



2nd ORDINARY COUNCIL MEETING

NOTICE OF MEETING

TUESDAY, 15 MAY 2018

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, commencing at 5.30pm.

A handwritten signature in black ink, appearing to read "Luccio Cercarelli".

LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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2nd Ordinary Council Meeting

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

3.2 Leave of Absence Alderman Garden

3.3 Leave of Absence Request

4 DECLARATION OF INTEREST

4.1 Elected Members

4.2 Staff

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 1 May 2018 pages 9529 to 9540 be confirmed.

5.2 Business Arising from Previous Meeting

6 MAYOR'S REPORT

7 DEPUTATIONS AND PRESENTATIONS

7.1 Deputations

Nil

7.2 Presentations

7.2.1 NT Government Alcohol Reforms

Presentation by Executive Director and Director of Communications & Stakeholder Engagement of the Alcohol Reform Implementation Team, Department of the Chief Minister.

8 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

9 CONFIDENTIAL ITEMS

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

9.1 Confidential Items

ITEM	REGULATION	REASON
23.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
	8(d)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
24.2.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
24.2.2	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.

9.2 Moving Open Items into Confidential

9.3 Moving Confidential Items into Open

10 PETITIONS

11 NOTICES OF MOTION

12 OFFICER'S REPORTS

12.1 Receive and Note Reports

12.1.1	Financial Report for the Month of April 2018	9/0023
12.1.2	Corporate Services Quarterly Report January – March 2018	9/0020

2nd Ordinary Council Meeting

AGENDA ITEM: 12.1.1

REPORT TITLE: Financial Report for the Month of April 2018

REPORT NUMBER: 9/0023

MEETING DATE: 15 May 2018

Author: Finance Manager, Shane Nankivell

Approver: Director Corporate Services, Chris Kelly

PURPOSE

The purpose of this report is to present to Council the Financial Report for the Month of April 2018.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

KEY ISSUES

- Adjustments for the Third Quarter Budget Review are presented to Council at the Second Ordinary Meeting of Council 15 May 2018.
- Clean-up efforts from Cyclone Marcus will result in a draw down in reserves and a delay in undertaking some non-urgent capital projects.
- Council will seek reimbursement as part of the Northern Territory's natural disaster relief and recovery arrangements with the Commonwealth.

RECOMMENDATION

THAT Report Number 9/0023 entitled Financial Report for the Month of April 2018 be received and noted.

BACKGROUND

Council is required under the Local Government Act to present monthly financial reports. The previous report presented was the March 2018 Report. This item presented to the 1st Ordinary Council Meeting of 17 April 2018 with the following decision/s made:

THAT Report Number 9/0011 entitled Financial Report for the Month of March 2018 be received and noted.

CARRIED 9/0016 – 17/04/2018

DISCUSSION

The budget forecast included in the Executive Summary of **Attachment A** is Council staff's expectations of Council's end of year position based on trends and information available to make estimates. Adjustments to the revised budget based on the forecast are recommended in the Third Quarter Budget Review. In the instance where recommended changes are not accepted by Council, or additional changes are made, future monthly reports will reflect new forecasts based on the new information.

Operating Income

Total operating income is at 101% of the current budget. Rates & Charges are showing as 100% for the year as rate income is recognised in full when it is levied.

Grants, Subsidies & Contributions, currently showing as 132% is higher than anticipated due to an increase in Funds In Lieu Of Construction (FILOC) funds received compared to budget, as well as the reimbursement of streetlighting maintenance fees by the Northern Territory Government for the first half of 2017/18. Streetlighting reimbursement adjustments are recommended for Third Quarter Budget Review.

Other Income, at 133% is currently performing above expectations due to insurance reimbursements received for damaged play equipment, this will be recommended to be adjusted at Third budget review. The remaining income items are performing as anticipated, with minor adjustments being recommended for Third Quarter Budget Review.

Operating Expenditure

Across all areas, operating expenditure is currently 83% of budget for the full year. The budget is trending, and minor adjustments have been recommended for Third Quarter Budget Review to reflect actuals which are currently over budget. With the exception of Emergency Operations, all other expense items are tracking as forecasted.

Emergency Operations currently shows as over budget due to the clean-up works associated with Cyclone Marcus. These costs are expected to increase over the next several months as Council processes green waste and clears paths, and funds will be recommended to be made available to cover this expenditure through the Third Quarter Budget Review. The funds will be recommended to be drawn from the Emergency Reserve and by delaying non-urgent capital asset renewals to a later date. Council will also make an application to recover the cost of the clean up through the Natural Disaster Relief and Recovery Arrangement with the Commonwealth. The extent of any reimbursement is still unknown at this stage.

Capital Income

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

Capital Expenditure

Overall Capital Expenditure is showing at 59% for the year, including Asset Upgrades at 60% for the full year, and Asset Purchases at 49%. In order to make funds available for the clean-up from Cyclone Marcus related expenditure, some capital projects will be reassessed, and adjustments are recommended for the Third Quarter Budget Review.

CONSULTATION PROCESS

In preparing this report the following City of Palmerston staff were consulted:

- Chief Executive Officer

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications as outlined in the body of the report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report has been prepared in line with Council's requirements under the Local Government Act.

The inclusion of a budget forecast is due to a recommendation from the Risk Management and Audit Committee in April 2017. Adjustments to the revised budget based on the forecast are being recommended in the Third Quarter Budget Review. In the instance where recommended changes are amended by Council, future monthly reports will reflect new forecasts based on the amendments.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Financial Management Report – April 2018

Financial Management Reports

April 2018

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



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April 2018

SECTION 1 – EXECUTIVE SUMMARY	1.1	Executive Summary
SECTION 2 – FINANCIAL RESULTS	2.1	Budget Summary Report
	2.2	Reserves Schedule
	2.3	Investments Management Report
	2.4	Debtor Control Accounts
	2.5	Financial Indicators
	2.6	Creditor Accounts Paid
	2.7	Creditor Accounts Outstanding
	2.8	Waste Charges
	2.9	Commercial Leases

Section 2

Financial Results

30 April 2018

1.1 - Executive Summary as at

Results	Revised Budget 2018 \$	YTD Actual \$	YTD Committed \$	Budget Forecast \$	% Utilised
Operating Income					
Rates & Charges	26,709,566	26,657,520	0	26,933,566	100%
Statutory Charges	193,000	162,961	0	193,000	84%
User Charges	1,551,219	1,290,785	0	1,638,219	83%
Grants, Subsidies & Contributions	1,572,643	2,080,082	0	1,726,430	132%
Investment Income	746,160	837,418	0	846,160	112%
Other Income	53,500	71,168	0	62,150	133%
Operating Income	30,826,088	31,099,934	0	31,399,525	101%
Operating Expenditure					
Employee Costs	-8,208,035	-6,345,935	-1,016	-8,208,035	77%
Professional Services	-1,286,085	-1,019,104	-292,816	-1,707,085	102%
Auditor's Remuneration	-32,000	-90	0	-32,000	0%
Bad and Doubtful Debts	0	0	0	0	0%
Operating Lease Rentals	-206,300	-145,679	-28,341	-206,300	84%
Energy	-1,135,653	-878,989	0	-1,135,653	77%
Materials & Contractors	-12,307,223	-9,606,126	-1,720,609	-14,682,826	92%
Depreciation, Amortisation & Impairment	-8,820,000	-7,350,000	0	-8,820,000	83%
Elected Members Expenses	-327,959	-175,876	0	-327,959	54%
Legal Expenses	-61,500	-197,132	0	-204,500	321%
Landfill Rehabilitation	0	0	0	0	0%
Other Expenses	-4,405,053	-2,796,353	-147,920	-4,405,053	67%
Finance Charges PAN/Parking Structure	-13,877	0	0	0	0%
Operating Expenditure	-36,803,685	-28,515,285	-2,190,702	-39,729,861	83%
OPERATING SURPLUS/(DEFICIT)	-5,977,597	2,584,650	-2,190,702	-8,330,336	
Capital Income					
Net gain (loss) on disposal or revaluation of assets	30,985	59,443	0	90,985	192%
Asset Income	5,000,000	0	0	5,000,000	0%
Grants received	678,380	639,380	0	686,380	94%
Capital Income	5,709,365	698,823	0	5,777,365	12%
Net SURPLUS / (DEFICIT) transferred to Equity Statement	-268,232	3,283,472	-2,190,702	-2,552,971	
Capital Expenditure					
Land Purchase	0	0	0	0	0%
Asset Purchase	-1,177,590	-467,005	-107,668	-1,113,229	49%
Asset Upgrade	-9,736,973	-5,133,331	-678,979	-6,892,718	60%
Capital Expenditure	-10,914,563	-5,600,335	-786,647	-8,005,947	59%
Less Non-Cash Expenditure	-8,820,000	-7,350,000	0	-8,820,000	83%
Plus Gifted Assets	5,000,000	0	0	5,000,000	0%
NET CAPITAL SURPLUS/(DEFICIT)	-7,362,795	5,033,137	-2,977,349	-6,738,918	
Borrowings	2,000,000	0	0	0	0%
Repayment of Borrowings	-35,192	0	0	0	0%
Reserve Movement	5,397,986	0	0	6,738,917	0%
NET OPERATING SURPLUS/(DEFICIT)	0	5,033,137	-2,977,349	0	



Reviewed by: Finance Manager



Approved by: Director of Corporate Services

Section 2

Financial Results

30 April 2018

2.1 - Budget Summary Report as at Operating Income

	Revised Budget \$	YTD Actuals \$	%
Governance			
Office of the CEO	350,898	514,958	146.75%
Governance	350,898	514,958	146.75%
Corporate Services			
Financial Services	300,000	483,478	161.16%
Office of the Director Corporate Services	0	6,041	0.00%
Rates	20,060,426	19,580,957	97.61%
Corporate Services	20,360,426	20,070,476	98.58%
Community Services			
Community Development	0	1,110	0.00%
Events Promotion	0	3,500	0.00%
Library Services	690,856	686,285	99.34%
Senior Citizens	1,500	0	0.00%
Youth Services	5,000	5,000	100.00%
Community Services	697,356	695,895	99.79%
Technical Services			
Animal Management	392,000	326,625	83.32%
Aquatic Centre	77,291	64,410	83.33%
Civic Centre	162,333	146,722	90.38%
Depot	0	3,768	0.00%
Driver Resource Centre	6,600	10,732	162.61%
Gray Community Hall	16,800	11,377	67.72%
Office of the Director Technical Services	43,250	79,517	183.85%
Parking & Other Ranger Services	175,000	153,090	87.48%
Private Works	110,000	97,405	88.55%
Recreation Centre	71,000	109,980	154.90%
Roads & Transport	383,489	352,494	91.92%
Stormwater Infrastructure	52,000	4,253	8.18%
Subdivisional Works	450,000	669,541	148.79%
Waste Management	6,682,860	7,104,890	106.32%
Odegaard Drive Investment Property	446,160	408,980	91.67%
Durack Heights Community Centre	2,830	909	32.12%
CBD Car Parking	345,795	272,182	78.71%
Technical Services	9,417,408	9,816,874	104.24%
	30,826,088	31,098,203	100.88%

Section 2 Financial Results 30 April 2018

2.1 - Budget Summary Report as at Capital Income

	Revised Budget \$	YTD Actuals \$	%
Corporate Services			
Office of the Director Corporate Services	30,985	59,443	191.84%
Corporate Services	30,985	59,443	191.84%
Technical Services			
Open Space	0	11,000	0.00%
Roads & Transport	538,380	628,380	116.72%
Subdivisional Works	5,000,000	0	0.00%
Waste Management	140,000	0	0.00%
Technical Services	5,678,380	639,380	11.26%
	5,709,365	698,823	12.24%

Section 2

Financial Results

30 April 2018

2.1 - Budget Summary Report as at

Operating Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Governance					
Elected Members	-556,588	-406,211	-2,515	-408,726	73.43%
Office of the CEO	-724,134	-859,350	-7,878	-867,228	119.76%
Governance	-1,280,722	-1,265,561	-10,394	-1,275,954	99.63%
Corporate Services					
Customer Services	-212,945	-131,624	0	-131,624	61.81%
Financial Services	-1,473,388	-1,128,355	-17,014	-1,145,369	77.74%
Human Resources	-230,363	-195,218	-489	-195,707	84.96%
Information Technology	-1,089,738	-726,316	-85,632	-811,948	74.51%
Office of the Director Corporate Services	-9,432,218	-7,759,753	-588	-7,760,341	82.27%
Public Relations and Communications	-385,517	-269,344	-6,243	-275,587	71.49%
Rates	-303,900	-323,498	0	-323,498	106.45%
Records Management	-270,342	-235,147	-15,541	-250,687	92.73%
Corporate Services	-13,398,411	-10,769,254	-125,507	-10,894,762	81.31%
Community Services					
Arts & Culture	-127,000	-45,776	-409	-46,185	36.37%
Community Development	-856,228	-637,378	-2,396	-639,774	74.72%
Events Promotion	-273,300	-166,999	-37,809	-204,808	74.94%
Families & Children	-20,000	-8,316	-3,393	-11,709	58.54%
Health and Wellbeing Services	-62,500	-11,715	-14,700	-26,414	42.26%
Library Services	-1,539,299	-1,042,564	-18,002	-1,060,566	68.90%
Senior Citizens	-6,500	-2,452	-173	-2,625	40.39%
Youth Services	-50,500	-25,846	-4,596	-30,442	60.28%
Office of the Director Community Services	-283,853	-202,579	-400	-202,979	71.51%
Community Services	-3,219,180	-2,143,625	-81,878	-2,225,503	69.13%
Technical Services					
Animal Management	-111,500	-76,734	-14,910	-91,644	82.19%
Aquatic Centre	-558,228	-429,894	-79,661	-509,555	91.28%
Archer Sports Club	-10,936	-1,626	0	-1,626	14.87%
Civic Centre	-388,645	-238,587	-17,194	-255,781	65.81%
Depot	-66,243	-47,155	-6,239	-53,394	80.60%
Driver Resource Centre	-31,348	-9,174	-1,377	-10,551	33.66%
Emergency Operations	-10,000	-1,363,659	-247,775	-1,611,434	16114.34%
Gray Community Hall	-73,976	-32,299	-7,584	-39,883	53.91%
Office of the Director Technical Services	-1,289,228	-1,037,016	-106,573	-1,143,588	88.70%
Open Space	-5,635,322	-3,288,758	-231,358	-3,520,116	62.47%
Parking & Other Ranger Services	-809,465	-607,894	-1,133	-609,027	75.24%
Plant & Equipment	-32,000	-40,435	-330	-40,765	127.39%
Private Works	-92,688	-71,915	0	-71,915	77.59%
Recreation Centre	-142,711	-174,928	-22,618	-197,546	138.42%
Roads & Transport	-2,478,888	-1,423,695	-167,382	-1,591,077	64.19%
Stormwater Infrastructure	-281,000	-195,559	-4,569	-200,128	71.22%
Street Lighting	-875,000	-810,223	-4,910	-815,133	93.16%
Subdivisional Works	0	-324	0	-324	0.00%
Waste Management	-5,591,174	-4,271,237	-1,037,279	-5,308,517	94.94%
Odegaard Drive Investment Property	-116,187	-98,676	-4,490	-103,166	88.79%
Durack Heights Community Centre	-54,738	-14,500	-3,517	-18,017	32.91%
CBD Car Parking	-218,584	-86,772	-12,525	-99,297	45.43%
Goyder Square	-37,510	-15,785	-500	-16,285	43.41%
Technical Services	-18,905,371	-14,336,844	-1,971,923	-16,308,767	86.27%
	-36,803,685	-28,515,285	-2,189,702	-30,704,987	83.43%

Section 2
Financial Results
30 April 2018

2.1 - Budget Summary Report as at

Capital Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Corporate Services					
Information Technology	-15,000	-9,447	0	-9,447	62.98%
Office of the Director Corporate Services	-213,600	-118,855	-45,731	-164,586	77.05%
Corporate Services	-228,600	-128,302	-45,731	-174,033	76.13%
Community Services					
Community Development	-733	-1,806	0	-1,806	246.48%
Community Services	-733	-1,806	0	-1,806	246.48%
Technical Services					
Aquatic Centre	-42,368	-14,079	0	-14,079	33.23%
Civic Centre	-100,000	-73,117	0	-73,117	73.12%
Depot	-17,000	-4,400	0	-4,400	25.88%
Driver Resource Centre	-15,000	0	0	0	0.00%
Office of the Director Technical Services	-202,746	-104,885	-65,722	-170,607	84.15%
Open Space	-2,205,310	-870,155	-101,283	-971,439	44.05%
Recreation Centre	-10,000	-6,800	0	-6,800	68.00%
Roads & Transport	-2,819,930	-1,778,802	-276,416	-2,055,219	72.88%
Stormwater Infrastructure	-115,000	-20,617	-26,898	-47,515	41.32%
Subdivisional Works	0	-215,925	-5,999	-221,924	0.00%
Waste Management	-5,136,368	-2,379,445	-264,597	-2,644,042	51.48%
CBD Car Parking	-21,508	-2,003	0	-2,003	9.31%
Technical Services	-10,685,230	-5,470,228	-740,916	-6,211,144	58.13%
	-10,914,563	-5,600,335	-786,647	-6,386,982	58.52%

Section 2

Financial Results

2.2 Reserves Schedule

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


 Reviewed by: Finance Manager


 Approved by: Director of Corporate Services

Section 2

Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 30/04/2018

COUNTERPARTY	RATING	AMOUNT	INTEREST RATE	MATURITY DATE	DAYS TO MATURITY	INSTITUTION TOTALS	%COUNTER PARTY
People's Choice Credit Union	S&P A2	\$ 6.79	0.00%			\$ 6.79	0.00%
Auswide	S&P A3	\$ 1,500,000.00	2.65%	May 23, 2018	23	\$ 1,500,000.00	9.00%
AMP	S&P A1	\$ 1,500,000.00	2.65%	November 7, 2018	191	\$ 1,500,000.00	9.00%
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.55%	August 1, 2018	93	\$ 1,500,000.00	9.00%
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	July 18, 2018	79		
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	August 15, 2018	107		
Bendigo & Adelaide Bank	S&P A2	\$ 1,500,000.00	2.70%	September 12, 2018	135	\$ 4,500,000.00	27.01%
National Australia Bank	S&P A1+	\$ 7,458.61	2.80%				
National Australia Bank	S&P A1+	\$ 153,181.26	2.80%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.61%	May 9, 2018	9		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	June 6, 2018	37		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.60%	June 20, 2018	51		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.56%	July 4, 2018	65	\$ 6,160,639.87	36.98%
ME Bank	S&P A2	\$ 1,500,000.00	2.57%	August 29, 2018	121	\$ 1,500,000.00	9.00%

TOTAL SHORT TERM INVESTMENT	\$ 16,660,646.66	Average Days to Maturity	83.00
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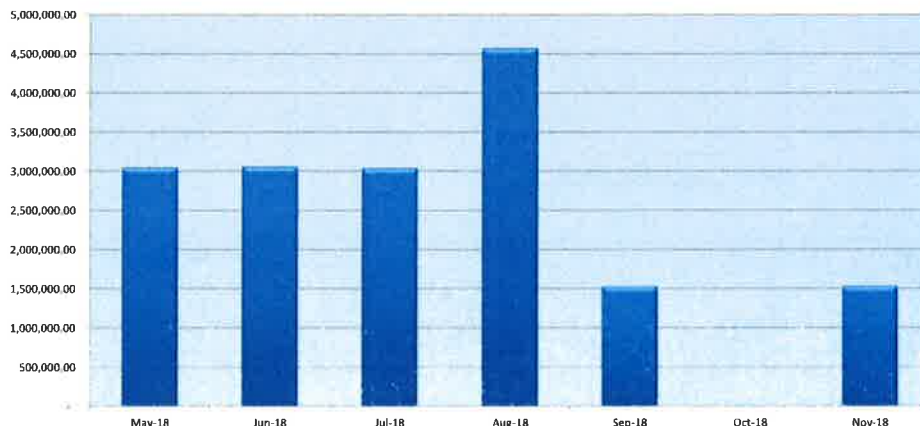
% OF TOTAL INVESTMENT PORTFOLIO	A1 (max 100%) 45%	A2/P2 (max 80%) 45%	A3 (max 50%) 10%	100%
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Weighted Average Rate	2.63%	BBSW 90 Day Rate Benchmark	2.03%
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GENERAL BANK FUNDS	\$ 6,224,986.83	Total Budget Investment Earnings	-\$ 300,000.00
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TOTAL ALL FUNDS	\$ 22,885,633.49	Year to Date Investment Earnings	-\$ 365,888.80
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Cashflow of Investments



PROPERTY INVESTMENT

PROPERTY ADDRESS	VALUATION BASIS	VALUE	INCOME YTD	EXPENSE YTD	NET PROFIT YTD	COMPARATIVE YTD YIELD AT CASH RATE OF 3%
48 Odegaard Drive, Rosebery	Fair Value	\$ 6,935,502	\$ 408,980	\$ 98,676	\$ 310,304	\$ 172,723

Reviewed by: Finance Manager

Approved by: Director Corporate Services

Section 2 Financial Results 30 April 2018

2.4 Debtor Control Accounts

SUNDRY DEBTORS:						
BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS	
286,182.93	22,217.18	137,792.33	107,619.26	44.83	18,509.33	
RATES:						
REPORT MONTH	OUTSTANDING \$	OUTSTANDING % OF RATES INCOME	OVERDUE \$	OVERDUE % OF RATES INCOME		
Apr-18	\$686,997	2.5%	\$1,370,946	4.9%		
Apr-17	\$815,428	3.1%	\$1,377,635	5.2%		
TOTAL OVERDUE \$	Charged in 2017/2018	Charged in 2016/2017	Charged in 2015/2016	Charged in 2014/2015	Charged Prior to 2014/2015	
\$1,370,946	\$1,131,684	\$181,763	\$44,739	\$9,434	\$3,326	
INFRINGEMENTS:						
		\$				
Animal Infringements		115,761.44				
Public Places		9,634.00				
Parking Infringements		166,491.74				
Litter Infringements		875.00				
Signs		0.00				
Other Law and Order		0.00				
Net Balance on Infringement Debts		292,762.18				



Reviewed by: Finance Manager



Approved by: Director Corporate Services

Section 2

Financial Results

2.5 - Financial Indicators

	Target	2018	2017	2016	2015	2014
Operating Surplus Ratio						
Total Operating Surplus/Deficit	0.00%	-26.53%	-5.16%	-39.40%	-20.18%	-18.22%
Total Operating Income						
This indicator shows the extent to which operational expenses are covered by operational income, and if in surplus, how much is available to use for other purposes such as capital expenses. This has been calculated from the forecast budget.						
Debt Service Ratio						
Net Debt Service Cost	<5%	0:00%	0:00%	0:00%	0:00%	0:00%
Operating Revenue						
A Council's debt service ratio shows Council's debts (principal + interest) in relation to Council's income. Palmerston currently has no loans payable, and therefore the debt ratio is 0:0						
Rate Coverage Percentage						
Rate Revenues	60%-75%	62.88%	59.25%	60.02%	61.53%	61.03%
Total Revenues						
This indicator shows the percentage of total revenue raised through rates income.						
Rates & Annual Charges Outstanding Percentage						
Rates & Annual Charges Outstanding	<5%	3.31%	3.57%	3.16%	3.47%	2.39%
Rates & Annual Charges Collectible						
This percentage shows Council's total rates outstanding against rates payable to Council in this financial year. The rate will decrease as instalment dates pass.						

SECTION 2



Financial Results

2.6 - Creditor Accounts Paid April 2018

Creditor No.	Creditor Name	Amount \$
V00848	Aldebaran Contracting Pty Ltd	513,810.00
4816	CS Services NT	274,222.66
V00228	Outback Tree Service	223,997.13
639	Cleanaway Pty Ltd.	212,951.32
V01547	Price Family Trust T/A Tree and Earth Industries	190,093.75
5104	JLM Civil Works Pty Ltd	177,088.62
712	Paradise Landscaping (NT) Pty Ltd	150,859.78
2	Australian Taxation Office - PAYG	127,414.00
1607	Sterling NT Pty Ltd	124,756.92
V01551	ARH NT P/L T/a White Knight Tree Services	104,280.00
V01083	Gimbells Landscaping Pty Ltd	102,999.05
V01543	Surfcoast Tree Services	96,580.00
V01537	Ben's Tree Service Pty Ltd	90,200.00
V00682	Leigh Dyson Plumbing	81,323.00
V01538	Tiger Contracting (NT) Pty Ltd	67,507.00
V00780	Timber and Steel Constructions Pty Ltd	60,680.90
549	City of Darwin	54,770.40
V00295	Jacana Energy	36,867.24
900	Palmerston Golf & Country Club Inc	33,000.00
V00476	Water Dynamics (NT) Pty Limited	31,994.96
V01592	Sage Constructions Pty Ltd	27,058.02
5651	Minter Ellison Lawyers	25,819.50
V01539	All About Demolition Services NT	24,871.00
1170	Territory Debt Collectors (TDC NT P/L)	24,255.00
87	Industrial Power Sweeping Services Pty	23,833.22
3683	Area9 IT Solutions	23,758.07
938	Nightcliff Electrical	23,642.87
4190	National Australia Bank	22,187.98
V00582	Ezko Property Services (Aust) Pty Ltd	21,368.84
2161	GHD Pty Ltd	20,807.71
V01232	Mark D Blackburn	19,973.25
V00368	iWater NT	19,569.00
3438	NT Shade & Canvas Pty Ltd	18,180.80
4269	RTM - NT Electoral Commission	16,329.50
48	Top End Line Markers Pty Ltd	14,916.06
54	Powerwater	12,543.06
V01518	Neo 21 Pty Ltd trading as Utili-Com	10,835.00
V01062	Essential Theatre Inc	10,617.75
798	YMCA of the Northern Territory	10,311.70
V00694	Subscribe-Software Pty Ltd	10,006.26
V01540	Reg Bobcat Hire	9,867.00
4320	Elton Consulting	9,464.40
V01486	Brainium Labs Pty Ltd	9,420.00
V01009	Australian Parking and Revenue Control Pty Limited	9,111.83
V00315	HWL Ebsworth Lawyers	8,362.75
47	Telstra Corporation Ltd	8,251.97
V00541	Arafura Traffic Control Pty Ltd	8,074.00
26	Viva Energy Australia Ltd	7,894.54
3936	Arafura Tree Services and Consulting	7,755.00
V01541	Hire Power NT	6,160.00
5254	True North	5,313.00
V01503	LG Solutions Pty Ltd	4,730.00
V01494	Paul Maher Solicitors	4,546.96
846	Nationwide News NT Division	4,489.08

Creditor No.	Creditor Name	Amount \$
256	The Bookshop Darwin	4,087.34
V01170	Darwin Indonesian Women's Association	4,000.00
V00299	EPAC Salary Solutions Pty Ltd	3,729.20
4883	Creative Light Studios - Shane Eecen	3,652.00
5410	Majestix Media Pty Ltd	3,527.83
4065	Southern Cross Protection Pty Ltd	3,469.25
V01431	Gigtek	3,455.93
V01593	Mercer Consulting (Australia) Pty Ltd	3,432.00
V00271	Fuji Xerox Business Centre NT	3,410.99
V00193	Amcom Pty Ltd	3,142.70
V00265	Gerard Rosse	3,057.57
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	2,872.29
V00943	Northern Territory Pest and Weed Control	2,871.00
350	IBM Global Financing Australia Limited	2,765.20
2587	Top End RACE	2,671.81
3313	Zip Print	2,662.00
V01234	Mulga Security	2,541.00
274	CSG Business Solutions (NT) Pty Ltd	2,457.84
3034	Australian Local Government Association Limited	2,398.00
5551	Active Tree Services Pty Ltd	2,359.42
V01345	GreenTec Pty Ltd	2,321.00
V00773	Akron Group NT Pty Ltd	2,288.00
V01203	Tyreright Palmerston	2,102.00
2199	SBA Office National	2,097.00
2186	Optus Billing Services Pty Ltd	2,068.00
272	City Wreckers	1,848.00
1502	Figleaf Pool Products	1,748.60
1581	NT Broadcasters Pty Ltd	1,738.00
4679	iSentia Pty Ltd	1,735.14
5036	Dormakaba Aust P/L T/as Territory Door Services	1,731.99
185	Bridge Toyota	1,701.94
3098	Roadshow Films Pty Ltd	1,650.00
4737	D & L Plumbing & Gasfitting	1,628.00
V01507	CDU - (PEET)	1,609.89
V00902	Coles Motors	1,606.30
3099	Iron Mountain Australia Pty Ltd	1,546.18
V00284	Wheelers Books	1,439.15
V00999	Artback NT Incorporated	1,430.00
V01583	Tristar Industries Pty Ltd	1,408.33
4029	Totally Workwear Palmerston	1,207.60
V00399	Palmerston and Regional Basketball Association	1,187.50
4825	OracleCMS	1,176.77
V01042	Primetime Entertainment	1,119.25
V01549	We're The Glue Pty Ltd	1,116.72
V01146	Shannon Fordham	1,093.00
V00828	Iain Summers	1,054.90
121	Signtech NT	1,049.02
V01066	Core Body Fitness Training	1,020.00
3189	Seek Limited	1,006.50
V01567	Adrian Wessling	1,000.00
V00934	Rider Levett Bucknall NT Pty Ltd	935.00
V01576	Cheryl Prentice	920.91
112	Beaurepaires	904.80
V00327	Tammy's Fitness Training	900.00
V01076	DJ's Peak Fitness	900.00
V00939	Defend Fire Services Pty Ltd	894.30
V00475	Outback Batteries	891.00
5142	Australian Catchment Management Pty Ltd	888.80
V00101	Bellamack Pty Ltd	840.00
V00157	McArthur Management Services (Vic) P/L	825.00



Creditor No.	Creditor Name	Amount \$
2557	The Lifestyle Studio	792.00
4678	Allabout Party Hire & Events - Darwin Party Hire	784.70
V01536	M & S Mowing Plus	781.00
5	Australia Post	765.69
5011	A&J Communications	720.50
5611	Steelmans Tools and Industrial Supplies	702.00
V01589	Gayle Miller	683.00
943	Territory Asset Management Services	660.00
V01584	Salary Packaging Australia	645.19
41	Harvey Distributors	628.17
5131	Core Traffic Control Pty Ltd	616.00
4528	Miranda's Armed Security Officers Pty	586.30
2977	Security & Technology Services P/L	583.00
3504	Raeco International Pty Ltd	577.50
V01071	Wine Direct Pty Ltd	564.00
5031	All Aspects Recruitment & HR Services	534.44
4007	Ark Animal Hospital Pty Ltd	523.19
V01577	Wendy M Endenburg	500.00
V00269	Faceboother Photobooth	490.00
3428	Bunnings Group Limited	460.39
V00151	Moogully Pty Ltd	455.00
V01483	OfficeMax	449.26
V00374	Shred-it Australia Pty Ltd	445.07
59	City of Palmerston	444.55
289	Bolinda Publishing Pty Ltd	431.47
V00664	Approved Real Estate	430.59
V01562	L Chang	427.00
V01563	J R Clee	427.00
V01566	Louise Penglase	427.00
V01272	Storytime Pods Pty Ltd	403.04
V00073	Off the Leash	385.00
399	St John Ambulance (NT) Incorporated	360.00
V00351	Charles Darwin University	360.00
4605	Top End Windscreens and Tinting	350.00
V01578	Turner Marketing	350.00
V00487	Flowers by Elise	320.00
2294	Modern Teaching Aids Pty Ltd	277.79
1568	Battery World Darwin Pty Ltd	273.00
4929	Barramundi Group	262.50
5435	Access Hardware (NT) Pty Ltd	242.00
1442	Cazalys Palmerston Club	239.98
V01420	CENTRELINK (PAYROLL)	238.64
4508	News 4 U	208.40
V01381	Phoebe Wear	200.00
V01560	Australian Defence Force	200.00
V01561	L W Bestmann	200.00
V01568	Zainab Mohamud	200.00
4398	Quality Indoor Plants Hire	193.33
2124	Food'll Do Catering Darwin (Grinners Catering)	190.00
V00542	Industry Health Solutions	190.00
617	Barnyard Trading	178.02
V01038	CCSNT Pty Ltd	176.50
V01580	Claire Johnston	165.00
2236	The Top Ender Tri-Services Magazine Inc	160.00
V00866	Madeline Ryan	150.00
V01277	Express Studios	150.00
V01588	Will Nery	150.00
35	WINC Australia Pty Limited	149.01
2965	KIK FM Pty Ltd	135.00
5122	NT Electrical Group	132.00

Creditor No.	Creditor Name	Amount \$
4561	Bendesigns	127.49
V01575	Bras and Things	125.00
V01587	Northern Light Pentecostal Church	125.00
2238	Hollands Print Solutions Pty Ltd	100.00
V01564	Darren McBride	100.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	96.84
V00994	Frangipani Farm	80.00
5568	Mr E F Gojar	79.99
2017	Signs Plus	72.50
V01556	Kylie Hendry	64.00
V01554	Meghan Davey	62.30
V01086	DLC Australia Pty Ltd	61.97
V01559	DJ & PD Core	60.00
1625	Precision Engraving	50.00
V01581	Perry English	50.00
610	Data Centre Services (DCS)	43.36
V00614	RTM - Dept. of the Attorney General and Justice	31.20
18	Integrated Land Information System	27.40
V00474	Lane Print & Post	8.80
		3,382,002.88
 Reviewed by: Finance Manager		
 Approved by: Director of Corporate Services		

SECTION 2

Financial Results

2.7 - Creditor Accounts Outstanding		April 2018
Creditor No.	Creditor Name	Amount \$
798	YMCA of the Northern Territory	67,933.60
V00773	Akron Group NT Pty Ltd	63,856.10
5104	JLM Civil Works Pty Ltd	35,329.59
V00719	AIA Australia Limited	30,250.00
3971	Pipeline Renovations Pty Ltd trading as RenoFLO	18,337.40
V00318	StatewideSuper Clearing House	16,639.52
V00476	Water Dynamics (NT) Pty Limited	13,477.56
3880	PAWS Darwin Limited	7,310.28
V00860	Costojic Pty Ltd	5,880.00
V01079	CAP22 Services Pty Ltd	5,040.38
5640	Think Water - Winnellie & Virginia	4,467.42
3683	Area9 IT Solutions	4,059.44
V00101	Bellamack Pty Ltd	3,360.00
938	Nightcliff Electrical	3,329.81
V01444	Top End Joinery Pty Ltd	3,049.00
289	Bolinda Publishing Pty Ltd	2,443.27
V01555	Northern Territory Communications Pty Ltd	2,136.20
V00166	Diamond International Events T/A Trina's Catering	1,980.00
5127	Asian United Food Service	1,849.41
V01345	GreenTec Pty Ltd	1,727.00
V01586	RSEA Safety Pty Ltd	1,540.00
4678	Allabout Party Hire & Events - Darwin Party Hire	1,524.30
V01483	OfficeMax	1,494.47
V00073	Off the Leash	1,375.00
V00475	Outback Batteries	1,069.20
256	The Bookshop Darwin	1,014.65
549	City of Darwin	1,000.00
2965	KIK FM Pty Ltd	946.00
112	Beaurepaires	934.94
2	Australian Taxation Office - PAYG	934.92
V00193	Amcom Pty Ltd	907.06
V01118	Wilson Security Pty Ltd	851.62
48	Top End Line Markers Pty Ltd	792.00
4562	NT Repairs and Painting	770.00
4871	Reface Industries	728.88
2977	Security & Technology Services P/L	687.50
54	Powerwater	650.00
V01584	Salary Packaging Australia	645.19
272	City Wreckers	616.00
3098	Roadshow Films Pty Ltd	550.00
3428	Bunnings Group Limited	523.57
V01597	Selena May	500.00
V00692	Yellow Rose Cleaning Service	485.00
2064	Larrakia Nation Aboriginal Corporation	450.00
3504	Raeco International Pty Ltd	426.07
90	Local Government Association of the NT (LGANT)	340.00
2294	Modern Teaching Aids Pty Ltd	329.68
215	Employee Assistance Services NT Inc (EASA)	310.00
3438	NT Shade & Canvas Pty Ltd	275.00
V01549	We're The Glue Pty Ltd	273.24
V01234	Mulga Security	242.00
3313	Zip Print	231.00
V00231	Chris's Automotive & Marine Electrics	205.65
4398	Quality Indoor Plants Hire	193.33
5036	Dormakaba Aust P/L T/as Territory Door Services	176.00
2017	Signs Plus	138.50
4029	Totally Workwear Palmerston	138.30

Creditor No.	Creditor Name	Amount \$
5611	Steelmans Tools and Industrial Supplies	129.00
V01420	CENTRELINK (PAYROLL)	126.03
V00487	Flowers by Elise	125.00
V01591	Department of Trade, Business and Innovation	125.00
2199	SBA Office National	123.10
35	WINC Australia Pty Limited	118.66
V01190	Slimline Warehouse	110.51
V01595	Jared Payne	104.00
4856	Portner Press Pty Ltd	97.00
V01594	Chelsea McNair	85.40
V00994	Frangipani Farm	80.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	72.63
V01582	Palmerston Brake/ATP Power Steering	66.00
18	Integrated Land Information System	27.40
		318,114.78
		
Reviewed by: Finance Manager		Approved: Director of Corporate Services

Section 2 Financial Results

2.8 - Waste Charges as at 30 April 2018

Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Rates & Charges	6,682,860	7,101,792	-	7,101,792	106.27%
Income	6,682,860	7,101,792	-	7,101,792	106.27%
Expenditure					
Professional Services	(60,771)	(38,446)	(22,046)	(60,492)	99.54%
Educational Resources	(20,000)	(14,860)	-	(14,860)	74.30%
Utilities	(15,150)	(7,819)	-	(7,819)	51.61%
Street Sweeping	(268,000)	(188,165)	(2,382)	(190,547)	71.10%
Litter Collection	(214,000)	(163,032)	(36,250)	(199,283)	93.12%
Domestic Bin Collection	(2,464,376)	(1,862,225)	(408,221)	(2,270,446)	92.13%
Waste Removal	-	(420)	-	(420)	0.00%
Kerb Side Collections	(90,000)	(98,793)	-	(98,793)	109.77%
Tip Recharge Domestic Bin collection	(570,000)	(455,577)	(114,423)	(570,000)	100.00%
Transfer Station	(1,575,000)	(1,184,675)	(411,182)	(1,595,856)	101.32%
Loan Repayments	(13,877)	-	-	-	0.00%
Tip Recharge Transfer Station	(300,000)	(257,225)	(42,775)	(300,000)	100.00%
Expenditure	(5,591,174)	(4,271,237)	(1,037,279)	(5,308,517)	94.94%
Profit/(Loss)	1,091,686	2,830,555	(1,037,279)	1,793,276	

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



Reviewed By: Finance Manager



Approved By: Director of Corporate Services

Section 2 Financial Results

2.9 - Commercial Leases as at 30 April 2018 Commercial Leases

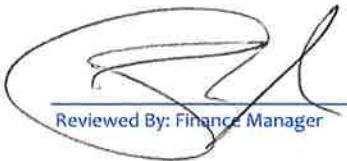
	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Income					
Library Services	30,000	29,174	-	29,174	97.25%
Aquatic Centre	77,291	64,410	-	64,410	83.33%
Civic Centre	162,333	146,722	-	146,722	90.38%
Income	269,624	240,306	-	240,306	89.13%
Expenditure					
Civic Centre	(16,800)	(9,259)	-	(9,259)	55.11%
Expenditure	(16,800)	(9,259)	-	(9,259)	55.11%
Profit/(Loss)	252,824	231,047	-	231,047	

Library Services includes lease held by Mosko's Market

Aquatic Centre includes the lease held by Tang Soo Do

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

McGees Management Fees charged to Civic Centre each month



Reviewed By: Finance Manager



Approved By: Director of Corporate Services

2nd Ordinary Council Meeting

AGENDA ITEM:	12.1.2
REPORT TITLE:	Corporate Services Quarterly Report January - March 2018
REPORT NUMBER:	9/0020
MEETING DATE:	15 May 2018
Author:	Director of Corporate Services, Chris Kelly
Approver:	Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report summarises key activities undertaken by Corporate Services in the quarter January-March 2018.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

KEY ISSUES

- Summary of services provided by the Corporate Services Department during the January to March Quarter 2018.
- Council had intense media interest as a result of the 24 March election and Tropical Cyclone Marcus.
- Council experienced strong usage of its free CBD Wi-Fi.
- Council recruited for six (6) vacancies and undertook 11 training activities in this quarter.

RECOMMENDATION

THAT Report Number 9/0020 entitled Corporate Services Quarterly Report January - March 2018 be received and noted.

BACKGROUND

The Corporate Services Department provides a quarterly report to Council on key activities undertaken during the past three (3) months.

DISCUSSION

Highlights from the Corporate Services Department include:

Media and Communications

Media and Communications had a busy quarter, keeping the community informed about the Council election and Council's response to Tropical Cyclone Marcus. Council's following on social media grew as a result of these events, increasing by 6%, mainly from 16 March onwards.

Highlights include:

- Council issued 11 media releases and responded to 12 media enquiries, including the election of the 9th Council and the increased parking opportunities for Seniors Card Holders.
- Council made 86 Facebook posts. The most popular were the post on February 5 concerning the crocodile sighting in Durack which was viewed by 34,604 people and the free kerbside green waste collection due to Tropical Cyclone Marcus post on 18 March which was viewed by 47,817 people.
- Council also attracted 621 new followers, many due to the Tropical Cyclone Marcus response information being provided.
- Council's media monitoring detected 517 media mentions reaching a cumulative audience of 1,999,860. The largest volume of coverage and audience was on 16 March 2018. Topics discussed that day were the upcoming Council election and the duck gender imbalance at Sanctuary Lakes.



Pictured is a Council contractor cleaning up after TC Marcus posted on Facebook 20 March.

Finance and Customer Services

Council's Finance Team have had a busy quarter with two rates instalments due, on 29 January and 29 March, as well as managing the financial impacts of Tropical Cyclone Marcus. \$2 million is recommended to be allocated to the recovery effort in the Third Quarter Budget Review being considered at this meeting.

Highlights include:

- 9,559 rates instalment notices were issued.
- Nine (9) reports to Council including monthly financial reports and the Second Quarter Budget Review.
- Risk Management and Audit Committee meeting on 8 February.
- KPMG appointed as internal auditor
- Merit Partners appointed as external auditor
- Ezybill to be introduced for 18/19 Rates Notices

Information Systems

Council continues to offer its free CBD Wi-Fi to residents and visitors. Council Free W-Fi services are available in four location Goyder Square, Library, Recreation Centre and Arts Centre, from Monday – Sunday between 7am to 10pm to encourage users to spend more time in the CBD and visit local businesses.

Users can access Council Free W-Fi services with unlimited data and speed of 20mbps. Content filtering and Firewall security is applied at all time to prevent any malicious acts and exploit use of internet services. 1,934 people used Council's free CBD Wi-Fi, with online sessions lasting an average of 66 minutes, using an average 24.3 gigabytes of data.

Consideration is being given to the expansion of this service to cover larger areas of the CBD.

Staff also received support in using Council's information systems, with 53 requests for assistance being resolved over this period.



The welcome screen for free CBD Wi-Fi

Our People

Council has a diverse workforce performing many functions on behalf of the community. As at 31 March 58% of council's staff were female and 42% male.

As at 31 March, Council has 71 FTE roles filled with six (6) vacancies. Six (6) recruitment campaigns were undertaken during this period to fill those vacant roles.

The roles that were advertised include:

- Library Community Engagement Coordinator
- Manager People, Performance and Change
- Director City Growth and Operations
- Strategic Procurement Advisor
- Finance Administration Officer
- Children's and Programs Officer

Council also provided 11 training opportunities to staff across all Departments to further enhance their skills and knowledge. No Elected Member training was provided this quarter as the Elected Members were not sworn in until April.

CONSULTATION PROCESS

There was no consultation required as part of this report.

POLICY IMPLICATIONS

There are no policy implications from this report

BUDGET AND RESOURCE IMPLICATIONS

There are no financial or resource implications from this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal or legislative implications from this report.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications from this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

There are no attachments for this report.

12.2 Action Reports

12.2.1	Third Quarter Budget Review	9/0017
12.2.2	Audio/Audio-Visual Conferencing at Council Meetings by Elected Members	9/0024
12.2.3	Pop Up Dining in Palmerston	9/0019

AGENDA ITEM: 12.2.1

REPORT TITLE: Third Quarter Budget Review 2017/18

REPORT NUMBER: 9/0017

MEETING DATE: 15 May 2018

Author: Finance Manager, Shane Nankivell

Approver: Director Corporate Services, Chris Kelly

PURPOSE

The purpose of this report is to seek Council approval for the third review of the 2017/18 budget.

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

KEY ISSUES

- The Third Quarter Budget Review presents an overall balanced budget.
- \$2,000,000 is allocated to the recovery efforts from Cyclone Marcus. This is recommended to be funded from the Disaster Recovery Reserve (\$500,000) and deferred capital works (\$1,500,000).
- The \$2,000,000 loan for the Archer Landfill Rehabilitation has been deferred to 2018-19.

RECOMMENDATION

1. THAT Report Number 9/0017 entitled Third Quarter Budget Review 2017/18 be received and noted.
2. THAT Council adopts the reserve movements as per **Attachment B** of Report Number 9/0017 entitled Third Quarter Budget Review 2017/18 being:
 - \$500,000 drawn from the Disaster Recovery Reserve;
 - \$550,931 drawn from the Waste Management Reserve; and
 - \$50,000 allocated to the Infrastructure Reserve.
3. THAT Council adopts the Third Quarter Budget Review 2017/18, pursuant to Section 128 (2) of *Local Government Act* as per **Attachment A** of Report Number 9/0017 entitled Third Quarter Budget Review 2017/18.

BACKGROUND

Council adopted the 2017/18 budget on 25 July 2017 as part of the Municipal Plan.

The First Quarter Budget Review was adopted by Council on 12 December 2017. Key items from the First Quarter Budget Review were the removal of the special rate for parking shortfalls of \$200,000 and rolling over the capital carryover works from the previous financial year of \$3,217,148.

The Second Quarter Budget Review was adopted by Council on 30 January 2018 with key items being removal of the capital project for the construction of the multi-story carpark, and the identification and correction of an inconsistency in employee costs and an allocation for two new FTEs. The decision for the Second Quarter Budget Review is below:

13.1.4 Second Quarter Budget Review 2017/18

8/1395

1. THAT Report Number 8/1393 entitled Second Quarter Budget Review 2017/18 be received and noted.
2. THAT Council adopts the Second Quarter Budget Review 2017/18, pursuant to Section 128 (2) of *Local Government Act* as per **Attachment A** of Report Number 8/1393 entitled Second Quarter Budget Review 2017/18.
3. THAT for the purposes of Section 103 of the *Local Government Act*, Council approves two additional full-time equivalent (FTE) positions to the adopted 2017/18 Staffing Plan contained within the Municipal Plan 2017-2022 noting:
 - The amended Plan now provides for the employment of 77 full-time equivalent staff and a total budget for employee costs of \$8,208,035;
 - Short-term projects may temporarily change the actual number of FTE's at any given time during the financial year.

CARRIED 8/3000 – 30/01/2018

At the Council meeting on 20 February 2018, Council approved a draw down on the Strategic Initiative Reserve of \$340,000 to fund a photovoltaic system, a smart city strategy and a street and public lighting strategy.

DISCUSSION

Overall, the Third Quarter Budget Review is balanced with no draw down from reserves to fund normal operational activities. Reserve drawdowns have been to fund specific items and projects that the reserves were intended for.

During this review all budget over-spends have been funded through identified savings in other budget areas or increases in revenues.

The items of material value that have been adjusted are individually listed below:

Operating Income

<u>Category</u>	<u>Increase/Decrease</u>	<u>Amount</u>	<u>Description</u>
Rates	Increase	\$169,000	Waste Collection Charges to align with actuals.
Rates	Increase	\$25,000	Interest on overdue rates to align with actuals.
Rates	Increase	\$30,000	Recovery of debt recovery costs to align with actuals.
User Charges	Increase	\$35,000	Facility Hire Income for the Library and Recreation Centre due to higher than expected usage.

Grants, Subsidies & Contributions	Increase	\$151,169	NT Government grant received for street lighting maintenance for July – Dec 2017.
Investment Income	Increase	\$100,000	Council's investment portfolio is performing stronger than anticipated.
Other Income	Increase	\$54,850	Insurance reimbursements received for Gerry Remie Park, Sanctuary Lakes & a Worker's Compensation claims discount.
User Charges/ Other Income	Nil – Reallocation	\$52,000	Reallocation of Development Application Fees from other income to user charges.

Operating Expenditure

<u>Category</u>	<u>Increase/Decrease</u>	<u>Amount</u>	<u>Description</u>
Professional Services	Increase	\$80,000	Smart City Strategy.
Professional Service	Increase	\$60,000	Strategy & Program for public and street lighting transition to Smart LED.
Professional Service	Increase	\$80,000	Asset Assessments.
Professional Service	Increase	\$50,000	Parking Consultancy.
Professional Service	Increase	\$20,000	Planning Consultancy.
Professional Service	Increase	\$30,000	Reserves Consultancy.
Professional Service	Increase	\$30,000	Technical Consultancy.
Materials & Contracts	Increase	\$2,000,000	Clean up from Cyclone Marcus.
Materials & Contracts	Increase	\$151,169	Street Lighting Maintenance Costs July – Dec 2017.
Materials & Contracts	Increase	\$174,000	Higher than expected costs for Shoal Bay waste disposal.
Legal Fees	Increase	\$113,000	To align budget to actuals.
Legal Fees	Increase	\$30,000	Increase in debt recovery costs.
Finance Charges	Decrease	\$13,877	Deferral of loan for Archer Rehabilitation until 2018-19.

Capital Income

<u>Category</u>	<u>Increase/Decrease</u>	<u>Amount</u>	<u>Description</u>
Gain on disposal of assets	Increase	\$50,000	Sale of part lot 14730 Miller Court Gunn.
Gain on disposal of assets	Increase	\$10,000	Higher than expected proceeds from disposal of fleet items.
Grants Received	Increase	\$11,000	Grant received for half-basketball court at Sanctuary Lakes.
Grants Received	Increase	\$90,000	Grant for flood mitigation works at Wallaby-Holtze Road in Yarrawonga.
Grants Received	Increase	\$47,000	Grant for installation of CCTV within CoP Facilities.
Grants Received	Decrease	\$140,000	Grant to build a Resource Recovery Centre at Archer Transfer Station did not eventuate.

Capital Expenditure

<u>Category</u>	<u>Increase/Decrease</u>	<u>Amount</u>	<u>Description</u>
Asset Purchase	Increase	\$200,000	Purchase of Photovoltaic system
Asset Purchase	Increase	\$47,000	CCTV Installation
Asset Purchase	Nil - Reallocation	\$29,326	Pathways in Mannikan Court transferred to asset purchases from asset upgrade.
Asset Purchase	Decrease	\$336,382	Deferral of Playground structure purchases to fund TC Marcus clean up.
Asset Upgrade	Increase	\$38,750	Replacement of assets from insurance reimbursement.
Asset Upgrade	Decrease	\$140,000	Resource Recovery Centre at Archer Transfer Station removed due to grant funding not received.
Asset Upgrade	Decrease	\$1,300,000	Savings identified from stage 2 of the rehabilitation works at Archer landfill site.
Asset Upgrade	Decrease	\$100,000	Deferral of Flack Road upgrade.
Asset Upgrade	Decrease	\$749,774	Deferral of access roads to Archer to fund TC Marcus clean up.
Asset Upgrade	Decrease	\$100,000	Deferral of pump upgrade to fund TC Marcus
Asset Upgrade	Decrease	\$40,000	Deferral of drainage upgrades to fund TC Marcus clean up.
Asset Upgrade	Decrease	\$100,000	Deferral of traffic calming to fund TC Marcus clean up.
Asset Upgrade	Decrease	\$75,000	Deferral of shade sail replacement to fund TC Marcus clean up.
Asset Upgrade	Decrease	\$50,000	Deferral of disability access works to fund TC Marcus clean up.

Borrowings

Expected external borrowings for 2017/18 are reduced to nil in this review. This is due to Stage Two of the rehabilitation works at the former Archer Landfill site coming under budget by \$1.3 million. Council has therefore been able to fund works required this year through the existing funds in the Waste Reserve and save approximately \$14,000 in interest. It is anticipated that Council will need to draw down on a \$1 million loan in 2018-19 to fund Stage Three of the rehabilitation works.

Reserves

\$500,000 has been drawn down from the Disaster Recovery Reserve to help fund the recovery efforts for TC Marcus.

As previously approved by Council, \$340,000 has been drawn from the Strategic Initiative Reserve. This is to fund a photovoltaic system, complete a smart cities strategy and a strategy and program for the transition of public and street lighting to smart LED technology.

A net amount of \$550,931 has been drawn down to fund Stage Two of the rehabilitation works at the former Archer Landfill site. As the project has come under budget for the current stages of work, Council was able to defer a loan and fund these works through the Waste Reserve until next financial year.

\$50,000 was allocated to the Infrastructure reserve. This being the proceeds from a sale of land in Miller Court, Gunn.

Conclusion

The Third Quarter Budget Review presents a balanced budget with reserves drawn down to fund previous Council decisions, TC Marcus clean-up and rehabilitation works at the former Archer Landfill

site. \$1.5 million in non-urgent capital works are deferred to provide the remaining funds for the clean-up from TC Marcus rather than drawing down on non-specific reserves. These capital projects have been reassessed as part of the 2018/2019 capital budget development.

All budget overspends have been identified and funded through savings in other budget areas or through increased revenues with no impact on reserves.

CONSULTATION PROCESS

In preparing this report, the following City of Palmerston staff were consulted:

- Budget Officers
- Executive Leadership Team

POLICY IMPLICATIONS

Council Policy FIN02 Financial Management.

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications are outlined in Discussion section of the report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The recommendation is compliant with section 128 of the *Local Government Act*.

Council will place a clearly articulated notice on the budget adjustment within a local paper as required by legislation

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Statement of Comprehensive Income

Attachment B: Statement of Reserves

STATEMENT OF COMPREHENSIVE INCOME
31/03/2018

	Original Budget	1st Review Increase/ (Decrease) \$	2nd Review Increase/ (Decrease) \$	3rd Review Increase/ (Decrease) \$	Revised Budget \$
Operating Income					
Rates	26,909,566	-200,000	0	224,000	26,933,566
Statutory charges	193,000	0	0	0	193,000
User charges	1,930,928	120,291	-500,000	87,000	1,638,219
Grants, subsidies and contributions	2,337,697	-765,054	0	153,787	1,726,430
Investment income	746,160	0	0	100,000	846,160
Other income	52,500	1,000	0	8,650	62,150
Total Operating Income	32,169,851	-843,763	-500,000	573,437	31,399,525
Operating Expenses					
Employee costs	7,344,035	0	864,000	0	8,208,035
Professional Services	720,942	565,143	0	421,000	1,707,085
Auditor's Remuneration	32,000	0	0	0	32,000
Bad and Doubtful Debts	0	0	0	0	0
Operating Lease Rentals	206,300	0	0	0	206,300
Energy	1,260,422	-124,769	0	0	1,135,653
Materials & Contractors	12,212,723	500	94,000	2,375,603	14,682,826
Depreciation, amortisation & impairment	8,820,000	0	0	0	8,820,000
Elected Members Expenses	357,959	-30,000	0	0	327,959
Legal Expenses	61,500	0	0	143,000	204,500
Landfill Rehabilitation	0	0	0	0	0
Other Expenses	4,767,234	-362,181	0	450	4,405,503
Finance Charges PAN/Parking Structure	174,649	0	-160,772	-13,877	0
Total Operating Expenses	35,957,764	48,693	797,228	2,926,176	39,729,861
Net OPERATING SURPLUS / (DEFICIT)	-3,787,913	-892,456	-1,297,228	-2,352,739	-8,330,336
Capital Income					
Net gain (loss) on disposal or revaluation of assets	30,985	0	0	60,000	90,985
Asset Income	5,000,000	0	0	0	5,000,000
Grants received	678,380	0	0	8,000	686,380
Total Capital Income	5,709,365	0	0	68,000	5,777,365
Net SURPLUS / (DEFICIT) transferred to Equity Statement	1,921,452	-892,456	-1,297,228	-2,284,739	-2,552,971
Capital Expenses					
Land Purchase	0	0	0	0	0
Asset Purchase	15,135,120	542,470	-14,500,000	-64,361	1,113,229
Asset Upgrade	6,898,553	2,838,420	0	-2,844,255	6,892,718
Total Capital Expenses	22,033,673	3,380,890	-14,500,000	-2,908,616	8,005,947
Less Non Cash Expenditure	8,820,000	0	0	0	8,820,000
Plus Gifted Assets	-5,000,000	0	0	0	-5,000,000
Net CAPITAL SURPLUS / (DEFICIT)	-16,292,221	-4,273,346	13,202,772	623,877	-6,738,918
Borrowings	12,000,000	0	-10,000,000	-2,000,000	0
Repayment of Borrowings	-127,838	0	92,646	35,192	0
Reserve Movement	-4,420,059	-4,273,346	3,295,418	-1,340,931	-6,738,917
NET OPERATING SURPLUS / (DEFICIT)	0	0	0	0	0

STATEMENT OF RESERVES - per Municipal Plan 2017-2022

OTHER RESERVES	Opening Balance \$ 01/07/2017	Transfers to Reserves \$	Transfers from Reserves \$	Balance at the EOY 2018 \$
Election Expenses Reserve	232,038	-	-	232,038
Disaster Recovery Reserve	348,143	-	-	348,143
Strategic Initiatives Reserve	500,000	-	(500,000)	-
Unexpended Grants Reserve	168,054	-	-	168,054
Unexpended Capital Works Reserve	-	-	-	-
Property Reserve	898,962	-	(500,000)	398,962
Plant & Equipment Reserve	265,847	-	-	265,847
Infrastructure Reserve	3,800,834	500,000	(3,500,000)	800,834
Developer Funds In Lieu Of Construction	4,527,227	250,000	-	4,777,227
Community Grants Reserve	100,000	-	-	100,000
Waste Management Reserve	946,494	-	(743,852)	202,642
Streetlight Reserve	921,842	-	(500,000)	421,842
City Centre Improvement Reserve	-	15,073,793	(14,500,000)	573,793
Total Reserves	12,709,441	15,823,793	(20,243,852)	8,289,382

Reserve balances as at 01/07/2017 above do not include 2016/17 year-end adjustments

STATEMENT OF RESERVES - Budget Movements 2018

OTHER RESERVES	Opening Balance \$ 01/07/2017	Original Budget 2018 to Reserves \$	Original Budget 2018 from Reserves \$	1st Review 2018 to Reserves \$	1st Review 2018 from Reserves \$	2nd Review 2018 to Reserves \$	2nd Review 2018 from Reserves \$	3rd Review 2018 to Reserves \$	3rd Review 2018 from Reserves \$	Balance at the EOY 2018 \$
Election Expenses Reserve	150,000	-	-	-	-	-	(150,000)	-	-	-
Disaster Recovery Reserve	500,000	-	-	-	-	-	-	-	(500,000)	-
Strategic Initiatives Reserve	500,000	-	(500,000)	-	-	500,000	-	-	(340,000)	160,000
Unexpended Grants Reserve	-	-	-	-	-	-	-	-	-	-
Unexpended Capital Works Reserve	3,217,148	-	-	-	(3,217,148)	-	-	-	-	-
Property Reserve	1,077,343	-	(500,000)	-	(155,240)	500,000	-	-	-	922,103
Plant & Equipment Reserve	310,442	-	-	-	(38,810)	-	-	-	-	271,632
Infrastructure Reserve	4,108,758	500,000	(3,500,000)	-	(662,149)	3,556,000	(864,000)	50,000	-	3,188,609
Developer Funds In Lieu Of Construction	4,669,920	250,000	-	-	-	-	-	-	-	4,919,920
Community Grants Reserve	100,000	-	-	-	-	-	-	-	-	100,000
Waste Management Reserve	1,313,229	3,430,217	(4,174,069)	-	-	-	-	-	(550,931)	18,446
Streetlight Reserve	811,063	-	(500,000)	-	-	-	-	-	-	311,063
City Centre Improvement Reserve	-	15,545,795	(14,972,002)	-	(200,000)	14,753,418	(15,000,000)	-	-	127,211
Total Reserves	16,757,903	19,726,012	(24,146,071)	-	(4,273,347)	19,309,418	(16,014,000)	50,000	(1,390,931)	10,018,984

Reserve balances as at 01/07/2017 are inclusive of 2016/17 year-end adjustments

2nd Ordinary Council Meeting

AGENDA ITEM: 12.2.2

REPORT TITLE: Audio/Audio-Visual Conferencing at Council Meetings by Elected Members

REPORT NUMBER: 9/0024

MEETING DATE: 15 May 2018

Author: Director of Corporate Services, Chris Kelly

Approver: Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council consideration of draft Council Policy MEE04-Audio/Audio-Visual Conferencing at Council Meetings by Elected Members.

Municipal Plan:

4. Governance & Organisation

4.4 Systems

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

KEY ISSUES

- Council requested a report regarding teleconferencing for Council meetings.
- Local Government Act permits audio/audio-visual conferencing by Elected Members where authorised by Council Policy.
- The draft Policy recommends Council permit audio/audio-visual conferencing when Elected Members are on a Leave of Absence and/or physically unable to attend Council meetings.
- There is no additional cost, as Council currently has technology to enable up to two Elected Members to attend Council meetings by audio/audio-visual conferencing.

RECOMMENDATION

1. THAT Report Number 9/0024 entitled Audio/Audio-Visual Conferencing at Council Meetings by Elected Members be received and noted.
2. THAT Council adopt draft Council Policy MEE04-Audio/Audio-Visual Conferencing at Council Meetings by Elected Members being **Attachment A** to Report Number 9/0024 entitled Audio/Audio-Visual Conferencing at Council Meetings by Elected Members as Council Policy.
3. THAT Council amend the Order of Business at its Ordinary Council meetings to include Request for Audio/Audio-Visual Conferencing immediately following Section Three entitled Apologies and Leave of Absence.

BACKGROUND

At the Ordinary Council Meeting of 17 April 2018 Council resolved:

17.1 Teleconferencing Report

THAT a report be prepared regarding a process for Elected Members on leave of absence being able to attend Council meetings via teleconferencing for the 2nd Ordinary Meeting of Council in May 2018.

CARRIED 9/0019 – 17/04/2018

This report presents a process for Council's consideration.

DISCUSSION

Section 61(4) of the Local Government Act permits Elected Members who are not physically present at a meeting of Council to participate by way of audio or other audio-visual means if:

- a) *"the member's attendance at the meeting by means of an audio or audio-visual conferencing system is authorised in accordance with council policy; and*
- b) *communication is established by means of the conferencing system, at or around the commencement of the meeting, between the member and the members present at the place appointed for the meeting; and*
- c) *the member has the same or substantially the same opportunity to participate in debate, and to register an opinion on question arising for decision as if the member were physically present at the meeting."*

Council staff have developed a draft Council Policy MEE04-Audio/Audio-Visual Conferencing at Council Meetings by Elected Members being **Attachment A** that authorises Elected Members to participate in Open and Confidential Council meetings. In accordance with Section 61(4)(a) of the Local Government Act, the Council, with prior permission, will allow Elected Members to attend Ordinary and Special Council Meetings and Council Workshops by means of audio/audio-visual conferencing system and they will be considered as physically present with the same rights and responsibilities as Elected Members at the meeting location.

Elected Members are to apply for audio/audio-visual conferencing at the time as seeking a Leave of Absence. Audio/audio-visual conferencing can be granted with shorter notice by Elected Members should unforeseen circumstances arise.

Audio/audio-visual conferencing can occur where:

- The Elected Member has received a Leave of Absence; and
- The Elected Member is within Australia but greater than 100km from the meeting location; or
- The Elected Member is physically prevented from attending due to illness or injury regardless of location; and
- The Elected Member is not the Chair of the meeting.

Council can provide teleconferencing facilities for up to two Elected Members using current technology at no additional cost. Given that Council only has eight Elected Members, this is recommended as sufficient, however Council will continually review these requirements to ensure Council's needs are being addressed. This audio technology will allow Elected Members to be connected to meetings prior to their commencement, to listen to the proceedings of meetings and participate as appropriate. In the case of a secret ballot, the Elected Members will provide their vote in confidence to the Chief Executive Officer who will place it into the ballot box. Elected Members will not be able to view presentations being made at the meeting however will be provided with copies of presentations electronically.

The benefits of this policy are that it enables greater participation by Elected Members which improves decision making and community representation. The disadvantages of this policy are that Elected

Members may feel compelled to attend when on Leave of Absence and may be required to be on audio/audio-visual conferencing for significant periods of time.

CONSULTATION PROCESS

No public consultation is recommended as this does not directly impact of the community and is in accordance with the Local Government Act.

In preparing this report the following City of Palmerston staff were consulted:

- Information Technology Coordinator

POLICY IMPLICATIONS

Council currently has no policy regarding audio/audio-visual conferencing. This report recommends the creation of a new policy to authorise audio/audio-visual conferencing where appropriate by Elected Members consistent with the Local Government Act.

BUDGET AND RESOURCE IMPLICATIONS

There are no additional costs as currently has the technology required for up to 2 Elected Members to audio/audio-visual conference. Council will monitor demand and if required is able to expand the system.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report allows Elected Members to participate in Council meetings when not physically present, consistent with Section 61(4) of the Local Government Act.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environmental sustainability implications for Council in relation to this report and proposed policy.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENTS

Attachment A: Proposed Council Policy MEE04-Audio/Audio-Visual Conferencing at Council Meetings by Elected Members.

Name:	Audio/Audio-Visual Conferencing at Council Meetings by Elected Members				
Type:	Council Policy				
Owner:	Chief Executive Officer				
Responsible Officer:	Director of Corporate Services				
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]		
Records Number:		Council Decision:	[Policy Code]		
HISTORY					
Records Number:	N/A	Approval Date:	N/A	Council Decision:	N/A

1 PURPOSE

The purpose of this policy is to increase access and participation in Council Meetings by permitting with prior approval Elected Members when on a Leave of Absence to participate in Council meetings by way of audio/audio-visual conferencing subject to conditions.

2 PRINCIPLES

The principles of this policy are to provide greater access to Council meetings by Elected Members in a clear, transparent framework for the effective conduct of the business and governing of Council. Effective meetings are a fundamental requirement of good governance.

3 DEFINITIONS

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

Term	Definition
Appointed Place of Meeting	The place determined by Council for Ordinary and Special Meetings to be held. This is usually Civic Plaza, 1 Chung Wah Terrace, Palmerston, however Council may change this by resolution.
Audio/Audio-Visual Conferencing	The technology systems or similar in use by the Council at the time to facilitate Elected Member participation when on Leave of Absence.

4 POLICY STATEMENT

- 4.1 Elected Members are required to seek prior approval to use audio/audio-visual conferencing.
- 4.2 Elected Members are entitled to audio/audio-visual conferencing for Ordinary and Special Council Meetings and Council workshops if they have received a Leave of Absence, are greater than 100km from Council's appointed place of meeting but within Australia or physically prevented from attending due to illness or injury and the Elected Member is not the Chair of the meeting.
- 4.3 Elected Members will be connected to the teleconferencing system prior to the commencement of the Open Council meeting.
- 4.4 Elected Members will be entitled to participate as if they were physically present at the meeting.
- 4.5 In the case of secret ballots, the Elected Member will provide their vote to the Chief Executive Officer in confidence, who will then place it into the ballot box.

MEE04

- 4.6 Elected Members will not be able to view presentations being made at the meeting, however will be provided with copies of the presentations electronically.
- 4.7 If Council is unable to accommodate an Elected Member's request to teleconference, the Elected Member will be advised in advance of the meeting.
- 4.8 If the Mayor is attending by audio/audio-visual conferencing, then Council must by resolution appoint a member physically present as the presiding member being the Deputy Mayor in the first instance or another member if the Deputy Mayor is unable to preside.

5 ASSOCIATED DOCUMENTS

- 5.1 Leave of Absence Form

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Local Government Act
- 6.2 Palmerston (Procedures for Meetings) By-Laws

AGENDA ITEM: 12.2.3

REPORT TITLE: Pop Up Dining in Palmerston

REPORT NUMBER: 9/0019

MEETING DATE: 15 May 2018

Author: Director Community Services, Jan Peters

Approver: Chief Executive Officer, Luccio Cercarelli

PURPOSE

This report seeks Council approval to undertake Community Consultation to inform on the level of community interest in the establishment of pop up dining opportunities in Palmerston's public spaces.

Municipal Plan:

2. Economic Development

2.1 Tourism

2.1 We are committed to supporting tourism throughout our region.

2.2 Local Business and Industry

2.2 We are committed to ensuring local businesses and industry receive the support they need in order to grow and prosper within our region.

KEY ISSUES

- Pop up dining or street food vending is a growing industry that provides a range of benefits and alternate offerings to communities.
- There is a need to gauge the level of community support for the establishment of pop up dining opportunities in Palmerston's public spaces.
- There is a need to seek feedback on and to understand the advantages and impact of pop up food vending on local food and beverage businesses.
- Identification of Communities and operation potential sites for such facilities.

RECOMMENDATION

1. THAT Report Number 9/0019 entitled Pop Up Dining in Palmerston be received and noted.
2. THAT Council approve a Level 2 City Wide Community Consultation for 30 days, to inform on the level of community and stakeholder support and requirements for the establishment of pop up dining in Palmerston's public spaces and the impact on local business.

BACKGROUND

Pop up dining is ready-to-eat food or drink, sold by a hawker or vendor in a street or other public place such as a market or park. It is mostly sold from a food booth, food cart, truck or van and is meant for immediate consumption.



The popularity of street food vending or pop up dining experiences continues to rise in popularity throughout the world. Pop up dining today provides a range of quality food experiences equal to what you might find in any popular restaurant district.

Many city councils around Australia facilitate, promote and encourage pop up dining or street food vending in some form. There are different approaches and permit systems and some examples include:

- The City of Darwin has a street food program that allows vendors to apply for a permit at one of their 18 specified locations. Each location has a designated number of vendors permitted and permit applications open annually in February with their program beginning from 1 April. The City of Darwin Street Food Program objectives include; providing diverse and unique culinary experiences, quality fresh and healthy ingredients, ethical, environmental and sustainable practices and adding economic and cultural value to the city by activating open spaces and places. Vendors are provided with either a one off, short term, seasonal or annual permit for a reserved specified location.

The Nightcliff Foreshore is a good example site of pop up dining and street food vending in Darwin. A number of vendors provide a range of dining experiences, from small restaurant set ups to mobile food vans.

- The City of Adelaide facilitates mobile food vending permits to reinforce Adelaide as a creative and vibrant city by supporting new creative ventures; activating city places with input from businesses,

community and entrepreneurs; supporting vibrant streets and public places as part of daily life; incubating new and creative ideas; and enriching the life of the city in streets, laneways and park lands.

The City of Adelaide does not specify locations, and instead, provides guidelines that set location rules and operating hours. The City of Adelaide does however list locations that mobile food vending is not permitted. The mobile food vending operators are required to obtain a permit for operation within the city but are not provided with reserved or permanent site and they are required to move around. There are restrictions preventing the vendor from operating within 25 metres of an existing food business. A vendor can apply for a permit at any time of the year and the permit duration can be anything from a minimum of one (1) month to a maximum of 12 months.

- The City of Hobart has a Food Truck Program which aims to activate the City of Hobart; diversify the local economy; encourage mobile food vending while maintaining support for existing business; enable cultural experiences that encourage social interaction and enhance the community's sense of safety and wellbeing.

Mobile food vendors in Hobart can apply for a three (3) month or full year permit. A permit allows vendors participating in the Hobart Food Truck program to trade on public land within an area defined by the Hobart Interim Planning Scheme 2015, except within identified 'no go zones'. The no go zones exist to ensure that the Hobart Food Trucks program does not adversely impact on high concentrations of existing food and beverage establishments. An example of no go zones includes the CBD (including the waterfront) and the North Hobart and Sandy Bay shopping precincts.

In all cities the vendors are required to obtain the appropriate food licences for their states. In the Northern Territory all food businesses must be registered, and all food operators must comply with the *Food Safety Standards*. The *Northern Territory Food Act* is the controlling legislation for all food businesses.

DISCUSSION

Pop up dining is a growing industry that provides a range of benefits to communities. The benefits of promoting and encouraging community dining, portable meal experiences and pop-up restaurant activities include:

- Activation and revitalisation of public spaces.
- Facilitation of social interaction opportunities.
- Encouraging tourism and visitation to Palmerston.
- Enhancement of community sense of safety and wellbeing.
- Encourages novel and creative entrepreneurial activities or start-up businesses which stimulate the local economy.
- Provides unique outdoor dining and cultural experiences.
- Builds social capital and community pride.

Currently Palmerston's street food dining experience is alive and well at the Palmerston Friday Night Markets in Goyder Square throughout the dry season. It is suggested that Council can build on the existing popular market experience by creating opportunities and supporting pop up dining experiences on other nights of the week and weekends in public spaces throughout Palmerston.

Palmerston has several suitable public spaces that could be enriched by pop up dining. The following areas have been identified as possible public spaces:

- Sanctuary Lakes, Gunn – the natural amphitheatre provides ample space with beautiful surrounds for a pop-up restaurant without being too close to residential properties. The park has appropriate lighting, power, parking and toilet facilities. Vendors would be required to manage the disposal of their own grey waste, oil and rubbish.
- Marlow Lagoon – provides ideal spaces for pop up restaurants with adequate power, parking and toilets. The lighting and midges may be an issue with this venue.
- University Lake, Packard Drive, The Heights Durack – a beautiful space along Packard Drive with magnificent sunset views over the lake. This area is the property of the University and an agreement would need to be negotiated for use. The area also does not currently have lighting or power facilities, so operators would need to be restricted to vendors with self sufficient power.
- Goyder Square – there are benefits to Goyder Square including activation of the city centre and close by amenities, however the impact on existing dining venues would need to be considered.

It is recommended that Council undertake a city-wide community consultation to gauge community interest and views on pop up dining and street food vending including the impact this could have on existing food and beverage outlets, to inform Council's decision making. If the community and stakeholder respond favourably to the program, Council could undertake a trial Pop up Dining Program in limited places within the community.

A permit system could be established with minimal fees for the trial period to encourage vendors to test the viability of their proposed operation.

Alternatively, following being informed by the Community, Council could elect not to progress this matter any further at this time.

It is proposed that Council develop a discussion paper on the proposed Pop Up Dining Program and undertake a community wide consultation to gauge community interest in pop up dining in public spaces but also to hear from local business to better understand the impact this initiative may have on their operations.

It is proposed Council undertake a Level 2 City Wide consultation. In accordance with Council policy COMM003 Community Consultation a Level 2 City Wide consultation has a minimum consultation period of 21 days, it is recommended this be extended to 30 days to provide more opportunities for engagement.

The process will include:

- Advertising in the Northern Territory News.
- Publication on Council's Website.
- Post on Council Facebook pages.
- Media Release.
- Copies of discussion paper in Library and Front Counter.

And it is suggested the following additions be included in the consultation:

- Online community survey.
- Letter to Palmerston businesses.
- Distribution through Councils networks.
- Discussion at Council forums prior to Council Meetings.

If this recommendation is accepted, a communications strategy would be prepared to ensure comprehensive consultation with the community.

A report outlining the results of the community consultation would be brought back to Council for a decision on whether to proceed with a trial Pop Up Dining Program in the City of Palmerston.

CONSULTATION PROCESS

The following City of Palmerston staff have been consulted:

- The Executive Leadership Team

Consultation as contained in the body of the report.

POLICY IMPLICATIONS

Consultation will occur in accordance with Council Policy COMM003 Community Consultation, the policy can be viewed at <http://www.palmerston.nt.gov.au/>.

Should the Community be favourable to the proposed Pop Up Dining program a Draft Pop Up Dining – Street Food Vending policy could be developed for Council endorsement.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget and resource implications for this report.

Costs to undertake the community consultation can be met from within current 2017/2018 budget.

Subject to the outcome of community consultation further consideration will be given to potential financial and resourcing impacts.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is a risk that given the down turn in the economy that established local business and the community may not be supportive of this program. This program is designed to identify these issues to inform Council's future decision making.

Potential Vendors would need to be compliant with the following:

- The Northern Territory Food Act
- Northern Territory Food Safety Standards
- Palmerston (Public Places) By-Laws

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

As described in the body of the report.

COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

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

ATTACHMENT

There are no attachments for this report.

13 INFORMATION AND CORRESPONDENCE

- 13.1 Information
- 13.2 Correspondence

14 REPORT OF DELEGATES

15 QUESTIONS BY MEMBERS

16 GENERAL BUSINESS

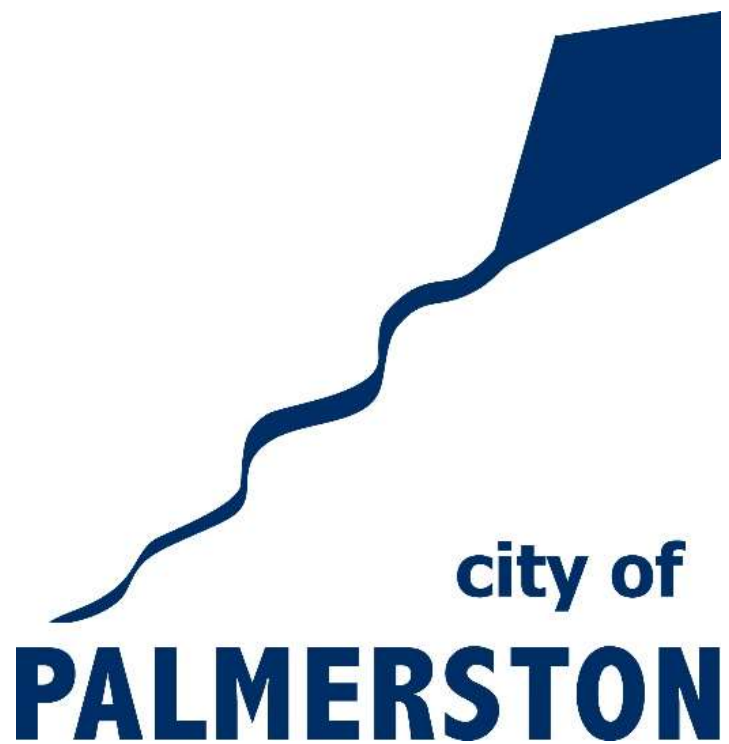
17 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday 5 June 2018 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

18 CLOSURE OF MEETING TO PUBLIC

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

19 ADJOURNMENT OF MEETING AND MEDIA LIASION



**COUNCIL MEETING
MINUTES
TUESDAY, 1 MAY 2018**

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 1 May 2018 at 5:30pm.**

ELECTED MEMBERS

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

STAFF

Chief Executive Officer, Luccio Cercarelli
Director Corporate Services, Chris Kelly
Director Community Services, Jan Peters
Minute Secretary, Tree Malyan

GALLERY

3 members of the public
Will Zwar – NT News
Melissa Mackay – Channel Nine

1 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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.

2 OPENING OF MEETING

This is the first Ordinary Meeting of the Ninth City of Palmerston Council, held in the Council Chambers, Civic Plaza, Palmerston on Tuesday, 1 May 2018 at 5.30pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

Initials: _____

3.2 Leave of Absence

Moved: Deputy Mayor Hale
Seconded: Alderman Henderson

THAT it be noted that Alderman Garden is an apology due to a leave of absence previously granted on 17 April 2018 for period 27 April to 22 May 2018 (inclusive).

CARRIED 9/0026 – 01/05/2018

3.3 Leave of Absence Request

Moved: Alderman Giesecke
Seconded: Alderman Lewis

1. THAT the leave of absence received from Alderman Buhr, for period 7 June to 21 June 2018 (inclusive) be received and granted.
2. THAT the leave of absence received from Mayor Pascoe-Bell, for period 5 May to 7 May 2018 (inclusive) be received and granted.
3. THAT the leave of absence received from Mayor Pascoe-Bell, for period 17 June to 20 June 2018 (inclusive) be received and granted.
4. THAT the leave of absence received from Deputy Mayor Hale, for period 7 June to 13 June 2018 (inclusive) be received and granted.

CARRIED 9/0027 – 01/05/2018

4 DECLARATION OF INTEREST

4.1 Elected Members

Moved: Alderman Buhr
Seconded: Alderman Spick

THAT the Declaration of Interest received from Alderman Giesecke be received and noted.

CARRIED 9/0028 – 01/05/2018

4.2 Staff

Nil.

Initials: _____

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Alderman Buhr
Seconded: Alderman Lewis

THAT the minutes of the Council Meeting held on Tuesday, 17 April 2018 pages 9520 to 9528, be confirmed.

CARRIED 9/0029 – 01/05/2018

5.2 Business Arising from Previous Meeting

Nil.

6 MAYOR'S REPORT

6.1 Mayor's Report

Moved: Mayor Pascoe-Bell
Seconded: Alderman Buhr

THAT Mayors verbal report on Northern Territory Government 2018/2019 Budget Briefing be received and noted.

CARRIED 9/0030 – 01/05/2018

7 DEPUTATIONS AND PRESENTATIONS

Nil.

8 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

Initials: _____

9 CONFIDENTIAL ITEMS

9.1 Confidential Items

Moved: Alderman Henderson

Seconded: Deputy Mayor Hale

THAT the following items be confirmed and considered within the Confidential session of the Council meeting held on Tuesday, 1 May 2018.

ITEM	REGULATION	REASON
9.1.1	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
	8(d)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

CARRIED 9/0031 – 01/05/2018

9.2 Moving Open Items into Confidential

Nil.

9.3 Moving Confidential Items into Open

Nil.

10 PETITIONS

Nil.

Initials: _____

11 NOTICES OF MOTION

11.1 Council Rating Strategy

Moved: Deputy Mayor Hale
Seconded: Alderman Spick

THAT a report be prepared outlining the process, including community consultation, timeline, cost and any other relevant considerations for the preparation of Rating Strategy for the next 10 years to be presented to the 2nd Ordinary Meeting in July.

CARRIED 9/0032 – 01/05/2018

12 OFFICERS REPORTS

12.1 Receive and Note Reports

12.1.1 Community Services Quarterly Report January – March 2018 9/0012

Moved: Alderman Spick
Seconded: Deputy Mayor Hale

THAT Report Number 9/0012 entitled Community Services Quarterly Report January – March 2018 be received and noted.

CARRIED 9/0033 – 01/05/2018

12.1.2 Update – Tropical Cyclone Marcus 9/0018

Moved: Alderman Lewis
Seconded: Alderman Buhr

THAT Report Number 9/0018 entitled Update – Tropical Cyclone Marcus be received and noted.

CARRIED 9/0034 – 01/05/2018

12.2 Action Reports

12.2.1 9th Council Committees and Representation 9/0016

Moved: Deputy Mayor Hale
Seconded: Alderman Buhr

1. THAT Report Number 9/0016 entitled 9th Council Committees and Representation be received and noted.

CARRIED 9/0035 – 01/05/2018

Initials: _____

Moved: Deputy Mayor Hale
Seconded: Alderman Henderson

2. THAT Council abolish its standing Committees being the Governance & Organisation, Community, Culture & Environment and Economic Development & Infrastructure, with all officer reports being presented to the Ordinary Meetings of Council.

3. THAT Council rescinds City of Palmerston Policy MEE02 – Committees of Council.

CARRIED 9/0036 – 01/05/2018

Moved: Alderman Buhr
Seconded: Alderman Henderson

4. THAT Council establish the following Executive Committees, make the following appointments and endorse the delegations:

a. **Administrative Review Committee (ARC)**

- i. THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the Administrative Review Committee the power to make recommendations to Council and decisions relating to undertaking internal reviews in accordance with Part 18.1 of the Local Government Act.
- ii. THAT the Mayor, Alderman Giesecke and Alderman Spick, be appointed to the Administrative Review Committee for the period 1 May 2018 to 30 June 2019.
- iii. THAT the Mayor, be appointed as Chair of the Administrative Review Committee for the period 1 May 2018 to 30 June 2019.
- iv. THAT all other Elected Members be appointed as alternatives to the Administrative Review Committee for the period 1 May 2018 to 30 June 2019.

b. **Chief Executive Officer Performance Appraisal Committee (CEOPAC)**

- i. THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act, hereby delegates to the Chief Executive Officer Performance Appraisal Committee, comprising of Mayor, Deputy Mayor, Alderman and independent facilitator McArthur the power to conduct and finalise the performance appraisal of the Chief Executive Officer and make recommendations to Council.
- ii. THAT Alderman Lewis, be appointed to the Chief Executive Officer Performance Appraisal Committee, for the period 1 May 2018 to 30 June 2019.
- iii. THAT the Mayor be appointed as Chair of the Chief Executive Officer Performance Appraisal Committee for the period 1 May 2018 to 30 June 2019.
- iv. THAT all other Elected Members be appointed as alternatives to the Chief Executive Officer Performance Appraisal Committee for the period 1 May 2018 to 30 June 2019.

Initials: _____

c. Risk Management and Audit Committee

- i. THAT effect 1 May 2018 Council, pursuant to Section 32(2)(b) of the Local Government Act hereby delegates to the Risk Management and Audit Committee the power to make recommendation to Council and decisions relating to Risk Management and Audit matters:
 - Follow up on issues arising from internal and external audits.
 - The management of outstanding and completed audit issues register.
 - The receipt and acceptance of strategic and operational risk assessments.
 - Compliance by Council with proper standards of financial management.
 - Compliance by Council with Local Government Act Compliance Register and accounting standards.
- ii. THAT the Mayor, Alderman Garden and Alderman Henderson be appointed to the Risk Management and Audit Committee for the period 1 May 2018 to 30 June 2019.
- iii. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by the Council.
- iv. THAT all other Elected Members be appointed as alternatives to the Risk Management and Audit Committee for the period 1 May 2018 to 30 June 2019.

CARRIED 9/0037 – 01/05/2018

Moved: Alderman Buhr
Seconded: Alderman Henderson

5. THAT Council confirm the following Advisory Committees and make the following appointments, noting that the Advisory Committees have no delegated authority:
 - a. THAT the Mayor be Ex-Officio Member of all Council Advisory Committees for the term of the 9th Council.
 - b. **Palmerston Seniors Advisory Committee**
 - i. THAT Alderman Henderson and Alderman Lewis be appointed to the Palmerston Seniors Advisory Committee for the period 1 May 2018 to 30 June 2019.
 - ii. THAT Alderman Lewis, be appointed as Chair of the Palmerston Seniors Advisory Committee for the period 1 May 2018 to 30 June 2019.
 - iii. THAT Alderman Buhr, be appointed as alternate to the Palmerston Seniors Advisory Committee for the period 1 May 2018 to 30 June 2019.
 - c. **Palmerston Safe Communities Committee**
 - i. THAT Alderman Buhr and Deputy Mayor Hale be appointed to the Palmerston Safe Communities Committee for the period 1 May 2018 to 30 June 2019.
 - ii. THAT Deputy Mayor Hale be appointed as Chair of the Palmerston Safe Communities Committee for the period 1 May 2018 to 30 June 2019.
 - iii. THAT Alderman Spick be appointed as alternate to the Palmerston Safe Communities Committee for the period 1 May 2018 to 30 June 2019.

Initials: _____

- d. **Palmerston Animal Management Reference Group**
 - i. THAT Alderman Garden be appointed to and be Chair of the Palmerston Animal Management Reference Group for the period 1 May 2018 to 30 June 2019.
 - ii. THAT Alderman Henderson be appointed as alternate to the Palmerston Animal Management Reference Group for the period 1 May 2018 to 30 June 2019.
- e. **Palmerston Australia Day Awards Selection Panel**
 - i. THAT the Mayor and Deputy Mayor be appointed as Panel Members of the Palmerston Australia Day Awards Selection Panel for the term of the 9th Council.
 - ii. THAT all other Elected Members be appointed as alternatives for the term of the 9th Council.

CARRIED 9/0038 – 01/05/2018

Moved: Alderman Lewis
Seconded: Alderman Giesecke

- 6. THAT Council appointment or nominate to the following External Organisations and/or Committees:
 - a. **Local Government Association of the Northern Territory (LGANT)**
 - i. THAT Council appoint the Mayor, Alderman Buhr and Alderman Henderson as its delegated representatives under clause 3 of the Local Government Association of the Northern Territory (LGANT) Constitution, to represent Council at meetings of the Association for the period 1 May 2018 to 30 June 2019.
 - b. **Top End Regional Organisation of Council (TOPROC)**
 - i. THAT the Mayor be appointed as Council's delegate to the Top End Regional Organisation of Council (TOPROC) for the period 1 May 2018 to 30 June 2019.
 - ii. THAT the Deputy Mayor be appointed as Council's alternate delegate to the Top End Regional Organisation of Council (TOPROC) for the term of Council.
 - c. **Tourism Top End**
 - i. THAT Alderman Henderson be appointed as Council's delegate on Tourism Top End for the period 1 May 2018 to 30 June 2019.
 - d. **Palmerston Regional Business Association (PRBA)**
 - i. THAT Alderman Giesecke be appointed as Council's delegate to the Palmerston Regional Business Association (PRBA) for the period 1 May 2018 to 30 June 2019.
 - e. **Palmerston Division of the Development Consent Authority (DCA)**
 - i. THAT Alderman Giesecke and Alderman Henderson be nominated as members of the Palmerston Division of the Development Consent Authority (DCA) for a term of two (2) years or lesser period.

Initials: _____

- ii. THAT the Mayor be nominated as alternate member of the Palmerston Division of the Development Consent Authority (DCA) for a term of two (2) years or lesser period.

CARRIED 9/0039 – 01/05/2018

Moved: Alderman Buhr
Seconded: Deputy Mayor Hale

7. THAT Council continue with and supports the following Council Networks:
- Youth Inspiring Palmerston (YIP)
 - Palmerston and Rural Youth Services (PARYS) Network
 - Palmerston Kids Network

CARRIED 9/0040 – 01/05/2018

ADJOURNMENT

Moved: Deputy Mayor Hale
Seconded: Alderman Spick

THAT the meeting be adjourned for approximately 5 minutes.

CARRIED 9/0041 – 01/05/2018

The meeting adjourned at 6:05pm.

RECONVENED

Moved: Deputy Mayor Hale
Seconded: Alderman Lewis

THAT the meeting be reconvened.

CARRIED 9/0042 – 01/05/2018

The meeting reconvened at 6:10pm.

12.2.2 Elected Members Entitlements and Allowances 9/0014

Moved: Alderman Lewis
Seconded: Alderman Henderson

1. THAT Report Number 9/0014 entitled Elected Member Entitlements and Allowances be received and noted.
2. THAT Council establish the Elected Member Allowances for the year 2018/2019 financial year as follows:
 - i. Mayoral Allowance of \$107,766.99 for the year paid on a pro rata fortnightly basis in arrears (base allowance \$85,312.54, electoral allowance \$22,454.45) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.
 - ii. Deputy Mayoral Allowance of \$37,161.04 for the year paid on a pro rata fortnightly basis in arrears (base allowance \$31,546.25, electoral allowance \$5,614.79) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.
 - iii. Aldermen Allowance of \$20,958.59 for the year paid on a pro rata fortnightly basis in arrears (base allowance \$15,343.80, electoral allowance \$5,614.79) and subject to individual activity and prior approval a professional development allowance not more than \$3,653.68.
3. THAT Council set the Extra Meeting Allowance at \$150 per meeting, with conditions as set out in Council Policy EM02 Elected Members Benefits and Support Policy to a maximum amount of \$10,229.59.

CARRIED 9/0043 – 01/05/2018

Moved: Deputy Mayor Hale
Seconded: Alderman Buhr

4. THAT Council adopt amended Council Policy EM02 Elected Members Benefit and Support being Attachment C to Report Number 9/0014 entitled Elected Member Entitlements and Allowances to reflect changes to Information Technology support and other minor amendments including an amendment to reflect that the Annual Communications Entitlement is paid in arrears, in equal monthly instalments as a reimbursement on provision of evidence of expenditure.

CARRIED 9/0044 – 01/05/2018

Initials: _____

12.2.3 Renewal of Palmerston Men's Shed Lease

9/0013

Moved: Alderman Lewis
Seconded: Alderman Henderson

1. THAT Report Number 9/0013 entitled Review of Palmerston Men's Shed Lease be received and noted.
2. THAT Council offer a new lease to the Palmerston Men's Shed Inc. for one-year on terms and conditions outlined in Report Number 9/0013 entitled Renewal of Palmerston Men's Shed Lease, with the option of a one-year extension subject to the Palmerston Men's Shed compliance with lease conditions and Council's operational requirements.
3. THAT Council, pursuant to Section 32(2) of the Local Government Act 2008 (as amended) hereby delegates to the Chief Executive Officer, the power to negotiate a one-year lease with the Palmerston Men's Shed Inc. on terms and conditions outlined in Report Number 9/0013 entitled Renewal of Palmerston Men's Shed Lease, with the option of a one-year extension subject to the Palmerston Men's Shed compliance with lease conditions and Council's operational requirements.

CARRIED 9/0045 - 01/05/2018

13 INFORMATION AND CORRESPONDENCE

13.1 LGANT Executive Minutes - 27 March 2018

Moved: Alderman Spick
Seconded: Alderman Buhr

THAT the LGANT Executive Minutes - 27 March 2018 be received and noted.

CARRIED 9/0046 - 01/05/2018

14 REPORT OF DELEGATES

Nil.

15 QUESTIONS BY MEMBERS

Nil.

16 GENERAL BUSINESS

Nil.

Initials: _____

17 NEXT COUNCIL MEETING

Moved: Deputy Mayor Hale
Seconded: Alderman Henderson

THAT the next Ordinary Meeting of Council be held on Tuesday 15 May 2018 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0047 – 01/05/2018

18 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Lewis
Seconded: Alderman Giesecke

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

CARRIED 9/0048 – 01/05/2018

19 ADJOURNMENT OF MEETING AND MEDIA LIASION

19.1 Adjournment

Moved: Alderman Buhr
Seconded: Alderman Henderson

THAT the meeting be adjourned for 20 minutes for media liaison and meals.

CARRIED 9/0049 – 01/05/2018

The meeting adjourned at 6:30pm.



Athina Pascoe-Bell
MAYOR

Date:

Initials: