

# Ordinary Council

## Business Paper for September 2021 (Finance)

Wednesday, 29 September 2021  
Civic Centre

Mayor Matt Paterson  
(Chair)



**ALICE SPRINGS TOWN COUNCIL  
ORDER OF PROCEEDINGS  
FOR THE  
FIRST ORDINARY MEETING OF THE FOURTEENTH COUNCIL  
TO BE HELD ON WEDNESDAY 29 SEPTEMBER 2021  
AT THE CONCLUSION OF THE SWEARING-IN CEREMONY  
AT 7.00PM IN THE COUNCIL CHAMBER, CIVIC CENTRE, ALICE SPRINGS**

- 1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY**
- 2. PRAYER**
- 3. APOLOGIES AND LEAVE OF ABSENCE**
- 4. WELCOME**
- 5. PUBLIC QUESTION TIME**
- 6. DECLARATION OF INTEREST OF COUNCIL MEMBERS AND OFFICERS**
- 7. CONFIRMATION OF PREVIOUS MINUTES**
  - 7.1 Minutes of the Ordinary Open Meeting held on 24 August 2021
  - 7.2 Business Arising from the Minutes
- 8. MAYORAL REPORT**
  - 8.1 Mayor Ryan's Report  
Report No. 12 / 21 cncI
  - 8.2 Business Arising from the Report
  - 8.3 Mayor Paterson's Report  
Report No. 13 / 21 cncI
  - 8.4 Business Arising from the Report
- 9. ORDERS OF THE DAY**
  - 9.1 That Elected Members and Officers provide notification of matters to be raised in General Business.
- 10. MEMORIALS**
- 11. DEPUTATIONS**
- 12. PETITIONS**

**13. NOTICES OF MOTION**

**14. FINANCE**

- 14.1. Finance Report  
Report No. 3 / 21 cncI

**15. REPORTS OF OFFICERS**

**15.1. CHIEF EXECUTIVE OFFICER**

- 15.1.1. CEO Report  
Report No. 5 / 21 cncI
- 15.1.2. Business Arising from the Report

**15.2. CORPORATE SERVICES**

- 15.2.1. Mayors Casting Vote  
Report No. 2 / 21 cncI
- 15.2.2. Council Meeting Structure  
Report No. 16 / 21 cncI
- 15.2.3. Annual Election of the Deputy Mayor and Committees  
Report No. 1 / 21 cncI
- 15.2.4. Elected Members Policies  
Report No. 14 / 21 cncI
- 15.2.5. Acquittal of NT Energy Efficiency and Sustainability Grant  
Report No. 4 / 21 cncI

**15.3. COMMUNITY DEVELOPMENT**

NIL

**15.4. TECHNICAL SERVICES**

- 15.4.1. Technical Services Report to Council  
Report No. 11 / 21 cncI

**16. QUESTIONS WITHOUT NOTICE**

**17. GENERAL BUSINESS**

**18. MATTERS FOR MEDIA ATTENTION**

**19. NEXT MEETING – TBA**

**20. ADJOURNMENT OF OPEN MEETING**

**21. RESUMPTION OF MEETING IN CONFIDENTIAL**

**22. APOLOGIES AND LEAVE OF ABSENCE**

**23. DEPUTATIONS**

**24. PETITIONS**

**25. DECLARATION OF INTEREST OF COUNCIL MEMBERS AND OFFICERS**

**26. CONFIRMATION OF PREVIOUS MINUTES**

26.1. Minutes of the Ordinary Confidential Meeting held on 24 August 2021

26.2. Business Arising from the Minutes

**27. ORDERS OF THE DAY**

27.1. That Elected Members and Officers provide notification of matters to be raised in General Confidential Business

**28. CONFIDENTIAL REPORTS OF OFFICERS**

**28.1. CHIEF EXECUTIVE OFFICER**

28.1.1. CONFIDENTIAL CEO Report  
Report No. 6 / 21 cncI

28.1.2. Business Arising from the Report

**28.2. CORPORATE SERVICES**

28.2.1. WHS Enhancement Project  
Report No. 15 / 21 cncI

**28.3. COMMUNITY DEVELOPMENT**

NIL

**28.4. TECHNICAL SERVICES**

28.4.1. CONFIDENTIAL - Liquid Waste Ponds  
Report No. 7 / 21 cncI

28.4.2. CONFIDENTIAL – Shredding of Material at the RWMF Tender  
Report No. 8 / 21 cncI

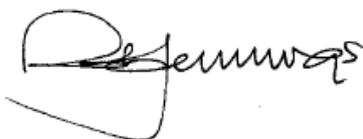
28.4.3. CONFIDENTIAL –Tender Assessment Turf Management  
Report No. 10 / 21 cncI

**29. QUESTIONS WITHOUT NOTICE**

**30. GENERAL CONFIDENTIAL BUSINESS**

**31. MOVING CONFIDENTIAL ITEMS INTO OPEN**

**32. ADJOURNMENT OF CONFIDENTIAL MEETING**



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**  
Friday, 24 September 2021

***Petitions*** - *Petitions received at a meeting will be held over for consideration at the next monthly meeting pursuant to clause 9 of the Alice Springs (Council Meetings and Procedures) By-law.*

***Open Minutes of Council*** – *Unconfirmed Open minutes of the meeting and associated reports not prescribed as Confidential, will be available for public inspection within ten days after the meeting pursuant to Section 102 of the Local Government Act 2019.*

***Notice of Motions by Elected Members*** – *Notice must be given so that it can be included with the Business Paper circulation on the Tuesday prior to the Council meeting. Clause 6 of the By-Law requires that the Notice of Motion shall be included with the Business Paper.*

MINUTES OF THE **ORDINARY** MEETING OF THE THIRTEENTH COUNCIL HELD ON TUESDAY  
24 AUGUST, 2021 AT 5:30PM IN THE CIVIC CENTRE, ALICE SPRINGS

---

1. ATTENDANCE

1.1 Opening of the Meeting by the Mayor (Chair)

Mayor Damien Ryan declared the meeting open at **5.31pm** and welcomed all present to the meeting.

Mayor Ryan acknowledged the Central Arrernte people who are the traditional owners and custodians of Alice Springs.

Media present ABC Alice Springs.

PRESENT

Mayor D. Ryan (Chair)  
Deputy Mayor J. Price  
Councillor G. Auricht  
Councillor J. Cocking  
Councillor J. De Brenni  
Councillor E. Melky  
Councillor M. Paterson

OFFICERS IN ATTENDANCE

Mr R. Jennings – Chief Executive Officer (CEO)  
Ms S. Taylor – Director Corporate Services and Acting Director Community Development  
Mr D. Nellikat – Acting Director Technical Services  
Mr A. Geppa – Media Officer  
Mrs K. Sanders - Executive Assistant (Minutes)  
Mr J. van Riel – Executive Assistant (Minutes)

2. PRAYER

Pastor Gavin Brown from Alice Springs Baptist Church delivered the prayer for the meeting.

2 -- CNCL 24/08/2021

3. APOLOGIES

Councillor M. Banks  
Councillor C. Satour

Moved – Councillor Paterson  
Seconded – Councillor Cocking

**That the apologies be accepted.**

CARRIED (21824)

4. WELCOME

Nil

5. PUBLIC QUESTION TIME

Nil

6. DISCLOSURE OF INTEREST

Nil

7. MINUTES OF PREVIOUS MEETING

7.1 Minutes of the Ordinary Open Meeting held on 27 July 2021

Moved – Councillor Cocking  
Seconded – Councillor Auricht

**That the minutes of the Ordinary Meeting of the Council held on Tuesday 27 July 2021 be confirmed as a true and correct record of the proceedings of that meeting.**

CARRIED (21825)

### 3 -- CNCL 24/08/2021

#### 7.2 Business Arising from the Minutes

##### 7.2.1 Councillor Cocking – Item 14.1.1.2 - Energy use increases for Library and ASALC

Councillor Cocking requested an update on the energy use increase in the Library during the COVID-19 lockdown.

CEO Robert Jennings took the question on notice.

##### 7.2.2 Councillor Cocking – Item 15.1.2.4 - Council Connects Newsletter

Councillor Cocking requested an update on the data available around the Council Connects newsletter.

CEO Robert Jennings clarified that additional time is required to produce a more comprehensive data report.

### 8. MAYORAL REPORT

#### 8.1 Mayor's Report Report No. 415 / 21 cncl

Moved – Councillor Melky

Seconded – Councillor de Brenni

**That the Mayor's Report be received and noted.**

CARRIED (21826)

#### 8.2 Business Arising from the Report

##### 8.2.1 Councillor Cocking – Item 1.2 - Hexagon Energy Materials Limited Meeting

Councillor Cocking enquired on the nature of the meeting.

Mayor Damien Ryan advised that Chief Operations Officer, Lianne Grove and Director, Gary Plowright were in Alice Springs and met with the Mayor to provide him with a briefing on their Hydrogen project.

### 9. ORDERS OF THE DAY

#### 9.1. That Elected Members and Officers provide notification of matters to be raised in General Business.

Nil

10. DEPUTATIONS

Nil

11. PETITIONS

Nil

12. MEMORIALS

Mayor Damien Ryan noted the sad passing of two local icons, Mrs Emmie Wehr, Australia's first indigenous female horse trainer licenced by the Australian racing industry and the town's longest serving horse trainer, and local identity Mrs Maria Diano.

13. NOTICE OF MOTION

Nil

14. FINANCE

14.1. Finance Report  
Report No. 413 / 21 cncl

Moved – Councillor Cocking

Seconded – Councillor de Brenni

**That the report be received and noted.**

CARRIED (21827)

14.1.1 Business Arising from the Report

Nil

15. REPORTS OF OFFICERS

15.1 CHIEF EXECUTIVE OFFICER

15.1.1. CEO Report  
Report No. 416 / 21 cncl

Moved – Councillor Paterson  
Seconded – Deputy Mayor Price

**That the CEO report be received and noted.**

CARRIED (21828)

15.1.2 Business Arising from the Report

15.1.2.1 Councillor Cocking – Old TCA Building Update

Councillor Cocking requested clarification of any encumbrances of previous development applications that might have been considered for the building.

CEO Robert Jennings took the question on notice.

15.1.2.2 Mayor Damien Ryan – Gregory Terrace Footpath

Mayor Damien Ryan enquired on the maintenance for the remainder of the public footpath on Gregory Terrace that was not replaced with concrete.

CEO Robert Jennings responded that Council are looking at a new cleaning method to meet the required performance criteria, in the meantime, there have been additional runs of cleaning in the CBD.

CEO Robert Jennings took on notice around the frequency of the additional cleaning.

15.1.2.3 Mayor Damien Ryan – Federal Government Funding for Southern End of Todd Mall

Mayor Damien Ryan enquired where Council have advanced to with the Federal Government Infrastructure fund to be spent by the end of December to fix the southern end of the Todd Mall.

CEO Robert Jennings responded that tenders have closed and suppliers have been selected for the furniture and shade structures. The installation of the paving surface has also been awarded.

Acting Director Technical Services Dilip Nellikat confirmed there is no further updates other than what has been provided by CEO Robert Jennings.

Mayor Damien Ryan expressed his concern for the maintenance of the bricks in the mall and was under the impression that concrete was to be in replacement of the bricks.

Councillor de Brenni questioned why a design consultation is required for the laying of concrete.

CEO Robert Jennings responded the consultants are working with Council to match the designs drawn already.

15.1.2.4 Councillor de Brenni – Proposed Website Development - Cemeteries

Councillor de Brenni enquired on the proposed development of Council's website to locate the burial site of loved ones within the Alice Springs Cemeteries and if the information would also be available on an app and not just on the Council website.

Councillor Cocking advised that the first step is for the database to be searchable on the website then it can be developed further.

Discussion ensued.

CEO Robert Jennings advised Acting Director Technical Services Dilip Nellikat will provide a report to the new Council.

15.1.2.5 Mayor Damien Ryan – Item 30.1 - Dog Attack

*(Item transferred from Confidential Agenda Item 28.1.2.1)*

Mayor Damien Ryan enquired if the recommendation regarding this matter from 13 July Ordinary Council Meeting can be released out of confidential:

- A. That Council requires the dogs at Lot 7835 Lillecrapp Road be declared under the Alice Springs Town Council Animal Bylaws.**
- B. That this recommendation be released out of confidential on the completion of the above.**

**CARRIED (21789)**

CEO Robert Jennings confirmed that the recommendation can be moved to open.

15.2 CORPORATE SERVICES

Nil

15.3 COMMUNITY DEVELOPMENT

15.3.1 UNCONFIRMED Minutes – Seniors Coordinating Committee – 21 July 2021

Moved – Councillor de Brenni

Seconded – Councillor Auricht

**That the minutes of the Seniors Coordinating Committee Meeting held on 21 July, 2021 be received and noted.**

CARRIED (21829)

Mayor Damien Ryan thanked Councillor de Brenni for chairing the Seniors Coordinating Committee Meetings during his term.

15.4 TECHNICAL SERVICES

15.4.1 UNCONFIRMED Minutes – Sports Facilities Advisory Committee – 29 July 2021

Moved – Councillor Cocking

Seconded – Deputy Mayor Price

**That the minutes of the Sports Facilities Advisory Committee Meeting held on 29 July, 2021 be received and noted.**

CARRIED (21830)

Councillor Cocking noted for the 14<sup>th</sup> Council to ensure early on that the Alice Springs Sports Facilities Masterplan is circulated to all Elected Members.

Mayor Damien Ryan confirmed training will occur for every Elected Member on the 14<sup>th</sup> Council, and Committees themselves will know the uptake.

Recommendations of Sports Facilities Advisory Committee - 29 July 2021

15.4.2.1 Oval Closure Notification Process

Moved – Councillor Melky

Seconded – Councillor Paterson

**That SFAC recommends to reinstate a consultative process with the sports association before decisions are made to close the facilities.**

DEFERRED

Councillor Cocking noted the action to reinstate a consultative process with the sports association in relation to the new oval closures and enquired if it has been integrated into processes yet. Acting Director Technical Services Dilip Nellikat confirmed the process of closure will be looked at and Council will find a way to work with other stakeholders.

Councillor Melky requested the Oval Closure Notification Process resolution be deferred for the 14th Council to decide.

Mayor Damien Ryan thanked Councillor de Brenni and Councillor Cocking for their acting roles as Chair of the Sports Facilities Advisory Committee.

15.4.3 UNCONFIRMED Minutes – Development Committee – 3 August 2021

Moved – Councillor Auricht

Seconded – Councillor Cocking

**That the minutes of the Development Committee Meeting held on 3 August, 2021 be received and noted.**

CARRIED (21831)

Mayor Damien Ryan thanked Councillor Auricht for chairing the Development Committee Meeting during his term and also members for their work on each Development Committee Meeting.

15.4.4 CONFIDENTIAL Heavy Plant and Equipment Report

Report No. 418 / 21 cncl

*(Item transferred from Confidential Agenda Item 28.4.1)*

Moved – Councillor Melky

Seconded – Councillor de Brenni

**That this report be noted.**

CARRIED (21837)

CEO Robert Jennings put forward the following action:

**Review the procurement policy early in the incoming term of the 14<sup>th</sup> Council inclusive of ensuring greater local content, a review of the tender rating system and ensuring that local maintenance providers have the ability to supply Plant and Equipment.**

16 QUESTIONS WITHOUT NOTICE

16.1 Councillor Melky – Chamber of Commerce Meet the Minister - Business and Anti-Social Behaviour Working Group Meeting

Councillor Melky enquired as to whether the Mayor of Alice Springs received an invitation to attend the Chamber of Commerce and meet with the Deputy Chief Minister and Minister for Police, the Hon Nicole Manison MLA.

Mayor Damien Ryan advised that after accepting the invitation he was disinvented by the Chamber of Commerce due to a lack of space and the Chamber prioritising the attendance of local business representatives.

This decision by the Chamber of Commerce was seen as disappointing by the Mayor and Elected Members.

16.2 Councillor Cocking – 2021/22 Financial Year Rates Notice Issues

*(Item transferred from Confidential Agenda Item 29.3)*

Councillor Cocking enquired as to why a pamphlet on Gamba Grass weed management was included in the 2021/22 Financial Year Rates Notice.

Mayor Damien Ryan advised that the pamphlet was intended for two northern Councils and was included in our rates notice in error by the postal service. Council's Media Unit will be advising the public on social media of the error.

Mayor Damien Ryan also mentioned the incorrect due date for the second instalment of rates was printed on the notice. This will be corrected by the printing company and a new rates notice will be issued.

Councillor de Brenni suggested including a message in the new rates notice on the pensioner concessions and the process for pensioners to claim the concession on their rates.

Mayor Damien Ryan advised that residents will need to hold onto their original rates notices as the Regional Waste Management vouchers will not be issued on the reprinted notice.

17 GENERAL BUSINESS

17.1 Councillor de Brenni

Councillor de Brenni thanked the 13<sup>th</sup> Alice Springs Town Council for the last four years as Councillor and the organisation for the last six years and wished everyone the best.

18 MATTERS FOR MEDIA ATTENTION

Media matters will be covered via the media attendance at this meeting.

10 -- CNCL 24/08/2021

19 NEXT MEETING

**Wednesday 29 September 2021 at 5.30pm**

20 ADJOURNMENT OF OPEN MEETING

Mayor Damien Ryan declared the meeting adjourned at **6.04pm**

Moved – Councillor Melky

Seconded – Councillor Auricht

**The Council stands adjourned and resumes in the Confidential Section.**

CARRIED (21832)

Confirmed on \_\_\_\_\_

CHAIRPERSON \_\_\_\_\_

Date \_\_\_\_\_

**REPORT**

Report No. 12/21cncl

**TO: ORDINARY COUNCIL – WEDNESDAY 29<sup>TH</sup> SEPTEMBER 2021****SUBJECT: MAYOR'S REPORT (MAYOR RYAN)**

---

**1. MEETINGS AND APPOINTMENTS**

- 1.1. Shaun Cusack, Clontarf Foundation
- 1.2. Sean Holden, LGANT CEO
- 1.3. Heritage Council meeting
- 1.4. Danny Brennan – Tailormade Tours
- 1.5. Tourism Central Australia Board meeting
- 1.6. Assistant Minister for Waste Reduction and Environmental Management the Hon Trevor Evans MP
- 1.7. Tour of RWMF with The Hon Trevor Evans MP
- 1.8. Tourism Central Australia Board meeting
- 1.9. Funeral for Mrs Weir
- 1.10. MLA for Barkly, Steve Edgington
- 1.11. Barkly Regional Council meeting
- 1.12. Hamilton Downs Youth Camp meeting
- 1.13. Tourism Central Australia – Barkly Tourism Action Group
- 1.14. Senator Sam McMahon re. Federal tourism assistance
- 1.15. Regional Capital Australia zoom conference
- 1.16. Child Friendly Alice

**2. FUNCTIONS ATTENDED**

- 2.1. Territory Day Community Event
- 2.2. Seniors Expo
- 2.3. Alice Springs Town Council Mayoral farewell morning tea
- 2.4. Farewell dinner for the 13<sup>th</sup> Council
- 2.5. Ross Park Primary School 60<sup>th</sup> Birthday
- 2.6. Purple House Social Hub Open Day
- 2.7. World Suicide Prevention Day – Creating Hope Through Action
- 2.8. Desert Mob opening
- 2.9. Onam Celebrations – Alice Springs Malayalee Association
- 2.10. Bush Bands Bash
- 2.11. Declaration of the 14<sup>th</sup> Alice Springs Town Council
- 2.12. Meet the Candidates function for the Barkly Regional Council
- 2.13. Men's Shed

**3. FUNCTIONS PARTICIPATED IN**

- 3.1. Territory Day Community BBQ
- 3.2. Seniors Morning Tea – Old Timers (ARRCS)
- 3.3. Hamilton Downs Youth Camp Open Day
- 3.4. Road Transport Hall of Fame Induction presentation
- 3.5. Literacy Awards presentation

**4. INTERVIEWS / MEDIA COMMITMENTS**

- 4.1. ABC 783 with Stewart Brash
- 4.2. ABC Weekend Breakfast with Joanne Nicholson
- 4.3. 8HA Central Australia Today with Adrian Renzie
- 4.4. 8CCC Radio with Andrew Harrison

**5. CIVIC / MAYORAL RECEPTIONS**

Nil

**6. DUTIES PERFORMED IN THE MAYOR'S ABSENCE**

Nil

**7. ASTC COMMITTEE MEETINGS**

Nil

**RECOMMENDATION**

**That the report be received.**



Damien Ryan  
**MAYOR**

**REPORT**

Report No. 13/21cncl

**TO: ORDINARY COUNCIL – WEDNESDAY 29<sup>TH</sup> SEPTEMBER 2021****SUBJECT: MAYOR'S REPORT (MAYOR PATERSON)**

---

**1. MEETINGS AND APPOINTMENTS**

- 1.1. Meeting with Michael Gunner, Chief Minister of the Northern Territory
- 1.2. Meeting with Alice Springs Town Council CEO, Robert Jennings and Director Sabine Taylor
- 1.3. Joel Morrison NT Cricket CEO
- 1.4. Councillor Liddle
- 1.5. Councillor Coffey
- 1.6. Councillor Hopper
- 1.7. Councillor Bitar
- 1.8. Councillor Melky
- 1.9. Councillor Banks
- 1.10. Councillor Cocking
- 1.11. Councillor Brown
- 1.12. Jeffrey McLaughlin, Mayor Barkly Regional Council
- 1.13. Kon Vatskalis, Lord Mayor Darwin City Council
- 1.14. Mr. Michael Riches NTCAT Commissioner
- 1.15. Brendan Blandford, Executive Director, Department of the Chief Minister and Cabinet
- 1.16. Cliff Weeks, Executive Director of Central Australian Reconstruction Committee
- 1.17. Regional Capitals Australia September Board Meeting
- 1.18. Roundtable business & Industry luncheon with Alice Springs Major Business Group
- 1.19. Two day Elected Member Induction

**2. FUNCTIONS ATTENDED**

- 2.1. Declaration of the Local Government Election results with the NT Electoral Commission

**3. FUNCTIONS PARTICIPATED IN**

- 3.1. Desert Festival opening
- 3.2. Phoney Film Festival presentation at Centralian Middle School
- 3.3. Alice Springs Netball Association Grand Final
- 3.4. Alice Springs Netball Association End of Year Presentation

**4. INTERVIEWS / MEDIA COMMITMENTS**

- 4.1. ABC Alice Springs with Saskia Mabin
- 4.2. CAAMA with Phillipe Perez
- 4.3. ABC Alice Springs with Mitch Abram
- 4.4. ABC Alice Springs with Eliza re. Mayoral Election
- 4.5. Alice Springs News
- 4.6. ABC Alice Spring Dive with Paul Serretore
- 4.7. NT News Lee Robinson
- 4.8. ABC Alice Springs with Eliza re. NTCAT Hearing on the Anzac Oval redevelopment

**5. CIVIC / MAYORAL RECEPTIONS**

- 5.1. Citizenship Day Citizenship Ceremony

**OATH**

NO.	TITLE	FIRSTNAME	LASTNAME	COUNTRY OF ORIGIN
1.	Mrs	Maricar Quitay	Adcock	Philippines
2.	Mrs	Sherin	Antony	India
3.	Miss	Ancina	Jelson Manavalan	India
4.	Miss	Rosian	Jelson Manavalan	India
5.	Master	Thomas	Jelson Manavalan	India
6.	Ms	Yra Mercader	Asinero	Philippines
7.	Mr	Lezster Dalaguit	De la Pena	Philippines
8.	Mr	Jessie Mar de Leon	Avendano	Philippines
9.	Mrs	Prabjeet Kaur	Brar	India
10.	Mrs	Ravinderjeet Kaur	Brar	India
11.	Mr	Binu	Chandran Pillai	India
12.	Master	Dhruv	Binu Nair	India
13.	Mrs	Yu-an	Chu	Taiwan
14.	Mrs	Saleshni	Devi	Fiji
15.	Mr	Ronit Rohit	Prasad	Fiji
16.	Miss	Shanaya	Prasad	Fiji
17.	Mr	Clarence de Leon	Eugenio	Philippines
18.	Mrs	Christine	Foni	Uganda
19.	Ms	Nyarai	Gahani	Zimbabwe
20.	Miss	Shanique Vimbashe	Gahani	Zimbabwe
21.	Master	Vince Tadiwanashe Shaman	Gahani	Zimbabwe
22.	Ms	Binimol	Luckose	India
23.	Miss	Lena	Saiju	India
24.	Miss	Nayana	Saiju	Saudi Arabia
25.	Miss	Sandra	Saiju	Saudi Arabia
26.	Mr	Saiju	Philip	India
27.	Mrs	Chinnu	George	India
28.	Mr	Rajesh	Raju	India
29.	Mr		Gurtej Singh	India

**OATH**

NO.	TITLE	FIRSTNAME	LASTNAME	COUNTRY OF ORIGIN
30.	Mrs	Ivy Suarez	Hearn	Philippines
31.	Mrs	Joanne Debra	Hiestand-Reid	New Zealand
32.	Mr	Mohammed Naveed	Hossain	Bangladesh
33.	Mr	Bang Van	Nguyen	Vietnam
34.	Mr	Sheng-Uei	Pan	Taiwan
35.	Miss	Pooja Piyumalie	Rajapaksha Punchinaidanambi	Sri Lanka
36.	Mrs	Fahmin	Redowana	Bangladesh
37.	Mrs	Gayathri	Reji	India
38.	Miss	Ethal	Aneesh	India
39.	Mrs	Julie	Riju	India
40.	Mr	Jewel	Kavungal Riju	India
41.	Miss	Raichal	Kavungal Riju	India
42.	Mr	Thomas Faaolataga	Savaiinaea	New Zealand
43.	Mr	Amit	Sharma	India
44.	Mrs	Lisha	Thomas	India
45.	Miss	Evelyn	Benni	India
46.	Ms	Jackie	Uwera	Rwanda
47.	Mr	Brian	Rabuk	Uganda
48.	Mr	Vijo	Vadakkan Varghese	India
49.	Master	Vinchenz	Vadakkan	India

**AFFIRMATION**

NO.	TITLE	FIRSTNAME	LASTNAME	COUNTRY OF ORIGIN
1.	Mr	Danesh Jamsheed	Antia	India
2.	Mr	Devesh	Bhatnagar	Indonesia
3.	Mr	Frederick Carl	Couldwell	United Kingdom
4.	Ms	Joanne	Green	United Kingdom
5.	Mrs	Tzu-Yun	Huang	Taiwan
6.	Miss	Brittany Marie	Hulbert	United States of America
7.	Mr	William John Whitefoord	Lewis	Sweden
8.	Master	Finn Storm	Lewis	Sweden
9.	Master	Ossian Winter	Lewis	Sweden
10.	Master	Tyko Frost	Lewis	Sweden
11.	Miss	Anne Louise	Leyland	United Kingdom
12.	Mr	Kota	Masuda	Japan
13.	Mrs	Maricel Doctor	Noblefranca	Philippines
14.	Ms	Heidi Jane	Robertshaw	United Kingdom
15.	Mr	Filippo	Rosmann	Italy
16.	Ms	Cassandra Schurman	Wallace	United States of America

**6. DUTIES PERFORMED IN THE MAYOR'S ABSENCE**

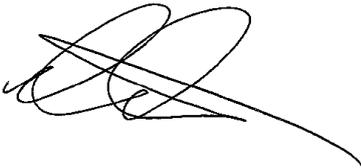
6.1. CARFL Grand Final – Councillor Melky

**7. ASTC COMMITTEE MEETINGS**

7.1. Nil

**RECOMMENDATION**

**That the report be received.**

A handwritten signature in black ink, appearing to be 'Matt Paterson', written in a cursive style.

Matt Paterson  
**MAYOR**

## REPORT

**TO: ORDINARY COUNCIL MEETING – WEDNESDAY 29 SEPTEMBER 2021**

**SUBJECT: FINANCIAL REPORTS FOR THE PERIOD ENDING 31 AUGUST 2021**

**AUTHOR: ACTING FINANCE OFFICER – L SEBASTIANI**

---

This report includes the following financial information for the period ended 31 August 2021;

- Income & Expenditure Statement – Actual v Budget
- Capital Expenditure – Actual v Budget
- Capital Expenditure v Budget – Projects / Items over \$100,000
- Monthly Balance Sheet Report and notes
- Highest 10 Contractor Payments/ Items paid in the month

## **BACKGROUND**

**Table 1. Income & Expense Statement Actual v Budget** reflects how Council's overall income and expenditure is tracking against the budget.

**Table 2 Capital Expenditure Actual v Budget** outlines what Council has spent on capital item purchases and how the capital items were funded.

**Table 3 Capital Expenditure v Budget – Projects/Items over \$100,000** specifies the capital expenditure for items or projects that are in excess of \$100,000.

**Table 4 Balance Sheet (and notes)** outlines what Council owns (assets) and what it owes (liabilities), with the difference (Equity) being Council's net worth.

**Table 5 Highest 10 Contractor Payments/items paid in the month** provides details of the top 10 supplier payments made (excluding payroll), listing who payments were made to and a brief description of the payment.

Further to the review of all policies and reports in alignment with the new Local Government Act and in accordance with Part 2 Division 7 (1) (4) of Local Government (General) Regulations 2021; this report follows the approved format.

Work is underway to provide appropriate strategic quarterly snapshots in format similar to the financial reports of City of Darwin Council.

L Sebastiani  
**ACTING FINANCE OFFICER**

## Certification by the Council CEO

<b>Council Name:</b>	<b>ALICE SPRINGS TOWN COUNCIL</b>
<b>Reporting Period:</b>	31-Aug-21

To the best of the CEO's knowledge, information and belief:  
Per Regulation 17 (5) (a) (ii): the council's financial report best reflects the financial affairs of the council.

**CEO Signed**



**Date**

29 September, 2021

*Note: If the CEO cannot provide this certification then written reasons are required for not providing the certification.*

**Table 1. Income and Expense Statement – Actual v Budget**

<b>INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING 31 August 2021</b>	<b>YTD Actuals \$</b>	<b>YTD Budget \$</b>	<b>YTD Variance \$</b>	<b>Approved Annual Budget \$</b>
<b>OPERATING INCOME</b>				
Rates	23,307,367	23,349,701	● (42,334)	23,349,701
Statutory Charges	4,007,608	4,003,175	● 4,433	4,003,175
User Fees and Charges	857,164	821,376	● 35,788	4,930,855
Operating Grants and Subsidies	1,271,109	1,176,876	● 94,233	2,167,500
Interest / Investment Income	41,437	50,834	● (9,397)	305,000
Other Income	131,259	28,170	● 103,089	663,984
<b>TOTAL INCOME</b>	<b>29,615,944</b>	<b>29,430,132</b>	<b>185,812</b>	<b>35,420,215</b>
<b>OPERATING EXPENSES</b>				
Employee Expenses	2,755,794	3,402,893	● 647,099	20,399,388
Materials and Contracts	1,041,723	1,584,578	● 542,855	9,422,767
Elected Member Allowances			-	
Elected Member Expenses			-	
Council Committee & LA Allowances			-	
Council Committee & LA Expenses			-	
Depreciation, Amortisation and Impairment	1,583,333	1,583,333	-	9,500,000
Interest Expenses			-	
Other Expenses	1,455,869	1,514,106	● 58,237	5,225,060
<b>TOTAL EXPENSES</b>	<b>6,836,719</b>	<b>8,084,910</b>	<b>1,248,192</b>	<b>44,547,215</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>22,779,225</b>	<b>21,345,222</b>	<b>1,434,003</b>	<b>(9,127,000)</b>
Capital Grants Income	0	0	0	0
<b>SURPLUS / DEFICIT</b>	<b>22,779,225</b>	<b>21,345,222</b>	<b>1,434,003</b>	<b>(9,127,000)</b>
Capital Expenses	332,925	392,586	● (59,661)	3,820,500
Borrowing Repayments (Principal Only)			-	
Transfer to Reserves	0	0	-	0
Less Non-Cash Income			-	
Add Back Non-Cash Expenses	1,583,333	1,583,333	0	9,500,000
<b>NET SURPLUS / DEFICIT</b>	<b>24,029,633</b>	<b>22,535,969</b>	<b>1,493,664</b>	<b>(3,447,500)</b>
Prior Year Carry Forward Tied Funding			0	
Other Inflow of Funds			0	
Transfers from Reserves	2,265,282	1,473,666	(791,616)	3,447,500
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>2,265,282</b>	<b>1,473,666</b>	<b>(791,616)</b>	<b>3,447,500</b>
<b>NET OPERATING POSITION</b>	<b>26,294,915</b>	<b>24,009,635</b>	<b>2,285,280</b>	<b>0</b>

**Reasons for the variation between Year to Date (YTD) actual performance and YTD budget**

Capital expenditure is \$59,661 less than anticipated for the period, transfers from reserves are higher than anticipated for the period and rates invoicing is slightly behind budget for the period.

The financial statements have not yet been finalised for the year ended 30 June 2021 therefore the accounts may be subject to change.

The Asset Management Plan and Long Term Financial Plan is in the process of review with contractors and will be provided once finalised

**Table 2. Capital Expenditure – Actual v Budget**

CAPITAL EXPENDITURE FOR THE PERIOD 31 AUGUST 2021	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Budget \$
Land and Buildings	27,349	215,000	(187,651)	215,000
Infrastructure (including roads, footpaths, park furniture)	199,261	1,505,500	(1,306,239)	1,505,500
Plant and Machinery		1,825,000	(1,825,000)	1,825,000
Fleet			0	
Other	106,315	275,000	(168,685)	275,000
<b>TOTAL CAPITAL EXPENDITURE*</b>	<b>332,925</b>	<b>3,820,500</b>	<b>(3,487,575)</b>	<b>3,820,500</b>
<i>* Total must equal Capital Expenses amount in the Income and Expenditure Statement</i>				
<b>Total capital expenditure funded by:</b>				
Operating income (amount allocated to fund capital items)				
Capital Grants	116,301	1,882,171	(1,765,870)	
Transfers from Reserves (by Council resolution)	216,624	22,258,448	(22,041,824)	
Borrowings				
Sale of Assets (including trade-ins)			0	
Other Funding			0	
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>332,925</b>	<b>24,140,619</b>	<b>(23,807,694)</b>	<b>0</b>

**Table 3. Capital Expenditure v Budget – Projects / Items over \$150,000**

Class of Assets	By Project / Asset Item	Prior Year Actuals \$ (A)	YTD Actuals \$ (B)	YTD Budget \$ (C)	Annual Budget \$ (D)	YTD Variance \$ (E = B-C)	Total Cost to Date \$ (F = A+B)
Infrastructure						0	0
Building						0	0
						0	0
Plant and Machinery						0	0
Plant and Machinery						0	0
	<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Items to note in relation to significant variance between actual and budgeted expenditure or significant delays on the project status

- None

**Table 4. Monthly Balance Sheet Report**

<b>BALANCE SHEET AS AT 31 AUGUST 2021</b>	<b>YTD Actuals \$</b>	<b>Note Reference</b>
<b>ASSETS</b>		
Cash at Bank	40,927,043	(1)
Accounts Receivable	25,103,722	
Trade Debtors	578,099	(2)
Rates & Charges Debtors	24,292,195	
Other Items/Tax	233,427	(3)
Other Current Assets		
Inventories	275,511	
Prepayments	0	
<b>TOTAL CURRENT ASSETS</b>	<b>66,306,276</b>	
Non-Current Financial Assets		
Property, Plant and Equipment	296,269,026	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>296,269,026</b>	
<b>TOTAL ASSETS</b>	<b>362,575,303</b>	
<b>LIABILITIES</b>		
Accounts Payable	265,163	(4)
ATO & Payroll Liabilities		(5)
Current Provisions	2,252,139	
Accruals		
Other Current Liabilities	199,646	
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,716,948</b>	
Non-Current Provisions	3,524,233	
Other Non-Current Liabilities	0	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>3,524,233</b>	
<b>TOTAL LIABILITIES</b>	<b>6,241,181</b>	
<b>NET ASSETS</b>	<b>356,334,122</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	290,887,886	
Reserves	24,140,619	(6)
Accumulated Surplus	41,305,617	
<b>TOTAL EQUITY</b>	<b>356,334,122</b>	

## NOTES TO BALANCE SHEET

### Note 1. Details of Cash and Investments Held

Term deposit investment totals \$31,319,369 and are with major banks with A-1+ and A-2 ratings. Trust funds held total \$199,646 and are included in other current liabilities

### Note 2. Statement on Debts Owed to Council (Accounts Receivable)

Council can select timing of age of debtor →	1 – 30 Days	31 – 60 Days	>60 Days	
Trade Debtors	388,476	277,856	270,569	936,900
Less Provision for Doubtful Debts			-358,801	-358,801
				578,099

### Note 3. Other Items/Tax

Aug-21

GST Refund due from ATO for July and August BAS	231,545
Accounts Payable GST Uninvoiced Control	2,087
Staff Uniform clearing	-205
Total	233,427

### Note 4. Statement on Debts Owed by Council (Accounts Payable)

Council can select timing of age of creditor →	1 – 30 Days	31 – 60 Days	>60 Days
Trade Creditors	265,163	\$	\$
Other Creditors	\$	\$	\$

### Note 5. Statement on Australian Tax Office (ATO) and Payroll Obligations

The GST and PAYG Withholding tax obligations were paid by the due date. All FBT obligations have been paid to date. All superannuation obligations have been paid to date. All insurance premiums, including Work Health and Directors and Office Holders' cover, have been paid to date.

### Note 6. Tied and Untied Funds

Cash Investments Held	31,319,369
	31,319,369
Less: Liabilities	
Current Liabilities	(2,716,948)
Non Current Liabilities	(3,524,233)
	(6,241,181)
Less: Cash Restricted Reserves	(24,140,619)
Less: Grant Funding Received for Specific Projects	0
<b>UNTIED FUNDS</b>	<b>937,569</b>

The financial statements have not yet been finalised for the year ended 30 June 2021 therefore the accounts may be subject to change.

The Asset Management Plan and Long Term Financial Plan is in the process of review with contractors and will be provided once finalised

**Table 5. Highest 10 Contractor Payments/ Items paid in the month**

The table is to include top 10 payments to contractors made in the month (excluding taxes and employment related costs such as superannuation) distinguishing between payments to a local Territory enterprise or industry; and interstate / overseas supplier.

Supplier Name	Council Project Title <i>(optional)</i>	Territory enterprise or industry supplier \$	Interstate / overseas enterprise or industry supplier \$
AON Risk Services Aust	Insurance		\$845,566
Blueprint Constructions	Todd Mall Entrance Sign	\$100,647	
Cleanaway Limited	Materials & Contracts	\$47,876	
Iltja Ntjarra Aboriginal Corp	Materials & Contracts	\$37,947	
Outback Highway Dev Council	Memberships	\$27,500	
Sitech Construction Sys	Materials & Contracts	\$19,229	
Fibrelogue	Materials & Contracts	\$16,500	
Hastings Deering	Materials & Contracts	\$25,282	
Rowland Engineering	Materials & Contracts	\$22,922	
Other creditors		\$955,830	
<b>TOTAL</b>		<b>\$1,253,733</b>	<b>845,566</b>
			<b>2,099,299</b>

**Table 6. Member and CEO Credit Card Transactions in the month**

Where a council credit card has been issued to a member and/or the CEO a list, per cardholder, of all credit card transactions in the months is to be published including any arrangements a member or CEO has to repay council for a transaction made in the reporting period.

**Cardholder: Scott Allen**

Transactions for Month	Amount	Council Expense	Personal Expense	Repayment Arrangements
Card fee	\$ 9.00	\$ 9.00		
<b>TOTAL</b>			<b>\$0</b>	<b>0</b>

**Cardholder: Robert Jennings**

Transactions for Month	Amount	Council Expense	Personal Expense	Repayment Arrangements
Kmart	\$ 24.00	\$ 24.00		
Kmart	\$ 59.00	\$ 59.00		
Kmart	\$ 57.50	\$ 57.50		
Kmart	\$ 68.00	\$ 68.00		
Kmart	\$ 15.50	\$ 15.50		
Complete Home Décor	\$ 37.46	\$ 37.46		
Kmart	\$ 30.75	\$ 30.75		
Mad Harry's	\$ 24.75	\$ 24.75		
Mad Harry's	\$ 99.00	\$ 99.00		
Kmart	\$ 40.00	\$ 40.00		
Kmart	\$ 42.15	\$ 42.15		
Woolworths	\$ 15.00	\$ 15.00		
TNT Express	\$ 235.50	\$ 235.50		
Woolworths	\$ 10.00	\$ 10.00		
Card Fee	\$ 9.00	\$ 9.00		
<b>TOTAL</b>	<b>\$ 767.61</b>	<b>\$ 767.61</b>	<b>\$0</b>	<b>0</b>

**Cardholder: Damien Ryan**

Transactions for Month	Amount	Council Expense	Personal Expense	Repayment Arrangements
Alice Springs Airport	\$ 5.00	\$ 5.00		
Supercheap Auto	\$ 33.98	\$ 33.98		
Circum Wash Mentone	\$ 17.00	\$ 17.00		
Red Kangaroo Books	\$ 30.00	\$ 30.00		
Red Kangaroo Books	\$ 56.00	\$ 56.00		
Phone A Flower	\$ 165.00	\$ 165.00		
Alice Springs Airport	\$ 5.00	\$ 5.00		
Tech Life Group	\$ 29.00	\$ 29.00		
Card Fee	\$ 9.00	\$ 9.00		
<b>TOTAL</b>	<b>\$ 349.98</b>	<b>\$ 349.98</b>	<b>\$0</b>	<b>0</b>

**Cardholder: Teresa Brodrick**

Transactions for Month	Amount	Council Expense	Personal Expense	Repayment Arrangements
News Limited	\$ 40.00	\$ 40.00		
News Limited	\$ 28.00	\$ 28.00		
Fairfax Subscriptions	\$ 631.14	\$ 631.14		
Facebk	\$ 52.91	\$ 52.91		
Amazon Web Service	\$ 1.10	\$ 1.10		
Dept Health	\$ 60.00	\$ 60.00		
Phone a Flower	\$ 104.90	\$ 104.90		
Licensing NT	\$ 25.00	\$ 25.00		
National Library Aust	\$ 52.00	\$ 52.00		
NT Lands Information	\$ 3,078.00	\$ 3,078.00		
Aqagroup Pty Ltd	\$ 149.00	\$ 149.00		
Facebk	\$ 45.28	\$ 45.28		
News Limited	\$ 40.00	\$ 40.00		
News Limited	\$ 28.00	\$ 28.00		
Dropbox	\$ 99.00	\$ 99.00		
Djiliwa Group	\$ 159.00	\$ 159.00		
Mailchimp	\$ 123.17	\$ 123.17		
Card fee	\$ 9.00	\$ 9.00		
<b>TOTAL</b>	<b>\$ 4,725.50</b>	<b>\$ 4,725.50</b>	<b>\$0</b>	<b>0</b>

**REPORT**

Report No. 5 / 21cncl

**TO: ORDINARY COUNCIL – WEDNESDAY 29 SEPTEMBER 2021**

**SUBJECT CHIEF EXECUTIVE OFFICERS REPORT**

**AUTHOR: ROBERT JENNINGS – CHIEF EXECUTIVE OFFICER**

---

**1. NTCAT Hearing**

The CEO attended the NTCAT Anzac Oval Hearing: Minister for Infrastructure, Planning and Logistics v Alice Springs Town Council. The public record indicates the President's decision that further consultation is required. The following statement was released by Alice Springs Town Council:

*Alice Springs Town Council acknowledges and accepts the ruling of the Northern Territory Civil and Administrative Tribunal today.*

*Council is pleased NTCAT have listened to our evidence and deemed the community consultation between the Northern Territory Government and Traditional Owners as insufficient.*

*Council now encourages the Minister to acknowledge today's ruling and seek more appropriate and genuine consultation with Traditional Owners and Council.*

**2. Workforce Attraction Strategy Meeting #2**

The second Workforce Attraction Strategy Meeting was held at Alice Springs Town Council with:

- Brendan Blandford – Regional Executive Director, Central Australia Regional Network Group, Department of the Chief Minister and Cabinet
- Rae Finlay – Regional Manager, Central Australia Business and Workforce, Department of Industry, Tourism and Trade
- Sheralee Taylor – General Manager, Central Australian Aboriginal Congress Aboriginal Corporation
- Anthony Geppa – Senior Media Officer
- Emma Murray – Media Officer
- Sivan Debeljakovic – Marketing Coordinator
- Nicole Johannsen – Marketing Officer

The intent of the project is to support the attraction of staff across all industries in Alice Springs. The project has been generously supported by NT Government and is being run by Alice Springs Town Council Officers with the support of key stakeholders. The group are now moving from the ideas and data collection stage into the planning of deliverables.

### **3. Senate Rural and Regional Affairs and Transport References Committee**

The CEO participated in the Senate Rural and Regional Affairs and Transport References Committee – Future of Australia’s Aviation Sector, post COVID-19 Public Hearing. Attendance was via teleconference.

Senators took a keen interest in a number of topics related to Alice Springs, including the social and economic impacts of flight prices and regularity, the industries associated with the airport and COVID event impacts. Alice Springs Town Council had previously made a written submission to the Committee.

### **4. Protect Alice MoU Signing Promotion**

Alice Springs Town Council Officers met with Melinda Fleming – CEO, Victims of Crime NT and Hannah Finbow – Executive Officer, Neighbourhood Watch NT regarding the Protect Alice MoU.

This Elected Member inspired project has now taken shape in the form of safety support for our community through the partnership with recognised entities like Neighbourhood Watch NT and Victims of Crime that have put together a program of events and support. A television campaign involving NT Police and others will broadcast the offerings.

### **5. MEETINGS ATTENDED**

The following meetings were attended by the CEO as well as other officers (not an exclusive list):

- Sabine Taylor - Director Corporate Services, Dilip Nellikat - Acting Director Technical Services, Alice Springs Town Council and Steven Brouwer, Red Centre Properties – shade structure and revitalisation discussions for northern end of Todd Mall
- Stephen Blackadder – Managing Director, Blackadder Associates – Discuss Elected Member Induction
- Grandmother’s Group and Sabine Taylor - Director Corporate Services, Alice Springs Town Council
- Sarah Fairhead - Executive Director Southern Region, Darren Willis – Regional Director Infrastructure, Department of Infrastructure, Planning and Logistics, Brendan Blandford – Regional Executive Director, Central Australia Regional Network Group, Department of the Chief Minister and Cabinet and Bachrach Naumburger Group representatives
- Carolina Silva – Account Manager and Digital Communications, and Liberty Bridgeman – Account Manager, Campaign Edge Sprout regarding the progress of the CARGO project
- Alice Springs Water Allocation Plan Review Meeting with Amy Dysart – Director, Water Research Australia
- Morris Stuart – Festival Director, Desert Song Festival regarding potential accommodation in the old TCA building

- Kaitlyn Weekes – Acting Manager Developments/Project Administration Officer, Alice Springs Town Council and Skate Park Working Group
- Traditional Owner Community Support Patrol Completion Luncheon
- Farewell Morning Tea for Mayor Ryan
- Regular catch-ups with Mayor Ryan
- Commander Craig Laidler – Commander Southern Command, Remote and Regional Operations, NT Police, Sabine Taylor - Director Corporate Services, Alice Springs Town Council and others – discussions on NT Police and Youth
- ABC Interview with Justin Fenwick onsite at the Skate Park
- 13<sup>th</sup> Alice Springs Town Council Farewell BBQ Dinner
- Peter Renehan – CEO, Centre for Appropriate Technology, Ashley Renehan and David Stuart – Strategic Planning Meeting
- My Home My Town Community Safety Campaign Filming for Neighbourhood Watch NT
- Alice Partnership Meeting with Jody Nobbs – Superintendent, NT Police and Sabine Taylor – Director Corporate Services, Alice Springs Town Council
- The Hon Trevor Evans MP - Assistant Minister for Waste Reduction and Environmental Management – Network Luncheon
- NT Planning Commission September Meeting
- Dunja Pollard – CEO, Stephen Vlahovic – General Manager, Power and Water Corporation, Sabine Taylor - Director Corporate Services, Dilip Nellikat - Acting Director Technical Services, Alice Springs Town Council – Discussions relating to Street Lighting
- Cliff Weeks – Executive Director, Department of the Chief Minister and Cabinet and Sabine Taylor - Director Corporate Services, Alice Springs Town Council
- Roundtable Business and Industry Luncheon: Alice Springs Major Business Group hosted by the Department of Industry, Tourism and Trade, Board of Management
- Declaration of Local Government Election Result
- 14<sup>th</sup> Alice Springs Town Council Meet and Greet
- Martin Redhead – Director, Business Innovation, Department of Industry, Tourism and Trade – Youth Incubator Discussions
- Tourism NT Board Meeting
- Linda Fazldeen AM – Director – Discussion on the role of NT Government and defence support
- Australia Day Citizenship Ceremony
- Patrick Gregory – Senior Director, Library and Archives NT, Territory Families, Housing and Communities and Sabine Taylor - Director Corporate Services, Alice Springs Town Council
- Brendan Blandford – Regional Executive Director, Central Australia Regional Network Group, Department of the Chief Minister and Cabinet – Discussions on CBD Revitalisation projects
- Early Bird Draw – Rates 2021/2022
- Video conference with Maree De Lacey – Executive Director, Department of the Chief Minister and Cabinet, other CEO's, Territory Families, Housing and Communities and Chief Minister and Cabinet's Local Government Unit – Discussions on Community Housing Providers and Rates
- Two day induction with Elected Members of the 14<sup>th</sup> Council
- Jeff MacLeod – CEO, MacDonnell Regional Council, Michael Riches – NT Independent Commissioner Against Corruption and Matthew Grant – Deputy CEO, Office of the Independent Commissioner Against Corruption (NT)

## 6. **COMMUNICATIONS UNIT**

### **September 2021 – Media Office:**

Current community messaging being actively promoted by Council's Media and Communications Office through a number of methods including social media, liaising with local media, collateral and other promotional opportunities.

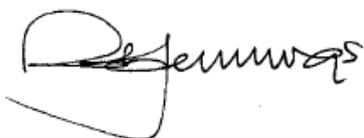
- Liaising with all media in regards to Local Government Elections
- Distributing media information in regard to Council's Citizenship Day Ceremony
- Interview with ABC in regards to the Skate Park progress
- Council Connects planning for content growth
- Development of Council Connects content
- Filming of Protect Alice program collateral
- Declaration/media release of 14<sup>th</sup> Alice Springs Town Council

### **September 2021 – Marketing Office:**

Council's Marketing Unit, servicing the organisation's internal business units and facilities by providing corporate branding, campaigns, advertising, design and marketing collateral.

- Council Connects – ongoing content creation, design & production (September edition released)
- Advertising – artwork preparation and booking placements of legislated advertising
- Marketing of various items across Council's social media platforms, such as:
  - ASALC summer hours
  - ASALC temporary road closure due to RCN
  - ASALC aqua classes cancelled
  - Skate Park works
  - ASPL feedback survey
  - ASPL Book Sale as part of the Garage Sale Trail (November)
  - Water Safety Awareness Week (multiple events)
- October School Holiday Program – suite of posters for multiple events
- Preparation of Council Connects OCTOBER edition
- ASALC Membership – correcting errors in form
- Public Library – 40<sup>th</sup> Birthday Book in production
- ASTC Annual Report – preparation of layout
- Public Art Map – production completed
- ASALC LTS Open Day – preparation of marketing collateral
- ASPL renovations – preparation of communications re: closure
- Amendments to ASTC Fees & Charges

**IT IS RECOMMENDED that this report be received and noted.**



Robert Jennings

**CHIEF EXECUTIVE OFFICER**

*Attachment A: Resignation Letter from Outgoing Mayor Damien Ryan*

*Attachment B: Acknowledgement of Resignation Letter to Damien Ryan*

*Attachment C: Council Open Resolutions Tracking Spreadsheet*



## Office of the Mayor

13 September, 2021

Mr Robert Jennings  
CEO  
Alice Springs Town Council  
93 Todd Street  
ALICE SPRINGS NT 0870

Good morning Robert

I advise of my resignation as the Mayor of the Alice Springs Town Council as at midnight on 14 September 2021.

I express my gratitude and thanks to you, your team and elected members of the 13<sup>th</sup> Alice Springs Town Council for the rewarding and enriching experience I have gained while working with you all for the past 13.5 years.

I extend my sincere best wishes to the entire team at the Alice Springs Town Council as they continue to deliver through innovative leadership and good governance, provide and advocate services to meet the present and changing needs of the Alice Springs community.

Kind regards



Damien Ryan

Alice Springs Town Council  
ABN 45 863 481 471  
93 Todd St, Alice Springs  
Northern Territory 0870

P. (08) 8950 0500  
F. (08) 8953 0558  
E. [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au)  
PO Box 1071, Alice Springs, NT 0871



[alicesprings.nt.gov.au](http://alicesprings.nt.gov.au)



## Office of the Chief Executive

20 September, 2021

Damien Ryan  
151 Cromwell Drive  
ALICE SPRINGS NT 0870

Dear Damien,

### **RESIGNATION AS MAYOR**

Further to your notification of resignation dated 13<sup>th</sup> September, 2021, on behalf of all staff and our community since the time you commenced on the 20th March 2008 as Mayor, we thank you for your commitment and advocacy for Alice Springs. During this time, you have overseen the terms of three Councils – the 11th, 12th and 13th Councils.

You have been a Mayor who has been keen for action, and to celebrate this “doing” nature, we have identified a list of key projects that you have driven that have and will continue to benefit the community over many years to come.

There have been many key infrastructure projects:

- Todd Mall revitalisation
- Garden Cemetery chapel
- Anzac Centenary memorial

Projects associated with sports and recreation:

- Netball stadium
- Albrecht oval carpark & grandstand
- ASALC Splashpad & stage 2 upgrade
- \$6.2 sporting upgrades

Council events and community support:

- Expansion of night markets and ASTC community events
- School bursary program
- Development of first art and cultural plan plus public art master plan circa 2015/2016

Alice Springs Town Council  
ABN 45 863 481 471  
93 Todd St, Alice Springs  
Northern Territory 0870

P. (08) 8950 0526  
F. (08) 8953 0558  
E. [rjennings@astc.nt.gov.au](mailto:rjennings@astc.nt.gov.au)  
PO Box 1071, Alice Springs, NT 0871

[alicesprings.nt.gov.au](http://alicesprings.nt.gov.au)

## Office of the Chief Executive

Your passion for sustainability projects has shone through:

- Solar installations above the Civic Centre roof to power the Public Library, above the Civic Centre car park, at the Rediscovery Centre, and at the Aquatic and Leisure Centre. Alice Springs becoming a Solar City
- The Glass Crusher
- The Cash for containers program (which kick started an NT wide program)
- ASTC's first Climate Action Plan
- Upgrade of the RWMF. Including the expansion of recycling efforts to landfill (compared to what was before, to now – cardboard, fluorescent tubes, coffee pods, cans, bottles etc) and composting trial.

We know the one you are particularly proud of is the 2,616 citizenships that you officiated.

Most importantly, you will be well remembered for all these accomplishments in the inclusive and evolving storyline of Alice Springs/ Mbantua, that started many tens of thousands of years ago, that you joined in 1955 and is joined today by those people you welcomed in citizenship ceremonies and these very projects will be enjoyed by people to come for decades to come.

We wish you, Joanne, Lisa-Marie, Claire and Cecile the most fantastic future whatever road you take.

Yours sincerely,



Matt Paterson  
**MAYOR**



Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

## ASTC Resolutions - OPEN

Powered by  **monday.com**  
Click here to start your free trial

## October 2019

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
28/10/19	Ordinary	6876	13.2.7	<p>Volunteer Resource Centre (Agenda Item 9.6) Report No. 185/ccs (MCCD)</p> <p>This report investigates Council financing a trial pop-up Volunteer Resource Centre in collaboration with Volunteering SA&amp;NT.</p> <p>Moved - Councillor Cocking Seconded - Councillor de Brenni</p>	That Council develop a business case for supporting a long-term sustainable development of Volunteering in Alice Springs.	20641	Kate Walsh	In progress	New funding guidelines were released. Meeting with Vol NT 20/5 and on 6/7 to discuss funding opportunities

## April 2020

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
27/04/20	Ordinary	23	13.2.3	<p>Library Strategic Review (Agenda Item 9.2) Report No. 70/20cd (MLS) Moved - Councillor Cocking Seconded - Councillor Satour</p>	<p>A.The Library Strategic Review Report and Library Strategic Plan 2020-2024 be received and noted.</p> <p>B.As a part of Council Master Plan deliverables, the development of a design brief for a new or significantly upgraded Public Library facility be considered for prioritisation in the FY2020/21 Budget for \$100,000 and be Complete by June 2021.</p> <p>C.Infrastructure and building maintenance identified in the Library Strategic Plan 2020-2024 for a combined cost of \$205,000 be carried out at the earliest possible opportunity in FY2020/21.</p> <p>D.Regular updates on progress against the Library Strategic Plan 2020-2024 be provided through the Library monthly report.</p>	20905	Sabine Taylor	In progress	<p>A. Complete - Strategic Review and community consultation</p> <p>B. In Progress - Library Extension brief drafted by Director CDU and currently establishing a Library Extension Working Group to progress the concept design.</p> <p>C. Works planned for completion by end March 2021, in time for Easter School Holidays.</p> <p>D. In progress - next report being presented to Council on 28/1/21</p>
27/04/20	Ordinary	4677	13.3.12	<p>Cemeteries Advisory Committee - Impact of COVID-19 on Funeral Attendance (Agenda Item 10.3.1) Moved - Councillor Melky Seconded - Councillor Auricht</p>	That Council Officers spend up to \$20,000 including GST from the Cemeteries budget (42) for live streaming in the Chapel to allow the public to access funerals remotely due to the impact of COVID-19.	20925	Sabine Taylor	In progress	<p>Equipment has been purchased for livestreaming awaiting a contractor to install and appropriately integrate with current technology systems. Anticipated implementation date end of February 21.</p> <p>The contractor is just waiting on a few items of equipment to arrive. Still on track to have it set up by the end of Feb, but testing will be extremely thorough, so am anticipating a mid-March start date to actually have the service offered to patrons.</p>

## July 2020

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
27/07/20	Ordinary	4719	13.3.7	<p>Action Items - Acting Director Technical Services (Agenda Item 10.1.1) Moved – Councillor Melky Seconded – Deputy Mayor Paterson</p>	That Council Officers investigate the design, cost and rebuilding of shade structures on the outdoor netball courts	21095	Dilip Nellikat	In progress	<p>Estimated prices for shade re-installation complete. To be presented and discussed at SFAC. Awaiting response from NTG regarding approval for shade structures to be constructed.</p> <p>Infrastructure waiting for grant funding update.</p>

27/07/20	Ordinary	4722	13.3.10	Tucker Park (Agenda Item 10.2.1) Moved – Councillor Melky Seconded – Deputy Mayor Paterson	That proposed plans for both stage 1 (\$80,600) and stage 2 (\$38,480) of Tucker Park be endorsed and plans proceed and be funded from the Parks & Playgrounds Reserve Budget.	21098	Dilip Nellikat	In progress	All works Complete except playground installation, waiting for Depot to install playground equipment.  UPDATE 16/08/2021: Tender awarded to Sno's Welding who are onsite installing works. To be completed in 2 weeks.
27/07/20	Ordinary	4723	13.3.11	Oleander Park (Agenda Item 10.2.2) Moved – Councillor Melky Seconded – Deputy Mayor Paterson	That proposed plans for both stage 1 (\$57,560) and stage 2 (\$42,510) of Oleander Park be endorsed and plans proceed and be funded from the Parks & Playgrounds Reserve Budget.	21099	Dilip Nellikat	In progress	All works Complete except playground installation, waiting for Depot to install playground equipment  UPDATE 16/08/2021: Tender awarded to Sno's Welding who are onsite installing works. To be completed in 2 weeks.

August 2020

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
31/08/20	Ordinary	82	13.2.4	Ranger Vehicle Ergonomics (Agenda Item 9.3) Report No. 192/20cd (RU)  This report recommends a mechanical animal lifter to alleviate the work health and safety (WHS) issues to Rangers relating to dog bite and potential musculoskeletal injury when securing uncooperative animals in the vehicle mounted cages.  Moved – Deputy Mayor Cocking Seconded – Councillor Price	That Council approves the replacement of the current animal management service cages on the Ranger vehicles with ergonomically approved mechanical animal lifting devices.	21146	Sabine Taylor	In progress	In regular contact with CJM attachments. Working through the required attachments for the K-Cube.

October 2020

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
13/10/20	TS Ordinary		17.1	Councillor Satour – Torres Strait Islander Flag on Anzac Hill Discussion was had around raising the Torres Strait Island flag on Anzac Hill, and the options of doing so in line with the Flag Protocol. Moved – Councillor Satour Second – Councillor de Brenni	That Alice Springs Town Council proceeds with installation of a fourth flag pole on Anzac Hill to display the Torres Strait Islander flag.	21244	Dilip Nellikat	In progress	Flag poles to be installed, awaiting arrival of flag poles, project to go out to tender.  UPDATE: Determining funding for installation.
13/10/20	TS Ordinary		13.3	Animated Signs Visible from Roads within Alice Springs Municipality Report 227 / 20 cncl (MI)  This report is to provide Usage of flashing lights or flashing lights in an animated sign including variable message boards visible from roads within Alice Springs Municipality.  Moved - Councillor de Brenni Second – Councillor Cocking	That Council review the Erection of Signs Policy	21231	Stephen Baloban	In progress	Report to be presented at the next Council Meeting

November 2020

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
10/11/20	Ordinary		12.8	Risk Management and Audit Committee Interview Panel Report 237 / 20 cncl (R&CO) This report provides recommendations, subject to approval of the revised Terms of Reference also presented at this meeting, for Council to establish an interview panel as part of the Expression of Interest process to appoint new independent external members for the Risk Management and Audit Committee.	It is recommended that Council A. Establish an interview panel, consisting of three (3) members, who will review nominations and interview for the positions of Independent Chairperson and Independent Member of the Risk Management and Audit Committee. B. Appoint the following individuals as members of the Risk Management and Audit Committee interview panel: • Councillor Melky • CEO • Director Corporate Services.	21295	Sabine Taylor	In progress	18.03.21 - A second round of EOIs is underway to after an unsuccessful first round.  17/02/2021 - Draft advertisement for a Chair and 1 external member is under review. An interim Chair will be selected as per report going to 9 March Ordinary Council Meeting.  Interim Chair selected for upcoming RMAC meeting
10/11/20	Ordinary		13.2.2	Electric Scoreboards - Anzac Oval (Agenda Item 3.2.4)	1. That Council approve the purchase and installation of a replacement scoreboard at Anzac Oval at a cost of \$50k from the SFAC budget on the condition that NT Sport and Recreation agree to relocate the scoreboard if the acquisition of Anzac Oval occurs, and 2. That any agreement about the relocation of the scoreboard is to the CEO's satisfaction.	21303	Takudzwa Charlie	In progress	Scoreboard has arrived, installation to be Complete. 3 to 4 weeks till completion
10/11/20	Ordinary		13.2.4	Anzac Oval Lighting (Agenda Item 3.2.5)	That Council goes out to tender for the LED lighting upgrade at Anzac Oval, to be funded from the SFAC budget	21305	Takudzwa Charlie	In progress	Anzac Oval Lighting Upgrade tender is closed. Tender assessed. Council Report - Tuesday 11 May 2021. Condition to be added to the land handover agreement if NTG acquire Lot 678
24/11/20	Ordinary		14.3.6(2)	Funding Application for Community Events and Festivals (Agenda Item 6.3) Moved – Councillor Satour Seconded – Councillor Cocking	That Council raise the impact of COVID-19 and the changed funding environment for community events with the relevant NT Ministers	21340	Sabine Taylor	In progress	November TEP meeting requested that this topic be put on the agenda for the next meeting (February). This has been added to the agenda.

December 2020

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
08/12/20	Ordinary		14.4.12	Cromwell Drive Road Repair Tender - 2020-10ST Assessment Report No 266 / 20 cncl (SPO) Item transferred from Confidential Agenda Item 27.4.4  This report is to update Council in regards to the tender assessment for the repair of Cromwell Drive from Lines Court to 200m past Lines Court due to water damage.  Moved – Councillor Paterson Seconded – Councillor Cocking	That the Tender contract 2020-10ST be awarded to MPH Construction for the sum of \$896,000 inc GST 2. That the Tender contracts be signed under Council seal; and 3. That the decision be moved out of Confidential.	21409	Matt Raymond	In progress	Tender awarded. Residents notified by letter on 3 February 2021 and Community notified via Social Media. These works will be performed in a staged process with traffic open to one lane only at a time. The works are scheduled to commence on Monday, 15 February 2021 for approximately 20 weeks to completion.

April 2021

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
13/04/21	Ordinary		14.1	Local Government Elections - 28 August 2021 Report No. 346 / 21 cncl  Moved – Councillor Auricht Seconded – Councillor Paterson	A. That this report be received and noted regarding key election dates and the caretaker period. B. That funding for the 2021 Local Government Elections will come from the Election Reserves budget of \$348,380, and that payment to NTEC will be made over two financial years (FY 2021 and FY 2022).	21599	Sabine Taylor	In progress	

13/04/21	Ordinary		14.2	Jim McConville Oval - Proposed Sport Field Lighting Report No. 344 / 21 cncl Moved – Councillor Price Seconded – Councillor Melky	That Council engage a consultant with an allocation of \$40,000.00 from reserves based on the public consultation undertaken to prepare detailed designs, specifications, and scope of works for the proposed sporting lights at Jim McConville Oval.	21600	Dilip Nellikat	In progress	Infrastructure Department to engage contractor to design sports field lights
13/04/21	Ordinary		14.5	Illegal Dumping (Agenda Item 3.1) Moved – Councillor Melky Seconded – Councillor de Brenni	That Council invite NT Government to partner in developing a pilot strategy for the management of illegal waste in the Alice Springs area.	21603	Dilip Nellikat	In progress	Meeting with relevant stakeholders to be coordinated. Meeting was coordinated. Sarah Fairhead cancelled meeting and advised that NTG was developing a Terms of Reference for the working group

May 2021

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
11/05/21	Ordinary		13.1	Technical Services Report to Council Report No. 358 / 21 cncl Moved – Councillor Melky Seconded – Deputy Mayor Price	That the Technical Services Report to Council be received and noted	21645	Dilip Nellikat	In progress	A question was raised in regards to the development of the sustainability policy. The Director of Technical Services took the question on notice.  UPDATE: This will be created in tandem with the new CAP
11/05/21	Ordinary		13.3.1	Madigan Park (Agenda Item 6.3) Moved – Councillor Paterson Seconded – Councillor Melky	That Council proceed with the project to develop half of Madigan Park, with an emphasis on Councils policy towards affordable housing.	21649	Dilip Nellikat	In progress	Infrastructure Unit to progress with development concepts for affordable housing model
11/05/21	Ordinary		13.4.2	Live Communication Channel (Agenda Item 6.7.2 (2)) Moved – Councillor de Brenni Seconded – Councillor Melky	That the live communication channel be open for an initial review and feedback by the Albrecht Oval Management Group at the next meeting	21652	Dilip Nellikat	In progress	Waiting for IT to complete link
25/05/21	Ordinary		17.1	Notice of Motion Moved – Councillor de Brenni Seconded – Councillor Melky	That Council Officers work with the Skate Park Users Working Group to expediate interim and long-term solutions that meet user and expectations with urgency.	21682	Kaitlyn Weekes	In progress	Council officers have been proactive in meeting with the Skate park users to explore and action an interim solution consistent with user groups request, while also focussing on a long term solution.
25/05/21	Ordinary		17.2	Notice of Motion Moved – Councillor Cocking Seconded – Councillor de Brenni	That Council Officers establish a Skate Park Working Group	21683	Kaitlyn Weekes	In progress	Council officers have met with the Skate park users and are in the process of forming a working group.
25/05/21	Ordinary		15.3.1.1	Parks Artwork EOI (Agenda Item 4.8) Moved – Deputy Mayor Price Seconded – Councillor Melky	That the EOI submission from J9 Stanton be accepted to develop the concept proposal from the Parks artwork.	21675	Kate Walsh	In progress	To present to 14th Council

June 2021

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
08/06/21	Ordinary		13.3	Traditional Owner Community Safety Patrol Pilot Program Report 384/21 cncl Resolution transferred from Confidential (agenda item 27.4) Moved – Councillor de Brenni Second – Councillor Melky	That Council approve the Traditional Owner Community Support Patrol Program to continue until 27 July 2021.	21718	Sabine Taylor	In progress	
08/06/21	Ordinary		14.1	UNCONFIRMED Minutes – Seniors Coordinating Committee - 21 April 2021 Moved – Councillor de Brenni Seconded – Councillor Melky	That the minutes from the Seniors Coordinating Committee meeting held on the 21 February 2021 be received.	21700	Sabine Taylor	In progress	Discussion ensued regarding the Library consultation. A survey was open to the public with the results presented to Elected Members when available.
08/06/21	Ordinary		14.4.1.2	Burial details - Page Development (Agenda Item 5.1.2) Moved – Councillor de Brenni Seconded – Councillor Melky	That Council approve the development of a searchable burial details database online with mapping and GPS capability to be integrated appropriately through Council's website.	21704	Dilip Nellikat	In progress	Due to the difference sets of data Registry is creating a central location for the new data. Once Complete, database will be on the website.

08/06/21	Ordinary		14.4.1.3	Outdoor TV Screens - Garden Cemetery Chapel (Agenda Item 5.3) Moved – Councillor Banks Seconded – Mayor Ryan	That Council purchase two large television screens and appropriate trolleys for the use at large funeral services to the value of \$12,000.	21705	Dilip Nellikat	In progress	Council Officers and Officers onsite the cemetery have highlighted issues with the OHS implications of having heavy outdoor TV units on stands, unsecured on wheels and requiring additional supervision. Officers will explore other options, potentially engaging an audio visual establishment who can provide this service and set up for larger funerals if required, on an as needs basis. This is a solution that will eliminate risks and unnecessary expenditure. While a Council resolution exists to purchase these screens this resolution is worth re-considering to allow best use of money and Council resources.
08/06/21	Ordinary		14.4.1.4	Alice Springs Garden Cemetery - Niche Wall (Agenda Item 5.5) Moved – Councillor Melky Seconded – Councillor de Brenni	That a project in regard to the design and construction of a Niche Wall at the Alice Springs Garden Cemetery be developed as a shovel ready project.	21706	Dilip Nellikat	In progress	21 additional spaces identified at the current Niche Wall. Funds still to be identified for a new Niche Wall.
08/06/21	Ordinary		14.5	Todd Mall Revitalisation Project Report 379/21 cnd Item transferred from Confidential (Agenda item 28.1) Moved – Mayor Ryan Second – Councillor de Brenni	1.That Council approve officers to proceed with the urban planning objectives associated with stage one of the Todd Mall revitalisation project and, 2.The project be funded through the Local Roads and Community Infrastructure Grant Agreement.	21721	Dilip Nellikat	In progress	- Tender opened for the install of Moth Shade Structures, closes on the 8th July - 3 furniture designers have been tasked to design a concept for the - ASTC specific seat, these will be presented on the 22nd July -Quotes for the pavers in the Todd Mall are due early/mid next week
08/06/21	Ordinary		16.2	Councillor Banks – Kwatja Play Park Moved – Councillor Banks Second – Councillor Melky	That Alice Springs Town Council convenes a meeting with the Chief Minister Department to formalise a joint position on the \$4M project funding towards the Kwaja play park.	21708	Robert Jennings	In progress	Invitation has been sent to CM&C.Meeting planned for September 2021.
08/06/21	Ordinary		16.4	Councillor Melky – Tourism, Events and Promotions funds Moved – Councillor de Brenni Second – Councillor Melky	That the \$12263.20 for the Tourism, Events and Promotions advisory Committee for the purpose of Bannerconda flags be reserved until authorised by Council.	21709	Deborah Chapa	In progress	
22/06/21	Ordinary		13.1	Deputy Mayor Price - Youth Apprenticeship Program Proposal  I, Deputy Mayor Jacinta Nampijinpa Price hereby give notice of my intention to move the following motion:  MOTION: That the 13th Alice Springs Town Council broaden our existing Apprentice & Training Program by: 1. Developing the Youth Apprenticeship Proposal in partnership with key stakeholders. 2. Pursue the Federal Governments support for funding toward the YAP through the Australian Economic Recovery Plan. 3. Endeavour to provide alternative pathways to incarceration by providing training and apprenticeship opportunities to youth who are likely to benefit from such prospects.  Moved - Deputy Mayor Price Seconded - Councillor de Brenni		21729	Sabine Taylor	In progress	

22/06/21	Ordinary		14.1.1.2	Councillor Melky proposed the below recommendation.  That Council in October of 2021 on the final assessment of the Council surplus/deficit that any surplus identified in the positive from the 2020/21 financial year is to be considered for allocation back to the reserves.  Moved – Councillor Melky Seconded – Councillor Banks		21733	Deborah Chapa	In progress	
22/06/21	Ordinary		15.2.1	Rates Declaration 2021/22 Report No. 391 / 21 cncl  Moved – Councillor de Brenni Seconded – Councillor Cocking	1. To note the Chief Executive Officer's Certificate of Assessment in accordance with section 24(1) of the Local Government (Accounting) Regulations 2008, and;  2. To approve the Alice Springs Town Council declaration of rates and charges for the financial year ending 30 June 2022 as per section 155(1) of the Local Government Act 2008.	21735	Deborah Chapa	In progress	
22/06/21	Ordinary		15.2.2	Adoption of Municipal Plan 2021/22 and Annual Budget Report No. 392 / 21 cncl  Moved – Councillor Auricht Seconded – Deputy Mayor Price	1. Council adopt the Alice Springs Town Council Municipal Plan 2021/22 as per section 24(1) of the Local Government Act 2008, and  2. Council adopt the Annual Budget 2021/22 as per section 128(1) of the Local Government Act 2008, and  3. Council resolved to approve the Elected Member allowances in accordance with section 71(2) of the Local Government Act 2008.	21736	Deborah Chapa	In progress	

July 2021

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
27/07/21	Ordinary		15.2.2	Cemeteries Advisory Committee – Terms of Reference Report No. 410 / 21 cncl  Moved – Councillor Cocking Seconded – Councillor Auricht	That Council endorse the attached Terms of Reference (Attachment B) that include a position for the two local funeral service providers in Central Australia: •Centre Funeral Services, and •Desert Funerals Limited	21800	Dilip Nellikatt	In progress	Terms of Reference updated with resolution number to reflect Council decision and recorded in Content Manager. To be circulated to the Committee.
27/07/21	Ordinary		15.3.1.1	Many Hands Ilitja Ntjarra Steel Works Report No. 408 / 21 cncl  Moved – Councillor Banks Seconded – Councillor Melky	A.That Council approves the purchase of the five (5) steels works from Ilitja Ntjarra Aboriginal Corporation. B.That Council allocates funding from the CBD Revitalisation reserve of \$37,947 for the five artworks. C.That Council approves the installation of these works along the Todd River Corridor for \$20,000 from the CBD Revitalisation reserve.	21801	Kate Walsh	In progress	PO with Sabine for signature Emailed FO@astc for the \$20k for installation
27/07/21	Ordinary		15.4.4.2	Tucker Park  Moved – Councillor Paterson Seconded – Councillor Melky	That Council demolish the existing footpath at Tucker Park and re-surface the path with concrete.	21810	Dilip Nellikatt	In progress	Demolishing existing footpath today 16/08/2021.
27/07/21	Ordinary		15.4.4.3	Davidson Street – Old East Side Planting  Moved – Councillor Paterson Seconded – Councillor Melky	That Council support the request from Alice Springs Landcare Inc. to install a memorial garden at Davidson Street and that Council provide financial support of up to \$2,000.00	21811	Dilip Nellikatt	In progress	Ongoing discussions with Landcare.
27/07/21	Ordinary		15.4.4.4	Neat Streets request for park bench at Maynard Park  Moved – Councillor Paterson Seconded – Councillor Melky	That Council install a park bench at Maynard Park.	21812	Dilip Nellikatt	In progress	Kaitlyn - Gaining 3 quotes

13/07/21	Ordinary		13.5	Rough Sleeper Program Report No. 398/ 21 cncd  Moved – Councillor Paterson Seconded – Councillor Cocking	A.That the program continues for the 16-week trial, with progressive report halfway. B.That a report be presented to Council that identifies a future plan beyond 16 weeks and to include costings. C.That a review of the Rough Sleeper Program be undertaken at the conclusion of the trial with the recommendation that the Rough Sleeper program is combined with Traditional Owners Community Patrol.	21767	Sabine Taylor	In progress	This Program is on pause due to operational constraints in the Ranger Unit.
13/07/21	Ordinary		13.8	Recommendations of Tourism, Events and Promotions Committee – 17 June 2021  Bannerconda Update (Agenda Item 4.2)  Moved – Councillor de Brenni Seconded – Councillor Paterson	That Council invest the remaining Tourism, Events and Promotions Committee budget of \$5,000 to the Bannerconda system in the financial year 2021/22.	21770	Sabine Taylor	In progress	Carry forward submitted by Kate Walsh
13/07/21	Ordinary		13.8.3	Sponsorship Application – Volunteer of the Year Awards (Agenda Item 6.2)  Moved – Councillor de Brenni Seconded – Councillor Paterson	That Council support the application from Volunteering SA & NT Inc to the value of \$2,000 towards the NT Volunteer of the Year Awards to be held from 9 November 2021.	21772	Sabine Taylor	In progress	Paperwork with Sabine - Waiting of direction re GST
13/07/21	Ordinary		13.10	Recommendations of Alice Springs Aquatic and Leisure Centre Committee – 22 June 2021  Closure of the 50m Pool Over the Winter Season (Agenda Item 6.5)  Moved – Councillor DM Price Seconded – Councillor Paterson	A. That the 50-metre pool continue to remain open during the winter season for 2021. B. That Council officers present to Council a plan for closing the 50m pool next year prior to the winter season.	21776	Sabine Taylor	In progress	
13/07/21	Ordinary		13.12	Recommendations of Public Art Advisory Committee – 23 June 2021  PAAC Budget (Agenda Item 4.2)  Moved – Councillor de Brenni Seconded – Councillor Banks	That the amount of \$18,749.88 from financial year 2020/21 PAAC budget is committed to the commissioned artwork for Art in Parks.	21778	Sabine Taylor	In progress	Carry forward submitted by Kate Walsh

August 2021

Date	Meeting	Committee Meeting Resolution No.	Agenda Item Number	Agenda Item Description	Resolution	Ordinary Meeting Resolution No.	Assigned to	Status	Comments
24/08/21	Ordinary		15.4.2.1	Oval Closure Notification Process  Moved – Councillor Melky Seconded – Councillor Paterson	That SFAC recommends to reinstate a consultative process with the sports association before decisions are made to close the facilities.	Deferred	Dilip Nellikatt	In progress	Councillor Cocking noted the action to reinstate a consultative process with the sports association in relation to the new oval closures and enquired if it has been integrated into processes yet.  Acting Director Technical Services Dilip Nellikatt confirmed the process of closure will be looked at and Council will find a way to work with other stakeholders.  Councillor Melky requested the Oval Closure Notification Process resolution be deferred for the 14th Council to decide.
24/08/21	Ordinary		15.4.4	CONFIDENTIAL Heavy Plant and Equipment Report Report No. 418 / 21 cncd  (Item transferred from Confidential Agenda Item 28.4.1)  Moved – Councillor Melky Seconded – Councillor de Brenni	That this report be noted.	21837	Dilip Nellikatt	In progress	CEO Robert Jennings put forward the following action:  Review the procurement policy early in the incoming term of the 14th Council inclusive of ensuring greater local content, a review of the tender rating system and ensuring that local maintenance providers have the ability to supply Plant and Equipment.

**REPORT**

Report No. 2 / 21 cncl

**TO: ORDINARY COUNCIL MEETING - WEDNESDAY 29 SEPTEMBER 2021**

**SUBJECT: MAYOR'S CASTING VOTE**

**AUTHOR: ROBERT JENNINGS - CHIEF EXECUTIVE OFFICER**

---

**EXECUTIVE SUMMARY**

If minded to allow the Mayor to exercise a second of casting vote on any question arising for decision before a meeting of Council in the event that there is an equality of votes, this Council must in this meeting adopt by resolution a policy to this effect.

**IT IS RECOMMENDED**

**A. That this Council adopts the policy that the Mayor may exercise a second or casting vote on any question arising for decision before a meeting of Council in the event that there is an equality of votes on the question.**

or

**B. That this report only be noted (i.e. not adopt the Mayor's casting vote).**

**REPORT****1. BACKGROUND**

Section 95(6) of the *Local Government Act 2019* permits the Mayor to exercise a second or casting vote on any question arising for decision before a meeting of Council in the event that there is an equality of votes (including the first or deliberative vote of the Mayor).

However, as per Section 95(6)(a) of the *Local Government Act 2019* this may only happen where there is a policy of Council to the effect established by resolution passed at the first meeting of Council held after a general election.

**2. DISCUSSION**

The 11<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> Council adopted such a policy.

Section 95(6)(b) of the *Local Government Act 2019* states that once adopted, the policy cannot be altered or revoked during the term of the Council.

And as per Section 95(6)(c) of the *Local Government Act 2019* the policy lapses at the conclusion of the next general election. Accordingly, the Mayor may not exercise a casting vote on the question to adopt the policy.

If minded to adopt such a policy, this Council must this meeting adopt by resolution a policy in the following terms:

*That this Council adopts the policy that the Mayor may exercise a second or casting vote on any question arising for decision before a meeting of Council in the event that there is an equality of votes on the question.*

3. **ATTACHMENT**

*Attachment A – Mayor’s Casting Vote - Draft*

A handwritten signature in black ink, appearing to read "Robert Jennings". The signature is written in a cursive style with a large, looped initial "R".

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**



# Casting Vote Policy

Council Policy

Policy Name	Casting Vote Policy		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Director Corporate Services		
Decision Number	[Decision Number]	Approval Date	[Approval Date]
Records Number	Add number here	Next Review Date	[Review Date]

## 1 Purpose

The purpose of this policy is to allow the chairperson of a council meeting to cast a second vote (casting vote) on a question arising for decision at a council meeting in the event of an equality of votes.

This policy applies only to Council *ordinary* and *special* meetings as defined in section 95 of the *Local Government Act 2019*.

## 2 Definitions

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

Term	Definition
Chairperson	Per section 95(1) of the Act: (a) if the Mayor is present – the Mayor; or (b) if the Mayor is not present but the Deputy Mayor is present – the Deputy Mayor; or (c) if neither the Mayor nor the Deputy Mayor is present but an acting Mayor is present – the acting Mayor; or (d) if neither the Mayor nor the Deputy Mayor is present and there is no acting Mayor or the acting Mayor is not present – a member chosen, by resolution, by the members present at the meeting to chair the meeting.

## 3 Policy Statement

### 3.1 Chairperson has a casting vote

If there is an equality of votes on a question arising for decision at a council meeting, the chairperson has a casting vote.

### 3.2 Use of casting vote

A casting vote is to be exercised by the chairperson when there are equal votes on a question arising for decision at a council meeting. During such an occurrence, the casting vote will determine the vote. The chairperson must exercise the casting vote either in favour or against the motion.

If there are unequal votes, the chairperson cannot exercise a casting vote.

# Casting Vote Policy

Council Policy



## 4 Related Documents

*Local Government Act 2019*

## 5 Version History

Version	Date	Action/Description of changes made	By
1.0		New policy	Corporate Services

## 6 Communication and Training

Will this policy be communicated through internal communications?	<b>Yes</b>
Where will this policy be available?	Website
Will training needs arise from this policy? If yes, who will be responsible.	Director Corporate Services

**REPORT**

Report No. 16/21 cncI

**TO: ORDINARY MEETING – TUESDAY 29 SEPTEMBER 2021**

**SUBJECT: COUNCIL MEETINGS STRUCTURE**

**AUTHOR: CHIEF EXECUTIVE OFFICER – ROBERT JENNINGS**

---

**EXECUTIVE SUMMARY**

This report serves as a continuation of the ongoing work being conducted to provide an updated Council meeting structure, in response to safety concerns from those in attendance, as well as to provide for better efficiency and effectiveness in the conduct of Council business.

Through continued discussion, ideas have been incorporated into the recommendations proposed, and further information has been provided as part of this report, to assist with informed decision making.

**IT IS RECOMMENDED**

- A. Cease conducting twice a month Ordinary Meetings of Council, and adopt once a month Ordinary Meeting of Council on the fourth Tuesday of each month**

**Option 1: with a 9.30am start and no later than 2.15pm finish.**

**or**

**Option 2: with a 3.00pm start and no later than 7.30pm finish.**

- B. That Council begin this updated structure and reporting cycle as of 26 October 2021.**

**REPORT**

**1. BACKGROUND**

Previous reporting has been completed relating to the subject of how Council conducts its meetings. This has been done in response to concerns of safety, as well as a need to improve the efficiency of Council business.

Elected Members have previously provided feedback to such reporting, and this feedback has helped shape the recommendations of this report.

## 2. **DISCUSSION**

The relationship between meeting frequency and performance has been well researched and documented, with a direct relationship often reported between the two. The content of the agenda and reporting also play a role in this relationship.

It is important to strike the right balance, with advice from governance entities such as the Australian Institute of Company Directors (AICD) and Effective Governance who note the following:

1. Hold as many meetings as is required to conduct the business of the Council or Board.
2. Quarterly meetings held as a minimum
3. 'Too frequent' meetings result in micromanagement and ineffectiveness

In addition to Ordinary meetings, there will be workshops as required to hold focussed discussion around specific matters such as the Municipal Plan and budget. These are not regular, and only held when necessary to increase the effectiveness of Ordinary meetings and to support appropriate decision-making.

### **Proposed New Format**

#### Ordinary Meetings

The Council Ordinary meeting will take place on the fourth Tuesday of each month, and align with all requirements of the *Local Government Act 2019, Alice Springs (Council Meetings and Procedures) By-Laws 1987*, and the applicable Regulations. This meeting must be open to the public, except for discussion of business determined to be confidential as per the Act and Regulations.

There are two options with regard to the start time of the Ordinary Council Meeting.

1. The Council Forum will commence at 9.30am and will run until 11.00am. This is followed by a 15-minute tea break.

The Ordinary Council meeting itself will have a start time of 11.15am and will run until 12.30pm. This is followed by a 45-minute lunch break.

The Confidential Ordinary Council meeting start after the lunch break at 1.15pm and will run for one hour until 2.15pm.

The main benefit of the Council meeting being scheduled during workhours is that it ensures that relevant Council officers are available and allows the current usual public attendees to attend.

2. The Council Forum will commence at 3pm and will run until 4.45pm. This is followed by a 45-minute dinner break.

The Ordinary Council meeting itself will have a start time of 5:30pm, this will allow members of the public ample time to get to a meeting after the completion of the working day. These meetings will have a set completion time of no later than 7:30pm, to ensure Council Officers and Elected Members are not

excessively fatigued following the meeting, while allowing all strategic considerations to be met.

Reports from each directorate will still be provided every twelve weeks. Such a structure will allow each directorate ample time to ensure thorough reporting takes place, without the current pressures presented by the very short reporting timeframe. The only exception to this will be finance reports, which will be provided each month. This monthly reporting is to ensure compliance with section 11 of the *Local Government (Accounting) Regulations 2008*.

Meeting agendas and papers will be provided three business days prior to meetings, to allow ample reading time for Elected Members.

Nothing in this structure will prevent an urgent item being brought to Council from a directorate not reporting on a particular date.

#### Special Meetings

Special meetings will be held as needed, and within the requirements of the legislation.

#### Council Forums

Council forums will be held on a monthly basis, and will place immediately before the Council meeting. Such an arrangement ensures that Council is getting the most value out of the time of its Elected Members, as it removes the need for an extra meeting day. The exact format of the forum will be determined, but will include presentations by invited community groups and internal Council sessions.

### **3. POLICY AND LEGISLATIVE IMPACTS**

The proposed meeting structure conforms to the NT Local Government Act 2019 and the Local Government (General) Regulations 2021.

A more efficient structure will allow for more time spent working towards Council's strategic objectives, as well as compliance against many legislative requirements.

### **4. FINANCIAL IMPACTS**

It has been noted that cost savings are more than likely under the proposed structure, but efficiency and safety are the driving factors of this proposal.

### **5. SOCIAL IMPACTS**

A shorter meeting, with increased decision-making time, is expected to aid in the efficiency of Council business. Further to this, the twelve-week cycle will allow for more resource allocation towards Council's strategic objectives, instead of frequent report writing.

### **6. ENVIRONMENTAL IMPACTS**

NIL

7. **PUBLIC RELATIONS**

The recommendations in this report are not expected to have an adverse impact on public relations. Focused messaging on the benefits of such a structure will assist with concern.

8. **ATTACHMENTS**

Attachment A: Meeting Schedule Options

Robert Jennings  
**CHIEF EXECUTIVE OFFICER**

**ALICE SPRINGS TOWN COUNCIL**  
**2021 ORDINARY COUNCIL MEETINGS AND COUNCIL FORUMS – OPTION ONE**  
**FOR INTERNAL USE ONLY**

Meeting	Meeting Date	Time
<b>Finance &amp; Urgent Reports</b>		
Council Forum (Meeting papers orientation)	<b>29 September 2021</b>	3.00pm – 4.30pm
Dinner – Elected Members & Officers		4.30pm – 5.00pm
Preparation		5.00pm – 5.30pm
Swearing-in Ceremony		5.30pm – 6.30pm
Refreshments to be served		6.30pm – 6.55pm
Ordinary Council – Open & Confidential		7.00pm – 9.00pm
<b>Finance &amp; Corporate Services</b>		
Council Forum	<b>26 October 2021</b>	9.30am – 11.00am
Morning Tea break		11.00am – 11.15am
Ordinary Council - Open		11.15am – 12.30pm
Lunch break		12.30pm – 1.15pm
Ordinary Council - Confidential		1.15pm – 2.15pm
<b>Finance &amp; Technical Services</b>		
Council Forum	<b>23 November 2021</b>	9.30am – 11.00am
Morning Tea break		11.00am – 11.15am
Ordinary Council - Open		11.15am – 12.30pm
Lunch break		12.30pm – 1.15pm
Ordinary Council - Confidential		1.15pm – 2.15pm
<b>Finance &amp; Community Development</b>		
Council Forum	<b>14 December 2021</b>	9.30am – 11.00am
Morning Tea break		11.00am – 11.15am
Ordinary Council - Open		11.15am – 12.30pm
Lunch break		12.30pm – 1.15pm
Ordinary Council - Confidential		1.15pm – 2.15pm

**ALICE SPRINGS TOWN COUNCIL**  
**2021 ORDINARY COUNCIL MEETINGS AND COUNCIL FORUMS – OPTION TWO**  
**FOR INTERNAL USE ONLY**

Meeting	Meeting Date	Time
<b>Finance &amp; Technical Services</b>		
Council Forum (Meeting papers orientation)	<b>29 September 2021</b>	3.00pm – 4.30pm
Dinner – Elected Members & Officers		4.30pm – 5.00pm
Preparation		5.00pm – 5.30pm
Swearing-in Ceremony		5.30pm – 6.30pm
Refreshments to be served		6.30pm – 6.55pm
Ordinary Council – Open and Confidential		7.00pm – 9.00pm
<b>Finance &amp; Corporate Services</b>		
Council Forum	<b>26 October 2021</b>	3.00pm – 4.45pm
Dinner – Elected Members & Officers		4.45pm – 5.30pm
Ordinary Council – Open & Confidential		5.30pm – 7.30pm
<b>Finance &amp; Community Development</b>		
Council Forum	<b>23 November 2021</b>	3.00pm – 4.45pm
Dinner – Elected Members & Officers		4.45pm – 5.30pm
Ordinary Council – Open & Confidential		5.30pm – 7.30pm
<b>Finance &amp; Technical Services</b>		
Council Forum	<b>14 December 2021</b>	3.00pm – 4.45pm
Dinner – Elected Members & Officers		4.45pm – 5.30pm
Ordinary Council – Open & Confidential		5.30pm – 7.30pm

**REPORT**

**TO: ORDINARY MEETING – WEDNESDAY 29 SEPTEMBER 2021**

**SUBJECT: ANNUAL ELECTIONS FOR DEPUTY MAYOR AND ELECTED MEMBER COMMITTEE APPOINTMENTS**

**AUTHOR: DIRECTOR CORPORATE SERVICES - SABINE TAYLOR**

---

**EXECUTIVE SUMMARY**

This report provides the annual process and mechanism for nomination and appointment of the Deputy Mayor, as well as Elected Member appointments Council Advisory Committees and as Council representative on external committees.

**IT IS RECOMMENDED**

- A. That an Elected Member be appointed to be the Deputy Mayor for the year to end August 2022 in accordance with Section 59(2), Section 61(3) and Section 62(2) of the *Local Government Act 2019* and with council policy ‘Appointment of Deputy Mayor’.**
- B. That Elected Members be appointed on Council Advisory Committees and as representatives of Council on external committees for the year to end August 2022, as per the terms outlined in Attachment A and in accordance with council policy ‘Appointment of Representatives to Council Committees’.**

**REPORT**

**1. BACKGROUND**

In accordance with council policy, each year upon expiry of current annual terms, council elect members to the following:

- Pursuant to Section 59(2), Section 61(3) and Section 62(2) of the *Local Government Act 2019*, the position of Deputy Mayor;
- As per the approved Terms of References, positions on Council Advisory Committees;
- Positions on various External Committees as council representatives.

The term of office for all above appointments is for the year to end August 2022 (Attachment B).

**Development Consent Authority**

The revised *Planning Act 1999* took effect on 1 July 2020 and includes changes to the Development Consent Authority nomination requirements. Under section 89(1)(a) &

(b), Council has the ability to fill three local government Council nominated positions on the Authority which include:

- a) two community members nominated by the local authority under section 91;
- b) one alternate community member nominated by the local authority under section 91

Community members may be councillors/aldermen, or members of the public with good standing whom the local authority believe will represent the community. An employee of a local authority is not eligible to be appointed as a community member for that local authority.

Under section 91(2) the number of persons nominated must be one greater than the number of vacancies to be filled. This means that Council will be required to provide four nominations for the Minister's consideration.

If Council fails to nominate the number of persons required, the Minister may then, under section 91(3), appoint any person they consider fit.

#### **Red Hot Arts Central Australia**

Red Hot Arts have one representative nominated by Alice Springs Town Council on their Board under their constitution. While there is no requirement that this person must be an elected member historically it has been. As per their constitution, board member terms as for three years.

#### **Tourism Central Australia**

Council reinstated the Elected Member position on the Tourism Central Australia Board.

#### **Multicultural Society Alice Springs**

The Multicultural Society of Alice Springs requested that an Alice Springs Town Council representative be part of this committee, pending approval at their November AGM.

#### **LGANT Executive**

The Local Government Association of the Northern Territory (LGANT) is calling for nominations for casual vacancies on the LGANT Executive. Currently there are several casual vacancies on the LGANT Executive.

As per the LGANT Constitution 14.12

*If a casual vacancy occurs on the Executive for a person other than the Association President, the Chief Executive Officer shall advise members and invite nominations to be forwarded for consideration at the next Executive Meeting. The Executive shall elect an Executive member to fill the vacancy and the person elected will hold office until the next Annual General Meeting at which an election shall be held. If this election results in a further casual vacancy on the Executive the election for that position will be held.*

For note:

- All current LGANT Executive members who are re-elected at the 2021 Local Government Council Elections remain on the Executive and do not face an election at the November 2021 GM and AGM;
- Those elected at the November AGM to fill the Casual Vacancies will serve for twelve months and be up for re-election along with the continuing Executive members at the November 2022 LGANT Annual General Meeting;
- At the November 2021 LGANT Annual General Meeting we will need to elect a Vice-President Municipals, Board member Municipals and Board member Regional and Shires;
- Municipal councils vote for Municipal positions and Regional and Shires councils vote for Regional and Shires positions;
- To nominate elected members to the LGANT Executive and to vote at the LGANT AGM your council must be a current financial member for 2021/22;
- Nominations must be endorsed by way of resolution at a Council meeting.

## 2. **DISCUSSION**

To start, all positions are declared vacant at the Council Meeting of 29 September 2021.

Officer Notes on each position are indicated in the accompanying table (Attachment A).

### **ELECTING THE DEPUTY MAYOR**

The procedure for electing the Deputy Mayor is provided in council's "Appointment of Deputy Mayor" policy (Attachment C). This policy requires election to occur by secret ballot.

Due to this:

If any member participates in the meeting via Zoom conference, a Zoom poll will be used to receive this member's vote.

If any member participates in the meeting via telephone they are unable to participate in the secret ballot vote.

The procedure for voting the Deputy Mayor is as follows:

1. Nominations are called.
2. If there is more than one nomination:
  - an election shall be held by secret ballot and the Chief Executive Officer shall act as the returning officer.
  - if Zoom participation, the Executive Assistant will set up a Zoom poll to enable members to vote.
3. The Mayor and councillors shall each cast a vote for one candidate only.
4. The candidate with the majority votes shall be declared elected.
5. If two or more candidates receive the same number of votes, the names of those candidates shall be placed in a container and the name drawn first by the Mayor will be elected Deputy Mayor.

### **ELECTING REPRESENTATIVES TO COMMITTEES**

The procedure for electing representatives to external committees is as follows for each committee:

1. Nominations are called
2. Each elected member casts one vote for a nominee per vacancy.
3. Elected members will vote by a show of hands
4. The nominee with the highest number of votes fills that vacancy.
5. Where there is more than one vacancy, another election is held for the next vacancy from the remaining nominees. To avoid doubt, each elected member votes again for their preferred nominee from the remaining nominees.
6. This process continues until all vacancies are filled.

### **3. POLICY AND LEGISLATION**

#### *Local Government Act 2019*

Section 59 (2): In addition to the role of a member mentioned in section 44, the role of the deputy principal member of a council is to carry out any of the principal member's functions when the principal member:

- (a) delegates the functions to the deputy; or
- (b) is absent from official duties because of illness or for some other reason.

Section 61 (3): The council may appoint another one of its members to be the deputy principal member of the council.

Section 62 (2): The deputy principal member is appointed for a term of office ending at the conclusion of the next general election or a lesser term fixed by the council when it makes the appointment.

Relevant Alice Springs Town Council policies:

- Appointment of Deputy Mayor policy
- Appointment of Representatives to Council Committees policy

### **4. FINANCIAL IMPACTS**

As per council policy 'Elected Member Allowances and Expenses', Extra Meeting Allowance may be claimed by elected members for attendance at council advisory, internal consultative committee meetings and other listed meetings for which they have been elected a member. The Mayor and Deputy Mayor are not entitled to this allowance.

Under Ministerial Guideline 2, the Minister provides a maximum annual extra meeting allowance per elected member. For 2021-22 the maximum Extra Meeting Allowance is \$10,508.

**5. ATTACHMENTS**

- A. Table of terms for appointments to each External Committee
- B. Appointment of Deputy Mayor policy
- C. Appointment of Representatives to Council Committees policy
- D. Letter from Hon Eva Lawler MLA to CEO Robert Jennings regarding DCA Nominations

Sabine Taylor

**DIRECTOR CORPORATE SERVICES**

**ASTC Council Committee List**

*The great number of meetings per annum is markedly reducing the capacity of the organisation to function efficiently.*

The following are notes provided for Elected Member consideration:

- A Potential operational meeting that does not meet the Code of Conduct and Local Government Act requirements - advice being sort.*
- B Actuate methods of providing relevant strategic information to Council will be determined.*
- C Officer attendance at this meeting needs to be resolved in line with duty of care requirements.*
- D The operational methodology of this committee has been questioned by auditors and the Department. The committee should not proceed in the current format.*
- E This committee may have opportunity to be combined with another committee with the same purpose.*
- F A statutory committee that must proceed.*
- G The operation of this committee could be rolled into a village consult / greater consultation process within a defined period (eg. 6 – 12 months)*

	Deputy Mayor Position	Council or External Committee	Officer advice								Councillor interest	Elected Member (Incumbent)	Nomination Mover / Seconder	Elected
			To proceed	A	B	C	D	E	F	G				
	Deputy Mayor	Council	✓											
	Directorate Report Chair / Executive Committee	Council or External Committee	To proceed	A	B	C	D	E	F	G	Councillor interest	Elected Member (Incumbent)	Nomination Mover / Seconder	Elected
CS	Corporate Services Quarterly Directorate Report Chair	Council	✓											
TS	Technical Services Quarterly Directorate Report Chair	Council	✓											
CD	Community Development Quarterly Directorate Report Chair	Council	✓											
TS	Development Committee Executive Committee – Mayor and all Councillors (meets every 1st Monday of each month at 12.00om)	Council		✓	✓	✓								

Ordinary Council Meeting - 29 September, 2021 - Report of Officers

	<b>Internal Consultative Committee</b>	<b>Council or External Committee</b>	<b>To proceed</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>Councillor interest</b>	<b>Elected Member (Incumbent)</b>	<b>Nomination Mover / Seconder</b>	<b>Elected</b>
CD	<b>Aquatic and Leisure Centre Committee</b> Mayor, Deputy Mayor and the 3 Directorate Report Chairs (Quarterly meetings – 4 per year)	Council		✓	✓	✓								
CD	<b>Library Consultative Committee</b> TBA	Council		✓	✓	✓								
TS	<b>Regional Waste Management Facility</b> Mayor, Deputy Mayor and the 3 Directorate Report Chairs (Quarterly meetings – 4 per year)	Council		✓	✓	✓								
CS	<b>Risk Management and Audit Committee</b> Mayor, Deputy Mayor and the 3 Directorate Report Chairs (Independent Chair) (Quarterly meetings – 4 per year)	Council	✓			✓			✓				<b>No vote required</b>	<b>No vote required</b>
CS	<b>Administrative Review Committee</b> The 3 Directorate Report Chairs (Mayor and Deputy Mayor do not attend this Committee)	Council	More investigation required for this committee. Consulting the Terms of Reference.											
	<b>Advisory Committee</b>	<b>Council or External Committee</b>	<b>To proceed</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>Councillor interest</b>	<b>Elected Member (Incumbent)</b>	<b>Nomination Mover / Seconder</b>	<b>Elected</b>
CD	<b>Youth Action Group</b> Mayor + 2 Councillors (meets the last Wednesday of each month at 5:30pm)	Council	Committee has previously ceased.											

Ordinary Council Meeting - 29 September, 2021 - Report of Officers

CD	<b>Tourism, Events and Promotions Committee</b> <b>Mayor + 3 Councillors</b> (meets the last Thursday of each month at 4:00pm)	Council	✓			✓												
CD	<b>Public Art Advisory Committee</b> <b>Mayor + 3 Councillors</b> (meets the 1st Wednesday of each month at 1:00pm)	Council				✓				✓								
CD	<b>Seniors Coordinating Committee</b> <b>Mayor + 2 Councillors</b> (meets the 3rd Wednesday of each month at 4:00pm)	Council	✓			✓				✓				A review to enhance the strategic nature of this committee is suggested.				
CD	<b>Australia Day Coordinating Committee</b> <b>Mayor + 2 Councillors</b> (meetings as required)	Council				✓	✓	✓										
CD	<b>Community Grants / Araluen Access Grants Committee</b> (Incorporating Community Computers Program Committee) Mayor + 4 Councillors (meets once a year during Feb/March rounds of grants)	Council				✓	✓	✓										
CD	<b>Access Advisory Committee (AAC)</b> <b>Mayor + 1 Councillor</b> (meets the last Tuesday, every 3 months at 1pm)	Council		✓	✓	✓				✓				Meetings can be held at an operational level with officers until Note G is achieved.				
TS	<b>Sports Facilities Advisory Committee</b> <b>Mayor + 3 Councillors</b> (meets the last Thursday of every second month at 12:15pm)	Council	✓			✓												
TS	<b>Cemeteries Advisory Committee</b> <b>Mayor + 3 Councillors</b> (meets the first Tuesday, every 3 months at 12:30pm)	Council		✓	✓	✓								Meetings can be held at an operational level with officers.				

Ordinary Council Meeting - 29 September, 2021 - Report of Officers

TS	<b>Environment Advisory Committee</b> Mayor + 3 Councillors (meets the first Monday, every 3 months at 4:30pm)	Council	✓		✓													
TS	<b>Parks Coordinating Committee</b> Mayor + 3 Councillors (meet the last Tuesday, every second month at 4:30pm)	Council		✓	✓	✓				✓	Meetings can be held at an operational level with officers until Note G is achieved.							
<b>External Committee</b>												<b>Elected Member (Incumbent)</b>	<b>Nomination Mover / Seconder</b>	<b>Elected</b>				
<b>Required ASTC Representative</b>																		
	<b>Alice Springs Town Council and Tangentyere Council Steering Committee (MoU)</b> Mayor + 3 Councillors (meetings as required)	Council Committee combined with Tangentyere Council	✓															
	<b>Alice Springs Town Council &amp; Lhere Artepe Aboriginal Corporation (LAAC) Partnership Committee (Agreement)</b> Mayor + 3 Councillors (meetings as required)	Council Committee combined with LAAC	✓															
	<b>Outback Highway Development Council Inc (Outback Way)</b> Mayor + 1 Councillor (CEO is alternate) Annual membership AGM October 2020 (Monthly meeting by phone & once a year attendance at AGM)	External	✓															
	<b>LGANT General Representative</b> <b>2 Council Representatives</b> (2 meetings per year) ASTC may remove or appoint at anytime	External	✓							Current: Mayor Ryan and Councillor Cocking								

Ordinary Council Meeting - 29 September, 2021 - Report of Officers

	<b>RedHOT Arts Central Australia Inc.</b> 1 Councillor + alternate nomination 3-year term- due to expire Sept 2020 (Monthly meetings – 3rd Wed of month)	External	✓								Current: Councillor Satour, Councillor Banks (alternate)			
	<b>Tourism Central Australia</b>	External	✓								Current: Mayor Ryan			
	<b>External Committee Other - (Current representatives and terms being reviewed for Elected Members no longer on Council)</b>										<b>Elected Member (Incumbent)</b>	<b>Nomination Mover / Seconder</b>	<b>Elected</b>	
	<b>Alice Springs Art Foundation</b> 1 Council nomination (First Monday of the month at 5:30pm)	External	✓								Current: Councillor de Brenni			
	<b>50+ Community Centre Committee</b> 1 Council Representative (Meets monthly) AGM scheduled Monday 5 October 2020	External	✓								Current: Mayor Ryan			
	<b>Multicultural Society Alice Springs</b>	External	✓								Request for an ASTC Councillor to be on the Committee will be taken to the next AGM in November.			

Ordinary Council Meeting - 29 September, 2021 - Report of Officers

Ministerial Appointed Committee Required ASTC Representative - (Current representatives and terms being reviewed for Elected Members no longer on Council)																	
<b>Development Consent Authority</b> (2-year appointment) 2 ASTC Council Representatives + alternate (meets every 2nd Wednesday each month at 9:00am) Note: Appointed by the Minister for 2-year fixed term until 3rd December 2021.	External	✓												Current: Deputy Mayor Price, Councillor Cocking, Councillor Auricht			
<b>Northern Territory Heritage Council</b> Note: Appointed by the Minister.	External	✓												Current: Mayor Ryan			
<b>Animal Welfare Advisory Committee</b> Note: Appointed by the Minister.	External	✓												Current: Sabine Taylor			



## ELECTED MEMBER POLICY

Title	<b>APPOINTMENT OF DEPUTY MAYOR</b>		
Responsible Director	Director, Corporate and Community Services		
Adoption Date	27/08/2018	Review Date	2022

## 1 Purpose

The purpose of this policy is to define the process and timeline for the appointment of Deputy Mayor.

## 2 Statement of policy

For the purpose of appointing a Deputy Mayor pursuant to Sections 45 and 46 of the Local Government Act, Council shall at its August ordinary meeting in each year, conduct an election for that position for a term of 12 months ending at the August ordinary meeting of the following year.

When there is more than one nomination, election shall be by secret ballot and the Chief Executive Office shall act as Returning Officer.

The election shall be on the basis of the Mayor and Elected Members each casting a vote for one candidate only.

The candidate with the majority of votes cast shall be declared elected.

If two or more candidates receive the same number of votes, the names of those candidates shall be placed in a container and the name drawn first by the Mayor will be elected Deputy Mayor.

## 3 Council policy superseded

This policy supersedes all previous versions of policy 208 Deputy Mayor – Appointment of.



## ELECTED MEMBER POLICY

Title	<b>APPOINTMENT OF REPRESENTATIVES TO COUNCIL COMMITTEES</b>		
Responsible Director	Director, Corporate and Community Services		
Adoption Date	27/08/2018	Review Date	2022

### 1 Purpose

The purpose of this policy is to clearly define the timeline for the appointment of Council representatives to Standing and all Council Committees.

### 2 Statement of policy

Standing and all committee positions shall be declared vacant at Council's ordinary meeting in August of each year.

All such vacancies will be filled by Council at the August ordinary meeting.

At the same meeting, a review of Council representation on outside organisations will be carried out.

### 3 Council policy superseded

This policy supersedes all previous versions of policy 204 Committees – Appointment of and of Council Representatives.



MINISTER FOR INFRASTRUCTURE, PLANNING AND LOGISTICS

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

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5566  
Facsimile: 08 8936 5609

Mr Robert Jennings  
Chief Executive Officer  
Alice Springs Town Council  
ALICE SPRINGS NT 0871

Email: [rjennings@astc.nt.gov.au](mailto:rjennings@astc.nt.gov.au)

Dear Mr  Jennings

I would ordinarily write to the Mayor on this matter, but given the timing of this correspondence so close to the recent local government elections, I determined it more appropriate to write to you in your capacity as Chief Executive Officer, in this instance.

The term of the three current community members (local government council nominated members) on the Alice Springs Division of the Development Consent Authority expires on 3 December 2021.

The two current community members are Councillor Jammie de Brenni and Councillor Jimmy Cocking. The alternate community member position has been vacant since Councillor Cocking resigned from that position to take up a full community member position in February 2021. The alternate community member acts for a community member when they are absent or unable.

In accordance with section 91(2) of the *Planning Act 1999*, the number of persons nominated must be at least one greater than the number of vacancies to be filled. Accordingly, could you please nominate four persons you think suitable to appoint as community members.

You are required to include with your nominations a completed registration form (attached) for each nominee.

Community members may be councillors/aldermen, or members of the public with good standing whom the local authority believe will represent the community. An employee of a local authority is not eligible to be appointed as a community member for that local authority.

Please note that pursuant to section 91(3) of the *Planning Act 1999*, if the local government council fails to nominate the number of persons required, I may appoint any person I consider fit.

Please provide your four nominations and completed registration forms to myself at [minister.lawler@nt.gov.au](mailto:minister.lawler@nt.gov.au) with cc to [development.consentauthority@nt.gov.au](mailto:development.consentauthority@nt.gov.au) by 25 October 2021.

If you have any questions in relation to this correspondence please contact Ms Dawn Parkes, A/Director Development Assessment Services on 08 8999 6048 or [dawn.parkes@nt.gov.au](mailto:dawn.parkes@nt.gov.au)

Yours sincerely

  
EVA LAWLER

- 2 SEP 2021

# Community Member of the Development Consent Authority

Registration Form for each Local Government Council nominee

First Name		
Middle name/s		
Surname		
Contact phone number		
Contact email		
Are you an NTG or Commonwealth employee	Are you an Australian Citizen	Do you present as Aboriginal or Torres Strait islander
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO - Please attach your current working visa	<input type="checkbox"/> NO
Current employment: -		
Qualifications: -		
Please attach to the Council nomination letter and email to <a href="mailto:Minister.lawler@nt.gov.au">Minister.lawler@nt.gov.au</a> with a cc to <a href="mailto:development.consentauthority@nt.gov.au">development.consentauthority@nt.gov.au</a>		

**REPORT**

Report No. 14/21 cncI

**TO: ORDINARY COUNCIL MEETING - WEDNESDAY 29 SEPTEMBER 2021**

**SUBJECT: ELECTED MEMBER POLICIES**

**AUTHOR: DIRECTOR CORPORATE SERVICES - SABINE TAYLOR**

---

**EXECUTIVE SUMMARY**

This report proposes to rescind two Elected Members policies, as well as adopt five new Elected Member policies.

**IT IS RECOMMENDED**

**1. That Council rescind the following Elected Member policies:**

- A. Conflicts Management Policy
- B. Media Relations Policy

**2. That Council adopt the following Elected Member policies:**

- C. Breach of Code of Conduct - Members
- D. Conflict of Interest Policy
- E. Delegations – Policy for Members
- F. Obligations of Council Members
- G. Media Policy

**REPORT**

**1. BACKGROUND**

With the new Local Government Act 2019 coming into effect, a review was undertaken of several Elected Member policies. As a result, two Elected Member policies are being rescinded and five new Elected Member policies are being introduced.

**2. DISCUSSION**

Below is a list of Elected Member policies that are being replaced and need to be rescinded.

<b>Policy</b>	<b>Date Adopted</b>	<b>Reason for Rescission</b>
Conflicts Management Policy	25/05/2020	Replaced by the Breach of Code of Conduct Policy and the Conflict of Interest Policy.

<b>Policy</b>	<b>Date Adopted</b>	<b>Reason for Rescission</b>
Media Relations Policy	30/09/2019	Replaced by the new Media Policy.

Below is a list of new Elected Member policies that are being introduced.

<b>Policy</b>	<b>Comment</b>
Breach of Code of Conduct Policy	This Policy is a legislative requirement, as per Section 121 of the Local Government Act 2019, and must be adopted by the Council by resolution. This Policy, along with the Conflict of Interest Policy, replaces the Conflicts Management Policy.
Conflict of Interest Policy	This Policy, along with the Breach of Code of Conduct Policy, replaces the Conflicts Management Policy.
Delegations - Policy for Members	New policy that sets out the framework for delegating powers, functions and duties vested in the Council and its officers, in accordance with the Local Government Act 2019 (Sections 40, 41 and 168) and the Local Government (General) Regulations 2021 (Sections 6, 19 and 99), which make provision for the delegation of powers and functions from the Council and the CEO.
Obligations of Council Members	New policy to guide Council members in their obligations.
Media Policy	Updated and replaces the current Media Policy.

### **3. POLICY AND LEGISLATIVE IMPACTS**

All new and updated Elected Members policies conform to the NT Local Government Act 2019 and the Local Government (General) Regulations 2021.

### **4. FINANCIAL IMPACTS**

NIL

### **5. SOCIAL IMPACTS**

NIL

### **6. ENVIRONMENTAL IMPACTS**

NIL

**7. PUBLIC RELATIONS**

The new Elected Member policies will give the community assurance that the Elected Members are properly guided by the NT Local Government Act 2019 and the Local Government (General) Regulations 2021.

**8. ATTACHMENTS**

- Attachment A: Conflicts Management Policy
- Attachment B: Media Relations Policy
- Attachment C: Breach of Code of Conduct Policy
- Attachment D: Conflict of Interest Policy
- Attachment E: Delegations - Policy for Members
- Attachment F: Obligations of Council Members
- Attachment G: Media Policy



Sabine Taylor  
**DIRECTOR CORPORATE SERVICES**

# Conflicts Management

Council Policy



Policy Name	Conflicts Management		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Manager Governance		
Decision Number	20976	Approval Date	25/05/2020
Records Number	Add number here	Next Review Date	30/06/2021

## 1 Purpose

The purpose of this policy is to set out a framework to guide Alice Springs Town Council (ASTC) to ensure that any actual, potential or perceived conflicts of interest and conflicts of duties are appropriately identified, considered and managed.

The prudent management of conflicts will ensure the duties to, and the interests of, the community of ASTC are not adversely affected by a conflict. It will also assist ASTC in:

- compliance with regulatory obligations in relation to the management of conflicts;
- promoting integrity and quality of its services;
- improving its relationship with community, businesses and service providers, employees and other stakeholders; and
- preserving its brand and reputation.

This policy applies to Elected Members and employees including the CEO and Directors of Alice Springs Town Council.

## 2 Definitions

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

Term	Definition
<b>ASTC</b>	Alice Springs Town Council
<b>Actual conflict</b>	Refers to a real conflict.
<b>Associate</b>	<p>A person is an associate of another if:</p> <ul style="list-style-type: none"> <li>(a) they are in a close family relationship; or</li> <li>(b) they are in partnership; or</li> <li>(c) one is a company and the other is a director or manager of the company; or</li> <li>(d) they are related companies; or</li> <li>(e) one is a private company and the other is a shareholder in the company; or</li> <li>(f) a chain of relationships can be traced between them under one or more of the above paragraphs.</li> </ul>

# Conflicts Management

Council Policy



Term	Definition
<b>Conflict</b>	<p>A person has a conflict of interest in a question arising for decision if the person or an associate of the person has a personal or financial interest in how the question is decided.</p> <p>Refers to a conflict between:</p> <ul style="list-style-type: none"> <li>(a) the duties owed by ASTC or an Elected Member, to Community/Clients and the duties owed by them to any other person;</li> <li>(b) the interests of Community and the duties owed by ASTC or an elected member, to any other person;</li> <li>(c) an interest of ASTC, Elected Member or an Employee, and duties to the Community and an interest of ASTC, Elected Member or an Employee and the interests of the Community.</li> </ul>
<b>Conflicts Register</b>	The register which records all conflicts assessed as an actual or perceived conflict of duty or conflict of interest.
<b>Elected Member</b>	Alice Springs Town Council Elected Members.
<b>Employees</b>	Refers to all employees of ASTC, including the CEO, Directors, casual employees, independent contractors and consultants.
<b>Local Government Act</b>	Northern Territory of Australia, Local Government Act, 2008
<b>Perceived conflict</b>	Refers to a conflict that could be perceived to exist or where a view could be formed that a conflict could exist, whether or not this is in fact the case.
<b>Potential conflict</b>	Refers to a conflict that could exist or arise in the future, whether or not this is in fact the case.
<b>Register of Relevant Duties &amp; Relevant Interests</b>	Refers to the register of Relevant Duties and Relevant Interests established and maintained by ASTC.
<b>Relevant Duty</b>	<p>Refers to any duty owed by ASTC or an Elected Member, to the Community or to any other person that ASTC has determined to be relevant in accordance with this Policy.</p> <p>A duty is relevant if it has the capacity or may be perceived to have the capacity to significantly impact the ability of ASTC or the Elected Member with the relevant duty to exercise judgement, make a decision, or act in a manner that is consistent with the best interests of the Community or to discharge the duty to priority to the duties to the Community.</p>
<b>Relevant Interest</b>	<p>Refers to any interest, gift, emolument or benefit, whether pecuniary or non-pecuniary, directly or indirectly held by ASTC, or an Elected Member that ASTC has determined to be relevant in accordance with this Policy.</p> <p>An interest is relevant if it has the capacity or may be perceived to have the capacity to significantly impact the ability of ASTC, or the Elected Member with the relevant interest to exercised judgement, make a decision, or act in a manner that is consistent with the best interests of the Community or to discharge the duty to give priority to the interest s of the Community</p>

(08) 8950 0500

[alicesprings.nt.gov.au](http://alicesprings.nt.gov.au)

# Conflicts Management

Council Policy



Term	Definition
<b>Relevant meetings</b>	Meetings which may be determined by the community to be an actual, potential or perceived conflict.

## 3 Policy Statement

This policy documents the Conflicts Management Framework that Alice Springs Town Council (ASTC) has in place to manage conflicts that may arise in the course of its business operations.

All persons to whom this policy applies must read, understand and comply with this policy at all times. In this policy, all references to conflicts in this policy include actual, potential and perceived conflicts.

### 3.1 Regulatory Requirements

As a Municipal Council ASTC is required to perform its duties and exercise its powers in the best interests of the Community.

Where there is a conflict between the duties or interests of the Community and the duties and interests of others; ASTC must:

- give priority to the duties and interests of the Community over the duties and interests of other persons; and
- ensure that the duties to the Community are met despite the conflict; and
- ensure that the interests of the Community are not adversely affected by the conflict; and
- comply with Part 7.2 s73 of Local Government Act in relation to conflicts.<sup>1</sup>

Where there is a conflict between the duties or interests of the Community and the duties or interests of any others, the Elected Member must:

- give priority to the duties to and interests of the Community over the duties and interests of others; and
- ensure that the duties to the Community are met despite the conflict; and
- ensure that the interests of the Community are not adversely affected by the conflict; and
- comply with Part 7.2 s73 of Local Government Act in relation to conflicts.<sup>2</sup>

### 3.2 Conflicts Management Framework

The Elected Members are ultimately responsible for the development and maintenance of the Conflicts Management Framework adopted in respect of its business operations.

Oversight of the Conflicts Management Framework has been delegated to the Risk Management and Audit Committee.

<sup>1</sup> Part 7.2 s73 of Northern Territory of Australia Local Government Act 2008

<sup>2</sup> Ibid.

# Conflicts Management

## Council Policy



The following policies are in place to support the identification, assessment, mitigation, management and monitoring of conflicts in its business operations:

- Risk Management Framework
- Terms of Reference
- Fraud Protection Policy
- Conflicts Register
- Register of Relevant Duties and Relevant Interests
- Register of Meetings Disclosure

These policies and registers together with relevant business processes and controls form the ASTC Conflicts Management Framework.

### 3.3 Conflicts of Duty and Interest

#### 3.3.1 Conflict of Duty

A conflict of duty may arise where an Elected Member or an employee has a duty to act in the interests of one party while at the same time having a duty to act in the interests of another party. A conflict of duty arises because an Elected Member or an employee cannot observe the duties owed to one or more parties because the duties of the party's conflict.

Examples of conflicts of duty that may arise in the course of ASTC's business operations may include:

Examples of Conflicts of Duty
A decision of an Elected Member or employee which is in the best interests of ASTC may not be in the best interests of the Community
A decision of an Elected Member or employee appointed onto an external board or committee which is in the best interests of the external board or committee may not be in the best interests of ASTC and/or the Community
An Elected Member or employee who holds directorships or positions within other organisations or businesses may be seen to have competing loyalties which may impact on their ability to give priority to the duty to ASTC and/or the Community
An Elected Member or employee is a director or officer of, or holds an executive or non-executive position with, another entity and the other entity is a supplier to, or requests funding/grant from, ASTC
An Elected Member or employee is running as a candidate in a Territory or Federal election

#### 3.3.2 Relevant Duties

ASTC has determined that a duty will be relevant if it has the capacity, or may be perceived to have the capacity, to significantly impact the ability of the Elected Member or employee with the relevant duty, to exercise judgement, make a decision, or act, in a manner that is consistent with the best interests of ASTC or to discharge their duty to the Community.

The following duties are examples of Relevant Duties.

# Conflicts Management

## Council Policy



Examples of Relevant Duties
An Elected Member or employee is a director or officer of, or holds an executive or non-executive position with, another entity and the other entity who may become a supplier to, or may request funding/grant from, ASTC
An Elected Member or employee is engaged, or is proposed to be engaged, as a service provider to ASTC
An Elected Member or employee is a director or officer of, or holds an executive or non-executive position with, another Government Agency
An Elected Member or employee is a director or officer of, or holds an executive or non-executive position with, the Australian Council of Trade Union
An Elected Member or employee may be running as a candidate in a Territory or Federal election

### 3.3.3 Conflict of Interests

A conflict of interest arises when the interests of an Elected Member or employee are inconsistent with, diverge from or compete with some or all of the interests of ASTC or its community.

Measures to manage a conflict of interest include disclosure of the existence of the conflict in ASTC, regulated disclosure documents and having an arm's length agreement on commercial terms in place for the provision of services.

The existence of a conflict of interest may create the perception that improper conduct may result, judgement or decision making may be compromised, objectivity may be impaired, bias created or that the interests of the Community could be improperly influenced. Unless managed properly, a conflict of interest may undermine the confidence of the Community in ASTC to act in their best interests at all times.

Examples of conflicts of interest that may arise in the course of the business operations of ASTC include:

Examples of Conflicts of Interest
An Elected Member or employee may personally benefit from a decision of ASTC
An Elected Member or employee may obtain inside information about an investment / project and use it to their personal benefit
The decision by an Elected Member or employee to appoint a supplier and / or engage in a partnership may be influenced by the receipt of hospitality or an associate
ASTC may seek to engage a supplier and / or engage in a partnership with whom an Elected Member or employee have a financial interest

### 3.3.4 Relevant Interests

ASTC have determined that an interest will be relevant if it has the capacity, or may be perceived to have the capacity to significantly impact the ability of an Elected Member or an employee holding the relevant interest, to exercise judgement, decide or act in a manner that is consistent with the best interests of the community or to discharge the duty to give priority to the interests of the community.

# Conflicts Management

## Council Policy



Examples of Relevant Interest
Gifts or hospitality from an entity that is an existing or prospective supplier, provider of a service to ASTC or an investment held, or to be held by ASTC, and / or a partnership with ASTC
Security(ies) / investments / interests in an entity that is an existing or prospective supplier, or project to ASTC or an investment held, or to be held by ASTC
Monetary or non-monetary benefit received from an entity that is an existing or prospective supplier, or project to ASTC, or investment vehicle to ASTC
An employee who is responsible for managing the enterprise bargaining agreement negotiations
ASTC may seek to engage a supplier and / or engage in a partnership with a non-profit entity with whom an Elected Member or employee have an interest

### 3.4 Identifying conflicts

Conflicts may occur at different levels within the business operations of ASTC. To ensure all conflicts are captured, conflicts will be identified at a business and individual level. All conflicts must be reported to the CEO and Governance.

#### 3.4.1 Business Level

Conflicts may be identified as they arise during the normal course of business operations of ASTC, due diligence processes or through an annual conflicts review. Any conflict identified during the normal course of business operations will be reported to Governance.

The person reporting the conflict must provide details of:

- the nature and extent of the conflict
- who is involved in the conflict
- how the conflict was identified
- whether there is, or is likely to be, any impact on the Community.

A conflicts review will be undertaken prior to the selection and appointment of a Service Provider in order to identify if conflicts arise between an Elected Member or an employee and the Service Provider. The results of this review must be reported to the Risk Management and Audit Committee.

A conflicts review will be conducted on an annual basis to identify any conflicts within the business operations of ASTC. The review will be co-ordinated by Governance and will involve Elected Members and representatives from all relevant ASTC business units.

The aim of the review is to identify all conflicts that may arise from business relationships of Elected Members or employees within the relevant ASTC business. The review must include an investigation of whether any conflicts arise from the relationship of an Elected Member or employee with an existing or prospective supplier and if any of these conflicts have the potential to have an effect on the supplier's performance of its obligations to ASTC.

# Conflicts Management

## Council Policy



The results of the annual conflicts review will be reported to the Risk Management and Audit Committee.

### **3.4.2 Individual Level**

Elected Members must disclose any conflicts and all Relevant Interests and Relevant Duties to the Director Corporate Services before the first meeting of a new Council. Any new conflict, Relevant Duty or Relevant Interest that arises thereafter must be disclosed to the CEO as soon as practicable after it arises and before participating in any discussion, decision or activity related to the conflict.

The Director Corporate Services must disclose all conflicts, Relevant Interests or Relevant Duties of Elected Members to Governance.

Employees must disclose any conflicts upon commencing employment to Governance. Any new conflict that arises after their appointment must be disclosed to Governance as soon as practicable after it arises.

All Elected Members and employees must complete an annual declaration attesting that they are aware of, understand and continue to meet their responsibilities under this policy and have disclosed all conflicts.

The Gifts and Benefits Policy assists in the identification of conflicts. The acceptance by Elected Members and employees of all gifts, prizes and hospitality must be recorded in the Gifts and Benefits Register.

Elected Members must disclose all conflicts, Relevant Interests and Relevant Duties in relation to any matters under consideration at an Ordinary or ASTC Committee meeting before the commencement of or during the meeting but before any discussion or decision related to the conflict.

If a conflict is declared by an Elected Member in an Ordinary or Committee meeting, the member must not be present while a question in which the member has a conflict is under consideration and must not participate in any decision on the question. The Chair must decide on the most appropriate course of action to be taken during the meeting which may also include, but is not limited to, the relevant member withdrawing from the meeting for one or more agenda items, or being unable to receive any information or reports on the matter.

An Elected Member who believes another member has an undeclared conflict is required to specify the basis of the conflict at the meeting through the Chair for resolution. If a member believes the Chair has an undeclared conflict, they are required to specify the basis of the conflict at or before the meeting, through the CEO, for resolution.

All conflicts identified in ASTC meetings must be reported to Governance.

### **3.5 Assessing Conflicts**

Governance will assess all identified conflicts to determine whether it is an actual, potential or perceived conflict. Governance may consult with the CEO, Director of Corporate Services, ASTC Solicitor or external consultants (including external legal advisers and/or external auditors) as required in the assessment process.

Factors to be considered when assessing whether a conflict exists include:

# Conflicts Management

## Council Policy



- the nature of the duty or interest, including whether it is a one-off occurrence, or it is ongoing, recurring or cumulative;
- the extent to which the conflict could influence the duties owed by ASTC to the community;
- the extent to which the role giving rise to the duty could influence the duties owed by an Elected Member or employee to the community;
- the potential for the conflict to have a significant impact on ASTC compliance with its regulatory and other obligations;
- the potential of the conflict to have a significant impact on the obligation of an Elected Member or employee to give priority to the duties to and the interests of the community;
- the potential of the conflict to have a significant impact on the capacity of an Elected Member or employee to act in a manner consistent with the best interests of the community;
- the likelihood of or extent to which, the conflict may harm the quality or integrity of the, services and decision-making processes of ASTC;
- the risk to the reputation of ASTC if the conflict is not managed appropriately, effectively or adequately.

The dominant consideration in the assessment process is to ensure that:

- priority is given to the duties to, and interests of, the community over the duties and interests of other persons
- the duties to the community are met despite the conflict
- the interests of the community are not adversely affected by the conflict
- ASTC complies with its obligations under the *Local Government Act 2008*.

### 3.6 Managing Conflicts

ASTC will use three methods for managing identified conflicts:

- avoidance
- control measures
- disclosure

It is often not possible to avoid certain conflicts altogether. If a conflict cannot be avoided it must be managed. Many conflicts can be managed effectively by a combination of control measures and disclosure. The decision as to the most appropriate and effective way for the conflict to be managed will be made on a case by case basis by the Director Corporate Services who may consult with the CEO, ASTC Solicitor, Governance or external consultants (legal advisers and/or external auditors) as required.

The following factors will be considered when determining which method(s) will be the most appropriate and effective to manage the conflict:

- any legal obligations in relation to the conflict
- the likelihood that, or extent to which, the conflict will impact on the obligations of ASTC to give priority to the duties to and the interests of the Community

# Conflicts Management

## Council Policy



- whether the duties to the Community will still be met despite the conflict
- whether the interests of the Community will be adversely affected by the conflict
- the likelihood that, or extent to which, the conflict will impact on the quality or integrity of services of ASTC
- the risk to the reputation of ASTC if the conflict is not managed appropriately, effectively or adequately.

The controls and processes put into place to manage conflicts will be documented by Governance, reviewed by the Director of Corporate Services and recorded in the Conflicts Register or Register of Relevant Duties and Relevant Interests as required.

### **3.6.1 Avoidance**

Some conflicts are likely to have such a serious impact on, or pose an unacceptable risk, to the duties of Elected Members and employees to the Community, that they will be unable to be managed through control measures or disclosure. The only way to adequately manage these conflicts will be to avoid them altogether.

In some cases, to avoid a conflict it may be necessary for the relevant person to relinquish the duty to another person, cease to be involved in the matter, dispose of their interest or cease their role with ASTC.

In circumstances where it is determined that the conflict is so acute or pervasive that it cannot be managed or is of the kind where the general law requires avoidance, the conflict must be avoided together.

Examples of conflicts which must be avoided altogether include:

- An Elected Member or employee with a substantial shareholding in an investment under consideration by the ASTC participating in and voting on the decision to acquire the investment
- A Elected Member or employee with a substantial financial interest in a potential service provider making a decision regarding the appointment of the service provider to ASTC.

Governance may provide guidance to ASTC business units and committees about conflicts including the types of conflicts that must be avoided.

To ensure that business operations are not adversely impacted by a conflict of interest, ASTC will, where appropriate and possible, maintain relationships with a number of suppliers in each field to ensure that a pool of prospective suppliers is available in the event an arrangement is unable to proceed due to the need to avoid a conflict.

### **3.6.2 Control measures**

Many conflicts can be managed by implementing appropriate and effective control measures to mitigate or reduce the impact of the conflict. The control measures ASTC will implement include:

- using internal structures and reporting lines to ensure adequate segregation of responsibilities to minimise the extent or impact of the conflict
- restricting a person's involvement in the specific matter to which the conflict relates

(08) 8950 0500

[alicesprings.nt.gov.au](http://alicesprings.nt.gov.au)

- removing persons from duties or from responsibility for deciding on a particular matter affected by the conflict
- using information barriers (ethical walls) to prevent the flow of information between conflicted parties
- periodic reviews of the operation of business units by internal or external auditors
- the relevant person abstaining from participating in matters relating to the conflict
- having arm's length agreements with appropriate service level standards in place with suppliers
- appointing an independent third party with no interest in the matter to oversee part or all of the process that deals with the matter to which the conflict relates.

### 3.6.3 Disclosure

Certain conflicts can be managed through appropriate disclosure. Disclosure alone will often not be sufficient to manage a conflict, however, disclosure combined with effective control measures may help ensure the conflict is adequately managed. To be effective, the disclosure provided in relation to conflicts must be:

- prominent, specific and clear so the person can understand the conflict and its potential impact
- provided before or at the time when the product or service is provided to allow the person a reasonable time to assess its effect
- refer to the specific service or product to which the conflict relates.

#### 3.6.3.1 Meetings

At every meeting, the Chair must ask members to declare if they have a conflict. Details of each conflict disclosed, and the action taken to avoid or manage the conflict must be recorded in the minutes of the meeting. If a conflict is disclosed outside of meeting times, the conflict must be disclosed in the minutes of the next meeting.

From three (3) months prior to any election, until the election, all members must disclose all relevant meetings and the purpose of those meetings via a report to the CEO five (5) working days prior to Council's Ordinary meeting. Governance will maintain a record of these meetings in the Register of Meetings Disclosure.

### 3.7 Monitoring Conflicts

Governance will monitor compliance with the controls and processes in place for the on-going management of conflicts on a regular basis to ensure:

- the arrangements have been put in place
- the arrangements remain appropriate, effective and adequate to manage the conflicts
- instances of non-compliance with the controls and processes are identified.

Governance will monitor conflicts through a review of the controls and conduct assessment of the controls in place in relation to the conflicts in question and identification of any instances where the controls have not

# Conflicts Management

## Council Policy



been adhered to. Relevant persons will be reminded of the controls and processes that have been put into place in relation to individual conflicts where required. This monitoring process will be undertaken on at least an annual basis as part of an annual conflicts review.

Where Governance consider the arrangements are inappropriate, ineffective or inadequate, the matter will be referred to the Director of Corporate Services for escalation and alternative action if required. The Director of Corporate Services may consult with the ASTC Solicitor, CEO or external consultants (including external legal advisers and/or external auditors) as required.

### 3.8 Registers

If a conflict is assessed as being an actual or perceived conflict it will be recorded in the Conflicts Register maintained by Governance.

If a potential conflict is identified and is assessed as being an actual or perceived conflict, the details of the conflict will be recorded in the Conflicts Register maintained by Governance. Potential conflicts will be monitored on a regular basis to determine if and when an actual or perceived conflict has arisen. The Conflicts Register will record:

- the date the conflict was identified
- a description of the conflict
- the measures to be used to manage the conflict
- how the conflict will be monitored.

The Conflicts Register will be reviewed on annual basis by Governance to ensure that all assessed conflicts are recorded and the arrangements for their management remain appropriate, effective and adequate.

The Conflicts Register will be tabled at the Risk Management and Audit Committee on an annual basis.

If a conflict of Elected Member or employee is assessed as being a Relevant Interest or Relevant Duty, Governance will record the Relevant Interest or Relevant Duty in the Register of Relevant Interests and Relevant Duties.

The Register of Relevant Interests and Relevant Duties will record:

- the date the Relevant Interest or Relevant Duty was identified
- the person to whom the Relevant Interest or Relevant duty relates
- a description of the Relevant Interest or Relevant Duty.

The Register of Relevant Interests and Relevant Duties will be reviewed on annual basis by Governance to ensure that all Relevant Interests and Relevant Duties are recorded and the arrangements for their management remain appropriate, effective and adequate.

The Register of Relevant Interests and Relevant Duties will be tabled at the Risk Management and Audit Committee on an annual basis.

The up-to-date Register of Relevant Interests and Relevant Duties will be publicly disclosed on ASTC's website.

# Conflicts Management

## Council Policy



The Conflicts Register and the Register of Relevant Interests and Relevant Duties will be updated as required and on an annual basis after annual conflicts reviews.

### 3.9 Training

All Elected Members and employees will undertake training upon commencement and on an annual basis thereafter to ensure they clearly understand this policy and their obligations.

The training will cover:

- the need to identify all conflicts
- the circumstances that might give rise to a conflict
- the content and purpose of the policy
- the procedures for declaring and managing personal conflicts
- their obligations under the policy.

Training will be co-ordinated by Governance.

### 3.10 Consequences of Non-Compliance

Failure to appropriately disclose or manage a conflict in accordance with this policy may result in disciplinary action being taken.

In the case of an Elected Member, regulatory censure or criminal proceedings under Part 7.2 s74 of the *Local Government Act 2008* may also result.

If improper conduct is suspected this must be reported to the Independent Commissioner Against Corruption (ICAC), refer to Council's ICAC Reporting Policy.

### 3.11 Conflicts Management Policy Review

#### 3.11.1 Annual Review

Governance will undertake an annual review of the ASTC Conflicts Management Policy. A review may also be undertaken if there is a change to the regulatory requirements or a material change in the business operations of ASTC. The annual review will consider:

- whether the arrangements ASTC has in place to identify, assess, manage and monitor all conflicts in its business operations are appropriate, effective and adequate;
- whether all conflicts, Relevant Duties and Relevant Interests have been identified and are being addressed in accordance with this policy;
- the level of compliance with this policy, including reporting on the Conflicts Register and the Register of Relevant Duties and Relevant Interests;
- any non-compliance with the policy, including steps taken to return to, and improve ongoing compliance; and
- whether this policy remains up-to-date and appropriate.

The results of the annual review must be reported to the ASTC Committee meeting.

### 4 Responsibilities

Governance is responsible for the oversight of conflicts management within the business operations of ASTC; including collection and record of conflict declarations.

The Director Corporate Services is responsible for dealing with the management of conflicts relating to ASTC, Elected Members and employees.

The CEO is accountable for dealing with the conflicts disclosed during ASTC Council and Committee meetings.

The Risk Management and Audit Committee is responsible for oversight of ASTC's Conflicts Management policy and compliance.

Governance undertake the following tasks as part of its role to oversight the management of conflicts within the business operations of ASTC:

- assessing identified conflicts;
- documenting and monitoring the controls in place to manage conflicts including Relevant Duties and Relevant Interests;
- maintaining the Conflicts Register;
- developing and maintaining the Register of Relevant Duties and Relevant Interests;
- reviewing the Conflicts Register and the Register of Relevant Duties and Relevant Interests on annual basis to verify that the controls and processes in place for the management of conflicts, Relevant Duties and Relevant Interests remain appropriate, effective and adequate;
- assisting ASTC to develop appropriate and effective controls to manage and monitor conflicts;
- maintaining records of written disclosures about conflicts;
- reporting to Risk Management and Audit Committee on an annual basis in relation to the Conflicts Register and the Register of Relevant Duties and Relevant Interests;
- reporting the results of the annual conflicts review to the Risk Management and Audit Committee;
- monitoring compliance with this Policy;
- co-ordinating training in relation to the Conflicts Management Framework and this Policy; and
- providing guidance to the ASTC business units on the management of conflicts and the types of conflicts that must be avoided.

### 5 Related Documents

- Local Government Act 2008
- Code of Conduct for Elected Members
- Fraud Protection Policy
- Fraud Protection PSD

# Conflicts Management

## Council Policy



- Risk Management Framework
- Terms of Reference
- Fraud Protection Policy
- Conflicts Register
- Register of Relevant Duties and Relevant Interests
- Register of Meetings and Disclosure of Conflict
- ICAC Reporting Policy

### 6 Version History

Title/Version	Date	Approved by
N/A		

### 7 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Website and Intranet; CM
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Governance co-ordinate

---

<sup>i</sup> Local Government Act 2008



## ELECTED MEMBER POLICY

Title	<b>MEDIA RELATIONS</b>		
Responsible Director	Chief Executive Officer		
Adoption Date	30/9/2019	Review Date	2023

### 1 Purpose

This document details Council's policy and procedures regarding the use of and interaction with media (including social media) by Elected Members.

This policy sets out a framework for Elected Members dealing with media, whilst also recognising the role of the media in keeping the community informed, getting feedback on important issues and ensuring a transparent and open Council.

This policy addresses the role of traditional media as well as the growing role of new media such as social media. Accordingly, when the word 'media' is used in this document it refers to both traditional (including print, broadcast, radio) and new (including social media, blogs, messaging, video/pod cast, forums and discussion boards).

### 2 Statement of policy

#### General considerations

Council's Media and Communications Office (MCO) will always be the first point of contact for media enquiries. The MCO reports to the CEO and is responsible for the preparation of media releases and responses so as to inform and educate the public about Council's positions, programs or decisions. All media releases on behalf of Council are issued from the MCO only.

The *Local Government Act* recognises that the Mayor will always be the principal spokesperson for Council. For operational matters, the CEO will be the spokesperson unless the CEO designates another person to do so.

All official comment made on behalf of Council shall reflect the decisions made by Council as stated in its adopted resolutions or the positions taken by Council as articulated in its strategic and policy documents.

This policy is not intended to restrict Elected Members from expressing personal views. However, the Elected Member must clearly identify the view as their own, either from a personal or professional standpoint.

Elected Members are under no obligation to seek permission from, or to advise the CEO of media relations. Nevertheless, they are encouraged to do so. Comments should be in line with relevant Council policies, decisions and not at any time bring the reputation of Council into disrepute.



## ELECTED MEMBER POLICY

### **Inappropriate use of media**

The use of personal communication devices to engage with traditional or new media (including by way of messaging) during Council meetings is never appropriate.

Whenever using media, Elected Members must:

- only disclose or discuss publicly available information
- not make any comment or post any material that might cause damage to the reputation of another Elected Member or Council generally.

Any instances of non-compliance with this policy should be directed to the CEO for attention.

### **Elected Member presence in media**

Elected Members, as community representatives, must always be mindful that their personal or professional site may be viewed as a public site, especially when reference to the Elected Member's position is included. Therefore, when expressing a personal view, this should be identified and care taken not to show disrespect for the Council, its decisions, decision making process or other Elected Members, Council staff and the community.

### **Potential legal liability**

Elected Members are reminded that statements purportedly made on behalf of Council may in some circumstances attract legal ramifications for the Elected Member and/or Council.

Elected Members are also reminded that any meeting attended in their civic capacity may be recorded (audio and/or visual) by either the media for publication, or Council.

### **3 Council policies superseded**

This policy supersedes all previous versions of CEO 001 Elected Members Media (including social media) Usage and 110 Media Relations.

# Breach of Code of Conduct – Members

Council Policy



Policy Name	Breach of Code of Conduct – Members		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Director Corporate Services		
Decision Number	[Decision Number]	Approval Date	[Approval Date]
Records Number	Add number here	Next Review Date	[Review Date]

## 1 Purpose

This policy sets out how Council will manage a complaint in relation to a breach of the Code of Conduct.

This policy is developed in accordance with sections 119, 121 and Schedule 1 of the Act.

## 2 Definitions

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

Term	Definition
Act	<i>Local Government Act 2019</i> (NT)
Code of Conduct	Means the Code of Conduct set out in Schedule 1 of the Act.
Complainant	Means the person who lodges a Code of Conduct complaint against a council member
Council panel	Means a panel of at least 3 Elected Members, established by Council under section 122(3) of the Act to decide a complaint relating to a breach of the Code of Conduct
Council staff	Includes persons employed by or providing services to Council on a permanent or fixed-term, full-time, part-time, casual or contract basis.
LGANT	Local Government Association of the Northern Territory, the corporate entity prescribed by the Regulations
Member	Member of an audit committee, a council, a council committee or local authority
Regulations	<i>Local Government (General) Regulations 2021</i>
Respondent	Council member who is alleged to have breached the Code of Conduct

## 3 Policy Statement

The Council is committed to upholding the principle of equal opportunity by treating all people with dignity and respect.

A Member has a duty to uphold the law and to act on all occasions in accordance with legislation, the policies of Council and the trust placed in them by the public or Council. They have a general duty to act in the best interests of Council and the municipality of Alice Springs as a whole. The Council does not tolerate

# Breach of Code of Conduct – Members

Council Policy



improper conduct by its members, namely conduct that would amount to unlawful discrimination, harassment (including sexual harassment), victimisation, racial or religious vilification, or bullying.

## 3.1 Guiding principles

In managing complaints and breaches of the Code of Conduct, the Council's guiding principles are to:

- Promote behaviour among all Members that meets the standards set out in the Code of Conduct, with a restorative approach that seeks to focus on constructive outcomes;
- Emphasise a preference that disputes and allegations be identified and resolved before they escalate to the stage of a formal complaint; and
- Recognise the leadership role of the Mayor and the responsibility of all Members to work together collaboratively pursuant to their corporate responsibilities.

## 3.2 Promoting of appropriate behaviour

Members are expected to use their best efforts to resolve disputes in a respectful and courteous manner.

The Mayor is to promote behaviour amongst all Members that meets the standards set out in the Code of Conduct.

Any Member aggrieved in relation to a potential Code of Conduct matter should raise the grievance in the first instance with the CEO to seek a resolution. The complainant should provide the CEO with the name of the member alleged to have committed the contravention and give particulars of the alleged contravention. In response to a potential Code of Conduct complaint matter, the CEO will engage in informal discussions with the affected parties, as appropriate, to seek to resolve the matter.

## 3.3 Confidentiality

Information regarding a complaint is confidential, including the complaint form, statements from any parties, and reports provided by the CEO regarding the status of a complaint.

Complaints will only be formally discussed by the Council or Council panel during confidential sessions. Minutes kept by the Council or Council panel are confidential information in accordance with the Regulations.

## 3.4 Complaint requirements

The Act requires that a complaint alleging a breach of a Code of Conduct must:

- (a) be in the approved form (available on the Council website); and
- (b) include a statutory declaration, made by the complainant, verifying the allegations of fact made against the respondent; and
- (c) be made within three (3) months after the date of the alleged breach.

A Code of Conduct complaint must be lodged with the CEO, who will assess whether or not the complaint complies with the above requirements. If it appears that a complaint does not comply with the above requirements, the CEO will notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.

A flowchart is provided at Appendix A.

# Breach of Code of Conduct – Members

Council Policy



## 3.5 Notification to parties

When a complaint is received or if the complainant refers the complaint to LGANT, the CEO must give the respondent, within five (5) days of receiving the complaint:

- (a) written notice of the complaint; and
- (b) a copy of the complaint; and
- (c) written notice specifying:
  - (i) that the respondent may request the council refer the complaint to a third party or LGANT; and
  - (ii) that the respondent may provide a written response in a statutory declaration in relation to the complaint within fourteen (14) days of the respondent receiving the notice.

The CEO must also give written notice of any request or referral by the respondent and any written response from the respondent to the complainant as soon as practicable.

Any response from the respondent must also be provided to the Council, Council panel or LGANT as soon as practicable.

The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of Council or Council panel.

## 3.6 Referral to Council

As soon as practicable after receiving the complaint, the CEO must refer the complaint to the Council.

Before the Council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter (if the Council decides to refer the matter).

The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft terms of reference for Council's consideration.

The complainant, respondent and any Council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.

## 3.7 Council requirements once complaint received

After receiving a complaint from the CEO, the Council must:

- (a) decide the complaint; or
- (b) refer the complaint to a Council panel to decide the complaint; or
- (c) refer the complaint to a third party.

## 3.8 Referral to Council panel

Council may decide to refer the complaint to a Council panel for decision, in which case, Council will establish a panel for the complaint.

The Council panel may only be constituted by Council members.

# Breach of Code of Conduct – Members

Council Policy



## 3.9 Consideration and decision by Council or Council panel

If the Council or Council panel decides the complaint, the Council or Council panel must decide, in accordance with its policy, that:

- (a) no action is to be taken; or
- (b) the respondent did not contravene the Code of Conduct; or
- (c) the respondent contravened the Code of Conduct.

If the Council or Council panel decide that no action is to be taken, they are not required to decide whether the respondent contravened the Code of Conduct.

If the Council or Council panel decide that the respondent contravened the Code of Conduct, they must decide the following:

- (a) to take no action;
- (b) either or both of the following:
  - (i) issue the respondent with a reprimand;
  - (ii) recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

## 3.10 Referral to LGANT

The complainant (if they are a member of the Council) or the respondent can refer the complaint to the prescribed corporation, which is LGANT, before the Council has taken any action.

The CEO must give LGANT written notice of the complaint, a copy of the complaint and the written notice sent to the respondent as soon as practicable.

If the complainant refers the complaint to LGANT, the CEO must, within five (5) days of receiving the complaint give the respondent:

- (a) written notice of the complaint;
- (b) a copy of the complaint; and
- (c) written notice specifying that:
  - (i) the complainant has referred the complaint to LGANT; and
  - (ii) the respondent may provide a written response in a statutory declaration to the CEO in relation to the complaint within fourteen (14) days of receiving the notice.

If the complainant is not a member of the Council, they must, at the time of making the complaint, specify whether the complainant requests the Council refer the complaint to a third party.

## 3.11 Procedure of LGANT

# Breach of Code of Conduct – Members

## Council Policy



Upon receipt of a complaint, LGANT will establish a panel to decide the complaint. Like the Council or council panel, LGANT must decide either that no action is to be taken, or that the respondent did/did not contravene the Council's code of conduct.

If LGANT decides that the respondent has contravened the Council's code of conduct, LGANT can decide to take no action, issue a reprimand to the respondent, recommend training, mediation or counselling, or any other recommendation it considers appropriate. LGANT can summarily reject a complaint or an applicant to consider a complaint.

If LGANT summarily rejects a complaint, it will provide the complainant and respondent with a decision notice. If LGANT decides to consider a complaint, the complainant and respondent will have the opportunity to make representations to the panel. LGANT can obtain information in any way it considers appropriate and is not bound by the rules of evidence, but the rules of natural justice will apply.

A decision notice will be provided to the complainant and respondent within 90 days of LGANT receiving the referral or application.

LGANT's processes are found at sections 127 - 129 of the Act and section 81 of the Regulations.

### 3.12 Referral to third party

As noted in clause 7 above, the Council may refer the complaint to a third party.

The complainant or respondent may also request the Council refer the complaint to a third party before any action has been taken. The Council can accept or reject such a request.

The Council, when deciding to refer the complaint should take into consideration the following:

- a) whether the complainant or respondent requested involvement of a third party;
- b) the costs, if any, of referring the matter to a third party;
- c) whether the advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the thirty (30) day period;
- d) whether advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the ninety (90) day period.

Council will not refer the matter to a third party unless satisfied of (c) and (d).

Examples of a third party are: an alternative dispute practitioner, a mediator, a person experienced in local government matters, and a person experienced in conflict resolution.

The third party must consider the complaint and then refer the complaint back to the Council.

The third party can give advice to the Council in relation to the complaint.

After receiving a referral from the third party, the Council must:

- (a) take into consideration any advice from the third party; and
- (b) decide the complaint.

# Breach of Code of Conduct – Members

## Council Policy



### 3.13 CEO to update Council of progress

At each ordinary meeting of the Council, the CEO must give the council a confidential report containing the following details:

- a) the procedural progress of each complaint in relation to a Council member;
- b) the item of the code of conduct allegedly contravened by the member

If there are no outstanding complaints at the time of an ordinary meeting of the Council, the CEO does not need to give the Council a confidential report.

### 3.14 Decision notice

If the Council or Council panel have decided the complaint, it must give a decision notice of the decision to the complainant and respondent within ninety (90) days of the receipt of the complaint by the CEO.

The complainant or respondent can apply to LGANT for consideration of the complaint within 28 days of receiving the decision notice.

### 3.15 Summary of decision

After the expiry of the twenty eight (28) day appeal period, the Council or Council panel must provide a summary of its decision to the CEO.

The summary of the decision is to set out the following information:

- (a) the names of the complainant and respondent;
- (b) the names of the Council members or Council panel members, including the chairperson;
- (c) the decision made;
- (d) the date of the decision;
- (e) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
- (f) the clauses of the Code of Conduct that were alleged to have been breached.

If LGANT made a decision on the complaint, it must provide the CEO with a summary of its decision. The summary must include:

- a) the names of the complainant and respondent;
- b) the names of the LGANT panel members, including the chairperson;
- c) a description of the alleged contravention;
- d) identification of the clauses of the Code of Conduct alleged to have been breached;
- e) the decision made;
- f) the date of the decision.

The CEO must table the summary of the decision at the next ordinary meeting of the Council.

# Breach of Code of Conduct – Members

Council Policy



## 4 Related Documents

- *Local Government Act 2019* and Schedule 1 - Code of Conduct
- *Local Government (General) Regulations 2021*
- Breach of Code of Conduct complaint form

## 5 Version History

Version	Date	Action/Description of changes made	By
1.0	[June 2021]	New policy adoption	Council

## 6 Communication and Training

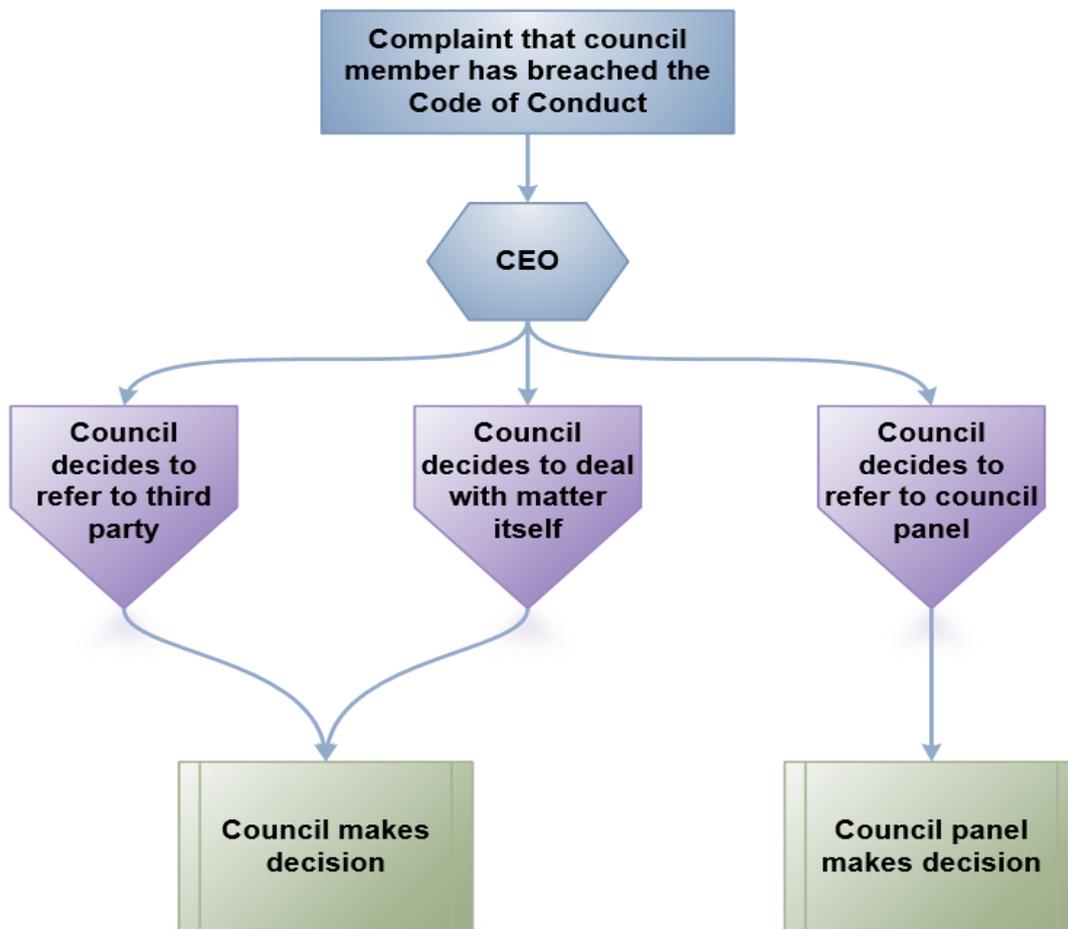
Will this policy be communicated through internal communications?	<b>Yes</b>
Where will this policy be available?	Website
Will training needs arise from this policy? If yes, who will be responsible.	Director Corporate Services

# Breach of Code of Conduct – Members

Council Policy



APPENDIX A – Code of Conduct complaint flowchart



# Conflict of Interest Policy

Council Policy



Policy Name	Conflict of Interest Policy		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Authorised	Chief Executive Officer	Approval Date	[insert]
Records Number	[Records Number]	Next Review Date	[Review Date]

## 1 Purpose

While not intended to be exhaustive, the purpose of this Policy is to ensure that all Members understand and acknowledge their ethical and legal obligations in relation to conflicts of interest.

This Policy outlines the requirements and expectations of Members for identifying, disclosing and managing conflicts of interest.

This Policy applies to all Members. The Policy is a best practice procedure and does not create any binding obligations on the Council. The Policy may be varied by the Council from time to time at its discretion.

## 2 Definitions

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

Term	Definition
Act	<i>Local Government Act 2019 (NT)</i>
CEO	The Chief Executive Officer of the Alice Springs Town Council
Council	Alice Springs Town Council
Employee	A person who carries out work in any capacity for Council, including as a fulltime, part-time or casual employee, a contractor or subcontractor, an apprentice, trainee, student or volunteer
ICAC Act	<i>Independent Commissioner Against Corruption Act 2017 (NT)</i>
Member	An elected member of Alice Springs Town Council
Regulations	<i>Local Government (General) Regulations 2021 (NT)</i>

# Conflict of Interest Policy

Council Policy



## 3 Policy Statement

A conflict of interest arises where your private circumstances or interests improperly influence, or may be perceived to influence, the performance of your official duty to service the public interest.

### 3.1 Authority

The Act is the principal statutory instrument that governs issues related to conflicts of interest in the Council.

Clause 7 of the Code of Conduct in Schedule 1 of the Act requires that:

7.1 A member must avoid any conflict of interest, whether actual or perceived, when undertaking official functions and responsibilities.

7.2 If a conflict of interest exists, the member must comply with any statutory obligations of disclosure.

### 3.2 Conflicts of interest

A Member has a conflict of interest in a question arising for decision by the Council if the member has any of the following interest in how the question is decided:

- a) a direct interest;
- b) an indirect financial interest;
- c) an indirect interest by close association;
- d) an indirect interest due to conflicting duties.<sup>1</sup>

#### 3.2.1 Direct interest

A 'direct interest' is an interest that occurs when a member is likely to be directly affected if the matter is decided in a particular way.

#### 3.2.2 Indirect financial interest

An 'indirect financial interest' is an interest that occurs when a member is likely to receive a benefit or incur a loss because another person has an interest.

#### 3.2.3 Indirect interest by close association

An 'indirect interest by close association' is an interest that occurs when an associate of a member has a direct or indirect interest, or a resident of the member's household has a direct interest.

#### 3.2.4 Indirect interest due to conflicting duties

An 'indirect interest due to conflicting duties' is an interest that occurs when a Member is a director, partner, agent, trustee, manager, office holder or employee of a person or entity, including a non-profit body or association, that has a direct interest.

---

<sup>1</sup> Section 114 of the Act

# Conflict of Interest Policy

Council Policy



## 3.2.5 Not conflicts of interest

The following are not considered to be a conflict of interest:

- a) an interest that the Member shares in common with the general public or a substantial section of the public;
- b) an interest as an elector or ratepayer that the Member shares in common with other electors or ratepayers; and/or
- c) an interest so remote or insignificant that it could not reasonably be regarded as likely to influence a decision.

## 3.3 Disclosure of interest

As soon as practicable after a Member becomes aware of a conflict of interest in a matter that has arisen or about to arise before the Council, the Member must disclose the interest that gives rise to the conflict at a Council meeting and to the CEO.

### 3.3.1 What members cannot do if they have a conflict of interest

The Member must not:

- a) be present at a Council meeting while a matter in which they have a conflict of interest is under consideration; or
- b) participate in any decision in relation to the matter; or
- c) engage in behaviour that may influence the Council's consideration of or decision in relation to the matter.

It is a legislative requirement that Members who have a conflict of interest as defined above leave the meeting room whilst a matter is being discussed or voted on so that these Members cannot influence the decision.

### 3.3.2 Approval from Chief Minister

The Chief Minister may approve the following on any conditions the Chief Minister considers appropriate:

- a) a Member's participation in the consideration of the matter in which they have a conflict of interest;
- b) a Member's participation in the decision in relation to the matter in which the member has a conflict of interest.

## 3.4 Offences

It is very important Members understand that contravention of the conflicts of interests provisions in the Act carry substantial financial penalties and imprisonment terms.

It is an offence if the Member intentionally engages in conduct, and the conduct results in a failure to disclose an interest and the Member is reckless in relation to the result. This offence carries a penalty of 100 penalty units or imprisonment for 6 months.

The Member also commits an offence if they intentionally engage in conduct and that conduct results

# Conflict of Interest Policy

Council Policy



in a contravention of clause 3.3.1 above or a condition of an approval in clause 3.3.2 above and the Member is reckless in relation to the result. This offence carries a penalty of 100 penalty units or imprisonment for six months.

The value of a penalty unit is calculated in line with changes to Darwin's Consumer Price Index (CPI). The value of a penalty may change each financial year. As of 1 July 2021 one penalty unit equals \$157.

## 3.5 Register of declared conflicts

The CEO is required to keep a register setting out conflicts of interest declared by Council Members.

The register must set out:

- a) the name of the member making the disclosure of the conflict of interest;
- b) the nature of the interest that gives rise to the conflict of interest;
- c) the nature of the question on which the conflict of interest arises; and
- d) any other matter prescribed by regulation.

The register must be published on the Council's website.

The CEO must review and update the register of declared conflicts within 10 business days after a meeting in which a conflict is declared.

## 3.6 Annual return of interests

All Council Members are required to submit an annual return to the CEO containing the details prescribed by the Regulations. The following details related to conflicts of interests are required to be prescribed in members' annual return:

- a) if the Member has membership in an organisation for which a conflict of interest with the person's duties could foreseeably arise or be seen to arise - the name of the organisation;
- b) if the person has any other interest where a conflict of interest with a person's duties could foreseeably arise or be seen to arise - the nature of the interest.

## 3.7 ICAC Act

The ICAC Act also applies to Members in relation to conflicts of interest.

Under the ICAC Act, a Member will have engaged in corrupt conduct if they fail to adequately manage an actual or perceived conflict of interest. Accordingly, Members will need to:

- a) disclose an interest about which there may arise a *perception* of a conflict; and
- b) proceed to manage that interest *adequately*.

The ICAC Act does not expressly deal with what is considered to be a *perceived* conflict of interest.

For the purposes of this Policy, a conflict of interest will be said to be *perceived* in the sense that it appears that decisions made in the course of a person's role may be influenced by their private interests or other duties, whether or not that is in fact the case.

Actual and perceived conflicts will be viewed by the Council as equally serious matters, and both should be disclosed and will be dealt with under the legislative regimes.

# Conflict of Interest Policy

Council Policy



## 4 Related Documents

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*
- Obligations of Council Members policy
- Breach of Code of Conduct policy
- Media policy

## 5 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet, Content Manager, hard copy in each workplace, copy with every new employee engagement / contract
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Director Corporate Services

## 6 Management Sign off

### ENDORSED:

\_\_\_\_\_  
[insert name]  
[insert position]

\_\_\_\_\_  
[insert name]  
[insert position]

Date: \_\_\_\_\_

Date: \_\_\_\_\_

### APPROVED:

\_\_\_\_\_

Date: \_\_\_\_\_

Robert Jennings  
Chief Executive Officer



# Delegations - Policy for Members

## Council Policy

Policy Name	Delegations - Policy for Members		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Authorised	Chief Executive Officer	Approval Date	[insert]
Records Number	Add number here	Next Review Date	[Review Date]

### 1 Purpose

This policy out the framework for delegating powers, functions and duties vested in the Council and its officers, in accordance with the Act (ss 40, 41 and 168) and the Regulations (ss 6, 19 and 99), which make provision for the delegation of powers and functions from the Council and the CEO.

### 2 Definitions

For the purposes of this policy, the following definitions from the Act apply:

Term	Definition
Act	<i>Local Government Act 2019</i> (NT)
CEO	Chief Executive Officer of a council as appointed under section 165(1) of the Act
Council	Alice Springs Town Council
Member	An elected member of Alice Springs Town Council
Regulations	<i>Local Government (General) Regulations 2021</i> (NT)
Sub-delegation	Passing of a delegation, with or without exclusion, from the CEO to another individual or body

### 3 Legislative framework

#### 3.1 Delegations by Council

The Council is able to delegate its powers and functions under section 40 of the Act. The delegation can be made to:

- (a) the CEO;
- (b) a council committee;

# Delegations - Policy for Members

## Council Policy

- (c) a local authority; or
- (d) a local government subsidiary.

However:

- (a) the power to impose rates and charges cannot be delegated;
- (b) if power to incur financial liabilities is delegated, the Council must, by resolution, fix reasonable limits on the delegate's authority;
- (c) a delegation cannot duplicate or derogate from the CEO's functions (including delegated functions);
- (d) subject to what the Council can delegate to the CEO below, the power to enter into a transaction on conditions that are not arm's length conditions cannot be delegated;
- (e) subject to what the Council can delegate to the CEO below, the power to make a decision that requires a council resolution cannot be delegated; and
- (f) if power to enter into a contract is delegated - the contract must be below the threshold value.

Under the Act, the Council may delegate to the CEO:

- (a) the power to enter into a transaction on conditions that are not arm's length conditions if the transaction will provide a community benefit; and
- (b) the power to waive a fee for service (wholly or partly) under section 289(4) if the waiver will provide a community benefit

'Arm's length conditions' are conditions that might be expected to operate between commercial entities dealing wholly independently with one another in comparable circumstances.

### 3.2 Council must delegate financial functions to Council committee if no ordinary meeting

If the Council does not schedule an ordinary meeting at least once a month, the Council must delegate to a council committee the necessary power to carry out the financial functions of the Council on its behalf in the months the Council does not schedule an ordinary meeting.<sup>1</sup>

If a scheduled ordinary meeting is postponed or not held for a particular month or a scheduled council committee meeting is not held, the CEO must publish the previous month's financial report on the Council's website as soon as practicable.<sup>2</sup>

### 3.3 Delegations by CEO

The CEO may delegate its powers and functions under section 168 of the Act. A delegation can be made to an individual or a committee.

The CEO must not delegate a power or function to the following:

- (a) an audit committee;
- (b) a council committee; or
- (c) a local government subsidiary.

---

<sup>1</sup> Section 19(1) of the Regulations.

<sup>2</sup> Section 19(2) of the Regulations.

# Delegations - Policy for Members

## Council Policy



The CEO must also maintain a register of all delegations by the Council and the CEO.<sup>3</sup>

### 3.4 Council resolution

The Council must, within the first six months of its term, determine, by resolution, the threshold value for a contractor so that if the power to enter into a contract is delegated, the threshold value is known. The current threshold value is \$100,000.

The Council must also review any delegations of its functions and powers within six months after a general election of the Council.<sup>4</sup>

### 3.5 General delegation and sub-delegation principles

Delegations and sub-delegations:

- (a) are to be worded so that they are exercisable by either a body or the holder of a position, not by a specified individual;
- (b) cannot go beyond what could be done by the person or body providing the delegation; and
- (c) must be in writing and may be expressed to be subject to conditions or limitations which must be adhered to by the person exercising the delegated function.

The power to sub-delegate in accordance with section 168 of the Act cannot be sub-delegated.

A person or body exercising a delegated function does so in their own right, not as agent (or on behalf of) the person or body delegating the function.

A delegation cannot be exercised by a person who has a conflict of interest. If any conflict of interest occurs, this must be declared and dealt with in accordance with the Code of Conduct or any law or written policy that applies.

### 3.6 Execution of documents pursuant to delegated authority

A person who enters into a deed, contract, agreement or similar document pursuant to a delegated authority must do so in accordance with all policies, procedures, conditions and limitations including those set out in the Register of Delegations and Sub-Delegations and Procedure - Common Seal and Delegated Authority Execution and any other condition or limitation imposed on the delegate.

### 3.7 Responsibility and application

This Policy should be evaluated on the basis that the extent of delegation and sub-delegation are improving the efficiency of the administrative processes by the devolution of authority and accountability to appropriate staff and/or other bodies to enable the proper discharge of their responsibilities and to ensure that internal controls are effective.

<sup>3</sup> Section 6(1)(j) of the Regulations.

<sup>4</sup> Section 99 of the Regulations.

# Delegations - Policy for Members

## Council Policy

This Policy is to be reviewed every four (4) years within the Term of the Council and may be reviewed at other times at the discretion of the CEO.

### 4 Overriding delegations

Delegated authorities cannot be overridden by Members. As noted in section 3.4 above, the Council must review delegations within 6 months of each general election.

Council Members will have the opportunity to discuss any changes required to delegations at the review meeting.

### 5 Related Documents

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*

### 6 Management Sign off

#### ENDORSED:

\_\_\_\_\_

[insert name]

[insert position]

Date: \_\_\_\_\_

\_\_\_\_\_

[insert name]

[insert position]

Date: \_\_\_\_\_

#### APPROVED:

\_\_\_\_\_ Date: \_\_\_\_\_

Robert Jennings

**Chief Executive Officer**

# Obligations of Council Members

## Member Policy

Policy Name	Obligations of Council Members		
Type	Member Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director, Corporate Services		
Authorised	Chief Executive Officer	Approval Date	[insert]
Records Number	[Add number here]	Next Review Date	[Review Date]

### 1 Purpose

Council members have a critical role in shaping the strategic priorities and long-term objectives of Council. The role of the CEO and staff members of Council is to focus on the operational and day-to-day activities of Council. It is important that elected Council members and the broader Council staff work collaboratively to fulfil their respective roles in promoting the success of the Council as a whole.

As a result of the introduction of the Act, a new Policy has been developed to guide Council members in their obligations.

While not intended to be exhaustive, the purpose of this policy is to ensure that Members understand and acknowledge their role and key legal obligations under the Act in relation to:

- their duties and obligations as a Member; and
- their powers under the Act.

This policy applies to all Members.

### 2 Definitions

For the purposes of this policy, the following definitions from the Act apply:

Term	Definition
Act	<i>Local Government Act 2019</i> (NT)
CEO	Chief Executive Officer of a council as appointed under section 165(1) of the Act
Council	Alice Springs Town Council
Member	An elected member of Alice Springs Town Council
Regulations	<i>Local Government (General) Regulations 2021</i> (NT)

### 3 Duties and obligations of a Council member

Under the Act, Members have a duty to act, at all times, in what the Member genuinely believes to be the best interests of the council's constituency.<sup>1</sup>

<sup>1</sup> Section 44(3) of the Act.

# Obligations of Council Members

## Member Policy



A Member is to:

- (a) represent the interests of all residents and ratepayers of the council area;
- (b) provide leadership and guidance;
- (c) facilitate communication between the members of the council's constituency and the council;
- (d) be properly informed to enable participation in the deliberations of the council and its community activities;
- (e) ensure, as far as practicable, that the council acts honestly, efficiently and appropriately in carrying out its statutory responsibilities;
- (f) ensure that council resources are used prudently and solely in the public interest; and
- (g) actively monitor the financial affairs of the council.<sup>2</sup>

### 4 Guidelines and examples of Member duties and obligations

The following are intended to provide guidance to Members in discharging their duties under the Act. Importantly, these are guidelines only and are not intended to be a comprehensive list of Members duties and obligations.

- (a) To ensure that Members **represent the interests of all residents and rate payers**:
  - (i) Members should decide on a system of representation that conforms with current legislation and is able to methodically reach out to as many residents and ratepayers as possible to understand their needs and aspirations; and Current best practice systems include Integrated Planning framework (inclusive of Community Strategic Plans) and neighbourhood consultations that target a smaller area but achieve genuine grassroots consultation.
  - (ii) Member should regularly review the updated meeting cycle of the Council which contains regular forums where community groups and other guests can be invited and visit these forums.
- (b) To ensure that Members **provide leadership and guidance**, Members should keep in mind that:
  - (i) 'Leadership' in a local government context is commonly considered to require the qualities of inspiration, integrity, trust and effectiveness. Other important qualities include decisive decision making as well as the support for other Members, officers and the community at large. Deep work at the beginning of the Council term to determine an agreed 'why', 'how' and potentially 'what' of the Member group allows for many of these qualities to be delivered; and
  - (ii) as democratic representatives of the community, 'guidance' by the Members should provide considered views of the community based on a measured assessment regarding the context, people, history and community, rather than the specific and operational financial, economic, integrated planning, media, governance, community development, engineering and corporate knowledge often held by officers. Deep work at the beginning of the Council term can help determine the strengths of the members and officers and the best ways of working together. 'Leadership' and 'guidance' in this context is generally not applicable to the operational matters of Council that are delegated to the CEO.
- (c) To ensure that Members **facilitate communication between the members of the Council's constituency and the Council**, Members should keep in mind:
  - (i) that where operational matters are raised by residents and ratepayers to Members, these matters are best referred to the existing Council customer systems like 'Neat Streets', the

<sup>2</sup> Section 44(1) of the Act.

# Obligations of Council Members

## Member Policy



Council front counter, organisational emails or the website so that the community can learn how to better connect with the organisation to get results. It also allows the best placed staff to deal with the issues, rather than use the valuable strategic time of Council meetings. Matters that are considered operational issues include (among other things) issues regarding roads, fees, town planning, parks and events, complaints, facilities, trees, dogs, rates, rubbish, ranger tickets and infrastructure;

- (ii) that should the public or Members have strategic projects for consideration, the Project Office 'New Project' template or 'Unsolicited Proposals Policy' have been created to allow the analysis of the proposal with strategic priorities, resources and timelines rather than raise projects or business opportunities at Council meetings where they will likely be subject to a lack of evidence based and systematic consideration; and
- (iii) that at an operational level, the CEO office and media team has a number of platforms that will assist this process through newsletters, media connections (refer media policy), committees, Facebook, surveys, partnership groups, Memorandums of Understanding, stakeholder groups and many other methods.

(d) To ensure that Members are **properly informed to enable participation in the deliberations of the council and its community activities**, Members should:

- (i) seek to maximise representation of residents and ratepayers (as set out above at subsection (a)) which will allow Members to be properly informed of community needs and aspirations and enable informed participation in the deliberations of Council meetings and the consequent strategic direction of the community activities and
- (ii) decide on a format of Council meetings that allows them to stay sufficiently informed so as to allow participation of strategic deliberations and strategic community activities, whilst allowing the operational aspects of the organisation and the strategic community activities to remain separate.

(e) To ensure that the Council acts **honestly, efficiently and appropriately in carrying out its statutory responsibilities**, Members should:

- (i) be familiar with Council policies and procedures, including this Policy, the Code of Conduct and the Breach of Code of Conduct Policy, to ensure they are aware of their roles and the operation of any delegations.

(f) To ensure that Council resources are used **prudently and solely in the public interest**, Members should:

- (i) decide on a process for creating a strategic plan in the first part of the term as part of a best practice Integrated Planning framework, taking into account the strategic and prudent use of resources for the four year term. This strategic plan can then be tied to measurable KPIs (reported in Council Meetings) as well as four-monthly review points to ensure that the operational aspects of the program are being delivered; and
- (ii) keep in mind that the 'Project Office' has been created to assist in the prudent use of Council resources and to allow the analysis of proposals with strategic priorities, resources and timelines. Strategic reports on the work of this office will allow Members to make informed decisions.

(g) To ensure that Members **actively monitor the financial affairs of the Council**, Members should keep in mind that:

- (i) A new standard of financial report has been developed for the sector that will allow monitoring of the financial affairs by Council.
- (ii) A best practice Integrated Planning framework has been shaped since 2019 to allow a strategic and thorough delivery of financial affairs. Key documents in this framework

(08) 8950 0500

[alicesprings.nt.gov.au](http://alicesprings.nt.gov.au)

# Obligations of Council Members

Member Policy



such as the Long Term Financial Plan and the Asset Management Plan will form the major strategic input by Members for the organisation to action at an operational level.

- (iii) The Risk Management Advisory Committee is another legislative mechanism to achieve this section of the Act.

## 5 Powers of a Council member

A Member has no power to direct or control staff of the Council, or to interfere with the management of staff of the Council, under the Act.<sup>3</sup>

## 6 Related Documents

- *Local Government Act 2019*
- *Local Government (General) Regulations 2021*
- Delegations Policy

## 6 Management Sign off

### ENDORSED:

\_\_\_\_\_

[insert name]

[insert position]

Date: \_\_\_\_\_

\_\_\_\_\_

[insert name]

[insert position]

Date: \_\_\_\_\_

### APPROVED:

\_\_\_\_\_

Date: \_\_\_\_\_

Robert Jennings

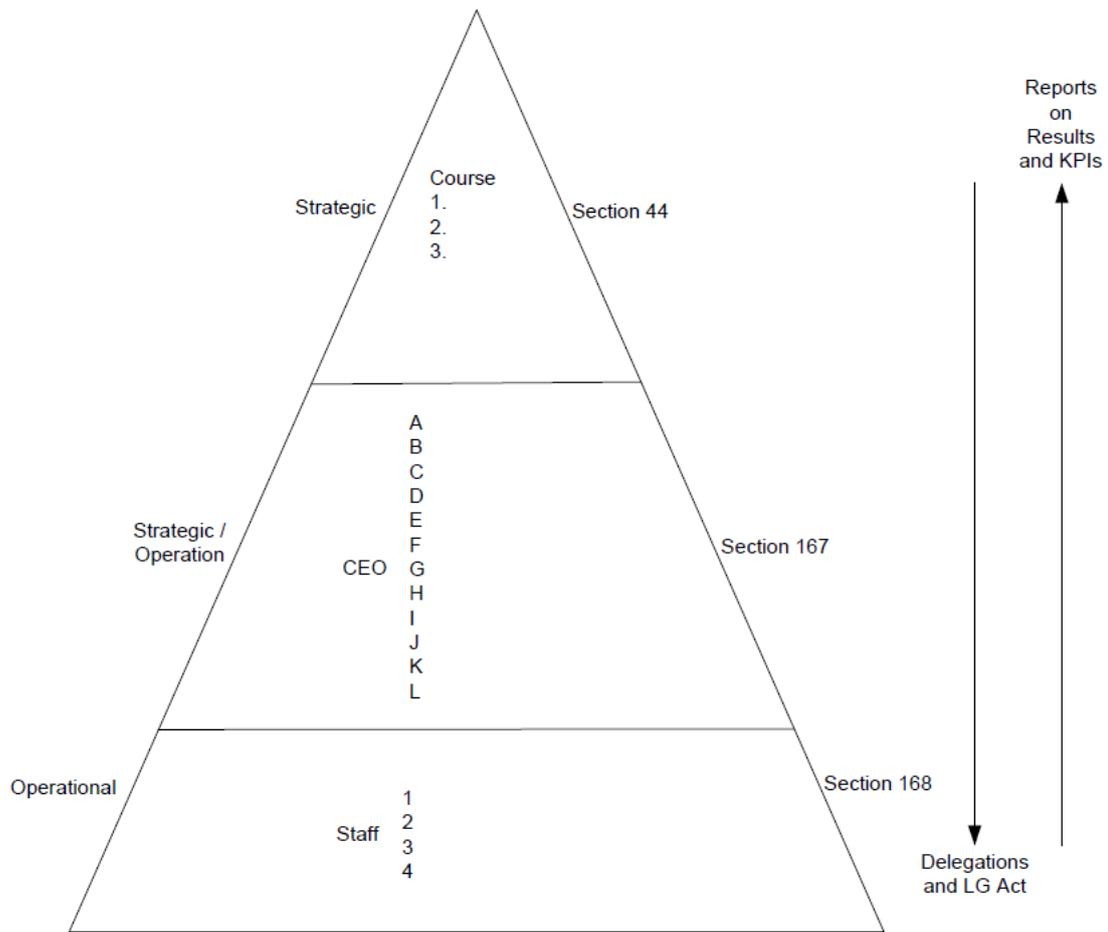
**Chief Executive Officer**

## Appendix 1 - Diagram of Council Structure

<sup>3</sup> Section 44(2) of the Act.

# Obligations of Council Members

Member Policy



Operation of LG Act and Delegations Register



## Appendix 2 - Integrated Planning Diagram

(08) 8950 0500  
[alicesprings.nt.gov.au](http://alicesprings.nt.gov.au)

# Media Policy

Council Policy



Policy Name	Media Policy		
Type	Council Policy		
Owner	Elected Members		
Responsible Officer	Chief Executive Officer		
Authorised	Chief Executive Officer	Approval Date	[insert]
Records Number	Add number here	Next Review Date	[Review Date]

## 1 Purpose

This policy sets out a framework for Members dealing with media, whilst also recognising the role of the media in keeping the community informed, getting feedback on important issues and ensuring a transparent and open Council.

The purpose of this Policy is to provide guidance to Council members in the conduct of Council business in a way that protects the Council's reputation by mitigating risk and ensuring consistency and accuracy in the information Council places in the public realm.

The term 'media' is used in this Policy to refer to both traditional (including print, broadcast, radio) and new (including social media, blogs, messaging, video/pod cast, forums and discussion boards) forms of media.

## 2 Definitions

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

Term	Definition
CEO	The Chief Executive Officer of the Alice Springs Town Council
Council	Alice Springs Town Council
MCO	Media and Communication Office of the Alice Springs Town Council
Member	An elected member of the Alice Springs Town Council

## 3 Policy Statement

The media may be interested in the work of the Council from time to time and will therefore want to speak to Members about issues of public interest.

Members are expected to adhere to the highest standards of ethical practice and professional competency when it comes to communicating with the media, whether it is verbal, print or digital communication.

The Council are committed to communication practices that:

- promote transparency and accountability of Council's decision-making processes;
- inform the community of key Council decisions, initiatives, programs and services;

# Media Policy

## Council Policy



- promote community access to Members;
- build community pride and inclusiveness through a positive image of Alice Springs; and
- promote opportunities for the community to participate in Council activities.

Members are expected to demonstrate standards of conduct and behaviour that are consistent with the policies and procedures of Council, including the Code of Conduct and Obligations of Council Members policies.

To ensure the Council is delivering services that are aligned with the community's expectations, the Council communicates with stakeholders through a range of channels to appreciate their needs, concerns and ideas.

The Council accepts the important role of the media to report on issues of interest to the community and its right to scrutinise Council activities.

## 4 Policy

### 4.1 Media relations

The Council recognises that media relations are an important source of information for the community. Media agencies and journalists are regularly engaged to ensure their articles and messaging about the Council and its activities is accurate and positive.

The Council is committed to providing comment and responses to all media enquiries. The Council has a no 'no comment' approach to media relations.

Engagement with media agencies and journalists occurs exclusively between the Mayor and the CEO.

### 4.2 Media enquiries

The Council's Media and Communications Office (MCO) will always be the first point of contact for media enquiries. The MCO reports to the CEO and is responsible for the preparation of media releases and responses so as to inform and educate the public about Council's positions, programs or decisions. All media releases on behalf of Council are issued from the MCO only.

### 4.3 Spokesperson(s)

The Mayor is the official spokesperson in relation to any media enquiries that relate to strategic issues. If the Mayor is unavailable, the Deputy Mayor can act as official spokesperson.

With the permission of the Mayor, where queries are related to matters falling under the strategic remit of the Council's community development, Corporate Services or Technical Services, these matters will be addressed by the relevant Member. Matters of significant complexity or authority should be dealt with by the Mayor.

The CEO is the official spokesperson in relation to any media enquiries that relate to operational issues. The CEO can delegate this responsibility as necessary.

# Media Policy

## Council Policy



All official comment made on behalf of the Council shall reflect the decisions made by Council as stated in its adopted resolutions or the positions taken by Council as articulated in its strategic and policy documents.

This policy is not intended to restrict Members from expressing personal views. However, the Member must clearly identify the view as their own, either from a personal or professional standpoint.

### **4.4 Inappropriate use of media**

The use of personal communication devices to engage with traditional or new media (including by way of messaging) during Council meetings is never appropriate.

Whenever using media, Elected Members must:

- only disclose or discuss publicly available information
- not make any comment or post any material that might cause damage to the reputation of another Elected Member or Council generally.

Any instances of non-compliance with this policy should be directed to the CEO for attention.

### **4.5 Member presence in media**

Members, as community representatives, must always be mindful that their personal or professional site (be it a website or social media platform) may be viewed as a public site, especially when reference to the Member's position is included. Therefore, when expressing a personal view, this should be identified and care taken not to show disrespect for the Council, its decisions, decision making process or other Members, Council staff and the community.

### **4.6 Potential legal liability**

Members are reminded that statements purportedly made on behalf of the Council may in some circumstances attract legal ramifications for the Member and/or the Council.

Members are also reminded that any meeting attended in their civic capacity may be recorded (audio and/or visual) by either the media for publication, or the Council.

### **4.7 Council policies superseded**

This policy supersedes all previous versions of CEO 001 Elected Members Media (including social media) Usage and 110 Media Relations policies.

### **4.8 Communication tools**

The Council uses a variety of communication tools to provide the community as well as the media with timely information.

Communication tools are only for the use of Alice Springs' projects, events and strategic priorities. However, there may be occasions where a partnership with the Commonwealth or Northern

# Media Policy

Council Policy



Territory Government requires joint communication. If this is the case, joint communications will be done in accordance with the relevant terms of that partnership or funding agreement.

## 4.9 Media releases

Media releases are a key communication tool. A protocol for quoting in media releases is outlined as follows:

- strategy-oriented stories are to quote the Mayor;
- stories arising from the work of a committee are quoted on by the Mayor, or by delegation to the relevant Member, or by the CEO;
- contentious council matters are quoted on by the Mayor or CEO; and
- operational issues are quoted on by the CEO or as delegated.

Media releases are distributed to media outlets, posted on the Council's website and distributed to Council members, staff and a subscribed distribution list.

Joint media releases with the Commonwealth or Northern Territory Governments or other local government bodies may only be issued with appropriate approvals.

Joint media releases with third parties are not encouraged. Approvals for such media releases will only be given in certain circumstances. The media release must be on a Council template and include a quote from the third party.

Media releases will be sent to Elected Members at the same time as other parties.

## 4.10 Media alerts

Media alerts are to be issued by the Council to media outlets prior to a media event to ensure their attendance. The media alerts will outline location, spokesperson(s), key opportunities, Workplace Health and Safety requirements and photographic or footage opportunities or entry conditions as relevant.

Media alerts are distributed to media outlets, Council Members and staff, and a subscribed distribution list.

## 4.11 Social media platforms

The Council recognises that social media is an effective tool to engage with the community.

Members are encouraged to share Council's content on their personal social media accounts in a positive way but are not obligated to do so. When doing so, Members are participating and expressing their views in an individual capacity and should consider the values and behaviours outlined in the Code of Conduct.

Members' social media profiles must not state their Council position or title so as to not blur the lines between personal opinion and official comment.

# Media Policy

Council Policy



Any breach of a Code of Conduct via digital communication or social media platforms will be dealt with in accordance with the Breach of Code of Conduct Policy.

## 5 Related Documents

- Conflict of Interest Policy
- Obligations of Council Members Policy

## 6 Communication and Training

Will this policy be communicated through internal communications?	Yes
Where will this policy be available?	Intranet, Content Manager, hard copy in each workplace, copy with every new employee engagement / contract
Will training needs arise from this policy? If yes, who will be responsible.	Yes, Director Corporate Services

## 6 Management Sign off

### ENDORSED:

\_\_\_\_\_  
[insert name]  
[insert position]

Date: \_\_\_\_\_

\_\_\_\_\_  
[insert name]  
[insert position]

Date: \_\_\_\_\_

### APPROVED:

\_\_\_\_\_  
Robert Jennings  
Chief Executive Officer

Date: \_\_\_\_\_

**REPORT**

**TO: ORDINARY COUNCIL MEETING – WEDNESDAY 29 SEPTEMBER 2021**  
**SUBJECT: ACQUITTAL OF NT ENERGY EFFICIENCY & SUSTAINABILITY GRANT**  
**AUTHOR: GRANTS OFFICER – JASON VAN RIEL**

---

**EXECUTIVE SUMMARY**

On 17 June 2019 Council received the Energy Efficiency & Sustainability Grant from the Department of Housing and Community Development to install photovoltaic (PV) solar systems at four of Council's new change room facilities that are currently under constructions at the ovals of Jim McConville, Flynn Drive, Albrecht and Ross Park.

This report is provided, as required, for Council to formally authorise the CEO to sign the acquittal.

**IT IS RECOMMENDED**

**That Council authorises the CEO to sign the following acquittals on behalf of Council:**

- A. An acquittal for the residual Energy Efficiency & Sustainability Grant of \$103,910 with expenditure of \$111,417.50 provided by the Department of Housing and Community Development to install photovoltaic (PV) solar systems at four of Council's new change room facilities that are currently under constructions at the ovals of Jim McConville, Flynn Drive, Albrecht and Ross Park. This is the 30 June 2021 final acquittal as required by the funding agreement.**

**REPORT**

**1. BACKGROUND**

The Department of Housing and Community Development provided Grant funding of \$118,642 for the installation of photovoltaic (PV) solar systems at four of Council's new change room facilities that are currently under constructions at the ovals of Jim McConville, Flynn Drive, Albrecht and Ross Park. This project has been completed and has incurred total expenditure of \$126,149.50 for the period ending 30 June 2021.

## 2. **DISCUSSION**

Copy of the Grant Acquittal is attached. It shows that funds received were expended on the intended purpose.

## 3. **POLICY IMPACTS**

**Objective 1 – A dynamic community:** A dynamic, prosperous community where everyone is included underpinned by safe, reliable infrastructure and social investment.

Outcome 1.3 Safe and reliable public infrastructure.

Strategy 1.3.3 Maintain and improve Council buildings.

Strategy 1.3.5 Advocate Northern Territory Government and Commonwealth Government partnerships with Council, to establish suitable, contemporary community facilities.

**Objective 3 – Leadership in sustainability:** A leader in sustainability and best practice, living well in our desert context and minimising our impact.

Outcome 3. Reduce Council's carbon footprint

Strategy 3.1.2 Maximise energy productivity

**Objective 4 – A Dynamic Council:** A well governed Council that leads by example, advocates for our community, innovates and delivers excellent services, and works with others collaboratively to help create the community we want to live in.

Outcome 4.4 Governance excellence

Strategy 4.4.1 Responsible fiscal and asset management.

## 4. **FINANCIAL IMPACTS**

This grant funding provides assistance with the project for which is was intended.

## 5. **SOCIAL IMPACTS**

This grant adds to the amenities available to the Alice Springs Community.

## 6. **ENVIRONMENTAL IMPACTS**

This grant adds to Council's aim to maximise energy productivity.

## 7. **PUBLIC RELATIONS**

This grant adds to the amenities as a key element in the positive public relations effort of the Council.

**8. ATTACHMENTS**

- A. Funding Acquittal Statement of the Energy Efficiency & Sustainability Grant from the Department of Housing and Community Development to install photovoltaic (PV) solar systems at four of Council's new change room facilities that are currently under constructions at the ovals of Jim McConville, Flynn Drive, Albrecht and Ross Park.

Jason van Riel  
**Grants Officer**

**Alice Springs Town Council**

2019-20 ACQUITTAL OF ENERGY EFFICIENCY AND SUSTAINABILITY GRANT

Department of Local Government, Housing and Community Development

File number: LGR2016/00033

**Purpose of Grant:** To install photovoltaic (PV) solar systems at four of Council's new change room facilities that are currently under constructions at the ovals of Jim McConville, Flynn Drive, Albrecht and Ross Park.

**Purchases were in accordance with the Northern Territory Buy Local Plan: Yes**

INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 JUNE 2021

Energy Efficiency and Sustainability Grant	\$103,910.00
Other Income	
Total income	<u>\$103,910.00</u>

**Expenditure** (Specify accounts and attach copies of invoices and ledger entries)  
**An 'administration fee' is not to be apportioned to the grant for acquittal purposes.**

Total Expenditure	\$111,417.50
Surplus/(Deficit)	<u>(\$7,507.50)</u>

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Jason van Riel 31/08/2021

Laid before the Council at a meeting held on ...../...../2021 **Copy of minutes attached.**

CEO ...../...../2020

**DEPARTMENTAL USE ONLY**

Grant amount correct:  YES  NO

Expenditure conforms to purpose:  YES  NO

Capital Works – Bought from a Territory Enterprise:  YES  NO (If no has an explanation been provided: ( YES  NO)

Minutes checked:  YES  NO

Balance of funds to be acquitted: \$ \_\_\_\_\_

Date next acquittal due: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACQUITTAL ACCEPTED:  YES  NO

Prepared by:

Comments:

Donna Hadfield, Manager Grants Program \_\_\_\_\_ / \_\_\_\_/\_\_\_\_



**T.D.C REFRIGERATION**  
**P.O BOX 4810**  
**ALICE SPRINGS NT 0871**  
**Ph: (08) 8952 1702 Fax: (08) 8952 1704**  
**admin@tdcrefrigeration.com.au**  
**A.B.N: 39 144 896 882**  
**Electrical License #C2282 ARC License #AU25926**

Bill To:  
**Alice Springs Town Council**  
**P.O.Box 1071**  
**Alice Springs NT 0871**

Tax Invoice

Invoice #: 78566-1

*16/06/2020*

*Grant 574*

CUSTOMER ABN	ORDER NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.
	D109093	TS		Net 30	16/06/2020	1

QTY	ITEM NO.	DESCRIPTION	EXTENDED PRICE	CODE
1	Job /c Progress	TDC QUOTE: 14854A-1 ACCEPTED - Contract 2020-02ST Sporting Facility Solar Tender - 4 x 33KW Solar Systems: Albrecht Oval - 39.825 kW Solar System Ross Park - 39.825 kW Solar System, Flynn Drive - 39.825 kW Solar System Jim McConville - 39.825 kW Solar System ORIGINAL PROJECT - \$129,620.00 PLUS GST Progress Claim 1 - 10% MOBILITY	\$12,962.00	GST GST GST

Thank you; we really appreciate your business. Please note all goods remain the property of TDC Refrigeration until payment is received in full.	CODE	RATE	GST	SALE AMOUNT	\$12,962.00	GST
	GST	10%	\$1,296.20	\$12,962.00	\$0.00	
					\$1,296.20	
					\$14,258.20	
					\$0.00	
					\$14,258.20	

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

Alice Springs Town Council  
P.O.Box 1071  
Alice Springs NT 0871

Invoice #: 78566-1

AMOUNT: \$ \_\_\_\_\_

MAIL TO:

**T.D.C REFRIGERATION**  
**PO BOX 4810**  
**ALICE SPRINGS NT 0871**

**BANK DETAILS:**  
**BANK : ANZ**  
**BSB : 015 881**  
**ACCOUNT NO: 9050-86179**



# T.D.C REFRIGERATION

P.O BOX 4810

ALICE SPRINGS NT 0871

Ph: (08) 8952 1702 Fax: (08) 8952 1704

admin@tdcrefrigeration.com.au

A.B.N: 39 144 896 882

Electrical License #C2282 ARC License #AU25926

Bill To:

Alice Springs Town Council

P.O.Box 1071

Alice Springs NT 0871

Tax Invoice

Invoice #: 78566-F2

CUSTOMER ABN	ORDER NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.
	D109093	CP		Net 30	17/11/2020	1
QTY	ITEM NO.	DESCRIPTION			EXTENDED PRICE	CODE
1	Job	TDC QUOTE: 14854A-1 ACCEPTED - Contract 2020-02ST Sporting Facility Solar Tender - 4 x 33KW Solar Systems: Albrecht Oval - 39.825 kW Solar System Ross Park - 39.825 kW Solar System, Flynn Drive - 39.825 kW Solar System Jim McConville - 39.825 kW Solar System ORIGINAL PROJECT - \$129,620.00 PLUS GST				GST
	Final Claim	Final Claim - Project to 100% - Project Retention			\$3,240.50	GST
Thank you; we really appreciate your business. Please note all goods remain the property of TDC Refrigeration until payment is received in full.		CODE	RATE	GST	SALE AMOUNT	
		GST	10%	\$324.05	\$3,240.50	GST
					\$0.00	
					\$324.05	
					\$3,564.55	
					\$0.00	
					\$3,564.55	

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

Alice Springs Town Council  
P.O.Box 1071  
Alice Springs NT 0871

Invoice #: 78566-F2

AMOUNT: \$

MAIL TO:

**T.D.C REFRIGERATION**  
**PO BOX 4810**  
**ALICE SPRINGS NT 0871**

**BANK DETAILS:**  
BANK : ANZ  
BSB : 015 881  
ACCOUNT NO: 9050-86179



**T.D.C REFRIGERATION**  
**P.O BOX 4810**  
**ALICE SPRINGS NT 0871**  
**Ph: (08) 8952 1702 Fax: (08) 8952 1704**  
**admin@tdcrefrigeration.com.au**  
**A.B.N: 39 144 896 882**  
**Electrical License #C2282 ARC License #AU25926**

Bill To:  
**Alice Springs Town Council**  
**P.O.Box 1071**  
**Alice Springs NT 0871**

Tax Invoice



Invoice #: 78566-4

CUSTOMER ABN	ORDER NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.	
	D109093	TS		Net 30	19/10/2020	1	
QTY	ITEM NO.	DESCRIPTION			EXTENDED PRICE	CODE	
	Job	TDC QUOTE: 14854A-1 ACCEPTED - Contract 2020-02ST Sporting Facility				GST	
		Solar Tender - 4 x 33KW Solar Systems:					
		Albrecht Oval - 39.825 kW Solar System				GST	
		Ross Park - 39.825 kW Solar System,					
		Flynn Drive - 39.825 kW Solar System					
		Jim McConville - 39.825 kW Solar System					
		ORIGINAL PROJECT - \$129,620.00 PLUS GST					
1	Progress	Progress Claim 4 - Project to 95% - \$23,924.00 PLUS GST			\$23,924.00	GST	
Thank you; we really appreciate your business. Please note all goods remain the property of TDC Refrigeration until payment is received in full.		CODE	RATE	GST	SALE AMOUNT	\$23,924.00	GST
		GST	10%	\$2,392.40	\$23,924.00	\$0.00	
						\$2,392.40	
						\$26,316.40	
						\$0.00	
						\$26,316.40	

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

Alice Springs Town Council  
P.O.Box 1071  
Alice Springs NT 0871

Invoice #: 78566-4

AMOUNT: \$ \_\_\_\_\_

MAIL TO:

**T.D.C REFRIGERATION**  
**PO BOX 4810**  
**ALICE SPRINGS NT 0871**

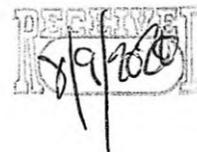
**BANK DETAILS:**  
**BANK : ANZ**  
**BSB : 015 881**  
**ACCOUNT NO: 9050-86179**



**T.D.C REFRIGERATION**  
**P.O BOX 4810**  
**ALICE SPRINGS NT 0871**  
**Ph: (08) 8952 1702 Fax: (08) 8952 1704**  
**admin@tdcrefrigeration.com.au**  
**A.B.N: 39 144 896 882**  
**Electrical License #C2282 ARC License #AU25926**

Bill To:  
**Alice Springs Town Council**  
**P.O.Box 1071**  
**Alice Springs NT 0871**

Tax Invoice



Invoice #: 78566-3

CUSTOMER ABN	ORDER NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.	
	D109093	TS		Net 30	11/09/2020	1	
QTY	ITEM NO.	DESCRIPTION			EXTENDED PRICE	CODE	
1	Job Progress	TDC QUOTE: 14854A-1 ACCEPTED - Contract 2020-02ST Sporting Facility Solar Tender - 4 x 33KW Solar Systems: Albrecht Oval - 39.825 kW Solar System Ross Park - 39.825 kW Solar System, Flynn Drive - 39.825 kW Solar System Jim McConville - 39.825 kW Solar System ORIGINAL PROJECT - \$129,620.00 PLUS GST Progress Claim 3 - Project to 75% - \$32,405.00 PLUS GST			\$32,405.00	GST GST GST	
Thank you; we really appreciate your business. Please note all goods remain the property of TDC Refrigeration until payment is received in full.		CODE GST	RATE 10%	GST \$3,240.50	SALE AMOUNT \$32,405.00	\$32,405.00 \$0.00 \$3,240.50 \$35,645.50 \$0.00 \$35,645.50	GST

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

Alice Springs Town Council  
 P.O.Box 1071  
 Alice Springs NT 0871

Invoice #: 78566-3  
 AMOUNT: \$ \_\_\_\_\_

MAIL TO:

**T.D.C REFRIGERATION**  
**PO BOX 4810**  
**ALICE SPRINGS NT 0871**

**BANK DETAILS:**  
**BANK : ANZ**  
**BSB : 015 881**  
**ACCOUNT NO: 9050-86179**



**T.D.C REFRIGERATION**  
**P.O BOX 4810**  
**ALICE SPRINGS NT 0871**  
**Ph: (08) 8952 1702 Fax: (08) 8952 1704**  
**admin@tdcrefrigeration.com.au**  
**A.B.N: 39 144 896 882**  
**Electrical License #C2282 ARC License #AU25926**

Bill To:  
**Alice Springs Town Council**  
**P.O.Box 1071**  
**Alice Springs NT 0871**

Tax Invoice

Invoice #: 78566-2



CUSTOMER ABN	ORDER NO.	SHIP VIA	SHIP DATE	TERMS	DATE	PG.
	D109093	TS		Net 30	17/08/2020	1

QTY	ITEM NO.	DESCRIPTION	EXTENDED PRICE	CODE
	Job	TDC QUOTE: 14854A-1 ACCEPTED - Contract 2020-02ST Sporting Facility		GST
	Comment	Solar Tender - 4 x 33KW Solar Systems: Albrecht Oval - 39.825 kW Solar System Ross Park - 39.825 kW Solar System, Flynn Drive - 39.825 kW Solar System Jim McConville - 39.825 kW Solar System ORIGINAL PROJECT - \$129,620.00 PLUS GST		GST
1	Progress	Progress Claim 2 - Project to 50% - \$51,848.00 PLUS GST	\$51,848.00	GST
	Comment	Flynn drive - 95% completed -		GST
	Comment	We have completed Installation of the panels, inverters, cabling to the DB and upgrade of the DB, the metering has been upgraded, we have commissioned the system and the system is operational but not connected due to the monitoring not completed		GST
	Comment	Ross Park - 80% completed		GST
	Comment	We have completed Installation of the panels, cabling to the DB, upgrade of the Distribution board, we will be commissioning the system upon arrival of the inverters and upgrade of PWC metering.		GST
	Comment	Jim McConville - 20% completed - The metering has been upgraded by PWC and we have commenced Installation of the inverters and railing yesterday.		GST
	Comment	Albrecht Oval - Expected to commence Thursday 20/08/2020		GST

Thank you; we really appreciate your business. Please note all goods remain the property of TDC Refrigeration until payment is received in full.	CODE	RATE	GST	SALE AMOUNT	\$51,848.00	GST
	GST	10%	\$5,184.80	\$51,848.00	\$0.00	
					\$5,184.80	
					\$57,032.80	
					\$0.00	
					\$57,032.80	

PLEASE RETURN THIS SECTION WITH YOUR PAYMENT

Alice Springs Town Council  
 P.O.Box 1071  
 Alice Springs NT 0871

Invoice #: 78566-2

AMOUNT: \$ \_\_\_\_\_

MAIL TO:

**T.D.C REFRIGERATION**  
**PO BOX 4810**  
**ALICE SPRINGS NT 0871**

**BANK DETAILS:**  
**BANK : ANZ**  
**BSB : 015 881**  
**ACCOUNT NO: 9050-86179**

**REPORT**

Report No 011 / 21 cncd

**TO: ORDINARY COUNCIL MEETING - WEDNESDAY 29 SEPTEMBER 2021****SUBJECT: TECHNICAL SERVICES REPORT TO COUNCIL****AUTHOR: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT****REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021****EXECUTIVE SUMMARY**

This report provides a quarterly departmental update and review of the Technical Services Directorate from 1 April 2021 to 30 June 2021.

**IT IS RECOMMENDED**

**That the Technical Services Report to Council be received and noted.**

**REPORT****1. DISCUSSION**

The attached reports from each business unit detail and provide information on the Technical Services Department for the financial year to date. Progress within the reports can be identified as on-track, delayed or on-hold with the following key:

**Key:**

<i>On track</i>	
<i>Delayed or not as expected</i>	
<i>On hold or not meeting targets</i>	

*A number of ongoing improvements are planned to this reporting format.*

**1.1 SUMMARY OF BUSINESS ARISING FROM PREVIOUS MINUTES OF THE ORDINARY COUNCIL 24 AUGUST 2021**

All matters are actioned as per the Elected Member Queries Smartsheet.

**2. POLICY IMPACTS**

All projects relate to and reflect the appropriate components of the ***Alice Springs Town Council Strategic Plan 2018 - 2021***

**3. FINANCIAL IMPACTS**

All committed projects are working within their approved budget and funding agreements.

**4. DETAILED ANALYSIS**

The detailed analysis section for this period will be reviewing key strategic plan measures and their budget performance through the fourth quarter (Q4) of financial year 2020/21.

**5. SOCIAL IMPACTS**

As per individual projects and plans

**6. ENVIRONMENTAL IMPACTS**

As per the projects and relevant plans

**7. PUBLIC RELATIONS**

As per individual projects and plans

**8. ATTACHMENTS**

Attachment A:	Manager Infrastructure Report
Attachment B:	Sports Officer Report
Attachment C:	Manager Works Report
Attachment D:	Manager Regional Waste Management Facility Report
Attachment E:	Manager Developments Report
Attachment F:	Environment Officer Report



Dilip Nellikat  
**ACTING DIRECTOR TECHNICAL SERVICES**

**TO: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT**

**AUTHOR: MANAGER INFRASTRUCTURE - STEPHEN BALOBAN**

**SUBJECT: INFRASTRUCTURE DEPARTMENT REPORT**

**REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021**

---

## **EXECUTIVE SUMMARY**

This report provides a quarterly review of the Infrastructure unit within the Technical Services Directorate.

### **1 STRATEGIC PLAN**

All projects relate to and reflect the appropriate components of the ***Alice Springs Town Council Strategic Plan - 2018 to 2021***

#### **Objective 1: A Dynamic Community**

##### **1.3.1 Maintain and Improve Local Road Networks**

###### **KPI:**

Develop a 5-year road reseal program and implement to Council specifications and guidelines (2020 – 2025)

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comment</b>
Annual road reseal program develop and implement	11.2km of roads resealed for 2020	Council engages an Independent Engineer to review and determine an <i>Annual Road Reseal Program</i> for the maintenance and upgrade of its roads. Over the last 5-years Council allocated \$2.1m out of the required \$4.9m for this project. This lack of funding has resulted in us falling behind in our target.
All roads and carparks constructed and maintained in line with Council's specifications and guidelines	Head Street carpark resealed	As per annual road reseal program. Council will be resealing 10.2km in the next financial year.

**KPI:**

Funding for road network maintenance secured

Measure	FY 20/21 Progress	Comment
All grant applications submitted on time (Roads to Recovery, Black Spot)	Black Spot and Roads to Recovery applications completed	Awaiting decision on Black-Spot submissions for Railway Crossing upgrades
All funded road maintenance carried out within budget and timeframes set by the scope of works	Norris Bell Railway crossing road upgrade. Started in July 2021	To be completed in August 2021

**KPI:**

Ensure all verge development is to Council's specifications and guidelines

Measure	FY 20/21 Progress	Comment
Verge development plans and constructions comply with Council specifications and guidelines	Ongoing all applications approved in a timely manner	All works must be compliant with Council specifications and guidelines.

**1.3.2 Maintain and improve footpaths and cycle networks****KPI:**

All Council paths constructed and maintained to Council's specifications and guidelines

Measure	FY 20/21 Progress	Comment
5-year footpath and cycle path program developed and constructed	Program of works currently ongoing. Implementation by the Depot	New 5- year program to be developed to ensure that there is a least 1 footpath per street

**1.3.3 Maintain and improve Council Buildings****KPI:**

Civic Centre programmed and reactive maintenance carried out to ensure a safe and effective work environment

Measure	FY 20/21 Progress	Comment
Programmed maintenance completed as per schedule	Review of maintenance procedures underway in tandem with Asset Management plan	New program maintenance plans to be developed and timeline to be completed
All WHS internal audit items identified for Civic Centre followed up	Cleaning procedure developed and implemented for Andy McNeill Room	Notification of new procedure to all cleaners completed

**Objective 2: Great Place To Live****2.2.1 Maintain and improve built and social infrastructure in open spaces, by adopting place-making strategies****KPI:**

Technical support provided to develop and maintain parks, shade structures, and sporting facilities infrastructure in line with the latest building codes and Australian standards

Measure	FY 20/21 Progress	Comment
Compliance with Australian standards and building codes achieved	All new projects checked for compliance against current Australian Standards and Building Codes.	Some delays in obtaining certificates of occupancy due to lack of Certifier availability

**Objective 4: Dynamic Council****4.2.2 Retain a suitably qualified and motivated workforce****KPI:**

Infrastructure Team adequately trained and supported to succeed in their roles

Measure	FY 20/21 Progress	Comment
Staff training requirements identified and approved are delivered	Two staff members currently completing engineering studies	Development of skills in project management and engineering to directly complement their role.

**4.2.4 Ensure a safe work environment****KPI:**

Safe systems of work and operation maintained and developed

Measure	FY 20/21 Progress	Comment
All Incident Report Form actions completed	Safety improvements implemented immediately and as required	Officers have engaged Warton Strategic to perform a Work Health Safety (WHS) management system review to identify gaps and put forward a proposal for an updated WHS information system. This new system could include access to Material Safety Data Sheets and would make reporting and tracking incidents more efficient.

**KPI:**

Identify risks and implement appropriate controls

Measure	FY 20/21 Progress	Comment
All allocated actions on ASTC Risk Register followed up and completed by the identified due dates	Implemented as required	Risks are actions and prioritised upon receipt.

**4.3.3 Maintain professional, timely, and accurate customer service protocols at all customer service points****KPI:**

Responsiveness to enquiries maintained within ASTC Customer Service Charter timeframes

Measure	FY 20/21 Progress	Comment
All enquiries responded to within 48 hours	Infrastructure team aims to respond to correspondence regarding Municipal infrastructure queries within 48 hours.	Contact is made as soon as practical.

**4.4.1 Responsible fiscal and asset management****KPI:**

The infrastructure unit operates within the allocated 2020/21 Budget

Measure	FY 20/21 Progress	Comment
Review of budgets carried out	Budget reviews are carried out throughout the month and quarterly, allowing proper fiscal management regarding projects.	All budgets are constantly reviewed through the project lifecycle.

## 2 PROJECT PLANNER

\* Denotes further information provided on this project within section 3 Directorate Update

### CURRENT MAJOR PROJECTS

PROJECT	BUDGET / FUNDING	STATUS	COMPLETION DATE
A. Jim McConville Sporting Lights (Feasibility)	\$40,000 Council funded	Proposed new sporting lights at Jim McConville. Design with engineers. Standard for cricket lighting as changed report back to SFAC seeking direction	December 2021
B. Upgrade lights at Anzac oval	\$90k	Waiting on lighting parts	October 2021
C. Upgrade Madigan Park As per Parks Advisory Committee (PAC)	\$195,380 Budget 227	Report to Council seeking funding and direction Subdivide park and build 3 x 2 bedroom units	To be advised
D. Upgrade Lyndavale Park As per Parks Advisory Committee (PAC)	\$60,000 Grant funding	Upgrade park as per PAC (Larapinta Child and Family Centre). Larapinta Child and Family Centre has \$60,000 grant funding for this project. That Council fund \$151,880.00 from the Parks budget line towards the Lyndavale Park Project. \$90,857.86 this financial year and the remaining \$61,022.14 to be carried over to next financial year's budget, assuming that \$100,000.00 is committed from the Northern Territory Government. Purchase order issued to Jen Clarsen for design drawings and scope including project management.	March 2022
E. Library Flooring	Council funded	Reviewing scope and flooring to fit increased budget works to start early September	September 2021
F. Todd Mall revitalization	Grant Funding \$1M	Purchase order issued for paving Report to Council on shade structure tender Seating design under review	December 2021
G. Stormwater at Ragonesi Road	226/Roads	Ragonesi Road stormwater drainage issue holes been dug to determine soil conditions for soakage pits Engineers to provide design – already Council funded	September 2021
H. New recycling shed at the RWMF	Council funded \$1M	Application to planning for approval to construct DCA application out for public consultation	March 2022
I. Install 5th Flag Pole on Anzac Hill	Council funded	Heritage and AAPA approval obtained in March 21. Obtaining Quotes for construction and installation of poles. Building and structural approvals completed	On Hold Waiting for budget

## Attachment A

J. New desks for the Council Chambers	Covid funded \$17k	Extra desks for the Council Chambers to ensure 1.5m social distancing.	September 2021
K. Railway Crossings	Black spot funding applied for 7 Railway crossings.	10 Railway crossings to be upgraded. \$433k funding approved for Lovegrove Drive and Norris Bell Avenue Lovegrove and Ilparpa railway crossings completed Black spot funding applied for 7 Railway crossings. Interface Agreement has been signed.	July 2022
L. Install directional signage for caravans and campervans	Various locations	Seeking NTG approval for the installation of signs on their roads	September 2021
M. Solar Trees	Remaining from reserves	Grant funding withdrawn looking at building 1 maybe 2	December 2021
N. Moths & Caterpillars	Funding to be sourced	Conceptual design stage for a Moth and Caterpillar art installation on the Bath & Gregory streets Roundabout. Council was unsuccessful with grant application	On hold
O. Skate park repair	Council Reserves	Audit being carried out then scope of works to be prepared. Repairs depending on contractor's availability due to Covid restrictions	October 2021
P. Rezone Albrecht Oval from public open space to organised recreation	Less than \$1k	Waiting for the DCA outcome	September 2021
Q. Install grass at skatepark	\$45K	Install grass and irrigation around skate park to reduce dust to be completed after skate park repair	To be determined
R. Ross Park Laneway flooding	Design to be funded through 226 Construction funding to be obtained	Purchase order issued for design Design options in progress	September 2021
S. Anzac Hill security lighting	Anzac Hill budget line	The installation of solar security lights at Anzac Hill 99% complete	September 2021
T. New path along Herbert Heritage drive 150m long	Council funded	Depot have started works	October 2021
U. Ilparpa road path	Council and Grant	Depot to construct path after the installation of barriers. Final design Mid-September	December 2021

	funding		
V. Installation of drinking bubblers at Civic Centre and ASALC	Grant funding	Hands free drinking bubblers / bottle refilling station purchased with grant funding. Funding for installation of these units to be determined. Works to start Mid-September	September 2021

**COMPLETED PROJECTS / TASKS (1 APRIL 2021 TO 30 JUNE 2021)**

PROJECT	LOCATION	Task
A. Library Painting	Library	Paint internal library walls
B. Library Aircon upgrade	Library	Was not required repaired existing
C. Jim McConville Fence	Jim McConville sports facility	New Cricket fence around oval and a new footpath
D. Retractable Bollards in Todd Mall	Todd Mall (CBD)	Installation of retractable bollards in Todd Mall
E. Cromwell Drive Road Failure	Cromwell Drive	Replace 200m of road that has failed.
F. Todd River Fitness Stations	Todd River	Outdoor gym equipment along Todd river
G. The installation of solar powered smiley faces along Kunoth Street to prevent speeding	Kunoth Street (Northside)	The installation of solar speed detection units at Kunoth Street
H. Todd Mall sign	Todd Mall	New entrance sign
I. Disabled Carpark	Hartley street carpark	New disabled Carparking bay installed
J. Monas Lounge roof leak	TIO Traeger Park	Repair roof
K. Repair Sports lights at TIO Traeger Park	TIO Traeger Park	Repair any non-operational lights before 4 June 2021

**3 DETAILED ANALYSIS**

*Not applicable for this reporting period for the Infrastructure department*

**4 BUSINESS UNIT REVIEW**

*Not applicable for this reporting period for the Infrastructure department*

**5 CORPORATE PLAN**

*Not applicable for this reporting period.*



Stephen Baloban  
**MANAGER INFRASTRUCTURE**

**TO: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT**  
**AUTHOR: MANGER TECHNICAL SERVICES – TAKUDZWA CHARLIE**  
**SUBJECT: TECHNICAL SERVICES DEPARTMENT REPORT**  
**REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021**

## **EXECUTIVE SUMMARY**

This report provides a quarterly review of the Sports Facilities within the Technical Services Directorate.

### **1 STRATEGIC PLAN**

All projects relate to and reflect the appropriate components of the *Alice Springs Town Council Strategic Plan - 2018 to 2021*

#### **Objective 2: A great place to live**

2.1: Community life, promoting a healthy, vibrant culture

2.1.1: Provide Sport, recreation and leisure opportunities, which maximize social capital.

#### KPI:

Work with partners to increase organized sporting participation by 5% per annum from 2019 onwards

	<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>	<b>Financial Tracking 20/21</b>
1	Assuring equal availability of ovals during summer and winter seasons for sporting bodies.	<ul style="list-style-type: none"> <li>Processing incoming bookings</li> <li>Premier events take priority - all year round</li> <li>Peak Sporting body permits take priority within seasons. All other bookings processed on availability.</li> </ul>	Encouraging peak sporting bodies and clubs to return booking forms to secure facilities. Working with clubs to ensure equal access to facilities are maintained.	<b>Bookings Payment</b> 19/20 = \$9,576.00 20/21 = \$9,671.36
2	Facilities accessible to all members of the community.	<ul style="list-style-type: none"> <li>Prioritizing recurring users of the facilities i.e., sports clubs, schools.</li> </ul>	Continue to provide fair and equitable sports field usage for all members of the community	N/A
3	Advocate and facilitate adequate functioning services at sporting grounds.	<ul style="list-style-type: none"> <li>Weekly and Monthly inspections</li> <li>Ensuring functional handover of sports between seasons</li> </ul>	Continue with the weekly and monthly venue inspections. Handover of venues between sporting organisations, between seasons is undertaken and Facility Advisory Team meetings being utilized.	N/A

Attachment B

	Advocate and facilitate state and national sporting bodies matches and events.	<ul style="list-style-type: none"> <li>Ensuring facilities and grounds are kept to a high standard at all times</li> </ul>	Continue to maintain facilities and grounds to state and national standards	N/A
4	Ensure maximum participation on the SFAC of peak sporting bodies.	<ul style="list-style-type: none"> <li>Bi-Monthly SFAC Meetings</li> <li>Advocation for complete payments of participation levies</li> <li>Facility Inspections</li> <li>Facility Handovers</li> </ul>		<b>Participation levies</b> <hr/> 2020/21 = Waived

**Trends/Analysis**

**Measure 1** - through Q4 (20/21) financials are showing an amount of \$9,671.36 from bookings invoicing. This is an increase compared to (19/20) which provided an amount \$9,576.00. This is largely due to backdating invoicing from the previous financial year. FY 20/21 had a decrease in booking charges due to COVID19.

**Measure 2** - Comparisons for 20/21 not available due to issuing waived fees, caused by COVID-19.

**2 PROJECT PLANNER****Sporting Facility Days in Use; Trainings and Competition:**

The below table provides an overall indication of the bookings/usage of ovals and facilities. **Please Note: on premier ovals there are re-occurring bookings for the Winter/Summer Seasons**

Venue	Sports Clubs			Schools			Private			Major Events			Days in use (Per Quarter)
	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	Apr	May	Jun	
Albrecht Oval	30	31	30	0	4	4	0	0	0	0	0	0	91
Anzac Oval	30	31	30	1	1	1	0	2	0	1	0	0	91
Jim McConville Diamonds	9	18	22	1	0	0	1	0	0	0	0	0	51
Jim McConville Oval	26	31	30	1	0	1	0	0	0	0	0	0	87
Lyle Kempster Baseball	0	1	0	0	0	0	3	5	4	0	0	0	13
Rhonda Diano Oval	0	0	0	1	7	4	0	0	0	0	0	0	12
Ross Park Football (Soccer)	4	15	17	0	1	0	0	0	0	0	0	0	37
Paul Fitzsimmons (Sadadeen/CDU) Oval	18	26	29	0	0	0	0	0	0	0	0	0	73
TIO Traeger Park Oval	17	18	17	0	0	0	0	0	0	0	0	1	53
TIO Traeger Hockey Pitch	0	0	0	0	0	0	0	0	0	0	0	0	0
TIO Traeger Hockey Grass	30	31	30	0	0	0	0	0	0	0	0	0	91
Flynn Drive Oval	30	31	30	0	0	0	1	2	1	0	0	0	91

Total bookings = **690**

**Major Events at Council Facilities (1 APRIL 2021 TO 30 JUNE 2021):**Legends of League

Date: 7 May 2021 – 8 May 2021

Location: Anzac Oval

Attachment B

---

AFL: Postponed

Date: 6 June 2021

Location: TIO Trager Park Oval

**3 DIRECTORATE UPDATE (FOR THIS PERIOD 1 OCTOBER - 31 DECEMBER 2020)**

**Sporting Bodies**

- Continuing to work with all sporting organisations to ensure compliance in line with the NTG and Council COVID-Safe guidelines.
- Sports Participation Levy fees are to recommence as of 1 July 2021.
- Ensuring compliance with Sports Public Liability Insurance requirements for 2020/21.

**Sporting Facilities**

- Jim McConville picket fencing installation near completion, defects getting rectified.
- Scoreboards - x1 mobile (multi facility use), x1 fixed (Albrecht Oval), and 1 x fixed (Anzac Oval)
- Developing options for the reconstruction and upgrades of Netball and Tennis courts
- Anzac Oval capital lighting upgrade

**Events**

- Territory Day – Postponed due to COVID

**4 BUSINESS UNIT REVIEW**

*Not applicable for this reporting period for the Sports department.*



Takudzwa Charlie  
**MANAGER TECHNICAL SERVICES**

**TO: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT**  
**AUTHOR: MANAGER TECHNICAL SERVICES – TAKUDZWA CHARLIE**  
**SUBJECT: WORKS DEPARTMENT REPORT**  
**REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021**

## **EXECUTIVE SUMMARY**

This report provides a quarterly review of the Works department within the Technical Services Directorate.

### **1 STRATEGIC PLAN**

All projects relate to and reflect the appropriate components of the *Alice Springs Town Council Strategic Plan - 2018 to 2021*

#### **Objective 1: Dynamic Community**

##### 1.3.1 - Maintain and improve local networks

##### 1.3.2 - Maintain and improve local footpaths and cycle networks

##### KPI:

Local road network maintained to a safe standard

Footpath and cycle networks maintained to a safe standard

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
All footpaths comply with Australian Safety	Design and construction in line with Australian Standards	All works completed are to Australian Standard
Emergency potholes repaired within 2 working days	In line with Council Neat Streets response time	Works completed in timeframe
All damage to road infrastructures is repaired. All non-emergencies are prioritised and added to scheduled works.	On track, rolling out zone maintenance works plan	Works prioritized through rolling zone maintenance program
Roads and road shoulders maintained as per the maintenance program.	Rural Road shoulders maintained 6-monthly	Completed as per programmed maintenance
Suburban streets swept by street sweeper 5 days per week.	In line with daily Municipal Services	Targets being achieved
Each suburban street swept a minimum of once per quarter	In line with weekly Municipal Services	Targets being achieved

1.3.3 - Maintain and improve Council buildingsKPI:

Council buildings maintained to safe standard in line with community expectations

Measure	FY 20/21 Progress	Comments
Facilities maintained as per appropriate conservation management plans	Implemented in line with conservation management plan maintenance schedules	In-line with zoned maintenance program
Major repairs to buildings and infrastructure addressed within 24 hours	On-call Officers, action accordingly based on notification.	Asset Management Plan will identify areas for improvement
Minor repairs to buildings and infrastructure addressed within 48 hours	On track, rolling out zone maintenance works plan	Asset Management Plan will identify areas for improvement

**Objective 2: A Great Place To Live**2.2 - Sense of place and public amenityKPI:

Council assets (toilets, playgrounds, sporting ovals, parks and green open spaces, cemetery, other public places) maintained to safe standard in line with community expectations

Measure	FY 20/21 Progress	Comments
Any faults presenting a safety issue immediately sectioned off to prevent public access	Notification filtered through to the depot, team respond immediately understanding the risks the community	Target being achieved
Parks and sporting ovals mowed once weekly in warmer months. In cooler months, parks once per month and sporting ovals fortnightly	In line with Mowing schedules and hierarchy of parks.	Environmental conditions are impacting this task.
Irrigation leaks repaired within 24 hours	On-call officers, action accordingly based on notification.	Target being achieved
Weekly playground inspections carried out	In-line with daily Parks services	Included in zoned maintenance
Keep Memorial Cemetery to an acceptable standard in conjunction with heritage guidelines	Memorial Cemetery high traffic areas are maintained.	Environmental conditions are impacting this task.
Maintain all flora and fauna within the Anzac hill precinct weekly	In-line with Mowing schedules and hierarchy of parks.	Environmental conditions are impacting this task.
Maintain trees of significance and heritage identification	Conducting comprehensive tree audit to feed into tree maintenance planning.	Included in zoned maintenance

KPI:  
3 Park refurbishments completed

Measure	FY 20/21 Progress	Comments
Parks identified for refurbishment by the Parks Advisory Committee by January 2021	Rotoract Dog Park, Ashwin Park and Tucker Park Oleander park	Works completed
Park refurbishments completed on time and within budget	Works completed	N/A

### Objective 3: Leadership in Sustainability

#### 3.1 - Reduce Council's Carbon Footprint

##### 3.1.1.- Reduce Council's greenhouse emissions

KPI:  
Reduce fleet vehicle use (kms) by 2% by June 2021

Measure	FY 20/21 Progress	Comments
Implement fleet changeover policy	Ongoing, due to COVID-19 and budget requirements, reconstructing changeover policy	2020/21 FY budget cuts have delayed many fleet changeovers to 21/22

##### 3.1.4 - Maximize efficient use of water

KPI:  
Water use is monitored and assets maintained to improve water efficiency

Measure	FY 20/21 Progress	Comments
Annual oval renovations carried out (verti-drain and scarifying)	Carried out after season changes and before major events	Renovations completed on time
Water use regularly monitored and efficiencies identified	Water managed according to temperatures and park usages.	Water usage monitored by Council staff
Rainbird irrigation system maintained across all Council sites	Ongoing maintenance	All sites monitored and repairs and maintenance carried out
Flow rates set up and monitored on Rainbird irrigation system	Completed	Flow rates monitored weekly

3.3 - Conserve and protect the Alice Springs environment3.3.1 - Support a healthy, natural living environmentKPI:

Maintain waterways and vegetation under the Council's jurisdiction to an acceptable and safe standard

Measure	FY 20/21 Progress	Comments
Weeds maintained in Todd and Charles river annually	In line with AAPA clearances and Todd River management groups.	Environmental conditions are impacting this task.
Litter collected daily from Todd River (weekly in Charles River)	In line with Daily Municipal services	Target being achieved
60 trees per month planted throughout the municipality	Planting was ceased mid-December due to heat stress on newly planted trees. Due to resume planting in April 2021. Tree planting under review as zoned maintenance is also being rolled out across the municipality.	Tree planting will re-commence in 2022, dead tree removals which impact surrounding infrastructure and high neat streets reports have commenced for 2021. Tree removal figures to be used for planting in 2022
Verge trees watered weekly	On track	3 <sup>rd</sup> water truck mobilised

**Objective 4: Dynamic Council**4.2.4 - Ensure a safe work environmentKPI:

Safe systems of work and operation maintained and developed

Measure	FY 20/21 Progress	Comments
All Incident Report Form actions completed	On track	Actions completed as required
Monthly toolbox Meetings held with 'safety' standing item	9 meetings have occurred. Meetings scheduled for remainder of FY21.	Teams have weekly toolbox meeting, all safety notifications distributed.
Review safety procedures, Material Safety Data Sheets (MSDS) and Job Safety and Environmental Analysis (JSEA) documents and update as required	SOP's reviewed in Q3.	26 Depot Standard Operating Procedures updated in Q3.

KPI:

Identify risks and implement appropriate controls

Measure	FY 20/21 Progress	Comments
All allocated actions on ASTC Risk Register followed up and completed by the identified due dates	On track	As per Council's operational risk register

Depot risk management plan reviewed by April 2021	On track	All works completed as per the Operational risk register
---	----------	--

4.4 - Governance excellence

4.4.1 - Responsible fiscal and asset management

KPI:

Timely and accurate reporting to Council as required

Measure	FY 20/21 Progress	Comments
All required reports submitted by due dates	On track	Reports delivered on time.
Attendance at all relevant Committee meetings	On track	All meetings attended as required.

KPI:

Depot operates within the allocated 2020/21 Budget

Measure	FY 20/21 Progress	Comments
Quarterly review of Depot income and expenditure carried out	2 quarterly reviews completed, overall budget tracking at 68%	Depot completes monthly budget reviews.

## **2 PROJECT PLANNER**

Works projects are separated between daily, operational, scheduled works, capital projects, and reactive works.

### **DAILY MUNICIPAL SERVICES:**

- Facilities Maintenance
- COVID Cleaning (CBD)
- Street/Footpath Cleaning and sweeping
- Footpath maintenance program
- Concrete repairs
- Municipal Grading Works
- Litter Control
- Waste disposal
- Fleet Maintenance
- Municipal Bitumen repair works
- Graffiti Control
- Event support
- Line marking
- Municipal Service Supervisor 24 hour on-call duties bi-weekly
- NeatStreets

### **DAILY PARKS AND GARDENS:**

- Municipal Mowing (Parks and Verges)
- CBD Cleaning and Maintenance
- Ovals Mowing
- Weed spraying
- Cemetery Works
- Cricket and Oval Works
- Tree Maintenance, removal, and watering
- Playgrounds Maintenance and reactive
- Irrigation Maintenance and Reactive
- Banner installs when required
- Parks and Gardens Supervisor 24 hour on-call duties bi-weekly
- NeatStreets

## CAPITAL - MUNICIPAL SERVICES

PROJECT	LOCATION	STATUS	COMPLETION DATE
Ilparpa Road Footpath Project (Stage 1)	Ilparpa Road	3900m of concrete footpath (Stage 1) - 2900m completed as at 30 March 2020. End point confirmed, IFC drawings in progress	December 2021
CBD Pram Ramps	CBD	46 CBD pram ramps to be brought up to Australian Standards - 14 out of 42 to have tactile to be completed. 15 to be designed Works to continue after completion of Ilparpa Path (Stage 1).	August 2021
Pine Bollard Replacement	All Municipality	60% replaced with recycled plastic bollards.	December 2021
Smith Street Path	Smith Street	Due to be scheduled with Zoned Maintenance and Capital Works program  New path to be started after Herbert heritage and Norris bell path works are completed.	30 June 2021
CBD Line marking	CBD	25% completed, re-commencing in Summer 2021: <ul style="list-style-type: none"> <li>• High use Streets</li> <li>• Schools</li> <li>• Parks</li> <li>• Secondary Streets</li> </ul>	December 2021
Norris Bell Railway Crossing Concrete Works	Norris Bell Ave.	Clearing and Civil works underway	September 2021
Corner Flynn Drive and Carruthers Crescent	Carruthers Crescent	Footpath extension to join existing sections of footpath	August 2021
Herbert Heritage Footpath	Telegraph Station	Civil Works completed, stone pitching drain in progress. Concreting commencing mid July 2021	August 2021
Municipal Assets Audit	Municipal Wide	Reconciling footpath, drain and road data  Zone audits rolling monthly as per the zoned maintenance plan	July 2021
CBD Road Signage Replacement	CBD	Replacing Damaged signae within ASTC Roads	December 2021

**CAPITAL - PARKS AND GARDENS**

<b>PROJECT</b>	<b>LOCATION</b>	<b>STATUS</b>	<b>COMPLETION DATE</b>
Tucker Park Upgrade	Tucker Park	Landscaping works completed, playground equipment to be installed	July 2021
Oleander Park Upgrade	Oleander Park	Completed	12 March 2020
Garden Cemetery Irrigation Works	Garden Cemetery	Completed	June 2021
Irrigation Audit and Update	All irrigated areas	Irrigation monitored weekly work undertaken as required.	June 2021
Garden Bed Landscaping CBD	CBD	Hartley Street garden bed planted, irrigation updated.	July 2021
Verge Mowing	Municipal Wide	School areas prioritised, parks and main through road verges mowed  environmental conditions delaying some of these works	Ongoing
Municipal Assets Audit	Municipal Wide	Zoned area audits being audited	Ongoing
Dead tree removal	Municipal Wide	Ongoing	December 2021

**3 DIRECTORATE UPDATE****EVENT IN-KIND SUPPORT**

A total of 5 events were supported between 31 March 2021 – 31 June 2021

**April 2021:**

<b>EVENT</b>	<b>COST of SUPPORT</b>
Anzac Day	\$4,592.87
<b>TOTAL COST:</b>	<b>\$4,592.87</b>

**May 2021:**

<b>EVENT</b>	<b>COST of SUPPORT</b>
Pensioner Pickups	\$3,907.75
Pets on Parade	\$2,427.43
Parrtjima	\$2,276.27
Wide Open Spaces	335.00
<b>TOTAL COST:</b>	<b>\$8,946.45</b>

**June 2021:**

<b>EVENT</b>	<b>COST of SUPPORT</b>
Finke	\$3,300.69
Steiner School Fete	\$392.24
<b>TOTAL COST:</b>	<b>\$3,396.93</b>

## VANDALISM

**Note:** Vandalism trends tend to slow throughout the cooler months as night time activity is minimal. The tables below give an overview of January, February, and March 2021.

**\*Depot works team are currently collating historical data on vandalism to establish a benchmark for more accurate reporting of the below items. Data will be available next reporting period**

### April 2021:

- **Litter -** Litter stream was above average
- **Kiddie Scribble -** Texta scribble is above average throughout the municipality
- **Graffiti Removal -** Above average graffiti throughout municipality
- **Vandalism -** Above average throughout the municipality
  - » **Irrigation Infrastructure:** vandalism on irrigation infrastructure was Above average
  - » **Sprinklers:** 28 kick offs reported
- **Facilities -**
  - Anzac Oval - Below Average
  - Traeger Complex - Below Average
  - Jim McConville Complex - Below Average
  - Albrecht Oval - Above Average
  - » **Infrastructure:** Sign vandalism in CBD - Above Average
  - » **Playgrounds:** Average vandalism recorded

### May 2021:

- **Litter -** litter stream was above average
- **Kiddie Scribble -** texta scribble is above average throughout the municipality
- **Graffiti Removal -** Above average graffiti throughout municipality
- **Vandalism -** average throughout the municipality
  - » **Irrigation Infrastructure:** vandalism on irrigation infrastructure was Above average
  - » **Sprinklers:** 19 kick offs reported
- **Facilities -**
  - Anzac Oval - Below Average
  - Traeger Complex - Below Average
  - Jim McConville Complex - Below Average
  - Albrecht Oval - Above Average
  - » **Infrastructure:** Sign vandalism in CBD - Above Average
  - » **Playgrounds:** Average vandalism recorded

### June 2021:

- **Litter -** litter stream was above average
- **Kiddie Scribble -** texta scribble is above average throughout the municipality
- **Graffiti Removal -** Above average graffiti throughout municipality
- **Vandalism -** average throughout the municipality
  - » **Irrigation Infrastructure:** vandalism on irrigation infrastructure was below average
  - » **Sprinklers:** 12 kick offs reported
- **Facilities -**
  - Anzac Oval - Average
  - Traeger Complex - Average
  - Jim McConville Complex - Average
  - Albrecht Oval - Average
  - » **Infrastructure:** Sign vandalism in CBD - Above Average
  - » **Playgrounds:** Above vandalism recorded

## NEAT STREETS

### April 2021:

**Notifications:** 205 Neat Street notifications were received in April 2021

- ❖ **117** ASTC Depot Responsibility (50 completed by the Depot team) \*
- ❖ **80** Ranger Responsibility
- ❖ **1** Technical services
- ❖ **5** NT Government Responsibility
- ❖ **1** Telstra Responsibility
- ❖ **0** Power & Water
- ❖ **1** Private Property
- ❖ **0** Crown Land

### May 2021:

**Notifications:** 92 Neat Street notifications were received in May 2021

- ❖ **59** ASTC Depot Responsibility (40 completed by the Depot team) \*
- ❖ **29** Ranger Responsibility
- ❖ **1** Technical services
- ❖ **2** NT Government Responsibility
- ❖ **1** Telstra Responsibility
- ❖ **3** Power & Water
- ❖ **0** Private Property
- ❖ **0** Crown Land

### June 2021:

**Notifications:** 157 Neat Street notifications were received in June 2021

- ❖ **98** ASTC Depot Responsibility (47 completed by the Depot team) \*
- ❖ **37** Ranger Responsibility
- ❖ **6** NT Government Responsibility
- ❖ **0** Technical Services
- ❖ **2** Telstra Responsibility
- ❖ **0** Power & Water
- ❖ **2** Private Property
- 11** Crown Land

*\* Neat streets tasks will rollover due to the implementation of the Zones Maintenance system.*

## STAFF TRAINING

- April 2021 – White Card training x 5 on April 1st
- May 2021 – HSR training x2 May 17<sup>th</sup> to 21st
- June 2021 – None

## TREES

Month	Planted	Removed
April 2021	21	4
May 2021	118	14
June 2021	25	24

*\*Tree Planting was ceased for January, February & March to prevent tree losses due to weather conditions*

**SMART BIN COLLECTIONS**

<b>Month</b>	<b>Anzac Hill</b>	<b>Todd Mall</b>	<b>McCoy Park</b>
April 2021	3	2	0
May 2021	4	2	0
June 2021	3	2	1

**VEHICLE PLANT REPLACEMENT**

2021/ 2022 Vehicle replacement commencing in August 2021

Detailed analysis

Detailed Analysis identifies KPI with under/overspent or deviations from expenditure and provides a possible trend to inform future budget allocations

**Objective 1: Dynamic Community**1.3.1 - Maintain and improve local networks1.3.2 - Maintain and improve local footpaths and cycle networksKPI:

Local road network maintained to a safe standard

Footpath and cycle networks maintained to a safe standard

No.	Measure	FY 20/21 Progress	Financial Progress
1	Footpaths comply with Australian Safety Standards	On track	65% expended
2	Emergency potholes repaired within 2 working days	On track	101.67% Expended
3	Damage to road infrastructures is repaired. Non-emergencies are prioritised and added to scheduled works.	On track, rolling out zone maintenance works plan	112.33% Expended
4	Roads and road shoulders maintained as per the maintenance program.	On track	As Above

**Trend / Analysis:**

Measures 2 and 3 were fully expended due to the constant vandalism to road infrastructure. Future funding would be sought in the mid-year review.

1.3.3 - Maintain and improve Council buildingsKPI:

Council buildings maintained to safe standard in line with community expectations

No.	Measure	FY 20/21 Progress	Financial Progress
1	Minor repairs to buildings and infrastructure addressed within 48 hours	On track, rolling out zone maintenance works plan	Tracking at 80%

**Trend / Analysis:**

Measure 1 compared to last year through Q4 finalized at 80% largely across all facilities.

**Objective 4: Dynamic Council**

4.4 - Governance excellence

4.4.1 - Responsible fiscal and asset management

KPI:

Depot operates within the allocated 2020/21 Budget

No.	Measure	FY 20/21 Progress	Financial Progress
1	Quarterly review of Depot income and expenditure carried out	16 lines out of 49 lines showing over spends largely due to service delivery needs.	92.38% Expended

**Trend / Analysis:**

As at 30/06/2021 the Works Department had spent \$9,277,462.88 of the \$10,430,483.00 total budget (or 92.38%).

**5 BUSINESS UNIT REVIEW**

*Not applicable for this reporting period.*

**6 CORPORATE PLAN**

*Not applicable for this reporting period.*



Takudzwa Charlie  
**MANAGER TECHNICAL SERVICES**

**TO: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT**

**AUTHOR: MANAGER REGIONAL WASTE MANAGEMENT FACILITY - OLIVER ECLIPSE**

**SUBJECT: REGIONAL WASTE MANAGEMENT FACILITY REPORT**

**REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021**

## **EXECUTIVE SUMMARY**

This report provides a quarterly review of the Regional Waste Management Facility (RWMF) unit within the Technical Services Directorate.

### **1 STRATEGIC PLAN**

**Key:**

**Alice Springs Town Council Strategic Plan - 2018 to 2021**

**Objective 3: Leadership in sustainability**

#### **3.1 Reduce Council's Carbon Footprint**

##### **3.1.3 Reduce Council's waste production**

**KPI:**  
Implement waste reduction initiatives

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
Internal food organics and garden organics (FOGO) composting trial implemented	17T of FOGO waste volume through Q4	Community trial complete. Report to Council to determine future of this project. On hold at this time.
20% of recyclable waste presented is processed and sorted	Tracking at 23.22% through Q4	Achieved through better management of recyclable items.

#### **3.2 Reduce Alice Springs carbon footprint**

##### **3.2.2 Educate and enable the community with regard to waste reduction, waste management, water consumption and recycling**

**KPI:**  
Increase RWMF capacity to improve waste reduction and recycling in Alice Springs

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
10% of items salvaged for resale and reuse at Tip Shop	On track	Salvaged crew is meeting its requires percentage. Transfer station team working well

**KPI:**  
Increase re-use/re-recycling rates of waste presented at the RWMF by 5% per annum

Measure	FY 20/21 Progress	Comments
Incorporating ASTC Media team to inform and educate the community about RWMF	Multiple Media platforms engaged through Q4	Keeping the Media team up to date with RWMF operations and information for the public.
19% Total recycling rate achieved (measured in tonnage)	Tracking at 23.22% through Q4	RWMF working well as a team to achieve this recycling rate

### 3.3 Conserve and protect the Alice Springs Environment

#### 3.3.2: Maintain and ensure efficient use of the Regional Waste Management Facility

**KPI:**

RWMF site layout to develop in line with Master Plan and RWMF Environment Management Plan (RWMFEMP)

Measure	FY 20/21 Progress	Comments
RWMF complex to progress against Master Site Plan	Ongoing	Progress is being made with the drainage
Mapping and surveying of RWMF is in line with EPA and licensing requirements	Complete	Survey has been Completed by BBS. Ongoing surveys to determine volume of landfill being undertaken. Results due by June 2021.

**KPI:**

All statutory requirements fulfilled

Measure	FY 20/21 Progress	Comments
Adhering to EPA licensing conditions	Adhering to Licensing EPL206	Licensing conditions are being followed
Appropriate RWMLFEMP addendums updated as required	Update when required	Required update will be made as required

**KPI:**

Maintain RWMF plant and equipment to ensure effective operation

Measure	FY 20/21 Progress	Comments
Scheduled maintenance carried out as per manufacturers maintenance schedules	Maintenance is scheduled and Ongoing	Scheduled are in place and being followed

**Objective 4: Dynamic Council**4.2 People and workplace excellence4.2.4 Ensure a safe work environmentKPI:

Safe systems of work and operation maintained and developed

Measure	FY 20/21 Progress	Comments
All Incident Report Form actions completed	All incident actions completed Ongoing	Action are completed
Monthly toolbox Meetings held with 'safety' standing item	12 meetings out of 12 have occurred. Meetings scheduled for remainder of FY21.	Meetings held with; Top crew, Bottom crew and All Staff meetings being held each month.
Review safety procedures, Material Safety Data Sheets (MSDS) and Job Safety and Environmental Analysis (JSEA) documents and update as required	8 JSEA's reviewed in Q4	These are live documents and reviews will continue.

4.3 Service excellence4.3.1 Establish, maintain, review and improve efficient, effective systemsKPI:

Customer service standards improved

Measure	FY 20/21 Progress	Comments
75% of customer feedback received is positive	Out of 80,287 people across the weighbridge during this quarter, only 4 people didn't have positive feedback.	A new QR system has been put in place to help measure this KPI.  All customer feedback considered, and addressed as appropriate.
Customer feedback form in Re-discovery centre	Out of 11 QR transactions at the Rediscovery Centre and W/B. 11 people left feedback and this feedback was all positive.	A new QR system has been put in place to help measure this. Started 23.6.21
Training needs for customer facing staff identified	This has been identified.	Training is provided when required.

4.4 Governance excellence4.4.1 Responsible fiscal and asset managementKPI:

Timely and accurate reporting to Council as required

Measure	FY 20/21 Progress	Comments
All required reports submitted by due dates	On Track to due dates	Quarterly reports provided for Ordinary Council, Environment Advisory Committee (EAC) and Regional Waste Management Facility Committee (RWMFC) meetings. Data is added and submitted by due dates.
Attendance at all relevant committee meetings	Meetings are attended.	Participated in and attended the EAC, RWMFC and Energy Efficiency Committee meetings.

KPI:

RWMF operates within allocated 2020/21 Budget

Measure	FY 20/21 Progress	Comments
Quarterly review of RWMF income and expenditure carried out	Reviews are regularly carried out.	Monthly budget meeting is held. Refer to section 4 Detailed Analysis.
RWMF income matches or exceeds expenditure	Income is Exceeding by 43.65% Q4	Rediscovery Centre income is higher than estimated
Re-discovery Centre increased by 10% per annum	Re-discovery Centre tracking at 143.65% through Q4	Target is being exceeded.

**2 PROJECT PLANNER****RWMF Environmental Management Plan (RWMF EMP)**

Due date: 1 March 2021

Cost of project: \$86,000 from budget line 174

Task: Environment Management Plan 2021 – 2026

Status: Final RWMFEMP has been received and is to be reviewed.

The RWMF EMP is the governing document (with which the ASTC RWMF operate under) which is endorsed by the legislative body, the NT Environment Protection Authority (EPA).

**Audit of RWMF**

Due date: 31 April 2021

Cost of project: \$23,000 through Governance budget line

Task: Internal Compliancy Audit

Status: RWMF IA report Completed

**Site Visit from NTEPA**

Due date: 10 June 2021

Cost of project: No cost

Task: Northern Territory's routine regulation of Environment Protection Licences

Status: Completed waiting on feedback from NPETA

**3. DIRECTORATE UPDATE**

This report provides an update of current waste management and recycling initiatives and projects, by financial year. Reporting dates are from the 1 April 2021 to 30 June 2021

*\* Please note: As of 22 September 2020, financial related recycling initiatives (Cardboard, Steel, and Envirobank) will be updated accordingly within the Finance Department reports.*

**CARDBOARD:****Table 1: Total month by month recycled cardboard**

<b>Month</b>	<b>Total Cardboard</b>
Apr 2021	49.26 Tonnes
May 2021	32.78 Tonnes
Jun 2021	0 Tonnes

*\* No Cardboard in June Due to Transport requirements*

**STEEL:****Table 2: Total month by month recycled steel**

<b>Month</b>	<b>Total Steel</b>
Apr 2021	0 Tonnes
May 2021	107.46 Tonnes
Jun 2021	33.23 Tonnes

*\*No Steel out in April due to Simi Metal machine break down*

**ENVIROBANK:****Table 3: Total month by month recycled 10c containers**

<b>Month</b>	<b>Total 10c Containers</b>
Apr 2021	2.08 Tonnes
May 2021	2.44 Tonnes
Jun 2021	.66 Tonnes

**TUBE TERMINATOR:****Table 4: Total month by month recycled fluorescent lights**

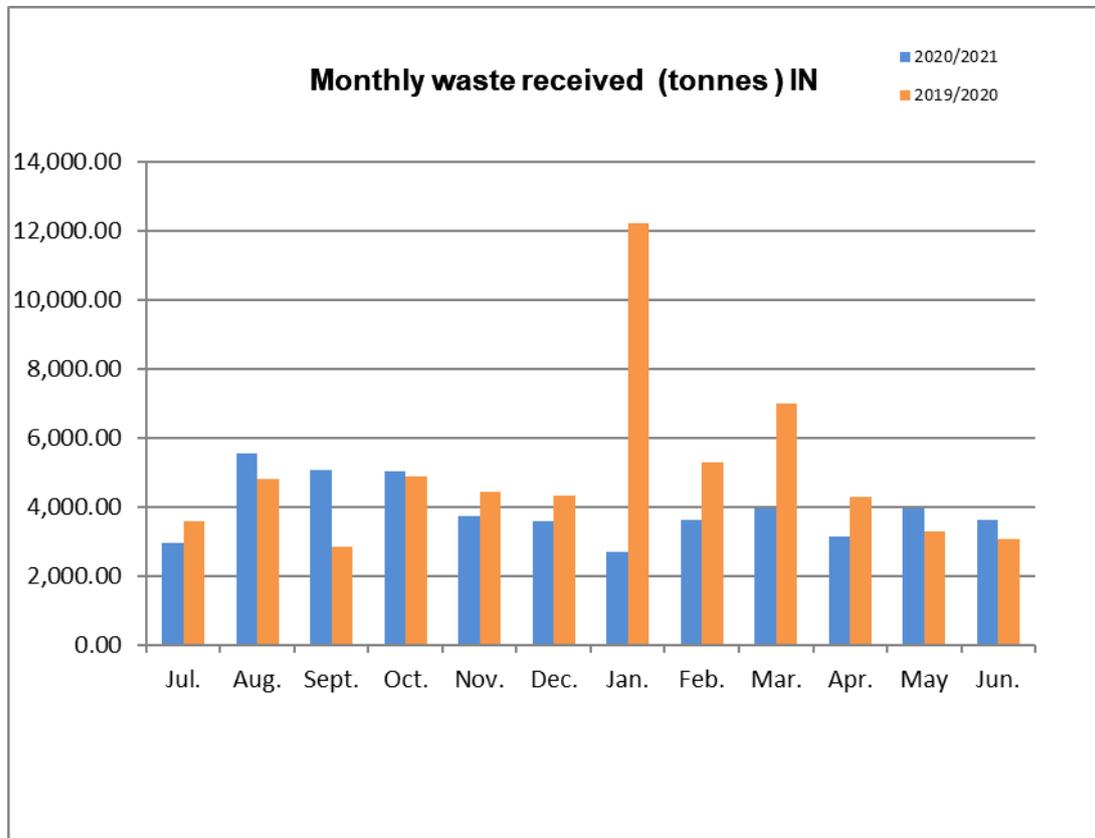
<b>Month of Termination</b>	<b>Total Tubes</b>
Apr 2021	1729 Tubes
May 2021	0 Tubes
Jun 2021	1572 Tubes

*\* No Tubes terminated in May due to staff shortages*

**WEIGHBRIDGE WASTE AND RECYCLING TOTALS - FINANCIAL YEAR:**

A total of 46,884.56 tonnes of waste (including clean fill) was collected at the RWMF and a total of 8,733.12 was recycled out Table (6) for the period of 1 July 2020 to 30 Jun 2021 compared to 59,957.74 tonnes for the same period in 2019.

**Graph 1: Monthly waste comparison by financial year (tonnes) received (IN)**



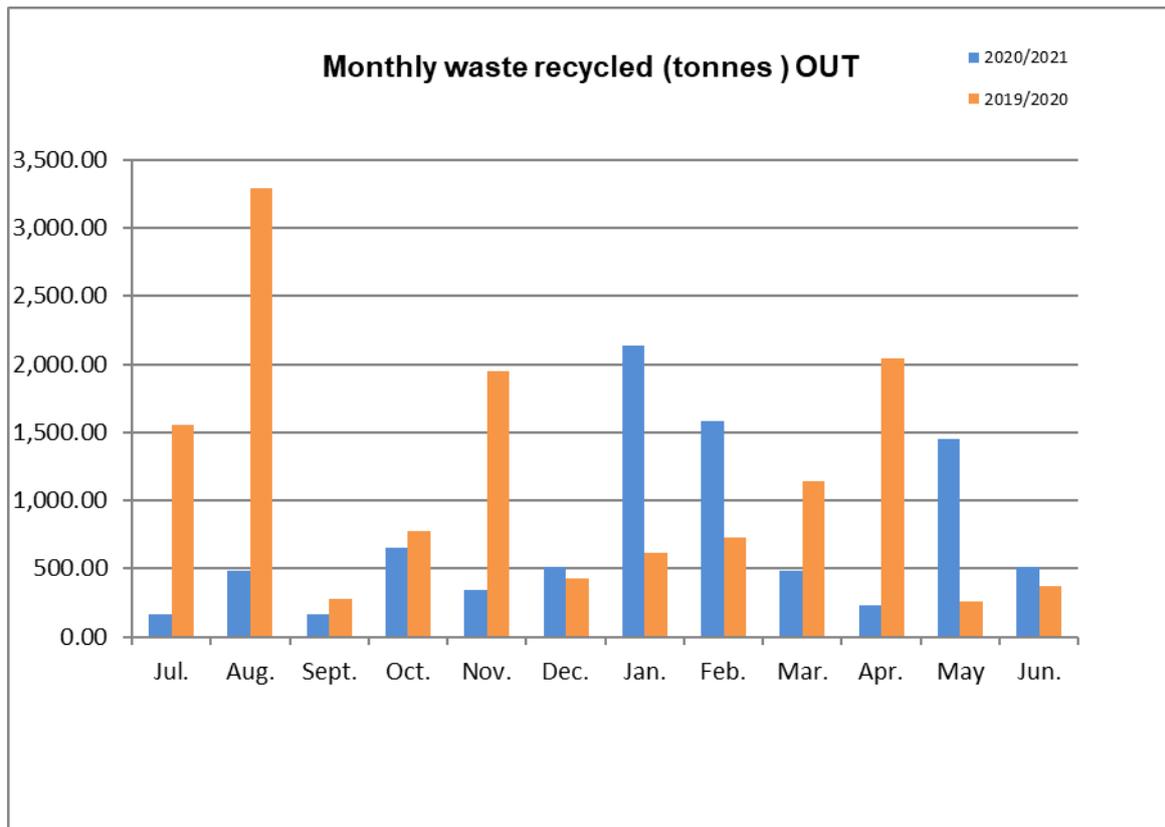
Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	2,952.98	5,556.25	5,077.42	5,028.79	3,722.46	3,595.49	2,688.27	3,624.95	3,959.29	3,117.02	3,949.25	3,612.39	46,884.56
2019/2020	3,572.74	4,789.72	2,837.04	4,889.56	4,437.63	4,309.37	12,226.80	5,280.30	6,974.51	4,292.22	3,286.17	3,061.68	59,957.74

**Monthly waste recycled IN - current year to date:** 2020 / 21 46,884.56 Tonnes  
**Same period previous year (total previous year):** 2019 / 20 59,957.74 Tonnes

*\* Peak in waste January 2019 due to demolition of Anzac High School*

**Table 6: Recycling totals through the weighbridge during the financial year (see also Graph 2)**

<b>Financial year</b>	<b>Tonnes</b>
July 2019 to June 2020	13,419.23
July 2020 to June 2021	8,733.12

**Graph 2: Monthly waste comparison by financial year (tonnes) recycled (OUT)**

Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	167.21	484.20	164.90	652.48	345.21	514.59	2,134.89	1,583.19	484.99	233.07	1,452.01	516.38	8733.12
2019/2020	1,558.13	3,288.76	272.77	774.47	1,944.52	430.02	617.12	724.39	1,141.59	2,039.69	257.34	370.43	13419.23

**Monthly waste recycled OUT - current year to date:** 2020 / 21 8,733.12 Tonnes

**Same period previous year (total previous year):** 2019 / 20 13,419.23 Tonnes

*\* Due to high volumes of domestic waste from Harts Range and impacts of COVID-19 (availability of recycling contractors and initiatives), the recycling % is low. The peak in August 2019 was due to Recycled concrete being used on Ilparpa Road.*

**Table 7: Corrections waste collections (from Alice Springs)**

<b>Correction waste per Month</b>	<b>Total Waste</b>
<b>April 2021</b>	<b>26.69 Tonnes</b>
<b>May 2021</b>	<b>32.95 Tonnes</b>
<b>Jun 2021</b>	<b>27.82 Tonnes</b>

**WEIGHBRIDGE WASTE AND RECYCLING TOTALS – MONTHLY COMPARISON:**

A total of 46,884.56 tonnes of waste (including clean fill) was collected, of which 23.22% of waste was recycled out from 1 July 2020 to Jun 2021

*\*Due to high volumes of domestic waste from Harts Range and impacts of COVID-19 (availability of recycling contractors and initiatives), the recycling % is low.*

**Table 8: Monthly comparison of waste totals Apr-Jun 2020 and Apr-Jun 2021.**

	July2019- Apr 2020		July2019- May 2020		July2019- June 2020		July2020- Apr 2021		July2020- May 2021		July2020- June 2021	
	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT	Tonnes IN	Tonnes OUT
Animal Carcass	7.83		8.26		8.60		9.70		10.80		11.13	
Asbestos	416.63		420.07		430.61		357.78		364.50		368.84	
Building Material		99.61		150.25		180.02		134.66		153.18		178.94
Cardboard & Paper	474.29	225.10	505.48	225.10	540.82	260.88	333.77	257.42	388.82	290.20	438.17	290.20
Chemicals								8.84		8.84		8.84
Clean Fill	25443.25	5780.98	26185.39	5900.02	26994.34	6029.34	6993.62	3954.32	8519.62	4538.32	9256.74	4951.38
Concrete	2108.86	3472.20	2270.18	3472.20	2387.22	3472.20	2081.32	587.66	2210.07	1119.66	2454.93	1119.66
Container Deposit		34.69		37.17		38.85		19.56		22.00		22.66
Council Supported												
Demolition Materials	5172.02		5622.15		5980.69		10705.56		11164.85		11817.81	
Domestic Bins	5844.52		6419.94		6991.30		5709.34		6228.58		6788.34	
Drop off Zone* (Shop)		98.17		107.63		121.14		115.20		125.34		138.82
Electronic waste	99.74	24.04	113.68	24.04	127.91	25.03	125.63	24.91	136.72	24.91	150.47	24.91
FOGO							5.97	17.00	6.98	21.86	6.98	21.96
Glass **	100.55	61.16	113.95	61.16	124.19	61.73	111.89	169.23	128.82	249.73	137.84	256.51
Green Waste	1865.56	207.18	2025.58	207.18	2146.38	299.94	1730.27	464.86	1896.61	477.36	2034.31	480.34
Household Goods		65.01		70.86		75.74		58.19		70.24		76.51
Liquid Waste	992.89		1053.99		1184.11		935.42		1016.22		1135.03	
Mattresses	187.41		201.46		208.02		161.30	189.85	176.02	189.85	190.88	189.85
Metals ***	547.06	1159.48	609.94	1159.48	641.56	1183.65	342.53	622.82	380.75	730.28	424.97	763.51
Mixed Waste ****	10697.72		11673.91		12495.10		9292.06		10152.14		11121.14	
Paint		3.04						2.98		2.98		4.66
Timber & Pallets	628.88	1553.55	647.19	1621.21	670.67	1656.30	409.66	132.69	472.17	185.59	527.59	200.95
Tyres	22.44	1.17	24.65	3.38	25.98	5.26	15.58	4.34	16.77	6.20	17.66	6.20
<b>Total</b>	<b>54609.65</b>	<b>12782.34</b>	<b>57895.96</b>	<b>13039.68</b>	<b>60957.64</b>	<b>13410.11</b>	<b>39322.92</b>	<b>6761.75</b>	<b>43272.17</b>	<b>8213.76</b>	<b>46884.56</b>	<b>8733.12</b>
<b>Total minus clean fill</b>	<b>29166.40</b>		<b>31710.57</b>	<b>0.00</b>	<b>33963.30</b>		<b>32309.44</b>	<b>0.00</b>	<b>34732.69</b>	<b>0.00</b>	<b>37607.96</b>	<b>0.00</b>
<b>Percentage recycled</b>		<b>43.8%</b>		<b>41%</b>		<b>39.5%</b>		<b>20.93%</b>		<b>23.65%</b>		<b>23.22</b>

**Key:**

**Green:** Totals of waste

**Yellow:** Recycling out from RWMF

**Blue:** January 2020 - Clean Fill amount received was unusually high during Anzac High School clearances.

\* Drop off Zone - Goods dropped off by the public at the Rediscovery Centre

\*\* Glass Categories

\*\*\* Metal categories - include other categories (e.g. whitegoods etc.)

\*\*\*\* Mixed Waste - includes other categories (e.g. confidential burial; food surrender; transfer station, general waste; street clean, contaminated rocks)

\*\*\*\*\* Timber & Pallets includes other categories (e.g. Firewood)

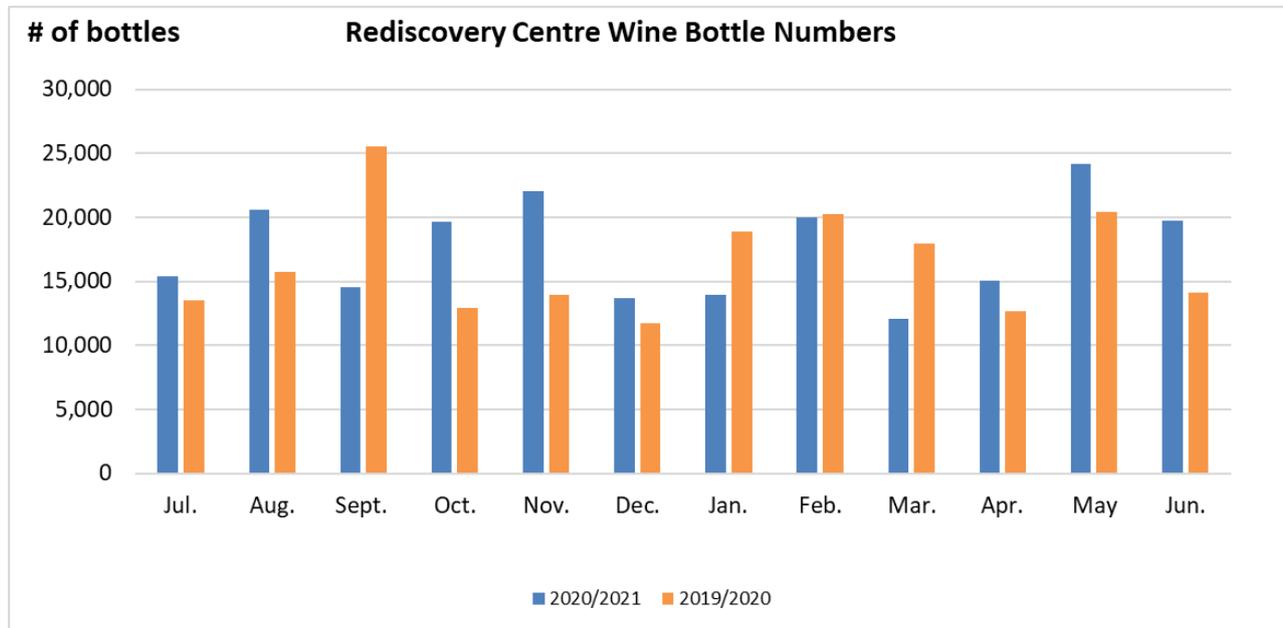
\*\*\*\*\* Building Material includes other categories (e.g. Salvaging)

**CASH-FOR-CONTAINERS:**

This graph provides a total for the number of wine bottles collected at the Regional Waste Management Facility between 1 July 2020 to 30 June 2021 and compares the results to the last financial year (Graph 3).

The wine bottles are crushed and used as part of Council’s projects.

*Graph 3: Monthly totals of wine and spirit bottles collected at the Regional Waste Management Facility*



Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	15,416	20,563	14,547	19,686	22,010	13,727	13,934	19,973	12,057	15,070	24,150	19,720	210,853
2019/2020	13,540	15,720	25,497	12,960	13,960	11,750	18,909	20,227	17,983	12,700	20,388	14,126	197,760

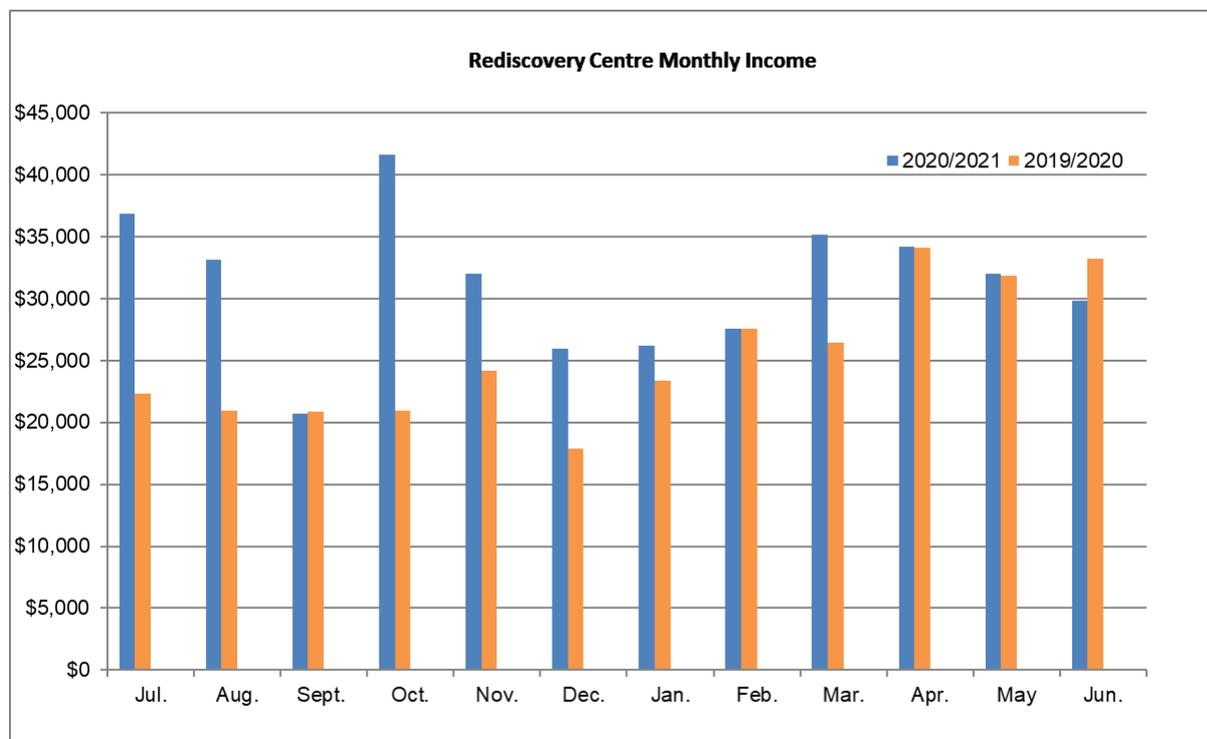
**Bottles collected - current year to date:**                      2020 / 21                      210,853 Bottles  
**Same period previous year (total previous year):**                      2019 / 20                      197,760 Bottles

**REDISCOVERY CENTRE:**

The graph below (Graph 4) shows \$373,497 income at the Rediscovery Centre for the period 1 July 2020 to 30 June 2021, compared to \$303,672 for the same period in 2020.

Total stock intake at the Rediscovery Centre for the period 1 July 2020 to 30 June 2021 was 394.27 Tonnes.

**Graph 4: Income from the Rediscovery Centre**



Year	Jul.	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	Jun.	YTD
2020/2021	\$36,846	\$33,154	\$20,688	\$41,623	\$32,028	\$25,965	\$26,226	\$27,594	\$35,191	\$34,210	\$32,000	\$27,972	\$373,497
2019/2020	\$22,294	\$20,934	\$20,834	\$20,951	\$24,149	\$17,915	\$23,344	\$27,577	\$26,447	\$34,104	\$31,812	\$33,248	\$303,609

**Income from the Rediscovery Centre (year to date):** 2020 / 21 \$373,497  
**Same period previous year (total previous year):** 2019 / 20 \$303,609

### 3 DETAILED ANALYSIS

Detailed Analysis identifies KPI with under/overspent or deviations from expenditure and provides a possible trend to inform future budget allocations

#### Expenditure notes

174.25.211 Environmental Monitoring is over 100% due to the cost of the new LEMP

175.25.241 Hazardous Waste Facility is over 100% due to 2 years' worth of chemical that were removed from this area, Covid Restrictions 2020.

176.22.511 Insurance Premium is over 100% largely attributable to revaluation 1 July 2019.

176.25.268 Vehicle Repairs is over 100% due to high usage and adhering to reoccurring scheduled and unscheduled maintenance. Fixing faults on machinery 928G loader and Water truck and are ongoing occurrence.

176.25.311 Materials is over 100% due to equipment need to comply with license requirements and safety at the RWMF.

176.25.331 Stationery is over 100% due to full staff and need for office equipment mostly paper as the LEMP/ Master plans/ Audit / JSEA / Procurers are needed for printing for staff to sign and view.

181.25.241 Bulk Recycling is over 100% due extra cost of machine hire and placement (shredder)

## Alice Springs Town Council Strategic Plan - 2018 to 2021

### Objective 3: Leadership in sustainability

#### 3.3 Conserve and protect the Alice Springs Environment

##### 3.3.2: Maintain and ensure efficient use of the Regional Waste Management Facility

#### KPI:

All statutory requirements fulfilled

	Measure	FY 20/21 Progress	Financial Tracking
1	Adhering to EPA licensing conditions	On track	Fully expended through to Q4

#### **Trend/ Analysis**

Measure 1 sees a full expenditure of the budget lines of *Signage (required)*, *Environmental Monitoring (update of LEMP)*, *Hazardous waste facility (being cleared and removal of chemicals)* and *Materials (safety equipment renewal)* these are over spent to ensure EPA licensing compliance; However, this is an anomaly through Q4

#### KPI:

Maintain RWMF plant and equipment to ensure effective operation

	Measure	FY 20/21 Progress	Financial Tracking
1	Scheduled maintenance carried out as per manufacturers maintenance schedules	On track	184.59%

#### **Trend/ Analysis**

Measure 1 sees expenditure tracking at 184.59% through Q4. In comparison, Q4 FY19/20 saw 183.05% expended through Q4.

This increase is due to high usage and adhering to reoccurring scheduled and unscheduled maintenance. Fixing faults in machinery 928G loader and water truck are an ongoing occurrence.

**Objective 4: Dynamic Council**4.2 People and workplace excellence4.2.4 Ensure a safe work environment

KPI: RWMF operates within allocated 2020/21 Budget

	<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Financial Tracking</b>
1	Quarterly review of RWMF income	Ongoing	114.72%
2	Quarterly review of RWMF expenditure	Ongoing	96.45%
3	Re-discovery Centre increased by 10% per annum	Re-discovery Centre increasing income Graph 4	143.65%

**Trends/ Analysis**

**Measure 1** sees an increase of income for the FY19/20 of 85.56% to 114.72% through Q4 due to better recycling practices and initiatives along with better operations at the weight bridge.

**Measure 2** sees an increase of expenditure for the FY19/20 of 87.41% to 96.45% through Q4 due to higher workload and compliance related expenditure.

**Measure 3** also sees an increase income for the Re-discovery center the FY19/20 of 122.94% to 143.65% through Q4 due to better customer services standards and increase of stock for sale at RE-discovery Centre.

**5 BUSINESS UNIT REVIEW**

*Not applicable for this reporting period.*

**4 CORPORATE PLAN**

*Not applicable for this reporting period.*



Oliver Eclipse  
**MANAGER REGIONAL WASTE MANAGEMENT FACILITY**

**TO: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT**

**AUTHOR: ACTING MANAGER DEVELOPMENTS – KAITLYN WEEKES**

**SUBJECT: DEVELOPMENTS DEPARTMENT REPORT**

**REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021**

---

## **EXECUTIVE SUMMARY**

This report provides a quarterly review of the Development business unit within the Technical Services Directorate.

### **1 STRATEGIC PLAN**

#### **Alice Springs Town Council Strategic Plan - 2018 to 2021**

The Developments unit predominantly manages applications referred to Council through the Department of Infrastructure Planning and Logistics (DIPL). Proposed infrastructure handovers from developers and various Government Departments are also managed.

The KPIs below are continuously measured to align with the Strategic Plan objectives. These are achieved progressively through a collaborative approach with stakeholders. The timelines of these projects are mostly driven by external stakeholders and are reliant on the developer. The unit ensures that appropriate service provision is met, while impacts to Council operations are minimized.

All targets are therefore ongoing.

### **2 PROJECT PLANNER**

This section is not applicable to developments as projects handled in this department are driven mostly by the Department of Infrastructure Planning and Logistics.

The timelines are governed by the Planning Act and the type of application lodged with the planning team. All Development applications have a default response timeframe of 14 days which is the minimum period of advertisement for a development application. All Exceptional Development applications to be considered by the Minister have a default response time frame of 28 days which is the minimum period of advertisement for an exceptional development application.

### **3 DIRECTORATE UPDATE**

#### **3.1 Major Development Works - currently under construction**

- 3.1.1 Lot 288, 69 Ross Highway - To use and develop the land for the purpose of a motel with 76 single rooms and caravan park with 25 two-bedroom self-contained cabins and 6 camping sites including a communal kitchen, dining area, ablutions, laundry, recreation area and office. Part 5 has been issued for Stages 1, 2 and 3. The venue has sought a temporary planning permit for temporary accommodation in lieu of the shortage in town with upcoming public events. Awaiting overall completion.
- 3.1.2 Lot 4565, 10 Speed Street - Construct solar array (including associated land-filling) within a Defined Flood Area. The array installation is complete. Stormwater works undertaken by Council's Depot is being assessed for compliance.
- 3.1.3 Lots 666, 667, 668 - 43, 45, 47 Gap Road - 36 x 2 bed room multiple dwellings in 6 x 3 storey buildings to be constructed in 2 stages
- 3.1.4 Lot 2663, 19 South Terrace - Revised application for 30 x 3-bedroom multiple dwellings in 1 and 2 storey townhouses in 3 stages. Building construction is yet to commence.
- 3.1.5 Lots 903, 910 – 113 Todd St & 21 Leichhardt Terrace – 71 multiple dwellings in a 6-storey building with one level of basement car parking, with shops/ restaurant in a separate single storey building. Demolition work is complete.
- 3.1.6 Kilgariff Subdivision - Stage 2 application has been referred to council and design review is underway. This has been lodged by Land Development Corporation as the developers. Future stages are being negotiated as a part of the Kilgariff Masterplan through DIPL.
- 3.1.7 Lots 2696, 5644 – 194 Stuart Highway – Service station with ancillary food premises-café/take away. Building construction is yet to commence.

#### **3.2 Major Development Works - completed recently**

- 3.2.1 Lot 766, 8 Harvey Place - The building has an OP. Defective works are still being rectified by Dep. of Sports and Recreation, before handover can be considered complete. A deed of handover and acceptance has been executed between DIPL and ASTC to manage issues arising out of non-compliant assets to permit ongoing management.
- 3.2.2 Ilpeye Ilpeye Subdivision - Further to a report on the expected lifespan of the compromised assets, Council has negotiated a proposal with conditional acceptance of some of these assets with DIPL. Council has reviewed the response from DIPL and endorsed an alternative proposal. A deed of handover and acceptance has been executed between DIPL and ASTC to manage issues arising out of non-compliant assets to permit Council clearance and ongoing management.
- 3.2.3 Kilgariff Subdivision - Stage 1 work is complete. A deed of handover and acceptance has been executed between DIPL and ASTC to manage issues arising out of non-compliant assets to permit ongoing management.

All developments have been discussed in past Development Committee meetings.

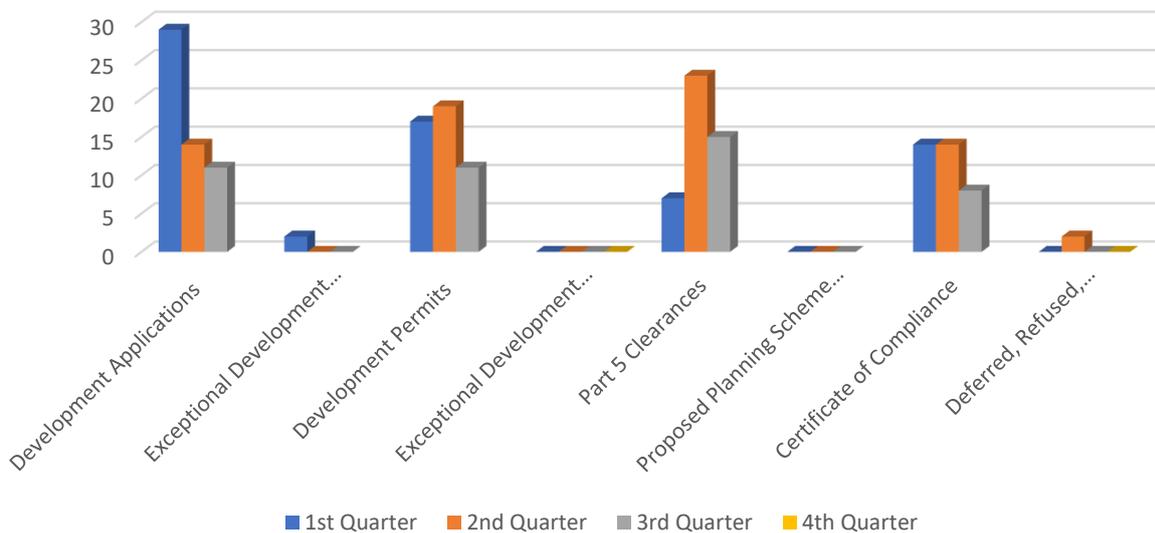
#### 4 **DETAILED ANALYSIS**

The tracking table below provides an update of development activity in the last 3 months from 1 April 2021 to 30 June 2021.

Development Applications	11
Exceptional Development Applications	0
Development Permits	11
Exceptional Development Permits	0
Part 5 Clearances	15
Proposed Planning Scheme Amendments	0
Certificate of Compliance	8
Deferred, Refused, Concurrent/ Others	0

The chart below provides a quarterly overview of development activity in the last year.

Quarterly comparison of application influx based on collected data



#### 5 **BUSINESS UNIT REVIEW**

*Not applicable for this reporting period for the Developments department.*

#### 6 **CORPORATE PLAN**

*Not applicable for this reporting period*

Kaitlyn Weekes  
**ACTING MANAGER DEVELOPMENTS**

**TO: ACTING DIRECTOR TECHNICAL SERVICES – DILIP NELLIKAT**

**AUTHOR: MANAGER TECHNICAL SERVICES – TAKUDZWA CHARLIE**

**SUBJECT: ENVIRONMENT OFFICER REPORT**

**REPORTING PERIOD: 1 APRIL 2021 TO 30 JUNE 2021**

### **EXECUTIVE SUMMARY**

This report provides a quarterly review of the Environment unit within the Technical Services Directorate.

## **1 STRATEGIC PLAN**

All projects relate to and reflect the appropriate components of the *Alice Springs Town Council Strategic Plan - 2018 to 2021*

### **Objective 3: Leadership in sustainability**

#### **3.1 Reduce Council's carbon footprint**

##### **3.1.1 Reduce Council's greenhouse gas emissions**

**KPI:**

Monitor and reduce Council's greenhouse gas emissions

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
Climate Action Plan	Emissions for Q4 are 4.9% below the baseline 2015-2016	Council did not meet some of its larger emissions reduction actions of the Climate Action Plan, thus failing to meet its target of a 30% reduction below baseline levels. Workshop is required to develop strategy to improve %.

##### **3.1.2 Maximize energy productivity**

**KPI:**

Increase uptake of renewable energy and energy efficiency measures

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
Solar	45% of Council's energy consumption was produced by solar in FY 20/21	Council needs to install an additional 115.4kw to meet its target. The possibility of a Virtual Power Plant should continue to be investigated as an alternative option.
Energy Efficiency Committee	Meeting to be scheduled for Q1 of 21/22	

3.1.3 Reduce Council's waste productionKPI:

Reduce waste from Council operations

Measure	FY 20/21 Progress	Comments
Climate Action Plan	Sustainability Policy in development	The sustainability policy will have emphasis on waste avoidance through adopting greater use of recycled materials and resources across all aspects of procurement which will tie in to the new CAP
	Sustainability KPIs for departments in development	Department KPIs will include waste targets which will enable improved data collection of operations and consequently enable a reduction in waste which will tie in to the new CAP

3.1.4 Maximize efficient use of waterKPI:

Increase efficiency of water usage by monitoring consumption of council facilities

Measure	FY 20/21 Progress	Comments
Water consumption	178,868 kiloliters of water utilized in Q4	A 6.8% increase in usage from the previous financial year Q4. This can be attributed to increased vandalism on ovals.

## 3.2 Reduce Alice Springs' carbon footprint

3.2.1 Educate and enable the community to reduce greenhouse emissionsKPI:

Increase awareness of climate change and support the community in reducing greenhouse emissions

Measure	FY 20/21 Progress	Comments
FOGO	20 tonnes CO <sub>2</sub> -e emissions reduced through Q3	FOGO Trial completed in February 2021

3.2.2 Educate and enable the community with regard to waste reduction, waste management, water consumption and recyclingKPI:

Community education and engagement initiatives are supported

Measure	FY 20/21 Progress	Comments
Recurring community events	Clean Up Australia Day 2021	Event to be scheduled

		for October 2021
FOGO	10.78 tonnes of waste diverted in Q3, however FOGO has stopped	Positive impacts.

**3.2.3 Encourage the Northern Territory government and industry to adopt affordable, environmentally smart, sustainable initiatives, suited to Central Australia**

**KPI:**

Advocate to Northern Territory government regarding sustainability matters

Measure	FY 20/21 Progress	Comments
Climate Action Plan	Discussions with NT Government were had regarding the NTG Waste Reduction Strategy and further meetings are being arranged.	NTG, are drafting a terms of reference for the illegal dumping working group

**3.3 Conserve and protect the Alice Springs environment**

**3.3.1 Support a healthy, natural living environment**

**KPI:**

Represent Council in environmental management working groups as required

Measure	FY 20/21 Progress	Comments
Alice Springs Weed Management Reference Group	No meetings this quarter	Meetings attended when scheduled.

**Objective 4: Dynamic Community**

**4.4 Governance excellence**

**4.4.1 Responsible fiscal and asset management**

**KPI:**

Timely and accurate reporting to Council as required

Measure	FY 20/21 Progress	Comments
Attendance at EAC, RWMF and EEC	Meetings are attended	Target met.
All required reports submitted by due dates	All reports submitted by due date	Target met.

**KPI:**

All budgets operated within allocated 2020/2021 budget

Measure	FY 20/21 Progress	Comments
Quarterly review of expenditure carried out	The Climate Action Plan budget is tracking at 50% through Q4	Due to constraints of other departments projects could not be completed earlier in the financial year.

## 2 PROJECT PLANNER

### Climate Action Plan 2018 – 2021

Completion date December 2021

Available budget (GL): e.g. \$250,000 (763) - Council Resolution 19020

Task: Implement all actions within the Climate Action Plan

## 3 DIRECTORATE UPDATE

### WASTE MANAGEMENT

Community recycling initiatives at the Rediscovery Centre.

Table 1. Rediscovery Centre recycling figures

Recycling	April	May	June
Household Batteries (kg)	44.8	32.3	0
Cartridge recycling (kg)	1.4	15.4	10.3
Mobile Phones (kg)	0.9	0.8	0
Tubes (kg)	17.3	0	15.7
Bottles (tonnes)	9.12	12.8	0

### COMMUNITY ENGAGEMENT

No community events were held in Q4.

### SOLAR

To date Council's energy consumption is 12,349 GJ of which 19% has been supplied by solar. In FY20 Council used 9,592 GJ of electricity, where 28% was supplied by solar. The reduced energy use between FYs could be attributed to COVID-19, as large energy consumers such as ASALC and the Library reduced operating hours. Please see below for comment on solar supply.

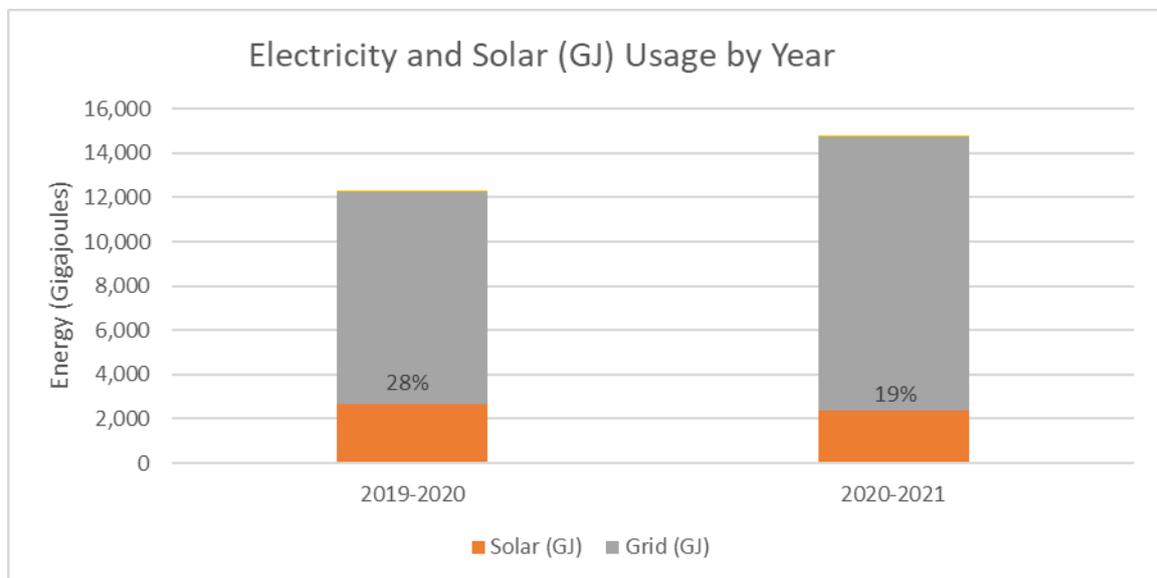


Figure 1. Council's total energy consumption and solar generation comparing FY20 to FY21.

Solar production varies across facilities. Fluctuations in production can be attributed to increased energy demand at a facility or reduced efficiency through unclean panels, temperature change and system lifespan. It is difficult to pinpoint causes in fluctuations, however in the case of the Depot the system was faulty for two months, causing a decrease of 30% production. Maintenance work was carried out to rectify the issue.

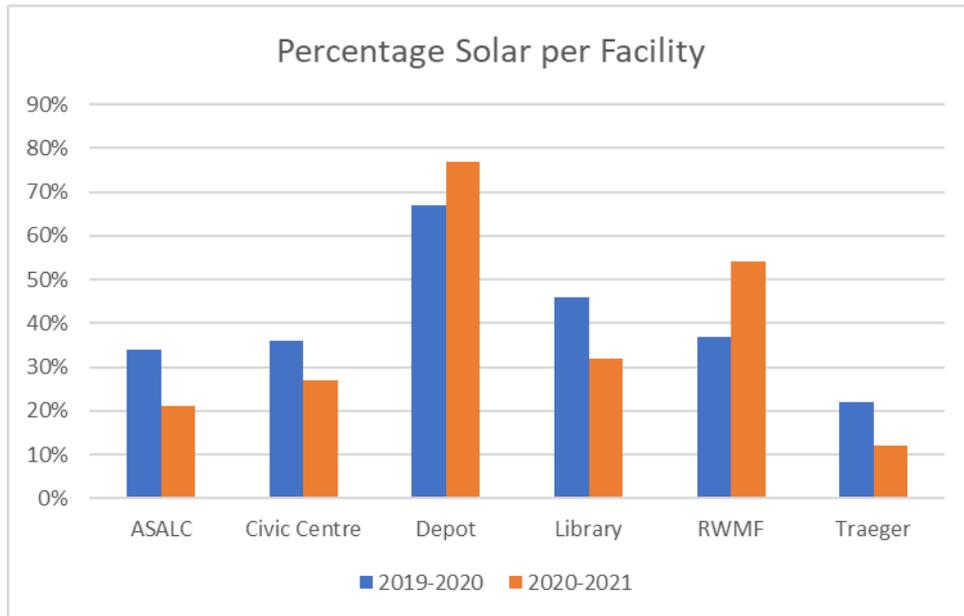


Figure 2. Solar production per quarter at six council facilities comparing FY20 to FY21

**CLIMATE ACTION PLAN**

- A total of 40% (17 actions) of the Climate Action Plan (CAP) has been completed.
- It is estimated that 74% (31 actions) of the Climate Action Plan will be completed by December 2021.
- 21% (9 actions) will not be completed by December 2021.

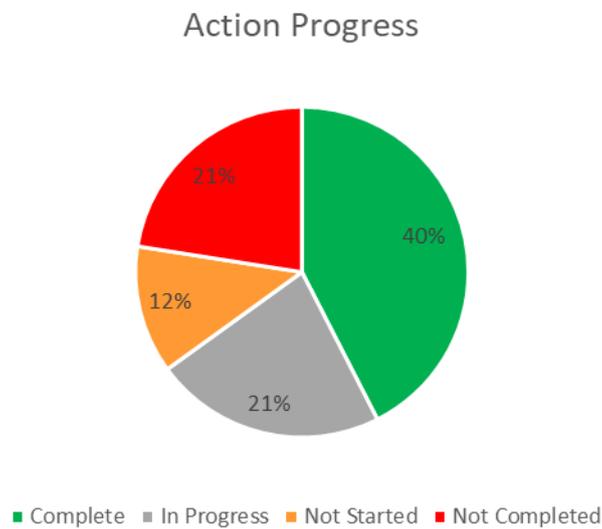


Figure 2. Progress status of all forty-two actions in the climate action plan

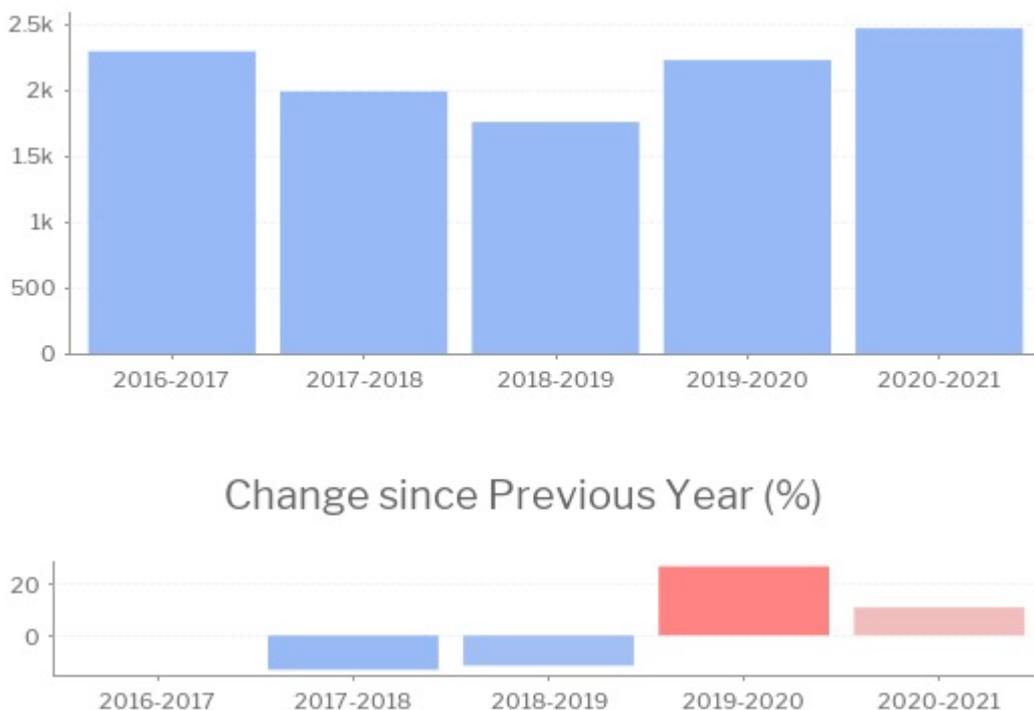
## CORPORATE EMISSIONS PROFILE

The Climate Action Plan target is to reduce corporate emissions by 30% from the baseline year 2015-2016 by 2021. Emissions for this quarter are 6.5% lower than the previous financial year, and overall emissions are above the baseline year 2015-2016 (Figure 3).

Council is currently not on track to meet its target. Major emissions reduction initiatives will not be completed within the lifespan of this plan, such as the purchasing of 3 electric vehicles, sourcing 50% renewable energy from solar and implementing LED street lights in the municipality. Electric vehicles are not currently serviced in Alice Springs, this increases maintenance cost but also challenges the environmental benefit of owning such a vehicle. Council has been investigating the possibility of a Solar Virtual Power Plant however a resolution will most likely not be achieved within the lifespan of this action plan. Streetlights are not a council asset, making it challenging to implement the action. However, council in discussions with power and water corporation is advocating that streetlights be changed to LEDs.

It should be noted that data prior to FY20 is not complete. This means historical emission levels may in fact be higher than captured in the data. As data quality improves, the comparison of historical and current data may be inaccurate, and can lead to misrepresenting council's emissions as increasing. Comparing emissions from FY20 onward, would allow for a more accurate comparison.

Overall the plan has been an ambitious one. The lack of data collection historically makes it difficult to say if a target of 30% emissions reduction was ever achievable. To assist with developing and implementing targets of future plans it is essential data collection systems across all departments and in all facilities are improved.



**Figure 3. Greenhouse gas emissions per financial year, compared to the base line year (2015-2016).** *The measurement Co2-e means the number of metric tonnes of Carbon Dioxide with the same global warming potential as one metric tonne of another greenhouse gas. Each greenhouse gas has a different warming potential and this measurement allows them to be compared.*

#### 4 **DETAILED ANALYSIS**

Detailed Analysis identifies KPI with under/overspent or deviations from expenditure and provides a possible trend to inform future budget allocations.

##### **Objective 3: Leadership in sustainability**

##### 3.1 Reduce Council's carbon footprint

##### 3.1.1 Reduce Council's greenhouse gas emissions

**KPI:**

Monitor and reduce Council's greenhouse gas emissions

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
Climate Action Plan	To date emissions for FY20/21 are 2.1% higher than the baseline year 2015-2016	Council is not on track to achieve a 30% emissions reduction by 2021 from 2015-16 levels.

##### **Trends / Analysis**

All trends regarding emission are discussed in the directorate section of this report in the Climate Action Plan heading

##### 3.1.2 Maximize energy productivity

**KPI:**

Increase uptake of renewable energy and energy efficiency measures

<b>Measure</b>	<b>FY 20/21 Progress</b>	<b>Comments</b>
Solar	19% of Council's energy was produced by solar in FY 20/21	Council is not on track to achieve its target of 50% renewable energy by 2021. Council to develop strategy to improve this target.

##### **Trends / Analysis**

Energy consumption was 17.2% lower in Q4 FY 21 compared to FY 20. In this quarter solar supply amounted to 27% of council's electricity needs, compared to 39% the previous year. The primary reason for the decrease in energy in Q2 FY21 is due to damaged panels which are getting repaired on council assets.

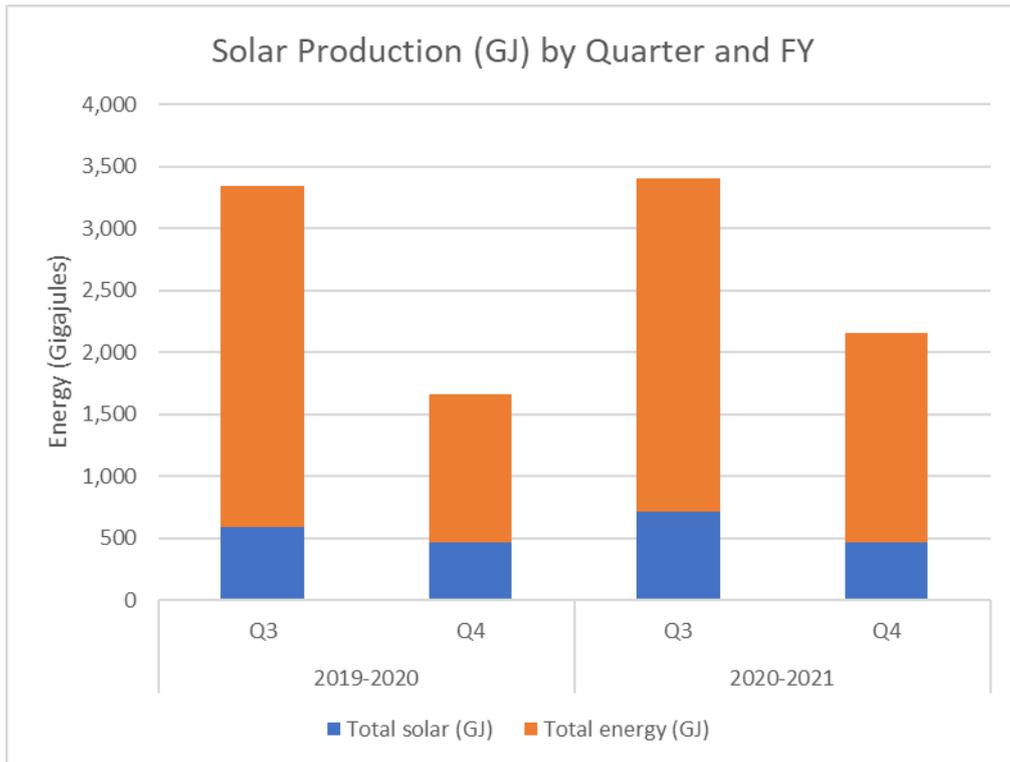


Figure 4. Quarterly grid energy consumption and solar production comparing FY20 and 21.

This quarter solar provided a cost saving of approximately \$11,049.49 compared to \$10,530.56 in FY20.

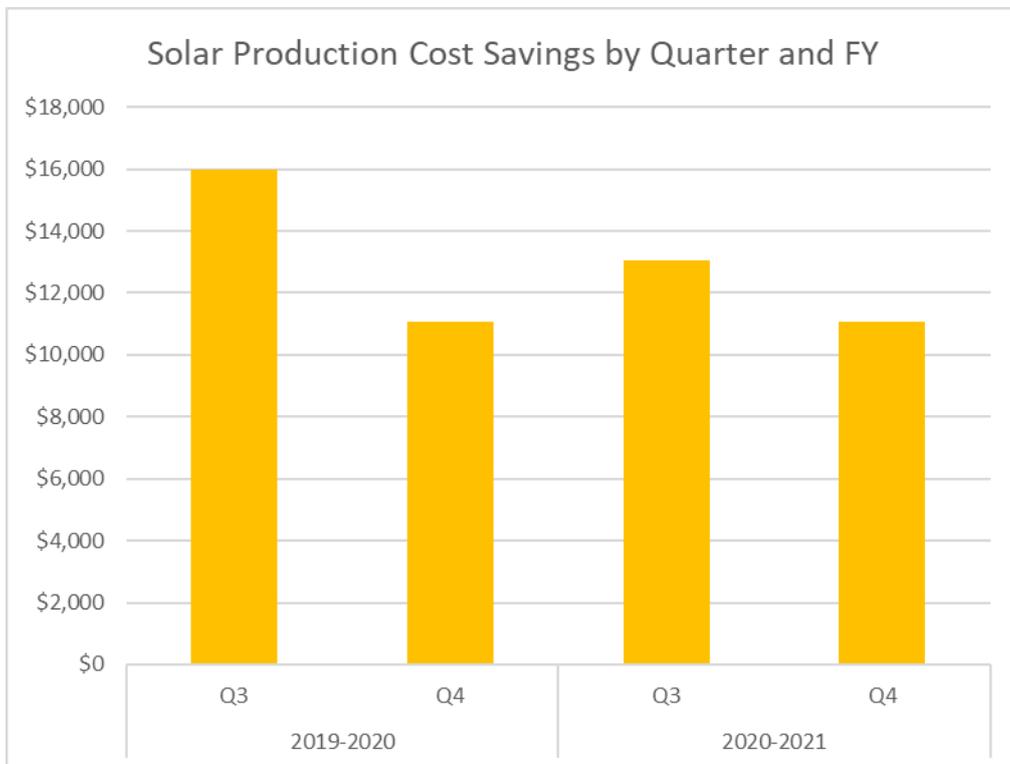


Figure 5. Quarterly Cost saving from solar production comparing FY20 and 21.

3.1.4 Maximize efficient use of water

KPI:

Increase efficiency of water usage by monitoring consumption of council facilities

Measure	FY 20/21 Progress	Comments
Water consumption	To date 669,560 kiloliters of water have been consumed in FY20/21	This is a 7% decrease in water consumption from the previous financial year is due to favorable environmental conditions.

Trends / Analysis

Water consumption this quarter was 6.8% higher than the previous year. This could be attributed to the increase in vandalism on irrigation infrastructure in the month of April which was above average. Costs for water during Q4 also increased by \$42,598.00.

FY 2019-2020 Q4	155,815
FY 2020-2021 Q4	178,868

Figure 6. Quarterly water usage and cost comparing FY20 and 21.

**5 BUSINESS UNIT REVIEW**

*Not applicable for this reporting period for the Environment department.*

**6 CORPORATE PLAN**

*Not applicable for this reporting period.*



Takudzwa Charlie  
**MANAGER TECHNICAL SERVICES**