

CITY OF PALMERSTON

Notice of Council Meeting

To be held at the Council Chambers, Civic Plaza

On Tuesday, 20 September 2016 at 6.30pm



Mark Spangler

Acting Chief Executive Officer

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

Audio Disclaimer

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

1 PRESENT

2 APOLOGIES

Alderman McKinnon – Leave of Absence

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

THAT the Leave of Absence received by Alderman McKinnon, be received and granted.

3 CONFIRMATION OF MINUTES

RECOMMENDATION

1. THAT the minutes of the Council Meeting held Tuesday, 6 September 2016 pages 8678 to 8689, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 6 September 2016 pages 257 to 259, be confirmed.
3. THAT the minutes of the Special Council Meeting held Tuesday, 13 September 2016 pages 8690 to 8691, be confirmed.

4 MAYOR'S REPORT

4.1 Mayor's Report

M8-29

5 REPORT OF DELEGATES

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

6.1 Library Café Lease – Question raised by Alderman Pascoe Bell at the Council Meeting held on 6 September 2016

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

10.1 Addition of Colour and Vibrancy to the City Centre

11 COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

THAT the minutes from the Governance and Organisation Committee meeting held on 8 September 2016, be received and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:-

11.1.1 Political Involvement in City of Palmerston Events

GOC/0308

THAT Council adopts EM05 Political Involvement in Council Events Policy.

11.1.2 Review FIN22 Grant Income Policy

GOC/0309

THAT Council adopt the amended FIN22 Grant Income Policy.

11.2 Economic Development and Infrastructure

THAT the minutes from the Economic Development and Infrastructure Committee meeting held on 8 September 2016, be received and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:-

11.2.1 Closure of a section of Wallaby Holtz Road in Yarrawonga EDI/0451

1. THAT Council endorse the closure of the unmade section of Wallaby Holtz Road (between the Stuart Highway and the intersection with Yarrawonga Road) in Yarrawonga north.
2. THAT Council authorise the Chief Executive Officer to seek consent, pursuant to section 187 of the Local Government Act, from the Minister for Local Government and Community Services and the Minister responsible for the administration of the Control of Roads Act, for the permanent closure of the unmade section of Wallaby Holtz Road (between the Stuart Highway and the intersection with Yarrawonga Road) in Yarrawonga north.
3. THAT Council resolve to change the unmade section of Wallaby Holtz Road (between the Stuart Highway and the intersection with Yarrawonga Road) in Yarrawonga north to drainage reserve.

11.2.2 Renaming of Miller Court Park, Gunn EDI/0453

THAT Council staff further investigate and provide a list of names based on the theme plant species of the local area for the Park on LOT 10011 Miller Court, Gunn.

11.2.3 Reclassification of Park Class – William Kirkby Jones Memorial Park, Zuccoli EDI/0455

1. THAT Council change the classification of William Kirkby Jones Memorial Park from Class 2 to Class 1.
2. THAT the costs associated with increasing the level of services provided at William Kirkby Jones Memorial Park be included in the first budget review 2016/17.

11.3 Community, Culture and Environment

THAT the minutes from the Community, Culture and Environment Committee meeting held on 7 September 2016, be received and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:-

11.3.1 Aridigawa Sister City Agreement CCE/0592

1. THAT Council authorise the Mayor to sign a three (3) year extension to the Memorandum of Understanding between the Town of Aridagawa and City of Palmerston.
2. THAT Council approve for a Sister City Exchange Scholarship to be established, awarding two (2) Palmerston students with \$2,000 to assist in participating in school exchanges to Aridagawa.

11.3.2 Shakespeare in the Park CCE/0594

1. THAT Council approve two performances of Shakespeare at Sanctuary Lakes at a cost of \$26,500.00.
2. THAT Council seek sponsorship for the event from local traders.

11.3.3 Financial Support – Top End Rehoming Group CCE/0598

THAT Council consider the application by Top End Rehoming Group for a Community Grant once an endorsed Companion Animal Management Plan is in place.

11.3.4 Financial Support - Cat Association of Northern Territory Inc CCE/0600

THAT Council consider the application by Cat Association of the Northern Territory Inc. for a Community Grant once an endorsed Companion Animal Management Plan is in place.

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 | 8/0978 |
| 12.3.2 Community Benefits Scheme 2016/2017 – June, July, August 2016 | 8/0985 |

13 DEBATE AGENDA

13.1 Officer Reports

- | | |
|--|--------|
| 13.1.1 Liquor Licence Application - Lot 5694 (1) Mannikan Court, Bakewell - New Liquor Licence (restaurant) - Guzman Y Gomez | 8/0979 |
| 13.1.2 Liquor Licence Application - Lot 7765 Gateway Shopping, Cnr Stuart Highway, Roystonea Avenue and Yarrowonga Road - New Liquor Licence (on license) – Event Cinemas Palmerston | 8/0980 |
| 13.1.3 Financial Report for the Month of August 2016 | 8/0981 |
| 13.1.4 Community Facilities Fees and Charges 2016/2017 | 8/0982 |
| 13.1.5 Palmerston Pistol Club Inc. Rate Concession | 8/0983 |
| 13.1.6 Rosebery School – Installation of Two (2) School Crossings on Forrest Parade | 8/0984 |
| 13.1.7 Council Committees and Representation | 8/0986 |

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

19 CLOSURE

ITEM NUMBER: 4.1 **Mayor's Report**
FROM: Ian Abbott
REPORT NUMBER: M8-29
MEETING DATE: 20 September 2016

Summary:

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

RECOMMENDATION

THAT Council receives Report Number M8-29.

General:

Wednesday, 31 August 2016

- Radio Interview with Radio Larrikia
- Radio Interview with 360 Mix 1049
- Met with Mr Geoffrey Herrod
- Attended the Workshop to review the status of carparking in the CBD

Thursday, 1 September 2016

- Radio Interview with Territory FM
- Attended the 2016 Young Territory Author Awards and Presented the Palmerston Award to Miss Chloe Riedel.
- Attended and Presented medals at the NT Athletics Combined Track & Field Championships.

Saturday, 3 September 2016

- Attended the Darwin Symphony Orchestra Master 2 Series 'The Diva and the Bard'.

Tuesday, 6 September 2016

- Met with the LK Athanasiou Group
- Chaired the Ordinary Council Meeting

Wednesday, 7 September 2016

- Held the Ceremonial Sunset for Navy Week at Goyder Square
- Attended the NT Engineering Excellent Awards

Friday, 9 September 2016

- Radio Interview with ABC

Sunday, 11 September 2016

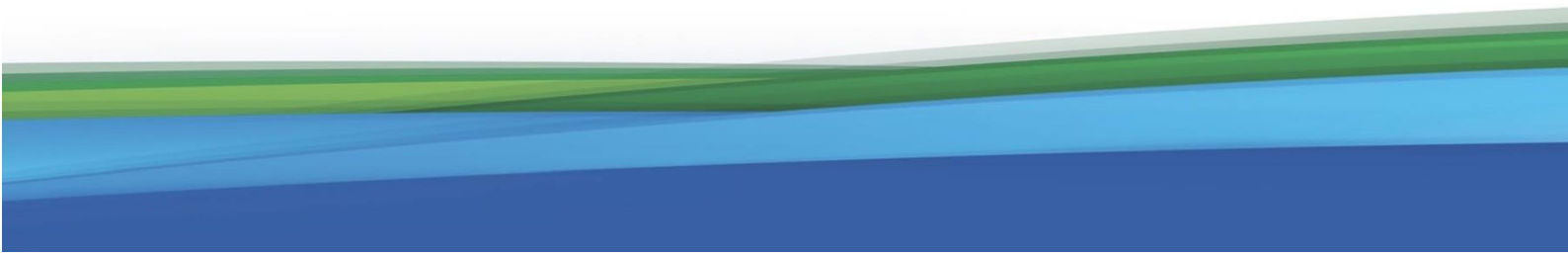
- Attended Animal Awareness Day
- Attended Jazz in the Square

Forwarding Schedule: Nil

Recommending Officer: Ian Abbott, Mayor

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

Schedule of Attachments: Nil



COUNCIL MEETING DATE: Tuesday 20th September 2016

TOPIC: Addition of colour and vibrancy to the City Centre

BACKGROUND:

On the 6th September 2016 Council endorsed the Public Arts Strategy. The Strategy aims to "develop Palmerston into an artistically ambitious Municipality".

The Palmerston Public Realm Strategy, one of the City Centre Master Plan suite of documents, has a key objective of "creating great places in Palmerston City".


OBJECTIVE:

I seek to further add colour and vibrancy to the city heart. I feel we should encourage a stronger presence and awareness of art within our community and continue to improve the inner city places and spaces.

I seek to add colour to existing features contained in and around Goyder Square. Features like the Water Tower, the fountain, the Boulevard, public meeting spaces, the Goyder Square canopy. Consideration should be given to lighting changes, banners and flags etc.

NOTICE OF MOTION:

THAT an officer's report be brought to Council which examines opportunities to add colour by way of lighting, flags etc. to existing features in and around Goyder Square.



Signature



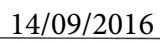
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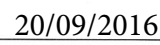
Date

NOTE: NOTICES OF MOTION MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER 5 CLEAR DAYS PRIOR TO THE MEETING AT WHICH THE MOTION IS TO BE MOVED.

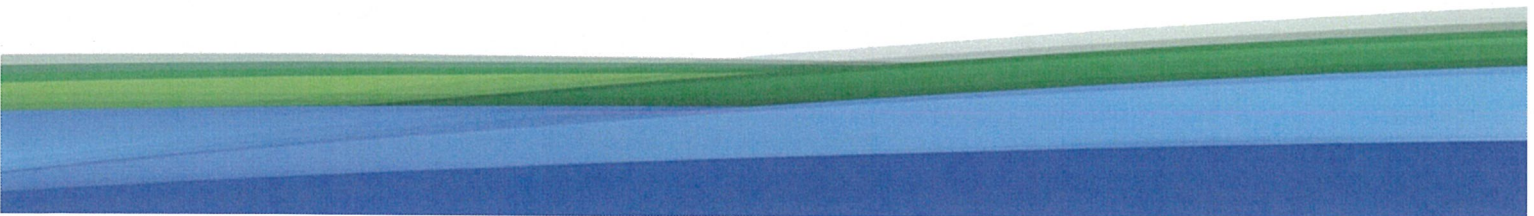
For office use only



Date Received



Agenda meeting to be included



ITEM NUMBER: 12.3.1

Action Report

FROM:

Acting Chief Executive Officer

REPORT NUMBER:

8/0978

MEETING DATE:

20 September 2016

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

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

RECOMENDATION

THAT the Council receives Report Number 8/0978.

Dec #	Task Date	Owner	Matter	Action	Update
8/0949	18/2/2014	DTS	Car Parking Contribution Plan Update	Matter on the table	Workshop on Car Parking to be held on 21 April 2016.
8/1126	17/6/2014	DTS	Reconstruct Radford Road	Council to enter into a memorandum of understanding regarding the use of any contractor security held by LDC.	Scope of works is now complete. Final handover inspection has taken place. We are waiting on asset information and outstanding defects to be attended to
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 expected until mid to late 2016.
8/1714	20/10/2015	CEO	Joy Anderson Centre	CEO to write to the Dept. of Housing, to seek consideration for the freehold title of the Joy Anderson Centre, to be transferred to the City of Palmerston as a community asset.	Completed.

8/1776	8/12/2015	DTS	Goyder Walking Trail	A draft Goyder Walking trail be provided to Council for consideration.	Consultant was commissioned in early June and the study is now being completed over the coming months. The completed study will be presented to Council late September 2016.
		DTS	Community Infrastructure Plan	Progress update.	Public consultation has commenced
8/1872	15/03/2016	DCCS	Expression of Interest Community Activities	EOI to be released to the public calling for submissions to host regular or one off community place making activities in Palmerston.	Will be prepared for new financial year.
8/1929	19/04/2016	DTS	Broadarrow Circuit Footpath	Council develop a forward works program for the upgrade of footpath standards throughout Palmerston.	Under development
8/1980	17/05/2016	DTS	Goyder Square Operational Costs and Level of Service	Council review the level of service provided in Goyder Square in September 2016 following a dry season operation of the area.	Report to October EDI Committee.
8/2005 8/2006	17/05/2016	DTS	City Centre Improvement Levy	Consultation commence with City Centre land owners regarding the introduction of a City Centre Improvements Levy in 2017/18. City Centre Improvement Reserve be established and a reserve policy be forwarded to Council for consideration.	Consultation strategy being developed
8/2084	21/06/2016	DTS	Fencing Playgrounds	<ul style="list-style-type: none"> - THAT a playground risk management policy be developed and all playgrounds be assessed against the future policy. - Improvement works required to address the risks identified by the future playground risk management policy be costed and brought back to Council for budget consideration. 	
8/2126	19/07/2016	DTS	City Centre Car Parking	Council endorsed opening a discussion with the NT Government regarding the use of vacant crown land Lot 10027, and the owner of Lot 4273 and other vacant lots for use as formal car parking in the Palmerston City Centre.	Action underway

8/2130	19/07/2016	CEO	2016 Compliance Review Report	<ul style="list-style-type: none"> - CEO to address the recommended remedial actions and minor items contained in the 2016 Compliance Review Report to the satisfaction of the Department of Local Government and Community Services. - CEO to report back to Council on all actions taken to address the issues contained in the Compliance Review Report. 	In progress. Report to Council Meeting scheduled 4 October 2016.
8/2203 8/2204 8/2207	16/08/2016	DTS	On and Off-Street Car Parking Charges in the City Centre	<ul style="list-style-type: none"> - Stakeholders to be notified of Council's intention to commence charging for parking within the City Centre via the level 2 consultation process. - preparation of drawings and contract documents for the implementation of paid parking in the city centre commence. - charges be included in the Fees and Charges Register for 2016/17 to be applied at a date determined by Council. 	
8/2221	06/09/2016	DCCS	Smart Cities	Report to be brought to Council with options and costings for the development of a digital strategy.	
8/2225	06/09/2016	DCCS	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.	
8/2235	06/09/2016	DTS	Proposed Future Multistorey Car Park Lot 10024 and Part Lot 9629 Frances Street, Palmerston City	Council are to continue to pursue the option of including a public car park in the building development on Lot 10024 and neighbouring Lot 9629 with the future owner of Lot 10024.	
8/2248	13/09/2016	DTS	Tender TS2016/10 – Baban Place Stormwater Remediation	Mayor and CEO to sign and seal all required contract documentation for the contract TS2016/10 – Baban Place Stormwater Remediation.	

Recommending Officer:

Mark Spangler, Acting Chief Executive Officer

Any queries on this report may be directed to Mark Spangler, Acting Chief Executive Officer on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Schedule of Attachments:

Nil

ITEM NUMBER: 12.3.2 Community Benefits Scheme 2016/2017 - June, July, August 2016

FROM: Director of Corporate and Community Services

REPORT NUMBER: 8/0985

MEETING DATE: 20 September 2016

Municipal Plan:

4. Governance & Organisation

4.2 Service

4.2 We value and encourage participation in Council activities by the community, and are committed to delivering the highest possible levels of service and community engagement

Summary:

This report has been referred from the Community, Culture and Environment Committee to provide Council with a summary of the Community Benefits Scheme applications processed for the months of June, July and August 2016.

RECOMMENDATION

THAT Council receives Report Number 8/0985

Background:

This report details applications received, approved/not approved against the Community Benefits Scheme eligibility criteria and selection process.

General:

Please see attached table listing all grants and acquittals received during June, July and August 2016.

Included is a table with an update of funds paid to recipients and amount of funds remaining in the budget for Grants, Donations, Sponsorships and Scholarships for 2016/2017.

The budget for the 2015/2016 year for grants, donations, scholarships and sponsorships was \$137,975.24. Due to the successful distribution of funds to the community the available budget at end of Financial Year was \$5,850.42

Financial Implications:

The budget for the 2016/2017 year for grants, donations, scholarships and sponsorships is \$100,000.00. Due to the successful distribution of funds to the community the available budget to date rests at \$85,182.

The Community Grant Reserve total remains at \$100,000.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

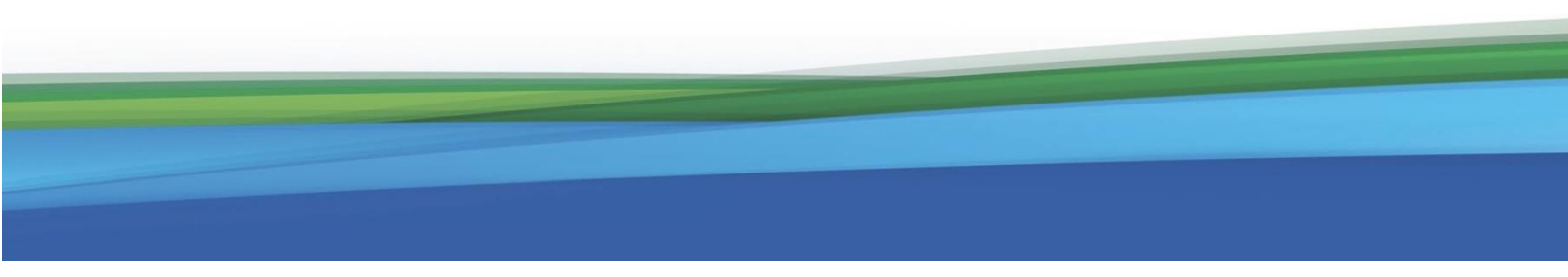
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Development

Schedule of Attachments:

Attachment A: Applications/Acquittals Received Summary – June, July, August 2016, Expenditure to Date



Attachment A: Applications/Acquittals Received Summary – June, July, August 2016, Expenditure to Date

Community Benefits Scheme**Applications Received**

Activity Project	Applicant	Amount Requested	Amount Received	Outcome
2016-17 Program support	Arafura Wind Ensemble	\$6,000	\$6,000	Successful
Every Cat Program	Ark Aid Inc.	\$10,000	\$10,000	Successful
Palmerston parkrun	parkrun Australia	\$5,000	n/a	Withdrawn
Annual Seniors Christmas Celebration 2016	Palmerston 50+ Club Inc.	\$500	\$500	Successful
Camp Quality Radio (fundraising) Auction	Camp Quality	\$1000	\$815	Successful
Conference and Awards 2016	Territory Natural Resource Management	\$1500	\$1500	Successful
Special Children's Christmas Party 2016	Special Children's Christmas Party	\$1000	\$1000	Successful
Autism NT fundraising luncheon	Autism NT	\$2,000	\$2,000	Successful
White Ribbon, Black Tie (fundraising) Ball	White Ribbon	\$2,000	\$2,000	Successful
De-sexed Cats- Better for the Community	Top End Rehoming Group	\$10,000		Under consideration
De-sexing cats in Palmerston owned/fed by financially disadvantaged members of the community	The Cat association of the NT Inc.	\$5,000		Under consideration

Attachment A: Applications/Acquittals Received Summary – June, July, August 2016, Expenditure to Date

Acquittals Received

Applicant	Activity Project	Amount Granted
Riding for the Disabled in the Top End Inc.	Purchase of storage container	\$5,300
YMCA of the Top End	Kidz vs Copz – Basketball	\$2,000
Neighbourhood Watch	IMA The Safety House's Birthday Fun	\$2,000
Bump Bub and Beyond Expo Inc.	Bump Bub and Beyond Expo	\$7,000
Palmerston Rugby Union Club	Purchase new scrum machine	\$6,500

Current Community Benefits Scheme Expenditure to Date

CC name	Account Name	YTD \$	Commitment \$	YTD+Comm \$	Rev. Budget	Budget Available \$
Grants / Donations/Contributions Paid	Community Grants	14,818	-	14,818	100,000	85,182

ITEM NUMBER:	13.1.1	Liquor Licence Application - Lot 5694 (1) Mannikan Court, Bakewell - New Liquor Licence (restaurant) - Guzman Y Gomez
FROM:	Director of Technical Services	
REPORT NUMBER:	8/0979	
MEETING DATE:	20 September 2016	

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.

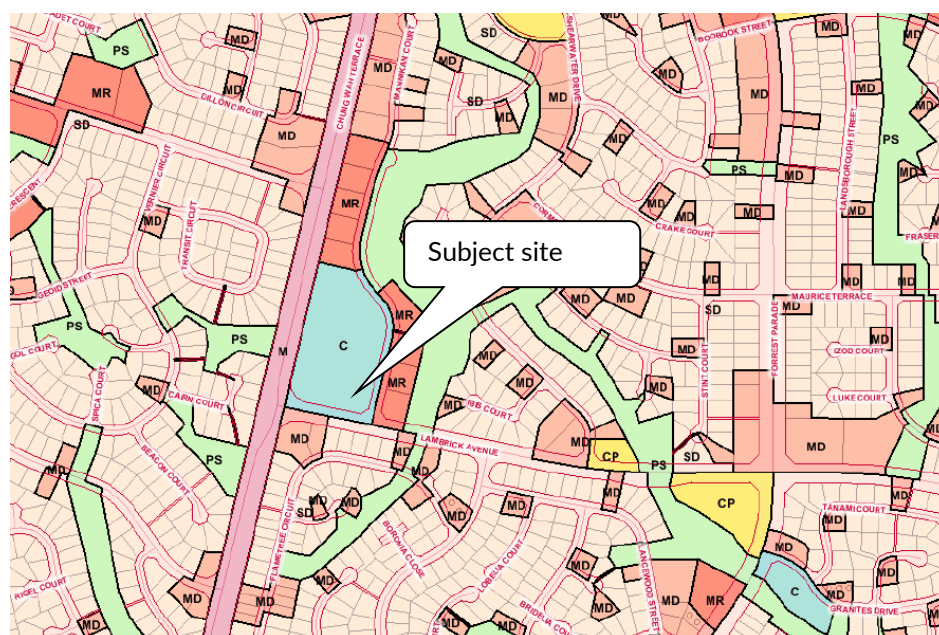
Summary:

This report outlines issues to be considered by Council in regard to a proposed new Liquor Licence (restaurant) for Guzman Y Gomez on Lot 5694 (1) Mannikan Court, Bakewell.

RECOMMENDATION

1. THAT Council receives Report Number 8/0979.
2. THAT Council endorses Attachment A to Report Number 8/0979.

Background:



Source: NT Atlas and Spatial Data Directory

The subject site contains the approved Bakewell Woolworths Shopping Complex and associated commercial uses.

The proposed Restaurant license seeks a license for consumption of liquor on premises. The business proposed to be conducted on the premises will be in nature a new Mexican restaurant (Guzman Y Gomez) which proposed the following trading details:

- The business proposed to be conducted on the premises will be in nature a Mexican Restaurant with Takeaway food facility.
- Liquor may only be sold for consumption on the licensed premise ancillary to a meal.
- Liquor may be sold for consumption on the licensed premise between 11:00 hours until 23:59 hours seven (7) days a week.

The consumption of Liquor will be for consumption of liquor on site only and with the purchase of a meal.

General:

Officers note that the proposed Restaurant license is consistent with other restaurants operating in the locality and the Palmerston municipality. Furthermore, the site is in a location adjacent to a larger shopping complex which ensures access to public transport and security measures will be in place for the establishments.

In this particular case no objection to the application is raised.

Financial Implications:

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

Legislation/Policy:

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

Recommending Officer: Mark Spangler, Director of Technical Services

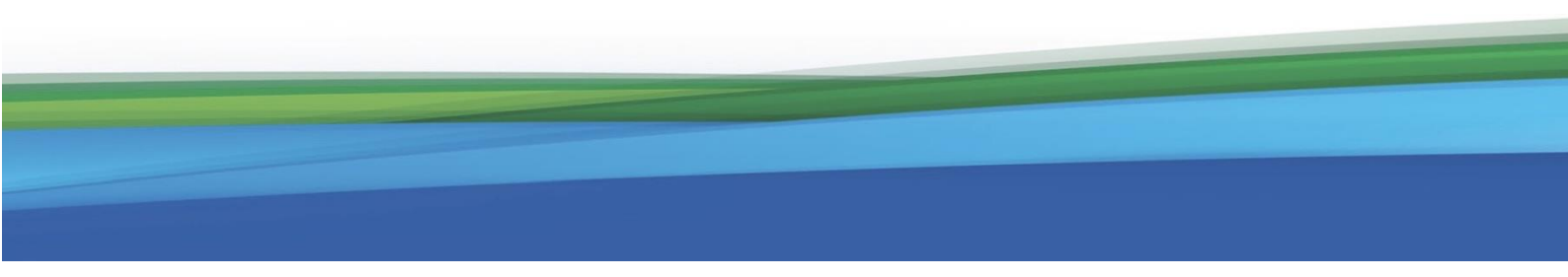
Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

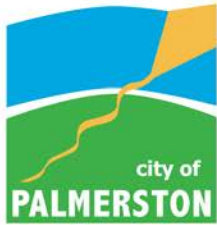
Author: Gerard Rosse, Manager Planning and Environment Services

Schedule of Attachments:

Attachment A: Council's letter of comment for Liquor Licence Application - Lot 5694 (1) Mannikan Court, Bakewell - New Liquor Licence (restaurant) - Guzman Y Gomez.

Attachment B: Proposed Liquor Licence Application.





Telephone
(08) 8935 9922

Facsimile
(08) 8935 9900

Email
palmerston@palmerston.nt.gov.au

Civic Plaza
1 Chung Wah Terrace

www.palmerston.nt.gov.au

Please include the following reference in all correspondence

ID: MAS:gr 21/09/2016

21/09/2016

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

Dear Sir/Madam

Liquor Licence Application
Lot 5694 (1) Mannikan Court, Bakewell
New Liquor Licence (restaurant) - Guzman Y Gomez

Thank you for the Liquor Licence Application referred to this office on 22 August 2016, concerning the New Liquor Licence (restaurant) at Lot 5694 (1) Mannikan Court, Bakewell (Guzman Y Gomez)

Council does not object to the granting of the Liquor Licence Application for a New Liquor Licence (restaurant) on Lot 5694 (1) Mannikan Court, Bakewell - Guzman Y Gomez

If you require any further discussion in relation to this application, please feel free to contact me on 8935 9923.

Yours sincerely

Mark Spangler
Director of Technical Services

Application for the Grant of a Liquor Licence

Liquor Act

Application for the Grant of a Liquor Licence			
1. Application details			
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Full name of applicant	M.A.P HOLDINGS GROUP PTY LTD		
Address of applicant			
Postal address of applicant	PO Box 352 PARAP NT 0804		
Telephone	0405 698 922	Facsimile	
Email	mat.young@gug.com.au	Website	
Full name and address of Nominee (if applicable)	MATHEW JAMES YOUNG 6/16 HENRY ST, STUART PARK, NT, 0820		
Address/location of proposed licensed premises	CHUNG WAH TERRACE, BAKEWELL NT, 0832		
Trading name of proposed licenced premises	GUZMAN Y GOMEZ - BAKEWELL		
Nature of business associated with licence applied for (e.g. supermarket, hotel, etc.)	DINE-IN, TAKE AWAY AND DRIVE THRU FAST FOOD MEXICAN RESTAURANT		
Type of licence applied for:			
1. For consumption on premises	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
2. For consumption away from premises	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
3. For consumption on and away from premises	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Proposed conditions sought or volunteered by the Licensee			
PROPOSED LICENSED HOURS TO BE 10am-12am			
Will any other person or entity have a financial interest in the business? If so, provide details:			
PLEASE SEE ATTACHED			

Application for the Grant of a Liquor Licence

Is applicant or any member of the applicant directly or indirectly interested in or concerned with any other licence? If so, provide details:

No

Have any of the applicants (*including directors of companies or committee members of club*) ever been arrested, charged or summonsed for an offence (*exclude spent convictions*)? If so, provide details:

No

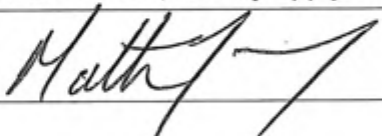
Have any of the applicants (*including directors of companies or committee members of club*) ever been a defendant in a civil lawsuit for breach of duty of care? If so, provide details:

No


Have any of the applicants (*including directors of companies or committee members of club*) ever been the subject of any action pursuant to the provisions of bankruptcy legislation? If so, provide details:


No

I/We the applicant(s) described above, hereby apply for the grant of the above licence.

Signature of applicant(s)		Date	4/7/16
Signature of applicant(s)		Date	
Signature of applicant(s)		Date	

Application for the Grant of a Liquor Licence			
2. For office use only			
File number		Date received	
3. Application by a Body Corporate to appoint manager/nominee			
Full name of applicant	M.A.P HOLDINGS GROUP PTY LTD		
Trading name of premises	GUZMAN Y GOMEZ - BAKEWELL		
Address/location of premises	CHUNG WAH TERRACE, BAKEWELL, NT 0832		
4. Nominated persons details			
Full Name and any alias(es) of proposed manager/nominee	MATHEW JAMES YOUNG		
Date of birth	01 / 03 / 1979	Place of birth	BALLARAT, VICTORIA
Address	6/16 HENRY ST, STUART PARK, NT 0820		
Occupation	DIRECTOR OF M.A.P HOLDINGS PTY LTD		
Phone		Facsimile	
Mobile	0405 698 922	Email	mat.young@gyg.com.au
Length of time in the Northern Territory	3 YEARS	Period of residence in Australia	SINCE BIRTH
If naturalised, can papers be produced?			Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your marital status? (including defacto)		SINGLE	
Name of Spouse (including defacto)		N/A	
Occupation of spouse/defacto		N/A	
If licence granted, does proposed manager/nominee intend to follow another trade or profession?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has proposed manager/nominee had experience in the conduct of licensed premises?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, provide details	MANAGING LICENSED VENUES IN QLD FOR OVER 10 YEARS & HAS PREVIOUSLY BEEN THE NOMINEE FOR A LICENSED VENUE.		
Will the proposed manager/nominee have a financial interest in the business?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the proposed manager/nominee directly or indirectly interested in or concerned with any other licence?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes provide details			

Application for the Grant of a Liquor Licence			
Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere (<i>exclude spent convictions</i>)? If so, provide details:			
No			
Has the proposed manager/nominee ever been convicted of any offence anywhere (<i>exclude spent convictions</i>)? If so, provide details:			
No			
Has the proposed Manager/Nominee ever been a party in a civil lawsuit (<i>exclude spent convictions</i>)? If so, provide details:			
No			
Has the proposed manager/nominee ever been dismissed / discharged or asked to resign from any employment? If so, provide details			
No			
Has the proposed manager/nominee completed a Responsible Service of Alcohol Course? If yes, attach relevant certificate.			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Please provide one personal profile / resume detailing a minimum of last 10 years work history and four (4) written references to be made up of two (2) business references and two (2) personal references. These are to be attached with this application.			
Signature of proposed manager/nominee		Date	4.7.16

Application for the Grant of a Liquor Licence			
5. Statement of display			
To be completed after the expiry of the 30 day display period of the public notice (<i>Green Sign</i>) erected at a prominent part of the proposed premises to be licensed.			
I, (<i>insert full name</i>)	MATTHEW JAMES YOUNG		
of (<i>insert address</i>)	6116 HENRI ST STUART PARK NT 0820		
In the Northern Territory, being the applicant or acting for and behalf of the applicant, who has applied for the grant/variation of a licence for the premises known or to be known as (<i>insert name of premises</i>)		GUZMAN Y GOMEZ - BAKEWELL	
And situated at (<i>insert address of premises</i>)	CHUNG WAH TERRACE, BAKEWELL, NT 0832		
State that:			
1. The above application was lodged with the Director-General of Licensing on the			
7 th	day of	JULY	20 16
2. A public notice (<i>Green Sign</i>) was displayed on the premises or site to which the application relates on the			
	day of		20 16
3. The public notice was continuously and conspicuously displayed during the period of 30 days until			
	day of		20 16
Signature			Date
Full name (<i>in block letters</i>)	MATTHEW JAMES YOUNG		

Affidavit																													
I,		, the applicant,																											
<i>insert full name:</i> <i>of the applicant; or</i> <i>if the applicant is a body corporate, of the principal executive officer (or, if that officer does not have knowledge of the fact, some other person who has knowledge of the facts and who is authorised by the body corporate)</i>																													
disclose the following:																													
(a)	there *is a / <u>is not any person</u> (other than, where the applicant or licensee is a body corporate, the secretary, an executive officer, a member or shareholder of the body corporate carrying out the duties or exercising the normal rights of the person in that capacity) who will by any lease, agreement or arrangement be able to influence any decision made by the applicant in relation to the sale of liquor or the sale and consumption of liquor. (*circle where applicable)																												
(b)	there *is a / <u>is not any person</u> other than the applicant who by any lease, agreement or arrangement (other than a contract, agreement or other arrangement entered into for the purposes of this Act or the Regulations and approved by the Director-General) may expect any benefit from the applicant in relation to the sale of liquor or the sale and consumption of liquor. (*circle where applicable)																												
(c)	details of persons able to influence as referred to in paragraph (a) or expect benefit as referred to in paragraph (b): i. <i>where any such person is a natural person:</i> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 33%;">Full Name</th> <th style="width: 33%;">Address</th> <th style="width: 33%;">Date of Birth</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table> ii. <i>where any such person is a body corporate other than a club:</i> Name of Body Corporate <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 33%;">Full Name of Secretary</th> <th style="width: 33%;">Address</th> <th style="width: 33%;">Date of Birth</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <th style="width: 33%;">Full Name of Each Executive Officer</th> <th style="width: 33%;">Address</th> <th style="width: 33%;">Date of Birth</th> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> <tr> <td style="height: 30px;"></td> <td></td> <td></td> </tr> </table>		Full Name	Address	Date of Birth				Full Name of Secretary	Address	Date of Birth				Full Name of Each Executive Officer	Address	Date of Birth												
Full Name	Address	Date of Birth																											
Full Name of Secretary	Address	Date of Birth																											
Full Name of Each Executive Officer	Address	Date of Birth																											

Affidavit			
iii. <i>where any such person is a club or other voluntary association of persons:</i>			
Name of Club or Voluntary Association of Persons			
Full Name of Secretary	Address	Date of Birth	
Full Name of Each Executive Officer	Address	Date of Birth	
Details of the objectives (if any) of the club or voluntary association of persons and whether or not the club is a non-proprietary club or the voluntary association of persons conducts its business in the same way as a non-proprietary club			
iv. <i>full and correct particulars of the lease, agreement or arrangement</i>			
(d)	in the case of the applicant or licensee being a body corporate other than a club, the names of all persons who have a substantial holding (within the meaning of section 9 of the <i>Corporations Act 2001</i>) in the body corporate.		
This affidavit is made by		in the presence of an authorised witness	
At (place)		On (date)	
Signature of person making the affidavit			
Signature of Authorised Witness *Witness must sign each page of the affidavit			
Witness Full Name	Witness qualification as an authorised witness	Witness Address or Telephone	

Affidavit

Oath, Affidavits and Declarations Act:

Section 14 (5):

The person making the affidavit must:

- (a) sign the affidavit immediately after the statement required by subsection (3); and
- (b) sign each other page of the affidavit; and
- (c) sign or initial any alteration made to the affidavit; and
- (d) in the presence of an authorised witness, say orally on oath, that:
 - (i) he or she is the person named as the maker of the affidavit; and
 - (ii) the contents of the affidavit are true; and
 - (iii) the signature is his or hers; and
 - (iv) if necessary, any attachment to the affidavit is the attachment referred to in it.

Subsection (5)(a), (b) and (c) need not be complied with in the presence of an authorised witness.

Section 15:

- (1) An affidavit made at a place in the Territory must be witnessed by one of the following:
 - (a) a justice of the peace;
 - (b) a commissioner for oaths;
 - (c) any other person authorised by an Act to witness the affidavit.
- (2) An affidavit made at a place outside the Territory must be witnessed by one of the following:
 - (a) a person who has authority under the law of the place:
 - (i) to administer an oath, take an affirmation or carry out a comparable process; or
 - (ii) to witness the making of an affidavit or comparable document;
 - (b) a consular official who is performing official functions at the place;
 - (c) if the person making the affidavit is a member of the Australian Defence Force – a defence force officer;
 - (d) any other person authorised by an Act to witness the affidavit.

6. Notice In Accordance with the *Information Act* (Information Privacy Principle 1)

Licensing NT is seeking information from you for the purposes of your application. Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- a) You are able to access your personal information that you have provided by making a written request to the Director-General of Licensing.
- b) The information is required pursuant to the *Liquor Act*. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- c) The information will be kept confidential except as follows:
 - i. Information may be sought from police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application.
 - ii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.

7. Application notes

1.	Applicants should note that the grant of a licence will not be considered by the Director-General of Licensing unless all of the requirements set out in this application form and as may be additionally advised by the Director-General has been satisfied. The list below is intended as a basic guide only. The Director-General may require additional information at any stage of the process.	
2.	Applicants are entitled to apply for an "in principle" liquor licence in limited circumstances where for example the premises that is to be licensed is under construction. In such circumstances the licensing inspector responsible for your application will determine what of the listed requirements must be submitted before your application will be considered.	
3.	These application notes and the checklists within are to be submitted with the application.	
4.	The following are documents that must be lodged with the application:	
a)	Completed application form	Yes <input checked="" type="checkbox"/>
b)	Payment of the liquor licence application statutory fee*	Yes <input checked="" type="checkbox"/>
c)	Affidavit referred to in Section 26A of the <i>Liquor Act</i> .	Yes <input checked="" type="checkbox"/>
d)	Site and floor plans (<i>drawn in accordance with the attached approved guidelines.</i>)	Yes <input checked="" type="checkbox"/>
e)	Proof of title, lease or right to occupy the premises. (<i>Note: if an applicant seeks to provide a copy of a contract for the sale of land or a lease of the relevant premises such documentation must be legally executed.</i>)	Yes <input checked="" type="checkbox"/>
f)	Photocopies of relevant identification of applicants and nominated managers, which may be current driver's licence, passport or birth certificate extract.	Yes <input checked="" type="checkbox"/>

g)	<p>Proof that the applicant(s) have undertaken a fingerprint check and have submitted an authority to release criminal history to the Northern Territory Police, with return address of the fingerprint check noted as:</p> <p style="padding-left: 40px;">Manager Territory Business Centre GPO Box 9800 Darwin NT 0801</p> <p style="padding-left: 40px;">Or</p> <p style="padding-left: 40px;">Manager Territory Business Centre PO Box 9800 Alice Springs NT 0871</p> <p>Note: Where the applicant is a company the director(s) and proposed nominated manager(s) must undertake fingerprint checks, unless waived; or Where the applicant is an incorporated association, a fingerprint check is to be completed by the president, treasurer, secretary and proposed nominated manager.</p> <p>i) The original form is submitted. Photocopy or faxed copies will not be accepted. A photocopy of either a driver's licence or birth certificate must be submitted with every criminal history form.</p> <p>ii) All details are printed clearly</p> <p>iii) All sections of the form a completed</p> <p>iv) All relevant signatures appear on the form</p> <p>No wording of this form is to be altered or deleted in any way</p>	Yes <input checked="" type="checkbox"/>
h)	Evidence of the financial stability of the applicant(s). A recent statement of assets and liabilities is the minimum requirement, preferably with an appropriate letter from the applicant's bank and/or accountant addressing the question of the applicant's financial stability.	Yes <input type="checkbox"/>
i)	Evidence of managerial capacity to conduct the proposed business e.g. a curriculum vitae or resume of each of the applicants	Yes <input checked="" type="checkbox"/>
j)	Where the applicant is a person or person(s), at least two references attesting to the general reputation and character of the applicant(s). Where the applicant is a body corporate, at least two references attesting to the business reputation of the applicant.	Yes <input checked="" type="checkbox"/>
k)	<p>Description of business to be conducted, detailing the proposed business to be conducted and containing details of proposed method of operation including hours of trade, services to be provided, type of liquor to be stored, overall theme/concept to be utilised for the business/premises, style of service, plans for dealing with risks/problems e.g. for "nightclub type premises" – how illicit drug prevention measures will be undertaken and the like. This should also include full details of camera surveillance if the premises is to be late night trading.</p> <p>The information sought above is generally contained in the business plan of the premises, which should also accompany this application. Assistance in preparing business plans can be obtained by contacting the Business Services Division of the Department of Business.</p>	Yes <input checked="" type="checkbox"/>

ATTACHMENT B
Application for the Grant of a Liquor Licence

l)	Public interest – applicants must demonstrate in the application that the grant of the licence will be in the public interest by providing information about any relevant criteria referred to in section 6(2) of the <i>Liquor Act</i> and any other matter relevant to the public interest in the sale, provision, promotion and consumption of liquor. The applicant should refer to section 6 and 26(3) of the <i>Liquor Act</i> to identify those matters the Director-General of Licensing must consider when determining an application.	Yes <input checked="" type="checkbox"/>
m)	Certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed liquor licensed premises at the relevant address of the proposed premises; or Certificate of Occupancy	Yes <input type="checkbox"/>
n)	Business name certificate of registration and business names extract	Yes <input checked="" type="checkbox"/>
o)	Certificate of registration as a food business, if applicable	Yes <input type="checkbox"/>
p)	Boarding house certificate, if applicable N/A	Yes <input type="checkbox"/>
7.	Additional documents to be lodged where the applicant is a company:	
a)	Original recent company search document issued by the Australian Securities and Investment Commission (ASIC) showing particulars of the applicant company's directors, shareholders, registered company address and securities registered against company assets.	Yes <input checked="" type="checkbox"/>
b)	Nominee application form signed by the proposed nominee of the company (<i>form attached</i>) and two written business references and two personal references	Yes <input checked="" type="checkbox"/>
c)	Separate references attesting to the general reputation and character of each of the directors, the secretary and the executive officers.	Yes <input checked="" type="checkbox"/>
8.	Additional documents to be lodged where the applicant is an incorporated association (<i>club</i>):	
a)	Copy of the certificate of incorporation N/A	Yes <input type="checkbox"/>
b)	Copy of the registered constitution of the incorporated association, which shall contain relevant clauses and terms as required by the attached guideline N/A	Yes <input type="checkbox"/>
c)	Nominee application form signed by the proposed nominee of the incorporated association (<i>form attached</i>) and two written business references and two written personal references. References may be checked and verified. N/A	Yes <input type="checkbox"/>
9.	Additional documents and requirements where the applicant(s) are in partnership:	
a)	Copy of the partnership agreement (<i>if in existence</i>) N/A	Yes <input type="checkbox"/>
b)	A declaration in the form of a letter to the Director-General of Licensing and signed by all partners, nominating a partner who will be the sole contact for Licensing NT to deal with for all matters relevant to the liquor licence and the licensed premises. N/A	Yes <input type="checkbox"/>

Application for the Grant of a Liquor Licence

10.	Documents required prior to consideration of application:	
a)	Copies of advertisements of the proposed liquor licence application placed in relevant newspapers or other form of media (where required by the Director-General of Licensing). Licensing inspectors will assist the applicant in drafting the relevant advertisement and advise where the advertisements should be placed i.e. NT News, Centralian Advocate, Katherine Times, Kununurra Times etc. Applicants should make every effort to attend to this requirement as soon as possible after the application has been lodged, as an application will not be considered until such time as the advertising period has closed and the community has had the opportunity to object to the application. Other documentation and requirements can be submitted while the advertising period is running.	Yes <input type="checkbox"/>
b)	Signed declaration (<i>form enclosed</i>) that the public notice "Green Sign" has been erected at a prominent external area of the proposed premises and has been displayed for a 30 day period coinciding with the advertisements. "Green Signs" will be provided by a licensing inspector. Random checks are undertaken to ensure that "Green Signs" are erected in a prominent external area of the proposed premises.	Yes <input checked="" type="checkbox"/>
11.	Further requirements:	
a)	Licensee or nominee to sit examination on knowledge of the <i>Liquor Act</i> and licence conditions. (<i>Contact Licensing NT for further details and to book an appointment for the test</i>)	Yes <input checked="" type="checkbox"/>
b)	A Licensee (or if a body corporate, its nominee) will be required to have completed a responsible service of alcohol course before commencing trading operations under any liquor licence. (<i>list of providers attached</i>)	Yes <input checked="" type="checkbox"/>
c)	Inspection of proposed licensed premises by licensing inspectors	Yes <input type="checkbox"/>
d)	Certain venues are required to have camera surveillance therefore applicants need to inform themselves of this requirement. Refer to the Camera Surveillance Guidelines fact sheet or inquire at a Territory Business Centre or Licensing NT office.	Yes <input checked="" type="checkbox"/>
12.	Guidelines – Site and Floor Plans	
a)	A floor plan of the proposed or existing premises: <ul style="list-style-type: none"> i) drawn to a scale or scales considered by the Director-General Licensing to be adequate for the relevant detail; ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and iii) shall delineate the proposed licensed premises in red. 	Yes <input checked="" type="checkbox"/>
b)	A Site Plan showing: <ul style="list-style-type: none"> i) showing an outline (<i>delineated in red</i>) of every building to which the application relates; ii) the boundary of the land on which those premises are or are to be situated; iii) the front entrance of every building on those premises; iv) the names of adjacent streets; v) features such as swimming pools and other outdoor areas on those premises. 	Yes <input checked="" type="checkbox"/>
c)	The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsman.	Yes <input checked="" type="checkbox"/>

d)	The Director-General of Licensing may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver from the Director-General they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline. N/A	Yes <input type="checkbox"/>
<p>It should be understood that these plans will be made available for inspection by members of the public at all stages of the application and approval process. In the event that the Director-General of Licensing grants a liquor licence, the plans will be held by the Director-General and will remain available for public inspection, upon request.</p>		
13.	Director-General of Licensing requirements for "club" constitutions N/A	
<p>Applicants seeking to apply for a class of liquor licence known as a club licence are required to submit to the Director-General of Licensing a copy of their constitution which shall contain clauses or provisions as follows:</p>		
a)	The rules of a club must provide that a visitor to a club must not be supplied with liquor in the club premises unless the visitor is a guest in the company of a member N/A	Yes <input type="checkbox"/>
b)	The rules of a club, except in the case of a club primarily for a sporting purpose; must provide that a person under the age of 18 years shall not be admitted to the membership of the club N/A	Yes <input type="checkbox"/>
c)	The rules of the club must provide for a management committee of the club be elected for a term of not less than 12 months by members or a class of members constitutionally entitled. N/A	Yes <input type="checkbox"/>
d)	The rules of the club must provide for the keeping of records of guests N/A	Yes <input type="checkbox"/>
e)	The rules of the club must provide for the appointment of a secretary N/A	Yes <input type="checkbox"/>
f)	Acceptable procedures for the admission of new members that are consistent with the club's core objectives and operations N/A	Yes <input type="checkbox"/>
14.	Who may sign the application form?: N/A	
<p>Where the Applicant is:</p> <ul style="list-style-type: none"> a) a natural person – the natural person b) a partnership – as per the partnership agreement, otherwise, all of the partners c) a company – at least one of the directors and the secretary (<i>common seal not required</i>) d) an incorporated association – the secretary and one other member of the committee <p>When the signatory is the sole proprietor of a company, this should be noted alongside the proprietor's signature.</p>		
15.	Do you intend to apply for a gaming machine licence? N/A	
<p>Under section 24(1)(d) of the <i>Gaming Machine Act</i>, an applicant can apply for a gaming machine licence at the same time as their application for a liquor licence if the liquor licence they have applied for is:</p> <ul style="list-style-type: none"> a) a hotel liquor licence; or b) a club liquor licence <p>You may make an application for a gaming machine licence concurrent with this application and have both applications considered by the Director-General of Licensing at one time.</p> <p>If you wish to exercise this option please ask for a supplementary gaming machine license application form. It should be noted that you will not be required to satisfy requirements already met in the liquor application.</p>		

16.	Do you intend selling tobacco products?		
<p>If you intend selling tobacco products you are required to obtain a retail tobacco licence. You should make yourself aware of your obligations to comply with the <i>Tobacco Control Act</i> and regulations.</p> <p>Information can be obtained from the smoke free website, http://www.smokefree.nt.gov.au</p> <p>An application form can be obtained from a Territory Business Centre or from the Licensing NT website.</p>			
17.	Responsible service of alcohol course providers as at December 2014		
<p>Training Plus NT ABN: 37 620 097 688 NTIS code: 70035 Caretakers' Residence Nakara Primary School Nakara Terrace Nakara NT 0810 PO Box 42023 Casuarina NT 0811</p>			
Phone		0406 548 224	Email tony@trainingplusnt.com
Website		http://www.trainingplusnt.org.au	
Method of delivery		<ul style="list-style-type: none"> In person Online 	
<p>Charles Darwin University ABN: 54 093 513 649 NTIS code: 0373 Tourism, Hospitality, Sport & Recreation (Top End) Palmerston Campus University Avenue Palmerston NT 0830</p>			
Phone		08 8946 7525	Facsimile (08) 8946 7833
Email		tour_hosp_recreation-topend@cdu.edu.au	
Method of delivery		<ul style="list-style-type: none"> In person Post 	
<p>Alice Springs Tourism & Hospitality (Central) Grevillea Drive Alice Springs NT 0870</p>			
Phone		(08) 8959 5200	Facsimile (08) 8959 5240
Email		nick.desilva@cdu.edu.au	
Method of delivery		<ul style="list-style-type: none"> In person 	
<p>Karen Sheldon Catering Pty Ltd ABN: 21 117 356 779 NTIS code: 70045 Kantillas Function Centre Level 3 TIO Stadium Marrara NT 0812 PO Box 2351 Parap NT 0804</p>			
Phone		(08) 8945 6048	Facsimile (08) 8927 5799

Mobile	0437 525 797	Email	rto@karensheeldontraining.com
Method of delivery	<ul style="list-style-type: none"> In person 		
8. Lodgement details			
Once the application is complete it must be lodged at a Territory Business Centre with the prescribed fee at:			
Darwin Ground Floor, Development House 76 The Esplanade Darwin GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: territory.businesscentre@nt.gov.au		Katherine Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: territory.businesscentre@nt.gov.au	
Tennant Creek Shop 2, Barkley House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8962 4411 f: (08) 8982 1725 e: territory.businesscentre@nt.gov.au		Alice Springs Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: territory.businesscentre@nt.gov.au	
9. Fees and payment			
Contact your local Territory Business Centre for the relevant schedule of fees.			

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

- There will be no takeaway alcohol sold on the premises.
- There will be no Happy Hours.
- There will be only one day of the year where alcoholic drinks are discounted, however this will be done within the guidelines of the Liquor Act and will not encourage excessive consumption of alcohol.
- Staff will be trained to identify intoxicated patrons and will not serve them.
- If in doubt, staff will ask for proof of age.

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

- Guzman y Gomez is a fast food restaurant that only has the capacity to seat 100 diners at a time. The above is not applicable to Guzman y Gomez.

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

- Guzman y Gomez is a fast food restaurant that only has the capacity to seat 100 diners at a time. The above is not applicable to Guzman y Gomez.

• Abide by all applicable laws & regs

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

- There will be no live music at the venue, except possibly on opening day.
- Manager on duty at any given time to monitor and control patron noise levels.
- Manager on duty at any given time to monitor music levels through the in house speaker system
- Any glass bins will not be emptied after 10pm or before 8am.

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

- Guzman y Gomez is a fast food restaurant who operate in reasonable hours that will not cause any of the above.

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

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

- Guzman y Gomez will abide by all by-laws under the Local Government Act.

(ii) *provisions of or under the Planning Act;*

- Guzman y Gomez will abide by all provisions of or under the Planning Act.

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

- All employees will hold a current RSA certificate.
- All employees will understand their obligations under the Liquor Act.
- All employees will understand the days in which and times at which liquor may be sold.

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

- There will be no credit in the sale of liquor.

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

- There will be no discounted alcohol promotions.
- All alcohol will be served over the counter, no self-serve fridges.
- All alcoholic drinks will be served in approved standard drinking vessels.
- There will be a very limited range of alcohol available for purchase.

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

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

Guzman y Gomez will be serving the following types of alcohol:

- Bottled beer, local and imported.
- Bottled cider
- Frozen Margaritas
- Tequila

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

- Alcohol must only be sold to patrons 18 years and older.
- It must be paid for before the customer can receive the product, no alcohol will be served on credit.

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

- All alcoholic drinks will be served in approved drinking vessels.

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

- Liquor will be sold in accordance with the Liquor License issued.

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

- Guzman y Gomez is a fast food restaurant so this will not apply.

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

- Guzman y Gomez is a fast food restaurant that does not provide entertainment.

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

- Alcoholic drinks are only discounted 1 day of the year, on the 5th May, "Cinco de Mayo". However they are not discounted to the point where it encourages excessive consumption.

LIQUOR ACT**1st NOTICE OF APPLICATION FOR A LICENCE****TO SELL LIQUOR****GUZMAN Y GOMEZ - BAKEWELL**

MHP Holding Group Pty Ltd, hereby give notice that it has applied to the Director-General of Licensing for a Restaurant Liquor Licence to sell liquor from the premises to be known as Guzman Y Gomez - Bakewell located at P1, 1 Mannikan Court, Bakewell NT

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

- The business proposed to be conducted on the premises will be in the nature a Mexican Restaurant with Takeaway food facility.
- Liquor may only be sold for consumption on the licensed premise ancillary to a meal.
- Liquor may be sold for consumption on the licensed premise between 11:00 hours until 23:59 hours seven (7) days a week.

This is the first notice of the application. The notice will be published again on Wednesday, 24 August 2016.

The objection period is deemed to commence from Wednesday, 24 August 2016

The objection period will close on Saturday, 24 September 2016.

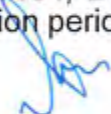
Pursuant to Section 47F(2) of the *Liquor Act* an objection may only be made on the ground that the grant of the licence may or will adversely affect:

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

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

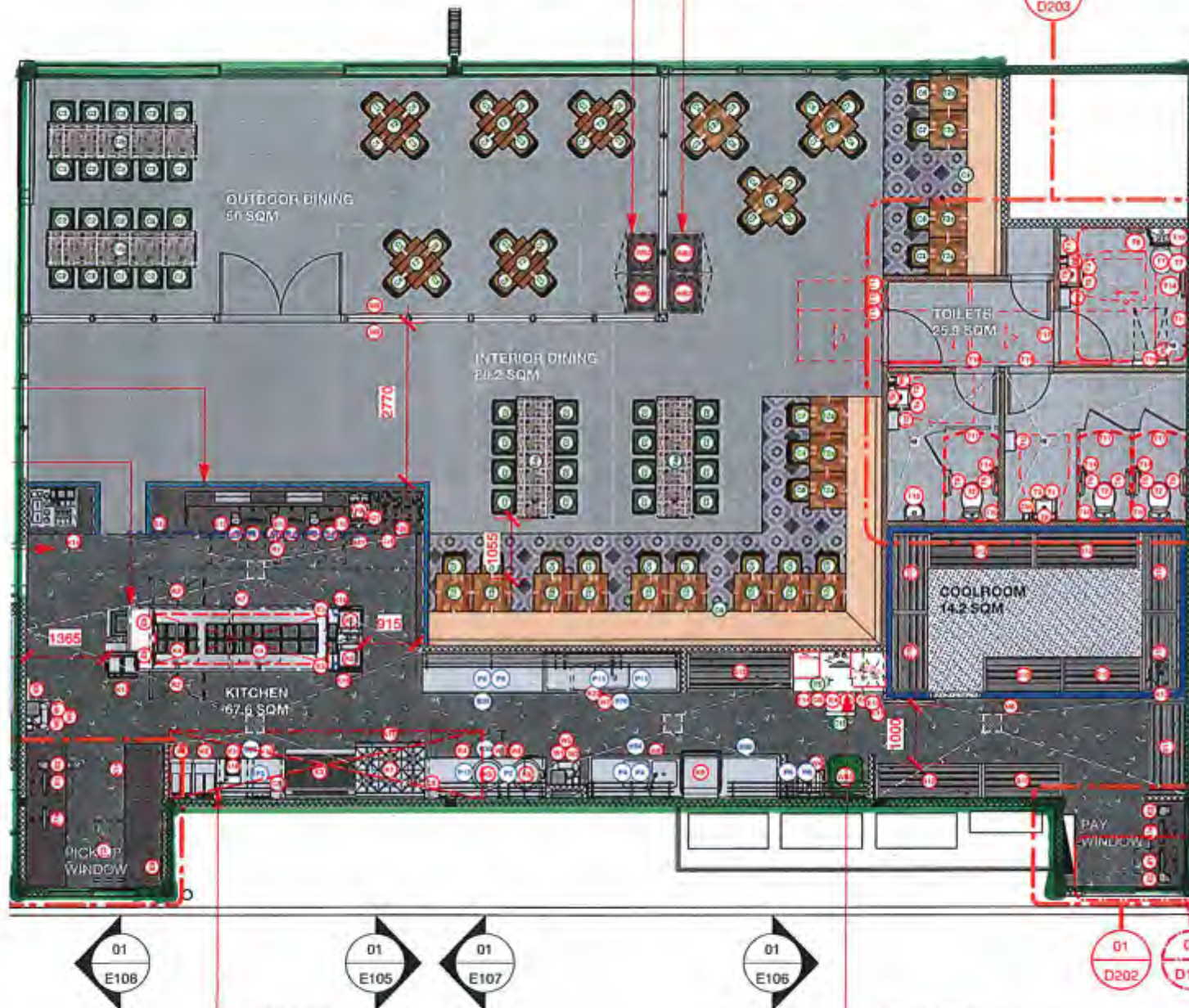
For further information regarding this application contact the Director-General of Licensing on telephone 8999 1800. Objections to this application should be lodged in writing with the Director-General of Licensing, Licensing, Regulation and Alcohol Strategy, GPO Box 1154, Darwin, within thirty (30) days of the commencement date of the objection period.

Dated this 19 August 2016



INDICATES LICENSED AREA

MOBILE BIN UNIT
REFER TO D126 FROM
STANDARDS PACKAGE FOR
FURTHER DETAILS.



'COOKLINE'
REFER TO D108 FROM STANDARDS
PACKAGE FOR FURTHER DETAILS.

OFFICE DESK
REFER TO D111 FROM STANDARDS
PACKAGE FOR FURTHER DETAILS.

29/1/16	MP	Minor Design Amendments	13	4/3/16	MP	For Tender	drawing: Layout Plan	drawing: P'
27/1/16	AS	Design Amendments	12	26/2/16	AS	Final Design Approval	status: For Tender - 4/3/16	
25/1/16	AS	Design Amendments	11	29/1/16	AS	Concept Approval	retail area: sqm BOH area: sqm	scale @
15/12/15	AS	Design Amendments	10	27/1/16	AS	Client Approval	total area: 255 sqm	plot date
14/12/15	AS	Layout Amendments	9	25/1/16	AS	Client Approval		drawn by
8/12/15	AS	Layout Amendments	8	20/1/16	AS	Concept Approval	project mgr: Tally Oteiri	checked
8/12/15	AS	Layout Amendments	7	18/12/15	AS	Concept Approval		file:1536
date	by	revision notes	issue	date	by	issue notes		

M.A.P Holdings Group Pty Ltd

BUSINESS PLAN

2016

Prepared by: Mathew Young

Date:

Updated 19/7/16

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1 Business overview

1.1 Introductory information

1.1.1 Foundation details

Structure	Company
Established	19/02/2015
Date registered	19/02/2015
Registration number	604 319 691

1.1.2 Contact details

Contact name	Mathew Young
Phone	
Mobile	0405698922
Email	mat.young@gyg.com.au
Address	Suite 406, 50 Holt Street, Surry Hills, NSW 2010
Website	

1.2 Business summary

Guzman Y Gomez (GYG) is a Mexican fast food company with various franchises located internationally and domestically. Our mission is to bring this growing franchise to Darwin and grow the business from one restaurant/drive through to many once business and demand has grown. GYG will dominate fast casual Mexican dining by always delivering remarkable food and service experiences. In order to succeed in our mission, we need to surround ourselves with passionate people and instil the values we believe in. Our five values are:

- 1) *It's all about the food*
- 2) *Make every customer love us*
- 3) *Be real*
- 4) *Got your back*
- 5) *It's up to us*

1.3 Business goals and objectives

Short-term goals: Year 1	Actions required	Deadline	Responsibility
Establish & make the brand recognisable in the Darwin fast food market	Marketing campaign prior to opening.	Before Opening Day	Mat
Educate consumers on Mexican Food	Talk to consumers about our food, tell them how it's made and where it comes from.	Ongoing	All Staff
Make Profit	Strong financial management.	Continually through the first year	Mat

Long-term goals: Years 1-3	Actions required	Deadline	Responsibility
Continue to grow profit	Continue strong financial management. Have managers understand the importance and what it takes to continually make a profit.	Ongoing	Mat & Line Managers
Become the venue of choice for fast food consumers	Repeatedly provide 'Quality Product' and 'Quality Service'.	Ongoing	All Staff
Expand to 2, 3 & possibly 4 stores in and around Darwin.	Selection of AAA sites is essential.	Ongoing	Mat & Investors

1.4 Current business position

The business is currently in the emerging stage of its life-cycle.

2 Structures and resources

2.1 Organisational structure

The owners/founders consist of the following people:

- Adam Aitken
- Mathew Young

The day to day operations will be managed by Mathew on behalf of the above founders. In addition to this there will be at least another 15 employees required for day to day operations (see attached table). This may increase in the future as the business grows.

2.2 Key staff, advisors and mentors

Key staff and advisors	Role	Skills, attributes, experience
Adam Aitken	Owner	An owner operator of a local commercial and domestic plumbing business
Mathew Young	Restaurant Manager	Over 10 years' experience in Hospitality Management with the main focus being high volume food operations.
TBA	Assistant Restaurant Manager	.
TBA	Head Cook	
TBA	Shift Leader	
TBA	Line Staff	

3 Business operations

3.1 Products and services

Categories	Details
Products/services <i>Give an overview of exactly what you'll be selling.</i>	<p>GYG will be selling Mexican food from 10am – midnight, 7 days per week, as well as alcoholic and non-alcoholic beverages. This includes all public holidays, including Christmas Day & Good Friday.</p> <p>These products consist of Mexican Fast Food – Burritos, Mini Burritos, Tacos, Nachos, Enchiladas, Quesadillas & Salads Dessert – Churros with dipping sauce Alcohol – Bottled Beer, Cider, Frozen Margaritas and Tequila Soft Drink & Juice – Coca Cola Products.</p>
Distribution <i>Do you sell direct, or through a wholesaler? Do you sell by retail store, phone or website? Do you use salespeople, agents or distributors?</i>	<p>We will be selling directly to our consumers within our restaurant and drive through. There will also be an option for our customers to order online and pick their meal up.</p>
Pricing <i>How do you price your products and services? What is your profit margin and how have you set it? Are your customers price-sensitive?</i>	<p>Pricing on products is determined by GYG head office.</p>
Future growth <i>How do you plan to increase your business's capabilities and capacity? Why are you confident this growth will be sustainable?</i>	<p>Once the people of Darwin experience GYG (if they haven't already), there will be no denying the quality of its products and services making it popular with consumers. Darwin and its surrounding areas have the capacity to accommodate multiple GYG stores in the future. With the introduction of a successful drive-thru restaurant to the company recently, drive-thru locations will be the focus moving forward. The convenience of staying in a dry, air-conditioned car during the wet season is very appealing for the people of Darwin.</p>

Payment <i>What are your payment terms? How do customers pay you? What strategies, processes, systems and people do you have in place to facilitate this? What does it cost you?</i>	Customers at GYG will be required to pay up front before receiving their products. Our accepted payment types are Cash, credit card, GYG loyalty card & GYG gift vouchers.
Production <i>How will you produce these products or services?</i>	All products will be produced by custom made hospitality appliances, designed specifically for the GYG menu and its high demands.

3.2 Key suppliers and customers

Which suppliers and customers are critical to your business? What impact would a supply interruption have? Do you have customers or distributors that generate a significant amount of your sales?

Customer/Supplier	Terms offered	Why critical	How risk of loss is managed
TBA			

3.2.1 Premises

What premises does your business own or lease? Do you anticipate having to move or expand at some stage? Why, when and how will you do this?

Premises	Purchase or lease date	Price	Lease/finance rates, conditions, options
Bakewell	TBA	N/A	\$145,000pa

3.2.2 Assets and equipment

List your key plant and business equipment including computers, software, vehicles and machinery.

Asset	Purchase or lease date	Price	Lease/finance rates, conditions, options	Current usage level	Expected replacement date
TBA	TBA	TBA	TBA	TBA	TBA

3.2.3 Stock and inventory

What is your production capacity and how much do you currently produce? What is your stock turnover? How do you store inventory and what does this cost? What are your future volume predictions?

TBA

3.2.4 Intellectual property

How is your intellectual property protected? Give details of copyrights, licenses and patents.

Intellectual property to be protected	Type of protection	Protection end date	Geography covered	Conditions that apply
TBA	TBA	TBA	TBA	TBA

3.3 Organisational resources

3.3.1 People

Do your employees have the right skills to help you? How do you plan to develop and retain them?

Staff member	Areas for development	How they'll be developed and retained
TBA	TBA	TBA

3.3.2 Financial resources

Do you have financial resources to meet your objectives or take advantage of opportunities? What facilities do you have in place for this?

Facility	Provider	Approved limits	Current usage	Conditions
TBA	TBA	TBA	TBA	TBA

3.3.3 E-commerce and technology

GYG Head Office has a Chief Digital Officer who is focused on increasing our brand awareness through the modern world of digital media channels and customer engagement. Yes we will be selling products online and also the franchisor is in the process of updating the app as well as trialling a tablet based ordering system.

3.3.4 Data and customer information

All of our IT systems are backed up to head office and this information is used to generate reports that give us vital information that will enable us to continue growing successfully.

3.4 Risk management

3.4.1 Risk assessment

Risk	Impact if it occurs – high, medium or low	How it's managed
Weather	High	<ul style="list-style-type: none"> • Have a large percentage of dining inside to enable trade to continue in extreme weather conditions • Plan and organise freight so as to avoid out of stocks. • Adjust rosters to reflect trade
Fire	High	<ul style="list-style-type: none"> • Train all staff in the safe use of all plant and equipment • Regularly service and maintain plant & equipment • Regularly maintain and service fire safety equipment
Food Poisoning	High	<ul style="list-style-type: none"> • Train all staff in the correct and safe method of cooking, storage, delivery and preparation of food • Regularly record temperatures of fridges, cold rooms, ovens, fryers and bain-maries
Drunk & Disorderly Behaviour	Medium	<ul style="list-style-type: none"> • All staff to be trained in the responsible service of alcohol-RSA • Regularly monitor alcohol consumption of patrons • Have security for late night trading • Serve only a limited range of alcohol • Serve alcohol strictly only in approved licensing hours
Theft	Medium	<ul style="list-style-type: none"> • Provide CCTV surveillance • Provide a strict opening & closing procedure for all management and staff to adhere to
Competitors	Medium	<ul style="list-style-type: none"> • Ensure quality product and quality service, making GYG the venue of choice • All staff to be thoroughly trained in the correct processes

3.4.2 Succession planning

If something happened to you or you didn't want to run your business anymore, what would happen to it? Who would take over or buy it? How would you manage this process and how would you ensure your business continued to operate? Have you formally documented your plans?

This has not been formally documented. TBA

3.4.3 Regulatory and legal considerations

Before and during operation, Guzman y Gomez will need to comply with the following legislations:

- Food Standards Australia New Zealand
- NT Food Act
- Liquor Licensing
- Work Safe
- Local Council

3.4.4 Insurance

All businesses require insurance to mitigate risk to your business. It's important to get expert advice about the specific needs of your business. Some insurance policies, such as workers compensation, are required by law but you should ensure you're covered against any significant risk.

Insurance type	Details
Workers Compensation	TBC
Public Liability Insurance	TBC
Professional Liability	TBC
Business Assets	TBC
Business Revenue	TBC

4 Market analysis and strategy

4.1 Market research

We have conducted several visual surveys in regards to the number of vehicles that pass this site. We have done this at various times of the day including breakfast, lunch & dinner. Research tells us that the demand for drive-thru fast food in this demographic is very high. We have also obtained yearly sales figures for fast food outlets operating in the immediate vicinity, which also indicates a high demand for fast food.

4.2 Opportunities in the market

Darwin currently has a strong fast food market. In addition to this there is a strong representation of Mexican restaurants/takeaways, however these restaurants do not offer the fresh and quality food that is produced by our business, which is high in protein and low in fat and allows customers to make it as healthy as desired. The opportunity to dominate not only fast Mexican but fast food in general is there for the taking, particularly with this site being a drive-thru.

4.3 Target market and proposition

Value proposition	We are committed to bringing a new a high quality product and service to a variety of consumers. All GYG products are cooked on site and prepared fresh daily and none of it is stored in a freezer or cooked in a microwave. A particular emphasis is placed on customer service, ensuring all our customers are acknowledged, greeted with a smile and given the experience that they deserve. 'Quality Product' and 'Quality Service' will ensure we are the venue of choice.
Who is your target market?	It may be a broad statement however the GYG product appeals to all demographics, from children right through to the elderly. In saying that, the age range that our product will appeal to the most is definitely the 18 – 45 year old range. With GYG being a high protein, low fat fast food option, it will bring the health conscious consumers into the market that otherwise have been unable to enjoy the fast food market.
What is your competitive advantage?	Food is a necessity, however it is the whole experience that GYG provides that makes it a luxury. The quality of the food and service, coupled with the overall GYG experience, provides exceptional value to the customer. GYG offers a fresh, quality product, something that a lot of competitors do not. GYG do not use microwaves nor do they have freezers in any of their restaurants. That in itself says a lot about how we are different (for the better) from our competitors. GYG also has the options to make any of their menu items as healthy as the patron desires.

4.4 Customer management

Ask yourself the following questions relating to your target customers. Be specific and realistic.

How do you acquire new customers?	Opening day for Guzman y Gomez is a free burrito day, which is advertised in social media, pamphlets and other form of advertising to bring awareness that this new restaurant and drive through is providing real food fast.
Why is your customer service model effective?	Our staff do not work a shift unless they have completed all online training prior. The training is also competency based so if they do not score 100% then their training is incomplete. This ensures high quality trained staff who understand their job requirements, ensuring the customer gets the optimum experience.
How do you retain your most profitable customers?	Like we do any other customer, ensure that they are always receiving the highest quality of product and the highest quality service. This will ensure the retention of all customers.

Competitors

Categories	McDonalds	Zambreros	[Business Name #3]
Products/services	Fast Food	Fast Mexican Food	
Price	\$2 - \$15	\$8 - \$20	
Market share	NA	NA	
In business since	NA	2015	
Business structure	Restaurant/Drive-thru	Restaurant	
Target customers	Children	18-45 year olds	
Position in the market	N/A	N/A	
Point of differentiation	Appeals to families	N/A	
Strengths	Brand Awareness	Brand Awareness	
Weaknesses	Quality of Product	Quality of Product	

4.5 SWOT analysis

<p>Strengths within your business that provide advantage over competitors:</p> <ul style="list-style-type: none"> • Integrity of our ingredients. • Freshness and quality of our product. • Our people. • International Brand • Weather. 	<p>Weaknesses within your business that place you at a disadvantage compared to others:</p> <ul style="list-style-type: none"> • Brand awareness here in Darwin. • The public's perception and previous experiences with Mexican Food in Australia.
<p>Opportunities outside your business that you could leverage to your advantage:</p> <ul style="list-style-type: none"> • Become the leader for the Mexican category in Darwin. • Drive-thru sites for the convenience factor. • Provide Darwin with 'Real Food Fast'. • Build a long and sustainable relationship with Darwin community. 	<p>Threats in the external environment that could cause trouble for the business:</p> <ul style="list-style-type: none"> • Weather. • Other Mexican food outlets that already have a footprint in Darwin. • Other fast food outlets in general.

4.6 Strategic direction

As the business uses fresh, quality food and does not store any of its products in freezers or use microwaves in cooking, it sets itself apart from all other fast food restaurants in Darwin. No other fast food chain or other Mexican restaurants can offer this to customers. The drive-through store will set us apart from all other Mexican restaurants in the area and will be very appealing come the wet season.

As this will be the first restaurant/drive-through in the Northern Territory this will possibly be the first time that customers have heard of our brand. To promote ourselves we will be using advertising through various channels. After a soft opening and staff have become familiarise and efficient with operations we will hold a 'Free Burrito Day'. This will serve approximately 5,000 customers and not only get people trying our superior product for the first time, but more importantly improving public perception on Mexican Food.

4.7 Marketing, advertising and promotion

Once you've completed your target market and competitor reviews sometimes it can provide clarity about how you'll promote your own business. Ask yourself, how are customers going to buy from you and find out about your product or service? Use this table to map out any recent or planned marketing activities.

Marketing method	Objectives	Key message	When	Where	Cost	Return
Advertising	TBA					
Letters, flyers, brochures	TBA					
Calling, visitation programmes	TBA					
Sponsorship, events	TBA					
Trade shows	TBA					
Media coverage (PR)	TBA					
Loyalty programmes	TBA					
Website	TBA					
Internet	TBA					

5 Financial analysis

5.1 Funding sources

List all of the funding your business has received with details of amounts received and any debts still outstanding.

5.2 Current financial position and past performance

How has your business performed against key financial measures such as sales, revenue, cash flow and profit growth recently?

N/A

5.3 Financial forecast

As shown per the attached reports it is expected that the business will either break-even or return a small profit in the first year of trading. After that it will be expected that the profit for the store generally increase. The profit and loss forecast and balance sheet forecast were based on data received from Guzman y Gomez head office in Australia and data provided by the directors.

Include a copy of these financial documents:

- Start-up cost breakdown
- Break-even analysis
- Cash flow forecast
- Profit and loss forecast
- Balance sheet forecast

SMOKING MANAGEMENT PLAN

Guzman y Gomez

- ❖ There will be **NO SMOKING** allowed on the licensed premises of Guzman y Gomez Mexican Taqueria, 1 Mannikan Court Bakewell.

Management.

ITEM NUMBER:	13.1.2	Liquor Licence Application - Lot 7765 Gateway Shopping, Cnr Stuart Highway, Roystonea Avenue and Yarrowonga Road - New Liquor Licence (on license) – Event Cinemas Palmerston
FROM:	Director of Technical Services	
REPORT NUMBER:	8/0980	
MEETING DATE:	20 September 2016	

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.

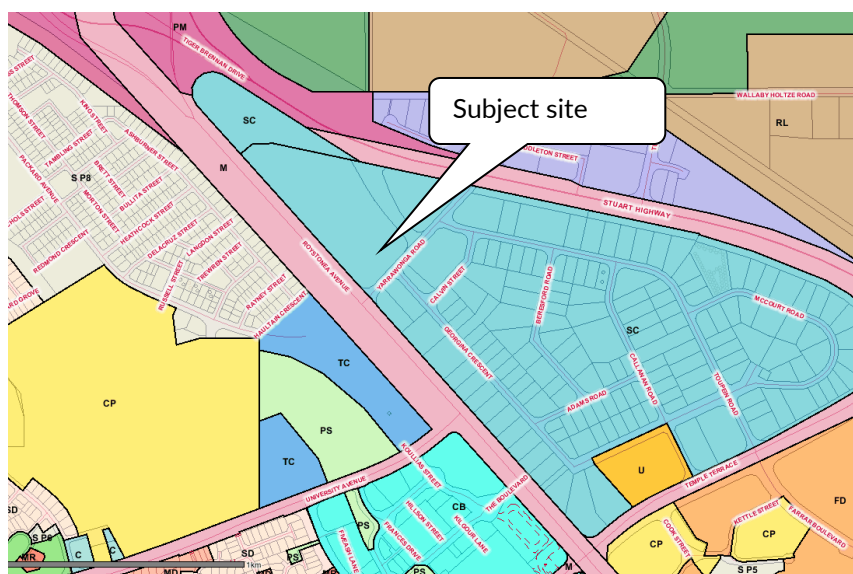
Summary:

This report outlines issues to be considered by Council in regard to a proposed new Liquor Licence Application (on license) for Lot 7765 Gateway Shopping, Cnr Stuart Highway, Roystonea Avenue and Yarrowonga Road - Event Cinemas Palmerston.

RECOMMENDATION

1. THAT Council receives Report Number 8/0980.
2. THAT Council endorses Attachment A to Report Number 8/0980.

Background:



Source: NT Atlas and Spatial Data Directory

The subject site contains the approved and under construction Gateway Shopping Centre.

The proposed on license seeks a liquor license for consumption of liquor on premises. The applicant proposes that the supply of alcohol will be an ancillary service offered to enhance the entertainment experience for adult customers. Alcohol will primarily be served from the Vmax bar and Set Cafe within the cinema complex and responsible service of alcohol measures adopted at all times. A waiter service in the foyer or Vmax Lounge may be used for occasional corporate functions and events held at the cinema complex. This proposal is consistent with other cinema centres across Australia.

Specifically, the following trading details are proposed:

- The business proposed to be conducted on the premises will be in nature a six (6) auditorium Cinema;
- Portable bars for special events in the foyer area;
- Liquor may be sold for consumption on the licensed premise between 10:00 hours and 23:59 hours seven (7) days a week.

General:

Officers note that the proposed license is consistent with other cinema centres across Australia. Furthermore, the cinemas location within the larger Gateway shopping complex ensures that access to public transport and security measures will be in place for the proposed use.

In this particular case no objection to the application is raised.

Financial Implications:

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

Legislation/Policy:

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

Recommending Officer: Mark Spangler, Director of Technical Services

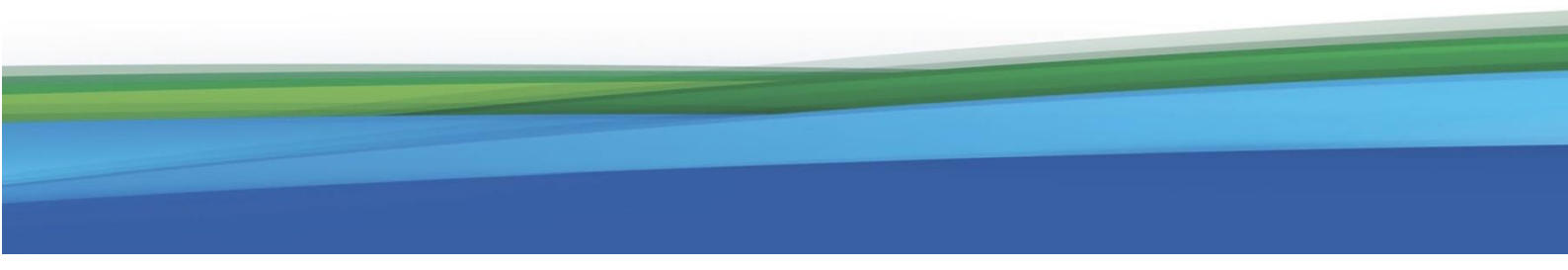
Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

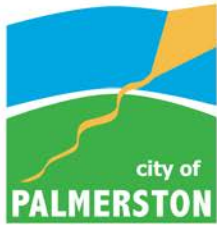
Author: Gerard Rosse, Manager Planning and Environment Services

Schedule of Attachments:

Attachment A: Council's letter of comment for Liquor Licence Application - Lot 5694 (1) Mannikan Court, Bakewell - New Liquor Licence (restaurant) - Guzman Y Gomez

Attachment B: Proposed Liquor Licence Application.





Please include the following reference in all correspondence

ID: *MAS:gr* 21/09/2016 - 5694

21/09/2016

Telephone
(08) 8935 9922

Facsimile
(08) 8935 9900

Email
palmerston@palmerston.nt.gov.au

Civic Plaza
1 Chung Wah Terrace

www.palmerston.nt.gov.au

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

Dear Sir/Madam

Liquor Licence Application
Lot 7765 Gateway Shopping, Cnr Stuart Highway, Roystonea Avenue and
Yarrowonga Road - New Liquor Licence (on license) – Event Cinemas Palmerston

Thank you for the Liquor Licence Application referred to this office on 22 August 2016, concerning the New Liquor Licence on Lot 7765 Gateway Shopping, Cnr Stuart Highway, Roystonea Avenue and Yarrowonga Road. With regards to the application, Council advises the following:

Council does not object to the granting of the Liquor Licence for a New Liquor Licence (on license) on Lot 7765 Gateway Shopping, Cnr Stuart Highway, Roystonea Avenue and Yarrowonga Road - Event Cinemas Palmerston.

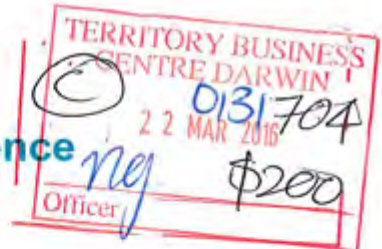
If you require any further discussion in relation to this application, please feel free to contact me on 8935 9923.

Yours sincerely

Mark Spangler
Director Technical Services

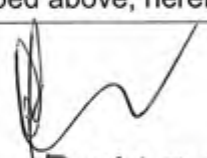
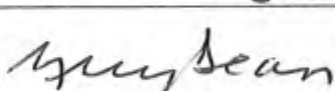


Application for the Grant of a Liquor Licence



Liquor Act

Application for the Grant of a Liquor Licence			
1. Application details			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Full name of applicant	Birch, Carroll & Coyle Limited		
Address of applicant	478 George Street, Sydney NSW 2000		
Postal address of applicant	GPO Box 1609, Sydney NSW 2001		
Telephone	(02) 9373 6622	Facsimile	(02) 9373 6626
Email	Ben_Arnall@evt.com	Website	www.evt.com
Full name and address of Nominee (if applicable)	Not yet available. As the premises are still under construction and will be for some time, the applicant does not yet know the identity of the nominee. These details will be provided when the premises are complete and nearing occupation.		
Address/location of proposed licensed premises	The Gateway Shopping Centre Cnr Stuart Highway, Roystonea Ave and Yarrowonga Road Palmerston, NT		
Trading name of proposed licenced premises	Event Cinemas Palmerston		
Nature of business associated with licence applied for (e.g. supermarket, hotel, etc.)	Cinema complex		
Type of licence applied for:			
1. For consumption on premises	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	
2. For consumption away from premises	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
3. For consumption on and away from premises	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Proposed conditions sought or volunteered by the Licensee			
Sale of alcohol to patrons visiting cinema, for consumption immediately prior to, during or immediately after the viewing of movies, and to persons attending the cinema to drop off, wait for or collect movie patrons. All alcohol must be consumed on the premises. Proposed hours for sale of alcohol are from 10 a.m. to 12 midnight 7 days per week.			
Will any other person or entity have a financial interest in the business? If so, provide details:			

Application for the Grant of a Liquor Licence			
Yes, Village Cinemas Australia Pty Ltd ACN 006 735 002 (Village) pursuant to a joint venture arrangement with the applicant whereby a share of profits generated at most "Event" and "Birch Carroll & Coyle" branded cinema complexes are received by Village but the applicant is exclusively responsible for managing the complexes and therefore is to be the sole licensee.			
Is applicant or any member of the applicant directly or indirectly interested in or concerned with any other licence? If so, provide details:			
Yes, the applicant is the licensee of Ducks Nuts Bar and Grill, located at cnr Briggs and Mitchell Streets, Darwin. As such, the Director-General already holds confirmation of the applicant's ASIC registration details, constitution, corporate and directors' references, and police/fingerprint checks. There have been no changes in the officeholders of the applicant since updated information was last notified to the Director-General.			
Have any of the applicants (<i>including directors of companies or committee members of club</i>) ever been arrested, charged or summonsed for an offence (<i>exclude spent convictions</i>)? If so, provide details:			
No			
Have any of the applicants (<i>including directors of companies or committee members of club</i>) ever been a defendant in a civil lawsuit for breach of duty of care? If so, provide details:			
No			
Have any of the applicants (<i>including directors of companies or committee members of club</i>) ever been the subject of any action pursuant to the provisions of bankruptcy legislation? If so, provide details:			
No			
I/We the applicant(s) described above, hereby apply for the grant of the above licence.			
Signature of David Christopher Seargeant, Director of the applicant	 David C Seargeant	Date	10-3-2016
Signature of Gregory Charles Dean, Director of the applicant	 Gregory Dean	Date	10-3-2016
2. For office use only			
File number		Date received	


3. Application by a Body Corporate to appoint manager/nominee					
Full name of applicant		Birch, Carroll & Coyle Limited			
Trading name of premises		Event Cinemas Palmerston			
Address/location of premises		The Gateway Shopping Centre Cnr Stuart Highway, Roystonea Ave and Yarrowonga Road Palmerston, NT			
4. Nominated persons details					
Full Name and any alias(es) of proposed manager/nominee		Not known at this stage – building still under construction and "in principle" licence only is sought			
Date of birth		Place of birth			
Address					
Occupation					
Phone		Facsimile			
Mobile		Email			
Length of time in the Northern Territory		Period of residence in Australia			
If naturalised, can papers be produced?					Yes <input type="checkbox"/> No <input type="checkbox"/>
What is your marital status? <i>(including defacto)</i>					
Name of Spouse <i>(including defacto)</i>					
Occupation of spouse/defacto					
If licence granted, does proposed manager/nominee intend to follow another trade or profession?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Has proposed manager/nominee had experience in the conduct of licensed premises?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, provide details					
Will the proposed manager/nominee have a financial interest in the business?					Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the proposed manager/nominee directly or indirectly interested in or concerned with any other licence?					Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes provide details					

Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere (<i>exclude spent convictions</i>)? If so, provide details:				
Has the proposed manager/nominee ever been convicted of any offence anywhere (<i>exclude spent convictions</i>)? If so, provide details:				
Has the proposed Manager/Nominee ever been a party in a civil lawsuit (<i>exclude spent convictions</i>)? If so, provide details:				
Has the proposed manager/nominee ever been dismissed / discharged or asked to resign from any employment? If so, provide details				
Has the proposed manager/nominee completed a Responsible Service of Alcohol Course? If yes, attach relevant certificate.			Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide one personal profile / resume detailing a minimum of last 10 years work history and four (4) written references to be made up of two (2) business references and two (2) personal references. These are to be attached with this application.				
Signature of proposed manager/nominee		Date		

5. Statement of display			
To be completed after the expiry of the 30 day display period of the public notice (<i>Green Sign</i>) erected at a prominent part of the proposed premises to be licensed.			
I, (<i>insert full name</i>)			
of (<i>insert address</i>)			
In the Northern Territory, being the applicant or acting for and behalf of the applicant, who has applied for the grant/variation of a licence for the premises known or to be known as (<i>insert name of premises</i>)			
And situated at (<i>insert address of premises</i>)			
State that:			
1.The above application was lodged with the Director-General of Licensing on the			
	day of		20
2. A public notice (<i>Green Sign</i>) was displayed on the premises or site to which the application relates on the			
	day of		20
3.The public notice was continuously and conspicuously displayed during the period of 30 days until			
	day of		20
Signature			Date
Full name (<i>in block letters</i>)			

Affidavit		
I,	Mathew Robert Duff,	director of the applicant,
insert full name: of the applicant; or if the applicant is a body corporate, of the principal executive officer (or, if that officer does not have knowledge of the fact, some other person who has knowledge of the facts and who is authorised by the body corporate)		
disclose the following:		
(a)	there is not any person (other than, where the applicant or licensee is a body corporate, the secretary, an executive officer, a member or shareholder of the body corporate carrying out the duties or exercising the normal rights of the person in that capacity) who will by any lease, agreement or arrangement be able to influence any decision made by the applicant in relation to the sale of liquor or the sale and consumption of liquor.	
(b)	there is not any person other than the applicant who by any lease, agreement or arrangement (other than a contract, agreement or other arrangement entered into for the purposes of this Act or the Regulations and approved by the Director-General) may expect any benefit from the applicant in relation to the sale of liquor or the sale and consumption of liquor, with the exception of the applicant's joint venture partner, Village Cinemas Australia Pty Ltd, referred to in section 1 of this application.	
(c)	details of persons able to influence as referred to in paragraph (a) or expect benefit as referred to in paragraph (b):	
	i. where any such person is a natural person:	
	Full Name	Address
	ii. where any such person is a body corporate other than a club:	
	Name of Body Corporate	
	Village Cinemas Australia Pty Ltd ACN 006 735 002	
	Full Name of Secretary	Date of Birth
	Shaun Lewis Driscoll	24.3.55
	Full Name of Each Executive Officer	Date of Birth
	Simon Thomas Phillipson	6.4.62
	Julie Elaine Raffe	16.1.62
	Clark Johnathan Kirby	25.3.79
	Kirk Paul Edwards	22.2.68

Application for the Grant of a Liquor Licence

Affidavit			
	Graham William Burke	Unit 6, 45 Marne Street, South Yarra, Victoria 3141	10.6.42
	Shaun Lewis Driscoll	3A Hambledon Road, Hawthorn, Victoria 3122	24.3.55
iii. where any such person is a club or other voluntary association of persons:			
Name of Club or Voluntary Association of Persons			
Full Name of Secretary		Address	Date of Birth
Full Name of Each Executive Officer		Address	Date of Birth
Details of the objectives (if any) of the club or voluntary association of persons and whether or not the club is a non-proprietary club or the voluntary association of persons conducts its business in the same way as a non-proprietary club			
iv. full and correct particulars of the lease, agreement or arrangement			
The joint venture arrangement between the applicant and Village operates throughout Australia, and applies to most "Event" and "Birch Carroll & Coyle" branded cinema complexes operated by the applicant. The terms of the joint venture arrangement are commercial-in-confidence. The applicant provides with this application a letter from Village confirming the existence of the arrangement, and also provides a full copy of the Agreement for Lease which has been entered into between the owner of the premises and the joint venture parties with respect to the proposed cinema complex.			
(d)	in the case of the applicant or licensee being a body corporate other than a club, the names of all persons who have a substantial holding (within the meaning of section 9 of the <i>Corporations Act 2001</i>) in the body corporate.		
	Event Hospitality and Entertainment Ltd (formerly known as Amalgamated Holdings Limited) ACN 000 005 103 is the ultimate parent company of the applicant and is a publicly listed company on the Australian Stock Exchange.		
This affidavit is made by		Mathew Robert Duff	in the presence of Benjamin Paul Arnall, Legal Practitioner
At (place)	Sydney, New South Wales	On (date)	3 March 2016
Signature of person making the affidavit			



Affidavit		
Signature of Authorised Witness *Witness must sign each page of the affidavit	<div style="text-align: right;">Benjamin Arnall Solicitor</div>	
Witness Full Name	Witness qualification as an authorised witness	Witness Address or Telephone
Benjamin Paul Arnall	Legal Practitioner	27 Rigney Avenue, Kingsford, NSW, 2000

Oath, Affidavits and Declarations Act:

Section 14 (5):

The person making the affidavit must:

- (a) sign the affidavit immediately after the statement required by subsection (3); and
- (b) sign each other page of the affidavit; and
- (c) sign or initial any alteration made to the affidavit; and
- (d) in the presence of an authorised witness, say orally on oath, that:
 - (i) he or she is the person named as the maker of the affidavit; and
 - (ii) the contents of the affidavit are true; and
 - (iii) the signature is his or hers; and
 - (iv) if necessary, any attachment to the affidavit is the attachment referred to in it.

Subsection (5)(a), (b) and (c) need not be complied with in the presence of an authorised witness.

Section 15:

(1) An affidavit made at a place in the Territory must be witnessed by one of the following:

- (a) a justice of the peace;
- (b) a commissioner for oaths;
- (c) any other person authorised by an Act to witness the affidavit.

(2) An affidavit made at a place outside the Territory must be witnessed by one of the following:

- (a) a person who has authority under the law of the place:
 - (i) to administer an oath, take an affirmation or carry out a comparable process; or
 - (ii) to witness the making of an affidavit or comparable document;
- (b) a consular official who is performing official functions at the place;
- (c) if the person making the affidavit is a member of the Australian Defence Force – a defence force officer;
- (d) any other person authorised by an Act to witness the affidavit.

6. Notice In Accordance with the *Information Act* (Information Privacy Principle 1)

Licensing NT is seeking information from you for the purposes of your application. Information Privacy Principle 1 (IPP 1) requires that a public sector organisation must not collect personal information unless the information is necessary for one or more of its functions or activities. If personal information about an individual is collected from the individual, the organisation must take reasonable steps to ensure that the individual is aware of certain matters. For the purposes of IPP 1, the following advice is provided.

- a) You are able to access your personal information that you have provided by making a written request to the Director-General of Licensing.
- b) The information is required pursuant to the *Liquor Act*. The Act requires that certain matters must be considered when deciding whether or not to approve an application.
- c) The information will be kept confidential except as follows:
 - i. Information may be sought from police, government agencies, interstate licensing authorities, or referees or other persons nominated by you. Information may be released to those sources to the extent necessary to verify information about you and your application.
 - ii. Registers of licences and permits will be maintained and may be made available to the public on request.
- d) You do not have to provide information if you do not wish to do so. However, an application may not be approved if there is insufficient information to properly determine the matter in accordance with the Act.

7. Application notes

1.	Applicants should note that the grant of a licence will not be considered by the Director-General of Licensing unless all of the requirements set out in this application form and as may be additionally advised by the Director-General has been satisfied. The list below is intended as a basic guide only. The Director-General may require additional information at any stage of the process.	
2.	Applicants are entitled to apply for an "in principle" liquor licence in limited circumstances where for example the premises that is to be licensed is under construction. In such circumstances the licensing inspector responsible for your application will determine what of the listed requirements must be submitted before your application will be considered.	
3.	These application notes and the checklists within are to be submitted with the application.	
4.	The following are documents that must be lodged with the application:	
a)	Completed application form	Yes <input checked="" type="checkbox"/>
b)	Payment of the liquor licence application statutory fee*	Yes <input checked="" type="checkbox"/>
c)	Affidavit referred to in Section 26A of the <i>Liquor Act</i> .	Yes <input checked="" type="checkbox"/>
d)	Site and floor plans (<i>drawn in accordance with the attached approved guidelines.</i>)	Yes <input checked="" type="checkbox"/>
e)	Proof of title, lease or right to occupy the premises. (<i>Note: if an applicant seeks to provide a copy of a contract for the sale of land or a lease of the relevant premises such documentation must be legally executed.</i>)	Yes <input checked="" type="checkbox"/>
f)	Photocopies of relevant identification of applicants and nominated managers, which may be current driver's licence, passport or birth certificate extract.	Yes <input type="checkbox"/>

g)	<p>Proof that the applicant(s) have undertaken a fingerprint check and have submitted an authority to release criminal history to the Northern Territory Police, with return address of the fingerprint check noted as:</p> <p style="padding-left: 40px;">Manager Territory Business Centre GPO Box 9800 Darwin NT 0801</p> <p style="padding-left: 40px;">Or</p> <p style="padding-left: 40px;">Manager Territory Business Centre PO Box 9800 Alice Springs NT 0871</p> <p>Note: Where the applicant is a company the director(s) and proposed nominated manager(s) must undertake fingerprint checks, unless waived; or Where the applicant is an incorporated association, a fingerprint check is to be completed by the president, treasurer, secretary and proposed nominated manager.</p> <ul style="list-style-type: none"> i) The original form is submitted. Photocopy or faxed copies will not be accepted. A photocopy of either a driver's licence or birth certificate must be submitted with every criminal history form. ii) All details are printed clearly iii) All sections of the form a completed iv) All relevant signatures appear on the form <p>No wording of this form is to be altered or deleted in any way</p>	Yes <input type="checkbox"/>
h)	Evidence of the financial stability of the applicant(s). A recent statement of assets and liabilities is the minimum requirement, preferably with an appropriate letter from the applicant's bank and/or accountant addressing the question of the applicant's financial stability.	Yes <input type="checkbox"/>
i)	Evidence of managerial capacity to conduct the proposed business e.g. a curriculum vitae or resume of each of the applicants	Yes <input type="checkbox"/>
j)	Where the applicant is a person or person(s), at least two references attesting to the general reputation and character of the applicant(s). Where the applicant is a body corporate, at least two references attesting to the business reputation of the applicant.	Yes <input type="checkbox"/>
k)	<p>Description of business to be conducted, detailing the proposed business to be conducted and containing details of proposed method of operation including hours of trade, services to be provided, type of liquor to be stored, overall theme/concept to be utilised for the business/premises, style of service, plans for dealing with risks/problems e.g. for "nightclub type premises" – how illicit drug prevention measures will be undertaken and the like. This should also include full details of camera surveillance if the premises is to be late night trading.</p> <p>The information sought above is generally contained in the business plan of the premises, which should also accompany this application. Assistance in preparing business plans can be obtained by contacting the Business Services Division of the Department of Business.</p>	Yes <input checked="" type="checkbox"/>

l)	Public interest – applicants must demonstrate in the application that the grant of the licence will be in the public interest by providing information about any relevant criteria referred to in section 6(2) of the <i>Liquor Act</i> and any other matter relevant to the public interest in the sale, provision, promotion and consumption of liquor. The applicant should refer to section 6 and 26(3) of the <i>Liquor Act</i> to identify those matters the Director-General of Licensing must consider when determining an application.	Yes <input checked="" type="checkbox"/>
m)	Certificate from the Development Consent Authority confirming that town planning approval has been given for the proposed liquor licensed premises at the relevant address of the proposed premises; or Certificate of Occupancy	Yes <input type="checkbox"/>
n)	Business name certificate of registration and business names extract	Yes <input type="checkbox"/>
o)	Certificate of registration as a food business, if applicable	Yes <input type="checkbox"/>
p)	Boarding house certificate, if applicable	Yes <input type="checkbox"/>
7.	Additional documents to be lodged where the applicant is a company:	
a)	Original recent company search document issued by the Australian Securities and Investment Commission (ASIC) showing particulars of the applicant company's directors, shareholders, registered company address and securities registered against company assets.	Yes <input type="checkbox"/>
b)	Nominee application form signed by the proposed nominee of the company (<i>form attached</i>) and two written business references and two personal references	Yes <input type="checkbox"/>
c)	Separate references attesting to the general reputation and character of each of the directors, the secretary and the executive officers.	Yes <input type="checkbox"/>
8.	Additional documents to be lodged where the applicant is an incorporated association (<i>club</i>):	
a)	Copy of the certificate of incorporation	Yes <input type="checkbox"/>
b)	Copy of the registered constitution of the incorporated association, which shall contain relevant clauses and terms as required by the attached guideline	Yes <input type="checkbox"/>
c)	Nominee application form signed by the proposed nominee of the incorporated association (<i>form attached</i>) and two written business references and two written personal references. References may be checked and verified.	Yes <input type="checkbox"/>
9.	Additional documents and requirements where the applicant(s) are in partnership:	
a)	Copy of the partnership agreement (<i>if in existence</i>)	Yes <input type="checkbox"/>
b)	A declaration in the form of a letter to the Director-General of Licensing and signed by all partners, nominating a partner who will be the sole contact for Licensing NT to deal with for all matters relevant to the liquor licence and the licensed premises.	Yes <input type="checkbox"/>

10.	Documents required prior to consideration of application:	
a)	Copies of advertisements of the proposed liquor licence application placed in relevant newspapers or other form of media (where required by the Director-General of Licensing). Licensing inspectors will assist the applicant in drafting the relevant advertisement and advise where the advertisements should be placed i.e. NT News, Centralian Advocate, Katherine Times, Kununurra Times etc. Applicants should make every effort to attend to this requirement as soon as possible after the application has been lodged, as an application will not be considered until such time as the advertising period has closed and the community has had the opportunity to object to the application. Other documentation and requirements can be submitted while the advertising period is running.	Yes <input type="checkbox"/>
b)	Signed declaration (<i>form enclosed</i>) that the public notice "Green Sign" has been erected at a prominent external area of the proposed premises and has been displayed for a 30 day period coinciding with the advertisements. "Green Signs" will be provided by a licensing inspector. Random checks are undertaken to ensure that "Green Signs" are erected in a prominent external area of the proposed premises.	Yes <input type="checkbox"/>
11.	Further requirements:	
a)	Licensee or nominee to sit examination on knowledge of the <i>Liquor Act</i> and licence conditions. (<i>Contact Licensing NT for further details and to book an appointment for the test</i>)	Yes <input type="checkbox"/>
b)	A Licensee (or if a body corporate, its nominee) will be required to have completed a responsible service of alcohol course before commencing trading operations under any liquor licence. (<i>list of providers attached</i>)	Yes <input type="checkbox"/>
c)	Inspection of proposed licensed premises by licensing inspectors	Yes <input type="checkbox"/>
d)	Certain venues are required to have camera surveillance therefore applicants need to inform themselves of this requirement. Refer to the Camera Surveillance Guidelines fact sheet or inquire at a Territory Business Centre or Licensing NT office.	Yes <input type="checkbox"/>
12.	Guidelines – Site and Floor Plans	
a)	<p>A floor plan of the proposed or existing premises:</p> <ul style="list-style-type: none"> i) drawn to a scale or scales considered by the Director-General Licensing to be adequate for the relevant detail; ii) showing each level/area of the premises to which the application relates, showing fixtures and the use of all rooms; and iii) shall delineate the proposed licensed premises in red. 	Yes <input type="checkbox"/>
b)	<p>A Site Plan showing:</p> <ul style="list-style-type: none"> i) showing an outline (<i>delineated in red</i>) of every building to which the application relates; ii) the boundary of the land on which those premises are or are to be situated; iii) the front entrance of every building on those premises; iv) the names of adjacent streets; v) features such as swimming pools and other outdoor areas on those premises. 	Yes <input type="checkbox"/>
c)	The floor plan and the site plan shall be professionally drawn plans by an appropriately qualified architect, surveyor, town planner, engineer or draftsman.	Yes <input type="checkbox"/>

d)	The Director-General of Licensing may in certain limited circumstances waive full compliance with this guideline. If an applicant wishes to apply for a waiver from the Director-General they should do so in the form of a letter setting out their reasons as to why they cannot fully comply with this guideline.	Yes <input type="checkbox"/>
<p>It should be understood that these plans will be made available for inspection by members of the public at all stages of the application and approval process. In the event that the Director-General of Licensing grants a liquor licence, the plans will be held by the Director-General and will remain available for public inspection, upon request.</p>		
13.	Director-General of Licensing requirements for "club" constitutions	
<p>Applicants seeking to apply for a class of liquor licence known as a club licence are required to submit to the Director-General of Licensing a copy of their constitution which shall contain clauses or provisions as follows:</p>		
a)	The rules of a club must provide that a visitor to a club must not be supplied with liquor in the club premises unless the visitor is a guest in the company of a member	Yes <input type="checkbox"/>
b)	The rules of a club, except in the case of a club primarily for a sporting purpose; must provide that a person under the age of 18 years shall not be admitted to the membership of the club	Yes <input type="checkbox"/>
c)	The rules of the club must provide for a management committee of the club be elected for a term of not less than 12 months by members or a class of members constitutionally entitled.	Yes <input type="checkbox"/>
d)	The rules of the club must provide for the keeping of records of guests	Yes <input type="checkbox"/>
e)	The rules of the club must provide for the appointment of a secretary	Yes <input type="checkbox"/>
f)	Acceptable procedures for the admission of new members that are consistent with the club's core objectives and operations	Yes <input type="checkbox"/>
14.	Who may sign the application form?:	
<p>Where the Applicant is:</p> <ul style="list-style-type: none"> a) a natural person – the natural person b) a partnership – as per the partnership agreement, otherwise, all of the partners c) a company – at least one of the directors and the secretary (<i>common seal not required</i>) d) an incorporated association – the secretary and one other member of the committee <p>When the signatory is the sole proprietor of a company, this should be noted alongside the proprietor's signature.</p>		
15.	Do you intend to apply for a gaming machine licence?	
<p>Under section 24(1)(d) of the <i>Gaming Machine Act</i>, an applicant can apply for a gaming machine licence at the same time as their application for a liquor licence if the liquor licence they have applied for is:</p> <ul style="list-style-type: none"> a) a hotel liquor licence; or b) a club liquor licence <p>You may make an application for a gaming machine licence concurrent with this application and have both applications considered by the Director-General of Licensing at one time.</p> <p>If you wish to exercise this option please ask for a supplementary gaming machine license application form. It should be noted that you will not be required to satisfy requirements already met in the liquor application.</p>		

16.	Do you intend selling tobacco products?		
<p>If you intend selling tobacco products you are required to obtain a retail tobacco licence. You should make yourself aware of your obligations to comply with the <i>Tobacco Control Act</i> and regulations.</p> <p>Information can be obtained from the smoke free website, http://www.smokefree.nt.gov.au</p> <p>An application form can be obtained from a Territory Business Centre or from the Licensing NT website.</p>			
17.	Responsible service of alcohol course providers as at December 2014		
<p>Training Plus NT ABN: 37 620 097 688 NTIS code: 70035 Caretakers' Residence Nakara Primary School Nakara Terrace Nakara NT 0810 PO Box 42023 Casuarina NT 0811</p>			
Phone		0406 548 224	Email tony@trainingplusnt.com
Website		http://www.trainingplusnt.org.au	
Method of delivery		<ul style="list-style-type: none"> In person Online 	
<p>Charles Darwin University ABN: 54 093 513 649 NTIS code: 0373 Tourism, Hospitality, Sport & Recreation (Top End) Palmerston Campus University Avenue Palmerston NT 0830</p>			
Phone		08 8946 7525	Facsimile (08) 8946 7833
Email		tour_hosp_recreation-topend@cdu.edu.au	
Method of delivery		<ul style="list-style-type: none"> In person Post 	
<p>Alice Springs Tourism & Hospitality (Central) Grevillea Drive Alice Springs NT 0870</p>			
Phone		(08) 8959 5200	Facsimile (08) 8959 5240
Email		nick.desilva@cdu.edu.au	
Method of delivery		<ul style="list-style-type: none"> In person 	
<p>Karen Sheldon Catering Pty Ltd ABN: 21 117 356 779 NTIS code: 70045 Kantillas Function Centre Level 3 TIO Stadium Marrara NT 0812 PO Box 2351 Parap NT 0804</p>			
Phone		(08) 8945 6048	Facsimile (08) 8927 5799

Mobile	0437 525 797	Email	rto@karensheeldontraining.com
Method of delivery	<ul style="list-style-type: none"> In person 		
8. Lodgement details			
Once the application is complete it must be lodged at a Territory Business Centre with the prescribed fee at:			
Darwin Ground Floor, Development House 76 The Esplanade Darwin GPO Box 9800 Darwin NT 0801 t: (08) 8982 1700 f: (08) 8982 1725 Toll free: 1800 193 111 e: territory.businesscentre@nt.gov.au		Katherine Shop 1, Randazzo Building 18 Katherine Terrace Katherine PO Box 9800 Katherine NT 0851 t: (08) 8973 8180 f: (08) 8973 8188 e: territory.businesscentre@nt.gov.au	
Tennant Creek Shop 2, Barkley House Cnr Davidson and Paterson Street Tennant Creek PO Box 9800 Tennant Creek NT 0861 t: (08) 8962 4411 f: (08) 8982 1725 e: territory.businesscentre@nt.gov.au		Alice Springs Ground Floor, The Green Well Building 50 Bath Street Alice Springs PO Box 9800 Alice Springs NT 0871 t: (08) 8951 8524 f: (08) 8951 8533 e: territory.businesscentre@nt.gov.au	
9. Fees and payment			
Contact your local Territory Business Centre for the relevant schedule of fees.			

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

- our business plan confirms our experience in such matters and the importance we place on compliance with our responsibilities as operators of similar licensed premises
- again, the nature of the business is such that patrons do not visit the premises for longer than the period of time in which to view the movie and there is little likelihood of patrons arriving at or remaining on the premises for lengthy periods before or after the particular screening
- Event Cinemas does not sell alcohol at a discounted price and does not conduct promotions that promote rapid or excessive consumption of alcohol
- the prices at which Event Cinemas sells alcohol are more expensive than a typical hotel or general bar
- the supply of alcohol will only ever be an ancillary service we offer at our cinemas to enhance the entertainment experience for adult customers. Event Cinemas has no desire to turn our cinemas into pubs or hotels because in order to maintain viability and profitability our cinemas must be family friendly and screen a high proportion of family and children's films
- staff will not serve alcohol to minors and will ask patrons to supply ID if they appear to be under 18 years of age
- all liquor service outlets will be well-lit to ensure staff can identify possible minors and whether a patron is intoxicated
- substantial food will be available at all times that alcohol is sold

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

- the venue is not one which will host large numbers of persons as any one time, nor are there any areas adjacent to the cinemas which would encourage patrons to extend their stay beyond that required to view the movie

- public order and safety will not be jeopardised by the provision of alcohol to persons attending the cinema given the situation and relative privacy of the premises
- CCTV cameras will be installed to monitor all public entrances and exits to the complex, all foyer, lounge and bar areas, and the entrances to each cinema auditorium

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

- the limited extent of time in which patrons will consume alcohol at these premises will not put others at risk

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

- by their nature, cinema premises are extremely soundproof and no noise will emanate from the premises to any other part of the shopping centre complex

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

- the shopping centre complex in which the licensed premises will be located is secure, contained, and in a commercial area which is distant from immediate neighbouring premises
- it is not anticipated that the provision of alcohol within the proposed cinema area will cause any disturbance to other tenants within the shopping centre, or neighbouring buildings
- there are no known places of public worship, hospitals or schools within the immediate vicinity

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

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

- **this will be done**

(ii) *provisions of or under the Planning Act;*

- **this will be done**

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

- **our business plan confirms our experience in such matters and the importance we place on staff training and compliance with our responsibilities as operators of similar licensed premises**

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

- **this will not be an issue as sales will only be made in cash or by usual credit/debit cards**

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

- **given the limited time within which patrons will consume alcohol on the premises there will be no encouragement of irresponsible drinking**
- **Event Cinemas does not sell alcohol at a discounted price and does not conduct promotions that promote rapid or excessive consumption of alcohol**

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

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

- a range of full, mid-strength and light beers will be sold, as well as wine, champagne and some cocktails
- a range of non-alcoholic drinks and water will also be offered

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

- alcohol will primarily be served from the Vmax bar and Set Café within the cinema complex and responsible service of alcohol measures adopted at all times
- waiter service in the foyer or Vmax Lounge may be used for occasional corporate functions and events held at the cinema complex.

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

- it is proposed that alcohol will be sold in glass containers

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

- seven days per week between 10:00 am and 12:00 midnight

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

- our business practice (and the limited seating available in each cinema in the complex) will ensure that no screening or special event will result in an excessive number of people on the premises at any one time

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

- this is not considered relevant to these premises as the only entertainment to be provided is the screening of movies, and on some occasions other sporting/cultural events where seating is limited to the capacity of the relevant cinemas within the complex

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

- this will not be relevant to these premises as no drinks will be offered at free or reduced prices
- there will be no "happy hours" or "2 for the price of 1" style alcohol offers

LIQUOR ACT**2nd NOTICE OF APPLICATION FOR A LICENCE****TO SELL LIQUOR****EVENT CINEMAS PALMERSTON**

Birch Carroll & Coyle Ltd, hereby give notice that it has applied to the Director-General of Licensing for an On Liquor Licence to sell liquor at the premises to be known as Event Cinemas Palmerston located at Gateway Shopping Centre, Cnr Stuart Highway, Roystonea Avenue and Yarrowonga Road Palmerston NT

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

- The business proposed to be conducted on the premises will be in the nature six (6) auditorium Cinema
- Portable bars for special events in the foyer area.
- Liquor may be sold for consumption on the licensed premise between 10:00 hours until 23:59 hours seven (7) days a week.

This is the second and final notice of the application.

The objection period will close on Monday, 3 October 2016.

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

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

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

For further information regarding this application contact the Director-General of Licensing on telephone 8999 1800. Objections to this application should be lodged in writing with the Director-General of Licensing, GPO Box 1154, Darwin, within thirty (30) days of the commencement date of the objection period.

Dated this 2 September 2016



Business Plan

Event Cinemas Palmerston

Venue: Event Cinemas Palmerston
Address: The Gateway Shopping Centre
Corner of Stuart Highway, Roystonea
Avenue and Yarrawonga Road,
Palmerston, Northern Territory

Business Plan – Event Cinemas Palmerston

This is the Business Plan for Event Cinemas Palmerston ("**Cinema**") operated by Birch Carroll & Coyle Limited ("**BCC**").

1. Principal Activity

The principal activity of the Cinema is the screening of films, especially new release films, licensed from the major international distributors and some independent distributors.

The major international distributors are:

- Warner Brothers
- Walt Disney
- Universal
- Paramount
- Fox
- Sony

Some of the independent distributors are:

- Icon
- E1 (formerly Hopscotch)
- Madman
- Studio Canal

From time to time the Cinema may also screen alternative content such as:

- Live sport (eg: NRL Grand Final, State of Origin Rugby, AFL Grand Final)
- Music concerts (eg: MET Opera and André Rieu concerts)

The Cinema will be fitted with digital projectors which are able to screen both 2D and 3D films and will also be fitted with a state of the art sound system.

The Cinema will screen a variety of films with emphasis on family friendly and childrens' films, mainstream films and Hollywood blockbusters.

The Cinema will have a modern design with high standards of fittings, furnishings, floorings and carpets.

2. Ticket Sales

Patrons will be able to purchase tickets for movies and alternative content screened at the Cinema from the following outlets:

- At the Box Office at the Cinema
- On the website www.eventcinemas.com.au and associated mobile websites and apps
- Using gift cards and vouchers

The Cinema will also cater for corporate events and functions which clients may wish to hold at the venue.

3. Food and Beverages

Patrons attending the Cinema will be able to purchase a range of food, snacks and confectionary at the Candy Bar including popcorn, chips, ice-creams, candy and chocolates, as well as non-alcoholic beverages such as Coca-Cola and Sprite.

The Vmax bar at the Cinema will sell a range of alcoholic beverages such as champagne, wine and beer as well as low alcohol and alcohol-free beverages. The Vmax bar will also serve a range of snacks and hot food options.

4. Hours of Operation

The Cinema will operate seven days a week. The first sessions will generally start at 10am and the last sessions will generally start at 9.30pm.

Each auditoria will typically have 5 sessions each day.

The Cinema will generally open 30 minutes before the start of the first session and will close around 15 minutes after the end of the last session.

5. Auditoria

The Cinema will have 4 standard auditoria and 2 Vmax auditoria.

Vmax auditoria have larger screens and larger seats with extra seat space, contoured high backs, generous armrests and tables and more legroom for patrons.

The patron capacity for each auditorium is shown below.

Auditorium	Seats	Wheelchair	Total
Vmax 1	375	9	384
Vmax 2	375	9	384
Cinema 3	212	5	217
Cinema 4	212	5	217
Cinema 5	238	5	243
Cinema 6	187	4	191
Total	1599	37	1636

6. Customers

The Cinema will seek to appeal to a broad range of customers who reside in or around the fast growing city of Palmerston. BCC expects that the Cinema will appeal to a large number of customers who visit the Gateway Shopping Centre.

BCC expects that the Cinema will be busiest and generate the most revenue during school holiday periods, public holidays and other times when distributors release their major blockbuster films.

7. Marketing and Advertising

BCC will market and promote the Cinema and the films it screens at the Cinema in the following ways:

- Using the website www.eventcinemas.com.au
- Emails to Event Cinemas loyalty members (CineBuzz Club)
- Social media (including Facebook and Twitter)
- Newspaper advertising
- Local area marketing including brochures and flyers
- Promotions, prizes and competitions
- Promotions run in conjunction with third party sponsors and promotional partners

8. Training of Staff

All staff at the Cinema will receive comprehensive induction training on commencement of employment.

BCC has a training system in place for its employees, including the TAKE 1 program, which was developed to provide a development path for new cinema employees.

TAKE 1 consists of 6 modules:

ACT 1 – Induction
ACT 2 – Customer Service
ACT 3 – Cleanliness & Maintenance
ACT 4 – Ushering
ACT 5 – POSitive Selling
ACT 6 – Food & Beverage/Stock Management

TAKE 1 has been designed to be comfortably completed within the first 3 months of employment. Employees must participate and successfully complete the relevant TAKE 1 modules, as determined on commencement of employment by their General Manager and Location Trainer, as part of their probationary period.

On the successful completion of each ACT the relevant Assessment Kits must be filled out accurately and signed by both the Location Trainer and new employee. Assessment Kits are to be kept on the employee's file.

9. The Gateway Shopping Centre

The Cinema will be located within the Gateway Shopping Centre which is currently under construction on the corner of the Stuart Highway, Roystonea Avenue and Yarrawonga Road in Palmerston, Northern Territory.

The Gateway Shopping Centre is expected to open in mid 2016.

The Gateway Shopping Centre will contain a Woolworths supermarket, Big W and over 60 stores, as well as a food court and restaurants.

The Gateway Shopping Centre will contain approximately 30,000sqm of undercover shopping and entertainment facilities, with parking for over 1,300 vehicles. The Gateway Shopping Centre will also be accessible by public transport.

10. Competitors

The following third party cinemas are located in proximity to Event Cinemas Palmerston:

- CMAX Cinemas Palmerston - 3 Maluka Street, Palmerston, NT
- Deckchair Cinema (Outdoor Cinema) - Jervois Road, Darwin, NT

BCC also operates the following other cinemas in the Northern Territory:

- Event Cinemas Darwin – corner of Mitchell Street and Briggs Street, Darwin, NT
- Birch Carroll & Coyle Casuarina - Casuarina Square Shopping Centre, 247 Trower Road, Casuarina, NT

11. Experience

BCC is a subsidiary company of Event Hospitality & Entertainment Limited (EHEL). EHEL is an Australian public company that is listed on the Australian Stock Exchange. EHEL was incorporated in 1911, under its previous name Amalgamated Holdings Limited.

EHEL owns and operates hotels, cinemas, restaurants, bars, technology businesses and a ski resort.

The EHEL group of companies currently operate 56 cinema complexes in Australia. Of these, Birch Carroll & Coyle Limited operates 30 cinema complexes in Australia.

The EHEL group of companies also operate 53 cinema complexes in Germany and 16 cinema complexes in New Zealand.

The EHEL group of companies operate cinemas under the following major brands:

- Event Cinemas
- Birch Carroll & Coyle
- BCC Cinemas
- Greater Union
- Moonlight
- Rialto Cinemas

SWOT Analysis

STRENGTHS

- The business profile, business experience and financial position of BCC and its parent company Event Hospitality & Entertainment Limited.
- Location within the fast growing catchment area of Palmerston.
- Depth of management experience of BCC focussing on customer service, operational excellence, cost control, film programming and the overall product and service quality and environment.
- Well established processes, systems and policies for the operation of cinemas
- Strong existing relationships with major international film distributors.

WEAKNESSES

- Reliance on first release films supplied by major distributors.
- The transient nature of Darwin and Palmerston entertainment industry workers.
- The difficulty in the recruitment of high quality key staff with appropriate experience.

OPPORTUNITIES

- The opportunity to capitalise on the prominent and easily accessible location within the new Gateway Shopping Centre in Palmerston.
- The opportunity to introduce BCC's more premium Vmax concept, 3D films and corporate functions and events.
- The opportunity to become an early and established cinema complex in Palmerston and develop loyal customers and strong relationships with local businesses interested in cinema related promotions and advertising.

THREATS

- The rise of various online and digital platforms offering movie content including Netflix.
- Film piracy.
- Competitors potentially opening new cinema sites in Palmerston and Darwin.



Risk Assessed Management Plan for the Supply of Alcohol

Event Cinemas Palmerston

Venue: Event Cinemas Palmerston
Address: The Gateway Shopping Centre
Corner of Stuart Highway, Roystonea
Avenue and Yarrowonga Road,
Palmerston, Northern Territory

Risk Assessed Management Plan – Event Cinemas Palmerston

This is the Risk Assessed Management Plan ("RAMP") for Event Cinemas Palmerston. This RAMP contains information about the procedures and practices for the sale and supply of alcohol at the premises.

1. Principal Activity

The principal activity of the premises is the provision of facilities for cinematographic presentations.

2. Hours of Operation

The maximum hours of operation for the sale of liquor to patrons will be from 10:00am until 12:00 midnight, from Monday through to Sunday.

3. Responsible Service of Alcohol

The premises will enforce the principles of the responsible service of alcohol. Staff at the cinema will not:

- Serve alcohol to intoxicated or disorderly patrons;
- Engage in any practices which promote the irresponsible consumption of alcohol; or
- Serve alcohol to any persons under the age of 18 years (proof of age may be required)

Staff will be proactive and monitor patron behaviour at all times. If staff believe that a patron is showing signs of intoxication then the patron will be refused any further alcohol and offered water.

Event Cinemas Palmerston will serve customers alcohol in a responsible, friendly and professional manner. Our staff are on hand to assist customers in their decision to drink in moderation and where appropriate avoid drinking activities that put customers at harm or risk. Management will not conduct promotions that offer heavily discounted alcohol for sale. Management is committed to adhering to all liquor laws.

At the commencement of each shift the Duty Manager at Event Cinemas Palmerston will check to ensure that each staff member involved in the sale or supply of alcohol at the cinema has a valid RSA competency card. Internal audits are also conducted to ensure this process is followed.

The licensee will have appropriate experience and training in the responsible management of licensed venues and will be present or reasonably available at the premises at all times when alcohol is supplied to patrons.

An Incident Register will be kept on site. If there is an incident at the premises involving the consumption of liquor, staff must notify management and record the details in the Incident Register. The Incident Register may be inspected by police and licensing inspectors.

Liquor will not be served to minors and when in doubt staff will ask any patrons that appear to be under the age of 18 years old for identification to verify their age before serving them liquor.

4. Arrangements at the Premises for Services

4.1 *Service Outlets*

Alcoholic beverages will be served from the Vmax bar. The Cinema may also sometimes serve alcoholic beverages from portable carts or pop-up bars for special events and corporate functions (for example a cart may be set up in the foyer for special events such as "Chicks at the Flicks" screening events).

4.2 *Storage*

The Cinema will implement practices and procedures to ensure that all alcohol is stored in a controlled and secure manner (for example using dedicated locked storage rooms or cupboards) and that visibility of alcohol is minimised when service outlets are not operating.

4.3 *Arrangements for lighting at the premises*

Appropriate lighting is provided to allow staff to observe the behaviour of patrons in all areas. The entrance to the premises and service areas are sufficiently lit to allow staff to see patrons and identify any minors. The lights at the premises are kept on until all staff and patrons have left the premises.

4.4 *Arrangements for noise mitigation at the premises*

All of the theatres within the premises are built with the latest in soundproofing technology to ensure that there is no external noise disturbance and state of the art sound systems will be implemented to ensure noise can be controlled at all times.

The premises has no outdoor areas. Other than for peak trading periods and special events, there will only be background music and advertisements played in the lobby and foyer areas.

Staff will report any noise complaints to management to allow management to consider any issues and take appropriate measures to mitigate any noise disturbance.

4.5 *Arrangements for security at the premises*

Event Cinemas Palmerston forms part of the Gateway Shopping Centre Palmerston, which will have security personnel appointed to patrol all parts of the shopping centre. These security personnel can be contacted by management at Event Cinemas Palmerston in the event of any alcohol related incident or disturbance.

Event Cinemas Palmerston will have a closed circuit television system (CCTV) with security cameras installed to monitor all public entry and exit points to the cinema complex and all bar, foyer and common areas and also all public entry and exit points for each auditorium. In the event of any incident, a copy of the relevant CCTV footage will be retained and provided to police if requested.

4.6 *Alternate Beverages*

Event Cinemas Palmerston will offer a full range of non-alcoholic and low alcoholic beverages. Further, it is a commitment of the cinema that a variety of low strength and mid strength beverages are offered. They are displayed prominently and always at a lower price than their full strength counterparts.

4.7 No BYO or Take-Away Sales

Patrons will not be permitted to BYO their own alcohol into the cinema. All alcohol sold at the cinema must be consumed on the premises. No take-away sales will be permitted.

4.8 Arrangements for transport services at the premises

The cinema is located within the Gateway Shopping Centre Palmerston which has a large range of restaurant, café and retail tenancies. The Gateway Shopping Centre Palmerston will have ample parking and taxis are available. The shopping centre is also accessible by public transport.

5. Provision of Food

Event Cinemas Palmerston will sell a range of food, snacks and confectionary at its candy bar and the Vmax bar including hot food options. This food will be available at all times that the premises is open, which may include times beyond the approved hours on the liquor licence.

6. Training of Staff

All Event Cinemas staff receive comprehensive induction training on commencement of employment. All staff involved in the sale of liquor undergo the responsible service of alcohol training. Staff are provided with ongoing training regarding any changes to liquor licensing laws.

Event Cinemas has a training system in place for its employees, including the TAKE 1 program, which was developed to provide a development path for new cinema employees.

TAKE 1 consists of 6 modules:

- ACT 1 – Induction
- ACT 2 – Customer Service
- ACT 3 – Cleanliness & Maintenance
- ACT 4 – Ushering
- ACT 5 – POSitive Selling
- ACT 6 – Food & Beverage/Stock Management

TAKE 1 has been designed to be comfortably completed within the first 3 months of employment. Employees must participate and successfully complete the relevant TAKE 1 modules, as determined on commencement of employment by their General Manager and Location Trainer, as part of their probationary period.

On the successful completion of each ACT the relevant Assessment Kits must be filled out accurately and signed by both the Location Trainer and new employee. Assessment Kits are to be kept on the employee's file.

7. Dealing with Minors on the Premises

As would be expected for a cinema, a number of minors will likely attend the premises.

Staff are trained to monitor the behaviour of minors at all times. Liquor will not be served to minors and when in doubt staff will ask any patrons that appear to be under the age of 18 years old for identification to verify their age before serving them liquor.

Signage prescribed by the Director-General of Licensing for licensed venues, will be displayed at all times where alcoholic beverages are sold.

Any minor that attempts to purchase liquor at the premises will be refused service and asked to leave the premises. If a minor shows identification that has been tampered with or is believed as being used by the wrong person, the identification will be confiscated and forwarded to the Police with details of the incident. Staff will monitor the premises to ensure that individuals over the age of 18 years are not supplying liquor to minors.

8. Dealing with unduly intoxicated and disorderly patrons on the premises

Staff will be proactive and monitor patron behaviour at all times. If staff believe that a patron is showing signs of intoxication or is being disorderly, then the patron will be refused any further alcohol and offered water.

If the patron continues to act in a disorderly manner or fails to comply with requests from staff, then the patron will be asked to leave the premises. If necessary, The Gateway Shopping Centre security personnel will be called and asked to escort the patron from the premises.

Any incidents involving intoxicated or disorderly patrons are to be reported to management.

9. Limiting Impact of the Premises on the Amenity of the Community

The premises will have a minimal impact on the amenity of the local community.

There are no residents in close proximity to Event Cinemas Palmerston. The Gateway Shopping Centre Palmerston will be comprised of restaurants, café, commercial and retail spaces. Accordingly, there will be a large number of shops, commercial premises and licensed cafes/restaurants surrounding the cinema and it is unlikely that the provision of liquor at the cinema complex will have any impact on local residents.

The Gateway Shopping Centre Palmerston will be full of activity during both the day and into the evening.

Additionally, it is not anticipated that the premises would adversely impact on local businesses. In fact, it is expected that the provision of a cinema experience, including the availability of liquor, will attract patrons to the local area and create a benefit for local businesses.

The premises has no outdoor areas, so it is not anticipated that any patron noise would be heard from outside the premises.

There will be ample car parks at the Gateway Shopping Centre Palmerston available for patrons.

10. Consultation with Community and Liquor Industry Groups

Management of the premises takes on board any comments, complaints and feedback received directly from patrons or nearby businesses.

As the premises is a low risk venue, with liquor only being an ancillary component of the business, management do not envisage that they will be actively involved in liquor industry groups. However, the licensee will have appropriate experience and training in relation to the responsible management of licensed venues and is aware of the need to keep up to date with current trends and practices relating to the sale of liquor.

11. Ensuring that the conduct of the Premises complies with all other requirements

Management of the premises will ensure that it is familiar with the conditions imposed on the liquor licence for the premises and will take all steps to ensure that these conditions are complied with. As set out above, it will be the responsibility of management to ensure that it keeps up to date with the current trends and practices relating to the sale of liquor and any changes to the relevant requirements.

At all times the fire exits from the premises must be kept clear and staff are to be informed of the evacuation procedures in the event of an emergency.

Event Cinemas Palmerston is committed to ensuring the number of patrons within the premises at any one time does not exceed the number whereby the venue can operate safely and amenably at all times. Event Cinemas Palmerston is also committed to complying with fire safety requirements.

In terms of functions at the premises, the procedures and practices outlined in this RAMP, including but not limited to, responsible service of alcohol, dealing with minors on the premises and dealing with unduly intoxicated and disorderly patrons on the premises, apply equally to functions and events. Event Cinemas Palmerston will ensure functions are sufficiently monitored.

The premises has no footpath dining, no designated outdoor smoking areas, no adult entertainment and no off site catering.

MinterEllison

22 March 2016

By hand delivery

Director-General
Licensing NT
Territory Business Centre
Ground Floor
Development House
76 Esplanade
Darwin NT 0800

Dear Sir/Madam

Application for "in principle" liquor licence

Premises: Event Cinemas Palmerston, Gateway Shopping Centre (in process of construction)

We act on behalf of the applicant in this matter and enclose for your attention the following:

1. Application for grant of a liquor licence;
2. cheque in the amount of \$200 payable to RTM for the application fee;
3. site and floor plans of the proposed cinema complex within the Gateway Shopping Centre;
4. copy of fully executed Agreement for Lease of the proposed cinema complex, dated 30 January 2015 (the formal lease will only be registered on completion of construction of the building);
5. description of the business to be conducted on the premises (see Business Plan);
6. public interest statement (see Risk Assessed Management Plan for the Supply of Alcohol); and
7. letter from Village Cinemas Australia Pty Ltd in relation to the joint venture arrangements between that company and the applicant in relation to management of the proposed cinema (also referred to in the application).

Other required information in relation to the appointed nominee will only be able to be provided on completion of construction.

We confirm that our client operates a liquor licence from the premises known as Ducks Nuts, Mitchell Street, Darwin and as such the Department is already in possession of much of the other information which would normally be required to be lodged as part of this application.

In relation to the approval of the landlord to the application by our client for the liquor licence, we refer you to item 5 of the schedule on page 4 of the lease (tagged for ease of reference).

Please let us know if any further information or clarification is required.

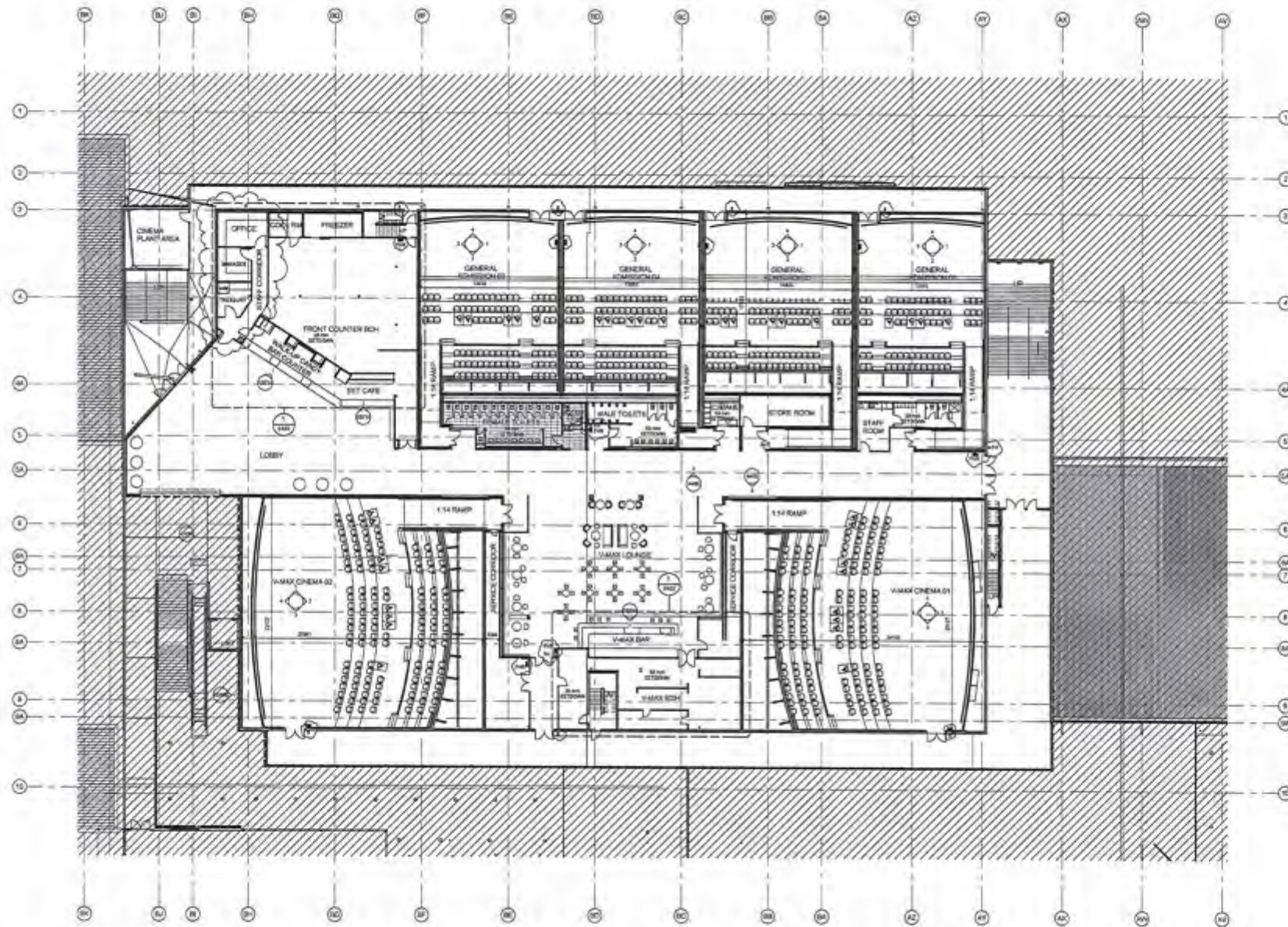
Yours faithfully



Lyn Bennett
Consultant

Contact: Lyn Bennett T: +61 8 8901 5925
lyn.bennett@minterellison.com
OUR REF: 74288/224073 | LXB





1 PLAN - FIRST FLOOR
1/300

- NOTES
1. CONTRACTOR MUST VERIFY ALL DIMENSIONS ON SITE.
 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL WORK IS TO BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
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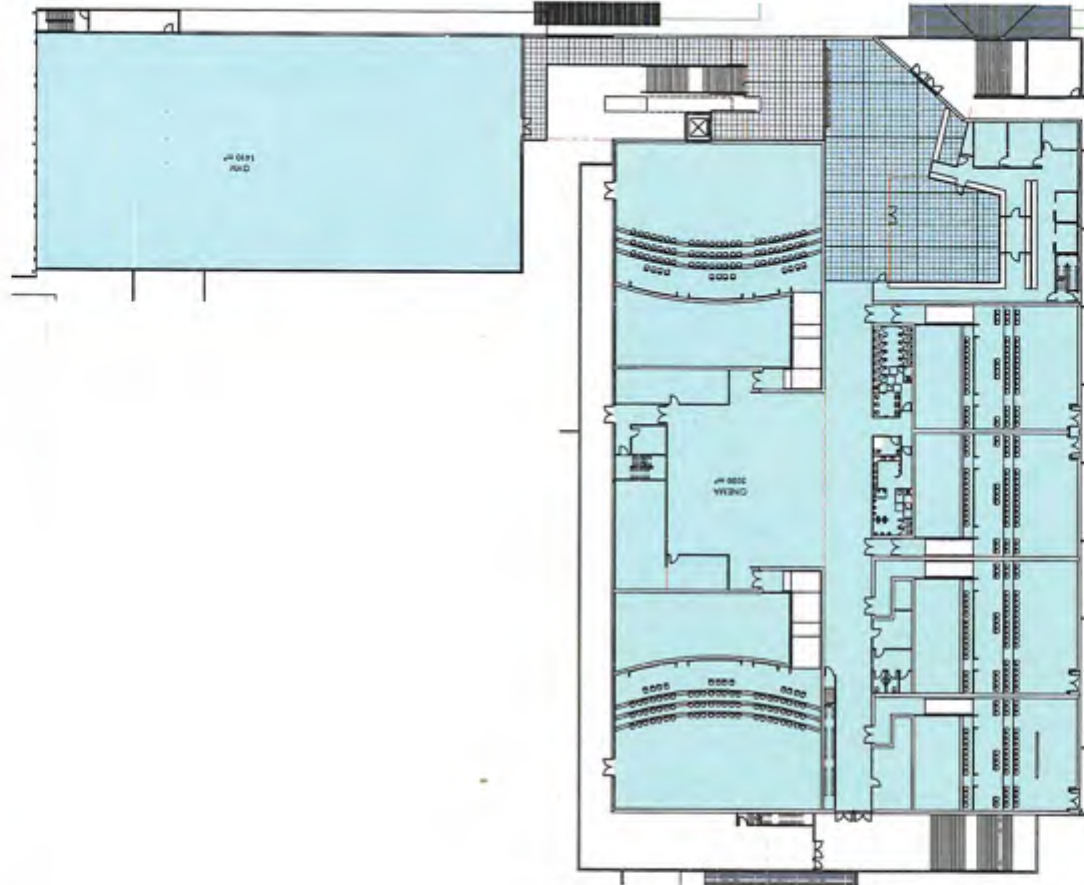
- LEGEND
- NO SET ROOM
 - NO SET ROOM
 - CINEMA PLANT

- REVISIONS
- | NO. | DATE | DESCRIPTION |
|-----|------------|------------------------|
| 1 | 10/10/2020 | ISSUED FOR INFORMATION |

EVENTS
HAMES SHARLEY
architects

Events Cinema First Floor Gateway
ROYSTON AVENUE, PALMERSTON

ISSUED FOR INFORMATION

[illegible]

Case	Model	Model	Model
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Age	Gender	Height	Weight
18	M	175	70
19	F	165	55
20	M	180	80
21	F	170	65
22	M	185	90
23	F	175	75
24	M	190	100
25	F	180	85
26	M	195	110
27	F	185	95
28	M	200	120
29	F	190	105
30	M	205	130

an (MHz)		2004 (MHz)	2005 (MHz)
an 10	1.7 F10 5000	101	2004 F10 5000
an 12	1.7 F10 5000	101	2004 F10 5000
an 14	1.7 F10 5000	101	2004 F10 5000
an 16	1.7 F10 5000	101	2004 F10 5000
an 18	1.7 F10 5000	101	2004 F10 5000
an 20	1.7 F10 5000	101	2004 F10 5000
an 22	1.7 F10 5000	101	2004 F10 5000
an 24	1.7 F10 5000	101	2004 F10 5000
an 26	1.7 F10 5000	101	2004 F10 5000
an 28	1.7 F10 5000	101	2004 F10 5000
an 30	1.7 F10 5000	101	2004 F10 5000
an 32	1.7 F10 5000	101	2004 F10 5000
an 34	1.7 F10 5000	101	2004 F10 5000
an 36	1.7 F10 5000	101	2004 F10 5000
an 38	1.7 F10 5000	101	2004 F10 5000
an 40	1.7 F10 5000	101	2004 F10 5000
an 42	1.7 F10 5000	101	2004 F10 5000
an 44	1.7 F10 5000	101	2004 F10 5000
an 46	1.7 F10 5000	101	2004 F10 5000
an 48	1.7 F10 5000	101	2004 F10 5000
an 50	1.7 F10 5000	101	2004 F10 5000

[illegible][illegible]

49 505			49 500
49 500	49 505	49 510	49 515

gas (X)	gas (Y)	gas (Z)	gas (W)
gas 1	gas 1	gas 1	gas 1
gas 2	gas 2	gas 2	gas 2
gas 3	gas 3	gas 3	gas 3
gas 4	gas 4	gas 4	gas 4
gas 5	gas 5	gas 5	gas 5
gas 6	gas 6	gas 6	gas 6
gas 7	gas 7	gas 7	gas 7
gas 8	gas 8	gas 8	gas 8
gas 9	gas 9	gas 9	gas 9
gas 10	gas 10	gas 10	gas 10

(Indikator) Indikator Gas (X)

year	availability	quality	rating
2000	all TV channels	50	70.00 all TV channels
2001	all TV channels	56	70.00 all TV channels
2002	all TV channels	55	70.00 all TV channels
2003	all TV channels	55	70.00 all TV channels
2004	all TV channels	55	70.00 all TV channels
2005	all TV channels	55	70.00 all TV channels
2006	all TV channels	55	70.00 all TV channels
2007	all TV channels	55	70.00 all TV channels
2008	all TV channels	55	70.00 all TV channels
2009	all TV channels	55	70.00 all TV channels
2010	all TV channels	55	70.00 all TV channels
2011	all TV channels	55	70.00 all TV channels
2012	all TV channels	55	70.00 all TV channels
2013	all TV channels	55	70.00 all TV channels
2014	all TV channels	55	70.00 all TV channels
2015	all TV channels	55	70.00 all TV channels
2016	all TV channels	55	70.00 all TV channels
2017	all TV channels	55	70.00 all TV channels
2018	all TV channels	55	70.00 all TV channels
2019	all TV channels	55	70.00 all TV channels
2020	all TV channels	55	70.00 all TV channels

[illegible]

SITE INFORMATION

Site Area = 112308 m²
 Building Footprint = 36978 m²
 = 33% of Site Area

Land Use	GUA (m ²)
Discount Department Store & Supermarket	11,118
Mini Market	3,872
Specialty (includes food outlets)	6,379
Kiosk	198
Restaurants	1,392
Cinema (800 seats)	4,280
Petrol Filling Station	150
Total	28,389

Parking Numbers	
Lower Ground Floor	416
Ground Floor	807
Total	1223

Proposed Car Park to meet the requirements of AS/NZS 1:2004

Typical Customer Car parking sizes:

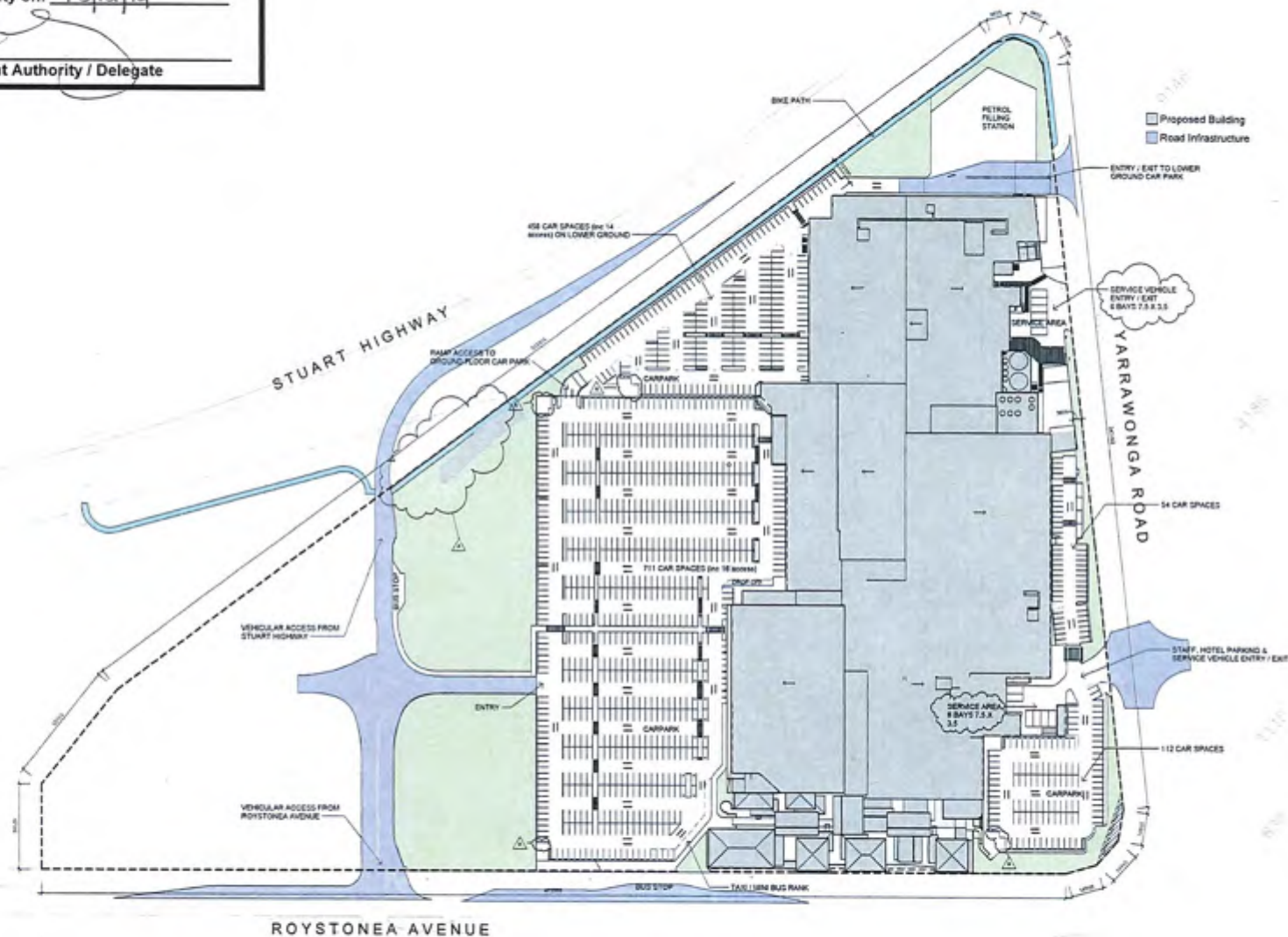
Standard space 2700 x 5500mm
 Accessible space 2400 x 5500mm with 2400mm wide shared zone

Typical Customer Car Park Aides to be 6000mm wide

Parking spaces at the end of and perpendicular to driveways to be either 3.5m wide or so that the driveway projects 1m beyond the last parking space.

Drawing No: 2014/0706/1 referred to in
 Permit No: DP14/0889 issued by
 the consent authority on: 18/12/14

 Consent Authority / Delegate



ITEM NUMBER: 13.1.3 Financial Report for the Month of August 2016

FROM: Director of Corporate and Community Services

REPORT NUMBER: 8/0981

MEETING DATE: 20 September 2016

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 August 2016.

RECOMMENDATION

THAT Council receives Report Number 8/0981.

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 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 August 2016.

Financial Implications:

Nil.

Legislation/Policy:

Council Policies, the Local Government Act and associated regulations and the Australian Accounting Standards.

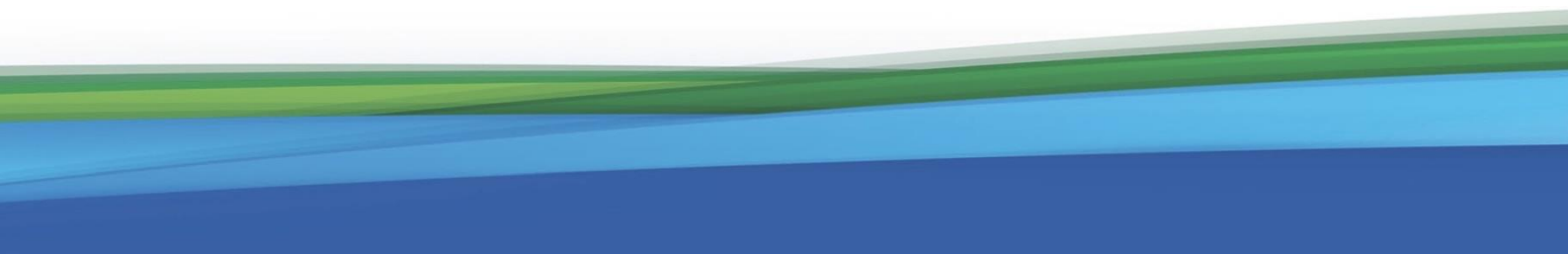
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Maxie Smith, Acting Finance Manager

Schedule of Attachments:

Attachment A: Financial Management Report – August 2016.



Financial Management Reports

August 2016

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



TABLE OF CONTENTS

August 2016

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 1

Executive Summary

1.1 Executive Overview
As at 31 August 2016

RESULT

Operating Income

Operating income is currently at 87.9% for the year as Rates were levied in August. Additionally, the first round of the FAA grants were received this month.

Operating Expenditure

Overall operating expenditure is currently at 37.11% for the year. A large number of commitments have been raised for contract services, as such expenditure is currently on track for this financial year.

Capital Income

Capital income for the current financial year is at 2.16% of the budget. Capital Income of \$10m in the budget relates to gifted assets which will be recognised at the end of the financial year.

Capital Expenditure

The expenditure for capital works is currently at 81.97%. The budgets for projects ongoing from 2015/2016 will be rolled over and recognised as part of the first budget review in 2016/2017.

CASH POSITION



As at the end of August 2016 the cash and investments balance was \$15.4M. As at July 1 2016 total reserve funds was \$9.5M. Interest earned to date is \$40k, circa 10% of budget.

Section 2

Financial Results

31 August 2016

2-1 Budget Summary Report as at

	Total Budget (inc. Revisions)	YTD Actuals (incl commitments)	Budget to be met	Budget Met
	\$	\$	\$	%
Operating Income	(30,487,306)	(26,798,314)	(3,688,992)	87.90%
Operating Expenditure	34,069,429	12,643,916	21,425,513	37.11%
Capital Income	(11,170,778)	(240,973)	(10,929,805)	2.16%
Capital Expenditure	6,080,175	4,983,748	1,096,427	81.97%
Subtotal	(1,508,480)	(9,411,622)	7,903,142	
Less Depreciation/Revaluation	(8,402,500)	(1,400,416)	(7,002,084)	
Gifted Assets	10,000,000	0	10,000,000	
Net (Income)/Expenditure	89,020	(10,812,038)	10,901,058	
Net (Income)/Expenditure Funded by:				
Transfers from Reserves	(2,467,000)			
Transfers to Reserves	6,270,698			
Borrowings	(4,000,000)			
Repayment of Borrowings	107,280			
Total	(2)			
The total contains a rounding issue which will be adjusted in the first budget review				
Net Surplus/Deficit	89,022			
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  Reviewed by: Acting Finance Manager </div> <div style="text-align: center;">  Approved by: Chief Executive Officer </div> </div>				

Section 2

Financial Results

2.1 - Budget Summary Report as at 31 August 2016

Operating Income

	Original Budget	YTD Actuals	%
Governance			
Office of the CEO	-714,856	-181,505	25.39%
Governance	-714,856	-181,505	25.39%
Corporate Services			
Financial Services	-400,000	-63,492	15.87%
Human Resources	0	-1,552	0.00%
Office of the Director Corp and Community Services	0	-2,000	0.00%
Rates	-19,513,257	-19,294,609	98.88%
Corporate Services	-19,913,257	-19,361,654	97.23%
Community Services			
Arts & Culture	-10,000	0	0.00%
Library Services	-725,009	-22,011	3.04%
Senior Citizens	-1,500	-1,500	100.00%
Youth Services	-25,000	0	0.00%
Community Services	-761,509	-23,511	3.09%
Technical Services			
Animal Management	-372,000	-132,055	35.50%
Aquatic Centre	-95,804	-17,128	17.88%
Civic Centre	-189,131	-41,263	21.82%
Driver Resource Centre	-3,600	-772	21.45%
Gray Community Hall	-10,800	-4,219	39.07%
Office of the Director Technical Services	-37,250	-44,578	119.67%
Parking & Other Ranger Services	-170,000	-62,911	37.01%
Private Works	-207,000	-20,555	9.93%
Roads & Transport	-795,729	-199,303	25.05%
Stormwater Infrastructure	-1,920	0	0.00%
Subdivisional Works	-200,000	-43,222	21.61%
Waste Management	-6,568,290	-6,554,097	99.78%
Birripa Court Investment Property	-446,160	-111,540	25.00%
Technical Services	-9,097,684	-7,231,643	79.49%
	-30,487,306	-26,798,314	87.90%

Section 2

Financial Results

2.1 - Budget Summary Report as at 31 August 2016 Capital Income

	Original Budget	YTD Actuals	%
Corporate Services			
Office of the Director Corp and Community Services	-30,000	-1,700	5.67%
Corporate Services	-30,000	-1,700	5.67%
Technical Services			
Roads & Transport	-890,778	0	0.00%
Subdivisional Works	-10,250,000	-239,273	2.33%
Technical Services	-11,140,778	-239,273	2.15%
	-11,170,778	-240,973	2.16%

Section 2

Financial Results

2.1 - Budget Summary Report as at 31 August 2016

Operating Expenditure

	Original Budget	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Governance					
Elected Members	352,526	34,429	0	34,429	9.77%
Office of the CEO	790,316	143,271	7,200	150,471	19.04%
Public Relations and Communications	107,150	16,530	29,183	45,713	42.66%
Governance	1,249,992	194,230	36,383	230,613	18.45%
Corporate Services					
Customer Services	167,966	22,131	0	22,131	13.18%
Financial Services	1,302,334	342,705	179,444	522,149	40.09%
Human Resources	182,087	25,957	109	26,067	14.32%
Information Technology	1,064,081	195,104	327,809	522,913	49.14%
Office of the Director Corp and Community Services	8,933,624	1,459,147	608	1,459,755	16.34%
Rates	281,000	184,054	0	184,054	65.50%
Records Management	308,466	23,662	1,903	25,564	8.29%
Corporate Services	12,239,558	2,252,761	509,873	2,762,634	22.57%
Community Services					
Arts & Culture	160,000	2,532	3,487	6,019	3.76%
Community Development	831,084	123,609	2,331	125,941	15.15%
Events Promotion	311,600	34,799	8,998	43,797	14.06%
Families & Children	61,500	20,773	0	20,773	33.78%
Health and Wellbeing Services	65,000	1,435	1,180	2,615	4.02%
Library Services	1,335,030	184,037	52,995	237,033	17.75%
Senior Citizens	1,500	114	588	701	46.75%
Youth Services	62,500	3,264	450	3,714	5.94%
Community Services	2,828,214	370,563	70,029	440,592	15.58%
Technical Services					
Animal Management	103,793	21,755	68,154	89,910	86.62%
Aquatic Centre	389,392	57,130	204,221	261,351	67.12%
Archer Sports club	6,977	248	0	248	3.55%
Civic Centre	372,210	58,092	49,960	108,052	29.03%
Depot	87,595	7,751	10,409	18,160	20.73%
Driver Resource Centre	29,015	2,015	640	2,655	9.15%
Emergency Operations	10,000	0	0	0	0.00%
Gray Community Hall	76,517	8,672	15,260	23,932	31.28%
Office of the Director Technical Services	1,350,234	186,307	40,069	226,376	16.77%
Open Space	5,470,083	531,225	2,121,914	2,653,139	48.50%
Parking & Other Ranger Services	606,662	98,507	799	99,306	16.37%
Private Works	80,546	12,036	0	12,036	14.94%
Recreation Centre	212,847	26,987	98,078	125,066	58.76%
Roads & Transport	2,345,665	222,596	488,182	710,778	30.30%
Stormwater Infrastructure	269,000	11,390	12,353	23,742	8.83%
Street Lighting	655,043	98,099	0	98,099	14.98%
Waste Management	5,512,083	399,336	4,320,865	4,720,201	85.63%
Birripa Court Investment Property	116,053	25,681	3,663	29,344	25.28%
Durack Heights Community Centre	57,950	404	7,280	7,684	13.26%
Technical Services	17,751,665	1,768,230	7,441,848	9,210,077	51.88%
	34,069,429	4,585,784	8,058,133	12,643,916	37.11%

Section 2

Financial Results

31 August 2016

2.1 - Budget Summary Report as at

Capital Expenditure

	Original Budget	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Corporate Services					
Information Technology	52,000	2,396	10,567	12,963	24.93%
Office of the Director Corp and Community Services	180,000	47,314	0	47,314	26.29%
Corporate Services	232,000	49,709	10,567	60,276	25.98%
Community Services					
Community Development	0	11,250	3,835	15,085	0.00%
Library Services	24,000	0	0	0	0.00%
Community Services	24,000	11,250	3,835	15,085	62.85%
Technical Services					
Aquatic Centre	80,500	0	0	0	0.00%
Civic Centre	0	173,957	0	173,957	0.00%
Depot	25,000	0	0	0	0.00%
Driver Resource Centre	7,000	0	0	0	0.00%
Office of the Director Technical Services	400,000	925,516	1,210,773	2,136,289	534.07%
Open Space	1,568,175	400	127,969	128,369	8.19%
Roads & Transport	1,196,500	590,862	597,023	1,187,885	99.28%
Stormwater Infrastructure	80,000	547	0	547	0.68%
Subdivisional Works	0	20,039	6,517	26,556	0.00%
Waste Management	2,467,000	257	1,254,529	1,254,785	50.86%
Technical Services	5,824,175	1,711,577	3,196,810	4,908,387	84.28%
	6,080,175	1,772,537	3,211,212	4,983,748	81.97%

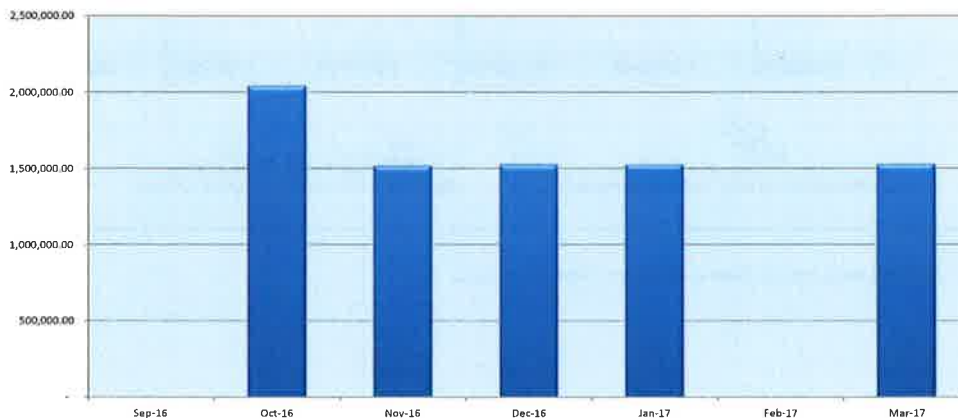
Section 2 Financial Results

2-2 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 31/08/2016

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 A2	\$ 1,500,000.00	3.01%	December 15, 2016	106	0.005535421	\$ 1,500,000.00	18.39%
AMP	S&P A1	\$ 1,500,000.00	2.95%	March 29, 2017	210	0.005425080	\$ 1,500,000.00	18.39%
National Australia Bank	S&P A1	\$ 1,500,000.00	2.93%	November 2, 2016	63	0.005388300		
National Australia Bank	S&P A1	\$ 1,500,000.00	2.97%	January 4, 2017	126	0.005461860		
National Australia Bank	S&P A1	\$ 7,269.04	2.80%			0.000024953		
National Australia Bank	S&P A1	\$ 149,285.79	2.80%			0.000512471	\$ 1,656,554.83	20.31%
MyState Bank	S&P A2	\$ 2,000,000.00	3.11%	October 19, 2016	49	0.007625762	\$ 2,000,000.00	24.52%
TOTAL SHORT TERM INVESTMENT		\$ 8,156,561.62		Average Days to Maturity	111.00	Weighted Average	3.00%	81.61%
% OF TOTAL INVESTMENT PORTFOLIO		A1 (max 100%) 56%	F1 (max 100%) 0%	A2 (max 80%) 44%	F2 (max 80%) 0%			
GENERAL BANK FUNDS		\$ 7,285,660.12		Total Budget Investment Earnings	-\$ 400,000.00			
TOTAL ALL FUNDS		\$ 15,442,221.74		Year to Date Investment Earnings	-\$ 40,905.19			

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	\$ 6,611,463	\$ 111,540	\$ 25,681	\$ 85,859	\$ 33,148

Please note valuation for this property has recently been completed returning a valuation of \$6,600,000.

Reviewed by: Acting Finance Manager

Approved by: Chief Executive Officer

Section 2

Financial Results

2-3 Reserves Schedule

	Balance as at 01/07/2016	TO RESERVES		FROM RESERVES		Balance as at 30/06/2017
		Original Budget	Adopted Budget	Original Budget	Adopted Budget	
Asset Related Reserves						
Property Reserve	1,881,188	0	0	0	0	1,881,188
Plant and Equipment Reserve	511,404	0	0	0	0	511,404
Infrastructure Reserve	273,940	0	0	0	0	273,940
Streetlighting Reserve	0	636,761	636,761	0	0	636,761
	2,666,532	636,761	636,761	0	0	3,303,293
Other Reserves						
Election Expenses Reserve	62,038	170,000	170,000	0	0	232,038
Disaster Recovery Reserve	500,000	0	0	0	0	500,000
Strategic Initiatives Reserve	500,000	0	0	0	0	500,000
Unexpended Grants Reserve	168,054	0	0	0	0	168,054
Unexpended Capital Works Reserve	0	0	0	0	0	0
Developer Funds in lieu of construction	4,518,287	250,000	250,000	0	0	4,768,287
Community Grants Reserve	30,000	0	0	0	0	30,000
Waste Management Reserve	1,142,591	5,213,937	5,213,937	2,467,000	2,467,000	3,889,528
	6,920,970	5,633,937	5,633,937	2,467,000	2,467,000	10,087,907
Total Reserve Funds	9,587,502	6,270,698	6,270,698	2,467,000	2,467,000	13,391,200


Reviewed by: Acting Finance Manager


Approved by: Chief Executive Officer

Please note opening balances as at 01/07/2016 have not yet been audited and will be adjusted.

Section 2

Financial Results

31 August 2016

2-4 Debtor Control Accounts

SUNDRY DEBTORS:

BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	
\$	1,164,384.04	1,073,854.19	43,253.98	6,205.28 -	1,482.21	42,552.80

RATES:

REPORT MONTH	OUTSTANDING \$	OUTSTANDING % OF RATES INCOME	OVERDUE \$	OVERDUE % OF RATES INCOME
Aug-16	\$23,684,676	91.1%	\$453,623	1.7%
Aug-15	\$23,068,175	94.8%	\$485,734	2.0%
TOTAL OVERDUE \$	Charged in 2016/2017	Charged in 2015/2016	Charged in 2014/2015	Charged Prior to 2014/2015
\$453,623	\$10,125	\$330,687	\$62,766	\$50,045

INFRINGEMENTS:

	\$
Animal Infringements	120,692.86
Public Places	9,206.00
Parking Infringements	162,655.93
Litter Infringements	875.00
Signs	0.00
Other Law and Order	0.00
Net Balance on Infringement Debts	<u>293,429.79</u>



Reviewed by: Acting Finance Manager



Approved by: Chief Executive Officer

SECTION 2

Financial Results

2.5 - Creditor Accounts paid - August 2016

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
59	City of Palmerston	LIBRARY PETTY CASH REIMB JULY 2016	Library Petty Cash Reimb - July 2016	\$ 116.65
V00857	Anthony Grubb	REC # 145733 REFUND KEY DEPOSIT	Rec # 145733 Refund key deposit - Gray Hall	\$ 125.00
V00495	RTM - Department of Health	R5828 OVERPAYMENT ON SINVO1406	R5828 Reimburse overpayment of Pension Rebate	\$ 495.00
59	City of Palmerston	LIBRARY PETTY CASH REIM AUG 16	Petty Cash Reimbursement Library - Aug 2016	\$ 123.05
V00318	StatewideSuper Clearing House	PJ000865	FORTNIGHT 2017- 2 - From Payroll	\$ 7,335.13
V00318	StatewideSuper Clearing House	JUL-16	Superannuation Contribution	\$ 50,749.24
2	Australian Taxation Office - GST, PAYG	PAYG WE 24/7/16	PAYG WE 24/7/16	\$ 60,942.00
V00599	Athina Pascoe-Bell	JULY2016	Allowance July 2016	\$ 1,746.55
4967	Mr A N Byrne	JULY2016	Allowance July 2016	\$ 2,646.55
1809	Alderman G A Carter	JULY2016	Allowance July 2016	\$ 3,246.55
4237	Ms S M McKinnon	JULY2016	Allowance July 2016	\$ 2,896.55
5552	S J Shutt	JULY2016	Allowance July 2016	\$ 3,106.75
932	Mr I Abbott	JULY2016	Allowance July 2016	\$ 8,980.58
4966	Mr P Bunker	JULY2016	Allowance July 2016	\$ 3,246.55
272	City Wreckers	00012373	Towing and Storage of White/Toyota/Sedan/NT-604156	\$ 154.00
272	City Wreckers	00012385	Towing and Storage of Hyundai/Excel/Sedan/NT-58673	\$ 110.00
549	City of Darwin	94688	Toll Courier Service: Karama - Palmerston JUNE2016	\$ 82.10
938	Nightcliff Electrical	2764	Investigate & repair light LP13 Laneway Lockwood	\$ 484.55
3705	Hungry Hearts	4423	Catering PSAG July 2016	\$ 125.00
5551	Active Tree Services Pty Ltd	INV-267332	Driver Golf Course-Public Safety-Deadwood	\$ 6,160.00
5104	JLM Civil Works Pty Ltd	00005620	CBD Rubbish Collection 11.07.2016	\$ 199.38
5104	JLM Civil Works Pty Ltd	00005621	CBD rubbish collection 12.7.2016	\$ 199.38
3313	Zip Print	14047	PO110619 2016 pre-cyclone clean up flyer x 12000	\$ 1,144.00
5104	JLM Civil Works Pty Ltd	00005622	Install 3 x Fishing Permitted signs as Durack	\$ 410.49
V00476	Water Dynamics (NT) Pty Limited	SLI21007512	Variation- PO110155 - Bill Lewis North Underboar	\$ 440.00
2101	ACE NT Pty Ltd	1416163	Traffic Management Control Irrigation Works Temple	\$ 341.55
53	Eggins Electrical	6264	Dunbar Park - please investigate faulty BBQ	\$ 198.00
5104	JLM Civil Works Pty Ltd	00005619	Straighten Street name sign post for Jones Court	\$ 76.23
5104	JLM Civil Works Pty Ltd	00005623	Repair the snapped off latch off the KAT cupboards	\$ 165.00
5104	JLM Civil Works Pty Ltd	00005624	Stormwater CBD	\$ 1,032.66
V00228	Outback Tree Service	INV-0397	Remove and stump grind 6x dead rosewoods,	\$ 2,904.00
V00166	Diamond International Events T/A Trina's Catering	1516238	Catering - Elected Member Workshop 14 June 2016	\$ 220.00
5104	JLM Civil Works Pty Ltd	00005605	Trolley Storage 4/1/16 - 14/7/2016 (Various Dates)	\$ 9,748.20
36	Darwin Lock & Key	116496	"William Kirkby Jones Memorial Park - change BBQ	\$ 258.70
3438	NT Shade & Canvas Pty Ltd	00001076	Joan Fejo Park - softfall repair	\$ 1,859.00
2101	ACE NT Pty Ltd	1416160	Traffic Management Control Irrigation Works Temple	\$ 430.65
2101	ACE NT Pty Ltd	1416161	Traffic Management Control Irrigation Works Temple	\$ 400.95
2101	ACE NT Pty Ltd	1416162	Traffic Management Control Irrigation Works Temple	\$ 386.10

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
5104	JLM Civil Works Pty Ltd	00005606	Trolley Survey/ Pick Up (6/6/2016 - 4/7/2016)	\$ 849.42
4912	Remote Area Tree Services Pty Ltd	00003236	Carry out emergency tree works at Pretty Park:	\$ 330.00
610	Data Centre Services (DCS)	66BS073750	Usage MF CPU - June 2016	\$ 25.97
V00831	Powerfunk Records Pty Ltd.	PFR:2103	Grease Event Entertainment	\$ 1,100.00
272	City Wreckers	00012422	Towing and storage of Maroon/Unmarked/Sedan	\$ 264.00
4856	Portner Press Pty Ltd	J1878956	Health & Safety 2016 Update 5	\$ 77.00
5410	Majestix Media Pty Ltd	INV-00001512	Service Call - Audio System Repair in Chambers	\$ 181.50
4029	Totally Workwear Palmerston	100034319	Boots and sun glasses for outdoor staff	\$ 269.00
90	Local Government Association of the NT (LGANT)	3556	LGANT Annual Subscription 2016/2017	\$ 43,788.90
1469	RTM - Police, Fire and Emergency	169022622	NFAST Annual Fire Alarm Fee - 1/7/16 to 30/6/2017	\$ 7,360.00
V00841	The Tech Doctor	210	Swing Dancers - Grease Theme Flicnics	\$ 350.00
5085	Xavier Beaubois & Troy Moore T/a Amazing Drumming	23	Drumming Monkeys - SHP 12/07/2016	\$ 1,430.00
5533	Custom Av Pty Ltd	00360810	Isolate fire alarm at the chamber side of office	\$ 209.00
2557	The Lifestyle Studio	00029568	Self Defence - Holiday Program	\$ 594.00
V00850	Glenn Laurente - Church of Christ	REC # 142716 REFUND	Rec # 142716 Refund Bond - Gray Hall	\$ 125.00
V00101	Bellamack Pty Ltd	LOT 12474 DRIVEWAY REIMB.	Lot 12474 Driveway Reimbursement	\$ 840.00
V00849	Tahnia Ridgewell - Pizza Creators	REC # 143608 REFUND	Rec # 143608 Refund key bond - Goyder Sq. 15/07/16	\$ 120.00
256	The Bookshop Darwin	BD14884	Bookshop Quote BD3901	\$ 781.55
798	YMCA of the Top End Inc	6118	Court Hire - 3on3 - YMCA	\$ 165.90
35	Staples Australia Pty Limited	9018458173	Kitchen Supplies - NET35008981	\$ 402.54
V00795	Palmerston Girl Guides	RECEIPT 44420 REFUND	Receipt 44420 Refund of key bond	\$ 120.00
18	Integrated Land Information System	LTO78000033944	LAND TITLE SEARCHES 26/06/16 - 25/07/16 (56PAT)	\$ 301.40
V00315	HWL Ebsworth Lawyers	620049	Records management - July 2016	\$ 5,951.80
5104	JLM Civil Works Pty Ltd	00005564	Aquatic Centre painting	\$ 4,235.00
3705	Hungry Hearts	4430	Catering - farewell morning tea	\$ 120.00
V00315	HWL Ebsworth Lawyers	637612	Professional services rendered	\$ 105.40
V00315	HWL Ebsworth Lawyers	637613	Professional services rendered	\$ 513.27
V00779	Brads Sound Company	176 - 31 JULY 2016	Production for Jazz in the Square - 31 July 2016	\$ 400.00
1469	RTM - Police, Fire and Emergency	169022404	Unwanted Alarm Fee - Rec Centre 21/5/2016	\$ 885.00
4508	News 4 U	SN00134231072016	LIBRARY - Newspapers July 2016	\$ 129.75
4508	News 4 U	SN00134230042016	Library - Newspapers April 2016	\$ 126.90
V00351	Charles Darwin University	514697	Term 3 Fees - Dip Lib & Info Services	\$ 1,600.00
V00351	Charles Darwin University	514698	Term 3 fees - Dip Lib & Info Services	\$ 2,400.00
V00101	Bellamack Pty Ltd	LOT 12932 REIMBURSEMENT	LOT 12932 DRIVEWAY REIMBURSEMENT	\$ 840.00
V00101	Bellamack Pty Ltd	LOT 12896 DRIVEWAY REIMBURSEMENT	LOT 12896 DRIVEWAY REIMBURSEMENT	\$ 840.00
V00101	Bellamack Pty Ltd	LOT 12898 REIMBURSEMENT	LOT 12898 DRIVEWAY REIMBURSEMENT	\$ 840.00
V00101	Bellamack Pty Ltd	LOT 12905 REIMBURSEMENT	LOT 12905 DRIVEWAY REIMBURSEMENT	\$ 1,260.00
V00101	Bellamack Pty Ltd	LOT 12917 REIMBURSEMENT	LOT 12917 DRIVEWAY REIMBURSEMENT	\$ 1,260.00
V00101	Bellamack Pty Ltd	LOT 12928 REIMBURSEMENT	LOT 12928 DRIVEWAY REIMBURSEMENT	\$ 840.00
V00101	Bellamack Pty Ltd	LOT 12897 REIMBURSEMENT	LOT 12897 DRIVEWAY REIMBURSEMENT	\$ 840.00
V00101	Bellamack Pty Ltd	LOT 12918 REIMBURSEMENT	LOT 12918 - DRIVEWAY REIMBURSEMENT	\$ 1,260.00
V00794	Brayco Global Pty Ltd	00021352	Folding catering benches	\$ 6,190.00
54	Powerwater	65122668	3012303110 -01.07.2016 - 30.09.2016	\$ 2,420.85
54	Powerwater	65122671	3014563510 -01.07.2016 - 30.09.2016	\$ 2,698.01

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
54	Powerwater	65110568	2012020910 -12.06.2016 - 14.07.2016	\$ 738.35
54	Powerwater	65110731	2014563410 -16.06.2016 - 14.07.2016	\$ 2,317.93
54	Powerwater	65110637	204426110 -16.06.2016 - 14.07.2016	\$ 797.57
54	Powerwater	65110575	202810210 -16.06.2016 - 14.07.2016	\$ 1,028.44
4065	Southern Cross Protection Pty Ltd	820240	Security call out - Library - 20 & 23 July 2016	\$ 145.04
4065	Southern Cross Protection Pty Ltd	817220	Security Patrol Council Buildings - 1/7 to 31/7/16	\$ 2,036.69
5748	City of Greater Geraldton	68222	Regional Capitals Australia - 2016/2017 Membership	\$ 7,700.00
5104	JLM Civil Works Pty Ltd	00005568	Drain for a/c condense water - DRFC	\$ 275.00
54	Powerwater	65122834	2015250011 -15.06.2016 - 06.07.2016	\$ 572.32
54	Powerwater	65122563	203115311 -16.06.2016 - 14.07.2016	\$ 25.32
54	Powerwater	65122653	206480110 -16.06.2016 - 14.07.2016	\$ 23.28
54	Powerwater	65122635	206233510 -16.06.2016 - 14.07.2016	\$ 339.39
54	Powerwater	65122489	2013921810 -16.06.2016 - 14.07.2016	\$ 455.95
54	Powerwater	65122628	206213510 -16.06.2016 - 14.07.2016	\$ 29.05
54	Powerwater	65122639	206414410 -16.06.2016 - 14.07.2016	\$ 548.60
54	Powerwater	65122587	204433210 -01.07.2016 - 30.09.2016	\$ 226.84
54	Powerwater	65110695	206399910 -16.06.2016 - 14.07.2016	\$ 845.48
54	Powerwater	65110209	206382310 -16.06.2016 - 14.07.2016	\$ 2,430.09
54	Powerwater	65110281	206639310 -16.06.2016 - 14.07.2016	\$ 217.46
54	Powerwater	65110626	206317110 -16.06.2016 - 14.07.2016	\$ 1,275.79
54	Powerwater	65093955	206301410 -14.04.2016 - 06.07.2016	\$ 4,068.27
54	Powerwater	65077493	206301510 -07.04.2016 - 06.07.2016	\$ 73.06
54	Powerwater	65086099	202994810 -08.04.2016 - 13.07.2016	\$ 434.78
54	Powerwater	65113029	202465710 -14.04.2016 - 13.07.2016	\$ 75.10
54	Powerwater	65110264	206795510 -16.06.2016 - 14.07.2016	\$ 441.36
54	Powerwater	65110812	206237910 -16.06.2016 - 14.07.2016	\$ 1,854.98
54	Powerwater	65110681	206301310 -16.06.2016 - 14.07.2016	\$ 1,029.02
54	Powerwater	65110843	3016723810 -01.07.2016 - 30.09.2016	\$ 203.56
V00602	Lee Savage	REC # 142709 REFUND FOR CAP TRAP	Rec # 142709 - Refund for cap trap hire	\$ 100.00
V00852	GL & SA Coonan	R5826 - 101969 RATES REFUND	R5826 - Assess 101969 Rates Refund for overpayment	\$ 647.00
V00851	Aruwasalam Pushpakumar	REC 144654 - GRAY HALL REFUND	Rec 144654 - refund key deposit (Gray Hall)	\$ 125.00
566	Stickers & Stuff	195195	Polyester Dog Leads with Heavy Duty Swivel	\$ 2,678.50
V00328	Capital Security (NT) Pty Ltd	00002269	CAPITAL Security W/E-31/07/16	\$ 339.52
4508	News 4 U	SN00197231072016	DC&CS - Newspapers July 2016	\$ 54.25
V00780	Timber and Steel Constructions Pty Ltd	622V1	Variation to Contract TS2016/04	\$ 22,841.50
47	Telstra Corporation Ltd	T311 - 2 AUG 2016	4640728244 - Satellite - 2 Aug 2016	\$ 105.00
V00212	Caps Hire	148400	TS2016/01 - Message Board - 31/5 to 30/6/16	\$ 1,648.17
479	Jardine Lloyd Thompson Pty Ltd	048-020692	JLT - Insurances - annual/quarterly - 2016-2017	\$ 5,293.75
479	Jardine Lloyd Thompson Pty Ltd	048-020691	JLT - Insurances - annual/quarterly - 2016-2017	\$ 1,316.50
V00171	Norbuilt	1416	Flockhart Footbridge Contract TS2016/02	\$ 223,782.74
1502	Figleaf Pool Products	407486	Monthly service - Pool - 7/7/16	\$ 154.00
1607	Sterling NT Pty Ltd	00046577	Clear unmaintained laneway between 69/67 Dwyer Cir	\$ 242.00
V00228	Outback Tree Service	INV-0398	Remove 2 large blackwattles in decline on Chung Wah	\$ 3,630.00
3880	PAWS Darwin Limited	00000074	Pound Maint Contract -14 June 2016 to 13 July 2016	\$ 7,202.25

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00476	Water Dynamics (NT) Pty Limited	SLI21007676	Remove non operating 80mm water meter, Durack	\$ 962.50
3438	NT Shade & Canvas Pty Ltd	00001079	Joan Fejo Park - repair vandalised softfall	\$ 880.00
5611	Steelmanns Tools and Industrial Supplies	78781	Rags oil inox and grease	\$ 310.00
5104	JLM Civil Works Pty Ltd	00005628	Call out on 17th July to fix irrigation at Woodlake	\$ 504.30
5104	JLM Civil Works Pty Ltd	00005570	CBD Rubbish collection for 15 16 17 of July 2016	\$ 1,043.77
3438	NT Shade & Canvas Pty Ltd	00001080	Sanctuary Lakes - replace 2 shade panels with lime	\$ 7,480.00
V00228	Outback Tree Service	INV10	Remove to base and poison Terminalia Pretty Park	\$ 1,056.00
3545	Amalgamated Pest Control Pty Ltd	I510329728	Quarterly pest control treatment for Depot	\$ 275.00
3545	Amalgamated Pest Control Pty Ltd	I510329712	Quarterly pest treatment at Gray Community Hall	\$ 110.00
3545	Amalgamated Pest Control Pty Ltd	I510329708	Quarterly pest treatment at Driver Resource Centre	\$ 143.00
3545	Amalgamated Pest Control Pty Ltd	I510329716	Pest control - Joy Anderson - 18/7/16	\$ 110.00
3428	Bunnings Group Limited	2315/01651368	Irrigation chlorine gloves and safety goggles	\$ 24.81
5104	JLM Civil Works Pty Ltd	00005627	CBD Rubbish collection for 19 20 of July	\$ 398.75
V00228	Outback Tree Service	INV09	Remove and stump grind dead trees Moulden Drain	\$ 1,298.00
272	City Wreckers	00012448	Towing and Storage of White/Ford/Sedan/WA-1EHM123	\$ 154.00
913	Kmart Tyre & Auto Service	70066085	Vehicle Service - CB7700	\$ 538.65
V00228	Outback Tree Service	INV11	Driver park remove trees Reg Hillier	\$ 1,650.00
V00368	iWater NT	151	Controller communication repairs at various locations	\$ 1,394.90
V00845	Sharon Keats	8 AUGUST 2016	2x staff for craft activity and supplies - 7/8/16	\$ 200.00
V00796	Market Avenues Pty Ltd T/A BLAK Hammer	INV-1847	BLAK Hammer Quote - BLAK2114PAL	\$ 1,264.00
41	Harvey Distributors	438193	Garbage bags 5x82 E and 3x 240	\$ 540.83
5114	S.E. Rentals Pty Ltd	1600031492	Rental Copier Library - CHC229546 - 15/8 - 14/9/16	\$ 269.17
4508	News 4 U	SN00098831072016	Mayor - Newspapers July 2016	\$ 54.25
4508	News 4 U	SN00166731072016	CEO - Newspapers July 2016	\$ 52.85
V00212	Caps Hire	148847	TS2016/01 - VMB for Quest/Hogs Advertising	\$ 717.74
3485	Darwin Party Hire	1079	Darwin Party Hire - Bali Poles Citra	\$ 50.00
V00793	Natalie Eerden - NuLiNe Dance	1293 & 1333	Activate - May & June 2016 - Dance Classes	\$ 320.00
479	Jardine Lloyd Thompson Pty Ltd	048-020702	JLT - Insurances - annual/quarterly - 2016-2017	\$ 26,621.16
479	Jardine Lloyd Thompson Pty Ltd	048-020693	JLT - Insurances - annual/quarterly - 2016-2017	\$ 115,179.39
479	Jardine Lloyd Thompson Pty Ltd	048-020679	JLT - Insurances - annual/quarterly - 2016-2017	\$ 45,653.93
479	Jardine Lloyd Thompson Pty Ltd	048-020664	JLT - Insurances - annual/quarterly - 2016-2017	\$ 12,677.82
479	Jardine Lloyd Thompson Pty Ltd	048-020255	JLT - Insurances - annual/quarterly - 2016-2017	\$ 26,571.60
435	Palmerston Regional Business Assoc	3100	PRBA Star BQ - 8 August 2016	\$ 70.00
435	Palmerston Regional Business Assoc	3146	PRBA Membership 01/07/2016 - 30/06/2017	\$ 330.00
5354	Chargebar Pty Ltd	INV-2406	Library cable Quote - INV-2406	\$ 184.80
V00711	Line Marking NT Pty Ltd	INV-0066	Dog on Leash Logo	\$ 1,100.00
V00854	Kentish Long Life Learning & Care Inc.	REC # 136479 REFUND OF BBQ TRAILER	Rec # 136479 Refund of BBQ Trailer deposit	\$ 200.00
V00196	Kristin Lehmann	REIMBURSEMENT OF UNIT HR	Reimbursement of Unit HR	\$ 2,770.00
4065	Southern Cross Protection Pty Ltd	822218	Security Patrols 01/08/2016 - 07/08/2016	\$ 431.04
4029	Totally Workwear Palmerston	100034103	New uniform 5 shirts 5 trousers / boots outdoor staff	\$ 894.00
4029	Totally Workwear Palmerston	100033915	Uniforms for Ranger staff	\$ 438.00
5104	JLM Civil Works Pty Ltd	00005641	Zuccoli Lot 13254 (30) Dragonfly Ct, New Driveway	\$ 623.14
5104	JLM Civil Works Pty Ltd	00005640	Zuccoli, Lot 13250 (38) Dragonfly Ct New Driveway	\$ 623.14
V00800	Nat Brice	1004	Nat Brice-Entertainment Jazz in the Square	\$ 1,000.00

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Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00476	Water Dynamics (NT) Pty Limited	SLI21007674	Irrigation parts required - verges	\$ 420.20
V00476	Water Dynamics (NT) Pty Limited	SLI21007660	Irrigation parts required - parks	\$ 548.66
V00476	Water Dynamics (NT) Pty Limited	SLI21007594	Irrigation parts required - verges	\$ 28.82
V00476	Water Dynamics (NT) Pty Limited	SLI21007593	Irrigation parts required - verges	\$ 77.00
V00476	Water Dynamics (NT) Pty Limited	SLI21007587	Irrigation parts required - parks	\$ 2.53
V00476	Water Dynamics (NT) Pty Limited	SLI21007581	Irrigation parts required - parks	\$ 29.82
V00476	Water Dynamics (NT) Pty Limited	SLI21007579	Irrigation parts required - parks	\$ 18.81
V00476	Water Dynamics (NT) Pty Limited	SLI21007454	Irrigation parts required - parks	\$ 40.43
V00476	Water Dynamics (NT) Pty Limited	SLI21007418	Irrigation parts required - parks	\$ 448.80
V00476	Water Dynamics (NT) Pty Limited	SLI21007285	Irrigation parts required - verges	\$ 13.60
V00476	Water Dynamics (NT) Pty Limited	SLI21007682	Irrigation parts required - parks	\$ 169.66
V00476	Water Dynamics (NT) Pty Limited	SLI21007706	Irrigation parts required - parks	\$ 472.12
V00476	Water Dynamics (NT) Pty Limited	SLI21007683	Irrigation parts required - parks	\$ 196.06
V00476	Water Dynamics (NT) Pty Limited	SLI21007681	Irrigation parts required - Parks	\$ 169.66
2186	Optus Billing Services Pty Ltd	15499307	Evolve Internet Agreement - July 2016	\$ 2,068.00
5	Australia Post	1005535569	Monthly Postage - July 2016	\$ 1,734.90
272	City Wreckers	00012465	Call out - vehicle AW96WP - 3 Gayler Ct Johnston	\$ 55.00
V00842	Gray Community Garden Inc	001	Harvest Corner - Brekkie in the Park expenses	\$ 632.79
5104	JLM Civil Works Pty Ltd	00005631	Remove one pannel of cutain at records door	\$ 159.50
V00792	Annemarie Lloyd	1373	Annemarie Lloyd - Trivia in the Square	\$ 330.00
5508	Open Systems Technology Pty Ltd (OST)	SI003409	NAV monthly Professional Services - July 2016	\$ 3,646.50
54	Powerwater	PJ000872	FORTNIGHT 2017- 3 - From Payroll	\$ 615.00
5410	Majestix Media Pty Ltd	INV-00001543	Chambers Audio Systems Upgrade	\$ 1,557.88
5410	Majestix Media Pty Ltd	INV-00001544	Chambers Audio Systems Upgrade	\$ 1,077.44
V00779	Brads Sound Company	189	Production for Jazz in the Square	\$ 400.00
54	Powerwater	65161239	3015156011 - 03.06.2016 - 30.09.2016	\$ 807.78
376	Jackson's Drawing Supplies	0000155441-D01	Two art drying racks code 00139-05	\$ 2,311.80
V00171	Norbuilt	REPAY INVOICE 1416	Flockhart Footbridge Contract TS2016/02	\$ 223,782.74
V00859	Ark Aid Inc.	COP FUNDING - ARK AID CAT PROJECT	Funding Ark Aid - Cat Project	\$ 10,000.00
54	Powerwater	65184041	206646610 -22.04.2016 - 20.07.2016	\$ 72.26
54	Powerwater	65184026	206523811 -23.04.2016 - 24.07.2016	\$ 74.67
54	Powerwater	65183997	205896910 -06.05.2016 - 25.07.2016	\$ 1,399.62
54	Powerwater	65174014	2011752411 -24.04.2016 - 23.07.2016	\$ 2,112.24
54	Powerwater	65174003	2010941110 -24.04.2016 - 23.07.2016	\$ 894.95
54	Powerwater	65160859	206803011 -24.04.2016 - 23.07.2016	\$ 1,337.49
54	Powerwater	65174002	2010845510 -24.04.2016 - 23.07.2016	\$ 73.06
54	Powerwater	65160864	206190610 -24.04.2016 - 23.07.2016	\$ 311.67
54	Powerwater	65174757	206745910 -24.04.2016 - 23.07.2016	\$ 1,725.35
54	Powerwater	65174656	206245510 -24.04.2016 - 23.07.2016	\$ 4,714.61
54	Powerwater	65174695	206334110 -20.04.2016 - 20.07.2016	\$ 73.87
54	Powerwater	65160832	201536210 -24.04.2016 - 23.07.2016	\$ 925.53
54	Powerwater	65161505	2012185911 -20.04.2016 - 19.07.2016	\$ 1,733.51
54	Powerwater	65174353	203241910 -24.04.2016 - 23.07.2016	\$ 89.38
54	Powerwater	65174142	201531510 -24.04.2016 - 23.07.2016	\$ 1,433.71

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Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
54	Powerwater	65174729	206490610 -24.04.2016 - 23..07.2016	\$ 750.37
54	Powerwater	65174116	201513910 -22.04.2016 - 20.07.2016	\$ 288.44
54	Powerwater	65174548	205605910 -24.04.2016 - 23.07.2016	\$ 289.61
54	Powerwater	65160825	206774710 -24.04.2016 - 23.07.2016	\$ 1,276.02
54	Powerwater	65174554	205650710 -24.04.2016 - 23.07.2016	\$ 838.21
54	Powerwater	65174641	206190710 -24.04.2016 - 23.07.2016	\$ 291.65
54	Powerwater	65174642	206190810 -24.04.2016 - 23.07.2016	\$ 291.65
54	Powerwater	65160816	206527910 -24.04.2016 - 23.07.2016	\$ 2,571.85
54	Powerwater	65160802	2011827710 -24.04.2016 - 23.07.2016	\$ 2,597.62
54	Powerwater	65160321	206372910 -24.04.2016 - 23.07.2016	\$ 3,790.67
54	Powerwater	65174736	206544410 -24.04.2016 - 23.07.2016	\$ 575.13
54	Powerwater	65174601	206107510 -24.04.2016 - 23.07.2016	\$ 187.05
54	Powerwater	65174725	206457710 -24.04.2016 - 23.07.2016	\$ 78.83
54	Powerwater	65160788	205892210 -24.04.2016 - 23.07.2016	\$ 2,793.99
54	Powerwater	65174158	201537010 -24.04.2016 - 23.07.2016	\$ 193.17
54	Powerwater	65174724	206456010 -24.04.2016 - 23.07.2016	\$ 355.68
54	Powerwater	65139649	203025110 -15.04.2016 - 15.07.2016	\$ 318.60
54	Powerwater	65140567	205562610 -20.04.2016 - 19.07.2016	\$ 2,891.89
54	Powerwater	65174157	201536810 -24.04.2016 - 23.07.2016	\$ 1,474.50
54	Powerwater	65174137	201529310 -24.04.2016 - 23.07.2016	\$ 314.09
54	Powerwater	65174121	201519010 -24.04.2016 - 23.07.2016	\$ 1,348.06
54	Powerwater	65160834	206686212 -24.04.2016 - 23.07.2016	\$ 9,268.27
54	Powerwater	65160843	206646410 -24.04.2016 - 23.07.2016	\$ 3,335.13
54	Powerwater	65160793	206538010 -24.04.2016 - 23.07.2016	\$ 1,660.09
54	Powerwater	65160886	2013870911 -24.04.2016 - 23.07.2016	\$ 1,480.62
V00299	EPAC Salary Solutions Pty Ltd	172860-110816	Salary Packaging - PAY 3 (F/E 07/08/2016)	\$ 779.37
2	Australian Taxation Office - GST, PAYG	PAYG WE 07/08/2016	PAYG WE 07/08/2016	\$ 60,054.00
V00862	Tiarnie McKenzie	REC 144387 REFUND BOND (COLLAR)	Rec 144387 Refund Bond (Anti Barking Collar)	\$ 50.00
V00861	Lorinda Ackland	REC 142945 REFUND OF BOND-COLLAR	Rec 142945 Refund of Bond (anti-barking collar)	\$ 50.00
469	Durack School	REC 144612 BOND REFUND FLINDERS PK	Rec 144612 Bond Refund (Flinders Park)	\$ 150.00
5213	Ms Maxine Dowley	REIMBURSEMENT - OFFICEWORKS	Reimbursement - Officeworks (M/Pads and F/Rests)	\$ 108.00
1874	Ulverscroft Large Print Books Limited	I109810AU	Library stock	\$ 54.44
4336	Wavesound Pty Ltd	106910	Library stock	\$ 138.60
2915	Territory Uniforms	16-00003719	Uniform Customer Service Trainee	\$ 333.07
V00860	Costojic Pty Ltd	REFUND OF BONDS PAID	Refund of Bonds Paid - Zuccoli Aspire	\$ 494,710.29
V00476	Water Dynamics (NT) Pty Limited	SLC23000315	CR/Adj Note PCR100128 - JULY INVOICES	-\$ 339.33
3438	NT Shade & Canvas Pty Ltd	00001081	Joan Fejo Park - repair vandalised softfall	\$ 2,420.00
2977	Security & Technology Services P/L	106535	Security Bldg Maintenance - 23/7/16 to 22/8/16	\$ 500.50
5611	Steelmans Tools and Industrial Supplies	78823	Jump starter pack H/D 12V 1200A	\$ 269.00
3438	NT Shade & Canvas Pty Ltd	00001083	Marshall Park-install replacement caps & handgrips	\$ 660.00
3438	NT Shade & Canvas Pty Ltd	00001082	Sanctuary Lakes - repairs to rubber softfall	\$ 2,860.00
3886	Top End Sign Sales	SM16-413	Marlow Lagoon Dog Park Signs	\$ 2,515.26
938	Nightcliff Electrical	2877	Replace 3x flourscent glove at first floor Civic	\$ 277.75
2965	KIK FM Pty Ltd	09009038	PO110791 The Scoop August x 2 episodes	\$ 1,320.00

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Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
87	Industrial Power Sweeping Services Pty	00011034	Clean up oil spill from pavement and footpath CBD	\$ 204.34
87	Industrial Power Sweeping Services Pty	00011033	Sweeping of Goyder Square on 4.7.2016.	\$ 115.50
3683	Area9 IT Solutions	SIN40279	Software Config - NAV UAT - Service Request	\$ 115.50
3683	Area9 IT Solutions	SIN40280	Installation services of CCTV at Depot	\$ 488.40
422	Australian Library and Information Association	10654	ALIA Library Membership 23 July 2016- 22 July 2017	\$ 696.00
600	Darwin Human Resource & Computer Academy	00028201	Emerging Leader Training - HRCA	\$ 1,140.00
36	Darwin Lock & Key	116837	ATTEND AND REPAIR CABINET WITH BROKEN LOCK	\$ 99.00
3099	Iron Mountain Australia Pty Ltd	580794-AD1	Records management - July 2016	\$ 1,441.32
123	Kerry's Automotive Group	GMGF463553	75,000 service for CB02JN	\$ 344.05
5071	Jobfit Health Group Pty Ltd	J 1610039937	Pre-employment medical	\$ 190.30
3787	Total Event Services T/A Top End Sounds P/L	00015258	Shade for breastfeeding event	\$ 2,062.50
3787	Total Event Services T/A Top End Sounds P/L	00015260	Community Ctr Open day - Shade & Furniture	\$ 5,146.24
394	Civica Pty Limited	C/LG005891	Authority DR Services - Sept 2016	\$ 3,420.26
566	Stickers & Stuff	19583C	Breastfeeding Friendly Facility Stickers x 50	\$ 161.00
1170	Territory Debt Collectors (TDC NT P/L)	00023769	2 x Letters of Demand (A105363 & A110689)	\$ 19.60
5716	UHY Haines Norton Chartered Accountants	23168	CS2014-02: 01/07/15..30/06/16	\$ 13,772.00
3594	Comics NT	4916	Library Invoice 4898	\$ 40.45
5533	Custom Av Pty Ltd	00360983	Monthly Fire Indication Panel Test for July Rec Centre	\$ 202.87
5533	Custom Av Pty Ltd	00360976	Monthly Fire Indication Panel Test for July Aquatic Ctr	\$ 109.90
5533	Custom Av Pty Ltd	00360972	Monthly Fire Indication Panel Test for July Library	\$ 178.67
5533	Custom Av Pty Ltd	00360971	Driver Resource Centre - Monthly Fire Indication	\$ 118.10
5533	Custom Av Pty Ltd	00360969	Monthly Fire Indication Panel Test for July Civic Ctr	\$ 185.83
5533	Custom Av Pty Ltd	00360967	Mthly Fire Indication Panel Test-July Joy Anderson	\$ 21.30
5533	Custom Av Pty Ltd	00360966	Gray Community Hall - Monthly Fire Indication	\$ 28.74
5533	Custom Av Pty Ltd	00360965	Monthly Fire Indication Panel Test for July Depot	\$ 28.74
V00228	Outback Tree Service	INV24	Reggies Park - remove & sg dead Rosewood	\$ 352.00
272	City Wreckers	00012590	Towing and Storage of White/Ford/Telsta/NT-CB56AT	\$ 154.00
54	Powerwater	150014	Blvd - Upgrades for new irrigation meter	\$ 17,000.00
122	SAI Global Limited	SAIG1IS-601504	Purchase of AS2156.1-2001 Walking Tracks	\$ 147.10
87	Industrial Power Sweeping Services Pty	00011032	Carry out street sweeping for the month of July 16	\$ 20,865.86
5104	JLM Civil Works Pty Ltd	00005653	Call out on 28.7 to clean off the blood CBD	\$ 598.11
5104	JLM Civil Works Pty Ltd	00005654	Reinstate one SEP lid along Plamerston Circuit	\$ 117.28
5104	JLM Civil Works Pty Ltd	00005651	Supply and install new STEPHANIE STREET name sign	\$ 380.57
5104	JLM Civil Works Pty Ltd	00005650	Reinstate dislodged folding partition door Council	\$ 77.41
5104	JLM Civil Works Pty Ltd	00005649	Zuccoli Lot 13272 (5) Fern Place Zuccoli New Drive	\$ 1,189.63
5104	JLM Civil Works Pty Ltd	00005644	Please remove dead cat from Long Park	\$ 89.12
V00476	Water Dynamics (NT) Pty Limited	SLI21007930	Irrigation parts required - parks	\$ 73.81
V00476	Water Dynamics (NT) Pty Limited	SLI21007927	Irrigation parts required - verges	\$ 351.12
V00476	Water Dynamics (NT) Pty Limited	SLI21007886	Irrigation parts required - parks	\$ 58.56
V00476	Water Dynamics (NT) Pty Limited	SLI21007883	Irrigation parts required - verges	\$ 45.69
5104	JLM Civil Works Pty Ltd	00005643	CBD Rubbish collection for the 21 to 29 July	\$ 2,240.02
V00718	Mark Cundall Earthmoving Pty Ltd	00006798	TS2016-01 - Boulevard Stage 2 - Construction	\$ 968,441.60
5104	JLM Civil Works Pty Ltd	00005665	Please pick up TV that has been dumped on verge	\$ 79.75
35	Staples Australia Pty Limited	9018683403	Stationery - Civic Centre	\$ 191.79

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Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
549	City of Darwin	94862	Shoal Bay Waste Charges - JULY 2016	\$ 43,546.26
185	Bridge Toyota	JC2424494	40,000km service for vehicle rego CB63UL.	\$ 774.49
V00865	Monica Gallacher	RECEIPT 144107 REFUND BOND	Receipt 144107 refund bond cat trap 7	\$ 100.00
47	Telstra Corporation Ltd	256853611-2	1675506800 - MS Exchange - 9 August 2016	\$ 2,372.43
5104	JLM Civil Works Pty Ltd	00005648	replace post and hazard marker ifo 73 Woodroffe	\$ 340.11
4029	Totally Workwear Palmerston	100034277	2 hard hat and a safety glass (quote 000100001991)	\$ 132.00
5104	JLM Civil Works Pty Ltd	00005652	reinstate Crosby street name sign at intersection	\$ 52.78
5104	JLM Civil Works Pty Ltd	00005647	replace the post for KL sign at the island Durack	\$ 111.42
5104	JLM Civil Works Pty Ltd	00005646	replace the post for one way at exit of Mcdonalds	\$ 111.42
5104	JLM Civil Works Pty Ltd	00005642	reinstall existing SEP lid near the RAB of Maluka	\$ 117.28
5104	JLM Civil Works Pty Ltd	00005639	Replace two vandalised post for KL at Tilston Ave	\$ 222.83
5104	JLM Civil Works Pty Ltd	00005638	reinstate the Hazard marker located ifo 38 Sibbald	\$ 52.78
5104	JLM Civil Works Pty Ltd	00005637	remove graffiti at laneway located near 37 Transit	\$ 259.33
5104	JLM Civil Works Pty Ltd	00005635	reinstate the chevron at the RAB at Odegaard/Larri	\$ 52.78
5104	JLM Civil Works Pty Ltd	00005634	reinstate the Speed sign (70KM) at Lambrick	\$ 52.78
5104	JLM Civil Works Pty Ltd	00005632	Straighten the Street name sign post Pierssennee Rd	\$ 75.92
10	DBH Contracting	00007394	edge drop refill at Marlow Lagoon	\$ 1,536.55
47	Telstra Corporation Ltd	682977011-8	9032687000 - Mainline/mobile account - 12 Aug 2016	\$ 5,474.55
4065	Southern Cross Protection Pty Ltd	823536	Security Patrols 09/08/16-11/08/2016 & 14/08/2016	\$ 363.62
4398	Quality Indoor Plants Hire	61716	Civic Centre Plant Hire & Maintenance JULY 2016	\$ 102.40
26	Viva Energy Australia Ltd	1601467141	CoP Fuels card - July 2016	\$ 5,821.09
V00800	Nat Brice	1005	Entertainment Jazz in the Square	\$ 1,000.00
V00868	Kylie Lonsdale	REC 143944 - REFUND CAT TRAP BOND	Rec 143944 - Refund cat trap 8 bond	\$ 100.00
5104	JLM Civil Works Pty Ltd	00005655	Supply and install a new DIAMOND WAY street name	\$ 345.97
4912	Remote Area Tree Services Pty Ltd	00003181	1 Troughton - tree removal	\$ 1,430.00
4912	Remote Area Tree Services Pty Ltd	00003177	Temple Terrace - tree maintenance	\$ 3,960.00
22	Norsign Pty Ltd	339816	School crossing Flag R3-3A-NT x 10	\$ 263.34
V00701	Troy Barnes	REC 143809 REFUND OF CAT TRAP BOND	Rec 143809 Refund of Cat Trap Bond	\$ 100.00
V00869	Pamela 'Frances' Czosloszynski	REC 143225 REFUND OF BARKING COLLAR	Rec 143225 Refund of Barking Collar 6 bond	\$ 50.00
3885	Total Picture Frames	6101	Chambers Eighth Council Group Photograph	\$ 160.00
V00131	Lori Uden	REIMBURSEMENT FOR OCHRE CARD	Reimbursement for Ochre card renewal	\$ 57.00
4856	Portner Press Pty Ltd	J3217334	Employment Law Update 6 2016	\$ 97.00
V00871	Tarryn Selfe	REC 145888 - REFUND FOR OVERPAYMENT	Rec 145888 - Refund for overpayment of dog rego	\$ 52.50
V00739	Peter Chandler MLA	REC # 146905 BOND REFUND	Rec # 146905 bond refund - Sanctuary Lakes	\$ 150.00
V00200	Hidden Valley Ford (Red Earth Automotive P/L)	4947	Ford Ranger 4X4 PU XLT	\$ 51,817.57
V00860	Costojic Pty Ltd	ZUCCOLI ASPIRE STAGE 1B REFUND	ZUCCOLI ASPIRE STAGE 1B BOND REFUND	\$ 389,288.00
35	Staples Australia Pty Limited	9018841172	CR/Adj Note for invoice 9018599064	-\$ 82.67
4190	National Australia Bank	NAB CCC - JULY 2016	NAB CCC - July 2016	\$ 11,767.47
173	Initial Hygiene	95645054	Hygiene Service Agreement -25/8/2016-24/9/2016	\$ 725.45
2236	The Top Ender Tri-Services Magazine Inc	00003156	PO110362 Top Ender Aug/Sept 2016	\$ 288.00
35	Staples Australia Pty Limited	9018589701	Stationery - NET35091310	\$ 912.25
274	CSG Business Solutions (NT) Pty Ltd	INV00128892	Corporate Copier: 14/07/16 - 13/08/16	\$ 2,030.54
4528	Miranda's Armed Security Officers Pty	PCC1029	Security Cash Collection -July 2016	\$ 586.30
V00075	Mercury Group of Companies Pty Ltd (T/A Fit2Work)	1307903	Employee Police Checks x 2	\$ 81.18

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Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00284	Wheelers Books	1624208	Library stock Wheelers #AU256801 (14 x books)	\$ 351.69
4679	iSentia Pty Ltd	MN0649094	PO110584 iSentia Media Monitoring 2016/17	\$ 635.80
V00374	Shred-it Australia Pty Ltd	8135118244	Shredding service - July 2016	\$ 197.04
798	YMCA of the Top End Inc	6125	Rental Subsidy - 2016-2017	\$ 5,798.45
5557	Kelley Jones Lawyers	07697	Prof. Fees - Re: Rating category for Marlow Lagoon	\$ 215.60
2977	Security & Technology Services P/L	106756	Alarm Response 21/07/16 - Aquatic Centre	\$ 105.60
1502	Figleaf Pool Products	408558	Maint, servicing & clean of Kiwi, Dingo, F/Mall	\$ 1,196.90
3787	Total Event Services T/A Top End Sounds P/L	15266	Furniture for Trivia	\$ 317.90
798	YMCA of the Top End Inc	6124	Operational/Electricity Subsidy - July 2016	\$ 32,361.32
938	Nightcliff Electrical	2945	Lights CBD	\$ 187.00
10	DBH Contracting	00007395	Locate leaking bore line and repair. Durack	\$ 1,182.83
3879	Litchfield Council	2925	Service Agreement (S Jurvijevic) 7/6/16 - 29/7/16	\$ 2,290.27
V00711	Line Marking NT Pty Ltd	INV-0075	Dog on Leash Logo	\$ 2,200.00
3683	Area9 IT Solutions	SIN40467	Contract - IT2014-01: August 2016	\$ 18,005.78
5036	Territory Door Services	15332	Undertake six monthly servicing front glass Library	\$ 176.00
2587	Top End RACE	00036012	Reset the timer of aircon for groundfloor records	\$ 93.50
5036	Territory Door Services	15524	Library sliding door not functioning properly	\$ 374.00
4619	Darwin Office Technology P/L	SA00276944	Public Copier Library CHC229546 - Jul 16 - June 17	\$ 371.18
938	Nightcliff Electrical	2905	Replace 8x gloves as per list provided in email	\$ 429.00
5104	JLM Civil Works Pty Ltd	00005660	Please clear rubbish on Radford Road.	\$ 79.75
5104	JLM Civil Works Pty Ltd	00005659	Zuccoli Lot 13282 (27) Bloodwood St New Driveway	\$ 1,992.88
5104	JLM Civil Works Pty Ltd	00005658	Replace cracked bin at Widdup Park	\$ 140.73
V00476	Water Dynamics (NT) Pty Limited	SLI21008060	Irrigation parts required - parks - July & Aug 16	\$ 52.80
V00476	Water Dynamics (NT) Pty Limited	SLI21008031	Water Meters for Parks	\$ 1,560.42
V00476	Water Dynamics (NT) Pty Limited	SLI21008002	Irrigation parts required - parks	\$ 420.20
V00476	Water Dynamics (NT) Pty Limited	SLI21007995	Irrigation parts required - verges	\$ 654.28
V00193	Amcom Pty Ltd	68842-070816	Amcon IP Tel Service - July 2016	\$ 5,889.71
3428	Bunnings Group Limited	2315/01120989	cleaning tools and materials - Art Centre	\$ 298.89
4095	Deuce Cleaning Service	4623	Joy Anderson Cleaning Service 03/07/2016	\$ 60.50
3428	Bunnings Group Limited	2315/01533008	Bunning Vouchers - for Trivia Prizes	\$ 100.00
V00582	Ezko Property Services (Aust) Pty Ltd	00041820	2016/17 Cleaning of CoP Facilt Contract TS2015/11	\$ 11,029.70
2587	Top End RACE	00036018	HRU at Recreation centre on fault investigate	\$ 102.30
V00166	Diamond International Events T/A Trina's Catering	1516243	Catering - Council Meeting - 2 August 2016	\$ 220.00
185	Bridge Toyota	JC2424704	Vehicle Service 60,000km - CB0 8IQ	\$ 372.49
201	Spotless Facility Services Pty Ltd (T/A Ensign)	255435	Mayor - Robe Dry Cleaning	\$ 42.35
639	Cleanaway Pty Ltd.	15576245	TS2014/01 - Waste Collection-Civic Centre	\$ 92.28
639	Cleanaway Pty Ltd.	15578123	TS2014/01 - Waste Collection - Depot - July 2016	\$ 91.52
639	Cleanaway Pty Ltd.	15577513	TS2014/01 - Woodroffe Primary - July 2016	\$ 15.84
639	Cleanaway Pty Ltd.	15576258	TS2014/01 - Waste Collection - Pound - July 2016	\$ 10.08
639	Cleanaway Pty Ltd.	15576254	TS2014/01 - Gray Hall - July 2016	\$ 18.72
639	Cleanaway Pty Ltd.	15576251	TS2014/01 - Waste Collection - Driver Resource Ct.	\$ 22.54
639	Cleanaway Pty Ltd.	15575427	TS2014/01 - Waste Collection - Library - July 2016	\$ 97.72
639	Cleanaway Pty Ltd.	15575421	TS2014/01 - Waste Collection Durack - July 2016	\$ 30.44
639	Cleanaway Pty Ltd.	15577648	TS2014/01 - Waste Collection - Tenements	\$ 199,721.72

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Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
122	SAI Global Limited	SAIG1IS-603680	Membership Fee - Buyer Adv Program 1-5 (2016/2017)	\$ 620.40
4816	CS Services NT	00004613	TS2011/03 - Archer Waste Transfer Station	\$ 168,028.04
5104	JLM Civil Works Pty Ltd	00005670	straighten the 60K sign post at corner of Sibald	\$ 187.65
5104	JLM Civil Works Pty Ltd	00005671	replace 1 intel 3bay SEP near first RAB Farrar Bl	\$ 552.01
5104	JLM Civil Works Pty Ltd	00005661	reinstate the SEP lid opposite 15 Feathertop cir	\$ 117.28
5104	JLM Civil Works Pty Ltd	00005657	refit the the grate near subway crossing Uni Ave	\$ 79.75
1581	NT Broadcasters Pty Ltd	155-396-MIX-0000	PO110578 FlicNics radio advertising MIX	\$ 244.20
V00474	Lane Print & Post	00036877	Rate Notice Stationary - Envelopes	\$ 1,317.80
5136	RMI Security	S-3060	Pokemon Movie Event - Security	\$ 220.00
5104	JLM Civil Works Pty Ltd	00005669	Glue back the skirting outside the staff library	\$ 79.75
5104	JLM Civil Works Pty Ltd	00005656	Signs Durack	\$ 105.56
5533	Custom Av Pty Ltd	00361164	Replace extinguisher civic centre	\$ 1,556.50
5533	Custom Av Pty Ltd	00361163	Aquatic Centre: Supply & install 1x emergency	\$ 3,031.60
4856	Portner Press Pty Ltd	J3697775	Health & Safety 2016 Update 2016	\$ 77.00
215	Employee Assistance Services NT Inc (EASA)	00026480	EAP Counselling Session for July 2016	\$ 212.96
5104	JLM Civil Works Pty Ltd	00005676	Lot 6885, 34 Surcingle Drive, Marlow Lagoon D'way	\$ 2,153.64
1607	Sterling NT Pty Ltd	00046935	Undertake TS2013-07 for 2016/17 Area 3	\$ 16,775.69
1607	Sterling NT Pty Ltd	00046933	Undertake TS2013-05 for 2016/17 Area 1	\$ 20,419.89
1607	Sterling NT Pty Ltd	00046937	Undertake TS2013-04 Grounds Maintenance West	\$ 60,366.72
1607	Sterling NT Pty Ltd	00046936	Undertake TS2013-08 for 2016/17 Area 4	\$ 18,087.15
10	DBH Contracting	00007403	Undertake TS2013/03 for 2016/17 Including variations	\$ 93,773.93
V00866	Madeline Ryan	001	Entertainment for Open day Comm Centre	\$ 150.00
V00328	Capital Security (NT) Pty Ltd	00002285	Capital Security W/E - 14/08/2016	\$ 339.52
V00328	Capital Security (NT) Pty Ltd	00002279	Capital Security W/E - 07/08/2016	\$ 339.52
5094	Urban Development Institute of Australia	02015089	Associate membership - 2016/2017	\$ 546.00
4355	Tonkin Consulting	104086	Variation - Temple / Emery Single Lane Roundabout	\$ 8,250.00
5104	JLM Civil Works Pty Ltd	00005582	Contract TS 2016-05 -Associated Variations Claim 1	\$ 47,610.18
5104	JLM Civil Works Pty Ltd	00005626	Contract TS 2016-05 Variation Claim 2	\$ 10,250.24
35	Staples Australia Pty Limited	9018650937	Stationery	\$ 18.23
5568	Mr E F Gojar	REIMB HOME INTERNET - SEPT 2016	REIMB HOME INTERNET - SEPT 2016	\$ 94.90
4735	Palmerston and Rural Party Hire	I003_COP	Citizenship Ceremony	\$ 160.00
V00731	Sand Cards NT	046	Sand Cards - BITP	\$ 244.00
3396	Autism NT Inc.	00011821	Gold Sponsorship of Autism NT luncheon 2016	\$ 2,000.00
5104	JLM Civil Works Pty Ltd	00005682	replace 3 SEP lids infront of 23 Hardy Road	\$ 985.14
5104	JLM Civil Works Pty Ltd	00005677	reinstall the missing pavers on the RAB at Birripa	\$ 309.38
5104	JLM Civil Works Pty Ltd	00005667	construct 32m2 concrete slab ramp extension Minto	\$ 3,115.29
4065	Southern Cross Protection Pty Ltd	824454	Security Patrol - Library 15/08/2016	\$ 71.50
5104	JLM Civil Works Pty Ltd	00005668	Graffiti CBD	\$ 70.37
5104	JLM Civil Works Pty Ltd	00005633	replace two 1.5m pram xing at inter Bonson/McGuire	\$ 4,083.77
V00295	Jacana Energy	65283319	1017379110 - 22.07.2016 - 08.08.2016	\$ 70.15
V00295	Jacana Energy	65193290	109005410 -01.07.2016 - 31.07.2016	\$ 5,767.27
V00295	Jacana Energy	65068728	109005610 -07.06.2016 - 06.07.2016	\$ 296.13
V00295	Jacana Energy	65193651	1011831010 -01.07.2016 - 31.07.2016	\$ 9,127.88
V00295	Jacana Energy	65110192	104426110 -16.06.2016 - 14.07.2016	\$ 161.60

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00295	Jacana Energy	65110547	102810210 -16.06.2016 - 14.07.2016	\$ 878.74
V00295	Jacana Energy	65057013	1017011910 -07.06.2016 - 06.07.2016	\$ 358.53
V00295	Jacana Energy	65200925	1011518711 -01.07.2016 - 31.07.2016	\$ 1,507.84
V00295	Jacana Energy	65068577	1016554010 -07.06.2016 - 06.07.2016	\$ 174.57
V00295	Jacana Energy	65057195	1016266810 -07.06.2016 - 06.07.2016	\$ 234.90
V00295	Jacana Energy	65256324	1016266810 -07.07.2016 - 05.08.2016	\$ 214.09
V00295	Jacana Energy	65110773	1015105310 -16.06.2016 - 14.07.2016	\$ 426.40
V00295	Jacana Energy	65121963	1014518010 -16.06.2016 - 14.07.2016	\$ 389.24
V00295	Jacana Energy	65122242	106190610 -16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65160699	106128010 -20.04.2016 - 20.07.2016	\$ 189.43
V00295	Jacana Energy	65110754	1014110110 -16.06.2016 - 14.07.2016	\$ 1,794.10
V00295	Jacana Energy	65068708	107710210 -07.06.2016 - 06.07.2016	\$ 186.77
V00295	Jacana Energy	65110193	106367310 -16.06.2016 - 14.07.2016	\$ 1,355.73
V00295	Jacana Energy	65110676	1010817310 -16.06.2016 - 14.07.2016	\$ 456.41
V00295	Jacana Energy	65110836	106382310 -16.06.2016 - 14.07.2016	\$ 24.88
V00295	Jacana Energy	65258058	106700113 -10.05.2016 - 08.08.2016	\$ 352.69
V00295	Jacana Energy	65110794	105742210 -16.06.2016 - 14.07.2016	\$ 36.77
V00295	Jacana Energy	65110728	1014518410 -16.06.2016 - 14.07.2016	\$ 73.32
V00295	Jacana Energy	65110725	1014517910 -16.08.2016 - 14.07.2016	\$ 109.59
V00295	Jacana Energy	65122265	106690411 -16.06.2016 - 14.07.2016	\$ 2,330.24
V00295	Jacana Energy	65121962	1014111710 -16.06.2016 - 14.07.2016	\$ 143.76
V00295	Jacana Energy	65121752	1010817411 -16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65121766	1010866212 -16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65110203	106143211 -16.06.2016 - 14.07.2016	\$ 59.05
V00295	Jacana Energy	65110769	102914811 -16.06.2016 - 14.07.2016	\$ 1,996.80
V00295	Jacana Energy	65121961	1014110010 -16.06.2016 - 14.07.2016	\$ 163.97
V00295	Jacana Energy	65121959	1014109710 -16.06.2016 - 14.07.2016	\$ 519.42
V00295	Jacana Energy	65110276	103579111 -16.06.2016 - 14.07.2016	\$ 310.48
V00295	Jacana Energy	65122190	104178910 -16.06.2016 - 14.07.2016	\$ 848.12
V00295	Jacana Energy	65193438	104406210 -01.07.2016 - 31.07.2016	\$ 253.98
V00295	Jacana Energy	65057165	105650710 -07.06.2016 - 06.07.2016	\$ 25.67
V00295	Jacana Energy	65068621	106225010 -07.06.2016 - 06.07.2016	\$ 23.59
V00295	Jacana Energy	65122243	106198310 -16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65110818	106399910 -16.06.2016 - 14.07.2016	\$ 82.24
V00295	Jacana Energy	65122253	106414410 -16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65122250	106317110 -16.06.2016 - 14.07.2016	\$ 23.98
V00295	Jacana Energy	65110858	1010931710 -16.06.2016 - 14.07.2016	\$ 97.99
V00295	Jacana Energy	65122170	103598210 -16.06.2016 - 14.07.2016	\$ 196.96
V00295	Jacana Energy	65121767	1010884410 -16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65121960	1014109910 -16.06.2016 - 14.07.2016	\$ 23.10
V00295	Jacana Energy	65110683	1014109810 -16.06.2016 - 14.07.2016	\$ 60.55
V00295	Jacana Energy	65110690	1014109610 -16.06.2016 - 14.07.2016	\$ 701.90
V00295	Jacana Energy	65110641	103115310 -16.06.2016 - 14.07.2016	\$ 242.72
V00295	Jacana Energy	65140012	103315510 -20.04.2016 - 19.07.2016	\$ 431.16

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
V00295	Jacana Energy	65201541	106775610 -29.04.2016 - 29.07.2016	\$ 176.95
V00295	Jacana Energy	65068541	1014457810 -07.06.2016 - 05.07.2016	\$ 308.60
V00295	Jacana Energy	65056952	102787910 -07.06.2016 - 06.07.2016	\$ 571.93
V00295	Jacana Energy	65068707	107710110 -16.06.2016 - 06.07.2016	\$ 16.51
V00295	Jacana Energy	65110245	106365710 - 16.06.2016 - 14.07.2016	\$ 38.55
V00295	Jacana Energy	65110713	106795510 - 16.06.2016 - 14.07.2016	\$ 908.17
V00295	Jacana Energy	65122266	106720411 - 16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65121769	1010921910 - 16.06.2016 - 14.07.2016	\$ 23.10
V00295	Jacana Energy	65110242	1011630810 - 16.06.2016 - 14.07.2016	\$ 73.03
V00295	Jacana Energy	65109832	109001210 - 16.06.2016 - 14.07.2016	\$ 299.79
V00295	Jacana Energy	65109831	109001210 - 17.05.2016 - 15.06.2016	\$ 311.87
V00295	Jacana Energy	65110266	109001110 - 16.06.2016 - 14.07.2016	\$ 229.35
V00295	Jacana Energy	65066295	105741910 - 07.04.2016 - 06.07.2016	\$ 140.50
V00295	Jacana Energy	65122193	104433510 - 16.06.2016 - 14.07.2016	\$ 22.80
V00295	Jacana Energy	65122295	107722111 - 16.06.2016 - 14.07.2016	\$ 404.41
V00169	Catherine Emma Short	REC 147905 - KEY REFUND D COTTON	Rec 147905 - Key deposit refund	\$ 60.00
5104	JLM Civil Works Pty Ltd	00005636	fence 29 Bonson Terrace Moulden	\$ 79.75
5104	JLM Civil Works Pty Ltd	00005630	reposition the bollard to stop traffic Gunn	\$ 110.00
5104	JLM Civil Works Pty Ltd	00005569	Vandalism Aquatic Centre	\$ 110.00
5104	JLM Civil Works Pty Ltd	00005578	Removal of fence	\$ 275.00
2587	Top End RACE	00035974	Clean the aircon diffuser Library - 29/7/16	\$ 358.16
4737	D & L Plumbing & Gasfitting	6423	Remove the foam from the waste drain Library	\$ 363.00
35	Staples Australia Pty Limited	9018599064	Stationery	\$ 154.85
V00739	Peter Chandler MLA	REC 143900 - REFUND OF KEY DEPOSIT	Rec 143900 - Refund of key deposit	\$ 60.00
54	Powerwater	PJ000874	FORTNIGHT 2017- 4 - From Payroll	\$ 615.00
V00860	Costojic Pty Ltd	R5834 REFUND OF RATES 2015/2016	Refund for rates paid 2015/2016. Land exempt.	\$ 81,934.43
V00875	Anthony Ahearn	REC 138187 - REFUND TEMP MEMBERSHIP	REC 138187 - REFUND TEMP MEMBERSHIP DEPOSIT	\$ 45.00
V00874	Ian Pope	REC 142336 TEMP MEMBERSHIP DEPOSIT	REC 142336 - REIMB TEMP MEMBERSHIP DEPOSIT	\$ 45.00
5104	JLM Civil Works Pty Ltd	00005681	"replace 1 no stopping sign at Fish Ash lane	\$ 1,229.09
5104	JLM Civil Works Pty Ltd	00005680	SEP Lintel Pineland	\$ 3,428.85
5104	JLM Civil Works Pty Ltd	00005679	install 3 new heavy duty pit lids SEP 25 Hardy St	\$ 1,161.05
5104	JLM Civil Works Pty Ltd	00005645	Signs Johnston	\$ 343.64
2	Australian Taxation Office - GST, PAYG	PAYG WE 21/08/2016	PAYG WE 21/08/2016	\$ 60,243.00
V00299	EPAC Salary Solutions Pty Ltd	172860-250816	Salary Packaging PAY 4 - F/E 20/08/2016	\$ 779.37
5104	JLM Civil Works Pty Ltd	00005678	Replace one damaged SEP lid & lintel on Laurencia	\$ 774.03
5104	JLM Civil Works Pty Ltd	00005662	13 Radford RD - Install new chip seal driveway	\$ 6,114.19
5104	JLM Civil Works Pty Ltd	00005663	Contract TS 2016-05 Progress Claim 3	\$ 72,817.80
938	Nightcliff Electrical	2894	Repair the park lights as per audit report June 16	\$ 12,498.20
5104	JLM Civil Works Pty Ltd	00005625	Contract TS 2016-05 Progress Claim 3	\$ 283,738.84
5414	Nitro Software, Inc.	867406	Library Public PCs Nitro 10 Pro PDF Editing SW	\$ 2,537.25
V00318	StatewideSuper Clearing House	PJ000872	FORTNIGHT 2017- 3 - From Payroll	\$ 7,344.45
V00318	StatewideSuper Clearing House	PJ000874	FORTNIGHT 2017- 4 - From Payroll	\$ 7,338.83
V00318	StatewideSuper Clearing House	PJ000881	FORTNIGHT 2017- 4 - From Payroll	\$ 18.21
V00318	StatewideSuper Clearing House	AUG-16	Superannuation Contribution	\$ 49,618.90

ATTACHMENT

Creditor No.	Creditor Name	Invoice Number	Invoice Description	Amount
4256	AMP Bank	MATURITY 29/03/2017	TD 210 days maturing 29/03/2017	\$ 1,500,000.00
V00171	Norbuilt	REFUND TO COP BANK ACCOUNT	CR/Adj Note return to CoP bank account	-\$ 223,782.74
5127	Asian United Food Service	766369	INVOICE ISSUED IN ERROR - CREDIT TO APPLY	\$ 205.48
5127	Asian United Food Service	96818	CR/Adj Note for invoice 766369	-\$ 205.48
10	DBH Contracting	00007413	Bore line - DBH inv 7395 - Credit to issue	\$ 1,182.83
10	DBH Contracting	00007417	Credit for DBH inv 7413 (job 3489 invoiced twice)	-\$ 1,182.83
V00318	StatewideSuper Clearing House	PJ000854	FORTNIGHT 2017- 1 - From Payroll	\$ 7,399.43
				\$ 5,941,336.73
				
Reviewed by: Acting Finance Manager		Approved: Chief Executive Officer		

SECTION 2

Financial Results

2.6 - Creditor Accounts outstanding - August 2016

Creditor No.	Creditor Name	Amount
10	DBH Contracting	\$ 8,479.24
112	Beaurepaires	\$ 46.35
1270	SIDS and Kids Northern Territory	\$ 270.00
1502	Figleaf Pool Products	\$ 154.00
1607	Sterling NT Pty Ltd	\$ 24,394.83
173	Initial Hygiene	\$ 725.45
185	Bridge Toyota	\$ 592.93
2	Australian Taxation Office - GST, PAYG	\$ 934.92
2199	SBA Office National	\$ 262.35
256	The Bookshop Darwin	\$ 3,152.36
2587	Top End RACE	\$ 1,767.22
272	City Wreckers	\$ 1,386.00
274	CSG Business Solutions (NT) Pty Ltd	\$ 2,050.56
2965	KIK FM Pty Ltd	\$ 1,320.00
2977	Security & Technology Services P/L	\$ 583.00
3099	Iron Mountain Australia Pty Ltd	\$ 1,442.60
337	Darwin Glass (NT) Pty Ltd	\$ 9,983.50
3428	Bunnings Group Limited	\$ 134.52
3438	NT Shade & Canvas Pty Ltd	\$ 10,241.00
35	Staples Australia Pty Limited	\$ 1,184.84
350	IBM Global Financing Australia Limited	\$ 2,388.15
3504	Raeco International Pty Ltd	\$ 895.86
3545	Amalgamated Pest Control Pty Ltd	\$ 385.00
36	Darwin Lock & Key	\$ 124.00
3683	Area9 IT Solutions	\$ 16,417.35
3787	Total Event Services T/A Top End Sounds P/L	\$ 6,774.24
3829	Fairy Jill's Enchanted Entertainment	\$ 1,820.00
3838	Arafura Catering Equipment	\$ 78.70
3879	Litchfield Council	\$ 895.96
3880	PAWS Darwin Limited	\$ 7,202.25
3886	Top End Sign Sales	\$ 462.00
394	Civica Pty Limited	\$ 3,420.26
4029	Totally Workwear Palmerston	\$ 679.00
4046	Cazaly's Brasserie	\$ 1,315.00
4065	Southern Cross Protection Pty Ltd	\$ 2,616.85
4120	EnvisionWare Pty Ltd	\$ 550.00
4355	Tonkin Consulting	\$ 3,498.00
4398	Quality Indoor Plants Hire	\$ 102.40
4482	Harvey Norman AV/IT Superstore Darwin	\$ 265.10
4561	Bendesigns	\$ 134.20
4737	D & L Plumbing & Gasfitting	\$ 5,566.00
4762	Squiz Australia Pty Ltd	\$ 5,500.00
48	Top End Line Markers Pty Ltd	\$ 1,452.00
4816	CS Services NT	\$ 6,314.00
4825	OracleCMS	\$ 1,010.44
4871	Reface Industries	\$ 884.50
4912	Remote Area Tree Services Pty Ltd	\$ 3,740.00
5036	Territory Door Services	\$ 1,548.12
5104	JLM Civil Works Pty Ltd	\$ 67,089.04
5114	S.E. Rentals Pty Ltd	\$ 269.17
54	Powerwater	\$ 102,863.51
5403	Roy Morgan Research Ltd	\$ 6,943.75
5435	Access Hardware (NT) Pty Ltd	\$ 330.00

ATTACHMENT

Creditor No.	Creditor Name	Amount
5533	Custom Av Pty Ltd	\$ 874.15
5598	Diskbank P/L T/A SoundPack Solutions	\$ 800.80
5611	Steelmans Tools and Industrial Supplies	\$ 235.40
5615	EcOz Environmental Consulting	\$ 2,269.37
566	Stickers & Stuff	\$ 162.00
5727	Melaleuca Refugee Centre	\$ 125.00
639	Cleanaway Pty Ltd.	\$ 68.64
798	YMCA of the Top End Inc	\$ 38,159.77
846	Nationwide News NT Division	\$ 14,346.48
90	Local Government Association of the NT (LGANT)	\$ 1,000.00
913	Kmart Tyre & Auto Service	\$ 82.65
938	Nightcliff Electrical	\$ 2,151.84
V00166	Diamond International Events T/A Trina's Catering	\$ 1,056.00
V00368	iWater NT	\$ 4,421.12
V00474	Lane Print & Post	\$ 5,121.42
V00476	Water Dynamics (NT) Pty Limited	\$ 15,361.66
V00487	Flowers by Elise	\$ 250.00
V00557	BG Group NT Pty Ltd	\$ 5,384.50
V00682	Leigh Dyson Plumbing	\$ 847.00
V00711	Line Marking NT Pty Ltd	\$ 660.00
V00779	Brads Sound Company	\$ 400.00
V00792	Annemarie Lloyd	\$ 330.00
V00855	ESRI Australia	\$ 3,850.00
V00856	Thoroughbred Constructions Pty Ltd	\$ 3,289.00
V00858	Corporate Flag & Banner Co Pty Ltd	\$ 1,183.60
V00863	Brisbane Sound Group Pty Ltd	\$ 4,600.00
V00864	Turramurra Music Pty limited	\$ 1,278.00
V00870	HotPOS	\$ 1,530.00
V00872	Amadeus Music	\$ 600.00
V00873	Australia Day Council of SA	\$ 758.00
V00876	Display Me	\$ 925.96
V00877	Gisela Pineiro T/as Artuition	\$ 2,260.00
V00878	Lane Bros Printers Pty Ltd	\$ 2,106.50
V00883	NT Thai Association - Tous Garden PL	\$ 125.00
V00884	Brant De Zylva - St Marys Church	\$ 60.00
V00885	Emily Heness	\$ 60.00
V00886	Darwin Fencing and Fabrication	\$ 1,920.00
V00887	Nerrida Bochow	\$ 50.00
		\$ 441,344.38



Reviewed by: Acting Finance Manager



Approved: Chief Executive Officer

SECTION 2

Financial Results

2.7 - STATEMENT OF CREDIT CARD TRANSACTIONS - JULY 2016

NAB Visa

29 June 2016 to 28 July 2016

Cardholder	Amt.	Cost Code	Description
Caroline Hocking	\$ 150.30	3852.EXEC001.305	NT Officer's Ball - Mayor
	\$ 821.00	3608.EXEC001.305	Airfares - LG Summit - Deputy Mayor - PDA
	\$ 65.00	3852.EXEC002.302	PRBA Dinner - CEO
	\$ 164.00	3608.EXEC001.305	Accomm - LG Summit - Aldeman - PDA
Alyce Breed	\$ 115.98	3806.CORP004.309	Software licences
	\$ 27.00	3842.COMM009.335	YIP advertisement
	\$ 200.00	3842.COMM004.335	Citizenship Beverages
	\$ 213.84	3842.COMM004.335	Citizenship Beverages
	\$ 300.00	3212.EXEC001.307	Room Hire - Rydges
	\$ 347.00	3840.EXEC001.307	Catering - Rydges
	\$ 300.00	3212.EXEC001.307	Room Hire - Rydges
	\$ 326.00	3840.EXEC001.307	Catering - Rydges
	\$ 300.00	3212.EXEC001.307	Room Hire - Rydges
	\$ 316.00	3840.EXEC001.307	Catering - Rydges
Ben Dornier	\$ 15.00	3822.CORP005.301	Carwash - CB43MM
	\$ 65.00	3841.CORP005.308	Business lunch - DC&CS
	\$ 190.00	3806.CORP004.309	Booking System subscription
	\$ 91.00	3821.CORP005.301	Fuel - CB43MM
	\$ 27.00	3855.CORP005.308	Meals - Cloud Conference Sydney
	\$ 51.03	3855.CORP005.308	Taxi - Airport to hotel Sydney
	\$ 64.00	3855.CORP005.308	Meals - Cloud Conference Sydney
	\$ 57.00	3855.CORP005.308	Meals - Cloud Conference Sydney
Jeetendra Dahal	\$ 1,650.00	4003.TECH009.705	PRJ10082 - Local Engineering Excellence Awards - MPO
Ian Mathers	\$ 666.20	3806.CORP004.309	Officework Software
Jan Peters	\$ 30.06	3842.COMM009.335	School Holiday Program
	\$ 60.34	3842.COMM009.335	School Holiday Program
	\$ 377.60	3853.COMM002.302	Airfares - Training - Community Development Officer
	\$ 253.00	3853.COMM002.302	Airfares - Training - Community Development Officer
Sharon Tollard	\$ 66.69	3841.COMM007.335	Program Materials
	\$ 1,434.00	3853.COMM007.302	Airfares - ALIA Conf - Library Manager & Library E&MS
	\$ 24.00	3841.COMM007.335	Program Materials
	\$ 103.82	3841.COMM007.335	Program Materials
Maxie Smith	\$ 78.00	3823.CORP005.301	Roadside assist - vehicle CB43MM
	\$ 789.85	3823.CORP005.301	Vehicle rego - CB43MM
	\$ 100.92	3111.CORP003.300	Milk - staff kitchen
	\$ 98.80	3111.CORP003.300	Milk - staff kitchen
	\$ 705.85	3823.TECH010.301	Vehicle rego - CB02SG
	\$ 705.85	3823.TECH010.301	Vehicle rego - CB02JN
Samantha Abdic	\$ 6.89	3828.EXEC003.308	Social Media
	\$ 13.51	3828.EXEC003.308	Social Media
	\$ 129.57	3807.EXEC003.308	Newsletter
Silke Reinhardt	\$ 92.40	3810.CORP003.308	iAuditor renewal
	\$ 88.00	3111.CORP003.300	Milk - staff kitchen
	\$ 85.97	3111.CORP003.300	Milk - staff kitchen
	\$ 11,767.47		


Reviewed by: Acting Finance Manager


Approved by: Chief Executive Officer

Section 2

Financial Results

2.8 - Waste Charges as at 31 August 2016

Waste Management

	Original Budget	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Income					
Rates & Charges	(6,568,290)	(6,553,887)	-	(6,553,887)	99.78%
Income	(6,568,290)	(6,553,887)	-	(6,553,887)	99.78%
Expenditure					
Educational Resources	15,000	3,292	3,292	6,585	43.90%
Utilities	15,957	1,047	-	1,047	6.56%
Security	-	-	-	-	0.00%
Litter Collection	204,532	664	37,569	38,233	18.69%
Domestic Bin Collection	2,458,208	181,630	2,044,022	2,225,652	90.54%
Kerb Side Collections	104,000	1,040	602	1,642	1.58%
Tip Recharge Domestic Bin Collection	472,500	39,650	432,912	472,562	100.01%
Transfer Station	1,613,200	128,849	1,484,351	1,613,200	100.00%
Tip Recharge Transfer Station	325,520	23,903	301,617	325,520	100.00%
Expenditure	5,208,917	380,076	4,304,365	4,684,441	89.93%
(Profit)/Loss	(1,359,373)	(6,173,810)	4,304,365	(1,869,446)	

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: Acting Finance Manager



Approved By: Chief Executive Officer

Section 2

Financial Results

2.9 - Commercial Leases as at 31 August 2016

Commercial Leases

	Original Budget	YTD Actuals	Commitment	Total YTD Actuals plus Commitments	%
Income					
Library Services	(96,636)	(22,562)	-	(22,562)	23.35%
Aquatic Centre	(95,804)	(17,128)	-	(17,128)	17.88%
Civic Centre	(189,131)	(41,263)	-	(41,263)	21.82%
Income	(381,571)	(80,953)	-	(80,953)	21.22%
Expenditure					
Library Services	-	2,500	-	2,500	0.00%
Aquatic Centre	-	-	-	-	0.00%
Civic Centre	-	2,788	-	2,788	0.00%
Expenditure	-	5,288	-	5,288	0.00%
(Profit)/Loss	(381,571)	(75,665)	-	(75,665)	

Library Services includes lease held by Mosko's Market

Aquatic Centre includes leases held by Movement for Life and Tang Soo Do

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

Elders Management Fees charged to Civic Centre each month



Reviewed By: Acting Finance Manager



Approved By: Chief Executive Officer

ITEM NUMBER: 13.1.4 Community Facilities Fees and Charges 2016/2017
FROM: Director of Corporate and Community Services
REPORT NUMBER: 8/0982
MEETING DATE: 20 September 2016

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 recommends that the fees and charges for the hire of Council Community facilities be amended to provide a consistent fee across facilities.

RECOMMENDATION

1. THAT Council receives Report Number 8/0982.
2. THAT Council adopts the new schedule of Fees and Charges detailed in report number 8/0982 for hire of Council Community Facilities for 2016/2017.

Background:

In July 2016, Council adopted the schedule of Fees and Charges for 2016/2017 including the fees to hire Council community halls and facilities. In August 2016 Council began implementing a new online booking system for our facilities.

General:

It is proposed that the fees and charges be made consistent across all facilities, and that the Rent (4 hours) per half day option be removed. The new fees proposed are as follows:

Private/Business

Rent per day 200.00 incl. GST

Rent per hour 40.00 incl. GST

Not-for-profit

Rent per day 100.00 incl. GST

Rent per hour 20.00 incl. GST

Booking Deposit - Refundable per usage 125.00 excl. GST

Additional Cleaning (if required) per usage at cost of cleaning + GST.

The current approved fee schedule for community facilities is:

GRAY COMMUNITY HALL

Private/Business

Rent per day	200.00 incl. GST
Rent (4 hours) per half day	120.00 incl. GST
Rent per hour	40.00 incl. GST

Not-for-profit

Rent per day	100.00 incl. GST
Rent (4 hours) per half-day	60.00 incl. GST
Rent per hour	20.00 incl. GST

Booking Deposit - Refundable per usage 125.00 excl. GST

Additional Cleaning (if required) per usage at cost of cleaning + GST.

DRIVER FAMILY RESOURCE CENTRE

Private/Business

Rent per day	175.00 incl. GST
Rent (4 hours) per half-day	105.00 incl. GST
Rent per hour	35.00 incl. GST

Not-for-profit

Rent per day	87.50 incl. GST
Rent (4 hours) per half-day	52.50 incl. GST
Rent per hour	17.50 incl. GST

Booking Deposit - Refundable per usage 125.00 excl. GST

Additional Cleaning (if required) per usage at cost of cleaning + GST.

DURACK HEIGHTS COMMUNITY CENTRE

PER CLASS ROOM

Private/Business

Rent per day	175.00 incl. GST
Rent (4 hours) per half-day	105.00 incl. GST
Rent per hour	35.00 incl. GST

Not-for-profit

Rent per day	87.50 incl. GST
Rent (4 hours) per half-day	52.50 incl. GST
Rent per hour	17.50 incl. GST

Booking Deposit - Refundable per usage 125.00 excl. GST

Additional Cleaning (if required) per usage at cost of cleaning + GST

LIBRARY TRAINING ROOM

Private/Business

Rent per day	175.00 incl. GST
Rent (4 hours) per half-day	105.00 incl. GST
Rent per hour	35.00 incl. GST

Not-for-profit

Rent per day	87.50 incl. GST
Rent (4 hours) per half-day	52.50 incl. GST
Rent per hour	17.50 incl. GST

Booking Deposit - Refundable per usage 125.00 excl. GST

Additional Cleaning (if required) per usage at cost of cleaning + GST.

Laptop Hire per laptop/per session 25.00 incl. GST

Digital projector per session 25.00 incl. GST

TV Hire per session 25.00 incl. GST



LIBRARY COMMUNITY ROOM (INCL. KITCHENETTE)**Private/Business**

Rent per day	175.00 incl. GST
Rent (4 hours) per half-day	105.00 incl. GST
Rent per hour	35.00 incl. GST

Not-for-profit

Rent per day	87.50 incl. GST
Rent (4 hours) per half-day	52.50 incl. GST
Rent per hour	17.50 incl. GST

Booking Deposit - Refundable per usage 125.00 excl. GST

Additional Cleaning (*if required*) per usage at cost of cleaning + GST.

Financial Implications:

If adopted these fees and charges will replace the community facilities fees and charges adopted by Council in July 2016. All other fees and charges would remain as adopted in July 2016.

Legislation/Policy:

Council is required to approve all fees and charges.

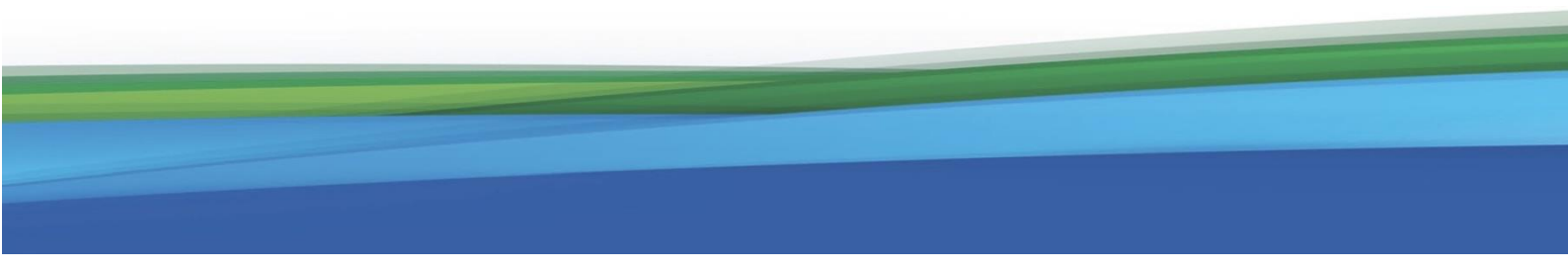
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Jan Peters, Manager Community Services

Schedule of Attachments:

Nil



ITEM NUMBER: 13.1.5 Palmerston Pistol Club Inc. Rate Concession
FROM: Director of Corporate and Community Services
REPORT NUMBER: 8/0983
MEETING DATE: 20 September 2016

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:

Application for rate concession for the 2016/2017 financial year in regards to assessment number 112738. In line with policy FIN17, application for concession is required to be presented to council for consideration.

RECOMMENDATION

1. THAT Council receives Report Number 8/0983.
2. THAT Council approves a rate concession for the Palmerston Pistol Club Inc. in waiving the annual rates for the financial year 2016/2017.

Background:***Part 11.8 Rate concession***

167 Public Benefit Concessions

- (1) A council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
 - a. Securing the proper development of its area;
 - b. Preserving buildings or places of historical interest;
 - c. Protecting the environment;
 - d. Encouraging cultural activities;
 - e. Promoting community health and welfare;
 - f. Encouraging agriculture;
 - g. Providing recreation or amusement for the public.
- (2) However, the rate concession:
 - a. May only be granted if authorised under a policy formally adopted by resolution of the council; and
 - b. Is subject to limitations and conditions specified in that policy.
- (3) A council may grant a rate concession under this section on its own initiative or on application by a ratepayer.

General:

The Palmerston Pistol Club Inc. has contacted City of Palmerston and applied for a rate concession for assessment 112738 under Section 167 (1) G Local Government Act.

The property is currently rated as a sporting club with a Commercial land levy of \$12,007.64 per annum. Palmerston Pistol Club Inc. is a non-for profit organisation providing a recreation facility to Palmerston residents.

Financial Implications:

\$12,007.64 – Commercial Land Levy

Legislation/Policy:

Section 167 (1) G Local Government Act
FIN17 Rate Concession Policy

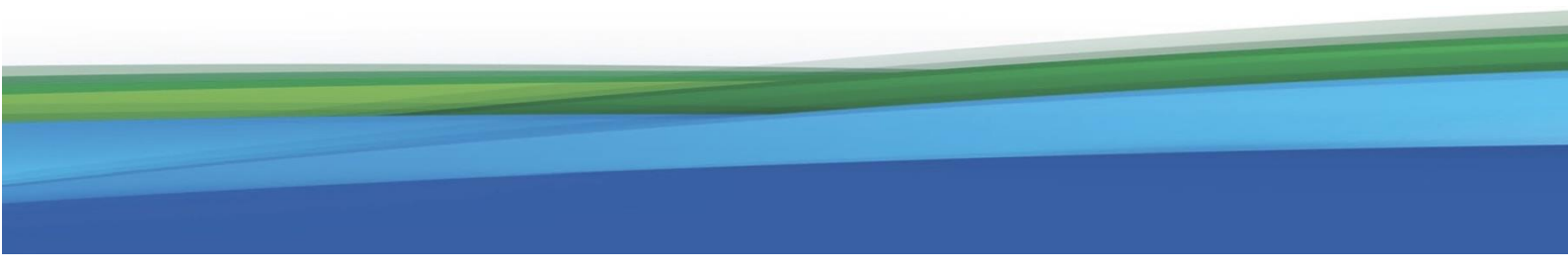
Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Author: Maxie Smith, Acting Finance Manager

Schedule of Attachments:

Attachment A: Letter from the Palmerston Pistol Club Inc dated 29th September 2016





PALMERSTON PISTOL CLUB INC.

Telephone: (08) 8988 9472

Email: ppcnt@bigpond.comWebsite: www.palmerstonpistolclub.org

ABN: 17 515 090 317

Please address all postal
Correspondence to:The Secretary
PPC
PO BOX 145
PALMERSTON NT 0831

29/09/16

CITY OF PALMERSTON

RE ASSESSMENT NO: 112738

PROPERTY ADDRESS: VANEY ROAD, ARCHER

CITY OF PALMERSTON

Doc ID

01 SEP 2016

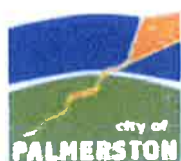
Dear Members of the Palmerston City Council Board,

Palmerston Pistol Club wishes to again apply for a 100% Public Benefit Concession as per Section 167. The club is a not for profit organisation and has no funding other than membership fees and a small amount through the bar.

Any amount left over through the year always goes straight back into the club infrastructure and range development as well as promoting the sport to the wider community with two major Open Days each year, and also running school programs whenever we can. We hold the NT Open Titles every two years which requires a lot of effort to keep the area, facilities and ranges looking the best for all Pistol Australia local, intrastate and interstate members attending the event. Other than that there are the general bills of Power and Water, Telstra and Security company (covers the required alarm system for the armoury).

Palmerston City Council provides no benefits from the rates to the club or the members. It must be noted that the rates increase in 2015 from \$1,155 to the new rate of \$11,949 was considered an exorbitant increase. Now in 2016 the rates have risen to \$12,007.64 at a time where we have lost members to east coast clubs due to a lack of work in the construction and fabrication industry. The new rate will directly effect membership and a membership levy will need to be applied to cover the new rates cost. Given that our membership is paid WEF 1 July each year this new rates amount is ill timed, as we always receive it after the start of our membership year making it very difficult to even plan for, budget or predict. Its effect severely places the club in a position as being financially unviable, as we expect a loss of members who will not be able to pay the levy and move to other clubs within the Darwin area. It should be noted that this successful club proudly has members within the top ten competitors nationally, and this extra levy may well inhibit their ability to train and be selected for Olympic or Commonwealth games let alone lesser international competitions.

Our members have worked hard over the years building the club, its infrastructure and range facilities to its current level international level, with, we must add little help from government funding or PCC, but at the clubs own costs with most of the labour and materials has always been provided the members in each case.

**PROUDLY SUPPORTED BY****Northern Territory Government****COMMUNITY BENEFIT FUND**
Helping Build Better Communities

The club has available the current Constitution and also the statements from the P/L Statments back for the last few years and if you require these they can be emailed through for your records.

The new rates amount may see the club in an unfinacial situation where our outgoing expenses plus the new rates would make this successful club unviable, but it will also reduce membership and therefore add to the addition costs to the born by members that remain. Its is appreciated that last year we were granted a 100% rabate on the clubs rates and respectfully request that the same rebate of 100% be also applied this year, and respectfully request a simpler system for non for profit clubs, easing the pressure on the clubs and PPC each year..

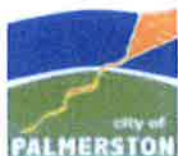
For your action

Regards



Tony Chalker
President

On behalf of the PPC Executive/Committee and members



PROUDLY SUPPORTED BY



Northern Territory Government



COMMUNITY BENEFIT FUND
Helping Build Better Communities



ITEM NUMBER:	13.1.6	Rosebery School – Installation of Two (2) School Crossings on Forrest Parade
FROM:		Director of Technical Services
REPORT NUMBER:	8/0984	
MEETING DATE:	20 September 2016	

Municipal Plan:

1. Community & Cultural Wellbeing

1.2 Safe Communities

1.2 We are committed to ensuring the safety and security of our community.

Summary:

This report recommends that two school crossings are installed on Forrest Parade near the Rosebery School to give pedestrians a safe crossing option and to satisfy community expectations

RECOMMENDATION

1. THAT Council receives Report Number 8/0984.
2. THAT subject to the Rosebery School providing a written undertaking to manage the school crossing flags two school crossings be provided on Forrest Parade in the locations discussed in report Number 8/0984.
3. That staff continue to work with the Rosebery School, NT Police and the Department of Education to improve pedestrian safety on Forrest Parade.

Background:

The Rosebery School wrote to Council on 22 July 2015 seeking assistance with traffic safety on Forrest Parade. At the time, the school wanted to see a school crossing and was of the understanding that a crossing monitor would be required. An officer from council has met with the school and undertaken multiple site inspections including traffic and pedestrian assessments.

Observations on-site reveal that school children are crossing Forrest Parade haphazardly. A broad section of these children are heading to the recently opened IGA supermarket opposite the school. It should be noted that although there are some formal pathways provided from the school, the school does not have fencing for 100m along the Forest Parade boundary which results in a large number of children walking randomly thru a section of native bush within the school grounds and out onto the verge in uncontrolled locations. The children then heedlessly cross Forrest Parade wherever it suits them including between parked and moving vehicles.

On Friday 9 September 2016, a six-year-old boy was hit by a vehicle whilst crossing Forrest Parade on his way to school. The child crossed the road near the Belyuen Road roundabout. It is understood that the accident occurred at relatively slow speed and that although shaken up the young boy is ok.

While the provision of school crossings will provide students with safer options the uncontrolled nature of their movements coupled with the speed of Forest Parade traffic and inappropriate driver behaviour is expected to leave a considerable safety concern for the area. Certainly traffic speed has a direct impact on the severity and risk of accident. Council can only do so much to encourage drivers to reduce their speed. Forrest Parade is a primary collector road which needs to carry heavy vehicles with long turning paths. Installation of devices like chicanes and humps has little impact on the speed of domestic cars when they are designed to accommodate the larger commercial vehicles. All customers raising traffic issues with Council are therefore encouraged to contact the NT Police as well.

Since the NTG cancelled the Local Area Traffic Management co-funding program council has developed and trialled a radar speed display trailer. The speed display appears to have a 5-10kph effect on driver speeds in school zones. This is certainly an initiative that should be considered as a standard installation in all school zones if policing measures are ineffective.

General:

The Rosebery School has identified that they will provide staff to install and remove the required school crossing flags each day. Without the flags the crossings are not active. While drivers understand this rule young children often have difficulty.

Two locations for crossings on Forrest Parade near the school have been identified. It is proposed that crossings be installed at both locations as this will service the community needs by providing alternative safer crossing points. The installation of two crossings will also improve the safety of this section of Forrest Parade by reinforcing the school zone to motorists. It is hoped that the added delay to motorists resulting from multiple stops to address pedestrians on the crossings will see traffic take alternate routes in the morning and afternoon

The two school crossing locations are show on the attached plan and are identified as:

- #1 Northern Crossing – Between the section of road narrowing
- # 2 Southern Crossing – At the pedestrian refuge

Formalised school crossings will assist with channelling the school children and also ensuring that drivers are aware of the location that children are likely to cross and reduce vehicle speeds.

Financial Implications:

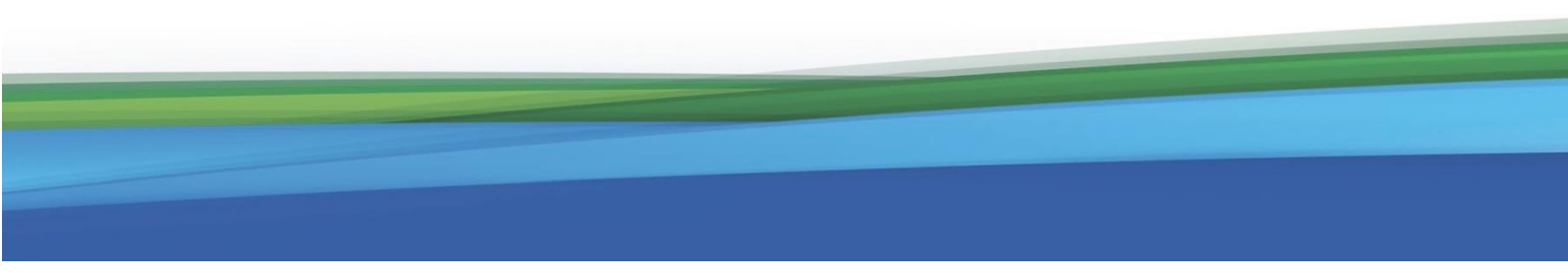
The installation of the crossings and line marking improvements will be undertaken from current operational budgets. The cost of the crossings are expected to be around \$10,000 in total which includes providing the school with 6 crossing flags

Legislation/Policy:

As the responsible authority for the care and control of the local road network Council is tasked with providing a safe compliant road system

Local Government Act

Recommending Officer: Mark Spangler, Director of Technical Services

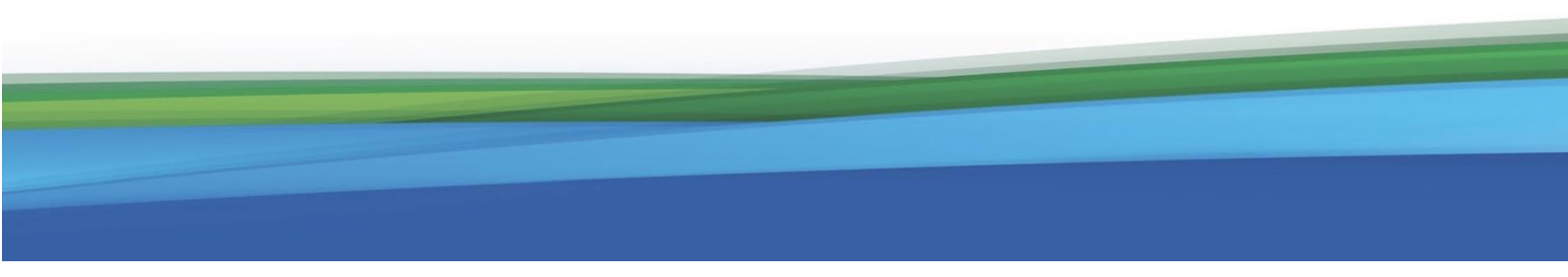


Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Mike Staunton, Capital Works Coordinator

Schedule of Attachments:

Attachment A: Location Plan



ATTACHMENT A

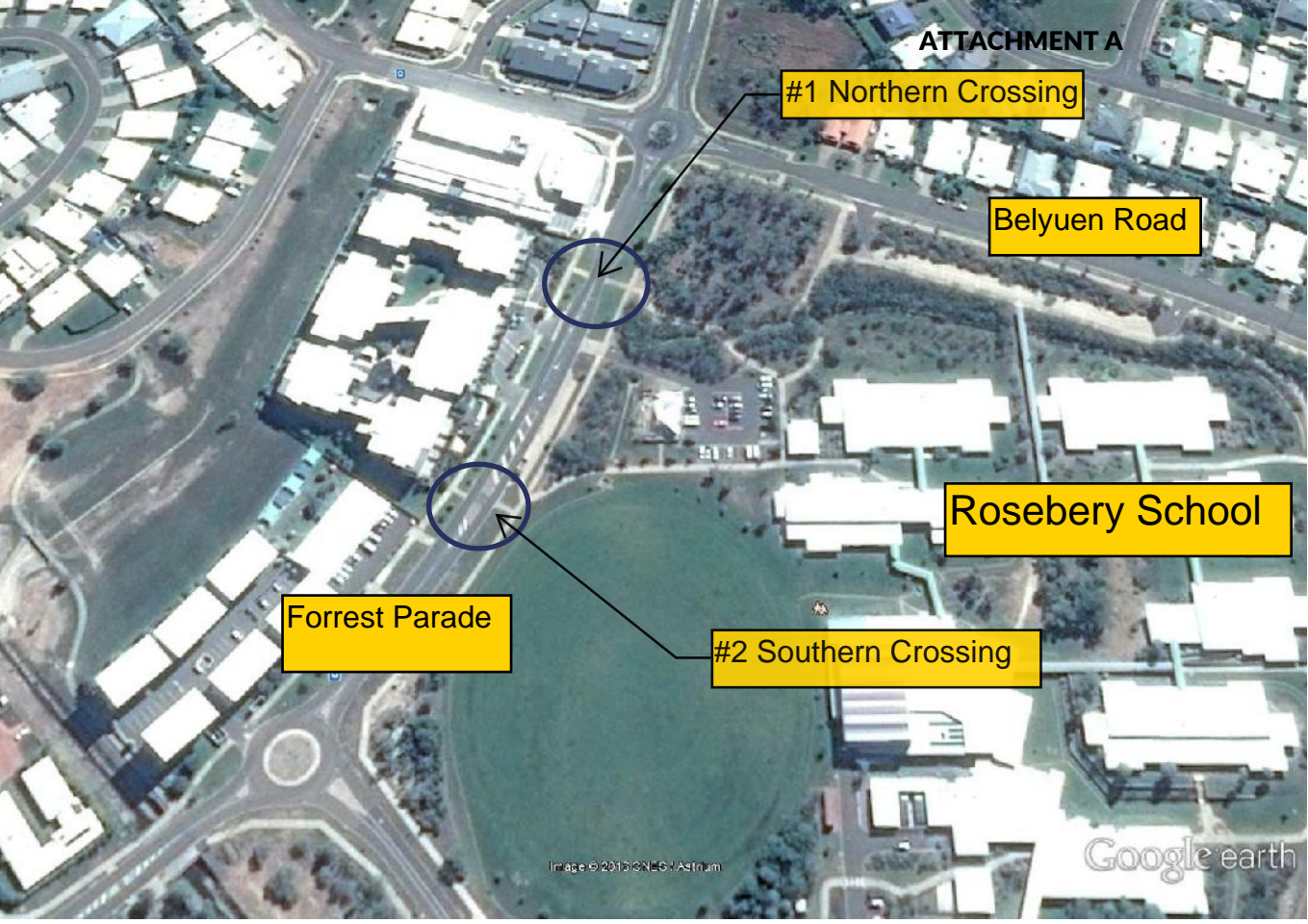
#1 Northern Crossing

Belyuen Road

Rosebery School

#2 Southern Crossing

Forrest Parade



ITEM NUMBER: 13.1.7 Council Committees and Representation
FROM: Acting Chief Executive Officer
REPORT NUMBER: 8/0986
MEETING DATE: 20 September 2016

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

The following report addresses the current vacancies on Council Committees and Reference Groups, following the resignation of Alderman Geoff Carter. The report recommends that the vacancies on the CEO Performance Appraisal Committee and the Chair of the Palmerston Animal Management Reference Group be filled.

RECOMMENDATION

1. THAT Council receives Report Number 8/0986.
2. THAT Council appoint _____ to the CEO Performance Appraisal Committee.
3. THAT Council appoint _____ as the Chairperson of the Palmerston Animal Management Reference Group.

Background:

Geoff Carter resigned as Alderman on Thursday, 25 August 2016. At its Ordinary Council Meeting held on Tuesday, 6 September 2016 Council resolved to not fill the Casual Vacancy.

General:

Alderman Carter represented Council on the following Committees and Reference Group:-

- Governance and Organisation Committee
- Community, Culture and Environment Committee
- CEO Performance Appraisal Committee
- Palmerston Animal Management Reference Group

The vacancy on Council's Standing Committees, Governance & Organisation and Community, Culture & Environment will remain vacant due to Council Policy MEE02 (Committees of Council) not allowing an Elected Member to hold membership of more than two committees, unless amended. The policy does allow one Elected Member to act as an ex officio where a quorum is not held, providing at least two committee members are present.

Council are required to appoint a new representative to the CEO Performance Appraisal Committee and Chairperson to the Palmerston Animal Management Reference Group.

Financial Implications:

Nil

Legislation/Policy:

MEE02 – Committees of Council

Terms of Reference and Membership – Palmerston Animal Management Reference Group

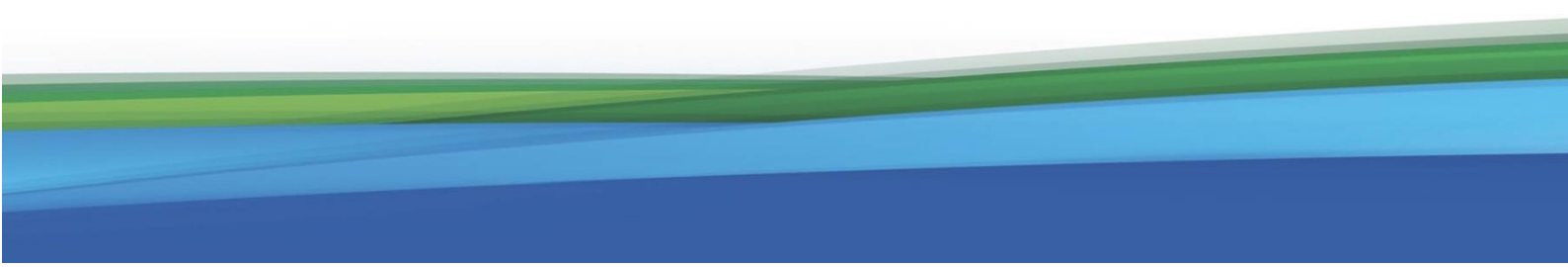
Recommending Officer: Mark Spangler, Acting Chief Executive Officer

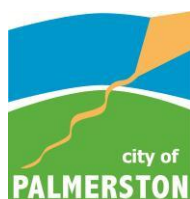
Any queries on this report may be directed to Mark Spangler, Acting Chief Executive Officer on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Schedule of Attachments:

Attachment A: MEE02 – Committees of Council

Attachment B: Terms of Reference and Membership – Palmerston Animal Management Reference Group





Name:	Committees of Council		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	17/11/2015	Next Review Date:	17/11/2017

1 Purpose

This policy provides the structure and terms of reference for Committees of Council, their portfolios, membership and meeting procedures, and associated Advisory Groups.

2 Principles

The City of Palmerston is committed to ensuring good governance and transparent decision making in determining the strategies, projects and services carried out by Council on behalf of and for the benefit of the community.

3 Definitions

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

Term	Definition
Standing Committee	A Committee of Council as defined under Part 5.2 of the Local Government Act
Advisory Group	A group established by Council to provide advice to Council, Standing Committees and Council officers. As they are not Committees of Council, they are able to establish their own meeting, agenda and minutes procedures, and report to and advise Standing Committees

4 Policy Statement

4.1 Standing Committees of Council

4.1.1 Standing Committees of Council shall receive reports of officers, deliberate on issues within the portfolio assigned to it by Council, and in each instance report to Council its recommendations.

4.1.2 Pursuant to Section 54 of the Local Government Act, Council establishes the following Standing Committees of Council:

- Community, Culture and Environment Committee
- Economic Development and Infrastructure Committee
- Governance and Organisation Committee

4.1.3 The membership of each Standing Committee shall consist of 4 Aldermen (excluding the Mayor), with the Chair being appointed for a 12 month period by Council pursuant to Section 64(1)(b) of the Local Government Act.

4.1.4 The annual appointment of Chairs to the three standing Committees of Council shall take place as follows:

- The nomination period for Chair of the three Standing Committees shall open on the 1st December each year;
- The Chief Executive Officer shall advise all Elected Members when the nomination period opens and invite Expressions of Interest for the position of Chair;

- Expressions of Interest will close on the date of the first Ordinary Council Meeting to be held in January each year;
- After the closing date for the Expressions of Interest, the Chief Executive Officer shall provide details of the Expressions of Interest received to all Elected Members;
- At the first Ordinary Council Meeting in February each year, a report will be presented advising that the appointment of Chairs to the three Standing Committees is required;
- Each Elected Member who has nominated for the position of Chair of a Committee is invited to make a short verbal presentation in support of their nomination;
- Voting for a Chair of a Standing Committee is by a show of hands, unless the meeting resolves that a secret ballot is to be used;
- The 12 month term as a Chair of a Standing Committee commences on 19th February each year and is completed on 18th February in the following year.

4.1.5 Membership shall be restricted to Aldermen, with each Alderman holding membership in no more than 2 committees. The Mayor shall be ex-officio voting member of each committee. One Alderman can act in an ex officio manner where a quorum is not held, providing at least two Committee Members are present at the time of meeting.

4.1.6 Pursuant to Section 55(2) of the Local Government Act, Standing Committees are advisory in nature.

4.1.7 Pursuant to Section 63(2) of the Local Government Act, the CEO may, at the request of the Committee Chair, convene a meeting of the Committee.

4.1.8 If the CEO, in consultation with the Chair of the Committee, determines that there is no business to be put to a monthly meeting of the Committee, no meeting will be called for that particular month.

4.2 Terms of Reference for the Community, Culture and Environment Committee

4.2.1 Purpose

Council assigns the following Committee Portfolio to the Community, Culture and Environment Committee from the *City of Palmerston Municipal Plan*:

- 1.1 Healthy Communities programs and services
- 1.2 Safe Communities programs and services
- 1.3 Art and Cultural programs and services
- 1.4 Recreation programs and services
- 3.1 Environmental Sustainability

4.2.2 Membership

Membership shall consist of 4 Aldermen.

4.2.3 Meetings

The Community, Culture and Environment Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.

4.2.4 Advisory Groups

The following Advisory Groups provide periodic reporting to, and can receive tasking from the Committee:

- Seniors Advisory Group
- Youth Inspiring Palmerston
- Palmerston Safe Communities Committee
- Palmerston and Rural Youth Services Network

4.2.5 Previous Committee Status

The following previously established committees are dissolved, with the Community, Culture and Environment Committee taking over their respective responsibilities:

- Sister Cities Committee
- Community Grants Committee
- Physical Activity Committee
- Environment Committee

4.3 Terms of Reference for the Economic Development and Infrastructure Committee

4.3.1 Purpose

Council assigns the following Committee Portfolio to the Economic Development and Infrastructure Committee from the *City of Palmerston Municipal Plan*:

- 2.1 Tourism programs and services
- 2.2 Local Business and Industry programs and services
- 2.3 City Planning programs and services, including CBD Master Plan implementation and major projects.
- 3.2 Assets and Infrastructure
- 3.3 Waste Management

4.3.2 Membership

Membership shall consist of 4 Aldermen.

4.3.3 Meetings

The Economic Development and Infrastructure Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By-Laws.

4.3.4 Advisory Groups

The following Advisory Groups provide periodic reporting to, and can receive tasking from the Committee:

- Disability Access Working Group

4.3.5 Previous Committee Status

The following previously established committees are dissolved, with the Economic Development and Infrastructure Committee taking over their respective responsibilities:

- CBD Implementation Committee
- Major Projects Committee

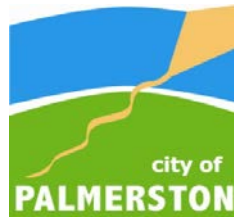
- 4.4 Terms of Reference for the Governance and Organisation Committee
- 4.4.1 Purpose
- Council assigns the following Committee Portfolio to the Governance and Organisation Committee from the *City of Palmerston Municipal Plan*:
- 4.1 Responsibility, including governance, performance, risk management, financial sustainability, policy and strategy
 - 4.2 Service, including customer service, community engagement and public relations
 - 4.3 People, including continuous improvement, benchmarking and efficiency initiatives, but excluding Human Resources
 - 4.4 Systems, including business and financial processes, and Information Technology
- 4.4.2 Membership
- Membership shall consist of 4 Aldermen.
- 4.4.3 Meetings
- The Governance and Organisation Committee shall meet at least once per month, with meeting procedures pursuant to Palmerston (Procedures for Meetings) By- Laws.
- 4.4.4 Previous Committee Status
- The following previously established committees are dissolved, with the Governance and Organisation Committee taking over their respective responsibilities:
- Branding Committee
 - Policy and By-Laws Committee
 - Administrative Review Committee
- 4.5 Advisory Groups
- 4.5.1 Advisory Groups are not bound to follow Palmerston (Procedures for Meetings) By- Laws.
- 4.5.2 Advisory groups are to determine their own meeting procedures, agendas and minutes.
- 4.5.3 Advisory Groups are to in the first instance report or make requests of Council through their respective Standing Committee.
- 4.6 Other Committees of Council
- The following Committees of Council are established with their own Terms of Reference and portfolios elsewhere:
- Internal Audit Committee
 - CEO Appraisal and Remuneration Committee

5 Associated Documents

- FIN09 City of Palmerston Internal Audit Committee Policy

6 References and Related Legislation

- [Local Government Act](#)
- [Local Government \(Administration\) Regulations](#)



PALMERSTON ANIMAL MANAGEMENT REFERENCE GROUP

Terms of Reference and Membership

Functions and Roles of the PAMRG

The functions of the Animal Management Reference Group are as follows:

- To facilitate consultation and co-operation between the City of Palmerston and its stakeholders towards creating a Domestic Animal Management Plan. The Domestic Animal Management Plan should be a living document.
- To review and make recommendations to the City of Palmerston on rules, procedures and policies relating to responsible animal management which would also include any changes or intended changes.
- To develop an action sheet, detailing all items of concern that are generated by the reference group which may require further discussion or action.
- To generate minutes and agendas of all meetings and then distribute copies of the minutes/agendas to all members of the reference group including Council Staff.

Role of Reference Group Members is to:

- Ensure regular meetings are conducted
- Report status of decisions and/or recommendations to Council
- Follow up to ensure that issues raised at meetings receive necessary consideration
- Listen to any concerns raised by stakeholders in a compassionate, caring and accepting manner, whilst ensuring to take notes or ask appropriate questions

Reporting

The PAMRG will ensure that minutes of all meetings will be kept and made available to all stakeholders and Council management. Reports may be made available to COP where necessary

Attendance at Meetings

Meetings:

The PAMRG will meet as often as deemed appropriate by the reference group from time to time. COP will allow members of the PAMRG adequate time to perform the functions of the reference group. In performing its functions the PAMRG will receive and consider reports from COP.

Duration of each meeting will be approximately 1 hour in duration but may be longer depending on the agenda items.

Secretariat support:

A secretary for the committee will be appointed by COP

A meeting agenda and papers will be circulated to PAMRG members at least one week prior to the next meeting.

Recommendations will be made by consensus, voting, or show of hands

Membership

Membership will comprise of:

- Chair (elected member)
- Representatives from Tech Services
- Community stakeholders representatives
- Representatives from Rangers

The Chairperson shall be appointed by COP

Their responsibilities include:

- Scheduling meetings and notifying reference group members;
- Guiding the meeting according to the agenda and time available;
- Ensuring all discussion items end with a decision, action or definite outcome; and
- Review and approve the draft minutes before distribution;

The Secretariat support will be responsible for

- Prepare agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda.
- Distributing the Agenda one week prior to the meeting
- Taking notes of proceedings and preparing minutes of meetings.
- Distributing the minutes to all members one week after the meeting and be made available to all staff.
- The minutes shall be checked by the chairperson and accepted by members as a true and accurate record at the commencement of the next meeting.

Membership.....

Where an elected member vacancy occurs on the PAMRG the Chair will call for nominations from the same area as the vacancy. If there is more than one nomination a selection process approved by the chair will be conducted

Reference Group members will cease to be a member of the group if:

- the person ceases to be a member of the relevant work group; or
- the person resigns by notice given to the Chairperson; or
- the members of the relevant work group agree to terminate the person's membership

Internal or external persons may be invited to attend the meetings at the request of the Chairperson on behalf of the group to provide advice and assistance where necessary. They have no voting rights and may be requested to leave the meeting at any time by the chairperson.

The terms of reference shall be reviewed annually from the date of approval. They may be altered to meet the current needs of all group members, by agreement from the Chairperson and the majority.

The above Terms of Reference for City of Palmerston have been agreed to:

SIGNED:

Responsible Officer

Date: ____/____/____

.....

Chairperson, PAMRG

Date: ____/____/____