


CITY OF PALMERSTON

Notice of Council Meeting
To be held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 5 September 2017 at 6.30pm


Ricki Bruhn
Chief Executive Officer

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

Audio Disclaimer

An audio recording of this meeting is being made for minute taking purposes as authorised by City of Palmerston Policy MEE3 Recording of Meetings. The minutes of this Council Meeting will be made available on the Council Website.

Acknowledgement of Traditional Ownership

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

1 PRESENT

2 APOLOGIES

3 CONFIRMATION OF MINUTES

RECOMMENDATION

1. THAT the minutes of the Council Meeting held Tuesday, 15 August 2017 pages 9328 to 9332, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 15 August 2017 page 334, be confirmed.

4 OFFICIAL MANAGER REPORT

4.1 M8-3

5 REPORT OF DELEGATES

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

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

8 PETITIONS

9 DEPUTATIONS / PRESENTATIONS

10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

11 COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil

11.2 Economic Development and Infrastructure

Nil

11.3 Community Culture and Environment

Nil

12 INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

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

12.3 Officer Reports

12.3.1	Action Report	8/1281
12.3.2	Palmerston Animal Management Reference Group Meeting 27 July 2017	8/1287
12.3.3	Activate 2017 Summary	8/1294
12.3.4	City of Palmerston Library – Stocktake Outcome	8/1295

13 DEBATE AGENDA

13.1 Officer Reports

13.1.1	Naming of Park in Zuccoli after Mr William Kirkby-Jones	8/1283
13.1.2	Community Benefits Scheme – August 2017	8/1285
13.1.3	Farrar Boulevard and Zuccoli Parade Proposed Handover	8/1286
13.1.4	Liquor Licence Application for Riva Café located at Lot 14256 (123) Flynn Circuit, Bellamack	8/1288
13.1.5	Abandoned Shopping Trolley Collection – Cost Recovery	8/1289
13.1.6	Financial Support – Dismantle Inc	8/1296
13.1.7	City of Palmerston Community Satisfaction Survey	8/1297

14 CORRESPONDENCE

14.1 Permanent Closure of a section of the Miller Court Road Reserve – Minister for Housing and Community Development

15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

16 PUBLIC QUESTION TIME

At the invitation of the Chair.

17 OTHER BUSINESS – ALDERMAN REPORTS

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

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

18 CONFIDENTIAL REPORTS

18.1 Confidential Action Report 8/1282

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.1 Confidential Action Report and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:
 - (e) information provided to the council on condition that it be kept confidential.

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.1 Confidential Action Report remain confidential and not available for public inspection.

18.2 Waiving of Legal Fees – 103882

8/1284

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.2 Waiving of Legal Fees – 103882 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.2 Waiving of Legal Fees – 103882 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

18.3 Power to Sell Land (Statutory Charge) – 101321, 113009, 113013, 102003 & 104632

8/1290

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.3 Power to Sell Land (Statutory Charge) – 101321, 113009, 113013, 102003 & 104632 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.3 Power to Sell Land (Statutory Charge) – 101321, 113009, 113013, 102003 & 104632 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.4 Financial Hardship Application – 105531 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.4 Financial Hardship Application – 105531 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.5 Financial Hardship Application – 107940 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.5 Financial Hardship Application – 107940 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.6 Financial Hardship Application – 101668 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.6 Financial Hardship Application – 101668 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

18.7 Review EM02 Elected Members Benefits and Support Policy

8/1298

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.7 Review EM02 Elected Members Benefits and Support Policy and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.7 Review EM02 Elected Members Benefits and Support Policy the Resolutions, Report and Attachment C come back to the open session and that Attachment A and Attachment B remain in confidential and not available for public inspection.

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services, Investigator and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.8 Ombudsman Inquiry – Dog Attacks and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.8 Ombudsman Inquiry – Dog Attacks the report and associated documents remain confidential and not available for public inspection.

19 CLOSURE



ITEM NUMBER: **4.1** **Official Manager's Report**
FROM: **Mark Blackburn**
REPORT NUMBER: **M8-3**
MEETING DATE: **5 September 2017**

Summary:

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

RECOMMENDATION

THAT Council receives Report Number M8-3.

Media:

The month of August was Seniors Month. In the leadup to the month I promoted the opportunities for seniors and encouraged them to register for the events that were developed by The Palmerston and Rural Seniors Committee Inc.

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

Thursday, 3 August 2017

- ABC Radio Interview with Presenter Adam Steer.
- Territory FM Radio Interview with Presenter Peter Butler.

Thursday, 10 August 2017

- Territory FM Radio Interview with Presenter Peter Butler.

Tuesday, 22 August 2017

- ABC Radio Interview with Presenter Adam Steer in relation to Special Rate.

Thursday, 24 August 2017

- Territory FM Radio Interview with Presenter Daryl Manzies.

Meetings:

Tuesday 1 August 2017

- the Acting Director Technical Services and I met with representatives of the Palmerston Golf Club to resolve several community concerns about the temporary practice fairway for the NT PGA event. The Palmerston Golf Club and the PGA were able to put in place a range of strategies to address residents' concerns.

Wednesday 2 August 2017

- I met with the Hon Eva Lawler, Member of Drysdale to discuss a range of issues including local traffic issues, a possible future hockey field and potential events that could be held in Palmerston for the Arafura Games.

Thursday 3 August 2017

- I met with Minister Gerry McCarthy, Minister for Housing and Community Development where I was able to provide the Minister with a report on the range of activities that I have completed since my appointment including:
 - Continuation of open Council meetings
 - Adoption of the Municipal Plan following community consultation
 - Decision to undertake an independent review of the Rating Strategy
 - Meeting with local MLA's
 - Representing the City of Palmerston at a range of community events.

Wednesday 9 August 2017

- I met with Mr Iain Summers, Chair of the Risk Management and Audit Committee to discuss the action plan for the Committee and to plan a future meeting to prepare for the review of the 2016/17 Annual Financial Statements.

Thursday 10 August 2017

- I met with Leah Clifford, General Manager Lands and Planning to discuss a range of ongoing issues including, roads, parking and water basins.

Friday 11 August 2017

- I participated in two interviews for the Director of Corporate Services.

Monday 14 August 2017

- I participated in two interviews for the Director of Corporate Services.

Monday 21 August 2017

- Catch up with Terry Mills.

Friday 25 August 2017

- Catch up with Tony Tapsell, CEO LGANT.

Events Attended

Monday 14 August 2017

- I attended the Seniors Forum. I was privileged to welcome the special guest Sister Anne Gardiner, Senior Australian of the Year who provided an inspirational speech. Council looks forward to receiving a Report from the Seniors Advisory Committee on the outcomes of the Forum.



Tuesday 15 August 2017

- I attended Trivia Quiz. Unfortunately, the Director of Community Services and I were unable to add many answers to the "3 of Us" table, in fact I think they slipped from 1st to 2nd place when we joined the team.
- Afternoon tea with visiting Japanese Exchange Students with the Palmerston Senior College

Unfortunately, I was unable to attend the Closing Event on Sunday 20 August due to family commitments. Once again, I congratulate and formally thank the Palmerston and Rural Seniors Committee Inc. for their efforts during the year and a great 2 weeks of activity during the month of August.

Tuesday 22 August 2017

- I participated in Tunes and Tales at the Palmerston Library.

Recommending Officer: Mark Blackburn, Official Manager

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

Schedule of Attachments: Nil

ITEM NUMBER: 12.3.1 Action Report

FROM: Chief Executive Officer

REPORT NUMBER: 8/1281

MEETING DATE: 5 September 2017

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

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

RECOMMENDATION

THAT Council receives Report Number 8/1281.

General:

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

8/2225	06/09/2016	DCOMM	Thai Temple and NT Thai Association	Council are to further consider the request by Thai Temple and NT Thai Association for land following the completion of the land use plan for Marlow Lagoon and adjoining Crown Land.	<p>The NT Thai Association Inc presented to Council on 18 April 2017. NT Thai Association advised that further negotiations and any decisions are linked to the outcomes of the Council Land Use Plan. Due to Staff changes Council has now resolved to seek quotes for consultants to prepare plan and budget implications will be considered as part of 1st budget review. This means the development of the Land Use plan will be delayed until after 1st budget review.</p> <p>A further meeting with NT Thai Assoc, Official Manager and DCOMM was held 27 July 2017.</p>
8/2330	15/11/2016	DTS	Durack Seepage Water Capture	Council to undertake the design and documentation of a low flow capture system in Durack.	Waiting on outcome of Bellamack supply to Zuccoli.
8/1268	13/12/2016	DTS	Palmerston Animal Management Reference Group Meeting 24 November 2016	Staff to assess environment grants that may be available for information signage related to the effects of feeding native animals.	Council staff are currently submitting the EOI and will need to submit a final grant application on 25 September 2017.
8/2368	13/12/2016	DCORP	Service Review of Communications and Marketing	Council to undertake a service review of its communications and marketing.	This review will be completed in the second half of 2017.
8/2428	17/01/2017	DTS	Additional Driveway Access to Lot 3968 (38) Gunter Circuit, Woodroffe	Council to prepare a 'driveway policy' that sets the requirements and assessment standards for considering second driveway applications.	Expected draft policy by Mid September.
8/2470	21/02/2017	DTS	Proposal for Developing Water Sensitive Urban Design	Council resolves to develop Water Sensitive Urban Design (WSUD) Guidelines for the City of Palmerston.	Further discussions with Consultant, Draft

			(WSUD) Guidelines		guidelines in development.
8/2626	02/05/2017	DCORP	Leasing of Council Property	A revised draft Policy AD04 – Lease of Council Property, to be referred to the GOC.	This will be presented to Council in August 2017.
8/2654	16/05/2017	DCORP	Financial Report	<p>Monthly financial report to include:</p> <ul style="list-style-type: none"> - a full year forecast as required by the Local Government Accounting Regulations; - surplus/deficit format summary with comparison to budget as used in the Annual Budget found in the Municipal Plan; - financial sustainability ratios to be recommended to Council for the Municipal Plan. <p>Council to discuss how to better provide public access to the details of creditor payments and credit card transactions and whether this information needs to be included in the Monthly Financial Report to Council.</p>	Proposed adjustments have been made to the monthly financial statements, and other tasks will be completed during 2017.
8/2655	16/05/2017	DCORP	Risk Management and Audit Committee Meeting	Staff to provide a report to the Governance and Organisation Committee on the establishment of financial sustainability ratios for the municipal plan and how they are reported in the monthly financial report.	A report to the GOC with regards to the establishment of financial sustainability ratios and proposed targets will be brought to the next meeting.
8/2663	16/05/2017	DCOMM	Queen's Baton Relay	Council to host a Commonwealth Games 2018 Queens Baton Relay community celebration event in Goyder Square on Friday 2 March 2018.	<p>Meeting held in relation to coordination for the Queens Baton Relay on 28 June 2017.</p> <p>Council staff continuing to work on Management Plans for: traffic, risk, support services and security and emergency.</p> <p>Successful Baton Bearers announcement will be made in October.</p>
8/2666	16/05/2017	DTS	Closure of a Portion of Miller Court Road Reserve	The Mayor and CEO to seek consent from the Ministers administering the Local Government Act and Control of	Letter has been sent to the Minister. Still awaiting a response.

				Roads Act, per section 187 of Local Government Act.	
8/2677	16/05/2017	DCORP	Condition Audit on Street Lighting Assets	(RECOMMENDATION ONLY RELEASED FROM CONFIDENTIAL) THAT Council carry out a condition audit on street lighting assets being transferred to Council on 1 January 2018.	Progressing with Audit of street light assets.
8/2709	06/06/2017	DCORP	Tender Documents	THAT all tender documents are made available for download online.	To be completed.
8/2739	20/06/2017	DTS	City Centre Parking Policy Changes	NT Police to be notified that Council appreciates their need for specific allocated bays but believes that the current policy and arrangement directly in front of the Palmerston Station and the adjoining parking area satisfies their needs. Council notes that overflow police vehicles can park for free in Zone A bays and 15 minute bays are available free of charge within close proximity to the station.	Under review.
8/2743	20/06/2017	DTS	Gateway – Yarrawonga Road Easements	Council authorises the Mayor and CEO sign and seal Form 51, Creation of Easement in Gross for the right of way and drainage easements for the subject Lots 7765, 7766 and 11037, Town of Palmerston or should they be consolidated their future Lot.	Completed.
8/2773	04/07/2017	DTS	Marlow Lagoon Land Use Plan	CEO to seek fee proposals to develop Land Use Plan and be referred to the first quarter budget review in 2017/2018	Eol to be sent to Consultants
8/2776	04/07/2017	CEO	Expressions of Interest – CEO Performance Appraisal Contract	Matter lay on the table	
8/2790	18/07/2017	DTS	Proposed Permanent Closure of a Section of the Wallaby Holtze Road Reserve	- The Mayor to write to the Minister responsible for the administration of the Local Government Act seeking the consent of the Minister to the road closure of the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrawonga Road) in Yarrawonga north.	Letter has been sent to the Minister. Awaiting a response.

				<ul style="list-style-type: none"> - Mayor and CEO be authorised to sign and seal documentation to permanently close the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrawonga Road) in Yarrawonga north after receiving written consent for the closure from the Minister. 	
8/2791	18/07/2017	DTS	Closure of Durack Drive, Archer	<ul style="list-style-type: none"> - The Mayor to write to the Minister responsible for the administration of the <i>Local Government Act</i> seeking the consent of the Minister to the road closure. - Mayor and CEO be authorised to sign and seal documentation to permanently close Durack Drive, Archer after receiving written consent for the closure from the Minister. 	Letter has been sent to the Minister. Awaiting a response
8/2795	18/07/2017	DTS	Yarrawonga and Wallaby Holtze Roads Upgrade Progress	Yarrawonga Road and Wallaby Holtze Road Stage 1 be retendered under the budget approved by Council decision number 8/2651 – 16/05/2017 as currently designed.	Tenders closed & evaluation, award in progress
8/2814	25/07/2017	DCORP	Rating Strategy	An independent review of Council's Rating Strategy be commissioned to inform a review of FIN25 Rating Policy to be undertaken during the 2017/2018 financial year.	
8/2854	15/08/2017	CEO	Fees and Charges	<p>THAT Council amend the 2017/2018 Fees and Charges Register by including the following previous fees under the Waste section:</p> <ul style="list-style-type: none"> a) Exchange to 240L General Waste Bin – one off fee (non-refundable) – per bin – 2018 Fee = \$10.00 excluding GST b) Stolen Bin Replacement <ul style="list-style-type: none"> i) 120L general waste bin – per bin – 2018 Fee \$60.00 excluding GST ii) 240L general waste bin – per bin – 2018 Fee \$70.00 excluding GST iii) 240L Recycle bin – per bin – 2018 Fee \$70.00 excluding GST iv) When bin reported stolen to NT Police – 	Completed.

				per bin - 2018 Fee - Nil Fee	
8/2855	15/08/2017	DTS	Farrar Boulevard and Zuccoli Parade Proposed Handover	Staff prepare a report for the next Council meeting on the status of the proposed handover of Farrar Boulevard and Zuccoli Parade from the NT Government to the City of Palmerston.	Report in the 5 September 2017 Council Meeting Agenda. Inspections & discussions between Staff & NTG continuing

Recommending Officer: Ricki Bruhn, Chief Executive Officer

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



ITEM NUMBER: 12.3.2 Palmerston Animal Management Reference Group Meeting
27 July 2017

FROM: Director of Technical Services

REPORT NUMBER: 8/1287

MEETING DATE: 5 September 2017

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:

The Palmerston Animal Management Reference Group (PAMRG) meeting was held on the 27 July 2017 at the Council Chambers, Civic Plaza, Palmerston. This report presents the minutes of the meeting and recommendations made by the group.

RECOMMENDATION

1. THAT Council receives Report Number 8/1287.
2. THAT investigation of the "Spay the Stray" program be referred to the Top End Region Animal Management Group.

General:

At the meeting held on the 27 July 2017 the "Spay the Stray" program was discussed. The PAMRG was advised by the Chairman that he recommended that the program be referred to the Top End Region Animal Management Work Group (TRAMWG). The TRAMWG will meet on 7 September 2017 for the first time.

The reference group has recommended Council's Communications Officer include an article on the Parvo Virus in the next edition of the Palmerston Sun promoting immunisation. This was incorporated into Council's general advertising in the Sun on 29th August 2017.

Financial Implications:

Nil

Legislation/Policy:

Local Government Act (2012)
Palmerston Animal Management By-laws (2008)

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: Shane Gartner, Senior Ranger

Schedule of Attachments:

Attachment A: Minutes of PAMRG meeting held on the 27th July 2017.





PALMERSTON ANIMAL MANAGEMENT REFERENCE GROUP MINUTES

Attachment A

Minute Book Page 49

CITY OF PALMERSTON

**Minutes of the Palmerston Animal Management Reference Group
Meeting, held in Council Chambers
Civic Plaza, Palmerston
On Thursday 27 July 2017 at 4.03pm.**

Mark Blackburn
Chair

1 PRESENT

Members: Mark Blackburn, Official Manager (Chair)
Michelle Walker
Katrina Stafford
Charles Giliam
Samantha Baker

Staff: Jeffrey Borella, Ranger Services Manager
Shane Gartner, Senior Ranger
Taylor Jones, Minute Secretary

Gallery: Nil

2 APOLOGIES

Wayne Morris

Mandy Hall

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Michelle Walker

Seconded: Katrina Stafford

THAT the apology received from Wayne Morris and Mandy Hall be received and granted.

CARRIED PAMRG/0086 – 27/07/2017

3 CONFIRMATION OF MINUTES

Moved: Michelle Walker

Seconded: Katrina Stafford

THAT the minutes of the Palmerston Animal Management Reference Group Meeting held Thursday, 22 June 2017 pages 46 to 48, be confirmed.

CARRIED PAMRG/0087 – 27/07/2017

4 CORRESPONDENCE

4.1 Terms of Reference and Code of Conduct

The Terms of Reference and Code of Conduct were provided to all members of the group.

4.2 – Application for Membership – Charles Giliam

Moved: Samantha Baker

Seconded: Katrina Stafford

The PAMRG noted the application for membership from Charles Giliam and accepted him into the group.

CARRIED PAMRG/0088 – 27/07/2017

5 BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Actions and Outstanding Topics

Dec #	Task Date	Action / Topic	Update
PAMRG/0055	24/11/2016	THAT staff assess environment grants that may be available for lake information signage.	EOI submitted.
PAMRG/0071	23/03/2017	Correspondence received by Bill Duminski regarding feral cats	That the matter lay on the table.
PAMRG/0080	25/05/2017	THAT the Palmerston Animal Management Reference Group begins drafting a Cat Animal Management Plan.	That this matter be referred to the Top End Region Animal Management Group and a further update be provided to the next Palmerston Animal Management Reference Group meeting.
PAMRG/0081	25/05/2017	THAT a representative from the City of Darwin is asked to the next Palmerston Animal Management Reference Group Meeting to discuss pros and cons of cat management.	Completed.

6 NEW BUSINESS

6.1 Spay the Stray Program

Further work to be investigated prior to the next meeting.

6.2 Microchip Program

The group notes an annual microchip day is planned for the first “Brekkie in the Park” in May 2018 at Marlow Lagoon.

6.3 High Incidents Parvo Virus & Reporting Animal Incidents’

The Chair requested the Communications Officer include an article on Parvo Virus in the next edition of the Palmerston Sun promoting immunisation.

6.4 Common Registration Date

The group discussed the issue of a common registration date for animals through all Top End councils.

6.5 New Meeting Dates

The group changed and approved the meeting dates to the fourth Wednesday of every month for all future meetings.

7 CLOSURE

Meeting closed at 4.39pm.

ITEM NUMBER: 12.3.3 Activate 2017 Summary

FROM: Director of Community Services

REPORT NUMBER: 8/1294

MEETING DATE: 5 September 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.1 Healthy Communities

1.1 We are committed to providing quality health and family support services to our community

Summary:

Activate 2017 was successful once again in its 12th year. A total of 403 members participated in the program in 2017 up from 348 in the previous year. A total of 20 suppliers came on board and in combination offered a total of 369 physical activity sessions over 8 weeks. These activities were offered at various sites around Palmerston, including Johnston, Woodroffe, Goyder Square, Moulden, Gray, Rosebery, and Yarrawonga

RECOMMENDATION

THAT Council receives Report Number 8/1294.

Background:

Activate has operated in many different forms over its 12-year history and remains a very popular program in the Palmerston community.

General:

The most popular activities in this year's program include Boxing, Bootcamp Aqua and Zumba. Least popular on the program were Karate and Metafit. Throughout the 8 weeks of the program there were 2287 individual instances of exercise completed

In 2017 the participants also got the opportunity to join up for a virtual walk. The virtual walk was made up of teams of four which saw them travel from Darwin to Alice Springs. The top two teams who travelled more than 4000km between them were awarded prizes provided by our suppliers which included 5 pass classes to Lifestyle Studios, Reflexology vouchers and discounts off personalised eating plans.

The Activate program was promoted through the Council website, City of Palmerston and Activate Facebook Page, The Sun Newspaper, at various businesses around the city, Goyder Square TV and through our Activate Ambassadors. Registrations opened at Council Office and online on the 20th March through till 24th April.

After listening to the feedback from previous years, this year, registrations and payments were made available online. This process of joining proved very popular and reduced the impact of over 403 registrations being processed by Council Customer Service Staff.

Members who provided their email addresses when completing the registration form were communicated through weekly e-newsletters, Facebook posts, and website updates. The weekly newsletters informed Activate members if there were any class cancellations, provided healthy recipes and general news about health and fitness.

In total 69 out of 348 people completed the Activate Evaluation Survey. The surveys completed by Activate members demonstrated that a high percentage enjoyed the experience of Activate. A lot of people also stated that the program was great value for money.

There are also some opportunities for improvement; to run Activate over a longer period of time and more classes for seniors, Many Activate members also stated that they will continue to do the activities that they enjoyed doing over the eight weeks. Overall, the program was successful and the majority of people that participated in the program enjoyed it very much.

Some positive feedback is as follows;

"Got to try some new activities that I wanted to try but wasn't sure I wanted to commit to"

"The amount of activities available. The amount of health/fitness businesses in the Palmerston area that I had no idea about before. Activate is a wonderful and ingenious initiative"

"This program has changed the way I think about eating and exercise, here's to a happy and healthy me"

Financial Implications:

There are no financial implications. Funding for the Activate program was included in the 2016/17 operational budget

Legislation/Policy:

Recommending Officer: Jan Peters, Director of Community Services

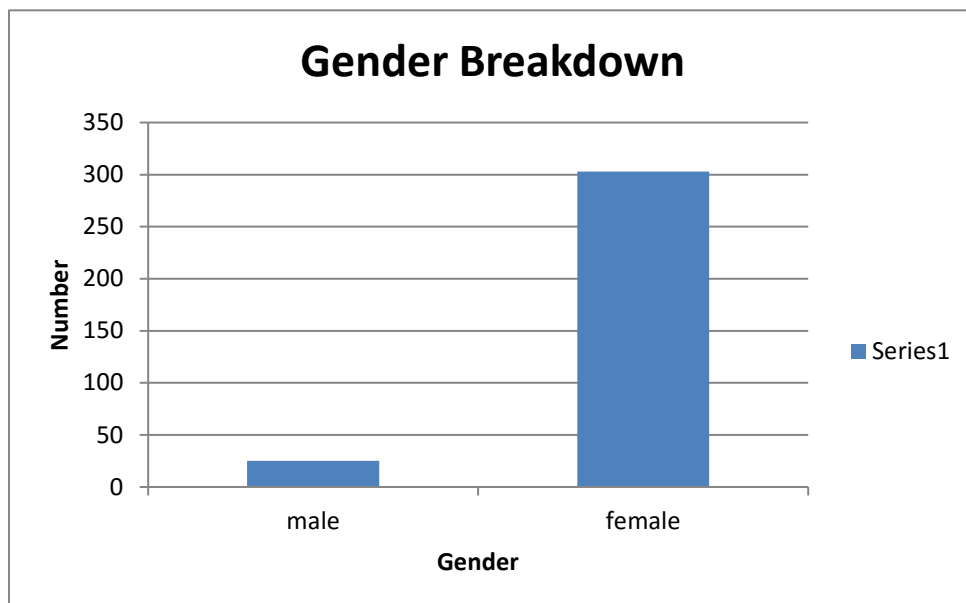
Any queries on this report may be directed to Jan Peters, Director of Community Services on telephone (08) 8935 9972 or email jan.peters@palmerston.nt.gov.au

Author: Danielle Norris, Community Development Officer

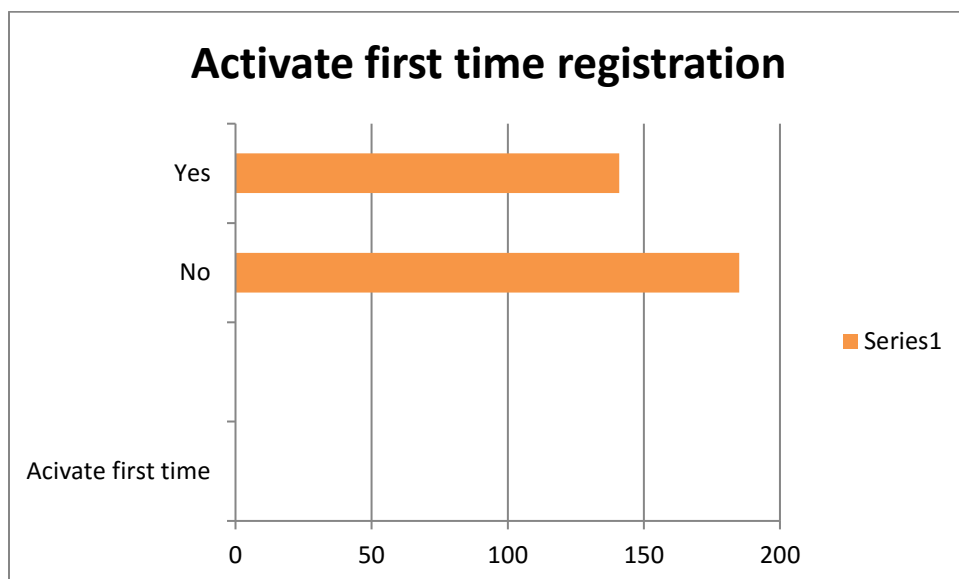
Schedule of Attachments:

Attachment A: Activate 2017 Statistics.

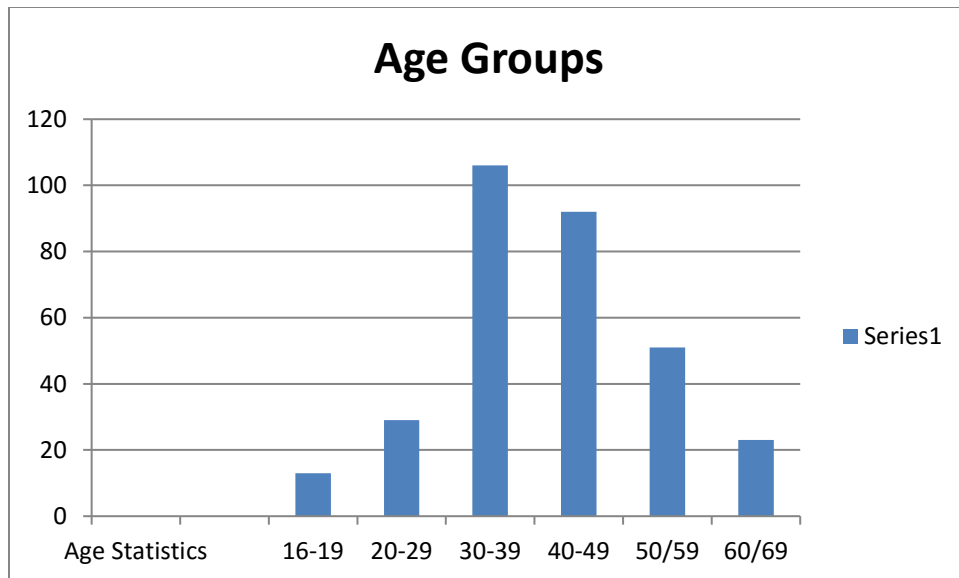


Statistics Activate 2017

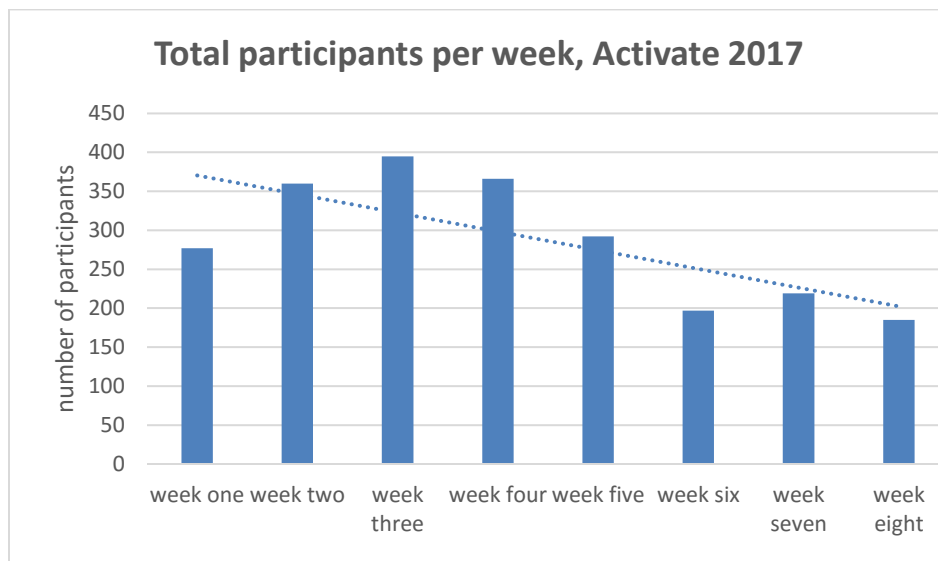
Female participation in Activate far outweighs Male participation. Increasing male participation in future years should be an objective



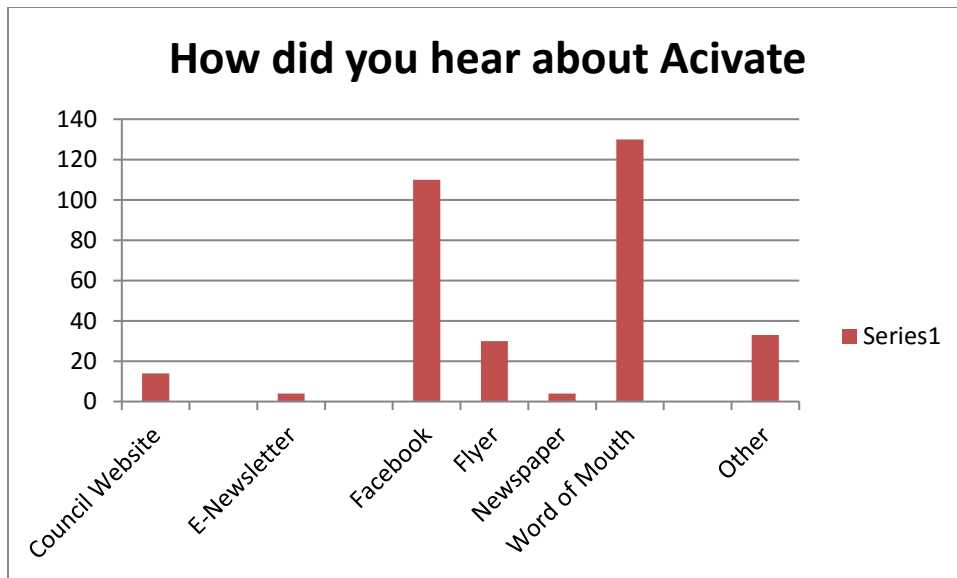
This year saw another 150 first time memberships around the same amount as the 2016 program



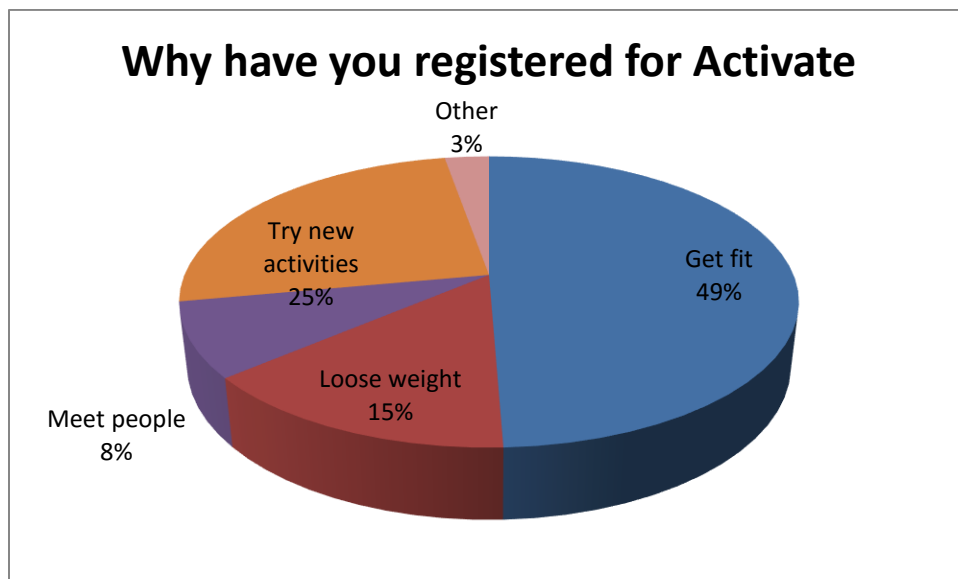
This graph shows that the Activate program is most popular with the 30-39 age group.



As you can see attendance drops off around week 6 with week one a lower attendance due to a public holiday.



This chart shows that Facebook and word of mouth are the main sources people were informed about the program



This pie chart indicates that 161 people registered for Activate to get fit, 82 to try new activities, 47 to loose weight, 27 to meet people and 9 people have registered for Activate for other reasons

Due to online booking system this year statistics are not as accurate as Checkfront data shows 329 participants and not the 403 registrations as it does not breakdown multiple registrations on bookings

ITEM NUMBER: 12.3.4 City of Palmerston Library – Stocktake Outcome
FROM: Director of Community Services
REPORT NUMBER: 8/1295
MEETING DATE: 5 September 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.3 Arts and Culture

1.3 We are committed to the fostering and promotion of arts and culture within our community, the awareness and promotion of our local history, and advocacy for increased cultural resources

Summary:

This report provides advice to Council of the change in the lending and availability of Palmerston Library items due to stocktake processes undertaken to gain transparency and accuracy of data with the new Library Management System.

RECOMMENDATION

THAT Council receives Report Number 8/1295.

Background:

A library stocktake is intended to maintain the quality and accessibility of the collection for the community.

In 2016; a new Library Management System was implemented in the Northern Territory. Prior to the implementation of the new library management system a stocktake was carried out in 2015.

General:

The City of Palmerston was closed to the public from 20th – 21st April 2017 to undertake the stocktake. Although the initial process of the stocktake was completed over the two (2) days, many other processes have since now been completed.

The stocktake enabled staff to identify missing items, ensure items were in their correct location, update library records and re-catalogue items not transferred into the new Library Management System.

Prior to the stocktake there were 34,249 items reported in the Library Management System, since the stocktake it is possible to report that there are 27,328 items, within the holdings there were many records / items that required re-entering due to not existing in the Library Management System. Library

Officers scanned a total of 18,236 items. The overall clean-up and completion of the stocktake was completed prior to the end of June 2017.

Overall, this action has improved the customer experience by eliminating inaccurate data which leads to incorrect information which can be misleading and reduce the positive experience of visiting the library.

Financial Implications:

Nil.

Legislation/Policy:

Nil.

Recommending Officer: Jan Peters, Director of Community Services

Any queries on this report may be directed to Jan Peters, Director of Community Services on telephone (08) 8935 9972 or email jan.peters@palmerston.nt.gov.au

Author: Sharon Tollard, Library Services Manager

Schedule of Attachments:

Nil.



ITEM NUMBER: 13.1.1 Naming of Park in Zuccoli after Mr William Kirkby-Jones

FROM: Director of Technical Services

REPORT NUMBER: 8/1283

MEETING DATE: 5 September 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

Summary:

This report seeks Council approval to amend the naming of “The William Kirkby Jones AM Memorial Park” in Zuccoli to align with Place Names Committee for the Northern Territory guidelines. The Committee recommends the amended naming be “William Kirkby Jones Park”.

RECOMMENDATION

1. THAT Council receives Report Number 8/1283.
2. THAT Council approve the amended park name as “William Kirkby Jones Park” and adjust signage to suit.
3. THAT Council approve installation of interpretative signage within the park that highlights the contribution made by Mr Kirkby-Jones.

Background:

The Park at Lot 12778 (14 Follington Street) Zuccoli was opened to the public in August 2013 and named “The William Kirkby Jones AM Memorial Park”.

The name was selected in order to honour the contribution made by Mr Kirkby-Jones as a pioneer in the land development and housing industry right across Australia prior to his death in 2015.

In June 2017, correspondence was received from the Place Names Committee outlining their concerns over the specific wording in the naming of the park (**Attachment A**).

In accordance with their naming conventions, the committee proposes that the approved name be registered as “William Kirkby Jones Park”. As such, recommending that the existing signage installed be altered to suit.

General:

The naming of the park was made in conjunction with the developer and endorsed by the Chief Minister. Prior to opening liaison was made with Mr Kirkby-Jones's family to gather their support. As such, the naming was fully endorsed by family.

Although amending the official naming of the park, this would not be intended in any part to detract from the intention of honouring Mr Kirkby-Jones for his contributions.

It is recommended that an interpretative sign be installed within the park to outline the reasoning behind the naming of the park. This would also outline and honour the contributions made by Mr Kirkby-Jones in terms of land development and his role within Zuccoli.

Financial Implications:

There will be a small financial implication in the amendment to the existing signage already installed in the Park and the additional interpretative signage. The works can be accommodated within current budget allocations.

Legislation/Policy:

There are no legislation or policy implications for Council because of these proposals.

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: Malcolm Jones, Manager Infrastructure and Maintenance

Schedule of Attachments:

Attachment A: Letter from Place Names Committee for the Northern Territory, - Naming of Park in Zuccoli after Mr William Kirkby Jones.

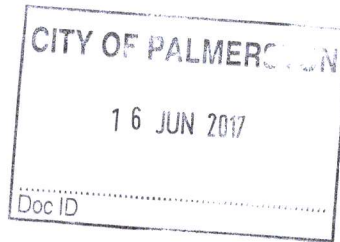


Place Names Committee for the Northern Territory

Attachment A

Telephone (08) 8995 5333
E-mail: place.names@nt.gov.au
Web: www.placenames.nt.gov.au

Level 1, Arnhemica House
16 Parap Road
Parap NT 0820
GPO Box 1680
Darwin NT 0801



Our Ref: pnjobfile2017/0014

Mr Ricki Bruhn
Chief Executive Officer
City of Palmerston
PO Box 1
Palmerston NT 0831

ricki.bruhn@palmerston.nt.gov.au

Dear Mr Bruhn

NAMING OF PARK IN ZUCCOLI AFTER MR WILLIAM KIRKBY-JONES

At its 202nd Meeting on 2 June 2017, the Place Names Committee for the Northern Territory (the Committee) considered advice that a park in Zuccoli has been signed "The William Kirkby Jones AM Memorial Park".

The Committee is established under section 5 of the *Place Names Act* (the Act) and is responsible for the naming of places in the Northern Territory. Under the Act, the Committee makes recommendations to the Minister for Infrastructure, Planning and Logistics for the naming of places in the Territory.

The park at Lot 12778, Town of Palmerston, addressed at 14 Follington Street, Zuccoli, has had signage installed to show the name "The William Kirkby Jones AM Memorial Park" and it has not gone through the place naming process. It is noted that the Chief Minister at the time opened the park; however, the Chief Minister does not have the responsibility for the naming of places under the Act.

Local Government councils are consulted and can propose names for places within its local government area to the Committee for consideration, but it is the Minister for Infrastructure, Planning and Logistics who has the powers to approve the naming of a place, with advice from the Committee. A place name is not official and should not have signage installed until approved by the Minister and entered in the Place Names Register at <http://www.ntlis.nt.gov.au/placenames/>

Should the name "The William Kirkby Jones AM Memorial Park" have been proposed to the Committee as is usual process, the Committee confirmed it would have been supportive in commemorating Mr William Kirby-Jones, noting his significant contributions to the Northern Territory; however, the name of the park recommended would have reflected appropriate naming conventions. The Committee noted that the definite article "The" is avoided in current place naming practices nationally, an individual's post nominal is not included in a place name, and that "Memorial" has not been used in a place name in the Northern Territory since 2004. Individuals commemorated in Northern Territory place names are

deceased, so the naming itself is a commemoration/memorial and does not require specific acknowledgement by the inclusion of the word "Memorial" in the name of the place.

In consideration of place naming conventions, and to recognise the contributions of Mr William Kirkby-Jones to the development of the Northern Territory, as a leader in the housing industry, and to sustainable land development, the Committee recommends the naming of "William Kirkby Jones Park".

The Committee now invites you to propose comment on the naming of "William Kirkby Jones Park", including details of consultation with surviving next of kin. The Committee meets quarterly with its next meeting scheduled for early September 2017, so should you wish to provide comment for that meeting, please provide documentation to place.names@nt.gov.au or GPO Box 1680, Darwin NT 0801, by close of business Friday, 1 September 2017.

If you require further information on the place naming process, please see the Committee's website at <https://placenames.nt.gov.au/> or contact me on telephone 8995 5334 or email place.names@nt.gov.au

Yours sincerely



Cassandra Arnott
Secretary Place Names Committee
13 June 2017

ITEM NUMBER: 13.1.2 Community Benefits Scheme – August 2017
FROM: Director of Community Services
REPORT NUMBER: 8/1285
MEETING DATE: 5 September 2017

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 provides Council with a summary of the Community Benefits Scheme applications processed for the month of August 2017.

RECOMMENDATION

THAT Council receives Report Number 8/1285.

Background:

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

General:

Please see attached a table listing all funding applications and acquittals processed during August 2017.

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 2017/2018.

Purchase Orders raised in anticipation of invoices to be received for multiple-year funding arrangements are reflected as committed funds.

During the financial year 2017-2018 there are three such multiple-year funding arrangements, which will be disbursed before June 2018:

- RSL Palmerston (\$10,000) to support the 2018 ANZAC Day celebrations, This is the final year of payment under the current Memorandum of Understanding.
- Palmerston and Rural Seniors Committee (\$12,000) to support the 2018 Seniors Fortnight program of activities. This is the second of three years covered by the current Memorandum of Understanding.

- Touch Football NT (\$13,000) to support the 2018 Touch Football NT Finals
This is the second of three years covered by the current Memorandum of Understanding.

Together these comprise approximately one third of the annual budget for the Community Benefit Scheme.

Next financial year, 2018-2019, Palmerston RSL and Touch Football NT will receive the same amounts of funding as this year, as per their Memoranda of Understanding.

The Sister City agreement with Aridagawa, Japan, includes a student scholarship component, which will be described more fully in a future report, as there have been recent changes to both the schools and their scholarship programs.

Although schools are ineligible to apply for funding generally, each Palmerston school is offered a \$100 donation for a Community Service Award, and all but three schools have accepted to date.

City of Palmerston commits to setting an amount in its budget process dedicated to initiatives governed by the FIN18 Policy. Where budgeted funds are not expended during the financial year, excess funds will be transferred to a Reserve which will be maintained at no greater than \$100,000 annually. The Community Grant Reserve total currently remains at \$100,000.

Financial Implications:

The budget for the 2017/2018 year for grants, donations, scholarships and sponsorships is \$100,000. Due to the successful distribution of funds to the community the available budget to date rests at \$53,577.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

Recommending Officer: Jan Peters, Director Community Services

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

Author: Jan Peters, Director Community Services

Schedule of Attachments:

Attachment A: Applications/Acquittals Processed Summary August 2017, Expenditure to Date



Attachment A: Applications/Acquittals Processed Summary August 2017, Expenditure to Date

Community Benefits Scheme

Applications Received

Activity Project	Applicant	Amount Requested	Amount Received	Outcome
Annual Schools community awards	Bakewell Primary School Driver Primary School Durack Primary School Good Shepherd Lutheran School Gray Primary School Palmerston Christian School Palmerston Senior College Rosebery Middle School Rosebery Primary School Forrest Parade School Sacred Heart Primary School	\$100 each	\$1,100 total	Successful (3 schools remaining)
Purchase of information pack bags	Wildcare Inc.	\$2,000	n/a	Successful
Voucher to auction at Fundraising event - purchased Cicada Lodge Accommodation Voucher	Camp Quality	\$2,000	\$1622.73	Successful
Art supplies and promotion material	Top End Mental Health Consumer Organisation	\$2,000	\$2,000	Successful
<i>ANZAC Day 2018 Event</i>	<i>RSL Palmerston</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>Carried Forward - Successful</i>
<i>Touch Football NT Titles</i>	<i>Touch Football NT</i>	<i>\$13,000</i>	<i>\$13,000</i>	<i>Carried Forward - Successful</i>
<i>Palmerston and Rural Seniors Committee</i>	<i>Seniors Fortnight 2018</i>	<i>\$12,000</i>	<i>\$12,000</i>	<i>Carried Forward - Successful</i>

Attachment A: Applications/Acquittals Processed Summary August 2017, Expenditure to Date

Acquittals Received

Applicant	Activity Project	Amount Granted

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	11,423	35,000	46,323	100,000	53,577

ITEM NUMBER: 13.1.3 Farrar Boulevard and Zuccoli Parade Proposed Handover
FROM: Director of Technical Services
REPORT NUMBER: 8/1286
MEETING DATE: 5 September 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

Summary:

This report outlines the status of the process of Northern Territory Government (NTG) handing over road and landscape assets to the City of Palmerston (CoP) within The Johnston Spine Road (Farrar Boulevard) and within Zuccoli (Zuccoli Parade). CoP would then take on liability and costs associated with the ongoing maintenance for the relevant sections accepted by CoP.

RECOMMENDATION

THAT Council receives and notes Report Number 8/1286.

Background:

The northern portion of Farrar Boulevard between Temple Terrace and the southern boundary of Farrar is currently a Council controlled road and therefore does not form part of this report.

Farrar Boulevard (The Johnston Spine Road), portion of the road from Farrar's southern boundary through to Lambrick Avenue (**Attachment A**) was developed by the NTG as part of the forward / head works associated with the development of the suburb of Johnston and remains the responsibility of the NTG.

Since early 2016, Council officers have been in discussion with representatives of NTG – Department of Infrastructure, Planning and Logistics (DIPL) to review the condition of the road and surrounding assets. The assets under evaluation include roads, roundabouts, footpaths, verges, landscaped areas, signage, stormwater and irrigation systems.

CoP has prepared a defect summary and cost estimate identifying works and or payments that need to be resolved to facilitate this handover prior to acceptance of the assets.

The inspection and discussions outlined that key issues related to the acceptance by CoP were due to works and installations for the landscaping and irrigation systems which did not meet the expectations of the CoP. Other defects identified included footpaths and road pavements.

Zuccoli Parade, was developed by NTG as part of the forward / head works associated with the Zuccoli subdivisions.

The development of Zuccoli Parade by NTG has resulted in sections of Zuccoli Parade that do not comply with Council's development guideline road classification requirements in relation to traffic volumes and driveway access.

The main issue is that the NTG designed for direct driveway access onto Zuccoli Parade where high traffic flow volumes were expected, contrary to CoP road classification requirements. The current data shows that Zuccoli Parade exceeds the generalised limits set down for a Primary Collector. Direct driveway access onto busy roads increases the likelihood of accidents. Therefore, Zuccoli Parade has been split into there (3) sections as follows:

Zuccoli Parade (see Attachment B)

Section	Location	Traffic	Driveways	Comment
1	Between Lambrick Avenue and the roundabout at Crosby Street/Tuckeroo Boulevard (West Loop Road) intersection	Very High	No	To be considered for acceptance by CoP
2	Between the roundabout at Crosby Street/Tuckeroo Boulevard intersection and the Roundabout at Bloodwood Street (South Loop Road)	High	Yes	NTG to provided letter indemnifying CoP from driveway risk/accidents, if CoP is to consider acceptance
3	Between the Roundabout at Bloodwood Street (South Loop Road) and the intersection of Silverleaf Road	Acceptable	Yes	To be considered for acceptance by CoP

To date there have been brief inspections of the physical assets, but no defined joint review.

Tuckeroo Boulevard (West Loop Road) (see Attachment C)

Section	Location	Traffic	Driveways	Comment
1	Between the Zuccoli Parade roundabout and Lasiandra Avenue/Feather Top Circuit intersection	High	Yes	NTG to provided letter indemnifying CoP from driveway risk/accidents, if CoP is to consider acceptance
2	Lasiandra Avenue/Feather Top Circuit intersection and the Southern Connector Road intersection	Acceptable	Yes	To be considered for acceptance by CoP. Still under development

General:

Inspections and negotiations between Council Officers and NT Representatives are ongoing at this stage. A summary of status is as below:

Farrar Boulevard

- Irrigation – a joint walkthrough was conducted on the 30th July 2017 to review the works completed to date on the irrigation system. The inspection highlighted many issues and concerns with the works and the system as a whole. Since the inspection, the irrigation contractor working on behalf of the NTG has been rectifying the issues. The Farrar Boulevard irrigation is near a point of acceptance.
- Landscaping – CoP outlined concerns with the intended vegetation planted within the verge landscaped areas at time of construction. During early handover inspections in 2016, CoP have outlined issues that they would foresee as being acceptable in order to accept the landscaping. The landscaping works to achieve conformance would include removal of a large amount of inappropriate species and specimens that are either dying or struggling in the environment, removal of vegetation affecting other safety (vehicle site lines) or other services, spraying to kill off weeds, mulching of landscaped beds, replanting and establishment of new vegetation including selection of more appropriate species and monitoring, irrigation and upkeep of areas until landscape is established.
- Stormwater – As a usual process of handover of underground stormwater assets such as pits and drains, a remote CCTV inspection is undertaken of the works in order to review the standard and condition of the assets. This has not yet been provided to council for review. As such, no condition rating or assessment of handover is possible for the stormwater system.
- CoP Fees – 1.5% of the value of the asset gifted to CoP must be paid before CoP accepts the assets. This has not been paid at this time.

Zuccoli Parade

- Irrigation – a preliminary joint walkthrough was conducted on the 30th July 2017. During this there were numerous issues raised. NTG are working to repair and upgrade the works as required.
- Landscaping – No full inspection between parties has been conducted. Preliminary discussions and inspection have been held.

Tuckeroo Boulevard

- No full inspection between parties have been conducted.

Financial Implications:

There are financial implications regarding the following;

- Proposal, negotiation and agreement upon possible handover of funds such that CoP will undertake rectification / upgrade works as required.
- Inclusion of additional assets in maintenance budgets including landscaping, mowing, and civil works (roads, drainage)
- Inclusion of valuation of new asset within Council Assets including allowances for depreciation.

To close out the issue of the roads handover to CoP the NTG is considering paying CoP for the value of outstanding work. Negotiations are continuing.

Legislation/Policy:

There are no legislation or policy implications for Council because of these proposals.



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: Malcolm Jones, Manager Infrastructure and Maintenance

Schedule of Attachments:

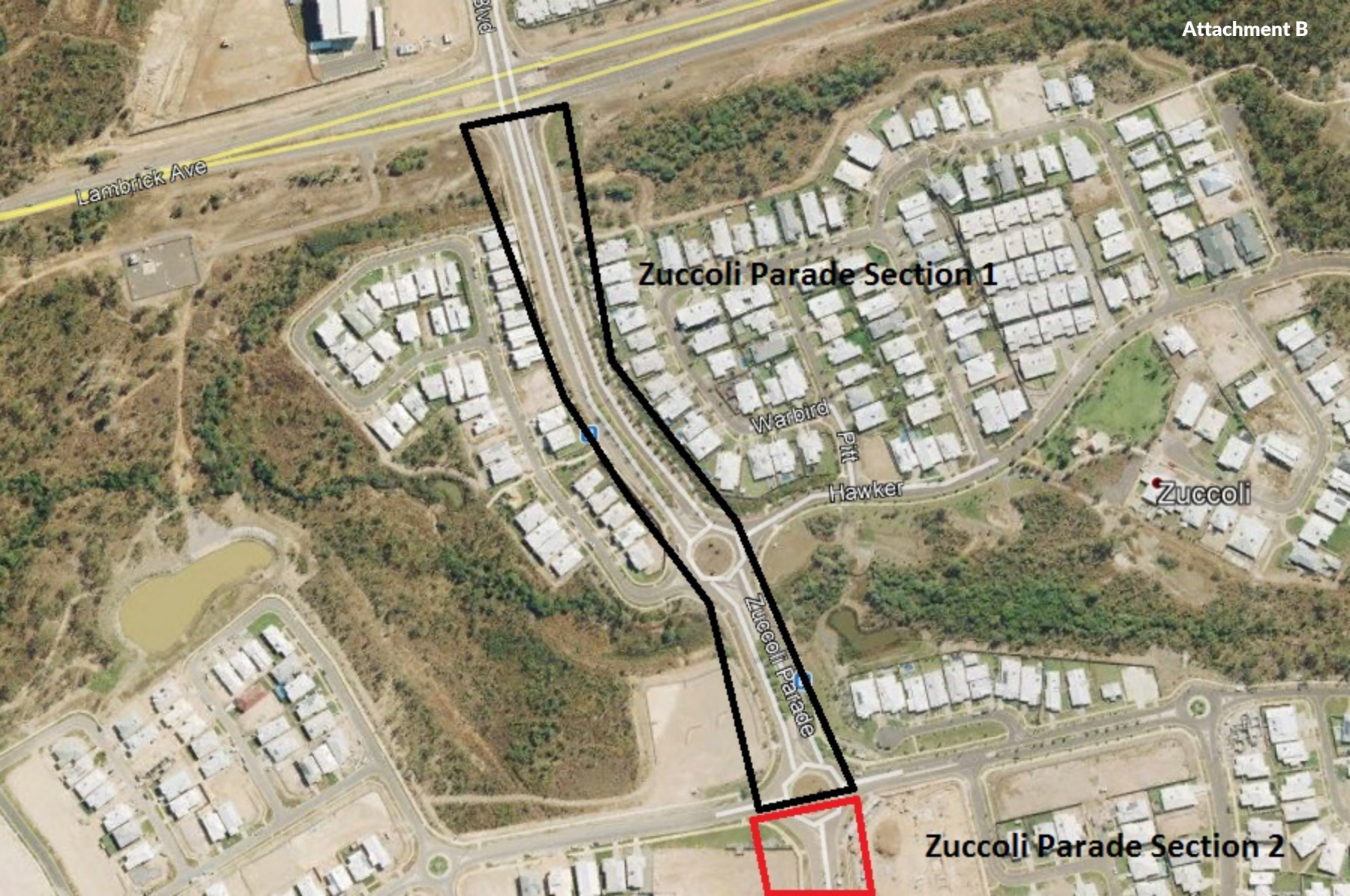
Attachment A: Farrar Boulevard intended handover roads

Attachment B: Zuccoli Parade intended handover roads

Attachment C: Tuckeroo Boulevard handover roads



Farrar Boulevard**(The Johnston Spine Road)**



Zuccoli Parade Section 1

Warbird

Pitt

Hawker

Zuccoli

Zuccoli Parade

Zuccoli Parade Section 2

Zuccoli Parade Section 2

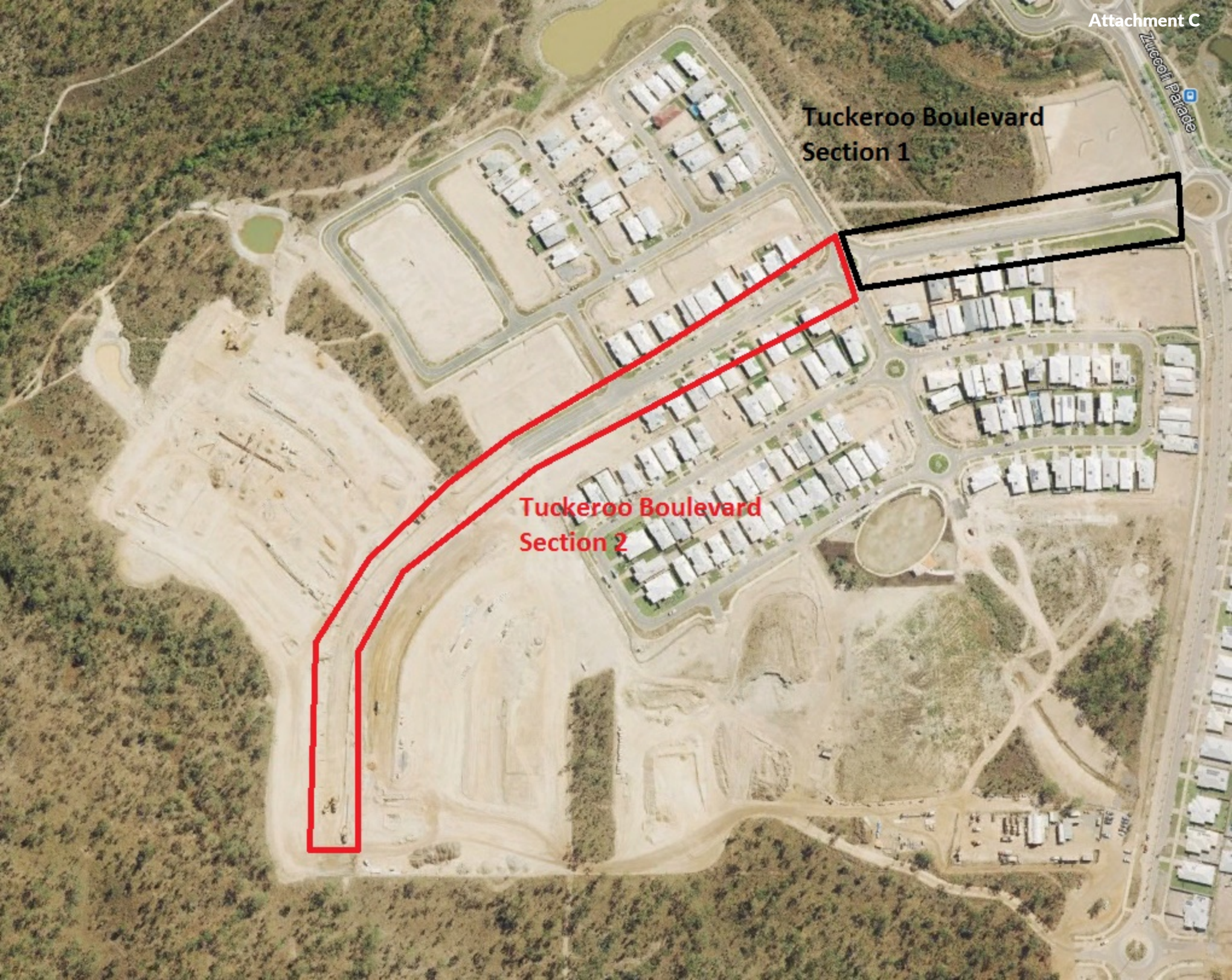
Zuccoli Parade Section 3



Zuccotti Parade

Tuckeroo Boulevard
Section 1

Tuckeroo Boulevard
Section 2



ITEM NUMBER:	13.1.4	Liquor Licence Application for Riva Café located at Lot 14256 (123) Flynn Circuit, Bellamack
FROM:		Director of Technical Services
REPORT NUMBER:	8/1288	
MEETING DATE:	5 September 2017	

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

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

Summary:

This report outlines issues to be considered by Council in regard to the liquor licence application lodged for Riva Café on Lot 14256 (123) Flynn Circuit, Bellamack.

RECOMMENDATION

1. THAT Council receives Report Number 8/1288.
2. THAT Council endorses Attachment A to Report Number 8/1288.

Background:

The lot is within Zone C (Commercial) and is surrounded by other sites in the same zone that are part of the commercial centre in Bellamack. The site is bordered to the north west by Chung Wah Terrace, to the north east and south east by land in Zone CP (Community Purpose) and to the south west by land in Zone MD (Multiple Dwelling).

The application proposes to achieve a liquor licence for a themed fusion restaurant of French/Portuguese with East Timorese Twist style proposed to be opened at the premises. The application requests trading hours of Monday to Sunday (7 days per week) - 10:00hrs to 23:00hrs with no trading on Good Friday or Christmas Day and normal trading hours on all other public holidays. The application also proposes the sale and consumption of liquor to be ancillary to a meal.

General:

Section 47F (2) of the Liquor Act indicates that “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.”

It is considered that the proposed conditions of the licence clearly indicate the intent for the premises to operate as a restaurant. There are other restaurant/tavern ventures in the same complex with hours in excess of those proposed for the subject business and which allow the takeaway service of alcohol. A review of other restaurants in Palmerston indicates that the proposal is in line with the approved licences for these restaurants.

Assessment of merit of proposal

There are no expectations that the subject proposal will result in any negative changes to the amenity of the neighbourhood or the health, education, public safety or social conditions in the community as a result of the subject proposal that is similar in nature to other approved restaurant premises within the municipality, and as such, no objection 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

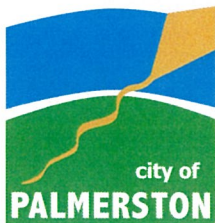
Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Schedule of Attachments:

Attachment A: Council's letter of comment for a liquor licence application for Riva Café on Lot 14256 (123) Flynn Circuit, Bellamack.

Attachment B: Liquor Licence Application.





Please include the following reference in all correspondence

ID: *MAS:ws* 30/08/2017 - P14256

30/08/2017

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

Ashley Brown
Licensing NT
Department of Attorney-General and Justice
GPO Box 1154
DARWIN NT 0801

Dear Ashley

Liquor Licence - Lot 14256 (123) Flynn Circuit, Bellamack

Thank you for the Liquor Licence Application referred to this office on 9 August 2017, concerning Lot 14256 (123) Flynn Circuit, Bellamack. This letter will be placed before Council at its next meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

I advise that Council supports the granting of a Liquor Licence of this nature. The licence will offer patrons the ability to consume alcohol with a meal in the controlled confines of a restaurant. There will be no takeaway alcohol offered to restaurant patrons.

If you require any further discussion in relation to this application please feel free to contact me on 8935 9922.

Yours sincerely

Mark Spangler
Director of Technical Services



LIQUOR ACT**1st NOTICE OF APPLICATION FOR GRANT OF NEW LIQUOR LICENCE**

The Director of Maubere Coffee Pty Ltd, hereby give notice that they have applied to the Director-General of Licensing for a "Restaurant Liquor Licence" for the premises to be known as Riva Café Restaurant Bar, located at 127 Flynn Court, Bellamack, NT 0832.

Proposed Business Trading Details:

- The primary business to be conducted on the premises is that of a themed fusion of French/Portuguese with East Timorese Twist style restaurant.

Proposed Liquor Trading Hours:

- Monday to Sunday (7 days per week) - 10:00hrs to 23:00hrs
- Sale and consumption of liquor to be ancillary to a meal
- No trading Good Friday or Christmas Day
- Normal trading hours on all other public holidays

This is the first notice of application. The notice will be published again on Wednesday 26 July, 2017.

The objection period is deemed to commence from 26 July, 2017 and expire on 25 August 2017.

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 (08) 8999 1800. Objections to this application should be lodged in writing with the Director-General of Licensing, Licensing NT, GPO Box 1154, Darwin, or e-mailed to director-generaloflicensing.dob@nt.gov.au within thirty (30) days of the commencement date of the objection period.

Dated this 22 July 2017

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	Manbere Coffee Pty Ltd
Address of applicant	Pletcher Accounting Pty Ltd U 31, 12 Carlton Court Woolner 0820
Postal address of applicant	Same as above
Telephone	0420687579
Email	jnrivalland@gmail.com
Full name and address of Nominee (if applicable)	Joseph Nicolas Rivalland 17 Annunciata St Bellamack 0832
Address/location of proposed licensed premises	123 Flynn Circuit Bellamack 0832
Trading name of proposed licenced premises	Riva Café Restaurant Bar
Nature of business associated with licence applied for (e.g. supermarket, hotel, etc.)	Restaurant Cafe

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

Will any other person or entity have a financial interest in the business? If so, provide details:

Maria Alves



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	JOSEPH NICOLAS RIVALLAND		
Address of applicant	17 Annunciata street Bellamack 0832 NT		
Postal address of applicant	Same as above		
Telephone	0420687579	Facsimile	
Email	jnrivalland@gmail.com	Website	
Full name and address of Nominee (if applicable)	Joseph Nicolas Rivalland.		
Address/location of proposed licensed premises	127 Flynn crt Bellamack 0832		
Trading name of proposed licenced premises	Cafe @ 127 Flynn Riva Cafe Restaurant Bar		
Nature of business associated with licence applied for (e.g. supermarket, hotel, etc.)	Cafe 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			
Will any other person or entity have a financial interest in the business? If so, provide details:			
No			

Application for the Grant of a Liquor Licence

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

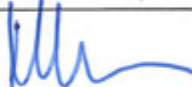
Have any of the applicants (including directors of companies or committee members of club) ever been a defendant in a civil lawsuit for breach of duty of care? If so, provide details:

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	22.05.17
Signature of applicant(s)		Date	
Signature of applicant(s)		Date	

Application for the Grant of a Liquor Licence

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			
Trading name of premises	Cafe @ Flynn ¹²⁷ Bellamack		
Address/location of premises	127 Flynn crt Bellamack 0832		
4. Nominated persons details			
Full Name and any alias(es) of proposed manager/nominee	Joseph Nicholas Rivalland		
Date of birth	23-02-79	Place of birth	Mauritius
Address	17 Annuncinta street Bellamack 0832 NT		
Occupation	Business Owner - Hospitality		
Phone	0420687579	Facsimile	
Mobile	0420687579	Email	jnrivalland@gmail.com
Length of time in the Northern Territory	5 years	Period of residence in Australia	15 years
If naturalised, can papers be produced?			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
What is your marital status? (including defacto)		Married	
Name of Spouse (including defacto)		Maria Alves	
Occupation of spouse/defacto		Business Owner	
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	Management of Bars - VK - restaurants / Bar / wine bar Melbourne VIC - Sailing club NT il Lido NT		
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

Application for the Grant of a Liquor Licence

Has the proposed manager/nominee ever been arrested, charged or summonsed for an offence anywhere (*exclude spent convictions*)? If so, provide details:

No

Has the proposed manager/nominee ever been convicted of any offence anywhere (*exclude spent convictions*)? If so, provide details:

No

Has the proposed Manager/Nominee ever been a party in a civil lawsuit (*exclude spent convictions*)? 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 ☒

No ☐

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

22.5.17

Application for the Grant of a Liquor Licence

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>)			
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>)			

Application for the Grant of a Liquor Licence

Application for the Grant of a Liquor Licence**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 25A of the <i>Liquor Act</i> . The affidavit must be in the form of a statutory declaration. Licensing inspectors are available to offer assistance should it be required.	Yes <input type="checkbox"/>
d)	Site and floor plans (drawn in accordance with the attached approved guidelines.)	Yes <input type="checkbox"/>
e)	Proof of title, lease or right to occupy the premises. (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.)	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"/>

Application for the Grant of a Liquor Licence

Application for the Grant of a Liquor Licence		
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>Manager Territory Business Centre GPO Box 9800 Darwin NT 0801</p> <p>Or</p> <p>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 checked="" 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"/>

Application for the Grant of a Liquor Licence

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 checked="" 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 checked="" type="checkbox"/>
p)	Boarding house certificate, if applicable	Yes <input checked="" 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"/>

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 (form enclosed) 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. (Contact Licensing NT for further details and to book an appointment for the test)	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. (List of providers attached)	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)	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 type="checkbox"/>
b)	A Site Plan showing: <ul style="list-style-type: none"> i) showing an outline (delineated in red) 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"/>

Application for the Grant of a Liquor Licence

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"/>
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.		
13.	Director-General of Licensing requirements for "club" constitutions	
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:		
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>		

Application for the Grant of a Liquor Licence

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			
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			
Phone	0406 548 224	Email	tonv@trainingplusnt.com
Website	http://www.trainingplusnt.org.au		
Method of delivery	<ul style="list-style-type: none"> In person Online 		
Charles Darwin University ABN: 54 093 513 649 NTIS code: 0373 Tourism, Hospitality, Sport & Recreation (Top End) Palmerston Campus University Avenue Palmerston NT 0830			
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 		
Alice Springs Tourism & Hospitality (Central) Grevillea Drive Alice Springs NT 0870			
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 		
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			
Phone	(08) 8945 6048	Facsimile	(08) 8927 5799

NORTHERN TERRITORY OF AUSTRALIA

AFFIDAVIT

WE, JOSPEH NICOLAS RIVALLAND AND MARIA JOAO CHANG CAEIRO ALVES
OF RIVA CAFÉ RESTAURANT BAR

In Darwin in the Northern Territory of Australia make oath/affirm as follows:-

We are the principal executive officers of **Maubere coffee Pty Ltd t/a Riva café restaurant bar** Pursuant to Section 26A of the Northern Territory Liquor Act and subject to subsection (4), that there are no other person/s other than JOSPEH NICOLAS RIVALLAND AND

MARIA JOAO CHANG CAEIRO ALVES

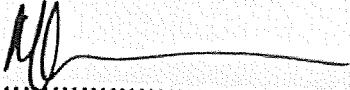
who will by any lease, agreement or arrangement be able to influence any decision made by the Director in relation to the sale of liquor or the sale and consumption of liquor.


Pursuant to Section 26A of the Northern Territory Liquor Act Section 26A subsection (5) that there is no other person other than the Director JOSPEH NICOLAS RIVALLAND and shareholder MARIA JOAO CHANG CAEIRO ALVES who by any lease, agreement or arrangement may expect any benefit from **Maubere coffee Pty Ltd t/a Riva café restaurant bar** in relation to the sale of liquor or the sale and consumption of liquor.

The matters stated in this affidavit that are within my personal knowledge are true. All other matters stated in the affidavit are true to the best of my knowledge, information and belief. Where I give any estimate in the application, it is based on knowledge, information and belief and is given in good faith.

SWORN/AFFIRMED by the applicant

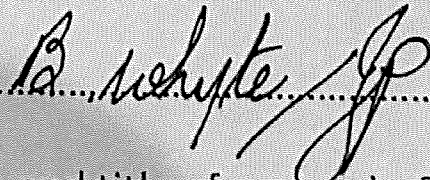
At
on this 7 day of July 2017

Joseph Nicolas Rivalland


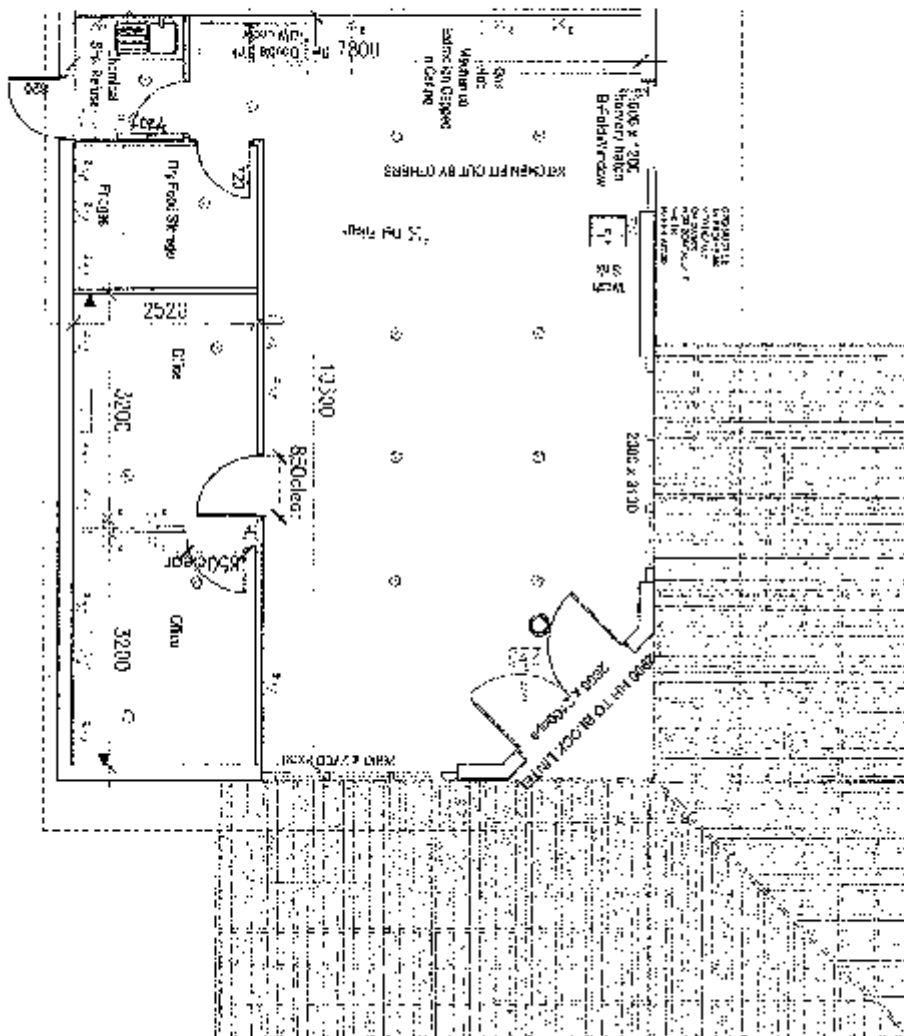
Maria Joao Chang Caciro-


(Signature of Deponents)

Barbara Whyte
Justice of the Peace
Northern Territory
Registration No. JP0083
Telephone: (08) 8931 0792


(Signature and title of person before whom
affidavit is sworn/affirmed)

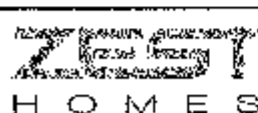
Shop 2 Cafe & Real Estate 83.5m²

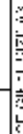


123 Flynn Circuit

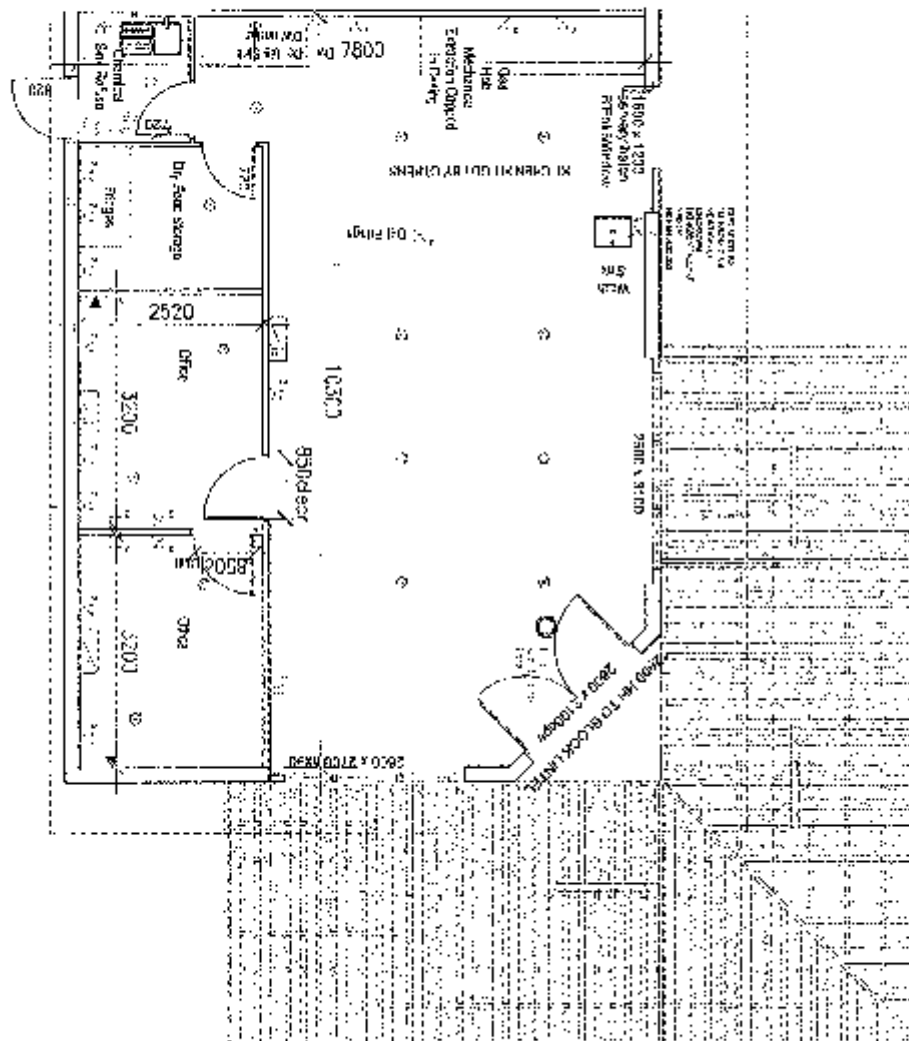
SHEET SIZE: A4
DATE: 11.02.15
SCALE: 1:100

ZEST HOMES
PO Box 506
5800 Darwin, Australia





Shop 2 Cafe & Real Estate 83.5m²



ELECTRICAL LEGEND

- RELVANTIX (FOR SIMILAR) SPLIT AIRCOND TIONING - REFER TO SPEC
- DOUBLE GPO TO BE MOUNTED 150 ABOVE BENCH, 400 ABOVE PFL, GENERALLY 1500 ABOVE PFL FOR W/ CLOTHES DRYER & FRIDGE
- Down light Unless Stated Otherwise
- FURC OUTER LIGHT
- ▼ DATA POINT - 300 ABOVE PFL ADJACENT TO GPO
- INTERNAL PANEL ENCLOSURE FOR NBN
- EXTERNAL PANEL ENCLOSURE FOR NBN
- ELECTRIC FAN
- EMERGENCY EXIT LIGHT

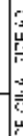
123 Flynn Circuit

SHEET SIZE: A4
DATE: 11.02.18
SCALE: 1:100

ZEST HOMES
PO Box 909
BPOI Darwin, Australia



ZEST HOMES
123 FLYNN CIRCUIT
DARWIN NT 0810000000



MAUDERE COFFEE PTY LTD

T/A RIVA CAFÉ RESTAURANT BAR

LOCATION 123 FLYNN CIRCUIT BELLAMACK 0832

Proposal to apply for a liquor licence by Joseph Nicolas Rivalland- proposed licensee

DESCRIPTION OF THE SERVICES TO BE PROVIDED

Summary

The restaurant will be themed as a fusion of French/Portuguese with East Timorese twist. We want people to enjoy a few drinks and have a meal for lunches and dinners

So, the theme is cosy, family oriented and friendly relaxed atmosphere. Loud music is not proposed for this venue.

Target audience: mature 30+

Type of alcohol for sale:

- Bottled beers
- Portuguese/French Wine
- Sparkling wine
- Champagne
- Cocktails- Spirits

Time of Service:

Monday to Sunday 10am to 11pm from Lunch time to Dinner

Benefits to the business:

- Opportunity to tap in private functions like xmas parties and birthday parties
- Provide a traditional and unique European style dining experience
- A different option available to Palmerston residents for a quiet environment to enjoy a meal with a drink
- No betting involved
- No loud music involved. No big screens. No afl/nrl or other codes games on
- Chill relax mood for different niche market .

MAUBERE COFFEE PTY LTD

T/A RIVA CAFÉ RESTAURANT BAR

LOCATION 127 FLYNN CIRCUIT BELLAMACK

DESCRIPTION OF THE SERVICES TO BE PROVIDED

Summary

The restaurant will be themed as a fusion of French/portuguese place serving typical dishes from south france and Portugal.

We will request for a full licence, however we will only serve bottled beers, wines and champagne. Also, we will include some cocktails.

We want to serve mainly wines to people with their meals or people can have a few cocktails or champagne before their meals

So, the theme is cosy, family oriented and friendly relaxed atmosphere. Loud music is not proposed for this venue

Target audience: mature 35 and above

We want to serve alcohol from 5pm- 10pm Wednesday to Friday and from 12pm to 10 pm Saturdays and Sundays

Facilities at the shop:

Security cameras inside and outside the shop

Storage room available

Alcohol to be served and stored

- French/portuguese wines
- Bottled beers
- spirits

Trading hours:

Breakfast and lunches

Wed to Sundays 630 am to 130pm

Dinners

Wednesday to Sunday 5pm to 10 pm

MAUBERE COFFEE PTY LTD

T/A RIVA CAFÉ RESTAURANT BAR

LOCATION 123 FLYNN CIRCUIT BELLAMACK 0832

Proposal to apply for a liquor licence by Joseph Nicolas Rivalland- proposed licensee

DESCRIPTION OF THE SERVICES TO BE PROVIDED

Summary:

The restaurant will be themed as a fusion of French/Portuguese with East Timorese twist. We want people to enjoy a few drinks and have a meal for lunches and dinners

So, the theme is cosy, family oriented and friendly relaxed atmosphere. Loud music is not proposed for this venue.

Target audience: mature 30+

Type of alcohol for sale:

- Bottled beers
- Portuguese/French Wine
- Sparkling wine
- Champagne
- Cocktails Spirits

Time of Service:

Monday to Sunday 10am to 11pm from Lunch time to Dinner

Benefits to the business:

- Opportunity to tap in private functions like xmas parties and birthday parties
- Provide a traditional and unique European style dining experience
- A different option available to Palmerston residents for a quiet environment to enjoy a meal with a drink
- No betting involved
- No loud music involved. No big screens. No afl/nrl or other codes games on
- Chill relax mood for different niche market.

Section 6 (2) Public Interest, statement concerning.

In reference to a Liquor Licence, the following areas of the Act need to be answered from section 2 (a to n)

Answers may be in dot point and may or may not be applicable to your type of Licence or premises, please answer to your best ability and knowledge.

6

Public interest criteria in respect of licence or licensed premises

(1) When the Director-General of Licensing has regard to the objects of this Act in:

(a) considering or determining an application under this Act in respect of a licence or licensed premises; or

the Director-General must, when taking into account the public interest in the sale, provision, promotion and consumption of liquor, consider any of the criteria specified in subsection (2) that are relevant to the application or conditions.

(2) For subsection (1), the criteria are the following:

(a) harm or ill-health caused to people, or a group of people, by the consumption of liquor is to be minimised;

- encourage drinking water to patrons
- Monitor the crowd on premises
- check ids
-

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

- no shots allowed on premises
- identify patrons who drink fast and order in quick repetitions - and stop them from drinking or
- ordering too fast
- discourage / disallowed cheap drinks promotions

(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;

- no loud music allowed on premises
- have security on busy nights

- always monitor the crowd
- avoid / prevent patrons to order big drinks
- serve single shots of spirits

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

- proper indication of number of patrons allowed on premises
- signs to exit well indicated
- sign to patrons that id must be presented if appearance is less than 25 yrs or appear to be less than 18

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

- speakers contained within the premises
- soft music on patio area

(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;

- crowd to be advised to keep noise to a certain level
- music under control
- time of happy hours ends at 8pm
-

(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

→ Building permit certified
→ occupancy number

(ii) provisions of or under the Planning Act;

→ Certified Fire / Building permit

(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;

- RSA must be provided by every staff working on premises.

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

- no credit will be given

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

→ no shots allowed

→ no double shots i.e. no more than 30 ml
or spirits

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

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

- limit spirits / hard liquor

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

→ no double shots on the rocks
→ single shots

(iii) the containers, or number or types of containers, in

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

— no Cask of wine sold on
Premises

— not allowed take away alcohol

(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;

— have security to control crowd
→ identify intoxicated persons and
prohibit entry

(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;

— no disco, parties allowed on
premises

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

→ happy hours within time frames
suggested by law

→ don't advertise the start and end at
the same time. One or the other
not both

→

ITEM NUMBER: 13.1.5 Abandoned Shopping Trolley Collection
FROM: Director of Technical Services
REPORT NUMBER: 8/1289
MEETING DATE: 5 September 2017

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:

The collection of abandoned shopping trolleys from the streets of Palmerston has been successful in reducing the number of abandoned trolleys seen in the streets at any one time. With the considerable reduction in trolleys being collected Council's cost recovery appears no longer to be achievable.

This report recommends that Trolley collection be suspended for the time being.

RECOMMENDATION

1. THAT Council receives Report Number 8/1289.
2. THAT due to the success of the trolley collection strategy and the resultant reduction in cost recovery the collection of abandoned shopping trolleys be suspended

General:

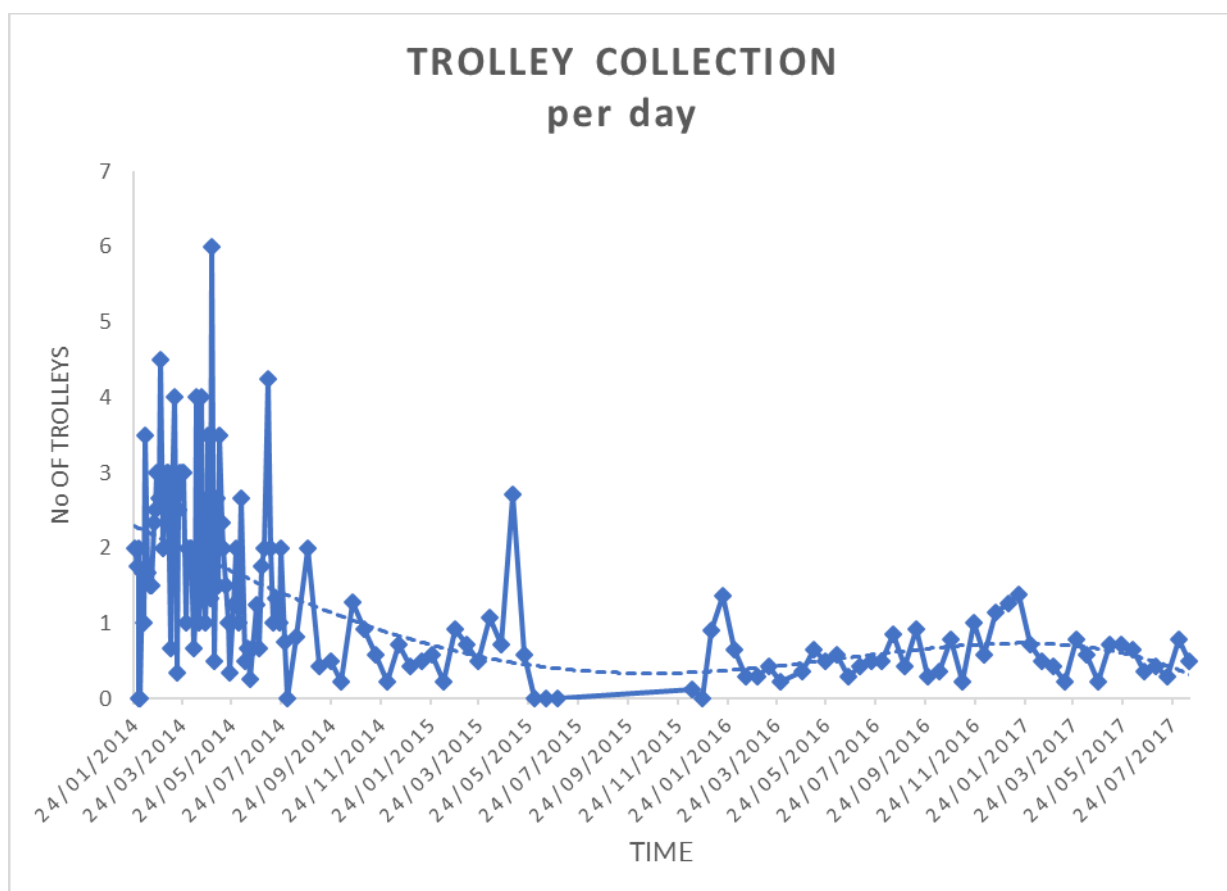
Council resolved at its ordinary meeting on 14 January 2014 to undertake abandoned trolley collection and recover its costs in accordance with By-law 67 – Shopping Trolleys.

The strategy has seen a significant reduction in the number of abandoned trolleys being collected from Council controlled roads. In 2014 when the strategy commenced Council was collecting an average of 24 trolleys per fortnight. In the last 12 months, this number has been around 9 trolleys per fortnight.

The significant reduction in the number of abandoned trolleys seen in the community at one time is likely to be as a direct result of the work that retailers have done to discourage theft and to be more diligent in trolley collection.

With limited trolleys being collected the cost recovery per trolley now appears to exceed the value of the trolleys.

The following graph shows daily trolley pickups by Council since the strategy commenced.



Financial Implications:

The following is a summary of the costs associated with the trolley collection strategy in 2016/17.

2016/17	
<u>Costs</u>	
Collection Fees	\$ 7,472.40
Storage and Administration Fees	\$ 76,436.50
Advertisement Fees	\$ 1,741.09
Disposal Fees	\$ 1,619.90
Council Administration Fees	\$ 660.00
TOTAL	\$ 87,929.89
<u>Income</u>	
Payments received	\$ 21,360.00
Outstanding Payments	\$ 12,360.00
TOTAL	\$ 33,720.00
TOTAL COST OF STRATEGY (2016/17)	\$ 54,209.89

Legislation/Policy:

City of Palmerston By-Laws

By-Law 67 Shopping trolleys

- (1) A person who leaves a shopping trolley in a public place commits an offence.
Penalty: \$3 000.
- (2) An offence against clause (1) is a regulatory offence.
- (3) An authorised person may remove and impound a shopping trolley left unattended in a public place and is, within 7 days after the removal and impoundment, to:
 - (a) serve on the owner a notice in writing of the impoundment and place of impoundment; or
 - (b) if the owner cannot be found or the owner's name cannot be ascertained – certify to the clerk the reason for failure to serve a notice referred to in paragraph (a).
- (4) A certificate under clause (3)(b) is evidence of the matters set out in it.
- (5) After the expiration of 28 days after the impoundment, the clerk is to cause notice of the impoundment to be published in a newspaper generally circulating in the municipality and, if the owner of the trolley does not respond within 7 days after that publication of the notice, is to publish the notice a second time.
- (6) If the owner of the trolley has not, within 28 days after service of a notice under clause (3)(a) or the later of the publications under clause (4), paid to the council all expenses relating to the removal, custody and reasonable maintenance of the trolley, the council may advertise for sale and sell the trolley or, if it is not convenient to sell the trolley, dispose of it.
- (7) Any proceeds of the sale of a shopping trolley are to be applied in payment of:
 - (a) costs incurred by the council in the sale; and
 - (b) costs of removal, custody and reasonable maintenance before the sale of the shopping trolley,and the balance, if any, is to be paid to the person who was the owner of the shopping trolley at the time of the removal and impoundment.
- (8) If, after the expiry of 6 months after the date of the sale of a shopping trolley sold under clause (6), proceeds from the sale of the shopping trolley remain unclaimed by the owner or by a person acting on behalf of the owner, the money is to be paid into the council's general fund.

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



ITEM NUMBER: 13.1.6 Financial Support – Dismantle Inc.
FROM: Director of Community Services
REPORT NUMBER: 8/1296
MEETING DATE: 5 September 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.1 Healthy Communities

1.1 We are committed to providing quality health and family support services to our community

Summary:

This report provides Council with a request received for financial assistance through the Community Benefit Scheme from Dismantle Inc.

RECOMMENDATION

1. THAT Council receives Report Number 8/1296.
2. THAT Council approve the grant to Dismantle Inc. to the value of \$3,000.

Background:

Dismantle Inc. proposes to offer two Bike Rescue Programs in the Palmerston/Darwin area during October 2017, which are intended to benefit a total of twelve at-risk youth.

Funding is sought from five different organisations to enable the two pilot programs to be facilitated and reviewed.

The programs may be offered later than anticipated if successful funding takes longer than hoped for.

There is no expectation of ongoing funding by Council beyond the pilot programs, as other organisations are intended to meet ongoing expenses, should further programs be scheduled.

General:

The Community, Culture and Environment Committee who met on a monthly basis would ordinarily assess applications for Grants/Donations/Scholarships/Sponsorships that are in excess of \$2,000 and make recommendation to Council.

In the absence of the Committee this application is proceeding to Council with a recommendation by the Director of Community Services, Jan Peters to approve \$3,000 funding.

Financial Implications:

The financial implications to Council, should the Committee recommend funding, would be \$3,000 from the Community Benefit Scheme 2017/2018 operational budget.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

Recommending Officer: Jan Peters, Director Community Services

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

Author: Jan Peters, Director Community Services

Schedule of Attachments:

Attachment A: Funding Request - Dismantle Inc.



Community Grants - Eligibility Checklist Report

Title	Organisation	Date Received	Project Description	Amount Requested	Detailed Project Budget	Funding Compliance	Community Benefit
BikeRescue	Dismantle Inc.	23/08/2017	BikeRescue pilot program - two three-day youth engagement programs targeting 6 at-risk young people, including Palmerston residents	\$ 3,000.00	yes	yes	yes

Comments

CEO -Referred/Not Referred

Rishi Bora

Date: 25/8/2017

* Funding Compliance includes the receipt of requirements of funding which are; Incorporation/Not for Profit and Proof of Registration, Committee Meeting Minutes, Current Audited Financial Statements, Current Insurance, 30% project Costs Covered by Applicant in Budget and No Previous Funding Issued Under this Program for Current Financial Year.

REGISTRATION FORM

GRANTS/SPONSORSHIP/SCHOLARSHIP/DONATION

REQUESTS IN EXCESS OF \$2000

Organisation Name: Dismantle Inc.
Name of Contact: Darren Thomas
Position of Contact: Business Development Manager
Telephone: - Mobile: 0431706851 Facsimile: -
Email: darren@dismantle.org.au
Postal Address: 4 Macewan St, West Leederville WA 6007
ABN if Applicable: 67 419 921 660
Account Name: Dismantle
Account Number: 142709914 BSB: 633 000
Amount Requested: \$3,000
Name of Activity: Bike Rescue
Date of Activity: October 2017
Location of Activity: YMCA Palmerston

PLEASE ATTACH YOUR WRITTEN APPLICATION WHICH MUST INCLUDE:

- Details of project, Detailed project budget, Evidence of alternate sources of funding to a minimum of 30% of project costs.

PLEASE ATTACH THE FOLLOWING DOCUMENTATION TO YOUR WRITTEN APPLICATION:

- ☒ Most recent audited financial statement
- ☒ Proof of registration as Community, NFP or Incorporated body
- ☒ Contact details of Elected Office Holders
- ☒ Proof of appropriate insurance, certificate of currency
- ☐ Minuted details of your organisation's resolution to request funding

Signed:

Darren Thomas

Date:

17/8/2017

PLEASE RETURN COMPLETED FORM TO THE CITY OF PALMERSTON WITH ATTACHED APPLICATION

- 📍 By Hand: Level 1, Civic Plaza, 1 Chung Wah Terrace, Palmerston
- 📦 PO Box 1 Palmerston NT 0831
- ✉ palmerston@palmerston.nt.gov.au
- ☎ 8935 9922
- 📠 8935 9900

Council's privacy statement is available from City of Palmerston, Civic Plaza, 1 Chung Wah Terrace or via our website at www.palmerston.nt.gov.au

BIKE RESCUE

w: dismantle.org.au/bike-rescue
e: admin@dismantle.org.au

8 Macewan st
West Leederville, WA, 6007

BikeRescue Program Details

Prepared for: City of Palmerston Grant Review Committee
Prepared by: Darren Thomas, Dismantle
Date: 17 August 2017

Overview

BikeRescue is an award winning* accredited program that uses bike mechanics as a vehicle for outreach, engagement and mentoring. In a regular BikeRescue program across ten sessions, participants strip and rebuild two recycled bikes, the first is restored in pairs and is donated to charity, the other is restored by themselves and 'earned' to keep.

The kinaesthetic tasks and dynamic workshop environment provide unique experiences that assist youth workers, teachers and counsellors overcome behavioural and emotional challenges that can be presented by at-risk youth. Therefore, the program has found success in adding value to services that cater for disadvantaged and at-risk youth in a variety of contexts.

** Dismantle Inc. won the WA Youth Awards' Youth Organisation of the Year award in recognition of the achievements of BikeRescue since 2011.*

Licensing Model

Delivery of **regular BikeRescue programs** for our program partners is based on providing youth workers/mentors/mechanics to project manage, deliver and report on BikeRescue programs with up to 12 young people.

To enable accessibility of this award-winning program equally across metropolitan, regional and remote areas, a **'Licensing' Model** has recently been developed, a hands-on program of bicycle mechanics and BikeRescue Methodology learning.

This innovative capacity-building approach places the IP of BikeRescue into the hands of partner organisation staff, to enable them to deliver BikeRescue underpinned by the support of Dismantle's specialised BikeRescue management team.

This BikeRescue Licensing Model delivers a BikeRescue alternative which enables a wider range of organisations, irrespective of location, to use bike mechanics structured under the proven BikeRescue formula, as outreach, engagement and mentoring tools with disadvantaged and at-risk youth throughout Australia.

BikeRescue Pilot Programs - Two 3-day, intensive BikeRescue Programs:

It is proposed for the conduct of the following two BikeRescue Programs by a Dismantle BikeRescue facilitator with pools of relevant young people during October 2017, enabling program observation and evaluation to assess further future needs, and/or potential establishment of BikeRescue with relevant service providers through the BikeRescue Licensing Model.

- Program 1 - within YMCA Palmerston facility with 6 at risk young people who are having current engagement with the Youth Justice sector as a positive engagement / diversionary program.
- Program 2 - in a Youth Detention Facility if possible, with 6 soon to be released young people as a positive pre-release, pathway-planning program. if an alternative venue is required, this second program may also be conducted at the Palmerston YMCA site.

Schedule for Pilot Program delivery - October 2017:

Date	Time	Activity
Day 1	PM	Flight from Perth to Darwin
Day 2	All day	Program Facilitation - Day 1 delivery of Program 1
Day 3	All day	Program Facilitation - Day 2 delivery of Program 1
Day 4	All day	Program Facilitation - Day 3 delivery of Program 1
Day 5	All day	Consulting - Review of program delivery & outcomes with key stakeholders
Day 6	All day	Program Facilitation - Day 1 delivery of Program 2
Day 7	All day	Program Facilitation - Day 2 delivery of Program 2
Day 8	All day	Program Facilitation - Day 3 delivery of Program 2
Day 9	All day	Consulting - Review of programs with relevant stakeholders; Preparatory discussions regarding future program options
Day 10	AM or PM	Return flight from Darwin to Perth

Budget for Pilot Programs:

Item	Rates	#	Total
Program Delivery (1 facilitator; 3 day delivery/program)	\$2000.00	2	\$4000.00
Program consulting/review/planning days after each of the programs - Dismantle facilitator and relevant stakeholders	\$1000.00	2	\$2000.00
Project Management and Administration Support	\$1100.00	1	\$1100.00
Tools and Equipment - per session	\$80.00	10	\$800.00
Consumables per program	\$450.00	2	\$900.00
Recycled bicycles and parts - to be sourced locally	n/a	12	n/a
Essential new parts (brake pads, cables, safety) - per bike	\$40.00	12	\$480.00
Custom new bike parts - per bike for participants	\$55.00	12	\$660.00
Safety equipment - Helmets, locks, bells, lights - 1 per participant	\$130.00	12	<u>\$1560.00</u>
Subtotal 1 plus GST			\$11500.00

Expenses for Pilot Program travel, accommodation and other considerations:

Flights for facilitator - Perth to Darwin, return - economy (approx \$450 each way)	\$450.00	2	\$900.00
Accommodation in Darwin for facilitator - Business standard - 9 nights (approx \$150 per night)	\$150.00	9	\$1350.00
Facilitator travel time allowance - \$400 per travel day, 1 day each way	\$400.00	2	\$800.00
Incidental expenses for 2 x 0.5 travel days and 8 delivery and consulting days - estimated \$100 per day	\$100.00	9	\$900.00
Freight for tools and equipment - Perth to Darwin	\$450.00	1	<u>\$450.00</u>
Subtotal 2 plus GST			\$4400.00
TOTAL for Pilot Programs (Subtotal 1 + Subtotal 2) plus GST if applicable			\$15900.00
Program funding contributions			
Donated funds through City of Darwin	\$3000.00	no GST	\$3000.00
Requested donation through Rotary Club of Darwin	\$3000.00	no GST	\$3000.00
Requested donation through Charter Hall	\$3000.00	no GST	\$3000.00
Requested Grant through City of Palmerston	\$3000.00	no GST	\$3000.00
Community grant sourced by Dismantle	\$3900.00	no GST	<u>\$3900.00</u>
INCOME TOTAL			\$15900.00
BALANCE OWING			\$0.00

**BikeRescue Licensing Model: Facilitator Training, Licensing & resources
(dependent upon review of Pilot program delivery and outcomes)**

As detailed earlier, following completion of the Pilot Programs, review of the program delivery and outcomes is to be used to determine ongoing needs, including the possible establishment of local BikeRescue capability through the BikeRescue Licensing Model.

The key elements of this Model are as follows:

1. 5 day facilitator training for relevant personnel, including bike mechanic training, program content and methodology training, and supported co-facilitation of a 5-session BikeRescue Program for 10 participants by Dismantle trainer and trainees
2. Establishment of BikeRescue License
3. Tailored BikeRescue Program Tool and Equipment Kit
4. Travel, accommodation and other program-wide considerations

NB - With the establishment of the BikeRescue License, some ongoing elements apply:

- A) Participant support, monitoring and accreditation packages and
- B) Annual license fee

Special Purpose Financial Report

Dismantle Inc

ABN 67 419 921 660

For the year ended 30 June 2016

Prepared by BusiNav Pty Ltd

Contents

3	Board of Members' Report
5	Significant Changes Report
6	Income and Expenditure Statement
7	Assets and Liabilities Statement
8	Notes of the Financial Statements
11	Movements in Equity
12	Statement of Cash Flows
13	True and Fair Position
14	Compilation report

Board of Members' Report

Dismantle Inc

For the year ended 30 June 2016

Board of Members' Report

The Board of Members submit the financial report of Dismantle Inc for the financial year ended 30 June 2016.

Board of Members

The members of the board throughout the year and at the date of this report are:

Board Member	Position	Date Started
Nigel Jones	Chair	12/9/2013
Bridie Ritchie	Vice-chair	12/9/2013
Lachlan James Ritchie	Board Member	12/9/2013
Richard Lushey	Board Member	31/07/2014
Patrick Ryan	Treasurer / CEO	1/10/2015

Principal Activities

Dismantle is a social enterprise that uses innovative programs to enable young people to reach their potential.

Key initiatives:

BIKERESCUE - OUR FLAGSHIP INITIATIVE

A youth program that uses intense bicycle mechanic activities to access and mentor young people.

The mentoring and engagement between the BikeRescue mentors and participants enables significant change in young peoples' lives.

BikeRescue is delivered with the support of a diverse range of corporate, community, government, youth and education related partners.

BIKETHERAPY - BIKERESCUE AND A WHOLE LOT MORE

BikeRescue activities with additional group therapy workshops.

Designed and run by qualified Occupational Therapists, based on Dialectical Behaviour Therapy frameworks.

Removing stigma from group therapy interventions - enabling young people to develop invaluable life skills.

LICENSED INITIATIVES - CREATING SUSTAINABLE COMMUNITY CHANGE

An alternative 'Licensing' approach to our programs enables local delivery through the training of relevant practitioners and licensing of their organisations.

This capacity-building approach places Dismantle's program IP into the hands of such organisations, irrespective of their location.

Significant Changes

Please refer to Significant Changes Report.

Operating Result

The loss for the financial year amounted to: **\$55,979.00**

Going Concern

This financial report has been prepared on a going concern basis which contemplates continuity of normal business activities and the realisation of assets and settlement of liabilities in the ordinary course of business. The ability of the association to continue to operate as a going concern is dependent upon the ability of the association to generate sufficient cashflows from operations to meet its liabilities. The members of the association believe that the going concern assumption is appropriate.

Signed in accordance with a resolution of the Members of the Committee on:

Nigel Jones (Chair)

Date / /

Patrick Ryan (Treasurer)

Date / /

Significant Changes Report

Dismantle Inc

For the year ended 30 June 2016

Income and Expenditure Statement

Dismantle Inc

For the year ended 30 June 2016

	2016	2015
Income		
Grants	121,515	337,844
Donations	11,426	1,455
Operating Revenue and Sales	189,812	234,863
Other Income	20,978	15,482
Total Income	343,731	589,643
Expenditure		
Program Expenses	39,066	66,920
Administration Expenses	75,132	129,883
Employment and Volunteer Expenses	271,310	298,608
Depreciation	14,202	12,650
Total Expenditure	399,710	508,061
Current Year Surplus/ (Deficit)	(55,979)	81,583

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Assets and Liabilities Statement

Dismantle Inc

As at 30 June 2016

	NOTES	30 JUN 2016	30 JUN 2015
Assets			
Current Assets			
Cash & Cash Equivalents	1	44,530	169,776
Trade and Other Receivables	2	43,494	20,664
Other Current Assets		8,661	6,679
Total Current Assets		96,685	197,120
Non-Current Assets			
Fixed assets	3	84,555	98,756
Total Non-Current Assets		84,555	98,756
Total Assets		181,240	295,876
Liabilities			
Current Liabilities			
Employee Entitlements		18,444	7,610
Trade and Other Payables	4	17,701	39,319
GST Payable	4	3,880	1,055
Unallocated Grants		31,300	82,000
Other Current Liabilities			
Rounding		9	6
Total Other Current Liabilities		9	6
Total Current Liabilities		71,333	129,990
Total Liabilities		71,333	129,990
Net Assets		109,907	165,887
Member's Funds			
Capital Reserve			
Current Year Earnings		(55,979)	81,583
Retained Earnings		165,887	84,304
Total Capital Reserve		109,907	165,887
Total Member's Funds		109,907	165,887

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Notes of the Financial Statements

Dismantle Inc

For the year ended 30 June 2016

Summary of Significant Accounting Policies

The financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act Western Australia. The committee has determined that the association is not a reporting entity.

The financial statements have been prepared on an accruals basis and are based on historic costs and do not take into account changing money values or, except where stated specifically, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of these financial statements.

Income Tax

The Incorporated Association is not subject to Income Tax as it has been endorsed for an income tax exemption from the Australian Taxation Office. Therefore no income tax effect is reflected in the accounts.

Property, Plant and Equipment (PPE)

Motor vehicles, office equipment and workshop equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

The following classes of assets have been depreciated on a straight line basis based on the following effective lives:

Class of Asset	Effective Life
Motor Vehicles	8 Years
Office Equipment	5 Years
Workshop Equipment	10 Years

Cash on Hand

Cash on hand includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

Accounts Receivable and Other Debtors

Accounts receivable and other debtors include amounts due from members as well as amounts receivable from donors. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed.

Interest revenue is recognised using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

If conditions are attached to the grant that must be satisfied before the association is eligible to receive the contribution, recognition of the grant as revenue will be deferred until those conditions are satisfied.

All revenue is stated net of the amount of goods and services tax.

Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the assets and liabilities statement.

Accounts Payable and Other Payables

Accounts payable and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

	2016	2015
1. Cash on Hand		
Bank accounts/(overdraft)	41,408	166,755
Credit Cards	3,123	3,022
Total Cash on Hand	44,530	169,776

	2016	2015
2. Trade and Other Receivables		
Trade Receivables		
Accounts Receivable	43,494	20,664
Total Trade Receivables	43,494	20,664
Total Trade and Other Receivables	43,494	20,664

	2016	2015
3. Plant & Equipment, Vehicles		
Plant & Equipment		
Fixed assets		
Motor Vehicles	59,647	59,647

These notes should be read in conjunction with the attached compilation report.

Less Accumulated Depreciation on Motor Vehicles	(13,572)	(6,116)
Plant & Equipment	54,802	54,802
Less Accumulated Depreciation on Plant & Equipment	(16,322)	(9,577)
Total Fixed assets	84,555	98,756
Total Plant & Equipment	84,555	98,756
Total Plant & Equipment, Vehicles	84,555	98,756
	2016	2015

4. Trade & Other Payables

Trade Payables

Accounts Payable	16,105	39,319
Total Trade Payables	16,105	39,319

Other Payables

PAYG Withholdings Payable	1,596	-
Total Other Payables	1,596	-
Total Trade & Other Payables	17,701	39,319

These notes should be read in conjunction with the attached compilation report.

Movements in Equity

Dismantle Inc

For the year ended 30 June 2016

	2016	2015
Equity		
Opening Balance	165,887	83,951
Increases		
Surplus for the Period	(55,979)	81,583
Retained Earnings	-	353
Total Increases	(55,979)	81,935
Total Equity	109,907	165,887

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

Statement of Cash Flows

Dismantle Inc

For the year ended 30 June 2016

2016

Cash flows from Operating Activities

Receipts from grants	121,515
Receipts from customers	186,861
Interest received	1,117
Cash receipts from other operating activities	28,191
Other Cash movements	5,474
Unearned Income (grants not allocated)	(50,700)
Payments to suppliers and employees	(292,312)
Cash payments from other operating activities	(122,660)
Deposits & Prepayments	(2,833)
Total Cash flows from Operating Activities	(125,347)

Net increase/(decrease) in cash held	(125,347)
---	------------------

Cash Balances

Opening cash balance	166,755
Closing cash balance	41,408
Movement in cash	(125,347)

The accompanying notes form part of these financial statements. These statements should be read in conjunction with the attached compilation report.

True and Fair Position

Dismantle Inc

For the year ended 30 June 2016

Annual Statements Give True and Fair View of Financial Position and Performance of the Association

We, Nigel Jones (Chair), and Patrick Ryan (Treasurer), being members of the Board of Dismantle Inc, certify that –

The statements attached to this certificate give a true and fair view of the financial position and performance of Dismantle Inc during and at the end of the financial year of the association ending on 30 June 2016.

Signed:

Dated: / /

Signed:

Dated: / /

Compilation report

Dismantle Inc

For the year ended 30 June 2016

Compilation report to Dismantle Inc.

We have compiled the accompanying special purpose financial statements of Dismantle Inc, which comprise the asset and liabilities statement as at 30 June 2016, income and expenditure statement, the statement of cash flows, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is set out in Note 1.

The Responsibility of the Board Members

The Board of Dismantle Inc are solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that financial statements were prepared.

Our Responsibility

On the basis of information provided by the partners we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315 *Compilation of Financial Information*.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 *Code of Ethics for Professional Accountants*.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the board of members who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the special purpose financial statements.

BusiNav Pty Ltd

Raymond Darch CA

Dated: / /



Government of Western Australia
Department of Commerce

WESTERN AUSTRALIA
Associations Incorporation Act 1987
(Section 9(1))

Registered No: A1015266P

Certificate of Incorporation

This is to certify that

DISMANTLE INC

was on the eleventh day of April 2011
incorporated under the
Associations Incorporation Act 1987.

Dated this eleventh day of April 2011

Commissioner for Consumer Protection

CERTIFICATE



w: www.dismantle.org.au
e: admin@dismantle.org.au

8 Macewan st
West Leederville, WA, 6007

City of Palmerston - Grant Request Registration

As part of Dismantle's Grant request registration, please see below the contact details, as requested, for an appropriate Dismantle Elected Office Holder:

Pat Ryan
CEO
Dismantle Inc
8 Macewan Street
West Leadville WA 6007
pat@dismantle.org.au
0422 492 494

Regards

Darren

Darren Thomas
Business Development Manager
Dismantle Inc.
darren@dismantle.org.au
041 706 851





QBE Insurance (Australia) Ltd

ABN 78 003 191 035

200 ST GEORGES TERRACE
PERTH WA 6000

GPO BOX N1116
PERTH WA 6843

Telephone: (08) 9213 6100

Email: workerscompunderwriting@qbe.com

CERTIFICATE OF CURRENCY

DISMANTLE
8 MACEWAN STREET
WEST LEEDERVILLE
WA 6007

The following insurance policy covers the employers liability under the Workers Compensation & Injury Management Act 1981.

(1) Coverage

The Certificate is Valid from: 01/02/2017 to 01/02/2018

The Information provided in this certificate is correct at: 14/03/2017

(2) Employers Information

Policy Number: PE1965603GWC Workcover Number: WC09775868

Legal Name: DISMANTLE

Trading Name:

ABN: 67419921660

Premium (Industry) Classification:

96290: Interest Groups n.e.c.

Full Business Description:

COMMUNITY BICYCLE WORKSHOP

(3) IMPORTANT INFORMATION

This policy commences and finishes at 4.00pm on the dates specified above

Common law limited to \$50 million any one person and \$50 million in the aggregate any one event.

Jason Hammond

General Manager, Workers Compensation

Employers are required to ensure a valid certificate of currency is available for inspection at their principal office or place of business.

Certificate of Currency

CHUBB®

Insured	Dismantle Inc
Policy Number	93311462
Covering	Chubb Forefront Portfolio for Not for Profit Organisations
Limit	<i>Liability Coverage Section:</i> A. Management Liability Coverage \$ 5,000,000 B. Organisation Indemnification Coverage \$ 5,000,000 C. Legal Representation Expenses Coverage \$ 5,000,000 D. Outside Directorship Coverage \$ 5,000,000 E. Organisation Liability Coverage \$ 5,000,000 F. Employment Practices Liability Coverages \$ 5,000,000 G. Professional Services Liability Coverage \$ 5,000,000 <i>Non-Liability Coverage Sections:</i> Crime Coverage Section \$ 500,000 Kidnap, Ransom and Extortion Coverage Section Not Covered
Policy Period	From: 4:00 pm on 1 February 2017 To: 4:00 pm on 1 February 2018
Sent To	Nico West PSC Insurance Brokers (Perth) Via Email - nwest@pscinsurance.com.au
Insurer	Chubb Insurance Australia Limited ABN: 23 001 642 020 AFSL: 239687
Branch	Perth
Date	14 March 2017

We hereby confirm the currency of your Chubb Forefront Portfolio for Not for Profit Organisations policy. This certificate provides a summary of coverage only and you should refer to your Policy Wording for full terms and conditions.



Matthew Pearsons
Underwriter
Financial Lines
Direct: +613 9242 5183
Email: matthew.pearsons@chubb.com

Business Pack Certificate of Currency Schedule

Thank you for choosing to insure with Allianz.

This schedule and the Policy Document (Product Disclosure Statement) provided to You by Us sets out details of Your cover in place with Us.

Please make sure You read these documents thoroughly to ensure the details are correct. If any information is incorrect or You do not have Your Policy Document please contact us on 13 1000.

Insurer

Allianz Australia Insurance Limited
AFS Licence No. 234708
ABN 15 000 122 850

Intermediary Details

Account Number A1612000314
Account Name PSC INS BRKS - SME TRNS PERTH

Period Of Insurance

Effective Date 01/02/2017
Expiry Date 4:00pm on 01/02/2018
Print Date 14/03/2017

Insured Details

Name

Insured Name DISMANTLE INCORPORATED
Trading Name

Goods & Services Tax (GST)

Are you registered for GST YES
Your ABN 67419921660
Your Input Tax Credit (ITC) entitlement % on the GST component of the premium 100

SITUATION 1

RISK ADDRESS 8 MACEWAN ST WEST LEEDERVILLE WA 6007

ANZSIC CODE 52414

OCCUPATION BICYCLE MAINTENANCE & REPAIR

Section Seven - Public and Products Liability Risk Details

Item	Description	Limit of Indemnity
1	Public Liability any one Occurrence	\$20,000,000
2	Products Liability any one Occurrence and in the aggregate any one Period of Insurance	\$20,000,000

Optional Extensions

1	Property in Physical or Legal Control	\$100,000
---	---------------------------------------	-----------

Excess applicable to claims:

Property damage	\$500
Injury	\$0

General Page - Public and Products Liability

Insured will be operating a coffee cart for fundraising between 6/4/16 & 9/5/16, located at Esplanade Park.

City of Palmerston - Grant request resolution

Minuted resolution by the Dismantle senior management team to request funding from the City of Palmerston, based on a meeting held on August 14 2017.

Date: August 14 2017

Meeting Attendees: Pat Ryan, CEO
Darren Thomas, Business Development Manager
John Montgomery, Program Manager

Resolution:

The senior management team of Dismantle resolves to seek \$3,000 funding from the City of Palmerston to support the delivery of a BikeRescue pilot program in the Darwin region with identified cohorts of at risk young people during October 2017.

Signed:

Pat Ryan



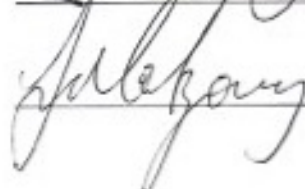
16, 08, 2017

Darren Thomas



16, 8, 2017

John Montgomery



16, 8, 2017

Condensed email responses: DOC 335138

On Fri, Aug 18, 2017 at 2:34 PM, Tess Riches <Tess.Riches@palmerston.nt.gov.au> wrote:

Hi Darren, thanks for the prompt reply!

I'll look out for your next email and follow up early next week.

Is it anticipated that a certain number of participants would be Palmerston residents?

Regards,

Tess

From: Darren Thomas [mailto:darren@dismantle.org.au]

Sent: Friday, August 18, 2017 4:26 PM

To: Tess Riches <Tess.Riches@palmerston.nt.gov.au>

Subject: Re: Grant request submission - Dismantle Inc

Yes, absolutely. They would be young at risk people referred through through the Palmerston YMCA youth services/drop in centre.

Darren Thomas



0431 706 851

✉ darren@dismantle.org.au dismantle.org.au



Hi Tess

Thanks for your email. Responses in [blue](#) below.

Cheers

Darren

On Fri, Aug 18, 2017 at 1:59 PM, Tess Riches <Tess.Riches@palmerston.nt.gov.au> wrote:

Hello Darren,

I have received your funding application and checked through to make sure everything is included, prior to consideration.

It looks like a very interesting program.

Most of our funding applications come from organisations that are committee-run community groups and yours seems to be a little different. In order for the application to proceed, we need a bit more information.

Are you able to send the full audited financial statement for the most recent year? [Will do, in coming email.](#)

I see that your senior management team has determined to seek funding – does your organisation have elected officers? [No](#)

If so, please send the full list of elected office holders with contact details (email contact for each will do).

If not, please provide those details for the senior management team instead. [Will do, in coming email.](#)

I see that you are requesting funding from 5 sources – will the program go ahead if any of the remaining sources do not provide funding? [Yes, it just may be delayed if it takes longer for us to source enough funding partners.](#)

Also, can you please describe the selection process for participants in the program? [Relevant at-risk participants at the time will be referred through Dept of Education, YMCA youth services and Territory Families \(Youth Justice Programs\).](#)

Finally, what are the estimated ongoing costs associated with BikeRescure licensing and is there an expectation of ongoing funding by any or all of the grant providers? [Ongoing training, licensing and local delivery expenses will depend upon scale of application, with such expenses to be met by Territory Families and delivery partners, a commitment underpinned by their observation of the pilot programs. There is no expectation of ongoing funding partners of the Pilot Programs, yet ongoing involvement and support where relevant is welcomed.](#)

Hi Tess

I requested to items you asked for from our CEO Pat Ryan, and he forwarded the following and attached to me.

Please find attached 2015/16 financial statements - as a medium sized organisation we are required to submit 'reviewed' statements, which is a slightly less rigorous version of an audit. Details on this can be found on ACNC website.

Contacts:

Senior Management Team

Pat Ryan - CEO - pat@dismantle.org.au - 0422 492 494

John Montgomery - Program Manager - john@dismantle.org.au - 0422 769 479

Darren Thomas - Business Development Manager - darren@dismantle.org.au - 0431 706 851

Dismantle is 100% an Incorporated Association - Pat said that he doesn't know why the ABN lookup says this. Associations Act is a state law and differs slightly from state to state. ABN lookup is a federal system. Pat thinks that if you look us up in ACNC or other registry it will say something different. I've attached our Certificate for incorporation.

Cheers and I hope this fills the gaps.

Darren

Darren Thomas



0431 706 851

✉ darren@dismantle.org.au 🌐 dismantle.org.au



ITEM NUMBER: 13.1.7 City of Palmerston Community Satisfaction Survey
FROM: Director of Community Services
REPORT NUMBER: 8/1297
MEETING DATE: 5 September 2017

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 presents the results of the 2017 City of Palmerston Community Satisfaction Survey.

RECOMMENDATION

1. THAT Council receives Report Number 8/1297.
2. THAT the results of the Community Satisfaction Survey for 2016/2017 be incorporated into Council's Annual Report.

Background:

Council is very aware performance is 'in the eye of the beholder' and the satisfaction of the community is the primary measure of performance. No matter how well we think we are doing, it is the community's opinion that matters most. In Council's Municipal Plan for 2015-2020, Council promised to use these measures as the primary reporting mechanism to the community.

The purpose and value of the survey is for Council to understand our community's level of satisfaction with our service quality and delivery. These results help Council to better monitor and understand the impacts of any changes we have made throughout the year. For example, changes made in how we deliver services and projects, changes made to facilities and infrastructure or the impact of any legislative changes. This can help Council to make informed decisions about future resourcing and service delivery.

For this reason, wherever possible there is a survey score for a particular service or activity tied to each outcome. The survey has been conducted annually by Roy Morgan Research on behalf of Council since 2012 and the scores are used to determine overall performance of Council with regards to outcomes. Council has no ability to influence the analysis of community satisfaction, thus providing an objective outcome the community can rely on.

Results from the survey are expressed with a numerical score. A score of 100 is equivalent of the community expressing its satisfaction with Council's performance, with scores higher than 100

expressing a rising degree of satisfaction, and scores below 100 indicating that Council needs to perform better. Council aims to have scores in all areas above 100.

General:

This year we received 601 responses, 401 from an online survey and 200 from telephone interviews conducted completely at random.

The overall results show a reduction in the level of community satisfaction in all areas of Council service quality and delivery, apart from Environmental Sustainability. Council continues to receive a community satisfaction score of over 100, indicating a rising degree of satisfaction, in the areas of Art and Culture, Recreation, Assets and Infrastructure and Waste Management. This is disappointing given last years' survey showed increased community satisfaction in 11 of the 14 areas.

The Community Survey was undertaken from 14 July – 4 August 2017, just following the Minister for Housing and Community Development decision to suspend the Council and appoint an Official Manager. During this period, Council was receiving considerable negative media and the results clearly show a decrease in community satisfaction in 2016/2017 compared to the upward trend of satisfaction level the previous year indicating Council needs to improve in most areas.

Results show that 53% of those surveyed have had contact with Council in the past year,

An overview of the levels for the past four years, showing upward and downward trends levels of satisfaction is included below:

		2014	2015	2016	2017
	<i>Sample size</i>	402	400	354	601
	<i>Projected population over 18</i>	19,588	19,588	22,354	23,664
1.1	HEALTHY COMMUNITIES	97.73	95.78	92.72	91.09
1.2	SAFE COMMUNITIES	84.93	77.14	75.15	65.38
1.3	ARTS AND CULTURE	111.91	107.45	109.25	105.58
1.4	RECREATION	114.69	111.82	114.16	100.87
2.1	TOURISM	85.75	84.25	84.88	81.28
2.2	LOCAL BUSINESS AND INDUSTRY	85.54	82.92	86.19	77.91
2.3	CITY PLANNING	89.41	80.22	85.20	74.89
3.1	ENVIRONMENTAL SUSTAINABILITY	96.93	91.30	93.38	94.62
3.2	ASSETS AND INFRASTRUCTURE	107.75	106.65	109.37	104.48
3.3	WASTE	133.40	129.25	136.83	125.89
4.1	RESPONSIBILITY	80.93	75.27	79.56	66.02
4.2	SERVICE	82.00	73.18	76.11	67.50
4.3	PEOPLE	94.38	88.20	88.82	76.01
4.4	SYSTEMS	92.69	93.54	91.94	76.12

A complete listing of survey results for each area can be found in Attachment A.

Financial Implications:

Nil

Legislation/Policy:

COMM03 Community Consultation Policy

Recommending Officer: Jan Peters, Director of Community Services

Any queries on this report may be directed to Jan Peters, Director of Community Services on telephone (08) 8935 9972 or email jan.peters@palmerston.nt.gov.au

Author: Jan Peters, Director of Community Services

Schedule of Attachments:

Attachment A: City of Palmerston Summary of Results



COMMUNITY SURVEY SUMMARY RESULTS 2017 - DISTRICT COUNCIL OF PALMERSTON

		2012	2013	2014	2015	2016	2017 TOTAL	2017 TELEP	2017 ONLINE
Sample Size n=		401	407	402	400	354	601	200	401
Projected 18 yrs+ Pop'n N=		18,677	18,678	19,588	19,588	22,354	23,664	23,664	23,664
DEMOGRAPHICS									
Sex	Male	49%	49%	49%	49%	49%	50%	50%	50%
	Female	51%	51%	51%	51%	51%	50%	50%	50%
Age	18-24	14%	14%	14%	14%	11%	13%	17%	7%
	25-39	40%	40%	40%	40%	22%	43%	39%	49%
	40-54	28%	28%	27%	27%	25%	28%	28%	28%
	55+	18%	18%	19%	19%	41%	16%	16%	16%
Time living in Council area	< 1 yr	10%	8%	8%	7%	2%	6%	2%	9%
	1 to < 2yrs	7%	8%	8%	5%	4%	7%	11%	4%
	2 to < 5yrs	20%	22%	19%	14%	18%	22%	16%	27%
	5 to < 10yrs	23%	25%	23%	28%	20%	19%	14%	23%
	10 to < 20yrs	29%	24%	27%	32%	36%	27%	37%	22%
	20 yrs+	11%	13%	14%	14%	20%	18%	21%	15%
Education	Secondary or less	45%	46%	43%	41%	40%	30%	44%	17%
	Post-secondary	54%	54%	56%	58%	58%	68%	54%	81%
Employment Status	Full time empl	72%	61%	66%	72%	57%	64%	57%	67%
	Part-time empl	13%	14%	16%	14%	16%	17%	18%	19%
	Looking for work	3%	5%	4%	1%	2%	6%	5%	5%
	Retired	7%	10%	8%	7%	19%	8%	10%	6%
	Student	1%	3%	1%	1%	2%	2%	5%	-
	Non-worker	1%	2%	0%	2%	2%	0%	1%	0%
	Home duties	5%	5%	4%	4%	3%	3%	3%	2%
Gross Annual Household Income	\$52,000+	72%	72%	73%	72%	70%	70%	69%	70%
	\$26,000-\$51,999	9%	7%	6%	4%	8%	6%	4%	8%
	Less than \$26,000	2%	4%	3%	2%	5%	2%	2%	2%
	Can't say	14%	12%	12%	11%	8%	9%	16%	2%
	Refused	4%	6%	6%	11%	8%	13%	6%	18%

People living in household	One	9%	9%	11%	7%	15%	8%	10%	8%
	Two	27%	31%	30%	24%	32%	25%	19%	26%
	Three	23%	19%	18%	16%	16%	23%	23%	25%
	Four+	41%	41%	41%	51%	36%	42%	49%	39%

1.1 HEALTHY COMMUNITIES

Importance that Council provides and maintains facilities for the	Mean (out of 10)	8.83	8.74	8.96	8.96	8.87	8.95	9.17	8.91
Importance that Council provides healthy living services to the community (e.g. immunisation programs and food and health	Mean (out of 10)	8.24	7.98	8.40	8.31	8.14	8.53	8.55	8.59
Performance in providing and maintaining facilities for the aged, disabled and special needs groups	Mean (out of 10)	5.81	6.10	6.00	5.83	5.73	5.38	5.31	5.27
Performance in providing healthy living services to the community (e.g. immunisation programs and food and health inspections)	Mean (out of 10)	6.10	6.08	6.17	6.06	5.75	5.73	5.94	5.50

KEY PERFORMANCE INDEX - HEALTHY COMMUNITIES	<i>100 = Satisfactory</i>	97.09	98.69	97.73	95.78	92.72	91.09	92.61	89.09
--	---------------------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

1.2 SAFE COMMUNITIES

Change in safety and security cf same time last year	Mean (out of 10)	4.94	5.02	4.97	4.68	4.57	3.95	4.19	3.69
Influence Council has had on improving safety and security in the community over the last year	Mean (out of 10)	4.17	4.10	4.05	3.66	3.44	3.30	3.32	3.31
Influence Council should have in improving safety and security in the community	Mean (out of 10)	7.57	7.36	7.24	7.48	7.60	7.45	7.83	7.20
Importance that Council provides safe public places (e.g. lighting, signage AND the location of public places)	Mean (out of 10)	9.21	8.83	9.09	9.07	9.12	9.36	9.39	9.37
Importance the Council support local crime prevention (e.g. Neighbourhood Watch)	Mean (out of 10)	9.04	8.93	8.84	8.95	9.16	9.22	9.22	9.22
Importance that Council provides animal management	Mean (out of 10)	8.48	8.36	8.30	8.37	8.45	8.45	8.65	8.37

Performance in providing safe public places (e.g.lighting, signage AND the location of public places)	Mean (out of 10)	5.64	5.87	5.71	5.52	5.38	4.92	5.21	4.53
Performance in supporting local crime prevention (e.g. Neighbourhood Watch)	Mean (out of 10)	5.44	5.69	5.70	5.25	5.01	4.14	4.61	3.76
Performance in providing animal management	Mean (out of 10)	6.21	6.34	6.32	6.15	6.36	6.15	6.47	5.96

KEY PERFORMANCE INDEX - SAFE COMMUNITIES	<i>100 = Satisfactory</i>	84.35	86.79	84.93	77.14	75.15	65.38	70.56	60.72
---	---------------------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------	--------------

1.3 ARTS AND CULTURE

Importance that Council provides community and cultural services	Mean (out of 10)	7.71	7.60	7.81	7.69	7.71	8.08	8.21	7.99
Importance that Council provides libraries and library services to the community	Mean (out of 10)	8.76	8.68	8.76	8.54	8.68	9.06	9.10	9.03
Importance that Council provides and maintains community halls and cultural buildings	Mean (out of 10)	8.18	8.18	8.22	8.16	8.01	8.52	8.62	8.51
Performance in providing community and cultural services	Mean (out of 10)	6.40	6.41	6.52	6.18	6.29	5.89	6.09	5.73
Performance in providing libraries and library services to the	Mean (out of 10)	7.89	7.75	7.97	7.81	7.79	7.90	7.99	7.69
Performance in providing and maintaining community halls and cultural buildings	Mean (out of 10)	6.52	6.57	6.63	6.45	6.45	5.64	5.74	5.47

KEY PERFORMANCE INDEX - ARTS AND CULTURE	<i>100 = Satisfactory</i>	110.47	109.70	111.91	107.45	109.25	105.58	107.42	103.27
---	---------------------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------	---------------

1.4 RECREATION

Importance that Council provides and maintains sporting facilities, parks, gardens, playgrounds, reserves, and swimming pools	Mean (out of 10)	9.00	9.00	8.94	9.01	9.03	9.25	9.31	9.21
Performance in providing and maintaining sporting facilities, parks, gardens, playgrounds, reserves, and swimming pools	Mean (out of 10)	7.36	7.30	7.11	6.90	7.02	6.15	6.44	5.90

KEY PERFORMANCE INDEX - RECREATION		100 = Satisfactory	119.13	118.18	114.69	111.82	114.16	100.87	105.92	96.86
2.1 TOURISM										
Importance that Council encourages tourism to and within the City of Palmerston	Mean (out of 10)	n/a	n/a	7.24	7.08	7.23	7.55	7.97	7.33	
Importance that Council sponsors local events and tourism activities	Mean (out of 10)	n/a	n/a	7.71	7.53	7.49	7.68	8.10	7.44	
Performance in encouraging tourism to and within the City of	Mean (out of 10)	n/a	n/a	5.28	5.33	5.33	5.03	5.25	4.76	
Performance in sponsoring local events and tourism activities	Mean (out of 10)	n/a	n/a	6.09	5.99	6.02	5.70	5.98	5.38	
KEY PERFORMANCE INDEX - TOURISM		100 = Satisfactory	n/a	n/a	85.75	84.25	84.88	81.28	86.96	76.42
2.2 LOCAL BUSINESS AND INDUSTRY										
Importance that Council provides economic development services (e.g. supporting and attracting new and existing businesses, assisting with employment and economic growth)	Mean (out of 10)	7.86	7.79	8.05	7.86	8.15	8.42	8.45	8.46	
Performance in providing economic development services (e.g. supporting and attracting new and existing businesses, assisting with employment and economic growth)	Mean (out of 10)	5.60	5.56	5.58	5.44	5.56	4.89	5.10	4.73	
KEY PERFORMANCE INDEX - LOCAL BUSINESS AND INDUSTRY		100 = Satisfactory	85.63	85.53	85.54	82.92	86.19	77.91	80.60	75.81
2.3 CITY PLANNING										
Importance that Council facilitates ongoing development, whilst creating an identity for the City of Palmerston	Mean (out of 10)	n/a	n/a	8.19	8.07	8.07	8.17	8.40	8.08	
Importance that Council provides a vision and framework to achieve better planning and urban design for the City of Palmerston	Mean (out of 10)	n/a	n/a	8.53	8.47	8.53	8.69	8.72	8.79	
Performance in facilitating ongoing development, whilst creating an identity for the City of Palmerston	Mean (out of 10)	n/a	n/a	5.82	5.29	5.57	4.93	5.30	4.58	

Importance that Council provides waste collection and disposal and recycling services or facilities, including green waste, hard waste or hazardous waste	Mean (out of 10)	9.43	9.22	9.39	9.37	9.53	9.47	9.56	9.43	
Performance in providing waste collection and disposal and recycling services or facilities, including green waste, hard waste or hazardous waste	Mean (out of 10)	7.81	7.90	8.05	7.80	8.20	7.57	7.76	7.46	
KEY PERFORMANCE INDEX - WASTE		100 = Satisfactory	129.69	129.94	133.40	129.25	136.83	125.89	129.76	123.50
4.1 RESPONSIBILITY										
Aware of Council's long term or strategic objectives	Yes	19%	23%	29%	34%	22%	17%	23%	19%	
Aware that Council has a Code of Practice on Public access to information, documents and meetings	Yes	53%	48%	53%	59%	56%	41%	49%	38%	
Change in general quality of life in the community cf same time last	Mean (out of 10)	5.31	5.29	5.24	5.03	5.33	4.65	4.89	4.39	
Influence Council has had on improving the quality of life in the community over the last year	Mean (out of 10)	5.34	5.16	5.03	4.66	4.95	4.50	4.95	4.14	
Influence Council should have on improving the quality of life in the community	Mean (out of 10)	7.82	7.58	7.68	7.82	7.92	7.47	8.07	7.11	
Importance that Council helps to improve the quality of life in the community	Mean (out of 10)	8.50	8.35	8.44	8.48	8.46	8.84	8.76	9.00	
Importance that the community has access to Council information, documents and meetings	Mean (out of 10)	8.05	7.96	7.99	8.24	8.31	8.71	8.53	8.95	
Importance that the community has input into the development of Council's Long Term or Strategic Objectives	Mean (out of 10)	8.26	8.17	8.39	8.64	8.64	8.96	8.96	9.02	
Importance that the community is made aware of Council's Long Term or Strategic Objectives	Mean (out of 10)	8.32	8.20	8.28	8.57	8.36	8.82	8.74	8.91	
Performance in helping to improve the quality of life in the	Mean (out of 10)	5.86	5.80	5.69	5.23	5.57	4.54	4.75	4.26	

Performance in providing community access to Council information, documents and meetings	Mean (out of 10)	5.19	5.30	5.28	4.83	4.79	3.68	4.00	3.47
Performance in obtaining community input into the development of	Mean (out of 10)	4.86	4.98	4.83	4.20	4.28	3.37	3.65	3.22
Performance in making the community aware of its Long Term or Strategic Objectives	Mean (out of 10)	4.89	4.94	4.91	4.50	4.48	3.51	3.89	3.18
KEY PERFORMANCE INDEX - RESPONSIBILITY	<i>100 = Satisfactory</i>	83.89	82.74	80.93	75.27	79.56	66.02	69.69	61.98
4.2 SERVICE									
Had contact with Council on a specific issue in the last year	Yes	45%	47%	52%	56%	55%	53%	61%	48%
Contact method	In person	49%	46%	48%	47%	41%	53%	57%	52%
	Phone	61%	65%	67%	65%	62%	63%	68%	59%
	Email	20%	18%	22%	35%	28%	29%	29%	29%
	Letter	13%	10%	13%	11%	6%	7%	7%	10%
	Other	0%	1%	1%	1%	2%	3%	2%	4%
Aware that Council has a Pubic Consultation Policy	Yes	35%	37%	40%	52%	42%	39%	41%	41%
Importance that Council conducts quality, timely and accurate consultation with the community	Mean (out of 10)	8.36	8.20	8.12	8.55	8.44	8.94	8.76	9.12
Performance in conducting quality, timely and accurate consultation with the community	Mean (out of 10)	4.87	5.07	5.01	4.14	4.36	3.43	3.73	3.19
Performance in customer service deilvery in the last year	Mean (out of 10)	5.98	5.91	5.93	5.34	5.62	4.89	5.38	4.51
KEY PERFORMANCE INDEX - SERVICE	<i>100 = Satisfactory</i>	82.02	82.34	82.00	73.18	76.11	67.50	71.37	64.43
4.3 PEOPLE									
Performance in providing services and facilities for the community	Mean (out of 10)	6.58	6.61	6.61	6.16	6.21	5.28	5.73	4.94

KEY PERFORMANCE INDEX - SERVICE	100 = Satisfactory	94.09	94.51	94.38	88.20	88.82	76.01	82.34	71.04
---------------------------------	--------------------	-------	-------	-------	-------	-------	-------	-------	-------

4.4 SYSTEMS

Method currently obtain information from Council

Community Newletters	26%	17%	14%	16%	13%	15%	9%	18%
Council Website	42%	49%	53%	59%	51%	44%	55%	37%
Council Flyers/ Posters	11%	11%	10%	8%	7%	10%	5%	11%
Local Newspapers	18%	16%	15%	14%	13%	20%	8%	25%
Email	4%	2%	3%	4%	2%	7%	4%	8%
Council Office/Front Counter/Help Desk	16%	11%	11%	7%	10%	10%	8%	11%
Telephone	21%	14%	14%	12%	13%	15%	19%	11%
Council/Community Meetings/ Speeches/ Openings	0%	1%	1%	2%	3%	4%	2%	6%
Non Council Initiated	2%	2%	2%	2%	2%	5%	3%	5%
Communication Other Methods	3%	8%	6%	8%	13%	7%	9%	7%
Don't Currently Receive Information From Council	11%	9%	9%	6%	7%	18%	9%	25%

Preferred method to obtain information from Council

Community Newletters	33%	21%	19%	23%	21%	30%	18%	38%
Council Website	41%	46%	50%	45%	43%	51%	58%	44%
Council Flyers/ Posters	8%	11%	8%	8%	7%	13%	5%	20%
Local Newspapers	12%	12%	11%	12%	8%	25%	6%	37%
Email	12%	13%	11%	15%	12%	27%	10%	37%

Council Office/Front Counter/Help Desk	9%	7%	10%	6%	9%	11%	9%	14%
Telephone	13%	11%	12%	13%	12%	13%	17%	12%
Council/ Community Meetings/ Speeches/ Openings	1%	2%	3%	6%	2%	9%	3%	13%
Non Council Initiated Communication	0%	0%	0%	1%	1%	4%	2%	6%
Other Methods Don't Want to Receive Information From Council	0%	9%	7%	8%	12%	9%	7%	11%
	1%	1%	1%	1%	1%	4%	1%	4%

KEY PERFORMANCE INDEX - SYSTEMS

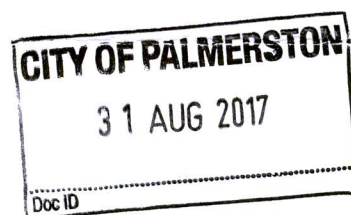
100 = Satisfactory **89.64 92.26 92.69 93.54 91.94 76.12 89.15 66.80**

MINISTER FOR HOUSING AND
COMMUNITY DEVELOPMENT

Parliament House
State Square
Darwin NT 0800
minister.mccarthy@nt.gov.au

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5553
Facsimile: 08 8928 6594

Mr Mark Blackburn
Manager
City of Palmerston
PO Box 1
PALMERSTON NT 0871



Dear Mr Blackburn

I refer to the City of Palmerston's letter of 19 June 2017 regarding the permanent closure of a section of the Miller Court road reserve in Palmerston.

I am pleased to inform you that I, as the Minister responsible for the *Local Government Act*, and the Hon Nicole Manison MLA, the Minister responsible for the *Control of Roads Act*, both consent to the proposed permanent closure of the section of the Miller Court road reserve that was detailed in the letter.

The letter also indicated that Council intends to sell the land for \$50 000 to the owner of the adjacent land. While I do not know if this would represent a good return for Council, I recommend that you carefully consider your options to maximise any sale price for the land, including approaches such as:

- obtaining an independent valuation;
- publically seeking offers
- holding an auction.

Yours sincerely

GERRY MCCARTHY

21/8/2017