

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 5 September 2017 at 6.30pm.**

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Mark Blackburn  
Official Manager

*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.*

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### 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.*

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## 1 PRESENT

Elected Members:	Mark Blackburn, Official Manager
Staff:	Ricki Bruhn, Chief Executive Officer Jan Peters, Director of Community Services Mark Spangler, Director of Technical Services Alyce Breed, Minute Secretary Samantha Abdic, Media Officer
Gallery:	Russell Anderson, Investigator Lauren Roberts, NT News

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## 2 APOLOGIES

Nil.

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## 3 CONFIRMATION OF MINUTES

1. THAT the minutes of the Council Meeting held Tuesday, 15 August 2017 pages 9328 to 9332, be confirmed.
2. THAT the Confidential minutes of the Council Meeting held Tuesday, 15 August 2017 page 334, be confirmed.

CARRIED 8/2859 - 05/09/2017

**4 OFFICIAL MANAGER REPORT**

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M8-3

THAT Council receives Report Number M8-3.

CARRIED 8/2860 – 05/09/2017

**5 REPORT OF DELEGATES**

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Nil.

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

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Nil.

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

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Nil.

**8 PETITIONS**

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Nil.

**9 DEPUTATIONS/PRESENTATIONS**

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Nil.

**10 CONSIDERATION OF MOTIONS FOR WHICH NOTICE HAS BEEN GIVEN**

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Nil.

**11 COMMITTEE RECOMMENDATIONS**

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**11.1 Governance and Organisation**

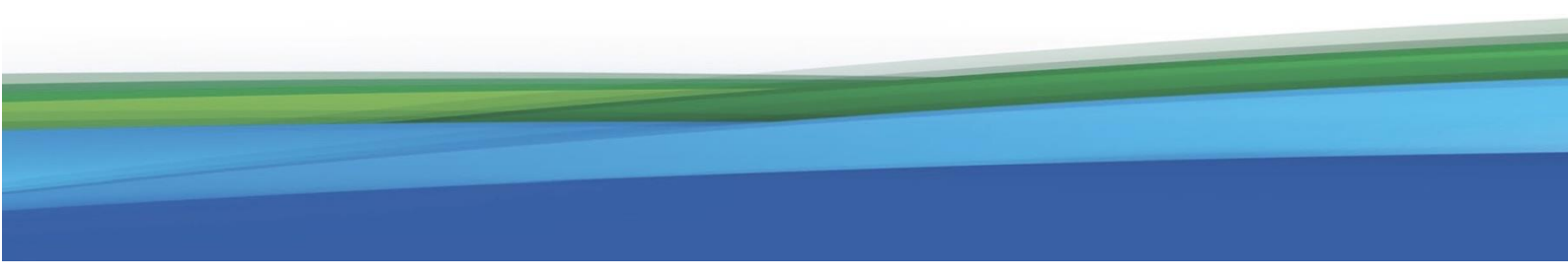
Nil.

**11.2 Economic Development and Infrastructure**

Nil.

**11.3 Community Culture and Environment**

Nil.



## 12 INFORMATION AGENDA

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### 12.1 Items for Exclusion

Nil.

### 12.2 Receipt of Information Reports

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

CARRIED 8/2861 – 05/09/2017

## 13 DEBATE AGENDA

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### 13.1 Officer Reports

13.1.1 Naming of Park in Zuccoli after Mr William Kirkby-Jones 8/1283

1. THAT Council receives Report Number 8/1283.
2. THAT Council approve the amended park name as “William Kirkby Jones Park” and adjust signage to suit.
3. THAT Council approve installation of interpretative signage within the park that highlights the contribution made by Mr Kirkby-Jones.

CARRIED 8/2862 – 05/09/2017

13.1.2 Community Benefits Scheme – August 2017 8/1285

THAT Council receives Report Number 8/1285.

CARRIED 8/2863 – 05/09/2017

13.1.3 Farrar Boulevard and Zuccoli Parade Proposed Handover 8/1286

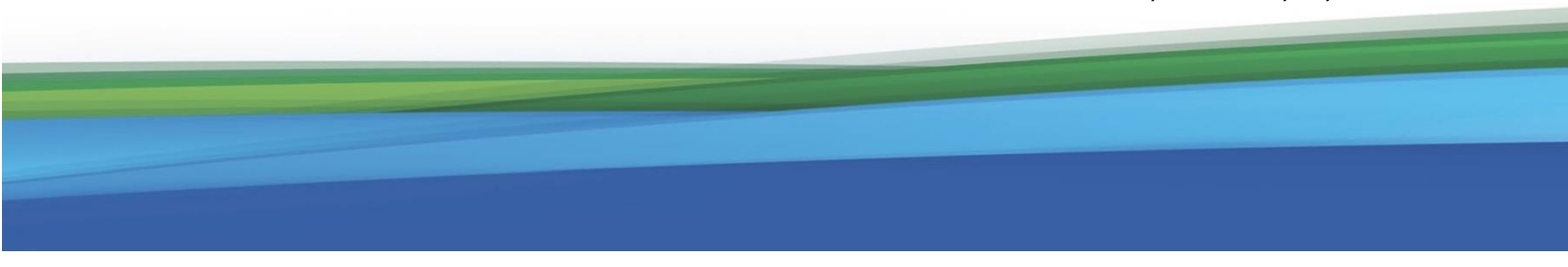
THAT Council receives and notes Report Number 8/1286.

CARRIED 8/2864 – 05/09/2017

13.1.4 Liquor Licence Application for Riva Café located at Lot 14256 (123) Flynn Circuit, Bellamack 8/1288

1. THAT Council receives Report Number 8/1288.
2. THAT Council endorses Attachment A to Report Number 8/1288.

CARRIED 8/2865 – 05/09/2017



13.1.5 Abandoned Shopping Trolley Collection – Cost Recovery 8/1289

1. THAT Council receives Report Number 8/1289.
2. THAT Council notes that due to the success of the trolley collection strategy and the resultant reduction in cost recovery, the collection of abandoned shopping trolleys will return to normal operational procedures.

CARRIED 8/2866 – 05/09/2017

13.1.6 Financial Support – Dismantle Inc 8/1296

1. THAT Council receives Report Number 8/1296.
2. THAT Council not approve the grant to Dismantle Inc. to the value of \$3,000.

CARRIED 8/2867 – 05/09/2017

13.1.7 City of Palmerston Community Satisfaction Survey 8/1297

1. THAT Council receives Report Number 8/1297.
2. THAT the results of the Community Satisfaction Survey for 2016/2017 be incorporated into Council's Annual Report.

CARRIED 8/2868 – 05/09/2017

## 14 CORRESPONDENCE

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14.1 Permanent Closure of a section of the Miller Court Road Reserve – Minister for Housing and Community Development

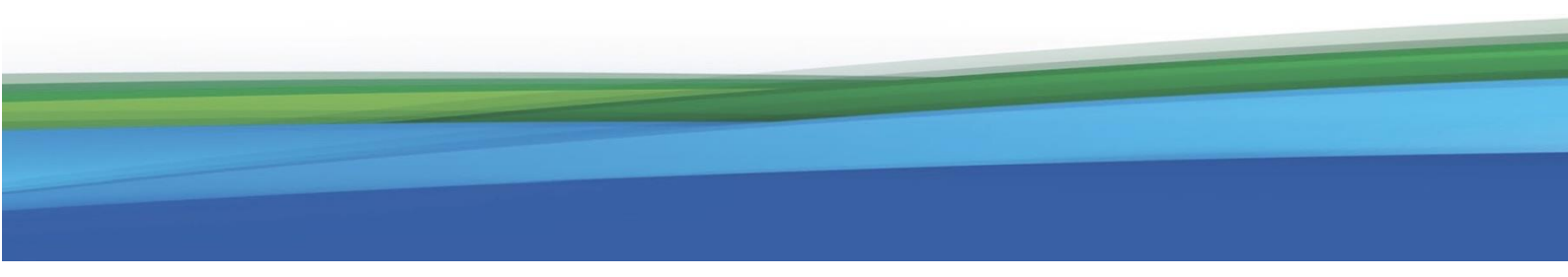
THAT Council receives the correspondence from the Hon Gerry McCarthy, Minister for Housing and Community Development regarding the permanent closure of a section of the Miller Court Road Reserve.

CARRIED 8/2869 – 05/09/2017

## 15 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

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Nil.





**16 PUBLIC QUESTION TIME**

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The Manager answered the following questions from a member of the public:

Ian Abbott of Farrar asked "A couple of meetings ago during the passing of the Municipal Plan you made reference in regards to the carpark, I think you mentioned the words suspended, you were suspending the negotiations or anything to do with that particular contract. Can you elaborate on what that actually is?"

The Manager responded "I'm currently fulfilling my statutory obligations and reviewing the matter, once I have completed that matter then that will be made public."

Ian Abbott of Farrar asked "Will there be other further conditions applied other than indemnity?" (in regards to the Farrar Boulevard and Zuccoli Parade Proposed Handover report)

The Manager responded "As the Director responded, he's currently having discussions with the Department in relation to this matter to resolve the outstanding issues."

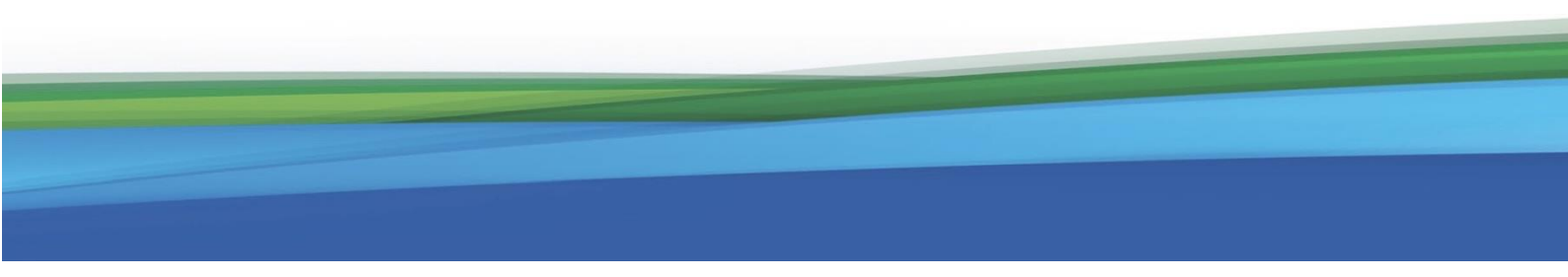
Ian Abbott of Farrar asked "In your letter to the Minister in regards to a section of road, obviously he's not too sure whether it's a good return, as whether indeed he's actually going to put his hand up to purchase it, and if he does, what he intends to do with it?"

The Manager responded "From what I was reading, I don't think the Minister wishes to purchase the land himself, what he wanted was to ensure that there had been an independent evaluation undertaken, which there had, there'd been a review as to who the most likely person would who could actually purchase that block of land considering the size it was spoken about, and the response has been prepared accordingly taking into consideration all of the issues that have been raised. I'm happy to provide you with a copy of the response letter."

**17 OTHER BUSINESS**

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Nil.



**18** CONFIDENTIAL REPORTS

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Moved: Mark Blackburn

**18.1 Confidential Action Report****8/1282**

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, 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 5 September 2017 in relation to item number 18.1 Confidential Action Report remain confidential and not available for public inspection.

**18.2 Waiving of Legal Fees – 103882****8/1284**

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, 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 Waiving of Legal Fees – 103882 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 report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.2 Waiving of Legal Fees – 103882 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

**18.3 Power to Sell Land (Statutory Charge) – 101321, 113009, 113013, 102003 & 104632**

8/1290

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, 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 18.3 Power to Sell Land (Statutory Charge) – 101321, 113009, 113013, 102003 & 104632 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 report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.3 Power to Sell Land (Statutory Charge) – 101321, 113009, 113013, 102003 & 104632 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

**18.4 Financial Hardship Application 105531**

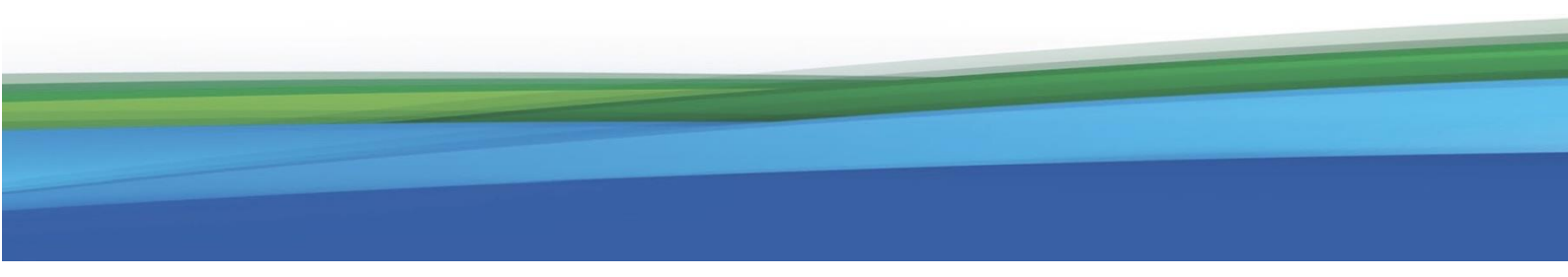
8/1291

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, 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 18.4 Financial Hardship Application – 105531 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 report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.4 Financial Hardship Application – 105531 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.



18.5 Financial Hardship Application - 107940

8/1292

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, 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 18.5 Financial Hardship Application – 107940 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 report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.5 Financial Hardship Application –107940 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.

18.6 Financial Hardship Application - 101668

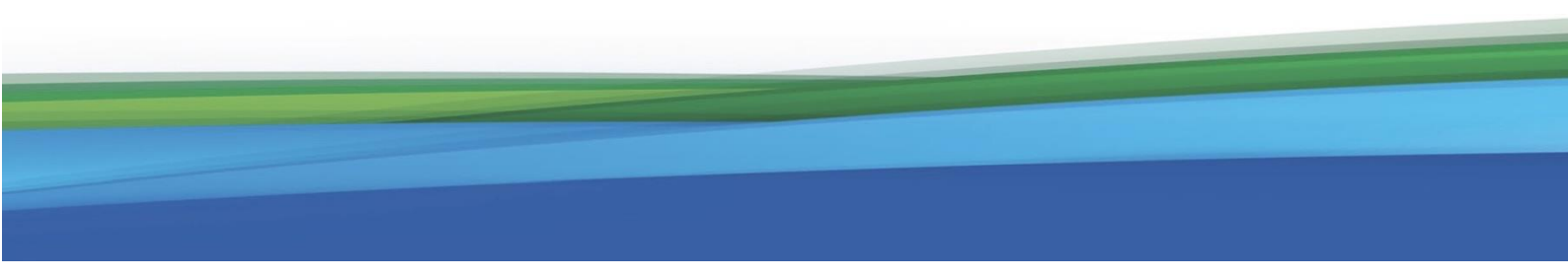
8/1293

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, 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 18.6 Financial Hardship Application – 101668 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 report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.6 Financial Hardship Application –101668 the report and associated documents remain confidential and not available for public inspection for a period of 12 months from the date of this meeting or a lesser period as determined by the Chief Executive Officer.



18.7 Review EM02 Elected Members Benefits and Support Policy

8/1298

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, 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 18.7 Review EM02 Elected Members Benefits and Support Policy 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 5 September 2017 in relation to item number 18.7 Review EM02 Elected Members Benefits and Support Policy the Resolutions, Report and Attachment C come back to the open session and that Attachment A and Attachment B remain in confidential and not available for public inspection.

18.8 Ombudsman Inquiry – Dog Attacks

8/1299

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, 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 18.8 Ombudsman Inquiry – 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 report from the Confidential Council Meeting held on 5 September 2017 in relation to item number 18.8 Ombudsman Inquiry – Dog Attacks the report and associated documents remain confidential and not available for public inspection.

CARRIED 8/2870 – 05/09/2017

The meeting moved into the Confidential Session at 7:00pm.



**18.9 Moving decisions from the Confidential Session into the Open Session**

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

**4.4 Financial Hardship Application - 105531 8/1291**

1. THAT Council receives Report Number 8/1291.
2. THAT Council approves remission of interest for the period 1 July 2017 to 30 June 2018 for assessment 105531 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**4.6 Financial Hardship Application - 101668 8/1293**

1. THAT Council receives Report Number 8/1293.
2. THAT Council approves remission of interest for the period 1 July 2017 to 30 June 2018 for assessment 101668 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**4.7 Review of EM02 Elected Members Benefits and Support Policy 8/1298**

1. THAT Council receives Report Number 8/1298.
2. THAT Council adopt the amended EM02 Elected Members Benefits and Support Policy.
3. THAT Report Number 8/1298, Attachment C and the resolutions only come back to the open session.

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**19 CLOSURE**

Meeting closed at 7.19pm



**ITEM NUMBER:** 18.7 Review EM02 Elected Members Benefits and Support Policy

**FROM:** Chief Executive Officer

**REPORT NUMBER:** 8/1298

**MEETING DATE:** 5 September 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:

To present a revised Elected Members Benefits and Support Policy EM02 for the consideration of Council. Council is asked to receive the report and approve the attached amended policy EM02

## RECOMMENDATION

1. THAT Council receives Report Number 8/1298.
2. THAT Council adopt the amended EM02 Elected Members Benefits and Support Policy.
3. THAT Report Number 8/1298, Attachment C and the resolutions only come back to the open session.

## Background:

The Elected Members Benefits and Support Policy was last reviewed by Council on 20 October 2015. Following the decision on 29 June 2017 by the Minister for Housing and Community Development to place the Council under official management, legal advice was obtained in relation to the application of policy EM02.

This followed a request from an elected member for the payment of fees in respect of legal advice sought as to their suspension as an elected member of the Council. A copy of this advice is provided as **Attachment A**. Within this legal advice dated 18 July 2017, the writer provided the following comment:

- *"In my opinion, further consideration is required as to efficacy of the Policy insofar as and to the extent that it provides for payment of an elected member's legal expenses.*

Given this feedback, further legal advice dated 15 August 2017 was obtained and a copy of this advice is provided as **Attachment B**.

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**General:**

The legal opinion indicates that Council does not have the power to authorise or approve the payment or reimbursement of legal fees under paragraph 4.5 of the Policy. Up to this point, I am not aware of any reimbursements being made to elected members for legal expenses incurred.

The advice also suggests that the Policy be reviewed to: -

- a) Remove paragraph 4.5 (Legal Assistance)
- b) Address those concerns raised below (contained within the legal advice) as to reimbursement of child care, additional expenses for members with a disability and certain insurance cover; and
- c) Make it consistent with, but not necessarily restate the Guideline.

After considering this advice, I recommend the EM02 Elected Members Benefits and Support Policy be amended accordingly and a copy of the amended Policy is provided as **Attachment C** with the proposed changes including: -

- 1. Removal of clause 4.2.6 in relation to reimbursement of child care costs;
- 2. Removal of clause 4.2.7 in relation to Elected Members with a disability;
- 3. Removal of clause 4.5 in its entirety which relates to Legal Assistance;
- 4. Rewording of clause 4.4 in relation to Insurance

**Financial Implications:**

Nil

**Legislation/Policy:**

EM02 Elected Members Benefits and Support Policy  
Local Government Act – Part 7.1  
Ministerial Guideline 2 – Allowances for Council Members

**Recommending Officer:** Ricki Bruhn, Chief Executive Officer

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

**Author:** Ricki Bruhn, Chief Executive Officer

**Schedule of Attachments:**

Attachment A: Legal Advice from HWL Ebsworth Lawyers dated 18 July 2017

Attachment B: Legal Advice from HWL Ebsworth Lawyers dated 15 August 2017

Attachment C: Amended EM02 Elected Members Benefits and Support Policy



## EM02

Name:	Elected Member Benefits and Support Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Chief Executive Officer		
Approval Date:	[Approval Date]	Next Review Date:	[Next Review]
Records Number:		Policy Code:	[Policy Code]

### 1 PURPOSE

The City of Palmerston is committed to ensuring Elected Members are provided with the support necessary for them to effectively carry out their roles in Council. This policy covers allowances, benefits, and support to be provided to Elected Members.

### 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
Allowances	Allowances provided in compensation to Elected Members in consideration of the time and effort spent in their roles on Council.
Elected Member	Individuals elected to Council. For the purposes of this policy, Elected Member refers to Mayor, Deputy Mayor and Aldermen

### 4 POLICY STATEMENT

#### 4.1 Elected Member Allowances

- 4.1.1 A Base Allowance is paid to Elected Members to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, attendance at social functions as Council representatives, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;
- 4.1.2 An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;
- 4.1.3 A Professional Development Allowance is paid to members to attend appropriate and relevant conferences or training courses which sustain the professional competence of members. Prior approval from the CEO is required to access this allowance.
- 4.1.4 Extra Meeting allowance
  - 4.1.4.1 For a principal member, deputy principal member and acting principal member, this allowance is not paid separately. It is provided for and included in the base allowance.
  - 4.1.4.2 For other council members this allowance is paid only after an approved claim has been made.

## EM02

4.1.4.3 In accordance with Section 2 (1) of the Local Government Act 2008 Ministerial Guideline No. 2, the City of Palmerston has determined only the following meetings will attract the allowance:-

- i. Council Committee Meetings;
- ii. Special Meetings of Council;
- iii. Special Meetings of Council Committees;
- iv. Council Advisory / Reference Group Meetings;
- v. Council workshops or briefings;
- vi. Meetings of external agencies or organisations to which Council has formally appointed a council member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
- vii. Professional development courses / conferences that have approval and are in line with Council Policy.

4.1.5 Allowances are set annually by Council as part of budget deliberations.

4.1.6 Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears by electronic funds transfer to their nominated account.

4.1.7 Where an Elected Member is acting as Mayor in the absence of the Mayor for a period of less than 14 days, no compensation will be paid. Where the period is 14 days or longer, the acting Mayor will be paid 100% of the Mayoral Base and Electoral Allowance for that period.

### 4.2 Elected Member Benefits

4.2.1 In order to ensure Elected Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:

- an iPad, internet access, and an iPad capable printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense
- A City of Palmerston email address for official use in their role as Elected Member, together with calendar facility. An Elected Member's calendar shall be available to other Elected Members and staff in order to facilitate the smooth running of Council operations, and as a record of their activities
- An Elected Members Portal with dedicated access to Council business papers

4.2.2 All ICT equipment remains the property of the City of Palmerston. Elected Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences.

4.2.3 Elected Members shall be provisioned with business cards and name badges for their use.

4.2.4 Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.

4.2.5 Use of Council's photocopying facilities for official business is available for Elected Members through the Mayor's Executive Assistant. Circulars, publications or election material are specifically excluded from this benefit.

~~4.2.6 Elected Members will be reimbursed for attendance at all Council endorsed meetings to a maximum of \$85 to cover child care costs associated with their participation. Reimbursement is subject to receipts being provided and are on a per Member rather than per child basis.~~

## EM02

- ~~4.2.7 For any Elected Member with a disability, Council may resolve to provide reasonable additional facilities and expenses in order to allow that Member to perform their civic duties.~~
- 4.2.8 Elected members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.
- 4.2.9 Miscellaneous
- A framed Certificate of Service will be presented in Council meeting for Elected Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals
  - A history of members elected to office will be appropriately recorded photographically under direction of the CEO.
- 4.2.10 Mayoral Benefits
- In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:
- Provision and maintenance of Mayoral Robes and Chain of Office
  - Mobile Phone
  - An office and administrative and secretarial assistance for official use
  - Provision and use of official Mayoral stationary
  - Reimbursement for costs associated with attendance and participation at official functions where Council is represented
  - Fully maintained Council vehicle for private and official use
- 4.3 Elected Member Travel
- 4.3.1 Elected Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.
- 4.3.2 Air travel is to be by the most reasonably economic means available, and shall not include business or first class.
- 4.3.3 Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.
- 4.3.4 Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Elected Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.
- 4.3.5 Elected Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.
- 4.4 Insurance
- 4.4.1 Elected members will receive the benefit of insurance cover subject to the wording, limits, excesses and terms and conditions specified in Council's insurance policies for the following:
- Personal Accident – Personal injury cover whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the Director of Corporate and Community Services.
  - Professional Indemnity and Public Liability – Cover for Council's losses arising from injury and damage to third party person or property, and committed, or alleged, negligent act, error or omission.
  - Motor Vehicle – Cover for Council provided vehicles and the use of private motor vehicle whilst on official and sanctioned Council business.
  - Councillors and Officers Liability – Cover for wrongful, or alleged wrongful acts not indemnified by Council

## EM02

### 4.5 Legal Assistance

- ~~4.5.1 Legal assistance shall be provided to Elected Members in the event of an enquiry, investigation or hearing into the conduct of an Elected Member by~~
- ~~• The office of the Ombudsman~~
  - ~~• Department of Local Government and Community Services~~
  - ~~• The Police~~
  - ~~• The Director of Public Prosecutions~~
- ~~4.5.2 Legal assistance will be provided to Elected Members in respect of legal proceedings being taken by or against an Elected Member, arising out of or in connection with the Elected Member's performance of his or her civic duties or exercise of his or her functions as an Elected Member.~~
- ~~4.5.3 Council shall reimburse such Elected Member, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.~~
- ~~4.5.4 All legal assistance will be provided subject to the following conditions:~~
- ~~4.5.4.1 The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Elected Member on any basis;~~
  - ~~4.5.4.2 The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Elected Member;~~
  - ~~4.5.4.3 The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's solicitors.~~
- ~~4.5.5 Legal Advice~~
- ~~Legal advice shall be made available on Conflict of Interest provisions subject to the following procedure:~~
- ~~4.5.5.1 On receipt of a written enquiry received in good time before the relevant meeting seeking an interpretation of the Conflict of Interest provisions, the CEO is authorised to seek legal opinion from Council's solicitors as to the nature and extent of interest and the application of the legislative provisions;~~
  - ~~4.5.5.2 Legal advice provided to one Elected Member under this provision is to be made available to all Members;~~
  - ~~4.5.5.3 The Elected Member initiating the enquiry agrees to be bound by the contents thereof.~~

### 4.6 Gifts and Benefits Received by Elected Members

- 4.6.1 Where gifts and benefits are not provided for under this policy are offered to Elected Members in the course of their roles which are above the value of \$50, Elected Members will immediately inform in writing the Chief Executive Officer with regards to the following:
- The nature of the gift or benefit, i.e. concert tickets, bottle of wine, dinner;
  - The value of the gift or benefit;
  - How the Elected Member proposes to treat the gift or benefit, i.e. accept and keep, reject.
- 4.6.2 The Chief Executive Officer will maintain a register of Elected Members Gifts and Benefits identifying all gifts and benefits offered to Elected Members.

EM02

## 5 ASSOCIATED DOCUMENTS

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- City of Palmerston Professional Development for Elected Members Policy
- City of Palmerston Elected Members Policy
- City of Palmerston Code of Conduct for Elected Members

## 6 REFERENCES AND RELATED LEGISLATION

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- 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

# CONFIDENTIAL COUNCIL MINUTES

RELEASED TO THE PUBLIC RECORD

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in the Palm A Meeting Room, Rydges Palmerston  
15 Maluka Drive, Palmerston  
on Tuesday 5 July 2016 at 8.24pm.**

**ORIGINAL MINUTES SIGNED**

Mayor Ian Abbott  
Chair

*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.*

### 1 PRESENT

Elected Members:	His Worship the Mayor Ian Abbott (Chair) Deputy Mayor Seranna Shutt Alderman Andrew Byrne Alderman Geoff Carter Alderman Paul Bunker Alderman Sue McKinnon
Staff:	Ricki Bruhn, Chief Executive Officer Ben Dornier, Director of Corporate and Community Services Gerard Rosse, Acting Director of Technical Services Alyce Breed, Minute Secretary
Gallery:	Nil

### 2 APOLOGIES

Alderman Athina Pascoe-Bell – Apology

#### ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman Byrne  
Seconded: Alderman McKinnon

THAT the apology received from Alderman Pascoe-Bell be received and granted.

CARRIED 8/2115 – 05/07/2016

### 3 DEPUTATIONS / PRESENTATIONS

Nil.

#### 4 OFFICER REPORT

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##### 4.1 Sale of Land

8/0919

Moved: Deputy Mayor Shutt  
Seconded: Alderman Bunker

1. THAT Council receives Report Number 8/0919.

CARRIED 8/2116 – 05/07/2016

Moved: Mayor Abbott  
Seconded: Alderman McKinnon

2. THAT in accordance with the conditions of the lease, Council offer the sale of the property Lot 9542, to the lessee for a sale price of \$2.5 Million.

#### AMENDMENT

Moved: Alderman Byrne  
Seconded: Alderman Bunker

2. THAT in response to the request dated 28 April 2016 and in accordance with the conditions of the lease, Council offer the sale of the property Lot 9542 to the lessee for a sale price of \$2.75 Million.

CARRIED UNANIMOUSLY 8/2117 – 05/07/2016

*The amendment became the motion which was put and carried.*

#### 5 MOVE TO OPEN

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Moved: Alderman Carter  
Seconded: Alderman McKinnon

THAT the Council move into the open session.

CARRIED 8/2118 – 05/07/2016

The meeting moved to the Open Session at 9:05pm.





**ITEM NUMBER:** 18.1 Sale of Land  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0919  
**MEETING DATE:** 5 July 2016

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**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 current leaseholder of Lot 9542 has formally written to Council seeking to purchase the property. According to the terms of the current lease, the leaseholder has first right of refusal. A valuation has been carried out on the property, and this report seeks a decision from Council as to how to proceed.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0919.
2. THAT Council determine whether to offer Lot 9542 for sale to the current leaseholder.

**General:**

The current leaseholder of the Council owned property Lot 9542, 56 Georgina Crescent Yarrawonga, wrote recently to Council asking to purchase the property. This letter was tabled at the 17 May Council meeting, and is attached here (see Attachment A). This letter identifies that the leaseholder seeks to further develop the site.

The current lease provides the leaseholder with first right of refusal should Council determine to sell the property. There are currently 9 years left on the lease (see Attachment B), with a further 10 year extension out to 2035. Council receives \$20,568.55 in rent for the site annually, adjusted annually to CPI, with market reviews to take place in 2020, 2025 and 2030. The leaseholder pays all outgoings. The Unimproved Capital Value (UCV) for the property is currently \$1,610,000, equating to \$180 per square meter.

A valuation has been prepared (see Attachment C) for Lot 9542, which values the land at \$2,060,000 and the improvements at \$2,690,000. Were the site fully leased by the leaseholder, net market rent would indicate the current leaseholder would be receiving \$418,533 per annum.

Council is requested to determine its stance towards the sale of Lot 9542 in order that officers are able to respond to the request from the leaseholder.



**Financial Implications:**

As Council have not planned to sell Lot 9542, there have been no budgeted funds to facilitate the sale, nor has the sale proceeds been reflected in budget papers.

**Legislation/Policy:**

FIN15 Asset Disposal Policy  
Section 182 Power to deal with and dispose of property; Local Government Act  
Ministerial Guideline No. 7 – Disposal of Property

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Ben Dornier

**Schedule of Attachments:**

Attachment A: Letter from Peter McGrath

Attachment B: Current Lease, Lot 9542 – *To remain in Confidential*

Attachment C: Valuation Lot 9542 – *To remain in Confidential*





Ben Dornier  
Director of Corporate and Community Services  
City of Palmerston

Re. Purchase of Lot 9542

Dear Ben.

I would like to again ask Palmerston City Council for the opportunity to purchase the above block of land.

I have in the past outlined my reasons for wanting to purchase this land and those reasons are well known to council, primarily it is to enable me to further develop the site. Many discussions have taken place in this regard of the past years with no real outcome.

Please put forward my expression of interest so that council may again consider their position on the matter. It may be somewhat premature to make any financial offering, this can be done if my request is accepted.

Your Truly

Peter McGrath  
28/4/16

**49 A Freshwater Rd Jingili 0810.  
pete.mcgrath@bigpond.com Mobile 0418 89512**

# CONFIDENTIAL COUNCIL MINUTES

RELEASED TO THE PUBLIC RECORD

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in the Palm A Meeting Room, Rydges Palmerston  
15 Maluka Drive, Palmerston  
on Tuesday 19 July 2016 at 8.09pm.**

### ORIGINAL MINUTES SIGNED

Mayor Ian Abbott  
Chair

*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.*

### 1 PRESENT

Elected Members:	His Worship the Mayor Ian Abbott (Chair) Deputy Mayor Seranna Shutt Alderman Athina Pascoe-Bell Alderman Geoff Carter Alderman Paul Bunker Alderman Sue McKinnon
Staff:	Ricki Bruhn, Chief Executive Officer Ben Dornier, Director of Corporate and Community Services Gerard Rosse, Acting Director of Technical Services Alyce Breed, Minute Secretary
Gallery:	Nil

### 2 APOLOGIES

Alderman Andrew Byrne – Apology

#### ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Deputy Mayor Shutt  
Seconded: Alderman McKinnon

THAT the apology received from Alderman Byrne be received and granted.

CARRIED 8/2141 – 19/07/2016

### 3 DEPUTATIONS / PRESENTATIONS

Nil.

**4 OFFICER REPORT**

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**4.1 Financial Hardship Application Assessment 110371 8/0934**

Moved: Alderman Pascoe-Bell

Seconded: Alderman McKinnon

1. THAT Council receives Report Number 8/0934.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 110371 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

CARRIED 8/2142 – 19/07/2016

**4.2 Financial Hardship Application Assessment 105531 8/0935**

Moved: Alderman McKinnon

Seconded: Alderman Pascoe-Bell

1. THAT Council receives Report Number 8/0935.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 105531 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

CARRIED 8/2143 – 19/07/2016


**4.3 Financial Hardship Application Assessment 101542 8/0936**

Moved: Alderman Pascoe-Bell

Seconded: Deputy Mayor Shutt

1. THAT Council receives Report Number 8/0936.
2. THAT Council approves remission of interest for the period 30 May 2016 to 30 June 2017 for assessment 101542 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

CARRIED 8/2144 – 19/07/2016



4.4 Baton Relay

8/0937

Moved: Alderman Pascoe-Bell

Seconded: Alderman McKinnon

1. THAT Council receives Report Number 8/0937.
2. THAT the Chief Executive Officer be granted consent to sign the Queen's Baton Relay Local Government Agreement.
3. THAT Council approve the proposed route of travels through the City of Palmerston for the Baton Relay.

CARRIED 8/2145 – 19/07/2016

**5** OTHER BUSINESS

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5.1 Sale of Land – Lot 9542

8/0942

Moved: Alderman Pascoe-Bell

Seconded: Alderman McKinnon

1. THAT Council accept the late Report Number 8/0942.

CARRIED 8/2146 – 19/07/2016

ADJOURNMENT

Moved: Alderman Carter

Seconded: Alderman McKinnon

THAT the meeting be adjourned for approximately 20 minutes for the evening meal.

CARRIED 8/2147 – 19/07/2016

*The meeting adjourned at 8.19pm.*

RECONVENED

Moved: Alderman Carter

Seconded: Alderman Pascoe-Bell

THAT the meeting be reconvened.

CARRIED 8/2148 – 19/07/2016

*The meeting reconvened at 8:45pm*



5.1 Sale of Land – Lot 9542 (Continued)

8/0942

Moved: Alderman Pascoe-Bell  
Seconded: Alderman McKinnon

2. THAT Council receives Report Number 8/0942.

CARRIED 8/2149 – 19/07/2016

Moved: Alderman Pascoe-Bell  
Seconded: Alderman McKinnon

3. THAT Council accepts the offer by current leaseholder to purchase Lot 9542 for \$2.3M (GST exclusive) and allocates the proceeds of the sale to the Waste Management Reserve.

Suspension of Standing Orders

Moved: Alderman Bunker  
Seconded: Alderman Carter

THAT Standing Orders be suspended to allow for open discussion.

3 VOTES FOR / 3 VOTES AGAINST

The Chair exercised his casting vote and declared the motion LOST

DIVISION

Alderman Bunker called a division – as a consequence the result of the above motion was set aside.

Upon dividing, 3 members voted in the affirmative, 3 member voted in the negative.

Members Voting in the Affirmative

Deputy Mayor Shutt  
Alderman Bunker  
Alderman Carter

Members Voting in the Negative

Mayor Abbott  
Alderman Pascoe-Bell  
Alderman McKinnon

The Chair exercised his casting vote and declared the motion LOST

The Chair returned to the original motion which was put and CARRIED

CARRIED 8/2150 – 19/07/2016



## DIVISION

Alderman Bunker called a division – as a consequence the result of the above motion was set aside.

Upon dividing, 3 members voted in the affirmative, 3 member voted in the negative.

### Members Voting in the Affirmative

Mayor Abbott  
Alderman Pascoe-Bell  
Alderman McKinnon

### Members Voting in the Negative

Deputy Mayor Shutt  
Alderman Bunker  
Alderman Carter

The Chair exercised his casting vote and declared the motion CARRIED

## 6 MOVE TO OPEN

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Moved: Alderman Carter  
Seconded: Alderman McKinnon

THAT the Council move into the open session.

CARRIED 8/2151 – 19/07/2016

The meeting moved to the Open Session at 9:09pm.



**ITEM NUMBER:** 18.1 Financial Hardship Application assessment 110371  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0934  
**MEETING DATE:** 19 July 2016

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**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 remission of interest for the 2016/2017 financial year in regards to assessment number 110371.

In line with policy FIN17, application for remission of interest is required to be presented to council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0934.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 110371 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**Background:**

The owner of assessment 110371 is claiming financial hardship and has received financial counselling from Somerville, who have lodged an application on the ratepayer's behalf for a rates concession on the grounds of hardship.

The owner has previously been approved for remission of interest and continues to experience financial hardship.

The ratepayer wishes to hold interest to allow further time to reduce the arrears.

The current amount outstanding on the rates account is \$6,754.10.



**General:**

The ratepayer has owned the property since 2009 and has successfully maintained a payment arrangement in the 2015/2016 whilst on the interest remission concession. Payments were late at one stage but the owner was in regular contact with our office. The ratepayer had previously been granted a concession for hardship in 2012/2013 financial year but the concession was cancelled due to non-compliance of the payment arrangement.

The ratepayer is committed to repaying the debt and has received support from Indigenous Business Australia. The ratepayer has increased her payment arrangement to further reduce the debt.

Somerville has asked for the application for hardship concession for remission of interest to be applied for the 2016/2017 financial year with a repayment plan of \$50 per week.

If the ratepayer does not maintain the payment plan, one written warning will be sent. If the ratepayer fails a second time to maintain the pay agreement the interest will immediately be reinstated and the assessment will go back to debt collection.

**Financial Implications:**

Interest remission calculated at 18% pa from 1 July 2016 until 30 June 2017 equates to approximately \$1,301.

**Legislation/Policy:**

Part 11.7 Interest on unpaid rates Local Government Act 2014

Part 11.8 Rate concessions

FIN17 Rate Concession Policy

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Silke Reinhardt, Finance Manager

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 18.2 Financial Hardship Application assessment 105531  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0935  
**MEETING DATE:** 19 July 2016

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**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 remission of interest for the 2016/2017 financial year in regards to assessment number 105531.

In line with policy FIN17, application for remission of interest is required to be presented to council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0935.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 105531 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**Background:**

The owner of assessment 105531 is claiming financial hardship and has received financial counselling from Somerville, who have lodged an application on the ratepayer's behalf for a rates concession on the grounds of hardship.

The owner has previously been approved for remission of interest and continues to experience financial hardship following a work related injury that has not allowed her to continue working.

The ratepayer wishes to hold interest to allow further time to reduce the arrears. The ratepayer is hoping that she will be able to access further workers compensation payments to enable her to maintain her repayment plan and repay the debt.

The current amount outstanding on the rates account is \$1,297.20.

**General:**

The ratepayer is receiving a pensioner concession and has owned the property since 2001 and has experienced hardship since a work related injury in 2012.

The owner is committed to repaying her debt and had kept to her payment arrangement although had been slightly irregular with payments in recent months but appears as though she may be re-negotiating her workers compensation claim, during this time she has kept in contact with our office. Somerville has asked for the application for hardship concession for remission of interest to be applied for the 2016/2017 financial year with a repayment plan of \$150 per month.

If the ratepayer does not maintain the payment plan, one written warning will be sent. If the ratepayer fails a second time to maintain the pay agreement the interest will immediately be reinstated and the assessment will go back to debt collection.

**Financial Implications:**

Interest remission calculated at 18% pa from 1 July 2016 until 30 June 2017 equates to approximately \$383.

**Legislation/Policy:**

Part 11.7 Interest on unpaid rates Local Government Act 2014

Part 11.8 Rate concessions

FIN17 Rate Concession Policy

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Silke Reinhardt, Finance Manager

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 18.3 Financial Hardship Application assessment 101542  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0936  
**MEETING DATE:** 19 July 2016

---

**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 remission of interest for the 2015/16 and 2016/2017 financial year in regards to assessment number 101542.

In line with policy FIN17, application for remission of interest is required to be presented to council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0936.
2. THAT Council approves remission of interest for the period 30 May 2016 to 30 June 2017 for assessment 101542 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**Background:**

The owner of assessment 101542 is claiming financial hardship and has received financial counselling from Somerville, who have lodged an application on the ratepayer's behalf for a rates concession on the grounds of hardship.

The ratepayer has expressed concern in regards to rates which has fallen into arrears, due to the financial hardship faced as a result of her limited/part time work. The ratepayer wishes to hold interest to allow further time to reduce the arrears. The ratepayer is hoping that she will be able to increase her work hours to enable her to maintain her repayment plan and repay the debt.

The current amount outstanding on the rates account is \$1,149.75.

**General:**

The ratepayer has owned the property since 2009 and rates have only recently fallen overdue, since September 2015. During the previous financial year, the owner has made payment towards the debt but not enough to clear the debt entirely.

The owner appears committed to repaying their debt and has commenced fortnightly repayments. Somerville has asked for the application for hardship concession for remission of interest to be applied from the date of application being 30 May 2016 to the end of the 2016/2017 financial year with a repayment plan of \$25 per fortnight.

If the ratepayer does not maintain the payment plan, one written warning will be sent. If the ratepayer fails a second time to maintain the pay agreement the interest will immediately be reinstated and the assessment will go back to debt collection.

**Financial Implications:**

Interest remission calculated at 18% pa from 30 May 2016 until 30 June 2017 equates to approximately \$360.

**Legislation/Policy:**

Part 11.7 Interest on unpaid rates Local Government Act 2014

Part 11.8 Rate concessions

FIN17 Rate Concession Policy

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Silke Reinhardt, Finance Manager

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 18.4 Baton Relay  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0937  
**MEETING DATE:** 19 July 2016

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**Municipal Plan:**

1. Community & Cultural Wellbeing
  - 2.1 Tourism
    - 2.1 We are committed to supporting tourism throughout our region

**Summary:**

This report is to seek approval from Council to sign the Queen's Baton Relay Local Government Agreement, in order to host a part of the 2018 Gold Coast XXIX Commonwealth Games Baton Relay and to approve the proposed route of travels for the relay.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0937.
2. THAT the Chief Executive Officer be granted consent to sign the Queen's Baton Relay Local Government Agreement.
3. THAT Council approve the proposed route of travels through the City of Palmerston for the Baton Relay.

**Background:**

On 21 April 2016 a representative of the Gold Coast 2018 Commonwealth Games Corporation (GOLDOC) presented to the Mayor, Chief Executive Officer and NT Police representatives about the obligations for Council to host part of the 2018 Queen's Baton Relay for the 2018 Commonwealth Games.

**General:**

It has been proposed that the following occur on Friday 2 March 2018 from 9.30am-11.30am:

- Proposed relay start location: Woodroffe Primary School
- Proposed relay end location: Palmerston City Centre/Goyder Square/Francis Mall
- Approximate Batonbearer route distance: 4.0-4.5km
- Potential School stops: Sacred Heart Primary School and Gray Primary School

- Potential Batonbearer meeting point: Woodroffe Primary School, City of Palmerston or suitable facility close to relay end location.

Council has been asked to host a Community Engagement Event at the end of the relay (11.30am) at a suitable location close to the proposed relay end location. This would ideally be located in Goyder Square.

Each baton bearer will carry the Queen's Baton for a specific relay segment that has been assigned to them and will walk/run/wheel approximately 200-250 metres, on average at a speed of five kilometres per hour. The carrying of the Queen's Baton will be confined within the safety of the convoy vehicles which are provided and organised by GOLDOC.

All information relating to the 2018 Gold Coast XXIX Commonwealth Games Queen's Baton Relay is strictly confidential until the formal public announcement in March 2017.

**Financial Implications:**

It is not yet clear what the financial implications will be, but allowance can be made from the 2016/17 Events and Promotions budget.

**Legislation/Policy:**

Nil

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Ben Dornier, Director of Corporate and Community Services

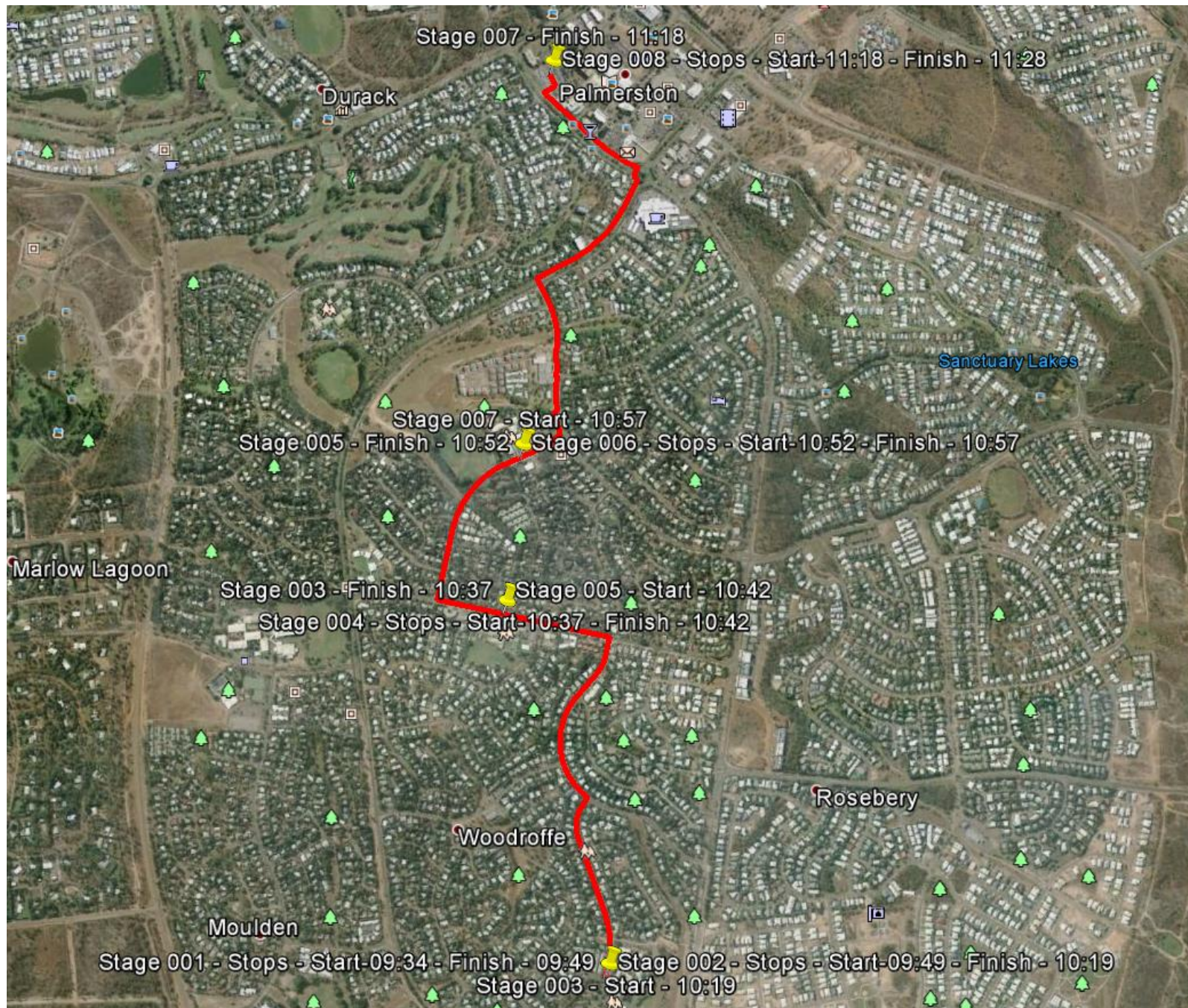
**Schedule of Attachments:**

Attachment A: Queen's Baton Relay Local Government Agreement – ATTACHMENT AVAILABLE ON REQUEST AT THE COUNCIL PUBLIC OFFICE OR ON THE CITY OF PALMERSTON WEBSITE

Attachment B: Proposed Queen's Baton Relay Route









**ITEM NUMBER:** 18.5 Sale of Land – Lot 9542  
**FROM:** Chief Executive Officer  
**REPORT NUMBER:** 8/0942  
**MEETING DATE:** 19 July 2016

**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 current leaseholder of Lot 9542 has replied to Council with a written offer to purchase the property. According to the terms of the current lease, the leaseholder has first right of refusal. The offer is provided, and this report seeks a decision from Council as to how to proceed.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0942.
2. THAT Council determine a response to the counteroffer by the current leaseholder to purchase Lot 9542 for \$2.15M.

**Background:**

The current leaseholder of the Council owned property Lot 9542, 56 Georgina Crescent Yarrawonga, wrote recently to Council asking to purchase the property. The current lease provides the leaseholder with first right of refusal should Council determine to sell the property. There are currently 9 years left on the lease, with a further 10-year extension out to 2035. Council receives \$20,568.55 in rent for the site annually. A valuation has been provided for Lot 9542, which values the land at \$2,060,000 and the improvements at \$2,690,000. Were the site fully leased by the leaseholder, net market rent would indicate the current leaseholder would be receiving \$418,533 per annum. This was tabled in a report to Council on 5 July 2016.

**General:**

At the 5 July 2016 Council Meeting, Council passed the following resolution:

*THAT in response to the request dated 28 April 2016 and in accordance with the conditions of the lease, Council offer the sale of the property Lot 9542 to the lessee for a sale price of \$2.75 Million.*

CARRIED UNANIMOUSLY 8/2117 – 05/07/2016

The Chief Executive Officer met with the Leaseholder on 7 July to discuss Council's offer, which was followed by a formal letter on this same day. The Leaseholder has responded with the following:

*Dear Ben.*

*Thank you for the mail regarding council's decision on lot 9542.*

*I was somewhat surprised that the valuation and the sale price varied so greatly. Under the current economic climate I feel council is somewhat optimistic with their valuation of the land.*

*As you and council are aware I have major plans for the site once in my procession, this will benefit Palmerston greatly with employment and the ascetic of the area.*

*The sale price however is beyond my capacity at this time and over and above what could be purchased from other developers in the area.*

*With this in mind it should be known that I still wish to acquire the land in question and are prepared to negotiate to this end.*

*I feel a fair and reasonable means to reach this end point would be either two further valuations be sort at my expense and the average price be the sale price, or a price between the valuation and the asking price be decided upon with negotiation.*

*In the interest of beginning the negotiations if council chose that path, my offer for lot 9542 is 2.15 Million dollars.*

*Thanking you  
Peter McGrath*

Council is requested to determine its stance towards the counteroffer provided by the Leaseholder for the purchase of Lot 9542 in order that officers are able to respond to the request from the leaseholder.

**Financial Implications:**

No allowance for the sale of Lot 9542 has been made in the draft 2016/17 budget.

**Legislation/Policy:**

FIN15 Asset Disposal Policy  
Section 182 Power to deal with and dispose of property; Local Government Act  
Ministerial Guideline No. 7 – Disposal of Property

**Recommending Officer:** Ricki Bruhn, Chief Executive Officer

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

**Author:** Ben Dornier, Director of Corporate and Community Services

**Schedule of Attachments:**

Nil



# CONFIDENTIAL COUNCIL MINUTES

RELEASED TO THE PUBLIC RECORD

## CITY OF PALMERSTON

**Confidential Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 2 August 2016 at 7.52pm.**

**ORIGINAL MINUTES SIGNED**

Mayor Ian Abbott  
Chair

*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.*

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### 1 PRESENT

Elected Members:	His Worship the Mayor Ian Abbott (Chair) Alderman Athina Pascoe-Bell Alderman Andrew Byrne Alderman Paul Bunker Alderman Sue McKinnon
Staff:	Ricki Bruhn, Chief Executive Officer Ben Dornier, Director of Corporate and Community Services Mark Spangler, Director of Technical Services Gerard Rosse, Manager Planning and Environment Services Alyce Breed, Minute Secretary
Gallery:	Nil

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### 2 APOLOGIES

Deputy Mayor Shutt - Apology and Alderman Geoff Carter – On Council Business

#### ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman McKinnon  
Seconded: Alderman Pascoe-Bell

THAT the apology received from Deputy Mayor Shutt and Alderman Carter be received and granted.

CARRIED 8/2185 – 02/08/2016

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### 3 DEPUTATIONS / PRESENTATIONS

Nil.

#### 4 OFFICER REPORT

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##### 4.1 Financial Hardship Application Assessment 107440

8/0955

Moved: Alderman Pascoe-Bell

Seconded: Alderman McKinnon

1. THAT Council receives Report Number 8/0955.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 107440 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

CARRIED 8/2186 – 02/08/2016

##### 4.2 Financial Hardship Application Assessment 102017

8/0956

Moved: Alderman Pascoe-Bell

Seconded: Alderman McKinnon

1. THAT Council receives Report Number 8/0956.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 102017 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

CARRIED 8/2187 – 02/08/2016

#### 5 MOVE TO OPEN

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Moved: Alderman Byrne

Seconded: Alderman Pascoe-Bell

THAT the Council move into the open session.

CARRIED 8/2188 – 02/08/2016

The meeting moved to the Open Session at 7:59pm.



**ITEM NUMBER:** 18.1 Financial Hardship Application Assessment 107440  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0955  
**MEETING DATE:** 2 August 2016

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**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 remission of interest for the 2016/2017 financial year in regards to assessment number 107440.

In line with policy FIN17, application for remission of interest is required to be presented to council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0955.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 107440 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**Background:**

The owner of assessment 107440 is claiming financial hardship and has received financial counselling from Somerville, who have lodged an application on the ratepayer's behalf for a rates concession on the grounds of hardship.

The owner has previously been approved for remission of interest and continues to experience financial hardship.

The ratepayer wishes to hold interest to allow further time to reduce the arrears.

The current amount outstanding on the rates account is \$2,062.13.

**General:**

The ratepayer has owned the property since 2011 and has successfully maintained a payment arrangement in the 2015/2016 financial year of \$25 per week and wishes for this arrangement to continue.

Somerville has asked for the application for hardship concession for remission of interest to be applied for the 2016/2017 financial year with a repayment plan of \$25 per week.

If the ratepayer does not maintain the payment plan, one written warning will be sent. If the ratepayer fails a second time to maintain the pay agreement the interest will immediately be reinstated and the assessment will go back to debt collection.

**Financial Implications:**

Interest remission calculated at 18% pa from 1 July 2016 until 30 June 2017 equates to approximately \$455.

**Legislation/Policy:**

Part 11.7 Interest on unpaid rates Local Government Act 2014

Part 11.8 Rate concessions

FIN17 Rate Concession Policy

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Maxie Smith, Acting Finance Manager

**Schedule of Attachments:**

Nil



**ITEM NUMBER:** 18.2 Financial Hardship Application assessment 102017  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0956  
**MEETING DATE:** 2 August 2016

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**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 remission of interest for the 2016/2017 financial year in regards to assessment number 102017.

In line with policy FIN17, application for remission of interest is required to be presented to council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0956.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 102017 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**Background:**

The owner of assessment 102017 is claiming financial hardship and has received financial counselling from Somerville, who have lodged an application on the ratepayer's behalf for a rates concession on the grounds of hardship.

The owner has previously been approved for remission of interest and continues to experience financial hardship.

The ratepayer wishes to hold interest to allow further time to reduce the arrears.

The current amount outstanding on the rates account is \$623.19.

**General:**

The ratepayer has owned the property since 2008 and has successfully maintained a payment arrangement in the 2015/2016 whilst on the interest remission concession. The ratepayer had only recently experienced financial hardship in the 2015/2016 financial year and had previously maintained an excellent account history.

Somerville has asked for the application for hardship concession for remission of interest to be applied for the 2016/2017 financial year with a repayment plan of \$25 per fortnight.

If the ratepayer does not maintain the payment plan, one written warning will be sent. If the ratepayer fails a second time to maintain the pay agreement the interest will immediately be reinstated and the assessment will go back to debt collection.

**Financial Implications:**

Interest remission calculated at 18% pa from 1 July 2016 until 30 June 2017 equates to approximately \$164.

**Legislation/Policy:**

Part 11.7 Interest on unpaid rates Local Government Act 2014

Part 11.8 Rate concessions

FIN17 Rate Concession Policy

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Maxie Smith, Acting Finance Manager

**Schedule of Attachments:**

Nil





**RELEASED TO THE PUBLIC RECORD**

## CITY OF PALMERSTON

**Confidential Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 16 August 2016 at 9.30pm.**

**ORIGINAL MINUTES SIGNED**

Mayor Ian Abbott  
Chair

*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.*

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### **1 PRESENT**

Elected Members:	His Worship the Mayor Ian Abbott (Chair) Alderman Athina Pascoe-Bell Alderman Andrew Byrne Alderman Geoff Carter Alderman Paul Bunker Alderman Sue McKinnon
Staff:	Ben Dornier, Acting Chief Executive Officer Mark Spangler, Director of Technical Services Alyce Breed, Minute Secretary
Gallery:	Nil

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### **2 APOLOGIES**

Deputy Mayor Seranna Shutt – On leave of absence

#### ACCEPTANCE OF APOLOGIES AND LEAVE OF ABSENCE

Moved: Alderman Carter  
Seconded: Alderman McKinnon

THAT the apology received from Deputy Mayor Shutt be received and granted.

**CARRIED 8/2214 – 16/08/2016**

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### **3 DEPUTATIONS / PRESENTATIONS**

Nil.

#### 4 OFFICER REPORT

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##### 4.1 Financial Hardship Application Assessment 106258

8/0963

Moved: Alderman Carter

Seconded: Alderman Byrne

1. THAT Council receives Report Number 8/0963.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 106258 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

CARRIED 8/2215 – 16/08/2016

#### 5 QUESTIONS (WITHOUT DEBATE) FOR WHICH NOTICE HAS BEEN GIVEN

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##### 5.1 Sale of Land

In response to the Questions raised by Alderman Pascoe-Bell "Please provide the Council an update on the status of the sale of these three pieces of land; Lot 10024, Lot 10029 and part Lot 9608, and Lot 9542" and "Please provide Council with an estimate of when consultation is to begin on Lot 10024, and Lot 10029 and part Lot 9608" – The Acting Chief Executive Officer provided the following response:-

"Lot 10024 is anticipated to settle mid-September, with designs advancing towards development application stage. Meetings with officers are to occur shortly to review the proposed design.

Lot 10029/Part Lot 9608 is currently the subject of a variation to the existing development permit, with services being reviewed for possible relocation, and the rear door to the library being sealed. Lot 9542 is currently having a contract drawn up with the lawyers for both parties.

It is anticipated that prior to the end of August there will be designs ready for Elected Members to review for Lot 10024. Officers are awaiting a timeline for the designs and plans for Lot 10029/Part lot 9608 from the purchaser."



## 5.2 Northern Territory Government Health Headquarters

In response to the Questions raised by Alderman Pascoe-Bell "Have any of these three proponents been engaged in discussions with Council? Which pieces of Council land have been identified in these discussions?" – The Acting Chief Executive Officer provided the following response:-

"On the 13 April 2016 the Director Technical Services met with representatives from the Halikos Group. The meeting related to the NTG's request for expressions of interest for 12,000m<sup>2</sup> of office space in either Palmerston or Darwin CBDs.

The discussion revolved around what land Council owned or controlled within the City Centre that might be of an acceptable size for the construction of a suitable new building to house Dept of Health.

The specific lots owned by council and mentioned during discussions were:

- Lot 4178 (7) Palmerston Circuit (Vacant)
- Lot 5999 (18) Palmerston Circuit (Water Tower Carpark)
- Lot 9608 (10) The Boulevard (Library)
- Lot 9609 (11) The Boulevard (Rec Centre)
- Lot 10024 (7) Palmerston Circuit (Vacant)
- Lot 10029 and Part Lot 9608 The Boulevard (Vacant)

The developer considered Lot 9609 (Recreation Centre site) to be the most desirable and to the best of our knowledge an expression of interest was lodged for this site.

A letter of support containing Council decision 8/1942 – 19/04/2016 was given to Halikos Group.

On 27 April 2016 the Chief Executive Officer and the Director of Corporate and Community Services met with Mr Carlo Randazzo. Mr Randazzo indicated his company would be submitting an Expression of Interest for the Department of Health building, however this EoI would nominate the Super Block as the location and not council owned properties in the CBD. A letter of support was also provided to Mr Randazzo in accordance with Council decision 8/1942 – 19/4/2016."

## 6 MOVE TO OPEN

Moved: Alderman Carter  
Seconded: Alderman Byrne

THAT the Council move into the open session.

CARRIED 8/2216 – 16/08/2016

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

**ITEM NUMBER:** 18.1 Financial Hardship Application Assessment 106258  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0963  
**MEETING DATE:** 16 August 2016

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**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 remission of interest for the 2016/2017 financial year in regards to assessment number 106258.

In line with policy FIN17, application for remission of interest is required to be presented to council for consideration.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0963.
2. THAT Council approves remission of interest for the period 1 July 2016 to 30 June 2017 for assessment 106258 under the conditions of the rates concession policy FIN17.
3. THAT the resolutions only come back to the open session.

**Background:**

The owner of assessment 106258 is claiming financial hardship and has received financial counselling from Somerville, who have lodged an application on the ratepayer's behalf for a rates concession on the grounds of hardship.

The ratepayer has experienced hardship following the breakdown of a long term relationship. The owner is now solely responsible for all expenses in relation to the property, within new financial constraints.

The ratepayer wishes to hold interest to allow further time to reduce the arrears.

The current amount outstanding on the rates account is \$1,978.31.

**General:**

The ratepayer has owned the property since 2011 and has fallen in arrears from March 2015.

The ratepayer had been in contact with our office following debt recovery action from our external debt collector and entered into a payment arrangement of \$50 per week. There were issues with the timing of direct debits from the owners account and subsequently there were repeated dishonoured transactions and the owner was getting no closer to reducing the arrears.

After correspondence was sent from our office to the owner outlining the debt recovery process that may ultimately result in the sale of the property to recover the debt, the owner has realised the severity of her situation and contacted Somerville for financial counselling.

Somerville has asked for the application for hardship concession for remission of interest to be applied for the 2016/2017 financial year with a repayment plan of \$50 per week.

If the ratepayer does not maintain the payment plan, one written warning will be sent. If the ratepayer fails a second time to maintain the pay agreement the interest will immediately be reinstated and the assessment will go back to debt collection.

**Financial Implications:**

Interest remission calculated at 18% pa from 1 July 2016 until 30 June 2017 equates to approximately \$341.

**Legislation/Policy:**

Part 11.7 Interest on unpaid rates Local Government Act 2014

Part 11.8 Rate concessions

FIN17 Rate Concession Policy

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Maxie Smith, Acting Finance Manager

**Schedule of Attachments:**

Nil





COUNCIL MEETING DATE: 16 August 2016

QUESTION DIRECTED TO: CEO

**BACKGROUND:**

City of Palmerston Council has resolved to sell three pieces of land in recent months; Lot 10024, Lot 10029 and part lot 9608, and Lot 9542.

Lot 10024 was to be unconditional, with settlement due shortly, and was also to involve consultation with elected members for the design and requirements of the construction in accordance with the City Centre Master Plan, however no communication has been received in recent times.

Lot 10029 and part lot 9608 were to involve consultation with elected members on the building design, scope and uses in accordance with the purchaser's wishes, however no communication has come through to elected members.

Lot 9542 is a standard sale contract and I would like an update on the progress.


**OBJECTIVE:**

Keeping all elected members informed of council business and ensuring communications are inclusive of all members.

**QUESTION ON:**

Please provide the Council an update on the status of the sale of these three pieces of land; lot 10024, lot 10029 and part lot 9608, and lot 9542.

Please provide Council with an estimate of when consultation is to begin on lot 10024 and, lot 10029 and part lot 9608.

  
\_\_\_\_\_  
Signature

*Athina Pascoe-Bell*  
\_\_\_\_\_  
Print Name

*10/8/16*  
\_\_\_\_\_  
Date

NOTE: QUESTIONS ON NOTICE MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER BY 5.00PM ON THE WEDNESDAY PRIOR TO THE MEETING AT WHICH THE QUESTION IS TO BE ASKED.

For office use only

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COUNCIL MEETING DATE: 16 August 2016

QUESTION DIRECTED TO: CEO

**BACKGROUND:**

The Northern Territory Government recently announced that the Health Headquarters project has gone to Select Tender, with three proponents invited to submit to the tender process; Randazzo Properties, Palmerston Investments and Halikos Group, with a view to having 6,000m<sup>2</sup> in both Darwin and Palmerston CBDs.

**OBJECTIVE:**

Keeping all elected members informed of council business and ensuring communications are inclusive of all members.

**QUESTION ON:**

Have any of these three proponents been engaged in discussions with Council? Which pieces of Council land have been identified in these discussions?



Signature

Athina Pascoe-Bell

Print Name

10/8/16

Date

NOTE: QUESTIONS ON NOTICE MUST BE RECEIVED BY THE CHIEF EXECUTIVE OFFICER BY 5.00PM ON THE WEDNESDAY PRIOR TO THE MEETING AT WHICH THE QUESTION IS TO BE ASKED.

For office use only

Date Received

Agenda meeting to be included

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# CONFIDENTIAL COUNCIL MINUTES

RELEASED TO THE PUBLIC RECORD

## CITY OF PALMERSTON

**Confidential Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 6 September 2016 at 9.24pm.**

**ORIGINAL MINUTES SIGNED**

Mayor Ian Abbott  
Chair

*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.*

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### 1 PRESENT

Elected Members:	His Worship the Mayor Ian Abbott (Chair) Deputy Mayor Seranna Shutt Alderman Athina Pascoe-Bell Alderman Andrew Byrne Alderman Paul Bunker Alderman Sue McKinnon
Staff:	Ben Dornier, Acting Chief Executive Officer Mark Spangler, Director of Technical Services Gary Boyle, Major Projects Officer Alyce Breed, Minute Secretary
Gallery:	Nil

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### 2 APOLOGIES

Nil.

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### 3 DEPUTATIONS / PRESENTATIONS

Nil.

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### 4 OFFICER REPORT

#### 4.1 Facilities Review

8/0968

Moved: Alderman Pascoe-Bell  
Seconded: Alderman McKinnon

THAT Council receives Report Number 8/0968.

CARRIED 8/2240 – 06/09/2016

4.2 Covai Cafe

8/0969

Moved: Alderman McKinnon

Seconded: Deputy Mayor Shutt

1. THAT Council receives Report Number 8/0969.

CARRIED 8/2241 – 06/09/2016

Moved: Alderman Byrne

Seconded: Alderman Bunker

2. THAT Council not provide financial support to Covai Café.

CARRIED 8/2242 – 06/09/2016

Moved: Alderman Pascoe-Bell

Seconded: Alderman McKinnon

3. THAT Council continue to offer promotional opportunities on the Goyder Square TV and participation in appropriate events held in the square to traders within the CBD.

CARRIED 8/2243 – 06/09/2016

4.3 Repurposing of ISLRIP Funds to Hillson Street and Archer Waste Transfer Station 8/0973

Moved: Alderman Pascoe-Bell

Seconded: Deputy Mayor Shutt

1. THAT Council receives Report Number 8/0973.


CARRIED 8/2244 – 06/09/2016

Moved: Alderman Byrne

Seconded: Deputy Mayor Shutt

2. THAT subject to the approval of the Northern Territory Government, Council repurpose the remaining Department of Transport grant funds from the Improving Strategic Local Roads Infrastructure Program to the:
  - a. Upgrade of Hillson Street; and
  - b. Archer Recycling Centre and Waste Transfer Station works.
3. THAT Council apply to the Department of Local Government and Community Services for an exemption from tendering the road pavement and drainage works at the Archer waste recycling facility and enter into a contract with Aldebaran Pty Ltd for a total of \$594,436.
4. That if Council is unsuccessful in their application to the Department of Local Government and Community Services for an exemption from tendering the road pavement and drainage works at the Archer Waste Recycling facility then the entire project immediately proceed to tender.

CARRIED 8/2245 – 06/09/2016



**5** MOVE TO OPEN

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Moved: Alderman McKinnon  
Seconded: Alderman Pascoe-Bell

THAT the Council move into the open session.

CARRIED 8/2246 – 06/09/2016

The meeting moved to the Open Session at 10:35pm.



**ITEM NUMBER:** 18.1 Facilities Review  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0968  
**MEETING DATE:** 6 September 2016

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**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 reviews the two recreational facilities owned by Council which are under a management contract with YMCA Top End, and provides recent correspondence from the YMCA Top End on possibly negotiating the consolidation of recreation facilities to the Swimming Pool only, and that there is a willingness on their part to consider an appropriate transfer of ownership of the facility to YMCA Top End.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0968.
2. THAT the Chief Executive Officer be given the authority to commence discussions with the YMCA Top End regarding the possible consolidation and ownership of Council owned and YMCA Top End managed recreation facilities.
3. THAT a budget of \$50,000 be allotted at the next quarterly budget review for the costs associated with any consolidation of Council owned recreational facilities.

**Background:**

The YMCA Top End holds the management contract for the Palmerston Recreation Centre located in the CBD, and the Palmerston Swimming and Fitness Centre, located off Bonson Terrace. The management contract is set to expire in April 2017. Under the terms of the contract both facilities are heavily subsidised, with entry takings being subsidised directly from Council's annual budget.

**1. *Operating conditions have changed over time***

When opened, the Recreation Centre and Swimming and Fitness Centre were the only facilities available to the community for swimming and fitness. While this remains the case for pool access and indoor basketball facilities, fitness facilities continue to grow as an increasing number of commercially operated fitness centres move into the area, placing Council in direct competition

with commercial operators. This will continue to be the case, as soon a large fitness facility will open in the Gateway development.

The expectations of residents for fitness facilities has also changed over time, with 24/7 access becoming increasing requirement of users, as well as a facility focused on a discrete aspect of fitness (equipment, for example) rather than a full service gymnasium with a broad range of offerings. While the YMCA Top End has sought both to diversify its offerings and its membership structure, the size and nature of both facilities make it unwieldy in the commercial market, which has translated into Council providing a sizable subsidy to maintain the facilities.

## 2. *Running the facilities is expensive*

Annual costs to Council for the 2014/15 and 2015/16 years were:

Facility	Cost Centre Name	2014/15	2015/16
Aquatic Centre	Subsidies Paid	\$199,086	\$197,153
	All other expenses (maintenance, asset renewal, electricity, graffiti and security, etc)	\$186,035	\$170,651
	<b>Total</b>	<b>\$367,121</b>	<b>\$367,804</b>
Recreation Centre	Subsidies Paid	\$106,920	\$107,553
	All other expenses (maintenance, asset renewal, utilities, graffiti and security, etc)	\$92,982	\$72,857
	<b>Total</b>	<b>\$199,902</b>	<b>\$180,410</b>
	<b>Total for both facilities</b>	<b>\$567,023</b>	<b>\$548,214</b>

Similar expenditure is expected and budgeted for in the 2016/17 Annual Budget. Another way to view the subsidisation of both facilities is the cost per visit, and the cumulative effect of the subsidisation of visits by members:

Swimming and Fitness Centre	2014/15	2015/16
Casual Visits	31,463	25,466
Member Visits	25,560	32,984
Total Visits	59,339	59,604
Cost to Council per visit (total cost see above, this is in addition to any membership fees paid)	<b>\$6.19</b>	<b>\$6.17</b>
Total Value of Subsidy to Members	<b>\$158,216</b>	<b>\$203,511</b>

Recreation Centre	2014/15	2015/16
Casual Visits	10,313	10,313
Member Visits	73,379	77,890
Total Visits	96,219	103,859
Cost to Council per visit (total cost see above, this is in addition to any membership fees paid)	<b>\$2.08</b>	<b>\$1.74</b>
Total Value of Subsidy to Members	<b>\$152,628</b>	<b>\$135,528</b>

Totals	2014/15	2015/16
Total Members at December	2009	1859
Total Amount of Member Subsidy	<b>\$310,844</b>	<b>\$339,039</b>
Total Annual Subsidy per Member	<b>\$154.73</b>	<b>\$182.38</b>

Effectively, City of Palmerston is subsidising fitness memberships for its facilities. Bear in mind that membership at our facilities, while competitive in some ways in the market, are only competitive due to this subsidy.

**3. *Expectations on the facilities by the community are different***

The Palmerston community rightly expect reasonable and cost effective access to community facilities such as the two recreation facilities, and both provide space for a number of Council and community events, open days and outreach programs. The YMCA Top End is by its very nature very active in community development, and there continues to be an expectation that these services are provided to the community at a free or subsidised rate. In this respect, similar expectations are not placed by the community on commercial fitness facilities operating in the same environment.

**4. *Membership is dropping although casual and unpaid participation remain steady***

Whilst total visits to the facilities is increasing, total paid membership to the facilities is steadily dropping from a monthly high of 2,176 members in February 2014 to 1,829 members in July 2016. Membership is very much seasonal and cyclic, and there are a variety of different cost structures and membership types, but the trend is definitely not improving. Officers have been discussing and supporting the implementation of a number of initiatives by the YMCA Top End to reverse this trend, including the conversion of the Swimming and Fitness Centre into a 24/7 facility, making it both a bit more commercially viable but also reducing the maintenance cost due to recurring break-ins.

**General:**

Considering these points, the Chief Executive Officer and Director of Corporate and Community Services met with senior management of YMCA Top End to discuss different approaches. Following this meeting, on 29 August 2016 the CEO of YMCA Top End Mr Grant Fenton wrote formally to Council (see Attachment A) with reference to two possible actions:

- ***The YMCA Top End Consolidate facilities to the Swimming and Fitness Centre in Moulden only, and the Recreation Centre in the Palmerston CBD no longer be operated by the YMCA Top End.***

It would be necessary for other tenants (NT Tang Soo Do and Movement for Life) to move out. Financial support for a 24/7 security system (which would cost circa \$80,000) is also sought to make this effective commercially.

Council would also need to consider what might be done with the Recreation Centre in the CBD and how it would be managed – or whether it would be dismantled and decommissioned. There may be interest in relocating the basketball stadium to the Moulden site and be integrated into the facility there, although there may be more suitable locations to consider.

Should this consolidation be effected, a new management contract would need to be developed centred on delivering the preferred services of Council to the community at a cost effective price.

- ***Ownership of the Swimming and Fitness Centre pass to YMCA Top End.***

Were the consolidation to take place, the YMCA Top End is interested in assuming ownership of the facility, dependent on due diligence into the condition of assets related to the facility.

Council can renew the report prepared on the condition of the pool in 2013, and work with YMCA Top End on any areas of clarity outstanding.

Depending on how Council approaches this, there may be scope for a direct sale following a valuation. Officers suggest that in order for the purchase to result in a viable facility long term and for the community to continue to have reasonable access, it is likely that the YMCA would be seeking to gain ownership at a price below market value. No discussions regarding what this might mean in terms of dollars has taken place.

Officers recommend that the Chief Executive Officer be delegated the authority to enter into discussions with the YMCA Top End regarding any consolidation or change of ownership, and that a budget allowance for the preparation of consultant reports necessary to determine the condition of assets related to the Swimming and Fitness Centre be provided, and to regularly inform Council of progress.

**Financial Implications:**

The costs of consultant's reports reviewing the condition of assets at the Swimming and Fitness Centre and valuation of the facility is unlikely to be more than \$50,000. Officers request that a budget for this amount be included in the next quarterly budget review.

**Legislation/Policy:**

Nil

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Ben Dornier, Director of Corporate and Community Services

**Schedule of Attachments:**

Attachment A: Letter from YMCA Top End 29 August 2016





**Grant Fenton**  
GPO Box 1451  
Darwin, NT  
0801

[grant.fenton@ymca.org.au](mailto:grant.fenton@ymca.org.au)

29 August 2016

**Re. Palmerston Swimming and Fitness Centre (PSFC)**

Dear Ben

Following recent meetings, I write to confirm that YMCA of the Top End wishes to continue discussions with the City of Palmerston regarding the future ownership of the Palmerston Swimming and Fitness Centre (PSFC). This has been discussed with the Board of the YMCA of the Top End and the Board has approved our continuing involvement.

As part of this process, it is my understanding that the City of Palmerston will update an existing infrastructure condition report and will engage a suitably experienced consultant to develop valuation options for any potential ownership transfer of PSFC. I would expect that YMCA of the Top End would have input to both activities and that final reports will be made available as soon as possible, preferably by mid September 2016.

This is a key input to the potential consolidation of YMCA of the Top End health and fitness activities and programs to PSFC that we have also been discussing. The YMCA of the Top End views this consolidation along with implementing 24x7 gymnasium access and gaining access to all space at PSFC as key initiatives in 2016-17.

Once the above work has been undertaken, a formal proposal will be prepared by YMCA of the Top End for the City of Palmerston regarding both the Palmerston Recreation Centre and PSFC.

Richard Hancock is the main contact for the YMCA of the Top End and can be contacted on E: [projects.yte@ymca.org.au](mailto:projects.yte@ymca.org.au) M: 0417 168 511

Regards,

  
**Grant Fenton**  
**Chief Executive Officer**  
**YMCA of the Top End**

**ITEM NUMBER:** 18.2 Covai Cafe  
**FROM:** Director of Corporate and Community Services  
**REPORT NUMBER:** 8/0969  
**MEETING DATE:** 6 September 2016

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**Municipal Plan:**

2. Economic Development

2.2 Local Business and Industry

2.2 We are committed to ensuring local businesses and industry receive the support they need in order to grow and prosper within our region

**Summary:**

Mr Mohan Kandasamy, owner of Covai Café, has written requesting financial support for his business due to the impact of Council works on Goyder Square. This report recommends that financial support is not provided.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0969.
2. THAT Council not provide financial support to Covai Café.

**Background:**

At the 5 July 2016 Ordinary Meeting of Council, Mr Mohan Kandasamy made a presentation to Council on the financial impact civil works in Goyder Square had had on his business, Cavai Café. Mr Kandasamy followed this with a letter dated 13 July 2016, which also sought an al fresco dining permit and permission for a food stall during events in Goyder Square.

Following a request for further information, Mr Kandasamy wrote to Council on 17 August 2016 providing a fuller account of what financial assistance he sought for his business (see Attachment A).

**General:**

Mr Kandasamy has provided detail of what he sees as a \$44,960.14 impact to his business Covai Café due to construction works carried out by Council in Goyder Square. Because of this loss, he has had an increase in recurring bank charges and interest. He provides in Attachment A a profit and loss statement outlining these losses. Mr Kandasamy is formally requesting Council compensate his business to the amount of \$44,960.14.

Officers recommend compensation is not paid in this instance for the following reasons:

- Council has carried out legal construction works on its land for the improvement of the area.
- All commercial traders derive benefit from the improvements to Goyder Square.
- All commercial traders were informed of the work being carried out.
- Council is not responsible for the actions or inaction of commercial traders, nor is it responsible for changes to trading conditions.
- It is very unclear that the losses are due to construction works, but rather how a commercial operator reacted (or failed to react) to changed trading conditions.

Officers recommend that Mr Kandasamy's application for financial compensation be denied.

**Financial Implications:**

Nil

**Legislation/Policy:**

Nil

**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](mailto:ben.dornier@palmerston.nt.gov.au)

**Author:** Ben Dornier, Director of Corporate and Community Services

**Schedule of Attachments:**

Attachment A: Letter from Mohan Kandasamy, Covai Café dated 18 August 2016 – *TO REMAIN IN CONFIDENTIAL*



**ITEM NUMBER:** 18.3 Repurposing of ISLRIP Funds to Hillson Street and Archer Waste Transfer Station

**FROM:** Director of Technical Services

**REPORT NUMBER:** 8/0973

**MEETING DATE:** 6 September 2016

**Municipal Plan:**

3. Environment & Infrastructure

3.2 Assets and Infrastructure

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

**Summary:**

The Department of Transport granted \$2.5M under the Improving Strategic Local Roads Infrastructure Program to the City of Palmerston for 50% of The Boulevard Stage 2 project. The current construction cost estimate for The Boulevard Stage 2 is \$3.8M. The then Minister for Transport wrote to the Mayor seeking advice on how Council intended to repurpose the savings made on the project. The City of Palmerston has considered additional projects and propose the funds are repurposed to the new road network for the Archer Recycling Centre and Waste Transfer Station and the upgrade of Hillson Street in the city centre.

**RECOMMENDATION**

1. THAT Council receives Report Number 8/0973.
2. THAT subject to the approval of the Northern Territory Government, Council repurpose the remaining Department of Transport grant funds from the Improving Strategic Local Roads Infrastructure Program to the:
  - a. Upgrade of Hillson Street; and
  - b. Archer Recycling Centre and Waste Transfer Station works.
3. THAT Council apply to the Department of Local Government and Community Services for an exemption from tendering the road pavement and drainage works at the Archer waste recycling facility and enter into a contract with Aldebaran Pty Ltd for a total of \$594,436
4. That if Council is unsuccessful in their application to the Department of Local Government and Community Services for an exemption from tendering the road pavement and drainage works at the Archer waste recycling facility then the entire project immediately proceed to tender.

**Background:**

The City of Palmerston (CoP) successfully applied to the Department of Transport (DoT) Improving Strategic Local Roads Infrastructure Program (ISLRIP) for funding for The Boulevard Stage 2 project. The application was made based on an expected construction cost estimate of \$5M with funding from both parties to be on a 50-50 funding basis. The application was successful and CoP subsequently entered into a funding Agreement with DoT for \$2.5M on 3 December 2015.

CoP received competitive bids through a public tender process and awarded a construction contract for The Boulevard Stage 2 to Mark Cundall Earthmoving (MCE). The current construction cost estimate for The Boulevard Stage 2 is \$3.8M (**Attachment A**). The then Minister for Transport wrote to the Mayor (**Attachment B**) seeking advice on how Council intended to repurpose the potential savings of \$1.2M (total) made on the project. The Mayor replied to the then Minister for Transport advising that CoP intend to repurpose the funds for the Archer Recycling Centre and Waste Transfer Station (Archer) and the upgrade of Hillson Street in the city centre (**Attachment C**). Repurposing the funds would require Council to match the DoT grant funds of \$0.6M.

CoP has applied for funding from Round 3 of the National Stronger Regions Fund (NSRF) for the Archer road network. NSRF funding is only available for projects that have yet commenced.

**General:**

Staff have reviewed the City road assets and the requirement for works. Staff believe that the highest priorities for local roads are considered to be:

- Hillson Street upgrade (**Attachment D**)
- Archer Recycling Centre and Waste Transfer Station internal road network (**Attachment E**)

The development of the Boulevard Plaza on the superblock has commenced and later stages of this development are expected to utilise Hillson St for access, as will the proposed development of Lot 10024 adjacent to the Recreation Centre. The upgrade of Hillson St will facilitate better access to these sites and is a key component of the Palmerston City Centre Master Plan.

The new Archer waste management site access road will utilise the existing Flack road intersection with Elrundie Ave and remove the current private access to the Archer waste site from the vicinity of the Elrundie Ave – Chung Wah Tce intersection. The City of Palmerston understand the Elrundie Ave – Chung Wah Tce intersection is being considered for upgrade works by DoT and relocating the Archer transfer station access is an important component of these future works.

Both of these projects are considered in keeping with the objectives of ISLRIP. The design of these roads is complete and as such the projects may proceed to procurement at Council's discretion. The cost estimates for the Archer waste management site access road project and Hillson St upgrade are \$1.4M and \$0.35M respectively.

MCE is progressing well with The Boulevard Stage 2 project and there is an opportunity to engage MCE to undertake the proposed upgrade of Hillson St. MCE has advised that due to the smaller nature of the Hillson St works, MCE is unable to undertake the Hillson St works for the same rates as The Boulevard Stage 2 project and rates would increase by around 25%. As such, CoP cannot vary the existing MCE contract and CoP would be required to enter into a new contract with MCE for the works. MCE is available for an immediate start and would transition from The Boulevard to Hillson St.

Council previously called tenders for the Archer Landfill Rehabilitation – Stage 1. After receiving a competitive bid from Aldebaran Pty Ltd Council awarded contract TS2016-06 to Aldebaran for

\$1.175M. Aldebaran has advised that they have the capacity and capability to undertake the Archer access road works as well as associated minor water, sewer and electrical works. The expected cost of constructing the Archer works and the different nature of the works precludes Council from varying the existing contract TS2016-06. CoP would be required to enter into a new contract with Aldebaran for the Archer works. Alternatively, Aldebaran will be undertaking a range of earthworks as part of the Archer rehabilitation project and may be required to construct a haul road to import materials. This haul road could be constructed along the alignment of the proposed Archer works as a variation to contract TS2016-06 as part of an early works component however the road would not be sealed until a separate contract is awarded.

The announcement of NSRF Round 3 funding was originally expected in July 2016. CoP has followed up the NSRF application a number of times and has been advised that funding decisions have been delayed due to the Australian Government election. Due to the impending wet season CoP needs to call tenders for the Archer works and it is hoped that an announcement of NSRF Round 3 funding will occur before a contract is awarded. The indicative timeline for tendering the Archer and Hillson St works is shown in table 1.

**Table 1: indicative tender and contract award timeline**

<b>Milestone</b>	<b>Date</b>
Documentation	Completed
Call tenders	8 Sep 2016
Tenders close	30 Sep 2016
Award contract	10 Oct 2016
Works commence	31 Oct 2016
Hillson St completed	30 November
Archer completed*	23 December

\* Roads only

The *Local Government (Accounting) Regulations* allow a Council to apply to the Department of Local Government and Community Services (DLGCS) for an exemption from complying with the Regulations. The basis for seeking a certificate of exemption would be expediency and expected cost saving.

#### **Risks:**

Northern Territory Machinery of Government changes may delay the granting of a certificate of exemption from tendering beyond the time taken to tender. To address this risk staff have already applied for the exemption. Before it is granted however, a supporting council resolution will need to be forwarded.

Program reviews undertaken by the new NT Government may require unspent funds to be returned. Should this be the case then sufficient funds exist in the Archer waste recycling facilities budget to cover the cost of works at Archer. The expected balance of cost at Hillson Street, \$175,000, would need to be provided by Council.

Commencing Archer works prior to an announcement of NSRF Round 3 funding would exclude the project from NSRF funding and should the project be successful council would be unable to claim the \$481,241 funding.

**Financial Implications:**

Council previously approved a construction project budget of \$4,571,500 for The Boulevard Stage 2 comprised of:

- \$2,500,000 DoT funding
- \$2,071,500 CoP funding (including \$231,648 R2R funding)

The current construction cost estimate for The Boulevard Stage 2 is \$3.8M (\$1.9M from DoT and \$1.9M from CoP). This means there is a potential saving of \$171,500 of CoP funding and \$600,000 of DoT funding. The DoT funding could be repurposed to other projects if matched by CoP.

The cost estimate for the Hillson St upgrade is \$0.35M. If \$0.175M of the DoT funding is repurposed to the Hillson St upgrade, matching CoP funding is available from The Boulevard Stage 2 and in-kind contributions such as the running costs of the Major Projects section.

Council has previously allocated \$1.4M to the Archer waste recycling facilities. Repurposing the remaining available DoT funds of \$0.425M to the Archer access road project would result in a saving of \$300,000 to CoP.

Should a new NT Government seek to recover the unspent funds, Council would be required to allocate the additional \$175,000 for Hillson St.

The Aldebaran quote to undertake the construction of the Archer access road and drainage is \$594,436. Council's cost estimate, provided by Wallbridge and Gillbert Engineers, for these works is \$741,672. An expected saving of approximately \$147,236 may be realised by avoiding the tender process.

Only 50% of the construction cost can be contributed by the NT Govt funding. This would therefore result in a surplus of approximately \$125,000 which would be returned to Govt. The value of the return would of course be dependent on final costs.

**Legislation/Policy:**

Section 29 of the *Local Government (Accounting) Regulations* require a Council to publicly call tenders for all works over \$100,000. A Council may apply to the Department of Local Government and Community Services for an exemption from complying with the Regulations.

**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](mailto:mark.spangler@palmerston.nt.gov.au)

**Author:** Gary Boyle, Major Projects Officer.

**Schedule of Attachments:**

Attachment A: Current construction cost estimate for The Boulevard Stage 2

Attachment B: Letter to Mayor from Minister for Transport

Attachment C: Letter to Minister for Transport from Mayor

Attachment D: Proposed Hillson Street upgrade



Attachment E: Archer Recycling Centre and Waste Transfer Station internal road network

Attachment F: Aldebaran Pty Ltd quote for the roads and drainage works related to the Archer Waste recycling facilities

Attachment G: Walbridge and Gillbert Engineers cost estimate for Archer waste recycling facilities



**Boulevard Stage - cost estimate including projet costs since 03 Dec 15**

<b>Component</b>	<b>Sub-component</b>	<b>Cost (\$ ex GST)</b>
Design variations		
	NTG Roystonea match in	\$16,650
	NTG layout regrading	\$9,150
	Staging / scope of works review	\$15,740
	Savings in design review	\$8,720
	I3 TIA Addendum 2	\$2,500
	Bunnings survey	\$6,682
	<b>1. Subtotal</b>	<b>\$59,442</b>
Construction contract		
	Construction tender	\$3,107,303
	Supers Representative	\$100,000
	Construction design advice	\$10,000
	Communications / advertising	\$20,000
	<b>2. Subtotal</b>	<b>\$3,237,303</b>
Other		
	super block footpath	\$70,200
	Quest footpath	\$20,000
	Rec centre bus stop	\$0
	Goyder bus stop	\$0
	<b>3. Subtotal</b>	<b>\$90,200</b>
Construction contingency		
		\$350,000
	<b>4. Subtotal</b>	<b>\$350,000</b>
<b>Construction Estimate</b>		<b>\$3,736,945</b>
Other		
	Major projects office 50% for 26 weeks	\$60,000
	<b>5. Subtotal</b>	<b>\$60,000</b>
<b>Project</b>	<b>Total</b>	<b>\$3,796,945</b>

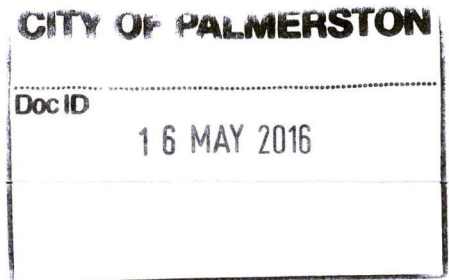


MINISTER FOR TRANSPORT

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

GPO Box 3146  
Darwin NT 0801  
Telephone: 08 8928 6553  
Facsimile: 08 8928 6632

Mr Ian Abbott  
Mayor  
City of Palmerston  
PO Box 1  
PALMERSTON NT 0831



*Ian*  
Dear Mayor

Thank you for your letter of 30 March 2016, regarding The Boulevard Stage 2 construction contract award.

I understand that the project value is now \$3.8 million as opposed to the original \$5 million you were anticipating. I would like to re-assure you of our commitment to The Boulevard Stage 2 project, with provision of 50 percent of the project value, which is \$1.9 million of Northern Territory Government funding support.

Given that there is now a shared saving of \$1.2 million for The Boulevard project, I would like to understand how the City of Palmerston intends to re-purpose the savings achieved on this project. Due to the popularity of the Improving Strategic Local Roads Infrastructure Program, many applications missed out on funding. As such, I would like to ensure that any re-purposing of funds are utilised in accordance with the intent of the program.

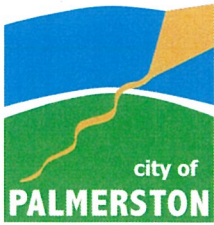
I understand that the project is progressing well. However, the owners of the Quest Apartments have raised concerns with me regarding the traffic management and access to their business. I would urge you to work with the owners of this important Palmerston business to find an acceptable solution to their issues.

Yours sincerely

PETER CHANDLER

11 MAY 2016





Please include the following reference in all correspondence

ID: \*MAS:gb\* 12/08/2016 - PRJ10078

12/08/2016

The Hon Peter Chandler MLA  
Minister for Transport  
GPO Box 3146  
DARWIN NT 0801

Telephone  
(08) 8935 9922

Facsimile  
(08) 8935 9900

Email  
palmerston@palmerston.nt.gov.au

Civic Plaza  
1 Chung Wah Terrace

[www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au)

Dear Minister

A handwritten signature in black ink, appearing to read "Peter", followed by a comma.

#### RE-PURPOSING OF FUNDS - ISLRIP

Thank you for your letter of 11 May 2016, confirming the NT Government's commitment to funding for The Boulevard Stage 2 project and requesting advice on how the savings in project costs will be re-purposed in accord with the intent of the Improving Strategic Local Roads Infrastructure Program (ISLRIP).

The City of Palmerston has reviewed its forward road works program and intends to repurpose the funding to the Archer Waste facility access road and the upgrade of Hillson St. Both of these projects are considered in keeping with the objectives of ISLRIP.

The Archer access road will utilise the existing Flack road intersection with Elrundie Ave and remove the current private access to the Archer site from the vicinity of the Elrundie Ave – Chung Wah Tce intersection. I understand the Elrundie Ave – Chung Wah Tce intersection is being considered for upgrade works by the Department of Transport and relocating the Archer access is an important component of these future works.

As you are aware the development of the Boulevard Plaza by Randazzo Properties has commenced and later stages of this development will utilise Hillson St, as will the proposed development of Lot 10024 adjacent to the Recreation Centre. The upgrade of Hillson St is considered important to the development of these sites and is a key component of the Palmerston City Centre Master Plan.

The design of these roads is complete and as such the projects are ready to proceed to tender. The cost estimate for the Archer access project and Hillson St upgrade is \$1.4M and \$0.3M respectively. Council currently has the funds available to combine with the \$600k saving to complete both projects.

Regarding the matter of the impact of The Boulevard Stage 2 project on the Quest Apartments, I can assure you that Council has considered and weighed the concerns of all stakeholders. Council considers the safety of motorists and the safe operation of the Palmerston bus interchange as paramount and Council believes its contractor has implemented the most pragmatic traffic management plan for the situation. Following a meeting with representatives of the Quest, Department of Infrastructure

Please address all  
correspondence to  
Chief Executive Officer  
PO Box 1  
Palmerston NT 0831  
ABN 42 050 176 900

and the City of Palmerston, additional way finding signage in the form of a variable message board was placed on Roystonea Ave. The Quest has been offered Council support with additional advertising but to date the Quest has not pursued this option. The re-opening of The Boulevard between Roystonea Ave and Kilgour Lane on the 19 July 2016 has restored Quest's preferred access route.

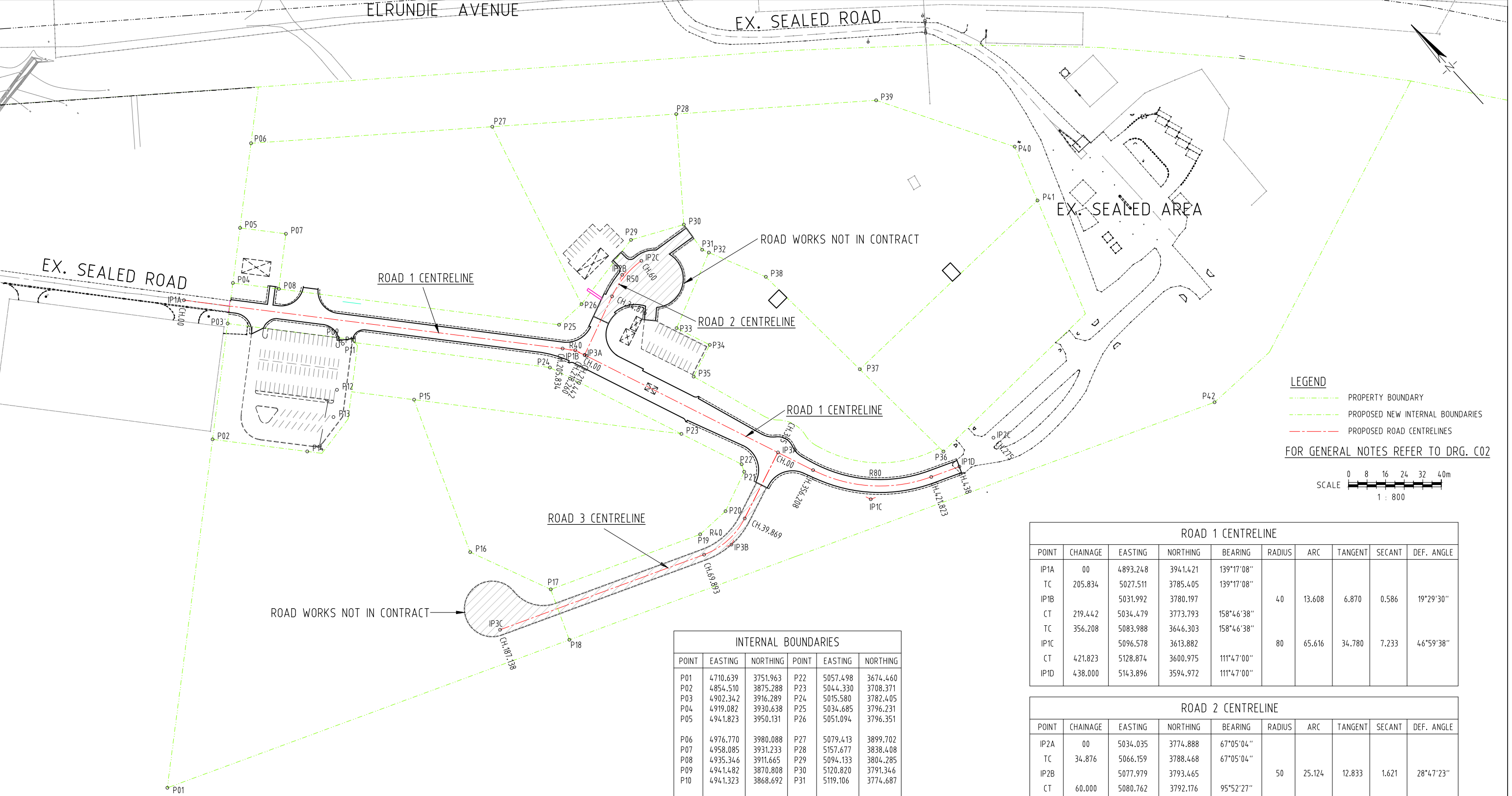
The project is currently on schedule and Council expects The Boulevard to be fully re-opened to traffic by the end of September 2016. Council thanks you for your support in providing funding assistance for these projects under the ISLRIP.

Yours sincerely

Ian Abbott JP  
Mayor







**LEGEND**

- PROPERTY BOUNDARY
- PROPOSED NEW INTERNAL BOUNDARIES
- PROPOSED ROAD CENTRELINES

FOR GENERAL NOTES REFER TO DRG. C02

SCALE 0 8 16 24 32 40m  
1 : 800

ROAD 1 CENTRELINE									
POINT	CHAINAGE	EASTING	NORTHING	BEARING	RADIUS	ARC	TANGENT	SECANT	DEF. ANGLE
IP1A	00	4893.248	3941.421	139°17'08"	40	13.608	6.870	0.586	19°29'30"
TC	205.834	5027.511	3785.405	139°17'08"					
IP1B		5031.992	3780.197						
CT	219.442	5034.479	3773.793	158°46'38"	80	65.616	34.780	7.233	46°59'38"
TC	356.208	5083.988	3646.303	158°46'38"					
IP1C		5096.578	3613.882						
CT	421.823	5128.874	3600.975	111°47'00"	80	65.616	34.780	7.233	46°59'38"
IP1D	438.000	5143.896	3594.972	111°47'00"					

ROAD 2 CENTRELINE									
POINT	CHAINAGE	EASTING	NORTHING	BEARING	RADIUS	ARC	TANGENT	SECANT	DEF. ANGLE
IP2A	00	5034.035	3774.888	67°05'04"	50	25.124	12.833	1.621	28°47'23"
TC	34.876	5066.159	3788.468	67°05'04"					
IP2B		5077.979	3793.465						
CT	60.000	5080.762	3792.176	95°52'27"	50	25.124	12.833	1.621	28°47'23"
IP2C	60.000	5090.745	3792.151	95°52'27"					

ROAD 3 CENTRELINE									
POINT	CHAINAGE	EASTING	NORTHING	BEARING	RADIUS	ARC	TANGENT	SECANT	DEF. ANGLE
IP3A	00	5076.311	3666.072	248°45'05"	40	30.024	15.759	3.000	43°03'28"
TC	39.869	5039.146	3651.640	248°45'05"					
IP3B		5024.456	3645.935						
CT	69.893	5009.822	3651.783	291°48'33"	40	30.024	15.759	3.000	43°03'28"
IP3C	187.138	4900.949	3695.292	291°48'33"					

INTERNAL BOUNDARIES					
POINT	EASTING	NORTHING	POINT	EASTING	NORTHING
P01	4710.639	3751.963	P22	5057.498	3674.460
P02	4854.510	3875.288	P23	5044.330	3708.371
P03	4902.342	3916.289	P24	5015.580	3782.405
P04	4919.082	3930.638	P25	5034.685	3796.231
P05	4941.823	3950.131	P26	5051.094	3796.351
P06	4976.770	3980.088	P27	5079.413	3899.702
P07	4958.085	3931.233	P28	5157.677	3838.408
P08	4935.346	3911.665	P29	5094.133	3804.285
P09	4941.482	3870.808	P30	5120.820	3791.346
P10	4941.323	3868.692	P31	5119.106	3774.687
P11	4941.165	3866.577	P32	5120.759	3771.134
P12	4922.216	3850.270	P33	5080.576	3752.448
P13	4910.995	3840.613	P34	5087.811	3733.817
P14	4888.081	3836.278	P35	5069.896	3726.860
P15	4949.528	3818.532	P36	5142.933	3606.758
P16	4917.013	3737.173	P37	5139.119	3669.868
P17	4935.885	3693.177	P38	5134.828	3740.880
P18	4925.124	3666.247	P39	5242.716	3771.809
P19	5015.600	3661.320	P40	5281.514	3703.229
P20	5034.116	3661.458	P41	5271.233	3673.444
P21	5055.816	3670.509	P42	5269.364	3528.677

E	10.03.16	Road 2 removed from scope of works	BT	
D	16.12.15	Issued for Tender	BT	
C	22.10.15	Issued for 90% Review	BT	
B	10.09.15	Issued for 60% Review	BT	
A	10.08.15	Issued for Initial Review	BT	
Code	Date	Description	Issued	Code Date Description Issued

Consultant in Association

W&G

WALLBRIDGE & GILBERT RFP Consulting Engineers

7/9 Keith Lane, Fannie Bay  
GPO Box 563 Darwin NT 0801  
Tel : 08 8941 1678  
Fax : 08 8941 5060  
Email: rfp @ rfpeng.com

Rodeghiero Fang & Partners Pty Ltd trading as Wallbridge & Gilbert RFP

Project Description

ARCHER WASTE RECYCLING FACILITIES  
LOT 11497 ELRUNDIE AVENUE  
ARCHER, N.T.  
CIVIL WORKS

Drawing Title

ROAD ALIGNMENT AND  
BOUNDARY SETOUT PLAN

Drawing Number

150303-C06

Revision

E

SCALE AS SHOWN AT A1  
DO NOT SCALE DRAWINGS  
ALL DIMENSIONS TO BE VERIFIED & CHECKED ON SITE

Designed S.SMITH

Date AUG 2015

Drawn B.TANG

Checked R.HINTON



**SCHEDULE OF RATES****ALL WORKS EXCLUDING ROAD 2 & ROAD 3 CUL-DE-SACS AND DN75 BORE WATER**

No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	Subtotals
<b>1</b>	<b>Miscellaneous Provisions</b>					<b>108,182</b>
1.01	Establishment					
a)	Mobilisation	1	Item	18679.00	18,679	
b)	Demobilisation	1	Item	18569.00	18,569	
c)	On Going Costs	1	Item	55467.00	55,467	
1.02	Set-out, Level Checking & As Constructed Survey	1	Item	15467.00	15,467	
<b>2</b>	<b>Clearing, Grubbing and Rehabilitation</b>					<b>13,256</b>
2.01	Clearing and grubbing (approx. 2ha)	1	Item	13256.00	13,256	
<b>3</b>	<b>Earthworks</b>					<b>110,766</b>
3.01	Earthworks in cut	5033	cu.m	8.00	40,264	
3.02	Earthworks in fill	571	cu.m	12.00	6,852	
3.03	Excavation in Rock [Provisional Sum]	500	cu.m	100.00	50,000	
3.04	Unsuitable material below subgrade surface other than rock [Provisional Sum]	250	cu.m	14.00	3,500	
3.05	Preparation and maintenance of subgrade	5075	sq.m	2.00	10,150	
<b>4</b>	<b>Conformance Testing</b>					<b>6,759</b>
4.01	Conformance Testing	1	Item	6759.00	6,759	
<b>5</b>	<b>Pavements and Shoulders</b>					<b>68,078</b>
5.01	Gravel Basecourse					
a)	200mm compacted thickness	4855	sq.m	14.00	67,970	
5.02	Sawcut existing seal	9	m	12.00	108	
<b>6</b>	<b>Spray Sealing</b>					<b>47,805</b>
6.01	Preparation of Pavement	4177	sq.m	0.30	1,253	
6.02	Prime Coat @ nom. 1.0 L/m <sup>2</sup>	4177	litres	2.20	9,189	
6.03	First Seal Coat @ nom. 1.3 L/m <sup>2</sup>	5430	litres	2.10	11,403	
6.04	Second Seal Coat @ nom. 0.9 L/m <sup>2</sup>	3759	litres	2.10	7,894	
6.05	Precoat applied to Aggregate @ nom. 10L/m <sup>3</sup>	522	litres	3.00	1,566	
6.06	Supply and Application of Aggregate					
a)	14mm aggregate @ nom. 120 m <sup>2</sup> /m <sup>3</sup>	4177	sq.m	1.95	8,145	
b)	7mm aggregate @ nom. 240 m <sup>2</sup> /m <sup>3</sup>	4177	sq.m	2.00	8,354	
<b>7</b>	<b>Miscellaneous Concrete Works</b>					<b>41,028</b>
7.01	Kerbs & Gutters					
a)	Kerb only (traffic island)	103	m	87.00	8,961	
b)	Slotted Kerb	141	m	87.00	12,267	
7.02	Traffic Island & Median Infill	168	sq.m	110.00	18,480	
7.03	Concrete Pathway	11	sq.m	120.00	1,320	
7.04	150mm Reinforced Concrete (OUD crossover)		sq.m	130.00		
<b>8</b>	<b>Drainage Works</b>					<b>114,062</b>
8.01	Supply, load, transport, excavate, bed, lay and backfill pre-cast box culvert (RCBC)					
a)	450mm x 300mm	36.60	m	1020.00	37,332	
b)	600mm x 300mm		m			
c)	600mm x 450mm		m			
d)	1200mm x 450mm	36.60	m	1320.00	48,312	
8.02	Concrete Headwalls					
a)	450mm x 300mm box	6	No.	2567.00	15,402	
b)	600mm x 300mm box		No.			
c)	600mm x 450mm box		No.			

No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	Subtotals
	d) 1200mm x 450mm box	4	No.	3254.00	13,016	
<b>9</b>	<b>Protection Works</b>					<b>29,530</b>
	9.01 Rock Check Dams	46	No.	160.00	7,360	
	9.02 Rubble [Provisional Sum]	150	sq.m	23.00	3,450	
	9.03 Reno mattresses					
	a) 170mm thick	156	sq.m	120.00	18,720	
<b>10</b>	<b>Road Furniture and Traffic Control Devices</b>					<b>6,820</b>
	10.01 Guide Posts	36	No.	52.00	1,872	
	10.02 Road Signs					
	a) Type R1-2 [Give Way]	1	No.	768.00	768	
	b) Type R2-3(L) [Keep Left]	2	No.	768.00	1,536	
	c) Type R2-4 [No Entry]	1	No.	456.00	456	
	d) Type R3-1 [Pedestrian Crossing]	1	No.	657.00		
	10.03 Pavement marking					
	a) Continuity Lines	121	m	4.00	484	
	b) Unbroken Lane Line	120	m	4.00	480	
	c) Hold Line	35	m	33.60	1,176	
	d) Pavement Arrow	1	Item	48.00	48	
	e) Pedestrian Crossing	1	Item	768.00		
<b>11</b>	<b>Landscaping</b>					<b>48,150</b>
	11.01 Site Preparation (scarify unpaved areas prior to topsoiling)	4750	sq.m	2.00	9,500	
	11.02 Topsoil (from stockpile)	4750	sq.m	3.00	14,250	
	11.03 Topsoil (imported) [Provisional Sum]	750	sq.m	5.50	4,125	
	11.04 Grassing	4750	sq.m	2.90	13,775	
	11.05 Watering and establishment	1	Item	6500.00	6,500	
<b>12</b>	<b>Power Reticulation</b>					
	12.01 Power Reticulation in Lot 11497	1	Item			
<b>13</b>	<b>Hydraulic Services - Water, Fire Fighting and Sewerage</b>					
	Note: Include within pipe rates all costs associated with trenching, pipe embedment, materials, pipe laying, pipe bends, pipe tees and fittings, anchor blocks, trench backfill including cement stabilized backfill beneath pavements and surface reinstatement.					
	13.01 PWC Water Service Connection					
	a) Dual Water Meter Assembly	1	Item			
	Includes: DN100 SS Pipework, DN50 & DN100 water meters, valves and fittings, concrete slab and bollards, PWC fees and charges.					
	b) DN100 DICL Main to 0.7m deep	21	Lin m			
	Includes: Flanged pipework spanning existing sewer rising main.					
	c) Disinfection and Testing	1	Item			
	d) Connection to water main	1	Item			
	Includes: Removal and termination of existing water service					
	13.02 Potable Water Service					
	a) DN75 PE80 PN12.5 Potable Domestic Cold Water Service	405	Lin m			
	b) DN63 PE80 PN12.5 Potable Domestic Cold Water Service	655	Lin m			

No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	Subtotals
c)	DN25 Isolation Valves Includes: DN63 to DN25 connector, DN25 Isolation Valve, Valve box with heavy duty cast iron valve cover ready for future service connection	8	No			
d)	Provisional Sum: DN150 PVC encasing pipe under roads and drains	150	Lin m			
e)	Disinfect, Test and Commission	1	Item			
13.03	Fire Fighting Service					
	DN150 PVC-M 'Blue Rhino'	2235	Lin m			
	Above ground hydrant with bollards	13	No			
	Below ground hydrant 'fire plug'	9	No			
	Test and Commission	1	Item			
13.04	PWC Sewer Connection					
a)	PWC 'Type 5' sewer connection Includes: PWC fees and charges.	1	Item			
13.05	Sewage Pumping Stations & Rising Main					
a)	New 'gas trap' sewer maintenance hole and DN150 gravity sewer to connect to new 'Type 5' Package Sewage Pumping Stations	1	Item			
b)	Supply and Install	4	No			
c)	Isolation and Non-Return Valves from each SPS	4	No			
d)	SPS Electrical Connection	4	No			
e)	DN75 HDPE sewer rising main	530	Lin m			
f)	PVC DN150 Encasing pipe under roads and drains	70	Lin m			
g)	Testing and Commissioning	1	Item			
13.06	Hydraulic Services - Provisional Sums					
a)	DN150 PVC Encasing pipe with 'tyco' kwik-zip spacers under roads and drains for Potable Cold Water Services	150	Lin m			
b)	DN150 PVC Encasing pipe under roads and drains for future non-potable service pipes	150	Lin m			
c)	DN100 PVC encasing pipe under roads and drains for future communications or CCTV	130	Lin m			
13.1	Bore Water service					
a)	DN75 HDPE Water Service	1261	Lin m	Not In Contract		
<b>TOTAL (exclusive GST)</b>					<b>594,436</b>	<b>594,436</b>

**SCHEDULE OF RATES****ALL WORKS EXCLUDING ROAD 2 & ROAD 3 CUL-DE-SACS, BUT INCLUDING DN75 BORE WATER**

No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	Subtotals
<b>1</b>	<b>Miscellaneous Provisions</b>					<b>110,000</b>
1.01	Establishment					
a)	Mobilisation	1	Item	15000.00	15,000	
b)	Demobilisation	1	Item	10000.00	10,000	
c)	On Going Costs	1	Item	80000.00	80,000	
1.02	Set-out, Level Checking & As Constructed Survey	1	Item	5000.00	5,000	
<b>2</b>	<b>Clearing, Grubbing and Rehabilitation</b>					<b>10,000</b>
2.01	Clearing and grubbing (approx. 2ha)	1	Item	10000.00	10,000	
<b>3</b>	<b>Earthworks</b>					<b>118,483</b>
3.01	Earthworks in cut	5033	cu.m	10.00	50,330	
3.02	Earthworks in fill	571	cu.m	18.00	10,278	
3.03	Excavation in Rock [Provisional Sum]	500	cu.m	50.00	25,000	
3.04	Unsuitable material below subgrade surface other than rock [Provisional Sum]	250	cu.m	30.00	7,500	
3.05	Preparation and maintenance of subgrade	5075	sq.m	5.00	25,375	
<b>4</b>	<b>Conformance Testing</b>					<b>20,000</b>
4.01	Conformance Testing	1	Item	20000.00	20,000	
<b>5</b>	<b>Pavements and Shoulders</b>					<b>155,450</b>
5.01	Gravel Basecourse					
a)	200mm compacted thickness	4855	sq.m	32.00	155,360	
5.02	Sawcut existing seal	9	m	10.00	90	
<b>6</b>	<b>Spray Sealing</b>					<b>124,681</b>
6.01	Preparation of Pavement	4177	sq.m	6.00	25,062	
6.02	Prime Coat @ nom. 1.0 L/m <sup>2</sup>	4177	litres	3.00	12,531	
6.03	First Seal Coat @ nom. 1.3 L/m <sup>2</sup>	5430	litres	3.00	16,290	
6.04	Second Seal Coat @ nom. 0.9 L/m <sup>2</sup>	3759	litres	3.00	11,277	
6.05	Precoat applied to Aggregate @ nom. 10L/m <sup>3</sup>	522	litres	10.00	5,220	
6.06	Supply and Application of Aggregate					
a)	14mm aggregate @ nom. 120 m <sup>2</sup> /m <sup>3</sup>	4177	sq.m	7.00	29,239	
b)	7mm aggregate @ nom. 240 m <sup>2</sup> /m <sup>3</sup>	4177	sq.m	6.00	25,062	
<b>7</b>	<b>Miscellaneous Concrete Works</b>					<b>27,960</b>
7.01	Kerbs & Gutters					
a)	Kerb only (traffic island)	103	m	55.00	5,665	
b)	Slotted Kerb	141	m	55.00	7,755	
7.02	Traffic Island & Median Infill	168	sq.m	80.00	13,440	
7.03	Concrete Pathway	11	sq.m	100.00	1,100	
7.04	150mm Reinforced Concrete (OUD crossover)		sq.m	130.00		
<b>8</b>	<b>Drainage Works</b>					<b>93,710</b>
8.01	Supply, load, transport, excavate, bed, lay and backfill pre-cast box culvert (RCBC)					
a)	450mm x 300mm	36.60	m	550.00	20,130	
b)	600mm x 300mm		m	750.00		
c)	600mm x 450mm		m	950.00		
d)	1200mm x 450mm	36.60	m	1300.00	47,580	
8.02	Concrete Headwalls					
a)	450mm x 300mm box	6	No.	2000.00	12,000	
b)	600mm x 300mm box		No.	2500.00		

No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	Subtotals
	c) 600mm x 450mm box	No.		2750.00		
	d) 1200mm x 450mm box	4	No.	3500.00	14,000	
<b>9</b>	<b>Protection Works</b>					<b>27,880</b>
	9.01 Rock Check Dams	46	No.	100.00	4,600	
	9.02 Rubble [Provisional Sum]	150	sq.m	20.00	3,000	
	9.03 Reno mattresses					
	a) 170mm thick	156	sq.m	130.00	20,280	
<b>10</b>	<b>Road Furniture and Traffic Control Devices</b>					<b>5,758</b>
	10.01 Guide Posts	36	No.	45.00	1,620	
	10.02 Road Signs					
	a) Type R1-2 [Give Way]	1	No.	480.00	480	
	b) Type R2-3(L) [Keep Left]	2	No.	480.00	960	
	c) Type R2-4 [No Entry]	1	No.	480.00	480	
	d) Type R3-1 [Pedestrian Crossing]		No.	480.00		
	10.03 Pavement marking					
	a) Continuity Lines	121	m	3.00	363	
	b) Unbroken Lane Line	120	m	4.00	480	
	c) Hold Line	35	m	25.00	875	
	d) Pavement Arrow	1	Item	500.00	500	
	e) Pedestrian Crossing		Item	500.00		
<b>11</b>	<b>Landscaping</b>					<b>47,750</b>
	11.01 Site Preparation (scarify unpaved areas prior to topsoiling)	4750	sq.m	2.00	9,500	
	11.02 Topsoil (from stockpile)	4750	sq.m	3.00	14,250	
	11.03 Topsoil (imported) [Provisional Sum]	750	sq.m	15.00	11,250	
	11.04 Grassing	4750	sq.m	1.00	4,750	
	11.05 Watering and establishment	1	Item	8000.00	8,000	
<b>12</b>	<b>Power Reticulation</b>					<b>40,000</b>
	12.01 Power Reticulation in Lot 11497	1	Item	40000.00	40,000	
<b>13</b>	<b>Hydraulic Services - Water, Fire Fighting and Sewerage</b>					<b>633,200</b>
	Note: Include within pipe rates all costs associated with trenching, pipe embedment, materials, pipe laying, pipe bends, pipe tees and fittings, anchor blocks, trench backfill including cement stabilized backfill beneath pavements and surface reinstatement.					
	13.01 PWC Water Service Connection					
	a) Dual Water Meter Assembly Includes: DN100 SS Pipework, DN50 & DN100 water meters, valves and fittings, concrete slab and bollards, PWC fees and charges.	1	Item	5000.00	5,000	
	b) DN100 DICL Main to 0.7m deep Includes: Flanged pipework spanning existing sewer rising main.	21	Lin m	250.00	5,250	
	c) Disinfection and Testing	1	Item	5000.00	5,000	
	d) Connection to water main Includes: Removal and termination of existing water service	1	Item	3000.00	3,000	
	13.02 Potable Water Service					
	a) DN75 PE80 PN12.5 Potable Domestic Cold Water Service	405	Lin m	70.00	28,350	
	b) DN63 PE80 PN12.5 Potable Domestic Cold Water Service	655	Lin m	65.00	42,575	

No.	DESCRIPTION	QTY	UNIT	RATE	AMOUNT	Subtotals
c)	DN25 Isolation Valves Includes: DN63 to DN25 connector, DN25 Isolation Valve, Valve box with heavy duty cast iron valve cover ready for future service connection	8	No	750.00	6,000	
d)	Provisional Sum: DN150 PVC encasing pipe under roads and drains	150	Lin m	125.00	18,750	
e)	Disinfect, Test and Commission	1	Item	5000.00	5,000	
13.03	Fire Fighting Service					
	DN150 PVC-M 'Blue Rhino'	2235	Lin m	125.00	279,375	
	Above ground hydrant with bollards	13	No	3500.00	45,500	
	Below ground hydrant 'fire plug'	9	No	2750.00	24,750	
	Test and Commission	1	Item	5000.00	5,000	
13.04	PWC Sewer Connection					
a)	PWC 'Type 5' sewer connection Includes: PWC fees and charges.	1	Item	5500.00	5,500	
13.05	Sewage Pumping Stations & Rising Main					
a)	New 'gas trap' sewer maintenance hole and DN150 gravity sewer to connect to new 'Type 5' Package Sewage Pumping Stations	1	Item	3500.00	3,500	
b)	Supply and Install	4	No	10000.00	40,000	
c)	Isolation and Non-Return Valves from each SPS	4	No	500.00	2,000	
d)	SPS Electrical Connection	4	No	500.00	2,000	
e)	DN75 HDPE sewer rising main	530	Lin m	80.00	42,400	
f)	PVC DN150 Encasing pipe under roads and drains	70	Lin m	125.00	8,750	
g)	Testing and Commissioning	1	Item	5000.00	5,000	
13.06	Hydraulic Services - Provisional Sums					
a)	DN150 PVC Encasing pipe with 'tyco' kwik-zip spacers under roads and drains for Potable Cold Water Services	150	Lin m	125.00	18,750	
b)	DN150 PVC Encasing pipe under roads and drains for future non-potable service pipes	150	Lin m	125.00	18,750	
c)	DN100 PVC encasing pipe under roads and drains for future communications or CCTV	130	Lin m	100.00	13,000	
13.1	Bore Water service					
a)	DN75 HDPE Water Service	1261	Lin m	80.00	100,880	
<b>TOTAL (plus GST)</b>					<b>1,414,872</b>	<b>1,414,872</b>
<b>10% Construction Contingency</b>					<b>141,487</b>	<b>141,487</b>
<b>TOTAL ESTIMATED COST (plus GST)</b>					<b>1,556,359</b>	<b>1,556,359</b>

**Opinion of Probable Cost Disclaimer**

This cost estimate is our opinion of the probable construction cost for this project. Wallbridge & Gilbert RFP has no control over the cost of labour, materials, equipment or services furnished by others, neither has it control over contractors' methods for determining prices, competitive bidding or market conditions. The opinion of probable construction cost produced by Wallbridge & Gilbert has been made on the basis of our best judgement as an experienced and qualified engineering consultant, familiar with the construction industry. As Wallbridge & Gilbert RFP is not a qualified Quantity Surveyor, nor does it employ quantity surveyors, Wallbridge & Gilbert RFP cannot and will not guarantee that any tenders or actual construction costs will vary from this opinion of probable construction cost.