



# **1<sup>ST</sup> ORDINARY COUNCIL MEETING**

## **NOTICE OF MEETING**

**TUESDAY, 5 FEBRUARY 2019**

The Ordinary Meeting of the City of Palmerston will be held in the Council Chambers, Civic Plaza, 1 Chung Wah Terrace, Palmerston, commencing at 5.30pm.



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**LUCCIO CERCARELLI**  
**CHIEF EXECUTIVE OFFICER**

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## 1st Ordinary Council Meeting

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### 1 ACKNOWLEDGEMENT OF COUNTRY

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### 2 OPENING OF MEETING

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### 3 APOLOGIES AND LEAVE OF ABSENCE

- 3.1 Apologies
- 3.2 Leave of Absence Previously Granted
- 3.3 Leave of Absence Request

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### 4 REQUEST FOR TELECONFERENCE

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### 5 DECLARATION OF INTEREST

- 5.1 Elected Members
- 5.2 Staff

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### 6 CONFIRMATION OF MINUTES

#### 6.1 Confirmation of Minutes

THAT the Minutes of its Council Meeting held on 29 January 2019 pages 9643 to 9651 be confirmed.

#### 6.2 Business Arising from Previous Meeting

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### 7 MAYORAL REPORT

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### 8 DEPUTATIONS AND PRESENTATIONS

- 8.1 Consultation Draft Burial and Cremation Bill  
*Presentation by Senior Director Legislation and Policy, Department of Housing and Community Development*

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### 9 PUBLIC QUESTION TIME (WRITTEN SUBMISSIONS)

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### 10 CONFIDENTIAL ITEMS

- 10.1 Confidential Items
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13.1 Receive and Note Reports

13.1.1	<i>Project</i> – Smart Cities Update	9/0152
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## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.1.1

**REPORT TITLE:** *Próject* – Smart Cities Update

**REPORT NUMBER:** 9/0152

**MEETING DATE:** 5 February 2019

**Author:** Chief Executive Officer, Luccio Cercarelli

**Approver:** Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report provides Council with an update on the *Próject* – Smart Cities.

#### 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.

### KEY ISSUES

- Council has been successful in Round 2 of the Smart Cities and Suburbs Program, securing a \$2 million project being funded by the Australian and Territory Governments, and Council.
- The project will focus on using smart technology to make our community safer and more liveable.
- Council staff are finalising the Australian Government grant agreement and it is expected that this will be signed by the Chief Executive Officer under delegation, by the end of February 2019.
- It is expected that the physical installation of elements of the project will commence in August 2019.
- Council is progressing this project and this report provides an update.

### RECOMMENDATION

THAT Report Number 9/0152 entitled *Próject* – Smart Cities Update be received and noted.

### BACKGROUND

The Australian Governments Smart Cities and Suburbs Program is supporting the delivery of innovative smart city projects that improve the liveability, productivity and sustainability of cities and towns across Australia.

In May 2018, the Minister for Urban Infrastructure and Cities, The Hon Paul Fletcher MP, announced the opening of a second round of the Program, with around \$22 million of funding available through a competitive grant process. Round Two encouraged applications for collaborative projects, led by local government, which apply innovative technology solutions to urban challenges, delivering economic, social and environmental benefits.

At its Meeting held on 19 June 2018, Council resolved the following:

**City of Palmerston Smart Cities and Suburbs Program Application**

**C9/0033**

1. *THAT Report Number C9/0033 entitled City of Palmerston Smart Cities and Suburbs Program Application be received and noted.*
2. *THAT Council approve an application to the second round of the Smart Cities and Suburbs Program up to \$2 million, consisting of financial contributions as follows:*
  - a. *\$1 million from the Australian Government*
  - b. *\$500,000 from the Northern Territory Government*
  - c. *\$500,000 from the City of Palmerston*

*As outlined in Report Number C9/0033 entitled City of Palmerston Smart Cities and Suburbs Program Application.*

3. *THAT Council, pursuant to Section 32 (2) of the Local Government Act (as amended), hereby delegates to the Chief Executive Officer, the power to finalise and make an application to the second round of the Australian Government's Smart Cities and Suburbs Program as outlined in Report Number C9/0033 entitled City of Palmerston Smart Cities and Suburbs Program Application.*
4. *THAT a further report be prepared on the final funding model and formal agreement should the City of Palmerston Smart Cities and Suburbs Program application be successful.*
5. *THAT this decision and report be moved into open on 3 July 2018.*

**CARRIED 9/0125 - 19/06/2018**

Council made a submission for the delivery of a \$2 million project in collaboration with Australian and Territory Governments, and Council.

The proposed funding was as follows:

- Australian Government	\$1,000,000
- Northern Territory Government	\$500,000
- City of Palmerston	\$500,000

Council further identified this project as a major initiative in its *Próject* document.

This report provides Council with an update on *Próject* – Smart Cities and seeks confirmation that Council accepts the grant funding from the Australian and Territory Governments.

## DISCUSSION

Building on Palmerston's 'Tech Savvy' community, Council adopted a Digital Strategy (2017) which identifies that enabling social value through technology is critical for the future of Palmerston.

Council's submission to the Australia Government demonstrated an understanding for the particular smart city solutions that could be incorporated into a trial program to address our urban challenges and improve the community's liveability.

The target outcomes of this project are in line with Council's Digital Strategy:

- Safe and Sound – "Deliver A Safer Community" (Public safety and crime reduction, through CCTV, sensors and smart lighting)
- Connect and Enable – "Not Connected Is Not an Option" (minimising resource consumption, improving public services and green spaces); and
- Interact and Engage – "Facilitate Better Outcomes for The Community" (Open Data: accountability, transparency and innovation enablement).

In November 2018, the Australian Government announced Council was successful in its Smart Cities and Suburbs Program – Round 2, receiving \$1 million towards the \$2 million project.

The identified outcomes of the project are to:

- Reduce crime and antisocial behaviour, through smart technology (such as CCTV and smart LED technologies) to deter and provide support to policing entities.
- To continue to build on our existing CPTED (Crime Prevention Through Environmental Design) principles to address better lighting in crime hotspots, to provide a deterrent for criminal behaviour and to provide better visibility to police.
- Contribute to sustainability and environmental resources by monitoring, optimising and enhancing service delivery for water resources.
- Enhance community services through the delivery of more effective and efficient services.
- Enhance engagement with the community through online services, electronic forms, apps and data availability.
- Improve waste management service delivery through effective and efficient monitoring and collection.
- Establish an open data portal publication catalogue and enable regional innovation opportunities.
- Extend transparency and accountability of Council business to the community through open data.
- Enhance community engagement through a smart city platform, open data portal and engagement opportunities throughout the program.

This project will also be an enabler for future smart city initiatives.

At present Council staff are progressing finalisation of the grant agreement with both the Australian and Territory Governments. It is expected that this will be finalised and signed off by the Chief Executive Officer by the end of February 2019.

The agreements are standard agreements for government funding and include items such as media management, project milestones, audit requirements, funding schedule and project period.

The Australian Government requires that this program be completed by June 2020. This timeframe is achievable, and milestones are being developed in line with this requirement.

It is being recommended that Council confirms its acceptance of the Australian and Territory Governments grant funding for the delivery of the City of Palmerston – Smart Cities and Suburbs Program.

Other work in progress includes but is not limited to:

- Establishing the probity framework.
- Updating the Project Management Plan.
- Defining success criteria.
- Aligning initiatives with other council projects and activities to improve efficiency and reduce double handling.
- Commencing detailed project planning and procurement timelines.
- Establishment of a working group of specific stakeholders

Further updates will be presented as required or at least every three (3) months.

## **CONSULTATION PROCESS**

Council has released media and social media, advising of this project and its commitment.

As the project progresses, Council will need to engage with and inform the community and other stakeholders. A communications and engagement plan will be developed as the project progresses.

Consultation will occur as and when required.

In preparing this report the following City of Palmerston staff were consulted:

- Finance Manager
- Manager Growth and Sustainability
- Manager Information and Digital Innovation

In preparing this report the following external parties were contacted:

- Smarter Technology Solutions (STS)
- Merit Partners

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## BUDGET AND RESOURCE IMPLICATIONS

The total cost of this program is \$2 million (GST exclusive).

Council has previously approved to seek grant funding from the Australian and Territory Governments.

The funding model is:

- Australian Government	\$1,000,000
- Northern Territory Government	\$500,000
- City of Palmerston	\$500,000

The funding from the Australian and Territory Governments has been secured.

Council has placed \$500,000 into its reserves to fund its contribution to this project. No loan funding is required. Therefore, the program is fully funded and able to proceed.

The provision of smart technologies should result in operational efficiencies and improved services to the community.

Council has engaged the services of a specialist consultant STS to assist with the grant application and delivery of this significant and complex program.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

With all large projects there are project management risks as part of delivery, these will be identified, and mitigation measures put in place as the project progresses. The use of probity and specialist consultants will also assist to mitigate risks.

Council staff have/will engage a law firm, probity auditor and specialist consultancies to advise and assist with delivery.

As the program is approved by Council and funded, the Chief Executive Officer has delegation to enter into the grant agreements with the Australian and Territory Governments.

Council staff are responsible for ensuring that all grant agreement conditions are conformed with.

Council will need to consider privacy matters to ensure they are adequately addressed prior to releasing any open data.

Parties may seek to converse with Elected Members or staff in relation to procurement of related products and services. To ensure good governance and compliance, Elected Members and staff must be aware of probity obligations. Any such approaches should be directed and reported to the Chief Executive Officer, including details of what occurred and the party involved.

Merit Partners have been engaged by Council as the probity auditors for this project, to ensure compliance of any procurement processes undertaken.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

As part of delivering *Próject* – Smart Cities, the project will include environmental monitors and waste compacting bins across the municipality. The scope of these are still to be finalised, however they will contribute to improved environmental outcomes and monitoring for Council.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

I the author and approving officer declare that I do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

There are no attachments for this report.

## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.1.2

**REPORT TITLE:** *Próject* – Making the Switch, Update February 2019

**REPORT NUMBER:** 9/0147

**MEETING DATE:** 5 February 2019

**Author:** Manager Infrastructure and Maintenance, Malcolm Jones

**Approver:** Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report provides Council with an update on the *Próject* – Making the Switch, public lighting transition. to smart LED's project.

#### 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.

### KEY ISSUES

- The ownership of some 4,000 street lights within Palmerston was transferred to Council from Power and Water Corporation (PWC) on 1 January 2018.
- Council also owns about 700 lights in parks and along pathways for a total portfolio of 4,700 public lights.
- Council has identified Smart LED Lighting replacement as a major initiative within its *Próject* initiatives.
- Council has commenced a total of \$3.65 million (GST exclusive) to the program.
- Physical replacement of lights is expected to commence in April 2019 and be completed within two (2) years.
- Work has progressed on the preparation and calling of public tenders in January 2019 for the delivery of the project, with the following activities undertaken:
  - Industry Briefing for the installation component held.
  - A public request for tender for the installation of luminaires and associated equipment released.
  - Smart lighting controls preferred supplier selected, and contractual documents being finalised.
- This accelerated Smart LED Street & Public Lighting replacement program has the potential to be transformational project for the City by reducing power expenditure and improving liveability via the range of benefits that would result from LED lighting and smart controls over traditional lighting.



## RECOMMENDATION

THAT Report Number 9/0147 entitled *Próject – Making the Switch*, Update February 2019 be received and noted.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting on the 11 December 2018, Council resolved the following:

*Próject – Making the Switch, Update December 2018*

9/0142

*THAT Report Number 9/0142 entitled Próject – Making the Switch, Update December 2018 be received and noted.*

**CARRIED 9/0403 – 11/12/2018**

This project forms part of Council's major initiatives and captured as part of *Próject – The Family City*.

Council has requested and will receive quarterly reports updating on the progress of this project. The last update report was presented to Council in December 2018.

There has been significant progress and it was considered appropriate to update Council at this time. Further reports will be presented as required or at least every three (3) months.

## DISCUSSION

Council has been actively working on the timely delivery of this significant project. It is expected that the roll-out of the smart ready LED luminaires will commence in April 2019.

The program will see the conversion commencing in Moulden.

In January 2019 Council held an industry briefing for potential installers of the new luminaires. The briefing was well attended with 15 companies represented. Representatives from Power Water Corporation and Merit Partners (Council's Probity Auditors) were also present.

A significant milestone for the project was the release of two (2) public request for tenders in January 2019 being for:

- Public Lighting LED Luminaires Supply.
- Installation of LED Luminaires and Associated Equipment.

It is expected that these contracts will be awarded by early March allowing for works to commence in April 2019.

In 2018 Council entered into a collaborative public tender process with City of Darwin and Litchfield Councils for the supply of public lighting smart controllers. The process has resulted in a preferred supplier being selected.

Council is currently funding the contract. The contract is expected to be finalised and owned by end of January 2019. The delivery of this component is an impact milestone.

Council has further approved a 10 year lighting Improvement Program from savings realised from this project.

This would supplement existing capital works allocations to deliver new or upgrading lighting projects. Unlike the project which is replacement, this program would deliver new lighting where lighting does not currently exist or additional lighting in areas determined as lighting black spots.

This outcome would result in improved amenity and safety for the community. These projects would be delivered on a priority basis.

Council submitted a Building Better Regions Funding (BBRF) application to the Australian Government to expediate delivery of this component in November 2018. The BBRF presents a \$2.25 million project funded as follows:

- Australian Government – BBRF	\$750,000
- Northern Territory Government	\$750,000
- City of Palmerston	\$750,000

The Northern Territory Government has provided support for its contribution subject to the BBRF being successful.

The Australian Government is still assessing BBRF applications.

## **CONSULTATION PROCESS**

Council has undertaken media and social media advising of these projects and its commitment.

The replacement project will require further consultation to inform the community of the transition works program. A community strategy will be developed prior to the roll-out commencing.

The upgrade program will require community consultation and engagement as new lighting will be installed.

Consultation will occur as and when required.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

The total cost of this project is \$3.65 million (GST exclusive).

The Council has approved that the project be funded by a 10 year internal loan at a interest rate of 2.6%. The project will provide savings after associated costs, in the order of magnitude of \$2.59 million in savings over 12 years which will be utilised to improve lighting in the City.

Council has submitted a BBRF application to the Australian Government for \$2.25 million to expediate the delivery of improved lighting in the City. Funding partnership is detailed in the body of this report.

The provision of new lighting through this element will result in a marginal increase in operational costs per annum subject to extent of work, which will be addressed through normal budget processes.

This is a significant and complexed project which is in addition to existing capital and operational programmes. Council has approved a new limited tenure internal resource, recruitment of this role has recently been completed.

In addition, Council has engaged the services of a specialist public lighting consultant, Next Energy to assist with the delivery of the project.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

With all large projects there are project management risks as part of project delivery, these will be identified, and mitigation measures put in place as the project progresses. In addition, the recent addition of an additional FTE to specifically manage this project and use of specialised consultants will further mitigate risk.

Installing new efficient luminaries will result in current nearby dark areas appearing darker. There is a risk that the community will demand that these be addressed. This risk is being mitigated by the inclusion of a lighting improvement program funded by savings.

Council staff have engaged a law firm, a probity auditor and specialist consultancies to advise and assist with delivery of this project.

Although it is not legislatively required, the monthly financial report will be updated to include information relating to the internal loan. The report will include how much from the reserve has been borrowed, how much has been repaid, and the final outstanding balance of the loan. Furthermore, the Council will be provided with regular updates on the progress of the project. These reports will also include financial details related to the project.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

Ownership of street lighting has a material impact on Council's carbon footprint but has also provided Council with increased control and flexibility in implementing energy efficient lighting solutions. A large-scale accelerated Smart LED Street & Public Lighting Programme provides the best mitigation of increased emissions and reducing energy usage.

The project will deliver benefits such as:

- Low levels of light pollution.
- Improved pedestrian and vehicle safety.
- Improved general community safety.
- Improved liveability.

The contract will include environmentally friendly disposal of existing luminaries where feasible.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

There are no attachments for this report.

**AGENDA ITEM:** 13.1.3

**REPORT TITLE:** City Growth and Operations Quarterly Report October – December 2018

**REPORT NUMBER:** 9/0161

**MEETING DATE:** 5 February 2019

**Author:** Manager Growth and Sustainability, Rebecca de Vries

**Approver:** Chief Executive Officer, Luccio Cercarelli

## PURPOSE

This report summarises the key activities undertaken by City Growth and Operations in the October to December quarter 2018.

### 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.

## KEY ISSUES

- City Growth and Operations provides a report on its activities for the previous quarter.
- Works and services delivered in the last quarter include upgrades to footpaths and parks to provide all abilities access, the construction of a basketball court, the collection of record waste tonnages and the construction of a solar photovoltaic system on the Palmerston Library.
- Electronic Speed Limit Signs were also installed at five different school crossings, with more to be delivered.
- A new car park was opened in the Palmerston CBD providing 25 all day parking spaces, with additional parking opportunities continuing to be explored.
- Additional tree planting and the installation of 20 planter boxes was delivered across the municipality.

## RECOMMENDATION

THAT Report Number 9/0161 entitled City Growth and Operations Quarterly Report October – December 2018 be received and noted.

## BACKGROUND

City Growth and Operations provides a quarterly report to Council on key activities undertaken during this quarter and further works underway for the next quarter, as provided in **Attachment A**.

## DISCUSSION

Highlights from the City Growth and Operations Quarterly Report include:

- Installation and commission of a new solar photovoltaic system at the Palmerston Library.
- Upgrade of footpaths and gates to provide all ability access at Marlow Lagoon Recreation Reserve and Dog Park.
- The construction of a new outdoor basketball half-court at Joan Fejo Park.
- Record waste tonnages collected in the 2018 Pre-Cyclone clean up.
- The opening of a new car parking at the Palmerston Library, providing 25 all day parking spaces.
- The installation of a 3D pedestrian crossing on Palmerston Circuit.
- The installation of Electronic Speed Limit Signs at five (5) different school crossings.

Future activities to be undertaken by City Growth and Operations include, but are not limited to:

- New LED lights being installed across the municipality.
- Progressing the Smart Cities initiative.
- Progressing the installation of a new solar photovoltaic system at the Palmerston Recreation Centre.
- The progress of scoping works for the delivery of additional tree planting projects.

These items will be discussed in the next City Growth and Operations Quarterly Report.

It is noted that this is the first time the City Growth and Operations Quarterly Report has been presented for a period of time. The information provided in this report will be built on in future reports and any feedback to officers on the report is appreciated.

## CONSULTATION PROCESS

There was no consultation required as part of this report.

## POLICY IMPLICATIONS

There are no policy implications from this report.

## BUDGET AND RESOURCE IMPLICATIONS

There are no financial or resource implications from this report.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

There are no risk, legal or legislative implications from this report.

## ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environmental sustainability implications from this report.

## COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## ATTACHMENTS

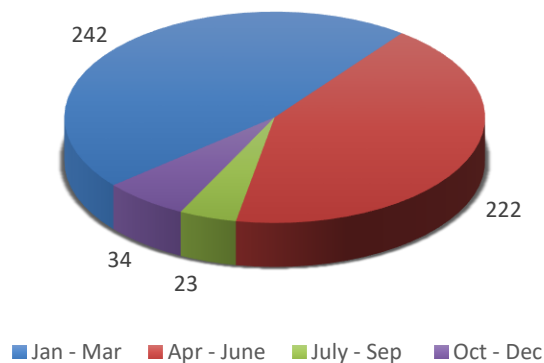
**Attachment A:** City Growth and Operations Quarterly Report

## Assets and Infrastructure

### Roads

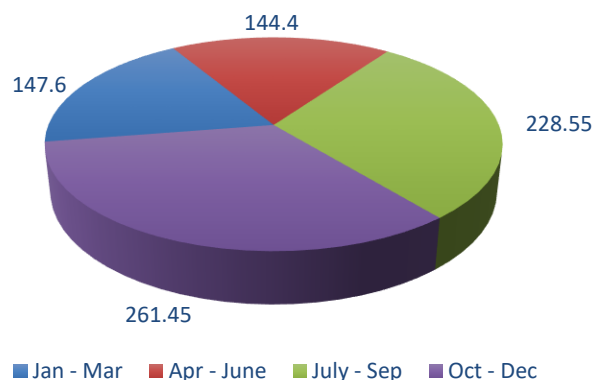
Council has repaired 34 potholes across the municipality between October to December 2018 and over the course of the year, 521 potholes were repaired. This indicates nearly 7% of pothole repairs completed in the last 12 months were required in the last quarter. This is not unusual, noting the seasonal conditions impact on road infrastructure generally requiring a greater number of repairs during the wet season. A greater than usual number of repairs were also required during April to June in response to Tropical Cyclone Marcus.

**Number of Potholes Repaired - 2018**



A total of 261.45m<sup>2</sup> of reconstructed road sections were completed during the last quarter out of approximately 782m<sup>2</sup> reconstructed road completed in the last 12 months. This includes the investigation of sunken pavement at various locations within Bakewell & Rosebery. This indicates that 33% of repairs completed in the last 12 months were required in the last quarter. These works are required to be undertaken in favourable weather conditions.

**Reconstruction of Pavement (m<sup>2</sup>) - 2018**



### Footpaths

A total of 380m<sup>2</sup> of concrete footpath replacement have been completed to repair defective sections of existing pathways, thereby improving the safety and amenity of our pathway network.



Where longer sections of 900mm wide footpath have needed replacing, they have been upgraded to 1.5m wide to comply with current guidelines as part of the wider footpath upgrade program. On an average path width of 1.5, a total of 380m<sup>2</sup> equals to 250lm of path replacements.

### 3D Crossing

An innovative 3D line marking application has been applied to the crossing on Palmerston Circuit between the Coles Shopping Centre and the Water Tower Car park. The intention is that the 3D crossing is more visual to motorists and therefore encourages them to slow down. The 3D effect as this location has not been as effective as envisaged. The lessons learnt with this location are that for the 3D effect to be fully appreciated, it needs to be located on smooth asphalt surfaces, on straight run roads and preferably where motorists are looking downslope not upslope. Other zebra crossings within the Palmerston CBD were not considered at this time as investigations are underway to improve these crossings.



### Marlow Lagoon Recreation Reserve and Dog Park

The recently upgraded pathway and culvert at Marlow Lagoon Recreation Reserve will provide all ability access all year around from the pet park carpark to the lakes, playground and toilet facilities.

Before the upgrade, most of the sections of the pathways were under water during and after storms during the wet season, resulting in dangerous conditions, along with not achieving all abilities access standards.

The new pathway has been raised by a minimum of 300mm which will allow access after most storm events.



*Before*





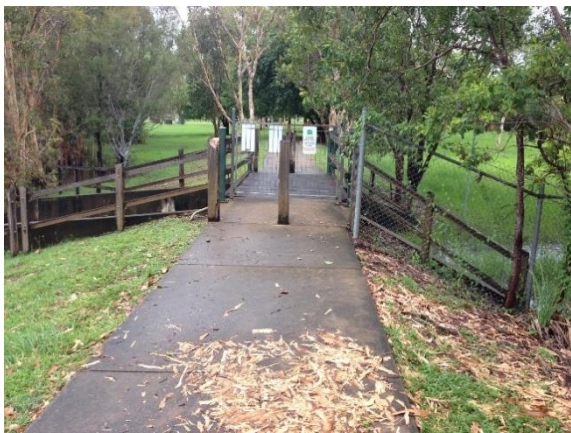
*After*



*After*

It is noted that the before and after photos provided above have been taken in different weather conditions, thereby not depicting the improved effect of the pathway after a rain event.

The timber bridge on the southern side of Marlow Lagoon Recreation Reserve was deteriorating and posed a degree of financial risk as a result of regular maintenance that was required to be carried out. This bridge has now been replaced with a box culvert with new all abilities access gate to provide safe access through the park all year.



*Before – old timber bridge*



*After – box culvert with new all abilities access gate*

In addition to these upgrades, a new all abilities access gate has been installed at the main entrance of Marlow Lagoon Recreation Reserve.





Before



After

### **Electronic Speed Limit Signs (ESLS)**

Council is committed to improving the safety of its road network and believes that the installation of ESLS would support a positive change in road safety and education within school zone speed limits. These signs detect vehicle speed and advise you to slow down if you are speeding. There are various message options and they are also programmable to school times.

Following a review of these signs and related literature it has been concluded that ESLS or vehicle activated signs appear to have a stronger and longer lasting impact on vehicle speeds with studies both in Australia and internationally identifying a reduction in vehicle speeds that appears to improve the longer the speed feedback signs are in the location.

There are currently 17 school crossings in Palmerston. Typically, each crossing requires two (2) ESLS. So far, five (5) crossings have been fitted with ESLS with four (4) more crossings currently out to tender to be implemented in March. The remaining eight (8) school crossings are proposed, subject to grant funding from the NTG. The grant submission will be assessed in February 2018 and if approved, these remaining signs will be delivered as soon as possible.

Council has received several instances of positive feedback on the ESLS which have been installed to date.

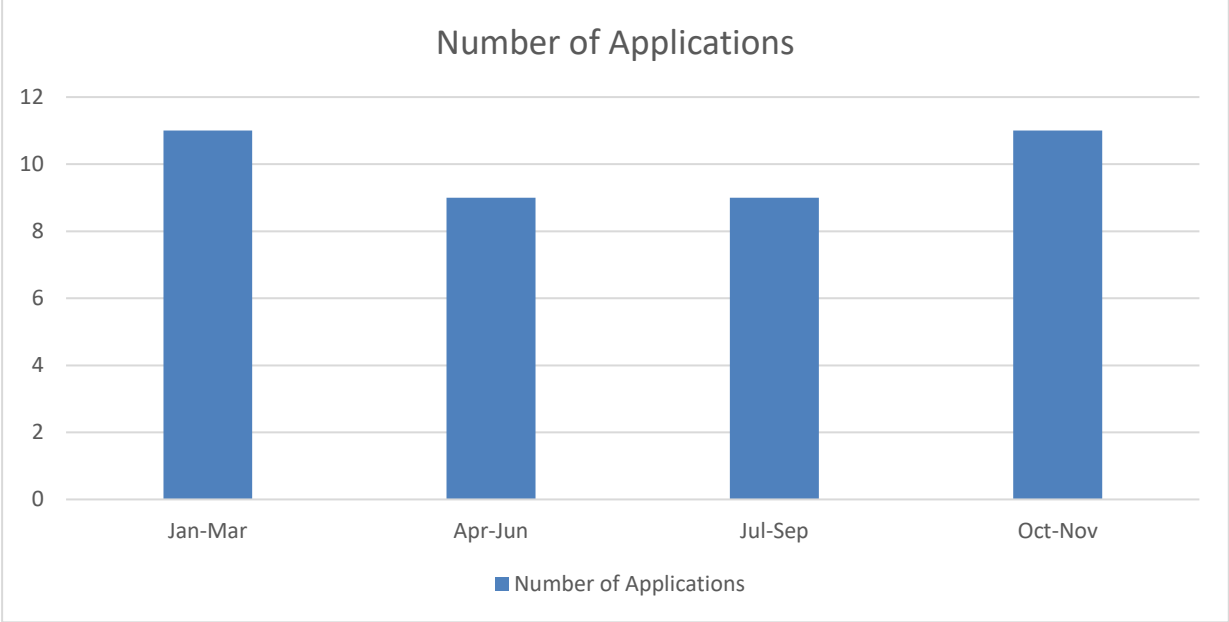


**Stormwater Drain Cleaning**

A total of 870 linear meters of low flow stormwater pipework in Moulden were cleaned in preparation for the wet season rains. Some sections of this pipework were discovered to be 100% blocked. Cleaning of this pipework is expected to significantly reduce the amount of time that the floodway across Bombax Street remains underwater during severe rainfall events as well as further reducing the risk of flooding to nearby residences.

**Development Applications**

Council commented on 39 development applications in 2018, with 11 of these in the last quarter, representing a fairly even trend in development over the last 12 months.



**CBD Car parking**

The vacant lot 12965 in between Palmerston Library and Quest has recently been sealed and line marked to provide a formal 25-bay Zone B (all day) car park. Two (2) of these bays have been reserved for Library staff.

The parking at the rear of the library is being modified to allow for an additional two (2) disabled car parks, resulting in a total of four (4) disabled car parking spaces.

Free car parking was successfully delivered between 3 December 2018 and 4 January 2019 to promote shopping in the CBD during the Christmas period.



## Open Space and Tree Planting

### Tree Planting

Tree planting is occurring in numerous locations in response to tree loss from Tropical Cyclone Marcus as well as where additional planting opportunities are present. Locations where additional planting has occurred includes the CBD, Temple Terrace Median, and larger parks that sustained tree loss in the cyclone.

Farrar Boulevard landscaping is expected to be underway this month, with further planting also planned for Buscall Avenue and Emery Avenue. Replacement of trees in minor or local roads is also underway where requested by residents.

Council planted 128 trees in the previous quarter. Approximately 30 trees have been planted so far, with plans for a further 368 to be planted this quarter.

### Street Tree Maintenance

The street tree pruning program is undertaken in each suburb each year to maintain tree canopies above pedestrians and vehicles. The pruning program comprising 2 parts:

- 1) Canopy lift and inspection of trees to identify faults and hazards
- 2) Reactive work to address faults and hazards once assessed by council officers.

For the last quarter, the suburbs of Yarrawonga, Gunn, Woodroffe, Driver, Gray, Rosebery, Bakewell have been completed. Durack, Zuccoli, Farrar and Johnston are underway.

### Other Open Space Projects

Open space projects completed over the last quarter include:

- Lightning protection installed on irrigation controllers
- Replacement of irrigation cabinets
- Replacement of irrigation controllers
- Construction of the new Basketball Court at Joan Fejo Park
- Installed 20 planter boxes across the municipality.

The following table outlines the quantity of tasks completed in relation to parks and open space in the last quarter:

Task	Number
Routine park safety inspections carried out	63
Contract compliance inspections carried out	87
Routine play equipment safety inspections carried out	19
Playground inspection compliance checks carried out	154
Requests received from residents to inspect trees	121
Locations recorded that required tree works to be carried out	53
Requests received from residents regarding irrigation	40
Irrigation system repairs issued	209
Irrigation system repairs were completed	128
Customer service requests/enquiries received	214
Customer service requests completed	179

Other scoping works are in progress for additional tree planting and ongoing tree watering projects.

## **Sustainability Initiatives**

### **Street Lights LED Program**

A successful industry briefing was held to support the tender released for the installation of all LED lights across the municipality, with more than 15 companies attending. Tenders for the installation of the LED lights and for supply of 4500 LED street lights have been released with closing dates early February.

Light measurements of current street lights in Moulden were carried out in five (5) different streets. These results will be used to compare the current street lights and the new LED lights once installed.

### **LED Lighting in Council buildings**

A request for quotes to supply and install new LED lights for the Recreation Centre basketball court will be released shortly. The installation of the new LED lights are expected to see a significant energy saving for the Recreation Centre and assist in further reducing Council's electricity bills, with installation expected to be completed by the end of March 2019.

### **Library Photovoltaic System**

In November 2018 a solar photovoltaic (PV) system was installed at the Palmerston Library. It is a 99KVA roof mounted system, with 330 solar panels.

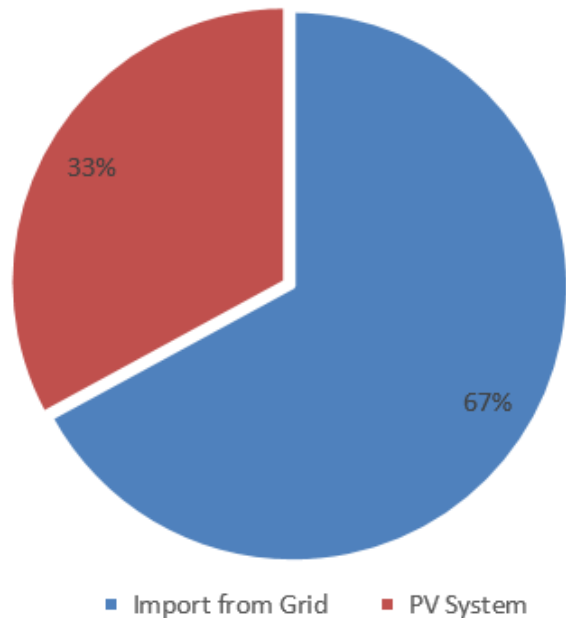
Since the installation has been completed, data has been collected to ascertain the energy being produced. We know that in December 2018 a total of 33.44 megawatts of energy was used, of which 11.01



megawatts were provided by the PV system. This is equivalent to 33% of the electricity demand. The PV system is expected to produce 435 kilowatts per day on average throughout the year, to compensate approximately 38% of the Library electricity requirements.



Comparative Energy Use in December 2018 for Library



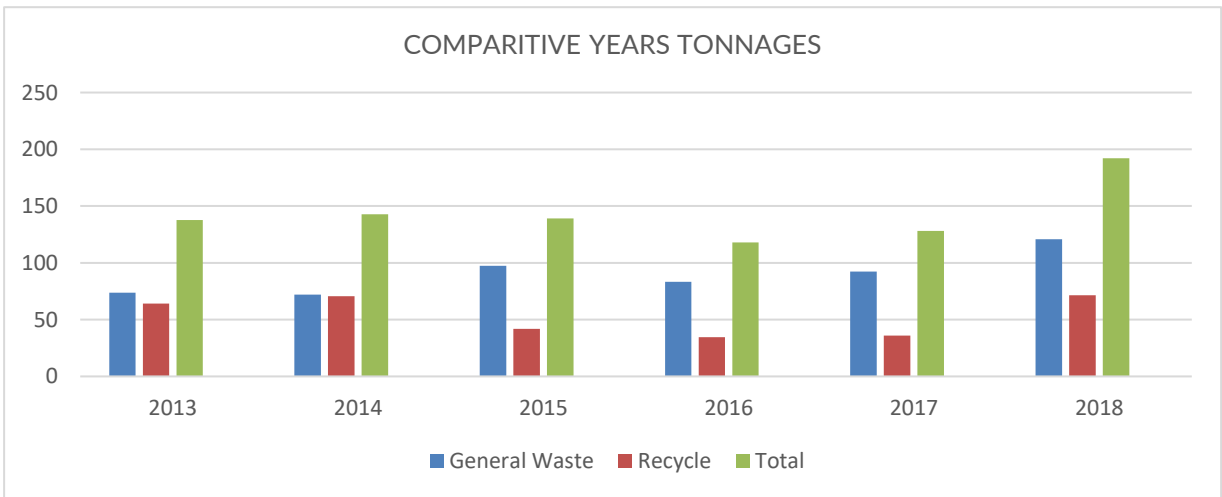
In the last quarter, Council also prepared tender documentation for the installation of a solar PV system on the Palmerston Recreation Centre.

### Waste Management

#### Pre-cyclone Clean Up

The final round of the pre-cyclone clean up occurred in early October 2018. This Pre-Cyclone Clean Up presented the highest waste tonnages recorded for a Pre-Cyclone Clean Up with a total of 192.26 tonnes collected. The previous highest total recorded was in 2014 where 142.67 tonnes were collected. The 2014 tonnage was exceeded by almost 50 tonnes in 2018.

The graph below titled Comparative Years Tonnages outlines general waste, recycle waste and total tonnages collected since 2013. As shown, the 2018 collection is the highest collection recorded for both general and recycle waste.



### Archer Waste Management Facility

Following a public tender process, the Archer Waste Management Facility saw a change in operators.

Veolia have partnered with Helping People Achieve (HPA) and Litchfield Green Waste and took over the management of the site on 1 December 2018.

The transition from the previous contractor to Veolia was relatively seamless with no disruptions to our community or services experienced.

### Domestic Kerbside Waste Collection:

Council received a total of 321 requests relating to waste in the last quarter as shown in the below table:

Request type	Number of requests
New bin service	59
Stolen bin	43
Missed bin	65
Damaged bin	152
Bin upgrade	2
<b>TOTAL:</b>	<b>321</b>

The below graph shows tonnage of waste collected each month in the last quarter, showing no significant change in trend in response to the Christmas period.

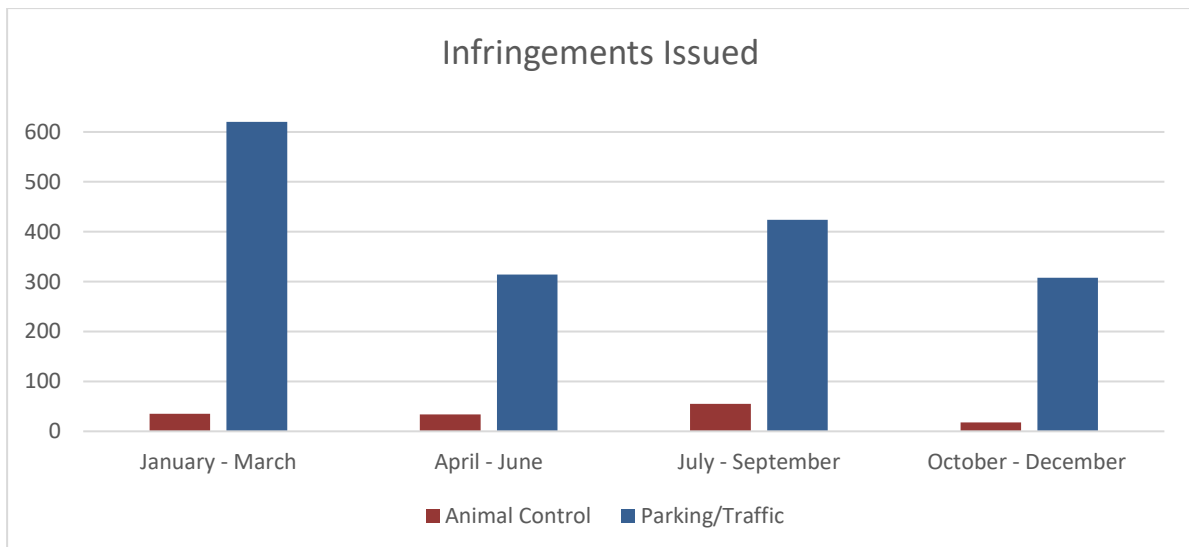


## Animal Management

### Ranger Services

Rangers have issued 308 infringements for parking/traffic in the last quarter, with 1672 infringements issued over the course of the year.

A total of 18 infringements for animal control were issued in the last quarter, with 142 infringements issued over the course of the year.



### Dog Registration

Council records indicates that approximately 25% of registered dogs in 2018/2019 registration year are microchipped while 75% were de-sexed dogs. These figures indicate that concessions offered by Council on dog registration are appreciated by the community and taken advantage of. It also shows that proactive approaches to promote responsible ownership is effective.

Another initiative around community education on animal management has seen upgrades to signage placed throughout the Palmerston area advising residents on registration, walking dogs on lead and the advantages of microchipping their animals.

### Animal Awareness Day



In conjunction with Community Services 'Brekkie in the Park' held at Marlow Lagoon Recreation Reserve on Sunday 3 June 2018, Ranger Services held an Animal Awareness Day which provides free microchipping and free registration for new dogs.

Over 100 people attended the event, along with their pets, enjoying the free breakfast provided by the Lions Club of Palmerston.

The day saw approximately 66 dog registrations recorded and 40 dogs microchipped. Paws Darwin and Ark Animal Hospital provided microchipping services while RSPCA and Waynes Bitch Boxes attended

on the day and assisted with dog handling pre and post microchipping.

The next dual event will be held at Joan Fejo Park in April 2019.

### **Royal Darwin Show**

Council staffed a stall at the Royal Darwin Show on 27 July 2018 to promote responsible animal management in the Palmerston area. It has been recognised that substantial numbers of Palmerston residents and defence force personnel regularly attend the Darwin Show.



*The City of Palmerston stalls at the Royal Darwin Show*

We expect that this will become a regular fixture on our calendar of events going forward. A stall was also hosted by Council at the PAWS Darwin Open Day on 14 October 2018.

These events are expected to become a regular fixture on the Council calendar going forward.



**AGENDA ITEM:** 13.1.4

**REPORT TITLE:** Corporate Services Quarterly Report October - December 2018

**REPORT NUMBER:** 9/0162

**MEETING DATE:** 5 February 2019

**Author:** Executive Assistant to Director Corporate Services, Alyce Breed

**Approver:** Director Corporate Services, Chris Kelly

## PURPOSE

This report summarises the key activities undertaken by Corporate Services in the October to December quarter 2018.

### 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.

## KEY ISSUES

- Corporate Services provides a report on its activities for the previous quarter.
- Council's media monitoring detected 355 media mentions reaching a cumulative audience of 1.7M.
- The 2<sup>nd</sup> Instalment reminder for rates and charges was sent out and was due by 30 November
- The early bird rates draw was undertaken in October, where two lucky ratepayers from Bakewell and Yarrawonga received \$1,500 each.
- Council's free Wi-fi was used 3,297 times in the last three months with an average of 31 users per day.

## RECOMMENDATION

THAT Report Number 9/0162 entitled Corporate Services Quarterly Report October – December 2018 be received and noted.

## BACKGROUND

At the 2<sup>nd</sup> Ordinary Council Meeting of 16 October 2018, Council made the following decision:

13.1.1 *Corporate Services Quarterly Report July – September 2018* 9/0099

1. *THAT Report Number 9/0099 entitled Corporate Services Quarterly Report July – September 2018 be received and noted.*
2. *THAT Council amend the Council Policy Review Schedule to move the review of Council Policy TECH04 Waste Management from 4<sup>th</sup> Quarter 2018 to 1<sup>st</sup> Quarter 2019.*

**CARRIED 9/0313 – 16/10/2018**

Council will be provided with a report on the activities of Corporate Services at the end of each quarter.

## DISCUSSION

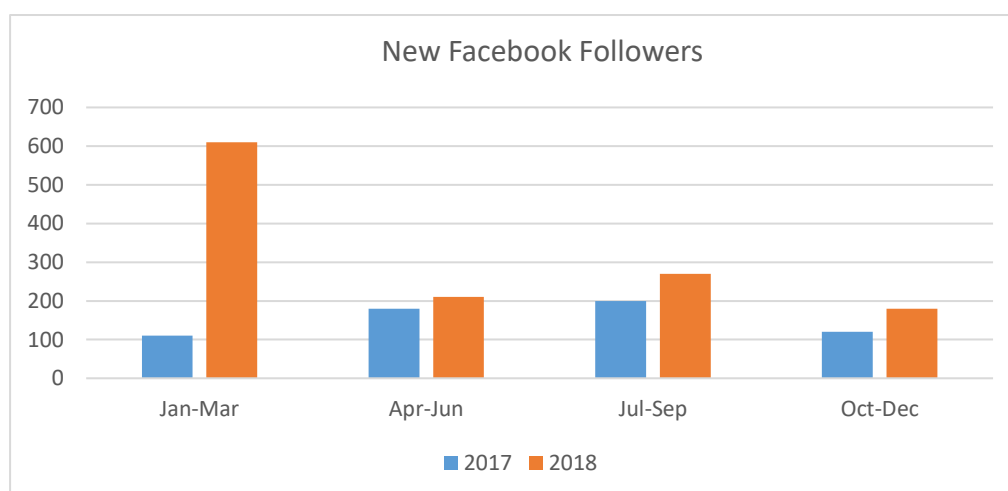
Highlights from the Corporate Services Department include:

### Media and Communications

Media and Communications had a busy quarter, with extensive community consultation and ongoing promotion of Council activities.

Highlights for the quarter include:

- Council issued 15 media releases and responded to 15 newspaper media enquiries – topics included outdoor dining and *Prójects*;
- Council made 63 Facebook posts. The most popular posts for this quarter were based on weather and climate (reaching 12,100) and mural and street art (reaching 11,500);
- Consultation and event posts with Council attracted 180 new followers on Facebook which is down from 274 last quarter, making a total of 11,545 followers on Facebook; and
- Council's media monitoring detected 355 media mentions reaching a cumulative audience of 1.7M. The Youth facility in Pinelands topic received the highest volume of coverage and the largest cumulative audience reach on 12 December 2018.



## A Place for People

### Finance and Customer Services

The second quarter of a financial year is one of the most important times for the finance team. The audit of Council's financial statements is finalised for inclusion in the Annual Report, as well as preliminary preparation works towards the next financial years annual budget.

Highlights for the quarter include:

- Successful unqualified audit report on Council's financial statements.
- Rating workshops were held with a community reference group to help formulate a rating strategy.
- Workshops were held with community members to help form a Strategic Community Plan.
- Internal Audit into the payroll function of Council commenced.
- Work commenced on the draft 2019-2028 Long Term Financial Plan.
- Preparation began for the development of the 2019-20 annual budget for incorporation into the 2019-20 Municipal Plan.

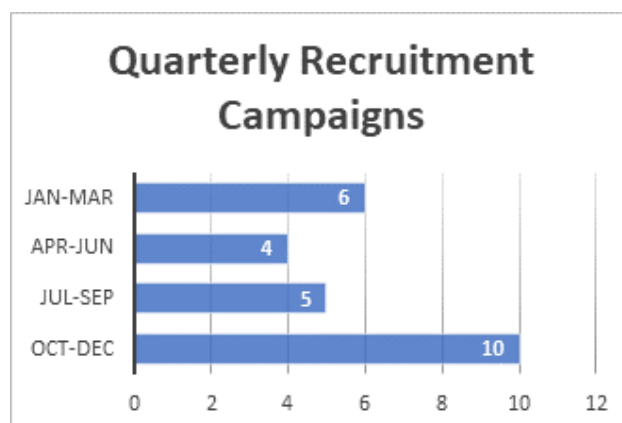
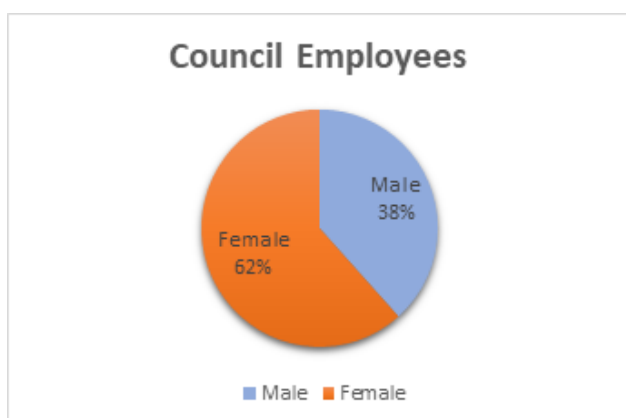
### Information Systems

Council continues to offer its free CBD Wi-Fi to residents and visitors. Council Free Wi-Fi services are available in Goyder Square, Library, Recreation Centre and Arts Centre from Monday – Sunday between 7am to 10pm to encourage users to spend more time in the CBD and visit local businesses. Users can access Council Free Wi-Fi services with unlimited data and speed of 20mbps. Content filtering and Firewall security is applied at all times to prevent any malicious acts or exploitation of internet services.

- Council's free Wi-Fi was used 3,297 times.
- The Library has the most use recorded, with the Recreation Centre and Goyder Square following. The recorded usage for the Arts Centre is minimal.
- Majority of users are aged between 18 and 34 years old.

### Our People

Council has a diverse workforce performing many functions on behalf of the community. As at 31 December 2018 our employees comprised 62% females and 38% males.



10 recruitment actions were undertaken during this period to fill vacant roles. There is a higher than normal amount of vacancies in this period due to City of Palmerston undertaking the operations of the Taminmin Community Library on behalf of Litchfield Council as of 1 January 2019.

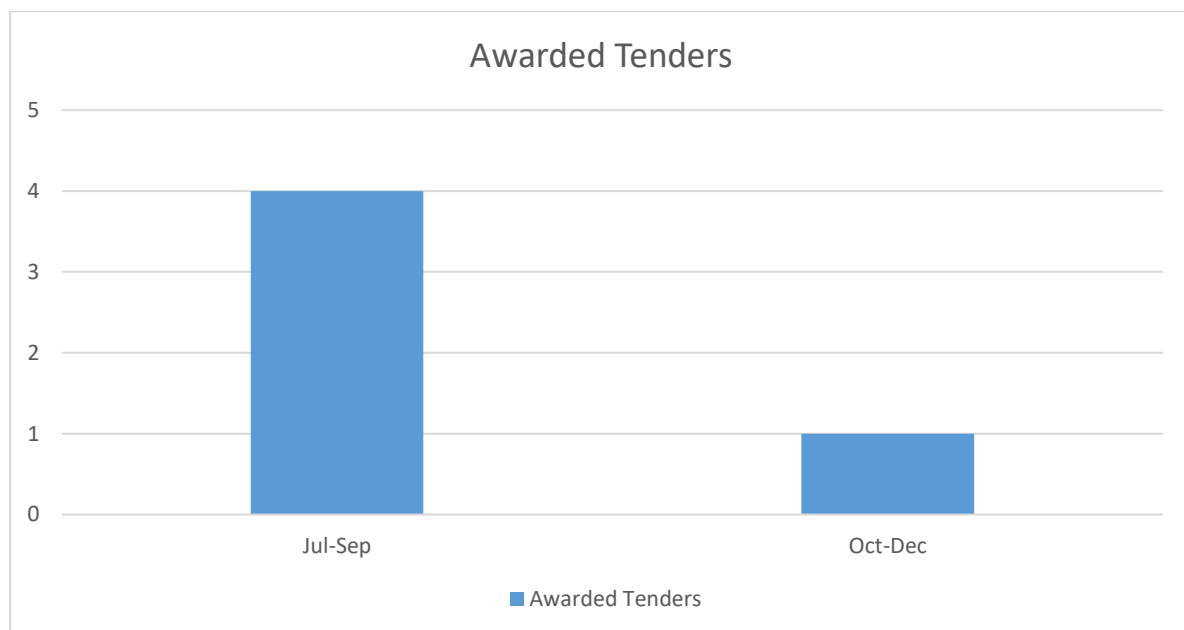
## A Place for People

12 staff members participated in the following training related activities:

- Core competencies;
- Conference attendance;
- One furthered their skills through formal education; and
- Executive Leadership Team undertook High Performance Training.

## Tenders

Council seeks tender submissions for various activities to achieve the best outcome for the Palmerston community. For this financial year, as at 31<sup>st</sup> December 2018, Council had awarded 5 tenders, with 2 under consideration.



During this quarter, Council awarded a tender to Asphalt Company Australia Pty Ltd for Reseal Various Roads 2018/2019 for an estimated \$696,866.63 (Schedule of Rates).

## Council Policies

Council has adopted a Policy Review Schedule. Council will undertake 44 Policy Reviews over the term of the Council. To date 13 policies have been reviewed, with 6 being reviewed in this quarter, namely:

- GSTV01 Goyder Square TV Screen Content and Usage
- EM03 Conflict of Interest
- FIN08 Internal Controls
- FIN10 Fraud Protection Plan
- FIN23 Credit Card
- EM05 Political Involvement in Council Events

## *A Place for People*

The following Council policies are due for review in the 1<sup>st</sup> Quarter of 2019 and will be presented to Council for adoption:

- *COMM003 Community Consultation*
- *FIN06 Investments*
- *FIN19 Reserve*
- *FIN27 Related Party Disclosure*
- *RSO03 Playground Risk Management*
- *AD03 Liquor Licence*
- *RSO01 Works on Council Verge*
- *RSO02 Place Names*

## **Upcoming**

Future activities to be undertaken by Corporate Services include, but are not limited to:

- Adoption of the Community Plan
- Adoption of the Long Term Financial Plan
- Adoption of a Rating Strategy
- Development of Economic Development Plan
- Development of 2019-20 Annual Budget and Municipal Plan

These items will be included in the next Corporate Services Quarterly Report.

## **CONSULTATION PROCESS**

There was no consultation required as part of this report.

## **POLICY IMPLICATIONS**

There are no policy implications from this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no financial or resource implications from this report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There are no risk, legal or legislative implications from this report.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environmental sustainability implications from this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

There are no attachments for this report.

## 1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.1.5
<b>REPORT TITLE:</b>	Lifestyle and Community Quarterly Report October – December 2018
<b>REPORT NUMBER:</b>	9/0130
<b>MEETING DATE:</b>	5 February 2019
<b>Author:</b>	Acting Director Lifestyle and Community, Amelia Vellar
<b>Approver:</b>	Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report summarises the key activities undertaken by the Department to Lifestyle and Community in the quarter October – December 2018.

#### Municipal Plan:

##### 1. Community & Cultural Wellbeing

###### 1.1 Healthy Communities

We are committed to providing quality health and family support services to our community.

###### 1.2 Safe Communities

We are committed to ensuring the safety and security of our community.

###### 1.3 Arts and Culture

We are committed to the fostering and promotion of arts and culture within our community, the awareness and promotion of our local history, and advocacy for increased cultural resources.

###### 1.4 Recreation

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

### KEY ISSUES

- Summary of activities, events, programs and services provided by the Department of Lifestyle and Community in the quarter October – December 2018.
- Three new community initiatives were held for the first time this quarter in addition to usual programming.
- City of Palmerston provided considerable in-kind support through the use of the Recreation Centre to the Community again this quarter.

## RECOMMENDATION

THAT Report Number 9/0130 entitled Lifestyle and Community Quarterly Report October – December 2018 be received and noted.

## BACKGROUND

The Lifestyle and Community Department of City of Palmerston includes the Community Services and Library teams. The Department leads Council's effort in Community and Cultural wellbeing by delivering a large number of public programs for all ages and backgrounds.

Lifestyle and Community provides a quarterly report to Council on key activities undertaken during the past quarter, provided as **Attachment A**.

## DISCUSSION

The Lifestyle and Community team delivered three new initiatives as well as its usual extensive program of events during the October – December quarter. These new initiatives are highlighted below:

### **School Holiday Pool Party**

A partnership between City of Palmerston and the YMCA Palmerston Swimming and Fitness Centre saw over 600 adults and children attend the School Holiday Pool Party on Sunday 7 October from 1 pm. Entry and a sausage sizzle were free for all attendees. Activities included the giant water inflatable, shark water slide, circus skills, live DJ and best dressed Hawaiian outfit competition.

### **Halloween**

A special Flicnics showing of the movie Goose Bumps, occurred in Goyder Square on Saturday 27 October. This dedicated Halloween event was attended by over 900 people, many of them dressing up in Halloween costumes. Goyder Square was decorated with ghosts, grave stones, lanterns, fake pumpkins and old vehicles, whilst the Library Community Room was turned into a Ghost House. This outstanding event was a Library and Community Services team collaboration which will now become an annual event.

### **Community Dinner**

On Tuesday 18 December, Council hosted their first community dinner in celebration of International Migrants Day. Over 50 Palmerston community members from different cultural backgrounds came along with a plate of food to share and shared stories of their journey to Australia. The next Community dinner is scheduled for February 2019.

### **The Palmerston Recreation Centre**

During this quarter the City of Palmerston has provided \$22,615 in-kind support to community groups using the Recreation Centre facilities. Total revenue, for this quarter was \$52,415.

The Youth Drop-In Sports program is held at the Recreation Centre on week nights. In this quarter 5250 attendees were recorded.

## CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

All activities have been budgeted for within the 2018/2019 budget.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There is no risk, legal and legislative implications relating to this report.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The programs are designed to develop a strong and cohesive social life and environment for the Palmerston community and the various groups within it. The programs deliver on council's vision of "A Place for People".

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

**Attachment A:** Lifestyle and Community Quarterly Report October – December 2018



## 1. Community and Cultural Wellbeing

### 1.1 Healthy Communities

We are committed to providing health and family support services to our community.

#### **School Holiday Pool Party**

The City of Palmerston partnered with the YMCA Palmerston Swimming and Fitness Centre to jointly host the School Holiday Pool Party on Sunday 7 October 2018. Attendees received free entry and sausage sizzle between 1pm and 4pm. Activities included the giant water inflatable, shark water slide, circus skills, live DJ and best dressed Hawaiian outfit competition. Over 600 adults and children attended the pool party within the 3-hour event period. The event received positive comments on the Facebook event page with the following feedback recorded *“Awesome free event in Palmerston. Thanks so much! DJ was rockin”* and *“Thanks so much for a great afternoon, the kids had a great time”*.

#### **Palmerston Children’s Week Event**

A Children’s Week Working Group (CWWG) was formed from members of the Palmerston Kids Network (PKN). The City of Palmerston led the volunteer working group which was made up of representatives from the following organisations, Save the Children, Kidsafe NT, Palmerston Child & Family Centre, Top End Oral Health Services and Gray Family Centre. The event was held in the Palmerston Recreation Centre on Tuesday 23 October from 9am to 11 am. 31 stakeholders ran fun interactive stalls as part of the Palmerston celebrations for people with children between 0 – 5 years of age. Over 580 adults and children attended the event within the two-hour event period. A range of additional free entertainment was also provided by the City of Palmerston including balloon twisting, a jumping castle, City of Palmerston Library Storytime, dancing with Hyper the Clown, face painting and several roving characters.



**Palmerston Children’s Week Event Attendee Experience Responses**



**Activate**

Throughout 2018, the City of Palmerston delivered another successful year of Activate with the trialing of the 45-week program. Over 900 people registered for the new extended version of the free program, with over 20 suppliers providing different activities throughout the program. A full report of the 2018 Activate program will be provided to Council Activate 2019 commences 28 January and runs until 8 December.



### **Public Health Student Project**

In the 2<sup>nd</sup> trimester of 2018, the Health and Wellbeing Officer supervised a Public Health Student from Griffith University to carry out a literature review and project on adolescent food literacy. The study aimed to investigate programs and initiatives that have previously been developed and whether they were effective. Hosting the student not only gives them the experience and learnings they require, but it also is a cost-effective way of completing additional project work in our portfolios. The findings from this report will be used to guide the direction and focus of health-related programs for adolescents in Palmerston.

### **International Day of People with Disability**

International Day of People with Disability (IDPwD) is a United Nations sanctioned day that is celebrated annually on 3 December. It aims to increase public awareness, understanding and acceptance of people with disability and celebrate the achievements and contributions of people with disability.

Following the success of the Wheelchair Sports activities last year, Council funded the transport of six wheelchairs, on loan from Darwin Basketball, to and from the Palmerston Recreation Centre. City of Palmerston chose to support IDPwD with two activities:

On Tuesday 4 December a group of Palmerston Senior College students and their teachers played wheelchair basketball, facilitated by two PARBA staff.



Following this, City of Palmerston staff also had the opportunity to learn and play a game of wheelchair basketball, with participants able to appreciate the high levels of effort and skill required.

In addition, CoP supported wheelchair sports activities for the Youth Drop in Sports at Palmerston Recreation Centre, for the period 3 to 7 December.

PaRBA staff facilitated the Monday, Tuesday, Wednesday, Thursday and Friday Youth Drop-In Sports sessions, using the wheelchairs for a variety of activities aimed at challenging perceptions of disabilities, wheelchair use and skills development.

### Youth Drop-In Sports

YDIS is a daily youth drop-in sports program at Palmerston Recreation Centre, which aims to provide a positive, fun and safe environment for young people of all backgrounds to participate at no cost in sport and active recreation. This program is a joint initiative between City of Palmerston (CoP), Northern Territory Government (NTG) and Palmerston and Regional Basketball Association (PaRBA).

The partnership delivers an after-school sports program from 3pm-5pm Monday to Thursday and 6pm-8pm Fridays from 1 September 2018 to 1 September 2019, including school holidays.

#### Number of Attendees Per Month – October to December 2018

October	November	December	Total
1840	1870	1540	5250



### 1.2 Safe Communities

**We are committed to ensuring the safety and security of our community.**

#### Pipes and Drains Campaign

The City of Palmerston once again financially contributed to the Pipes and Drains Campaign for the 2018 – 2019 period. Pipes and Drains is a media campaign raising awareness of water safety issues about community drains and pipes and has been running annually since 2008. It is a joint initiative between the City of Palmerston, City of Darwin, the Northern Territory Government and Royal Life Saving NT - Water Safety Unit. The funding provided is used exclusively for campaign promotion within Palmerston and Darwin region and consists of but not limited to banners, USB wristbands and caps. The campaign will run from November until April 2019 and focuses on educating children and young adults that pipes and drains will fill with fast-flowing water that may look like fun to play in but is potentially deadly.

#### White Ribbon Day

The White Ribbon campaign aims to create widespread awareness of the positive role that men can play in stopping violence against women. The City of Palmerston placed a large white ribbon in the foyer of the library which aimed to bring awareness to the day and encourage people to take the oath - "I will stand up, speak out and act to prevent men's violence against women". The display was in place from Monday 19 November until Wednesday 28 November 2018 with White Ribbon Day falling on Friday 23 November.

#### Anti-Poverty Week

Anti-Poverty Week (14 – 20 October) is a national week where all Australians are encouraged to organise or take part in an activity aiming to highlight or overcome issues of poverty and hardship. The Council for Aboriginal Alcohol Program Services (CAAPS) coordinated an Anti-Poverty Week Steering Committee for Darwin and Palmerston organised events and campaigns within the region. The groups work resulted in a locally generated campaign 'Walk in My Shoes' where local organisations displayed shoe trees for people to both donate and take shoes. A shoe tree was located at the Palmerston Recreation Centre from the 14 to 20 October with over 15 sets of shoes donated. Council also supported an Anti-Poverty Week event 'The Big Cook Up' that was hosted by Mission Australia at Top End Mental Health Consumer Organisation (TEMHCO) on Monday 15 October.



### Water Safety Week

The City of Palmerston supported Water Safety Week (WSW) by providing free entry to the WSW closing event – Aquafest. The event was held on Saturday 29 September from 10am to 1pm at the Palmerston Swimming and Fitness Centre. The event was coordinated by the Royal Life Saving NT Branch and included several free activities including the large water inflatable, free sausage sizzle and face painting.

### Trailer Bookings – October to December

Trailer	Oct	Nov	Dec	Total
BBQ	4 bookings lasting 11 days	1 booking lasting 4 days	3 booking lasting 14 days	8 bookings lasting 29 days
IMAGINATION	2 bookings lasting 2 days	Nil	Nil	2 bookings lasting 2 days
MOVIE	1 booking lasting 1 day	Nil	Nil	1 booking lasting 1 day
SMOOTHIE BIKE	Nil	1 booking lasting 4 days	Nil	1 booking lasting 4 days

### 1.3 Arts and Culture

**We are committed to the fostering and promotion of arts and culture within our community.**

#### Citizenship Ceremonies

Two Citizenship Ceremonies were held at the Civic Centre in Chambers on Tuesday 9 October and Monday 5 November 2018 from 6.00 pm to 7.30 pm. Sixty-seven (67) new Australians affirmed their commitment to Australia receiving their citizenship certificates. The conferees came from India, United Kingdom, Philippines, Wales, Republic of Ireland, Zimbabwe, Botswana, Thailand, Myanmar and New Zealand.

Jessica Bartlett (2018 Young Citizen of the Year), Serena Dalton (2018 Citizen of the Year) assisted during the ceremonies by presenting the conferees certificates to the Mayor and handing out a gift bag to the conferees

#### Funding for Palmerston Youth Music Project

Whilst most young people listen to or engage with music in some way, there are almost no appropriate all-ages venues or performance venues for young people and young bands in Palmerston. There is also a lack of publicly available recording facilities for young people. Council applied for funding through the Northern Territory Palmerston Youth Activities Grant Program to facilitate opportunities for young people to be involved in creative and cultural pursuits outside of school hours – the Palmerston Youth Music Project.

Council have been successful in seeking \$50,000 through the grants program for the Youth Music Project. City of Palmerston and several local partner organisations, working with existing youth communities, will run a Palmerston Youth Project (name TBD by young people) in early 2019 at the Palmerston Shopping Centre. City of Palmerston will administer the grant on behalf of the group and engage experienced music facilitators from [Skinnyfish Music](#) and

other creatives who will in turn mentor emerging young leaders and musician within our community. Hip-hop music will be at the centre of the program, with opportunities to incorporate other genres and means of expression for young people with differing tastes. The program is for 10-17-year-old, particularly aimed at those considered to be 'at-risk' of involvement in crime, drug or alcohol misuse.

### **Carols and Tree Lighting**

Over the Christmas season, City of Palmerston hosted the annual Palmerston Christmas Carols event and Tree Lighting for 2018 on Saturday 24 November. Located in the air-conditioned Palmerston Recreation Centre, this community Christmas celebration attracted school participation and local solo performers with approximately 900 people in attendance. Palmerston Regional Basketball Association, Youth Services Division Australia (NT) Inc and Palmerston Cadet Division also participated in the sales of glow sticks to fundraise towards their division.

This year saw the introduction of food and craft stalls located under a large marquee in the carpark of the Recreation Centre. Pop up tents with tables provided patrons with space to enjoy their food before carols. Numerous children's activities and performers entertained the children before Carols. The magic of Christmas was created with the popular Santa Grotto giving children the opportunity to let Santa know their Christmas wish and to have their photo taken. The large Christmas Tree erected in Goyder Square was lit for the first time after the Carols event by the Mayor. The tree remained lit and on display until the new year.

### **FlicNics - Halloween**

On 27 October 2018 as part of the Flicnic series, a night was dedicated to Halloween with over 900 people in attendance. Goyder Square was decorated with fake pumpkins, ghosts, grave yards and old vehicles. A popular Ghost House was set up in the community room in the Library. Patrons were asked to dress up in costume to ward off the ghosts and enjoy the fun activities before the showing of the movie "Goose Bumps".

### **Mural - Art Program - City of Palmerston and Re-Engagement Centre**

Council engaged local artist Shaun Lee to work with a group of interested students of the Palmerston Re-engagement Centre in an Art Program. Through workshops the students increased their interest in different art mediums and developed their art techniques. Two students went on to assist Shaun Lee in the commissioning of a new bright, positive mural on the rear wall of the Palmerston Library for all to enjoy.



### **Community Dinner**

On Tuesday 18 December Council hosted their first community dinner to celebrate International Migrants Day. A space in the Recreation Centre was set up and decorated and anyone and everyone were invited to bring along a plate to share with others. It was a fabulous evening and it was great to so many (over 50) community members come along from different cultural backgrounds, make new friends and tell stories of their journey to Australia and Palmerston. The feedback from all attendees was that the night was enjoyable, and they would like to see more community dinners held in Palmerston.



### **Women's Morning Teas with the Mayor**

Two morning teas were held during the October to December quarter. An average of 15 local women attended each Morning Tea with City of Palmerston Mayor Athena Pascoe-Bell, who graciously opened council chambers to welcome women for casual conversation, tea and scones. There were a great bunch of women in the room from different areas and workplaces in Palmerston, who shared their passions and ideas for the wider community. A highlight of the second meeting was a very interactive discussion on what makes them feel like they "belong" in a Community. Following the second morning tea women stayed on to discuss and plan activities for the upcoming International Women's Day in March 2019.

### **Remembrance Day in Palmerston**

In October, Council finalised the funding agreement with Department Trade Business and Innovation for up to \$10,000 towards initiatives that support the Centenary of Armistice events in Palmerston on November 11, 2018. Council hosted the following activities in collaboration with the Palmerston RSL and the Department of Trade Business and Innovation:



### Centenary of Armistice Day Memorial Poppy Wall

A Poppy Wall structure was erected in Memorial Park. The Community (of Palmerston and beyond) crafted a range of beautiful poppies to fill the temporary Memorial Poppy Wall.

Contributors included Palmerston College students, below.



### Armistice Mural in Memorial Park

The Painting of the Palmerston Armistice Mural in Memorial Park, Palmerston begun on the 5<sup>th</sup> November and was completed on the 10<sup>th</sup> November by local Artist Riece Ranson.





### Centenary of Armistice Day Street Banners



15 Street banners were procured by Department Trade, Business and Innovation. Council erected the banners along Chung Wah Terrace and The Boulevard, Palmerston. 12 banners were displayed along Chung Wah Terrace and three (3) on The Boulevard from 1<sup>st</sup> November until 19<sup>th</sup> November.

### 11 November – Community Event in Memorial Park, Palmerston

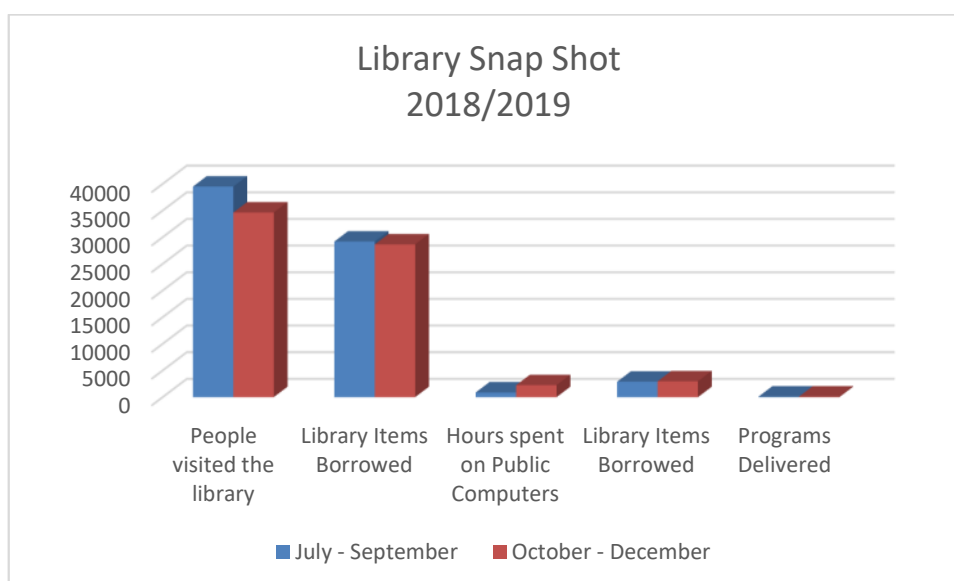
The Palmerston Returned Service League (RSL) hosted the Remembrance Ceremony at Memorial Park.

The City of Palmerston supported the event with the Mayor of Palmerston leading the official proceedings and the Elected Members and Council providing a free community bbq and cold water for all attendees.



### Library Snapshot – October to December 2018

34,638 people visited the library  
28,662 library items were borrowed  
2,256 hours were spent on public PCs  
2,967 people attended library programs  
103 programs and events were delivered



### Library Highlights



### Spooky School Holiday Program

2 – 11 October: The library hosted Spooky School Holiday Program in time for Halloween, with our creative kids making 'Rotten Rocks', witches' hats, spider-web hangers and more. The activities were well attended with over 400 participants in total.

### Author Visit

24 October: Jacqueline Harvey is a well-known Australian author of the very popular 'Clementine Rose' and 'Kensey and Max' book series for children. Jacqueline visited the library as part of her national tour and spoke to a captivated group of aspiring young authors and their families about the process she goes through when writing and illustrating her books.

### Carer's Week

17 October: The library held a 'Care for a Cuppa' event in partnership with Carer's NT to celebrate national Carer's Week, with afternoon tea and delicious goodies enjoyed by all.

### Summer Reading Club

1 December: The Summer Reading Club challenge kicked off once again with the theme 'Curious Creatures'. The Summer Reading Club is a national initiative developed by the State Library of Queensland, which runs from December to January, and encourages children to continue reading during the summer break from school. Children participating in the Summer Reading Club go into a draw for prizes based on how much they read over the holidays.

### FoodBank Christmas Drive



November/December - The library participated in the FoodBank Christmas Drive, as a drop point for items to go in Christmas hampers for people in our community in need of assistance over the Christmas period. Foodbank is by far the largest hunger relief organisation in the Northern Territory, and last year alone, Foodbank Northern Territory provided enough food for 410,000 meals.

### Christmas Craft

18-20 December: Palmerston community 'Decked the Halls' of the library, as we became home to a Christmas extravaganza of carols, craft and glitter. Our young families prepared for the festive season by making some beautiful Christmas-themed gifts for their loved ones.



### Be Connected

'Be Connected' is an Australian government initiative committed to increasing the confidence, skills and safety of older Australians. Library staff support participants in the 'Be Connected' program through our drop-in computer classes held every Wednesday in the library. Digital Literacy sessions are slowly growing in popularity among the senior members of our community. The library continued to grow participation in this program, with 21 new users joining bring the total number of participants to 32.

### RFID Project

The Radio Frequency Identification Project is now well underway in the library with the tagging stage of the project carried out over November and December. All 33,000 items in the library collection were individually tagged in preparation for the installation of our new self-loan stations and smart gates, which will be arriving in February 2019. RFID will greatly enhance the user experience for our valued patrons, and lead to greater operational efficiencies, as well as bringing the City of Palmerston Library up to date with technology being used in contemporary libraries across the world.

### Library Programs and Services Delivered

Programs/Services	Number Held	Early Years	Primary	Youth	Adults	Total Attendance
School Holiday	8	19	239	1	144	<b>403</b>
Gadget & Games	10	4	78		40	<b>122</b>
Lego Club	10	13	121	4	43	<b>181</b>
Storytime	21	620	12		567	<b>1199</b>
Nursery Time	10	223	4		238	<b>465</b>
Outreach	3	90			45	<b>135</b>
Youth	9		1	13	1	<b>115</b>
Code Club	21		100			<b>100</b>
Events	1	74			89	<b>163</b>
Digital Literacy	9	0			47	<b>47</b>
Author Visits	1	1	20		16	<b>37</b>
Totals	<b>103</b>	<b>1044</b>	<b>575</b>	<b>118</b>	<b>1230</b>	<b>2967</b>

### 1.4 Recreation

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

#### Support for Youth Recreation

Council supported over 60 sessions of Youth Drop in Sports in the Palmerston Recreation Centre during the past quarter.

#### Palmerston Recreation Centre – 11 The Boulevard, Palmerston

The Recreation Centre has continued to be utilised by the Community for a variety of events, including, City of Palmerston Christmas Carols, training, meetings dance classes and even by a snake handler.



## QUARTERLY REPORT October – December 2018

The Recreation Centre Stadium monthly hour usage, for all bookings:

Month	Number of bookings	Number of Hours	Number of attendees to Stadium	Revenue + In Kind Support
October	109	269	4673	5205 + 6900 = \$12,105
November	166	366.50	5399	8762 + 6800 = \$15,562
December	75	155	2724	2977 + 6290 = \$9267

The Recreation Centre Community Rooms monthly hour usage for all bookings:

Month	Number of bookings	Number of Hours	Number of attendees to Community Rooms	Revenue + In Kind Support
October	104	180.50	2038	5215 + 915 = \$6130
November	120	305.50	2350	5800 + 740 = \$ 6540
December	60	160.50	1342	1840 + 970 = \$2810

A comparison of total Recreation Centre bookings, hours booked and attendees from the same time last years is shown below and demonstrates the growing usage in both hours booked, visitation numbers and revenue.

	Oct – Dec 2017	Oct – Dec 2018
Number of hours booked	1656.75	1437
Number of attendees	15336	18526
Revenue + In Kind Support	<b>\$42,747 (in kind support not recorded)</b>	<b>\$29,800 + \$22,615 = \$52,415</b>

### **Funding through the Community Sport Infrastructure Grant Program**

Council has been successful in gaining a \$40,000 grant funding through the Sport Australia's Move It Aus – Community Sport Infrastructure grant program. The \$28.3 million grant program experienced overwhelming interest with over 2000 applications submitted totalling approximately \$390 million so it was great to hear that Council was successful in being awarded \$40,000 towards the upgrading of the Palmerston Recreation Centre stadium floor. The upgrade to the stadium floor will begin in April 2019 and take approximately four (4) weeks bringing the stadium floor back to a high standard, provide for additional sporting activities and will have the potential to attract local netball, badminton and volley ball teams to name a few and be of a standard suitable to hosting NT Titles games and matches.

### **3. Environment and Infrastructure**

#### **3.1 Environmental Sustainability**

**We are Committed to maintaining and developing community assets and infrastructure which meet the needs of our community.**

#### **Edible Pocket Gardens**

The concept of edible pocket gardens was introduced in 2018 and has gained a lot of interest in the media since its inception. Since the last report was written, both the policy and guidelines have been approved and the concept is now open to the public to get involved. The first edible pocket garden was installed in November at the site of the proposed community garden at

Strawbridge Park in Moulden, further information on this initiative can be found in the Moulden Community Garden section below. We hope to see this initiative continue to grow in 2019.

### **Moulden Community Garden**

While the Moulden Community Garden initiative was created through interest from the community, throughout the planning process, interest has wavered. At the last planning meeting organised to create the design for the garden, only two members of the community attended. Mayor Athina Pascoe-Bell and Alderman Sarah Henderson were also in attendance. All was not lost with the small group deciding it was a great opportunity to combine two projects and use the proposed community garden site as the location for our first edible pocket garden. Signs have been erected in Strawbridge Park promoting the Edible Pocket Garden and the proposed Moulden Community Garden to see whether we can create some more interest.



### **3.3 Waste**

**We are committed to providing comprehensive and effective waste management.**

#### **Recycling Week**

Recycling Week 12-18 November was celebrated by Council with the release of a video that aims to assist our residents to identify which waste items can be recycled and ensure these are



deposited correctly into the appropriate bin. A joint effort between the Community Services Officer, Media Project Officer and a wide range of helpful staff and community members acting as models and voice-over stars produced a polished result. The video is presented in a simple visual format with both spoken and written words in a variety of our local languages. The video is played regularly on the Goyder square TV and is available to view on our website.

#### 4. Governance and Organisation

##### 4.1 Responsibility

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

##### Facilities Bookings

	October	November	December	Total hours
Gray Community Hall	164 hours	166.5 hours	141.5 hours	472
Driver Resource Centre	157 hours	148 hours	146 hours	451
Joy Anderson Centre	213 hours	204 hours	188 hours	605
Durack Heights				
Art Room 1	41 hours	31 hours	34 hours	106
Art Room 2	6 hours	5 hours	6 hours	17



**13.2 Action Reports**

13.2.1	Review of Council Policy RS02 Place Names	9/0139
13.2.2	Affixation of Common Seal - Creation of Easements in Gross for Palmerston East Trunk Sewer Stage 2B	9/0136
13.2.3	Car Parking Regulation for Hillson Street Car Park	9/0154
13.2.4	Request for Fencing Between Murdoch Gardens and Nichols Street, Durack	9/0160
13.2.5	Palmerston Animal Management Reference Group October & November 2018 Minutes	9/0149
13.2.6	Public Library Funding Agreement Grant Acquittal 2017/2018	9/0115
13.2.7	Liquor Licence Responses	9/0140

## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.2.1

**REPORT TITLE:** Review of Council Policy *RS02 Place Names*

**REPORT NUMBER:** 9/0139

**MEETING DATE:** 5 February 2019

**Author:** Manager Growth and Sustainability, Rebecca de Vries

**Approver:** Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report seeks Council approval to rescind Council Policy *RS02 Place Names*.

#### Municipal Plan:

4. Governance & Organisation

4.4 Systems

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

### KEY ISSUES

- Council Policy *RS02 Place Names* has been reviewed.
- Policies are not required if they simply restate statutory obligations, outline operational procedures or do not add any value to Council's decision-making process.
- Council Policy *RS02 Place Names* is superfluous as it almost exclusively contains operational procedure which is not recommended in Council Policy. Therefore it is recommended that the policy be rescinded.

### RECOMMENDATION

1. THAT Report Number 9/0139 entitled Review of Council Policy *RS02 Place Names* be received and noted.
2. THAT Council rescind Council Policy *RS02 Place Names* being **Attachment A** to Report Number 9/0139 entitled Review of Council Policy *RS02 Place Names*.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting of 8 December 2015 Council made the following decision:

11.1.2 Policy Review: RS01, RS02 and REG01 GOC/0236

*THAT Council adopt the reviewed RS02 Place Names Policy with the review period to be extended to four (4) years.*

**CARRIED 8/1772 – 08/12/2015**

At the 1<sup>st</sup> Ordinary Council Meeting of 7 August 2018 Council made the following decision:

13.2.2 Council Policy Review Schedule 9/0065

Moved: Alderman Spick  
Seconded: Alderman Garden

1. *THAT Report Number 9/0065 entitled Council Policy Review Schedule be received and noted.*

**CARRIED 9/0202 – 07/08/2018**

Moved: Mayor Pascoe-Bell  
Seconded: Alderman Buhr

2. *THAT Council endorses the Policy Review Schedule at **Attachment A** to Report Number 9/0065 entitled Council Policy Review Schedule as amended to move the review of Council Policy EM05 Political Involvement in Council Events from 3rd Quarter 2019 to 1st Quarter 2019 and move the review of Council Policy FIN18 Grants, Donations, Scholarships and Sponsorships from 1st Quarter 2020 to 2nd Quarter 2019.*

**CARRIED 9/0203 – 07/08/2018**

This report considers the review of Council Policy RS02 *Place Names*.

## DISCUSSION

Council Policy RS02 *Place Names* provides a procedure for the Council's review of place names.

The Place Names Committee has reported that Council Policy RS02 *Place Names* has been problematic, as the procedure provided for by Council conflicts with the Place Names Committee procedure. This has resulted in duplication of effort when Council has been considering potential place names in accordance with the Place Names Act.

The Place Names Committee also provides a guideline for the formulation of potential place names which advises that:

- Names should be associated with the Northern Territory.
- Names should not duplicate or nearly duplicate either in sound or spelling an existing name in the same local government area or an adjacent locality or suburb in an adjoining local government area.

## *A Place for People*

- Names of persons will not be used during the person's life time. If a deceased person is to be commemorated, generally the surname is chosen.
- Deceased persons will not generally be commemorated within the first year following their death.
- Combination of names or both given and family names are not acceptable; however, both given and family names may be used when naming a park.
- Names submitted are to be accompanied by supporting reasons, which can be authenticated.
- When a recently deceased person's name is suggested, the permission of a member of the family is required.
- Names should not be duplicated within the subdivision by using a different generic term for the road, e.g. court, off a street of the same name.

The Place Names Committee guideline is considered to adequately support developers in determining potential place names which Council could be amendable to. No additional criteria is considered necessary.

Policies are not required if they simply restate statutory obligations, outline operational procedures or do not add any value to Council's decision-making process. Based on this, Council Policy *RS02 Place Names* is superfluous as it almost exclusively contains operational procedure, and does not contribute to the criteria to be considered when formulating place names.

Council staff will review the process for place naming and reflect the outcome in a *Place Names Procedure*, being an operational document. Council will continue to encourage developers to engage with Council on proposed place names before proceeding to submit the request to the Place Names Committee of the Northern Territory Government to ensure efficient and timely outcomes.

## **CONSULTATION PROCESS**

No consultation was required in the preparation of this report. Council will engage with the Northern Territory Government on the review of place naming process to ensure consistency with the Place Names Committee procedure.

## **POLICY IMPLICATIONS**

If rescinded, Council Policy *RS02 Place Names* will no longer be a policy of Council.

The Place Names Act and subordinate guidelines and procedures are higher order instruments and are relevant to Council when assessing place names requests. The final decision on any place name rests with the Minister for Infrastructure, Planning and Logistics.

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications as a result of rescinding Council Policy *RS02 Place Names*.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There are no legal or legislative risks associated with rescinding Council Policy *RS02 Place Names*.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

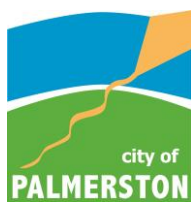
There are no environmental sustainability implications resulting from this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

**Attachment A:** Council Policy RS02 *Place Names*.



Name:	Place Names Policy		
Type:	Council Policy		
Owner:	Chief Executive Officer		
Responsible Officer:	Director Technical Services		
Approval Date:	8/12/2015	Next Review Date:	8/12/2019

## 1 Purpose

This policy sets out the application procedure for the naming of places in the Municipality of Palmerston.

## 2 Principles

The City of Palmerston encourages early contact with Council to ensure that place names applications are processed in a timely manner. The Council understands that in accordance with the Place Names Act the Place Names Committee must “before making a report... seek the views of interested persons” including “the Council established for the area”. The Minister then consider the report and may approve names.

## 3 Definitions

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

Term	Definition

## 4 Process

- 4.0. The City of Palmerston fully appreciates the development industry need for timely approvals. This policy is developed to ensure that street name approvals and other place name approvals are processed by Council in a timely manner.
- 4.1. Developers seeking consideration of street names and other place names by the Place Names Committee are encouraged to make an application for Council approval every early in the development process. Developers are required to forward a written application to Council containing the following information.
  - I. Where a developer proposes a collection of names, relevant to a common theme within a region, this proposal should be supported (if possible) by a short description of that theme, its relevance, & the means by which that theme will be recognized with that region... i.e. Interpretive signage in local parks, shopping areas, internet based data etc.
  - II. List of names proposed and a brief history of the names origin.
  - III. Where possible a diagram of the location of the features to be named.
  - IV. Where streets are to be named that may be rejected by the Place Name Committee.
  - V. A Place Name search to demonstrate that names are not being duplicated in the Palmerston and surrounding areas.

- 4.2. All applicants are referred to the Northern Territory Rules of Nomenclature on the Place Names Committee website. The naming rules are supported by the City of Palmerston.
- 4.3. Before Council will consider an application the application must be reported to the Economic Development and Infrastructure Committee. Council will not guarantee that it supports a name nor that it won't lay an application on the table while additional information is sought. This process will generally mean that an application can take more than a calendar month to process and the applicant should allow for this.
- 4.4. Once an applicant has Council approval for the proposed names an application which includes the Council resolution may be made the Place Names Committee.

## **5** Associated Documents

Nil, there are no fees for Place Name Applications.

## **6** References and Related Legislation

- 6.1 Place Names Act.



## 1st Ordinary Council Meeting

<b>AGENDA ITEM:</b>	13.2.2
<b>REPORT TITLE:</b>	Affixation of Common Seal - Creation of Easements in Gross for Palmerston East Trunk Sewer Stage 2B
<b>REPORT NUMBER:</b>	9/0136
<b>MEETING DATE:</b>	5 February 2019
<b>Author:</b>	Manager Infrastructure and Maintenance, Malcolm Jones
<b>Approver:</b>	Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report seeks Council approval to affix Council's Common Seal and sign the attached seven (7) Form 51 documents, Creation of Easement in Gross documentation to create service easements over Lots 1172, 3550, 3569, 3621, 1978 and 9717.

### 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.

### KEY ISSUES

- Due to the growth of Palmerston, Power Water Corporation (PWC) required to install a new trunk sewer main with the suburbs of Rosebery, Woodroffe and Moulden.
- It has been identified that PWC requires the creation of easements over its infrastructure within seven (7) Council owned allotments, being open space reserves.
- These allotments already contain easements and these need to be increased to accommodate the new trunk sewer.
- This is considered an administrative process which will deliver services for the Palmerston community and does not adversely affect the use of the open space.
- Duplication construction of Palmerston East Trunk Sewer Stage 2B has been completed.
- City of Palmerston has been requested to sign and seal Creation of Easement in gross documents associated with the new PWC trunk sewer main.

## RECOMMENDATION

1. THAT Report Number 9/0136 entitled Affixation of Common Seal - Creation of Easements in Gross for Palmerston East Trunk Sewer Stage 2B be received and noted.
2. THAT in accordance with *Section 26(7) of the Local Government Act*, the Mayor and Chief Executive Officer be authorised to sign and seal creation of easements in gross documentation and associated documents for the creation of a sewerage easement within the following Council owned allotments:
  - Lot 1172 - 20 Bombax Street Moulden - Zoned PS (Public Space)
  - Lot 3350 - 185 Temple Terrace Woodroffe - Zoned PS (Public Space)
  - Lot 3569 - 9 Sirius Street Woodroffe - Zoned PS (Public Space)
  - Lot 3621 - 72 Woodroffe Avenue Woodroffe - Zoned PS (Public Space)
  - Lot 1978 - 350 Chung Wah Terrace Woodroffe - Zoned PS (Public Space)
  - Lot 9717 - 47 Antonino Drive Rosebery - Zoned PS (Public Space)

## BACKGROUND

With the growth of Palmerston, particularly with the suburb of Zuccoli, Power and Water Corporation (PWC) was required to upgrade the Palmerston East Trunk Sewer network. The existing sewer line runs through the suburbs of Moulden, Woodroffe and then connects with Rosebery. Due to the need to maintain the functionality of the existing sewer service, there was a need to duplicate the existing sewer service. This project has been several years in planning and delivery.

## DISCUSSION

The duplication construction of Palmerston East Trunk Sewer Stage 2B was completed in November 2018. The duplicate main was designed to run in alignment with the existing sewer main easement, as the existing easement is not wide enough to accommodate both sewer mains. The easements is to be increased from five (5) metres to 10 metres wide.

Upon completion of the works, PWC have conducted the survey to realign and extend the existing sewer easement to encapsulate the new as-constructed alignment.

City of Palmerston have been requested to sign and seal documents associated with the creation and registration of the creation of service easements within the parcels of land owned by City of Palmerston to ensure the new assets are identified and protected.

This is considered an administrative process. The allotments currently contain easements and it is not envisaged that the wide easements would have detrimental effect on the use of the open space.

The new sewer main will provide an essential service to the growing Palmerston Community.

It is being recommended that the Mayor and Chief Executive Officer be authorised to apply the seal and sign required documentation.

## CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications to Council relating to this report.

PWC fully funded the construction of the new sewer main.

PWC will be responsible for management and operation of the sewer main including all costs.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

It should be noted that PWC easements fall under the *Power and Water Corporations Act*, and as such, PWC have full access to remove any infrastructure or trees within this easement to allow for works or repairs upon their infrastructure.

The documentation is required and created under the Land Titles Act and are for the Creation of Easement in Gross.

The easements will be granted to the PWC.

If easements are not created, the new infrastructure may not be adequately protected.

There are existing sewer easements however they are not wide enough given the new infrastructure.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

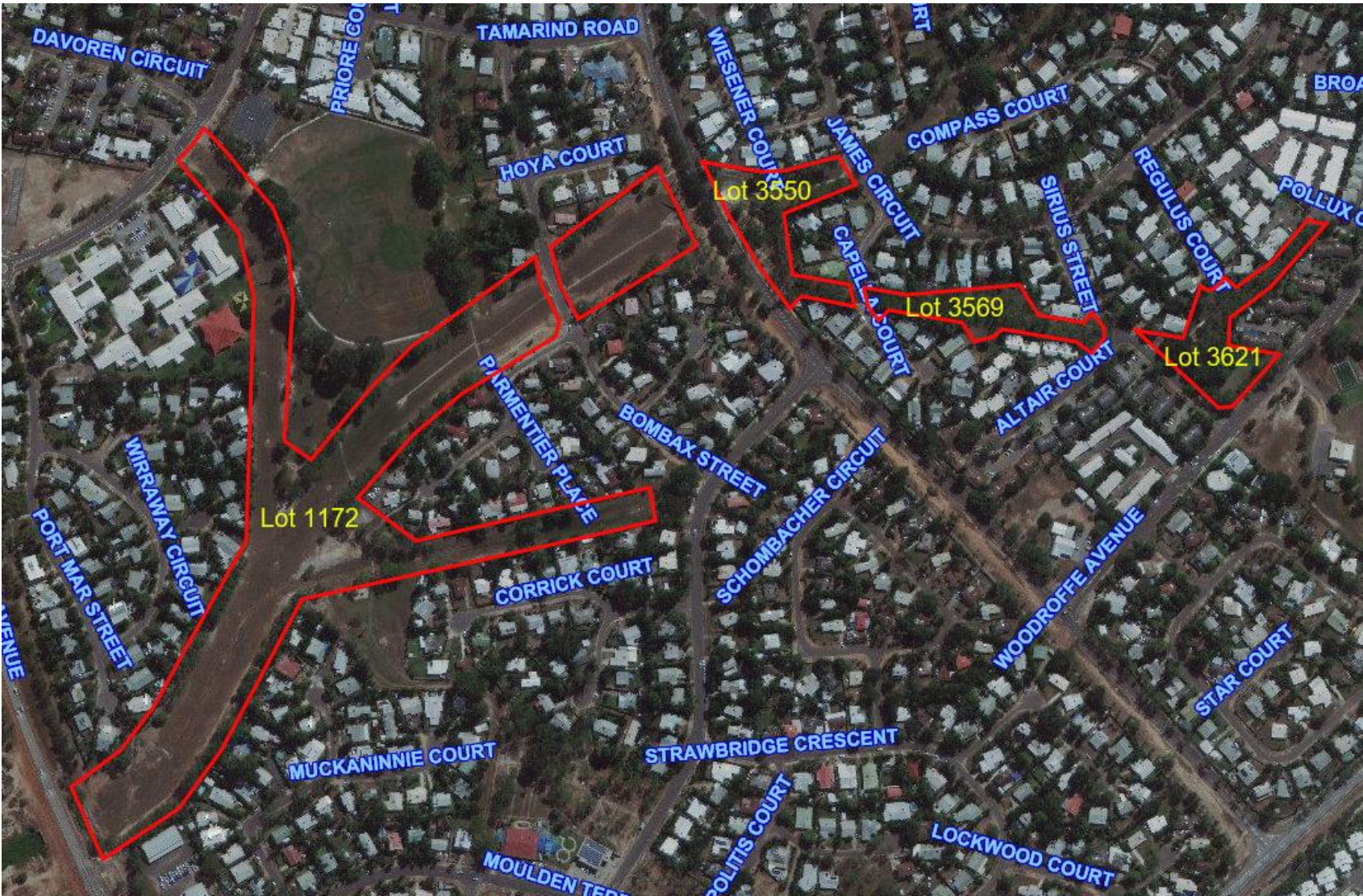
We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

**Attachment A:** Area Map – Lot 1172, Lot 3550, Lot 3569, Lot 3621, Lot 1978 and Lot 9717



AREA MAP – LOT 1172, LOT 3550, LOT 3569, LOT 3621





AREA MAP – LOT 1978 AND LOT 9717



## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.2.3

**REPORT TITLE:** Car Parking Regulation for Hillson Street Car Park

**REPORT NUMBER:** 9/0154

**MEETING DATE:** 5 February 2019

**Author:** Manager Growth and Sustainability, Rebecca de Vries

**Approver:** Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report seeks Council approval to sign two Occupational Licences over Lot 15282(A) and Lot 13085 and enter into an agreement with the Northern Territory Government for the regulation of car parking.

### 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.

### KEY ISSUES

- Council has been approached by the Northern Territory Government who have expressed an interest in granting two Occupation Licences to Council for the regulation of car parking on Lot 15282(A) and Lot 13085, known as Hillson Street Car Park.
- The draft Occupation Licences are proposed to be valid until 20 March 2020 and will allow Council to regulate Hillson Street Car Park giving Council greater control on parking supply in the CBD.
- There is the opportunity to seek a yearly extension for each Occupation Licence for up to five years.
- The Northern Territory Government will be responsible for all maintenance requirements of the site.

### RECOMMENDATION

1. THAT Report Number 9/0154 entitled Car Parking Regulation for Hillson Street Car Park be received and noted.
2. THAT Council accept Occupation Licenses over Lot 13085 and Lot 15282(A) (for the purpose of parking regulation) as described in Report Number 9/0154 entitled Car Parking Regulation for Hillson Street Car Park.
3. THAT Council maintain the public parking on Lot 13085 as all day free parking to be reviewed on the completion of the CBD Car Parking Strategy and Implementation Plan.

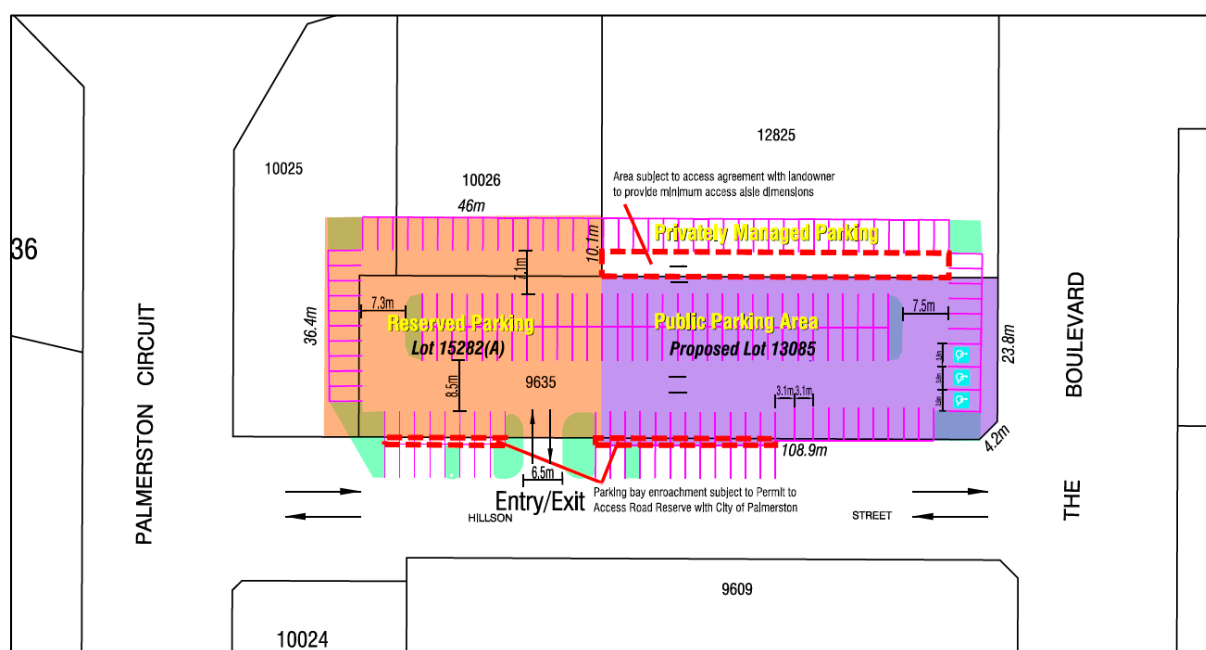
## BACKGROUND

Lot 15282(a) currently provides permit parking for Northern Territory Government (NTG) fleet vehicles. This permit system is administered by NTG, and allows vehicles to park in reserved bays.

Lot 13085 provides all day free public parking.

Lot 12825 provides privately managed car parking and is subject to a Crown Lease Term for the development of the site.

There is an area of land with shared access to car parking between Lot 13085 and Lot 12825 which is subject to an access agreement between NTG and the private party.



NTG does not have the capability to enforce parking regulation and have approached Council to offer two separate Occupation Licences over Lot 15282(A) and Lot 13085. The occupation Licences will allow Council to regulate car parking within these lots and give council greater control on parking stock and supply in the CBD.

## DISCUSSION

Two separate draft Occupational Licences are being offered to Council in lieu of other tenure arrangements due to other agreements affecting the land which deny any other tenure type to be made available. It is noted that there is an existing development approval applying to Lot 13085 with associated tenure agreements to support the future development of this site.

The terms in the draft Occupation Licences that have been offered to Council outline the responsibilities between NTG and Council which includes:

- NTG being responsible for the maintenance of the car park
- Council being responsible for reporting any repairs or maintenance requirements to NTG.



## *A Place for People*

- Council being responsible for the erection of any improvements it chooses to install.
- Council being required to seek approval from NTG prior to the instalment of any improvements.
- Other standard clauses relating to possession of the site, public risk insurance and not undertaking any unlawful activity.

It is anticipated that the regulation of parking on the site will result in an additional 30 minutes of work for Council's Ranger Services team per day. There is capacity in the Ranger Services team to undertake this additional regulation activity.

Council is currently in the process of preparing a CBD Car Parking Strategy and Implementation Plan to inform car parking management in the CBD. By having Occupation Licences over Lot 13085 and Lot 15282(A), Council will have greater control over the public parking stock in the CBD and better capability to deliver on this strategy once finalised.

Until the strategy and implementation plan has been finalised, it is recommended that the public parking be maintained as free parking. Council will have the opportunity to consider installing paid or timed parking in public parking area following the finalisation of the CBD Car Parking Strategy and Implementation Plan.

Based on Council having greater control of the parking stock in the CBD, it is recommended that Council agree to regulate parking at Hillson Street Car Parking. On approval the Chief Executive Officer will sign the necessary Occupation Licences.

## **CONSULTATION PROCESS**

The following Council staff were consulted in the preparation of this report:

- Ranger Services Manager
- Director of Corporate Services

The following external parties were consulted in the preparation of this report:

- Officers in the Department of Infrastructure, Planning and Logistics.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

There is no additional cost to Council for the enforcement of the site. Ranger Services have capacity to undertake this additional enforcement activity. Any revenue from infringements will be kept by Council.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

If Council chooses to install any property on the site to assist in the regulation of car parking, any damage that may arise to this property will be at a cost to Council. There is no greater risk associated with the installation of parking related infrastructure than there is to any other public infrastructure.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environmental sustainability implications related to this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

There are no attachments for this report.

**AGENDA ITEM:** 13.2.4

**REPORT TITLE:** Request for Fencing Between Murdoch Gardens and Nichols Street, Durack

**REPORT NUMBER:** 9/0160

**MEETING DATE:** 5 February 2019

**Author:** Manager Growth and Sustainability, Rebecca de Vries

**Approver:** Chief Executive Officer, Luccio Cercarelli

## PURPOSE

This report assesses the request for the installation of fencing between Murdoch Gardens and Nichols Street, Durack.

### Municipal Plan:

1. Community & Cultural Wellbeing
  - 1.2 Safe Communities
    - 1.2 We are committed to ensuring the safety and security of our community.
3. Environment & Infrastructure
  - 3.2 Assets and Infrastructure
    - 3.2 We are committed to maintaining and developing community assets and infrastructure which meet the needs of our community.

## KEY ISSUES

- A petition was tabled at the Council meeting of 11 December 2018 requesting fencing be installed at the end of Murdoch Gardens adjacent to Nichols Street because of concerns with anti-social behaviour.
- The location of the requested fencing may affect pedestrian travel distances for residences in Murdoch Gardens to a bus stop in Nichols Street.
- There is existing vegetation in the area that may affect passive surveillance opportunities and impact on the occurrence of anti-social behaviour.
- It is recommended that the requested fencing not be installed and that the vegetation be reviewed and addressed to ensure it provides opportunity for passive surveillance in accordance with Crime Prevention Through Environmental Design principles.
- To further support passive surveillance opportunities, it is recommended that the lighting in the area be upgraded to LEDs.

## RECOMMENDATION

1. THAT Report Number 9/0160 entitled Request for Fencing Between Murdoch Gardens and Nichols Street, Durack be received and noted.
2. THAT Council advise the petition organiser that it will not fence the end of Murdoch Gardens adjacent to Nichols Street as requested, but will undertake appropriate treatments to landscaping and replace existing lighting with LEDs to improve passive surveillance.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Meeting held on 11 December 2018, a petition was tabled and Council made the following decision:

### 11.1 Anti-Social Behaviour – Murdoch Gardens, Durack

Moved: Alderman Lewis

Seconded: Deputy Mayor Spick

1. *THAT the petition be tabled by the Chief Executive Officer on behalf of Ms C Burnup regarding Anti-Social Behaviour – Murdoch Gardens, Durack be tabled at the Council Meeting held on Tuesday, 11 December 2018.*
2. *THAT Council receives and notes the petition received on 12 November 2018 by Ms C Burnup and that a report be presented to the first Ordinary meeting of Council in February 2019 regarding the Anti-Social Behaviour – Murdoch Gardens, Durack.*

**CARRIED 9/0396 – 11/12/2018**

The petition raises concerns with the number of break-ins that have been experienced by residents in Murdoch Gardens along with other anti-social behaviour, and requests that a fence be installed between the end of Murdoch Gardens and Nichols Street. A total of eight (8) households signed the petition. There are ten (10) other households in Murdoch Gardens which have not signed the petition.

As requested by Council's decision on 11 December 2018, an assessment of the request to fence the end of Murdoch Gardens adjacent to Nichols Street has been undertaken.

## DISCUSSION

The location requested for fencing to be installed is between 12 and 13 Murdoch Gardens, separating Murdoch Gardens and Nichols Street as shown in red in Figure 1 below. There are also a number of street and pedestrian lights in the surrounding area as shown by the orange dots, and a bus stop shown in yellow.





Figure 1: Requested location for fencing to be installed and location of nearby lighting and bus stop.

The location appears to provide an alternate pedestrian route between the bus stop on Nichols Street and residences to the south. Other facilities in close proximity to the requested location of the fencing include a park with embellishments to the north-west and a footpath network connecting to recreational areas which can be seen in Figure 2 below.



Figure 2: Location of requested fencing in the context of the wider area.

The length of fencing required between Murdoch Gardens and Nichols Street to prevent access is approximately 27 metres. The surrounding area is currently in a well maintained condition, with a garden bed that has been constructed at the location of the requested fencing, as shown in Figure 2 below.





Figure 2: Site photo of the location that is the subject of the petition.

If this location was fenced closed, it may increase the travel distance for some pedestrians in Durack to access the bus stop on Nichols Street and the park located at the northern end of Nichols Street. The increase in travel distance is considered to have an insignificant impact, resulting in no more than an additional 220 metres being walked by a pedestrian from the most affected household.

When considering the impact the installation of fencing could have, it is considered to reduce the achievement of Crime Prevention Through Environmental Design (CPTED) outcomes. Specifically, it will prevent passive surveillance in the surrounding public area. Studies have found that crime is reduced where there are people around. Fencing this location will reduce the number of people in the public area providing that passive surveillance.

Improving passive surveillance, through the direct or indirect presence of other people, discourages offenders from committing crime and increases people's sense of security. This in turn encourages more people to use public spaces. It is also important that people in adjoining buildings and spaces are able to see what is happening.

To achieve improved outcomes in this location, CPTED principles relevant to this site should seek to improve opportunity for surveillance, and address the permeability and legibility of the area. By addressing the vegetation at the end of Murdoch Gardens, increased passive surveillance can be achieved, along with providing improved permeability and legibility for pedestrians. With pedestrian activity being encouraged in this area, there will be greater opportunity for passive surveillance, which discourages crime.



In order to improve passive surveillance opportunities, it is recommended that the location remain unfenced. It is recommended that the vegetation be treated to allow surveillance opportunities and improve pedestrian permeability in this area, supporting the further activation of this space for pedestrians and reducing the incentive for crime to occur. To further facilitate surveillance opportunities, it is also recommended that lighting in the area be upgraded to LEDs to discourage anti-social behaviour.

## **CONSULTATION PROCESS**

The resident who raised the petition will be contacted following the Council meeting and advised of the decision not to fence the location requested, however Council will review the landscaping in this location and upgrade surrounding lighting to LEDs, allowing improved passive surveillance in accordance with CPTED principles.

## **POLICY IMPLICATIONS**

There are no policy implications from this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

The clearing of vegetation is able to be accommodated within Council's existing maintenance works budget. The LEDs proposed to be installed are budgeted for in Council's current program 'Making the Switch', which will see street and park lighting across the municipality being upgraded to LEDs.

Whilst the LEDs have been ordered, these are not anticipated to be delivered until the start of April 2019. Installation would occur after delivery, and can be expected to be completed by mid April 2019.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There is a risk that the residents that have signed the petition will not be satisfied with the response of Council to not fence the location, however there is also a risk that if the location is fenced, it would adversely impact on passive surveillance opportunities and further encourage crime to occur.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

The installation of LEDs will reduce energy consumption whilst providing an improved lighting level.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

There are no attachments for this report.

## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.2.5

**REPORT TITLE:** Palmerston Animal Management Reference Group October & November 2018 Minutes

**REPORT NUMBER:** 9/0149

**MEETING DATE:** 5 February 2019

**Author:** Ranger Services Manager, Jeff Borella

**Approver:** Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report presents the amended minutes from the Palmerston Animal Management Reference Group (PAMRG) Meeting held on 31 October and the minutes from 28 November 2018.

#### Municipal Plan:

##### 4. Governance & Organisation

##### 4.2 Service

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

### KEY ISSUES

- The PAMRG is an advisory committee of Council, providing advice and feedback in relation to animal management issues that affect Palmerston.
- Two (2) meetings have been held on 31 October and 28 November 2018.
- A name change is being proposed by the group.
- It is being recommended that a review of the Terms of Reference (ToR) be undertaken to ensure consistency between all advisory committees and reflect this group.
- The reviewed ToR will be presented to the group prior to seeking endorsement from Council.
- The PAMRG has requested a report on Council's current and planned animal management activities for the balance of 2018/2019.

### RECOMMENDATION

1. THAT Report Number 9/0149 entitled Palmerston Animal Management Reference Group October & November 2018 Minutes be received and noted.
2. THAT Council approve the presentation of a report to the Palmerston Animal Management Reference Group outlining Council's current and planned animal management events and initiatives for the remainder of 2018/2019 to be presented at its February 2019 meeting.

3. THAT Council undertake a review of the Palmerston Animal Management Reference Group Terms of Reference and that the review outcomes be presented to the Palmerston Animal Management Reference Group.
4. THAT Council approves the name change of the Palmerston Management Reference Group to Palmerston Animal Management Advisory Committee.

## **BACKGROUND**

The PAMRG forum facilitates meetings with community representatives and stakeholders to further enhance and promote responsible pet management in the Palmerston Municipality.

The PAMRG meets from time to time when required.

## **DISCUSSION**

The October 2018 minutes were amended at the November meeting so they are being re-presented to Council.

The PAMRG are recommending to Council a change of name to Palmerston Animal Management Advisory Group. It is being recommended that the name be amended to Palmerston Animal Management Advisory Committee, this is consistent terminology with Council's other Advisory Committees.

The group continued discussion around strategies and initiatives to reduce numbers of unwanted or feral cats through de-sexing and education programs. Council staff have committed to reporting back on Council initiatives that may assist with domestic, stray and feral cats in Palmerston.

Council staff informed the group on legislation relating to re-homing of lost or stray animals and husbandry practices.

Promotion of membership for interested stakeholders to join the PAMRG is advertised through the Council webpage and is ongoing.

Discussion amongst the group resulted in agreed times and scheduling to remain as monthly meetings on the last Wednesday of the month commencing at 4.00pm. Taking into consideration the Christmas and New Year holiday period, it was agreed that the next scheduled meeting would be held on 30 January 2019.

The group identified some amendments to the ToR. It is considered timely that Council undertake a complete review of the ToR to ensure they reflect appropriate requirements and are consistent with other Advisory Committees.

## **CONSULTATION PROCESS**

PAMRG is a regular contributor to Council's consultation process.

Any revision of ToR will be presented to the PAMRG.

## **POLICY IMPLICATIONS**

There are no policy implications for this report.

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget and resource implications in this report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

There is no risk, legal and legislative implications in this report

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

**Attachment A:** Amended Palmerston Animal Management Reference Group Meeting Minutes 30 October 2018.

**Attachment B:** Palmerston Animal Management Reference Group Meeting Minutes 28 November 2018.

## CITY OF PALMERSTON

**Minutes of Palmerston Animal Management Reference Group Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Wednesday 31 October 2018 at 4:07pm.**

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GROUP MEMBERS	Alderman Amber Garden (Chair) Mayor Athina Pascoe-Bell Alderman Sarah Henderson Resident Mandy Hall Resident Michelle Walker RSPCA Shae Fisher
STAFF	Ranger Services Manager, Jeff Borella Senior Ranger, Shane Gartner Minute Secretary, Kristy Litster
GALLERY	Nil.

### 1 ACKNOWLEDGEMENT OF COUNTRY

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*I respectfully acknowledge the traditional owners of the land on which we are meeting – the Larrakia People – and pay my respects to their elders, past, present and future.*

### 2 OPENING OF MEETING

---

The Chair declared the meeting open at 4:07pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

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#### 3.1 Apologies

Moved: Mayor Pascoe-Bell  
Seconded: Mandy Hall

THAT the apology received from Katrina Stafford from Top End Rehoming Group and Jill Pascoe for 31 October 2018 be received and noted.

CARRIED PAMRG/0109 – 31/10/2018

Initials: \_\_\_\_\_

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

#### 4 DECLARATION OF INTEREST

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4.1 Group Members

Nil.

4.2 Staff

Nil.

#### 5 CONFIRMATION OF MINUTES

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5.1 Confirmation of Minutes

Moved: Michelle Walker  
Seconded: Mandy Hall

THAT the minutes of the Palmerston Animal Management Reference Group Meeting held on Thursday, 13 September 2018 be confirmed.

CARRIED PAMRG/0110 – 31/10/2018

5.2 Business Arising from Previous Meeting

Nil.

#### 6 CORRESPONDENCE

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Nil.

Initials: \_\_\_\_\_



# ATTACHMENT A

## PALMERSTON ANIMAL MANAGEMENT

### REFERENCE GROUP MINUTES

Minute Book Page 67

#### 7 BUSINESS ARISING FROM PREVIOUS MEETINGS

##### 7.1 Actions and Outstanding Topics

Moved: Mayor Pascoe-Bell  
Seconded: Michelle Walker

Dec # / Item No.	Task Date	Action/Topic	Update
PAMRG/0054	22/11/2018	THAT a report be prepared for February's meeting on cat management.	THAT a report will be presented once the Strategic Plan has been developed.
PAMRG/0100	19/07/2018	Cat Management	<p>a) Members of the group further discussed the management of stray and feral cats in regards to possible grants being offered by City of Palmerston to assist volunteer groups in providing a desexing program. It was suggested that volunteer groups formally apply to City of Palmerston if and when these grants become available. <b>ITEM COMPLETED.</b></p> <p>b) Through the Ranger Services Manager, Top End Rehoming Group provided the statistics for Cat Desexing Grants for the last two (2) years. <b>ITEM COMPLETED.</b></p> <p>c) A report be presented by CoP at the 4<sup>th</sup> meeting regarding subsidy options for desexing of animals.</p>
PAMRG/0106	13/09/2018	<p>1. THAT applications for Memberships be discussed at meeting dated 31 October 2018.</p> <p>2. THAT City of Palmerston website be amended to assist with new memberships and include a digital inbox.</p>	<p>1. The Committee received a new member application from Shae Fisher from RSPCA. The application was accepted and Shae was welcomed by all members. <b>ITEM COMPLETED.</b></p> <p>2. Council provided a link to the PAMRG nomination form to various pages of Council's website instead of providing a digital inbox. <b>ITEM COMPLETED.</b></p>

Initials: \_\_\_\_\_

## REFERENCE GROUP **MINUTES**

**Minute Book Page 68**

		<p>3. THAT Alderman Garden discuss meeting times with CEO/Director.</p> <p>4. THAT members assist to promote new memberships.</p>	<p>3. The Chair advised the Committee that the meeting time would remain unchanged but may be reviewed in the future. <b>ITEM COMPLETED.</b></p> <p>4. Well done to all who have assisted in promoting membership to the PAMRG and members will continue to promote. <b>ITEM COMPLETED.</b></p>
PAMRG/0107	13/09/2018	<p>1. THAT Jeff Borella investigate the Animal Protection Bill and bring to the next meeting dated 31 October 2018.</p> <p>2. THAT PAMRG members investigate other State Legislation and bring to the next meeting date 31 October 2018.</p>	<p>1. Ranger Services Manager provided a copy of the Australian Veterinary Association - Animal Shelters and Municipals Pounds. These are guidelines only and not legislative. <b>ITEM COMPLETED.</b></p> <p>2. The Chair will provide information to the Group out of session on the legislative requirements from other states on Rehoming Organisations. <b>ITEM COMPLETED.</b></p>

**CARRIED PAMRG/0111 – 31/10/2018**

### **8** NEW BUSINESS

Nil.

### **9** NEXT MEETING

Moved: Michelle Walker  
Seconded: Mandy Hall

THAT the next meeting for the Palmerston Animal Management Reference Group be held on Wednesday, 28 November 2018 at 4:00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

**CARRIED PAMRG/0112 – 31/10/2018**

Initials: \_\_\_\_\_

**10 CLOSURE OF MEETING**

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Moved: Alderman Garden  
Seconded: Michelle Walker

THAT the Palmerston Animal Management Reference Group meeting, held in the Council Chambers, Civic Plaza, Palmerston on Wednesday, 31 October 2018 closed at 4:46pm



CARRIED PAMRG/0113 - 31/10/2018

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Amber Garden  
ALDERMAN  
Date:

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Initials:

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## CITY OF PALMERSTON

**Minutes of Palmerston Animal Management Reference Group Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Wednesday 28 November 2018 at 4:03pm.**

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MEMBERS OF THE GROUP	Alderman Amber Garden (Chair) Mayor Athina Pascoe-Bell Resident Mandy Hall Resident Michelle Walker
STAFF	Ranger Services Manager, Jeff Borella Minute Secretary, Kristy Litster
GALLERY	Nil

### 1 ACKNOWLEDGEMENT OF COUNTRY

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*I respectfully acknowledge the traditional owners of the land on which we are meeting – the Larrakia People – and pay my respects to their elders, past, present and future.*

### 2 OPENING OF MEETING

---

The Chair declared the meeting open at 4:03pm.

### 3 APOLOGIES AND LEAVE OF ABSENCE

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#### 3.1 Apologies

Moved: Mayor Pascoe-Bell  
Seconded: Michelle Walker

THAT the apology received from Jill Pascoe, Katrina Stafford From Top End Rehoming Group, Shae Fisher from RSPCA for 28 November 2018 be received and noted.

CARRIED PAMRG/0114 – 28/11/2018

#### 3.2 Leave of Absence Previously Granted

Nil.

Initials: \_\_\_\_\_

3.3 Leave of Absence Request

Nil.

**4** DECLARATION OF INTEREST

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4.1 Group Members

Nil.

4.2 Staff

Nil.

**5** CONFIRMATION OF MINUTES

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5.1 Confirmation of Minutes

Moved: Michelle Walker  
Seconded: Mandy Hall

THAT the minutes of the Palmerston Animal Management Reference Group Meeting held Wednesday, 31 October 2018 pages 65 to 71 be confirmed subject to the following alterations: -

1. Minute Book Page 65 – Item 3.1 include Jill Pascoe into the recommendation ‘THAT the apology received from Katrina Stafford from Top End Rehoming Group and Jill Pascoe for 31 October 2018 be received and noted’.
2. Minute Book Page 66 – Item 3.2 replace recommendation ‘THAT it be noted Gerard Rosse and Jill Pascoe will be on leave of absence as previously advised for the period of 31 October 2018 inclusive’ with Nil.
3. Minute Book Page 66 – Item 5.1, 7.1, 9 and 10 decision numbers be amended to reflect the correct numerical order.
4. Minute Book Page 67 – Item 6 replace recommendations for ‘6.1 Desexing Grants – 31 October 2018 and 6.2 Australian Veterinary Association – Animal Shelters and Municipal Pounds – 31 October 2018’ with Nil.

Initials: \_\_\_\_\_



## REFERENCE GROUP **MINUTES**

**Minute Book Page 72**

5. Minute Book Page 67 – Item 7.1, Task Date 19/07/2018 Cat Management ‘a) Mandy Hall to investigate Animal Welfare Grant to provide a community desexing program’ to be replaced with ‘a) members of the group further discussed the management of stray and feral cats in regards to possible grants being offered by City of Palmerston to assist volunteer groups in providing a desexing program. It was suggested that volunteer groups formally apply to City of Palmerston if and when these grants become available. **ITEM COMPLETED**’.
6. Minute Book Page 67 – Item 7.1 Task Date 19/07/2018 Cat Management ‘b) Top End Rehoming Group provided statistics in Item 4.1.’ to be replaced with ‘b) Through the Ranger Services Manager, Top End Rehoming Group provided the statistics for Cat Desexing Grants for the last two (2) years. **ITEM COMPLETED**’.
7. Minute Book Page 67 – Item 7.1 Task Date 19/07/2018 Cat Management ‘d) Jeff Borella see Gerard Rosse to discuss cat desexing report’ be removed as this is an operational matter.
8. Minute Book Page 67 Item 7.1 Task Date 13/09/2018 ‘1. New member Shae Fisher from RSPCA’ be replaced with ‘1. The Committee received a new member application from Shae Fisher from RSPCA. The application was accepted and Shae was welcomed by all members. **ITEM COMPLETED**’.
9. Minute Book Page 67 Item 7.1 Task Date 13/09/2018 ‘2. A link has been set up on City of Palmerston website’ replaced with ‘2. Council provided a link to the PAMRG nomination form to various pages of Council's website instead of providing a digital inbox. **ITEM COMPLETED**’.
10. Minute Book Page 68 Item 7.1 Task Date 13/09/2018 ‘3. Meeting times to remain unchanged now’ replaced with ‘3. The Chair advised the Committee that the meeting time would remain unchanged but may be reviewed in the future. **ITEM COMPLETED**’.
11. Minute Book Page 68 Item 7.1 Task Date 13/09/2018 ‘4. Well done to all who have assisted in promoting new members. Keep it up’ replace with ‘4. Well done to all who have assisted in promoting membership to the PAMRG and members will continue to promote. **ITEM COMPLETED**’.
12. Minute Book Page 68 Item 7.1 Task Date 13/09/2018 ‘1. Jeff Borella provided item 6.2. These are guidelines only and not legislative’ replace with ‘1. Ranger Services Manager provided a copy of the Australian Veterinary Association - Animal Shelters and Municipals Pounds. These are guidelines only and not legislative. **ITEM COMPLETED**’.
13. Minute Book Page 68 Item 7.1 Task Date 13/09/2018 ‘2. Alderman Garden to investigate QLD and Mandy Hall’ replace with ‘2. The Chair will provide information to the Group out of session on the legislative requirements from other states on Rehoming Organisations. **ITEM COMPLETED**’.

Initials: \_\_\_\_\_

14. Minute Book Page 68 Item 19 CLOSURE OF MEETING to be replaced with '10 CLOSURE OF MEETING'.

CARRIED PAMRG/0115 – 28/11/2018

## 6 CORRESPONDENCE

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Nil.

## 7 BUSINESS ARISING FROM PREVIOUS MEETINGS

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### 7.1 Actions and Outstanding Topics

Moved: Mandy Hall  
Seconded: Michelle Walker

Dec # / Item No.	Task Date	Action/Topic	Update
PAMRG/0054	22/11/2018	THAT a report be prepared for February's meeting on cat management.	THAT a report will be presented once the Strategic Plan has been developed.
PAMRG/0100	19/07/2018	Cat Management	c) A report be presented by CoP at the 4 <sup>th</sup> meeting regarding subsidy options for desexing of animals.

CARRIED PAMRG/0116 – 28/11/2018

## 8 NEW BUSINESS

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### 8.1 Animal Management Activities/Initiatives for the remaining 2018/19 Financial Year

Moved: Michelle Walker  
Seconded: Mandy Hall

THAT a report be presented to the next Palmerston Animal Management Reference Group Meeting that outlines the budget for upcoming and planned animal management events and/or initiatives for the balance of the 2018/2019 financial year.

CARRIED PAMRG/0117 – 28/11/2018

Initials: \_\_\_\_\_

## 8.2 Amendments to Palmerston Animal Management Reference Group Terms of Reference

Moved: Mandy Hall  
Seconded: Michelle Walker

1. THAT item 5.4.1 be amended to *'where an elected member vacancy occurs on the Palmerston Animal Management Reference Group Council will call for nominations for a new Chair'*.
2. THAT a new clause be added to item 5.5 in regards to the termination of members due to non-attendance.

CARRIED PAMRG/0118 – 28/11/2018

## 8.3 Alteration to Palmerston Animal Management Reference Group Name

Moved: Mandy Hall  
Seconded: Michelle Walker

That Palmerston Animal Management Reference Group will now be referred to as Palmerston Animal Management Advisory Group.

CARRIED PAMRG/0119 – 28/11/2018

## 9 NEXT MEETING

Moved: Michelle Walker  
Seconded: Mandy Hall

THAT the next meeting for the Palmerston Animal Management Reference Group be held on Wednesday, 30<sup>th</sup> January 2019 at 4:00pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED PAMRG/0120 – 28/11/2018

Initials: \_\_\_\_\_

**10 CLOSURE OF MEETING**

Moved: Mandy Hall  
Seconded: Michelle Walker

THAT the Palmerston Animal Management Reference Group meeting, held in the Council Chambers, Civic Plaza, Palmerston on Wednesday, 28 November 2018 closed at 4:44pm

CARRIED PAMRG/0121 – 28/11/2018



Amber Garden  
ALDERMAN  
Date:

Initials:

## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.2.6

**REPORT TITLE:** Public Library Funding Agreement Grant Acquittal 2017/2018

**REPORT NUMBER:** 9/0115

**MEETING DATE:** 5 February 2018

**Author:** Library Services Manager, Anna Ingram

**Approver:** Acting Director Lifestyle and Community, Amelia Vellar

### PURPOSE

This report seeks Council approval for the acquittal of the Public Library Funding Agreement Grant for the 2017/2018 financial year.

### 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.

### KEY ISSUES

- The Northern Territory Government (NTG) supports the Territory's public library services through Public Library Funding Agreement.
- Under this agreement Council received \$581,756 (GST exclusive) in 2017/2018.
- The Northern Territory Library requires that operational grant acquittals be laid before Council.

### RECOMMENDATION

1. THAT Report Number 9/0115 entitled Public Library Funding Agreement Grant Acquittal 2017/2018 be received and noted.
2. THAT Council approve **Attachment A** to Report Number 9/0115 entitled Public Library Funding Agreement Grant Acquittal 2017/2018.



## BACKGROUND

The NTG supports the Territory's public library services through Public Library Funding Agreements. These funding agreements are imperative in supporting the successful partnership between NT Government and local government in the delivery of these services.

With over one (1) million visits each year, the Territory's public libraries are among its most valued social institutions. Libraries provide opportunities for lifelong learning, support children and families to build reading skills, provide spaces and resources to complement formal education, and through access to the internet and technology, ensure everyone can participate in our increasingly connected lives.

## DISCUSSION

Through its Public Library Funding Agreement, Council received \$581,756 (GST exclusive) in 2017/18 from the Northern Territory Library for the provision of core City of Palmerston Library services.

Council is required to acquit the grant and the acquittal requires consideration by Council.

Council has conformed with the grant obligations and expenditure conditions and has completed the Public Library Funding Agreement Acquittal form, **Attachment A**.

## CONSULTATION PROCESS

There was no consultation required during the preparation of this report.

## POLICY IMPLICATIONS

There are no policy implications for this report.

## BUDGET AND RESOURCE IMPLICATIONS

Councils audited accounts show that in the 2017/18 financial year Council received the special purpose grant of \$581,756 (GST exclusive) plus other revenue of \$120,772 (GST exclusive), a total income of \$702,528 (GST exclusive) for City of Palmerston Library services. The total Council expenditure on Library services for 2017/18 was \$1,321,846 (GST exclusive), resulting in \$691,318 (GST exclusive), being directly funded by Council.

## RISK, LEGAL AND LEGISLATIVE IMPLICATIONS

Local Government Act and (Accounting) Regulations (2014)

## ENVIRONMENT SUSTAINABILITY IMPLICATIONS

There are no environment sustainability implications for this report.

## COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## ATTACHMENTS

**Attachment A:** Public Library Funding Agreement Acquittal 2017/2018



DEPARTMENT OF  
TOURISM AND CULTURE

Recipient Council: City of Palmerston  
Library Service: City of Palmerston Library  
This Reporting Period: 2017-2018

## Public Library Funding Agreement Acquittal

### Actuals

### INCOME

#### Grants

Grants - Operational Funding Grant	581,756
Grants - Unexpended Operational Grant Funds	0
Grants - <i>Other</i>	0

#### Capital Funding

Itemise	0
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#### Council

Operational funding allocation	0
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#### Library

User Fees and Charges	119,986.14
Reimbursements	0
Other Revenue	786

#### Sponsorship

Itemise	0
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#### Other Income

Itemise	0
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**TOTAL INCOME** 702,528

### EXPENDITURE

#### Expenses

Employee Costs	897,056.78
Staff Training	10,115.63
Operating and Corporate Expenditure	336,668.40
Library Collection	78,005.28
Other Sundry Costs	0.00

#### Capital Expenditure

Itemise	0
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**Total Expenses** 1,321,846

**TOTAL EXPENDITURE** 1,321,846

#### Operating Surplus/(Deficit)

**TOTAL** -619,318

## City of Palmerston Library 2017/18

Type	Dep name	CC name	Account Name	YTD
				-
Sale	Library Services	User Fees & Charges	Hall and Other Facility Hire	28,871.80
				-
Sale	Library Services	User Fees & Charges	Lost & Damaged Books	3,502.12
				-
Sale	Library Services	User Fees & Charges	Sale of Library Goods	745.16
				-
Sale	Library Services	User Fees & Charges	Photocopy Charges	38,432.76
				-
Sale	Library Services	User Fees & Charges	Printing charges	4.55
				-
Sale	Library Services	User Fees & Charges	Telephone Calls & Faxes Charges	417.33
				-
Sale	Library Services	User Fees & Charges	Other User Charges	1,777.37
				-
Sale	Library Services	User Fees & Charges	Internet Use and Access	14,226.49
				-
Sale	Library Services	User Fees & Charges	Rental / Lease Properties Income	32,008.56
			Operating Territory Grants &	-
Sale	Library Services	Grants & Subsidies Recurrent	Subsidies	581,756.00
				-
Sale	Library Services	Other Revenue	Other Sundry Income	786.00
				-
<b>Total Sales</b>				<b>702,528.14</b>

Purchase	Library Services	Employee Costs	Salaries & Wages	657,622.94
Purchase	Library Services	Employee Costs	Overtime	27,565.56
Purchase	Library Services	Employee Costs	Employee Allowances	12,458.26
Purchase	Library Services	Employee Costs	Annual Leave	64,247.29
Purchase	Library Services	Employee Costs	Sick Leave	42,032.47
Purchase	Library Services	Employee Costs	Long Service Leave	16,738.00
Purchase	Library Services	Employee Costs	Superannuation	76,202.05
Purchase	Library Services	Employee Costs	Other Employee Costs	69.00
Purchase	Library Services	Employee Costs	Uniforms / Clothes Purchased	101.85
Purchase	Library Services	Employee Costs	Travel Related Costs Other	19.36
Purchase	Library Services	Vehicle Expenses	Fuel & Oil	1,738.54
Purchase	Library Services	Vehicle Expenses	Motor Vehicle Services & Parts	1,967.35
Purchase	Library Services	Vehicle Expenses	Motor Vehicle Registration Fees	1,263.42
Purchase	Library Services	Staff Training	Course Seminar & Conference Registration	8,297.49
Purchase	Library Services	Staff Training	Air Travel	128.00
Purchase	Library Services	Staff Training	Travel Accommodation	1,662.13
Purchase	Library Services	Staff Training	Travel Related Costs Other	28.01
Purchase	Library Services	Recruitment Costs	Other Employee Costs	3,871.17

Purchase	Library Services	Recruitment Costs	Advertising	2,419.85
Purchase	Library Services	Office Administration Expenditure	Contractors	-
Purchase	Library Services	Office Administration Expenditure	Stationery & Office Consumables	21,518.99
Purchase	Library Services	Office Administration Expenditure	Subscriptions & Memberships	1,726.78
Purchase	Library Services	Office Administration Expenditure	Courier	397.55
Purchase	Library Services	Office Administration Expenditure	Furniture & Equipment expensed	11,302.87
Purchase	Library Services	Office Administration Expenditure	Other Expenses	1,135.86
Purchase	Library Services	Office Administration Expenditure	Food & Catering Costs	-
Purchase	Library Services	Professional Services	Consultants	509.09
Purchase	Library Services	Library Resources	Book Purchases	61,505.19
Purchase	Library Services	Library Resources	CD/DVD Purchases	14,752.41
Purchase	Library Services	Library Resources	Other Library Stock	1,747.68
Purchase	Library Services	Utilities	Water Charges	2,181.99
Purchase	Library Services	Utilities	Sewerage Charges	4,370.23
Purchase	Library Services	Utilities	Electricity	125,293.78
Purchase	Library Services	Security	Contractors	20,421.43
Purchase	Library Services	Security	Fire System Control Service	2,647.30

Purchase	Library Services	Security	Security Patrols	12,005.66
Purchase	Library Services	Cleaning Costs	Contractors	44,853.76
Purchase	Library Services	Domestic Bin Collection	Contractors	1,429.07
Purchase	Library Services	Pest Control	Contractors	970.00
Purchase	Library Services	Sundry Expenses	Stationery & Office Consumables	-
Purchase	Library Services	Community Programs & Events	Contractors	7,613.89
Purchase	Library Services	Community Programs & Events	Advertising	7,685.88
Purchase	Library Services	Community Programs & Events	Food & Catering Costs	83.18
Purchase	Library Services	Community Programs & Events	Entertainment Costs	9,955.37
Purchase	Library Services	Graffiti	Contractors	1,290.00
Purchase	Library Services	Vandalism Costs	Contractors	898.00
Purchase	Library Services	Building Maintenance	Contractors	47,117.39

**Total Purchases****1,321,846.09**



## 1st Ordinary Council Meeting

**AGENDA ITEM:** 13.2.7

**REPORT TITLE:** Liquor Licence Responses

**REPORT NUMBER:** 9/0140

**MEETING DATE:** 5 February 2019

**Author:** Acting Director Lifestyle and Community, Amelia Vellar

**Approver:** Chief Executive Officer, Luccio Cercarelli

### PURPOSE

This report outlines issues to be considered by Council, regarding the liquor licences in particular the substitution application lodged by Liquorland (Australia) Pty Ltd, to move their “Store-Authority” licence number 80900870, from Berrimah Supermarket, 1145 Berrimah Road, Berrimah to the Liquorland, Oasis Shopping Centre, 15 Temple Terrace Palmerston.

### Municipal Plan:

2. Economic Development

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.

### KEY ISSUES

- Council is committed to providing a healthier and safer place for residents and visitors and a key aspect of this is via input Council provides on Liquor licence applications within the Palmerston municipality.
- Council has been advised of a liquor licence substitution application lodged by Liquorland (Australia) Pty Ltd and been invited to comment.
- City of Palmerston can lodge an Objection under s47F (2) (a) and (2) (b) of the *Liquor Act* (NT).

### RECOMMENDATION

1. THAT Report Number 9/0140 entitled Liquor Licence Responses be received and noted.
2. THAT Council endorse the letter to the Director-General of Licensing at **Attachment E** entitled Council Response to Liquor License Application Liquorland - January 2019, noting that Council Objects under *Section 47F (2) of the Liquor Act* to the application from Liquorland (Australia) Pty Ltd.
3. THAT the Mayor writes to the Minister for Justice seeking clarity as to why the Community Impact Assessments lodged with liquor licence applications are not available to stakeholders such as Council to allow informed input and therefore write appropriate responses to applications.

## BACKGROUND

At the 1<sup>st</sup> Ordinary Council Meeting of 3 October 2017 Council made the following decisions:

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

*THAT the Director-General of Licensing be advised that at this time Council does not endorse the correspondence in Attachment A to Report Number 8/1312.*

*THAT the matter lay on the table until Council receives advice from the Director-General of Licensing as to whether this is a new take away liquor licence given the NT Government has advised that it has a moratorium in place in relation to the issuing of any “new” take-away licences (noting there are exceptions in particular circumstances).*

**CARRIED 8/2897 – 03/10/2017**

At the 1<sup>st</sup> Ordinary Council Meeting of 8 November 2017 Council made the following decisions:

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

1. *THAT the matter “Liquor Licence Application – Liquorland, Oasis Shopping Centre, Lot 1219 (15) Temple Terrace, Palmerston” be retrieved from the table.*
2. *THAT Council receives the Correspondence dated 9 October 2017 from the Manager, Liquor, Gambling & Racing.*

**CARRIED 8/2941 – 08/11/2017**

Grounds For Objection Under Section 47F(2) of The Liquor Act.

Pursuant to Section 47F(2) of the Liquor Act, an objection may only be made on the grounds that the grant of the licence may or will adversely affect:

- (a) The amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) Health, education, public safety or social conditions in the community.

The community impact assessment guidelines provided on the Department of the Attorney General and Justice website are provided as **Attachment A**.

Council is committed to providing a healthier and safer place for residents and visitors and a key aspect of this is via input Council provides on Liquor licence applications within the Palmerston municipality.

## DISCUSSION

Council has been advised of two (2) applications and comment is being sought. The applications are as follows.

Council was notified on 16 January 2019 of a liquor licence substitution and relocation application lodged by Woolworths Group Ltd, to move their Store Liquor Licence number 80915580, previously located at the BWS Store Oasis Shopping Centre, 15 Temple Terrace Palmerston, to The Fairway Waters Shopping Centre, Shop 5, 130 University Avenue, Durack. and the proposal to make a permanent

variation to the liquor licence. All of this would have the effect of creating a stand-alone BWS liquor merchant store at the new location. Council was then notified by Jeff Verinder, Principal Licensing Officer - Liquor, Gaming & Racing, Licensing NT on 30 January 2019 that Woolworths group have asked for the advertising to be placed on hold whilst they sort out a matter. Once this matter is resolved they will then readvertise the application from the start. This application has not been withdrawn, however Council is unable to provide comment at this time.

Council was also notified on 17 January 2019 of a liquor licence substitution application lodged by Liquorland (Australia) Pty Ltd, to move their "Store-Authority" licence number 80900870, from Berrimah Supermarket, 1145 Berrimah Road, Berrimah to the Liquorland, Oasis Shopping Centre, 15 Temple Terrace Palmerston. Licensing NT sent this to Council as a request for stakeholder comment. All replies must be returned to Licensing NT by the 18 February 2019 at the latest. Council requested a copy of the Community Impact Assessments submitted with the application. Council was then informed by Licensing NT that the Community Impact Assessment (CIA) in accordance with Section 6A of the *Liquor Act* (the Act) and the Public Interest Criteria (PIC) in accordance with Section 6.2 of the Act is generally not released. If a Council representative would like a copy of the CIA or PIC it was suggested that they request this is writing to the Director-General of Licensing and also outline any reason or aspect as to why they seek this information or any particular part of it and how it supports the making of an objection (if any).

Information on the application is provided as **Attachments B, C & D**.

No Council owned or controlled land is directly affected by the proposal.

There is strong evidence that shows the relationship between liquor outlet density and alcohol related harm. The Northern Territory has the highest density of and diversity of liquor outlets in Australia. According to the Licensing database there are 657 active licenses across the Northern Territory with 30 of those licenses in the Palmerston Municipality. The Riley Review states "Recent Australian studies have considered the relationship between outlet density, in the context of the numbers of outlets and volume of sales in a particular LGA or postcode, and alcohol related harms. The most recent study has shown that off-site outlet alcohol sales and the total volume of alcohol sales within a region are important predictors of assault. On this basis, it is reasonable to conclude that policy decisions that ultimately increase total alcohol sales within a community or that increase numbers of on-site outlets (e.g. hotels/nightclubs or restaurants) are more likely to exacerbate, rather than ameliorate, harms associated with alcohol."

There are no publicly accessible statistics on crime rates specific to the Locality therefore data must be taken from the closest available source which in this case is the Northern Territory Police crime data for Darwin. According to these statistics, over the last year, alcohol related crime, including domestic and non-domestic assaults have moderately increased in both Darwin and the Territory.

City of Palmerston is a member of the Palmerston and Rural Area Liquor Accord. Local liquor accords are written voluntary agreements between liquor licensees and other stakeholders that address the supply of liquor, trading hours and other matters relating to the management or conduct of a liquor licensed business with the purpose of preventing or reducing alcohol-related violence.

During recent consultation with the Palmerston community as part of creation of the draft Community Plan, a measure of success to the Strategic Outcome 1. Family and Community was “Reduced crime rates - specifically a reduction in alcohol fuelled violence. The objective created for this outcome was

“The wellbeing of our community is the focus for all our work.” Council must then consider the wellbeing of our community when deliberating on any liquor licence applications.

When considering this application Council officers noted the following:

Although located within the Central Business District, the Oasis Shopping Centre is located adjacent to some of our most Socio-economically disadvantaged community. Significantly, these neighbourhoods have large concentrated areas of disadvantage below the 30<sup>th</sup> percentile.<sup>1</sup>

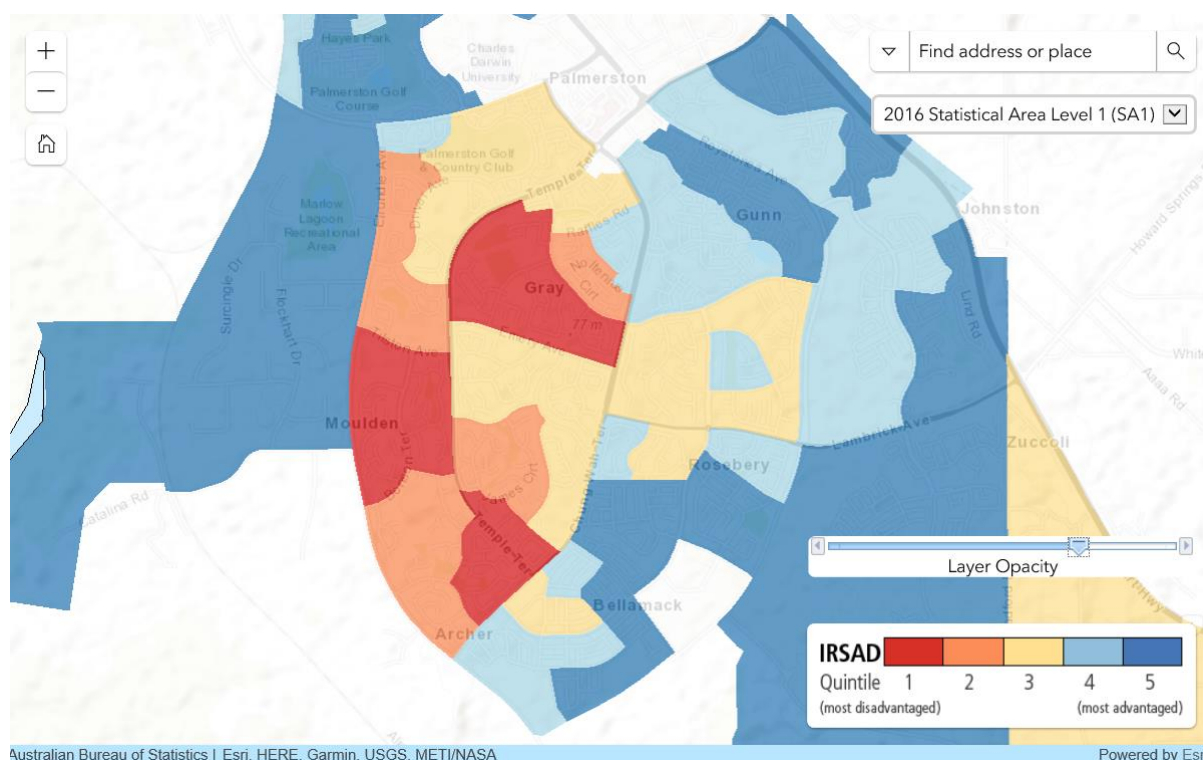


Figure 1 - Australian Bureau of Statistics, *Index of Relative Socio-Economic Advantage and Disadvantage (IRSAD), 2016 Statistical Areas level 1 (SA1)* (27 March 2018) 2033.0.55.001 – Census of Population and Housing: Socio-Economic Indexes for Areas (SEIFA), Australia, 2016

By relocating a licence from the Berrimah Supermarket (located within the Darwin Municipality) to the Oasis Shopping Centre (located in the Palmerston Municipality), Licensing NT will be essentially

<sup>1</sup> SEIFA 2016, Statistical Area Level 1 (SA1) Index of Relative Socio-economic Disadvantage, 2016, Australian Bureau of Statistics.

## *A Place for People*

increasing the number of outlets in Palmerston which is more likely to exacerbate harms associated with alcohol in this community.

When considering the location, 'at-risk' groups (particularly children and young people) were noted to use services/facilities were identified within the immediate vicinity. The Oasis Shopping Centre includes number of facilities, that attract youth and families to this shopping centre, including the pharmacy, gymnasium, take away outlets and cafes.

Oasis Shopping Centre is currently the only significant shopping complex that offers families and other shoppers, an opportunity to shop without the presence of a liquor outlet. Anecdotal evidence suggests that the associated anti-social behaviour that is prevalent in the other shopping precincts with liquor outlets is not present currently at Oasis Shopping Centre.

Based on these reasons Council officers deem the proposed license substitution application is not desirable for Palmerston and recommend objecting to the licence application, the draft response is provided as **Attachment E**.

Council is also concerned that under current practises by the Licensing NT, not all information provided as part of an application is made available, namely the community impact assessment. This lack of availability means that Council and the community are unable to adequately consider all relating issues in forming their position.

It is suggested that a more transparent approach could result in better outcomes and understanding.

It is being recommended that the Mayor write to the Minister for Justice seeking clarity around this process and the reasons why such information is not available.

## **CONSULTATION PROCESS**

Licensing NT is responsible for advertising and seeking comments in applications.

The applications were publicly advertised and the community is able to comment directly to licensing NT.

The following external parties were consulted in the preparation of this report:

- The Palmerston and Rural Division Police Superintendent – Antony Deutrom
- Licensing NT

## **POLICY IMPLICATIONS**

The following Council policy is relevant:

- *AD03 Liquor Licence*

## **BUDGET AND RESOURCE IMPLICATIONS**

There are no budget or resource implications relating to this report.

## **RISK, LEGAL AND LEGISLATIVE IMPLICATIONS**

The Northern Territory Government (Licensing NT) is responsible for (amongst other regulatory roles) the regulation of liquor licences for venues wishing to sell alcohol. While Local Government does not have any decision-making power in the liquor licensing process it does have the opportunity under the *Liquor Act* to provide comment to the NTG about the possible impact of licensed venues, or changes to venue operation on the local community.

Licensing NT has advised City of Palmerston that the following sections of the *Liquor Act* are relevant to these applications:

Under section 32A(5) of the *Liquor Act*, "If the application relates to premises within the area of a shire council or a regional council, the Director-General must, as soon as reasonably practicable, inform the CEO of the council that the application has been made."

Having access to the community impact assessments would better inform Council.

## **ENVIRONMENT SUSTAINABILITY IMPLICATIONS**

There are no environment sustainability implications for this report.

## **COUNCIL OFFICER CONFLICT OF INTEREST DECLARATION**

We the author and approving officer declare that we do not have a conflict of interest in relation to this matter.

## **ATTACHMENTS**

**Attachment A:** Community Impact Assessment Guidelines

**Attachment B:** Correspondence dated 16 January from Principal Licensing Officer - Liquor, Gaming & Racing, Licensing NT

**Attachment C:** Liquor Licence Number 80900870

**Attachment D:** 1st Notice of Application for Substitution of Premises Advertisement

**Attachment E:** Council Response to Liquor License Application Liquorland - January 2019



## Community Impact Assessment Guidelines

Section 6 of the *Liquor Act* (the Act) requires a decision maker to apply the public interest and community impact test in considering or determining an application under the Act.

In accordance with Section 6A of the Act, the Attorney-General and Minister for Justice publishes the following community impact assessment guidelines which are for applications made pursuant to sections 26, 32A(1), 41, 46A and 119 of the *Liquor Act*.

The guideline sets out those matters that will be considered by the Commission when assessing the community impact of the application against the criteria set out in section 6A(1) of the *Liquor Act*.

The rationale behind this is that Section 6 of the new *Liquor Act* states that the community impact test must to be applied to an application under this Act in respect of a licence or licensed premises.

Section 6 of the current *Liquor Act*:

6. Public interest and community impact test in respect of licence or licensed premises
  1. When a person (a *decision maker*) has regard to the objects of this Act in:
    - a. considering or determining an application under this Act in respect of a licence or licensed premises; or
    - b. determining the conditions of a licence, the decision-maker must apply the *public interest and community impact test* set out in subsection (2) as relevant to the application or conditions.

Section 6 clearly does not differentiate what sections or types of applications are excluded from this requirement, therefore all applications in respect of a licence or licensed premises is required to comply with this section and the community impact test. This includes Section 41 relating to transfer of a liquor licence where the public interest criteria was applied under the previous legislation.

Section 6B of the Act requires the applicant to satisfy the Commission that approval would meet the public interest and community impact test. Applicants are required to provide all documents, information and other materials that address the community impact assessment criteria.

It should be noted that the Commission has the authority to consider a broad range of issues specific to each application and flexibility exists to assess each individual application on its merits.

There is no general submission template for applications as each community is different and has individual characteristics, as does each business or proposed manner of trade for each particular premises. Consequently, the level of detail provided to the Commission is subject to the complexity of the application and the impact the premises/proposed premises will have on the surrounding community.

It is recommended that applicants discuss their application with the Commission to determine what level of detail is expected and to discuss the definition of 'community area' for the purpose of their application.

While it is up to the applicant to determine how much information is provided to the Commission, it should be noted that:

- Objective evidence is required;
- Assumptions, opinions, speculation and generalised statements alone will not be sufficient; and,
- Applicants should provide supporting evidence that is objective, accurate and relevant to their application.

**From:** Jeff Verinder <Jeff.Verinder@nt.gov.au>  
**Sent:** Wednesday, 16 January 2019 6:59 PM  
**To:** City of Palmerston  
**Subject:** Request for stakeholders comments - Liquorland - Substitution of liquor licence to new premises  
**Attachments:** liquor licence.pdf; 1st Advert.docx

Dear CEO  
City of Palmerston.

In accordance with Section 46A of the Liquor Act I am obliged to notify you of an application to substitute a liquor licence to a new location.

Liquorland (Australia) Pty Ltd is now the holder of a liquor licence for a "Store – Authority" that was previously held at the Berrimah Supermarket, licence number 80900870 refers. They have made application to substitute that licence to the Oasis Shopping Centre in Palmerston and be situated next to the Coles Supermarket inside that shopping centre. This store was previously the BWS branded store that was located next to the Woolworths Supermarket when they were located inside the same shopping centre for approximately 20 years. I am now seeking any comments you may have in relation to this application. Any formal objections must be undertaken in accordance with Section 47F of the Liquor Act. All replies must be returned to me by the 18 February 2019 at the latest.

I have attached a copy of an advertisement that has been published in the NT News today which explains the application.

I have also attached a copy of the liquor licence. However I do not have the most recently signed and updated copy as I am still awaiting that being returned to me from the Liquor Commission after the licence was approved for transfer into Liquorland (Australia) Pty Ltd as the licensee recently. Apart from the change of name on the front page, all other conditions of the licence remain the same.

I also have extensive Community Impact Assessments and Public Interest Criteria submitted with the application but which I cannot attach to this email due to the size of the files. If you would like a copy solely for your viewing and consideration of this application, please let me know.

If the application is approved, BDR scanning equipment will be installed in the store prior to them opening for trade.

If you wish to seek any other information, please let me know.

Thanks.

**Jeff Verinder**  
Principal Licensing Officer - Liquor, Gaming & Racing  
Licensing NT  
Department of the Attorney-General and Justice  
Northern Territory Government

Level 3, NAB House, 71 Smith Street, Darwin NT 0800  
GPO Box 1154, Darwin NT 0801

Ph: (08) 8999 1805

e: [jeff.verinder@nt.gov.au](mailto:jeff.verinder@nt.gov.au)  
Web: [www.nt.gov.au/justice/](http://www.nt.gov.au/justice/)

# LIQUOR ACT

## **LIQUOR LICENCE NUMBER 80900870**

**LICENSEE:** PTP Pty Ltd

**NOMINEE:** Peter Polman

**NAME OF PREMISES:** Berrimah Supermarket  
1145 Berrimah Road  
BERRIMAH NT 0828

### **AUTHORITY – STORE**

**Sale For Consumption  
Away From Premises**

Subject to the conditions specified below, this licence authorises the sale of liquor for removal and consumption away from the licensed premises.

**CONDITIONS****Failure To Comply**

1. The licence will be subject to a condition that a breach of the *Liquor Act* by any person employed by or on behalf of the Licensee, shall constitute and be deemed to be a breach of the licence conditions by the Licensee.

**Notice To Be Displayed**

2. The Licensee shall erect and maintain a prominent notice of a size and type satisfactory to the Director-General specifying:
  - The Full name of the Licensee, the Nominee (where the licence is held by a Body Corporate) and the licence number;
  - The hours between which liquor shall be sold;
  - Subject to the conditions of this licence, liquor will not be sold to persons under the age of 18 years;
  - That liquor shall be sold only for removal and consumption away from the premises;
  - That the licence and its conditions are available for inspection.

**Licence To Be Available For Inspection**

3. This licence or a fair copy of it shall be kept on the licensed premises at all times and shall be immediately available for inspection by any person.

**Liquor Purchase Records To Be Kept**

4. The written record required to be maintained by the Licensee pursuant to Section 111 of the Act shall be kept on the premises in a form approved by the Director-General.

Liquor purchases shall be entered into the record within 28 days of such purchases being made.

**Fire Precautions**

5. The Licensee shall comply with the requirements or instructions of an Authorised Member of the Northern Territory Fire and Rescue Service appointed under the *Fire and Emergency Act*.

**Health Requirements**

6. The Licensee shall comply with the requirements of the Chief Health Officer appointed under the *Public and Environmental Health Act* and his delegates with respect to the requirements of that Act, the *Food Act* and any other Territory legislation.

**Premises To Be Kept In Good Repair**

7. The licensed premises and all plant, machinery, equipment, fittings, furniture, furnishings and any other item used in connection therewith shall be kept in good order and repair and the premises and its immediate environs shall be maintained in a neat and tidy appearance.

**Non-alcoholic Drinks And Groceries To Be Kept**

8. The Licensee shall maintain a reasonable range and stock of soft drinks, fruit juices and groceries to the satisfaction of the Director-General.

**Definitions**

9. In this licence, unless the contrary intention appears:
- (a) the masculine includes the feminine;
  - (b) the singular includes the plural and vice versa;
  - (c) 'the Act' means the *Liquor Act*;

- (d) 'the licensed premises' means the area delineated as such on the plan initialled, dated and kept by the Director-General at its office in Darwin or Alice Springs.

**Security of Liquor  
Outside Trading Hours**

10. Outside authorised trading hours all liquor storage and display areas shall be screened off and secured in such a way that the public has no access to such areas.

**Designated Area**

11. Liquor shall only be stored and displayed in the area designated and approved on the plan held by the Director-General.

**Berrimah Supermarket**

**Takeaway Hours**

Liquor shall be sold only for consumption away from the premises during the following hours:-

- (i) Monday to Friday between the hours of 10:00 and 22:00;
- (ii) Saturday and Public Holidays between the hours of 09:00 and 22:00; and
- (iii) No trading on Sunday, Good Friday or Christmas Day.

**Sale Of Essences**

All products including essences which contain more than 1.15% ethyl alcohol by volume marketed in containers exceeding 50ml may only be sold in accordance with licence conditions.



## **SPECIAL CONDITIONS**

### **Cask and Fortified Wines**

No cask wine or fortified wine sales in containers larger than two (2) litres.

### **Responsible Service of Alcohol Certificate**

- (a) All staff, who are directly involved in the sale, service or supply of alcohol to the public or the supervision of these activities, are required to hold or obtain a Responsible Service of Alcohol (RSA) Certificate within one (1) month from commencement of employment.
- (b) An RSA Certificate must be obtained from an accredited service provider within Australia.
- (c) An RSA register in the form approved by the Director-General must be maintained on the premises at all times with a copy of each staff member's RSA certificate included.

### **Fire**

- (a) Liquor shall not be sold or supplied at, on, or from the licensed premises, without the Licensee having the current written requirement of an Authorised Officer of the Northern Territory Fire and Rescue Service as to the maximum number of persons permitted to occupy the licensed premises, at any one time.
- (b) The Licensee at all times shall display such requirements of the Northern Territory Fire and Rescue Service, or a true copy thereof, in a prominent location in the licensed premises and in each part of the premises to which the requirement may discretely relate, all to the satisfaction of the Director-General.

- (c) At all times that the licensed premises are trading or are otherwise open to the public for any purpose, the number of persons in or upon the licensed premises or any part thereof shall not exceed the current requirement of the Northern Territory Fire and Rescue Service.
- (d) In this condition, the requirement of the Northern Territory Fire and Rescue Service shall not be regarded as current unless it has been obtained by the Licensee subsequent to the most recent fit-out, renovation, refurbishment, or structural alteration of the premises, whichever is the later. The proof of such currency will be upon the Licensee in any proceedings or inquiry.

#### **Lease And Management Agreements**

- (a) This licence is subject to the condition that a breach of the *Liquor Act* by any person employed by or on behalf of the Licensee, or by or on behalf of any contracted manager of the Licensee, shall constitute and be deemed to be a breach of the licence conditions by the Licensee.
- (b) This licence does not authorise the sale of liquor on or from any part of the licensed premises by any person other than the Licensee or an employee of the Licensee unless the prior approval in writing of the Director-General has been obtained by the Licensee.
- (c) Within twenty four hours of a request by an Inspector of licensed premises, the Licensee shall produce for inspection, by the Inspector, true copies of all agreements and other records establishing or evidencing:
  - (i) the contractual relationship between the Licensee and any current manager, lessee or other operator of the licensed premises or any of any part thereof; and
  - (ii) the employer/employee relationship respectively pertaining to all current bar staff and security personnel.

If the Licensee is unwilling to give the Inspector permanent custody of such copy of documentation, the Inspector shall be entitled to remove all documentation produced as aforesaid for the purpose of taking photocopies thereof before returning the produced documentation to the Licensee as soon as reasonably practicable, provided always that such copy of documentation shall remain confidential between the Licensee and the Director-General.

**Credit**

Without the written consent of the Director-General, no liquor shall be sold for consumption off or away from the licensed premises unless payment for the sale shall be made before or at the time of the supply or delivery of the liquor.

For the purposes of this condition, payment shall mean payment only by one or more of the following methods:

- (i) by legal tender within the meaning of Australian currency legislation (ie: Australian banknotes and/or coins);
- (ii) by cheque drawn by the purchaser and banked by the Licensee in the normal course of business, the cheque to be neither post-dated nor held by the Licensee against future availability of sufficient funds in the account on which the cheque is drawn;
- (iii) by any nationally recognised charge card, whether a credit card or debit card; or
- (iv) by authorised debit to a pre-existing account with the Licensee in the name of and operated by, a body incorporated under any Commonwealth, State or Territory Law.

Following the point-of-sale processing of the sale by credit card or debit card, the Licensee shall not retain possession of the card or store any data or information taken from or in any way relating to the card except only as may be essential for the purpose of completing the transaction with the Licensee's bank in accordance with normal commercial practice. Without in any way limiting the generality of this requirement, in no circumstances shall the Licensee seek to know or record a purchaser's PIN in relation to any card or bank account.

### **Special Conditions Prevail**

Notwithstanding anything contained in this Licence, where there is a conflict between a general and special condition, the special condition prevails.

### **Temporary Variations**

Procedure for adding temporary conditions to licence from time to time rather than issuing special licences.

This licence shall be subject to and inclusive of such additional conditions as may at any time be:

- (i) requested in writing by the Licensee;
- (ii) approved by or imposed by the Director-General as a condition of the granting of such a request by a Licensee; and
- (iii) notified in writing by the Director-General to the Licensee.

And such additional conditions shall be deemed to be embodied in this licence and to be conditions of this licence for the expressed duration of their applicability.

For the purposes of this condition "writing" shall include facsimile and e-mail transmission.

**Criminal Charge Or  
Conviction Of Person  
Engaged By Licensee**

- (a) Upon the Licensee learning of the charging or conviction of any person working for or on behalf of or at the direction of the Licensee in the licensed premises, for an offence in any way related to violence or unlawful possession of drugs for any purpose, the Licensee shall immediately advise the Director-General of the charge or conviction, as the case may be, regardless of whether or not the event giving rise to any such charge or conviction occurred within the licensed premises.
- (b) In relation to any person charged or convicted as aforesaid, the Licensee shall comply with the written directions of the Director-General as to any limitation of duties within the licensed premises which may be assigned to such person or any limitation of direct contact permitted between such person and any patrons on the licensed premises until such time as the matter is considered and dealt with by the Director-General.

**Changes In Corporate  
Structure**

- (a) Where the Licensee is a corporate entity it shall notify the Director-General in writing, no later than fourteen days after the relevant event, whenever a person assumes a position of authority or ceases to hold a position of authority.
- (b) Upon receipt of any such notification, the Director-General may re-examine the question of the Licensee's fitness to hold the licence, and for that purpose to conduct such reasonable further investigation as thought fit.
- (c) A person occupies a position of authority in a corporate entity if the person :
  - (i) is a director of the corporate entity;
  - (ii) exercises, or is in a position to exercise, control or have substantial influence over the corporate entity in the conduct of its affairs;

- (iii) manages, or intends to manage, the business of the corporate entity conducted under the licence and is not the nominee under Section 25 of the *Liquor Act*;
  - (iv) if the corporate entity is a club or association – is a member of the Committee of Management;
  - (v) if the corporate entity is a proprietary company, either private or public – is a shareholder owning or controlling more than ten per centum (10%) of the issued voting stock of the company.
- (d) A minor who is a shareholder in a company is not for that reason to be regarded as a person occupying a position of authority.

**Liquor To Be Secondary Business**

- (i) The sale of liquor at the premises authorised by this licence shall be ancillary to the operation of those premises as a supermarket or general store, by which is meant ancillary both in terms of turnover and of the general shopping environment presented by the store. The main business of the store must always be the sale of stores other than liquor products, and in terms of fitout, facilities, product range, ambience, external and internal signage and all advertising and promotional material in all media, the premises at all times must maintain the appearance of trading predominantly as a supermarket or general store.



- (ii) For the purpose of monitoring compliance with the immediately preceding condition, the Director-General shall be given access to all records of the Licensee that relate to any aspect of the turnover of the store, whether in respect of liquor sales or otherwise. The Licensee shall allow inspection of any and all such records upon request by an Inspector of Licensed Premises or by any other person authorised or delegated by the Director-General for the purpose. Such Inspector or other authorised or delegated person shall be permitted to temporarily remove any such documents from the possession of the Licensee for the purpose of making such copies as thought fit, or alternatively may be furnished with such copies by the Licensee. The Licensee shall not hinder, impede or fail to co-operate with any such officer or person in the performance of a task in pursuance of this condition.
- (iii) In any assessment of predominant turnover, the Director-General shall consider a trading period of not less than a financial quarter.

\_\_\_\_\_ End of Licence \_\_\_\_\_

## LIQUOR ACT

### **1st NOTICE OF APPLICATION FOR THE SUBSTITUTION OF PREMISES**

Liquorland (Australia) Pty Ltd, hereby gives notice they have applied to the Director-General of Licensing for the substitution of premises for the Liquor Licence "AUTHORITY - STORE", number 80900870 for premises previously known as Berrimah Supermarket, 1145 Berrimah Road, Berrimah, NT.

#### **PROPOSED SUBSTITUTION OF PREMISES**

- Substitute the "Authority – Store" licence previously located at 1145 Berrimah Road, Berrimah to;
- The Oasis Shopping Centre, 15 Temple Terrace, Palmerston, NT, and to be known as "Liquorland"
- The liquor store will be located adjacent to the existing Coles Supermarket inside the shopping centre.
- The premises located within the Oasis Shopping Centre has until recently been licensed as a liquor store for approximately 20 years by Woolworths under their BWS Beer Wine Spirits brand.

This is the first notice of application. The notice will be published again on 19 January 2019.

The objection period is deemed to commence from 19 January 2019 for a period of 30 days after the publication of this last notice of the application, that being until close of business 18 February 2019.

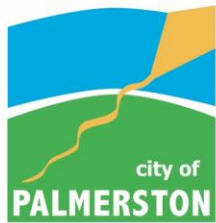
Pursuant to Section 47F (2) of the *Liquor Act* an objection may only be made on the ground that the substitution of the licence may or will adversely affect:

- (a) the amenity of the neighbourhood where the premises the subject of the application are or will be located; or
- (b) the health, education, public safety or social conditions in the community.

Only those persons, organisations or groups described in Section 47F (3) of the *Liquor Act* may make an objection. Section 47G of the *Liquor Act* requires the Director-General of Licensing to inform the applicant of the substance of any objection. This will include the identity and where relevant the address of the objector.

For further information regarding this application contact the Director-General of Licensing NT on telephone 8999 1800. Objections to this application must be lodged in writing and lodged within 30 days of the commencement date of the objection period to the Director-General of Licensing, via e-mail (preferred) to [Director-GeneralofLicensing.AGD@nt.gov.au](mailto:Director-GeneralofLicensing.AGD@nt.gov.au) or posted to GPO Box 1154, Darwin, NT 0801.

Dated this 16 January 2019



ID: 374476 - LC:tm

31 January 2019

Telephone  
(08) 8935 9922

Facsimile  
(08) 8935 9900

Email  
palmerston@palmerston.nt.gov.au

Address  
Civic Plaza  
1 Chung Wah Terrace  
Palmerston NT 0830

PO Box 1  
Palmerston NT 0831

ABN 42 050 176 900

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

Mr Jeff Verinder  
Licensing NT  
Department of Attorney-General and Justice  
GPO Box 1154  
DARWIN NT 0801

Dear Jeff

Liquor Licence No 80900870, Lot 1219 (15) Temple, Terrace, Palmerston  
Substitution of Premises Liquor Licence, from Berrimah Supermarket, to Liquorland,  
Oasis Shopping Centre, Palmerston

Thank you for your email dated 16 January 2019 requesting stakeholder comments concerning the proposed substitution of premises Liquor Licence No 80900870, Lot 1219 (15) Temple Terrace, Palmerton as follows:

- Substitute the "Authority – Store" licence previously located at 1145 Berrimah Road, Berrimah to;
- The Oasis Shopping Centre, 15 Temple Terrace, Palmerston, NT, and to be known as "Liquorland"
- The liquor store will be located adjacent to the existing Coles Supermarket inside the Shopping Centre.
- The premises located within the Oasis Shopping Centre has until recently been licensed as a liquor store for approximately 20 years by Woolworths under their BWS Beer Wine Spirits brand.

**Council objects to the granting of a Substitution of a Liquor Licence from Berrimah Supermarket to Lot 1219 Liquorland, Oasis Shopping Centre, Temple Terrace Palmerston, in accordance with Section 47F of the Liquor Act on the following grounds that the grant of licence may or will adversely affect:**

**(a) The amenity of the neighbourhood where the premises the subject of the application are or will be located;**

- By relocating a licence from the Berrimah Supermarket (located within the Darwin Municipality) to the Oasis Shopping Centre (located in the Palmerston Municipality), Licensing NT will be essentially increasing the number of licences in Palmerston which is more likely to exacerbate harms associated with alcohol in this community.
- Oasis Shopping Centre is currently the only significant shopping complex that offers families and other shoppers, an opportunity to shop without the presence of a liquor outlet. Anecdotal evidence suggests that the associated anti-social behaviour that is prevalent in the other shopping precincts with liquor outlets is not present currently at Oasis Shopping Centre.

**(b) Health, education, public safety or social conditions in the community;**

- Although located within the Central Business District, the Oasis Shopping Centre is located adjacent to suburbs containing some of our most Socio-economically disadvantaged members of the community identified by the Australian Bureau of Statistics 2016 data and their enclosed plan.
- When considering the location, a number of 'at-risk' groups (as identified by NT Licencing) were noted to use services\facilities and were identified within the immediate vicinity. The Oasis Shopping Centre includes a number of facilities, that attract youth and families to this shopping centre, including the pharmacy, gymnasium, take away outlets and cafes.
- During recent consultation with the Palmerston community as part of creation of the draft Community Plan, a measure of success to the Strategic Outcome 1 Family and Community, was "Reduced crime rates - specifically a reduction in alcohol fuelled violence. The objective created for this outcome was "The wellbeing of our community is the focus for all our work." Council must then consider the wellbeing of our community when deliberating on any liquor licence applications. The draft Community Plan was developed by the community for the community and Council considers that it reflects the Palmerston community's views on social matters.
- There are no publicly accessible statistics on crime rates specific to the Locality therefore data must be taken from the closest available source which in this case is the Northern Territory Police crime data for Darwin. According to these statistics, over the last year, alcohol related crime, including domestic and non-domestic assaults have moderately increased in both Darwin and the Territory.

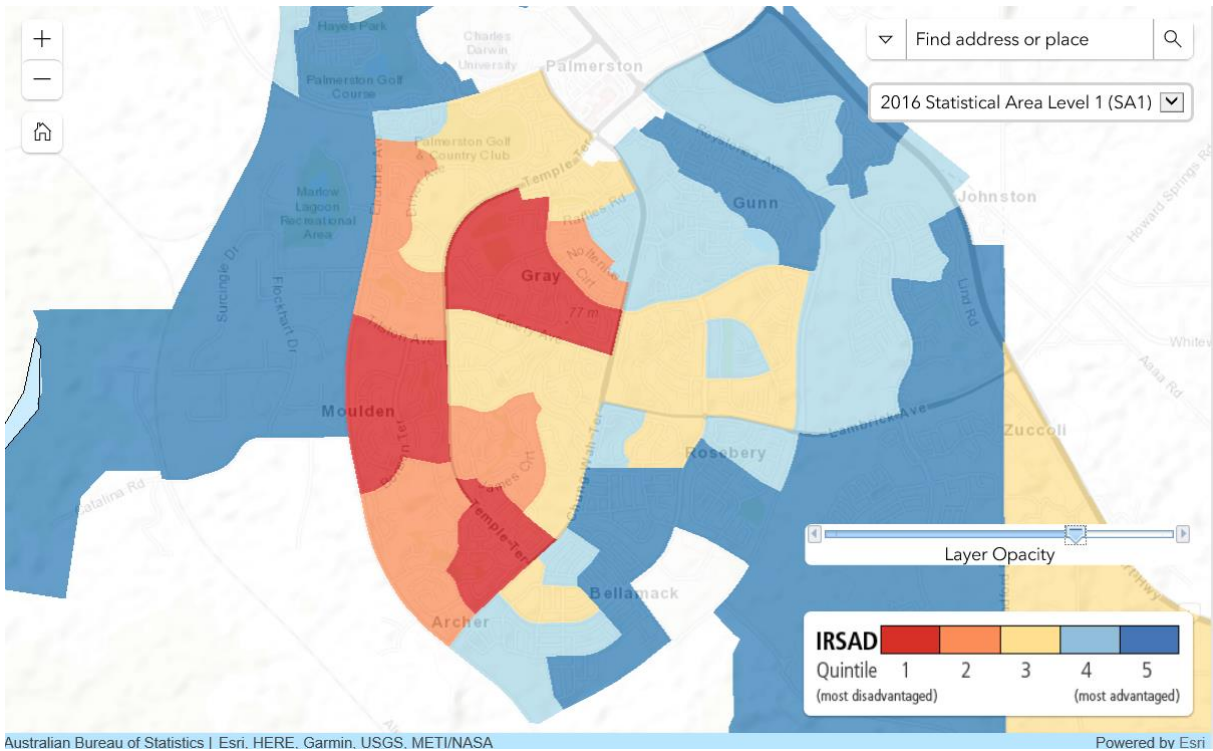
Should you have any queries or concerns please contact me on [luccio.cercarelli@palmerston.nt.gov.au](mailto:luccio.cercarelli@palmerston.nt.gov.au) or (08) 8935 9902.

Yours sincerely

Luccio Cercarelli  
Chief Executive Officer

Enc: Australian Bureau of Statistics - Index of Relative Socio-Economic Advantage and Disadvantage

Australian Bureau of Statistics  
Index of Relative Socio-Economic Advantage and Disadvantage (IRSAD)  
2016 Statistical Areas Level 1



(27 March 2018) 2033.0.55.001 – Census of Population and Housing: Socio-Economic Indexes for Areas (SEIFA), Australia, 2016.

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**14** INFORMATION AND CORRESPONDENCE

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**15** REPORT OF DELEGATES

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**16** QUESTIONS BY MEMBERS

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**17** GENERAL BUSINESS

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**18** NEXT ORDINARY COUNCIL MEETING

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THAT the next Ordinary Meeting of Council be held on Tuesday 19 February 2019 at 5.30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

**19** CLOSURE OF MEETING TO PUBLIC

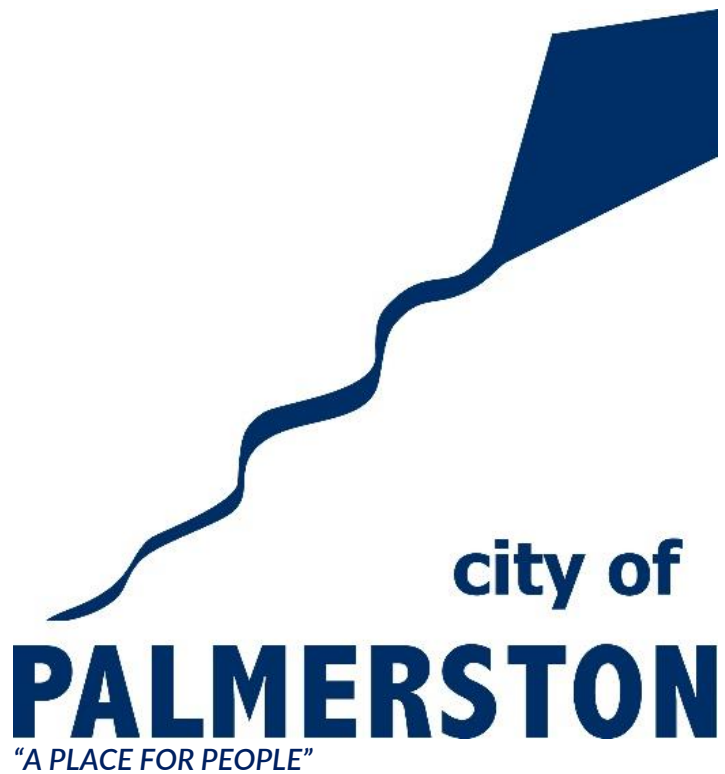
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THAT pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations, the meeting be closed to the public to consider the Confidential item of the Agenda.

**20** ADJOURNMENT OF MEETING AND MEDIA LIAISON

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**COUNCIL MEETING  
MINUTES  
TUESDAY, 29 JANUARY 2019**

## CITY OF PALMERSTON

**Minutes of Council Meeting  
held in Council Chambers  
Civic Plaza, Palmerston  
on Tuesday 29 January 2019 at 5:30pm.**

### ELECTED MEMBERS

Mayor Athina Pascoe-Bell  
Deputy Mayor Mick Spick  
Alderman Lucy Buhr  
Alderman Amber Garden  
Alderman Benjamin Giesecke  
Alderman Damian Hale  
Alderman Sarah Henderson  
Alderman Tom Lewis

### STAFF

Chief Executive Officer, Luccio Cercarelli  
Director Corporate Services, Chris Kelly  
Acting Director Lifestyle and Community, Amelia Vellar  
Communications Officer, Samantha Abdic  
Minute Secretary, Alyce Breed

### GALLERY

Yvette Nicholls, NT Government  
Matthew Kennon, Merit Partners

## 1 ACKNOWLEDGEMENT OF COUNTRY

*I respectfully acknowledge the traditional owners of the land on which we are meeting – the Larrakia People – and pay my respects to their elders, past, present and future.*

## 2 OPENING OF MEETING

The Mayor declared the meeting open at 5:30pm.

## 3 APOLOGIES AND LEAVE OF ABSENCE

### 3.1 Apologies

Nil.

Initials: \_\_\_\_\_

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Moved: Alderman Buhr  
Seconded: Alderman Garden

1. THAT the leave of absence received from Alderman Buhr for 6 March to 11 March 2019 inclusive be received and noted.
2. THAT the leave of absence received from Alderman Buhr for 10 April to 14 April 2019 inclusive be received and noted.
3. THAT the leave of absence received from Alderman Buhr for 28 June to 12 July 2019 inclusive be received and noted.

CARRIED 9/0426 – 29/01/2019

## 4 REQUEST FOR TELECONFERENCING

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Nil.

## 5 DECLARATION OF INTEREST

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5.1 Elected Members

Nil.

5.2 Staff

Nil.

## 6 CONFIRMATION OF MINUTES

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6.1 Confirmation of Minutes

Moved: Alderman Lewis  
Seconded: Alderman Hale

THAT the minutes of the Council Meeting held on Tuesday, 11 December 2018 pages 9623 to 9636, be confirmed.

CARRIED 9/0427 – 29/01/2019

Initials: \_\_\_\_\_

## 6.2 Business Arising from Previous Meeting

Nil.

## 7 MAYORAL REPORT

Nil.

## 8 DEPUTATIONS AND PRESENTATIONS

Nil.

## 9 PUBLIC QUESTIONS (WRITTEN SUBMISSIONS)

Nil.

## 10 CONFIDENTIAL ITEMS

### 10.1 Confidential Items

Moved: Deputy Mayor Spick  
Seconded: Alderman Henderson

THAT pursuant to Section 65(2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the following confidential items.

ITEM	REGULATION	REASON
23.1	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
25.2.1	8(c)(i)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(i) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.2	8(c)(i)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(i) of the Local Government (Administration) Regulations, which states

Initials: \_\_\_\_\_

## Minute Book Page 9646

		municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.
25.2.3	8(e)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(e) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information provided to the council on condition that it be kept confidential.
25.2.4	8(c)(iv)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.
25.2.5	8(c)(iv) 8(d)	This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(c)(iv) of the Local Government Administration Regulations, whereby the public may be excluded while business of a kind classified as information that would, if publicly disclosed, be likely to prejudice the interests of the council or some other person is discussed.  This item is considered 'Confidential' pursuant to Section 65(2) of the Local Government Act and 8(d) of the Local Government (Administration) Regulations, which states municipal council may close to the public only so much of its meeting as comprises the receipt or discussion of, or a motion or both relating to, information subject to an obligation of confidentiality at law, or in equity.

CARRIED 9/0428 - 29/01/2019

10.2 Moving Open Items into Confidential

Nil.

10.3 Moving Confidential Items into Open

Nil.

## 11 PETITIONS

Nil.

Initials: \_\_\_\_\_

## 12 NOTICES OF MOTION

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Nil.

## 13 OFFICERS REPORTS

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### 13.1 Receive and Note Reports

13.1.1 Financial Report for the Month of December 2018 9/0153

Moved: Alderman Garden  
Seconded: Alderman Hale

THAT Report Number 9/0153 entitled Financial Report for the Month of December 2018 be received and noted.

CARRIED 9/0429 – 29/01/2019

13.1.2 Community Benefit Scheme 2018/2019 Update 9/0151

Moved: Alderman Buhr  
Seconded: Alderman Henderson

THAT Report Number 9/0151 entitled Community Benefit Scheme 2018/2019 Update be received and noted.

CARRIED 9/0430 – 29/01/2019

### 13.2 Action Reports

13.2.1 Appointment of Deputy Mayor – February – July 2019 9/0148

Moved: Deputy Mayor Spick  
Seconded: Alderman Giesecke

1. THAT Report Number 9/0148 entitled Appointment of the Deputy Mayor – February to July 2019 be received and noted.

CARRIED 9/0431 – 29/01/2019

Initials: \_\_\_\_\_



## Minute Book Page 9648

### 13.2.1 Appointment of Deputy Mayor – February – July 2019 (continued) 9/0148

Moved: Alderman Hale

Seconded: Alderman Buhr

2. THAT Council appoint Alderman Henderson as Deputy Mayor for a period of five (5) months in accordance with Council Policy *EM01 Elected Members*, commencing 20 February 2019 to 20 July 2019 (inclusive).

CARRIED 9/0432 – 29/01/2019

### 13.2.2 Australian Local Government Association (ALGA) National General Assembly (NGA) 2019 9/0150

Moved: Deputy Mayor Spick

Seconded: Alderman Henderson

1. THAT Report Number 9/0150 entitled Australian Local Government Association (ALGA) National General Assembly (NGA) 2019 be received and noted.
2. THAT Council endorse the attendance of the Mayor to the Australian Local Government Association (ALGA) National General Assembly (NGA) in Canberra being held 16 to 19 June 2019.
3. THAT Council endorses the Mayor to vote on behalf of the City of Palmerston at the Australian Local Government Association (ALGA) National General Assembly (NGA) 2019 debating sessions, taking into consideration the interests of the Community and Council.
4. THAT the leave of absence from Mayor Pascoe-Bell, for period 16 June to 19 June 2019 (inclusive) be received and granted.

CARRIED 9/0433 – 29/01/2019

### 13.2.3 Local Government Association of the Northern Territory Call for Policy and Action Motions – 11 April 2019 9/0155

Moved: Alderman Henderson

Seconded: Alderman Hale

1. THAT Report Number 9/0155 entitled Local Government Association of the Northern Territory Call for Policy and Action Motions – 11 April 2019 be received and noted.
2. THAT any proposed Policy and Action Motions to the April 2019 General Meeting of the Local Government Association of the Northern Territory, be provided in writing to the Chief Executive Officer by Friday 8 February 2019.

CARRIED 9/0434 – 29/01/2019

Initials: \_\_\_\_\_

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### 13.2.4 Affixation of Common Seal – Crown Lease Term 2627 over Lot 15269 9/0157

Moved: Alderman Buhr

Seconded: Alderman Hale

1. THAT Report Number 9/0157 entitled Affixation of Common Seal – Crown Lease Term (CLT) 2627 over Lot 15269 be received and noted.
2. THAT in accordance with *Section 26(7) of the Local Government Act*, the Mayor and Chief Executive Officer be authorised to sign and seal Crown Lease Term (CLT) 2627 over Lot 15269 Town of Palmerston at **Attachment A** to Report Number 9/0157 entitled Affixation of Common Seal – Crown Lease Term (CLT) 2627 over Lot 15269.

CARRIED 9/0435 – 29/01/2019

### 13.3 Confidential Decisions moved into the Open Session

#### 23.2.1 Assignment of Lease of Mosko's Market, Part of Lot 9608, Palmerston C9/0156

Moved: Alderman Henderson

Seconded: Alderman Buhr

5. THAT Report Number C9/0156 entitled Assignment of Lease of Mosko's Market, Part of Lot 9608, Palmerston be received and noted.
6. THAT Council approve the assignment of the lease of Mosko's Market, Part of Lot 9608, Palmerston from Melinda Hosking to Territory Projects Pty Ltd for the balance of the current lease term ending 31 July 2020 with a two (2) year option expiring 31 July 2022 subject to the conditions outlined in Report Number C9/0156 entitled Assignment of Lease of Mosko's Market, Part of Lot 9608, Palmerston.
7. THAT Council reject the request to enter into a new lease for Mosko's Market, Part of Lot 9608, Palmerston at this time.
8. THAT the Council Decisions relating to Report Number C9/0156 entitled Assignment of Lease of Mosko's Market, Part of Lot 9608, Palmerston be moved to the 29 January 2019 Open Minutes.

CARRIED 9/0445 – 29/01/2019

Initials: \_\_\_\_\_

## 14 INFORMATION AND CORRESPONDENCE

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### 14.1 Information

#### 14.1.1 Local Government Association of the Northern Territory Conference Advance Notice – April 2019

Moved: Deputy Mayor Spick  
Seconded: Alderman Garden

1. THAT Council receive and note Item 14.1.1 entitled Local Government Association of the Northern Territory Conference Advance Notice – April 2019.
2. THAT Council note the Mayor and Alderman Henderson's attendance to the Local Government Association of the Northern Territory General Meeting scheduled 10 to 11 April 2019.
3. THAT the leave of absence from Mayor Pascoe-Bell and Alderman Henderson for period 9 April to 11 April (inclusive) be received and granted.

CARRIED 9/0436 – 29/01/2019

### 14.2 Correspondence

#### 14.2.1 Roads to Recovery Funding Allocation – 1 July 2019 to 30 June 2024

Moved: Alderman Garden  
Seconded: Alderman Buhr

THAT correspondence entitled Roads to Recovery Funding Allocation – 1 July 2019 to 30 June 2024 be received and noted.

CARRIED 9/0437 – 29/01/2019

## 15 REPORT OF DELEGATES

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Nil.

## 16 QUESTIONS BY MEMBERS

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### 16.1 Laneway Trial

Moved: Alderman Henderson  
Seconded: Alderman Hale

THAT the question asked by Alderman Henderson regarding Laneway Trials, and the response provided by the Chief Executive Officer be received and noted.

CARRIED 9/0438 – 29/01/2019

Initials: \_\_\_\_\_

16.2 Driver Avenue and Elrundie Avenue Intersection

Moved: Alderman Henderson  
Seconded: Alderman Hale

THAT the question asked by Alderman Henderson regarding safety concerns at the Driver Avenue and Elrundie Avenue Intersection, and the response provided by the Mayor stating that she will raise the matter with the relevant Minister be received and noted.

CARRIED 9/0439 - 29/01/2019

## 17 GENERAL BUSINESS

17.1 Former Dollars & Sense

Moved: Alderman Hale  
Seconded: Deputy Mayor Spick

THAT Council request that the Chief Executive Officer contact the owners of the allotment containing the former Dollars and Sense seeking to improve the amenity of the site including litter.

CARRIED 9/0440 - 29/01/2019

## 18 NEXT COUNCIL MEETING

Moved: Alderman Garden  
Seconded: Deputy Mayor Spick

THAT the next Ordinary Meeting of Council be held on Tuesday, 5 February 2019 at 5:30pm in the Council Chambers, First Floor, Civic Plaza, 1 Chung Wah Terrace Palmerston.

CARRIED 9/0441 - 29/01/2019

## 19 CLOSURE OF MEETING TO PUBLIC

Moved: Alderman Buhr  
Seconded: Alderman Henderson

THAT pursuant to Section 65 (2) of the *Local Government Act* and Regulation 9 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the Confidential Items of the Agenda.

CARRIED 9/0442 - 29/01/2019



Athina Pascoe-Bell  
MAYOR

Date: