



# Ordinary Council

## Business Paper for January 2024

Tuesday, 23 January 2024  
Civic Centre

Mayor Matt Paterson  
(Chair)



**ALICE SPRINGS TOWN COUNCIL**  
**ORDER OF PROCEEDINGS**  
**FOR THE**  
**ORDINARY MEETING OF THE FOURTEENTH COUNCIL**  
**TO BE HELD ON TUESDAY 23 JANUARY 2024**  
**8.30AM (CONFIDENTIAL) & 11.00AM (OPEN), CIVIC CENTRE, ALICE SPRINGS**

- 1. *OPENING OF THE CONFIDENTIAL MEETING AND ACKNOWLEDGEMENT OF COUNTRY***
- 2. APOLOGIES AND LEAVE OF ABSENCE**
- 3. PETITIONS**
- 4. DECLARATION OF INTEREST OF COUNCIL MEMBERS AND OFFICERS**
- 5. CONFIRMATION OF PREVIOUS MINUTES**
  - 5.1. [Minutes of the Ordinary Confidential Meeting held on 12 December, 2023](#)
  - 5.2. Business Arising from the Minutes
- 6. CONFIDENTIAL MAYORAL REPORT**
  - 6.1. [Confidential Mayor's Report](#)  
[Report No. 1/24 cncI](#)
  - 6.2. Business Arising from the Report
- 7. ORDERS OF THE DAY**
  - 7.1. That Elected Members and Officers provide notification of matters to be raised in General Confidential Business
- 8. CONFIDENTIAL NOTICES OF MOTION**
- 9. CONFIDENTIAL REPORTS OF OFFICERS**
  - 9.1. CHIEF EXECUTIVE OFFICER**
    - 9.1.1 [Confidential CEO Report](#)  
[Report No. 3/24 cncI](#)
    - 9.1.2 Business Arising from the Report
    - 9.1.3 [Review of Community Football in Alice Springs](#)  
[Report No. 6/24 cncI](#)
    - 9.1.4 Business Arising from the Report

**9.2 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

- 9.2.1 [ICT Quarterly Report  
Report No. 5/24 cncI](#)
- 9.2.2 Business Arising from the Report
- 9.2.3 [People & Culture Quarterly Report  
Report No. 10/24 cncI](#)
- 9.2.4 Business Arising from the Report

**9.3 FINANCE & GOVERNANCE**

- 9.3.1 [Conflicts of Interest Policy – CEO & Employees  
Report No. 22/24 cncI](#)
- 9.3.2 Business Arising from the Report

**9.4 COMMUNITY DEVELOPMENT**

Nil

**9.5 TECHNICAL SERVICES**

- 9.5.1 [CBD Revitalisation – DIPL – Sand In Median Strips and Traffic Islands  
Report No. 7/24 cncI](#)
- 9.5.2 Business Arising from the Report
- 9.5.3 [Alice Springs Park Upgrades – Contractor Engagement  
Report No. 15/24 cncI](#)
- 9.5.4 Business Arising from the Report
- 9.5.5 [Regenerating the Alice Town Centre – Engagement on Concept Design  
Options  
Report No. 16/24 cncI](#)
- 9.5.6 Business Arising from the Report
- 9.5.7 [Liquid Waste at the Alice Springs Regional Waste Management Facility  
Rescission  
Report No. 20/24 cncI](#)
- 9.5.8 Business Arising from the Report

**10 QUESTIONS WITHOUT NOTICE**

**11 GENERAL CONFIDENTIAL BUSINESS**

**12 MOVING CONFIDENTIAL ITEMS INTO OPEN**

**13 CLOSING OF CONFIDENTIAL MEETING**

**14. RESUMPTION OF MEETING IN OPEN**

**15. *OPENING OF THE OPEN MEETING AND ACKNOWLEDGEMENT OF COUNTRY***

**16. PRAYER**

**17. APOLOGIES AND LEAVE OF ABSENCE**

**18. WELCOME**

**19. PUBLIC QUESTION TIME**

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

**21. CONFIRMATION OF PREVIOUS MINUTES**

21.1 [Minutes of the Ordinary Open Meeting held on 12 December, 2023](#)

21.2 Business Arising from the Minutes

**22. MAYORAL REPORT**

22.1 [Mayor's Report](#)  
[Report No. 2/24 cncl](#)

22.2 Business Arising from the Report

**23. ORDERS OF THE DAY**

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

**24. MEMORIALS**

**25. PETITIONS**

**26. NOTICES OF MOTION**

**27. FINANCE**

27.1 [Finance Report](#)  
[Report No. 12/24 cncl](#)

27.2 Business Arising from the Report

**28. REPORTS OF OFFICERS**

**28.1 CHIEF EXECUTIVE OFFICER**

28.1.1 [CEO Report](#)  
[Report No. 4/24 cncl](#)

28.1.2 Business Arising from the Report

**28.2 OFFICE OF THE CHIEF EXECUTIVE OFFICER**

28.2.1 [Marketing and Communications Quarterly Report](#)  
[Report No. 11/24 cncl](#)

28.2.2 Business Arising from the Report

**28.3 FINANCE & GOVERNANCE**

28.3.1 [Risk Management & Audit Committee \(RMAC\) Recruitment Panel](#)  
[Report No. 9/24 cncl](#)

28.3.2 Business Arising from the Report



**28.4 COMMUNITY DEVELOPMENT**

- 28.4.1 [Community Development Update  
Report No. 13/24 cncl](#)
- 28.4.2 Business Arising from the Report
- 28.4.3 [Sports Facilities Advisory Committee \(SFAC\) Confirmation of 14 December,  
2023 Minutes  
Report No. 21/24 cncl](#)
- 28.4.4 Business Arising from the Report
- 28.4.5 [CBD Activation – 2024 Community Events Calendar  
Report No. 14/24 cncl](#)
- 28.4.6 Business Arising from the Report

**28.5 TECHNICAL SERVICES**

- 28.5.1 [Waste Collection Service for the Community of Alice Springs  
Report No. 17/24 cncl](#)
- 28.5.2 Business Arising from the Report
- 28.5.3 [Here Mpartwe Management Strategy and Alice Springs Town Council's  
Ongoing Management  
Report No. 18/24 cncl](#)
- 28.5.4 Business Arising from the Report
- 28.5.5 [Transfer Funds from Information Technology Budget to Technical Services  
Budget for Building Assessments  
Report No. 19/24 cncl](#)
- 28.5.6 Business Arising from the Report
- 28.5.7 [Proposed Verge Maintenance by Residents  
Report No. 8/24 cncl](#)
- 28.5.8 Business Arising from the Report

**29. QUESTIONS WITHOUT NOTICE**

**30. GENERAL BUSINESS**

**31. DEPUTATION**

Linda Weatherhead – Director Strategic Projects and Development, Local Government,  
Department of Chief Minister and Cabinet

**32. MATTERS FOR MEDIA ATTENTION**

**33. NEXT MEETING – Tuesday 27 February, 2024**

**34. CLOSING OF OPEN MEETING**



**Andrew Wilsmore – Chief Executive Officer**

Wednesday 17 January, 2024

**Petitions** – Pursuant to Clause 9 of the Alice Springs (Council Meetings and Procedures) By-law where a member presents a petition to a meeting of the council, no debate on or in relation to it shall be allowed and the only motion which may be moved is:

- that the petition be received and consideration stand as an order of the day for the meeting or for a future meeting;
- or the petition be received and referred to a committee or officer for consideration and a report to Council.

**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 **OPEN** ORDINARY MEETING OF THE FOURTEENTH COUNCIL HELD ON TUESDAY 12 DECEMBER 2023 IN THE CIVIC CENTRE, ALICE SPRINGS

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14. RESUMPTION OF MEETING IN OPEN

PRESENT

Mayor M. Paterson (Chair)

Deputy Mayor A. Bitar

Councillor M. Banks

Councillor S. Brown

Councillor M. Coffey

Councillor K. Hopper

Councillor M. Liddle

Councillor E. Melky

Councillor G. Morris

OFFICERS IN ATTENDANCE

Mr A. Wilshire – Chief Executive Officer

Mr J. Andrew – Director Technical Services

Ms N. Battle – Director Community Development

Mrs H. Blacker – Executive Assistant Community Development and Technical Service (Minutes)

Mrs E. Williams – Governance Project Officer (Minutes) (via zoom)

15. Opening of the Open Meeting by the Mayor (Chair) and Acknowledgement of Country

Mayor Paterson declared the meeting open at **11.12am** and welcomed all present to the meeting.

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

Mayor Paterson advised that this meeting is being recorded and will be placed on Council's website. By speaking at a Council meeting, you agree to being recorded. Alice Springs Town Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this Council meeting.

16. PRAYER

Nil

2 -- CNCL 12/12/2023

17. APOLOGIES AND LEAVE OF ABSENCE

Nil

18. WELCOME

Mayor Paterson welcomed members of the public in the gallery.

19. PUBLIC QUESTION TIME

19.1 Thomas Simonson, resident – Artificial Intelligence (AI)

Mr Simonson asked what policies Council had in place around AI and if there is a working group established.

CEO responded that this is an area Council are currently reviewing as part of an overall IT review.

19.2 Sandy Taylor, resident – ASALC restructure

Mrs Taylor raised her concerns around the recent restructure and the potential loss of lifeguards.

Director Community Development took the concerns on notice.

19.3 Sandy Taylor, resident – Ilparpa Rubbish

Mrs Taylor asked how often the illegally dumped rubbish is collected in Ilparpa.

Director Technical Services took the question on notice.

The Mayor advised that he and the CEO will be meeting with Ms Taylor on the 14<sup>th</sup> December.

20. DECLARATION OF INTEREST OF COUNCIL MEMBERS AND OFFICERS

Nil

21. CONFIRMATION OF PREVIOUS MINUTES

21.1 Minutes of the Ordinary Open Meeting held on 28 November 2023

Moved – Councillor Brown

Seconded – Councillor Morris

**That the minutes of the Ordinary Meeting of the Council held on Tuesday 28 November 2023 be confirmed as a true and correct record of the proceedings of that meeting.**

CARRIED (22846)

3 -- CNCL 12/12/2023

21.2 Business Arising from the Minutes

21.2.1 Councillor Hopper – Fireworks Notifications

Councillor Hopper thanked Officers for giving adequate prior warning around fireworks at the recent Council events.

21.2.2 Deputy Mayor Bitar – Update on swing replacements

Deputy Mayor Bitar asked for an update on what parks are to have their swings replaced.

Director Technical Services took the question on notice.

22. MAYORAL REPORT

22.1 Mayor's Report

Report No. 223 / 23 cncI

Moved – Councillor Banks

Seconded – Deputy Mayor Bitar

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

CARRIED (22847)

22.2 Business Arising from the Report

Nil

23. ORDERS OF THE DAY

23.1 That Elected Members and officers provide notification of matters to be raised in General Business.

23.1.1 Councillor Coffey – Christmas Markets

23.1.2 Councillor Coffey – Fireworks

23.1.3 Councillor Coffey – Tractor Replacement

23.1.4 Deputy Mayor – Night Markets

23.1.5 Councillor Melky – Summer Program

24. MEMORIALS

Nil

4 -- CNCL 12/12/2023

25. PETITIONS

Nil

26. NOTICES OF MOTION

Nil

27. FINANCE

27.1 Finance Report  
Report No. 219 / 23 cncl

Moved – Councillor Hopper

Seconded – Deputy Mayor Bitar

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

CARRIED (22848)

27.2 Business Arising from the Report

Nil

28. REPORTS OF OFFICERS

28.1 CHIEF EXECUTIVE OFFICER

28.1.1 CEO Report  
Report No. 221 / 23 cncl

Moved – Deputy Mayor Bitar

Seconded – Councillor Morris

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

CARRIED (22849)

28.1.2 Business Arising from the Report

Nil

5 -- CNCL 12/12/2023

28.1 CORPORATE SERVICES

28.2.1 Alice Springs Liveability and Sustainability 2030 – Strategic Actions Status Report  
Report No. 234 / 23 cncl

Moved – Councillor Melky  
Seconded – Councillor Coffey

**That the status report on strategic actions in Alice Springs Liveability and Sustainability 2030 be received and noted.**

CARRIED (22850)

*Councillor Liddle left the Chamber at 11.39am  
Councillor Liddle returned to Chamber at 11.41am*

28.2.2 Business Arising from the Report  
Nil

28.2.3 Register of Delegations  
Report No. 232 / 23 cncl  
*Item transferred from Confidential Agenda Item 9.2.1*

Moved – Councillor Melky  
Seconded – Councillor Banks

1. **That Council adopt the updated Register of Delegations subject to 2.1 being amended to reflect new leases being approved by Council, and the term unlimited to total value within budget.**
2. **That the report, attachments and resolution be moved from Confidential to Open**

CARRIED (22841)

28.3 COMMUNITY DEVELOPMENT

28.3.1 Community Development Update  
Report No. 224 / 23 cncl

Moved – Councillor Liddle  
Seconded – Councillor Hopper

**That this report will be received and noted.**

CARRIED (22851)

6 -- CNCL 12/12/2023

28.3.2 Business Arising from the Report

28.3.2.1 Deputy Mayor Bitar – Roundabout Art

Deputy Mayor Bitar asked for an update on when the installation will commence.

Director Community Development took the question on notice.

28.3.3 Youth Education Bursary 2024

Report No. 226 / 23 cncl

*Item transferred from Confidential Agenda Item 9.3.1*

Moved – Councillor Banks

Seconded – Deputy Mayor Bitar

1. **That Council endorse four (4) Youth Education Bursaries to the amount of \$2,500 each for Amy Shearer, Ann Mary Sijoy, Siannah O’Sullivan and Taliesyn Petery.**
2. **That the resolution be moved from Confidential to Open.**

CARRIED (22842)

28.4 TECHNICAL SERVICES

28.4.1 CBD Revitalisation – DIPL – Design Amendments

Report No. 228 / 23 cncl

Moved – Councillor Melky

Seconded – Councillor Brown

1. **That this report be received and noted.**
2. **Director Technical Services to provide Council a report with previous resolutions around CDB upgrades / revitalisation projects.**
3. **That Council request alternate finishes, other than sand, in median strips and islands within the CBD revitalisation project.**

CARRIED (22852)

*Councillor Melky left the Chamber at 11.57am*

*Councillor Melky returned to the Chamber at 11.59am*



7 -- CNCL 12/12/2023

28.4.2 Business Arising from the Report

28.4.2.1 Councillor Hopper – Yellow Pedestrian Crossing Pads

Councillor Hopper raised safety concerns on the trip hazard of the yellow pedestrian crossing pads which have come away from the footpath in areas.

Director Technical Services to review.

*Councillor Morris left the Chamber at 12.08pm*

*Councillor Morris returned to the Chamber at 12.10pm*

28.4.3 Ross Park Dog Fencing – Community Consultation Summary  
Report No. 227 / 23 cncl

Moved – Deputy Mayor Bitar

Seconded – Councillor Coffey

1. **That Council approve the installation of 1.2-metre-high dog fencing at Ross Park.**
2. **That the designated fenced-off area becomes a 24-hour off-leash dog zone.**
3. **The areas of Ross Park outside the fenced areas are designated on-leash only.**

CARRIED (22853)

*Councillor Coffey left the Chamber at 12.21pm*

*Councillor Coffey returned to the Chamber 12.22pm*

*Councillor Banks left the Chamber at 12.28pm*

*Councillor Banks returned to the Chamber at 12.30pm*

28.4.4 Business Arising from the Report

Nil

28.4.5 Laneway Closure – Oleander/Coolibah Crescent Laneway  
Report No. 230 / 23 cncl

Moved – Councillor Morris

Seconded – Councillor Coffey

**That Council provides approval to proceed with the Laneway Closure process to permanently close the laneway between Oleander Crescent and Coolibah Crescent by way of advertising the proposed closure and allowing the public 28 days to comment.**

CARRIED (22854)

8 -- CNCL 12/12/2023

28.4.6 Business Arising from the Report

28.4.6.1 Councillor Coffey – Residents Input

Councillor Coffey asked that the residents at either end of the laneway be consulted.

Director Technical Services took the request on notice.

28.4.7 Interim Rugby Field – Jim McConville Oval  
Report No. 229 / 23 cncI

*Item transferred from Confidential Agenda Item 9.4.1*

Moved – Councillor Brown

Seconded – Councillor Coffey

1. **To support the temporary home of rugby, that Council endorse allocating \$400,000 to Northern Territory Government as our contribution towards the permanent lighting upgrades at Jim McConville Oval.**
2. **That the resolution be moved from Confidential to Open.**

CARRIED (22843)

28.4.8 Netball Courts Realignment and Resurfacing – Contractor Engagement  
Report No. 233/23 cncI

*Item transferred from Confidential Agenda Item 9.4.3*

Moved – Councillor Coffey

Seconded – Deputy Mayor Bitar

1. **That Council approves the engagement of Asplum and Civil Pty Ltd to undertake works at Pat Gallagher Netball Courts for the value of \$ 2,068,971.15 excl. GST.**
2. **That the resolution be moved from Confidential to Open.**

CARRIED (22844)

29 QUESTIONS WITHOUT NOTICE

Nil

9 -- CNCL 12/12/2023

30. GENERAL BUSINESS

30.1 Councillor Coffey – Christmas Markets

Councillor Coffey asked why there weren't Council calendars available at the Christmas markets to hand out to the public.

CEO took the question on notice to discuss with Marketing team.

30.2 Councillor Coffey – Fireworks

Councillor Coffey asked that for any events with fireworks, a notification be made available to the public.

The CEO will work with the Marketing team to find a location on the Council website where Council and the community can advise of events with fireworks.

30.3 Councillor Coffey – Tractor Replacement

Councillor Coffey asked for an update on the replacement of the tractor that was written off earlier in the year.

Director Technical Services advised that a replacement is due to arrive in the new year.

*Councillor Melky left the Chamber at 12.47pm*

*Councillor Melky returned to the Chamber at 12.49pm*

*Councillor Liddle left the Chamber at 12.47pm*

*Councillor Liddle returned to the Chamber at 12.49pm*

30.4 Deputy Mayor Bitar – Night Markets

Deputy Mayor Bitar asked if additional night markets / events can be planned for 2024.

Director Community Development took the request on notice.

30.5 Councillor Melky – Summer Program

Councillor Melky asked what more could Council be doing around crime prevention over the Summer period.

CEO took the question on notice.

30.6 Deputy Mayor Bitar – Update on swing replacements

Director Technical Services updated Elected Members on the schedule around the swing replacements.

31. MATTERS FOR MEDIA ATTENTION

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

10 -- CNCL 12/12/2023

32. NEXT MEETING

**Tuesday 23 January, 2024**

33. CLOSURE OF OPEN MEETING

Moved – Councillor Melky

Seconded – Councillor Hopper

**The Council meeting be closed.**

CARRIED (22855)

Mayor Paterson declared the meeting closed at **1.06pm**.

Confirmed on (date) \_\_\_\_\_

CHAIR \_\_\_\_\_

**CONFIDENTIAL REPORT**

Report No. 232 / 23 cnci

**TO: ORDINARY MEETING OF COUNCIL – TUESDAY 12 DECEMBER 2023**

**SUBJECT: REGISTER OF DELEGATIONS**

**AUTHOR: ACTING DIRECTOR CORPORATE SERVICES – JOE MCCABE**

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**PURPOSE OF REPORT**

The purpose of the report is to seek adoption of the updated Register of Delegations.

**RECOMMENDATION(S)**

1. That Council adopt the updated Register of Delegations.
2. That the report, attachments and resolution be moved from Confidential to Open

**REPORT**

1. **EXECUTIVE SUMMARY**

Not applicable.

2. **PREVIOUS APPLICABLE RESOLUTIONS**

28.1.5 Register of Delegations  
Report No. 62 / 23 cnci  
(Item transferred from Confidential Agenda Item 9.1.5)

Moved – Councillor Brown

Seconded – Councillor Coffey

That Council adopt the Register of Delegations with the following amendments:

Item 4.1: Function be amended to “Approval of Council, elected Member and CEO related policies”

Item 3.3: Condition to be included “Limit up to \$50,000, above which to be approved by Council”

Item 5.5: Mayor to have authority to write to:

- Department of Local Government
- Government Ministers
- Senior Bureaucrats
- Heads of Government Departments
- Members of Parliament
- Ombudsman
- Other bodies as deemed appropriate by the Mayor in carrying out duties

Item 6.4: Delegated authority to be changed from CEO to Council

Item 7.5: Reword function to “Authority to override any financial delegations (except those allocated to Council or Mayor) related to approving of expenditure to ensure that approved budgets are not overspent”

CARRIED (22540)

### 3. **DISCUSSION**

#### 3.1 **BACKGROUND**

Council adopted an updated Register of Delegations on 28 March 2023. The Chief Executive Officer has now had an opportunity to review the current delegations and is seeking some amendments to achieve operational efficiencies, including the more timely calling of tenders for Council's goods and services.

Section 40 of the *Local Government Act 2019* provides Council with the authority to delegate its power and functions to any of the following:

- the CEO
- a Council committee
- a local authority
- a local government subsidiary

It also specifies certain functions that cannot be delegated, and also conditions upon which certain delegations will be subject to.

#### 3.2 **DISCUSSION**

The proposed changes to the Register of Delegations are to:

- provide opportunities for operational efficiencies whilst still managing effective control
- ensure delegations reflect legislative requirements
- reflect delegations to the CEO rather than other officers, with sub-delegations to other officers to be determined by the CEO as deemed appropriate

*Attachment 1* is the current Register of Delegations approved by Council on 28 March 2023.

*Attachment 2* is the proposed Register of Delegations and, while changes are not tracked, the key changes are highlighted in yellow.

The table below outlines the proposed changes to current Register of Delegations and associated explanation.

Current Delegation No.	Current Function	Proposed Change
<b>Contracts</b>		
2.1	Approved the lease of new premises and sub leases of existing premises	Change function to "Approve the lease and sub-lease of premises" to clarify that leases and sub-leases apply to both new and existing premises.
2.6	Approve tenders and contracts with suppliers of goods and services	<p>Include the word "scope" in the function to clarify that this relates to scope of tenders and contracts.</p> <p>Increase approval threshold for the CEO from \$1,000,000 to unlimited provided that funding has been specifically allocated in the adopted budget. This will allow public tenders to be called on a more timely basis and avoid re-seeking Council approval to commence.</p> <p>Remove reference to directors, as this will be included in sub-delegations by the CEO.</p>

Current Delegation No.	Current Function	Proposed Change
2.7	Authority to invite formal tenders for supply of goods and services	Increase approval threshold for the CEO from \$1,000,000 to unlimited provided that funding has been specifically allocated in the adopted budget. This will allow public tenders to be called on a more timely basis and avoid re-seeking Council approval to commence. Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.11	Authority to accept a successful tender for supply of goods or services	Amended to reflect the <i>Local Government (General) Regulation 2021</i> (section 36) which specifies that tenders over \$150,000 are to be accepted by Council with a report from the CEO.
2.12	Approve the commencement of the funding submissions or tender activity to be undertaken	Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.13	Authority to negotiate agreements and contracts (Contracts > \$250,000 to be overseen by a lawyer)	Amend so that it is at the discretion of the CEO if lawyer involvement is required. Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.14	Authority to sign agreements, contracts or tenders obtained (unless common seal required). (Contracts > \$250,000 to be overseen by a lawyer)	Amend so that it is at the discretion of the CEO if lawyer involvement is required. Amount for the CEO is unlimited provided procurement requirements have been complied with. Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.15	Authority to prepare and submit performance reports to funding departments/ organisations	Remove reference to directors, as this will be included in sub-delegations by the CEO.
2.18 (new)	Authority to accept grants to Council including execute grant agreements	New delegation to clarify that the CEO has authority to execute grant agreements
<b>Shared Services Arrangements</b>		
4.1 (new section) Shared Services Arrangements	Authority to enter into a Shared Services Arrangement with another Council	CEO to be able to approve arrangements up to \$250,000 above which Council approval is required. This will provide the CEO with the flexibility to approve relatively minor arrangements (eg purchase of plant and equipment) which may be required, with significant arrangements requiring Council approval.
<b>Documents, Correspondence and Minutes</b>		
5.6	Standard and non-standard correspondence that has significant implications within their own directorates and/or has the potential to have implications across a number of divisions.  Directors need to consider, in signing off correspondence, whether the CEO and other Directors may need to be consulted or advised of the correspondence.	Delete.  Reference to directors will be included in sub-delegations by the CEO.

Current Delegation No.	Current Function	Proposed Change
5.7	Standard and non-standard correspondence which is part of the normal business activities of Council and is not contentious.  Managers need to consider, in signing off correspondence, whether the CEO, Directors or other Managers need to be consulted or advised of the correspondence.	Delete.  Reference to managers will be included in sub-delegations by the CEO.
5.8	Authority to submit Council Agenda for Compilation	Delete. This is administrative and can be included in sub-delegations.
<b>Financial Delegations</b>		
7.1 (now 8.1)	Set and approve credit card facility limit	Increase total facility from \$40,000 to \$60,000 to provide the CEO with flexibility to allocate credit cards to increase operational efficiencies.
7.2 (now 8.2)	Approve the issue and withdrawal of Council credit cards and credit limits	Provides the CEO with the flexibility to issue credit cards within the total approved facility limit for staff, including directors, to achieve operational efficiencies.
7.8 (now 8.8)	Approve purchase orders requisition/invoices for payment	Remove reference to directors and responsible officers, as this will be included in sub-delegations by the CEO.
7.17 (now 8.17)	Approve investment of funds (Requires more than one signatory)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.18 (now 8.18)	Approve draw down of investment funds for deposit into operational accounts (Requires more than one signatory)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.19 (now 8.19)	Approve banking and investment account arrangements including authorising the opening of new accounts (Requires more than one signatory)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.21 (now 8.21)	Approve and sign cheques (Note: The Mayor and CEO cannot be joint signatories)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
7.24 (now 8.24)	Approve and sign EFT payments (Note: The Mayor and CEO cannot be joint signatories)	Removes reference to officers, other than the CEO. Maintains existing controls. Reference to other officers will be included in sub-delegations by the CEO.
8.34 (new)	Approve In-kind requests (including in-kind labour and donations)	Provides CEO with approval for in-kind requests including in-kind labour and donations as considered appropriate and avoids Council approval being required.
8.35 (new)	Approve the waiver (wholly or partly) of fees and charges as considered appropriate	Provides CEO with the flexibility to waive fees and charges as considered appropriate.
7.33 (now 8.36)	Approve of disposal of plant and equipment	Removes reference to directors which will be included in sub-delegations by the CEO.



4. **ALIGNMENT WITH ALICE SPRINGS LIVEABILITY AND SUSTAINABILITY 2030 STRATEGIC PLAN**

This item pertains to relevant components of the *Alice Springs Town Council Liveability and Sustainability Strategic Plan 2030* as follows:

***Pillar 5 – Governance and Civic***

5. **FUNDING, WHOLE OF LIFE COSTS & RESOURCING REQUIREMENTS**

Not applicable.

6. **RISK MANAGEMENT**

Appropriate internal controls remain in place and will not be adversely impacted by the proposed changes.

7. **ENVIRONMENTAL IMPACTS**

Not applicable.

8. **STATUTORY MATTERS / DELEGATIONS**

The updated Register of Delegations conforms with the Local Government Act 2019 and the *Local Government (General) Regulations 2021*.

Particular reference to:

- Section 40 of the *Local Government Act 2019* – Delegations
- Division 12 of the *Local Government (General) Regulations 2021* – Quotations and tenders for supplies

9. **COUNCIL POLICIES**

Procurement Policy  
Credit Card Policy

10. **STAKEHOLDER MANAGEMENT / PUBLIC RELATIONS**

Not applicable.

11. **CONCLUSION**

The proposed amendments to the current Register of Delegations will enable the Chief Executive Officer to achieve operational efficiencies, including the more timely calling of tenders for Council's goods and services.

12. **ATTACHMENTS**

Attachment A: *Proposed Alice Springs Town Council Register of Delegations*

Attachment B: *Current Alice Springs Town Council Register of Delegations (adopted on 28 March 2023)*



Joe McCabe  
**ACTING DIRECTOR CORPORATE SERVICES**

## Register of Delegations

Council Policy



Policy Name	Register of Delegations		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Chief Financial Officer		
Decision Number		Approval Date	12 December 2023
Records Number		Next Review Date	22 November 2025

### A Purpose

This register records delegations by Alice Springs Town Council in accordance with the *Local Government Act 2019* (NT) (ss 40, 41 and 168) and the *Local Government (General) Regulations 2021* (NT) (ss 6, 19 and 99), which make provision for the delegation of powers and functions from the Council and the CEO.

### B Definitions

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

Term	Definition
<b>Act</b>	<i>Local Government Act 2019</i> (NT)
<b>Budget</b>	The annual budget resolved by Council or as amended from time to time.
<b>CEO</b>	Chief Executive Officer of a council as appointed under section 165(1) of the Act, is the person appointed by and responsible to the Council for the day to day management of the affairs of the Alice Springs Town Council. The CEO's authority extends to the Acting CEO in the CEO's absence.
<b>Committee</b>	A formally constituted committee under the Act and Regulations, and means a council committee established by a council under section 82.
<b>[The use of the] Common Seal</b>	The affixing of the common seal to a document must be authorised or ratified by resolution of the council; and must be attested by the signatures of the CEO and at least one member of the Council.
<b>Council</b>	Alice Springs Town Council. For an area, means the local government council constituted for that area under section 14(b).
<b>Director</b>	A senior staff member appointed as Director and who has overall responsibility for specified functions as per the organisational structure.
<b>Mayor</b>	The principal member of the Council as defined by section 58 of the Act.

## Register of Delegations

Council Policy



<b>Member</b>	An elected member of Alice Springs Town Council.
<b>Regulations</b>	<i>Local Government (General) Regulations 2021 (NT)</i>
<b>Responsible Officer</b>	A person with approval to control a budget for a particular aspect of the Council's service delivery.
<b>Staff</b>	Employees of the Council not otherwise identified.
<b>Sub-delegation</b>	Passing of a delegation, with or without exclusion, from the CEO to another individual or body.

### C Background to Delegations

#### a. Structure of this document

The Register of Delegations provides clear levels of decision making, easily understood processes and accountability for the administrative functions across the organisation.

The contents of the Register are set out as follows:

- A Purpose
- B Definitions
- C Background to Delegations
  - 1. Human Resources Delegations
  - 2. Contracts
  - 3. Legal
  - 4. Shared Services Agreements
  - 5. Policies and Procedures
  - 6. Documents, Correspondence and Minutes
  - 7. Complaints
  - 8. Financial Delegations
  - 9. Elections
- D Related Documents
- E Endorsement and Approval

Council has authority for all matters that cannot be delegated to the CEO under the Act.

The CEO has delegated responsibility by Council for all matters not expressly requiring Council to make decisions under the Act with some limitations as set out below. In some cases, the CEO has imposed limitations after which approval from Council will be sought.

#### b. Delegations by Council

This register contains all approved delegation of Council as endorsed by Council by resolution number 22540 made at the Ordinary Council Meeting held on 28 March 2023.

# Register of Delegations

## Council Policy



### c. Revocation of previous delegations

All previous delegation and sub-delegations by Council prior to 28 March 2023 are revoked.

### d. Personal Delegations

The CEO has authority to exercise any staff delegation outlined in this document and in an operational register of sub-delegations and as allowed for by legislation.

In exercising delegations, employees are required to comply with legislation, industrial awards, contracts or agreements and Council approved policies, procedures and Code of Conduct.

It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations within their annual budget. Alternatively, written proof of above budget income for extra funding, to cover the above budget expenditure must be obtained and a copy sent to their senior line manager.

The delegations listed in this document should be understood in the context of the relevant staff position descriptions, the Enterprise Agreement and Council Policy. The position has delegation not the person. Outsourced or independent contractor positions do not have delegation rights within the Organisation except with approval of the CEO.

### e. Certain conditions

In relation to delegations, quotations and tenders for supplies, a cost specified is exclusive of GST, **in accordance with Division 12 of the *Local Government (General) Regulations 2021*.**

Any decision on where staff roles fit in the above definitions and the appropriateness of sub-delegation to the position will be made by the CEO, based on a recommendation from the appropriate Director as required.

## 1 Human Resource Delegations

### Staff: Salary, Employment Conditions, Packages and Contracts

No.	Function	Condition, if applicable	Delegated Authority
1.1	Set and approve salary	For CEO For all staff	Council CEO
1.2	Set and approve annual salary increments	For CEO For all staff	Council CEO
1.3	Approve higher duty payments	For all staff	CEO
1.4	Approve/sign staff contracts	For CEO For all staff	Council CEO
1.5	Approve conditions of employment	For all staff	CEO
1.6	Approve an Enterprise Agreement on behalf of Council	In consultation with Council	CEO

## Register of Delegations

Council Policy



No.	Function	Condition, if applicable	Delegated Authority
1.7	Appointment of Acting Chief Executive Officer for a period of absence of the Chief Executive Officer	1. The CEO must be satisfied that the person appointed to Acting CEO is suitably qualified / experienced for the position 2. The CEO must advise Council when an appointment is made	CEO

### Staff: Positions

No.	Function	Condition, if applicable	Delegated Authority
1.8	Approve changes to existing position descriptions and approve new position descriptions	For CEO position For all staff positions	Council CEO
1.9	Approve changes to existing position titles	For all staff positions	CEO
1.10	Approve deletion of positions	For all staff positions	CEO
1.11	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council.	For CEO For all staff	Council CEO

### Staff: New Positions, Advertisements, Selection, Appointment and Probation

No.	Function	Condition, if applicable	Delegated Authority
1.12	Approve requests for filling positions	For CEO position For all staff positions	Council CEO
1.13	Approve new staff positions or modifications to existing organisational structure	For all staff positions within approved budget	CEO
1.14	Recommend appointment to staff positions	For all staff positions	CEO
1.15	Appoint staff to positions	For CEO position For all staff positions	Council CEO
1.16	Confirm successful completion or otherwise of new staff probationary periods	For CEO position For all staff positions	Council CEO

## Register of Delegations

Council Policy



### Staff: Dismissal and Redundancy

No.	Function	Condition, if applicable	Delegated Authority
1.17	Decisions to make a staff member redundant	For all staff	CEO
1.18	Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
1.19	Decisions to dismiss a staff member	For CEO For all staff	Council CEO

### Staff: Leave, Overtime, Training, Conference Attendance, Travel and External Consultancies

No.	Function	Condition, if applicable	Delegated Authority
1.20	Approve staff overtime	For staff	Directors
1.21	Approve staff time in lieu	For staff	Directors
1.22	Approve staff annual leave	For CEO For all staff	Mayor CEO
1.23	Approve staff recreation leave <b>paid</b> in advance <del>or in excess of entitlements</del>	For CEO For all staff	Council CEO
1.24	Approve staff long service leave	For CEO For all staff	Council CEO
1.25	Approve other leave in accordance with enterprise agreement	For CEO For all staff	Council CEO
1.26	Approve staff leave without pay	For CEO For all staff	Mayor CEO
1.27	Approve fee assistance for staff study	For CEO For all staff	Council CEO
1.28	Approval of attendance at external training course/conferences including travel costs	For CEO For all staff	Mayor CEO
1.29	Approve travel outside Australia	For CEO For all staff	Council Council

### Staff: Performance Management

No.	Function	Condition, if applicable	Delegated Authority
1.30	Appraise performance	For CEO For all staff	Council CEO
1.31	Management of unsatisfactory staff performance	For CEO For all staff	Council CEO
1.32	Issue formal warnings	For all staff	CEO

# Register of Delegations

Council Policy



## 2 Contracts

No.	Function	Condition, if applicable	Delegated Authority
2.1	Approve the lease and sub-lease of premises		CEO
2.2	Approve renewal of existing land/building leases		CEO
2.3	Cancel existing land/building leases		CEO
2.4	Authorise appointment of external consultants (subject to tendering requirements being adhered to)	Total value of contract within budget	CEO
		Value of contract outside of budget	Council
		For matters relating to CEO recruitment or performance management	Council
2.5	Approve the purchase and development of land		Council
2.6	Approve scope for tenders and contracts with suppliers of goods and services	Unlimited (providing funding is specifically allocated in the adopted budget)	CEO
2.7	Authority to invite formal tenders for supply of goods and services	Unlimited (providing funding is specifically allocated in the adopted budget)	CEO
2.8	To decrease the tender period		CEO
2.9	Authority to accept late tenders	Extreme circumstances are proven by the tenderer in writing	CEO
2.10	Formation of tender committee for opening and assessing tenders (CEO to convene tender panels)	Panel of at least three officers which must have at least one Director. The other officers may include staff of another council.	CEO
2.11	Authority to accept a successful tender for supply of goods or services	Quotations < or equal to \$150,000	CEO
		Tenders > \$150,000	Council

No.	Function	Condition, if applicable	Delegated Authority
2.12	Approve the commencement of the funding submissions or tender activity to be undertaken	All values	CEO
2.13	Authority to negotiate agreements and contracts.	Total value < or equal to \$1,000,000	CEO
		Total value > \$1,000,000	Council



## Register of Delegations

Council Policy



	It is at the discretion of the CEO if lawyer involvement is required		
2.14	Authority to sign agreements, contracts or tenders obtained (unless common seal required).	Unlimited (subject to procurement requirements being complied with)	CEO
	It is at the discretion of the CEO if lawyer involvement is required	If Common Seal is required	Council
2.15	Authority to prepare and submit performance reports to funding departments/ organisations		CEO
2.16	Approve and submit financial reports to funding departments/ organisations		CEO
2.17	Approve entry into occupancy agreements and establish long term leasing charges for Council controlled properties for periods in excess of 4 weeks	For all of organisation	CEO
2.18	Authority to accept grants to Council including execute grant agreements	Unlimited	CEO

### 3 Legal

No.	Function	Condition, if applicable	Delegated Authority
3.1	Authority to consult with Council's in-house lawyer or external legal consultants on legal matters		CEO
3.2	Authority to purchase legal advice and/or expertise	Contracts > \$250,000 must be overseen by a lawyer	CEO
3.3	Authority to settle court, legal or other formal proceedings and bind the Council	Limit up to \$50,000, above which to be approved by Council	CEO
3.4	Authority to approve expenditure on legal matters outside of the budget		Council

### 4 Shared Services Arrangements

No.	Function	Condition, if applicable	Delegated Authority
4.1	Authority to enter into a Shared Services Arrangement with another Council.	Total value < or equal to \$250,000	CEO
		> \$250,000	Council

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# Register of Delegations

Council Policy



## 5 Policies and Procedures

No.	Function	Condition, if applicable	Delegated Authority
5.1	Approval of Council, Elected Member and CEO related policies		Council
5.2	Approval of Operational policies		CEO

## 6 Documents, Correspondence and Minutes

### Documents: Public Statements, Media and Comments on Strategic Issues

No.	Function	Condition, if applicable	Delegated Authority
6.1	Approve the use of Council's name or logo by parties external to Council	For all organisation	CEO
6.2	Authorise release of public or media statements	For all organisation	CEO
6.3	Authority to delegate specific media responses	For all staff	CEO
6.4	Authority to respond to ministerial and contentious issues	For all staff	CEO

### Public Relations: Correspondence

No.	Function	Condition, if applicable	Delegated Authority
6.5	Mayor to have authority to write to: <ul style="list-style-type: none"> <li>Department of Local Government</li> <li>Government Ministers</li> <li>Senior Bureaucrats</li> <li>Heads of Government Departments</li> <li>Members of Parliament</li> <li>Ombudsman</li> <li>Other bodies as deemed appropriate by the Mayor in carrying out duties</li> </ul>		CEO

### Public Relations: Agendas and Minutes

No.	Function	Condition, if applicable	Delegated Authority
6.8	Approval of final Ordinary Council or Committee Agenda for submission to the Council or Committee	For Council and Committee meetings	CEO
6.9	Approval of draft Council or Committee Minutes	For Council and Committee meetings	CEO

# Register of Delegations

Council Policy



## 7 Complaints

No.	Function	Condition, if applicable	Delegated Authority
7.1	Resolution of external complaints about Council staff		CEO
7.2	Internal and external complaints about the CEO		Mayor
7.3	Internal complaints		CEO
7.4	Resolution of complaints against Elected Members		Council

## 8 Financial Delegations

### Corporate Credit Cards

No.	Function	Condition, if applicable	Delegated Authority
8.1	Set and approve credit card facility limit	Total Facility Limit (\$60,000)	Council
8.2	Approve the issue and withdrawal of Council credit cards and credit limits	For staff including Directors (within the approved facility limit)	CEO
		For CEO \$10,000 limit	Council
		For Mayor \$2,000 limit	Council

### Financial: Budgets

No.	Function	Condition, if applicable	Delegated Authority
8.3	Approve draft Budget to be forwarded to Council		CEO
8.4	Approve the Budget	Advertising requirement	Council
8.5	Authority to override any financial delegations (except those allocated to Council or Mayor) related to approving of expenditure to ensure that approved budgets are not overspent		CEO
8.6	Authority to recommend to Council unbudgeted expenditure		CEO
8.7	Authorise variations to the annual budgets where overall position varies from original budget	Advertising requirement	Council

## Register of Delegations

Council Policy



### Financial: Purchase Orders and Expenditure

No.	Function	Condition, if applicable	Delegated Authority
8.8	Approve purchase orders requisitions/invoices for payment	< or equal to \$1,000,000 within approved budget	CEO
		>\$1,000,000 or expenditure outside of approved budget CEO may sign purchase order on behalf of Council once Council approval is obtained	Council
8.9	Approve Travel Requisition forms		CEO
8.10	Approve Travel Requisition forms for the CEO		Mayor
8.11	Authorise travel itineraries after approval		CEO
8.12	Authorise expenditure against NIL budgets in anticipation of Council approval		CEO
8.13	Authorise exemption from quotation requirement		CEO
8.14	Authorise exemption from tender requirement		CEO

### Financial: Salaries and Deductions

No.	Function	Condition, if applicable	Delegated Authority
8.15	Approve staff reimbursement for expenditure on behalf of Council	For all staff	CEO
8.16	Approve for payment all payroll related transactions	For all staff Comprising group tax remittal, superannuation contribution payment, and transfers of employee payroll deductions to authorised entities and payments of GST and PAYG payments	CEO

### Financial: Investment

No.	Function	Condition, if applicable	Delegated Authority
8.17	Approve investment of funds (Requires more than one signatory)	CEO must sign with either CFO or Manager Finance	CEO
8.18	Approve draw down of investment funds for deposit into operational accounts (Requires more than one signatory)	CEO must sign with either CFO or Manager Finance	CEO
8.19	Approve banking and investment account arrangements including authorising the opening of new accounts (Requires more than one signatory)	CEO must sign with either CFO or Manager Finance	CEO

## Register of Delegations

Council Policy



### Financial: Petty Cash

No.	Function	Condition, if applicable	Delegated Authority
8.20	Authority to operate, control and reimburse petty cash	As per petty cash float allocation for specific areas	CEO

### Financial: Cheques/EFT Payments

No.	Function	Condition, if applicable	Delegated Authority
8.21	Approve and sign cheques (Note: The Mayor and CEO cannot be joint signatories)	Two to sign. CEO to sub-delegate as deemed appropriate	Mayor CEO
8.22	Approval to stop payment on cheques		CEO
8.23	Approval to change and/or add cheque signatories	For all signatories	Council

### Financial: Cheques/EFT Payments

No.	Function	Condition, if applicable	Delegated Authority
8.24	Approve and sign EFT payments (Note: The Mayor and CEO cannot be joint signatories)	Two to authorise. CEO to sub-delegate as deemed appropriate, however one authoriser must be CEO, a Director or Manager Finance  An officer who prepares an EFT file for payment may not sign off to authorise the payment.	Mayor CEO

### Financial: Debt Recovery/Bad Debts/Waivers/In-kind Support

No.	Function	Condition, if applicable	Delegated Authority
8.26	Authority to initiate debt collection via Council's Debt Collector		CEO
8.27	Authority to enter in payment arrangements with debtors		CEO
8.28	Approve write-offs bad debts		Council
8.29	Approve the write off of interest and penalties for rates debtors and general debtors		CEO
8.30	Authority to allow deferment of rates or offers of a rates concession		CEO
8.31	Approve the cancellation or withdrawal of an infringement notice		CEO

## Register of Delegations

Council Policy



8.32	Authority to recover infringement debt		CEO
8.33	Approve write-offs of cash losses, thefts, shortages, furniture, plant or equipment losses, or destruction		CEO
8.34	Approve in-kind support requests (including in-kind labour and donations)		CEO
8.35	Approve the waiver (wholly or partly) of fees and charges as considered appropriate		CEO

### Financial: Disposal of Property

No.	Function	Condition, if applicable	Delegated Authority
8.36	Approve of disposal of plant and equipment	All except land assets	CEO
		Note: assets purchased with grant funds may only be disposed of according to the terms of the grant agreement.	CEO
		Land assets	Council
8.37	Approve to waive the disposal process outlined in Asset Disposal policy		CEO

### Financial: Insurance

No.	Function	Condition, if applicable	Delegated Authority
8.38	Approval to settle insurance claims by way of ex-gratia payments where the amount claimed is below the excess of Council's insurance policy		CEO

## 9 Elections

No.	Function	Condition, if applicable	Delegated Authority
9.1	Approval to appoint the Returning Officer for by-elections	Only required if Electoral Commission is not the Returning Officer	Council

## D Related documents

- *Delegations – Policy for Members*
- *Local Government Act*
- *Local Government Regulations and Guidelines*
- Any other Act and legislative instruments under which Council has powers, authorities, duties and functions
- *Alice Springs Town Council policies, plans and approved budget*
- *Alice Springs Town Council register of (operational) sub-delegations*

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## Register of Delegations

Council Policy



### E Endorsement and Approval

APPROVED:

\_\_\_\_\_  
Andrew Wilsmore  
Chief Executive Officer

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

DRAFT

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# Register of Delegations

## Council Policy

Policy Name	Register of Delegations		
Type	Council Policy		
Owner	Chief Executive Officer		
Responsible Officer	Director Corporate Services		
Decision Number	22540	Approval Date	28 March 2023
Records Number	D2023/007000	Next Review Date	28 March 2025

### A Purpose

This register records delegations by Alice Springs Town Council in accordance with the *Local Government Act 2019* (NT) (ss 40, 41 and 168) and the *Local Government (General) Regulations 2021* (NT) (ss 6, 19 and 99), which make provision for the delegation of powers and functions from the Council and the CEO.

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<b>Mayor</b>	The principal member of the Council as defined by section 58 of the Act.
<b>Member</b>	An elected member of Alice Springs Town Council.





# Register of Delegations

## Council Policy

<b>Regulations</b>	<i>Local Government (General) Regulations 2021 (NT)</i>
<b>Responsible officer</b>	A person with approval to control a budget for a particular aspect of the Council's service delivery.
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The CEO has delegated responsibility by Council for all matters not expressly requiring Council to make decisions under the Act with some limitations as set out below. In some cases, the CEO has imposed limitations after which approval from Council will be sought.

#### b. Delegations by Council

This register contains all approved delegation of Council as endorsed by Council by resolution number 22540 made at the Ordinary Council Meeting held on 28 March 2023.

#### c. Revocation of previous delegations

All previous delegation and sub-delegations by Council prior to 28 March 2023 are revoked.

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## Register of Delegations

### Council Policy

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It is the responsibility of the person exercising the delegation to ensure funding is available in the delegations within their annual budget. Alternatively, written proof of above budget income for extra funding, to cover the above budget expenditure must be obtained and a copy sent to their senior line manager.

The delegations listed in this document should be understood in the context of the relevant staff position descriptions, the Enterprise Agreement and Council Policy. The position has delegation not the person. Outsourced or independent contractor positions do not have delegation rights within the Organisation except with approval of the CEO.

#### e. Certain conditions

In relation to delegations, quotations and tenders for supplies, a cost specified is exclusive of GST.

Any decision on where staff roles fit in the above definitions and the appropriateness of sub-delegation to the position will be made by the CEO, based on a recommendation from the appropriate Director as required.

### 1 Human Resource Delegations

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1.1	Set and approve salary	For CEO For all staff	Council CEO
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1.3	Approve higher duty payments	For all staff	CEO
1.4	Approve/sign staff contracts	For CEO For all staff	Council CEO
1.5	Approve conditions of employment	For all staff	CEO
1.6	Approve an Enterprise Agreement on behalf of Council	In consultation with Council	CEO
1.7	Appointment of Acting Chief Executive Officer for a period of absence of the Chief Executive Officer	1. The CEO must be satisfied that the person appointed to Acting CEO is suitably qualified / experienced for the position 2. The CEO must advise Council when an appointment is made	CEO

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## Register of Delegations

### Council Policy

#### Staff: Positions

No.	Function	Condition, if applicable	Delegated Authority
1.8	Approve changes to existing position descriptions and approve new position descriptions	For CEO position For all staff positions	Council CEO
1.9	Approve changes to existing position titles	For all staff positions	CEO
1.10	Approve deletion of positions	For all staff positions	CEO
1.11	Approve a staff member accepting outside employment or consultancies, additional to and separate from their normal duties with Council.	For CEO For all staff	Council CEO

#### Staff: New Positions, Advertisements, Selection, Appointment and Probation

No.	Function	Condition, if applicable	Delegated Authority
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1.14	Recommend appointment to staff positions	For all staff positions	CEO
1.15	Appoint staff to positions	For CEO position For all staff positions	Council CEO
1.16	Confirm successful completion or otherwise of new staff probationary periods	For CEO position For all staff positions	Council CEO

#### Staff: Dismissal and Redundancy

No.	Function	Condition, if applicable	Delegated Authority
1.17	Decisions to make a staff member redundant	For all staff	CEO
1.18	Approve the offer and acceptance of redundancy for all staff	For all staff	CEO
1.19	Decisions to dismiss a staff member	For CEO For all staff	Council CEO



## Register of Delegations

### Council Policy

#### Staff: Leave, Overtime, Training, Conference Attendance, Travel and External Consultancies

No.	Function	Condition, if applicable	Delegated Authority
1.20	Approve staff overtime	For staff	Directors
1.21	Approve staff time in lieu	For staff	Directors
1.22	Approve staff annual leave	For CEO For all staff	Mayor CEO
1.23	Approve staff recreation leave in advance or in excess of entitlements	For CEO For all staff	Council CEO
1.24	Approve staff long service leave	For CEO For all staff	Council CEO
1.25	Approve other leave in accordance with enterprise agreement	For CEO For all staff	Council CEO
1.26	Approve staff leave without pay	For CEO For all staff	Mayor CEO
1.27	Approve fee assistance for staff study	For CEO For all staff	Council CEO
1.28	Approval of attendance at external training course/conferences including travel costs	For CEO For all staff	Mayor CEO
1.29	Approve travel outside Australia	For CEO For all staff	Council Council

#### Staff: Performance Management

No.	Function	Condition, if applicable	Delegated Authority
1.30	Appraise performance	For CEO For all staff	Council CEO
1.31	Management of unsatisfactory staff performance	For CEO For all staff	Council CEO
1.32	Issue formal warnings	For all staff	CEO



## Register of Delegations

Council Policy

### 2 Contracts

No.	Function	Condition, if applicable	Delegated Authority
2.1	Approve the lease of new premises and sub leases of existing premises		CEO
2.2	Approve renewal of existing land/building leases		CEO
2.3	Cancel existing land/building leases		CEO
2.4	Authorise appointment of external consultants	Total value of contract < or equal to \$250,000 and within budget	Directors
		Total value of contract within budget	CEO
		Value of contract outside of budget	Council
		For matters relating to CEO recruitment or performance management	Council
2.5	Approve the purchase and development of land		Council
2.6	Approve tenders and contracts with suppliers of goods and services	Total value of contract < or equal to \$250,000	Directors
		Total value of contract < or equal to \$1,000,000	CEO
		> \$1,000,000	Council
2.7	Authority to invite formal tenders for supply of goods and services	< or equal to \$1,000,000	CEO
		> \$1,000,000	Council
2.8	To decrease the tender period		CEO
2.9	Authority to accept late tenders	Extreme circumstances are proven by the tenderer in writing	CEO
2.10	Formation of tender committee for opening and assessing tenders (CEO to convene tender panels)	Panel of at least three officers which must have at least one Director. The other officers may include staff of another council.	Directors
2.11	Authority to accept a successful tender for supply of goods or services	< or equal to \$1,000,000 Tender must be conforming	CEO
		> \$1,000,000	Council
2.12	Approve the commencement of the funding submissions or tending activity to be undertaken	Total value < or equal to \$250,000	Directors
		All values	CEO
2.13	Authority to negotiate agreements and contracts (Contracts > \$250,000 to be overseen by a lawyer)	Total value < or equal to \$250,000	Directors
		Total value < or equal to \$1,000,000	CEO
		Total value > \$1,000,000	Council

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## Register of Delegations

### Council Policy

No.	Function	Condition, if applicable	Delegated Authority
2.14	Authority to sign agreements, contracts or tenders obtained (unless common seal required) (Contracts >\$250,000 to be overseen by a lawyer)	Total value < or equal to \$250,000	Directors
		Total value < or equal to \$1,000,000	CEO
		> \$1,000,000 and/or common seal	Council
2.15	Authority to prepare and submit performance reports to funding departments/ organisations	For directorate	Directors
2.16	Approve and submit financial reports to funding departments/ organisations		CEO
2.17	Approve entry into occupancy agreements and establish long term leasing charges for Council controlled properties for periods in excess of 4 weeks	For all of organisation	CEO

### 3 Legal

No.	Function	Condition, if applicable	Delegated Authority
3.1	Authority to consult with Council's in-house lawyer or external legal consultants on legal matters		CEO
3.2	Authority to purchase legal advice and/or expertise	Contracts > \$250,000 must be overseen by a lawyer	CEO
3.3	Authority to settle court, legal or other formal proceedings and bind the Council	Limit up to \$50,000, above which to be approved by Council	CEO
3.4	Authority to approve expenditure on legal matters outside of the budget		Council

### 4 Policies and Procedures

No.	Function	Condition, if applicable	Delegated Authority
4.1	Approval of Council, Elected Member and CEO related policies		Council
4.2	Approval of Operational policies		CEO



# Register of Delegations

Council Policy

## 5 Documents, Correspondence and Minutes

**Documents: Public Statements, Media and Comments on Strategic Issues**

No.	Function	Condition, if applicable	Delegated Authority
5.1	Approve the use of Council's name or logo by parties external to Council	For all organisation	CEO
5.2	Authorise release of public or media statements	For all organisation	CEO
5.3	Authority to delegate specific media responses	For all staff	CEO
5.4	Authority to respond to ministerial and contentious issues	For all staff	CEO

**Public Relations: Correspondence**

No.	Function	Condition, if applicable	Delegated Authority
5.5	Mayor to have authority to write to: <ul style="list-style-type: none"> <li>Department of Local Government</li> <li>Government Ministers</li> <li>Senior Bureaucrats</li> <li>Heads of Government Departments</li> <li>Members of Parliament</li> <li>Ombudsman</li> <li>Other bodies as deemed appropriate by the Mayor in carrying out duties</li> </ul>	For all staff	CEO
5.6	Standard and non-standard correspondence that has significant implications within their own directorates and/or has the potential to have implications across a number of divisions. Directors need to consider, in signing off on correspondence, whether the CEO and other Directors may need to be consulted or advised of the correspondence.	For all staff	Directors

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## Register of Delegations

### Council Policy

No.	Function	Condition, if applicable	Delegated Authority
5.7	Standard and non-standard correspondence which is part of the normal business activities of Council and is not contentious. Managers need to consider, in signing off on correspondence, whether the CEO, Directors and other Managers need to be consulted or advised of the correspondence.	For all staff	Managers

### Public Relations: Agendas and Minutes

No.	Function	Condition, if applicable	Delegated Authority
5.8	Authority to submit Council Agenda for Compilation	For all staff	Directors
5.9	Approval of final Ordinary Council or Committee Agenda for submission to the Council or Committee	For Council and Committee meetings	CEO
5.10	Approval of draft Council or Committee Minutes	For Council and Committee meetings	CEO

## 6 Complaints

No.	Function	Condition, if applicable	Delegated Authority
6.1	Resolution of external complaints about Council staff		CEO
6.2	Internal and external complaints about the CEO		Mayor
6.3	Internal complaints		CEO
6.4	Resolution of complaints against Elected Members		Council



## Register of Delegations

Council Policy

### 7 Financial Delegations

#### Corporate Credit Cards

No.	Function	Condition, if applicable	Delegated Authority
7.1	Set and approve credit card facility limit	Total Facility Limit (\$40,000)	Council
7.2	Approve the issue and withdrawal of Council credit cards and credit limits	For staff (within the approved facility limit) Note: The Accounts Officer is the only staff member with a credit card with a \$10,000 limit	CEO
		For CEO and Directors \$5,000 limit	Council
		For Mayor \$2,000 limit	Council

#### Financial: Budgets

No.	Function	Condition, if applicable	Delegated Authority
7.3	Approve draft Budget to be forwarded to Council		CEO
7.4	Approve the Budget	Advertising requirement	Council
7.5	Authority to override any financial delegations (except those allocated to Council or Mayor) related to approving of expenditure to ensure that approved budgets are not overspent		CEO
7.6	Authority to recommend to Council unbudgeted expenditure		CEO
7.7	Authorise variations to the annual budgets where overall position varies from original budget	Advertising requirement	Council

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## Register of Delegations

Council Policy

### Financial: Purchase Orders and Expenditure

No.	Function	Condition, if applicable	Delegated Authority
7.8	Approve purchase orders requisition/invoices for payment	< \$10,000 within approved budget and under direct control	Responsible Officers
		< or equal to \$250,000 within approved budget and under direct control	Directors
		< or equal to \$1,000,000 within approved budget	CEO
		>\$1,000,000 or expenditure outside of approved budget CEO may sign purchase order on behalf of Council once Council approval is obtained	Council
7.9	Approve Travel Requisition forms		CEO
7.10	Approve Travel Requisition forms for the CEO		Mayor
7.11	Authorise travel itineraries after approval		CEO
7.12	Authorise expenditure against NIL budgets in anticipation of Council approval		CEO
7.13	Authorise exemption from quotation requirement		CEO
7.14	Authorise exception from tender requirement		CEO

### Financial: Salaries and Deductions

No.	Function	Condition, if applicable	Delegated Authority
7.15	Approve staff reimbursement for expenditure on behalf of Council	For all staff	CEO
7.16	Approve for payment all payroll related transactions	For all staff Comprising group tax remittal, superannuation contribution payment, and transfers of employee payroll deductions to authorised entities and payments of GST and PAYG payments	CEO

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## Register of Delegations

### Council Policy

#### Financial: Investment

No.	Function	Condition, if applicable	Delegated Authority
7.17	Approve investment of funds (Requires more than one signatory)	For Council	CEO and Director Corporate Services or Manager Finance
7.18	Approve draw down of investment funds for deposit into operational accounts (Requires more than one signatory)	For Council	CEO and Director Corporate Services or Manager Finance
7.19	Approve banking and investment account arrangements including authorising the opening of new accounts (Requires more than one signatory)	For Council	CEO and Director Corporate Services or Manager Finance

#### Financial: Petty Cash

No.	Function	Condition, if applicable	Delegated Authority
7.20	Authority to operate, control and reimburse petty cash	As per petty cash float allocation for specific areas	CEO

#### Financial: Cheques/EFT Payments

No.	Function	Condition, if applicable	Delegated Authority
7.21	Approve and sign cheques (Note: The Mayor and CEO cannot be joint signatories)	For Council	Any two of the following: <ul style="list-style-type: none"> <li>• Mayor</li> <li>• CEO</li> <li>• Director Community Development</li> <li>• Director Corporate Services</li> <li>• Director Technical Services</li> <li>• Manager Finance</li> </ul>
7.22	Approval to stop payment on cheques	For Council	CEO
7.23	Approval to change and/or add cheque signatories	For all signatories	Council



## Register of Delegations

### Council Policy

No.	Function	Condition, if applicable	Delegated Authority
7.24	Approve and sign EFT payments (Note: The Mayor and CEO cannot be joint signatories)	For Council	<p>Any two of the following; however, if a Group B position authorises payment a Group A authorise is also required.</p> <p>Group A:</p> <ul style="list-style-type: none"> <li>• Mayor</li> <li>• CEO</li> <li>• Director Technical Services</li> <li>• Director Corporate Services</li> <li>• Director Community Development</li> <li>• Manager Finance</li> </ul> <p>Group B:</p> <ul style="list-style-type: none"> <li>• Senior Finance Officer</li> <li>• Payroll Officer</li> <li>• Finance Officer</li> <li>• Accounts Officer</li> <li>• Assets Officer</li> </ul> <p>In the case of Group B officer preparing an EFT file for payment, they may not sign off to authorise the payment.</p>



## Register of Delegations

### Council Policy

#### Financial: Debt Recovery/Bad Debts

No.	Function	Condition, if applicable	Delegated Authority
7.25	Authority to initiate debt collection via Council's Debt Collector		CEO
7.26	Authority to enter in payment arrangements with debtors		CEO
7.27	Approve write-offs bad debts		Council
7.28	Approve the write off of interest and penalties for rates debtors and general debtors		CEO
7.29	Authority to allow deferment of rates or offers of a rates concession		CEO
7.30	Approve the cancellation or withdrawal of an infringement notice		CEO
7.31	Authority to recover infringement debt		CEO
7.32	Approve write-offs of cash losses, thefts, shortages, furniture, plant or equipment losses, or destruction		CEO

#### Financial: Disposal of Property

No.	Function	Condition, if applicable	Delegated Authority
7.33	Approve of disposal of plant and equipment	All except land assets	CEO
		Estimated disposal value of up to \$250,000 Note: assets purchased with grant funds may only be disposed of according to the terms of the grant agreement.	Directors
		Land assets	Council
7.34	Approve to waive the disposal process outlined in Asset Disposal policy		CEO

#### Financial: Insurance

No.	Function	Condition, if applicable	Delegated Authority
7.35	Approval to settle insurance claims by way of ex-gratia payments where the amount claimed is below the excess of Council's insurance policy		CEO



# Register of Delegations

Council Policy

## 8 Elections

No.	Function	Condition, if applicable	Delegated Authority
8.1	Approval to appoint the Returning Officer for by-elections	Only required if Electoral Commission is not the Returning Officer	Council

## D Related documents

- *Delegations – Policy for Members*
- *Local Government Act*
- *Local Government Regulations and Guidelines*
- Any other Act and legislative instruments under which Council has powers, authorities, duties and functions
- *Alice Springs Town Council policies, plans and approved budget*
- *Alice Springs Town Council register of (operational) sub-delegations*

## E Endorsement and Approval

APPROVED:

\_\_\_\_\_  
Joe McCabe  
Chief Executive Officer

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

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## Council Report

Agenda item: 22.1

Author: Mayor, Matt Paterson

Approver: Mayor, Matt Paterson

Our Reference: 2 / 24 cncl

Attachments: A. [Correspondence received from Lord Mayor Adrian Schrinner, Brisbane City](#)  
B. [Correspondence received from Max Yffer Alice Spring Cycling Club President](#)  
C. [Correspondence sent to the Hon Joel Bowden, Minister for Infrastructure, Planning and Logistics](#)  
D. [Correspondence received from the Hon Nicholas Street MP, Minister for Housing and Construction](#)  
E. [Correspondence received from Northern Territory Chief Minister](#)  
F. [Correspondence received from Northern Territory Chief Minister](#)  
G. [Correspondence sent to Alice Springs Taxis](#)  
H. [Correspondence received from the Hon Kate Worden, Minister for Sport](#)  
I. [Correspondence received from the Hon Kate Worden, Minister for Environment](#)  
J. [Correspondence received from Northern Territory Chief Minister](#)  
K. [Correspondence received from the Hon Julie Collins MP, Minister for Housing](#)  
L. [Correspondence received from Joshua Burgoyne MLA, Member of Braitling](#)

Report Title: Mayor's Monthly Report - January 2024

### RECOMMENDATION

1. That this report be received and noted.
2. To nominate a representative of Alice Springs Town Council to the Northern Territory Heritage Council.
3. To nominate a representative of Alice Springs Town Council to the Northern Territory Place Names Committee.

## Council Agenda

23 January 2024

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### PURPOSE

The purpose of this report is to provide Council with an update on the correspondence and activities of the Mayor.

### KEY MATTERS

#### **Nomination for Northern Territory Heritage Council**

To nominate a representative of Alice Springs Town Council to the Northern Territory Heritage Council.

#### **Nomination for Northern Territory Place Names Committee**

To nominate a representative of Alice Springs Town Council to the Northern Territory Place Names Committee.

### MEETINGS ATTENDED

The following meetings were attended by the Mayor, Matt Paterson as well as other officers (not an exclusive list):

1. **Council Forums**
2. **Sam Gibson, Head of AFL Northern Territory and CEO Andrew Wilsmore**
3. **LGANT December Board Meeting**  
Periodical meeting
4. **Central Australian Youth Justice Meeting**  
(FYI <https://www.cayj.org.au/media-releases/cayj-supports-the-nt-governments-first-steps-in-raising-the-age-of-criminal-responsibility> )
5. **Bi-monthly meeting with Joshua Burgoyne MLA, Member for Braitling and CEO Andrew Wilsmore**  
Periodical catch up meeting
6. **Bradley Campbell, Designations Manager, The Ghan, Rebekah Smart, Ghan Operations Coordinator, Journey Beyond and CEO Andrew Wilsmore**  
To discuss correspondence regarding train hours
7. **Sandy Taylor, resident and CEO Andrew Wilsmore**  
Catch up meeting

## Council Agenda

23 January 2024

### 8. Sports Facilities Advisory Committee Meeting

Periodical meeting

### 9. Jaqueline Newman, resident

### 10. Ann Mellors, Network Manager, Samih Bitar, Director, Alice Springs Taxis

To discuss the issue of anti-social behaviour and taxi availability at night time

## FUNCTIONS ATTENDED & PARTICIPATED IN

1. Welcoming First Bonza Airline Flight into Alice Springs
2. Chief Minister's Christmas Reception

## INTERVIEWS / MEDIA COMMITMENTS

1. 8CCC Breakfast Show with Andy
2. ABC Alice Springs with Stewart Brash

## DUTIES PERFORMED IN THE MAYOR'S ABSENCE

Nil

## CONCLUSION

This report is for informational purposes only, with no further action required.

<b>Alignment with strategic plans</b>	N/A
<b>Funding, whole of life costs &amp; resourcing requirements</b>	N/A
<b>Statutory matters / delegations</b>	N/A
<b>Risk management</b>	N/A
<b>Environmental impacts</b>	N/A
<b>Stakeholder management / public relations</b>	N/A
<b>Declaration of interest</b>	I, the author and approving officer, declare that I do not have a conflict of interest in relation to this matter.





OFFICE OF THE  
LORD MAYOR  
Brisbane

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GPO Box 2287  
Brisbane Qld 4001 Australia

6 December 2023

Mayor Matt Paterson  
Mayor  
Alice Springs Town Council  
PO Box 1071  
ALICE SPRINGS NT 0871

My dear Mayor

I would like to personally thank you for your recent participation in the 2023 Asia Pacific Cities Summit (2023APCS) & Mayors' Forum which was held in Brisbane from 11-13 October.

The 2023APCS was a record-breaking year attracting 118 mayors and more than 1000 delegates from 171 cities. This year's event saw representation from the highest number of cities and mayors to date, further cementing the Summit's role as one of the leading forums in the Asia Pacific region.

The 2023APCS presented an extensive program on the Summit theme of "Shaping Cities for our Future". World-leading ideas and best practice innovations highlighting the capabilities of cities were shared by more than 180 presenters and facilitators across the Summit on the sub-themes of Cities of Connection, Cities of Sustainability, and Cities of Legacy.

The Major Project Announcement Briefings showcased more than \$2 billion of tender-ready projects and a pipeline in excess of \$100 billion in future contract opportunities. The Market Square, together with Innovation Alley, provided an unparalleled opportunity for 78 organisations to showcase products and services, and delegates were given an opportunity to view transformational projects such as Victoria Park/Barrambin and the Brisbane Metro vehicle.

Thank you for sharing your insights at the 2023APCS Mayors' Forum. This important Forum remains integral to the Summit and is a wonderful opportunity for us as city leaders to meet, and openly share and discuss issues facing our cities. The 2023APCS Mayors' Accord outlines our common approach to address issues of mutual interest. I wish to thank you for your involvement in, and contribution to, this important event and we look forward to sharing the 2023APCS Mayors' Accord with you shortly.

Following on from the success of this year's event, the location for the **2025 Asia Pacific Cities Summit (2025APCS) & Mayors' Forum** will be announced early in 2024.

.../2

- 2 -

I encourage your office to stay in contact with Ms Nicole Andronicus, Director of my International Relations and Multicultural Affairs Branch, directly by email at [nicole.andronicus@brisbane.qld.gov.au](mailto:nicole.andronicus@brisbane.qld.gov.au) or by phone on (07) 3178 0146.

Thank you again for your attendance and valued contribution to the 2023 Asia Pacific Cities Summit (2023APCS) & Mayors' Forum.

Yours sincerely



Adrian Schrinner  
**LORD MAYOR**

Ref: LM04002-2023



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ABN 66 175 927 968

To the Mayor and CEO  
Alice Springs Town Council  
Cc Deputy Mayor Bitar, Councillor Hopper

6 December 2023

Dear Mr Paterson and Mr Wilsmore,

Road Safety is core business for the Alice Springs Cycling Club.

The Committee of the ASCC therefore wish to continue dialogue started a couple of years ago about improving road safety for cyclists in Alice Springs.

As background, the March 2021 Super Tuesday Bike Count recorded 847 bike movements in 7 locations in Alice Springs between 6.30am – 8.30am. This was a 15% increase on the 2019 count. This is a significant number, but could be much higher if riders had more confidence in their safety on Alice Springs roads.

We acknowledge, as previous Council staff have emphasised to us, that the two cycling deaths that have occurred in recent decades have both been outside the jurisdiction of the ASTC. However we are concerned that this information is used to inform Council priorities as it does not take into account the number of injuries or near misses that occur within the town. This year we will be encouraging riders to use a “Bike Spot” app to record safety issues to gather data on problem areas.

We note the recently released Shared Path Review and welcome this as important infrastructure to separate cyclists and vehicles.

However, as outlined in previous correspondence to the ASTC, our road cycling members tend not to use cycle paths when riding road bikes as:

- We ride between 25 and 45kph, not allowed - and in any case not safe - on shared paths

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- Sharing paths with pedestrians (including those with children and dogs) is not safe especially when pedestrians are listening to devices and cannot hear us approach
- Paths that cross driveways are not safe, and having to leave the pathway to cross over side roads and then resume the pathway creates safety issues. We understand a child and car collided on a path crossing a driveway recently.
- Paths are too rough for racing bikes and are often covered with glass, gravel and rubbish
- There are not always convenient exits to major roads – for example getting off the river path to access the CBD is not straightforward and can require crossing patches of dirt or lawn (the Shared Path Review has addressed some of these problems)

We therefore wish to talk with Council about making our roads safer for cyclists and other vulnerable users.

In previous conversations with Council in 2022, we were asked to provide specific ideas for improving road safety within the ASTC area that could be considered when roads are due for an upgrade.

Accordingly we would like to propose Strategic Cycling Corridors be considered. Sometimes called Cycleways, these promote safe cycling ways for commonly used routes.

We are very disappointed that the new works on Bath Street and Gregory Tce have not considered rider safety at all. They now join South Tce, Hartley Street and Wills Tce as being highly dangerous. Riders must “take the lane” (i.e. not keep to the left but move into the lane of traffic) to avoid being squeezed by frequent road furniture.

We need cycleways that avoid these roads.

Priorities we would like to suggest are:

- Make Undoolya Road from Undoolya roundabout to the end of Smith St a Strategic Cycling Corridor. This would incorporate:
  - A bike lane or verge on Undoolya Road including wider ‘slipways’ to allow separate negotiation of the three small roundabouts for people heading east or west
  - a bike lane heading west on Wills Tce (ideally also heading east but there is probably no room, and there is a shared path on that side)
  - Bike lane to continue on North Stuart Highway to Smith St
  - Bike lane on Smith St

- Significant signage on the whole route identifying it as a cycle way, cautioning motorists to look out for cyclists and reminders of the Meter rule for passing cyclists
- Identifying a north-south cycleway through the CBD
  - This could involve Todd St and Todd Mall, then on to Todd St/Gap Road.  
This would require a speed limit through the Mall to ensure pedestrian safety
- Identifying a north-south cycleway from the CBD to Tom Brown Roundabout. South Tce is too narrow and has road furniture that forces riders into the traffic lane. Stuart Hwy is a safer design but the speed limit is high on parts of it. Gap Road has a lot of road furniture but maybe options could be explored for a cycleway on the side roads

We would be happy to consider other ideas that Council staff might suggest, based on their forward works plan.

We also reiterate our request for secure bike parking facilities in the CBD, either for those cycling to work, needing secure locked facilities, or short term properly designed bike racks near businesses in Todd Mall and other areas.

We understand that cycling infrastructure is an added expense. However Alice Springs is a cycling destination with its excellent trail networks, and many new employees cite the great cycling as one of the reasons they choose to live here. Investing in making cycling safer will be good for everyone.

Yours sincerely,



**Max Yffer**

**President**

**Alice Springs Cycling Club**

**[president@alicespringscc.com.au](mailto:president@alicespringscc.com.au)**

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## Office of the Mayor

19 December 2023

Hon Joel Bowden  
Minister for Infrastructure,  
Planning and Logistics  
GPO Box 3721  
Darwin NT 0801

via email – [Minister.Bowden@nt.gov.au](mailto:Minister.Bowden@nt.gov.au)

Dear Minister *Joel,*

I write concerning the Alice Springs Revitalisation project whose aim is create a safer and more vibrant CBD for locals and visitors to enjoy.

The NT Government investment in cooling initiatives, tree planting, shade structures and landscaping that will assist in providing cooler pathways for pedestrians to walk and providing shade for people in the CBD will significantly improve public amenity.

We do, however, have concerns over the use of sand as infill for the median strips. It creates significant trip hazards, particularly for those who are visually impaired or elderly or wearing high-heeled footwear, and is easily spread onto the road and then into our stormwater system creating significant maintenance issues and hampering efficient waterflow during storm events.

At our recent Council meeting on 12 December 2023, Elected Members resolved to:

**That Council request alternate finishes, other than sand, in median strips and islands within the CBD revitalisation project.**

We recognise sand had been chosen to assist with the desire to cool our CBD, and this may have been supported in concept stage, unfortunately it is now apparent once in operation that the safety concerns and stormwater drain build-up are significant issues that cannot be ignored.

We would be pleased to make officers from our Technical Services Directorate available to meet with your Department to discuss possible alternatives that can still achieve the desired cooling effects.

If your office is able to contact my Executive Assistant, Abby Chin, via email: [EAEXECUTIVE@astc.nt.gov.au](mailto:EAEXECUTIVE@astc.nt.gov.au) or phone 08 8950 0562 to arrange a mutually convenient time, I would be pleased to discuss this proposal in more detail.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Matt Paterson'.

Matt Paterson  
MAYOR

**Alice Springs Town Council**  
93 Todd St, Alice Springs, NT, 0870

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**Minister for Housing and Construction**  
**Minister for Local Government**  
**Minister for Sport and Recreation**  
**Minister for Stadia and Events**

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20 DEC 2023

Alice Springs Town Council  
[EAEXECUTIVE@astc.nt.gov.au](mailto:EAEXECUTIVE@astc.nt.gov.au)

Dear Elected Members

Thank you for your correspondence regarding future funding arrangements between the Australian Government and State and Territory Governments to enable the delivery of essential housing and homelessness services.

Our Government is mindful of the impending expiration of the National Housing and Homelessness Agreement and is committed to working closely with other State and Territory Governments to develop a strong negotiating position to resource the sector adequately.

We will advocate for a needs-based funding model rather than a population-based model and a whole system reform, utilising policy levers available at the Federal, State, and local levels to achieve improved housing outcomes that enable our communities to thrive.

Our Government is committed to providing safe, secure and affordable housing for all Tasmanians. This is highlighted in the Tasmanian Government's landmark 20-year Tasmanian Housing Strategy, released on 16 November 2023. The Strategy provides the direction for our future housing priorities and is accompanied by an Action Plan, the first of five, that outlines our initiatives over the next four years. It builds on existing work at the State and Federal levels and reinforces our commitment to deliver 10,000 additional social and affordable homes by 2032.

Thank you again for raising this important matter and I hope this information was helpful.

Yours sincerely

Nic Street MP  
Minister for Housing and Construction





CHIEF MINISTER

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Attachment E

His Worship the Mayor  
Mr Matt Paterson  
Alice Springs Town Council

Via email: [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au)

Dear Mayor

I am writing to express my gratitude for the outstanding effort by the Alice Springs Town Council (ASTC) in assisting with the clean-up following the weather event in Alice Springs on 30 November 2023.

My Department has advised of the responsiveness in which ASTC provided assistance with redirecting traffic and clearing debris from major roads. I understand by 3 December 2023, trees and storm debris had been removed from over 100 sites. ASTC's efficient response played a critical role in alleviating the impact of the storm and restoring a sense of normalcy to the community.

Further, it is heartening to see such a well-coordinated effort in events like this. The collaboration between ASTC and various Northern Territory Government agencies facilitated a seamless and effective clean-up effort. The transparency in communication and the regular updates provided by all were effective and very much appreciated.

I appreciate the hard work and dedication from ASTC. Your commitment to serving the community has not gone unnoticed, and we are thankful for your contributions to the clean-up process.

Thank you again for your efforts.

Kind regards

NATASHA FYLES

15 DEC 2023







CHIEF MINISTER

Parliament House  
State Square  
Darwin NT 0800  
[chief.minister@nt.gov.au](mailto:chief.minister@nt.gov.au)

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

His Worship the Mayor  
Mr Matt Patterson  
Alice Springs Town Council

Via email: [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au)

Dear Mayor

Thank you for your correspondence of 22 November 2023, and your request for funding for the development of an Economic Development Plan for Alice Springs.

While I agree the focus in Central Australia during 2023 has been primarily on emergency operations and crime and anti-social behaviour, there has been progress and support to a number of key projects to drive economic growth. These include the Asia Pacific Aircraft Storage Group aircraft storage facility expansion; Alice Springs Hospital Car Park; the CBD Revitalisation Project; Alice Springs Health Accommodation Development; the National Aboriginal Art Gallery; and the Arafura Rare Earths Project.

We commend you and the Alice Springs Town Council (ASTC) for the preparatory work that has gone in to progress an Alice Springs Economic Development Plan. The Northern Territory Government agrees that economic development is a priority for the region and we have also commenced preparatory work to develop a Central Australia Regional Growth Plan, which includes Alice Springs.

The establishment of a Central Australia Regional Economic Growth Committee (REGC) will be finalised in early 2024. The REGC will be an independent advisory body to Government and will be connected into the regional governance model of Government via the Department of the Chief Minister and Cabinet. The ASTC will be invited to be a member of the REGC. Once the REGC is established, they will review the ASTC proposal and consider how it can fit with the development of the Regional Growth Plan, so that collaboratively we can provide the most robust economic development framework for the region.

Mr Jake Quinlivan, Regional Executive Director Central Australia, Department of the Chief Minister and Cabinet, will be available to meet with you in the New Year to discuss progress. Mr Quinlivan can be contacted via email: [jake.quinlivan@nt.gov.au](mailto:jake.quinlivan@nt.gov.au) or mobile: 0428 690 908.

Kind regards

NATASHA FYLES

15 DEC 2023





## Office of the Mayor

15 December 2023

Ann Mellors  
Manager  
Alice Springs Taxis

Via email – [admin@alicespringstaxis.com.au](mailto:admin@alicespringstaxis.com.au)

Dear Ann

At our recent Ordinary Council Meeting, Elected Members discussed concerns of residents and their own in accessing taxis of an evening in Alice Springs.

Council resolved:

**That Alice Springs Council write to Alice Springs Taxi's to seek a meeting to discuss services at night and ways to improve availability.**

We recognise the community service that is provided by the taxi industry to our residents ensuring they are able to enjoy the night-time economy and be safely transported to and from venues and homes.

Council wishes to better understand the challenges of the taxi industry in meeting customer demand and explore opportunities to maximise residents safe transport of an evening.

It would be appreciated if you can contact my Executive Assistant, Abby Chin, via email: [EAEXECUTIVE@astc.nt.gov.au](mailto:EAEXECUTIVE@astc.nt.gov.au) or phone 08 8950 0562 to arrange a mutually convenient time to meet and discuss these matters.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matt Paterson'.

**Matt Paterson**  
Mayor

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)



MINISTER FOR SPORT

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

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5553

Mr Matt Paterson  
His Worship the Mayor of Alice Springs  
Alice Springs Town Council

Via email: [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au)

Dear Mayor Paterson

*Matt*

Thank you for your correspondence of 6 October 2023, regarding a request for Northern Territory Government funding to support free entry, inclusive of staff costs, to the Alice Springs Aquatic and Leisure Centre (ASALC) for the upcoming summer school holidays.

As you would be aware the Northern Territory Government supported and announced this request by the Chief Minister on the Summer Plan for a Safer Alice Springs along with a suite of programs, events and activities to support communities across the summer period.

I am pleased to confirm that the Department of Territory Families, Housing and Communities will contribute \$150,000 towards the Alice Springs pool costs.

The details on how the funding will be executed and provided should be worked through by your council officers and Mr Mitchell Hardy, General Manager Sport, Recreation and Strategic Infrastructure, who can be contacted at [Mitchell.hardy@nt.gov.au](mailto:Mitchell.hardy@nt.gov.au).

I thank you for your collaborative approach in working with the various stakeholders in delivering the Summer in Central Australia Action Plan.

Yours sincerely

KATE WORDEN

*12/12/23*







MINISTER FOR ENVIRONMENT, CLIMATE CHANGE  
AND WATER SECURITY

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

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8936 5553

His Worship the Mayor Mr Matt Paterson  
Alice Springs Town Council  
GPO Box 1071  
ALICE SPRINGS NT 0871

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

Dear Mayor Paterson

*Matt*

Thank you for your letter dated 4 December 2023 regarding buffel grass management in Central Australia and the concerns held by your councillors and members of the community.

I am advised that both your Chief Executive Officer Mr Andrew Wilshire and Director of Technical Services Mr Joel Andrew have been briefed on the deliberations of the Buffel Grass Technical Working Group by Mr John Gaynor, the department's Southern Regional Director.

The Technical Working Group finalised its report which was received in my office on 30 November. The report outlines a broad range of recommendations associated with the future management of buffel grass across Central Australia. I will consult further with key land manager stakeholders, including local councils, about the practical implementation of some of those recommendations, and I will consult with my Cabinet colleagues, before I make my decision.

Regardless of the outcome of that process, the need to manage buffel grass continues and is particularly important given the above average rainfall Central Australia has received over the last couple of years that has promoted buffel growth and increased fuel loads.

I understand that your Council is an active member on the Alice Springs Regional Weed Reference Group, which was instrumental in developing the Alice Springs Regional Weeds Strategy 2021 – 2026. This Strategy lists buffel grass as a 'priority weed for strategic control' in the Alice Springs region.



- 2 -

I also understand that your Council is an active member of the Lhere Mparntwe Management Strategy (LMMS) Implementation Advisory Group which is following the buffel grass management recommendations of the strategy to minimise the loss of River Red Gums and other high value cultural and ecological assets in the Todd and Charles Rivers. This is important work that is producing dividends and will become increasingly important over the coming years.

In keeping with the LMMS collaboration, members of the Weed Management Branch of the department recently reached out to your technical officers to offer advice and assistance around buffel management and the maintenance of tree collar fire breaks in the Charles Creek.

I am also advised that officers of your Council, along with divisions from the Department, and the Department of Infrastructure, Planning and Logistics have been working closely with NT Fire and Rescue Service to plan fuel load mitigation works within the municipality of Alice Springs (the Emergency Response Area). This is complemented by preventative work being done in the Fire Protection Zone bordering the municipality by Bushfires NT, Parks and Wildlife, pastoralists and the Central Land Council. Again this is important work to ensure lives and property as well as other economic, ecological and cultural assets are protected from wildfire in and around Alice Springs.

I am pleased to hear about the collaboration that is already occurring and I am hopeful that these relationships will be strengthened over the coming months and years as we work together to minimise the impact of buffel in areas of our respective responsibilities.

In the meantime, if you require any further information please contact Mr John Gaynor, Regional Director, Department of Environment, Parks and Water Security on 08 8951 9219.

Yours sincerely



KATE WORDEN

22/12/23



## CHIEF MINISTER

Parliament House  
State Square  
Darwin NT 0800  
[chief.minister@nt.gov.au](mailto:chief.minister@nt.gov.au)

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

Mr Matt Paterson  
His Worship the Mayor  
Alice Springs Town Council

Via email: [eaexecutive@astc.nt.gov.au](mailto:eaexecutive@astc.nt.gov.au)

Dear Mayor

Thank you for your letter of 4 December 2023, outlining your concerns on the high rates of recidivism and the process for dealing with juvenile offenders. I am aware of and share your concerns about the complex issues currently affecting Alice Springs residents.

There are a number of initiatives underway to address the youth crime and anti-social behaviour affecting Alice Springs residents, including the scaling up of Operation Lunar, the On the Right Track program (OTRT), Back on Track Program and a trial Co-Responder model between the Department of Territory Families Housing and Communities (TFHC) and Northern Territory Police.

On 1 August 2023, the *Criminal Code Amendments (Age of Criminal Responsibility) Act 2022* and the OTRT program took effect. OTRT is a voluntary preventative and targeted support service for families of children who demonstrate anti-social or offending behaviours that place the community or themselves at risk. OTRT responds to children 12 years and under located outside of their usual place of residence, not in the company of a responsible adult that are engaging in negative behaviour that would ordinarily constitute an offence. As at 18 December 2023, 27 young people have been referred to OTRT.

The Back on Track Program provides alternatives to detention and pathways to divert young people 8-17 years of age away from the youth justice system. The program, delivered by the Central Australian Aboriginal Congress and Saltbush Social Enterprises, supports young persons to get back on track, take responsibility for their actions, understand the consequences and equip them to lead productive lives.

Targeted support and intervention for at-risk young people will be implemented via Operation Lunar, a joint Police and TFHC initiative. This will provide immediate and priority case management for young people at risk, with an additional accelerated case management team of social workers, specialist youth workers and Aboriginal Community Workers on-call.





- 2 -

A trial Co-Responder model will run from 8 December 2023 to 4 February 2024, and see experienced child protection workers from TFHC located alongside Police at the Alice Springs Police Station. When Police see a child on the streets without a responsible adult, and there are concerns for the child's wellbeing, Police can make contact with the child protection worker and transport the child to a police station.

My Government remains committed to working collaboratively with local government to reduce crime and antisocial behaviour in Alice Springs. I have asked my Department to keep you across the collective approach to addressing these issues and to ensure the Alice Springs Town Council is actively engaged in solutions. Mr Jake Quinlivan, Regional Executive Director Central Australia, Department of the Chief Minister and Cabinet can be contacted via email at [Jake.Quinlivan@nt.gov.au](mailto:Jake.Quinlivan@nt.gov.au) or on 08 8973 8533 should you have any further queries.

Yours sincerely



EVA LAWLER

- 3 JAN 2024



**Julie Collins MP**

**Minister for Housing  
Minister for Homelessness  
Minister for Small Business**

Ref: MC23-013374

Mr Matt Paterson  
Mayor  
Alice Springs Town Council  
PO Box 1071  
ALICE SPRINGS NT 0871

*Matt*  
Dear Mayor

Thank you for your letter dated 30 November 2023, concerning future housing and homelessness funding arrangements. I apologise for the delay in my reply. The Albanese Government understands safe and affordable housing is central to the security and dignity of all Australians. The Government has committed to an ambitious agenda to improve Australians' access to affordable, safe and sustainable housing across the housing spectrum, including to prevent and address homelessness, and to support social and economic participation.

As you have mentioned, the Commonwealth, states and territories are in the process of developing a new housing and homelessness funding arrangement to replace the National Housing and Homelessness Agreement (NHHA). In the meantime, the Government is providing states and territories with around \$1.7 billion through a one-year extension of the NHHA until 30 June 2024 to assist them to deliver social housing and homelessness services. This includes an additional \$67.5 million of funding to assist the sector to address the homelessness challenges revealed in the 2021 Census.

The Albanese Government has made specific investments in the Northern Territory to date. In 2022-23, the Government committed \$100 million to start work on urgent housing and essential infrastructure on the Northern Territory homelands. On 1 July 2023, a new one-year partnership with the Northern Territory Government came into effect to deliver a minimum of 157 houses in 2023-24 targeted at addressing the worst over-crowding in the country. Under the agreement, the Commonwealth is committing \$111.7 million, matched by the NT Government, to total \$223.4 million.



Legislation has now passed the Parliament to establish the \$10 billion Housing Australia Future Fund to support 30,000 new social and affordable rental homes over its first 5 years, including a minimum of 1,200 in the Northern Territory. Further measures are being delivered through the National Cabinet, including:

- The National Housing Accord that will support planning and zoning reforms, as well as investing \$350 million in additional federal funding to deliver 10,000 affordable rental homes over 5 years from 2024 – matched by the states and territories.
- Federal funding of \$2 billion through the Social Housing Accelerator to deliver thousands of social homes across Australia, \$50 million of which has been committed to the Northern Territory.
- Federal funding of \$3 billion through the New Homes Bonus to help incentivise states and territories to build more homes where people need them to meet a new national target of 1.2 million new homes over 5 years.
- A \$500 million Housing Support Program for initiatives to help kickstart housing supply, including connecting essential services, amenities to support new housing development or building planning capability.
- A National Planning Reform Blueprint with planning, zoning, land release and other measures to improve housing supply and affordability.
- A Better Deal for Renters to harmonise and strengthen renters' rights across Australia.

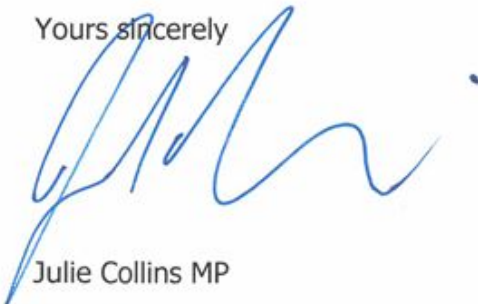
The Government is also developing the National Housing and Homelessness Plan (National Plan) in collaboration with states and territories. The National Plan will identify the short, medium and longer-term steps that can be taken to address housing challenges in Australia.

Commonwealth housing commitments, such as the new funding arrangement and the National Plan, will aim to support solutions that provide for the complexity of individual housing needs, including for those most vulnerable. It is important to note these mechanisms are subject to negotiations with state and territory governments.

I will continue to work in close collaboration with the Northern Territory Government, as well as all other states and territories.

Thank you and your fellow Alice Springs Town Council members for taking the time to write to me.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Julie Collins', with a stylized flourish at the end.

Julie Collins MP

10 / 1 / 2024



Mr Matt Paterson  
Mayor  
Alice Springs Town Council  
PO Box 1071  
ALICE SPRINGS NT 0871

Email: [MPaterson@alicesprings.nt.gov.au](mailto:MPaterson@alicesprings.nt.gov.au)

Dear Mayor

### REQUEST FOR IN-KIND SUPPORT

After two successful years, the Member for Namatjira and I are planning another *Teddy Bears' Picnic* fundraiser for 20 April 2024. This event will be held for the community of Alice Springs with entry via monetary donation.

We have submitted an application to book the Civic Centre lawns again this year, and it is anticipated that the funds raised from this event will go to Birth & Beyond.

As a fundraising endeavour, I humbly request in-kind support from the Alice Springs Town Council and hope you will look favourably on this request. Items we are seeking include, but are not limited to:

- Public places permit, boundary fencing, marquees, bi-folding tables, bins, chairs, barbecue trailer, giant games and use of the toilet facilities.

I am happy to discuss all aspects of this request and hope to hear from you soon.

Yours sincerely,

Joshua Burgoyne MLA  
Member for Braitling

18 January 2024

## Council Report

Agenda item: 27.1

Author: Manager Finance, Lily Dy-Irwin

Approver: Chief Executive Officer, Andrew Wilsmore

Our Reference: 12 / 24 cncl

Attachments: A. [Council Financial Position Reports including Income & Expenditure Statement \(Budgeted Statement of Financial Performance\) and Balance Sheet](#)  
B. [Cash Reserves and Cash Analysis Reconciliation](#)  
C. [Monthly Payment Listing](#)  
D. [Investments Report](#)

Report Title: Monthly Financial Report for December 2023

### RECOMMENDATION

1. That the monthly financial report for the period ending 31 December 2023 be received and noted.

### PURPOSE

The purpose of this report is to provide a summary of the financial position of Council for the period ended 31 December 2023.

### PREVIOUS APPLICABLE RESOLUTIONS

Nil

### DISCUSSION

The monthly financial report is required to be presented to Council in compliance with the *Local Government (General) Regulations 2021*. This report includes:

- The **Council Financial Position Reports** that contain the **Income & Expenditure Statement** which reflects how Council's overall income and expenditure is tracking against the budget, and the **Balance Sheet** which outlines what Council owns (assets) and what it owes (liabilities), with the difference (Equity) being Council's net worth.

## Council Agenda

23 January 2024

- The **Cash Reserves and Cash Analysis Reconciliation** provides the balances of the reserves and a reconciliation of cash.
- The **Monthly Payment Listing** provides details of all expenditure (excluding payroll), listing who payments were made to and a brief description of the payment.
- The **Investments Report** shows the financial institutions Council has funds invested with, the term of the investment, the interest rate being received and also shows Council's compliance with its Investment Policy.

### Strategic Analysis

#### Priority

##### Ongoing exploring options for other systems provider other than Civica

Awaiting outcome from Strategic Solutions survey for suggestions to explore other systems in the market that may provide better functionality and features to improve processes and outcome.

#### Monitoring Required

##### Operational Expenditure

Materials and Contracts expenditure is slightly below year to date budget. Committed costs for open purchase orders for \$1,785,849 as at December will be incurred in the future.

Other Operating Expenses include utilities of \$1,080,474 and prorated insurance premiums of \$711.893. Over all, it is tracking well in line with budget.

##### Employee Expenditure

Employee Costs are below budget for the period. Some salaries expenses relating to unused leave for redundancy payments have been journaled out of salaries against liabilities. As of December, nine positions were made redundant.

Employee salaries will have bit of increase in the coming months after the 3% increase per ASTC Enterprise Agreement took effect in December 2023.

##### Capital expenditure

Capital expenditures for the period include purchases of Toyota Hilux \$53,403, Isuzu Tray Truck \$84,601 and concept and detail drawing for the skate park \$16,000. There are committed costs for capital expenditures for \$2,321,090 at the end of December.

Note: Items listed in top 20 Contractor Payments report are shown as GST Inclusive, however financial reports amounts are all GST exclusive.

##### Reserves

There was no movement for reserves for December.



### Noting Purpose

Results for the period ending 31 December 2023 are summarised as follow:

#### **Investments**

Council currently has a mix of A1 and A2 investment rating term deposits. Interest income is showing as \$524,474 as it includes last financial year's accrued interest adjustment. Actual interest from investment (without the accrual adjustment) as of December is \$887,942 with average interest rate sitting at 5.09%.

#### **Profit and Loss**

Total operating income is tracking above the budget. Some grant payments that came in included Summer Holiday Grant \$312,000, ASALC (no entrance fee) \$100,000 and Shutter Art Grant \$100,000. Some grants payments are on quarterly basis. Actual interest is showing lower than budget due to the effect of year end accrual as noted above but should track better as accounts mature and interest income is earned in the next few months.

Cash collections show that 60% of rates have been received to date, being higher than previous year's 53% as of December.

#### **Other Operating Revenue**

RWMF weighbridge User Fees and Charges for December \$1,891,047 exceeds budgeted income, as well as other income like casual visits, multi pass income, venue hire and fines.

#### **Rates as at 31 December 2023**

Third instalment will be due by 2<sup>nd</sup> February 2024 so this payment will pick up by January.

Total rates collectible is currently tracking at 40% as of December. The receivables should go down next month as more payments come in by third instalment due date.

#### **Grants and Contributions**

Capital grants will be paid per milestones invoicing as work stages get completed.

#### **Financial System and reporting**

Civica systems are still being worked on for revision, upgrades and training from Civica to assist with better reporting features.

### CONCLUSION

The content and presentation of the financial reports are progressively being reviewed and updated to provide improved information to Elected Members and stakeholders.

## Council Agenda

23 January 2024

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030 Municipal Plan 2023/2024</b> Pillar 5 – Governance and Civic
<b>Funding, whole of life costs &amp; resourcing requirements</b>	This report provides an overview of the budget and resource implications.
<b>Statutory matters / delegations</b>	<b>Legislation:</b> The <i>Local Government (General) Regulations 2021</i> require the CEO each month to give Council a report setting out the actual income and expenditure for the year to date; the most recently adopted annual budget; and details of any material variances between the most recent actuals and the most recently adopted annual budget in the prescribed form. The monthly report must be accompanied by certification in writing that to the best of the CEO's knowledge, information and belief the implemented council internal controls are appropriate and the council's financial report best reflects the financial affairs of the council; or if the CEO cannot provide the certification – written reasons for not providing it.
<b>Risk management</b>	Compliance to legislative reporting obligations
<b>Environmental impacts</b>	N/A
<b>Stakeholder management / public relations</b>	N/A
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.



**Certification by the CEO to the Council**

Council Name:	ALICE SPRINGS TOWN COUNCIL
Reporting Period:	31-Dec-23

To the best of the CEO's knowledge, information and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed

A handwritten signature in blue ink, appearing to be "S. J. Smith", written over a horizontal line.

Date Signed

16.1.24

*Note: The monthly financial report to council must either be accompanied by a written certification by the CEO to the council, as set out above, or the CEO is to provide written reasons for not providing the certification. (Regularion 17(5) of the General Regulations)*



**Table 1.1 Monthly Income and Expenditure Statement**

INCOME AND EXPENSE STATEMENT FOR THE PERIOD ENDING 31 December 2023	December 2023 YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Revision 1 Budget \$	NOTE
<b>OPERATING INCOME</b>					
Rates	13,706,069	13,706,656	(587)	27,413,311	
Statutory Charges	2,278,533	2,275,222	3,312	4,550,443	
User Fees and Charges	2,931,485	2,922,099	9,386	5,844,198	1
Operating Grants and Subsidies	5,942,119	3,545,348	2,396,772	7,090,695	2
Interest / Investment Income	635,375	835,869	(200,494)	1,671,738	3
Other Operating Revenue - Includes reimbursements, proceeds from sale of assets, fuel rebates, insurance claims, infringements etc	303,183	298,140	5,043	596,280	4
<b>TOTAL OPERATING INCOME</b>	<b>25,796,764</b>	<b>23,583,333</b>	<b>2,213,432</b>	<b>47,166,665</b>	
<b>OPERATING EXPENDITURE</b>					
Employee Expenses	9,110,242	10,120,715	1,010,473	20,241,430	5
Materials and Contracts	6,321,431	8,977,032	2,655,601	17,954,064	6
Elected Member Allowances	204,940	222,250	17,310	444,500	
Elected Member Expenses	0	0	0	0	
Depreciation, Amortisation and Impairment	4,537,927	4,785,779	247,852	9,571,557	8
Other Operating Expenses - Includes advertising, contribution or donation made, electricity, freight, insurance, legal fees, postage, sewerage charges, telephone, travel & accommodation expenses, vehicle expenditure, water charges etc	2,981,839	2,821,759	(160,080)	5,643,518	7
<b>TOTAL OPERATING EXPENDITURE</b>	<b>23,156,379</b>	<b>26,927,535</b>	<b>3,771,156</b>	<b>53,855,069</b>	
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>2,640,385</b>	<b>(3,344,202)</b>	<b>5,984,587</b>	<b>(6,688,404)</b>	

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

**Note 1**

Revenue from RWMF Weighbridge for December \$1,891,047 has exceeded YTD budgeted income. Some ASALC income like Casual Visits, Multi Pass Income, Venue Hire and Fines are tracking higher than budgeted income.

**Note 2**

Total grant as of December is \$5,942,119. Grants received for December included \$312,000 for Summer Sam Holiday Grant, \$400,968 for ASALC (no entrance fee), \$100,000 for Netball Resurfacing and \$100,000 for Shutter Art.

**Note 3**

Interest Income includes interest income for investment and rates. Interest rates for term deposit accounts are sitting at average of 5.09% for December. Actual interest income as at December is \$887,942 which exceeds budget. However it is currently showing lower than budget due to journal reversal from yearend accrual of income relating to last financial year but received this year.

**Note 4**

Other operating revenue includes Insurance Claims for workers compensation for \$81,104 and Miscellaneous Income from Rediscovery Centre for recyclables totalling \$17,013.

**Note 5**

Employment expense is tracking close to budget and will have bit of increase in the next few months from the December EA increase.

**Note 6**

Materials and contracts are under budget. However, a total of \$1,785,849 in committed purchase orders reflects future expenditure as at December.

**Note 7**

Other operating expenses include utilities for \$1,080,474, street lighting \$227,713, fuel and oil \$227,341 and some grants/contributions for event sponsorship to Beanie Festival and community grants to YMCA. Some of the annual expenditure like Insurance and Pensioner Concession have been prorated as of December.

**Note 8**

Depreciation is run monthly by the program based on actual purchases being added and disposals deducted. Previous months' depreciation were per budget pending GL rollover from end of financial year processing.

Above net operating position is exclusive of:

Committed expenditure (purchase orders) of \$4,483,463 is showing at the end of December.





Table 1.2 Monthly Operating Position

	December 2023 YTD Actuals \$	YTD Budget \$	YTD Variance \$	Approved Annual Revision 1 Budget \$	NOTE
<b>BUDGETED OPERATING SURPLUS /(DEFICIT)</b>	<b>2,640,385</b>	<b>(3,344,202)</b>	<b>5,984,587</b>	<b>(6,688,404)</b>	
<i>Remove NON-CASH ITEMS</i>					
<i>Add Back Non Cash Expenses - Depreciation</i>	<i>4,537,927</i>	<i>4,785,780</i>	<i>247,853</i>	<i>9,571,557</i>	
<b>TOTAL NON-CASH ITEMS</b>	<b>4,537,927</b>	<b>4,785,780</b>	<b>247,853</b>	<b>9,571,557</b>	
<i>Less ADDITIONAL OUTFLOWS</i>					
Capital Expenditure	2,380,790	8,382,259	6,001,469	16,764,518	4
Transfers to Reserve	4,700,000	2,350,000	(2,350,000)	4,700,000	1
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>7,080,790</b>	<b>10,732,259</b>	<b>3,651,469</b>	<b>21,464,518</b>	
Capital Grants Income	409,781	758,858	(349,077)	1,517,715	3
Transfers from Reserve	17,063,649	8,531,825	8,531,824	17,063,650	2
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>17,473,430</b>	<b>9,290,683</b>	<b>8,182,748</b>	<b>18,581,365</b>	
<b>NET BUDGETED OPERATING POSITION</b>	<b>17,570,952</b>	<b>-</b>	<b>17,570,952</b>	<b>-</b>	

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

**Note 1**

Transfers are only undertaken through council resolutions.

Transfers to and from Reserves include various transactions for the new amended reserve accounts - please refer to movement in reserves for breakdown.

**Note 2**

Transfers from Reserve include last financial year's rollover funds and first budget revision transfers to this year's budget allocation.

**Note 3**

Funding for capital works will be received upon progress works and/or completion.

Cromwell Drive funding will be expected to be paid by March 2024 after second quarter application.

**Note 4**

Capital expenditure is underspent at this stage as most technical works take time to plan and procure while also awaiting tender process. There is total committed cost of \$2,321,090 as at end of December. Expected ASALC tender process may happen at around May 2024.



Table 2.1 Capital Expenditure and Funding by class of infrastructure, property, plant and equipment

Capital Spend per budget FY 2023-2024	YTD Actual Expenditure \$	YTD Budget \$	YTD Variance \$	Approved Annual Revision 1 Budget \$	NOTE
Land and Buildings	418,091	651,649	233,558	1,303,297	
Infrastructure (including roads, footpaths, park furniture)	200,605	4,504,949	4,304,343	9,009,897	
Plant and Machinery	1,644,888	2,888,472	1,243,584	5,776,944	
Fleet	106,380	53,190	(53,190)	106,380	
Other Assets (including furniture and office equipment)	0	284,000	284,000	568,000	
Leased Assets	0	0	0	0	
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>2,369,964</b>	<b>8,382,259</b>	<b>6,012,295</b>	<b>16,764,518</b>	
<b>Capital Expenditure Detail (projects over \$150K)</b>	<b>Actual \$</b>	<b>Grant Funded</b>	<b>Funded by OPEX</b>	<b>Capex funded by Reserve</b>	
Hartley Street Public Toilets works in progress	399,964			399,964	
RWMF 24T Articulated Dump Truck	694,000		694,000		
RWMF hydraulic excavator	542,538		542,538		
<b>Total Capital Expenditure (Over \$150K)</b>	<b>1,636,502</b>	<b>-</b>	<b>1,236,538</b>	<b>399,964</b>	
<b>Capital Expenditure Detail (below \$150K)</b>	<b>Actual \$</b>	<b>Grant Funded</b>	<b>Funded by OPEX</b>	<b>Funded by Reserves</b>	
<b>July</b>					
Elevating Work Platform	21,450		21,450		
Granulator	55,814			55,814	
ASALC Adventure Play initial works	54,545			54,545	
2 x Hooklift Bins	25,560		25,560		
Depot Key Safes	7,942		7,942		
<b>August</b>					
Road linemarking	31,275	31,275			
Crimsafe to external windows Civic Centre	18,127			18,127	
Library Study Booth	12,114		12,114		
Park Concept Design skate park	1,000	1,000			
<b>September</b>					
Granulator	11,004			11,004	
Netball courts design	25,235			25,235	
Toyota Hilux	52,977		52,977		
Elevated Work platform x 5	85,798		85,798		
Recycling granulator	14,366	14,366			
Park concept design skate park	22,000	22,000			
Fire Alarm system-depot	24,749		24,749		
<b>October</b>					
Park New Swing seats and swing sets - 3 parks	10,550		10,550		
Park concept design skate park	10,000	10,000			
<b>November</b>					
Kubota Mower	32,476		32,476		
Kubota Mower	32,476		32,476		
Concept design and drawings skate park	30,000	30,000			
<b>December</b>					
Toyota Hilux	53,403		53,403		
Isuzu Tray Truck	84,601			84,601	
Concept and detail drawing skate park	16,000	16,000			
<b>Total Capital Expenditure (Under \$150K)</b>	<b>733,462</b>	<b>124,641</b>	<b>359,495</b>	<b>249,326</b>	
<b>TOTAL</b>	<b>2,369,964</b>	<b>124,641</b>	<b>1,596,033</b>	<b>649,290</b>	



Table 3. Monthly Balance Sheet

BALANCE SHEET AS AT 31 December 2023	YTD Actuals \$	Note Reference
<b>ASSETS</b>		
Cash at Bank	55,587,210	(1)
Accounts Receivable	14,889,579	
-Trade Debtors	507,306	(2)
-Rates & Charges Debtors	14,263,057	
-Other Items/Tax	119,216	(4)
<b>Other Current Assets</b>		
Inventories	276,348	
Prepayments and accrued Income	0	
<b>TOTAL CURRENT ASSETS</b>	<b>70,753,136</b>	
<b>Non-Current Financial Assets</b>		
Property, Plant and Equipment	286,262,334	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>286,262,334</b>	
<b>TOTAL ASSETS</b>	<b>357,015,470</b>	
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Accounts Payable	136,834	(3)
ATO & Payroll Liabilities		
Current Provisions (Employee Leave Provisions)	1,895,455	
Accrued Expenses	0	
Other Current Liabilities	425,866	
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,458,155</b>	
<b>Non-Current Liabilities</b>		
Long Service leave provision	767,202	
Provision for the Rehab/Cap of the Landfill Site	19,158,492	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>19,925,694</b>	
<b>TOTAL LIABILITIES</b>	<b>22,383,849</b>	
<b>NET ASSETS</b>	<b>334,631,620</b>	
<b>EQUITY</b>		
Asset Revaluation Reserve	292,272,474	
Reserves	28,384,264	(5)
Accumulated Surplus	13,974,884	
<b>TOTAL EQUITY</b>	<b>334,631,621</b>	





## NOTES TO BALANCE SHEET

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

Term deposit investment and cash at bank totals \$55,587,210. Investments totalling \$39,312,130 are with major banks with A1 and A2 ratings. Trust funds held total \$425,866 and are included in other current liabilities.

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

	1-30 Days	31-60 Days	61-90 DAYS	>90 DAYS	Total
Trade Debtors	20,098	255,718	97,346	414,317	787,479
Less Provision for Doubtful Debts					(280,174)
					507,306

### Note 3. Statement on Debts Owed by Council (Accounts Payable)

	1-30 Days	31-60 Days	61-90 Days	> 90 Days
Trade Creditors	136,834	\$	\$	\$
Other Creditors	\$	\$	\$	\$

Accounts payable is showing as negative amount pending unallocated credit card payment transactions for November 2023.

### Note 4. Statement on Australian Tax Office, Payroll and Insurance Obligations

GST Collected	182,602
GST paid	(63,609)
	118,992

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 5. Reserves Movement

MOVEMENT IN RESERVES	
Reserve Balance at 30 November 2023	28,384,262
Closing Reserve Balance at 31 December 2023	28,384,262



Table 4 - Member and CEO Council Credit Card Transactions for the Month

Cardholder: Matthew Paterson

Transaction Date	Amount	Supplier's Name	Reason for the Transaction
1/12/2023	\$ 27.91	Epilogue Enterprises	Coffee for Elected Members at November OCM
6/12/2023	\$ 122.50	SQ Base Café	Lunch with Minister Rishworth
	\$ 9.00	Card fee	
<b>TOTAL</b>	<b>159.41</b>		

Cardholder: Andrew Wilsmore

Transaction Date	Amount	Supplier's Name	Reason for the Transaction
4/12/2023	\$ 510.40	Expedia	CEO Accommodation in Brisbane 18/12/23-20/12/23 for CFO Interviews
4/12/2023	\$ 177.00	Subway	Catering for Cultural & Leadership Workshop on 4/12/23
5/12/2023	\$ 32.84	Woolworths	Catering for Mayor's Christmas Function on 6/12/23
5/12/2023	\$ 15.00	Kmart	Mayor's Christmas Function Decoration on 6/12/23
5/12/2023	\$ 90.00	Woolworths	Catering for Mayor's Christmas Function on 6/12/23
6/12/2023	\$ 41.82	Coles	Catering for Mayor's Christmas Function on 6/12/23
6/12/2023	\$ 90.00	Coles	Catering for Mayor's Christmas Function on 6/12/23
6/12/2023	\$ 90.00	Coles	Catering for Mayor's Christmas Function on 6/12/23
7/12/2023	\$ 65.98	The Paper Shoppe	ASTC 25 Year Club Christmas Gifts
12/12/2023	\$ 45.00	Woolworths	Christmas Gifts for Elected Members
12/12/2023	\$ 32.30	Woolworths	Catering for December OCM Morning Tea
12/12/2023	\$ 90.00	Woolworths	Christmas Gifts for Elected Members
15/12/2023	\$ 40.00	Alice Flowers Pty Ltd	Care Package for Alice Springs Resident
15/12/2023	\$ 90.00	Alice Flowers Pty Ltd	Care Package for Alice Springs Resident
15/12/2023	\$ 80.00	Woolworths	Care Package - Gift Card for Alice Springs Resident
15/12/2023	\$ 70.00	Woolworths	Care Package - Gift Card for Alice Springs Resident
18/12/2023	\$ 129.90	The Paper Shoppe	Gifts for 2024 NT Australian of the year nominees and awardee
27/12/2023	\$ 195.93	MailChimp	Monthly Plan
	\$ 9.00	Card fee	
<b>TOTAL</b>	<b>1,895.17</b>		

<b>Table 5. Highest 20 Contractor Payments/ Items paid in the month of December 2023</b>				
The table is to include top 20 payments to contractors made in the month (excluding taxes and employment related costs such as superannuation, and utilities) distinguishing between				
Supplier Name	Council Project Title	Territory enterprise or industry supplier \$	Interstate / overseas enterprise or industry supplier \$	TOTAL
NT Recycling Solutions Pty Ltd	RWMF Removal of Liquid Waste	196,988		196,988
Asplum Pty Ltd	Contract Materials & Labour - Cromwell Drive	138,391		138,391
Power & Water Corporation	Water & Sewerage	110,061		110,061
Alice Car Centre Pty Ltd	Equipment/Vehicle	58,539		58,539
CJD Equipment Pty Ltd	Isuzu Truck	94,140		94,140
Abundance International Pty Ltd	Contract Materials & Labour - Ice Rink		63,601	63,601
TRIPL3 FIRE ELECTRICAL & CONTRACTING	Contract Materials & Labour	44,458		44,458
RIMFIRE Energy	ASALC - Electricity	43,069		43,069
The Trustee for N & MA Ibrahim Family Trust	Professional Services		42,708	42,708
MMCK Pty Ltd t/a Jensen Plus	Professional Services - CBD Master Plan		41,135	41,135
The Trustee for Mead Family Trust T/A Mind Street	Professional Services		40,581	40,581
Power Retail Corporation t/a JACANA	Electricity	32,431		32,431
Vocus Pty Ltd	Interest Services		21,416	21,416
KERLUNA Pty Ltd t/a Central Drones	Materials & TSUpport/Training	19,846		19,846
The Strategic Directions Group Pty Ltd	Professional Services		19,157	19,157
Cooling Plus Refrigeration	Contract Materials & Labour	18,973		18,973
Security & Technology Services	Contract Materials & Labour	17,665		17,665
The Trustee for Wallis Family Trust	Professional Services - Skatepark		17,600	17,600
LG Services Group Pty Ltd	Professional Services - Director Corporate Services		17,050	17,050
Libraries Alive! Pty Ltd t/a Aboutness	Professional Services - Library Master Plan		16,979	16,979
Other (expenses to numerous to list but as per EFT listing not included above)		233,851		233,851
<b>TOTAL</b>		<b>1,008,412</b>	<b>280,225</b>	<b>1,288,637</b>

**Cash Reserves & Cash Analysis Reconciliation 31 December 2023**

<b>Renewals</b>		
Road Renewals	3,705,551	Renewals for work in the road reserve, including new pavement, kerb and channel and footpaths
Facilities Renewals	1,704,450	Renewals of Council owned facilities (Civic Centre, Depot, community facilities etc)
Stormwater Renewals	1,350,792	Renewal of the stormwater and open drain network infrastructure
ASALC Renewals	2,288,604	Renewal of ASALC infrastructure, including plant and equipment, buildings and swimming pools
ICT Renewals	458,350	Renewals of Council's ICT Infrastructure
Energy Efficient Renewals	304,648	Funding for renewal of the photovoltaic system on Council assets
Sports Facilities, Parks and Recreation Renewals	784,926	Renewals for our sports facilities (excl. ASALC), parks and recreational facilities and equipment
<b>TOTAL RENEWALS</b>	<b>10,597,320</b>	
<b>Projects and Initiatives</b>		
Elections	240,000	Fund costs associated with future Council elections
RWMF Future Landfill Site	3,155,546	Provision for a future landfill site for Alice Springs
RWMF Shredder	300,000	Part funding for future purchases of shredder for the RWMF
Sports Facility Advisory Committee (SFAC)	421,726	SFAC and Council Project contingency for current and future town centre projects. This is to fund works on the design and capital works within Alice Springs CBD area.
Reinvigorating Alice Springs Centre	2,509,299	Provision for future art projects in line with the Public Art Masterplan
Public Art	2,790	Provision for Council owned streetlight upgrades
Streetlighting	3,141,260	Seed funding to facilitate future kerbside recycling initiatives
Kerbside Collection	955,952	To fund development of the Garden Cemetery in line with the masterplan for the facility
Cemetery Masterplan	105,645	Provision for future tree planting initiatives following the development and adoption of the Alice Springs
Tree Planting	213,925	Town Council Greening Strategy
Elected Member Projects	100,000	Funds for allocation by Elected Members
Liquid Waste Remediation	1,000,000	Remediation and decommissioning of liquid waste ponds
Lights at Sporting Ovals	400,000	Funding for light at sporting ovals as determined by Council
Araluen Park Upgrade	750,000	Funding for upgrade of Araluen Park
Regional Skate Park	1,650,000	Funding for construction of Regional Skate Park
<b>TOTAL PROJECTS AND INITIATIVES</b>	<b>14,946,143</b>	
<b>Emergency and Unplanned Priorities</b>		
Disaster & Emergency	940,801	Natural emergency and disaster support funding
Major Projects Seed Funding	400,000	Seed funding for future projects and initiatives
Strategic Projects	1,500,000	Fund available for strategic projects to be allocated by Council
<b>TOTAL ENERGY AND UNPLANNED PRIORITIES</b>	<b>2,840,801</b>	
<b>TOTAL COUNCIL RESERVES</b>	<b>28,384,264</b>	



CASH ANALYSIS RECONCILIATION AT 31 December 2023			
Cash at Bank		16,275,080	
Cash Investments Held (as per Balance Sheet)		39,312,130	
<b>Total Cash</b>		<b>55,587,210</b>	
<b>Less: Liabilities</b>			
Current Liabilities		(2,458,155)	
Non Current Liabilities			
Provision for Landfill	19,158,492		
Long Service Leave Liability-Long Term	767,202	(19,925,694)	
<b>Total Liabilities (as per Balance Sheet)</b>		<b>(22,383,849)</b>	
<b>Net Cash after liabilities</b>		<b>33,203,361</b>	
Less: Cash Restricted Reserves		(28,384,264)	
Less: Operating Funds for a quarter		(10,080,000)	
Less: Grant Funding Received for Specific Projects		(4,413,415)	
<b>Total Unallocated Funds</b>		<b>(9,674,318)</b>	
Add: Long Term Landfill Rehabilitation provision net of annual amortisation		13,461,427	
Less: Expenditure forecast for the year			
Committed Expenditures		(4,483,463)	
<b>Unrestricted/Unallocated Funds</b>		<b>(696,355)</b>	





## EFT Payment Summary Report for Month Ending December 2023

<u>EFT No.</u>	<u>Trans Date</u>	<u>Invoice/Ref #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
<b>Payment &gt;= \$100,000</b>					
4556.6838-01	7/11/2023 12:00:00 AM	42431	NT Recycling Solutions Pty Ltd	RWMF Removal of Liquid Waste Tender 2023-07ST	196,988.00
4556.3739-01	20/12/2023 12:00:00 AM	INV-2336	Asplum Pty Ltd	Cromwell Dr Supply & Install Stormwater Inlets	138,391.11
4553.1752-01	27/11/2023 12:00:00 AM	85089813	Power & Water Corporation	Water & Sewerage Charges- Various Sites	110,061.25
<b>Payment \$50,000 to \$99,999</b>					
4551.131-01	5/12/2023 12:00:00 AM	RI11107433	Alice Car Centre Pty Ltd	Toyota Hilux 4x4 SR 2.8L Diesel Auto Double	58,539.35
4550.1782-01	21/11/2023 12:00:00 AM	DI00693	CJD Equipment Pty Ltd	ISUZU NLR45-150 AMT MWB TRAY TRUCK, Steering box #52790	94,140.13
4556.6986-01	17/12/2023 12:00:00 AM	1000	Abundance International Pty Ltd	Installation & Maintenance of 19m x 16m Ice Rink	63,600.90
<b>Payment \$10,000 to \$49,999</b>					
4556.5768-01	13/12/2023 12:00:00 AM	INV-15472	TRIPL3 FIRE ELECTRICAL & CONTRACTING	Traeger 12 x PA Poles (Junction Location),Supply & Install Split System to CEO Board & Power Point, Run Cable & Data, RWMF - Routine Service of 71 Items,RWMF-Equipment for Reclaiming CFC Gasses-Fridge	44,457.85
4553.5065-01	6/12/2023 12:00:00 AM	13399	RIMFIRE Energy	ASALC - Electricity Charges Nov 2023	43,068.77
4556.6913-01	18/12/2023 12:00:00 AM	674-02	The Trustee for N & MA Ibrahim Family Trust	2023 - 10ST AS Greening Strategy	42,707.50
4556.6800-01	20/12/2023 12:00:00 AM	P3023/6	MMCK Pty Ltd t/a Jensen Plus	CBD Revitalisation Master Plan Stage 1 works	41,134.50
4556.6922-01	18/12/2023 12:00:00 AM	1224	The Trustee for Mead Family Trust T/A Mind Street	Consultant Fee to Conduct Employee Culture Survey	40,580.55
4556.4730-01	7/12/2023 12:00:00 AM	1011935010	Power Retail Corporation t/a JACANA	Streetlight Electricity Charges- Various Sites	32,431.04
4556.5001-01	1/12/2023 12:00:00 AM	P1090868	Vocus Pty Ltd	Internet Services July 2023 to December 2023, Landline Phone Charges	21,416.13
4550.6397-01	16/11/2023 12:00:00 AM	INV-0832	KERLUNA Pty Ltd t/a Central Drones	Library: School Holidays - RAD Disc Golf Baskets	19,846.20
4553.6935-01	13/12/2023 12:00:00 AM	INV-01115125	The Strategic Directions Group Pty Ltd	Review of Existing Enterprise Resource Planning	19,156.93
4550.3942-01	4/12/2023 12:00:00 AM	4689	Cooling Plus Refrigeration	ASALC - Repair x3 AHUS Variations, Civic Centre - Maintenance of Faulty Garden, Library: Emergency ACU Linkway Fault Repair	18,972.71
4553.3518-01	12/12/2023 12:00:00 AM	227210	Security & Technology Services	ASTC Wifi Project - Additional Data outlets WAPS	17,664.90
4550.6650-01	28/11/2023 12:00:00 AM	23601_dd1	The Trustee for Wallis Family Trust	Concept Design and Detailed Drawings for Skatepark	17,600.00
4556.6961-01	21/12/2023 12:00:00 AM	220264	LG Services Group Pty Ltd	Consultant Fee - Director Corporate Services	17,050.00
4556.6906-01	19/12/2023 12:00:00 AM	2912430	Libraries Alive! Pty Ltd t/a Aboutness	Library: Masterplan Operational Review & Future	16,978.50

Ordinary Meeting of Council - 23 January, 2024 - 27. Finance

<u>EFT No.</u>	<u>Trans Date</u>	<u>Invoice/Ref #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
4556.267-01	18/12/2023 12:00:00 AM	61032981	Origin Energy Retail Limited	ASALC - natural gas 21.9.23 to 13.12.23	16,940.68
4556.1238-01	4/12/2023 12:00:00 AM	INV-0267	Alice Springs Animal Shelter Inc	Nov 2023 Pound Management Fee, Library Proceeds from Annual Booksale - Donation	16,653.39
4556.6853-01	15/12/2023 12:00:00 AM	A8167	Centre Pest Management Pty Ltd	Pest Service 2024- Yr2 out of 3yr Period Contract	16,500.00
4553.3484-01	3/12/2023 12:00:00 AM	1089	The trustee for Harris Discretionary Trust	Installation of New Aluminium Glass Door, Jim McConville Park - Install New solid core door	16,020.00
4556.5080-01	18/12/2023 12:00:00 AM	25282	Electricon Contracting PL t/a Pump	Mower Blades & Spare Parts Asset and supply of various parts	15,385.38
4556.4389-01	11/12/2023 12:00:00 AM	936	8CCC Community Radio Inc	Christmas Carnival 2023 Production Coordinator	15,180.00
4556.1582-01	19/12/2023 12:00:00 AM	NOV23	Centralian Eisteddfod Council Inc.	Event Sponsorship Program: 2023-24 Round 1	15,000.00
4556.3513-01	21/12/2023 12:00:00 AM	9103899103	Schneider Electric (Australia) Pty	Civic Centre AHU Fan speed controls upgrade, Supply & Install x11 New Fan: Motor overloads	14,617.98
4553.6018-01	12/12/2023 12:00:00 AM	0576	K M Christopher	Provision of legal services	14,300.00
4556.3905-01	15/12/2023 12:00:00 AM	22201909	Trisley's Hydraulic Services Pty Ltd	ASALC - Dec 2023 1/4 Service	13,752.75
4553.6980-01	13/12/2023 12:00:00 AM	021	T H Silvester	Consultant - Advice Streetlighting Infrastructure	12,705.00
4556.5327-01	19/12/2023 12:00:00 AM	INV-3200	Consort Civil Pty Ltd T/A Chambers	Install New/ Replace Culvert Drain 300mm*600mm	12,678.60
4556.5166-01	23/11/2023 12:00:00 AM	3790169517	Head Oceania Pty Ltd / Zoggs Australia	ASALC - Swim wear to sell in KIOSK Order	12,116.09
4553.5229-01	12/12/2023 12:00:00 AM	MIDDEC2023	Mayor M J Paterson	Mayoral Allowance - BiMonthly Mid Dec 2023 & EOM December 2023	11,333.32
4553.3015-01	4/12/2023 12:00:00 AM	0081494	The Trustees for Gately & Noojeelea Discretionary Trusts t/a Alice on Todd	Accommodation for ICT Manager & Acting Director of Corporates Services	10,520.00
4556.2366-01	28/11/2023 12:00:00 AM	INV-58729	Talice Security Services Pty Ltd	ASTC Cash & Change Collections, Security - Nov2023 Night Market, Alarm Responses	10,147.73
4556.2720-01	4/12/2023 12:00:00 AM	15/23	Alice Springs Beanie Festival	Event Sponsorship Program: 2023-24 Round 1	10,000.00
<b>Total Approved EFT</b>					<b>\$ 1,288,637.24</b>

Alice Springs Town Council

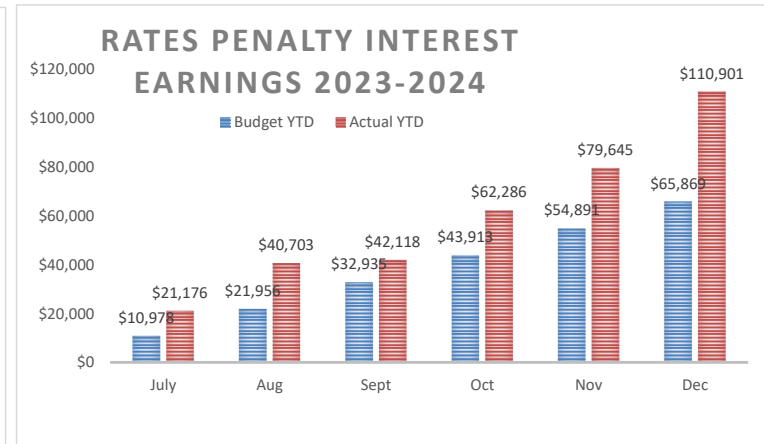
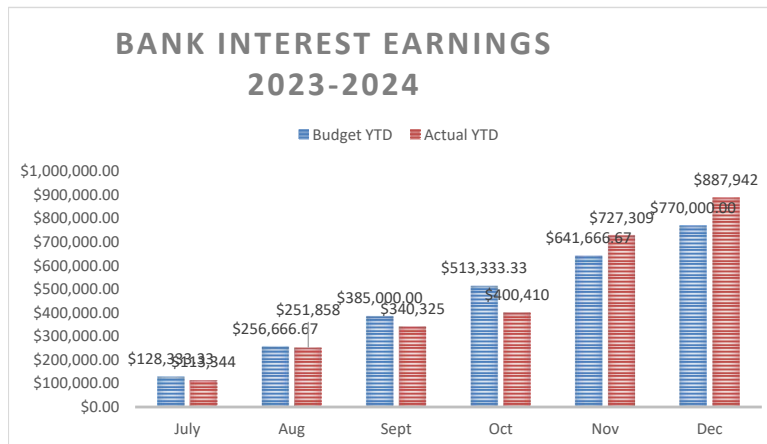
ATTACHMENT D

Investments Report as at 31 December 2023

Term Deposit Details							
Date invested	Invested Amount	Time Invested	Invested with	Interest rate	Due date	Credit rating	Expected interest at maturity of term deposit
13/11/2023	\$ 3,280,437	182	NAB	5.25%	Monday, 13 May 2024	A1	\$ 85,876
30/11/2023	\$ 1,644,003	270	Bank of QLD	5.40%	Thursday, 30 November 2023	A2	\$ 65,670
30/11/2023	\$ 1,000,000	120	Bank of QLD	5.20%	Friday, 29 March 2024	A2	\$ 17,096
18/10/2023	\$ 3,207,042	180	NAB	5.10%	Monday, 15 April 2024	A1	\$ 80,659
21/08/2023	\$ 8,000,000	122	NAB	5.12%	Monday, 19 February 2024	A1	\$ 204,239
25/07/2023	\$ 2,063,265	270	Bendigo	5.45%	Saturday, 20 April 2024	A2	\$ 83,181
6/11/2023	\$ 3,475,996	182	NAB	5.20%	Monday, 6 May 2024	A1	\$ 90,128
4/05/2023	\$ 1,532,000	300	Bendigo	4.95%	Wednesday, 28 February 2024	A2	\$ 62,329
31/10/2023	\$ 1,534,767	154	NAB	5.15%	Tuesday, 2 April 2024	A1	\$ 33,349
1/11/2023	\$ 2,000,000	270	NAB	5.30%	Sunday, 28 July 2024	A1	\$ 78,411
4/12/2023	\$ 4,099,178	182	NAB	5.15%	Monday, 3 June 2024	A1	\$ 105,265
5/01/2023	\$ 5,150,182	365	NAB	4.50%	Friday, 5 January 2024	A1	\$ 231,758
7/02/2023	\$ 2,325,260	365	Bank of QLD	4.40%	Wednesday, 7 February 2024	A2	\$ 102,311
Total term deposits \$		39,312,130		Total Expected Interest on Maturity \$		1,240,272	

Short Term	Policy Max.	Actual Portfolio
A1	100%	78%
A2	80%	22%
A3	50%	0%
B	10%	0%

<b>Interest Summary:</b>				<b>Cash &amp; Investment Summary:</b>			
Interest earnings as at month end were as follows:				Cash Holdings as at month end were as follows:			
Bank Interest:	Actual YTD		Budget YTD	Cash at Bank :			
Interest on Rates:	\$ 524,474		\$ 770,000	Short Term Investments :	\$	16,275,080	
	\$ 110,901		\$ 65,869		\$	39,312,130	
<b>Totals</b>	<b>\$ 635,375</b>		<b>\$ 835,869</b>	<b>Totals</b>	<b>\$</b>	<b>55,587,210</b>	



## Council Report

Agenda item: 28.1.1

Author: Chief Executive Officer, Andrew Wilshire

Approver: Chief Executive Officer, Andrew Wilshire

Our Reference: 4 / 24 cncl

Attachments: A. [Correspondence received from Mr Steve Edgington MLA, Shadow Minister for Local Government](#)

Report Title: Chief Executive Officer's Monthly Report - January 2024

### RECOMMENDATION

1. That this report be received and noted.

### PURPOSE

The purpose of this report is to provide Council with an update on key matters and activities of the Chief Executive Officer.

### DISCUSSION

#### KEY MATTERS

##### New Code of Conduct

To reflect the cultural journey Council is on, a new Team Member Code of Conduct has been drafted to better align towards behaviour expectations.

It outlines Council's Vision, Mission and Values and Standards of Personal and Professional Conduct for team members.

The draft will require consultation and education with team members prior to it being finalised.

##### Unsolicited Proposals Policy

Following minor administrative updates to Council's unsolicited proposals policy, the new version is now available to view on the website.

## **CORRESPONDENCE**

### **Community Government Council Consultation**

On 2 January 2024 I received correspondence from Mr Steve Edgington MLA, Shadow Minister for Local Government on a community government council consultation to a stronger local government in remote and regional areas. A copy of the correspondence is attached for your reference.

## **MEETINGS ATTENDED**

The following meetings were attended by the CEO, Andrew Wilsmore and/or Acting CEO, Joel Andrew as well as other officers (not an exclusive list):

1. Sam Gibson - Head of AFL Northern Territory and Mayor Matt Paterson
2. Sam Mead – Managing Director, Mind Street – discussion on phase two of cultural survey
3. Bi-monthly meeting with Joshua Burgoyne MLA, Member for Braitling and Mayor Matt Paterson
4. Bradley Campbell – Designations Manager, The Ghan, Rebekah Smart – Ghan Operations Coordinator, Journey Beyond and Mayor Matt Paterson
5. Sandy Taylor and Mayor Matt Paterson
6. Sports Facilities Advisory Committee Meeting
7. Central Australia Regional Coordination Committee Summer in Central Australia Meetings
8. Jake Quinlivan – Regional Executive Director, Territory Regional Growth – Big Rivers Region, Department of the Chief Minister and Cabinet – projects update
9. Activate Alice Working Group Meeting
10. Sarah Fairhead – Executive Director Southern Region, Oliver Penman – Urban Design Manager, NT Urban Design Advisory Service, Land Development, Department of Infrastructure Planning and Logistics, Northern Territory Government and Joel Andrew – Director Technical Services, Alice Springs Town Council – regional precincts and partnerships program workshop
11. Central Australia Regional Coordination Committee Meeting
12. Ken Davies – Chief Executive Officer, Department of Chief Minister and Cabinet – discussion on Summer in Central Australia plan and Economic agenda
13. Thomas Manning – Acting Executive Director Housing and Communities Central Australia, Andrew Walder – General Manager Central Australia, Territory Families, Housing and Communities and Nicole Battle – Director Community Development, Alice Springs Town Council

## **CONCLUSION**

This report is for informational purposes only, with no further action required.

## Council Agenda

23 January 2024

<b>Alignment with strategic plans</b>	N/A
<b>Funding, whole of life costs &amp; resourcing requirements</b>	N/A
<b>Statutory matters / delegations</b>	N/A
<b>Risk management</b>	N/A
<b>Environmental impacts</b>	N/A
<b>Stakeholder management / public relations</b>	N/A
<b>Declaration of interest</b>	I, the author and approving officer, declare that I do not have a conflict of interest in relation to this matter.



## SHADOW MINISTER FOR LOCAL GOVERNMENT

Parliament House  
State Square  
Darwin NT 0800  
[Opposition.Leader@nt.gov.au](mailto:Opposition.Leader@nt.gov.au)

GPO Box 3700  
DARWIN NT 0801  
Telephone: 08 8936 5659  
Facsimile: 08 8942 6827

Mr Andrew Wilsmore  
Chief Executive Officer  
Alice Springs Town Council  
PO Box 1071  
Alice Springs NT 0871

Dear Mr Wilsmore

### Community Government Council Consultation

The Opposition is currently consulting widely with Territorians on a pathway to stronger local government in remote and regional areas. We are very keen to receive your input into how a reshape of local government in the bush, away from the large regional council model, could improve local outcomes, decision making and control.

Territorians living in the bush had local control and decision making taken away from them in 2008 when the 'Super Shire' model amalgamated 70 small local councils.

The Opposition has heard the concerns of Territorians living in the bush, particularly on Aboriginal communities, that centralised service delivery is not meeting the aspirations and expectations of residents.

If you have a view on service delivery, the current local government system, how improvements could be made or general observations, please let us know. We are seeking direct input from stakeholders like yourself, that will help shape the best way forward to ensure the future of community government councils is tailored to meet the unique requirements of remote communities across the Territory.

If you are interested in providing feedback or discussing this important reform, please contact me on the above details.

Yours sincerely

Steve Edgington MLA  
**Shadow Minister for Local Government**

19 December 2023

## Council Report

Agenda item: 28.2.1

Author: Marketing and Communications Coordinator, Anthony Geppa

Approver: Chief Executive Officer, Andrew Wilshire

Our Reference: 11 / 24 cncl

Attachments: Nil

Report Title: Marketing and Communications Unit Quarterly Report

### RECOMMENDATION

1. That this report be received and noted.

### PURPOSE

This report provides a quarterly update of the Marketing and Communications Unit within the Office of the CEO.

### PREVIOUS APPLICABLE RESOLUTIONS

Not Applicable.

### DISCUSSION

In December 2023, the Marketing and Communications Unit ran a comprehensive advertising campaign promoting Alice Springs Town Council's (ASTC's) school holiday program. This campaign has been done in close collaboration with units in the Community Development Directorate, ensuring that the program is communicated to the public as effectively and accurately as possible. A range of platforms have been used through this campaign to ensure a wide reach, including radio, online and print.

Online channels have been predominately Council owned assets as this ensures Council maintains ownership of the messaging and allows for the ease of tailoring specific messaging. These channels include prominent placement on Council's website as well as daily content on both Council's Facebook and Instagram pages. In print, Council has utilised the local newspaper *Centralian Today*, including a full four-page lift out of the entire school holiday calendar. This allows residents easy accessibility to the full calendar of events, regardless of their internet capabilities. A range of interviews with various local radio stations have also taken place with Council Executive staff in order to promote activities.



## Council Agenda

23 January 2024

The Marketing and Communications Unit provided support to the Alice Springs Aquatic and Leisure Centre through December, with a particular focus of recruiting lifeguards for the summer period. It was identified that patron numbers will be significantly increased through the summer period with the addition of free entry to the facility, resulting in the need for more lifeguards. To aid this, Marketing designed a campaign to attract potential lifeguards. This was supported by both paid and unpaid advertisements, predominately through print and social media channels. A media release was also distributed that garnered the attention of local news outlets, along with a news article on the ASTC website and in *Council Connects*.

The Marketing and Communications team has also begun working towards developing an overarching Communications Strategy for the organisation. The aim of this Strategy is to align all Council messaging and allow the Unit to more effectively and proactively market Council. The Unit is collaborating with an external communications consultant to develop the Strategy.

**Statistics****ASTC Website Data**

Council's website had a total of 27,078 page views for December 2023 with 9,287 unique users. This is a 12% increase from 24,164 page views for December 2022 with 8,912 unique users. The homepage, Library page and the Youth Programs page were the top three landing pages within the month. The Youth Programs page has been more active this month, with the Marketing and Communications unit actively advertising the School Holiday program through this period.

Landing page	↓ Sessions .....	Users .....	New users .....	Average engagement time ..... per session
	14,290 100% of total	9,287 100% of total	8,216 100% of total	6s Avg 0%
1 /	2,988	1,977	1,513	8s
2 /recreation/library	1,321	784	721	0s
3 /about-alice-springs/living-in-alice-springs/programs-for-young-people	1,260	899	744	11s
4 /recreation/aquatic-leisure-centre	1,126	879	756	6s
5 /council/opportunities/jobs	695	363	290	8s
6 /about-alice-springs/council-events/christmas-carnival	506	384	348	0s
7 /about-alice-springs/calendar	452	355	248	4s
8 /about-alice-springs/council-events/night-markets	345	236	207	0s
9 /contact-us	310	218	175	5s
10 /community/waste-recycling/kerbside-collection	302	255	197	13s

## Council Agenda

23 January 2024

The Marketing and Communications unit use Council's website as the primary source of truth for all Council information and as such, monthly audits of content will be conducted. There is also an emphasis within the team to drive members of the community to the website for all Council information to ensure the correct information is accessed by the public. Users predominately visited Council's website via Organic Search (5,610) or Direct (2,492) in the month of December. This is planned as it does not restrict Council to relying on outside sources to drive traffic.

Session default channel group ▾ +		Users	↓ Sessions	Engaged sessions
		9,287 100% of total	14,290 100% of total	5,743 100% of total
1	Organic Search	5,610	8,968	3,898
2	Direct	2,492	3,458	903
3	Organic Social	945	1,185	457
4	Referral	304	765	491
5	Unassigned	20	20	0

## Council Connects Data

December Edition:

- Council distributed approximately 250 printed copies of Council Connects. We also encourage distribution through other channels, including NT Government departments, as part of a collaborative approach.
- The December edition had 584 online impressions at time of print.

## Council Agenda

23 January 2024

### Social Media Data

Reach:



Page Visits:



### CONCLUSION

The purpose of this report is to inform Council of the focus of the Marketing and Communications Unit for December 2023.

## Council Agenda

23 January 2024

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030 Municipal Plan 2023/2024</b> Pillar 5 - Governance & Civic
<b>Funding, whole of life costs &amp; resourcing requirements</b>	N/A
<b>Statutory matters / delegations</b>	<b>Legislation:</b> N/A  <b>Policy:</b> N/A
<b>Risk management</b>	Council's Marketing and Communications Unit considers all reputational risks when developing marketing campaigns/collateral on a case-by-case basis.
<b>Environmental impacts</b>	N/A
<b>Stakeholder management / public relations</b>	Both internal and external stakeholders were heavily consulted and collaborated with when developing marketing campaigns and collateral for the School Holiday Program. This includes funding bodies and event facilitators. These stakeholders include: <ul style="list-style-type: none"> <li>- National Indigenous Australians Agency</li> <li>- Northern Territory Government</li> <li>- Alice Springs Public Library</li> <li>- Alice Springs Aquatic and Leisure Centre</li> <li>- Community and Cultural Development Unit</li> <li>- CAAMA Radio</li> <li>- Blakdoll Sports &amp; Fitness Mob</li> <li>- Central Craft</li> <li>- The Alice Springs Dust Bowl</li> <li>- Arrernte Boxing</li> <li>- Alice Springs Convention Centre</li> <li>- Alice Springs Cinema</li> </ul>
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## Council Report

Agenda item: 28.3.1

Author: Manager Governance, Naomi Brennan

Approver: Chief Executive Officer, Andrew Wilshire

Our Reference: 9 / 24 cncl

Attachments: A. [Alice Springs Town Council's Risk Management and Audit Committee Terms of Reference](#)  
B. [Independent Member for the Risk Management and Audit Committee Expression of Interest Candidate Information Pack](#)

Report Title: Selection Panel Membership for the Recruitment of a Risk Management & Audit Committee Independent External Member

### RECOMMENDATION

1. That this report be received and noted.
2. That Council appoints the Elected Member, *[name to be inserted]*, to the selection panel for the Risk Management and Audit Committee independent external member for the term of the recruitment.

### PURPOSE

The purpose of this report is to guide the issuance of a call for nominations and subsequent resolution for the appointment of an Elected Member to the selection panel for the recruitment of the Risk Management & Audit Committee independent external member.

### PREVIOUS APPLICABLE RESOLUTIONS

Nil

## DISCUSSION

The Risk Management and Audit Committee (RMAC) is recruiting for an independent external member. A selection panel is to be formed to formalise the recruitment process and ensure a fair, transparent and equitable process is followed. The role of the selection panel is to assess candidates in terms of skill priorities, personal attributes and practical experience fitting for RMAC needs and membership requirements. It also involves, as a panel member, reviewing candidates' applications, conducting interviews and reference checks, and presenting a final selection report to Council recommending the appointment of the committee member by Council resolution.

As per the RMAC's Terms of Reference, a selection panel is to be convened by the Chief Executive Officer (CEO). It is proposed that the selection panel comprise of the CEO, a Director and an Elected Member and, as much as is practicable, a diverse panel be formed. To that end, the membership to the selection panel is to be determined by a vote by way of voting papers for the purposes of a secret ballot, after a call for nominations. The selection panel is dissolved when Council resolves the appointment of the independent external member to RMAC.

## CONCLUSION

An initial call for Expressions of Interest for the RMAC independent external member has occurred and it is envisaged that the selection panel meetings may begin in January 2024, dependent on availabilities.

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030 Municipal Plan 2023/2024</b> Pillar 5: Governance & Civic
<b>Funding, whole of life costs &amp; resourcing requirements</b>	An Extra Meeting Allowance may be claimed by the Deputy Mayor and Ordinary Elected Members for attendance at panel selection meetings.
<b>Statutory matters / delegations</b>	<b>Legislation:</b> Refer to subsection 86(2) of the <i>Local Government Act 2019</i> whereby audit committee members are appointed by Council resolution.  <b>Policy:</b> Clause 8.2 of the Alice Springs Town Council's RMAC Terms of Reference outlines specifics related to the committee's selection process.
<b>Risk management</b>	A diverse panel be formed to oversee the selection process and to minimise perceptions of bias, manage conflicts of interests and bring objectivity, fairness and transparency. Information is collected and managed in compliance with the Alice Springs Town Council's Privacy Policy and related legislation.

## Council Agenda

23 January 2024

<b>Environmental impacts</b>	Nil
<b>Stakeholder management / public relations</b>	Alice Springs Town Council's Privacy Policy is to be complied with to protect personal information.
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.





## TERMS OF REFERENCE

### Risk Management and Audit Committee

#### 1 Purpose

The Risk Management and Audit Committee (the Committee) is a Council advisory committee established in accordance with section 86 of the *Local Government Act 2019* (the Act).

#### 2 Objective

The Committee's objective is to provide independent assurance and advice to Council regarding:

- The integrity of Council's financial management
- Council's risk, internal control and compliance frameworks.

#### 3 Functions

The Committee's functions include:

- Review and endorsement of the external audit plan
- Review and endorsement of the annual financial statement before sign-off by the auditors
- Meeting with the external auditor at least once per year to receive direct feedback about any key financial management issues and to provide feedback about the auditor's performance
- Monitoring of external audit outcomes, management's responses and the implementation of agreed recommendations
- Providing advice to Council regarding the appointment of an external auditor (auditor appointment terms must be between 2 and 5 years)
- Endorsement of Council's Risk Management Framework and monitoring the performance of the framework
- Monitoring council's fraud, corruption prevention, compliance and governance frameworks
- Monitoring the adequacy of internal control policies, practices and procedures
- Oversight of the outsourced internal audit function, including:



- adequacy and scope of audit coverage
- monitoring of audit outcomes, management's responses and the implementation of agreed recommendations
- Monitoring Council's compliance with Regulatory requirements, standards and best practice guidelines
- Providing recommendations to Council about any matters the Committee considers require Council's consideration as a result of the Committee's functions.

#### 4 Authority

With consideration to legal and confidentiality implications the Committee is authorised, within the capacity of its objective and functions, to:

- Make recommendations to the Council
- Endorse internal and external audit plans
- Request via the Chief Executive Officer information, relevant council staff access and support it reasonably requires to carry out its functions
- Discuss matters with the external auditor, or other external parties already contracted or engaged by Council
- The Committee has no powers with regard to its findings and recommendations and can ultimately only make recommendations to Council.

#### 5 Confidentiality and use of information

Committee members will from time to time deal with confidential reports and sensitive information. All information obtained during the course of Committee meetings must be handled in compliance with the *Local Government Act 2019* and Regulations, *Information Act 2002* information privacy principles, and Council policies.

Section 118 of the Act outlines the penalties applicable for the improper use of confidential information acquired as a member of an audit committee.

#### 6 Due diligence and induction

All proposed and new members of the Committee will be entitled to receive relevant information and briefings prior to, and shortly after, their appointment.

Council will provide an induction to all new members specifically relating to the Committee's functions and Terms of Reference.



## 7 Membership

### 7.1 Committee Members

Maximum of five (5) members including:

- Up to three (3) Elected Members of Council, one (1) of which is the Mayor
- Two (2) external members, one (1) of whom is the independent Chairperson.

## 8 Terms and conditions of membership

### 8.1 Membership requirements

Membership consideration will be given to skills, personal attributes and practical experience, including:

- level of understanding of local government and the council's operations and the environment in which it operates
- level of knowledge and practical exposure on risk management, governance and financial management practices
- depth of knowledge of regulatory and legislative requirements
- one (1) external member of the Committee, preferably a member of CPA Australia (CPA) or Chartered Accountants Australia and New Zealand (CAANZ), or can demonstrate significant financial experience in the absence of those qualifications
- one (1) external member of the Committee preferably possessing formal Risk Management qualifications, or can demonstrate significant experience in risk management and/or governance
- capacity to dedicate adequate time on the Committee.

The Committee members and Chairperson are to be appointed by Council, per sections 86 and 98 of the Act.

### 8.2 Term of office

An Expression of Interest will be sought and selection panel convened by the Chief Executive Officer. A written report on the selection process, detailing the qualifications and experience of all eligible external applicants will be provided to Council, with a recommendation for appointment. Appointment to the Committee is for a 2-year term.

Membership of the Committee ceases either:

- upon completion of the 2-year term;



- where an external independent member appointment is terminated by resolution of Council;
- at any time if the person no longer holds office by virtue of which the person became a member;
- where Council, by resolution, abolishes the Committee.

## 9 Meetings

### 9.1 Attendance

Should a member be unable to attend a Committee meeting, an apology shall be provided to the Chief Executive Officer prior to the scheduled meeting time.

The Chief Executive Officer will attend all meetings. Council Directors and other relevant officers may attend Committee meetings in an administrative capacity.

### 9.2 Chairperson

Should the Independent Chairperson not be available to attend a meeting, in accordance with *Local Government Act 2019*, the other Independent Member shall act as Chairperson. Should neither Independent Members be available, the meeting must be rescheduled or cancelled.

### 9.3 Quorum

A quorum is achieved by attendance of over 50% of the appointed members.

If the Chairperson is absent, the members present shall elect a person to chair the meeting.

### 9.4 Postponement of meeting

If quorum is not present within 30 minutes of the start time the meeting may be postponed in accordance with section 100 of the *Local Government Act 2019*.

### 9.5 Decisions

A decision of the Committee is to be by majority vote of the members present at the meeting.

### 9.6 Meetings Not Open to the Public

To foster frank and fearless discussion the meetings of the Committee will be held in confidential unless otherwise decided.



### **9.7 Frequency**

The Committee will meet at least 4 times per year for typically 2 hours, and meetings of the Committee are to be convened by the Chief Executive Officer.

The Chief Executive Officer may, at the request of the Chairperson of the Committee, convene an additional meeting if required.

A meeting plan will be agreed to by the Committee each year.

### **9.8 Notice**

A notice convening a meeting is to be in writing and include the date, time and place of the meeting and the Agenda for the meeting.

### **9.9 Minutes**

The Chief Executive Officer is to ensure that proper minutes of the meeting are kept and they comply with section 101 of the Act.

The minutes of the Committee (including the prior confirmed minutes not yet tabled and the recent unconfirmed minutes which are cleared marked as "unconfirmed") are to be tabled at the next meeting of the Council.

### **9.10 Remuneration**

Elected Members may be eligible for Extra Meeting Allowance as per Council policy.

External members are eligible for remuneration per meeting at the 'Daily rate' for Class C1 (Advisory and Review Bodies – Critical issues) of the "NTG statutory bodies classified for remuneration purposes" as per *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*. Payment at the daily rate (4 hours or more) will apply to account for meeting preparation and the meeting itself.

## **10 Evaluation and Review**

### **10.1 Terms of reference**

The Terms of Reference will be reviewed every two years by the Committee and formally approved by Council.

### **10.2 Performance evaluation**

The Chief Executive Officer will initiate a review of the performance of the Committee at least once every two (2) years. The review will be on an internal assessment basis with appropriate input from the Council, Chief Executive Officer and senior staff, internal and external auditors, and any other relevant stakeholders.



Performance will be assessed against the functions of the Committee to determine if its objectives have been met at an acceptable level.

An evaluation process will be facilitated by the Chief Executive Officer, with a report provided to Council including any recommendations. The Terms of Reference will also be reviewed at this time and any revision recommendations will also be included in the report given to Council.

## 11 Responsible Directorate

Corporate Services

## 12 Reporting to

Ordinary Council

Version	Date	Action/Description of changes made	By
1.0	15 June 2015	Adopted	Council
1.1	October 2017	New Charter template adopted	Council Solicitor
1.2	28 May 2018	Internal Audit responsibilities added	Governance
2.0	August 2020	New Terms of reference developed in line with current and new legislation	Governance
2.1	September 2023	Updates to align with legislation	Governance

<i>Adopted by Council - Date</i>	24 October 2023	<i>Resolution #</i>	22789
<i>Document Owner</i>	Chief Executive Officer	<i>Controller</i>	Governance Unit

*Working for the community*

A real opportunity to make a difference  
for the people of Alice Springs



# Expression of Interest

## Independent Member for the Risk Management and Audit Committee

Candidate Information Pack

Applications must be lodged by

01 December 2023 to

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

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

Alice Springs Town Council  
93 Todd St, Alice Springs, NT, 0870  
PO Box: 1071, Alice Springs, NT 0871

ABN: 45 863 481 471  
Phone: (08) 8950 0500  
Email: [astc@astc.nt.gov.au](mailto:astc@astc.nt.gov.au)





## Notice to Interested Parties

Alice Springs Town Council invites Expressions of Interest (EOI) from suitably qualified professionals to join its Risk Management and Audit Committee as one of its two external independent members.

Applicants must be able to commit to serve on the Committee for a two-year term. A background in financial management or accountancy is highly desirable.

Enquiries relating to this vacancy can be directed to either:

Mr Joe McCabe, A/Director Corporate Services (08) 8950 0526 [j.mccabe@astc.nt.gov.au](mailto:j.mccabe@astc.nt.gov.au)

Ms Naomi Brennan, Manager Governance 0459 387 940 [nbrennan@astc.nt.gov.au](mailto:nbrennan@astc.nt.gov.au)

## The Risk Management and Audit Committee

The Risk Management and Audit Committee (Committee) is an advisory committee to the Alice Springs Town Council, playing an integral role in providing Council and the Chief Executive Officer with independent oversight and advice regarding the integrity of the Council's financial management as well as its risk management, internal control and compliance frameworks.

As an advisory body to the Council, the Committee does not itself have the power or authority of the Council in dealing with the matters on which it advises; however, may make recommendations to the Council for its consideration.

The Committee achieves independence by having independent members external to Council and its operations. It is highly desirable that all members exhibit an independence of mind in their deliberations and do not act as a representative of a particular area of Council or with conflicts of interest. Committee members must be free from any management, business or other relationships that could be perceived to interfere with their ability to act in the best interests of the Alice Springs Town Council.

The Committee meets at least four times per calendar year. Teleconferencing facilities are available if the member is unable to attend in person.

## The role of the Independent Member

The Independent Member, as part of the Committee, provides advice and recommendations to the Committee and the Chairperson. The Independent Member should have a comprehensive understanding of the Committee's functions as outlined in the Terms of Reference.

The Independent Member will be required to act as the chair should the Chairperson not be available to attend the meeting.



Independent Members receive remuneration of \$719 for each meeting attended, outlined in the Terms of Reference and being the other member rate of remuneration for Class C1 of the *Northern Territory Government statutory bodies classified for remuneration purposes*, accessed: [URL:https://cmc.nt.gov.au/data/assets/pdf\\_file/0005/440087/ntg-statutory-bodies-classified-for-remuneration-purposes.pdf](https://cmc.nt.gov.au/data/assets/pdf_file/0005/440087/ntg-statutory-bodies-classified-for-remuneration-purposes.pdf).

## Selection and appointment

All applications will be assessed against the assessment criteria as set out below. Applications will be assessed by a formal panel and Council will appoint the successful applicant. The process shall be transparent and accountable, with a written report on the selection process, detailing the qualifications and experience of all eligible applicants for the position of Independent Member.

Please include a copy of your Curriculum Vitae and a two page (maximum) supporting statement summarising your skills, experience and qualifications as they align to the essential criteria as outlined below:

- Professional experience with proven governance, business or financial management experience and reporting knowledge;
- Qualifications in Business, Commerce, Accounting or other related disciplines;
- Service on an Audit, Finance, and/or Risk committee or a similar type of committee;
- Ability to monitor and review the integrity of financial management and monitor and review internal controls;
- Ability to assess the risk management framework, including strategic, operational and project risk assessments;
- Experience in overseeing internal and external audit functions including the development of audit programs, the conduct of audits by appropriately qualified personnel, the monitoring of audit recommendations and findings, management responses, and the implementation of actions;
- Experience in monitoring fraud prevention, compliance and governance frameworks; and
- Experience in reviewing the quality of annual financial statements and other performance reporting documents (such as annual reports) prior to their adoption by the Council.

## Council Report

Agenda item: 28.4.1  
Author: Director Community Development, Nicole Battle  
Approver: Director Community Development, Nicole Battle  
Our Reference: 13 / 24 cncl  
Attachments: Nil

Report Title: Community Development Update

### RECOMMENDATION

1. That this report be received and noted.

### PURPOSE

This report provides a summary of recent key activities and achievements within the Community Development Directorate.

### PREVIOUS APPLICABLE RESOLUTIONS

Nil

### DISCUSSION

#### Community & Cultural Development

##### **Christmas Window Competition**

Based on feedback from previous years, this year's competition required participating businesses to stage a 'Naughty Elves' display. Overall a total of 23 businesses participated, representing a significant increase from the previous year.

Winning businesses (as determined by grades T, 2 and 3 of Ross Park Primary School and grades 5 and 6 of Our Lady of the Sacred Heart College, Traeger Campus) were as follows:

- |                    |                   |
|--------------------|-------------------|
| • First Place      | A Home Like Alice |
| • Second Place     | Lings Supermarket |
| • Third Place      | Mixed Lollies     |
| • Highly Commended | APJ Concrete      |



### 2023 Christmas Carnival

On Friday 8 December, Alice Springs Town Council's (ASTC's) annual Christmas Carnival went off with a bang! Incorporating three stages of entertainment, as well as 58 stalls and a myriad of other free activities including a photo booth, silent disco and weaving, there really was something for everyone.

Despite the hot and humid conditions, Santa managed to travel all the way from the North Pole to make a very special appearance, accompanying the Mayor down the Todd Mall along with members of the Desert Diamonds. And as always, the evening culminated in the lighting of the Christmas Tree and spectacular fireworks display.

Overall it is estimated that 4,000 people attended the event, which was slightly down on last year, with hotter than average temperatures most likely the cause.



### Summer School Holiday Program

The Community Development Team has successfully completed the first three weeks of its six-week summer school holiday program. With funding from the National Indigenous Australians Agency (NIAA), ASTC is delivering in conjunction with its partners, an average of fourteen free programs each week, with weekly attendances as follows:

- Week One – **1,224** young people in attendance
- Week Two – **1,327** young people in attendance
- Week Three – **921** young people in attendance

Feedback received to date has been extremely positive, particularly in relation to the free ice-skating sessions that commenced on Monday 8 January. Other popular programs have included the CASSE Cultural Workshops, free cinema screenings and tenpin bowling. This year's summer program is scheduled to conclude on Friday 26 January, culminating in a huge Australia Day Pool Party and dive-in movie at the Alice Springs Aquatic & Leisure Centre (ASALC).





### **Alice Springs Aquatic & Leisure Centre**

With free entry right through the school holidays, attendance at ASALC has soared with an average of 870 people passing through the facility each and every day. It should be noted that these figures don't include attendance at ASALC's regular Wet Wednesday school holiday program, with attendance at these events regularly exceeding 1,000 young people and their families.



### **Alice Springs Public Library**

#### **Summer Reading Program**

Once again, the Library is hosting its Summer Reading Club, with participants being rewarded for time spent reading. As part of the program, families are encouraged to read together, with categories for different aged children as well as adults. Scheduled to run until February, 141 people have already signed up (including 44 adults), with many of these individuals joining the library for the first time.

As a further incentive, over summer, patrons can borrow double the number of items for double the amount of time, ensuring that no one runs out of things to read over the holiday period.

#### **Launch of Movement & Music for Toddlers**

Catering to children aged 2-5 years, Movement & Music for Toddlers is designed to improve early literacy skills by incorporating music and movement with rhymes and basic songs. Already a firm favourite with parents, it is expected that this program will become a permanent inclusion within the Library's weekly program.

### School Holiday Program

Targeting a slightly younger demographic, the Library's school holiday program has gotten off to a great start, with key highlights as follows:

- Booked-out Christmas craft sessions including ornament making and build your own Christmas Crown;
- Free leatherwork sessions provided by Akajack;
- Disc (i.e. Frisbee) Golf;
- Bike repair sessions;
- Build your own boardgame; &
- Visit from Alice Springs Reptile Centre.

### Rangers

The Ranger Unit has continued works to remove abandoned vehicles in a timely manner, with 13 vehicles removed by rangers during December, and many more removed by their owners following ranger intervention.

December 2023 sees the close of a very busy calendar year for the Ranger Unit, with just under 1400 calls for service being actioned by the team. This is an increase of over 300 from 2022.

### CONCLUSION

This report has sought to provide Elected Members and residents of Alice Springs with an overview of recent work undertaken by the Community Development Directorate.

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030</b> Pillar 1: Liveability
<b>Funding, whole of life costs &amp; resourcing requirements</b>	As per approved budgets. Major expenditure for the quarter most notably included: Christmas Carnival \$37,468 Christmas Tree (including new artwork) \$22,749
<b>Statutory matters / delegations</b>	<b>Legislation:</b> N/A  <b>Policy:</b> All work undertaken as per Alice Springs Town Council Register of Delegations Policy.



## Council Agenda

23 January 2024

<b>Risk management</b>	As per individual projects and plans
<b>Environmental impacts</b>	As per individual projects and plans
<b>Stakeholder management / public relations</b>	As per individual projects and plans
<b>Declaration of interest</b>	I the author and approving officer, declare that I do not have a conflict of interest in relation to this matter.

## Council Report

Agenda item: 28.4.3  
Author: Sports Development Officer, David Hair  
Approver: Director Community Development, Nicole Battle  
Our Reference: 21 / 24 cncl  
Attachments: A. [Unconfirmed Minutes of the Sports Facilities Advisory Committee \(SFAC\) meeting held 14 December, 2023](#)

Report Title: Sports Facilities Advisory Committee - Confirmation of Meeting Minutes

### RECOMMENDATION

1. **That the minutes of the Sports Facilities Advisory Committee (SFAC) meeting held on Thursday 14 December 2023 be confirmed by Council.**

### PURPOSE

The purpose of the following report is to provide Council with an opportunity to confirm the minutes of the SFAC meeting held on Thursday 14 December 2023.

### PREVIOUS APPLICABLE RESOLUTIONS

Not applicable.

### DISCUSSION

As per the existing Terms of Reference, the Sports Facilities Advisory Committee meets six times per year in order to provide advice to Council in relation to the development of sustainable, high-quality sporting facilities that enhance sporting performance and contribute to the ongoing health, wellbeing and economic strength of Alice Springs.

### CONCLUSION

As per the attached minutes, it is noted that no formal recommendations were resolved by SFAC as part of the meeting held on Thursday 14 December 2023, requiring further consideration by Council at this time.

## Council Agenda

23 January 2024

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030 Municipal Plan 2023/2024</b> Pillar 1: Liveability
<b>Funding, whole of life costs &amp; resourcing requirements</b>	N/A
<b>Statutory matters / delegations</b>	Conducted as per Alice Springs Town Council Register of Delegations Policy
<b>Risk management</b>	N/A
<b>Environmental impacts</b>	N/A
<b>Stakeholder management / public relations</b>	N/A
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

**MINUTES OF THE MEETING OF THE SPORTS FACILITIES ADVISORY COMMITTEE (SFAC) HELD ON WEDNESDAY 14 DECEMBER 2023 – ARUNTA ROOM, CIVIC CENTRE.**

**PRESENT**

**Mayor Matt Paterson (Acting Chair)**

Councillor Mark Coffey

Councillor Gavin

Morris

Aaron Blacker

Central Australian Rugby Union / Central Australian Rugby Football League

Emily Bainbridge

Alice Springs Netball Association

Alison Huhs

Football in Central Australia

Joel Crawford

Alice Springs Tennis Association

Katie Knappstein

NT Government

Michael Trull

Alice Springs Cricket Association

Peter Porambo

Alice Springs Baseball Association

PJ Mabasa

Alice Springs Hockey Association

**OFFICERS IN ATTENDANCE**

Andrew Wilsmore

CEO

Nicole Battle

Director Community Development

David Hair

Sports Facilities Officer (Minutes)

Heidi Blacker

Executive Assistant

14 <sup>th</sup> Alice Springs Town Council Sports Facilities Advisory Committee Attendance 2023 / 2025							
	14 Dec 23						
Mayor Matt Paterson	✓						
Councillor Mark Coffey	✓						
Councillor Gavin Morris	✓						
Aaron Blacker - Rugby Union / League	✓						
Allison Huhs - Soccer	✓						
Jenny Nixon – Netball	--						
Joel Crawford - Tennis	✓						
Kelli Zaleski - AFL Northern Territory	✓						
Michael Trull –Cricket	✓						
Peter Porambo - Baseball	✓						
Phillip Preece - Basketball	--						
PJ Mabasa - Hockey	✓						
Tim Pearson - Touch Football	A						

✓ Attended

A Apology received

-- No attendance and no apology recorded

Not a member of the committee at this time (Visitor)

The Meeting opened at **11.02am** with Mayor Matt Patterson (Acting Chair) welcoming attendees.

**1. APOLOGIES**

Tim Pearson – Touch Football

Kate Walsh – Manager Community and Cultural Development

**2. DECLARATIONS OF INTEREST**

Nil.

**3. MINUTES OF PREVIOUS MEETING**

**3.1 Minutes of the SFAC Meeting held on 27 September 2023**

That the minutes of SFAC held 27 September 2023 be accepted as a true record of the proceedings of that meeting.

Moved – Matt Patterson

**CARRIED**

**3.2 Business arising from previous meeting minutes**

3.2.1 Investigation of participation levies - Sports Facilities Officer, David Hair – all outstanding invoices now paid - **ACTIONED**

3.2.2 Pickleball come and try day in Todd Mall - Sports Facilities Officer, David Hair – discussion held with Norelle Clark to discussion potential options for 2024 - **ACTIONED**

3.2.3 Confirm SFAC nominations for Ordinary Council Meeting (OCM) – Sports Facilities Officer, David Hair –all nominations accepted at October OCM - **ACTIONED**

3.2.4 Tennis Court resurfacing – Director Community Development, Nicole Battle to request additional funding from Alice Springs Town Council (ASTC) - **ACTIONED**

3.2.5 Basketball Solar Panels – Sports Facilities Officer, David Hair to follow up with Power and Water – Solar Service booked for 20 November 2023 by ASTC Environment Officer in negotiations with Power and Water - **ACTIONED**

**4 CORRESPONDENCE**

4.1 Update on completed hockey facility upgrades - **NOTED**

## 5 **FINANCIAL REPORT**

### 5.1 **SFAC Income and Expenditure – 7 December, 2023**

That the SFAC Finance Report be received and accepted.

Moved – Michael Trull

**CARRIED**

Michael Trull (ASP Cricket) queried \$130,000.00 other anticipated future commitments not yet in the financial for lighting upgrade at Flynn Drive.

CEO took on notice and will follow up **(ACTION)**.

## 6. **GENERAL BUSINESS**

### 6.1 **CBF Funding**

Michael Trull advised of \$115,000 commitment for lighting upgrade at Flynn Drive. Suggested that Baseball investigate possibility of putting in an application for funding as part of the next CBF funding round in early 2024.

Sports Development Officer, David Hair to provide information to Baseball **(ACTION)**.

### 6.2 **Proposed SFAC meeting dates for 2024**

Aaron Blacker suggested that due to the delivery of three major items from the current Sports Masterplan (Netball Court resurfacing, Tennis Court Resurfacing & the installation of lights at Jim McConville Oval), SFAC should begin planning for a new 10-year Masterplan vision.

It was agreed that a review of actions from the Sports Masterplan be earmarked for further discussion at the next SFAC meeting in early 2024 **(ACTION)**.

In order to ensure that SFAC remains strategically focused, it was further agreed that the Sports Development Officer, David Hair would convene a bi-monthly Sports Development network, focused exclusively on operational matters including facility bookings, maintenance, increasing participation numbers, etc **(ACTION)**.

### 6.3 **Update on ANZAC Oval**

Director Community Development, Nicole Battle provided an update on a recent meeting with NTG & other external stakeholders regarding the decommissioning of ANZAC Oval as a sporting facility as of 1 April 2024.

In recognising that the loss of this oval will place additional demand on other existing facilities, it was further noted that an application for \$5 million had been submitted to the Federal Government for an upgrade of Paul Fitzsimmons Oval at Charles Darwin University.

#### **6.4 Licensing Update**

Director Community Development, Nicole Battle advised that all licenses are currently in the process of being renewed by ASTC with an expected completion date of early February 2024.

#### **6.5 Maintenance Requests**

Director Community Development, Nicole Battle advised that as of January 2024, a centralised email address will be introduced for raising any building maintenance requests in order to streamline the process for all sports.

Sports Development Officer, David Hair to provide further information on building maintenance requests to relevant stakeholders. **(ACTION)**.

### **7. OTHER BUSINESS**

#### **7.1 Netball**

Season to be affected by the scheduled resurfacing of the courts. Will need to play some games throughout the week, which also occurred when the stadium was being built.

#### **7.2 Hockey**

Focused on getting field and surrounds up to a standard to allow for A1 hockey to be played in Alice Springs. Currently working with Hockey Australia to bring the Jillaroos back.

#### **7.3 AFL**

Has received government funding for a school holiday program targeted at 7- to 12-year-olds during the last two weeks of January.

#### **7.4 Cricket**

Season going well, including the new curation arrangements, which has resulted in an increase in the number of games being able to be played on a turf wicket. Advised that the season will recommence on 20 January and requested that the grass be mowed prior to this.

Sports Development Officer, David Hair to advise depot team on grass mowing **(ACTION)**.

#### **7.5 Soccer**

Currently in summer competition under lights. Some issues regarding lighting, but these have been resolved quickly. Mayor Patterson flagged the upcoming installation of a new fenced area for dog walkers at Ross Park.



**7.6 Rugby Union/League**

Both sports are struggling currently, with participation numbers dropping from 900 to 220 since 2017. Have been provided funding from the NT Government for a sports development officer, although the position is yet to be advertised. Looking to start season early February, although this is yet to be confirmed.

**7.7 Tennis**

Council to assist with a Come & Try day to increase awareness and promote participation. Potential to team this with a public screening of the Australian Open Tennis Women's final in late January.

**7.8 Baseball**

Great junior numbers have required additional use of Traeger Grass Hockey fields in order to accommodate both T-Ball and Little League. Noted that representatives from the San Diego Padres would soon be coming to Alice Springs to scout for junior talent. Mayor Patterson again encouraged Baseball to apply in next round of CBF funding for a grant to upgrade their existing facilities, including the batting nets. Applications open 1/1/2024 and close 28/2/2024.

**8 NEXT MEETING**

Date to be advised (February 2024), 12 noon Arunta Room, Alice Springs Town Council.

Mayor Patterson (Acting Chair) declared the meeting closed at **12.09pm**.

## Council Report

Agenda item: 28.4.5  
Author: Community Inclusion Officer, Abby McCrickard  
Approver: Director Community Development, Nicole Battle  
Our Reference: 14/24 cncl  
Attachments: A. [Community Development Event Calendar 2024](#)

Report Title: CBD Activation - 2024 Community Events Calendar

### RECOMMENDATION

1. That this report be received and noted.

### PURPOSE

This report provides a summary of the diverse events planned to occur in the Alice Springs CBD during the 2024 calendar year.

### PREVIOUS APPLICABLE RESOLUTIONS

At the 25 October 2022 Ordinary Council Meeting, Council endorsed the following recommendation:

***That the Alice Springs Town Council explores different options of activating the CBD including holding Night Markets, or similar activities, more frequently in collaboration with the Northern Territory Government and other community groups.***

CARRIED (22365)

### DISCUSSION

The Community and Cultural Development Unit (CCDU) is proud to present a comprehensive line-up of diverse events scheduled to occur within the CBD throughout 2024. These events, such as the Night Markets and Pop Up Parks, are organised in collaboration with various community groups and the Northern Territory Government. The large community events that have so far been confirmed to be held within the CBD for the 2024 calendar year are as follows:

- **23 February** - Lunar New Year Pop Up Party;
- **2 March** - International Women's Day Equal Futures Fair (in collaboration with the Equal Future Fairs Planning Committee);

## Council Agenda

23 January 2024

- **8 March** - FabALICE Night Market (in collaboration with Northern Territory Major Events Company);
- **4 April** - NT Youth Week Pop Up Park;
- **5 April** - Mparntwe Street Art Festival 2024 Pop Up Park (in collaboration with Red Hot Arts Central Australia);
- **6 to 14 April** – Easter School Holiday Program;
- **20 April** - Earth Day Pop Up Park;
- **1 June** - Big Day Out in Harmony (in collaboration with Multicultural Community Services Central Australia);
- **6 June** - FINKE Street Party and Night Markets;
- **22 June to 15 July** - Winter School Holiday Program;
- **21 September to 6 October** - School Holiday Program;
- **17 October** - Masters Games Night Market (in collaboration with Northern Territory Major Events Company);
- **25 October** - Halloween Pop Up Park;
- **7 November** - Diwali Night Markets;
- **6 December** - Christmas Carnival & Night Markets; &
- **14 December** – Summer School Holiday Program.

It should be noted that planning for each of these events typically commences two months in advance and involves the development of detailed marketing and logistical plans, as well as consultation with other external stakeholders as required. In addition, it should further be noted that the CCDU also hosts numerous other events and programs throughout the year that do not take place in the CBD, as outlined within Attachment A.

In 2017, a decision was made to trial an increase in the number of Night Markets from five to seven. Unfortunately, however, this decision resulted in Council receiving negative feedback from stallholders and several other key stakeholders. Specifically, it was felt that the Night Markets were beginning to actively compete with other community events, including school Fetes and the Sunday Todd Mall Markets. As a result, staff observed a fifty percent reduction in stalls in 2017 compared to 2016, in which only five Night Markets were held. This trend continued in 2020 and 2021, with both years hosting a total of eight Night Markets per annum.

In order to address declining stall and participant numbers, five highly-targeted Night Markets were held in 2023, with a strong emphasis on the provision of high-quality entertainment and robust community engagement. This reduction was, however, counteracted by the addition of several smaller 'pop-up' events such as Halloween and a public screening of the Soccer World Cup. Indeed, feedback from those in attendance at these events, was that they enjoyed the opportunity to participate in something 'new' and 'different', having already attended multiple Night Markets in the past.

While this report is focused on events in the CBD there will still be a number of events in the suburbs which offers the Elected Members the opportunity to engage with community members, such as, Pop Up Parks, Multicultural Fitness Month, Pram Parties, Come and Try days for sporting organisations, Alice Springs Show, school holiday programming and All Abilities events and programs (see *Attachment A*).

In noting that CCDU is continually evaluating its offerings within this space, the aim for 2024 is to continue to provide residents and visitors to Alice Springs with an eclectic mix of Night Markets and other high-quality pop-up events.

## CONCLUSION

This report presents a summary of the diverse events to be held by Alice Springs Town Council in the CBD during the 2024 calendar year. The report highlights the scheduled events, including Night Markets and Pop Up Parks, in collaboration with community groups and the Northern Territory Government. The report includes the outcomes of increasing the number of Night Markets in 2017 and the importance of diverse, targeted and high-quality events in the CBD.

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030</b> Pillar 1: Liveability - Develop and implement a Multicultural Action Plan  Pillar 4: Economy - Develop and implement an Economic Development Plan for Alice Springs.  <b>Municipal Plan 2023/2024</b> Pillar 1: Liveability - Implementation of Year One of the Multicultural Action Plan.  Pillar 4: Economy
<b>Funding, whole of life costs &amp; resourcing requirements</b>	The aforementioned events listed have various budget lines allocated to fund them, noting that an additional \$20,000 has been received from Activate Alice in 2023-24, to enable the provision of some extra pop-up events.
<b>Statutory matters / delegations</b>	<b>Legislation:</b> N/A  <b>Policy:</b> All work carried out as per Alice Springs Town Council Register of Delegations Policy.

## Council Agenda

23 January 2024

<b>Risk management</b>	A comprehensive risk management plan is developed for all ASTC events in order to mitigate against all identified risks as required.
<b>Environmental impacts</b>	The events involving fireworks, such as the Diwali Night Markets and Christmas Carnival, carry environmental impacts, such as, large scale disturbance to wildlife, short-term disturbance to domestic animals and significant chemical pollution of soil, water, and air. 'Greener' alternatives such as drone and laser-based lightshows have been considered, but remain significantly more expensive at this time.
<b>Stakeholder management / public relations</b>	All events involving community groups have thorough public consultation and involvement to provide an inclusive and enjoyable event for the targeted audience, thus, ensuring the event fulfils the desires of the community.
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

ATTACHMENT A

<b>CD Event Calendar</b>		
<b>2024</b>		
<b>Month</b>	<b>Event Name</b>	<b>Tentative Date</b>
<b>JANUARY</b>		
	Australia Day Splash Party	26/01/2024
	Centralian Awards & Citizenship ceremony	26/01/2024
<b>FEBRUARY</b>		
	Community Grants and Sponsorship Opens	1/02/2024
	Cultural Awareness workshops x 3	7/02/2024
	Publish Reconciliation Action Plan Breakfast	13/02/2024
	Lunar New Year Pop Up Park	23/02/2024
	AllAbilities Network	27/02/2024
<b>MARCH</b>		
	Youth Conference Mobile Visits	1/03/2024
	International Women's Day Equal Futures Fair	2/03/2024
	FabALICE Night Markets	8/03/2024
	Harmony Day Citizenship Ceremony	21/03/2024
	Community Grants and Sponsorship Closes	1/03/2024
<b>APRIL</b>		
	Alice Springs Youth Conference	2/04/2024
	NT Youth Week Pop-Up Park	4/04/2024
	Mparntwe Street Art Festival 2024 Pop Up Park	5/04/2024
	School Holiday Program- 1 week	6/04/2024
	Boot Sale by the Banks Pop Up Park- Earth Day	20/04/2024
<b>MAY</b>		
	Multicultural Fitness Month- Sat x 4	1/05/2024
	LGBTIQ inclusive language workshop	16/05/2024
	Pride Pop Up Park- IDAHOBIT Day	17/05/2024
	AllAbilities Network	28/05/2024
	Waitangi Event at ANZAC Oval	TBC
	Public Art Walks - Desert Fest	28-10-24 and 5-10-24
<b>JUNE</b>		
	Big Day Out in Harmony	1/06/2024
	Finke Night Markets and Street Party	6/06/2024
	School Holiday Program- 3 weeks	6/06/2024
<b>JULY</b>		
	Territory Day Citizenship Ceremony	1/07/2024
	Alice Springs Show	5/07/2024
<b>AUGUST</b>		
	Community Grants & Event Sponsorship Program Opens	1/08/2024
	Mayoral Morning Tea	6/08/2024
	Seniors Expo and Seniors Still Got Rhythm	13/08/2024
	AllAbilities Network	27/08/2024
<b>SEPTEMBER</b>		
	Community Grants & Event Sponsorship Program Closes	1/09/2024
	Desert Festival Pop Up Park	19/09/2024
	School Holiday Program- 2 weeks	21/09/2024
<b>OCTOBER</b>		
	Masters Games Night Market	17/10/2024
	Halloween Pop Up Park	25/10/2024
<b>NOVEMBER</b>		
	Diwali Night Markets	7/11/2024
	AllAbilities Network	19/11/2024
	International Day of People with Disability Celebrations and Mayoral Awards	28/12/2024
<b>DECEMBER</b>		
	Christmas Carnival & Night Markets	6/12/2024
	School Holiday Program- 7 weeks	14/12/2024

## Council Report

Agenda item: 28.5.1  
Author: Director Technical Services, Joel Andrew  
Approver: Director Technical Services, Joel Andrew  
Our Reference: 17 / 24 cncl  
Attachments: Nil

Report Title: Waste Collection Service for the Community of Alice Springs

### RECOMMENDATION

1. That Council delegate to the CEO the authority to negotiate an extension to the existing waste collection contract.

### PURPOSE

Cleanaway currently holds the existing waste collection contract, which received a one-year extension and is set to conclude on June 30, 2024. This proposal seeks approval to extend the contract by an additional two years, facilitating waste planning efforts and ensuring all procurement options remain accessible to Council.

### PREVIOUS APPLICABLE RESOLUTIONS

A report to renegotiate an extension to the current waste contract was endorsed by Council in March 2023.

#### 9.4 TECHNICAL SERVICES

##### 9.4.1 CONFIDENTIAL Cleanaway Tender Report Report No. 63 / 23 cncl

Moved – Councillor Banks

Seconded – Councillor Coffey

That Council delegate to the CEO the authority to negotiate an extension to the existing waste collection contract.

CARRIED (22555)



## DISCUSSION

Council is currently undertaking long-term planning of waste in Alice Springs and this includes a business case on the implementation of kerbside recycling. This business case will provide Council with estimated cost and procurement strategies aimed at implementing kerbside recycling in the town.

Extending the current waste collection service by an additional year will provide Council an opportunity to finalise the business case for kerbside recycling and have all procurement avenues available without the constraint of 5-year contract. The key benefit of this would be the opportunity to combine any future procurement of waste and recycling in one tender which may have considerable advantages, including:

- The ability to maximise any cost and operational efficiencies of a single supplier through this combined tender process.
- The combined tender will likely assist in making the commercial opportunity to enter the market more attractive.

Council is currently engaged in developing a long-term Financial Plan for the Regional Waste Management Facility (RWMF). This comprehensive plan aims to explore the overall management of the facility and waste in Alice Springs. Key considerations within this plan include evaluating the current waste collection and landfill management structures of Council and exploring alternative models that could potentially offer advantages.

The RWMF Masterplan, finalised in 2023, has underscored significant costs associated with expanding and enhancing the landfill. Given these financial implications, Council is committed to exploring alternative management practices to alleviate the financial burden associated with the necessary infrastructure improvements. The planning process will encompass the evaluation of in-house waste collection methods and also consider the possibility of outsourcing both waste collection and landfill management. The extension of the tender period allows Council the necessary time to complete thorough business cases and plans, providing flexibility beyond the constraints of an existing waste contract.

## CONCLUSION

Cleanaway holds the current waste collection contract which was extended to 30 June 2024 and this paper seeks endorsement to negotiate an additional extension of the contract.

<b>Alignment with strategic plans</b>	<p><b>Alice Springs Sustainability &amp; Liveability 2030</b></p> <p>Pillar 3: Environment</p> <p>- Investigate opportunities to improve regional waste, sewerage and water systems, including food waste and recycling.</p> <p><b>Municipal Plan 2023/2024</b></p> <p>Pillar 3: Environment</p>
<b>Funding, whole of life costs &amp; resourcing requirements</b>	<p>Council currently budgeted \$766,375 for kerbside waste collection in the 23/24 FY. Extension cost will need to be budgeted in the future year's budgets.</p>
<b>Statutory matters / delegations</b>	<p><b>Legislation:</b></p> <p>Local Government Act 2019 – General Instruction 1: Procurement.</p> <p><b>4 Contracts for more than 5 years</b></p> <p>4.1 In relation to procurement, a council or local government subsidiary must not enter into a contract for a supply that is for a period of more than 5 years, including any option to extend the contract, other than a contract for:</p> <ul style="list-style-type: none"> <li>(a) a lease or licence of land; or</li> <li>(b) waste management, including the collection or transportation of waste; or</li> <li>(c) a particular supply approved by the CEO of the Agency under clause 4.4.</li> </ul>
<b>Risk management</b>	<p>Current contractor has preformed well and there's no identified risk with the extension of the contract.</p>
<b>Environmental impacts</b>	<p>Effective and cost-efficient waste collection ensures proper disposal through designated waste collection services, discouraging illegal dumping and enhances opportunities for recycling.</p>
<b>Stakeholder management / public relations</b>	<p>N/A</p>
<b>Declaration of interest</b>	<p>I the author and approving officer, declare that I do not have a conflict of interest in relation to this matter.</p>

## Council Report

Agenda item: 28.5.3

Author: Director Technical Services, Joel Andrew

Approver: Director Technical Services, Joel Andrew

Our Reference: 18 / 24 cncl

Attachments: A. [Council Agenda Item 28.4.1 – Report No. 200/23 cncl](#)

Report Title: Lhere Mparntwe Management Strategy 2019 and Alice Springs Town Council's Ongoing Grass Management.

### RECOMMENDATION

1. That Council note additional funding required for casual staff to undertake grass cutting in the river and that this will be reflected in the second budget revision for the 23/24 Financial Year.
2. That Council write to Minister for the Environment, Hon. Kate Worden, to express support for the Indigenous ranger program objective of the Lhere Mparntwe Management Strategy and ask that this goal be given priority.

### PURPOSE

The purpose of this report is to provide Council with assessment of resourcing to advance the Lhere Mparntwe Management Strategy (LMMS) and fulfil Alice Springs Town Council's obligations as the current Trustees of sections of the Todd and Charles Rivers. This report is focused on the management of grass within the river corridor, however there is review of the other objectives of the LMMS and these will be the focus of a future report.

## PREVIOUS APPLICABLE RESOLUTIONS

The following resolution was passed by Council at the October 2023 Ordinary Council Meeting:

14 – CNCL 24/10/2023

### 28.4 TECHNICAL SERVICES

#### 28.4.1 Here|Mpamtwe Management Strategy Performance Review Report No. 200 / 23 cncl

Moved – Councillor Melky

Seconded – Councillor Hopper

**That this report be received and noted and Director Technical Services investigates deficiencies in the resourcing requirements and investigate alternative models for managing the Todd and Charles River.**

**CARRIED (22811)**

## DISCUSSION

The Council Report 200/23 cncl (Attachment A) in October of 2023 presented the outcomes of Alice Springs Town Council's (ASTC) performance against its obligation as the Trustee of areas of the Todd and Charles Rivers and the performance of ASTC in meeting the goals of the LLMS. Following this report, Council Officers have been assessing options for improved performance against its objectives and obligations in the rivers.

Currently ASTC work with Alice Springs Correctional Centre (ASCC) to undertake grass mowing in the river corridor. Council currently has an MOU with Corrections for mowing, however, at peak times the availability is constrained.

Three maintenance models for the river corridor have been investigated which Council can look at adopting to better meet Council's obligations and better manage grass and fuel loads and protect trees from fire.

### **Option 1: Additional Staff**

Council is responsible for 1,400,000 square meters of land in both rivers and this equates to 140 hectares of land to maintain. Currently Council has two staffed to manage the rivers and the role of these staff is primarily focused on litter collection. Not all the river area is grassed and would require maintenance, Council officers have assumed that based on an overlay of the area approximately 50 percent has grass cover and 7 percent has tree vegetation.

## Council Agenda

23 January 2024

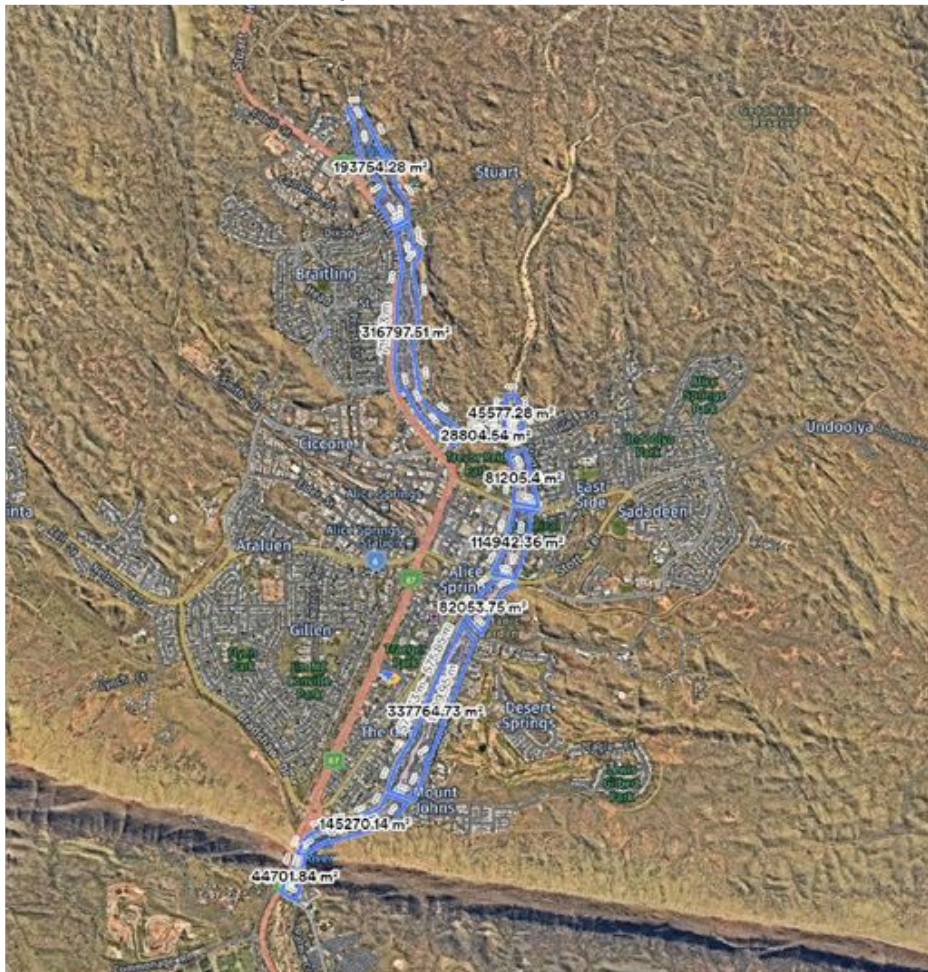
Based on the area of land Council is responsible for the following additional staff would be required to undertake ongoing additional mowing:

- To mow and maintain the 50 percent grass area of the river area 3 times annually would require 44 additional staff at cost of \$3,900,000 per annum and does not include plant and machinery costs.
- To mow and maintain 7 percent of the river area around tree 3 times annually would require 6.2 additional staff at a cost of \$552,000 per annum and does not include plant and machinery costs.

These figures assume mowing is at labour constant of 2 minutes per square metre of river area.

Based on the cost, Council Officers do not recommend this option without further investigation and trial of alternative options suggested in Option 2 and 3 of this report.

**Todd and Charles River Area Map**





### **Option Two: Additional Labour at Peak Times**

Option two would require additional casual staff during peak times, such as following rains, to clear collars and spray around significant trees. The aim of this is to work with ASCC and the existing team members in the river to ensure that the trees are protected by reducing the fuel loads.

Council has recently created 7 new casual positions to assist with mowing at peak times and general labouring. Council has more recently utilised labour hire organisation to fulfil these roles and the new casual roles will remove the reliance on the labour hire companies and allow Council to build and develop this casual pool of workers. The current cost of these casual staff is being managed out of the underspend of vacant positions, but in future financial years this will need to be budgeted for.

The estimated cost for this casual labour would be \$250,000 per annum. As an estimate, this would allow labour to clear collars around the trees and spray once per annum. This additional labour, combined with ASCC teams, provides regular ongoing maintenance around the trees, but will not be sufficient to manage the ongoing grass growth in all areas of the river and fully mitigate against fires occurring in the river corridor.

### **Option 3: Alternative Delivery**

This option focuses on Council continuing further discussion with the Northern Territory Government and Lhere Artepe Aboriginal Corporation about sustainable river management strategies. These discussions include furthering a goal of the LMMS to implement an Indigenous ranger program to provide maintenance in the rivers.

This model could also include the resignation of Alice Springs Town Council as the Trustee of the Todd and Charles Rivers. Council Officers have further investigated Council's ability to resign from the Trusteeship of the Todd and Charles River and, more specifically, sought clarification on the legal ramifications of resignation and the ability for Council to continue to enforce its By-Laws in the rivers. Please see additional legal advice on this matter below:

### **Legal Advice**

*Thank you for your email seeking clarification on the practical effect of Council renouncing the Trusteeship of the Todd River, specifically, the continued ability or otherwise to apply and enforce its general by-laws (ie made under the Local Government Act rather than under the Trustee's powers) in respect of the Todd River.*

## Law

The Local Government Act provides as follows:

### Part 13.1 By-laws

#### 275 Power to make by-laws

(1) Subject to this Part, a council may make by-laws for the good governance of its area.

(2) The regulations may:

(a) prescribe the subject matter that falls within the ambit of a council's power to make by-laws; or

(b) exclude subject matter from the ambit of a council's power to make by-laws.

This power is expressed in the broadest possible terms. The practical meaning and scope of "its area", in the absence of definition will encompass the whole of the geographical Local Government Area. The Local Government Area may or may not include the whole of the land comprising the Todd River but I understand Council is really only concerned with being able to continue to manage that part of the River that is a "public place" for the purposes of the by-laws. Subject to other laws (such as laws protecting private interests in land), Council can therefore theoretically make by-laws affecting or dealing with land owned by other entities, even if those laws allow Council effective control over activities on land that is not owned by, or under Council's care and control.

The Alice Springs (Management of Public Place) by-laws state [relevantly] as follows:

#### 4 Application

These By-laws apply to all public places within the municipality.

#### 5 Definitions

**park, garden or reserve** means land, being a public place, which is vested in, leased or licensed to or under the care, control or management of Council and capable of being used as a park, garden recreation ground, oval, playing field or reserve.

**public place** includes Todd Mall, the Todd River and any place or road which the public are allowed to use, whether or not the thoroughfare or place is on private property but does not include the interior of buildings on private land from which trading is lawfully conducted.



**Part 2.5                      Camping**

**26                      No camping**

*(1) A person must not in or on a public place between 9 pm on the one day and 9 am on the following day, without a permit:*

- (a)      camp;*
- (b)      occupy; or*
- (c)      otherwise reside in any:*
  - (i)      tent;*
  - (ii)     vehicle;*
  - (iii)    caravan; or*
  - (iii)    temporary dwelling.*

*(2) A person who contravenes clause (1) is guilty of an offence.*

**78                      Removal of persons**

*(1) An authorised person may remove or cause to be removed from a park, garden or reserve a person who commits a breach of these By-laws and may, by notice in writing served on the person, refuse the person entry to a park, garden or reserve for a period, not exceeding 6 months, specified in the notice.*

*(2) A person who contravenes a notice under clause (1) is guilty of an offence.*

*So, having regard to those provisions, in my view Council can continue to manage camping on the Todd River under By-law 26 even if it renounces its Trusteeship, but any attempt to force removal or issue an infringement under By-law 78 will likely be unlawful. This is because that By-law relates to “parks, gardens or reserves” that are specifically owned (vested) in Council, or are under its care management and control.*

*Any by-laws or rules made by a new Trustee will automatically take precedence over Council by-laws because of the wide specific powers of the Trustee under the Crown Lands Act.*

**Way Forward**

*In the event that Council does decide to notify Government that it intends to renounce the Trusteeship, the practical way forward would be to engage with the incoming Trustee and work out an allocation of ongoing management duties that suits both, along with arrangements for determining how future management and works on the River will be funded (who will do what, and who will pay for what).*

*Whatever doesn't work for all stakeholders under the current legal framework can be sorted out via contractual arrangements.*

## CONCLUSION

The Council Report 200/23 cncl (Attachment A) provided a comprehensive overview of Alice Springs Town Council's performance in fulfilling its Trustee responsibilities for the Todd and Charles Rivers, and its alignment with the goals of the LMMS. Following the report, Council Officers assessed various options to enhance performance and meet obligations regarding river management.

While Option 1, involving additional staff, was deemed impractical due to the substantial associated costs, Options 2 and 3 present viable alternatives. Option 2, employing additional labour during peak times, addresses the need for immediate maintenance, yet falls short in managing overall grass growth and fire prevention. On the other hand, Option 3, focusing on sustainable river management strategies and collaboration with government and Aboriginal corporations, a sustainable future strategy and ongoing discussion should continue. Discussions for implementing an Indigenous ranger program aligning with LMMS objectives could be pivotal in achieving long-term, culturally sensitive river management.

The ongoing commitment to effective river management remains crucial for safeguarding the environmental integrity of the Todd and Charles Rivers while aligning with broader community objectives outlined in the LMMS.

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030</b> Pillar 3: Environment - Engage and work with Traditional Owners (through Lhere Artepe) to improve ecosystem management
<b>Funding, whole of life costs &amp; resourcing requirements</b>	An additional \$250,000 will be required each financial year to fund casual labour to assist with vegetation management.
<b>Statutory matters / delegations</b>	<b>Legislation:</b> Council has the powers and functions of trustees appointed under section 79 of the Crown Lands Act.
<b>Risk management</b>	Council's risk is highlighted in the report under its obligations as Trustee of the Todd and Charles River. Additionally, Council is held to a high standard by the community to meet its obligations under the Trusteeship and strategies such as the LMMS.
<b>Environmental impacts</b>	The Council is responsible for the upkeep of the Todd and Charles Rivers as part of its Trusteeship. Neglecting this responsibility could heighten the impact of fires, floods, and erosion within the river.

## Council Agenda

23 January 2024

<b>Stakeholder management / public relations</b>	Key Stakeholders of the Todd and Charles River: <ul style="list-style-type: none"><li>• LMMS Advisory Group</li><li>• Lhere Artepe</li><li>• Alice Springs Landcare</li></ul>
<b>Declaration of interest</b>	I the author and approving officer, declare that I do not have a conflict of interest in relation to this matter.

Agenda Item 28.4.1

## REPORT

Report No. 200 / 23 cncl

**TO: ORDINARY COUNCIL MEETING – TUESDAY 24 OCTOBER 2023**

**SUBJECT: LHERE MPARNTWE MANAGEMENT STRATEGY PERFORMANCE REVIEW**

**AUTHOR: DIRECTOR TECHNICAL SERVICES – JOEL ANDREW**

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### **PURPOSE OF REPORT**

A formal review of Alice Springs Town Council (ASTC) obligations in the Todd and Charles River and how well Council is performing against those obligations.

### **RECOMMENDATION(S)**

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

### **REPORT**

#### **1. EXECUTIVE SUMMARY**

Council's obligations and performance against the Lhere Mparntwe Management Strategy and Trusteeship have been reviewed and recommendation to short term and longer-term performance improvement measures have been provided.

#### **2. PREVIOUS APPLICABLE RESOLUTIONS**

The following resolution was passed in the September 2023 Council Meeting:

##### **28. NOTICES OF MOTION**

##### **28.1 Councillor Hopper – Lhere Mparntwe Management Strategy (LMMS)**

Moved – Councillor Hopper

Seconded – Councillor Banks

- 1. Request a formal review of performance against all KPIs as set out in the LMMS Evaluation Framework, including recommendations for improvement.**
- 2. Provide a report to Elected Members that;**
  - a. summarises Alice Springs Town Council's (ASTC) performance against its obligations contained in the LMMS and the ATSC Trusteeship of the Todd and Charles Rivers.**
  - b. identifies potential risk (reputational, financial, other) and legal liability in meeting or failing to meet ASTC obligations**
  - c. provides recommendations to improve management of the Todd and Charles Rivers including immediate and long-term solutions.**

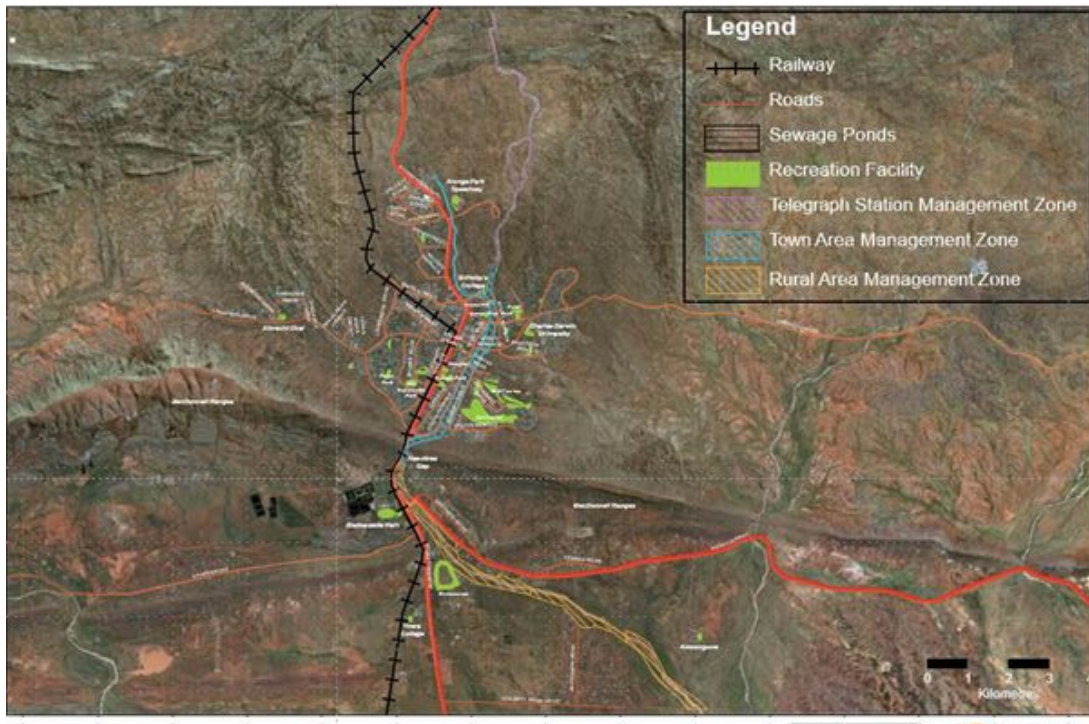
CARRIED (22760)

### 3. **DISCUSSION**

Council Officers have reviewed the current and historical works in the Todd and Charles River to understand the Council's performance against its obligation in the LMMS and Trusteeship of the reserve areas.

A notice published in The Northern Territory Government Gazette No G3, 24 January 1984, by the Minister for Community Development Daryl Manzie, acting under section 339A (1) of the (then) Local Government Act, appointed ASTC to be trustee of the reserved land.

The areas of Trusteeship include the area noted as the Town Area Management Zone in the below map from the LMMS.



The Lhere Mparntwe Management Strategy (LMMS) strategy was adopted by Council in January 2020 with the following resolution:

16 -- CNCL 28/01/2020

#### 14.4.4 Lhere Mparntwe (Todd River) Management Strategy Report No. 5/20cncl

Moved – Councillor Cocking

Seconded – Councillor Auricht

1. That Council provide in-principle support for the Lhere Mparntwe (Todd and Charles Rivers) Management Strategy 2019.
2. That Council Officers continue to work with Northern Territory Government (NTG) representatives regarding the Lhere Mparntwe (Todd and Charles Rivers) Management Strategy 2019 to clarify logistical and fiscal concerns pertaining to the plan's implementation.

CARRIED (20786)



During the development of the strategy, reports provided by Officers raised concerns about the Council's resourcing to undertake the strategy. The report (No. 149 / 19) from September 2019 raised key concerns regarding the Council's expertise and resources to undertake the objectives in the strategy. Based on reviews of Council Operations post adoption by Council of the LMMS, it appears many of these concerns were not addressed and additional resources were not funded to adequately meet the objectives of the plan. The full version of this report can be found in Attachment A of this report.

Excerpts from report No. 149 / 19 from September 2019:

After reviewing the proposed Lhere Mparntwe (Todd and Charles Rivers) Management Strategy 2019, Council Officers have identified the following items that need to be resolved before Council can endorse the document:

Action	Lead Responsibility
Prepare Fire Management Plans for each management zone, to be reviewed annually by the proposed Ministerial Advisory Committee	ASTC/DIPL/PWC

**COUNCIL'S RESPONSE** – Council is responsible for the care, control and management of the Todd and Charles Rivers and has no capacity to prepare or implement a fire management plan for each management zone. This is out of Council's level of expertise.

Expand buffel and couch grass control for fire management into areas important for revegetation with native species.	ASTC/DIPL/PWC
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**COUNCIL'S RESPONSE** – Council is responsible for the care, control and management of the Todd and Charles Rivers and does not have the capacity to expand buffel and couch grass control measures for revegetation with native species. Council's requirement is to undertake litter control, weed management around the trees and islands.

Develop revegetation plans for targeted zones on the basis of expected intensity of use.	ASTC/DIPL/PWC
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**COUNCIL'S RESPONSE** – Council is responsible for the care, control and management of the Todd and Charles Rivers and does not have the capacity to develop revegetation plans for targeted zones on the basis of expected intensity of use.

Identify the location of discarded infrastructure and arrange for its removal.	DIPL/ASTC
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**COUNCIL'S RESPONSE** – Council does not have the financial capacity to undertake this component of the project

Based on an assessment of current erosion risks, formalise and stabilise pedestrian and vehicle access tracks to mitigate erosion, including through the installation of additional bollards and/or other barriers where required.	ASTC/DIPL/DENR
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**COUNCIL'S RESPONSE** – Council is responsible for the care, control and management of the Todd and Charles Rivers and does not have the financial capacity to conduct assessment on erosion.

**Summarises Alice Springs Town Council's (ASTC) performance against its obligations contained in the LMMS and the ATSC Trusteeship of the Todd and Charles Rivers.**

Council's performance has been reviewed against the LMMS in a traffic light table provided below. In summary, of the 25 objectives of the strategy that relate to ASTC, 19 have been achieved or partially achieved and 6 are not yet achieved.

LMMS Objective Summary	
Achieved	7
Partially Achieved	12
Not yet Achieved	6
<b>Total</b>	<b>25</b>

**LMMS Objectives Assessment Table**

Objective 1: Protect and enhance the natural and cultural values of the rivers				
Issue	Action	Lead Responsibility	Timeframe	Current Status
Uncontrolled fires destroy mature red gums that are a visual signature of the town and support a multitude of native plant and animal species and have significant cultural values.	Prepare Vegetation and Fire Management Plans for each management zone, to be reviewed annually by the proposed advisory committee	ASTC/DEPWS/DIPL/DTSC/NTFRS	6 months	Draft Vegetation and Fire Management Plan has been produced, not yet adopted by the LMMS IAG but followed as a management guideline.
Introduced buffel and couch grasses have invaded and dominate large sections of the river banks to the almost complete exclusion of native understory species.	Prioritise buffel and couch grass hazard reduction for fire management into areas important for tree protection and re-emergence of native species.	ASTC/DIPL/DTSC	Ongoing	ASTC through its MOU with Corrections undertake fuel load management in key areas of the town section of the Todd River. DEPWS has facilitated various ASCC Work Crew 'operations' to intensively manage fuel loads, including collaring of trees and cutting of fire breaks in the lower Todd and Charles Rivers, and through



				Parks and Wildlife the management of the AS Telegraph Station vegetation in keeping with the ASTS Plan of Management. DEPWS has also conducted regular post rain opportunistic herbicide treatments in the lower Todd and Charles Rivers to maintain the slashed collars. This action is in keeping with the agreed approach detailed in the Fire and Veg Management pan.
These grasses accumulate much larger fuel loads than native species causing more intensive and more frequent fires and substantially greater ecological damage. Management of both grasses is critical to minimising loss of river red gums and encouraging return of native species.	Develop a Fire and Vegetation Management Plan for targeted sub-zones on the basis of biological and cultural values as well as expected intensity and type of use.	ASTC/DIPL/DTSC/community	Subsequent to Vegetation and Fire Management plans	Draft Vegetation and Fire Management Plan has been produced but not adopted by the IAG. Notwithstanding, the processes described in the plan are followed as management guidance.
	Landcare to work with partners to restore identified target sections of the Todd River.	Landcare/ASTC/DIPL	Ongoing	Landcare actively supported by ASTC through partnership and MOU. One off NTG Environment Grants provided to various groups

				to manage specific areas of high ecological or cultural value.
	Expand support the existing efforts undertaken by Alice Springs Landcare between Gosse Street and Stott Terrace on the eastern bank and by the Olive Pink Botanic Garden between Stott Terrace and Tuncks Road.	All	Ongoing	Landcare actively supported by ASTC through partnership and MOU. Area of river outside Botanical Gardens looked after by Olive Pink Botanical Gardens in previous years, but funding for this is no longer available.
Woody weeds (White Cedar, Albizzia, etc.) have invaded the town's large open stormwater drains and have potential to impede water flow. Discharging into the rivers these drains are already a source for downstream weed infestation.	Include weed management in the Vegetation and Fire Management Plan for the town area.	DIPL/ASTC/DTSC/	6 months	Draft Vegetation and Fire Management Plan has been produced but not adopted by IAG. Used as guidance material.
Mexican poppy is a Class B and Class C prickly weed that affects amenity of the river. The weed is being	Work with responsible authorities and interested parties in removal and monitoring of Mexican poppy in the areas of the	DIPL/ASTC/DEPWS	Ongoing	Ongoing monitoring and weed spraying taking place.

managed by Landcare groups and is still sparse in the areas of high public use north of Heavitree Gap. It is important to exclude this invasive species to maintain public amenity in this part of the river through town.	river upstream from John Blakeman Bridge and the town drains.			
	Ensure litter crews able to identify and treat infestations.			Achieved and ongoing
<b>Objective 2: Encourage more locals and visitors to use the rivers in culturally and ecologically sensitive ways for recreation and relaxation.</b>				
Some residents and visitors avoid walking in the rivers due to concerns about rubbish and safety.	Ongoing proactive management of rubbish within the river and along the banks.	ASTC/DIPL	Ongoing	Litter crews undertaking daily litter pickup. Improvements could be made to key areas where substantial amounts of rubbish accumulate due to rough sleepers. Charles Creek and Lower Todd Rivers remain a significant area of concern for litter, living waste and illegal residential dumping.
Redundant infrastructure within the river is an eyesore and gives the impression the rivers are not valued.	Identify the location of redundant or discarded infrastructure and plan for its removal.	DIPL/ASTC	1 year	Not yet actioned - mainly abandoned bore infrastructure

<p>While the rivers are used for recreation, relaxation, camping and community events such as the Henley on Todd, the river beds are generally ignored. Little information is accessible for locals and visitors to gain an understanding of the importance of the rivers.</p>	<p>Develop a series of communication products to assist the community to understand and celebrate the cultural and ecological values of the rivers, including:</p>	<p>Advisory group with assistance from DEPWS/DIPL/DTSC/ASTC</p>	<p>Develop a communications plan to include a series of communication products within 1 year</p>	<p>Master Plan publication produced and "Natures Boarding House Posters reproduced and distributed to schools. Strategy should be ongoing.</p>
	<ul style="list-style-type: none"> <li>•improved interpretative facilities along the rivers</li> </ul>			<p>Not yet actioned</p>
	<ul style="list-style-type: none"> <li>•education materials for use in schools (including redevelopment of the Nature's Boarding House and Birds of the Todd checklist posters)</li> </ul>			<p>Natures Boarding House reproduced and distributed.</p>
	<ul style="list-style-type: none"> <li>•materials that improve understanding of the connections between stormwater drains and the rivers behaviour</li> </ul>			<p>Not yet actioned</p>
	<ul style="list-style-type: none"> <li>•promotion of nature-based activities in the rivers</li> </ul>			<p>Not yet actioned</p>
	<ul style="list-style-type: none"> <li>•develop Community Recreation Zones</li> </ul>			<p>Not yet actioned</p>
	<ul style="list-style-type: none"> <li>•contribute to the discussion on the impact of camping in the rivers.</li> </ul>			<p>ASTC bylaws being enforced with education to campers on alternative options</p>
<p>Commercial developments along the rivers mostly face away as</p>	<p>Encourage and advocate to businesses located along the river,</p>	<p>All</p>	<p>As part of communications plan</p>	<p>Not yet actioned</p>

if to avoid an interface with this outstanding natural feature.	schools and interested organisations to become involved in care of the river corridor.			
There has been considerable development of public amenity along the river corridor in recent years including well-used bicycle and pedestrian paths. Potential remains to further enhance the rivers for public use.	Careful placement of street furniture lighting and landscaping features combined with selected replanting of targeted areas to improve visitor experiences, increase safety and would encourage locals to value the rivers Leichhardt Terrace and area adjacent to Olive Pink Botanical Gardens should be prioritised.	DIPL/ASTC	Dependant on review below, then ongoing	New lighting and structure recently completed and blend in well with the environment.
	Review previous proposals and past public consultations to identify priority projects for additional infrastructure along the rivers.	DEPWS/DIPL/ASTC	1 year	Recent project of lighting and river structure has been completed. Reinvigorating the Alice Town Centre looking at the areas along Leichardt Tce
Vehicle movements in and along the river banks are largely unrestrained creating an ugly network of wheel tracks.	Based on an assessment of current erosion risks, formalise and stabilise pedestrian and vehicle access tracks to mitigate erosion, including	ASTC/DIPL/DEPWS/ PFES/DTSC/AAPA		Preferred entry and exit points to the river have been identified together with bollard requirements to limit access in other areas. Some bollards complete. Areas

	through the installation of barriers where required.			of concern being actioned on a need's basis.
These destroy remnant native vegetation, spread weeds and have potential to channel water and erode the banks, especially after prolonged dry periods.	Work towards the exclusion of unnecessary vehicle traffic.	ASTC/DIPL	Over 5 years	
	Develop a prioritised erosion repair program.	DTSC/ASTC/DIPL	Over 5 years	DEPWS has conducted an audit and provided an erosion action plan identifying three key areas for remediation by ASTC and DIPL. Not yet actioned
<b>Objective 3: Governments, business and the community to work collaboratively to care for the rivers.</b>				
	Encourage and facilitate commitment by individuals, schools and community groups in managing fuel loads in small sections of the rivers. Encourage recurrent funding from all levels of government and philanthropists to promote maintenance	Advisory group	Ongoing	not yet achieved - ongoing - small grants provided from time to time to Landcare and other groups to manage specific sections of the river. opportunities through ABA and NTG environment and ranger grants to be explored subject to outcome of LAAC Ranger Program development and Buffel Grass

	and eventual expansion of the management area.			Technical Working Group recommendations.
	Encourage and support the development of an Mparntwe Ranger Group in conjunction with relevant organisations in accordance with the aspirations of Mparntwe sacred site custodians.	Advisory group/CLC/ AAPA/DIPL/DTSC/ ASTC	Ongoing	There Artepe (LAAC) has received time limited ABA funding to work in partnership with CLC to develop a Land Management Ranger Program - anticipated. Ideally LAAC will take over the management of the LMMS and carry out care, protection and maintenance of the river corridor based on service agreements with respective land holders responsible for care & protection of the river. (P&W, ASTC, DIPL)
Key management activities should be monitored to determine the level of achievement and whether modifications are indicated.	Establish a monitoring program for assessing progress and achievement in the implementation of the Strategy.	Advisory group/ community with support of DEPWS	1 year	Evaluation framework developed



**Identify potential risk (reputational, financial, other) and legal liability in meeting or failing to meet ASTC obligations.**

The obligations of Council regarding the Trusteeship of Todd and Charles Rivers holds the higher duty of care that the LMMS and are summarised by Council's Solicitor below:

**1. Obligations of Council in relation to Trusteeship of Reserve 1708**

*Section 183(1) of the Local Government Act NT 2008 (now section 268 of the Local Government Act NT 2019), provides that:*

*"If Council agrees, the Minister may...by gazette notice...place a reserve in the Council's area under the care control and management of Council." If the Minister does so, then Council has the powers and functions of trustees appointed under section 79 of the Crown Lands Act.*

*"Reserve" is defined as a reserve under section 76 of the Crown Lands Act. Without setting out the whole of the lengthy provision and taking the gazette on face value I am satisfied that Reserve No. 1708 does meet the definition of a reserve.*

*We then return to section 79 of the CLA to see what Council's "powers and functions" as a Trustee are. Those are set out in sub-sections (7) onwards, by and large:*

- (7) The trustees of reserved land mentioned in subsection (1) must, at the times directed by the Minister, forward the Minister a report on the administration of the trust and on any related matters as specified by the Minister from time to time, and must give the Minister a statement of revenue received and expenditure made during the period specified by the Minister.*
- (8) Notwithstanding this Act or any law in force in the Territory, the trustees of land so reserved as referred to in subsection (1) may use or authorise other persons to use the land for sporting or other functions, and may charge or authorise other persons to charge for the admission of persons and vehicles to the land or a part of the land when the land is so used.*
- (9) The trustees of any land reserved as referred to in subsection (1) or for any other public purposes certified by the Minister to be a like purpose, may make by-laws, not inconsistent with this Act for the control and management of the reserve and, in particular, providing for or in relation to:*
  - (a) the times at which the reserve or portions of the reserve are to be open and closed; and*
  - (b) the conduct of persons when on the reserve; and*
  - (c) the days on which, and the limits within which, sports and games, or training for sports and games, may be permitted on the reserve and otherwise regulating or prohibiting sports and games, or training for sports and games, on the reserve; and*
  - (d) the prevention or the regulation of the admission of vehicles or animals to the reserve, and for the destruction of such animals if trespassing on the reserve; and*
  - (e) the speed of vehicles and the parking of vehicles within the reserve; and*
  - (f) the prohibition or the regulation of the sale or display for sale of goods, wares or merchandise on the reserve; and*
  - (g) the prevention of damage or injury to, or destruction of, trees and other vegetation on the reserve; and*
  - (h) the prevention of damage or injury to, or destruction or defacement of, buildings, structures or erections or natural features on the reserve; and*

- (j) *the prevention of nuisances on the reserve; and*
  - (k) *the charging of fees by the trustees, or by other persons, for admission to the reserve or a part of the reserve; and*
  - (m) *the authorisation of persons to demand the names and information as to the place of abode of persons who are believed on reasonable grounds to have contravened or failed to comply with a by-law and requiring persons to comply with such a demand made by a person so authorised; and*
  - (n) *the removal from the reserve of persons who are believed, on reasonable grounds, to have contravened or failed to comply with a by-law; and*
  - (p) *the imposition of maximum penalties of, or of not more than an amount equal to, 4 penalty units for the contravention of, or failure to comply with, a by-law.*
- (10) *A by-law made under subsection (9) must be signed by the Chairperson of the trustees and section 57 of the Interpretation Act 1978 does not apply to or in relation to it...*

*This outline looks much more similar to the exercise of the usual powers Councils have in respect of their general catchment areas. However, Council is now considering the proposed management strategy, which seeks to include further duties and obligations on Council to care for, preserve and manage the land, which Council does not necessarily have the expertise or budget to provide.*

*In determining the breadth of Council's responsibilities where land is generally under its "care management and control", we have only the ordinary meaning of those words to look to, and common sense dictates that Council will perform its functions in relation to the particular land to the extent required under the legislation having regard to practical and budgetary restraints. However, a Trustee has a higher duty than a regulatory body exercising its basic statutory functions, so we need to look further at the relevant statutes and the general law of Trusts to ascertain where the duties might lie.*

*Section 106(f) of the CLA provides that regulations may be made in respect of:*

*"...matters in relation to the control, care, protection, preservation, improvement and management by the Minister, or by trustees, as the case may be, of any lands reserved for the recreation or amusement of the public or for any other public purpose and for the preservation of good order and decency on any such lands;"*

*I assume no such regulations have been made, however this section does widen the concept of care management and control relation to reserves, through use of the additional words "protection, preservation, improvement...", which may indicate an intention of Parliament to have reserves cared for to a higher standard, that is, more in keeping with the relationship of Trust.*

*At common law, where property is held on Trust, the Trustee is the legal owner, but the stated beneficiaries, charitable objects, or in this case, the public and Aboriginal interest holders, are entitled to the benefit of the Trust. The relationship between the Trustee and the entitled beneficiaries is a fiduciary one, meaning "of the utmost good faith", which requires the Trustee to act in the best interest of the beneficiary at all times.*

*The nature of the property is that it carries Aboriginal interests, is vulnerable to weather events, effects of neglect of the environment, and vandalism/criminal or offensive behaviour generally. It is therefore not unreasonable to say that the proper exercise of the duty as Trustee extends well beyond a base level of management in relation to this property. This is especially so given the fragility of the area, and the fact that vulnerable areas in which local Aboriginals have very significant interests in have clearly been thought about by Parliament, viz the regulation making power referred to above, and also supported by section 5 of the LGA which says:*

## **5. Rights and interests of Aboriginal traditional owners**

*The rights and interests of Aboriginal traditional owners, as set out in the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth) and the Native Title Act 1993 (Cth), are to be recognised and the delivery of local government services must be in harmony with those Acts.*

*While the legislation has not specifically prescribed patently higher duties than would ordinarily be expected of a Council, it does have the power to do so, and in my view the obligations of Council when acting as Trustee should probably be pitched somewhere between its general “care control and management” duties and the very high duty that a Trustee owes to a beneficiary.*

*In light of all the surrounding circumstances, I am of the view that the matters expressed by Council’s response to the Memorandum from Director Technical Services (Report no. 149/19) as being over and above its expertise and capacity, for example, fire prevention and management strategy (including control of grasses as noted in the report), addressing revegetation for erosion control are nonetheless within the responsibility of the Trustee to address as part of its obligation to act in the best interest of the beneficiaries of the property, and deliver if not the highest and best, then at least a reasonable level of protection strategy commensurate with Council’s reasonable ability.*

## **6. Ramifications of Resignation and Legal Liability**

*Council should consider the wide powers of the Trustee to control the Reserve (including the power to charge fees for entry and make by-laws enforceable by the issue of penalty notices). There is a question as to whether the management of the Reserve is better left in the hands of Council so that it controls those matters (including the ability to take revenue, plan and to ensure continued availability of the Reserve to the general public for events as well as potentially being better placed to make and enforce by-laws, receive complaints and manage the Reserve generally, then Aboriginal representatives may be. If Council resigns, that power will all transfer to the new Trustee. A risk analysis needs to be undertaken that considers whether in divesting itself of the responsibility, Council might suffer unforeseen circumstances.*

*In terms of the practical effect of the legal liability (assuming my analysis is correct, a breach of Council’s duty as Trustee would essentially amount to a breach of statutory duty), there may be little or none, given the unlikelihood of public or Aboriginal interest holders taking action, which might be assumed to only be a risk in very serious circumstances. It is highly unlikely that the NT Government would take any action even if it did consider Council in breach (and it may not). It would surely use its regulation making power to impose greater obligations on Council if it were concerned that the Reserve was not being properly cared for. In the meantime, I would suggest that in the absence of actual decay of the Reserve being evident, it is reasonable for Council to consider its budgetary restraints reason enough not to take certain action, however, given report 149/19, it would appear timely for government, Council and the TO’s to consider who is best placed to act as Trustee going forward, and where the money is going to come from to address at the very least the critical needs of the Reserve raised in the proposed management strategy.*

Council not only holds the obligations of the of the Trusteeship, but also the expectation of the residents of Alice Springs who hold Alice Springs Town Council to a high standard maintain the natural and environmental features of towns landscape, including the Todd and Charles Rivers. This expectation of Council and other government agencies can be seen in the concerns raised which led to the creation of the LMMS, and more recently with concerns raised regarding the fires in the Todd River. Concerns regarding the failures to protect sacred trees from fire have highlight a reputational risk to Council and highlight the resources required to meet the objectives Council has under its Trusteeship and committed to in the LMMS.

**Provides recommendations to improve management of the Todd and Charles Rivers including immediate and long-term solutions.**

Immediate efforts have focused on protecting trees and Council Officers have completed an audit of the river to establish key areas to prioritise efforts. Council has engaged casual labour and assigned some of Council's Works Teams to the river to cut grasses and provide a protection buffer around large established trees. Ongoing discussion are underway with Corrections to get teams to assist with efforts to clear grass prior to summer.

Long-term solutions have been investigated and options discussed with key stakeholders and interest groups. As the river is a key environmental and cultural asset a number of stakeholders have shown interest in being involved in more active land management in the river. Key long-term solutions for the river include the following:

1. Council undertakes review of budget requirements to meet its obligations under the trusteeship and LMMS as part of the 24/25 FY.
2. Council undertake community events to encourage Landcare and protect trees. Such as buffel busting days
3. Work with Traditional Owner (through Lhere Artepe) to develop and ranger program to provide Landcare in the Todd and Charles River.
4. Council investigate resigning its trusteeship of the rivers in favour of the Northern Territory Government taking over responsibility of the whole river corridor as they currently manage north and south of Town Area Management Zone.
5. Work with Alice Springs Landcare to provide further support for their efforts in the river.

**4. ALIGNMENT WITH ALICE SPRINGS LIVEABILITY AND SUSTAINABILITY 2030 STRATEGIC PLAN**

This item pertains to relevant components of the *Alice Springs Town Council Liveability and Sustainability Strategic Plan 2030* as follows:

***Pillar 3 – Environment***

Engage and work with Traditional Owners (through Lhere Artepe) to improve ecosystem management.

**5. FUNDING, WHOLE OF LIFE COSTS & RESOURCING REQUIREMENTS**

Currently Alice Springs Town Council budgets for 2 River Crew staff to undertake litter collections.

Alice Springs Town Council has an MOU with Corrections to undertake works which include grass cutting in the Todd and Charles Rivers.

**6. RISK MANAGEMENT**

Council's risk are highlighted in the report under its obligations as Trustee of the Todd and Charles River. Additionally, Council is held to a high standard by the community to meet its obligations under the Trusteeship and strategies such as the LMMS.

**7. ENVIRONMENTAL IMPACTS**

Council has obligations to maintain the Todd and Charles Rivers under its Trusteeship and failure to do so can increase the effects of fires, floods and erosion in the river.

**8. STATUTORY MATTERS / DELEGATIONS**

Council has the powers and functions of trustees appointed under section 79 of the Crown Lands Act.

**9. COUNCIL POLICIES**

Not Applicable

**10. STAKEHOLDER MANAGEMENT / PUBLIC RELATIONS**

Key Stakeholders of the Todd and Charles River:

- LMMS Advisory Group
- Lhere Artepe
- Alice Springs Landcare

**11. CONCLUSION**

Council is achieving or partially achieving 19 of its 25 actions in the LMMS. However, a number of deficiencies in the resourcing requirements to fully undertake the LMMS and obligations under the trusteeship have been noted and Council will investigate alternative models of management of the Todd and Charles River.

**12. ATTACHMENTS**

**Attachment A:** *Report (No. 149 / 19) from September 2019*

**Attachment B:** *Lhere Mparntwe Management Strategy 2019*



Joel Andrew

**DIRECTOR TECHNICAL SERVICES**

## Council Report

Agenda item: 28.5.5  
Author: Technical Officer Infrastructure and Assets, Sabin Awal  
Approver: Director Technical Services, Joel Andrew  
Our Reference: 19 / 24 cncl  
Attachments: Nil

**Report Title:** Transfer Funds from Information Technology Budget to Technical Services Budget for Building Assessments

### RECOMMENDATION

1. That Council approve the CEO, under delegation 8.6 – authority to recommend to Council unbudgeted expenditure, to transfer \$215,000 from Information Technology - Operational Budget (GL 746.25.241) to Technical Services - Operational Budget (GL 14.25.211).
2. That Council note that the budget change will be reflected in the second budget revision for the 23/24 FY.

### PURPOSE

This report seeks endorsement from Council to proceed with transferring \$215,000 from Information Technology - Operational Budget, GL 746.25.241, to Technical Services - Operational Budget, GL 14.25.211, for conducting the condition assessment of various ASTC facilities/assets.

### PREVIOUS APPLICABLE RESOLUTIONS

Nil

### DISCUSSION

The Technical Services Department has recently obtained quotes from consultants for conducting condition assessments in three council facilities: Civic Centre, ASALC, and Traeger Park. The quotes received range from approximately \$260,000 to \$374,000.

The Technical Services Department currently has a budget of \$100,000 to complete these assessments in the Technical Services - Operational Budget (GL 14.25.211). This amount will be inadequate to engage a consultant for all the required condition assessments.

## Council Agenda

23 January 2024

Council Officers are seeking additional funding to cover the expected shortfall of an estimated \$175,000. To address this, the Technical Services Department proposes obtaining an additional \$200,000 from the Information Technology - Operational Budget (GL 746.25.241). This funding, along with a contingency of \$40,000, will enable us to engage a consultant for the necessary assessments.

This funding in the Information Technology - Operational Budget line (GL 746.25.241) was originally budgeted for funding the Asset Management software which will no longer be acquired this financial year, therefore, these funds may be available for conducting condition assessments on Council's facilities. The funding for the asset management software will still need to be budgeted in future year and this will be included in upcoming Council budgets. Undertaking these assessments in the 2023 / 2024 financial year will assist with the future Asset Management Project and implementation.

**CONCLUSION**

It is recommended that the Council approves the transfer of \$215,000 from the Information Technology – Operational Budget (GL 746.25.241) to the Technical Services – Operational Budget (GL 14.25.21). This transfer is crucial to ensure that a thorough assessment of council assets is conducted, enabling council officers to take necessary action such as remedial work or asset replacement. This will effectively maintain the facilities for the benefit of team members, Elected Members and the public.

<b>Alignment with strategic plans</b>	<p><b>Alice Springs Sustainability &amp; Liveability 2030</b></p> <p>Pillar 5: Governance and Civic</p> <ul style="list-style-type: none"> <li>- Finalise and implement an Asset Management Plan for Council assets, including a review of all Council land holdings.</li> <li>- Increasing utilisation and maintenance of Alice Springs Town Council assets</li> </ul> <p><b>Municipal Plan 2023/2024</b></p> <p>Pillar 5: Governance and Civic</p> <ul style="list-style-type: none"> <li>- Undertake complete condition assessments of three facilities</li> </ul>
<b>Funding, whole of life costs &amp; resourcing requirements</b>	<p>Technical Services Department has \$100,000 left on GL 14.25.211, Consulting fees line on Technical Services - Operational budget to conduct condition assessment for various facilities. With this we would like to seek \$215,000 for potential shortfall of approximately \$175,000 with an additional \$40,000 contingency.</p> <p>The asset management system will funding will need to be included in future year's Council budget and is still estimate at \$215,000 for the first year.</p>



## Council Agenda

23 January 2024

<b>Statutory matters / delegations</b>	<b>Legislation:</b> Local Government Act and Regulations Local Government Accounting Regulations Local Government General Regulations  <b>Policy:</b> Procurement Procedures finance 2023
<b>Risk management</b>	Condition assessment of three ASTC facilities will be undertaken to ensure proper maintenance of the council facilities for the benefit of staff and public.
<b>Environmental impacts</b>	N/A
<b>Stakeholder management / public relations</b>	N/A
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## Council Report

Agenda item: 28.5.7

Author: Manager Infrastructure, Stephen Baloban

Approver: Director Technical Services, Joel Andrew

Our Reference: 8 / 24 cncl

Attachments: A. [ASTC Verge Development Guidelines and Permit](#)  
B. [City of Darwin Verge Management Guidelines](#)  
C. [City of Darwin Verges Policy 0051](#)

Report Title: Proposed Verge Maintenance by Residents

### RECOMMENDATION

1. That Council instruct the Council CEO to begin undertaking and implementing new by-laws, policies and consultation that would make residents responsible for maintenance of verges adjoining their properties.

### PURPOSE

The Alice Springs Town Council (ASTC) is one of only a few Councils that are responsible for the maintenance of verges on Council controlled roads. Council proposes to change this approach to that of the vast majority of Councils and have residents maintain the verge adjoining their property.

### PREVIOUS APPLICABLE RESOLUTIONS

Nil

### DISCUSSION

ASTC is responsible for the maintenance of verges on Council controlled roads; parks, laneways, public open spaces, sporting facilities and open stormwater drains as well as Crown Land under many agreements with the NT Government.

ASTC mowing crews are responsible for approximately:

1. 370 kilometres of verges
2. 14.5 kilometres of laneways
3. 6 sporting ovals and complexes equating to 40 hectares of maintainable area
4. 58 parks equating to another 42 hectares of maintainable area
5. Reserves and rivers totalling an additional 158 hectares of maintainable area

This equates to a total of 240 hectares of grassed areas to be maintained by Council staff.

All suburban grassed areas are maintained by two (2) crews containing two (2) staff in each crew. The town is divided up into half with each crew responsible for all the turfed areas in their zone, including Ovals, laneways, verges, parks and drains. Council also engages the NT Governments Alice Springs Correctional Centre (ASCC) to assist with the maintenance of grassed areas within the municipality, however, this is always dependent on the ASCC workloads and availability. During times of high rain, and dependent on ASCC assistance, it takes Council mowing staff 4 months to complete mowing of all the verges within the town. This often involves pulling staff from other duties to assist and engaging casual labour.

### Legal Advice

The Alice Springs Town Council has sort legal advice from a Legal Consultant on the requirements to pass over responsibility to maintain verges to residents.

The Legal Consultants advice in this matter is:

1. *Council may pass a by-law and, if it wishes, institute a Policy pursuant to that by-law requiring residential land owners to maintain the verge adjoining their property.*
2. *Council does need to bear in mind that it is not able to pass through legal liability for any injury or damage occurring on verges where a residential occupier fails to properly maintain a verge.*
3. *The procedure for Council to put this measure in place is as follows:*
  - a. *Legislate a by-law to give any future policy legal force and ensure that Council can issue an infringement notice for failure to comply;*
  - b. *Carry out communications with land owners/occupiers to ensure people understand the requirement and notify in what circumstances a property owner may "opt out" of the requirements where special circumstances exist.*
  - c. *Publish a detailed policy (and guidelines if needed).*

Like the majority of Australian Councils, Darwin City Council has a Verge policy (Refer Attachment C) and Guidelines (Refer Attachment B) and has also made a by-law to deal with this issue of maintenance of Verges on Council controlled roads.

*Division 5 of the Darwin City Council By-Laws (2023). By-Laws 102 and 103 are as follows:*

**102 Prohibitions relating to vegetation**

- (1) A person must not remove or damage vegetation on City property or public land unless:
  - (a) the vegetation is being trimmed in accordance with by-law 103; or
  - (b) the person has an authorisation for the conduct.

*Examples for clause (1)*

  - 1 *Driving a vehicle on park land.*
  - 2 *Cutting a tree on City property.*
  - 3 *Digging up a flowerbed on City property.*
  4. *Plucking, cutting or taking from a public flowerbed.*
- (2) A person must not, without an authorisation, plant vegetation on City property or public land.
- (3) A person commits an offence if the person fails to comply with clause (1) or (2).

Maximum penalty: 50 penalty units.

*Note for clause (3)*

*The infringement amount is 2 penalty units.*
- (4) An offence against clause (3) is an offence of strict liability.

**103 Trimming vegetation**

- (1) The owner or occupier of land adjoining a footpath, verge or road must trim or otherwise maintain vegetation on the land to prevent the vegetation:
  - (a) obstructing or damaging the footpath, verge or road; or
  - (b) becoming a hazard to persons or property.

*Examples for clause (1)*

  - 1 *Trimming a tree or shrub that blocks a footpath.*
  - 2 *Mowing grass to prevent infestation by snakes or vermin.*

For the Alice Springs Town Council to implement residential land owners maintaining the verge adjoining their property, Council would have to do the following:

- Pass a By-Law
- Institute a Policy pursuant to that by-law requiring residential land owners to maintain the verge adjoining their property.
- Undertake public consultation
- Update Councils Verge Development Guidelines (Refer attachment A)
- Engage extra Ranger staff to enforce the by-laws until land owners are familiar
- Consult with the NTG over Verges on NTG controlled roads
- Consult with NT Housing
- Continue slashing of verges in rural areas (fire safety)
- Ensuring safe pedestrian access is maintained

#### **Other Jurisdictions Verge Policies**

Within the Northern Territory both the City of Palmerston and City of Darwin have policies and by-laws in place to make residents responsible for verges.

*The City of Palmerston Council encourages a sense of ownership and ongoing maintenance of verges by the adjoining owner, along with pruning any overhanging vegetation from your property and on your verge. To assist with the maintenance of your verge, Council provides an annual verge assistance program. As part of this program topsoil and grass seeds will be delivered to your property for free. Street trees are maintained by the Council through a street tree maintenance program.*

#### **By-Law Change**

In discussion with the Local Government Unit of Ministry of Chief Minister and Cabinet, the estimated timeframes to implement new By-Laws is estimated at over 18 months. Recent updates and new By-Laws undertaken by both the City of Palmerston and City of Darwin also reflect this advice with timeframes exceeding 18 months. As such, this is the recommendation of this report is to commence this process following the endorsement of Council, but at this time Officers cannot provide a firm date on when any new By-Laws would be in place.

#### **CONCLUSION**

That Council consider imposing the maintenance of verges on Council controlled roads to residential land owners to maintain the verge adjoining their property.

<b>Alignment with strategic plans</b>	<b>Alice Springs Sustainability &amp; Liveability 2030</b> Pillar 1: Liveability - Continue to develop, maintain and renew Council owned assets that encourage active lifestyles  <b>Municipal Plan 2023/2024</b> Pillar 1: Liveability Pillar 3: Environment
<b>Funding, whole of life costs &amp; resourcing requirements</b>	Council will require extra Rangers to initially enforce the new By-Laws.
<b>Statutory matters / delegations</b>	<b>Legislation:</b> Local Government Regulations and Act NT Control of the Roads Regulations and Act  <b>Policy:</b> New Verge policy
<b>Risk management</b>	Council does need to bear in mind that it is not able to pass through legal liability for any injury or damage occurring on verges where a residential occupier fails to properly maintain a verge.
<b>Environmental impacts</b>	Verges may not be maintained to a high standard.
<b>Stakeholder management / public relations</b>	Council will have to carry out consultation with property owners before implementing the new verge policy and by-laws.
<b>Declaration of interest</b>	We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.
<b>Reason for confidentiality, if applicable</b>	This item is considered "confidential business" pursuant to section 99(2) of the Local Government Act 2019 and regulations 51(1)(a) and 52 of the Local Government (General) Regulations 2021 – information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.



# **VERGE DEVELOPMENT GUIDELINES & PERMIT**

## **For Residential and Commercial Properties**

*It is important for property owners to be aware of their  
responsibility associated with landscaping and maintaining  
Council's verge.*

*January 2019*



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## 1. Verge Guideline Statement

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### **AIM:**

To provide and maintain safe, environmentally responsible and visually attractive roadside environments for the Alice Springs community

### **GUIDELINE OBJECTIVES:**

1. To enhance the unique elements of Alice Springs natural, cultural and townscape elements.
2. To establish a benchmark in landscape planning, design, implementation and maintenance that adopts best practice and the principals of environmental responsibility.
3. To establish and maintain a high level of community involvement and ownership in the development and maintenance of suburban verges.
4. To establish and maintain quality and timely maintenance of all verges and roadsides within the municipality.
5. To provide a safe environment for pedestrians and cyclists
6. To establish safe access and regress from properties

### **GUIDELINE STATEMENT:**

Alice Springs Town Council (ASTC) recognises that the landscape character of any region is a combination of aesthetic, physical, cultural and social qualities that create a distinctive and identifiable "Sense of Pride". Recognition and retention of the cultural and natural values of a place is important to preserve local identity within the wider national context and to demonstrate community and local government pride in the town.

To ensure that future streetscape projects retain this identity and whilst maintaining a safe environment, it is necessary to establish strategic principals to provide a framework for future design and implementation. **This policy aims to encourage verge development** whilst identifying and reducing risk to pedestrian and vehicle traffic, property damage and ASTC workers safety.

## **2. Alice Springs Town Council Verge Responsibilities**

This policy incorporates all verges and roads under control of the ASTC. ASTC maintenance on verges includes weeds eradication, mowing and brush cutting. Rural roads are slashed. ASTC Tree Policy endeavours to provide 1 tree per residential allotment.

ASTC is endeavouring to eradicate all weeds on verges to give the town a natural desert landscape. ASTC encourages maintenance of verges in front of homes by residents by way of mowing brush cutting and litter control.

ASTC has the responsibility and authority to enforce the guidelines within this policy. This could include directions to remove certain non-conformances with the ASTC Verge Development Policy. Failure to complete directions may result in ASTC removing the policy non-conformances and recovering associated costs.

Responsibilities of ASTC include:

- Mowing of Verges on lawns established by ASTC
- Tree Planting
- Tree Maintenance
- Tree Safety
- Tree Removals
- Tree Preservation
- Tree Diagnosis and Pest Treatment
- Stump Removal and Stump Grinding
- Weed Eradication
- Policy Enforcement

### **3. Ownership of Roads within Alice Springs**

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This Verge Development Guideline refers specifically to those roads, verges and lanes controlled by ASTC. ASTC controls all roads within the municipality except those listed below, which are maintained by the Northern Territory Government:

- North Stuart Highway
- Telegraph Terrace
- South Stuart Highway
- Larapinta Drive
- Stott Terrace
- Sadadeen Road
- Undoolya Road (Grevillea Roundabout to Undoolya Boundary)
- South Terrace (Stephens Roads Causeway to South Stuart Highway)
- Ross Highway
- Stephens Road
- Rogervale Road
- Santa Teresa Road

For all work on Northern Territory controlled verges **APPROVAL IS REQUIRED** from the Department of Planning and Infrastructure (DPI). The application form is available on the DPI website, or contact 0889 515 211 for any queries. Forms can also be collected from the Greatorrex Building in Parsons Street, Alice Springs.

#### 4. Verge Requirements

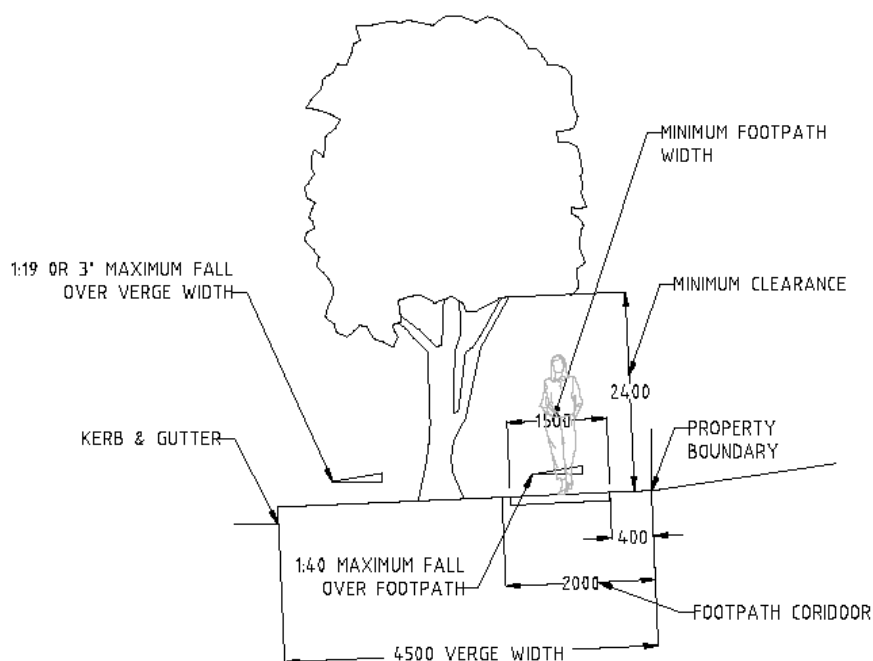
There is to be **no works within 2000mm** from the footpath corridor. This is to ensure pedestrian can safely access onto the verge.

If pedestrian or vehicular access is impeded in any way, a **traffic management plan must accompany the application**. The traffic management plan will explain in detail all measures that will be undertaken to ensure pedestrian and vehicular safety is maintained for the duration of the project.

All material is to be retained within the landscaping works to restrict material spilling onto footpaths or roadways causing a hazard to pedestrians and vehicular traffic. If you wish to grow a lawn on your verge, approval is required due to ongoing maintenance required.

Be sure to call Dig Before you Dig on (02) 9648 1100 before you proceed with any excavations.

Included in the application must be the type of material that will be used, plant selection, rocks, storage of materials, irrigation, the quantities used and barriers used to stop material spilling onto verge and roadway.



**Figure 1 Overview of Verge requirements**

#### 4.1 Materials

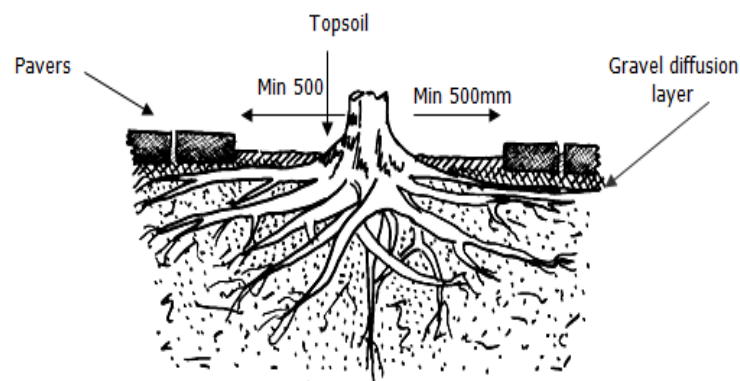
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- Non organic mulch material (gravels, crushed sandstone) should have a **maximum particle size of 12mm in diameter**. Larger sized materials such as river rubble can be used as missiles and may become dangerous if spilled onto footpath or roadways.
- Approved organic and/or non-organic mulch or similar ground treatments must be stable and properly contained, so that material does not enter road drains. Care must be taken to ensure that the road, drains and footpath are protected from such matter for environmental and safety purposes.

## 4.2 Plants & Trees

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- The use of endemic (native plants from the local area) and/or Australian native plants is preferred to that of exotic plants. ASTC actively promotes the arid zone landscape character of the town. Please refer to the support document “**Preferred Plant Species for Landscaping in Alice Springs**” (Attachment 2).
- When selecting a tree species the mature size of the tree must be considered
- Plants should not cause an obstruction for pedestrians or grow into overhead powerlines or cause line of sight problems for pedestrians and/or motorists.
- Foliage which is on the verge (nature strip), or growing on your block and overhangs the footpath, must be **pruned to maintain a minimum height of 2.4 metres** clear above footpaths and pruned back in line with the inside edge of the footpath (including hedges and ground covers). For safety purposes, pedestrians must have access to the entire width of the footpath (Figure 1).
- The no work zone and a strip of low vegetation and/or an even, stable surface must be maintained to a **minimum of 1800mm within the footpath corridor** for pedestrian access from the roadway and from cars parked at the kerb (Figure 1).
- Vegetation should **not exceed 600mm in height within 3 metres of any driveway**, to ensure that a clear line of sight is maintained when entering or exiting property.
- Avoid hard paving surfaces which create an impermeable layer, preventing air and water from reaching tree roots, stop paving at least 500mm from the trunk of the tree and provide a gravel diffusion layer under the pavement (Figure 2).
- Ensure that the ground level around street trees is not altered and that materials are not built-up around the base of any trees



**Figure 2 Installing hard paved surfaces around trees**



#### 4.7 Street Trees

ASTC periodically checks and carries out any necessary pruning and/or removal of street trees. If you wish to prune or remove any trees from the verge, **WRITTEN APPROVAL MUST BE OBTAINED** from ASTC.

ASTC is not responsible for the maintenance of any completed verge landscaping work that has been approved by ASTC. ASTC is not responsible for the upgrade of verges throughout the municipality. A minimum standard of 1 tree per property frontage is the responsibility of ASTC.

Special consideration must be given to tree selection. Two tree species list have been collated:

- **Non Powerlines Side of Verge** – Trees in this selection list have been chosen because of their ability to survive in the Central Australian climate
- **Under Powerlines** – Trees in this selection list have been chosen because of their ability to survive in the Central Australian climate and do not grow tall enough to encroach into powerlines.
  - A maximum planting height of 2.5 metres of any trees within the 5 metre wide corridor under the powerlines (Figure 3).
  - Use the 45° angle from the base of the power pole to work out where it is safe to plant tall trees in private property (a 10 metre tree can be planted a distance of 10 metres from the power line) (Figure 3).

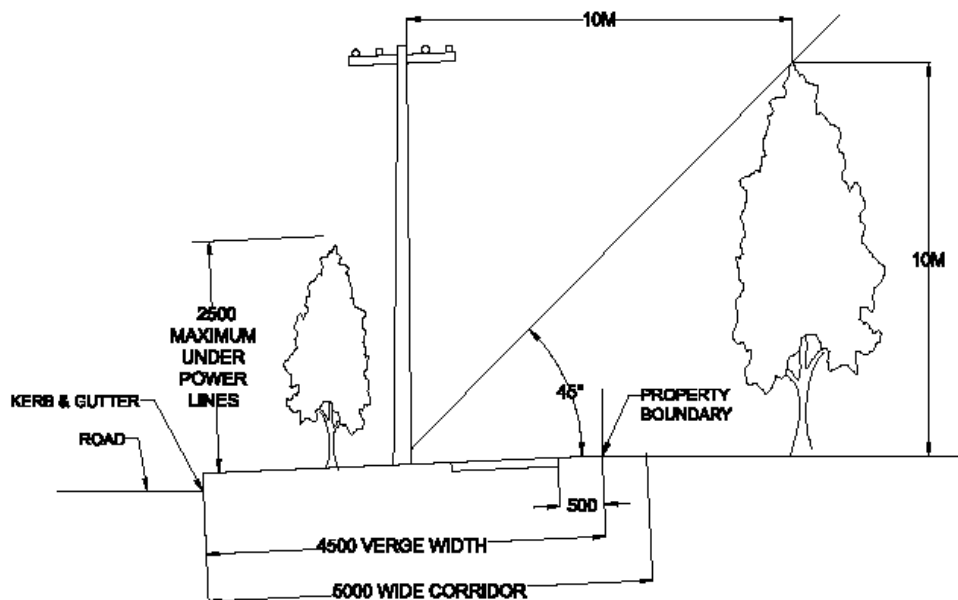


Figure 3 Tree distance from power lines

Adequate protection of street trees is required. This can be achieved by:

- Not placing building materials or vehicles within the root zone of the tree (drip zone plus 2 metres)
- No unapproved excavation within the drip zone of the trees
- No excavation for services within 3 metres of the tree trunk
- Ensure that the ground level around street trees is not altered and that materials are not built-up around the base of any trees

If any of the street trees are causing concern or may be considered as hazardous, report it to the ASTC Depot (08) 89 500 583 and staff will assess the issue and rectify problems. Concerns over:

- Termites
- Hollowing of trees
- Safety concerns - Line of sight on roadways, pedestrian access, hanging branches
- Tree ownership

ASTC is not responsible for trees that are encroaching into or over powerlines. **The PowerWater corporation is responsible for these trees and can be contacted on 1800 245 092.**

*REMEMBER: Ensure that the ASTC Tree Species List is consulted for all tree plantings within the municipality. It is imperative to gain APPROVAL to plant trees in areas of significant cultural importance and/or heritage value, replacement or planting of non-native trees.*

#### **4.3 Rocks and Fencing**

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- Rocks – no less than 500mm X 500mm X 300mm and **no larger than 1500mm X 1000mm X 500mm** are permitted on the verge.
- Landscape rocks are to be **positioned a minimum of 1800mm wide from the front of the lot boundary**, driveways or footpaths and are not to protrude into the footpath corridor. They are to be installed with a minimum gap of 1500mm between each rock. Clear line of sight must be maintained, so larger rocks (over 600mm high) must be at least 3 metres from any driveway.
- Temporary protective fencing is permitted (with prior approval), if constructed and maintained in a safe condition and clearly visible at night.
- Pedestrian and vehicular traffic must not be disrupted during the works. If pedestrian and vehicular access is impeded, a **traffic management plan** must be attached to direct pedestrians and vehicles safely up to, through and past the work zone. Work must be completed within 12 weeks. If the duration of works extends past the 12 week deadline, an extension application may be applied for.
- Permanent fencing of any kind is not permitted within the verge area.

#### **4.4 Storage of Materials**

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- Materials can be temporarily stored on the verge area, however an **Approved Permit** from the ASTC must be obtained prior to any storage of materials on any verge (nature strips). This can be arranged through the ASTC Rangers Department. Conditions are attached to approvals for the temporary storage of building materials or other objects on verges.
- No materials shall be stored within the 1800mm footpath corridor. Materials shall only be stored for 12 weeks on the verge.

#### **4.5 Mulch**

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- The type of mulch used in verges must consider pedestrian and cycle traffic. In areas which have or may have high levels of pedestrians and/or cycle traffic, and where there is no formed footpath; the landscape design must include an even, stable and safe right of way for pedestrians.
- Mulching of planted areas conserves water by retaining soil moisture, maintains a more even soil temperature, reduces erosion and compaction, reduces weed growth and helps to ensure deep root development.
- Gravel mulches are available in different colours and textures that can be used to enhance the design. Gravels of a maximum particle size of **12mm** are preferred to minimise the potential use as missiles. The use of uncompacted coarse river sand and red sands as both a mulch and material and/or design feature is only recommended where pedestrian access is minimal.
- Organic mulch should be pasteurised or partially composted to reduce the possibility that it contains weed seeds and diseases. Do not place the mulch in direct contact with the trunks of the plants as this can encourage collar rot and other diseases.
- The type of mulch used in verges must not be too fine as it has the potential to become a dust issue.

#### **4.6 Watering**

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- The harsh climate affects the establishment of trees and shrubs due to increased transpiration and desiccation during the hot periods and the action of frosts during winter. Poorly planned irrigation layout and/or timing may lead to increased soil salinity due to the rapid evaporation of water.
- Insufficient depth of watering will also encourage shallow root growth that will be unable to sustain the plant if irrigation is discontinued which will ultimately lead to trees being uprooted during windy conditions. Well designed and maintained drip irrigation systems and appropriate mulching will help overcome these challenges.
- When installing poly irrigation pipe under concrete footpaths and driveways, it is advisable to sleeve the pipe within a PVC conduit with a slightly larger diameter.
- Automated irrigation systems are labour saving devices but must be programmed correctly for the time of the year, the type of plant, age of the plant and must be installed, monitored and maintained correctly and regularly.
- **Deep infrequent watering is strongly encouraged as opposed to light, frequent watering.**

## 5. Aboriginal Areas Protection Authority

Aboriginal Areas Protection Authority (AAPA) – This authority has the responsibility of ensuring the preservation of all sacred sites and significant areas. AAPA authority certificates are required for any works on or near significant trees and sacred sites. AAPA must be consulted on establishing the heritage and cultural significance of trees and sites.

**AAPA phone number is 0889 526 366.**

## 6. Landscape Zones

The **Natural Approach Zone** surrounds the township of Alice Springs. It is characterised by rugged hills and natural vegetation with few built forms visible from the road corridor. The natural vegetation has been affected by clearing, fire and un-controlled vehicular use. Ground covers are generally introduced grasses. **Treatment:** *Re-establishment of indigenous vegetation*

The **Transition Zone** lies between the natural and developed areas of the township and includes sections of the landscape considered as arrival and departure points. It is distinctive in landscape character due to the increasing visibility and density of buildings, exotic residential vegetation, signage and road furniture. It is within this zone that motoring travellers gain their first impression of a destination and where landscape gateways should be implemented. **Treatment:** *Establishment of hardy indigenous/native landmark trees/shrubs/groundcovers*

The **Suburban Zone** is characterised by the higher grade of landscape treatments installed along the roadway such as street lighting, kerbing, footpaths, street signs, dense patterns of vegetation (particularly within private property), higher visibility of houses and other structures, and the increased number of complexity of vehicular and pedestrian movements within road corridors. **Treatment:** *Informal/formal combinations of drip irrigated indigenous/native/ Australian cultivar shade trees, colourful shrubs and groundcovers*

The **Urban Zone** is characterised by a variety of larger buildings fronting the road corridor, a more formal approach to landscape treatments (including street furniture) and a higher intensity of vehicular and pedestrian movement along and across the road corridor, including the provision of street side parking bays. **Treatment:** *Formal combinations of drip irrigated indigenous/native/ Australian cultivar shade trees, colourful shrubs and groundcovers*

The **Riverine Zone** is characterised by a natural edge with vegetation dominated by River Red Gums (*Eucalyptus camaldulensis*). The physical presence of the river within the landscape is heightened by its linear nature which in sections runs parallel with the road corridor and has a number of crossing points. The river is a key determinant of sections of the Alice Springs road landscape character and its influence should be integrated into the road landscape. **Treatment:** *Use of riparian vegetation dominated by River Red Gums and indigenous vegetation shrubs, groundcovers and grasses.*

## 7. **You Must Not**

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- Start works without an **Approved Verge Development Permit** from the ASTC
- Substantially raise the level of the verge in any way above the normal line drawn between the top of the kerb and the ground level at the base of the fence line at the front of the property. Or between the top of the kerb and the outside edge of a formed footpath (concrete, bitumen, compacted gravel)
- Install any structure/object that may impede or disrupt pedestrian/vehicular traffic and/or which poses a potential threat to public safety
- Plant any plant that is considered a noxious weed
- Plant any plant that to poses a risk to the public or which may cause damage to existing or future infrastructure
- Undertake any works and/or install any material on the verge that is deemed by ASTC to be inappropriate
- Excavate on the verge without **Approved Permit** from the ASTC
- Prune or remove any street trees or shrubs without **Approved Permit** from the ASTC
- Allow any foliage to obstruct pedestrian access to footpaths or the area of the verge 0.5 metres from the kerb
- Park or store any type of vehicle or trailer on a verge (registered or un-registered or parts there-of) **Approved Permit** from the ASTC

## **8. Your Application for Verge Development Permit**

Please submit your application to the Alice Springs Town Council, PO Box 1071, ALICE SPRINGS, NT 0871.

Your application must contain 2 copies of the Landscape Plan. Plans must be to scale at 1:100; 1:50; or 1:20 [1cm = 100cm (1m), 1cm = 50cm (0.5m), 1cm = 20cm (0.2m)]

Remember: Call Dial Before you Dig on (02) 9648 1100 prior to any excavations.

All applications to carry out landscape works on the verge to contain the following:

### **Completed Verge Development Application Form containing:**

- Name of Owner/Resident
- Lot Number
- Property Address/Postal Address
- Contact Phone Numbers

### **Completed (signed) Services Approval Form containing:**

1. Location and size of existing and plants
2. Trees or plants proposed to be removed (if any)
3. Planting schedule including botanical and common names of plant species, number of plants of each species used, details of the minimum size at planting, spacing of plants and estimated tree canopy spread
4. Proposed height of finished surface levels in relation to kerb
5. Position, height and depth of rocks (if any)
6. Details of all underground and overground services- Dial Before You Dig
7. Type of paving, its thickness and method of construction (substrate, material & reinforcing)
8. Areas to be mulched (organic and non-organic) – include type of mulch and maximum particle size (if any)
9. Irrigation system, layout and proposed watering schedule
10. Aboriginal Areas Protection Authority Certificate

## 9. **Attachments**

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Attachment 1: Application for Verge Development

Attachment 3: Preferred Plant Species for Landscaping in Alice Springs



## Attachment 1: Application for Verge Development

Application Form (Permit to Work within the Alice Springs Town Council Road Reserve)- Also:

Plan one diagram (no smaller than 1:100) of the lot (property) boundaries showing:

1. the adjoining verge areas
2. all verge infrastructure (footpaths, existing street trees, streetlights, signs, hydrants etc)
3. the landscape treatment- showing: plant species, their position & their established dimensions
4. areas of mulch- include type of mulch and maximum particle size (ie: crushed sandstone 12mm)
5. proposed irrigation & layout
6. proposed additional infrastructure

### Perpetual Maintenance Agreement – Landscaped Verges

This contract between Alice Springs Town Council & —————

Signed this day \_\_\_\_\_ month, \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Owners signature

\_\_\_\_\_  
Council signature

Establishes the following agreement:

1. Alice Springs Town Council agree to the establishment by the signatory of a landscaped verge (in line with advice provided), from property line to kerb of Lot #\_\_\_\_\_ in the following manner:
2. All landscaping & verge treatments will be approved by Council prior to construction
3. Council will accept no future responsibility for the maintenance and /or management of this area.
4. The owner /occupier agree to be solely responsible for all costs incurred towards these agreed landscaping works.
5. The owner/ occupier agree to undertake the sole responsibility for the perpetual maintenance & management, to the standards required by Council, of this verge (see plan).

Note:

- All proposed verge landscapes will meet the requirements contained within the Guidelines for Verge Development Application Protocols, these guidelines may be revised by Council at any time, without notice.
- Failure to comply with this Agreement and / or the Guidelines for Verge Development Application Protocols may result in Council removing the 'illegal works' and seeking to recover the costs for the removal from the owner.
- Where new works or infrastructure / services maintenance cause damage or disruption to approved verge landscapes, Council will return said landscapes to prior condition with no cost to the owner.

## Attachment 2: Preferred Plant Species for Landscaping in Alice Springs

TREES (verge on opposite side of the powerlines)						
Trees in this list are for verge plantings. Note that these trees will grow tall and must not be planted under power lines.						
Scientific Name	Common Name	Native to	Height	Width	Growth rate	Comments
<i>Acacia anuera</i>	Mulga	Local	4-15 m	3-9 m	Slow to Medium	Long-lived local tree that makes attractive group plantings. Various leaf forms available. Yellow flowers after rains. Frost tolerant.
<i>Acacia cambagei</i>	Gidgee	Central Australia	5-12m	4-7m	Slow to medium	Small, dense-canopied, long-lived tree. Yellow flowers produced in winter give off a strong odour. Frost tolerant.
<i>Acacia coriacea</i>	Dogwood	Central Australia	3-10 m	3-5 m	Slow to medium	Attractive broad-canopied tree with greyish-green foliage and yellow wattle flowers in autumn or winter. Frost tolerant.
<i>Acacia cyperophylla</i>	Red Mulga	Central Australia	3-12m	2-8m	Medium	Attractive small tree with reddish curled bark and weeping foliage when young. Yellow flower spikes after rains. Frost tolerant.
<i>Acacia pendula</i>	Weeping Myall	Australia	4-9m	4-6m	Medium	Attractive grey-leaved tree with weeping habit and masses of golden flowers in summer or autumn. Frost tolerant.
<i>Acacia pruinocarpa</i>	Black Gidgee	Central Australia	4 – 10m	2-6m	Slow to medium	Dense-foliaged small tree with attractive golden flowers in summertime. Frost and drought tolerant.
<i>Acacia undoolyana</i>	Undoolya Wattle	Central Australia	3-6m	2-5m	Medium to fast	Attractive rare desert wattle with shiny green leaves and golden flowers in winter. Drought tolerant

<b><i>Atalaya hemiglauca</i></b>	Whitewood	Local	3-9m	1.5-4m	Medium	Ornamental greyish-green small shade tree well suited to Alice gardens. White flowers in summer. Readily self-seeds. Frost sensitive when young, but will re-shoot after damage.
<b><i>Grevillea striata</i></b>	Beefwood	Local	6-10m	3-5m	Slow to medium	Stately tree with drooping blue-grey foliage and a dark, furrowed trunk. Masses of creamy-yellow flowers in summer. Frost tolerant. Can be susceptible to bag-moth caterpillar damage.
<b><i>Brachychiton gregorii</i></b>	Desert Kurrajong	Central Australia	4-8m	2-4m	Medium to fast	Ornamental shade tree with shiny lobed leaves and yellowish bell-shaped flowers after rain events. Frost and drought tolerant
<b><i>Brachychiton populneus</i></b>	Kurrajong	Australia	6-20m	3-6m	Medium to fast	Ornamental shade tree with cream or pink bell-shaped flowers in summer months. Drought and frost tolerant.
<b><i>Callistemon viminalis</i></b>	Weeping Bottlebrush	Australia	3- 12m	2- 5 m	Fast	Weeping bottlebrush with crimson brush flowers in spring or summer. Frost sensitive when young. Bird attracting.
<b><i>Callistemon "Harkness"</i></b>	Gawler Hybrid Bottlebrush	Australia	3- 7m	3-6m	Fast	Fast-growing bottlebrush useful as small shade tree or screen. Red brush flowers in spring or summer. Drought tolerant. Attracts birds.
<b><i>Callistemon "Kings Park Special"</i></b>	Bottlebrush (cultivar)	Australia	2-5m	2-4m	Medium to fast	Hardy bushy shrub suitable for screen plantings. Red bottlebrush flowers in spring or summer. Frost tolerant. Bird attracting
<b><i>Callistemon salignus</i></b>	White Bottlebrush	Australia	4-12m	3-5 m	Medium to fast	Ornamental bottlebrush with creamy brush flowers in spring or summer, and pink-tinged new growth. Frost sensitive when young.
<b><i>Callitris glaucophylla</i></b>	White Cypress Pine	Local	3-10m	3-8m	Slow to medium	Attractive tree with rough bark and grey-green foliage. Not suitable for planting in lawns. Can be grown in pots. Frost tolerant.
<b><i>Eucalyptus "Torwood"</i></b>		Australia	5-8m	6-8m	Medium to	Pendulous shade tree with yellow/red flowers in spring. Can suffer die-back in Alice

					fast	gardens. Frost sensitive when young.
<b><i>Eucalyptus coolabah ssp. arida</i></b>	Coolibah	Local	6-15m	5-10m	Medium to fast	Useful shade tree for Alice gardens. White flowers in summer. Frost tolerant and grows well in low-lying areas. Bird attracting.
<b><i>Eucalyptus gillienii</i></b>	Mallee Red Gum	Local	3- 7m	2-6m	Medium	Multi-stemmed small gum tree with white flowers. Frost and drought tolerant
<b><i>Eucalyptus intertexta</i></b>	Bastard Coolibah	Local	6-18m	5-12m	Fast	Useful shade tree with smooth white bark on the upper trunk. Creamy-white flowers in the cooler months. Well suited to Alice conditions. Frost tolerant. Bird attracting.
<b><i>Eucalyptus leucoxylon ssp. megalocarpa</i></b>	Large-flowered SA Blue Gum	Australia	5-10m	5-8m	Medium to fast	Fast-growing shade tree with a smooth-barked cream trunk and red flowers in spring and summer. Frost tolerant. Bird attracting.
<b><i>Eucalyptus sargentii</i></b>	Salt River Mallee	Australia	5-10m	4-7m	Fast	Hardy small tree with masses of cream flowers in summer. Drought and frost tolerant. Tolerates saline soils
<b><i>Eucalyptus spathulata</i></b>	Swamp Mallet	Australia	5-12m	3-7m	Fast	Ornamental reddish-brown smooth-trunked tree with cream flowers in winter-summer. Frost tolerant
<b><i>Eucalyptus torquata</i></b>	Coral Gum	Australia	6- 10m	5-5m	Fast	Ornamental black-trunked shade tree with blue-grey leaves and pinkish- red flowers in summer. Frost sensitive when young
<b><i>Eucalyptus woodwardii</i></b>	Lemon-flowered Gum	Australia	4-12m	3-5 m	Medium to fast	Ornamental gum with blue- grey leaves, pendulous habit and large yellow flowers. Susceptible to die-back in Alice.
<b><i>Eucalyptus hozetiana</i></b>	Thozet's Box	Central Australia	7-20m	4-10m	Slow to medium	Ornamental gum with a smooth grey-barked trunk and white flowers. Frost tolerant
<b><i>Hakea divaricata</i></b>	Fork-leaved Corkwood	Local	4- 7m	2-4m	Slow	Ornamental small tree with a dark furrowed trunk and creamy white flower spikes in winter or spring. Drought and frost tolerant.

<b><i>Santalum acuminatum</i></b>	Quandong	Central Australia	2-6m	1.5-4m	Slow to Medium	Elegant small tree with drooping branches and bright- red edible fruits in spring or summer. Parasitic on roots of other trees. Frost sensitive when young. Can be difficult to establish
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<b><i>Ventilago viminalis</i></b>	Supplejack	Local	4-10m	4-6m	Slow	Pendulous small tree with grey-green foliage and small greenish flowers in winter or spring. Drought and frost tolerant
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#### SHRUBS (verge on opposite side of the powerlines)

Shrubs in this list are for verge plantings. Note that these Shrubs will grow tall and must not be planted under power lines

<b><i>Callistemon "Dawson River Weeper"</i></b>	Bottlebrush (cultivar)	Australia	2-5m	2-4m	Medium	Pendulous bushy shrub with bright red bottlebrush flowers in spring and summer. Moderately frost tolerant.
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<b><i>Callistemon pauciflorus</i></b>	Desert Bottlebrush	Central Australia	2-6m	1.5-4m	Medium to fast	Attractive fine-leaved pendulous desert bottlebrush with small pink or red brush flowers in late summer. Frost tolerant.
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<b><i>Acacia holosericea</i></b>	Candelabra Wattle	Central Australia	2-8m	3-4m	Fast	Straggly spreading shrub with large silvery leaves and yellow flower spikes in spring. Frost tolerant when mature. Short-lived
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<b><i>Melaleuca bracteata</i></b>	Black Tea-tree	Local	2-7m	2-5 m	Medium to fast	Dense screening shrub with white flower spikes in summer. Tolerates extra watering. Frost tolerant.
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<b><i>Melaleuca glomerata</i></b>	Inland Tea-tree	Local	2-5 m	3-5m	Fast	Fast-growing screen plant with whitish paper bark, grey-green leaves and yellowish-cream flowers in summer. Tolerates frost and salty soils.
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<b><i>Myoporum acuminatum</i></b>	Boobialla	Local	2-4m	2-3m	Fast	Dense rounded shrub with shiny leaves and clusters of small white flowers in spring/summer. Frost and drought tolerant
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# VERGE MANAGEMENT Guidelines

## 1. Purpose

These guidelines provide supporting information of Policy 051 – Verges, for the maintenance and development of verges (nature strips) on Council owned road reserve.

### 1.1 What is a verge?

A verge is defined by the area between the back of the kerb (or edge of the road if no kerb exists) and the property boundary. It excludes any paved or formed footpaths and driveways.

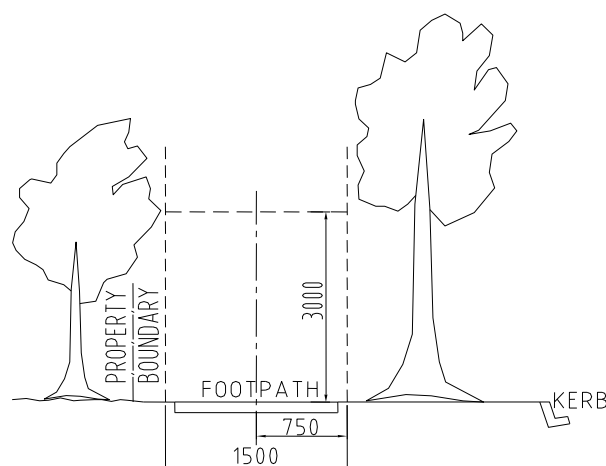
## 2. Maintenance of Verges

The maintenance of verges including, lawns, gardens and reticulation is the responsibility of the occupants of the property adjacent the verge.

### 2.1 Clearance Requirements

No trees or shrubs from the verge or private property should encroach onto the footpath.

A pedestrian access / maintenance corridor must be maintained with a minimum clearance width of 1.5 metres (750 mm either side of the centre line) and height of 3 metres from plants and shrubs overhanging from private properties.



1500mm MAINTENANCE ACCESS  
& PEDESTRIAN CORRIDOR

FIGURE 1

Council Policy No. 051 - VERGES				
Version	Decision Number	Adoption Date	Responsible Officer: General Manager City Operations	Next Review Date
2	21\5522	27/06/		23/02/2014

## VERGE MANAGEMENT Guidelines

All trees and shrubs must be trimmed to the back of the kerb line and to a minimum height of 4.5 metres above the kerb to allow clearance over the road for vehicular access.

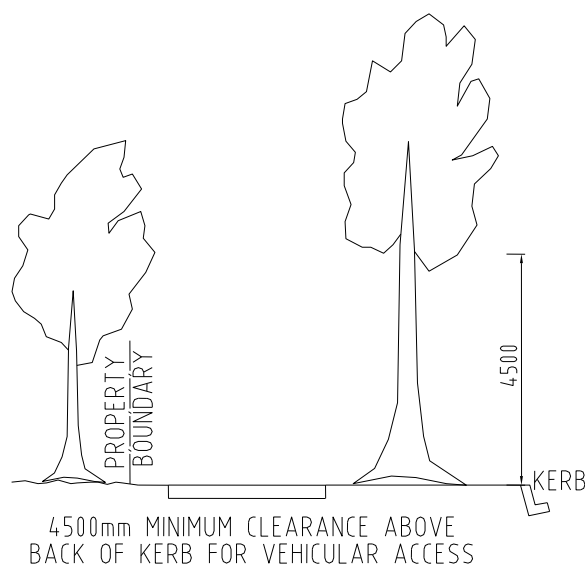


FIGURE 2

Vegetation must be kept clear of power lines and light poles to a minimum distance of 3 metres.

If vegetation is intertwining with or touching powerlines, Power and Water must be notified immediately and can be contacted on 1800 245 092.

*The attention of owners and residents is drawn to City of Darwin By Law 95.*

### 95. Overhanging trees and shrubs

*The Council may, where it considers that a tree, shrub or plant growing on land is causing inconvenience or an obstruction to persons using a public street or footpath or is causing or likely to cause damage to an adjacent public place, serve a notice under by-law 10 on the owner or occupier of the land to trim or remove the tree, shrub, or plant.*

## 2.2 Pruning Requirements

When pruning / trimming a tree it is essential to ensure the natural structure and health of the tree is not compromised.

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## VERGE MANAGEMENT Guidelines

### 2.3 Works Requiring Reinstatement

When a verge is disturbed or destroyed due to an activity undertaken by a Service Authority, reinstatement will be subject to negotiation between the Council and the Service Authority in consultation with the owner / resident.

Where a Council activity or operation disturbs or destroys the verge, Council will endeavour to restore the verge to its original state, provided the original verge development conforms to the Policy and Guidelines.

### 2.4 Future Development

Regardless of any development of the verge area, Council reserves the right to construct or maintain infrastructure on this part of the road reserve at its discretion, and in doing so may remove if necessary, any existing plants, shrubs, groundcover or decorative features, irrigation systems and without compensation to the owner or resident for such removal or alteration.

Property Developers may be authorised to install suitable verge landscaping at their cost to an approved plan, but they and potential purchasers of the properties are advised that Council will not maintain the verge once transferred to Council.

## 3. Development of Verges

Council encourages residents to undertake verge improvements, provided the following processes and guidelines are followed.

### 3.1 Application Process

If an owner wishes to develop the verge area, other than grassing, a Verge Development Application must be submitted for assessment.

The Verge Development Application form is available from City of Darwin's website:  
[www.darwin.nt.gov.au](http://www.darwin.nt.gov.au).

The application will be assessed in accordance with the level of risk, suitability of the development and the safety of the members of the community who will use the verge.

If the application is approved a copy of the approved plan will be sent to the applicant.

If the application is not approved the applicant will be provided with information, advice and possible recommendation for amendments.

The Verge Development Application Process is only applicable to residential landscaping upgrades, not associated with larger developments. For Lot Developments or Subdivision requiring landscaping, please refer to the *Council's Subdivision and Development Guidelines*.

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## VERGE MANAGEMENT Guidelines

### 3.2 Development Requirements

Verge Developments must not:

- Prevent any pedestrian from walking safely along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed or not.
- Prevent any Service Authority or the Council from installing new services or maintaining existing services.
- Prevent the area from properly draining.
- Inhibit, or potentially inhibit or interfere with adequate street lighting.

Hedges or similar borders of plants must not form a continuous barrier or pose line of sight issues.

Rocks are not permitted to be placed on verges in an attempt to mitigate parking issues.

Mineral mulch, pebbles and stones are not permitted on verges.

#### 3.2.1 Planting Locations

It is preferred that planting takes place within 800mm to 1m in from the kerb.

No trees (or dense, bushy shrubs) shall be planted within:

- 4m either side of driveway
- 5m of either light pole or power pole
- 3m of water hydrant

Trees and other plants to be planted under power lines or under house connection wires must be a species that does not grow over 4m or to a height that could obstruct the power lines.

New tree and shrub plantings shall be made with consideration to the location of powerlines, light poles, water hydrants and underground infrastructure (i.e. water pipes, valves, etc) and the expected growth and habit of the trees or shrubs.

Palms must not be planted under power lines or within 5m of power lines.

#### 3.2.2 Trees

Tree / shrub plantings and landscaping should comply with the technical specifications of Council's *Subdivision and Development Guidelines*.

Trees are preferable to shrubs and palms. If there is an existing theme of trees in your street, consider choosing the same species of tree to continue that theme. Consideration should also be given to selecting native / indigenous species of tree and shrubs.

Suitable tree species for planting on verge areas may be discussed in consultation with Council Officers.

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## VERGE MANAGEMENT Guidelines

Tree must not be planted within 9m of any intersection. The distance is measured from the point where an extension line of the boundary and the kerb line meet.

In some instances (such as intersections involving major carriage ways) Council may assess that in order to satisfy visibility and public safety requirements that tree plantings or garden beds on street corners beyond 9 metres of an intersection are not permissible.

### 3.2.3 Grass

Where grassing takes place, the area should be excavated to 100mm and reinstated with topsoil to be no higher than the top of the kerb (and the top of the footpath if one is present) and be free draining.

### 3.2.4 Non-Permitted Plants

The following plants must not be planted on the verge or on the property boundary:

- Prickly or thorny plants, e.g. Bougainvillea
- Plants with spiked leaves or fronds, e.g. Agave, yucca, cycads
- Poisonous plants
- Plants carrying large, heavy fruit, e.g. coconuts
- Declared weed species

### 3.2.5 Irrigation

If an owner/resident wishes to install permanent sprinklers on the verge, they must use the water meter from that property, and the water source must be from within the property boundary.

All supply pipes should be placed in a conduit under the footpath. Where a footpath is not present the pipes must be buried under the verge with a minimum cover of 300mm.

The sprinkler heads must be the pop up variety or other approved types. High-density pipes (i.e. high density poly pipe) are to be used and drippers may be used as an alternative to sprinkler heads.

The design should be in accordance with the technical specifications for irrigation outlined in the Council's *Subdivision and Development Guidelines*.

If Council is notified of leaking water onto the road reserve, Council will attempt to contact the owner to have it repaired.

### 3.2.6 CPTED

The development should also be in accordance with Crime Prevention Through Environmental Design (CPTED) principles.

Information about CPTED and related issues is available at the Northern Territory Government's webpage on Building Safer Communities: [www.nt.gov.au/justice/bsc/html/other/territory\\_tips.shtml](http://www.nt.gov.au/justice/bsc/html/other/territory_tips.shtml)

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## VERGE MANAGEMENT Guidelines

### 3.3 Undertaking the Works

A works permit is required prior to starting works within Council land, including verges.

The excavation for grassing and planting line for trees and shrubs on the verge is determined by the location of services. It is the owner/resident's responsibility to contact the relevant authorities for cable and service locations (i.e. contact Dial Before You Dig on 1100).

Barriers for the purposes of establishing a working area are acceptable with the issue of this permit for a maximum time of three months. The barrier must be erected with the use of sturdy poles/stakes, which are not easily knocked over or removed.

The poles/stakes, rope or string must be identified with an abundance of markers to ensure the safety of pedestrians. The poles/ stakes must be capped and have no sharp edges. Star pickets are not acceptable.

Maintenance access, minimum 1.5m wide, must be maintained.

### 4. Artificial Grass on Council Land

Council considers the use of artificial grass in a variety of small scale applications, where it can add value and act as an alternative to other traditional hardscape features. The use of the grass should be determined on a case by case basis depending on the merits of the situation, to the satisfaction of the Chief Executive Officer with all permits to include a maintenance clause.

The following are considered to be suitable applications for artificial grass:

- Base of trees surround by hardscape;
- Public spaces as an alternative to pavers or concrete; and
- Roundabouts and medians where irrigation or access isn't feasible.

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## VERGE MANAGEMENT Guidelines

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### 5 Legislative References

Activities relating to developing and maintaining vegetation on a verge are governed by the City of Darwin By Laws 94 and 95.

### 6 Procedures / Related Documents

For new sub-divisions refer City of Darwin *Subdivision and Development Guidelines*.

There are a range of other Council policies associated with the Verge Policy.

### 7 Responsibility / Application

The General Manager City Operations is responsible for managing implementation of this policy.

### 8 Document Control

Council Policy			Responsible Officer: General Manager City Operations	
Version	Decision Number	Adoption Date	History	Next Review Date
1	20\2501	23/02/10	Adopted	
2	21\5522	27/06/17	Amendment for artificial grass on Council land adopted	23/06/2014
3				

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2	21\5522	27/06/		23/02/2014





# VERGES POLICY

## No. 0051.100.E.R

### 1 PURPOSE

This policy sets out the obligations and responsibilities of the community and Council in relation to the development and maintenance of verges (nature strips) on Council owned road reserve.

Appropriately developed and maintained verges can enhance the environment and streetscape by providing shade, cooling, visual appeal and a habitat for birds and other wildlife.

However, the predominant functions of verges are to provide a corridor for safe and convenient access by pedestrians as well as a service corridor for public utilities and Council.

In order to obtain permission to conduct landscaping works it is also a requirement of property owners / residents or developers to contact service providers and utilities to ensure that services and infrastructure (i.e. underground cables, pipes, and drains) are not damaged or interfered with.

### 2 SCOPE

To establish the respective obligations of the Council and the community in relation to the development and maintenance of verges.

### 3 POLICY STATEMENT

Council encourages the development and maintenance of verges in accordance with the following procedures:

The verge is defined to be the area between the back of the kerb (or edge of the road if no kerb exists) and the property boundary and excludes any paved or formed footpaths and driveways. Maintenance of Verge The attention of owners and residents is drawn to City of Darwin By Law 95.

#### 3.1 MAINTENANCE OF VERGE

The attention of owners and residents is drawn to *City of Darwin By Law 1994 s95*.

'95. Overhanging trees and shrubs.

The Council may, where it considers that a tree, shrub or plant growing on land is causing inconvenience or an obstruction to persons using a public street or footpath or is causing or likely to cause damage to an adjacent public place, serve a notice under by-law 10 on the owner or occupier of the land to trim or remove the tree, shrub, or plant.'

No trees or shrubs from the verge or private property should encroach onto the footpath. Pedestrian access / maintenance corridor must be maintained with a minimum clearance of 1.5m

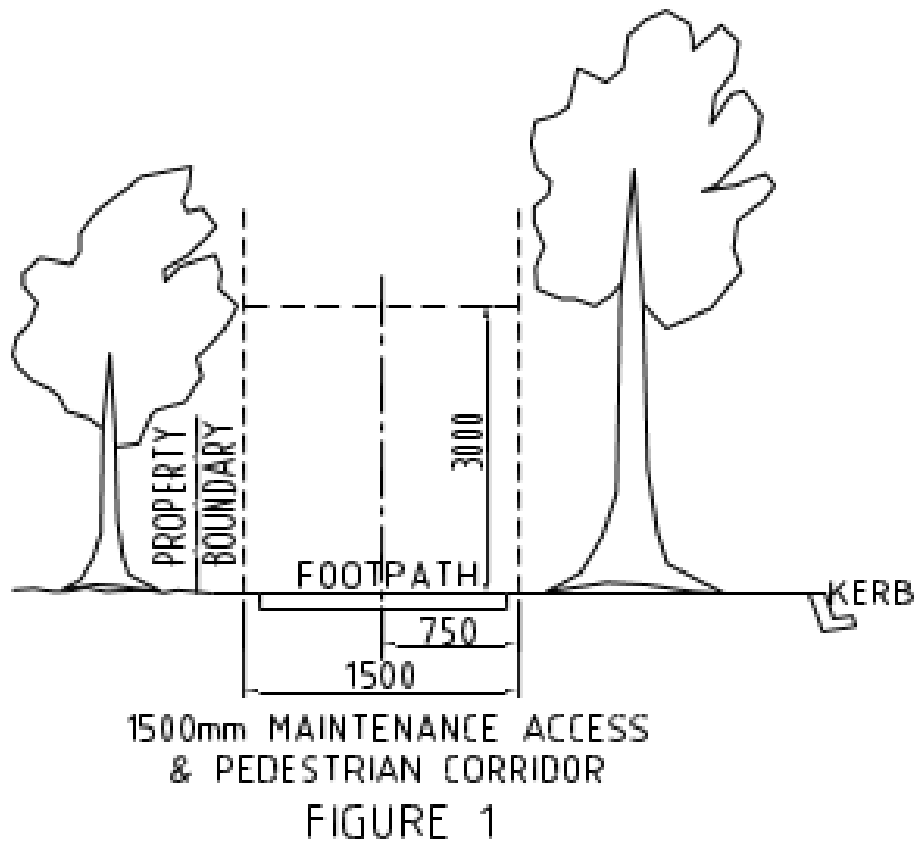
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(750 mm either side of the centre line). See Figure 1 below.



- 3.1.1 All plants and shrubs overhanging footpath areas from private land must be trimmed to a height of 3m above the footpath / maintenance corridor.
- 3.1.2 Vegetation shall be kept clear of power lines and light poles to a minimum distance of 3 metres. In instances where vegetation is intertwining with or touching power lines, Power and Water must be notified immediately.
- 3.1.3 New tree and shrub plantings shall be made with consideration to the location of power lines, light poles, water hydrants and underground infrastructure (i.e. water pipes, valves, etc.) and the expected growth and habit of the trees or shrubs (also see clauses 3.2.3, 3.2.4 and 3.2.5 of this policy).
- 3.1.4 All trees and shrubs must be trimmed to the back of the kerb line and to a minimum height of 4.5m above the kerb to allow clearance over the road for vehicular access. See Figure 2 below.

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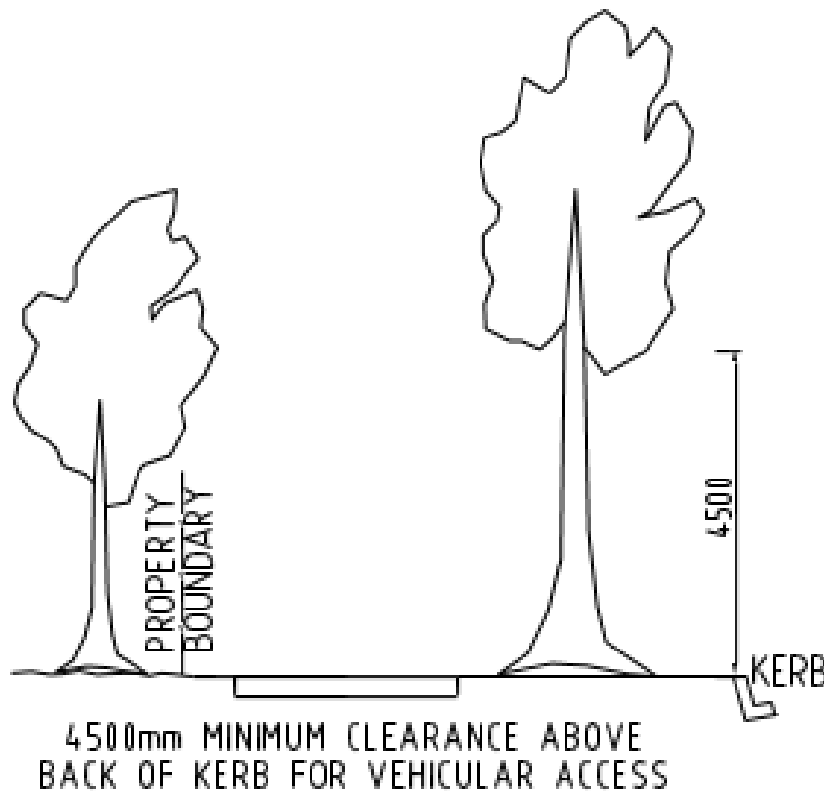


FIGURE 2

Pruning / trimming of a tree shall be done such that it does not compromise the natural structure or health of the tree.

Pruning of trees on the verge must be done in accordance with the Australian Standard, Pruning of amenity trees AS 4373—2007.

When any development of a verge is disturbed or destroyed by the activity of a Service Authority, reinstatement will be subject to negotiation between the Council and the Service Authority in consultation with the owner /resident.

- 3.1.5 Where a Council activity or operation disturbs or destroys the verge development, Council will endeavour to restore the verge to its original state, provided the original verge development conforms to this Policy.

Regardless of any development of the verge area, Council reserves the right to construct or maintain infrastructure on this part of the road reserve at its discretion, and in doing so may remove if necessary, any existing plants, shrubs, groundcover or decorative features, irrigation systems and without compensation to the owner or resident for such removal or alteration.

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### 3.2 DEVELOPMENT OF VERGE AREAS

3.2.1 An owner may gain a permit under *City of Darwin By Law 1994* s94 to privately develop the verge area provided the type or form of development does not:

- Prevent any pedestrian from walking safely along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed or not.
- Prevent any Service Authority or the Council from installing new services or maintaining existing services.
- Prevent the area from properly draining.
- Inhibit, or potentially inhibit or interfere with adequate street lighting.

The development should also be in accordance with Crime Prevention Through Environmental Design (CPTED) principles.

Information about CPTED and related issues is available at the Northern Territory Government's webpage:

[https://nt.gov.au/data/assets/pdf\\_file/0005/915017/community-safety-design-guide.pdf%20](https://nt.gov.au/data/assets/pdf_file/0005/915017/community-safety-design-guide.pdf%20)

3.2.2 If an owner wishes to develop the verge area other than grassing, application for a permit must be made on the Verge Development Application form available from the Council Office or at the Council web site: <https://www.darwin.nt.gov.au/council/development-permits/planning-development/guidelines-for-planning>

Property Developers may be authorised to install suitable verge landscaping at their cost to an approved plan, but they and potential purchasers of the properties are advised that Council will not maintain the verge once transferred to Council.

A Verge Development application will be assessed in accordance with the level of risk suitability of the development and the safety of the members of the community who will use the verge.

3.2.3 Tree / shrub plantings and landscaping should comply with the technical specifications of Council's Subdivision and Development Guidelines. Variation from this may be approved by the General Manager Engineering and City Services through the application process.

Trees are preferable to shrubs and palms. If there is an existing theme of trees in your street, consider choosing the same species of tree to continue that theme. Consideration should also be given to selecting native / indigenous species of tree and shrubs.

A list of suitable trees and shrubs for planting on verge areas available from Council's website: [www.darwin.nt.gov.au](http://www.darwin.nt.gov.au)

3.2.4 Where grassing takes place, the area should be excavated to 100mm and reinstated with topsoil to be no higher than the top of the kerb (and the top of the footpath if one is present) and be free draining.

The excavation for grassing and planting line for trees and shrubs on the verge is determined by the location of services. It is the owner/resident's responsibility to contact the relevant authorities for cable and service locations (i.e. contact

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Dial Before You Dig on 1100).

The owner/ resident must contact Council and verify that they have contacted the relevant authorities.

It is preferred that planting takes place within 800mm to 1m in from the kerb.

- 3.2.5 In accordance with Council's *Subdivision and Development Guidelines* no trees will be planted within 9m of any intersection. The distance is measured from the point where an extension line of the boundary and the kerb line meet.

In some instances (such as intersections involving major carriage ways) Council may assess that in order to satisfy visibility and public safety requirements that tree plantings or garden beds on street corners beyond 9 metres of an intersection are not permissible.

No trees (or dense, bushy shrubs) shall be planted within:

- 4m either side of driveway
- 5m of either light pole or power pole
- 3m of water hydrant.

- 3.2.6 Trees and other plants to be planted under power lines or under house connection wires must be species which do not grow to a height to obstruct the power lines (4m or less). Palms must never be planted under power lines or within 5m of power lines.

There are plants that must not be planted on the verge or on the property boundary:

- prickly or thorny plants, e.g. Bougainvillea
- plants with spiked leaves or fronds, e.g. Agave, yucca, cycads
- poisonous plants
- plants carrying large, heavy fruit, e.g. coconuts
- declared weed species

- 3.2.7 Hedges or similar borders of plants must not form a continuous barrier or pose line of sight issues.

- 3.2.8 Where an owner/resident wishes to install permanent sprinklers on the verge, the owner/resident must use the water meter from that property, and the water source must be from within the property boundary.

All supply pipes should be placed in a conduit under the footpath. Where a footpath is not present the pipes must be buried under the verge with a minimum cover of 300mm. The sprinkler heads must be the pop-up variety or other approved types. High density pipes (i.e. high density polypipe) are to be used and drippers may be used as an alternative to sprinkler heads. The design should be in accordance with the technical specifications for irrigation outlined in the Council's *Subdivision and Development Guidelines*. Council does not bear any costs associated with irrigation design and installation.

If Council is notified of leaking water onto the road reserve, Council will attempt to contact the owner to have it repaired. Council will terminate supply at the property line if no remedial action is taken within 24 hours.

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- 3.2.9 Barriers for the purposes of establishing verge areas are acceptable with the issue of a permit for a maximum time of three months. The barrier must be erected with the use of sturdy poles/stakes which are not easily knocked over or removed.

The poles/stakes, rope or string must be identified with an abundance of markers to ensure the safety of pedestrians. The poles/ stakes must be capped and have no sharp edges. Star pickets are not acceptable.

Maintenance access, minimum 1.5m wide, must be maintained.

### 3.3 EXISTING CONDITIONS

- 3.3.1 Where a breach of the above guidelines is in existence, as a general rule Council will approach the adjacent property owner and ask for remedial works to be carried out. Where the owner is unable to carry out remedial works, Council will carry out works in a professional manner, and recover costs of the works from the owner (also see *City of Darwin By Law 1994* s94 and s95).
- 3.3.2 Where existing trees and shrubs planted on private property near street corners are obstructing visibility, Council will require the adjacent property owner to prune the offending plant so all lower branches to a height of 3m are removed.
- 3.3.3 Where non-acceptable plant species are planted on the verge, the Council in consultation with the owner/resident will have them removed. The same applies where a plant is interfering (or has the potential to interfere) with maintenance access. If the plants are not removed within a specified period, then Council will remove them.
- 3.3.4 The same applies for trees / shrubs planted in inappropriate locations (i.e. within 3m of a water hydrant).
- 3.3.5 Where mature coconut palms from private property are involved, Council will approach the owner/resident and ask that unripened fruit be removed on a regular basis, or that the palms be removed and replaced with a suitable species.
- 3.3.6 Where a verge has long grass and is causing a hazard to pedestrians or traffic, Council will approach the owner/resident and ask that the verge be mowed.

### 3.4 STANDARDS

Council's minimum standards for landscaping or beautification of new and existing verges are to be in accordance with the specifications set out in Council's *Subdivision and Development Guidelines*.

- 3.4.1 The guidelines are for minimum standards which produce an aesthetically pleasing effect with the least effort required for ongoing maintenance, care and associated costs.
- 3.4.2 Verge areas to be either seeded with suitable fresh lawn seed or planted with runners or rolled turf.

Verge areas, if not grassed, are to be kept in a clean and tidy condition, free of weed growth and planted with trees and/or shrubs and/or ground covers in accordance with the Subdivision and Development Guidelines.

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### 3.5 VERGES ADJACENT COUNCIL OWNED OR CONTROLLED PROPERTIES

3.5.1 Council will maintain in accordance with this policy.

## 4 DEFINITIONS

**The verge** means to be the area between the back of the kerb (or edge of the road if no kerb exists) and the property boundary and excludes any paved or formed footpaths and driveways.

## 5 LEGISLATIVE REFERENCES

Activities relating to developing and maintaining vegetation on a verge are governed by the *Darwin City Council By-Laws 1994*, s94 and s95.

For new sub-divisions refer City of Darwin Subdivision and Development Guidelines.

## 6 PROCEDURES / RELATED DOCUMENTS

There are a range of policies associated with the Verge Policy.

## 7 RESPONSIBLE / APPLICATION

The General Manager Engineering and City Services is responsible for this policy

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