

CITY OF PALMERSTON

**Minutes of Council Meeting
held in Council Chambers, Civic Plaza, Palmerston
on Tuesday, 6 October 2015 at 6.30pm**

Audio Disclaimer

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

1. PRESENT

Elected Members: His Worship the Mayor Ian Abbott (Chair)
Deputy Mayor Sue McKinnon
Alderman Andrew Byrne
Alderman Paul Bunker
Alderman Geoff Carter
Alderman Seranna Shutt

Staff: Ricki Bruhn, Chief Executive Officer
Mark Spangler, Director of Technical Services
Silke Reinhardt, Acting Director of Corporate Services
Jan Peters, Acting Director of Community Services
Emily Fanning, Minute Secretary

Gallery: Michael Fleming, Palmerston and Rural Touch Football
Matt Bamford, Palmerston and Rural Touch Football
Noel Fahey, Palmerston Golf and Country Club
Ray Norman, Palmerston Golf and Country Club
Dani McDonald, NT News
Geoff Herrod, Palmerston Resident
Athina Pascoe-Bell, Palmerston Resident
Donald Young, Palmerston Resident
Vicki Braddy, Palmerston Resident

2. APOLOGIES

Nil

3. CONFIRMATION OF MINUTES

Moved: Alderman Shutt
Seconded: Deputy Mayor McKinnon

1. THAT the minutes of the Council Meeting held Tuesday, 15 September 2015 pages 8067 to 8209 be confirmed.
2. THAT the minutes of the Confidential Section of the Council Meeting held Tuesday, 15 September 2015 pages 190 to 191 be confirmed.

CARRIED 8/1682-06/10/2015

4. MAYOR'S REPORT

4.1 Recent Media / Public Comments

M8-14

Moved: Alderman Bunker
Seconded: Alderman Shutt

THAT Council receives Report Number M8-14.

CARRIED 8/1683–06/10/2015

5. REPORT OF DELEGATES

Nil

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

Nil

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

Nil

8. PETITIONS

Nil

9. DEPUTATIONS / PRESENTATIONS

9.1 Hosting 2016 Northern Territory Touch Football Championships

Michael Fleming, Chair of the Palmerston and Rural Touch Football gave a presentation regarding hosting the 2016 Northern Territory Touch Football Championships.

9.2 Rates for Palmerston Golf and Country Club

Noel Fahey, General Manager, Ray Norman, Board Member of the Palmerston Golf and Country Club gave a presentation regarding their application for a Public Benefit Concession on their Council rates for 2015/2016.

10. CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN

Nil

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 Internal Audit Committee

Moved: Alderman Carter

Seconded: Alderman Byrne

THAT the minutes from the Internal Audit Committee meeting held on 22 September 2015 be received and noted.

CARRIED 8/1684–06/10/2015

12. INFORMATION AGENDA

12.1 Items for Exclusion

Nil

12.2 Receipt of Information Reports

Moved: Deputy Mayor McKinnon

Seconded: Alderman Shutt

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

CARRIED 8/1685–06/10/2015

13. DEBATE AGENDA

13.1 Officer Reports

13.1.1 Goyder Square Traders Meeting

8/0744

Moved: Alderman Shutt
Seconded: Deputy Mayor McKinnon

1. THAT Council receives Report Number 8/0744.

CARRIED 8/1686–06/10/2015

Moved: Alderman Bunker
Seconded: Alderman Shutt

2. THAT Council continues to undertake the following actions to assist the Goyder Square traders during Stage 2 of the Goyder Square redevelopment:
 - a) Daily advertisements on the Library Big Screen TV stating generically that traders are open for business.
 - b) Placement of signage on the project fencing advertising that traders are open for business.
 - c) Continued regular project updates to traders.
 - d) Continued media coverage on radio and in print stating generically that Goyder Square traders are open for business.
 - e) Support for the continued overnight security presence at the site.

CARRIED 8/1687–06/10/2015

13.1.2 Proposed 2015/16 Roads to Recovery Grant Funds

8/0745

Moved: Alderman Byrne
Seconded: Deputy Mayor McKinnon

1. THAT Council receives Report Number 8/0745.
2. THAT the 2015/16 Roads to Recovery funding be allocated as follows:
 - \$400,000 – Roads Reseal.
 - \$138,380 – Temple Terrace/Emery Avenue Intersection Roundabout.
 - \$231,648 – The Boulevard Stage 2 Upgrade.

CARRIED 8/1688–06/10/2015

**13.1.3 Affixation of Common Seal – Variation to Crown Lease
Term over Lot 4302 Town of Palmerston 8/0746**

Moved: Alderman Carter
Seconded: Alderman Shutt

1. THAT Council receives Report Number 8/0746.
2. THAT the Mayor and Chief Executive Officer be authorised to sign and seal the Variation of Crown Lease for Crown Lease Term (CLT) 2255 over lot 4302 Town of Palmerston.

CARRIED 8/1689–06/10/2015

**13.1.4 Application for Rate Concession Palmerston Golf and
Country Club 8/0749**

Moved: Alderman Shutt
Seconded: Deputy Mayor McKinnon

1. THAT Council receives Report Number 8/0749.

CARRIED 8/1690–06/10/2015

Moved: Alderman Bunker
Seconded: Alderman Carter

2. THAT Council grant a 50 percent rate concession for Lots 11025 and 2884 for the financial year 2015/16 pursuant to Section 167 of the Local Government Act.

CARRIED 8/1691–06/10/2015

14. CORRESPONDENCE

14.1 Streetlights Assets – Points of Clarification/Capital Charges

MEETING PROCEDURES

Suspension of Standing Orders

Moved: Alderman Bunker
Seconded: Alderman Carter

THAT standing orders be suspended for 30 minutes to allow for open discussion.

CARRIED 8/1692–06/10/2015

Standing orders were suspended at 7.55pm.

Reinstatement of Standing Orders

Moved: Alderman Carter

Seconded: Alderman Shutt

THAT standing orders be reinstated.

CARRIED 8/1693–06/10/2015

Standing orders were reinstated at 8.25pm

14.1 Streetlights Assets – Points of Clarification/Capital Charges (continued)

Moved: Alderman Byrne

Seconded: Alderman Carter

1. THAT Council receives correspondence 'Streetlights Assets – Points of Clarification/Capital Charges'

CARRIED 8/1694–06/10/2015

Moved: Alderman Byrne

Seconded: Alderman Bunker

2. THAT a report be presented to Council regarding the following:-
 - As the Power and Water Authority denies owning the asset, when a subdivision is signed off who actually signs for the ownership of the power poles;
 - A legal opinion regarding depreciation if Power and Water Authority do not own the asset how can they charge depreciation on an asset they do not own;
 - If a streetlight is over 20 years how can they charge depreciation on an item that is fully depreciated;
 - Once a streetlight reaches 20 years will they consider the asset written down and not charge any further depreciation;
 - Council is being charged on a per unit basis, can we work out what the actual cost per kilowatt is based on the running times of the light;
 - Financial implications to ratepayers;
 - Information to establish a committee/provide consultation with rate payers on whether if the charge is levied they would like an increase in rates or a reduction in services or a combination of both. If it is a reduction of services then which services would they like to see reduced.

CARRIED UNANIMOUSLY 8/1695–06/10/2015

15. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

**15.1 Response to Previous Public Questions from Council Meeting held
on 15 September 2015**

8/0751

Moved: Deputy Mayor McKinnon

Seconded: Alderman Shutt

THAT Council receives Report Number 8/0751.

CARRIED 8/1696–06/10/2015

16. PUBLIC QUESTION TIME

At the invitation of the Chair

Nil

17. OTHER BUSINESS - ALDERMAN REPORTS

Acceptance of late correspondence

Moved: Alderman Carter

Seconded: Alderman Bunker

THAT Council accept the late correspondence "Variation to DP15/0376 Lots 10026 (1 Palmerston Circuit) and 9635 (15 The Boulevard) Town of Palmerston"

CARRIED 8/1697–06/10/2015

**17.1 Late Correspondence – Variation to DP15/0376 Lots 10026 (1 Palmerston
Circuit) and 9635 (15 The Boulevard) Town of Palmerston**

Moved: Alderman Bunker

Seconded: Alderman Shutt

THAT Council consents to the lodgement of a development application over Lot 9635 The Boulevard, Palmerston City by Randazzo Properties or their agent

CARRIED 8/1698–06/10/2015

17.2 Alderman Carter

Attended the September Citizenship Ceremony and Annual Cadet Presentation Ceremony.

18. CONFIDENTIAL REPORTS

Moved: Deputy Mayor McKinnon

Seconded: Alderman Shutt

18.1 Application for Rate Concession by Sporting Group for Lot 11822 8/0748

RECOMMENDATION

1. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Corporate Services, Acting Director of Community Services, Director of Technical Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 18.1 Application for Rate Concession by Sporting Group for Lot 11822 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 6 October 2015, in relation to confidential item number 18.1 Application for Rate Concession by Sporting Group for Lot 11822 to remain confidential for 4 years.

CARRIED 8/1699–06/10/2015

18.2 Application – Remission of Interest for Lot 6243

8/0750

RECOMMENDATION

2. THAT pursuant to Section 65 of the Local Government Act, Council orders that the public be excluded from the meeting with the exception of the Chief Executive Officer, Acting Director of Corporate Services, Acting Director of Community Services, Director of Technical Services and Minute Secretary on the basis that Council considers it necessary and appropriate to act in a manner closed to the public in order to receive, discuss and consider the report and associated documents in relation to confidential agenda item 18.2 Application – Remission of Interest for Lot 6243 and that Council is satisfied that the meeting should be conducted in a place open to the public is outweighed in relation to the matter because receiving, considering and discussing the report and associated documentation involves:

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

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

2. THAT Council orders that the minutes from the Confidential Council meeting held on 6 October 2015, in relation to confidential item number 18.2 Application – Remission of Interest for Lot 6243 to remain confidential for 4 years.

CARRIED 8/1700–06/10/2015

The meeting moved into the Confidential Session at 8:57pm

18.3 Moving Decisions from the Confidential Session into the Open Session

In accordance with the resolution of Council, the following decisions from the Confidential Session are moved into the Open Session:

Application for Rate Concession by Sporting Group for Lot 11822

- THAT Council receives Report Number 8/0748.
- THAT Council grants a 100 per cent rate concession for Lot 11822 for the financial year 2015/16 under Section 167 Local Government Act.
- THAT the resolutions only be returned to the Open Meeting.

19. CLOSURE

Meeting closed at 9.06pm

(Chair)

CITY OF PALMERSTON

**Confidential Minutes of Council Meeting
held in Council Chambers, Civic Plaza, Palmerston
on Tuesday 18 September 2012 at 8:56pm**

RELEASED TO THE PUBLIC RECORD

1. PRESENT

Elected Members

Mayor	Ian Abbott (Chair)
Aldermen	Sue McKinnon, Geoff Carter, Heather Malone Rebecca Forrest and Andrew Byrne

Staff

Mr Ricki Bruhn	Chief Executive Officer
Mr Ben Dornier	Director of Corporate and Community Services
Mr Mark Spangler	Director of Technical Services
Mrs Caroline Hocking	Minute Secretary

2. APOLOGIES

Deputy Mayor Bunker – Leave of Absence

3. CONFIDENTIAL REPORTS

3.1 NT Tang Soo Do

8/0139

Moved: Alderman Forrest
Seconded: Alderman McKinnon

1. THAT Council receives Report Number 8/0139.

CARRIED 8/0254 - 18/09/2012

Moved: Alderman Forrest
Seconded: Alderman Byrne

2. THAT Council authorise the Director of Corporate and Community Services to negotiate a lease agreement with NT Tang Soo Do for facilities at the Palmerston Aquatic and Leisure Centre where in annual lease payments will reflect true market value within two years.

CARRIED 8/0255- 18/09/2012

4. MOVE TO OPEN

Moved: Alderman Carter
Seconded: Alderman Forrest

THAT the Council move into the open session

CARRIED 8/0256 - 18/09/2012

The meeting moved to the Open session at 9:34pm.

CONFIRMED AT MEETING TO BE HELD 2 OCTOBER 2012

(Chair)

ITEM NO. 14.1**NT Tang Soo Do Lease Arrangements****FROM:** Director of Corporate and Community Services**REPORT NUMBER:** 8/0139**MEETING DATE:** 18 September 2012**Municipal Plan:****1. Community & Cultural Wellbeing****1.4 Recreation**

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

Summary:

Since 1998, the NT Tang Soo Do Academy has been operating from the Palmerston Aquatic and Leisure Centre on Tilston Avenue, Moulden. They have leased the facility under various arrangements, most recently subleasing from the facility operator YMCA. This report reviews the leasing arrangements in line with Report Number 8/0082 which identified that Council will end sublease arrangements, it is necessary to negotiate a new lease with the Academy.

Background:

Most recently, the Academy has operated under a lease with the YMCA for the monthly fee of \$4,450.31 (inclusive of GST) plus the commercial rates for electricity. For this, they receive

- a main exercise room with external access of roughly 145m² (called the Old Room below), which is their primary activity room;
- a new room (called New Room below) of roughly 90m² adjacent to this, and with access through to the Old Room, but which is separated from the other YMCA facilities only by a partition;
- an office space (called Office Space below) of 50m², located in the administration area of the facility, and with access provided.

It should be noted that the facility itself is elderly, and could not be called premium commercial space in any instance. In addition, the "New Room" has been under a shared arrangement with the YMCA for particular periods of the day. This is broken down as follows:

Schedule 1: Current Lease Arrangements

Room	Size	Price m ² (inc GST)	Monthly	Annual
Old Room	145m ²	\$210.21	\$2,540.07	\$30,480.84
New Room	90m ²	\$225.22	\$1,689.09	\$20,269.08
Office	50m ²	\$53.08	\$221.15	\$2,653.80
Total			\$4,450.31	\$53,403.72

As noted, the Academy in addition to this currently pays a portion of the electricity costs for running the facility, and these are charged at current commercial rates set by PowerWater.

The Director of NT Tang Soo Do Academy, Ms Sharon Kimberley, has written a letter detailing the activities and history of the Academy (see Attachment A and B). They seek in the first instance for the lease costs to be set at a level which allows the Academy to operate in a sustainable manner, and note the many activities they carry out in support of the community. A large number of Palmerston children, youth and adults have trained with the Academy over the years of its operation, and the Academy plays an important role in the community.

General:

Notwithstanding the many activities and community support initiatives carried out by the Academy over the years, it must be noted that the Academy is a commercial endeavour rather than a not for profit or community based organisation. Since 1998, the Academy has enjoyed significant financial assistance from Council in the form of very low leasing costs for the facility.

Recognising that the prudent and sustainable management of Council's community infrastructure is an important responsibility, and that Council is experiencing a shortage of community facilities, a review of the lease conditions was carried out.

Following the review (see Attachment C) provided by Council's property manager, Elders Real Estate, it is suggested that the prices currently charged under the lease are significantly below market value for commercial space. Noting that averages for commercial space in Palmerston are around \$350 per m2 (exclusive of GST), Elders recommends that Council charge \$250 per m2 (exclusive GST) on the Old Room and office space, and make a concession for the New Room by charging only \$200 per m2 (exclusive GST). Including GST, the lease costs would be as follows:

Schedule 2: Proposed Lease Arrangements

Room	Size	Price m2 (inc GST)	Monthly	Annual
Old Room	145m2	\$275.00	\$3,322.91	\$39,875.00
New Room	90m2	\$220.00	\$1,650.00	\$19,800.00
Office	50	\$275.00	\$1,145.83	\$13,750.00
Total			\$6,118.74	\$73,424.88

In addition, the Academy would continue to pay the costs for their portion of electricity usage at current PowerWater rates. Council would also carry out the necessary work to make a more permanent wall in place, and end the shared format for the New Room.

Although this would represent a roughly \$20,000 increase in leasing costs for the Academy, this fee structure continues to reflect considerable allowance for the positive effects the Academy's programs have on the community. It also takes into account the reality that current market conditions need to better inform Council decisions with regards to the leasing of community infrastructure.

As such, the pricing structure in Schedule 2 reflects a balanced approach to supporting local business while ensuring ratepayer funded facilities receive a more realistic return when leased to commercial endeavours.

As the Director of Corporate and Community Services holds the delegation for Commercial Property ("to manage Council's commercial property folio including entering into leases and setting rentals"), the Director has authority to act in this matter. However, due to the longstanding lease arrangements which have been in place with the Academy, and due to the potential for both ratepayers and members of the Academy to voice their feelings in this matter, it is prudent for the matter to receive the endorsement of Council.

RECOMMENDATION

1. THAT Council receives Report Number 8/0139.
2. THAT Council endorse Schedule 2 above as the fees for those facilities leased by NT Tang Soo Do Academy.

Recommending Officer: Ben Dornier, Director of Corporate and Community Services.

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au

Schedule of Attachments:

Attachment A:	Letter from Sharon Kimberley
Attachment B:	Academy Profile August 2012
Attachment C:	Appraisal – 31 Tilston Avenue

N.T TANG SOO DO KARATE ACADEMY



Palmerston Aquatic & Lifestyle Centre, 31 Tilston Avenue, Moulden NT 0830

P.O Box 2441 Palmerston NT 0831

Ph: (08) 8932 1080

ABN 85143451941

August 28th 2012

Ben Dornier

Director of Corporate & Community Services

City of Palmerston

Via email: ben.dornier@palmerston.nt.gov.au

Dear Ben,

Thank you for meeting with Sue and I last week. As requested, please find attached a basic overview of NT Tang Soo Do Karate Academy, the services we provide and our community involvement.

The academy has over 500 students across our two locations. For the purpose of this overview I have focused only on the main location being Palmerston.

I understand that Council must revise the current arrangement at the Aquatic & Lifestyle Centre to ensure its viability. I would ask when deciding on the future plans for this facility, Council recognises and considers the invaluable contribution the academy provides to the families in our community.

In our discussions you indicated an increase in the monthly rent amount, which at this stage I am not aware of. I do know however, that the academy is not in a position where it can afford a huge increase.

The academy at all times strives for tuition fees to be affordable allowing Palmerston families to continue to be a part of our martial art community. My concern is that if the increase is too great and we have to pass this expense onto our members, it will be out of reach for the majority of our families.

I trust that you will look upon the academy's position in the centre favourably and we can continue to provide a mutually beneficial service to the people of Palmerston.

Ben, it would be appreciated if you could give me an indication of the new rent amount as soon as possible. As I am sure you would understand I am very concerned about the future of the academy and its members.

If you require any further information or would like to arrange a time to meet please let me know.

I look forward to hearing from you soon.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Sharon Kimberley', with a stylized flourish at the end.

Sharon Kimberley

Director

N.T Tang Soo Do Karate Academy

PH: 8932 1080 MB: 0412 044 488

Email: sharon@nttangsoodo.com.au

NT Tang Soo Do Karate Academy and Street Wise Self Defence Programs



Academy Profile

For Palmerston City Council

8/28/2012

Overview of NT Tang Soo Do Karate Academy and Street Wise Self Defence Programs
services and contributions to the Palmerston Community.

NT Tang Soo Do Karate Academy

The academy was established in Palmerston in the late 1980's and was known as Palmerston Martial Arts. The academy operated from Driver Primary School before relocating to its current home at the Aquatic & Lifestyle Centre in 1998. Our services expanded to include the northern suburbs in 2008.

Tang Soo Do is a traditional martial art with its main purpose being to develop a healthy sense of respect for family, friends, school and community.

Training is not practiced to promote violence but to avoid and diffuse conflict. Students are trained to incorporate mental concentration, self discipline and respect for others not only in their martial arts but in all aspects of life.

The academy caters for students from the age of 4 years with our oldest member being 60 years old. The unique fabric of Tang Soo Do is that we are not a seasonal sport. Members commit to a long term journey of personal development 49 weeks per year.

The academy boasts the development of numerous young leaders in our community. Examples of this development are students who have been training with us from as young as 4 years of age and are now in their mid 20's, black belt instructors and role models to hundreds of junior and intermediate students.

Current member base in the Palmerston location:

Juniors 4 – 10 yrs	Participants: 158	Classes per week: 18
<i>Children can start training from as young as 4 years. A strong base of respect and discipline is maintained throughout the class whilst ensuring optimum enjoyment for the children.</i>		
Early Teens 11 – 13 yrs	Participants: 122	Classes per week: 10
<i>In today's society it is becoming increasingly more difficult for children to make the transition from a child to a teenager with many outside pressures and influences. This program provides a morally strong and stable environment where young people learn a true sense of respect for themselves and others.</i>		
Teen – Adults 14 yrs – 60yrs	Participants: 69	Classes per week: 10
<i>Tang Soo Do is designed to develop individual character, mental strength and integrity. Students are not only given professional instruction on improving their fitness, also on further developing themselves to be the best person that they can be. This class is suitable for men and women from any walk of life and any age.</i>		

Sponsorship of disadvantaged youth: There are currently 7 students benefiting from this.

Over the years NT Tang Soo Do has and continues to work closely with schools in the Palmerston community. Through the delivery of our school based self defence programs and with assistance of teachers and principals, disadvantaged and at risk youth have been identified and offered full sponsorship in our karate program.

Sponsorship of families in financial hardship:

Since the academy's inception it has continually supported community members by providing its services free of charge to students and families who at times have found themselves in financial hardship.

Street Wise Self Defence Programs

In the early conception of the academy it was recognised that the people of our community needed personal safety skills that did not involve years of training in a martial art system with complicated techniques. Street Wise Self Defence Programs commenced in the early 1990's.

Street Wise Self Defence Programs challenge the conventional beliefs that physical strength is the winning factor in a confrontation and has changed the way thousands of people think in regard to personal safety and their own ability to deal with any conflict situation they may find themselves in.

Our programs have been designed for people of all ages and physical abilities. We deliver courses to groups that include seniors, women at risk, troubled youth, middle and senior schools, special needs children and adults to name a few.

The program also tailors to professional groups which have included government departments, counselling services, teachers and doctors along with many others.

Street Wise Self Defence Programs delivered by our Palmerston academy

Schools	The school based teenager program covers issues including but not confined to: Bullying, harassment and assault, legalities of self defence, drug, alcohol and sexual behaviour choices providing young people with the knowledge to make informed choices in life.
Participating Schools	Palmerston High, Taminmin High, Kormilda College, Casuarina Senior College, Darwin Senior & Middle School, O'Loughlin Catholic College, Sanderson Middle School, Essington School, Katherine High School
Immigration	DHIEU – ESU. Darwin High Intensive English Unit – Immigration & Refugee status students.
Special Needs	Total Recreation, Namarluk School, Palmerston Special Education Centre
Women	YWCA, Ruby Gaea Rape Crisis Centre, Dawn House

The programs listed above are offered at a heavily subsidised rate compared to the corporate programs. The lower rates that we offer ensures the continuation of the programs for these groups.

Corporate	St John Ambulance, Parliament House – Electoral Officers, Accident & Emergency RDH, ITEC Employment, ABC Corporation, Katherine School of the Air
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FITBOX NT

The academy also provides 'FITBOX' classes to the general public and delivers classes as part of community and team fitness initiatives.

Fitness Activate NT,
 Life Be in it
 NT Fire Department – New recruits training
 Various team sports groups

Free Community programs

NT Tang Soo Do has always provided various programs free of charge to community members and organisations over the many years of being in operation.

Seniors **Palmerston Seniors Group**
 Each year during Senior's Week in Palmerston we provide a program catering to the needs of the elderly in today's society.

Women's **Ruby Gaea Rape Crisis Centre**
 YWCA
 Dawn House Women's Shelter
 Every Women's Self Defence program delivered provides free placements to 10 women who have been identified at risk. We work very closely with Ruby Gaea, YWCA and Dawn House to ensure these placements are offered to the right people. This program is delivered between 4 to 6 times per year.

Mothers **MOPS - Not for Profit Mothers Support Group for children age 0 – 5yrs**
 We are regularly asked to present at local mothers groups to provide basic skills in awareness and personal safety.

YWCA Parenting Program
 This program is for young teenage mothers.

Indigenous **NAIDOC**
 Indigenous Children's Day
 BUACA Awareness Ride
 Supporting indigenous children and youth through our programs and participation in community events.

Community Involvement

The academy supports the following organisations through monetary contribution and fundraising:

**Cancer Council
Jeans for Genes
Movember
Special Children's Christmas Party
Relay for Life
Dragons Abreast**

The academy performs demonstrations at community events including the following:

**Palmerston Festival
Palmerston Markets
Palmerston Kentish Family Day
Primary School Assemblies
Primary School Open Days
Primary School Fairs
CMAX and Birch Carroll and Coyle Cinemas – Movie Premiere's
Mindil Beach Markets
Sea Breeze Festival
Various Indigenous events**

Recognition of Community Involvement:

Palmerston City Council Citizens Award

Sharon Kimberley has been the recipient of this award many times over the years for her consistent contribution to the Palmerston community.

Palmerston City Council - Best Community Event Award 2007.

NT Tang Soo Do hosted an international karate championship which was held at the new Palmerston Recreation Centre. This event attracted over 300 competitors and over 400 spectators to the Palmerston Community.

Tribute to Territory Women Award 2010

Presented to Sharon Kimberley

'For her commitment to Territory women and young people in the community'

'Empowering women, youth and children through Street Wise Self Defence Programs'

'Sponsoring disadvantaged youth and at risk women and children'



COMMERCIAL RENTAL APPRAISAL

**Part of Premises:
31 Tilston Ave, Moulden**

Date: 07/08/2012

Owners

Palmerston City Council
Tel: (08) 89 35 9922
Email: ben.dornier@palmerston.nt.gov.au

Property

Part of the Premises (YMCA / Tang Soo Do)
31 Tilston Ave, Moulden, NT, 0830

MARKET RENT APPRAISAL

- Group Fitness Room (new room) – approximately 90m2
- Main Karate Room (old room) – approximately 145m2
- Office space – approximately 50m2

I recommend a flat rate of \$250/m2 for the lease of the spaces. This is below the average price in Palmerston for office spaces at around \$350/m2, due to the location, age of the building and type of facility. It also takes into account the disadvantages of the Group Fitness Room (new room) with the shared access, noise levels and partition wall. For any reduction in rent for the 'new room' due to its disadvantages, I would not recommend going below \$200/m2.

Room	Size	PPm2	Monthly	Annual
New Room	90m2	\$250/m2	\$1,875.00	\$22,500.00
New Room	90m2	\$200/m2	\$1,500.00	\$18,000.00
Old Room	145m2	\$250/m2	\$3,020.85	\$36,250.00
Office	50m2	\$250/m2	\$1,041.67	\$12,500.00

Total Rent: Between \$66,750 and \$71,250 per annum

Property Outgoings

Public Risk & Plate Glass Insurance:

- Tenants are required to have public risk & plate glass insurance cover for no less than \$10,000,000.

Darwin City Council Rates:

- Can be charged to the tenant at a part-proportion of the site's rates

Water & Sewerage:

- Can be charged to the tenant at a part-proportion of the site's usage

Gardening:

- Can be charged to the tenant at a part-proportion of the site's charges

Air Conditioning & Electricity:

- Rates as per service provider, charged to the tenant at a part proportion of site's usage.

Fee Structure

Upon agreement of above details, or agreed negotiation of above details, an Appointment to Act as the Managing Agents document will be issued, where the fee structure will be outlined as follows:

Letting Fee: Equivalent to 1 month rent + GST

Management Fee: 7% of gross rental income + GST

Advertising Costs: Not Applicable

Lease Preparation Fee: Payable by tenant as per fees of landlord's chosen solicitor

Appraisal prepared by:

Melissa Chappell
Commercial Property Manager
70 Smith Street, Darwin, NT, 0800
Tel: (08) 89 811 822
Email: melissa.chappell@elders.com.au

CITY OF PALMERSTON

**Confidential Minutes of Council Meeting
held in Council Chambers, Civic Plaza, Palmerston
on Tuesday, 5 November 2013 at 7:10pm**

RELEASED TO THE PUBLIC RECORD

1. PRESENT

Elected Members: His Worship the Mayor Ian Abbott (Chair)
Deputy Mayor Andrew Byrne
Alderman Sue McKinnon
Alderman Paul Bunker
Alderman Geoff Carter
Alderman Seranna Shutt

Staff: Ricki Bruhn, Chief Executive Officer
Ben Dornier, Director of Corporate Community Services
Mark Spangler, Director of Technical Services
Caroline Hocking, Minute Secretary

2. APOLOGIES

Alderman Malone – Apology

3. DEPUTATIONS / PRESENTATIONS

Nil

4. OFFICER REPORTS

4.1 Review of Municipality Boundaries – City of Palmerston 8/0399

Moved: Alderman Bunker
Seconded: Alderman Carter

1. THAT Council receives Report Number 8/0399.
2. THAT the Chief Executive Officer forward a submission to the Minister for Local Government and Regions seeking to have the land adjacent to the Municipality of Palmerston (shaded in red on the attached map) annexed / incorporated within the City of Palmerston.
3. THAT the Chief Executive Officer advise the Minister for Local Government and Regions of the City of Palmerston's interest in having the area north-west of Pinelands and the area north of Wallaby Holtz Road (both highlighted in green on the attached map) annexed / incorporated within the City of Palmerston.

4.1 Review of Municipality Boundaries – City of Palmerston (continued) 8/0399

4. THAT the Chief Executive Officer advise the Minister for Local Government and Regions of Council's interest in having the area within the Darwin Rates Act Area, adjacent to the City of Palmerston, being incorporated within the Municipality of Palmerston.

CARRIED 8/0834– 05/11/2013

4.2 Discharge Statutory Charge on Lot 2827 and Lot 5439 Town of Palmerston 8/0395

Moved: Deputy Mayor Byrne
Seconded: Alderman Shutt

1. THAT Council receives Report Number 8/0395.
2. THAT the Mayor and Chief Executive Officer be authorised to sign and seal the application to discharge statutory charges on Lot 2827 and Lot 5439 Town of Palmerston.

CARRIED 8/0835– 05/11/2013

4.3 Request for Review of Unit Rate – Contract TS2013/04 – Grounds Maintenance West 8/0397

Moved: Alderman Carter
Seconded: Alderman Shutt

1. THAT Council receives Report Number 8/0397.

CARRIED 8/0836– 05/11/2013

Moved: Alderman Carter
Seconded: Alderman McKinnon

2. THAT item GM 2.140 Woodlake Boulevard be varied to an amount of \$926 per service.

CARRIED 8/0837– 05/11/2013

4.4 City of Palmerston Civic Centre 8/0401

TO REMAIN IN CONFIDENTIAL AS PER COUNCIL DECISION NUMBER 8/0833-05/11/2013

5. MOVE TO OPEN

Moved: Alderman McKinnon
Seconded: Alderman Carter

THAT the Council move into the open session.

CARRIED 8/0840– 05/11/2013

The meeting moved to the Open session at 7:28pm.

CONFIRMED AT MEETING TO BE HELD 19 NOVEMBER 2013

(Chair)

ITEM NO. 16.3 Request for Review of Unit Rate – Contract TS2013/04 – Grounds Maintenance West – Item ID GM2.140.

FROM: Director of Technical Services

REPORT NUMBER: 8/0397

MEETING DATE: 5 November 2013

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

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

Summary:

At the ordinary Council meeting held 20 August 2013, Council awarded Contract TS2013/04 – Grounds Maintenance West to Stronsay Mowing Pty Ltd for the amount of \$701,521.20 – Decision Number 8/0760.

General:

Council has received a letter from the Managing Director of Stronsay Mowing Pty Ltd, Mr Bruce Summers, requesting a review of a unit rate. **See Attachment A.**

A unit rate review is requested for Item ID GM2.140 - Woodlake Boulevard Verge.

The contractor states that when entering prices on the area of Durack on the tender submission, there were approximately 10 verges listed in one grouping.

Most of these verges are relatively small in their size and therefore the prices per cycle provided were between \$32.50 and \$74.75. Woodlake Boulevard verge was included in this group.

A mathematical error has occurred when the amount of \$32.50 was input against Woodlake Boulevard verge. With the 26 cycles allocated, this equated to a total per annum of \$845.00. The total area of Woodlake Boulevard verge is approximately 20,800m². **See Attachment B.**

Item GM2.140 includes many small independent areas that require smaller plant to maintain. The price provided includes mowing and edging along kerbs and paths. **See Attachment C.**

To put the contractors claim into perspective staff have compared it to other similar areas in the contract. The following was determined.

- i. Temple Terrace verge 33,800m² @ \$1,560 per service = \$0.046/m²
- ii. Elrundie Avenue (Lot 1350) 7,244m² @ \$325 per service = \$0.045/m²
- iii. This claim (Durack) 20,500m² @ \$926 per service = \$0.045/m²

Financial Implications:

Mr Summers is seeking a change of unit rate per cycle for Item ID 2.140 from \$32.50 to \$925.00. This increases the total price per annum to service Woodlake Boulevard verge to \$24,050.00.

Currently total amount for the contract per annum is \$701,521.20. Should the request be approved by Council, the new total per annum would be \$724,726.20.

This increase would not impact on the original decision made by the Tender Evaluation Committee to award Tender TS2013/04 – Grounds Maintenance West to Stronsay Pty Ltd as the second lowest tenderer.

Legislation / Policy:

Local Government Accounting Regulations.

RECOMMENDATION

1. THAT Council receives Report Number 8/0397.
2. THAT item GM 2.140 Woodlake Boulevard be varied to an amount of \$926 per service.

Recommending Officer: Mark Spangler, Director of Technical Services

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

Schedule of Attachments:

- | | |
|---------------|--|
| Attachment A: | Letter from Mr Bruce Summers of Stronsay Mowing Pty Ltd. |
| Attachment B: | Extract of Submitted Tender Document. |
| Attachment C: | Arial shots of GM 2.140. |

Dear Mark,

I would like to request a review of a unit rate error that has occurred when submitting my tender for contract TS2013/04 – Grounds Maintenance Palmerston West – Item ID GM2.140 Woodlake Boulevard Verge.

When entering prices on the area of Durack, there were approximately 10 verges listed in one grouping.

These verges are relatively small in their size and therefore the prices per cycle provided were between \$32.50 and \$74.75. Woodlake Boulevard verge was included in this group.

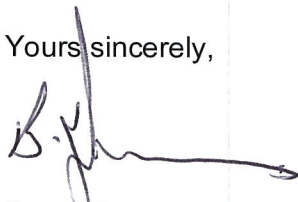
The mathematical error occurred when the amount of \$32.50 was input against Woodlake Boulevard verge. With the 26 cycles allocated, this equated to a total per annum of \$845.00. The total area of Woodlake Boulevard verge is approximately 20,800m².

After discovering my error I would like to request that a review of the current unit rate be undertaken of Item ID GM2.140. The revised rate is as follows:

GM2.140	Verge	Woodlake Boulevard	Woodlake Boulevard	Durack	Verge	20800	26	\$925.00	\$24,050.00
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Thank you for considering this request and I look forward to hearing from you.

Yours sincerely,



Bruce Summers

ATTACHMENT B

Item ID	Lot Number	Location	Street Address	Suburb	Type of Public Open Space	Total Area m2	Projected LOS (cycles per annum)	Price Per Cycle \$	Price Per Annum \$	Proposed Equipment (Front Deck, Tractor/Slasher, Catcher Mower, etc)
DURACK										
GM2.113	9180	Clive Graham Park	Kooyonga Parade	Durack	Park	9800	26	260.00	6,760.00	FD WS
GM2.114	9179	Woodlake Boulevard Drain	Woodlake Boulevard	Durack	Park	10986	26	267.50	6,955.00	
GM2.115	9180	Carpentaria Park	Carpentaria Court	Durack	Park	7800	26	195.00	5,070.00	/
GM2.116	5475	Flinders Park	Woodlake Boulevard	Durack	Park	3500	26	97.50	2,535.00	/
GM2.117	5619	Stanford Park	8 Princeton Place	Durack	Park	1500	26	65.00	1,690.00	/
GM2.118	6586	Phoenix Park	13 Phoenix Circuit	Durack	Park	4400	26	195.00	5,070.00	/
GM2.119	6599	Licuala Park	3 Licuala Way	Durack	Park	863	26	32.50	845.00	/
GM2.120	6770	Pritchardia Park	1 Pritchardia Circuit	Durack	Park	3600	26	195.00	5,070.00	/
GM2.121	7000	Royal Park	Royal Circuit	Durack	Park	12000	26	260.00	6,760.00	/
GM2.122	8723	Sabal Park	Woodlake Boulevard	Durack	Park	2780	26	65.00	1,690.00	/
GM2.123	9329	Don Circuit / Helvetius Court Park	1 Don Circuit	Durack	Park	404	26	32.50	845.00	/
GM2.124	9373	Don Circuit Park	33 Don Circuit	Durack	Park	540	26	32.50	845.00	/
GM2.125	9913	Shadforth Park	36 Hedley Place	Durack	Park	3160	26	130.00	3,380.00	/
GM2.126	11024	Golf Course Surrounds	Durack	Durack	Park	1300	26	65.00	1,690.00	/
GM2.127	11026	Golf Course Surrounds	Durack	Durack	Park	13700	39	927.50	36,172.50	/
GM2.128 (a-c)	11027	Golf Course Surrounds	Durack	Durack	Park	79500	39	927.50	36,172.50	/
GM2.129	11028	Golf Course Surrounds	Durack	Durack	Park	44200	39	927.50	36,172.50	/
GM2.130	11029	Golf Course Surrounds	Durack	Durack	Park	47400	39	927.50	36,172.50	/
GM2.131	6588	Orania Street	Orania Street	Durack	Verge	66	12	32.50	390.00	/
GM2.132	6589	Australis Crescent	Australis Crescent	Durack	Verge	484	12	32.50	390.00	/
GM2.133	6590	Pinanga Court	Pinanga Court	Durack	Verge	65	12	32.50	390.00	/
GM2.134	6591	Bismarkia Court	Bismarkia Court	Durack	Verge	66	12	32.50	390.00	/
GM2.135	6724	Picabeen Grove	Picabeen Grove	Durack	Verge	68	12	32.50	390.00	/
GM2.136	6740	Pritchardia Park	Pritchardia Circuit	Durack	Verge	50	26	65.00	1,690.00	/
GM2.137	6761	Bangalow Way	Bangalow Way	Durack	Verge	104	12	32.50	390.00	/
GM2.138	6775	Picabeen Grove	Picabeen Grove	Durack	Verge	136	12	32.50	390.00	/
GM2.139	Verge	Murdock Gardens	Murdock Gardens	Durack	Verge	500	20	32.50	650.00	/
GM2.140	Verge	Woodlake Blvd	Woodlake Boulevard	Durack	Verge	20800	26	32.50	845.00	/
GM2.141	Median	Kooyonga Parade	Kooyonga Parade	Durack	Median	250	20	32.50	650.00	/
GM2.142	Roundabout	Royal Circuit/Phoenix Circuit	Royal Circuit	Durack	Roundabout	150	20	32.50	650.00	/
SUBTOTAL								\$6,025.00	\$201,110.00	

















CITY OF PALMERSTON

**Confidential Minutes of Council Meeting
held in Council Chambers, Civic Plaza, Palmerston
on Tuesday, 24 June 2014 at 5:19pm**

RELEASED TO THE PUBLIC RECORD

1. PRESENT

Elected Members: His Worship the Mayor Ian Abbott (Chair)
Deputy Mayor Heather Malone
Alderman Paul Bunker
Alderman Geoff Carter
Alderman Andrew Byrne

Staff: Ricki Bruhn, Chief Executive Officer
Ben Dornier, Director of Corporate and Community Services
Mark Spangler, Director of Technical Services
Caroline Hocking, Minute Secretary

2. APOLOGIES

Alderman McKinnon – Apology
Alderman Shutt - Apology

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman Carter
Seconded: Deputy Mayor Malone

THAT the apologies received by Alderman McKinnon and Alderman Shutt, be received and granted.

CARRIED 8/1144–24/06/2014

3. DEPUTATIONS / PRESENTATIONS

Nil

4. OFFICER REPORTS

4.1 CS2014-01 Insurance Brokerage Services Tender

8/0505

Moved: Alderman Byrne
Seconded: Alderman Carter

1. THAT Council receives Report Number 8/0505.

CARRIED 8/1145–24/06/2014

Moved: Alderman Carter
Seconded: Alderman Byrne

2. THAT Council does not award the tender CS2014-01 to any of the tenders under clause 1.20 (a) of the conditions of tendering.

CARRIED 8/1146–24/06/2014

Moved: Alderman Carter
Seconded: Deputy Mayor Malone

3. THAT Council extends the existing contract with Jardine Lloyd Thompson for a further twelve months.
4. THAT Council instructs the Governance Committee to undertake a full review of the risk exposure for insurance purposes over the coming year.
5. THAT the resolutions only come back into the Open Session.

CARRIED 8/1147–24/06/2014

5. MOVE TO OPEN

Moved: Alderman Carter
Seconded: Deputy Mayor Malone

THAT the Council move into the open session.

CARRIED 8/1148–24/06/2014

The meeting moved to the Open Session at 5:42pm

CONFIRMED AT MEETING TO BE HELD 1 JULY 2014

(Chair)

ITEM NO. 5.1 CS2014-01 Insurance Brokerage Services Tender

FROM: Director of Corporate and Community Services

REPORT NUMBER: 8/0505

MEETING DATE: 24 June 2014

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:

A tender has been called by senior management for the contract CS2014-01 Insurance Brokerage Services. City of Palmerston has received three applications of which one application was non-compliant. The remaining two applications lack in comparable information. This report recommends Council does not award the tender at this time.

Background:

In line with legislative requirements for Procurement City of Palmerston has called a public tender for its insurance brokerage services. The tender included the request for tenderers to quote on commission and provide tentative premiums for the insurance required for City of Palmerston.

By closing date of the tender City of Palmerston received three non-compliant applications. At the discretion of the principal under clause 1.27 of the conditions of tendering the time for submission of tenders had been extended.

With the second submission of those Tenderers City of Palmerston received the following tender applications:

- Holdfast Insurance Brokers Pty Ltd
- AON Risk Solutions
- Jardine Lloyd Thompson Pty Ltd.

General:

Senior management reviewed the applications and found one application (Holdfast) to be non-compliant in line with the technical clause 4.01.

The applications from both AON and Jardine Lloyd Thompson were reviewed and the tenderers interviewed. In the opinion of senior management both were insufficient in regards to the information provided. In particular, the tendered values for premiums are substantially different and sufficient explanation could not be given by the tenderers for this deviation.

Senior Management believes that it is in the best interest of Council to undertake a full risk audit before awarding the insurance brokerage service contract. Only with a review of the risk exposure Council will be able to request the appropriate insurance coverage from tenderers and assess the service offered to City of Palmerston. Ideally this would be carried out by the Governance and Organisation Committee.

Under clause 1.20 (a) of the conditions of tendering the principal shall not be bound to accept the lowest or any tender.

This report recommends extending the existing contract with Jardine Lloyd Thompson for a further 12 months until Council is in a better position to re-tender.

Financial Implications:

If council does not award the tender to any of the tenderers the current contract for all insurance premiums will be extended for a further year. There might be an eventual saving that cannot be realised in this year. This saving cannot be quantified due to lack of comparable information provided by the tenderers.

Policy Legislation:

Local Government (Accounting) Regulations
City of Palmerston Policy FIN04 Purchasing and Procurement

RECOMMENDATION

1. THAT Council receives Report Number 8/0505.
2. THAT Council does not award the tender CS2014-01 to any of the tenders under clause 1.20 (a) of the conditions of tendering.
3. THAT Council extends the existing contract with Jardine Lloyd Thompson for a further twelve months.
4. THAT Council instructs the Governance Committee to undertake a full review of the risk exposure for insurance purposes over the coming year.
5. THAT the resolutions only come back into the Open Session.

Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au.

Schedule of Attachments:

Nil

CITY OF PALMERSTON

**Minutes of Confidential Council Meeting
held in Council Chambers, Civic Plaza, Palmerston
on Tuesday, 29 July 2014 at 5.32pm**

RELEASED TO THE PUBLIC RECORD

1. PRESENT

Elected Members: Deputy Mayor Heather Malone (Chair)
Alderman Paul Bunker
Alderman Geoff Carter
Alderman Sue McKinnon
Alderman Andrew Byrne
Alderman Seranna Shutt

Staff: Ricki Bruhn, Chief Executive Officer
Mark Spangler, Director of Technical Services
Gary Boyle, Major Projects Officer
Caroline Hocking, Minute Secretary

2. APOLOGIES

Mayor Abbott – Leave of absence

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman McKinnon
Seconded: Alderman Shutt

THAT the leave of absence received by Mayor Abbott, be received and granted.

CARRIED 8/1184–29/07/2014

3. DEPUTATIONS / PRESENTATIONS

Nil

4. OFFICER REPORTS

4.1	TS2014-04	-	Birripa	Court	Construction
	Tenders	8/0523			

Moved: Alderman Bunker
Seconded: Alderman Byrne

1. THAT Council receives Report Number 8/0523.
2. THAT Council approve negotiating with the Chief Executive Officer of Housing for a new date for practical completion for the construction of the Birripa Court unit complex under the Agreement to Lease.

4.1 TS2014-04 - Birripa Court Construction Tenders (continued) 8/0523

3. THAT subject to successful negotiations with the Chief Executive Officer of Housing, the Mayor and Chief Executive Officer sign and seal all contract documentation relating to the variation to the agreement to lease and a construction contract with Norbuilt.

CARRIED 8/1185–29/07/2014

Moved: Alderman Byrne
Seconded: Alderman Carter

4. THAT the Resolutions only come back into the Open Session.

CARRIED 8/1186–29/07/2014

4.2 Planning & Design of City Centre Open Space (including Goyder Square) 8/0524

Moved: Alderman Bunker
Seconded: Alderman Byrne

1. THAT Council receives Report Number 8/0524.
2. THAT Council approves an increase in project budget to \$440,000 (excluding GST).
3. THAT Council award Contract TS2014-07 to Roberts Day.
4. THAT Council delegates to the Mayor and Chief Executive Officer the power to sign and seal all required contract documentation for Contract TS2014-07.
5. THAT the Resolutions only come back into the Open Session.

CARRIED 8/1187–29/07/2014

5. MOVE TO OPEN

Moved: Alderman Shutt
Seconded: Alderman Byrne

THAT the Council move into the Open Session.

CARRIED 8/1188–29/07/2014

The meeting moved to the Open Session at 5.39pm

CONFIRMED AT MEETING TO BE HELD 5 AUGUST 2014

(Chair)

ITEM NO. 5.1 **TS2014-04 - Birripa Court Construction Tenders**

FROM: Director of Technical Services

REPORT NUMBER: 8/0523

MEETING DATE: 29 July 2014

Municipal Plan:

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

Summary:

The City of Palmerston (CoP) has entered into an Agreement to Lease with the Chief Executive Officer Housing for a 15 unit complex to be constructed at Birripa Court, Rosebery. Under the Agreement the units are to reach practical completion by 31 December 2014. CoP called tenders on 5 June 2014 for the construction of the unit complex. Tenders closed on 2 July 2014 with three tenders received. All tenders are over the available construction budget. The lowest tender does not deliver the project until 31 March 2015. Preliminary discussions with the Department of Housing indicate that funding for the Agreement has been allocated in 2014-15 and there is an expectation that the 15 units will be delivered. The Department is not opposed to the City of Palmerston seeking a formal extension of time for the delivery of the units. Council is asked to consider this report, approve in principle the award of the construction contract to the lowest tenderer and to approve for the Chief Executive Officer to write to the Department of Housing seeking a formal extension of time under the Agreement.

Background:

Council Decision Number 8/0935 of the 4 February 2014 meeting, approved CoP to enter into an agreement with the Chief Executive Officer of Housing (CEO Housing), to lease a complex of 15 units to be constructed at 5 Birripa Court Rosebery. The Agreement was subsequently executed by CoP on 13 March 2014 with a scheduled date of practical completion of 31 December 2014.

Council considered Report Number 8/0478 at a special Council meeting on 30 April 2014 and approved a budget increase to a total project budget of \$7,144,200 comprised of the land value of \$1,300,000 and a cash component of \$5,844,200 including GST.

CoP in conjunction with the consulting project manager Thinc, called tenders on 5 June 2014 for the construction of the unit complex.

General:

Three tenders were submitted by the closing date Thursday, 2 July 2014 at 2.00pm:

Ref	Tenderer	Indicated Total *
1	Norbuilt	\$5,050,297
2	C&R Constructions	\$5,339,866
3	Killarney Homes	\$5,797,660

*All prices shown are GST exclusive

The approved total project budget (cash) is \$5,844,200 (GST inclusive) or \$5,312,909 (GST exclusive). Project preliminary costs and the available construction budget are detailed in Attachment A. If a modest construction contingency of 5% is allowed then the available construction contract budget is \$4,963,274. All tenders exceed the available budget. Killarney Homes' tendered price was 17% over budget and has not been considered further.

The latest date for practical completion is 31 December 2014. The construction program tendered by C&R indicates a 24 December 2014 date of practical completion; however this is based on an immediate start date of 17th July 2014. As the contract is not yet awarded C&R would not be able to complete the project on time. The construction program tendered by Norbuilt indicates a 31 March 2015 date of practical completion which does not meet the required timeframe.

CoP's consulting project manager Thinc has conducted interviews with the two lowest tenderers and advise that:

- C&R Constructions
 - Negotiate savings of approximately \$100,000
 - Date for practical completion 19 February 2015
- Norbuilt
 - Information on the expected savings and a revised practical completion time to be provided at the meeting.

Preliminary discussions with the Department of Housing indicate that funding for the Agreement has been allocated in 2014-15 and there is an expectation that the 15 units will be delivered as part of the Affordable Housing Program. The Department acknowledges the time pressure for the project and is not opposed to the City of Palmerston seeking a formal extension of time for the delivery of the units; however this would require a formal Deed of Variation to the Agreement to Lease.

Options:

The options available to Council include:

- (a) Negotiate a new date for practical completion with the CEO Housing and subsequently accept the Norbuilt tender; or
- (b) Abandon the project by declining all tenders and advising the CEO Housing that Council seek to terminate the Agreement to Lease.

Option (a) is the preferred option. This option is expected to deliver the project outcomes albeit with some financial risk due to a reduced construction contingency.

Option (b) will not deliver the project outcome and the costs (approximately \$223,000 ex GST) associated with the preliminaries and design to date would be lost. Option (b) would limit Council's financial risk however there may be some damage to Council's reputation and relationship with the NT Government.

Financial Implications:

The tendered Norbuilt price is approximately 2% over the construction contract target budget. The price could be accepted; however this would result in a reduction in the construction contingency to 3%. If variations arise Council would need to approve additional funding.

Rent from the head-lease with CEO Housing will not commence until construction is completed.

Legislation / Policy:

The *Local Government (Accounting) Regulations* require a council to publically call tenders for all works over \$100,000.

City of Palmerston Purchasing and Procurement Policy FIN04 sets out Council's processes for purchasing, including financial considerations for a purchase order to be raised.

RECOMMENDATION

1. THAT Council receives Report Number 8/0523.
2. THAT Council approve negotiating with the Chief Executive Officer of Housing for a new date for practical completion for the construction of the Birripa Court unit complex under the Agreement to Lease.
3. THAT Council receive a Report on revised arrangements for the Agreement to Lease prior to accepting any tender for the construction of the Birripa Court unit complex.

Recommending Officer: Mark Spangler, Director of Technical Services

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

Schedule of Attachments:

Attachment A - Construction Contract Target Budget

ATTACHMENT A**5 Birripa Court - Construction contract target budget**

Approved budget		\$5,844,200 GST incl
Approved budget		\$5,312,909 GST ex
Hames Sharley		-\$20,000
DCA charges		-\$3,000
Communications		-\$1,000
Thinc PM of design		-\$34,417
Design sub-consultants		-\$199,857
Novated consultants		\$35,313
Construction budget		\$5,289,805
Construction contingency	5%	\$264,490
Construction contract budget		\$5,025,315
Thinc PM costs	1.25%	\$62,041
Construction contract target budget		\$4,963,274 GST ex
Norbuilt		\$5,050,297 GST ex
C&R Construction		\$5,339,866 GST ex
Killarney		\$5,797,660 GST ex

ITEM NO. 5.2 **Planning & Design of the City Centre Open Space
(Including Goyder Square)**

FROM: **Director of Technical Services**

REPORT NUMBER: 8/0524

MEETING DATE: 29 July 2014

Municipal Plan:

2. Economic Development

2.3 City Planning

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

Summary:

The City of Palmerston requested a proposal from Roberts Day for the planning and design of the city centre open space. Roberts Day has tendered a price of \$400,160 (ex GST) comprised of:

- | | |
|--------------------------------------|--------------------|
| • Planning, design and documentation | \$365,940 (ex GST) |
| • Meeting attendance | \$11,040 (ex GST) |
| • Indicative disbursements | \$23,180 (ex GST) |

Council is asked to consider this report and award the contract for the project to Roberts Day.

Background:

Report Number EDI/094 detailed the proposed scope of works for the planning, design and documentation of the Palmerston city centre open space. The Report was considered by the Economic Development and Infrastructure (EDI) Committee on 12 June 2014 with subsequent recommendations made to Council.

Council decision 8/1142 (17 June 2014) in part approved:

- a project budget of \$400,000 for the planning, design and documentation of the city centre public open space
- seeking a proposal from Roberts Day for urban design advice and to project manage the planning, design and documentation of the upgrade and integration of the Palmerston City Centre public open space areas of Frances Mall, Goyder Square, the section of Palmerston Circuit to be closed, Water Tower Park and the Woolnough Place car park

A request for proposal was forwarded to Roberts Day on 2 July 2014.

General:

Council allocated a total project budget of \$400,000 (excluding GST) for the project in 2014-15 which was expected to include:

- project management, planning, design and documentation
- 10% design contingency

The request for proposal sent to Roberts Day (TS2014-07 Project management, planning, design and documentation of Stages 2 and 3 for the Palmerston city centre public open space) set an indicative project budget of \$360,000. Roberts Day has submitted a proposal (Attachment A) with a price of \$400,160 (all prices excluding GST) comprised of:

- | | |
|--|-----------|
| • Project management, planning, design and documentation | \$365,940 |
| • Meeting attendance | \$11,040 |
| • Indicative disbursements | \$23,180 |

Roberts Day will utilise Byrne Design as the engineering sub-consultant. Byrne Design is currently designing The Boulevard and using them as a sub-consultant for this project will provide continuity of the engineering design throughout the city centre. Roberts Day has elected to not utilise a Darwin based landscape architect and has nominated Turf Design from Sydney.

The project management fee represents approximately 19% of the planning and design costs and is higher than expected. The use of another interstate architect effectively doubles the cost of the indicative disbursements for travel. The quantity surveyor costs are approximately three times higher than expected.

Options:

The options available to Council include:

- (a) Award the project to Roberts Day and increase the budget to \$440,000; or
- (b) Award the project to Roberts Day and approve a budget for design variations as required; or
- (c) Not award the project to Roberts Day and call expressions of interest from other locally based consultants.

Option (a) is the preferred option to deliver the project in a timely manner. Roberts Day has been Council's preferred urban planning and design consultant undertaking a number of projects in the Palmerston city centre and award of this project maintains continuity of consultant and links with the public realm and car parking strategy developed by Roberts Day.

Option (b) maintains continuity with Roberts Day but will require Council to approve any budget variations as they arise with potential associated delays to the project.

Option (c) will require an expression of interest to be called with an associated time requirement of approximately four weeks. A locally based consultant would not be expected to charge for meeting attendance costs or travel disbursements.

Financial Implications:

Council has allocated a total project design budget of \$400,000 for the project in 2014-15. The indicative tendered price of \$400,106 slightly exceeds the available budget with no allowance for design contingency. Any variations / additional costs will require Council to approve an increase of budget. Any increase in budget will need to be drawn from Reserve or found in savings from other projects.

The project budget does not include an amount for public consultation and communications material.

Legislation / Policy:

The Local Government (Accounting) Regulations do not require a council to call tenders for a consultancy or professional services.

City of Palmerston Purchasing and Procurement Policy FIN04 sets out Council's processes for purchasing, including financial considerations for a purchase order to be raised.

City of Palmerston Delegations Manual authorises the Chief Executive in conjunction with the Mayor to execute contracts or other documents requiring the Common Seal.

RECOMMENDATION

1. THAT Council receives Report Number 8/0524.
2. THAT Council approves an increase in project budget to \$440,000 (excluding GST).
3. THAT Council award Contract TS2014-07 to Roberts Day.
4. THAT Council delegates to the Mayor and Chief Executive Officer the power to sign and seal all required contract documentation for Contract TS2014-07.

Recommending Officer: Mark Spangler, Director of Technical Services

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

Schedule of Attachments:

Attachment A – Roberts Day Proposal

An architectural rendering of a park space. In the foreground, there is a lush green lawn with several tall palm trees. To the right, there is a paved walkway with some benches and more trees. In the background, a modern building with a large, flat, circular roof is visible. The sky is blue with some white clouds. The overall scene is bright and sunny.

RobertsDay
planning·design·place

Project Management, planning, design
and documentation of Stages 2 and 3 for
**Palmerston City Centre
Public Open Space**

PREPARED BY ROBERTS DAY

FOR CITY OF PALMERSTON

18TH JULY 2014

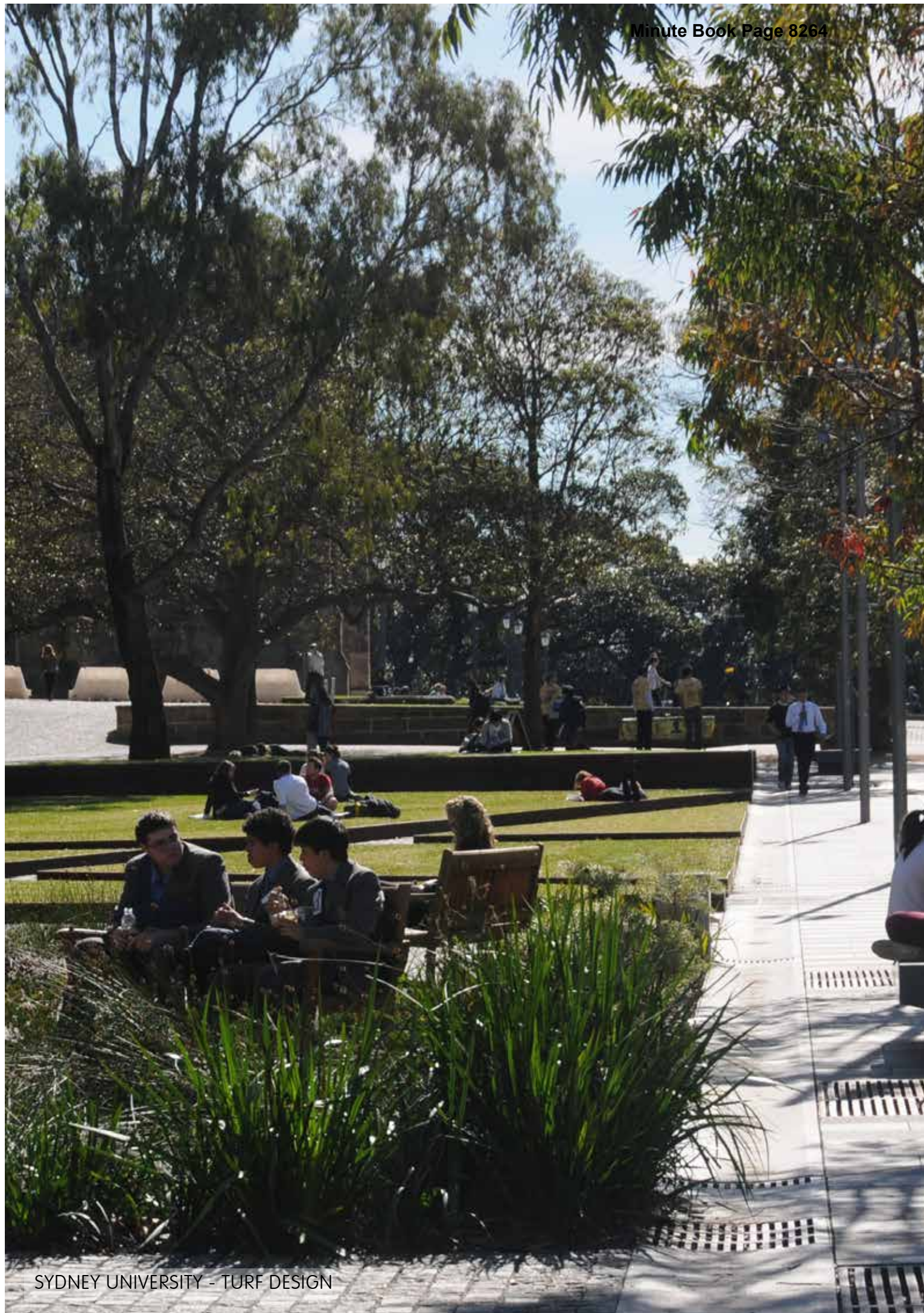
CONTRACT NO. TS2014-07

The City of Palmerston wishes to develop the city centre into an attractive and vibrant area that will attract people to the city's heart and provide recreational space for residents of the city centre as density increases.



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PALMERSTON CITY CENTRE PUBLIC OPEN SPACE

Dear Gary,

RE: PALMERSTON CITY CENTRE PUBLIC OPEN STAGES 2 AND 3

Thank you for the invitation for RobertsDay to continue our partnership with the City of Palmerston (COP) in the design and delivery of the Palmerston City Centre Master Plan.

Over the last eighteen months, our team has been privileged to collaborate with COP in evolving the Vision to create the foundation for a unique, vibrant tropical City Centre.

The success of the City Centre Master Plan is highly dependent on the quality of the first stage of the public realm - The Boulevard and Goyder Square. The opportunity exists to deliver a world class Main Street and CentralPark that will inspire confidence in the future development of the City Centre, attract investment and provide a safe, comfortable and delightful place.

In realising this potential, our greatest challenge is to deliver a place for people where different technical disciplines blend seamlessly to create an overall sense of place that is more than the sum of its parts.

In terms of Scope, we understand there are two briefs:

- 1) Design; and
- 2) Project Management

RobertsDay, the Team Leader and Consulting Project Manager (CPM), has a proven track record in integrating design leadership, project management and design capabilities in similar roles across a variety of projects.

Under the Design brief, we will complete the planning and design work with appropriate documentation for Goyder Square - Stages 2 and 3. With a delivery focus, we are also proud to introduce Turf Design Landscape Architects led by Mike Horne to the project whom we have collaborated with on a range of projects over the last ten years. Major public domain projects led by Mike include Sydney's Hyde Park, Barangaroo Park, Carlton United Brewery's Central Park, Sydney University and Brisbane's new city-scale park at Hamilton. A variety of other national and local consultants identified in our proposal provide specialist advice to support the team.

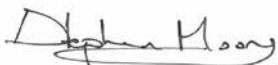
Under the Project Management brief, Roberts Day will coordinate the overall team in the successful delivery of this project on behalf of Council. Amongst other tasks, we will provide design leadership to integrate the work of Byrne Engineering and Clouston's Landscape Architects on The Boulevard to ensure an integrated outcome. As part of this role, our attention to risk identification and mitigation, scope, programming, clear and transparent communication and delivery will de-risk the project for COP and ensure efficient delivery of the project.

Together, we have the technical skills, experience and resources to deliver on COP's program.

Please find attached our response to your tender documents in the attached Schedules, and look forward to working with you as the COP's Consulting Project Manager and Designer.

Please contact Stephen Moore on (02) 8202 800 or 0400 226 581 if you would like to discuss any part of our proposal.

Regards,



ROBERTSDAY

Stephen Moore

Principal



HAMILTON NORTH - TURF DESIGN

Form 1 - Tendered Lump Sum

Tender number: TS2014 - 07

Description of Work: Concept Development and Project Management - Planning, design and documentation of stages 2 and 3 Palmerston city centre public open space

- (i) Where a lump sum is scheduled, a lump sum shall be inserted in the "AMOUNT".
- (ii) Except as provided expressly in the contract, the successful tenderer will not be entitled to any additional sum to the tender price in the event that the figures are incorrect.
- (iii) The tender must make sufficient enquiries to satisfy itself that the tendered rates will be sufficient to cover all costs associated with providing the services no matter what the actual quantity figures are.

SCHEDULE 1A TENDERED LUMP SUM: Project management, planning, design and documentation

AMOUNT 1: \$365,940 (excl GST)

SCHEDULE 1B TENDERED LUMP SUM (Provisional Item) – Meeting attendance

AMOUNT 2: \$11,040 (excl GST)

Signed:  _____

For: _____ Roberts Day Pty Ltd _____ (the Tenderer)

Position Held: ___Director_____

Dated: _____ 18 July 2014 _____

Schedule 1A - Tendered Lump Sum - Amount 1

Project management, planning, design and documentation

Reference	Description	Quantity	Amount (excl GST)
1	Project Management Fee	Item	\$57,920
2	Consultancy fee – urban planning (concept design and design leadership)	Item	\$52,800
3	Sub-consultancy fee – engineering	Item	\$105,820
4	Sub-consultancy fee – landscape architect	Item	\$83,000
5	Sub-consultancy fee – traffic impact assessment	Item	\$4,000
6	Sub-consultancy fee – geotechnical assessment	Item	nill
7	Sub-consultancy fee – quantity surveyor	Item	\$31,500
8	Sub-consultancy fee – electrical and comms	Item	\$4,000
	Total Lump Sum		\$365,940

Schedule 1B - Tendered Lump Sum - Amount 2

Meeting Attendance

Reference	Description	Quantity	Amount (excl GST)
1	Inception Meeting 2 hours (Stephen Moore, Mike Horne, Simon Byrne)	1	\$1,740
2	Concept Stage - Alderman Workshop 2 hours and Stakeholder Forum 2 hours (total 4 hours) (Stephen Moore, Mike Horne, Simon Byrne, Charles Wright)	1	\$4,080
3	60% Design - Alderman Workshop 2 hours and Stakeholder Forum 2 hours (total 4 hours) (Stephen Moore, Mike Horne, Simon Byrne, Charles Wright)	1	\$4,080
4	Final Presentation 2 hours (Stephen Moore, Mike Horne)	1	\$1,140
	Total Lump Sum - Amount 2		\$11,040 (excl GST)

Schedule 1C - Milestone Progress Payments

Refer Conditions of Contract Clause 1.3.1

Contract Annexure Item 28

Table 1: Project management, planning, design and documentation

Reference	Milestone	Project Management Fee (\$ amount excl GST)	Consultant Fee* (\$ amount excl GST)	Total (\$ amount excl GST)
1	Concept approved		\$92,406	\$92,406
2	30% design approved	\$17,376	\$77,005	\$94,381
3	60% design approved	\$17,376	\$77,005	\$94,381
4	90% design approved		\$30,802	\$30,802
5	Final design and documentation approved	\$23,168	\$30,802	\$53,970
	Total	\$57,920	\$308,020	\$365,940

* To be nominated by tenderer

Meeting Attendance and disbursements:

Agreed amounts for attendance at meetings, travel, accommodation and disbursements are to be invoiced on occurrence as progress payments against tendered Amount 2.

Schedule 1D - Indicative disbursements

Disbursements listed below are indicative only and are for the purposes of budget establishment. Refer Conditions of Contract Clause 1.3.6

Reference	Description	Quantity	Amount (excl GST)
1	Airfares @ \$600 per return flight	8 flights	\$4,800
2	Accommodation @ \$220 per night	8 nights	\$1,760
3	Travel meals	8 days	\$800
4	Travel time 12 hours return x 4 flights at 50% hourly rates for Stephen Moore and Mike Horne	4 flights for SM and MH	\$13,680
5	Taxi fares to and from airport	4 flights	\$640
6	Travel - other	Misc	\$500
7	Printing of final documents	1 copy	\$1,000
	Total indicative cost of disbursements		\$23,180 (excl GST)

Form 2 - Insurance

Name of TendererRoberts Day Pty Ltd.....

The following information is to be provided.

WORKERS COMPENSATION

Insurer (Company)GIO Workers Compensation.....

Policy No. WC432492157.....

Nature of Policy Workers Compensation (NSW).....

Extent of Cover\$758,013.....

Expiry Date 01/03/2014 to 28/02/15.....

PUBLIC RISK

Insurer (Company)Getley Paulsen.....

Policy No.05CL007137.....

Nature of PolicyPublic Liability Insurance.....

Extent of Cover\$20 million.....

Expiry Date1st April 2015.....

Signed:  _____

For: _____ Roberts Day Pty Ltd _____ (the Tenderer)

Position Held: __Director_____

Dated: _____ 18 July 2014 _____

Form 3 - Details of Tender's Proposed Sub-contractors

Name of TendererRoberts Day Pty Ltd

Details of Tenderers proposed sub-contracts:

Names and addresses of proposed sub-contractors:

Name	Address	CAL No.	Details of Works to be Sub Let
Turf Design	PO Box 419 Cronulla, NSW 2230	NA	Planning and Development Concept <ul style="list-style-type: none"> • Concept Design for the total area of interest (in partnership with Roberts Day) • Streetscape plans • Landscape plans Design and Documentation <ul style="list-style-type: none"> • Design Report (in partnership with Roberts Day) • Design of: roads, drainage, car parking areas, street lighting, streetscape, landscape, relocation of utilities (in partnership with W&G and service authorities)
i3 Consultants	PO Box 1638 Subiaco WA 6904	NA	Planning and Development Concept Traffic Advice Design and Documentation Traffic Impact Assessment <ul style="list-style-type: none"> • Build on the existing City Centre traffic report (City Centre 2030 Master Plan - Appendix B) • Traffic impact assessment as / if required to assess access and egress to the shopping centre and the reconfigured carpark • Construction traffic management issues (excluding a Construction Traffic Management Plan) • Pedestrian movement • Cyclist movement
Byrne Design Engineering	Suite C307, Level 1, Tower 3, Wharf 1, 19 Kitchener Drive, Darwin NT 0800	NA	Civil engineering
Gregg Hestelow AAM Surveys	5/41 Sadgroves Crescent Winnellie NT 0820	NA	Undertake survey as required to support the design process
Charles Wright QS Services	Ground Floor, 5 Whitfield Street, Darwin NT 0800	NA	Quantity Surveyors Stage 2: <ul style="list-style-type: none"> • Concept Estimate • 30% Estimate • 90% Estimate • BoQ Stage 3: <ul style="list-style-type: none"> • Concept Estimate • 30% Estimate • 90% Estimate • BoQ
AGA Engineering Consultants	57 Marina Blv, Cullen Bay NT 0820	NA	Electrical and Comms engineering
Value add: Alluvium	Suite 6, Level 1, 2-12 Foveaux, Surry Hills 2010, NSW	NA	Water Sensitive Urban Design (see attached fee proposal)
Electrolight			Lighting Strategist (see attached fee proposal)

Form 4 - Details of Previous Experience

Name of TendererRoberts Day Pty Ltd.....

Details of Previous Experience:



Palmerston City Centre Master Plan, 2014

City of Palmerston

RobertsDay was the lead consultant of the Master Plan 2050. It focuses on re-using existing infrastructure to generate a unique sense of place whilst saving public money and diversifying the variety of place-led experiences offered by the City Centre. To support the Master Plan Roberts Day is also preparing the Palmerston City Centre Parking Strategy and Public Domain Guidelines.



Coffs Harbour Prosperity Plan 2031, 2012

Coffs Harbour City Council

RobertsDay worked with Turf Design to deliver the Prosperity (Master) Plan 2031. The focus of the Prosperity Plan was to establish the preconditions to attract new investors and stimulate economic activity with a focus on place capital and improving the public domain. RobertsDay and Council developed a place making strategy, re-engineered parking standards and site amalgamation rules to assist with the centre's reinvigoration. Turf Design prepared the public works costings and detailed design.

Additional experience includes:

- Bondi Junction Complete Streets, Waverley Council, 2013 - RobertsDay and Turf Design
- Parramatta Square Concept Design, Parramatta City Council, 2012 - RobertsDay and Turf Design
- Central Barangaroo, Barangaroo Development Authority, 2013 - Turf Design
- South Christchurch City Revitalisation and Public Realm Strategy, City of Christchurch, 2010 - RobertsDay
- Salacia Waters Master Plan and Design Project Management, Marsim, 2010 - RobertsDay
- Sydney University Public Open Space Design, Sydney University, 2008 - Turf Design
- Palmerston City Centre Boulevard Design, City of Palmerston, 2014 - Byrne Design Engineering



Central Park, 2013

Fraser's

Turf Design designed the parks and open spaces for Central Park, a 5.8 ha site, formerly the Carlton United Brewery. It is currently being transformed into a mixed-use urban village; a magnetic place in which people live, work, and play.

The \$2 billion project boasts open green spaces, plazas, market spaces and shared ways with residential apartments, cafes, shops, community buildings and event spaces. Central Park is a private development - Turf Design has collaborated with an international and local team of designers and technical consultants to achieve the city's most innovative and sustainable urban community.



Northshore Hamilton, 2014

Brisbane City Council

TURF as Andersen Hunter Horne (AHH) have been engaged to design and document precincts 1, 2 & 3 of the Northshore Hamilton project located on the Brisbane river east of the CBD. Turf Design Studio Director Mike Horne leads the AHH Team.

As in many Australian cities the riverfront industrial lands close to the city have been targeted for urban renewal, enabling a "rediscovering" of the river and its frontage. The Northshore Hamilton project is a key addition to this legacy being the most significant waterfront redevelopment in Brisbane since Expo 88 and South Bank.

Signed: Stephen Hoory

For: Roberts Day Pty Ltd (the Tenderer)

Position Held: Principal

Dated: 18 July 2014

Form 5 - Qualifications of Leading Staff

Name of TendererRoberts Day Pty Ltd.....

Date Prepared18 July 2014.....

Name	Position Held	Qualifications	Experience
Stephen Moore	Director, RobertsDay Design Leader and Project Director	Master of Urban Design, Sydney University, 2003 Bachelor of Town Planning (Hon), University of New South Wales, 2000	<ul style="list-style-type: none"> Palmerston City Centre Master Plan, 2014 Palmerston City Centre Parking Strategy, 2014 Palmerston City Centre Public Realm Guidelines, 2014 Coffs Harbour City Centre Prosperity Plan, 2012 Bondi Junction Complete Streets, 2012 Parramatta Square Concept Design, 2012 South Christchurch City Revitalisation and Public Realm Strategy Salacia Waters Master Plan and Design Project Management, 2010
Nicole Dennis	Senior Urban Planner and Project Manager Project Manager	Bachelor of Town Planning (Hon), University of New South Wales, 2007 Managing AECOM Projects	<ul style="list-style-type: none"> Palmerston City Centre Parking Strategy, 2014 Penrith Progression City Centre Revitalisation (Consultation and Engagement), 2014 Parramatta Road Corridor Revitalisation (Assistant Project Manager Land Use), 2013 North Eveleigh Parks Landscape Design (Place Making and Community Engagement), 2013 City of Ryde Childrens Play Implementation Plan (Place Making and Engagement for 100 parks), 2012
Angela Koepp	Senior Urban Designer, RobertsDay Designer	Master of Architecture (M.Arch). Tulane University School of Architecture, New Orleans, 2004 Bachelor of Architecture, Tulane University School of Architecture, New Orleans, 2002	<ul style="list-style-type: none"> Coffs Harbour City Centre Prosperity Plan, 2012 (redesign of the plaza) North Tuncurry Master Plan, 2014 West Belconnen Master Plan, 2014 Huntlee Master Plan, 2013 Ashlar Concept Design, 2013 University of Western Sydney Master Plan, 2013
Mike Horne	Director, Turf Design Landscape Architect Lead	Bachelor of Landscape Architecture, Canberra College of Advanced Education 1986 Master of Urban Design, University of Sydney, 1993 (Lloyd Rees Prize in Urban Design)	<ul style="list-style-type: none"> Barangaroo Central Masterplan, 2013 Central Park, Broadway Public Domain and Landscape Masterplan (\$17M budget) 2007 Coffs Harbour CBD Masterplan, 2012 Parramatta River Square Concept Design, 2012 Northshore Hamilton Redevelopment, 2012

PALMERSTON CITY CENTRE PUBLIC OPEN SPACE

Name	Position Held	Qualifications	Experience
Scott Ibbotson	Associate Director, Turf Design Landscape Architect	Bachelor of Landscape Architecture UNSW (winner of The Lindsay Robertson Memorial Prize) Registered Landscape Architect No. 1662 Associate Diploma in Applied Science – Landscape (Highest Achiever) Advance Certificate in Urban Horticulture (Arboriculture major)	<ul style="list-style-type: none"> • Barangaroo Central Masterplan, 2013 • Central Park, Broadway Public Domain and Landscape Masterplan (\$17M budget) 2007 • Northshore Hamilton Redevelopment, 2012
Simon Byrne	Managing Director, Byrne Design	Engineers Australia Membership: AMIE Aust 4168492 Associate Diploma Civil Engineering Darling Downs Institute of Advanced Education 1986	<ul style="list-style-type: none"> • Palmerston City Centre Boulevard Detailed Design, 2014 • Palmerston Magpies Oval CDU Palmerston (Design of oval and drainage) • Palmerston Road Hierarchy classification (develop a road hierarchy system for council, develop spread sheets to facilitate classification of existing and future roads) • Palmerston Subdivision Guidelines and cross sections (review current council guidelines, rewrite to reflect appropriate standards, develop cross sections and standards for future subdivisions) • Palmerston local area traffic control (design and document)
Norberto Ayala-Samalea	Senior Civil Engineer	CPEng, Chartered Professional Engineer, Engineers Australia, MIEAust, Civil College Bachelor of Engineering (Civil), Institute Superior Polytechnic JAE, Havana	<ul style="list-style-type: none"> • Palmerston City Centre Boulevard Detailed Design, 2014
Charles Wright	Senior Quantity Surveyor & Principal, QS Services	Quantity Surveyor Associate Member of Australian Institute of Quantity Surveyors (AAIQS)	<ul style="list-style-type: none"> • Alice Springs Town Camps Subdivision • Darwin City Waterfront Redevelopment Bulk Earthworks and Dredging • Darwin International Airport Subdivision Stage 1 • Groote Eylandt Infill Subdivision • Marrara Sporting Complex Soccer Stadium Headworks
Gregg Hestelow	Survey Operations Manager NT	Bachelor of Applied Science - Surveying & Mapping 1980 Licensed Surveyor - NT 1991	<ul style="list-style-type: none"> • Gregg has been based in Darwin for over 28 years. He has a comprehensive understanding of all survey and spatial related disciplines with a broad awareness of the conditions that are unique to the Northern Territory

Form 7 - Schedule of Current Commitments

CONFIDENTIAL

Name of TendererRoberts Day Pty Ltd.....

Date Prepared18 July 2014.....

Lodged with Tender No..TS2014-07.....

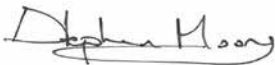
Authority or Person for Whom Work Executed	Location of Work	Total Estimated Cost	Value of Work Not Specified Yet Completed	Completed Date
Parramatta City Council	Parramatta	\$90,000	\$40,000	October 2014
Penrith City Council	Penrith	\$75,000	\$45,000	November 2014
Camperdown Master Plan	Sydney	\$53,000	\$25,000	September 2014
Balina Master Plan	Balina	\$120,000	\$20,000	September 2014
Riverbank Master Plan	Queensland	\$200,000	\$100,000	February 2015

Form 9 - Declaration of Tenderer

Name of Tenderer ..Roberts Day Pty Ltd.....

I/We hereby tender and offer to perform the service for the Principal at the prices tendered and in accordance with this specification.

Signature: Official Position Held (i.e. Director, Manager)



Name: (in block capitals) Date:

.....**STEPHEN MOORE**.....18 July 2014.....

The tender shall be signed by the Tenderer except where the Tenderer is a company and in that case, the Tender will be signed under Seal by two authorised officers of the company. All signatures or seals shall be witnessed.

Duly authorised to sign tenders for an on behalf of:

State full Registered Company Name: .. Roberts Day Pty Ltd as Trustee for the RDD Trust

Registration Number:.... ACN 008 892 135.....

ABN Number:53 667 373 703.....

CAL Registration Number: ...NA.....

State full Trading Name: .. Roberts Day Pty Ltd as Trustee for the RDD Trust

Address of Tenderer: ... Level 4/17 Randle Street, Surry Hills.....

Postal Address: .Level 4/17 Randle Street, Surry Hills.....

Facsimile:

Telephone: (business hours)(02) 8202 8000.....

(after hours) +61 400 226 581.....

Signature of Witness: Name of witness (in block capitals):



.....**WILLIAM LY**.....

Address of Witness:

Level 4/17 Randle Street, Surry Hills

.....

Tenders will be rejected unless this form is completed.



CITY OF PALMERSTON

**Confidential Minutes of Council Meeting
held in Council Chambers, Civic Plaza, Palmerston
on Tuesday, 7 October 2014 at 9.25pm**

RELEASED TO THE PUBLIC RECORD

1. PRESENT

Elected Members: His Worship the Mayor Ian Abbott (Chair)
Alderman Sue McKinnon
Alderman Paul Bunker
Alderman Andrew Byrne
Alderman Geoff Carter
Alderman Seranna Shutt

Staff: Ricki Bruhn, Chief Executive Officer
Mark Spangler, Director of Technical Services
Caroline Hocking, Minute Secretary

Gallery: Rachael Shanahan, Director Department of Education

2. APOLOGIES

Deputy Mayor Malone – Leave of absence

ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman Shutt
Seconded: Alderman McKinnon

THAT the leave of absence received by Deputy Mayor Malone, be received and granted.

CARRIED 8/1295–07/10/2014

3. DEPUTATIONS / PRESENTATIONS

3.1 Draft Northern Territory Education and Training Strategy 2014-2024
Presentation by Rachael Shanahan, Director Department of Education

4. OFFICER REPORTS

4.1 Application for Rate Concession **8/0560**

Moved: Alderman Carter
Seconded: Alderman McKinnon

1. THAT Council receives Report Number 8/0560.
2. THAT Council grants a rate concession for Lot 1072 for the remission of interest for the financial year 2014/15.

CARRIED 8/1296–07/10/2014

5. MOVE TO OPEN

Moved: Alderman Carter
Seconded: Alderman McKinnon

THAT the Council move into the open session.

CARRIED 8/1297–07/10/2014

The meeting moved to the Open Session at 9.55pm

CONFIRMED AT MEETING TO BE HELD 21 OCTOBER 2014

(Chair)

ITEM NO. 17.2 **Application for Rate Concession**

FROM: Director of Corporate and Community Services

REPORT NUMBER: 8/0560

MEETING DATE: 7 October 2014

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:

The owner of Lot 1072 has submitted an application for a rate concession under financial hardship. Financial hardship has been proven as requested under Council policy FIN17.

Background:

The owner of Lot 1072 has shown difficulties in paying rates on time over the last five years. The property had a statutory charge registered last financial year and Council proceeded with the power of selling land for unpaid rates. Council has decided in the meeting held Tuesday, 15 July 2014 that the overdue amounts ought to be written off due to an anomaly in the administrative rates system.

Since the amount has been written off City of Palmerston has received an application for deferment of Rates and remission of interest under the council policy FIN17.

General:

The property owner applies to pay \$60 per fortnight and asks council to refrain from charging penalty interest.

Financial hardship has been proven by an external financial counsellor. Therefore the ratepayer qualifies under policy FIN17 for remission of interest.

The rate agreement of \$60 per fortnight will leave the current annual rates short by \$30. Staff will inform the ratepayer that these funds have to be paid on top of the fortnightly payment and that the rate concession is limited to the current financial year.

In line with the procedure to policy FIN17 the rate concession will be cancelled after one written warning if the rate agreement is not met.

Financial Implications:

There is currently no financial implication as no interest has been posted to the account. Future interest that would be accruing with the payment plan would be considered as minor.

Policy Legislation:

Council Policy FIN 17 Rate Concession Policy

4.1 Remission of Interest accrued on overdue rates

- 4.1.1 As per Section 162 Local Government Act council charges a relevant interest rate on a daily basis on overdue rates. The complete annual Rates fall overdue if an instalment date is not met.
- 4.1.2 Ratepayers can request a remission of interest under Section 163 Local Government Act. Council officers can consider applications for remission of interest for reasons that fall under the following two categories:
 - a) Administrative reasons, error or omissions which caused or significantly contributed to the failure to pay rates in a timely manner
 - b) Proven Financial Hardship - Ratepayers must enter into a feasible payment schedule and maintain such agreement.

4.2 Deferment of Rates

- 4.2.1 As per Section 164 (1) (b) Local Government Act a rate concession can be a deferment in whole or part of an obligation to pay rates or a component of rates.
- 4.2.2 Ratepayers may have rates and charges, or part thereof, postponed although rates and charges will continue to be levied subject to compliance with the following conditions:
 - a) The ratepayer must be experiencing undue and unavoidable hardship.
 - b) An application in writing must be submitted to the Finance Manager by the ratepayer or the ratepayer's representative providing evidence from an approved Financial Counsellor of such circumstances referred to in a) above. The Finance Manager will provide a recommendation to the Rates Officer based on the details supplied.
 - c) The postponement can be on a fixed or on an ongoing basis until the property is disposed of or sold.
- 4.2.3 Interest on postponed rates will be levied at 50% of the relevant interest rate.

RECOMMENDATION

- 1. THAT Council receives Report Number 8/0560.
- 2. THAT Council grants a rate concession for Lot 1072 for the remission of interest for the financial year 2014/15.

Recommending Officer: Ben Dornier, Director of Corporate and Community Services

Any queries on this report may be directed to Ben Dornier, Director of Corporate and Community Services on telephone (08) 8935 9976 or email ben.dornier@palmerston.nt.gov.au.

Schedule of Attachments:

Nil