AGENDA

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

1. PRESENT

2. APOLOGIES

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

3. CONFIRMATION OF MINUTES

RECOMMENDATION

1. THAT the minutes of the Council Meeting held Tuesday, 5 May 2015 pages 7950 to 7963 be confirmed.

2. THAT the minutes of the Confidential Council Meeting held Tuesday, 5 May 2015 pages 177 to 178 be confirmed.

4. MAYOR’S REPORT

5. REPORT OF DELEGATES

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

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

8. PETITIONS

9. DEPUTATIONS / PRESENTATIONS
9.1 Zuccoli Stages 3&4 – Briefing and Q&A

Mike Schokman, Director and Fiona Eddleston, Manager from Costojic Pty Ltd will provide a high level briefing of the Zuccoli Stages 3&4 project and will then take questions.

10. CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

11. COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil

11.2 Economic Development and Infrastructure

THAT the minutes from the Economic Development and Infrastructure Committee meeting held on 14 May 2015 be received and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:

11.2.1 Gray School Crossing – Request for School Crossing Changes

THAT the Member for Drysdale, Ms Lia Finocchiaro and the Gray Primary School be advised that the issue of sun glare and speeding vehicles at the Victoria Drive school crossing has been investigated and no further traffic calming measures are supported at this time.

11.2.2 Request to Open a Road and Road Reserve from Durack Drive/Flack Road to the New Entrance of Archer Waste Transfer Station

THAT Council write to the Director Land Administration seeking consent to open the section of road and road reserve from Durack Drive/Flack Road to the new entrance of Archer Waste Transfer Station.

11.2.3 Tender TS2015/01 – Reseal Various Roads 2014-2015

1. THAT Council award contract TS2015/01 – Reseal Various Roads 2014-2015 to Downer EDI Pty Ltd for the amount of $498,810.00 (GST exclusive).

2. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2015/01 – Reseal Various Roads 2014-2015.
11.3 Community Culture and Environment

THAT the minutes from the Community, Culture and Environment Committee meeting held on 6 May 2015 be received and noted and that Council adopts the recommendations made by the Committee and accordingly resolves as follows:

11.3.1 Deputy Mayor McKinnon – City of Palmerston banner, political involvement at events

THAT Council identifies itself as being politically non-aligned and seeks to represent all community members in its decision making processes.

12. INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

THAT the information items contained within the Information Agenda, be received.

12.3 Officer Reports

12.3.1 Action Report 8/0656
12.3.2 LGANT Executive Minutes – 1 May 2015 8/0662
12.3.3 Professional Development Allowance – Alderman Carter 8/0663
12.3.4 Professional Development Allowance – Alderman Byrne 8/0664
12.3.5 Chief Executive Officer – Recent Activities 8/0666

13. DEBATE AGENDA

13.1 Officer Reports

13.1.1 Financial Report for the month of April 2015 8/0657
13.1.2 Review of Financial Policies FIN18 and FIN19 8/0660
13.1.3 New Financial Policy FIN21 Debt Collection Policy 8/0661
13.1.4 Tender TS2015/02 – Provision of Street, Pavement and Pathway Sweeping within the City of Palmerston 8/0665
13.1.5 Elected Member Allowances for 2015/2016 8/0667

14. CORRESPONDENCE

Nil
15. PUBLIC QUESTION TIME
At the invitation of the Chair

16. OTHER BUSINESS – ALDERMAN REPORTS

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

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

17. CONFIDENTIAL REPORTS

17.1 Application for Remission of Interest 8/0658

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Corporate and Community Services, Director of Technical Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 17.1 Application for Remission of Interest and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the minutes from the Confidential Council meeting held on 19 May 2015, in relation to confidential item number 17.1 Application for Remission of Interest and associated documents remain confidential.

17.2 Power to sell land for non-payment of rates 8/0659

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Corporate and Community Services, Director of Technical Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a
manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 17.2 Power to sell land for non-payment of rates and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the minutes from the Confidential Council meeting held on 19 May 2015, in relation to confidential item number 17.2 Power to sell land for non-payment of rates and associated documents remain confidential.

18. CLOSURE

Ricki Bruhn
Chief Executive Officer

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

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

General:

Wednesday 6 May 2015

8.30am – Attended the Community, Culture and Environment Committee Meeting

2.00pm – Attended the Bi-Monthly Meeting with the Departments of Lands, Planning and the Environment; Infrastructure; and Transport

6.00pm – Attended the opening of Stage One of the Redevelopment of the Palmerston Golf Club House Facilities

Thursday 7 May 2015

10.20am – Scheduled interview with Territory FM

- Flicnics
- Community BBQ Trailer
- Community Garden
- Palmerston Markets

2.00pm – Attended a meeting with the Business Manager and General Manager of Sealing NT/QLD regarding potential ferry routes and transport solutions.

Friday 8 May 2015

8.15am – Attended a Memorial Service to commemorate the 73rd Anniversary of the Battle of the Coral Sea at the USS Peary Gun Memorial

10.00am – Attended the Quarterly Meeting with Minister Chandler

5.00pm – Attended a business function for AANT

Saturday 9 May 2015

8.30am – Attended the Opening of Darwin International Airport's Terminal Expansion Project

2.00pm – Attended the Italian Festival in Darwin
Monday 11 May 2015

8.30am – Attended catch up meeting with the Deputy Mayor

5.30pm – Attended the Northern Territory Volunteer of the Year Awards

Tuesday 12 May 2015

9.00am – Attended Palmerston and Rural Youth Services meeting at the Palmerston Library

Wednesday 13 May 2015

1.30pm – Attended an interview with a Palmerston Senior College student.

Future Schedule:

The 2015 National General Assembly of Local Government is being held from 14 to 17 June 2015 in Canberra. The NGA is an opportunity to deliver the views and concerns of the council as well as contribute experience and knowledge to debate on a broad set of national issues. The theme for this year’s NGA is ‘Closest to the Community: Local Government in the Federation’.

Approximate cost of attendance will be:

- Registration: $999
- Flights (estimate): $1250
- Accommodation (estimate): $750
- Incidents (travel/meals): $400
- Total: $3399

Invitations: Nil

RECOMMENDATION

1. THAT Council receives Report Number M8-10.

2. THAT Council approve the Mayor attending the 2015 National General Assembly of Local Government in Canberra.

Recommending Officer:

Any queries on this report may be directed to Ian Abbott on telephone (08) 8935 9911 or email ian.abbott@palmerston.nt.gov.au

Schedule of Attachments:

Attachment A – 2015 National General Assembly Program & Registration information
APPLICATION FOR A DEPUTATION TO THE  
CITY OF PALMERSTON

Name: Mike Schokman .................................................................
Organisation: Costronic Pty Ltd ...................................................
Contact Tel: 0418 625 361 ..........................................................
Contact Email: mike@costalands.com.au ....................................
Presentation topic: Zuccoli Stages 3 & 4 — Briefing and Q&A .............
Date of Request: 12 May 2015 .....................................................
Meeting date requested: 19 May 2015 .........................................
Time requested (length): 20 minutes (5-8 minutes to present, remainder for Q&A) ....
Names of those making the address:

1) Mike Schokman .................................................................
   Title: Director ......................................................................
   Organisation: Costronic Pty Ltd (Zuccoli Stages 3&4 Developer) .............

2) Fiona Eddleston .................................................................
   Title: Manager – Landscape Architecture .....................................
   Organisation: Smeac Australia ..................................................

Purpose of the deputation: To provide a high level briefing of the Zuccoli Stages 3&4 project directly from the developer. We will explain at a high level: the project, approximate timing, future positives of the development, principles we are using to address issues, the framework under which decisions have been made to date, etc. Finally an any-question Q&A will enable the council to ask any pointed questions. We may not have an answer for everything, however we will answer as best we can or take questions on notice for future engagements.

A copy of the presentation is required on application.

Please forward this application to: Mr Ricki Bruhn Chief Executive Officer
City of Palmerston, PO Box 3, PALMERSTON NT 0830
Fax No: (08) 89359900 Email: ricki.bruhn@palmerston.nq.wa.gov.au
For any enquiries please call (08) 89359902

[Signatures]

Approved (Chief Executive Officer)  Approved (Mayor of Palmerston)
**Municipal Plan:**

4. Governance & Organisation

4.3 People

We value our people, and the culture of our organisation. We are committed to continuous improvement

**Summary:**

Provided with this report are individual action items outstanding from previous Council Meetings:

<table>
<thead>
<tr>
<th>Dec #</th>
<th>Task Date</th>
<th>Matter</th>
<th>Action</th>
<th>Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/0787</td>
<td>17/09/2013</td>
<td>Real Housing for Growth Project</td>
<td>Design and project management contract awarded to Thinc. Agreement to lease with the CEO Department of Housing has been executed.</td>
<td>CEO Housing has agreed an extension of time for practical completion until 9 June 2015</td>
</tr>
<tr>
<td>8/0847</td>
<td>19/11/2013</td>
<td>TC Zone Land</td>
<td>Discuss with NT Government on acquiring the Tourist Commercial (TC) Zone land – Part Lot 8405</td>
<td>Letter received 9 April 2014 advising investigations are currently being undertaken to inform the potential release of this site including servicing and development options.</td>
</tr>
<tr>
<td>8/0879</td>
<td>11/12/2013</td>
<td>Development of Lot 10029 and Part Lot 9608</td>
<td>Expression of Interest for the development of Lot 10029 and Part Lot 9608 be prepared for Council approval.</td>
<td>Letters sent to developers requesting reasons for not responding to the EOI and any suggestions for an amended process. No responses received.</td>
</tr>
<tr>
<td>8/0899</td>
<td>14/01/2014</td>
<td>Expression of Interest – Development of Lot 10024 and Part Lot 9609</td>
<td>An EOI to be brought to Council for the development of Lot 10024 and part Lot 9609 with the purpose being for the provision of public car parking combined with a mixed use development comprising of retail, commercial or residential.</td>
<td>Matter referred to EDI Committee 12 March 2015.</td>
</tr>
<tr>
<td>8/0949</td>
<td>18/02/2014</td>
<td>Car Parking Contribution Plan Update</td>
<td>Matter on the table</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
<td>Meeting Title</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>8/1126</td>
<td>17/06/2014</td>
<td>Reconstruct Radford Road</td>
<td>Council to enter into a memorandum of understanding regarding the use of any contractor security held by LDC. Construction work in progress.</td>
<td></td>
</tr>
<tr>
<td>8/1235</td>
<td>02/09/2014</td>
<td>Palmerston Sporting Grounds</td>
<td>CEO to seek further clarification from the NT Government on their proposal to transfer ownership and management of sporting facilities in Palmerston. Meeting with Minister held 30 March 2015. Invitation was extended to attend a function for further discussion in April.</td>
<td></td>
</tr>
<tr>
<td>8/1290</td>
<td>7/10/2014</td>
<td>Quarterly Meetings with NT Government Senior Ministers</td>
<td>Mayor and the chairs or delegate of the three Standing Committees be established to meet with senior Ministers of the NT Government on a quarterly basis to seek financial support and provide updates on projects and initiatives associated with the Palmerston City Centre Master Plan. Meeting held with Minister Chandler on 24 November 2014.</td>
<td></td>
</tr>
<tr>
<td>8/1354</td>
<td>09/12/2014</td>
<td>Draft Palmerston City Centre Master Plan 2014 and associated documents</td>
<td>- Draft Palmerston City Centre Parking Strategy to be presented to and considered by the City of Palmerston’s Car Parking Committee. Final documents and application submission to amend the NT Planning Scheme be submitted to Council for endorsement at the Council meeting scheduled 17 February 2015. - Mayor to forward a letter to the Minister for Lands and Planning to inform the NT Government of the public consultation process for the Draft City Centre Master Plan “package”, prior to lodgement of the formal rezoning application with the Minister in 2015. Council has adopted the Palmerston City Centre MP and associated documents with the exception of the Carparking strategy. Once the Carparking strategy has been to the Car Parking Advisory Group comments will be incorporated into the Palmerston City Centre Planning Frameworks and the document will be submitted to the Minister.</td>
<td></td>
</tr>
<tr>
<td>8/1378</td>
<td>13/01/2015</td>
<td>Amendments to Palmerston Eastern Suburbs planning principles and plan</td>
<td>Council to write a letter to the Department for Lands and Planning requesting a review of the Palmerston Eastern Suburbs Area Plan and Planning Principles. Letter forwarded on 26 February and response received on 19 March.</td>
<td></td>
</tr>
<tr>
<td>8/1419</td>
<td>17/02/2015</td>
<td>Draft Proposed Amendments to NT Planning Scheme, Palmerston</td>
<td>- The Palmerston City Centre Master Plan 2015 and the Palmerston City Centre Planning Framework report Consultation with the Carparking Advisory Group members completed 14/4. Report to be presented to the May EDI meeting.</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Date</td>
<td>Description</td>
<td>Instruction</td>
<td>Notes</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>City Centre Master Plan 2015, Draft Palmerston City Centre Parking Strategy and Draft Palmerston City Centre Public Realm and Subdivision Great Streets Strategy</td>
<td>be forwarded to the Minister for Lands and Planning, The draft Car Parking Strategy be amended based on the outcome of deliberations by the City of Palmerston's Car Parking Advisory Group, prior to the submission to the Minister for Lands and Planning</td>
<td></td>
</tr>
<tr>
<td>8/1434</td>
<td>03/03/2015</td>
<td>Small lot subdivisions</td>
<td>Council approach the Shadow Minister for Lands and Planning requesting a meeting in regards to small lot subdivisions</td>
<td>Meeting to be rescheduled.</td>
</tr>
<tr>
<td>8/1456</td>
<td>17/03/2015</td>
<td>Community Work Program Partnership with City of Palmerston Library</td>
<td>CEO to invite a representative from the Corrections Department to address Council on Community Work Placement Program</td>
<td>Community Corrections presented to Council 5 May 2015. Council approved Work Placement Program partnership between library and Corrections 17/3/2015 8/1445.</td>
</tr>
<tr>
<td>8/1506</td>
<td>05/05/2015</td>
<td>Infrastructure Funding</td>
<td>Workshop to be held to enable elected members to discuss future infrastructure projects and how to fund these projects</td>
<td></td>
</tr>
</tbody>
</table>

**RECOMMENDATION**

THAT Council receives Report Number 8/0656.

**Recommending Officer:** Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au
ITEM NO. 12.3.2  LGANT Executive Minutes – 1 May 2015

FROM: Chief Executive Officer
REPORT NUMBER: 8/0662
MEETING DATE: 19 May 2015

Summary:
At the General Meeting of LGANT in March 2010, it was agreed that draft minutes of each Executive Meeting be made available for Council’s information.

General:
The LGANT Executive Meeting draft meeting minutes will be sent out approximately on a monthly basis.

The draft minutes of the Executive Meeting held Friday, 1 May 2015 are attached for information.

Financial Implications:
Nil

Policy / Legislation:
Nil

RECOMMENDATION
THAT Council receives Report Number 8/0662.

Recommendating Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au

Schedule of Attachments:
Attachment A: LGANT Executive Meeting Draft Minutes – 1 May 2015
MINUTES OF THE LGANT EXECUTIVE MEETING
HELD ON FRIDAY 1 MAY 2015 IN THE LGANT OFFICE
COMMENCING AT 9:42 AM

1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Damien Ryan</td>
<td>President</td>
</tr>
<tr>
<td>Alderman Jeanette Anictomatis</td>
<td>Vice-President – Municipal</td>
</tr>
<tr>
<td>Mayor Tony Jack</td>
<td>Vice-President – Regional &amp; Shires (10:00am)</td>
</tr>
<tr>
<td>Mayor Lothar Siebert</td>
<td>Executive – Regional &amp; Shires</td>
</tr>
<tr>
<td>Alderman Bob Elix</td>
<td>Executive – Municipal</td>
</tr>
<tr>
<td>Councillor Greg Sharman</td>
<td>Executive – Regional &amp; Shires</td>
</tr>
<tr>
<td>IN ATTENDANCE:</td>
<td></td>
</tr>
<tr>
<td>Tony Tapsell</td>
<td>LGANT CEO</td>
</tr>
<tr>
<td>Danielle Lee-Ryder</td>
<td>LGANT</td>
</tr>
<tr>
<td>Peter McLinden</td>
<td>LGANT</td>
</tr>
<tr>
<td>Elaine McLeod</td>
<td>LGANT</td>
</tr>
<tr>
<td>Mayor Troy Pickard</td>
<td>President – Australian Local Government Association</td>
</tr>
</tbody>
</table>

2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mayor Fay Miller</td>
<td>Executive – Municipal</td>
</tr>
<tr>
<td>President Barb Shaw</td>
<td>Executive – Regional &amp; Shires</td>
</tr>
</tbody>
</table>

RESOLUTION
That members:
1. accept the acknowledgements from members that they are unable to attend the meeting
2. approve the applications from members for leave of absence from the meeting.

Moved: Councillor Sharman
Seconded: Alderman Anictomatis
Carried

3. NOTIFICATION OF CONFLICT(S) OF INTERESTS – Nil

4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

RESOLUTION
THAT the minutes of the previous Executive meetings held on Wednesday 10 March 2015 be confirmed as a true and correct record of that meeting.

Moved: Alderman Anictomatis
Seconded: Mayor Siebert
Carried

5. ACCEPTANCE OF THE AGENDA AND NOTIFICATION OF GENERAL BUSINESS ITEMS

RESOLUTION
THAT the papers as circulated be received for consideration at the meeting.

Moved: Councillor Sharman
Seconded: Alderman Elix
Carried
6. DECISIONS THE EXECUTIVE IS BEING ASKED TO MAKE THIS MEETING

6.1 LGANT Financial Reports for 28 February 2015

Recent History
This report is made up of:
1. Debtors trial balance, breakup and ledger to 28 February 2015
2. Statement of cash flows to 28 February 2015
3. Statement of financial position to 28 February 2015
4. Monthly function report to 28 February 2015
5. Bank statements to 28 February 2015
6. Explanation of ratios
7. List of Payments
8. Credit Card Payments

Discussion
Members were told that financial reports for March and April 2015 will be provided at the next meeting.

RESOLUTION
THAT the Executive receives and adopts the financial reports for 28 February 2015.

Moved: Mayor Jack
Seconded: Alderman Anicetomatis
Carried

6.2 Outcomes from the April 2015 General Meeting

Recent History
- General meeting 16-17/04/15.

Discussion
Members were happy with the outcomes of the April 2015 General Meeting. The Cultural Advisory Committee was mentioned and it was resolved to defer discussion on this issue until the next meeting.

RESOLUTION
THAT the Executive defer discussion on the Cultural Advisory Committee until the next meeting.

Moved: Mayor Jack
Seconded: Mayor Siebert
Carried

RESOLUTION
THAT the Executive reviews the minutes of the general meeting and confirms their intent and discusses their implementation.

Moved: Mayor Siebert
Seconded: Councillor Sharman
Carried

6.3 Natural Disaster Relief Recovery Arrangement (NDRRA)

Recent History
- Submission prepared requesting funding of $290,000 NDRRA.

Discussion
Members noted the report.
RESOLUTION
THAT the Executive approves the NDRRA submission for LGANT over its managed local road network.
Moved: Councillor Sharman
Seconded: Mayor Jack
Carried

7. REPORTS ON ACTIONS REQUIRED TO BE DONE FROM THE LAST MEETING

7.1 Local Government Long Service Awards
Recent History
- General meeting resolution – That delegates endorse the development of a series of local government service awards for the Northern Territory 6/11/14.
- Executive meeting 10/03/15.
- 11/03/2015 Guidelines document completed.

Future Action
Promote awards to member councils.

Discussion
Members agreed that when longer serving men and women receive an award it should be accompanied by a press release. LGANT will send out nominations to councils to take to their council meetings.

7.2 Draft Submission on the Cemeteries Act
Recent History
- In December 2012, the Department of Local Government and Regions (the Department) released a public discussion paper, Review of the Cemeteries Act.
- In February 2013, the LGANT submission on the review was sent to the Department.
- Review in abeyance from March 2013 to November 2014 while the Department completed further research as well as undertaking consultations with stakeholders.
- Letter from the Department of Local Government and Regions to LGANT President on 27/11/14 inviting LGANT to lodge another submission on the review of the Cemeteries Act.
- Email and draft submission forwarded to members on 29/01/15.
- Business Paper to Executive on 6/02/15.
- Executive meeting 10/03/15.

Future Action
Monitor development of legislation once it is known.

Discussion
Members noted the report.

7.3 Darwin and Katherine Flood Mitigation Committees
Recent History
- Executive meeting 10/03/15.

Future Action
Final report to be forwarded to Working Group by 8/01/15.
Discussion
Members noted the report.

7.4 ALGA Board Report – February 2015
Recent History
- ALGA Board meeting 19-20 February 2015.
- Executive meeting 10/03/15.

Future Action
No further action required.

Discussion
Members noted the report.

7.5 Recording of Executive Meetings
Recent History
- Executive meeting 10/03/15

Future Action
Provide advice at the meeting that the minutes are being recorded.

Discussion
Members noted the report.

RESOLUTION
THAT the Executive receives and notes the report on actions to be done from the last meeting.

Moved: Mayor Jack
Seconded: Councillor Sharman
Carried

8. BUSINESS WHICH ONLY REQUIRES THE EXECUTIVE TO RECEIVE AND NOTE INFORMATION

8.1 ALGA Board Report – March 2015
Recent History
- ALGA Board meeting 19-20 February 2015.
- ALGA Board meeting 26 March 2015.

Discussion
Members noted the report.

RESOLUTION
THAT the Executive receives and notes the ALGA Board Report for March 2015.

Moved: Mayor Jack
Seconded: Councillor Sharman
Carried

8.2 National Procurement Network Meeting Report
Recent History
- Local Government National Procurement Network (NPN) charter was agreed to in 1998 with all local government associations (LGAs) being signatories.
- LGANT signed an MOU with Local Buy in Queensland in 2008 which was renewed in 2010.
- The NPN Charter was reviewed and adopted by LGAs in 2011.
In 2012, legislative changes were introduced to the NT Local Government (Accounting) Regulations to allow collective procurement to occur, the relevant clause being:

Subject to sub-regulation (3) and any contrary direction by the council, quotations or tenders are not required if the supplies are to be obtained under a contract to which any of the following is a party:

(a) the Territory;
(b) the Commonwealth;
(c) a State or another Territory;
(d) another council;
(e) a local government subsidiary; and
(f) LGANT.

procurement is identified as an activity within the Local Government Excellence initiative LGANT is funded for by the Department of Local Government and Community Services.

LGANT actively participates in NPN meetings where possible.

Through NPN, LGNSW will provide training in May 2015 for member council staff on basic procurement processes.

26-27 February 2015 NPN meeting in Melbourne.

Discussion

Members heard that training is taking place in Alice Springs on 14 May 2015 and in Darwin 15 May 2015 and that seven councils have registered for the workshops.

RESOLUTION

THAT the Executive receive and note the report on the National Procurement Network meeting 26 and 27 February 2015.

Moved: Alderman Anictomatis
Seconded: Mayor Jack
Carried

8.3 Management and Administration Fees Applied to Government Grants

Recent History

- Executive decision – THAT the Executive receive and note the report on management and administration fees applied to government grants 16/07/13.
- Executive meetings 2/12/14; 6/02/15; 10/03/15.
- FRG meeting 17/10/14; 24-25/02/15.
- General meeting 3/04/14; 7/11/14; 16/04/15.
- FRG meeting recommends changes to LGANT’s policy.

Discussion

Members heard that the Department of Housing charges a 24% administration fee on grants. Members felt that this fee is justified for running a program but that it should not be charged when buying a product. LGANT will write a policy reflecting this and bring it back to the next meeting.

RESOLUTION

THAT the Executive agrees that LGANT come back with an amended policy showing that the 24% administration fee is for service delivery grants only.

Moved: Mayor Jack
Seconded: Councillor Sharman
Carried

8.4 Public Library Funding Agreement
Recent History
- Media release from the Minister for Arts and Museums 12/04/15.

Discussion
Members noted the report.

**RESOLUTION**
THAT the Executive receives and notes the report on the Public Library Funding Agreement.

Moved: Mayor Jack  
Seconded: Alderman Elix  
Carried

8.5 Local Government Excellence in the Northern Territory – Project Update

Recent History

Discussion
Members heard that LGANT is making a training video called “What are Local Authorities” with Hyde Productions. This video will be used during training sessions with local authorities.

Members discussed the NT Government advert on local authorities and agreed that the LGANT logo should be shown along with regional council logos. LGANT will bring this up at its next meeting with the Department.

Members requested that a list of all the good news stories from councils be attached to the six monthly project update. It was mentioned that a young man from the MacDonnell region won the Indigenous jumper design for the Richmond Football Club. LGANT Media Officer will follow this up as a good news story.

**RESOLUTION**
THAT the Executive receives and notes the report on the ‘Local Government Excellence in the Northern Territory’ project.

Moved: Mayor Siebert  
Seconded: Alderman Elix  
Carried

8.6 Update on the Development of the LGANT Communications Strategy

Recent History
- Discussion at the Executive Meeting that LGANT will revamp its communications strategy 10/03/15.

Discussion
Members heard that LGANT is working with LGASA in the development of a communications strategy and a ‘work in progress’ document will be ready for the next Executive meeting.
RESOLUTION
THAT the Executive receives and notes the report on the development of the LGANT Communication Strategy and provide input if required.

Moved: Alderman Elix
Seconded: Alderman Anictomatis
Carried

8.7 LGANT’s Local Government Directory 2015/2016
Recent History
- The expected publication and distribution of the Directory is on or before 1 July 2015.

Discussion
Members heard that the Directory needs to be finalised by Friday 8 May 2015. It was requested that the Directory include a list of all LGANT committees and LGANT representatives on those committees. Also that the front cover shows two photos – a Top End shot and a Centre shot. The Directory will be emailed to the Executive once finalised.

RESOLUTION
THAT the Executive receives and notes the report on the LGANT Local Government Directory.

Moved: Councillor Sharman
Seconded: Alderman Anictomatis
Carried

9. PRESIDENT’S REPORT

10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED

10.1 Administration & Legislation Advisory Committee
Short Term History
- General meeting resolution – THAT delegates receive and note the report 11/05/12.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- The ALAC Chair wrote to the Minister on conditionally rateable land 12/05/14.
- Response from the Department 20/05/14 indicating the matter is being considered.
- ALAC meetings 31/10/14, 13/02/15.
- Action items include:
  - legislative reviews, Local Government Act, Information Act, Cemeteries Act
  - disciplinary committees, by-laws, member allowances, morgues, statutory immunity for road authorities

Future Action
Provide progress reports.

Discussion
Members noted the report.
10.2 The Transfer of Local Roads from the NT Government to Local Government

Short Term History
- Executive resolution – THAT the Executive receive and note the report on the transfer of local roads from the NT Government to Local Government 1/10/13.
- LGANT met with Department officers 12/11/14 to discuss the Partnership Board.
- A draft set of principles covering the transfer were to be forwarded to LGANT at the end of last month but did not arrive.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- Business papers to the FRG (24-25/02/15), ETIRG (26-27/02/15) and CEO Forum (15/04/15)
- Department of Transport CEO delivered presentation at the General Meeting in Tennant Creek 16/04/15 calling on councils to put forward proposals.

Future Action
Letter to the Department regarding the status of the Roads Partnership Board.

Discussion
Members noted the report.

10.3 Public Library Funding Agreement

Short Term History
- Executive resolution – THAT the Executive receive and note the report on Public Library Funding Agreement 22/06/14.
- Executive meetings 22/12/14; 6/02/15; 10/03/15.
- The library funding agreements that expired on 1/07/14 have been effectively ‘rolled over’ for 2014/15.
- Letters from Minister Conlan were sent to councils on 10/07/14.
- Meeting with Director Patrick Gregory 22/07/14.
- The strategic plan for libraries was released on 12/04/15.

Future Action
Review the strategic plan once received.

Discussion
Members noted the report.

10.4 White paper on the Reform of the Federation

Short Term History
- Email from ALGA National Policy Director 30/06/14.
- General meeting resolution – THAT delegates call upon councils to answer some questions in the issues papers and to provide input to LGANT on the Green Paper on the Reform of Federation 6/11/14.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- ALGA meetings 19-20/2/15 and 26/03/15.

Future Action
Complete a submission on the ‘Green Paper’ once it is released.
Discussion
Members were told there has been a delay with the Green Paper and it will probably come out September/October 2015.

10.5 Green Paper for Developing Northern Australia
Short Term History
- Executive resolution – THAT the Executive agree to LGANT lodging a submission on the Green Paper for Developing Northern Australia 26/06/14.
- Final submission sent 7/08/14.
- Executive meetings: 22/12/14; 6/02/15; 10/03/15.

Future Action
Provide progress reports.

Discussion
Members noted the report.

10.6 Land Development in the Northern Territory
Short Term History
- Meeting with Department of Lands, Planning and the Environment 5/03/14.
- General meeting resolution – THAT delegates call on councils to commit to examining proposals to do with land subdivisions from the Department of Lands, Planning and the Environment 3/4/14.
- Meetings of the reference group 29/05/14; 26/06/14; 6/08/14.
- Draft Subdivision Guidelines tabled at the CEO Forum 19/08/14.
- CEO teleconference 9/09/14.
- ETIRG meeting 12/09/14.
- Executive resolution – THAT the Executive receive and note the report on land development in the Northern Territory 16/09/14.
- Executive meetings 22/12/14; 6/02/15; 10/03/15.
- General meeting 6/11/14.
- Director Land and Economic Development spoke at the ETIRG meeting 26/03/15.

Future Action
Await further confirmation from Department of Planning as to the status of Guidelines.

Discussion
Members noted the report.

10.7 Street Lighting Charges
Short Term History
- Executive resolution – THAT the Executive receive and note the report on street lighting charges 16/09/14.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- Legal advice received and amendments to the SLA completed 14/11/14.
- Councils now have a service level agreement they can use for negotiating with Power and Water for streetlights.
- This and the industry work LGANT cost $81,000.
- General meeting resolution – THAT delegates endorse councils conducting an audit of their street lights to assist them to:
  - be better informed on the benefit or not of owning street light assets
Future Action
Continue to encourage members to participate in this body of work.

Discussion
Members noted the report.

10.8 National State of the Assets Report 2014

Short Term History
- 2010 the Local Roads Funding Gap Report.
- 2012/13 data collection undertaken.
- 2013 State of Assets Report launched at the 2013 Road Congress in Alice Springs.
- 2014 appointment of consultants Jeff Rorda and Associates.
- Executive meetings 22/12/14; 6/02/15; 10/03/15.
- LGANT Newsletter article with ALGA web address for report.

Future Action
Continue to encourage members to participate in this body of work.

Discussion
Members noted the report.

10.9 Proposed Change to LGANT’s Constitution

Short Term History
- Meeting with Mayor Lothar Siebert and CEO Brian Hylands 22/08/14.
- Executive resolution – THAT the Executive endorses the proposed changes to LGANT’s constitution being put to the November 2014 general meeting 16/09/14.
- See agenda item 7.2 in the November 2014 general meeting agenda.
- Motion deferred at general meeting 7/11/14.
- Executive meetings 22/12/14; 6/02/15; 10/03/15.
- General meeting resolution 16/04/15 approves creation of additional Executive position.

Future Action
Amend LGANT constitution and place on LGANT website. Call for nominations for the vacant position and put nominations before a meeting of the LGANT Executive. Advise member councils and candidates of the Executive’s decision. Provide information to new Executive member.

Discussion
Members noted the report.
10.10 Constitutional Recognition of Aboriginal and Torres Strait Islander Peoples

Short Term History

- Evidence provided at inquiry hearing in Darwin 20/8/14.
- Executive resolution – THAT the Executive endorse the referendum matter being put to the November 2014 general meeting for resolution as LGANT policy and request councils consider passing a resolution in favour of the referendum 16/9/14.
- General meeting resolution – THAT delegates approve the draft resolution and LGANT policy on the recognition of Aboriginal and Torres Strait Islander peoples in the Australian Constitution 6/11/13.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- Email to Tim Gartrell, Campaign Manager, Recognise.

Future Action
Follow up with councils if they have passed resolutions. Update LGANT policy statements.

Discussion
Members noted the report.

10.11 Nominations to NT Place Names Committee

Short Term History

- Letter from Minister for Lands, Planning and the Environment requesting nominations to the Committee from LGANT 28/08/14.
- Call for nominations emailed to councils 28/08/14.
- Executive resolution – THAT the Executive endorse three nominations to the NT Place Names Committee 21/10/14.
- Letter to Minister putting forward nominees 23/10/14.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- Letter from Minister advising of the appointment of Mayor Allan McKay of Litchfield Council.
- Mayor McKay advised of appointment 7/01/15.

Future Action
Awaiting advice from Minister due to suspension of Litchfield Council.

Discussion
Members heard that Alderman Brendan Heenan of Alice Springs Town Council has been appointed to the Committee up until December 2017.

10.12 2015/16 LGANT Budget Submission

Short Term History

- Finance Reference Group meeting 17/10/14.
- General meeting resolution – THAT delegates endorse the draft 2015/16 LGANT Budget Submission to the Northern Territory Government.
- Letter from Department confirming receipt of submission 6/01/15.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.

Future Action
Attend the budget lock-up when it is held on 28 April 2015 and advise the Executive at the meeting.

Discussion
Members were told that the CEO will provide a budget matchup against the LGANT submission at the next meeting.
10.13 Financial Assistance Grants

Short Term History
- Release of Federal Budget on 13/05/14.
- General meeting resolution – THAT delegates call upon councils:
  (a) to support the campaign to restore the indexation of the Financial Assistance Grants by highlighting to Federal politicians:
     - the absolute need for the Grants
     - the losses resulting from the Grants not being indexed
  (b) to agree to work with LGANT to document the many reforms and activities which demonstrate improvements and efficiencies councils are undertaking 6/11/14.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.

Future Action
Continue to pursue with councils their work on reforms and meetings with Federal politicians.

Discussion
Members heard that councils need to respond with a resolution at their next council meeting. LGANT will email Executive members to follow this up for the next meeting.

10.14 Review of LGANT’s Climate Change Policies

Short Term History
- NCCARF Forum 30/09/14 (LGANT represented by City of Palmerston Environment and Climate Change Strategic Planner).
- General meeting resolution – THAT delegates endorse LGANT developing new policies on climate change and adaptation 6/11/14.
- Contact WALGA regarding work they have done on policies around climate change.
- Executive meeting 22/12/14; 6/02/15; 10/03/15.
- Draft policy developed and presented at the ETIRG meeting 26 March 2015 adopted for forwarding to General Meeting in Tennant Creek.
- Draft policies tabled at Tennant Creek meeting with comments from councils required to be with LGANT before November 2015.

Future Action
Paper with policies to be tabled at the general meeting in November 2015.

Discussion
Members noted the report.

10.15 2013-14 Local Government National Report

Short Term History
- Letter from Minister for Infrastructure and Regional Development requesting input to the report 12/11/14.
- Executive resolution – THAT the Executive agree to provide input to the submission following its circulation 2/12/14.
- Submission sent 16/1/14.
- Executive meeting 6/02/15; 10/03/15.

Future Action
View report on its release.

Discussion
Members noted the report.
10.16 *Workers Rehabilitation and Compensation Act*

**Short Term History**
- Executive approves draft submission on the *Workers Rehabilitation and Compensation Act* ('the Act') 19/02/13.
- Preliminary report issued November 2013.
- Final report issued July 2014.
- NT Cabinet approved the report’s recommendations between July and December 2014.
- Legislation is being introduced in the current sittings of Parliament.

**Future Action**
Provide advice on the legislation once enacted.

**Discussion**
Members noted the report.

10.17 *Arts and Cultural Policy Reference Group*

**Short Term History**
- Email received from Arts NT, Department of Arts and Museums 28/11/14.
- Expression of interest sent online from the LGANT CEO 2/12/14.

**Future Action**
Await advice on nomination.

**Discussion**
Members noted the report.

10.18 *2012-13 Local Government National Report*

**Short Term History**
- Letter from Minister for Infrastructure and Regional Development 19/11/14.
- Executive resolution – THAT the Executive agree to provide input to the submission following its circulation 2/12/14.
- Executive meeting 6/02/15; 10/03/15
- Submission to the Department of Infrastructure and Regional Development 3/09/14.

**Future Action**
View report on its release.

**Discussion**
Members noted the report.

10.19 *2015-2016 LGANT Strategic Plan and Annual Priorities*

**Short Term History**
- Strategic planning meeting 22/02/14.
- General meeting 3-4/04/2014.
- Executive meeting 3/06/14.
- Executive resolution: THAT the Executive endorse the 2015/16 annual priorities as presented with the 2014-2019 LGANT Strategic Plan 6/02/15.
- Executive meeting 10/03/15.
- Included as an agenda item at LGANT general meeting 16/04/15.
LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

Future Action
Provide progress reports.

Discussion
Members noted the report.

10.20 2015-2016 LGANT Budget Including Member Subscriptions
Short Term History
- General meeting 3/04/2014.
- Executive resolution: THAT the Executive endorse the LGANT membership subscriptions and annual budget for 2015-2016 6/02/15.
- Executive meeting 10/03/15.

Future Action
Provide feedback following Budget lockup meeting.

Discussion
No further action.

10.21 Review of the Local Government Act
Short Term History
- Letter from Executive Director, David Willing of the Department of Local Government and Regions ('the Department') to the LGANT CEO:
  o giving notice of the review of the Local Government Act ('the Act')
  o requesting representation from LGANT to a working party by 30 January 2015
  o asking for submissions to the review to be in by 30 April 2015.
- All Executive members provided out-of-session endorsement by 23 January 2015 of the LGANT CEO as the LGANT representative on the working party.
- Executive meeting 10/03/15.
- Letters received from Department appointing LGANT President as Chair and CEO to the working group 19/03/15.
- Submission sent

Future Action
Report outcomes from the working party on its work on the review.

Discussion
Members noted the report.

10.22 Nominations to the NT Planning Commission
Short Term History
- Email from NT Planning Commission Secretariat 10/12/14.
- Call for nominations emailed to councils 15/12/14.
- Minister and Commission advised of Brendan Dowd’s nomination 13/02/15.
- Letter from Minister confirming the appointment of Brendan Dowd to the Commission 20/04/15.

Future Action
No further action required.

Discussion
No further action required.

10.23 Nominations to the NT Weeds Advisory Committee

Short Term History
- Call for nominations emailed to councils 12/12/14.
- Reminder email sent 20/01/15.
- Committee advised of Andrew Farrell’s nomination 17/02/15.

Future Action
Await confirmation from the Minister.

Discussion
Members heard that Andrew Farrell has been informed of his appointment to this Committee.

10.24 Establishment of New Licensing Authority

Short Term History
- Letter to the LGANT President 10/04/14 advising proposed new Licensing Authority.
- Anna McGill, from the Department of Business addressed the Executive meeting on the proposed new legislation on 3/06/14.
- The Executive approved the draft submission on Licensing Authority arrangements at its meeting on 26/06/14.
- A submission was sent to Minister Tollner on 30/06/14.
- Legislation (Licensing Director-General Bill) introduced to Parliament in week of 27/10/14.
- Letter signed on behalf of Department of Business CEO to LGANT CEO on 28/10/14 offering information sessions in 2015 on the new legislation.
- Executive meeting update provided on 2/12/14.
- Anna McGill given council meeting dates on 20/02/2015.

Future Action
Obtain information agreed to be supplied from Anna McGill.

Discussion
Members noted the report.

10.25 Morgues in Remote Communities

Short Term History
- Executive meeting 6/02/15; 10/03/15.
- Letter to Minister Elferink 13/03/15.

Future Action
Wait for response from the Minister.

Discussion
Members asked that a representative from the Minister’s office be invited to address the Executive on morgues in remote communities.
10.26 Belyuen, Coomalie, Wagait Local Government Advisory Group

Short Term History

- Meeting of the Advisory Group 2/03/15.
- Progress report provided at Executive meeting 10/03/15.
- Next meeting will probably occur after the new Wagait CEO takes office at the end of May 2015.

Future Action
Continue to provide progress reports.

Discussion
The CEO will make arrangements for the LGANT President to attend a meeting of this group.

RESOLUTION
THAT the Executive receives and notes the reports on business from previous meetings that is not yet finished.

Moved: Councillor Sharman
Seconded: Alderman Anictomatis
Carried

11. BUSINESS NOT YET FINISHED BUT INACTIVE

RESOLUTION
THAT the Executive accepts the business not yet finished but inactive.

Moved: Alderman Anictomatis
Seconded: Mayor Siebert
Carried

12. MEMBERS QUESTIONS - Nil

13. GENERAL BUSINESS

13.1 Mayor Troy Pickard – ALGA President

The President of the Australian Local Government Association (ALGA) discussed various issues with Executive members:

- **Council Suspensions** – There is no income protection for principal members of a council under suspension. This is particularly difficult if this is their only source of income. A response from the Minister stated that there is nothing in the *Local Government Act* to help with this situation. Ultimately this will require legislative changes at State and Territory level. ALGA will find out at the National Board Meeting what is happening at a national level, if any of the States have protection for their members. Members heard that in Western Australia the introduction of an Integrated Strategic Planning Network has helped to lift all councils up to the same level and this has become the reference point for media and public criticism.

- **Asset and Financial Management** – ALGA is focusing on upskilling the local government sector to provide data on assets. The pilot for State of the Infrastructure Assets will be launched at the National Roads Congress in November 2015.

- **Indigenous Advancement Strategy** – This is a big issue for regional councils and needs to be brought to the fore before next year’s budget. The CDEP program employed a lot of people on communities. This program has been replaced by the RJSP program which has been awarding tenders to private companies resulting in people on communities becoming unemployed. It was requested that ALGA address this issue through its advocacy. LGANT
will supply data on the number of people affected in regional councils and relevant literature to the ALGA President.

- **Swimming Pools** – Members discussed the cost to councils of running pools and the difficulties faced by regional councils.

- **Financial Assistance Grants** – The ALGA President encouraged the Executive and councils to campaign for the reinstatement of indexation on FAGs. Councils are asked to recognise FAGs as a resolution of council and at a political level to engage with their Federal members and educate them on what the grants are being used for. It is important for local government to improve its relationship with the Federal government to ensure funding is given directly to local government and not through State governments. ALGA will try to run workshops for officers through the State and Territory associations to help with writing submissions for funding.

- **Allocation of Funding from ALGA** – the Territory and Western Australia are the only two associations that get funding assistance from the ALGA Board budget towards travel for Board meetings. The LGANT President thanked the ALGA President for generously allocating funds from the WA allocation towards the NT over the last couple of years. This has been a great help to LGANT and is very much appreciated.

- **Housing in Remote Communities** – this will not be addressed through FAGs money and needs to be addressed differently.

- **Recognise Program** – The LGANT President requested that there be a presentation at the National General Assembly by Mark Yettica-Paulson and Jackie Huggins in order to have this discussion at a national level. LGANT will send contact details to the ALGA President along with existing reports and summaries of existing programs.

- **Katherine Region Councils** – CEOs from the three councils in the Katherine region are meeting to discuss a joint approach to establishing an administration office in Katherine.

- **Airstrips** – Members heard that there is no agreement between the three levels of government on ownership and maintenance of airstrips. LGANT will send literature on this to the ALGA President and inform him of the Association’s formal advocacy position and he will bring this up at his meeting with the Minister.

The LGANT President extended an open invitation to the ALGA President to attend the general meeting and AGM in November 2015.

### 13.2 Next General Meeting and AGM in November 2015

Members discussed the venue for the next general meeting and AGM. It was decided to hold the November 2015 conference at City of Darwin and the April 2016 conference at Jabiru.

**RESOLUTION**

THAT the Executive endorses holding the next general meeting and AGM on 12-13 November 2015 at the City of Darwin.

Moved: Alderman Elix  
Seconded: Mayor Siebert

Carried
14. COMPLETED BUSINESS

RESOLUTION
THAT the Executive approves the removal of items of completed business from the agenda for the next meeting.

Moved: Alderman Anictomatis  
Seconded: Councillor Sharman  
Carried

15. CONFIDENTIAL BUSINESS

16. NEXT MEETING
The next meeting of the LGANT Executive will be on Tuesday 19 May 2015 at 8:00am in the LGANT Boardroom.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12:58pm.
ITEM NO.  12.3.3Professional Development Allowance – Alderman Carter

FROM:          Chief Executive Officer
REPORT NUMBER:  8/0663
MEETING DATE:  19 May 2015

---

**Municipal Plan:**

**4. Governance & Organisation**

**4.4 Systems**

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

**Summary:**

The Chief Executive Officer has approved Alderman Carter’s request to allocate his Professional Development Allowance for 2014/2015 to attend the ICTC & Mainstreet Conference 2015 scheduled for 21 – 24 July 2015 in Wollongong NSW.

**Background:**

The Elected Members benefits and support policy supports attendance of Elected Members to local and interstate courses / seminars following submission and approval of the application.

**Financial Implications:**

Elected Members Professional Development Allowance is set at $3,567 for the 2014/2015 financial year. Alderman Carter has the full allowance available.

Estimated costing for attending the conference is:-

- Registration (Early Bird – including field trip) $ 995
- Flights (approximate) $ 800
- Accommodation $ 680
- Incidentals (travel / meals) $ 400

Total $2,875
Legislation / Policy:

EM02 – Elected Members Benefits and Support Policy

4.1.3 A Professional Development Allowance is paid to members to attend appropriate and relevant conferences or training courses which sustain the professional competence of members. Prior approval from the CEO is required to access this allowance.

RECOMMENDATION

THAT Council receives Report Number 8/0663.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment: Program Details ICTC & Mainstreet Conference 2015
Conference speaking program - click here (pdf)

Tuesday 21 July
Special Interest Group sessions 3pm - 5pm

Activation - what works and where? SIG
Explore the design and implementation of initiatives that work with creatives to help energise places. Reimagining places for people to stay and play - drums, chalk, boxes, gardens, food trucks and ping pong. What will pop up next? Let's also explore how we can foster citizen led initiatives.
Moderated by Kylie Legge, Director, Place Partners

Smart Cities - do we need them in Australia? SIG
Have you developed a digital strategy for your place? Are your systems and infrastructure working smarter for your city? What’s within our reach and how do we start?
The statistics on present and future urbanisation in a global context are frightening. The resultant impacts on environmental, economic, social and cultural life will be significant with unimaginable implications. The smart, human-focused problem-solving that is going on overseas is diverse and people-focused. It is so diverse, it even begs the question of just what is a smart city? Will the strategies appropriate for the densely populated cities of Europe, Asia, the Middle East and the Americas suit the Australian context? What might our responses look like?
Australian cities, big and small, in the very near future will need to look. We need our creative and technically-skilled people to start working together to sort it out.
Moderated by Evelyn King, Creative Industries Coordinator, Newcastle NOW, Senior Research Officer, University of Newcastle

BIDS - Is there potential for them in Australia?
Business improvement district (bid) centre management and development programs are now common through USA, UK and Europe. Governments in these places strongly facilitate the programs and businesses and property owners have actively embraced, funded and supported them. Is there opportunity, benefit or desire to establish similar programs in Australia?
Come and share your ideas and experiences at this session facilitated by Mainstreet Australia and help forge a way forward.
Moderated by Mainstreet Australia

Workshops 3pm - 5pm

Place Branding
Using a local example, we will look at the key ingredients needed to develop, implement and manage a successful place brand strategy. Using the Placematters proprietary tool – the Place Brand Compass – Malcolm Allan will demonstrate its use from assessing the existing offer to delivering and managing a new and agreed brand proposition - you'll be ready to assess and refresh your brand in the future.
Workshop by: Malcolm Allan, Managing Director, Place Matters, UK

Traffic Woes? – It’s not as complicated as you think
A workshop to discuss and learn about street design for people without arguing with your traffic engineer.
Workshop by: Steven Burgess, Principal, MRCagney

Wednesday 22 July
- Full day sessions - keynotes and concurrent speakers
- Networking function from 5.30pm - 7.00pm
Thursday 23 July
- Full day sessions - keynotes and concurrent speakers
- Evening economy tour Wollongong City - presentations 4.50pm - 5.10pm then CBD tour 5.20pm to- 6.40pm

Friday 24 July
Field Trip 1 Wollongong - Proudly sponsored by Wollongong City Council
Departs 9.00am - Returns 3.15pm

Field Trip 2 Parramatta - Proudly sponsored by Parramatta City Council
Departs 9.00am - Returns 5.00pm - with drop off 15 min from airport at 3.15pm

See field trips section for more information on projects.
Summary:
The Chief Executive Officer has approved Alderman Byrne’s request to allocate a portion of his Professional Development Allowance for 2014/2015 to attend the Contract Law Essentials Seminar scheduled for 30 October 2015 in Darwin.

Background:
The Elected Members benefits and support policy supports attendance of Elected Members to local and interstate courses / seminars following submission and approval of the application.

Financial Implications:
Elected Members Professional Development Allowance is set at $3,567 for the 2014/2015 financial year. Alderman Byrne has previously utilised $1,580 of his allowance to attend an Internal Audit Forum in Sydney earlier this financial year. This leaves an available balance of $1,987.

The cost to attend the Contract Law Essentials Seminar is $897 providing registration is completed prior to 26 June 2015.

Legislation / Policy:
EM02 – Elected Members Benefits and Support Policy

4.1.3 A Professional Development Allowance is paid to members to attend appropriate and relevant conferences or training courses which sustain the professional competence of members. Prior approval from the CEO is required to access this allowance.
RECOMMENDATION

THAT Council receives Report Number 8/0664.

**Recommending Officer:** Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

**Schedule of Attachments:**

Attachment: Program Details: Contract Law Essentials Seminar
Contract Law Essentials

Crucial Skills for Non-Lawyers

Contracts are at the heart of your business and every transaction you do.

Understanding how they are formed, the risks that are involved, and the effective management of risks and disputes, is essential. Those who are skilled in this knowledge, significantly enhance their ability to maximise profits and minimise costs.

The law in relation to contracts changes constantly and you must be up-to-date in order to get the best out of the arrangement and to guard against being ‘gamed’ by not knowing.

This course will empower you and your people, giving you the advantage in forming and troubleshooting contracts.

ENDORSED BY AIPM
GAIN 10 CPD POINTS

YOUR FACILITATOR
Scott Alden
Partner
DLA Piper

IN ASSOCIATION WITH

Australian Institute
of Project Management

Canberra 20th Feb | Sydney 25th Feb | Adelaide 27th Feb | Perth 28th Feb | Brisbane 3rd March
Melbourne 14th Mar | Alice Springs 9th April | Darwin 10th April

Now offering Contract Negotiation Workshop in select locations - Book today to secure your place!
ABOUT YOUR SEMINAR

Now in its fourth successful year, this course, by reputation and repeat attendance, continues to grow and to educate and inform business and government in relation to contracts.

Telesis Events’ Contract Law Essentials seminar is a one-day intensive that delivers must-have legal knowledge for anyone who has any exposure to contracts of whatever size, value and type.

This seminar examines the law and commercial factors affecting the contract lifecycle, from formation through performance and to completion, as well as providing essential guidance on:

- risk identification; allocation and management,
- termination and
- dispute resolution.

With this knowledge, you can ensure that contracts are done properly from the outset, enabling you to set a clear path to maximise outcomes. The seminar will also provide the tools and knowledge to know your rights when you are not getting what you expect out of your contract. You will learn what your rights are when you are not getting what you expect out of a contract; how to recognise when the contract is on the right path, and how to end the relationship either amicably or through dispute, when it is not.

Incorporating a focus on interactive workshops and real-life case studies, this seminar covers all the need-to-know essentials.

The course will focus on the practicalities of contract formation and negotiation, ensuring you return to your workplace able to deal confidently with contracts.

Learn:
- How contracts are formed - so you can avoid unwanted contracts and ensure those you do want
- How to negotiate better before drafting a contract
- The traps and pitfalls involved in pre-contract arrangements and tender processes
- About contractual issues in the tender process
- The importance of Heads of Agreements and MoUs
- The important differences between Deeds and contracts
- The myths of contract formation
- How to eliminate risks and misunderstandings
- How to identify unfair terms in a contract
- How to identify risk and allocate it through the negotiations and agreements
- How to resolve a contractual breach
- How to manage disputes without litigation
- How to recognise your rights of termination
- To understand contractual issues in the tender process
- What is involved in enforcing a contract
- About alternatives to litigation.

ABOUT YOUR TRAINER

Scott Alden is a Partner at DLA Piper; the largest international law firm in the world. He is an experienced trainer with a reputation for explaining the complexities of contract law to non-lawyers in plain English.

Practising in both the private and public sector, Scott works on large strategic projects and infrastructure projects, and advises clients in relation to commercial contracts, procurement and probity.

Scott has specific expertise in:
- Government
- Government infrastructure projects
- General contractual and legislative advice and the tendering process
- Government capital and services procurement
- Infrastructure contracts and performance.

Scott is also highly regarded in the areas of:
- Government
- Water
- Public transport infrastructure (buses, trains and ferries)
- IT requirements
- Tertiary Institutions (Universities)
- Ports.

Scott advises on tender processes including drafting reports, methodology documents and tender evaluation, contractual negotiation, legislative advice work and legislative compliance and audit services.

He is a member of the Law Council Building and Construction (Infrastructure) Committee, a guest lecturer at the University of Melbourne (Masters of Construction Law Program), past chair of the Business Law Committee of the Law Society of NSW as well as a past Councillor of the NSW Law Society and current executive member of the Commonwealth Law Association.

MATERIALS

You will be given a comprehensive set of all material including some take-aways. These include:
- Full set of slides
- Workshop booklet for group exercises
- A book of published articles by Scott Alden on issues covered
- A standard form contract to take away
- USB containing all slides for the course.

WHO WILL ATTEND?

Managers, Directors, Officers and Heads of:
- Contracts
- Procurement
- Purchasing
- Assets
- Commercialisation
- Supply Chain
- Finance
- Sales
- Projects
- Business Development.
SESSION ONE: CONTRACT FORMATION ESSENTIALS
Law of contract – essential prerequisites
- Myths and Errors
- Use of Standard Form Contracts (including exercise on types of Standards and gaps in the Standards)
- Understanding offers, acceptances and invitations to treat
- Identifying the parties – types of parties and the impact on contract formation
- Offer vs. Invitation to Treat – what is the difference?
- Capacity and Delegation (including reference to published recent article on Delegation and exceeding authority)
- Contract vs. Deed
- Factors for a non-contract – what can affect contract formation?
- Issues with contract formation (including exercise on Contractual Certainty)
- Contract formation – myths and errors.
WORKSHOP: DEFINING CONTRACT FORMATION DURING NEGOTIATION
Heads of Agreement – explained and explored
- What is a Heads of Agreement?
- Are Heads of Agreement different from a letter of intent, MoU or Letter of Understanding?
- Types of Heads of Agreement
- Why use Heads of Agreement?
Engaging the market – contractual issues in the tender process
- The difference between an RFP and an EOI
- The tender process and contractual liability (using a published article on the most recent legal case on tendering in Australia)
- The process contract explained and explored
- Contractual damages and the tender process
- How to structure RFPs
- How tenders are assessed and getting the selection right
- Avoiding risks in the tender process
- Probity- what it is and why we have it
- Managing the Procurement.
WORKSHOP: THE PROCESS CONTRACT - EXCLUSION OF CONTRACT AND EXCLUDING LIABILITY
WORKSHOP: SIMULATED TENDER EXERCISE INCLUDING WEIGHTED ASSESSMENT / CRITERIA AND ISSUES THAT CONFRONT ENTITIES IN THE BID PROCESS
Intellectual Property
- The Law on IP and who owns what
- Dealing with IP in contracts
- Understanding IP ownership and IP licensing.
SESSION TWO: LIABILITY, INDEMNITY, WARRANTIES AND INSURANCE
Overview of contractual risk
- Risk in a contractual sense
- Risk Identification and Management- (including a simulated Risk Identification Workshop)
- Liability and Limitation / Exclusion of Liability
- The use of indemnities and tips on negotiation
- Consequential Loss- What it means
- Non-contractual risk mitigation tools.
WORKSHOP: RISK ALLOCATION (PARTICIPANTS WILL WORK IN GROUPS TO CONSIDER APPROPRIATE RISK ALLOCATION IN A DUMMY PROJECT)
Transferring Risk
- Insurance
- Other mechanisms to meet contractor liabilities, including parent company guarantees, deeds of substitution and indemnity and comfort letters.
SESSION THREE: MANAGING CONTRACTS THROUGH A RECESSION
- Managing contracts through boom and bust – why is it different now?
- Getting the selection right
- Understanding contractual rights and mechanisms to manage contractor / subcontractor solvency risk.
SESSION FOUR: BREACH OF CONTRACT
Termination
- Contractual right to terminate vs. common law right to terminate
- Termination for convenience.
Contractual Damages
- Types of contractual damages
- Heads of damage
- How to assess contractual damages
- Types of loss explained and explored
- How to mitigate damages.
Dispute Resolution
- Is litigation the only option?
- Expert determination vs. mediation – the difference
- Arbitration vs. litigation.
GENERAL QUESTION AND ANSWER SESSION
OPTIONAL FULL-DAY NEGOTIATION WORKSHOP
DA Piper’s negotiation workshop will bolster your success rate by providing in-depth guidance to:
- Identify effective negotiation approaches and methodologies
- Develop a strategy to conduct negotiations with success
- Understand the language of negotiation to ensure effective communication
- Maintain and enhance professional relationships
- Recognise common pitfalls and learn how to avoid them
- Apply negotiation tips to ensure success every time!
REGISTRATION

DELEGATE ONE
Name: __________________________
Position: _________________________
Phone: __________________________
Email: ___________________________

DELEGATE TWO
Name: __________________________
Position: _________________________
Phone: __________________________
Email: ___________________________

DELEGATE THREE
Name: __________________________
Position: _________________________
Phone: __________________________
Email: ___________________________

COMPANY DETAILS
Company Name: __________________
Postal Address: ___________________
Postcode: _________________________

PAYMENT DETAILS
☐ CHEQUE I have enclosed a cheque for $ ____________________ payable to Telesis Events*
☐ EFT Telesis Events (Commonwealth Bank)*
BSB: 062 239  ACCOUNT: 1020 8941
☐ CREDIT CARD
Please charge my [ ] Mastercard  [ ] Visa  [ ] AmEx^  
^ Please note AmEx attracts a 2.5% credit card fee
In the amount of $ ____________________ Security Code ____________________
Expiry _____/____ Name on card __________________________
Signature __________________________

PRICING DETAILS
Please select applicable pricing options:
☐ BEST DRESSED RATE
$999 inc GST Best Dressed Rate
If you register and pay by Friday 18 October 2013
☐ EARLY BIRD RATE
$1,199 inc GST Early Bird Rate
If you register and pay by Friday 15 November 2013
☐ STANDARD RATE
$1,399 inc GST Standard Rate
☐ GROUP RATE
Save off the Current Rate*
When registering 2 or more delegates
*Pricing and payment deadlines apply.
Please duplicate this page if you require additional space.

LOCATION
☐ CANBERRA 20TH FEBRUARY
☐ SYDNEY 25TH FEBRUARY
☐ 24TH FEB NEGOTIATION WORKSHOP
☐ ADELAIDE 27TH FEBRUARY
☐ PERTH 28TH FEBRUARY
☐ 27TH FEB NEGOTIATION WORKSHOP
☐ BRISBANE 3RD MARCH
☐ 4TH MAR NEGOTIATION WORKSHOP
☐ MELBOURNE 14TH MARCH
☐ 13TH MAR NEGOTIATION WORKSHOP
☐ ALICE SPRINGS 9TH APRIL
☐ DARWIN 10TH APRIL

CANCELATION POLICY
Telesis Events understands that circumstances can change. At any point prior to the event you are welcome to contact us in writing to nominate a substitute delegate at no extra charge. Alternatively, a full refund less a $300 service fee will be issued for cancellations received over 21 days prior to the event. A credit note may be issued up to 7 days prior to the event however we will be unable to issue a refund or credit thereafter.

EVENT CHANGES
While great care is taken to confirm all details prior to marketing, Telesis Events reserves the right to modify the speaker or agenda details at any time if circumstances arise preventing the event from running as originally advertised. We will endeavor to notify attendees of changes as they occur.

PRIVACY POLICY
Telesis Events values your business and will not share your details. If you would not like to receive updates and reminders about Telesis Events’ upcoming conferences, please tick this box.

WHAT HAPPENS NEXT?
Once your registration has been received you will be sent a confirmation email including your invoice and further details. Please visit our website at www.contractlawessentials.com.au or phone 02 9690 0622 for further information.

*DISCOUNTS CALCULATED ON TOTAL INVOICE VALUE

REGISTER TOGETHER AND SAVE!*  
2 DELEGATES - SAVE 5%
3-6 DELEGATES - SAVE 15%
7+ DELEGATES - SAVE 20%

*Please quote CLE0214 and invoice number or delegate name. Payment is required prior to the event. An invoice will be emailed to you. Phone (02) 9690 0622 with any queries.
Item No. 12.3.5  Chief Executive Officer – Recent Activities

From: Chief Executive Officer
Report Number: 8/0666
Meeting Date: 19 May 2015

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

To provide a summary of activities recently undertaken by the Chief Executive Officer.

Background:

Nil

General:

I advise Council of the following activities:-

- 6 March 2015 – Discussions with Peter McGrath over future development opportunities in the Yarrawonga area.

- 12 March 2015 – Meeting with Mr Paul Zenkteler, General Manager SA/NT Institute of Public Accountants to discuss current growth and development in the Palmerston Region.

- 30 March 2015 – Discussion held with Minister Gary Higgins over the future ownership and management of various sporting facilities within Palmerston. It was requested that Council come back to the NT Government with its views on what involvement it may have in relation to these facilities.

- 8 April 2015 – The Mayor and I met with James Pilkington, CEO of Larrakia Nation to discuss how our organisations could work better together.

- 9 April 2015 – Along with Elected Members, a workshop was held with James Mathews, Associate Director from KPMG to review the TOPROC Regional Development Framework. Municipality.

- 13 April 2015 – Along with the Mayor and Director Technical Services, a meeting was held with Geoff Smith and Jeremy Clark from CIC The Heights to discuss a range of items in relation to the Durack development.
This included driveway crossovers, Community Centre, ownership of parks, subdivision guidelines, shade structures, eastern collector road design and insurance bonds.

- 15 April 2015 – I attended the LGANT CEO Forum in Tennant Creek. Presentations were received from the Department of Local Government on their Compliance Program for 2015, the Australian Bureau of Statistics on Census 2016 and the Office of the Public Disclosure Commissioner on issues affecting local government.

- 16 April 2015 – LGANT Conference and General Meeting in Tennant Creek. This included presentations from the Minister for Local Government and Community Services, the Clontaff Foundation and the Chief Executive Department of Transport. Presentations were also made in relation to social media and the constitutional recognition of ATSI people.


- 27 April 2015 – Along with the Mayor and Director Technical Services, a further meeting was held with representatives from CIC / The Heights over the Durack development. It was pleasing to hear that permission had been obtained to underground the transmission line which runs through the development site.

- 28 April 2015 – I attended the Indigenous Employment & Leadership Forum in Local Government held at the Vibe Hotel. I presented on behalf of Local Government Managers Australia NT and also had the privilege of introducing Minister Bess Price to the forum.

- 30 April – 1 May 2015 – I attended the LGMA National Congress and Business Expo held at the Darwin Convention Centre. The theme of Local Government – The Value Proposition was well received and the forum featured excellent speakers including George Negus, Barry Jones and Jane Caro.

- 5 May 2015 – The Director Corporate and Community Services and I met with the Member for Blain, Mr Nathan Barrett to discuss the NT Government budget outcomes for Palmerston. Our concern for the lack of funding for specific projects in Palmerston was relayed.

- 6 May 2015 – Our regular meeting with Executive Staff from the Departments of Transport, Infrastructure and Lands, Planning & Environment was held. Discussion was focussed on key areas including the City Centre Master Plan, traffic matters and development.

- 8 May 2015 – A meeting between the Committee Chairs, Mayor, Senior Staff and Minister Chandler, the Member for Drysdale Lia Finnochiaro and Senior Staff from the Department of Transport was held. Most discussion was around the NT Government budget and the local road network.
11 May 2015 – I attended the Infrastructure and Transport Budget Presentation at Parliament House delivered by Minister Peter Chandler. The Darwin CBD Master Plan implementation is being supported by the NT Government and we need to continue working with our local members and NT Government to ensure that the Palmerston City Centre Master Plan is on their radar.

Other meetings attended included:-

- 3 March Manex Meeting
- 3 March Special Council Meeting
- 3 March Ordinary Council Meeting
- 4 March Community, Culture & Environment Committee Meeting
- 4 March Capital Works Budget Workshop
- 5 March LGMA-NT Committee Meeting
- 10 March Rates Budget Workshop
- 12 March Economic Development & Infrastructure Committee Meeting
- 17 March Ordinary Council Meeting
- 23 March Social Sustainability Workshop
- 24 March Budget Workshop
- 25 March Manex
- 25 March LGMA NEC Meeting (phone conference)
- 31 March Citizenship Ceremony
- 1 April Budget Workshop
- 7 April Manex Meeting
- 7 April Ordinary Council Meeting
- 9 April Governance & Organisation Committee Meeting
- 9 April Economic Development & Infrastructure Committee Meeting
- 21 April Special Council Meeting
- 21 April Ordinary Council Meeting
- 21 April Budget Workshop – Long Term Financial Plan
- 22 April Manex Meeting
- 23 April LGMA-NT Committee Meeting
- 29 April LGMA President’s Forum
- 29 April LGMA National Board Meeting
- 29 April LGMA National Annual General Meeting
- 5 May Manex Meeting
- 5 May Ordinary Council Meeting
- 6 May Community, Culture & Environment Committee Meeting
- 12 May Work Health Safety Committee Meeting
- 12 May Palmerston Regional Business Association Function
- 14 May Economic Development & Infrastructure Committee Meeting

Financial Implications:

Nil

RECOMMENDATION
THAT Council receives Report Number 8/0666.

**Recommending Officer:** Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

**Schedule of Attachments:**

Nil
**Summary:**


**Background:**

The Local Government (Accounting) Regulations, prescribes that:

**18 Financial reports to council**

(1) The CEO must, in each month, lay before a meeting of the council a report, in a form approved by the council, setting out:

(a) the actual income and expenditure of the council for the period from the commencement of the financial year up to the end of the previous month;

(b) the forecast income and expenditure for the whole of the financial year.

(2) The report must include:

(a) Details of all cash and investments held by the council (including money held in trust);

(b) a statement on the debts owed to the council including the aggregate amount owed under each category with a general indication of the age of the debts;

(c) other information required by the council.

*If a council does not hold a meeting in a particular month, the report is to be laid before the council committee performing the council’s financial functions for the particular month.*

**General:**

Financial Officers provide year to date financial information for the month ended 30 April 2015.
**Financial Implications:**

Nil

**RECOMMENDATION**

THAT Council receives Report Number 8/0657.

**Recommending Officer:** Jan Peters, Acting Director of Corporate & Community Services

Any queries on this report may be directed to Jan Peters, Acting Director of Corporate and Community Services on telephone (08) 8935 9976 or email jan.peters@palmerston.nt.gov.au.

**Schedule of Attachments:**

Financial Management Reports

April 2015

- 1. Executive Summary
- 2. Financial Results
## TABLE OF CONTENTS

**April 2015**

<table>
<thead>
<tr>
<th>SECTION 1 – EXECUTIVE SUMMARY</th>
<th>1.1</th>
<th>Executive Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECTION 2 – FINANCIAL RESULTS</td>
<td>2.1</td>
<td>Budget Summary Report</td>
</tr>
<tr>
<td></td>
<td>2.2</td>
<td>Investments Management Report</td>
</tr>
<tr>
<td></td>
<td>2.3</td>
<td>Reserves Schedule</td>
</tr>
<tr>
<td></td>
<td>2.4</td>
<td>Debtor Control Accounts</td>
</tr>
<tr>
<td></td>
<td>2.5</td>
<td>Creditor Accounts Paid</td>
</tr>
<tr>
<td></td>
<td>2.6</td>
<td>Creditor Accounts Outstanding</td>
</tr>
<tr>
<td></td>
<td>2.7</td>
<td>Statement of Credit Card Transactions</td>
</tr>
</tbody>
</table>
RESULT
Operating Income
Operating income is at 94% for the year with the fourth quarter release of the FAA grant still to be received.

Operating Expenditure
Overall operating expenditure increased to 80.3% in line with budget expectations.

Capital Income
Capital income has increased to 79% in line with budget expectations.

Capital Expenditure
Capital Expenditure year to date plus commitments increased by $500k in this period. The percentage Capital expenditure for the year is now at 54.4%.

CASH POSITION
As at the end of April 2015 the cash and investments balance was $283m. As at 1 July 2014 reserve requirements with restricted access was $33m. Interest earned to date was $867k, circa 106% of budget.
## Section 2

### Financial Results

2-1 Budget Summary Report as at 30 April 2015

<table>
<thead>
<tr>
<th></th>
<th>Annual Budget</th>
<th>YTD Actuals (incl commitments)</th>
<th>Budget to be met</th>
<th>Budget Met</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>%</td>
</tr>
<tr>
<td>Operating Income</td>
<td>(16,733,534)</td>
<td>(25,172,271)</td>
<td>(1,561,682)</td>
<td>94.15%</td>
</tr>
<tr>
<td>Operating Expenditure</td>
<td>32,714,011</td>
<td>26,279,133</td>
<td>6,444,772</td>
<td>80.31%</td>
</tr>
<tr>
<td>Capital Income</td>
<td>(511,213)</td>
<td>(411,976)</td>
<td>(109,237)</td>
<td>79.04%</td>
</tr>
<tr>
<td>Capital Expenditure</td>
<td>18,919,214</td>
<td>10,305,656</td>
<td>8,613,558</td>
<td>54.47%</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>14,388,079</td>
<td>11,000,647</td>
<td>13,387,432</td>
<td></td>
</tr>
<tr>
<td>Less Depreciation</td>
<td>(6,838,796)</td>
<td>(5,598,997)</td>
<td>(1,739,799)</td>
<td></td>
</tr>
<tr>
<td>Transfers to Reserves</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Net (Income)/Expenditure</strong></td>
<td>17,549,283</td>
<td>5,301,650</td>
<td>12,247,613</td>
<td></td>
</tr>
</tbody>
</table>

**Net (Income)/Expenditure Funded by:**

<table>
<thead>
<tr>
<th></th>
<th>Budget Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers from Reserves</td>
<td>18,570,340</td>
</tr>
<tr>
<td>Transfers to Reserves</td>
<td>1,020,851</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>(c)</td>
</tr>
</tbody>
</table>

**Net Surplus/Deficit**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>17,549,283</td>
</tr>
</tbody>
</table>

Reviewed by: Finance Manager

Approved by: Chief Executive Officer
## Section 2
### Financial Results

#### 2.1 - Budget Summary Report as at 30 April 2015

**Operating Income**

<table>
<thead>
<tr>
<th></th>
<th>Original Budget</th>
<th>First Budget Review</th>
<th>Second Budget Review</th>
<th>Total Budget (inc. Revisions)</th>
<th>YTD Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Governance</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office of the CEO</td>
<td>335,744</td>
<td>335,744</td>
<td>-27,095</td>
<td>308,649</td>
<td>325,046</td>
<td>73.94%</td>
</tr>
<tr>
<td>Governance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Services</td>
<td>-914,640</td>
<td>0</td>
<td>0</td>
<td>-914,640</td>
<td>-973,381</td>
<td>104.42%</td>
</tr>
<tr>
<td>Office of the Director Corp and Community Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rates</td>
<td>-16,977,714</td>
<td>-36,650</td>
<td>0</td>
<td>-16,506,254</td>
<td>-16,477,534</td>
<td>95.12%</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>-11,822,114</td>
<td>-36,650</td>
<td>0</td>
<td>-11,585,814</td>
<td>-11,490,765</td>
<td>97.74%</td>
</tr>
<tr>
<td><strong>Community Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community Development</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>640</td>
<td>0.03%</td>
</tr>
<tr>
<td>Events Promotion</td>
<td>-10,000</td>
<td>-50,000</td>
<td>-1,010</td>
<td>-10,510</td>
<td>-15,000</td>
<td>83.65%</td>
</tr>
<tr>
<td>Families &amp; Children</td>
<td>0</td>
<td>0</td>
<td>-100,000</td>
<td>-100,000</td>
<td>-100,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>Health and Wellbeing Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>-6,263</td>
<td>0.03%</td>
</tr>
<tr>
<td>Library Services</td>
<td>-655,823</td>
<td>-25,348</td>
<td>0</td>
<td>-672,661</td>
<td>-685,341</td>
<td>101.89%</td>
</tr>
<tr>
<td>Senior Citizens</td>
<td>1,500</td>
<td>0</td>
<td>0</td>
<td>1,500</td>
<td>0</td>
<td>0.03%</td>
</tr>
<tr>
<td>Youth Services</td>
<td>-4,000</td>
<td>0</td>
<td>0</td>
<td>-4,000</td>
<td>3,200</td>
<td>87.50%</td>
</tr>
<tr>
<td>Community Services</td>
<td>-666,063</td>
<td>-15,365</td>
<td>-101,900</td>
<td>-853,325</td>
<td>-957,245</td>
<td>101.15%</td>
</tr>
<tr>
<td><strong>Technical Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Management</td>
<td>-373,000</td>
<td>2,100</td>
<td>0</td>
<td>-370,900</td>
<td>-381,952</td>
<td>99.60%</td>
</tr>
<tr>
<td>Aquatic Centre</td>
<td>-114,000</td>
<td>0</td>
<td>0</td>
<td>-114,000</td>
<td>-90,957</td>
<td>69.62%</td>
</tr>
<tr>
<td>Civic Centre</td>
<td>-285,840</td>
<td>0</td>
<td>0</td>
<td>-285,840</td>
<td>-103,999</td>
<td>38.33%</td>
</tr>
<tr>
<td>Driver Resource Centre</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>7,379</td>
<td>0.03%</td>
</tr>
<tr>
<td>Gray Community Hall</td>
<td>-35,000</td>
<td>0</td>
<td>0</td>
<td>-35,000</td>
<td>-34,758</td>
<td>101.95%</td>
</tr>
<tr>
<td>Office of the Director Technical Services</td>
<td>-85,800</td>
<td>-54,365</td>
<td>0</td>
<td>-139,365</td>
<td>-196,683</td>
<td>138.93%</td>
</tr>
<tr>
<td>Parking &amp; Other Ranger Services</td>
<td>-180,669</td>
<td>-26,000</td>
<td>0</td>
<td>-196,669</td>
<td>-115,864</td>
<td>61.97%</td>
</tr>
<tr>
<td>Private Works</td>
<td>-4,000</td>
<td>0</td>
<td>-2,700</td>
<td>-4,000</td>
<td>-4,000</td>
<td>100.00%</td>
</tr>
<tr>
<td>Roads &amp; Transport</td>
<td>-366,000</td>
<td>-2,700</td>
<td>0</td>
<td>-366,000</td>
<td>-537,216</td>
<td>55.22%</td>
</tr>
<tr>
<td>Stormwater Infrastructure</td>
<td>0</td>
<td>-29,335</td>
<td>0</td>
<td>-29,335</td>
<td>-29,335</td>
<td>100.00%</td>
</tr>
<tr>
<td>Subdivisional Works</td>
<td>-173,000</td>
<td>0</td>
<td>0</td>
<td>-173,000</td>
<td>-183,925</td>
<td>101.03%</td>
</tr>
<tr>
<td>Waste Management</td>
<td>-4,188,218</td>
<td>241,818</td>
<td>-4,066</td>
<td>-4,051,967</td>
<td>-4,896,944</td>
<td>98.57%</td>
</tr>
<tr>
<td>Technical Services</td>
<td>-4,735,967</td>
<td>-65,995</td>
<td>38,919</td>
<td>-4,337,963</td>
<td>-4,466,682</td>
<td>99.64%</td>
</tr>
<tr>
<td></td>
<td>-5,559,009</td>
<td>-1,075,764</td>
<td>69,965</td>
<td>-6,672,734</td>
<td>-5,972,721</td>
<td>94.16%</td>
</tr>
</tbody>
</table>
### Section 2
#### Financial Results

2.1 - Budget Summary Report as at 30 April 2015

<table>
<thead>
<tr>
<th>Capital Income</th>
<th>Original Budget</th>
<th>First Budget Review</th>
<th>Second Budget Review</th>
<th>Total Budget (Inc. Revisions)</th>
<th>YTD Actuals</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Director-Corp and Community Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Corporate Services</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>25,000</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Technical Services</td>
<td>-347,977</td>
<td>347,977</td>
<td>-19,977</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>Roads &amp; Transport</td>
<td>-200,000</td>
<td>-200,000</td>
<td>0</td>
<td>-100,000</td>
<td>96,245</td>
<td></td>
</tr>
<tr>
<td>Subdivisional Works</td>
<td>-147,977</td>
<td>147,977</td>
<td>-21,213</td>
<td>-21,213</td>
<td>74,382</td>
<td></td>
</tr>
<tr>
<td>Technical Services</td>
<td>-386,976</td>
<td>-386,976</td>
<td>-21,213</td>
<td>-418,189</td>
<td>79,547</td>
<td></td>
</tr>
</tbody>
</table>

*Note: YTD Actuals are compared against the Total Budget (Inc. Revisions)*
## Operating Expenditure

| Section 2 | Financial Results | Operating Expenditure | 30 April 2015 |

<table>
<thead>
<tr>
<th>Category</th>
<th>Original Budget</th>
<th>First Budget Review</th>
<th>Second Budget Review</th>
<th>Total Budget (YTD: Revisions)</th>
<th>YTD Actuals</th>
<th>Commitment</th>
<th>Total YTD Actuals plus Commitments</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Councillors</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Corporate Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Customer Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Finance Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Information Technology</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Office of the Director Corps and Community Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Rates</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Recreation Management</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Corporate Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Community Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Art &amp; Culture</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Community Development</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Events Promotion</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Families &amp; Children</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Health and Wellbeing Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Library Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Senior Citizens</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Youth Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Community Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Technical Services</strong></td>
<td>2,120,000</td>
<td>0</td>
<td>0</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>2,120,000</td>
<td>100.00</td>
</tr>
</tbody>
</table>

### Description
- **Councillors**: Represents the budget allocation for councilors and their respective roles.
- **Corporate Services**: Includes administrative support and general services.
- **Customer Services**: Covers various customer-facing services.
- **Finance Services**: Accounts for financial management and administration.
- **Human Resources**: Deals with personnel and staffing management.
- **Information Technology**: Involves IT infrastructure and services.
- **Office of the Director Corps and Community Services**: Focuses on directorial and community services.
- **Rates**: Covers the budget allocated for rates and taxes.
- **Recreation Management**: Involves recreation and leisure activities.
- **Community Services**: Encompasses various community programs.
- **Art & Culture**: Supports arts and cultural initiatives.
- **Community Development**: Includes community development projects.
- **Events Promotion**: Focuses on event management and promotion.
- **Families & Children**: Aims at family and children's services.
- **Health and Wellbeing Services**: Provides health and wellbeing programs.
- **Library Services**: Includes library services and operations.
- **Senior Citizens**: Supports senior citizens' services.
- **Youth Services**: Focuses on youth development and services.
- **Technical Services**: Involves technical and support services.
## 2.1 - Budget Summary Report as at 30 April 2015

### Financial Results

#### Capital Expenditure

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Original Budget</th>
<th>First Budget Review</th>
<th>Second Budget Review</th>
<th>Total Budget (inc. Revisions)</th>
<th>YTD Actuals</th>
<th>Commitment</th>
<th>Total YTD Actuals plus Commitments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Corporate Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>0</td>
<td>12,000</td>
<td>0</td>
<td>12,000</td>
<td>11,641</td>
<td>0</td>
<td>11,641 (56.62%)</td>
</tr>
<tr>
<td>Office of the Director Corp and Community Services</td>
<td>15,000</td>
<td>0</td>
<td>0</td>
<td>15,000</td>
<td>14,906</td>
<td>0</td>
<td>14,906 (82.82%)</td>
</tr>
<tr>
<td><strong>Community Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arts &amp; Culture</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td>Community Development</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>9,507</td>
<td>0</td>
<td>9,507 (95.23%)</td>
</tr>
<tr>
<td>Library Services</td>
<td>8,000</td>
<td>0</td>
<td>0</td>
<td>8,000</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td><strong>Technical Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquatic Centre</td>
<td>10,000</td>
<td>21,693</td>
<td>0</td>
<td>21,693</td>
<td>31,766</td>
<td>3</td>
<td>31,766 (31.12%)</td>
</tr>
<tr>
<td>Civic Centre</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>9,507</td>
<td>0</td>
<td>9,507 (95.23%)</td>
</tr>
<tr>
<td>Depot</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
<td>50,000</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td>Driver Resource Centre</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>10,000</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td>Gray Community Hall</td>
<td>14,800</td>
<td>0</td>
<td>0</td>
<td>14,800</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td>Office of the Director Technical Services</td>
<td>7,000,000</td>
<td>31,482</td>
<td>0</td>
<td>31,482</td>
<td>1,197,285</td>
<td>1,270,342</td>
<td>1,270,342 (77.95%)</td>
</tr>
<tr>
<td>Open Space</td>
<td>7,000,000</td>
<td>162,217</td>
<td>0</td>
<td>162,217</td>
<td>3,173,398</td>
<td>3,173,398</td>
<td>3,173,398 (20.57%)</td>
</tr>
<tr>
<td>Roads &amp; Transport</td>
<td>4,000,000</td>
<td>15,935</td>
<td>0</td>
<td>15,935</td>
<td>1,250,489</td>
<td>1,250,489</td>
<td>1,250,489 (14.0%)</td>
</tr>
<tr>
<td>Stormwater Infrastructure</td>
<td>10,000</td>
<td>30,000</td>
<td>0</td>
<td>30,000</td>
<td>2,086,050</td>
<td>2,086,050</td>
<td>2,086,050 (64.38%)</td>
</tr>
<tr>
<td>Subdivisions/Works</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td>Waste Management</td>
<td>1,000,000</td>
<td>0</td>
<td>0</td>
<td>1,000,000</td>
<td>0</td>
<td>0</td>
<td>0 (0.00%)</td>
</tr>
<tr>
<td><strong>Technical Services</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aquatic Centre</td>
<td>14,000,000</td>
<td>3,000,000</td>
<td>0</td>
<td>3,000,000</td>
<td>7,570,072</td>
<td>7,570,072</td>
<td>7,570,072 (54.20%)</td>
</tr>
<tr>
<td>Civic Centre</td>
<td>14,000,000</td>
<td>3,000,000</td>
<td>0</td>
<td>3,000,000</td>
<td>428,212</td>
<td>322,412</td>
<td>322,412 (25.27%)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>35,000,000</strong></td>
<td><strong>6,000,000</strong></td>
<td><strong>0</strong></td>
<td><strong>6,000,000</strong></td>
<td><strong>8,940,090</strong></td>
<td><strong>8,940,090</strong></td>
<td><strong>8,940,090 (56.62%)</strong></td>
</tr>
</tbody>
</table>
## INVESTMENTS REPORT TO COUNCIL AS AT 30/04/2015

<table>
<thead>
<tr>
<th>COUNTERPARTY</th>
<th>RATING</th>
<th>AMOUNT</th>
<th>INTEREST RATE</th>
<th>MATURITY DATE</th>
<th>DAYS TO MATURITY</th>
<th>WEIGHTED AVERAGE RATE</th>
<th>INSTITUTION TOTALS</th>
<th>% COUNTERPARTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>People's Choice Credit Union</td>
<td>S&amp;P A2</td>
<td>$2,000,000.00</td>
<td>0.02%</td>
<td>September 29, 2010</td>
<td>152</td>
<td>0.003014184</td>
<td>$2,000,006.29</td>
<td>8.28%</td>
</tr>
<tr>
<td>ING Bank</td>
<td>S&amp;P A2</td>
<td>$2,000,000.00</td>
<td>0.04%</td>
<td>June 24, 2010</td>
<td>51</td>
<td>0.00390535</td>
<td>$4,000,000.00</td>
<td>16.06%</td>
</tr>
<tr>
<td>Bank of Queensland</td>
<td>S&amp;P A2</td>
<td>$2,000,000.00</td>
<td>0.51%</td>
<td>June 3, 2010</td>
<td>54</td>
<td>0.00390535</td>
<td>$4,000,000.00</td>
<td>16.06%</td>
</tr>
<tr>
<td>ME Bank</td>
<td>Moody's P2</td>
<td>$1,000,000.00</td>
<td>0.45%</td>
<td>August 12, 2015</td>
<td>104</td>
<td>0.00428425</td>
<td>$2,000,000.00</td>
<td>8.28%</td>
</tr>
<tr>
<td>AMP Bank</td>
<td>S&amp;P A1</td>
<td>$1,000,000.00</td>
<td>3.30%</td>
<td>November 11, 2015</td>
<td>195</td>
<td>0.00368333</td>
<td>$1,000,000.00</td>
<td>4.14%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$1,000,000.00</td>
<td>3.68%</td>
<td>May 22, 2015</td>
<td>22</td>
<td>0.00523954</td>
<td>$5,000,000.00</td>
<td>20.08%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$1,500,000.00</td>
<td>3.54%</td>
<td>July 8, 2015</td>
<td>65</td>
<td>0.002198533</td>
<td>$3,000,000.00</td>
<td>12.16%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$1,000,000.00</td>
<td>3.61%</td>
<td>August 25, 2015</td>
<td>117</td>
<td>0.00494671</td>
<td>$2,000,000.00</td>
<td>8.00%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$1,000,000.00</td>
<td>3.18%</td>
<td>September 16, 2015</td>
<td>139</td>
<td>0.00316835</td>
<td>$2,000,000.00</td>
<td>8.00%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$1,500,000.00</td>
<td>3.17%</td>
<td>October 7, 2015</td>
<td>160</td>
<td>0.00396743</td>
<td>$4,000,000.00</td>
<td>16.06%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$7,079.20</td>
<td>2.80%</td>
<td>November 11, 2015</td>
<td>195</td>
<td>0.00092307</td>
<td>$2,000,000.00</td>
<td>8.28%</td>
</tr>
<tr>
<td>National Australia Bank</td>
<td>Fitch F1+</td>
<td>$145,385.17</td>
<td>2.80%</td>
<td>May 22, 2015</td>
<td>22</td>
<td>0.00168545</td>
<td>$1,000,000.00</td>
<td>4.00%</td>
</tr>
<tr>
<td>Australian (Wide Bay)</td>
<td>S&amp;P A2</td>
<td>$2,000,000.00</td>
<td>3.04%</td>
<td>February 17, 2016</td>
<td>293</td>
<td>0.00517341</td>
<td>$2,000,000.00</td>
<td>8.00%</td>
</tr>
<tr>
<td>Australian (Wide Bay)</td>
<td>S&amp;P A2</td>
<td>$2,000,000.00</td>
<td>3.01%</td>
<td>October 14, 2016</td>
<td>167</td>
<td>0.00492498</td>
<td>$4,000,000.00</td>
<td>16.06%</td>
</tr>
<tr>
<td>Westpac</td>
<td>Fitch F1+</td>
<td>$2,000,000.00</td>
<td>3.53%</td>
<td>May 27, 2015</td>
<td>27</td>
<td>0.00392998</td>
<td>$2,000,000.00</td>
<td>8.28%</td>
</tr>
</tbody>
</table>

### TOTAL SHORT TERM INVESTMENT

- **$34,524,726.66**
- **Average Days to Maturity: 112.60**
- **Weighted Average: 3.42%**
- **51.00%**

### S OF TOTAL INVESTMENT PORTFOLIO

<table>
<thead>
<tr>
<th>A1 (max 10%)</th>
<th>A2 (max 10%)</th>
<th>P1 (max 10%)</th>
<th>P2 (max 80%)</th>
<th>Total Budget</th>
<th>Investment Earnings</th>
</tr>
</thead>
<tbody>
<tr>
<td>4%</td>
<td>33%</td>
<td>54%</td>
<td>83%</td>
<td>$84,500.00</td>
<td>$667,864.49</td>
</tr>
</tbody>
</table>

### REVIEWED BY: FINANCE MANAGER

### APPROVED BY: CHIEF EXECUTIVE OFFICER
### Section 2

#### Financial Results

#### 2-3 Reserves Schedule

<table>
<thead>
<tr>
<th></th>
<th>Balance as at 30/06/2015</th>
<th>Total Reserve Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Asset Related Reserves</strong></td>
<td></td>
<td>15,931,245</td>
</tr>
<tr>
<td>Property Reserve</td>
<td>5,001,375</td>
<td>1,291,451</td>
</tr>
<tr>
<td>Plant and Equipment Reserve</td>
<td>1,291,451</td>
<td>17,284,880</td>
</tr>
<tr>
<td>Infrastructure Reserve</td>
<td>17,284,880</td>
<td>23,577,706</td>
</tr>
<tr>
<td>Other Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election Expenses Reserve</td>
<td>50,000</td>
<td>1,291,451</td>
</tr>
<tr>
<td>Disaster Recovery Reserve</td>
<td>500,000</td>
<td>17,284,880</td>
</tr>
<tr>
<td>Strategic Initiatives Reserve</td>
<td>500,000</td>
<td>23,577,706</td>
</tr>
<tr>
<td>Unexpended Grants Reserve</td>
<td>3,594,200</td>
<td>1531,245</td>
</tr>
<tr>
<td>Unexpended Capital Works Reserve</td>
<td>3,912,567</td>
<td>1,291,451</td>
</tr>
<tr>
<td>Developer Funds in lieu of construction</td>
<td>3,912,567</td>
<td>17,284,880</td>
</tr>
<tr>
<td>Community Grants Reserve</td>
<td>107,343</td>
<td>23,577,706</td>
</tr>
<tr>
<td>Total Reserve Funds</td>
<td>9,474,394</td>
<td>15,931,245</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Original</th>
<th>Budget Reviews</th>
<th>Adopted</th>
<th>FROM RESERVES</th>
<th>Original</th>
<th>Budget Reviews</th>
<th>Adopted</th>
<th>Balance as at 30/06/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budget</td>
<td>1st Review</td>
<td>2nd Review</td>
<td>Budget</td>
<td>Budget</td>
<td>1st Review</td>
<td>2nd Review</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>Asset Related Reserves</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Reserve</td>
<td>5,001,375</td>
<td>0</td>
<td>124,170</td>
<td>174,170</td>
<td>3,594,200</td>
<td>0</td>
<td>0</td>
<td>3,594,200</td>
</tr>
<tr>
<td>Plant and Equipment Reserve</td>
<td>1,291,451</td>
<td>0</td>
<td>31,043</td>
<td>31,043</td>
<td>175,000</td>
<td>0</td>
<td>0</td>
<td>175,000</td>
</tr>
<tr>
<td>Infrastructure Reserve</td>
<td>17,284,880</td>
<td>0</td>
<td>455,638</td>
<td>465,638</td>
<td>10,638,656</td>
<td>0</td>
<td>0</td>
<td>10,638,656</td>
</tr>
<tr>
<td>Other Reserves</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Election Expenses Reserve</td>
<td>150,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>150,000</td>
<td>0</td>
<td>0</td>
<td>150,000</td>
</tr>
<tr>
<td>Disaster Recovery Reserve</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
</tr>
<tr>
<td>Strategic Initiatives Reserve</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
<td>0</td>
<td>0</td>
<td>500,000</td>
</tr>
<tr>
<td>Unexpended Grants Reserve</td>
<td>3,594,200</td>
<td>0</td>
<td>50,000</td>
<td>50,000</td>
<td>155,664</td>
<td>0</td>
<td>0</td>
<td>160,854</td>
</tr>
<tr>
<td>Unexpended Capital Works Reserve</td>
<td>3,912,567</td>
<td>0</td>
<td>3,012,567</td>
<td>3,012,567</td>
<td>3,912,567</td>
<td>0</td>
<td>0</td>
<td>4,925,127</td>
</tr>
<tr>
<td>Developer Funds in lieu of construction</td>
<td>3,912,567</td>
<td>0</td>
<td>3,012,567</td>
<td>3,012,567</td>
<td>3,912,567</td>
<td>0</td>
<td>0</td>
<td>4,925,127</td>
</tr>
<tr>
<td>Community Grants Reserve</td>
<td>107,343</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>107,343</td>
<td>0</td>
<td>0</td>
<td>107,343</td>
</tr>
<tr>
<td>Total Reserve Funds</td>
<td>9,474,394</td>
<td>200,000</td>
<td>400,000</td>
<td>400,000</td>
<td>4,071,231</td>
<td>0</td>
<td>0</td>
<td>4,131,311</td>
</tr>
</tbody>
</table>

 Reviewed by: Finance Manager

 Approved by: Chief Executive Officer
### Section 2

Financial Results

2-4 Debtor Control Accounts

#### SUNDRY DEBTORS: Apr-15

<table>
<thead>
<tr>
<th>BALANCE</th>
<th>CURRENT</th>
<th>30 DAYS</th>
<th>60 DAYS</th>
<th>90 DAYS</th>
<th>OVER 90 DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>69,861.03</td>
<td>48,776.14</td>
<td>1,005.66</td>
<td>17,224.00</td>
<td>-</td>
</tr>
</tbody>
</table>

#### RATES DEBTORS: Apr-15

<table>
<thead>
<tr>
<th>OVERDUE AS PER: Apr-15</th>
</tr>
</thead>
<tbody>
<tr>
<td>$611,783.74</td>
</tr>
</tbody>
</table>

Overdue amount includes arrears from 2013/14 and amounts due up to and including the fourth instalment.

#### INFRINGEMENTS: Apr-15

| Animal Infringements | $122,114.86 |
| Public Places | $11,497.00 |
| Parking Infringements | $133,970.79 |
| Litter Infringements | $25.00 |
| Signs | $0.00 |
| Other Law and Order | $0.00 |

Net Balance on Infringement Debts: $268,507.65

Reviewed by: Finance Manager

Approved by: Chief Executive Officer
Remove tiles from the pavement front 10 T. rry Dr
Remove di, “rd branch from aquatic centre c. r pk
Remove branch from Temple Tc. loomtr, ,. h Baldwi
Week 4. Labour for Irrigation repairs
Utter - Haydon Park Rosebery
10. n FCjo Park, Roseb. rv - Weld fitness equipment
Replace faulty timer for motor - Aquatic Centre
MasterPI. n Implementation Plan - Jan-Feb 2015
FORTNIGHT 2015-20 - From Payroll
TS2014C6 - Traffic Light testin. /commissioning
Ran. er Uniform - Belt
Cleaning of Shed toilet twice a week - for M. rch
Rep. Ir the tiles around the Children Pool
Supply labour and materials for the preparation
Installation of 150m angled corner travelaw
Supply and material for the construction
Repair the tiles around the Children Pool
Supply labour and materials to install curcan CC
Library Public/Commercial Renal - EFH to 24/6/13
Librarian Design Consultant
$2,520.00

Revenue

4586
VOD218 conference 0.51. n Pry Ltd
2199

DBH Contraiding

$488.46 - refund deposit bond Gray Hall
PAYG Pay 20 5/4/15
E”pon. relGIS Support - 5/2/15
Advice - Validity of FD Zoriin,
Car P. rk, ProfC, ,ion. I Changes to 26 Feb 2015
Traffic U. ht, '11/0114 to 31/12/14
Replace the tiles around the Children Pool
Elimin. t. trip h. ,. rd. rid replace Ril, tone Court
Unblock SEP on E, ,ing. on between WEI. htI Viaori.

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6

310.85
692.63
105.00
534.55

135.26
2012.02
311 - 404.078 160
1139
25870
2056
1273
10001321

0.6
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning for March - Marlow laggon</td>
<td>$662.50</td>
</tr>
<tr>
<td>Cleaning for March - Sanctuary Lakes</td>
<td>$411.50</td>
</tr>
<tr>
<td>Replace the timer of the old 1civ centre</td>
<td>$299.17</td>
</tr>
<tr>
<td>Clean debri, grant in Aquatic Centre carpark</td>
<td>$220.80</td>
</tr>
<tr>
<td>Sample sale door- asphalt register</td>
<td>$459.50</td>
</tr>
<tr>
<td>Remisate Charnor at RABO Edwars &amp; Forrest Pte</td>
<td>$700.67</td>
</tr>
<tr>
<td>Clean debri, grates at Marlow laggon</td>
<td>$210.80</td>
</tr>
<tr>
<td>Clean out pits Bahamas Street using Von Vronk</td>
<td>$79.20</td>
</tr>
<tr>
<td>Quarterly Pest Control - Depot</td>
<td>$175.90</td>
</tr>
<tr>
<td>Quarterly Pest Control - Gray Community Hall</td>
<td>$175.90</td>
</tr>
<tr>
<td>Quarterly Pest Control - Driver Resource Centre</td>
<td>$143.80</td>
</tr>
<tr>
<td>replace Marlow laggon bushland floor as discussed.</td>
<td>$3,418.10</td>
</tr>
<tr>
<td>remove 2 side seweric posts from Livestona Park</td>
<td>$110.90</td>
</tr>
<tr>
<td>remove branch from lakeview thrd</td>
<td>$90.90</td>
</tr>
<tr>
<td>Clean up major car park and dog Park</td>
<td>$35.90</td>
</tr>
<tr>
<td>repair the lacking on the shrub rhododendron marlow laggon</td>
<td>$45.50</td>
</tr>
<tr>
<td>Keb installations defel cate the flow of water M/L</td>
<td>$1,435.48</td>
</tr>
<tr>
<td>modifi sile gate at Gordon Scott Park</td>
<td>$315.25</td>
</tr>
<tr>
<td>Remove dumped vegetation and mattress daventor P</td>
<td>$370.45</td>
</tr>
<tr>
<td>Reattach the gate at the entrance of Bomaa P</td>
<td>$236.50</td>
</tr>
<tr>
<td>Fill in and compact the depressione Woodrooms</td>
<td>$166.40</td>
</tr>
<tr>
<td>replaces broken jump bed with ploymud dog park</td>
<td>$334.34</td>
</tr>
<tr>
<td>Wild drain to connect area at fiskington park</td>
<td>$214.50</td>
</tr>
<tr>
<td>restillate bord Marlow laggon weppacation area</td>
<td>$30.70</td>
</tr>
<tr>
<td>repair the water leak at Marlow laggon</td>
<td>$436.90</td>
</tr>
<tr>
<td>Shade sail repair - Marlow Laggon</td>
<td>$2,200.00</td>
</tr>
<tr>
<td>Yearly Subscription MIZETR Magazine - May 2015</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>Advertising - March 2015</td>
<td>$8,809.50</td>
</tr>
<tr>
<td>Area 3 Underake ATISO 07 month of March 2015</td>
<td>$15,656.62</td>
</tr>
<tr>
<td>Harmony Day equipement - Grey Football Stadium 21/m</td>
<td>$3,729.10</td>
</tr>
<tr>
<td>Pathway replacement - 30 &amp; Jed Macasserda Drive</td>
<td>$6,051.16</td>
</tr>
<tr>
<td>Footpath replacement - Strabwark P</td>
<td>$9,652.02</td>
</tr>
<tr>
<td>3x6 replacement - Temple Terrace, Lornum P</td>
<td>$233.62</td>
</tr>
<tr>
<td>Remove shed from Farly C.D (The Shoford)</td>
<td>$880.73</td>
</tr>
<tr>
<td>Grey Community Garden works as requested</td>
<td>$1,724.04</td>
</tr>
<tr>
<td>Clear Speeded EQO acroos Lindusy park. Mouldam replace &amp; whale piece of keb - Gray</td>
<td>$340.17</td>
</tr>
<tr>
<td>Replace 2 tandistough terrace street sign</td>
<td>$689.15</td>
</tr>
<tr>
<td>Spray weed on median strip x 1 at sallenceun Blvd.</td>
<td>$181.00</td>
</tr>
<tr>
<td>hannicke keep sign at Marjore &amp; Stuart rety</td>
<td>$110.57</td>
</tr>
<tr>
<td>Clean out sif from cop in dignia in Lindusy park</td>
<td>$5,988.09</td>
</tr>
<tr>
<td>2 new DEP label at intersection of Exlusion/Mark</td>
<td>$65.00</td>
</tr>
<tr>
<td>Pressure clean footpath along Woodaoke Blvd</td>
<td>$165.00</td>
</tr>
<tr>
<td>Reatshool zone sign follow Co. Woffoor</td>
<td>$52.17</td>
</tr>
<tr>
<td>repair rear access to Grey Primary School</td>
<td>$5,788.20</td>
</tr>
<tr>
<td>remove vegetations and silt loan Forp Park</td>
<td>$2,992.00</td>
</tr>
<tr>
<td>remove farahen from Marlow laggon res</td>
<td>$110.00</td>
</tr>
<tr>
<td>remove front/side from Scrina from Top</td>
<td>$120.00</td>
</tr>
<tr>
<td>remove fence from Memorial park</td>
<td>$76.00</td>
</tr>
<tr>
<td>rentail lease at Cloud park</td>
<td>$25.40</td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - Woodfrope Primary</td>
<td>$11.80</td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - Dog Pound</td>
<td>$12.80</td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - Gray Community Hall</td>
<td>$18.80</td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - Driver Resource Centre</td>
<td>$34.30</td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - library</td>
<td>$356.10</td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - Civic Centre</td>
<td>$47.50</td>
</tr>
<tr>
<td>WasteCollection - Depot - March 2015 - 16314138</td>
<td>$238.80</td>
</tr>
<tr>
<td>Removable bar one and install another bar of fence</td>
<td>$310.00</td>
</tr>
<tr>
<td>Assemble tree kiks table, Driver Resource Centre</td>
<td>$1,119.00</td>
</tr>
<tr>
<td>Quarterly PestControl - Joy Anderson</td>
<td>$110.00</td>
</tr>
<tr>
<td>Corporate Cooperation (10004687-3) - June 2015</td>
<td>$1,858.80</td>
</tr>
<tr>
<td>3 Bridge Court, Keeley</td>
<td>$5,420.00</td>
</tr>
<tr>
<td>Recipon salpex Investigate Ave at New 31 7.35 x 1.573 , icro clean sedimented Lagatares Pty Ltd</td>
<td>$9,305.00</td>
</tr>
<tr>
<td>Operational Subsiy - March 2014</td>
<td>$11,418.50</td>
</tr>
<tr>
<td>Install new untraditional sign Hutchison/Maurie</td>
<td>$3,790.60</td>
</tr>
<tr>
<td>TS2014-06 - BMO - Variation 39 - (12) Light Tower</td>
<td>$7,358.92</td>
</tr>
<tr>
<td>TS2014-06 - BMO - Variation 38-Corprersbllay Library Services Coor. Expense - 525 Mr.</td>
<td>$395.45</td>
</tr>
<tr>
<td>Library/Patial Coor. Expense - 12 March 2013</td>
<td>$266.13</td>
</tr>
<tr>
<td>Community Services Copier Expense - 16 March 2015</td>
<td>$210.13</td>
</tr>
<tr>
<td>Open Space Copier Expense - 16 March 2015</td>
<td>$312.50</td>
</tr>
<tr>
<td>Managed IT Services - April 2015</td>
<td>$11,451.00</td>
</tr>
<tr>
<td>COPAS - transport for Jurickary</td>
<td>$290.00</td>
</tr>
<tr>
<td>Balleyside School Kung/Vapement and Vept repair additional 5 pottoho to be filled Farawarnings</td>
<td>$1,158.15</td>
</tr>
<tr>
<td>Reisal Ke and Grewetry sign on farri, Etrstance</td>
<td>$210.28</td>
</tr>
<tr>
<td>Simpson Roadway line</td>
<td>$97.95</td>
</tr>
<tr>
<td>ITS Foundation Course - Tier - 25-29 April 2015</td>
<td>$95.00</td>
</tr>
<tr>
<td>Evanshora (Ea) 27/1230 &amp; 249/1013</td>
<td>$815.85</td>
</tr>
<tr>
<td>TS2014-03 - March 2015 - Tenements</td>
<td>$138.20</td>
</tr>
<tr>
<td>Contract management guidelines</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>Weed removal Lake 1 Barruck 01.34.315</td>
<td>$12,250.00</td>
</tr>
<tr>
<td>city of Palmerston development guidelines</td>
<td>$3,960.00</td>
</tr>
<tr>
<td>Employee Police Civil (4a)</td>
<td>$61.18</td>
</tr>
<tr>
<td>* clea/sediment/vegetation form Mothies &amp; Bakedo</td>
<td>$118.86</td>
</tr>
<tr>
<td>Clean out sediment from Gross Pollucent Trap</td>
<td>$3,855.94</td>
</tr>
<tr>
<td>EAP Counselling Session for March 2015</td>
<td>$291.43</td>
</tr>
<tr>
<td>Install newdrawery@ Lot 11388 (55) (79 Road)</td>
<td>$1,456.00</td>
</tr>
<tr>
<td>A/C far,team, service call on 03/21/Mer</td>
<td>$105.00</td>
</tr>
<tr>
<td>Accommodation UAM Challenge team</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>Fedge setter - library Diplomat</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>Install newdrawery@ Lot 10564 (37) (7batremas猀</td>
<td>$764.98</td>
</tr>
<tr>
<td>Install newdrawery@ Lot 1132/136 (14) Freeman St</td>
<td>$730.60</td>
</tr>
<tr>
<td>Cleaning - bay arrivals Center - 3/$15</td>
<td>$10.50</td>
</tr>
<tr>
<td>Clean footpath and safe fence fences - Lake 4</td>
<td>$275.00</td>
</tr>
<tr>
<td>Reimburse- ACTIVATE suppliies 124/15</td>
<td>$36.91</td>
</tr>
<tr>
<td>Reimburse- COPAL suppliies 134/24</td>
<td>$214.50</td>
</tr>
<tr>
<td>Clean 300 L, P. K. Peckham, aand/or Cocopl ex better</td>
<td>$292.80</td>
</tr>
<tr>
<td>IBM Lease Agreements (P.C. &amp; servers) - MAY 2015</td>
<td>$6,123.95</td>
</tr>
<tr>
<td>Performance at National Youth Week Event</td>
<td>$150.00</td>
</tr>
<tr>
<td>Cooking BBG - National Youth Week Event</td>
<td>$1,030.00</td>
</tr>
<tr>
<td>Reimstage Sign in various area in Grum</td>
<td>$1,619.50</td>
</tr>
<tr>
<td>FOTENGIT 2015 - 21 - Iron Payroll</td>
<td>$615.00</td>
</tr>
<tr>
<td>Vendor</td>
<td>Services/Description</td>
</tr>
<tr>
<td>--------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Security Guard Services - Library</td>
<td>10/4/2015</td>
</tr>
<tr>
<td>Security Guard Service - Library</td>
<td>11/4/2015</td>
</tr>
<tr>
<td>Attend 18.2.15 check timer settings</td>
<td></td>
</tr>
<tr>
<td>Rate Refund #111935 DHAFFE -19929</td>
<td></td>
</tr>
<tr>
<td>Gray Hall Deposit Refund</td>
<td></td>
</tr>
<tr>
<td>Expanding/Ott Support - 12-13/05/15</td>
<td></td>
</tr>
<tr>
<td>ACTIVATE Yoga Classes</td>
<td></td>
</tr>
<tr>
<td>Library Public PC's Internet - April 2015</td>
<td></td>
</tr>
<tr>
<td>TS2011-01 - March 2015 - Tip Recharge</td>
<td></td>
</tr>
<tr>
<td>Area 2-Undertake TS2011-06-month of March 2015</td>
<td></td>
</tr>
<tr>
<td>Area 4-Undertake TS2011-08-month of March 2015</td>
<td></td>
</tr>
<tr>
<td>Unwanted Alarm Fee - UCC - 19/02/15</td>
<td></td>
</tr>
<tr>
<td>Rate Refund API11935 DHAFFE: 119529</td>
<td></td>
</tr>
<tr>
<td>Salary Packaging: Payroll 20/4/2015</td>
<td></td>
</tr>
<tr>
<td>Undertake TS2011/01 for the month of March 2015</td>
<td></td>
</tr>
<tr>
<td>Undertake TS2011-04 Grounds Maintenance West Feb</td>
<td></td>
</tr>
<tr>
<td>Customer Service Counter Signage P010288</td>
<td></td>
</tr>
<tr>
<td>Harmony Day Football Festival Support</td>
<td></td>
</tr>
<tr>
<td>Bmz pavement recont at Cerott Frde/Oeaddg</td>
<td></td>
</tr>
<tr>
<td>6 potholes to be filled, Pindalms, Hooberly, CBD</td>
<td></td>
</tr>
<tr>
<td>ITC 333 - 5 potholes Kilgour St re P010455</td>
<td></td>
</tr>
<tr>
<td>PAYG 19/04/2015</td>
<td></td>
</tr>
<tr>
<td>Purchase for Ford Ranger Services</td>
<td></td>
</tr>
<tr>
<td>Returned due to closed .CCDunt</td>
<td></td>
</tr>
<tr>
<td>SUPER</td>
<td></td>
</tr>
<tr>
<td>FORTNIGHT 2015-20 - From Payroll</td>
<td></td>
</tr>
<tr>
<td>Superannuation Contribution</td>
<td></td>
</tr>
<tr>
<td>TS2014-01 - March 2015 - Taxments</td>
<td></td>
</tr>
<tr>
<td>adjust balance credits as part of invoice</td>
<td></td>
</tr>
<tr>
<td>Credit Adjustment - March Tenements 2015</td>
<td></td>
</tr>
<tr>
<td>Credit Adjustment - March Tenements 2015</td>
<td></td>
</tr>
<tr>
<td>Flip TableX 1 (Delivery Received at Library)</td>
<td></td>
</tr>
</tbody>
</table>

Total: $5,732,777.62
# Financial Results

## 2.6 - Creditor Accounts outstanding - April 2015

<table>
<thead>
<tr>
<th>Creditor No.</th>
<th>Creditor Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>DBH Contracting</td>
<td>$18,056.24</td>
</tr>
<tr>
<td>112</td>
<td>Beurepaires</td>
<td>$555.67</td>
</tr>
<tr>
<td>1568</td>
<td>Battery World Darwin Pty Ltd</td>
<td>$1,304.00</td>
</tr>
<tr>
<td>1791</td>
<td>S &amp; M Building Services</td>
<td>$5,280.00</td>
</tr>
<tr>
<td>185</td>
<td>Bridge Toyota</td>
<td>$926.05</td>
</tr>
<tr>
<td>2</td>
<td>Australian Taxation Office</td>
<td>$934.92</td>
</tr>
<tr>
<td>2199</td>
<td>SBA Office National</td>
<td>$2,988.51</td>
</tr>
<tr>
<td>256</td>
<td>The Bookshop Darwin</td>
<td>$366.95</td>
</tr>
<tr>
<td>2587</td>
<td>Top End RACE</td>
<td>$17,478.50</td>
</tr>
<tr>
<td>2707</td>
<td>Water Dynamics Australia Pty Ltd</td>
<td>$14,315.63</td>
</tr>
<tr>
<td>272</td>
<td>City Wreckers</td>
<td>$220.00</td>
</tr>
<tr>
<td>2965</td>
<td>KIK FM Pty Ltd</td>
<td>$660.00</td>
</tr>
<tr>
<td>3099</td>
<td>Iron Mountain Australia Pty Ltd</td>
<td>$1,788.64</td>
</tr>
<tr>
<td>3313</td>
<td>Zip Print</td>
<td>$709.50</td>
</tr>
<tr>
<td>3428</td>
<td>Bunnings Group Limited</td>
<td>$260.23</td>
</tr>
<tr>
<td>35</td>
<td>Staples Australia Pty Limited</td>
<td>$388.37</td>
</tr>
<tr>
<td>3545</td>
<td>Amalgamated Pest Control</td>
<td>$605.00</td>
</tr>
<tr>
<td>3594</td>
<td>Comics NT</td>
<td>$1,056.96</td>
</tr>
<tr>
<td>3683</td>
<td>Area91T Solutions</td>
<td>$2,822.13</td>
</tr>
<tr>
<td>3879</td>
<td>Litchfield Council</td>
<td>$9,492.52</td>
</tr>
<tr>
<td>4141</td>
<td>Stancan Design - eprint</td>
<td>$150.00</td>
</tr>
<tr>
<td>4373</td>
<td>Eyesight Security</td>
<td>$159.40</td>
</tr>
<tr>
<td>4561</td>
<td>Rendesigns</td>
<td>$613.80</td>
</tr>
<tr>
<td>4737</td>
<td>D &amp; L Plumbing &amp; Gasfitting</td>
<td>$440.00</td>
</tr>
<tr>
<td>48</td>
<td>Top End Line Markers Pty Ltd</td>
<td>$7,249.00</td>
</tr>
<tr>
<td>4912</td>
<td>Remote Area Tree Services Pty Ltd</td>
<td>$5,731.77</td>
</tr>
<tr>
<td>4962</td>
<td>AirWatch (Australia) Pty Ltd</td>
<td>$4,576.00</td>
</tr>
<tr>
<td>5038</td>
<td>Central Tree Services</td>
<td>$28,087.51</td>
</tr>
<tr>
<td>5058</td>
<td>Jomajo Cleaning Service Pty Ltd</td>
<td>$21,022.31</td>
</tr>
<tr>
<td>5104</td>
<td>JLM Civil Works Pty Ltd</td>
<td>$154,605.92</td>
</tr>
<tr>
<td>5114</td>
<td>S.E. Rentals Pty Ltd</td>
<td>$269.17</td>
</tr>
<tr>
<td>5127</td>
<td>Asian United Food Service</td>
<td>$473.50</td>
</tr>
<tr>
<td>5195</td>
<td>Bernard Schenkel</td>
<td>$1,480.00</td>
</tr>
<tr>
<td>5508</td>
<td>Open Systems Technology Pty Ltd</td>
<td>$1,179.75</td>
</tr>
<tr>
<td>5533</td>
<td>Custom Av Pty Ltd</td>
<td>$3,119.03</td>
</tr>
<tr>
<td>5738</td>
<td>All Mulched Up</td>
<td>$5,489.00</td>
</tr>
<tr>
<td>798</td>
<td>YMCA of the Top End inc</td>
<td>$480.00</td>
</tr>
<tr>
<td>913</td>
<td>Kmart Tyre &amp; Auto Service</td>
<td>$283.10</td>
</tr>
<tr>
<td>938</td>
<td>Nightcliff Electrical</td>
<td>$8,825.85</td>
</tr>
<tr>
<td>943</td>
<td>Territory Asset Management Services</td>
<td>$990.00</td>
</tr>
<tr>
<td>V00049</td>
<td>Brighton Council</td>
<td>$6,006.00</td>
</tr>
<tr>
<td>V00078</td>
<td>BMD</td>
<td>$59,357.05</td>
</tr>
<tr>
<td>V00166</td>
<td>Diamond International Events T/A Trina's Catering</td>
<td>$414.50</td>
</tr>
<tr>
<td>V00242</td>
<td>Professional Video and Hi Fi Pty Ltd</td>
<td>$210.00</td>
</tr>
<tr>
<td>V00314</td>
<td>DEC Installations NT Pty Ltd</td>
<td>$23,925.00</td>
</tr>
<tr>
<td>V00315</td>
<td>HWL Ebsworth Lawyers</td>
<td>$17,169.90</td>
</tr>
</tbody>
</table>

$442,527.40

Reviewed by: Finance Manager

Approved by: Chief Executive Officer
# NAB Visa
## Statement of Credit Card Transactions - March 2015

### Cardholder | Description | Cost Code |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Airfares - Conference - Mayor</td>
<td>EXEC001:305,3853</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Music - LGMA Challenge</td>
<td>EXEC001:302,3852</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Airfares - Conference - Mayor</td>
<td>EXEC001:305,3853</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Program - LGMA Challenge</td>
<td>EXEC001:302,3852</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Beverages - Chambers</td>
<td>EXEC001:307,3840</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Beverages - Chambers</td>
<td>EXEC001:307,3840</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>Accomm - Conference - Mayor</td>
<td>EXEC001:305,3854</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>LGMA - Rental Car</td>
<td>EXEC001:302,3852</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>LGMA - fuel</td>
<td>EXEC001:302,3852</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>LGMA - Rental Car</td>
<td>EXEC001:302,3852</td>
</tr>
<tr>
<td><strong>Emily Buchanan</strong></td>
<td>LGMA - fuel</td>
<td>EXEC001:305,3854</td>
</tr>
<tr>
<td><strong>Ricki Bruhn</strong></td>
<td>Taxi Fare - LGMA dinner - CEO</td>
<td>EXEC001:300,3855</td>
</tr>
<tr>
<td><strong>Ricki Bruhn</strong></td>
<td>Travel Expenses - LGMA National Meeting - CEO</td>
<td>EXEC001:300,3855</td>
</tr>
<tr>
<td><strong>Caroline Hocking</strong></td>
<td>NGA of Local Government - Registration - CEO</td>
<td>EXEC001:302,3852</td>
</tr>
<tr>
<td><strong>Ben Dornier</strong></td>
<td>Software license renewal</td>
<td>CORP004:309,3860</td>
</tr>
<tr>
<td><strong>Jeetendra Dahal</strong></td>
<td>Accomm - ALGWA - Enviro/Climate Change Strategic Planner</td>
<td>TECH009:302,3852</td>
</tr>
<tr>
<td><strong>Alyce Breed</strong></td>
<td>Accommodation - LGMA Katherine - DC&amp;S</td>
<td>CORP005:302,3854</td>
</tr>
<tr>
<td><strong>Alyce Breed</strong></td>
<td>Refund for previous month</td>
<td>$69.00</td>
</tr>
<tr>
<td><strong>Alyce Breed</strong></td>
<td>Airfares - EAN Dip Brisbane - EA to DC&amp;S</td>
<td>CORP005:302,3853</td>
</tr>
<tr>
<td><strong>Alyce Breed</strong></td>
<td>Airfares - LGMA Katherine - Enviro/Climate Change Strategic Planner</td>
<td>TECH009:302,3854</td>
</tr>
<tr>
<td><strong>Alyce Breed</strong></td>
<td>Airfares - Govern Ref Group Alice Springs - DC&amp;S</td>
<td>CORP005:302,3853</td>
</tr>
<tr>
<td><strong>Jan Peters</strong></td>
<td>Supplies - Community Development Planning Day</td>
<td>COMM002:300,3111</td>
</tr>
<tr>
<td><strong>Jan Peters</strong></td>
<td>Supplies - Community Development Planning Day</td>
<td>COMM002:300,3111</td>
</tr>
<tr>
<td><strong>Jan Peters</strong></td>
<td>Furniture - Driver Resource</td>
<td>COMM002:300,3827</td>
</tr>
<tr>
<td><strong>Ian Mathers</strong></td>
<td>OCHRE Card - Health Programs Officer</td>
<td>COMM006:335,3841</td>
</tr>
<tr>
<td><strong>Ian Mathers</strong></td>
<td>Airfares - IPWEA Con N2 - DTS &amp; Major Projects Officer</td>
<td>TECH009:302,3853</td>
</tr>
<tr>
<td><strong>Ian Mathers</strong></td>
<td>Accomm - IPWEA Con N2 - DTS &amp; Major Projects Officer</td>
<td>TECH009:302,3853</td>
</tr>
<tr>
<td><strong>Ian Mathers</strong></td>
<td>Accomm - Conference - HR Officer</td>
<td>CORP003:302,3854</td>
</tr>
<tr>
<td><strong>Ian Mathers</strong></td>
<td>AHRI Membership - Senior HR Officer</td>
<td>CORP003:300,3810</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Catering</td>
<td>COMM007:335,3840</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Airfares - Staff Training - Library Manager</td>
<td>COMM007:335,3841</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Airfares - Staff Training - Library Manager</td>
<td>COMM007:335,3841</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Frillies prices</td>
<td>COMM007:315,3819</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Library Stock</td>
<td>COMM007:315,3819</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Library Stock</td>
<td>COMM007:315,3819</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Accommodation - Library Assistant Manager</td>
<td>COMM007:302,3852</td>
</tr>
<tr>
<td><strong>Maeva Masterson</strong></td>
<td>Stationery</td>
<td>COMM007:306,3807</td>
</tr>
<tr>
<td><strong>Slike Reinhardt</strong></td>
<td>Tyres - venire 999051</td>
<td>TECH009:301,3822</td>
</tr>
<tr>
<td><strong>Slike Reinhardt</strong></td>
<td>Training - cancelled</td>
<td>CORP002:300,3852</td>
</tr>
<tr>
<td><strong>Slike Reinhardt</strong></td>
<td>Training - cancelled</td>
<td>CORP002:300,3852</td>
</tr>
<tr>
<td><strong>Slike Reinhardt</strong></td>
<td>Refund - Training - cancelled</td>
<td>CORP002:300,3852</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Milk</td>
<td>CORP003:300,3111</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Milk</td>
<td>CORP003:300,3111</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Milk</td>
<td>CORP003:300,3111</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Phone repair</td>
<td>CORP004:309,3804</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Training - Enviro/Emergency Operations Officer</td>
<td>TECH009:301,3852</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Milk</td>
<td>CORP003:300,3111</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Rego - Tel 1640</td>
<td>TECH010:315,3823</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Rego - vehicle 995473</td>
<td>TECH010:315,3823</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Milk</td>
<td>CORP003:300,3111</td>
</tr>
<tr>
<td><strong>Maxie Smith</strong></td>
<td>Staff Milk</td>
<td>CORP003:300,3111</td>
</tr>
<tr>
<td>Cardholder</td>
<td>Amt.</td>
<td>Cost Code</td>
</tr>
<tr>
<td>-----------</td>
<td>------</td>
<td>-----------</td>
</tr>
<tr>
<td>Samantha Abdic</td>
<td>$ 6.48</td>
<td>EXEC003.308,3828</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 13.26</td>
<td>EXEC003.308,3823</td>
</tr>
<tr>
<td></td>
<td>$ 128.72</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 40.00</td>
<td>EXEC003.308,3807</td>
</tr>
<tr>
<td></td>
<td>$ 13.89</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 65.43</td>
<td>COMM006.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 723.87</td>
<td>COMM002.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 35.19</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 390.00</td>
<td>COMM005.335,3828</td>
</tr>
<tr>
<td></td>
<td>$ 150.00</td>
<td>COMM005.335,3828</td>
</tr>
<tr>
<td></td>
<td>$ 125.00</td>
<td>COMM006.335,3828</td>
</tr>
<tr>
<td></td>
<td>$ 38.09</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 75.81</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 6.64</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 75.00</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td>Renee Williams</td>
<td>$ 102.95</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 97.86</td>
<td>COMM002.301,3832</td>
</tr>
<tr>
<td></td>
<td>$ 36.39</td>
<td>COMM001.335,3841</td>
</tr>
<tr>
<td></td>
<td>$ 240.00</td>
<td>COMM009.335,3858</td>
</tr>
</tbody>
</table>

$ 17,999.33
ITEM NO.  13.1.2  Review of Financial Policies FIN18 and FIN19

FROM:  Acting Director of Corporate and Community Services

REPORT NUMBER:  8/0660
MEETING DATE:  19 May 2015

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

A change to the financial policies for Grants, Donations, Scholarships and Sponsorships FIN18 and the Financial Reserve Policy FIN19 are recommended by Senior Management.

Background:

Council has made allowances for community grants and public art in their current draft budget for 2016 that would be outside with the current financial policies. To ensure compliance Senior Management identifies the following changes as being necessary for the financial policies FIN18 and FIN19.

The following table outlines the changes made in the review of those policies:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Area of Policy</th>
<th>Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIN18</td>
<td>4.7 Public Art</td>
<td>Added Council’s intention to support public art in the Municipality</td>
</tr>
<tr>
<td></td>
<td>4.8 Commitment to Funding</td>
<td>Changed the amount to be committed as set in the budget process and included that non expended funds for public art only are to be transferred to a reserve</td>
</tr>
<tr>
<td>FIN19</td>
<td>4.1.3 Internally Restricted Reserves</td>
<td>Deleted the establishment of a Community Grants Reserve in line with changes made in FIN18 and added the Public Arts Reserves in line with FIN18</td>
</tr>
</tbody>
</table>
4.3 Transfer of funds in/out Financial Reserves

Added requirement that reserves cannot exceed current assets held by Council and that necessary journals will follow the established distribution.

4.5 Reporting on Financial Reserves

Added that the statement of balances is reported in monthly finance report.

Financial Implications:
Nil

RECOMMENDATION

1. THAT Council receives Report Number 8/0660.

2. THAT Council approves the amended FIN18 Grants, Donations, Scholarships and Sponsorships Policy.

3. THAT Council approves the amended FIN 19 Financial Reserves Policy.

Recommending Officer: Jan Peters, Acting Director of Corporate and Community Services

Any queries on this report may be directed to Jan Peters, Acting Director of Corporate and Community Services on telephone (08) 8935 9976 or email jan.peters@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment A - Draft FIN18 Grants, Donations, Scholarships and Sponsorships Policy
Attachment B - Draft FIN19 Financial Reserves Policy
1 Purpose

The City of Palmerston actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships and sponsorships.

2 Principles

The City of Palmerston is committed to the principles of open and transparent government, as well as ensuring Council is financially sustainable.

3 Definitions

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant</td>
<td>Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>Where Council provides a recurring financial support for education or an educational activity.</td>
</tr>
<tr>
<td>Donation</td>
<td>Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is dependent on the amount of funds provided.</td>
</tr>
<tr>
<td>Sponsorship</td>
<td>Where Council provides financial or in-kind support to a community activity or event, and where Council is identified as a sponsor of the event. Acquittal of funds is dependent on the amount of funds provided.</td>
</tr>
</tbody>
</table>

4 Policy Statement

4.1 Criteria for All Categories of Financial or In-Kind Support from Council

4.1.1 All grants, scholarships, donations and sponsorships must benefit the Palmerston Community, and must identify how it relates to the goals and strategies in the Municipal Plan.

4.1.2 Application by individuals will not be considered.

4.1.3 Applications by commercial entities will not be considered.

4.1.4 One successful application per financial year from a community or not-for-profit organisation will be allowed.

4.2 Authority Delegated to Chief Executive Officer

4.2.1 Requests for $500 or less
All requests to Council for grants, donations or sponsorships of $500 or less are to be made at the discretion of the Chief Executive Officer, providing:

4.2.1.1 Requests from religious organisations or schools are specifically excluded unless there is a clear community benefit to Palmerston.

4.2.1.2 Requests are to be made in writing, with description of purpose and need of financial or in-kind support, and must fulfil all criteria in 4.1 above.

4.2.1.3 Those requests not fulfilling criteria, but with merit, will be referred to the Community Grants Committee.

4.2.1.4 A report detailing decisions made with regard to requests will be tabled in full Council each month, unless no requests were received.

4.2.2 Requests for between $501 and $2,000

All requests to Council for grants, donations and sponsorships of between $501 and $2,000 are to be made at the discretion of the Chief Executive Officer, providing:

4.2.2.1 Criteria in 4.2.1 above are met, and in addition

4.2.2.2 The organisation first registers with Council, providing their details including most recent audited financials, governance structure, proof of appropriate registration as a community or not-for-profit organisation, applicable insurance details, and contact details of elected office holders.

4.2.2.3 Letter of application which details the project, event, or material need, written by someone within the organisation holding an elected office, and providing minuted details of the organisation’s resolution to request funding.

4.2.3 Chief Executive Officer required to maintain register

4.2.3.1 The Chief Executive officer is required to maintain a register of all donations, grants, and sponsorships made under delegation.

4.2.3.2 The Chief Executive Officer is required to maintain an up to date register of organisations to facilitate 4.2.2 above.

4.3 Grants, Donations and Sponsorships in excess of $2,000

4.3.1 All requests for grants, donations and sponsorships in excess of $2,000 are to be directed to the Community Grants Committee for consideration, followed by a recommendation to Council.

4.3.2 All requests must comply with requirements set out in 4.1 and 4.2.2 above.

4.3.3 In addition, the organisation must submit a project brief including the projected budget.

4.3.4 Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.

4.3.5 A full acquittal of funds is required

4.4 Recurring Funding Arrangements

4.4.1 Scholarship funding will be considered by and is at the discretion of full Council.
4.4.2 Where recurring annual funding is appropriate, the organisation must comply with criteria set out above, and Council must resolve to provide the recurring funding.

4.5 Annual School Awards
Council will provide the sum of $100 annually to all schools within the municipality for the purpose of a “City of Palmerston Community Service Award”, to be awarded at the time and under the criteria deemed fit by the recipient school.

4.6 Where criteria are not met
Where a request for grant, scholarship, donation or sponsorship is made which does not comply with the criteria outlined above, and is deemed to have merit by the Chief Executive Officer, the request will be forwarded for consideration by the Grants Committee.

4.7 Public Art
Council will actively support the planning, execution and placement of art in the Palmerston public domain.

4.8 Commitment to Funding
4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.
4.8.2 Where budgeted public art funds are not expended during the financial year, excess funds will be transferred to a Public Art Reserve.

5 Associated Documents

5.1 City of Palmerston Policies
5.2 City of Palmerston Grants registers

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 Palmerston By-laws
6.7 Fines and Penalties (Recovery) Act.
1 Purpose

To ensure sustainable and responsible financial management of City of Palmerston, through consistent identification, administration and usage of externally and internally restricted reserves.

2 Principles

City of Palmerston follows the requirements in content and timing stipulated by the Local Government Act, Local Government (Accounting) Regulations, Local Government (Administration) Regulations and the principals of the Australian Accounting Standards.

3 Definitions

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Reserves</td>
<td>The term includes Asset Revaluation Reserves under Australian accounting Standards and other reserves as described in this policy.</td>
</tr>
<tr>
<td>Asset Revaluation Reserves</td>
<td>Are reserves required by the Australian Accounting Standards and are not cash backed reserves.</td>
</tr>
<tr>
<td>Internally restricted Reserves</td>
<td>Are reserves established by Council to ensure that sufficient funds are available when required for a specific purpose. These reserves are cash backed.</td>
</tr>
<tr>
<td>Externally restricted Reserves</td>
<td>Are reserves that are subject to external restrictions in their purpose. These reserves are cash backed.</td>
</tr>
</tbody>
</table>

4 Policy Statement

4.1 Classification of Financial Reserves

4.1.1 Asset Revaluation Reserves

This reserve is established under the requirements of the Australian Accounting Standards. It reflects the increments or decrements of fixed asset values as result of an asset revaluation.

4.1.2 Externally Restricted Reserves

The following criteria apply to externally restricted reserves:
- The reserve is subject to legal requirements that govern the use of the funds; or
- The reserve includes funds that have not been utilised for the purpose for which they were received, and an obligation or requirement to return funds to its contributor exist.
The following Council reserves are externally restricted reserves:

| Unexpended Grants and Contributions | This reserve holds the balance of unexpended grants and contributions received from external contributors. The funds are held in this reserve until expensed in line with the funding conditions. External restrictions apply in line with the individual funding agreements. |

4.1.3 Internally Restricted Reserves

The following criteria apply to internally restricted reserves:
- The reserve is not subject to legal requirements governing the use of the funds; or
- The reserve has been established for a specific internal purpose, however, if that purpose does not eventuate or Council changes its priorities the funding can be diverted to other purposes

City of Palmerston distinguishes between two categories of internally restricted reserves:
- Asset Related Reserves that are related to fixed assets and are established for the funding of renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council’s Asset Management Plan, Long-term Financial Plan, Municipal Plan and strategic goals.
- Other reserves that are not related to fixed assets and are established by Council for a specific purpose. Individual internal restrictions are placed on these reserves.

The following Council reserves are internally restricted reserves:

<table>
<thead>
<tr>
<th>Asset Related Reserves</th>
<th>Property Reserve</th>
<th>The reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council’s Asset Management Plan for Property.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant and Equipment Reserve</td>
<td>The reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council’s Asset Management Plan for Plant and Equipment.</td>
<td></td>
</tr>
<tr>
<td>Infrastructure Reserve</td>
<td>The reserve holds funding for renewal, replacement or upgrading of existing assets and/or the establishment of new assets in line with Council’s Asset Management Plan for Infrastructure.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Reserves</th>
<th>Election Expense Reserve</th>
<th>The reserve will fund expenses related to Local Government elections and By-Elections.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Recovery Reserve</td>
<td>This reserve will fund expenses occurred due to storms, storm surges, floods or any other natural disaster. The fund will enable City of Palmerston to recover from these disasters and return to operations.</td>
<td></td>
</tr>
</tbody>
</table>
Strategic Initiatives Reserve
This reserve will fund strategic initiatives for the future development of the City of Palmerston in line with the Municipal Plan and the Long-term Financial Plan. Specific initiatives have to be identified and funds have to be allocated to those.

Community Grants Reserve
This reserve is in line with the Grants, Scholarship and Sponsorship Policy (FIN18) and holds funds that have been committed to initiatives in line with that policy and have not been expensed at the End of Financial Year.

Public Arts Reserve
This reserve is in line with the Grants, Scholarship and Sponsorship Policy (FIN18) and holds funds that have been committed to public art initiatives in line with that policy and have not been expensed at the End of Financial Year.

Developer Funds Reserve
This reserve holds the balance of unexpended funds in lieu of construction received by developers. Restrictions to these funds apply in line with individual developer agreements.

Unexpended Capital Works Reserve
This reserve holds the balance of unexpended capital works funds that are requested to be carried forward to the following financial year.

4.2 Establishment of Financial Reserves

Asset Revaluation Reserves
Establishment of the reserve follows the Australian Accounting Standards.

Externally Restricted Reserves
A reserve will be established for any value if there is a legal requirement or a requirement under the Australian Accounting Standards.

Internally Restricted Reserves
An establishment of a new reserve must be authorised by Council and shall not be established for an amount less than $100,000.

4.3 Transfer of funds in/out Financial Reserves

Asset Revaluation Reserves
Transfer of funds follow the Australian Accounting Standards.

Externally Restricted Reserves
Transfer of funds are restricted to the individual funding agreements. Council must authorise transfers by Council resolution.

Internally Restricted Reserves
Transfer of funds are restricted by the internal purpose of the reserve. All transfers must be authorised by Council resolution.

For financial management purposes all reserve transfers must be detailed separately.
All transfers for reserves shall be assessed at least annually during the preparation of the budget and the Long-term financial plan.

Distribution of surplus funds at the end of the financial year shall be utilised under this policy and do not require authorisation by Council resolution. Funds shall be utilised to secure minimum balances on reserves in the first instance. Left over funds shall be distributed to the following reserves:
- 75% Infrastructure Reserve
- 20% Property Reserve
- 5% Plant & equipment Reserve

The total of all reserves shall not exceed the current assets held by Council. Required adjustments at the end of the financial year will be made in line with the surplus distribution mentioned above and do not need authorisation by Council resolution.

### 4.4 Maintaining Balance of Financial Reserves

<table>
<thead>
<tr>
<th>Election Expense Reserve</th>
<th>This reserve shall be maintained at no more than $150,000.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disaster Recovery Reserve</td>
<td>This reserve shall be maintained at or near $500,000. External funds received after the event for the purpose of disaster recovery shall be used to maintain the reserve on its ideal level of funds.</td>
</tr>
<tr>
<td>Strategic Initiatives</td>
<td>This reserve shall be maintained at no more than $500,000.</td>
</tr>
</tbody>
</table>

### 4.5 Reporting on Financial Reserves

In line with Part 7 (15) (2) (c) of the Local Government (Accounting) Regulations Council is required to disclose all reserves set aside for a specific purpose in its annual financial statement.

In addition to this reserves are reported on as follows:
- A detailed statement with movements as part of the annual budget.
- A detailed statement with actual performance compared to annual budget as part of the budget review reports.
- A statement of balances as part of the monthly finance report.

### 5 Associated Documents

5.1 City of Palmerston Policies
5.2 City of Palmerston Municipal Plan
5.3 City of Palmerston Long-term Financial Plan
5.4 City of Palmerston Asset Management Plans
5.5 City of Palmerston Asset Management Policy
5.6 City of Palmerston Subdivisional Guidelines
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
ITEM NO. 13.1.3 New Financial Policy FIN21 Debt Collection Policy

FROM: Acting Director of Corporate and Community Services

REPORT NUMBER: 8/0661

MEETING DATE: 19 May 2015

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

UHY Haines Norton has identified with their last interim Audit Management letter areas of improvement to the Internal Audit Committee. New financial policies have been created by senior staff for those areas and one of those is presented with this report as draft.

Background:

The Internal Audit Committee had resolved (IAC/0056, 6 October 2014) in response to UHY Haines Norton Interim Audit Management Letter that a Debt Collection Policy shall be developed:

This policy sets out a clear, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The policy will ensure that proper records are kept of debts owed to Council in line with the Local Government Act Northern Territory and corresponding regulations.

The policy is outlining the following items:

- Staff Responsibilities
- Debt Records
- Payment Terms
- Penalty Interest
- Debt Collections Processes
- Payment Arrangements
- Debt Write Off
- Reporting to Council
- Authorities
- Provision of Doubtful Debt

Financial Implications:
Nil

RECOMMENDATION

1. THAT Council receives Report Number 8/0661.

2. THAT Council approves FIN21 Debt Collection Policy

Recommending Officer: Jan Peters, Acting Director of Corporate and Community Services

Any queries on this report may be directed to Jan Peters, Acting Director of Corporate and Community Services on telephone (08) 8935 9976 or email jan.peters@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment A – Draft FIN21 Debt Collection Policy
**Purpose**

This policy sets out a clear, equitable, accountable and transparent process that Council will follow for its debt management and collection practices. The Policy will ensure that proper records are kept of debts owed to Council in line with the Local Government Act Northern Territory and corresponding Regulations.

**Principles**

City of Palmerston is committed to provide a considered approach and consistent decision making process when collecting debt owed to Council.

**Definitions**

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

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Act</td>
<td>The term refers to the Local Government Act Northern Territory.</td>
</tr>
<tr>
<td>Accounting Regulations</td>
<td>The term refers to the Local Government (Accounting) Regulations.</td>
</tr>
<tr>
<td>Debt</td>
<td>The amount of money owed by the debtor as a result of a transaction with Council.</td>
</tr>
<tr>
<td>Debtor</td>
<td>Any individual, corporation, organisation or other entity owing money to Council.</td>
</tr>
<tr>
<td>Risk</td>
<td>The possibility of non-payment of the debt by the debtor when the amount is due. The likelihood of non-payment increases with the age of the debt.</td>
</tr>
<tr>
<td>Write off</td>
<td>The accounting procedure for cancelling a debt that is no longer collectable resulting in its removal from Council’s balance sheet.</td>
</tr>
<tr>
<td>Rates</td>
<td>For the purpose of this policy the term is defined in line with Section 168 of the Act.</td>
</tr>
<tr>
<td>Provision for Doubtful Debts</td>
<td>The accounting procedure for recognising the estimated value of debts that may end up being uncollectable.</td>
</tr>
</tbody>
</table>

**Policy Statement**

**Staff Responsibilities**

4.1 Council will ensure that all credit and related debts are managed fairly and equitably. Maximum possible collection targets are sought by Council. All debtors are shown utmost respect, courtesy, and diligence in all dealings. All debt collection arrangements are treated as strictly confidential.
4.1.2 The department providing the goods and/or services to the debtor will be responsible for completing the documentation required for an invoice to be generated and providing finance with all known contact details for the debtor. Finance will be responsible for raising the invoice and collection of any debts for all departments.

4.1.3 Principles of risk management will underpin decisions made in relation to credit and related debt management. To reduce the risk of non-payment of debt, a structured collection and collection process will be applied.

4.2 Debt Records

4.2.1 In line with Section 26 Accounting Regulations proper records of debts owed to council are kept by computer and are arranged by:
- Category of debt; and
- Age of debt

4.2.2 The following categories of debt are recorded:
- Rates Debtors
- Infringement Debtors
- Sundry Debtors

4.2.3 The following categories of age are recorded:
- Current balance (not overdue - Invoice date equals report date)
- 30 days balance (due - Invoice date is 1 to 30 days smaller then report date)
- 60 days balance (overdue - Invoice date is 31 to 60 days smaller then report date)
- 90 days balance (overdue - Invoice date is 61 to 90 days smaller then report date)
- Over 91 days balance (overdue - Invoice date more than 90 days smaller then report date)

4.2.4 Each category of debt, by its particular name, requires distinct methods of debt collection processing. Each category is considered individually hereunder.

4.3 Rates Debtors

4.3.1 Definition:
Rates Debtors have incurred a debt of Rates. For the purpose of debt collection the definition of Rates follows Section 168 of the Act. Rates include:
- General Rates
- Special Rates
- Charges
- Accrued interest
- Costs reasonably incurred by the council in recovering, or attempting to recover the above

4.3.2 Payment Terms:
In line with Section 161 of the Act Council allows payment by four instalments per financial year. The Act states that if a ratepayer defaults in payment of an instalment by the due date, all remaining instalments become immediately due and payable.

4.3.3 Penalty Interest:
In line with Section 162 of the Act interest will accrue on unpaid rates at the relevant interest rate. The relevant interest rate will be set by Council annually. A remission of interest may be granted in individual circumstances under the FIN17 Rate Concession Policy.
4.3.4 Debt Collection Process:

- Rates Notice:
  In accordance to Section 159 of the Act Council will issue rates notices at least 28 days before the first instalment of the rates falls due. The notice states the due dates and amounts due for all instalment dates of the financial year and outlines arrears from former financial years due and payable now.

- Reminder Notice:
  Council will issue Reminder Notices at least 21 days before each instalment thereafter. The notice states the due dates and amounts due for the instalments remaining in the financial year and outlines overdue amounts of the rates account.

- Reminder Letter:
  When deemed appropriate Council may issue Reminder Letters to rate debtors to inform of an overdue amount and advise of possible legal actions.

- External Debt Collection Agency:
  Council may involve an external debt collection agency for issuing reminder letters or field calls. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Overriding statutory charge:
  In accordance to Section 170 and 171 of the Act rates become a charge on the land if not paid by the due date. After rates have been in arrears for at least 6 months, council may apply for registration of the charge over the land to which the charge relates. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

- Sale of land:
  Council reserves the right to sell land for non-payment of rates as outlined in Part 11.9 Division 4 of the Act if rates have been in arrears for at least 3 years, and an overriding charge has been registered for at least 6 months. Council will employ legal representatives in the process. All incurred expenses will be charged to the relevant rates debtor and recovered in full.

4.3.5 Payment Arrangements:

Council may enter into payment arrangement with any ratepayer. Those agreements are made on an individual basis depending on the situation and payment history of a rates debtor. With payment arrangements penalty interest for overdue rates will continue to accrue unless a rates concession has been granted to the rates debtor (refer to FIN17 Rate Concession Policy).

4.3.6 Debt Write Off

Council may by resolution, write off unpaid rates or some other debt owed to council under Section 27 Accounting Regulations. The writing off of a debt under the regulation does not prevent the Council from subsequently taking action for the recovery of the debt.

4.3.7 Reporting

As part of the monthly finance report council receives information about rates outstanding as per instalment date and as per financial year. The report will outline debts written off and a summary of rates debtors in the debt collection process.
4.3.8 Authorities

The authority of a council officer to initiate the debt collection process and enter rates into payment arrangements with rates debtors is outlined in council’s delegation manual, and is dependent on the amount and age of the debt.

4.3.9 Provision for Doubtful Debts:

Rates are a charge over the land, therefore provision for doubtful debt for rates debt will only be established if the origin of the debt is doubtful and not if it is doubtful that the rates can be recovered from the current land owner.

4.4 Infringement Debtors

4.4.1 Definition:

Infringement Debtors have incurred a debt of regulatory nature. For the purpose of this policy an Infringement debt can include one or more of the following:

- Parking/Traffic Infringement
- Animal Infringement
- Public Places Infringement
- Litter Infringement
- Signage Infringement
- Other Law and Order Infringement

4.4.2 Payment Terms:

In accordance with the Fine and Penalties Recovery Act, any infringement issued by Council under the Legislation allows the alleged offender 14 days to pay the prescribed amount. Payment must be made in full, no part payments will be accepted.

4.4.3 Penalty Interest:

Council is not applying penalty interest to the outstanding debt of infringement debtors.

4.4.4 Debt Collection Process:

If payment is not received within 14 days, a courtesy letter will be issued with an additional administration cost requiring payment within 28 days of receiving the letter.

All unpaid infringements are lodged with the Fines Recovery Unit and enforcement orders may be made. Enforcement measures can include licence suspension, property seizures and community work orders. Enforcement orders add costs to the original penalty.

4.4.5 Payment Arrangements:

Fines can only be paid in full to Council. Once an unpaid infringement is lodged with the Fines Recovery Unit they are the competent authority that manages payment arrangements.

4.4.6 Debt Write Off:

The cancellation or withdrawal of an infringement notice may only be authorised by an officer holding the appropriate delegation.

Withdrawal of an infringement may also occur after a written appeal has been submitted to Council against the alleged offence, which in the opinion of the relevant officer has merit. Written confirmation of the infringement cancellation will be sent to the customer.
4.4.7 Reporting:
As part of the monthly Finance report Council is informed about the outstanding infringement debt categorised by infringement type.

4.4.8 Authorities:
The authority of a council officer to recover infringement debts is outlined in council’s delegation manual.

4.4.9 Provision for Doubtful Debts:
A provision for Doubtful Debt is made, if a person who receives an infringement chooses to have the matter dealt with by the Courts.

4.5 Sundry Debtors

4.5.1 Definition:
Sundry Debtors have incurred a debt for other Goods and/or Services delivered by Council. For the purpose of this policy a Sundry debt can include one or more of the following:

- User Fees and Charges
- Statutory Charges
- Investment Income
- Reimbursements
- Other Income
- Grants, Subsidies and Contributions

4.5.2 Payment Terms:
Payment terms for all Sundry debtors are 30 days from the date of invoice. Where appropriate, prepayment, bonds or deposits will be required prior to Council commencing the supply of goods or services. Council reserves the right to request full payment in advance depending on a debtor’s payment history.

4.5.3 Penalty Interest:
Council is not applying penalty interest to the outstanding debt of sundry debtors.

4.5.4 Debt Collection Process:
- Monthly Statements:
  Sundry Debtors are issued with statements of all outstanding debt at the end of each calendar month.

- Reminder Letter:
  When deemed appropriate Council may issue Reminder Letters to sundry debtors to inform of an overdue amount and advise of possible legal actions.

- External Debt Collection Agency:
  Council may involve an external debt collection agency for issuing reminder letters or other legal actions. All incurred expenses will be charged to the relevant sundry debtor and recovered in full.
4.5.5 Payment Arrangements:

Council may enter into payment arrangement with any sundry debtor. Those agreements are made on an individual basis depending on the situation and payment history of a sundry debtor.

4.5.6 Debt Write Off:

Council may by resolution; write off unpaid debt owed to council under Section 27 Accounting Regulations. The writing off of a debt under the regulation does not prevent the Council from subsequently taking action for the recovery of the debt.

4.5.7 Reporting:

As part of the monthly finance report council receives information about sundry debts outstanding categorised by age.

4.5.8 Authorities:

The authority of a council officer to initiate the debt collection process and enter debt into payment arrangements with sundry debtors is outlined in council’s delegation manual, and id dependent on the amount and age of the debt.

4.5.9 Provision for Doubtful Debts:

Where the recovery of debt is unlikely prior to completing all steps listed in the debt collection process (i.e. where the debtor is bankrupt or in liquidation), a provision shall be made in line with the Australian Accounting Standards.

5 Associated Documents

5.1 City of Palmerston Rates Debt Collection Procedure
5.2 City of Palmerston Infringements Debt Collection Procedure
5.3 City of Palmerston Sundry Debt Collection Procedure
5.4 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 Palmerston By-laws
6.7 Fines and Penalties (Recovery) Act.
ITEM NO. 13.1.4 Tender TS2015/02 – Provision of Street, Pavement and Pathway Sweeping within the City of Palmerston.

FROM: Director Technical Services
REPORT NUMBER: 8/0665
MEETING DATE: 

Municipal Plan:

3. Environment & Infrastructure
   3.2 Assets and Infrastructure
   3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

The Industrial Power Sweeping Services Pty Ltd tender is assessed as offering the best value for money to undertake Contract TS2015/02 – Provision of Street, Pavement and Pathway Sweeping within the City of Palmerston.

Background:

Tenders were sought for Contract TS2015/02 – Provision of Street, Pavement and Pathway Sweeping within the City of Palmerston through the advertisement placed in the NT News on Thursday 9 and Saturday 11 April 2015 as well as on the Council website from 9 April 2015.

Seven (7) Contractors collected the tender from Council. Three (3) Contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening committee immediately after the closing time at 2pm on Thursday 30 April 2015.

All tenders were assessed against the following criteria. The criteria had the indicated weightings.

Insert Tender Name: TS2015/01 Reseal Various Roads

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Non-price Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref 1</td>
<td>Local industry</td>
<td>10%</td>
</tr>
<tr>
<td>Ref 2</td>
<td>Past performance experience</td>
<td>10%</td>
</tr>
<tr>
<td>Ref 3</td>
<td>Resources</td>
<td>10%</td>
</tr>
<tr>
<td>Ref 4</td>
<td>Methodology knowledge and skills</td>
<td>10%</td>
</tr>
</tbody>
</table>

Sub total 40%

Tendered Price 60%
General:

The received tenders with prices (GST exclusive) are as follows:

<table>
<thead>
<tr>
<th>Tenderers Name</th>
<th>Tendered Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSR Industrial Solutions</td>
<td>$393,325.93</td>
</tr>
<tr>
<td>GSR Industrial Solutions</td>
<td>$290,254.52</td>
</tr>
<tr>
<td>Industrial Power Sweeping</td>
<td>$242,582.99</td>
</tr>
<tr>
<td>Jomajo Cleaning Services</td>
<td>$277,091.57</td>
</tr>
<tr>
<td>Jomajo Cleaning Services (Alternative)</td>
<td>$277,091.57</td>
</tr>
</tbody>
</table>

All Contractors assessed by the Tender Evaluation Committee were identified as being capable of performing the works to the standard described in the tender documents.

In addition to price, the tender evaluation panel has taken into account past performance of similar works, resources to perform the contract, methodology and understanding to perform the contract, and the tenderers’ current commitments. Assessment was performed based on the documents supplied.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Industrial Power Sweeping Pty Ltd, was considered to offer best value for money.

With the second stage of Goyder Square anticipated to commence in the next three weeks, Industrial Power Sweeping Pty Ltd were contacted and agreed to the withdrawal of services to Goyder Square for the duration of construction. This has reduced the original tender amount from $242,582.99 to $217,752.99.

When works have been completed, services to Goyder Square will recommence in the form of a variation to contract.

Financial Implications:
Sufficient funds will need to be allocated in the 2015/2016 budget.

Legislation / Policy:
City of Palmerston - Purchasing and Procurement Policy.

RECOMMENDATION

1. THAT the Committee receives Report Number 8/0665.
2. THAT Council award contract TS2015/02 – Provision of Street, Pavement and Pathway Sweeping within the City of Palmerston to Industrial Power Sweeping Pty Ltd for the amount of $217,752.99 (GST exclusive).
3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2015/02 –
Provision of Street, Pavement and Pathway Sweeping within the City of Palmerston.

**Recommending Officer:** Mark Spangler, Director Technical Services.

Any queries on this report may be directed to Mark Spangler, Director Technical Services on telephone (08) 8935 9951 or email mark.spangler@palmerston.nt.gov.au.

Author: Rishenda Moss Environmental / Emergency Management Officer.

**Schedule of Attachments:**

Nil
Municipal Plan:

4. Governance & Organisation

4.3 People

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

Background:

The Department of Local Government and Community Services has reviewed the provisions in the Local Government Act Guidelines that provide for elected member allowances. It also issued General Instruction No. 2 for Council Member Allowances dated 24 February 2015.

In accordance with section 71 (3) of the Local Government Act, Council Member Allowances for each financial year are to be fixed as part of the council’s budget for the relevant financial year.

In relation to past Council Member Allowances, the following schedule sets out the payments over the last ten years indicating the variations that have been made:

<table>
<thead>
<tr>
<th>Financial Year</th>
<th>Mayoral Allowance</th>
<th>Deputy Mayoral Allowance</th>
<th>Alderman Allowance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014/15</td>
<td>Base $77,848.15</td>
<td>Base $28,786.12</td>
<td>Base $14,001.30</td>
</tr>
<tr>
<td></td>
<td>Electoral $20,489.80</td>
<td>Electoral $5,123.53</td>
<td>Electoral $5,123.53</td>
</tr>
<tr>
<td></td>
<td>PD $3,567</td>
<td>PD $3,567</td>
<td>PD $3,567</td>
</tr>
<tr>
<td>2013/14</td>
<td>Base $77,848.15</td>
<td>Base $28,786.12</td>
<td>Base $14,001.30</td>
</tr>
<tr>
<td></td>
<td>Electoral $20,489.80</td>
<td>Electoral $5,123.53</td>
<td>Electoral $5,123.53</td>
</tr>
<tr>
<td></td>
<td>PD $3,334</td>
<td>PD $3,334</td>
<td>PD $3,334</td>
</tr>
<tr>
<td>2012/13</td>
<td>Base $77,848.15</td>
<td>Base $28,786.12</td>
<td>Base $14,001.30</td>
</tr>
<tr>
<td></td>
<td>Electoral $20,489.80</td>
<td>Electoral $5,123.53</td>
<td>Electoral $5,123.53</td>
</tr>
<tr>
<td></td>
<td>PD $3,334</td>
<td>PD $3,334</td>
<td>PD $3,334</td>
</tr>
<tr>
<td>2011/12</td>
<td>Base $76,023.58</td>
<td>Base $28,111.44</td>
<td>Base $13,673.14</td>
</tr>
<tr>
<td></td>
<td>Electoral $15,009.57</td>
<td>Electoral $5,003.45</td>
<td>Electoral $5,003.45</td>
</tr>
<tr>
<td></td>
<td>PD $3,255.86</td>
<td>PD $3,255.86</td>
<td>PD $3,255.86</td>
</tr>
<tr>
<td>2010/11</td>
<td>Base $70,000</td>
<td>Base $19,496</td>
<td>Base $12,996</td>
</tr>
<tr>
<td></td>
<td>Electoral $4,767</td>
<td>Electoral $4,767</td>
<td>Electoral $4,767</td>
</tr>
<tr>
<td></td>
<td>PD $3,102</td>
<td>PD $3,102</td>
<td>PD $3,102</td>
</tr>
<tr>
<td>2009/10</td>
<td>Base $70,000</td>
<td>Base $19,496</td>
<td>Base $12,996</td>
</tr>
<tr>
<td></td>
<td>Electoral $4,767</td>
<td>Electoral $4,767</td>
<td>Electoral $4,767</td>
</tr>
<tr>
<td></td>
<td>PD $3,102</td>
<td>PD $3,102</td>
<td>PD $3,102</td>
</tr>
<tr>
<td>2008/09</td>
<td>Base $70,000</td>
<td>Base $19,496</td>
<td>Base $12,996</td>
</tr>
<tr>
<td></td>
<td>Electoral $4,767</td>
<td>Electoral $4,767</td>
<td>Electoral $4,767</td>
</tr>
<tr>
<td></td>
<td>PD $3,102</td>
<td>PD $3,102</td>
<td>PD $3,102</td>
</tr>
<tr>
<td>2007/08</td>
<td>$60,000</td>
<td>$18,000</td>
<td>$12,000</td>
</tr>
<tr>
<td>Financial Year</td>
<td>Mayoral Allowance</td>
<td>Deputy Mayor Allowance</td>
<td>Alderman Allowance</td>
</tr>
<tr>
<td>----------------</td>
<td>-------------------</td>
<td>------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>2015/16</td>
<td>Base $84,888.10</td>
<td>Base $31,389.30</td>
<td>Base $15,267.46</td>
</tr>
<tr>
<td></td>
<td>Electoral $22,342.74</td>
<td>Electoral $5,586.86</td>
<td>Electoral $5,586.86</td>
</tr>
<tr>
<td></td>
<td>PD $3,635.50</td>
<td>PD $3,635.50</td>
<td>PD $3,635.50</td>
</tr>
</tbody>
</table>

**General:**

Council may resolve to pay less than the maximum listed in the table as shown below. Pursuant to section 128(2A) of the Local Government, once Council Member Allowances have been resolved for the financial year they cannot be increased during the financial year.

The Department of Local Government and Community Services has provided details of the maximum level of Council Member Allowances for the financial year commencing 1 July 2015 and these are set out in the table below:

**Base allowance**

Paid to all members to cover; agenda study, meeting preparation, attendance at regular council and committee meetings, attendance at social functions as a council representative, constituency responsibilities and council representation outside of the municipality, including delegations interstate and overseas.

**Electoral allowance**

Paid to assist members with electoral matters at the discretion of the individual member.

**Professional Development Allowance**

Paid to members to attend appropriate and relevant conferences or training courses which sustain a member’s professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role. Any such course/conference or the like must have the prior approval in line with Council policy.

**Extra meeting allowance**

As per the Ministerial Guidelines ‘Allowances for Council Members’ A council must not pay extra meeting allowance unless the council has a policy which determines which meetings will attract the allowance. Council currently has no such policy.

**Financial Implications:**

To be determined.
Policy / Legislation:

Section 71 (3) of the Local Government Act

71 Allowances

(3) Allowances for each financial year are to be fixed as part of the council's budget for the relevant financial year.

RECOMMENDATION

1. THAT Council receives Report Number 8/0667.

2. THAT the Elected Member allowances for the year 2015/2016 be set out as follows:

   Mayor $___________ for the year paid on pro rata fortnightly basis in arrears (base allowance $__________, electoral allowance $__________) and subject to individual activity and prior approval a professional development allowance not more than $__________.

   Deputy Mayor $___________ for the year paid on a pro rata fortnightly basis in arrears (base allowance $__________, electoral allowance $__________) and subject to individual activity and prior approval a professional development allowance not more than $__________.

   Aldermen $_________ for the year paid on a pro rata fortnightly basis in arrears (base allowance $__________, electoral allowance $__________) and subject to individual activity and prior approval a professional development allowance not more than $__________.

3. THAT Council does not provide any Extra Meeting Allowances.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment A - Department of Local Government – Maximum Council Member Allowances – amounts applicable 1 July 2015

Attachment B - Ministerial Guidelines – Allowances for Council Members

Attachment C - Department of Local Government – Council Member Allowances – General Instruction No. 2
(8) Maximum Council Member Allowances

Note: A council must resolve allowances for the financial year when it adopts the budget for the financial year (section 71(3)). A council must adopt its budget on or before 31 July (section 128(I)). The amounts in these tables indicate the maximum level at which allowances may be set. Councils can resolve to pay less than the maximums. A council needs to consider allowances in the overall context of its budget. Once a council has resolved the level of allowances for a financial year they cannot be changed by amendment (section 128(2)).

Ordinary Council Members

<table>
<thead>
<tr>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin</td>
<td>Alice Springs</td>
<td>Katherine</td>
<td>Belyuen</td>
</tr>
<tr>
<td></td>
<td>Palmerston</td>
<td>Litchfield</td>
<td>Coomalie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barkly</td>
<td>Wagait</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central Desert</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>East Arnhem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MacDonnell</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roper Gulf</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tiwi Islands</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Victoria Daly</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Arnhem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Daly</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Allowance</td>
<td>$21,809.48</td>
<td>$15,267.46</td>
<td>$13,086.40</td>
<td>$4,362.14</td>
</tr>
<tr>
<td>Electoral Allowance</td>
<td>$7,980.05</td>
<td>$5,586.86</td>
<td>$4,788.73</td>
<td>$1,596.24</td>
</tr>
<tr>
<td>Professional Development Allowance</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
</tr>
<tr>
<td>Max extra meeting allowance</td>
<td>$14,539.65</td>
<td>$10,178.70</td>
<td>$8,724.26</td>
<td>$2,908.87</td>
</tr>
<tr>
<td>Total Claimable</td>
<td>$47,964.69</td>
<td>$34,668.52</td>
<td>$30,234.88</td>
<td>$12,502.74</td>
</tr>
</tbody>
</table>

Acting Principal Member

<table>
<thead>
<tr>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin</td>
<td>Alice Springs</td>
<td>Katherine</td>
<td>Belyuen</td>
</tr>
<tr>
<td></td>
<td>Palmerston</td>
<td>Litchfield</td>
<td>Coomalie</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Barkly</td>
<td>Wagait</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Central Desert</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>East Arnhem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MacDonnell</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Roper Gulf</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tiwi Islands</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Victoria Daly</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Arnhem</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Daly</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily Rate</td>
<td>$419.57</td>
<td>$295.34</td>
<td>$253.15</td>
<td>$84.38</td>
</tr>
<tr>
<td>Maximum claimable (90 days)</td>
<td>$37,866.86</td>
<td>$26,508.81</td>
<td>$22,720.11</td>
<td>$7,573.37</td>
</tr>
</tbody>
</table>
## Deputy Principle Member

<table>
<thead>
<tr>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin</td>
<td>Alice Springs, Palmerston</td>
<td>Katherine, Litchfield, Barkly, Central Desert, East Arnhem, MacDonnell, Roper Gulf, Tiwi Islands, Victoria Daly, West Arnhem, West Daly</td>
<td>Belyuen, Coomalie, Wagait</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Darwin</th>
<th>Alice Springs</th>
<th>Palmerston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Allowance</td>
<td>$44,841.32</td>
<td>$31,389.30</td>
<td>$26,905.28</td>
</tr>
<tr>
<td>Electoral Allowance</td>
<td>$7,980.05</td>
<td>$5,585.86</td>
<td>$4,788.73</td>
</tr>
<tr>
<td>Professional Development Allowance</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
</tr>
<tr>
<td><strong>Total claimable</strong></td>
<td><strong>$56,456.87</strong></td>
<td><strong>$40,611.65</strong></td>
<td><strong>$35,329.50</strong></td>
</tr>
</tbody>
</table>

## Principal Member

<table>
<thead>
<tr>
<th>Category 1:</th>
<th>Category 2:</th>
<th>Category 3:</th>
<th>Category 4:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darwin</td>
<td>Alice Springs, Palmerston</td>
<td>Katherine, Litchfield, Barkly, Central Desert, East Arnhem, MacDonnell, Roper Gulf, Tiwi Islands, Victoria Daly, West Arnhem, West Daly</td>
<td>Belyuen, Coomalie, Wagait</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Darwin</th>
<th>Alice Springs</th>
<th>Palmerston</th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Allowance</td>
<td>$121,267.71</td>
<td>$84,888.10</td>
<td>$72,761.56</td>
</tr>
<tr>
<td>Electoral Allowance</td>
<td>$31,917.86</td>
<td>$22,342.74</td>
<td>$19,151.42</td>
</tr>
<tr>
<td>Professional Development Allowance</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
<td>$3,635.50</td>
</tr>
<tr>
<td><strong>Total claimable</strong></td>
<td><strong>$156,821.06</strong></td>
<td><strong>$110,866.33</strong></td>
<td><strong>$95,548.48</strong></td>
</tr>
</tbody>
</table>
2. Allowances for Council Members

(1) Background

Section 71(1) of the Local Government Act provides that, "a member of council is entitled to be paid an allowance by the council." Section 71(2) qualifies this by providing that, "The allowance is to be paid at a rate fixed by council (subject to guidelines issued by the Minister) for the relevant financial year."

(2) Definitions and Abbreviations

Approval
Means approval of the council or the CEO according to council policy.

Acting Principal Member
Refers to a person appointed pursuant to section 43(2)(b), section 43(2)(c), or section 43(3) of the Local Government Act.

Base Allowance
The base allowance covers those activities required of a council member in the performance of his or her role as an elected representative. Without limiting the generality of the preceding sentence, the base allowance covers:

(a) agenda study and meeting preparation;
(b) attendance at regular council meetings;
(c) attendance at social functions as a council representative;
(d) constituency responsibilities; and
(e) council representation outside the municipality/shire area, including delegations interstate and overseas, unless such representation has extra meeting approval.

Electoral Allowance
An allowance provided to assist council members with electoral matters. It may be used at the discretion of individual council members.

Extra Meeting Allowance
(1) A council must not pay extra meeting allowance unless the council has a policy which determines which meetings will attract the allowance.

(2) For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.

(3) For other council members this allowance is paid only in accordance with council policy and after an approved claim is made.
The extra meeting allowance must not be paid for those meetings specified as covered by the base allowance.

The extra meeting allowance is capped for each financial year (see tables at clause 3).

**Ordinary council member**

A council member other than the principal member, deputy principal member or, during the relevant period, an acting principal member.

**Professional development allowance**

An allowance payable to council members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as a council member. Any such course or conference must have approval and be consistent with council policy in order to attract this allowance.

**Category of Council**

(a) Council member allowances will apply differently according to the category of the council.

(b) Councils must apply to the Minister in order to move between categories.

**Categories**

(a) Category 1

Darwin City Council

(b) Category 2

City of Palmerston

Alice Springs Town Council

(c) Category 3

East Arnhem Shire Council

Barkly Shire Council

Central Desert Shire Council

Katherine Town Council

Litchfield Council

MacDonnell Shire Council

Roper Gulf Shire Council

Tiwi Islands Shire Council

Victoria Daly Shire Council

West Arnhem Shire Council

(d) Category 4

Bolyuen Community Government Council

Coomalie Community Government Council

Wagait Shire Council
(5) **Maximum Rates of Allowance**

The amounts listed in the tables (see clause 8) are the maximum payable to council members depending on the resolution of council pursuant to section 71(3) of the *Local Government Act*. Councils may resolve an amount lesser than the maximum.

**NOTE** - Section 128(2) of the *Local Government Act* provides that once allowances for the members of the council for a particular financial year have been set, they cannot be changed by amendment.

The maximum amounts in the tables are to be indexed at 1 July each year by applying the December quarter Darwin consumer price index percentage amount of the previous year as published by Northern Territory Treasury.

(6) **Rules Regarding Allowances**

(a) **Base Allowance Claims**

The base allowance is automatically paid to council members each month or at such frequency as resolved by council, in arrears.

(b) **Electoral Allowance Claims**

The electoral allowance is automatically paid to council members each month or at such frequency as resolved by council, in arrears.

(c) **Acting Principal Member Claims**

(i) When the deputy principal member carries out the functions of the principal member as outlined in section 43(2)(b) and section 43(2)(c) of the *Local Government Act*, the deputy principal member is entitled to be paid an allowance as the acting principal member.

(ii) If some other council member is acting as the principal member in accordance with section 43(3) of the *Local Government Act*, the member is entitled to be paid an allowance as the acting principal member.

(iii) The acting principal member is entitled to be paid the daily rate, as outlined in the table of allowances. While a council member is acting principal member, the extra meeting and base allowances are suspended. In the case of base allowance, this is on a pro rata basis. The member is still entitled to their usual electoral allowance. The daily rate includes Saturdays, Sundays and public holidays.

(iv) The maximum number of days (including Saturdays, Sundays and public holidays); that a council member may be paid as the acting principal member is an aggregate of 90 days in a financial year. A member may continue to hold the position for a longer
Extra Meeting Allowance Claims

(i) Council members may only claim an extra meeting allowance for meetings referred to in the council policy.

(ii) An extra meeting allowance may be claimed for up to a maximum of two meetings per day.

(iii) Council members must not claim for an extra meeting more than once for the same meeting.

(iv) When a council member is required to travel in order to attend an approved extra meeting, the council member may claim an extra meeting allowance for each full day of travel, unless that travel falls on the same day on which the meeting is held. In this context, a full day of travelling means at least four hours of travelling, which may include time in transit.

(v) Claims must be made using the forms approved by council.

(vi) Forms must include the date on which the meeting was held and indicate the period of time the member was present at the meeting.

(vii) The member must have attended at least 75 per cent of the duration of the meeting to claim an extra meeting allowance.

(viii) Claims for extra meeting allowance must be made by the second working day in the month following the month for which the claim is made, or as resolved by council. Payment of extra meeting allowance is monthly or as resolved by council.

(ix) Claims for extra meeting allowance not made in accordance with (viii) will be regarded as a late claim and paid with the next monthly payment. However, if the claim is not made within three months of the meeting for which the extra meeting allowance is claimed, the right to an extra meeting allowance for that meeting is forfeited.

(x) Claims forms must be submitted by the approved method.

Professional Development Allowance Claims

(i) The allowance is available to all council members.

(ii) The professional development allowance may be claimed multiple times each year, but the total value of those claims must not exceed the maximum specified in the table (see clause 8).
(iii) The professional development allowance is to be used to cover the cost of travel to the course or conference, course or conference fees, meals and accommodation for the duration of the course or conference.

(iv) Claims must be made using the forms approved by council.

(v) Only approved courses/conferences consistent with council policy attract professional development allowance.

(7) **Payment of Allowances**
Payment shall be lodged with the council's bank for transfer to council members by no later than the fifth working day in each month, or as resolved by council.

Council members may choose to have some, or all, of their allowance paid into a superannuation fund according to council policy.

**NOTE** – Section 71(5) of the *Local Government Act* provides that allowances are not to be paid in advance.
Council Member Allowances

General Instruction No. 2

Issued on behalf of the Department of Local Government and Community Services by
Mike Chiodo
Chief Executive

Signed Date 24/12/15

This is a general instruction pursuant to Regulation 7 of the Local Government (Accounting) Regulations. Failure of a council to comply with a general instruction is an offence of strict liability with a maximum penalty of 50 penalty units.
Purpose of Direction
The purpose of this direction is to clarify certain issues concerning the setting of levels of council member allowances.

Legislation
Section 71 of the Local Government Act (the Act), in conjunction with Guideline 2, provides for the setting of council member allowances. Guideline 2 sets specific rules about the level of allowances and provides for maximum amounts.

Allowances are set as part of developing the budget each financial year. Different allowance levels apply in a tiered structure to the principal member, the deputy principal member and other members of a council. Guideline 8 specifically sets the allowances in respect of local authorities.

The effect of section 128 of the Act provides is that a council may not increase the allowances for members after the budget is set.

Direction
When councils are setting allowances for council members, differential levels of allowance may not be set within the same category. Further, the tier structure of categories must remain similar to that prescribed in the guidelines. The tier structure begins at ordinary members, then steps up to deputy principal member, then the principal member.

Explanation
For the purposes of this Direction, the categories are:

- a. Ordinary member
- b. Deputy principal member
- c. Principal member

A member of any category must be paid at the same level as any other member in that category. This means that all council members, apart from the deputy and principal members, are entitled to be paid the same amount. Differentiation within a category is not permitted.

While councils may decrease allowances through the year, they may not increase them. This provision allows councils facing financial hardship to decrease their allowances as an austerity measure. If this occurs, the decrease must occur for each category as a whole. Individual council members in the same category may not be singled out for differential allowances.

Further, the tiered relationship between the categories must remain substantially the same as set in the current maximum allowance guidelines. This means that the Deputy Principal member must always be paid proportionately more than the ordinary members, in a similar way to the existing guidelines. Similarly, the Principal member must always be paid proportionately more than the Deputy Principal member, in a similar way to the guidelines.

Individual sacrifice of allowance
Nothing in the above prevents a council from having an arrangement for council members to donate their allowances, or part of their allowances, back to the council or to some other cause. Donation must be a voluntary decision of any council member and may not be imposed.