

CITY OF PALMERSTON

**Notice of Council Meeting
To be held in Council Chambers
Civic Plaza, Palmerston
on Wednesday 8 November 2017 at 6.30pm**


Cathryn Hutton
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. The minutes of this Council Meeting will be made available on the Council 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 Council Meeting held Tuesday, 17 October 2017 pages 9426 to 9434, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 17 October 2017 pages 341 to 342, be confirmed.

4 OFFICIAL MANAGER REPORT

- | | | |
|-----|-------------------------------------|------|
| 4.1 | Official Managers Monthly Report | M8-5 |
| 4.2 | Chief Executive Officer Appointment | M8-6 |

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

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

11.4 Risk Management and Audit Committee

THAT the minutes from the Risk Management and Audit Committee meeting held on 23 October 2017, be received and noted.

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	8/1346
12.3.2	Liquor Licence Application - Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City	8/1356

13 DEBATE AGENDA

13.1 Officer Reports

13.1.1	Financial Sustainability Ratios	8/1348
13.1.2	HPA Incorporated Rate Concession	8/1349
13.1.3	Naming of Park on Lot 10011 Miller Court, Gunn	8/1350
13.1.4	Annual Report 2016/2017	8/1351
13.1.5	Community Benefits Scheme – November 2017	8/1352
13.1.6	Affixation of Common Seal – General Consent for Gateway-Yarrawonga Road Easements	8/1354
13.1.7	Digital Strategy	8/1357
13.1.8	Elected Member Training and Induction	8/1358

14 CORRESPONDENCE

15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

15.1	Response to Previous Public Questions from Council Meeting held 17 October 2017	8/1353
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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	8/1347
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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, Director of Corporate Services, Investigator 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 8 November 2017 in relation to item number 18.1 Confidential Action Report remain confidential and not available for public inspection.

18.2 Enquiries Received from the Ombudsman Office – Stormwater Drain and Infringement Notices for Dog Attacks 8/1355

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, Director of Corporate Services, Investigator 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 18.2 Enquiries Received from the Ombudsman Office – Stormwater Drain and Infringement Notices for Dog Attacks 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 minutes from the Confidential Council Meeting held on 8 November 2017, in relation to item number 18.2 Enquiries Received from the Ombudsman Office – Stormwater Drain and Infringement Notices for Dog Attacks the report and associated documents remain confidential and not available for public inspection.



ITEM NUMBER: **4.1** **Official Manager's Report**

FROM: **Mark Blackburn**

REPORT NUMBER: **M8-5**

MEETING DATE: **8 November 2017**

Summary:

My report provides Council with a monthly update on recent meetings or events of interest.

RECOMMENDATION

THAT Council receives Report Number M8-5.

Media:

At the following Media Events, I promoted a range of Community Events available in the municipality.

Saturday, 7 October 2017

- ABC Radio Interview – Pre-cyclone clean up.

Thursday, 12 October 2017

- ABC Radio Interview – Pre-cyclone clean up.
- Territory FM Radio Interview with Presenter Peter Butler.

Wednesday, 18 October 2017

- Council's Communications Officer and myself attended the official announcement of the Batonbearers for the Gold Coast 2018 Commonwealth Games.

Thursday, 19 October 2017

- Territory FM Radio Interview with Presenter Peter Butler.

Wednesday, 25 October 2017

- ABC Radio Interview – Grass Roots.
- Radio Larrakia Interview.
- 104.9 Radio Interview with Katie Woolf.

Thursday, 26 October 2017

- Territory FM Radio Interview with Presenter Peter Butler.

Meetings:

Tuesday, 3 October 2017

- Catch up with Terry Mills.
- Council Meeting.

Wednesday, 4 October 2017

- The CEO, Acting Director of Technical Services and myself met with the Department of Environment and Natural Resources.

Friday 6 October 2017

- Drew the lucky ratepayers who won the Early Bird Draw.
- Met with Minister Lawler and Mr Sievers.

Tuesday 10 October 2017

- Teleconference call with Alice Springs Mayor, Damien Ryan.

Wednesday 11 October 2017

- The City of Palmerston Executive team and myself met with the Department of the Chief Minister.

Wednesday 18 October 2017

- The CEO and myself attended a meeting with a Palmerston CBD ratepayer in relation to the City Centre Improvement Special Rate.
- Council Meeting.

Monday 23 October 2017

- Attended the Risk Management and Audit Committee meeting.

Events Attended

Thursday 5 October 2017

- Attended the LGANT 2017 Leadership in Local Government Symposium for Mayors, Presidents, Deputies and CEO's including dinner.

Friday 6 October 2017

- Attended the LGANT 2017 Leadership in Local Government Symposium for Mayors, Presidents, Deputies and CEO's.

Tuesday 10 October 2017

- I hosted Council's Citizenship Ceremony.

Wednesday 11 October 2017

- I attended the Territory Tourism Infrastructure Forum with Jason Clare and Luke Gosling.

Wednesday 18 October 2017

- I participated in the Ride2Work day held in Goyder Square.

Tuesday 24 October 2017

- Opened City of Palmerston's Children's Week event.

Thursday 26 October 2017

- Attended the Royal Memorial Service for King Rama 9.



Recommending Officer: Mark Blackburn, Official Manager

Any queries on this report may be directed to Mark Blackburn, Official Manager on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Schedule of Attachments: Nil



ITEM NUMBER: **4.2** **Chief Executive Officer Appointment**

FROM: **Mark Blackburn**

REPORT NUMBER: **M8-6**

MEETING DATE: **8 November 2017**

Summary:

To formally appoint a Chief Executive Officer from 1 November 2017 until National Recruitment has been finalised and the permanent Chief Executive Officer commences in office.

RECOMMENDATION

1. THAT Council receives Report Number M8-6.
2. THAT Council appoint Cathryn Hutton as the Chief Executive Officer from 1 November 2017 to 19 January 2018 with option to extend.

Background:

The City of Palmerston is seeking to appoint a Chief Executive Officer, initially the position had been sought up until the next election being March 2018. After review and consideration, national recruitment will take place immediately for a term of two years. This process will allow the incoming Chief Executive Officer to guide the incoming elected members through the transition period, leading up to council developing its first municipal plan by 31 July 2018.

General:

Cathryn Hutton has been selected to undertake the role of Chief Executive Officer from 1 November 2017 whilst recruitment takes place. Ms Hutton is the former Chief Executive Officer of Central Desert Regional Council and has a wealth of knowledge and experience to guide the Council up until the permanent appointment.

Recommending Officer: Mark Blackburn, Official Manager

Any queries on this report may be directed to Mark Blackburn, Official Manager on telephone (08) 8935 969 or email mblackburn@palmerston.nt.gov.au

Schedule of Attachments: Nil

ITEM NUMBER: 12.3.1 Action Report

FROM: Chief Executive Officer

REPORT NUMBER: 8/1346

MEETING DATE: 8 November 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 8/1346.

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 on 18 April 2017. Association have been advised that further negotiations are linked to the outcomes of the Council Land Use Plan. Meeting with NT Thai Assoc, Official Manager and DCOMM was held 27 July 2017. Further meeting held with Official Thai Contingent on 28 September 2017. Land Use Plan Development work commissioned to NPC October 2017.
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.	Grant has been submitted, waiting on approval from the EPA.
8/2368	13/12/2016	DCORP	Service Review of Communications and Marketing	Council to undertake a service review of its communications and marketing.	This review will be completed in the second half of 2017.
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.	DRAFT expected to be presented to Council at its meeting in December.
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.	Awaiting DRAFT from consultant.
8/2655	16/05/2017	DCORP	Risk Management and Audit	Staff to provide a report to the Governance and Organisation Committee on the establishment of	A report to the GOC with regards to the establishment of

			Committee Meeting	financial sustainability ratios for the municipal plan and how they are reported in the monthly financial report.	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.	Council have received Community Planning Guide from GOLDOC and have begun work on Management Plans for: traffic, risk, support services and security and emergency. Palmerston Baton Bearers announcements made and promoted in October.
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.	Progressing with Audit of street light assets.
8/2773	04/07/2017	DTS	Marlow Lagoon Land Use Plan	CEO to seek fee proposals to develop Land Use Plan and be referred to the first quarter budget review in 2017/2018	Development of Land Use Plan underway.
8/2776	04/07/2017	CEO	Expressions of Interest – CEO Performance Appraisal Contract	Matter lay on the table	
8/2790	18/07/2017	DTS	Proposed Permanent Closure of a Section of the Wallaby Holtze Road Reserve	<ul style="list-style-type: none"> - The Mayor to write to the Minister responsible for the administration of the Local Government Act seeking the consent of the Minister to the road closure of the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrowonga Road) in Yarrowonga north. - Mayor and CEO be authorised to sign and seal documentation to permanently close the unmade section of Wallaby Holtze Road (between the Stuart Highway and the intersection with Yarrowonga Road) in 	Survey has been undertaken and will be submitted to the Survey Generals Office by the consultant.

				Yarrowonga north after receiving written consent for the closure from the Minister.	
8/2791	18/07/2017	DTS	Closure of Durack Drive, Archer	<ul style="list-style-type: none"> - The Mayor to write to the Minister responsible for the administration of the <i>Local Government Act</i> seeking the consent of the Minister to the road closure. - Mayor and CEO be authorised to sign and seal documentation to permanently close Durack Drive, Archer after receiving written consent for the closure from the Minister. 	Awaiting Minister's approval.
8/2814	25/07/2017	DCORP	Rating Strategy	An independent review of Council's Rating Strategy be commissioned to inform a review of FIN25 Rating Policy to be undertaken during the 2017/2018 financial year.	Underway.
8/2868	5/09/2017	DCOMM	City of Palmerston Community Satisfaction Survey	The results of the Community Satisfaction Survey for 2016/2017 be incorporated into Council's Annual Report.	Completed and Annual Report and presented to Council meeting 7 November 2017.
8/2897	3/10/2017	DTS	Liquor Licence Application – Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City	<p>Director-General of Licensing be advised that at this time Council does not endorse the correspondence in Attachment A to Report Number 8/1312.</p> <p>THAT the matter lay on the table until Council receives advice from the Director-General of Licensing as to whether this is a new take away liquor licence given the NT Government has advised that it has a moratorium in place in relation to the issuing of any "new" take-away licences (noting there are exceptions in particular circumstances).</p>	Completed - In this agenda.
8/2901	3/10/2017	DTS	The Boulevard Stage 2 Bus Stops	CEO to liaise with the Passenger Transport representatives of the DIPL to confirm the construction and implementation of the bus stops given the Council's preference for in-lane bus stops.	Contacted PT, meeting to be arranged to progress implementation

8/2921	17/10/2017	DTS	Affixation of Common Seal – Variation to Crown Lease Term over Lot 4302 Town of Palmerston	Official Manager and CEO be authorised to sign and seal the Variation of Crown Lease for Crown Lease Term (CLT) 2255 over Lot 4302 Town of Palmerston.	Completed.
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Recommending Officer: Cathryn Hutton, Chief Executive Officer

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



ITEM NUMBER: 12.3.2 Liquor Licence Application - Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City

FROM: Director of Technical Services

REPORT NUMBER: 8/1356

MEETING DATE: 8 November 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

RECOMMENDATION

1. THAT Council receives Report Number 8/1356.
2. THAT item Liquor Licence Application – Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City be retrieved from the table.
3. THAT Council receives the Correspondence dated 9 October 2017 from the Manager, Liquor, Gambling & Racing.

General:

Council considered the Liquor Licence application for Liquorland at Oasis Shopping Centre at its ordinary meeting on 3 October 2017 Council resolved that:

13.1.2 Liquor Licence Application – Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston City 8/1312

- *THAT the Director-General of Licensing be advised that at this time Council does not endorse the correspondence in Attachment A to Report Number 8/1312.*
- *THAT the matter lay on the table until Council receives advice from the Director-General of Licensing as to whether this is a new take away liquor licence given the NT Government has advised that it has a moratorium in place in relation to the issuing of any “new” take-away licences (noting there are exceptions in particular circumstances).*

CARRIED 8/2897 – 03/10/2017

The Manager, Liquor, Gambling & Racing has responded to Council's enquiries. The response received from the Manager, Liquor, Gambling & Racing is contained at **Attachment A**.

The 2 October deadline for comments and objections has now passed. Council is being requested to take note of the correspondence from the Department of the Attorney – General and Justice.

Financial Implications:

Nil.

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 palmerston@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment A: Correspondence received from Manager, Liquor, Gambling & Racing dated 9 October 2017.



**Licensing NT**

3rd Floor NAB Building
71 Smith Street
Darwin NT 0800

Postal Address

GPO Box 1154
DARWIN NT 0801

T 08 8999 1800

F 08 8999 1888

E mark.wood@nt.gov.au

File Ref: TRM No.

Mr Malcolm Jones
Acting Director of Technical Services
C/O City of Palmerston
Chief Executive Officer
PO Box 1
Palmerston NT 0831

Dear Mr Jones

Re Liquorland Liquor Licence application – Oasis Shopping Centre

I am writing in reference to your letter dated 5 October 2017 regarding an application by Liquorland (Australia) Pty Ltd seeking a liquor licence for premises located at the Oasis Shopping Centre, Temple Terrace, Palmerston.

Whilst the final determination of this application will lay with the Director-General of Licensing, I can inform you that if this application is approved, then it would have the effect of issuing a new and additional liquor licence with a take away condition.

If you desire any further information, please do not hesitate to contact Jeff Verinder, Principal Licensing Officer on (08) 8999 1805 or via email at jeff.verinder@nt.gov.au

Yours sincerely



Mark Wood
Manager, Liquor, Gambling & Racing
9 October 2017

ITEM NUMBER: 13.1.1 Financial Sustainability Ratios
FROM: Director of Corporate Services
REPORT NUMBER: 8/1348
MEETING DATE: 8 November 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:

That the financial sustainability ratios that are reported in the annual report are replicated for inclusion in future municipal plans and future monthly finance reports to improve the integration of Council's planning and reporting documents.

RECOMMENDATION

1. THAT Council receives Report Number 8/1348.
2. THAT Financial ratios that are consistent with the annual report are included in Council's future municipal plans and monthly financial reports.

Background:

Following recommendations from the audit committee meeting held in April 2017, Council requested "THAT staff 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" in minute 8/2655 – 16/05/2017.

General:

Council currently reports on four financial ratios in its annual report. To improve the integration between Council's planning and reporting documents, it is proposed that in the first instance these four ratios are included in Council's future municipal plans and monthly finance reports commencing with the month of November.

The four ratios that are currently included in the annual report and what they analyse are:

- Current Ratio (current assets – external restrictions / current liabilities)
Analyses Council's liquidity and its ability to pay its debts in full when they become due.
- Debt Service Ratio (net debt service cost / operating income)

- Analyses the percentage of operating income that is used to service and repay any external borrowings.
- Rate Coverage Ratio (rate income / operating income)
Analyses the percentage of Councils operating income that is derived from rates and its reliance on non-rate income such as operating grants.
- Rates & Annual Charges Outstanding Percentage (rates and annual charges outstanding / rates and annual charges collectable)
Analyses Councils ability to collect on its rates and annual charges.

Inclusion of these ratios will allow the users of these documents to get a quick snapshot of the expected performance or actual performance of Council in relation to their subject matter.

Financial Implications:

Nil

Legislation/Policy:

Nil

Recommending Officer: Chris Kelly, Director of Corporate Services

Any queries on this report may be directed to Chris Kelly, Director of Corporate Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Author: Shane Nankivell, Finance Manager

Schedule of Attachments:

Nil



ITEM NUMBER: 13.1.2 HPA Incorporated Rate Concession
FROM: Director of Corporate Services
REPORT NUMBER: 8/1349
MEETING DATE: 8 November 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:

Application for rate concession for the 2017/2018 financial year in regards to assessment number 108876. In line with policy FIN17, application for concession is required to be presented to Council for consideration.

RECOMMENDATION

1. THAT Council receives Report Number 8/1349.
2. THAT Council approves a rate concession for HPA Incorporated in waiving the annual rates 2017/2018 for 46 Toupein Road, Yarrawonga.

Background:

Part 11.8 Rate concession

167 Public Benefit Concessions

- (1) A council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
 - a. Securing the proper development of its area;
 - b. Preserving buildings or places of historical interest;
 - c. Protecting the environment;
 - d. Encouraging cultural activities;
 - e. Promoting community health and welfare;
 - f. Encouraging agriculture;
 - g. Providing recreation or amusement for the public.

- (2) However, the rate concession:
 - a. May only be granted if authorised under a policy formally adopted by resolution of the council; and
 - b. Is subject to limitations and conditions specified in that policy.
- (3) A council may grant a rate concession under this section on its own initiative or on application by a ratepayer.

General:

HPA Incorporated has contacted City of Palmerston and applied for a rate concession for assessment 108876 under Section 167 of the *Local Government Act 2008* (NT) ("the Act").

The property is currently rated as commercial with a land levy of \$6,949.88. The organisation is a registered public benevolent institution and provides welfare support to people with disabilities in the Palmerston municipality which satisfies the activity of "promoting community health or welfare" in s167(1)(e) of the Act.

HPA Incorporated received a full rates waiver in the 2016/17 financial year.

Financial Implications:

\$6,949.88 of commercial rates will be waived.

Legislation/Policy:

Section 167 *Local Government Act 2008* (NT)
FIN17 Rate Concession Policy

Recommending Officer: Chris Kelly, Director of Corporate Services

Any queries on this report may be directed to Chris Kelly, Director of Corporate Services on telephone (08) 8935 9971 or email chris.kelly@palmerston.nt.gov.au

Author: Shane Nankivell, Finance Manager

Schedule of Attachments:

Attachment A: HPA Incorporated application to waive rates.



Helping People
Achieve

12 October 2017

Finance Manager
City of Palmerston
Palmerston 0831

Dear Finance Manager,

Re: Application for waiver of rates for HPA Incorporated Property: 46 Toupein Road, Yarrawonga.

By way of this written submission HPA Incorporated are seeking support from City of Palmerston for waiver of rates on the above property for the 2017/2018 Financial Year.

Preliminary

Pursuant to Part 11.7 & Part 11.8 of the Local Government Act we are submitting this application for HPA Incorporated as an eligible institution under Section 167 of the Act.

We are seeking waiver of rates based on our previous successful application where we were classified as an activity "Promoting community health or welfare" for the 2016/2017 Financial Year.

Further to this, HPA Incorporated operates under a 'Public Benevolent Institution' status as indicated in the Australian Business Register under ABN 13 506 264 631. We have attached our Constitution to verify this information.

Use of premises at 46 Toupein Road, Yarrawonga for an Australian Disability Enterprise.

HPA Incorporated operates as an Australian Disability Enterprise (ADE). The aim is to benefit the community through the creation and development of employment opportunities for people with disabilities and provide the training and ongoing support to enable their success in open employment. HPA has a strong record of achieving success in this role resulting in ongoing opportunity to the individuals and benefit to the community through sustained employment.

Ausdesigns (located at 46 Toupein Road, Yarrawonga) is an essential aspect of achieving the above aims with 48 HPA clients engaged at these premises. Their many training roles include the manufacture of indigenous print conference bags, a wide range of gift and souvenir products, screen printing, document shredding and other activities. Under our constitution all profits made from the property are returned into the ongoing development of the business.

Summary

We are grateful for the opportunity to present this request for the consideration of the City of Palmerston and await your response.

Yours sincerely,

Tony Burns
Chief Executive Officer



ITEM NUMBER: 13.1.3 Naming of Park on Lot 10011 Miller Court, Gunn
FROM: Director of Technical Services
REPORT NUMBER: 8/1350
MEETING DATE: 8 November 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:

Previous decisions of Council have nominated that the Park at Lot 10011, 8 Miller Court, Gunn should be named either Ironwood Park, Cycad Park or Stringybark Park.

Latest correspondence received from the Place Names Committee (**Attachment A**) is that it is their desire that the park be named to commemorate a Territorian who has made contributions to the Northern Territory community.

RECOMMENDATION

1. THAT Council receives Report Number 8/1350.
2. THAT Council supports the recommendation of the Place Names Committee in the naming of Lot 10011, 8 Miller Court, Gunn Tom Price Park.

Background:

At the ordinary meeting of Council held on the 2 May 2017, Council resolved:

11.2.3 Naming of the Park on Lot 10011 Miller Court, Gunn

EDI/0502

Moved: Alderman Bunker
Seconded: Alderman Byrne

THAT Council advise the Place Names Committee that it strongly supports the previous list of names provided for Miller Court Park on Lot 10011, Miller Court Gunn and seeks that they reconsider the following list of names

- i. Ironwood Park
- ii. Cycad Park
- iii. Stringybark Park

The Council resolution was communicated back to the Place Names Committee requesting that the Committee reconsider the names provided.

The Place Names Committee response has questioned why the flora names be proposed for a park in Gunn.

The Committee has reiterated its desire that the Park should be named to commemorate a Territorian who has made contributions to the Northern Territory community.

As such the Committee has now recommended that the Park be named "Tom Price Park". The name has been selected by the Committee from its Reserve List of Names and is after Thomas (Tom) Price. An outline of Mr Price is within the Committee's letter.

General:

Councils previous resolutions to favour a floral name for this Park was that it is near remanent vegetation in the Gunn area and possibly may contain significant floral species.

It is noted that other areas of Palmerston, such the current areas in Zuccoli does have a theme of flora names.

Under the Place Names Act, the Place names committee under Section 9 may make reports to the Minister containing recommendations to the Minister in relation to the naming of a place given they have sought the views of interested parties such as the Local Government. It is the power of the Minister to either approve, reject or return the Committee report for further consideration.

Financial Implications:

Nil

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 palmerston@palmerston.nt.gov.au.

Schedule of Attachments:

Attachment A: Correspondence from Place Names Committee 17 October 2017



Place Names Committee for the Northern Territory

Attachment A

Telephone (08) 8995 5333
E-mail: place.names@nt.gov.au
Web: www.placenames.nt.gov.au

Level 1, Energy House
18-20 Cavenagh Street
Darwin NT 0800
GPO Box 1680
Darwin NT 0801

Our Ref: pnjobfile2017/0005
Your Ref: ID: *MJ:rm* 27/07/2017

Mr Malcolm Jones
Acting Director Technical Services
City of Palmerston
PO Box 1
Palmerston NT 0831
palmerston@palmerston.nt.gov.au

Dear Mr Jones

Naming of park at Lot 10011 Town of Palmerston (8 Miller Court, Gunn)

I refer to your letter dated 27 July 2017 to the Place Names Committee for the Northern Territory (the Committee), requesting the Committee reconsider City of Palmerston's proposal for the naming of the park at Lot 10011 Town of Palmerston to be "Ironwood Park", "Cycad Park" or "Stringybark Park".

At its 203rd Meeting on 8 September 2017, the Committee noted City of Palmerston's correspondence and questioned why flora names should be proposed for a park in the suburb of Gunn, when the current theming of Zuccoli is Native Flora names.

The Committee reiterated its desire that the park should be named to commemorate a Territorian who has made contributions to the Northern Territory community, so recommended from its Reserve List of names the name "Tom Price Park", subject to consultation with City of Palmerston council and Mr Price's surviving next of kin.

"Tom Price Park" – Named after Thomas (Tom) Price, who worked extensively in the agriculture and farming industries of the Northern Territory. He was also a keen fisherman, a member of the Katherine Gun Club and member and Councillor of the Katherine and District Show Society, of which he was made an Honorary Life Member. Tom remarried around 1990 and lived in Palmerston. He passed away in a vehicle accident in 2000, with his funeral being held in Palmerston.

The Committee now invites City of Palmerston to indicate its view on the proposal to name "Tom Price Park" for the name of the part at Lot 10011 Town of Palmerston. Please provide comment via email place.names@nt.gov.au or post to GPO Box 1680, Darwin NT 0801.

Place names are not official until they are approved by the Minister for Infrastructure, Planning and Logistics, on recommendation by the Place Names Committee, and entered in the Place Names Register at: <http://www.ntlis.nt.gov.au/placenames/> Should you have any queries regarding the naming of roads or parks, please do not hesitate to contact the Place Names Unit on 8995 5333 or via email place.names@nt.gov.au

Yours sincerely



Cassandra Arnott
Secretary Place Names Committee
17 October 2017

ITEM NUMBER: 13.1.4 Annual Report 2016/2017
FROM: Chief Executive Officer
REPORT NUMBER: 8/1351
MEETING DATE: 8 November 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:

The City of Palmerston Annual Report 2016/2017 is ready for review and adoption by Council.

RECOMMENDATION

1. THAT Council receives Report Number 8/1351.
2. THAT Council adopt the Annual Report 2016/2017.
3. THAT the Chief Executive Officer be instructed to send the Annual Report 2016/2017 to the Minister for Housing and Community Development on or before 15 November 2017.

Background:

Section 199 of the Local Government Act states:

- (1) A council must, on or before 15 November in each year, report to the Minister on its work during the financial year ending on the preceding 30 June.
- (2) The report must include a copy of the council's audited financial statement for the relevant financial year.
- (3) The report must also contain an assessment of council's performance against the objectives stated in the relevant municipal or shire plan (applying indicators of performance set in the plan).
- (4) As soon as practicable after the report has been delivered to the Minister. The council must:
 - a. Publish the report on the council's website; and
 - b. Publish a notice in a newspaper circulating generally in the area informing the public that copies of the report may be downloaded from the council's website or obtained from the council's public office.

General:

The Annual Report 2016/2017, incorporating items (2) and (3) above, has been prepared in draft form and is ready for review and adoption by Council. The Annual Draft Financial Statement was reviewed at the Risk Management and Audit Committee meeting on the 23rd October 2017 and deemed suitable for consideration by the Chief Executive Officer for certification and inclusion in the Annual Report.

Following adoption, an advertisement will be placed in the Palmerston Sun advising that the Annual Report 2016/2017 is available on Council's website and copies are available from the front counter at Civic Plaza.

Financial Implications:

Nil

Legislation/Policy:

Pursuant to Section 199 of the Local Government Act.

Recommending Officer: Cathryn Hutton, Chief Executive Officer

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

Author: Jan Peters, Director of Community Services

Schedule of Attachments:

Attachment A: Draft Annual Report 2016/2017

- ATTACHMENT EXCEEDS FILE SIZE, DOCUMENT AVAILABLE AS A SEPARATE ATTACHMENT TO THE 8 NOVEMBER 2017 AGENDA.



ITEM NUMBER: 13.1.5 Community Benefits Scheme – November 2017
FROM: Director of Community Services
REPORT NUMBER: 8/1352
MEETING DATE: 8 November 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:

This report provides Council with a summary of the Community Benefits Scheme applications processed for the month of October 2017.

RECOMMENDATION

THAT Council receives Report Number 8/1352.

Background:

This report details applications received, processed, approved/not approved against the Community Benefits Scheme eligibility criteria and selection process.

General:

Please see attached a table listing all funding applications and acquittals processed during October 2017.

Included is a table with an update of funds paid to recipients and amount of funds remaining in the budget for Grants, Donations, Sponsorships and Scholarships for 2017/2018.

Purchase Orders raised in anticipation of invoices to be received for multiple-year funding arrangements remain as committed funds (\$35,000):

- RSL Palmerston
- Palmerston and Rural Seniors Committee
- Touch Football NT

City of Palmerston commits to setting an amount in its budget process dedicated to initiatives governed by the FIN18 Policy. Where budgeted funds are not expended during the financial year, excess funds will be transferred to a reserve which will be maintained at no greater than \$100,000 annually.

Financial Implications:

The budget for the 2017/2018 year for grants, donations, scholarships and sponsorships is \$100,000. Due to the successful distribution of funds to the community the available budget to date rests at \$49,109.

Legislation/Policy:

Policy number FIN18 – Grants, Donations, Scholarships and Sponsorships

Recommending Officer: Jan Peters, Director of Community Services

Any queries on this report may be directed to Jan Peters, Director of Community Services on telephone (08) 8935 9922 or email palmerston@palmerston.nt.gov.au

Author: Jan Peters, Director of Community Services

Schedule of Attachments:

Attachment A: Applications/Acquittals Processed Summary October 2017, Expenditure to Date



Attachment A: Applications/Acquittals Processed Summary October 2017, Expenditure to Date

Community Benefits Scheme**Applications Received**

Activity Project	Applicant	Amount Requested	Amount Received	Outcome
Program support and enhancement	Save the Children Australia	\$2550	\$2550	Successful
Fundraising Luncheon	Autism NT	\$1818	\$1818	Successful
Special Children's Christmas Party 2017	Special Children's Christmas Party	\$1000	\$1000	Successful
Collaborative Dinner	Role Models and Leaders Australia	\$2,000	n/a	Under consideration
Community Partnership	Life Education NT Inc	\$5,000	n/a	Under consideration
<i>ANZAC Day 2018 Event</i>	<i>RSL Palmerston</i>	<i>\$10,000</i>	<i>\$10,000</i>	<i>Carried Forward -Successful</i>
<i>Touch Football NT Titles</i>	<i>Touch Football NT</i>	<i>\$13,000</i>	<i>\$13,000</i>	<i>Carried Forward -Successful</i>
<i>Palmerston and Rural Seniors Committee</i>	<i>Seniors Fortnight 2018</i>	<i>\$12,000</i>	<i>\$12,000</i>	<i>Carried Forward -Successful</i>

Acquittals Received

Applicant	Activity Project	Amount Granted

Current Community Benefits Scheme Expenditure to Date

CC name	Account Name	YTD \$	Commitment \$	YTD + Comm \$	Rev. Budget	Budget Available \$
Grants / Donations/Contributions Paid	Community Grants	15,891	35,000	50,891	100,000	49,109

ITEM NUMBER:	13.1.6	Affixation of Common Seal – General Consent for Gateway-Yarrowonga Road Easements
FROM:		Director of Technical Services
REPORT NUMBER:	8/1354	
MEETING DATE:	8 November 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 a right of way easement and a drainage easement within the Gateway developments be approved by Council.

RECOMMENDATION

1. THAT Council receives Report Number 8/1354.
2. THAT Council gives General Consent for the Right of Way Easement 'B' in favour of Council on Lot 7765 as shown on Attachment A-Plan No: 72353/03 Rev 0.
3. THAT Council gives General Consent for the Right of Way Easement 'B' in favour of Council on Lot 7766 as shown on Attachment B-Plan No: 72353/05 Rev 0.
4. THAT Council gives General Consent for the Right of Way Easement 'B' in favour of Council on Lot 11037 as shown on Attachment C-Plan No: 72353/04 Rev 0.
5. THAT Council gives General Consent for the Drainage Easement in favour of Council on Lot 7766 as shown on Attachment D-Plan No: 71947/03 Rev 0.
6. THAT Council authorise the Official Manager and Chief Executive Officer to sign and seal form 93, General Consent for the Right of Way Easement for the subject Lots 7765, 7766 and 11037, Town of Palmerston or should they be consolidated their future lot.
7. THAT Council authorise the Official Manager and Chief Executive Officer to sign and seal form 93, General Consent for the Drainage Easement for Lot 7766, Town of Palmerston or should they be consolidated their future lot.

Background:

At the Ordinary Council meeting held on the 20 June 2017 Council resolved the following;

13.1.4 Gateway – Yarrawonga Road Easements**8/1206**

Moved: Alderman Byrne
Seconded: Alderman Bunker

1. *THAT Council receives Report Number 8/1206.*
2. *THAT Council consents to the creation of a "right of way" easement in Council's favour on Lot 7765 as shown on Attachment A to Report Number 8/1206 as "Right of Way Easement 'B' "*
3. *THAT Council consents to the creation of a "right of way" easement in Council's favour on Lot 7766 as shown on Attachment B to Report Number 8/1206 as "Right of Way Easement 'B'".*
4. *THAT Council consents to the creation of a "right of way" easement in Council's favour on Lot 11037 as shown on Attachment C to Report Number 8/1206 as "Right of Way Easement 'B'".*
5. *THAT Council consents to the creation of a drainage easement on Lot 7766 as shown in Attachment D to Report Number 8/1206.*
6. *THAT Council authorises the Mayor and Chief Executive Officer to 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.*

CARRIED 8/2743 – 20/06/2017

As a result of this process, the easements were created and assigned to individual Lots 7765, 7766 and 11037.

General:

The individual lots are now undergoing consolidation to create one single Lot. In that process it is requested that Council to give General Consent for previously approved easements to be assigned to the newly consolidated Lot.

This requires forms 93 (Attachment E & F) to be signed and sealed by the Official Manager and Chief Executive Officer

Financial Implications:

Nil

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 palmerston@palmerston.nt.gov.au.

Author: Jithin Mohan, Private Works Officer

Schedule of Attachments:

Attachment A: Survey Plan 72353/03 Rev 0 Right of Way Easement on Lot 7765.

Attachment B: Survey Plan 72353/05 Rev 0 Right of Way Easement on Lot 7766.

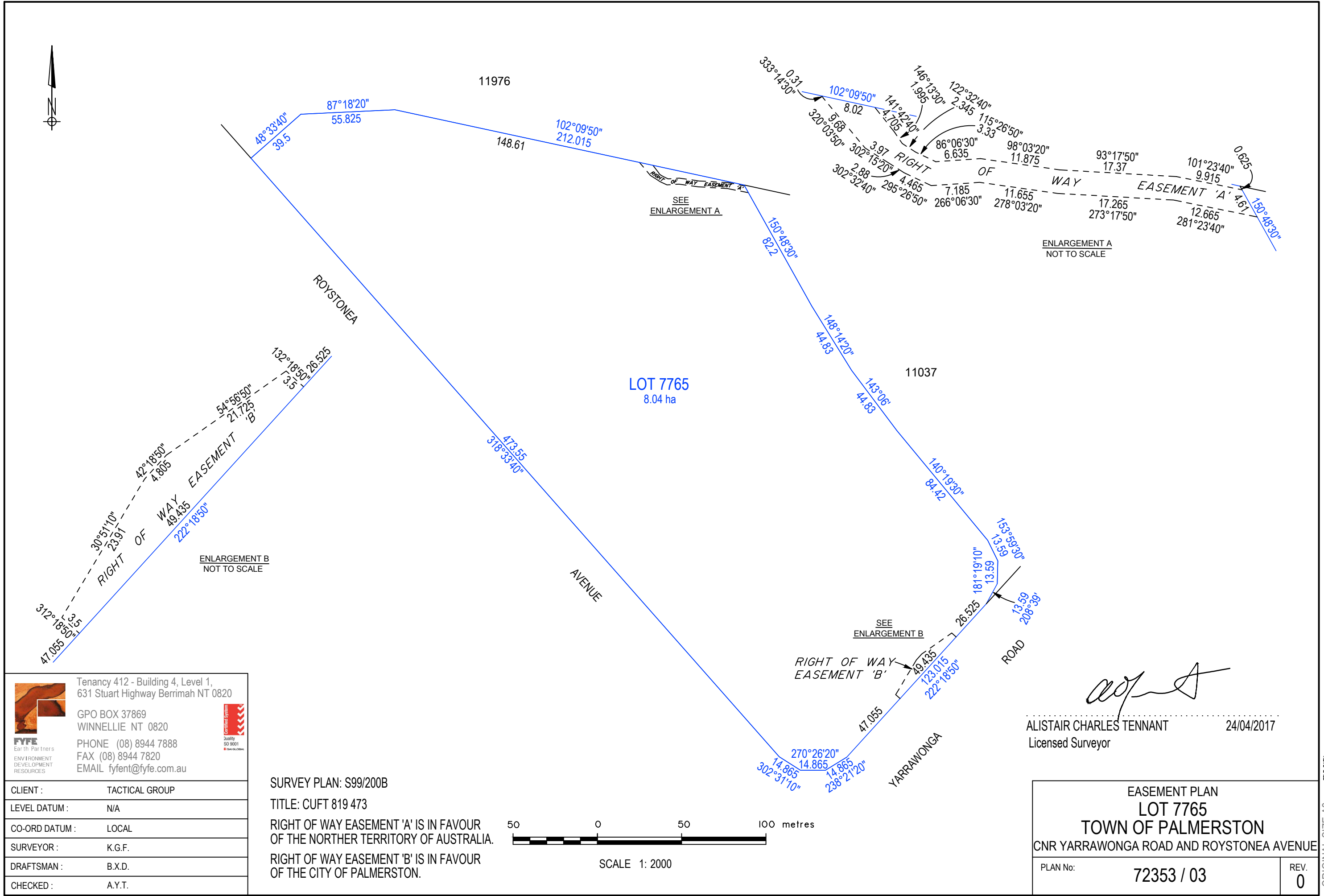
Attachment C: Survey Plan 72353/04 Rev 0 Right of Way Easement on Lot 11037.

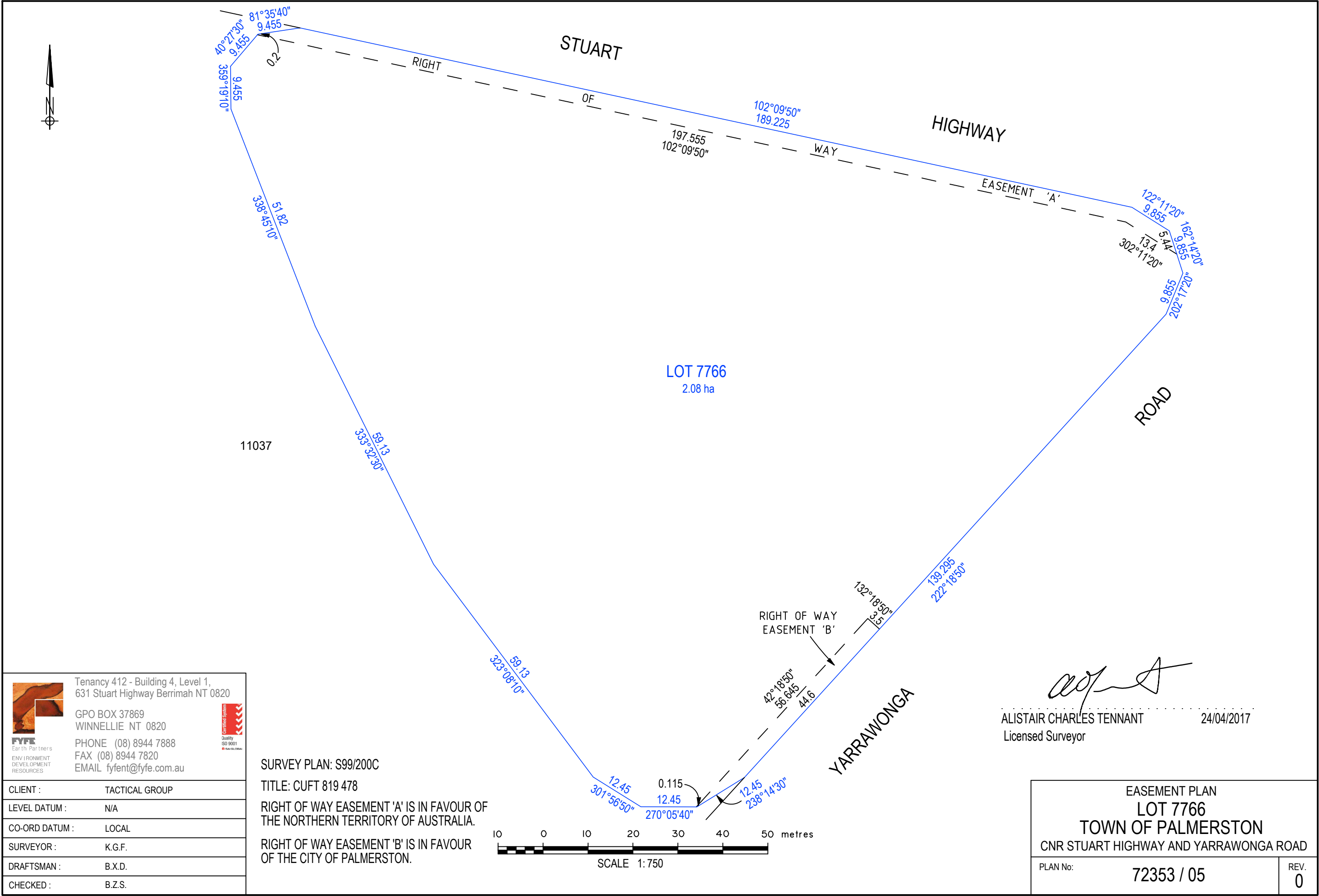
Attachment D: Survey Plan 71947/03 Rev 0 Drainage Easement on Lot 7766.

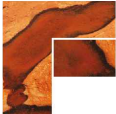
Attachment E: Form 93, General Consent for the Right of Way Easement for the subject Lots 7765, 7766 and 11037, Town of Palmerston.

Attachment F: Form 93, General Consent for the Drainage Easement for Lot 7766, Town of Palmerston.










Tenancy 412 - Building 4, Level 1,
631 Stuart Highway Berrimah NT 0820

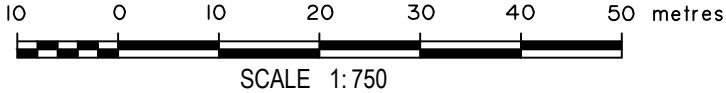
GPO BOX 37869
WINNELLIE NT 0820

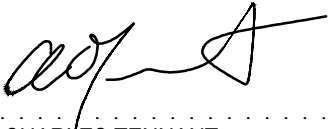
PHONE (08) 8944 7888
FAX (08) 8944 7820
EMAIL fyfent@fyfe.com.au



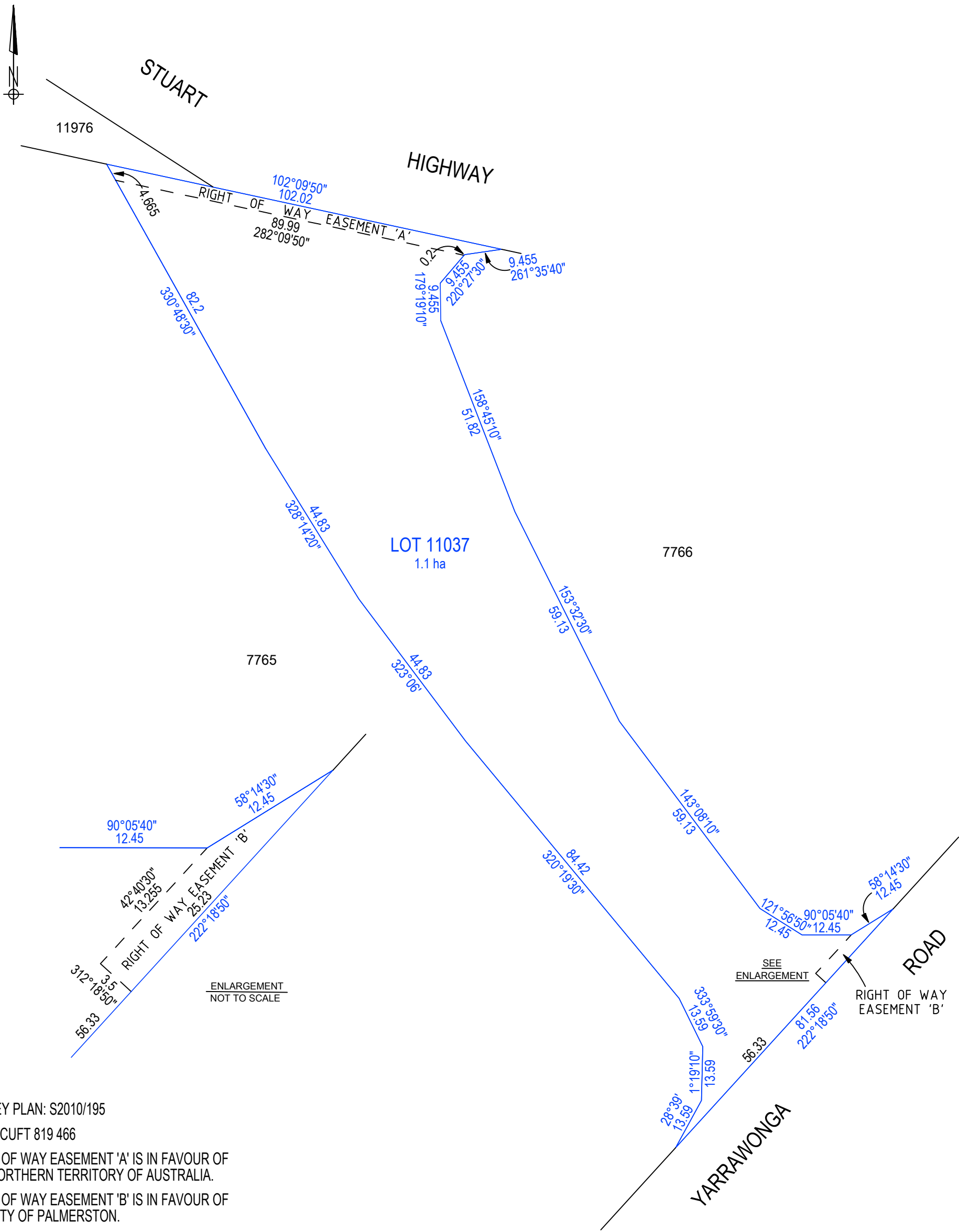
CLIENT :	TACTICAL GROUP
LEVEL DATUM :	N/A
CO-ORD DATUM :	LOCAL
SURVEYOR :	K.G.F.
DRAFTSMAN :	B.X.D.
CHECKED :	B.Z.S.

SURVEY PLAN: S99/200C
TITLE: CUFT 819 478
RIGHT OF WAY EASEMENT 'A' IS IN FAVOUR OF THE NORTHERN TERRITORY OF AUSTRALIA.
RIGHT OF WAY EASEMENT 'B' IS IN FAVOUR OF THE CITY OF PALMERSTON.

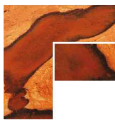



ALISTAIR CHARLES TENNANT
Licensed Surveyor
24/04/2017

EASEMENT PLAN LOT 7766 TOWN OF PALMERSTON CNR STUART HIGHWAY AND YARRAWONGA ROAD	
PLAN No:	72353 / 05
REV.	0



SURVEY PLAN: S2010/195
TITLE: CUFT 819 466
RIGHT OF WAY EASEMENT 'A' IS IN FAVOUR OF THE NORTHERN TERRITORY OF AUSTRALIA.
RIGHT OF WAY EASEMENT 'B' IS IN FAVOUR OF THE CITY OF PALMERSTON.



Tenancy 412 - Building 4, Level 1,
631 Stuart Highway Berrimah NT 0820

GPO BOX 37869
WINNELLIE NT 0820

PHONE (08) 8944 7888

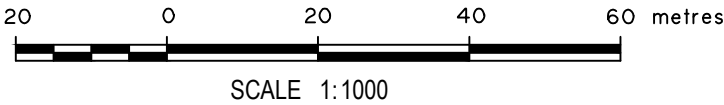
FAX (08) 8944 7820

EMAIL fyfent@fyfe.com.au



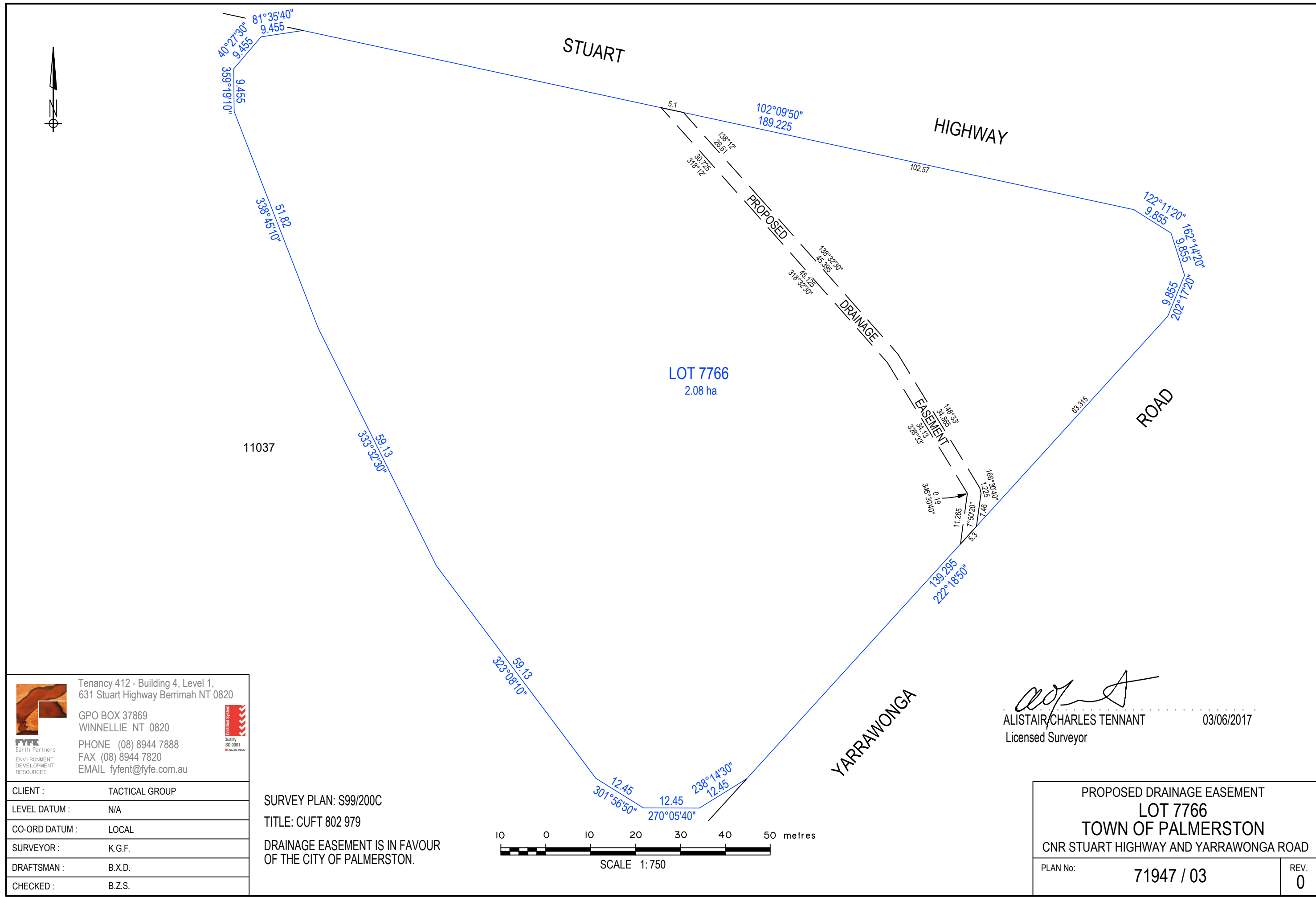
ALISTAIR CHARLES TENNANT
Licensed Surveyor


24/04/2017



CLIENT :	TACTICAL GROUP
LEVEL DATUM :	N/A
CO-ORD DATUM :	LOCAL
SURVEYOR :	K.G.F.
DRAFTSMAN :	B.X.D.
CHECKED :	B.Z.S.

EASEMENT PLAN LOT 11037 TOWN OF PALMERSTON YARRAWONGA ROAD	
PLAN No:	72353 / 04
REV.	0






Tenancy 412 - Building 4, Level 1,
631 Stuart Highway Berrimah NT 0820

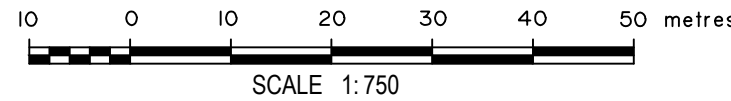
GPO BOX 37869
WINNELLIE NT 0820


PHONE (08) 8944 7888
FAX (08) 8944 7820
EMAIL fyfent@fyfe.com.au



CLIENT :	TACTICAL GROUP
LEVEL DATUM :	N/A
CO-ORD DATUM :	LOCAL
SURVEYOR :	K.G.F.
DRAFTSMAN :	B.X.D.
CHECKED :	B.Z.S.

SURVEY PLAN: S99/200C
TITLE: CUFT 802 979
DRAINAGE EASEMENT IS IN FAVOUR
OF THE CITY OF PALMERSTON.




ALISTAIR CHARLES TENNANT
Licensed Surveyor
03/06/2017

PROPOSED DRAINAGE EASEMENT LOT 7766 TOWN OF PALMERSTON CNR STUART HIGHWAY AND YARRAWONGA ROAD	
PLAN No:	71947 / 03
REV.	0

Land Title Act
REGISTRAR-GENERAL'S DIRECTIONS



NORTHERN TERRITORY OF AUSTRALIA

G	C	No:
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IMPORTANT NOTICE

Please Note Privacy Statement Overleaf

GENERAL CONSENT

Register	Volume	Folio	Location	Lot Description	Plan	Unit
CUFT	821	323	Town of Palmerston	Lot 7765	S99/200B	
CUFT	821	326	Town of Palmerston	Lot 7766	S99/200C	
CUFT	821	325	Town of Palmerston	Lot 11037	S2010/195	

(NOTE 1 – 2)

INSTRUMENT BEING
CONSENTED TO
(Item 1)

Instrument Type:	Land Subdivision (Plan LTO2017/002)
Dated:	
Names of Parties:	NESFALL PTY LTD (ACN 089 212 555) AS TRUSTEE FOR THE PALMERSTON PROPERTY TURST
	CHALLENGER LIFE NOMINEES PTY LTD (ACN 091 336 793) AS TRUSTEE FOR THE CHALLENGER GATEWAY PALMERSTON TRUST (ABN 20 794 498 448)

(NOTE 3)

INSTRUMENT
UNDER WHICH
CONSENT REQUIRED
(Item 2)

Dealing Type:	Right of Way Easement 'B'
Dealing No:	891985
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

(NOTE 6)

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.

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	821	326	Town of Palmerston	Lot 7766	S99/200C	

(NOTE 1 – 2)

INSTRUMENT BEING
CONSENTED TO
(Item 1)

Instrument Type:	Land Subdivision (Plan LTO2017/002)
Dated:	
Names of Parties:	NESFALL PTY LTD (ACN 089 212 555) AS TRUSTEE FOR THE PALMERSTON PROPERTY TURST
	CHALLENGER LIFE NOMINEES PTY LTD (ACN 091 336 793) AS TRUSTEE FOR THE CHALLENGER GATEWAY PALMERSTON TRUST (ABN 20 794 498 448)

(NOTE 3)

INSTRUMENT
UNDER WHICH
CONSENT REQUIRED
(Item 2)

Dealing Type:	Drainage Easement
Dealing No:	890295
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

(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.

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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: 13.1.7 Digital Strategy
FROM: Director of Corporate Services
REPORT NUMBER: 8/1357
MEETING DATE: 8 November 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:

This report presents the final Digital Strategy for adoption by Council following community consultation.

RECOMMENDATION

1. THAT Council receives Report Number 8/1357.
2. THAT Council adopt the Digital Strategy, as amended, at Attachment A to Report Number 8/1357.
3. THAT Council refer the identification of year 2 Digital Strategy Initiatives to the 2018/19 budget process.

Background:

On 4 July 2017, Council received the draft Digital Strategy developed by Area 9 and resolved to release it to the public for 21 days of community consultation.

General:

The draft strategy was released via media release on 5 July and was available on Council's website, at the customer service desk at Civic Plaza and at the Palmerston Library. It was also available for internal review.

No public responses were received. An external review of the document was also undertaken, and it is recommended that after minor corrections including populating the time-line, updating the introductory messages, grammatical and spelling changes the final draft be adopted.

The draft Digital Strategy includes a timeline for identification of initiatives to be implemented over a five year period as the Strategy was envisaged to run from 2016 – 2021. As digital technology and best practice strategy evolve so rapidly, and no particular projects were identified through the public consultation process it is recommended that the timeline cover the period from 2018 – 2021 to allow

for review after 3 years. As part of the 2018/19 budget process Council will identify specific initiatives in the Digital Services categories and the inclusion of projects that are being investigated as part of the transfer of street light ownership from 1 January 2018 and the associated smart cities technology opportunities that will result.

The recommendations of this report are in line with Council's 2017/18 Municipal Plan which identifies that the new Council will make strategic decisions with regard to smart city solutions and that these decisions will build on the Palmerston Digital Strategy.

Financial Implications:

Nil as no financial provision for Digital Strategy initiatives is made in the current Council budget.

Legislation/Policy:

Nil

Recommending Officer: Chris Kelly, Director of Corporate Services

Any queries on this report may be directed to Chris Kelly, Director of Corporate Services on telephone (08) 8935 9976 or email chris.kelly@palmerston.nt.gov.au

Author: Chris Kelly, Director of Corporate Services

Schedule of Attachments:

Attachment A: City of Palmerston Digital Strategy 2021





CITY OF PALMERSTON

DIGITAL STRATEGY

2021

DRAFT



“

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

Official Manager's message

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

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 enable digital solutions that address community needs.

With completion of the NBN rollout nearing, comprehensive mobile connectivity and a largely tech-mature population, the Council is intent on leveraging smart digital solutions to create new jobs and deliver enhanced Council services in a more cost effective way.

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

Mark Blackburn
Official Manager

“

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 eg. social media, website, online bookings for facilities and the Goyder Square TV, 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 efficient Council services, connect with the community help create employment opportunities and build an exemplary Smart City for the residents and stakeholders of the City of Palmerston.



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".

“
City of Palmerston will
lead in the use of open,
connected and smart
digital services

MARK SPANGLER - CoP CEO

”

Why we need a 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 councils 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”.



\$379M

AND OVER OF MAINTAINED ASSETS



34,652

PEOPLE



29 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.



55.8KM²

PALMERSTON COVERS



POPULATION UNDER
15 YEARS

Source: CoP Annual Report 2016/2017

Overriding principles

Our process for planning how Council will decide what technologies are required to build and create an open, empowered 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 digitally driven community, economy and government it will do so guided by these key principles.

City of Palmerston

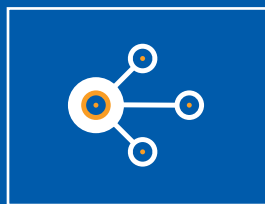
DIGITAL STRATEGY PRINCIPLES

Consolidated stakeholder feedback

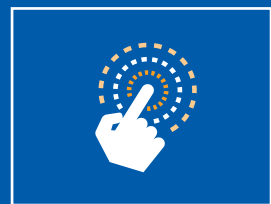
KEY OBJECTIVES



SAFE AND SOUND



CONNECT AND ENABLE



INTERACT AND ENGAGE

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 and 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 help create jobs and support the needs of citizens' and Council.

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



City of Palmerston

digital strategy framework

Council will prioritise
digital initiatives
based on alignment
with strategy
principles and its
Municipal Plan

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

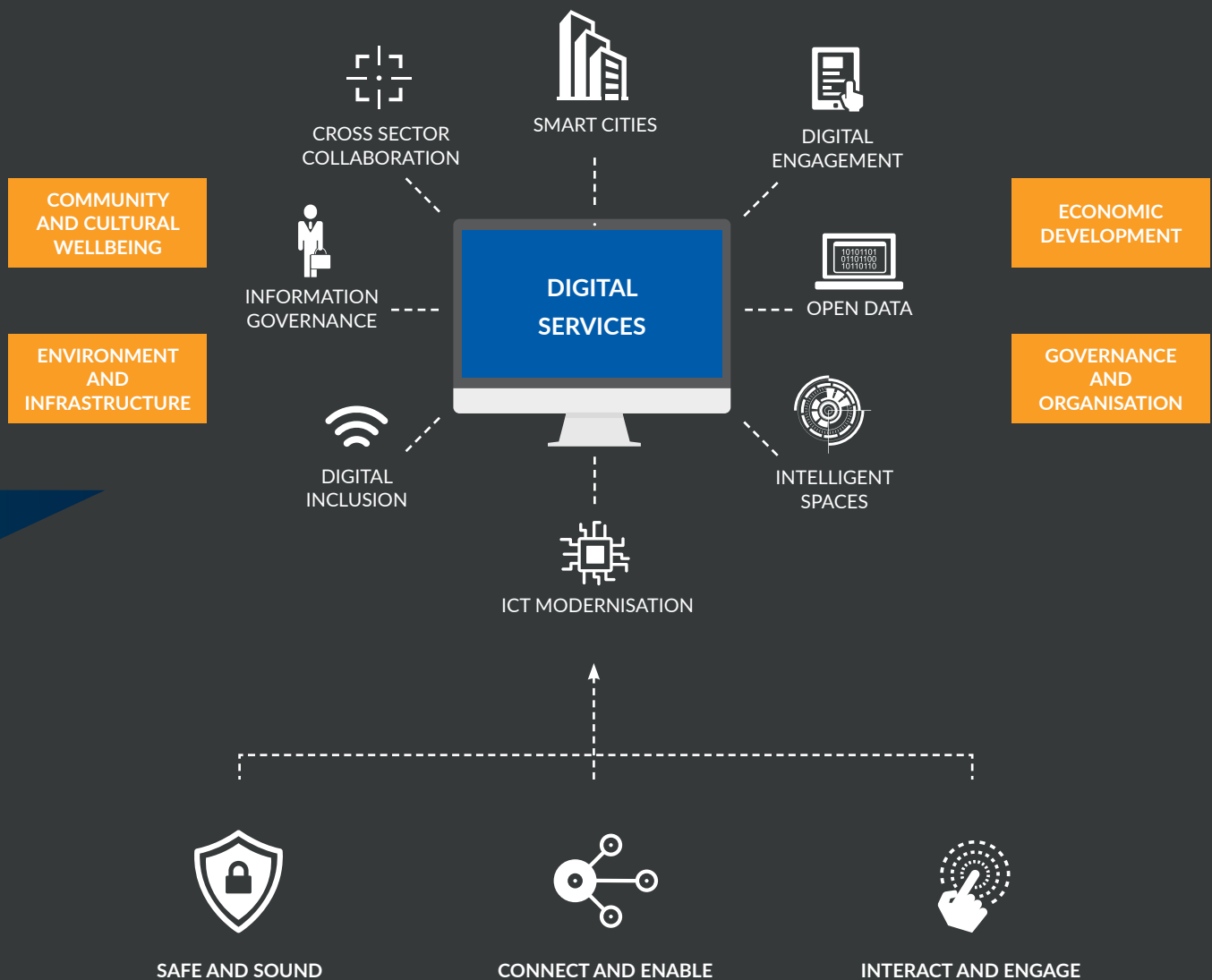
Council has identified a number of immediate projects within the strategy framework which support these initiatives.

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 "place for people".

DIGITAL INITIATIVE ALIGNMENT

COP MUNICIPAL PLAN



Digital service categories

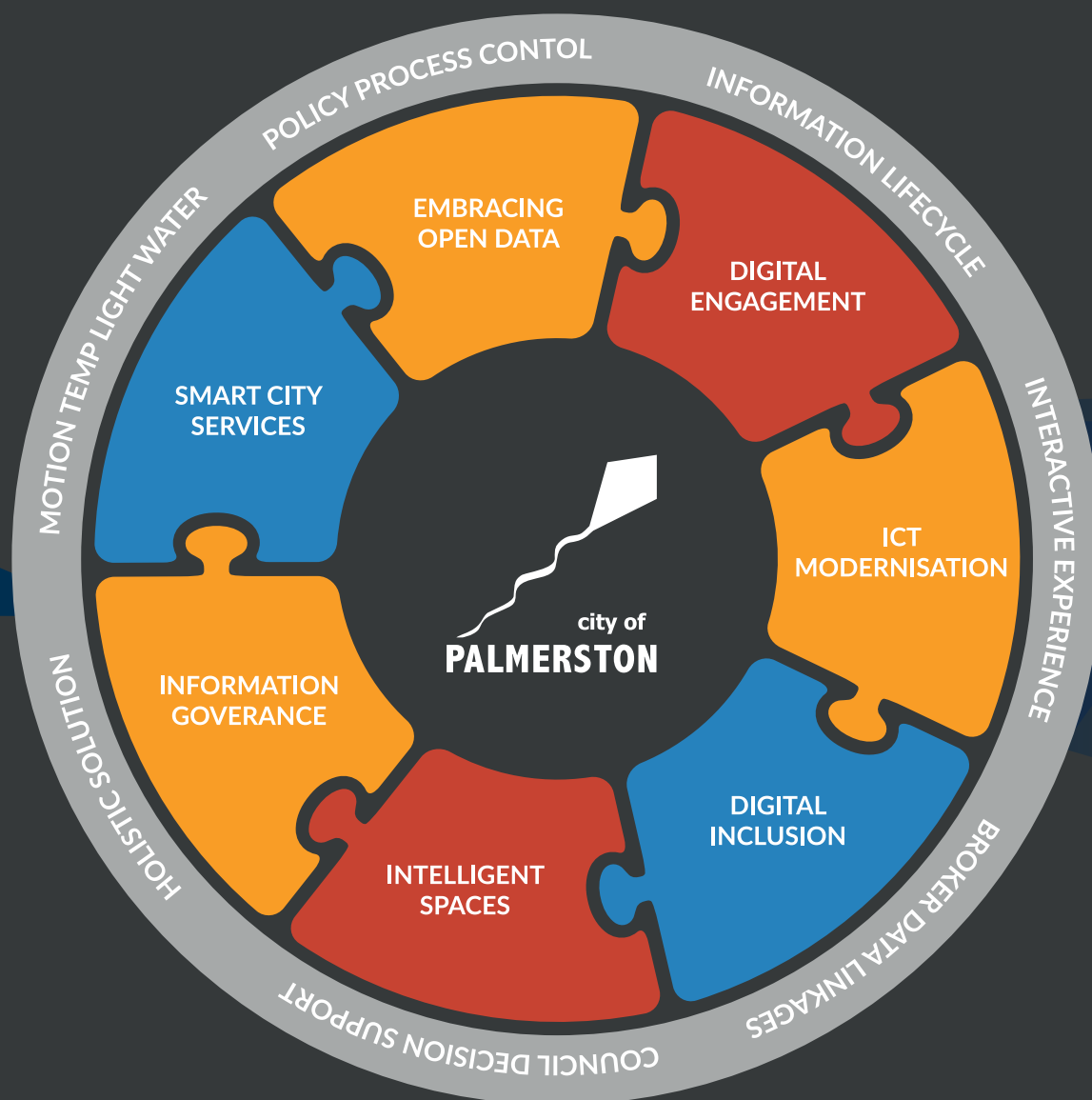
Council will focus digital initiative planning around the following Digital Service Categories.

- 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 \$379M 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 identify data sets 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 data sets
- Develop Council data repository and publish externally
- Maintain and update the repository
- Seek public partnerships for use of data sets
- 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.

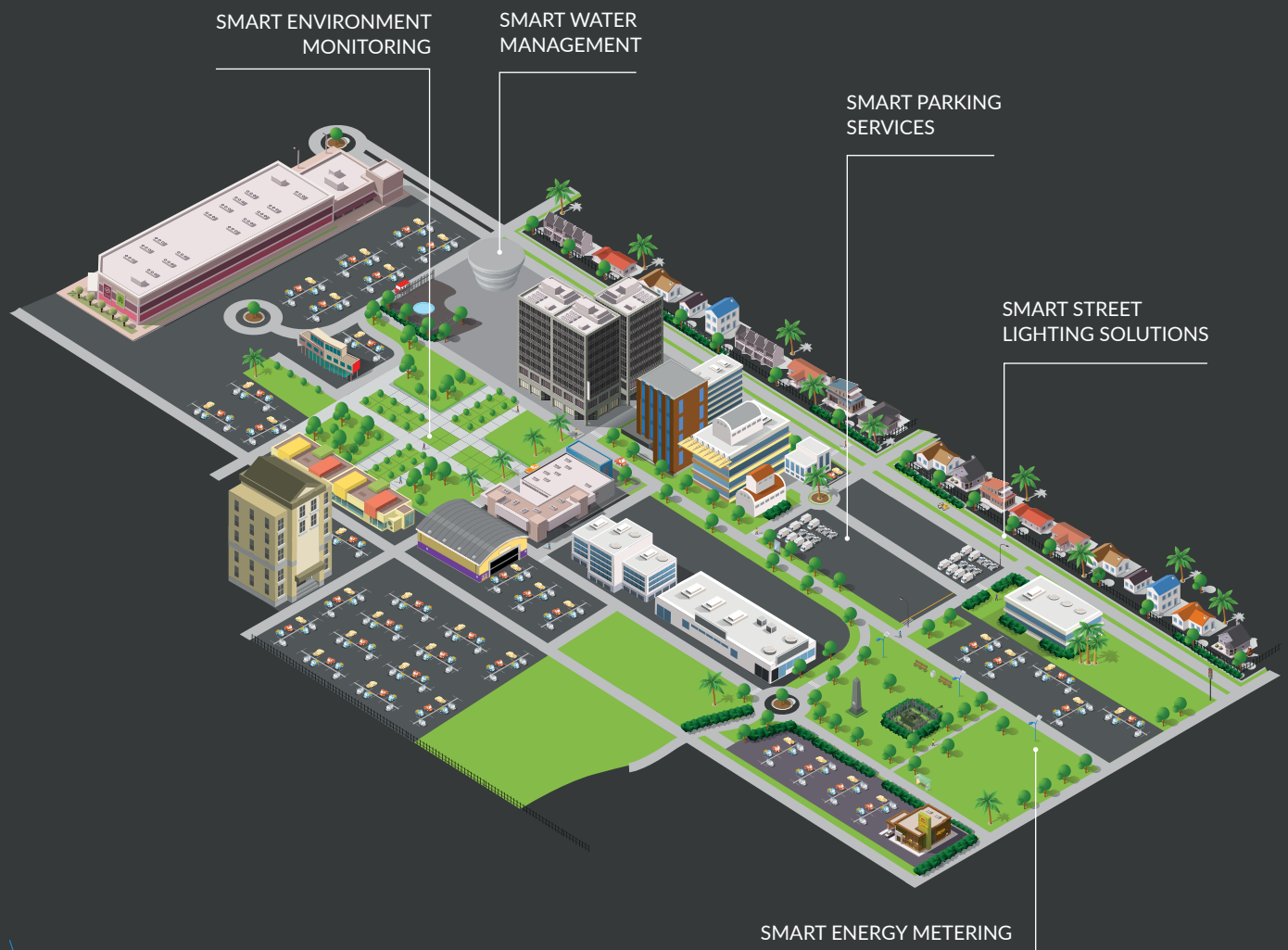
Smart City technologies represent the frontline in the development of dynamic, modern, liveable

“

City Of Palmerston will identify ways to publicly share and promote opportunities for the use of Council data.

SIMON 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 Smart 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 and 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 *Information Act 2002* (NT)
- 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 (eg. public spaces, parks, community, recreational locations, buildings) can enable economic and social benefits. They incorporate the use of location services, mobile and public WiFi, 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 and 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

REFERENCES

- 1 2015-2016 Annual Report - CoP
<http://www.palmerston.nt.gov.au/Council/Council-reporting/Council-publications>
- 2 Smart Cities Plan – AG - <https://cities.dpmc.gov.au/smart-cities-plan>
- 3 Enabling Australia's Digital Future: CSIRO
<https://www.csiro.au/en/Do-business/Futures/Reports/Enabling-Australias-digital-future>
- 4 Mobile Consumer Survey 2016 - Deloitte Touche Tohmatsu Limited
<http://landing.deloitte.com.au/rs/761-IBL-328/images/tmt-mobile-consumer-2016-final-report-101116.pdf>
- 5 Palmerston City Centre Masterplan – City of Palmerston 2015
http://www.palmerston.nt.gov.au/_data/assets/pdf_file/0006/16566/PCCMasterPlan-2015_Final.pdf
- 6 Australian Government Public Data Policy Statement - AG
https://www.dpmc.gov.au/sites/default/files/publications/aust_govt_public_data_policy_statement_1.pdf
- 7 INFORMATION STATEMENT – CoP
http://www.palmerston.nt.gov.au/_data/assets/pdf_file/0007/2041/PALMERSTON_CITY_Council_Information_Statement.pdf
- 8 INFORMATION PRIVACY POLICY – CoP
http://www.palmerston.nt.gov.au/_data/assets/pdf_file/0020/2846/20120501-Information-Privacy-Policy.pdf
- 9 Advancing our digITal future – Queensland Government
<https://www.qgcio.qld.gov.au/initiatives/advancing-our-digital-future>
- 10 The Location Information Knowledge Platform - ANZLIC
<http://www.fsdf.org.au/LINK/>
- 11 Digital Inclusion for a better EU society - EU
<https://ec.europa.eu/digital-single-market/en/digital-inclusion-better-eu-society>



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 that 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 - 2018/2021

Digital Strategy Initiative	Years 1-2						Year 3	
	0-6mths	6-12mths	Review/report	12-18mths	18-24mths	Review/report	24-36mths	Review/report
Use Smart Technologies to activate the public realm	Ongoing							
Smart Street Lighting				✓				
Run a cost effective service to the community	Ongoing							
Increase website interaction		✓						
Promoting open and efficient Local Government	Ongoing							
Encourage creativity, innovation and initiative	Ongoing							
Digital Library					✓			
Connected Community	✓							
Digital Concierge		✓						
Improved Asset Management	✓							
Foster digital skills	Ongoing							
Reduce the Digital Divide	✓							
Smart Parking							✓	
Digital Literacy				✓				
Public awareness training				✓				

PREPARED BY AREA 9 FOR THE CITY OF PALMERSTON

CITY OF PALMERSTON

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ITEM NUMBER: 13.1.8 Elected Member Training and Induction
FROM: Chief Executive Officer
REPORT NUMBER: 8/1358
MEETING DATE: 8 November 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:

This report presents a policy on Elected Member Training and Induction

RECOMMENDATION

1. THAT Council receives Report Number 8/1358.
2. THAT Council adopt the Elected Member Training and Induction Policy EM06, at Attachment A to Report Number 8/1358.
3. THAT pursuant to Section 32 (2) of the Local Government Act (2008 as amended) Council delegates to the Chief Executive Officer the power to implement all aspects of the Elected Member Training and Induction Policy including the setting of times and dates for workshops and sessions.
4. THAT regular public information sessions outlining the roles and responsibilities of an Elected Member be held in the lead up to the 2018 general election, commencing in November 2017.

Background:

The Minister for Local Government has set the date of the general election for Palmerston City Council as 17 March 2018.

General:

Council does not have a policy in relation to how Elected Members are inducted into local Government and Council. In order that members of a newly elected Council have a clear understanding of differing but complementary roles and responsibilities of Elected members and the Chief Executive Officer and Council staff a structured induction and orientation program is important. At the conclusion of this appropriate further corporate governance training should be agreed and implemented.

Once a policy is developed the Chief Executive Officer can commence work on the induction program and determine relevant dates for workshops or specific topic presentations. It is envisaged the induction program would commence with an introductory evening session the week the Council members are inducted and prior to the first formal meeting. A more in depth session would be organised for the following Saturday so that the Council is well positioned for the business of its first meeting. External resources will be used to present on topics such as the Local Government Act and City of Palmerston by-laws, internal audit and risk management, statutory requirements and community consultation practices. A final workshop, held after the first Council meeting, could be in the form of a workshop and deal with meeting procedures.

Work should commence on the induction program early enough to approach external presenters and to develop materials that can be provided to members of the community who may be considering standing for Council but are unsure of what is involved. Ideally one or two sessions should be held in 2017 with further sessions being provided in January and February 2018.

Financial Implications:

The costs of information sessions and the provision of relevant materials can be met from existing budgets.

Legislation/Policy:

Nil

Recommending Officer: Cathryn Hutton, Chief Executive Officer

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

Schedule of Attachments:

Attachment: EM06 Elected Member Training and Induction Policy



Name:	Elected Member Training and Induction		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director of Corporate Services		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]

1 PURPOSE

This policy commits City of Palmerston to implementing a structured induction program after each general election and to provision of targeted ongoing support in corporate governance with a view to:

- Establishing a clear understanding of the roles and responsibilities of the City of Palmerston, individual Elected Members, the Chief Executive Officer and Council staff
- Developing a strong professional working relationship between the elected members and between the elected members and senior staff led by the Chief Executive Officer
- Reviewing City of Palmerston's strategic direction and major projects to establish a firm basis for the forthcoming Council term
- Ensuring a high standard of corporate governance is applied

2 PRINCIPLES

Policies of the City of Palmerston are guided by principles of sustainability, good governance, advocacy, regulation and service provision. More guidance is provided in Council and Administrative policies, procedures and guidelines, The Municipal Plan, Asset Management Plans and other relevant documents.

3 DEFINITIONS

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

Term	Definition
Elected Member	Individuals elected to Council, including the Mayor
Induction	The work done with the newly elected Council, the individual Elected Members and Council staff over the first three weeks of the new Council in order to prepare them to capably perform their different roles.
Orientation	The aspect of induction that provides Elected Members with an understanding of the environment in which they will work.

4 POLICY STATEMENT

4.1 Background

- 4.1.1 All elected member positions become vacant at the end of each term of office. The vacant positions are filled at a general election and the newly elected members form the Council
- 4.1.2 Ensuring the Elected Members are able to fulfil their roles appropriately, including the establishment of goals and priorities for the forthcoming Council term, and building a positive team relationship with the Chief Executive Officer and other senior staff can be substantially enhanced through a structured induction program.

4.2 Statement

4.2.1 An induction program will be designed by the Chief Executive officer and presented to the outgoing Council for consideration prior to each general election. Once adopted by the Council the CEO has delegated authority to make any necessary arrangements.

4.2.2 All Elected members are expected to actively participate in the induction program of the Council and in ongoing training in corporate governance.

4.3 Induction Program Content

4.3.1 The program will include the following:

- **Orientation**

The induction program will include an orientation component for first time Elected Members

- **Relationship building**

The induction program will focus on building professional working relationships recognising that, although they have different roles and responsibilities, Elected Members and the Chief Executive Officer have a shared responsibility for the development of strategies, priority setting, efficient use of resources and overall performance of services delivered to the community. The development of a strong working relationship based on a clear understanding of the different but complementary roles of the Council as a whole, individual Elected members and the Chief Executive Officer is fundamental to effective operations and achieving outcomes for the Council and its community.

- **Strategic directions**

As an early priority the new Council needs to review the strategic directions, initiatives and major projects approved by the previous Council. The induction program will include briefings with sufficient detail to ensure that all Elected members have a common understanding of key policy areas and ongoing projects.

- **Conduct of Elected Members and Procedure at meetings**

Equally important to decision making is the smooth functioning of the elected Council and the cooperation of Elected Members. The induction program will provide for information and discussion of the law and procedure of meetings, a review of the City of Palmerston's Code of Conduct for Elected Members and sufficient opportunities for team building amongst Elected Members.

The Chief Executive officer will arrange an orientation program including an overview of meeting procedures for any first time Elected Member, following any by-election, brief the new Elected Member on roles and responsibilities and Council's strategic priorities.

- **Corporate Governance**

The Chief Executive Officer will consult with Elected members at the conclusion of the induction program to develop a needs based corporate governance training and support program.

4.4 Implementation and Delegation

4.4.1 The Chief Executive Officer has delegated authority to implement the approved program including authority to set dates/times for workshops and sessions so that early advice can be given to candidates after the close of nominations and that any external resources can be organised.

4.5 Evaluation and Review

4.5.1 This policy will be evaluated six months prior to each general election taking into account compliance, Elected Member satisfaction with the policy and outcomes and any operational issues identified by the Chief Executive Officer

5 ASSOCIATED DOCUMENTS

- City of Palmerston *Elected Members Policy*
- City of Palmerston *Elected Members Benefits and Support Policy*
- City of Palmerston *Conflict of Interest*
- City of Palmerston *Caretaker Policy*
- City of Palmerston *Political Involvement in Council Events*
- City of Palmerston *Code of Conduct for Elected Members*

6 REFERENCES AND RELATED LEGISLATION

- Local Government Act
- Local Government (Accounting) Regulations
- Local Government (Administration) Regulations
- Local Government (Electoral) Regulations

Guidelines made by the Minister pursuant to s258 of the Local Government Act:

- Guideline 1: REVOKED
- Guideline 2: Allowances for Council Members
- Guideline 3: Appointing a CEO
- Guideline 4: Investments
- Guideline 5: Borrowings
- Guideline 6: REVOKED
- Guideline 7: Disposal of Property
- Guideline 8: Regional Councils and Local Authorities

ITEM NUMBER: 15.1 Response to Previous Public Questions from Council Meeting held 17 October 2017

FROM: Chief Executive Officer

REPORT NUMBER: 8/1353

MEETING DATE: 8 November 2017

Municipal Plan:

4. Governance & Organisation

4.1 Responsibility

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:

At the Ordinary Meeting of Council held on Tuesday 17 October 2017, the Chair took one question on notice during the 'Public Question Time' section.

RECOMMENDATION

THAT Council receives Report Number 8/1353.

General:

At the Ordinary Council meeting held on 17 October 2017, the Chair took the following question on notice.

Question asked by Mr Ian Abbott of Farrar:

1. "Has Council questioned the NT Government about why it has not secured the drainage grates along Roystonea Avenue in line with the Coroner's recommendations?"

Answer:

The coroner's recommendation was as follows;

To The City Of Palmerston

71. I therefore recommend as follows:

71.1 City of Palmerston Council compile and maintain a register of all secured drains ("the register").

71.2 With respect to those drains listed on the register, City of Palmerston inspect those drains and the integrity of the drain, any fixed metal, bolts and other fixings securing the said drain on a regular basis at least:

71.2.1 Once prior to the commencement of the wet season each and every year;

71.2.2 Once during the course of wet season each and every year; and

71.2.3 Once at the conclusion of the wet season each and every year.

71.3 City of Palmerston Council ensure that all danger signs installed by the Council in relation to any pipes and drains have a 24 hour contact number placed upon the sign.

At the request of a member of the public Council contacted the Northern Territory Government (NTG) in June 2017 and again in September 2017 seeking that in light of the coroner's recommendation on secured drains Government consider bolting the new grates down on the Roystonea Avenue drainage pits.

Council has received a response from the NTG stating that the pits were secured at handover and have since been tampered with. Government is considering securing the pits with tamper proof bolts. We are advised that all pits on Roystonea Avenue are currently secured.

Financial Implications:

Nil

Legislation/Policy:

This response is made in accordance with Council's adopted Public Question Time procedures (18 August 2015).

Recommending Officer: Cathryn Hutton, Chief Executive Officer

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

Schedule of Attachments:

Nil

