

AGENDA

2nd Ordinary Council Meeting

Tuesday 18 August 2020

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, NT 0830 commencing at 5:30 PM.

COVID-19 Statement of Commitment

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



LUCCIO CERCARELLI
CHIEF EXECUTIVE OFFICER

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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 AUDIO/AUDIOVISUAL CONFERENCING

5 DECLARATION OF INTEREST

5.1 Elected Members

5.2 Staff

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

THAT the Minutes of the Council Meeting held on 4 August 2020 pages 10165 to 10171 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

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	Confidentiality
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25.1.1	8(c)(iii)	This item is considered 'Confidential' pursuant to Section 65(2) of the
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- Local Government Act and 8(c)(iii) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.*
- 25.1.2 8(e) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(e) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
- 25.2.1 8(e) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(e) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
- 25.2.2 8(a) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(a) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.
- 8(b) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(b) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information about the personal circumstances of a resident or ratepayer.
- 8(c)(i) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(c)(i) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
- 8(c)(ii) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(c)(ii) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.
- 8(c)(iii) This item is considered 'Confidential' pursuant to Section 65(2) of the *Local Government Act* and 8(c)(iii) of the *Local Government (Administration) Regulations*, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.
- 8(c)(iv) This item is considered 'Confidential' pursuant to Section 65(2) of the

Local Government Act and 8(c)(iv) of the Local Government (Administration) Regulations, 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 interests of the council or some other person is discussed.

8(d) This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

8(e) This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.

11 PETITIONS

12 NOTICES OF MOTION

13 OFFICER REPORTS

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.1
REPORT TITLE:	Community Benefit Scheme August 2020 Update
MEETING DATE:	18 August 2020
AUTHOR:	Community Services Officer, Tess Riches
APPROVER:	Director Lifestyle and Community, Amelia Vellar

COMMUNITY PLAN

Family and Community: Palmerston is a safe and family friendly community where everyone belongs.
Governance: Council is trusted by the community and invests in things that the public value.

PURPOSE

This report provides Council with a summary of the Community Benefit Scheme 2020/2021 successful applications to date.

KEY MESSAGES

- Council actively supports a wide range of positive, beneficial outcomes for the community, from groups and organisations to individuals, via the Community Benefit Scheme.
- The 2019/2020 Community Benefit Scheme budget was successfully expended with a remainder of only \$18.
- Council has provided a total of \$62,000 in grants, scholarships, sponsorships and donations in 2020/2021. \$68,000 remains available in the Community Benefit Scheme budget.

RECOMMENDATION

THAT Report entitled Community Benefit Scheme August 2020 Update be received and noted.

BACKGROUND

City of Palmerston has a program of community funding that is available to eligible community groups, individuals, incorporated organisations and associations which are offering activities, projects, services and events that benefit the Palmerston community. The Community Benefit Scheme (CBS) includes sponsorships, donations, grants and scholarships.

Council budgets for funding via this CBS as well as offering in-kind support in form of waived fees for use of council-owned facilities.

Council actively supports a wide range of positive, beneficial outcomes; from assisting community organisations and groups to deliver their community initiatives, programs and events to assisting individuals to represent Palmerston, the Territory or Australia at a range of competitive events.

DISCUSSION

As previously reported the 2019/2020 CBS budget was successfully shared with several community groups, individuals, and businesses (due to an amended short-term eligibility criteria). There was sufficient funding remaining in the budget at the close of the financial year to allow the successful sponsorship of one final application. Sponsorship of the Palmerston Raiders Rugby League Club's 2020 Mayor's Cup to a value of \$2,800 resulted in the final amount expended of \$149,982 resulting in a remainder of only \$18.

Council is especially pleased to have expended this budget, which was raised to \$150,000 to provide additional support via a COVID-19 Response Special Project that allowed the business community to apply for funding also.

In the current financial year, the CBS budget returns to its usual budget of \$130,000 and usual pre-COVID-19 eligibility criteria.

Council may enter into multi-year agreements for funding to assist both the successful applicant and Council to plan long-term. Currently there are three such arrangements to provide funding:

Cazaly's Palmerston (agreement concludes 2020/2021: year 3 of 3) \$30,000 to assist provision of the PGA Golf Championships 2021.

Palmerston & Litchfield Seniors Committee (agreement concludes 2020/2021: year 3 of 3) \$20,000 to assist provision of Palmerston & Rural Seniors Fortnight 2021.

RSL Palmerston Subbranch (agreement concludes 2021/2022: year 2 of 3) \$10,000 to assist provision of ANZAC Day services 2021.

Additionally, Tennis NT (a previous financial year's successful applicant), has received \$2,000 sponsorship of Open Court Sessions, an activity that was reinstated after cancellation due to COVID-19 shut-downs.

One application for in-kind support has been successful:

Seniors Indoor Croquet Club received waived fees for Recreation Centre Venue Hire to the value of \$500.

Attachment 13.1.1.1 details these successful applications.

Queries regarding the CBS and advice sought to prepare applications are now being received by Council, as community events begin to be rolled-out again as COVID-19 restrictions ease.

No applications for Representation Support (donation) have been received yet, however the expectation is that once travel restrictions are lifted individuals and teams will apply for assistance to attend sporting events and competitions. Local sporting groups, clubs and associations will be contacted directly to promote the options and opportunities afforded by Council's funding program.

Palmerston Schools will again be invited to accept funding of \$100 for a 'City of Palmerston Community Service Award' with amended conditions of a request that a representative of Council, namely the

Mayor, an Alderman or senior staff member be invited to present the award at the school presentation, if possible, and where funds are not awarded directly to a student, Council is advised of arrangements to utilise this funding, how/when it is utilised and how the funding is acknowledged.

The COVID-19 Special Project of 2019/2020 was highly successful.

Ongoing administration of this funding project involves the acquittal of all received funds, as a requirement of the funding was to provide evidence that the funds received had been expended for the purchase awarded. This information will be provided in a future CBS update report, once complete.

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.

Feedback from successful COVID-19 special project applicants will be requested upon acquittal of awarded funds. Council's website has been updated with the full list of 2019/2010 Successful applications.

POLICY IMPLICATIONS

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

The amended Council Policy FIN18 *Grants, Donations, Sponsorships and Scholarships* that was in use 7 April 2020 to 30 June 2020 is now no longer valid.

BUDGET AND RESOURCE IMPLICATIONS

The budget for the 2020/2021 financial year for grants, donations, sponsorships, and scholarships is \$130,000; currently \$62,000 has been awarded with \$68,000 remaining unexpended.

An application currently before Council will reduce that amount by up to \$10,000 if successful, resulting in expenditure of \$72,000 and a remainder of \$58,000.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Details the risk any decision made from this report may relate to or explain why there is no risk. What legal information has been sourced to assist with a decision to be made from this report.

This report addresses the following City of Palmerston Strategic Risks:

- 1 **Fails to effectively regain the trust from all stakeholders**
Context: Council needs to be credible and trusted by those within and external to the Council.
- 2 **Is not sustainable into the long term**
Context: Optimising the financial, social and environmental sustainability of the Council.

There is a risk that successful businesses did not spend the Special Project COVID-19 response funds as stipulated, however the acquittal process should identify any issues. Unspent or unacquitted funds will be requested to be returned to Council.

There is a risk of further cancellation of funded events, which may occur if Government initiates mandatory close-down conditions if there is a risk of resurgence of COVID-19 infections, however this issue will be addressed when required.

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

1. Community Benefit Scheme 2020 2021 Financial Year Successful Applications [13.1.1.1 - 2 pages]

City of Palmerston Approved Community Benefit Scheme Applications, August 2020 Update
(Correct to 1 August 2020)

Representation Support

Date	Activity	Applicant	Amount Requested	Amount Approved
Representation Individual Support				

Sponsorships, Donations and Grants

Date Received	Activity	Applicant	Amount Requested	Amount Received
3 year Sponsorship	PGA Golf Championships	Cazalys Palmerston (agreement concludes 2020/2021)	\$30,000	\$30,000
3 year Sponsorship	Palmerston & Rural Seniors Fortnight	Palmerston & Litchfield Seniors Committee (agreement concludes 2020/2021)	\$20,000	\$20,000
3 Year Sponsorship	ANZAC Day Services	RSL Palmerston Subbranch	\$10,000	\$10,000
13.02.2020	Open Court Session	Tennis NT (event reinstated after cancelled due to COVID-19)	\$2,000	\$2,000
Sponsorships, Donations and Grants			\$62,000	\$62,000

Scholarships

Date Received	Applicant	Amount Requested	Amount Received
Scholarships			

Annual School Awards

Date Received	School	Amount Requested	Amount Received
	City of Palmerston Community Service Award		

Community Benefit Scheme 2019/2020

	Budget	YTD	Balance
Grants/Donations/Sponsorships/ Scholarships Paid (Budget includes \$20,000 addition to support Special Project)	\$130,000	\$62,000	\$68,000

In-Kind Support

Date Received	Activity	Applicant	Amount Requested	Amount Received
01.07.2020	Recreation Centre Venue Hire	Senior Indoor Croquet Club	\$500	\$500
In-Kind Support			\$500	\$500

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.2
REPORT TITLE:	SCALE Program - Update August 2020
MEETING DATE:	Tuesday 18 August 2020
AUTHOR:	Manager Projects, Alex Douglas
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks to provide Council with progress on the projects being undertaken from the Northern Territory Government's Special Community Assistance and Local Employment (SCALE) program.

KEY MESSAGES

- Council accepted a total of \$743,700 in SCALE Funds and contributed a further \$256,300 to develop a \$1 million lists of projects that would benefit the Palmerston community.
- Work has progressed on all projects that were endorsed with the intent to expend the SCALE funds by the 30 September 2020 deadline.
- A number of projects include Council funds and will not be fully completed by 30 September 2020 but not long after.

RECOMMENDATION

THAT Report entitled SCALE Program - Update August 2020 be received and noted.

BACKGROUND

At the 2nd Ordinary Council Meeting held on 19 May 2020, Council resolved:

13.2.3 Special Community Assistance and Local Employment Grant Offer 2019-20

3. THAT Council accepts the Northern Territory Government Special Community Assistance and Local Employment Grant Offer 2019-20 of \$743,700 as described in Report entitled Special Community Assistance and Local Employment Grant Offer 2019-20.
4. THAT Council provide additional funding of \$256,300 to the Northern Territory Government Special Community Assistance and Local Employment Grant Offer to deliver a total of \$1million of projects as part of Council's COVID-19 response in supporting the community and businesses and that this funding be drawn from the Working Capital Reserve.
5. That Council approve the following projects to be delivered under the Special Community Assistance and Local Employment Grant Offer partnership with the Northern Territory Government:

Project	Estimated Cost
<i>Temple Terrace Landscape Upgrading Moulden/Woodroffe</i>	\$250,000
<i>Urban Forrest - Tree Planting</i>	\$125,000
<i>Environmental Water Quality - Lake Aerators</i>	\$120,000
<i>Anytime Contactless Library</i>	\$150,000
<i>Recreation Centre Renewals</i>	\$155,000
<i>Dark Spot - Upgrade Public Lighting</i>	\$150,000
<i>Library - Music Recording Studio and Live Stream Storytime Technology</i>	\$50,000
Total	\$1,000,000

CARRIED 9/1125 - 19/05/2020

All projects have commenced with some requiring longer lead times for completion due to the nature of equipment being purchased or the size of the project. This report provides a summary of the status of the projects and any anticipated delays in meeting the 30 September 2020 deadline.

DISCUSSION

The status of each project is provided as follows:

Temple Terrace Landscape Upgrading Moulden/Woodroffe total project value (\$550,000)

The work involves the accelerated completion of the streetscape upgrade between Chung Wah Terrace and Tilston Avenue. Stage One was completed in June and the second and final stage is due for completion in December 2020. The SCALE fund contribution will be committed and expended by 30 September.

A letter-drop to the residents within the vicinity of the projects has been undertaken. This completion of this project will be a major boost to the amenity of the area. This project, when first considered by Council, was expected to be delivered over four financial years. In combination with the Northern Territory Government the project will be completed inside one calendar year and effectively 1½ financial years sooner than expected. Based on the value of the completed work and the awarded contract for Stage Two, the overall project will be completed under the \$1million original estimate.

STATUS:

Contract awarded:	10 August 2020
Contract duration:	16 weeks
SCALE grant expenditure:	By 30 September 2020
Project completion:	By mid-December 2020

Urban Forest – Tree Planting

The work is an additional quantity of tree planting over and above the Council funding, and to ensure delivery a separate tender has been issued. The tender involves the planting of approximately 300 trees on Chung Wah Terrace and Temple Terrace.

Trees will be planted on both verges and the median island along Chung Wah Terrace between University Avenue and Temple Terrace; and along the east verge of Temple Terrace between Essington Avenue and Chung Wah Terrace.

The locations selected were identified from the need for infill tree planting and this project will improve the overall streetscape appeal of both streets and compliment the Temple Terrace Streetscape project together with tree planting undertaken along the street over the past 18 months.

STATUS:

Contract:	To be awarded by 1 September 2020
Contract duration:	4 weeks
SCALE grant expenditure:	By 30 September 2020
Project completion:	By 30 September 2020

The defects period, including initial watering will continue for an additional three months.

Environmental Water Quality – Lake Aerators

The project involves the installation of aerators in five lakes within Durack. The project has involved assistance from environmental consultants to review the best options for lake aeration through the use of lake bed diffusers and floating fountains.

The lakes have been individually assessed and the following options chosen:

Lake	Aeration Method
1a & 1b	Total of 4 floating aerator/fountain
4	One floating aerator/fountain
7c	Two floating aerator/fountains
9	Total of four lake-bed diffusers with single compressor
10	Total of three lake-bed diffusers with single compressor

A map identifying all lakes in Durack is provided as **Attachment 13.1.2.1**.

Procurement has involved staging the project to meet equipment supply times and provide opportunities for a range of contractors.

Information to residents adjacent to the lakes has been distributed, including the anticipated operating hours for the fountains which has been nominated as 6:00am to 9:00pm.

A dissolved oxygen (DO) sensor will be installed and trialled in Lake 9 that will control the operations of the compressor by setting a high and low reading. The operating hours will guide the Lake 10 installation. A DO sensor will be installed in Lake 1b to monitor DO levels but will not control the

fountains. This will allow the effectiveness of the fountains to be monitored and adjusted where required through a time clock.

This project sees a significant step forward in the management of our lakes and is acknowledged by the various government agencies associated with water quality and aquatic fauna and flora. It is expected that the information gathered from the installation of the aerators and other monitoring will guide the development of further improvements and expansion of the aeration of the lakes and water quality.

The combination of aeration methods and DO monitoring will guide our improved management of the lakes and future aerator installations.

STATUS:

Contract:	Lake 9 installation awarded; Quotations have been sought for the other lakes.
Contract duration:	Variable
SCALE grant expenditure:	By 30 September 2020
Project completion:	By 30 September 2020

Anytime Contactless Library

This project involves the installation of two book/magazine/CD/DVD dispensing units at the Palmerston Aquatic Centre and another at the Zuccoli IGA store.

The preferred locations (Moulden and Zuccoli) were chosen to give more access to local communities utilising facilities that were both accessible and open for extended periods of the week. The Zuccoli IGA store has made available floor space within the store and has good access as well as long opening hours. This partnership with the store owner will see the unit in place for at least 12 months or longer.

The units are manufactured in America and distributed by FE Technologies in Victoria. The units are expected to leave Geelong in late September and be commissioned by mid to late October subject to transport delays.

The Anytime Library units are a first for the Northern Territory and offer our local communities the opportunity to access and return any one of the 336 items stored within each of the units by using their RFID library card.

STATUS:

Contract:	Awarded
Contract duration:	Approx. 13 weeks
SCALE grant expenditure:	By 30 October 2020
Project completion:	By 30 October 2020

Recreation Centre Renewals

This project involves the painting of a mural on the northern external wall of the Palmerston Recreation Centre together with landscaping between the wall and the carpark and feature lighting of the mural.

The existing steel framed perforated mesh 'fins' have been removed as they would detract from the indigenous art themed mural that will measure 36 metres wide and from 8 to 9 metres high.



The northern end of the building will be landscaped with low shrubs and plants, and planter boxes will be installed on the top of the three concrete buttress walls with cascading plants to add colour and texture to the overall feature.

The outcome will be another highlight of the work that Council is undertaking within the City Centre to make it a valued community and event space. This project will link with the recently completed Frances Drive electrical upgrade that meets the requirements to hold community events within the space such as the On-Frances events held in 2019.

STATUS:

Mural contract:	Awarded
Removal of steel fins:	Completed
Landscaping:	To be undertaken by Council's outdoor staff
Lighting contract:	Final design in preparation, quotations are being sought
Project duration:	Approx. 8 weeks
SCALE grant expenditure:	By 30 September 2020
Project completion:	By 30 September 2020

Dark Spot – Upgrade Public Lighting

The 2020/21 Dark Spot program has commenced with two of the three projects nearing completion. The project selected for the SCALE grant is the installation of lighting along the section of Woodroffe Drain between Sibbald Crescent and the pedestrian crossing on Chung Wah Terrace, just south of Catchlove Street. The project will install 27 lights and provide a major upgrade to the night-time amenity and use of the open space along a 600m section. This project has been possible to bring forward by the additional of the SCALE grant with a total project value of \$205,000 (excl GST).

Letters have been provided to residents in the vicinity of the project and preliminary site work has commenced.

Contract:	Awarded
Contract duration:	Approx. 7 weeks
SCALE grant expenditure:	By 30 September 2020
Project completion:	By 30 September 2020

City of Palmerston Library – Music Recording Studio and Live Stream Storytime Technology

The project involves the conversion of the training room located in the northeast corner of the library into a versatile music and video/podcast recording space for the community as well as Library related activities. The project is anticipated for completion by late December or early January, subject to some equipment availability.

The SCALE grant has allowed the architects to be engaged earlier than anticipated and preliminary site work such as the relocation of the compactus units and the internal wall within the room together with providing external access (ramp and door). The funds will contribute to the project by increasing the possible funds for electronic and sound equipment that in turn will benefit the community and the groups that use the facility.

The local architects and consultants working on this project are associated with the masterplan review of the Library to ensure these initial works are compatible with the overall design development for the future of the Library.

Design contract:	Architects have been appointed
Construction contract:	Anticipated by mid-September
Contract duration:	Approx. 7 weeks
SCALE grant expenditure:	By 30 September 2020
Project completion:	By 30 September 2020

CONSULTATION PROCESS

Consultation has occurred with a range of staff and external agencies in the progressing of these projects however not necessarily in relation to the preparation of this report. The individuals and companies listed reflect those involved in the development and implementation of the seven projects.

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

- Director Lifestyle and Community
- Director City Growth and Operations
- Director Organisational Services
- Executive Manager Community and Lifestyle Services
- City Sustainability Manager
- City Operations Manager
- Acting Manager Information Technology
- Public Lighting Coordinator
- Community Development Officer
- Open Space Team Leader
- Facilities and Structures Officer

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

- Department of Primary Industry and Fisheries
- Environmental Consultants
- Architects
- Aquatic Equipment Suppliers

- Instrument Suppliers
- Electrical Engineers and Contractors
- Lighting Design Consultants
- Information Technology Consultants

A range of actions were taken in engaging with the community, primarily through information via letter-drops. Additional letter-drops will be undertaken as the projects approach implementation.

Media opportunities are also be undertaken as the projects either approach implementation or completion.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The total program as approved by Council is \$1 million however a number of projects include other funding by Council through the 2020/21 Capital Works program. The amounts shown only relate to the specific project. For example, Council has allocated \$250,000 for dark spot funding in 2020/21 however the Woodroffe drain lighting upgrade will cost approx. \$205,000.

In combination the seven listed projects total:

<i>Project</i>	<i>SCALE Grant</i>	<i>Council Reserve funds</i>	<i>Adopted Budget (Existing Program funds)</i>	<i>Total Expenditure</i>
Temple Terrace Landscape Upgrading Moulden/Woodroffe	\$200,000	\$50,000	\$300,000	\$550,000
Urban Forrest - Tree Planting	\$93,700	\$31,300		\$125,000
Environmental Water Quality - Lake Aerators	\$100,000	\$20,000		\$120,000
Anytime Contactless Library	\$100,000	\$50,000		\$150,000
Recreation Centre Renewals	\$70,000	\$85,000		\$155,000
Dark Spot - Upgrade Public Lighting	\$150,000		\$55,000	\$205,000
Library - Music Recording Studio and Live Stream Storytime Technology	\$30,000	\$20,000	\$130,000	\$180,000
Total	\$743,700	\$256,300	\$485,000	\$1,485,000

Based on the program to date, the projects will be completed within the allocated budgets as listed. All SCALE grant funds will be fully committed and/or expended by 30 September 2020.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This funding initiative of the Northern Territory Government is aimed at the funds being used to support local companies and employment and hence the requirement to expend the funds by 30 September 2020. Where potential delays have been identified, discussions with the Government will

take place to meet administrative requirements. Some delays are occurring as a result of the equipment supplies ex-Victoria. The effects of the recent COVID-19 Stage 4 lockdown within Victoria are developing weekly and whilst the equipment is generally available, truck transport is the major variable at this time both from cost and space perspectives.

This report addresses the following City of Palmerston Strategic Risks:

2 Is not sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the Council.

7 Fails to be agile to respond to growth opportunities

Context: Ensuring the organisation is positioned to respond quickly to take up opportunities for growth both internally and externally.

Based on the evaluation of the projects and implementation to date there are no risk, legal and legislative implications relating to this report. Discussions will continue with the Government where project delivery may be affected by factors beyond our control.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Three of the projects (Temple Terrace Streetscape, Tree Planting and Lake Aerators) will make a contribution to an improved, sustainable environment through the planting and greening of sections of the City, and long-term improvement to water quality within five of the lakes in Durack.

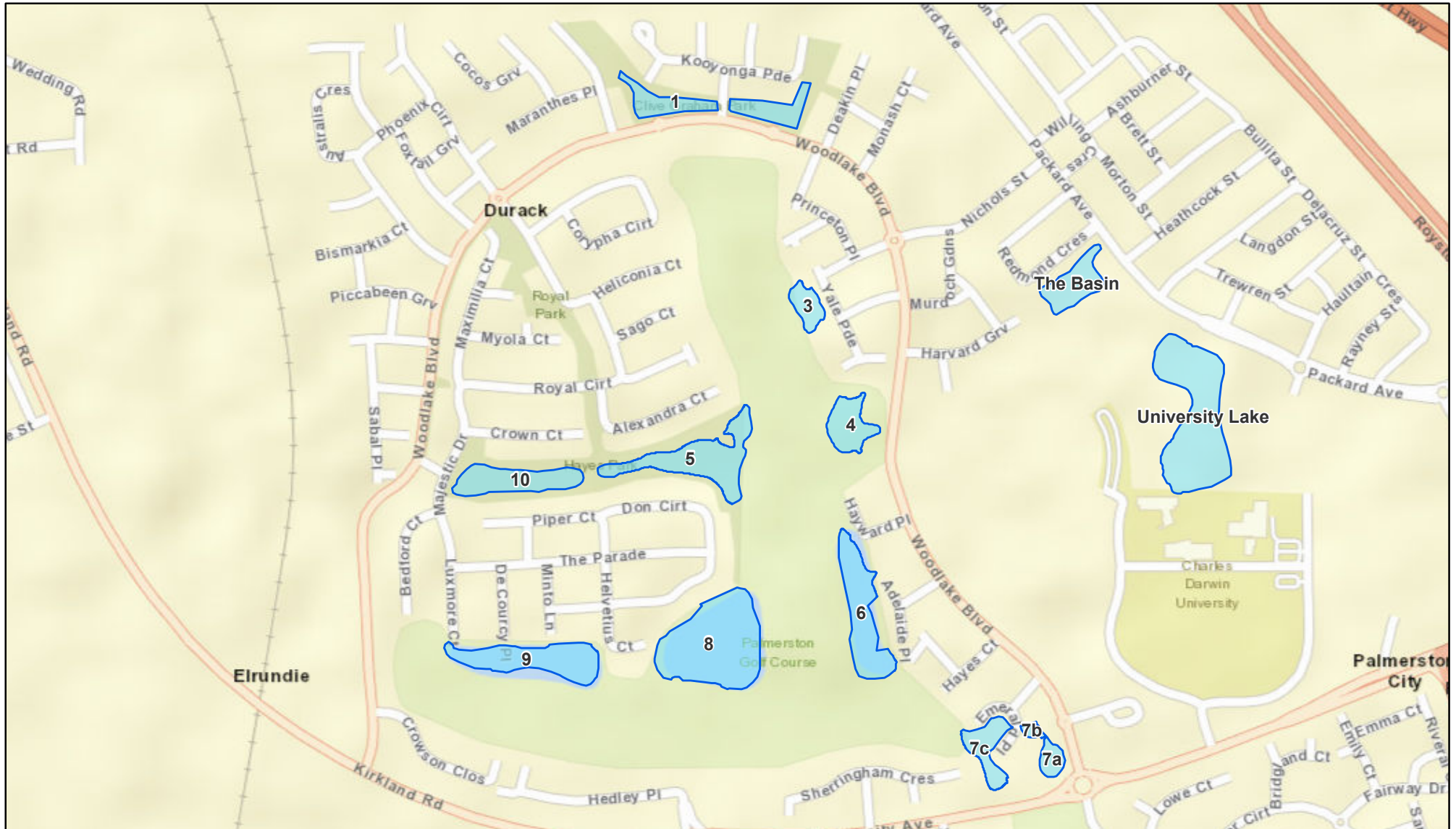
The Council, through the Community Plan made a number of commitments to improving the liveability of the City and a *Place for People*, and these projects individually and collectively enhance the amenity of the City.

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

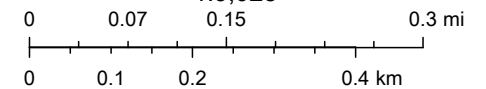
1. Map of Durack Lakes [13.1.2.1 - 1 page]



12/08/2020, 9:47:44 am

 LAKES

1:9,028



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.1.3
REPORT TITLE:	Financial Report for the Month of July 2020
MEETING DATE:	Tuesday 18 August 2020
AUTHOR:	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 July 2020.

KEY MESSAGES

- Operating Income and Expenditure overall are in-line with expectations and cashflows.
- Opening reserve balances are unconfirmed pending the completion of the Annual Financial Statements and associated audit.
- Capital Expenditure is showing as 13% of budget for the year inclusive of commitments. These expenses are inclusive of SCALE projects which are due for completion by 30 September 2020.
- Unexpended Capital Works Reserve of \$1,400,050 included into Capital Expenditure for works scheduled for completion or commencement after 1 July 2020.

RECOMMENDATION

THAT Report entitled Financial Report for the Month of July 2020 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 July 2020.

DISCUSSION

Monthly cashflows for income and expenses have been updated and are recorded in the report.

Operating Income

- Total Operating Income is at 1% of the current budget.
- Rates & Annual Charges income is currently at 1% for the financial year with rates to be levied in full by the end of August 2020.
- Council received a part pre-payment of the 2020/21 Financial Assistance Grant in June 2020. An adjustment will be made at the 1st Quarter Budget Review to reflect this.
- All other operating income items are generally tracking as expected at this point in the financial year.

Operating Expenditure

- Total Operating Expenditure is at 6% of the budget inclusive of commitments.
- All operating expenditure lines are in-line with budget expectations.

Capital Income

- Capital Income is at 0% of current budget.
- Council is expecting to receive over \$830,000 in capital grants over the duration of the financial year.
- All other Capital Income items are in line with expectations.

Capital Expenditure

- Capital Expenditure is at 13% for the year including commitments raised in-line with budget expectations. Of this, 2% has been fully expended.
- The actuals and commitments raised are inclusive of the SCALE projects which are due for completion by 30 September 2020.
- Unexpended Capital Works Reserve of \$1,400,050 included into Capital Expenditure for works scheduled for completion or commencement after 1 July 2020.
- A small number of capital projects are being finalised from the previous financial year, and a report to roll these budgets over will be presented to Council at a later date. This includes programs such as *Smart Cities*.

Loans

Council approved an internal loan for \$3.65 million to fund *Making the Switch* and an external loan for \$1.96 million to fund the final stage of remediation works at the previous Archer Landfill site.

The internal loan for *Making the Switch* has been drawn upon, with the corresponding figures shown in section 2.10 Council Loans.

Total project costs for *Making the Switch*, exclusive of employee costs for the public lighting officer and interest incurred is \$3,223,849. Interest accrued to date is \$72,385, and Council commenced repayments in the 2019/20 financial year with an instalment of \$200,000 processed in conjunction with the Second Budget Review 2019/20. 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.

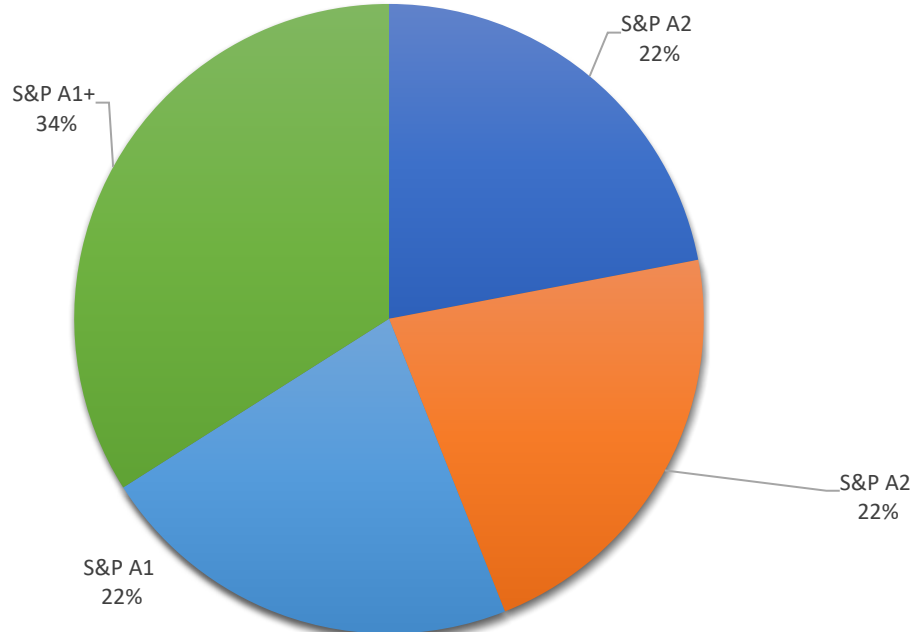
The loan for Archer Landfill Rehabilitation of \$1.96 million was drawn upon on 28 June 2019. The principal repayments for this loan commenced in October 2019 and will occur quarterly. The current outstanding balance on this loan is \$1,738,353. Details of the loan are provided in section 2.10 Council Loans.

Investments

As at 30 June 2020 Council held a total of \$13.664 million in term deposits across four separate financial institutions. The investment portfolio is compliant with Council Policy.

The breakup between institutions is:

Investment Per Institution



Outstanding Rates

Council's overdue rates are currently worth \$1.275 million or 4.44% of total rates levied for the 2019/2020 financial year. The final rates instalment was due on 30 March 2020, and as a result, the overdue rates will continue to decrease over the remainder of the year. The increase in outstanding rates compared to prior years is mainly due to COVID-19, and Council is acting to support ratepayers through rate relief measures.

Overdue rates currently show 0% of rates income as no rates income has yet been raised for the year.

One commercial rates concession has been approved under Council's recently adopted FIN17a with two additional application in progress.

CONSULTATION PROCESS

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

POLICY IMPLICATIONS

Council Policy *FIN06 – Investments*. Investments are compliant with policy.

BUDGET AND RESOURCE IMPLICATIONS

Budget or resource implications are reflected in the body of the report.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

2 Be sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the Council.

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

1. Monthly Financial Report July 2020 [13.1.3.1 - 20 pages]

Financial Management Reports

July 2020

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

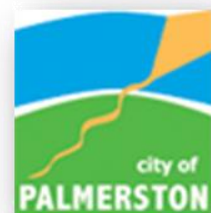


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2.8 Waste Charges

2.9 Commercial Leases

2.10 Council Loans

Section 2

Financial Results

1.1 - Executive Summary as at

31 July 2020

% of year passed

8%

	Revised Budget \$	YTD Actual \$	% Utilised Actuals	YTD Committed \$	% Utilised Committed	Budget Forecast \$
Operating Income						
Rates & Annual Charges	28,879,788	172,365	1%	0	0%	28,879,788
Statutory Charges	138,450	3,405	2%	0	0%	138,450
User Charges & Fees	807,062	66,635	8%	0	0%	807,062
Interest & Investment Revenue	993,160	179,176	18%	0	0%	993,160
Reimbursements	0	0	0%	0	0%	0
Other Income	101,625	65,867	65%	0	0%	101,625
Grants, Subsidies & Contributions	2,846,524	2,000	0%	0	0%	2,846,524
Operating Income	33,766,609	489,449	1%	0	0%	33,766,609
Operating Expenditure						
Employee Costs	-10,164,650	-614,259	6%	-27,688	0%	-10,164,650
Professional Services	-1,642,676	-46,586	3%	-426,268	26%	-1,642,676
Auditor's Remuneration	-35,000	0	0%	0	0%	-35,000
Operating Lease Rentals	-46,000	0	0%	-605	1%	-46,000
Energy	-1,255,557	-71,936	6%	0	0%	-1,255,557
Materials & Contractors	-10,703,905	-190,815	2%	-684,919	6%	-10,703,905
Depreciation, Amortisation & Impairment	-10,400,000	-866,667	8%	0	0%	-10,400,000
Elected Members Expenses	-385,771	-1,267	0%	0	0%	-385,771
Legal Expenses	-242,200	-4,056	2%	-2,500	1%	-242,200
Water Charges	-1,333,095	0	0%	0	0%	-1,333,095
Telephone & Other Communication Charges	-237,828	-19,160	8%	0	0%	-237,828
Community Grants	-130,000	-2,000	2%	-57,273	44%	-130,000
Other Expenses	-3,520,633	-478,500	14%	-188,465	5%	-3,520,633
Borrowing Costs	-46,000	0	0%	0	0%	-46,000
Operating Expenditure	-40,143,315	-2,295,246	6%	-1,387,718	3%	-40,143,315
OPERATING SURPLUS/(DEFICIT)	-6,376,706	-1,805,797		-1,387,718		-6,376,706
Capital Income			0			
Net gain (loss) on disposal or revaluation of assets	50,000	0	0%	0	0%	50,000
Developer Contributions	42,000	0	0%	0	0%	42,000
Asset Income	0	0	0%	0	0%	0
Grants received	1,573,700	0	0%	0	0%	1,573,700
Capital Income	1,665,700	0	0%	0	0%	1,665,700
Net SURPLUS / (DEFICIT) transferred to Equity Statement	-4,711,006	-1,805,797		-1,387,718		-4,711,006
Capital Expenditure						
Land Purchase	0	0	0%	0	0%	0
Asset Purchase	-3,430,163	-139,979	4%	-812,389	24%	-3,430,163
Asset Upgrade	-5,109,387	-4,514	0%	-295,580	6%	-5,109,387
Capital Expenditure	-8,539,550	-144,493	2%	-1,107,969	13%	-8,539,550
Less Non-Cash Expenditure	-10,400,000	-866,667	8%	0	0%	-10,400,000
Plus Gifted Assets	0	0	0%	0	0%	0
NET CAPITAL SURPLUS/(DEFICIT)	-2,850,556	-1,083,623		-2,495,687		-2,850,556
Borrowings	0	0	0%	0	0%	0
Repayment of Borrowings	-228,223	0	0%	0	0%	-228,223
Reserve Movement	3,078,779	0	0%	0	0%	3,078,779
NET OPERATING SURPLUS/(DEFICIT)	0	-1,083,623		-2,495,687		0



Approved by: Manager Finance

2.1 - Budget Summary Report as at

31 July 2020

% of year passed
 Cashflowed Estimate of Budget YTD

8%

5%

Operating Income

	Revised Budget \$	YTD Actuals \$	%
Governance			
Office of the CEO	814,393	0	0.00%
Governance	814,393	0	0.00%
Organisational Services			
Director Organisational Services	50,012	14,522	29.04%
Organisational Services	50,012	14,522	29.04%
Finance			
Financial Services	450,000	142,425	31.65%
Rates	22,144,398	175,001	0.79%
Finance	22,594,398	317,426	1.40%
Events Promotion	45,000	0	0.00%
Library Services	789,826	35,537	4.50%
Senior Citizens	1,500	2,000	133.33%
Youth Services	355,067	0	0.00%
Animal Management	337,250	10,005	2.97%
Parking & Other Ranger Services	124,200	3,035	2.44%
Lifestyle & Community Services	1,652,843	50,577	3.06%
City Growth & Operations			
Civic Centre	104,999	23,333	22.22%
Driver Resource Centre	7,500	3,818	50.91%
Private Works	24,750	3,835	15.49%
Recreation Centre	64,500	145	0.23%
Roads & Transport	1,021,364	0	0.00%
Subdivisional Works	7,500	0	0.00%
Waste Management	6,857,590	0	0.00%
Odegard Drive Investment Property	446,160	74,360	16.67%
Durack Heights Community Centre	600	1,432	238.63%
CBD Car Parking	120,000	0	0.00%
City Growth & Operations	8,654,963	106,924	1.24%
	33,766,609	489,449	1.45%

Attachment 13.1.3.1
Section 2
Financial Results
31 July 2020

2.1 - Budget Summary Report as at

% of year passed
 Cashflowed Estimate of Budget YTD

8%
 45%

Capital Income

	Revised Budget \$	YTD Actuals \$	%
Governance			
Office of the CEO	743,700	0	0.00%
Governance	743,700	0	0.00%
Finance			
Financial Services	50,000	0	0.00%
Finance	50,000	0	0.00%
City Growth & Operations			
Director City Growth & Operations	125,000	0	0.00%
Roads & Transport	705,000	0	0.00%
Subdivisional Works	42,000	0	0.00%
City Growth & Operations	872,000	0	0.00%
	1,665,700	0	0.00%

Financial Results

2.1 - Budget Summary Report as at

31 July 2020

% of year passed
Cashflowed Estimate of Budget YTD

8%
4%

Capital Expenditure

	Revised Budget \$	YTD Actuals \$	% Utilised Actuals	Commitment \$	% Utilised Committed	Total YTD Actuals + Commitments \$
Organisational Services						
Information Technology	-165,000	-1,100	0.67%	-169,364	102.64%	-170,464
Organisational Services	-165,000	-1,100	0.67%	-169,364	102.64%	-170,464
Finance						
Financial Services	-713,415	0	0.00%	0	0.00%	0
Finance	-713,415	0	0.00%	0	0.00%	0
Arts & Culture	-85,000	0	0.00%	0	0.00%	0
Library Services	-430,000	-110,561	25.71%	-125,929	29.29%	-236,490
Director Lifestyle & Community	-80,000	0	0.00%	0	0.00%	0
Lifestyle & Community Services	-595,000	-110,561	18.58%	-125,929	21.16%	-236,490
City Growth & Operations						
Aquatic Centre	-100,000	0	0.00%	-16,442	16.44%	-16,442
Civic Centre	-85,000	0	0.00%	-8,795	10.35%	-8,795
Depot	-289,000	0	0.00%	-4,500	1.56%	-4,500
Driver Resource Centre	-20,000	0	0.00%	0	0.00%	0
Gray Community Hall	-25,000	0	0.00%	0	0.00%	0
Director City Growth & Operations	-550,000	0	0.00%	-2,400	0.44%	-2,400
Open Space	-2,403,929	-20,776	0.86%	-69,671	2.90%	-90,447
Recreation Centre	-395,000	0	0.00%	-52,415	13.27%	-52,415
Roads & Transport	-2,046,000	-1,314	0.06%	-54,388	2.66%	-55,702
Stormwater Infrastructure	-150,000	0	0.00%	0	0.00%	0
Street Lighting	-440,000	0	0.00%	-501,717	114.03%	-501,717
Subdivisional Works	-300,000	-9,117	3.04%	-11,513	3.84%	-20,629
Waste Management	-197,206	-1,625	0.82%	-90,836	46.06%	-92,461
Durack Heights Community Centre	-65,000	0	0.00%	0	0.00%	0
City Growth & Operations	-7,066,135	-32,831	0.46%	-812,677	11.50%	-845,509
	-8,539,550	-144,493	1.69%	-1,107,969	12.97%	-1,252,462

2.1 - Budget Summary Report as at

31 July 2020

% of year passed
Cashflowed Estimate of Budget YTD8%
10%

Operating Expenditure

	Revised Budget \$	YTD Actuals \$	% Utilised Actuals	Commitment \$	% Utilised Committed	Total YTD Actuals + Commitments \$
Governance						
Elected Members	-424,771	-1,267	0.30%	-5,158	1.21%	-6,425
Office of the CEO	-1,113,260	-37,642	3.38%	0	0.00%	-37,642
Governance	-1,538,031	-38,909	2.53%	-5,158	0.34%	-44,067
Organisational Services						
Customer Services	-315,294	-15,495	4.91%	0	0.00%	-15,495
Human Resources	-749,048	-28,522	3.81%	-25,049	3.34%	-53,571
Information Technology	-1,039,699	-54,632	5.25%	-72,750	7.00%	-127,383
Director Organisational Services	-443,321	-18,385	4.15%	-106,165	23.95%	-124,551
Records Management	-267,861	-11,676	4.36%	-605	0.23%	-12,281
Public Relations and Communications	-639,759	-13,654	2.13%	-45,205	7.07%	-58,859
Organisational Services	-3,454,982	-142,365	4.12%	-249,775	7.23%	-392,139
Finance						
Financial Services	-12,669,805	-1,499,293	11.83%	-8,957	0.07%	-1,508,250
Rates	-374,700	-1,350	0.36%	-100,884	26.92%	-102,234
Finance	-13,044,505	-1,500,643	11.50%	-109,841	0.84%	-1,610,483
Lifestyle & Community Services						
Arts & Culture	-102,000	-2,000	1.96%	-840	0.82%	-2,840
Community Development	-883,980	-33,660	3.81%	-57,273	6.48%	-90,933
Disabled Services	-3,000	0	0.00%	0	0.00%	0
Events Promotion	-380,000	-5,048	1.33%	-18,794	4.95%	-23,842
Families & Children	-27,000	-344	1.27%	-278	1.03%	-622
Health and Wellbeing Services	-66,140	-6,950	10.51%	-2,111	3.19%	-9,061
Library Services	-1,753,154	-89,866	5.13%	-116,875	6.67%	-206,742
Senior Citizens	-6,500	0	0.00%	-3,790	58.31%	-3,790
Youth Services	-486,068	-400	0.08%	-2,100	0.43%	-2,500
Director Lifestyle & Community	-523,401	-16,645	3.18%	-2,670	0.51%	-19,315
Safe Communities	-47,500	-545	1.15%	-3,587	7.55%	-4,133
Animal Management	-166,000	-2,545	1.53%	-34,242	20.63%	-36,787
Parking & Other Ranger Services	-887,753	-39,656	4.47%	-1,021	0.11%	-40,676
Lifestyle & Community Services	-5,332,495	-197,659	3.71%	-204,731	3.84%	-359,645
City Growth & Operations						
Aquatic Centre	-750,134	-10,251	1.37%	-20,342	2.71%	-30,593
Archer Sports Club	-256	0	0.00%	0	0.00%	0
Civic Centre	-392,963	-7,148	1.82%	-30,998	7.89%	-38,147
Depot	-71,623	-3,761	5.25%	-10,208	14.25%	-13,969
Driver Resource Centre	-13,250	-1,584	11.95%	-3,693	27.87%	-5,277
Emergency Operations	-30,000	-8,647	28.82%	-23,327	77.76%	-31,973
Gray Community Hall	-43,067	-218	0.51%	-4,783	11.11%	-5,001
Director City Growth & Operations	-586,162	-6,286	1.07%	-119,557	20.40%	-125,843
Open Space	-4,649,433	-144,922	3.12%	-204,865	4.41%	-349,786
Private Works	-91,373	-4,777	5.23%	0	0.00%	-4,777
Recreation Centre	-253,653	-1,131	0.45%	-30,503	12.03%	-31,634
Roads & Transport	-2,254,926	-86,561	3.84%	-149,352	6.62%	-235,912
Stormwater Infrastructure	-245,000	-1,262	0.52%	-15,270	6.23%	-16,532
Street Lighting	-770,000	-48,515	6.30%	-10,232	1.33%	-58,747
Waste Management	-6,232,526	-74,985	1.20%	-141,067	2.26%	-216,052
Odegaard Drive Investment Property	-141,407	-5,949	4.21%	-1,236	0.87%	-7,185
Durack Heights Community Centre	-22,220	-16	0.07%	-4,117	18.53%	-4,133
CBD Car Parking	-144,308	-9,150	6.34%	0	0.00%	-9,150
Goyder Square	-81,000	-510	0.63%	-1,271	1.57%	-1,781
City Growth & Operations	-16,773,302	-415,670	2.48%	-770,822	4.60%	-1,186,492
	-40,143,315	-2,295,246	5.72%	-1,340,326	3.34%	-3,592,826

Section 2

Financial Results

2.2 Reserves Schedule

	Balance as at 30/06/2020	Original Budget \$	TO RESERVES Carry Forwards & Rollovers \$	Adopted Budget \$	Original Budget \$	FROM RESERVES Carry Forwards & Rollovers \$	Adopted Budget \$	Balance as at 30/06/2021
Externally Restricted Reserves								
Unexpended Grants Reserve	4,434,364	300,000	0	300,000	250,000	0	250,000	4,484,364
	4,434,364	300,000	0	300,000	250,000	0	250,000	4,484,364
Internally Restricted Reserves								
Election Expenses Reserve	150,000	0	0	0	0	0	0	150,000
Disaster Recovery Reserve	463,100	0	0	0	0	0	0	463,100
Unexpended Capital Works Reserve	1,400,050	0	0	0	0	1,400,050	1,400,050	0
Developer Funds In Lieu Of Construction	1,678,661	162,730	0	162,730	516,000	0	516,000	1,325,391
Waste Management Reserve	1,804,545	68,020	0	68,020	190,000	0	190,000	1,682,565
Asset Renewal Reserve	0	0	0	0	0	0	0	0
Major Initiatives Reserve	614,949	0	0	0	0	0	0	614,949
	6,111,305	230,750	0	230,750	706,000	1,400,050	2,106,050	4,236,005
Unrestricted Reserves								
Working Capital Reserve	6,625,183	0	0	0	997,179	256,300	1,253,479	5,371,704
	6,625,183	0	0	0	997,179	256,300	1,253,479	5,371,704
Total Reserve Funds*	17,170,851	530,750	0	530,750	1,953,179	1,656,350	3,609,529	14,092,072

*Opening balance of reserves will change once the annual financial statements have been finalised



 Approved by: Manager Finance

Section 2

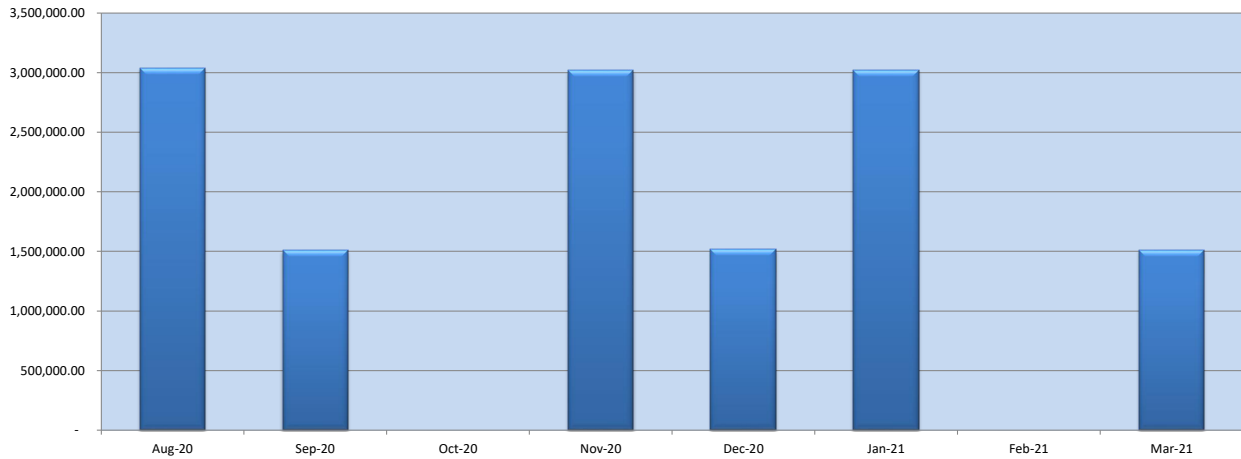
Financial Results

2.3 Investments Management Report

INVESTMENTS REPORT TO COUNCIL AS AT 31/07/2020

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	1.65%	August 26, 2020	26		
AMP	S&P A2	\$ 1,500,000.00	1.40%	January 27, 2021	180	\$ 3,000,000.00	21.95%
Bank of Queensland	S&P A2	\$ 1,500,000.00	1.63%	August 12, 2020	12		
Bank of Queensland	S&P A2	\$ 1,500,000.00	1.53%	November 4, 2020	96	\$ 3,000,000.00	21.95%
Macquarie	S&P A1	\$ 1,500,000.00	0.95%	September 23, 2020	54		
Macquarie	S&P A1	\$ 1,500,000.00	1.65%	December 16, 2020	138	\$ 3,000,000.00	21.95%
National Australia Bank	S&P A1+	\$ 7,649.87	0.30%				
National Australia Bank	S&P A1+	\$ 157,112.27	0.30%				
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.97%	November 18, 2020	110		
National Australia Bank	S&P A1+	\$ 1,500,000.00	0.98%	January 13, 2021	166		
National Australia Bank	S&P A1+	\$ 1,500,000.00	1.00%	March 10, 2021	222	\$ 4,664,762.14	34.14%
TOTAL SHORT TERM INVESTMENT		\$ 13,664,768.93	Average Days to Maturity		112		
% OF TOTAL INVESTMENT PORTFOLIO	A1 (max 100%)	56%	A2/P2 (max 60%)	44%	A3 (max 40%)	0%	100%
Weighted Average Rate		1.29%	BBSW 90 Day Rate Benchmark		0.95%		
GENERAL BANK FUNDS		\$ 8,648,617.23	Total Budget Investment Earnings		-\$ 400,000.00		
TOTAL ALL FUNDS		\$ 22,313,386.16	Year to Date Investment Earnings		-\$ 102,600.87		

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 Odegard Drive, Rosebery	Fair Value	\$ 5,100,000	\$ 74,360	\$ 5,949	\$ 68,411	12,995


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Section 2

Financial Results

31 July 2020

2.4 Debtor Control Accounts

SUNDRY DEBTORS:						
	BALANCE	CURRENT	30 DAYS	60 DAYS	90 DAYS	OVER 90 DAYS
	213,330.59	204,340.00	9,467.48	(50.00)	18.00	(444.89)
RATES:						
REPORT MONTH	OVERDUE \$	Payments Received in Advance \$	OVERDUE % OF RATES INCOME			
Jul-20	\$1,275,222	\$1,411,206	0.00%			
Jul-19	\$979,316		0.00%			
TOTAL OVERDUE \$	Charged in 2020/2021	Charged in 2019/2020	Charged in 2018/2019	Charged in 2017/2018	Charged Prior to 2017/2018	
\$1,275,222	\$8,691	\$853,406	\$266,405	\$91,786	\$54,934	
INFRINGEMENTS:			\$			
Animal Infringements			135,125.66			
Public Places			9,767.00			
Parking Infringments			157,869.15			
Litter Infringements			875.00			
Signs			0.00			
Other Law and Order			0.00			
Net Balance on Infringement Debts			<u>303,636.81</u>			



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Section 2

Financial Results

2.5 - Financial Indicators

	Target	2021	2020	2019	2018	2017	2016
Operating Surplus Ratio							
Total Operating Surplus/Deficit	0.00%	-18.88%	-18.87	-23.02%	-26.12%	-5.16%	-39.40%
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%	0.77%	0.76%	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.							
Rate Coverage Percentage							
Rate Revenues	60%-75%	65.22%	66.61%	63.87%	61.38%	59.25%	60.02%
Total Revenues							
This indicator shows the percentage of total revenue raised through rates income.							
Rates & Annual Charges Outstanding Percentage							
Rates & Annual Charges Outstanding	<5%	0.00%	5.05%	3.88%	3.47%	3.57%	3.16%
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.							

Council's final 2020 ratios for operating surplus, debt service ratio and rate coverage will be updated upon completion of the audited financial statements and the Annual Report 2019/20.

The annual rates and charges outstanding will show as 0% until rates are levied during the month of August 2020.

SECTION 2


Financial Results

		2.6 - Creditor Accounts Paid	July 2020
	Creditor Name	Creditor Payment Type	Amount \$
479	Jardine Lloyd Thompson Pty Ltd	General Creditors	595,033.77
639	Cleanaway Pty Ltd.	General Creditors	531,367.25
5104	JLM Contracting Services Pty Ltd	General Creditors	490,453.48
712	Paradise Landscaping (NT) Pty Ltd	General Creditors	303,908.88
5122	NT Electrical Group	General Creditors	261,911.50
V00773	Akron Group NT Pty Ltd	General Creditors	216,138.54
2	Australian Taxation Office - PAYG	General Creditors	156,124.03
V00271	Fuji Xerox Business Centre NT	General Creditors	125,878.25
54	Powerwater	Utilities	107,041.77
549	City of Darwin	General Creditors	90,535.43
V01904	Veolia Environmental Service (Australia) Pty Ltd	General Creditors	90,366.05
1607	Sterling NT Pty Ltd	General Creditors	81,103.86
2977	Security & Technology Services P/L	General Creditors	80,079.00
V00318	StatewideSuper Clearing House	Superannuation	69,428.51
798	YMCA of the Northern Territory	General Creditors	68,331.29
2587	Top End RACE	General Creditors	68,276.47
938	Nightcliff Electrical	General Creditors	63,603.19
V00582	Ezko Property Services (Aust) Pty Ltd	General Creditors	54,456.26
48	Top End Line Markers Pty Ltd	General Creditors	53,549.10
2199	SBA Office National	General Creditors	50,521.90
V00295	Jacana Energy	Utilities	49,928.17
V02616	ELB Pty Ltd	General Creditors	49,236.38
V01718	Arnhem Nursery	General Creditors	47,867.16
3936	Arafura Tree Services and Consulting	General Creditors	46,475.00
V01936	Arjays Sales & Services Pty Ltd	General Creditors	41,818.65
V02534	Water Dynamics Pty Limited	General Creditors	41,305.47
87	Industrial Power Sweeping Services Pty	General Creditors	39,567.22
V00368	iWater NT	General Creditors	36,413.96
4190	National Australia Bank	General Creditors	36,102.50
184	Clouston Associates	General Creditors	31,702.00
V02559	Solutions Managed Pty Ltd	General Creditors	31,625.00
5525	Easyweb Digital Pty Ltd	General Creditors	27,104.00
5651	Minter Ellison Lawyers	General Creditors	26,891.45
5508	Open Systems Technology Pty Ltd - CouncilFirst	General Creditors	21,665.20
V00407	All Fence & Gates (NT) P/L	General Creditors	20,282.50
46	Downer EDI Works Pty Ltd	General Creditors	19,905.16
V00157	McArthur Management Services (Vic) P/L	General Creditors	19,152.35
5031	All Aspects Recruitment & HR Services	General Creditors	16,356.33
V01958	Ross Kourounis T/A Rossi Architects	General Creditors	16,049.11
V01860	Hays Specialist Recruitment (Australia) Pty Ltd	General Creditors	15,968.97
V00343	MAGIQ Software Ltd. T/A - NCS Chameleon Ltd	General Creditors	15,090.90
V02540	KESAB Environmental Solutions	General Creditors	13,431.00
V01134	Territory Technology Solutions Pty Ltd	General Creditors	12,351.59
47	Telstra Corporation Ltd	General Creditors	11,270.44
V01277	Express Studios	General Creditors	10,325.00
V01009	Australian Parking and Revenue Control Pty Limited	General Creditors	10,065.00
V02512	DMAK Plumbing & Gas Fitting Pty Ltd	General Creditors	9,845.26
V00010	Rural Garden Supplies	General Creditors	9,430.00
V00599	Athina Pascoe-Bell	Elected Members	9,234.24
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	General Creditors	8,509.84
4912	Remote Area Tree Services Pty Ltd	General Creditors	8,426.00
4007	Ark Animal Hospital Pty Ltd	General Creditors	7,910.00
V02128	Palmerston Raiders Rugby League Club	Grants, Sponsorships, Donations & Prizes	7,559.03
V02760	Finlay's Stone	General Creditors	7,347.50
V02679	Critical Hit Entertainment Pty Ltd	General Creditors	7,040.00
V01619	Merit Partners Pty Ltd	General Creditors	6,833.16
V02511	GTG Irrigation & Landscaping Pty Ltd	General Creditors	6,832.10
V02521	Darwin Commercial Construction and Maintenance Pty	General Creditors	6,531.20
5615	EcOz Environmental Consulting	General Creditors	6,492.20
V01800	Regional Development Australia Northern Territory	General Creditors	6,050.00

Creditor Name	Creditor Payment Type	Amount \$
V02162 RMI Security - Conigrave Pty Ltd	General Creditors	5,952.68
V00228 Outback Tree Service	General Creditors	5,753.00
3438 NT Shade & Canvas Pty Ltd	General Creditors	5,665.00
V00939 Defend Fire Services Pty Ltd	General Creditors	5,475.60
V01503 LG Solutions Pty Ltd	General Creditors	5,225.00
617 Barnyard Trading	General Creditors	5,196.40
V01573 Amber Garden	Elected Members	5,168.79
V00962 Department of Housing and Community Development	General Creditors	5,107.07
V02817 Hireworks	General Creditors	4,851.00
V02897 Spray Lawn NT Pty Ltd	General Creditors	4,620.00
V00250 Ward Keller	General Creditors	4,587.00
26 Viva Energy Australia Ltd	General Creditors	4,562.17
V00860 Costojic Pty Ltd	General Creditors	4,480.00
V01592 Sage Constructions Pty Ltd	General Creditors	4,368.52
V01118 Wilson Security Pty Ltd	General Creditors	4,298.42
V02444 Local Community Insurance Services	General Creditors	4,298.40
4561 Bendesigns	General Creditors	4,175.00
V02814 Agon Environmental Pty Ltd	General Creditors	4,125.00
V01584 Salary Packaging Australia	General Creditors	4,066.14
4065 Southern Cross Protection Pty Ltd	General Creditors	4,055.57
V01829 Master Blaster High Pressure Cleaning	General Creditors	3,993.00
V00377 Audio Technology NT Pty Ltd	General Creditors	3,883.00
5414 Nitro Software, Inc.	General Creditors	3,850.00
V02369 Maher Raumteen Solicitors	General Creditors	3,850.00
5254 True North	General Creditors	3,792.87
V01612 News Corp Australia	General Creditors	3,755.50
V01785 M&S Mowing Plus	General Creditors	3,674.00
4336 Wavesound Pty Ltd	General Creditors	3,540.90
V02186 Darwin Digital Television Pty Ltd	General Creditors	3,520.00
5 Australia Post	General Creditors	3,393.68
V02852 DDAGroup Corp Comm P/L T/A Tangelo Creative	General Creditors	3,273.60
V02563 Amcom Pty Ltd Acc no 68842	General Creditors	3,195.55
V00202 YACCA GOLD P/L T/A Central Business Equipment	General Creditors	3,179.00
V01590 MSKK Pty Ltd T/A Trojon Contractors	General Creditors	3,077.80
V02229 Studio B Designs	General Creditors	3,058.00
5036 Dormakaba Aust P/L T/as Territory Door Services	General Creditors	3,035.52
V02073 Holistic Health Services NT	General Creditors	3,000.00
5641 Northern Planning Consultants Pty Ltd	General Creditors	2,904.00
274 CSG Business Solutions (NT) Pty Ltd	General Creditors	2,830.24
444 Ms Techy Masero	General Creditors	2,750.00
V00193 Amcom Pty Ltd Acc no CN5439	General Creditors	2,733.50
V02924 Onpoint Barbers	Grants, Sponsorships, Donations & Prizes	2,696.75
V01835 Deloitte Private Pty Ltd	General Creditors	2,474.59
V01486 Brainium Labs Pty Ltd	General Creditors	2,466.00
V02922 Express Trees	Grants, Sponsorships, Donations & Prizes	2,428.39
V02926 Trainers Irrigation and Maintenance Services	Grants, Sponsorships, Donations & Prizes	2,406.58
2336 Flick Anticimex Pty Ltd	General Creditors	2,403.93
V01076 DJ's Peak Fitness	General Creditors	2,400.00
V02925 Donald Law T/a Tattoo Crew	Grants, Sponsorships, Donations & Prizes	2,398.00
V01570 Sarah Louise Henderson	Elected Members	2,385.18
V01615 Autopia Management Pty Limited	General Creditors	2,310.32
V00073 Off the Leash	General Creditors	2,266.00
3099 Iron Mountain Australia Pty Ltd	General Creditors	2,262.37
V01143 Channel Nine Darwin (Territory Television Pty Ltd)	General Creditors	2,252.80
V02923 Instyle Hair and Beauty NT	Grants, Sponsorships, Donations & Prizes	2,241.25
V01593 Mercer Consulting (Australia) Pty Ltd	General Creditors	2,227.50
V02947 LS Lawn Care	Refunds & Reimbursements	2,213.75
3189 Seek Limited	General Creditors	2,194.50
5435 Access Hardware (NT) Pty Ltd	General Creditors	2,187.45
V02921 Joshua Elliot - E Build NT	Grants, Sponsorships, Donations & Prizes	2,185.00
3313 Zip Print	General Creditors	2,156.00
3880 PAWS Darwin Limited	General Creditors	2,080.00
V02920 Contract Control International Pty Ltd	General Creditors	2,029.50
V01569 Benjamin Giesecke	Elected Members	2,001.85
V01572 Lucy Morrison	Elected Members	2,001.85

Creditor Name	Creditor Payment Type	Amount \$
V01574 Dr Thomas A Lewis OAM	Elected Members	2,001.85
V02386 One Touch Property Maintenance	General Creditors	2,000.00
V02929 Tennis NT Inc	Grants, Sponsorships, Donations & Prizes	2,000.00
V02934 Merran Sierakowski	Grants, Sponsorships, Donations & Prizes	2,000.00
V02678 Territory Sanitisation Pty Ltd	General Creditors	1,994.30
V02928 ZC Tiling - Zack Cicchiello	Grants, Sponsorships, Donations & Prizes	1,957.00
V01571 Michael Spick	Elected Members	1,935.18
V01579 Damian Hale	Elected Members	1,935.18
V00518 SB & JS Cook	Refunds & Reimbursements	1,900.00
256 The Bookshop Darwin	General Creditors	1,820.39
2130 TaxEd Pty Ltd	General Creditors	1,795.00
V02709 Micro Products Australia	General Creditors	1,735.00
V00943 Rentokil Initial P/L - T/a NT Pest & Weed Control	General Creditors	1,705.00
V01183 Resource Furniture	General Creditors	1,701.17
V01088 RTM - Dept of Infrastructure, Planning & Logistics	General Creditors	1,683.32
V02927 John Day Plumbing	Grants, Sponsorships, Donations & Prizes	1,670.00
V01234 Mulga Security	General Creditors	1,666.50
3098 Roadshow Films Pty Ltd	General Creditors	1,650.00
V02306 Well Done International Pty Ltd	General Creditors	1,636.03
V00200 Red Earth Automotive Pty Ltd	General Creditors	1,605.80
V02904 Dynamic Gift International Pty Ltd	General Creditors	1,553.75
V02075 FL Pools Pty Ltd T/a Figleaf Pool Products	General Creditors	1,546.70
V00022 Officeworks	General Creditors	1,535.55
4977 Masterplan	General Creditors	1,532.67
V00474 Lane Communications	General Creditors	1,509.64
V02895 Hodgkison Pty Ltd	General Creditors	1,445.40
V00327 Tammy's Fitness Training	General Creditors	1,440.00
4737 D & L Plumbing & Gasfitting	General Creditors	1,405.80
422 ALIA -Australian Library & Information Association	General Creditors	1,390.00
V02542 Roadside Services and Solutions Pty Ltd	General Creditors	1,361.80
V02931 Christina M Snoek	Refunds & Reimbursements	1,300.00
V02936 Alylah Landscaping and Property Services	Grants, Sponsorships, Donations & Prizes	1,291.50
V02038 Michael Maher - S.L.M	General Creditors	1,177.00
V02886 KTLP Enterprises Pty Ltd Ta Sportspower Palmerston	General Creditors	1,118.40
V02579 Human Synergistics Pty Ltd	General Creditors	1,098.00
289 Bolinda Publishing Pty Ltd	General Creditors	1,086.04
V00828 Iain Summers	General Creditors	1,054.90
V02564 United Air Conditioning and Mechanical Services Pt	General Creditors	1,041.10
421 Palmerston 50+ Club	Grants, Sponsorships, Donations & Prizes	1,000.00
V00730 The Burning Circus	General Creditors	1,000.00
V01852 Yvonne Ross	Refunds & Reimbursements	1,000.00
V01911 Darwin Plant Wholesalers	General Creditors	973.50
4221 Institute of Public Works Engineering - IPWEA	General Creditors	935.00
5611 Steelmans Tools and Industrial Supplies	General Creditors	891.71
4528 Miranda's Armed Security Officers Pty	General Creditors	871.20
V01810 Jacana Energy - Payroll Deductions	General Creditors	860.00
V01420 CENTRELINK (PAYROLL)	General Creditors	850.33
4679 iSentia Pty Ltd	General Creditors	833.80
V01082 Real Estate Institute of NT Inc	General Creditors	814.00
V01673 Groove Vitality (Kelly Hayes)	General Creditors	800.00
V01232 Mark D Blackburn	General Creditors	790.90
V02681 Nalija Pty Ltd trading as Total Safety Solutions	General Creditors	782.22
V01452 CrossFit Palmerston	General Creditors	770.00
41 Harvey Distributors	General Creditors	755.59
112 Beaupaires	General Creditors	720.60
1276 Tourism Top End	General Creditors	660.00
V00334 Zumba with Adrijana	General Creditors	640.00
V00789 Green Plum Tai Chi	Refunds & Reimbursements	640.00
3428 Bunnings Group Limited	General Creditors	632.54
V02215 Built IT Up - Gargee Lad	Refunds & Reimbursements	630.00
2186 Optus Billing Services Pty Ltd	General Creditors	610.00
V02963 Conna Read	Refunds & Reimbursements	606.51
5357 Amiable Communications - Amy	General Creditors	600.00
2757 Engineers Australia - National Office	General Creditors	574.00
2009 The Big Mower (NT) Pty Ltd	General Creditors	567.60

Creditor Name	Creditor Payment Type	Amount \$
V02379 Paint and Create Darwin	General Creditors	561.00
4398 Quality Indoor Plants Hire	General Creditors	557.19
V02901 Darls Art	General Creditors	550.00
V02946 Dinesh Kumar	Refunds & Reimbursements	530.47
V02948 Taylah Godwin	Refunds & Reimbursements	523.00
2053 Bodyline Crash Repairs Pty Ltd	General Creditors	500.00
536 TIO - Territory Insurance Office	General Creditors	500.00
V00315 HWL Ebsworth Lawyers	General Creditors	495.00
2238 Hollands Print Solutions Pty Ltd	General Creditors	480.00
3971 Pipeline Renovations Pty Ltd trading as RenoFLO	General Creditors	459.10
V02919 GT Nominees	Refunds & Reimbursements	453.77
5676 Royal Wolf Trading Australia Pty Ltd	General Creditors	450.19
V01106 Darwin Toilet Hire	General Creditors	440.00
V00542 Industry Health Solutions	General Creditors	421.00
4508 News 4 U	General Creditors	415.40
V00889 Paul W Lewis T/a Scanner Angel OZ	General Creditors	415.00
5188 Palmerston Men's Shed	General Creditors	400.00
4029 Totally Workwear Palmerston	General Creditors	395.00
V01694 NT Advertising and Distribution	General Creditors	379.50
3879 Litchfield Council	General Creditors	377.85
V00787 Naomi Lacey	General Creditors	370.00
35 WINC Australia Pty Limited	General Creditors	369.12
V01661 Patchy's Auto Electrics	General Creditors	361.63
V02899 Bush to Beach Nature-Based Programs	General Creditors	350.00
161 Australian Institute of Management	General Creditors	325.00
3788 HPA Incorporated	General Creditors	320.00
272 City Wreckers	General Creditors	308.00
V01986 Bella Maree Music	General Creditors	300.00
5272 Greville Fabrication Pty Ltd	General Creditors	275.00
V02811 Peter Drew Arts	General Creditors	250.00
V02843 Top Gear (Aust) Pty Ltd	Refunds & Reimbursements	250.00
399 St John Ambulance (NT) Incorporated	General Creditors	243.60
V02143 Smart City Solutions Pty Ltd	General Creditors	203.50
V01381 Phoebe Wear	General Creditors	200.00
V02882 Zoe Bailey	General Creditors	200.00
215 Employee Assistance Services NT Inc (EASA)	General Creditors	197.47
2915 Territory Uniforms	General Creditors	185.34
V01691 Blackwoods	General Creditors	178.70
V01599 Budsoar Pty Ltd T/A Koori Mail	General Creditors	175.00
V01760 NT Art Storms	General Creditors	170.00
V00992 Top End Upholsterers & Motor Trimmers	General Creditors	165.00
5101 Lia Finocchiaro	Refunds & Reimbursements	150.00
V02945 Angela Krohn	Refunds & Reimbursements	150.00
5011 A&J Communications	General Creditors	148.50
V01370 Margetta Avlonitis	Refunds & Reimbursements	125.00
V01741 Northern Territory Mental Health Coalition	General Creditors	125.00
V02508 Elin McCarthy - Top End Ballroom	Refunds & Reimbursements	125.00
V02914 Kathleen Sanchez	Refunds & Reimbursements	125.00
V02916 Muhammad Muneed	Refunds & Reimbursements	125.00
V02917 Khushbu Rajput	Refunds & Reimbursements	125.00
V02930 Afrin Syeda	Refunds & Reimbursements	125.00
V02941 Lauren Mellor	Refunds & Reimbursements	125.00
V02959 Iftikhar Hayat	Refunds & Reimbursements	125.00
V02950 Vijay Kumar	Refunds & Reimbursements	120.00
36 Darwin Lock & Key	General Creditors	110.00
913 Tyre and Auto Pty Ltd t/as mycar	General Creditors	109.16
V02911 Nigel Weston	Refunds & Reimbursements	108.63
V02937 Tania Weinert	Refunds & Reimbursements	108.63
V02938 Mireille Beaupellet	Refunds & Reimbursements	108.63
V02961 Pam Cunnington	Refunds & Reimbursements	99.14
V02939 Kerrina Tamiano	Refunds & Reimbursements	82.63
V02932 Mittalben Prajapati	Refunds & Reimbursements	60.00
V02434 Kym Yeoward	Refunds & Reimbursements	50.00
V02912 Jarrad Fong	Refunds & Reimbursements	50.00
V02913 Katrina Rahaley	Refunds & Reimbursements	50.00

Creditor Name	Creditor Payment Type	Amount \$
V02918 Bodil Conroy	Refunds & Reimbursements	50.00
V02933 Cathryn Piccinelli	Refunds & Reimbursements	50.00
V02940 Hayden Rhys Strohfeldt	Refunds & Reimbursements	50.00
V02944 Shennan Shailer	Refunds & Reimbursements	50.00
V02952 Lindsay Clarke	Refunds & Reimbursements	50.00
V02955 Jemma Warner	Refunds & Reimbursements	50.00
V02956 Lindsay Cheal	Refunds & Reimbursements	50.00
V02967 Kevin Smith	Refunds & Reimbursements	50.00
V01938 Windcave Pty Limited	General Creditors	49.50
V02951 Titan Plant Hire	Refunds & Reimbursements	45.00
V02957 Alice Bowden	Refunds & Reimbursements	45.00
V02167 Sanity Music Stores Pty Ltd	General Creditors	41.03
V00075 Mercury Group of Companies Pty Ltd (T/A Fit2Work)	General Creditors	40.59
V01203 Tyreright Palmerston	General Creditors	40.00
V01769 Snows Run (NT) Pty Ltd T/as Territory Green Waste	General Creditors	40.00
V02943 Alexandra Littlechild	Refunds & Reimbursements	40.00
18 Integrated Land Information System	General Creditors	28.40
V02112 RTM - Corporate and Strategic Services - AGD	Refunds & Reimbursements	13.00
V02545 Amazon Web Services Inc	General Creditors	4.54
V02949 Trisha Kiely	Refunds & Reimbursements	4.00
		4,694,301.73
Percentage of this month's payments made to local suppliers (excludes investments placed)		91%
 Approved by: Manager Finance		

SECTION 2

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2.7 - Creditor Accounts Outstanding July 2020

Creditor No.	Creditor Name	Amount \$
V00773	Akron Group NT Pty Ltd	28,578.00
V02760	Finlay's Stone	6,540.00
V00368	iWater NT	6,036.50
5031	All Aspects Recruitment & HR Services	4,605.52
5615	EcOz Environmental Consulting	3,520.00
V02534	Water Dynamics Pty Limited	3,520.00
4029	Totally Workwear Palmerston	2,747.50
3313	Zip Print	1,672.00
4871	Reface Industries	1,125.26
V02580	Bartlett Consulting	790.90
V00682	Leigh Dyson Plumbing	429.00
2505	Public Libraries Australia Ltd	395.00
256	The Bookshop Darwin	308.57
V00443	Top End Hydraulic Services P/L T/A Forecast Machin	181.79
4737	D & L Plumbing & Gasfitting	170.50
4398	Quality Indoor Plants Hire	123.50
5611	Steelmans Tools and Industrial Supplies	71.50
V00318	StatewideSuper Clearing House	15.55
639	Cleanaway Pty Ltd.	(19,316.08)
		41,515.01



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Section 2

Financial Results

2.8 - Waste Charges as at Waste Management

31 July 2020

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals + Commitments \$	% Utilised
Income					
Rates & Charges	6,857,590	0	0	0	0.00%
Income	6,857,590	0	0	0	0.00%
Operating Expenditure					
Employee Costs	-840,533	-70,046	0	-70,046	8.33%
Professional Services	-151,500	-3,200	-48,733	-51,933	34.28%
Educational Resources	0	0	-800	-800	0.00%
Utilities	-14,293	0	0	0	0.00%
Street Sweeping	-320,000	0	-25,220	-25,220	7.88%
Litter Collection	-520,000	-16,655	-48,072	-64,727	12.45%
Domestic Bin Collection	-2,205,200	18,256	0	18,256	-0.83%
Waste Removal	0	0	-1,080	-1,080	0.00%
Slashing of Long Grass	0	-3,340	-1,313	-4,653	0.00%
Community Programs & Events	-10,000	0	0	0	0.00%
Kerb Side Collections	-110,000	0	0	0	0.00%
Tip Recharge Domestic Bin collection	-755,000	0	0	0	0.00%
Transfer Station	-1,150,000	0	-15,849	-15,849	1.38%
Loan Repayments	-46,000	0	0	0	0.00%
Tip Recharge Transfer Station	-440,000	0	0	0	0.00%
Operating Expenditure	-6,562,526	-74,985	-141,067	-216,052	3.29%
Capital Expenditure					
Waste Disposal Capital Works	-377,206	-1,625	-90,836	-92,461	24.51%
Capital Expenditure	-377,206	-1,625	-90,836	-92,461	24.51%
Borrowings					
Repayments - Archer Loan Principal	-228,223	0	0	0	0.00%
Borrowings	-228,223	0	0	0	0.00%
Profit/(Loss)	-310,365	-76,610	-231,903	-308,512	



Approved by: Manager Finance

Section 2

Financial Results

31 July 2020

2.9 - Commercial Leases as at Commercial Leases

	Revised Budget \$	YTD Actuals \$	Commitment \$	Total YTD Actuals + Commitments \$	% Utilised
Income					
Library Services	22,676	10,471	0	10,471	46.18%
Director Organisational Services	50,012	14,522	0	14,522	29.04%
Civic Centre	104,999	23,333	0	23,333	22.22%
Income	177,687	48,326	0	48,326	27.20%
Expenditure					
Director Organisational Services	-24,000	-7,943	0	-7,943	33.10%
Expenditure	-24,000	-7,943	0	-7,943	33.10%
Profit/(Loss)	153,687	40,383	0	40,383	

Library Services includes lease held by Mosko's Market

Civic Centre includes the lease held by Adult Mental Health

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

McGees Management Fees charged to Director Organisational Services each month



Approved by: Manager Finance

Section 2

Financial Results

31 July 2020

2.10 - Council Loans

Internal Loan - Making the Switch Expenditure

	Internal Loan \$	Expended from Loan \$	Interest on Loan \$	Total \$
Expenditure				
LED Lighting PR6JECT-3 Making the Switch	3,223,849	3,223,849	72,385	3,296,233
Public Lighting Officer 2019/20	114,000	114,000	474	114,474
Public Lighting Officer 2020/21	116,000	9,667	43	9,709
Expenditure	3,453,849	3,347,515	72,902	3,420,417

The above costs relating to the internal loan are over the life of the project to date, including the expenditure from the 2018/19 and 2019/20 financial years. The interest rate is fixed at 2.60% for the duration of the loan.

The final loan value for this project is \$3,223,849 not including employee costs for the Public Lighting Officer and interest incurred.

Internal Loan - Making the Switch Repayments

	Internal Loan \$	Prior Year Repayments \$	Current Year Repayments \$	Total \$	Outstanding Balance \$
Expenditure					
Making the Switch	3,420,417	200,000	0	200,000	3,220,417
	3,420,417	200,000	-	200,000	3,220,417

External Loan - Archer Landfill Rehabilitation

	External Loan \$	Principal Repayments \$	Interest Payments \$	Total \$	Outstanding Balance \$
Expenditure					
Archer Landfill Rehabilitation	1,960,000	221,647	53,110	274,758	1,738,353
	1,960,000	221,647	53,110	274,758	1,738,353

The External Loan - Archer Landfill Rehabilitation is for a term of 8 years commencing 28 June 2018 and concluding 30 June 2027. The interest rate is fixed at 2.78% for the duration of the loan.



Approved by: Manager Finance

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.1
REPORT TITLE:	Proposal for a Catch and Release Fishing Competition within the City of Palmerston Lakes
MEETING DATE:	18 August 2020
AUTHOR:	Manager Projects, Alex Douglas
APPROVER:	Chief Executive Officer, Luccio Cercarelli

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval to implement a catch and release fishing competition for freshwater lakes within the municipality to commence from 1 September 2020.

KEY MESSAGES

- The development of a fishing competition will increase community understanding and appreciation of the lakes.
- Recreational fishing is a major pastime within the Top End region and this project is aimed at encouraging and informing the next generation of fishers.
- The lakes within Palmerston provide a positive benefit to the amenity of their neighbourhoods and recreational fishing is an activity that can include all members of the family.
- The prizes being offered are aimed at encouraging participation within younger age groups while allowing for adults.
- The competition is open to the public, and not restricted to residents of Palmerston.
- City of Palmerston elected members and staff will not be eligible for competition prizes.
- Eligible entries will require an entrant to be registered either prior to submitting an entry or at the time of submitting an entry.
- A competition is deemed to be a minor trade lottery provided the total value of the prizes does not exceed \$5,000. A prize pool in excess of \$5,000 requires an application to conduct a Trade Lottery. An application has been made for a Trade Lottery based on a prize pool of \$11,000.
- As this is an inaugural event a review of the competition is considered appropriate by no later than February 2021.

RECOMMENDATION

1. THAT Report entitled Proposal for a Catch and Release Fishing Competition within the City of Palmerston Lakes be received and noted.
2. THAT Council approve the Palmerston Catch and Release Competition to be run from mid-September 2020 to June 2021 inclusive based on the information, terms and conditions of the

competition outlined in the report entitled Proposal for a Catch and Release Fishing Competition within the City of Palmerston Lakes.

3. THAT Council receive a report to review the operation and participation in the Palmerston Catch and Release Competition at the 1st Ordinary Council Meeting to be held in February 2021.

BACKGROUND

At the 2nd Ordinary Council Meeting of 21 July 2020 Council made the following decision:

12.1 Palmerston Lakes – Catch and Release Fishing Competition

9/1203

THAT a report be prepared for the second ordinary meeting in August 2020, outlining a proposal for a Catch and Release Fishing Competition within the City of Palmerston lakes to promote lifestyle, well-being, and health of our community.

CARRIED 9/1203 – 21/07/2020

This report evaluates the opportunities associated with the proposed competition.

DISCUSSION

Discussions with the Department of Primary Industry and Fisheries (Fisheries) had commenced in relation to the annual stocking of barramundi (fish) within the freshwater lakes in Durack and Gunn and the department advised that there are fish available for release of a size that would allow tagging. Generally, it is not possible to tag fish less than 250mm in length. The competition is framed around barramundi and other fish will not be considered.

Fisheries indicate that they take approximately three weeks to prepare the fish for release and the present batch would be released in the near future.

A range of topics have been evaluated with regards to the proposed competition and are discussed as follows:

Benefits:

There are many benefits associated with the competition to improve awareness of the lakes, encourage family outdoor activities and promote sound fishing practices.

The competition is not centred around major prizes such as the Million Dollar Fish, but to promote the amenity that the lakes provide and encourage their use and enjoyment. Resource material will be developed for each lake to provide information on its size and characteristics, its catchment area and where it connects downstream.

Education:

Recreational fishing is already a major activity however the lakes provide an opportunity, typically within walking distance of many prospective entrants, to develop awareness and skills within the younger generations.

Both the Amateur Fishermen's Association of the Northern Territory (AFANT) and the Palmerston Game Fishing Club (PGFC) have been contacted to determine the extent of information and resources

that they may be prepared to offer for the competition. This could be in the form of participation in workshops or videos on catch and release safe handling procedures.

As registration requires the entrant's email, they will be provided regular updates during the competition on the results of the draws, fishing tips, lake management activities and related programs.

The Department of Environment and Natural Resources (Weeds section) have expressed interest in participating to provide information on managing *Salvinia* transport when fishing.

Tagged fish will provide a useful research tool in understanding how fish perform within the lakes and information gathered from the competition entries will be provided to Fisheries and available on Council's website.

Competition Conditions:

Registration will be a requirement as it will enable Council to assess the level of community interest and enable distribution of information or invitations to related free events – registration will require the following information - name, age, post code, phone number and email.

Registration will be open to the general public and not limited to Palmerston residents.

There are going to be circumstances where a tagged fish is caught by someone not already registered. When submitting an online application, the entrant will be required to enter their registration number. If not already registered the entrant will be directed to the registration page and once completed the entry can be accepted. The same procedure will apply where a non-tagged fish has been caught.

One of many benefits of the competition is the ability to gain increased awareness of the barramundi within the lakes and rather than limit the competition to tagged fish, any non-tagged barramundi caught will have access to a different prize pool to encourage the information to be collected and made available to Council and Fisheries.

A proposed list of the conditions of entry is provided as **Attachment 13.2.1.1** to this report. The final terms and conditions will be finalised and published at the time of the online registration becoming available.

Prize Categories:

Monthly Draw - Tagged and Non-tagged Barramundi:

This category is defined with a view to encourage a range of younger age groups; the proposed categories for prizes are:

- 12 years or under,
- 13 to 17 years, and
- 18 years plus.

For the monthly prizes, where no entries have been received for a particular age group, the intent would be to carryover those prize/s for that age group into the next monthly draw.

Metre-plus Barramundi:

A once off category for the first person to catch a one metre plus Barramundi will be available. The entrant will be eligible for respective monthly draw according to their age group.

Major (Tagged) and Minor (Non-tagged) Competition Prize:

Following the end of the competition (June 2021) a draw will be held for the Major and Minor prize. All entrants who have submitted an eligible entry will be entered into the respective draw.

Registration Draw:

Every two months a separate draw will be held with a prize for each age-group for those who have registered for the competition but have not submitted an eligible entry.

Prize Pool:

For the initial competition to be conducted over 10 months (September 2020 to June 2021 inclusive), the proposal is for Council to fund the prizes, and subject to community interest and participation the longer-term aim would be to encourage related businesses and organisations within Palmerston to provide vouchers or prizes.

An application has been submitted for a Trade Lottery and were the application not successful the prize pool will be scaled back to a total under \$5,000.

Tagged Barramundi:

Based on a prize pool valued at \$4,500, the proposed value of monthly prizes (ten total) for tagged fish would be:

Age Group	Monthly Prize
12 years and under	\$150
13 to 17 years	\$150
18 years plus	\$150

Non-tagged Barramundi:

Based on a prize pool valued at \$3,000, the proposed value of monthly prizes (ten total) for non-tagged fish would be:

Age Group	September
12 years and under	\$100
13 to 17 years	\$100
18 years plus	\$100

Metre-plus Barramundi:

The once off prize for the first entrant submitting an eligible entry showing a Barramundi measuring in excess of one metre will win a prize valued at \$500.

Major prize (tagged Barramundi)

The once off Major prize will be drawn following the end of the competition and will be available for all entrants submitting an eligible entry for tagged fish. The prize will be valued at \$800.

Minor prize (non-tagged Barramundi)

The once off Minor prize will be drawn following the end of the competition and will be available for all entrants submitting an eligible entry for non-tagged fish. The prize will be valued at \$500.

Registration Draw:

A draw will be held every two months, in conjunction with a monthly draw, for all registered entrants who have not submitted an eligible tagged or non-tagged fish entry.

Based on a prize pool valued at \$1,350, the proposed value of prizes every two months (five total) would be:

Age Group	September
12 years and under	\$90
13 to 17 years	\$90
18 years plus	\$90

The aim is for all prizes would be in the form of single vouchers with entrants able to nominate from eligible Palmerston businesses. The business eligibility is expected to be based around those businesses that have gift cards/vouchers and suitability to the age group.

Competition Duration:

The proposed duration is for ten months from September 2020 to June 2021 inclusive.

The intent is to promote the competition from the beginning of September, and to open the competition for entries from mid-September. This will allow registrations to be made and the first monthly draw would take place in the first week of October.

The Major and Minor prize draws would occur on Monday 5 July 2021.

Future Competitions:

The size fish required for tagging are not available each year and a program would need to be developed with Fisheries to release tagged fish every two or three years to ensure stock is available. The fish are at least 12 months old and the holding tank/s and other requirements are not always available.

As the Barramundi within the lakes can migrate to other downstream lakes or out to the sea during the Wet Season, there is a perceived need to consider the release of additional tagged fish over time. A total of 300 sequentially numbered tags have been ordered in anticipation of Council's favourable assessment of the competition. This was to ensure the availability of tags which are not available at short notice together with the timing required by Fisheries to provide the fish.

The results of the inaugural competition will guide how future competitions may be structured and improved.

Due the potential for fish suitable for tagging not always being available each year, in the future the competition may take different formats being of shorter duration with different requirements for eligible entries. This will be considered in the report to Council in February 2021 based on the success of the proposed competition and discussions with Fisheries and other interested parties (Government agencies, fishing clubs, businesses etc).

CONSULTATION PROCESS

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

- City Sustainability Manager,
- City Operations Manager,
- Community Services Lead.

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

- Department of Primary Industry and Fisheries,
- Department of Environment and Natural Resources,
- Licensing NT,
- Amateur Fishermen's Association of the Northern Territory (AFANT),
- Palmerston Game Fishing Club (PGFC).

We are waiting on feedback from the AFANT, and the PGFC has been very positive and discussions will continue following Council consideration of this report.

Promotion of the competition will be undertaken via print, social media and Council's website. TV advertisements are a possibility with the value, format and timing are being evaluated.

POLICY IMPLICATIONS

There are no policy implications for this report.

BUDGET AND RESOURCE IMPLICATIONS

The estimated value of the prize pool is \$11,000. This and other costs associated with materials and promotion of the competition will be funded from within the adopted operating budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Whilst there are many positives associated with the proposed competition there are a number of low level risks that have been identified:

- a) Low registration numbers in total or within certain age groups – the competition is to be promoted via social media, council's website, print media, with possible TV and radio promotion. Information may be possible through schools to inform the under 18 age groups. In addition, signs will be placed around the lakes at entry points to add to the coverage of the promotion.
- b) Few eligible entries not being received – the requirements for entries is relatively simple and is not considered onerous. If online entries were a restriction the City of Palmerston Library computers would be available for entrants.
- c) Few eligible entries from a particular age group/s – this is intended to be addressed by carryover of prizes to the next month. If the number of prizes carried over were high, we would develop appropriate strategies to promote to those age-groups.

Other risks may arise and will be dealt with administratively or through the review report to be considered in February 2021.

This report addresses the following City of Palmerston Strategic Risks:

2 Is not sustainable into the long term

Context: Optimising the financial, social and environmental sustainability of the Council.

Whilst the competition does not involve the sale of tickets the proposed value of the prize pool places it in the category of a Major Trade Lottery under the Gaming Control Act and Gaming Control

(Community Gaming) Regulations. A Minor Trade Lottery is where the value of the prize pool is less than \$5,000. There is no application fee for the Trade Lottery and no entry fee proposed for the competition. The Chief Executive Officer will finalise all terms and conditions for the competition.

City of Palmerston elected members and staff will not be eligible for any competition prizes.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

Whilst there are no direct environment sustainability implications for this report the intent of the competition is around awareness of the lakes and the functions they perform as well as the broader understanding of catch and release fishing.

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

1. DRAFT - Catch and Release Fishing Competition Terms and Conditions [13.2.1.1 - 1 page]

PROPOSED PALMERSTON CATCH AND RELEASE FISHING COMPETITION

Draft Terms and Conditions of Entry:

- Catch and Release Fishing ONLY using barbless hooks. All fish must be carefully returned to the water unharmed.
- No boats are permitted to enter City of Palmerston lakes. Bank fishing only.
- All eligible competition tagged fish must be photographed, and all photos must be saved until the entry has been verified by City of Palmerston staff.
- A maximum of 5 entries per person, per month are permitted.
- Fish Category: Barramundi only.
- Competitors are responsible for all costs associated with taking part the competition.
- The competition period runs from mid-September 2020 until 30 June 2021. Fish caught outside of this period are not eligible for entry into the competition.
- Only competition tagged Barramundi caught in Sanctuary Lakes, Marlow Lagoon, and Durack Lakes are eligible for entry into the Major Prize. Fish caught in locations outside of these specified locations are ineligible for entry in any category.
- Non-tagged Barramundi caught in Sanctuary Lakes, Marlow Lagoon, and Durack Lakes are eligible for entry into the Minor Prize.
- All photographs submitted for entry into the competition become the property of City of Palmerston and maybe used in any promotion relating to the competition including website, social media, advertisements including print or digital.
- All winners agree to participate in all promotion and marketing relating to the competition including photography, video, or social media.
- Prize vouchers are not redeemable for cash and are non-transferable.
- City of Palmerston employees and their immediate family members are not eligible to enter the competition.

Conduct of all Draws:

- Each draw will be made using the same method,
- A separate draw will be held each month for each age group with a single prize per month per group, unless there is a carryover from the previous month's draw for that age group,
- A draw will be held every two months for registered entrants that have not submitted an eligible entry.
- A single draw will be held following the competition for both a Major and Minor prize for all eligible entries submitted during the competition for Tagged and Non-tagged Barramundi, respectively.

Eligible Entry:

In submitting an eligible entry, the following information will be required:

- Competition Registration Number,
- Clear dated image of the fish with the City of Palmerston tag (the tag number must be clearly visible),
- Tag number (if applicable),
- Catch location,
- Length of fish (use of a suitable measuring device e.g. measurements are clearly visible),
- Date of catch.

The date of the image will need to be verified either with a date stamp or digital information within the image file.

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.2
REPORT TITLE:	Local Business Voucher Scheme
MEETING DATE:	Tuesday 18 August 2020
AUTHOR:	Director Organisational Services, Richard Iap
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 to provide Council with an update on the Local Business Voucher Scheme and seeks Council direction regarding its participation in the Scheme.

KEY MESSAGES

- COVID-19 has challenged and changed our local economy and community.
- Council has implemented numerous initiatives to support our ratepayers, residents and businesses.
- Northern Territory Government (NTG) has offered Council a funding opportunity to participate in a Local Business Voucher Scheme to rollout the Local Palmerston Voucher Program.
- The discount voucher program provides registered customers with a range of discount vouchers to be redeemed at local businesses that have registered to participate in the program.
- A Local Business Voucher Program will assist local economic stimulus spending activity.
- There is no cost for businesses or customers to participate in the program, but to register they must agree to Council's Terms and Conditions.
- The NTG offer is for three rounds of the program.
- It will be Council's responsibility to manage and resource the voucher program.
- Council has advice from its Auditors on matters to be considered for the management of the program.
- Council has on 21 July 2020, adopted a balanced budget as part of its Municipal Plan and Budget 2020/21 and will have to draw the funds from its reserves.

RECOMMENDATION

1. THAT Report entitled Local Business Voucher Scheme be received and noted.
2. THAT Council participate in the Local Business Voucher Scheme with a funding commitment of \$20,000 for round one \$20,000 for round two and \$20,000 for round three being funded from Council's reserves, noting that Northern Territory Government will match funding and provide an additional top up of funding of \$50,000 for round two and \$50,000 for round three to make an overall program amount of \$220,000.

3. THAT pursuant to Section 32(2)(b) of the *Local Government Act 2008* Council hereby delegates to the Chief Executive Officer the power to negotiate and finalise the agreement for the City of Palmerston 'myPalmerston' Local Business Voucher Program as outlined in Report entitled Local Business Voucher Scheme.

BACKGROUND

COVID-19 pandemic continues to impact the local community and economies. Council has implemented numerous initiatives to support our ratepayers, residents and businesses. These have included:

- Holding the cost of rates; no increase from 2019/20.
- Holding the cost of the waste service charge; no increase from 2019/20.
- Holding the cost on Council fees and charges; no increase from 2019/20.
- Continuing to provide free entry to the Palmerston Swimming Pool.
- Continuing to provide free parking in our City Centre, including all day parking until 30 September 2020.
- Providing rates financial hardship assistance for both residential and commercial ratepayers.
- Maintaining our City's Capital Works Program and local spend.
- Providing \$1 million of expedited capital works projects with NTG as part of the Special Community Assistance and Local Employment Grant.
- Maintaining our service levels across the whole municipality in all areas.

NTG as part of its COVID-19 stimulus activities has provided funding opportunity to NT councils to participate in a Local Business Voucher Scheme. Modelled on the myDarwin program this report seeks to provide Council with an update on the Scheme and seeks Council direction on participation.

A presentation on the myDarwin program was recently shown to NT councils by the Local Government Association of the Northern Territory (LGANT) and City of Darwin (**Attachment 13.2.2.1**). This provided councils with an opportunity to see how the program ran and ask questions relating to the program.

DISCUSSION

The Chief Minister of the Northern Territory has written to local councils encouraging participation in the Local Business Voucher Scheme (**Attachment 13.2.2.2, Attachment 13.2.2.3**). The scheme is modelled on the recent "myDarwin" program successfully developed by City of Darwin. This program saw City of Darwin provide vouchers to registered customers to spend within registered local businesses that provides a range of discounts based on the transaction value. The discounts on the redeemed vouchers were then paid back to businesses by City of Darwin.

The offer from NTG is for matched funding to implement a similar stimulus program, for example 'myPalmerston' within the Palmerston municipality. Councils that do commit to the initial funding round offer will also receive an additional \$50,000 top up in matched funding for round two, and a further \$50,000 top up in matched funding for round three for councils who have participated in Rounds one and two.

NTG will also provide funding to cover the costs of customisation and implementation of the web app, including the initial hosting fees from the local developer.

Council staff has engaged with Department of the Chief Minister (DCM) on the details of the offer including the expectation and requirement of Council. Discussion have included:

- DCM were seeking confirmation from Council on a commitment on round one of the Scheme by end of August 2020, which will then need to be rolled out in Palmerston within a couple of weeks.
- DCM would like to see the scheme completed by the end of 2020.
- It will be Council's responsibility to ensure the appropriate control processes are implemented to minimise any risk of fraud of monies from the vouchers.
- DCM is open to considering as part of Council participation in the scheme, additional funds to assist with auditing of spent vouchers.
- DCM will fund the customisation of the App for Palmerston, via Brainium Labs. The developer of the application/website.
- Council will need to provide the resources and funds to market and run the scheme.
- There is an opportunity to negotiate the Term and Conditions of the Palmerston Scheme, but DCM would like to run as close as the myDarwin scheme to ensure purity. These include eligibility, discount values and refresh times of vouchers.
- Department of Trade, Business and Innovation, small business champions can assist on promotion and signing up merchants to the scheme.
- DCM is still finalising the terms of the Scheme with City of Darwin, due to IP and licencing.
- The scheme's merchant eligibility criteria and ability for amendments for Palmerston's program.
- Three Local Councils are awaiting agreements to be finalised.

In consideration to development and implement 'myPalmerston' Council will need additional resources for the program, including the funding element and the resources required to market, support, run and audit the program. City of Darwin have had up to six officers provide administration support during the program and its inception.

The initial registration process that will need to be undertaken by Council will be to ensure they meet the required merchant eligibility criteria determined by the program. As an example, City of Darwin utilised three staff members during this process to determine:

- Must be a GST registered business with a valid ABN or ACN.
- The business should not have an annual turnover in excess of \$10 million.
- Retail, Hospitality and Tourism sector businesses are eligible to apply.
- Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 1.0) will be utilised to assess the eligible sectors.
- The business has been operational for over six months at the time of registration.
- For multiple businesses operating under one ABN, each trading name must be registered individually.
- The business should operate a physical shopfront within the Darwin municipality.
- The Merchant will be required to generate an invoice for the sale of goods and services. The GST must be calculated appropriately on the full value of the Transaction.
- Solely online businesses are not eligible.
- Home based businesses may not be eligible
- Multinational and national franchises may not be eligible.

DCM has suggested that there may be additional funds as part of the program implementation for Council to assist with resourcing the auditing administration process, and assistance from small business champions from Department of Trade, Business and Innovation. Even if Council did receive these

additional resources, there will still be a considerable amount of resourcing required to run the program successfully. Council does not have the overall capacity like City of Darwin to effectively implement the program. This factor will need to be considered if Council decides to proceed and further details are needed to finalise, including the agreement and the required processing controls which will determine this element.

There is no current baseline spend data for Palmerston, and therefore the ability to see the overall change in local spending due to a Local Business Voucher program will be difficult. The program will be able to provide the transactional values and the total of spend of customers and their vouchers.

Given the outcomes from the myDarwin, Council may see up to a six-multiplier effect of the total spend within the local economy. It is recommended that the Council participates in the Local Business Voucher Program, myPalmerston, and its contribution be \$20,000 per round for three rounds to be match by NTG, and the fund to be taken from Council's reserves.

If the recommendations are supported, and agreement is reached with NTG it is intended that round one of the myPalmerston commence in September 2020, round two commence in October 2020 and round three commence in November 2020.

CONSULTATION PROCESS

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

- Executive Leadership Team
- Governance Lead

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

- Department of the Chief Minister
- City of Darwin
- Merit Chartered Accountants
- Local Government Association of the Northern Territory

POLICY IMPLICATIONS

There are no direct policy implications for this report, but implementation of any Local Business Voucher Program will have to be in line with existing Council policies.

BUDGET AND RESOURCE IMPLICATIONS

Council will need to commit funding towards the program to receive a matching contribution from NTG for 'myPalmerston'. It is being recommended that funding for Council's \$60,000 contribution be taken from its reserves. At the first quarter budget review process due to commence in September 2020 it will be repaid from efficiencies found and from Council's surplus from the 2019/20 budget review.

The funding contribution for the voucher program will see \$60,000 from Council, \$60,000 from NTG and \$100,000 from NTG (top up) to make a \$220,000 local business voucher scheme program. The top up \$100,000 is conditional on participating in rounds.

Council will also require additional resources to ensure the successful implementation of the program including the required auditing processes to ensure funds are spend within the terms and conditions set

out by Council and NTG. Council's Probity Auditors, Merit Chartered Accountants, will be engaged to minimise the risk of the administration and running of the Palmerston's Local Business Voucher Scheme 'myPalmerston'. Recognising that no program will be entirely risk free but appropriate risk mitigation measure will be in place.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Council will need to ensure there are appropriate controls in place to ensure that fraudulent claims do not occur or significantly minimised.

Council will need to ensure voucher payments made are supported by appropriate evidence (e.g. invoice, contract, receipt) and what documentary evidence should the Council seek to verify that the transactions to which vouchers relate are legitimate transactions.

In relation to the proposed scheme this would involve the Council requiring businesses to submit copies of invoices, sales dockets, receipt books etc. to substantiate that a transaction to which the voucher claim relates has occurred. It should be noted that this requirement is unlikely to detect collusion between a customer and the business.

This is likely to be a time consuming and expensive process to administer for both the Council and businesses. This process will also delay the process in getting vouchers spent and the associated funds back into the local business. This is one of the primary goals of the scheme and may result negative sentiments on the program.

Another option to help reduce the risk of fraudulent claims would be to undertake random audits of claims. This would involve requiring those businesses subject to the audits to substantiate their claims. This is likely to be a less costly process then requiring all businesses to substantiate their claims and the possibility of being audited may act as a deterrence. This is option is similar to City of Darwin and myDarwin, where auditing is done as a control, simplifies the processes and still mitigates possible fraudulent claims. This also keeps the equality across Councils and the successful myDarwin program.

Other matters for Council to consider include:

- It is likely that customers will try to register multiple times using different phone numbers, email addresses etc. Data analysis of customer details may assist in detecting such occurrences.
- Council should consider whether it is acceptable for Customers to buy vouchers/gift cards that they will then use at a later date or the use for laybys transactions. If this is not deemed acceptable then Council may wish to prohibit such purchases.
- Council may wish to consider what other purchases should be prohibited. E.g. alcohol, tobacco, gambling.

Although DCM has suggested that minor changes to program could be considered and negotiated but ideally, they would like to see the program be the same across regions and myDarwin. This will ensure consistency and the purity of the program and its intent.

The Independent Commissioner Against Corruption (ICAC) has powers relating to instances of improper, corrupt and unsatisfactory conduct, Council will need to ensure compliance and appropriate measures are in place.

This report addresses the following City of Palmerston Strategic Risk:

2. Is not sustainable into the long term
Context: Optimising the financial, social and environmental sustainability of the Council.
4. Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.
5. Fails to make informed and timely decisions Context: Ensuring the Council and Administration with decision making delegation have access to the right information, at the right time as context to making its decisions on a timely basis.

ENVIRONMENT SUSTAINABILITY IMPLICATIONS

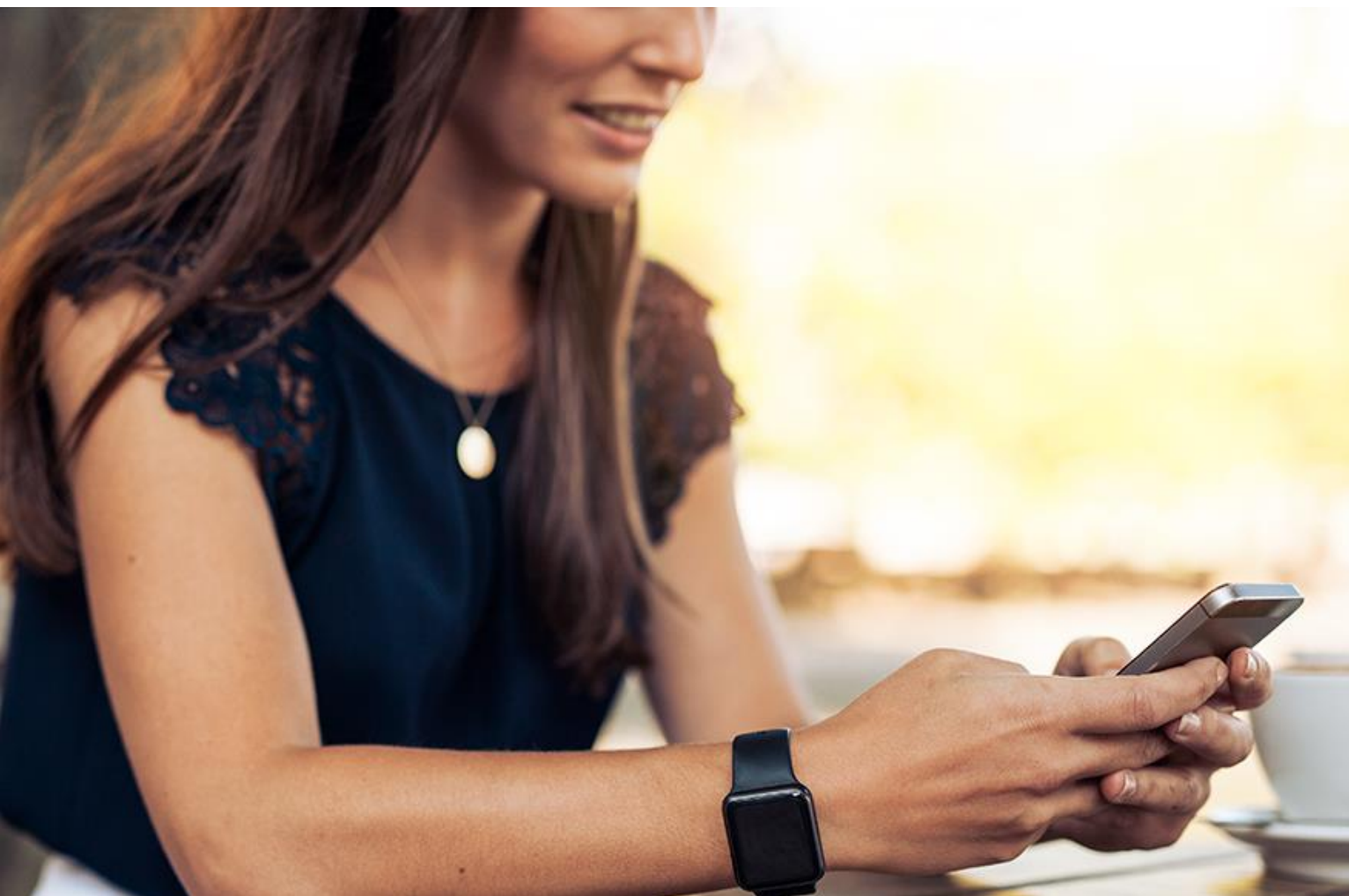
There are no environment sustainability implications for this report.

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

1. myDarwin Presentation [13.2.2.1 - 21 pages]
2. NT Chief Minister Letter - Offer of Funding Assistance to Deliver Program [13.2.2.2 - 2 pages]
3. NT Chief Minister Letter - Offer of Further Funding Assistance [13.2.2.3 - 1 page]



Digital Discount program supporting
local businesses and community

An overview

What motivated us to think outside the box

01

The market in a glance

- NT Gross State Product - declined by 1.5%
- International tourist arrivals – declined by 16% (compared 2018)
- Darwin population – declined by 1.6% (compared 2018)
- Local job growth – declined by 1.3% (2018-19 source: NEIR)
- CBD based business closures – only 870 new NT businesses 2019



We estimate that over a year, a coronavirus pandemic could reduce Australia's GDP by

**\$34.2
Billion**

“To put this economic contraction in context, we note that:

- we have estimated a pandemic-related contraction in Australia's GDP of 1.32%
- at the peak of the GFC global GDP declined by 5.2%”

Price Waterhouse Coopers report - The possible economic consequences of a novel coronavirus (COVID-19) pandemic



#SMARTDARWIN

Creating the circular economy

In this economic climate, it's important for the City of Darwin to drive and stimulate the local economy through re-investment, removal of fees, innovative economic activities that create good long term economic health and reasonable growth.

The City of Darwin would play the role of

- Governance and advocacy
- Planning, development and regulation
- Provision of infrastructure, property and community



#SMARTDARWIN

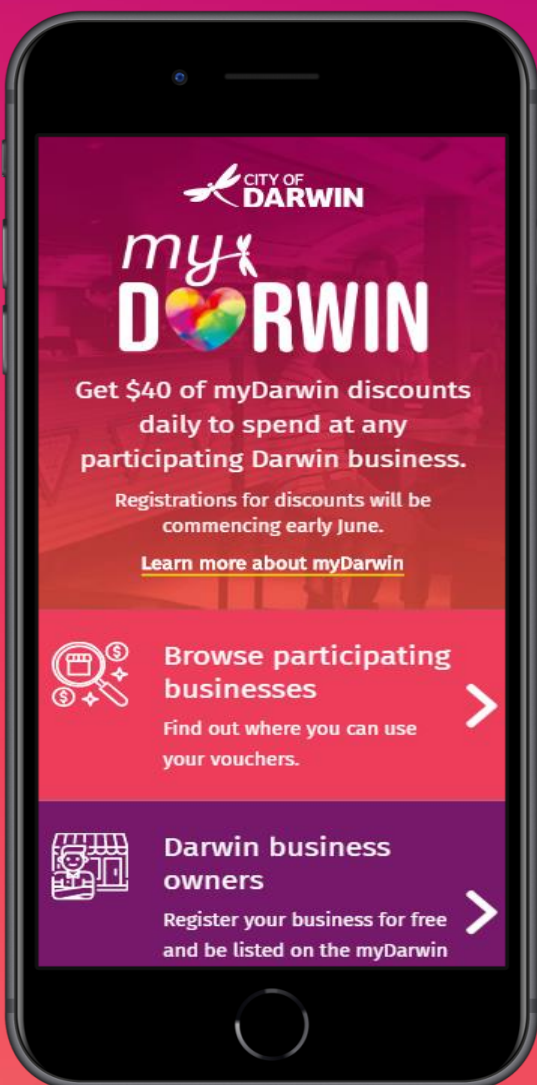


A simple web application that connects
community to businesses

02

What is myDarwin?

A web application that stimulates the economy through digital discounts which are provided to the registered Consumers and can be redeemed at participating Merchant outlets.



Digital Discounts or Currency

The City of Darwin will ingest some of its revenue back into the community in the form of digital discounts. A 25% discount with a minimum spend. 4x Multiplier



A legacy platform

This will be created with a long term legacy platform in mind, future integrations may include council rate pay, events, report an issue



Platform for Consumers

A community resident can register through 2 simple steps and then browse through different categories of merchants.

The Consumer then displays the discount code to the Merchant to enjoy a discount on their purchase.



Platform for Merchants

Business users can register via the application through a simple registration process and once approved, the platform enables them to redeem vouchers that are generated by the personal user.

#SMARTDARWIN

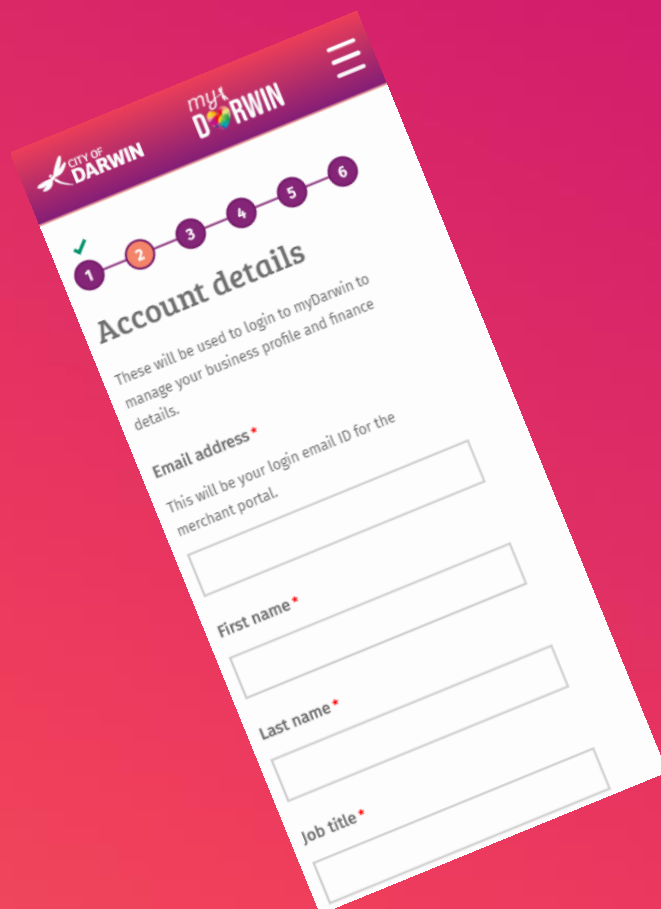
Our engagement process



The City of Darwin has liaised with various organisations including:

- Small Businesses
- DCWRA
- BECNT
- Chamber of Commerce
- DCM
- DTBI

The tech-stack



Technology

Progressive Web Application created on Drupal 8

Browsers

Chrome, Safari, Firefox, Internet Explorer

Devices

Mobile, Tablet, Desktop, Laptop

Domain

my.darwin.nt.gov.au

myDarwin.me



The Roles



Consumer

The community member who will browse merchants and spend at the outlets



Merchant

The business owner or manager who registers to the program and redeems the voucher and receives rebates



Administrator

The City of Darwin user who would approve merchant onboarding and manage the program

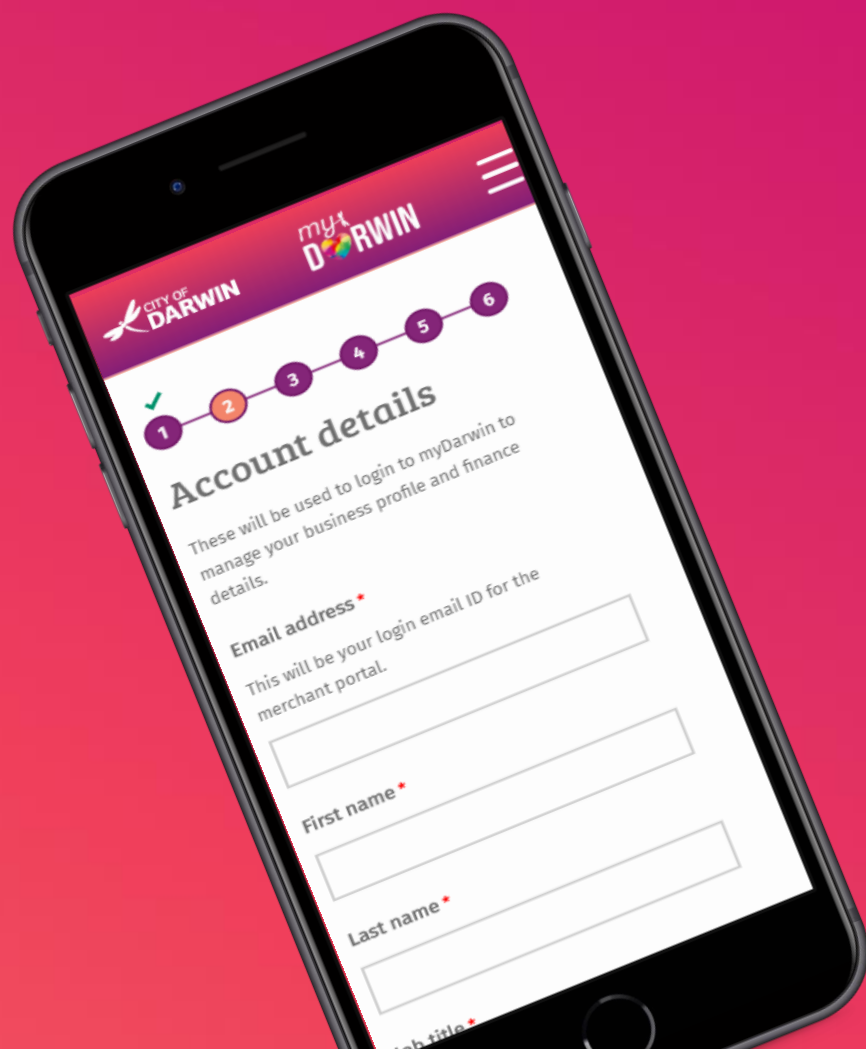




The Customer

#SMARTDARWIN

The Consumer



Sign up

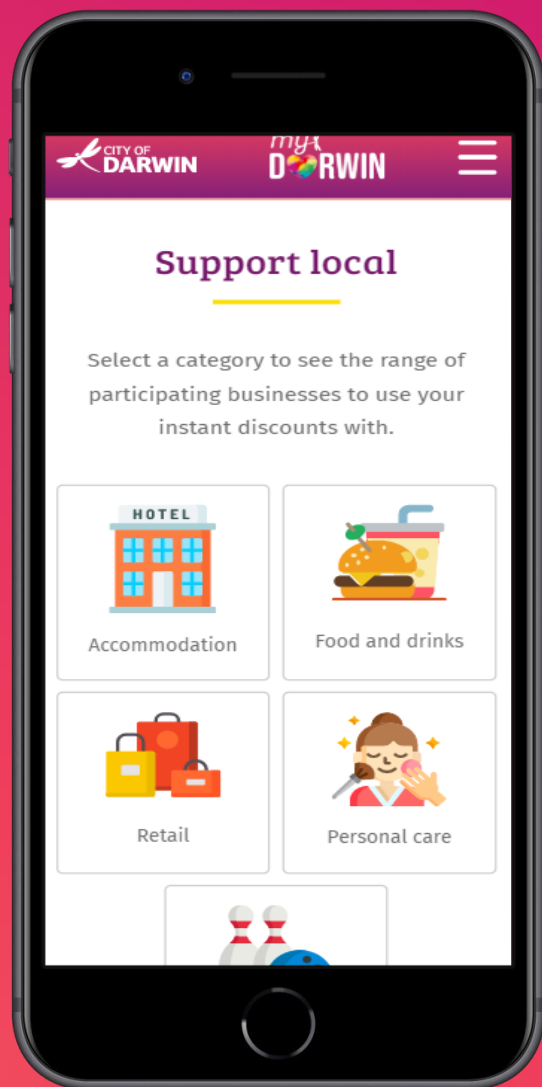
Users go to the my.Darwin web portal

The new user will include the email and mobile number to register – a one time password will be sent to the user and once they enter this they will be able to complete registration and move to the Home page.

User is requested to confirm that they are over 18 years of age and agree to the Terms and Conditions.

Suburb details are optional. Suburbs give us an overview of participation across municipality

The Consumer



Search

When logged in, the users home page will have the dashboard – total funds available (real time feature)

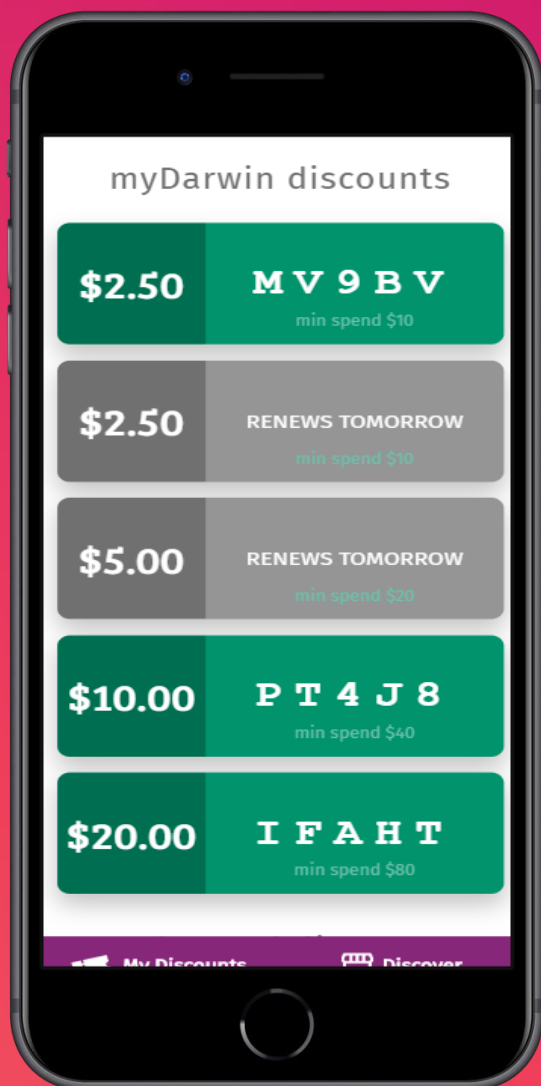
When a Discount is used - it will be replenished the following day.

Customers can search for Merchants by keyword and categories.

The listed categories would be Hospitality, Tourism and Retail. (The Australian and New Zealand Standard Industrial Classification is used for categories)

The Discounts will expire when the program funds are depleted. The businesses listed within the section are only businesses based and operating within the Darwin Municipality.

The Consumer



All users are allocated \$40 worth of discounts each day.

- 2 x \$2.50 (\$10 min spend)
- 1 x \$5 (\$20 min spend)
- 1 x \$10 (\$40 min spend)
- 1 x \$20 (\$80 min spend)



Show

The Consumer browses through the listings and selects a venue or Merchant they wish to use the Discount with.

The Merchant details will be present on the respective Merchant page – Name, description, operating hours, contact number, location, etc.

The users will pick a Discount value from the dashboard section - a unique 5 digit alpha-numeric code.

The scheme has a default minimum spend of 4 times the discount code value.

The Merchant will enter the Discount code at the point of sale along with the transaction value and click redeem within their platform.

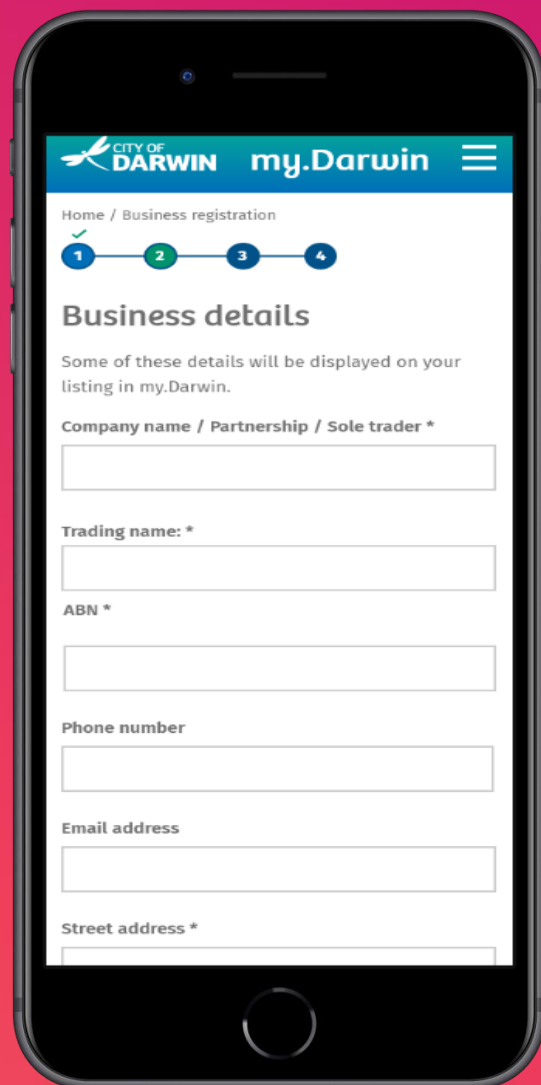
#SMARTDARWIN



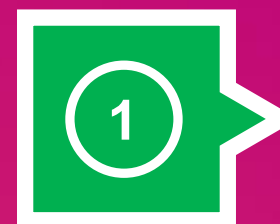
The Merchant

#SMARTDARWIN

The Merchant



A smartphone screen showing the 'my.Darwin' app interface for business registration. The header includes the 'CITY OF DARWIN' logo and 'my.Darwin' text. Below the header, a progress bar shows four steps: 1 (checked), 2 (active), 3, and 4. The main heading is 'Business details'. A note states: 'Some of these details will be displayed on your listing in my.Darwin.' The form fields include: 'Company name / Partnership / Sole trader *', 'Trading name: *', 'ABN *', 'Phone number', 'Email address', and 'Street address *'.



Register

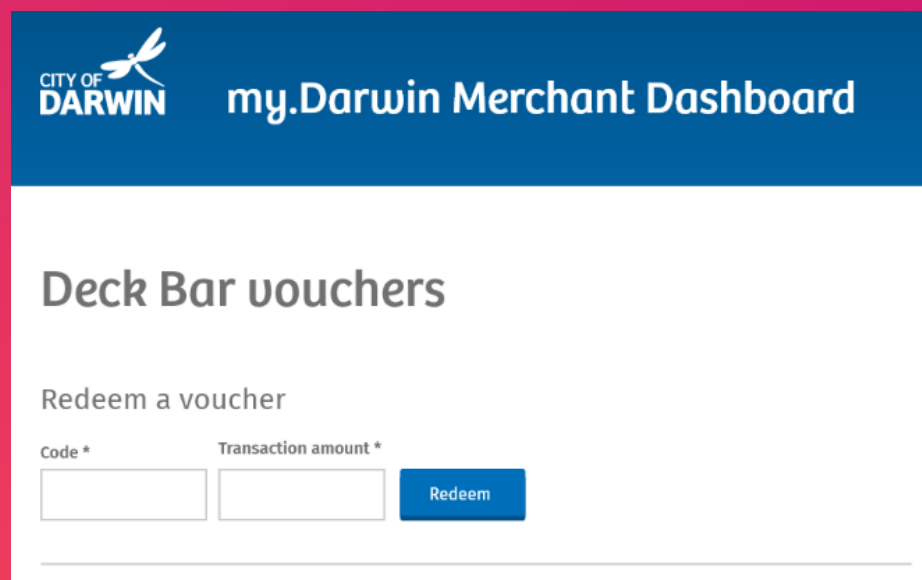
Registers via the Business tab.

Registration includes - Business details, operational times and location, financial details and ability to upload images and logos.

Application processing period is estimated - 2 business days.

Upon confirmation the Merchant will receive an email with login details.

The Merchant



CITY OF DARWIN my.Darwin Merchant Dashboard

Deck Bar vouchers

Redeem a voucher

Code * Transaction amount *



Redeem

The Merchant logs in using their email as the username and password.

Once logged the home page allows them to enter in the voucher code and transaction value.

The application is supported on all browsers through a smart phone, tablet or computer.


The Merchant



Redeemed vouchers Total amount redeemable: \$25.00

Start date - select - End date - select - [Filter](#) [Reset filters](#) [Export data](#)

Code	Transaction amount	Voucher value	Redeem date
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm
2314DD	\$22.26	\$5.00	12/03/2020 9.56pm

 Visit City of Darwin [➔](#)

The Merchant can browse and export through the list of redeemed vouchers.

The list will include date of redemption, voucher code, transaction value.

Automated weekly transaction data will be emailed to the Merchant and form part of their invoice.

Invoices to be provided to City of Darwin by midday Tuesday for the Rebate payments made on Thursdays. Weekly payment to Merchants.

Merchant eligibility criteria

Must be a GST-registered business with a valid ABN or ACN.

The business should not have an annual turnover in excess of \$10 million.

Retail, Hospitality and Tourism sector businesses are eligible to apply.

Australian and New Zealand Standard Industrial Classification (ANZSIC), 2006 (Revision 1.0) will be utilised to assess the eligible sectors.

The business has been operational for over 6 months at the time of registration.

For multiple businesses operating under one ABN, each trading name must be registered individually.

The business should operate a physical shopfront within the Darwin municipality.

The Merchant will be required to generate an invoice for the sale of goods and services. The GST must be calculated appropriately on the full value of the Transaction.

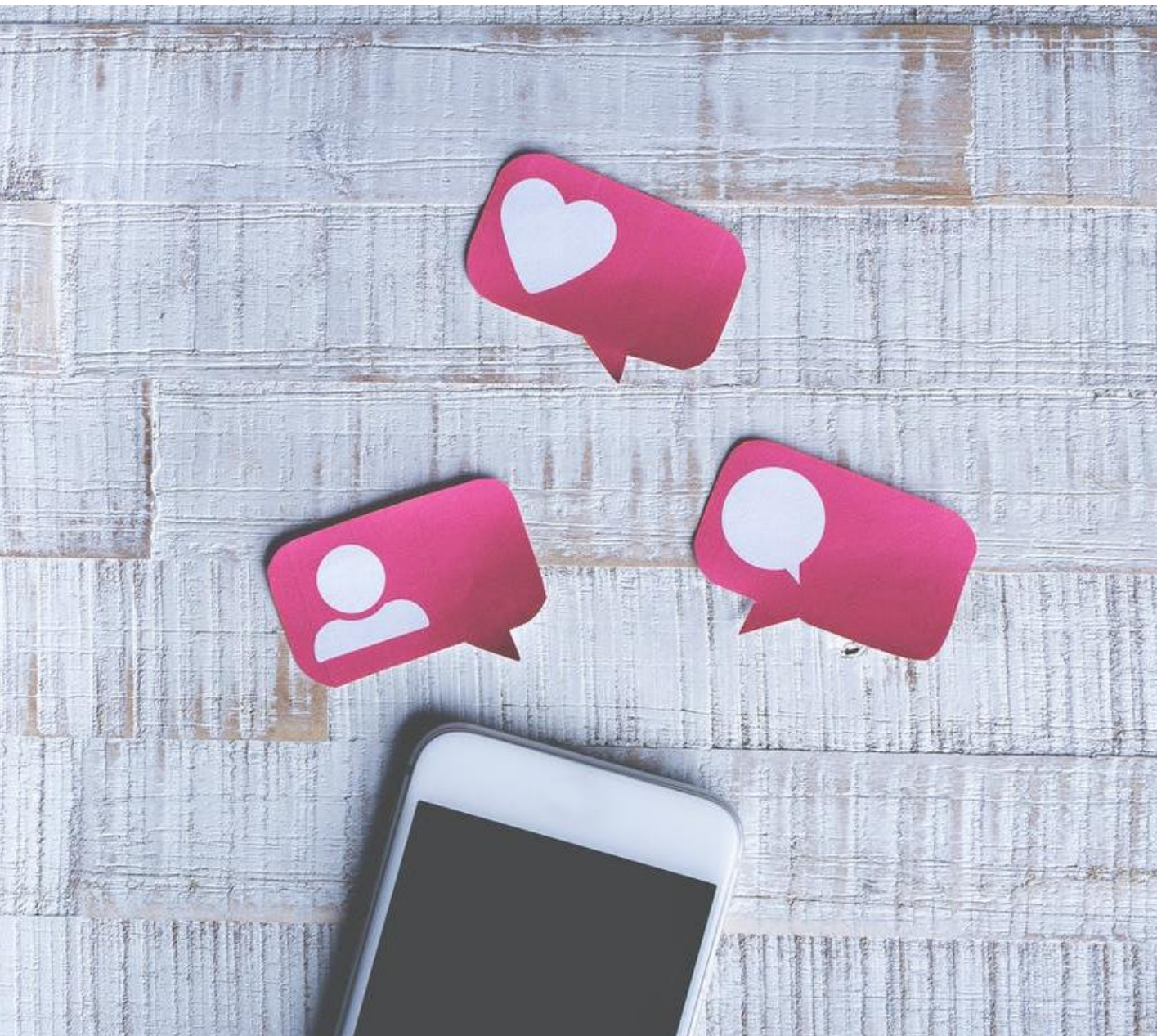
Solely online businesses are not eligible.

Home-based businesses may not be eligible

Multinational and national franchises may not be eligible.

Communication activities

- “How to Guides”
- Social Media
- Radio
- TV
- Media Press kits
- Media opportunities





144 Approved listings

By industries



■ Retail ■ Hospitality ■ Tourism



**Approved
Businesses by Wards**



Thank you





CHIEF MINISTER

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5500
Facsimile: 08 8936 5576

Mrs Athina Pascoe-Bell
Mayor
City of Palmerston
PO BOX 1
PALMERSTON NT 0831

Dear Mrs Pascoe-Bell,

Thank you for doing all you can stop the spread of COVID-19 and helping to make the Northern Territory the safest place in Australia.

While keeping people safe was paramount it was also important to support business where possible and try to keep doors open and cash flowing. The Territory Government acted quickly with programs like the Home Improvement Scheme, the \$200 Tourism Vouchers as well as relief on Government fees and charges – which your council also assisted.

You may be aware of “MyDarwin” - the current City of Darwin discount voucher program. This is a simple and affordable scheme that gets cash flowing into local economies quickly, with minimal red tape.

Because of the simplicity of the app we have spoken to the City of Darwin about extending this scheme to other local government areas throughout the Territory because it can be rolled out quickly and easily.

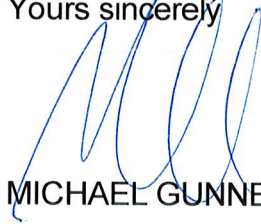
To assist with the successful implementation of this program across the Territory, I would like to offer councils the following assistance to deliver a similar program in your local government area;

- A pool of \$1million where councils can apply for up to \$200,000 funding contribution to the value of the voucher program, matched on a “dollar for dollar” basis by the council,
- The costs of the set-up and establishment of a rebranded system for your council, using the technology platform developed by the City of Darwin and their suppliers
- Staffing assistance for a launch phase of a local level program, including the engagement with local businesses in your council region

The participation and feedback from small local businesses in the Darwin municipality has been extremely positive and an opportunity to further support business in each participating region is one that I am keen to support and deliver.

If you and your council are keen to further explore this opportunity, the relevant contact is Bridgette Bellenger, Senior Executive Director at Department of the Chief Minister Bridgette.Bellenger@nt.gov.au or (08) 8999 8808.

Yours sincerely

A handwritten signature in blue ink, consisting of several large, stylized loops, positioned above the printed name.

MICHAEL GUNNER

13 JUL 2020



CHIEF MINISTER

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

GPO Box 3146
Darwin NT 0801
Telephone: 08 8936 5500
Facsimile: 08 8936 5576

Mrs Athina Pascoe-Bell
Mayor
City of Palmerston
PO BOX 1
PALMERSTON NT 0831

Dear Mrs Pascoe-Bell

This week I announced another set of measures to combat the economic impact of the Covid-19 pandemic in the Northern Territory.

We know that tough measures are needed to help Territory businesses weather the current economic challenges we are facing.

One of these measures is another two rounds (rounds 2 & 3) of the successful MyTerritory Local Business Voucher Scheme.

Round 2 will commence on 1 September and a total of \$1 million will be available to councils to access up to \$200,000 in matched funding.

Councils that have signed up to the original scheme will get an instant \$50,000 top-up from NTG, in addition to the matched funding.

Round 3 will commence on 1 October and councils can again access up to \$200,000 in matched funding.

Councils that have run schemes in both rounds 1 and 2 will get a further \$50,000 top-up in addition to the matched funding.

If you and your council are keen to further explore this opportunity, the relevant contact is Kym McInerney, Manager City Revitalisation at the Department of the Chief Minister, kym.mcinerney@nt.gov.au or (08) 8999 7522.

Yours sincerely

A handwritten signature in blue ink that reads "Michael".

MICHAEL GUNNER

29 JUL 2020



COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.3
REPORT TITLE:	Proposed Laneway Management Policy
MEETING DATE:	Tuesday 18 August 2020
AUTHOR:	Manager Projects, Alex Douglas
APPROVER:	Director City Growth and Operations, Nadine Nilon

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval to hold a workshop to seek direction on the finalisation of a draft Laneway Management Policy.

KEY MESSAGES

- Council instigated a series of treatment trials in 2019. Currently there are 21 laneways with some form of treatment in place.
- Council has resolved to undertake community consultation for the possible permanent closure of two laneways off Politis Court, Moulden.
- A policy is required to guide the decision making regarding the current laneways under trial and the responses to future requests for laneway closures.
- The implementation of trials has evolved to now be either temporary part-time or full-time closures with presently no clear assessment methodology of effectiveness other than the monitoring of police statistics and anecdotal information.
- Research has indicated that there is no standard approach by authorities to laneways.
- Council has previously indicated the need for an evidence-based approach to assess treatments.
- A workshop to seek direction regarding Council's position associated with laneway management is considered an effective method to finalise the draft policy prior to community consultation.

RECOMMENDATION

1. THAT Report entitled Proposed Laneway Management Policy be received and noted.
2. THAT Council refer the draft Laneway Management Policy to a workshop to be held on Thursday 3 September 2020 with a report to Council on a final draft policy to be presented to the 2nd Ordinary Meeting in September 2020 for the purpose of community consultation.

BACKGROUND

At the 2nd Ordinary Council Meeting of 16 June 2020 Council made the following decision to progress the development of laneway policy:

13.2.1 Trial of Laneway Treatments - Update June 2020 (continued)

9/1165

2. THAT a report be prepared for the 2nd Ordinary Council Meeting to be held in August 2020 to consider a draft Laneway Management Policy including but not limited to the following principles:

- a. Determination of distinction between pathways linking to parks, and pathways within road reserves,
- b. Case by case approach to closures including consideration of an evidence-based approach,
- c. Categorisation of laneways based on function and purpose,
- d. Criteria for considering permanent closures,
- e. Criteria for retention or disposal of the closed 'road reserve', and
- f. Apportionment of costs for permanent closure and disposal (where applicable).

CARRIED 9/1165 - 16/06/2020

The draft Policy is being prepared based on the above principles and will be available for the basis of discussion at the proposed workshop.

Council has previously indicated the need for an evidence-based approach and the preparation of the draft policy has sought to give direction as to how requests for treatments (particularly closures) should be assessed. In reviewing the use of an evidence-based approach, this report includes discussion regarding what constitutes a threshold level for action by Council.

DISCUSSION

The Council has resolved to continue with current laneway treatments through to the 2nd Ordinary Council Meeting to be held in October 2020 and no change to that decision is considered within this report.

As advised in the report to Council at the 2nd Ordinary Council Meeting held on 16 June, there only two Northern Territory Municipal Councils with current policies regards laneways. One policy is aimed at retaining laneways and the other is supportive of laneway closures in residential areas.

Whilst there are differing views on the merits of laneways based on current neighbourhood planning principles, there is a general acknowledgement that the laneway itself is not the source of anti-social and criminal behaviour. This view is supported by the information available to Council within the Police statistics.

The term 'social intervention' is used within this report to describe an action or program implemented where practicable to address the causes of anti-social behaviour within a neighbourhood. The actions or programs are likely to involve a combination of NT Police, Territory Families and Territory Housing.

In preparing drafting a policy, the subjective aspects of the evaluation and criteria for considering permanent closure became clear. To progress the final drafting of the policy prior to community consultation a workshop would allow the full range of options to be evaluated by Council.

Those aspects requiring further discussion include:

- A. What is a realistic level of reported anti-social and/or criminal behaviour that would initially require Council to evaluate temporary closures with or without requesting government agency 'social intervention';
- B. What is a realistic timeframe to use for evaluating recent patterns of behaviour and the effectiveness of social intervention and/or treatments;
- C. Would Council consider the permanent closure of a laneway where the land would not be amalgamated with abutting properties to avoid isolated fenced parcels of land;
- D. What contribution is required from abutting residents prior to initiating the process of permanent closure should closure be an acceptable option;
- E. What value would be set by Council for the disposal of the land to the abutting landowners.

The proposed workshop would expand on the following information provided under the policy criteria as listed within the Council resolution:

a. Determination of distinction between pathways linking to parks, and pathways within road reserves:

The main purpose in determining the land tenure is to address the legislated requirements should a permanent closure be pursued. For the purposes of the Policy, laneways will be defined as either:

- Public Open Space (POS) laneway, where the laneway is included within the land title for the public open space; or
- Street Access laneway, where the laneway is located within a continuation of the road reserve.

The requirements are very different, with the closure of a laneway within a road reserve requiring the more rigorous and procedural steps that includes consent from two Ministers and may not be successful. Where a laneway is contained within portion of a park or open space, the process for closure can be initiated through conventional land subdivision.

b. Case by case approach to closures including consideration of an evidence-based approach:

The draft Policy seeks to incorporate the principle of an 'evidence-based' approach.

For the purposing of drafting a policy that term has been defined as being the NT Police statistics which is why Council encourages residents to report anti-social and criminal activity to the Police for both the statistics as well as alerting the Police and possibly other agencies to issues within the vicinity that may also lead to other action being taken.

Incidents reported through social media are not considered to be a source of accurate information for the purposes of Council decision making regarding laneways.

Whilst the Police statistics are limited in the level of detail that can be provided to Council, there is sufficient information to enable the location of incidents relative to the laneway under assessment and determine the requirement for a response based upon a set of threshold numbers. Seeking information

from nearby residents would also be important to gauge community knowledge and sentiment for the activities in or around a laneway.

The purpose in setting thresholds would be to provide some form of intervention trigger level based on a sustained level of anti-social or criminal behaviour. As has been found with the current laneway treatments, there have been instances where a change in tenancy may lead to a change in patterns of behaviour and therefore long-term solutions do not necessarily require physical infrastructure or some form of closure.

Three levels of reported incidents are considered valid range for scalability of response options.

For example:

- frequent reported incidents would indicate the need for action by relevant government agencies as the likelihood is that the issues extend beyond the presence of a laneway,
- a moderate level of reported incidents may be addressed through some form of closure (part-time or full-time) where the timing and frequency of incidents was able to be quantified,
- a low level of reported incidents may require no initial action other than monitoring of the situation for a period of time.

In considering the use of thresholds, the matters to consider could include:

- what is the relativity of anti-social behaviour to criminal activity and how they may relate to the threshold levels.
- Three months is considered a reasonable period over which to assess the number and frequency of incidents,
- 100 metres is considered a reasonable distance to associate incidents with a laneway location. The distance is intended to be measured along the road rather than to scribe a circle.

Information obtained from the residents within the vicinity of a laneway would be valuable to collate with the Police statistics. It is reasonable to assume that residents may not necessarily report all incidents however the Police statistics should determine the frequency of the behaviour and the resident information used to determine times of day and cross-check the police statistics. The information sought from residents would be in the form of a survey to obtain sufficient and structured information.

For example, where the average of reported incidents may support a form of temporary closure the resident information would assist in determining the use of part time or full-time closure based on the time of incidents and the amount of daytime use of the laneway.

c. Categorisation of laneways based on function and purpose:

The methodology used by the Alice Springs Town Council has been developed over time to include:

- the additional distance that pedestrians may be required to walk to shops, schools and other locations with the laneway closed, and
- the number of properties considered to be directly affected by a laneway closure which is used to determine a notional factor for pedestrian/user numbers.

The methodology has been used to evaluate a number of Palmerston laneways that are both under review and with existing treatments. The method appears to deliver a logical, comparative result and would be recommended to link to the draft policy within an operational guideline.

The formula calculates a numerical value; the result/score is used such that the lower the number the lower the assessed importance. The calculation would not dictate whether Council should or should not pursue closure of a laneway however it provides a comparative value.

The score is used to assess the importance of the laneway whereby:

- i. Score range 0 to 9.9 – laneway is considered of low importance due to reasonable alternate routes available;
- ii. Score range 10 to 19.9 – laneway is considered of moderate importance with the length of alternate routes being problematic in some instances;
- iii. Score range 20+ – laneway is considered of high importance and temporary full time or permanent closure would impact to an unacceptable degree on pedestrian movement.

Laneway usage estimates based on the number of houses assessed as being directly impacted by a laneway closure may not capture all the actual or potential users. Options are being assessed to capture actual usage using CCTV cameras, particularly where the level of detail sought involves pedestrians, cyclists, mobility scooters etc. This may not be required in all assessments and is more likely where the laneway provides a clear link to shopping centres and schools. The original setup for the CCTV cameras did yield the desired results and they have now been modified to generate the required data.

One of the critical, non-pedestrian uses of a number of laneways is where they provide an overland flow path for stormwater during high rainfall events. These laneways may be considered for closure, however, would not be considered for disposal.

d. Criteria for considering permanent closures:

The expectation is that the permanent closure of a laneway should be the last resort, following the use of other treatments and/or actions/program implemented by relevant government agencies (including NT Police, Territory Housing, and Territory Families).

Council may be prepared to consider permanent closure in circumstances where the long-term requirement for the laneway is outweighed by the benefits to the broader community. Where a laneway is to be permanently closed the requirement for and method of disposal must be resolved by Council prior to commencing the legislated process of proposed closure and disposal, if applicable.

A number of options have been assessed in drafting a policy and would be provided at the workshop for discussion.

For example, a laneway may be considered for permanent closure where:

- The laneway is categorised as medium or low importance, and
- The anti-social issues have not been addressed over a minimum 6-month period through social intervention and/or part closure laneway treatment, and
- The cost to undertake the closure process is approved by Council resolution, and
- The disposal of the land, where applicable, has been agreed in principle by Council and the abutting landowners.

A number of these criteria are variable and this is where direction from Council would be sought at the workshop.

e. Criteria for retention or disposal of the closed 'road reserve':

A potential consequence of multiple permanent closures of laneways where the amalgamation of the land with abutting properties is optional could leave Council with narrow fenced parcels of land with no apparent useful purpose other than to provide a source of ongoing maintenance with minimal community benefit.

Generally the view is that a laneway would only be considered for permanent closure where the abutting owner/s had agreed to amalgamate the land into an abutting property. The extent to which a landowner is prepared to contribute to the cost of closing and amalgamating the laneway is not certain.

The position of Council on whether a landowner must contribute, and the amount is yet to be determined and a detailed assessment of the implications is required in order to guide the drafting of the policy.

f. Apportionment of costs for permanent closure and disposal (where applicable):

The anticipated cost for a permanent closure comprises:

- publication of public notices,
- initial survey and Titles Office costs to create the laneway as a separate lot together with registration of easements,
- survey and Titles Office costs to subdivide the lot, where disposal is proposed,
- Government Gazette publication costs (Street Access laneways).

Indicative costs vary between \$8,000 and \$12,000 for completed disposal of a laneway based on closures undertaken by the Alice Springs Town Council. Permanent closure without disposal is estimated to cost between \$4,000 and \$5,000.

The majority of laneways will have at least one underground service, and the need for an easement. With the standard width of laneways at approximately 3 metres, an easement width will typically also be 3 metres. Landowners may view the existence of easements as denying the opportunity for the 'enjoyment' of the land as permanent structures are not permitted within an easement.

This may influence the preparedness to purchase the land even though the effect of the permanent closure would be of a benefit.

The presence of an easement will affect the method of amalgamation of the laneway allotment, as it is not permitted to 'split' an easement along its length. Therefore, disposal of a laneway abutting four properties can only be allocated to two of the abutting properties.

Conclusion:

There are elements of a draft policy as have been identified within this report that would merit further discussion by elected members.

It is proposed that Council hold a workshop to review the options and then receive a report on the final draft policy with a view to then undertaking the required community consultation.

CONSULTATION PROCESS

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

- Power and Water Corporation in relation to easement requirements.

POLICY IMPLICATIONS

The draft Laneway Management Policy, once adopted, would be open for community consultation for a period of at least 21 days with advertising via print, social media and Council's website in accordance with the COMM003 Community Consultation policy.

BUDGET AND RESOURCE IMPLICATIONS

The 2020/21 Budget includes an allocation of \$100,000 for laneway treatment trials. As advised in the report entitled Trial of Laneway Treatments – Update June 2020 (continued) at the 2nd Ordinary Council Meeting held on 16 June 2020, the current laneway treatments would require approximately \$62,000 to meet operating costs, primarily associated with part time closures.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

- 1 Fails to effectively regain the trust from all stakeholders
Context: Council needs to be credible and trusted by those within and external to the Council.
- 2 Is not sustainable into the long term
Context: Optimising the financial, social and environmental sustainability of the Council.

The permanent closure of laneways require compliance with the provisions of:

- *Local Government Act 2008*
- *Local Government Act (Administration) regulations 2008*
- *Local Government Act (NT) Guidelines (Disposal of Property)*

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

Nil

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.4
REPORT TITLE:	Risk Management and Audit Committee Open Minutes
MEETING DATE:	Tuesday 18 August 2020
AUTHOR:	EA to Director Organisational Services, Jessica Eves
APPROVER:	Director Organisational Services, Richard Iap

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval of the recommendations from Risk Management and Audit Committee meeting held on Tuesday 28 July 2020.

KEY MESSAGES

- The Risk Management & Audit Committee met on Tuesday 28 July 2020.
- The Risk Management & Audit Committee considered the Review of Council Policy *FIN09 – Risk Management and Audit Committee* and it was recommended to be presented to Council for adoption with committee amendments.
- The review of Council Policy *FIN09 – Risk Management and Audit Committee* will be presented as a separate report for Council consideration.
- The Committee considered an update of the Asset Management Plan and recommends Council endorse the Asset Management Plan for finalisation and implementation.
- The Committee recommend the Executive Summary portions of each Asset Management Plan, once finalised, is made available for the community to view through Council's website.
- The Committee congratulated the Director City Growth and Operations and team for the quality of the Asset Management Plans.
- The agenda and reports for the open session are available on the Council's website.

RECOMMENDATION

1. THAT Report entitled Risk Management and Audit Committee Open Minutes be received and noted.
2. THAT Council receive and note the unconfirmed Risk Management & Audit Committee minutes provided as **Attachment 13.2.4.1** to Report entitled Risk Management and Audit Committee Meeting Minutes – 28 July 2020.
3. THAT Council endorse the recommendations from the Risk Management & Audit Committee meeting held on 28 July 2020:
 - a. The following items from Report Number 9RMA/0075:
 - THAT Report entitled Action Report – 28 July 2020 be received and noted.

- THAT the complaints handling policies and procedures identified as part of the Strategic Risk Register update be presented to the Risk Management and Audit Committee in October 2020.
 - THAT the Risk Management and Audit Committee approves the removal of item RMA/0106 from the Action Plan – Outstanding Items as it is considered complete.
- b. The following items from Report Number 9RMA/0076:
- THAT Report entitled Review of Council Policy *FIN09 - Risk Management & Audit Committee* be received and noted.
 - THAT draft *FIN09 - Risk Management & Audit Committee Terms of Reference* being **Attachment A** to Report entitled Review of Council Policy *FIN09 - Risk Management & Audit Committee* be presented to Council for adoption with the following amendments:
 - Principles 2 amend to include the Local Government Act 2019 section 87 (a), (b) and (c).
 - Amend 4.1.2 (g) to 4.1.3 entitled Review of Annual Report.
 - 4.1.2 (a) remove the word continuously.
 - 4.4.3 amend the required quorum from two to three, consisting of a minimum of one independent and two Elected Members.
 - 4.5.1 and 4.5.2 remove the word Council from Conflict of Interest and amend wording to reflect compliance to the Act.
- c. The following items from Report Number 9RMA/0077:
- THAT Report entitled Asset Management Plan Update be received and noted.
 - THAT the Asset Management Plans presented in Report entitled Asset Management Plan Update being **Attachment A, B and C** are endorsed for finalisation and implementation.
 - THAT a report be provided to the Risk Management and Audit Committee on an annual basis, no later than August each year, to provide an update of the implementation and achievement of the performance measures, and improvements of the Asset Management Plans.
 - THAT a report be provided to the Risk Management and Audit Committee meeting in October 2020 providing a program for the preparation of Asset Management Plans for the remaining asset classes.
 - THAT the Asset Management Policy is reviewed and presented to the Risk Management and Audit Committee for comment in October 2020 prior to presentation to Council.
 - THAT the Asset Management Plans are considered as part of the development of future Council budgets and Long Term Financial Plan, including consideration of progressive increases of capital renewal budgets and reserves to progressively reduce the funding shortfall and increase the financial sustainability of Council assets with consideration of the impacts on the Council's risk profile.
 - THAT the Executive Summary portion of each Asset Management Plan, once finalised, is made available for the community to view through Council's website.
 - THAT the Committee congratulates the Director City Growth and Operations and their team for the quality of the Asset Management Plans.

BACKGROUND

The Risk Management and Audit Committee (the Committee) is responsible for overseeing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure and assets of the Council.

DISCUSSION

The Risk Management and Audit Committee was held Tuesday 28 July 2020 with the unconfirmed minutes provided at **Attachment 13.2.4.1**. Three items were discussed by the Committee during the open session of the meeting:

- Action Report;
- Review of Council Policy *FIN09 – Risk Management & Audit Committee*; and
- Asset Management Plan Update.

Review of Council Policy *FIN09 – Risk Management & Audit Committee* was considered, and it was recommended that it be presented to Council for adoption with required amendments. The review of Council Policy *FIN09 – Risk Management & Audit Committee*, Terms of Reference will be presented as a separate report for Council consideration.

The Director City Growth and Operations provided the Committee with a presentation and report, Asset Management Plan Update. The report and presentation were well received and the Committee recommendations to Council have been provided above.

The Interim External Audit 2019-2020 was provided as a receive and note and there were no matters to be referred to Council.

CONSULTATION PROCESS

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

- Executive Leadership Team

In preparing this report the following external parties were consulted:

- KPMG

POLICY IMPLICATIONS

Council Policy *FIN09 – Risk Management & Audit Committee*.

BUDGET AND RESOURCE IMPLICATIONS

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

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices
Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

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

1. Risk Management and Audit Committee - Unconfirmed Open Minutes - 28 July 2020 [13.2.4.1 - 8 pages]

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 131

CITY OF PALMERSTON

Minutes of Risk Management & Audit Committee Meeting
held in Council Chambers
1 Chung Wah Terrace, Civic Plaza, Palmerston
on Tuesday 28 July 2020 at 5:00pm

COMMITTEE MEMBERS	<p>Iain Summers, Independent Member (Chair)</p> <p>Mark Blackburn, Independent Member</p> <p>Steve Bartlett, Independent Member</p> <p>Mayor Athina Pascoe-Bell</p> <p>Deputy Mayor Amber Garden</p> <p>Alderman Sarah Henderson</p>
STAFF	<p>Chief Executive Officer, Luccio Cercarelli</p> <p>Deputy Chief Executive Officer/Director Lifestyle and Community Services, Amelia Vellar</p> <p>Director Organisational Services, Richard Iap</p> <p>Director City Growth and Operations, Nadine Nilon</p> <p>Finance Manager, Maxie Smith</p> <p>Acting Manager Information and Technology, Mark Bradbury</p> <p>Manager Projects, Alex Douglas</p> <p>Minute Secretary, Jessica Eves</p>
GALLERY	<p>Nil</p>

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 Chair declared the meeting open at 5.02pm.

Initials:

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 132

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil

3.2 Leave of Absence Previously Granted

Nil

3.3 Leave of Absence Request

Nil

4 DECLARATION OF INTEREST

4.1 Committee Members

Nil

4.2 Staff

Nil

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Mr Mark Blackburn
Seconded: Alderman Henderson

THAT the minutes of the Risk Management & Audit Committee Meeting held on Tuesday, 30 June 2020 pages 123 to 128 be confirmed.

CARRIED RMA9/0073 - 28/07/2020

5.2 Business Arising from Previous Minutes

Nil

Initials:

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 133

6 CONFIDENTIAL ITEMS

6.1 Moving Confidential Items into Open

Nil

6.2 Moving Open Items into Confidential

Nil

6.3 Confidential Items

Moved: Mayor Pascoe-Bell
Seconded: Acting Mayor Garden

THAT pursuant to Section 65(2) of the *Local Government Act 2008* 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
18.1	8(c)(iii)	This item is considered 'Confidential' pursuant to <i>Section 65(2)</i> of the <i>Local Government Act 2008</i> and 8(c)(iii) 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 security of the council, its members or staff.
18.2	8(c)(iii)	This item is considered 'Confidential' pursuant to <i>Section 65(2)</i> of the <i>Local Government Act 2008</i> and 8(c)(iii) 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 security of the council, its members or staff.

CARRIED RMA9/0074 - 28/07/2020

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 134

7 WORK PLAN

7.1 Action Report

Moved: Mr Steve Bartlett
Seconded: Mayor Pascoe-Bell

THAT the Risk Management & Audit Committee recommend to the Council:

1. THAT Report entitled Action Report – 28 July 2020 be received and noted.
2. THAT the complaints handling policies and procedures identified as part of the Strategic Risk Register update be presented to the Risk Management and Audit Committee in October 2020.
3. THAT the Risk Management and Audit Committee approves the removal of item RMA/0106 from the Action Plan – Outstanding Items as it is considered complete.

CARRIED RMA9/0075 - 28/07/2020

8 FINANCIAL REPORTING

Nil

Initials:

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 135

9 INTERNAL CONTROLS AND RISK MANAGEMENT

9.1 Review of Council Policy *FIN09 – Risk Management & Audit Committee*

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Garden

THAT the Risk Management and Audit Committee recommend to the Council:

1. THAT Report entitled Review of Council Policy *FIN09 – Risk Management & Audit Committee* be received and noted.
2. THAT draft *FIN09 – Risk Management & Audit Committee Terms of Reference* being **Attachment A** to Report entitled Review of Council Policy *FIN09 – Risk Management & Audit Committee* be presented to Council for adoption with the following amendments:
 - Principles 2 amend to include the *Local Government Act 2019* section 87 (a), (b) and (c).
 - Amend 4.1.2 (g) to 4.1.3 entitled Review of Annual Report.
 - 4.1.2 (a) remove the word continuously.
 - 4.4.3 amend the required quorum from two to three, consisting of a minimum of one independent and two Elected Members.
 - 4.5.1 and 4.5.2 remove the word Council from Conflict of Interest and amend wording to reflect compliance to the Act.

CARRIED RMA9/0076 - 28/07/2020

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 136

9.2 Asset Management Plan Update

Moved: Alderman Henderson

Seconded: Mayor Pascoe-Bell

THAT the Risk Management and Audit Committee recommends to Council:

1. THAT Report entitled Asset Management Plan Update be received and noted.
2. THAT the Asset Management Plans presented in Report entitled Asset Management Plan Update being **Attachment A, B and C** are endorsed for finalisation and implementation.
3. THAT a report be provided to the Risk Management and Audit Committee on an annual basis, no later than August each year, to provide an update of the implementation and achievement of the performance measures, and improvements of the Asset Management Plans.
4. THAT a report be provided to the Risk Management and Audit Committee meeting in October 2020 providing a program for the preparation of Asset Management Plans for the remaining asset classes.
5. THAT the Asset Management Policy is reviewed and presented to the Risk Management and Audit Committee for comment in October 2020 prior to presentation to Council.
6. THAT the Asset Management Plans are considered as part of the development of future Council budgets and Long Term Financial Plan, including consideration of progressive increases of capital renewal budgets and reserves to progressively reduce the funding shortfall and increase the financial sustainability of Council assets with consideration of the impacts on the Council's risk profile.
7. THAT the Executive Summary portion of each Asset Management Plan, once finalised, is made available for the community to view through Council's website.
8. THAT the Committee congratulates the Director City Growth and Operations and their team for the quality of the Asset Management Plans.

CARRIED RMA9/0077 - 28/07/2020

10 WHISTLE BLOWING

Nil

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 137

11 INTERNAL AUDIT

Nil

12 EXTERNAL AUDIT

12.1 Interim External Audit 2019-2020

Moved: Mr Mark Blackburn
Seconded: Mr Steve Bartlett

THAT Report entitled Interim External Audit 2019-2020 be received and noted, and that there are no matters to be referred to the Council.

CARRIED RMA9/0078 - 28/07/2020

13 INFORMATION AND CORRESPONDENCE

Nil

14 OTHER BUSINESS

Nil

15 NEXT MEETING

Moved: Mayor Pascoe-Bell
Seconded: Deputy Mayor Garden

THAT the next meeting for the Risk Management and Audit Committee be held on Tuesday, 25 August 2020 at 5.00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston and be open to the public subject to social distancing restrictions.

CARRIED RMA9/0079 - 28/07/2020

Initials: _____

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

Minute Book Page 138

16 CLOSURE OF MEETING TO PUBLIC

Moved: Mr Steve Bartlett
Seconded: Deputy Mayor 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 Confidential item of the Agenda.

CARRIED RMA9/0080 - 28/07/2020

17 ADJOURNMENT OF MEETING

The open section of the meeting adjourned at 6:49pm for the discussion of confidential matters.

The Chair declared the meeting closed at 7:13 pm.

Chair

Print Name

Date

Initials: _____

COUNCIL REPORT

2nd Ordinary Council Meeting

AGENDA ITEM:	13.2.5
REPORT TITLE:	Review of Council Policy FIN09 Risk Management and Audit Committee Terms of Reference
MEETING DATE:	Tuesday 18 August 2020
AUTHOR:	EA to Director Organisational Services, Jessica Eves
APPROVER:	Director Organisational Services, Richard Iap

COMMUNITY PLAN

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

PURPOSE

This report seeks Council approval to adopt the revised draft Policy FIN09 – Risk Management and Audit Committee (RMAC).

KEY MESSAGES

- Risk Management & Audit Committee requested at its 25 February 2020 meeting, that a review be undertaken of its Terms of Reference (ToR) for Risk Management and Audit Committee.
- Council Policy *FIN09 – Risk Management and Audit Committee* was last reviewed and approved by Council on 20 February 2018.
- Council's internal auditor KPMG facilitated a discussion with the Risk Management and Audit Committee at its meeting on 30 June 2020 on its Terms of Reference to seek input on elements it would like revised.
- KPMG have prepared a revised draft attached as **13.2.5.2** of FIN09 – Risk Management and Audit Committee Terms of Reference, integrating Risk Management and Audit Committee's feedback and the requirements set out in the new *Local Government Act 2019*, effective 1 July 2021.
- This report incorporates feedback and comments from the Risk Management & Audit Committee provided at the 28 July 2020 meeting on the revised FIN09 – Risk Management and Audit Committee Terms of Reference and is presented to the Council for adoption.
- If adopted by Council, the updated draft Council Policy FIN09 – Risk Management and Audit Committee Terms of Reference will become a policy of Council.

RECOMMENDATION

1. THAT Report entitled Review of Council Policy FIN09 Risk Management and Audit Committee Terms of Reference be received and noted.
2. THAT Council rescind Council Policy *FIN09 – Risk Management and Audit Committee* being **Attachment 13.2.5.1** to Report entitled Review of Council Policy *FIN09 Risk Management and Audit Committee*.
3. THAT Council adopt draft FIN09 - Risk Management and Audit Committee Terms of Reference being **Attachment 13.2.5.2** to Report entitled Review of Council Policy FIN09 – Risk Management & Audit Committee as a policy of Council.

BACKGROUND

Terms of Reference are an important part of governance activities as they help guide the scope, roles, and responsibilities of committees. The current RMAC Terms of Reference, *FIN09- Risk Management and Audit Committee* was recommended by the Committee in February 2018 and adopted by Council at its Ordinary Meeting on 19 March 2018.

11.4 Risk Management and Audit

THAT the minutes from the Risk Management and Audit Committee meeting held on 8 February 2018, be received, and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:

11.4.1 Review of Terms of Reference

THAT the Committee recommends to Council the amended Draft Terms of Reference of the Committee by the next Council meeting.

CARRIED 8/3022 – 20/02/2018

At the RMAC meeting of 28 July 2020 the Committee made the following recommendations to Council:

THAT the Risk Management and Audit Committee recommend to the Council:

1. *THAT Report entitled Review of Council Policy FIN09 - Risk Management & Audit Committee be received and noted.*
2. *THAT draft FIN09 - Risk Management & Audit Committee Terms of Reference being Attachment A to Report entitled Review of Council Policy FIN09 – Risk Management & Audit Committee be presented to Council for adoption with the following amendments:*
 - *Principles 2 amend to include the Local Government Act 2019 section 87 (a), (b) and (c).*
 - *Amend 4.1.2 (g) to 4.1.3 entitled Review of Annual Report.*
 - *4.1.2 (a) remove the word continuously.*
 - *4.4.3 amend the required quorum from two to three, consisting of a minimum of one independent and two Elected Members.*
 - *4.5.1 and 4.5.2 remove the word Council from Conflict of Interest and amend wording to reflect compliance to the Act.*

CARRIED RMA9/0076 - 28/07/2020

The recommended amendments have been completed and the draft revised FIN09 – Risk Management and Audit Committee Terms of Reference has been provided at **13.2.5.2**. The current policy *FIN09 – Risk Management and Audit Committee* is provided at **13.2.5.1**.

DISCUSSION

Any changes to the RMAC Terms of Reference need to be approved and adopted by Council. At the RMAC meeting on 30 June 2020, KPMG facilitated a review of the current Term of Reference and the Committee was provided an opportunity to provide feedback and comment into the design and content of a revised Terms of Reference.

The revised Terms of Reference, based on the feedback and comment from the June 2020 RMAC meeting and further amendments from the July 2020 RMAC meeting, has been drafted and the key items to note on review of the revised draft Terms of Reference are:

- The Terms of Reference remains a Council Policy and continues to follow the Council Policy structure of Council.
- Importantly the Terms of Reference reconfirm that RMAC is by nature, an advisory Committee of Council and therefore can only recommend matters falling within its function and role to the Council.
- The roles of the RMAC have not fundamentally changed with a key focus remaining over risk management and controls together with the assurance functions of internal and external audit.
- Provision is now made for RMAC to report annually and retrospectively to Council on its performance and key activities.
- Structurally, the functions and requirements of RMAC have been reordered under section 4, Policy Statement to enhance clarity and understandability of the Terms of Reference.
- The Terms of Reference is aligned to the new detailed requirements included in the *Local Government Act 2019*, effective 1 July 2021.

CONSULTATION PROCESS

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

- Executive Leadership Team
- Governance Lead

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

- KPMG

Given the nature of the policy being Council's terms of reference, public consultation is not required.

POLICY IMPLICATIONS

FIN09 – Risk Management and Audit Committee sets out the Terms of Reference for RMAC.

If adopted by Council, the updated draft Council Policy FIN09 – Risk Management and Audit Committee Terms of Reference will become a policy of Council

BUDGET AND RESOURCE IMPLICATIONS

Any funding and resources requirements for RMAC are budgeted as part of Council's operations and is within adopted Council Municipal Plan and Budget.

RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

This report addresses the following City of Palmerston Strategic Risks:

- 4 Fails to effectively design and implement contemporary governance practices

Context: Strong foundations to hold the Council and Administration to account with clear and transparent performance reporting.

The obligation and requirement to establish an Audit Committee for Council arises under the *Local Government Act 2008* (to be replaced by the *Local Government Act 2019* effective 1 July 2021).

The committee is an Advisory Committee established pursuant to Part 5.2 of the *Local Government Act 2008* and Section 10 of the *Local Government (Accounting) Regulations*.

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

1. Council Policy FIN09 Risk Management and Audit Committee [**13.2.5.1** - 5 pages]
2. Draft Council Policy FIN09 Risk Management and Audit Committee Terms of Reference [**13.2.5.2** - 4 pages]



POLICY

FIN09

Name:	Risk Management and Audit Committee		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Corporate Services		
Approval Date:	20/02/2018	Next Review Date:	1/01/2020
Records Number:	365964	Council Decision:	8/3022

1 PURPOSE

This Policy sets out the Terms of Reference for the Risk Management and Audit Committee. The Committee is an Advisory Committee established pursuant to Part 5.2 of the Local Government Act and Section 10 of the Local Government (Accounting) Regulations.

2 PRINCIPLES

The Committee is responsible for over viewing the responsibilities of corporate governance, particularly maintaining adequate internal controls over the revenue, expenditure and assets of the Council.

3 DEFINITIONS

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

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee
The Act	This term refers to the most recent Local Government Act of the Northern Territory
Regulations	This term refers to recent Local Government Regulations in the Northern Territory

4 POLICY STATEMENT

4.1 Membership

- 4.1.1 The Committee shall consist of at least one independent member with at least three additional members from the Elected Members of Council. The minimum size of the Committee shall be four members.
- 4.1.2 Independent member (s) of the Committee shall have recent and relevant financial, risk management, internal audit experience.
- 4.1.3 The chairperson of the Committee must be an independent member.
- 4.1.4 Other individuals such as the Chief Executive Officer, Director of Corporate Services, Internal Auditor and Finance Manager will attend any meeting as observers and/or be responsible for preparing papers for the Committee.
- 4.1.5 Council's external and internal auditors may be invited to attend meetings of the Committee.

4.2 Appointment and Termination of Committee Members

- 4.2.1 Members of the Committee are appointed by the Council. Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of the term of the Council. Committee members cease being a member of the Committee if they are no longer and Elected Member of the Council.



POLICY

FIN09

- 4.2.2 Independent members(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.
- 4.2.3 The selection process for the independent member(s) should consider the following factors when assessing the applicants:
- Level of understanding of Local Government and the environment in which they operate;
 - Level of knowledge and practical exposure on governance and financial management practices;
 - Capacity to dedicate adequate time on the Committee;
 - Depth of knowledge of regulatory and legislative requirements; and
 - Ability to maintain professional relationships with staff, Council members and other stakeholders.
- 4.3 **Voting Right of Committee Members**
- 4.3.1 Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the Committee for decision.
- 4.3.2 Where a vote is taken and the result is undecided, the chairperson has the casting vote.
- 4.4 **Remuneration of Committee Members**
- 4.4.1 Council should agree on the remuneration rate and conditions of the independent chairperson and committee members.
- 4.5 **Committee and Individual Member Performance and Review**
- 4.5.1 The chairperson will initiate a review of the Committee at least once every two years.
- 4.5.2 The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer and any other relevant stakeholders.
- 4.6 **Quorum**
- 4.6.1 The quorum for the transaction of business shall be one independent member and one Committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.
- 4.7 **Meetings**
- 4.7.1 In accordance with the principles of open, transparent and informed decision making, Committee meetings must be conducted in a place open to the public. Members have to be present and cannot attend meetings over phone or other devices.
- 4.7.2 For section 65(2) of the Act, business involving the discussion of confidential information is classified as confidential business. The public may be excluded while business of a kind classified by the regulations as confidential business is being considered. The Local Government (Administration) Regulations Part 4 Confidential



POLICY

FIN09

- information and business Section 8 Classes of confidential information describes what information is classified as confidential.
- 4.7.3 Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.
 - 4.7.4 The Committee shall meet at least four times per year at appropriate times in the reporting and audit cycle.
- 4.8 Minutes of Meetings**
- 4.8.1 The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of all Regulations.
 - 4.8.2 Unconfirmed Minutes shall be circulated within five days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.
 - 4.8.3 The Committee maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action require pursuant to the report or the implementation of report recommendations.
 - 4.8.4 The Chief Executive Officer shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.
 - 4.8.5 After meeting the Committee recommendations should be reported to Council at the nearest Council meeting.
- 4.9 Role of the Committee**
- 4.9.1 Risk Management and Internal Controls
The Committee shall:
 - 4.9.1.1 Keep under review the policies and effectiveness of the Council's risk management systems and internal controls; and
 - 4.9.1.2 Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning risk management and internal controls.
 - 4.9.2 Internal Audit
The Committee shall:
 - 4.9.2.1 Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
 - 4.9.2.2 Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards;
 - 4.9.2.3 Review all reports on the Council's operations from the internal auditors;
 - 4.9.2.4 Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
 - 4.9.2.5 Where appropriate, meeting the internal auditor at least once a year, without management being present, to discuss any issues arising from the internal auditor carried out. In addition, the internal auditor shall be given the right of direct access to the Principle Member of the Council and to the chairperson of the Committee.



POLICY

FIN09

4.9.3 External Audit

4.9.3.1 The Committee shall monitor the integrity of the annual financial statements of the Council, including KPI's within the Annual Report, and review significant financial reporting issues and judgements which they contain.

4.9.3.2 The Committee shall review and challenge where necessary:

- The consistency of, and/or any changes to, accounting policies in the annual financial statements;
- The methods used in the annual financial statements to account for significant or unusual transactions where different approaches are possible; whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- The clarity of disclosure in the Council's annual financial reports and the context in which statements are made; and
- All material information presented with the annual financial statements including the management discussion analysis.

4.9.4 External Audit

The Committee shall:

4.9.4.1 Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor;

4.9.4.2 Oversee Council relationship with the external auditor including, but not limited to:

- Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
- Recommending the approval of external auditor's terms of engagement, including any engagement letter issues at the commencement of each audit and the scope of the audit;
- Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor;
- Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business);
- Monitoring the external auditor's compliance with legislative requirements on the rotation of audit partners;

4.9.4.3 The Committee shall meet the external auditor at least once a year, without management being present, to discuss the external auditor's report and any issues arising from the audit;

4.9.4.4 Review and make recommendations on the annual external audit plan, and in particular its consistency with the scope of the external audit engagement;

4.9.4.5 Review the finding of the audit with the external auditor. This shall include, but not be limited to the following:

- A discussion of any major issues which arose during the external audit;
- Any accounting and audit judgements;
- Levels of errors identified during the external audit;

4.9.4.6 Review the effectiveness of the external audit;

4.9.4.7 Review any representation letter(s) requested by the external auditor before they are signed by management; and

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- 4.9.4.8 Review the subsequent audit management letter from the external auditor and management's proposed responses to the external auditor's findings and recommendations.
- 4.9.5 Work Plan
 - 4.9.5.1 The audit committee shall develop an annual work plan that sets out the scope of works.
- 4.10 Conflict of Interest
 - 4.10.1 Committee members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
 - 4.10.2 Where a Committee member declares a real or perceived conflict of interest, the person is excused from Committee deliberations on the agenda item where a conflict of interest exists.
- 4.11 Committee Access to Council Records and Resources
 - 4.11.1 The Council, via the Council's Chief Executive Officer, will provide the necessary Council records and reports for the Committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.
 - 4.11.2 The Committee should approach the Council requesting required resources being mindful of the finite nature of such resources.
 - 4.11.3 The Committee has no authority to procure resources independently of Council.
- 4.12 Review of Terms of Reference
 - 4.12.1 Biennially the Committee will review its Terms of Reference to ensure it is consistent with the perceived needs to the Council. This review will be in consultation with the Chief Executive Officer.
 - 4.12.2 The outcome and recommendations will be given to Council as part of this policy to consider.
 - 4.12.3 The Committee has no power or authority to amend or alter the Committee's Terms of Reference.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies

6 REFERENCES AND RELATED LEGISLATION

- 6.1 Northern Territory Local Government Act
- 6.2 Northern Territory Local Government (Administration) Regulations
- 6.3 Northern Territory Local Government (Accounting) Regulations
- 6.4 Australia Accounting Standards
- 6.5 Ministerial Guidelines
- 6.6 Local Government General Instructions



POLICY

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Name:	Risk Management and Audit Committee Terms of Reference		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Organisational Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:	XXX	Council Decision:	XXX

1 PURPOSE

This Policy sets out the Terms of Reference for the Risk Management and Audit Committee.

2 PRINCIPLES

The Committee is established by Council, pursuant to the Northern Territory Local Government Act (the Act) and the Local Government (Accounting) Regulations with the key functions of monitoring and reviewing:

- The integrity of the council's financial management.
- Risk and Internal controls (financial and non-financial areas).
- The *Local Government Act 2019* section 87 (a), (b) and (c).

3 DEFINITIONS

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

Term	Definition
Committee	This term refers to the Risk Management and Audit Committee
The Act	This term refers to the most recent Local Government Act of the Northern Territory
Regulations	This term refers to the most recent Local Government Regulations in the Northern Territory

4 POLICY STATEMENT

4.1 Key Roles

The key functions outlined in the principles above, are executed through undertaking the following roles:

4.1.1 Risk Management and Internal Controls

- Monitor and review the performance, adequacy and operating effectiveness of the Council's Risk Management Framework that identifies, monitors and manages significant business risks through its governance and internal controls.
- Review and comment on the adequacy of internal controls.
- Monitor and review the performance, adequacy and operating effectiveness of the Council's Fraud and Misconduct Framework and Compliance Framework.
- Annually review the Council's insurance program for adequacy having regard to business and insurable risks associated with the Council's business.

4.1.2 Internal and External Audit

- Monitor the Council's relationship with the contracted providers through consideration of: annual remuneration, performance, capability, objectivity, and conflicts of interest.



- (b) Consider and make recommendations on the:
 - Three Year and Annual Plans of internal audit
 - Annual Plan of external audit.
- (c) Review all reports from the auditors and the Council's response to these to ensure appropriate.
- (d) Review and monitor the Council's timeliness to addressing the findings and recommendations.
- (e) Allow the opportunity to meet with the auditors, without management being present, to discuss any issues arising from the work carried out.
- (f) Allow auditors, the right of direct access to the Principal Member of the Council and to the Chairperson of the Committee.

4.1.3 *Review of Annual Report*

- (a) Monitor the integrity of the annual financial statements and annual report of the Council, including the performance against the Council's Community Plan and other KPI's within the Annual Report, and review significant financial reporting issues, judgements and any reported misstatements which they contain.

4.2 **Advisory Committee**

The Committee is Advisory by nature and can only recommend matters, falling within its function and role, to the Council.

4.3 **Membership**

4.3.1 *Size and composition*

- (a) The Committee shall consist of a minimum of four members, comprising Elected Members of Council and a minimum of two independent members.
- (b) Independent members of the Committee shall collectively have recent and relevant experience in the Local Government Regulatory Framework, finance and risk management.

4.3.2 *Appointment, Terms & Termination*

- (a) All Members of the Committee are appointed by the Council.
- (b) The Chairperson of the Committee must be an independent member who will be appointed by the Council.
- (c) Appointment to the Committee from among the Elected Members of Council shall be for a period of up to one year, or until the end of the term of the Council. Committee members cease being a member of the Committee if they are no longer an Elected Member of the Council.
- (d) Independent members of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.
- (e) Members of the Committee are not permitted to appoint a proxy for any meeting.

4.3.3 *Remuneration*

- (a) Members of the Committee who are Elected Members of the Council or independent members, will be remunerated in accordance with the Act.



4.4 Meetings

4.4.1 Notices

- (a) Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, and associated papers, shall be forwarded to each member of the Committee and observers, no later than three business days before the date of the meeting.
- (b) Notices shall comply with the requirements outlined in the Act.

4.4.2 Regularity

- (a) The Committee shall meet a minimum of four times per year at appropriate times in the reporting and audit cycle.

4.4.3 Quorum

- (a) The quorum for the transaction of business shall be one independent member and two Committee members that are Elected Member of Council.

4.4.4 Voting

- (a) Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the Committee for decision.
- (b) A decision is to be by majority vote of the members present at each meeting.
- (c) Where a vote is taken and the result is undecided, the chairperson has the casting vote.

4.4.5 Minutes

- (a) The Chief Executive Officer shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of all Regulations.
- (b) Accuracy of minutes will be confirmed as part of the next Committee meeting.
- (c) Minutes shall be made available to the public in accordance with the Act.

4.4.6 Attendance

- (a) Other individuals such as the Chief Executive Officer, Council staff, External Auditor, Internal Auditor will attend meetings, as relevant, as observers and/or be responsible for preparing and/or presenting papers for the Committee.
- (b) A meeting may be conducted in private.

4.5 Conduct

4.5.1 Conflicts of Interest and Confidentiality

- (a) Members are required to comply with the Act and relevant Policies.
- (b) Committee members must declare any real or perceived conflicts of interest when joining the Committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

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- (c) Where a Committee member declares a real or perceived conflict of interest, the person is excused from Committee deliberations on the agenda item where a conflict of interest exists.

4.5.2 *Code of Conduct*

- (a) All Committee Members are required to comply with the Code of Conduct.

4.6 **Performance**4.6.1 *Performance Review*

- (a) The Chairperson will initiate an assessment (self-assessment, internal or external) of the Committee's performance annually and report to Council.

5 ASSOCIATED DOCUMENTS

- 5.1 City of Palmerston Policies

6 REFERENCES AND RELATED LEGISLATION

- 6.1 *Northern Territory Local Government Act*
- 6.2 *Northern Territory Local Government (Administration) Regulations*
- 6.3 *Northern Territory Local Government (Accounting) Regulations*
- 6.4 *Australian Accounting Standards*
- 6.5 *Ministerial Guidelines*
- 6.6 *Local Government General Instructions*

14 INFORMATION AND CORRESPONDENCE

14.1 Information

14.2 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, 1 September 2020 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 AUGUST 2020

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers
Civic Plaza, 1 Chung Wah Terrace, Palmerston
on Tuesday 4 August 2020 at 5:30pm.**

ELECTED MEMBERS

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

STAFF

Chief Executive Officer, Luccio Cercarelli
Deputy Chief Executive Officer and Director Lifestyle and
Community, Amelia Vellar
Director City Growth and Operations, Nadine Nilon
Director Organisational Services, Richard Iap
Communications Media and Marketing Lead, Samantha Abdic
Minute Secretary, Tree Malyan

GALLERY

Nicholas Hines, ABC Reporter
Terry Mills, Leader of Territory Alliance

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 Chair declared the meeting open at 5:33pm.

3 APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Nil.

Initials: _____

3.2 Leave of Absence Previously Granted

Moved: Alderman Hale
Seconded: Alderman Henderson

THAT Council note that Alderman Hale has amended his leave of absence previously granted for the period from 4 August to 5 August to 3pm 5 August to 2pm 6 August 2020.

CARRIED 9/1225 – 04/08/2020

3.3 Leave of Absence Request

Nil.

4 REQUEST FOR AUDIO/AUDIOVISUAL CONFERENCING

Nil.

5 DECLARATION OF INTEREST

5.1 Elected Members

Nil.

5.2 Staff

Nil.

Alderman Giesecke entered the meeting at 5.35pm

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Garden
Seconded: Alderman Hale

THAT the minutes of the Council Meeting held on Tuesday, 21 July 2020 pages 10146 to 10161, be confirmed.

CARRIED 9/1226 – 04/08/2020

Initials: _____

6.2 Business Arising from Previous Meeting

Nil.

7 MAYORAL REPORT

7.1 Mayoral Update Report - 4 August 2020

Moved: Mayor Pascoe-Bell
Seconded: Alderman Morrison

THAT the Mayoral Report entitled Mayoral Update Report – 4 August 2020 be received and noted.

CARRIED 9/1227 – 04/08/2020

8 DEPUTATIONS AND PRESENTATIONS

8.1 Policies and Commitments

Moved: Alderman Morrison
Seconded: Alderman Hale

THAT the presentation by Terry Mills, Leader of Territory Alliance Party be received and noted.

CARRIED 9/1228 – 04/08/2020

9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

10 CONFIDENTIAL ITEMS

10.1 Moving Confidential Items into Open

Nil.

10.2 Moving Open Items into Confidential

Nil.

Initials: _____

10.3 Confidential Items

Moved: Deputy Mayor Garden
Seconded: Alderman Giesecke

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

ITEM	REGULATION	REASON
25.1.1	8(d) 8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.
	8(c)(iv)	8(c)(iv) This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government (Administration) Regulations, 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 interests of the council or some other person is discussed

CARRIED 9/1229- 04/08/2020

11 PETITIONS

Nil.

12 NOTICES OF MOTION

Nil.

Initials: _____

13 OFFICERS REPORTS

13.1 Receive and Note Reports

13.1.1 Resumption of Council Advisory Committees

Moved: Deputy Mayor Garden
Seconded: Alderman Henderson

THAT Report entitled Resumption of Council Advisory Committees be received and noted.

CARRIED 9/1230 - 04/08/2020

13.1.2 Taminmin Community Library Shared Service - Extension

Moved: Alderman Spick
Seconded: Alderman Giesecke

1. THAT Report entitled Taminmin Community Library Shared Service - Extension be received and noted.
2. THAT Council note that the City of Palmerston will provide library staff and management oversight for Taminmin Community Library as a fee for service arrangement for a further fixed term of 12 months commencing 1 January 2021 until 31 December 2021 as part of a regional collaboration and shared service arrangement.

CARRIED 9/1231 - 04/08/2020

13.2 Action Reports

13.2.1 Local Roads and Community Infrastructure Program Offer

Moved: Alderman Morrison
Seconded: Alderman Spick

1. THAT Report entitled Local Roads and Community Infrastructure Program Offer be received and noted.

Initials: _____

13.2.1 Local Roads and Community Infrastructure Program Offer (continued)

2. THAT Council approve the following projects including their budget allocations to be delivered under the Australian Government Local Road and Community Infrastructure Program Grant of \$411,889 (GST exclusive):

- Maurice Terrace off Leash Dog Park;
- Landscaping and Artificial Shade over Parking Bays – Palmerston Swimming and Fitness Centre;
- Accessible for all play equipment in a Regional Park; and
- Upgrade open space infrastructure, Reggie Park, Gunn.

CARRIED 9/1232 – 04/08/2020

14 INFORMATION AND CORRESPONDENCE

14.1 Information

Nil.

14.2 Correspondence

Nil.

15 REPORT OF DELEGATES

Nil.

16 QUESTIONS BY MEMBERS

Nil.

17 GENERAL BUSINESS

17.1 Project Rebound Northern Territory

Moved: Mayor Pascoe-Bell
Seconded: Alderman Henderson

THAT Council make a submission to the Northern Territory Economic Reconstruction Commission on potential Palmerston projects to assist the rebuilding of the Territory Economy.

CARRIED 9/1233 – 04/08/2020

Initials: _____

18 NEXT COUNCIL MEETING

Moved: Alderman Hale
Seconded: Deputy Mayor Garden

THAT the next Ordinary Meeting of Council be held on 18 August 2020 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/1234 - 04/08/2020

19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Hale
Seconded: Alderman Morrison

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 9/1235 - 04/08/2020

20 ADJOURNMENT OF MEETING AND MEDIA LIAISON

Nil.

The Chair declared the meeting closed at 6:52 pm.

Chair

Print Name

Date

Initials:
