



2nd ORDINARY COUNCIL MEETING

NOTICE OF MEETING

TUESDAY, 18 JUNE 2019

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 COUNTRY

2 OPENING OF MEETING

3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
- 3.2 Leave of Absence Previously Granted
- 3.3 Leave of Absence Request

4 REQUEST FOR TELECONFERENCE

5 DECLARATION OF INTEREST

- 5.1 Elected Members
- 5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 4 June 2019 pages 9772 to 9789 be confirmed.

6.2 Business Arising from Previous Meeting

7 MAYORAL REPORT

8 DEPUTATIONS AND PRESENTATIONS

9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

10 CONFIDENTIAL ITEMS

- 10.1 Moving Confidential Items into Open
- 10.2 Moving Open Items into Confidential
- 10.3 Confidential Items

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

13.1 Receive and Note Reports

- | | | |
|--------|--|--------|
| 13.1.1 | Community Benefit Scheme June 2019 Update | 9/0248 |
| 13.1.2 | Palmerston Safe Communities Committee May 2019 Minutes | 9/0249 |
| 13.1.3 | Financial Report for the Month of May 2019 | 9/0251 |

AGENDA ITEM:	13.1.1
REPORT TITLE:	Community Benefit Scheme June 2019 Update
REPORT NUMBER:	9/0248
MEETING DATE:	18/06/2019
AUTHOR:	Manager Community Services, Jan Peters
APPROVER:	Acting Director Lifestyle and Community, Amelia Vellar

COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

PURPOSE

This report provides Council with a summary of the Community Benefit Scheme 2018/2019 Financial Year applications processed to date.

KEY MESSAGES

- Council has provided a total of \$106,936 in grants, scholarships, sponsorship and donations including representation support.
- Community Benefit Scheme has supported twenty-five community groups and twenty-four individuals.
- \$23,064 remains unallocated in the Community Benefit Scheme 2018/2019 budget.

RECOMMENDATION

THAT Report Number 9/0248 entitled Community Benefit Scheme June 2019 Update be received and noted.

BACKGROUND

City of Palmerston provides funding to eligible community groups that offer activities, projects and services that assist Council to deliver on Palmerston's vision of "A Place or People".

Community Benefit Scheme funding for organisations includes grants and sponsorships, with scholarships and donations, including representation support, also available to individuals.

Applications are accepted year-round and the scheme is promoted at every opportunity. Successful applicants agree to acknowledge Council's support and provide images that may be used to promote the funding scheme.

DISCUSSION

The 2018/2019 Community Benefit Scheme total allocation is \$130,000. Due to the successful distribution of funding the Community Benefit Scheme budget rests at \$23,064.

Since the previous Community Benefit Scheme Update report in May, Council has received ten eligible funding applications and one ineligible application. Eight have been processed, three remain under consideration.

Representation Support:

One application received last month, from a young resident, is still on hold awaiting confirmation of his place in a golfing tournament interstate. It is likely this will be held over and considered in the next financial year.

An applicant was awarded \$250 to assist her participation in the Climate Reality Leadership Corps Training in Brisbane.

Two Palmerston residents were awarded \$250 financial support to represent Palmerston as part of the Under 12's NT AFL Team in Mandurah, Western Australia.

Two Palmerston residents were awarded \$250 financial support to represent Palmerston as part of the Under 14's NT NRL, NT Titans team competing in Townsville.

One application for representational support was unsuccessful due to the applicant not meeting the eligibility requirement of residing in the Palmerston Municipality.

Three applications for representation support remain under consideration as of the end of May 2019.

Other applications:

The Top End Motocross Club were successful in their application for \$250 silver sponsorship for the women in Motocross Series 2019.

The Duke of Edinburgh's International Award Australia NT were successful in receiving \$2,000 sponsorship in support of the Duke of Edinburgh's Awards program.

A table listing all successful funding applications and acquittals processed to June for 2018/2019 is provided as **Attachment A**.

CONSULTATION PROCESS

Council will continue to promote this program to the community via various methods. Successful applicants will be posted to our website and where appropriate, media releases will be circulated.

POLICY IMPLICATIONS

Council Policy *FIN18 Grants, Donations, Sponsorships and Scholarships*

BUDGET AND RESOURCE IMPLICATIONS

The budget for the 2018/2019 Financial Year for Grants, Donations, Sponsorships and Scholarships is \$130,000. To date, Council has awarded \$106,936 and \$23,064 remains uncommitted.

Should the remaining three representation support applications under consideration be approved the remaining funds would reduce to \$22,314.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications relating to this report.

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: City of Palmerston Approved Community Benefit Scheme Applications – June 2019

City of Palmerston Approved Community Benefit Scheme Applications - June 2019

Activity Project	Applicant	Amount Requested	Amount Received	Notes
Aridagawa Sister City Student Exchange Scholarship	Palmerston College	\$ 4,000 inc GST	\$3,636	2019 Aridagawa visit
ANZAC Day Services (3 years)	The Returned & Services League of Australia Palmerston	\$10,000	\$10,000	Final of 3-year agreement
Touch Football NT Titles	Touch Football NT	\$13,000	\$13,000	Final of 3-year agreement
PGA Championship	Cazaly's Club Palmerston, Palmerston Golf Club	\$30,000	\$30,000	First of 3-year agreement
Special Children's Christmas Party	AM Media (Special Children's Christmas Party)	\$ 1,000	\$ 1,000	2018 event
Christmas Bash	Palmerston 50+ Club Inc.	\$ 1,000	\$ 1,000	2018 event
Annual School Community Awards - to date	All Palmerston Schools	\$ 1,500 in total	\$ 1,500	Offered annually to all schools; 15 of 15 accepted
Launch Mental Health Week	NT Mental Health Coalition	\$ 2,000	\$ 2,000	2018 event
Buddy Benches in schools	Litchfield/Palmerston Rotary Club	\$ 4,000*	\$ 4,000*	2018 activity * exc. GST
Autism NT Luncheon 2018	Autism NT	\$ 1,818 *	\$ 1,818*	2018 activity * exc. GST
City of Palmerston Seniors Fortnight 2019	Palmerston and Rural Seniors Committee	\$15,000	\$15,000	First of three-year funding request
Year 12 Pool Party	YMCA Youth and Community Services Limited	\$ 1,840	\$ 1,840	2018 event
Art Practice Wellbeing program	Top End Mental Health Consumers Organisation	\$2,000	\$2,000	2019 activity
Graffiti Removal project	Mackillop Catholic College	\$500	\$500	2019 activity
Catering for Training Course	Come Talk/Walk With Me	\$500	\$500	
Family Fun Day	NT Multiple Births Club	\$1,000	\$1,000	2019 activity
International Women's Day Walk	United Nations Association of Australia	\$2,000	\$1,000	2019 event
Walk Event Sponsorship	Walking Off the War Within	\$1,000	\$1,000	2019 event
Harvest Corner/ Gray Community Garden items	Gray Community Garden Inc.	\$4,142	\$4,142	
Sewing Program	STEPS Group Training	\$500	\$500	
Zimpride National Football Event (Soccer)	Zimbabwe Darwin Community Association Inc.	\$2,000	\$2,000	2019 event
Shirts	Palmerston Scout Group	\$1,500	\$1,500	Grant
Sponsorship Women in Motor Cross Series	Top End Motocross Club	\$250	\$250	Sponsorship
Sponsorship Duke of Edinburgh Program	Duke of Edinburgh Awards	\$2000	\$2000	Sponsorship

City of Palmerston Approved Community Benefit Scheme Applications - June 2019

Activity Project	Applicant	Amount Requested	Amount Received	Notes
Palmerston/NT/Australian Representation - Sport	1. Resident, National All Schools Athletics Championships	\$250	\$250	Representation Support
	1. Resident, School Sport Australia Track and Field Championships	\$250	\$250	
	2. Resident, School Sport Australia Track and Field Championships	\$250	\$250	
	1. Resident, Queensland Junior Teams Tennis Carnival	\$250	\$250	
	2. Resident, Queensland Junior Teams Tennis Carnival	\$250	\$250	
	3. Resident, Queensland Junior Teams Tennis Carnival	\$250	\$250	
	4. Resident, Queensland Junior Teams Tennis Carnival	\$250	\$250	
	5. Resident, Queensland Junior Teams Tennis Carnival	\$250	\$250	
	1. Resident, Australian Teams Championships, (Tennis)	\$250	\$250	
	1. Resident, Police Rugby World Cup	\$250	\$250	
	2. Resident, Police Rugby World Cup	\$250	\$250	
	3. Resident, Police Rugby World Cup	\$250	\$250	
	4. Resident, Police Rugby World Cup	\$250	\$250	
	1. Resident, National Rugby Union 7's Championships	\$250	\$250	
	1. Resident, Super 10's National Camp (Tennis)	\$250	\$250	
	1. Resident, Australian Under 18 Women's National Hockey Championships	\$250	\$250	
	1. Resident, Australian Under 15 Girls' National Hockey Championships	\$250	\$250	
	1. BMX Australia's National Series Round One Competition	\$250	\$250	
	1. Resident, Under 18 Men's Outdoor Hockey Championships	\$250	\$250	
	1. Resident, Under 14 NT NRL NT Titans Championship	\$250	\$250	
	2. Resident, Under 14 NT NRL NT Titans Championship	\$250	\$250	
	1. Resident, Under 12 NT AFL Team in Mandurah WA	\$250	\$250	
	2. Resident, Under 12 NT AFL Team in Mandurah WA	\$250	\$250	
	1. Resident, Climate Reality Leadership Corps Training	\$250	\$250	
	1. Representation Support PARRS Soccer	\$250	\$0	Non-resident of Palmerston
TOTAL			\$106,936	

City of Palmerston Approved Community Benefit Scheme Applications - June 2019

Current Community Benefits Scheme Expenditure to Date

	Account Name	YTD	Commitment	YTD + Comm	Budget	Budget Available
Grants/Donations/Sponsorships/Scholarships Paid	Community Grants	\$106,936		\$106,936	\$130,000	23,064

In-Kind Support Approved to Date

Activity Project	Applicant	Value Requested	Value Received	Notes
Seniors Indoor Croquet Club	Seniors Indoor Croquet Club	\$500	\$500	Recreation Centre hire
Playgroup Venue hire	Tumbledown Tots Playgroup	\$500	\$500	Driver Resource Centre hire
TOTAL			\$1,000	

AGENDA ITEM:	13.1.2
REPORT TITLE:	Palmerston Safe Communities Committee May 2019 Minutes
REPORT NUMBER:	9/0249
MEETING DATE:	18/06/2019
AUTHOR:	Community Development Officer, Liz Middleton
APPROVER:	Acting Director Lifestyle and Community, Amelia Vellar

COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.

PURPOSE

This report presents the unconfirmed minutes from the Palmerston Safe Communities Committee (PSCC) meeting held on 30 May 2019.

KEY MESSAGES

- Palmerston Safe Communities Committee (PSCC) members provide program updates, advice and feedback in relation to safety issues that affect Palmerston residents and businesses.
- A PSCC meeting was held 30 May 2019 and unconfirmed minutes are presented at **Attachment A**.
- A presentation on the introduction of the 2019 Liquor Bill was given by representatives from the Northern Territory Government.
- Improvements are currently being planned for the Palmerston Bus Interchange Park and Ride area. Planned improvements include upgrading the number of parking spaces from 58 to 88.

RECOMMENDATION

THAT Report Number 9/0249 entitled Palmerston Safe Communities Committee May 2019 Minutes be received and noted.

BACKGROUND

PSCC works in partnership with Council, the Northern Territory Government, businesses and the community. The core committee objectives are to reduce and prevent injuries, accidents and crime.

The Committee meets bi-monthly and comprises of representatives from over 30 organisations,

DISCUSSION

A PSCC meeting occurred on the 30 May 2019 at the Palmerston Recreation Centre.

The unconfirmed minutes of the 30 May 2019 PSCC meeting are provided as **Attachment A**.

These minutes were circulated to the Committee on 16 May 2019.

The following points of interest were discussed during the meeting by committee members and guests:

- An overview of the introduction of the Liquor Bill 2019, which is a rewrite of the Liquor Act 1978. Submissions to the Scrutiny Committee are due by close of business Friday, 14 June 2019.

- The possibility of a tour for City of Palmerston representatives to view the new Palmerston Police Station prior to its opening.
- The development of an APP that allows members of the public to report Anti-Social Behaviour.
- The APP is being developed by the Northern Territory Government in conjunction with Larrakia Nation.
- Mayor Athina Pascoe-Bell updated the group about the current laneway treatments, the LED lighting upgrades and the planned expansion of Gray Community Hall.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There is no risk, legal and legislative implications relating to this report.

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: Palmerston Safe Communities Committee Meeting Minutes 30 May 2019

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

CITY OF PALMERSTON

Minutes of Palmerston Safe Communities Committee Meeting
held in Community Room 1,
Palmerston Recreation Centre, 11 The Boulevard
on Thursday 30 May 2019 at 1:30 pm

COMMITTEE MEMBERS

Alderman Damian Hale, City of Palmerston (Chair)
Mayor Athina Pascoe-Bell, City of Palmerston
Alderman Lucy Buhr, City of Palmerston
Kirby Bolton, Member for Drysdale (Representative)
Angie Walker, Member for Spillett (Representative)
Serena Dalton, Grassroots Action Palmerston
Matt Majid, Department of Chief Minister
Bernard Kulda, Licensing NT
Shalom Kaa, Department of Public Transport
Mandy Pearce, Victims of Crime NT

GUESTS

Arabella Ward, Department of Chief Minister
Bronwyn Haack, Department of the Attorney-General and Justice
Ryan Neve, Department of Chief Minister
Ben Williams, NT Police

STAFF

Amelia Vellar, A/Director - Lifestyle & Community
Jeff Borella, Ranger Manager, Ranger Services
Liz Middleton, CDO, Lifestyle & Community (Minutes)

1 OPENING OF MEETING

The Chair declared the meeting open at 1:34 pm.

2 APOLOGIES AND LEAVE OF ABSENCE

Jan Peters
Amanda Stevenson
Elle Jackson
Tracy-Dale Middleton
Hannah Finbow
Aimee Tagell
Ian George

City of Palmerston
City of Palmerston
Jesuit Social Service
Neighbourhood Watch NT
Neighbourhood Watch NT
Department of Infrastructure, Planning & Logistics
Department of Infrastructure, Planning & Logistics

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

Davina Pickwick
Olga Dalrymple
Erin Plumb
Amanda Foord
Andrew Pike
Michael Maclean
Mel Roomes
Gemma Bellenger
Nathan Finn
Terry Mills
Alana Chapman
David Boustead
Troy Stephens
Lorraine Paddick
Samantha Czosloszynski
Heidi Agung
Nicole Simpson
Amanda Foord
Antony Deutrom
Alison Warwick

Department of Human Services
Member for Brennan (Representative)
Melaleuca Refugee Centre
Fire, Rescue & Emergency Services
NT Government
NT Police CCTV
Department of Infrastructure, Planning and Logistics
NT Police, Fire and Emergency Services
NT Police
Member for Blain
NT Government
Department of Chief Minister
NT Police
CatholicCare NT
Mission Australia
NT Correctional Services
NT Correctional Services
NT Fire, Rescue and Emergency Services
NT Police
Department of Local Government, Housing &
Community Development

3 CONFIRMATION OF MINUTES

3.1 Confirmation of Minutes

Moved: Mayor Athina Pascoe-Bell
Seconded: Amelia Vellar

THAT the minutes of the Palmerston Safe Communities Committee meeting held on Thursday 4 April 2019, be confirmed.

Carried

4 PRESENTATIONS

- 4.1 **Presentation:** Representatives from the Northern Territory Government presented information about the introduction of the Liquor Bill 2019. The Bill is a modernisation of the Liquor Act 1978. The Bill has been submitted to the Economic Policy Scrutiny Committee for review. Submissions to the Committee are due by close of business Friday, 14 June 2019

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

5 BUSINESS ARISING FROM PREVIOUS MEETINGS

- 5.1 **Action:** A/Director – Lifestyle and Community to advise NT Police CCTV Manager if the lighting upgrades will permit 24-hour power to each lighting pole.
Update: Completed

6 PALMERSTON NETWORKS UPDATE

- 6.1 **Palmerston Kids Network (PKN):**
The next Palmerston Kids Network meeting will be held on Monday 3 June 2019 from 2.00pm to 3.30pm and will be held at the Asthma NT office. The network is open to representatives from organisations working with or for children in Palmerston aged 0 – 12 years.
- 6.2 **Palmerston and Rural Youth Services (PARYS):**
The next PARYS meeting will be held on Tuesday 18 June at 9am. The most recent meeting held in April, introduced an on-line portal called 'Trello' to share information within the Youth Sector.
- 6.3 **Palmerston Seniors Advisory Committee (PSAC):**
The next PSAC meeting will be held on Monday 15 July 2019. The latest PSAC Meeting was held in May and the group discussed the new parking strategy, the LED streetlight roll out and the expansion of Gray Community Hall.

7 NEW BUSINESS

Nil.

8 STAKEHOLDER UPDATES

- 8.1 **Grassroots Action Palmerston (GAP)**
- 8.1.1 GAP continues to work with young people in Palmerston to support those who have previously offended to encourage ongoing positive behaviours.
 - 8.1.2 GAP is also working with a group of 15 local female dancers, who will be appearing in a video that aims to showcase positive examples of young people in the Territory.
- 8.2 **Spillett Electorate Office**
- 8.2.1 The Spillett Electorate Office is currently preparing for their annual Territory Day BBQ on 1st July 2019.

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

8.3 Victims of Crime (VOC NT)

- 8.3.1 VOC NT noted a reduction in enquires for assistance from the Palmerston region.
- 8.3.2 They are currently trialling a pilot program to replace stolen car keys when they are taken during a home invasion.
- 8.3.3 The BizSecure program is still running with Biz Secure Audits available in addition to the Resecure Program for those businesses that have been affected by a break in.

8.4 NT Police

- 8.4.1 The new Palmerston Police Station is nearing completion.
- 8.4.2 Offences against the Person were down 11% and offences against property were down 8% when compared to the same period last year.

ACTION: OIC Ben Williams to investigate if Council's Elected Members & the Palmerston Safe Communities Committee members could be provided a tour of the new Palmerston Police Station prior to its opening.

8.5 Department of Planning and Infrastructure (Public Transport)

- 8.5.1 Improvements are currently being planned for the Palmerston Bus Interchange Park and Ride area. Planned improvements include upgrading the number of parking spaces from 58 to 88.
- 8.5.2 The Department has changed their feedback process and as a result is finding that they have been receiving more informative feedback from those utilising their services.
- 8.5.3 The Public Transport branch are working to support an array of events that are planned throughout the dry season however planned road closures will impact the bus network.

ACTION: Department of Planning and Infrastructure to arrange a meeting with the Mayor of Palmerston to discuss the review of collected network data & improvements to the bus network connectivity in Palmerston.

8.6 Licensing NT

- 8.6.1 Licensing NT is working with several local Palmerston taverns and bars to remedy a number noise complaints from residents living in close proximity.
- 8.6.2 Hospitality NT has been notified that they are required to have Council signatures on the proposed Palmerston and Litchfield Liquor Accord, as the City of Palmerston is listed as a stakeholder.

8.7 City of Palmerston, Mayor Athina Pascoe-Bell

- 8.7.1 Mayor Athina Pascoe-Bell updated the group about the current laneway treatments, the LED lighting upgrades and the planned expansion of Gray Community Hall.

Initials: _____

PALMERSTON SAFE COMMUNITIES COMMITTEE MINUTES

8.8 City of Palmerston, A/Director – Lifestyle & Community

8.8.1 The A/Director – Lifestyle and Community shared details about the creation of an APP that allows members of the public to report instances of anti-social behaviour to Larrakia Nation. The APP is being developed by the Northern Territory Government in conjunction with Larrakia Nation.

ACTION: A/Director to invite a representative from Department of Chief Minister to provide an update about the development of the APP at the next meeting.

9 CORRESPONDENCE

Nil.

10 NEXT MEETING

Thursday 18 July 2019, 1:30pm – 3:00pm, Palmerston Recreation Centre, 11 The Boulevard.

11 CLOSURE

The Palmerston Safe Communities Committee meeting, held in Palmerston Recreation Centre, 11 The Boulevard, Palmerston on Thursday 30 May 2019 closed at 2:50 pm.

ATTACHMENTS:

Nil.



Damien Hale
Chair
Date:

Initials: _____

AGENDA ITEM:	13.1.3
REPORT TITLE:	Financial Report for the Month of May 2019
REPORT NUMBER:	9/0251
MEETING DATE:	18/06/2019
AUTHOR:	Acting Executive Manager Finance, Maxie Smith
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

The purpose of this report is to present to Council the Financial Report for the Month of May 2019.

KEY MESSAGES

- Overall, Operating Income and Expenditure are generally in-line with budget expectations and cashflows.
- After adjusting for the approximate \$1.3M *Making the Switch* commitments which relate to 2019-2020, Capital Expenditure including commitments shows 88% of budget spent.
- During April one of Council's investment counterparties was downgraded. This resulted in Council's existing investments being outside the terms of the investment policy.
- During May, Council's investment portfolio mix was modified, this has ensured that Council is in compliance with the policy once again.
- The internal loan for Making the Switch was initially drawn upon in April, with a total of \$384,456 drawn down as at 31 May which includes \$995 of internal interest accrued.

RECOMMENDATION

THAT Report Number 9/0251 entitled Financial Report for the Month of May 2019 be received and noted.

BACKGROUND

In accordance with Section 18 of the *Local Government (Accounting) Regulations* the proceeding months financial report must be presented to Council. The commentary below and the attachment present the financial position of Council at the end of May 2019.

DISCUSSION

This monthly finance report has incorporated the adjustments from the Third Quarterly Budget Review. Monthly cashflows for income and expenses have been updated and are recorded in the report. This information details when income or expenses are expected to happen throughout the year with consideration of seasonality and appropriate timing of works. This allows for improved reporting for Elected Members and budget management for Council Officers.

Operating Income

- Total Operating Income is at 97% of the current budget.
- All Operating Income items are generally tracking as expected. Statutory Charges are below budget representing a reduction in the number of parking fines issued.
- Other Income includes income from Litchfield Council for the operation of the Taminmin Library on behalf of Litchfield Council.

Operating Expenditure

- Total Operating Expenditure is at 90% of the budget inclusive of commitments.
- Operating Expenditure is generally in-line with budget expectations.
- Telephone and Communication charges are slightly over budget due to the introduction of fleet tracking, which was implemented to improve fleet management. This slight overspend can be funded from savings in general operations.

Capital Income

Capital Income is currently 13%. Council is expecting to receive \$10 million in gifted assets from developments, such as roads, parks and other infrastructure assets. Officers are currently reviewing and reconciling asset information provided by developers, to include these gifted assets on Council's asset register.

Council was expecting to receive capital grants and contributions to the value of \$1,113,410, currently 100% to the value of \$1,119,558 has been received.

Capital Expenditure

Capital Expenditure is showing at 103% for the year including commitments raised.

After adjusting for Making the Switch, Capital Expenditure including commitments raised is at 88% of the 2018/19 budget.

The initial phase of *Making the Switch* has commenced, with a total budget allocation of \$700,000 in this financial year. Upon commencement, purchase orders for *Making the Switch* were created with budget and expenditure planned for both the 2018/19 and 2019/20 financial years. It is expected that the works for 2019/20 will be to the value of approximately \$1.3M, which will be funded from the 2019/2020 proposed annual budget. Therefore, Capital Expenditure for 2018/19 should be looked at independent of these future commitments.

The cash flowed estimate of budget is showing as 67% of YTD budget. The cash flowed budget is an estimate of the invoices expected to be paid by the end of May based on anticipated project completion. The difference between the cashflow budget and the 88% forecast is commitments for which invoices are expected to be received and paid by the end of June 2019, for works undertaken in this period.

Loans

Council has approved an internal loan for \$3.675 million to fund *Making the Switch* and an external loan for \$2 million to fund the final stage of remediation works at the previous Archer Landfill site.

The external loan for Archer is expected to be drawn down in June 2019. When the loan is drawn upon, details of this loan will be provided in the accompanying Finance Report.

The initial internal loan for *Making the Switch* has been drawn upon, with the corresponding figures shown in **Attachment A**, section 2.10 Internal Loan: *Making the Switch*. As at the end of May, \$640,000 of the loan has been drawn down and \$995 of internal interest accrued. As energy savings from the

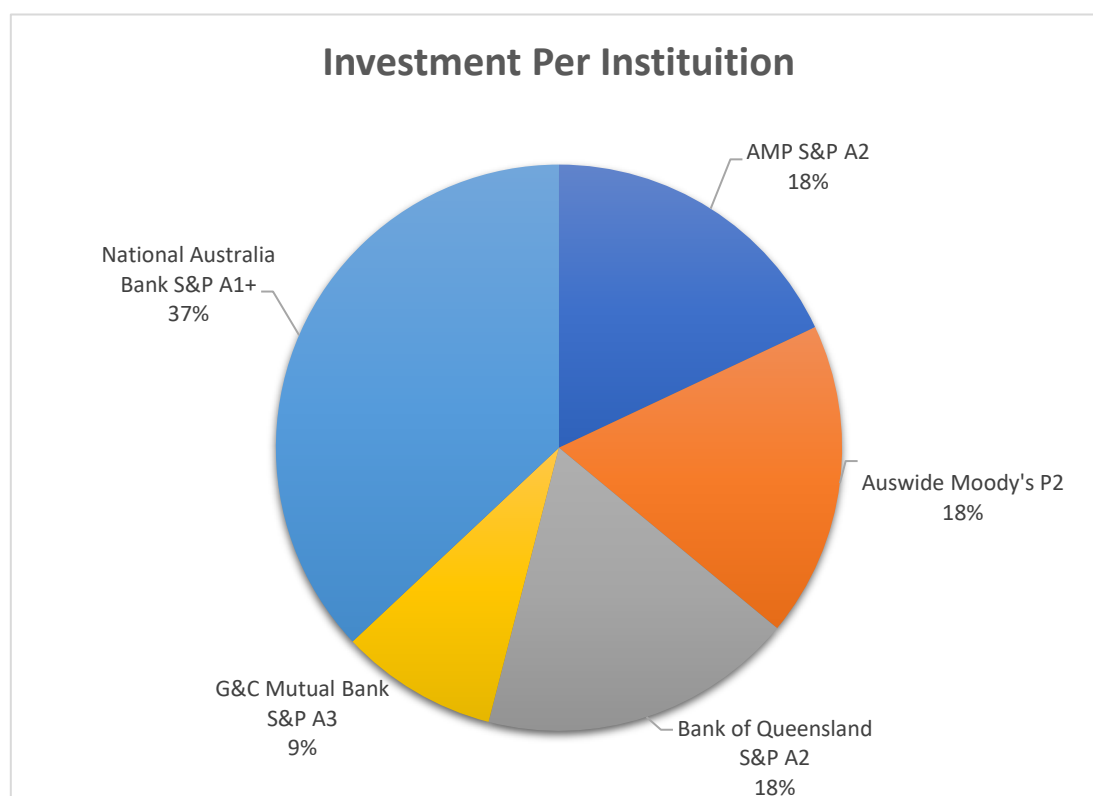
project are realised, a portion will be allocated to the repayment of the loan, with the remainder allocated to improving the public lighting network as previously approved.

Investments

During April 2019, AMP was downgraded which altered Council's investment portfolio mix resulting in a technical non-compliance with the investment policy. As investments matured, the portfolio mix was adjusted during the month of May ensuring that all investments complied the policy once again.

As at 31 May 2019, Council held a total of \$16,663,368.99 in term deposits in five separate financial institutions.

The break up between the institutions is:



Outstanding Rates

The review on Council's debt collection procedures is nearing completion. To review was undertaken ensure that best practice is been applied to improve collection rates whilst still providing relief for ratepayers suffering from financial hardship.

CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

POLICY IMPLICATIONS

Council Policy *FIN06 - Investments*.

BUDGET AND RESOURCE IMPLICATIONS

Budget and resource implications are outlined in the body of the report and attachment.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The *Local Government (Accounting) Regulations* prescribes that:

18 Financial Reports to Council

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

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 – May 2019

Financial Management Reports

May 2019

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

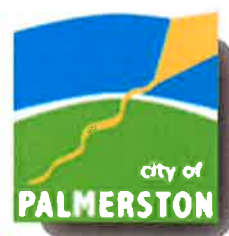


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2.10 Internal Loan: *Making the Switch*

Section 2 Financial Results

1.1 - Executive Summary as at % of year passed

31 May 2019
92%

	Revised Budget 2019 \$	YTD Actual \$	YTD Committed \$	Budget Forecast \$	% Utilised
Operating Income					
Rates & Annual Charges	27,962,285	27,028,204	0	27,962,285	97%
Statutory Charges	166,500	132,326	0	166,500	79%
User Charges & Fees	1,405,724	1,240,608	0	1,405,724	88%
Interest & Investment Revenue	1,098,160	1,124,759	0	1,098,160	102%
Reimbursements	58,042	58,663	0	58,042	101%
Other Income	161,186	158,745	0	161,186	98%
Grants, Subsidies & Contributions	1,969,073	1,984,719	0	1,969,073	101%
Operating Income	32,820,970	31,728,025	0	32,820,970	97%
Operating Expenditure					
Employee Costs	-8,806,994	-7,590,506	-1,537	-8,806,994	86%
Professional Services	-1,608,483	-1,358,586	-144,385	-1,608,483	93%
Auditor's Remuneration	-35,000	-25,345	0	-35,000	72%
Bad and Doubtful Debts	0	5,895	0	0	0%
Operating Lease Rentals	-217,300	-131,792	-4,942	-217,300	63%
Energy	-1,248,227	-1,069,676	0	-1,248,227	86%
Materials & Contractors	-11,564,343	-9,229,014	-1,602,468	-11,564,343	94%
Depreciation, Amortisation & Impairment	-11,500,000	-10,541,663	0	-11,500,000	92%
Elected Members Expenses	-361,287	-259,727	0	-361,287	72%
Legal Expenses	-381,256	-363,677	-59,197	-381,256	111%
Water Charges	-1,608,719	-1,137,817	0	-1,608,719	71%
Telephone & Other Communication Charges	-226,000	-233,843	-7,980	-226,000	107%
Community Grants	-130,000	-104,187	-250	-130,000	80%
Other Expenses	-2,596,887	-2,229,969	-251,243	-2,596,887	96%
Borrowing Costs	-92,200	0	0	-92,200	0%
Operating Expenditure	-40,376,696	-34,269,907	-2,072,003	-40,376,696	90%
OPERATING SURPLUS/(DEFICIT)	-7,555,726	-2,541,882	-2,072,003	-7,555,726	
Capital Income					
Net gain (loss) on disposal or revaluation of assets	179,906	103,641	0	179,906	58%
Developer Contributions	850,000	816,148	0	850,000	96%
Asset Income	10,000,000	217,194	0	10,000,000	2%
Grants received	263,410	303,410	0	263,410	115%
Capital Income	11,293,316	1,440,393	0	11,293,316	13%
Net SURPLUS / (DEFICIT) transferred to Equity Statement	3,737,590	-1,101,489	-2,072,003	3,737,590	
Capital Expenditure					
Land Purchase	0	0	0	0	0%
Asset Purchase	-2,020,403	-1,288,307	-349,274	-2,020,403	81%
Asset Upgrade	-6,614,126	-4,044,246	-3,195,504	-6,614,126	109%
Capital Expenditure	-8,634,529	-5,332,552	-3,544,779	-8,634,529	103%
Less Non-Cash Expenditure	-11,500,000	-10,541,663	0	-11,500,000	92%
Plus Gifted Assets	10,000,000	217,194	0	10,000,000	2%
NET CAPITAL SURPLUS/(DEFICIT)	-3,396,940	3,890,428	-5,616,782	-3,396,940	
Borrowings	2,000,000	0	0	2,000,000	0%
Repayment of Borrowings	-208,814	0	0	-208,814	0%
Reserve Movement	1,605,753	0	0	1,605,753	0%
NET OPERATING SURPLUS/(DEFICIT)	0	3,890,428	-5,616,782	0	


Approved by: Executive Manager Finance

Section 2

Financial Results

2.1 - Budget Summary Report as at

31 May 2019

% of year passed
Cashflowed Estimate of Budget YTD

92%

96%

Operating Income

	Revised Budget \$	YTD Actuals \$	%
Governance			
Office of the CEO	374,619	426,488	113.85%
Governance	374,619	426,488	113.85%
Corporate Services			
Financial Services	544,786	555,402	101.95%
Director Corporate Services	174,018	172,829	99.32%
Rates	21,109,994	20,203,082	95.70%
Corporate Services	21,828,798	20,931,313	95.89%
Community Services			
Arts & Culture	39,000	39,000	100.00%
Community Development	30,000	31,435	104.78%
Events Promotion	1,500	2,900	193.35%
Health and Wellbeing Services	9,000	9,000	100.00%
Library Services	870,440	842,051	96.74%
Senior Citizens	1,500	1,500	100.00%
Youth Services	300,000	300,000	100.00%
Director Lifestyle & Community	40,000	0	0.00%
Community Services	1,291,440	1,225,886	94.92%
Technical Services			
Animal Management	336,000	337,535	100.46%
Aquatic Centre	25,764	25,764	100.00%
Civic Centre	151,304	142,779	94.37%
Driver Resource Centre	10,000	8,765	87.65%
Gray Community Hall	16,800	11,891	70.78%
Director City Growth & Operations	81,280	82,243	101.19%
Parking & Other Ranger Services	144,500	95,054	65.78%
Private Works	120,000	69,518	57.93%
Recreation Centre	120,000	104,492	87.08%
Roads & Transport	441,454	456,831	103.48%
Stormwater Infrastructure	1,120	1,120	100.00%
Subdivisional Works	100,000	128,992	128.99%
Waste Management	6,999,791	7,002,307	100.04%
Odegaard Drive Investment Property	446,160	446,160	100.00%
Durack Heights Community Centre	1,940	1,864	96.06%
CBD Car Parking	330,000	229,022	69.40%
Technical Services	9,326,113	9,144,337	98.05%
	32,820,970	31,728,025	96.67%
	32,820,970	31,728,025	96.67%

ATTACHMENT A
Section 2
Financial Results

2.1 - Budget Summary Report as at

31 May 2019

% of year passed
Cashflowed Estimate of Budget YTD

92%
9%

Capital Income

	Revised Budget \$	YTD Actuals \$	%
Corporate Services			
Director Corporate Services	179,906	103,641	57.61%
Corporate Services	179,906	103,641	57.61%
Community Services			
Director Lifestyle & Community	0	40,000	0.00%
Community Services	0	40,000	0.00%
Technical Services			
Roads & Transport	263,410	263,410	100.00%
Subdivisional Works	10,850,000	1,033,342	9.52%
Technical Services	11,113,410	1,296,752	11.67%
	11,293,316	1,440,393	12.75%
	11,293,316	1,440,393	12.75%

ATTACHMENT A
Section 2
Financial Results

2.1 - Budget Summary Report as at

31 May 2019

% of year passed 92%
Cashflowed Estimate of Budget YTD 88%
Actual % Expenditure YTD (not including commitments) 85%

Operating Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Governance					
Elected Members	-386,796	-297,429	-5,716	-303,145	78.37%
Office of the CEO	-865,814	-860,322	-54,741	-915,063	105.69%
Governance	-1,252,610	-1,157,751	-60,456	-1,218,207	97.25%
Corporate Services					
Customer Services	-230,765	-207,948	0	-207,948	90.11%
Financial Services	-1,546,566	-1,467,490	-27,466	-1,494,956	96.66%
Human Resources	-435,946	-436,178	-150	-436,328	100.09%
Information Technology	-1,083,265	-1,015,541	-35,804	-1,051,345	97.05%
Director Corporate Services	-12,351,361	-11,243,041	-158	-11,243,200	91.03%
Public Relations and Communications	-398,860	-328,602	-11,914	-340,517	85.37%
Rates	-371,700	-349,284	-8,746	-358,030	96.32%
Records Management	-246,716	-213,144	-4,441	-217,585	88.19%
Corporate Services	-16,665,179	-15,261,230	-88,680	-15,349,909	92.11%
Community Services					
Arts & Culture	-120,500	-98,388	-1,730	-100,118	83.09%
Community Development	-1,024,063	-759,977	-17,130	-777,108	75.88%
Disabled Services	-1,500	-200	0	-200	13.33%
Events Promotion	-237,000	-184,692	-32,793	-217,485	91.77%
Families & Children	-31,100	-18,833	-2,588	-21,422	68.88%
Health and Wellbeing Services	-61,500	-40,358	-21,939	-62,297	101.30%
Library Services	-1,701,758	-1,279,450	-33,179	-1,312,629	77.13%
Senior Citizens	-8,500	-2,557	-100	-2,657	31.26%
Youth Services	-93,500	-71,534	-64,261	-135,795	145.24%
Director Lifestyle & Community	-327,473	-292,856	-100	-292,956	89.46%
Community Services	-3,606,894	-2,748,846	-173,821	-2,922,666	81.03%
Technical Services					
Animal Management	-112,290	-113,036	-471	-113,507	101.08%
Aquatic Centre	-689,611	-565,188	-51,412	-616,600	89.41%
Archer Sports Club	-334	-366	0	-366	109.45%
Civic Centre	-397,680	-371,705	-30,279	-401,983	101.08%
Depot	-76,863	-60,845	-6,155	-67,000	87.17%
Driver Resource Centre	-19,195	-10,667	-656	-11,324	58.99%
Emergency Operations	-10,000	0	0	0	0.00%
Gray Community Hall	-55,567	-44,816	-3,454	-48,270	86.87%
Director City Growth & Operations	-1,110,140	-909,153	-45,548	-954,700	86.00%
Open Space	-4,822,362	-3,816,700	-288,487	-4,105,187	85.13%
Parking & Other Ranger Services	-753,456	-671,360	-2,132	-673,492	89.39%
Plant & Equipment	-27,619	-31,309	0	-31,309	113.36%
Private Works	-91,522	-79,420	0	-79,420	86.78%
Recreation Centre	-234,573	-224,244	-13,782	-238,026	101.47%
Roads & Transport	-2,163,163	-1,772,288	-194,339	-1,966,627	90.91%
Stormwater Infrastructure	-295,000	-261,470	-16,673	-278,143	94.29%
Street Lighting	-1,380,000	-1,259,966	-2,262	-1,262,228	91.47%
Subdivisional Works	0	-135	0	-135	0.00%
Waste Management	-6,276,442	-4,646,123	-1,053,584	-5,699,707	90.81%
Odegaard Drive Investment Property	-126,856	-116,587	-4,934	-121,521	95.79%
Durack Heights Community Centre	-25,430	-18,597	-2,796	-21,393	84.13%
CBD Car Parking	-135,800	-108,849	-20,095	-128,945	94.95%
Goyder Square	-33,110	-15,558	-145	-15,704	47.43%
Technical Services	-18,837,014	-15,098,383	-1,737,203	-16,835,586	89.38%
	-40,361,696	-34,266,209	-2,060,160	-36,326,369	90.00%

Section 2

Financial Results

2.1 - Budget Summary Report as at

31 May 2019

% of year passed
Cashflowed Estimate of Budget YTD
Actual % Expenditure YTD (not including commitments)

92%
67%
62%

Capital Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	%
Corporate Services					
Information Technology	-179,651	-98,376	-94,026	-192,402	107.10%
Director Corporate Services	-414,500	-266,102	-78,417	-344,519	83.12%
Corporate Services	-594,151	-364,478	-172,443	-536,921	90.37%
Community Services					
Library Services	-89,000	-76,733	-2,442	-79,175	88.96%
Community Services	-89,000	-76,733	-2,442	-79,175	88.96%
Technical Services					
Aquatic Centre	-173,800	-112,171	-30,099	-142,270	81.86%
Civic Centre	-307,545	-242,269	-49,915	-292,183	95.01%
Driver Resource Centre	-14,000	0	-9,030	-9,030	64.50%
Director City Growth & Operations	-487,234	-320,170	-109,306	-429,476	88.15%
Open Space	-1,493,986	-865,884	-305,483	-1,171,367	78.41%
Recreation Centre	-137,300	-75,300	-48,228	-123,528	89.97%
Roads & Transport	-2,342,513	-1,439,352	-504,644	-1,943,996	82.99%
Stormwater Infrastructure	-100,000	-107,823	-11,681	-119,504	119.50%
Street Lighting	-740,000	-478,276	-1,611,691	-2,089,967	282.43%
Subdivisional Works	-155,000	-145,990	-5,430	-151,420	97.69%
Waste Management	-2,000,000	-1,104,106	-684,387	-1,788,493	89.42%
Technical Services	-7,951,378	-4,891,341	-3,369,893	-8,261,234	103.90%
	-8,634,529	-5,332,552	-3,544,778	-8,877,331	102.81%

Adjusted Capital Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	% Utilised
Total Capital Expenditure	-8,634,529	-5,332,552	-3,544,778	-8,877,331	102.81%
Making the Switch 2019/20 Commitments			1,300,000		
	-8,634,529	-5,332,552	-2,244,778	-7,577,331	87.76%

Section 2

Financial Results

2.2 Reserves Schedule

	Balance as at 1/07/2018	TO RESERVES					FROM RESERVES					Balance as at 30/06/2019
		Original Budget \$	1st Review \$	Budget Reviews 2nd Review \$	3rd Review \$	Adopted Budget \$	Original Budget \$	1st Review \$	Budget Review 2nd Review \$	3rd Review \$	Adopted Budget \$	
Externally Restricted Reserves												
Unexpended Grants Reserve	1,776,402	0	0	500,000	614,000	1,114,000	0	1,776,402	0	0	1,776,402	1,114,000
Developer Funds in Lieu of Construction	4,985,377	400,000	0	400,000	195,000	995,000	300,000	90,000	0	550,000	940,000	5,040,377
	6,761,779	400,000	0	900,000	809,000	2,109,000	300,000	1,866,402	0	550,000	2,716,402	6,154,377
Internally Restricted Reserves												
Election Expenses Reserve	150,000	100,000	0	0	0	100,000	0	0	0	0	0	250,000
Disaster Recovery Reserve	500,000	0	0	0	0	0	0	0	0	0	0	500,000
Strategic Initiatives Reserve	300,000	0	0	0	16,307	16,307	100,000	190,000	0	26,307	316,307	0
Unexpended Capital Works Reserve	845,482	0	0	0	0	0	0	845,482	0	0	845,482	0
Property Reserve	922,104	0	0	0	0	0	0	0	0	0	0	922,104
Plant and Equipment Reserve	271,632	0	0	0	0	0	0	0	0	40,000	40,000	231,632
Infrastructure Reserve	5,552,686	211,690	0	140,000	300,000	651,690	0	830,215	0	50,000	880,215	5,324,161
Community Grants Reserve	100,000	0	0	0	0	0	30,000	0	0	0	30,000	70,000
Waste Management Reserve	26,525	2,289,655	206,000	0	0	2,495,655	2,000,000	0	0	0	2,000,000	522,180
Streetlighting Reserve	311,063	0	0	0	0	0	0	0	150,000	0	150,000	161,063
City Centre Improvement Reserve	0	0	0	0	0	0	0	0	0	0	0	0
	8,979,491	2,601,345	206,000	140,000	316,307	3,263,652	2,130,000	1,865,697	150,000	116,307	4,262,003	7,981,139
Total Reserve Funds*	15,741,270	3,001,345	206,000	1,040,000	1,125,307	5,372,652	2,430,000	3,732,098	150,000	666,307	6,978,405	14,135,516


 Approved by: Executive Manager Finance

Section 2

Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 31/05/2019

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%
AMP	S&P A2	\$ 1,500,000.00	2.75%	August 28, 2019	89		
AMP	S&P A2	\$ 1,500,000.00	2.80%	November 6, 2019	159	\$ 3,000,000.00	18.00%
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	July 3, 2019	33		
Auswide	Moody's P2	\$ 1,500,000.00	2.78%	July 31, 2019	61	\$ 3,000,000.00	18.00%
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.78%	July 17, 2019	47		
Bank of Queensland	S&P A2	\$ 1,500,000.00	2.73%	October 9, 2019	131	\$ 3,000,000.00	18.00%
G&C Mutual Bank	S&P A3	\$ 1,500,000.00	2.55%	January 15, 2020	229	\$ 1,500,000.00	9.00%
National Australia Bank	S&P A1+	\$ 7,584.94	1.60%				
National Australia Bank	S&P A1+	\$ 155,777.26	1.60%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.73%	June 5, 2019	5		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.78%	June 19, 2019	19		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.77%	August 14, 2019	75		
National Australia Bank	S&P A1+	\$ 1,500,000.00	2.46%	September 11, 2019	103	\$ 6,163,362.20	36.99%

TOTAL SHORT TERM INVESTMENT	\$ 16,663,368.99	Average Days to Maturity	86.00
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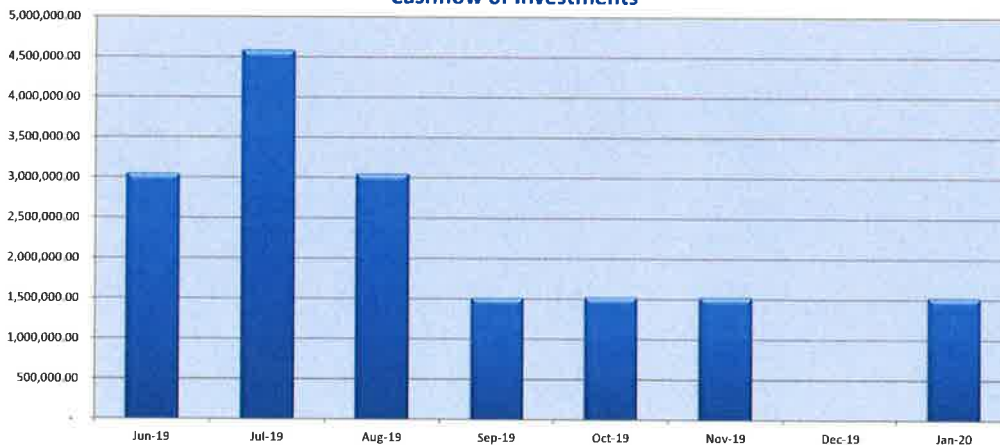
% OF TOTAL INVESTMENT PORTFOLIO	A1 (max 100%) 36%	A2/P2 (max 60%) 55%	A3 (max 40%) 9%	100%
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Weighted Average Rate	2.71%	BBSW 90 Day Rate Benchmark	1.42%
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GENERAL BANK FUNDS	\$ 6,216,571.11	Total Budget Investment Earnings	-\$ 460,000.00
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TOTAL ALL FUNDS	\$ 22,879,940.10	Year to Date Investment Earnings	-\$ 452,698.30
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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	\$ 6,773,335	\$ 446,160	\$ 116,587	\$ 329,573	\$ 185,942

Approved by: Executive Manager Finance

ATTACHMENT A
Section 2
Financial Results
31 May 2019

2.4 Debtor Control Accounts

SUNDRY DEBTORS:						
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS
	306,353.35	107,524.49	(232.00)	650.00	198,356.55	54.31

RATES:						
REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	OVERDUE % OF RATES INCOME			
May-19	\$1,189,546	\$990,288	4.24%			
May-18	\$844,098		3.04%			
TOTAL OVERDUE \$	Charged in 2018/2019	Charged in 2017/2018	Charged in 2016/2017	Charged in 2015/2016	Charged Prior to 2015/2016	
\$1,189,546	\$892,131	\$193,285	\$74,479	\$25,593	\$4,057	

INFRINGEMENTS:		\$
Animal Infringements		122,236.15
Public Places		10,569.00
Parking Infringements		159,317.50
Litter Infringements		875.00
Signs		0.00
Other Law and Order		0.00
Net Balance on Infringement Debts		<u>292,997.65</u>

Approved by: Executive Manager Finance

ATTACHMENT A
Section 2
Financial Results
2.5 - Financial Indicators

	Target	2019	2018	2017	2016	2015
Operating Surplus Ratio						
Total Operating Surplus/Deficit	0.00%	-23.02%	-26.12%	-5.16%	-39.40%	-20.18%
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 (External Loans)						
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%	63.87%	61.38%	59.25%	60.02%	61.53%
Total Revenues						
This indicator shows the percentage of total revenue raised through rates income.						
Rates & Annual Charges Outstanding Percentage						
Rates & Annual Charges Outstanding	<5%	4.24%	3.47%	3.57%	3.16%	3.47%
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		May 2019
Creditor No.	Creditor Name	Amount \$
46	Downer EDI Works Pty Ltd	625,615.73
5104	JLM Contracting Services Pty Ltd	297,618.14
V01982	Telensa Systems Pty Ltd	255,255.00
2	Australian Taxation Office - PAYG	220,189.00
V00295	Jacana Energy	205,266.73
5640	Think Water - Winnellie & Virginia	110,000.01
V01904	Veolia Environmental Service (Australia) Pty Ltd	94,368.92
V01789	Next Energy Lighting Pty Ltd	92,217.96
549	City of Darwin	91,495.19
1607	Sterling NT Pty Ltd	79,508.94
V01990	NC Electrical & Air Conditioning Pty Ltd	79,138.13
712	Paradise Landscaping (NT) Pty Ltd	76,969.95
54	Powerwater	71,533.72
V00318	StatewideSuper Clearing House	71,146.39
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	66,416.67
4190	National Australia Bank	62,890.43
V01537	Ben's Tree Service Pty Ltd	61,528.50
5651	Minter Ellison Lawyers	56,421.22
938	Nightcliff Electrical	54,276.06
V00250	Ward Keller	47,943.80
V01849	Stadium Sports Surfaces SA/NT Pty Ltd	47,622.23
798	YMCA of the Northern Territory	47,536.40
3683	Area9 IT Solutions	47,230.49
V00228	Outback Tree Service	42,559.00
5254	True North	37,931.65
V00200	Red Earth Automotive Pty Ltd	37,462.60
V00773	Akron Group NT Pty Ltd	35,428.29
V01906	Darwin Automotive Pty Ltd (Darwin Motor Group)	34,190.50
5508	Open Systems Technology Pty Ltd - CouncilFirst	30,789.66
V00719	AIA Australia Limited	28,193.89
87	Industrial Power Sweeping Services Pty	27,778.47
V01920	Tenite Pty Ltd T/as B&K Revegetation & Landscaping	24,631.75
V00476	Water Dynamics (NT) Pty Limited	24,530.58
V01835	Deloitte Private Pty Ltd	18,696.57
V00770	Australian Taxation Office - FBT	18,567.32
V01629	Smarter Technology Solutions	17,227.11
53	Eggins Electrical	17,172.02
5551	Active Tree Services Pty Ltd	17,027.35
V02027	Boxwars Pty Ltd	16,970.60
5162	Select Music	16,500.00
47	Telstra Corporation Ltd	15,540.84
V00582	Ezko Property Services (Aust) Pty Ltd	15,424.99
V01643	KPMG	14,657.50
2161	GHD Pty Ltd	14,503.39
V00939	Defend Fire Services Pty Ltd	12,529.30
V00193	Amcom Pty Ltd	12,261.83
V00368	iWater NT	11,064.13
V01062	Essential Theatre Inc	10,618.30
4730	Sign City (NT) Pty Ltd	10,158.94
V01612	News Corp Australia	9,056.03
V01937	Australis Advisory Group Pty Ltd	9,020.00
V00599	Athina Pascoe-Bell	8,980.58
V01009	Australian Parking and Revenue Control Pty Limited	8,910.00
V01856	The Landscape Studio	8,316.00
3936	Arafura Tree Services and Consulting	8,107.00

Creditor No.	Creditor Name	Amount \$
3880	PAWS Darwin Limited	7,666.66
V02039	Humpty Doo Trees Pty Ltd	7,634.00
V00271	Fuji Xerox Business Centre NT	7,114.80
V00157	McArthur Management Services (Vic) P/L	7,024.66
4355	Tonkin Consulting	6,850.25
5136	RMI Security	6,798.93
V00315	HWL Ebsworth Lawyers	6,751.80
566	Stickers & Stuff	6,726.00
3438	NT Shade & Canvas Pty Ltd	6,490.00
V02004	Skinnyfish Music Pty Ltd	6,100.60
3787	Total Event Services T/A Top End Sounds P/L	6,086.36
5746	Jacobs Group Australia Pty Ltd	5,975.00
V01615	Autopia Management Pty Limited	5,593.68
1963	Western Australian Local Government	5,555.00
26	Viva Energy Australia Ltd	5,501.37
2587	Top End RACE	5,482.73
V01988	Chalk Twins	5,290.00
5410	Majestix Media Pty Ltd	5,274.31
V00343	MAGIQ Software Ltd. T/A - NCS Chameleon Ltd	5,243.48
V01865	Irma Lamaya trading as Co Lab Architecture	4,950.00
V01389	Darwin Argos Painting	4,890.00
V01486	Brainium Labs Pty Ltd	4,450.00
5435	Access Hardware (NT) Pty Ltd	4,084.76
4737	D & L Plumbing & Gasfitting	3,808.80
V00925	Callum Payne Pty Ltd Trading as ESPEC	3,744.68
3313	Zip Print	3,674.00
4561	Bendesigns	3,620.65
V01813	Steven Ball	3,520.00
V01584	Salary Packaging Australia	3,502.17
4644	Quest Palmerston	3,445.00
V01600	Property Council of Australia	3,405.00
2977	Security & Technology Services P/L	3,323.65
V02113	Baker Boy - Danzal Baker	3,300.00
V02025	Event Hospitality & Entertainment	3,220.00
4065	Southern Cross Protection Pty Ltd	3,151.81
V00860	Costojic Pty Ltd	3,150.00
V02036	Telefoniz Technology Group Pty Ltd T/A Azentro	3,102.00
V01570	Sarah Louise Henderson	3,096.75
V02056	Information Consultants Pty Ltd	2,970.00
V01234	Mulga Security	2,777.50
V02014	Campaign Edge Sprout Pty Ltd	2,640.00
V01848	Invision NT Pty Ltd	2,625.93
V01423	Fusion Exhibition & Hire Services	2,454.38
1502	Figleaf Pool Products	2,319.00
V02043	Lumitex Ltd	2,310.81
V00682	Leigh Dyson Plumbing	2,304.50
5	Australia Post	2,223.80
V02046	Ray White City (NT)	2,182.00
V01573	Amber Garden	2,179.89
274	CSG Business Solutions (NT) Pty Ltd	2,161.36
V02102	Benjamin Higgins and Sophie Manning	2,120.00
V01569	Benjamin Giesecke	2,113.22
V00855	ESRI Australia	2,104.25
2186	Optus Billing Services Pty Ltd	2,068.00
V00385	Automobile Association of Northern Territory -AANT	2,058.00
V01572	Lucy Buhr	2,046.55
V01995	ASAP Cabinetmaking and Maintenance Pty Ltd	2,026.20
V01785	M&S Mowing Plus	1,936.00
V01812	C R Campbell - Electrical and Data Contractors	1,936.00
4963	Centratech Systems Pty Ltd	1,926.65


ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
V01571	Michael Spick	1,896.55
V01579	Damian Hale	1,896.55
2130	TaxEd Pty Ltd	1,895.00
350	IBM Global Financing Australia Limited	1,783.33
V00475	Outback Batteries	1,773.19
V01662	Bannerconda	1,760.00
4528	Miranda's Armed Security Officers Pty	1,746.80
V01574	Dr Thomas A Lewis OAM	1,746.55
V01971	Signify Pty Ltd	1,741.30
256	The Bookshop Darwin	1,684.99
V00172	CIC-THD-PTY LTD	1,683.78
4825	OracleCMS	1,680.47
V01810	Jacana Energy - Payroll Deductions	1,680.00
3098	Roadshow Films Pty Ltd	1,650.00
2336	Flick Anticimex Pty Ltd	1,617.79
3099	Iron Mountain Australia Pty Ltd	1,604.35
5036	Dormakaba Aust P/L T/as Territory Door Services	1,597.20
48	Top End Line Markers Pty Ltd	1,595.00
V01697	Roussos Legal Advisory	1,532.30
V00327	Tammy's Fitness Training	1,500.00
V00518	SB & JS Cook	1,500.00
V01076	DJ's Peak Fitness	1,500.00
V02057	1st Palmerston Scouts - Scout Assoc NT	1,500.00
1581	NT Broadcasters Pty Ltd	1,452.00
36	Darwin Lock & Key	1,406.79
V01042	Primetime Entertainment	1,361.25
2557	The Lifestyle Studio	1,350.00
2124	Food'll Do Catering Darwin (Grinners Catering)	1,325.00
4007	Ark Animal Hospital Pty Ltd	1,312.36
V01829	Master Blaster High Pressure Cleaning	1,265.00
V01880	Pony and Sid Catering Co - Eliza McClelland	1,254.00
3034	Australian Local Government Association Limited	1,239.00
V01420	CENTRELINK (PAYROLL)	1,239.00
V01483	OfficeMax	1,181.03
V01161	Medimobile Pty Ltd	1,180.30
V00101	Bellamack Pty Ltd	1,050.00
V00099	Palmerston Lions	1,000.00
V02048	National Drones Franchising Pty Ltd	984.50
V02038	Michael Maher - S.L.M	981.75
5315	Adamant Property Services Pty Ltd	957.00
2915	Territory Uniforms	921.15
V01879	Fire and Safety Australia Pty Ltd	895.00
V02034	NT Fasteners Pty Ltd	879.00
4679	iSentia Pty Ltd	871.42
V01694	NT Advertising and Distribution	850.30
V01934	Powerpass - Bunnings Group Limited	818.13
5676	Royal Wolf Trading Australia Pty Ltd	756.25
V00943	Northern Territory Pest and Weed Control	715.00
V02054	Georgina Bewes	700.00
943	Territory Asset Management Services	660.00
V01452	CrossFit Palmerston	660.00
4508	News 4 U	653.15
272	City Wreckers	616.00
2199	SBA Office National	600.79
V00334	Zumba with Adrijana	600.00
V00474	Lane Print & Post	550.00
251	Territory Party Hire	532.20
V02055	Sean David O'Shea	510.00
V00787	Naomi Lacey	500.00
V01144	Palmerston and Rural Swimming Club	500.00

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
V02008	Guifang Qi (Qi-Qi Street Food)	500.00
V02074	Markus Tumuls	500.00
V02058	Michael Chan	492.00
4398	Quality Indoor Plants Hire	485.20
V02045	Daniel Courtney	467.00
V01256	Melanie Gray	450.00
V01928	Amart Furniture	449.00
4029	Totally Workwear Palmerston	425.00
V01065	Forever Fitness and Training - (AL & MN Dainty)	425.00
V01272	Storytime Pods Pty Ltd	403.04
V00284	Wheelers Books	401.68
59	City of Palmerston	400.00
V01773	The Learning Express	371.30
5204	Voyager Trailers	363.00
3879	Litchfield Council	359.70
3428	Bunnings Group Limited	349.40
35	WINC Australia Pty Limited	348.95
5757	Rutledge Engineering (Aust) Pty Ltd	330.00
V02075	FL Pools Pty Ltd T/a Fingleaf Pool Products	325.60
215	Employee Assistance Services NT Inc (EASA)	310.00
V01604	Fitness is Within	300.00
V00166	Diamond International Events T/A Trina's Catering	295.00
5509	Balloon Twisting Services - Sonia Bochow	280.00
V02103	Mirror Mirror On The Wall - Cheng Gee Chua	280.00
V01691	Blackwoods	274.79
V01850	Sam Eyles Refrigeration and Air Conditioning P/L	268.64
V00859	Ark Aid Inc.	250.00
V01624	Karuna Yoga and Wellness	250.00
V02035	Prayer Corby	250.00
V02044	Taryn Amess	250.00
V02092	Maddison Rupe (Parent: Amanda Markwell)	250.00
V01324	Leighs Catering	245.30
3788	HPA Incorporated	215.00
5611	Steelmans Tools and Industrial Supplies	206.80
V02095	Hayley Palazzi	205.00
V02100	Susan Margaret Jamieson	204.00
V02066	Insight Early Learning Darwin	200.00
V02067	Outside School Care NT	200.00
V00542	Industry Health Solutions	190.00
3504	Raeco International Pty Ltd	189.22
V02088	Jacqueline Dysart	185.00
V00399	Palmerston and Regional Basketball Association	180.00
112	Beaurepaires	179.00
V01985	Booked Out Agency Pty Ltd	165.00
V01987	Carolyn Macdonald	165.00
V02091	Microwise Australia - CouncilWise	162.25
V00022	Officeworks	159.00
V00555	Rydges Palmerston	150.00
V01529	Urbex No. 106 Pty Ltd	150.00
2017	Signs Plus	148.50
V00916	Boothtrip by Soundtrip - Bjorn Magabo	125.00
V02017	Muhammad Zeeshan Iqbal	125.00
V02049	Ursula Sulatycki-Holloway	125.00
V02053	The Potters House Christian Church	125.00
V02082	Church of Christ - Reagan Amplequio	125.00
V02083	Tara Veskovich	125.00
V02099	Aldrin Moday	125.00
V02111	Sandy Scholz	125.00
201	Spotless Facility Services Pty Ltd (T/A Ensign)	121.05
V00890	Laundryplus	119.00

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Creditor No.	Creditor Name	Amount \$
65	Metro Mini Bus Pty Ltd	100.00
V02089	Marion Blackburn	100.00
V02108	Hannah Bohlin	100.00
V02109	Joanne Sariago	100.00
V02061	Efrosini Mousellis	90.00
V02062	Heather Kerr	90.00
V02084	Tenpin Bowling Australia	90.00
V01561	L W Bestmann	80.00
V02006	M2M One Pty Ltd	72.60
V00902	Coles Motors	65.00
V02052	Jennifer Genrich	60.00
V02060	Colleen Gillam	60.00
V02063	Simone Gomez	60.00
V02064	Wendy Brown	60.00
V02069	Ali Brady	60.00
V02070	Mandy Goldsmith	60.00
V02071	Yumiko Shaw	60.00
V02078	Anita Marcinkowski	60.00
V02080	Ana Abbott	60.00
V02081	Bronwyn McTaggart	60.00
V02086	Victor Liddy	60.00
V02090	Mrs Mary A Redmond	60.00
V02098	Krys Roberts	60.00
V01938	Payment Express Australia Pty Ltd	49.50
V02047	Daniel Venworth	45.00
V02065	Yvonne Ross	45.00
V02077	Alison Riedel	45.00
V02107	Christine Ashe	45.00
V02059	Danielle Hazelton	30.00
V02101	Shannon Kellett	30.00
18	Integrated Land Information System	27.40
V02106	Timothy Trudgen	17.00
V02110	Troy Javens	10.00
V02097	Cassandra Brown	6.00
V02112	RTM - Corporate and Strategic Services - AGD	2.00
		3,805,834.18
	Percentage of works undertaken by local suppliers (excludes investments placed)	79%
	 Approved by: Executive Manager Finance	

SECTION 2

Financial Results

2.7 - Creditor Accounts Outstanding		May 2019
Creditor No.	Creditor Name	Amount \$
3438	NT Shade & Canvas Pty Ltd	142,615.00
V01835	Deloitte Private Pty Ltd	35,272.53
V00295	Jacana Energy	29,658.57
V00343	MAGIQ Software Ltd. T/A - NCS Chameleon Ltd	16,265.26
V00318	StatewideSuper Clearing House	11,128.09
V00476	Water Dynamics (NT) Pty Limited	11,091.06
V02105	Fusion Joinery Pty Ltd	7,909.00
3313	Zip Print	7,722.00
2977	Security & Technology Services P/L	7,475.92
5104	JLM Contracting Services Pty Ltd	6,722.60
V01423	Fusion Exhibition & Hire Services	5,342.15
V00228	Outback Tree Service	4,763.00
V00271	Fuji Xerox Business Centre NT	4,260.71
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	3,236.99
53	Eggins Electrical	3,048.16
2238	Hollands Print Solutions Pty Ltd	2,778.00
5007	Goldfishbowl Swim School	2,250.00
V00368	iWater NT	2,050.40
4561	Bendesigns	2,031.80
256	The Bookshop Darwin	1,886.88
3099	Iron Mountain Australia Pty Ltd	1,604.35
V01183	Resource Furniture	1,515.54
V00682	Leigh Dyson Plumbing	1,439.90
3787	Total Event Services T/A Top End Sounds P/L	1,192.40
112	Beaurepaires	1,190.95
V00200	Red Earth Automotive Pty Ltd	1,154.00
V01483	OfficeMax	994.18
V02048	National Drones Franchising Pty Ltd	984.50
4871	Reface Industries	953.24
V01118	Wilson Security Pty Ltd	851.62
90	Local Government Association of the NT (LGANT)	805.00
4191	Darwin Castles and Slides	800.00
V01812	C R Campbell - Electrical and Data Contractors	742.50
V01656	TAFE Queensland North	699.00
V00939	Defend Fire Services Pty Ltd	673.66
272	City Wreckers	616.00
30	Colemans Printing Pty Ltd	552.20
5713	Clean Fun T/A Giggling Geckos Jumping Castle Hire	548.00
V01106	Darwin Toilet Hire	495.00
V02051	Data Mobility Voice Pty Ltd	495.00
V00813	Middys - Middendorp Electric Co Pty Ltd	451.00
938	Nightcliff Electrical	440.70
V00943	Northern Territory Pest and Weed Control	396.00
V01760	NT Art Storms	334.00
V01009	Australian Parking and Revenue Control Pty Limited	333.83
V00773	Akron Group NT Pty Ltd	253.00
2587	Top End RACE	195.80
3428	Bunnings Group Limited	181.49
5036	Dormakaba Aust P/L T/as Territory Door Services	176.00
V01324	Leighs Catering	169.40
5611	Steelmans Tools and Industrial Supplies	125.40
4856	Portner Press Pty Ltd	77.00
3788	HPA Incorporated	60.00

ATTACHMENT A

Creditor No.	Creditor Name	Amount \$
201	Spotless Facility Services Pty Ltd (T/A Ensign)	48.42
V01769	Snows Run (NT) Pty Ltd T/as Territory Green Waste	40.00
		329,097.20


Approved by: Executive Manager Finance

ATTACHMENT A
Section 2
Financial Results

2.8 - Waste Charges as at

31 May 2019

Waste Management

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	% Utilised
Income					
Rates & Charges	6,999,791	7,002,307	-	7,002,307	100.04%
Income	6,999,791	7,002,307	-	7,002,307	100.04%
Expenditure					
Employee Costs	(373,463)	(373,463)	-	(373,463)	100.00%
Office Administration Expenditure	-	(1,025)	-	(1,025)	0.00%
Professional Services	(65,000)	(19,568)	(35,461)	(55,029)	84.66%
Educational Resources	(50,000)	(14,405)	(4,040)	(18,445)	36.89%
Utilities	(14,293)	(9,143)	-	(9,143)	63.97%
Street Sweeping	(307,000)	(232,572)	(61,123)	(293,695)	95.67%
Litter Collection	(193,515)	(178,134)	(15,075)	(193,210)	99.84%
Domestic Bin Collection	(2,548,756)	(1,963,724)	(382,242)	(2,345,966)	92.04%
Kerb Side Collections	(98,000)	(116,706)	-	(116,706)	119.09%
Tip Recharge Domestic Bin collection	(632,950)	(498,487)	(133,204)	(631,690)	99.80%
Transfer Station	(1,595,000)	(943,226)	(393,097)	(1,336,323)	83.78%
Loan Repayments	(92,200)	-	-	-	0.00%
Tip Recharge Transfer Station	(325,145)	(295,671)	(29,341)	(325,012)	99.96%
Expenditure	(6,295,322)	(4,646,123)	(1,053,584)	(5,699,707)	90.54%
Profit/(Loss)	704,469	2,356,184	(1,053,584)	1,302,600	

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


Approved by: Executive Manager Finance

Section 2

Financial Results

31 May 2019

2.9 - Commercial Leases as at Commercial Leases

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	% Utilised
Income					
Library Services	32,040	31,841	-	31,841	99.38%
Director Corporate Services	65,976	64,787	-	64,787	98.20%
Aquatic Centre	25,764	25,764	-	25,764	100.00%
Civic Centre	151,304	142,779	-	142,779	94.37%
Income	275,084	265,171	-	265,171	96.40%
Expenditure					
Director Corporate Services	(11,520)	(6,657)	-	(6,657)	57.78%
Expenditure	(11,520)	(6,657)	-	(6,657)	57.78%
Profit/(Loss)	263,564	258,515	-	258,515	

Library Services includes lease held by Mosko's Market

Aquatic Centre includes the lease previously held by Tang Soo Do

Civic Centre includes the lease held by Adult Mental Health

Director of Corporate Services includes the leases held by Peter McGrath and Palmerston Re-Engagement Centre

McGees Management Fees charged to Director of Corporate Services each month



Approved by: Executive Manager Finance

Section 2

Financial Results

2.10 - Internal Loan: Making the Switch

31 May 2019

Making the Switch Expenditure

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals plus Commitments \$	% Utilised
Expenditure					
LED Lighting PR6JECT-3 Making the Switch	700,000	443,461	1,592,221	2,035,682	290.81%
Expenditure	700,000	443,461	1,592,221	2,035,682	290.81%

The current revised budget for Making the Switch is \$700,000, broken down into the following: \$60,000 funded from the Strategic Initiatives Reserve (Council Decision Number 8/3034 - 20/02/2018); a further \$90,000 allocated in the First Budget Review 2018/19 (9/0337 - 06/11/2018) as the first instalment of the internal loan; \$550,000 allocated in the Third Budget Review 2018/19 (09/0632 - 21/05/2019). The commitment amount also includes approximately \$1.3 million of work to be undertaken in 2019/20 which will be funded from the proposed 2019/20 annual budget.

Making the Switch Internal Loan

	Internal Loan \$	Expended from Loan \$	Interest on Loan \$	Total \$	% Utilised
Expenditure					
LED Lighting PR6JECT-3 Making the Switch	640,000	383,461	995	384,456	60.07%
Expenditure	640,000	383,461	995	384,456	60.07%



Approved by: Executive Manager Finance

13 OFFICER REPORTS

13.2 Action Reports

13.2.1	Adoption of the Municipal Plan and Budget 2019/2020	9/0256
13.2.2	Declaration of Rates and Charges 2019-2020	9/0255
13.2.3	Fees and Charges 2019/2020	9/0252
13.2.4	Electronic Notifications for Rate Instalment Reminders	9/0254
13.2.5	Review of Council Policy <i>EM02 Elected Members Benefits and Support</i>	9/0243
13.2.6	Review of Council Policy <i>REG03 City Centre Parking</i>	9/0247
13.2.7	Adoption of Revised Council Policy <i>AD04 Lease of Council Property</i>	9/0250

AGENDA ITEM:	13.2.1
REPORT TITLE:	Adoption of the Municipal Plan and Budget 2019/2020
REPORT NUMBER:	9/0256
MEETING DATE:	18/06/2019
AUTHOR:	Director Governance and Regulatory Services, Chris Kelly
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council adoption of the Municipal Plan and Budget 2019/2020 including Elected Member Allowances.

KEY MESSAGES

- Council's Draft Municipal Plan and Budget 2019/2020 includes an increase to \$9.84 million of capital works, implementation of the *Palmerston Local Economic Plan*, \$2 million Smart Cities and \$3.65 million Making the Switch projects, and projects to shade and green the city.
- The Waste Service Charge has decreased this year by \$20 due to operational efficiencies.
- Council will increase overall rates revenue by 2.9%.
- Sixty-seven percent of properties will see an increase of only \$10 a year, or 19 cents a week with most other properties receiving an increase of less than \$1 per week.
- The total bill for minimum rate properties has increased from \$1,707 to \$1,717.
- Council has undertaken 28 days public consultation and received five submissions.
- Comments and questions were received, however no changes to the draft plan were required in response.
- Minor editorial changes have been made which do not affect the budget or work plan.

RECOMMENDATION

1. THAT Report Number 9/0256 entitled Adoption of the Municipal Plan and Budget 2019 / 2020 be received and noted.
2. THAT Council write to each submitter to the Draft Municipal Plan and Budget 2019/2020 thanking them for their feedback, providing a point of contact to discuss their concerns further and outlining what action Council will take in response to their submission.
3. THAT Council adopt the Elected Member Allowances for the 2019/2020 financial year as follows:
 - a. Mayoral Allowance of up to \$113,885.30 for the year paid on a pro rata monthly basis in arrears consisting of a base allowance of \$87,199.66, electoral allowance of \$22,951.14, and subject to individual activity and prior approval a professional development allowance not more than \$3,734.50.

- b. Deputy Mayoral Allowance of up to \$41,717.54 for the year paid on a pro rata monthly basis in arrears consisting of a base allowance of \$32,244.05, electoral allowance of \$5,738.99, and subject to individual activity and prior approval a professional development allowance not more than \$3,734.50.
 - c. Aldermen Allowance of up to \$25,156.70 for the year paid on a pro rata monthly basis in arrears consisting of a base allowance of \$15,683.21, electoral allowance of \$5,738.99, and subject to individual activity and prior approval a professional development allowance not more than \$3,734.50.
4. 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* to a maximum amount of \$10,455.87.
5. THAT in accordance with Section 24(1) of the *Local Government Act*, Council adopt the City of Palmerston Municipal Plan 2019/2020 at **Attachment B** to Report Number 9/0256 entitled Adoption of the City of Palmerston Municipal Plan 2019/2020.
6. THAT Council provide the adopted City of Palmerston Municipal Plan and Budget 2019/2020 to the Department of Local Government, Housing and Community Development in accordance with Section 24(1) of the *Local Government Act*.

BACKGROUND

At the 1st Ordinary Council Meeting of 7 May 2019 Council made the following decisions:

10.1.1 Draft City of Palmerston Municipal Plan and Budget 2019/2020 C9/0225

1. THAT Report Number C9/0225 entitled *Draft City of Palmerston Municipal Plan and Budget 2019/2020* be received and noted.
2. THAT in accordance with section 24(2) of the *Local Government Act*, Council endorse the Draft City of Palmerston Municipal Plan and Budget 2019/2020 at **Attachment A** to Report Number C9/0225 for the purposes of 28 days public consultation.
3. THAT a report be provided to Council with the outcomes of public consultation by the Second Ordinary Meeting in June 2019.
4. THAT the decisions and **Attachment A** to Report Number C9/0225 entitled *Draft City of Palmerston Municipal Plan and Budget 2019/2020* move into the open session to allow for public consultation following the media launch of the Draft Plan.

CARRIED 9/0616 - 07/05/2019

Council then undertook 28 days public consultation. This report provides the outcomes of the public consultation and adoption of the Elected Member Allowances.

DISCUSSION

The Municipal Plan and Budget 2019/2020 (the Plan) contains information about Council's operational plan and budget for the 2019/2020 financial year. This work is outlined in the fourteen performance plans contained in Chapter 3 of the Plan.

The Plan will maintain and, in some areas, improve the service levels.

Highlights of this Budget include:

- Capital Budget of \$9.84 million;
- Implementation of the *Palmerston Local Economic Plan*;
- \$2 million Smart Cities Program to improve liveability, and deter crime and anti-social behaviour;
- 4,700 street and public lights to be replaced with energy efficient LEDs;
- \$770,000 in road resealing;
- \$605,000 on new and renewed footpaths and driveways;
- \$500,000 in tree planting to increase green coverage;
- \$150,000 in drainage upgrade and maintenance;
- \$130,000 for artificial shading; and
- Solar PV systems on two Council buildings reducing energy demand and costs.

The Waste Service Charge has further decreased this year by \$20, meaning that due to operational efficiencies, it has reduced 7.5% in the last two years. Council will increase rates revenue by 2.9%, meaning that 67% of properties will see an increase of only \$10 a year, or 19 cents a week and the most other properties will receive an increase of less than \$1 per week. The total bill for minimum rate properties has increased from \$1,707 to \$1,717. As part of the Declaration of Rates and Charges, Council will also reduce the interest rate payable for overdue rates from 18% to 9%, in line with the Australian Taxation Office General Interest Charge.

Council undertook 28 days public consultation on the Plan. Council's consultation strategy involved raising awareness and seeking submissions from the community in different ways including:

- A dedicated website page including a form for submissions
- Mayor's column and regular radio interviews
- Social media
- Newspaper advertisement
- Free copies at all Council front counters
- An Elected Member stall on Friday 31 May 2019 at the Palmerston Markets
- Public Forums as part of the Second Ordinary Council Meeting in May and the First Ordinary Council Meeting in June 2019.

Five submissions were received, and Council's responses are summarised at **Attachment A**. It is recommended that Council write to each respondent individually and offer the contact details of the relevant Director to personally manage any concerns. Comments and questions were received; however no changes are recommended as a result of submissions. A minor change to the title of the document to Municipal Plan and Budget 2019/2020 has been made for clarity.

As part of the Plan, Council also adopts the Elected Member Allowances. The Department of Local Government, Housing and Community Development outlines the maximum level of allowances that can be provided to Elected Members by Council. The draft Plan released for public consultation included recommended allowances and no comments were received on the allowances, so they are recommended for adoption.

The allowance components for the 2019/2020 financial year are as follows:

- The maximum allowances for the Mayor are \$113,885.30 consisting of a Base Allowance of \$87,199.66, Electoral Allowance of \$22,951.14 and Professional Development Allowance of \$3,734.50. The Mayor is not entitled to the Extra Meeting Allowance.
- The maximum allowances for the Deputy Mayor are \$41,717.54 consisting of Base Allowance of \$32,244.05, Electoral Allowance of \$5,738.99 and Professional Development Allowance of \$3,734.50. The Deputy Mayor is not entitled to the Extra Meeting Allowance.
- The maximum allowances for an Alderman are \$35,612.57 consisting of Base Allowance of \$15,683.21, Electoral Allowance of \$5,738.99, Professional Development Allowance of \$3,734.50 and Extra Meeting Allowance of \$10,455.87.

Elected Members have indicated they wish for the Extra Meeting Allowance to remain at the 2018/2019 level being \$150 per meeting. Once the maximum is reached the Elected Members will not receive an allowance for attending the specified meetings.

CONSULTATION PROCESS

28 days consultation was undertaken as outlined in the Discussion section of the report. 5 submissions were received, and it is recommended that Council respond individually to each submission.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Council has prepared a balanced budget. As outlined above, the Waste Service Charge has decreased this year by \$20 and Council is seeking to increase rates revenue by 2.9%. Sixty-seven percent of properties will see an increase of only \$10 a year, or 19 cents a week with most other properties receiving an increase of less than \$1 per week. The total bill for minimum rate properties has increased from \$1,707 to \$1,717.

Council has a workforce comprised of 85.35 full-time equivalent (FTE) positions, this is filled by 87 permanent employees. The FTE count does not include casuals or limited tenure positions 12 months or less. Council currently employs eight casuals in the Palmerston Library and Community Services Team, as well as nine limited tenure positions with five of those relating to operating Litchfield Council's Taminmin Library.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Council has prepared a Municipal Plan in line with the requirements of the *Local Government Act*. During public consultation, Council received informal feedback from the Department of Local Government, Housing and Community Development which only recommended minor editorial changes.

Council is required to adopt the Draft Plan by 31 July, however it is good governance to adopt the Draft Plan prior to the commencement of the financial year.

There is the risk that any rate rise will likely attract negative feedback and views from community however this will be mitigated by consultation and messaging.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Adoption of the Plan will lead to more environmentally sustainable outcome from improved recreation opportunities and energy efficiency initiatives.

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: Summary of Response to Submitters

Attachment B: Municipal Plan and Budget 2019/2020

SUMMARY OF RESPONSES TO SUBMITTERS

ATTACHMENT A

Submission No.	Matters Raised	Response	Action
1	<ul style="list-style-type: none"> Concerns with the rates increase Open space service levels in Bellamack 	<ul style="list-style-type: none"> Council requires a certain amount of money to undertake maintenance of infrastructure and provide services expected from the community. In order to do this, Council raises rates based on the unimproved capital value (UCV) of properties or applying a minimum rate. UCVs are used to determine your share of the rates and is not necessarily the amount, and that is why when property values decrease across the municipality the rates do not also decrease because the UCV determines your share of the rate not the dollar amount. Council does not undertake valuations. The Northern Territory Government Valuer General independently undertakes a valuation every three years. Council is committed to continuous improvement and reducing costs while maintaining service levels. In 2019/2020 Council is able to deliver waste services with a reduction of \$20 per residential property whilst increasing service such as access to Archer Waste Management Facility, education and the introduction of a new environmental grants program. The 2019/20 Budget will see over \$2.76 million spent on parks and reserves. The budget provides \$935,000 funding for construction and maintenance of driveways, footpaths and walking tracks. 	<ul style="list-style-type: none"> Council will write to each respondent individually and offer the contact details of the relevant Director to personally manage any concerns.
2	<ul style="list-style-type: none"> Upgrade Palmerston Waterpark What are Community Grants for? 	<ul style="list-style-type: none"> The Palmerston Waterpark located in the City Centre is managed by the Northern Territory Government. However, Council has committed to a \$10 million upgrade of the Palmerston Swimming and Fitness Centre. This will include exciting new activities such as playgrounds, wading pool, wave rider and a community hub. The 2019/2020 budget will provide \$130,000 in grants, donations, sponsorships and scholarships to support initiatives which benefit the Palmerston 	<ul style="list-style-type: none"> Council will write to each respondent individually and offer the contact details of the relevant Director to personally manage any concerns.

SUMMARY OF RESPONSES TO SUBMITTERS

ATTACHMENT A

	<ul style="list-style-type: none"> • Community Events • Need for Library Services 	<p>community. This includes financial support for residents that are representing Palmerston, Northern Territory or Australia.</p> <ul style="list-style-type: none"> • Council will support 150 events throughout the city this coming year, including Top End Geekfest, Youth Festival, "On Francis" Series, Sanctuary Sessions and Flicnics. During Wet Season there are events such as Palmerston Carols and Tree Lighting and Youth Drop-In Sports. In addition, Council supports a number of community events directly and through in-kind support such as the Palmerston Markets, Touch Football and Senior's Fortnight. • Libraries are a place for community wellbeing and connectiveness. The Palmerston Library offers a significant range of services to meet community needs such as free wi-fi, PC access, eBooks, eAudio books, magazines, eMagazines, DVDs, CDs, anime and manga. There are also video games, photocopying and printing services. Over 150,000 visitors were welcomed to the Library last year. Council receives a grant from the Northern Territory Government to assist in funding Library Services. This year's Budget sees \$2 million provided for Smart Cities which will increase Council's current free wi-fi from the City Centre to across the municipality. 	
3	<ul style="list-style-type: none"> • More opportunities for dogs and dog owners 	<ul style="list-style-type: none"> • The 2019/2020 budget will see planning continued for a second dog park, likely to be located in the Johnston/Zuccoli area. The budget will also see Council looking at opportunities to improve the dog park at Marlow Lagoon. Palmerston boasts 218km of shared pathways in Palmerston, including in parks and nature reserves that present opportunities for walking your dog. Council has also commenced a review of the Animal Management By-laws to ensure that Council continues to meet its Community Plan Outcome of a safe community. 	<ul style="list-style-type: none"> • Council will write to each respondent individually and offer the contact details of the relevant Director to personally manage any concerns.

SUMMARY OF RESPONSES TO SUBMITTERS

ATTACHMENT A

4	<ul style="list-style-type: none"> • Phase out single use plastics • Outreach programs with Clontarf Academy and Girls Academy • Introduce Cat Registration 	<ul style="list-style-type: none"> • The 2019/2020 Budget funds several initiatives to promote responsible waste management. These include a new \$20,000 community grants fund for environmentally friendly initiatives, \$100,000 for increased education on recycling and \$100,000 for the Pre-Cyclone Clean-Up which last year recycled 28% of materials. Council will continue to look for opportunities to more efficiently manage waste, including single use plastics. • The 2019/2020 Budget will see Council continue to support outreach and diversity initiatives such as Harmony Day, NAIDOC Week and the Palmerston Youth Festival. Council will continue to look for opportunities to partner with the community to deliver on the Community Plan Outcome of celebrating our culture in a way that values our diversity. • This year's budget will see the cost of Feral Cat Trap hire reduced and increased resources for Council Rangers. This budget also provides funding to continue the review of the Animal Management By-laws to ensure that Council continues to meet its Community Plan Outcome of a safe community. This will consider the most appropriate to way animals in the municipality, including cats. This process will also include public consultation, where you can provide more detailed feedback. 	<ul style="list-style-type: none"> • Council will write to each respondent individually and offer the contact details of the relevant Director to personally manage any concerns.
5	<ul style="list-style-type: none"> • Request for RSPCA Operational Funding 	<ul style="list-style-type: none"> • Council supports the work of the RSPCA Darwin in caring for sick and injured animals and preventing animal cruelty and has met with them to discuss their concerns. • This contrasts from Council's role to promote responsible animal ownership and protect the community. • Council has a solid working relationship with the RSPCA through its membership on the Palmerston 	<ul style="list-style-type: none"> • Council staff will write to RSPCA to respond to their specific concerns and provide the details of the relevant Director to discuss their concerns further.

SUMMARY OF RESPONSES TO SUBMITTERS

ATTACHMENT A

		<p>Animal Management Advisory Committee and attendance at Council events.</p> <ul style="list-style-type: none">• Council makes all reasonable attempts to rehome abandoned dogs. 134 dogs were rehomed in the last 12 months. Where dogs are rehomed from the Council Pound, in recognition of the costs incurred by agencies that rehome dogs on behalf of Council, from 1 July 2019, Council will provide a contribution of \$65 per dog for each rehoming. Any revenue from animal sales is also kept by the agency.• Council has no expectation that RSPCA or any other animal welfare service would perform Council's animal management functions and does not encourage members of the public to deposit stray dogs with the RSPCA. Council prefers dogs to be turned over the Council. If the owner can be established, then Council can ensure that the dog is registered prior to release and is able to educate the owner on responsible ownership, ensure the dog is adequately secured and where necessary, infringe the owner.	
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CITY OF PALMERSTON

MUNICIPAL **PLAN AND BUDGET**

2019/2020



'A Place for People'

www.palmerston.nt.gov.au

MAYOR'S MESSAGE



ATHINA PASCOE-BELL

Mayor - City of Palmerston

I am pleased to present the City of Palmerston 2019/20 Municipal Plan and Budget.

Since being elected in April 2018, Council has been planning for the future of our growing community in several ways. One of those was an innovative and engaging process to empower residents to develop a Community Plan to shape the future of Palmerston. Council will deliver services and projects in line with the plan.

In 2019/20, Council has boosted its capital works program to \$9.84 million, however Council has carefully balanced the need for investment with keeping rates as low as possible. Council is seeking to increase overall rates revenue by 2.9%, however most residents will not see a monetary increase greater than 1% in their rates notices. We have minimised the actual dollar increase by identifying various savings and improvements to our operations. The Waste Service Charge has further decreased this year by \$20, meaning that due to efficiencies, it has reduced 7.5% in the last two years. This means that the 2.9% is a combination of savings and improvements, and a general rate increase. Sixty four per cent of properties will see an increase of only \$10 a year, or 19 cents a week, and most other properties receiving an

increase of less than \$1 per week.

Palmerston is 'A Place for People' and Council puts people at the centre of all that we do. This year, Council will continue many of its popular events such as FlicNics, Sanctuary Sessions, Geekfest Top End and Activate. The existing calendar will be expanded by new events such as the Palmerston Youth Festival and for the adults, the "On Francis" series of Laneway events. To increase the cultural offering in Palmerston, \$80,000 will be invested into public artwork, which is a proven attraction to visitors.

Council continues its commitment to supporting the local economy. This year will see the implementation of the Palmerston Local Economic Plan initiatives to help grow the local economy. This will build on the contribution Council already makes as a consumer, spending \$27.1 million in our local economy last year. Council will also continue its



COUNCIL CONTINUES ITS COMMITMENT TO SUPPORTING THE LOCAL ECONOMY”

sponsorship of various community events and groups including the NT PGA which brings \$1.5 million of economic benefit to local businesses. Once again, Council will provide \$130,000 in funding for grants and scholarships, as well as in-kind support through discounting or waiving of hire fees, which last year was estimated at \$186,247. Council will also continue its financial support for those representing Palmerston, Northern Territory or Australia.

As part of its planning for the future, Council has launched a suite of initiatives, known as *Prójects*. This year will see ongoing delivery of some of these projects, including Smart Cities and Making the Switch.

Council has been successfully building collaboration with both Northern Territory and Commonwealth Governments and received \$1.5 million of grants to support its investment of \$500,000 into our Smart Cities project. This will provide our community with future focussed infrastructure to encourage innovation and support businesses competing in the global economy. Increased wi-fi and high definition CCTV cameras delivered through this project will also help deter crime and anti-social behaviour.

Another measure Council is taking to improve safety in the community is the \$3.65 million rollout of smart LED lighting across Palmerston. Starting in the original suburbs, Making the

Switch will replace outdated and unreliable lighting with energy efficient and reliable smart LED lighting that will reduce energy consumption and cut costs, whilst improving the lighting across the city. Savings in energy costs will then be reinvested into expanding the lighting network.

Council will invest \$630,000 to green and shade the city. \$500,000 has been set aside for tree planting, including \$250,000 specifically for the start of landscaping works of the southern end of Temple Terrace, and a further \$130,000 for artificial shading in public and open spaces. This will help create a more resilient city and a comfortable place to work and play.

Council will continue its commitment to community service and engagement. Following the successful trial of “Council to the Community Meetings”, three further meetings will be held in the suburbs of Palmerston over the coming 12 months. The community is also able to engage with Council through our expanded social media platform, including the new Instagram page, and a regular presence at the Palmerston Markets. Council has also removed the automated phone system, meaning a more personal service when you contact us.

Council is committed to ensuring Palmerston remains ‘A Place for People’ and the “Family City” of the Northern Territory. I thank you for reading this plan and the feedback provided during the consultation period.

CEO'S MESSAGE

The last 12 months have been an exciting time for Palmerston as the community has drafted Council's Community Plan and work has begun on innovative projects.

This year will see progress on these projects and other new initiatives commence. I thank the community for their support, in particular those who contributed to the Community Plan, which sets out Council's blueprint for the next ten years. This Municipal Plan and Budget begins delivering on that vision.

Council's Making the Switch project will improve public safety by providing brighter and more focused light and improving the reliability of the lighting network. Starting in the original suburbs the bulk of this program will be completed this financial year. Council will also continue to partner with the Northern Territory Government to provide programs and events that support and engage young people at risk.

The Smart Cities project will address overcoming Palmerston's growth challenges and capture innovative opportunities, with a focus on crime and antisocial behaviour; delivering more efficient community-based services; providing greater transparency and accountability and contributing to a more sustainable Palmerston.

Council is committed to the reduction of its




Council is committed
to the reduction of its
environmental impact ”



LUCCIO CERCARELLI

Chief Executive Officer



environmental impact. This year will see the roll out solar PV panels on two more Council buildings. Completed projects have seen a reduction of approximately 38% in energy usage. Council will also be upgrading lighting in all Council buildings to LED. This will increase comfort levels for users and reduce energy usage by 60%.

The Palmerston Library is a focal point for the community with over 150,000 visitors in the last financial year. Council will continue to offer activities and services from story time through to job application assistance sessions. This year there will be a particular focus on community inclusion, digital literacy and lifelong learning. Similarly, the Palmerston Recreation Centre which hosts over 75,000 visitors a year will continue to be a hub for community and sporting activities.

Following a detailed review of carparking, this year will see Council implement the Carparking Strategy. This will provide a more customer-oriented service, including 365 free parking spaces. This will assist in attracting visitors and supporting businesses in the City Centre.

Council will continue to enhance liveability and celebrate diversity in our community through new events such as the “On Francis” series of licensed events, \$80,000 for new public art, and the return of the growing Geekfest Top End. Council will also grow our street food culture through the trial of Pop-Up Dining at Sanctuary Lakes.


Council continues to focus on financial sustainability. The recently reviewed Long Term Financial Plan sees Council's deficit decreased by 75%, with lower average annual rates increases over the coming ten years. Council's savings remain at a sustainable level to fund Council's operations and provide a safety net for unforeseen circumstances.

Council will grow its investment in infrastructure to support the growing community. \$94.13 million expenditure is forecast over the next ten years in new infrastructure and renewal of existing assets. This also represents a significant investment in our local economy, with 90% of expenditure in the past 12 months being spent locally and an ongoing commitment to supporting the local economy.

Council will continue to focus on relationships, both with the community and government. Council will seek to partner with government to share costs and broaden expertise. Council will also be responsive to community engagement, including focusing on previously identified concerns about community safety and customer service.

In closing, I thank the community for their support over the last 12 months. The Council team and I look forward to working with Elected Members, the community, and our other partners in delivering outcomes for the Palmerston community over the coming year.

SNAPSHOT 2019/20

\$9.84M 
CAPITAL BUDGET



**\$2M SMART
CITIES PROGRAM**

TO IMPROVE LIVEABILITY,
AND DETER CRIME AND
ANTI-SOCIAL
BEHAVIOUR

\$605,000

ON SHARED PATHWAYS AND DRIVEWAYS



INCREASE IN COUNCIL'S INVESTMENT
IN TREE PLANTING TO

\$500,000

\$130,000 FOR PARK
SHADING



SOLAR PV SYSTEMS ON
2 COUNCIL BUILDINGS

REDUCING ENERGY
DEMAND AND COSTS

IMPLEMENTATION OF THE
PALMERSTON
LOCAL 
ECONOMIC PLAN



4,700 STREET AND
PUBLIC LIGHTS

TO BE REPLACED WITH ENERGY EFFICIENT LEDS

\$770,000

IN ROAD
RESEALING

\$150,000



IN DRAINAGE UPGRADE
AND MAINTENANCE

PUBLIC CONSULTATION

Council is pleased to present the Municipal Plan and Budget for 2019/20. This is the first Municipal Plan to reflect Council's Community Plan, written by the community, for the community.

A Municipal Plan is required to be prepared for public display and submission prior to being adopted by Council. A 21-day public advertising and submission process must occur, however Council chose to extend public consultation to 28 days to give the community greater opportunity to have their say between 9 May and 6 June 2019.

It is a requirement of the *Local Government Act* that the Municipal Plan be adopted by Council before 31 July each year.

The Municipal Plan and Budget 2019/20 was released by Council for public consultation following the Ordinary Council Meeting on 7 May 2019, with the last day for submissions being 6 June 2019.

All submissions were reviewed at the Ordinary Council Meeting of 18 June 2019. The Municipal Plan and Budget was adopted by Council on 18 June 2019.



ACKNOWLEDGEMENT OF COUNTRY



THE CITY OF PALMERSTON ACKNOWLEDGES THE LARRAKIA PEOPLE AS THE TRADITIONAL OWNERS OF ALL THE LAND AND WATERS OF THE GREATER DARWIN AND PALMERSTON REGION.

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ABOUT PALMERSTON

IN THIS SECTION

History of Palmerston

Palmerston today

Community Plan





HISTORY OF PALMERSTON



1. Water Tank and Highway House under construction, 2. Ironbark Festival - Tug-o-War, 3. Australia Day Celebrations at Marlow Lagoon 1987, 4. Ironbark Festival, 5. Australia Day Ceremony 1987.



THE MUNICIPALITY OF PALMERSTON WAS CREATED IN APRIL 1985 BY BARRY COULTER, THE MINISTER FOR LOCAL GOVERNMENT, WITH THE FIRST LOCAL GOVERNMENT ELECTIONS HELD IN JUNE”

In 1980, the Northern Territory Government established the Palmerston Development Authority to finance, plan, develop and manage a new town south-east of the Territory's capital, Darwin.

This was done in a time when Darwin's population was growing at the dramatic rate of about 6% per year, causing stress on land availability in Darwin and on services. The idea was to create a new town development at Palmerston using the latest planning techniques, building superior services and facilities from the start, and providing land at a price affordable to most people wanting to build a house.

Initial capital works centred on roads, electricity and water supplies, earthworks and residential lot development. The first construction jobs completed were the Water Tower, Highway House and the Chan Park Nursing Home.

Palmerston welcomed its first residents, the Potterton family to a lot in Canonbury Circuit, Driver in 1982.

The first suburbs developed were Driver and Gray, with Moulden and Woodroffe soon to follow. Rosebery, Bakewell and Gunn were also delivered under the original development schedule. The Coles shopping mall was completed in November 1984, with the Palmerston Tavern opening a month later. Gray Primary School was completed whilst Driver High School was under construction.

Palmerston's first local government election was held in May 1984 with four residents to replace appointed representatives on the Palmerston Town Management Advisory Committee. Elected residents were Bill Briscoe, Steve Kelly, Ian Spooner and Lewis Potterton. After Mr Kelly's resignation he was replaced by Keith Boakes.

The Municipality of Palmerston was created in April 1985 by Barry Coulter, the Minister for Local Government, with the first local government elections held in June. Palmerston Town Council took office on 29 June 1985 and the first mayor was Michael Ting.

Palmerston continued to grow and was declared a city on 2 August 2000. Palmerston has 12 suburbs already developed-Driver, Gray, Bellamack, Johnston, Woodroffe, Moulden, Durack, Farrar, Gunn, Rosebery, Bakewell and Marlow Lagoon. These mainly residential suburbs are complemented by the light industrial areas in Pinelands and Yarrowonga and an emerging allied health district adjacent to the new Palmerston Regional Hospital.

With construction of Zuccoli and Durack Heights continuing, along with new infrastructure such as the Palmerston Police Station, Palmerston Fire Station and Council's *Prójects*, Palmerston has an exciting future ahead.

PALMERSTON TODAY

36,938 POPULATION



30
MEDIAN AGE

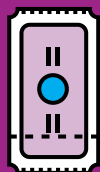


\$39M TOTAL
BUDGET EXPENSES



\$1.6B
LOCAL ECONOMY

\$736M TOTAL
ASSET VALUE



170+
COMMUNITY EVENTS



14,698
LIBRARY MEMBERS



5,356
REGISTERED DOGS

CAPITAL WORKS BUDGET
\$9.84M

231KM
PATHWAYS MAINTAINED

200KM
DRAINAGE MAINTAINED



217KM ROADS MAINTAINED

Council's rapid growth has presented the challenge of planning for the future in a way that considers the social implications of planning and decision making, including balancing sustainability and progress.

In response to this challenge, Council last year committed to preparing a Community Plan.

During this past year, Council undertook an innovative and engaging process known as "deliberative democracy" in the development of the Community Plan. This process provided participants with facts and information and challenged them to make the decisions. It allowed them to walk in the shoes of decision makers to critically analyse that information and make decisions. This marked a significant departure from traditional consultation methods that too often fail to engage the community at the decision-making stage.

The group that was brought together was known as the "Palmerston People's Forum" and comprised people of all ages from across Palmerston. They were provided information from experts to guide their thinking about Council's role in the community, public safety, economic development, multiculturalism and place making. Palmerston's indigenous community and staff also participated in workshops and their deliberations were considered as well.

Council's Community Plan, adopted in April 2019, realises Council's commitment to capture all relevant and reasonable outcomes in the community's own plan. This plan, which was written by our community, for our community, sets out a vision for the next ten years on how Council will work with the community to make Palmerston 'A Place for People'.

The plan outlines six core outcomes:

1 FAMILY AND COMMUNITY:

Palmerston is a safe and family friendly community where everyone belongs.

2 VIBRANT ECONOMY:

Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

3 CULTURAL DIVERSITY:

In Palmerston we celebrate our cultures in a way that values our diversity.

4 FUTURE FOCUSES:

Palmerston is an innovative city that sustains itself through the challenges of the future.

5 ENVIRONMENTAL SUSTAINABILITY:

Palmerston is an environmentally friendly, liveable city that promotes renewable practices and sustainability.

6 GOVERNANCE:

Council is trusted by the community and invests in things that the public value.

As part of the outcomes, there are objectives for Council to achieve and measures of success to provide an indication of whether Council has achieved the outcome desired by the community.

This year's Municipal Plan and Budget marks the first to be delivered under the framework outlined in the Community Plan. Council has prepared Performance Plans against the 14 objectives outlined in the Community Plan and provides information on how the objectives will be achieved.



OUR COUNCIL

IN THIS SECTION

Elected Members

Executive Leadership Team

Our People





ELECTED MEMBERS

In accordance with the *Local Government Act*, Council is made up of eight Elected Members.

They consist of a Principal Member holding the title of Mayor who is directly elected and seven Elected Members holding the title of Alderman.

Council elects one alderman to serve as Deputy Mayor for a term of five months at a time.

Alderman Sarah Henderson was appointed as Deputy Mayor for the period of 20 February 2019 to 20 July 2019.



5 MONTH TERM
AS DEPUTY MAYOR



MAYOR
Athina Pascoe-Bell

Athina moved to Palmerston in 2004 with her husband, who was in the Defence Force at the time, and bought their home in Marlow Lagoon just a few months after arriving. She is the mother of two primary school aged children and is currently studying towards a law degree.

Prior to becoming Mayor, Athina had an extensive career in the public service and is focused on the good governance of the council and ensuring that the right decisions are made at the right time. Restoring the trust of the community and delivering facilities and services that the community wants are a key priority.



DEPUTY MAYOR
Sarah Henderson

Sarah is a hardworking community advocate and businesswoman who has been an active member of the Palmerston community for three decades. With her husband, she has brought up five children in Palmerston and now her grandchildren are being raised in this community. She has been actively involved in many different Palmerston community groups over the years.



ALDERMAN
Lucy Buhr

Lucy has lived in the Northern Territory since 2008, after moving to Palmerston from Queensland. She has more than 10 years' experience in the media industry, and started her career as a print journalist working for newspapers both in the NT and QLD.

Lucy then steered her career into communications, public relations and media advising.



ALDERMAN
Amber Garden

Amber moved to the Territory from Queensland in 2003, and with her ever-supportive husband purchased a property in Farrar in 2010. She is familiar with Council meeting processes, financial reporting and requirements under the *Local Government Act* due to her background in local government administration working for the City of Darwin for the last nine years.

Allowances

Elected Members are provided with financial support in recognition of the significant amount of work required in representing their community. Council will provide the following allowances to Elected Members, in accordance with *Local Government Guidelines 2: Allowances for Council Members*.

Allowance Description	Mayor	Deputy Mayor	Alderman
Annual Base Allowance	\$87,199.66	\$32,244.05	\$15,683.21
Annual Electoral Allowance	\$22,951.14	\$5,738.99	\$5,738.99
Professional Development Allowance	\$3,734.50	\$3,734.50	\$3,734.50
Maximum Extra Meeting Allowance	Nil	Nil	\$10,455.87
TOTAL CLAIMABLE	\$113,885.30	\$41,717.54	\$35,612.57



ALDERMAN
Benjamin Giesecke

Benjamin was born in Melbourne and grew up in Adelaide and is now centered in Palmerston, buying his first home in Moulden in 2005. He quickly found that most of his valuation work was in and around Palmerston. As a valuer, he has one of those fortunate jobs where he gets to be invited into people's homes and is able to meet a lot of people.



ALDERMAN
Damian Hale

Damian came to the Northern Territory in 1974 and has lived in Maningrida, Katherine, Darwin and Palmerston. He currently lives in the suburb of Gunn with his partner.

Damian was the former Federal Member for Solomon from 2007-2010. After almost nine years Damian resigned from the Australian Workers Union in March 2019.



ALDERMAN
Dr Tom Lewis OAM

Tom is a teacher, author and war veteran. An NT resident for 30 years, Tom served with the Australian Defence Force in the Iraq War, and now writes history books and teaches at a local high school.

Tom lives in Durack. He is married with two daughters. In what spare time he has left he enjoys playing tournament chess.



ALDERMAN
Mick Spick

Mick Spick moved into the Palmerston area in 2006 when posting to 1st Brigade, whilst in the Australian Army. Mick currently lives in Driver and works for Danila Dilba Health Service as the Education and Training Officer. Mick has previously served with the Australian Army from 2006-2017 and in that time served in Afghanistan.

Mick currently works with the local charity, Reeling Veterans, which provides assistance to Veterans and Ex front line service members who are battling PTSD. Mick wants to bring a sense of responsibility and accountability to local government to reflect the interests of those people who live in Palmerston.



Last year Elected Members resolved to not increase their allowances, however this year's increase is in line with inflation since allowances were last increased. It is also the same as the average wage increase across Australia over the last 12 months.

Aldermen are entitled to claim a \$150 Extra Meeting Allowance per meeting up to a maximum for the year as outlined in the allowances table. Details of other entitlements for Elected Members are outlined in Council Policy EM02 *Elected Members Benefits and Support* available on Council's website.

Review of Constitutional Arrangements

On 12 May 2017, following a submission from Council, the Department of Housing and Community Development informed Council that the Minister had approved increasing the number of Elected Members from seven to eight. This took effect at the 2018 General Election. These arrangements are currently suitable for Council, however, Council will review these arrangements over the next 12 months to ensure they are completed and any changes are in place for the 2021 General Election.

EXECUTIVE LEADERSHIP TEAM

Organisational Chart



OUR PEOPLE

Council is an attractive employer, offering a wide variety of jobs and careers across the six key areas of Office of the Chief Executive, Lifestyle and Community, Governance and Regulatory Services, City Growth and Operations, Organisational Services and Finance. Council will continue to retain and attract employees, where required, by offering challenging, rewarding and diverse roles that directly support the community, by promoting workplace benefits which drive performance and by developing and supporting its people through innovation and leadership.

Council offers employee support services including counselling services, study assistance and leave options such as Parental Leave, Community Service Leave and Domestic and Family Violence Leave.

Staffing Plan

In accordance with section 101 of the *Local Government Act (the Act)*, Council directly employs a Chief Executive Officer (CEO) and delegates responsibilities under the Act to carry out the day to day functions of Council. The CEO is supported in his responsibilities by three Directors and two Executive Managers who with the CEO form Council's Executive Leadership Team. The CEO is responsible for the employment of staff, in accordance with the Staffing Plan as approved by Council.

The Staffing Plan for 2019/20 provides for the employment of 87 permanent staff members who operate under the CEO's direction and are divided into the six key areas outlined above. These 87 positions are the equivalent of 85.35 full time staff (known as *Full Time Equivalents, or FTEs*). This does not include casual staff or limited tenure positions 12 months or less. Three additional FTE positions will be appointed in 2019/20 to address challenges and opportunities identified by the Executive Leadership Team.

These include education within the community on animal management, additional ranger support, improved governance and reporting, and improved internal support and compliance.

It should be noted that short-term projects and vacancies may temporarily change the actual number of FTEs at any given time during the financial year.

The total budget for employee costs for 2019/20 is \$9,632,324 and includes wages, superannuation and training. Council will commence negotiations this coming year with employees on the preparation of a new Enterprise Bargaining Agreement to succeed the current agreement which expires on 5 April 2020.



58%
FEMALE



42%
MALE







PERFORMANCE PLANS

IN THIS SECTION

How we measure performance

We Focus on Families

The Wellbeing of our Community
is a Focus for all of our Work

Improve Palmerston's Image

Palmerston's Economic Future is
Bright

To Celebrate our Rich Culture
and Diversity

Recognise and Support Diversity
through our Partnerships and
Leadership

We Support and Foster
Innovation

Infrastructure is Fit for Purpose

Reduce our Footprint on the
Environment

Palmerston is a Cool, Shaded,
Green City

Encourage Personal Action and
Taking a Leadership Role

Ensure we have a Leading
Governance Model

Community is at the Centre

Healthy Working Partnerships





HOW WE MEASURE PERFORMANCE

Each year, Council commissions the Community Satisfaction Survey to determine the overall performance of Council against 14 services areas. Previously, scores of 100 indicated that the community was “satisfied” with Council. The most recent Community Satisfaction Survey was undertaken in July and August 2018.

In the 2018 Survey, Council scored over 100 in 4 performance areas, with an increase in most performance areas.

Council experienced reductions in scores for customer service and safe communities. Over the coming year, Council will continue to focus on placing our customers at the centre of everything we do. Council will also work with other stakeholders to deter crime and anti-social behaviour to assist people to feel safe in their communities and businesses.

Council has used the survey methodology outlined above since 2012, and has recently undertaken a review identifying the following improvements:

- customised questions;
- more relevant importance measurement;
- targeted questions;
- respondents will be asked to provide feedback on why they chose a certain score or how they feel that service could be improved;
- a simplified scoring system based on 1-10;
- testing on how Council is performing against community values and comparison with other levels of government; and
- alignment with the new Community Plan.

As a result of the new [Community Plan \(available at www.palmerston.nt.gov.au\)](http://www.palmerston.nt.gov.au), written by the community, for the community, the performance plans have changed. Due to this and the review of the survey methodology and content, complete comparative scoring is no longer available. Council has attempted to provide comparatives where possible, however new benchmarks will be established as a result of the 2019 survey and as future surveys are performed, comparative data will become available.



WE FOCUS ON FAMILIES

Outcome: Family and Community

Highlights:

- Council will host over 150 events in the 2019/20 financial year.
- Council will host the inaugural Palmerston Youth Festival in July 2019.
- Council will commence work on Splashing Out to revitalise the Palmerston Swimming and Fitness Centre.

Council is committed to focusing on families. In 2019/20 we will host over 150 community events. Included in these will be engaging and fun activities for Palmerston families.

Many of our major community events and attractions that Palmerston residents have enjoyed previously will continue including Australia Day celebrations, Palmerston Carols, Tree Lighting, the popular FlicNics program and the Sanctuary Sessions Dry Season program.

In July 2019 Council will host the inaugural Palmerston Youth Festival. This will see the Northern Territory Government and Council work in partnership to organise and host events and activities over seven days from 13 July to 19 July 2019. Targeted towards the Palmerston youth aged nine to seventeen years, this exciting event will be additional to Council's events program and will include visual and performance arts, home economics, and sport and recreation activities.

In 2019/20 Council will again provide School Holiday activities and general youth events such as Children's Art Exhibition celebrating National Families Week 2019, gaming sessions, Activate Kids and music gigs. Council will work in partnership with youth organisations in Palmerston to coordinate and develop activities for young people in Palmerston during NT Youth Week in April. In addition, the Palmerston Recreation Centre will continue to host numerous youth sport sessions, creating a safe hub for our young people and providing diversionary activities for at risk youth.

We will ensure our youth in Palmerston are visible. We will continue to promote positive youth stories in Palmerston through our social media via the "Palmerston Youth" Facebook page. Young people's voices will be included in all aspects of Council's work (planning, program design and delivery) through the development of new policy and guidelines. The aim will be to capture children and youths voices in all our work. As an example, children will be encouraged to design and provide feedback about planned future playgrounds.

Council will continue to offer high quality library programs and services. We will focus on increasing the number and range of community inclusion and life-long learning programs on offer. The Palmerston Library will continue its strong programming for all age groups. This includes:

- Nurserytime and Storytime for the early years;
- Tech and Coding programs, school holiday programs and the "Frillies" reading club for primary school ages;
- "Geek Squad" Anime program for youth;
- "Drop in Computer Sessions" and "Get Job Ready" resume and job assistance sessions for adults;
- "Be Connected" digital literacy programs for seniors; and
- Additional programs and events for families and the wider community.

Council will provide places for the community to gather through the ongoing community use of Council venues such as the Palmerston Recreation Centre, Gray Community Hall and the Palmerston Swimming and Fitness Centre.

Council will commence the design and consultation aspects of the Splashing Out initiative to revitalise the Palmerston Swimming and Fitness Centre. The revitalisation includes a playground, wading pool, wave rider, Palmerston's only public swimming pool and a community hub. This will continue to ensure that in our subtropical climate, children have a safe place to learn to swim.

THE WELLBEING OF OUR COMMUNITY IS A FOCUS FOR ALL OF OUR WORK

Outcome: Family and Community

Highlights:

- 45 week free Activate physical activity program will continue.
- Launch of the Shared Paths – Walk, Cycle or Scoot to School initiative.
- Continued youth outreach and diversionary programs to target at risk youth.

The wellbeing of our community is central to all we do at Council.

Council will continue to work on building community awareness of opportunities in Palmerston to be healthy and active. Promoting physical activity and increasing opportunities for community members to access healthy lifestyle programs will be achieved through the Activate Program. Activate will again operate for 45 weeks of the year giving Palmerston residents a free taste of the range of physical activities available within their community in 2019. In addition to promoting and encouraging the community to be active and make healthier food choices, this initiative also assists with social inclusion and making community connections.

To increase health awareness and education Council will work in collaboration with the Palmerston Community Care Clinic to deliver educational workshops on nutrition and physical activities as well as support and promote relevant national health initiatives including Heart Week, Diabetes Week, R U Ok Day, World Cancer Day and Disability Awareness Week.

Encouraging participation in sport and active recreation will be achieved through working in partnership with sporting clubs and organisations to provide accessible sporting opportunities for all demographic groups at the Palmerston Recreation Centre. These include Youth Drop in Sports, Indoor Croquet for Seniors and Mums and Bubs fitness sessions. The Palmerston Recreation Centre will continue to provide affordable and accessible active recreation spaces for the broader community.

Council uses its strong partnerships to deliver for the community. The Shared Paths – Walk, Cycle or Scoot to School is a Northern Territory Government and Council partnership project designed to encourage partnerships between schools and their school community for safer and more active school travel in Palmerston. The installation of decals onto the footpaths will promote and reinforce safety when crossings roads around schools and will be installed from mid 2019. Council will work with schools to advocate the Shared Paths Program to families. These decals will be a key feature of the program to emphasise the importance of safe travel in suburban areas, particularly on the roads surrounding schools while empowering families to take an active travel option to and from school.

Council will continue to partner with organisations including the Northern Territory Government and the Palmerston and Regional Basketball Association, to provide programs that support and engage young people seen to be at risk of offending. These include the Youth Drop-In Sports program and School Holiday programs. Council will continue to facilitate the Palmerston Safe Communities Committee to strengthen communication and partnerships with government departments, NT Police, local businesses, community groups and other sectors. Council also aims to build a safer community through promoting connection like Neighbour Day and Parks Week.

IMPROVE PALMERSTON'S IMAGE**Outcome:** Vibrant Economy**Highlights:**

- \$94.13 million expenditure over next ten years on infrastructure.
- 20% local supplier weighting as part of all procurement activities.
- Industry briefings to inform local businesses of opportunities to do business with Council.

Feedback from our community shows that our residents and businesses are committed to the image and brand of Palmerston. They also want Council to ensure that the brand is strong and authentic and reflects the vision of our community as "A Place for People".

As part of the development of the Community Plan, Council, supported by the community, recommitted itself to the vision of Palmerston as "A Place for People". Our recently launched *Prójects* contains several infrastructure projects that deliver:

- more open space and family friendly facilities;
- greater lifestyle choice, especially for youth;
- local jobs;
- tools to fight crime and anti-social behaviour;
- Smart City opportunities;
- lower energy costs and a reduction in carbon emissions; and
- an increase in our urban forest.

Delivery of these projects in conjunction with our Federal and Northern Territory Government partners will cement Palmerston as a welcoming community with high quality community infrastructure that will attract people to live and work in our community.

Approximately half of our residents have had contact with Council over the last 12 months and Council will continue to invest in communications and public engagement to include the community in decision making, and also to promote Council's brand and image. Council will also communicate more strongly to the community about the investment it makes in supporting our community, particularly the not-for-profit sector.

As part of the recently revised Long Term Financial Plan, Council is forecasting to spend \$94.13 million on renewal, upgrades and new infrastructure over the next ten years. This represents an additional \$54.72 million on infrastructure, above previous estimates and is inclusive of the projects in our recently launched *Prójects*. Council is committed to ensuring that where possible, Council employs local and buys local.

Council continues to follow Council Policy *FIN04 Procurement*, by ensuring that every effort is made to utilise local suppliers and to ensure that locally based businesses and industries are given an opportunity to participate in tender or quotation processes. Over the coming year, Council will further engage with local businesses through industry briefings to raise awareness of vendor opportunities and the continued rollout of user friendly, standardised vendor procurement software.

In the 2017/18 financial year, 90% of Council expenditure occurred in the Top End resulting in \$27.1 million being spent locally. A local supplier criteria weighting of at least 20% will continue to be applied to the assessment process to ensure value-for-money to Palmerston from procurement activities. Local businesses are encouraged to demonstrate value for Palmerston including how they deliver local benefits.

PALMERSTON'S ECONOMIC FUTURE IS BRIGHT**Outcome:** Vibrant Economy**Highlights:**

- Implementation of the Palmerston Local Economic Plan to support local businesses.
- Implementation of Carparking Strategy, including expansion of free parking.
- \$30,000 sponsorship of the NT PGA, bringing in \$1.5 million of benefits to local businesses.

During the last financial year, Council has worked with the Northern Territory Government and the Palmerston community on drafting the Palmerston Local Economic Plan (PLEP). This long-term plan will support Council's efforts in building:

- economic growth prospects for Palmerston;
- opportunities for supporting entrepreneurs and new businesses;
- opportunities for local businesses and local employment;
- potential social and economy infrastructure investment to support economic growth prospects;
- Palmerston's current and prospective economic relationships;
- Palmerston's tourism and event economic opportunities;
- impacts from Council's investment in social and physical infrastructure; and
- solutions to sources of frustration with Council regulations and processes.

It is important to note economic development requires support from a variety of stakeholders such as government, businesses and the community. Each stakeholder has a different level of responsibility and influence. Through the implementation of the plan, Council will develop partnerships to ensure success. Roles vary from potential funder, advocate, consumer and regulator amongst other roles. The PLEP will seek to identify actions and assign responsibility for them, either individually or collectively.

The PLEP will capture existing initiatives and plans for the future of Palmerston from all stakeholders, whilst identifying the areas where all stakeholders, including Council can strategically influence outcomes for the growth of the local economy. It will also deepen Council's engagement with the Northern Territory Government to explore possibilities for attracting tourists, investors and other visitors.

In 2018/19 Council undertook a review of parking in the City Centre. This resulted in the development of a Carparking Strategy. This will improve the management of parking to attract visitors and support local businesses, including the expansion of free parking. It is proposed that these new initiatives commence on 1 July 2019.

In order to locate businesses in a strategic way to promote activation and movement in the Palmerston Central Business District, Council will continue to work collaboratively with the Northern Territory Government on the preparation of the Palmerston City Centre and Periphery Area Plan. The aim of this project is to develop an Area Plan for Palmerston's City Centre and surrounding business hubs for inclusion in the *NT Planning Scheme*.

Council recognises the importance of supporting development, including by the delivery of infrastructure, whilst creating an identity for Palmerston. Council will continue to ensure the involvement of the community in decision making by reviewing and providing comment and representation on behalf of the community to the Northern Territory Government on development applications.

Council will continue to support events and programs which attract people into Palmerston to sustain our local businesses. This includes continuing Council support of the Tailor-made Northern Territory PGA Championship, committing \$30,000 this year. This tournament generates an estimated \$1.5 million in economic benefits from visiting competitors, officials, families and friends attending or participating in the event, a return on investment of \$50 of local expenditure for every \$1 invested by Council.

TO CELEBRATE OUR RICH CULTURE AND DIVERSITY

Outcome: Cultural Diversity

Highlights:

- Palmerston celebrates many cultural events including Harmony Day and NAIDOC Week.
- Geekfest Top End returns 13 July 2019.
- \$80,000 public art program for public art installations around Palmerston.

Palmerston celebrates its cultural diversity with events throughout the year. Our community is given opportunities to celebrate, include, understand, learn and accept each other. Some key events facilitated by Council include:

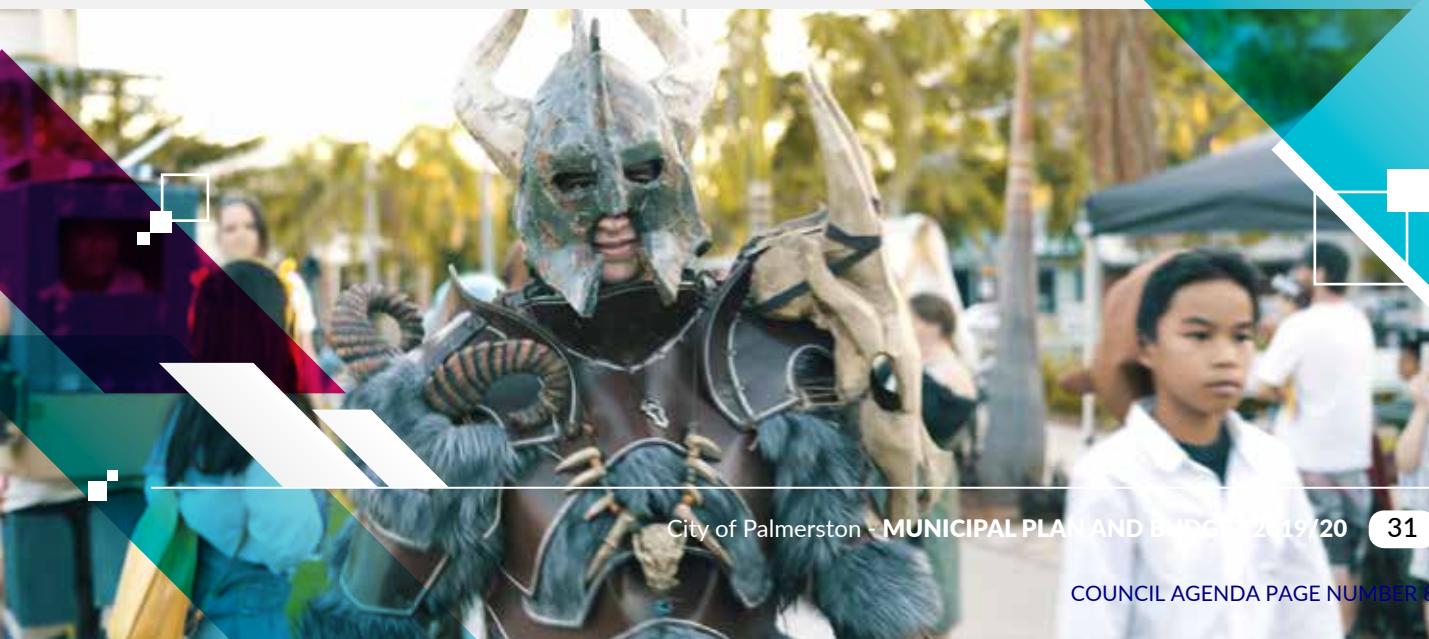
- Harmony Day – Council welcomes and supports refugees and enhances cultural and religious diversity in our community through celebrating Harmony Day.
- NAIDOC Week – NAIDOC Week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. This year Council is looking to mark NAIDOC Week by commissioning new works by local Aboriginal artists for permanent exhibition around Palmerston.
- International Women's Day – Council works with a consortium of diverse Palmerston women to produce events in March celebrating women.
- Palmerston Youth Festival – Council is partnering with Northern Territory Government to deliver a dedicated series of events in July 2019 for Palmerston young people.
- "On Francis" Series – Council will partner with local businesses to host a series of licensed events to add to Palmerston's events calendar.
- Community dinners are held at the Palmerston Recreation Centre to welcome people from our multicultural communities around Palmerston.

Council will continue to grow support for these cultural events. Council will also invest \$80,000 in a public art program to increase the cultural offering in Palmerston.

Council is the host of Geekfest Top End, which will be held on 13 July. This growing event has broad appeal across a wide range of ages and interest groups, allowing attendees to connect with likeminded individuals and share their passions with the community in a fun, safe and supportive environment.

Council also hosts the final step in the journey to becoming an Australian Citizen, through various Citizenship Ceremonies throughout the year. We are privileged to host these events on behalf of the Australian Government Department of Home Affairs. This saw 142 people become Australian citizens last financial year.

Council also produces the Australia Day Awards Promotional Video showcasing the Local Government Awards winners for 2019 City of Palmerston for Community Event of the Year, Citizen and Young Citizen of the Year to market nominations for 2020 Palmerston Australia Day Awards.



RECOGNISE AND SUPPORT DIVERSITY THROUGH OUR PARTNERSHIPS AND LEADERSHIP**Outcome:** Cultural Diversity**Highlights:**

- \$130,000 funding for the Community Benefit Scheme for community organisations.
- 25% increase in funding for Seniors Fortnight.
- Pop-Up Dining Trial at Sanctuary Lakes to increase street food experiences.

Council has strong partnerships in the community. Council will continue to work with community groups and schools to celebrate and recognise culture and diversity. Council will recognise the efforts of exceptional young people in our community by providing funds for Annual School Community Awards to be given to students at the conclusion of each school year.

Council actively supports community organisations and groups to deliver community initiatives, programs and events which benefit the community. In 2018/19 the Council's Community Benefit Scheme for grants, donations and sponsorships was increased by 30% to \$130,000. Additional funds will be drawn this year from the Community Benefit Scheme Reserve to provide additional support to Council's multi-year agreements already in place and ensure adequate funds remain to support new initiatives and applications throughout 2019/20. Council will also continue to offer representation support which provides financial assistance for individuals and teams representing Palmerston, the Northern Territory or Australia.

We will ensure ongoing consultation with local seniors on issues that affect them through the Palmerston Seniors Advisory Committee. Our ongoing facilitation of seniors activities and supporting seniors services in Palmerston will continue. Council will support the Annual Seniors Forum providing an opportunity for seniors to consult and provide feedback directly to Council. Council has signed a new three year funding agreement with the Palmerston and Rural Seniors Committee which will see a 25% increase in funding for the Seniors Fortnight this year.

Council will continue to support the Palmerston Markets and will expand our vibrant multicultural street food culture through the delivery of the Pop-Up Dining Trial at Sanctuary Lakes in the 2019 Dry Season.



WE SUPPORT AND FOSTER INNOVATION

Outcome: A Future Focus

Highlights:

- \$2 million Smart Cities Program to create opportunities for innovation.
- \$149,876 for training and continuous improvement for Elected Members and staff.

Council has a *Digital Strategy 2021*. The Strategy identifies that enabling social value through technology is critical for the future of Palmerston to develop capacity and innovation in the community.

Council has been successful in achieving \$1.5 million of funding from the Federal and Northern Territory Governments for its Smart Cities Program. Along with Council's investment of \$500,000, the Smart Cities Program aligns with and will assist with the delivery of Council's *Digital Strategy 2021*. This will take advantage of Council's tech savvy community and almost total NBN coverage. It will build capacity and encourage self-sufficiency in our community by providing the foundations for local business to participate in the global economy. Project priority areas will be:

- Smart infrastructure to improve the efficiency, reliability, delivery and maintenance of infrastructure and essential services;
- Smart Precincts making community precincts more liveable, productive, sustainable and safe;
- Smart services and communities delivering community focussed local government services; and
- Smart planning and design building adaptable and resilient cities through improved land use, strategic planning and governance.

This program is being implemented in close collaboration with a network of experts and innovators who can influence innovation and encourage forward thinking. It will provide businesses with infrastructure such as enhanced wi-fi, high definition CCTV, sound analytics and smart lighting to support them in embracing change and innovation and creating more productive communities.

Council also sets an example in investing in people to develop skills, capacity and resilience. Council has set aside \$29,876 toward professional development for Elected Members. This funding will be used to enhance the skills and technical knowledge of Elected Members to deepen their understanding about their roles and responsibilities. This will also add value where Elected Members participate in external organisations and committees. Council will also continue to actively look for education and training opportunities with the newly created Independent Commissioner Against Corruption, Australian Institute of Company Directors, Department of Local Government, Housing and Community Development and the Local Government Association of the Northern Territory. Council will also provide \$120,000 in relevant training for staff to improve their skills and technical knowledge, particularly in areas identified by the Independent Investigator's Report such as procurement, governance and human resources.

INFRASTRUCTURE IS FIT FOR PURPOSE	
Outcome:	A Future Focus
Highlights:	
<ul style="list-style-type: none"> ■ \$94.13 million on renewal, upgrade and new infrastructure over the next ten years. ■ Council will invest \$250,000 in new pathways and pathway replacements, \$770,000 in road reseals and \$150,000 in drainage upgrades and maintenance this year. ■ Making the Switch commenced which will result in 46% reduction in energy costs and 64% cut in emissions. 	
<p>To ensure infrastructure is fit for purpose Council will continue to develop asset management plans and strategies to ensure infrastructure is safe for use, and the community receive value for money for their investments in community assets. These plans and strategies cover all types of Council infrastructure such as roads, footpaths, stormwater, building and streetlights.</p> <p>With the development of asset management plans, long term budget considerations have also been reviewed. The Long Term Financial Plan will take account of the asset data provided through the asset management plans and systems. As a result of this review, the Long Term Financial Plan will now see Council spending \$94.13 million on renewal, upgrade and new infrastructure over the next ten years.</p> <p>Council will continue to inspect and review assets to ensure they meet the required standards for safety and are fit for purpose. Besides being fit for purpose, Council will take into consideration that assets should have multiple uses and adopt innovative approaches in the development and maintenance of any infrastructure. In response to Council's asset management planning, Council will invest \$250,000 in new pathways and pathway replacements, \$770,000 in road reseals and \$150,000 in drainage upgrades and maintenance.</p> <p>Further review of the use and development of community based infrastructure such as community halls (Gray Community Hall, Driver Family Resource Centre, The Heights Community Centre, Library Rooms), recreation facilities (Palmerston Recreation Centre, Palmerston Swimming and Fitness Centre) and open space (playgrounds, lakes, pathways, gardens) will continue. Reviews will focus upon potential projects and upgrades that mean the assets can be utilised by the community for a wide variety of uses</p> <p>With the focus on sustainability, both environmentally and financially, Council has commenced Making the Switch as part of the delivery of <i>Prójects</i>. The project is focused on replacing the entire Council owned network of street and public lights with LED fittings and Smart control systems. The benefits of this project include reliability improvements, maintenance savings, energy efficiency gains and improved lighting quality and lighting levels which will improve safety in Palmerston. This project has commenced in the older suburbs and will gradually roll out across the community over the coming months.</p> <p>Current estimates are that this will reduce energy costs by 46% and cut greenhouse gas emissions by 64%. The savings generated by this transition will then be reinvested into an expansion of the network at a cost of \$2.59 million.</p> <p>Council is also reviewing other innovative projects through the use of Smart Cities technology that will trial new innovative technology to improve services provided to the community along with addressing other issues such as safety and security.</p>	

REDUCE OUR FOOTPRINT ON THE ENVIRONMENT

Outcome: Environmental Sustainability

Highlights:

- Solar PV systems to be installed on Civic Plaza and Palmerston Swimming and Fitness Centre.
- Lighting upgrade in all Council buildings to energy efficient LEDs.
- Removal and replacement of 4,700 outdated and environmentally unsuitable street and public lights.

Council is committed to reducing its carbon footprint. Council has started rolling out its program of installing solar photovoltaic (PV) systems and upgrading to LED lights in Council buildings.

Council has successfully installed a solar PV system on the Palmerston Library which has reduced the energy consumption from this building by 38%. In 2018/19 Council installed a solar PV system on the Palmerston Recreation Centre which is expected to reduce the energy consumption by 37%.

The next buildings scheduled for the installation of solar PV systems are:

- Civic Plaza, which will see a 59% energy saving; and
- Palmerston Swimming and Fitness Centre, which will see a 32% energy saving.

The average return on investment for the installation of each solar PV system is generally achieved in three years, whilst the benefit is secured for 20 years (the life of the infrastructure).

Council will also be upgrading lighting in all Council buildings to LEDs. This will be delivered first in Civic Plaza, Palmerston Recreation Centre and the Palmerston Library because of the level of service they provide to the community. This upgrade will improve light levels for users and reduce energy consumed from lighting by approximately 60%, further reducing Council's carbon footprint.

As part of the Making the Switch initiative from *Prójects*, 4,700 outdated and environmentally unsustainable street and public lights throughout Palmerston will be replaced with smart LED luminaires further reducing energy consumption resulting in financial and environmental benefits.

In addition to the energy efficiencies that Council is seeking to achieve through reduced energy consumption, Council will be increasing its efforts in waste education to encourage better recycling and to achieve a greener community. The current practices will continue, along with new initiatives including investigating:

- ways to make recycling easier; and
- waste diversion opportunities.



PALMERSTON IS A COOL, SHADED, GREEN CITY**Outcome:** Environmental Sustainability**Highlights:**

- Council will commence work on a “Green Plan”.
- \$500,000 investment in tree planting to increase green coverage.
- \$130,000 in public space shading to provide more useable spaces.

As outlined within the Community Plan, our community wants to see Palmerston become a cool, shaded, green city through the effective use of tree planting, landscaping, building design and water use.

This year, Council will commence work on a “Green Plan” to develop such aims as:

- appropriate planting to achieve biodiversity, shading, minimise watering, cyclone resilience;
- planning to ensure interface with the region for a whole of landscape approach;
- greening and cooling initiatives besides tree planting such as shade structures;
- support and development of residents and public programs to encourage greening of the city; and
- exploring sustainability of water use.

Through the Liveable Cities initiative in *Prójects*, Council will seek to partner with other levels of government in projects that aim to improve the environment, attractiveness and resilience of the Palmerston community through clean air, green spaces and heat mitigation. This will be achieved by creating and maintaining green spaces, an improved urban forest and a more resilient and comfortable city to live, work and play. This will be delivered through further green landscapes around both public areas and privately-owned spaces such as shopping centres.

Council will also be undertaking a review of the open spaces throughout the city. This will not only focus upon physical infrastructure such as playgrounds, BBQs, shelters, pathways, but will also look at other environmental considerations such as remnant vegetation, habitats, and water runoff and quality.

Council is further committed to ongoing tree planting programs. Last year, Council increased funding for new and replacement tree planting and this will further increase to see \$500,000 invested this year on tree planting. Council will be developing long term plans to ensure that the appropriate planting is conducted to achieve the outcomes for the whole of landscape approach.

Projects for shading will continue with \$130,000 allocated for the installation and renewal of shade structures around various parks and open spaces. Opportunities for cooling, shading and greening within other areas such as the CBD will be developed and reviewed.

Water sustainability is a key focus. Creating a sustainable water ecosystem by efficient use and ensuring water quality will not only improve the environment but also create potential savings through the more efficient use of water. Council will review opportunities for water use efficiency and sustainability through investigations of aquifer supplies, irrigation systems, stormwater management and use of mains water.

ENCOURAGE PERSONAL ACTION AND TAKING A LEADERSHIP ROLE**Outcome:** Environmental Sustainability**Highlights:**

- \$100,000 education campaign including interactive tools to encourage and enable recycling.
- \$100,000 investment in annual Pre-Cyclone Clean Up.
- \$20,000 of community environment grants for local projects.

Throughout the last financial year Council has taken a leadership role in working with the community and waste industry experts to determine how best to increase our recycling efforts. Currently there are three main ways that the community can recycle:

- kerbside recycle bins;
- dropping off items to Archer Waste Management Facility; and
- participating in the annual Pre-Cyclone Clean Up.

Efficiency has seen Council retain and improve services at The Archer Waste Management Facility and at the kerbside with new contract delivering \$900,000 in savings.

This year Council will further demonstrate its leadership in environmental sustainability by offering \$20,000 of community grants for environmentally friendly initiatives and projects.

As part of our kerbside waste collection, Council is developing strategies to increase the amount of recyclable materials that are collected and reduce contamination rates that are currently being experienced. One of the ways that Council is addressing this is to identify and implement effective waste education tools. Council has invested \$50,000 in the last financial year specifically for developing educational tools that will assist our community in learning about the types of waste that can be recycled, reused or repaired. Interactive tools that are in the process of being developed are:

- a new online waste calendar map that will advise households when their collection days are thereby reducing the amount of physical waste calendars being produced; and
- an interface that will allow residents to click on either the general waste or recycle bin so they can determine what items should go in which bin.

Council is also reviewing opportunities within the recycling market and exploring potential end markets for a range of waste streams. The review will focus primarily on what our current waste management arrangements are and outline what options Council may have for the future management of waste generated in our municipality. This will include exploring options to increase waste diversion from landfill and in turn, increase the amount of recoverable materials we collect, supporting improvements in our current waste management practices.

Council will continue to engage with the community to seek their feedback on waste management and work with residents to increase our recycling capability.

Council will continue to hold the annual Pre-Cyclone Clean Up. This event, held prior to cyclone season, provides residents with an opportunity to dispose of any unusable items that may be a potential projectile during a cyclone. Last year, 128 tonnes of material was collected across Palmerston. Twenty-eight percent was recycled including old BBQs, building material, children's play equipment and garden furniture. This service costs \$100,000 and is provided to residents as part of their Waste Service Charge.

In conjunction with Council waste management, Council is continuing to work collaboratively to achieve best practice outcomes in planning and development, including seeking opportunities to support and encourage green infrastructure. These include providing fit-for-purpose approaches to stormwater management, parks and open space, and landscaping public areas. This is expected to be reflected in the new Universal Subdivision Guidelines which will be released by the Northern Territory Government.

ENSURE WE HAVE A LEADING GOVERNANCE MODEL**Outcome:** Governance**Highlights:**

- Internal Audits undertaken by Council's Internal Auditors to ensure best practice.
- Elected Members and staff undertake relevant Governance training.
- Use of external probity over large public tenders and contracts.

Following adoption of the Community Plan in April 2019, Council will commence implementation and training for all staff to ensure effective delivery of the six outcomes. This will set the foundation for Council to meet its obligation to do what it is supposed to do.

Following on from the appointment of KPMG as Council's Internal auditor in 2018/19, Council has developed a Strategic Risk Register. This register identified and rated the major strategic risks to Council and controls that could be put in place to help mitigate risks. This document will inform the direction of internal audits undertaken in 2019/20 by Council's internal auditor, KPMG. These audits are to ensure that controls and processes are incorporating best practice, and Council is addressing and mitigating any potential risks. This information will be reported back to Council through the Risk Management and Audit Committee, ensuring transparent oversight over Council's operations.

Training will be provided to Elected Members and members of staff throughout the financial year to ensure awareness of Council's responsibilities in accountability and legislative compliance. Particular focus will be given to the governance, reporting requirements and implications regarding the commencement of Independent Commissioner Against Corruption.

Council is committed to providing its staff with appropriate resources to meet the community's needs. Over the coming year, Council will upgrade its computer hardware, networking devices and servers to ensure that Council can optimise the benefits of software upgrades and provide more responsive customer service. Council has also recently commissioned a new ground floor customer service area with a new interview room and kiosks to assist customers. Council has removed the automated switchboard to provide a personal first point of contact for those who contact Council by telephone.

Council is commencing several large projects over the next financial year. In order to ensure transparency and fairness in procurement and governance for these projects, independent experts will prepare and ensure appropriate probity processes are in place. Council is committed to ensuring the tender process will be fair, equitable and transparent for all applicants.

COMMUNITY IS AT THE CENTRE**Outcome:** Governance**Highlights:**

- Public forums before each Council meeting to provide greater accessibility to Elected Members.
- Three more "Council to the Community" Meetings.
- Continual expansion of social media and online presence.

The Palmerston community have several different ways to participate in Council's decision-making process. Ordinary Council Meetings are currently held in Council Chambers at the Civic Plaza, City Centre on the first and third Tuesday of every month, commencing at 5.30pm. These are preceded by a 30-minute public forum where members of the community can discuss any issue with Council in an informal environment. Members of the community also can lodge written questions to be answered in Council meetings in accordance with Council Policy *MEE03 Public Question Time*. All Council meetings are open to the public to attend.

Following a successful trial in 2018/19, Council will conduct a further three "Council to the Community" Meetings throughout the next financial year in various locations across Palmerston. The intention of these meetings is to bring Elected Members to the community and encourage more participation in Council's decision-making process. Elected Members will continue to host a monthly stall at the Palmerston Markets to engage with the community.

Council will seek to involve the full diversity of Palmerston residents and will ensure they are engaged through a number of different tools, approaches and processes that work for them. Council will continue to advertise and provide public consultation to ensure the community has every opportunity to participate.

We aim to maintain a high integrity of community involvement by implementing the following:

- community involvement - ensuring effective communication with the community;
- the support scaffold - identify and overcome any discrepancies in involvement;
- planning and implementation - gathering evidence, concerns and barriers to develop meaningful solutions to be delivered in an open, clear and effective manner for the community;
- information sharing - ensuring the necessary information is delivered to the community in a clear and effective manner;
- community collaboration - effectively working with the community demonstrating a committed interest in engagement;
- development and improvement - actively seeking to develop the skills, confidence and knowledge of the public in community matters and activity;
- comments and feedback - ensuring the delivery of outcomes to community members and actively receive commentary and feedback; and
- evaluate and monitor - gather results, monitor and evaluate engagement outcomes to ensure we continue meeting the requirements of national standards and strive to improve future projects.

Council's online platforms have expanded, with the recent introduction of an Instagram page and a 5% increase in Facebook followers over the last 12 months. Council will continue to explore more relevant and inspiring social media approaches, as well as continuously improve Council's website to meet customer requirements and any security challenges.

HEALTHY WORKING PARTNERSHIPS

Outcome: Governance

Highlights:

- Major capital works projects being delivered in partnership with all levels of government.
- New Youth Festival for Palmerston in July 2019 in partnership with Northern Territory Government.
- Council will continue to facilitate seven different advisory groups.

Council's recently developed *Prójects* document identifies six major initiatives to support the growth of the Palmerston City over the next three years. Council will work collaboratively with other levels of government over the coming year in delivering a number of key projects:

- Council's "Smart Cities" will be a collaborative three tier \$2 million project which will apply innovative technology solutions to urban challenges, delivering economic, social and environmental benefits to the Palmerston community. The project will address overcoming Palmerston's growth challenges and capturing innovative opportunities, with a focus on crime and antisocial behaviour; delivering more efficient community-based services; providing greater transparency and accountability and contribute to a more sustainable Palmerston.
- "Making the Switch" will see LED lights and smart controllers worth \$3 million rolled-out across Palmerston. This accelerated LED light replacement program will transform our community, having significant benefits for our community. The upgrade will improve lighting quality and reliability in residential streets, on our footpaths and in our parks, improving safety in Palmerston.
Installation will begin in Palmerston's older suburbs; Moulden, Driver, Gray, Woodroffe and Marlow Lagoon, and once completed will move to other suburbs.
- The inaugural Palmerston Youth Festival will see the Northern Territory Government and Council work in partnership to organise and host events and activities over seven days from 13 July to 19 July 2019. Targeted towards the Palmerston youth aged nine to 17 years, this exciting event will be additional to Council's events program. It will include visual and performance arts, home economics, and sport and recreation activities.

Beyond government, Council continues to facilitate Council advisory groups. These groups include:

- Youth Inspiring Palmerston Advisory Group;
- Palmerston Animal Management Advisory Committee;
- Palmerston Australia Day Awards Selection Panel;
- Palmerston Safe Communities Committee;
- Palmerston Kids Network;
- Palmerston and Rural Youth Services Network; and
- Palmerston Seniors Advisory Committee.

These groups continue to advocate for the interests of sections of the community and provide a direct link into Council's decision-making process.

Council will continue to engage with staff through training and professional development, as well ongoing measurement of communication, resources and expectations of staff. Management will work with staff to recognise success and respond to concerns.





OPPORTUNITIES AND CHALLENGES

IN THIS SECTION

Supporting our
growing community

Safer communities

Financial sustainability

Collaboration

Possible changes to the
regulatory and administrative
framework





OPPORTUNITIES AND CHALLENGES

Supporting our growing community

The second largest city in the Northern Territory, Palmerston is a regional hub with a promising future, positioning itself as the Family Capital of the Northern Territory and 'A Place for People'.

Palmerston is a young community, with a large number of families meaning the median age is only 30 years. This rapid growth and demographic presents Council with the challenge of growing and renewing essential family friendly infrastructure for Palmerston and surrounding communities.

In response, Council has prepared a suite of major initiatives, known as *Prójects*, which is supported by all levels of government. These initiatives are:

- Smart Cities - focusing on using smart technology to make our community safer and more liveable;
- Splashing Out - revitalising the Palmerston Swimming and Fitness Centre;
- Making the Switch - installing smart LED lighting to create a safer and more sustainable environment for the community;
- Liveable Cities - cooling and greening the city;
- Where we Live Matters - supporting our growing community by developing new community facilities and amenities; and
- It's Always Brighter - implementing solar and renewable energy initiatives to create a clean, green and energy neutral community.

These projects complement the ongoing replacement and renewal of existing social and physical infrastructure such as footpaths, playgrounds, community facilities and road network. Over the next ten years, Council will spend \$94.134 million on infrastructure, inclusive of *Prójects*. The Long Term Financial Plan will continue to be refined and improved especially with the finalisation of asset management plans.



Safer communities

Council's Customer Satisfaction Survey has shown that our community values the prevention of crime and anti-social behaviour and Council's performance in that area had not met their expectations. While Council does not have the authority to investigate crime or get involved in law enforcement matters, Council has embarked on a series of projects to improve safety and reduce anti-social behaviour.

The Smart Cities projects will increase high definition CCTV coverage in Palmerston and support increased information sharing with NT Police. The provision of this will be supported by an increased wi-fi network. Making the Switch will improve public safety by providing brighter and focused light and improving the reliability of Council's public lighting network. Council will also continue to work with organisations including the Northern Territory Government to provide programs that support and engage young people seen to be at risk of offending. These include the Youth Drop-In Sports program, School Holiday programs and the Library Drop-In zone.

Council is committed to proactive initiatives to promote responsible animal management in the Palmerston area. Some of the most effective methods used are outreach activities that sees Elected Members and Council staff attending major community events and promoting key messages around dog registration, microchipping and de-sexing. This includes offering free microchipping, the distribution of promotional merchandise such as dog leads and toys, and community information campaigns.

These activities are not just in Palmerston, but across the Top End as Council recognises that members of the Palmerston community attend events outside the municipality, and also people outside the municipality may be moving into Palmerston. This has increased in the last 12 months, with Council having a presence at the Royal Darwin Show, Australian Army Open Day, COTA Senior's Expo and Fred's Pass Rural Show. These initiatives have seen dog microchipping numbers triple, however Council will continue to identify further opportunities for engagement and education.



Financial sustainability

The recently reviewed Long Term Financial Plan demonstrates that Council's financial position is improving every year of the plan with the operational deficit decreasing from \$8.165 million in 2018/19 to \$2.043 million in 2028/29. This represents an improvement of a reduction of 75% of Council's current deficit. The lower forecast average annual rate increase of 3.5% is to ensure that Council's cash reserves remain at a stable level throughout the planning period and that there is adequate working capital available, whilst maintaining service levels and increasing the capital spend.

As a result of the increase in infrastructure investment, Council is now forecasting to spend \$94.134 million on infrastructure over the next ten years. This represents an additional \$54.722 million over previous forecasts, affecting the balances in Council reserves. The previous plan anticipated a reserve balance of \$75.1 million, this is now revised down to \$12.1 million, representing an adequate balance to fund Council's day to day operations with a modest safety net for unforeseen circumstances.

The previous Long Term Financial Plan was prepared conservatively and aimed to generate an operational surplus (inclusive of depreciation) within nine years. Considering the current economy and to minimise the cumulative burden on the community this goal has been delayed beyond the length of the plan.

Collaboration

Council will look to grow its collaboration with other Councils and other levels of government:

- The Executive Leadership Team will look for increased opportunities for regular and ongoing dialogue with senior executives and Ministers of the Northern Territory Government (NTG). These high-level discussions will address issues where Council and NTG can work together on solutions;
- Council maintains active membership of Local Government Association of the Northern Territory (LGANT) and actively participates in all reference groups, working parties and forums created through LGANT;
- Council participates in Top End Regional Organisation of Councils (TOPROC), with the City of Darwin, Litchfield Council, Belyuen Community Government Council, Wagait Shire Council and the Coomalie Community Government Council to consider issues unique to the Top End and facilitate collaboration between these Councils;
- Council attends Australian Local Government Association (ALGA) meetings and functions to consider and seek solutions to Local Government issues on a national level; and
- Elected Members and Council officers will regularly hold meetings with government representatives, attend briefings and discussions regarding Northern Territory local government and wider government issues.



Consistent with good governance and financial management, Council will review its membership of external organisations each year to ensure the community is getting maximum benefit from Council's participation. Council will also look for new avenues of collaboration that will benefit the community.

Possible changes to the regulatory and administrative framework

The following have been identified as having the potential to influence or enhance Council's Regulatory and Administrative Framework:

- refining the Risk Management Framework;
- Council's Rating Strategy;
- delivery of the Community Plan;
- review of Constitutional Arrangements;
- review of the *Palmerston (Animal Management) By-Laws*;
- ongoing review of policies; and
- ongoing review of administrative procedures.



REVENUE STATEMENT

IN THIS SECTION

Valuation

Rates Strategy

Waste Service Charge

Concessions

Late payment of rates

Fees and Charges







Council collects revenue from five main sources. General rates and waste management charges provide 86% of Council's revenue, supplemented by grants, fees and charges and investment income.

Council will continue to face increasing costs, driven by a forecast increase in the Consumer Price Index of 1.3% and a renegotiation of Council's Enterprise Agreement. Feedback from the community is that residents would like to see further investment by Council in infrastructure and services. Council will need to meet cost increases to maintain levels of services along with looking for continuous improvement opportunities and efficiencies. Therefore, rates revenue will increase by 2.9% for the 2019/20 financial year.

Valuation

The City of Palmerston uses Unimproved Capital Value as the basis for all land valuations in the City of Palmerston area. Unimproved Capital Value is the value of the land without any improvements.

The Valuer-General sets the Unimproved Capital values of land. The value of land is reviewed by the Valuer-General every three years to take effect the following financial year. The next revaluation is due in 2020 to apply from the commencement of the 2021-22 financial year.

Council plays no role in the assessment of Unimproved Capital Value. If a ratepayer is dissatisfied with their valuation, that is a matter to raise with the Valuer-General. Rates must be paid in accordance with rate notices unless otherwise notified by Council.

All land within the Council area is rateable, except for lands specifically exempt (eg. Crown Land). Where a service that is subject to a service charge is provided to non-rateable land, a service charge is levied against the land.

Rates Strategy

During the previous financial year, Council commenced the preparation of a Rates Strategy to outline how Council will calculate and collect rates across the next 10 years.

Council established a Community Reference Group (CRG) to provide feedback, ideas and insights to Council which in turn would inform the preparation of the proposed Rating Strategy. Council hosted four independently facilitated workshops for the CRG between September and December 2018 which discussed the principles of rating, rating models and other issues. Ultimately, the CRG could not agree on a preferred rating model and they recommended that Council proceed to further public consultation to assist Council in making a decision. When this consultation is concluded, Council will make a decision on the Rates Strategy, including a future rating methodology. This will also include a timetable for the implementation of any changes to Council's rating system. If any changes are made, they are likely to occur as part of the 2020/21 Municipal Plan and Budget.

Waste Service Charge

Council charges a fixed amount for waste management and collection. Where multiple residential dwellings exist on the allotment of land, the fee is multiplied by the number of residential units on each allotment.

The Waste Service Charge is levied for the provision of a 120 litre, twice weekly domestic collection, a fortnightly

recycling 240 litre bin, free access to the Archer Waste Management Facility and waste management and cleansing across the city. Commercial use of Archer Waste Management Facility and Waste Transfer Station is not supported as there is no direct waste charge against either commercial or industrial properties.

Due to efficiencies and savings identified, the Waste Service Charge for customers with a regular waste service has decreased from \$510 to \$490. Other categories remain the same.

Waste Services Charge Category	2018/19	2019/20	Movement
120L/240L	\$510	\$490	↓
Upgrade to 240L Service	\$149	\$149	=
Unit Complex < or = 25 units	\$510	\$490	↓
Unit Complex >25 units	\$240	\$240	=

Concessions

Eligible pensioners may be entitled to a concession on rates. Council receives a listing from Territory Health Services of all the ratepayers eligible for concession at the time of levying the rates. The rebate is deducted from the rate notice. If a pensioner becomes eligible part way through the rating year they must pay the rates in full to Council and then contact Territory Health Services to obtain a refund.

Contact details for Territory Health Services are:
Postal Address: GPO Box 40596 CASUARINA NT 0811
Telephone: (08) 8999 2400

Applications for other concessions on rates and charges will be considered upon application to Council in line with Part 11.8 Rate Concessions in the *Local Government Act* and Council Policy FIN17 Rate Concession.

Late payment of rates

Any ratepayer who may, or is likely to, experience difficulty with meeting the standard instalments and due

dates can contact Council to discuss alternative payment arrangements. It should be noted interest would still be levied in accordance with the *Local Government Act* under any payment arrangement.

Council's determined interest for late payments will be imposed in accordance with section 162 of the *Local Government Act*. Ratepayers can apply for a remission of interest under section 163 of the *Local Government Act* as long as they also agree to a repayment arrangement to the satisfaction of Council.

Pursuant to Part 11.9 of the *Local Government Act*, if rates have been in arrears for at least three years, Council may sell the land to recover unpaid rates and associated costs.

Fees and Charges

Council has fees and charges for the 2019/20 year, with a number of fees being reduced or eliminated including some parking fees. The Schedule of Fees and Charges can be viewed at Council's Civic Centre, as well as on Council's website www.palmerston.nt.gov.au



FINANCIAL STATEMENTS

IN THIS SECTION

Rates and Charges

Statement of
Comprehensive Income

Statement of Financial Position

Statement of Cash Flows

Reserves

Development and Maintenance
of Infrastructure





RATES AND CHARGES

NT Planning Zone		Levied 2018/2019	Budget 2019/2020	Change
R, RR (Excluding RR in the suburb of Marlow Lagoon), SD, MD, MR, HR, CL, FD, PS, SP8, SP9 (<10,000m2), SP9 (>20,000m2), SP10 and SP11	Rate on UCV	0.51200%	0.530022%	0.01802%
	Minimum Rate	\$1,197	\$1,227	\$30
	No of Properties	13289	13385	96
	Estimated Income Rates	\$17,432,685	\$18,055,923	\$623,238
RR in the Suburb of Marlow Lagoon	Rate on UCV	0.40000%	0.411615%	0.01162%
	Minimum Rate	\$1,197	\$1,227	\$30
	No of Properties	251	251	0
	Estimated Income Rates	\$437,011	\$449,686	\$12,675
GI and LI	Rate on UCV	0.43000%	0.443029%	0.01303%
	Minimum Rate	\$1,200.00	\$1,227.00	\$27.00
	No of Properties	277	277	0
	Estimated Income	\$897,280	\$923,307	\$26,027
All Other Rateable Land	Rate on UCV	0.74500%	0.767487%	0.02249%
	Minimum Rate	\$1,200.00	\$1,227.00	\$27.00
	No of Properties	450	450	0
	Estimated Income	\$2,146,608	\$2,208,865	\$62,257

Waste Service Charge

The Waste Service Charge for customers with a regular waste service has decreased from \$510 to \$490. Other categories remain unchanged.

Waste Service Charge Category	2018/19	2019/20
120L/240L	\$510	\$490
Upgrade to 240L Service	\$149	\$149
Unit Complex < or = 25 units	\$510	\$490
Unit Complex > 25 units	\$240	\$240

Social and economic effects of rating policy

Following last year's decrease, the Waste Service Charge has decreased by a further \$20, meaning that due to efficiencies, it has reduced 7.5% in the last two years. This decrease, when combined with the 2.9% increase in rates revenue means that 67% of property owners will see an increase of only \$10 this coming year, or 19 cents per week. Most other properties will receive an increase of less than \$1 per week. As this also applies to rental properties, Council expects this to assist tenants as well.

Following community feedback, Council will reduce the interest rate for overdue rates from 18% to 9%. This in line with the Australian Taxation Office General Interest Charge.

Council has adopted a Long Term Financial Plan, which is available on Council's website www.palmerston.nt.gov.au. This plan is reviewed annually, with the next review due at the end of 2019. In its recent review, capital expenditure was increased to \$94.13 million in over the next ten years. Council's forecast revenue and savings remain at a sustainable level to fund Council's operations and provide a safety net for unforeseen circumstances.

STATEMENT OF COMPREHENSIVE INCOME

Statement of Comprehensive Income	Revised Budget 2019 \$	Proposed Budget 2020 \$
Operating Income		
Rates & Annual Charges	27,962,285	28,204,805
Statutory charges	166,500	283,200
User charges & Fees	1,435,240	1,177,651
Interest & Investment revenue	963,160	983,160
Reimbursements	0	0
Other Revenues	21,186	1,000
Grants & contributions for operating purposes	1,931,573	2,561,988
Total Operating Income	32,479,944	33,211,804
Operating Expenses		
Employee costs	8,671,994	9,632,324
Professional Services	1,689,667	1,418,200
Auditor's Remuneration	35,000	35,000
Operating Lease Rentals	217,300	147,100
Electricity	1,323,387	1,217,057
Materials & Contractors	11,862,566	10,907,797
Depreciation, amortisation & impairment	11,500,000	10,034,021
Elected Members Expenses	361,287	377,686
Legal Expenses	280,200	323,600
Water Charges	1,388,759	1,338,844
Telephone & Other Communication Charges	226,000	228,984
Community Grants	130,000	130,000
Other Expenses	2,893,012	3,094,974
Borrowing Costs	92,200	92,200
Total Operating Expenses	40,671,372	38,977,787
Net OPERATING SURPLUS / (DEFICIT)	(8,191,428)	(5,765,983)
Capital Income		
Net gain (loss) on disposal or revaluation of assets	60,600	0
Developer Contributions	700,000	500,000
Asset Income	10,000,000	0
Grants received	263,410	2,080,000
Total Capital Income	11,024,010	2,580,000
Capital Expenses		
Asset Purchase	1,746,403	4,671,000
Asset Upgrade	6,442,118	5,173,000
Total Capital Expenses	8,188,521	9,844,000
Removed Non Cash Depreciation Expenditure	11,500,000	10,034,021
Removed Non Cash Gifted Assets	(10,000,000)	0
SURPLUS / (DEFICIT) excluding non-cash items including capital	(3,855,939)	(2,995,962)
Borrowings *	2,000,000	0
Repayment of Borrowings	(208,814)	(209,000)
Reserve Movement	2,064,753	3,204,962
NET SURPLUS / (DEFICIT)	0	0

* Borrowing of \$2,000,000 relates to Stage Three of the rehabilitation works at the previous Archer Landfill Site.

STATEMENT OF FINANCIAL POSITION

Statement of Financial Position		Proposed Budget 2020 \$
Assets		
Current Assets		
Cash & cash equivalents		7,124,870
Investments		6,500,000
Receivables		1,537,109
TOTAL CURRENT ASSETS		15,161,979
Non-Current Assets		
Infrastructure, property, plant & equipment		551,995,979
Investment property		6,773,000
TOTAL NON-CURRENT ASSETS		558,768,979
TOTAL ASSETS		573,930,958
Liabilities		
Current Liabilities:		
Payables		3,509,156
Borrowings		209,000
Provisions		1,056,720
TOTAL CURRENT LIABILITIES		4,774,876
Non-Current Liabilities:		
Borrowings		1,363,186
Provisions		1,778,880
TOTAL NON-CURRENT LIABILITIES		3,142,066
TOTAL LIABILITIES		7,916,942
NET ASSETS		566,014,017
Equity		
Retained earnings/(accumulated deficit)		209,458,913
Other Reserves		10,387,104
Revaluation reserves		346,168,000
Council equity interest		566,014,017
Non-controlling interest		0
TOTAL EQUITY		566,014,017

STATEMENT OF CASH FLOWS

Statement of Cash Flows		Proposed Budget 2020 \$
Cash Flows from Operating Activities		
Receipts:		
Rates & annual charges		28,204,805
User charges & fees		1,446,242
Investment & interest revenue received		936,833
Grants & contributions		2,561,988
Other		990
Payments:		
Employee benefits & costs		(9,632,324)
Materials, contracts & other expenses		(19,219,242)
Finance Payments		(92,200)
NET CASH PROVIDED (OR USED IN) OPERATING ACTIVITIES		4,207,092
Cash Flows from Investing Activities		
Receipts:		
Sale of investment securities		0
Sale of infrastructure, property, plant & equipment		0
Deferred debtors receipts		0
Amounts specifically for new or upgraded assets		2,580,000
Payments:		
Purchase of investment securities		(2,000,000)
Purchase of infrastructure, property, plant & equipment		(9,844,000)
Deferred debtors & advances made		0
NET CASH PROVIDED (OR USED IN) INVESTING ACTIVITIES		(9,264,000)
Cash Flows from Financing Activities		
Receipts:		
Proceeds from borrowings & advances		0
Payments:		
Repayment of borrowings & advances		(209,000)
NET CASH PROVIDED (OR USED IN) FINANCING ACTIVITIES		(209,000)
NET INCREASE/(DECREASE) IN CASH & CASH EQUIVALENTS		(5,265,908)
plus: CASH & CASH EQUIVALENTS - beginning of year		12,390,779
plus: INVESTMENTS ON HAND - end of year		6,500,000
CASH & CASH EQUIVALENTS & INVESTMENTS - end of year		13,624,871

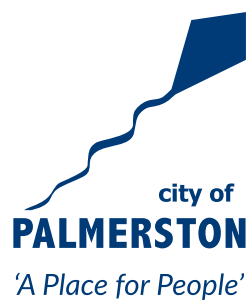
RESERVES

OTHER RESERVES	Actual 2018 Opening Balance \$	Budget 2018 Movements	Budgeted 2018 Closing Balance \$	Budget 2019 Reserve Movements \$	Closing Balance 30/6/2019
Election Expenses	150,000	100,000	250,000	0	250,000
Disaster Recovery	500,000	0	500,000	0	500,000
Strategic Initiatives	300,000	(290,000)	10,000	0	10,000
Unexpended Grants	1,776,402	(1,276,402)	500,000	(350,000)	150,000
Unexpended Capital Works	845,482	(845,482)	0	0	0
Property	922,104	0	922,104	(200,000)	722,104
Plant & Equipment	271,632	0	271,632	(270,000)	1,632
Infrastructure	5,552,686	(478,525)	5,074,161	(389,962)	4,684,199
Developer Contributions	4,985,377	410,000	5,395,377	(1,939,000)	3,456,377
Community Grants	100,000	(30,000)	70,000	(30,000)	40,000
Street Lighting	311,063	(150,000)	161,063	(161,000)	63
City Centre Improvement Reserve	0	0	0	0	0
Waste Management	26,525	495,655	522,180	135,000	657,180
Total Reserves	15,741,270	(2,064,753)	13,676,516	(3,204,962)	10,471,555



DEVELOPMENT AND MAINTENANCE OF INFRASTRUCTURE

	Capital	Maintenance
Total Expenditure	9,844,000	5,261,079
	2019-20	2019-20
<i>Projects</i>	4,500,000	-
Buildings	1,042,000	451,720
Parks & Reserves	1,067,000	1,701,255
Shared Paths & Driveways	605,000	330,000
Roads & Street Beautification	1,360,000	988,604
Stormwater	150,000	245,000
Waste Management	100,000	-
Trees	250,000	690,470
Fleet	300,000	119,030
IT Equipment	170,000	-
Public Lighting	300,000	735,000



Civic Plaza,
1 Chung Wah Terrace



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AGENDA ITEM:	13.2.2
REPORT TITLE:	Declaration of Rates and Charges 2019-2020
REPORT NUMBER:	9/0255
MEETING DATE:	18/06/2019
AUTHOR:	Acting Executive Manager Finance, Maxie Smith
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council to declare the rates and charges for financial year 2019-2020.

KEY MESSAGES

- Council must declare its rates and charges on or before 31 July each year
- General rate revenue has been increased by 2.9% excluding any growth.
- The annual Waste Service Charge has been decreased from \$510 to \$490.
- The reduction in the Waste Service Charge, along with the 2.9% increase in rates means that 67% of ratepayers will see an increase for the year of \$10, or 20 cents per week.
- An early-bird incentive draw will be offered to the total value of \$3,000 with two successful ratepayers, being natural persons, business owners or sports groups winning \$1,500 each.
- It is recommended to decrease the overdue interest rate for rates from 18% per annum to 9% per annum.

RECOMMENDATION

1. THAT Report Number 9/0255 entitled Declaration of Rates and Charges 2019-2020 be received and noted.
2. THAT the Chief Executive Officer's Certificate of Assessment in accordance with Section 24(1) of the *Local Government (Accounting) Regulations* being **Attachment A** to Report Number 9/0255 entitled Declaration of Rates and Charges 2019-2020 be received and noted.
3. THAT in accordance with Section 149 of the *Local Government Act*, Council adopts the Unimproved Capital Value method as the basis for determining the assessed value of allotments within the Palmerston local government area.
4. THAT in accordance with Section 155 of the *Local Government Act* Council declares that it intends to raise, for general purposes by way of rates, an amount of \$21,637,781.00, which will be raised by the application of differential valuation-based charges (differential rates) with differential minimum charges (minimum amounts) being payable in application of each of those differential rates for the financial year ending 30 June 2020.

5. THAT Council declares the following differential rates with minimum amounts being payable in application of each of those differential rates:
- a) With respect to all rateable land within that part of the Municipality zoned R, RR (excluding RR properties located in the suburb of Marlow Lagoon), SD, MD, MR, HR, CL, FD, PS, SP8, SP9 with a parcel area less than 10,000m², SP9 with a parcel area greater than 20,000m², SP10 and SP11 under the NT Planning Scheme, a differential rate of 0.530022% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - i) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - ii) the number one,whichever is greater.
 - b) With respect to all rateable land within that part of the Municipality zoned RR in the suburb of Marlow Lagoon under the NT Planning Scheme, a differential rate of 0.411615% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - iii) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - iv) the number one,whichever is greater.
 - c) With respect to all rateable land within that part of the Municipality zoned GI and LI under the NT Planning Scheme, a differential rate of 0.443029% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - v) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - vi) the number one,whichever is greater.
 - d) With respect to all other rateable land within the Municipality, a differential rate of 0.767487% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - vii) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - viii) the number one,whichever is greater.
6. In accordance with Section 157 of the *Local Government Act*, Council declares that to assist it in meeting the costs of the waste management services it provides for the benefit of all residential land within the Municipality and the occupiers of such land, it intends to raise an amount of

\$6,760,000 which will be raised by the application of a charge for the financial year ending 30 June 2020.

7. THAT Council declares the following charges in respect of waste management services it provides for the benefit of all residential land within the Palmerston local government area and the occupiers of such land. For the purposes of this recommendation, “residential dwelling” means a dwelling house, flat or other substantially self-contained residential unit or building on residential land and includes a unit within the meaning of the Unit Titles Act and the Unit Title Schemes Act and “residential land” means land used or capable of being used for residential purposes (but does not include land on which there is no residential dwelling):
- a) a charge of \$490 per annum per residential dwelling in respect of the services provided to, or which Council is willing and able to provide to, each residential dwelling within the Municipality other than a residential dwelling as described in paragraph c) below. The services are:
 - a general waste collection service as described on Council's website.
 - a recycling collection service as described on Council's website.
 - one pre-cyclone season hard waste collection visit.
 - access to and maintenance of a waste disposal facility.
 - public litter collection & street sweeping.
 - b) an additional charge of \$149 per annum per residential dwelling, where a person liable to pay a charge as described in paragraph 4(a) in respect of that dwelling requests and Council approves of an upgrade to the garbage collection service from a maximum of one (1) 120 litre mobile bin to a maximum of one (1) 240 litre mobile bin.
 - c) an additional charge of \$490 per annum per residential dwelling, where a person liable to pay a charge as described in paragraph (a) in respect of that dwelling requests in writing and Council approves the provision of an additional:
 - a general waste collection service as described on Council's website.
 - a recycling collection service as described on Council's website.
 - d) a charge of \$240 per annum per residential dwelling in respect of the services provided to, or which Council is willing and able to provide to properties where the number of residential dwellings exceeds 25 and the property has its own alternative regular waste collection service arrangements that meets the requirements of by-laws 26 and 27 of the *Palmerston (Public Places) By-laws*.

The services are:

 - one pre-cyclone hard waste collection visit.
 - access to and maintenance of a waste disposal facility.
 - public litter collection & street sweeping.
8. THAT the relevant interest rate for the late payment of Rates and Charges is fixed in accordance with Section 162 of the Act at the rate of 9% per annum and is to be calculated on a daily basis.
9. THAT Rates and Charges declared under this declaration may be paid by four approximately equal instalments by the following dates, namely:

- First Instalment, 30 September 2019
- Second Instalment, 30 November 2019
- Third Instalment, 30 January 2020
- Fourth Instalment, 30 March 2020

Instalments falling due on a weekend or public holiday may be paid by the following business day without incurring a penalty.

10. THAT details of due dates and specified amounts will be listed on the relevant Notice of Rates and Charges.
11. THAT variations to those options for payment will be administered according to the conditions outlined on the front and reverse pages of the Notice of Rates and Charges.
12. THAT a ratepayer who fails to abide by such conditions may be sued for recovery of the principal amount of the rates and charges, late payment penalties, and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges. If rates are payable by the owner of the land and are not paid by the due date, they become a charge on the land to which they relate, except within an Aboriginal community living area. In addition, Council may apply to register its charge over the land and sell the land to recover unpaid rates and charges.
13. THAT in accordance with Section 160 of the Act, a cash incentive of \$3,000 be provided to encourage the prompt payment of rates and charges for the financial year ending 30 June 2020.
14. THAT the incentive be offered through the conduct of a draw to be known as the 'Early Bird Draw' whereby the City of Palmerston will offer a monetary prize to two successful recipients at \$1,500 each in accordance with the terms and conditions at **Attachment B** to Report Number 9/0255 entitled Declaration of Rates and Charges 2019-2020.
15. THAT Council note that in accordance with Section 158 of the *Local Government Act*, Council will publish the Declaration of Rates and Charges at **Attachment C** to Report Number 9/0255 entitled Declaration of Rates and Charges 2019-2020 on its website and in the newspaper advising residents of the Rates and Charges for 2019-2020.

BACKGROUND

Under Sections 155-157 of the *Local Government Act*, Council is required to declare its Rates and Charges each year prior to the 31 July and within 21 days of this declaration publish a notice on its website and in the newspaper. Council does this every year and last year's Declaration of Rates and Charges was resolved at the first Ordinary Meeting of Council held on 3 July 2018.

DISCUSSION

Council is required each year to make a public declaration of its Rates and Charges which is then made available on Council's website. It outlines the total rates revenue that are estimated to be collected, what rates Council will charge different types of properties, the total funds to be collected from the Waste Service Charge and the different Waste Services Charges for differing types of properties.

In accordance with Section 148(3)(a) of the *Local Government Act*, Council will be levying rates according to the zone of a property that a ratepayer owns as per the table below.

Zone	Rate (%)	Minimum Rate
R, RR (excluding Marlow Lagoon), SD, MD, MR, HR, CL, FD, PS, SP8, SP9 (<10,000m ²), SP9 (>20,000m ²), SP10, SP11	0.530022	\$1,227
RR (Marlow Lagoon)	0.411615	\$1,227
GI, LI	0.443029	\$1,227
All other zoning	0.767487	\$1,227

In Council's 2019-2020 Budget, the general rate revenue raised from rateable properties to assist in funding projects and services within the Palmerston local government area has been increased by 2.9%. This will generate an expected general rate income of \$21,637,781. This does not include any revenue growth associated with an increase in the number of rateable properties.

The waste management charges were reviewed during the budget preparation and due to efficiencies and contract savings, it is recommended that the kerbside collection charge be reduced from \$510 to \$490. This will raise an expected revenue base of \$6,760,000 for waste management purposes, which will be sufficient to fund waste management related operations and expenses.

It is also recommended that Council offer an incentive in the form of an early-bird draw to ratepayers to the total value of \$3,000. This will consist of two \$1,500 draws for those ratepayers who pay their rates in full by the first instalment deadline of 30 September 2019. This is to encourage the early and full payment of Rates and Charges to the City of Palmerston in accordance with the terms and conditions provided in **Attachment B**.

For 2019-2020, it is recommended that Council decrease the overdue interest rate from 18% per annum to 9% per annum. This will bring the overdue interest rate generally in line with the rate charged by the ATO for overdue debt.

CONSULTATION PROCESS

The rating estimates have been discussed and modelled in depth with Council and the Executive Leadership Team. The rating estimates were published in the City of Palmerston 2019-2020 Draft Municipal Plan and made available for public inspection and comment for a period of 28 days following publication on Council's website and advertisement in the NT News.

Discussions and rates declaration reviews have been undertaken with other councils in the Northern Territory.

An annual informal review of the previous years' Declaration of Rates and Charges by the Department of Local Government, Housing and Community Development occurs as part of the Local Government Association of the Northern Territory (LGANT) Finance Reference Group May meeting.

In preparing this report, the following external parties were consulted:

- HWL Ebsworth Lawyers.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

Council has prepared a draft balanced budget based on a 2.9% rate increase. This increase in rates is partially offset by a reduction on the annual waste charge by \$20 that is applied to most residential properties. Consequently, 67% of ratepayers will only experience an increase of \$10 per year or 20 cents per week.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Section 155 of the *Local Government Act* states that Council shall declare its rates “on or before 31 July in each year”.

In accordance with the *Local Government (Accounting) Regulations*, the CEO is required to certify to Council that the assessment record is a comprehensive record of all rateable land within the area to the best of their knowledge, information and belief.

The draft Declaration of Rates and Charges has been reviewed by HWL Ebsworth Lawyers who have advised that in their opinion it is compliant with the requirements of the *Local Government Act*.

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: Certification of Assessment

Attachment B: Terms & Conditions of the Early-Bird Draw

Attachment C: Declaration of Rates and Charges



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Certification of Section 24 (1) of the *Local Government (Accounting) Regulations*

This is to certify that assessments 100002- 115615 declared pursuant to Sections 155-157 of the *Local Government Act* are recorded in the assessment record and to the best of my knowledge, information and belief the assessment record is a comprehensive record of all rateable land within the municipality.

Signed: 

Date: 6/6/2019

Luccio Cercarelli
Chief Executive Officer

Please address all
correspondence to
Chief Executive Officer
PO Box 1
Palmerston NT 0831
ABN 42 050 176 900

TERMS AND CONDITIONS FOR THE EARLY BIRD DRAW

- 1) That pursuant to Section 160 of the *Local Government Act*, Council has determined that a cash incentive be provided to encourage the prompt payment of rates and charges for the financial year ending 30 June 2020.
- 2) The incentive shall be offered through the conduct of two (2) draws to be known as the "Early Bird Draw" whereby the City of Palmerston will offer a monetary prize to two (2) successful unique recipients.
- 3) To be eligible to enter the 'Early Bird Draw', City of Palmerston Property Owners must pay their rates in full (including any arrears, fines, waste charges and any other charges) by 30 September 2019.
- 4) That only "ratepayers" who are natural persons, business owners or sporting groups are entitled to participate in the 'Early Bird Draw' – Government institutions are specifically excluded.
- 5) That "ratepayers" shall mean such person or persons (either jointly or severally) who are shown as registered owners in the assessment record.
- 6) That the names of all eligible ratepayers who have complied with these conditions shall be entered into the 'Early Bird Draw'. Only one entry per property is permitted.
- 7) All staff and Elected Members, as well as their immediate families are specifically excluded from entering the 'Early Bird Draw'.
- 8) There will be two (2) cash prizes of \$1,500 for the "Early Bird Draw" to be offered to each of the successful recipients. The cash prizes will be handed over as a cheque drawn in the names of all property owners.
- 9) Ratepayers can only win one "Early Bird Draw" in the financial year ending 30 June 2020.
- 10) The Mayor or authorised delegate will conduct the draw at the City of Palmerston offices no more than two weeks after the due date for payment.
- 11) The successful recipients will be notified by mail or phone and the results of the draw shall be published on Council's website (www.palmerston.nt.gov.au) as soon as possible after the draw has been conducted.
- 12) The decision reached on determining the successful recipients is final and no correspondence will be entered into.
- 13) City of Palmerston may conduct further draws at the same place and time as the original draw in order to determine a successful recipient if an ineligible entry is drawn.
- 14) The Promoter is the City of Palmerston, Corner University Avenue and Chung Wah Terrace, Palmerston NT 0831. ABN 42 050 176 900 Australia.

DECLARATION OF RATES & CHARGES

2019/20

Notice is hereby given pursuant to section 158 of the *Local Government Act*, that the following rates and charges were declared by the City of Palmerston at the 2nd Ordinary Council Meeting held Tuesday, 18 June 2019 pursuant to Chapter 11 of the *Local Government Act* (the **Act**) in respect of the financial year ending 30 June 2020.

Rates

City of Palmerston (**Council**) made the following declaration of rates pursuant to Chapter 11 of the Act:

- 1) Council, in accordance with section 149 of the *Local Government Act*, adopts the Unimproved Capital Value method as the basis for determining the assessed value of allotments within the Palmerston local government area (**the Municipality**).
- 2) Council, in accordance with section 155 of the *Local Government Act* declares that it intends to raise, for general purposes by way of rates, an amount of \$21,637,781.00, which will be raised by the application of differential valuation-based charges (**differential rates**) with differential minimum charges (**minimum amounts**) being payable in application of each of those differential rates for the financial year ending 30 June 2020.
- 3) Council declares the following differential rates with minimum amounts being payable in application of each of those differential rates:
 - a) With respect to all rateable land within that part of the Municipality zoned R, RR (excluding RR properties located in the suburb of Marlow Lagoon), SD, MD, MR, HR, CL, FD, PS, SP8, SP9 with a parcel area less than 10,000m², SP9 with a parcel area greater than 20,000m², SP10 and SP11 under the NT Planning Scheme, a differential rate of 0.530022% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - i) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - ii) the number one,
 whichever is greater.
 - b) With respect to all rateable land within that part of the Municipality zoned RR in the suburb of Marlow Lagoon under the NT Planning Scheme, a differential rate of 0.411615% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - i) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - ii) the number one,
 whichever is greater.
 - c) With respect to all rateable land within that part of the Municipality zoned GI and LI under the NT Planning Scheme, a differential rate of 0.443029% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - i) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - ii) the number one,
 whichever is greater.
 - d) With respect to all other rateable land within the Municipality, a differential rate of 0.767487% of the assessed value of such land, with the minimum amount being payable in the application of that differential rate being \$1,227.00 multiplied by:
 - i) the number of separate parts or units that are adapted for separate occupation or use (pursuant to Section 148 (4) of the Act) on each allotment of land; or
 - ii) the number one,
 whichever is greater.

Charges

- 4) In accordance with section 157 of the *Local Government Act*, Council declares that to assist it in meeting the costs of the waste management services it provides for the benefit of all residential land within the Municipality and the occupiers of such land, it intends to raise an amount of \$6,760,000 which will be raised by the application of the following charges for the financial year ending 30 June 2020.

For the purposes of this paragraph 4:

- “residential dwelling” means a dwelling house, flat or other substantially self-contained residential unit or building on residential land and includes a unit within the meaning of the *Unit Titles Act* and the *Unit Title Schemes Act*.
 - “residential land” means land used or capable of being used for residential purposes (but does not include land on which there is no residential dwelling).
- a) THAT Council declares a charge of \$490 per annum per residential dwelling in respect of its garbage and recycling collection services and its other waste management services provided to, or which Council is willing and able to provide to each residential dwelling within the Municipality other than a residential dwelling as described in paragraph c) below . The services are:
 - (i) for single dwellings and multiple dwellings with three (3) or less dwellings per lot:
 - (A) a kerbside general waste collection service of two (2) garbage collection visits per week with a maximum of one (1) 120 litre mobile bin to be collected on each garbage collection visit; and
 - (B) a kerbside recycling collection service of one (1) collection visit per fortnight with a maximum of one (1) 240 litre mobile bin to be collected on each recycling collection visit.
 - (ii) for multiple dwellings with four (4) or more dwellings per lot where there is a dedicated onsite waste and recycling bin storage enclosure that complies with Council's requirements from time to time in respect of such enclosures:
 - (A) a general waste collection service of four (4) garbage collection visits per week with a maximum of one (1) 240 litre mobile bin per four (4) dwellings to be collected on each garbage collection visit; and

- (B) a recycling collection service of one (1) collection visit per week with a maximum of one (1) 240 litre mobile bin per two (2) dwellings to be collected on each recycling collection visit.
 - (iii) one pre-cyclone season hard waste collection visit.
 - (iv) access to and maintenance of a waste disposal facility.
 - (v) public litter collection & street sweeping.
- b) THAT Council declares an additional charge of \$149 per annum per residential dwelling, where a person liable to pay a charge as described in paragraph 4)(a) in respect of that dwelling requests in writing and Council approves of an upgrade to the garbage collection service from a maximum of one (1) 120 litre general waste mobile bin to a maximum of one (1) 240 litre mobile bin.
- c) THAT Council declares an additional charge of \$490 per annum per residential dwelling, where a person liable to pay a charge as described in paragraph 4)(a) in respect of that dwelling requests in writing and Council approves the provision of an additional:
- (i) weekly kerbside general waste collection service with a maximum of one (1) additional 120 litre mobile bin to be collected on each garbage collection visit; and
 - (ii) fortnightly recycling collection service with a maximum of one (1) additional 240 litre mobile bin to be collected on each recycling collection visit.
- d) THAT Council declares a charge of \$240 per annum per residential dwelling in respect of properties where the number of residential dwellings exceeds 25 and the property has its own alternative regular waste collection service arrangements that meets the requirements of by-laws 26 and 27 of the *Palmerston (Public Places) By-laws* and such other requirements that Council may have from time to time in respect of such services. The services are:
- (i) one pre-cyclone season hard waste collection visit.
 - (ii) access to and maintenance of a waste disposal facility.
 - (iii) public litter collection & street sweeping.

Relevant interest rate

- 5) THAT the relevant interest rate for the late payment of rates and charges is fixed in accordance with Section 162 of the Act at the rate of 9% per annum and is to be calculated on a daily basis.

Payment

- 6) a) THAT rates and charges declared under this declaration may be paid by four (4) approximately equal instalments by the following dates, namely:

First Instalment, 30 September 2019

Second Instalment, 30 November 2019

Third Instalment, 30 January 2020

Fourth Instalment, 30 March 2020

Instalments falling due on a weekend or public holiday may be paid by the following business day without incurring a penalty.

- (i) Details of due dates and specified amounts will be listed on the relevant Notice of Rates and Charges.
 - (ii) Variations to those options for payment will be administered according to the conditions outlined on the front and reverse pages of the Notice of Rates and Charges.
 - (iii) A ratepayer who fails to abide by such conditions may be sued for recovery of the principal amount of the rates and charges, late payment penalties, and costs reasonably incurred by Council in recovering or attempting to recover the rates and charges. If rates are payable by the owner of the land and are not paid by the due date, they become a charge on the land to which they relate, except within an Aboriginal community living area. In addition, Council may apply to register its charge over the land and sell the land to recover unpaid rates and charges.
- b) THAT in accordance with Section 160 of the Act, a cash incentive of \$3,000 be provided to encourage the prompt payment of rates and charges for the financial year ending 30 June 2020.
- c) THAT the incentive be offered through the conduct of a draw to be known as the 'Early Bird Draw' whereby the City of Palmerston will offer a monetary prize to two successful recipients at \$1,500 each in accordance with the terms and conditions available on Council's website.

Luccio Cercarelli

Chief Executive Officer

AGENDA ITEM: 13.2.3

REPORT TITLE: Fees and Charges 2019/2020

REPORT NUMBER: 9/0252

MEETING DATE: 18/06/2019

AUTHOR: Acting Executive Manager Finance, Maxie Smith

APPROVER: Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council to adopt the proposed Fees and Charges for 2019/2020.

KEY MESSAGES

- Fees and Charges are reviewed annually in line with preparation of the Municipal Plan.
- Most of the fees and charges are recommended to remain the same, however there are several proposed adjustments.
- The adjustments are designed to improve access and utilisation rates of Council services, consolidate certain similar fees and realign fees with the cost to Council.
- Significant reductions in the fees charged at the library are recommended. This is considered improving access and inclusiveness for library patrons.
- Fees and Charges represent 4% of Council's total income.
- Fees and Charges should be adopted prior to 1 July 2019 to be able to continue to charge for specific services or products in the following financial year.

RECOMMENDATION

1. THAT Report Number 9/0252 entitled Fees and Charges 2019/2020 be received and noted.
2. THAT Council adopt Fees and Charges 2019/2020 being **Attachment A** to Report Number 9/0252 entitled Fees and Charges 2019/2020 to be effective as of 1 July 2019.

BACKGROUND

At the 2nd Ordinary Council Meeting of 19 June 2018 Council made the following decisions:

13.2.3 Fees and Charges 2018/2019 **9/0032**

1. *THAT Report Number 9/0032 entitled Fees and Charges 2018/2019 be received and noted.*
2. *THAT Council adopt Fees & Charges 2018/2019 being Attachment A to Report Number 9/0032 entitled Fees and Charges 2018/2019.*

CARRIED 9/0114 – 19/06/2018

DISCUSSION

The Fees and Charges for 2019/2020 have been reviewed. Most of the Fees and Charges are recommended to remain the same, however there are several proposed adjustments. These adjustments are designed to consolidate and unify certain fees, improve utilisation and accessibility to Council services, reduce administration costs and to realign the fees charged to the cost to Council for undertaking works or services.

The adjustments in Fees and Charges include:

- First month of hire of animal trap is now free.
- Refundable deposit on animal trap decreased from \$100.00 to \$50.00.
- Reduction of Zone A carparking fees to zero in line with the parking strategy.
- Introduction of 3 and 6 month parking permits in line with the parking strategy.
- Reproduction of current years rates notice is now free for all zoning.
- Reproduction of previous year rates notice is now \$25.00 for all zoning.
- Letter of demand to align with cost charged to Council.
- Slashing of long grass to align with cost charged to Council.
- Cheque dishonour fee to align with cost charged to Council.
- Application fee and annual fee for A-Frames on public land reduced to zero.
- Consolidation of subdivisional approval fee to 1.5% of construction costs.
- Realign fees for vehicle crossovers to cost to Council.
- Introduction of stormwater plan approval fees to capture cost to Council.

A thorough review of the Fees and Charges charged at the library has also been undertaken. It is recommended to reduce the fees charged for most services including printing, photocopying, faxing, laminating and computer usage. This recommendation is based on due consideration for the patrons utilising the services which are often pensioners, people looking for employment and people with lower socio-economic backgrounds, with the intention of making services provided at the library more affordable and inclusive.

CONSULTATION PROCESS

The following City of Palmerston staff were consulted in preparing this report:

- Budget Managers.

Council was provided with and briefed on the proposed Fees and Charges for 2019/2020 at a workshop held on Saturday 6 April 2019.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The balanced 2019/2020 budget proposed as part of the draft Municipal Plan 2019-2020 has factored in the proposed changes to the Fees and Charges. It has also assumed that transaction levels would

occur as trended over previous years. User Fees and Charges only account for 4% of Council's total income, so adjustments to the fees and charges only have minor effects in relation to Council's total income.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Under the *Palmerston (Charges) By-Laws*, Council has the authority to determine by resolution the "charges, dues, fares, fees and rents in relation to a property, undertaking, service, matter or thing."

Council must adopt fees and charges prior to 1 July, so that Council can continue to charge for specific services or products provided to those specific users in the forthcoming financial year.

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: Fees & Charges 2019/2020



CITY OF PALMERSTON

FEES & CHARGES

MAY 2019



CATEGORY	SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST
COUNCIL	ADMINISTRATION	ANNUAL REPORT		
		Copy (<i>Black and White</i>)	per copy	Nil for ratepayer
		Perusal of report in Council offices		Nil
		MUNICIPAL PLAN		
		Copy (<i>Black and White</i>)	per copy	Nil for ratepayer
		Perusal of report in Council offices		Nil
		CHEQUES DISHONoured		
		At first presentation	per cheque	Cost of Bank Fee
		At second presentation	per cheque	Cost of Bank Fee
		FREEDOM OF INFORMATION		
		Information Act Fees and Charges		As prescribed
		SALE OF BY-LAWS		
		Copy (<i>Black and White</i>)	per page	Nil
		TENDERS		
		Copy (<i>Black and White</i>)	per copy	Nil
LIVE	RATES	RATES		
		RATE BOOK INSPECTION FEE		
		Perusal at Council office		Nil
		Written extract	per assessment	50.00
		REPRINT OF ORIGINAL RATES NOTICE		
		<u>All Zoning</u>		
		Current Rating Year	per notice	Nil
		Prior Rating Years	per notice	25.00
		RATE DEBT COLLECTION FEE		
		Letter of demand	per letter	Charge of external contractor
		Field Call	per Field Call	Charge of external contractor
		Statement of Claim	per Statement of claim	Charge of external contractor
		Additional court Costs may apply and are determined by the courts		

LIVE

CATEGORY	SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST	
ANIMAL MANAGEMENT	DOG REGISTRATION FEES				
	<u>Standard Fee</u>				
	Full Year Fee	per dog	105.00	excl. GST	
	Half Year Fee (<i>From 1st February</i>)	per dog	65.00	excl. GST	
	Aged and Disability Pensioner Fee	per dog	25.00	excl. GST	
	Trained Dogs for the Blind and Hearing Impaired	per dog	Nil		
	Dogs under 3 months of age (<i>no discounts apply</i>)*	per dog	10.00	excl. GST	
	*Under the current By Laws dogs under 3 months do not have to be registered.				
	DISCOUNTS				
	Desexed or Northern Australian Canine Assoc COB Holder	per registration	50%		
	Microchipped	per registration	10%		
	CALCULATED FEES				
	Full Year Fee		105.00		
	Full Year - Desexed/NACA trained		52.50		
	Full Year - Desexed/NACA trained and microchipped		42.00		
	Full Year - microchipped		94.50		
	Half Year Fee (<i>From 1st February</i>)		65.00		
	Half Year - Desexed/NACA trained		32.50		
	Half Year - Desexed/NACA trained and microchipped		26.00		
	Half Year - microchipped		58.50		
	Pensioner Fee		25.00		
	Pensioner - Desexed/NACA trained		12.50		
	Pensioner - Desexed/NACA trained and microchipped		10.00		
	Pensioner - microchipped		22.50		
	TAG REPLACEMENT			10.00	incl. GST
	IMPOUND FEES				
	Fee for unregistered dog	per dog	205.00	excl. GST	
	Fee for registered dog	per dog	140.00	excl. GST	
	Additional Fee for dog impounded out of hours	per dog	85.00	excl. GST	
	Daily charge after day one	per day	55.00	excl. GST	
	DOG LICENCE				
	Licence Application including one site inspection (<i>non refundable</i>)	per application	155.00	excl. GST	
	Site Inspections	per inspection	115.00	excl. GST	
	Licence – Full yearly	per Licence	215.00	excl. GST	
	Licence – Half yearly February – July	per Licence	120.00	excl. GST	
	BARKING COLLARS				
	Citronella Barking Collars	per collar/per month	40.00	incl. GST	
	Refundable Deposit	per collar	50.00	excl. GST	
	Citronella Canisters	per canister	35.00	incl. GST	
	ANIMAL TRAPS				
	Hire animal traps	1st month, per trap	Nil		
	Hire animal traps	per month, per trap after initial free month	30.00	incl. GST	
	Refundable Deposit	per trap	50.00	excl. GST	

COUNCIL AGENDA PAGE NUMBER 125

CATEGORY	SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST
LIVE	GRAY COMMUNITY HALL			
	DRIVER FAMILY RESOURCE CENTRE			
	DURACK HEIGHTS COMMUNITY CENTRE CLASS ROOM			
	LIBRARY TRAINING ROOM			
	LIBRARY COMMUNITY ROOM (INCL. KITCHENETTE)			
	RECREATION CENTRE - COMMUNITY ROOM 1			
	<u>Private/Business</u>			
	Rent	per day	200.00	incl. GST
	Rent	per hour	40.00	incl. GST
	<u>Not-for-profit</u>			
	Rent	per day	100.00	incl. GST
	Rent	per hour	20.00	incl. GST
	Booking Deposit - Refundable	per usage	125.00	excl. GST
	Additional Cleaning (if required)	per usage	At cost of cleaning plus GST	incl. GST
	RECREATION CENTRE - COMMUNITY ROOM 2			
	<u>Private/Business</u>			
	Rent	per day	300.00	incl. GST
	Rent	per hour	60.00	incl. GST
	<u>Not-for-profit</u>			
	Rent	per day	150.00	incl. GST
	Rent	per hour	30.00	incl. GST
	Booking Deposit - Refundable	per usage	125.00	excl. GST
	Additional Cleaning (if required)	per usage	At cost of cleaning plus GST	incl. GST
	RECREATION CENTRE STADIUM HIRE - HOURLY RATE			
	<u>Private/Business</u>			
	Rent	per court	60.00	incl. GST
	Lights	per court	40.00	incl. GST
	Airconditioning	per court	45.00	incl. GST
	<u>Not-for-profit</u>			
	Rent	per court	30.00	incl. GST
	Lights	per court	25.00	incl. GST
	Airconditioning	per court	30.00	incl. GST
	Stadium lights are required prior to 7am and after 6.00pm			
	Out of Hours Staff Charges Monday to Friday prior to 8am and after 7pm	per person per hour	45.00	incl. GST
	Out of Hours Staff Charges Weekends and Public Holidays	per person per hour	75.00	incl. GST
	RECREATION CENTRE SEATING			
	Stadium Seating Hire	Single Unit	300.00	incl. GST
	Stadium Seating Hire	3 Units	600.00	incl. GST
	Stadium Seating Hire	6 Units	800.00	incl. GST

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CATEGORY	SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST
COMMUNITY	LIBRARY SERVICES	Fax Service		
		1st page	0.20	incl. GST
		2nd page onwards	0.20	incl. GST
		Receive incoming fax	per page	0.20
		Inter Library Loan (if charged by host library)	per loan	as charged by host library
		REPLACEMENT OF LOST OR DAMAGED ITEMS		
		Replacement of any library resources	per item	At replacement cost of item plus \$2 administration charge plus GST
		LAMINATING SERVICE		
		A3	per sheet	4.00
		A4	per sheet	2.00
		Wallet size	per sheet	1.00
		LIBRARY BAGS		
		Calico	per bag	5.00
OPERATIONS	CAR PARKING	CBD CARPARKING		
		Annual Permit (Zone B only)	per permit	400.00
		6 Months (Zone B only)	per permit	200.00
		3 Months (Zone B only)	per permit	100.00
		Zone A	per hour (max. 2hrs)	Nil
		Zone B	per hour (capped \$4)	1.00
		The Chief Executive Officer has delegated authority to issue annual parking permits, without charge, to the NT Police to assist with the scheduled shift work rotations at the Palmerston Police Station.		
	OUTDOOR DINING LICENCE	OUTDOOR DINING LICENCE		
		Outdoor Dining Licence (Class 1)	per annum	25.00
		Class 1: Up to 4 tables / 8 Seats (whichever is the lesser)		
		Outdoor Dining Licence (Class 2)	per annum	25.00
		Class 2: All other applications (with or without a Licence to Serve Alcohol)		

CATEGORY	SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST
OPERATIONS	REGULATORY SERVICE	DISABILITY PERMITS		
		Permanent Disability (<i>renewable every 3 years</i>)	per permit	Nil
		Temporary Disability (<i>time limited</i>)	per permit	Nil
		SHOPPING TROLLEY		
		Shopping Trolley Release Fee	per trolley	Cost to recover plus GST incl. GST
		LONG GRASS		
		Standard and/or <1200m ² blocks	per block	Cost to recover plus GST incl. GST
		Non standard and/or >1200m ² blocks	per block	By quotation excl. GST
		Block Inspection fee	per inspection	115.00 excl. GST
	SIGNAGE	SIGNAGE IN PUBLIC SPACE AND ON PRIVATE LAND		
		<u>Animated Signs</u>		
		Application Fee	per application	45.00 excl. GST
		Annual Fee	per sign	240.00 excl. GST
		SIGNAGE ON PRIVATE LAND		
		<u>Banners for temporary advertising</u>		
		On private land for maximum 2 weeks	per application	45.00 excl. GST
		Banners, Balloons, Blimps and kites on private land	per application	45.00 excl. GST
		Signs on private land viewable from a public place	per application	45.00 excl. GST
		BANNERS/SIGNS ON COUNCIL LAND		
		Weekly fee for Commercial Use	per banner/sign	75.00 excl. GST
		Weekly fee for Non-for-profit organisations	per banner/sign	45.00 excl. GST
		BANNER ON STREET LIGHT POLES		
		Application Fee	per application	45.00 excl. GST
		Weekly fee	per banner	5.00 excl. GST
		Erection and removal of Banners	per banner	At cost to council plus 15% plus GST incl. GST
		SIGNS OVERHANGING A PUBLIC PLACE		
		Application Fee	per application	45.00 excl. GST
		Annual Fee	per sign	125.00 excl. GST
		PERMANENT SIGNS ON ROAD		
		Application Fee	per application	45.00 excl. GST
		Annual Fee	per sign	125.00 excl. GST
		REMOVABLE SIGNS ON PUBLIC LAND (A FRAME)		
		Application Fee	per application	Nil
		Annual Fee	per sign	Nil
		OTHER SIGNAGE IN OPEN SPACE		
		Bunting	per application	45.00 excl. GST
		Murals	per application	45.00 excl. GST
		Flags	per application	45.00 excl. GST
		Event Signage	per application	45.00 excl. GST
		Blue Finger Signs (<i>refer below</i>)	per application	45.00 excl. GST

CATEGORY	SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST
OPERATIONS	SIGNAGE	GENERAL SERVICE AND COMMUNITY GROUPS		
		<i>(churches, self help groups, childcare centres, schools, public sporting facilities)</i>		
		Application Fee	per application	Nil
		Annual Fee	per sign	Nil
		Cost of erection	per sign	50% of cost plus GST incl. GST
		EMERGENCY SERVICES		
		<i>(fire brigade, ambulance, etc.)</i>		
		Application Fee	per application	Nil
		Annual Fee	per sign	Nil
		Cost of erection	per sign	Nil
		BUSINESS GROUPS		
		<i>(Shopping Centres, home businesses, vet clinics, medical/dental clinics, commercial childcare, private sporting clubs and community clubs)</i>		
		Application Fee	per application	Nil
		Annual Fee	per sign	Nil
		Cost of erection	per sign	20% of cost plus GST incl. GST
		REAL ESTATE SIGNS ON FENCES		
		Application Fee	per application	45.00 excl. GST
		Annual Fee	per sign	135.00 excl. GST
		ADVERTISING ON FENCES		
		Application Fee	per application	45.00 excl. GST
		COLLECTION AND RETURN OF MOVABLE SIGNAGE		
		<i>(fee for the collection of moveable signs during a cyclone upon declaration of Stage 2 by the Territory Controller)</i>		
		Return Fee	per sign	112.50 excl. GST
	SUBDIVISION	COUNCIL ACCEPTANCE OF ASSETS		
		Construction costs include the (direct) cost of constructing all assets that will be coming under the ownership and liability of Council. Assets shall include all items required to develop the site in accordance to legislation, regulations, guidelines, standards and industry best practice that are incorporated with the approved designs.		
		Prior to practical completion / on-maintenance	per approval	1.5% of construction cost of all assets handed to Council. excl. GST
	BUILDING CONSTRUCTION APPLICATIONS	ACCESS AND STORMWATER		
		Application Fee	per application	65.00 excl. GST
		Inspection Fee	per inspection	115.00 excl. GST
		UNIT TITLE SCHEME CLEARANCES		
		Application Fee	per application	65.00 excl. GST
		Inspection Fee	per inspection	115.00 excl. GST
	VEHICLE CROSSOVER	VEHICLE CROSSOVER (REINFORCED)		
		100mm Standard	per m ²	100.00 incl. GST
		150mm Commercial	per m ²	125.00 incl. GST
		200mm Industrial	per m ²	150.00 incl. GST
		Crossover	per lm	100.00 incl. GST
		Saw cut, removed and dispose kerb/gutter	per lm	70.00 incl. GST
		Saw cut, removed and dispose concrete less than 120mm thick	per m ²	20.00 incl. GST
		Second Driveway (Residential) future maintenance (excl. cost of construction)	per m ²	110.00 incl. GST
		Pathways - 100mm (Reinforced)	per m ²	100.00 incl. GST

CATEGORY		SERVICE DESCRIPTION	UNIT OF MEASURE	2020 FEE \$	GST
OPERATIONS	WORK ON COUNCIL RESERVES	WORK ON COUNCIL RESERVES			
		All applications shall be lodged with proof of public liability insurance. Amount of inspections required will be verified after lodgement of application depending on works			
		Application Fee	per application	65.00	excl. GST
		Inspection Fee	per inspection	115.00	excl. GST
		Hoarding Fee	per m² per week	2.60	excl. GST
		Car bay hire	per bay per week	55.00	excl. GST
		Private waste bins and containers on road reserves			
		Maximum of 4 day period	per application	28.00	excl. GST
		BUILDING CONSTRUCTION			
		Any additional inspection required shall be charged at \$60 per inspection.			
		Administration Fee \$30			
		Driveway plan approval (first driveway)	per application	Nil	
		Driveway plan approval (second driveway)	per application	90.00	excl. GST
		Stormwater plan approval (where connection provided)	per application	Nil	
		Stormwater plan approval (where connection is not provided)	per application	90.00	excl. GST
		Clearance	per application	90.00	excl. GST

AGENDA ITEM:	13.2.4
REPORT TITLE:	Electronic Notifications for Rate Instalment Reminders
REPORT NUMBER:	9/0254
MEETING DATE:	18/06/2019
AUTHOR:	Acting Executive Manager Finance, Maxie Smith
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report presents to Council the option available for electronic reminders for rate instalments.

KEY MESSAGES

- Council currently provides the Rates Notice as well as three reminder notices in hard copy by post or electronic email reminders through Ezybill and BPay view.
- Council has requested staff explore further options for reminders via mobile text messaging (SMS) to assist ratepayers.
- Council is able to provide a reminder service for ratepayers via SMS.
- The SMS services will be an opt in service.
- The SMS service is limited to 160 characters.
- The process of sending SMS rate reminders will cost 16 cents per text, at the current Ezybill uptake of 521 rate notices this will cost approximately \$84 per instalment.
- It is being recommended that Council introduce an opt in SMS rates reminder service.

RECOMMENDATION

1. THAT Report Number 9/0254 entitled Electronic Notifications for Rate Instalment Reminders be received and noted.
2. THAT Council endorse the implementation of an addition of electronic notifications via mobile text messaging for rate instalment reminders where a ratepayer requests the service through Ezybill.

BACKGROUND

At the 1st Ordinary Council Meeting of 7 May 2019 Council made the following decisions:

12.1 Electronic Rate Reminders

THAT a report be prepared on options and implementation of a system whereby ratepayers could nominate their preferred communication method to allow for electronic notifications (SMS/emails) of the next and/or outstanding rates instalment, including the amount, date and time due, and to have the

ability for an additional reminder to be sent for overdue payments, to be presented at the Second Ordinary Council Meeting in June 2019.

CARRIED 9/0601 - 07/05/2019

DISCUSSION

Currently Council provides an Annual Rate Notice and three instalment reminder notices to ratepayers via post. Ratepayers have the option to receive their notices electronically by signing up to Ezybill after which time the ratepayer will receive an email attachment of their notice to their registered email address. Alternatively, a ratepayer may sign up for BPay view through their online banking institution in which they receive notification via registered methods and are able to schedule payments, view and/or download a copy of the rate notice direct from their banking portal.

Currently 521 ratepayers have signed up for the Ezybill email notifications.

Council is able to introduce a SMS service in the form of a 160-character customisable text. In order to access SMS reminders, the ratepayer would need to opt into the current Ezybill service offered by Council. For ratepayers to do this, they will need to agree to terms and conditions that allows Council to contact them via SMS as well as providing their mobile phone number.

For the ratepayers who have opted into the service, the desired information such as amount due, due date and payment reference may then be provided via an SMS. The format and information provided will be finalised if Council proceed and based on character limitation.

The cost of the service is 16 cents per SMS and can be implemented quickly.

It is recommended that Council introduce the additional option of SMS notifications. Ratepayers would be required to opt into the service.

Currently ratepayers are limited to one method, however Council staff are further exploring the opportunities to enable multi-selection of notification method. If able to be done this will be implemented at an operational level.

CONSULTATION PROCESS

During the investigation of options, officers contacted other Municipal and Regional Councils in the Northern Territory to understand their processes and levels of success with SMS reminders. The results varied, with one Council cancelling their SMS reminder service due to low opt in rates and no improvement of timeliness of rate payments. Another Council continues to utilise the SMS reminder method; however, they simply send a generic text. The text informs the ratepayer of the due date and a contact phone number without any information regarding amounts due or payment links.

Given the low cost of establishing the service, it is suggested that Council introduce the SMS system and monitor its uptake of the service by our community.

Council will undertake advertising to inform our community of the rate notification options and this will include social media, website and flyers as part of the posted rates notice.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The cost to council will be 16 cents per SMS. Currently 521 ratepayers are signed up to Ezybill. Should all of these have supplied a mobile number the cost will be no more than \$84 per instalment date. Should all 14,400 current ratepayers take up this offer the cost per instalment reminder would be \$2,304 or \$9,216 per annum.

These costs can be accommodated within the proposed budget for 2019/2020 and it is not recommended that Council directly charge for the service.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The use of SMS for rate notifications is compliant with Council's compliance requirements.

Ratepayers will be required to opt into the service and agree to terms and conditions including provision of a mobile number.

Consideration of legal and privacy will determine the final type and format of information provided via SMS.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Provision of electronic notifications will reduce the use of paper improving environmental outcomes.

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.

AGENDA ITEM:	13.2.5
REPORT TITLE:	Review of Council Policy <i>EM02 Elected Members Benefits and Support</i>
REPORT NUMBER:	9/0243
MEETING DATE:	18/06/2019
AUTHOR:	Director Governance and Regulatory Services, Chris Kelly
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council adoption of the reviewed Council Policy *EM02 Elected Members Benefit and Support*.

KEY MESSAGES

- As part of Council's Policy Review Schedule, *EM02 Elected Members Benefit and Support* has been reviewed.
- Policies do not need to be long or complicated and they are meant to add value to what is already required or empowered under legislation.
- Recommended changes include revision of the principles of the policy, removal of information contained in legislation and minor editing and formatting.

RECOMMENDATION

1. THAT Report Number 9/0243 entitled Review of Council Policy *EM02 Elected Members Benefits and Support* be received and noted.
2. THAT Council adopt Draft Council Policy *EM02 Elected Members Benefits and Support* at **Attachment B** to Report Number 9/0243 entitled Adoption of Elected Member Allowances and Review of Council Policy *EM02 Elected Members Benefits and Support*.

BACKGROUND

At the 1st Ordinary Council Meeting of 1 May 2018 Council made the following decisions:

12.1.1 *Elected Members Entitlements and Allowances* 9/0014

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

This report considers the review of Council Policy *EM02 Elected Members Benefit and Support*.

DISCUSSION

Policies are clear, simple statements of how Council intends to conduct its services, actions or business. Policies do not need to be long or complicated and they are meant to add value to what is already required or empowered under legislation.

The current Council Policy *EM02 Elected Members Benefit and Support* at **Attachment A** has been reviewed in accordance with Council's adopted review schedule. Several amendments have been recommended and the amended policy is included at **Attachment B**.

The principles of the policy have been updated to reflect the policy content, rather than general principles of policy making.

The commentary on Base, Electoral and Professional Development Allowances has been removed, as it restates rules outlined under *Ministerial Guidelines 2: Allowances for Council Members*. Information on the Extra Meeting Allowance has been revised and retained as the *Ministerial Guidelines 2: Allowances for Council Members* requires Council to have a policy outlining its application. The draft policy also clarifies that Elected Members are entitled to Extra Meeting Allowance for travel to and from Professional Development Activities subject to conditions in the draft policy.

The term "allowance" for IT and Communications in section 4.2.1 has been replaced with "entitlement" to remove any confusion or ambiguity with allowances regulated under the *Local Government Act*. Council has also removed the explanations for insurance policies as coverage is subject to the limitations and exclusions within the insurance policies.

There have also been minor formatting and wording changes which have not impacted on the operation of other sections of the policy.

Council successfully submitted a motion to the Local Government Association of the Northern Territory to develop uniform family friendly policies and resources to attract and retain Elected Members. Council will evaluate these materials when they are prepared and provide recommendations on policy changes.

CONSULTATION PROCESS

In preparing this report, the following external parties were consulted:

- Department of Local Government, Housing and Community Development who provided suggestions for minor changes which were included.

POLICY IMPLICATIONS

If adopted, the Draft Policy at **Attachment B** will replace the current policy.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal and legislative implications relating to this report.

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: Current Council Policy *EM02 Elected Members Benefit and Support*

Attachment B: Amended Council Policy *EM02 Elected Members Benefit and Support*

EM02

Name:	Elected Members Benefits and Support		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	1/05/2018	Next Review Date:	1/05/2020
Records Number:	356710	Decision Number:	9/0044

1 PURPOSE

The City of Palmerston is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council. This policy covers allowances, benefits, and support to be provided to Elected Members.

2 PRINCIPLES

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

3 DEFINITIONS

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

Term	Definition
Allowances	Allowances provided in compensation to Elected Members in consideration of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Aldermen

4 POLICY STATEMENT

4.1 Elected Member Allowances

- 4.1.1 A Base Allowance is paid to Elected Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas.
- 4.1.2 An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member.
- 4.1.3 A Professional Development Allowance is paid to members to attend appropriate and relevant conferences or training courses which sustain the professional competence of members. Prior approval from the CEO is required to access this allowance.
- 4.1.4 Extra Meeting Allowance
 - 4.1.4.1 For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.
 - 4.1.4.2 For other council members this allowance is paid only after an approved claim has been made.

EM02

- 4.1.4.3 In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, the City of Palmerston has determined only the following meetings will attract the allowance:
- i. Council Committee Meetings;
 - ii. Special Meetings of Council;
 - iii. Special Meetings of Council Committees;
 - iv. Council Advisory/Reference Group Meetings;
 - v. Council workshops or briefings;
 - vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
 - vii. Professional development courses/conferences that have approval and are in line with Council Policy.
- 4.1.5 Allowances are set annually by Council as part of budget deliberations.
- 4.1.6 Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.
- 4.1.7 Where an Elected Member is acting as Mayor in the absence of the Mayor the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.
- 4.2 Elected Member Benefits**
- 4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:
- A one-off Information Technology Capital Allowance for the cost of technology equipment to the value of \$1,200. Reimbursement will occur from Council once a paid Tax Invoice has been received.
 - An Annual Communications Allowance of \$800 per financial year, for communications and printing costs. This will be paid in arrears, in equal monthly instalments as a reimbursement on provision of evidence of expenditure.
 - A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities.
 - An Elected Members Portal with dedicated access to Council business papers.
- 4.2.2 Council staff will provide basic IT support including access to relevant systems and email accounts but will not be responsible for privately owned IT equipment.
- 4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.
- 4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.
- 4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.
- 4.2.6 Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.7 Miscellaneous:
- A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.

EM02

- A history of members elected to office will be appropriately recorded photographically under direction of the CEO.
- 4.2.8 **Mayoral Benefits**

In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

 - Provision and maintenance of Mayoral Robes and Chain of Office.
 - Mobile Phone.
 - An office and administrative and secretarial assistance for official use.
 - Provision and use of official Mayoral stationary.
 - Reimbursement for costs associated with attendance and participation at official functions where Council is represented.
 - Fully maintained Council vehicle for private and official use.
- 4.3 **Elected Member Travel**
 - 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
 - 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
 - 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
 - 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
 - 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.
- 4.4 **Insurance**
 - 4.4.1 Elected members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
 - Personal Accident – Personal injury cover whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate and Community Services.
 - Professional Indemnity and Public Liability – Cover for Council's losses arising from injury and damage to third party person or property, and committed, or alleged, negligent act, error or omission.
 - Motor Vehicle – Cover for Council provided vehicles and the use of private motor vehicle whilst on official and sanctioned Council business.
 - Councillors and Officers Liability – Cover for wrongful, or alleged wrongful acts not indemnified by Council.
- 4.5 **Gift and Benefits Received by Elected Members**
 - 4.5.1 Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50, Elected

EM02

Members will immediately inform in writing the Chief Executive Officer with regards to the following:

- The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;
- The value of the gift or benefit;
- How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, decline the gift or benefit.

4.5.2 The Chief Executive Officer will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to Elected Members.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Professional Development for Elected Members Policy
- 5.2 City of Palmerston Elected Members Policy
- 5.3 City of Palmerston Code of Conduct for Elected Members

6 REFERENCES AND RELATED LEGISLATION

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

Name:	Elected Members Benefits and Support		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Governance and Regulatory Services		
Approval Date:	18/06/2019	Next Review Date:	16/06/2020
Records Number:		Decision Number:	[Policy Code]

1 PURPOSE

The City of Palmerston is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council. This policy covers allowances, benefits, and support to be provided to Elected Members.

2 PRINCIPLES

Council supports the principles that:

- Elected Members should be provided with support that is necessary or expedient to the performance or discharge of their official functions and duties;
- Elected Members should not be out-of-pocket as a result of performing and discharging their official Council functions and duties; and
- all facilities, services and support provided to the Elected Members, other than those specifically provided to the position of Mayor will be available to all members equally.

3 DEFINITIONS

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

Term	Definition
Allowances	Allowances provided in compensation to Elected Members in consideration and recognition of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Aldermen
Ordinary Elected Member	An Elected Member other than the Mayor, Deputy Mayor or, during the relevant period, an acting Mayor.

4 POLICY STATEMENT

4.1 Elected Member Allowances

4.1.1 Council will pay all Elected Members the following allowances as per *Ministerial Guideline 2: Allowances for Council Members*:

- Base Allowance;
- Electoral Allowance; and
- Professional Development Allowance.

4.1.2 Extra Meeting Allowance

4.1.2.1 For Ordinary Elected Members this allowance is paid only after an approved claim has been made.

4.1.2.2 In accordance with Section 2 of *Ministerial Guideline 2: Allowances for Elected Members*, Council has determined only attendance at the following meetings will attract the allowance:

- Council Committee Meetings;

- ii. Special Meetings of Council;
- iii. Special Meetings of Council Committees;
- iv. Council Advisory/Reference Group Meetings;
- v. Council workshops or briefings;
- vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative; and
- vii. Professional Development courses/conferences that have approval and are in line with Council Policy.

4.1.3 In accordance with Section 6(d)(iv) of *Ministerial Guideline 2: Allowances for Elected Members*, where an Elected Member is travelling to undertake a Professional Development activity, the Elected Member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day which the meeting is held. A full day of travel means at least four hours of travelling, including transit.

4.1.4 Where an Elected Member is acting as Mayor in the absence of the Mayor the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.

4.2 Elected Member Benefits

4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:

- A one-off per election term Information Technology Capital Entitlement for the cost of technology equipment to the value of \$1,200 (excluding GST). Reimbursement will occur from Council once a paid Tax Invoice has been received.
- An Annual Communications Entitlement of \$800 (excluding GST) per financial year, for communications and printing costs. This will be paid in arrears, in equal monthly instalments as a reimbursement on provision of evidence of expenditure.
- A Council email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities.
- An Elected Members Portal with dedicated access to Council business papers.

4.2.2 Council staff will provide basic IT support including access to relevant systems and email accounts but will not be responsible for privately owned IT equipment.

4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.

4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.

4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.

4.2.6 Elected Members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.

4.2.7 A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.2.8 In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- Provision and maintenance of Mayoral Robes and Chain of Office.
- Mobile phone and suitable telecommunication plan

EM02

- An office and administrative and secretarial assistance for official use.
- Provision and use of official Mayoral stationery.
- Reimbursement for costs associated with attendance and participation at official functions where Council is represented.
- Fully maintained Council vehicle for private and official use.

4.3 Elected Member Travel

- 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

4.4 Insurance

- 4.4.1 Elected Members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
 - Personal Accident;
 - Professional Indemnity and Public Liability;
 - Motor Vehicle; and
 - Councillors and Officers Liability

4.5 Gift and Benefits Received by Elected Members

- 4.5.1 Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50 (including GST), Elected Members will immediately inform in writing the CEO with regards to the following:
 - The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;
 - The value of the gift or benefit;
 - How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, decline the gift or benefit.
- 4.5.2 The CEO will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to and accepted (or not accepted) by the Elected Members.

5 ASSOCIATED DOCUMENTS

- 5.1 Council Policy *EM01 Elected Members*
- 5.2 Code of Conduct for Elected Members

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*
- 6.2 *Ministerial Guideline 2: Allowances for Council Members*

DRAFT

AGENDA ITEM:	13.2.6
REPORT TITLE:	Review of Council Policy <i>REG03 City Centre Parking</i>
REPORT NUMBER:	9/0247
MEETING DATE:	18/06/2019
AUTHOR:	Manager Growth and Sustainability, Rebecca de Vries
APPROVER:	Director City Growth and Operations, Kathy Jarrett

COMMUNITY PLAN

Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report seeks Council approval to rescind Council Policy *REG03 City Centre Parking*.

KEY MESSAGES

- Council Policy *REG03 City Centre Parking* has been reviewed.
- Policies are not required if they simply restate statutory obligations, provide operational information or do not add any value to Council's decision-making process.
- Council Policy *REG03 City Centre Parking* is superfluous as it almost exclusively contains operational information which is not recommended in Council policy.
- Council will continue with its parking management and enforcement; however, it is being recommended that the policy be rescinded.

RECOMMENDATION

1. THAT Report Number 9/0247 entitled Review of Council Policy *REG03 City Centre Parking* be received and noted.
2. THAT Council rescind Council Policy *REG03 City Centre Parking* being **Attachment A** to Report Number 9/0247 entitled Review of Council Policy *REG03 City Centre Parking*.

BACKGROUND

It is good governance for policies to be reviewed during the term of a Council. At the 1st Ordinary Council Meeting August 2018 Council resolved to review its policies. Council has adopted a Policy Review schedule.

In accordance with this decision, Council Policy *REG03 City Centre Parking* was scheduled to be reviewed in the third quarter of 2018. The policy review was delayed to allow for the City Centre Parking Study to be undertaken.

This report presents the review of Council Policy *REG03 City Centre Parking* now that the City Centre Parking Strategy and Implementation Plan have been adopted.

DISCUSSION

Policies are clear, simple statements of how Council intends to conduct its services, activities or business. Policies do not need to be long or complicated and are only needed if they add value to what is already required or empowered under legislation.

Council recently adopted the City Centre Parking Strategy and Implementation Plan which outlines Council's vision and intent for parking in Palmerston. Parking is also regulated and enforced in accordance with legislation. The existing Council Policy *REG03 City Centre Parking* (the Policy) is entirely operational in nature and duplicates legislation. Based on this, the Policy is not needed and therefore it is being recommended that the Policy be rescinded.

Council will maintain relevant information relating to parking in the City Centre on the Council website, such as the newly adopted City Centre Parking Strategy and Implementation Plan.

CONSULTATION PROCESS

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

- Director Governance and Regulatory Services.

POLICY IMPLICATIONS

If rescinded, the policy will no longer be a policy of Council. Relevant information will continue to be provided and communicated by other means including the Council website.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risks, legal and legislative implications relating to this report.

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: Council Policy *REG03 City Centre Parking*

Name:	City Centre Parking		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director City Growth and Operations		
Approval Date:	13/12/2016	Next Review Date:	1/10/2019
Records Number:	379021	Council Decision:	

1 PURPOSE

This policy articulates the rules applicable to parking in all council owned or controlled parking areas of the City Centre. It does not apply to parking on privately owned land where Council may have enforcement arrangements in place with the owners. It is adopted to enable operational staff to manage parking signage and enforcement on a day to day basis.

2 PRINCIPLES

3 DEFINITIONS

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

Term	Definition
Parking Bay	An area marked by lines and signed in accordance with Australian Standard or Guidelines.
Loading Zone	An area set aside for use by commercial vehicles for the delivery of goods and services.
Disability Permit	A permit issued under the Australian Disability Parking Scheme.
Emergency Service Vehicle	A vehicle operating in a roll or function for the Police, Fire or Ambulance service and clearly marked as a Police, Fire or Ambulance vehicle.

4 POLICY STATEMENT

4.1 City Centre Parking

Council's City Centre parking is dictated by the Palmerston City Centre Parking Strategy. This policy acts to deliver on the Palmerston City Centre Parking Strategy in a fair and equitable way.

All parking charges will be set annually in Council's Annual Fees and Charges.

Charges will apply to parking within the City Centre Monday to Friday from 8am to 5pm excluding NT Statutory public holidays.

Parking zones are shown in the Palmerston City Centre Parking Zone Plan.

Vehicles to which a charge applies:

Charges for on and off-street parking are applicable to all vehicles with the following exceptions:

1. Emergency Services Vehicle (ESV) undertaking an emergency service. An ESV is not exempt if that vehicle is not actively attending an emergency at the time of parking.
2. Service Authority Vehicles holding a valid temporary parking permit.

REG03

Exception to parking charges:

Parking charges will be applied to all parking bays of 2hr duration or greater with the following exceptions:

1. Disabled parking bays will not incur a charge.
2. Motorcycle parking bays will not incur a charge.
3. Loading zones will not incur a charge.
4. Taxi and mini bus parking bays will not incur a charge.
5. Other service authority bays may be exempt from charges by the Director City Growth and Operations. These bays will be clearly signed as exempt from charges.

Disability Permit Holder charges:

Vehicles displaying a valid disability permit will be permitted to park in charged bays for twice the period shown on the purchased parking ticket without penalty.

Annual Parking Permits:

Annual Permits for all-day parking will be available and priced in accordance with the quarter in which they commence. Eg. A permit purchased in the 1st quarter will cost 100% of the annual permit fee, in the 2nd quarter 75% of the annual fee, etc.

The fee for Annual Permits will be set in the Annual Fees and Charges.

5 ASSOCIATED DOCUMENTS

- 5.1 Palmerston City Centre Master Plan
- 5.2 Palmerston City Centre Parking Strategy
- 5.3 Palmerston City Centre Parking Zone Plan

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Palmerston (Charges) By-Laws

AGENDA ITEM:	13.2.7
REPORT TITLE:	Adoption of Revised Council Policy AD04 <i>Lease of Council Property</i>
REPORT NUMBER:	9/0250
MEETING DATE:	18/06/2019
AUTHOR:	Director Governance and Regulatory Services, Chris Kelly
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

Vibrant Economy: Palmerston is a destination city for employment, it is a place where businesses are encouraged to set up and grow.

PURPOSE

This report seeks Council consideration of public consultation outcomes and adoption of Council Policy AD04 *Lease of Council Property*.

KEY MESSAGES

- As part of Council's Policy Review Schedule, Council Policy AD04 *Lease of Council Property* has been reviewed.
- Changes have been made to provide Council with greater flexibility and to provide policy guidance to Council staff and future tenants.
- The Council adopted draft policy was released for 21 days public consultation from 8 May to 29 May 2019.
- No submissions were received, and no further changes are recommended.

RECOMMENDATION

1. THAT Report Number 9/0250 entitled Adoption of Revised Council Policy AD04 *Lease of Council Property* be received and noted.
2. THAT Council adopt revised Council Policy AD04 *Lease of Council Property* at **Attachment B** to Report Number 9/0250 entitled Adoption of Revised Council Policy AD04 *Lease of Council Property*.

BACKGROUND

As part of Council's Policy Review Schedule, this policy was identified for review.

At the 1st Ordinary Council Meeting of 7 May 2019 Council made the following decisions:

- 13.2.1 Review of Council Policy AD04 *Lease of Council Property*** 9/0198
1. THAT Report Number 9/0198 entitled Review of Council Policy AD04 *Lease of Council Property* be received and noted.

2. *THAT Council endorse Draft Council Policy AD04 Lease of Council Property at **Attachment B** to Report Number 9/0198 entitled Review of Council Policy AD04 Lease of Council Property as amended to remove clause 4.2.2, for the purposes of 21 days public consultation.*
3. *THAT a further report with the outcomes of the public consultation be presented to an Ordinary Council Meeting by the end of June 2019.*

CARRIED 9/0605 – 07/05/2019

The draft policy was released for 21 days public consultation from 8 May to 29 May 2019. This report considers the outcome of the public consultation and provides the recommended policy for adoption.

DISCUSSION

Council Policy AD04 *Lease of Council Property* was reviewed in accordance with Council's adopted review schedule. Several amendments were recommended, including:

- Changes to the principles;
- Procurement process;
- Guidance on commercial activities on community lease sites; and
- Factors to be considered when awarding a commercial lease.

This reviewed policy was made available for 21 days public consultation. No submissions were received and no further changes are recommended, so it is recommended the policy be adopted based on the current draft.

CONSULTATION PROCESS

In preparing this report, the following external parties were consulted:

- NT Ombudsman, who have advised that whilst they are not in a position to endorse the document, they felt it provided reasonable guidelines. They also had no objection to removing the weighting scores.
- Informal discussions were had with the Department of Local Government, Housing and Community Development who advised that they had no concerns with the proposed policy.

There were 21 days of community consultation on the draft policy from 8 May to 29 May 2019. No comments were received.

POLICY IMPLICATIONS

If adopted, proposed Council Policy AD04 *Lease of Council Property* will replace the current policy.

BUDGET AND RESOURCE IMPLICATIONS

There are no budget or resource implications relating to this report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

The additional sections of the policy provide guidance on commercial activities in community leased sites and sub-leasing. No guidance exists in the current policy, and there is a risk that if matters arise that need addressing, there is currently no policy guidance from Council.

The Department of Local Government, Housing and Community Development have clarified that there was no legislated maximum term for a lease, however Council must give careful consideration to any leases beyond three years.

There will be no impact on existing lease arrangements as they are subject to pre-existing lease agreements. As part of future leases, Council will seek legal advice and prepare a new lease template.

The draft Policy has taken into consideration findings of the City of Palmerston Investigators Report (2017).

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: Current Council Policy AD04 *Lease of Council Property*

Attachment B: Proposed Council Policy AD04 *Lease of Council Property*

AD04

Name:	Lease of Council Property		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	19/09/2017	Next Review Date:	1/07/2019
Records Number:	365878	Decision Number:	8/2885

1 PURPOSE

This policy establishes the processes related to the long term leasing of Council real estate to other parties.

2 PRINCIPLES

City of Palmerston is committed to open and transparent processes across all Council activities. This policy ensures long term leases with third parties are established under considered, fair and transparent processes, and that Council obtains the best possible outcomes and price.

3 DEFINITIONS

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

Term	Definition

4 POLICY STATEMENT

4.1 General Policy

4.1.1 As a general rule, Council (as custodian of public assets) would provide a long term lease on all property through an open market format to ensure due probity of process and optimal financial return (and minimal risk).

4.1.1.1 Properties available for lease will be publicly advertised for a minimum of three weeks via an appropriate real estate agent, as well as via Council's website and social media.

4.1.1.2 A current independent valuation of the market value shall be prepared and act as a benchmark for returns on the property.

4.1.1.3 The Chief Executive Officer is delegated the authority to determine the awarding of leases.

4.1.2 However, one of Council's roles of participating in the marketplace via property ownership is to facilitate desired goals and objectives to ensure the growth and prosperity of the City, which if left to the private marketplace alone, may not be achievable. In such cases, an alternative process is more appropriate.

4.1.2.1 Leases under the General Policy shall be carried out under delegation.

4.1.2.2 Leases for which an alternative process is recommended shall be brought to Council for its approval.

AD04

4.2 Alternative Process

- 4.2.1 Council may undertake an alternative process for the long term lease where in Council's opinion, an alternative lease approach will achieve greater benefits to the ratepayers than could be achieved through a public process and will entertain direct negotiations to the exclusion of a public process.
- 4.2.2 The circumstances which give rise to an alternative approach include:
- 4.2.2.1 Where the total cost of the public process will exceed the expected community benefit. For example, where the annual lease has no significant commercial value.
 - 4.2.2.2 Where there is only one identifiable lessee. For example where a site is not large enough for development or lease in its own right and is surrounded by public roads on all sides other than the adjoining owner
 - 4.2.2.3 Where Council is bound by a contractual obligation. For example, a tenant with a first right of refusal
 - 4.2.2.4 Where a long term lease is nearing the end of its term and implementing an open market process would impose either:
 - A significant and commercially undesirable reversionary cost (or risk of such cost) to Council; or
 - An unsatisfactory capital investment scenario which will impact (or is at risk of impacting) the achievement of the Goals and Objectives of Council.

the term of the extension of lease should be commensurate with a period required to satisfactorily reduce such risks or costs to Council.
 - 4.2.2.5 The sitting lessee has a special interest in the land and no other similar party can be identified (i.e. a unique community based club, education use etc).
 - 4.2.2.6 Long term lease to adjoining owners or persons with an option over adjoining land where Council's land is required as part of a larger scheme of development.
 - 4.2.2.7 Long term lease of land to the NT Government to facilitate a strategic project.
 - 4.2.2.8 Long term lease to a government or utility authority for the purpose of infrastructure provision.
 - 4.2.2.9 Where a public marketing process which has been undertaken in accordance with this Policy has failed to achieve the desired outcome.
 - 4.2.2.10 In response to a proposal which achieves specific policy goals of Council. This exclusion aims to allow Council to respond to an approach for the development of a unique project. Any such proposal must comprise a concept plan and description of the project and clear demonstration of the achievement of specific policy and strategic goals and objectives of Council.
 - 4.2.2.11 Where a sitting lessee or adjoining occupant propose a commercial arrangement which is of benefit to Council. Council may take into consideration current market conditions, future investment commitments, the pre-existing relationship with the lessee and other associated risk profiles.

4.3 Conflict of Interest

- 4.3.1 Where it is considered by the Chief Executive Officer that a conflict of interest may exist in the exercising of delegation under this policy, the decision will be referred to Council.

AD04

4.4 Factors to be taken into account

- 4.4.1 Key factors to be taken into account, including their weightings, when making a decision on awarding a lease include:
- Rental yield 50%
 - Business experience 20%
 - Employment outcomes 10%
 - Support of Municipal Plan 10%
 - Support of and linkages with City Centre Master Plan 10%

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Section 182(1) of the Local Government Act

Name:	Lease of Council Property		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Governance and Regulatory Services		
Approval Date:	18/06/2019	Next Review Date:	20/06/2023
Records Number:		Decision Number:	[Policy Code]

1 PURPOSE

The purpose of this policy is to ensure that leases are awarded and administered in a way that is fair, consistent and transparent in accordance with Council's legislative obligations. Council is also committed to promoting development of Palmerston and the ongoing provision of community services.

2 PRINCIPLES

The following are key considerations in the administration of leasing by Council and apply in conjunction with Council's legislative obligations:

- Council land is a valuable public asset.
- All occupiers of Council land and/or facilities will, as a condition of occupancy, enter into a written legally binding lease agreement with Council.
- All leases are granted for a specific term and are subject to lease conditions.
- Leases can be granted where appropriate to enable community or commercial activities where they are not inconsistent with Council's values.
- Where Council has determined commercial leases are appropriate, Council will apply commercial principles.
- Commercial activities on community lease sites will be approved in certain circumstances.
- Whilst there is no legislative restriction on the term of a lease, Council needs to carefully consider transparency and value when committing assets for a long term period of greater than three years.
- Compliance with legislation and probity requirements are essential to all dealings on Council land. All lease administration processes must be fair, open and impartial.

3 DEFINITIONS

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

Term	Definition

4 POLICY STATEMENT

4.1 General Policy

4.1.1 When Council is considering the future use of a property, Council decisions will be sought on the following issues:

- whether the site will be available for sale or lease;
- whether any lease will be commercial or community purpose;
- any objectives of the leasing exercise;
- process for procuring tenants;
- length of lease agreement (including options);

- amount of rental income; and
 - any other matters where Council direction is required.
- 4.1.2 As a general rule, Council will provide a long-term lease on all property through an open market format to ensure due probity of process, optimal financial return and minimal risk. Should Council choose to follow an open market process:
 - 4.1.2.1 Properties available for lease will be publicly advertised for a minimum of three weeks.
 - 4.1.2.2 A current independent valuation of the market value shall be prepared and act as a benchmark for returns on the property.
 - 4.1.2.3 The Chief Executive Officer is delegated the authority to determine the awarding of leases.
- 4.1.3 However, one of Council's roles of participating in the marketplace via property ownership is to facilitate desired goals and objectives to ensure the growth and prosperity of the City. In such cases, an alternative process may be more appropriate.
 - 4.1.3.1 Any use of an alternative process for procuring tenants must have been considered by Council.
 - 4.1.3.2 Leases where the lease period is longer than three years shall be brought to Council for its approval.
- 4.2 **Alternative Process**
 - 4.2.1 Council may undertake an alternative process for the long-term lease where in Council's opinion, an alternative lease approach will achieve greater benefits and minimal risk to the Palmerston community than could be achieved through a public process and will entertain direct negotiations to the exclusion of a public process.
 - 4.2.2 The circumstances which give rise to an alternative approach include:
 - 4.2.2.1 Where an occupied property has reached the end of a lease and it is commercially sound to offer a lease to the incumbent tenant. Factors that must be considered include:
 - the tenant's history, including any defaults or breaches of previous lease agreements;
 - the tenant is financially secure;
 - any change of use to the property;
 - rental income on the property;
 - market prospects and likely interest in the property;
 - length of new lease;
 - valuation advice; and
 - risk to council, including from the current tenant vacating.
 - 4.2.2.2 Where the total cost of the public process will exceed the expected community benefit. For example, where the annual lease has no significant commercial value.
 - 4.2.2.3 Where there is only one identifiable lessee. For example, where a site is not large enough for development or lease in its own right and is surrounded by public roads on all sides other than the adjoining owner.
 - 4.2.2.4 Where Council is bound by a contractual obligation, for example, a tenant with a first right of refusal.
 - 4.2.2.5 Where a long-term lease is nearing the end of its term and implementing an open market process would impose either:
 - a significant and commercially undesirable reversionary cost (or risk of such cost) to Council; or

- an unsatisfactory capital investment scenario which will impact (or is at risk of impacting) the achievement of the Goals and Objectives of Council.

the term of the extension of lease should be commensurate with a period required to satisfactorily reduce such risks or costs to Council.

- 4.2.2.6 The sitting lessee has a special interest in the land and no other similar party can be identified (i.e. a unique community-based club, education use etc).
- 4.2.2.7 Long term lease to adjoining owners or persons with an option over adjoining land where Council's land is required as part of a larger scheme of development.
- 4.2.2.8 Long term lease of land to the NT Government to facilitate a project.
- 4.2.2.9 Long term lease to a government or utility authority for the purpose of infrastructure provision.
- 4.2.2.10 Where a public marketing process which has been undertaken in accordance with this Policy has failed to achieve the desired outcome.
- 4.2.2.11 In response to a proposal which achieves specific policy goals of Council. This exclusion aims to allow Council to respond to an approach for the development of a unique project. Any such proposal must comprise a concept plan and description of the project and clear demonstration of the achievement of specific policy and strategic goals and objectives of Council.
- 4.2.2.12 Where a sitting lessee or adjoining occupant propose a commercial arrangement which is of benefit to Council. Council may take into consideration current market conditions, future investment commitments, the pre-existing relationship with the lessee and other associated risk profiles.

4.3 Community Leasing

Lessees for community purposes may be granted approval to undertake complementary commercial uses where there is not an unacceptable impact on the surrounding community and where any proceeds are used to support or enhance the continued provision of community services. Any activity will have to be consistent with Council's values.

4.4 Sub-Leasing

Tenants must obtain Council's written consent to any subleasing arrangements. If consent is granted, the management of the sublease is the sole responsibility of the head lessees (Council's tenant). Any sub-lease will have to be consistent with Council's values.

4.5 Conflict of Interest

Where it is considered by the Chief Executive Officer that a conflict of interest may exist in the exercising of delegation under this policy, the decision will be referred to Council.

4.6 Factors to be taken into account

- 4.6.1 Key factors to be taken into account, including their weightings, when making a decision on awarding a commercial lease include:
 - Rental yield
 - Business experience
 - Local economic impact
 - Type of offering

- Support of Community Plan Outcomes
- 4.6.2 Council will determine the weightings for a community lease at the time of the leasing process as they may vary depending on the outcome Council is trying to achieve.

5 ASSOCIATED DOCUMENTS

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Local Government Act*

DRAFT

14 INFORMATION AND CORRESPONDENCE

15 REPORT OF DELEGATES

16 QUESTIONS BY MEMBERS

17 GENERAL BUSINESS

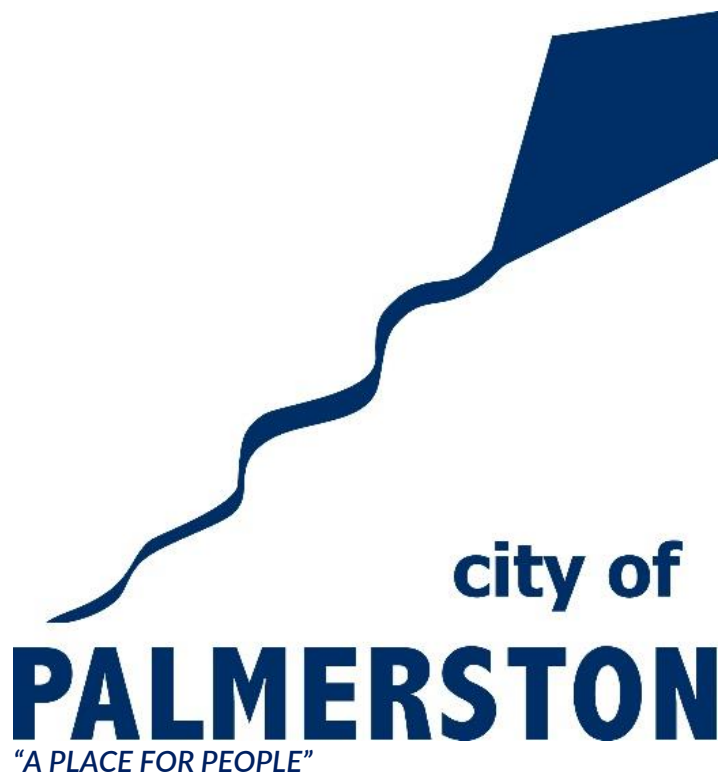
18 NEXT ORDINARY COUNCIL MEETING

THAT the next Ordinary Meeting of Council be held on Tuesday 2 July 2019 at 5.30pm in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston.

19 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 item of the Agenda.

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON



**COUNCIL MEETING
MINUTES
TUESDAY, 4 JUNE 2019**

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 4 June 2019 at 5:32pm.**

ELECTED MEMBERS

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

STAFF

Chief Executive Officer, Luccio Cercarelli
Director City Growth and Operations, Kathy Jarrett
Director Governance and Regulatory Services, Chris Kelly
Acting Director Lifestyle and Community, Amelia Vellar
Executive Manager Finance, Shane Nankivell
Acting Executive Manager Organisational Services, Richard Iap
Communications Officer, Brigitte Brown
Minute Secretary, Alexandra Briley

GALLERY

Hugh King, Department of Local Government, Housing and
Community Development
Solomon Gaturu, Department of Local Government, Housing
and Community Development
Kaliopi Hourdas, Ward Keller
Leon Loganathan, Ward Keller
Mitchell Abram, ABC

1 ACKNOWLEDGEMENT OF COUNTRY

I respectfully acknowledge the traditional owners of the land on which we are meeting – the Larrakia People – and pay my respects to their elders, past, present and future.

2 OPENING OF MEETING

The Mayor declared the meeting open at 5:32pm.

Initials: _____

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Moved: Alderman Lewis

Seconded: Alderman Hale

1. THAT the leave of absence received from Alderman Hale for 13 June 2019 to 16 June 2019 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Lewis for 30 June 2019 to 21 July 2019 inclusive be received and noted.

CARRIED 9/0641 – 04/06/2019

4 REQUEST FOR TELECONFERENCING

Moved: Mayor Pascoe-Bell

Seconded: Alderman Spick

THAT the request for teleconferencing received from Mayor Pascoe-Bell for the meeting to be held on 18 June 2019 be received and noted.

CARRIED 9/0642 – 04/06/2019

Initials: _____

5 DECLARATION OF INTEREST

5.1 Elected Members

Moved: Alderman Giesecke
Seconded: Alderman Spick

THAT the Declaration of Interest received from Alderman Giesecke for Item 25.2.3 be received and noted.

CARRIED 9/0643 – 04/06/2019

5.2 Staff

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Henderson
Seconded: Alderman Garden

THAT the minutes of the Council Meeting held on Tuesday, 21 May 2019 pages 9756 to 9767, be confirmed.

CARRIED 9/0644 – 04/06/2019

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

7.1 Mayoral Update Report - May 2019

M9/011

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Henderson

THAT Report Number M9/011 entitled Mayoral Update Report – May 2019 be received and noted.

CARRIED 9/0645 – 04/06/2019

Initials: _____

8 DEPUTATIONS AND PRESENTATIONS

8.1 Draft Local Government Bill

Moved: Deputy Mayor Henderson
Seconded: Alderman Giesecke

THAT the presentation on the Draft Local Government Bill by Hugh King, Manager Legislation and Policy Projects and Solomon Gaturu, Manager Legislation and Policy of Department of Local Government, Housing and Community Development be received and noted.

CARRIED 9/0646 – 04/06/2019

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

28.1 Rating Methodology

Moved: Alderman Giesecke
Seconded: Alderman Garden

THAT the question asked by Alderman Giesecke regarding Rating Methodology, and the response provided by the Executive Manager Finance be received and noted.

CARRIED 9/0673 – 04/06/2019

23.1 Darwin Rehabilitation Precinct & Stuart Highway at Pinelands and Holtze

1. THAT Council approves the presentation on Darwin Rehabilitation Precinct & Stuart Highway at Pinelands and Holtze by Northern Territory Government representatives being held at the 2nd Ordinary Meeting of Council on 16 October 2018, at the request of Council.
2. THAT Council approves three speakers to undertake the presentation on Darwin Rehabilitation Precinct & Stuart Highway at Pinelands and Holtze in accordance with the Palmerston (Procedures for Meetings) By-Laws.

CARRIED 9/0324 – 16/10/2018

Initials: _____

Minute Book Page 9776
1st Ordinary Council Meeting

**23.2 Darwin Rehabilitation Precinct & Stuart Highway at Pinelands and Holtze
(continued)**

THAT the confidential presentation by Andrew Kirkman, Chief Executive Officer, Department of Infrastructure, Planning, and Logistics, John Harrison, General Manager of Infrastructure Delivery and Brent Warren, General Manager, Youth Justice for Territory Families and be received and noted.

CARRIED 9/0325 – 16/10/2018

29.1 Special Confidential Meeting of Council

THAT in accordance with provisions of Section 58 and 59 of the Local Government Act, a Special Confidential Meeting of the City of Palmerston be held at the City of Palmerston Council Chambers, Civic Plaza on Tuesday, 13 November 2018 at 5.30pm for a Confidential Presentation by Northern Territory Government Briefing – Youth Justice Facility Rezoning Application and Development.

CARRIED 9/0359 – 06/11/2018

23.1 Northern Territory Planning Commission

1. THAT the Confidential presentation by Dr David Ritchie, NT Planning Commission Chair of the Northern Territory Planning Commission be received and noted.
2. THAT a report be prepared outlining possible stages and other considerations for the development of a Central Palmerston Area Plan by the NT Planning Commission to the ordinary Council meeting on 29 January 2019.

CARRIED 9/0417 – 11/12/2018

25.2.1 Request to Purchase Lot 9542, Yarrawonga **C9/0137**

1. THAT Report Number 9/0137 entitled Request to Purchase Lot 9542, Yarrawonga be received and noted.
2. THAT Council resolve not to sell Lot 9542 at 56 Georgina Crescent, Yarrawonga.

CARRIED 9/0419 – 11/12/2018

Initials: _____

25.2.2 Provision of Managed Information and Communication Technology Services **C9/0145**

1. THAT Report Number C9/0145 entitled Provision of Managed Information Technology and Communication Services be received and noted.
2. THAT Council approves the establishment of a two-year limited tenure full-time equivalent Information Technology Specialist within the current Information Technology program budget.

CARRIED 9/0420 – 11/12/2018

21.1 Coordination of the National Redress Scheme NT Jurisdiction

1. THAT the presentation entitled Coordination of the National Redress Scheme NT Jurisdiction received from the NT Redress Coordination Team be received and noted.
2. THAT a report be prepared on Council's potential involvement on the National Redress Scheme by the Second Ordinary Council Meeting in April 2019.

CARRIED 9/0444 – 29/01/2019

23.2.2 Domestic Kerbside Waste Collection Tender Evaluation **C9/0158**

1. THAT Report Number C9/0158 entitled Domestic Kerbside Waste Collection Tender Evaluation be received and noted.

CARRIED 9/0446 – 29/01/2019

2. THAT Council approve a minor amendment to the alternate service level for Multiple Dwelling (MD) rated properties to be four (4) collections per week, in line with and to maintain the existing service level, and the original intent.

CARRIED 9/0447 – 29/01/2019

3. THAT Council approve Cleanaway as the preferred tenderer for the Domestic Kerbside Waste Collection Contract for the delivery of either: the existing service level; or the alternate service level; as they provided best value for money.

CARRIED 9/0448 – 29/01/2019

Initials: _____

Minute Book Page 9778
1st Ordinary Council Meeting

4. THAT Council undertake community consultation to determine the community's preferred service level, identifying a difference in cost of \$15, at a reduced consultation cost to that identified within Report Number C9/0158 entitled Domestic Kerbside Waste Collection Tender Evaluation.

CARRIED 9/0449 – 29/01/2019

5. THAT following the completion of the tender process, Council writes to the Department of Housing and Community Development confirming the total value of the eight year contract, the name and ABN of the successful contractor and the start and completion dates of the contract.

CARRIED 9/0450 – 29/01/2019

23.2.3 Central Palmerston Area Plan

C9/0088

1. THAT Report Number C9/0088 entitled Central Palmerston Area Plan be received and noted.
2. THAT Council advise the Northern Territory Planning Commission that it considers that the development of the Central Palmerston Area should recommence with Stage 1, Consultation being undertaken given the time that has elapsed since it first commenced.

CARRIED 9/0451 – 29/01/2019

25.2.1 Award of Domestic Kerbside Waste Collection Contract TS2018/11 C9/0179

1. THAT Report Number C9/0179 entitled Award of Domestic Kerbside Waste Collection Contract TS2018/11 be received and noted.
2. THAT Council award the Domestic Kerbside Waste Collection Contract TS2018/11 to Cleanaway in accordance with the schedule of rates to an estimated value of \$1,917,992 per annum for a period of eight (8) years.
3. THAT the recommendations of this report be moved into Open following the notification of the successful tenderer.

CARRIED 9/0522 – 05/03/2019

Initials: _____

25.2.2 Joy Anderson Centre Lease

C9/0201

1. THAT Report Number C9/0201 entitled Joy Anderson Centre Lease be received and noted.
2. THAT Council provide written notice to Territory Housing that the City of Palmerston is exiting the lease agreement.
3. THAT Council Decisions relating to Report Number C9/0201 entitled Joy Anderson Centre Lease be moved to the Open Minutes following Council's formal notification to Territory Housing.

CARRIED 9/0572 – 02/04/2019

10.2 Moving Open Items into Confidential

Nil.

10.3 Confidential Items

Moved: Alderman Buhr
Seconded: Alderman Garden

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:

ITEM	REGULATION	REASON
25.2.1	8(b)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and 8(b) of the <i>Local Government (Administration) Regulations</i> , 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 about the personal circumstances of a resident or ratepayer.
25.2.2	8(c)(ii)	This item is considered 'Confidential' pursuant to <i>Section 65(2) of the Local Government Act</i> and 8(c)(ii) of the <i>Local Government (Administration) Regulations</i> , 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 that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.

Initials: _____

12 NOTICES OF MOTION

12.1 Palmerston Temporary Pop Up Park Program

Moved: Alderman Giesecke
Seconded: Alderman Garden

THAT a report outlining the benefits to our community, options, feasibility, potential locations with a focus on the City Centre, partnerships and costs of a Palmerston Temporary Pop Up Park Program to enhance community well-being and liveability, be presented to Council by the 2nd Ordinary Council Meeting in September 2019.

CARRIED 9/0648 – 04/06/2019

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 2019 Community Satisfaction Survey 9/0230

Moved: Alderman Buhr
Seconded: Deputy Mayor Henderson

THAT Report Number 9/0230 entitled 2019 Community Satisfaction Survey be received and noted.

CARRIED 9/0649 – 04/06/2019

13.1.2 Palmerston Seniors Advisory Committee May 2019 Minutes 9/0238

Moved: Deputy Mayor Henderson
Seconded: Alderman Hale

THAT Report Number 9/0238 entitled Palmerston Seniors Advisory Committee May 2019 Minutes be received and noted.

CARRIED 9/0650 – 04/06/2019

Initials: _____

13.1.3 *Project* – Making the Switch, Update June 2019

9/0244

Moved: Deputy Mayor Henderson
Seconded: Alderman Garden

THAT Report Number 9/0244 entitled *Project* – Making the Switch, Update June 2019 be received and noted.

CARRIED 9/0651 – 04/06/2019

13.2 Action Reports

13.2.1 Palmerston Animal Management Advisory Committee Meeting – May 2019

9/0229

Moved: Alderman Garden
Seconded: Deputy Mayor Henderson

1. THAT Report Number 9/0229 entitled Palmerston Animal Management Advisory Committee Meeting – May 2019 be received and noted.
2. THAT Council endorse the following recommendations from the Palmerston Animal Management Advisory Committee, namely:
 - a. Council commence a recruitment campaign to fill vacancies on the Palmerston Animal Management Advisory Committee as detailed in Report Number PAMAC9/017 entitled Membership Drive.
 - b. Council write to the Department of Local Government, Housing and Community Development seeking a representative to be a member of the Palmerston Animal Management Advisory Committee.
3. THAT Council approve the nomination of Ms Andrea Ruske as a new community member of the Palmerston Animal Management Advisory Committee as outlined at **Attachment B** to Report Number 9/0229 entitled Palmerston Animal Management Advisory Committee Meeting – May 2019 for a period of two years from 1 July 2019.

CARRIED 9/0652 – 04/06/2019

Initials: _____

13.2.2 By-laws Review Schedule

9/0240

Moved: Alderman Hale
Seconded: Alderman Garden

1. THAT Report Number 9/0240 entitled By-laws Review Schedule be received and noted.
2. THAT Council adopt the By-Laws Review Schedule at **Attachment A** to Report Number 9/0240 entitled By-laws Review Schedule.

CARRIED 9/0653 - 04/06/2019

13.2.3 Appointment of the Deputy Mayor – July to December 2019

9/0241

Moved: Deputy Mayor Henderson
Seconded: Alderman Lewis

1. THAT Report Number 9/0241 entitled Appointment of the Deputy Mayor – July to December 2019 be received and noted.
2. THAT Council appoint Alderman Giesecke as Deputy Mayor for a period of five months in accordance with Council Policy *EM01 Elected Members*, commencing 21 July 2019 to 21 December 2019 (inclusive).

CARRIED 9/0654 - 04/06/2019

SUSPENSION OF STANDING ORDERS

Moved: Mayor Pascoe-Bell
Seconded: Alderman Garden

THAT Standing Orders be suspended for 15 minutes to allow for open discussion.

CARRIED 9/0655 - 04/06/2019

Standing Orders were suspended at 6:43pm.

Initials: _____

REINSTATEMENT OF STANDING ORDERS

Moved: Alderman Lewis
Seconded: Alderman Garden

THAT Standing Orders be reinstated.

CARRIED 9/0656 – 04/06/2019

Standing Orders were reinstated at 6:55pm.

13.2.4 Appointment of Committee Representation 9/0246

Moved: Alderman Giesecke
Seconded: Alderman Spick

1. THAT Report Number 9/0246 entitled Appointments of Committee Representation be received and noted.
2. THAT Council notes all delegations to the Administrative Review Committee remain unchanged from 1 May 2018.
3. THAT Council make the following appointment to the Administrative Review Committee:
 - i. THAT the Mayor, Alderman Giesecke and Alderman Spick, be appointed to the Administrative Review Committee for the period 1 July 2019 to 30 June 2020.
 - ii. THAT the Mayor, be appointed as Chair of the Administrative Review Committee for the period 1 July 2019 to 30 June 2020.
 - iii. THAT all other Elected Members be appointed as alternatives to the Administrative Review Committee for the period 1 July 2019 to 30 June 2020.
4. THAT Council amend its delegation to the Chief Executive Officer Performance Appraisal Committee to:

THAT effective 5 June 2019 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, appointed by the Council the power to conduct and finalise the performance appraisal of the Chief Executive Officer and make recommendations to Council.

Initials: _____

5. THAT Council make the following appointment to the Chief Executive Officer Performance Appraisal Committee:
 - i. THAT Alderman Spick be appointed to the Chief Executive Officer Performance Appraisal Committee, for the period 1 July 2019 to 30 June 2020.
 - ii. THAT the Mayor be appointed as Chair of the Chief Executive Officer Performance Appraisal Committee for the period 1 July 2019 to 30 June 2020.
 - iii. THAT all other Elected Members be appointed as alternatives to the Chief Executive Officer Performance Appraisal Committee for the period 1 July 2019 to 30 June 2020.
6. THAT Council notes all delegations to the Risk Management and Audit Committee remain unchanged from 1 May 2018.
7. THAT Council make the following appointment to the Risk Management and Audit Committee:
 - i. THAT the Mayor, Alderman Garden and Alderman Henderson be appointed to the Risk Management and Audit Committee for the period 1 July 2019 to 30 June 2020.
 - ii. THAT Council note that the Chair of the Risk Management and Audit Committee is held by an Independent Member, appointed by the Council.
 - iii. THAT all other Elected Members be appointed as alternatives to the Risk Management and Audit Committee for the period 1 July 2019 to 30 June 2020.
8. THAT Council note the Mayor is Ex-Officio Member of all Council Advisory Committees for the term of the ninth Council.
9. THAT Council make the following appointments to the Advisory Committees, noting that the Advisory Committees have no delegated authority:
 - a. **Palmerston Seniors Advisory Committee**
 - i. THAT Alderman Henderson and Alderman Hale be appointed to the Palmerston Seniors Advisory Committee for the period 1 July 2019 to 30 June 2020.
 - ii. THAT Alderman Henderson, be appointed as Chair of the Palmerston Seniors Advisory Committee for the period 1 July 2019 to 30 June 2020.

Initials: _____

- iii. THAT Alderman Buhr be appointed as alternate to the Palmerston Seniors Advisory Committee for the period 1 July 2019 to 30 June 2020.
- b. **Palmerston Safe Communities Committee**
 - i. THAT Alderman Hale and Alderman Buhr be appointed to the Palmerston Safe Communities Committee for the period 1 July 2019 to 30 June 2020.
 - ii. THAT Alderman Hale be appointed as Chair of the Palmerston Safe Communities Committee for the period 1 July 2019 to 30 June 2020.
 - iii. THAT Alderman Henderson be appointed as alternate to the Palmerston Safe Communities Committee for the period 1 July 2019 to 30 June 2020.
- c. **Palmerston Animal Management Advisory Committee**
 - i. THAT Alderman Henderson and Alderman Garden be appointed to the Palmerston Animal Management Advisory Committee for the period 1 July 2019 to 30 June 2020.
 - ii. THAT Alderman Garden, be appointed as Chair of the Palmerston Animal Management Advisory Committee for the period 1 July 2019 to 30 June 2020.
 - iii. THAT Alderman Buhr be appointed as alternate to the Palmerston Animal Management Advisory Committee for the period 1 July 2019 to 30 June 2020.
- 10. THAT Council appoint 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 as the delegated representative under clause 3 of the Local Government Association of the Northern Territory (LGANT) Constitution, to represent Council at meetings of the Association for the ninth Council term.
 - ii. THAT Council appoint Alderman Henderson and Alderman Buhr 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 July 2019 to 30 June 2020.

Initials: _____

b. Top End Regional Organisation of Council (TOPROC)

- i. THAT Council appoint the Mayor as the delegated representative to the Top End Regional Organisation of Council (TOPROC) for the ninth Council term.
- ii. THAT Council note the Deputy Mayor is appointed as Council's alternate delegate to the Top End Regional Organisation of Council (TOPROC) for the ninth Council term.

c. Tourism Top End

THAT Alderman Henderson be appointed as Council's delegate on Tourism Top End for the period 1 July 2019 to 30 June 2020.

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 July 2019 to 30 June 2020.
- ii. THAT all other Elected Members be appointed as alternatives to the Palmerston Regional Business Association (PRBA) for the period 1 July 2019 to 30 June 2020.

Alderman Buhr left the Council Chambers at 6:56pm

Alderman Buhr entered the Council Chambers at 6:57pm

CARRIED 9/0657 – 04/06/2019

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.1.1 LGANT Draft Executive Minutes – 20 May 2019

Moved: Deputy Mayor Henderson
Seconded: Alderman Buhr

THAT Council receive and note Item 14.1.1 entitled LGANT Draft Executive Minutes – 20 May 2019.

CARRIED 9/0658 – 04/06/2019

Initials: _____

14.2 Correspondence

Nil.

15 REPORT OF DELEGATES

15.1 Palmerston Regional Business Association (PRBA) Event Update

Moved: Alderman Giesecke

Seconded: Alderman Garden

THAT the verbal report received by Alderman Giesecke regarding Palmerston Regional Business Association (PRBA) Event Update be received and noted.

CARRIED 9/0659 – 04/06/2019

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

Nil.

18 NEXT COUNCIL MEETING

Moved: Alderman Hale

Seconded: Deputy Mayor Henderson

THAT the next Ordinary Meeting of Council be held on Tuesday, 18 June 2019 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0660 – 04/06/2019

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Spick

Seconded: Alderman Lewis

THAT pursuant to Section 65(2) of the *Local Government Act* and Regulation 9 of the *Local Government (Administration) Regulations* the meeting be closed to the public to consider the Confidential Items of the Agenda.

CARRIED 9/0661 – 04/06/2019

Initials: _____

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Moved: Alderman Buhr
Seconded: Alderman Spick

THAT the meeting be adjourned for 10 minutes for media liaison.

CARRIED 9/0662 – 04/06/2019

The meeting adjourned at 7:05pm.



Sarah Henderson
CHAIR
Date:
