Terrace ITC No: 462	\$ 138.60
V00773	Akron Group NT Pty Ltd	00009729	Replace damaged bin as per photo at Woodroffe Park	\$ 165.00
5036	Territory Door Services	19501	Repair the library community hall door 12/9/17	\$ 132.00
3313	Zip Print	18454	Streetball collateral - A3 Posters	\$ 154.00
V00582	Ezko Property Services (Aust) Pty Ltd	00046772	2017/18 Cleaning of COP Facilt - August 2017	\$ 12,576.30
V00228	Outback Tree Service	857	Removed termite damaged declining Eucalypt Sirius	\$ 1,760.00
V00228	Outback Tree Service	825	RQ119850 - Reduction prune overhanging limbs	\$ 572.00
35	WINC Australia Pty Limited	9022236924	Civic Centre Stationery inc diaries	\$ 966.08
4029	Totally Workwear Palmerston	100013953	Uniforms - Open Space Staff	\$ 1,208.50
2336	Flick Anticimex Pty Ltd	801227096	Termite Treatment Various Areas	\$ 660.00
4538	Byrne Consultants	INV01009	Consultant fees Project 17074-COP_Victoria Drive B	\$ 2,062.50
5104	JLM Civil Works Pty Ltd	00007627	Replace existing 60 sign JN 361	\$ 430.99
5104	JLM Civil Works Pty Ltd	00007629	Replace post and reuse sign JN 366	\$ 101.20
5142	Australlan Catchment Management Pty Ltd	717	New tracks x 2 for truxor + Freight	\$ 21,678.36
5142	Australian Catchment Management Pty Ltd	718	Extra parts required for truxor track replacment	\$ 6,255.70
V00228	Outback Tree Service	566	Perform st tree maintenance throughout sub Gray	\$ 6,380.00
V00943	Northern Territory Pest and Weed Control	58000	Recreation Centre: Spray for mozzies at office	\$ 154.00
5104	JLM Civil Works Pty Ltd	00007628	Repair sign (reattach) JN 362	\$ 135.30
5031	All Aspects Recruitment & HR Services	00012972	Temp staff - Records - WE 17 Sept 2017	\$ 907.83
5031	All Aspects Recruitment & HR Services	00012988	Temp Staff for Records - WE 24/09/2017	\$ 2,269.58
V01335	Accidental Health & Safety Brisbane South & NT	MA651	First Aid Kit	\$ 308.80
5104	JLM Civil Works Pty Ltd	00007660	Zuccoli Lot 14821 (23) McGregor St New Driveway	\$ 1,125.74
5104	JLM Civil Works Pty Ltd	00007663	Zuccoli Lot 14162 (47) Silverleaf St New Driveway	\$ 733.04
5104	JLM Civil Works Pty Ltd	00007661	Zuccoli Lot 14804 (17) Pascoe St New Driveway	\$ 1,099.56
5104	JLM Civil Works Pty Ltd	00007667	Zuccoli Lot 14209 (32) Silverstreet Rd New Driveway	\$ 733.04
5104	JLM Civil Works Pty Ltd	00007668	Zuccoli Lot 14166 (4) Bamboo St New Driveway	\$ 733.04
5104	JLM Civil Works Pty Ltd	00007665	Zuccoli Lot 14800 (9) Pascoe St New Driveway	\$ 1,099.56
5104	JLM Civil Works Pty Ltd	00007662	Zuccoli Lot 13434 (16) Kangaroo St New Driveway	\$ 1,099.56
5104	JLM Civil Works Pty Ltd	00007669	Zuccoli Lot 14125 (8) Vitex St New Driveway	\$ 602.14
5104	JLM Civil Works Pty Ltd	00007666	Zuccoli Lot 14126 (10) Vitex St New Driveway	\$ 602.14
4856	Portner Press Pty Ltd	BP775631	Health & Safety 2017 Update 7	\$ 77.00
5104	JLM Civil Works Pty Ltd	00007658	Bollards JN 83	\$ 999.55
V01339	Greta Witte	ANIMAL 117705 OVERPAYMENT DOG REGO	Animal 117705 overpayment dog rego	\$ 2.50
V01338	Christine Jeffkins	OVERPAYMENT DOG REGO	Animal 124708 & 124707 overpayment dog rego	\$ 21.00
V00714	John Williams & Angela Gruler	OVERPAYMENT DOG REGO	Animal # 116454 & 110901 overpayment dog rego	\$ 21.00

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V01340	Weston Waugh	RECEIPT 230823 REFUND BOND CAT TRAP	Receipt 230823 refund bond cat trap 2	\$ 100.00
421	Palmerston 50+ Club	FIN SUPPORT CHRISTMAS BASH 2017	Financial Support - Christmas Bash 2017	\$ 1,000.00
5104	JLM Civil Works Pty Ltd	00007670	Deliver pamphlets for 2017 Pre Cyclone Clean Up	\$ 6,586.42
5104	JLM Civil Works Pty Ltd	00007685	Replace faded signs as per list	\$ 15,985.20
V01343	Kim Sherley	RECEIPT 231432 REFUND DEPOSIT	Receipt 231432 refund deposit temp membership	\$ 45.00
54	Powerwater	PJ001194	FORTNIGHT 2018- 7 - From Payroll	\$ 645.00
4065	Southern Cross Protection Pty Ltd	941412	Call out - 26/09/2017 - Library	\$ 73.54
V01344	Vivien Morris	ANIMAL 117328 OVERPAYMENT DOG REGO	Animal 117328 overpayment dog rego	\$ 10.50
V01342	Ryan Marshall	ANIMAL 122269 OVERPAYMENT DOG REGO	Animal 122269 overpayment dog rego	\$ 10.50
V01267	Lisa Powlng	ANIMAL 127894 OVERPAYMENT DOG REGO	Animal 127894 overpayment dog rego	\$ 10.50
V01312	Rian Smit	201708003	Mental Health Week Youth Mural	\$ 3,030.00
V00582	Ezko Property Services (Aust) Pty Ltd	00046801	TS2015/11- Cleaning Rec Centre -28 Apr-31 Aug 2017	\$ 18,100.40
V01346	Lynnit Dunlop	ANIMAL 126435 OVERPAYMENT DOG REGO	Animal 126435 overpayment dog rego	\$ 10.50
V01347	Yvonne Leutwiler	ANIMAL 119497 OVERPAYMENT DOG REGO	Animal 119497 overpayment dog rego	\$ 10.50
938	Nightcliff Electrical	6985	Replace flickering light at Civic Plaza	\$ 222.32
V01348	Tara Mitchell	ANIMAL 115987 OVERPAYMENT DOG REGO	Animal 115987 overpayment dog rego	\$ 10.50
V01344	Vivien Morris	ANIMAL 117327 OVERPAYMENT DOG REGO	Animal 117327 overpayment dog rego	\$ 10.50
5104	JLM Civil Works Pty Ltd	00007664	Zuccoli Lot 14756 (28) Pascoe St New Driveway	\$ 890.12
V00228	Outback Tree Service	568	Perform ST tree maintenance throughout sub W'roffe	\$ 7,700.00
V00299	EPAC Salary Solutions Pty Ltd	172860-051017	Salary Packaging - Pay 7 (F/E 01/10/17)	\$ 1,417.88
V01349	Samantha Nevins	CLAIM 2139	Claim 2139 - Marlow Lagoon Dog Park - dog injury	\$ 756.11
V01350	Glen Collins	R6018	Assess 112128 rates refund	\$ 1,000.00
4482	Harvey Norman AV/IT Superstore Darwin	2301538	Remote Control for Blue Ray Player - Movie Trailer	\$ 40.00
V00860	Costojic Pty Ltd	LOT 14152 DRIVEWAY REIMBURSEMENT	Driveway Reimbursement Lot 14152	\$ 840.00
V00860	Costojic Pty Ltd	LOT 13427 DRIVEWAY REIMBURSEMENT	Driveway Reimbursement Lot 13427	\$ 840.00
V00860	Costojic Pty Ltd	LOT 13391 DRIVEWAY REIMBURSEMENT	Driveway Reimbursement Lot 13391	\$ 1,260.00
V00860	Costojic Pty Ltd	LOT 13338 DRIVEWAY REIMBURSEMENT	Driveway Reimbursement Lot 13338	\$ 980.00
V00860	Costojic Pty Ltd	LOT 14181 DRIVEWAY REIMBURSEMENT	Driveway Reimbursement Lot 14181	\$ 1,260.00
47	Telstra Corporation Ltd	T31 - 2 OCT 17	Account 4640728244 - Satellite Plan - 2 Oct 2017	\$ 105.00
5508	Open Systems Technology Pty Ltd - CouncilFirst	S1004032	ATO TPAR enhancement - September 2017	\$ 1,072.50
5	Australia Post	1006806747	Postage -September 2017	\$ 1,238.60
4065	Southern Cross Protection Pty Ltd	938613	Security Patrols - 1/9/17 to 30/9/17	\$ 2,027.33
54	Powerwater	162937	9916401310 Streetlight Maint -1 Apr 17 - 30 Jun 17	\$ 78,403.40
V00731	Sand Cards NT	079	Brekkie in the Park Activity Provider 3/9/17	\$ 220.00
2161	GHD Pty Ltd	4312879	TS2017-03 - GHD Consultancy Fee - Sept Claim	\$ 11,790.79
2161	GHD Pty Ltd	210007462	TS2017-03 - Archer Landfill - Stage 2 CQA Works	\$ 7,709.13
35	WINC Australia Pty Limited	9022186993	Stationery consumables - refer PO115615	\$ 92.62
5085	Xavier Beaubois & Troy Moore T/a Amazing Drumming	19	Library SHP - Amazing Drumming Monkeys	\$ 1,500.00
V01351	Nerissa Calkin	ANIMAL 124656 OVERPAYMENT DOG REGO	Animal 124656 overpayment dog rego	\$ 10.50
V01232	Mark D Blackburn	4	Official Manager - September 2017	\$ 21,458.25
2	Australian Taxation Office - PAYG	PAYG WE 01/10/2017	PAYG WE 01/10/2017	\$ 147,392.00
5023	National Australia Bank	TD MATURING 06/06/2018 NAB	TD Maturing 06/06/2018 NAB	\$ 1,500,000.00
238	The Australian Local Government Job Directory	1737017AW	Community Dev. Officer Advertisement - 2 editions	\$ 478.50
V00368	iWater NT	INV-0010	Irrigation repairs at various sites in Gray, CBD,	\$ 3,053.60
272	City Wreckers	00017215	Towing and Storage of Maroon/Ford/Wagon/NT-CB78RZ	\$ 154.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016335	Irrigation parts as required for verges. 18/9/17	\$ 899.65
938	Nightcliff Electrical	7279	Park Lights Various Areas	\$ 5,967.50
2236	The Top Ender Tri-Services Magazine Inc	00003343	The Top Ender October/November 2017	\$ 160.00
617	Barnyard Trading	293500	2 10kg buckets of typhoon tablets for fertilising	\$ 194.59
V00773	Akron Group NT Pty Ltd	00009766	Please collect dead wallaby at the back of Driver	\$ 253.00

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00867	ARO Educational Services Pty Ltd	00006332	Arboriculture training - Open Space Staff	\$ 400.00
V00867	ARO Educational Services Pty Ltd	00006331	Arboriculture training - Open Space Staff	\$ 400.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016395	labour irrigation various sites 11.09 - 15.09.2017	\$ 3,740.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016394	labour irrigation various sites 04.09 - 08.09.2017	\$ 3,740.00
272	City Wreckers	00017243	Towing and Storage of Green/Holden/Sedan/nil plate	\$ 154.00
2977	Security & Technology Services P/L	120196	Alarm Response 01/09/17 - Aquatic Centre	\$ 82.50
2977	Security & Technology Services P/L	120198	Alarm Response 05/09/17 - Aquatic Centre	\$ 82.50
3313	Zip Print	18514	CoP Water Tower Car Passes	\$ 352.00
123	Kerry's Automotive Group	NINN492216	Service for CB28LC	\$ 510.00
2965	KIK FM Pty Ltd	09010023	The Scoop October 2017	\$ 1,320.00
938	Nightcliff Electrical	7319	Durack Art Centre: Last row of workshop light	\$ 337.44
V00228	Outback Tree Service	838	Tree Maintenance and Removal - Moulden	\$ 4,840.00
3438	NT Shade & Canvas Pty Ltd	00001539	Replace damaged climbing Sibbald Park Woodroffe	\$ 3,080.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016462	Irrigation parts as required for parks	\$ 454.78
V00902	Coles Motors	00026908	Car Service - CA18AV	\$ 381.00
V00653	McGees Property (NT)	00020626	Rent Assessment - Part Lot 9543 Georgina Cres	\$ 1,650.00
4029	Totally Workwear Palmerston	100014241	Uniforms for - Ranger Staff	\$ 324.60
4029	Totally Workwear Palmerston	100014232	Uniforms - IT Staff	\$ 307.60
4029	Totally Workwear Palmerston	100014220	Uniforms - Ranger Staff	\$ 544.80
2977	Security & Technology Services P/L	120369	Prevention Maint & Alarm Monitor- 23/9/17-22/10/17	\$ 500.50
V01079	CAP22 Services Pty Ltd	00002624	CAP22 W/E- 17/09/17	\$ 377.69
4029	Totally Workwear Palmerston	100014233	Uniforms - Outdoor Staff	\$ 659.00
272	City Wreckers	00017277	Towing and Storage of White/Holden/Sedan/NT-660304	\$ 110.00
350	IBM Global Financing Australia Limited	XVY889	Agreement Ref: AUKJ9MNAKS-4 - purchase of equip	\$ 2,530.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016470	Labour irrigation various sites 18.09 - 22.09.2017	\$ 3,740.00
V00368	iWater NT	INV-0012	Fairway Ridge East Relocate Irrigation controller	\$ 1,485.00
35	WINC Australia Pty Limited	9022282593	Kitchen Supplies & Stationery Items Civic Centre	\$ 412.63
5272	Greville Fabrication Pty Ltd	GF8577	Repair to truxor cutters - Replace main drive	\$ 1,913.18
5104	JLM Civil Works Pty Ltd	00007692	Instate new concrete section at the end of Butterfly	\$ 220.00
5104	JLM Civil Works Pty Ltd	00007721	Rubbish pick up services at the intersection	\$ 55.00
5104	JLM Civil Works Pty Ltd	00007720	Clean up services at the intersection of Ferney	\$ 55.00
5104	JLM Civil Works Pty Ltd	00007717	SEP clean up services at the end of Costello Ct	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007719	Clean up services around SEP - 2 Kyabra	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007718	Intersection of Farrar Blvd & Inverway Circuit,	\$ 430.99
5104	JLM Civil Works Pty Ltd	00007716	Cleaning Services side of 21 Bowrey Crescent	\$ 103.95
5104	JLM Civil Works Pty Ltd	00007713	Straighten the signage JN 372	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007711	Rotate the George Street sign at the intersection	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007712	Rotate Keep Left Sign at the intersection of Angel	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007708	Balikapapan Street name to be changed to Balikpapan	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007710	Replace Keep Left sign and post along Flinders	\$ 519.78
5104	JLM Civil Works Pty Ltd	00007709	Rotate Davies Court Sign to face the right	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007699	Repair SEP Lintel JN 94	\$ 451.00
938	Nightcliff Electrical	7338	Investigate and repair the lights issues in Hobart	\$ 272.02
5104	JLM Civil Works Pty Ltd	00007695	Remove leaves and sediment from SEP JN 88	\$ 248.60
5104	JLM Civil Works Pty Ltd	00007700	Replace damaged SEP Lintel and Lid JN 95	\$ 726.00
5104	JLM Civil Works Pty Ltd	00007697	Remove sediment at culvert enty	\$ 387.75
5104	JLM Civil Works Pty Ltd	00007701	Replace damaged SEP Lintel x3 JN 96	\$ 1,089.00
5104	JLM Civil Works Pty Ltd	00007704	Replace damaged SEP Lintel JN 99	\$ 363.00
5104	JLM Civil Works Pty Ltd	00007706	Replace damaged SEP Lintel x2 JN 101	\$ 1,089.00
5104	JLM Civil Works Pty Ltd	00007705	Replace damaged SEP Lintel x2 JN 100	\$ 726.00

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5104	JLM Civil Works Pty Ltd	00007703	Replace damaged SEP Lintel x3 JN 98	\$ 1,089.00
5104	JLM Civil Works Pty Ltd	00007707	Replace damaged SEP Lid JN 102	\$ 363.00
5104	JLM Civil Works Pty Ltd	00007702	Replace damaged SEP Lintel x2 JN 97	\$ 726.00
5104	JLM Civil Works Pty Ltd	00007693	Removal of graffiti - Goyder Square	\$ 302.50
5104	JLM Civil Works Pty Ltd	00007694	Remove leaves and sediment from gutter	\$ 103.95
5104	JLM Civil Works Pty Ltd	00007698	Replace damaged SEP Lintel JN 93	\$ 726.00
5104	JLM Civil Works Pty Ltd	00007696	Remove leaves and sediment from gutter	\$ 103.95
3504	Raeco International Pty Ltd	510001	Library Raeco order September	\$ 198.89
5104	JLM Civil Works Pty Ltd	00007715	Straighten the Post JN 373	\$ 161.70
V00368	iWater NT	INV-0014	Relocate irrigation controller	\$ 1,485.00
V00368	iWater NT	INV-0013	Irrigation repairs at Marlow lagoon dog park	\$ 584.43
938	Nightcliff Electrical	7354	Investigate and repair the park light	\$ 992.03
3313	Zip Print	18500	Palmerston Children's Week DL x 500	\$ 231.00
5104	JLM Civil Works Pty Ltd	00007690	Civic Plaza: Relocate the white board	\$ 124.30
5104	JLM Civil Works Pty Ltd	0007689	Repair the broken fence at gary hall 13/09/2017	\$ 193.60
5104	JLM Civil Works Pty Ltd	00007691	Reinstate the bottom vent at Male toilet Library	\$ 69.30
35	WINC Australia Pty Limited	9022256354	Civic Centre Stationery inc diaries	\$ 154.47
5104	JLM Civil Works Pty Ltd	00007687	Reinstate the pool ladder bolts & fill the sink	\$ 282.70
V00228	Outback Tree Service	571-OTS	Marlow Lagoon - Tree Maintenance	\$ 9,680.00
V00939	Defend Fire Services Pty Ltd	00023830	Durack Hall: Repair LED exit light (Asset 17)	\$ 79.20
V00939	Defend Fire Services Pty Ltd	00023829	Gray Comm Hall - labour & replace extinguisher	\$ 101.97
35	WINC Australia Pty Limited	9022286357	Kitchen Supplies & Stationery Items Civic Centre	\$ 28.16
2977	Security & Technology Services P/L	120362	Alarm Response 15/09/17 - Aquatic Centre	\$ 82.50
1502	Figleaf Pool Products	445722	Dosing pump assesment fee in field 20/09/2017	\$ 220.00
2587	Top End RACE	00042683	Aircon Library - 8/9/2017	\$ 1,913.23
2587	Top End RACE	00042680	31/08/2017 replace the faulty motor Civic Plaza	\$ 194.33
2587	Top End RACE	00042674	Driver Resource Ctr - Bi-Monthly maint - 28/8/2017	\$ 176.00
2587	Top End RACE	00042676	Monthly maint air con - Library - 30/08/2017	\$ 719.62
2587	Top End RACE	00042675	Maint air con - Joy Anderson Centre - 28/08/2017	\$ 121.00
V01345	GreenTec Pty Ltd	CIP001	Landfill Gas Monitoring - August 2017	\$ 2,343.00
5104	JLM Civil Works Pty Ltd	00007671	Storage WW trolleys collected -released 21/09/17	\$ 1,509.20
4562	NT Repairs and Painting	00001632	Blumen Painting services for Park lights -various	\$ 4,268.00
5031	All Aspects Recruitment & HR Services	00012999	Temp Staff Records - WE 1 Oct 2017	\$ 2,269.58
V01355	Eileen V Hamlett	R6019	Assessment 108146 refund rates overpayment	\$ 247.50
V01358	Darren Bowler	R6020	Assessment 101842 refund rates	\$ 1,355.54
4528	Miranda's Armed Security Officers Pty	PCC1043	Cash collection Civic/Library - Sept 2017	\$ 586.30
36	Darwin Lock & Key	128122	200 Padlocks	\$ 1,248.17
V00228	Outback Tree Service	555	Reactive street tree maint for the suburb Moulden	\$ 11,000.00
1607	Sterling NT Pty Ltd	INV-53988	TS2013-05 - Area 1 - August 2017	\$ 24,126.65
1607	Sterling NT Pty Ltd	INV-53987	Undertake TS2013-06 for 2017/18 Area 2 - Aug 2017	\$ 26,600.53
1607	Sterling NT Pty Ltd	INV-53986	"Undertake TS2013-07 for 2017/18 Area 3 - Aug 2017	\$ 18,448.58
1607	Sterling NT Pty Ltd	INV-53985	TS2013-08 - Area 4 - August 2017	\$ 21,533.26
4508	News 4 U	SN00134230092017	Cust 1342 - Library - Newspapers - Sept 2017	\$ 146.60
5104	JLM Civil Works Pty Ltd	00007724	Replace concrete section 4.8 x 0.9 JN 673	\$ 421.59
2186	Optus Billing Services Pty Ltd	17529819	1-7ZLW7Y: Evolve Internet - 1 Sep to 30 Sep 2017	\$ 2,068.00
V01359	Kylie Lilley	RECEIPT 225532 REFUND BOND	Receipt 225532 refund bond temp membership	\$ 45.00
V01363	Matthew Sutton & Mei-Hsic Chen	R6023	Winner 2017/2018 Early Bird Draw	\$ 1,500.00
V01272	Storytime Pods Pty Ltd	INV-0213	Rental Agreement Storytime Pods - Oct 2017	\$ 403.04
47	Telstra Corporation Ltd	3967120615	0675506800 - MS Exchange - 1 Oct - 31 Oct 2017	\$ 2,179.57
4065	Southern Cross Protection Pty Ltd	942531	Call out - 1/10 - Rec Ctr & 7/10/2017 - Library	\$ 147.08

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
4508	News 4 U	SN00197230092017	Newspapers - Cust 1972 - 1/9/17 to 30/9/2017	\$ 58.10
V01357	Senversa Pty Ltd	RECEIPT 233682 REFUND BOND	Receipt 233682 refund bond community room 28/9/17	\$ 125.00
V01361	Shane Nankivell	REIMBURSE OF FLIGHTS FOR RELOCATION	Reimbursement of flights for relocation	\$ 999.61
V00295	Jacana Energy	67947789	109005410 -01.09.2017 - 30.09.2017	\$ 6,690.07
V00295	Jacana Energy	67839466	109005610 -10.08.2017 - 11.09.2017	\$ 101.94
V00295	Jacana Energy	67948160	1012191213 -01.09.2017 - 30.09.2017	\$ 6,337.92
V00295	Jacana Energy	67948070	1011831010 -01.09.2017 - 30.09.2017	\$ 10,732.51
V00295	Jacana Energy	67839145	102675310 -11.06.2017 - 08.09.2017	\$ 179.63
V00295	Jacana Energy	67865151	104426110 -16.08.2017 - 14.09.2017	\$ 232.19
5104	JLM Civil Works Pty Ltd	00007736	Install new Henry rd Sign at the intersection	\$ 302.50
5104	JLM Civil Works Pty Ltd	00007725	Replace concrete section 2 x 0.9 JN 693	\$ 178.60
5104	JLM Civil Works Pty Ltd	00007726	Replace concrete section 2.4 x 1.2 JN 694	\$ 259.78
5104	JLM Civil Works Pty Ltd	00007733	Stormwater Rosebery	\$ 179.30
5104	JLM Civil Works Pty Ltd	00007576	Replace 2.5 X 2.5 m2 of Asphalt Section Job No.584	\$ 1,303.50
V00602	Lee Savage	RECEIPT 231427 REFUND BOND	Receipt 231427 refund bond barking collar 2	\$ 50.00
5031	All Aspects Recruitment & HR Services	00013009	Temp Staff Records - WE 8 Oct 2017	\$ 2,269.58
V01336	GJ & PG Craddock T/A Interia Systems	INV-2293	New CDO's Office Furniture	\$ 872.00
54	Powerwater	67867729	2012020910 -15.08.2017 - 14.09.2017	\$ 1,213.87
54	Powerwater	67865406	2014563410 -16.08.2017 - 15.09.2017	\$ 1,481.28
54	Powerwater	67829091	2012299510 -10.08.2017 - 11.09.2017	\$ 192.37
54	Powerwater	67829221	204417610 -10.08.2017 - 08.09.2017	\$ 877.71
54	Powerwater	67839515	2011848310 -10.08.2017 - 11.09.2017	\$ 70.22
54	Powerwater	67865287	204426110 -16.08.2017 - 14.09.2017	\$ 290.66
54	Powerwater	67839518	2012299610 -10.08.2017 - 11.09.2017	\$ 995.40
54	Powerwater	67856155	202810210 -15.08.2017 - 14.09.2017	\$ 187.98
V01367	Susanne Carroll	ANIMAL 128262 REFUND OVERPAYMENT	Animal 128262 refund overpayment dog rego	\$ 2.50
399	St John Ambulance (NT) Incorporated	614867	Library staff first aid refresher	\$ 180.00
4007	Ark Animal Hospital Pty Ltd	118197	Euthanasia x1 on 11/9/17 - Disposal x2 on 22/9/17	\$ 206.00
V01353	Allison Chin	ANIMAL 123145 OVERPAYMENT DOG REGO	Animal 123145 overpayment dog rego	\$ 10.50
V01356	Sean Atkinson	ANIMAL 116819 OVERPAYMENT DOG REGO	Animal 116819 overpayment dog rego	\$ 10.50
V01360	Bryan Seears	ANIMAL 122999 REFUND OVERPAYMENT	Animal 122999 refund overpayment dog rego	\$ 10.50
V01364	Jerome Tam	ANIMAL 119823 & 119824 REFUND	Animal 119823 & 119824 refund overpayment dog rego	\$ 21.00
399	St John Ambulance (NT) Incorporated	614868	Library staff first aid refresher	\$ 180.00
V01366	Naomi Whelan	ANIMAL 123001 REFUND OVERPAYMENT	Animal 123001 refund overpayment dog rego	\$ 10.50
V01365	Daniel Goland	ANIMAL 116787 REFUND OVERPAYMENT	Animal 116787 refund overpayment dog rego	\$ 10.50
5104	JLM Civil Works Pty Ltd	00007714	Straighten the giveway Signage at the intersection	\$ 713.20
5104	JLM Civil Works Pty Ltd	00007737	New driveway - Lot 14169, 5 Taro Street Zuccoli	\$ 575.96
5104	JLM Civil Works Pty Ltd	00007738	New driveway - Lot 13385, 22 Blacktop St Zuccoli	\$ 1,099.56
5104	JLM Civil Works Pty Ltd	00007739	New driveway - Lot 14799, 7 Pascoe Court, Zuccoli	\$ 1,099.56
5104	JLM Civil Works Pty Ltd	00007741	New driveway - Lot 14814, 9 McGregor St Zuccoli	\$ 1,099.56
V01053	Solid Rock Music	INV0126	CitizenShip 10th Oct Entertainment	\$ 300.00
4508	News 4 U	SN00166730092017	Cust 1667 - CEO - Newspapers - Sept 2017	\$ 56.25
V01368	Chris Kelly	REIMBURSE RELOCATION COSTS	Reimbursement relocation costs - Dir Corp Services	\$ 7,000.00
V01370	Margetta Avlonitis	R6026	Assessment 112396 rates refund	\$ 490.00
V01369	Angelo & Kristina Anastasi	R6025	Assessment 107602 rates refund	\$ 426.00
V00228	Outback Tree Service	841	Remove & sg identified Mahogany trees. President	\$ 4,950.00
5104	JLM Civil Works Pty Ltd	00007722	Call out: 2nd September 2017:investigate the water	\$ 377.30
4029	Totally Workwear Palmerston	100014674	10 300ml hand sanitisers.	\$ 130.00
272	City Wreckers	00017296	Towing and Storage of Nissan/Sedan/White/NT-CA94HR	\$ 154.00
938	Nightcliff Electrical	7366	Investigate and repair the light issues	\$ 192.82

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5036	Territory Door Services	19498	Aquatic Centre Vandalism	\$ 1,775.65
5033	NT Retail Technology	33394	NT Retail Technology Order# 30532	\$ 616.00
V01079	CAP22 Services Pty Ltd	00002629	CAP22 W/E - 24/09/17	\$ 377.69
V00228	Outback Tree Service	862	Remove & stumpgrind declining Rosewood @ 7 William	\$ 484.00
V00228	Outback Tree Service	863	Remove tree: 15 Stint Court	\$ 242.00
238	The Australian Local Government Job Directory	1738016AW	Ads Smart Cities Technology Officer	\$ 269.50
V00228	Outback Tree Service	851	Canopy lift Maranthes and thin out Golden cane	\$ 352.00
V00228	Outback Tree Service	882	Tree Removal 1 Hayward Place, Durack	\$ 704.00
V00228	Outback Tree Service	897	RQ120434 - Remove damaged tree branch 6 Skeahan	\$ 165.00
V00228	Outback Tree Service	884	Stump grind old stump in sand soft fall @ Widdup	\$ 165.00
V00228	Outback Tree Service	890	Remove & sg 1 dead tree adjacent to 41 Royal Cir	\$ 165.00
V00228	Outback Tree Service	864	12 Cambridge Close - Prune Trees	\$ 352.00
53	Eggins Electrical	00006419	Haydon Park - install power outlet	\$ 1,639.00
3438	NT Shade & Canvas Pty Ltd	00001549	Hobart Park - replace 2 damaged shadesails	\$ 4,048.00
3438	NT Shade & Canvas Pty Ltd	00001547	McAulay Park - chains, chain covers & fittings	\$ 748.00
87	Industrial Power Sweeping Services Pty	00011942	Street Sweeping at Carpark/Street front of Dog Pk	\$ 132.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016618	labour irrigation various sites 25.09 - 29.09.2017	\$ 3,740.00
3683	Area9 IT Solutions	SIN47373	Purple WiFi license, Art Centre AP's x2, Oct 2018	\$ 510.51
87	Industrial Power Sweeping Services Pty	00011943	Street Sweeping services at the int of Hawker	\$ 88.00
V00476	Water Dynamics (NT) Pty Limited	SLI21016619	Irr Parts consumed for the month of September 2017	\$ 4,059.41
V00368	iWater NT	INV-0016	Repair vandalised irrigation controller at Reedbed	\$ 2,021.25
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	1322581	Asutralian Employee Police Check x 2	\$ 81.18
4737	D & L Plumbing & Gasfitting	6753	Recreation Centre Toilet pipes	\$ 902.00
4737	D & L Plumbing & Gasfitting	6755	Replace 1x toilet seat at Library	\$ 363.00
4737	D & L Plumbing & Gasfitting	6754	Toilet repair male toilet Civic Plaza	\$ 269.50
2587	Top End RACE	00042963	Aquatic Centre: Aircon repairs - spin room 6/9/17	\$ 656.66
938	Nightcliff Electrical	7280	Lights - Library	\$ 262.23
3438	NT Shade & Canvas Pty Ltd	00001551	Fr. Gerry Remie Park - rubber softfall repair	\$ 11,770.00
87	Industrial Power Sweeping Services Pty	00011941	Sweep around median strip and islands on Temple	\$ 506.00
V00200	Hidden Valley Ford (Red Earth Automotive P/L)	FOB555447	Car Service for Rego CB88LT	\$ 535.00
1502	Fingleaf Pool Products	446352	Monthly services and maint items for pool - 7/9/17	\$ 253.00
3438	NT Shade & Canvas Pty Ltd	00001555	Sanctuary Lakes - replacement play equipment parts	\$ 15,283.40
35	WINC Australia Pty Limited	9022362281	Civic Centre Stationery Items	\$ 329.20
5598	Diskbank P/L T/A SoundPack Solutions	INV-8370	Folders - Library	\$ 403.70
V01009	Australian Parking and Revenue Control Pty Limited	INV-00051926	TicketOr - Monthly Charges - September 2017	\$ 330.00
3428	Bunnings Group Limited	2315/00240886	Rags, Drill bits, Pot rivet gun, Silicon	\$ 185.92
3099	Iron Mountain Australia Pty Ltd	628979-ADI	Records Management - September 2017	\$ 1,752.47
V01009	Australian Parking and Revenue Control Pty Limited	INV-00051934	TS2016-13 - Meter Licencing Fees - Sept 2017	\$ 3,025.00
V01009	Australian Parking and Revenue Control Pty Limited	INV-00051923	TS2016-13 - Meter Maintenance - Sept 2017	\$ 5,225.00
53	Eggins Electrical	00006423	Sanctuary Lakes - replace BBQ @ playground	\$ 4,468.75
1386	Pitney Bowes Australia Pty Ltd	I8025256	Dm Rate D/load 0012212 Oct 17	\$ 198.00
3683	Area9 IT Solutions	SIN47372	Cisco Switch Contracts 93506895 & 93506898 Renewal	\$ 10,258.27
938	Nightcliff Electrical	7287	Carry out park light audit for the month of Sept	\$ 226.84
87	Industrial Power Sweeping Services Pty	00011939	Clean up the oil spill on road ifo 31 Toupein Rd	\$ 123.42
87	Industrial Power Sweeping Services Pty	00011940	Weekly sweeping of Goyder Square month of Sept	\$ 462.00
4737	D & L Plumbing & Gasfitting	6750	Unblock the toilet drain in disabled toilet Rec Ctr	\$ 110.00
5104	JLM Civil Works Pty Ltd	00007762	Pre-cyclone cleanup Shoal Bay	\$ 4,303.19
5104	JLM Civil Works Pty Ltd	00007763	Add equipment (Backhoe) for West side Pre Cyclone	\$ 6,270.00
5104	JLM Civil Works Pty Ltd	00007761	Landfill fire Archer	\$ 7,172.00
5716	UHY Haines Norton Chartered Accountants	24695	CS2014-02 - 40% claim - year ended 30 June 2017	\$ 14,185.60

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5104	JLM Civil Works Pty Ltd	00007743	Pick up broken glass pieces at Frances Street	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007742	Rubbish removal Temple Tce	\$ 165.00
5104	JLM Civil Works Pty Ltd	00007745	Remove graffiti/sign at Int Rosebery Dr & Lambrick	\$ 30.25
5104	JLM Civil Works Pty Ltd	00007747	Remove road recovery sign int of Rosebery Dr	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007748	Signs RR Essington Ave & Dunbar	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007752	Straighten the two crossing signs at CBD	\$ 92.40
5104	JLM Civil Works Pty Ltd	00007746	Reinstate round about W- Sign at Forrest Parade	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007764	Signs Bellamack	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007765	Pick up 60 Speed sign from depo & replace Forrest	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007767	Signage Vandalism Johnston	\$ 30.25
5104	JLM Civil Works Pty Ltd	00007773	Straighten the signage JN 376.	\$ 46.20
5104	JLM Civil Works Pty Ltd	00007774	Graffiti removal service at Rec Centre Mens Toilet	\$ 33.00
5104	JLM Civil Works Pty Ltd	00007775	Goyder Square pressure cleaning	\$ 401.94
5104	JLM Civil Works Pty Ltd	00007776	Goyder Square pressure cleaning 04.09.2017	\$ 1,305.48
5104	JLM Civil Works Pty Ltd	00007777	Goyder Square Graffiti Removal on 11.09.2017	\$ 165.00
5104	JLM Civil Works Pty Ltd	00007769	Clean graffiti off sign JN 709.	\$ 30.25
5104	JLM Civil Works Pty Ltd	00007744	Rotate the Keep Left Sign Front of 5 Tilton Avenue	\$ 46.20
549	City of Darwin	100744	Shoal Bay Waste Charges - 31-Aug-17 to 28-Sep-17	\$ 50,051.20
V00773	Akron Group NT Pty Ltd	00009829	Please collect dead cat near the middle driveway	\$ 253.00
V01009	Australian Parking and Revenue Control Pty Limited	INV-00051935	TS2016-13 - Monthly CC Transaction Fee - Sept 2017	\$ 505.49
5104	JLM Civil Works Pty Ltd	00007750	Zuccoli Lot 13323 (28) Banksia St New Driveway	\$ 575.96
5104	JLM Civil Works Pty Ltd	00007751	Zuccoli Lot 14153 (40) Vitex St New Driveway	\$ 575.96
5104	JLM Civil Works Pty Ltd	00007759	Zuccoli Lot 17 Boomerang St New Driveway	\$ 1,099.56
5104	JLM Civil Works Pty Ltd	00007760	Zuccoli Lot 14757 (26) Pascoe Ct New Driveway	\$ 575.96
1607	Sterling NT Pty Ltd	INV-54507	TS2013-04 - West mowing - week 51 & 52	\$ 28,026.73
4269	RTM - NT Electoral Commission	129000242	Election costs - 2017-2018	\$ 91,705.00
V00921	Natalie Sprite	4TH OCTOBER 2017	Library Writers Workshop - 26 & 30 Sept 2017	\$ 1,200.00
V01374	Lynette Lew-Fatt	R6028	Assessment 102807 rates refund	\$ 781.75
10	DBH Contracting	00007700	TS2013/03 - East Mowing - 4/9/2017 to 15/9/2017	\$ 36,159.49
47	Telstra Corporation Ltd	3370981616	9032687000 - Mainline/mobile account - Oct 2017	\$ 6,350.11
V00996	Redstack Pty Ltd	40122580	AutoCAD Annual Subscription to 30 Nov 2018	\$ 2,728.00
V01375	RE & LG Waters	R6027	Assessment 104778 rates refund	\$ 6,000.00
V01372	Hilary Bradbury	RECEIPT 231779 REFUND BOND	Receipt 231779 refund trailer deposit bond	\$ 200.00
V01371	Glenda J McGhee	ANIMAL 124452 REFUND PRO RATA	Animal 124452 refund pro rata dog rego	\$ 35.00
2915	Territory Uniforms	17-00005233	Uniforms - Community Service	\$ 232.96
V01062	Essential Theatre Inc	19	Shakespeare - 35% deposit	\$ 5,717.25
5104	JLM Civil Works Pty Ltd	00007735	Replace missing trench grate pit lid JN 92	\$ 204.60
5104	JLM Civil Works Pty Ltd	00007740	New driveway - Lot 14765, 10 Pascoe Court Zuccoli	\$ 628.32
5104	JLM Civil Works Pty Ltd	00007749	Removal of graffiti @ Goyder Square as per request	\$ 242.00
5104	JLM Civil Works Pty Ltd	00007754	Stormwater Maintenance Gray	\$ 80.30
5104	JLM Civil Works Pty Ltd	00007753	lift grate & remove leaf litter & sediment JN 103	\$ 124.30
5104	JLM Civil Works Pty Ltd	00007768	Signage Johnston	\$ 134.20
5104	JLM Civil Works Pty Ltd	00007766	St Sweeping Zuccoli Hawker Street	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007758	stormwater Maintenance Gray	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007756	Stormwater Maintenance Gray	\$ 176.00
5104	JLM Civil Works Pty Ltd	00007757	Stormwater Maintenance Gray	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007755	Stormwater Maintenance Gray	\$ 775.50
V01377	Natasha Zurvas	ANIMAL 126054 REFUND OVERPAYMENT DO	Animal 126054 refund overpayment dog rego	\$ 10.50
5104	JLM Civil Works Pty Ltd	00007772	Remove leaf litter blocking gutter JN 374	\$ 103.95
5104	JLM Civil Works Pty Ltd	00007770	Road Furniture Moulden	\$ 213.95

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00848	Aldebaran Contracting Pty Ltd	00001437	TS2017-03 - Archer Waste Rehab - Stage 2 - Claim#2	\$ 90,915.00
54	Powerwater	PJ001201	FORTNIGHT 2018 - 8 - From Payroll	\$ 545.00
V01376	Phillip Mark Stamp	RECEIPT 217783 REFUND BOND	Receipt 217783 refund bond - Sanctuary Lakes	\$ 150.00
54	Powerwater	67883927	2016980110 -Non Potable	\$ 82.14
54	Powerwater	67673716	20169331 -Non Potable	\$ 19.26
54	Powerwater	67857126	207756810 -15.06.2017 - 14.09.2017	\$ 2,473.21
54	Powerwater	67939847	204294410 -27.06.2017 - 26.09.2017	\$ 1,839.27
54	Powerwater	67883984	202777310 -17.06.2017 - 16.09.2017	\$ 74.18
54	Powerwater	67939146	206519910 -27.06.2017 - 26.09.2017	\$ 1,322.16
54	Powerwater	67939823	204093410 -27.06.2017 - 25.09.2017	\$ 293.04
54	Powerwater	67939084	204278410 -27.06.2017 - 25.09.2017	\$ 1,577.49
54	Powerwater	67902431	205733410 -23.06.2017 - 19.09.2017	\$ 71.78
54	Powerwater	67930279	206145210 -23.06.2017 - 19.09.2017	\$ 1,106.37
54	Powerwater	67902458	206149210 -23.06.2017 - 19.09.2017	\$ 71.78
54	Powerwater	67902457	206144610 -23.06.2017 - 19.09.2017	\$ 71.78
54	Powerwater	67902456	206138310 -23.06.2017 - 19.06.2017	\$ 71.78
54	Powerwater	67900943	202595910 -11.06.2017 - 12.09.2017	\$ 880.65
54	Powerwater	67819770	202600810 -11.06.2017 - 08.09.2017	\$ 1,122.82
54	Powerwater	67867764	202251310 -17.06.2017 - 14.09.2017	\$ 148.34
54	Powerwater	67856173	205593610 -16.06.2017 - 14.09.2017	\$ 2,404.27
54	Powerwater	67856957	201514010 -15.06.2017 - 14.09.2017	\$ 4,829.96
54	Powerwater	67829416	2015249911 - 10.08.2017 - 11.09.2017	\$ 939.25
54	Powerwater	67829293	2017414510 -10.08.2017 - 11.09.2017	\$ 534.66
54	Powerwater	67839897	205522910 -10.08.2017 - 11.09.2017	\$ 26.63
54	Powerwater	67829445	2015250011 -10.08.2017 - 11.09.2017	\$ 1,416.81
54	Powerwater	67883997	203115311 -16.08.2017 - 15.09.2017	\$ 27.06
54	Powerwater	67883868	2014004010 -16.08.2017 - 15.09.2017	\$ 25.01
54	Powerwater	67884184	206399910 -16.08.2017 -15.09.2017	\$ 341.70
54	Powerwater	67910088	206480110 -16.08.2017 - 15.09.2017	\$ 521.01
54	Powerwater	67865169	206382310 -16.08.2017 - 15.09.2017	\$ 2,463.04
54	Powerwater	67865322	206233510 -16.08.2017 - 14.09.2017	\$ 177.93
54	Powerwater	67828977	202797611 -10.08.2017 - 11.09.2017	\$ 2,504.32
54	Powerwater	67865314	2013921810 -16.08.2017 - 14.09.2017	\$ 531.15
54	Powerwater	67884178	206213510 -16.08.2017 - 14.09.2017	\$ 24.21
54	Powerwater	67865254	206639310 -16.08.2017 - 14.09.2017	\$ 266.06
54	Powerwater	67884185	206414410 -16.08.2017 - 14.09.2017	\$ 4,413.09
54	Powerwater	67865281	206347110 -16.08.2017 - 14.09.2017	\$ 1,092.05
54	Powerwater	67865279	206317110 -16.08.2017 - 15.09.2017	\$ 573.31
54	Powerwater	67912103	204433210 -16.08.2017 - 08.09.2017	\$ 331.68
54	Powerwater	67839919	206590410 -10.08.2017 - 11.09.2017	\$ 28.68
54	Powerwater	67884199	207029610 -16.08.2017 - 14.09.2017	\$ 1,560.71
54	Powerwater	67829223	205691510 -10.08.2017 - 11.09.2017	\$ 2,842.51
54	Powerwater	67829207	202787910 -10.08.2017 - 08.09.2017	\$ 1,589.02
54	Powerwater	67865236	206795510 -16.08.2017 - 14.09.2014	\$ 499.72
54	Powerwater	67884179	206237910 -16.08.2017 - 14.09.2017	\$ 469.66
54	Powerwater	67865350	206301310 -16.08.2017 - 14.09.2017	\$ 1,158.32
54	Powerwater	67829250	2014457910 -10.08.2017 - 11.09.2017	\$ 838.00
54	Powerwater	67829181	202798510 -10.08.2017 - 11.09.2017	\$ 100.96
V00295	Jacana Energy	67865537	1016746610 -16.08.2017 - 15.09.2017	\$ 67.50
V00295	Jacana Energy	67865551	1016317211 - 16.08.2017 - 15.09.2017	\$ 118.28

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00295	Jacana Energy	67828414	1017011910 -10.08.2017 - 11.09.2017	\$ 396.46
V00295	Jacana Energy	67867524	1016872810 -15.06.2017 - 14.09.2017	\$ 76.21
V00295	Jacana Energy	67288190	1016872810 -15.03.2017 - 14.06.2017	\$ 79.16
V00295	Jacana Energy	67948676	1011518711 -01.09.2017 - 30.09.2017	\$ 1,839.07
V00295	Jacana Energy	67829311	1016554010 -10.08.2017 - 11.09.2017	\$ 174.82
V00295	Jacana Energy	67776858	1014164011 -27.05.2017 - 30.08.2017	\$ 283.83
V00295	Jacana Energy	67865467	1015105310 -16.08.2017 - 14.09.2017	\$ 593.02
V00295	Jacana Energy	67865399	1014518010 -16.08.2017 - 14.09.2017	\$ 373.48
V00295	Jacana Energy	67883688	106190610 -16.08.2017 - 14.09.2017	\$ 23.70
V00295	Jacana Energy	67948185	1010962110 -01.09.2017 - 30.09.2017	\$ 1,426.09
V00295	Jacana Energy	67865444	1014110110 -16.08.2017 - 14.09.2017	\$ 2,293.22
V00295	Jacana Energy	67839392	107710210 -10.08.2017 - 08.09.2017	\$ 253.10
V00295	Jacana Energy	67865153	106367310 -16.08.2017 - 14.09.2017	\$ 1,222.99
V00295	Jacana Energy	67865339	1010817310 -16.08.2017 - 14.09.2017	\$ 409.62
V00295	Jacana Energy	67865519	106382310 -16.08.2017 - 15.09.2017	\$ 26.28
V00295	Jacana Energy	67865487	105742210 -16.08.2017 - 14.09.2017	\$ 37.44
V00295	Jacana Energy	67865402	1014518410 -16.08.2017 - 14.09.2017	\$ 125.26
V00295	Jacana Energy	67865396	1014517910 -16.08.2017 - 14.09.2017	\$ 99.27
V00295	Jacana Energy	67865334	106690411 -16.08.2017 - 14.09.2017	\$ 2,367.30
V00295	Jacana Energy	67883489	1014111710 -16.08.2017 - 14.09.2017	\$ 132.13
V00295	Jacana Energy	67883417	1010817411 -16.08.2017 - 14.09.2017	\$ 23.70
V00295	Jacana Energy	67883418	1010866212 -16.08.2017 - 14.09.2017	\$ 23.70
V00295	Jacana Energy	67865602	106143211 -16.08.2017 - 14.09.2017	\$ 57.45
V00295	Jacana Energy	67865464	102914811 -16.08.2017 - 14.09.2017	\$ 1,965.25
V00295	Jacana Energy	67883488	1014110010 -16.08.2017 - 14.09.2017	\$ 164.99
V00295	Jacana Energy	67865449	1014109710 -16.08.2017 - 14.09.2017	\$ 594.52
V00295	Jacana Energy	67865251	103579111 -16.08.2017 - 15.09.2017	\$ 584.26
V00295	Jacana Energy	67865146	104178910 -16.08.2017 - 14.09.2017	\$ 623.49
V00295	Jacana Energy	67947934	104406210 -01.09.2017 - 30.09.2017	\$ 990.76
V00295	Jacana Energy	67829385	105650710 -10.08.2017 - 11.09.2017	\$ 28.16
V00295	Jacana Energy	67839349	106225010 -10.08.2017 - 11.09.2017	\$ 26.07
V00295	Jacana Energy	67883689	106198310 -16.08.2017 - 14.09.2017	\$ 23.70
V00295	Jacana Energy	67865507	106399910 -16.08.2017 - 15.09.2017	\$ 77.96
V00295	Jacana Energy	67883691	106414410 -16.08.2017 - 14.09.2017	\$ 23.70
V00295	Jacana Energy	67883690	106317110 -16.08.2017 - 15.09.2017	\$ 24.79
V00295	Jacana Energy	67865559	1010931710 -16.08.2017 - 14.09.2017	\$ 60.44
V00295	Jacana Energy	67865292	103598210 -16.08.2017 - 14.09.2017	\$ 345.11
V00295	Jacana Energy	67883419	1010884410 -16.08.2017 - 15.09.2017	\$ 24.49
V00295	Jacana Energy	67883487	1014109910 -16.08.2017 - 14.09.2017	\$ 23.70
V00295	Jacana Energy	67865352	1014109810 -16.08.2017 - 14.09.2017	\$ 61.04
V00295	Jacana Energy	67865358	1014109610 -16.08.2017 - 14.09.2017	\$ 1,245.98
V00295	Jacana Energy	67865289	103115310 -16.08.2017 - 15.09.2017	\$ 186.68
V00295	Jacana Energy	67939065	1012498610 -27.06.2017 - 26.09.2017	\$ 314.56
V00295	Jacana Energy	67829246	1014457810 -10.08.2017 - 11.09.2017	\$ 351.66
V00295	Jacana Energy	67829177	102787910 -10.08.2017 - 11.09.2017	\$ 532.07
V00295	Jacana Energy	67839391	107710110 -10.08.2017 - 11.09.2017	\$ 26.07
V00295	Jacana Energy	67865597	106365710 - 16.08.2017 - 14.09.2017	\$ 39.23
V00295	Jacana Energy	67865389	106795510 - 16.08.2017 - 14.09.2017	\$ 1,075.12
V00295	Jacana Energy	67883702	106720411 - 16.08.2017 - 14.09.2017	\$ 24.00
V00295	Jacana Energy	67883420	1010921910 - 16.08.2017 - 14.09.2017	\$ 24.60

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00295	Jacana Energy	67865207	1011630810 - 16.08.2017 - 15.09.2017	\$ 72.28
V00295	Jacana Energy	67883798	109001210 - 16.08.2017 - 14.09.2017	\$ 149.76
V00295	Jacana Energy	67865238	109001110 - 16.08.2017 - 14.09.2017	\$ 317.63
V00295	Jacana Energy	67883633	104433510 - 16.08.2017 - 14.09.2017	\$ 25.19
V00295	Jacana Energy	67856017	107722111 - 15.8.2017 - 14.09.2017	\$ 396.97
V00295	Jacana Energy	67856367	107722013 - 15.08.2017 - 14.09.2017	\$ 227.30
V00782	Arieta Namakadre	RECEIPT 243963 REFUND BOND	Receipt 243963 refund bond Gray Hall 8/10/2017	\$ 125.00
V01373	Lorena Camposo	RECEIPT 246502 REFUND BOND	Receipt 246502 refund bond Gray Hall 14/10/17	\$ 125.00
V01054	Kate Patten	REIMBURSE UNI FEES - OCT 2017	Reimburse uni fees - Business Intelligence	\$ 1,324.00
26	Viva Energy Australia Ltd	1601807767	Shell fuel cards - September 2017	\$ 5,393.18
V00385	Automobile Association of Northern Territory -AANT	0505000549188 - RS00054918	Roadside Assistance - CC80QS	\$ 81.00
5508	Open Systems Technology Pty Ltd - CouncilFirst	S1004051	NAV professional services - Sept 2017	\$ 107.25
V01384	VBI Enterprises - Tracey Payne	RECEIPT 202688 REFUND BOND	Receipt 202688 refund bond Library room 20/03/2017	\$ 125.00
V01383	Absolute Domestic - Trudy Skeet/Tricia Willson	NT ROOM DEPOSIT	Receipt 3046 refund deposit Library room 31/7/2014	\$ 125.00
V00997	Palmerston Athletics Club	RECEIPT 216899 REFUND DEPOSIT	Receipt 216899 refund deposit Library room 1/6/17	\$ 125.00
5104	JLM Civil Works Pty Ltd	00007674	Place and compact fill 8 x 1.5 JN 671	\$ 528.00
V00351	Charles Darwin University	824632	Lib & Info Services Cert 3 - Library Staff	\$ 681.50
4065	Southern Cross Protection Pty Ltd	943850	Security Patrols - Library x 3	\$ 214.50
V01385	Kerrie Jane Casimaty	RECEIPT 215660 REFUND DEPOSIT	Receipt 215660 refund deposit Temp Membership	\$ 45.00
2	Australian Taxation Office - PAYG	PAYG WE 15/10/2017	PAYG WE 15/10/2017	\$ 59,568.00
V00299	EPAC Salary Solutions Pty Ltd	172860-191017	Salary Packaging - Pay 8 (F/E 15/10/17)	\$ 1,417.88
5568	Mr E F Gojar	93960766	Reimburse iinet - 26 Oct 2017 - 26 Nov 2017	\$ 79.99
5104	JLM Civil Works Pty Ltd	00007723	Replace 5m Kerbs on both sides of road section JN	\$ 643.50
V00582	Ezko Property Services (Aust) Pty Ltd	00045687	Callout 25/11/16 -cleaning disabled toilet Library	\$ 99.00
36	Darwin Lock & Key	128951	Adjust the barrel of the previous physio room	\$ 121.00
2336	Flick Anticimex Pty Ltd	801010439C	Service Sanitary units -Driver Res - Sept-Dec 2017	\$ 94.32
V00295	Jacana Energy	163590	00233980-6 - Traffic Lights - 1/7/17 to 30/9/17	\$ 524.10
353	Otis	1542415	Civic Plaza quaterly Lift Maint -1/10 - 31/12/2017	\$ 2,511.63
938	Nightcliff Electrical	7204	Marlow Lagoon Park Lights	\$ 2,097.46
173	Initial Hygiene	95928592	Hygiene Service - 25/10/2017 - 24/11/2017	\$ 725.45
5104	JLM Civil Works Pty Ltd	00007734	Pathway maintenance Temple Tce	\$ 517.00
5104	JLM Civil Works Pty Ltd	00007688	Repair 8x fence panel at Driver Avenue	\$ 394.90
2977	Security & Technology Services P/L	120360	Alarm Response 11/09/17 - Aquatic Centre	\$ 140.25
2587	Top End RACE	00042682	Bi-Monthly maint air con - Gray Hall - 31/08/2017	\$ 198.00
2587	Top End RACE	00042681	Bi-Monthly maint Depot & incub air con - 11/8/17	\$ 280.50
2587	Top End RACE	00042679	Monthly maint Civic Centre air con - 30/08/2017	\$ 313.50
2587	Top End RACE	00042677	Monthly maint Rec Centre air con - 30/08/2017	\$ 549.56
2587	Top End RACE	00042969	Supply/install new PLC program for calendar 6/9/17	\$ 1,955.80
V00939	Defend Fire Services Pty Ltd	00023988	Fire Equip Maint Ser - LIBRARY - September 2017	\$ 295.90
V00939	Defend Fire Services Pty Ltd	00023989	Fire Equip Maint Ser - REC CTR - September 2017	\$ 114.40
V00939	Defend Fire Services Pty Ltd	00023990	Fire Equip Maint Ser -DRIVER RES - September 2017	\$ 53.90
V00939	Defend Fire Services Pty Ltd	00023987	Fire Equip Maint Ser - CIVIC- September 2017	\$ 295.90
2587	Top End RACE	00043064	Recreation Centre: Service call on 22/09/2017	\$ 157.30
1502	Figleaf Pool Products	446374	Water Features maintenance - Sept 2017	\$ 1,203.90
V00943	Northern Territory Pest and Weed Control	58205	Records - Pest Treatment - 26/9/17	\$ 154.00
V01380	Simone Walton	DOCID 337148	DocID 337148 - Marlow Lagoon Dog Park - dog injury	\$ 185.78
V01368	Chris Kelly	RELOCATION COSTS - FUEL & ACCOM	Reimburse relocation costs - fuel & accommodation	\$ 1,343.48
5071	Jobfit Health Group Pty Ltd	1710054747	Pre employment medical - Community Dev Officer	\$ 195.80
V01388	Sanity Entertainment - Annaleis Bowers	RECEIPT 246487 REFUND DEPOSIT	Receipt 246487 refund deposit Library 17/10/17	\$ 125.00
V01311	Historical Society of the NT (Darwin)	84/85	Historical Society Library	\$ 704.00


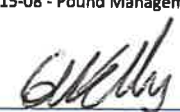
ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
1607	Sterling NT Pty Ltd	INV-54511	TS2013-05 - Area 1 - September 2017	\$ 21,602.64
1607	Sterling NT Pty Ltd	INV-54509	"Undertake TS2013-07 for 2017/18 Area 3 - Sept 2017	\$ 16,242.77
1607	Sterling NT Pty Ltd	INV-54508	TS2013-08 - Area 4 - September 2017	\$ 18,992.03
1607	Sterling NT Pty Ltd	INV-54510	Undertake TS2013-06 for 2017/18 Area 2 - Sept 2017	\$ 24,018.96
5104	JLM Civil Works Pty Ltd	00007242	Marlow Lagoon Picnic Shelter	\$ 22,741.40
5104	JLM Civil Works Pty Ltd	00007241	Marlow Lagoon BBQ	\$ 18,995.30
274	CSG Business Solutions (NT) Pty Ltd	INV00216161	Copier Corp Svc IRADVC5255 - 14/9/2017-13/10/2017	\$ 2,244.19
V00773	Akron Group NT Pty Ltd	00009867	Chung Wah Tce Monday & Friday Sept 2017	\$ 297.00
V00773	Akron Group NT Pty Ltd	00009868	Litter collection Temple Tce Monday September 2017	\$ 1,100.00
798	YMCA of the Northern Territory	1214	CS2017/01: Management Contract - Sept 2017	\$ 33,966.80
3438	NT Shade & Canvas Pty Ltd	00001558	Repair vandalised play equipment in Tiverton Park	\$ 220.00
253	Territory FM 104.1 Darwin - CDU	4644-1	Garage Sale Trail Radio Advertising-TFM - Sep-17	\$ 99.00
V00730	The Burning Circus	TBC126	AquaFest - 30 Sept 17 - Face Painter	\$ 280.00
798	YMCA of the Northern Territory	1218	Electricity refund contract CS2017/01 - Aug 2017	\$ 10,612.77
V00773	Akron Group NT Pty Ltd	00009912	Please collect dead kangaroo on side of road	\$ 253.00
V00193	Amcom Pty Ltd	A203564	Internet & Ethernet service - 1 Nov 17 - 30 Nov 17	\$ 3,142.70
V00228	Outback Tree Service	860	Tree Removal Woodroffe Park	\$ 4,268.00
V00228	Outback Tree Service	900	RQ120550 - Canopy reduction prune on Maranthes	\$ 1,056.00
V00228	Outback Tree Service	818	Remove & stump grind two dead trees Ascention Pk	\$ 352.00
4816	CS Services NT	00004663	TS2011/03 - AWTS Operations/Recharge - Sept 2017	\$ 167,021.98
V01079	CAP22 Services Pty Ltd	00002640	CAP 22 W/E - 01/10/17	\$ 255.95
4679	iSentia Pty Ltd	MN0702916	Media Monitoring - 30/9/17	\$ 635.80
V00228	Outback Tree Service	810	Remove mistletoe on 1 x Eucalypt Sibbald Park	\$ 1,628.00
3438	NT Shade & Canvas Pty Ltd	00001563	Rosebery Park - replacement slide (Qplay)	\$ 2,475.00
87	Industrial Power Sweeping Services Pty	00011971	Street Sweeping service at Elcho Court, Bakewell	\$ 88.00
238	The Australian Local Government Job Directory	S18130KO	2018 Annual Subscription - Advertising	\$ 979.00
846	Nationwide News NT Division	48909779	Advertising - September 2017	\$ 4,488.80
639	Cleanaway Pty Ltd.	15616976	TS2014/01 - Waste Management - Pound - Sept 2017	\$ 10.08
639	Cleanaway Pty Ltd.	15616959	TS2014/01 - Waste Management - Civic Ctr - Sep 17	\$ 76.03
639	Cleanaway Pty Ltd.	15616974	TS2014/01 - Waste Management -Gray Hall - Sep 2017	\$ 18.72
639	Cleanaway Pty Ltd.	15616964	TS2014/01 - Waste Management -Driver - Sept 2017	\$ 28.58
639	Cleanaway Pty Ltd.	15618743	TS2014/01 - Waste Management- Durack - Sept 2017	\$ 21.83
639	Cleanaway Pty Ltd.	15619480	TS2014/01 - Waste Management- Woodroffe - Sep 2017	\$ 15.84
639	Cleanaway Pty Ltd.	15616955	TS2014/01 - Waste Management- Library - Sep 2017	\$ 147.98
639	Cleanaway Pty Ltd.	15616958	TS2014/01 - Waste Management- Rec Ctr - Sep 2017	\$ 36.36
639	Cleanaway Pty Ltd.	15619496	TS2014/01 - Waste Management - Depot - Sep 2017	\$ 91.52
272	City Wreckers	00017450	Towing and Storage of White/Mitsubishi/Lancer	\$ 154.00
272	City Wreckers	00017449	Towing and Storage of Silver/Holden/Hatchback	\$ 154.00
5410	Majestix Media Pty Ltd	INV-00002159	Install Big Screen in Director's (Corp) Room	\$ 2,377.46
272	City Wreckers	00017434	Towing and Storage of Black/Mitsubishi/Sedan	\$ 154.00
272	City Wreckers	00017433	Towing and Storage of White/Toyota/Sedan/NT-974265	\$ 154.00
5104	JLM Civil Works Pty Ltd	00007792	Bowman Park - mulch application - 30 trees	\$ 1,669.80
272	City Wreckers	00017432	Towing and Storage of White/Holden/Hatchback	\$ 154.00
5104	JLM Civil Works Pty Ltd	00007795	Marlow Lagoon Recreation Reserve - backfill	\$ 275.00
5104	JLM Civil Works Pty Ltd	00007793	Marlow Lagoon Recreation Reserve - backfill	\$ 181.50
5104	JLM Civil Works Pty Ltd	00007794	Structures maintenance: Lake 10	\$ 220.00
5104	JLM Civil Works Pty Ltd	00007728	Landscape Maintenance Gunn - Oct	\$ 2,187.90
5104	JLM Civil Works Pty Ltd	00007729	Landscape Maintenance Oasis gb - Oct	\$ 2,906.20
5104	JLM Civil Works Pty Ltd	00007730	Landscape Maintenance Durack - Oct	\$ 2,523.40
5104	JLM Civil Works Pty Ltd	00007731	Landscape Maintenance Forrest Parade - Oct	\$ 783.20

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5104	JLM Civil Works Pty Ltd	00007732	Landscape Maintenance Birripa - Oct	\$ 1,009.80
712	Paradise Landscaping (NT) Pty Ltd	00037765	TS2017-09 - Grounds Maintenance West - Sept 2017	\$ 12,198.48
V00368	iWater NT	INV-0017	Irrigation Controller Wood Park	\$ 1,452.00
3683	Area9 IT Solutions	SIN47459	IT2014-01: October 2017	\$ 18,715.88
5104	JLM Civil Works Pty Ltd	00007786	Marlow Lagoon Recreation Reserve - remove litter	\$ 165.00
5104	JLM Civil Works Pty Ltd	00007778	Stormwater Durack	\$ 1,311.20
5104	JLM Civil Works Pty Ltd	00007780	Repiar fence panel on maluka drain	\$ 88.00
5104	JLM Civil Works Pty Ltd	00007783	Sign maintenance Rosebery	\$ 1,231.45
5104	JLM Civil Works Pty Ltd	00007785	Signage Maintenance Bakewell	\$ 672.77
5104	JLM Civil Works Pty Ltd	00007788	Respond to vandalism: Various Locations	\$ 3,214.09
5104	JLM Civil Works Pty Ltd	00007789	Dog Park - replace pine log jumps with recycled	\$ 5,096.30
5104	JLM Civil Works Pty Ltd	00007790	Woodroffe & Gray - street tree maintenance flyer	\$ 1,546.05
5104	JLM Civil Works Pty Ltd	00007787	Graffiti Removal: Various Locations	\$ 1,446.50
5104	JLM Civil Works Pty Ltd	00007791	Dog Park - mulch application - 100 trees	\$ 5,008.19
3428	Bunnings Group Limited	2315/01582945	Screws for truxor	\$ 18.62
3428	Bunnings Group Limited	2315/00113867	Truxor new tracks assembly (parts as required)	\$ 147.04
5104	JLM Civil Works Pty Ltd	00007782	Sign Maintenance Zuccoli	\$ 1,804.03
5104	JLM Civil Works Pty Ltd	00007781	Signs in Gunn	\$ 2,608.94
5104	JLM Civil Works Pty Ltd	00007784	Sign maintenance Bakewell	\$ 672.77
5104	JLM Civil Works Pty Ltd	00007779	Remove glass on road form temple and emry RAB	\$ 69.30
2394	Pola Seal Pty Ltd	5960	Frosted film to selected window at Civic Plaza	\$ 160.00
V00773	Akron Group NT Pty Ltd	00009888	Public Place Litter Collection September 17	\$ 18,820.02
639	Cleanaway Pty Ltd.	15619096	TS2014/01 - Waste Management -Tenements - Sep 2017	\$ 209,142.48
215	Employee Assistance Services NT Inc (EASA)	00029341	EAP Counselling - September 2017	\$ 212.96
256	The Bookshop Darwin	BD15728	Library bookshop order: BD4328	\$ 1,247.58
4912	Remote Area Tree Services Pty Ltd	00004185	Gunn - reactive street tree maintenance	\$ 2,420.00
350	IBM Global Financing Australia Limited	1039605	Ref: AU7K-9YLARM-6 & AUBJ9QQ28F-5 - Oct 2017	\$ 1,567.02
350	IBM Global Financing Australia Limited	1040063	Ref: AUJAL-AEF7BK-4 & AU8L-APCPVNC-3 - Oct 2017	\$ 1,783.33
3683	Area9 IT Solutions	SIN47561	Service Request: Data Recovery	\$ 77.00
87	Industrial Power Sweeping Services Pty	00011972	Sweep syrofoam balls from Staghorn Moulden 2/10/17	\$ 176.00
V00368	iWater NT	INV-0018	Repairs to irrigation systems, irrigation control	\$ 2,322.98
V00582	Ezko Property Services (Aust) Pty Ltd	00047001	Cleaning/polishing basketball court Rec Ct 14/5/17	\$ 325.60
5104	JLM Civil Works Pty Ltd	00007802	Structures Maintenance: Various Locations	\$ 1,518.00
938	Nightcliff Electrical	7370	Replace the flickering lights at Reccreation	\$ 192.82
938	Nightcliff Electrical	7418	GPO's Civic Plaza	\$ 204.42
5104	JLM Civil Works Pty Ltd	00007800	Mulch Application - 45 Trees - Various Locations	\$ 2,582.14
5104	JLM Civil Works Pty Ltd	00007799	Play Equipment Repairs: Various Locations	\$ 280.50
5104	JLM Civil Works Pty Ltd	00007801	Landscape Maintenance: Various Locations	\$ 487.30
5104	JLM Civil Works Pty Ltd	00007798	Respond to vandalism: Gunn and Durack Heights	\$ 550.00
5104	JLM Civil Works Pty Ltd	00007797	Graffiti Removal: Various Locations	\$ 231.00
5104	JLM Civil Works Pty Ltd	00007796	Litter Removal: Various Locations	\$ 764.50
1502	Figleaf Pool Products	446650	Water Features maintenance - Testing - Sept 2017	\$ 393.80
938	Nightcliff Electrical	7395	Test and Tag Civic Plaza	\$ 4,128.30
938	Nightcliff Electrical	7394	Test and Tag Recreation Centre x 97	\$ 960.30
938	Nightcliff Electrical	7402	Maintenance Recreation Centre	\$ 2,475.00
938	Nightcliff Electrical	7397	Test and Tag Depot x 30	\$ 297.00
2587	Top End RACE	00043195	Monthly maint for Aquatic Centre air con 29/9/17	\$ 313.50
V01386	Autism SA	NT DEPOSIT	Receipt 34 refund deposit Library room 11/9/2014	\$ 125.00
5031	All Aspects Recruitment & HR Services	00013022	Temp Staff Records - WE 15 Oct 2017	\$ 2,269.58
3396	Autism NT Inc.	00011855	Sponsorship - Austism NT Luncheon 2017	\$ 2,000.00

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00614	RTM - Dept. of the Attorney General and Justice	799011809	Jul-Sep 17 Admin Fee Fru Fines - QTR 1	\$ 2,354.00
2917	Special Children's Christmas Party	201702839	Special Children's Christmas Party 2017	\$ 1,100.00
V01387	William & Lindsey Morgan	ANIMAL 117154 REFUND OVERPAYMENT	Animal 117154 refund overpayment dog rego	\$ 10.50
V01382	Andrew Dudley	ANIMAL 115963 REFUND	Animal 115963 refund overpayment dog rego	\$ 10.50
V01395	Barreau Peninsula Property Pty Ltd	R6034	Assess 106734 rates refund	\$ 2,127.51
V01394	Yasintus Djuang Pty Ltd	R6032	Assess 114027 rates refund	\$ 1,707.00
V01393	S K Z H & M J H Ali	R6033	Assess 109840 refund rates	\$ 421.08
V01391	Matt Hammond	ANIMAL 127566 REFUND OVERPAYMENT	Animal 127566 refund overpayment dog rego	\$ 10.50
5104	JLM Civil Works Pty Ltd	00007805	Stone pitching Services at driveway Job No. 239	\$ 55.00
V01390	Peter Wilson	ANIMAL 122669 REFUND	Animal 122669 refund overpayment dog rego	\$ 10.50
5104	JLM Civil Works Pty Ltd	00007817	Haydon/Belyuen/Forrest RA - mulch application	\$ 590.70
5104	JLM Civil Works Pty Ltd	00007816	Haydon Park - mulch application - 44 trees	\$ 2,175.25
5104	JLM Civil Works Pty Ltd	00007821	Maintenance Signage CBD	\$ 839.30
5104	JLM Civil Works Pty Ltd	00007823	Landscape Maintenance Chung Wah - Oct 2017	\$ 3,757.60
5104	JLM Civil Works Pty Ltd	00007827	Stormwater Maintenance Marlow's Lagoon	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007832	Stormwater Driver	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007828	signage Vandalism Durack Heights	\$ 88.79
5104	JLM Civil Works Pty Ltd	00007826	Spoon Drain clean up at the end of Luxmore Court	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007830	Signage Vandalism Rosebery	\$ 67.10
5104	JLM Civil Works Pty Ltd	00007814	Drainage Clean up Service from Elrondie Avenue	\$ 4,991.25
5104	JLM Civil Works Pty Ltd	00007846	Maintenance signage Yarrowonga / Bakewell	\$ 379.79
5104	JLM Civil Works Pty Ltd	00007818	Stormwater Maintenance Rosebery	\$ 151.80
5104	JLM Civil Works Pty Ltd	00007824	Stormwater Maintenance Durack	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007825	Stormwater Maintenance Durack	\$ 55.00
5104	JLM Civil Works Pty Ltd	00007831	Cleaning Service around SEP front of 14 Elcho Crt	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007829	Street Sweeping Bakewell	\$ 124.30
5104	JLM Civil Works Pty Ltd	00007834	Graffiti Removal JN 381	\$ 30.25
V00582	Ezko Property Services (Aust) Pty Ltd	00046981	Contract Cleaning Council Facilities - Sept 2017	\$ 17,195.44
V01396	Tanya Rinas	RECEIPT 238412 REFUND DEPOSIT	Receipt 238412 refund deposit Temp Membership	\$ 45.00
V00953	Jovette Dychingco	RECEIPT 247332 REFUND DEPOSIT	Receipt 247332 refund deposit - Gray Hall 20/10/17	\$ 125.00
V01397	RSPCA Darwin	DONATION TO RSPCA DARWIN	Donation to RSPCA Darwin - receipt 248741	\$ 108.65
5651	Minter Ellison Lawyers	1570175	Services -revised scoping letter dated 19 Sep 2017	\$ 84,758.04
5104	JLM Civil Works Pty Ltd	00007844	Stormwater Gray JN: 615	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007810	Replace broken pavers JN 705	\$ 275.00
5104	JLM Civil Works Pty Ltd	00007809	Asphalt patch - fill x2 holes in islands JN 703	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007819	Stormwater Moulden	\$ 545.60
5104	JLM Civil Works Pty Ltd	00007811	Repair lifted and sunken pavers, re-seat flush 706	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007820	Stormwater Moulden	\$ 818.40
5104	JLM Civil Works Pty Ltd	00007822	Unblock secured drain pit SD-99 with Vac truck	\$ 3,698.20
5104	JLM Civil Works Pty Ltd	00007835	Stormwater Gray	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007806	Lift sunken tactile pavers and re-seat	\$ 376.75
5104	JLM Civil Works Pty Ltd	00007804	Repair silicone cracked piece of tactile JN: 443	\$ 55.00
5104	JLM Civil Works Pty Ltd	00007838	Lid damaged. Item 4.1. JN 123 - ITC 609	\$ 306.55
5104	JLM Civil Works Pty Ltd	00007837	Stormwater Gray	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007836	Stormwater Moulden	\$ 203.50
5104	JLM Civil Works Pty Ltd	00007840	Stormwater Gray JN: 125	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007841	Stormwater Gray JN: 127	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007842	Stormwater Gray JN: 128	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007843	Lid damaged. Item 4.1. JN 123 - ITC 614	\$ 306.55
5104	JLM Civil Works Pty Ltd	00007845	Clean blockage JN 87 (10.1 x 1hr)	\$ 69.30

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5104	JLM Civil Works Pty Ltd	00007839	Stormwater Gray JN: 124	\$ 69.30
5104	JLM Civil Works Pty Ltd	00007771	Replace road sign JN 371	\$ 713.20
V01399	Zoe A Langridge	ANIMAL 126798 REFUND OVERPAYMENT	Animal 126798 refund overpayment dog rego	\$ 10.50
V01400	Heidi Wong	ANIMAL 117096 REFUND OVERPAYMENT	Animal 117096 refund overpayment dog rego	\$ 10.50
V01398	Mary Blyth	ANIMAL 124312 REFUND	Animal 124312 refund overpayment dog rego	\$ 10.50
V00295	Jacana Energy	68026397	102137110 -09.09.2017 - 09.10.2017	\$ 29.27
4731	Yeni Redding	A2019320	Childrens Week 2017- 24 Oct 17 - Face Painting	\$ 480.00
3225	Wildlife Management International Pty	00003926	Childrens Week 2017 - 24 Oct 17 - Crocodylus Park	\$ 242.00
V00295	Jacana Energy	68026382	1017379110 - 12.09.2017 - 09.10.2017	\$ 469.87
V00295	Jacana Energy	68016912	1016266810 -12.09.2017 - 09.10.2017	\$ 221.35
4191	Darwin Castles and Slides	6027	Children's Week Event - 24 Oct 17 - Jumping Castle	\$ 450.00
4065	Southern Cross Protection Pty Ltd	945126	Security Patrols - Library x 2	\$ 145.04
2915	Territory Uniforms	17-00005634	Casual Staff - Uniforms - Shirts/Embroidery	\$ 114.27
V01401	Save the Children Australia	GRANT 17/10/2017	Grant - support of program delivery	\$ 2,550.00
3880	PAWS Darwin Limited	IV00000000001	TS2015-08 - Pound Management - 14 Jul -13 Oct 2017	\$ 21,930.84
				\$ 5,161,666.47
				
Reviewed by: Finance Manager		Approved: Director Corporate Services		

SECTION 2

Financial Results

2.6 - Creditor Accounts outstanding - October 2017

Creditor No.	Creditor Name	Amount
112	Beaurepaires	\$ 479.88
185	Bridge Toyota	\$ 1,324.84
2	Australian Taxation Office - PAYG	\$ 934.92
2124	Food'll Do Catering Darwin (Grinners Catering)	\$ 825.00
215	Employee Assistance Services NT Inc (EASA)	\$ 620.00
2161	GHD Pty Ltd	\$ 8,861.27
272	City Wreckers	\$ 308.00
2965	KIK FM Pty Ltd	\$ 1,980.00
2977	Security & Technology Services P/L	\$ 446.78
3313	Zip Print	\$ 885.50
3428	Bunnings Group Limited	\$ 989.01
3438	NT Shade & Canvas Pty Ltd	\$ 89,171.50
35	WINC Australia Pty Limited	\$ 1,863.82
3569	NT Build	\$ 1,164.00
3594	Comics NT	\$ 3,899.56
36	Darwin Lock & Key	\$ 460.00
3787	Total Event Services T/A Top End Sounds P/L	\$ 139.70
3879	Litchfield Council	\$ 1,216.25
3971	Pipeline Renovations Pty Ltd trading as RenoFLO	\$ 6,182.59
4029	Totally Workwear Palmerston	\$ 1,690.00
4398	Quality Indoor Plants Hire	\$ 193.33
4561	Bendesigns	\$ 904.37
4825	OracleCMS	\$ 1,291.22
4856	Portner Press Pty Ltd	\$ 174.00
4929	Barramundi Group	\$ 583.96
5031	All Aspects Recruitment & HR Services	\$ 2,269.58
5104	JLM Civil Works Pty Ltd	\$ 21,787.29
5149	Bens Bakehouse and Cafe	\$ 400.00
5176	ASSA Advanced Safety Systems Australia	\$ 984.50
5272	Greville Fabrication Pty Ltd	\$ 2,265.12
53	Eggins Electrical	\$ 211.20
54	Powerwater	\$ 575.00
5611	Steelmans Tools and Industrial Supplies	\$ 705.70
5615	EcOz Environmental Consulting	\$ 4,147.55
5641	Northern Planning Consultants	\$ 5,016.00
610	Data Centre Services (DCS)	\$ 48.22
798	YMCA of the Northern Territory	\$ 10,985.04
86	Greening Australia NT	\$ 68.55
87	Industrial Power Sweeping Services Pty	\$ 15,199.32
90	Local Government Association of the NT (LGANT)	\$ 75.00
913	Kmart Tyre & Auto Service	\$ 1,646.99
938	Nightcliff Electrical	\$ 1,554.19
V00166	Diamond International Events T/A Trina's Catering	\$ 484.00
V00193	Amcom Pty Ltd	\$ 2,684.62
V00228	Outback Tree Service	\$ 12,672.00
V00284	Wheelers Books	\$ 535.88
V00295	Jacana Energy	\$ 35.75

Creditor No.	Creditor Name	Amount
V00315	HWL Ebsworth Lawyers	\$ 828.85
V00318	StatewideSuper Clearing House	\$ 19,511.63
V00368	iWater NT	\$ 8,607.50
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	\$ 111.32
V00475	Outback Batteries	\$ 1,068.98
V00476	Water Dynamics (NT) Pty Limited	\$ 11,220.00
V00582	Ezko Property Services (Aust) Pty Ltd	\$ 165.00
V00681	NT Controls & Automation Pty Ltd	\$ 6,710.00
V00682	Leigh Dyson Plumbing	\$ 1,175.00
V00730	The Burning Circus	\$ 440.00
V00773	Akron Group NT Pty Ltd	\$ 759.00
V00789	Green Plum Tai Chi	\$ 1,040.00
V00867	ARO Educational Services Pty Ltd	\$ 1,500.00
V00902	Coles Motors	\$ 1,198.50
V00965	Rainbow Painters & Repairs	\$ 3,443.00
V00994	Frangipani Farm	\$ 80.00
V01079	CAP22 Services Pty Ltd	\$ 1,133.07
V01118	Wilson Security Pty Ltd	\$ 860.31
V01294	Emily Williams Yoga	\$ 420.00
V01324	Leighs Catering	\$ 143.00
V01334	Chas Clarkson & Co	\$ 3,702.00
V01345	GreenTec Pty Ltd	\$ 2,321.00
V01354	Maria Bishop	\$ 78.00
V01402	Leah Sanderson	\$ 1,330.31
V01403	Carol Scott	\$ 15.00
V01404	Phil & Karen Lewis - New Horizons NT	\$ 125.00
		\$ 278,927.47


 Reviewed by: Finance Manager


 Approved: Director Corporate Services

SECTION 2

Financial Results

2.7 - STATEMENT OF CREDIT CARD TRANSACTIONS - SEPTEMBER 2017

NAB Visa

29 August 2017 to 28 September 2017

Cardholder	Amt.	Cost Code	Description
Malcolm Jones	\$ 225.00	5521	To be reimbursed
	\$ 6.00	3828.EXEC001.305	Fee - Awards 2017 - Official Manager
	\$ 465.03	3810.TECH009.308	Australian Standards -AS/NS 2311:2009
	\$ 185.51	3810.TECH009.308	Australian Standards -AS/NS 2890.6.2009
Jan Peters	\$ 718.78	3853.COMM002.302	Airtares - LGANT CSRG - Dir Community Services
	\$ 50.00	3842.COMM004.335	Picture framing
	\$ 209.00	3822.COMM010.301	Trailer maintenance
	\$ 254.61	3854.COMM002.302	Accomm - LGANT CSRG - Dir Community Services
	\$ 745.00	3852.COMM002.302	FECCA Conference - Dir Community Services
	\$ 190.00	3806.CORP004.309	Checkfront
	\$ 22.00	3852.COMM002.302	Training - Dir Community Services
	\$ 35.99	3822.COMM010.301	Trailer maintenance
	\$ 209.99	3852.COMM002.302	Training - Community Development Officer
Sharon Tollard	\$ 1,282.35	3819.COMM007.315	Library Stock
	\$ 598.81	3819.COMM007.315	Library Stock
	\$ 25.08	3819.COMM007.315	Library Stock
	\$ 60.16	3819.COMM007.315	Library Stock
	\$ 72.16	3819.COMM007.315	Library Stock
	\$ 52.16	3819.COMM007.315	Library Stock
	\$ 682.66	3841.COMM007.335	Programs game console
	\$ 655.37	3819.COMM007.315	Library Stock
	\$ 45.08	3819.COMM007.315	Library Stock
	\$ 22.09	3819.COMM007.315	Library Stock
	\$ 99.90	3841.COMM007.335	School Holiday Programs
	\$ 97.44	3841.COMM007.335	School Holiday Programs
	\$ 11.54	3841.COMM007.335	School Holiday Programs
	\$ 40.00	3841.COMM007.335	Library Chess Sets
	\$ 22.08	3819.COMM007.315	Library Stock
	\$ 75.09	3819.COMM007.315	Library Stock
Alyce Breed	\$ 175.98	3806.CORP004.309	Software licence renewal
	\$ 737.85	3823.COMM010.301	Rego - CA18AV
	\$ 737.85	3823.TECH009.301	Rego - CA18AN
Ian Mathers	\$ 70.60	3852.COMM007.302	Conference - Library Staff
	\$ 1,651.85	3852.COMM007.302	Airtares - Library Staff
	\$ 704.70	3854.COMM007.302	Accommodation - Library Staff
	\$ 619.15	3111.CORP002.300	IA membership - Internal Auditor
	\$ 492.10	3852.COMM007.302	Conference - Library Staff
	\$ 18.03	3806.CORP004.309	Software
	\$ 704.70	3854.COMM007.302	Accommodation - Library Staff
	\$ 94.49	3111.CORP003.300	Consumables
	\$ 60.00	3852.CORP003.302	Membership - Australian Institute of Company Directors
	\$ 112.73	3702.CORP003.304	Safety signs
	\$ 76.04	3111.CORP003.300	Consumables
	\$ 118.80	3111.CORP003.300	Team lunch
	\$ 71.73	3111.CORP003.300	Consumables
Maxie Smith	\$ 23.00	3203.CORP006.312	Registrar General
	\$ 360.00	3111.CORP003.300	AHRI Membership - HR Officer

Cardholder	Amt.	Cost Code	Description
	\$ 81.11	3111.CORP003.300	Consumables
	\$ 825.00	3203.CORP006.312	Registrar General
	\$ 565.00	3804.CORP004.309	JB Hi Fi - Computer equipment
	\$ 59.05	3828.CORP005.334	Feedbackly Customer Service Survey App
Natasha Clifton	\$ 166.53	3810.TECH009.308	Australian Standards AS4000
	\$ 14.82	3853.TECH011.302	Airtares -Credit Card Surcharge
	\$ 1,140.00	3853.TECH011.302	Airtares - Rangers
	\$ 16.25	3822.EXEC002.301	Car wash - CB43MM
	\$ 16.25	3822.CORP005.301	Car wash - CC37FO
Samantha Abdic	\$ 62.26	3807.EXEC003.308	Social Media
	\$ 13.81	3828.EXEC003.308	Social Media
	\$ 177.73	3807.EXEC003.308	Online Newsletter
	\$ 20.00	3810.EXEC001.308	NT News subscription - Official Manager
	\$ 17,146.29		


 Reviewed by: Finance Manager


 Approved by: Director Corporate Services

Section 2

Financial Results

2.8 - Waste Charges as at 31 October 2017

Waste Management

	Original Budget	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Income					
Rates & Charges	(6,682,860)	(7,050,262)	-	(7,050,262)	105.50%
Income	(6,682,860)	(7,050,262)	-	(7,050,262)	105.50%
Expenditure					
Professional Services	25,000	4,240	18,120	22,360	89.44%
Educational Resources	20,000	1,055	3,640	4,695	23.48%
Utilities	15,957	2,990	-	2,990	18.73%
Street Sweeping	268,000	58,605	263	58,868	21.97%
Litter Collection	214,000	64,446	39,056	103,502	48.37%
Domestic Bin Collection	2,464,376	616,435	1,847,958	2,464,393	100.00%
Waste Removal	-	420	-	420	0.00%
Kerb Side Collections	90,000	58,440	-	58,440	64.93%
Tip Recharge Domestic Bin collection	570,000	143,404	426,596	570,000	100.00%
Transfer Station	1,575,000	391,927	1,191,773	1,583,700	100.55%
Loan Repayments	13,877	-	-	-	0.00%
Tip Recharge Transfer Station	300,000	77,812	222,188	300,000	100.00%
Expenditure	5,556,210	1,419,774	3,749,594	5,169,368	93.04%
(Profit)/Loss	(1,126,650)	(5,630,488)	3,749,594	(1,880,894)	

Reconciliation of waste charge in line with Part 11.5 Division 2 Local Government Act NT.

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

Reviewed By: Finance Manager

Approved By: Director Corporate Services

Section 2

Financial Results

2.9 - Commercial Leases as at 31 October 2017

Commercial Leases

	Original Budget	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Income					
Library Services	(30,000)	(13,170)	-	(13,170)	43.90%
Aquatic Centre	-	(25,764)	-	(25,764)	0.00%
Civic Centre	(162,333)	(67,205)	-	(67,205)	41.40%
Income	(192,333)	(106,138)	-	(106,138)	55.18%
Expenditure					
Civic Centre	16,800	3,682	-	3,682	21.92%
Expenditure	16,800	3,682	-	3,682	21.92%
(Profit)/Loss	(175,533)	(102,456)	-	(102,456)	

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 Corporate Services

ITEM NUMBER: 13.1.4 Recognition of Service to the Community Policy
FROM: Director of Corporate Services
REPORT NUMBER: 8/1367
MEETING DATE: 21 November 2017

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:

To adopt the Recognition of Service to the Community Policy.

RECOMMENDATION

1. THAT Council receives Report Number 8/1367.
2. THAT Council adopts AD05 Recognition of Service to the Community Policy.

Background:

Palmerston is a “Place for People” and this policy recognises those within the community and Council’s workforce who make it a better place for people to live and work.

General:

Council recognises outstanding service by individuals and events to the community through the Australia Day Awards in January each year, however there is no mechanism for recognising outstanding actions or achievements during the year. Similarly, Council has no framework in place for recognising long term service by Council staff.

The Recognition of Service to the Community Policy will continue to provide for the Australia Day Awards as well as introduce Mayoral Commendations to be awarded at the discretion of the Mayor upon nomination or when Council becomes aware of significant actions or achievements.

As is standard practice in many local governments around Australia, Council will also recognise the teamwork and commitment of staff with long periods of continuous services in accordance with the table below:

Service	Gift
5 years	Certificate
10 years	Certificate and voucher to the value of \$100
15 years	Certificate
20 years	Certificate and voucher to the value of \$200
25 years	Certificate and voucher to the value of \$250
30 years	Certificate and voucher to the value of \$300

Recognition of outstanding service by Elected Members will be referred to the Local Government Association of the Northern Territory (LGANT) for recognition through the association processes.

Financial Implications:

Any cost implications are minimal and can be met from existing allocations.

Legislation/Policy:

Nil

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: Chris Kelly, Director of Corporate Services

Schedule of Attachments:

Attachment A: Recognition of Service to the Community Policy



Name:	Recognition of Service to the Community		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Policy Code:	AD05

1 PURPOSE

To provide structure and consistency in recognising the contribution of community members and Council staff to the people of Palmerston.

2 PRINCIPLES

Palmerston is a "Place for People" and this is because of the contribution made by members of the community and Council's workforce to making it a desirable place to live and work. Council will publicly recognise members of our community and workforce who display Council's Municipal Plan values of commitment and teamwork. Members of the community who perform outstanding actions of selflessness, bravery and/or service either as part of a community organisation or individually will be recognised as will staff who have displayed loyalty and service to the City of Palmerston over an extended period of time.

3 DEFINITIONS

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

Term	Definition
Continuous service	Ongoing employment whereby the employee was never dismissed or stood down or terminated service for any reason for any period of time

4 POLICY STATEMENT

4.1 Recognising Members of the Community

4.1.1 Australia Day Awards

Council uses Australia Day as an opportunity to reward members of the community for making a valuable contribution to the City of Palmerston. The awards are provided by the Australia Day Council NT and are administered by Council. Council acknowledges people across 3 categories; Citizen of the Year, Young Citizen of the Year and Community Event of the Year.

- 4.1.1.1 To be eligible for Citizen of the Year the person must be an Australian citizen and 30 years or older on January 26 of the year they are proposed to be recognised.
- 4.1.1.2 To be eligible for Young Citizen of the Year, the person must be an Australian Citizen and between 14 years and 29 years on 26 January of the year they are proposed to be recognised.
- 4.1.1.3 Community Event of the Year is open to community groups of four or more people who (i) perform a service to the community, (ii) raise funds for a community charity, event or project, (iii) conduct a successful project, event

or activity; or (iv) bring credit or recognition to a community through a cultural, environmental or sporting achievement.

4.1.1.4 Winners are publicly acknowledged at a ceremony held annually on Australia day and through Council's media communications.

4.1.2 Mayor's Commendation

The Mayor may at his/her discretion award an individual or a community organisation a Mayoral Commendation on behalf of the City of Palmerston. Actions or achievements that could be considered include:

- Acts of bravery regardless of whether recognised by an external agency
- Selection in a national sporting team or significant sporting feat eg. Olympic Games medallist
- Longstanding service to the community
- Protection of the environment
- Cultural excellence
- Significant academic or extra-curricular achievement; or
- Any action or achievement that assists an individual or the broader community

4.1.2.1 To be eligible for the Mayoral Commendation, the recipient or the act/achievement being recognised must have a demonstrated connection to the Palmerston community and bring credit to or raise the profile of Palmerston. This can include Council staff.

4.1.2.2 Any individual or organisation is eligible to make a nomination to Council and self-nominations will be accepted. The Mayor also reserves the right to award a Mayoral Commendation without nomination when Council becomes aware of significant actions or achievements.

4.1.2.3 The Mayor in conjunction with the Chief Executive Officer will assess applications, however the Mayor retains absolute discretion to award a Mayoral Commendation.

4.1.2.4 Recipients will awarded a certificate by the Mayor or his/her delegate in a ceremony to be held at Civic Plaza.

4.2 Recognising Long Serving Council Staff

Council recognises that committed employees who work together as a team provide an efficient and effective service to the community and make a Council an attractive place for people to work. Demands placed on Council officers vary and can include working in hazardous conditions during cyclone response, assisting and providing support to members of the public and outdoor activities in the Top End's challenging climate. Continuous service is therefore significant and worthy of recognition.

4.2.1 All employees who reach service milestones in accordance with the schedule of employee milestones will be officially recognised and presented with their gift by the Chief Executive Officers or his/her delegate at the End of Year Celebration function

<i>Schedule of Employee Milestones</i>	
<i>Service</i>	<i>Gift</i>
5 years	Certificate
10 years	Certificate and voucher to the value of \$100
15 years	Certificate
20 years	Certificate and voucher to the value of \$200

25 years	Certificate and voucher to the value of \$250
30 years	Certificate and voucher to the value of \$300

4.3 **Recognising Long Servicing Elected Members**

Long serving Elected Members be recognised in accordance with the Local Government Association of the Northern Territory (LGANT) Elected Member Service Awards Guidelines.

5 ASSOCIATED DOCUMENTS

Nil

6 REFERENCES AND RELATED LEGISLATION

- Local Government Elected Member Service Awards Guidelines

ITEM NUMBER:	13.1.5	Review of Council Policies relating to Elected Members and Meetings
FROM:		Director of Corporate Services
REPORT NUMBER:		8/1368
MEETING DATE:		21 November 2017

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:

Council Policies related to Elected Members and Meetings have been reviewed.

RECOMMENDATION

1. THAT Council receives Report Number 8/1368.
2. THAT Council adopt the reviewed AD02 Media Policy.
3. THAT Council adopt the reviewed EM01 Elected Members Policy.
4. THAT Council adopt the reviewed EM05 Political Involvement in Council Events Policy.
5. THAT Council adopt the reviewed MEE01 Access to Council and Committee Meetings and Confidential Minutes Policy.

Background:

The Minister responsible for Local Government has set the date of the elections for the City of Palmerston as 17 March 2018. To prepare for the incoming administration it is proposed that the following policies be presented as reviewed for resolution.

General:

The following Council Policies in relation to Elected Members and Council Meetings are due for review:

- AD02 Media Policy
- EM01 Elected Members Policy
- EM05 Political Involvement in Council Events Policy
- MEE01 Access to Council and Committee Meetings and Confidential Minutes Policy

The following changes are recommendation for adoption:

Policy	Changes
AD02-Media Policy	<ul style="list-style-type: none">• Mayor has been noted as principal spokesperson for Council.• Views expressed by Elected Members should be noted as personal or professional• Selecting Elected Members for Media procedure has been removed as it will be decided by CEO and Mayor.• Stronger guidance and definitions on personal social media use for staff and Elected Members.• Timing of media releases changed to reflect operational requirements.• Minor editing and formatting.
EM01-Elected Members	<ul style="list-style-type: none">• Removed unnecessary quoting of legislation• Inserted reference to Appointments to Committees and Outside Organisations being directly related to Council.• Minor editing and formatting.
EM05-Political Involvement in Council Events	<ul style="list-style-type: none">• Minor editing and formatting.
MEE01-Access to Council and Committee Meetings and Confidential Minutes Policy	<ul style="list-style-type: none">• Removed unnecessary quoting of legislation• Minor editing and formatting

Financial Implications:

Nil.

Legislation/Policy:

Nil.

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: Chris Kelly, Director of Corporate Services

Schedule of Attachments:

Attachment A: AD02 Media Policy

Attachment B: EM01 Elected Members Policy

Attachment C: EM05 Political Involvement in Council Events Policy

Attachment D: MEE01 Access to Council and Committee Meetings and Confidential Minutes Policy



AD02

Name:	Media Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Policy Code:	AD02

1 PURPOSE

This policy outlines the protocols and procedures governing and guiding City of Palmerston staff and elected members' interaction with media. The policy is designed to establish a framework across Council which governing interaction with media to best ensure consistent messaging and brand recognition and reputation.

2 PRINCIPLES

The purpose of any media interaction is to inform and/or educate City of Palmerston stakeholders and the general public about Council policies, positions on issues, decisions and upcoming and unfolding events. At all times media interaction should be utilised to positively enhance the Council's reputation and public standing.

The Mayor is the principal spokesperson for the City of Palmerston. Other Elected Members or staff may be spokespersons as appropriate. Views expressed by Elected Members should be clearly identified as either personal or professional, and must not at any time bring the reputation of Council into disrepute.

3 DEFINITIONS

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

Term	Definition
Personal Social Media Communications	Exchange of user generated content on social media platforms held by individuals including employees for private purposes. Social media may include but is not limited to social networking sites, chatrooms, media sharing sites, blogs, forum and online collaboration. This can also include accounts not titled with the name of the individual.

4 POLICY STATEMENT

4.1 Communication

The Communications Officer will be, in so far as possible, the first contact point to liaise with media, provide information and arrange for the preparation of media releases and briefings prior to interviews.

- 4.1.1 A decision on whether the issue should be addressed by an Elected Member or Staff would be made in the first instance by the CEO in conjunction with the Mayor.

4.2 Staff Dealing with Media

- 4.2.1 No City of Palmerston staff member is authorised to speak to the media on any Council issue without the prior approval of the Chief Executive Officer. This includes personal

social media communications which directly relate to issues arising from operations at the City of Palmerston.

- 4.2.2 On occasions it is appropriate for staff to talk to the media, instead of an Elected Member, the Chief Executive Officer will have the authority to designate City of Palmerston staff to become spokesperson.
- 4.2.3 City of Palmerston Council staff, including those in the Communications Team, must not engage in any media activity which is deemed by the Chief Executive Officer to be specifically for the personal advantage of any Elected Member.

4.3 Elected Members Protocol for dealing with Media Issues

- 4.3.1 Where the request comes to or is generated from the Communications Team, the Communications Officer liaises with Elected Members, through the Mayor's Office. Such requests may come from a member of the media, or an opportunity for positive media for Council as a whole has been recognised by the Communications Team or it has been brought to the Team's attention.
- 4.3.2 Elected Members are entitled at any time to attract media attention for themselves. They are requested to inform the Communications Team out of professional courtesy and also to confirm any factual matters concerning the City of Palmerston as they may relate to the media opportunity.
- 4.3.3 Elected Members should also ensure that when they are seeking to gain media attention for themselves that they make it clear that they are speaking for themselves and not on behalf of the City of Palmerston Council.
- 4.3.4 When Elected Members are approached directly by media to comment on any issue to do with City of Palmerston operations they should in the first instance contact the Communications Team to ensure that they are briefed with all relevant and accurate information before releasing any details to the media.

4.4 Social Media

- 4.4.1 Social Media offers an excellent and immediate method of communicating with stakeholders and the media. However, the immediacy of the format also brings with it some inherent risks. Ensuring that the information is correct and consistent is paramount when posting on social media sites.
- 4.4.2 Any personal use of social media should not imply the user is an unauthorised representative of City of Palmerston, contain use of a City of Palmerston email address, any City of Palmerston logos or insignia, use or disclose any information that is confidential or private or be offensive, defamatory, infringe copyright or is otherwise unlawful.
- 4.4.3 When Elected Members are posting regarding Council operational matters they are strongly advised to contact the Communications Team prior. This will help ensure that all information going out in regard to operational matters is correct at the time of posting.
- 4.4.4 It is not suggested that Elected Members who post on personal pages should contact the Communications Team, however, if posts relate to operational matters or decisions of Council, it should be clear that the opinions expressed are those of the Elected Member and the comments are not being made on behalf of Council.
- 4.4.5 If Elected Member posts relate to whole of Council decisions, issues or policy, such as those made or discussed in meetings, the protocol should follow the same manner of standard media interaction. That is, the information should first be checked with the Communications Team.
- 4.4.6 To ensure that Council information is provided in a timely manner, newsworthy information regarding Council meeting decisions will be placed on Council's website and social media by noon the following day.

4.5 Media Releases

- 4.5.1 All Council media releases must only be released to the media from the Communications Team or Chief Executive Officer's office. Copies of the media releases issued by Council will be forwarded to the Elected Members by the Communications Team.
- 4.5.2 All media releases will be provided to Elected Members when being released to the media.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

EM01

Name:	Elected Members		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
Approval Date:		Next Review Date:	
Records Number:		Policy Code:	EM01

1 PURPOSE

The City of Palmerston recognises the roles and responsibilities of Elected Members under the *Local Government Act 2008* (NT). This policy expands and clarifies these roles and responsibilities.

2 PRINCIPLES

Policies of the City of Palmerston are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan, Asset Management Plans and other relevant documents.

3 DEFINITIONS

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

Term	Definition
Elected Member	Individuals elected to Council, including Alderman and Mayor

4 POLICY STATEMENT

4.1 Use of the Common Seal of the City of Palmerston

- 4.1.1 The Common Seal will be applied in accordance with section 26(2) *Local Government Act 2008* (NT) "The Act".
- 4.1.2 The Common Seal will be kept in the safe, and shall not be removed from Council's Administration Building without the authority of the CEO.
- 4.1.3 A register shall be maintained by the Office of the CEO detailing the use of the Common Seal, including a description of the document, date the seal was affixed, the date Council resolved to affix the seal, and the name of the person affixing the seal.

4.2 Role of Mayor and Other Elected Members

- 4.2.1 The role of the Mayor of the City of Palmerston shall not conflict with s 35 and s 43 of the Act.
- 4.2.2 The Mayor shall not commit material, resources, and finances or otherwise obligate Council to a course of action or policy decision outside of those powers provided for under legislation or Council policy.
- 4.2.3 The Deputy Mayor shall be appointed for a period of one year, with the appointment being conducted at the first meeting of Council to be held after each general election and again at each 12-month anniversary thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.

4.3 Appointments to Committees and Outside Organisations

- 4.3.1 Appointments to Committees of Council and outside organisations where membership is directly related to their position in Council shall be conducted within 3 months of each general election, and where deemed necessary thereafter. The method of appointment is to be determined by Council, and voting is to be by a show of hands unless otherwise determined by Council.
- 4.3.2 The Office of the CEO shall be responsible for maintaining a register of committee and outside organisation membership.
- 4.3.3 All Council appointments to committees and outside organisations terminate upon the resignation from Council of the appointee.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston *Elected Members Benefits and Support Policy*
- 5.2 City of Palmerston *Code of Conduct for Elected Members*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act 2008 (NT)*
- 6.2 *Local Government (Accounting) Regulations 2008 (NT)*
- 6.3 *Local Government (Administration) Regulations 2008 (NT)*
- 6.4 *Local Government (Electoral) Regulations 2008 (NT)*
- 6.5 Guidelines made by the Minister pursuant to s258 *Local Government Act 2008 (NT)*:
 - Guideline 1: Employees Disqualified from Council Membership
 - Guideline 2: Allowances for Council Members
 - Guideline 3: Appointing a CEO
 - Guideline 4: Investments
 - Guideline 5: Borrowings
 - Guideline 6: Conditionally Rateable Land
 - Guideline 7: Disposal of Property

EM05

Name:	Political Involvement in Council Events		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Policy Code:	EM05

1 PURPOSE

This Policy sets out the manner and protocols in which Northern Territory and Commonwealth politicians are able to participate in Council events.

2 PRINCIPLES

Policies of the City of Palmerston are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan, Asset Management Plans and other relevant documents.

3 DEFINITIONS

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

Term	Definition
Local Politician	<ul style="list-style-type: none"> - Federal Member for Solomon - Members of Northern Territory Legislative Assembly (MLA) where the electoral division is wholly or partly within the City of Palmerston

4 POLICY STATEMENT

4.1 Where the event is wholly or partially funded by the Northern Territory or Commonwealth Government.

- 4.1.1 Local politicians are invited to attend, and when appropriate to the event, seating is provided.
- 4.1.2 The presence of local politicians is recognised at the beginning of the event by the Master of Ceremonies where appropriate.
- 4.1.3 Local politicians are thanked and recognised for the funding they have provided for the event.
- 4.1.4 Where appropriate, the relevant local politician will be invited to make a short speech.
- 4.1.5 Local politicians are invited when appropriate to erect a stall.

4.2 Where the event is not funded by the Northern Territory or Commonwealth Government.

- 4.2.1 Local politicians are invited to attend, and when appropriate to the event, seating is provided.
- 4.2.2 The presence of local politicians is recognised at the beginning of the event by the Master of Ceremonies where appropriate.
- 4.2.3 Where appropriate, the relevant local politician will be invited to make a short speech.
- 4.2.4 Local politicians are not to erect a stall.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

MEE01

Name:	Access to Council and Committee Meetings and Confidential Minutes		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Policy Code:	MEE01

1 PURPOSE

The City of Palmerston is committed to transparent and accountable decision making. As per Section 8 of the Local Government (Administration) Regulations 2008 (NT) “the Regulations”, there are some situations where Council is empowered to classify items as confidential. This policy defines the use of provisions in the Local Government Act 2008 (NT) by which public access to Council and Committee Meetings can be restricted.

2 PRINCIPLES

Policies of the City of Palmerston are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, the Municipal Plan, Asset Management Plans and other relevant documents.

3 DEFINITIONS

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

Term	Definition
“move into confidence”	resolve to exclude members of the public from access to a matter raised in a Council or Committee meeting, as well as to agenda items and reports pertaining to that matter.

4 POLICY STATEMENT

4.1 Public Notice and Access to Meeting Agendas

- 4.1.1 At least three days prior to a Council or Committee meeting (unless it is a Special Meeting), the Chief Executive Officer must give written notice of the meeting to all Council and Committee members setting out the date, time and venue. The notice must be accompanied by the agenda.
- 4.1.2 At least 3 days prior to a Council or Committee meeting, the notice and agenda must be available to the public on Council's website, as well as a public copy provided at the front desk at the Civic Centre on public display.
- 4.1.3 Items on the agenda are to be described accurately and in reasonable detail.
- 4.1.4 Three (3) copies of the agenda documents and non-confidential reports that are to be considered at the meeting will be available to the public at the meeting.

4.2 Public Access to Meetings

- 4.2.1 Council encourages public attendance at Council and Committee meetings, and all Council and Committee meetings will be held at venues accessible to the public.

MEE01

- 4.2.2 Where Council or a Council Committee believes it is necessary in the broader community interest to exclude the public from the discussion and or decision of a particular matter, Council will exclude the public for that agenda item, report or discussion only.
- 4.2.3 Before the public can be excluded in order to receive, discuss and consider a particular matter in confidence, a Council or Committee must in public formally determine if this is necessary and appropriate, and then pass a resolution to move into confidence, thereby excluding the public while dealing with the particular matter. Once resolved, all members of the public (including staff but not including Elected Members), unless exempted by being named in the resolution as entitled to remain, are required to exit the room.
- 4.2.4 Once Council has resolved to move into confidence, it is an offence for a person, who knowing that an order is in force, enters or remains in a room in which such a meeting is being held.
- 4.2.5 Once discussion on that particular matter is concluded, the public are then permitted to re-enter the meeting.
- 4.3 **Grounds for Exclusion**
 - 4.3.1 The grounds for moving into confidence allowed to Council are provided in Section 8 of the Regulations. All resolutions of Council to move into confidence must stipulate grounds for doing so, making specific reference to the subsection of the Regulations upon which the decision is based, and be compliant with the *Information Act 2002 (NT)*. Embarrassment, discomfort, or unwanted media attention towards Elected members as a whole or individually, or towards Council as an organisation, are therefore insufficient grounds for moving into confidence in and of themselves.
 - 4.3.2 All resolutions of Council to move into confidence must stipulate the time period of the confidence. Once the time period of exclusion has expired, the matter will be included in the next Council meeting minutes appropriately identified as *a matter coming out of confidence*.
 - 4.3.3 While a matter is attended to in confidence, Council may resolve to extend or shorten the period of time it remain in confidence, subject to 4.3.1 above.
 - 4.3.4 All resolutions of Council to move into confidence must comply with the *Information Act 2002 (NT)*.
- 4.4 **Register of Excluded Items**
 - 4.4.1 Maintaining in electronic form a register of those instances in Council and Committee meetings where the public has been excluded, the reason for exclusion, and the expiration date of the exclusion.
 - 4.4.2 Ensuring that Council is notified in a timely manner of those items coming out of exclusion.
 - 4.4.3 Reporting in Council's Annual Report the number of instances of confidence has been used in Council or Committee meetings, and the grounds for the resolution, the number of matters to have moved out of confidence, and the number of matters remaining in confidence over the course of the preceding year.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston *Code of Conduct for Elected Members*
- 5.2 City of Palmerston *Records Management Policy*

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act 2008 (NT)*
- 6.2 *Local Government (Administration) Regulations 2008 (NT)*
- 6.3 *Information Act 2002 (NT)*

ITEM NUMBER: 13.1.6 Request to Handover Roads – Northern Territory Government

FROM: Chief Executive Officer

REPORT NUMBER: 8/1369

MEETING DATE: 21 November 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

Summary:

Council's "Development Guidelines" set the standards for infrastructure to be handed to council for care and control as a result of land development. A request has been received from the Northern Territory Government (NTG) for the handover of roads in the Johnston and Zuccoli areas.

RECOMMENDATION

1. THAT Council receives Report Number 8/1369.
2. THAT Council accept the Northern Territory Government's offer for the handover of Government roads in Zuccoli and Johnston subject to the provision of satisfactory engineering certifications and the stormwater camera reports in relation to:-
 - Zuccoli Spine Road (Zuccoli Parade) Stage 1
 - Zuccoli Spine Road (Zuccoli Parade) Stage 2
 - Tarakan Court
 - MacKillop Court
3. THAT Council authorise the Chief Executive Officer and Official Manager to sign and seal all documentation in relation to the handover of Government roads in Zuccoli and Johnston in accordance with Section 26 (2) of the Local Government Act following receipt of the satisfactory engineering certificates and stormwater camera reports in relation to:-
 - Zuccoli Spine Road (Zuccoli Parade) Stage 1
 - Zuccoli Spine Road (Zuccoli Parade) Stage 2
 - Tarakan Court
 - MacKillop Court

General:

The Johnston and Zuccoli areas were subdivided by the NTG through a number of development leases. Headworks roads were constructed by the NTG and remain the NTG's responsibility today.

The NTG have approached the Council with an offer to handover the roads (the Roads), namely Zuccoli Spine Road (Zuccoli Parade) Stage 1, Zuccoli Spine Road (Zuccoli Parade) Stage 2, Tarakan Court, and MacKillop Court. **Attachment 1.**

Council's handover process can be summarised as follows.

1. Inspections of all assets prior to the end of the Defects Liability period for compliance to Council's guideline.
2. Receipt of all outstanding forms, reports, and test results.
3. Receipt of a detailed schedule of assets.
4. Undertake a camera inspection report on all underground stormwater pipes and pits to identify construction defects.
5. Payment for any outstanding works/council costs.

Inspections of the Roads have been undertaken and a list of identified defects have been submitted to the NTG. Typically, a developer, being the NTG in this case, would undertake rectification of the works prior to hand over of the roads. The NTG has instead made an offer to the Council to provide funding so that the Council could undertake the rectification works itself.

The funding offer to the Council is based on estimates provided to the NTG by the Council.

The Minister for Local Government under S185 *Local Government Act* has the authority to transfer roads to a local government by Gazette Notice.

Council officers have not received Engineering Certification certifications or stormwater camera reports for a number of the roads identified in the transfer of roads request.

The Engineering Certificates and stormwater camera reports are required to demonstrate that there are no stormwater and drainage risks associated with accepting the Roads. As such, the provision of these Engineering Certificates will be required to safeguard the Council from assuming an unknown risk. On provision of these certificates and stormwater camera reports, Council must assure itself that they do not indicate stormwater or drainage issues, prior to the hand over of the Roads.

Council has previously identified a number of issues relating to the design of the road including the following:

Zuccoli Parade


At the ordinary Council meeting held on 18 June 2013 Council resolved as follows.

Proposed direct lot access onto Zuccoli Parade for residential properties in Zuccoli Subdivision – EDI/0037

THAT the developer of Zuccoli Subdivision be advised that Council does not support proposed direct residential lot access from primary collector roads with AADT volumes of greater than 3,000 vehicles per day as defined in the Subdivision Guidelines for residential areas.

CARRIED 8/0658–18/06/2013

The full report on this matter is at **Attachment 2** to this report.



To assist with moving this matter along Council has now received an independent engineer's report **Attachment 3**. The engineer identified risks associated with direct property access and discussed with council staff ways to mitigate these risks

It is proposed that each property with a direct driveway access to Zuccoli Parade be given a designated space adjoining their driveway into which they can reverse and to enable them to move out into the traffic stream in a forward gear. At this time the property owners have not been consulted on this proposal. The cost of these works is estimated to be around \$35,000. It is expected that this change along with some geometric changes to solve a merge issue near the stage 1 roundabout could provide a road that satisfies council's safety intent.

Financial Implications:

At present an assessment of the condition of the underground stormwater drainage network has not occurred. Staff are unable to comment on the integrity of the network and any likely future costs. It is recommended that the network be inspected prior to making a commitment to accept the roads.

A summary of the outstanding costs for the subject roads is contained in **Attachment 4**.

As can be seen from the cost summary it is estimated that the outstanding cost of road defects and omissions is approximately \$1M. The Council also charges developers \$300,000 in fees for both the design and construction phases. Much of this has been spent in past years when staff were involved in design development, design checking and defect tracking. These past costs should be considered a reimbursement.

Other cost shortfalls which are primarily infrastructure based could be paid from the infrastructure reserve and be the subject of a 2nd budget review.

Legislation/Policy:

City of Palmerston Development Guidelines

Recommending Officer: Cathryn Hutton, Chief Executive Officer

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

Schedule of Attachments:

Attachment 1: Correspondence received from Andrew Kirkman, Chief Executive, Department of Infrastructure, Planning and Logistics dated 31 October 2017.

Attachment 2: Report Number EDI/019.

Attachment 3: Independent Review completed by i3 Consultants, dated 22 September 2017, ref 20913.

Attachment 4: Total Cost Summary and Conditional Requirements.



Mark Blackburn
Official Manager
City of Palmerston
PO BOX 1
PALMERSTON NT 0831

Chief Executive
Level 5 Energy House
18-20 Cavenagh Street
DARWIN NT 0800

Postal Address
GPO Box 1680
DARWIN NT 0800

T 08 8924 7029
E andrew.kirkman@nt.gov.au

File Ref: LD2017/0001-0013-0002


Dear Mr Blackburn,

Re: Road assets in Johnston and Zuccoli (Palmerston East)

I am writing in reference to the handover of road assets in Johnston and Zuccoli (Palmerston East) to the City of Palmerston (Council). As you are aware, this Department has retained care and control of a number of road assets following the construction of headworks to support the development of Johnston and Zuccoli, including:

- Farrar Boulevard in Johnston (Lambrick Avenue to 100m south of Inverway Circuit);
- Tarakan and McKillop Courts off Farrar Boulevard in Johnston;
- Zuccoli Parade (Lambrick Avenue to Vitex Street); and
- Tuckeroo Boulevard (Zuccoli Parade to Comet Street).

Negotiations have been ongoing regarding the handover of these road assets to Council and it is now understood that Council is agreeable, in principle, to the acceptance of these road assets with recognition of the financial implications in undertaking required maintenance and upgrade works.

To this effect, I wish to offer the Council a grant of \$1 million upon completion of handover of these road assets to allow Council to undertake the required maintenance and upgrade works. This is on the condition that these works are contracted to local contractors to meet the objectives of this Government's economic stimulus commitment.

A copy of the draft Grant Agreement is attached which will require execution and acceptance by Council.

I have asked that Graeme Finch, Senior Director Land Development engage with Council to facilitate execution of the Grant Agreement and to progress the handover of these road assets, Graeme can be contacted on 8924 7361 or on email Graeme.Finch@nt.gov.au.

Yours sincerely,


Andrew Kirkman

Chief Executive

31 October 17

Attachment 1

**THE NORTHERN TERRITORY OF AUSTRALIA
DEPARTMENT OF INFRASTRUCTURE, PLANNING AND LOGISTICS**

**GRANT AGREEMENT
ROAD ASSETS IN JOHNSTON AND ZUCCOLI (PALMERSTON EAST)**

PLEASE READ THE WHOLE OF THE AGREEMENT CAREFULLY.

If the Recipient accepts the terms of the Agreement, the Recipient must:

1. Sign and date the Agreement; and
2. Return the Agreement to:

Department of Infrastructure, Planning and Logistics
Land Development
GPO Box 1680 DARWIN NT 0801

DETAILS OF GRANT:

Provider of Grant	The Northern Territory of Australia represented by the Department of Infrastructure, Planning and Logistics (ABN 84 085 734 992), referred to in the Terms and Conditions as the "Territory" .	
Recipient of Grant	City of Palmerston (CoP) ABN 42 0501 769 00 referred to in the Terms and Conditions as the "Recipient" .	
Approved Amount of Grant	\$1,000,000 (GST exclusive)	\$0 GST
	Total amount \$1,000,000.00 (exclusive of GST) referred to in the Terms and Conditions as the "GRANT" .	
Payment Schedule	One lump sum to be paid on completion of handover of road assets detailed in Schedule A.	
Purpose	To undertake the required maintenance and upgrade works on road assets to be handed over to CoP as per Schedule A, referred to in the Terms and Conditions as the "Works" .	
Reports required	See Clause 3(b)	

The following Terms and Conditions apply to the Grant and must be complied with by the Recipient.

TERMS AND CONDITIONS OF GRANT

1. PAYMENT AND USE OF GRANT

- a. The Territory will pay the Recipient the Grant in accordance with the payment schedule set out in the section titled "Details of Grant".
- b. The Recipient must use the Grant for the Purpose and not for any other purpose.

2. BUY LOCAL REQUIREMENTS FOR WORKS

- a. Interpretation

For the purposes of this 'Buy Local' clause, unless the context otherwise requires:

- I. Competitive Process includes a process whereby the Recipient seeks a minimum of three tenders or quotes from contractors and uses weighted pre-set assessment criteria (which add up to 100%) to assess quotes received in order to obtain best value for money; and
- II. Territory Enterprise means an enterprise operating in the Northern Territory that has a significant permanent presence in the Northern Territory and employs Northern Territory residents.

- b. Buy Local Requirements

- I. The Recipient acknowledges the Territory's:
 - (a) commitment to the development of business and industry in the Northern Territory;
 - (b) support for Territory Enterprises;
 - (c) engage a Territory Enterprise to carry out or provide the Works, or otherwise demonstrate through conducting a Competitive Process that either:
 - (d) there are no Territory Enterprises willing or able to carry out or conduct the Works; or
 - (e) the quotes or tenders received from Territory Enterprises do not provide best value for money for the Recipient;
- (2) ensure that any Competitive Process undertaken:
 - (a) invites Territory Enterprises (and any other enterprises) to submit quotes or tenders;
 - (b) includes an assessment criterion based on local content and local commitment, which has a minimum weighting of 30% applied to it; and

Attachment 1

- (c) includes other assessment criteria with individual weightings that do not exceed 30%; and
- (3) ensure that the Competitive Process is conducted in a fair and transparent manner with due regard to probity.
- II. The Recipient will strongly encourage its successful contractor to engage Territory Enterprises as sub-contractors to carry out sub-contract work associated with the Works.

3. RECORDS, REPORTING AND ACQUITTAL

The Recipient must:

- a. clearly identify the receipt and expenditure of the Grant Amount separately from all other monies, and keep financial and other records relating to this Agreement in accordance with the law, Australian Accounting Standards and any relevant legislation (E.g. *Associations Act* or the *Local Government Act*); and
- b. provide reports as and when requested by the Northern Territory Government on the expenditure of the Grant Amount.

4. BREACH AND TERMINATION

The Territory may by written notice to the Recipient terminate this Agreement if the Recipient:

- a. uses the Grant for a purpose other than the Purpose;
- b. breaches any of these Terms and Conditions and fails to rectify that within 15 days of the receipt of a written notice from the Territory specifying the breach.

5. GOODS AND SERVICES TAX

- a. Terms used in this clause that are defined in the New Tax System (*Goods and Services Tax*) Act 1999 have the meaning given to them in that Act.
- b. The parties acknowledge and agree that any supply under this Agreement is not made in direct connection with the receipt of the Funding and/or the elements of a taxable supply have not been met.
- c. The Funding provided under this Agreement is exclusive of GST. Where there is any change in the status of the Supply or Supplier, which impact on the taxable supply status of the Supply, the Supplier:
 - I. Shall notify the Recipient of the change of status; and
 - II. Shall issue a tax invoice to the Recipient for the GST liability on the supply.

Attachment 1

6. INSURANCE AND INDEMNITY

- a. The Recipient must take out and keep in force appropriate insurance policies for:
 - I. Any assets purchased with the Funding;
 - II. Public liability; and
 - III. Insurance under the *Work Health Act* if required by law.
- b. If the Territory requests that the Recipient provide a copy of any of the Recipient's insurance policies or a copy of a certificate of currency, the Recipient must provide a copy within fourteen (14) days.
- c. The Recipient indemnifies (and keeps indemnified) the Territory, its officers, employees and agents against any:
 - I. loss, damage or other liability incurred by the Territory; and
 - II. loss of expense incurred by the Territory in dealing with any claim against it (including legal costs), that is caused by or arises from:
 - i. an act or omission by the Recipient, or any of the Recipient's employees, agents, volunteers, or subcontractors in connection with this Agreement, where there was a fault on the part of the person whose conduct gave rise to that liability, loss, damage, or expense; and/or
 - ii. a failure by the Recipient to comply with all of the Recipient's obligations under this Agreement.

7. MISCELLANEOUS

- a. This Agreement is governed by and constructed in accordance with the laws of the Northern Territory of Australia.
- b. The Recipient must not transfer to any person any of the Recipient's rights or obligations under this Agreement unless the Recipient has been given written approval to do so from the Territory.
- c. This Agreement constitutes the entire agreement between parties, includes any Schedules and Attachments, and overrules any previous agreement or understanding between the parties in relation to the Project.
- d. This Agreement cannot be amended or added to unless the amendment or addition is in writing and signed by all of the parties.

Attachment 1

SIGNING PAGE

Executed by the parties:

NORTHERN TERRITORY OF AUSTRALIA

SIGNED by ANDREW KIRKMAN (DIPL)
Chief Executive))

for and on behalf of the **NORTHERN
TERRITORY OF Australia** pursuant to a
delegation under the *Contracts Act* in the
presence of:

.....

Signature

Date:.....2017

.....

Name of Witness

.....

Signature of Witness

CITY OF PALMERSTON

SIGNED by MARK SPANGLER (Chief)
Executive, City of Palmerston))

for and on behalf of the City of
Palmerston in the presence of:

.....

Signature

Date:.....2017

.....

Name of Witness

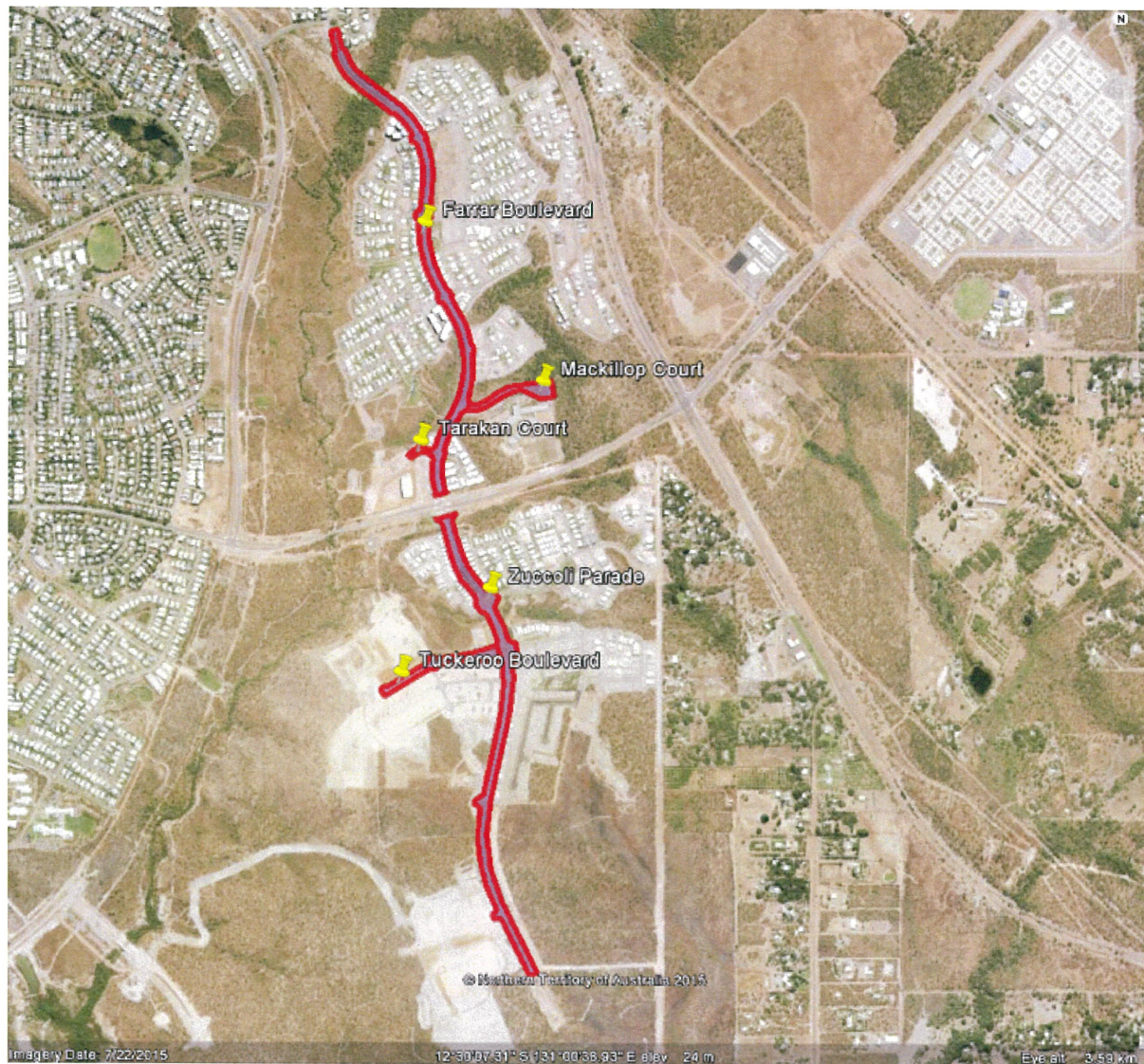
.....

Signature of Witness

Attachment 1

SCHEDULE A: ROAD ASSETS IN JOHNSTON AND ZUCCOLI (PALMERSTON EAST)

- Farrar Boulevard in Johnston (Lambrick Avenue to 100m south of Inverway Circuit);
- Tarakan and McKillop Courts off Farrar Boulevard in Johnston;
- Zuccoli Parade (Lambrick Avenue to Vitex Street); and
- Tuckeroo Boulevard (Zuccoli Parade to Comet Street).



Attachment 2

ITEM NO. 9.8 **Proposed direct lot access onto Zuccoli Parade for residential properties in Zuccoli Subdivision**

FROM: Director of Technical Services

REPORT NUMBER: EDI/019

MEETING DATE: 13 June 2013

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

Summary:

This report considers a proposal by the developer of Zuccoli Subdivision to provide direct lot access for sections of Zuccoli Parade south phase one (1) in Zuccoli subdivision.

Based on contemporary traffic planning it is recommended that direct access not be permitted.

Background:

Council received the road classification study for the Zuccoli subdivision undertaken by GHD consultant for the Department of Infrastructure (DOI) in April 2013. The study forecasted the generated traffic volumes at completion of the subdivision.

The GHD report including the proposed road network diagram is presented at **Attachment A**. The report classifies all the road sections of Zuccoli Parade south of phase one as collector roads. See **Attachment B**. The traffic engineers propose a two-lane two-way cross sections for all collector roads.

GHD report based on the intended function of the roads considers that direct lot access from the collector roads is appropriate. The report also recommends that medians not be provided on two-lane roads.

General:

According to the City of Palmerston Subdivision Guidelines (CPSG) road classification guidelines, daily traffic volume for collector roads is limited to 3,000 vehicles. All Zuccoli Parade collector roads, except the section between the Centre road and East loop road exceed this limit. However, in practice some Council's around Australia have classified the road accommodating up to 6,000 vpd as trunk collector roads (referred to the Frankston City Council's subdivision guidelines) with the provision of a minimum 2.4m centre median.

Attachment 2

Should Council consider this as a benchmark, the collector roads classified by the engineers in the Zuccoli subdivision will fall in the primary collector road category.

The arrangement of centre medians has the following advantages:

- Increase in road safety by separating opposing traffic streams and sheltering turning vehicles
- Pedestrians have the opportunity to stage their crossing
- Enhancement of the amenity
- Opportunity to locate small signs in the centre of the road

Even with the provision of centre medians the direct lot access except for schools, shops and community service areas, is not encouraged from the primary collector roads as stated in the CPSG.

Roads with direct access with volumes around or greater than 3,000 vpd.

- | | |
|-------------------------|------------------------|
| • Gregory Street Parap | Around 3,000 vpd |
| • Trower Road Jingili | Greater than 3,000 vpd |
| • Bagot Road Ludmilla | Greater than 3,000 vpd |
| • East Point Road Parap | Greater than 3,000 vpd |

Roads with volumes greater than 3,000 vpd have the potential to exhibit the following problems

- A perception of high traffic speeds
- Noise complaints
- Difficulty accessing/egressing driveways
- General road safety concerns for vehicles and pedestrians

Conclusion:

Staff have sought advice from LG's within Australia and from other professionals with past experience in direct lot access to collectors but have been unable to justify direct lot access in this instance.

If Council is of a mind to approve direct lot access then the following minimum standards are recommended:

- The primary collector road be designed with a central median preventing right turns into private lots
- The primary collector road has a cross section which includes a parallel parking lane on both sides and suitably sized travel lanes.

To sustain residential amenity verges should be widened and building setbacks enlarged. This strategy permits vehicles to be removed from the carriageway while gates are opened, noise to be attenuated through distance, and amenity reinforced through appropriate landscaping.

Financial Implications:

All development costs are paid by the developer. There would be no immediate financial implications for Council although once handed over to Council it would be Council's responsibility to fund any remedial works required to correct any emerging issue.

Attachment 2

Legislation / Policy:

City of Palmerston Subdivision Guidelines, 2007.

RECOMMENDATION

1. THAT the Committee receives Report Number EDI/019.
2. THAT the developer of Zuccoli Subdivision be advised that Council does not support proposed direct residential lot access from primary collector roads with AADT volumes of greater than 3,000 vpd as defined in the Subdivision Guidelines for residential areas.

Recommending Officer: Mark Spangler, Director of Technical Services

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

Schedule of Attachments:

- | | |
|---------------|---|
| Attachment A: | GHD Zuccoli Stage Development Road Classification Assessment (12 April 2013) |
| Attachment B: | Zuccoli Parade layout plan |
| Attachment C: | Email (dated 30/05/2013 by Ken Hawkins) from Land Development Corporation re Zuccoli Parade medians |



Northern Territory Government

Zuccoli Stage Development Road classification assessment

12 April 2013

This report: has been prepared by GHD for Northern Territory Government and may only be used and relied on by Northern Territory Government for the purpose of determining road classifications in the proposed Zuccoli development.

GHD otherwise disclaims responsibility to any person other than Northern Territory Government arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this Report are based on assumptions made by GHD when undertaking services and preparing the Report ("Assumptions"), including (but not limited to):

- *those specifically detailed in section 1.1 of this Report;*
- *precinct development estimations, as detailed in Table 2 of this Report;*
- *traffic generation rates, as detailed in Table 3 of this Report;*
- *traffic generation splits, as detailed in Table 5 of this Report; and*
- *traffic distributions, as detailed in Table 7, Table 8, Table 14, Table 15 and Table 16 of this Report*

GHD expressly disclaims responsibility for any error in, or omission from, this Report arising from or in connection with any of the Assumptions being incorrect.

GHD has prepared this report on the basis of information provided by Northern Territory Government and others who provided information to GHD (including Government authorities)], which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.

Table of contents

1.	Introduction	1
1.1	Scope of report.....	1
1.2	Background documents.....	1
2.	Site context.....	2
2.1	Development site.....	2
2.2	Arterial road network	2
2.3	Future development	3
3.	Proposed development.....	4
3.1	Land uses	4
3.2	Road network	6
3.3	Connections to arterial road network.....	6
4.	Classification assessment	7
4.1	Traffic generation	7
4.2	Peak hour traffic distribution	9
4.3	Traffic modelling.....	11
4.4	Background through traffic.....	14
4.5	Road cross-section assessment	14
4.6	Road classification assessment.....	17
5.	Concept design discussion.....	20
6.	Conclusions and recommendations	23

Table index

Table 1	Summary of lot yields for Zuccoli	4
Table 2	Estimated precinct development.....	7
Table 3	Traffic generation rates.....	7
Table 4	Vehicle trips per day	8
Table 5	Peak hour traffic generation splits.....	8
Table 6	Peak hour traffic generation – total site.....	9
Table 7	High level trip purpose distribution (AM peak)	9
Table 8	High level trip purpose distribution (PM peak)	9
Table 9	Trip distribution by internal land use and external locations (AM peak).....	10
Table 10	Trip distribution by internal land use and external locations (PM peak).....	10
Table 11	CPSG road classification guidelines	17
Table 12	Comparison of forecast ADT volumes in Zuccoli to CPSG guidelines.....	17
Table 13	Adjusted road classifications.....	19

Table 14	Daily, AM and PM peak trip generation by precinct and land use	26
Table 15	AM peak – assumptions for external trip origins and destinations by trip type and assumed trip purpose	27
Table 16	PM peak – assumptions for external trip origins and destinations by trip type and assumed trip purpose	28
Table 17	AM peak trip matrix	30
Table 18	PM peak trip matrix	30

Figure index

Figure 1	Zuccoli locality map (NT Land Information System).....	2
Figure 2	Layout of lots and road network	5
Figure 3	AM peak forecasts.....	12
Figure 4	PM peak forecasts.....	13
Figure 5	ADT forecasts	16

Appendices

Appendix A Trip generation calculations

Appendix B External trip distribution

Appendix C Trip distribution matrices

Appendix D Model results

Appendix E Cross-section details

1. Introduction

GHD has been engaged by the Department of Infrastructure (DoI) to undertake a road classification study for the Zuccoli subdivision. The outcomes of the study will be used to inform the road design within Zuccoli by providing an understanding of expected future traffic volumes.

1.1 Scope of report

This report assesses the mid-block volumes on the primary roads within the subdivision at ultimate completion of the Zuccoli development.

The methodology employed by GHD in preparing this report included the following tasks:

- Brief overview of the existing and proposed land use development surrounding the subject site;
- Review of the proposed Zuccoli subdivision, including land uses and the proposed road network;
- Determination of the traffic generation and distribution of all precincts of the Zuccoli development in the peak periods;
- Assessment of the mid-block volumes on the four roads in the peak periods;
- Determination of daily mid-block volumes on the four roads; and
- Assessment of daily mid-block volumes relative to the Urban Road Hierarchy defined within the Palmerston *Subdivision Guidelines*.

1.2 Background documents

In preparing this report, reference has been made to the following documents:

- Department of Lands and Planning, Zuccoli Area Plan – Development Discussion Draft Report, April 2013;
- Institute of Transportation Engineers, Trip Generation (Fifth Edition), 1991;
- City of Palmerston, Palmerston Subdivision Guidelines, August 2007;
- Road and Traffic Authority (NSW), Guide to Traffic Generating Developments (Version 2.2), October 2002;
- Urbex, Stage 1 Zuccoli Lot and Dwelling Yield Estimates – April 2013;
- Austroads, Guide to Traffic Management, Part 3 – Traffic Studies and Analysis, 2009;
- Department of Lands and Planning, The Greater Darwin Region Land Use Plan – Towards 2030 Consultation Paper, February 2011; and
- DLPE, Zuccoli lot and dwelling, commerce and community purpose estimates – April 2013.

Stuart Highway

Stuart Highway is located to the north-east of the Zuccoli development, with connection to both Lambrick Avenue and Roystonea Avenue. It has an approximate north to east alignment and provides connection to Darwin CBD and the adjacent areas of employment and activity.

The Weddell connector

It is understood that the Weddell connector will be to the south of the Zuccoli development, taking a general east-west alignment with connection to Roystonea Avenue at its western end. It is further understood that the Weddell connector is proposed to be a four-lane two-way arterial road and will ultimately link into the proposed city of Weddell.

2.3 Future development

It is understood that the area surrounding Zuccoli is a major urban growth area of the Darwin Region with several other subdivision sites being planned or in the early stages of development. The Johnston mixed land-use subdivision is located to the north of Zuccoli, including approximately 800 residential dwellings and school places for approximately 1,000 students. The Mitchell subdivision to the south of Zuccoli is anticipated to be constructed as a small rural residential area at an unspecified development horizon. Further south, in the future will be the City of Weddell.

3. Proposed development

3.1 Land uses

The Zuccoli masterplan supports a mix of land uses within the development, including commercial and community spaces. Provision is also made for higher density multi-storey residential dwellings.

The *Zuccoli Lot and Dwelling Yield Estimates* (April 2013) provided by DLPE and Urbex indicate that a maximum of about 3,020 dwellings could be constructed within Zuccoli, based on development standards in the Northern Territory Planning Scheme. Additional residential dwellings would be provided in the adjacent Radford development to the east.

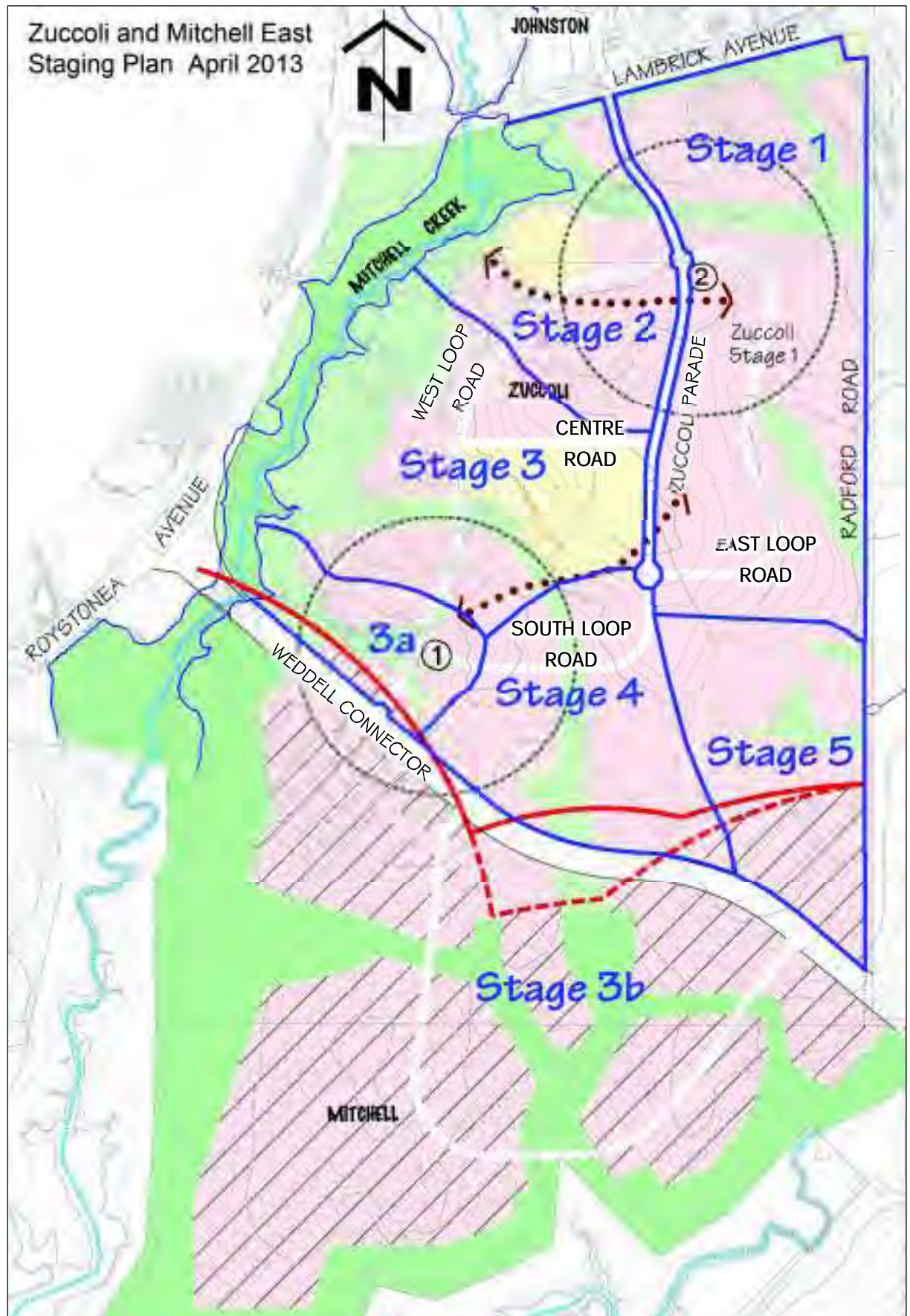
The masterplan makes provision for ten different land uses within Zuccoli as defined by the Northern Territory Planning Scheme, which are distributed within the subdivision. The land uses can be broadly captured as Residential, Retail (including ground floor of special use multi-storey buildings) and Education. The breakdown into these broad categories for the masterplan precincts is listed in Table 1, which also includes the Radford development. The area and location of the precincts are shown in Figure 2 overleaf.

Table 1 Summary of lot yields for Zuccoli

Precinct	Residential dwellings	Retail/special use (x 100 m ²)	Education use (students)
LDC Stage 1	850	20	
Stage 2	380		
Stage 3	442		2 x 500
Stage 3A	374	125	
Stage 3B	264		
Stage 4	410		
Stage 5	303		
Radford 1	44		
Radford 2	100		
Total	3,165	145	1,000

Source: DLPE and Urbex, *Zuccoli Lot and Dwelling Yield Estimates*, April 2013

Figure 2 Layout of lots and road network



Note: the Radford development is situated on the east side of Radford Road.

3.2 Road network

The masterplan indicates the provision of four sub-arterial or collector type roads; the north-south road (known as Zuccoli Parade), the centre road, the east, west and south loop roads and the Weddell connector. As observed in Figure 2, Zuccoli Parade will have a north-south alignment between Lambrick Avenue and the south loop road. The centre road will connect Zuccoli Parade and the north loop road. The Weddell connector provides access between the future city of Weddell and Roystonea Avenue.

3.3 Connections to arterial road network

There are two connections to the external arterial road network proposed as part of the subdivision. Zuccoli Parade will intersect Lambrick Avenue at the north of the development at an intersection with the north-south road of Johnston. The second connection will be between the west loop road and the Weddell connector, providing access south to Weddell.

4. Classification assessment

4.1 Traffic generation

4.1.1 Daily trip generation

The land use development within each of these precincts is based on *Lot and Dwelling Yield Estimates* (April 2013) prepared by DLPE and Urbex and the development standards in the Northern Territory Planning Scheme. The estimated developments are listed in Table 2.

Table 2 Estimated precinct development

Land use	Precinct									Units
	1	2	3	3A	3B	4	5	R1	R2	
Rural residential	10				214		36	44	100	Dwellings
Single dwelling residential	444	149	118		50	286	221			Dwellings
Multiple dwelling residential	396	131	274	107		124	45			Dwellings
Medium density residential		100	50	267						Dwellings
Retail	20			125						100 m ² GFA
Education			1000							Students

Daily traffic generation rates for the proposed subdivisions have been adopted from the RTA *Guide to Traffic Generating Developments* for each of the proposed land uses for residential, retail and community-based land-uses. A generation rate for school based trips has been adopted from the Institute of Transportation Engineers. Applicable rates are listed in Table 3.

Table 3 Traffic generation rates

Land use		Daily vehicle trip rates		Source
Rural Residential	RR	9	trips /dwelling	RTA 3.3.1
Single Dwelling Residential	SD	9	trips /dwelling	RTA 3.3.1
Multiple Dwelling Residential	MD	6.5	trips /dwelling	RTA 3.3.2
Medium Density – 3 Storey Residential	MR	6.5	trips /dwelling	RTA 3.3.2
Retail Centre	CU	10	trips /100m ² GFA	RTA 3.5
Education Use	ED	1.38	trips /enrolment	ITE

Based on the distribution of land uses within Zuccoli as detailed in Table 2, the total daily trip generation at ultimate development of Zuccoli is able to be estimated, as listed in Table 4. A breakdown of the trip generation by development precinct and by land use is included in Appendix A.

Table 4 Vehicle trips per day

Land use	Expected development		Estimated daily trips
Residential	3,165	dwellings	24,754
Education	1,000	students	1,380
Retail	145	100m ² GFA	1,450
Total			27,584

Assumptions made in determining the daily trip generation include:

- Dwelling estimates for each precinct have conservatively been assumed as the maximum density lot yield estimates;
- Due to the complexity of analysis, it was conservatively assumed that there are no internal trips (e.g. between two residential dwellings) within Zuccoli; and
- The education land use in Stage 3 is assumed to accommodate two schools of 500 students each, similar to assumptions used for other subdivisions in City of Palmerston. It is assumed that both schools will be accessed from the centre road and not directly Zuccoli Parade.

4.1.2 Peak hour traffic generation

The RTA *Guide to Traffic Generating Developments* indicates 10 per cent of residential daily trips typically occur during the peak hour. It is assumed that 50 per cent of school based trips occur in the AM peak hour and 30 per cent in the PM peak hour. For retail based trips, it is assumed that 10 per cent occur in the AM peak hour and 15 per cent are in the PM peak hour.

Estimated directional splits for each of the land uses are listed in Table 5.

Table 5 Peak hour traffic generation splits

Land use	AM peak			PM peak		
	Per cent of daily trips in peak	Inbound	Outbound	Per cent of daily trips in peak	Inbound	Outbound
Residential	10%	20%	80%	10%	70%	30%
School	50%	55%	45%	30%	45%	55%
Retail	10%	75%	25%	15%	40%	60%

Table 6 summarises peak hour trips associated with the various land uses at ultimate development of Zuccoli.

Table 6 Peak hour traffic generation – total site

Land use	AM peak			PM peak		
	Inbound	Outbound	Total	Inbound	Outbound	Total
Residential	495	1,980	2,475	1,733	743	2,475
School	380	311	690	186	228	414
Retail	109	36	145	87	131	218
Total	984	2,327	3,310	2,006	1102	3,107

4.2 Peak hour traffic distribution

A high level trip purpose distribution has been adopted for each of the AM peak and PM peak periods to understand the magnitude of trips along the internal road network and at the intersections with the external road network.

This is listed in Table 7 and Table 8 for the AM peak and PM peak, respectively. Complete details of the trip distribution are contained in Appendix B.

Table 7 High level trip purpose distribution (AM peak)

		TO			
		Residential	Education	Retail	External
FROM	Residential	0%	15%	4%	81%
	Education	40%	0%	4%	56%
	Retail	30%	0%	0%	70%
	External	45%	40%	15%	0%

Table 8 High level trip purpose distribution (PM peak)

		TO			
		Residential	Education	Retail	External
FROM	Residential	0%	20%	5%	75%
	Education	40%	0%	5%	55%
	Retail	55%	0%	0%	45%
	External	65%	25%	10%	0%

The trips originating or destined for external locations were further disaggregated by firstly assuming a trip purpose split and then a location split. Details of this analysis are tabulated in Table 9 and Table 10 overleaf.

It is noted that the assumptions of trip distribution are informed by a high level understanding of the existing and proposed land uses surrounding the Zuccoli subdivision.

As a result of this analysis, the estimated peak hour trips generated by each of the land uses are able to be split by origin and destination.

Table 9 Trip distribution by internal land use and external locations (AM peak)

			TO						
			Internal			External			
			Residential	Education	Retail	Palmerston	Howard Springs	Weddell & South	Darwin
FROM	Internal	Residential	-	297	79	829	48	44	683
		Education	124	-	12	110	5	10	49
		Retail	11	-	-	16	0	1	8
	External	Palmerston	237	50	14	-	-	-	-
		Howard Springs	41	8	2	-	-	-	-
		Weddell & South	22	8	2	-	-	-	-
		Darwin	60	16	0	-	-	-	-

Table 10 Trip distribution by internal land use and external locations (PM peak)

			TO						
			Internal			External			
			Residential	Education	Retail/community	Palmerston	Howard Springs	Weddell & South	Darwin
FROM	Internal	Residential	0	149	37	370	36	38	113
		Education	91	0	11	80	10	13	23
		Retail/community	72	0	0	37	2	5	15
	External	Palmerston	943	21	21	0	0	0	0
		Howard Springs	27	2	1	0	0	0	0
		Weddell & South	57	2	1	0	0	0	0
		Darwin	543	13	16	0	0	0	0

The distribution of peak hour trips as listed in Table 9 and Table 10 is able to be further disaggregated to a precinct level to estimate the movement along the four roads. Residential based trips as listed in Table 9 and Table 10 are split amongst the precincts based on the percentage of daily residential trips generated by each precinct. The same approach is adopted for education, retail and community trips.

As a result of this Precinct-level distribution, a trip distribution matrix for Zuccoli for each of the AM and PM peaks can be developed. These are presented in Appendix C.

4.3 Traffic modelling

4.3.1 Overview

The traffic modelling software VISUM has been used to assign the generated trips to the road network. VISUM is a software package that is widely-used to forecast traffic volumes on large road networks. It is capable of employing a traditional four-step modelling process to generate traffic, select travel mode and assign trips to the road network, but in this instance has been used only for the traffic assignment procedure. It is considered superior to assigning trips manually when there is an element of route choice in the network, since it considers the impacts of time and distance for each route through the network and can take account of building congestion and capacity constraint. In addition, it can model intersection delay, which can affect route choice.

4.3.2 Calibration and validation

It is normal practice when building a traffic model to firstly build a 'base model' that is representative of the existing network and traffic conditions. The model is generally calibrated to observed traffic volumes to ensure that it is reproducing existing conditions, and then validated against a set of data that were not used in the calibration process. Typically the validation data are travel times along various routes. There are established criteria that must be met to ensure satisfactory calibration.

However, in the case of Zuccoli, there is no existing road network and hence no existing volumes or traffic conditions against which to calibrate the model. Therefore, a base model has not been built and the model has not been calibrated; only the raw outputs have been used.

4.3.3 Results

The volumes forecast by the traffic model in the heart of Zuccoli are shown in Figure 3 and Figure 4 overleaf. Larger plots of the whole network are shown in Appendix D.

Figure 3 AM peak forecasts

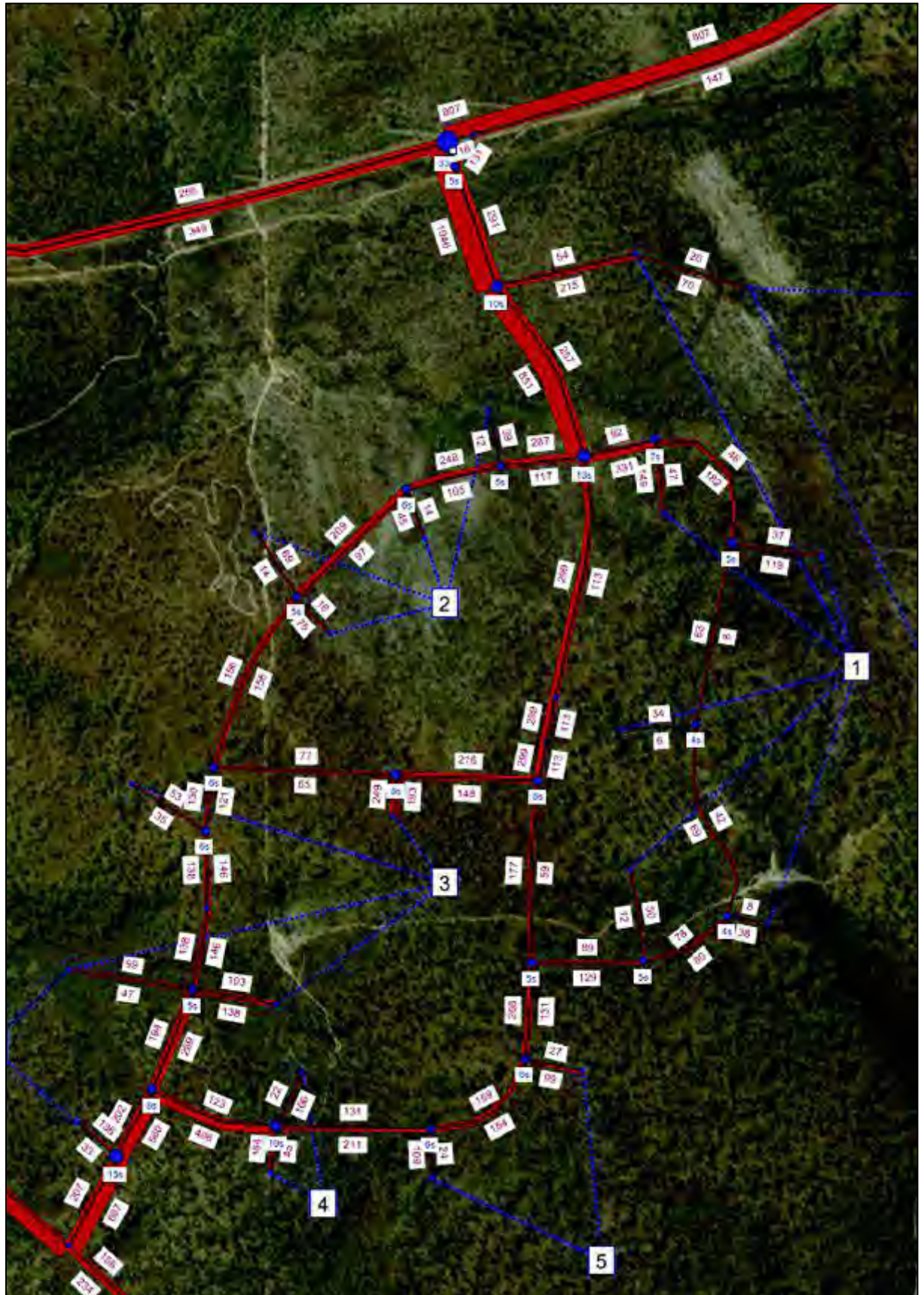
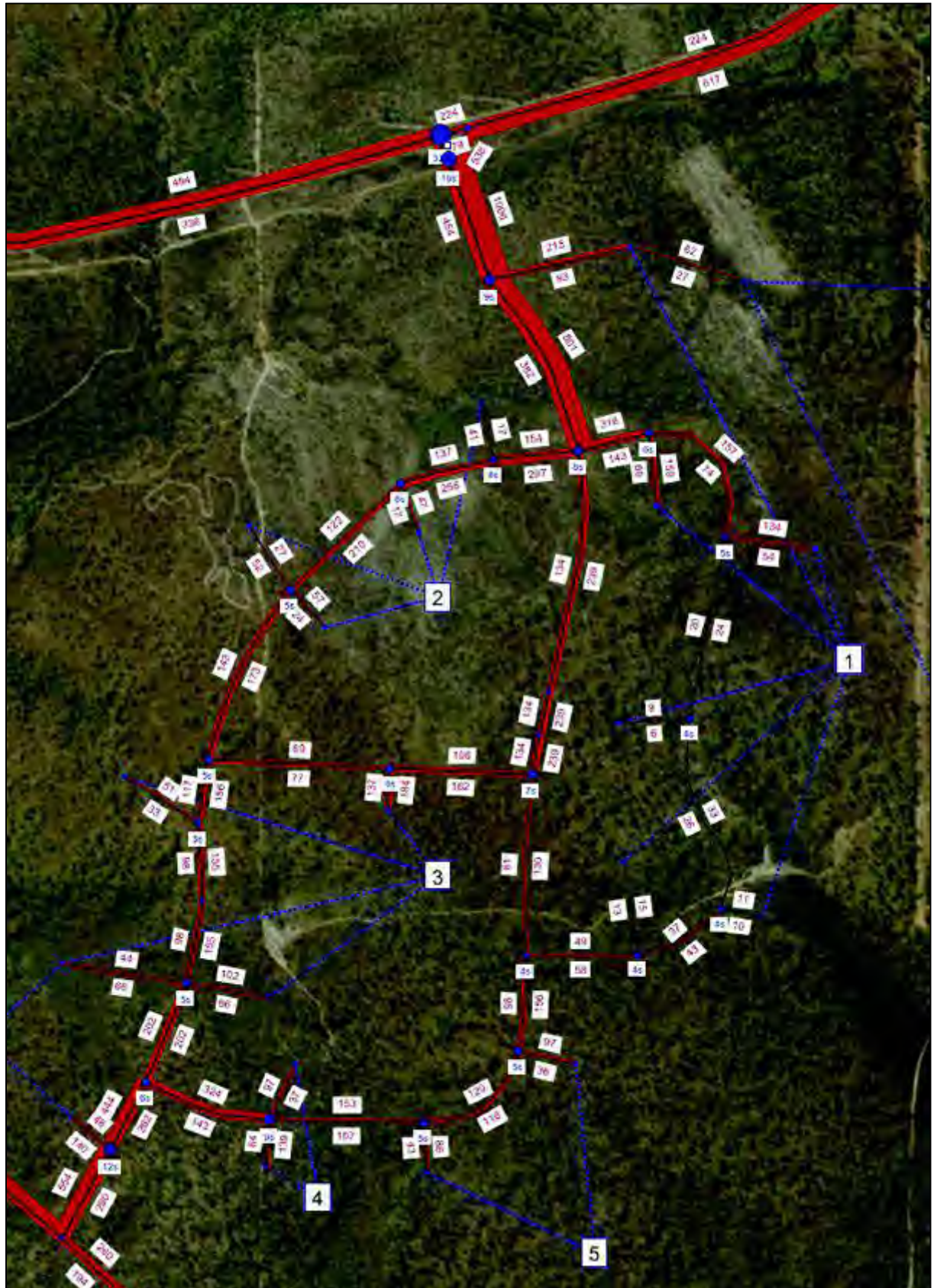


Figure 4 PM peak forecasts



4.3.4 ADT mid-block volumes

The road classifications in the *City of Palmerston Subdivision Guidelines* (CPSG) can be defined in terms of anticipated average daily traffic (ADT). It is difficult to forecast the distribution of trips across a day as perceptible patterns in vehicle movements are less discernible than during peak periods, which typically have a heavy uni-directional bias. Consequently, the forecast peak hour volumes have been used as a basis for determining the ADTs. The traffic distributed within the network for the AM and PM peaks is assumed to be equal to 10% of daily generated traffic volumes. On this basis, and using the maximum estimated two-way peak hour volumes, approximate two-way daily volumes for traffic generated by the subdivision can be determined. These are shown in Figure 5 on page 16.

4.3.5 Summary of observations

Generally, the traffic modelling indicates that the road network will be sufficient to cater for the traffic generated by the development. The exception to this is Roystonea Avenue north of Lambrick Avenue, where one-way volumes are forecast to be more than 900 vehicles per hour in both peak periods. As this section of Roystonea Avenue already exists, the forecast volumes must be added to the existing (escalated) volumes. It is likely that this would require the duplication of Roystonea Avenue before full occupation of Zuccoli.

4.4 Background through traffic

As there is no obvious or simple route north-south through Zuccoli, it is considered unlikely that traffic travelling between external destinations would travel through the development. It is far more likely that traffic would use the Weddell Connector and Roystonea Avenue to bypass Zuccoli. Therefore, an allowance for trips between external destinations has not been made in the traffic model and a separate assessment has not been undertaken.

4.5 Road cross-section assessment

The road types given in CPSG provide an indication of the cross-section of the carriageway. This includes the number of lanes, whether there are parking or bicycle lanes, medians and the width of footpaths. Distributor roads and Collector roads can have two lanes in each direction (but may also have one) while other road types generally have one lane in each direction.

The classification guidelines in CPSG are based on two-way ADT volumes. The number of traffic lanes is normally selected based on one-way peak hour volumes, as this is the critical measure of demand. These volumes are shown in Figure 3 and Figure 4. The traffic modelling indicates that one-way volumes on Zuccoli Parade between Lambrick Avenue and Intersection 2 are greater than 900 vehicles per hour, which is generally considered to be the capacity of a single traffic lane in interrupted flow conditions. This is explained in the Austroads Guide to Traffic Management: Part 3 – Traffic Studies and Analysis. This means that where peak hour volumes are greater than 900 vph, the cross-section should be four lanes.

The resulting recommended cross-sections are:

- Zuccoli Parade between Lambrick Avenue and Intersection 2 – four-lane two-way.
- Zuccoli Parade south of Intersection 2 – two-lane two-way.
- East and west loop roads – two-lane two-way.
- The centre road – two-lane two-way.
- The Weddell connector – two-lane two-way.
- All other non-local roads – two-lane two-way.

Based on the above assumptions and the traffic modelling carried out, the following inferences can be drawn from the analysis:

- Roystonea Avenue north of Lambrick Avenue is expected to be over capacity in the AM and PM peaks, even without the addition of existing (escalated) volumes.
- It appears that Stuart Highway will continue to be an attractive route for north-south trips, with volumes increasing by up to 800 vehicles in both peak periods.
- It appears that the intersection of Lambrick Avenue and Stuart Highway may be close to capacity in both peak periods, with average delays approaching one minute.

The possibility that some roads and intersections will be over capacity once Zuccoli is fully occupied will need to be tested in greater detail in further studies.

4.6 Road classification assessment

Based on the understanding of forecast mid-block ADT and peak period volumes, an assessment can be made against road hierarchy classification guidelines to determine the appropriate cross sections for roads within Zuccoli.

The CPSG provides direction regarding the urban road hierarchy, which is expressed in terms of ADT volumes as listed in Table 11. These are extracted from a table in Section 3.6.3 (Pavement) of CPSG.

Table 11 CPSG road classification guidelines

Road function	Indicative ADT range (vpd)
Distributor	> 3,000
Collector	1,000 to 3,000
Local access	150 to 1,000
Minor	< 150

Applying the above volume thresholds to the roads within Zuccoli, the following classifications have been determined:

Table 12 Comparison of forecast ADT volumes in Zuccoli to CPSG guidelines

Location			Forecast ADT (two-way)	CPSG road classification
On...	between...	and...		
Zuccoli Parade	Lambrick Avenue	Intersection 1	14,000	Distributor
Zuccoli Parade	Intersection 1	Intersection 2	11,500	Distributor
Zuccoli Parade	Intersection 2	Centre road	4,000	Distributor
Zuccoli Parade	Centre road	East loop road	2,200	Collector
South loop road	West loop road	East loop road	4,900	Distributor
Centre road	West loop road	Zuccoli Parade	3,200	Distributor
West loop road	Centre road	Zuccoli Parade	3,700	Distributor
West loop road	Weddell connector	South loop road	8,600	Distributor

The comparison indicates that all key roads should be classified as Distributor roads, as defined by CPSG. Only the southern section of Zuccoli Parade (south of the centre road) should be classified as a Collector road.

However, traffic volumes are not the only way of deciding a road's classification. CPSG also defines classifications based on their functions. The definitions given in CPSG are:

Distributor roads

Distributor (sub arterial) roads act as feeder or connecting roads, linking the residential areas with the arterial road system. They are typically dual lane and have a speed limit of 60 – 80 km/h.

A typical distributor road will break up residential areas into catchments of 1,800 lots or less, provide access to an arterial road and discourage the through movement of traffic from areas external to that suburb. Typically distributor roads run external to the suburb, forming part of the suburb boundary and do not provide direct frontage to the residential lots. However they can provide access to larger developments such as schools, public facilities and shopping centres.

Collector roads

Collector roads' primary purpose is to connect the residential cells of a suburb to the traffic carrying distributor roads. The roads generally have a number of access roads branching from them and can provide direct access to residential lots. Collector roads will typically be single lane with a speed limit of 50 - 60 km/h. They can be broken into two types: primary collector roads and secondary collector roads.

- a. Secondary collectors typically cater for catchments of up to 250 residences and provide access to one or more local access roads. Generally, secondary collector roads servicing more than 125 residences should have more than one access outlet. Typically, no schools, shops or bus routes are allowed on secondary collectors.*
- b. Primary collectors have the same definition and criteria as a secondary collector but have a stronger connectivity between suburbs and the distributor road system. Schools and shops may access the road and the cross section is wide enough to accommodate a bus route. Direct residential lot frontage access is not encouraged on primary collector roads.*

Based on the above descriptions, it is apparent that:

- Zuccoli Parade is not external to the suburb, but runs through the heart of the development;
- Zuccoli Parade has a two-lane cross-section south of Intersection 2;
- All other roads only require a two-lane cross-section;
- Zuccoli Parade provides access to a number of local streets;
- Schools and shops will be located on Zuccoli Parade. While it is not clear at this stage whether access will be provided directly from Zuccoli Parade, the activity they will generate is not consistent with an arterial road function. It is recommended that access be provided from side streets and not directly from Zuccoli Parade.
- The loop road and centre road provide access to local streets; and
- None of the roads south of the loop road (Intersection 2) have volumes greater than about 500 vph in either peak period.

Based on the above it is considered that the classification of the roads based solely on volume does not accurately reflect their intended functions. Therefore, the road classifications have been adjusted as shown in Table 13 overleaf.

Table 13 Adjusted road classifications

Location			Forecast ADT (two-way)	CPSG road classification
On...	between...	and...		
Zuccoli Parade	Lambrick Avenue	Intersection 1	14,000	Distributor
Zuccoli Parade	Intersection 1	Intersection 2	11,500	Distributor
Zuccoli Parade	Intersection 2	Centre road	4,000	Collector
Zuccoli Parade	Centre road	East loop road	2,200	Collector
South loop road	West loop road	East loop road	4,900	Collector
Centre road	West loop road	Zuccoli Parade	3,200	Collector
West loop road	Centre road	Zuccoli Parade	3,700	Collector
West loop road	Weddell connector	South loop road	8,600	Distributor

5. Concept design discussion

Several concepts for typical cross-sections have been prepared by others. GHD has been asked to comment on the suitability of these designs with respect to forecast traffic volumes and their intended function within the development. The concepts on which these comments are based are included in Appendix E.

Driveway access

According to Austroads Guide to Traffic Management: Part 3 – Traffic Studies and Analysis, the capacity of a traffic lane in interrupted flow conditions with on-street parking and regular driveway access is approximately 600 vph.

As most of the roads are classified as collectors, and as the one-way flows on these roads are less than 600 vph, it is considered that direct lot access would be appropriate except for in the following locations:

- On Zuccoli Parade north of Intersection 2
- On Zuccoli Parade outside the schools
- The west loop road between the Weddell connector and the south loop road

Cross-section considerations

Three concepts have been developed as follows:

1. Undivided with parking and traffic lanes.
2. Divided with one parking and traffic lane on each carriageway and a narrow median.
3. Divided with one wide traffic lane on each carriageway and a narrow median.

CPSG provides typical cross-sections for new subdivisions. The cross-section for a primary collector is undivided with parking and traffic lanes in each direction (consistent with the first concept above) and is shown in Appendix E. This is consistent with other jurisdictions in Australia; for example: the Growth Areas Authority in Victoria.

The medians shown in these concepts are 2.5 m wide, which is considered to be too narrow. These medians could not accommodate a turning lane and would be difficult to maintain, as they are not wide enough to allow workers to work safely.

It is considered that a 6.0 m median is the narrowest that should be provided. This would allow for the following:

- 3.5 m turning lanes at intersections with a residual 2.5 m to shelter vehicles waiting to turn right.
- Sufficient width to allow workers to work safely in the median.
- Sufficient width to allow some planting in the median without encroaching too much into the clear zones.

Most of the roads in Zuccoli only require a two-lane cross-section based on their forecast traffic volumes. Medians are usually not provided on two-lane two-way roads, as they prevent passing in the event of a breakdown. However, this is not such a concern where the carriageways are at least 5 m wide, as this provides enough room for two vehicles to pass, except where the extra width is provided by a bicycle lane or parking lane. In these situations, a decision should be made based on how well used the lanes are likely to be and the likelihood that occupants of those lanes will prevent vehicles passing a broken down vehicle.

However, medians have the following primary advantages:

- They increase road safety by separating opposing traffic streams and sheltering turning vehicles.
- They allow pedestrians to stage their crossing.
- They provide the opportunity to locate small signs in the centre of the road, which can increase their conspicuousness.
- They provide the opportunity for low-level landscaping, which can enhance the amenity of an area.
- Depending on their width, medians also allow turning lanes to be developed at intersections without the need to narrow the through lanes. Medians do, however, prevent right turns in and out of side streets and driveways unless median openings are provided, in which case they should be wide enough to shelter a vehicle.

Although not consistent with CPSG, it would be acceptable to provide medians on collector roads provided that the following conditions are met:

- The clear available carriageways are at least 5.0 m wide.
- Medians are wide enough to accommodate a turning lane at intersections. A width of 6.0 m is recommended.
- Median openings or U-turn opportunities are provided approximately every 400 m, with roads that provide access to service functions (such as schools and shops) setting the level of provision.
- Right turn or U-turn lanes (as necessary) are provided in the median at all openings.
- Adequate forward visibility to all openings should be provided.
- Sufficient width is provided to allow service and emergency vehicles to U-turn. This may require the prohibition of parking on the approaches to median openings.

Specific issues

Dol would like comment on the following specific issues:

- **Are the cross-sections suitable for the forecast traffic volumes with direct driveway access?**

In interrupted flow conditions, a traffic lane can be expected to carry about 900 vehicles per hour. This generally reduces to about 600 vph where there is on-street parking and driveway access. Other than the section of Zuccoli Parade north of Intersection 2 and the southern section of the west loop road, none of the roads carries more than 600 vph. Therefore, the proposed cross-sections are suitable for the forecast traffic volumes, even with driveway access.

- **Other than aesthetic reasons, are there any advantages to providing medians? Do they increase capacity by preventing right turn access to driveways?**

Medians increase road safety by separating opposing traffic streams, generally leading to fewer head-on, right-through and rear-end crashes.

Medians do increase capacity by preventing right turns into driveways, but it is not possible to state how significant this increase would be, as the number and concentration of driveways has not yet been decided. Consequently, the number of right turns cannot be determined. However, the forecast volumes are below the 600 vph threshold, so the

impact of right turns is likely to be minimal. Therefore, the increase in capacity produced by a median is likely to be small.

- **Is a wider carriageway (to allow for broken down vehicles) required by the forecast traffic volumes? Or is a 3.5 m traffic lane plus a parking lane sufficient?**

A 5.0 m traffic lane would not be expected to carry more traffic than a 3.5 m lane, so the extra width is not required by the volumes. The additional width is required in the event that a vehicle breaks down and blocks the traffic lane. Additional width would be required to allow vehicles to pass a broken down vehicle. Where the extra width is provided in the form of a parking lane, there is the chance that the lane will be blocked by a parked vehicle which would therefore block the entire road.

If a median were provided it may be necessary to prohibit parking at regular intervals to provide some opportunity for vehicles to pass a broken down vehicle.

- **Is a median optional in the circumstances?**

Medians are generally only essential on high speed multi-lane roads where they shelter turning vehicles and reduce the significant risk of head-on collisions. Notwithstanding the advantages medians have on collector-type roads, in the context of Zuccoli, it is considered that all collector roads could operate satisfactorily without medians. The decision over whether to provide a median is therefore largely one of aesthetics and amenity.

Summary of review

Given the issues of vehicles breaking down and of safely maintaining narrow medians, it is recommended that medians not be provided on two-lane two-way collector roads.

6. Conclusions and recommendations

This study has considered the anticipated distribution of generated traffic volumes at ultimate completion of the Zuccoli subdivision to inform the design of key roads within the development. Trip numbers have been built up from an understanding of lot yields, their distribution and corresponding trip rates. The distribution of trips between precincts and external destinations has been estimated by breaking the trips down by purpose and by proportion occurring in each peak period. This process produced a trip matrix for each peak period, which has been assigned to the road network using VISUM traffic modelling software. The resulting forecast traffic volumes have been used to select an appropriate cross-section for each of the key roads within the subdivision, based on City of Palmerston Subdivision Guidelines.

Key findings of the assessment are:

- Based on the lot yield estimates for the proposed developable areas and the land uses proposed for the subdivision, it is estimated that a total of approximately 28,500 trips will be generated per day.
- It is estimated that approximately 10% of daily trips are expected to occur in each of the AM and PM peak periods.
- The busiest section of Zuccoli Parade is expected to be that between Intersection 2 and Lambrick Avenue in both peak periods. The dominant movements are north- and southbound in the AM and PM peaks respectively.
- Excluding LDC Stage 1, Zuccoli Stage 3 is expected to generate the largest number of trips of all precincts. It is expected that these trips would be distributed between the centre road and the west loop road.
- The anticipated ADT volumes include up to 20% of trips being internal to Zuccoli, which is consistent with assumptions for the generated traffic.
- The modelling indicates that, in general, the road network will be able to cope with the additional traffic, with the following exceptions, which will need to be tested in further studies:
 - It is likely that the intersection of Lambrick Avenue and Stuart Highway will need to be upgraded. It is understood that the upgrade of this intersection is currently underway and therefore the ultimate layout should be tested in a further study.
 - The intersection of Lambrick Avenue and Zuccoli Parade may need to be upgraded as the development continues and traffic volumes increase.
 - It is likely that Lambrick Avenue and Roystonea Avenue (north of Lambrick Avenue) will ultimately need to be duplicated as the development nears full occupation.
- Based on CPSG and an assessment of the function of the roads, the following road classifications are recommended:
 - Zuccoli Parade north of Intersection 2 – Distributor.
 - Zuccoli Parade south of Intersection 2 – Collector.
 - West loop road between the Weddell connector and the south loop road – Distributor.
 - All other non-local roads – Collector.
- Also based on CPSG and the Austroads Guide to Traffic Management, the following cross-sections are recommended:
 - Zuccoli Parade north of Intersection 2 – four-lane two-way.

- Zuccoli Parade south of Intersection 2 – two-lane two-way.
 - West loop road between the Weddell connector and the south loop road – two-lane two-way.
 - All other non-local roads – two-lane two-way.
- Based on the intended function of the roads, direct lot access is considered to be appropriate except for the sections of Zuccoli Parade north of Intersection 2, the section of the west loop road between the Weddell connector and the south loop road, and outside the proposed schools.
- It is recommended that medians not be provided on two-lane roads due to the issues associated with broken down vehicles and road worker safety.

Appendices

Appendix A Trip generation calculations

Daily, AM and PM peak trips generation by precinct and land use

Table 14 Daily, AM and PM peak trip generation by precinct and land use

	1	2	3	3A	3B	4	5	R1	R2	TOTAL
DAILY TRIPS										
Residential	6660	2840	3165	2430	2376	3376	2611	396	900	24,754
Education			1380							1,380
Retail	200			1250						1,450
TOTAL	6860	2840	4545	3680	2376	3376	2611	396	900	27,584
AM PEAK TRIPS										
Residential	666	284	317	243	238	338	261	40	90	2,475
Education			690							690
Retail	20			125						145
Inbound										
Residential	133	57	63	49	48	68	52	8	18	495
Education			380							380
Retail	15			94						109
Outbound										
Residential	533	227	253	194	190	270	209	32	72	1,980
Education			311							311
Retail	5			31						36
PM PEAK TRIPS										
Residential	666	284	317	243	238	338	261	40	90	2,475
Education			414							414
Retail	30			188						218
Inbound										
Residential	466	199	222	170	166	236	183	28	63	1,733
Education			186							186
Retail	12			75						87
Outbound										
Residential	200	85	95	73	71	101	78	12	27	743
Education			228							228
Retail	18			113						131

Appendix B External trip distribution

AM and PM peaks – assumptions for external trip origins and destinations by trip type and assumed trip purpose

Table 15 AM peak – assumptions for external trip origins and destinations by trip type and assumed trip purpose

RESIDENTIAL TO EXTERNAL

	Assumed Destination Percentage Splits				
	To	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	80%	48%	0%	2%	50%
Education	10%	70%	20%	5%	5%
Retail	5%	80%	0%	3%	17%
Other	5%	45%	20%	10%	25%
TOTAL		52%	3%	3%	43%

EDUCATION TO EXTERNAL

	Assumed Destination Percentage Splits				
	To	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	70%	60%	0%	5%	35%
Education	10%	70%	20%	5%	5%
Retail	10%	80%	0%	10%	10%
Other	10%	60%	10%	10%	20%
TOTAL		63%	3%	6%	28%

RETAIL TO EXTERNAL

	Assumed Destination Percentage Splits				
	To	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	80%	60%	0%	5%	35%
Education	10%	85%	5%	5%	5%
Retail	0%	0%	0%	0%	0%
Other	10%	60%	5%	10%	25%
TOTAL		63%	1%	6%	31%

EXTERNAL TO RESIDENTIAL

	Assumed Origin Percentage Splits				
	From	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	10%	48%	0%	2%	50%
Education	50%	70%	20%	5%	5%
Retail	10%	80%	0%	3%	17%
Other	30%	60%	5%	10%	25%
TOTAL		66%	12%	6%	17%

EXTERNAL TO EDUCATION

	Assumed Origin Percentage Splits				
	From	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	0%	0%	0%	0%	0%
Education	0%	0%	0%	0%	0%
Retail	5%	80%	0%	10%	10%
Other	95%	60%	10%	10%	20%
TOTAL		61%	10%	10%	20%

Continued overleaf...

EXTERNAL TO RETAIL

	Assumed Origin Percentage Splits				
	From	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	10%	75%	5%	15%	5%
Education	10%	85%	5%	5%	5%
Retail	0%	0%	0%	0%	0%
Other	80%	80%	10%	10%	0%
	TOTAL	80%	9%	10%	1%

Table 16 PM peak – assumptions for external trip origins and destinations by trip type and assumed trip purpose

RESIDENTIAL TO EXTERNAL

	Assumed Destination Percentage Splits				
	To	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	20%	60%	0%	5%	35%
Education	30%	75%	15%	5%	5%
Retail	10%	80%	0%	3%	17%
Other	40%	60%	5%	10%	25%
	TOTAL	67%	7%	7%	20%

EDUCATION TO EXTERNAL

	Assumed Destination Percentage Splits				
	To	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	0%	60%	0%	5%	35%
Education	0%	0%	0%	0%	0%
Retail	20%	80%	0%	10%	10%
Other	80%	60%	10%	10%	20%
	TOTAL	64%	8%	10%	18%

RETAIL TO EXTERNAL

	Assumed Destination Percentage Splits				
	To	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	20%	60%	0%	5%	35%
Education	10%	85%	5%	5%	5%
Retail	0%	0%	0%	0%	0%
Other	70%	60%	5%	10%	25%
	TOTAL	63%	4%	9%	25%

EXTERNAL TO RESIDENTIAL

	Assumed Origin Percentage Splits				
	From	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	60%	48%	0%	2%	50%
Education	25%	85%	5%	5%	5%
Retail	5%	80%	0%	3%	17%
Other	10%	60%	5%	10%	25%
	TOTAL	60%	2%	4%	35%

Continued overleaf...

EXTERNAL TO EDUCATION

	Assumed Origin Percentage Splits				
	From	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	50%	48%	0%	2%	50%
Education	0%	0%	0%	0%	0%
Retail	10%	80%	0%	10%	10%
Other	40%	60%	10%	10%	20%
	TOTAL	56%	4%	6%	34%

EXTERNAL TO RETAIL

	Assumed Origin Percentage Splits				
	From	Palmerston	H. Springs	Weddell & Sth	Darwin
Employment	80%	48%	0%	2%	50%
Education	10%	85%	5%	5%	5%
Retail	0%	0%	0%	0%	0%
Other	10%	80%	10%	10%	0%
	TOTAL	55%	2%	3%	41%

Appendix C Trip distribution matrices

Table 17 AM peak trip matrix

FROM/TO	Palmerston	H. Springs	Weddell & Sth	Darwin	1	2	3	3A	3B	4	5	R1	R2
Palmerston					66	27	81	35	23	32	25	4	9
H. Springs					11	5	13	5	4	6	4	1	2
Weddell & Sth					6	2	11	4	2	3	2		1
Darwin					16	7	24	6	6	8	6	1	2
1	225	13	12	185	3		80	19					
2	95	6	5	78	1		34	8					
3	215	11	16	136	37	14	54	32	12	17	13	2	5
3A	95	5	6	74	4	1	30	8	1	1	1		
3B	80	5	4	66	1		29	7					
4	113	7	6	93	1		41	9					
5	87	5	5	72	1		31	7					
R1	13	1	1	11			5	1					
R2	30	2	2	25			11	2					

Table 18 PM peak trip matrix

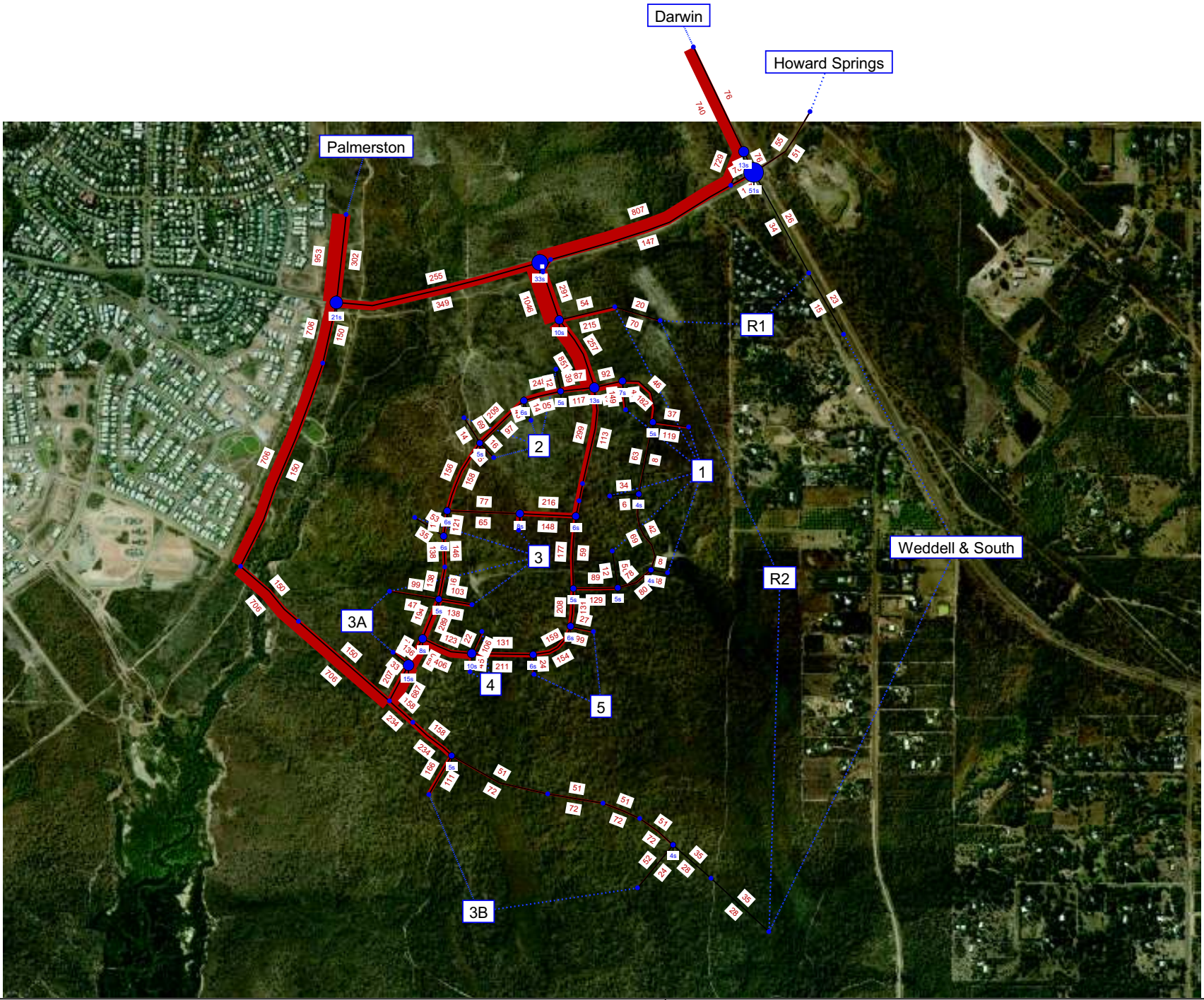
FROM/TO	Palmerston	H. Springs	Weddell & Sth	Darwin	1	2	3	3A	3B	4	5	R1	R2
Palmerston					257	108	142	111	90	129	99	15	34
H. Springs					7	3	5	3	3	4	3		1
Weddell & Sth					15	6	9	7	5	8	6	1	2
Darwin					148	62	82	67	52	74	57	9	20
1	105	10	11	32	4	1	41	10	1	1	1		
2	42	4	4	13	1		17	4					
3	128	15	17	37	27	10	31	23	9	12	10	1	3
3A	68	6	8	24	17	7	22	9	6	8	7	1	2
3B	36	3	4	11			14	3					
4	51	5	5	15	1		20	4					
5	39	4	4	12	1		16	3					
R1	6	1	1	2			2	1					
R2	13	1	1	4			5	1					

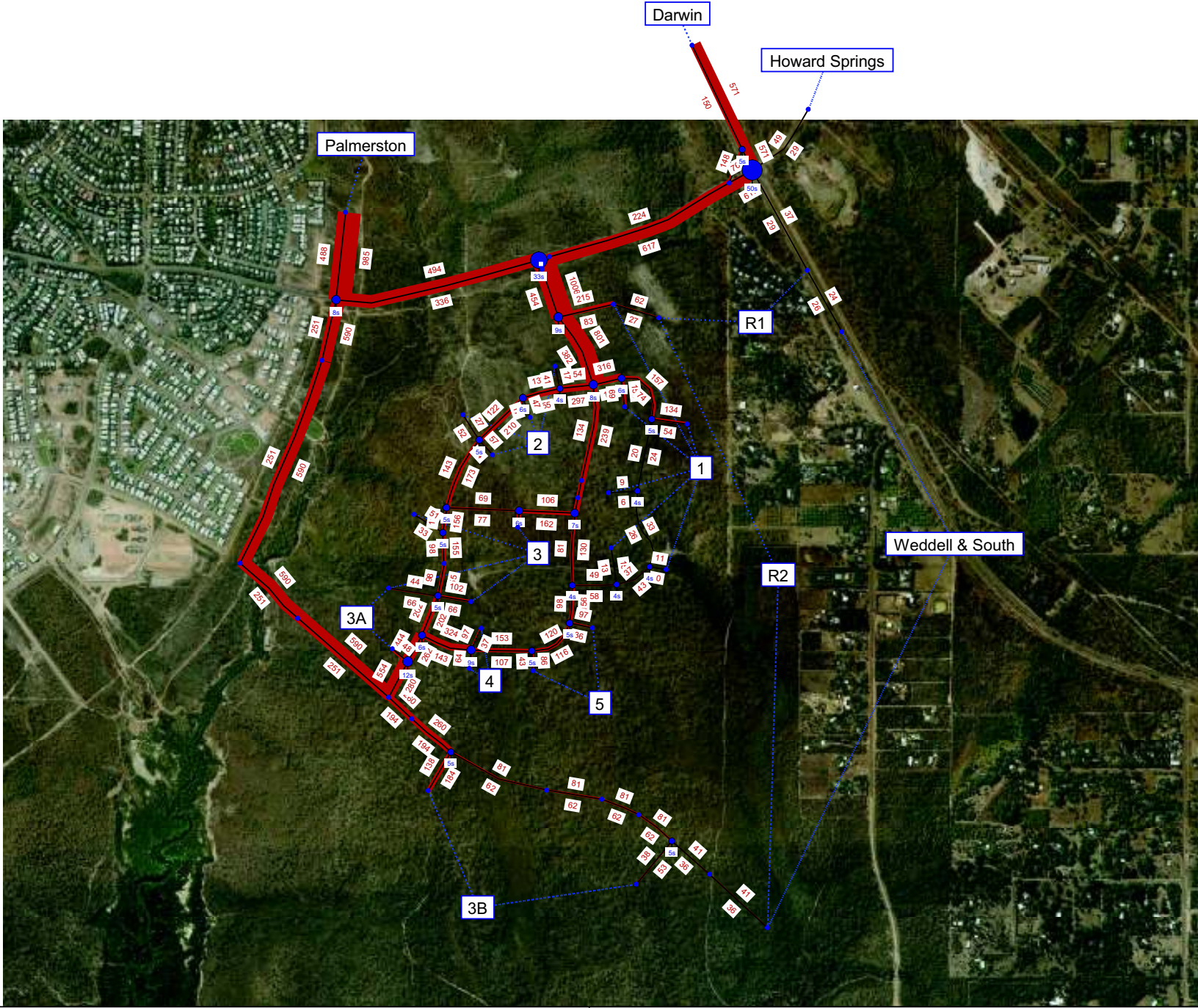
Appendix D Model results

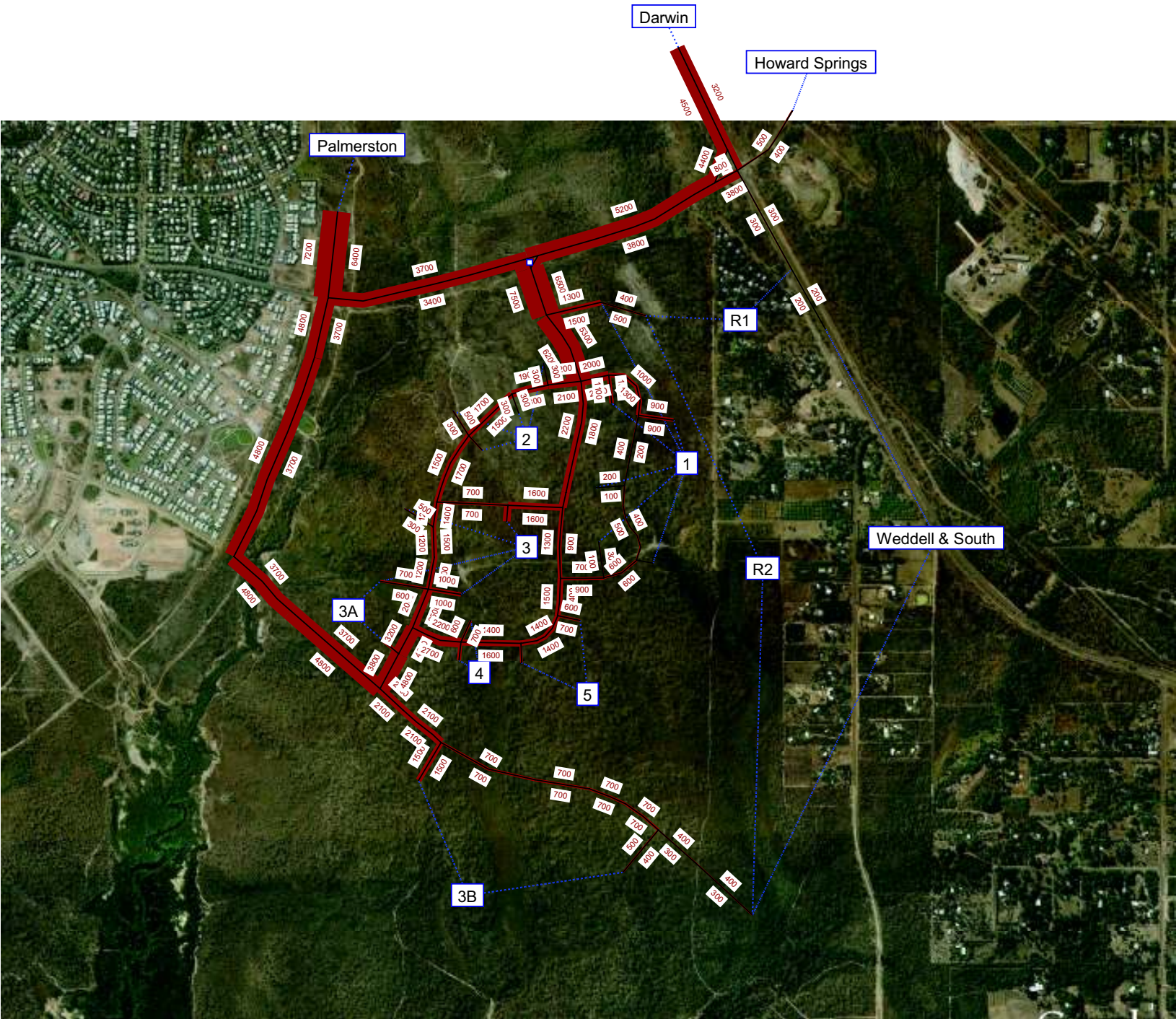
AM peak forecasts – volumes and key intersection delay

PM peak forecasts – volumes and key intersection delay

ADT forecasts – volumes







Appendix E Cross-section details

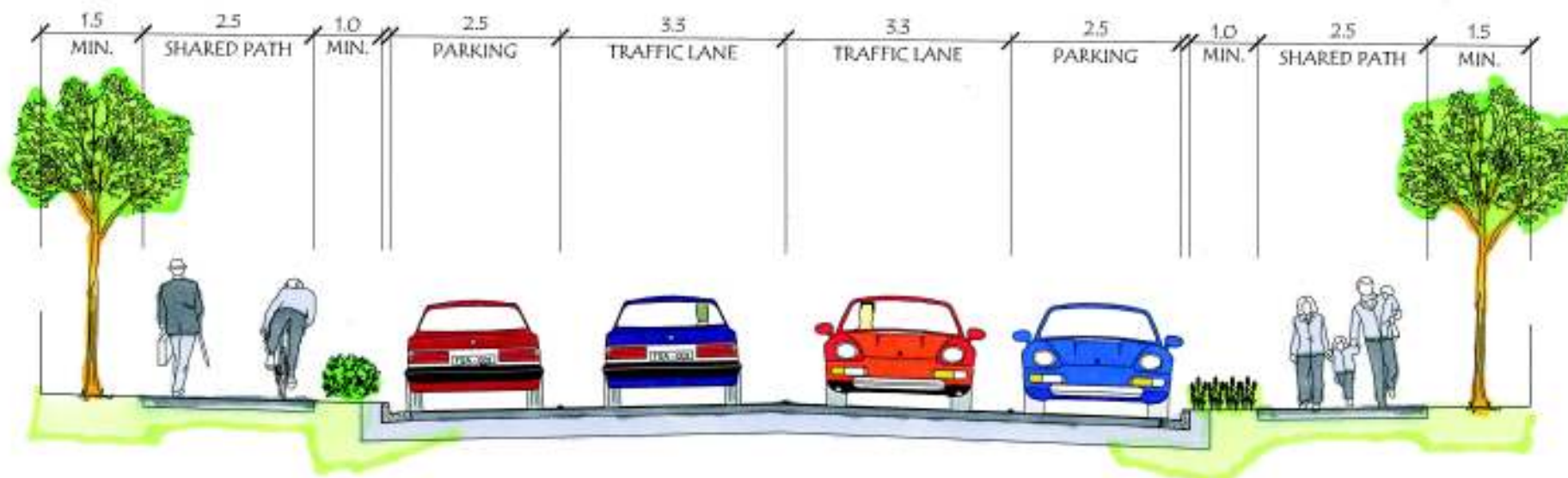
CPSG typical cross-section for primary collector

Cross-section concepts developed by others

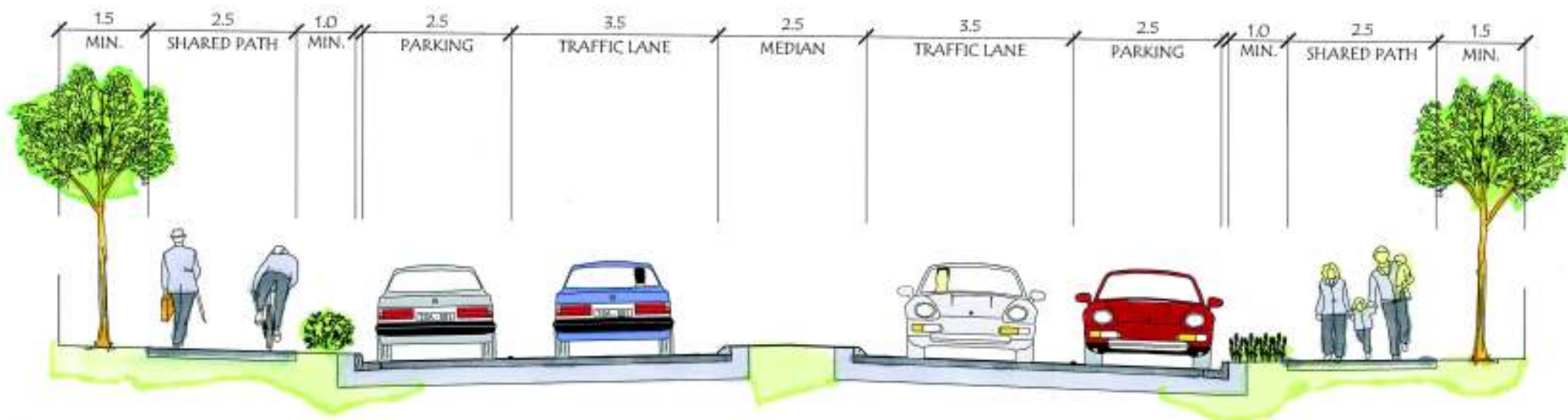


KBBR

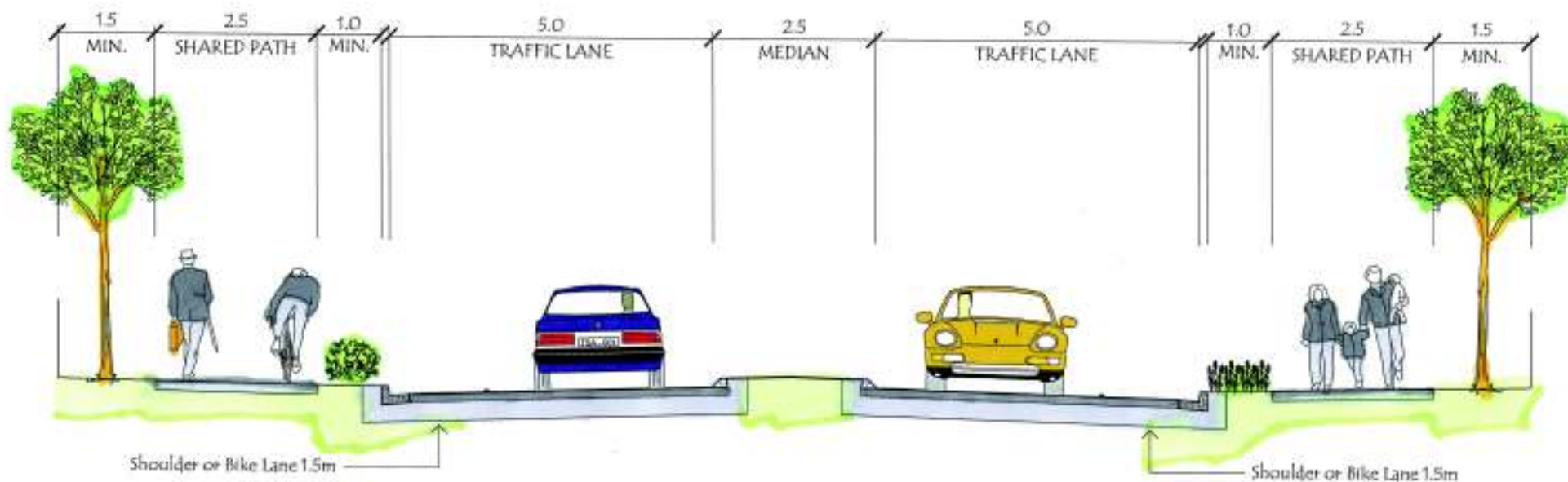
DEV703-C-DWG-005



ZUCCOLI PARADE
Desirable Cross Section - South of Stage 3A/4 Boundary



ZUCCOLI PARADE
Desirable Cross Section - South of Intersection 2



ZUCCOLI PARADE
 Desirable Cross Section – South of Intersection 2
 (No on Street Parking) In Vicinity of Retail Centre

GHD

180 Lonsdale Street
Melbourne, Victoria 3000



T: (03) 8687 8000 F: (03) 8687 8111 E: melmail@ghd.com.au

© GHD 2012

This document is and shall remain the property of GHD. The document may only be used for the purpose for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

G:\43\21789\WP\214204.docx

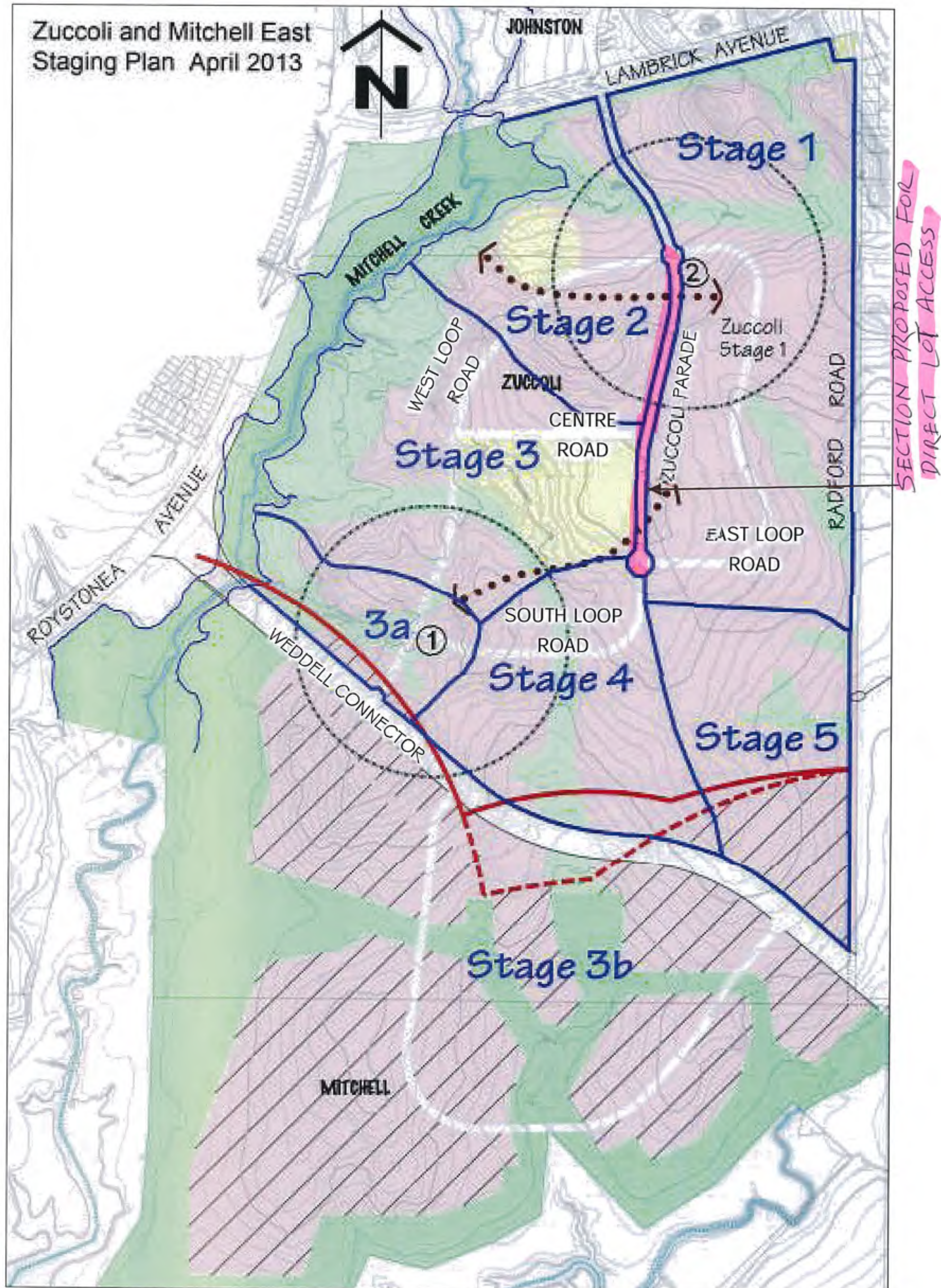
Document Status

Rev No.	Author	Reviewer		Approved for Issue		
		Name	Signature	Name	Signature	Date
A	C. Hall	L. Ortiz		B. Jones		03/09/12
B	C. Hall	L. Ortiz		B. Jones		26/10/12
C	C. Hall	L. Ortiz		B. Jones		05/04/13
D	C. Hall	L. Ortiz		B. Jones		10/04/13
E	C. Hall	L. Ortiz		B. Jones		12/04/13

www.ghd.com



Figure 2 Layout of lots and road network



Note: the Radford development is situated on the east side of Radford Road.

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] | [REDACTED] | [REDACTED]
[REDACTED] | [REDACTED]
[REDACTED] | [REDACTED] | [REDACTED]
[REDACTED]

[REDACTED]

[REDACTED] [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]

From: Ken Hawkins [<mailto:Ken.Hawkins@nt.gov.au>]
Sent: Thursday, 30 May 2013 10:24 AM
To: Mark Spangler
Cc: Ian Abbott; William Kirkby-Jones; John Coleman; Leah Croke; Paul Schneider
Subject: Zuccoli Parade medians.

Dear Mark,

Further to our meeting with you and your City of Palmerston colleagues Monday last, in which you noted your preference for a median strip to the next portion of Zuccoli Parade (formerly the spine road); in the event that front-loading to residential lots is approved at the next Council Economic Development and Infrastructure Committee Meeting on 19 June, 2013.

Land Development Corporation has passed this information on to the Department of Lands, Planning and Environment and

Attachment 2

ATTACHMENT C

Department of Infrastructure who are coordinating detailed design of Zuccoli Parade in anticipation of a forthcoming approval for front-loading to adjoining residential lots.

Whilst we accept that any approval process is problematic and subject to your Committee deliberations, the Department's ongoing detailed design is currently based on the recommendations of the ***GHD Zuccoli Stage Development Road Classification Assessment (12 April 2013)*** report, whereby the report concludes that medians not be provided on two-lane two-way collector roads, (page 22 of the report).

This Report also notes that a 2.5m wide median, whilst offering some aesthetic value, is not recommended for safety reasons (maintenance, etc) noting also that a full functional value requires a 6m wide median. Given that GHD's Report has determined a median is not a necessity in the Zuccoli context, Land Development Corporation and also on behalf of Department of Lands and the Department of Infrastructure, request your re-consideration on the need for a median.

We note that the exclusion of a median will provide the following benefits:

- Reduced road reserve width providing more developable land for future Zuccoli Stages.
- Reduced ongoing landscape maintenance for the City of Palmerston.
- Reduced safety issues; in the event that a 2.5m wide median is adopted.
- Reduced construction costs enabling the Department's Capital Works Program budget to extend to other essential services in the release of residential lots.

We submit that medians are generally only essential on high speed multi-lane roads where they shelter turning vehicles and reduce the significant risk of head-on collisions. Notwithstanding the advantages medians have on collector-type roads, in the context of Zuccoli, it is considered that all collector roads could operate satisfactorily without medians.

We would be grateful for a favourable response to this request at your earliest. Resolving this matter is essential to progressing DLPE's 2013-14 Capital Works Program in Palmerston East.

Regards,

KenH.

Ken Hawkins | Director | Design Development
Land Development Corporation
p... (08) 8944 0901 | f... (08) 8944 0916
e... ken.hawkins@nt.gov.au | www.nt.gov.au/dpi

Attachment 3

Ms Mark Spangler
Director Technical Service | City of Palmerston
Mark.Spangler@palmerston.nt.gov.au

Your Ref:
Our Ref: 20913

22/09/2017

ZUCCOLI SPINE ROAD, ZUCCOLI ROAD SAFETY ADVICE

1 INTRODUCTION

This document has been prepared by myself (David Wilkins, Principal and Senior Traffic Engineer - i3 consultants WA) in response to a request from the City of Palmerston for an “independent review of the (above) road’s design and suitability for direct property access” as well as responding to “the NTG’s justification for such access as stated in their submission.” The section of Zuccoli Spine Road referred to is shown in Figure 1 below. The NTG Submission is included as **Appendix A**.



Figure 1 – Assessed section of Zuccoli Spine Road (Zuccoli Parade)

Attachment 3

2 ZUCCOLI PARADE DESIGN CHARACTERISTICS

There have been a number of traffic reports prepared for Zuccoli over the years. These reports have indicated traffic volumes that have varied widely for the assessed section, usually as the result of changed layouts, land uses and Lot Yields.

In an effort to identify the appropriate traffic data to use for this assessment, I have undertaken a review of all the available reports to date and provided a summary of key characteristics relative to the assessed section of Zuccoli Parade. This data is summarised in Table 1 below.

Date	Report	Type	Indicated or Assessed Volumes								Recommended Layout(s)	Adopted Mid-block capacity (v/h)
			Peak Hour	nb AM	sb AM	AM	nb PM	sb AM	PM	Daily		
Oct-11	i3	Review of (GHD) Road Classification Assessment Report										
Oct-11	GHD	Zuccoli Spine Road - Road Classification Assessment (Final Rev 3)	1,109	987	127	1,109	522	265	787	8,900 - 14,000	4 lane 2-way Distributor	900
Jul-13	GHD	Zuccoli Stage Development Road Classification assessment	412	299	113	412	134	239	373	2,200 - 4,000	2 lane 2-way Distributor	
Apr-13	GHD	Zuccoli Stage Development Road Addendum to road classification	702	575	109	684	234	468	702	4,000 nb 2,900 sb (6,900)	2 lane 2-way Collector/ Sub-	
Dec-14	SMEC	Zuccoli 3 & 4 Sub Stage 1 Traffic Impact Assessment Report									Sub-arterial single lane	900
Sep-15	GHD	Zuccoli Stage Development Addendum 2 to road classification report	860	744	116	860	267	554	821	4,310 nb 3,350 sb (7,660)	2 lane 2-way Collector	900
Nov-16	Flanagan	Traffic Impact Assessment Report Zuccoli Aspire Stages 3-5										
Jul-17	i3	Traffic Impact Assessment Zuccoli Primary School	725	601	124	725						

Table 1 – Summary of key traffic volume and layout criteria from previous reports

As highlighted, I have adopted the data from the latest GHD report, i.e. the “Zuccoli Stage Development Addendum 2 to road classification report” for this assessment with the exception of the Collector Classification which is discussed and assessed in detail in **Section 3**.

An assessment of the existing layout of the assessed section of Zuccoli Parade is provided as Figure 2 below



Figure 2 – Existing typical layout of assessed section of Zuccoli Parade

Attachment 3

In summary, the assessed section of Zuccoli Parade:

- is a sealed and kerbed two-lane two-way divided road (refer **Section 3** for road classification);
- has 3.5 m wide traffic lanes and 2.3 m wide informal cycle lanes in each direction;
- has direct frontage to single dwellings on the east side;
- has direct access to a 12,502 m² commercial site on the east side at the northern end with two commercial access driveways (left-in/ left-out only);
- has no direct frontage access on the west side;
- has 2 m wide kerbed and landscaped median restricting all residential and commercial access to left-in/ left out only;
- has no median breaks other than at roundabout intersections at the northern and southern ends as well as a central one that is 500 m from the north and 360 m from the south;
- a 2.0 m wide path on the east side with a proposed path on the west side; and
- a system of street lighting on both sides.

Attachment 3

3 ROAD CLASSIFICATION, FUNCTION & HIERARCHY

The review of the various traffic reports has revealed that there has always been a degree of ambiguity regarding the classification of Zuccoli Parade.

The overriding document for the determination of the classification of Zuccoli Parade in the context of handing over responsibility for this road to the City of Palmerston is deemed to be the City of Palmerston's sub-divisional guidelines at the time of the design of the road, as indicated in the Introduction to the GHD 2015 Report, i.e. "City of Palmerston, Development Guideline, June 2015", hereinafter referred to as CoPDG.

The Introduction to the CoPDG states that:

"The Development Guidelines are provided for the information of developers of projects in the City of Palmerston (CoP).

The Guidelines provide an overview of approvals and permits required for development, and provide minimum standards acceptable to the CoP for the planning of a new development, as well as the layout, design and construction of roads, stormwater drainage, street and pathway lighting, pathways, driveways, open space, and ancillary items.

The guidelines provide a common reference for designers, developers and other stakeholders in the pursuit of developments that add value and amenity to the City of Palmerston in a sustainable way."

This statement supports the view that the City of Palmerston expects the planning and design of new roads and subdivisions to be in accordance with the CoPDG and indicates that designers and developers have been provided with the relevant details to comply with this.

Section 4.1 (General) of the CoPDG indicates that "Factors to be considered when designing new development layouts include...Road hierarchy, including ultimate arrangements".

Section 4.2 (Road Network) of the CoPDG indicates that "A road network with appropriate hierarchical arrangements is necessary to achieve acceptable amenity, road safety and clarity. Each class of road in the network provides a distinct set of functions and service, and is designed accordingly. A typical road hierarchy is shown below (typical Road Hierarchy Diagram from CoPDG reproduced as Figure 3 on the following page).

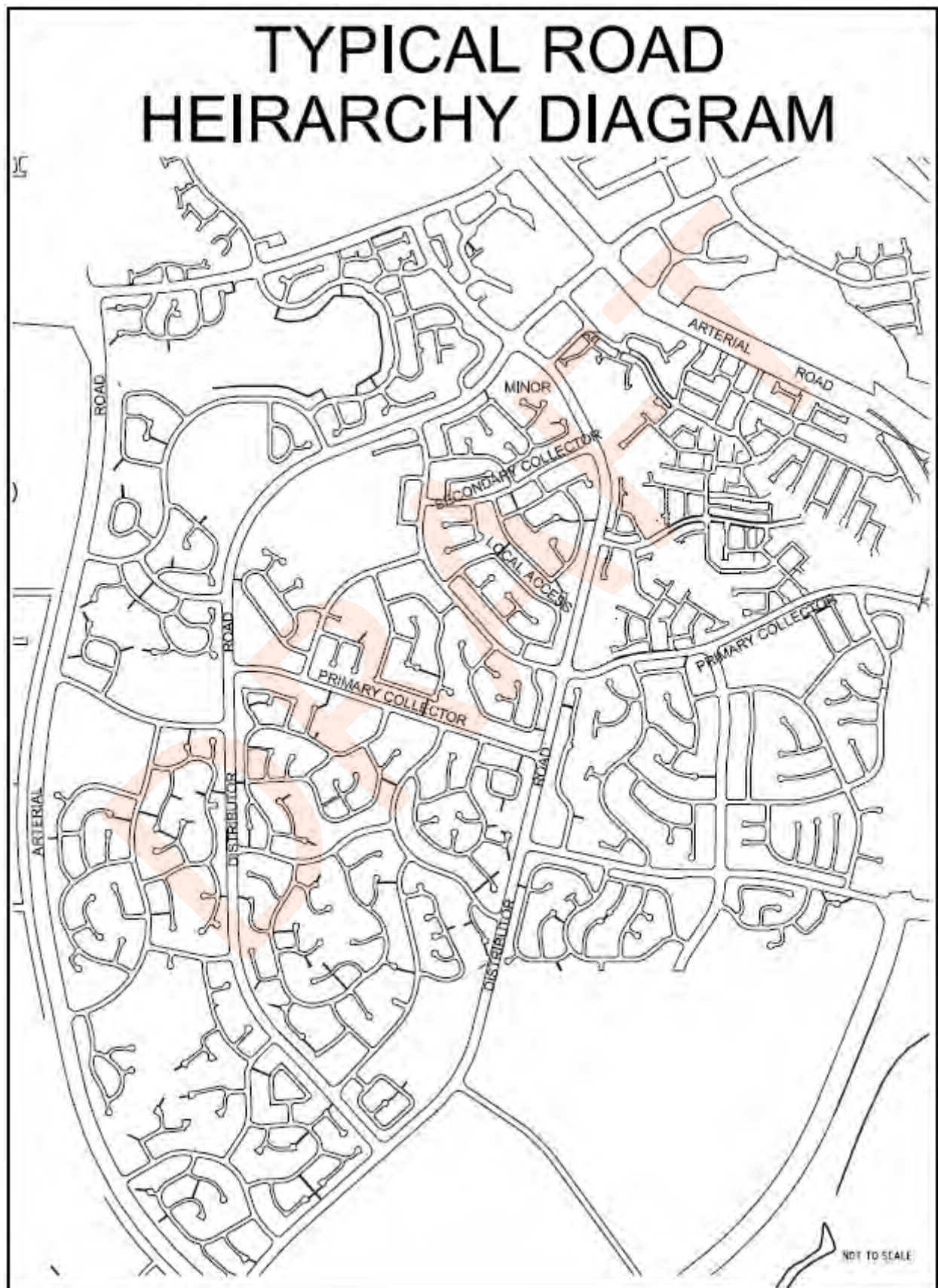


Figure 3 – Typical Road Hierarchy Diagram (Source: Page 13 of CoPDG)

Attachment 3

Section 4.2 of the CoPDG requires that “The development road network should be designed to ensure roads connect to the next order of roads in the hierarchy. Connections between roads more than two levels higher or lower in hierarchy are not permitted.” It also requires that “Master plans for all road and path networks are to be submitted to Director of Technical Services for review and consideration early in the design process.”

Despite the above requirement, there is no ‘Road Hierarchy Plan’ in the GHD 2015 although it does conclude that “all roads within Zuccoli are considered to fulfil a collector function”. This statement is obviously erroneous and it has been assumed that it is meant to refer only to those roads shown in red in Figure 1 (Revised Zuccoli Parade network) on page 2 of the GHD 2015 report, reproduced as Figure 4 below.



Figure 4 – Revised Zuccoli Parade network (Source Figure 1 GHD 2015 Report)

Attachment 3

As indicated in the previous pages, GHD has adopted a Collector classification for Zuccoli Parade.

Zuccoli Parade has schools and shops adjacent to it and is a bus route.

Section 2 of the CoPDG categorises Collector Roads as either Secondary Collectors or Primary Collectors. As “no schools, shops or bus routes are allowed on secondary collectors” the assessed section of Zuccoli Parade has been identified as a Primary Collector, i.e.:

“Primary collectors have the same definition and criteria as a secondary collector but have a stronger connectivity between suburbs and the sub-arterial road system. Schools and shops may access the road and the cross section is wide enough to accommodate a bus route. **Direct residential lot frontage access to primary collectors needs to be assessed in terms of impacts on function of the road.**”

Attachment 3

4 AUSTROADS GUIDE TO TRAFFIC MANAGEMENT PART 5 ROAD MANAGEMENT (2017)

The GHD 2015 report indicates that “The Austroads guide has been used in this report as it is in use throughout Australia and is familiar to all road authorities.”

Austroads Guide to Traffic Management Part 5 Road Management (AGTM05) presents detailed information and guidelines relating to the factors that need to be considered in applying traffic management techniques and treatments to road types that include motorways and expressways, urban arterial roads, urban local roads, rural highways and rural local roads. It considers the needs of all road users including pedestrians, cyclists, motorcyclists, heavy vehicles and public transport. It provides the guidance under the four key areas of access management, i.e.:

- road space requirements for general traffic use;
- allocation of road space between road users;
- lane management; and
- speed limits.

Commentary 2 in AGTM05 indicates that:

“An integrated approach to planning and arterial road development, including access management, should:

- regulate interruptions to traffic flow to a degree consistent with the transport functions of the road, thus creating safer traffic conditions, smoother traffic flow, and increased capacity;
- ensure that appropriate and compatible land uses are located next to traffic routes, and that adequate access is provided for them, to minimise risk and inconvenience to road users and people requiring access to adjacent land;
- reduce road user costs, and external costs imposed on the wider community by road use;
- facilitate safe pedestrian and bicycle movements to all types of development;
- maximise access to road-based public transport; and
- enhance rather than diminish the amenity of sites adjoining traffic routes.

In broader community planning terms, inadequate attention to access management can lead to a reduction in abutting property values, sub-optimal economic activity and reduction in the viability of private investment in abutting property.

An integrated approach in which access requirements are clearly specified for road types provides benefits to both road agencies and developers as proposals can be efficiently planned and implemented.

The provision of a continuous median island on Zuccoli Parade with no breaks except at road intersections restricts all access to adjacent commercial and residential lots to left-IN/ left-OUT only. This requires that

Attachment 3

some drivers travel up to an additional kilometre in order to travel in the direction that they wish to travel, as shown in the examples provided in Figure 5 below.



Figure 5 – Assessed travel distance from northern commercial access and to southern residential access due to continuous median with no breaks

AGT05 indicates that “The spacing of median openings:

- should be resolved in the context of access categories (Refer extract provided as Table 2 on the following page). Median openings are determined in the first instance by the location of major intersections. Additional openings may be provided between major intersections to enable vehicles to U turn and access minor side roads or properties on the opposite side of the road.
- needs to consider:
 - interference to traffic flow if openings are closely spaced
 - increased travel distances for local traffic and excessive demand for turning manoeuvres at intersections if openings are spaced too far apart.”

Attachment 3

3A	Roads with frequent but regulated direct access and median control/protection of right-turns.	Mixed function urban or rural secondary arterial roads with medians, serving both community and traffic roles.	<ul style="list-style-type: none"> • Median preventing right-turns except at selected locations. • Some median opening geometry allowing right-turns in one direction only. • Some median openings for U-turns only. • Right-turn bans may apply at specified times. 	<ul style="list-style-type: none"> • As property driveways directly access the major road, use a median to ensure that, generally, only left-turns are used to enter or exit driveways of abutting properties. • Good practice for Category 2B roads in relation to angled median openings, median right-turn or U-turn slots and time-specific right-turn bans, also apply to Category 3A roads.
----	--	--	--	---

Table 2 – Assessed Access Category for Zuccoli Pde (AGTM05)

The spacing of median openings is an integral part of access management planning. The justification for a median opening is an economic issue, requiring comparison of the cost of providing the opening with the cost of extra travel and inconvenience. The increase in the number of potential conflict points must also be considered in comparison with the traffic manoeuvres likely to occur without median openings.

The desirable spacing of median openings is a complex question to which there is no definitive answer. On the one hand it is desirable to space openings as far apart as possible, keeping the number of potential conflict points to a minimum. On the other hand, infrequent openings can significantly increase travel distances for local traffic and the demand for turning manoeuvres at intersections. Where the median is too narrow to accommodate a sheltered right-turn lane, a good design practice is to provide openings at most, if not all, intersecting streets with an important local service function.

Section 7.3.2 of Austroads Guide to Road Design Part 4: Intersections and crossings (2009) indicates that “Ideally, on urban roads it is desirable to coordinate the openings with street intersections at 400 m to 800 m intervals and provide signalisation. Shorter spacing reduces indirect travel but creates more conflicts, while longer spacing improves safety and operation but can make trips more circuitous. The minimum distance between intermediate median openings should be 150 m.”

Although the spacing of the intersections is between 400 m and 800 m, the provision of direct lot access with left-IN/ left-OUT only is not considered to be consistent with meeting the following access management objectives, although it is recognised that this needs to be balanced against the other access management objectives.

- ensure that appropriate and compatible land uses are located next to traffic routes, and that adequate access is provided for them, to minimise risk and inconvenience to road users and people requiring access to adjacent land;
- reduce road user costs, and external costs imposed on the wider community by road use; and
- enhance rather than diminish the amenity of sites adjoining traffic routes.

Attachment 3

5 DIRECT LOT FRONTAGE

Section 3.4.2 of the GHD 2015 report acknowledges the CoPDG requirement that “direct residential lot frontage access to primary collectors needs to be assessed in terms of impacts on function of the road” but does not assess direct residential frontage access to Zuccoli Parade, as it exists along the full eastern frontage of the assessed section, for both residential and commercial land uses.

Section 5 (Access arrangements) of a previous 2014 GHD report (Zuccoli Stage Development Addendum to road classification assessment) assesses direct lot access to the road network, as described below:

NTG would like to know whether direct lot access to the road network would be appropriate, and if so, where it would be appropriate.

To determine the loss of capacity on a main road due to a vehicle turning into a driveway from that road, an analysis using SIDRA has been undertaken. SIDRA is a software package which is commonly used in Australia and overseas to model intersection performance.

The analysis indicates that there will be a short delay for the turning vehicle and any vehicle following immediately behind, but this delay will diminish for subsequent following vehicles. Overall, during the peak period, the average delay experienced by all vehicles due to one vehicle turning into a driveway is expected to be negligible.

The limitation of this analysis is that it does not consider the cumulative effects of several vehicles turning into driveways (SIDRA cannot model this). However, given that the average delay at one isolated driveway is so small, and bearing in mind that vehicles will be entering driveways at different times, it is unlikely that the cumulative effects of many driveways would be significant enough to reduce performance below acceptable levels.

The finding of this analysis is that direct lot access appears to be manageable at all locations except for the section of Zuccoli Parade north of Intersection 2, where the cross-section of the road is closer to that of a sub-arterial. It would be prudent not to provide driveways within about 20 m of an intersection for capacity and visibility reasons. In addition, the location of the school on the centre road may make driveway access there difficult. It is recommended that the design of the school access should consider the need for private driveway access such that the impacts of school traffic on those driveways is minimised.

Based on the above assessment, GHD concludes, in the same report, that “Based on simple SIDRA analysis, direct lot access is considered to be appropriate in all locations except for the section of Zuccoli Parade north of Intersection 2”.

As per all the GHD reports, the intersection locations are not clearly indicated on any plan. Based on indicative modelling volumes, it has been determined that Intersection 2 is most likely to be the roundabout at the northern end of the assessed section of Zuccoli Parade, i.e. Tuckeroo Boulevard/ Crosby St.

Attachment 3

The GHD 2014 report does not include any details regarding the SIDRA modelling (e.g. summary reports or LoS, Average Delay diagrams). However, based on my extensive knowledge and experience of SIDRA Intersection modelling software, I can advise that this software is not able to model reversing movements out of access driveways hence it is assumed that the GHD modelling was limited to modelling forward IN and forward OUT movements which is not reflective of the layout and size of the residential lots and frontage road. Realistically, all 30+ residential lots with direct access on the eastern side of the assessed section of Zuccoli Parade will generate forward IN movements and reverse OUT movements, as shown in Figure 6 below.

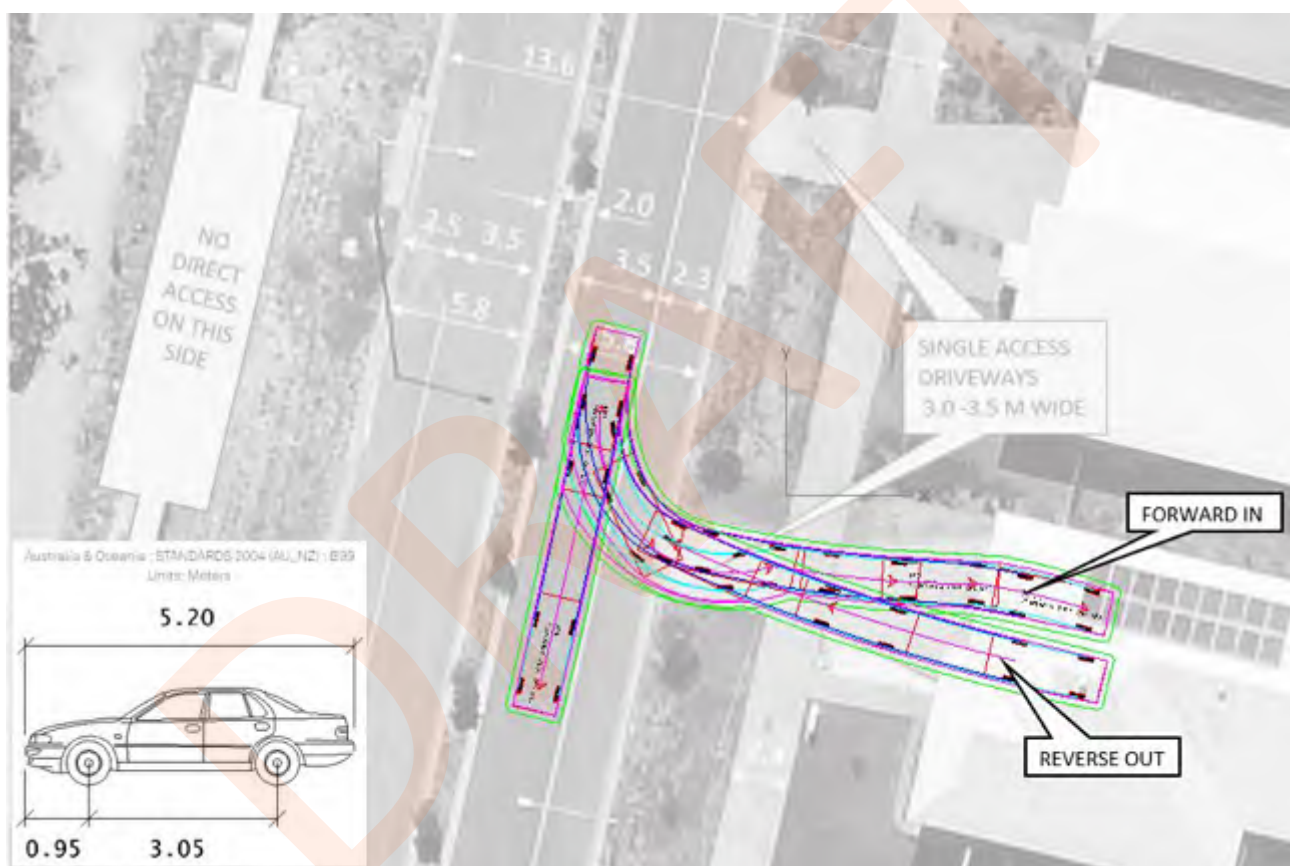


Figure 6 – Assessed swept path of B99 Design Vehicle FORWARD IN and REVERSE OUT

Figure 6 shows that the lack of splays on the crossover reinforces the desire for vehicles to enter and leave adjacent properties from and to the through traffic lane and not the adjacent informal cycle lane.

Despite the requirement that “Direct residential lot frontage access to primary collectors needs to be assessed in terms of impacts on function of the road”, there is no assessment of the impact of the above reversing movements in any of the assessed reports to date. It is also noted that the GHD 2014 report recommends that no direct lot access is provided on Zuccoli Parade outside the schools.

Attachment 3

5 SAFETY

The previous sections have assessed direct lot frontage and the continuous median island between intersections in terms of access management.

As indicated in **Section 3**, “Direct residential lot frontage access to primary collectors needs to be assessed in terms of impacts on function of the road.”

Impacts on roads are generally those associated with capacity and safety.

Section 5 has identified a concern regarding the impact of reversing movements associated with the 30+ residential lots with direct frontage access that has not been considered or assessed in previous reports. In addition to the impact of reversing movements on the capacity of road, there is a safety concern with reversing out onto this Primary Collector road due to the following characteristics of Zuccoli Parade:

- Informal cycle lane – exiting residential vehicles will reverse across or into this; and
- Median island – prevents southbound vehicles from taking evasive action to avoid a reversing vehicle in instances where there is no northbound traffic.

In addition to the above safety concerns, the requirement for some drivers to travel almost the full length of each section of Zuccoli Parade in both directions to get to or from where they want to go is likely to result in excessive speeds along Zuccoli Parade as well as increased crashes at the roundabouts where U turns are performed as part of this route. The commercial lot is likely to generate a significant portion of this type of driver behaviour as exiting drivers wishing to travel north are forced to travel through the route shown in Figure 5 on page 9.

To the best of my investigations, none of the Austroads Guides assess reversing movements from residential properties or commercial properties other than into on road parking bays.

The Western Australian Planning Commission document “Liveable Neighbourhoods” recognises this concern and indicates the following with respect to a Neighbourhood Connector road, which has the similar function and characteristics to Zuccoli Parade, as shown in Figure 7 on the following page.

“Typically, neighbourhood connectors accommodate public transport and have wider paths on both sides and may have a shared path or on-street cycle lane depending on traffic volumes. **When traffic volume exceeds 5,000 vehicles per day, vehicles reversing out of driveways may trigger safety issues. In these cases, access to the lot should be designed to allow vehicles to be able to exit in a forward direction, or alternative access provided, e.g. laneway. For traffic volumes between 5,000 vpd and 7,000 vpd, and when embayment parking is provided, an alternative solution may be to allow vehicles to reverse into protected embayment parking.**”

Given that the forecast traffic volumes on the assessed section of Zuccoli Parade is 7,760 vehicles per day, it has been determine that reversing out of adjacent properties **represents a significant safety risk.**

Attachment 3

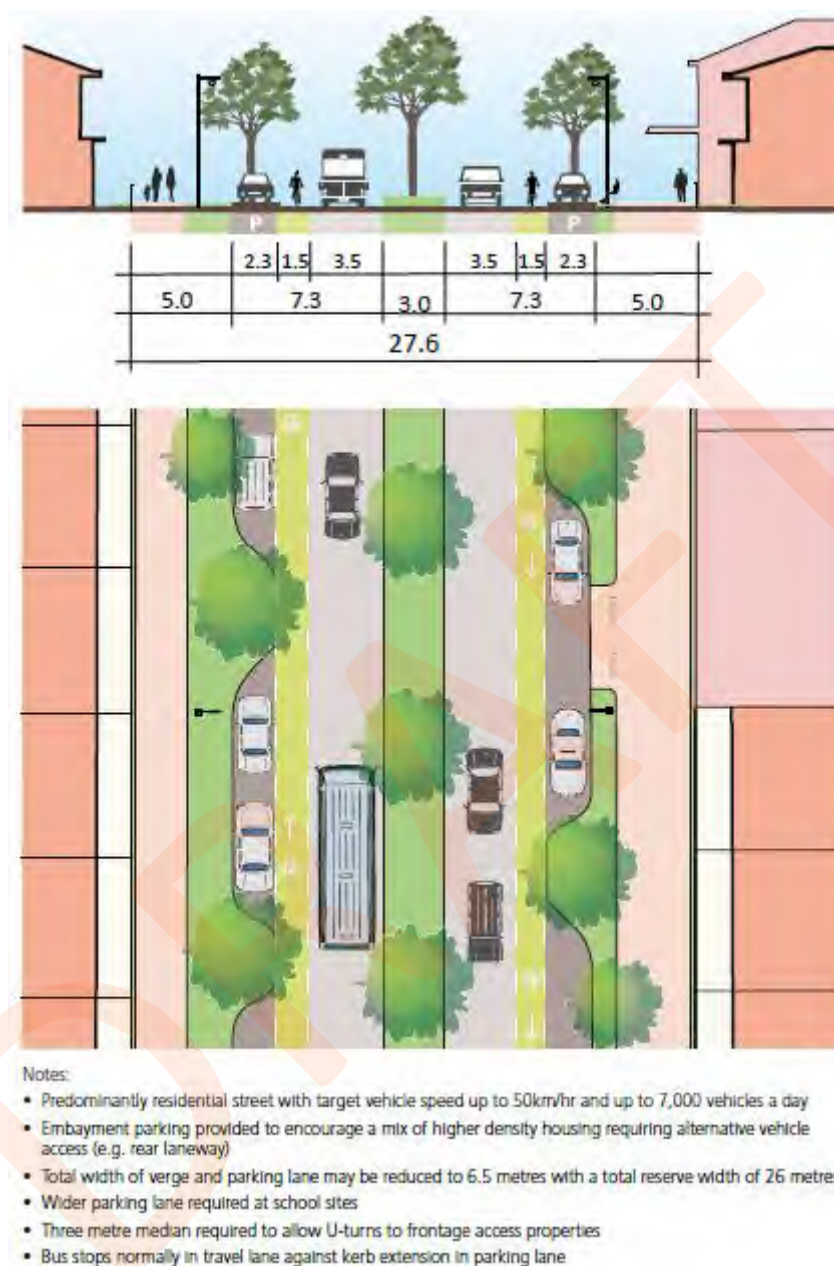


Figure 7 – Neighbourhood Connector A Example (Source: Liveable Neighbourhoods)

As indicated in Liveable Neighbourhoods, the safety risk associated with reversing out of adjacent residential properties will require protected reversing areas for each residential lot to be provided. **It is recommended that options for achieving this are considered and implemented prior to the City of Palmerston taking responsibility for this road.**

Attachment 3

6 'BENCHMARKING'

The NTG Submission 'benchmarks' Zuccoli Parade against Packard Avenue in The Heights, stating that "Packard Avenue has very similar attributes to Zuccoli Parade and the City of Palmerston has approved the design and accepted handover of this road, inconsistent with its approach to Zuccoli Parade."

The 'similar attributes' appear to be limited to the cross section as there are significant differences when comparing the issues of concern. For example, in a comparative 400 m section of both roads, as shown in Figure 8 below, Zuccoli has 17 direct access driveways whilst Packard has 5 (including future), Zuccoli has no intersections (i.e. median breaks) whilst Packard has 3. It is also noted that Zuccoli has direct frontage access to a commercial development whilst Packard has none.



Figure 8 – 400 m sections of Packard Ave and Zuccoli Pde

Attachment 3

It is noted that the NTG submission indicates that, as per AGTM05, “Urban arterials without medians have a 30-40% higher crash rate than the divided sections”. This is a selective reference as the NTG submission indicates that they do not consider Zuccoli to be an Urban arterial. It also neglects to include the other findings in AGTM05 that:

- Allowing direct access and frequent minor junctions can increase the casualty crash rate by 30% on divided roads and 70% on undivided roads;
- Each non-commercial access point adds 2-3% of the crash rate on two-lane roads; and
- Going from 0-10 commercial accesses on two-lane urban roads can add about 80% to the crash rate.

These finding are shown in full in the extract provided as Figure 9 below.

Commentary 1	
Compilation of Australian and overseas experience (Austroads 2000) has affirmed that increased frequency of access to rural and urban arterials, and other high-speed routes, will inevitably lead to increases in crashes. Table C1 1 provides a summary of the effect on crash rates of different levels of access.	
Table C1 1: Compilation of experience – access related to crashes	
On urban arterials	<ul style="list-style-type: none">• Allowing direct access and frequent minor junctions can increase the casualty crash rate by 30% on divided roads and 70% on undivided roads.• Each non-commercial access point adds 1–2% to the crash rate on low-access four-lane roads, and 2–3% on two-lane roads.• Going from zero to 10 commercial access points per km on two-lane urban roads can add about 80% to the crash rate. Going from 0 to 20 access points per km can double or treble the rate.• On four-lane roads, each extra commercial access point can add 5–10 crashes/100 mvkm above 10 access points per km.• Urban arterials without medians have a 30–40% higher crash rate than divided sections.
<p>1 Crashes means all reported crashes, including damage only.</p> <p>2 mvkm denotes million vehicle kilometres.</p>	

Figure 9 – Extract from AGTM05

Attachment 3

6 FINDINGS

This road safety review has found that the design of the assessed section of Zuccoli Parade is not entirely consistent with the design standards specified by the City of Palmerston for a Primary Collector Road and that there is no supporting documentation to demonstrate that direct residential lot frontage access to Zuccoli Parade has been adequately assessed in terms of impacts on the function of the road, specifically the safety of the road.

In the absence of guidance in any known Austroads Guide, Liveable Neighbourhoods advises that:

“Typically, neighbourhood connectors accommodate public transport and have wider paths on both sides and may have a shared path or on-street cycle lane depending on traffic volumes. When traffic volume exceeds 5,000 vehicles per day, vehicles reversing out of driveways may trigger safety issues. In these cases, access to the lot should be designed to allow vehicles to be able to exit in a forward direction, or alternative access provided, e.g. laneway. For traffic volumes between 5,000 vpd and 7,000 vpd, and when embayment parking is provided, an alternative solution may be to allow vehicles to reverse into protected embayment parking.”

Given that the forecast traffic volumes on the assessed section of Zuccoli Parade is 7,760 vehicles per day, it has been determined that reversing out of adjacent properties represents a significant safety risk.

This preliminary assessment indicates that in order to address the safety and functional concerns, it may be necessary to:

- Provide vehicular access to both commercial lots at the northern end to Crosby Street (to avoid exiting vehicles travelling 860 m south and then north Zuccoli Pde past residential lots with direct access and reversing movements); and
- Provide protected reversing areas for each residential lot with direct access.

This document is a draft issued for information and comment only. It is not a final document. The contents of this draft document including any opinions, conclusions or recommendations contained in or which may be implied from this draft document must not in any way whatsoever be relied upon. i3 consultants WA reserves the right, at any time with or without notice, to amend, modify or retract any part or the entire draft document including any opinions, conclusions, or recommendations contained therein. Unauthorised use of this draft document in any form whatsoever is strictly prohibited. To the maximum extent permitted by law, i3 consultants WA disclaims any responsibility for liability howsoever arising from or in connection with this draft document.

David Wilkins

Principal & Senior Traffic Engineer – i3 consultants WA

Accredited Senior Road Safety Auditor - Crash Investigation Team Leader - Roadworks Traffic Manager

T (08) 9467 7478 | M 0407 440 327 | E dwilkins@i3consultants.com | Skype i3consultantswa

T (08) 9467 7478 | www.i3consultants.com | [LinkedIn](#)

Attachment 3

APPENDIX A NTG SUBMISSION

Council Requirements for Primary Collector Road design

- CoPs Subdivision Design Guidelines (CPDG) (excerpts Attachment A) note that:
 - Direct residential lot frontage access needs to be assessed in terms of impacts on the function of the road (Page 24);
 - The CPGD allow residential access on roads up to a Primary Collector class of road however identifies this class of road as having traffic volumes less than 3,000 vehicles per day (Table 2.1 – Page 28); and
 - The CPGD's AADT (vpd) limit of 3000 is a guide only and that the primary criteria is road function (Table 2.1; Note1).

Maximum Vehicle Trips Per Day (vpd) limits for residential access

- The City of Palmerston's limit of 3,000vpd appears to be based on (or similar to) the Institute of Public Works Engineering Australia Subdivisional Guidelines (Attachment B – Excerpts of WA Division 2012 Edition) for a neighbourhood connector class road (Table 3.4 – Page 50)
- This same publication (at Note 6 to Table 3.4) however can be interpreted as allowing residential access onto local distributor roads, with traffic volumes between 3,000-7,000vpd with the incorporation of frontage management techniques to improve safety and amenity.

Austroads Requirements

- Austroads does not specify a traffic limit for residential access with its acceptability being determined by road function and dependent on access controls.
- Austroads' Guide to Traffic Management Part 5: Road Management (Attachment C) differentiates between:
 - roads with frequent but regulated direct access and median control/protection of right turns (Category 3A); and
 - roads with frequent but regulated direct access but no median and generally without right turn restrictions (Category 3B).
- Zuccoli Parade and Tuckerloo Boulevard would be considered Category 3A roads.
- The next higher category above Category 3A is Category 2B for an Intermediate speed urban arterial providing a primary arterial function.

Continued....

Attachment 3

Zuccoli Parade Design Basis

- Zuccoli Parade road cross-sections were designed by GHD to be in accordance with Austroads' Guidelines and City of Palmerston's (CoP) Development Guidelines (June 2015) as detailed in a Road Classification Report and two subsequent addendums (Final whole of development traffic assessment in Addendum 2 - Attachment D).
- To achieve a better urban development outcome, direct residential lot access was taken into consideration for the design of Zuccoli Parade between Crosby Street and Bloodwood Street/South Loop Road (in purple) and for the section of Tuckeroo Boulevard between Zuccoli Parade and Lasiandra Avenue (in yellow) (Attachment E).
- GHD assessed both Zuccoli Parade and Tuckeroo Boulevard as fulfilling a Primary Collector class road function and designed the roads in accordance with the City of Palmerston Development Guidelines' provisions for Collector class roads. The road cross-section design and allowance for residential access on the road sections of concern is consistent with these guidelines.
- The GHD report notes on Page 15 that the roads would be classified as Sub-arterial class roads based on traffic volume however, in accordance with the CoP Guidelines (Table 2.1: Note 1- Page 28) **has taken the functional classification as being the appropriate basis for design.**
- The Territory has relied on GHD for the road design and its assessment of the appropriateness of the design.
- The projected peak vpd for Zuccoli Parade between Crosby Street and the South Loop Road is 7,500vpd and the section of Tuckeroo Boulevard between Zuccoli Parade and Lasiandra Avenue has a projected peak of 4,100vpd.
- The GHD traffic volume estimates are based on a traffic generation rate of 9 trips per SD lot per day as compared to rates of 6.8 trips (potentially leading to up to a 32% reduction in traffic volume) recently adopted by other consultants (Aurecon) and 7.4 (potentially leading to up to a 22% reduction in traffic volume) recommended for regional areas by the nationally recognised Transport Roads and Marine Services' Guide to Traffic Generating Developments (TDT 2013 04a).
- Zuccoli Parade has frontage management implemented by way of a central median which limits egress from residential lots to left turn only. This is expected to substantially reduce the safety risk with Austroads' Guide to Traffic Management Part 5 for Road Management providing at Commentary 1 that "Urban arterials without medians have a 30-40% higher crash rate than divided sections".
- The section of Tuckeroo Boulevard of concern has no access control however traffic volumes are lower than on Zuccoli Parade.

Benchmarking Zuccoli Parade and Tuckeroo Boulevard

- Packard Place in Heights, Durack has been designed by Aurecon based on a Walbridge and Gilbert traffic report using a traffic generation rate of 9 trips per SD lot and carries up to a projected 6,500vpd, with sections with residential access carrying well in excess of CoP's stated 3000vpd limit.
- Packard Avenue has frontage management measures including a central median on part of its length where the vpd counts are higher and where counts are lower it has no median.
- Packard Avenue has very similar attributes to both Zuccoli Parade and the City of Palmerston has approved the design and accepted handover of this road, inconsistent with its approach to Zuccoli Parade and Tuckeroo Boulevard.
- The Walbridge and Gilbert report additionally projects Woodlake Boulevard to be carrying "in the region of 4,000vpd" and has direct residential access, similar traffic volumes to Tuckeroo Boulevard.

Regards,

Graeme Finch
Senior Director Land Development
Department of Infrastructure, Planning and Logistics
Northern Territory Government

Attachment 3

ABOUT THE AUTHOR

David Wilkins is an RTA NSW Certified Level 3 Lead Auditor (RSA-08-0178) and Main Roads Western Australia (MRWA) accredited Senior Road Safety Auditor (SRSA 0101). In addition to this, David is an MRWA accredited Crash Investigation Team Leader and Roadworks Traffic Manager (MRWA-RTM-10-RTM20). David has undertaken 70 road safety audits in the last five years and 192 road safety audits since 2011 across the full range of stages from feasibility through to pre-opening, including roadworks, existing roads, schools and mine sites.

David's specialist skills are in the management and development of transport infrastructure and planning, particularly with respect to road safety engineering, roadworks traffic management, traffic engineering, crash investigation, road safety audits, alternative transport systems (TravelSmart, shared paths, cycle facilities), transport statements, transport assessments, parking demand management, local area traffic management, speed management, accessible environments and innovation.

David specialises in undertaking and preparing traffic impact assessments in accordance with the WAPC Transport Assessment Guidelines for Developments (in WA) and the Austroads 'Guide to Traffic Management Part 12: Traffic Impacts of Developments' (for other states and territories).

Attachment 4

TOTAL COST SUMMARY and CONITIONAL
REQUIREMENTS

- 1. All WSUD basins and associated infrastructure to remain with NTG. Not CoP.
- 2. Zuccoli School Crossings by NTG.
- 3. Any identified Storm water pipe defects from CCTV to be actioned by NTG.
- 4. CoP undertake Zuccoli Parade driveway turnout installation and accept public criticism.

Road Name	Cost Estimate for Defects	Comments and Other Issues	CCTV	1.5% Development Fees	Driveway Funds In Lieu of Construction (FILOC)	Engineers Certification	Test Results	Civil As-cons	Landscape or Irrigation As-cons
Johnston Spine Road (Farrar Boulevard)	\$ 406,243		Not provided	Paid	Paid	Provided	Provided	Provided	For Construction Only
Zuccoli Spine Road (Zuccoli Parade) Stage 1	\$ 412,610	Merge Issue near Shops. Not costed	Not provided	Not Paid	Paid	Not provided	Provided	Provided	Provided
Zuccoli Spine Road (Zuccoli Parade) Stage 2	Included in Stage 1 costs		Not provided	Not Paid	Paid	Not provided	Provided	Provided	Provided
Tuckeroo Boulevard	\$ 118,950		Not provided	Not Paid	Paid	Provided	Provided	Provided	Provided
Tarakan Court	\$ 50,000	Cul-de-sac required for rubbish truck turn around, included in costs. Dependent on NTG providing land.	Not provided	Not Paid	Paid	Not provided	Provided	Provided	N/A
MacKillop Court	\$ 1,650		Not provided	Not Paid	N/A	Not provided	Provided	Provided	N/A
Zuccoli Parade and Tuckeroo Boulevard Driveways Modifications (Turnouts)	\$ 35,000	Line marking and concrete pads							
Tuckeroo Boulevard Roundabout	\$ 95,000	Reconstruction							
Cost Total	\$ 1,119,453								