CITY OF PALMERSTON

Notice of Council Meeting
To be held in Council Chambers
Civic Plaza, Palmerston
on Tuesday 4 July 2017 at 6.30pm

Ricki Bruhn
Chief Executive Officer

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

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

Acknowledgement of Traditional Ownership
I respectfully acknowledge the past and present Traditional Custodians of this land on which we are meeting, the Larrakia people. It is a privilege to be standing on Larrakia country.

1 PRESENT

2 APOLOGIES

3 CONFIRMATION OF MINUTES

RECOMMENDATION

1. THAT the minutes of the Special Council Meeting held Thursday 15 June 2017 pages 9232 to 9233, be confirmed.

2. THAT the Confidential Minutes of the Special Council Meeting held Thursday 15 June 2017 pages 323 to 324, be confirmed.

3. THAT the minutes of the Council Meeting held Tuesday 20 June 2017 pages 9234 to 9295, be confirmed.

4. THAT the Confidential Minutes of the Council Meeting held Tuesday 20 June 2017 pages 325 to 327, be confirmed.

4 MAYOR'S REPORT M8-41

5 REPORT OF DELEGATES

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

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

8 PETITIONS

9 DEPUTATIONS / PRESENTATIONS

9.1 58 Georgina Crescent – Use of Council Space
Presentation by Sarah May, Assistant Principal and Linda Hunt, Wellbeing Team Leader of Malak Reengagement Centre / Department of Education.

10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

11 COMMITTEE RECOMMENDATIONS

11.1 Governance and Organisation

Nil

11.2 Economic Development and Infrastructure

Nil

11.3 Community Culture and Environment

Nil

12 INFORMATION AGENDA

12.1 Items for Exclusion

12.2 Receipt of Information Reports

RECOMMENDATION

THAT the Information Items contained within the Information Agenda, be received.

12.3 Officer Reports

12.3.1	Action Report	8/1212
12.3.2	LGANT Executive Minutes – 13 June 2017	8/1224

13 DEBATE AGENDA

13.1 Officer Reports

13.1.1	Zuccoli Aspire Sub-Stage 3 and Precinct C Street Names Proposal	8/1213
13.1.2	Sign and Seal – Consent for Drainage Easement on Lot 10288 Tarakan Court, Johnston	8/1214
13.1.3	TS2017/09 – Grounds Maintenance Palmerston West	8/1215
13.1.4	TS2017/08 – Grounds Maintenance Palmerston East	8/1216
13.1.5	TS2017/05 – Playground Refurbishment Various Locations	8/1217
13.1.6	TS2017/03 – Archer Landfill Rehabilitation – Stage 2	8/1218
13.1.7	EM04 Caretaker Policy	8/1219
13.1.8	Sign and Seal – Consent for Drainage Easement on Lot 8571 (28 McCourt Road), Yarrawonga	8/1220
13.1.9	Drainage easement – Lot 12777 (15) Seafury Ct, Zuccoli	8/1221
13.1.10	Marlow Lagoon Land Use Plan	8/1222
13.1.11	City Centre Parking Permits	8/1223
13.1.12	Digital Strategy	8/1226
13.1.13	Expressions of Interest – Chief Executive Officer Performance Appraisal Contract	8/1228

14 CORRESPONDENCE

15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

16 PUBLIC QUESTION TIME

At the invitation of the Chair.

17 OTHER BUSINESS – ALDERMAN REPORTS

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

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

b) the matter is urgent.

18 CONFIDENTIAL REPORTS

18.1 Confidential Action Report 8/1225

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report in relation to confidential agenda item 18.1 Confidential Action Report and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

   (e) information provided to the council on condition that it be kept confidential.

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

2. THAT Council orders that the report from the Confidential Council Meeting held on 4 July 2017 in relation to item number 18.1 Confidential Action Report remain confidential and not available for public inspection.

18.2 Sale of Lot 12965 8/1227

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Director of Technical Services, Director of Community Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 18.2 Sale of Lot 12965 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

   (c) information that would, if publicly disclosed, be likely to:

      (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or

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

2. THAT Council orders that the minutes from the Confidential Council meeting held on 4 July 2017, in relation to confidential item number 18.2 Sale of Lot 12965, the report and associated documents remain confidential and not available for public inspection for a period of 2 years from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

19 CLOSURE

city of PALMERSTON

COUNCIL REPORT

ITEM NUMBER:	**4**	**Mayor's Report**
FROM:		**Ian Abbott**
REPORT NUMBER:		**M8-41**
MEETING DATE:		**4 July 2017**

Summary:

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

RECOMMENDATION

THAT Council receives Report Number M8-41.

General:

Wednesday 31 May 2017

- Attended Reception for Australia Day Council NT in honour of Sister Anne Gardiner AM 2017 Senior Australian of the Year

Thursday 1 June 2017

- Met with Deputy Mayor McKinnon, Alderman Shutt and Director of Corporate Services
- Radio Interview with Territory FM
- Met with Acting Chief Minister Fyles in relation to the Loan Application

Friday 2 June 2017

- Met with Member for Drysdale, Minister Lawler
- Provided JP Service at the Palmerston Library
- Met with LK Athanasiou Group
- Opened the Lighting of the Water Tower

Monday 5 June 2017

- Met with NT Police in relation to car parking.

Tuesday 6 June 2017

- Met with Chief Minister Michael Gunner via Teleconference to discuss Loan Application
- Attended the Clontarf Foundation - Family Fun Day
- Chaired the Ordinary Meeting of Council

Wednesday 7 June 2017

- Attended the Community, Culture and Environment Committee Meeting

Thursday 8 June 2017

- Attended the Governance and Organisation Committee Meeting
- Chaired the Special Council Meeting

Friday 9 June 2017

- Participated in the SIDS and Kids NT Red Nose Campaign at Bakewell Shopping Centre
- Attended Kormilda College Footloose the Musical 2017

Saturday 10 June 2017

- Attended St Lukes Breakfast

Tuesday 13 June 2017

- Attended LGANT's Executive Committee Meeting as Member on the Executive Board
- Attended on the Tender Evaluation Panel for CS2017-01

Wednesday 14 June 2017

- Attended the Welcome Reception for the Top End Rumble

Thursday 15 June 2017

- Participated in the SIDS and Kids NT Red Nose Campaign at Bakewell Shopping Centre
- Radio Interview with Territory FM
- Met with Lorraine Sushames and Kelly Thomas from Charles Darwin University in relation to the Darwin Skills Development Scheme.
- Met with a Palmerston Resident in relation to a Barking Complaint.
- Chaired the Special Council Meeting

Saturday 17 June 2017

- Held the Citizenship Ceremony in conjunction with the Melaleuca Refugee Centre at Goyder Square Palmerston.

Tuesday 20 June 2017

- Teleconference with Kelledy Jones Lawyers
- Chaired the Ordinary Council Meeting

Wednesday 21 June to Monday 26 June 2017

On leave of absence

Forwarding Schedule:

Nil

Recommending Officer: Ian Abbott, Mayor

Any queries on this report may be directed to Ian Abbott, Mayor on telephone (08) 8935 9902 or email ian.abbott@palmerston.nt.gov.au.

Schedule of Attachments: Nil

emailed 14/6/17

Application

Name: Sarah May

Organisation: Malak Reengagement Centre / DoE

Contact Tel: 0411 144039

Contact Email: sarah.may@ntschools.net

Presentation topic: 58 Georgina Cres - Use of council space

Date of Request: 14 June 2017

Meeting date requested: ~~20 June 2017~~ 4 July 2017

Time requested (length): 10 minutes
Up to 15 minutes

Names of those making the address:

1: Sarah May

Title: Assistant Principal

Organisation: MRC

2: Linda Hunt

Title: Wellbeing Team Leader

Organisation: MRC

Purpose of the deputation: Develop a partnership to assist with engagement of youth.

A copy of the presentation is required on application.

Please forward this application to: Mr Ricki Bruhn, Chief Executive Officer City of Palmerston, PO Box 1, Palmerston NT 0831 Fax No: (08) 8935 9900 Email: palmerston@palmerston.nt.gov.au For any enquiries please call (08) 8935 9922

Ricki Bruhn
Approved (Chief Executive Officer)

Approved (Mayor of Palmerston

COUNCIL REPORT

ITEM NUMBER:	12.3.1	Action Report
FROM:		Chief Executive Officer
REPORT NUMBER:		8/1212
MEETING DATE:		4 July 2017

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

This report outlines individual action items outstanding from previous Council Meetings. Council is asked to receive this report.

RECOMMENDATION

THAT Council receives Report Number 8/1212.

General:

Dec #	Task Date	Owner	Matter	Action	Update
8/0949	18/02/2014	DTS	Car Parking Contribution Plan Update	Matter on the table	No further update available
8/1666		DTS	The Heights Durack Eastern Collector Road	Mayor and CEO to be delegated the ability to apply Council's seal and to sign all documents for the establishment of a road access easement on Lot 11504, 80 University Avenue, Durack.	Awaiting construction and transfer documents from developer. No further action required from Council

8/2225	06/09/2016	DCOMM	Thai Temple and NT Thai Association	Council are to further consider the request by Thai Temple and NT Thai Association for land following the completion of the land use plan for Marlow Lagoon and adjoining Crown Land.	The NT Thai Association Inc presented to council at its meeting on 18 April 2017. NT Thai Association have been advised that further negotiations and any decisions are linked to the outcomes of the Council Land Use Plan. The final Land Use plan is expected mid November 2017.
8/2252	20/09/2016	DTS	Addition of Colour and Vibrancy to the City Centre	Report to be brought to Council which examines opportunities to add colour by way of lighting, flags, etc. to existing features in and around Goyder Square.	Awaiting revised fee proposal from Turf Design.
8/2254	20/09/2016	DTS	Closure of a section of Wallaby Holtz Road in Yarrawonga	CEO to seek consent, pursuant to section 187 of the Local Government Act, from the Minister for Local Government and Community Services and the Minister responsible for the administration of the Control of Roads Act, for the permanent closure of the unmade section of Wallaby Holtz Road (between the Stuart Highway and the intersection with Yarrawonga Road) in Yarrawonga north.	Consultation completed. No comments were received. Letter being prepared to the Minister.
8/2276	04/10/2016	DCOMM	Senior's Centre Consultation	Council undertake a consultation with Palmerston Seniors Groups and support agencies to establish the potential future facility uses. A report is then to be prepared and presented to Council	Completed.
8/2330	15/11/2016	DTS	Grading Classification and installation of appropriate signage to the Escarpment Park Walking Track	Council assign a grading classification of 4 and install appropriate signage to the Escarpment Park Walking Track in accordance with Australian Standard 2156.1-2001, Australian Standards Walking Tracks Part 1: Classification and Signage.	Completed.
8/2330	15/11/2016	DTS	Durack Seepage Water Capture	Council to undertake the design and documentation of a low flow capture system in Durack.	Waiting on outcome of Bellamack supply to Zuccoli.

8/1268	13/12/2016	DTS	Palmerston Animal Management Reference Group Meeting 24 November 2016	Staff to assess environment grants that may be available for information signage related to the effects of feeding native animals.	Council staff are currently submitting the EOI and will need to submit a final grant application on 25 September 2017.
8/2368	13/12/2016	DCORP	Service Review of Communications and Marketing	Council to undertake a service review of its communications and marketing.	This will be continued once the media officer role has been filled, which is expected to occur before end of May.
8/2428	17/01/2017	DTS	Additional Driveway Access to Lot 3968 (38) Gunter Circuit, Woodroffe	Council to prepare a 'driveway policy' that sets the requirements and assessment standards for considering second driveway applications.	Expected draft policy by early July.
8/2470	21/02/2017	DTS	Proposal for Developing Water Sensitive Urban Design (WSUD) Guidelines	Council resolves to develop Water Sensitive Urban Design (WSUD) Guidelines for the City of Palmerston.	Consultant has been briefed on the project.
8/2505	07/03/2017	DTS	Closure of Durack Drive	Council approve the road closure be undertaken as required under the Local Government Act and the Local Government (Administration) Regulations, including seeking the consent of the Minister responsible for the administration of the Local Government Act.	Public consultation has closed. No comments were received. Council to write to the Minister seeking consent to undertake the road closure.
8/2506	07/03/2017	DTS	Goyder Heritage Study	A proposed draft "Goyder Historical Trail" document be prepared based on interpretive opportunities of existing streets and suburbs and the 'Elrundie camp', to be presented to Council for consideration.	Officers continue to discuss with stakeholders. Expect a draft in the second half of 2017 subject to funding.
8/2615	02/05/2017	DTS	Collection of Waste Bins at Bus Stops	CEO to advise the Department of Infrastructure, Planning and Logistics that Council accepts the shared responsibility for waste bin servicing at existing and future bus stops and seeks that the Department provide a 50% contribution towards these services.	Letter to CE DIPL has been sent.

8/2626	02/05/2017	DCORP	Leasing of Council Property	A revised draft Policy AD04 – Lease of Council Property, to be referred to the GOC.	This will be brought to the next available GOC meeting.
	02/05/2017	DCOMM	Notice of Motion to Amend – Tender for the Palmerston Swimming and Fitness Centre	Council inform the YMCA Top End that the Palmerston Recreation Facilities Management Contract will not be renewed;	Tenders received 1 June 2017. Council resolved on 20/6/2017 that the Contract for Management and Operation of the Palmerston Swimming and Fitness Centre CS2017/01 be awarded to YMCA of the Northern Territory for the term 1 July 2017 – 30 June 2020 at $1,111,641. Contract between Council and YMCA now executed and in place. Complete
8/2650	16/05/2017	DTS	Yarrawonga Road North Roads Upgrade	Council tender in 2016/17 for the reconstruction of both Wallaby-Holtz Road and Yarrawonga Road.	Tender being assessed.
8/2654	16/05/2017	DCORP	Financial Report	Monthly financial report to include: - a full year forecast as required by the Local Government Accounting Regulations; - surplus/deficit format summary with comparison to budget as used in the Annual Budget found in the Municipal Plan; - financial sustainability ratios to be recommended to Council for the Municipal Plan. Council to discuss how to better provide public access to the details of creditor payments and credit card transactions and whether this information needs to be included in the Monthly Financial Report to Council.	Proposed adjustments are being prepared for improvements to the monthly financial statements, anticipated to be rolled out with the new financial year.

8/2655	16/05/2017	DCORP	Risk Management and Audit Committee Meeting	Staff to provide a report to the Governance and Organisation Committee on the establishment of financial sustainability ratios for the municipal plan and how they are reported in the monthly financial report.	A report to the GOC with regards to the establishment of financial sustainability ratios and proposed targets will be brought to the next meeting.
8/2663	16/05/2017	DCOMM	Queen's Baton Relay	Council to host a Commonwealth Games 2018 Queens Baton Relay community celebration event in Goyder Square on Friday 2 March 2018.	Coordination for the Queens Baton Relay in Palmerston has begun for Friday 2 March 2018. City of Palmerston have nominated a Community Batonbearer. QBR working Group meeting held on 28 June 2017.
8/2666	16/05/2017	DTS	Closure of a Portion of Miller Court Road Reserve	The Mayor and CEO to seek consent from the Ministers administering the Local Government Act and Control of Roads Act, per section 187 of Local Government Act.	Letter has been sent to the Minister. Awaiting a response.
8/2677	16/05/2017	DCORP	Condition Audit on Street Lighting Assets	**(RECOMMENDATION ONLY RELEASED FROM CONFIDENTIAL)** THAT Council carry out a condition audit on street lighting assets being transferred to Council on 1 January 2018.	Staff are preparing and costing options with regards to a street light audit.
8/2709	06/06/2017	DCORP	Tender Documents	THAT all tender documents are made available for download online.	
8/2736	20/06/2017	DCORP	Roles and Responsibilities of Council – Organisational Structure and Structural Change	THAT a staffing plan policy be brought to Council with the following inclusions; •The term staffing plan includes but is not limited to an organisational chart of positions and a functional chart of services. •A staffing plan includes; a. A hierarchical diagram or tree depicting all positions and services of Council, b. The relationship between subordinate and supervising staff from the CEO down.	

				c. The designation or pay level of each position. •THAT variations to the staffing plan is presented to Council for approval, with reasons for the request to vary. •The CEO may only recruit only in accordance with the staffing plan. •The CEO has the staffing plan available online.	
8/2739	20/06/2017	DTS	City Centre Parking Policy Changes	NT Police to be notified that Council appreciates their need for specific allocated bays but believes that the current policy and arrangement directly in front of the Palmerston Station and the adjoining parking area satisfies their needs. Council notes that overflow police vehicles can park for free in Zone A bays and 15 minute bays are available free of charge within close proximity to the station.	Completed.
8/2743	20/06/2017	DTS	Gateway – Yarrawonga Road Easements	Council authorises the Mayor and CEO sign and seal Form 51, Creation of Easement in Gross for the right of way and drainage easements for the subject Lots 7765, 7766 and 11037, Town of Palmerston or should they be consolidated their future Lot.	Waiting on the developer to provide Form 51 for signing and sealing. Council officers expect that this should be received this week.
8/2745	20/06/2017	DCOMM	CS2017/01 – Management and Operation of Palmerston Swimming and Fitness Centre	Mayor and CEO are granted consent to sign and seal all required contract documentation for the contract CS2017/01 – Management and Operation of Palmerston Swimming and Fitness Centre.	Completed.
8/2746	20/06/2017	DCOMM	Public Library Funding Agreement	Mayor and CEO are granted consent to sign and seal the 2017/2018 Interim Funding Agreement for Public Library Services.	Completed.
8/2751	20/06/2017	CEO	Draft Municipal Plan 2017-2022	The amended Draft Municipal Plan 2017-2022 be released for Public Consultation on Wednesday 21 June 2017 for 21 days in accordance with Section 24(2)(c) of the Local Government Act.	Released for Public Consultation 21 June 2017.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

COUNCIL REPORT

ITEM NUMBER:	12.3.2	LGANT Executive Minutes – 13 June 2017
FROM:		Chief Executive Officer
REPORT NUMBER:		8/1224
MEETING DATE:		4 July 2017

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

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

RECOMMENDATION

THAT Council receives Report Number 8/1224.

General:

The LGANT Executive Meeting draft meeting minutes will be sent out approximately on a monthly basis. The draft minutes of the Executive Meeting held on Tuesday, 13 June 2017 are attached for information.

Financial Implications:

Nil

Legislation/Policy:

Nil

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment: Draft LGANT Executive Meeting Minutes – 13 June 2017

LOCAL GOVERNMENT ASSOCIATION
OF THE NORTHERN TERRITORY

MINUTES OF THE LGANT EXECUTIVE MEETING HELD ON TUESDAY 13 JUNE 2017 IN THE LGANT OFFICE COMMENCING AT 10:00 AM

1. PERSONS PRESENT AT THE MEETING OR ON THE TELEPHONE

Mayor Damien Ryan	President
Alderman Bob Elix	Vice-President – Municipal
Councillor Steven Hennessy	Executive – Regional & Shires
Mayor Ian Abbott	Executive – All Councils
President Barb Shaw	Executive – Regional & Shires
IN ATTENDANCE:	
Tony Tapsell	LGANT CEO
Elaine McLeod	LGANT – Secretariat

2. APOLOGIES FROM MEMBERS WHO WERE ABSENT FROM THE MEETING

Mayor Fay Miller	Executive – Municipal
Alderman Gary Haslett	Executive – Municipal
Mayor Tony Jack	Vice-President – Regional & Shires
Mayor Lynette De Santis	Executive – Regional & Shires

MEMBERS ABSENT FROM THE MEETING WITHOUT APOLOGY – Nil

RESOLUTION

That members:
1. accept the acknowledgements from members that they are unable to attend the meeting
2. approve the applications from members for leave of absence from the meeting
3. accept the recording of the meeting and delete the recording on completion of the minutes.

Moved: **Mayor Abbott**
Seconded: **Councillor Hennessy**
Carried

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

4. CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

RESOLUTION

THAT the minutes of the previous Executive meeting held on Monday 23 May 2017 be confirmed as true and correct records of these meetings.

Moved: **Alderman Elix**
Seconded: **Mayor Abbott**
Carried

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

RESOLUTION

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

Moved: **Councillor Hennessy**
Seconded: **President Shaw**
Carried

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6. DECISIONS THE EXECUTIVE IS BEING ASKED TO MAKE THIS MEETING

6.1 LGANT Financial Reports for 30 April 2017

Discussion

Members heard that advice has been received from the Department that it wants to advance monies to LGANT to reimburse councils for street lighting costs. The Department has asked LGANT to make releases to councils based on approved accounts.

RESOLUTION

That the Executive agrees to accept the advance from the Department for street lighting costs.

Moved: **Alderman Elix**
Seconded: **President Shaw**
Carried

RESOLUTION

That the Executive receives and adopts the financial reports for 30 April 2017.

Moved: **Councillor Hennessy**
Seconded: **Mayor Abbott**
Carried

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

7.1 Review of the NT Liquor Act and New LGANT Policies

Future Action

Pursue with the Expert Panel whether or not it agrees to meet with the Executive.

Discussion

Members heard that the Expert Panel has agreed to meet with the LGANT Executive. Members agreed to 6 July 2017 as a suitable meeting date. The CEO will circulate a draft submission to members prior to the meeting.

Action

1. Arrange meeting with the Expert Panel and send out calendar invite.
2. Circulate a draft submission for comments.

7.2 Alternate ALGA Member for the Vice President Regional and Shires

Future Action

No further action required.

7.3 Appointment of LGANT Representative to the Animal Welfare Advisory Committee

Future Action

No further action required.

RESOLUTION

What decision is the Executive being asked to make?

THAT the Executive receives and notes the reports on actions required to be done from the last meeting.

Moved: **Alderman Elix**
Seconded: **President Shaw**
Carried

DRAFT

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

8.1 ALGA CEO Forum Report

Discussion

Members noted the LGANT CEO had requested input from councils on the Commonwealth's ??? program for the meeting with Senator the Hon Fiona Nash at the National General Assembly.

RESOLUTION

THAT the Executive receives and notes the report on the ALGA CEO Forum.

Moved: Mayor Ryan
Seconded: Alderman Elix
Carried

8.2 Constitutional Recognition of Aboriginal and Torres Strait Islander People

Discussion

Members noted progress on this matter including the production of a report at the end of the month.

RESOLUTION

THAT the Executive receives and notes the report on the constitutional recognition of Aboriginal and Torres Strait Islander People.

Moved: President Shaw
Seconded: Councillor Hennessy
Carried

8.3 ALGA Indigenous Policy Forum

Discussion

Members heard that Minister Scullion will attend and speak at the National General Assembly (NGA). ALGA is suggesting that there be a meeting of Indigenous delegates prior to the NGA to come up with some targeted questions for the Minister. LGANT will arrange a teleconference between Mayor Jack, President Shaw and President De Santis to discuss the questions.

Action

3. Arrange a teleconference to discuss targeted questions for the Minister.

RESOLUTION

THAT the Executive receives and notes the report on the ALGA Indigenous Policy Forum.

Moved: President Shaw
Seconded: Mayor Abbott
Carried

8.4 Administration and Legislation Advisory Committee

Discussion

Members heard that the Department has employed Helen Rostedt to look into shared services between councils. Members requested that LGANT invite Helen to provide a report on shared services to the general meeting in November 2017.

Action

4. Invite Helen Rostedt to provide a report on shared services between councils to the general meeting in November 2017.

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RESOLUTION
THAT the Executive receives and notes the report on proceedings of the ALAC meeting held on 2 June 2017.

Moved: **Alderman Elix**
Seconded: **President Shaw**
Carried

8.5 Subdivision Guidelines

Discussion
Members heard that subdivision guidelines will apply mainly to northern communities and only a few of the southern communities. Members asked for this issue to be taken up with the new Chair of the NT Planning Commission once that person has been appointed. Councils are also to respond to LGANT about the application of the guidelines to the towns listed.

RESOLUTION
THAT the Executive receives and notes the report on subdivision guidelines.

Moved: **Mayor Abbott**
Seconded: **Councillor Hennessy**
Carried

8.6 Council Motion – Recognition of Local Government in the NT Government Ministerial Structure

Discussion
Members voiced their disappointment in the response received from the Chief Minister.

RESOLUTION
THAT the Executive receives and notes the report on recognition of local government in the NT government ministerial structure.

Moved: **Alderman Elix**
Seconded: **Mayor Abbott**
Carried

8.7 2017/18 Federal Budget and Regional Australia

Discussion
Members noted the report.

RESOLUTION
THAT the Executive receives and notes the report on the 2017/18 Federal Budget and Regional Australia.

Moved: **President Shaw**
Seconded: **Mayor Abbott**
Carried

8.8 Public Libraries

Discussion
Members noted the need for councils to consider the funding methodology.

RESOLUTION
THAT the Executive receives and notes the report on Public Libraries.

Moved: **Councillor Hennessy**
Seconded: **Alderman Elix**
Carried

9. PRESIDENT'S REPORT

10. BUSINESS FROM PREVIOUS MEETING THAT IS NOT YET FINISHED

10.1 Transfer of Local Roads from the NT Government to Local Government

Future Action

Follow up with the Department of Housing and Community Development its proposed local road partnership framework.

10.2 Cemeteries

Future Action

Draft licence on cemeteries to be forwarded to regional councils following negotiation with the Northern Land Council.

10.3 The Transfer of Barge Landings, Boat Ramps to Local Government

Future Action

Monitor the Economic Summit process to ensure remote/regional aerodromes are identified within strategies.

10.4 Incorporation of LGANT

Future Action

The matter will be put to a future meeting of the LGANT Executive in July 2017.

10.5 CouncilBIZ Constitution

Future Action

The Department is expected to issue a new constitution shortly.

10.6 Financial Assistance Grants

Future Action

Promote with member councils the acknowledgement of the Australian Government's financial assistance grants and the uses to which they have been put.

10.7 Northern Territory Government Remote Housing

Future Action

Continue to monitor progress with the new Northern Territory government and bring together with work that is being done at the Commonwealth and ALGA levels.

10.8 Collaboration on Insurance Practices

Future Action

Attend meeting of consultants and council CEOs in June 2017 after which the matter will be put to councils for resolution.

Discussion

Members heard that LGANT is meeting with CEOs and consultants this week in Alice Springs and Darwin to discuss the way forward with collaboration on insurances.

10.9 Street Lighting Arrangements

Future Action

Work with councils in collaboration on the following issues:

- the treatment for street light assets stationed on infrastructure owned by other entities
- bringing street light assets into the accounts of councils
- on or before 1 January 2018 having arrangements in place for:
    - an effective handover of assets

DRAFT

  - a provider who can perform for council, operations, maintenance and repair (OMR) services to street lighting
- discussing with other councils whether or not there is scope for joint procurement for the provision of OMR services to street lighting
- examining the technologies that can be utilised with street lighting
- putting a submission to the review of electricity tariff charging and assessing its impact on council power usage
- including street light specifications in council subdivision guidelines.

Discussion
See discussion at item 6.1.

10.10 LGANT Submission on the Planning Act

Future Action
Ascertain the government's position in respect of proposed amendments to the **Planning Act** following the release of its discussion paper.

10.11 Proposed Independent Commission Against Corruption for the NT

Future Action
Continue to monitor and report on the development of legislation to do with the establishment of the office of the Independent Commissioner Against Corruption.

10.12 Federal Black Spot Road Safety Program

Future Action
LGANT will continue to meet with the Department to discuss local government applications.

10.13 Senate Inquiry into the Termination of ABC Shortwave Radio Transmission Services

Future Action
Review Inquiry report once released on or before August 2017 and monitor response from the Federal government.

10.14 Representation on the NT Weeds Advisory Committee

Future Action
Follow up with the Department as to whether or not the Minister has approved the appointment.

10.15 Nominations to the NT Planning Commission

Future Action
Follow up with the Department as to whether or not the Minister has approved the appointment.

10.16 Nominations to Local Government Disciplinary Committees

Future Action
Follow up with the Department as to whether or not the Minister has approved the appointment.

10.17 Council Motion – Allocation of Financial Assistance Grants and the 2016 Census

Future Action
Continue to monitor the release of 2016 Census data which is expected in the next few months.

Discussion
Members were told that the latest Census information released has been sent to council CEOs.

10.18 Nominations to the Local Government Accounting Advisory Committee

Future Action
Await endorsement by the Minister.

DRAFT

10.19 Nominations to the Coastal and Marine Management Partnership Group

Future Action
Await endorsement by the Minister.

10.20 Northern Territory Economic Summit

Future Action
Look out for the final plans that come out of the office of the Chief Minister.

10.21 Roadmap for Renewable Energy

Monitor developments of the government's plans when they are released.

10.22 Council Motion – Councils' Legal Obligation to Manage and Maintain Aboriginal Land Trust Land

Future Action
Seek legal advice.

10.23 Council Motion – Review of Natural Disaster Relief and Recovery Arrangements Grants Conditions

Future Action
Approach NT Treasury to see if it will support potential changes.

10.24 Council Motion – Impact of Substance Misuse on Council Workforces

Future Action
Follow up with the local government associations of New South Wales and Western Australia their templates for councils to use as well as getting an update from the Menzies School of Health on its research.

10.25 Council Motion – NT Government Commitment to Supporting Indigenous Communities

Future Action
Wait for a reply from the Deputy Chief Minister or other Ministers.

10.26 WALGA e-Learning

Future Action
The module to be forwarded to the Department of Housing and Community Development for its consideration and recommendations. No further work (ie download or exports) can be done until LGANT acquires Windows 13.

10.27 Voting, Voter Entitlements and Council Elections

Future Action
Continue to report on candidate sessions and other activities to do with the 2017 council elections and attend fortnightly meetings with the Department and the NTEC.

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

Moved: **Alderman Elix**
Seconded: **Mayor Abbott**
Carried

DRAFT

11. BUSINESS NOT YET FINISHED BUT INACTIVE

11.1	Heavy Vehicle Task Force
11.2	Waste Management Regional Projects
11.3	National State of the Assets Report
11.4	2015-16 Local Government National Report
11.5	Review of the **Local Government Act**

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

Moved: **Alderman Elix**
Seconded: **Councillor Hennessy**
Carried

12. MEMBERS QUESTIONS – Nil

13. GENERAL BUSINESS

13.1 Submission to the Environmental Regulatory Reform Discussion Paper

Discussion

Members endorsed the draft submission to the discussion paper.

Action
5. Send the submission on the Environmental Regulatory Reform Discussion Paper to the Department responsible.

RESOLUTION
THAT the Executive endorses the submission on the Environmental Regulatory Reform Discussion Paper.

Moved: **President Shaw**
Seconded: **Mayor Abbott**
Carried

13.2 The Procedural Steps for Councils to Borrow Monies

Discussion

There was discussion around the lack of Departmental guidelines for councils borrowing money. Members agreed this needs some investigation and asked that LGANT seek clarification from the Department.

Action
6. Follow up with the Department on its borrowing guidelines.

14. COMPLETED BUSINESS

14.1	Council Motion – Rating of Aboriginal Land **(Ongoing with Finance Reference Group)**
14.2	National Local Government Cultural Forum
14.3	2016 Territory Election Report
14.4	2017-18 LGANT Budget Submission Comparison Report
14.5	Local Government Workforce Development Group
14.6	Local Government Excellence Project

DRAFT

14.7	2017-2018 Budget Including Member Subscriptions

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

Moved: **Alderman Elix**
Seconded: **Mayor Abbott**
Carried

15. CONFIDENTIAL BUSINESS

15.1 Conditional Rating

Discussion

Members endorsed the submission.

Action
7. Send the submission submission on conditional rating to the Department.

RESOLUTION
THAT the Executive endorses the draft submission on conditional rating.

Moved: **Mayor Abbott**
Seconded: **Councillor Hennessy**
Carried

15.2 LGANT Industrial Relations Services

Discussion

Members received the attached presentation from Tony Brown and Scott Roffey of WALGA on the Employee Relations Service that it provides to LGANT.

Members agreed that LGANT call for tenders for the provision of industrial relations services.

Action
8. Call for tenders for the provision of industrial relations services.

RESOLUTION
THAT the Executive endorses LGANT calling for tenders for the continuous service of industrial relations.

Moved: **Alderman Elix**
Seconded: **President Shaw**
Carried

16. NEXT MEETING

The next meeting of the LGANT Executive will be held on Tuesday 25 July 2017 at 10:00am in the LGANT Boardroom.

THERE BEING NO FURTHER BUSINESS, THE MEETING CLOSED AT 12:15pm.

DRAFT

17. LIST OF ACTIONS FROM THE MEETING

ACTIONS	Item No
1. Arrange meeting with the Expert Panel and send out calendar invite.	7.1
2. Circulate a draft submission for comments.	7.1
3. Arrange a teleconference to discuss targeted questions for the Minister.	8.3
4. Invite Helen Rostedt to provide a report on shared services between councils to the general meeting in November 2017.	8.4
5. Send the submission on the Environmental Regulatory Reform Discussion Paper to the Department responsible.	13.1
6. Follow up with the Department on its borrowing guidelines.	13.2
7. Send the submission submission on conditional rating to the Department.	15.1
8. Call for tenders for the provision of industrial relations services.	15.2

DRAFT

COUNCIL REPORT

ITEM NUMBER:	13.1.1	Zuccoli Aspire Sub-Stage 3 and Precinct C Street Names Proposal
FROM:		Director of Technical Services
REPORT NUMBER:		8/1213
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

Costojic is currently developing Zuccoli Aspire (Stages 3-5 of Zuccoli in Palmerston East), which includes sub-stage 3 and precinct C.

In accordance with the Place Names Act, the Place Names Committee must seek the views of City of Palmerston before making a report for the Minister's consideration in order to approve names.

RECOMMENDATION

1. THAT Council receives Report Number 8/1213.

2. THAT Council endorse the naming of the subject roads as listed within Zuccoli Aspire for lodgement with The Place Names Committee.

Background:

These stages are being developed in line with the relevant development permits which require street names to be approved by the City of Palmerston and NT Place Names Committee.

The theme of the street names is local native flora. All the names proposed are Top End native flora (grasses/trees/shrubs) as defined by the following books:

- Native plants of the Northern Territory, by John Brock; and
- Native plants for the Top End Gardens, by Nicholas Smith (Greening Australia).

The proposed names are in keeping with the local Mitchell Creek surrounds.

Zuccoli Aspire is adjacent to Zuccoli Stage 2 (Mitchell Creek Green). Similar street name themes have been adopted between the developers and therefore names of streets ideally becomes as one consistent and recognisable theme for residents and visitors.

General:

Zuccoli Aspire Sub-Stage 3 and Precinct C has 15 roads that require road names. The names have been marked on an attached plan and are proposed as follows

Road 1: Peaflower Street;

Bossiaea bossiaeoides (Pea Flower) is an unusual Northern Territory Native. Its appearance is rather cactus or succulent-like, in that it has no distinctive stems or leaves, but rather, flattened, leaflike stems from which bright yellow pea flowers are produced. In its natural environment across the Top End, it is found growing in sandy soils. Depending on growing conditions, it may vary in height from 0.5 to 2 meters.

Road 2: Bopbush Road;

Dodonaea viscosa (Hop Bush) is a species of flowering plant in the soapberry family, Sapindaceae, that has a cosmopolitan distribution in tropical, subtropical and warm temperate regions of Australasia.

Road 3: Clubleaf Street;

Acacia, commonly known as the wattles or acacias, is a large genus of shrubs, lianas and trees in the subfamily Mimosoideae of the pea family Fabaceae, and is native to Africa and Australia.

Road 4: Carpet Street;

Axonopus fissifolius (carpet grass) is a grass species which is often used as permanent pasture. Common names include common carpetgrass, caratao grass, and Louisiana grass in the United States, and mat grass, narrow-leaved carpet grass, and Durrington grass in Australia.

Road 5: Elephantear Road;

Acacia dunnii is a small tree which has foliage with bright yellow ball flowers in winter. Sparsely branched small tree that is tolerant of extended dry periods but frost tender. Suitable for arid situations. It has the largest leaves of all the acacias, which grow on the trunk and persist for many years.

Road 6: Bluegrass Street;

Othriochloa pertusa is a species of grass. It is widely used as a fodder and a graze for livestock and commonly known as bluegrass.

Road 7: Cockyapple Road;

Planchonia careya is a tree species in the family Lecythidaceae. Common names include cocky apple, cockatoo apple and billygoat plum. It produces an edible fruit which tastes like quince.

Road 8: Billygoat Street;

Terminalia ferdinandiana, also called the gubinge, billygoat plum, Kakadu plum or murunga, is a flowering plant in the family Combretaceae, native to Australia, widespread throughout the tropical woodlands from northwestern Australia to eastern Arnhem Land.

Road 9: Ghostgum Circuit;

Corymbia bella, commonly known as the ghost gum, weeping ghost gum, or the paper-fruited bloodwood, is a bloodwood native to northern Australia.

Road 10: Tamil Street;

Tall tamil grass is a NT native grass, extremely hardy, fast growing and drought tolerant once established. Produces a tall feathery seed head, makes a great feature grass in any NT garden. Grows over 1m tall and wide.

Road 11: Batswing Street;

Erythrina vespertilio is a tree native to north and north-east Australia. Its common names are grey corkwood, bat's wing coral tree, and the more ambiguous "bean tree". In the Western Desert language it is also known as ininti.

Road 12: Whitegum Circuit;

Eucalyptus alba, or white gum, is a species of Eucalyptus which is native to Australia, Timor, and New Guinea. A dominant tree of open woodland, it reaches 18 m high with a spread of up to 15 m.

Road 13: Crabeye Street;

Abrus precatorius, known commonly as jequirity Crab's eye, is a slender, perennial climber that twines around trees, shrubs, and hedges. It is a legume with long, pinnate-leafleted leaves. The plant is best known for its seeds, which are used as beads and in percussion instruments, and which are toxic because of the presence of abrin. Ingestion of a single seed, well chewed, can be fatal to both adults and children.

Road 14: Bladderwort Street;

Utricularia fulva is a small to medium-sized annual carnivorous plant that belongs to the genus Utricularia. It is endemic to Australia, where it appears to be largely restricted to the Northern Territory, specifically the Arnhem Land sandstone escarpment. It grows as a terrestrial or subaquatic plant in or near sandy stream beds. It was originally described and published by Ferdinand von Mueller in 1858.

Road 15: Stringybark Circuit;

Eucalyptus tetrodonta is a tree that is native to the Northern Territory and the Kimberley of Western Australia.

Financial Implications:

Nil

Legislation/Policy:

RS02 - Place Names Policy

Please note that the names are in line with the guidelines and requirements of the Place Names Committee, and whilst similar names may exist in other parts of the Northern Territory, they have not previously been used in any parts of Palmerston.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Mike Staunton Capital Works Coordinator

Schedule of Attachments:

Attachment A: Street Plan

Attachment A

LEGEND

- Community Uses
- Commercial Uses (Supermarket / Fast Food / Service Station)
- Commercial Mixed Use (Ground floor shop with residential above)
- Rural Lots
- Sites for Single Dwellings
- Innovation Lots
- Sites for Multiple Dwellings (MD)
- Sites for Multiple Dwellings (MR)

1. PEAFLOWER STREET
2. HOPBUSH ROAD
3. CLUBLEAF STREET
4. CARPET STREET
5. ELEPHANTEAR ROAD
6. BLUE GRASS STREET
7. COCKY APPLE ROAD
8. BILLYGOAT STREET
9. GHOSTGUM CIRCUIT
10. TAMIL STREET
11. BATSWING. STREET
12. WHITEGUM CIRCUIT
13. CRABEYE STREET
14. BLADDERWORT STREET.
15. STRINGYBARK CIRCUIT

ZUCCOLi aspire

COUNCIL REPORT

ITEM NUMBER:	13.1.2	Sign and Seal – Consent for Drainage Easement on Lot 10288 Tarakan Court, Johnston
FROM:		Director of Technical Services
REPORT NUMBER:		8/1214
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

Summary:

This report seeks Councils endorsement to undertake a sign and seal Form 93 - General Consent to enable the surrender of Crown Lease CLT 2351 for the purposes of converting Lot 10288 Tarakan Court, Johnston to freehold title.

RECOMMENDATION

1. THAT Council receives Report Number 8/1214.

2. THAT Council delegate authority to the Mayor and CEO to sign and seal Form 93 - General Consent to enable the surrender of Crown Lease CLT 2351 for the purposes of converting Lot 10288 to freehold title.

Background:

An application has been made to the Department of Infrastructure, Planning and Logistic to surrender Whole of Crown Lease CLT 2351 for the purposes of converting to freehold title. It has been highlighted that on the existing title - two easements exist, one of which includes an existing Drainage easement in favour of the City of Palmerston. Accordingly, in order to surrender the Crown Lease CLT 2351 for the purposes of converting to freehold title General consent from City of Palmerston is required. City of Palmerston also wishes to remove a drainage easement situated at the north west corner and unused however this will delay the titling process. Council will apply to extinguish this easement subsequent to submission of this approval.

General:

Officers raise no issue with the proposal to maintain the existing Drainage easement in favour of the City of Palmerston and recommend Council delegate authority to the Mayor and CEO to sign and seal General Consent Form 93 ***(Attachment A)*** consenting to the surrender of Crown Lease CLT 2351 for the purposes of converting Lot 10288 to freehold title.

Financial Implications:

There are no financial implications for Council as a result of this proposal.

Legislation/Policy:

There are no legislation or policy implications for Council as a result of this proposal.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Malcolm Jones, Manager of Infrastructure and Maintenance

Schedule of Attachments:

Attachment A: Form 93 – General Consent

Form 93

Attachment A

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS

NORTHERN TERRITORY OF AUSTRALIA

G	C	No:

IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

GENERAL CONSENT

Register	Volume	Folio	Location	Lot Description	Plan	Unit	
CUFT	816	551	Town of Palmerston	Lot 10288	S2009/249B		(NOTE 1 – 2)

INSTRUMENT BEING CONSENTED TO (Item 1)	Instrument Type: Surrender of Whole of Crown Lease Term 2351 Dated: Names of Parties: Zest Projects (ACN 158 975 627) as Trustee for the Johnston Trust	(NOTE 3)
INSTRUMENT UNDER WHICH CONSENT REQUIRED (Item 2)	Dealing Type: Drainage Easement Dealing No: Name of consenting party: City of Palmerston	(NOTE 4)
EXECUTION BY CONSENTING PARTY	The party identified in item 2 consents to the registration of the instrument identified in item 1 in respect of the above land. City of Palmerston consents to the Surrender of Whole of Crown Lease Term No. 2351 over Lot 10288 as depicted on approved survey plan S2009/249B.	(NOTE 5)

Executed by easement holder , the CITY OF PALMERSTON (ABN 42 050 176 900):

on Date:……..

By affixing it's Common Seal in the presence of:

……
Mayor

Print Name: …….

(NOTE 6)

……
Chief Executive Officer

Print Name: …….

Registered on ……..…..……. At ……..……...…….

SCHEDULE OF NOTES

1. This General Consent form is lodged as an original only and must be typed or completed in ink or biro. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
2. Volume and Folio references must be given together with parcel description.
3. Insert Instrument type and number, date and name of parties of the instrument being consented to.
4. Insert dealing type, number and name of consenting party.
5. This is the consenting clause.
6. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act,* the *Justices Act,* the *Local Court Act* or the *Registration Act,* a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act,* a Notary Public and any other person approved by the Registrar-General.

   A witness to an instrument executed by an individual must first:

   - take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
   - have the individual execute the document in the presence of the witness;
   - not be a party to the instrument; and
   - if witnessing more than one signature, clearly state that he/she has witnessed more than one signature. (ie I have witnessed the two signatures appearing above).

   After signing, witnesses must legibly write, type or stamp their names and contact address or telephone number below their signature.

   For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act*, Section 48.

   For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act* and the Registrar-General's Direction.

PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The NT Government also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.

ITEM NUMBER:	13.1.3	TS2017/09 – Grounds Maintenance Palmerston West
FROM:		Director of Technical Services
REPORT NUMBER:		8/1215
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

The Paradise Landscaping (NT) Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/09 – Grounds Maintenance Palmerston West.

RECOMMENDATION

1. THAT Council receives Report Number 8/1215.

2. THAT Council award contract TS2017/09 – Grounds Maintenance Palmerston West to Paradise Landscaping (NT) Pty Ltd for the amount of $417,601.45 (GST exclusive).

3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/09 – Grounds Maintenance Palmerston West.

Background:

Tenders were sought for contract TS2017/09 – Grounds Maintenance Palmerston West through an advertisement placed in the NT News on Thursday 25 and Saturday 27 May 2017 as well as on the Council website from Thursday 25 May 2017.

Thirteen (13) contractors collected the tender from Council. Three (3) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Monday 15 June 2017.

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

Insert Tender Name: TS2017/09 – Grounds Maintenance Palmerston West		
	Tenderer	
Ref	**Non-price Criteria**	**Weighting**
1	Local industry	10%
2	Past performance experience	10%
3	Resources	10%
4	Methodology knowledge and skills	10%
	Sub total	**40%**
	Tendered Price	60%

General:

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

Tenderers Name	*Tendered Amount*
Programmed Property Services Pty Ltd	$766,135.04
DREANT Pty Ltd	$2,084,769.30
Paradise Landscaping (NT) Pty Ltd	$417,596.65

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

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

The bill of quantities were checked and some minor mathematical errors were noted. These do not affect the outcome of the evaluation nor do they impact on budget.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Paradise Landscaping (NT) Pty Ltd, was considered to offer best value for money.

Financial Implications:

Funds have been allocated in the 2016/2017 capital works budget.

Legislation/Policy:

City of Palmerston Procurement Policy.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Rishenda Moss, Environment and Emergency Management Officer

Schedule of Attachments:

Nil.

ITEM NUMBER:	13.1.4	TS2017/08 – Grounds Maintenance Palmerston East
FROM:		Director of Technical Services
REPORT NUMBER:		8/1216
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

The Paradise Landscaping (NT) Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/08 – Grounds Maintenance Palmerston East.

RECOMMENDATION

1. THAT Council receives Report Number 8/1216.

2. THAT Council award contract TS2017/08 – Grounds Maintenance Palmerston East to Paradise Landscaping (NT) Pty Ltd for the amount of $303,355.21 (GST exclusive).

3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/08 – Grounds Maintenance Palmerston East.

Background:

Tenders were sought for contract TS2017/08 – Grounds Maintenance Palmerston East through an advertisement placed in the NT News on Thursday 25 and Saturday 27 May 2017 as well as on the Council website from Thursday 25 May 2017.

Fourteen (14) contractors collected the tender from Council. Three (3) contractors submitted tenders with supporting documents. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Monday 15 June 2017.

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

Insert Tender Name: TS2017/08 – Grounds Maintenance Palmerston East		
	Tenderer	
Ref	**Non-price Criteria**	**Weighting**
1	Local industry	10%
2	Past performance experience	10%
3	Resources	10%
4	Methodology knowledge and skills	10%
	Sub total	**40%**
	Tendered Price	60%

General:

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

Tenderers Name	*Tendered Amount*
Programmed Property Services Pty Ltd	$641,994.69
DREANT Pty Ltd	$1,220,514.83
Paradise Landscaping (NT) Pty Ltd	$303,329.86

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

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

The bill of quantities were checked and some mathematical errors were noted the largest being a discrepancy of $21,161.96 in the Programmed Property Services tender document however this does not affect the outcome of the evaluation.

After evaluating all tenders against both the price and non-price criteria, the tender submitted by Paradise Landscaping (NT) Pty Ltd, was considered to offer best value for money.

Financial Implications:

Funds have been allocated in the 2017/2018 budget.

Legislation/Policy:

City of Palmerston Procurement Policy.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Rishenda Moss, Environment and Emergency Management Officer.

Schedule of Attachments:

Nil.

ITEM NUMBER:	13.1.5	TS2017/05 – Playground Refurbishment Various Locations
FROM:		Director of Technical Services
REPORT NUMBER:		8/1217
MEETING DATE:		4 July 2017

Municipal Plan:

1. Community & Cultural Wellbeing

1.4 Recreation

1.4 We are committed to providing quality recreation and sporting facilities, parks, gardens, playgrounds and open spaces for the benefit of our community

Summary:

The NT Shade and Canvas Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/05 – Playground Refurbishment Various Locations.

RECOMMENDATION

1. THAT Council receives Report Number 8/1217.

2. THAT Council award contract TS2017/05 – Playground Refurbishment Various Locations to Adventure Plus for the amount of $180,000 (GST exclusive).

3. THAT the Mayor and Chief Executive Officer are granted consent to sign and seal all required contract documentation for the contract TS2017/05 – Playground Refurbishment Various Locations.

Background:

Tenders were sought for contract TS2017/05 – Playground Refurbishment through an advertisement placed in the NT News on Saturday 13 and Thursday 18 May 2017 as well as on the Council website from Monday 15 May 2017.

Thirteen (13) tenders were collected from Council. Three (3) tenders were submitted. All tenders were opened by the Council tender opening panel immediately after the closing time at 2.00pm on Monday 5 June 2017.

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

Insert Tender Name: TS2017/05 – Playground Refurbishment Various Locations		
	Tenderer	
Ref	**Non-price Criteria**	**Weighting**
1	Local industry	5%
2	Past performance experience	5%
3	Scale and Design	25%
4	Methodology knowledge and skills	5%
	Sub total	**40%**
	Tendered Price	60%

General:

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

Tenderers Name	*Tendered Amount*
Hardy Landscaping	$180,000
NT Shade	Option 1 - $138,650 Option 2 - $151,450
Adventure Playgrounds	$180,000

All Contractors assessed by the Tender Evaluation Committee were identified as being capable of performing the works.

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

After evaluating all tenders against both the price and non-price criteria, the tender submitted by NT Shade was considered to offer best value for money however, the scope of equipment proposed was considered by the assessment panel to be of a quantity less than that currently provided in the parks. The panel considered that Council should at least match the current level of service provided by the existing play equipment and therefore recommends the Adventure Playgrounds proposal. Photos of existing equipment and the proposals from tenderers for Royal Park see **Attachment C,** for Cornwallis Park see **Attachment A,** for Gager Park see **Attachment B** and for Shadforth Park see **Attachment D.**

Financial Implications:

Funds of $144,000 have been allocated in the 2016/2017 capital works budget and a further $200,000 is contained in the draft 2017/18 budget. Total funding available is $344,000.

Legislation/Policy:

City of Palmerston Procurement Policy.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Rishenda Moss, Environment and Emergency Management Officer.

Schedule of Attachments:

Attachment A: Photos of existing equipment and proposals from tenders for Cornwallis Park.

Attachment B: Photos of existing equipment and proposals from tenders for Gager Park.

Attachment C: Photos of existing equipment and proposals from tenders for Royal Park.

Attachment D: Photos of existing equipment and proposals from tenders for Shadforth Park.

Cornwallis Park - existing play equipment

Attachment A

Adventure Plus - Cornwallis Park

adventure+ spectrum+ motion+

Cornwallis Park - City of Palmerston
Proposed Play Equipment
Equipment Illustration - View 1

@ sales@adventureplus.net.au
1300 237 587
adventureplus.net.au

HARDY LANDSCAPING - CORNWALLIS PARK - OPTION 1

12 Play Activities

Attachment A

OPTION 1

PLAY ACTIVITIES

12

This design incorporates different activities to engage & excite kids.

Five way swing

The Swing is a classic piece of playground equipment. Children of all ages love the excitement and relaxation of swinging . What's unique about this is that all your friends can join in at the same time.

Carousel with bars

Children can't get enough of the sensation of speed and spinning. Our range contains both traditional carousels and innovative spinning products.

NT SHADE - CORNWALLIS PARK - OPTION 1

OPTION 2

PLAY ACTIVITIES

12

This design incorporates different
activities to engage & excite kids.

Double swing

The Swing is an all-time favourite that has an important place in any playground planning. Children of all ages love the excitement and relaxation of swinging ...

Multi-spinner Carousel

The KOMPAN Multispinner carousel is a thoroughly tested piece of fun social play and balance training, unique in function: the five seats are comfortable to get in and out. They are placed so that two, respectively three of them are closer together to allow for easy exit and entrance to the space in the middle of the carousel. Here children lie, sit and the older and more agile children stand as the carousel spins. Younger children invent simple games according to which colour seat you get. The children push the carousel and cooperate and negotiate their way through who are seated where, who are pushing and who are standing. After a while the older children figure out how to cooperate and get the carousel going from a seated position simply by coordinating the movements of the upper and lower bodies. Doing that the children can work the carousel up to a quite speedy spin.

Gager Park - existing play equipment

Attachment B

ADVENTURE PLUS - GAGER PARK

adventure+ spectrum+

Gager Park - City of Palmerston
Proposed Play Equipment
Equipment Illustration - View 1

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adventureplus.net.au

HARDY LANDSCAPING - GAGER PARK
OPTION 1

HARDY LANDSCAPING - GAGER PARK
OPTION 2

Attachment B

OPTION 1

PLAY ACTIVITIES

12

This design incorporates different activities to engage & excite kids.

Puppet

This extremely original seesaw is without seats, the idea being for children to seesaw standing up. They have to use all their strength to start and keep the seesaw moving, and a strong spring not only ensures a steady movement but also acts as a safety braking device if one or other should suddenly jump off.

Spinner bowl

Using centrifugal force and the weight distribution of the child, the spinning speed can go up or down, depending on the child's body movements. The Spinner Bowl secures the child in its generous depth and makes training balance a wild ride. When the bowl is filled with loose material and spun in either direction, the force of rotation pushes the material from the centre and out through a drain hole. A useful tool in understanding centrifugal force and gravity, the Spinner Bowl is not only a thrill ride but a great science tool as well.

Double tower with swing

The varied climbing, gliding, sliding and swinging experiences of the Play Tower with Double Swing offers a good fundament for hours of fun, physical play and quite substantial training of the child's motor skills and muscles. Apart from that, a break from the physical activity is offered with the naughts-and-crosses panel under the platform and the tactile turnable timers on the platform post.

NT SHADE - GAGER PARK - OPTION 1

OPTION 2

PLAY ACTIVITIES

12

This design incorporates different
activities to engage & excite kids.

Spica 1

Spica is a uniquely designed, delightful, challenging piece of rotating playground equipment. The three models have different designs and react in different ways to the movement of the child. It is therefore necessary to experiment with its movement and one's centre of gravity in order to master Spica's rotations.

Two tower with net bridge

Bring on the little climbers! This play structure offers a variety of climbing activities that support motor development to a high degree. A net ladder is used to enter the lower of the two towers, improving children's cross-body coordination. From the lower tower, children can traverse the net bridge to the higher tower platform, again strengthening their motor skills, where they can take tummy-tickling trip down the slide, which they will love with its height and decline. The higher tower can also be accessed from an inclined climbing wall, which also trains gross motor skills. The play structure also features two play activities. On the lower tower platform, children can play with the flowers panel, which features flowers that turn. Children will discover that when they turn a flower on one side of the panel, the flower on the other side turns too! This also trains their fine-motor skills. Finally, below the higher tower, there is a space for quieter play, and here children will also find a shop counter with a conveyer belt made of small wheels, which provide a fun tactile sensation for the toddler to explore.

Double swing

The Swing is an all-time favourite that has an important place in any playground planning. Children of all ages love the excitement and relaxation of swinging ...

NT SHADE - GAGER PARK - OPTION 2

Royal Park - existing play equipment

Attachment C

ADVENTURE PLUS - ROYAL PARK

adventure+ spectrum+

Royal Park - City of Palmerston
Proposed Play Equipment
Equipment Illustration - View 2

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adventureplus.net.au

HARDY LANDSCAPING - ROYAL PARK - OPTION 1

HARDY LANDSCAPING - ROYAL PARK - OPTION 2

Attachment C

OPTION 2

PLAY ACTIVITIES

8

This design incorporates different
activities to engage & excite kids.

Three tower with bridge & net

The three towers on this play structure offer each their level of difficulty in access climbing: the first tower is entered via a sturdy steel rung ladder, the middle tower takes quite some concentration with its climbing poles, and the highest tower is entered via the climbing wall. From the first tower a classic slide leads back to the ground or the big meshed net lead the child to the next platform. The meshes are big enough for climbing through or hanging in the knees from and allows for big movement climbing.

NT SHADE - ROYAL PARK - OPTION 1

OPTION 1

PLAY ACTIVITIES

6

This design incorporates different activities to engage & excite kids.

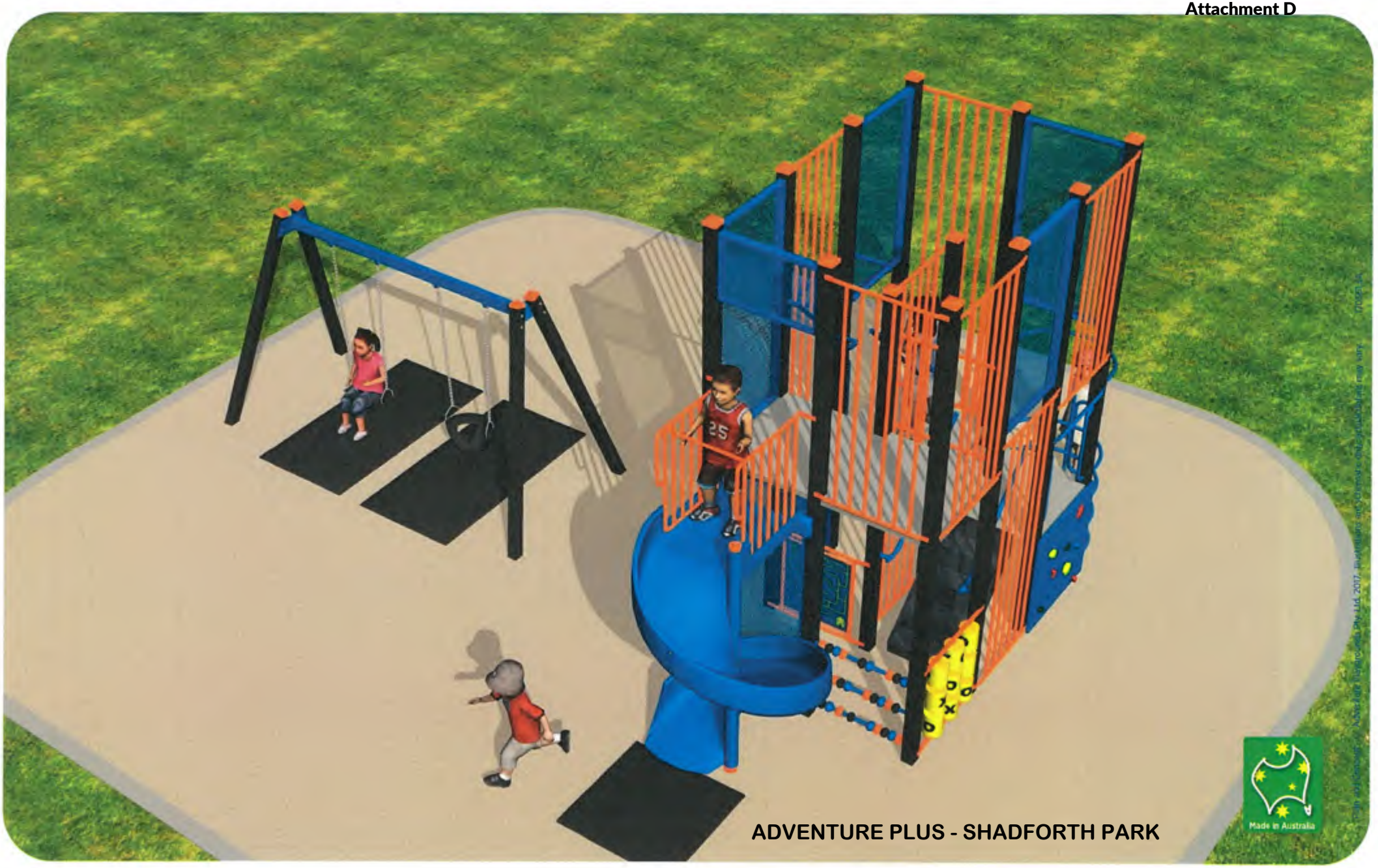
Double tower with swing

The varied climbing, gliding, sliding and swinging experiences of the Play Tower with Double Swing offers a good fundament for hours of fun, physical play and quite substantial training of the child's motor skills and muscles. Apart from that, a break from the physical activity is offered with the naughts-and-crosses panel under the platform and the tactile turnable timers on the platform post.

NT SHADE - ROYAL PARK - OPTION 2

Shadforth Park - existing play equipment

Attachment D



adventure+ spectrum+

Shadforth Park - City of Palmerston
Proposed Play Equipment
Equipment Illustration - View 3

@ sales@adventureplus.net.au
1300 237 587
adventureplus.net.au

HARDY LANDSCAPING - SHADFORTH PARK
OPTION 1

15 Play Activities
HARDY LANDSCAPING - SHADFORTH PARK
OPTION 2
OPTION 2 of 2 - A00096

OPTION 1

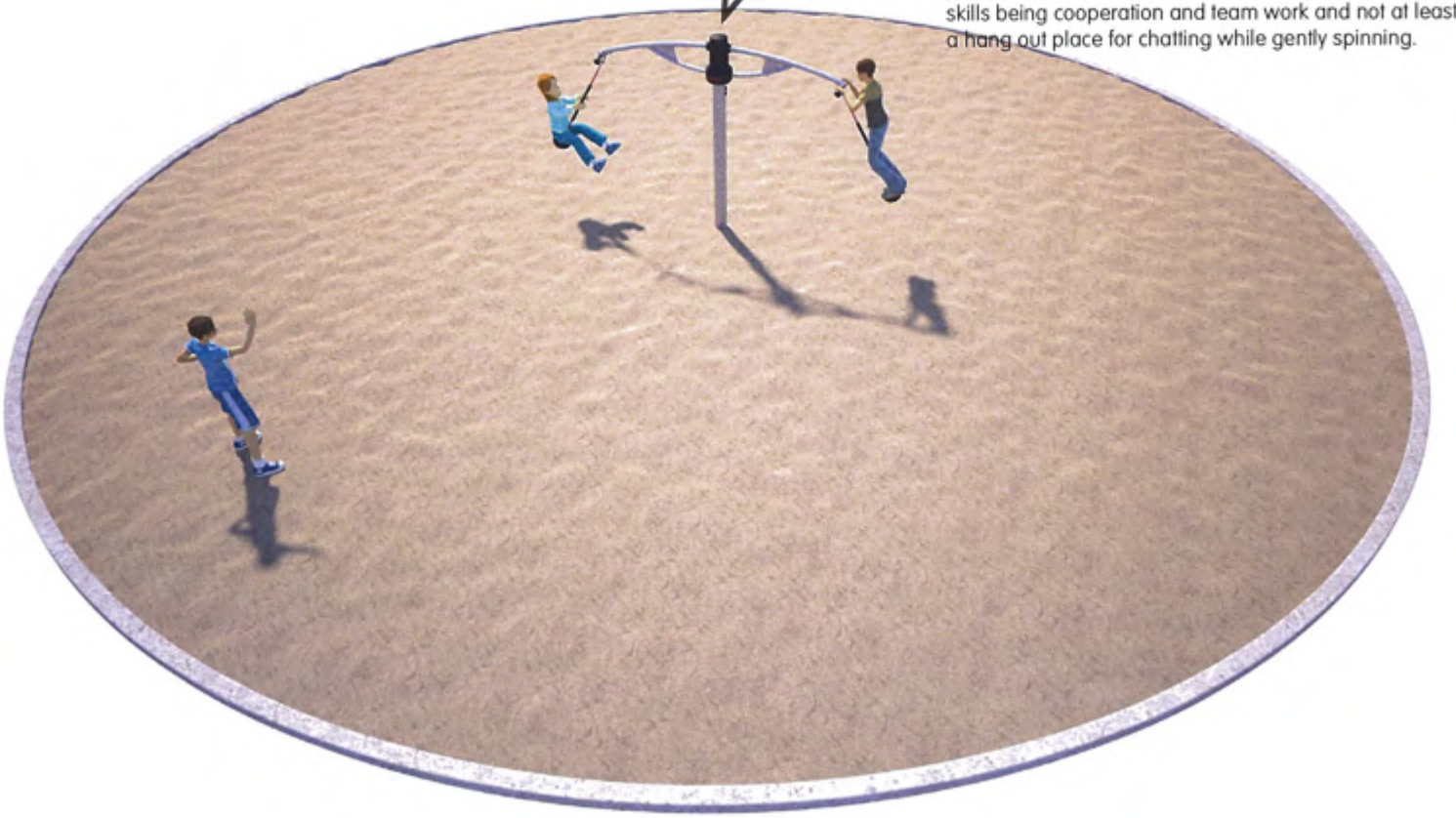
PLAY ACTIVITIES

6

This design incorporates different
activities to engage & excite kids.

Saturn carousel

When playing on this large overhead rotating carousel with two sets of seat & handles, you need to use your strength and hold your balance! This seems to be the best way to describe the kind of play that takes place on the Saturn Carousel. This play equipment includes both physical skills like muscle and cardio but also social skills being cooperation and team work and not at least a hang out place for chatting while gently spinning.



NT SHADE - SHADFORTH PARK - OPTION 1

OPTION 2

PLAY ACTIVITIES

12

This design incorporates different
activities to engage & excite kids.

Climber

The Climber play structure is a robust and diverse piece of equipment with a variety of play activities. The overhead bars, ladder and climbing net require strength and agility and can absorb a number of children. The Climber is vandal resistant.

Track ride tower

The Track ride tower is a great ride, thrilling as the child glides down the track hanging in the arms, maybe only using one handle and sharing the other with a friend. The run back, delivering the the handle for the next child waiting makes this a highly active play event. In surveys this is a favourite among

ITEM NUMBER:	13.1.6	TS2017/03 – Archer Landfill Rehabilitation – Stage 2
FROM:		Director of Technical Services
REPORT NUMBER:		8/1218
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

The Aldebaran Contracting Pty Ltd tender is assessed as offering the best value for money to undertake contract TS2017/03 Archer Landfill Rehabilitation – Stage 2.

RECOMMENDATION

1. THAT Council receives Report Number 8/1218.

2. THAT Council awards Lump Sum Contract TS2017/03 - Archer Landfill Rehabilitation – Stage 2 – Option A to Aldebaran Contracting Pty Ltd for the lump sum of $2,312,270.00 (exclusive of GST).

3. THAT Council approve the Mayor and Chief Executive Officer signing and sealing all required contract documentation for Contract TS2017/03 - Archer Landfill Rehabilitation – Stage 2 – Option A.

Background:

Tenders were sought for Contract TS2017/03 – Archer Landfill Rehabilitation – Stage 2 through the advertisement placed in the NT News on Thursday 4 and Saturday 6 May 2017 as well as on the Council website and Tenders.Net from 8 May 2017.

Twenty-nine (29) Contractors downloaded the tender from Tenders.Net. Six (6) Contractors submitted a tender with supporting documents. The tender was opened by the Council Tender Opening Panel immediately after the closing time at 2pm on Friday 26 May 2017.

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

Insert Tender Name: TS2017/03 – Archer Landfill Rehabilitation – Stage 2		
	Tenderer	
Ref	**Non-price Criteria**	**Weighting**
1	Local industry	10%
2	Past performance experience	15%
3	Resources	10%
4	Methodology knowledge and skills	15%
	Sub total	**50%**
	Tendered Price	50%

General:

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

Tenderers Name	*Option*	*Tendered Amount*
Aldebaran Contracting	A	$2,312,270.00
	B	$2,444,510.00
NTEX	A	$1,961,039.88
	B	$1,983,609.63
Mark Cundall Earthmoving	A	$5,362,087.68
	B	$5,477,697.48
McMahon Services	A	$4,746,723.54
	B	$4,739,054.14
City Earthmoving Pty Ltd	A	$4,104,528.90
	B	$4,361,936.40
Sitzler	A	$3,761,534.00
	B	$3,847,763.00

Tenderers were asked to submit two pricing options. The difference being Option A was to provide rock lined surface channels and Option B was for reno mattress surface channels on the site. After discussing the difference in the treatment options the Tender Evaluation Panel decided that Option A would best suit the requirements of the site.

The tender evaluation panel assessed all tenders as if they were conforming however the City Earthmoving tender did not contain Tender Form 7 (Schedule of Current Commitments).

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

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

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

Financial Implications:

Project costs will be allocated to the Provision created in 2015/2016 in accordance with AASB137.

GHD Pty Ltd were engaged by Council in 2015 to prepare the following documents required under the Pollution Abatement Notice issued by the NT EPA:

- Review of Hydrogeological Assessment
- Review of Landfill Gas Risk Assessment
- Landfill Rehabilitation Plan
- Aftercare Management Plan

Prior to this GHD Pty Ltd was engaged by Council in 2012 to undertake both a Hydrogeological Assessment of the site as well as a Landfill Closure Plan. They have extensive knowledge of the site.

A Construction Quality Assurance (CQA) Engineer is required to verify the construction of the rehabilitation is performed in accordance with the technical specification and associated contract documents. GHD Pty Ltd was requested to provide a professional services fee proposal for both the CQA Engineer and Superintendents Representative for Stage 2.

The fees are:

Superintendents Representative	$ 45,074
CQA Engineer	$ 68,533
Total	$ 113,607

Staff will be engaging GHD to undertake the above roles upon award of the contract.

Legislation/Policy:

Section 29 of the *Local Government (Accounting) Regulations* require a council to publicly call tenders for all works over $100,000 except where those works involve consultancy or professional service.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Rishenda Moss, Environment and Emergency Management Officer.

Schedule of Attachments:

Nil.

ITEM NUMBER:	13.1.7	EM04 Caretaker Policy
FROM:		Chief Executive Officer
REPORT NUMBER:		8/1219
MEETING DATE:		4 July 2017

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

An amended City of Palmerston EM04 Caretaker Policy is provided for consideration, following receipt of guidance from the Department of Housing and Community Development.

RECOMMENDATION

1. THAT Council receives Report Number 8/1219.

2. THAT Council adopt the amended EM04 Caretaker Policy.

Background:

Council has received guidance from the Department of Housing and Community Development regarding local government caretaker policies (Attachment B) in advance of Northern Territory local government elections on 26 August 2017.

General:

The current City of Palmerston EM04 Caretaker Policy generally complies with guidance from the Department, with several items being noted here:

1. The Department recommends the policy prevent an ordinary meeting of Council to be cancelled. This is because many councils in the Northern Territory only have one meeting per month, and there is a risk if this is cancelled, as Section 58(1) of the Local Government Act requires councils to hold at least 1 meeting in each successive period of 2 months. As City of Palmerston holds two ordinary meetings per month, there is no need for this provision in its caretaker policy. This has been confirmed with the Department.
2. While the checklist provided has the words "…does not allow individual members to use council facilities or resources for private electioneering purposes," the Department has confirmed that individual members are able to access council facilities and resources for electioneering

purposes when equal access is granted to other candidates, ie election signs on council verges and reserves, ability to book a community room at the library, etc.

3. The Department has confirmed that the caretaker period for this election commences on 3 August 2017, being 23 days prior to the election held on 26 August 2017.

The only adjustment suggested by officers to be necessary is to change the following wording (additional text underlined):

> 4.2.3 A decision to enter into a contract, arrangement or understanding (other than a contract for <u>budgeted capital and operational works,</u> roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government) the total value of which exceeds $100,000.

This change considers a large number of other contracts which may occur during this period, including but not limited to:

- Grounds maintenance
- Landscape maintenance
- Electrical (light audit, electrical maintenance, park and street lighting maintenance)
- Street sweeping
- Waste (includes kerbside collections, public place bin collections and transfer station operations)
- Cleaning (buildings and facilities)
- Dog feeding and pound cleaning

Financial Implications:

Nil

Legislation/Policy:

Local Government Act
Local Government (Electoral) Regulations

Recommending Officer: Ricki Bruhn, Chief Executive Officer

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

Author: Ben Dornier, Director of Corporate Services

Schedule of Attachments:

Attachment A: Draft EM04 Caretaker Policy
Attachment B: Letter from DHCD 15 June 2017

EM04

Name:	Caretaker Policy		
Type:	Council Policy		
Owner:	Director of Corporate Services		
Responsible Officer:	Ben Dornier		
Approval Date:	15/03/2016	Next Review Date:	15/03/2019
Records Number:		Policy Code:	EM04

1 *PURPOSE*

Section 96A of the Local Government Act requires Council to maintain a Caretaker Policy governing the conduct of Council and its staff during a general election.

2 *PRINCIPLES*

City of Palmerston is committed to the efficient, transparent and sustainable governance of Council operations, particularly during the conduct of a general election.

3 *DEFINITIONS*

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

Term	***Definition***
Council Resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources may include: (a) materials published by Council; (b) facilities and goods owned by the Council; (c) attendance and participation at functions and events; (d) access to Council information; and (e) media services. Council staff and contractors engaged by a Council are also Council resources.
Advantage	An advantage will be conferred where a decision allowing the use of Council resources favours one candidate over another. An advantage arises when a candidate utilises resources, information or support that is not available to a candidate in an election who is not an existing Council Member.

4 *POLICY STATEMENT*

4.1 Election Period

This policy is in force commencing on the nomination closing day for a general election as defined in the Local Government (Electoral) Regulations, and ends when the result of the election is declared under Section 56 of those Regulations (the “Caretaker Period”).

4.2 Designated Decisions

During the Caretaker Period, the following designated decisions are prohibited from being made directly by Council or indirectly through the Chief Executive Officer, or their nominee, or a senior member of staff:

4.2.1 A decision relating to the employment or remuneration of the Chief Executive Officer, other than to appoint an acting Chief Executive Officer or suspend the Chief Executive Officer for serious or wilful misconduct, except where carried out pursuant to Section 225 of the Local Government Act.

4.2.2 A decision to terminate the appointment of the Chief Executive Officer, except where carried out pursuant to Section 225 of the Local Government Act.

4.2.3 A decision to enter into a contract, arrangement or understanding (other than a contract for budgeted capital and operational works, roadworks, road maintenance or drainage works, employment of staff, or in the case of an emergency or disaster as defined by the Northern Territory Government) the total value of which exceeds $100,000.

4.2.4 A decision allowing the use of Council resources for the advantage of a particular candidate or group of candidates (other than a decision that allows the equal use of Council resources by all candidates for election).

4.3 Elected Members Activities during an Election

4.3.1 Council Branding, letterhead, media facilities or related facilities should not be used for a candidate's campaign. It is appropriate however for a Councillor or Mayor to make it clear in written communication that they are currently an Elected Member.

4.3.2 Council staff who provide support to Elected Members are not to be asked to undertake any tasks connected directly or indirectly to an election campaign.

4.3.3 Council resources provided for the use of Elected Members such as computers, stationary and business cards can continue to be used for Council business only, and are not to be used for campaign purposes. Doing so is a violation of the Code of Conduct.

4.3.4 Expenses incurred during the Caretaker Period will only be reimbursed according to Council policy where the Elected Member can provide evidence that it was not related to a campaign.

4.4 Council Staff Activities during an Election

4.4.1 Public consultation activities during the Caretaker Period may only take place where there is a statutory requirement to do so.

4.4.2 Council staff should not undertake any activity that may influence the outcome of the election, except where that activity relates to the election process and is authorised by the Chief Executive Officer.

4.4.3 Where the use of Council resources can be construed as being related to a candidate's election campaign, the incident must be reported to the Chief Executive Officer.

4.4.4 Council staff must not assist a candidate with their election campaign at any time, including outside working hours, except where the assistance is for the equal benefit of all candidates.

5 *ASSOCIATED DOCUMENTS*

5.1 Code of Conduct
5.2 Code of Conduct for Employees

6 *REFERENCES AND RELATED LEGISLATION*

6.1 Northern Territory Local Government Act
6.2 Northern Territory Local Government (Electoral) Regulations

NORTHERN TERRITORY GOVERNMENT

CITY OF PALMERSTON
20 JUN 2017
Doc ID

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

Local Government and
Community Development
RCG House, level 2
83-85 Smith Street

Postal Address
GPO Box 4621
Darwin NT 0801

T 08 8999 8868
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E lg.compliance@nt.gov.au
File Ref: LGR2016/00071-013

Mr Ricki Bruhn
Chief Executive Officer
City of Palmerston
PO Box 1
PALMERSTON NT 0831

Dear Mr Bruhn

Council Caretaker Period and Policy

I am writing to confirm the caretaker period for the 26 August 2017 local government elections commences on 3 August 2017. During the caretaker period, elected members continue to be responsible under the *Local Government Act* (Act) for all facets of their role until the end of their term which is when the results of an election are determined.

Caretaker Policy
Section 96A of the Act requires a council to formally adopt by resolution a caretaker policy which governs the conduct of the council and its staff during the caretaker period.

During the caretaker period, your council must continue to operate as per the requirements of the Act which includes, amongst other requirements, proceeding with regularly scheduled council meetings, ensuring the code of conduct policy is adhered to at all times and continued payment of elected member allowances.

Your council's caretaker policy should include procedures for ensuring there is a separation between core council and councillor business and election related activity. It is also important to highlight that your council's caretaker policy must not hinder, alter or interfere with council's normal business or include provisions which conflict or are outside the provisions of the Act. Where there is a conflict between council policy and the Act, the legislation will prevail.

I encourage you to review your caretaker policy to ensure consistency with the Act and if in doubt, please email the local government compliance team for clarity. Provided at Attachment A is a checklist that may assist with assessing your council's policy.

First Council Meeting after the General Election
Under the provisions of the Act, the first ordinary meeting of council is to be held within 14 days after the conclusion of the general election. At this meeting, the Act requires councils to consider certain business which is detailed in the attached guide with this letter. The guide also provides some suggestions on business that should be brought to council's attention at the first council meeting.

I also take this opportunity to advise the postal address for this department has changed to GPO Box 4621, Darwin NT 0801.

If you have any queries regarding the content of this letter, please do not hesitate to contact either myself or Ms Meeta Ramkumar, Director Sustainability and Compliance on 8999 8868 or email lg.compliance@nt.gov.au.

Yours sincerely

DAVID ALEXANDER
Executive Director

15 June 2017

ATTACHMENT A

Council Caretaker Policy Checklist

Council's Caretaker Policy:	Check
Must not allow council meetings to be cancelled or not proceed	
Must not give unlimited powers to the council CEO during the caretaker period – all powers must be within approved delegations	
Must not allow Local Authority meetings to be cancelled or not proceed	
Must not allow elected member allowances to be stopped	
Must not contain any other provision that is inconsistent with normal council business	
Should include a communication protocol which allows council to communicate information regarding an upcoming election but does not allow individual members to use council facilities or resources for private electioneering purposes	
Should state who the policy applies to	
Should include protocols regarding access to council information	
Should include protocols on major policy decisions	
Should include protocols on attendance at official events	
Should include protocols regarding staff supporting candidates	
Should include protocols for staff and elected members publishing material on social media	
Should make reference to council's code of conduct and other relevant documents	

A Guide for the First Meeting of Local Government Councils after a General Election

This document has been prepared for guidance to local government councils on the first meeting of a council after a general election. It is divided into two sections – actions required under the Act and optional business.

1. Actions required under the *Local Government Act*

Under the *Local Government Act* (Act), it is the local government council's Chief Executive Officer (CEO) who is responsible for convening council meetings and informing elected members of the time and date of the first meeting.

The first meeting of council is required to occur within 14 days

Section 58 (3) of the Act states the first ordinary meeting of a council to be held after a general election must be held within 14 days after the conclusion of that general election. The general election is concluded when the results by the NT Electoral Commissioner are officially declared.

Appointment or election of principal member

Section 45 (1) of the Act states if appointment is the basis of filling the office of the principal member of a council, the council must, at the first meeting to be held after a general election, appoint one of its members to be the principal member of the council.

Under the Act:

- the principal member of the City of Darwin council is to have the title of Lord Mayor
- the principal member of the Litchfield Council is to have the title of President or Mayor
- the principal member of a municipal council (except City of Darwin council and the Litchfield Council) is to have the title of mayor.

At the first council meeting, the council must elect:

- In the case of the Litchfield Council, whether the principal member is to have the title of President or Mayor
- In the case of a regional council or a shire council, whether the principal member is to have the title of President or Mayor.

Appointment or election of deputy principal member

Section 45 (1) of the Act states if appointment is the basis of filling the office of the principal member of a council, the council must at the first meeting to be held after a general election, appoint one of its members to be the deputy principal member.

Section 45(2) of the Act states if election is the basis for filling the office of the principal member then, the council must at its first meeting, appoint one of its members to be the deputy principal member. The council must formally resolve to either appoint the deputy principal member:

- for the entire term of office ending at the conclusion of the next general election; or
- a lesser term fixed by the council when it makes the appointment.

A policy to allow the Chair to exercise a casting vote

Section 61(7) of the Act refers to the establishment of a policy to allow the Chair to exercise a casting vote.

A policy to allow the Chair to exercise a casting vote:

(a) may only be established by resolution of the council passed at the first meeting of the council to be held after a general election; and

(b) cannot be altered or revoked during the term of the council; and

(c) lapses at the conclusion of the next general election.

2. The first meeting - Optional Business

The following are not legislative requirements under the Act, however, each is suggested as an example of good practice for ensuring council members, especially new members, are aware of the policies and procedures they are subject to as elected members and what they should expect in terms of meeting practices and procedures.

Introduction of the role of CEO in convening meetings

The first meeting is a good time to ensure the council is briefed on the role of the council's CEO in relation to convening meetings, as well as the legislative requirements for meetings and what must be considered in meeting agendas.

CEOs could also consider providing a broad overview of the schedule of items and any statutory due dates councils must consider at council meetings at various times of the year. For example, policy review dates; CEO and council performance reviews; budget approval and amendment dates; annual plan schedule; and review and acceptance of council's annual report and audited financial statements.

Confirmation of previous minutes

Section 67(3) of the Act requires that a council to confirm the minutes (with or without) as a correct record of the meeting. It is good practise that council members who were actually present at the previous meeting confirm those minutes.

Council should at its first meeting set the schedule of ordinary council meetings for the year

Section 59 of the Act requires a council to hold a meeting of its members at least once in each successive period of 2 months.

If a council does not hold an ordinary meetings at least once in each month, then regulation 11 of the *Local Government (Accounting) Regulations* (Accounting Regulations) requires a council to appoint a committee and delegate to the committee the necessary powers to carry out, on behalf of council, the financial functions of the council in the months the council does not hold an ordinary meeting (Finance Committee).

If a council opts to hold bi-monthly ordinary council meetings, then the council must appoint a Finance Committee and delegate the necessary powers to the Finance Committee to carry out financial functions on its behalf. This item must be approved through resolution.

Council Committees

Section 54 of the Act states a council may establish council committees which consist of persons appointed by the council to be members of the committee. The members of a council committee may consist of, or include, persons who either are or are not elected members.

Before an election, there may be a number of council members who were nominated by council to be on council committees. Following the conclusion of the local government elections, some committee members may not be re-elected as a council member which creates a vacancy in a particular committee.

At the first council meeting the CEO should provide a list of council committees outlining their purpose, frequency of meetings, membership composition and terms of appointment. The CEO should list those committees where a replacement committee member needs to be appointed by council. The council should nominate replacement committee members and re-appoint/re-confirm any existing council members who may wish to continue, including independent members, as soon as practical to ensure committee deliberations can proceed as usual. This item must be approved through council resolution.

Councillor allowances

Section 71 of the Act states a member of a council is entitled to be paid an allowance. The allowance is to be fixed in accordance with Local Government Guideline 2 and published as part of the council's budget for that financial year. The allowance rates must be publically available on the council's website and at the council's public office(s).

At the first meeting, the CEO should provide details of the rates of allowances payable to council members and advise that allowances cannot be paid in advance and nor can they be increased from the rates set in the council's budget for the year. The CEO should inform elected members the council's budget is required to be set by 31 July of the relevant year so an increase cannot be considered if the local government elections are held after that date.

Conflict of interest

Before any business is conducted by a new council, it is important for the CEO to outline any issues related to conflict of interest.

Section 73 (1) of the Act states that a member has a conflict of interest if the member or an associate of the member has a personal or financial interest in how a question is decided by council.

Section 74 of the Act states that as soon as practicable after a member becomes aware of a conflict of interest in a question that has arisen or is about to arise, the member must disclose that interest. The council CEO is to record that disclosure in a register of interests. A council member cannot, without prior approval from the minister, be present at a council meeting while the matter in which the member has a conflict of interest is under consideration and nor can that member participate in any discussion on the matter.

New council members should be encouraged to think about and declare any possible conflicts of interest that may arise, including their positions or positions of their associates and family members

in private companies who may contract to councils, or on Aboriginal corporations and other non-government organisations and boards that may have a relationship with councils.

Section 107 of the Act requires the CEO to disclose to council any personal or financial interest in a matter they are required or authorised to act or give advice on. The CEO must not act in that matter except as authorised by the council. It is recommended the CEO raise any existing conflicts of interest with the new council to reconfirm council's position.

Attendance at Meetings

Section 39 (1) (d) of the Act states that a person ceases to hold office as a member of a council if the person is absent, without permission of the council, from 2 consecutive ordinary meetings of the council. The first meeting of council is an important time to remind council members of their obligations to attend meetings and if they can't attend, how to communicate a formal apology.

Introduction of the Code of Conduct

All councils in the Northern Territory have a Code of Conduct. A Code of Conduct can be adopted and amended by council and, like other council policies, remains in force when a new council is elected. The first meeting of council is an opportunity to draw elected members' attention to the Code of Conduct. Council could even consider passing a resolution re-adopting the Code of Conduct.

Council policies

Once a policy has been adopted by council, they continue to apply after the election of a new council. The first meeting of a new council is therefore a good opportunity to inform elected members of a list of council policies and where the documents can be obtained. It is important for elected members to familiarise themselves with any policies that might guide their decisions.

Council's strategic and financial plan

The CEO should provide an overview of the key strategic directions set in the council's annual and long term plan and outline some of the major developments and initiatives of council. The CEO should provide details on the status of council's major projects and what stages these are at.

At the first meeting, the CEO must present financial reports as required under the Accounting Regulations and advise elected members there are a set of financial matters which must be included in the financial reports but council can request the inclusion of other information in those reports.

Key contracts, agreements and major initiatives

The CEO should provide details of major funding agreements and contracts so that all elected members are aware of council's contractual obligations and on what terms and conditions these obligations exist.

Local Authorities (only for Regional Councils)

The CEO should provide an overview of the council's policy on Local Authorities and the composition of its members and whether new nominations are required following the general elections. The CEO should also advise Ward council members are automatically appointed to the Local Authorities in their Ward with full voting rights and other associated responsibilities (such as providing input into the council's budget and participating in recruiting to senior positions in communities). The CEO should also advise on the level of allowances payable to Local Authority members.

Council business unchanged when a new council is elected

Many aspects of a councils business are unaffected as a result of a council election.

- Council policies are carried over from the previous council until they are changed through resolution.
- The maximum elected member allowances are set in accordance with section 71(2) of the Act. These allowances cannot be increased once set for the financial year but they can be decreased by council resolution.
- Council policies related to elected member allowances for professional development, travel and accommodation will remain until the policies are changed through council resolution.
- Council committees, including Local Authorities and local boards will continue to exist in accordance with the Act and council's policies.
- Council Delegations to the CEO, committees and Local Authorities will continue from the previous council until amended through formal resolution.

ITEM NUMBER:	13.1.8	Sign and Seal – Consent for Drainage Easement on Lot 8571 (28 McCourt Road), Yarrawonga
FROM:		Director of Technical Services
REPORT NUMBER:		8/1220
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

This report seeks Councils endorsement to undertake a sign and seal Form 93 - General Consent to enable the surrender of Crown Lease CLT 2421 for the purposes of converting Lot 8571 (28 McCourt Road, Yarrawonga) Town of Palmerston to freehold title whilst maintaining the existing drainage easement in favour of City of Palmerston.

RECOMMENDATION

1. THAT Council receives Report Number 8/1220.

2. THAT Council delegate authority to the Mayor and CEO to sign and seal Form 93 - General Consent to enable the surrender of Crown Lease CLT 2421 for the purposes of converting Lot 8571, Town of Palmerston to freehold title.

Background:

An application has been made to the Department of Infrastructure, Planning and Logistics to surrender of Whole of Crown Lease CLT 2421 for the purposes of converting to freehold title. It has been highlighted that on the existing title - three easements exist, one of which includes an existing Drainage easement in favour of the City of Palmerston. Accordingly, in order to surrender the Crown Lease CLT 2421 for the purposes of converting to freehold title General consent from City of Palmerston is required.

General:

Officers raise no issue with the proposal to maintain the existing Drainage easement in favour of the City of Palmerston and recommend Council delegate authority to the Mayor and CEO to sign and seal General Consent Form 93 ***(Attachment A)*** consenting to the surrender of Crown Lease CLT 2421 for the purposes of converting Lot 8571 to freehold title.

Financial Implications:

There are no financial implications for Council as a result of this proposal.

Legislation/Policy:

There are no legislation or policy implications for Council as a result of this proposal.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Malcolm Jones, Manager Infrastructure and Maintenance

Schedule of Attachments:

Attachment A: Form 93 – General Consent

Form 93

Attachment A

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS

NORTHERN TERRITORY OF AUSTRALIA

G	C	No:

IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

GENERAL CONSENT

Register	Volume	Folio	Location	Lot Description	Plan	Unit	
CUFT	817	516	Town of Palmerston	Lot 8571	S2002/190		(NOTE 1 – 2)

INSTRUMENT BEING CONSENTED TO (Item 1)	Instrument Type: Surrender of Whole of Crown Lease Dated: Names of Parties: Multiprop Pty Ltd (ACN 078 533 445)	(NOTE 3)
INSTRUMENT UNDER WHICH CONSENT REQUIRED (Item 2)	Dealing Type: Drainage Easement Dealing No: Name of consenting party: City of Palmerston	(NOTE 4)
EXECUTION BY CONSENTING PARTY	The party identified in item 2 consents to the registration of the instrument identified in item 1 in respect of the above land.	(NOTE 5)

Executed by easement holder , the **CITY OF PALMERSTON (ABN 42 050 176 900)**:

on Date:……..

By affixing it's Common Seal in the presence of:

……
Mayor

Print Name: …….

……
Chief Executive Officer

Print Name: …….

(NOTE 6)

Registered on ……..…..……. At ……..……...…….

SCHEDULE OF NOTES

1. This General Consent form is lodged as an original only and must be typed or completed in ink or biro. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
2. Volume and Folio references must be given together with parcel description.
3. Insert Instrument type and number, date and name of parties of the instrument being consented to.
4. Insert dealing type, number and name of consenting party.
5. This is the consenting clause.
6. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act,* the *Justices Act,* the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act,* a Notary Public and any other person approved by the Registrar-General.

   A witness to an instrument executed by an individual must first:

   - take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
   - have the individual execute the document in the presence of the witness;
   - not be a party to the instrument; and
   - if witnessing more than one signature, clearly state that he/she has witnessed more than one signature. (ie I have witnessed the two signatures appearing above).

   After signing, witnesses must legibly write, type or stamp their names and contact address or telephone number below their signature.

   For a corporation, an instrument must be executed in a way permitted by law or sealed with the corporation's seal in accordance with the *Law of Property Act*, Section 48.

   For witnessing of instruments executed outside the Northern Territory refer to Schedule 1 of the *Land Title Act* and the Registrar-General's Direction.

PRIVACY STATEMENT – LAND REGISTER FORMS

The Registrar-General's Office is authorised by the *Land Title Act* to collect the information on this form for the establishment and maintenance of the Land Register, which is made available for search by any person, anywhere, including through the Internet, upon payment of a fee. The information is regularly provided to other NT Government agencies, the Australian Valuation Office, local governments, the Australian Bureau of Statistics, the Australian Taxation Office or other Commonwealth Agencies as required or authorised by law, and some private sector organisations for conveyancing, local government, valuation, statistical, administrative and other purposes. The NT Government also uses the information to prepare and sell or licence property sales reports to commercial organisations concerned with the development, sale or marketing of property.

Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.

ITEM NUMBER:	13.1.9	Drainage easement – Lot 12777 (15) Seafury Ct, Zuccoli
FROM:		Director of Technical Services
REPORT NUMBER:		8/1221
MEETING DATE:		4 July 2017

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

This report seeks General Consent for 2 separate easements on Lot 14750 and Lot 14751.

RECOMMENDATION

1. THAT Council receives Report Number 8/1221.

2. THAT Council grants consent to the transfer of part drainage easement from Lot 12777 to Lot 14750 as part of the subdivision shown in Attachment B to Report Number 8/1221.

3. THAT Council grants consent to the transfer of part drainage easement from Lot 12777 to Lot 14751 as part of the subdivision shown in Attachment B to Report Number 8/1221.

4. THAT Council authorises the Mayor and Chief Executive Officer to sign and seal Form 93, General consent to the transfer of part drainage easement from Lot 12777 to Lot 14750 and Lot 14751.

Background:

The original parent Lot 12777, (15 Seafury Ct, Zuccoli) has an existing stormwater drainage easement of 9m width in favour of City of Palmerston as shown in **Attachment A.**

General:

As per DP16/0427, Lot 12777 has been approved to use and develop the land for a subdivision to create 11 Lots. As part of this subdivision the existing 9m wide easement will be transferred into two separate Lots. Therefore, the existing easement will be split into two separate easements with 4.5m width on each block in favour of City of Palmerston as shown in **Attachment B.**

Financial Implications:

Consent for this existing easement in favour of City of Palmerston will have no financial implications.

Legislation/Policy:

Nil

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

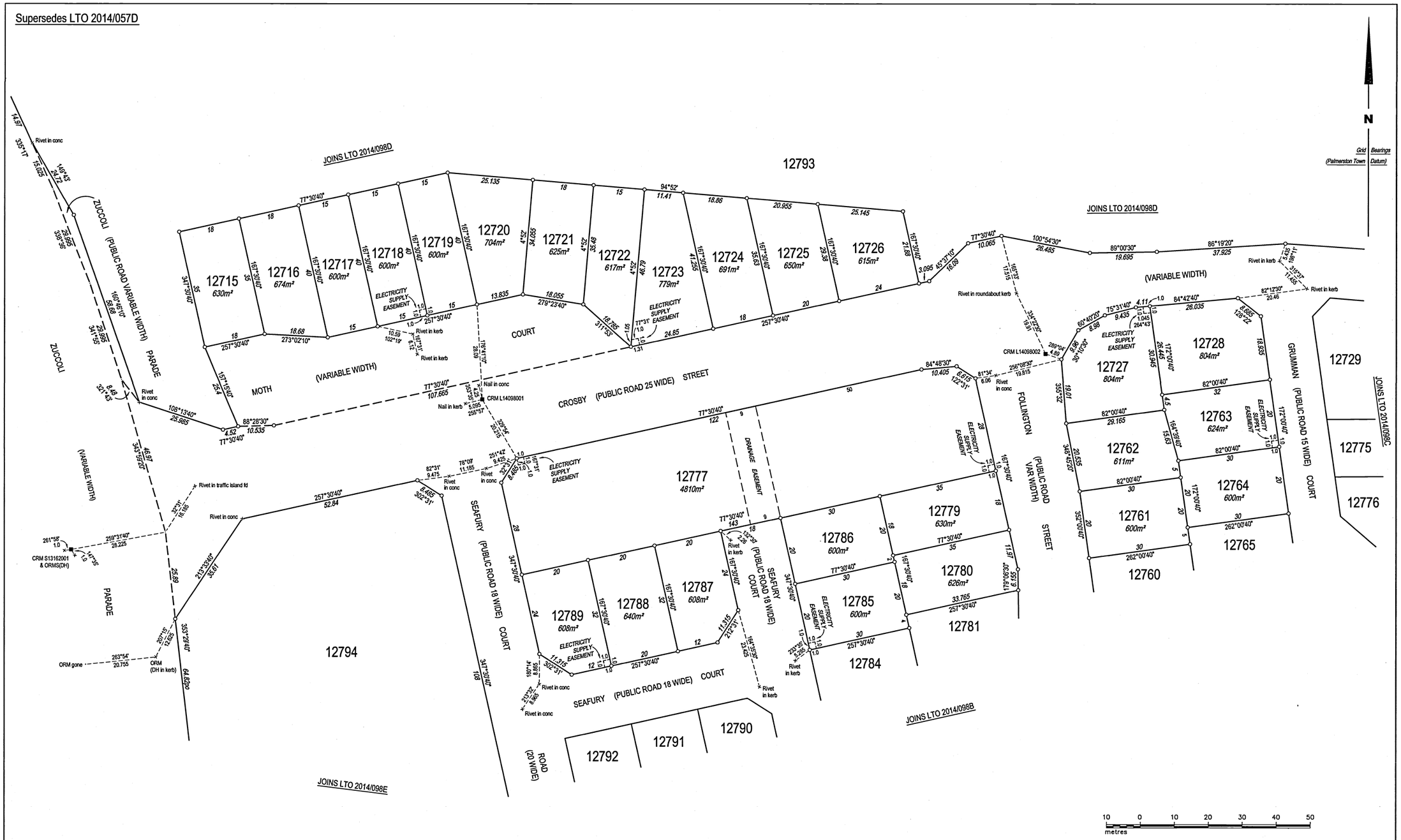
Author: Jithin Mohan, Private Works Officer

Schedule of Attachments:

Attachment A: Survey Plans - LTO2014/098A

Attachment B: Survey Plans – LTO2016/053

Attachment C: Form 93



SURVEYOR'S CERTIFICATE

I, Richard David Purnell hereby certify that the survey represented on this plan was carried out by me or under my immediate supervision and was completed on 24/11/2014 and that this survey has been executed in accordance with the Licensed Surveyor's Act and the directions thereunder.

R. Purnell 28/11/14
Licensed Surveyor Date

L.T.O. REGISTRATION

Lodged on at
Instrument Number
Registered on at
by me
Registrar-General

SURVEY APPROVAL

I, Craig Leslie Sandy the Surveyor-General, being satisfied that Part 5 of the Planning Act has been complied with:

(i) approve the survey under section 49 of the Licensed Surveyors Act;
(ii) acknowledge, on behalf of the Service Authorities designated, the vesting of the Service Easements shown hereon; and
(iii) accept on behalf of the Service Authorities specified, the land designated as roads or reserves hereon vested pursuant to section 64 of the Planning Act and section 7 of the Control of Roads Act

CLSandy 11/12/2014
Surveyor-General Date

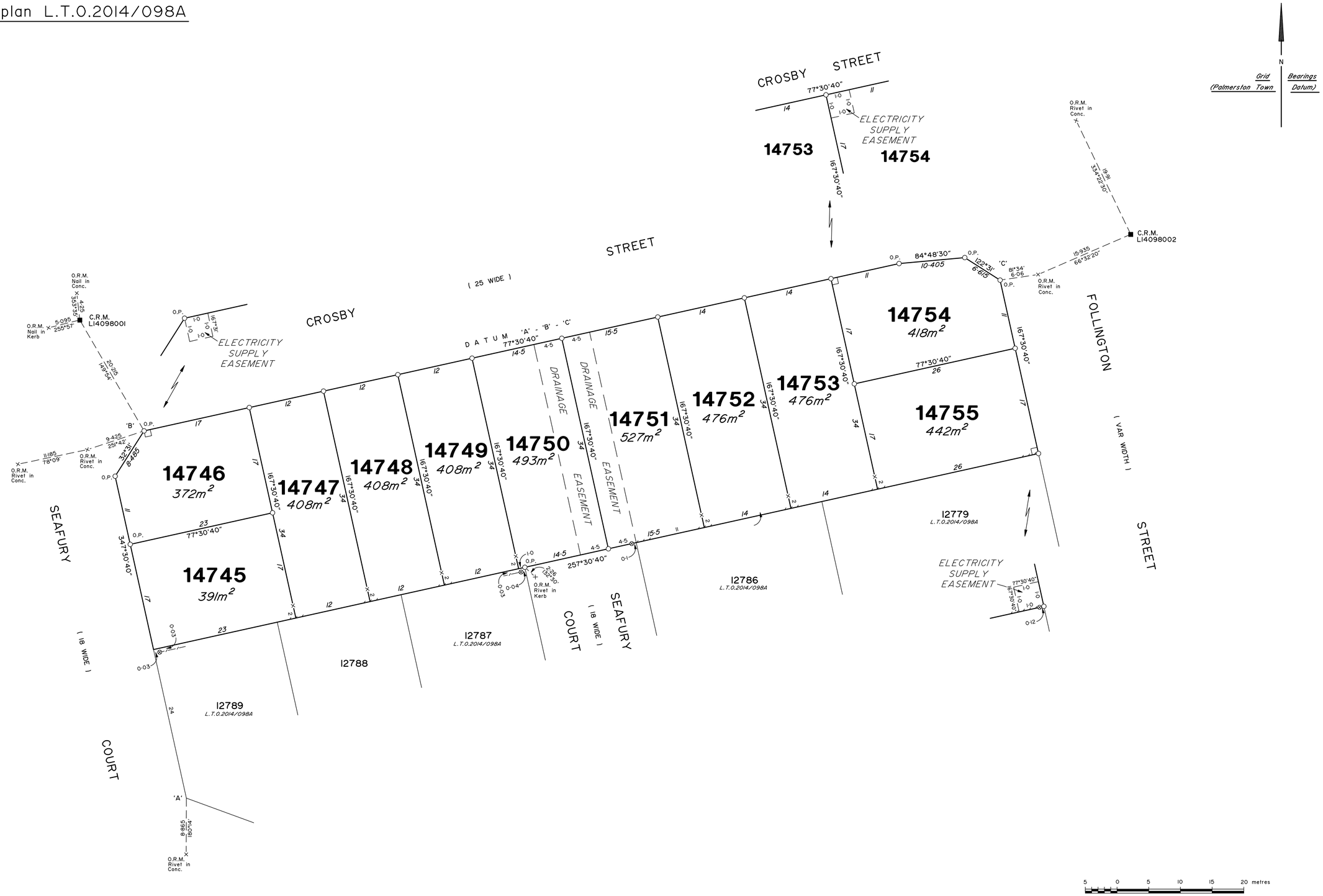
Note
Electricity Supply Easements are in favour of the Power and Water Corporation
Drainage Easement is in favour of the City of Palmerston
Public Roads are vested in the City of Palmerston

LOTS 12715 TO 12728, 12761 TO 12764, 12777, 12779,12780 AND 12785 TO 12789
SUBDIVISION OF LOT 12414
TOWN OF PALMERSTON

Drawn by Earl James & Associates (9158) 28.11.14
Examined by Earl James & Associates 01.12.14
Map Reference
AZIMUTH Assumed from S2010/204 Observed at
SCALE 1:500
LTO 2014/098A
SHEET 1 OF 5

WARNING - Damaged or creased plan will be rejected.

Supersedes part of plan L.T.O.2014/098A



SURVEYOR'S CERTIFICATE

I, ALISTAIR CHARLES TENNANT hereby certify that the survey represented on this plan was carried out by me or under my immediate supervision and was completed on 18/11/2016 and that this survey has been executed in accordance with the Licensed Surveyor's Act and the Directions thereunder.

Licensed Surveyor — Date 09/12/2016

L.T.O. REGISTRATION

Lodged on . . . . . at . . . . . .

Instrument Number. . . . . .

Registered on . . . . . at . . . . . .

by me . . . . . .

Registrar-General

SURVEY APPROVAL

I, Carig Leslie Sandy the Surveyor-General, being satisfied that Part 5 of the Planning Act has been complied with:

(i) approve the survey under Section 49 of the Licensed Surveyors Act;

(ii) acknowledge, on behalf of the Service Authorities designated, the vesting of the Service Easements shown hereon; and

(iii) accept on behalf of the Service Authorities specified, the land designated as roads or reserves hereon vested pursuant to Section 64 of the Planning Act and Section 7 of the Control of Roads Act.

Surveyor-General — Date

NOTES: *Electricity Supply Easements are in favour of the Power & Water Corporation.*
Drainage Easements are in favour of City of Palmerston.

VERSION 1.0

LOTS 14745 TO 14755

SUBDIVISION OF LOT 12777

TOWN OF PALMERSTON

Drawn by FYFE (72063) Dec' 16	REPRESENTATIVE SCALE @ A1 1 : 300
Examined by FYFE	AZIMUTH Assumed from L.T.O.2014/098A Observed at	L.T.O.2016/053

Form 93

Attachment C

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS

NORTHERN TERRITORY OF AUSTRALIA

G	C	No:

IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

GENERAL CONSENT

Register	Volume	Folio	Location	Lot Description	Plan	U	
CUFT	797	486	TOWN OF PALMERSTON	LOT 12777	LTO2014/098A		(NOTE 1 – 2)

INSTRUMENT BEING CONSENTED TO (Item 1)	Instrument Type: SUBDIVISION (LTO2016/053) Dated: Names of Parties:	(NOTE 3)
INSTRUMENT UNDER WHICH CONSENT REQUIRED (Item 2)	Dealing Type: DRAINAGE EASEMENT Dealing No: (Survey Plan) Name of consenting party: CITY OF PALMERSTON	(NOTE 4)
EXECUTION BY CONSENTING PARTY	The party identified in item 2 consents to the registration of the instrument identified in item 1 in respect of the above land.	(NOTE 5)

…….. SIGNED by the Consenting Party on (Date) ……..…….. In the presence of: ……..……. Signature of qualified witness ……..…… Full name of qualified witness ……..……..……... Witness contact address/phone number	……... SIGNED by the Consenting Party on (Date) ……..…… In the presence of: ……..…….. Signature of qualified witness ……..…… Full name of qualified witness ……..……..…… Witness contact address/phone number	(NOTE 6)

Registered on ……..…..……. At ……..……...…….

SCHEDULE OF NOTES

1. This General Consent form is lodged as an original only and must be typed or completed in ink or biro. Alterations to information entered on the form should be crossed out (not erased or obliterated by painting over) and initialled by the parties.
2. Volume and Folio references must be given together with parcel description.
3. Insert Instrument type and number, date and name of parties of the instrument being consented to.
4. Insert dealing type, number and name of consenting party.
5. This is the consenting clause.
6. Persons who may witness this document are a Commissioner for Oaths, a member of the Legislative Assembly, a legal practitioner within the meaning of the *Legal Profession Act*, a person holding office under the *Supreme Court Act*, the *Justices Act*, the *Local Court Act* or the *Registration Act*, a member of the Police Force, a person licensed as a conveyancing agent or real estate agent under the *Agents Licensing Act*, a Notary Public and any other person approved by the Registrar-General.

   A witness to an instrument executed by an individual must first:

   - take reasonable steps to ensure that the individual is the person entitled to sign the instrument;
   - have the individual execute the document in the presence of the witness;
   - not be a party to the instrument; and
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Failure to provide the information in full or in part may prevent your application or transaction being completed.

Your personal information provided on this form can be subsequently accessed by you on request. If you have any queries please contact the Deputy Registrar-General on 8999 5318.

ITEM NUMBER:	13.1.10	Marlow Lagoon Land Use Plan
FROM:		Director of Technical Services
REPORT NUMBER:		8/1222
MEETING DATE:		4 July 2017

Municipal Plan:

2. Economic Development

2.3 City Planning

2.3 We are committed to effective and responsible city planning which balances and meets both residential and commercial needs in our community

3. Environment & Infrastructure

3.2 Assets and Infrastructure

3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community

Summary:

This report outlines items to be considered by Council regarding the development of a Marlow Lagoon Land Use Plan for the Marlow Lagoon Recreation Area and adjoining Crown Land. Due to the loss of internal staff, it is recommended that Council seek fee proposals for a consultant to complete the project.

RECOMMENDATION

1. THAT Council receives Report Number 8/1222.

2. THAT the Chief Executive Officer seek fee proposals for the preparation of a Marlow Lagoon Land Use Plan and establish a budget of $50,000 in the 2017/18 financial year.

Background:

At the August 2016 Community Culture and Environment Committee Meeting Council raised the prospect of the "*Development of a Land Use Plan for Marlow Lagoon Recreation Area and adjoining Crown Land*". In response to the item raised, a report was presented that outlined a prospective plan to develop such a plan should Council intend to pursue the project. Following this, in late 2016 Council resolved to prepare the land use plan with a large part of the plan preparation, workshops and consultation involved in the preparation of the land use plan being undertaken and project managed in-house by the Manager of Planning, Development and Environment Services and relevant staff.

Below is an image that outlines the area which will be the focus of the land use plan investigations, noting that adjoining sites and land uses (Rural residential lots etc) will also form part of considerations in the land use plan.

Source: Exponare

In recent months, the Manager of Planning, Development and Environment Services has notified the CEO that he will cease employment with the City of Palmerston in June 2017. As the project was to be completed in-house, the departure of staff now requires a consultant to be commissioned to undertake the project should Council still seek to deliver this project by the end of 2017.

General:

With regards to the development of a land use plan for the Marlow Lagoon Recreation Area and adjoining Crown Land, officers have outlined the key considerations that the development of such a plan would consider. These include:

- Planning Scheme Zonings;
- Ownership / tenure;
- Existing land uses / leases;
- Future identified land uses;
- Constraints / encumbrances;
- Adjoining land uses; and
- Previous and current planning / concepts.

Consultant Brief:

As part of the commission, and taking into consideration the constraints mapping and background information that would be made available, the consultant would need to undertake the following:

- Workshop sessions with elected members to establish a vision and objectives for the land use Plan based on the above constraints and opportunities.
- Preparation of a draft land use plan for Council to consider.

This would be followed by:

- Internal consultation;
- Community consultation;
- Landowner consultation;
- Service authority consultation;
- Targeted consultation with existing lessees; and
- Targeted consultation with surrounding landowners.

Consultation and feedback would be fed back into the plan to inform any changes to the draft land use plan. Further consultation with elected members, the community and relevant stakeholders would then occur. All consultation would occur in line with Councils Public Consultation Policy.

Dependant on the availability of the successful consultant, the development of such a plan would take up to 6 months to adequately address all matters and allow for sufficient consultation. Below is list of tasks and outcomes that the consultant would undertake and deliver as part of the commission. The successful tenderer would be able to provide an expected timeframe for each item outlined below, noting some time frames (consultation periods etc) are fixed and subject to the relevant council policy.

Item	Task	Outcome	Status
1	Constraints Mapping	Constraints Map	COMPLETE
2	Collation of previous and current planning / concepts	Background information for consideration	PARTLY COMPLETE
3	Council Workshop/s	Vision and objectives established	TO BE COMPLETED
4	Preparation of Draft Land Use Plan	Draft Land Use Plan V1	TO BE COMPLETED
5	Council meeting to present Draft Land Use Plan	Council endorsement of Draft Land Use Plan for consultation	TO BE COMPLETED
6	Public Consultation on Draft Land Use Plan	Consultation outcomes	TO BE COMPLETED
7	Refinements made to plan based on consultation outcomes	Draft Land Use Plan V2	TO BE COMPLETED
8	Council Workshop on Draft Land Use Plan V2	Inputs to Draft Final Plan	TO BE COMPLETED
9	Council Meeting to endorse Land Use Plan	Adoption of Final Land Use Plan	TO BE COMPLETED

Financial Implications:

Given the scope of work for the preparation of such a plan, the consultation, workshops and design work, a budget of $50,000 would be required to enable this to occur. It is recommended that should Council seek to undertake the work prior to December 2017 a budget be established in the 2017/18 year.

Legislation/Policy:

It must be noted the final Marlow Lagoon Land Use Plan would have no legislative weight in terms of Zoning etc, however it may be utilised to inform changes to the zoning via a planning scheme amendment resulting from outcomes identified in the plan.

Councils Consultation Policy would be applicable and will guide the consultation activities as part of the project.

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Gerard Rosse, Manager Planning, Development and Environment Services

Schedule of Attachments:

Nil.

ITEM NUMBER:	13.1.11	City Centre Parking Permits
FROM:		Director of Technical Services
REPORT NUMBER:		8/1223
MEETING DATE:		4 July 2017

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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

Summary:

Council has received a submission from N.T. Police in regard to all day permitted parking in the Palmerston City Centre (CBD). A request has been received from NT Police for the purchase of a substantial number of City Centre parking permits and the provision of duplicates and triplicate tickets to allow their staff to share permits between shifts.

RECOMMENDATION

1. THAT Council receives Report Number 8/1223.

2. THAT Council does not support the submission made by the NT Police for the issue of duplicate or triplicate parking permits in Zone B of the City Centre.

General:

The NT Police proposal is to purchase thirty (30) Annual Permits being for use on multiple staff vehicles with a further submission that City of Palmerston (CoP) consider triplicating the permits to enable coverage for all employees at the Palmerston Police Station. This request is based on the change of shift that occurs during the day when parking is enforced in the Palmerston City Centre, and the difficulties with the exchange of those Permits across the shifts.

While it is appreciated that some difficulties may be experienced by members when utilising the permit system, it would present a myriad of problems for Council Rangers to regulate parking in Zone B, for example, triplicated permits bearing the same identification number displayed on more than one vehicle simultaneously, triplicated permits displayed on vehicles that may be parked in other locations. Personal use of triplicated permits. Outside of hours parking is not regulated so Permits will only be necessary during business hours Monday to Friday 8.00am to 5.00pm.

Police report that their staff are subjected to higher levels of threat which prohibits them from parking in areas still designated as free. Should Council choose to accept the proposal then it may need to justify

the concession granted to other users in the City Centre that also work shift and seek to share the cost of parking with another person.
Rangers are unable to economically check individual ticket numbers when undertaking enforcement and therefore the use of the duplicate tickets can not currently be enforced.

Fair and reasonable enforcement of traffic regulations may come under scrutiny by the general public and a loss of income to Council may occur as a result of a triplicate system being approved by Council.

Financial Implications:

The purchase of 30 Permits @ $400 amounts to $12,000.

The loss of revenue from 60 triplicated Permits @ $400 amounts to $24000.

Legislation/Policy:

REG03 – City Centre Car Parking Policy

Recommending Officer: Mark Spangler, Director of Technical Services

Any queries on this report may be directed to Mark Spangler, Director of Technical Services on telephone (08) 8935 9958 or email mark.spangler@palmerston.nt.gov.au

Author: Jeff Borella, Ranger Services Manager

Schedule of Attachments:

Attachment A: Correspondence from NT Police

Attachment A

SUPERINTENDENT
PALMERSTON & RURAL DIVISION

Mayor of Palmerston
PO Box 1,
Palmerston NT 0831
Via email: Mark.Spangler@palmerston.nt.gov.au

Dear Mr Abbott,

RE: PARKING ARRANGEMENTS – NORTHERN TERRITORY POLICE

I write to you in relation to parking arrangements for Northern Territory Police Force (NTPF) employees at Palmerston Police Station, following the implementation of on and off street parking charges within the Central Business District (CBD) in the City of Palmerston (CoP) on 5 June 2017.

This follows ongoing discussions between the NTPF and CoP. NTPF have made representations to the CoP through the Director of Technical Services, Mr Mark Spangler (Mr Spangler) regarding parking provisions surrounding the existing Palmerston Police Station, for use by officers from the Palmerston Police Station who operate on a twenty four (24) hour, seven (7) day a week basis providing frontline policing services to the Palmerston & Rural Policing Division.

On 5 June 2017 in a meeting with your worship, Mr Spangler and NTPF representatives Assistant Commissioner Lance Godwin, Superintendent Antony Deutrom and Senior Sergeant Nathan Finn, the NTPF proposed and requested approval for the use of annual permits on multiple vehicles as the purchase of eighty four[1] (84) annual permits would have a serious fiscal impact on the local policing budget and in considering that with shift work the annual permits are not likely to be fully utilised.

A proposal for NTPF to purchase thirty (30) annual permits at $400 being $12,000.00 for use on multiple vehicles was suggested in the first instance with a further submission that CoP consider triplicating the annual permits to enable coverage for all employees at the Palmerston Police Station. NT Police acknowledge the need to contribute and pay for services.

The thirty (30) annual permits would allow for the changeover of shift which usually occurs between 2:30pm and 3:30pm to enable outgoing dayshift members to complete duties and our rostered evening shift members to commence at 3:00pm.

A review of our current roster for duty at the Palmerston Police Station shows an estimated twelve (12) officers assigned to each shift, being a total of twenty four (24) in total at a shift change, plus an additional six (6) Administration Staff during the day) supporting the proposal for 30 annual permits.

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[1] *Current staffing at Palmerston Police Station*

NTPF have detailed the impracticalities associated with the swapping of the permits between vehicles on a shift by shift basis and or the identification of private vehicles within a Public Carpark, which could lead to the targeting of these vehicles by offenders.

Currently the Palmerston Police Station duty roster for each of the five (5) Patrol Groups (Shifts) rotate through a series of dayshifts, evening shifts and night shifts over a five (5) week period. On average across the roster each patrol group are required to work six (6) day shifts per roster in total out of the thirty five (35) rostered days.[2]

Further to the six (6) day shifts rostered an additional seven (7) evenings shifts on average are worked across the thirty five (35) day roster. Average of five (5) evening Shifts falling on Monday to Friday period across all the patrol groups. On average each member would be utilising the pass for a total of ten (10) days out of the twenty five (25) day cycle for paid parking per roster[3].

It is therefore requested that the Palmerston Police Station proposal to purchase thirty (30) annual permits for car parking be approved and that the NTPF be issued with additional sixty (60) duplicate passes for display on all NTPF employee private vehicles.

Palmerston Police Station will adopt internal governance and accountability measures with guidelines issued to employees limiting the use of permits to work related activities. Abuse or noncompliance with this instruction would result in the removal of parking permits from employees found breaching the instruction.

The point of difference between the NTPF and the majority of other car park users and service providers is that the majority of the car park users work predominately Monday to Friday between the hours of 08:00am and 5:00pm.

The current threat level for police is high for officers across the country in recognition of the danger they face as first responders. The options to utilise free parking at external car parking location is not a viable option in considering the access after-hours to vehicles and concerns about employee safety.

We respectfully request a decision by CoP into the request for additional duplicate passes to be issued for use by the NTPF.

Yours sincerely

Antony Deutrom
Superintendent
Palmerston & Rural Division

14 June 2017

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[2] *Average of five (5) Days per Patrol Group falling in the Monday to Friday period.*

[3] *Thirty five (35) days minus weekends and ten (10) days total out of twenty five (25) days.*

ITEM NUMBER:	13.1.12	Digital Strategy
FROM:		Chief Executive Officer
REPORT NUMBER:		8/1226
MEETING DATE:		4 July 2017

Municipal Plan:

4. Governance & Organisation

4.2 Service

4.2 We value and encourage participation in Council activities by the community, and are committed to delivering the highest possible levels of service and community engagement

Summary:

The draft City of Palmerston Digital Strategy is provided, with the recommendation that it be released for 21 days of public consultation.

RECOMMENDATION

1. THAT Council receives Report Number 8/1226.

2. THAT the draft City of Palmerston Digital Strategy be released for 21 days of public consultation beginning 5 July 2017, with submissions and suggested amendments being brought to Council for its consideration.

Background:

On 13 December 2016, Council commissioned Area 9 to develop a Digital Strategy for City of Palmerston. The draft Digital Strategy is presented here for Council's consideration for release to the public for 21 days community consultation.

General:

As per their project proposal, Area 9 carried out stakeholder consultation with all Elected Members, local MLAs, representatives from NT Government departments and industry representatives. A workshop was held with Elected Members on 7 March 2017 to present the results from stakeholder interviews and to discuss the opinions of Elected Members regarding the strategy.

A Digital Strategy for a local government body is not just a strategy for the use of technology, but rather a strategy complementing and adhering to Council's Municipal Plan – in essence, the application of technology to meet Council strategy. This includes two primary and interlocking elements:

1. Improving the lives of residents. This includes delivering existing services in better ways, and possibly new services meeting the current needs of residents and businesses. This could mean improved access to information, participation in decision making and strategy, better outcomes from service providers partnered with Council in project delivery, and improved digital literacy and responsiveness from participants.
2. Improving the effectiveness of Council. This includes gaining cost efficiencies, improved data for decision making, improved reporting to Council, more effective asset management, and business process efficiencies.

Often, to seek one outcome requires successful outcomes from another. Increased energy efficiency in street lighting reduces the impact of public lighting on rates (2- Improving the effectiveness of Council), while enabling improved access to residents for reporting street lighting faults and having them repaired in a timely manner (1- Improving the lives of residents), for example.

The draft Digital Strategy sets out three overriding Principles which had become common themes during stakeholder meetings:

- Safe and Sound – "deliver a safer community"
- Connect and Enable – "not connected is not an option"
- Interact and Engage – "facilitate better outcomes for the community"

Following these principles, the strategy framework sets out seven Digital Service Categories, each of which have both internal and external implications for digital projects:

- Smart City Services
- Digital Engagement
- Embracing Open Data
- Intelligent Spaces
- Digital Inclusion
- Information Governance
- Cross Sector Collaboration

Experience elsewhere in developing initiatives for inclusion into a Digital Strategy indicates that it is always best to ensure the community is able to have significant input on the prioritisation of projects. Community consultation will encourage submissions which can help Council determine the types of projects it will carry out under this strategy in the short, mid and long term. These decisions can be then identified in the Strategy Timeline at the end of the strategy.

Financial Implications:

Nil

Legislation/Policy:

Nil

Recommending Officer: Ricki Bruhn, Chief Executive Officer

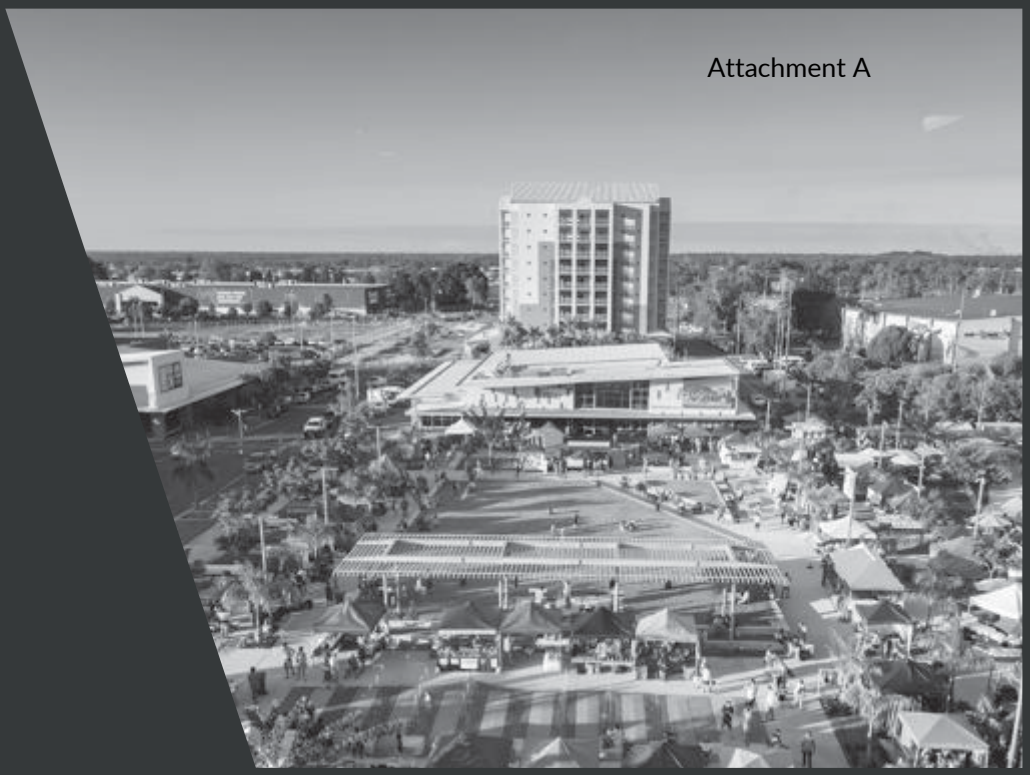
Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9902 or email ricki.bruhn@palmerston.nt.gov.au

Author: Ben Dornier, Director of Corporate Services

Schedule of Attachments:

Attachment A: Draft Digital Strategy

Attachment A



CITY OF PALMERSTON

DIGITAL STRATEGY

2021

DRAFT

city of PALMERSTON

“The internet is becoming the town square for the global village of tomorrow

BILL GATES – FOUNDER MICROSOFT

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14 DIGITAL SERVICE CATEGORIES

Mayor's message

The technology revolution is rapidly driving new ways of realising efficient and effective Local Government Services and Community outcomes.

In this new hyper-connected world, smart technologies are presenting unlimited opportunities for governments to build digital solutions that address community needs.

With near completion of the NBN rollout, comprehensive mobile connectivity and a largely tech-mature population, the Council is intent on leveraging smart digital solutions to build better outcomes for the community, the environment, business, and to deliver efficient responsible local government services.

The City of Palmerston will develop robust digital responses to Council functions and connect people, data, processes and technology through a world class smart digital citywide ecosystem.

Enabling social value through technology is critical for the future of Palmerston.

Ian Abbott

“Technology is anything that wasn’t around when you were born

ALAN KAY - COMPUTER SCIENTIST

CEO'S foreword

The relationship of smart digital technology with the objectives of the City of Palmerston and the Municipal Plan cannot be understated.

In July 2016 Council participated in the "Palmerston OpenGov Forum" which brought together technology experts, government and leading technology organisations to focus on how to approach Palmerston's journey towards becoming a smart digital enabled city.

Results of the OpenGov Forum:

1. *When asked "What is your main concern in implementing a digital strategy ?", 45% said "We don't know what we don't know".*
2. *What is your primary objective from a "Smart City", 57% said "Enhanced services for citizens".*

This forum demonstrated the importance of a Digital Strategy as an ongoing factor in Council's planning process and to the future of the City of Palmerston...

...Palmerston has already implemented a number of digital initiatives, harnessing the benefits of smart digital technologies in meeting the economic, social and governance expectations of the community. The formulation of this Digital Strategy will embed consideration of digital technology firmly within the Council's strategic planning process.

City of Palmerston will lead in the use of open, connected and smart digital services and deliver open, efficient Council services, connect with the community and build an exemplary Smart City for the residents and stakeholders of the City of Palmerston.

> City of Palmerston will lead in the use of open, connected and smart digital services
>
> RICKI BRUHN - CoP CEO

The City of Palmerston's (CoP's) Digital Strategy is our blueprint on which to build a digital community and an economy that is both empowered by future technology and delivers an outstanding setting for Territorians living in and utilising technology in a smart modern "Place for people".

Why we need digital strategy

Knowledge based economies are emerging through advances in computing power, the internet, mobile computing, network connected sensors, data services and smart technologies.

The last decade has seen unprecedented transformation in communities across the globe.

Traditional social behaviours and lifestyles have changed dramatically. Modern cities can nourish vibrant engaged communities, stimulate economic outcomes and attract both residential and commercial investment in new ways. Digital trends are revolutionising the way businesses and governments need to run and citizens expectations of how government services are delivered have changed.

A Digital Strategy is the first step to embedding digital awareness within Council's planning process and aligns adoption of future digital technologies with Council's goals and strategies. Digitally aware Council's consider the value that can be harnessed from connected communities, innovation economies, smart cities, open data and modern information services.

The Digital Strategy has been developed with input from internal and external stakeholder consultation, examination of digital technology trends specifically as they apply to Local Government as well as research into State and Federal digital future publications and papers.

PALMERSTON REGIONAL CONTEXT

As the Territory's youngest city and the gateway to the North, Palmerston has become a desirable, affordable destination for Territorians. With a predominantly millennial multicultural population, a small geographic footprint, modern infrastructure and rollout of the NBN across

Palmerston now largely complete, Palmerston is the ideal setting for the rapid deployment of digital government initiatives.

Around 1.9 million Australians live in cities with a population between 25,000 and 100,000 residents. With around 34,600 in June 2015 and current growth projections predicting a 25% increase in population by 2021, Palmerston remains among the fastest growing municipality in the country.

In 2015 the Palmerston City Centre Master Plan was published, promoting an exciting future for the CBD with a mission "to manage and promote diversity, a unique way of life and opportunity, through innovation and excellent experiences".

$350M
AND OVER OF MAINTAINED ASSESTS

34,652
PEOPLE

28 YEARS
AVERAGE AGE

DIGITAL ECONOMIC DRIVERS

Digital economies deliver important outcomes for business, industry and the community. For local government a digital economy is one that embraces current and future technology platforms for the delivery of local government services by maximising the application of contemporary technology platforms such as online services, mobile technologies, smart sensors and intelligent infrastructure.

Palmerston is the "Top End's hub" for the mining, resources and agribusiness industries. Tourism is a major employer in the Territory and key opportunity for Palmerston's future digital economy. Palmerston is also a local centre for major retail and services industries, catering for communities beyond Palmerston and into the rural areas of the Top End.

As the population expands so do government services supporting both Palmerston and the rural areas. Examples of this include the Palmerston Regional Hospital and expansion of public transport services.

Addressing the needs of these sectors through digital solutions will enhance economic outcomes for Palmerston and its citizens.

53KM²
PALMERSTON COVERS

POPULATION UNDER 15 YEARS

Overriding principals

Our process for planning how Council will decide what technologies are required to build and create an open, empower and connected government will be guided by the following overriding principles developed to ensure a responsible digital future for Palmerston.

As Council seeks to address the needs of a digital driven community, economy and government it will do so guided by these key principles.

City of palmerston
DIGITAL STRATEGY PRINCIPLES

Consolidated stakeholder feedback

KEY OBJECTIVES

SAFE AND SOUND

- Develop digital strategies that create a safer community
- Safeguard personal information and ensure data privacy when using digital technologies
- Apply digital technologies to drive sustainable and environmental outcomes
- Develop digital strategies that create a safer community

CONNECT AND ENABLE

- Ensure reliable network availability to enable Smart City solutions and public Wi-Fi services
- Identify network black spots and remediate through blend of advocacy and Council provisioned solutions

INTERACT AND ENGAGE

- Develop broad digital engagement for all community related services
- Develop digital responses to Council services that allow community and stakeholder engagement across digital platforms

SAFE AND SOUND

"DELIVER A SAFER COMMUNITY"

Through digital technology Council will facilitate safer outcomes for the community and its assets, including infrastructure, public records and information. Through appropriate digital strategies, Council will embrace technologies that enhance liveability and encourage responsible approaches to managing risk for community property.

COUNCIL WILL:

- Develop digital solutions that create a safer community
- Safeguard personal information & ensure data privacy when using digital technologies
- Leverage digital means to create sustainable and environmental outcomes

CONNECT AND ENABLE

"NOT CONNECTED IS NOT AN OPTION"

Connected cities facilitate enhanced citizen and community outcomes. The internet is universal and the consumption of mobile services is growing at around 10% nationwide. Smart cities require new approaches to communications and networks. Council will collaborate with stakeholders to ensure Palmerston leads the Territory with connectivity technologies and appropriate networks to support the needs of citizens, Council and businesses.

COUNCIL WILL:

- Ensure reliable network availability to enable Smart City solutions and private and public WiFi services
- Identify technology shortfalls and remediate through blend of advocacy and Council provisioned solutions
- Work with service providers to eliminate "black spots" where possible and deliver Council services through appropriate wired and wireless networks and communications technologies.

INTERACT AND ENGAGE

"FACILITATE BETTER OUTCOMES FOR THE COMMUNITY"

Council recognises its responsibility in promoting and facilitating interaction and engagement across all of the community, business and government. Council will deliver responsible digital engagement for community related services and will promote digital inclusion that ensures citizens are not disadvantaged by the digital divide when dealing with Council.

COUNCIL WILL:

- Develop broad digital engagement for all community related services
- Develop digital responses to Council services that allow community and stakeholder engagement across digital platforms
- Activate public infrastructure and spaces to enhance city-wide and community outcomes through digital services

CoP digital strategy framework

Council will prioritise digital initiatives based on alignment with strategy principles and it's Municipal Plan

The primary purpose of the Digital Strategy is to support the ongoing development of digital initiatives business requirements. In planning for the next five years Council will work within the framework for prioritising and implementing future digital investments.

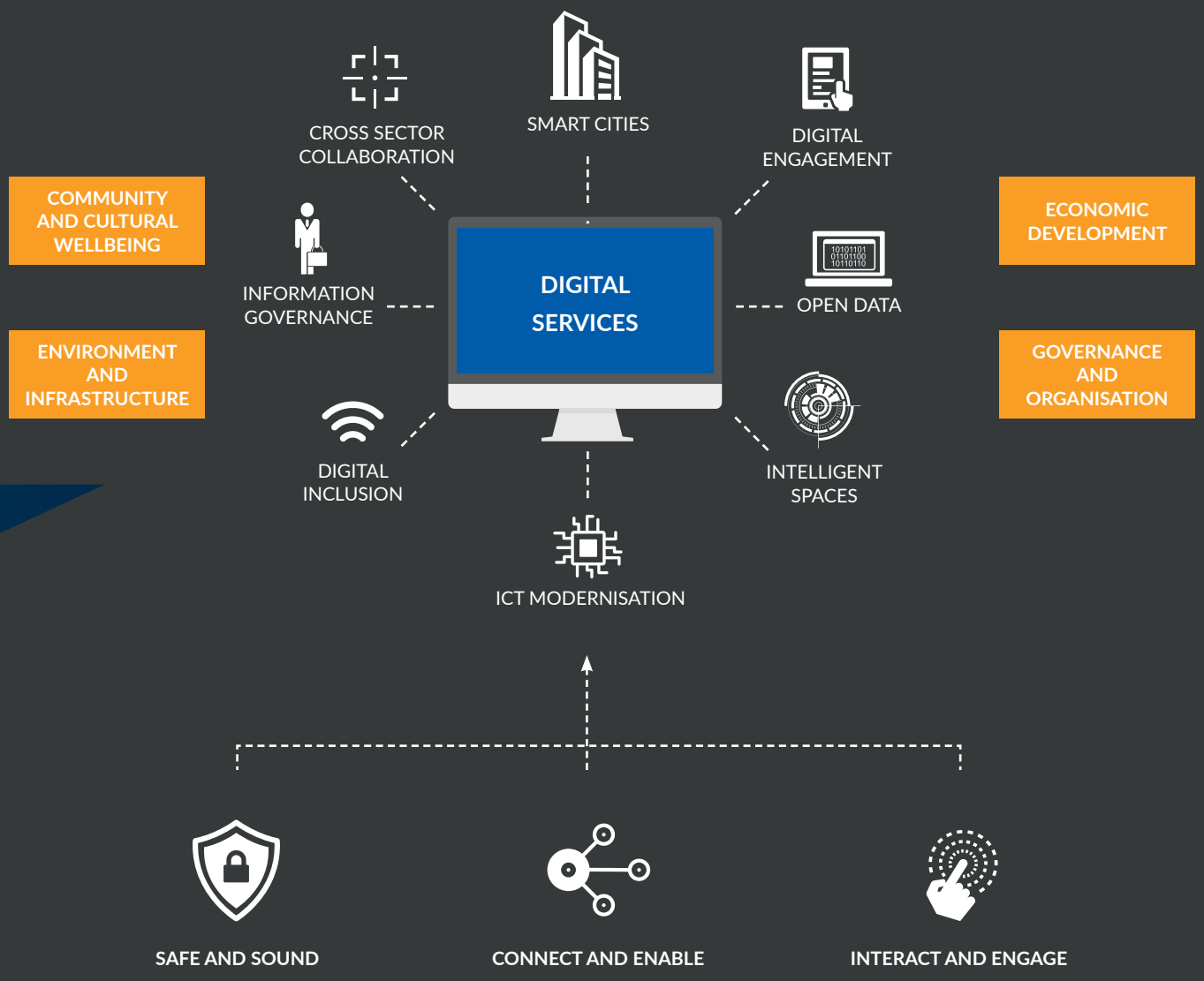
Council has identified a number of immediate projects within the strategy framework which supports prioritising these and future initiatives.

Council will prioritise digital initiatives based on alignment with strategy principles and the Municipal Plan, then evaluate the financial viability and funding options. Once approved Council will plan, design, implement, maintain and review each initiative.

The City of Palmerston's (CoP's) Digital Strategy is our blueprint on which to build a digital community and an economy that is both empowered by future technology and delivers an outstanding setting for Territorians living in and utilising technology in a smart modern "a place for people".

DIGITAL INITIATIVE ALIGNMENT

COP MUNICIPAL PLAN



Digital service categories

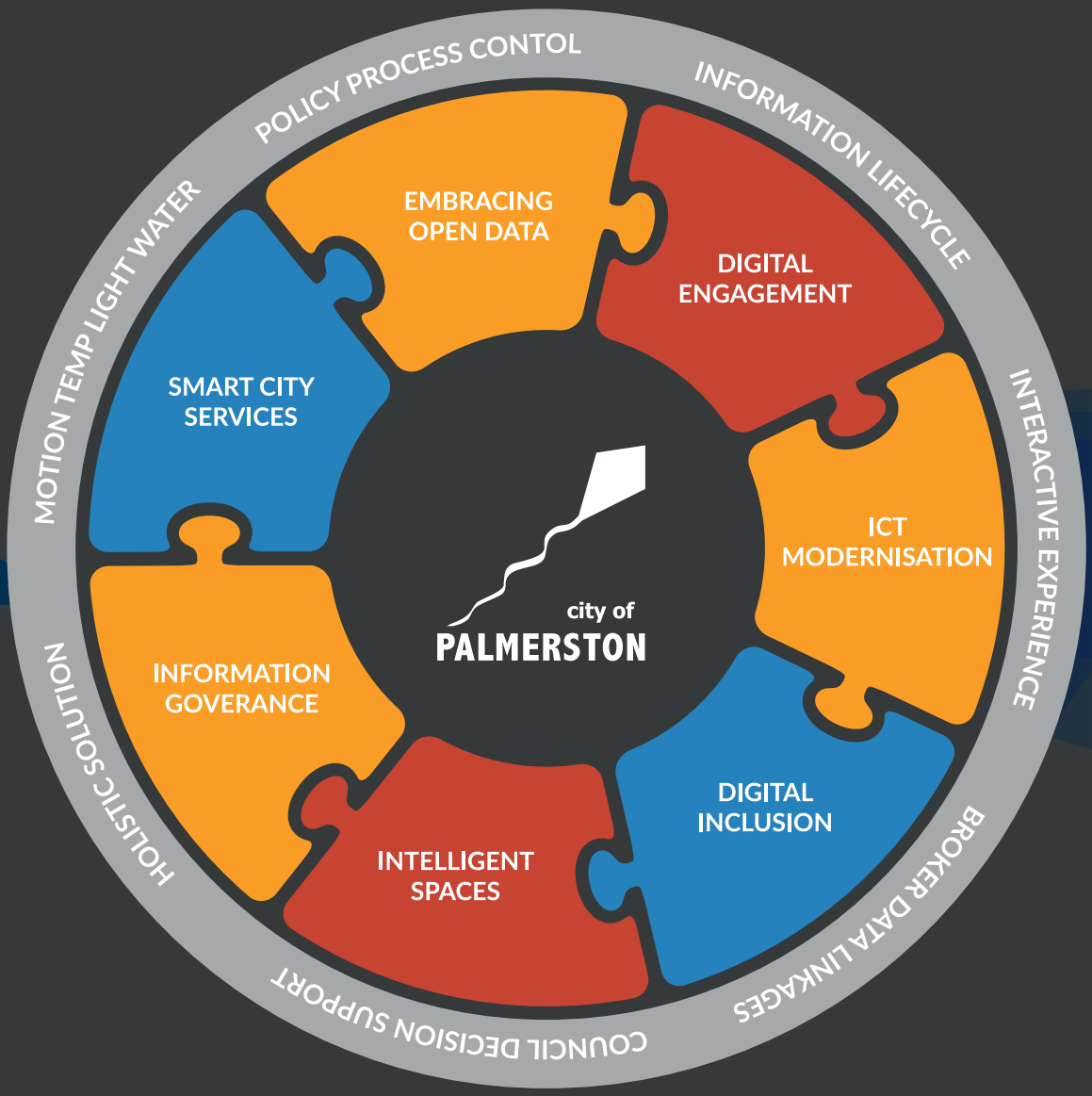
Council will focus Digital Initiative planning around the following Digital Service Categories.

- SMART CITY SERVICES
- DIGITAL ENGAGEMENT
- EMBRACING OPEN DATA
- ICT MODERNISATION
- INTELLIGENT SPACES
- DIGITAL INCLUSION
- INFORMATION GOVERNANCE
- CROSS SECTOR COLLABORATION

The Digital Service Categories define the approach to digital enablement of Council services.

DIGITAL SERVICE CATEGORIES

Each digital service contains one or several elements of these categories



Using the internet and social media, Council will promote business and community engagement as part of its open data strategy.

EMBRACING OPEN DATA

Council is the custodian of nearly $350M in infrastructure and is responsible for a large range of municipal services. As more of this infrastructure and associated services become digitally enabled the amount of data generated is set to grow exponentially. This will continue to generate a growing set of Council retained data which can be utilised for the benefit of the government, citizens and business.

Embracing the use of, and a policy around open data is an essential element to building transparency and providing opportunities for the use of Council held data assets for economic outcomes. Open data can also support Council in the delivery of services, its ability to be responsive to the needs of the community and to build awareness engagement with industry.

Publishing and sharing of Council data can create opportunities that are yet to be fully appreciated.

What we will do:

City Of Palmerston will identify ways to publicly share and promote opportunities for the use of Council data. As the curator of this data, Council will work closely with stakeholder groups such as the ICT industry, government bodies and business associations to datasets of value to the community and open up opportunities for applications of the data.

Using the internet and social media Council will promote business and community engagement as part of its open data strategy. Community requirements and value can then be prioritised and the means by which to publish, promote or deliver open data will develop.

- Inventory Council owned datasets
- Develop Council data repository & publish externally
- Maintain and update the repository
- Seek public partnerships for use of datasets
- Engage with government (State/Territory/Local) to openly share data

DIGITAL INCLUSION

For some people technology is not as easy to access as we think. Digital Inclusion is a means to ensure every citizen can contribute and benefit from a digital society. People can't access technology for several reasons, these include:

- Cost is too expensive
- Lack of connection
- Difficulty in understanding
- Challenging for certain age/cultural groups
- Physical ability

The City of Palmerston currently provides community engagement and access through educational events in the library and limited public WiFi services. This is an important part of addressing the digital divide. Council will embrace opportunities for assistive services and technology when implementing digital initiatives.

What we will do:

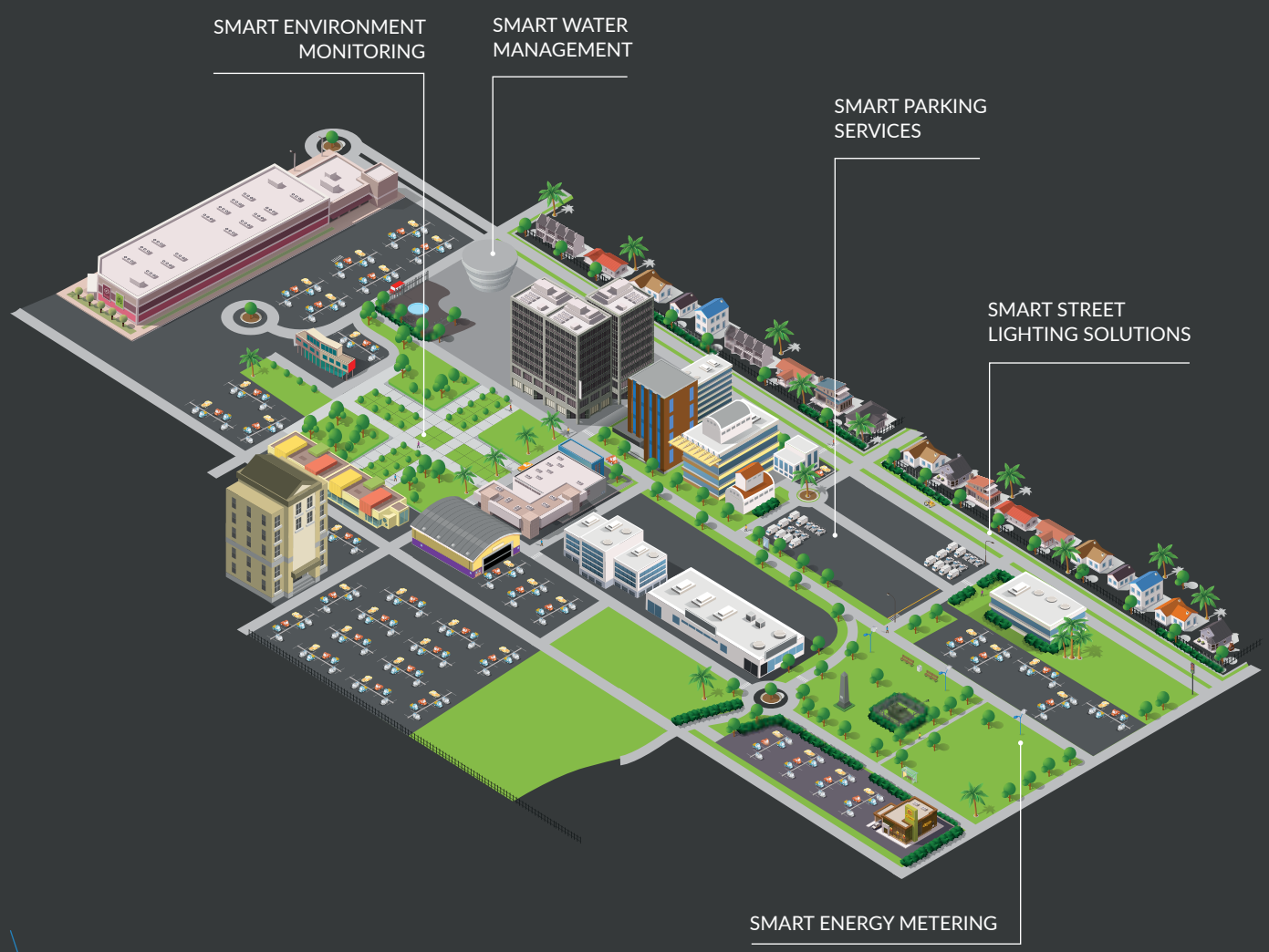
- Continue to expand public WiFi services
- Promote digital awareness through community programs
- Engage with community groups and service providers
- Identify vulnerable citizens and target specific digital inclusion programs
- Increase digital activation of Council facilities
- Embrace assistive technologies to support those with disabilities

SMART CITY SERVICES

Urban populations are expanding globally while at the same time digital technology is becoming increasingly accessible, connected and intelligent. Smart Cities are rapidly transforming how governments engage citizens, resolve urban problems and improve the delivery of effective and efficient local government services through emerging Smart City technologies.

Smart City technologies represent the frontline in the development of dynamic, modern, liveable

> "City Of Palmerston will identify ways to publicly share and promote opportunities for the use of Council data.
>
> SIMOM WATT - DIRECTOR, AREA 9



cities and can attract businesses, create safer outcomes, improve quality of life and invite innovation.

With its compact geographic footprint and relatively young infrastructure the City of Palmerston is an ideal setting for and is poised to take advantage of city-wide deployment of Smart City solutions.

Through the integration of advanced communication networks, sensor technologies and intelligent software, Smart Cities takes advantage of:

- Smart Street Lighting Solutions
- Smart Water Management
- Smart Parking Services
- Smart Energy Metering
- Smart Environment Monitoring

As the City of Palmerston embraces world class sSmart City services it will do so with the aim to develop local capability and engage Territory based service providers. Council recognises the importance of retained learning and promoting opportunity for growth to the local economy.

What we will do:

- Identify priority Smart City infrastructure initiatives
- Develop a Smart City Plan
- Examine appropriate funding models
- Seek out opportunity to build local capabilities
- Capture and publish data from smart technology
- Investigate public/private partnership opportunities

ICT MODERNISATION

The ICT industry is going through massive disruption with the advent of cloud delivered solutions. ICT must now support both new "native cloud" and traditional apps. City of Palmerston recently embarked on a process of transforming its ICT systems environment to the cloud. This incorporated moving to a reliable cloud platform and developing a sound service provider to support Council's desire to reduce exposure to risk, and deliver efficiency gains while moving to a consumption based ICT investment model.

Continuing to exploit these benefits and developing new ways to solve business problems through ICT product and services will deliver cost savings and remove dependencies on legacy ICT for the City of Palmerston.

What we will do:

Continue to invest in solutions and platforms that support deployment of digital services using efficient and current local government aligned ICT technologies.

Develop a detailed ICT plan in conjunction with key service providers that incorporates all aspects of our ICT environment, including:

- Core application services (email, GIS, RMS)
- Cloud Adoption Plan
- Infrastructure, network and security
- Digital identity and records management
- Business Continuity & Disaster Recovery
- Mobile Workforce
- End-point support (PCs, laptops, tablets, smartphones)
- ICT Support Services Model

DIGITAL ENGAGEMENT

Building ongoing and rewarding relationships through digital engagement is critical to advancing community outcomes. We live in a world where many are "time poor" and find public services inaccessible or hard to reach for numerous reasons. Digital engagement enables citizens to access Council services, information and interact with Council in more convenient ways. It empowers Council to reach a broader audience and interact with the whole community in more effective ways.

What we will do:

Council will embrace digital solutions to inform, communicate and interact with citizens through:

- Digital concierge
- Community internet services
- Mobile device support
- Social media and digital marketing channels
- Web site services
- One stop shop service integration

City of Palmerston recently embarked on a process of transforming its ICT systems environment to the cloud.

Intelligent locations allow people to interact with civic infrastructure and promote efficient use of buildings and public services.

DIGITAL INFORMATION GOVERNANCE

Meeting community expectations, compliance and regulatory requirements are foremost when it comes to managing Council owned digital information. As the use of digital information within Council increases, so does the need for a sound digital governance regime. Sound information access, regulatory and privacy policies are more important than ever before, as data is increasingly at risk of exploitation.

Council will be vigilant through the application of sound information governance incorporating a robust privacy and security policy, in regard to digital information with which it is entrusted.

What we will do:

- Ensure policy-based control of digital information for all legal, regulatory and risk requirements
- Comply with the relevant Northern Territory Information Act
- Regularly examine risk and associated mitigation
- Retain appropriate information governance skills
- Ensure appropriate creation, storage, use, archiving and deletion of digital information
- Follow best practice of Council's information policy

INTELLIGENT SPACES

Intelligent locations allow people to interact with civic infrastructure and promote efficient use of buildings and public services. The application of intelligent digital technology to enhance use of Council facilities (public spaces, parks, community, recreational locations, buildings etc..) can enable economic and social benefits. They incorporate the use of location services, mobile and public Wi-Fi, data analytics and can build a rewarding direct engagement with citizens, tourists and visitors through digital signage, kiosks and mobile content.

What we will do:

Use intelligent digital technology to:

- Create interactive Council environments
- Improve efficiency of Council buildings
- Incorporate digital within our urban planning
- Support business/developer engagement
- Publish spatial data & data analytics

CROSS SECTOR COLLABORATION

Collaboration with government authorities, private industry and business communities are essential to building an innovative smart modern city for Palmerston. Cross sector collaboration through digital technology can foster new ideas and opportunities.

In smaller jurisdictions it's important to pool knowledge skills and resources. This is particularly relevant when it comes to data and digital engagement. Cross-sector digital collaboration can ensure that development and creation of digital solutions aren't duplicated by multiple stakeholders to achieve the same outcome inefficiently.

What we will do:

- Facilitate collaboration between Council, government and the public
- Foster internal/external working group
- Develop cross-sector partnerships that support local industry growth
- Seek opportunities to co-design and co-create digital solutions with government and industry partnerships

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DIGITAL STRATEGY KEY PROJECT ALIGNMENT

Digital Strategy Alignment	Intelligent Spaces	Smart Cities	ICT Modernisation	Digital Engagement	Digital Engagement	Digital Engagement	ICT Modernisation	Digital Engagement	Digital Engagement	ICT Modernisation	Digital Inclusion	Digital Inclusion	Smart Cities	Digital Inclusion	Digital Engagement
Initiative	Use smart technologies to activate the public realm	Smart Street Lighting and mesh network across Council	Lead in using technology to run a cost effective service to the community.	Increase usage of our website interaction with Council staff & elected members - informed, connected and empowered community.	Promoting open and efficient Local Government	Encourage creativity, innovation and initiative to achieve CoP's vision as per our Master plan	Digital Library - Enhanced library services through self service counters and digital tracking of library books.	Connected community - residents and visitors are able to engage with each other and Council to suit and enhance a variety of needs - organisations, clubs, businesses, special interests, etc.	Digital Concierge - Provide a digital Council experience reflects and enhances the human experience. Self-service storefront for all Council services.	Improved asset management	Foster requisite digital skills in stakeholders from employee to leadership team	Reduce the Digital Divide - Ensure that as many residents and visitors as possible have digital access	Smart Parking	Provide greater digital literacy delivery	Public awareness training through partnership & grants.
Safe & Sound	✓	✓								✓	✓				
Connect & Enable	✓	✓													
Interact & Engage	✓	✓		✓	✓	✓	✓	✓	✓			✓	✓	✓	✓
Municipal Plan Alignment															
Community & Cultural Wellbeing	✓	✓					✓					✓		✓	✓
Economic Development	✓	✓													
Environment & Infrastructure	✓	✓								✓			✓		
Governance and Organisation			✓	✓	✓		✓		✓		✓				

DIGITAL STRATEGY TIMELINE - 2016/2021

	Years 1-2						Year 3-4				Year 5	
	0-6mths	6-12 mths	Review/report	12-18 mths	18-24 mths	Review/report	24-36 mths	Review/report	36-48 mths	Review/report	48-60 mths	Review/report
Digital Strategy Initiative												

PREPARED BY AREA 9 FOR THE CITY OF PALMERSTON

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cityofpalmerston

city of PALMERSTON

COUNCIL REPORT

ITEM NUMBER:	13.1.13	Expressions of Interest – Chief Executive Officer Performance Appraisal Contract
FROM:		Chief Executive Officer
REPORT NUMBER:		8/1228
MEETING DATE:		20 June 2017

Municipal Plan:

4. Governance & Organisation

4.3 People

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

Summary:

This report is to provide notice that the appointment of Awarding the Performance Appraisal Contract of the Chief Executive Officer is due to be renewed in July 2017 and that Expressions of Interest will need to be called.

RECOMMENDATION

1. THAT Council receives Report Number 8/1228.

2. THAT Expressions of Interest be called for Awarding of Performance Appraisal Contract of the Chief Executive Officer being advertised from 5 July 2017 to COB 19 July 2017.

3. THAT all Expressions of Interest received for Awarding of Performance Appraisal Contract of the Chief Executive Officer be provided to the CEO Performance Appraisal Committee for review and recommendation to Council at its meeting 1 August 2017.

Background:

At its Council Meeting held on 15 July 2014 Council appointed McArthur to facilitate the performance appraisal of the Chief Executive Officer for a three year period beginning in July 2014.

General:

Expressions of Interest will now be called for reputable firms with extensive specialisation in local government, particularly with recruiting and performance appraisals of senior management to put forward a proposal for the appointment for a three year period. The new facilitator will be required to provide the following services:-

- Distribution of the documentation to the Chief Executive Officer and Elected Members;
- Summarising the Elected Members responses;
- Development of a summary report;
- Facilitation of the performance review meeting;
- Write up and distribution of the performance review report; and
- Recommendations regarding performance criteria for the following year.

Financial Implications:

Not yet known.

Recommending Officer: Ricki Bruhn, Chief Executive Officer

Any queries on this report may be directed to Ricki Bruhn, Chief Executive Officer on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au.

Schedule of Attachments:

Nil